

PRE-AUDIT EXPENSE REPORT

FMIS User Manual

Internet Expenses

Author:

Creation Date: Last Updated: Document Ref: Version:	23 June 2017 FMIS User Manual – Pre-audit Expense Report 2.0		
Approvals:			
Recommending Approval			
Approved			

Rajyl Andre Inlayo & Reah Mae Supnet

1. DOCUMENT CONTROL

1.1 Change Record

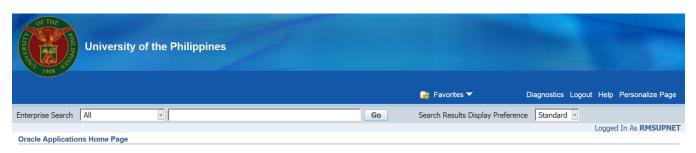
Date	Author	Version	Change Reference:
	Rajyl Andre Inlayo	1.0	Initial
23 June 2017	Reah Mae Supnet	2.0	Update

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

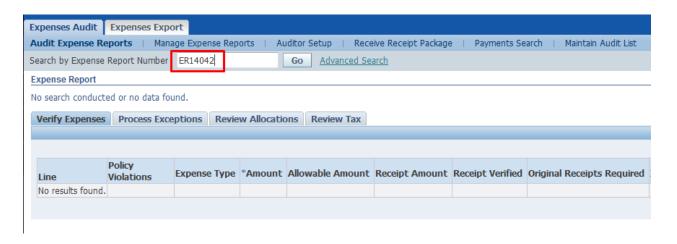


From your *Worklist*, remember or copy the Expense Report Number

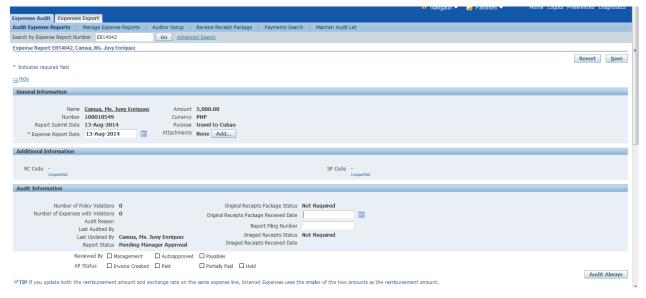


Step 1. From **HOME** proceed to **Main Menu** and click **Internet Expenses Auditor**

Main Menu Personalize Full List ☐ Internet Expenses Auditor, UPS From 🔻 Type Subject Sent 19-Jun-2017 Expenses Audit Expenses Export Expenses Export Rejections Internet Expenses Help Desk, UPS 132 for Lim, Emmanuel John (133,259.06 PHP) 02-Jun-2017 Evangelista, Carlo Martin Requisition Internet Expenses, UPS Caro, Jaime Travel Order for Supnet, Reah Mae is Returned for Correction 16-Dec-2016 Cabrera, Shirley Expense SA-ER38994 (10,000.00 PHP) has been approved **UP Employee Self Service** Expenses 26-May-2017 Cabrera, Shirley Expenses Expense SA-ER38998 (10,000.00 PHP) has been approved 29-May-2017 Cabrera, Shirley Expenses Expense SA-ER38005 (17,000.00 PHP) has been approved 09-May-2017



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



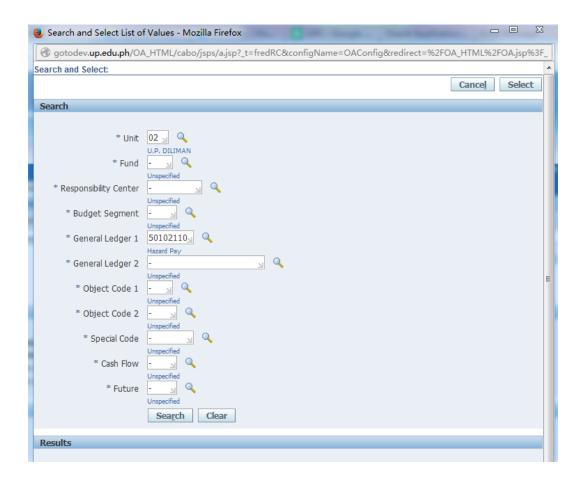
You will be directed to the **Expense Report** page



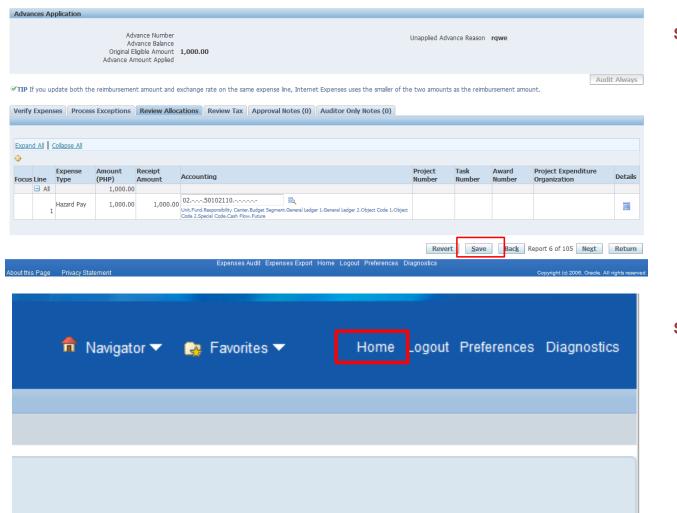
Step 3. Scroll down and click Review Allocations



Step 4. Click the accounting/distribution icon.

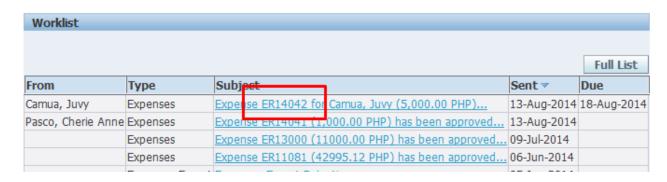


Correct necessary details, click *Create* then *Select*.

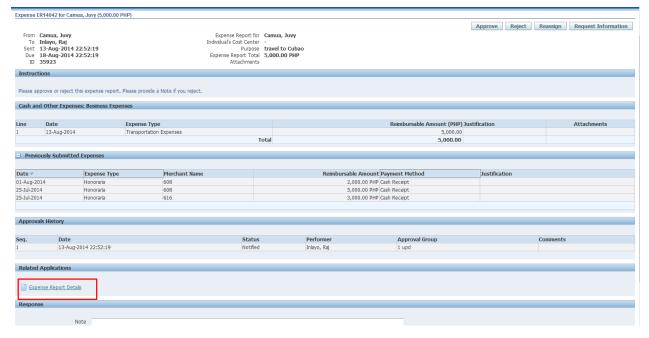


Step 5. Click Save

Step 6. Click Home.



Step 7. Click the Expense Report Number.



You will be directed to the Expense Report Page

Response	
Note	
Return to Worklist	Approve Reject Reassign Request Information

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.