



University of the Philippines



# FMIS

**Financial Management Information System  
User Manual**



# CREATING AN EXPENSE REPORT

# FMIS User Manual

## *Internet Expenses*

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### **Approvals:**

Recommending Approval

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Approved

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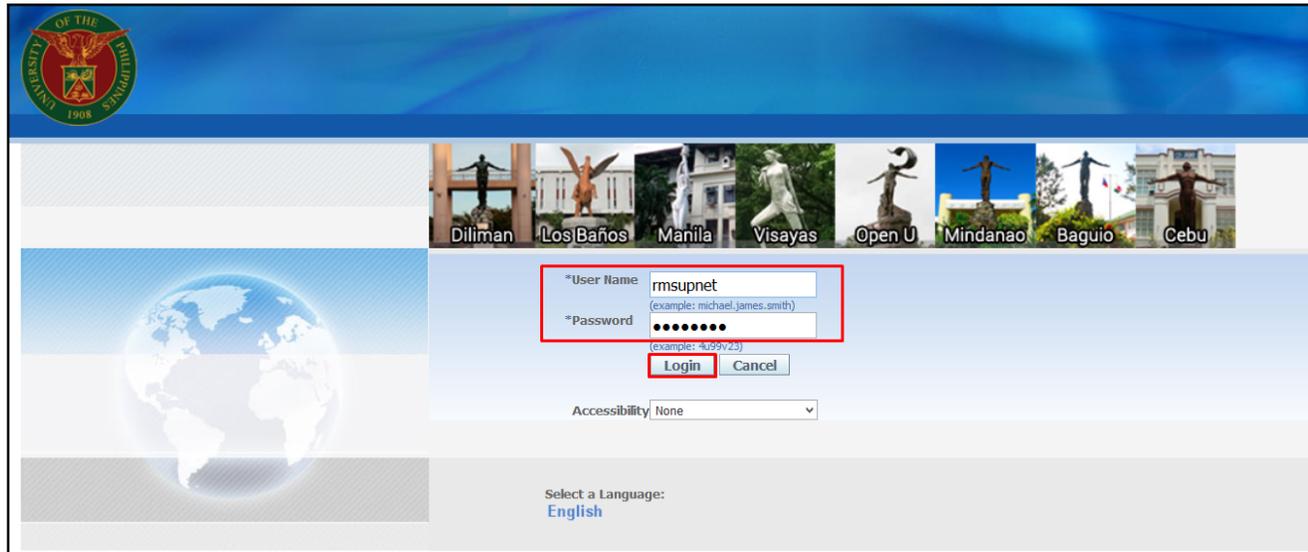
## 1. DOCUMENT CONTROL

### 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

<b>Manual ID</b>	UMFMIE001 v.2
<b>Manual Name</b>	Creating an Expense Report
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Internet Expenses Module
<b>Responsibility</b>	Internet Expenses
<b>Purpose</b>	Preparing and processing liquidations or closing of petty cash
<b>Data Requirement</b>	Details of liquidation and closing of petty cash
<b>Dependencies</b>	<ul style="list-style-type: none"> <li>• Cash advance or petty cash disbursed through the system with “Prepayment” type. When creating a new DV for the cash advance request: <ul style="list-style-type: none"> <li>• Select the type "<b>PREPAYMENT</b>"</li> <li>• Name of personnel entered as supplier in the DV should match the Name in the expense report to be created.</li> <li>• <b>Workaround:</b> Originator may indicate the name of personnel who is requesting for cash advance in the <b>Payee Name</b> field.</li> </ul> </li> <li>• Responsibility Center Code</li> <li>• Special Code</li> <li>• Expenditure Type: Liquidation</li> </ul>
<b>Scenario</b>	<p>Liquidations and closing of petty cash will pass through the Internet Expense Module.</p> <p>For Liquidation,</p> <ul style="list-style-type: none"> <li>• Use the Internet Expenses module</li> <li>• Note that name in the Expense Report should match the name of the personnel entered as supplier in the DV for Cash Advance</li> <li>• Workaround: Originator may indicate the name of the personnel who received the cash advance in the <b>Payee Name</b> field.</li> </ul>



**Step 1.** Go to [uis.up.edu.ph](http://uis.up.edu.ph)

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



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Favorites ▾ Diagnostics Logout Preferences Help Personalize Page

Enterprise Search All  Go Search Results Display Preference Standard ▾

Logged In As RMSUPNET

Oracle Applications Home Page

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

**Main Menu** Personalize

- Application Diagnostics
- Approvals Management Administrator
- Approvals Management Business Analyst
- Internet Expenses, UPS**
  - Expenses Home
- Inventory Manager, UPS
- System Administrator
- UP Employee Self Service
- UP ICS Self Service
- Workflow Administrator

**Worklist** Full List

From	Type	Subject	Sent
Evangelista, Carlo Martin	Requisition	<a href="#">132 for Lim, Emmanuel John (133,259.06 PHP)</a>	02-Jun-2017
Caro, Jaime	HR	<a href="#">Travel Order for Supnet, Reah Mae is Returned for Correction</a>	16-Dec-2016
Cabrera, Shirley	Expenses	<a href="#">Expense SA-ER38998 (10,000.00 PHP) has been approved</a>	29-May-2017
Cabrera, Shirley	Expenses	<a href="#">Expense SA-ER38005 (17,000.00 PHP) has been approved</a>	09-May-2017
Cabrera, Shirley	Expenses	<a href="#">Expense SA-ER38004 (10,000.00 PHP) has been approved</a>	09-May-2017
Cabrera, Shirley	Expenses	<a href="#">Expense SA-ER38000 (15,000.00 PHP) has been approved</a>	08-May-2017
Cabrera, Shirley	Expenses	<a href="#">Expense SA-ER38994 (10,000.00 PHP) has been approved</a>	26-May-2017
Bagus, Isagani	Requisition	<a href="#">Purchase Requisition 1481 has been approved</a>	29-Mar-2017
Bagus, Isagani	Requisition	<a href="#">Purchase Requisition 1480 has been approved</a>	29-Mar-2017
Bagus, Isagani	Requisition	<a href="#">Purchase Requisition 1479 has been approved</a>	29-Mar-2017

**Expenses**

Expenses Home | Expense Reports | Access Authorizations | Payments Search

Expenses Home

**Track Submitted Expense Reports**

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Imaged Receipts Status	Report Total (PHP)	Purpose	Duplicate	Withdraw
<a href="#">7619</a>	06-Jun-2014	Paid	13		Not Required	Not Required	42995.12	Payroll		
<a href="#">ER11057</a>	04-Jun-2014	Pending System Administrator Action	35	Expenses Administrator	Not Required	Not Required	1000.00	Advance		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

**Update Expense Reports**

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (PHP)	Purpose	Update	Duplicate	Delete
<a href="#">ER11061</a>	05-Jun-2014	In Progress	10000.00	Payroll			

**Step 4.** Click on **Create Expense Report**

The screenshot shows the 'Create Expense Report: General Information' form. The top navigation bar includes 'Expenses', 'Expense Reports', 'Access Authorizations', 'Projects and Tasks', and 'Payments Search'. The form is titled 'Create Expense Report: General Information' and is part of a 4-step process. The 'General Information' section contains the following fields: Name (Supnet, Ms. Reah Mae Matubis (100017592)), \* Responsibility Center (Unspecified), Expense Template (Various Expenses), and \* Purpose. The 'Additional Information' section contains: Payee Name, \* Responsibility Center Code, \* Special Code, and \* Expenditure Type. A 'Next' button is highlighted with a red box.

**Step 5.** Enter the information in the following fields:

- Responsibility Center
- Purpose
- Check Payee Name
- Responsibility Center Code
- Special Code
- Expenditure Type

Then, click **Next**

**NOTE:** To create an expense report for a different person, refer to ***ITDC - FMIS - UM Setting Up Access Authorization in Internet Expense*** guide

If the Originator of the expense report is not the personnel who received the cash advance, the ER originator may indicate the name of the personnel in the ***Payee Name*** field.

Expenses

Expenses Home | Expense Reports | Access Authorizations | Projects and Tasks | Payments Search

General Information | **Cash and Other Expenses** | Advances | Review

Create Expense Report: Cash and Other Expenses

Save Cancel Back Step 2 of 4 Next

**Receipt-Based Expenses**

✓ TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.  
✓ TIP Date Example: 19-JUN-2017.

Select Expense Lines: Duplicate Remove Show Receipt Currency

Select All Select None

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (PHP)	Details
<input type="checkbox"/>	1	05-Jun-2017	2,000.00	Local Travel - Accommodation		2,000.00	
<input type="checkbox"/>	2	05 Jun 2017	1,500.00	Local Travel Meals		1,500.00	
<input type="checkbox"/>	3	05-Jun-2017	2,000.00	Foreign Travel - Incidental expenses		2,000.00	
<input type="checkbox"/>	4	05-Jun-2017	2,000.00	Foreign Travel - Plane Fare		2,000.00	
<input type="checkbox"/>	5	05-Jun-2017	500.00	Office Supplies Expense		500.00	
<input type="checkbox"/>	6	05-Jun-2017	2,000.00	Local Travel - Excess Cash		2,000.00	
<input type="checkbox"/>	7						
<input type="checkbox"/>	8						
<input type="checkbox"/>	9						
<input type="checkbox"/>	10						
						<b>Total</b>	<b>10,000.00</b>

Add More Lines Update

Select Expense Lines: Duplicate Remove Show Receipt Currency

Total Lines: 6 Grand Total: 10,000.00

**Step 6.** Enter the break down of the prepayment by filling in the following fields:

- **Date**
- **Receipt Amount**
- **Expense Type**
- **Justification**

The grand total of all the expenses may be viewed on the lower right side of the page.

Then, click **Next**

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Projects and Tasks | Payments Search

General Information | Cash and Other Expenses | **Advances** | Review

Update Expense Report: Advances

Select an advance to apply to your expense report.

Save Cancel Back Step 3 of 4 Next

**Advances Application**

✔ TIP If you do not apply an advance you must enter a reason.  
\* Indicates required field

Advance Number

Unapplied Advance Reason

Advance Amount  
Advance Amount Applied

**Advances Summary**

Expenses Eligible For Application **10,000.00 PHP**

Advance Amount  
Advance Amount Applied  
You Pay Employer for Unapplied Advance

**Step 7.** Fill in the **Unapplied Advance Reason** (e.g. **Liquidation of cash advance for Local Travel**)

Then, click **Next**

**NOTE:** If you are not able to see this step proceed to **Step 8**

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Projects and Tasks | Payments Search

General Information | Cash and Other Expenses | Advances | Review

**Update Expense Report: Review**  
Review the expense report below before submission.

Save Cancel Back Step 4 of 4 **Submit**

**General Information**

Name	Supnet, Ms. Reah Mae Matubis (100017592)	Responsibility Center Code	SA03013001
Expense Dates	05-JUN-2017 - 05-JUN-2017	Special Code	UPS UP Information Technology Development Center
Cost Center	-	Special Code	-
Purpose	Liquidation of Cash Advance	Unspecified	Unspecified
Original Receipts Status	Not Required	Expenditure Type	Liquidation
Attachments	None Add...	Unapplied Advance Reason	liquidation of cash advance for local travel
Payee Name	Reah Mae Supnet	Report Total	10,000.00 PHP

Expense Lines | Weekly Summary | Approval Notes [0] | Approvers

**Business Expenses**

**Cash Expenses**

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (PHP)	Details	Attachments
05-Jun-2017	2,000.00	PHP Local Travel - Accommodation					2,000.00		
05-Jun-2017	1,500.00	PHP Local Travel - Meals					1,500.00		
05-Jun-2017	2,000.00	PHP Foreign Travel - Incidental expenses					2,000.00		
05-Jun-2017	2,000.00	PHP Foreign Travel - Plane Fare					2,000.00		
05-Jun-2017	500.00	PHP Office Supplies Expense					500.00		
05-Jun-2017	2,000.00	PHP Local Travel - Excess Cash					2,000.00		
<b>Total</b>							<b>10,000.00</b>		

**Step 8.** To upload attachments, click the **Add...** button or the Attachment icon ( ) on the right most side of the page

Enter the Title of the attachment. then, click the **Browse** button and select the file/s to be uploaded.

You may add other attachments by clicking the **Add Another** button

When all files are already uploaded you may now click the **Apply** button.

You will receive a confirmation that file has been successfully uploaded.

Expenses Home | **Expense Reports** | Access Authorizations | Projects and Tasks | Payments Search

General Information | Cash and Other Expenses | Advances | **Review**

**Update Expense Report: Review**  
Review the expense report below before submission.

Save Cancel Back Step 4 of 4 **Submit**

**General Information**

Name	<b>Supnet, Ms. Reah Mae Matubis (100017592)</b>	Responsibility Center Code	<b>SA03013001</b> <small>UPS UP Information Technology Development Center</small>
Expense Dates	<b>05-JUN-2017 - 05-JUN-2017</b>	Special Code	-
Cost Center	-	Expenditure Type	<b>Liquidation</b> <small>UPSA -</small>
Purpose	<b>Liquidation of Cash Advance</b>	Unapplied Advance Reason	<b>liquidation of cash advance for local travel</b>
Original Receipts Status	<b>Not Required</b>	Report Total	<b>10,000.00 PHP</b>
Attachments	<a href="#">View</a> <a href="#">Add...</a>		
Payee Name	<b>Reah Mae Supnet</b>		

**Step 9.** The approval path of the expense report may be viewed by clicking the **Approvers** tab

After reviewing the details, click **Submit** button.

Expense Lines | Weekly Summary | Approval Notes [0] | **Approvers**

Order No	Approver	Category	Status
1	Paje, Paulo Noel	Approver	
2	Zamora, Elvira	Approver	
3	Gayas, Juliet	Approver	
4	Escultura, Noreen	Approver	
5	Hernandez, Maria Lourdes	Approver	
6	Sanchez, Susan	Approver	
7	Cabrera, Shirley	Approver	

**Expenses**

Expenses Home | **Expense Reports** | Access Authorizations | Projects and Tasks | Payments Search

**Confirmation**  
Expense report number SA-ER40990 for 10,000.00 has been submitted.

A confirmation will appear including the **Expense Report Number** and the **Amount**.

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