



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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[Favorites](#) [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*.

Oracle Applications - Production Instance

File Edit View Folder Tools Reports Window Help

Invoice Workbench (Payables DV, UPS)

Find... 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	Standard							PHP	

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 0.00

Status

Status Never Validated

Accounted Unprocessed

Approval Required

Holds

Scheduled Payment Holds

Description

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

Step 4. Invoice Workbench will appear.

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

Oracle Applications - Production Instance

File Edit View Folder Tools Reports Window Help

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit

UP System

1 General

Summary

Re

Prepayments

With

S

Miscell

Find Invoices

Trading Partner

Name Supplier Number

Supplier Site Taxpayer ID

PO Num PO Shipment:

Invoice

Type Terms:

Amounts Pay Group:

Dates 01-JAN-2018 31-DEC-2018 Invoice Batch

Currency

Invoice Status

Status Accounting

Approval Payment

Voucher Audit

Category

Name

Numbers 1401 1401

Holds

Status

Name

Reason

Calculate Balance Owed... Clear New Find

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

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	5000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	5000.00
Tax	
Freight	
Miscellaneous	
Total	5000.00

Amount Paid

PHP 0.00

Status

Status Never Validated

Accounted No

Approval Not Required

Holds 0

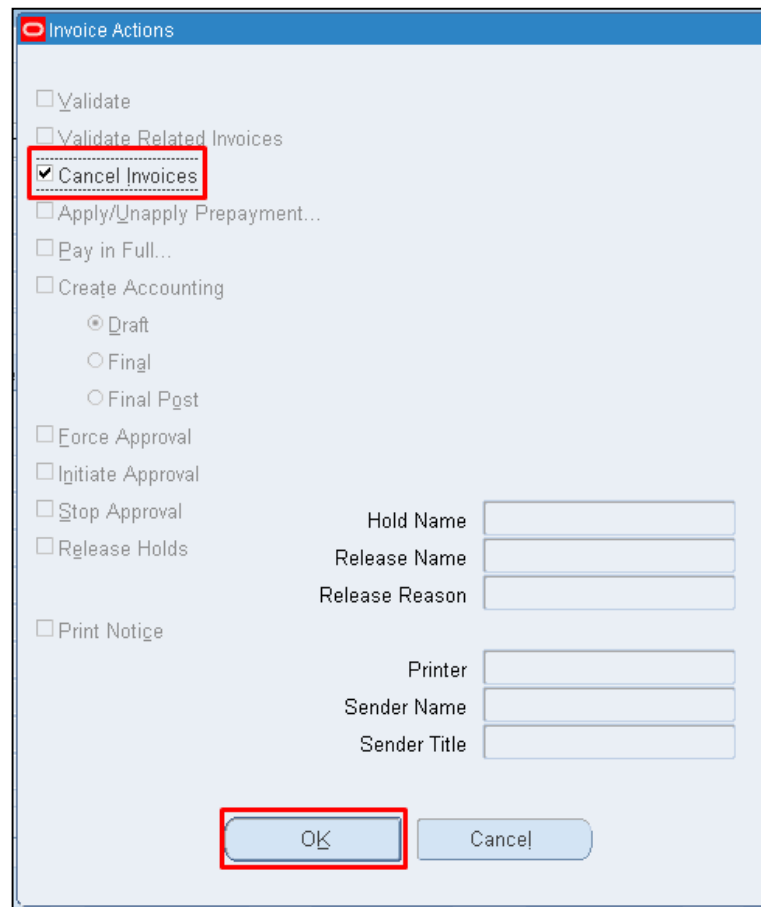
Scheduled Payment Holds 0

Description

Cancellation of DV

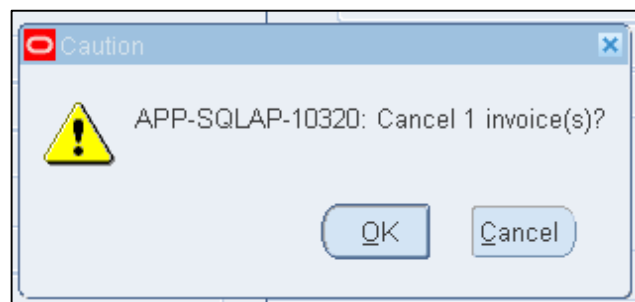
Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

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



The screenshot shows a dialog box titled "Invoice Actions". It contains several checkboxes and a group of radio buttons. The "Cancel Invoices" checkbox is checked and highlighted with a red box. Below it, there are checkboxes for "Validate", "Validate Related Invoices", "Apply/Unapply Prepayment...", "Pay in Full...", "Create Accounting", "Force Approval", "Initiate Approval", "Stop Approval", "Release Holds", and "Print Notice". The "Create Accounting" section has three radio buttons: "Draft" (selected), "Final", and "Final Post". To the right of the checkboxes are three text input fields labeled "Hold Name", "Release Name", and "Release Reason". Below these are three more text input fields labeled "Printer", "Sender Name", and "Sender Title". At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.

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



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

A form titled "Status" with several fields. The "Status" field is highlighted with a red rectangle and contains the text "Cancelled". Other fields include "Accounted" with "No", "Approval" with "Not Required", "Holds" with "0", and "Scheduled Payment Holds" with "0".

Status	Cancelled
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

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.