



University of the Philippines

FMIS

**Financial Management Information System
User Manual**





EXPORTING EXPENSE REPORTS

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	UMFMIE005
Manual Name	Exporting Expense Reports
Information System	Financial Management Information System
Functional Domain	Internet Expenses Module
Responsibility	Payables Accountant
Purpose	<ul style="list-style-type: none">• 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.

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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**)

Enterprise Search Search Results Display Preference Logged In As RMSUPNET

Oracle Applications Home Page

Main Menu

- ☒ Payables Accountant, UPS
 - Disbursement Voucher
 - Payments
 - Accounting
 - Workflow
 - ☒ Other
 - ☒ Concurrent
 - Requests
 - Payables DV, UPS
 - UP ICS Self Service
 - Workflow Administrator

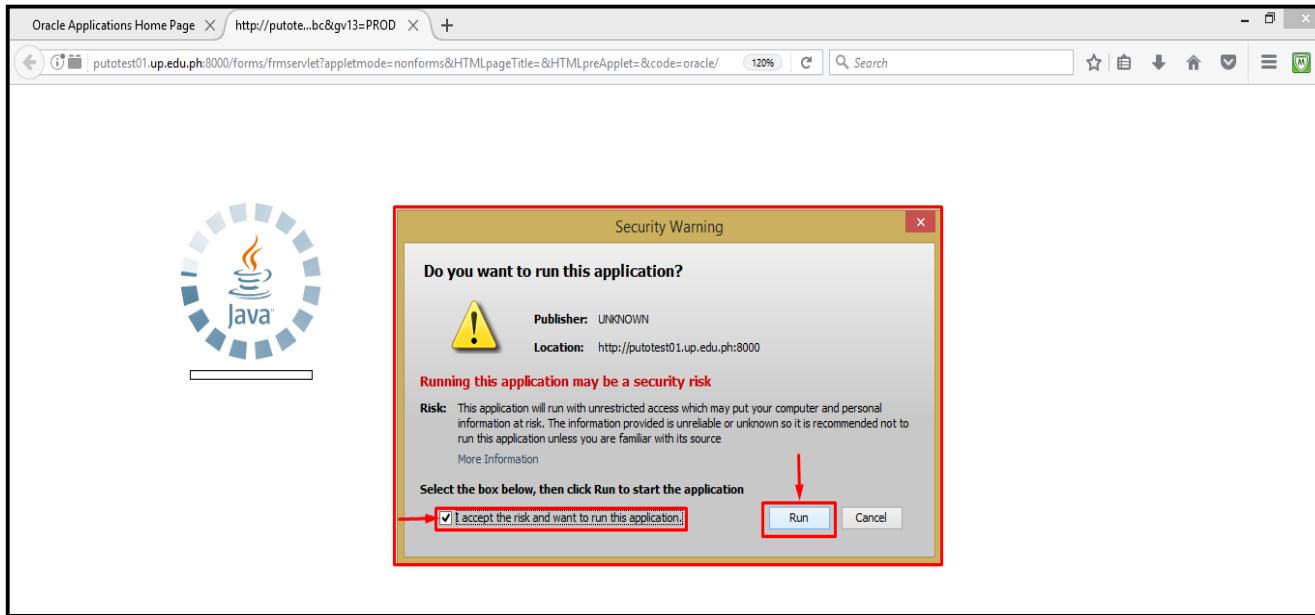
Worklist

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.			

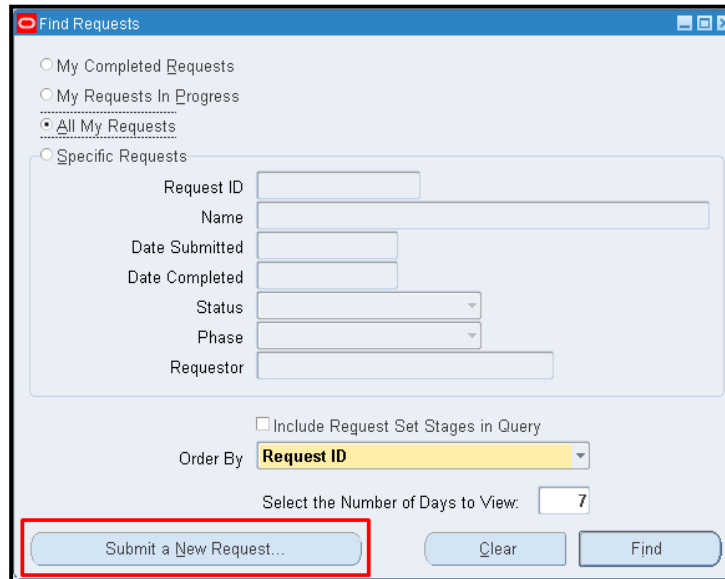
Step 3. From **UIS Home Page** proceed to **Main Menu** and choose the **Payables Accountant** responsibility,

then choose the **Other** folder,

then click **Concurrent**

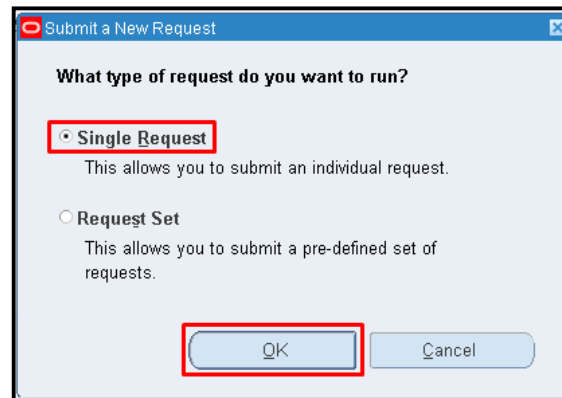


STEP 4. Click the checkbox then click **Run**



The 'Find Requests' dialog box features a blue title bar and a light blue background. It contains four radio buttons for filtering requests: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these, a group box for 'Specific Requests' contains input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown menu), 'Phase' (a dropdown menu), and 'Requestor'. A checkbox labeled 'Include Request Set Stages in Query' is positioned below the group box. An 'Order By' dropdown menu is set to 'Request ID'. A text field labeled 'Select the Number of Days to View:' contains the number '7'. At the bottom, there are three buttons: 'Submit a New Request...' (highlighted with a red rectangle), 'Clear', and 'Find'.

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



The 'Submit a New Request' dialog box has a blue title bar and a light blue background. It asks 'What type of request do you want to run?'. There are two radio buttons: 'Single Request' (selected and highlighted with a red rectangle) and 'Request Set'. Below 'Single Request' is the text 'This allows you to submit an individual request.' Below 'Request Set' is the text 'This allows you to submit a pre-defined set of requests.' At the bottom, there are two buttons: 'OK' (highlighted with a red rectangle) and 'Cancel'.

STEP 6. *Submit a New Request* page will appear. Click **Single Request** then click **OK**

Submit Request

Run this Request...

Name Expense Report Export Copy...

Operating Unit

Parameters

Language American English Language Setting... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

☒ Save all Output Files

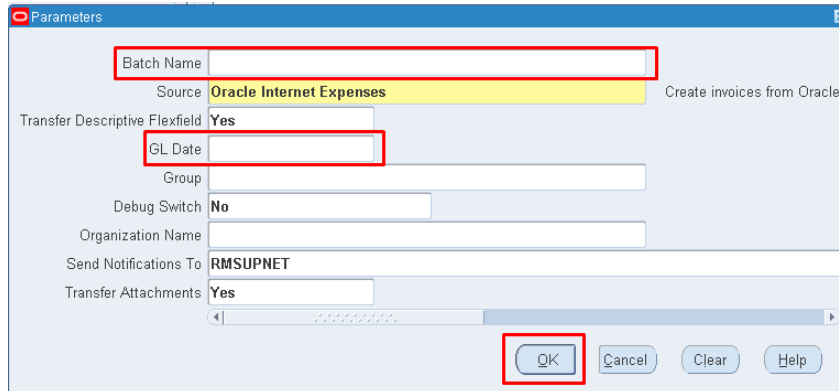
Layout Options...

Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

STEP 7. Enter **Expense Report Export** in the **Name** field



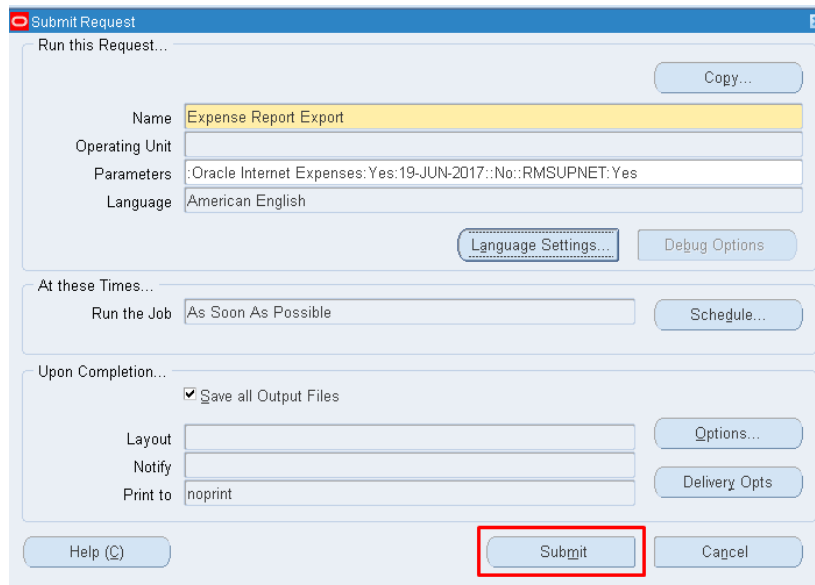
The Parameters dialog box contains the following fields and controls:

- Batch Name: [Empty text box, highlighted with a red rectangle]
- Source: Oracle Internet Expenses (dropdown menu)
- Transfer Descriptive Flexfield: Yes (checkbox)
- GL Date: [Empty text box, highlighted with a red rectangle]
- Group: [Empty text box]
- Debug Switch: No (checkbox)
- Organization Name: [Empty text box]
- Send Notifications To: RMSUPNET (text box)
- Transfer Attachments: Yes (checkbox)
- Buttons: OK (highlighted with a red rectangle), Cancel, Clear, Help

STEP 7. Enter details the following fields:

- Batch Name
- GL Date

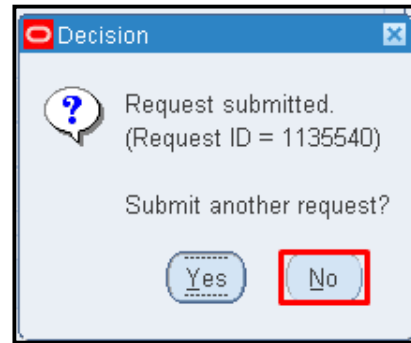
And click **OK**



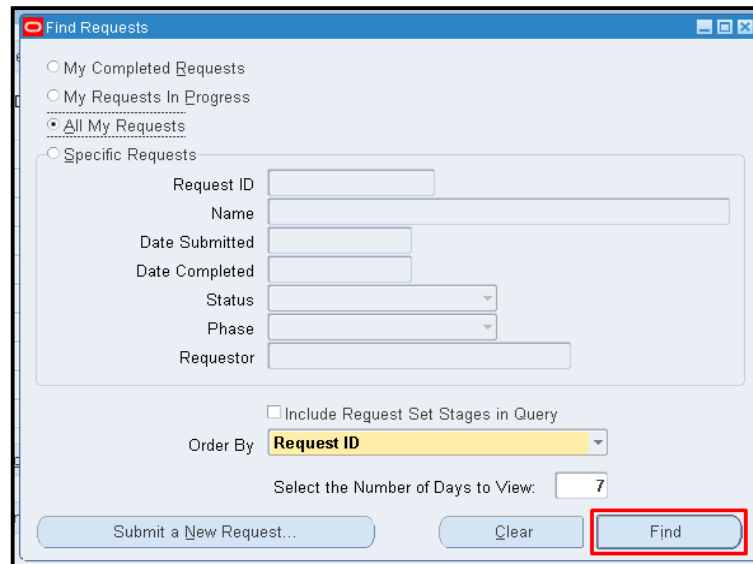
The Submit Request dialog box contains the following fields and controls:

- Run this Request... section:
 - Name: Expense Report Export (text box)
 - Operating Unit: [Empty text box]
 - Parameters: :Oracle Internet Expenses:Yes:19-JUN-2017::No::RMSUPNET:Yes (text box)
 - Language: American English (text box)
 - Buttons: Copy..., Language Settings..., Debug Options
- At these Times... section:
 - Run the Job: As Soon As Possible (text box)
 - Button: Schedule...
- Upon Completion... section:
 - Save all Output Files: [checked checkbox]
 - Layout: [Empty text box]
 - Notify: [Empty text box]
 - Print to: noprint (text box)
 - Buttons: Options..., Delivery Opts
- Buttons: Help (C), Submit (highlighted with a red rectangle), Cancel

STEP 8. Click **Submit**



STEP 9. Click **No**



STEP 10. Click **Find** button

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
3060555	Expense Report Export		Completed	Normal	, SelfService, Y, 2017/06/19 00
3054676	UP Purchase Request v.3		Completed	Normal	276, 17662, 1539, Supnet, Ms

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

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

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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

Enterprise Search Search Results Display Preference Logged In As **RMSUPNET**

Oracle Applications Home Page

Main Menu

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

Worklist

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:

Invoice Workbench (Payables Accountant, UPS)

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	Expense Re		Perez, Mr. Paul Jason	1606	OFFICE	04-MAY-2017	2534	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	15,000.00
Retainage	
Prepayments Applied	15,000.00
Withholding	
Subtotal	0.00
Tax	0.00
Freight	
Miscellaneous	
Total	0.00

Amount Paid

PHP	15,000.00
-----	-----------

Status

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

Closing of CA for Research

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

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