



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

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	UMFMIE001 v.2
Manual Name	Creating an Expense Report
Information System	Financial Management Information System
Functional Domain	Internet Expenses Module
Responsibility	Internet Expenses
Purpose	Preparing and processing liquidations or closing of petty cash
Data Requirement	Details of liquidation and closing of petty cash
Dependencies	<ul style="list-style-type: none"> 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"> Select the type "PREPAYMENT" Name of personnel entered as supplier in the DV should match the Name in the expense report to be created. Workaround: Originator may indicate the name of personnel who is requesting for cash advance in the Payee Name field. Responsibility Center Code Special Code Expenditure Type: Liquidation
Scenario	<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"> Use the Internet Expenses module Note that name in the Expense Report should match the name of the personnel entered as supplier in the DV for Cash Advance Workaround: Originator may indicate the name of the personnel who received the cash advance in the Payee Name field.

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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

Oracle Applications Home Page

Main Menu

[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

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

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

Expenses

[Expenses Home](#) | [Expense Reports](#) | [Access Authorizations](#) | [Payments Search](#)

Expenses Home

[Create Expense Report](#) [Import Spreadsheet](#) [Export Spreadsheet](#)

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
7619	06-Jun-2014	Paid	13		Not Required	Not Required	42995.12	Payroll		
ER11057	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
ER11061	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. At the top, there's a navigation bar with links like 'Expenses Home', 'Expense Reports', 'Access Authorizations', 'Projects and Tasks', and 'Payments Search'. Below this, a progress bar indicates four steps: 'General Information' (active), 'Cash and Other Expenses', 'Advances', and 'Review'. The form title is 'Create Expense Report: General Information'. A note states '* Indicates required field'. The form contains several fields: 'Name' (Supnet, Ms. Reah Mae Matubis (100017592)), '* Responsibility Center' (Unspecified), 'Expense Template' (Various Expenses), '* Purpose' (empty), 'Reimbursement Currency' (Philippine Peso), 'Payee Name' (empty), '* Responsibility Center Code' (empty), '* Special Code' (empty), and '* Expenditure Type' (empty). At the bottom right, there are 'Save' and 'Cancel' buttons, and a 'Next' button which is highlighted with a red box. The text 'Step 1 of 4' is also visible.

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						
						Total	10,000.00

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

Advance Amount
 Advance Amount Applied

Unapplied Advance Reason

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	-	Unspecified	
Purpose	Liquidation of Cash Advance	Expenditure Type	Liquidation
Original Receipts Status	Not Required	Unapplied Advance Reason	liquidation of cash advance for local travel
Attachments	None Add...	Report Total	10,000.00 PHP
Payee Name	Reah Mae Supnet		


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		
Total							10,000.00		

Step 8. To upload attachments, click the **Add...** button or the

Attachment icon () on the right most side of the page

Expenses

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

Expenses: Expenses Home >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category Miscellaneous

Define Attachment

Type ☒ File ☐ URL ☐ Text

Browse... No file selected.

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.

Expenses

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

General Information Cash and Other Expenses Advances

Confirmation

Attachment Receipts for Local Travel has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

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

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

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	

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

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

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.