




# University of the Philippines




# FMIS

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**Financial Management Information System  
User Manual**



# Export Expense Report



# FMIS User Manual

## *Internet Expense*

Author: Kim Carlo A. De Leon  
Creation Date: 30 January 2024  
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Document Ref: FMIS User Manual – Export Expense Report  
Version: 3.0

## 1. DOCUMENT CONTROL

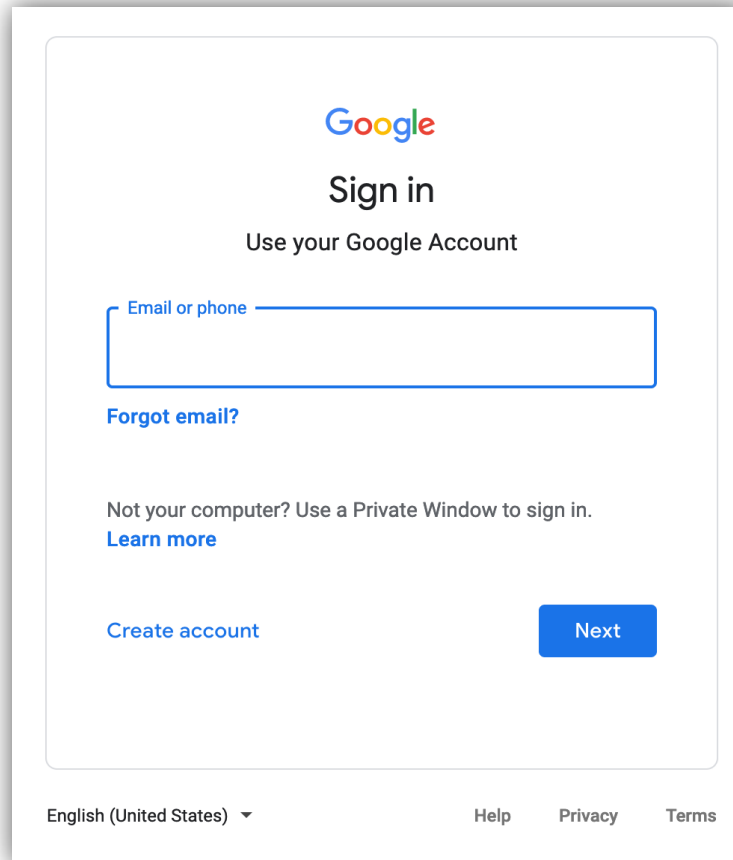
### 1.1 Change Record

Date	Author	Version	Change Reference
	Rajyl Andre Inlayo	1.0	Initial
23 June 2017	Reah Mae Supnet	2.0	Update
30 January 2023	Kim Carlo De Leon	3.0	Update on the responsibility used for exporting expense report



## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Export Expense Report
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Payables Module
<b>Responsibility</b>	Internet Expense Auditor
<b>Purpose</b>	To convert approved expense reports to invoices
<b>Data Requirement</b>	Expense Report details
<b>Dependencies</b>	Fully Approved Expense Report
<b>Scenario</b>	An accounting personnel will process approved expense reports in preparation for matching with prepayments DVs.

A screenshot of the Google sign-in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field with the placeholder "Email or phone". Below the input field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

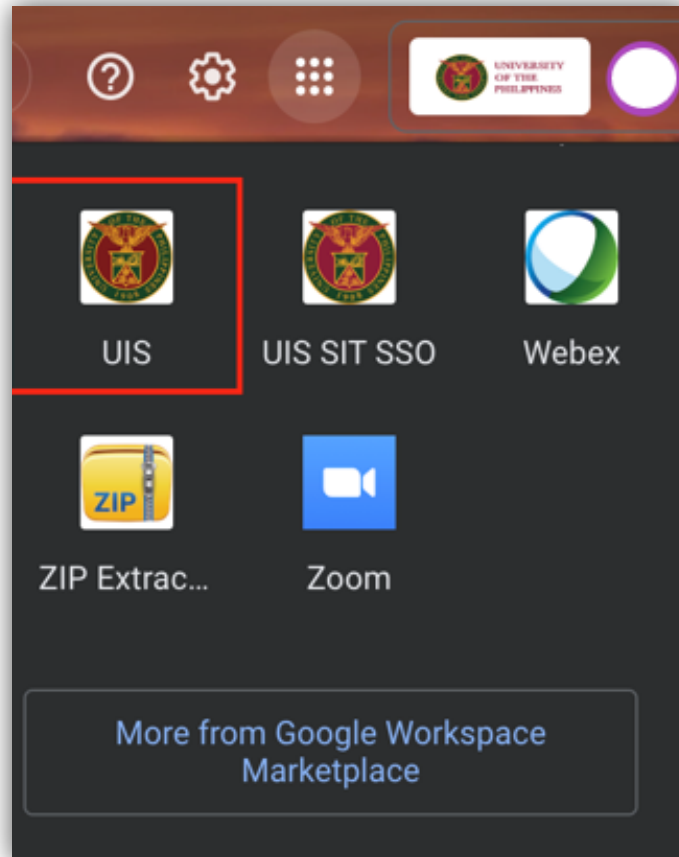
Not your computer? Use a Private Window to sign in.  
[Learn more](#)

[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

**Step 1.** Go to  
**<https://uis.up.edu.ph>**

**Step 2.** Log-in your UP Mail  
credentials (e.g. ***email*** and  
***password***)



Or you may open your UP Mail and go to the Google Workspace and select **UIS**

**University of the Philippines**

Logged In As **KADELEON4**

### Home

#### Navigator

[Personalize](#)

- Internet Expenses Auditor, UPS**
- Expenses Audit

#### Worklist

[Full List](#)

From	Type	Subject	Sent
There are no notifications in this view.			

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

[Table Diagnostics](#)

**Step 3.** On the **UIS Homepage**, navigate to **Internet Expenses Auditor**.



Expenses Audit **Expenses Export**

Export Run | Export Requests | Export Results

Define Review

**Schedule Request: Define** Manage Schedule | Cancel | **Continue**

\* Indicates required field

Program Name **Expense Report Export**

Request Name

The name can later be used to search for this request

NLS Settings **Parameters** | Notification | Print Options | Delivery Options | Schedule Options

Language Settings

<input checked="" type="checkbox"/> * Language	<input checked="" type="checkbox"/> * Territory	Numeric Character	Sort
<input checked="" type="checkbox"/> American English	United States	.,	Binary Sort

Table Diagnostics

**Step 4.** On the *Expenses Audit* page, click the *Expenses Export* tab.

You will see the program name *Expense Report Export*.

Update the *Parameters*.

Click *Continue* to proceed.

Expenses Audit **Expenses Export**

Export Run | Export Requests | Export Results

Define Review

**Schedule Request: Define** Manage Schedule Cancel **Continue**

\* Indicates required field

Program Name Expense Report Export

Request Name   
The name can later be used to search for this request

NLS Settings **Parameters** Notification Print Options Delivery Options Schedule Options

**Batch Name** 1

\* **Source** Oracle Internet Expenses    
Create invoices from Oracle Internet Expenses

**Transfer Descriptive Flexfield** Yes

**GL Date** 31-Dec-2023

**Group**

**Debug Switch** No

**Organization Name** UP System

**Send Notifications To** KADELEON4    
De Leon, Kim Carlo

**Transfer Attachments** Yes

**STEP 5.** Enter the following details on the field.

- Batch Name
- GL Date

And click **Continue**

**Step 6.** Review the details and click **Submit**.

**Schedule Request: Review** Manage Schedule Cancel Back Submit

**Name**

Concurrent Program Name Expense Report Export  
Request Name  
Operating Unit

Language Settings

...

Language	Territory	Numeric Character Sort
American English	United States	., Binary Sort

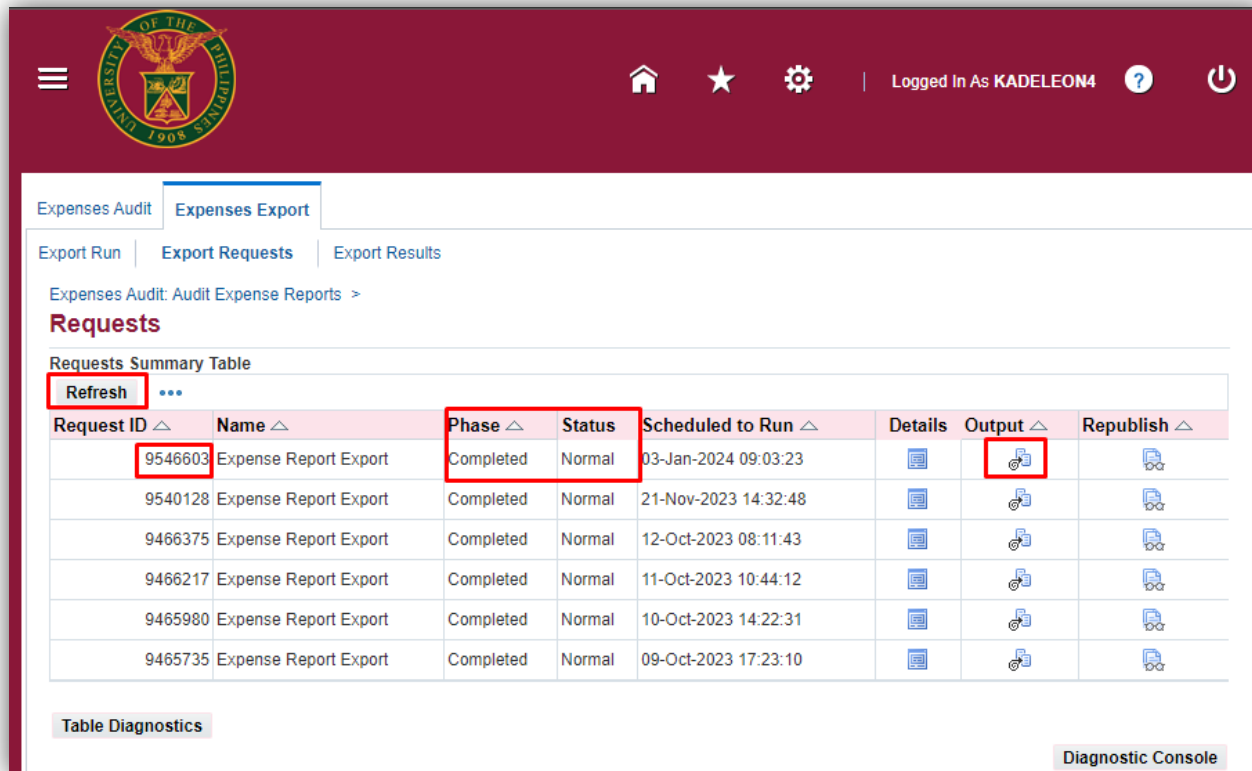
Table Diagnostics

**Information**

Your request for Expense Report Export has been scheduled. The Request ID is 10661266

OK

An information box will appear containing the request ID. Take note of the request ID and click **OK** to proceed.



Expenses Audit | **Expenses Export**

Export Run | **Export Requests** | Export Results

Expenses Audit: Audit Expense Reports >

**Requests**

Requests Summary Table

**Refresh** ...

Request ID ^	Name ^	Phase ^	Status	Scheduled to Run ^	Details	Output ^	Republish ^
9546603	Expense Report Export	Completed	Normal	03-Jan-2024 09:03:23			
9540128	Expense Report Export	Completed	Normal	21-Nov-2023 14:32:48			
9466375	Expense Report Export	Completed	Normal	12-Oct-2023 08:11:43			
9466217	Expense Report Export	Completed	Normal	11-Oct-2023 10:44:12			
9465980	Expense Report Export	Completed	Normal	10-Oct-2023 14:22:31			
9465735	Expense Report Export	Completed	Normal	09-Oct-2023 17:23:10			

Table Diagnostics

Diagnostic Console

**Step 7.** On the **Requests Summary Table**, search for your request ID. Check the **Phase** and **Status** of the report, click the **Refresh** button until it is **Completed** and **Normal**. Then click the **Output** icon to see the result.



**Sample Output:**

UP System			Expense Report Export Report			28-DEC-2023 04:57:57		Page: 1	
Audit Report									
Employee Name	Employee Number	Supplier Name	Supplier Number	Invoice Number	Invoice Date	Invoice Currency	Invoice Amount	Description	Status
De Leon, Mr. Kim Carlo Acueza	100032606	De Leon, Mr. Kim Carlo Acueza	58088	SA-ER110703	21-JUL-23	PHP	3000	Liquidation for DV # 369	Ready for Payment
Total Functional Currency Invoice Amount:3000									
Total Invoices Created: 1									

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

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