



University of the Philippines



# FMIS

**Financial Management Information System  
User Manual**

# **FMIS User Manual**

## *DV Preparation*

Author:	Julius Ermitanio
Creation Date:	08 August 2018
Last Updated:	27 November 2019
Document Ref:	FMIS User Manual – DV Preparation
Version:	1.3

## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
		1.0	Initial
30 May 2017	Julius Ermitanio	1.1	<ul style="list-style-type: none"> <li>• Included the step 2, selecting DV type: Standard or Prepayment</li> <li>• Added note to make sure prepayment supplier is the same as name in expense report</li> </ul>
10 July 2018	Julius Ermitanio	1.2	<ul style="list-style-type: none"> <li>• Updated screenshots</li> </ul>
27 November 2019	Julius Ermitanio	1.3	<ul style="list-style-type: none"> <li>• Added note on how to identify Internal from Standard Supplier</li> </ul>

## 1.2 Description

<b>Manual ID</b>	
<b>Manual Name</b>	Preparation of Disbursement Voucher (DV)
<b>Functional Domain</b>	Accounts Payables Module
<b>Responsibility</b>	Payables DV
<b>Purpose</b>	To prepare a Disbursement Voucher (DV)
<b>Data Requirement</b>	<ul style="list-style-type: none"> <li>• DV details</li> <li>• Scanned supporting documents</li> </ul>
<b>Dependencies</b>	<ul style="list-style-type: none"> <li>• UIS Registered Supplier</li> <li>• Responsibility Center Code</li> <li>• Special Code</li> <li>• Expenditure Type</li> </ul>
<b>Scenario</b>	The DV originator enters DV details and upload scanned documents required for processing in the system.



**University of the Philippines**

University Information System Home Page

**Main Menu**

Personalize

- Internet Expenses, UPS
- Payables DV, UPS
- Print DV
- Entry
- DV
- Expense Reports
- Recurring DV
- Inquiry
- Accrual Write-Off
- UP Employee Self Service

**Worklist**

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.			
✓ <a href="#">TIP Worklist Access</a> - Specify which users can view and act upon your notifications.			

**STEP 1.** On the UIS Main Menu, select the **Payables DV** responsibility. A dropdown list will appear, click **Entry**. Then click DV.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard							PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

The Java Applet will open on the computer. Enter the details of the DV in the Invoice Workbench. These details are **Type, Supplier Name, Branch, DV Date, Currency, DV Amount, Other DV Details, Description, and Payment Method.**

Field Name	Description	Remarks
<b>Type</b>	<p>Default value is “<b>Standard</b>”. This is used for payments to suppliers and individual payees.</p> <p>Choose “<b>Prepayment</b>” for Cash Advances.</p>	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Select from list of values</li> <li>• Cannot be changed once DV is saved (if wrong DV type has been selected, create a new one)</li> </ul>
<b>PO Number</b>	The PO number or Purchase Order number is generated from SPCMIS. <b>DO NOT</b> enter manually created PO numbers.	<ul style="list-style-type: none"> <li>• Optional field</li> <li>• Select from list of values</li> </ul>
<b>Supplier Name</b>	<p>This is the payee name of the voucher that is selected from a maintained list.</p> <p>For vouchers with multiple payees, (e.g. Juan Dela Cruz et.al., payroll, scholars) select a generic name of the payee as Supplier Name such as <b>Payroll, Students, Scholars</b>.</p> <p><i>For Prepayment DVs, make sure that the <b>Supplier Name</b> matches the <b>Name</b> in the expense report to be created in the Internet Expenses module. See user manuals for Setting-up Access Authorization and Creating an Expense Report.</i></p> <p>If the payee is an Employee, NGW or Non-UP Contractual, select an <b>internal supplier</b>. Otherwise, select a Standard supplier.</p> <p><b>NOTE:</b> To identify if the supplier is an <b>Internal Supplier</b>, the <b>Employee Number</b> should appear in the list of values (LOV).</p>	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Select from list of values</li> </ul>

<b>Supplier Number</b>	Unique ID number for the supplier name.	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Auto-generated if supplier name is entered</li> <li>• Can be used to enter supplier name and branch details</li> </ul>
<b>Branch</b>	Branch or address of the payee.	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Auto-generated if supplier name/number is entered</li> </ul>
<b>DV Date</b>	Creation date of the DV.	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Choose from the calendar tab (format: DD-MON-YYYY)</li> </ul>
<b>DV Number</b>	Unique number generated by the system once end-user completed filling-out the form and saved the DV.	<ul style="list-style-type: none"> <li>• Not editable</li> <li>• Auto-generated</li> </ul>
<b>Currency</b>	Indicates the currency of the amount for payment. Default value is Philippine Peso (PHP).	<ul style="list-style-type: none"> <li>• Required field</li> </ul>
<b>DV Amount</b>	The gross amount of the DV.	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Enter numeric values only. Currency symbols not required</li> </ul>
<b>GL Date</b>	This is the general ledger date. Default value is the same as DV date or current date.	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Auto-generated</li> <li>• Can be edited</li> </ul>
<b>Description</b>	Nature of payment of the voucher. (e.g. Payment of supplies for the month of January).	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Free text field up to 240 characters</li> <li>• Can be edited once saved</li> </ul>
<b>Terms Date</b>	Indicates the terms of payment date. Default date is the same as DV date or current date.	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Auto-generated</li> </ul>
<b>Payment Method</b>	Indicates if the payee will be paid through <b>Check</b> or <b>RDA/RADA</b> (Request for Advice to Debit Account). Default value is <b>RDA</b>	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Auto-generated</li> <li>• Can be edited once saved</li> </ul>



File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV ☐

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard							PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

**STEP 2.** Select the **Type** of DV on the Invoice Workbench. Default value is **“Standard”**. This is used for payments to suppliers and individual payees.

Choose **“Prepayment”** for Cash Advances.

**Note:** When the end-user sees an ellipsis button on a field, this means that a list of value is available. Just click the ellipsis button to open the list of values.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP System	Standard		...					PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items Retainage Prepayments Applied Withholding Subtotal Tax Freight Miscellaneous Total

Amount Paid

PHP 0.00

Status

Status Never Validated  
 Accounted Unprocessed  
 Approval Required  
 Holds  
 Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

### STEP 3. Supplier Name

Click the Supplier Name field, then click the ellipsis button.

A list of values will open.

**Note:** Whenever you see the ellipses button on a field, this means that a list of values is available. Just click the ellipsis button to open the list of values.

For Prepayment DVs, make sure that the **Supplier Name** matches the **Name** in the expense report to be created in the Internet Expenses module. See user manuals for Setting-up Access Authorization and Creating an Expense Report.

The screenshot shows the 'Invoice Workbench (Payables DV, UPS)' application. A 'Trading Partner' search dialog is open, prompting the user to 'Enter a partial value to limit the list, % to see all values.' A warning message states: 'Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.' The 'Find' field contains the text '%lapitan'. The 'Find' button is highlighted with a red box. Below the search field is a table with columns: Trading Partner Name, Supplier Number, Taxpayer ID, Tax Registration Number, and Tax Type. The table is currently empty. At the bottom of the dialog are buttons for 'Find', 'OK', and 'Cancel'. The background application window shows a menu bar (File, Edit, View, Folder, Tools, Reports, Actions, Window, Help) and a toolbar. The main area has tabs for '1 General' and '2 Lines'. The 'Summary' section on the left includes fields for Items, Retainage, Prepayments Applied, Withholding, Subtotal, Tax, Freight, Miscellaneous, and Total. The bottom of the application window shows a status bar with 'Choices in list: 0', 'Record: 1/1', and a list of values.

Type the supplier's name (or at least a part of it) on the **Find** field, together with the % sign, then click the **Find** button.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV ☐

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard							PHP	

Trading Partner

Find%

Trading Partner Name	Supplier Number	Taxpayer ID	Tax Registration Number	Tax Type
Constante, Dr. Jesalyn Lapitan Jesalyn	8047			
Lapitan, Dr. Marie Carmela Mortillero	1951			
Lapitan, Dr. Portia Gamboa	14636			

End OK Cancel

1 General 2 Lines

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Choices in list: 3  
Record: 1/1 ... List of Valu... <OSC>

Related search results will appear. Select the payee name of the DV then click the **OK** button.

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard		%Ermitanio%					PHP	

Trading Partner

Find %Ermitanio%

Trading Partner Name	Supplier Number	Taxpayer ID	Tax Registration Number	Tax Type	Registry ID	Employee Number
Ermitanio, Mr. Julius Abanilla	1578				31759	100010375
Julius A. Ermitanio	47199				100701	

1 General 2 Lines

Summary

- Items
- Retainage
- Prepayments Applied
- Withholding
- Subtotal
- Tax
- Freight
- Miscellaneous
- Total

Find OK Cancel

**NOTE:** To identify if the supplier is an **Internal Supplier**, the **Employee Number** should appear in the list of values (LOV).

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV ☐

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard		Lapitan, Dr. Marie Cam	1951				PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

### Supplier Number

The Supplier Number field is automatically populated once the Supplier Name is entered.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV ☐

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard		Lapitan, Dr. Marie Cam	1951	...			PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... | List of Valu... | <OSC>

**STEP 4. Branch Name**

Select the Branch Name from the list of values.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard		Lapitan, Dr. Marie Cam	1951	HOME		...	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

**STEP 5. DV Date**

Click the ellipsis button to set the DV Date.



File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV ☐

PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV Amount	GL Date
	Lapitan, Dr. Marie Cam	1951	HOME	25-MAY-2017		PHP		25-MAY-2017

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

**STEP 6. Currency**

The multi-currency function is available in UIS. End-user may then set the currency in either **PHP** for Philippine Peso or **USD** for US Dollar.

By default, however, it is set to **PHP**.

To change the **Currency**, click the ellipsis button on the currency field to open the list of values and select the required currency sign.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV Amount	GL Date
	Lapitan, Dr. Marie Carn	1951	HOME	25-MAY-2017		PHP	7120	25-MAY-2017

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 <OSC>

**STEP 7. DV Amount**

Fill out the DV Amount field.  
Enter only the numeric values.  
Currency symbols need not to enter.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV ☐

Date	DV Number	Currency	DV Amount	GL Date	Payment Curr	Other DV Details	Description
1 MAY-2017		PHP	7,500.00	25-MAY-2017	PHP	<input type="text"/>	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

**STEP 8. Other DV Details**

Click the **Other DV Details** field.

The **Disbursement Voucher DFF** field will open.

Oracle Applications - Production Instance

File Edit View Folder Tools Reports Window Help

Invoice Workbench (Payables Super User, UPS)

Batch Control Total  Batch Actual Total

UP DV

DV Date	DV Number	Currency	DV Amount	GL Date	Payment Curr	Other DV Details	Description
02-FEB-2018		PHP		02-FEB-2018	PHP		

1 General 2 Lines

Summary

Items	
Retainage	
Prepayments Applied	
Withholding	
Subtotal	
Tax	
Freight	
Miscellaneous	
Total	

Disbursement Voucher DFF

Supplier Invoice Number

Payee Name

Fund Cluster

Responsibility Center

Special Code

Expenditure Type

Processor

Pre-Audited by

OK Cancel Clear Help

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Fill out the following required fields: **Responsibility Center**, **Special Code**, **Expenditure Type**, and **Processor**. After entering the details, click the **OK** button.

Field Name	Description	Remarks
<b>Supplier Invoice Number</b>	This field is filled-out if the end-user has a bill or invoice from a supplier (e.g. Meralco bill number)	<ul style="list-style-type: none"> <li>• Optional field</li> <li>• Free text field</li> </ul>
<b>Payee Name</b>	This field is filled-out <b>ONLY</b> if the end-user has entered <b>generic payee</b> name on the Supplier Name field such as payroll, students, and scholars. Otherwise, <b>LEAVE BLANK</b> .	<ul style="list-style-type: none"> <li>• Optional field</li> <li>• Free text field</li> </ul>
<b>Fund Cluster</b>	Source of Fund	<ul style="list-style-type: none"> <li>• Optional</li> <li>• List of Values</li> </ul>
<b>Responsibility Center</b>	Responsibility Center	<ul style="list-style-type: none"> <li>• Required Field</li> <li>• Required for approval path</li> </ul>
<b>Special Code</b>	Special Code for Trust Accounts / Projects / Special Accounts for Monitoring	<ul style="list-style-type: none"> <li>• Required Field</li> <li>• Required for approval path</li> </ul>
<b>Expenditure Type</b>	Bank Transfer, Cash Advance, Etc.	<ul style="list-style-type: none"> <li>• Required for approval path</li> </ul>
<b>Processor</b>	Name of the person who created the DV	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Free text field</li> </ul>
<b>Pre-Audited by</b>	Name of the personnel who audited the DV	<ul style="list-style-type: none"> <li>• Free text field</li> </ul>

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

DV Number	Currency	DV Amount	GL Date	Payment Curr	Other DV Details	Description	Terms
	PHP	7,120.00	25-MAY-2017	PHP		Payment of Honorarium	25-MA

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP  0.00

Status

Status  Never Validated

Accounted  Unprocessed

Approval  Required

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>

**STEP 9.Description**

Write the particulars or nature of payment of the DV.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

ate	Payment Curr	Other DV Details	Description	Terms Date	Terms	Payment Method
AY-2017	PHP	...SA01005001.-.Bank Transf	Payment of Honorarium	25-MAY-2017	Immediate	... Check

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Payment of Honorarium

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

**STEP 10. Terms**

Set the payment terms on the **Terms** field by clicking the ellipsis button to search for payment terms.

Enter the % sign on the Find field, then click **Find**.



File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Date	Payment Curr	Other DV Details	Description	Terms Date	Terms	Payment Method
MAY-2017	PHP	...SA01005001-.Bank Transf	Payment of Honorarium	25-MAY-2017	Immediate	Check

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled P

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Scheduled Payr

Description

Pay

Payment Terms

Find %

Terms	Description
27 Days	27 Days
28 Days	28 Days
29 Days	29 Days
3 Days	3 Days
30 Days	30 Days
4 Days	4 Days
5 Days	5 Days
6 Days	6 Days
7 Days	7 Days
8 Days	8 Days
9 Days	9 Days
Immediate	Immediate

Find End OK Cancel

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Choices in list: 31

Record: 1/1 ... List of Valu... <OSC>

You may select the payment terms of the DV (e.g. 15 Days) from the list of values, then click **OK**.

Default value is Immediate.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

urr	Other DV Details	Description	Terms Date	Terms	Payment Method	Liability Account
...	SA01005001.-Bank Transf	Payment of Honorarium	25-MAY-2017	Immediate	...	01.-.-.20101010.-

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Payment of Honorarium

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

**STEP 11. Payment Method**

Click the ellipsis button on the Payment Method field.

The list of payment method will appear.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

urr	Other DV Details	Description	Terms Date	Terms	Payment Method	Liability Account
...	SA01005001.-Bank Transf	Payment of Honorarium	25-MAY-2017	Immediate		01.-.-.-.20101010.-

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Scheduled Payment

Description

Payment

Payment Methods

Find %

Payment Method	For Bills Payable	
Check	N	C
LDDAP-ADA	N	L
RDA	N	A

End OK Cancel

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Choices in list: 3

Record: 1/1 ... List of Valu... <OSC>

Choose the payment method from the following methods: **Check, LDDAP-ADA, and RDA**, then click the **OK** button.

File Edit View Folder Tools Reports Actions Window Help

Invoice Worksheet (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV ☐

	Payment Method	Liability Account	Pay Group	Distribution Set	Prepayment Type	Settlement Date	DV Number
<input checked="" type="checkbox"/>	Check	01-20101010-20101010	SUPPLIER				
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

**STEP 12.** Once details of the DV have been filled out, click the **Save** button.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP System	Standard		Lapitan, Dr. Marie Cam	1951	HOME	25-MAY-2017	2656	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal  0.00

Tax

Freight

Miscellaneous

Total  0.00

Amount Paid

PHP  0.00

Status

Status  Never Validated

Accounted  No

Approval  Required

Holds  0

Scheduled Payment Holds  0

Description

Payment of Honorarium

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

FRM-40400:Transaction complete: 1 records applied and saved.

Record: 1/1 ... <OSC>

Notice that after saving the DV details entered, the DV Number field is populated with a system generated DV number.

Take note of the DV number as it will be a reference in tracking the DV status.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard		Lapitan, Dr. Marie Cam	1951	HOME	25-MAY-2017	2656	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	
Retainage	
Prepayments Applied	
Withholding	
Subtotal	0.00
Tax	
Freight	
Miscellaneous	
Total	0.00

Amount Paid

PHP	0.00
-----	------

Status

Status	Never Validated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

Description

Payment of Honorarium

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

FRM-40400:Transaction complete: 1 records applied and saved.  
Record: 1/1 ... <OSC>

**STEP 13.** Notice that the Total field is still amounting to **0.00**.

Click the **2 Lines** tab.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard		Lapitan, Dr. Marie Cam	1951	HOME	25-MAY-2017	2656	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

DV Lines

Total  
Gross  Retained  Net

No.	Type	Amount	ObR/BUR	Withholding Tax Group	Description	GL Date	PO Number	PO Release	F
1	Item				Payment of Honorarium	25-MAY-2017			

Discard Line 1 Distributions Allocations

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>

Fill out the **Amount** field that is the same amount entered in the DV Amount field above of the form.

**STEP 14.** Then click the **Save** button.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard		Lapitan, Dr. Marie Cam	1951	HOME	25-MAY-2017	2656	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

DV Lines

Total  
Gross  Retained  Net

No.	Type	Amount	ObR/BUR	Withholding Tax Group	Description	GL Date	PO Number	PO Release	F
1	Item	7500			Payment of Honorarium	25-MAY-2017			

Discard Line 1 Distributions Allocations

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>



File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard		Lapitan, Dr. Marie Cam	1951	HOME	25-MAY-2017	2656	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

DV Lines

Total  
Gross  Retained  Net

No.	Type	Amount	ObR/BUR	Withholding Tax Group	Description	GL Date	PO Number	PO Release	F
1	Item	7,500.00	.		Payment of Honorarium	25-MAY-2017			

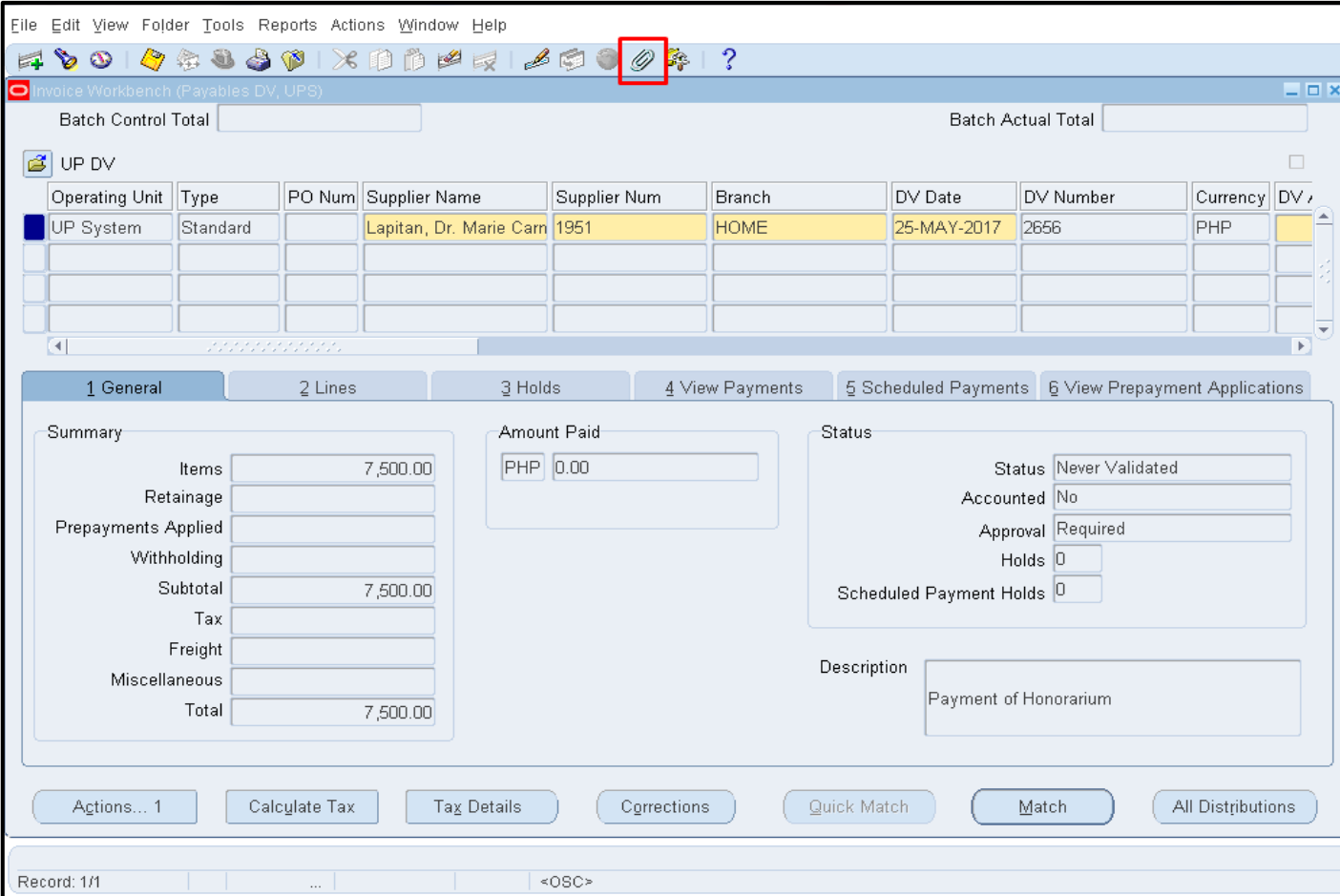
Discard Line 1 Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

FRM-40400: Transaction complete: 2 records applied and saved.  
Record: 1/1 <OSC>

Return to the DV Summary by clicking the **General** tab.

DV amount should appear in the Total Amount field of the DV.



File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP System	Standard		Lapitan, Dr. Marie Cam	1951	HOME	25-MAY-2017	2656	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	7,500.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	7,500.00
Tax	
Freight	
Miscellaneous	
Total	7,500.00

Amount Paid

PHP	0.00
-----	------

Status

Status	Never Validated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

Description

Payment of Honorarium

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>

**STEP 15.** For the attachment of documents (e.g. receipts, budget clearance) in UIS, click the **Attachment** icon that can be found above the DV form.

The Attachments window will then open.

File Edit View Folder Tools Window Help

Attachments (UP System2027(PHP)) - 25-MAY-2017, Lapitan, Dr. Marie Carmela Mortillero,

Seq	Category	Title	Description	May Be Changed
10		...		<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: Invoice

☐ Include Related Documents

Publish to Catalog Document Catalog...

Actions... 1 Calculate Tax Tax Details Cgrrrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

Actual Total

DV Number Currency DV /

2656 PHP

View Prepayment Applications

us Never Validated

ed No

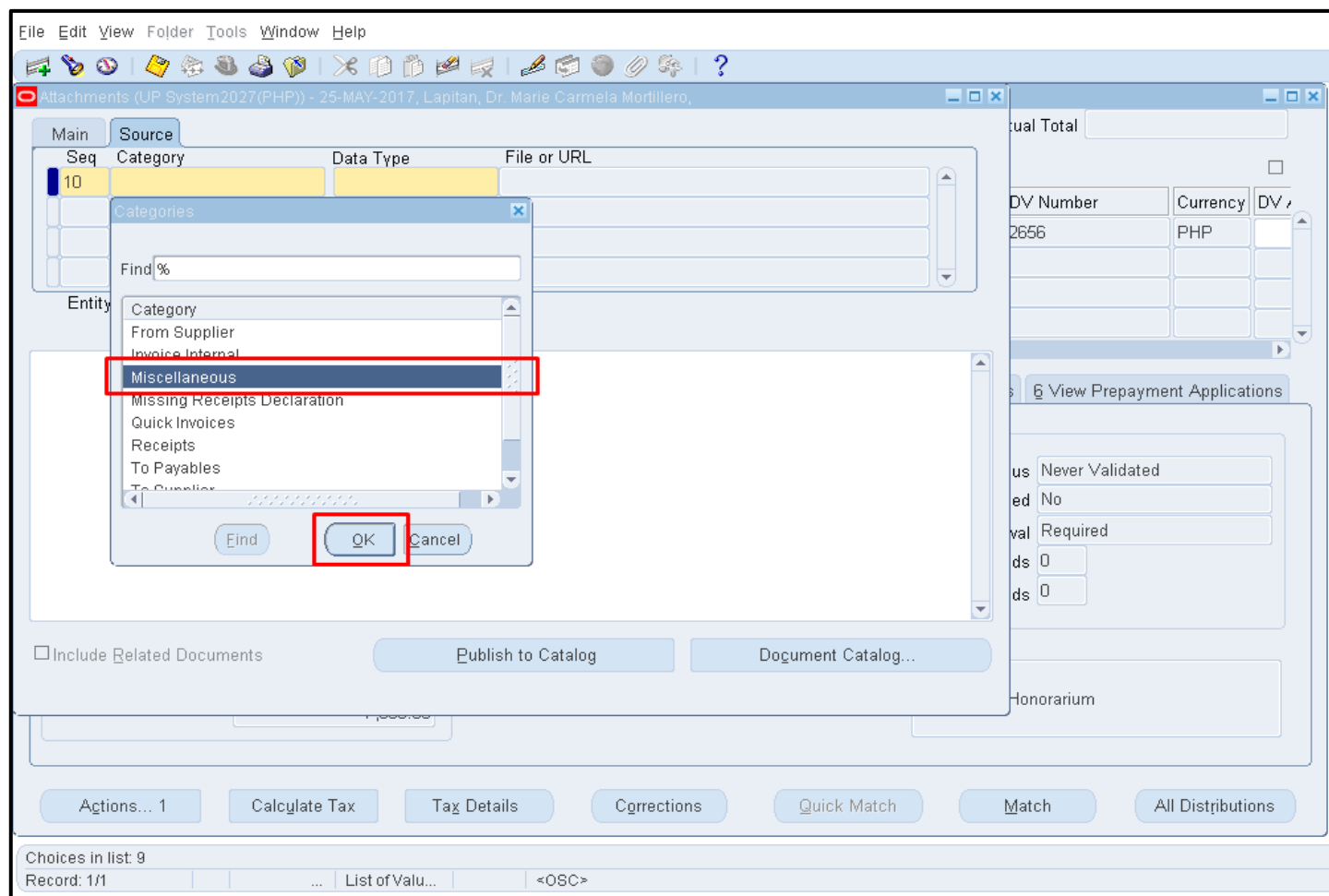
val Required

ds 0

ds 0

Honorarium

**STEP 16.** Click the ellipsis button on the **Category** field.



From the dropdown list of Categories, select **Miscellaneous**, then click **OK**.

The screenshot shows the 'Attachments (UP System2027(PHP)) - 28-May-2017, Lapitan, Dr. Marie Carmela Mortillero,' window. The 'Source' tab is highlighted with a red box. The window contains a table with columns: Seq, Category, Title, Description, and May Be Changed. The first row is highlighted in yellow with '10' in the Seq column and 'Miscellaneous' in the Category column. Below the table is the 'Entity Name: Invoice' field. To the right of the table is a 'May Be Changed' column with checkboxes. Below the table is an 'Open Document...' button. At the bottom left is a checkbox 'Include Related Documents'. At the bottom center are 'Publish to Catalog' and 'Document Catalog...' buttons. On the right side of the window, there is a 'Currency' dropdown set to 'PHP' and a 'DV Amount' field set to '7,500.00'. Below this is a 'View Prepayment Applications' button. At the bottom of the window are buttons for 'Actions... 1', 'Calculate Tax', 'Tax Details', 'Corrections', 'Quick Match', 'Match', and 'All Distributions'. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

Seq	Category	Title	Description	May Be Changed
10	Miscellaneous			<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: Invoice

Open Document...

☐ Include Related Documents

Publish to Catalog Document Catalog...

Currency: PHP DV Amount: 7,500.00

View Prepayment Applications

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 <OSC>

**STEP 17.** Click the **Source** tab.

File Edit View Folder Tools Window Help

Attachments (UP System2027(PHP)) - 25-MAY-2017, Lapitan, Dr. Marie Carmela Mortillero,

Main Source

Seq	Category	Data Type	File or URL
10	Miscellaneous	...	

Entity Name: Invoice

Include Related Documents ☐

Publish to Catalog Document Catalog...

Actual Total

DV Number Currency DV /

2656 PHP

View Prepayment Applications

us Never Validated

ed No

val Required

ds 0

ds 0

Honorarium

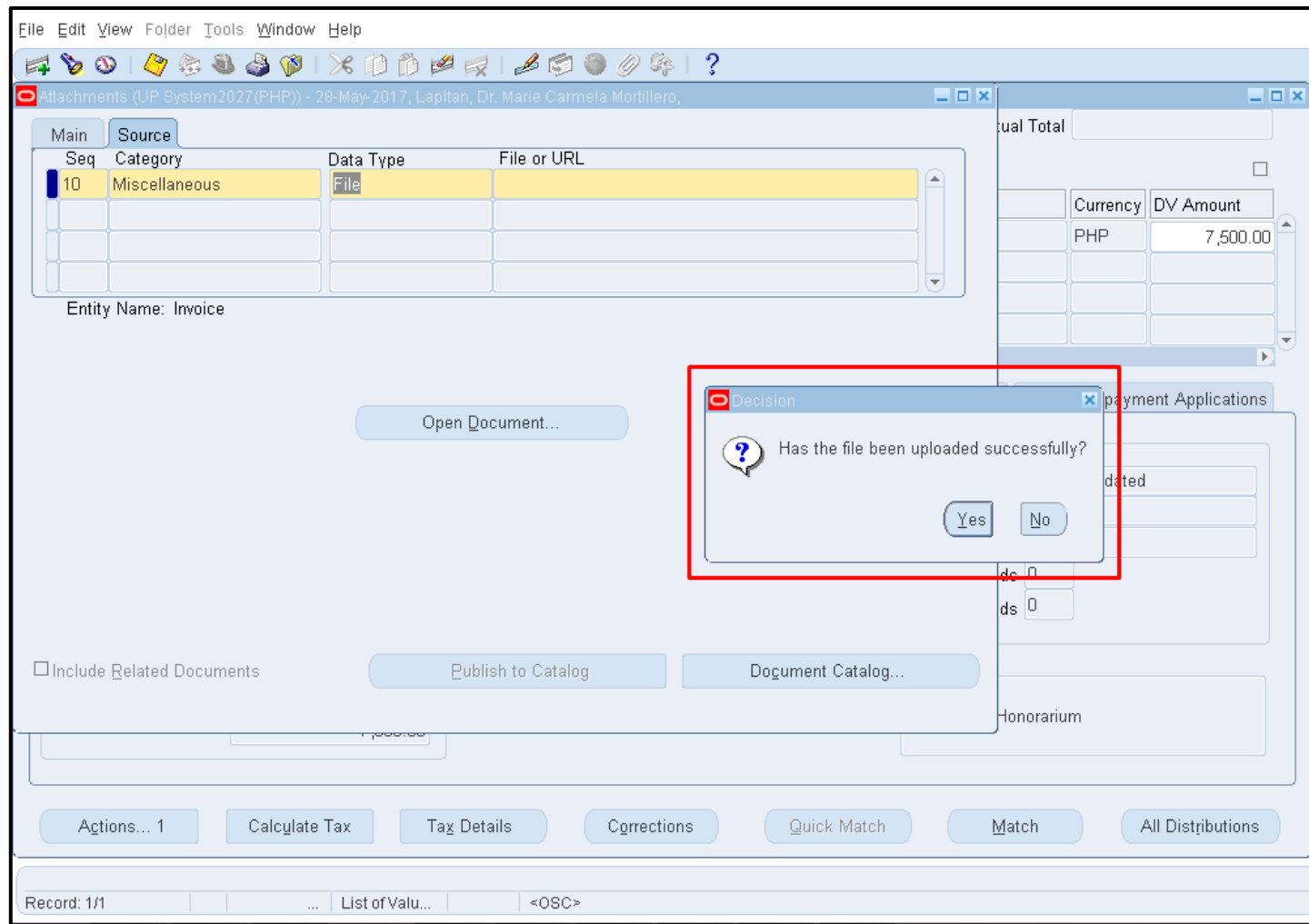
Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

Click the ellipsis button on the **Data Type** field.

The screenshot shows the 'Attachments (UP System2027(PHP))' window. The 'Source' tab is active, displaying a table with columns 'Seq', 'Category', 'Data Type', and 'File or URL'. The first row has '10' in 'Seq' and 'Miscellaneous' in 'Category'. Below the table, 'Entity Name: Invoice' is shown. A 'Datatypes' dialog box is open, listing 'File', 'Long Text', 'Short Text', and 'Web Page'. The 'File' option is highlighted with a red box, and the 'OK' button is also highlighted with a red box. The background window includes various input fields like 'Actual Total', 'DV Number' (2656), 'Currency' (PHP), and 'DV /'. At the bottom, there are buttons for 'Actions... 1', 'Calculate Tax', 'Tax Details', 'Corrections', 'Quick Match', 'Match', and 'All Distributions'. The status bar at the very bottom indicates 'Choices in list: 4' and 'Record: 1/1'.

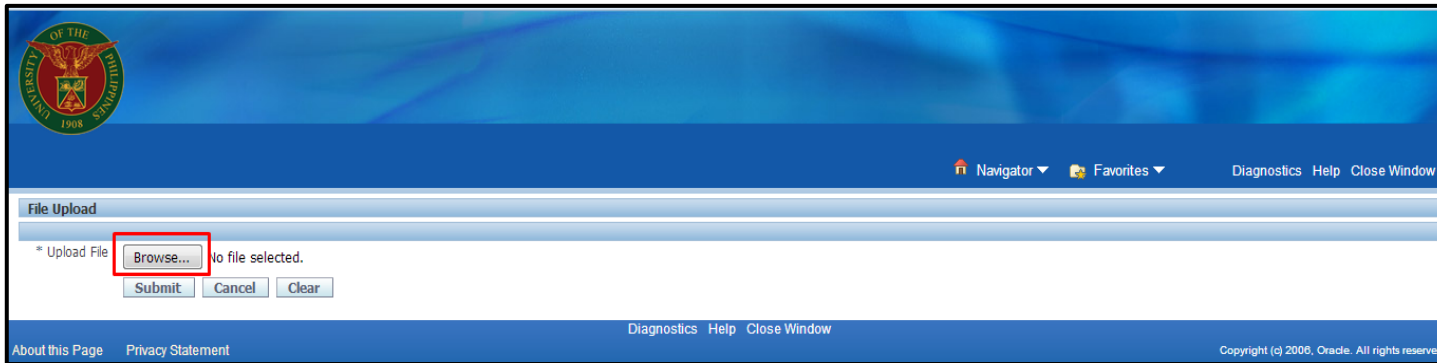
From the Data Type list of values, select **File**, then click **OK**.



**STEP 18.** The decision window will open. Do not click any button on the Decision window yet.

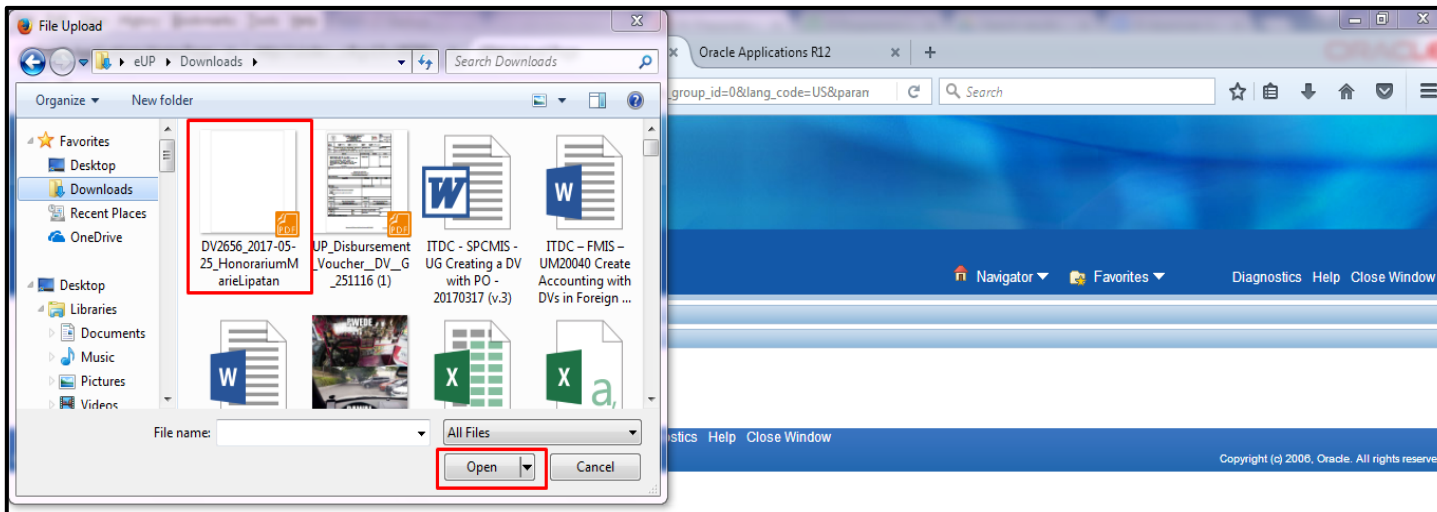
Go back to the Mozilla Firefox browser instead.





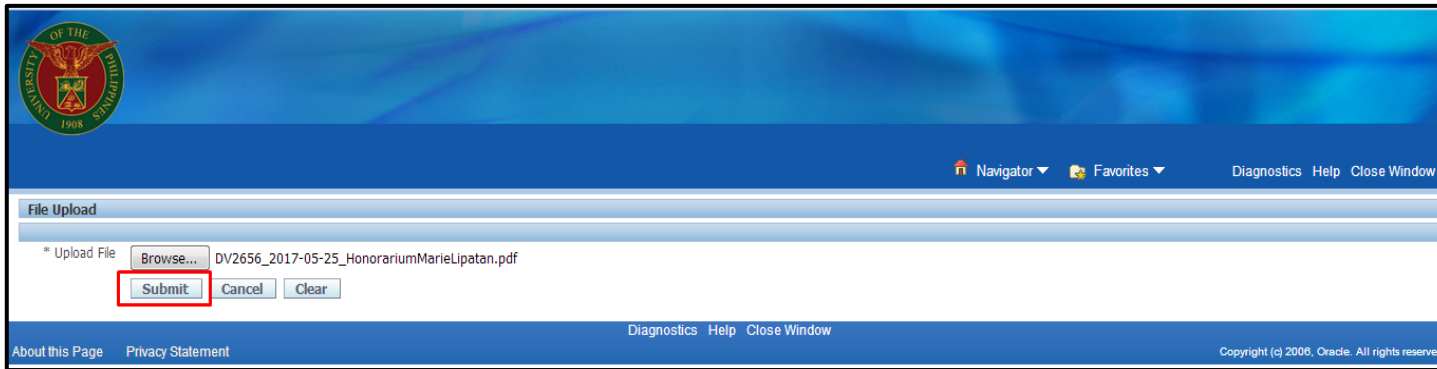
The File Upload page will open.

Click the **Browse** button.



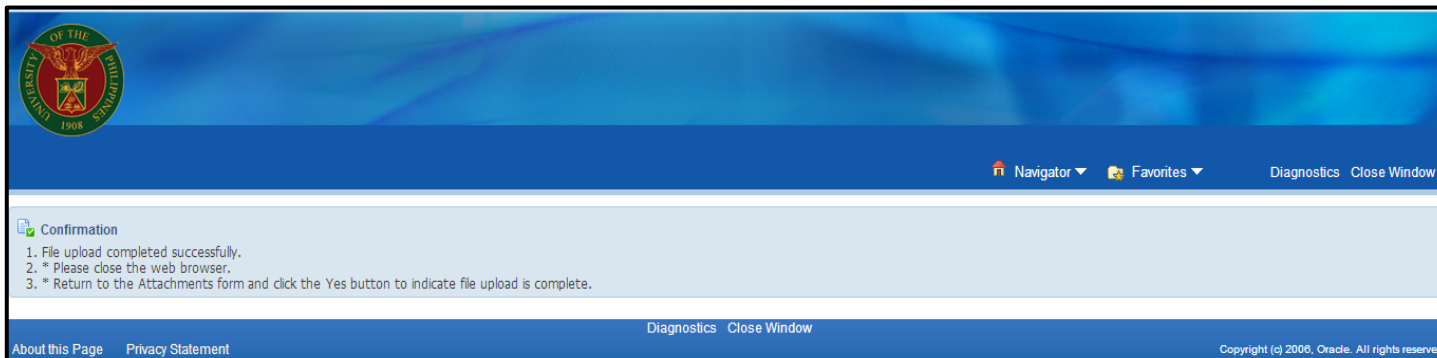
Locate the file from the computer unit

**Note:** Files allowed to be uploaded are PDF, JPEG, and PNG formats only. Avoid uploading zip files. The allowable file size for each attachment is 8 MB only.



The screenshot shows the 'File Upload' section of the FMIS interface. At the top left is the University of the Philippines logo. The main content area has a header 'File Upload' and a sub-header '\* Upload File'. Below this, there is a text input field containing the filename 'DV2656\_2017-05-25\_HonorariumMarieLipatan.pdf'. To the left of the input field is a 'Browse...' button. Below the input field are three buttons: 'Submit' (highlighted with a red rectangle), 'Cancel', and 'Clear'. The footer of the interface includes links for 'About this Page' and 'Privacy Statement', a 'Diagnostics Help Close Window' menu, and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

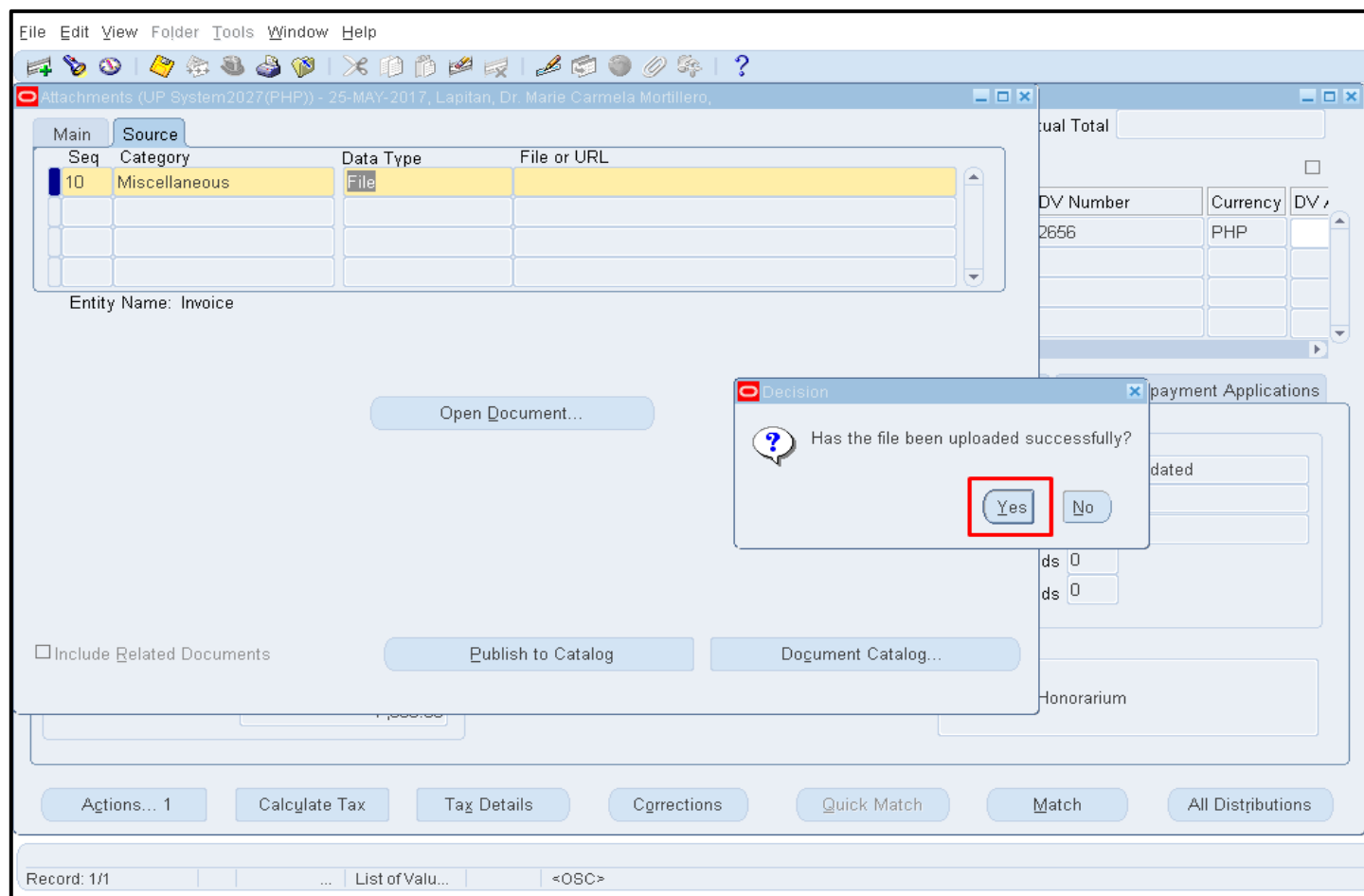
Click the **Submit** button once the file attachment has been selected.



The screenshot shows a 'Confirmation' message box. It has a header 'Confirmation' with a green checkmark icon. The message contains three numbered steps: '1. File upload completed successfully.', '2. \* Please close the web browser.', and '3. \* Return to the Attachments form and click the Yes button to indicate file upload is complete.' The footer of the interface includes links for 'About this Page' and 'Privacy Statement', a 'Diagnostics Close Window' menu, and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

A Confirmation will appear that the file has been successfully uploaded.

Go back to the Invoice Workbench window.



On the Decision window, then click **Yes**.

File Edit View Folder Tools Window Help

Attachments (UP System2027(PHP)) - 25-MAY-2017, Lapitan, Dr. Marie Carmela Mortillero,

Main Source

Seq	Category	Data Type	File or URL
10	Miscellaneous	File	DV2656_2017-05-25_HonorariumMarieLipatan.pdf

Entity Name: Invoice

Open Document...

Include Related Documents

Publish to Catalog Document Catalog...

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

FRM-40400: Transaction complete: 1 records applied and saved.  
Record: 1/1 <OSC>

The file has been uploaded.  
Close the Attachments  
window.

**Note:** For security purposes, once file has been uploaded, it can no longer be removed from the DV. If the end-user wants to replace the attached file, just upload the correct file and name it **UPDATED – {File Name}** for the approver be informed that there is an updated file.

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP System	Standard		Lapitan, Dr. Marie Carn	1951	HOME	25-MAY-2017	2656	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	7,500.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	7,500.00
Tax	
Freight	
Miscellaneous	
Total	7,500.00

Amount Paid

PHP	0.00
-----	------

Status

Status	Never Validated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

Description

Payment of Honorarium

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>

**STEP 19.** Save the DV transaction again.

Click the **Save** button or use the keyboard command **Ctrl + S**.

**Expected Result:** UIS DV has been created with attachments.

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DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.