



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



DV Cancellation

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
24 September 2018	Julius Ermitanio	1.1	Updated format and screenshots

1.2 Description

Process ID	
Process Name	DV Cancellation
Functional Domain	Accounts Payables Module
Responsibility	Payables DV, Payables Pre-Audit, Payables Accountant
Purpose	To search and cancel the created DV
Data Requirement	Disbursement Voucher information such as <ul style="list-style-type: none"> • DV number • Date of DV • Supplier/ Payee of the DV
Dependencies	A disbursement voucher was already created
Scenario	The DV originator or Accounting Officer will search for the invalid DV and cancel it.



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*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

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

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

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Logout Help Personalize Page

Logged In As

University Information System Home Page

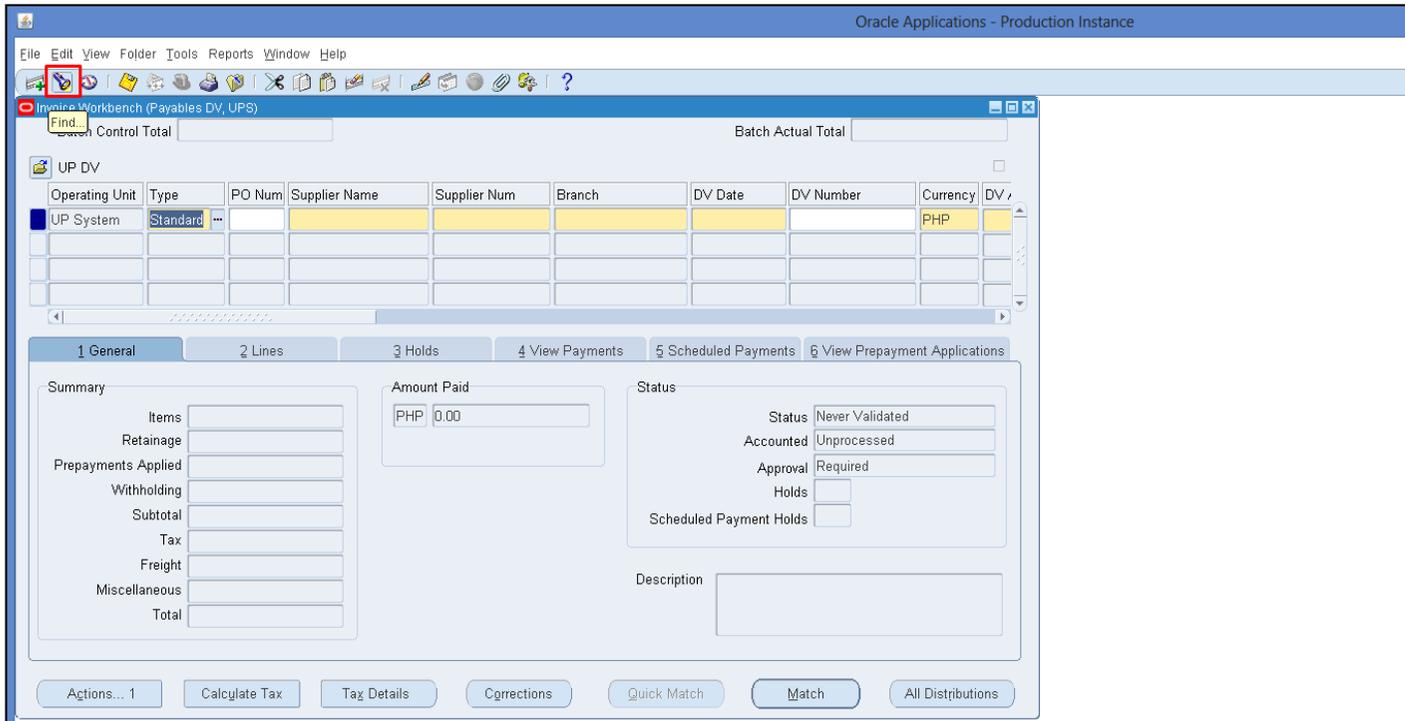
Main Menu Personalize

- Fixed Assets Accountant, UPS
- Internet Expenses Auditor, UPS
- Payables Accountant, UPS
- Payables Approver, UPS
- Payables DV, UPS**
 - Print DV
 - Entry**
 - DV**
 - Expense Reports
 - Recurring DV
 - Inquiry
 - Accrual Write-Off
- Receivables Accountant, UPS
- UP ICS Self Service

Worklist Full List

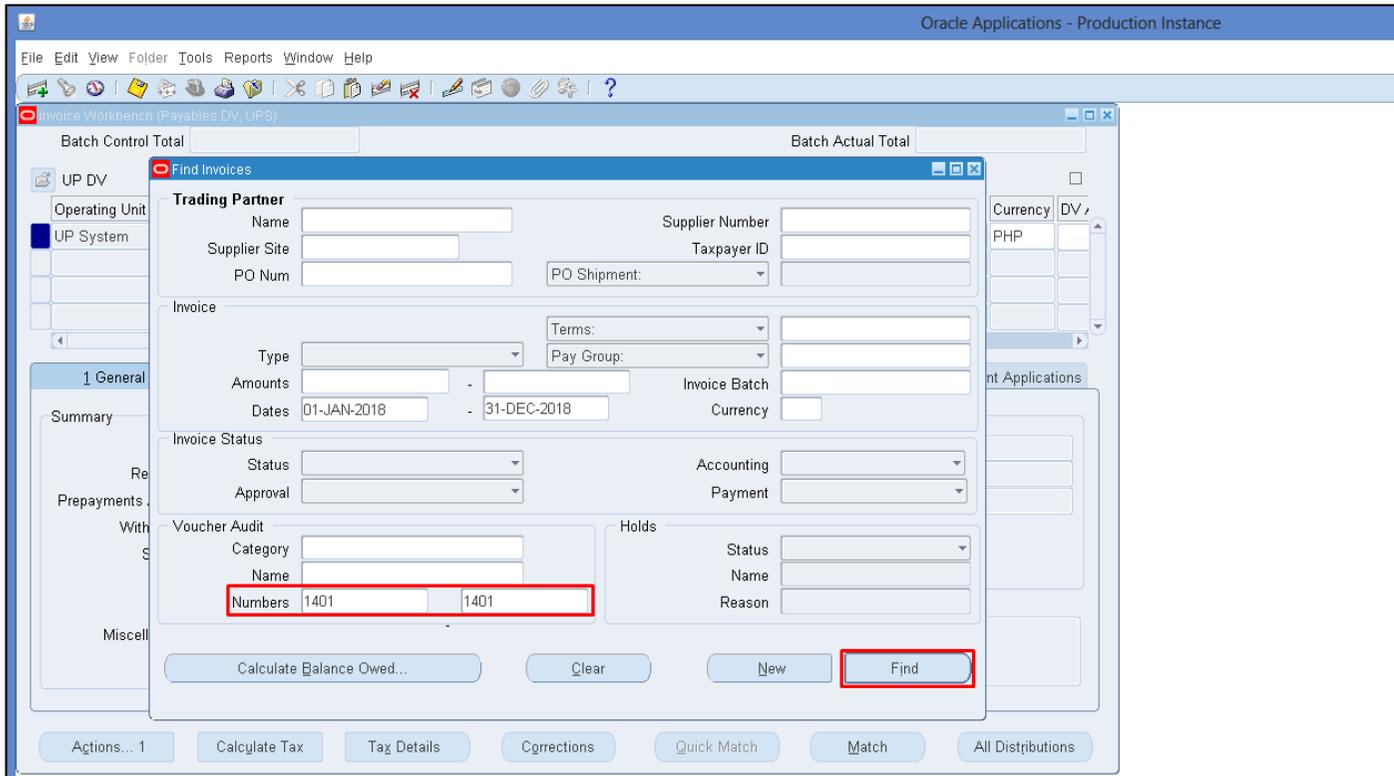
From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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



Step 4. Invoice Workbench will appear.

To search for the supplier, click **Find** button.



Step 5. Enter the DV number then click **Find**.

Invoice Workbench (Payables DV, UPD)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Number	Supplier Name	Supplier	Supplier Site Name	DV Date	DV Number	Voucher N
UP Diliman	Standard		5R Air Conditioning & Ref S	316	HEAD OFFICE	04-JUL-2014	7633	7633

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

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

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

Step 6. After finding the DV you want to cancel, click **Action**.

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

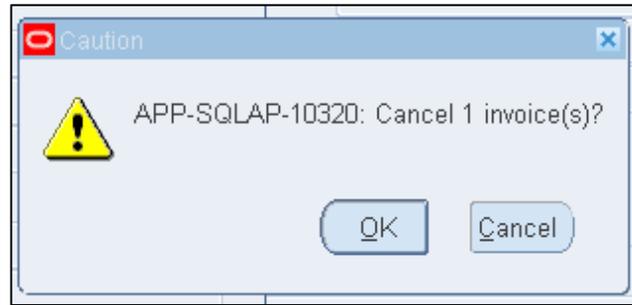
Release Reason

Printer

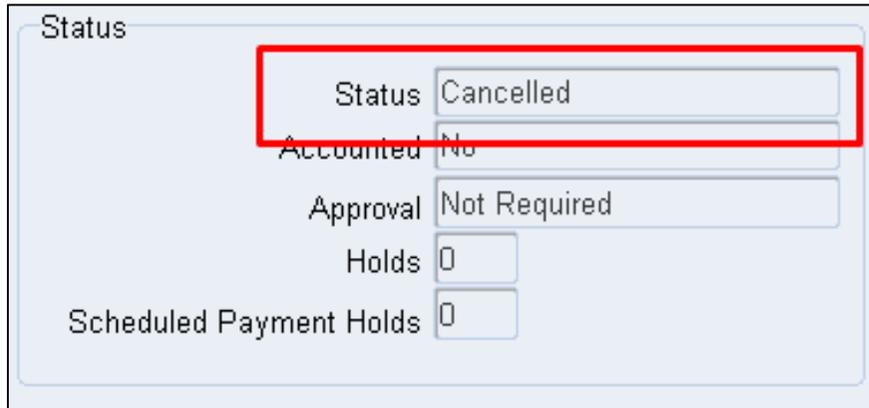
Sender Name

Sender Title

Step 7. Tick **Cancel Invoices** then click **OK**.



Step 8. A notification will appear before cancellation. Click **Ok**.



Once you're done the status of the DV will now be displayed as **Cancelled**.

Expected Result:

The DV has been Cancelled and cannot be re-used.

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