

University of the Philippines

FMIS

Financial Management Information System User Manual

FMIS User Manual *DV Preparation*

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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	 Included the step 2, selecting DV type: Standard or Prepayment Added note to make sure prepayment supplier is the same as name in expense report
10 July 2018	Julius Ermitanio	1.2	Updated screenshots
27 November 2019	Julius Ermitanio	1.3	 Added note on how to identify Internal from Standard Supplier

1.2 Description

Manual ID	
Manual Name	Preparation of Disbursement Voucher (DV)
Functional Domain	Accounts Payables Module
Responsibility	Payables DV
Purpose	To prepare a Disbursement Voucher (DV)
Data Requirement	DV detailsScanned supporting documents
Dependencies	 UIS Registered Supplier Responsibility Center Code Special Code Expenditure Type
Scenario	The DV originator enters DV details and upload scanned documents required for processing in the system.

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

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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
Туре	Default value is " Standard ". This is used for payments to suppliers and individual payees. Choose " Prepayment " for Cash Advances.	•	Required field Select from list of values Cannot be changed once DV is saved (if wrong DV type has been selected, create a new one)
PO Number	The PO number or Purchase Order number is generated from SPCMIS. DO NOT enter manually created PO numbers.	•	Optional field Select from list of values
Supplier Name	 This is the payee name of the voucher that is selected from a maintained list. 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 Payroll, Students, Scholars. 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. If the payee is an Employee, NGW or Non-UP Contractual, select an internal supplier. Otherwise, select a Standard supplier. NOTE: To identify if the supplier is an Internal Supplier, the Employee Number should appear in the list of values (LOV). 	•	Required field Select from list of values

Supplier Number	Unique ID number for the supplier name.	 Required field Auto-generated if supplier name is entered Can be used to enter supplier name and branch details
Branch	Branch or address of the payee.	 Required field Auto-generated if supplier name/number is entered
DV Date	Creation date of the DV.	 Required field Choose from the calendar tab (format: DD-MON-YYYY)
DV Number	Unique number generated by the system once end- user completed filling-out the form and saved the DV.	Not editableAuto-generated
Currency	Indicates the currency of the amount for payment. Default value is Philippine Peso (PHP).	Required field
DV Amount	The gross amount of the DV.	 Required field Enter numeric values only. Currency symbols not required
GL Date	This is the general ledger date. Default value is the same as DV date or current date.	Required fieldAuto-generatedCan be edited
Description	Nature of payment of the voucher. (e.g. Payment of supplies for the month of January).	 Required field Free text field up to 240 characters Can be edited once saved
Terms Date	Indicates the terms of payment date. Default date is the same as DV date or current date.	Required fieldAuto-generated
Payment Method	Indicates if the payee will be paid through Check or RDA/RADA (Request for Advice to Debit Account). Default value is RDA	 Required field Auto-generated Can be edited once saved

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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.

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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 Settingup Access Authorization and Creating an Expense Report.

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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.

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

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

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STEP 4. Branch Name

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STEP 5. DV Date

Click the ellipsis button to set the DV Date.

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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.

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STEP 7. DV Amount

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

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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
Supplier Invoice Number	This field is filled-out if the end-user has a bill or	•	Optional field
	invoice from a supplier (e.g. Meralco bill number)	•	Free text field
	This field is filled-out ONLY if the end-user has	•	Optional field
Payee Name	entered generic payee name on the Supplier Name	•	Free text field
Fayee Name	field such as payroll, students, and scholars.		
	Otherwise, LEAVE BLANK.		
Fund Cluster	Source of Fund	•	Optional
Fund Cluster		•	List of Values
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Responsibility Center	Responsibility Center	•	Required for approval path
Special Code	Special Code for Trust Accounts / Projects / Special	•	Required Field
Special Code	Accounts for Monitoring	•	Required for approval path
	Bank Transfer, Cash	•	Required for approval path
Expenditure Type	Advance, Etc.		
Breesser	Name of the person who erected the DV/	•	Required field
Processor	Name of the person who created the DV	•	Free text field
Pre-Audited by	Name of the personnel who audited the DV	•	Free text field

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STEP 9.Description

Write the particulars or nature of payment of the DV.

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STEP 10. Terms

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

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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.

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STEP 11. Payment Method

Click the ellipsis button on the Payment Method field.

The list of payment method will appear.

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

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

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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.

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

Click the **2 Lines** tab.

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

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

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

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

	(Payables DV,	UPS)									
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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.

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

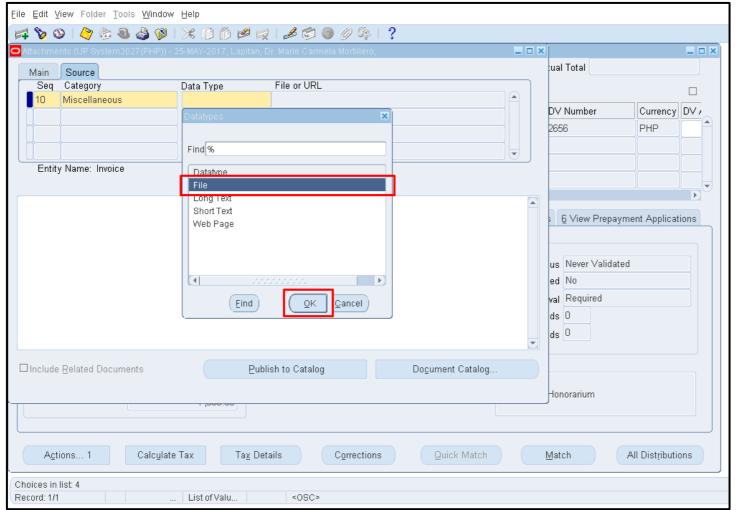
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From the dropdown list of Categories, select **Miscellaneous**, then click **OK**.

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

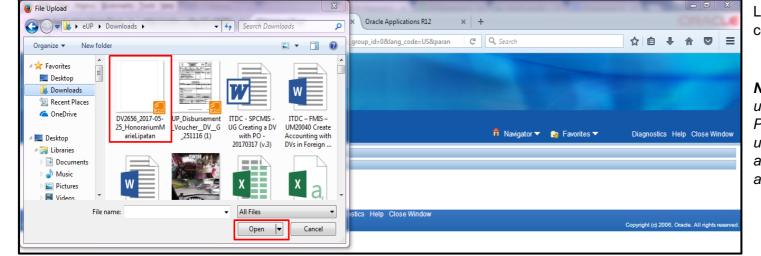


From the Data Type list of values, select **File**, then click **OK**.

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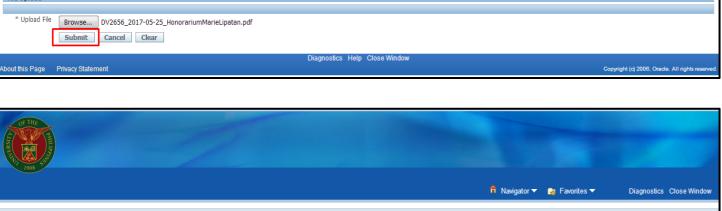


The File Upload page will

utton.

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.



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

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

Go back to the Invoice Workbench window.

File upload completed successfully.
 * Please close the web browser.
 * Return to the Attachments form and click the Yes button to indicate file upload is complete.

About this Page Privacy Statement

Confirmation

File Upload * Upload File

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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.

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