University of the Philippines

FMIS

Financial Management Information System
User Manual

PRE-AUDIT EXPENSE 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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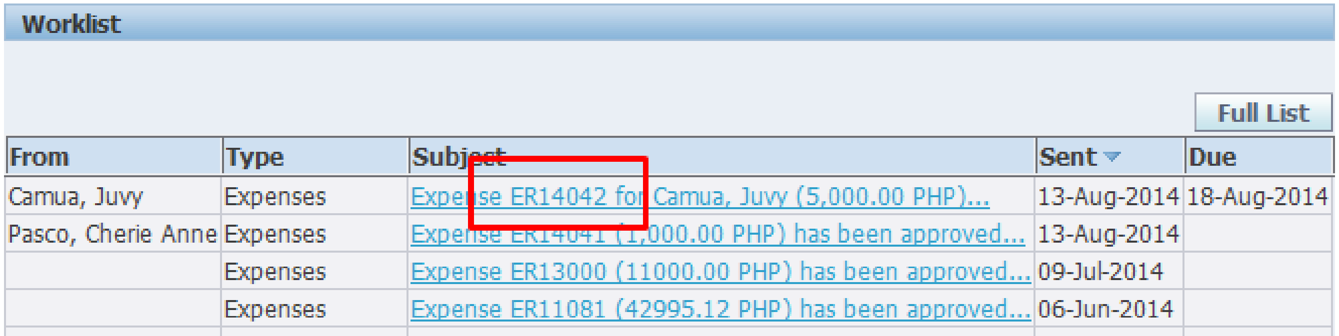
1. DOCUMENT CONTROL

1.1 Change Record

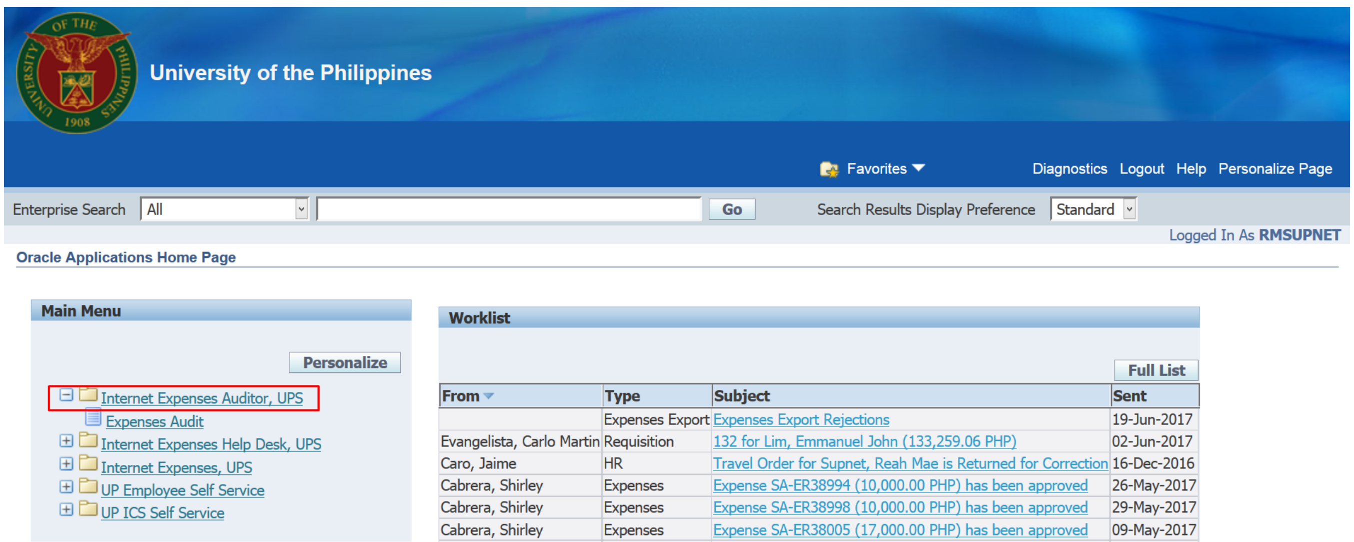
Date	Author	Version	Change Reference:
	Rajyl Andre Inlayo	1.0	Initial
23 June 2017	Reah Mae Supnet	2.0	Update

2. Description

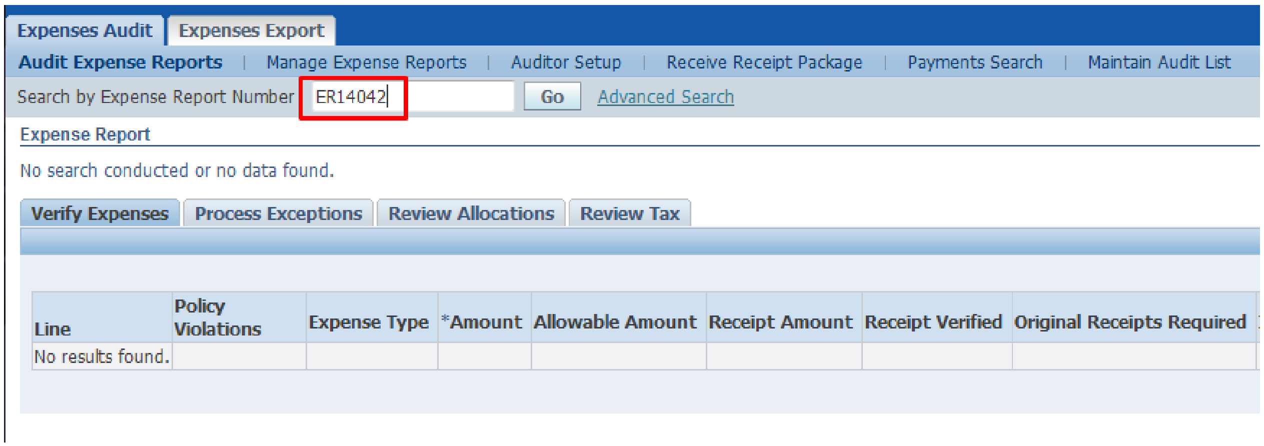
Manual ID	UMFMIE004 v.2
Manual Name	Pre-audit Expense Report
Information System	Financial Management Information System
Functional Domain	Accounts Payables Module
Responsibility	Internet Expense Auditor
Purpose	To be able to make necessary adjustments to Expense Reports created by the originators.
Data Requirement	Accounting Entries
Dependencies	
Scenario	Based on supporting documents, the Pre-audit staff makes necessary adjustments to the expense report such as: - Updating distributions - Controlling amounts - Adding expense types



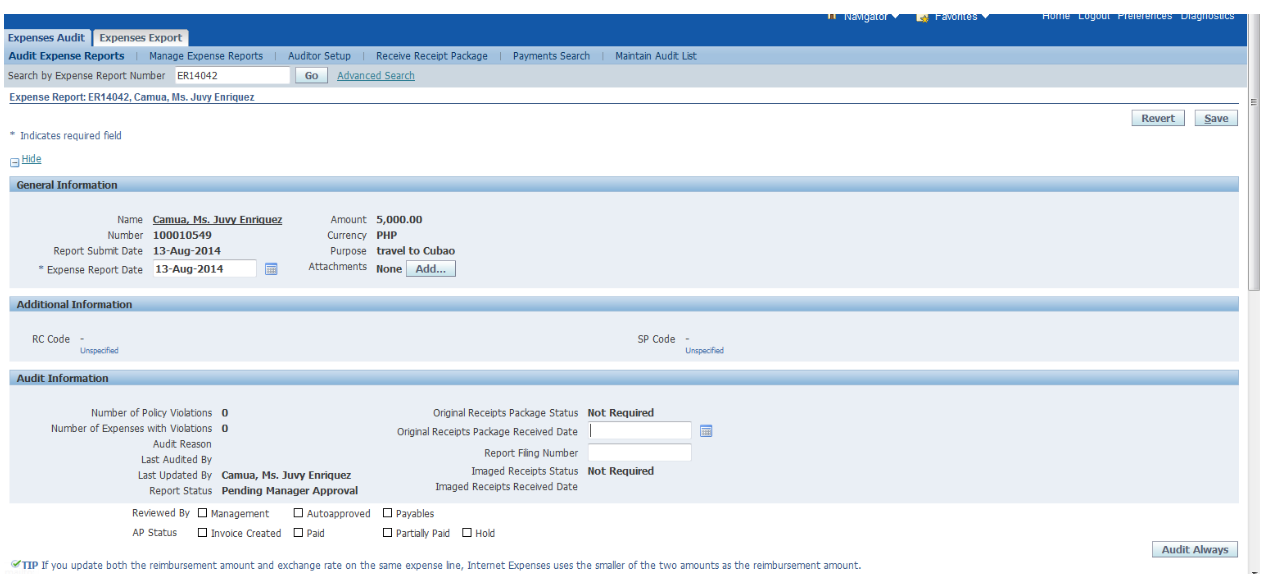
From your ***Worklist***, remember or copy the Expense Report Number



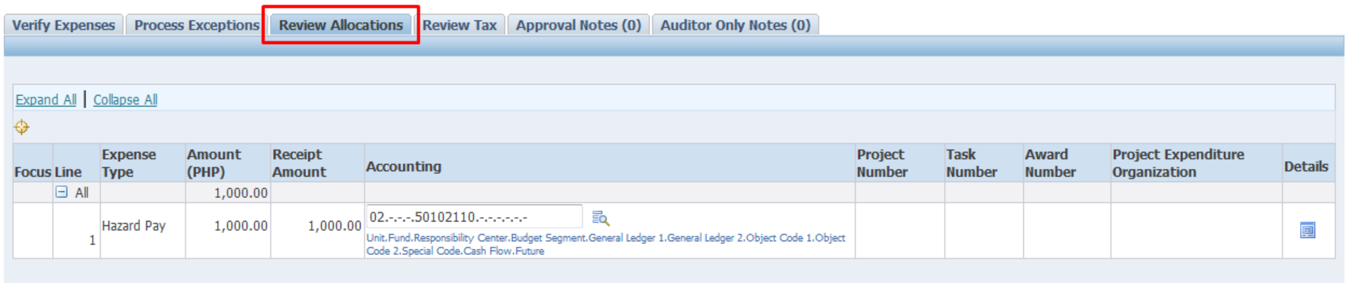
Step 1. From ***HOME*** proceed to ***Main Menu*** and click ***Internet Expenses Auditor***



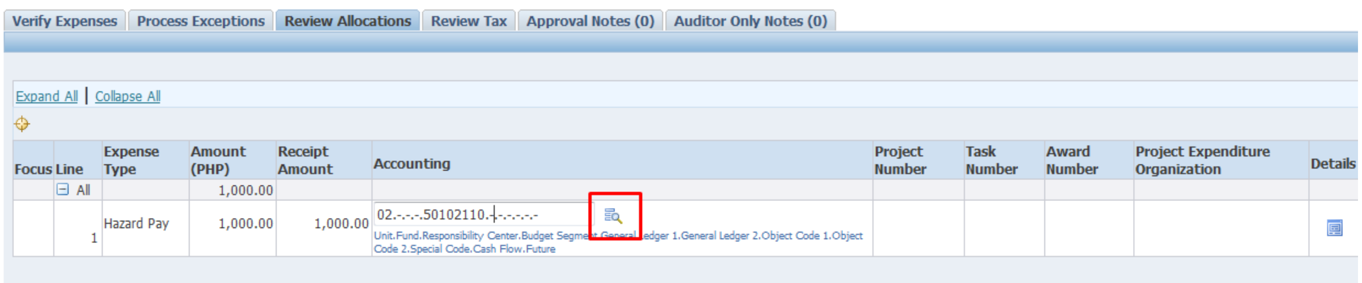
Step 2. On the ***Expense Report Number***, enter the Number you copied earlier and click ***Go***



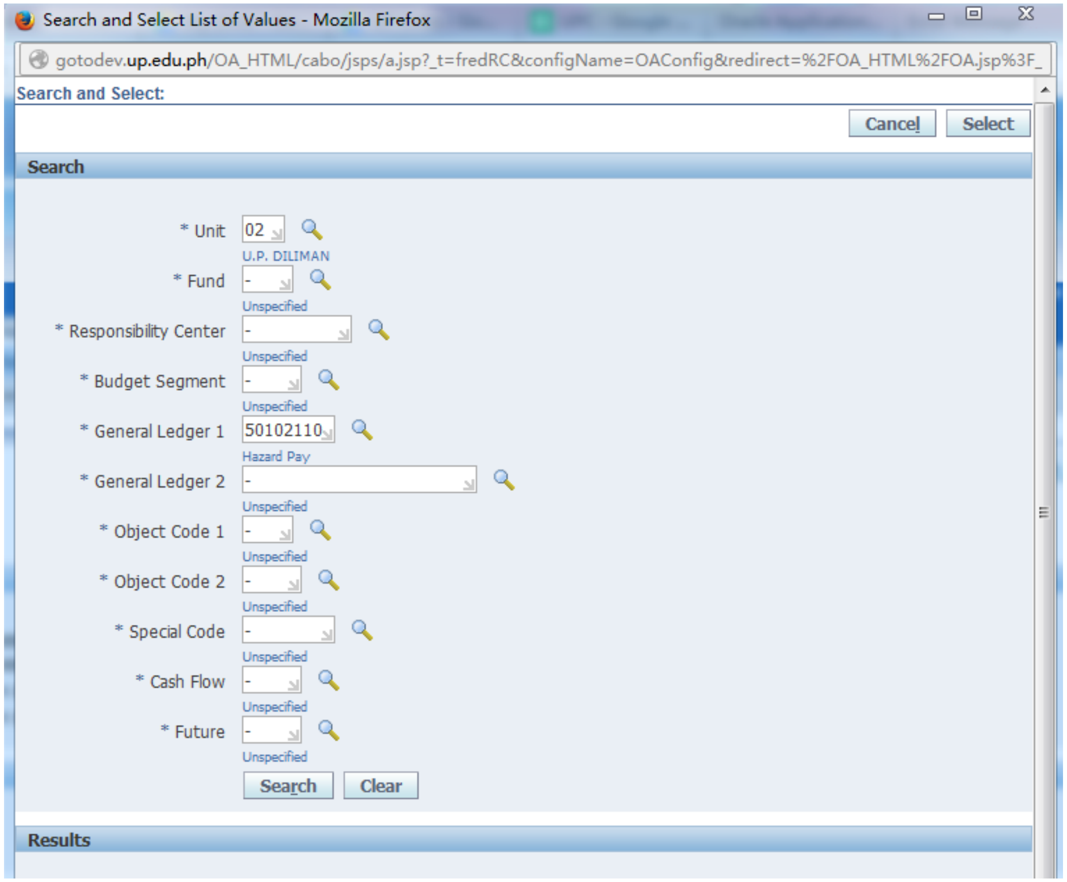
You will be directed to the ***Expense Report*** page



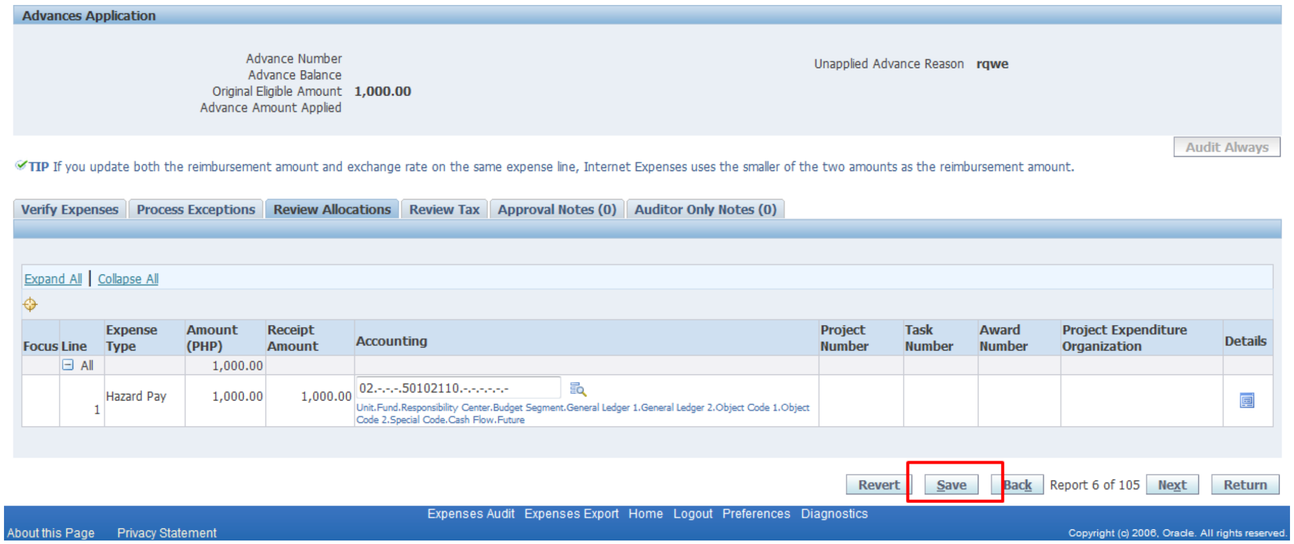
Step 3. Scroll down and click ***Review Allocations***



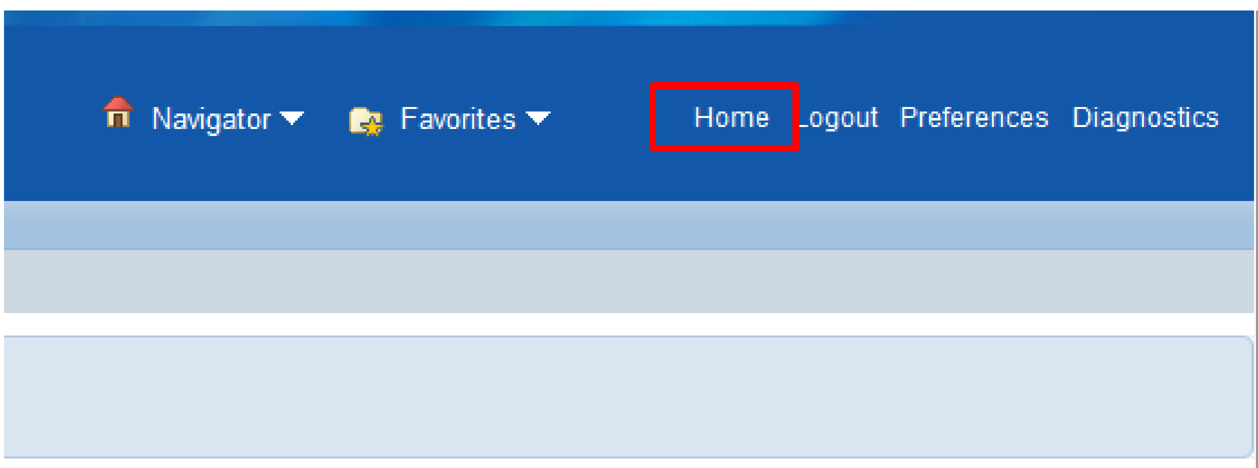
Step 4. Click the ***accounting/distribution*** icon.



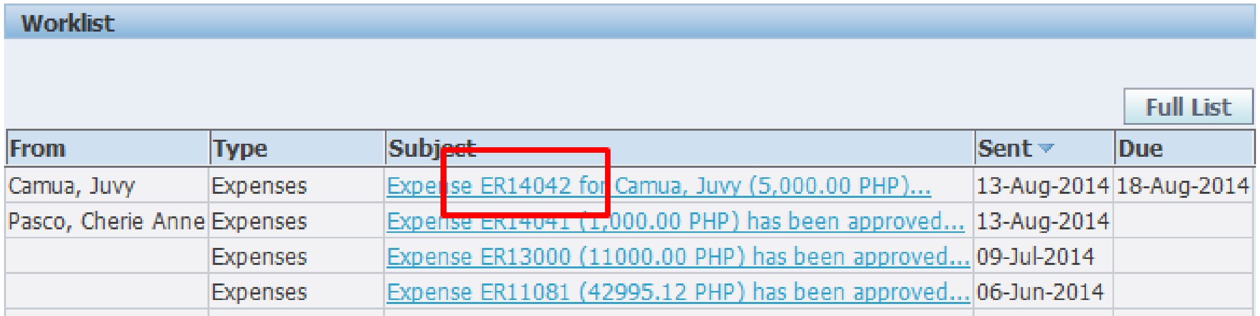
Correct necessary details, click ***Create*** then ***Select***.



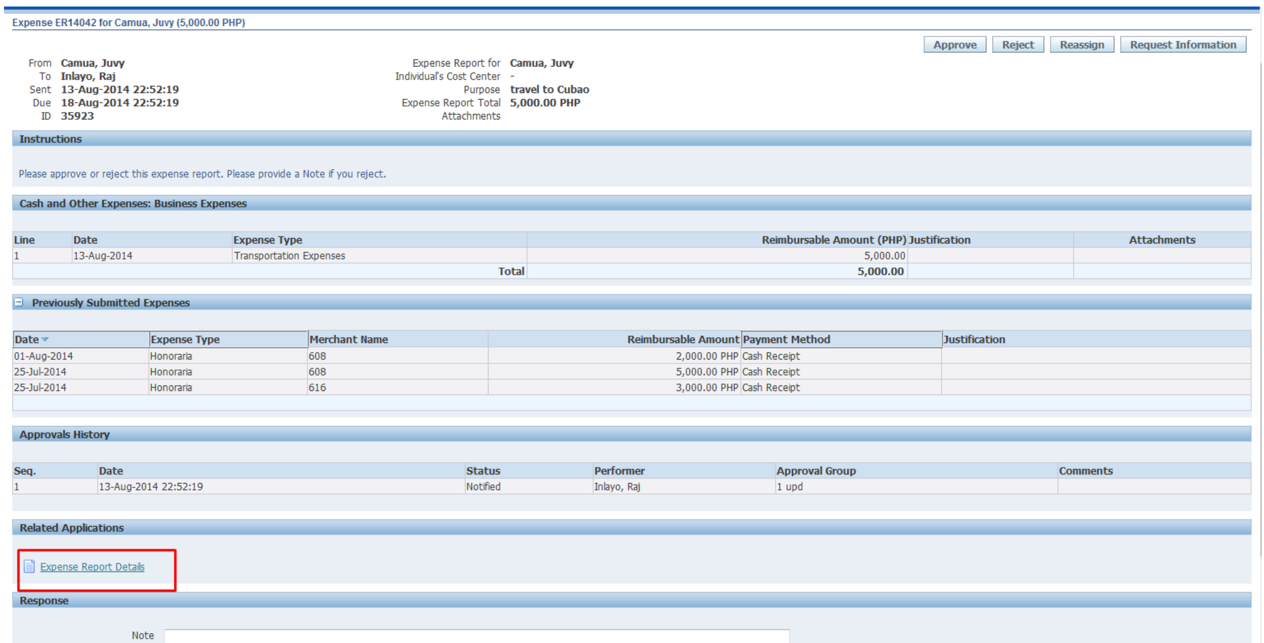
Step 5. Click ***Save***



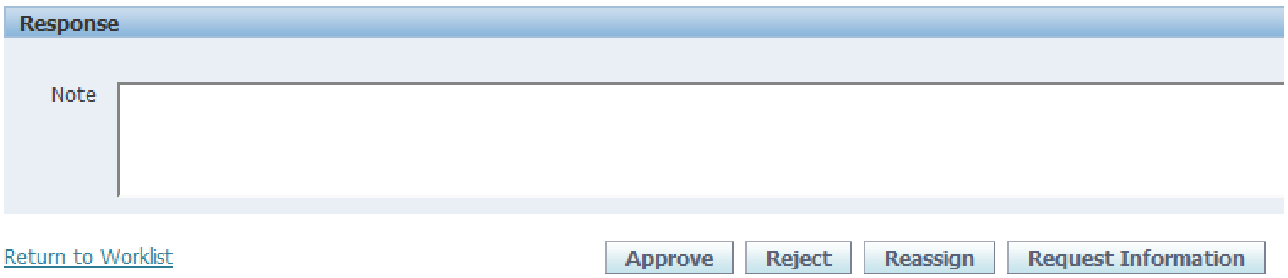
Step 6. Click **Home.**



Step 7. Click the Expense Report Number.



You will be directed to the Expense Report Page



Step 8. Click **Approve** or **Reject** at the bottom part of the screen/page**.** (Make sure you include in the **Note** under the response section the reason for rejection).

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