University of the Philippines

FMIS

Financial Management Information System
User Manual

EXPORTING EXPENSE REPORTS

FMIS User Manual
Internet Expenses

Author: Rajyl Andre Inlayo & Reah Mae Supnet
Creation Date:
Last Updated: 23 June 2017
Document Ref: FMIS User Manual – Exporting Expense Reports
Version: 2.0

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	UMFMIE005
Manual Name	Exporting Expense Reports
Information System	Financial Management Information System
Functional Domain	Internet Expenses Module
Responsibility	Payables Accountant
Purpose	• To convert approved expense reports to invoices. • This is a prerequisite for the closing of cash advance
Data Requirement	Expense report details
Dependencies	Expense report is fully approved. No expense report rejections
Scenario	An accounting office personnel will process approved expense reports in preparation for matching with prepayment DVs.

Step 1. Go to **_uis.up.edu.ph_**

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

	Favorites ▼	Logout Help Personalize Page

Enterprise Search [All ▼] [_____] [Go] Search Results Display Preference [Standard ▼]

Logged In As **RMSUPNET**

Oracle Applications Home Page

Main Menu

[Personalize]

⊟ 📁 Payables Accountant, UPS
  ⊞ 📁 Disbursement Voucher
  ⊞ 📁 Payments
  ⊞ 📁 Accounting
  ⊞ 📁 Workflow
  ⊟ 📁 Other
    📄 Concurrent
    ⊞ 📁 Requests
⊞ 📁 Payables DV, UPS
⊞ 📁 UP ICS Self Service
⊞ 📁 Workflow Administrator

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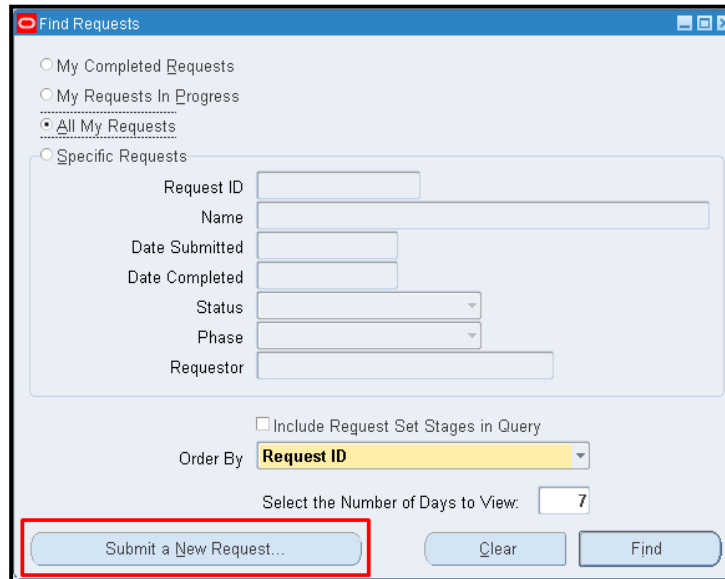
Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Payables Accountant* responsibility,

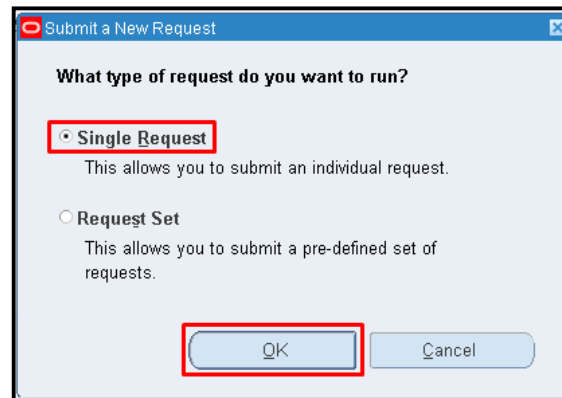then choose the *Other* folder,

then click *Concurrent*
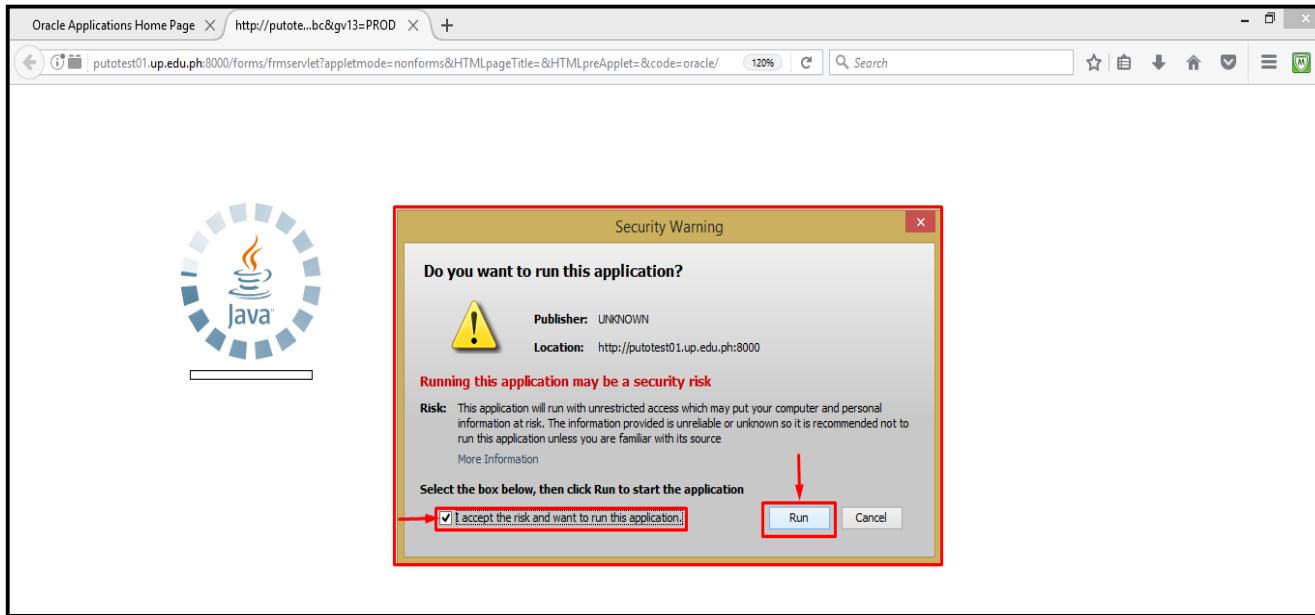
STEP 4. Click the checkbox then click *Run*

STEP 5. *Find Requests* page will appear. Click *Submit a New Request*

STEP 6. *Submit a New Request* page will appear. Click *Single Request* then click *OK*
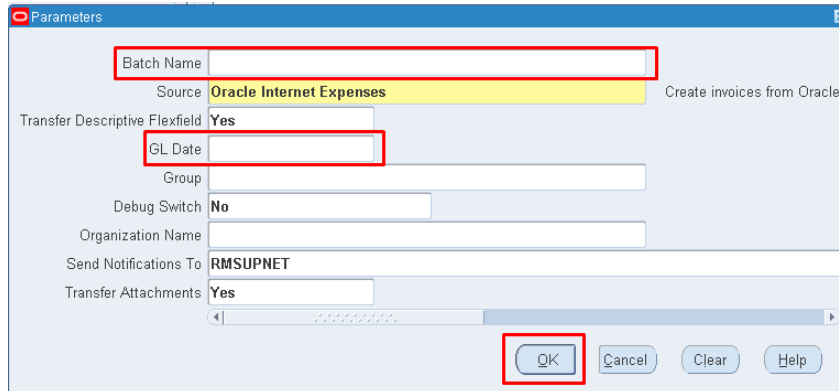
STEP 7. Enter *Expense Report Export* in the *Name* field
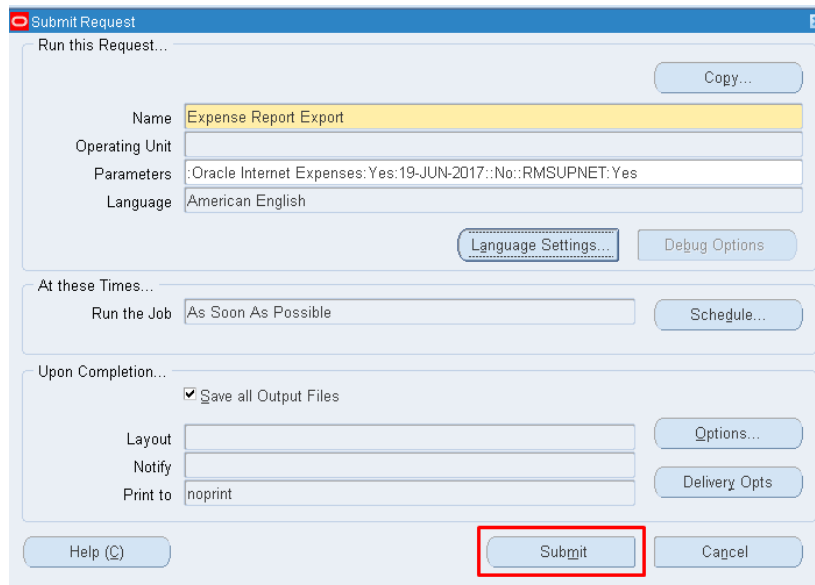
STEP 7. Enter details the following fields:

- Batch Name
- GL Date

And click **OK**

STEP 8. Click **Submit**

STEP 9. Click *No*
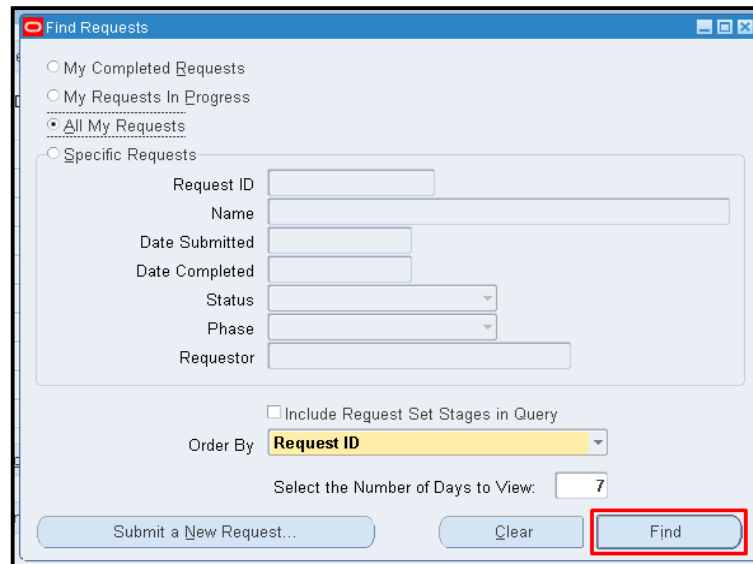
STEP 10. Click *Find* button

STEP 11. Check the *phase* and *status* of the report, click *Refresh Data* button until it is *complete* and *normal*

```
+--------------------------------------------------------------------------+
Payables: Version : 12.0.0

Copyright (c) 1979, 1999, Oracle Corporation. All rights reserved.

APXEXPER module: Expense Report Export
+--------------------------------------------------------------------------+

Current system time is 21-JUN-2017 09:30:47


+--------------------------------------------------------------------------+

**Starts**21-JUN-2017 09:30:48
**Ends**21-JUN-2017 09:30:56
+--------------------------------------------------------------------------+
Start of log messages from FND_FILE
+--------------------------------------------------------------------------+
Begin Receipts Management - Holds
Process Hold Each Scenario
Determine whether to place Holds
Process Hold All Scenario
Determine whether to place Holds
Process Hold BothPay Scenario
Determine whether to place Holds
Process Obsolete Holds
Obsolete Holds
Obsolete Both Pay Holds
Begin Processing Individual expense reports
Fetching expense report...
Expense Report Number : **SA-ER19047**
Transfer Attachments option(Y/N):Y
Fetching expense report...
Credit Card Expenses Fetched = 0
Credit Card Invoices Created = 0
Call Payables Open Interface
Expenses Fetched = 1
Invoices Created = 1
+--------------------------------------------------------------------------+
End of log messages from FND_FILE
+--------------------------------------------------------------------------+


+--------------------------------------------------------------------------+
Executing request completion options...
```

To verify if the expense report was successfully exported to payables, click **View Log…**and check the line indicated below

The number of **Expenses Fetched** should be equal to the number of **Invoices Created**

NOTE: If they are not equal check the **Expense Report Rejections** and make the necessary adjustments

				Favorites ▼	Logout Help Personalize Page

Enterprise Search | All | | Go | Search Results Display Preference | Standard |

Logged In As **RMSUPNET**

Oracle Applications Home Page

Main Menu

Personalize

- ⊟ 📁 Payables Accountant, UPS
  - ⊟ 📁 Disbursement Voucher
    - ⊟ 📁 Entry
      - 🖼 DV
      - 🖼 Recurring DV
    - ⊞ 📁 Inquiry
    - ⊞ 📁 Accrual Write-Off
  - ⊞ 📁 Payments
  - ⊞ 📁 Accounting
  - ⊞ 📁 Workflow
  - ⊞ 📁 Other
- ⊞ 📁 Payables DV, UPS

Worklist

Full List

From	Type	Subject	Sent ▼
	Expenses Export	Expenses Export Rejections	19-Jun-2017

✅**TIP** Vacation Rules - Redirect or auto-respond to notifications.
✅**TIP** Worklist Access - Specify which users can view and act upon your notifications.

STEP 12. Close the tab and the request window. Proceed to Invoice Workbench Window. By navigating thru
Payables Accountant

then choose ***Disbursement Voucher*** folder

then click ***Entry***

then click ***DV***

STEP 13. To search for the **Exported Expense Report** click the **Find** icon (🔦) .

Enter **Expense Report Number** then click **Find**

Once the Expense report is found, proceed with **Validation.**

Expected result:

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