

University of the Philippines

FMIS

Financial Management Information System User Manual



PREPARE DISBURSEMENT VOUCHER (DV) FOR A FOREIGN CURRENCY TRANSACTION

Manual ID	UM20038
Information System	Financial Management Information System (FMIS)
Functional Domain	Accounts Payables Module
Responsibility	Payables DV
Purpose	Preparing and processing a disbursement voucher for a foreign currency transaction
Data Requirement	Disbursement Voucher Details and Scanned Supporting Documents
Dependencies	 Responsibility Center Code Special Code Expenditure Type Supplier is already registered in the system *For DVs to be paid in a currency other than PHP Currency is defined in the system. Daily Rate for the currency is defined in the General Ledger Module.
Scenario	The DV originator will enter DV details and attach scanned documents required for processing.
Author	Kenex Carl Mina



Step 1. Log in to uis.edu.ph.

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Step 2. On the FMIS Main Menu, click the Payables DV Responsibility.

A dropdown list will appear.

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Step 3. Click the Entry folder.

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Step 4. Click DV.

The Invoice Workbench window will open.

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Expense Reports Recurring DV Inquiry				

perating Unit	Туре	PO Num	Supplier Nar	ne	Supplier Num	Bra	anch		DV Date	D∨ Number	Currency	
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Step 5. Fill out the Invoice Workbench with the details of the DV.

*Yellow fields are required details. Ellipsis button on a field means there is an available list of values/ choices for the field from which you may choose.

Field Name	Description		Remarks
Туре	Default value of type is "Standard". This is used for	•	Required Field
	payments to suppliers and individual persons. Use	•	Select from List of Values
	"Prepayment" for Cash Advances.		
PO Num	The PO or Purchase Order number is generated from	•	Optional field
	SPCMIS. DO NOT enter manual PO numbers	•	Select from List of Values
Supplier	This is the payee of the voucher. Select the company or the	•	Required field
Name	name of the individual person from the list of values.	•	Select from List of Values
		•	If the name of the company or person is not on
			the list, register them thru the Supplier
			Registration Website.
Supplier	Unique ID number for the supplier	•	Required field
Num		•	Auto-populated if the Supplier Name is filled out
Branch	Branch or site of the supplier	•	Required field
		•	Auto-populated if Supplier Name is filled out
DV Date	This is the date of DV preparation. This field defaults to	•	Required field
	current date by clicking the TAB key on the keyboard	•	Choose from Calendar
DV Number	This is the DV number generated by the system once you	•	Not editable
	have completed filling out the form and saving it.	•	Unique number
Currency	This field indicates the currency of the DV amount. Default	•	Required field
	value is the default currency payment used in registering the	•	Auto-populated if Supplier Name is filled out
	supplier.		
Payment	Indicates how payee will be paid (e.g Check, RDA etc)	•	Required field
Method		•	Auto-populated
		•	Default is "Check"

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Step 6. If the Disbursement Voucher to be made is in a currency other than PHP, simply change the Currency field by typing the desired currency or by clicking the ellipsis button , then choosing a currency from the List of Values

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Step 7. Upon clicking the Other DV Details field, the Disbursement Voucher DFF window will open.

Fill out all the applicable fields, then click **OK**.

Field Name	Description		Remarks
Supplier Invoice Number	Fill out this field if you have a bill or invoice from	•	Optional field
	a supplier (e.g Meralco Bill #00124).	٠	Free text
Payee Name	Fill out this form only if a generic name for the	٠	Optional field
	field Supplier Name was used (e.g. Payroll,	•	Free text
	Students). Indicate here the group of payees		
	such as "Juan dela Cruz et al".		
Responsibility Center	This indicates the office or unit where the	٠	Required field
	voucher originated. This will also determine the	٠	Select Values from List of Values
	Unit Head Approver.		
Special Code (or Special Project	Indicates the account code of the project or	•	Required field
(SP) Code)	special fund to be used for the voucher. This	•	Select from List of Values
	field is commonly used by research projects	٠	If not sure of which Special Code to
	such as DOST Projects and others.		use, contact your local Accounting
			Office.
Expenditure Type	A classification of the nature of the DV (e.g.	•	Required field
	MOOE, Personal Services etc.)	•	Select from List of Values
Processor	Name of the person who prepared the DV	•	Required field
Pre-Audited by	Name of the person from the Accounting Office	•	Do not fill out.
-	who will pre-audit the voucher		

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Notice that you will not be able to save the transaction until all the required fields have been filled out. Once saved, a system-generated **DV Number** will be provided. This number will be used then in the transmittal form to be submitted to the Accounting Section.

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A Disbursement Voucher in Foreign Currency is created.