

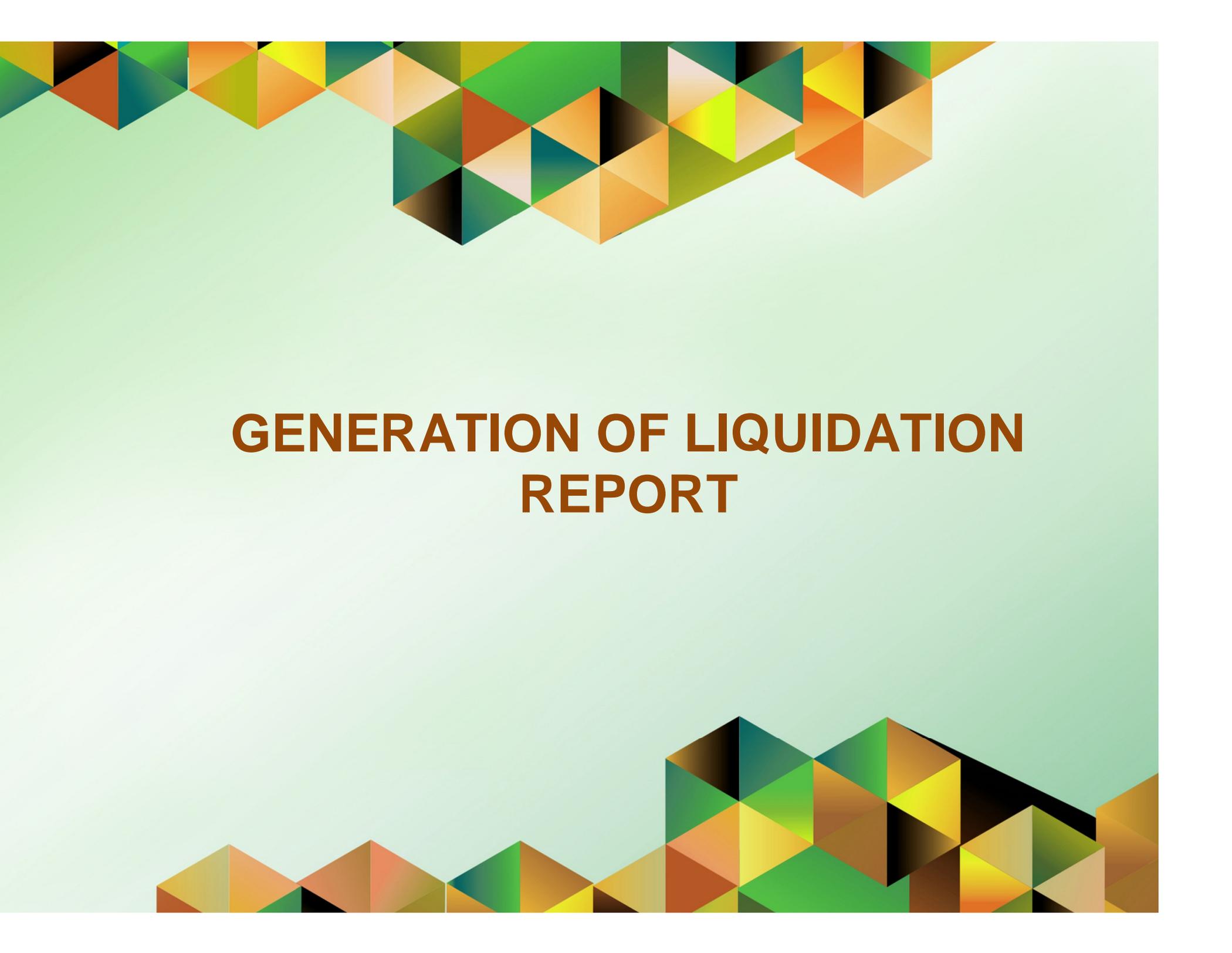


University of the Philippines



# FMIS

**Financial Management Information System  
User Manual**



# **GENERATION OF LIQUIDATION REPORT**

# FMIS User Manual

## *Internet Expenses*

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Version: 2.0

### Approvals:

Recommending Approval

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Approved

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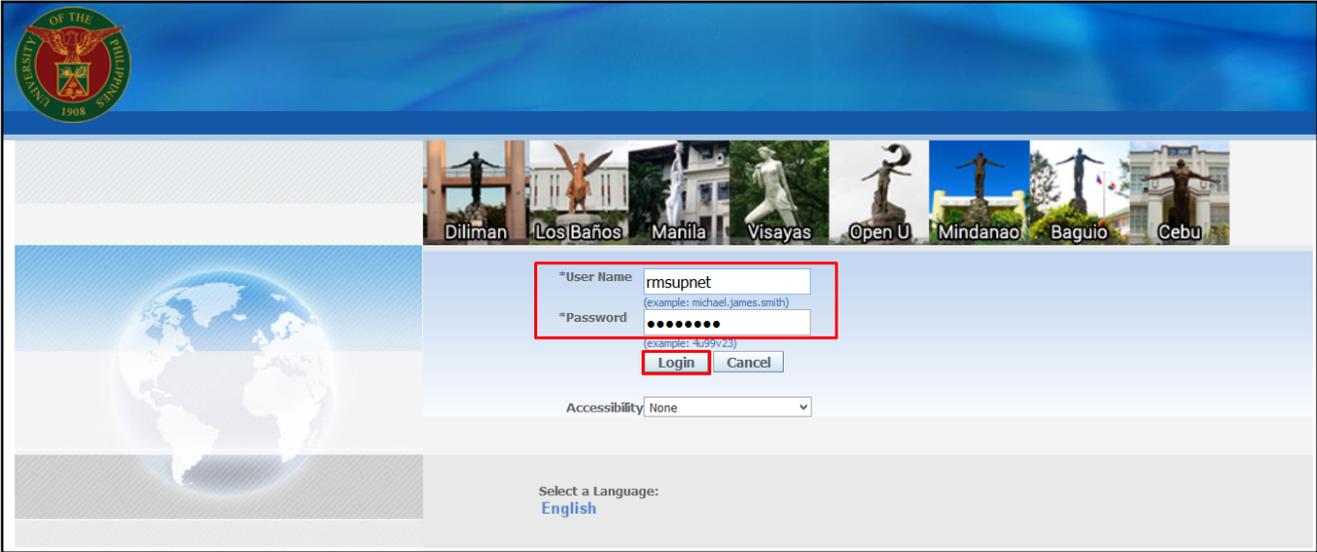
**1. DOCUMENT CONTROL**

**1.1 Change Record**

Date	Author	Version	Change Reference:
	Rajyl Andre Inlayo	1.0	Initial
23 June 2017	Reah Mae Supnet	2.0	Update

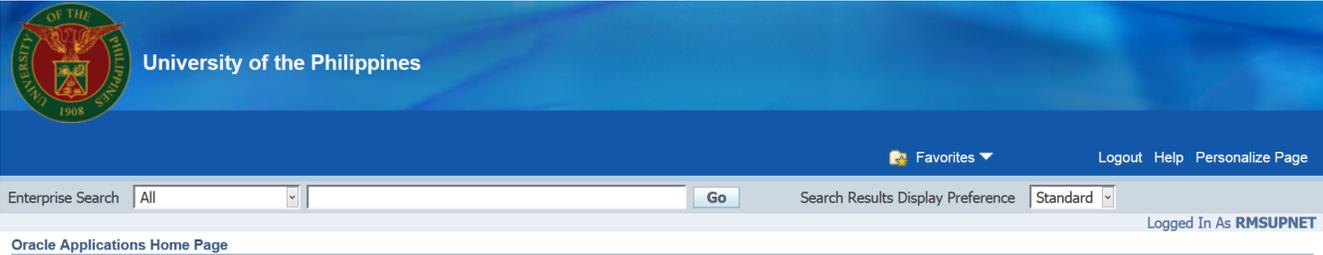
**2. Description**

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



**Step 1.** Go to [uis.up.edu.ph](http://uis.up.edu.ph)

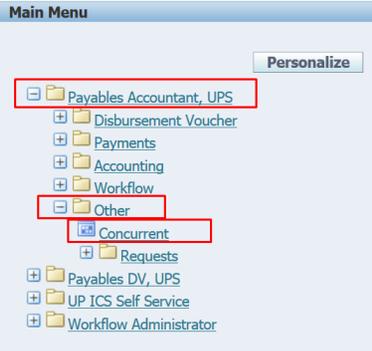
**Step 2.** Log-in your credentials (e.g. **username** and **password**)



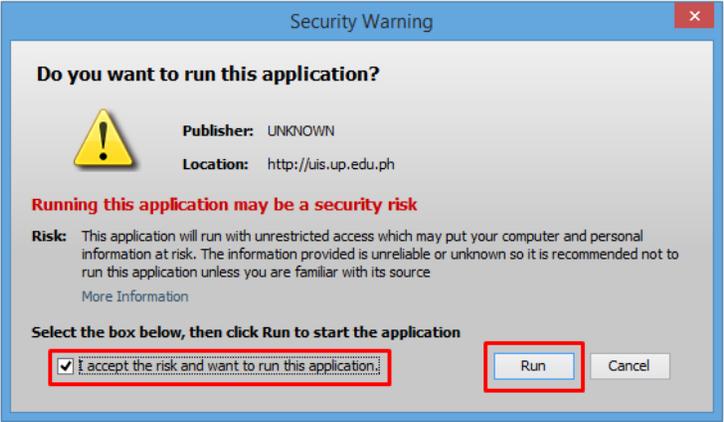
**Step 3.** From **UIS Home Page** proceed to **Main Menu** and choose the **Payables Accountant** responsibility

then click the **Other** folder

then select **Concurrent**



From	Type	Subject	Sent
Expenses Export		<a href="#">Expenses Export Rejections</a>	19-Jun-2017
✓ <b>TIP</b> Vacation Rules - Redirect or auto-respond to notifications.			
✓ <b>TIP</b> Worklist Access - Specify which users can view and act upon your notifications.			



**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

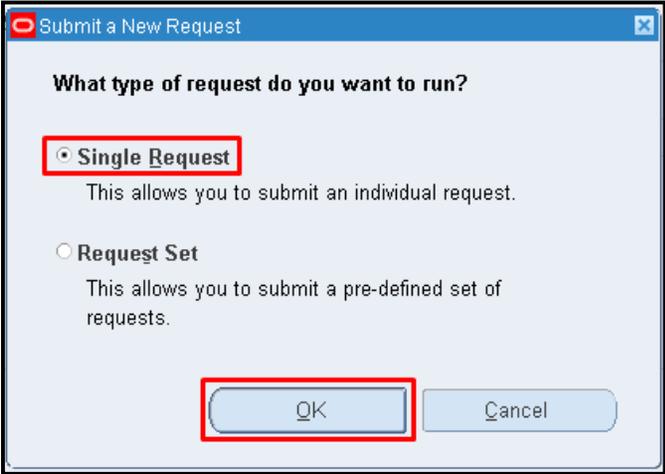
Include Request Set Stages in Query

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 Copy...

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 Options...

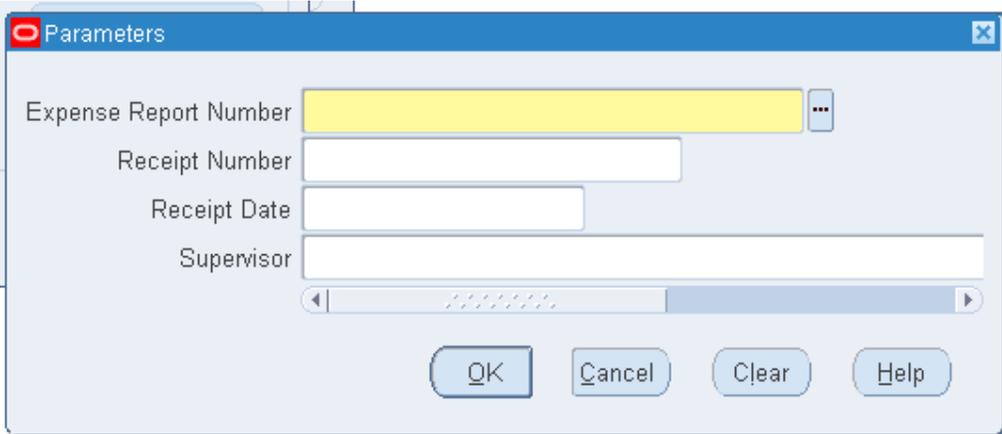
Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

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

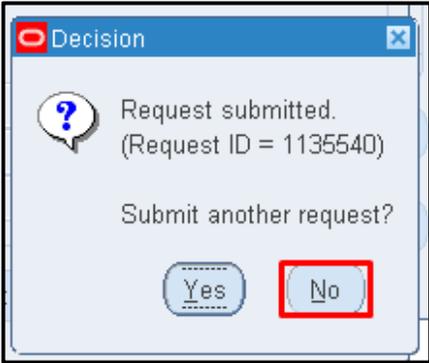
You may type **%Liquidation%** then press the **Tab** button in the keyboard



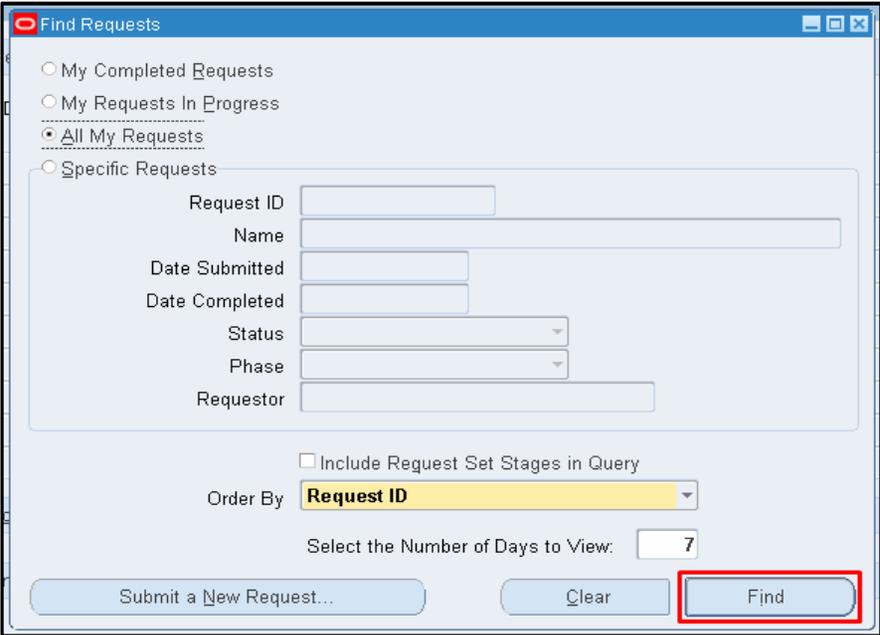
**Step 8.** The *Parameter* window will appear

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**

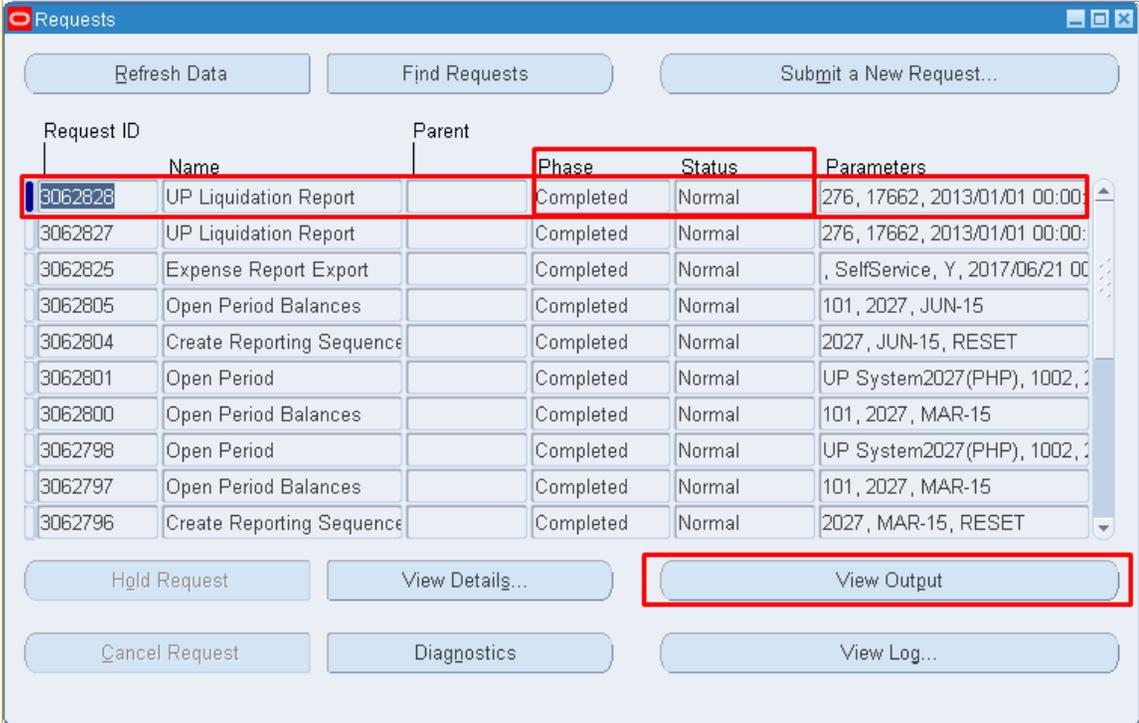
You will be redirected back to the *Submit Request* window, click the **Submit** button



**Step 9.** Click **No** button



**Step 10.** Click **Find** button



**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:**

 <b>UNIVERSITY OF THE PHILIPPINES</b> <b>LIQUIDATION REPORT</b> Period: 08-MAY-17 to 12-MAY-17 Fund Cluster: -		Expense Report No. 2017-05-02635 Date: 12-MAY-17 Responsibility Center Code: SA03013001
<b>PARTICULARS</b>		<b>AMOUNT</b>
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
<b>A</b> Certified: Correctness of the above data.  _____ <b>Reah Mae Supnet</b> Claimant  Date: _____	<b>B</b> Certified: Purpose of travel or cash advance duly accomplished.  _____ Immediate Supervisor  Date: _____	<b>C</b> Certified: Supporting documents complete and proper  _____ <b>Susan Sanchez</b> 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.