



University of the Philippines

FMIS

**Financial Management Information System
User Manual**





GENERATION OF LIQUIDATION 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	UMFMIE003
Manual Name	Generation of Liquidation Report
Information System	Financial Management Information System
Functional Domain	Accounts Payables Module
Responsibility	Payables Accountant
Purpose	To generate a liquidation report
Data Requirement	<ul style="list-style-type: none"> - Paid Cash Advance Disbursement Voucher - Liquidated Expenses - Applied and validated Expense Report
Dependencies	<ul style="list-style-type: none"> - Approved and paid cash advance(prepayment DV) - Applied and Validated Liquidation from Internet Expenses to Prepayment DV
Scenario	The accounting office staff may generate a liquidation report for a UP Employee in compliance with COA requirements

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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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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

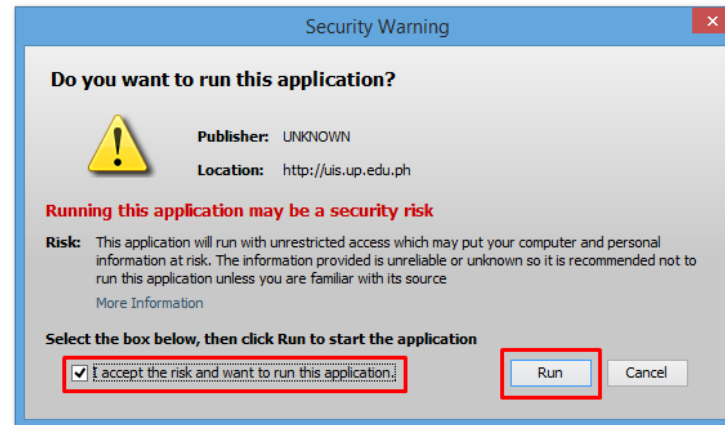
Full List

From	Type	Subject	Sent
	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 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Payables Accountant* responsibility

then click the *Other* folder

then select *Concurrent*



Step 4. Java application will launch with **Security Warning**, Tick the checkbox and click **Run**

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

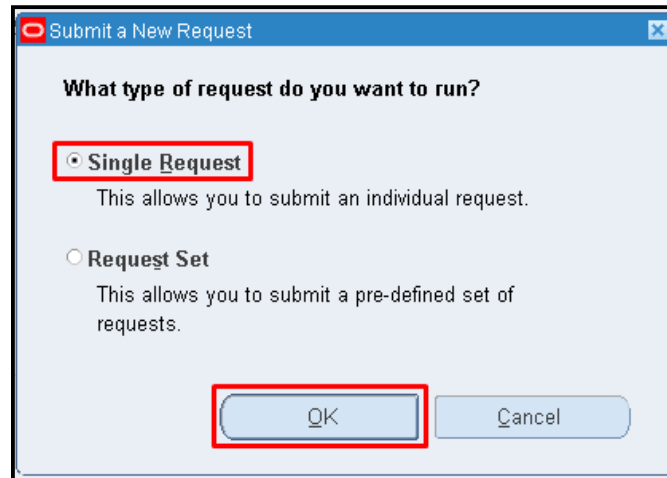
☐ Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request...

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**

Submit Request

Run this Request...

Name: UP Liquidation Report

Operating Unit:

Parameters:

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout: L_UP_LR

Notify:

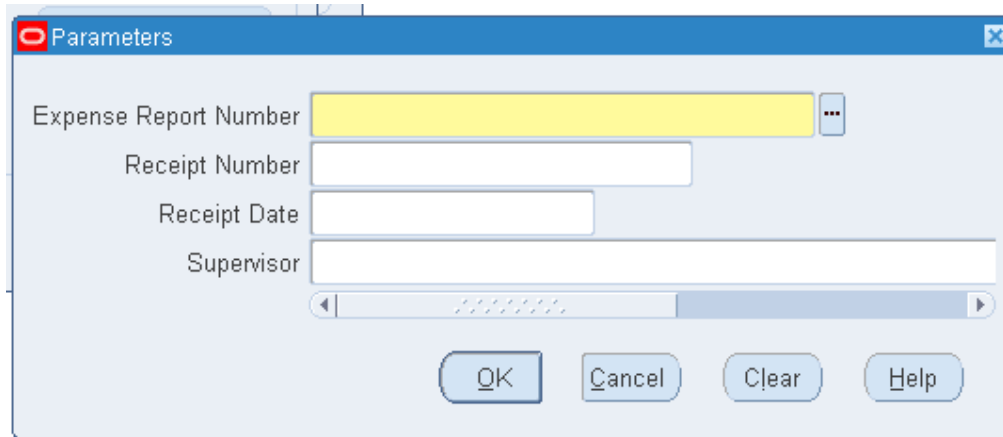
Print to: noprint

Options... Delivery Opts

Help (C) Submit Cancel

Step 7. On the **Name** field, click the **ellipsis (...)** to search the UP Liquidation Report or

You may type **%Liquidation%** then press the **Tab** button in the keyboard

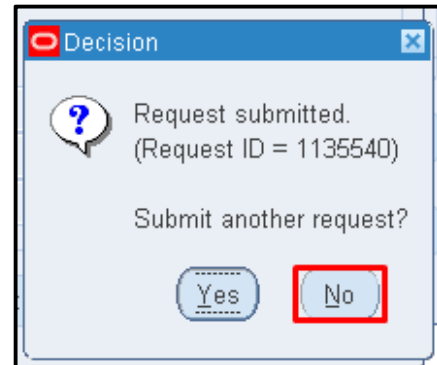


The screenshot shows a 'Parameters' dialog box. It has a title bar with a red 'O' icon and the text 'Parameters'. The dialog contains four input fields: 'Expense Report Number' (highlighted in yellow with an ellipsis button), 'Receipt Number', 'Receipt Date', and 'Supervisor'. Below these fields is a horizontal scrollbar. At the bottom are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

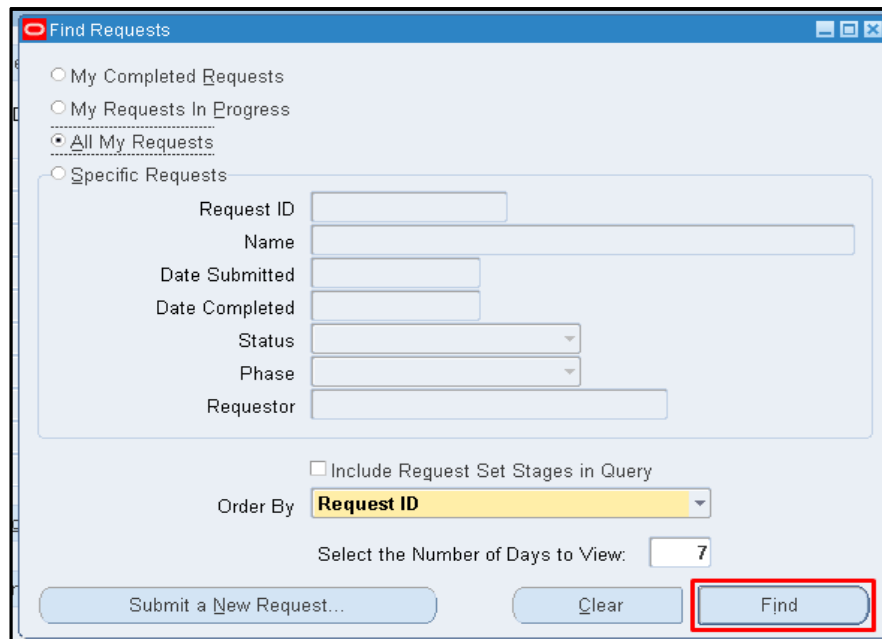
Step 8. The **Parameter** window will appear

search for the Expense Report number by clicking the **ellipsis(...)** on the **Expense Report Number** field then select the Expense Report to be generated then click **OK**

You will be redirected back to the **Submit Request** window, click the **Submit** button



Step 9. Click **No** button



Step 10. Click **Find** button

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
3062828	UP Liquidation Report		Completed	Normal	276, 17662, 2013/01/01 00:00:
3062827	UP Liquidation Report		Completed	Normal	276, 17662, 2013/01/01 00:00:
3062825	Expense Report Export		Completed	Normal	, SelfService, Y, 2017/06/21 00:
3062805	Open Period Balances		Completed	Normal	101, 2027, JUN-15
3062804	Create Reporting Sequence		Completed	Normal	2027, JUN-15, RESET
3062801	Open Period		Completed	Normal	UP System2027(PHP), 1002, :
3062800	Open Period Balances		Completed	Normal	101, 2027, MAR-15
3062798	Open Period		Completed	Normal	UP System2027(PHP), 1002, :
3062797	Open Period Balances		Completed	Normal	101, 2027, MAR-15
3062796	Create Reporting Sequence		Completed	Normal	2027, MAR-15, RESET

Hold Request View Details... View Output


Cancel Request Diagnostics View Log...

Step 11. The **Requests** window will appear

Click the **Refresh Data** button on the upper left side of the window until the **Phase** becomes **Completed** and **Status, Normal**

then click **View Output** button.

Expected Result:

 UNIVERSITY OF THE PHILIPPINES LIQUIDATION REPORT Period: 08-MAY-17 to 12-MAY-17 Fund Cluster: -		Expense Report No. 2017-05-02635 Date: 12-MAY-17 Responsibility Center Code: SA03013001	
PARTICULARS		AMOUNT	
Local Travel - Transportation Expenses		3,000.00	
Local Travel - Accommodation		4,000.00	
Local Travel - Meals		3,000.00	
Local Travel - Incidental expenses		2,000.00	
TOTAL AMOUNT SPENT		12,000.00	
AMOUNT OF CASH ADVANCE PER DV NO 08-MAY-17 08:52:56 DTD 08-MAY-17		15,000.00	
AMOUNT REFUNDED PER OR NO DTD		3,000.00	
UNLIQUIDATED AMOUNT		0.00	
AMOUNT TO BE REIMBURSED		0.00	
A Certified: Correctness of the above data. Reah Mae Supnet Claimant Date: _____	B Certified: Purpose of travel or cash advance duly accomplished. _____ Immediate Supervisor Date: _____	C Certified: Supporting documents complete and proper Susan Sanchez Head, Accounting Division Unit JEV No.: 72816 Date: _____	

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