



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



PRE-AUDIT EXPENSE REPORT



FMIS User Manual

Internet Expenses

Author: Rajyl Andre Inlayo & Reah Mae Supnet
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Last Updated: 23 June 2017
Document Ref: FMIS User Manual – Pre-audit Expense Report
Version: 2.0

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	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: <ul style="list-style-type: none"> - Updating distributions - Controlling amounts - Adding expense types

Worklist				
				Full List
From	Type	Subject	Sent ▼	Due
Camua, Juvy	Expenses	Expense ER14042 for Camua, Juvy (5,000.00 PHP)...	13-Aug-2014	18-Aug-2014
Pasco, Cherie Anne	Expenses	Expense ER14041 (1,000.00 PHP) has been approved...	13-Aug-2014	
	Expenses	Expense ER13000 (11000.00 PHP) has been approved...	09-Jul-2014	
	Expenses	Expense ER11081 (42995.12 PHP) has been approved...	06-Jun-2014	

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


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[Diagnostics](#)
[Logout](#)
[Help](#)
[Personalize Page](#)

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

Oracle Applications Home Page

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

Main Menu

[Personalize](#)

- [Internet Expenses Auditor, UPS](#)
- [Expenses Audit](#)
- [Internet Expenses Help Desk, UPS](#)
- [Internet Expenses, UPS](#)
- [UP Employee Self Service](#)
- [UP ICS Self Service](#)

Worklist

				Full List
From ▼	Type	Subject	Sent	
	Expenses Export	Expenses Export Rejections	19-Jun-2017	
Evangelista, Carlo Martin	Requisition	132 for Lim, Emmanuel John (133,259.06 PHP)	02-Jun-2017	
Caro, Jaime	HR	Travel Order for Supnet, Reah Mae is Returned for Correction	16-Dec-2016	
Cabrera, Shirley	Expenses	Expense SA-ER38994 (10,000.00 PHP) has been approved	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	

Expenses Audit | **Expenses Export**

Audit Expense Reports | Manage Expense Reports | Auditor Setup | Receive Receipt Package | Payments Search | Maintain Audit List

Search by Expense Report Number [Advanced Search](#)

Expense Report

No search conducted or no data found.

Line	Policy Violations	Expense Type	*Amount	Allowable Amount	Receipt Amount	Receipt Verified	Original Receipts Required
No results found.							

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

Expenses Audit | **Expenses Export**

Audit Expense Reports | Manage Expense Reports | Auditor Setup | Receive Receipt Package | Payments Search | Maintain Audit List

Search by Expense Report Number [Advanced Search](#)

Expense Report: ER14042, Camua, Ms. Juvy Enriquez

* Indicates required field

[Hide](#)

General Information

Name	Camua, Ms. Juvy Enriquez	Amount	5,000.00
Number	100010549	Currency	PHP
Report Submit Date	13-Aug-2014	Purpose	travel to Cubao
* Expense Report Date	13-Aug-2014	Attachments	None <input type="button" value="Add..."/>

Additional Information

RC Code	-	SP Code	-
	Unspecified		Unspecified

Audit Information

Number of Policy Violations	0	Original Receipts Package Status	Not Required
Number of Expenses with Violations	0	Original Receipts Package Received Date	<input type="text"/>
Audit Reason		Report Filing Number	<input type="text"/>
Last Audited By		Imaged Receipts Status	Not Required
Last Updated By	Camua, Ms. Juvy Enriquez	Imaged Receipts Received Date	
Report Status	Pending Manager Approval		

Reviewed By ☐ Management ☐ Autoapproved ☐ Payables

AP Status ☐ Invoice Created ☐ Paid ☐ Partially Paid ☐ Hold

TIP If you update both the reimbursement amount and exchange rate on the same expense line, Internet Expenses uses the smaller of the two amounts as the reimbursement amount.

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

Verify Expenses Process Exceptions Review Allocations Review Tax Approval Notes (0) Auditor Only Notes (0)										
Expand All Collapse All										
Focus Line	Expense Type	Amount (PHP)	Receipt Amount	Accounting	Project Number	Task Number	Award Number	Project Expenditure Organization	Details	
All		1,000.00								
1	Hazard Pay	1,000.00	1,000.00	02-----50102110----- Unit,Fund,Responsibility Center,Budget Segment,General Ledger 1,General Ledger 2,Object Code 1,Object Code 2,Special Code,Cash Flow,Future						

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

Verify Expenses Process Exceptions Review Allocations Review Tax Approval Notes (0) Auditor Only Notes (0)										
Expand All Collapse All										
Focus Line	Expense Type	Amount (PHP)	Receipt Amount	Accounting	Project Number	Task Number	Award Number	Project Expenditure Organization	Details	
All		1,000.00								
1	Hazard Pay	1,000.00	1,000.00	02-----50102110----- Unit,Fund,Responsibility Center,Budget Segment,General Ledger 1,General Ledger 2,Object Code 1,Object Code 2,Special Code,Cash Flow,Future						

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

Search and Select List of Values - Mozilla Firefox

gotodev.up.edu.ph/OA_HTML/cabo/jsp/a.jsp?t=fredRC&configName=OAConfig&redirect=%2FOA_HTML%2FOA.jsp%3F_

Search and Select:

Cancel Select

Search

* Unit 02 U.P. DILIMAN

* Fund - Unspecified

* Responsibility Center - Unspecified

* Budget Segment - Unspecified

* General Ledger 1 50102110 Hazard Pay

* General Ledger 2 - Unspecified

* Object Code 1 - Unspecified

* Object Code 2 - Unspecified

* Special Code - Unspecified

* Cash Flow - Unspecified

* Future - Unspecified

Search Clear

Results

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

Step 5. Click Save

Advances Application

Advance Number
Advance Balance
Original Eligible Amount **1,000.00**
Advance Amount Applied

Unapplied Advance Reason **rqwe**

[Audit Always](#)

✓ **TIP** If you update both the reimbursement amount and exchange rate on the same expense line, Internet Expenses uses the smaller of the two amounts as the reimbursement amount.

[Verify Expenses](#) [Process Exceptions](#) [Review Allocations](#) [Review Tax](#) [Approval Notes \(0\)](#) [Auditor Only Notes \(0\)](#)



[Expand All](#) | [Collapse All](#)

Focus Line	Expense Type	Amount (PHP)	Receipt Amount	Accounting	Project Number	Task Number	Award Number	Project Expenditure Organization	Details
All		1,000.00							
1	Hazard Pay	1,000.00	1,000.00	02-----50102110----- Unit, Fund, Responsibility Center, Budget Segment, General Ledger 1, General Ledger 2, Object Code 1, Object Code 2, Special Code, Cash Flow, Future					Details

[Revert](#) [Save](#) [Back](#) Report 6 of 105 [Next](#) [Return](#)

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Step 6. Click Home.

 [Navigator](#) ▼  [Favorites](#) ▼ [Home](#) [Logout](#) [Preferences](#) [Diagnostics](#)

Worklist				
				Full List
From	Type	Subject	Sent ▼	Due
Camua, Juvy	Expenses	Expense ER14042 for Camua, Juvy (5,000.00 PHP)...	13-Aug-2014	18-Aug-2014
Pasco, Cherie Anne	Expenses	Expense ER14041 (1,000.00 PHP) has been approved...	13-Aug-2014	
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	Expenses	Expense ER11081 (42995.12 PHP) has been approved...	06-Jun-2014	

Step 7. Click the Expense Report Number.

Expense ER14042 for Camua, Juvy (5,000.00 PHP)

[Approve](#)
[Reject](#)
[Reassign](#)
[Request Information](#)

From: **Camua, Juvy**
 To: **Inlayo, Raj**
 Sent: **13-Aug-2014 22:52:19**
 Due: **18-Aug-2014 22:52:19**
 ID: **35923**

Expense Report for: **Camua, Juvy**
 Individual's Cost Center: **-**
 Purpose: **travel to Cubao**
 Expense Report Total: **5,000.00 PHP**
 Attachments:

Instructions

Please approve or reject this expense report. Please provide a Note if you reject.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (PHP)	Justification	Attachments
1	13-Aug-2014	Transportation Expenses	5,000.00		
Total			5,000.00		

Previously Submitted Expenses

Date ▼	Expense Type	Merchant Name	Reimbursable Amount	Payment Method	Justification
01-Aug-2014	Honoraria	608	2,000.00 PHP	Cash Receipt	
25-Jul-2014	Honoraria	608	5,000.00 PHP	Cash Receipt	
25-Jul-2014	Honoraria	616	3,000.00 PHP	Cash Receipt	

Approvals History

Seq.	Date	Status	Performer	Approval Group	Comments
1	13-Aug-2014 22:52:19	Notified	Inlayo, Raj	1 upd	

Related Applications

[Expense Report Details](#)

Response

Note

You will be directed to the Expense Report Page

The screenshot shows a web interface for a 'Response' section. At the top is a blue header bar with the word 'Response' in white. Below this is a light blue area containing a 'Note' label and a large, empty text input field. At the bottom of the interface, there is a row of five buttons: 'Return to Worklist' (a link), 'Approve', 'Reject', 'Reassign', and '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.