



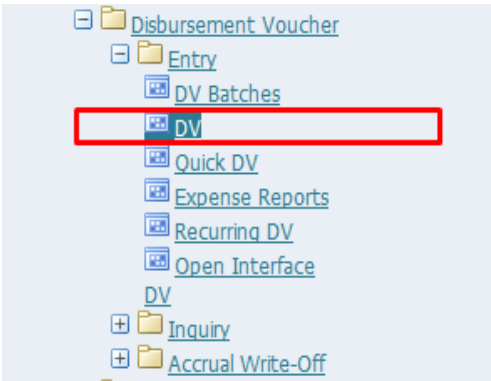
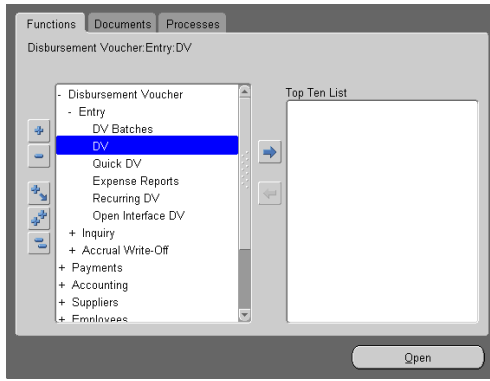
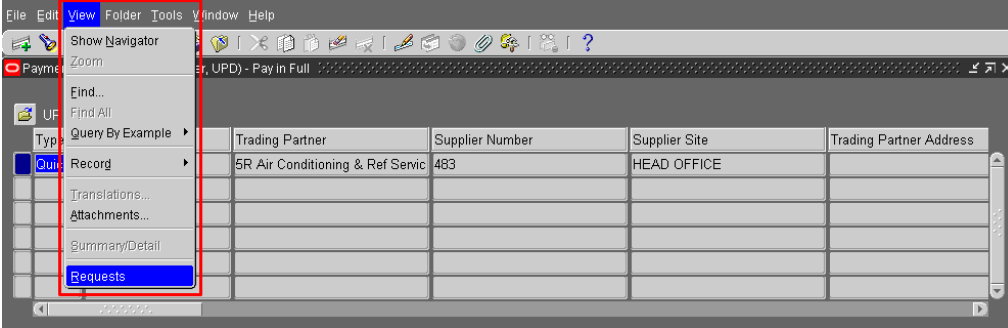
# University of the Philippines

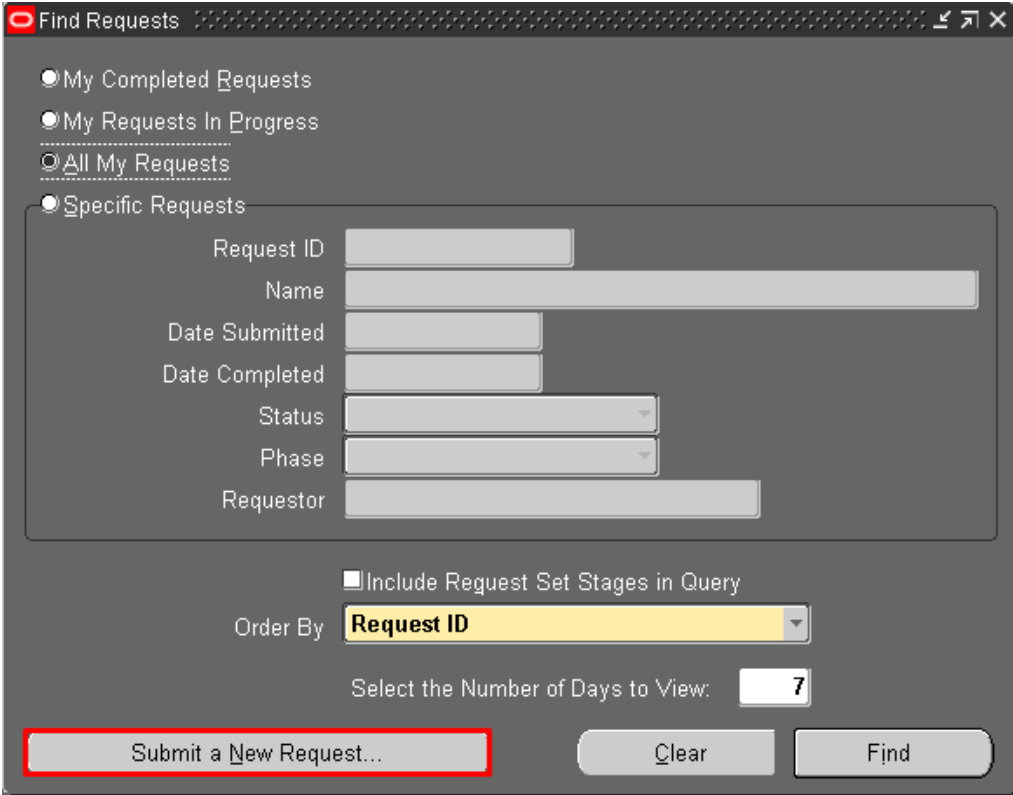
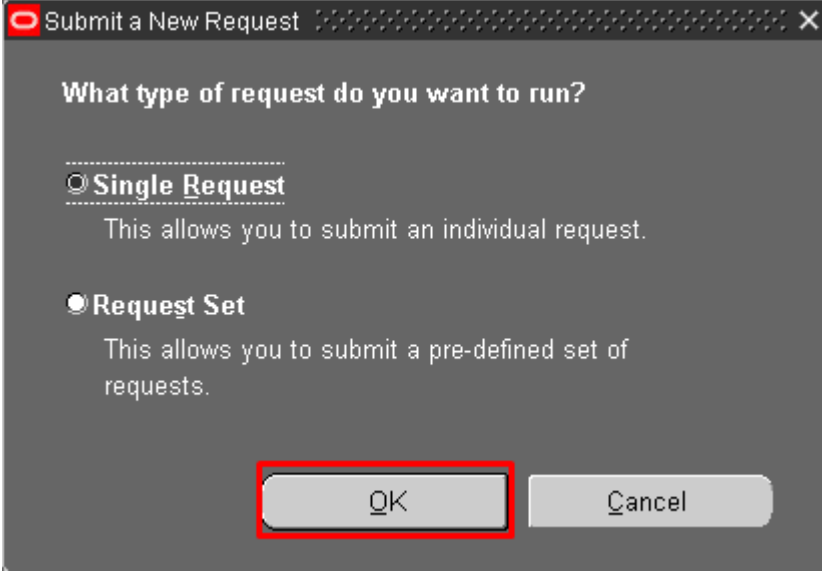
## Financial Management Information System

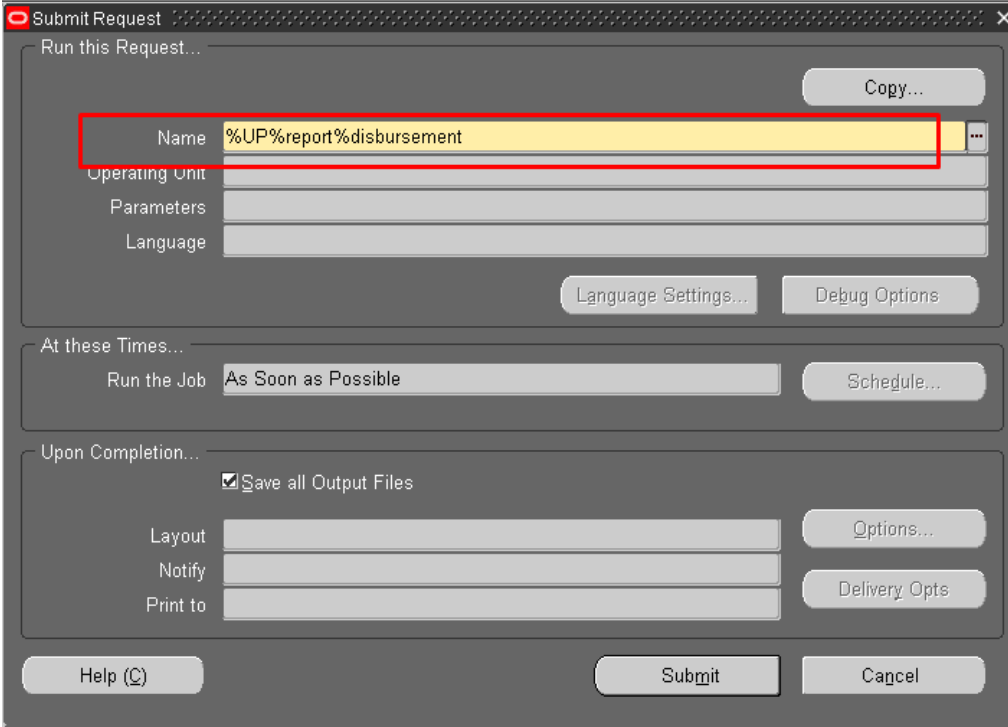
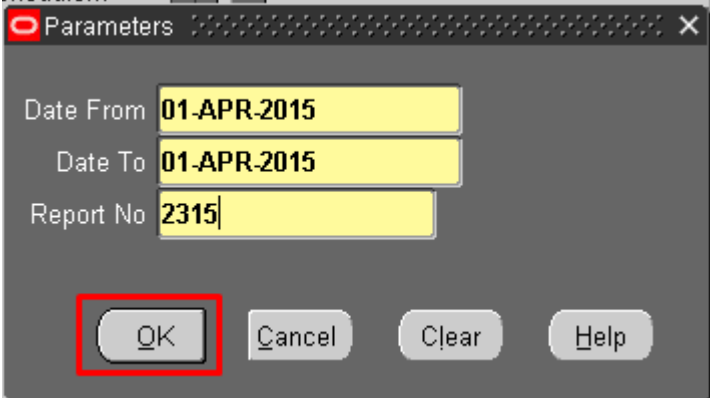


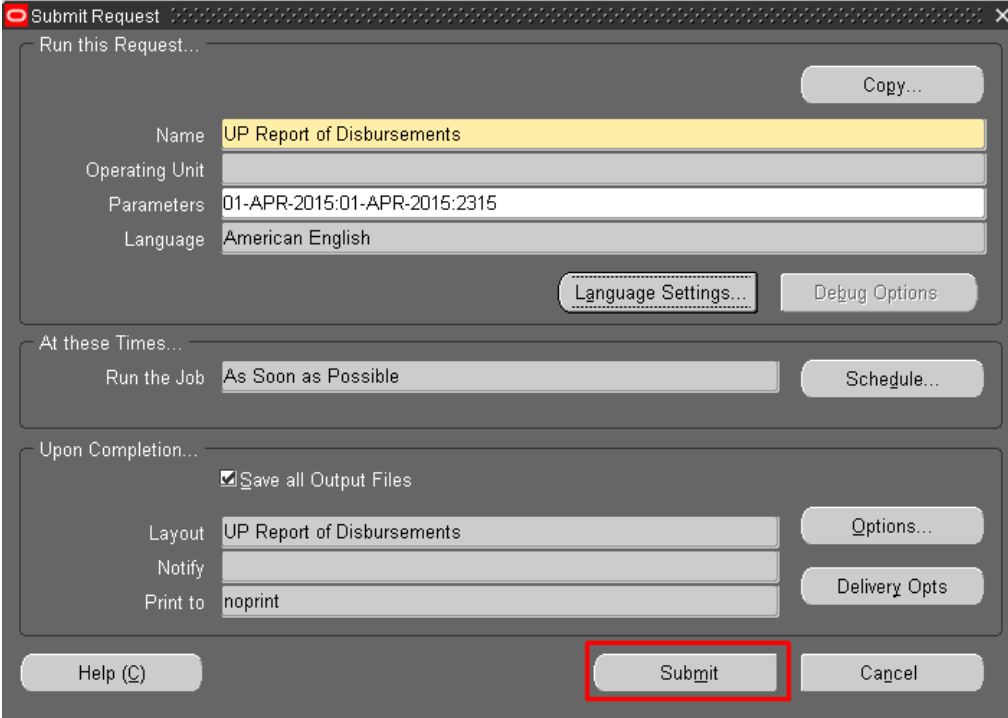
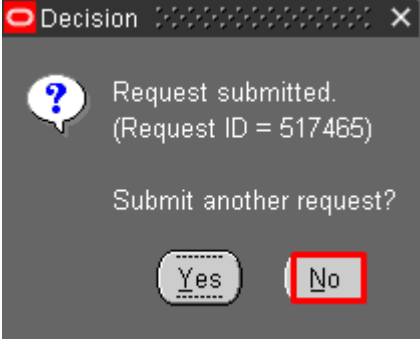
### User Guide

Process ID	TSFM
Process Name	Generation of Report of Disbursements
Information System	Financial Management Information System
Functional Domain	Accounts Payables Module
Responsibility	Payables Cashier
Purpose	
Data Requirement	Disbursement Vouchers Details RDA Details
Dependencies	Validated Disbursement Vouchers Paid Disbursement Vouchers with RDA Payment Method
Scenario	

Process Steps	Process Details
<p>1</p>	<p><b>NOTE:</b> After Cash Office Head approves the validated disbursement voucher, Disbursement Voucher Officer will process the payment for the approved DV. Paid DV through RDA will be included in the generation of Report of Disbursement.</p> <p>In <b>Main Menu</b>, click <b>Payables Cashier</b> responsibility and navigate <b>Disbursement Voucher &gt; Entry &gt; DV</b> (Refer Fig. 01.a)</p> <p>Note: If Oracle Application Window is already open as shown in Fig. 01.b navigate through <b>Disbursement Voucher &gt; Entry &gt; DV</b> (Refer Fig. 01.b)</p>
	<div style="display: flex; justify-content: space-around;"> <div data-bbox="407 705 894 1083">  <p style="text-align: center;">Fig. 01.a</p> </div> <div data-bbox="922 705 1409 1083">  <p style="text-align: center;">Fig. 01.b</p> </div> </div>
<p>2</p>	<p>Click <b>View</b> menu and select <b>Request</b>. (Refer to Fig. 2)</p>
<p>Fig. 2</p>	
<p>3</p>	<p>Click <b>Submit a New Request...</b> button. (Refer to Fig. 3)</p>

<p>Fig. 3</p>	
<p>4</p>	<p>Click <b>OK</b> button. (Refer to Fig. 4)</p>
<p>Fig. 4</p>	
<p>5</p>	<p>Click the <b>Name</b> field. Enter “<i>UP%report%disbursement%</i>” and press <b>TAB</b> key in keyboard. (Refer to Fig. 5)</p>

<p>Fig. 5</p>	
<p>6</p>	<p>Enter the required parameters then click <b>Ok</b> button. (Refer to Fig. 6)</p> <ul style="list-style-type: none"> <li>• <b>Date From</b> and <b>Date To</b> requires a standard format of date (DD-MMM-YYYY).</li> <li>• For <b>Report No</b> field, it requires numeric value</li> </ul>
<p>Fig. 6</p>	
<p>7</p>	<p>After entering the parameters, click <b>Submit</b> button. (Refer to Fig. 7)</p>

<p>Fig. 7</p>	
<p>8</p>	<p>Click <b>No</b> button. (Refer to Fig. 8)</p>
<p>Fig. 8</p>	
<p>9</p>	<p>Click <b>Find</b> button. (Refer to Fig. 9)</p>

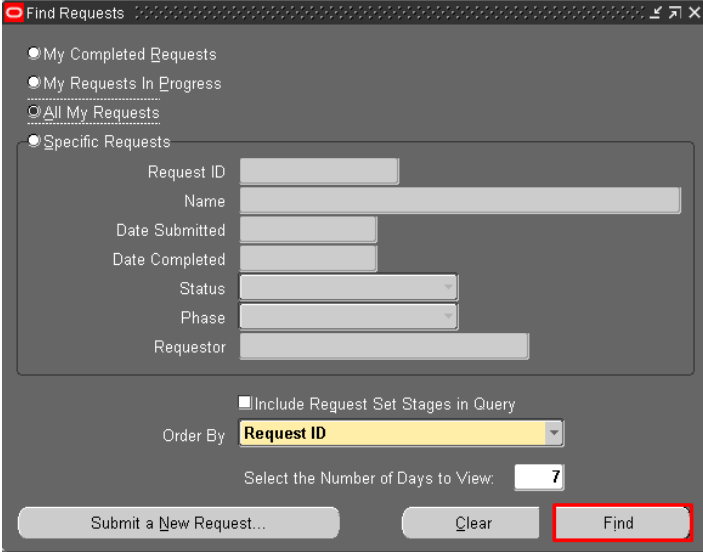
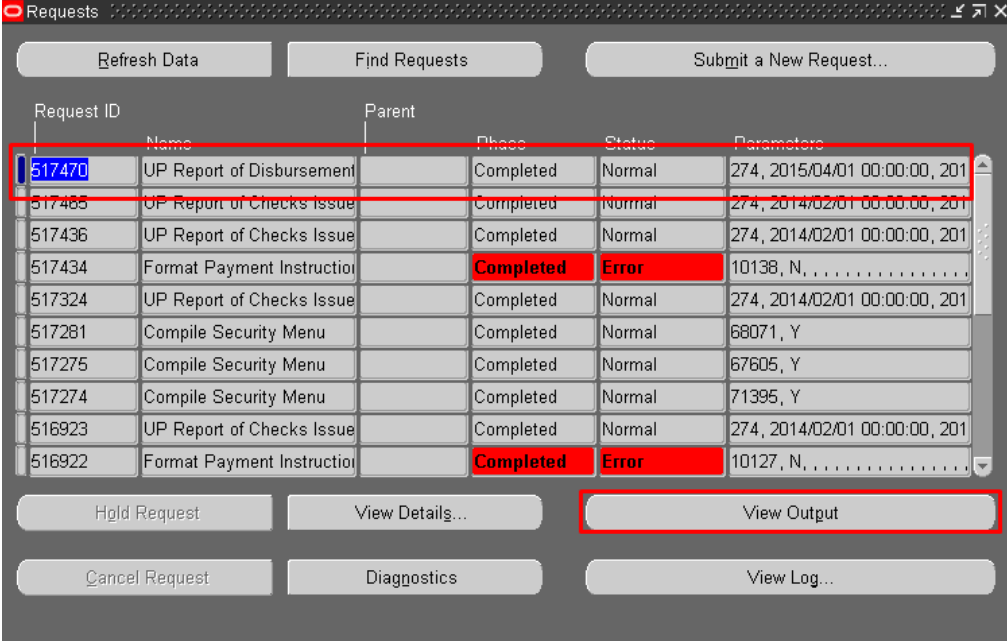
<p>Fig. 9</p>																																																																			
<p>10</p>	<p>Select the <b>Report</b> requested and Click <b>View Output</b> button. (Refer to Fig. 10)</p>																																																																		
<p>Fig. 10</p>	 <table border="1" data-bbox="407 1010 1408 1377"> <thead> <tr> <th>Request ID</th> <th>Name</th> <th>Parent</th> <th>Phase</th> <th>Status</th> <th>Parameters</th> </tr> </thead> <tbody> <tr> <td>517470</td> <td>UP Report of Disbursement</td> <td></td> <td>Completed</td> <td>Normal</td> <td>274, 2015/04/01 00:00:00, 201</td> </tr> <tr> <td>517465</td> <td>UP Report of Checks Issue</td> <td></td> <td>Completed</td> <td>Normal</td> <td>274, 2014/02/01 00:00:00, 201</td> </tr> <tr> <td>517436</td> <td>UP Report of Checks Issue</td> <td></td> <td>Completed</td> <td>Normal</td> <td>274, 2014/02/01 00:00:00, 201</td> </tr> <tr> <td>517434</td> <td>Format Payment Instruction</td> <td></td> <td>Completed</td> <td>Error</td> <td>10138, N, .....</td> </tr> <tr> <td>517324</td> <td>UP Report of Checks Issue</td> <td></td> <td>Completed</td> <td>Normal</td> <td>274, 2014/02/01 00:00:00, 201</td> </tr> <tr> <td>517281</td> <td>Compile Security Menu</td> <td></td> <td>Completed</td> <td>Normal</td> <td>68071, Y</td> </tr> <tr> <td>517275</td> <td>Compile Security Menu</td> <td></td> <td>Completed</td> <td>Normal</td> <td>67605, Y</td> </tr> <tr> <td>517274</td> <td>Compile Security Menu</td> <td></td> <td>Completed</td> <td>Normal</td> <td>71395, Y</td> </tr> <tr> <td>516923</td> <td>UP Report of Checks Issue</td> <td></td> <td>Completed</td> <td>Normal</td> <td>274, 2014/02/01 00:00:00, 201</td> </tr> <tr> <td>516922</td> <td>Format Payment Instruction</td> <td></td> <td>Completed</td> <td>Error</td> <td>10127, N, .....</td> </tr> </tbody> </table>	Request ID	Name	Parent	Phase	Status	Parameters	517470	UP Report of Disbursement		Completed	Normal	274, 2015/04/01 00:00:00, 201	517465	UP Report of Checks Issue		Completed	Normal	274, 2014/02/01 00:00:00, 201	517436	UP Report of Checks Issue		Completed	Normal	274, 2014/02/01 00:00:00, 201	517434	Format Payment Instruction		Completed	Error	10138, N, .....	517324	UP Report of Checks Issue		Completed	Normal	274, 2014/02/01 00:00:00, 201	517281	Compile Security Menu		Completed	Normal	68071, Y	517275	Compile Security Menu		Completed	Normal	67605, Y	517274	Compile Security Menu		Completed	Normal	71395, Y	516923	UP Report of Checks Issue		Completed	Normal	274, 2014/02/01 00:00:00, 201	516922	Format Payment Instruction		Completed	Error	10127, N, .....
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<p>11</p>	<p>Requested report will automatically generated. (Refer to Fig. 11)</p>																																																																		

Fig. 11

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**REPORT OF DISBURSEMENTS**  
UP Diliman  
Agency

Period Covered: April 1, 2015 to April 1, 2015 Report No.: 15-04-2315  
Sheet No.: Page 1 of 1

Date	DV/Payroll No.	Responsibility Center Code	Payee	Nature of Payment	Amount
TOTAL:					

**CERTIFICATION**

I hereby certify that this Report of Debited Account in 1 sheet (s) is a full, true and correct statement of all debited accounts processed by me in payment for obligations for the period stated and shown in the attached disbursement voucher.

MR. Michael Angelo Soliven  
Disbursing Officer

April 17, 2015  
Date