



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



WITHDRAWING, UPDATING AND RESUBMITTING AN EXPENSE REPORT

FMIS User Manual

Internet Expenses

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Approvals:

Recommending Approval

Approved

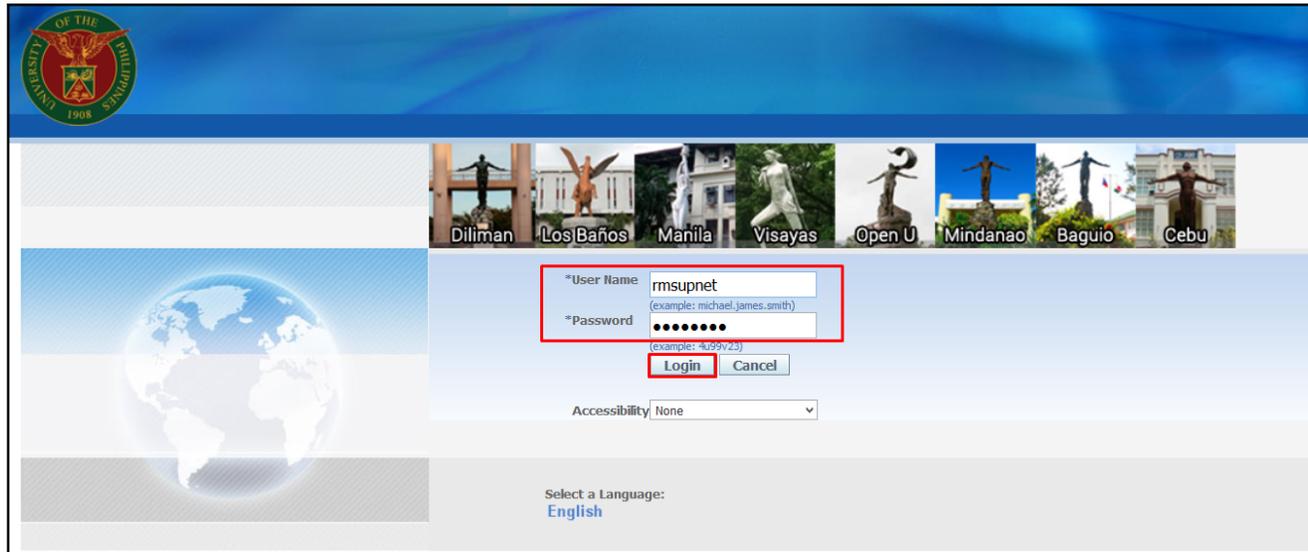
1. DOCUMENT CONTROL

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**)



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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 **UIS Home Page** proceed to **Main Menu** and choose the **Internet Expenses** responsibility

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 Full List

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

Expenses

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

Expenses Home

Create Expense Report | Import Spreadsheet | Export Spreadsheet

Track Submitted Expense Reports

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

Name	Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Total (PHP)	Purpose	Duplicate	Withdraw
Supnet, Ms. Reah Mae Matubis	SA-ER38995	29-May-2017	Pending Manager Approval	17	Gayas, Ms. Juliet Mina	Not Required	15,000.00	Expense report for D...		
Supnet, Ms. Reah Mae Matubis	SA-ER38998	29-May-2017	Paid	17		Not Required	10,000.00	Expense report for D...		
Supnet, Ms. Reah Mae Matubis	SA-ER38993	26-May-2017	Pending Manager Approval	20	Gayas, Ms. Juliet Mina	Not Required	2,000.00	Expense report for D...		
Supnet, Ms. Reah Mae Matubis	SA-ER38994	26-May-2017	Paid	20		Not Required	10,000.00	Expense report for 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 ...		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Name	Report Number	Report Date	Status	Report Total (PHP)	Purpose	Update	Duplicate	Delete
Supnet, Ms. Reah Mae Matubis	SA-ER38011	09-May-2017	Withdrawn	5,000.00	Expense report for D...			
Supnet, Ms. Reah Mae Matubis	SA-ER38009	09-May-2017	In Progress	10,000.00	Expense report for D...			
Perez, Mr. Paul Jason Visaya	SA-ER36092	25-Oct-2016	In Progress	0.00	Test			

Notifications

View | Open Notifications | Go

Select Notifications: Open | Reassign | Respond | Close

Select All | Select None

Select From	Subject	Sent	Due
<input type="checkbox"/> Cabrera, Shirley	Expense SA-ER38000 (15,000.00 PHP) has been approved	08-May-2017	
<input type="checkbox"/> Cabrera, Shirley	Expense SA-ER38004 (10,000.00 PHP) has been approved	09-May-2017	
<input type="checkbox"/> Cabrera, Shirley	Expense SA-ER38994 (10,000.00 PHP) has been approved	26-May-2017	
<input type="checkbox"/> Cabrera, Shirley	Expense SA-ER38998 (10,000.00 PHP) has been approved	29-May-2017	
<input type="checkbox"/> Cabrera, Shirley	Expense SA-ER38005 (17,000.00 PHP) has been approved	09-May-2017	

The Expenses page has 3 sections:

- **Track Submitted Expense Report** which contains submitted and paid Expense Reports,
- **Update Expense Report** which contains in process and withdrawn reports and
- **Notifications**

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

Expenses Home

Create Expense Report | Import Spreadsheet | Export Spreadsheet

Track Submitted Expense Reports

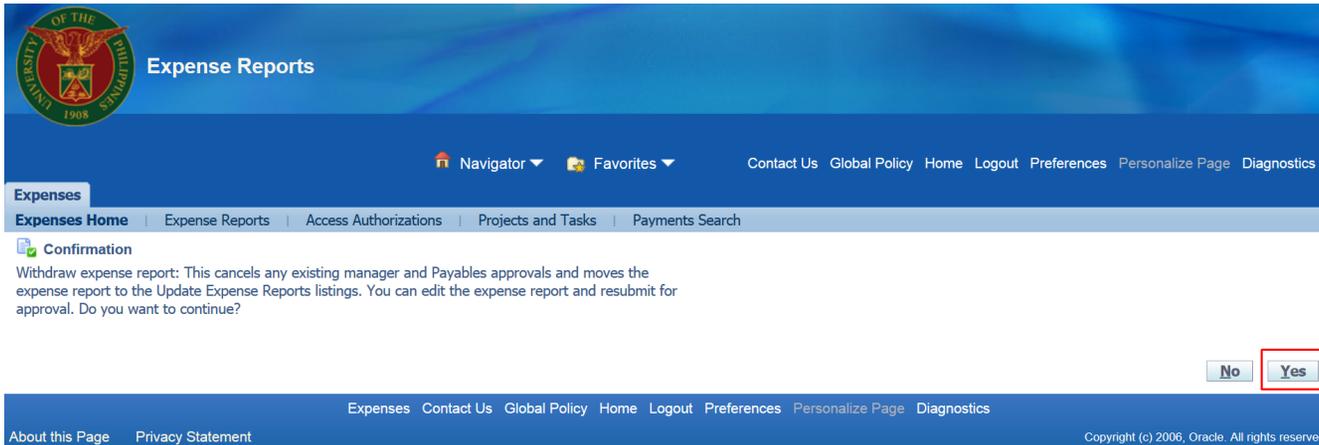
The following expense reports are either outstanding or have been paid in the last 30 days.

Previous 1-5 Next 5

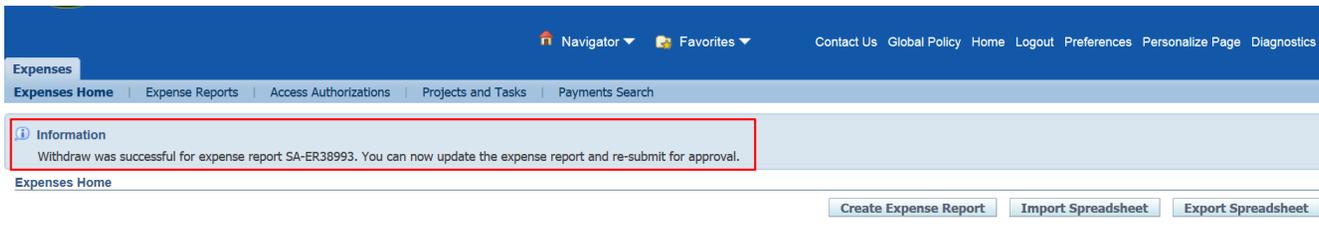
Name	Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Total (PHP)	Purpose	Duplicate	Withdraw
Supnet, Ms. Reah Mae Matubis	SA-ER38995	29-May-2017	Pending Manager Approval	17	Gayas, Ms. Juliet Mina	Not Required	15,000.00	Expense report for D...		
Supnet, Ms. Reah Mae Matubis	SA-ER38998	29-May-2017	Paid	17		Not Required	10,000.00	Expense report for D...		
Supnet, Ms. Reah Mae Matubis	SA-ER38993	26-May-2017	Pending Manager Approval	20	Gayas, Ms. Juliet Mina	Not Required	2,000.00	Expense report for D...		
Supnet, Ms. Reah Mae Matubis	SA-ER38994	26-May-2017	Paid	20		Not Required	10,000.00	Expense report for 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 ...		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

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



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



A Confirmation that the withdrawn expense report is ready for editing/updating will appear.

Expenses Home

[Create Expense Report](#)
[Import Spreadsheet](#)
[Export Spreadsheet](#)

Track Submitted Expense Reports

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

[Previous](#)
1-5
[Next](#)

Name	Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Total (PHP)	Purpose	Duplicate	Withdraw
Supnet, Ms. Reah Mae Matubis	SA-ER38995	29-May-2017	Pending Manager Approval	17	Gayas, Ms. Juliet Mina	Not Required	15,000.00	Expense report for D...		
Supnet, Ms. Reah Mae Matubis	SA-ER38998	29-May-2017	Paid	17		Not Required	10,000.00	Expense report for D...		
Supnet, Ms. Reah Mae Matubis	SA-ER38994	26-May-2017	Paid	20		Not Required	10,000.00	Expense report for 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...		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Name	Report Number	Report Date	Status	Report Total (PHP)	Purpose	Update	Duplicate	Delete
Supnet, Ms. Reah Mae Matubis	SA-ER38993	26-May-2017	Withdrawn	2,000.00	Expense report for D...			
Supnet, Ms. Reah Mae Matubis	SA-ER38009	09-May-2017	In Progress	10,000.00	Expense report for D...			
Supnet, Ms. Reah Mae Matubis	SA-ER38011	09-May-2017	Withdrawn	5,000.00	Expense report for D...			
Perez, Mr. Paul Jason Visaya	SA-ER36092	25-Oct-2016	In Progress	0.00	Test			

Notifications

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** ()

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

General Information | Cash and Other Expenses | Advances | Review

Update Expense Report: General Information

* Indicates required field

Name: Supnet, Ms. Reah Mae Matubis (100017592) | Expense Template: Various Expenses | Expense Purpose: Expense report for DV 2632

* Responsibility Center: - | Reimbursement Currency: Philippine Peso

Additional Information

Payee Name: Supnet, Reah Mae | * Special Code: - | * Expenditure Type: Cash Advance

* Responsibility Center Code: -

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

- Name / supplier name
- Responsibility center
- Purpose
- Payee name
- Special code
- Expenditure type

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

General Information | Cash and Other Expenses | Advances | Review

Update Expense Report: Cash and Other Expenses

Buttons: Save, Cancel, Back, Step 2 of 4, Next

Receipt-Based Expenses

TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
 TIP Date Example: 16-JUN-2017.

Select Expense Lines: Duplicate | Remove | Show Receipt Currency

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (PHP)	Details
<input type="checkbox"/>	1	26-May-2017	2,000.00	Local Travel		2,000.00	
<input type="checkbox"/>	2						
<input type="checkbox"/>	3						
<input type="checkbox"/>	4						
<input type="checkbox"/>	5						
<input type="checkbox"/>	6						
<input type="checkbox"/>	7						
<input type="checkbox"/>	8						
<input type="checkbox"/>	9						
<input type="checkbox"/>	10						
Add More Lines						Update Total	2,000.00

Select Expense Lines: Duplicate | Remove | Show Receipt Currency

Total Lines: 1 | Grand Total: 2,000.00

You may also edit the distribution or break down details

Expenses

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

General Information | Cash and Other Expenses | Advances | Review

Update Expense Report: Review
Review the expense report below before submission.

Save Cancel Back Step 4 of 4 **Submit**

General Information

Name	Supnet, Ms. Reah Mae Matubis (100017592)	Payee Name	Supnet, Reah Mae
Expense Dates	26-MAY-2017 - 26-MAY-2017	Responsibility Center Code	-
Cost Center	-	Special Code	-
Purpose	Expense report for DV 2632	Expenditure Type	Cash Advance
Original Receipts Status	Not Required	Report Total	2,000.00 PHP
Attachments	None Add...		

Expense Lines | Weekly Summary | Approval Notes [1] | Approvers

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (PHP)	Details	Attachments
26-May-2017	2,000.00	PHP Local Travel					2,000.00		
Total							2,000.00		

Cash and Other Business Expenses	2,000.00
Advance Applied	-2,000.00
Reimbursement to You	0.00 PHP
You Pay Employer for Unapplied Advance	8,000.00 PHP

and/or add additional attachments

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

General Information | Cash and Other Expenses | Advances | Review

Update Expense Report: Review
 Review the expense report below before submission.

Save Cancel Back Step 4 of 4 Submit

General Information

Name	Supnet, Ms. Reah Mae Matubis (100017592)	Payee Name	Supnet, Reah Mae
Expense Dates	26-MAY-2017 - 26-MAY-2017	Responsibility Center Code	Unspecified
Cost Center	-	Special Code	Unspecified
Purpose	Expense report for DV 2632	Expenditure Type	Cash Advance
Original Receipts Status	Not Required		UPSA - Cash advance, petty cash fund
Attachments	None Add...	Report Total	2,000.00 PHP

Expense Lines | Weekly Summary | Approval Notes [1] | **Approvers**

Approvers

Order No	Approver	Category	Status
1	Gayas, Juliet	Approver	
2	Escultura, Noreen	Approver	
3	Hernandez, Maria Lourdes	Approver	
4	Sanchez, Susan	Approver	
5	Cabrera, Shirley	Approver	

Cash and Other Business Expenses	2,000.00
Advance Applied	-2,000.00
Reimbursement to You	0.00 PHP
You Pay Employer for Unapplied Advance	8,000.00 PHP

Step 7. After, proceed in resubmitting the expense report by clicking the **Submit** button.

The approval path of the expense report may be viewed by clicking the **Approvers** tab.

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

Confirmation
 Expense report number SA-ER38009 for 10,000.00 has been submitted.

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

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

Confirmation
 Expense report number SA-ER38993 was previously submitted for approval.

Expense Report SA-ER38993

[Return](#) [Printable Page](#)

Submission Instructions

Original Receipts Instructions
 * To send required receipts to Accounts Payable, print this page and attach all required receipts.
 * Make a photocopy of this page and the receipts for your records.
 * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Additional Instructions
 Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

General Information

Name	Supnet, Ms. Reah Mae Matubis (100017592)	Payee Name	Supnet, Reah Mae
Expense Dates	26-MAY-2017 - 26-MAY-2017	Responsibility Center Code	-
Cost Center	-	Special Code	-
Purpose	Expense report for DV 2632	Expenditure Type	Cash Advance <small>UPSA - Cash advance, petty cash fund</small>
Original Receipts Status	Not Required	Report Total	2,000.00 PHP
Report Submit Date	16-JUN-2017	Reimbursement Amount	0.00 PHP
Attachments	None Add...		

[Expense Lines](#) | [Weekly Summary](#) | [Approval Notes \[1\]](#) | [Approvers](#)

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (PHP)	Details	Attachments
26-May-2017	2,000.00 PHP	Local Travel					2,000.00		
Total							2,000.00		

Cash and Other Business Expenses	2,000.00
Advance Applied	-2,000.00
Reimbursement to You	0.00 PHP
You Pay Employer for Unapplied Advance	8,000.00 PHP

Here is a sample page of the edited expense report.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.