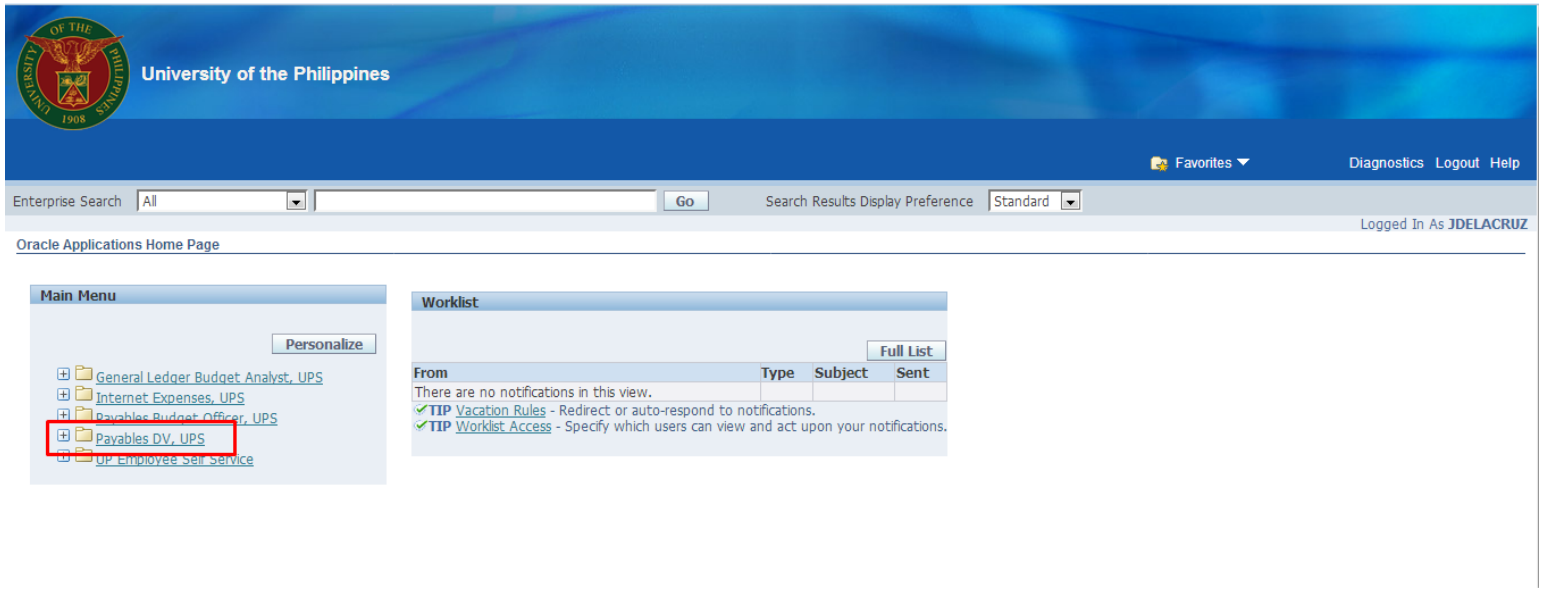
University of the Philippines

FMIS

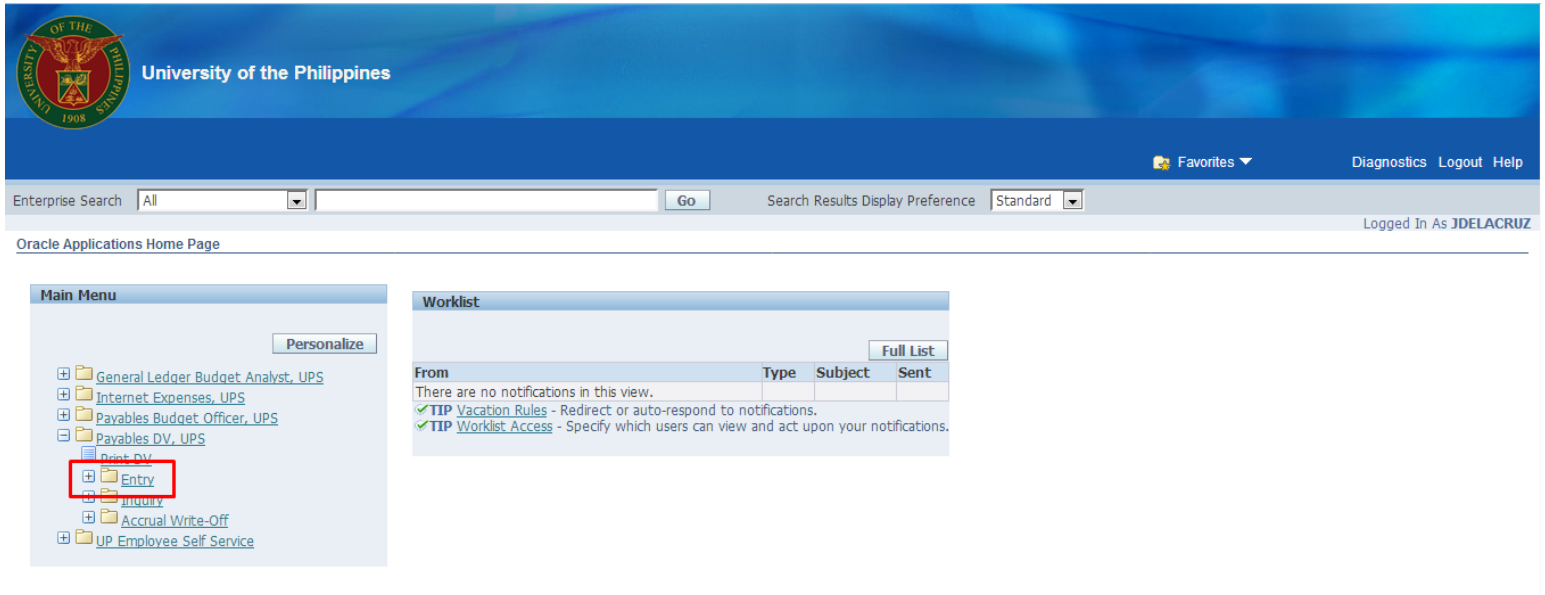
Financial Management Information System
User Manual

DV Preparation
(with PO)

Manual ID	UM100530
Functional Domain	Accounts Payable Module
Responsibility	Payables DV
Purpose	To prepare a Disbursement Voucher (DV) with Purchase Order (PO)
Data Requirement	• DV details • Scanned supporting documents • PO Number
Dependencies	• Responsibility Center Code • Special Code • Expenditure Type
Scenario	The DV originator enters DV details and uploads scanned documents required for processing in the system.
Authors	Julius Ermitanio, Micheal Angelo Soliven, & Reah Mae Supnet

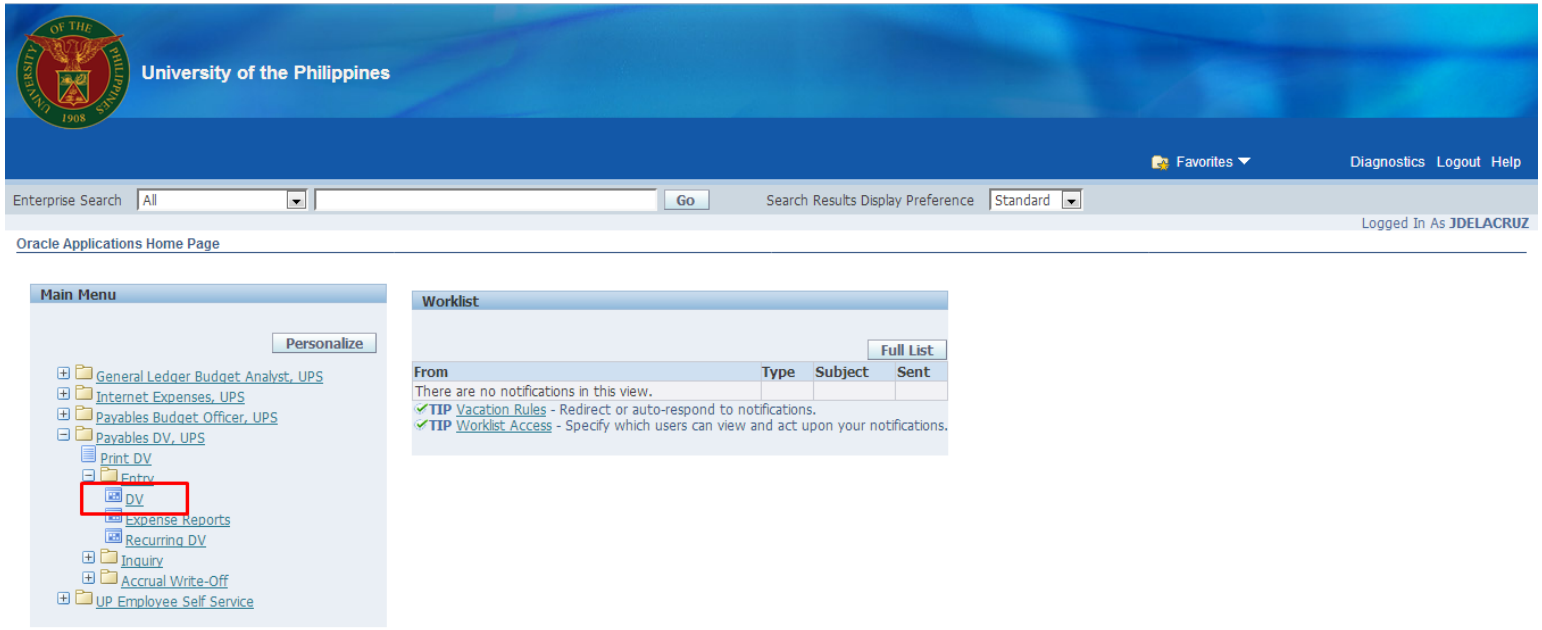


Step 1. On the UIS Main Menu, select the **Payables DV** responsibility.



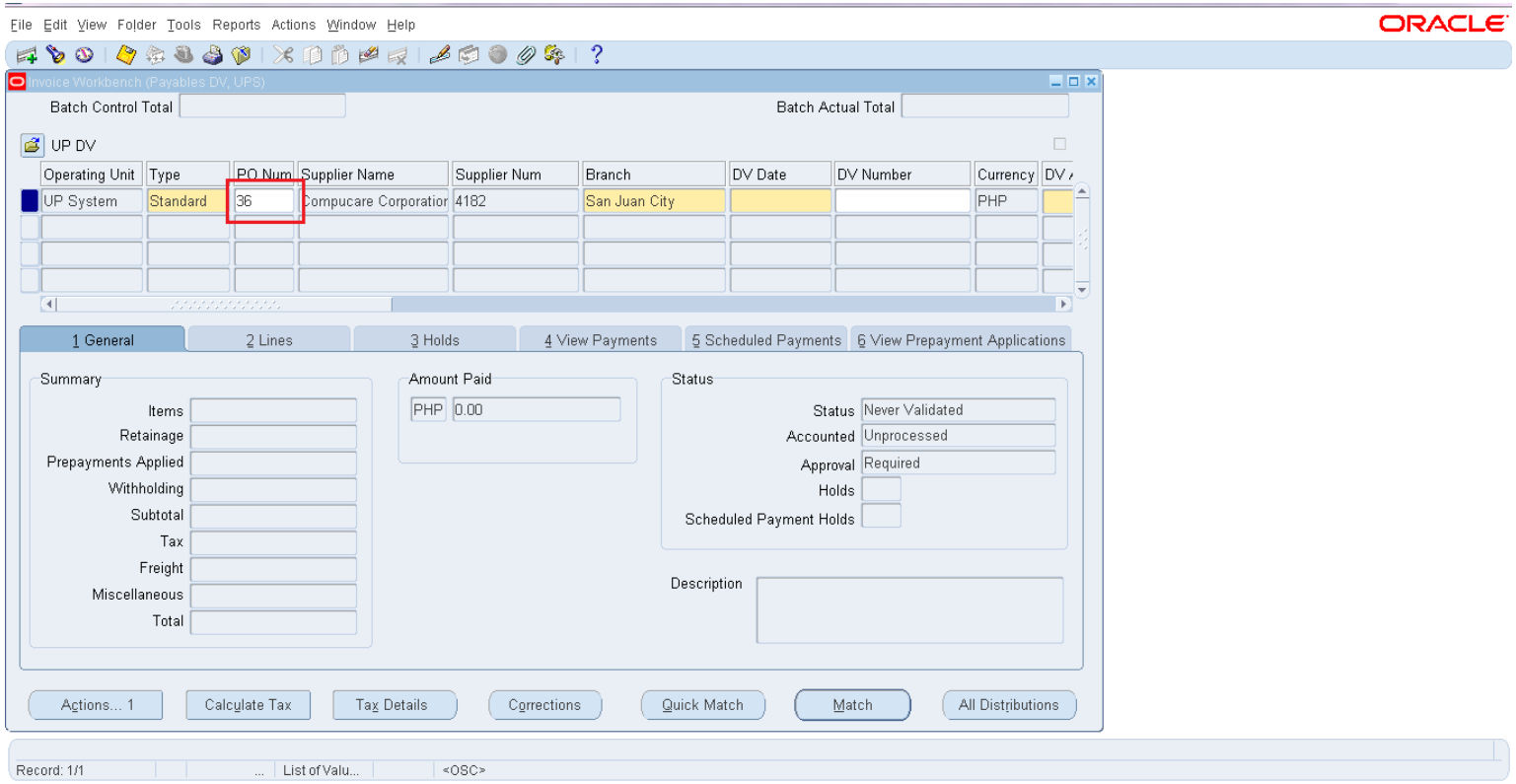
Step 2. Select **Entry.**

A dropdown list will appear.



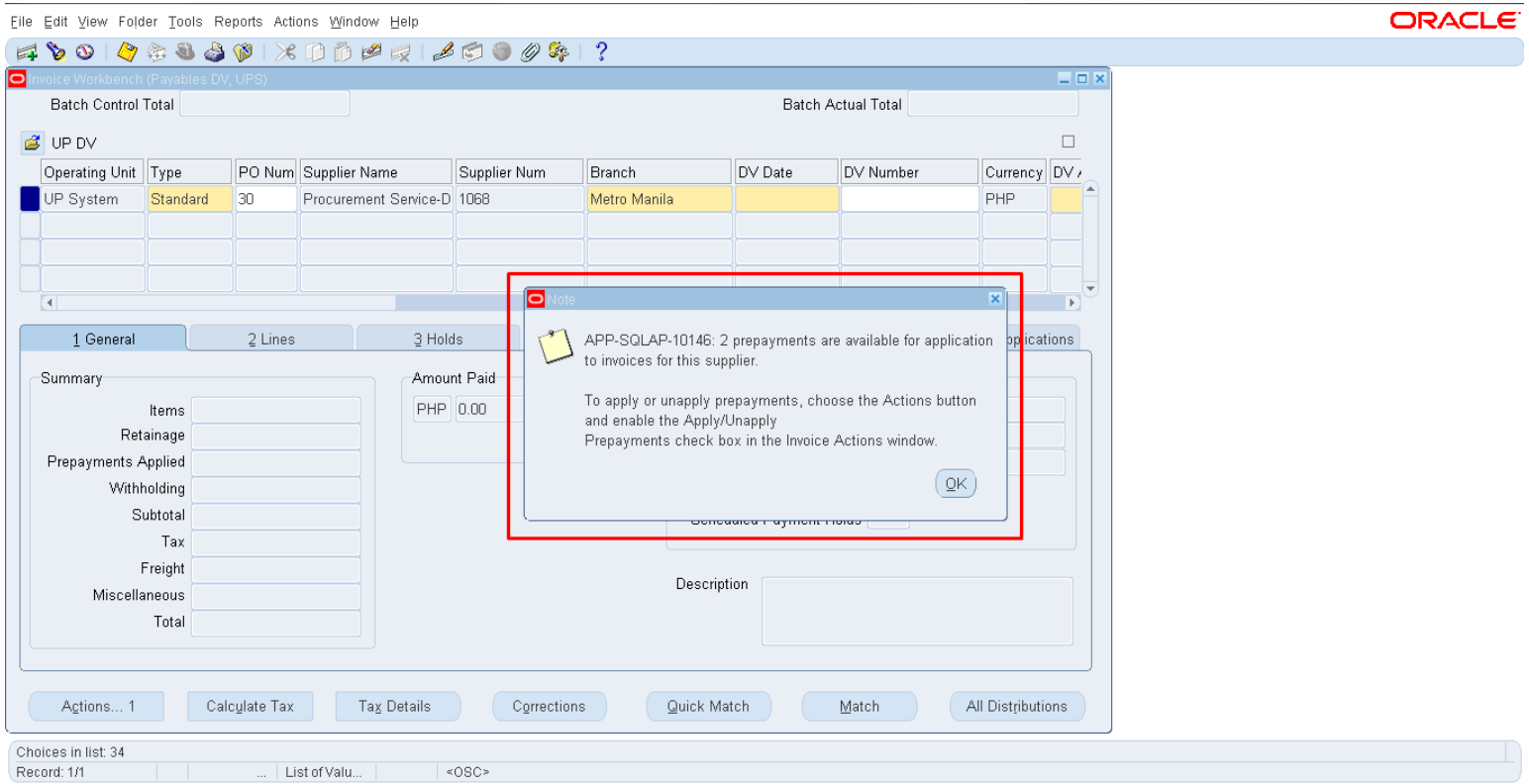
Step 3. Click **DV.**

The Java Applet will open on your computer.



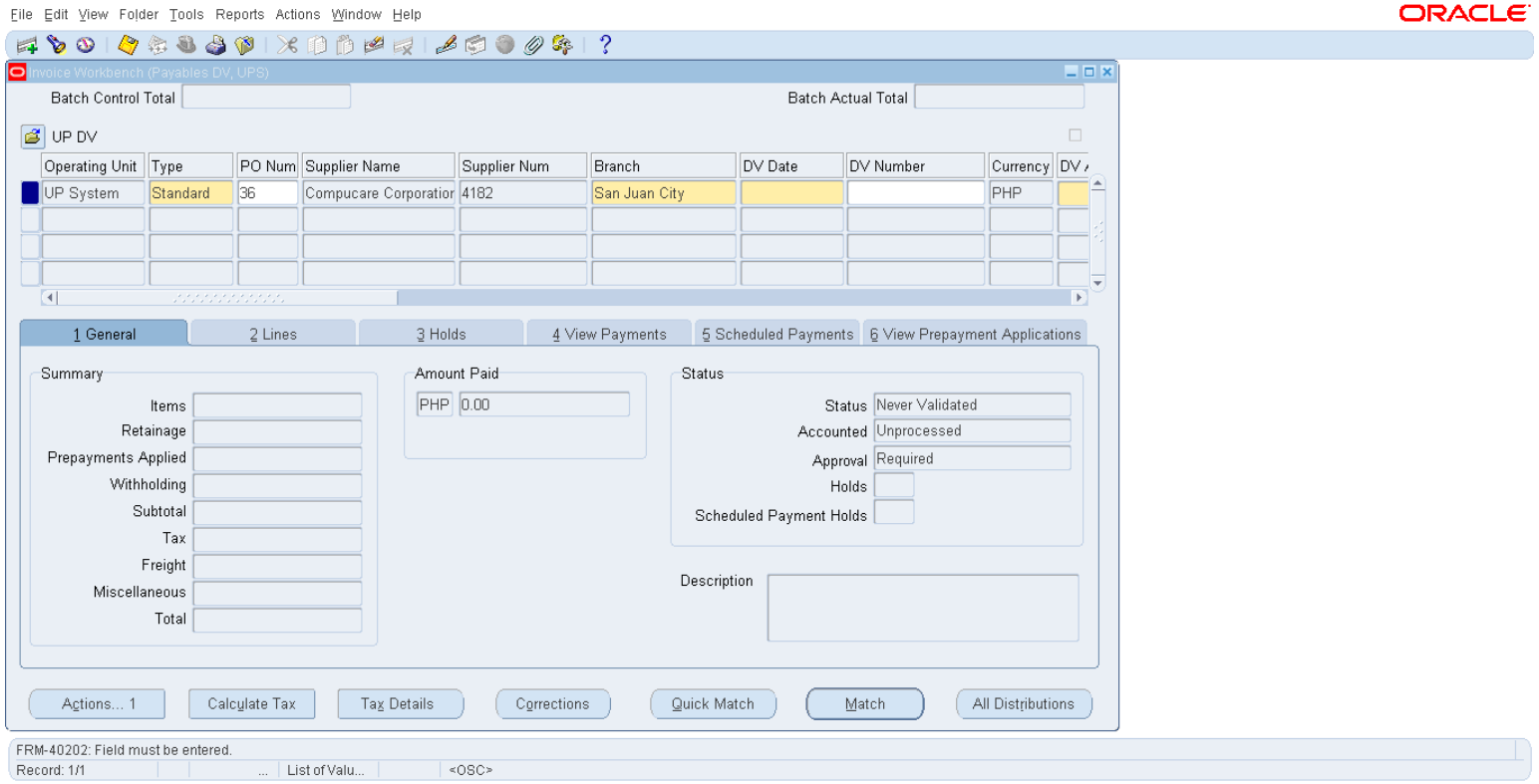
Step 4. Enter the **PO Number** corresponding to the DV being created.

Notice that once the PO Number has been entered, the Supplier Name, Supplier Number, and Branch fields are automatically populated.

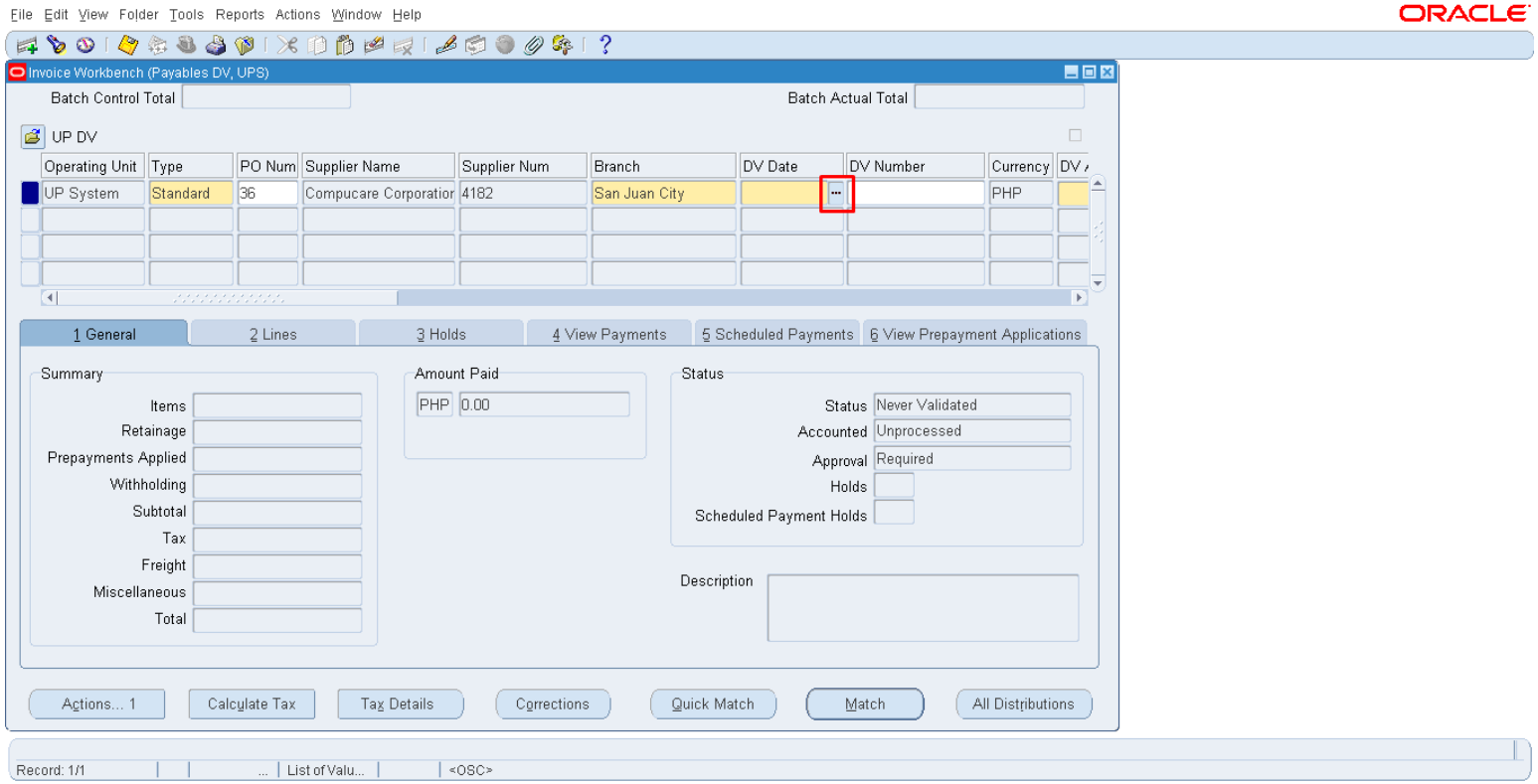


Note: If the Supplier is PS-DBM, you will be alerted by the system regarding prepayments.

Just click the **OK** button to proceed.

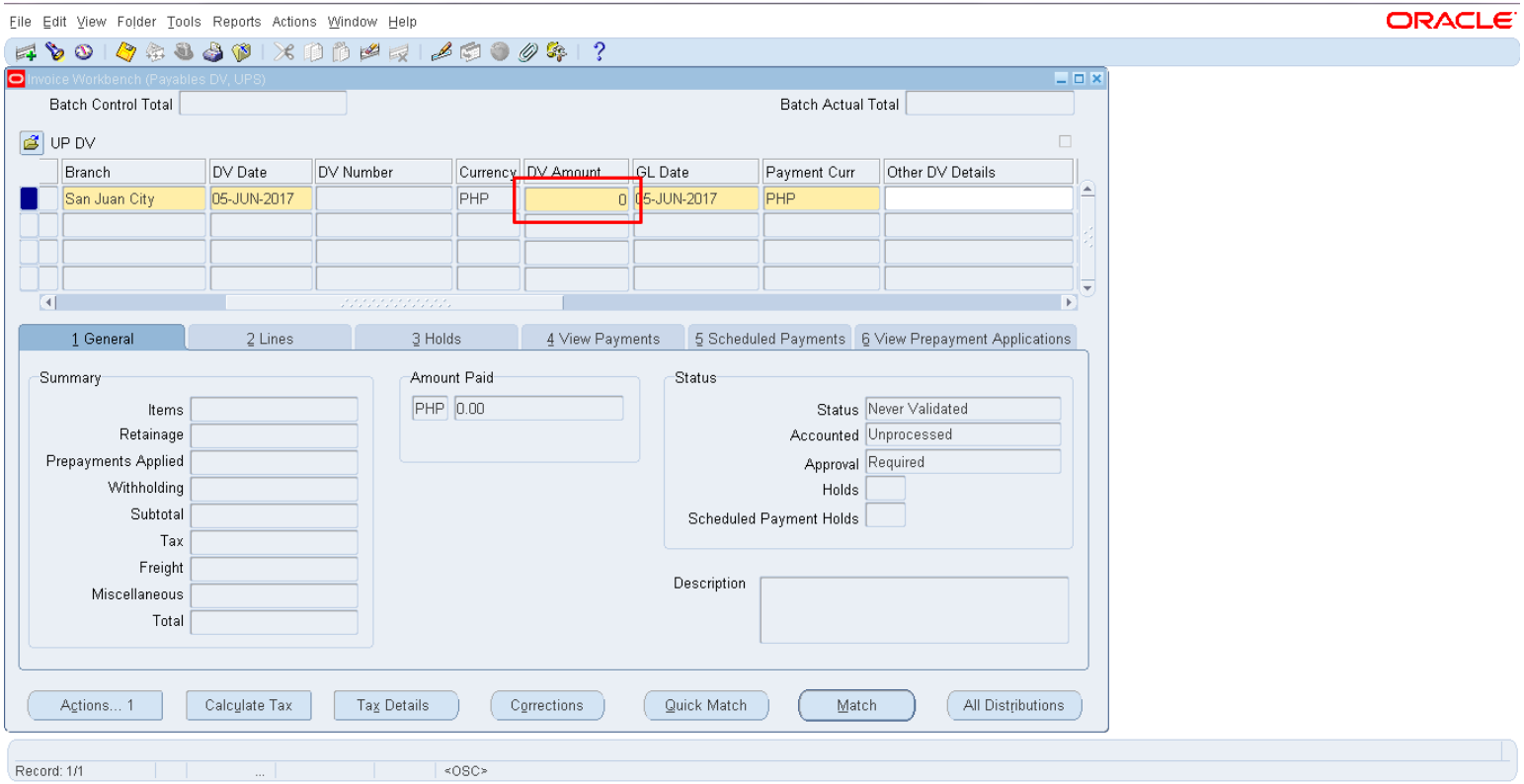


Step 5. Fill out the other required fields, namely: **DV Date, DV Amount, Other DV Details,** and **Description.**



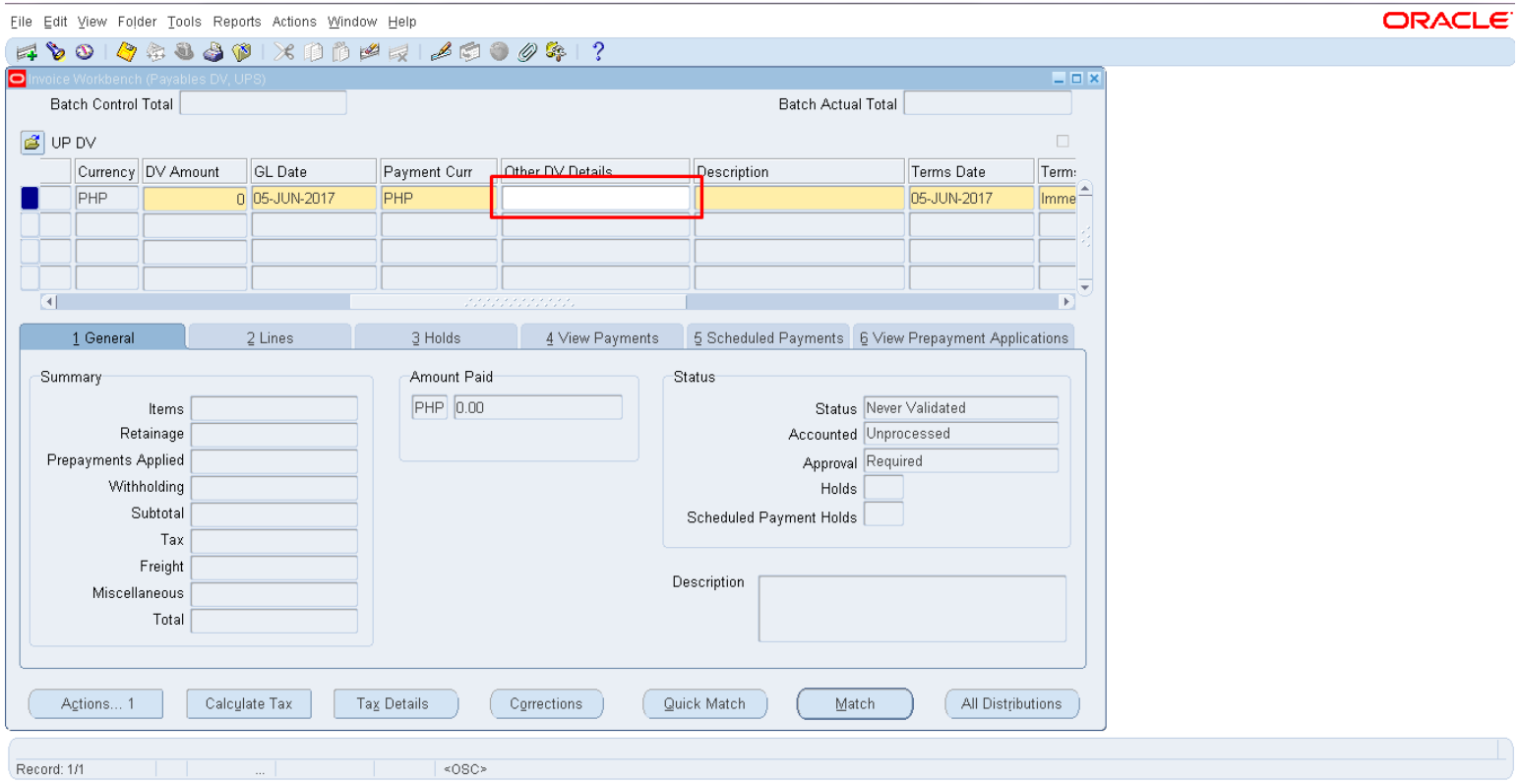
DV Date

Click the ellipsis button on the DV Date field to open the calendar and set the DV Date.



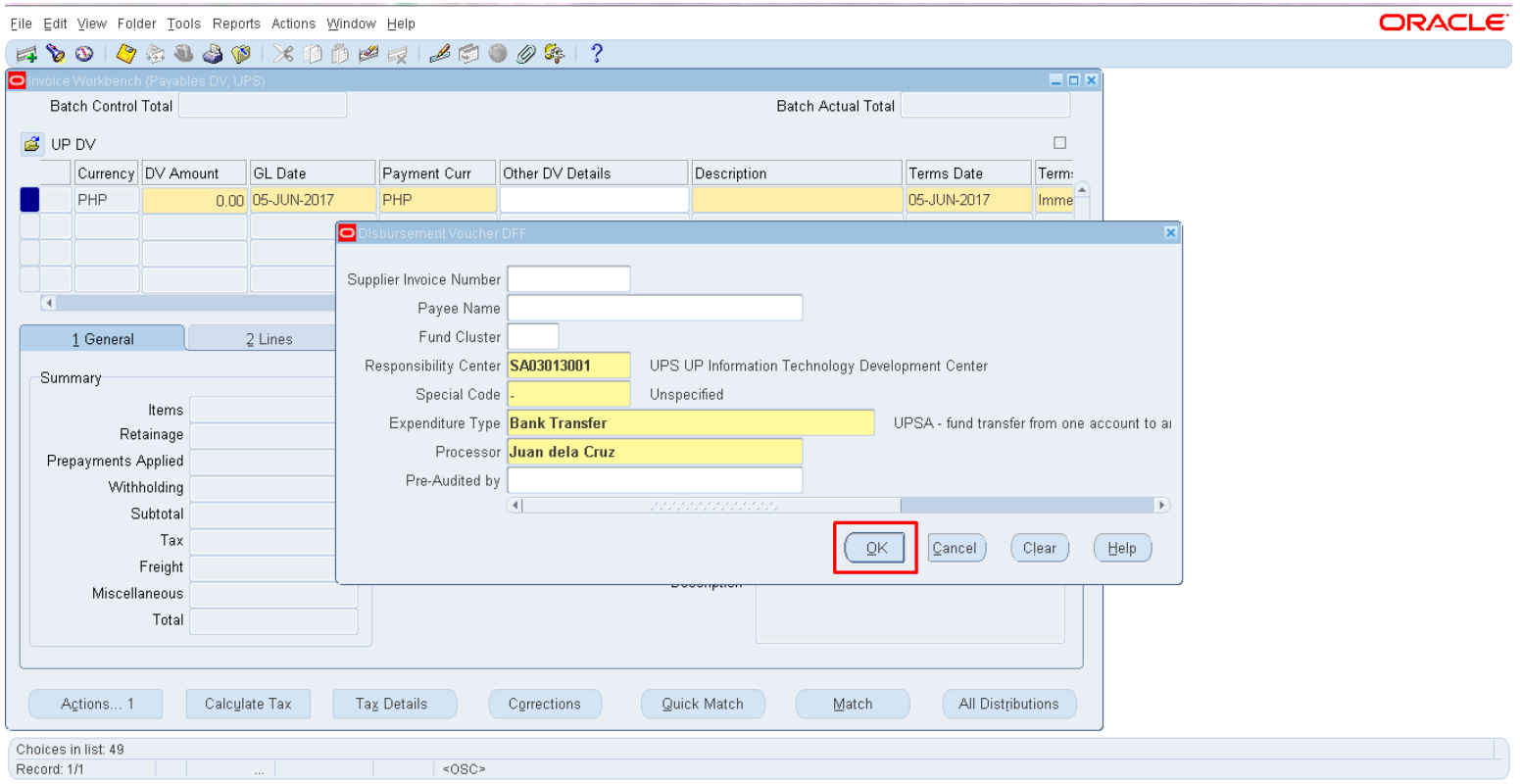
DV Amount

Enter the DV Amount. Zero (0) may be temporarily set as the DV Amount. Once the Amount under the General tab is updated later in the process, however, the actual DV Amount may be listed.

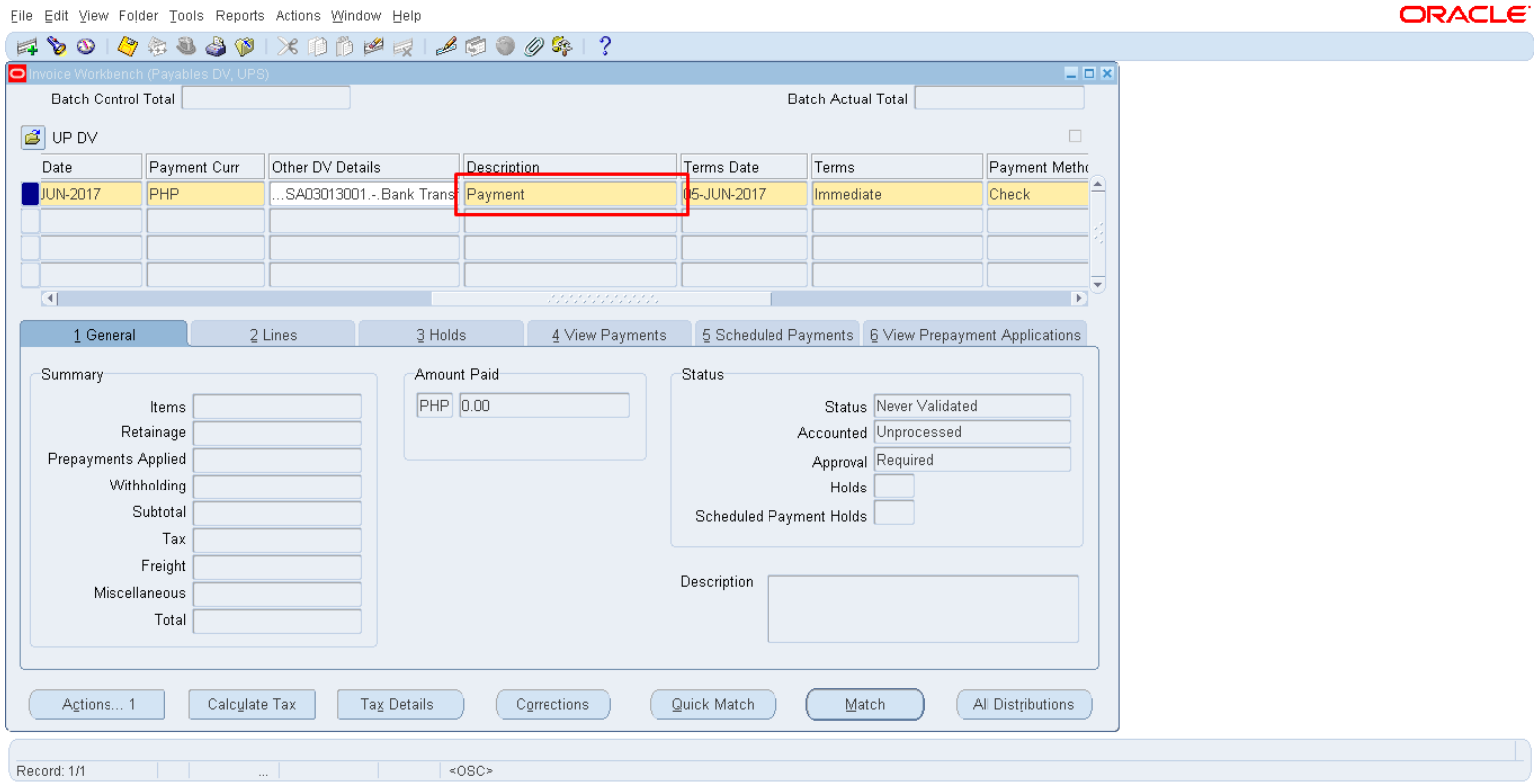


Other DV Details

Click the Other DV Details field. The Disbursement Voucher DFF window will open.

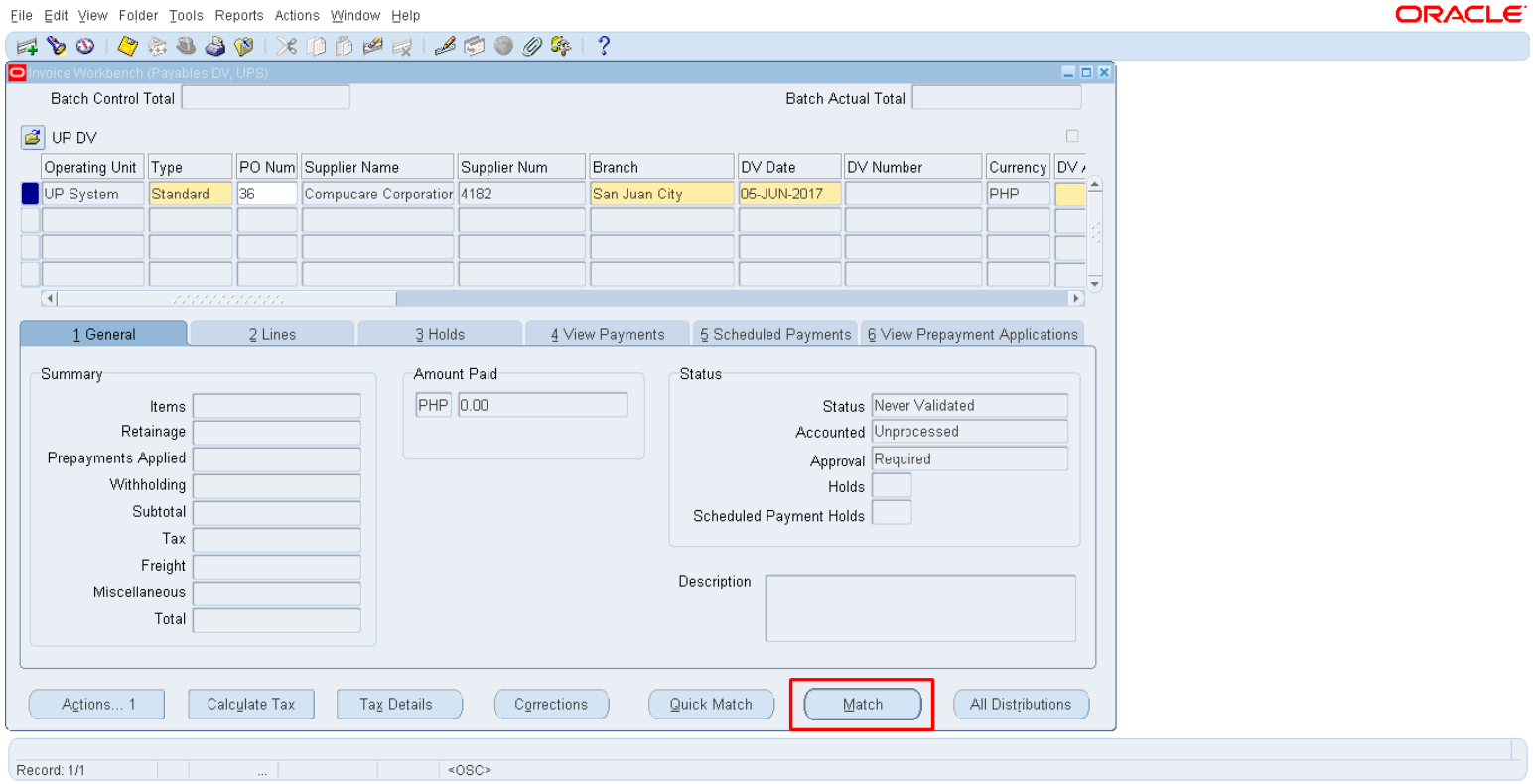


Fill out the fields on the Disbursement Voucher DFF window, particularly the required fields: **Responsibility Code, Special Code, Requisition Type,** and **Processor**, then click the **OK** button.



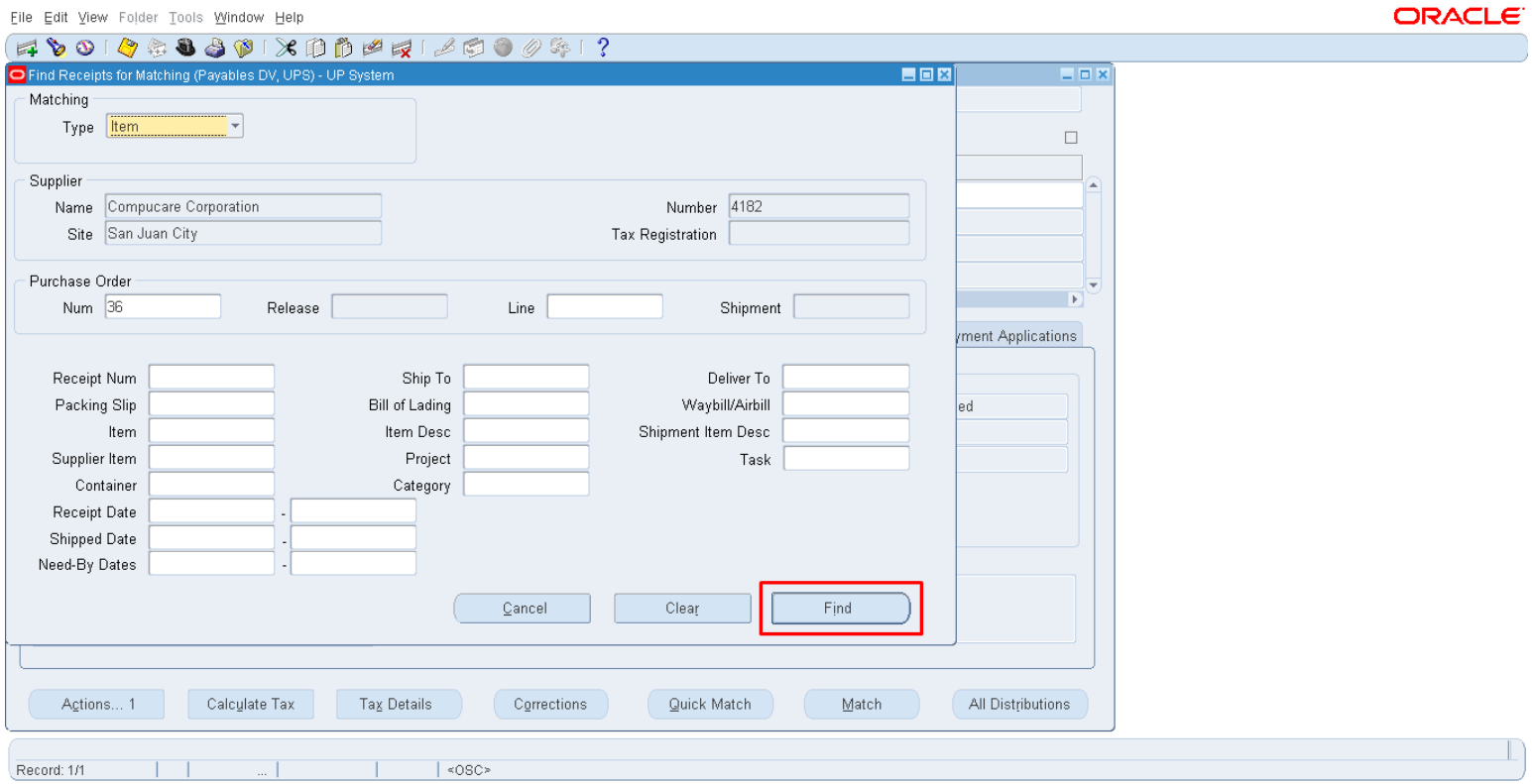
Description

Provide a Description for the DV.



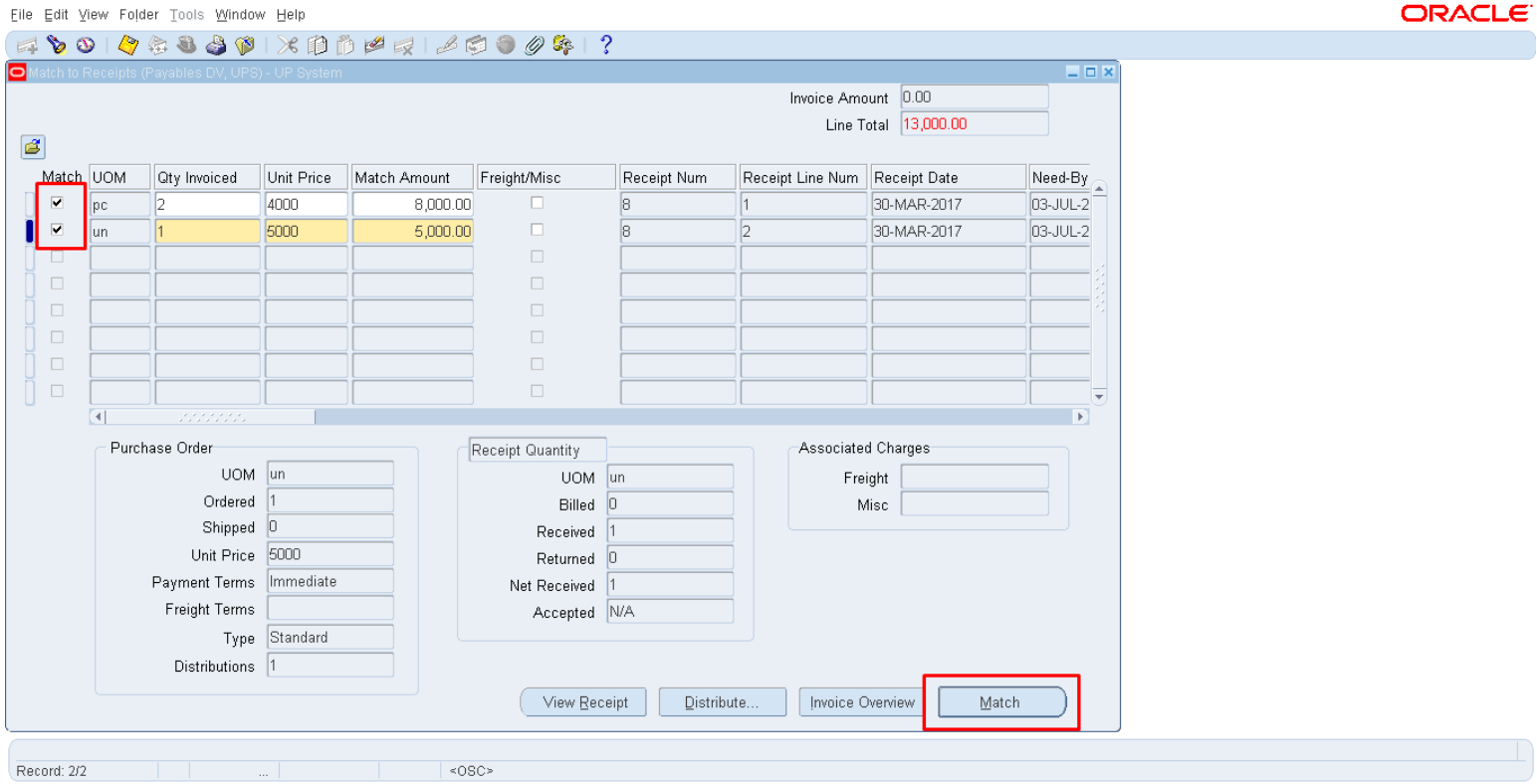
Step 5. Once you have entered the details of the DV, click the **Match** button.

The Find Receipts for Matching window will open.



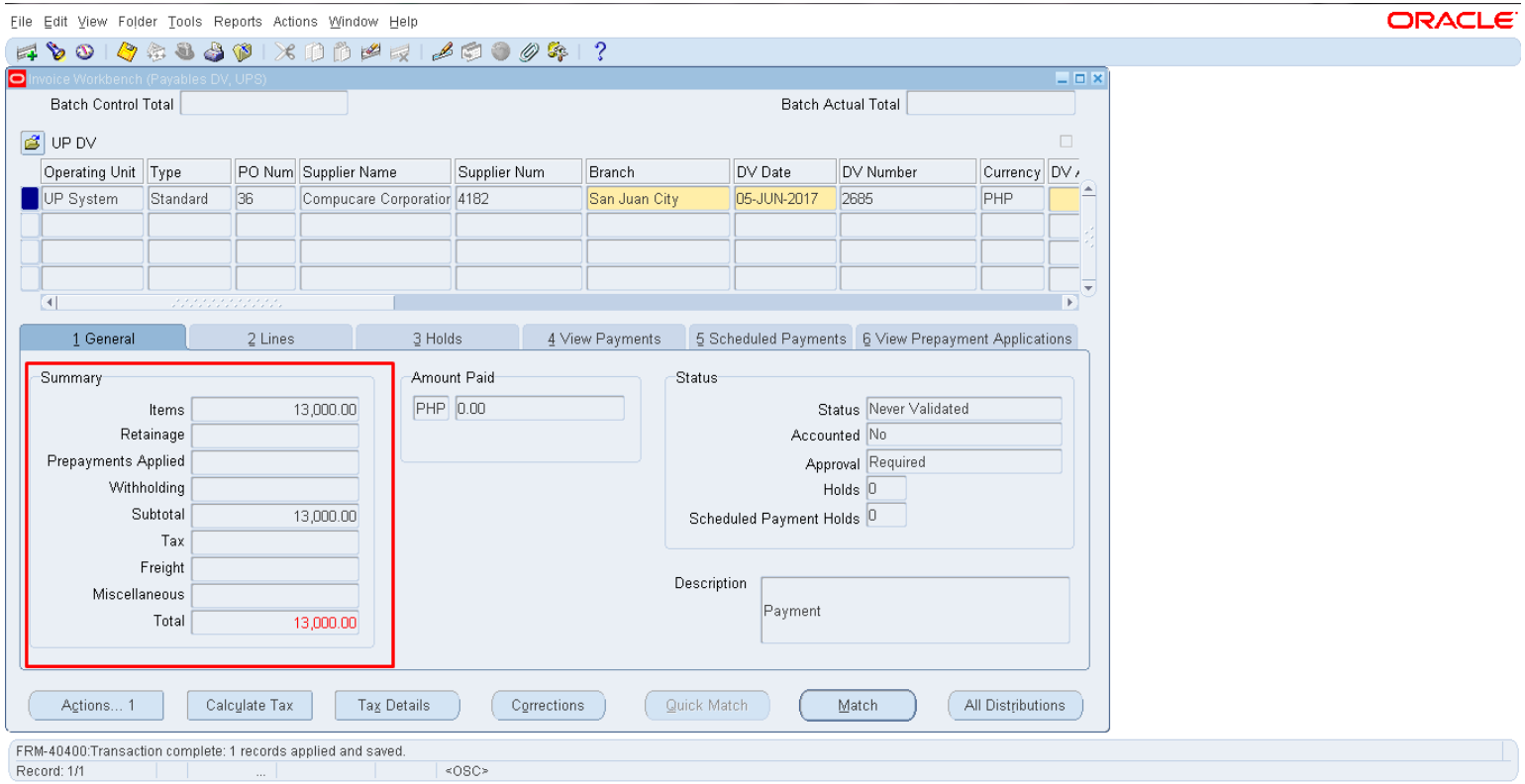
Step 6. On the Find Receipts for Matching window, click the **Find** button.

You will be directed to the Match to Receipts window.

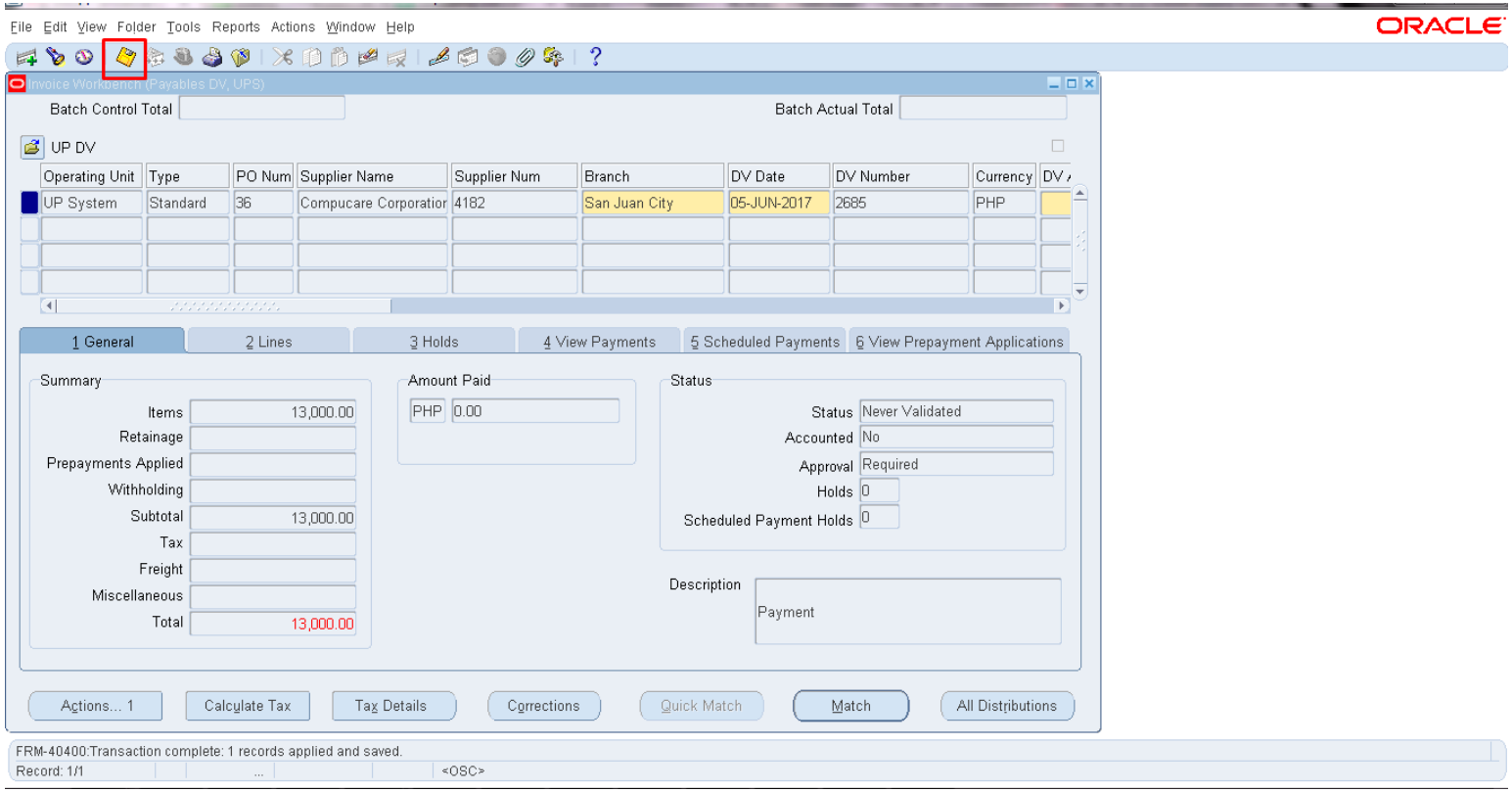


Step 7. Tick all the items, then click **Match.**

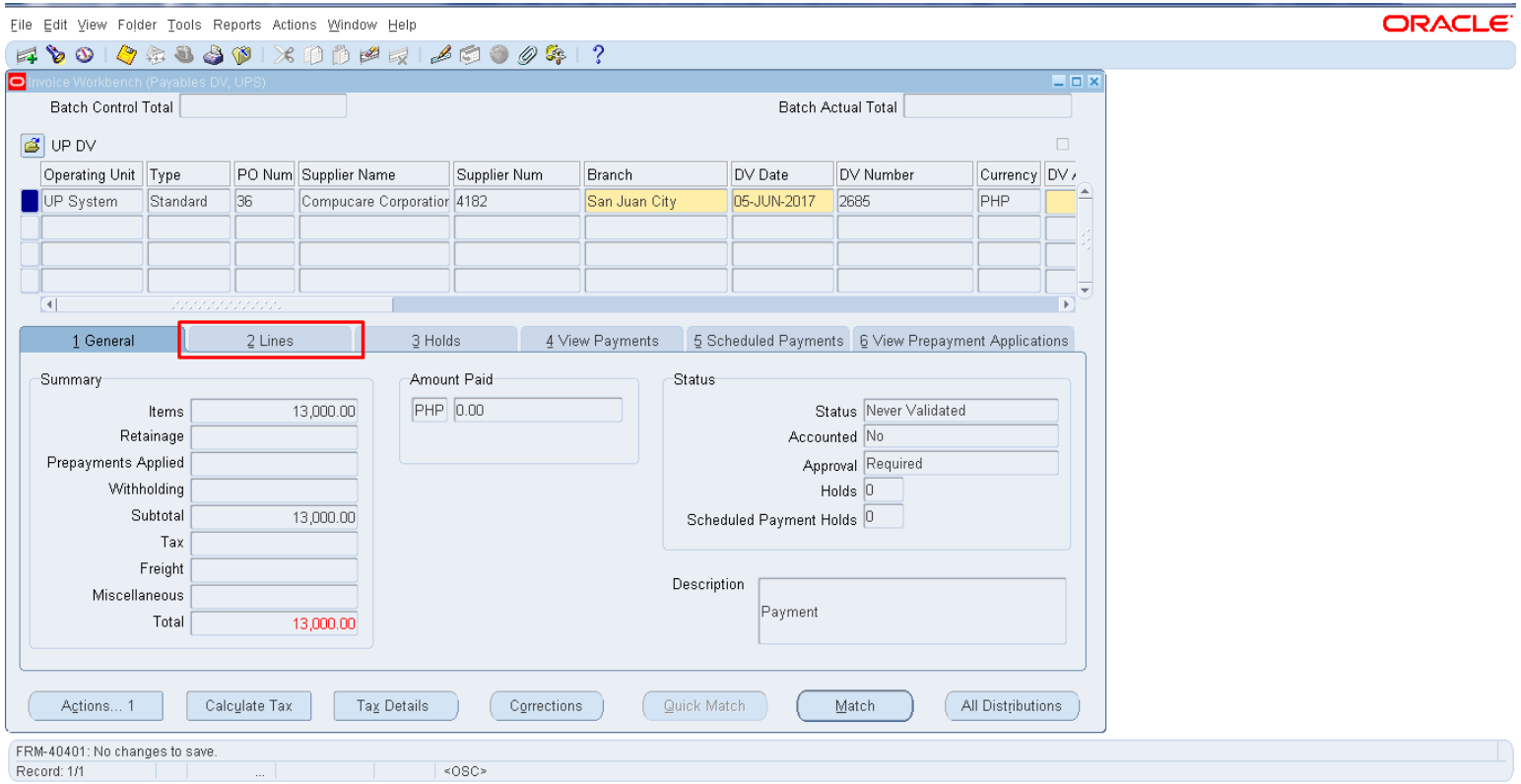
You will be redirected to the Invoice Workbench



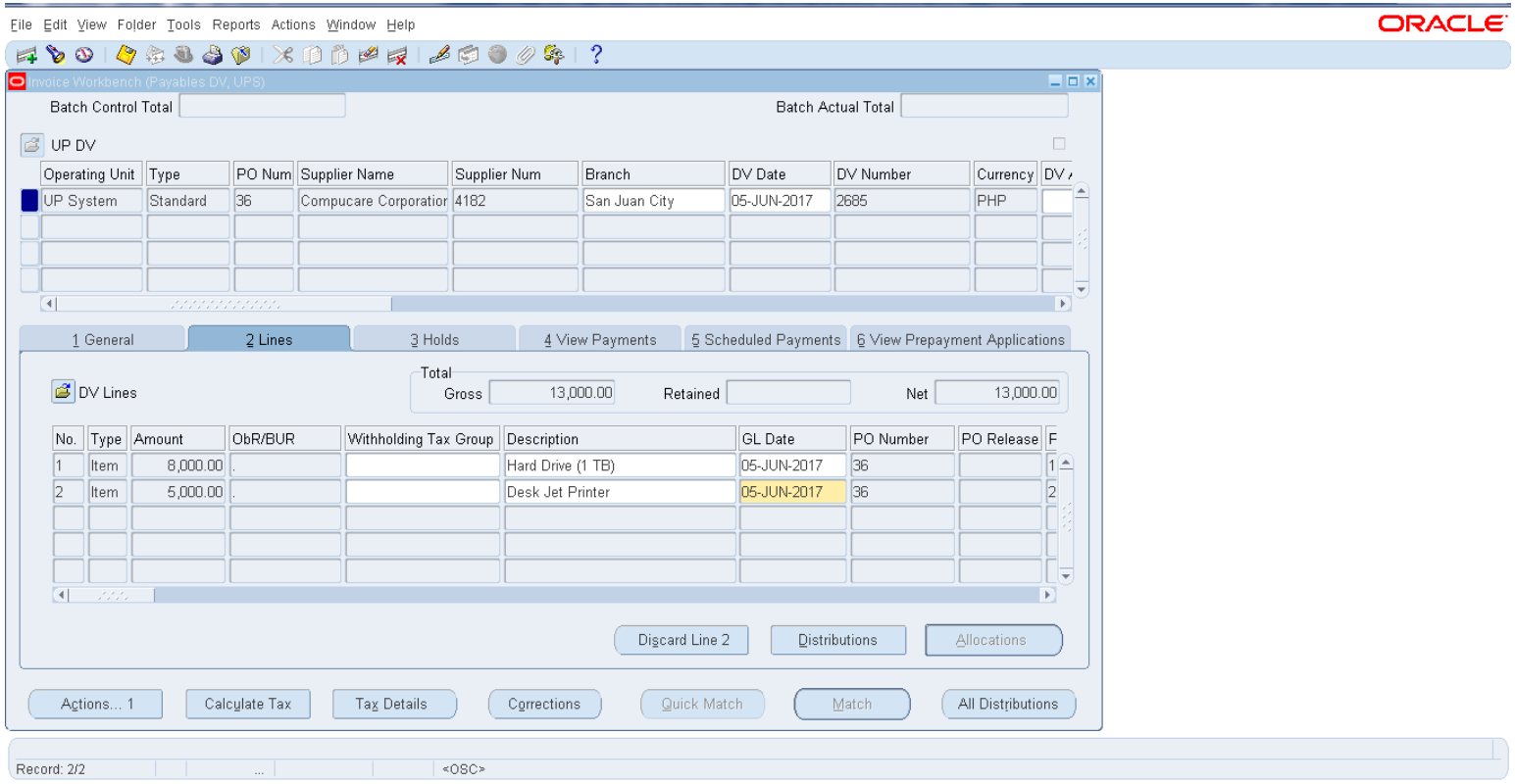
Step 8. The Amount under the General tab is already updated. Go back to the DV Amount field to update the figure from zero (0) to the actual amount reflected under Summary.



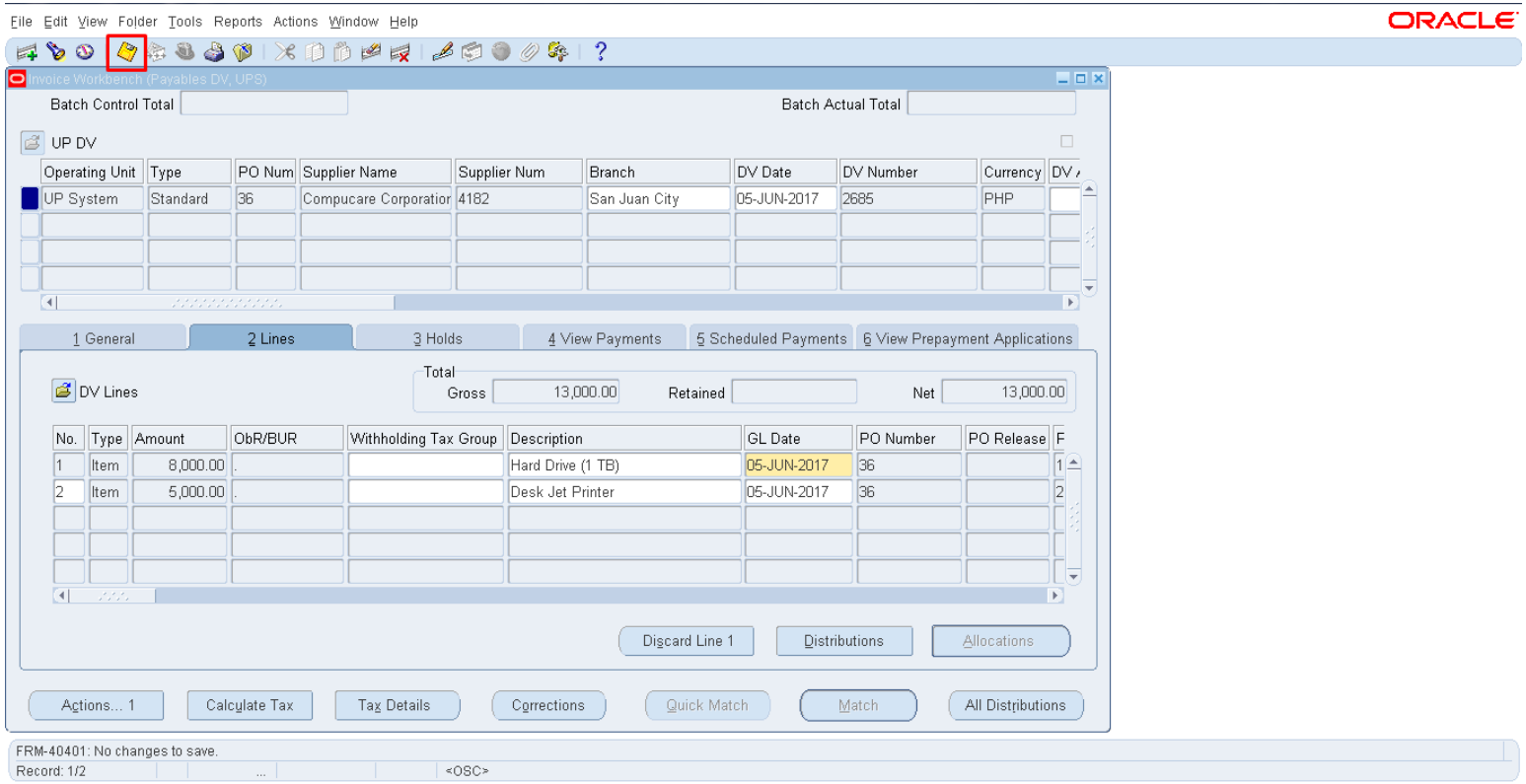
Step 9. Save your progress by clicking the **Save** button or use the **Ctrl + S** keyboard shortcut.



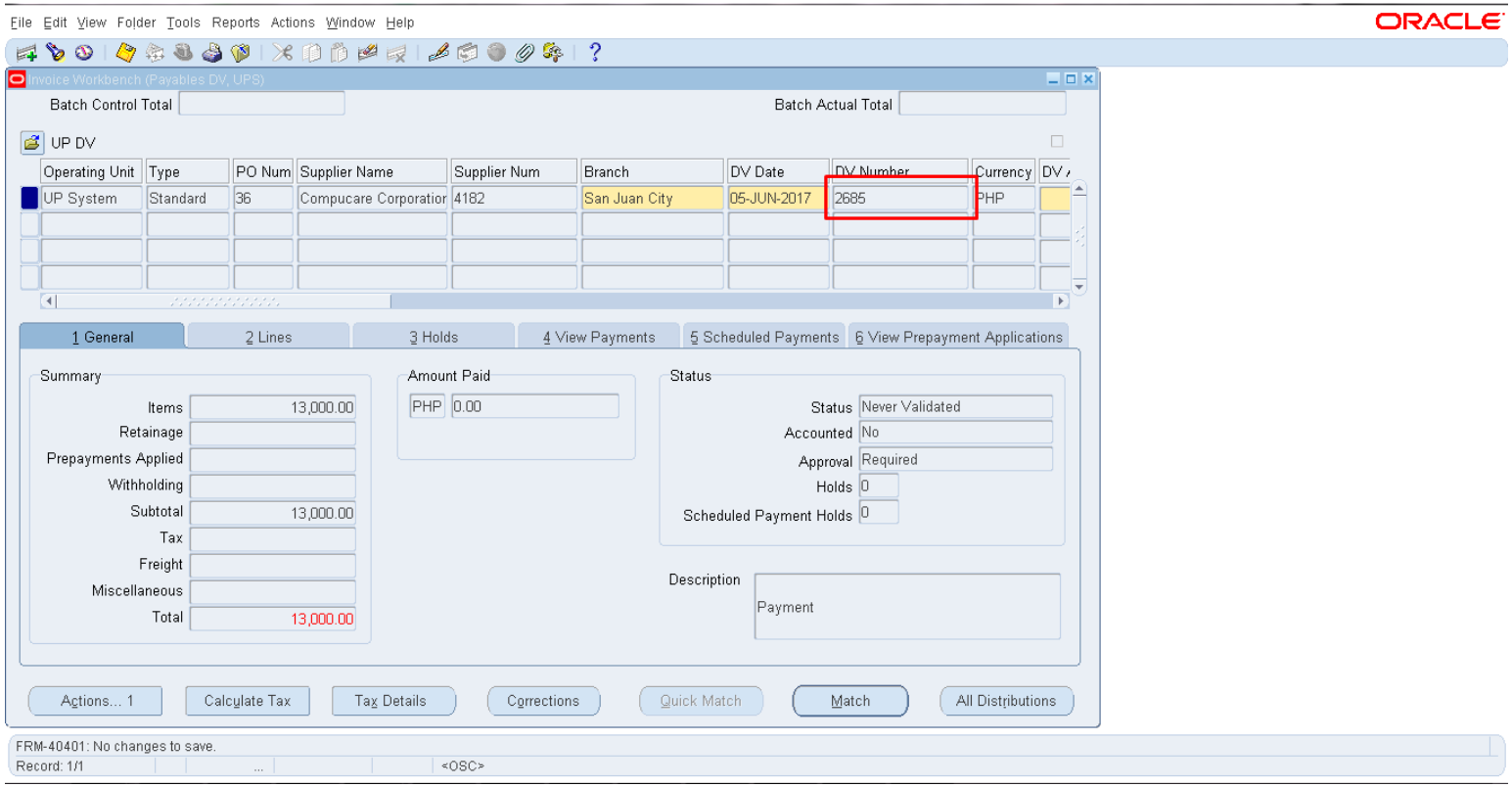
Step 10. Go to the **Lines** tab.



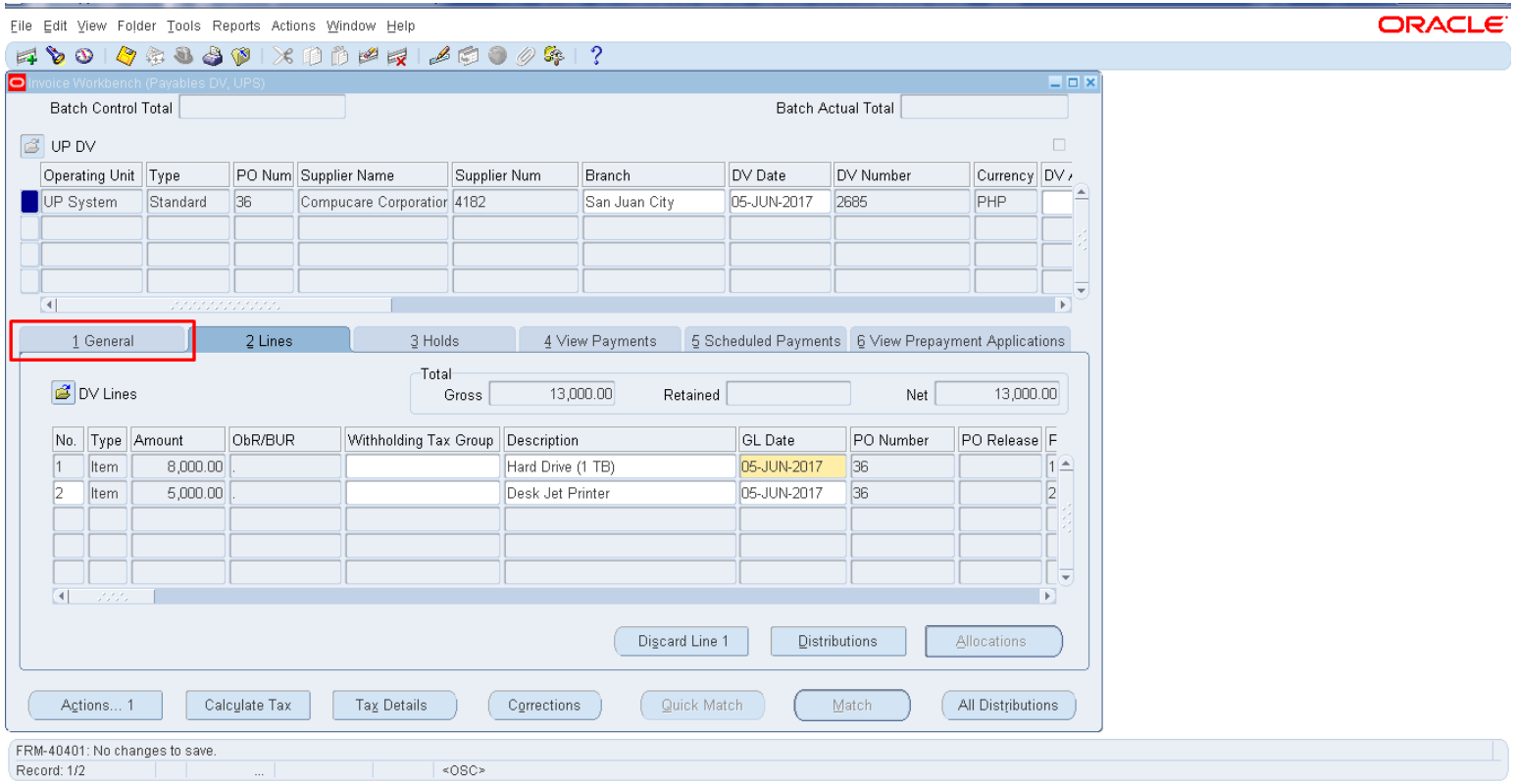
Step 11. Fill out the Amount.



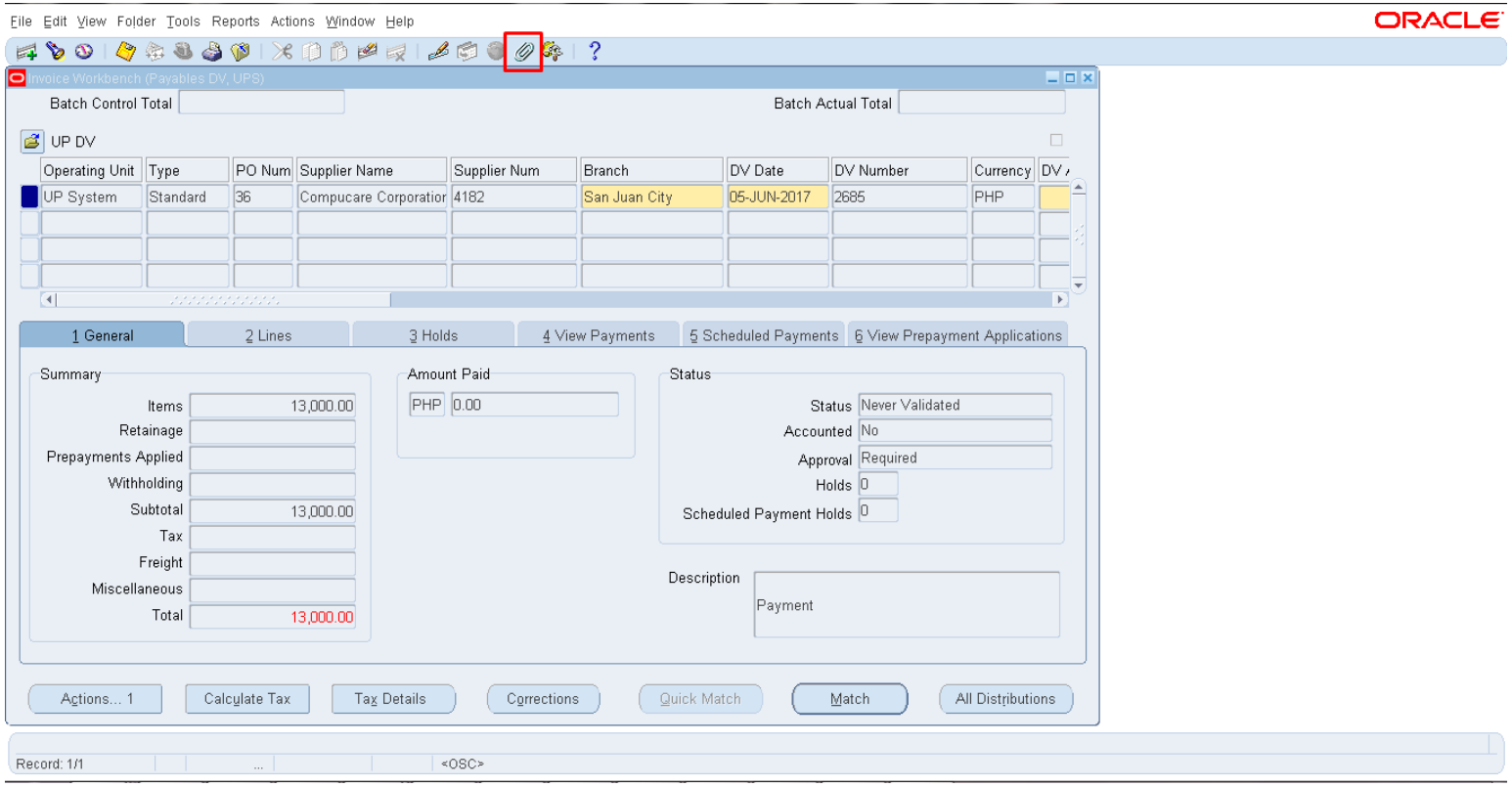
Step 12. Click the **Save** button or use the **Ctrl + S** keyboard shortcut.



Notice that after saving, the DV Number field is populated with a system-generated DV number.

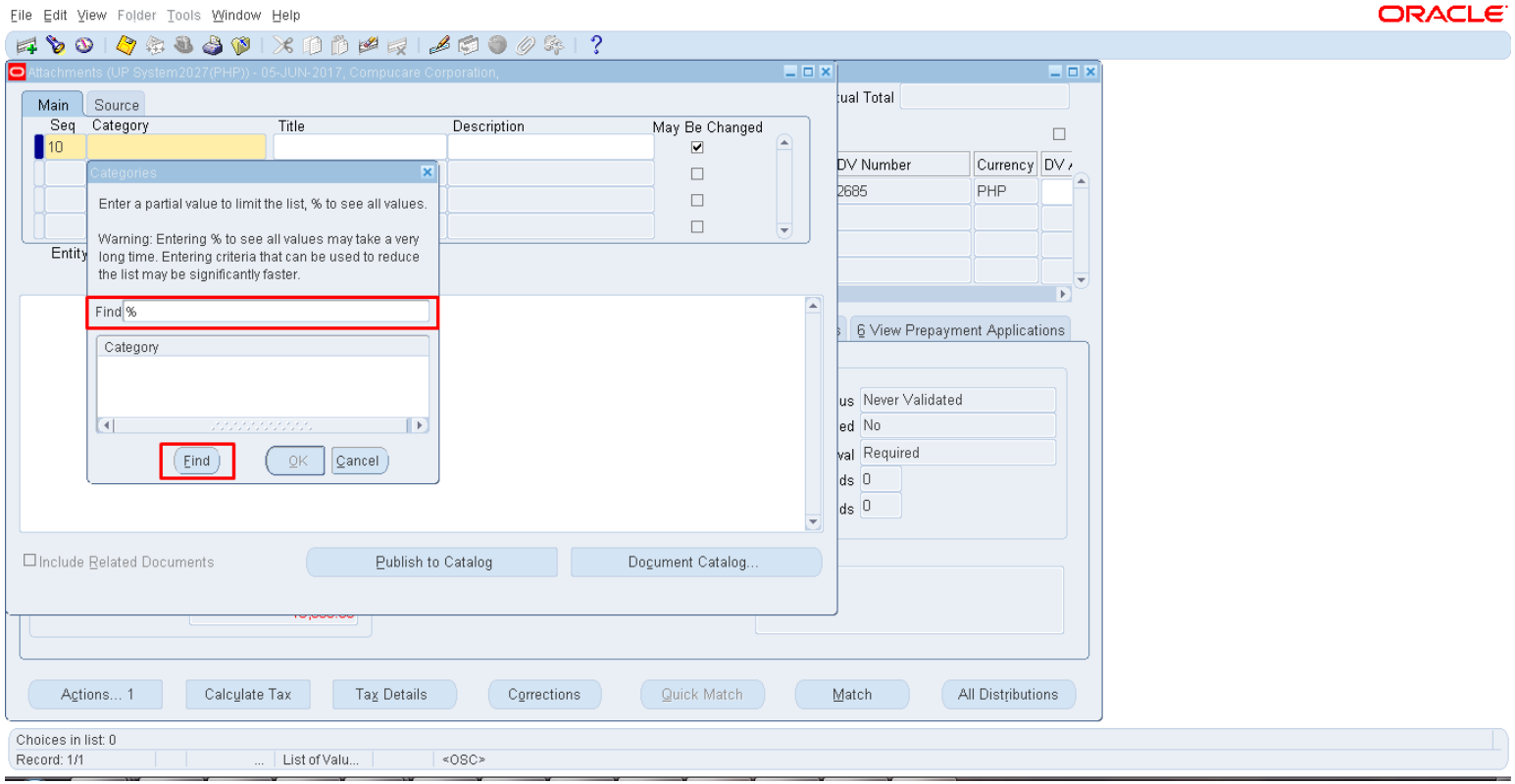


Step 13. Go back to the **General** tab.

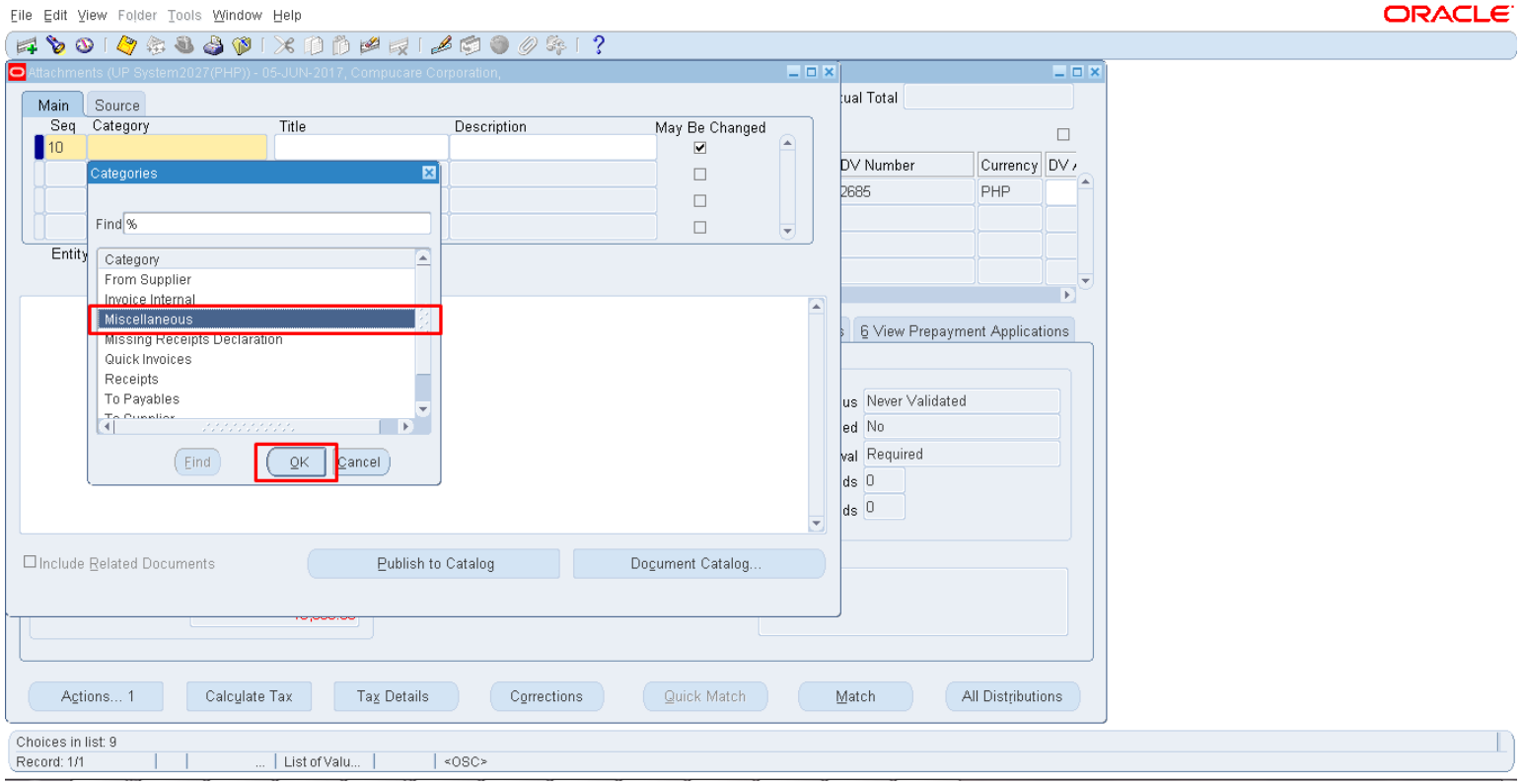


Step 14. Click the **Attachment** button.

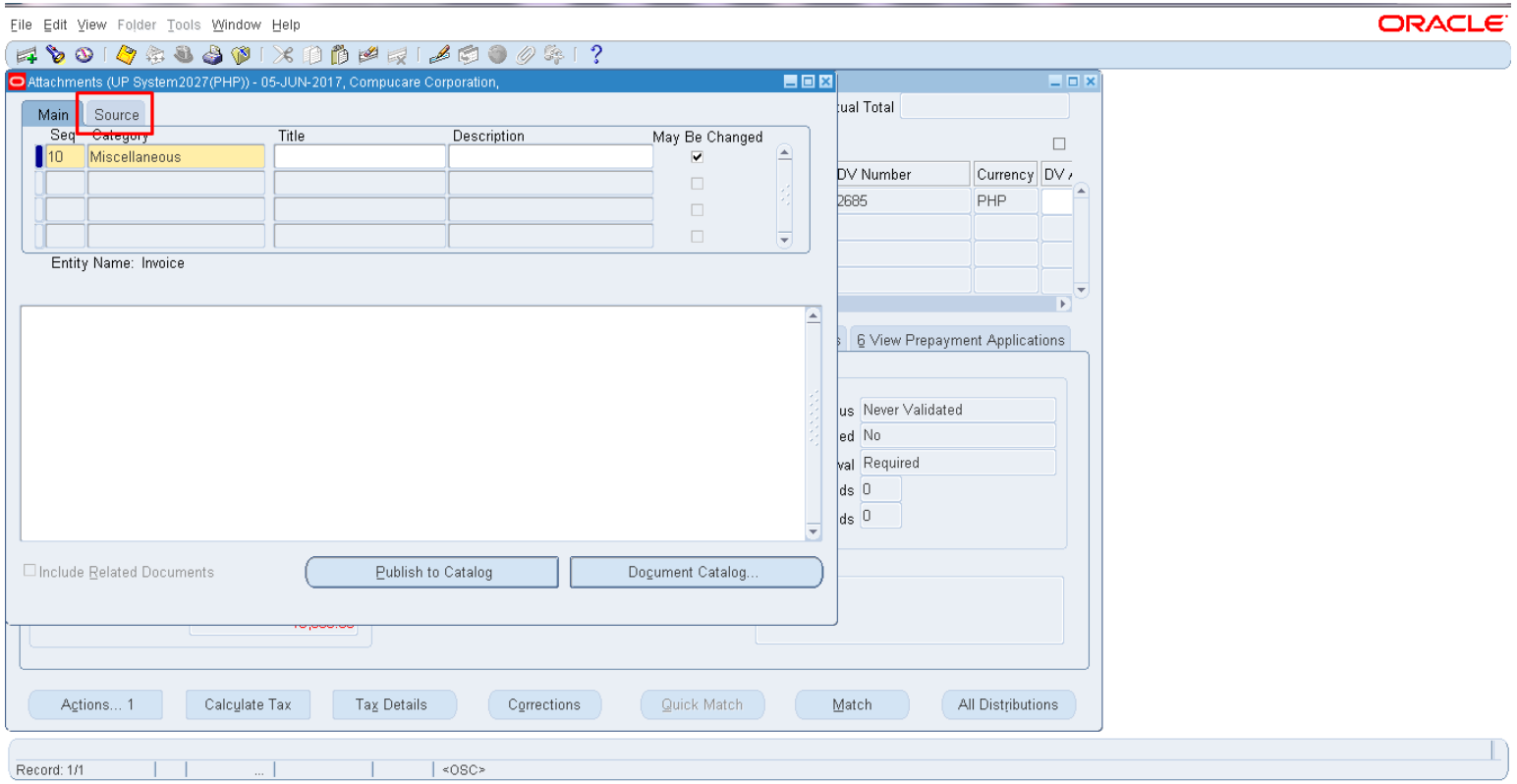
The Attachments window will then open.



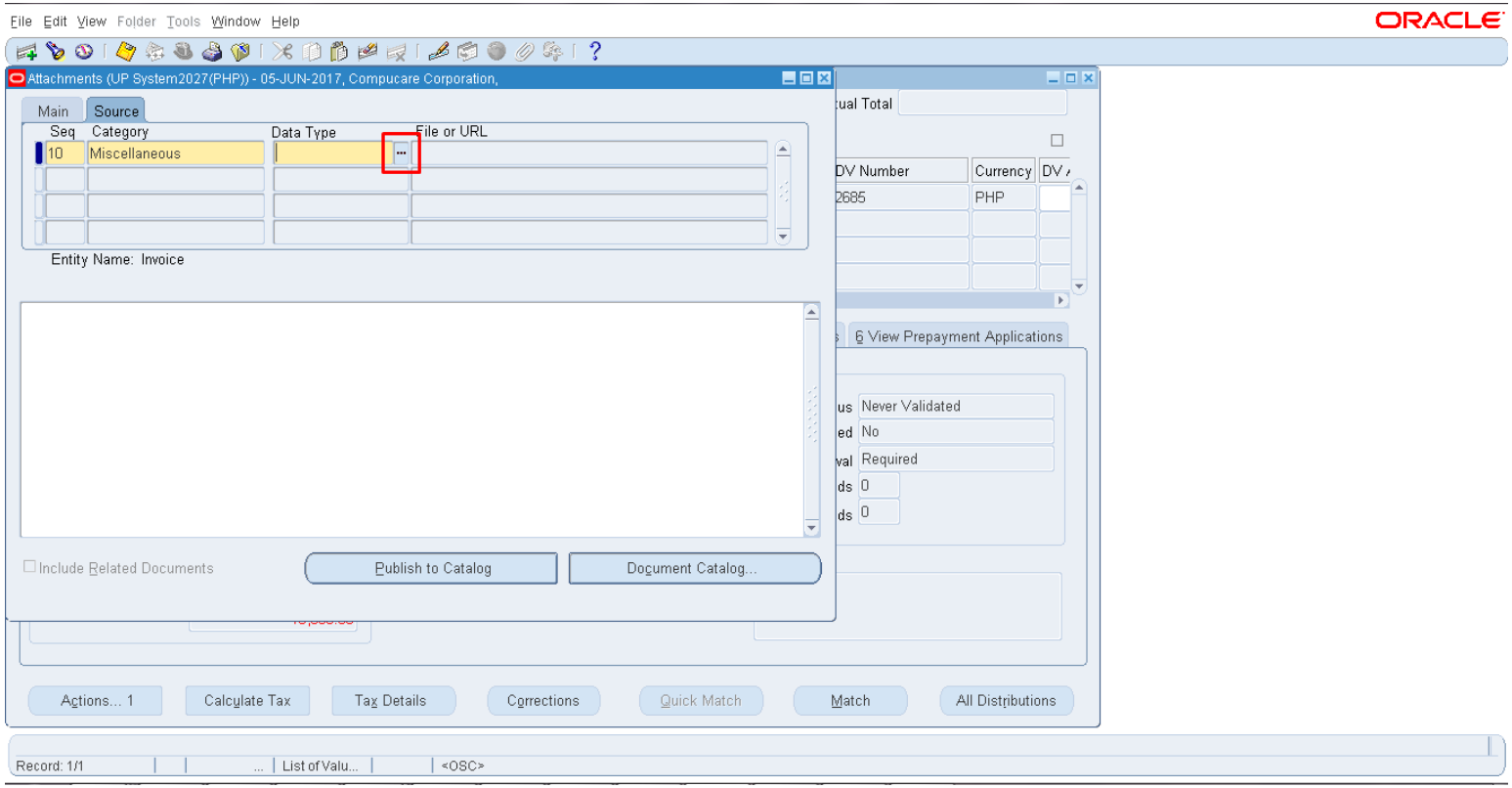
Step 15. Click the ellipsis button on the **Category** field.



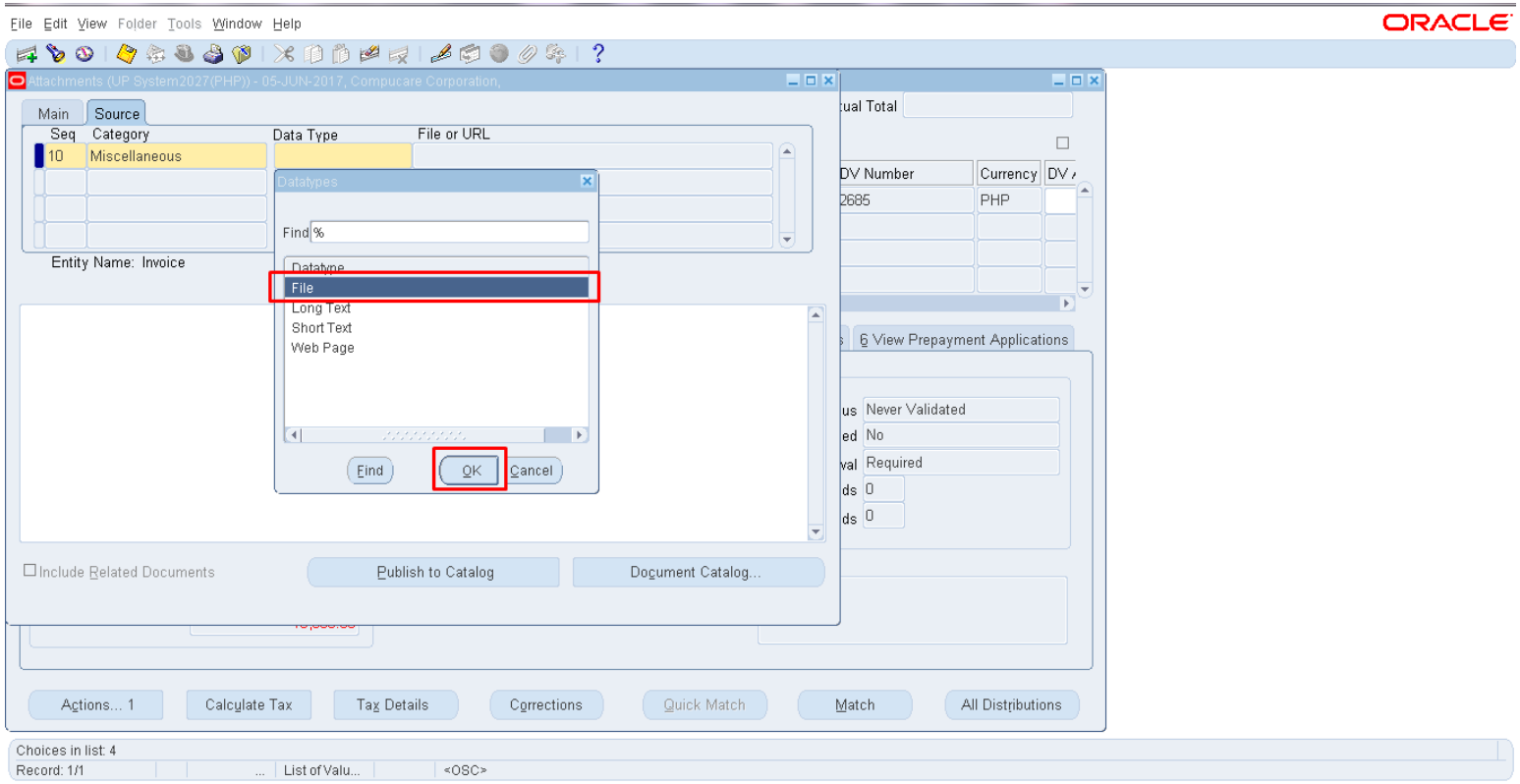
Step 16. From the Categories dropdown list, select **Miscellaneous,** then click **OK.**



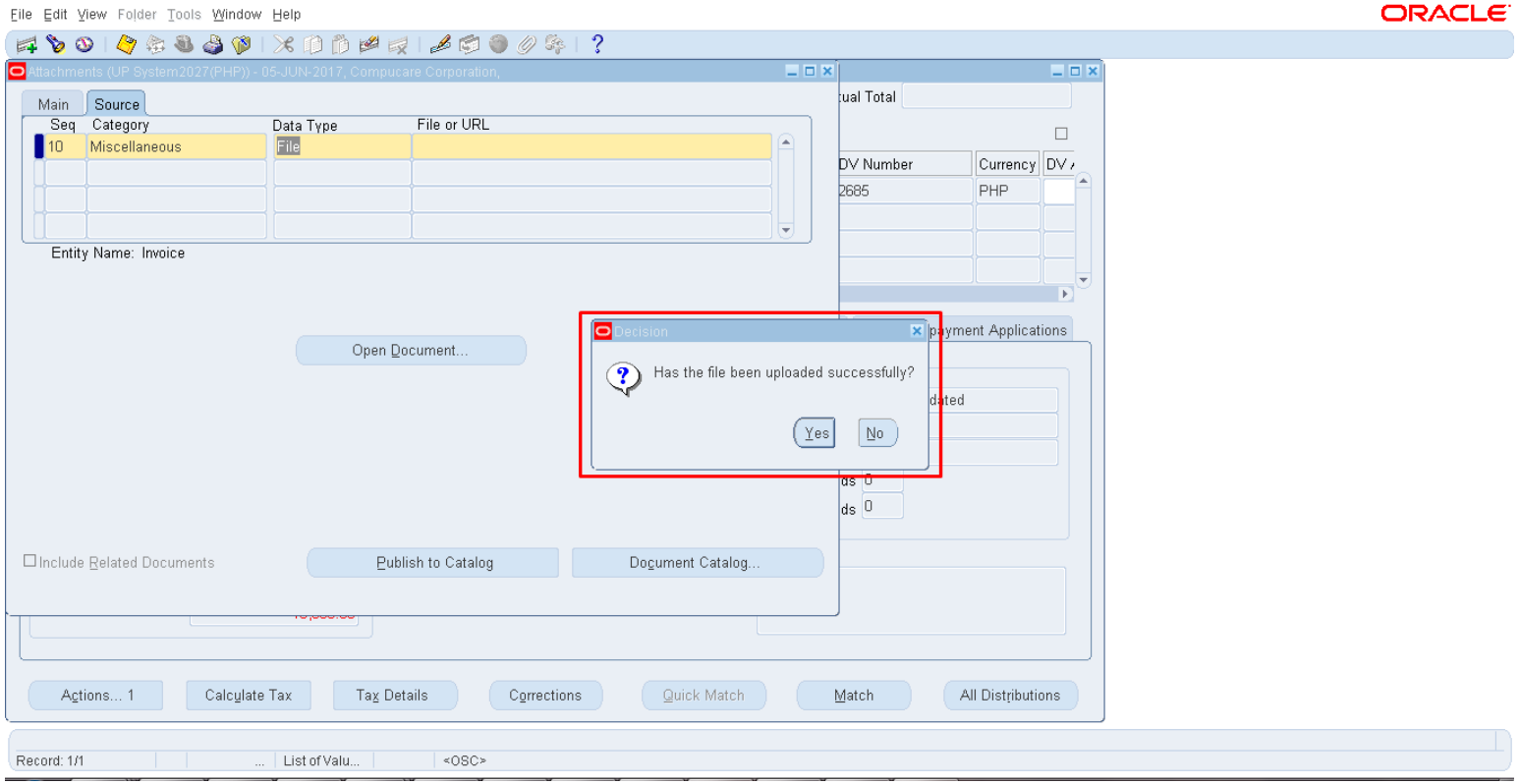
Step 17. Go to the **Source** tab.



Step 18. Click the ellipsis button on the **Data Type** field.

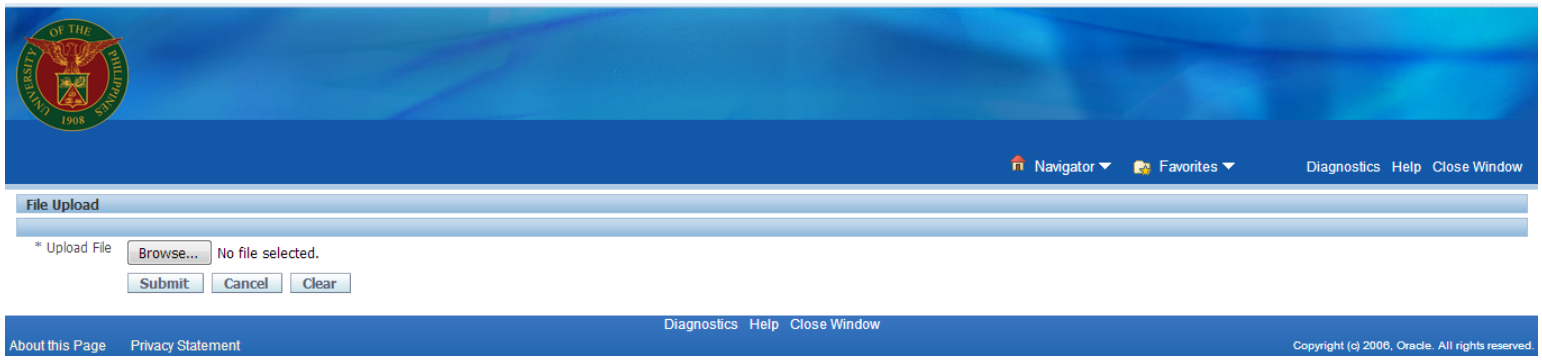


Step 19. From the Data Type list of values, select **File,** then click **OK.**

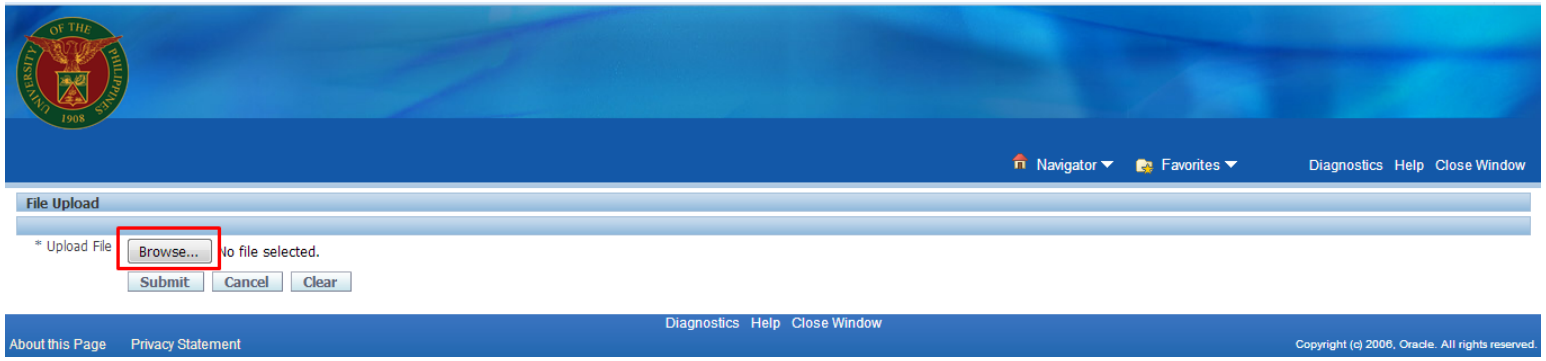


Step 20. The decision window will open. Do not click any button on the Decision window yet.

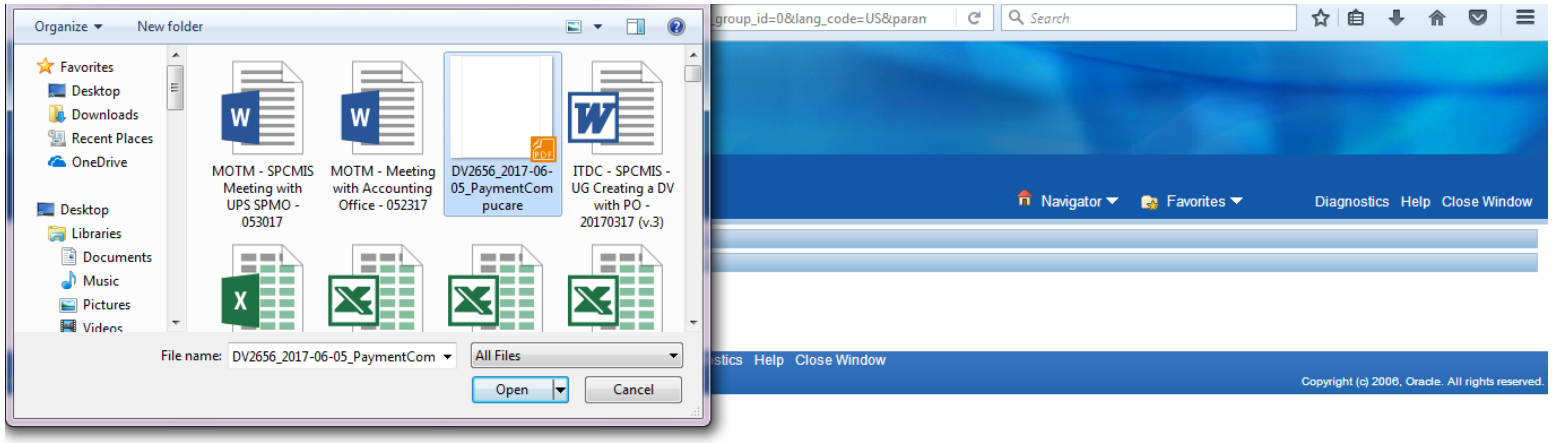
Go back to your browser instead.



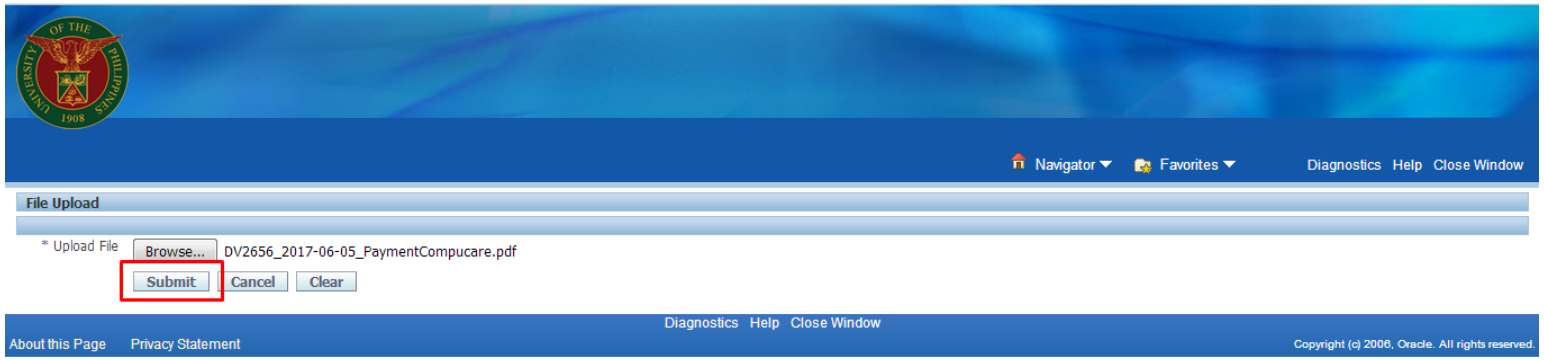
The File Upload page will open.



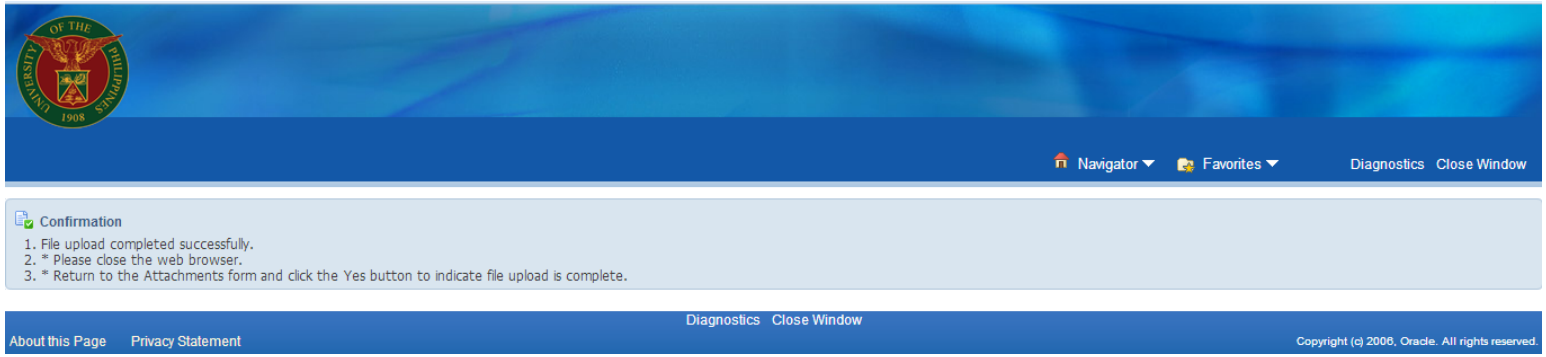
Step 21. Click the **Browse** button.



Step 22. Locate and upload the file from your computer.

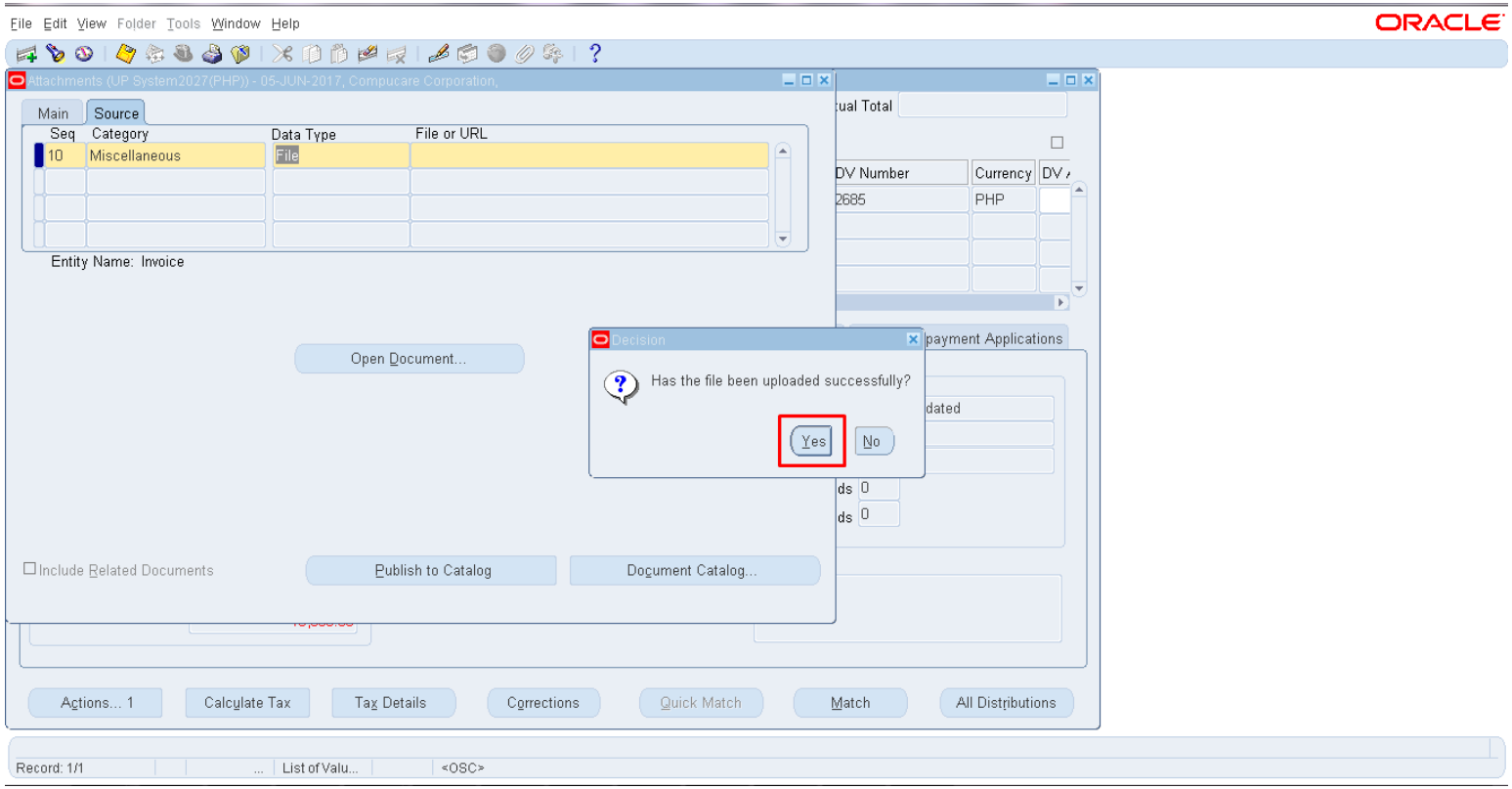


Step 23. Click the **Submit** button once the file attachment has been selected.

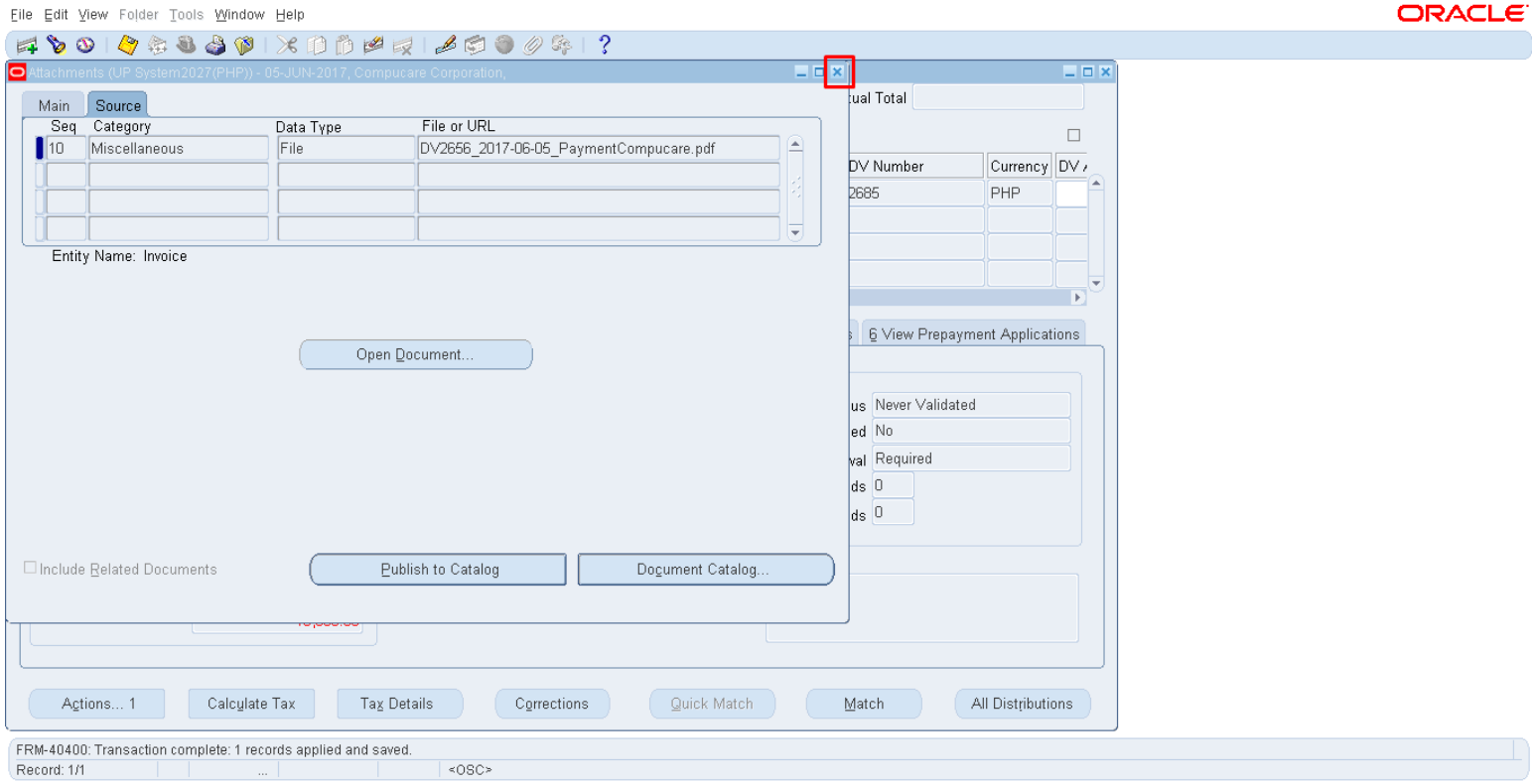


A Confirmation will appear that the file has been successfully uploaded.

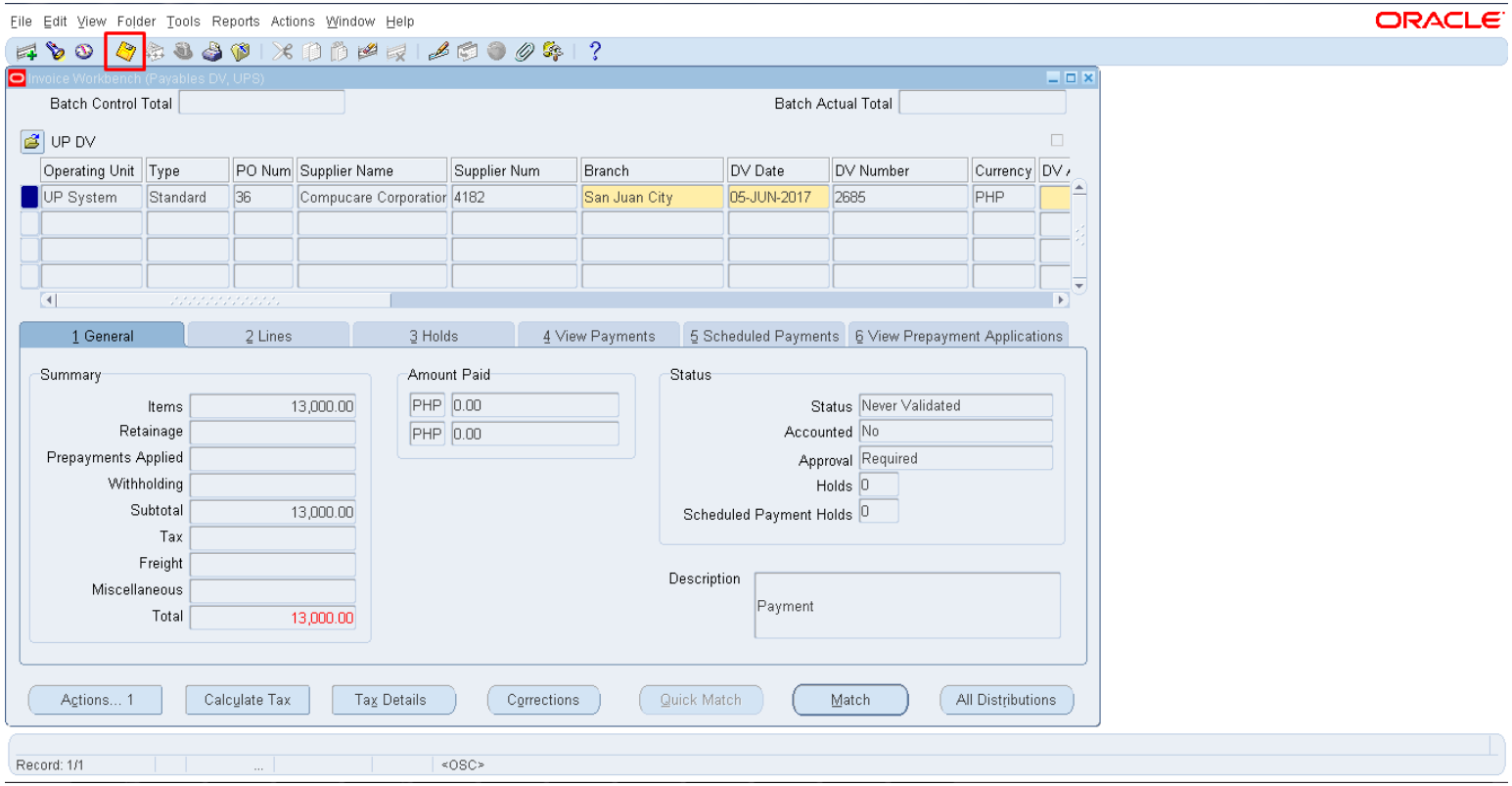
Go back to the Invoice Workbench window.



Step 24. On the Decision window, click **Yes.**



Step 25. Close the Attachments window.



Step 26. Save the transaction again. Click the **Save** button or use the keyboard command.