



University of the Philippines



# FMIS

**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>

**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.			
✓ <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.			
✓ <a href="#">TIP Worklist Access</a> - 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

Oracle Applications Home Page

**Main Menu** Personalize

- General Ledger Budget Analyst, UPS
- Internet Expenses, UPS
- Procurement PR Requester, UPS
- Payables Budget Officer, UPS
- Payables DV, UPS
  - Print DV**
  - Entry
- Inquiry
- Accrual Write-Off
- Purchasing Unit Buyer, UPS
- UP Employee Self Service

**Worklist** Full List

From	Type	Subject	Sent
Bagus, Isagani	PO Approval	<a href="#">Standard Purchase Order 63_0 has been Approved.</a>	02-Jun-2017
Bagus, Isagani	Requisition	<a href="#">Purchase Request 1542 has been approved</a>	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.



Schedule Request: Parameters

\* Indicates required field

Cancel Submit Step 1 of 3 Next

Program Name **UP Disbursement Voucher (DV) GAM v2 (Requesting Unit)**  
Request Name

* DV No.:	<input type="text"/>	
* Unit Head	<input type="text"/>	
Organization	<input type="text"/>	
* Chief Accountant	<input type="text"/>	
Position	<input type="text"/>	
* Authorized Signatory	<input type="text"/>	
Position	<input type="text"/>	

Cancel Submit Step 1 of 3 Next

**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**

Navigator Favorites Diagnostics Home Logout Help

Layout Review

**Schedule Request: Parameters**

\* Indicates required field

Program Name **UP Disbursement Voucher (DV) GAM v2 (Requesting Unit)**

Request Name

\* DV No.: 2670

Payment of Honorarium

\* Unit Head

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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**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.



Layout

Review

Schedule Request: Parameters

\* Indicates required field

Cancel Submit Step 1 of 3 Next

Program Name **UP Disbursement Voucher (DV) GAM v2 (Requesting Unit)**  
Request Name

\* DV No.: 2670

Payment of Honorarium

\* Unit Head **Concepcion, Prof. Gisela Pa**

Organization

\* Chief Accountant

Position

\* Authorized Signatory

Position

Cancel Submit Step 1 of 3 Next

## Unit Head

Fill out the Unit Head field.



Layout

Review

Schedule Request: Parameters

\* Indicates required field

Cancel Submit Step 1 of 3 Next

Program Name **UP Disbursement Voucher (DV) GAM v2 (Requesting Unit)**  
Request Name

\* DV No.: 2670

Payment of Honorarium

\* Unit Head Concepcion, Prof. Gisela Pa

Organization

\* Chief Accountant

Position

\* Authorized Signatory

Position

Cancel Submit Step 1 of 3 Next

**Chief Accountant**

Identify the Chief Accountant.



Schedule Request: Parameters

\* Indicates required field

Cancel Submit Step 1 of 3 Next

Program Name **UP Disbursement Voucher (DV) GAM v2 (Requesting Unit)**  
Request Name

\* DV No.: 2670

Payment of Honorarium

\* Unit Head Concepcion, Prof. Gisela Pa

Organization

\* Chief Accountant Sanchez, Ms. Susan Cruzat

Position

\* Authorized Signatory

Position

Cancel Submit Step 1 of 3 Next

## Authorized Signatory

Fill out the Authorized Signatory field.

 **Payables DV, UPS**

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Layout Review

**Schedule Request: Parameters**

\* Indicates required field

Program Name **UP Disbursement Voucher (DV) GAM v2 (Requesting Unit)**

Request Name

\* DV No.: 2670  

Payment of Honorarium

\* Unit Head  

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

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



Schedule Request: Layout

Program Name UP 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

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

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

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 Monogram  
Unit Head **Concepcion, Prof. Gisela Padilla**  
Organization  
Chief Accountant **Sanchez, Ms. Susan Cruzat**  
Position  
Authorized Signatory **Yunque, Asst. Prof. Nestor**  
Position **Gayonoche**

**Layout**

**Layout Settings**

For Language	Template Name	Language Output Format
American English	L_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.



**Payables DV, UPS**

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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: 000-264-006-000</small>			<b>Fund Cluster:</b>
	<b>DISBURSEMENT VOUCHER</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			
	Particulars	Responsibility Center	MFO/PAP	Amount
	Payment of Honorarium	SA01005001 -		Php 7,500.00
	<b>Amount Due</b>			Php
<b>A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my supervision.</b>  <div style="text-align: center;">           Concepcion, Prof. Gisela Padilla             Unit Head/Authorized Representative         </div>				
<b>B. Accounting Entry:</b>				
	Account Title	UACS Code	Debit	Credit

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



**UNIVERSITY OF THE PHILIPPINES  
SYSTEM**

Diliman, Quezon City, Metro Manila, NCR  
TIN: 000-864-006-000

**DISBURSEMENT VOUCHER**

**Fund Cluster:**  
**Date:** May 28, 2017  
**DV No.:** 2017-05-02670

**Mode of Payment**       MDS Check       Commercial Check       ADA       Others (Please specify) \_\_\_\_\_

**Payee**      Lapitan, Dr. Marie Carmela Mortillero      **TIN/Employee No.:** 147267650      **ORS/BURS No.:**

**Address**      UP System

Particulars	Responsibility Center	MFO/PAP	Amount
Payment of Honorarium	SA01005001 -		Php 7,500.00
<b>Amount Due</b>			Php

**A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my supervision.**  
  
Concepcion, Prof. Gisela Padilla  
  
Unit Head/Authorized Representative

**B. Accounting Entry:**

Account Title	UACS Code	Debit	Credit

<b>C. Certified:</b> <input type="checkbox"/> Cash Available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper		<b>D. Approved for Payment</b>	
Signature	Sanchez, Ms. Susan Cruzat	Signature	Yunque, Asst. Prof. Nestor Gayonoché
Printed Name	Sanchez, Ms. Susan Cruzat	Printed Name	Yunque, Asst. Prof. Nestor Gayonoché
Position	Head, Accounting Unit/Authorized Representative	Position	Agency Head/Authorized Representative
Date		Date	

**E. Receipt of Payment**

Check/ADA No.:	Date:	Bank Name & Account Number:	JEV No.:
Signature:	Date:	Printed Name:	Date:
Official Receipt No. & Date/Other Documents			

*Sample Disbursement Voucher (DV) Generated through UIS*

