



University of the Philippines



SPCMIS

**Supplies, Procurement, and Campus Management
Information System**



BILLING RIS

SPCMIS User Manual

iProcurement

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Approvals:

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1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
15 February 2014	Julius Ermitanio & Michael Angelo Soliven	1.0	Initial Issue and review
30 October 2014	Julius Ermitanio & Michael Angelo Soliven	2.0	Update

2. Description

Script ID	UMSP120520
Script Name	Billing RIS
Information System	Supplies, Property and Campus Management Information System
Functional Domain	Inventory
Purpose	
Data Requirement	
Dependencies	
Scenario	
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NOTE: Based from the submitted Summary of Transacted RIS, Budget Office will process (or post the earmarked PPMP) the billing of items received by each Requesting Unit.

- STEP 1** Open the Budget Journal Entry Window (Refer to **STEP 1 – STEP 3** from bit.ly/eupobligation)
- STEP 2** **Search for the previously earmarked PPMP for a particular Requesting unit.**
- STEP 3** Compare the previously earmarked amount with the amount of Summary of Transacted RIS. If amounts are not the same, update the earmark details and save. Summary of Transacted RIS should be the amount in the earmark details. Otherwise, proceed to next step.
- STEP 4** **POST** the earmarked amount. Take note of the generated number.

Result Information:

Expected Results:
Billed Transacted RIS.

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