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FMIS

**Financial Management Information System
User Manual**



SETTING UP ACCESS AUTHORIZATION IN INTERNET EXPENSES

FMIS User Manual

Internet Expenses

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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	<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>

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*User Name rmsupnet
(example: michael.james.smith)

*Password
(example: 4099vz3)

Login Cancel

Accessibility: None

Select a Language:
English

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

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

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Enterprise Search Search Results Display Preference

Logged In As RMSUPNET

Oracle Applications Home Page

Main Menu

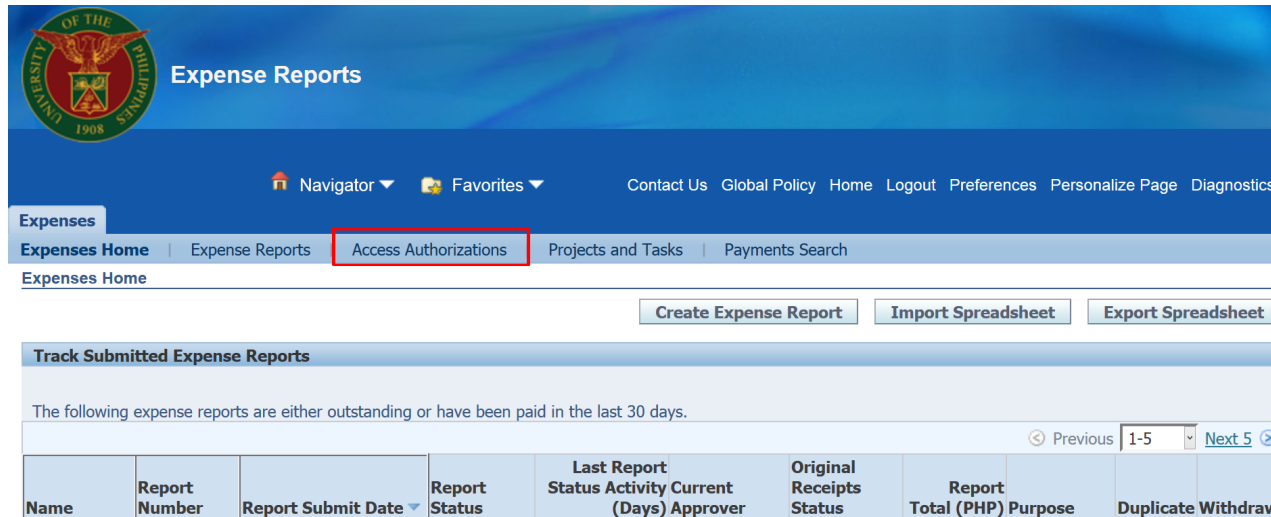
Personalize

- 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

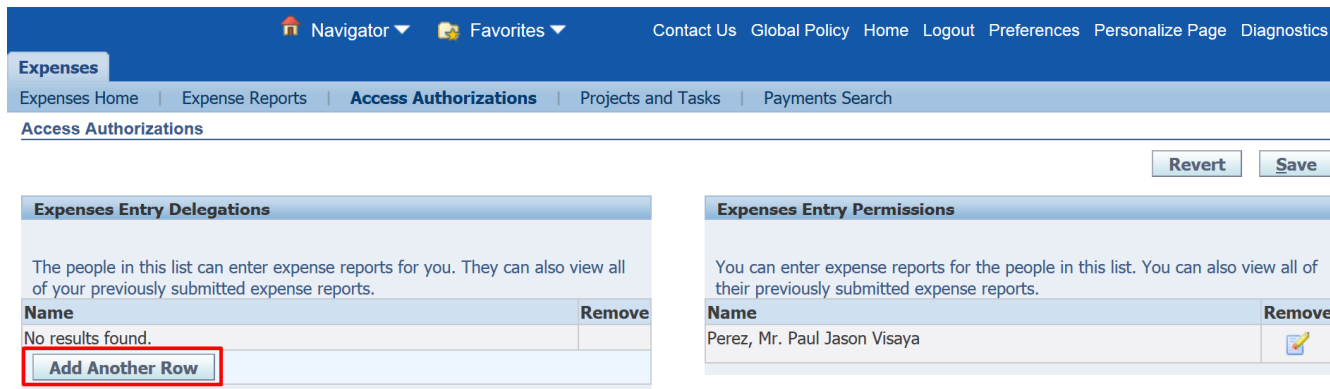
From	Type	Subject	Sent
Evangelista, Carlo Martin	Requisition	132 for Lim, Emmanuel John (133,259.06 PHP)	02-Jun-2017
Caro, Jaime	HR	Travel Order for Supnet, Reah Mae is Returned for Correction	16-Dec-2016
Cabrera, Shirley	Expenses	Expense SA-ER38998 (10,000.00 PHP) has been approved	29-May-2017
Cabrera, 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

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



The screenshot shows the 'Expense Reports' page. The 'Access Authorizations' tab in the top navigation bar is highlighted with a red box. Below the navigation bar, there are buttons for 'Create Expense Report', 'Import Spreadsheet', and 'Export Spreadsheet'. The main section is titled 'Track Submitted Expense Reports' and 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. The table is currently empty.

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





The screenshot shows the 'Access Authorizations' page. The 'Access Authorizations' tab in the top navigation bar is highlighted. Below the navigation bar, there are buttons for 'Revert' and 'Save'. The main section is titled 'Access Authorizations' and contains two panels: 'Expenses Entry Delegations' and 'Expenses Entry Permissions'. The 'Expenses Entry Delegations' panel shows a table with columns: Name, Remove. The table is empty, and the 'Add Another Row' button is highlighted with a red box. The 'Expenses Entry Permissions' panel shows a table with columns: Name, Remove. The table contains one row with the name 'Perez, Mr. Paul Jason Visaya' and an edit icon.

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 Full Name


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

Expenses

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

Access Authorizations

Revert **Save**

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
Perez, Mr. Paul Jason Visaya	

Add Another Row

Expenses Entry Permissions

You can enter expense reports for the people in this list. You can also view all of their previously submitted expense reports.

Name	Remove
Perez, Mr. Paul Jason Visaya	

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

Step 8. Click on the ‘**Save**’ button

Expenses

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

Confirmation

Your Access Authorizations have been set.

Access Authorizations

Revert **Save**

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
Perez, Mr. Paul Jason Visaya	

Add Another Row

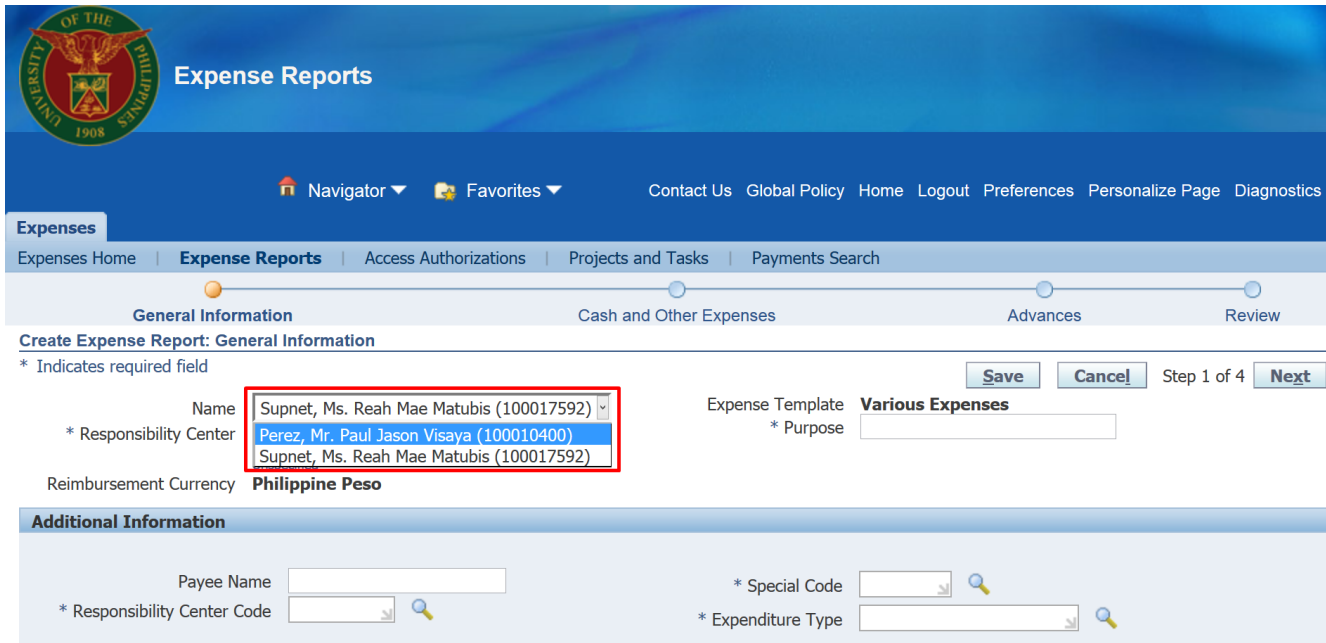
Expenses Entry Permissions

You can enter expense reports for the people in this list. You can also view all of their previously submitted expense reports.

Name	Remove
Perez, Mr. Paul Jason Visaya	

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

Create Expense Report: General Information

* Indicates required field

Name: Supnet, Ms. Reah Mae Matubis (100017592) | Expense Template: **Various Expenses** | * Purpose: []

* Responsibility Center: Perez, Mr. Paul Jason Visaya (100010400) | Reimbursement Currency: **Philippine Peso**

Additional Information

Payee Name: [] | * Special Code: [] | * Expenditure Type: []

* Responsibility Center Code: []

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