

University of the Philippines

FMIS

Financial Management Information System User Manual



WITHDRAWING, UPDATING AND RESUBMITTING AN EXPENSE REPORT



FMIS User Manual Internet Expenses

Author:	Reah Mae Supnet
Creation Date:	23 June 2017
Last Updated:	23 June 2017
Document Ref:	FMIS User Manual – Withdrawing and Resubmitting an Expense
	Report
Version:	1.0

Approvals:

Recommending Approval

Approved

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
23 June 2017	Reah Mae Supnet	1.0	Initial

2. Description

Manual ID	UMFMIE007 v.1					
Manual Name	Withdrawing and Resubmitting an Expense Report					
Information System	Financial Management Information System					
Functional Domain	Internet Expenses Module					
Responsibility	Internet Expenses					
Purpose	To allow expense report originators to withdraw a previously submitted Expense Report, do the needed revisions and have it resubmitted					
Data Requirement	Details of the liquidation or closing of petty cash to be included or updated					
Dependencies	Previously submitted Expense Report					
Scenario	The expense report originator needs to revise or update details of an expense report but it was already submitted for approval					



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

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

University of the Philippines	
	Pavorites ▼ Diagnostics Logout Preferences Help Personalize Page
Enterprise Search All	Go Search Results Display Preference Standard 🗸
	Logged In As RMSUPNET
Oracle Applications Home Page	

Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *Internet Expenses* responsibility

Main Menu Worklist Personalize Full List 🕀 🛅 Application Diagnostics From 🔻 Subject Sent Туре Evangelista, Carlo Martin Requisition 132 for Lim, Emmanuel John (133,259.06 PHP) 🛨 🚞 Approvals Management Administrator 02-Jun-2017 Caro, Jaime 🛨 🛅 Approvals Management Business Analyst HR Travel Order for Supnet, Reah Mae is Returned for Correction 16-Dec-2016 🖃 🛅 Internet Expenses, UPS 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 Home 🛨 🛅 Inventory Manager, UPS 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 🗄 🚞 System Administrator Cabrera, Shirley 26-May-2017 Expenses Expense SA-ER38994 (10,000.00 PHP) has been approved UP Employee Self Service Bagus, Isagani Requisition Purchase Requisition 1481 has been approved 29-Mar-2017 DP ICS Self Service 29-Mar-2017 Bagus, Isagani Requisition Purchase Requisition 1480 has been approved 🕀 🛅 Workflow Administrator Bagus, Isagani Requisition Purchase Requisition 1479 has been approved 29-Mar-2017

File Ref: ITDC - FMIS - UMFMIE007 Withdrawing, Updating and Resubmitting an Expense Report - 20170623 (v.1)

Expenses Home	ense Reports 🛛 🕯	Access Authorizations	Projects and Tasks Payr	ments Search							The Expenses page has 3
							Create Expense Report	Import Spr	eadsheet Expo	ort Spreadsheet	Sections.
Track Submitted Expen	ise Reports										
-											- Track Submitted Expense
The following expense repo	orts are either outst	standing or have been paid in	n the last 30 days.				Previous	1-5 Y Next 5	2		Dement which contains
Name	Report Numb	er Report Submit Date 🔻	Report Status	Last Report Status A	ctivity (Days) Current Approver	Original Receipts Status R	eport Total (PHP) Purpose	Duplicate Withdra	w		Report which contains
Supnet, Ms. Reah Mae Matu	Ibis SA-ER38995	29-May-2017	Pending Manager Approval		17 Gayas, Ms. Julet Mina	Not Required	15,000.00 Expense report for D	n D			submitted and naid Expense
Supnet, Ms. Reah Mae Matu	ubis SA-ER38998	29-May-2017	Paid		17	Not Required	10,000.00 Expense report for D				
Supnet, Ms. Reah Mae Matu	ubis SA-ER38993	26-May-2017	Pending Manager Approval		20 Gayas, Ms. Juliet Mina	Not Required	2,000.00 Expense report for D				Reports,
Supnet, Ms. Reah Mae Matu	ubis SA-ER38994	26-May-2017	Paid		20	Not Required	10,000.00 Expense report for D				•
Perez, Mr. Paul Jason Visaya	a <u>SA-ER29683</u>	26-May-2017	Pending Individual's Approv	al	20 Perez, Mr. Paul Jason Vis	saya Not Required	10,700.00 Liquidation of Cash				
If the status is Pending	a Your Resolution, v	vou were sent a notification e	explaining the required action.								- Update Expense Report
upuate Expense Report	LS .										
Click an Update icon to ma	ake changes to a sa	aved, rejected, or returned e	expense report.						_		withdrawn reports and
Click an Update icon to ma	ake changes to a sa	aved, rejected, or returned e Report Nu	expense report.	port Date 🔻	Status	Report Total (PH	P) Purpose	Update	Duplicate	Delete	withdrawn reports and
Click an Update icon to ma Name Supnet, Ms. Reah Mae Matul	ake changes to a sa	aved, rejected, or returned e Report Nu SA-ER3801	expense report. imber Rej 1 09-	Port Date May-2017	Status Withdrawn	Report Total (PH 5,000	P) Purpose 00 Expense report for D	Update	Duplicate	Delete	withdrawn reports and
Click an Update icon to ma Name Supnet, Ms. Reah Mae Matul Supnet, Ms. Reah Mae Matul	ake changes to a sa Jbis Jbis	aved, rejected, or returned e Report Nu SA-ER3801 SA-ER3800	expense report. Imber Reg 1 09- 2 09-	port Date 💌 May-2017 May-2017	Status Withdrawn In Progress	Report Total (PH 5,000. 10,000.	 P) Purpose 00 Expense report for D 00 Expense report for D 	Update /	Duplicate	Delete	withdrawn reports and
Click an Update icon to ma Name Supnet, Ms. Reah Mae Matu. Supnet, Ms. Reah Mae Matul Perez, Mr. Paul Jason Visaya	ake changes to a sa ubis ubis a	aved, rejected, or returned e Report Nu SA-ER3800 SA-ER3800 SA-ER3609	expense report. mber Reg 1 09- 9 09- 2 25- 2	port Date May-2017 May-2017 Oct-2016	Status Withdrawn In Progress In Progress	Report Total (PH 5,000. 10,000. 0.	P) Purpose 00 Expense report for D 00 Expense report for D 00 Test	Update // //	Duplicate	Delete	- Notifications
Click an Update icon to ma Name Supnet, Ms. Reah Mae Matu Supnet, Ms. Reah Mae Matu Perez, Mr. Paul Jason Visaya	ake changes to a sa Jbis Jbis a	aved, rejected, or returned e Report Nu SA-ER3801 SA-ER3800 SA-ER3609	expense report. imber Reg 1 09- 9 09- 2 25- 2 25-	port Date May-2017 May-2017 Oct-2016	Status Withdrawn In Progress In Progress	Report Total (PH 5,000, 10,000, 0,	P) Purpose 00 Expense report for D 00 Expense report for D 00 Test	Update	Duplicate	Delete	withdrawn reports and
Cick an Update icon to ma Name Supnet, Ms. Reah Mae Matu Supnet, Ms. Reah Mae Matu. Perez, Mr. Paul Jason Visaya Notifications	ake changes to a sa ubis ubis a	aved, rejected, or returned e Report Nu SA-ER3801 SA-ER3809 SA-ER3609	expense report. imber Re 1 09- 2 09- 2 25- 2	port Date May-2017 May-2017 Oct-2016	Status Withdrawn In Progress In Progress	Report Total (PH 5,000. 10,000. 0.	P) Purpose 00 Expense report for D 00 Expense report for D 00 Test	Update	Duplicate	Delete	 Withdrawn reports and Notifications
Cilck an Update icon to me Name Supnet, Ms. Reah Mae Matu Supnet, Ms. Reah Mae Matu Perez, Mr. Paul Jason Visaya Notifications View Open Notifications	ake changes to a sa tbis tbis a	aved, rejected, or returned e Report Nu SA-ER3801 SA-ER3609 SA-ER3609	expense report. imber Re 1 09- 2 09- 2 25-	port Date May-2017 May-2017 Oct-2016	Status Wthdrawn In Progress In Progress	Report Total (PH 5,000, 10,000, 0,	P) Purpose 00 Expense report for D 00 Expense report for D 00 Test	Update //	Duplicate	Delete	- <i>Notifications</i>
Cick an Update icon to me Name Supnet, Ms. Reah Mae Matu Supnet, Ms. Reah Mae Matu Perez, Mr. Paul Jason Visaya Notifications View Open Notifications: Select Notifications:	ake changes to a sa ubis ubis a	aved, rejected, or returned e Report Nu SA-ER3801 SA-ER3800 SA-ER3609 gn Respond Clor	expense report. I 09- 2 09- 2 25- se	port Date May-2017 May-2017 Oct-2016	Status Withdrawn In Progress In Progress	Report Total (PH 5,000. 10,000. 0.	P) Purpose 00 Expense report for D 00 Expense report for D 00 Test	Update	Duplicate	Delete	- <i>Notifications</i>
Click an Update icon to ms Name Supnet, Ms. Reah Mae Matu Supnet, Ms. Reah Mae Matu Perez, Mr. Paul Jason Visaya [Notifications] Vew Open Notifications: Select Notifications: Select All Select.None	ake changes to a sa ubis a	aved, rejected, or returned e Report Nu SA-ER3801 SA-ER3603 SA-ER3609 gn Respond Cloc	expense report. International	port Date May-2017 May-2017 Oct-2016	Status Wthdrawn In Progress In Progress	Report Total (PH 5,000. 10,000. 0.	P) Purpose 00 Expense report for D 00 Expense report for D 00 Test	Update	Duplicate	Delete	- <i>Notifications</i>
Cilck an Update icon to me Name Supnet, Ms. Reah Mae Matu Supnet, Ms. Reah Mae Matu Perez, Mr. Paul Jason Visaya Notifications Vew Open Notifications Select Notifications: O Select Select Note	ake changes to a sa ubis a v Go Open Reassig	aved, rejected, or returned e Report Nu SA-ER380 SA-ER380 SA-ER380 SA-ER360 gn Respond Clo Subject	expense report. Report Report 09- 2 09- 2 25- se	port Date > May-2017 May-2017 Oct-2016	Status Wthdrawn In Progress In Progress	Report Total (PH 5,000. 10,000. 0,	P) Purpose 00 Expense report for D 00 Expense report for D 01 Test	Sent	Dupicate	Delete	 • Notifications
Cick an Update icon to me Name Supnet, Ms. Reah Mae Matu Supnet, Ms. Reah Mae Matu Perez, Mr. Paul Jason ViSaya Notifications Vew Open Notifications: Select Notifications: Select Notifications Select Notifications Cohrens, Shrifey Cohrens, Shrifey	ake changes to a sa ubis a v Go Open Reassig	aved, rejected, or returned e Report Nu SA-ER3801 SA-ER3800 SA-ER3602 gn Respond Clor Subject Expense SA-ER Expense SA-ER	expense report. mbber Re 1 09- 2 09- 2 25- se 30000 (15.000.00 PHP) Justa	port Date * May-2017 May-2017 Oct-2016 Oct-2016 eeen approved	Status Withdrawn In Progress In Progress	Report Total (PH 5,000, 10,000, 0,	P) Purpose 00 Expense report for D 00 Expense report for D 00 Test	Update / / / / /	Duplicate	Delete	 <i>Notifications</i>
Cilck an Update icon to me Name Supnet, Ms. Reah Mae Matu Supnet, Ms. Reah Mae Matu Perez, Mr. Paul Jason Visaya Notifications Vew Open Notifications: Select Notifications: Select Notifications: Select Prom = Cabrera, Shriley Cabrera, Shriley	ake changes to a sa ubis ubis a v Go Open Reassig	aved, rejected, or returned e Report Nu SA-ER3801 SA-ER3800 SA-ER3602 gn Respond Clor Subject Expense SA-ER Expense SA-ER	see 38000 (15.000.00 PHP) has	port Date * May-2017 May-2017 Oct-2016 Oct-2016 even approved even approved even approved even approved even approved even approved even approved even approved even approved even approved even approved even appro	Status Wthdrawn In Progress In Progress	Report Total (PH 5,000. 10,000. 0,	P) Purpose 00 Expense report for D 00 Expense report for D 00 Test	Update / / / / / / / / / / / / /	Duplicate	Delete	- <i>Notifications</i>
Cilck an Update icon to me Name Supnet, Ms. Reah Mae Matu Supnet, Ms. Reah Mae Matu Perez, Mr. Paul Jason Visaya Notifications View Open Notifications Select Notifications: O Select Select Notifications: O Select Select Notifications: O Select Select Notifications: O Select Select	ake changes to a sa ubs a v Go Dpen Reassig	aved, rejected, or returned e Report Nu SA-ER3800 SA-ER3800 SA-ER3800 SA-ER3609 SMJect Expense SA-ER Expense SA-ER Expense SA-ER	see 38000 (15.000.00 PHP) has 1 380904 (10.000.00 PHP) has 1 38994 (10.000.00 PHP) has 1	port Date # May-2017 Oct-2016 even approved even approved even approved even approved even approved	Status Wthdrawn In Progress In Progress	Report Total (PH 5,000. 10,000. 0.	P) Purpose 00 Expense report for D 00 Expense report for D 01 Test	Update /	Duplicate	Delete	 • Notifications

		A	Navigator 🔻	🊱 Favorites 🔻	Contact Us Globa	bal Policy Home	Logout Preferences	Personalize Page	Diagnostics
Expenses									
Expenses Home	Expense Reports	Access Authorizations	Projects and	d Tasks Payments Sear	ch				
Expenses Home									
					Create Expe	ense Report	Import Spreadshe	Export Spi	readsheet

Step 4. In the *Track Submitted Expense Reports* section select the expense report to be withdrawn, click the *Withdraw*

icon ()) on the right most side of the page

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

							S Previous 1-5	✓ <u>Next 5</u> ≥
Name	Report Number	Report Submit Date 🔻	Report Status	Last Report Status Activity (Days) Current A	Original Approver Receipts Status	Report Total (PHP) Pu	rpose Duplica	ite Withdrav
Supnet, Ms. Reah Mae Matubis	<u>SA-ER38995</u>	29-May-2017	Pending Manager Approval	17 <u>Gayas, Ms</u> <u>Mina</u>	Juliet Not Required	15,000.00 Exp for	D	
Supnet, Ms. Reah Mae Matubis	SA-ER38998	29-May-2017	Paid	17	Not Required	10,000.00 Exp for	D	D
Supnet, Ms. Reah Mae Matubis	SA-ER38993	26-May-2017	Pending Manager Approval	20 <u>Gayas, Ms</u> <u>Mina</u>	Juliet Not Required	2,000.00 Exp for	D	D
Supnet, Ms. Reah Mae Matubis	SA-ER38994	26-May-2017	Paid	20	Not Required	10,000.00 Exp for	D	D
Perez, Mr. Paul Jason Visaya	SA-ER29683	26-May-2017	Pending Individual's Approval	20 <u>Perez, Mr.</u> Jason Visa	Paul Not Required	10,700.00 Liq Cas	uidation of	D
If the status is	Pending Your F	Resolution, you were sent a	notification explainin	g the required action.				

Expense Reports	Step 5. A warning page stating that if withdrawn the expense report will need re-approval and that it will be moved to the Update Expense Reports listing, to proceed click the Yes button
No Yes Expenses Contact Us Global Policy Home Logout Preferences Page Diagnostics About this Page Privacy Statement Copyright (c) 2006, Oracle All rights reserved.	
Expenses Expenses Nome Expense Reports Access Authorizations Projects and Tasks Payments Search (j) Information Withdraw was successful for expense report SA-ER38993. You can now update the expense report and re-submit for approval. Expenses Home	A Confirmation that the withdrawn expense report is ready for editing/updating will appear.
Create Expense Report Import Spreadsheet Export Spreadsheet	

Track Submitted Expens	e Reports									
The fellowing evenes			in the last 20 days							
The following expense repo	ts are either out	standing or have been paid	in the last 50 days.					S Previou	s 1-5	Vext 5
Name	Report Number	Report Submit Date 🔻	Report Status	Last Report Status Activi (Day	ty s) Current Approver	Original Receipts Status	Report Total (PHP)	Purpose	Duplicat	e Withdrav
Supnet, Ms. Reah Mae Matubis	SA-ER38995	29-May-2017	Pending Manager Approval		17 <u>Gayas, Ms. Juliet Mina</u>	Not Required	15,000.00	Expense report for D	D	D
Supnet, Ms. Reah Mae Matubis	SA-ER38998	29-May-2017	Paid		17	Not Required	10,000.00	Expense report for D	G	D
Supnet, Ms. Reah Mae Matubis	SA-ER38994	26-May-2017	Paid	:	20	Not Required	10,000.00	Expense report for D		D
Perez, Mr. Paul Jason Visaya	SA-ER29683	26-May-2017	Pending Individual's Approval	:	20 Perez, Mr. Paul Jason Visaya	Not Required	10,700.00	Liquidation of Cash .	•	>
Supnet, Ms. Reah Mae Matubis	SA-ER38005	09-May-2017	Ready for Payment	:	29	Not Required	17,000.00	Expense report for D	D	D
If the status is Pending `	Your Resolution,	you were sent a notification	explaining the required action.							
Update Expense Reports										
Click an Update icon to mak	e changes to a s	aved, rejected, or returned (expense report.							
Name Support Mo. Book Moo Motuk	le.	Report Number	Report Date	Status	Report Tota	al (PHP) Purpose		Update Dup	licate	Delete
Supriet, MS. Realt Mate Matur	15	<u>3A-EK30993</u>	20-Mdy-2017	WILLIULAWIT		2,000.00 Expense report for D			6	
Supnet, Ms. Reah Mae Matub	is	SA-ER38009	09-May-2017	In Progress	10,000.00 Expense report for D			1	<u>ì</u>	Î
Supnet, Ms. Reah Mae Matubis SA-I		SA-ER38011	09-May-2017	Withdrawn		5,000.00 Expense report for D		1	<u>ì</u>	ī
				T 0		0.00 7 1			-	

Step 6. the withdrawn expense report can now be found in the Update Expense Report section.

Here you may Update, Duplicate or Delete the expense report.

To make necessary adjustments in the expense report you may

click the *Update icon* (🧷)

							🏛 Navigator 🔻	🗸 🌏 Favorit	es 🔻	Contact Us Global F	olicy Home	Logout Prefere	ences Personal	ize Page D	Diagnostics	and edit the General infor
2S	L Exc	nence Dene	ates 1		tione I Droie	ate and Taska I	Daumanta Caar	ch								- Name / supplier name
3 Home	EX	pense kepo	rts	Access Authorizi	ations Proje		Payments Sear	cn				_		-		- Responsibility center
		General Info	mation				Cash a	nd Other Expen	202		۵	dvances		Revie	214/	
Expense	e Repor	rt: General Ir	formatio	on			outru					aranooo				- Purpose
tes requi	ired field	d										Save	Cancel	Step 1 of 4	1 Next	- Pavee name
	N	lame Supn	et, Ms. R	eah Mae Matubi	s (100017592) 👻			Expens	e Template Va	rious Expenses		2446	cancei	Step 1 of 4	Ne <u>A</u> t	- Tayee hame
Responsi	ibility Ce	enter _	2	9					* Purpose Ex	pense report for DV 2	32					- Special code
burseme	ent Curre	Unspect ency Philip	ied pine Pe	50												 Expenditure type
onal Inf	formati	ion														
.esponsib	Pay pility Cer	yee Name S nter Code -	upnet, R	eah Mae				* s	Special Code - Ur	specified						
		U	nspecified					* Exper	Iditure Type C	SA - Cash advance , petty ca	h fund					
Expens	ses															
Expense	es Home	Expense Expense	e Repor	ts Access Au	thorizations F	Projects and Tasks	Payments Se	arch								
		Conora		ion				<u> </u>						-0		
		Genera	rinonna				1.000 000	d Othor Evpopoo	0		Advor		-	outionu		
Undate	- Exnens	se Report: Ca	sh and C	ther Expenses			Cash and	d Other Expense	S		Advan	ces	R	eview		
Update	e Expens	se Report: Ca	sh and C	ther Expenses			Cash and	d Other Expense	S		Advan <u>S</u> ave	ces Cance <u>l</u>	Back Step 2	of 4 Ne <u>x</u> t	t	
Update	e Expens	se Report: Ca	sh and C	other Expenses			Cash and	d Other Expense	S		Advan <u>S</u> ave	ces Cance <u>l</u>	Bac <u>k</u> Step 2	of 4 Ne <u>x</u> t	t	You may also edit the
Update Recei	e Expense ipt-Base Enter all Date Exa	se Report: Ca ed Expenses I business exp rample: 16-JUN	enses. En I-2017.	ther Expenses	per line. Click Deta	ils to enter informa	Cash and	expense, such as	s the Daily Rate. I	⁻ your receipt includes r	Advar <u>S</u> ave ore than one ex	Cance <u>l</u> Cance <u>l</u> pense type, click	Rack Step 2 Itemize.	of 4 Ne <u>x</u> t	E	You may also edit the distribution or break dowr
Rece TIP TIP Select	e Expense eipt-Base Enter all Date Exa t Expense	se Report: Ca ed Expenses I business exp ample: 16-JUN se Lines:	enses. En I-2017. Duplicato	ther Expenses	per line. Click Deta	ils to enter informa	Cash and	expense, such as	s the Daily Rate. I	⁻ your receipt includes r	Advan <u>S</u> ave	Cance <u>l</u>	Rac <u>k</u> Step 2 Itemize.	of 4 <u>Nex</u> t		You may also edit the distribution or break dowr
Rece TIP Select	e Expense eipt-Base Enter all Date Exa E Expense All Sele	se Report: Ca ed Expenses I business exp ample: 16-JUh se Lines:	enses. En I-2017. Duplicate	ter one expense p	per line. Click Deta	ils to enter informa ipt Currency	Cash and	d Other Expense	s the Daily Rate. I	² your receipt includes r	Advar <u>S</u> ave	Cancel	Back Step 2	of 4 <u>Nex</u> t		You may also edit the distribution or break dowr
Rece TIP Select Select	e Expense eipt-Base Enter all Date Exe t Expense All Sele t Line D	se Report: Ca ed Expenses Il business exp ample: 16-JUN se Lines: Il lect.None Date 26-May-2017	enses. En I-2017. Duplicato	ther Expenses ter one expense p Remove	ber line. Click Deta	ils to enter informa ipt Currency ype	Cash and	expense, such as	s the Daily Rate. I Justi	² your receipt includes r fication	Advan	Cance! Cance! pense type, click Reimburs	Back Step 2 Itemize. able Amount (F	of 4 Ne <u>x</u> t	t Is	You may also edit the distribution or break dowr
Rece TIP TIP Select Select	e Expense eipt-Base Enter all Date Exa t Expense All Sel t Line D	se Report: Ca ed Expenses I business exp ample: 16-JUh se Lines: I lect. None Date 26-May-2017	enses. En I-2017. Duplicato	ther Expenses ter one expense p Remove Receipt Amour 2,000.00	ber line. Click Deta Show Recei t Expense T Local Trav	ils to enter informa ipt Currency ype el	Cash and	expense, such as	s : the Daily Rate. I Justi	your receipt includes r	Advan	Cancel Cancel pense type, click Reimburs	Back Step 2 Itemize.	eview of 4 <u>Next</u> HP) Detail	t Is	You may also edit the distribution or break dowr
Vpdate Receiver TIP Select Select	e Expense eipt-Base Enter all Date Exa t Expense All Sel- t Line D 1 2 2	se Report: Ca ed Expenses I business exp ample: 16-JUh se Lines: I lect.None Date 26-May-2017	enses. En I-2017. Duplicato	ther Expenses ter one expense p Receipt Amour (2,000.00	ber line. Click Deta Show Recei t Expense T Local Trav	ils to enter informa ip t Currency ype el	tion specific to an	expense, such as	s : the Daily Rate. I Justi	your receipt includes r	Advan	Ces Cance	Back Step 2 Itemize.	HP) Detail	s	You may also edit the distribution or break dowr
Vpdate Rece TIP TIP Select Select	e Expense eipt-Base Enter all Date Exa t Expense All Selut t Line D 1 2 2 3	se Report: Ca ed Expenses I business exp ample: 16-JUH se Lines: I lect None Date 26-May-2017	enses. En I-2017. Duplicato	tter one expense p Receipt Amour 2,000.00	er line. Click Deta I Show Received It Expense T Local Trav	ils to enter informa ip t Currency y pe el	Cash and	expense, such as	s : the Daily Rate. I Justi	[;] your receipt includes r fication	Advar	ces Cance pense type, click Reimburs	Back Step 2 Itemize. able Amount (F 2,00	HP) Detail	t Is	You may also edit the distribution or break dowr
Rece TIP TIP Select Select	Enter all Date Expense t Expense All Select 1 2 2 7 3 7 4 7	se Report: Ca ed Expenses l business exp ample: 16-3UH se Lines: 1 lect. None Jate 26-May-2017	enses. En I-2017. Duplicato	ther Expenses ter one expense p Receipt Amour 2,000.00	er line. Click Deta Show Recel t Expense T Local Trav	ils to enter informa ip t Currency y pe el	Cash and	expense, such as	s the Daily Rate. I Justi	[;] your receipt includes r fication	Advan	Cancel Cancel pense type, click Reimburs	Back Step 2 Itemize.	HP) Detail	k 15	You may also edit the distribution or break dowr
Vpdate Rece TIP TIP Select Select C	e Expense sipt-Base Enter all Date Exc t Expense All Selvent t Line D 1 2 2 7 3 7 4 7 5 7 6	se Report: Ca ed Expenses ample: 16-3UK se Lines: 1 lect. None Date 26-May-2017	enses, En I-2017. Duplicato	ther Expenses ter one expense p Receipt Amour [2,000.00	er line. Click Deta I Show Recei I Click Deta I Local Trav	ils to enter informa ip t Currency y pe el	Cash and	expense, such as	s the Daily Rate. I	[;] your receipt includes r fication	Advan	Cance	Back Step 2 Itemize.	HP) Detail 0.00 (3) (3) (3) (3) (3) (3) (3) (3) (3) (3)	ls	You may also edit the distribution or break dowr
Vpdate Rece TIP Select Select C C C C C C C C C C C C C	e Expense sipt-Base Enter all Date Expense All Sele Line D 1 2 2 7 3 7 4 7 5 7	se Report: Ca ed Expenses ample: 16-3Uk se Lines: 16-3Uk se Lines: 10 lect. None Date 26-May-2017	enses. En I-2017. Duplicato	tter one expense p Receipt Amour (2,000.00	er line. Click Deta Show Recel t Expense T Local Trav	ils to enter informa ip t Currency y pe el	Cash and	expense, such as	s the Dally Rate. I	your receipt includes r	Advan	Cance	Back Step 2 Itemize.	HP) Detail 0.00 (3) (3) (3) (3) (3) (3) (3) (3) (3) (3)	ls Is	You may also edit the distribution or break dowr
Vpdate Rece TIP Select Select C C C C C C C C C C C C C	e Expense eipt-Base Enter all Date Exa Expense All Sele E Line D 1 2 2 2 3 4 5 5 6 7 7 8	se Report: Ca ed Expenses ample: 16-3UN se Lines: 1 lect. None 26-May-2017	enses, En I-2017. Duplicato	ther Expenses ter one expense p Receipt Amour [,000.00 [[[[[[[[[[[[[[[[[er line. Click Deta Show Recel t Expense T Local Trav I I I I I I I I I I I I I	ils to enter informa ip t Currency ype el	Cash and	expense, such as	s the Daily Rate. I	¹ your receipt includes r	Advan	Cance	Back Step 2 Itemize.	HP Detail 0.00 () () () () () () () () () () () () () (ls Is	You may also edit the distribution or break dowr
Update Rece TIP TIP Select Select C C C C C C C C C C C C C	e Expense ipt-Base Enter all Date Exc E Expense All Set Line 1 2 3 4 5 6 7 8 9	se Report: Ca ed Expenses ample: 16-3Ub se Lines: 1 lect. None 26-May-2017	anses. En I-2017. Duplicate Control Co	ther Expenses ter one expense p Receipt Amour (2,000.00	er line. Click Deta Show Recel Local Trav I I I I I I I I I I I I I	ils to enter informa ipt Currency ype el	Cash and	expense, such as expense, such as v v v v v v v v v v v v v v v v v v v	s the Daily Rate. I	¹ your receipt includes r	Advan	Cance	Back Step 2 Itemize.	HP Detail 0.00 0 000 000 0 000 000 0 000 000 0 000 000000	ls Is	You may also edit the distribution or break dowr
Updata Rece VTP VTP Select Select C C C C C C C C C C C C C	ab Expension bipt-Base Enter all Date Exc External All Set Line 1 2 3 4 5 6 7 8 9 10	se Report: Ca ed Expenses li business exp ample: 16-3Ub se Lines: i lect. None Date 26-May-2017	anses. En I-2017. Duplicate Control Co	ther Expenses ter one expense p Receipt Amour 2,000.00	er line. Click Deta Show Recei Local Trav	ils to enter informa ipt Currency ype el	tion specific to an	expense, such as expense, such as v v v v v v v v v v v v v v v v v v v	s the Daily Rate. I Justi	¹ your receipt includes r	Advan	Cance	Back Step 2 Itemize.	HP) Detail 0.00 (3) (3) (3) (3) (3) (3) (3) (3) (3) (3)	ls Is	You may also edit the distribution or break dowr

Total Lines: 1

Grand Total: 2,000.00

Doc Ref: FMIS User Manual – Withdrawing, Updating and Resubmitting an Expense Report

xpenses	xpense Reports A	cess Authorizations	Projects and Tasks	Payments Search				
G	General Information			Cash and Other E	Expenses	Advances		
Jpdate Expense Repo	ort: Review							
Review the expense rep	port below before submis	sion.				Save Cancel	Back Step	4 of 4 Submit
General Information	n							
r Expense I Cost C Pui Original Receipts S Attachr	Name Supnet, Ms. Re (100017592) Dates 26-MAY-2017 - Center - Irpose Expense report Status Not Required ments None Add	ah Mae Matubis 26-MAY-2017 for DV 2632	ţ	Payee Name Responsibility Center Code Special Code Expenditure Type Report Total	Suppet, Reah Mae - Unspected - - Unspected Cash Advance Cash Advance Cash Advance, petty cash fund 2,000.00 PHP			
Expense Lines W	eekly Summary App	roval Notes [1]	Approvers					
Business Expenses								
Cash Expenses								
Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (PHP) De	tails <mark>Attachmen</mark>
26-May-2017	2,000.00 PHP	Local Travel					2,000.00	a 🔶
						Total	2,000.00	
						Cash and Other Busine Adv	ance Applied	2,000.00
						Reimburse	ment to You	0.00 PHP
						You Pay Employer for Unapp	lied Advance	8,000.00 PHP

and/or add additional attachments

Expenses Expenses Home Expense Reports	Access Authorizations	Projects and Tasks Payments Search				Step 7. After, proceed in
	_	Oceah and Other Evenence				resubmitting the expense report
General Information	n	Cash and Ourer Expenses Advances Review				by clicking the Submit button.
Review the expense report below before a	submission.			Save Cance <u>l</u> Bac <u>k</u>	Step 4 of 4 Submit	
General Information						
Name Supnet, 1 (100017: Expense Dates 26-MAY- Cost Center - Purpose Expense Original Receipts Status Note Qu Attachments Note A	Ms. Reah Mae Matubis 592) 2017 - 26-MAY-2017 report for DV 2632 lired lidd	Payee Name Responsibility Center Code Special Code Expenditure Type Report Total Report Total				The approval path of the expense report may be viewed by clicking the <i>Approvers</i> tab.
Expense Lines Weekly Summary	Approval Notes [1] App	rovers				
Approvers						
					_	
Order No	Approver		Category	Statu	s	
1	Gayas, Juliet		Approver			
2	Escultura, Noreen		Approver		_	
3	Sanchoz, Sucan		Approver			
5	Cabrera, Shirley		Approver			
-	cast of a f of integ		, pp. or or			
			Ci You Pay	ash and Other Business Expenses Advance Applied Reimbursement to You Employer for Unapplied Advance	2,000.00 -2,000.00 0.00 PHP 8,000.00 PHP	

Expenses				
Expenses Home	Expense Reports Access Aut	horizations Projects and Tasks	s Payments Search	
Confirmation				
Expense report n	umber SA-ER38009 for 10,000.00 h	as been submitted.		

After clicking the *submit* button a confirmation message with the expense report number will appear.

Doc Ref: FMIS User Manual - Withdrawing, Updating and Resubmitting an Expense Report



File Ref: ITDC - FMIS - UMFMIE007 Withdrawing, Updating and Resubmitting an Expense Report - 20170623 (v.1)