



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	<ul style="list-style-type: none"> • DV details • Scanned supporting documents • PO Number
Dependencies	<ul style="list-style-type: none"> • 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



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Favorites

Diagnostics Logout Help

Enterprise Search All Go Search Results Display Preference Standard Logged In As JDELACRUZ

Main Menu

Personalize

General Ledger Budget Analyst, UPS

Internet Expenses, UPS

Payables Budget Officer, UPS

Payables DV, UPS


UP Employee Self Service

Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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



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Favorites

Diagnostics Logout Help

Enterprise Search All Go Search Results Display Preference Standard Logged In As JDELACRUZ

Oracle Applications Home Page

Main Menu

Personalize

General Ledger Budget Analyst, UPS

Internet Expenses, UPS

Payables Budget Officer, UPS

Payables DV, UPS

Print DV

Entry

Inquiry

Accrual Write-Off

UP Employee Self Service

Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 2. Select **Entry**.

A dropdown list will appear.

Main Menu

- General Ledger Budget Analyst, UPS
- Internet Expenses, UPS
- Payables Budget Officer, UPS
- Payables DV, UPS
 - Print DV
 - Entry
 - DV**
 - Expense Reports
 - Recurring DV
- Inquiry
- Accrual Write-Off
- UP Employee Self Service

Worklist

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Step 3. Click **DV**.

The Java Applet will open on your computer.

File Edit View Folder Tools Reports Actions Window Help

ORACLE

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP System	Standard	36	Compucare Corporation	4182	San Juan City			PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status Never Validated

Accounted Unprocessed

Approval Required

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

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.

File Edit View Folder Tools Reports Actions Window Help

ORACLE

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP System	Standard	30	Procurement Service-D	1068	Metro Manila			PHP	

1 General 2 Lines 3 Holds

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Choices in list: 34
Record: 1/1 ... List of Valu... <OSC>

Note

APP-SQLAP-10146: 2 prepayments are available for application to invoices for this supplier.

To apply or unapply prepayments, choose the Actions button and enable the Apply/Unapply Prepayments check box in the Invoice Actions window.

OK

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

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

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard	36	Compucare Corporation	4182	San Juan City			PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status

Accounted

Approval

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

FRM-40202: Field must be entered.

Record: 1/1 ... List of Valu... <OSC>

ORACLE

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.

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard	36	Compucare Corporation	4182	San Juan City	...		PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	<input type="text"/>
Retainage	<input type="text"/>
Prepayments Applied	<input type="text"/>
Withholding	<input type="text"/>
Subtotal	<input type="text"/>
Tax	<input type="text"/>
Freight	<input type="text"/>
Miscellaneous	<input type="text"/>
Total	<input type="text"/>

Amount Paid

PHP 0.00

Status

Status Never Validated

Accounted Unprocessed

Approval Required

Holds ☐

Scheduled Payment Holds ☐

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... List of Valu... <OSC>

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.

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Branch	DV Date	DV Number	Currency	DV Amount	GL Date	Payment Curr	Other DV Details
San Juan City	05-JUN-2017		PHP	0	05-JUN-2017	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	
Retainage	
Prepayments Applied	
Withholding	
Subtotal	
Tax	
Freight	
Miscellaneous	
Total	

Amount Paid

PHP	0.00
-----	------

Status

Status	Never Validated
Accounted	Unprocessed
Approval	Required
Holds	
Scheduled Payment Holds	

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>

Other DV Details

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

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

	Currency	DV Amount	GL Date	Payment Curr	Other DV Details	Description	Terms Date	Term
	PHP	0	05-JUN-2017	PHP			05-JUN-2017	Imme

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status Never Validated

Accounted Unprocessed

Approval Required

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>

File Edit View Folder Tools Reports Actions Window Help

ORACLE

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Currency	DV Amount	GL Date	Payment Curr	Other DV Details	Description	Terms Date	Term
PHP	0.00	05-JUN-2017	PHP			05-JUN-2017	Imme

1 General 2 Lines

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Disbursement Voucher DFF

Supplier Invoice Number

Payee Name

Fund Cluster

Responsibility Center SA03013001 UPS UP Information Technology Development Center

Special Code - Unspecified

Expenditure Type Bank Transfer UPSA - fund transfer from one account to a

Processor Juan dela Cruz

Pre-Audited by

OK Cancel Clear Help

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Choices in list: 49
Record: 1/1 <OSC>

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.

Provide a Description
for the DV.

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV ☐

Date	Payment Curr	Other DV Details	Description	Terms Date	Terms	Payment Meth
JUN-2017	PHP	...SA03013001.- Bank Trans	Payment	05-JUN-2017	Immediate	Check

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP 0.00

Status

Status Never Validated

Accounted Unprocessed

Approval Required

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV #
UP System	Standard	36	Compucare Corporation	4182	San Juan City	05-JUN-2017		PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	<input type="text"/>
Retainage	<input type="text"/>
Prepayments Applied	<input type="text"/>
Withholding	<input type="text"/>
Subtotal	<input type="text"/>
Tax	<input type="text"/>
Freight	<input type="text"/>
Miscellaneous	<input type="text"/>
Total	<input type="text"/>

Amount Paid

PHP 0.00

Status

Status: Never Validated

Accounted: Unprocessed

Approval: Required

Holds: ☐

Scheduled Payment Holds: ☐

Description:

Actions... 1 Calculate Tax Tag Details Corrections Quick Match **Match** All Distributions

Record: 1/1 ... <OSC>

ORACLE

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

The Find Receipts for Matching window will open.

File Edit View Folder Tools Window Help

Find Receipts for Matching (Payables DV, UPS) - UP System

Matching
Type

Supplier
Name Number
Site Tax Registration

Purchase Order
Num Release Line Shipment

Receipt Num Ship To Deliver To
Packing Slip Bill of Lading Waybill/Airbill
Item Item Desc Shipment Item Desc
Supplier Item Project Task
Container Category
Receipt Date -
Shipped Date -
Need-By Dates -

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>

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

You will be directed to the Match to Receipts window.

Match to Receipts (Payables DV, UPS) - UP System

Invoice Amount 0.00
Line Total 13,000.00

Match	UOM	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	Receipt Num	Receipt Line Num	Receipt Date	Need-By
<input checked="" type="checkbox"/>	pc	2	4000	8,000.00	<input type="checkbox"/>	8	1	30-MAR-2017	03-JUL-2
<input checked="" type="checkbox"/>	un	1	5000	5,000.00	<input type="checkbox"/>	8	2	30-MAR-2017	03-JUL-2
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				
<input type="checkbox"/>					<input type="checkbox"/>				

Purchase Order

UOM un
Ordered 1
Shipped 0
Unit Price 5000
Payment Terms Immediate
Freight Terms
Type Standard
Distributions 1

Receipt Quantity

UOM un
Billed 0
Received 1
Returned 0
Net Received 1
Accepted N/A

Associated Charges

Freight
Misc

View Receipt Distribute... Invoice Overview **Match**

ORACLE **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.

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP System	Standard	36	Compucare Corporation	4182	San Juan City	05-JUN-2017	2685	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	13,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	13,000.00
Tax	
Freight	
Miscellaneous	
Total	13,000.00

Amount Paid

PHP	0.00
-----	------

Status

Status	Never Validated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

Description

Payment

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 ... <OSC>

File Edit View Folder Tools Reports Actions Window Help

ORACLE

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV #
UP System	Standard	36	Compucare Corporation	4182	San Juan City	05-JUN-2017	2685	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	13,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	13,000.00
Tax	
Freight	
Miscellaneous	
Total	13,000.00

Amount Paid

PHP	0.00
-----	------

Status

Status	Never Validated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

Description

Payment

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 <OSC>

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

Step 10. Go to the
Lines tab.

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard	36	Compucare Corporation	4182	San Juan City	05-JUN-2017	2685	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	13,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	13,000.00
Tax	
Freight	
Miscellaneous	
Total	13,000.00

Amount Paid

PHP 0.00

Status

Status Never Validated

Accounted No

Approval Required

Holds 0

Scheduled Payment Holds 0

Description

Payment

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

FRM-40401: No changes to save.
Record: 1/1 <OSC>

Step 11. Fill out the Amount.

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard	36	Compucare Corporation	4182	San Juan City	05-JUN-2017	2685	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

DV Lines

Total
Gross 13,000.00 Retained Net 13,000.00

No.	Type	Amount	ObR/BUR	Withholding Tax Group	Description	GL Date	PO Number	PO Release	F
1	Item	8,000.00	.		Hard Drive (1 TB)	05-JUN-2017	36		1
2	Item	5,000.00	.		Desk Jet Printer	05-JUN-2017	36		2

Discard Line 2 Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP System	Standard	36	Compucare Corporation	4182	San Juan City	05-JUN-2017	2685	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

DV Lines

Total
Gross 13,000.00 Retained Net 13,000.00

No.	Type	Amount	ObR/BUR	Withholding Tax Group	Description	GL Date	PO Number	PO Release	F
1	Item	8,000.00	.		Hard Drive (1 TB)	05-JUN-2017	36		1
2	Item	5,000.00	.		Desk Jet Printer	05-JUN-2017	36		2

Discard Line 1 Distributions Allocations

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

FRM-40401: No changes to save.

Record: 1/2

<OSC>

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

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard	36	Compucare Corporation	4182	San Juan City	05-JUN-2017	2685	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	13,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	13,000.00
Tax	
Freight	
Miscellaneous	
Total	13,000.00

Amount Paid

PHP	0.00
-----	------

Status

Status	Never Validated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

Description

Payment

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

FRM-40401: No changes to save.

Record: 1/1

<OSC>

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

File Edit View Folder Tools Reports Actions Window Help

ORACLE

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard	36	Compucare Corporation	4182	San Juan City	05-JUN-2017	2685	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

DV Lines

Total Gross 13,000.00 Retained Net 13,000.00

No.	Type	Amount	ObR/BUR	Withholding Tax Group	Description	GL Date	PO Number	PO Release	F
1	Item	8,000.00	.		Hard Drive (1 TB)	05-JUN-2017	36		1
2	Item	5,000.00	.		Desk Jet Printer	05-JUN-2017	36		2

Discard Line 1 Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

FRM-40401: No changes to save.
Record: 1/2 <OSC>

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

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

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard	36	Compucare Corporation	4182	San Juan City	05-JUN-2017	2685	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	13,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	13,000.00
Tax	
Freight	
Miscellaneous	
Total	13,000.00

Amount Paid

PHP	0.00
-----	------

Status

Status	Never Validated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

Description

Payment

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>

The Attachments window will then open.

Attachments (UP System2027(PHP)) - 05-JUN-2017, Computare Corporation,

Seq	Category	Title	Description	May Be Changed
10				<input checked="" type="checkbox"/>

Categories

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find%

Category

Find OK Cancel

☐ Include Related Documents

Publish to Catalog Document Catalog...

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Choices in list: 0
Record: 1/1 ... List of Valu... <OSC>

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

File Edit View Folder Tools Window Help

Attachments (UP System2027(PHP)) - 05-JUN-2017, Computare Corporation,

Main	Source	Title	Description	May Be Changed
Seq	Category			<input checked="" type="checkbox"/>
10				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Categories

Find %

Entity

- Category
- From Supplier
- Invoice Internal
- Miscellaneous**
- Missing Receipts Declaration
- Quick Invoices
- Receipts
- To Payables
- To Receivables

Find OK Cancel

☐ Include Related Documents

Publish to Catalog Document Catalog...

Actual Total

DV Number Currency DV

2685 PHP

View Prepayment Applications

us Never Validated

ed No

val Required

ds 0

ds 0

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Choices in list: 9

Record: 1/1 ... List of Valu... <OSC>

ORACLE

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

File Edit View Folder Tools Window Help

Attachments (UP System2027(PHP)) - 05-JUN-2017, Compucare Corporation,

Main Source

Seq	Category	Title	Description	May Be Changed
10	Miscellaneous			<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: Invoice

Include Related Documents

Publish to Catalog Document Catalog...

Actual Total

DV Number Currency DV /

2685 PHP

View Prepayment Applications

us Never Validated

ed No

val Required

ds 0

ds 0

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 | | | | <OSC>

ORACLE

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

File Edit View Folder Tools Window Help

Attachments (UP System2027(PHP)) - 05-JUN-2017, Compucare Corporation,

Main	Source	Data Type	File or URL
Seq	Category		
10	Miscellaneous		...

Entity Name: Invoice

☐ Include Related Documents

Publish to Catalog Document Catalog...

Actual Total

DV Number Currency DV /

2685 PHP

View Prepayment Applications

us Never Validated

ed No

val Required

ds 0

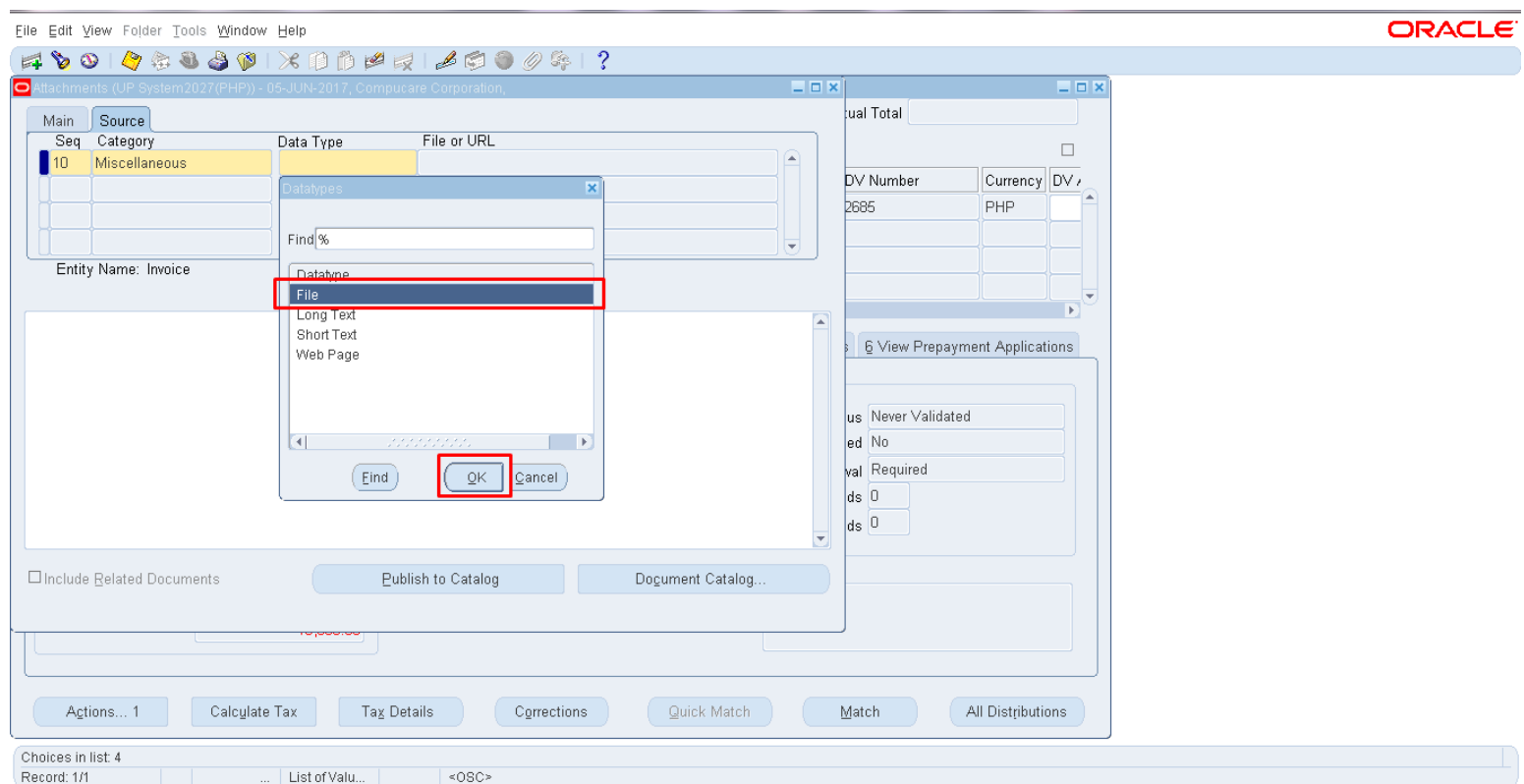
ds 0

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

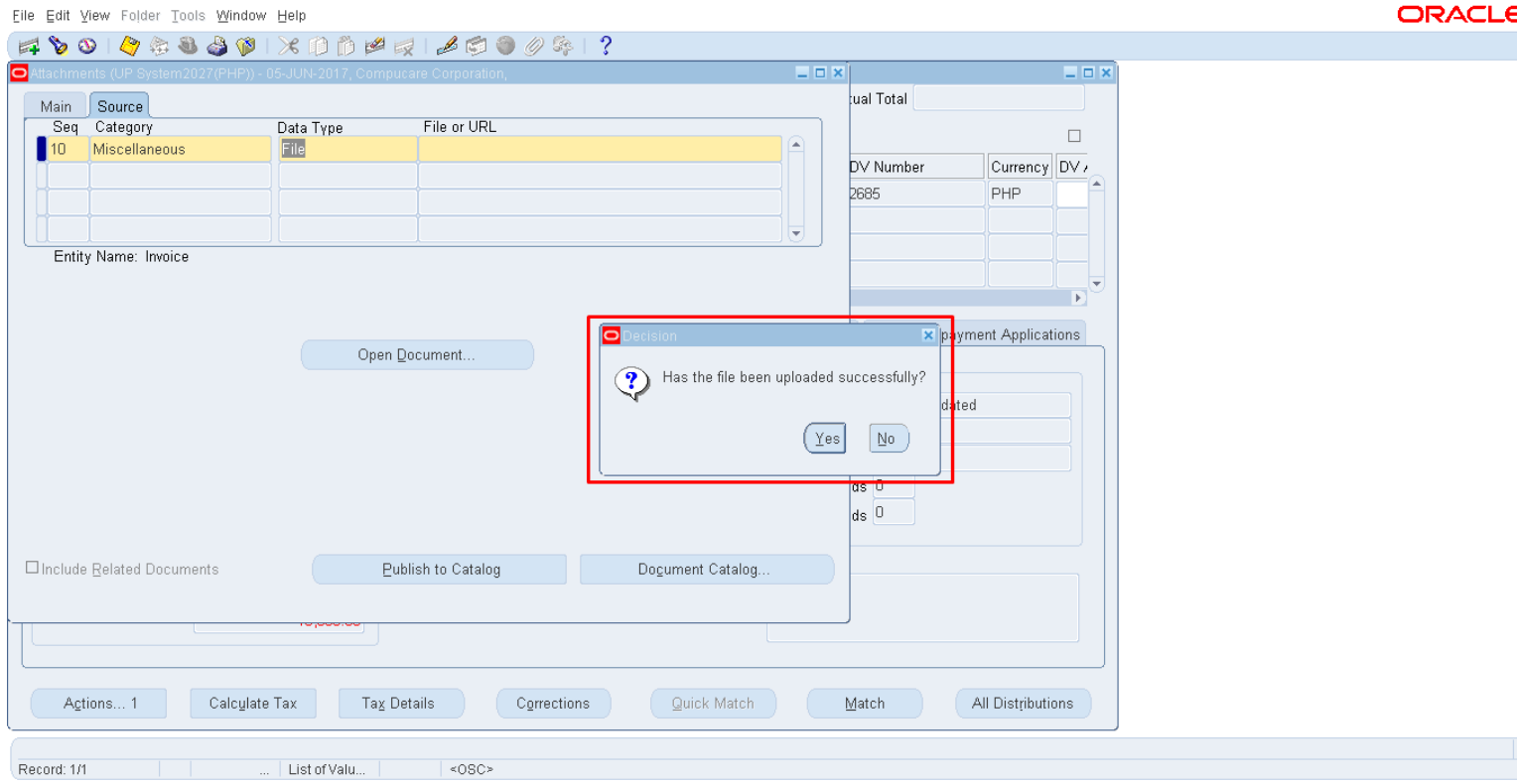
Record: 1/1 ... List of Valu... <OSC>

ORACLE

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**.



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

Go back to your browser instead.



Navigator ▼

Favorites ▼

Diagnostics Help Close Window

File Upload

* Upload File

Browse...

No file selected.

Submit

Cancel

Clear

Diagnostics Help Close Window

About this Page

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The File Upload page
will open.



Navigator ▼

Favorites ▼

Diagnostics Help Close Window

File Upload

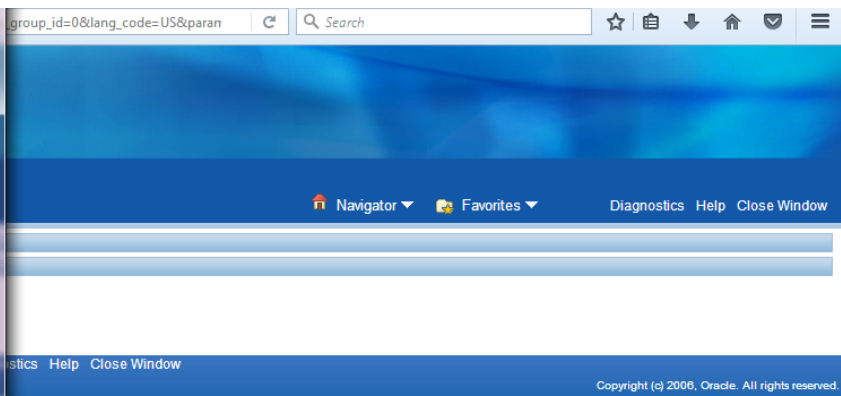
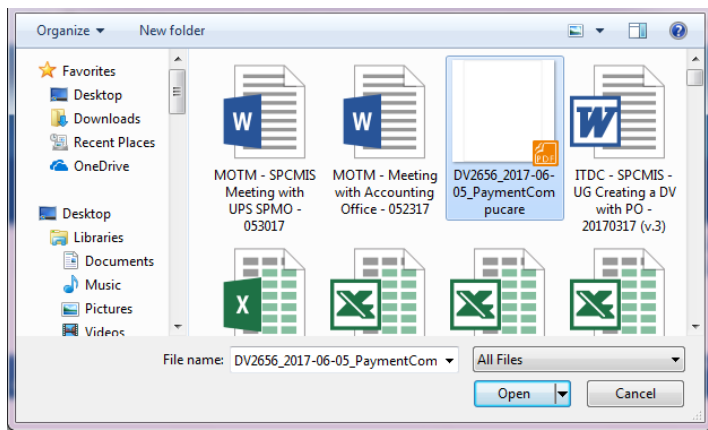
* Upload File No file selected.

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Diagnostics Help Close Window

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



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



NAVIGATOR FAVORITES DIAGNOSTICS HELP CLOSE WINDOW


File Upload

* Upload File DV2656_2017-06-05_PaymentCompucare.pdf

ABOUT THIS PAGE PRIVACY STATEMENT DIAGNOSTICS HELP CLOSE WINDOW

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



Navigator ▾

Favorites ▾

Diagnostics

Close Window

Confirmation

1. File upload completed successfully.

2. * Please close the web browser.

3. * Return to the Attachments form and click the 'Yes' button to indicate file upload is complete.

About this Page

Privacy Statement

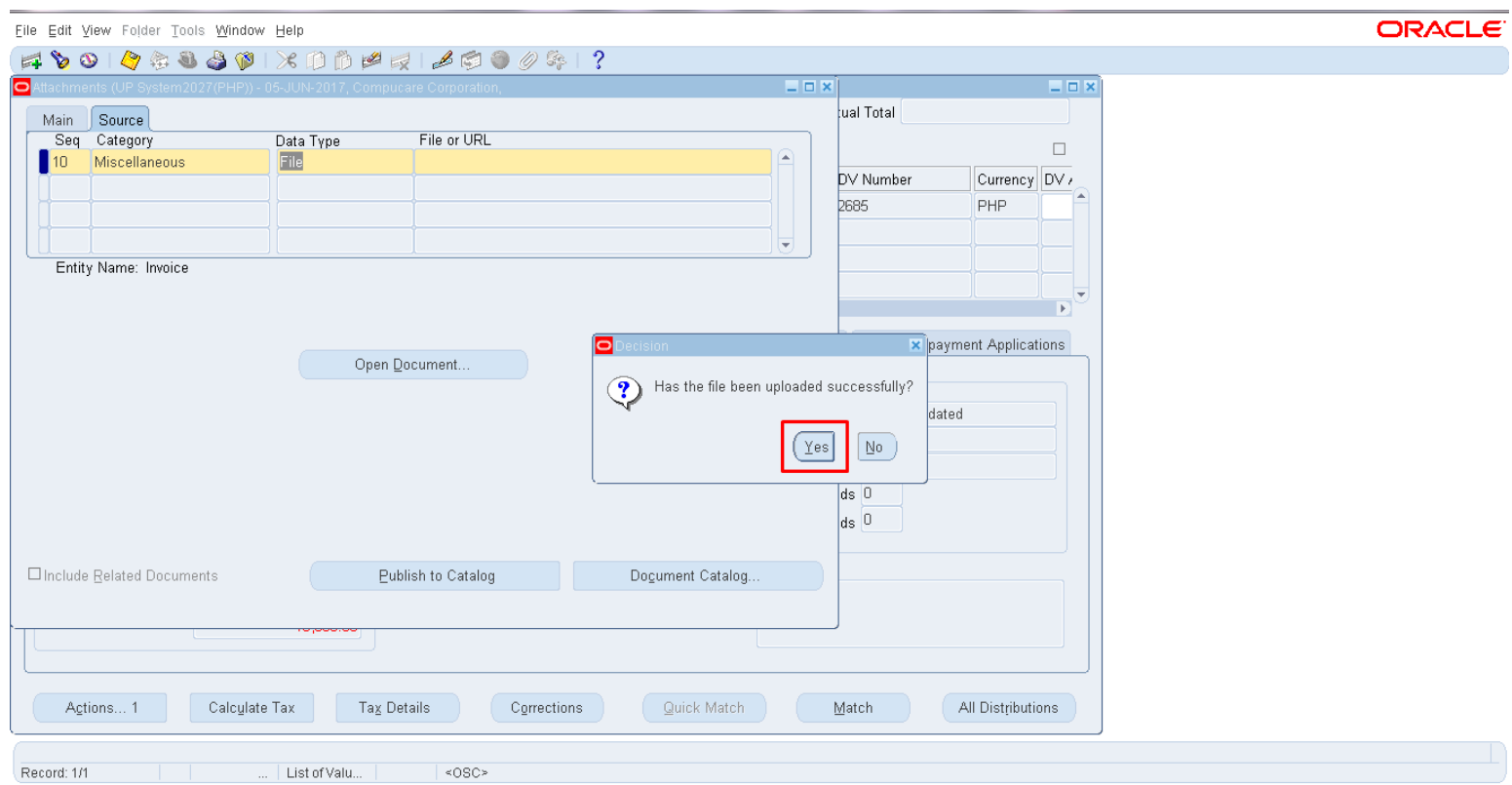
Diagnostics

Close Window

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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**.

Attachments (UP System2027(PHP)) - 05-JUN-2017, Compucare Corporation.

Seq	Category	Data Type	File or URL
10	Miscellaneous	File	DV2656_2017-06-05_PaymentCompucare.pdf

Entity Name: Invoice

Open Document...

☐ Include Related Documents

Publish to Catalog Document Catalog...

Actual Total

DV Number Currency DV /

2685 PHP

View Prepayment Applications

us Never Validated

ed No

val Required

ds 0

ds 0

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 <OSC>

Step 25. Close the Attachments window.

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

Invoice Workbench (Payables DV, UPS)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Standard	36	Compucare Corporation	4182	San Juan City	05-JUN-2017	2685	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	13,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	13,000.00
Tax	
Freight	
Miscellaneous	
Total	13,000.00

Amount Paid

PHP	0.00
PHP	0.00

Status

Status	Never Validated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

Description

Payment

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Record: 1/1 ... <OSC>