



Generation of UP Disbursement Voucher (Fully Approved)

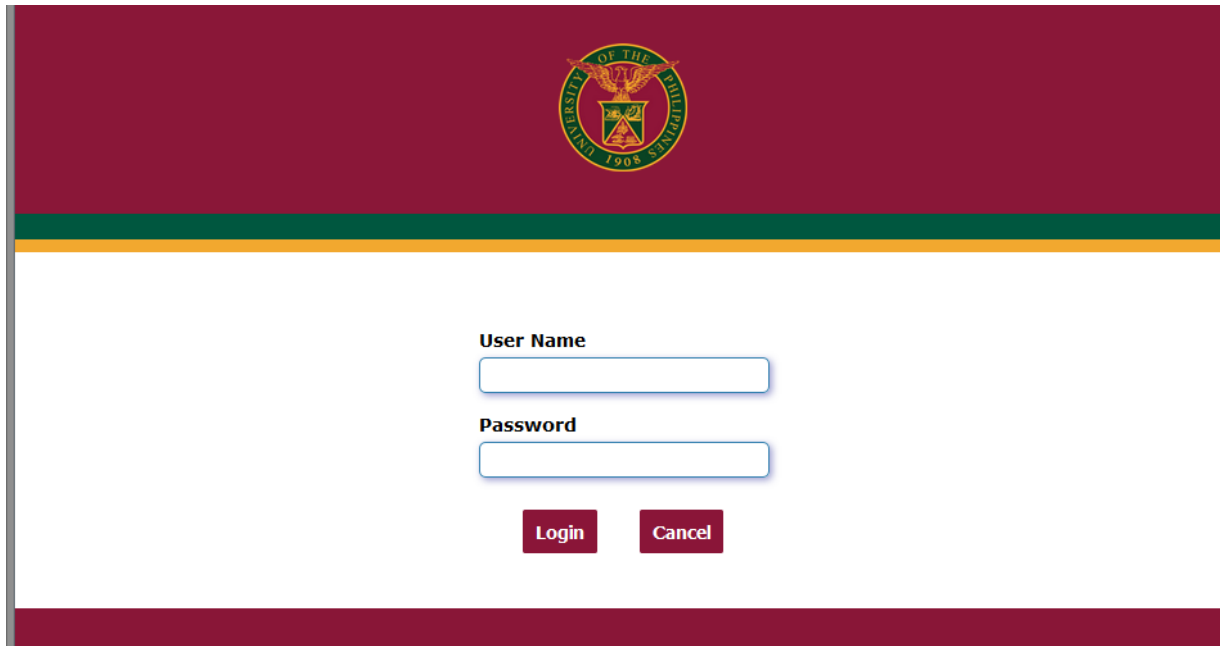
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
01 June 2020	Kenex Carl Mina	1.0	Initial

1.2 Description

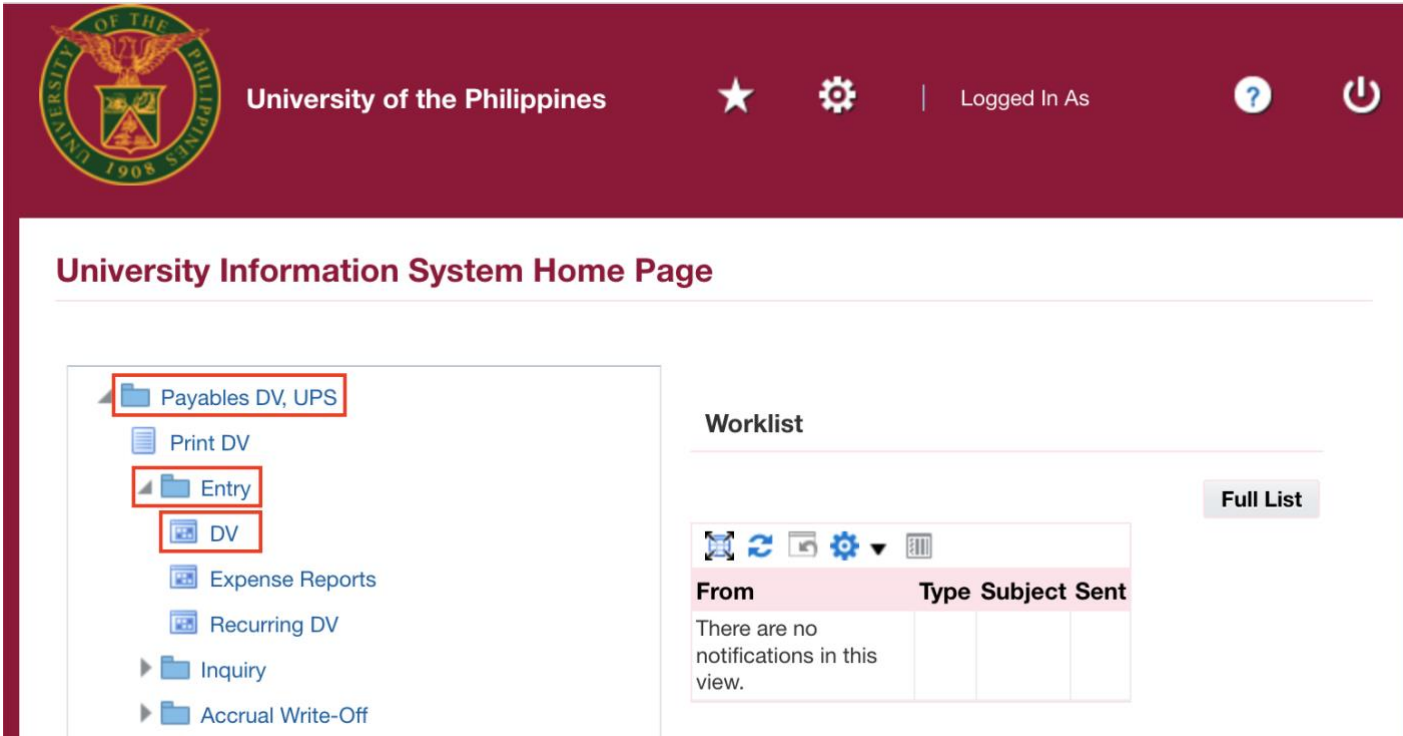
Process ID	
Process Name	Generation of UP Disbursement Voucher (Fully Approved)
Functional Domain	Accounts Payables Module
Responsibility	Payables DV, <CU>
Purpose	To generate and print Disbursement Vouchers that are fully approved as part of COA requirements
Data Requirement	Disbursement Voucher Information such as <ul style="list-style-type: none"> • DV Number • Name of Signatories
Dependencies	<ul style="list-style-type: none"> • The disbursement voucher was fully approved in UIS.
Scenario	The Disbursement Voucher is already fully approved in the system. DV Originators may now print the DV through UIS.



The screenshot shows the login interface of the University of the Philippines (UP) system. At the top, there is a maroon header bar featuring the UP seal. Below this is a horizontal bar with green and yellow stripes. The main body of the page is white and contains a login form. The form has two labels: 'User Name' and 'Password', each followed by a text input field. Below the input fields are two buttons: 'Login' and 'Cancel'.

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your credentials
(*username* and *password*)



University of the Philippines

University Information System Home Page

Payables DV, UPS

Print DV

Entry

DV

Expense Reports

Recurring DV

Inquiry

Accrual Write-Off

Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			

Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Payables DV > Entry > DV**.

File Edit **View** Folder Tools Reports Actions Window Help

Show Navigator
Zoom

Invoice

Batch Find...
Find All
Query By Example

Open Record

UP S
Translations...
Attachments...
Summary/Detail

Requests

uper User, UPS)

Batch Actual Total

PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
						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

Step 4a. Click **View > Request**.

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set...

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

Request ID
 Name
 Date Submitted
 Date Completed
 Status
 Phase
 Requestor

☐ Include Request Set Stages in Query
 Order By **Request ID**

Select the Number of Days to View:

DV Number Currency DV
 ent Applications
 us Never Validated
 ed Unprocessed
 val Required
 ds
 ds

Step 4b. Submit a New Request.

File Edit View Folder Tools Window Help

Requests

Submit Request

Run this Request...

Copy...

Name **UP Disbursement Voucher (Fully Approved)** ...

Operating Unit

Parameters

Language American English

Language Setting... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

☒ Save all Output Files ☐ Burst Output

Layout XXUPAPDV Options...

Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

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

Step 5. Enter *UP Disbursement Voucher (Fully Approved)*, then press Tab on keyboard.

File Edit View Folder Tools Window Help

Requests

Submit Request

Run this Request...

Copy...

Name UP Disbursement Voucher (Fully Approved)

Operating Unit

Parameters

Parameters

DV No.:

Unit Head

Organization

Chief Accountant

Position

Authorized Signatory

Position

OK Cancel Clear Help

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

Step 6. Enter the report parameters, then click **Ok**.

Field Name	Description	Remarks
DV No.	Disbursement Voucher Number	List of Values (LOV) (Required)
Unit Head	Name of Unit Head	List of Values (LOV) (Required)
Organization	Name of Requesting Organization	List of Values (LOV) (Required)
Chief Accountant	Name of CU Chief Accountant	List of Values (LOV) (Required)
Position	Position of Chief Accountant	List of Values (LOV) (Optional)
Authorized Signatory	Name of Authorized Signatory	List of Values (LOV) (Required)
Position	Position of Authorized Signatory	List of Values (LOV) (Optional)

File Edit View Folder Tools Window Help

Requests

Submit Request

Run this Request...

Copy...

Name: UP Disbursement Voucher (Fully Approved)

Operating Unit:

Parameters: 9:Paje, Prof. Paulo Noel Gacias:UPS Office of the Vice President for Development:San

Language: American English

Language Setting... Debug Options

At these Times...

Run the Job: As Soon as Possible Schedule...

Upon Completion...

☒ Save all Output Files ☐ Burst Output

Layout: XXUPAPDV Options...

Notify:

Print to: noprint Delivery Opts

Help (C) Submit Cancel

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

al Total

DV Number	Currency	DV /
	PHP	

ent Applications

us Never Validated

ed Unprocessed

val Required

ds

ds

Step 7. Click Submit

File Edit View Folder Tools Window Help

Requests

Submit Request

Run this Request...

Copy...

Name UP Disbursement Voucher (Fully Approved)

Operating Unit

Parameters 9:Paje, Prof. Paulo Noel Gacias:UPS Office of the Vice President for Development:San

Language American English

Language Setting... Debug Options

At these Times...

Run the Job As Soon as Possible

Upon Completion...

☒ Save all Output Files ☐ Byrst Output

Layout XXUPAPDV

Notify

Print to noprint

Help (C) Submit Cancel

Decision

Request submitted.
(Request ID = 5905646)

Submit another request?

Yes No

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

Step 8. Take note of the **Request ID** as this will serve as your reference in retrieving the report, then click **No**.

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set...

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ **All My Requests**
☐ Specific Requests

Request ID
 Name
 Date Submitted
 Date Completed
 Status
 Phase
 Requestor

☐ Include Request Set Stages in Query
 Order By **Request ID**

Select the Number of Days to View:

Submit a New Reque... Submit New Request Set... Clear **Find**

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

Step 9. Select **All My Requests**
Then click **Find**.

Requests

Refresh Data Find Requests Submit a New Request... Submit New Request Set...

☒ Auto Refresh (K) Copy Single Request Copy Request Set...


Request ID	Name	Parent	Phase	Status	Parameters
5905646	UP Disbursement Vouche		Completed	Normal	17395, 276, 659959, Paje, P

Hold Request View Details... Rerun Request **View Output**

Cancel Request Diagnostics View Log... (l)

Step 10. Click **Refresh Data** until the **Phase - Status** of this request is **Completed - Normal**.

Step 11. Select the request then click **View Output**.

 UNIVERSITY OF THE PHILIPPINES SYSTEM Diliman, Quezon City, Metro Manila, NCR TIN: 000-864-006-000 DISBURSEMENT VOUCHER		Fund Cluster: [redacted]
		Date: [redacted]
		DV No.: [redacted]
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify) _____	
Payee	[redacted]	TIN/Employee No.: [redacted] ORS/BURS No.: [redacted]
Address	[redacted]	
Particulars	Responsibility Center	MFO/PAP
- Funding requirement for the approved realignment of Undergraduate Tuition Fee Increment (UGTFI) for AY 2017-2018 and 1st Semester (1st Tranche), AY 2018-2019.	[redacted]	-
Amount Due		[redacted]
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my supervision.		
[redacted signature]		
Unit Head/Authorized Representative		

The report will be viewed in the Browser.

You may print or download the file.

Expected Result:

The Disbursement Voucher was generated with approval history at the last Page.

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