University of the Philippines

FMIS

Financial Management Information System User Manual

SETTING UP ACCESS AUTHORIZATION IN INTERNET EXPENSES

FMIS User Manual
Internet Expenses

Author:	Rajyl Andre Inlayo & Reah Mae Supnet
Creation Date:	
Last Updated:	23 June 2017
Document Ref:	FMIS User Manual – Setting Up Access Authorization in Internet Expense
Version:	2.0

Approvals:

Recommending Approval

____

Approved

____

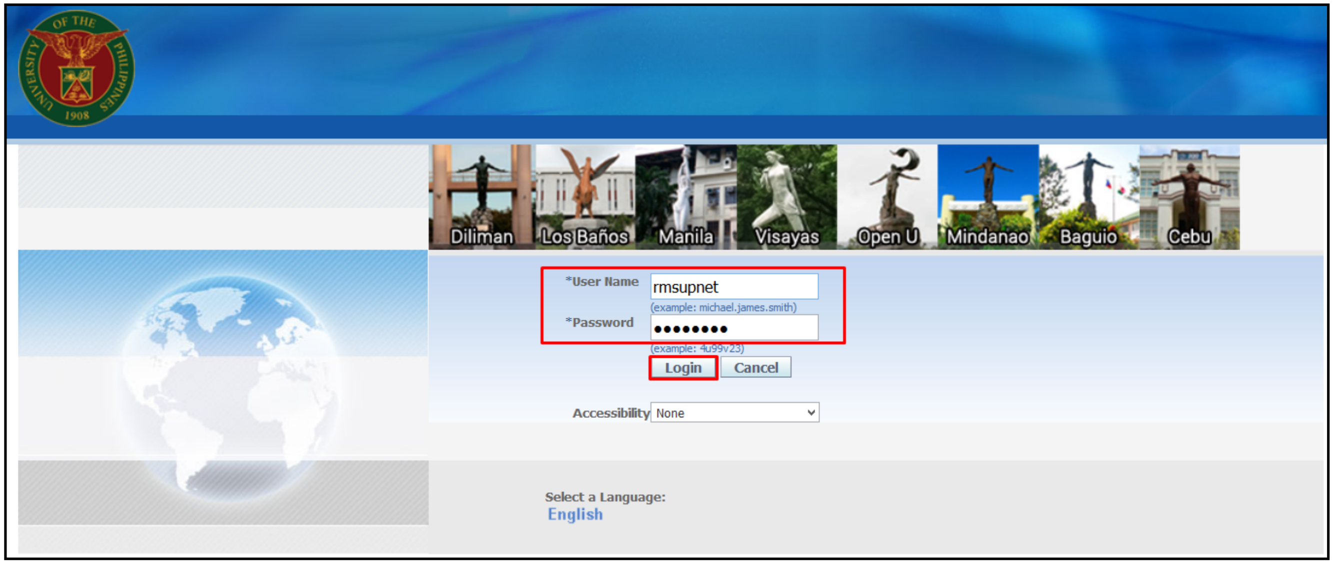
1. DOCUMENT CONTROL

1.1 Change Record

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

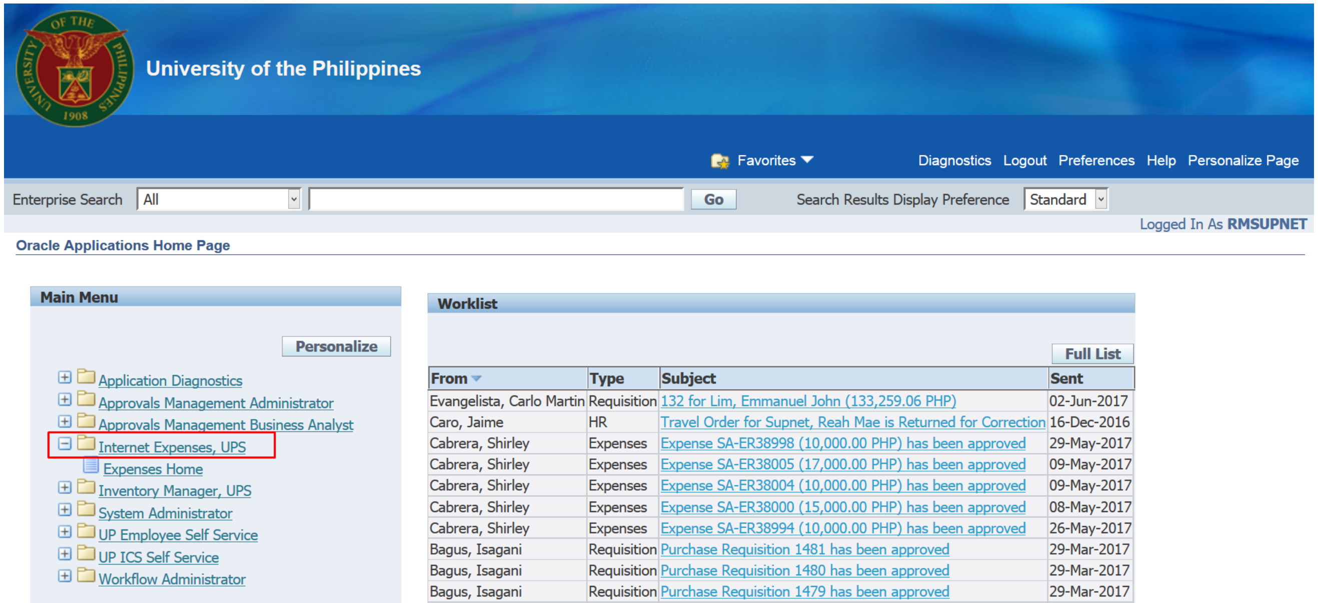
2. Description

Manual ID	UMFMIE002 v.2
Manual Name	Setting Up Access Authorization in Internet Expense
Information System	Financial Management Information System
Functional Domain	Internet Expenses Module
Responsibility	Internet Expenses
Purpose	To allow administrative staff, or other employee, to create Expense Reports for other users (e.g. Unit Heads, Department Heads, Deans, etc.)
Data Requirement	Name of administrative staff or employee
Dependencies	HRIS person record and Internet Expenses responsibility for the personnel submitting a liquidation or closing a petty cash
Scenario	A UP Employee needs to submit a liquidation report or close a petty cash through the Internet Expense module. However, another personnel, such as the administrative officer, or staff will prepare the Expense Report for him/her. The UP Employee needs to give access authorization in Internet Expenses so that the administrative officer, or staff, can create an Expense Report for him/her.

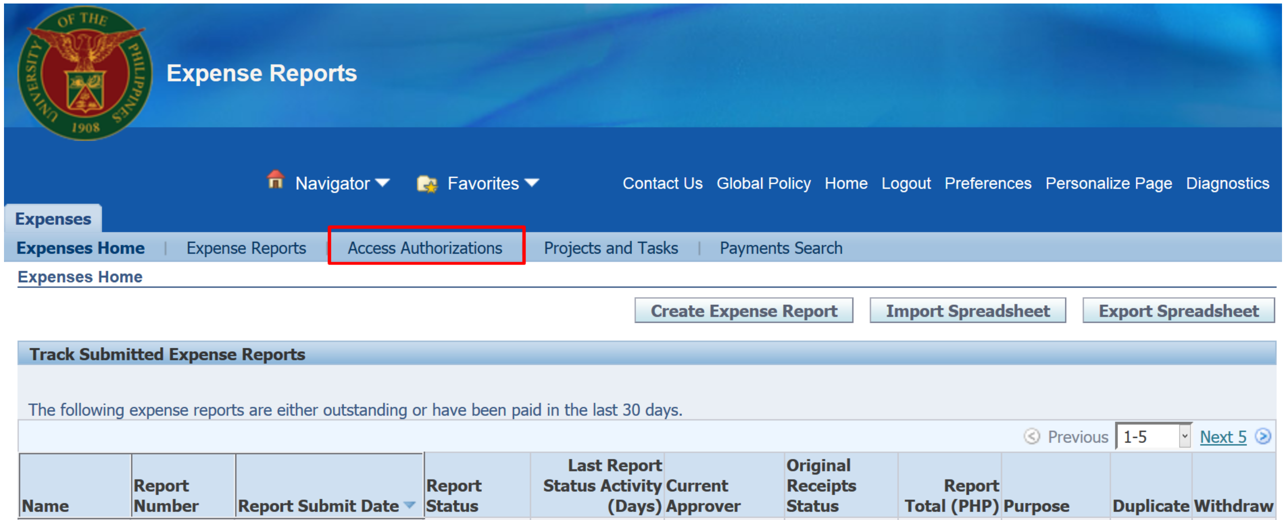


Step 1. Go to ***uis.up.edu.ph***

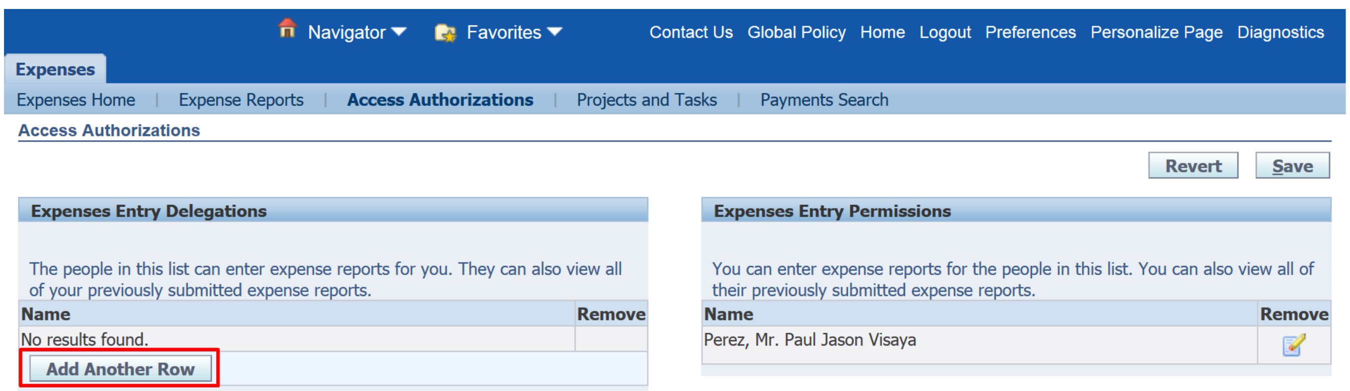
Step 2. Log-in your credentials (e.g. ***username*** and ***password***)



Step 3. From ***HOME*** proceed to ***Main Menu*** and click ***Internet Expenses***

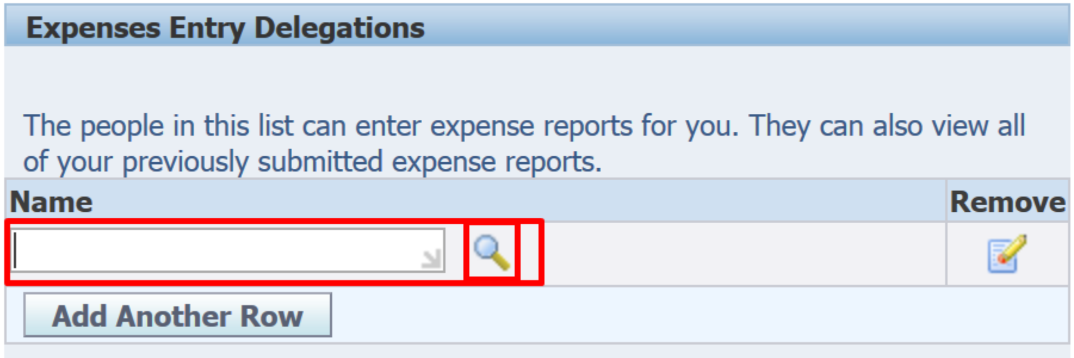


Step 4. Click on ***Access Authorizations.***



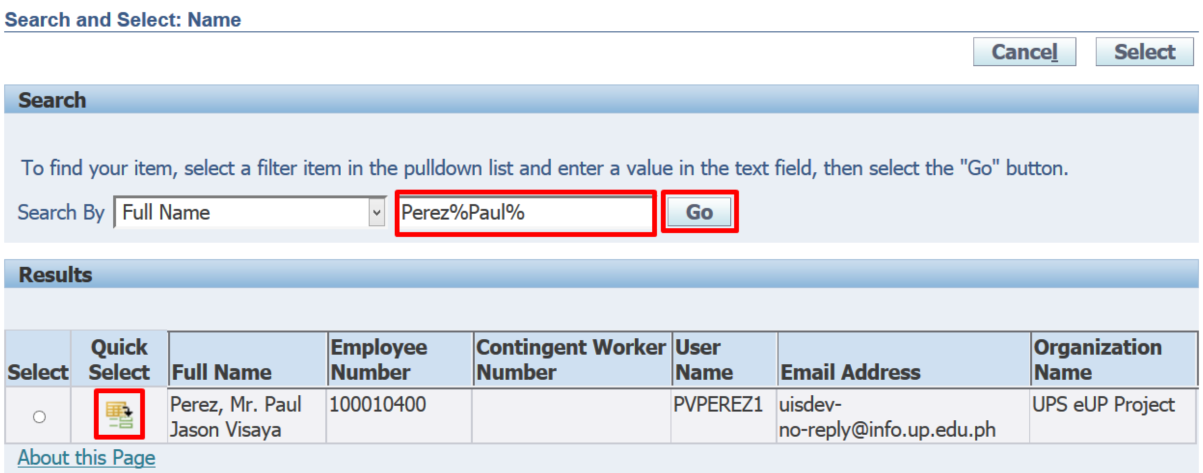
Step 5. The ***Access Authorizations*** page will load.

On the ***Expenses Entry Delegations***, click on the **"Add Another Row"** button



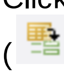
A blank text box will appear. This is where the name of the administrative officer, or staff, will be entered.

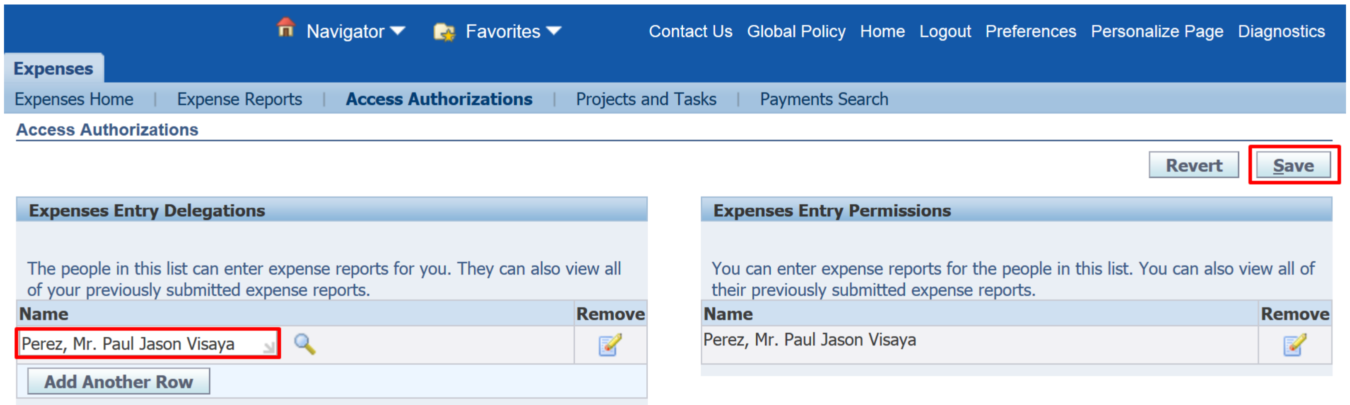
Click on the ***magnifying lens*** to search for the name of the staff



Step 6. A pop-up window will appear. Search for the administrative officer, or staff, by typing in the ***Lastname*** first followed by the **'%'** character, then click **Go**

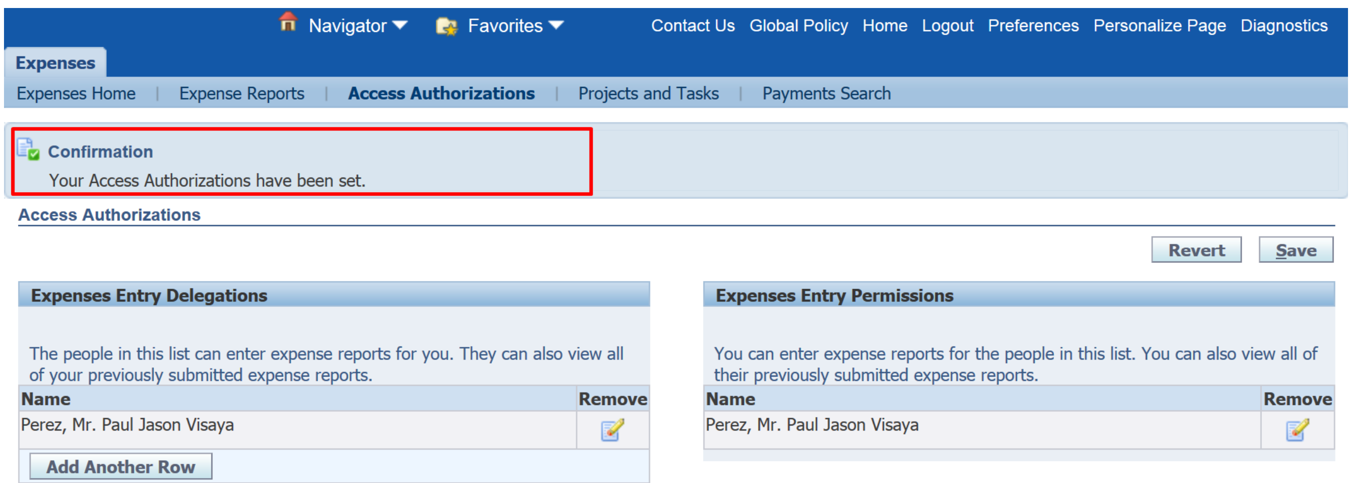
the search results will appear

Click on the ***Quick Select*** icon () or alternatively, tick the *Select* radio button and click the ***Select*** button



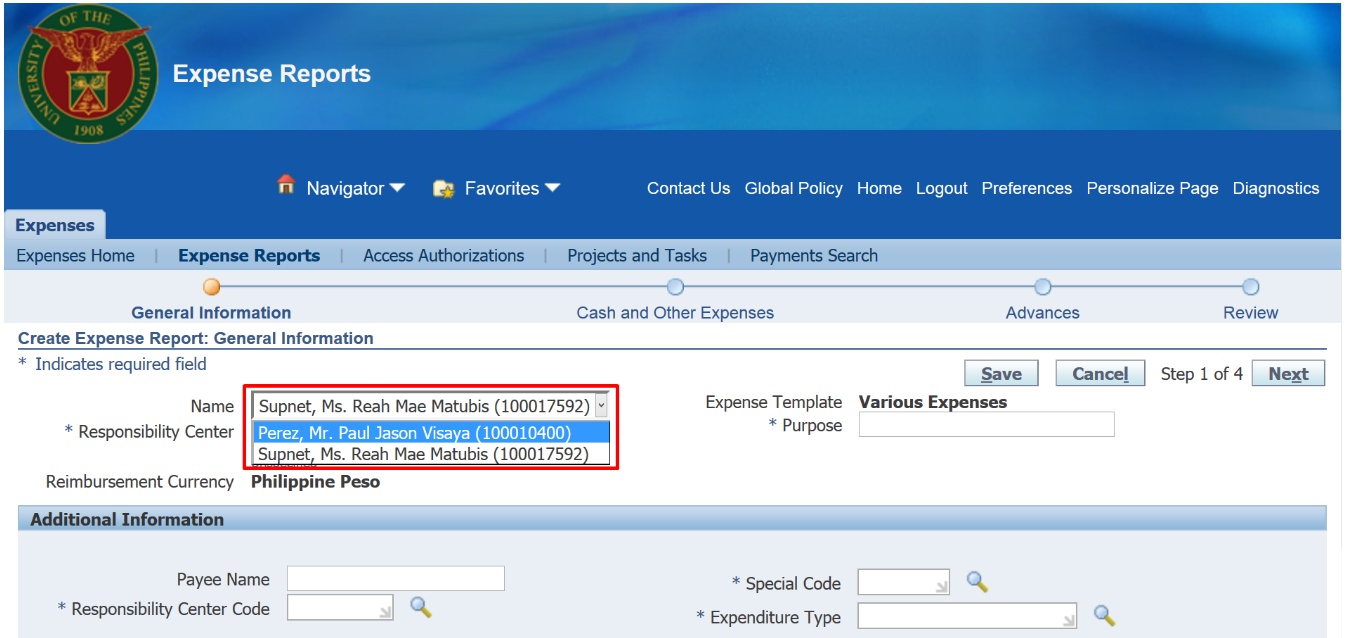
The name of the administrative officer, or staff, should now appear on the text box.

Step 8. Click on the **'Save'** button



A *Confirmation* message will appear to indicate that the staff was successfully given access

If multiple staff members prepare the Expense Reports for an office, repeat Steps 3 – 7 to add another staff.



Administrative Officer, or Staff, may now prepare Expense Reports for other Employee

On Step 3 of User Guide: Creation of Expense Reports, staff may now choose other people by selecting through a dropdown list