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

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Approved

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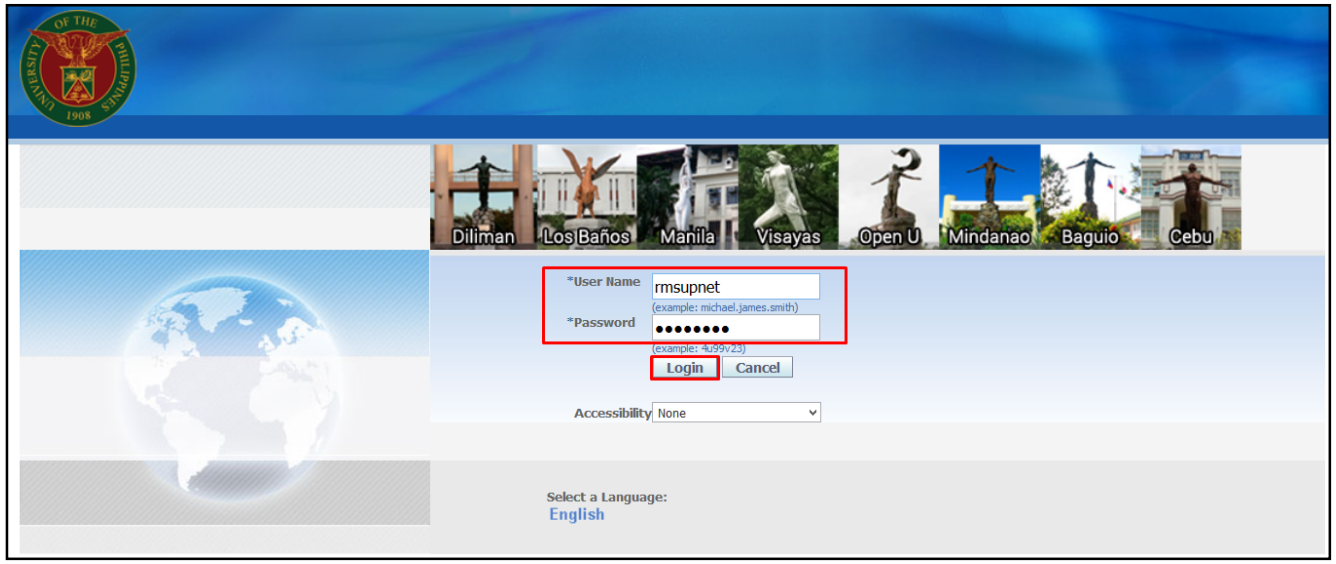
1. DOCUMENT CONTROL

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.



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

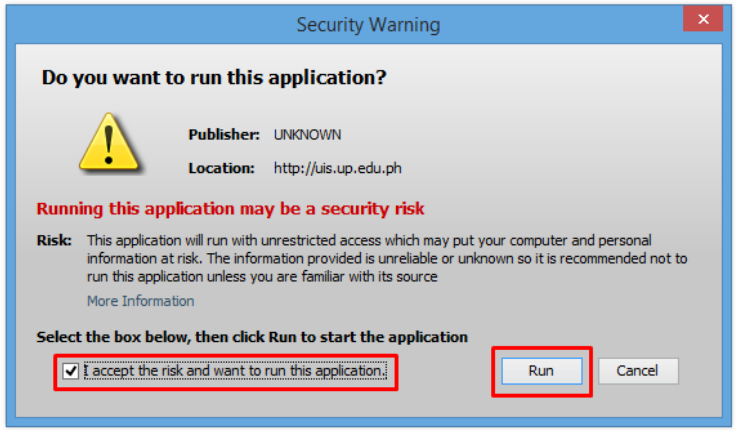
Step 2. Log-in your credentials (e.g. ***username*** and ***password***)

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

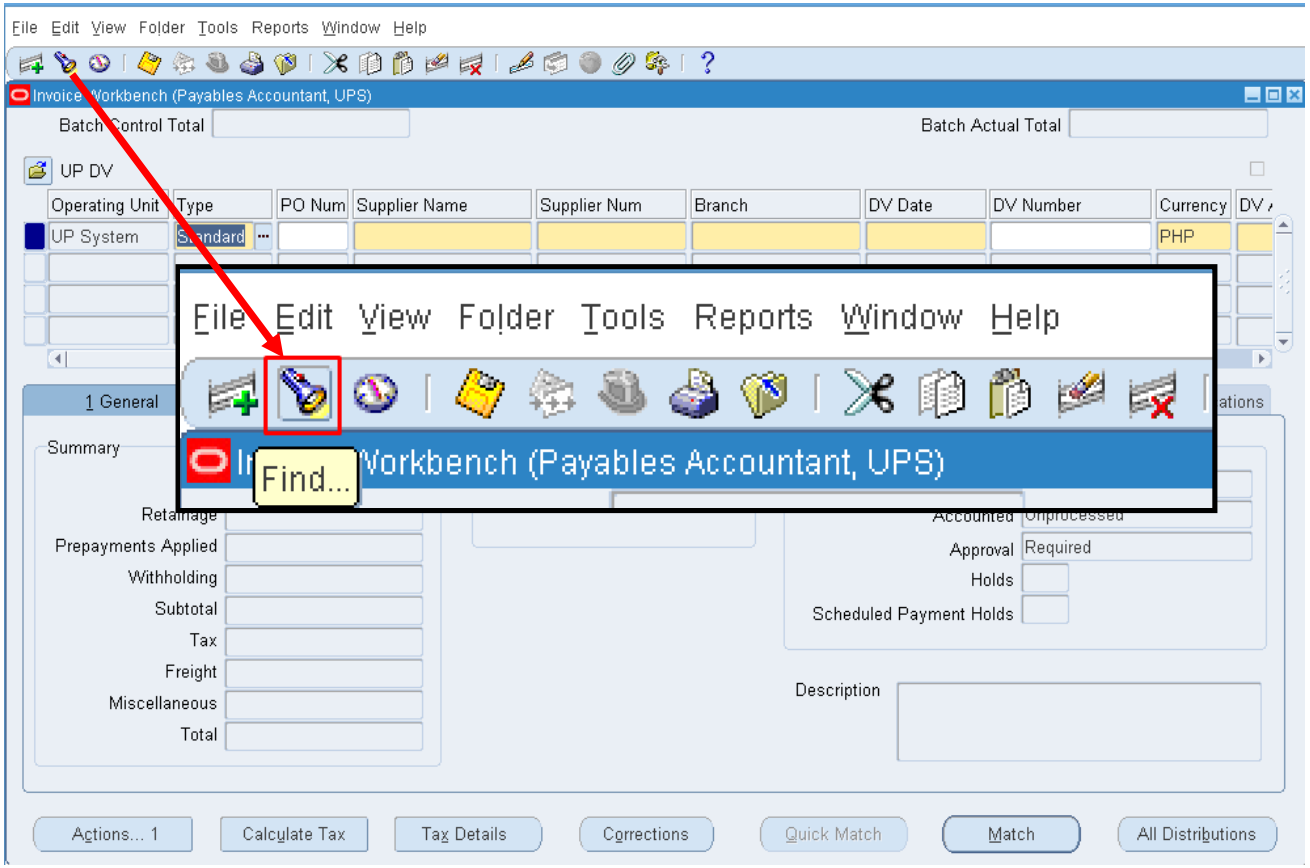
then click ***the Disbursement Voucher*** folder

then click the ***Entry*** folder

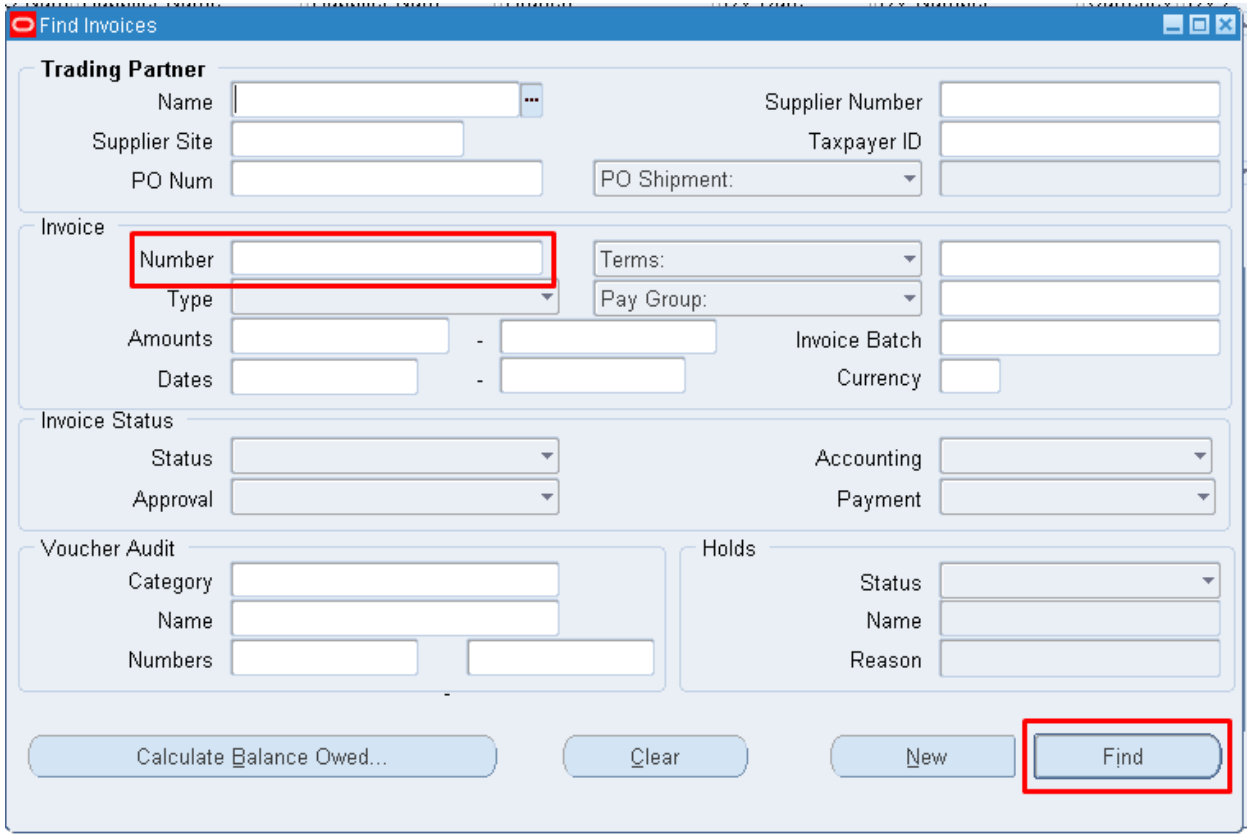
then select ***DV***



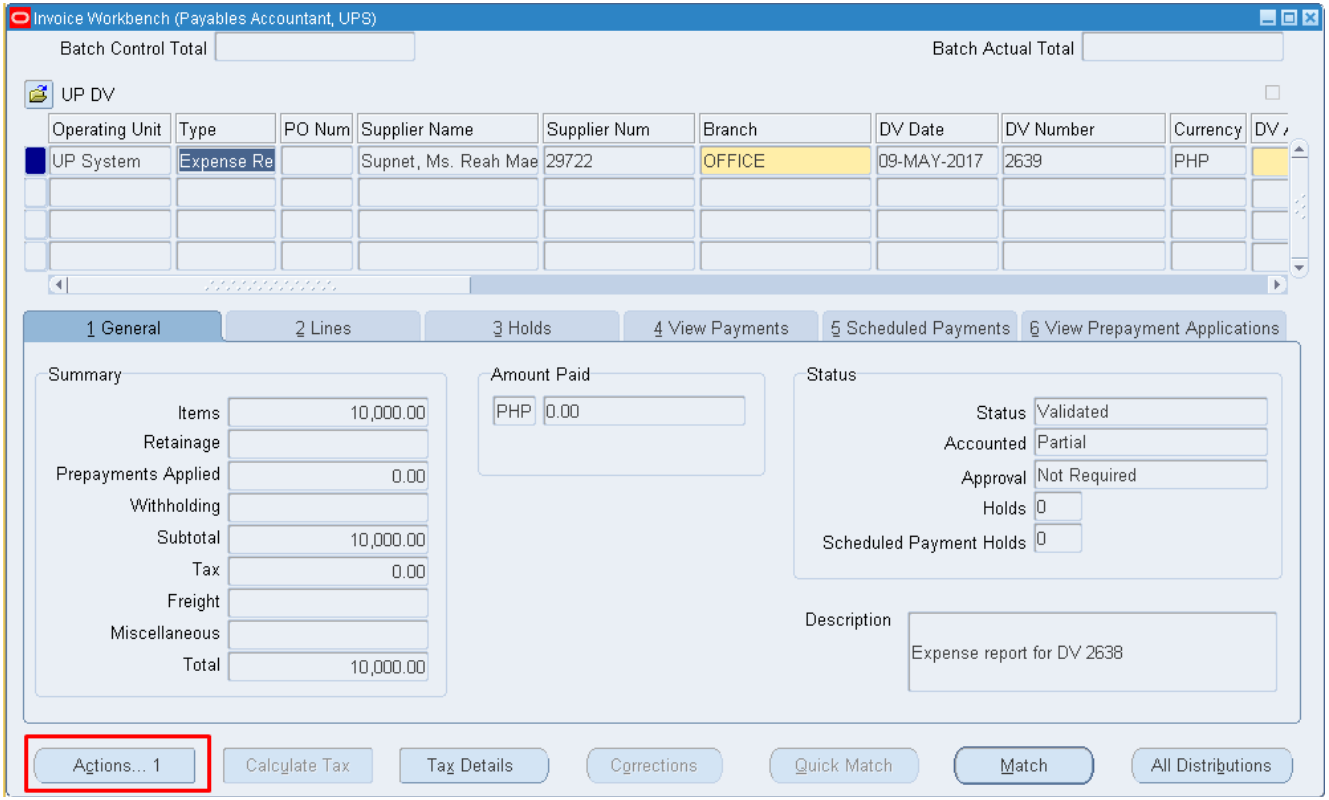
Step 4. Java application will launch with ***Security Warning***, Tick the checkbox and click ***Run***



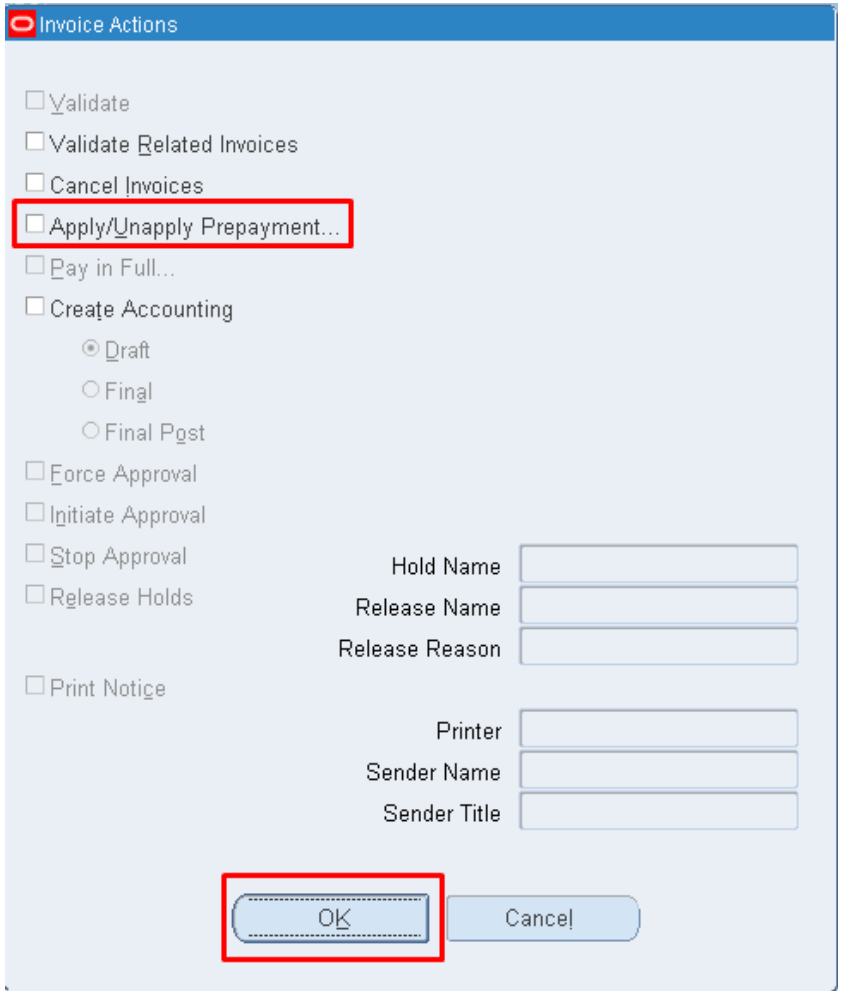
Step 5. Click on ***Find Icon***



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

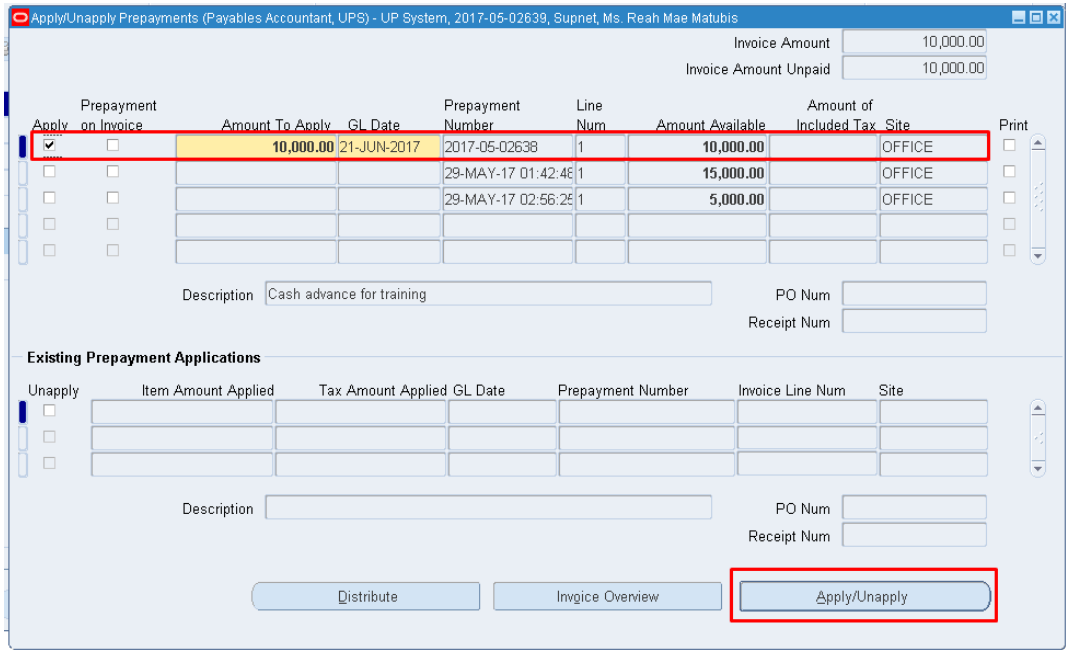


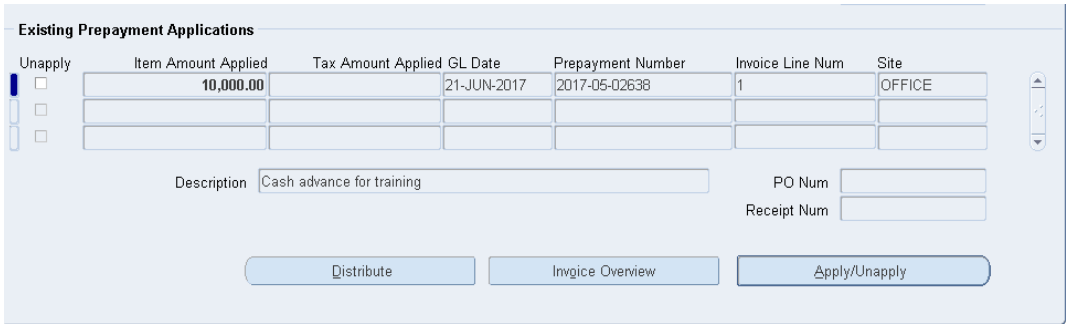
Step 7. Click on ***Actions***



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

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





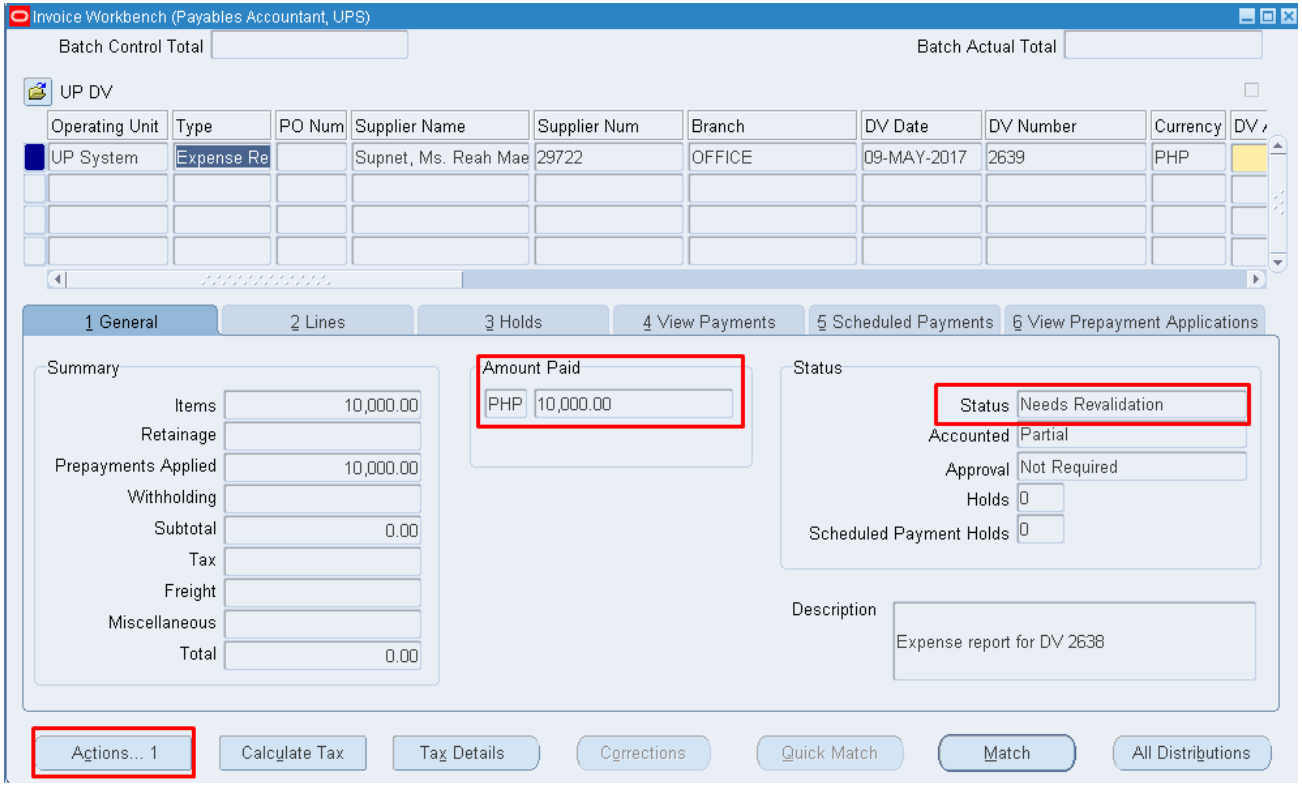
Step 9. Select the prepayment to be applied then click ***Apply/Unapply*** button

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.

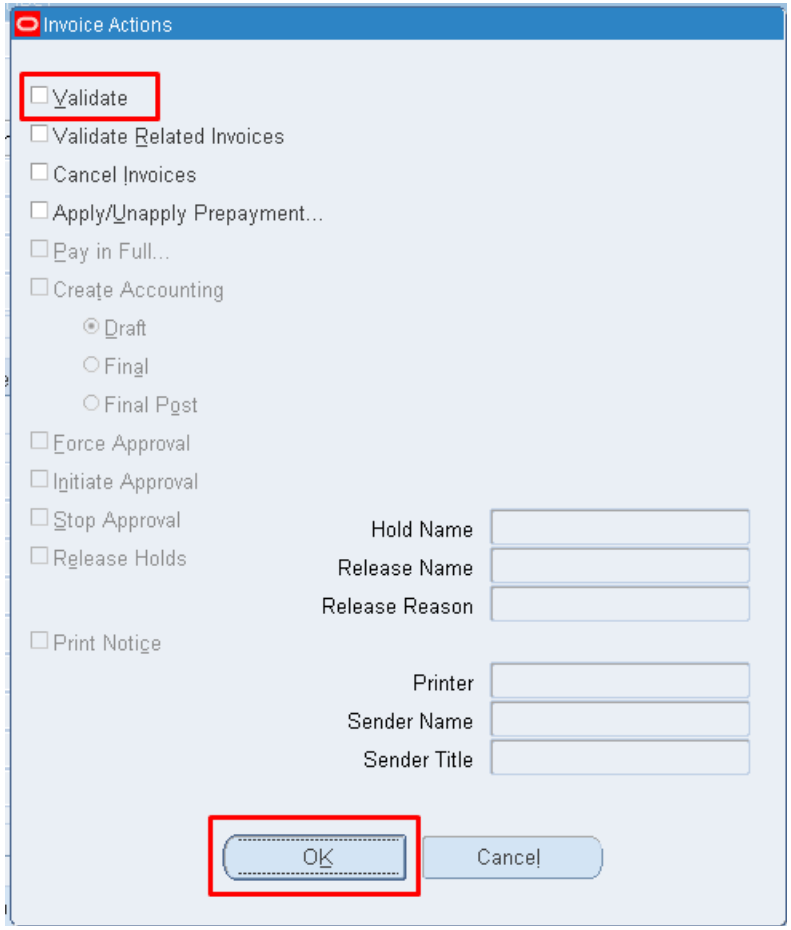
By doing these the applied payment will be unapplied and it will return in the upper section of the page.



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

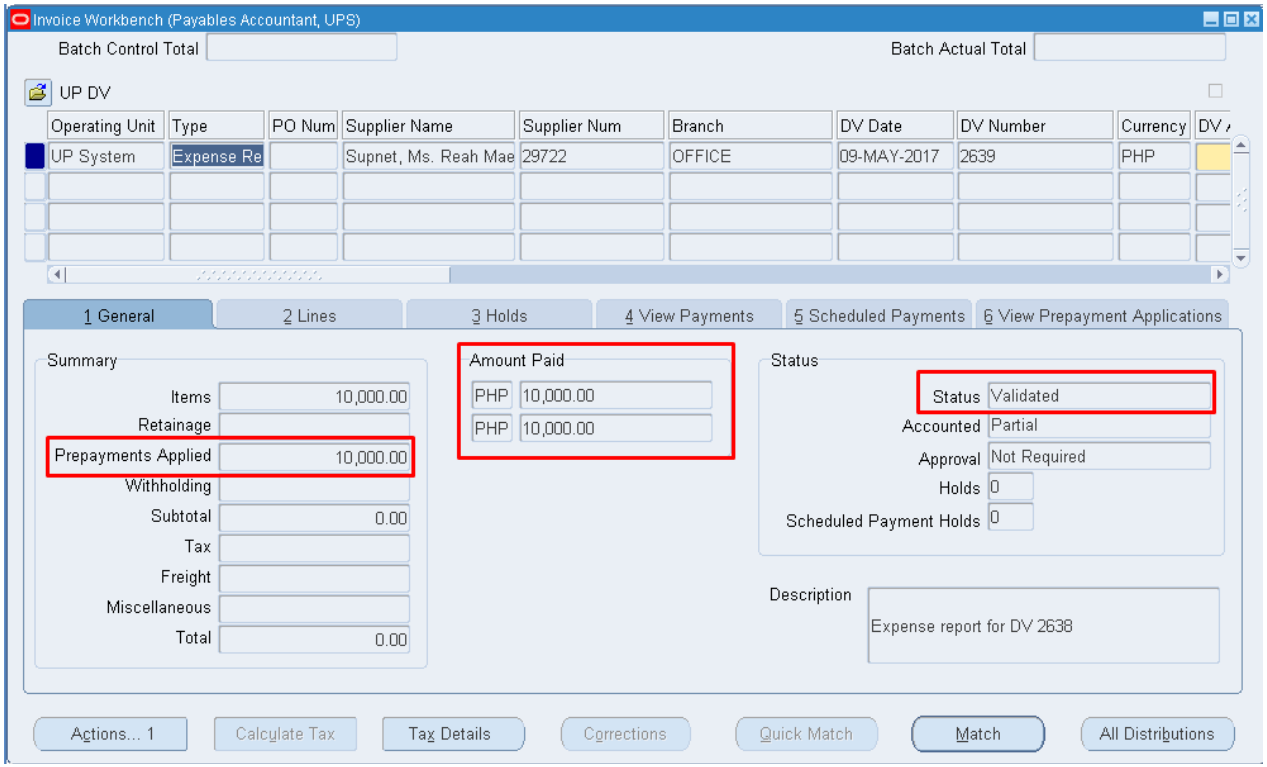
Step 11. As you return to the ***Invoice Workbench*** you can see that the ***Amount*** is already ***paid*** and the ***Status*** says ***Needs Revalidation***.

Revalidate the Expense report by clicking ***Actions***



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

Expected results:



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.