University of the Philippines

Financial Management Information System

User Guide

Process ID	TSFM30002
Process Name	Approval of Disbursement Vouchers
Information System	Financial Management Information System
Functional Domain	Accounts Payables Module
Responsibility	Payables Approver
Purpose	Checking and approving disbursement voucher request
Data Requirement	Required attachments / documents
Dependencies	The approval path will be determined by conditions such as the Responsibility Center Codes, Special Codes, Expenditure Types and DV Amount.
Scenario	The DV Originator will initiate the approval of the DV. An Payables Approver will receive a notification for each DV for review and approval. The Automated Disbursement Process Work Flow will be the basis for the approval hierarchy.

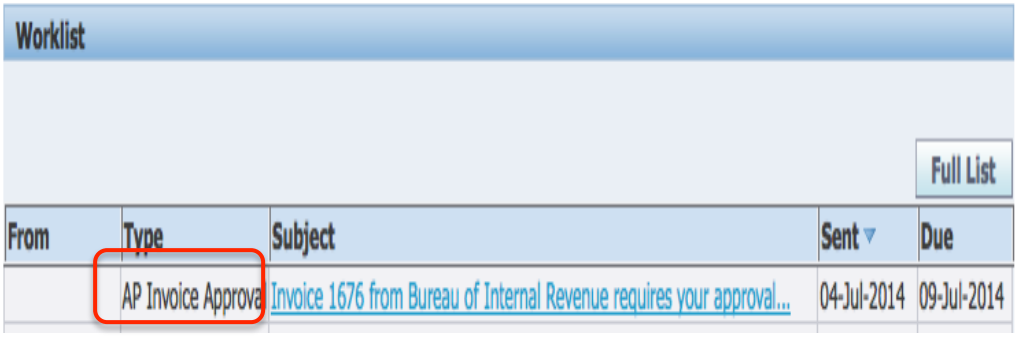
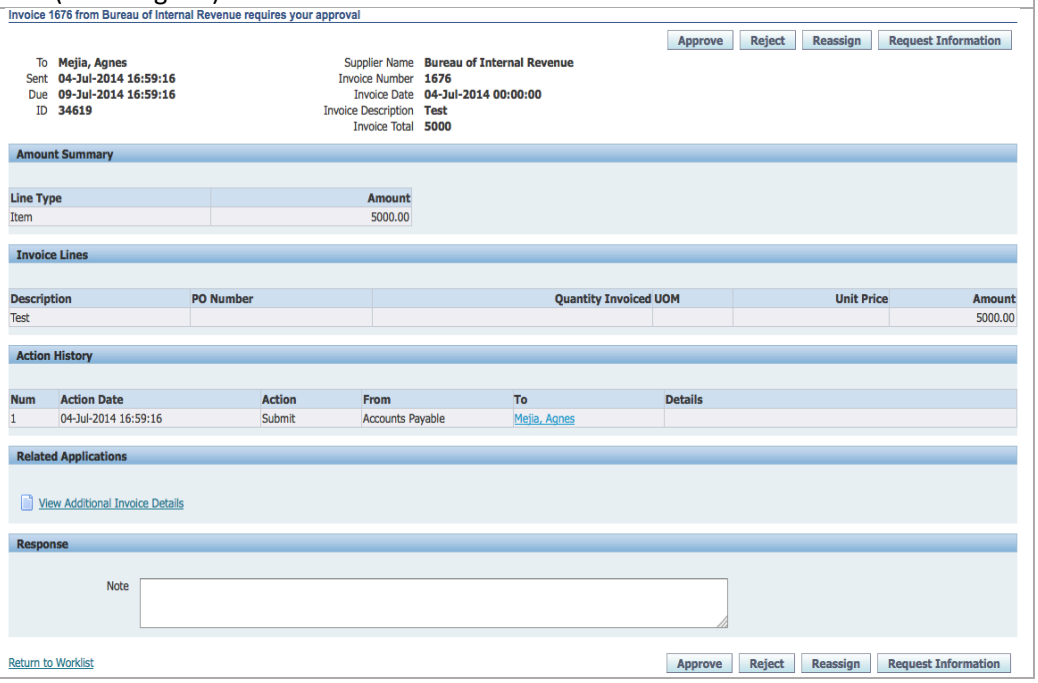
Process Steps	Process Details
1	Log in using approver's account (Refer Fig .01)
Fig. 01	
2	Pending list of documents for approval is located in ***Worklist*** window. Pending DV for approval is identified as ***AP Invoice Approval*** in the "***Type***" column. (Refer Fig. 02)
Fig. 02	
3	Click on the ***underlined subject*** and you will be directed to the general detail of the DV. (Refer Fig. 03)
Fig. 03	

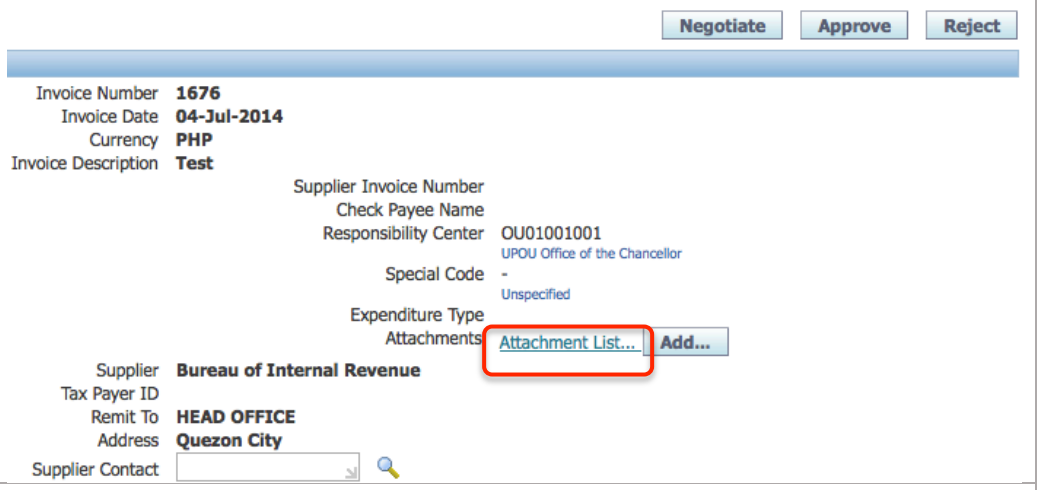
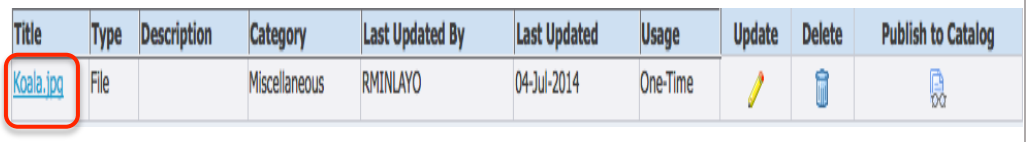
Fig. 04	 The action history is the process history of the DV from the originator up to the last or latest approver to approve.
4	On ***Related Applications*** click view **Additional Invoice Details** to view attachments of the DV. (Refer Fig. 05)
Fig. 05	
5	Click Attachment List**.** (Refer Fig. 06)
Fig. 06	
6	Click the ***Title Name*** of the attachment you want to view/download. (Refer Fig. 07)
Fig. 07	
7	Open or Save the file. (Refer Fig. 08)

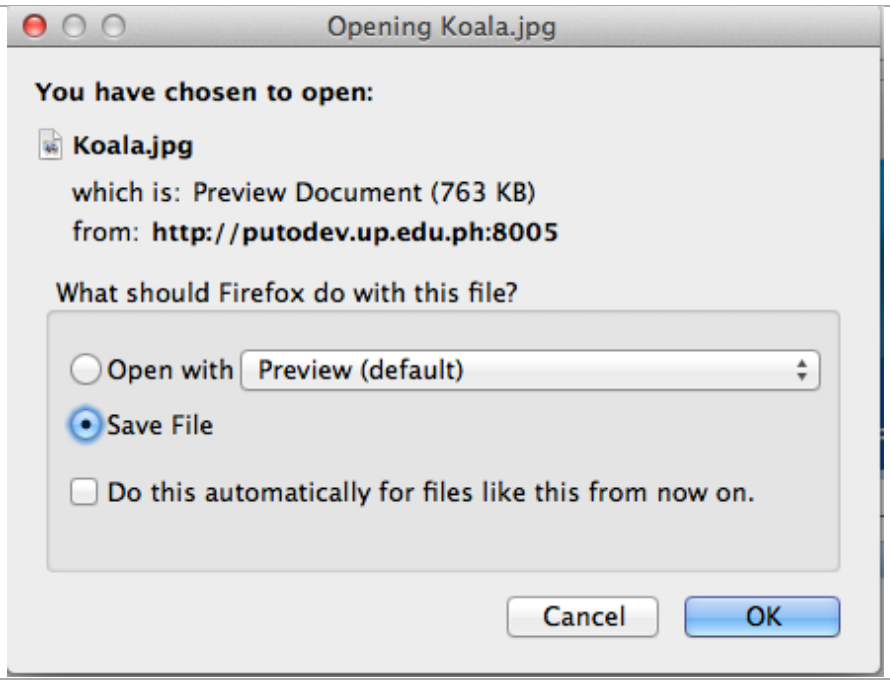
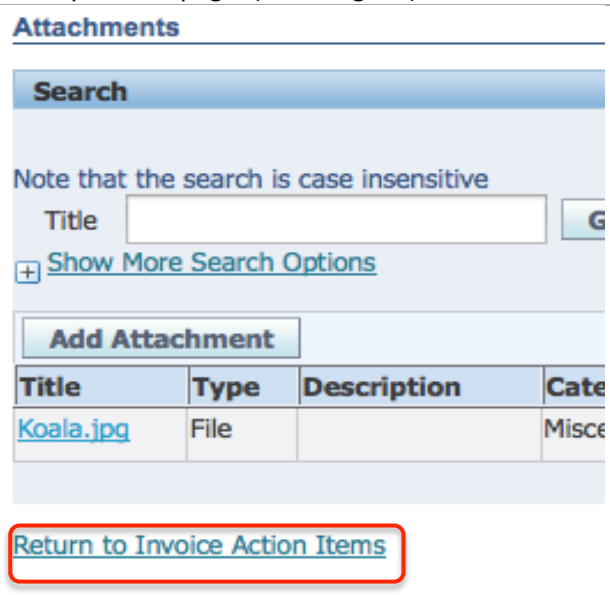
Fig. 08	
8	After viewing the attached documents, click ***Return to Invoice Action Items*** to return to the previous page. (Refer Fig. 09)
Fig. 09	
9	Click ***Return to Notification Detail*** to go back to the General Detail of the DV. (Refer Fig. 10)

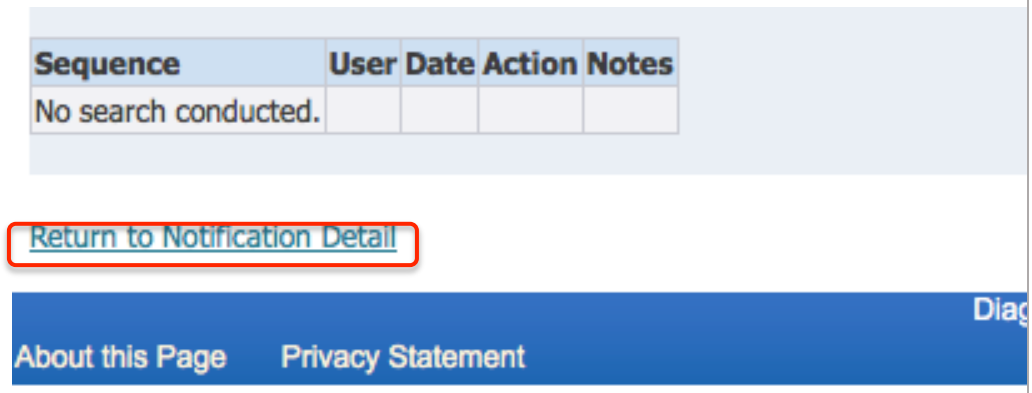
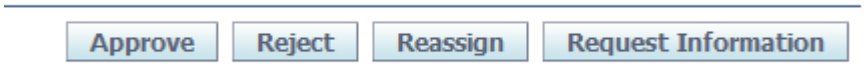
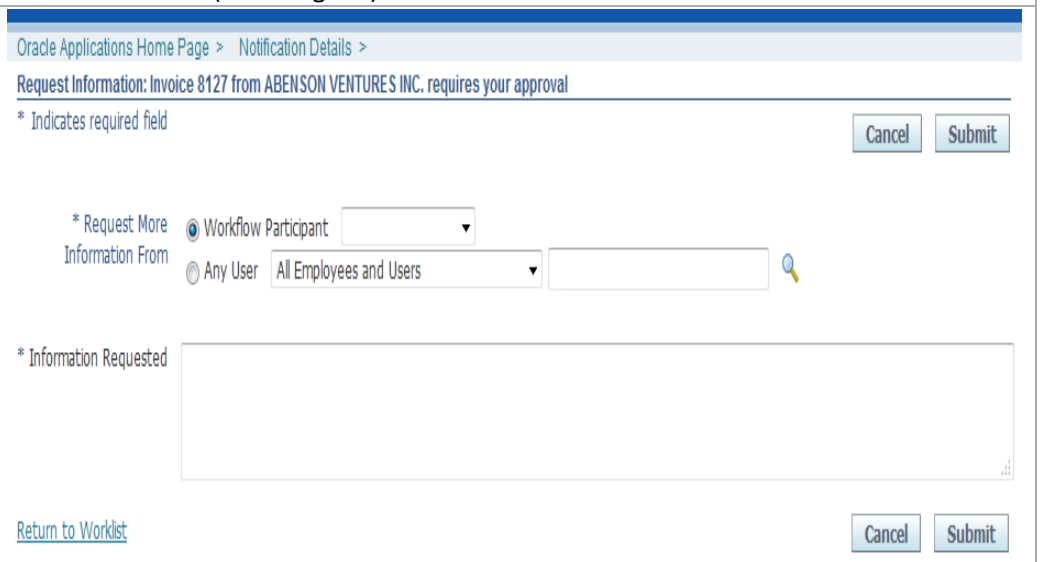
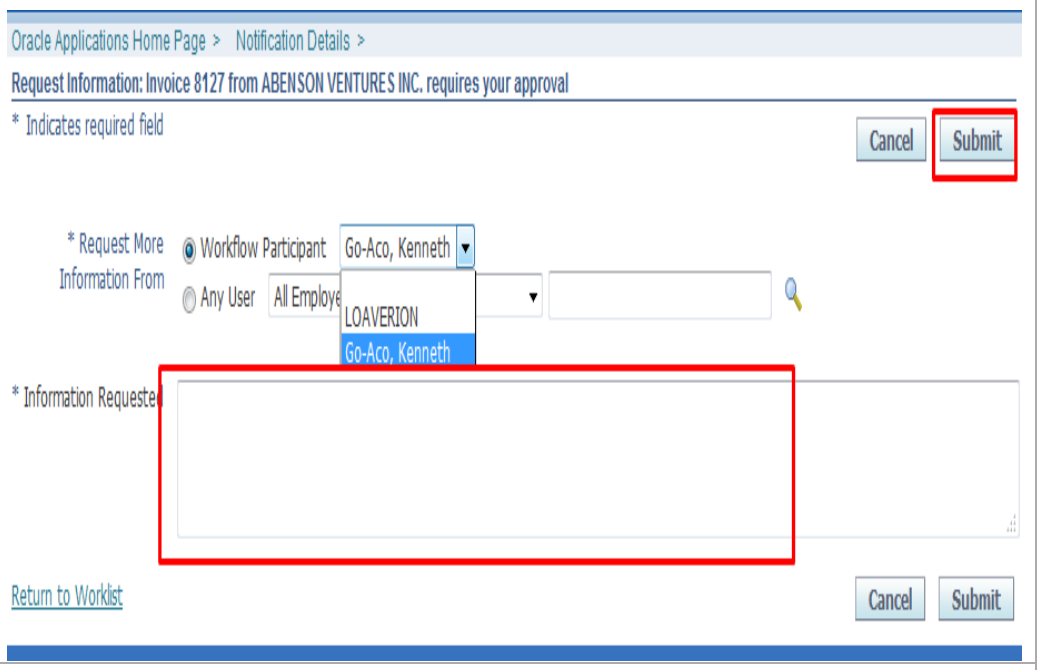
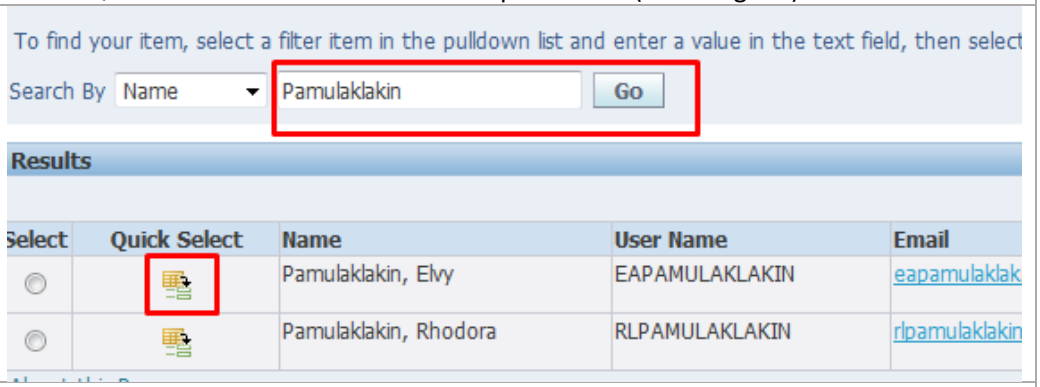
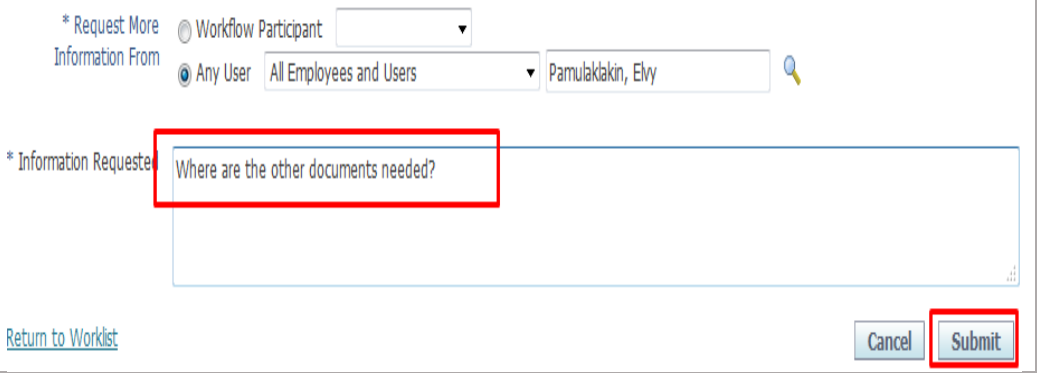
Fig. 10	
10	You have four (4) options as approver: ***Approve, Reject, Reassign, Request Information.*** (Refer Fig. 11)
Fig. 11	
11	**(1)** For ***Request Information***, the Disbursement Voucher is pending but you need certain documents for clarifications. There is no correction in amount entered by the originator. Once clicked, you will be redirected to another window. (Refer Fig. 12)
Fig. 12	
12	There are two methods on how to Request Information From: **Workflow Participant,** and **Any User.** **(A)** For ***Workflow Participant***, those who approved the DV before you will be included in the list of values. Choose a name from the List of Values, type your request, then click ***Submit***. (Refer Fig. 13)

Fig. 13	
13	**(B)** For method as **Any User**, you can ask to anybody under UP Campuses. You can search by typing the **LAST NAME** of the person you want to inquire, or clicking the button. Once you clicked the magnifying glass button, a new window will open. Again, type the **LAST NAME** of the person then click the **Go** button. Just click the icon under **Quick Select** column to select that personnel. (Refer Fig. 14)
Fig. 14	
14	Type the request information you want in the box then click **Submit**. (Refer Fig. 15)
Fig. 15	

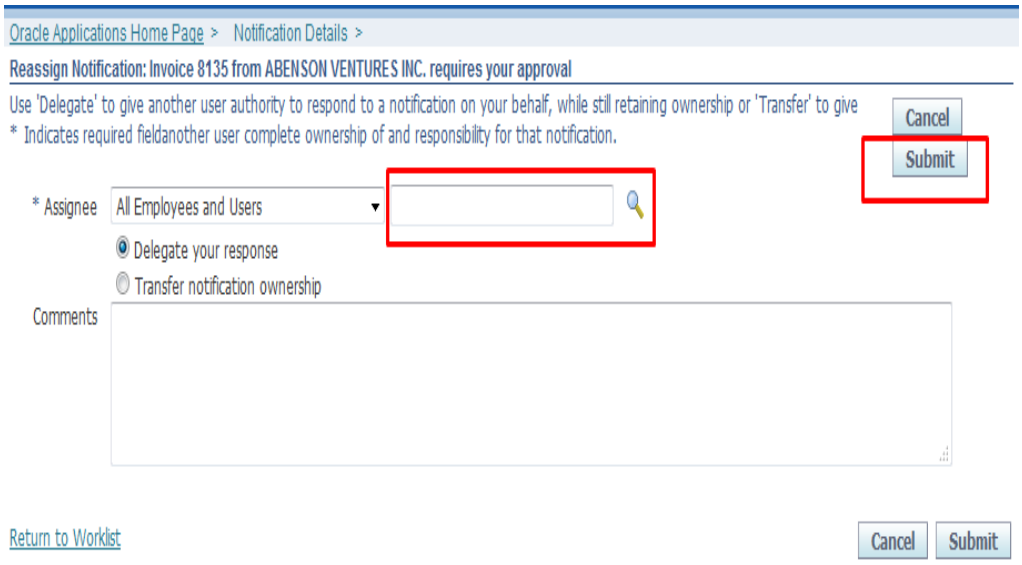
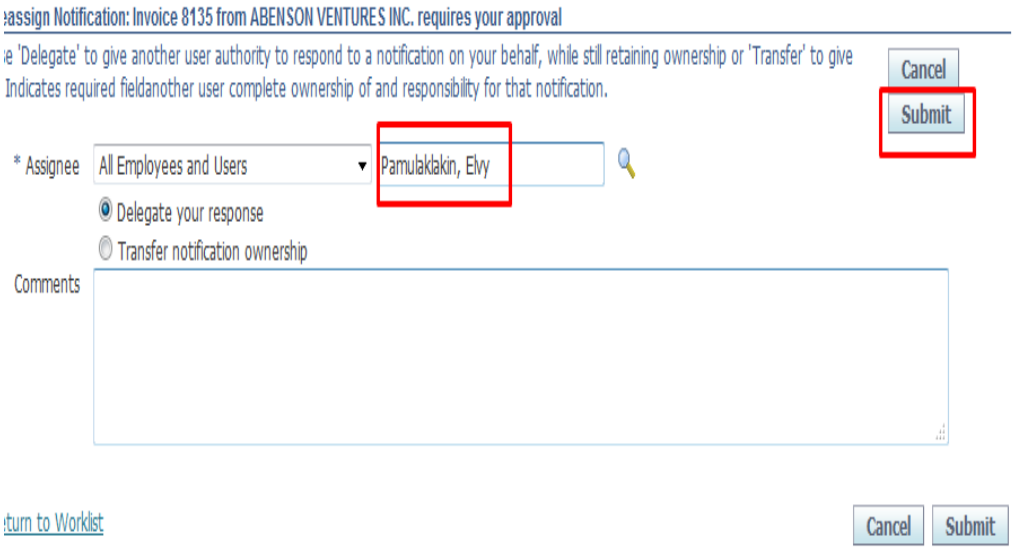
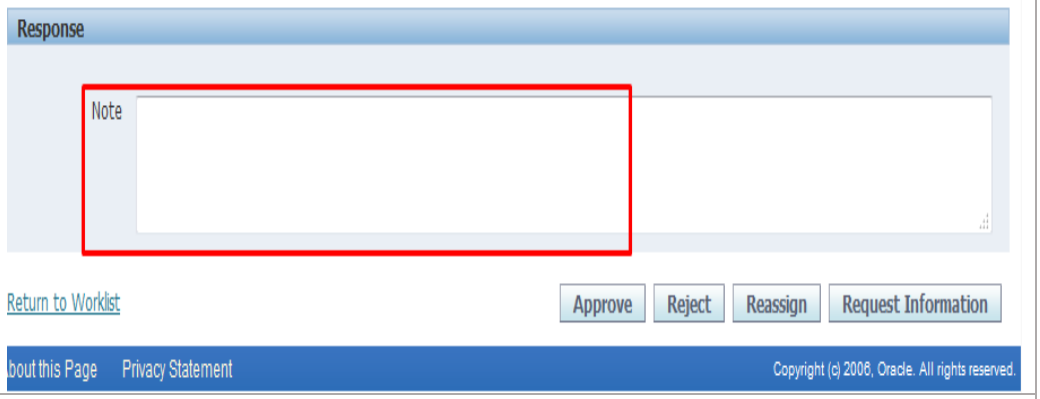
15	**(2)** For ***Reassign***, this process is needed whenever you want somebody to approve or reject in behalf of you. But delegating a response is still the responsibility of the original approver. Once you clicked the Reassign button, you will be redirected to another window. (Refer Fig. 16)
Fig. 16	
16	Again, you can also delegate a response to anybody under UP Campuses. Once you click the magnifying glass, another window will be opened same as ***Fig. 14***. After choosing the specific personnel, you have the option to type your comments then click the **Submit** button. (Refer Fig. 17)
Fig. 17	
17	**(3)** For **Approval** or **Rejection**, once you choose to reject, make sure you type a ***Note*** on **Response Table** why you decided to reject the Disbursement Voucher so appropriate action maybe taken by the DV originator. (Refer Fig. 18)

Fig. 18



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Once you finish processing either of the four (4) buttons: ***Approve***, ***Reject, Reassign,*** or ***Request Information*** button, you will be directed automatically to your ***Worklist***. Notice that the DV you took an action are removed from the ***Worklist*** table. (Refer Fig. 19)

Fig. 19

Worklist

Full List

From	Type	Subject	Sent	Due
Saloma, Caesar	Expenses	Expense ER11053 for Saloma, Caesar (30000.00 PHP)...	02-Jun-2014	07-Jun-2014
IOM	Expenses	Expense ER11048 for IOM (1500.00 PHP)...	02-Jun-2014	07-Jun-2014
IOM	Expenses	Expense ER11051 for IOM (1900.00 PHP)...	02-Jun-2014	07-Jun-2014
IOM	Expenses	Expense ER11050 for IOM (2000.00 PHP)...	02-Jun-2014	07-Jun-2014
IOM	Expenses	Expense ER11045 for IOM (1120.00 PHP)...	30-May-2014	04-Jun-2014
SYSADMIN	HR	Education and Qualification for Mejia, Agnes has been approved....	11-Sep-2013	
SYSADMIN	HR	Change Extra Information for Mejia, Agnes has been approved....	11-Sep-2013	
SYSADMIN	HR	Change Special Information for Mejia, Agnes has been approved....	11-Sep-2013	
SYSADMIN	HR	Personal Information - Basic Details for Mejia, Agnes has been approved....	11-Sep-2013	

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.