



University of the Philippines

FMIS

**Financial Management Information System
User Manual**





APPLICATION OF PREPAYMENT

FMIS User Manual

Internet Expenses

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Approvals:

Recommending Approval

Approved

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
	Rajyl Andre Inlayo	1.0	Initial
23 June 2017	Reah Mae Supnet	2.0	Update

2. Description

Manual ID	UMFMIE006
Manual Name	Application of Prepayment
Information System	Financial Management Information System
Functional Domain	Accounts Payables Module
Responsibility	Payables Accountant
Purpose	Applying an expense report to a prepayment DV
Data Requirement	Previously approved cash advance (prepayment DV) processed through the system
Dependencies	Prepayment DV for the cash advance should be paid in the system Supplier name in the prepayment DV should match the Name in the expense report
Scenario	The accounting office staff will apply the liquidation to the cash advance in the system and generate the liquidation report.

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*User Name rmsupnet
(example: michael.james.smith)

*Password
(example: 4099vz3)

Login Cancel

Accessibility: None

Select a Language:
English

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

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



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Enterprise Search All Search Results Display Preference Standard Logout Help

Logged In As RMSUPNET

Oracle Applications Home Page

Main Menu

Personalize

- Payables Accountant, UPS
 - Disbursement Voucher
 - Entry
 - DV
 - Recurring DV
 - Inquiry
 - Accrual Write-Off
 - Payments

Worklist

Full List

From	Type	Subject	Sent
	Expenses Export	Expenses Export Rejections	19-Jun-2017

☒ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
☒ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Payables Accountant** responsibility

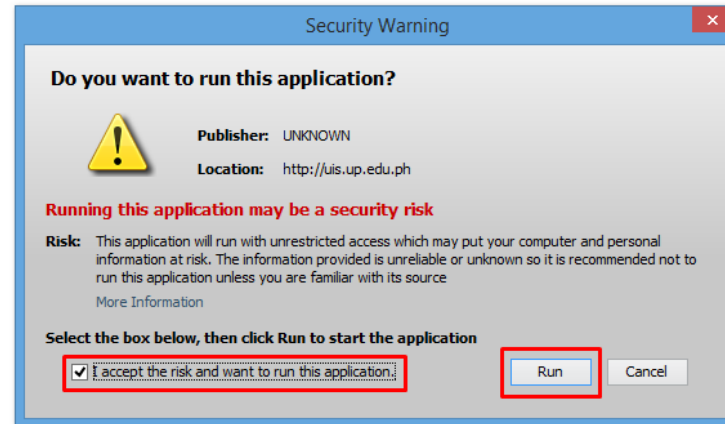
then click **the Disbursement Voucher** folder

then click the **Entry** folder

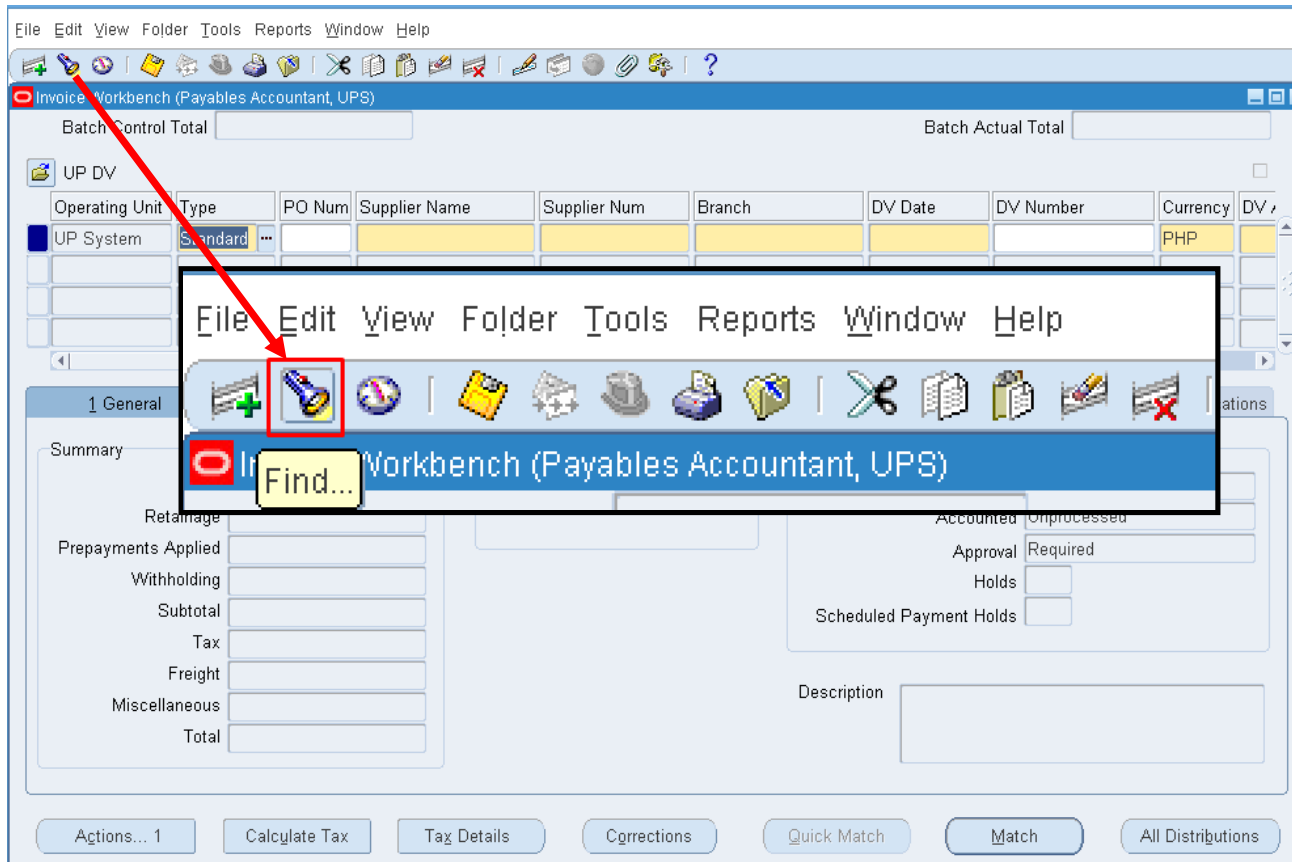
then select **DV**



Step 4. Java application will launch with **Security Warning**, Tick the checkbox and click **Run**



Step 5. Click on *Find Icon*



Find Invoices

Trading Partner

Name ... Supplier Number

Supplier Site Taxpayer ID

PO Num PO Shipment:

Invoice

Number Terms:

Type Pay Group:

Amounts - Invoice Batch

Dates - Currency

Invoice Status

Status Accounting

Approval Payment

Voucher Audit

Category

Name

Numbers

Holds

Status

Name

Reason

Calculate Balance Owed... Clear New Find

Step 6. In searching for the expense report, enter the **Expense Report Number** then click **Find**

Invoice Workbench (Payables Accountant, 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	Expense Re		Supnet, Ms. Reah Mae	29722	OFFICE	09-MAY-2017	2639	PHP	

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

Summary

Items	10,000.00
Retainage	
Prepayments Applied	0.00
Withholding	
Subtotal	10,000.00
Tax	0.00
Freight	
Miscellaneous	
Total	10,000.00

Amount Paid

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

Status

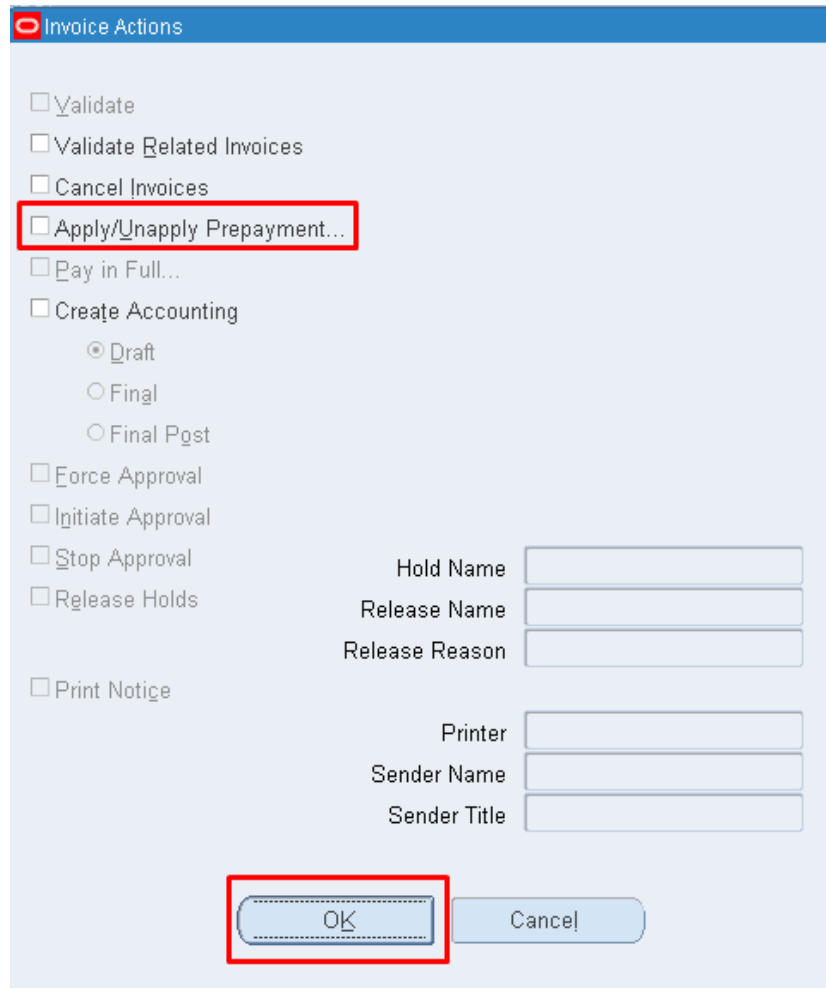
Status	Validated
Accounted	Partial
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

Expense report for DV 2638

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

Step 7. Click on **Actions**



Invoice Actions

- ☐ Validate
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ **Apply/Unapply Prepayment...**
- ☐ Pay in Full...
- ☐ Create Accounting
 - ☒ Draft
 - ☐ Final
 - ☐ Final Pgst
- ☐ Force Approval
- ☐ Initiate Approval
- ☐ Stop Approval
- ☐ Release Holds
- ☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

Step 8. Select ***Apply/Unapply Prepayment*** then click ***OK***

the ***Apply/Unapply Prepayment*** window will appear

Apply/Unapply Prepayments (Payables Accountant, UPS) - UP System, 2017-05-02639, Supnet, Ms. Reah Mae Matubis

Invoice Amount 10,000.00
Invoice Amount Unpaid 10,000.00

Prepayment on Invoice	Amount To Apply	GL Date	Prepayment Number	Line Num	Amount Available	Amount of Included Tax	Site	Print
<input checked="" type="checkbox"/>	10,000.00	21-JUN-2017	2017-05-02638	1	10,000.00		OFFICE	<input type="checkbox"/>
<input type="checkbox"/>			29-MAY-17 01:42:46	1	15,000.00		OFFICE	<input type="checkbox"/>
<input type="checkbox"/>			29-MAY-17 02:56:25	1	5,000.00		OFFICE	<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>

Description Cash advance for training PO Num
Receipt Num

Existing Prepayment Applications

Unapply	Item Amount Applied	Tax Amount Applied	GL Date	Prepayment Number	Invoice Line Num	Site
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Description PO Num
Receipt Num

Distribute Invoice Overview **Apply/Unapply**

Existing Prepayment Applications

Unapply	Item Amount Applied	Tax Amount Applied	GL Date	Prepayment Number	Invoice Line Num	Site
<input checked="" type="checkbox"/>	10,000.00		21-JUN-2017	2017-05-02638	1	OFFICE
<input type="checkbox"/>						
<input type="checkbox"/>						

Description Cash advance for training PO Num
Receipt Num

Distribute Invoice Overview Apply/Unapply

Step 9. Select the prepayment to be applied then click **Apply/Unapply** button

Once applied, you will see the changes in the bottom part of the window which shows the amount and dv number you applied.

If an **error** was committed, you may **unapply** the prepayment by:

- selecting/ticking the applied prepayment in the **Existing Prepayment Applications** section
- then click the **Apply/Unapply** button.

By doing these the applied payment will be unapplied and it will return in the upper section of the page.

Invoice Workbench (Payables Accountant, 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	Expense Re		Supnet, Ms. Reah Mae	29722	OFFICE	09-MAY-2017	2639	PHP	

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

Summary

Items	10,000.00
Retainage	
Prepayments Applied	10,000.00
Withholding	
Subtotal	0.00
Tax	
Freight	
Miscellaneous	
Total	0.00

Amount Paid

PHP	10,000.00
-----	-----------

Status

Status	Needs Revalidation
Accounted	Partial
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

Expense report for DV 2638

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

Step 10. Close the **Apply/Unapply Prepayments** window

Step 11. As you return to the **Invoice Workbench** you can see that the **Amount** is already **paid** and the **Status** says **Needs Revalidation**.

Revalidate the Expense report by clicking **Actions**

Invoice Actions

- ☒ **Validate**
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☐ Pay in Full...
- ☐ Create Accounting
 - ☒ Draft
 - ☐ Final
 - ☐ Final Post
- ☐ Force Approval
- ☐ Initiate Approval
- ☐ Stop Approval
- ☐ Release Holds
- ☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

Step 12. Select **Validate** then click **OK**

Expected results:

Invoice Workbench (Payables Accountant, 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	Expense Re		Supnet, Ms. Reah Mae	29722	OFFICE	09-MAY-2017	2639	PHP	

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

Summary

Items	10,000.00
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Freight	
Miscellaneous	
Total	0.00

Amount Paid

PHP	10,000.00
PHP	10,000.00

Status

Status	Validated
Accounted	Partial
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

Expense report for DV 2638

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

Step 13. When you return in the **Invoice Workbench** window you will see in the summary that the **Prepayment Applied** field have values and the **Status** is already **Validated**.

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