



University of the Philippines



# FMIS


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**Financial Management Information System  
User Manual**



# **Printing of Disbursement Voucher (DV)**

<b>Manual ID</b>	UM30001
<b>Functional Domain</b>	Accounts Payables
<b>Responsibility</b>	Payables DV
<b>Purpose</b>	To generate and print Disbursement Vouchers by Requesting Units
<b>Data Requirement</b>	DV Number
<b>Dependencies</b>	DV preparation should have been completed.
<b>Scenario</b>	<p>The Unit Administration Officer has entered the DV details in the system, has uploaded the scanned copies of supporting documents, and has saved the DV to get generate the DV Number.</p> <p>The officer may now print the DV through FMIS.</p>



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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


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

Main Menu

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Procurement PR Requester, UPS

Payables Budget Officer, UPS

Payables DV, UPS

Print DV

Entry

Inquiry

Accrual Write-Off

Purchasing Unit Buver, UPS

UP Employee Self Service


Worklist

Full List

From	Type	Subject	Sent
Bagus, Isagani	PO Approval	Standard Purchase Order 63.0 has been Approved.	02-Jun-2017
Bagus, Isagani	Requisition	Purchase Request 1542 has been approved	02-Jun-2017
TIP Vacation Rules - Redirect or auto-respond to notifications.			
TIP Worklist Access - Specify which users can view and act upon your notifications.			

**Step 2.** Click **Print**.

The Schedule Request: Parameters page will open.



Payables DV, UPS

Navigator

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Layout

Review

Schedule Request: Parameters

\* Indicates required field

Program NameUP Disbursement Voucher (DV) GAM v2 (Requesting Unit)

Request Name

\* DV No.:

\* Unit Head

Organization

\* Chief Accountant

Postion

\* Authorized Signatory

Position

Cancel

Submit

Step 1 of 3

Next

Cancel

Submit

Step 1 of 3

Next


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**Step 3.** Fill out the fields on the Schedule Request: Parameters page, particularly the required fields: **DV Number, Unit Head, Chief Accountant, and Authorized Signatory.**





Payables DV, UPS

Layout

Review

Schedule Request: Parameters

\* Indicates required field

Program NameUP Disbursement Voucher (DV) GAM v2 (Requesting Unit)

Request Name

\* DV No.:2670

Payment of Honorarium

\* Unit Head

Organization

\* Chief Accountant

Postion

\* Authorized Signatory

Position

Cancel

Submit

Step 1 of 3

Next

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## DV Number

Enter the DV Number on the **DV No.** field.

Another way to enter the DV number is to click the Search button to open the list of values.

**Note:** Whenever you see a Search button, this means that a list of values is available for the given field. Click this button to open the list of values.



Payables DV, UPS

Layout

Review

Schedule Request: Parameters

\* Indicates required field

Program NameUP Disbursement Voucher (DV) GAM v2 (Requesting Unit)

Request Name

\* DV No.:2670

\* Unit HeadConcepcion, Prof. Gisela Pa

Organization

\* Chief Accountant

Postion

\* Authorized Signatory

Position

Cancel

Submit

Step 1 of 3

Next

Cancel

Submit

Step 1 of 3

Next

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## Unit Head

Fill out the Unit Head field.





Payables DV, UPS

Layout

Review

Schedule Request: Parameters

\* Indicates required field

Program NameUP Disbursement Voucher (DV) GAM v2 (Requesting Unit)

Request Name

\* DV No.:2670

Payment of Honorarium

\* Unit HeadConcepcion, Prof. Gisela Pa

Organization

\* Chief Accountant

Position

\* Authorized Signatory

Position

Cancel

Submit

Step 1 of 3

Next

Cancel

Submit

Step 1 of 3

Next


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**Chief Accountant**

Identify the Chief Accountant.



Payables DV, UPS

Layout

Review

Schedule Request: Parameters

\* Indicates required field

Program NameUP Disbursement Voucher (DV) GAM v2 (Requesting Unit)

Request Name

\* DV No.:2670

Payment of Honorarium

\* Unit HeadConcepcion, Prof. Gisela Pa

Organization

\* Chief AccountantSanchez, Ms. Susan Cruzat

Position

\* Authorized Signatory

Position

Cancel

Submit

Step 1 of 3

Next

Cancel

Submit

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Next


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Authorized  
Signatory

Fill out the Authorized  
Signatory field.



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Review

Schedule Request: Parameters

\* Indicates required field

Program NameUP Disbursement Voucher (DV) GAM v2 (Requesting Unit)

Request Name

\* DV No.:2670

Payment of Honorarium

\* Unit HeadConcepcion, Prof. Gisela Pa

Organization

\* Chief AccountantSanchez, Ms. Susan Cruzat

Position

\* Authorized SignatoryYunque, Asst. Prof. Nestor

Position

Cancel

Submit

Step 1 of 3

Next

Cancel

Submit

Step 1 of 3

Next


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**Step 4.** Once you have entered the required details, click the **Next** button.

You will be directed to the Schedule Request: Layout page.



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Parameters

Layout

Review

Schedule Request: Layout

Program NameUP Disbursement Voucher (DV) GAM v2 (Requesting Unit)

Request Name

Layout Setting

*For Language	*Template Name	*Template Language	*Format
American English	L_UP_DV_Request_G/	English	PDF

Cancel

Submit

Back

Step 2 of 3

Next

Cancel

Submit

Back

Step 2 of 3

Next

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**Step 5.** Click the **Next** button.

You will be directed to the Schedule Request: Review page.


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Parameters
Layout
Review

Schedule Request: Review

Cancel
Back
Step 3 of 3
Submit

**Name**

Concurrent Program Name **UP Disbursement Voucher (DV) GAM v2 (Requesting Unit)**  
Request Name  
Operating Unit  
Language Settings  
Language Territory Numeric Character  
American English United States ,.

**Parameters**

DV No.: **2670**  
Payment of Monograph  
Unit Head **Concepcion, Prof. Gisela Padilla**  
Organization  
Chief Accountant **Sanchez, Ms. Susan Cruzat**  
Position  
Authorized Signatory **Yunque, Asst. Prof. Nestor**  
Position **Gayonoché**

**Layout**

Layout Settings  
For Language Template Name Language Output Format  
American English I\_UP\_DV\_Request\_GAM\_v2 English PDF

Cancel
Back
Step 3 of 3
Submit

**Step 6.** Review the details you have entered. If there are no more changes, click the **Submit** button.


You will be directed to the Confirmation page.

 Information  
Your request for UP Disbursement Voucher (DV) GAM v2 (Requesting Unit) has been scheduled. The Request ID is 3060296

OK

**Step 7.** Take note of the **Request ID** as this will serve as your reference in retrieving the DV, then click **OK**.

You will be directed to the Requests page.


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**Requests**

View: Last 24 hours
Go
Search
Submit Request

**Requests Summary Table**
Refresh

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
3060296	UP Disbursement Voucher (DV) GAM v2 (Requesting Unit)	Completed	Normal	19-Jun-2017 02:53:42			
3060275	UP Disbursement Voucher (DV) GAM v2 (Requesting Unit)	Completed	Normal	19-Jun-2017 02:20:09			
3060225	UP Disbursement Voucher (DV) GAM v2 (Requesting Unit)	Completed	Normal	19-Jun-2017 01:01:39			

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**Step 8.** On the Requests page, click the corresponding **Output** button of your request (with the Request ID used as reference).


The DV will then open.

**Note:** If the Output button does not immediately appear, just click the **Refresh** button located above the Request ID column.



1 of 1 Automatic Zoom

PRINT DOWNLOAD

 <b>UNIVERSITY OF THE PHILIPPINES SYSTEM</b> <small>Diliman, Quezon City, Metro Manila, NCR TIN: 000-964 000-000</small> <b>DISBURSEMENT VOUCHER</b>		<b>Fund Cluster:</b> <b>Date:</b> May 28, 2017 <b>DV No.:</b> 2017-05-02670	
<b>Mode of Payment</b>	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify) _____		
<b>Payee</b>	Lapitan, Dr. Marie Carmela Mortillero	<b>TIN/Employee No.:</b> 147267650	<b>ORS/BURS No.:</b>
<b>Address</b>	UP System		
<b>Particulars</b>		<b>Responsibility Center</b>	<b>Amount</b>
Payment of Honorarium		SA01005001 -	Php 7,500.00
<b>Amount Due</b>			Php
<b>A.</b> Certified: Expenses/Cash Advance necessary, lawful and incurred under my supervision.  <div style="text-align: center;">             Concepcion, Prof. Gisela Padilla               Unit Head/Authorized Representative           </div>			
<b>B. Accounting Entry:</b>			
Account Title		UACS Code	Credit

**Step 9. Print or save**  
a copy of the DV on  
your computer.



