



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



SETTING UP ACCESS AUTHORIZATION IN INTERNET EXPENSES

FMIS User Manual

Internet Expenses

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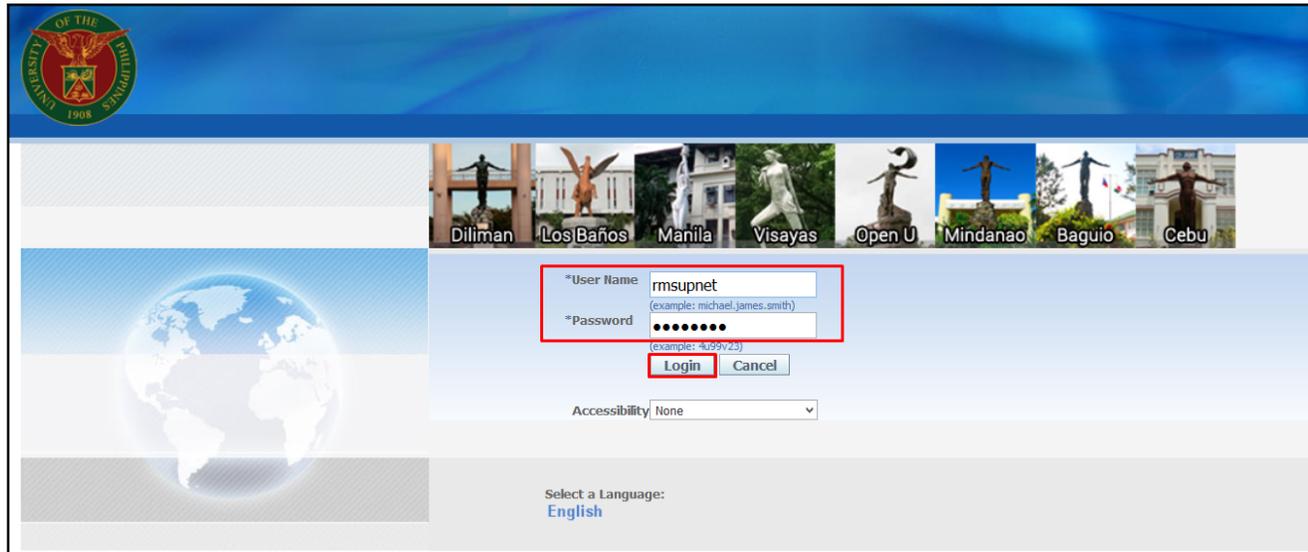
1. DOCUMENT CONTROL

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	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	<p>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.</p> <p>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.</p>



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

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



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Favorites ▾ Diagnostics Logout Preferences Help Personalize Page

Enterprise Search Search Results Display Preference

Logged In As RMSUPNET

Oracle Applications Home Page

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

Main Menu

- Application Diagnostics
- Approvals Management Administrator
- Approvals Management Business Analyst
- Internet Expenses, UPS**
 - Expenses Home
- Inventory Manager, UPS
- System Administrator
- UP Employee Self Service
- UP ICS Self Service
- Workflow Administrator

Worklist

From	Type	Subject	Sent
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-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
Cabrera, Shirley	Expenses	Expense SA-ER38004 (10,000.00 PHP) has been approved	09-May-2017
Cabrera, Shirley	Expenses	Expense SA-ER38000 (15,000.00 PHP) has been approved	08-May-2017
Cabrera, Shirley	Expenses	Expense SA-ER38994 (10,000.00 PHP) has been approved	26-May-2017
Bagus, Isagani	Requisition	Purchase Requisition 1481 has been approved	29-Mar-2017
Bagus, Isagani	Requisition	Purchase Requisition 1480 has been approved	29-Mar-2017
Bagus, Isagani	Requisition	Purchase Requisition 1479 has been approved	29-Mar-2017

The screenshot shows the 'Expense Reports' page. At the top left is the University of the Philippines logo. The page title is 'Expense Reports'. Below the title is a navigation bar with 'Expenses Home', 'Expense Reports', 'Access Authorizations' (highlighted with a red box), 'Projects and Tasks', and 'Payments Search'. Below this are buttons for 'Create Expense Report', 'Import Spreadsheet', and 'Export Spreadsheet'. A section titled 'Track Submitted Expense Reports' contains a table with columns: Name, Report Number, Report Submit Date, Report Status, Last Report Status Activity Current (Days) Approver, Original Receipts Status, Report Total (PHP) Purpose, Duplicate, and Withdraw. A pagination control shows 'Previous', '1-5', and 'Next 5'.

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

The screenshot shows the 'Access Authorizations' page. The 'Access Authorizations' menu item is selected in the navigation bar. Below the navigation bar are 'Revert' and 'Save' buttons. There are two main sections: 'Expenses Entry Delegations' and 'Expenses Entry Permissions'. The 'Expenses Entry Delegations' section has a description: 'The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.' Below this is a table with one row: 'Name' | 'Remove'. The text 'No results found.' is displayed below the table. The 'Add Another Row' button is highlighted with a red box. The 'Expenses Entry Permissions' section has a description: 'You can enter expense reports for the people in this list. You can also view all of their previously submitted expense reports.' Below this is a table with one row: 'Name' | 'Remove'. The text 'Perez, Mr. Paul Jason Visaya' is displayed below the table.

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

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

Expenses Entry Delegations

The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.

Name	Remove
<input type="text"/>	

Add Another Row

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

Search and Select: Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Full Name	Employee Number	Contingent Worker Number	User Name	Email Address	Organization Name
<input type="radio"/>		Perez, Mr. Paul Jason Visaya	100010400		PVPEREZ1	uisdev- no-reply@info.up.edu.ph	UPS eUP Project

[About this Page](#)

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 screenshot shows the 'Access Authorizations' page. At the top, there is a navigation bar with 'Expenses' selected. Below it, the 'Access Authorizations' section is active. There are two main panels: 'Expenses Entry Delegations' and 'Expenses Entry Permissions'. In the 'Expenses Entry Delegations' panel, a table lists 'Perez, Mr. Paul Jason Visaya' with a 'Remove' button. In the 'Expenses Entry Permissions' panel, a table lists 'Perez, Mr. Paul Jason Visaya' with a 'Remove' button. At the top right of the main content area, there are 'Revert' and 'Save' buttons. The 'Save' button is highlighted with a red box.

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

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

The screenshot shows the 'Access Authorizations' page after saving. A 'Confirmation' message box is displayed at the top, containing the text 'Your Access Authorizations have been set.' The message box is highlighted with a red box. Below the message box, the 'Expenses Entry Delegations' and 'Expenses Entry Permissions' panels are visible, showing the same data as in the previous screenshot. At the top right of the main content area, there are 'Revert' and 'Save' buttons.

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.

Expense Reports

Expenses | **Expense Reports** | Access Authorizations | Projects and Tasks | Payments Search

Create Expense Report: General Information

* Indicates required field

Name: Supnet, Ms. Reah Mae Matubis (100017592)
* Responsibility Center: Perez, Mr. Paul Jason Visaya (100010400)
Reimbursement Currency: **Philippine Peso**

Expense Template: **Various Expenses**
* Purpose: [Text Field]

Additional Information

Payee Name: [Text Field]
* Responsibility Center Code: [Dropdown]
* Special Code: [Dropdown]
* Expenditure Type: [Dropdown]

Buttons: Save, Cancel, Next (Step 1 of 4)

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