

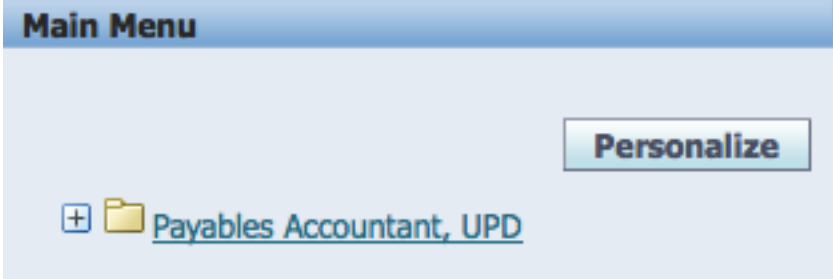
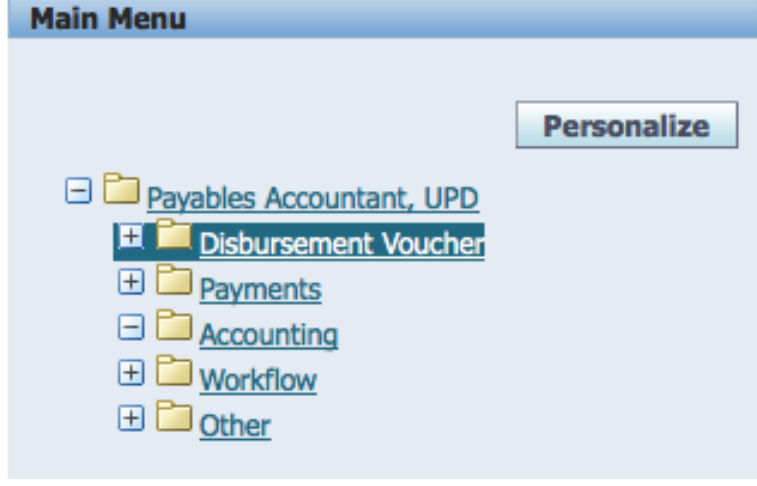
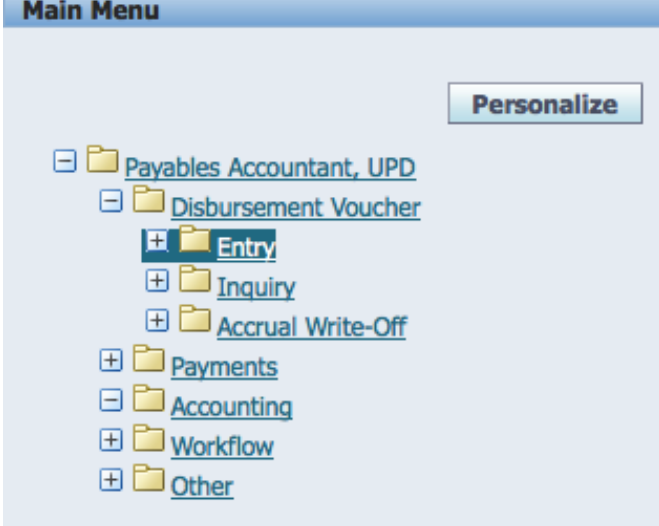
University of the Philippines

Financial Management Information System



User Guide

Process ID	TSFM30004-B
Process Name	Accounting Office Review
Information System	Financial Management Information System
Functional Domain	Accounts Payables Module
Responsibility	Payables Accountant
Purpose	Validating and checking the completeness of the Disbursement Voucher (DV)
Data Requirement	Distribution codes / Account Codes Required attachments / documents
Dependencies	DVs for approval are already on the worklist of the Payables Accountant
Scenario	The Accounting personnel will check the completeness of the DV details including validation of the withholding tax codes in the line items and the account codes in distribution lines.

Process Steps	Process Details
1	From HOME proceed to Main Menu and click Payables Accountant (Refer Fig .01)
Fig. 01	 <p>The screenshot shows a 'Main Menu' header with a 'Personalize' button on the right. Below the header, a folder icon with a plus sign is followed by the text 'Payables Accountant, UPD'. The folder is expanded, showing a sub-menu.</p>
2	Click on Disbursement Voucher (Refer Fig. 02)
Fig. 02	 <p>The screenshot shows the 'Main Menu' with the 'Personalize' button. The 'Payables Accountant, UPD' folder is expanded, and the 'Disbursement Voucher' sub-folder is highlighted with a blue bar. Other sub-folders visible include 'Payments', 'Accounting', 'Workflow', and 'Other'.</p>
3	Click on Entry (Refer Fig. 03)
Fig. 03	 <p>The screenshot shows the 'Main Menu' with the 'Personalize' button. The 'Payables Accountant, UPD' folder is expanded, and the 'Entry' sub-folder is highlighted with a blue bar. Other sub-folders visible include 'Disbursement Voucher', 'Inquiry', 'Accrual Write-Off', 'Payments', 'Accounting', 'Workflow', and 'Other'.</p>

4 Click on **DV** (Refer Fig. 04)

Fig. 04

The screenshot shows a 'Main Menu' window with a 'Personalize' button in the top right. Below it is a tree view of folders:

- [-] Payables Accountant, UPD
 - [-] Disbursement Voucher
 - [-] Entry
 - DV** (highlighted with a blue icon)
 - Recurring DV
 - [+] Inquiry
 - [+] Accrual Write-Off
 - [+] Payments
 - [-] Accounting
 - [+] Workflow
 - [+] Other

Invoice Workbench window will be opened. (Refer Fig. 05)

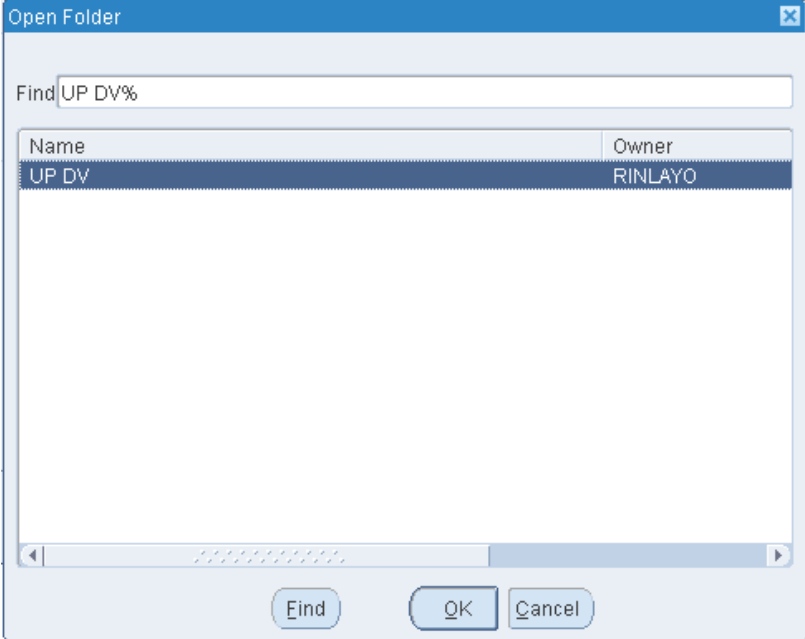

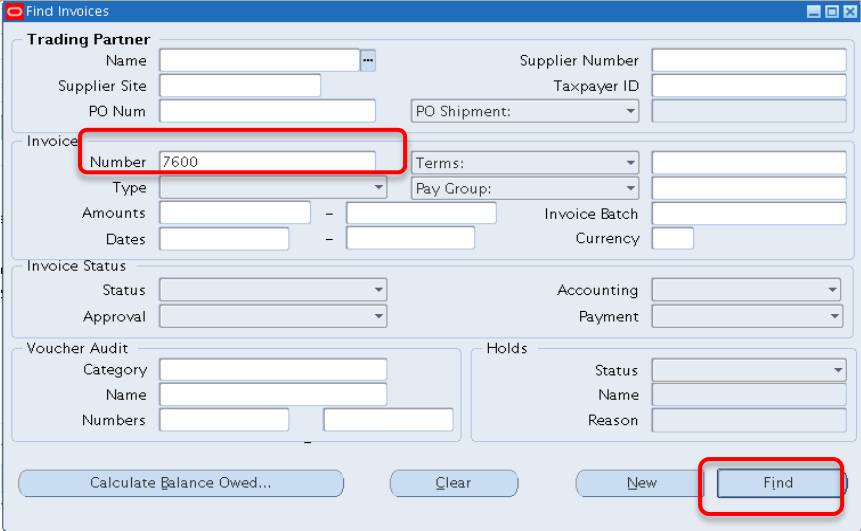
Fig. 05

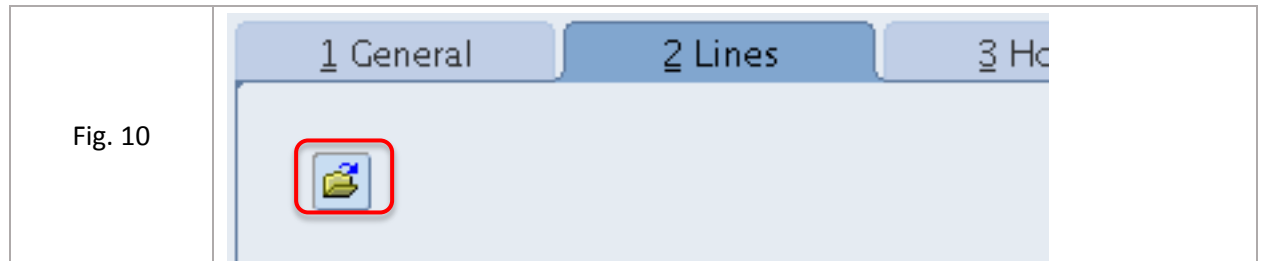
The screenshot shows the 'Invoice Workbench (Payables DV, UPD)' window. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below is a table with the following columns: Operating Unit, Customer Taxpayer ID, Type, PO Number, Trading Partner, Supplier Number, Supplier Site, DV Date, DV Number, and Invoice ID. The first row has 'UP Diliman' in the Operating Unit column, 'Standard' in the Type column, and 'PHP' in the Invoice ID column. The 'Type' column is highlighted in yellow. Below the table are several tabs: 1 General, 2 Lines, 3 Holds, 4 View Payments, 5 Scheduled Payments, and 6 View Prepayment Applications. The '1 General' tab is active, showing a 'Summary' section with fields for Items, Retainage, Prepayments Applied, Withholding, Subtotal, Tax, Freight, Miscellaneous, and Total. There is also an 'Amount Paid' section with 'PHP 0.00' and a 'Status' section with fields for Status (Never Validated), Accounted (Unprocessed), Approval (Required), Holds, and Scheduled Payment Holds. At the bottom, there are buttons for Actions... 1, Calculate Tax, Tax Details, Corrections, Quick Match, Match, and All Distributions.

5 To change the column arrangement, click the **folder icon**. (Refer Fig. 06)

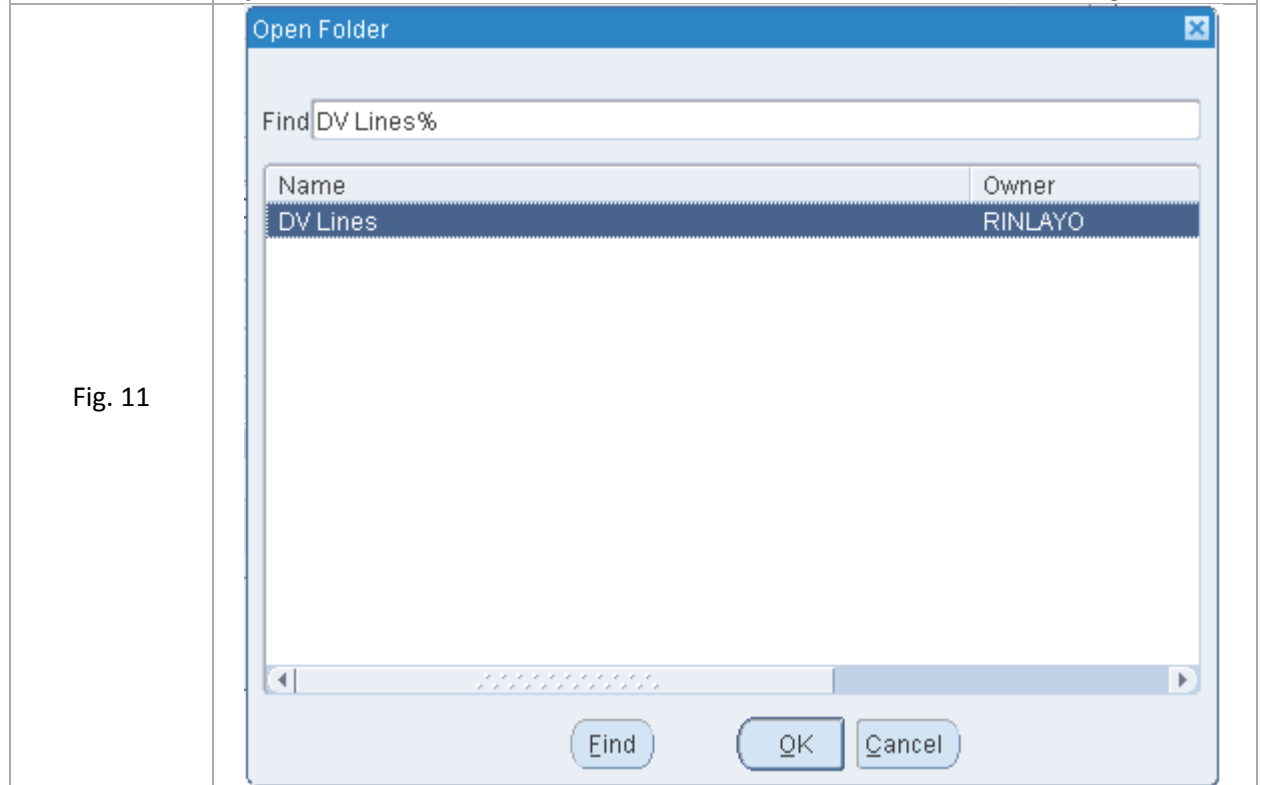
Fig. 06

The screenshot is a close-up of the data table from Fig. 05. It shows the first row with 'UP Diliman' in the 'Operating Unit' column and 'Standard' in the 'Type' column. A small folder icon is visible in the top left corner of the table area.

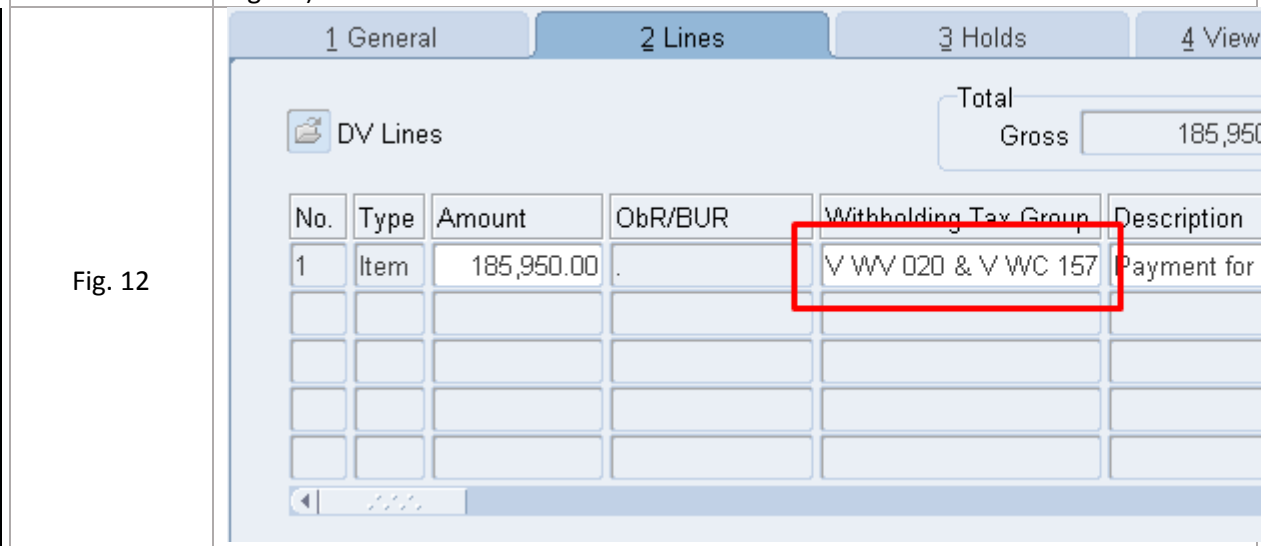
6	<p>Open Folder window will be shown, choose UP DV with owner RMINLAYO and click OK. (Refer Fig. 07)</p>
Fig. 07	
7	<p>Click Find Icon. (Refer Fig. 08)</p>
Fig. 08	
8	<p>Enter at least one criteria for finding a DV or a group of DVs for approval such as the DV Number, Date and etc. Click Find button. (Refer Fig. 09)</p>
Fig. 09	
9	<p>Click the the "2 Lines" tab and click the folder icon. (Refer Fig. 10)</p>

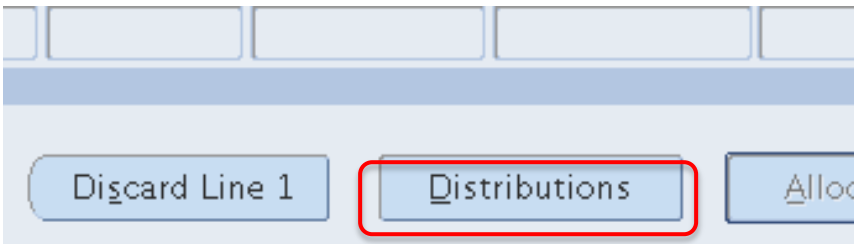
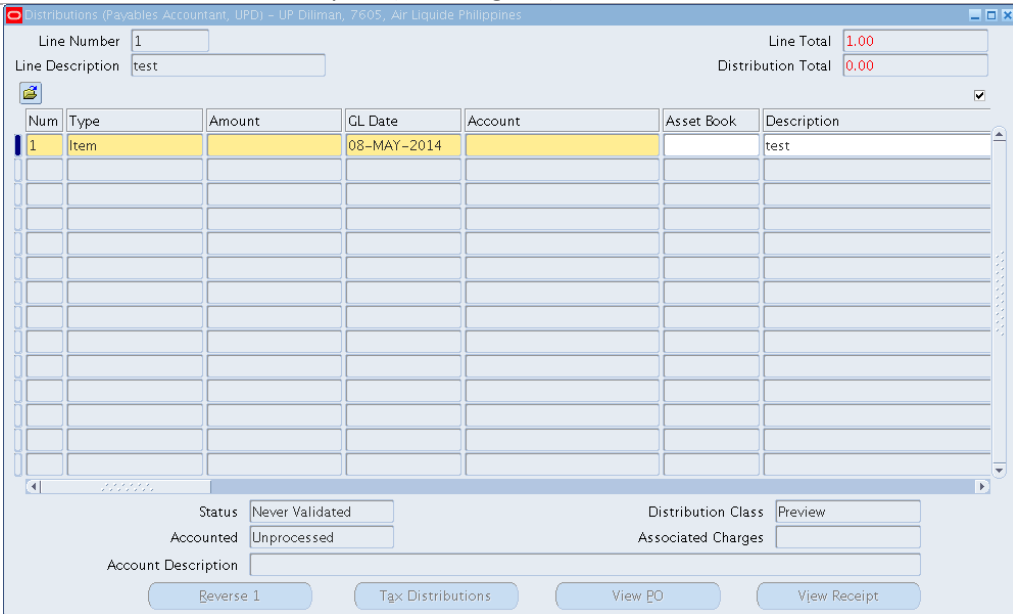

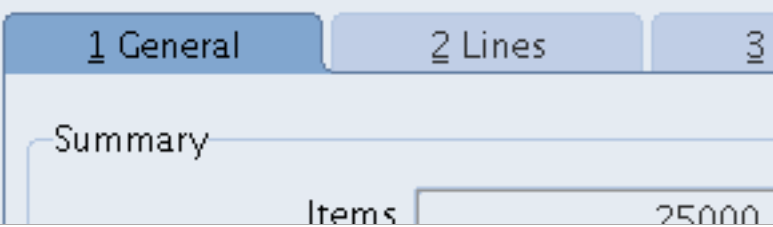
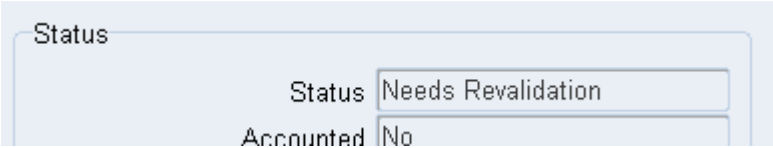


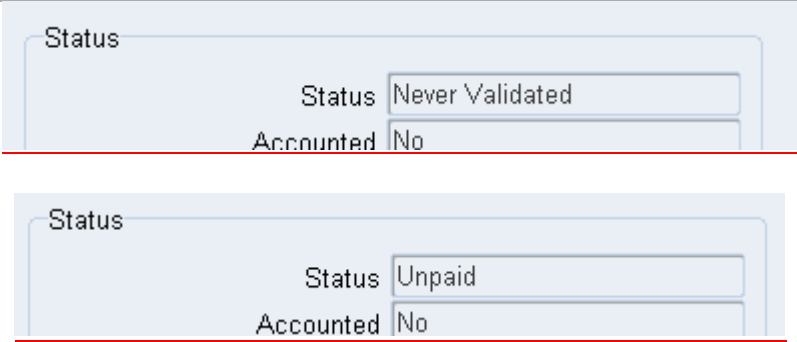
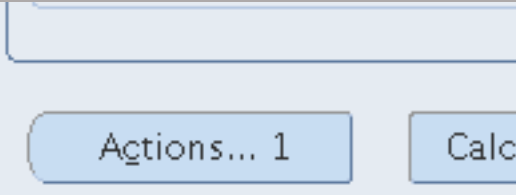
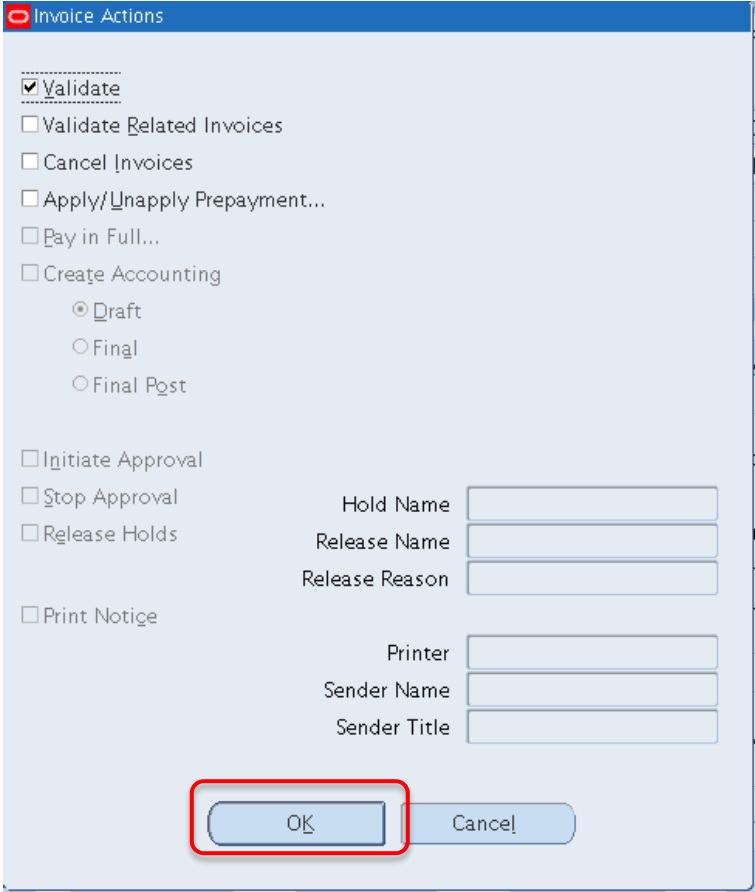
10 **Open Folder** window will show and choose **UP DV Lines**. Click **OK** (Refer Fig. 11)

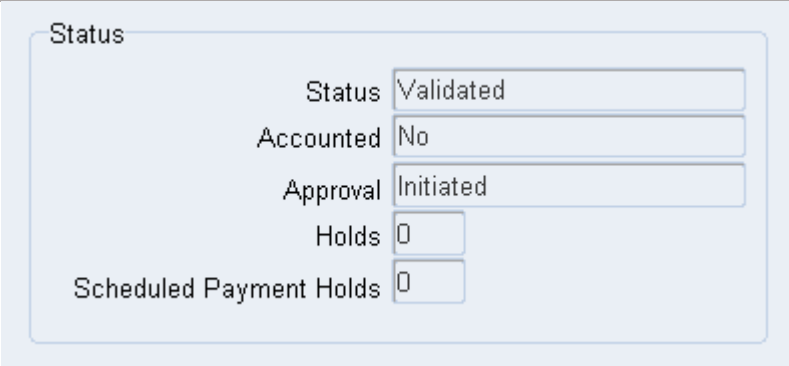
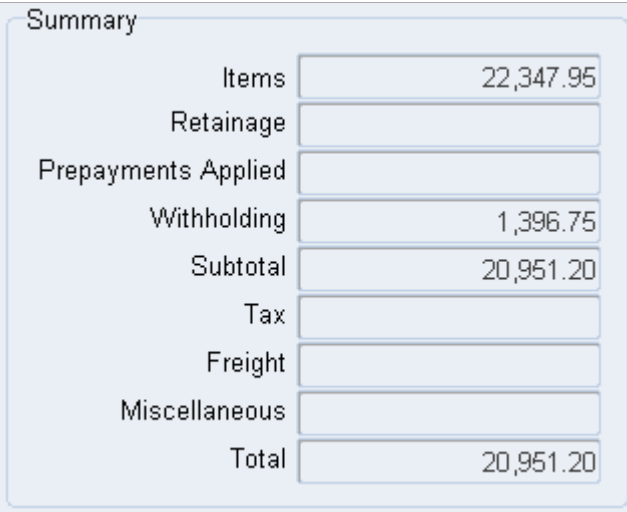


11 Check if Withholding Tax Code/ Group (if any) is correct under DV line items. (Refer Fig. 12)



<p>12</p> <p>Fig. 13</p>	<p>Click the <i>Distributions</i> button. (Refer Fig. 13)</p> 
<p>13</p> <p>Fig. 14</p>	<p>Distributions window will open. (Refer Fig. 14)</p> 
<p>14</p>	<p>Check if GL Segment Codes are correct.</p>
<p>15</p>	<p>When necessary changes have been made, press  or CTRL + S and close the tab.</p>
<p>16</p>	<p>Click the General Tab. (Refer Fig. 15)</p>
<p>Fig. 15</p>	
<p>17</p>	<p>Check DV status if Validated if not you may proceed to the next step. If Yes, the step ends here.</p>
<p>Fig. 16.1 - 3</p>	

	
	<p>If status is “Never Validated, Unvalidated or Needs Revalidation”, Click Actions button. (Refer Fig. 17)</p>
<p>Fig. 17</p>	
<p>18</p>	<p>Tick Validate and click OK. (Refer Fig. 17)</p>
<p>Fig. 18</p>	
<p>19</p>	<p>Check if the Status is Unpaid and Validated. (Refer Fig. 18)</p>

<p>Fig. 19</p>	
<p>20</p>	<p>Check tax calculation if accurate. (Refer Fig. 20)</p>
<p>Fig. 19</p>	
<p>21</p>	<p>The next step is the approval of the DV. You may refer to the User Guide provided for Approvers.</p>