


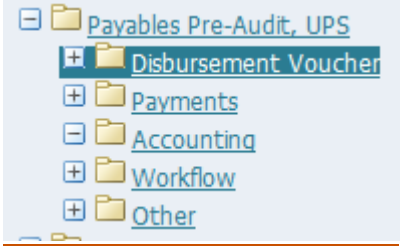
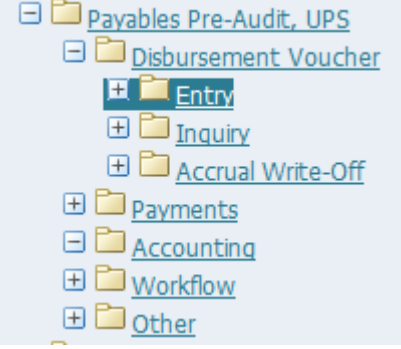
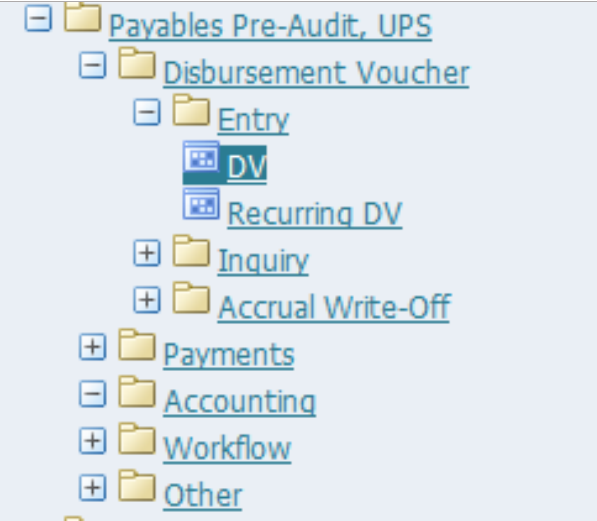
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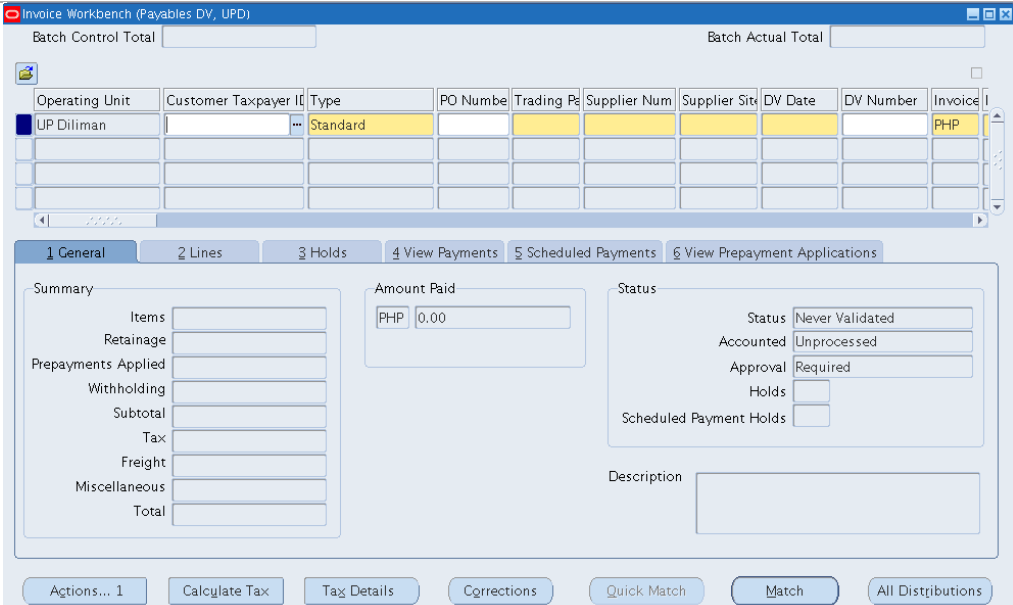
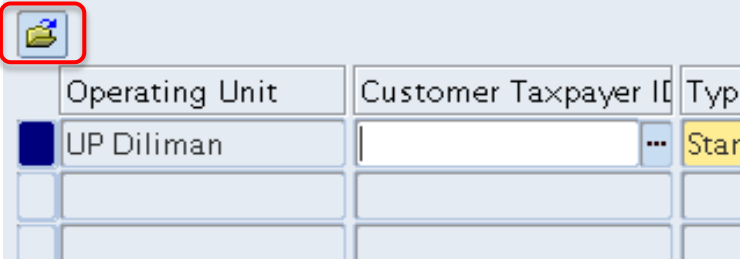
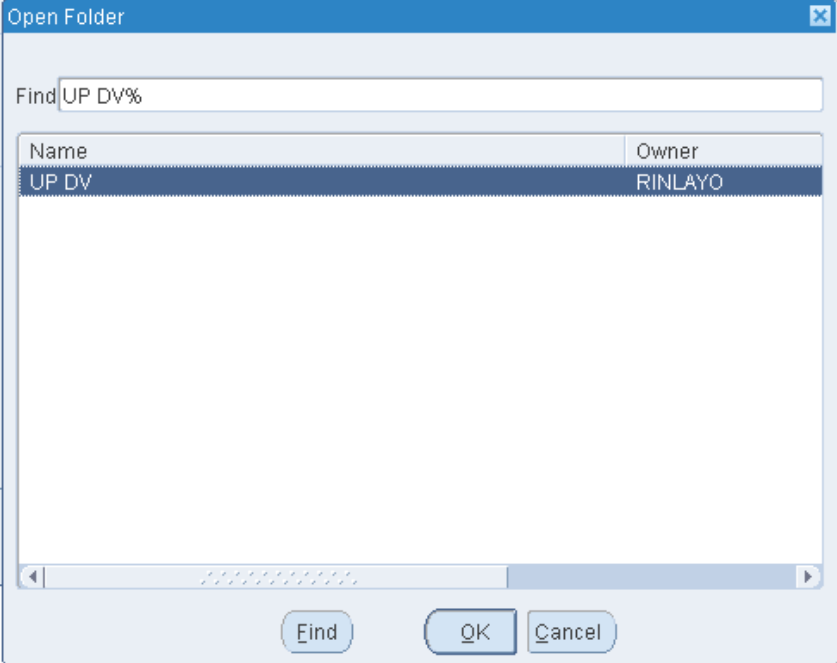
Financial Management Information System


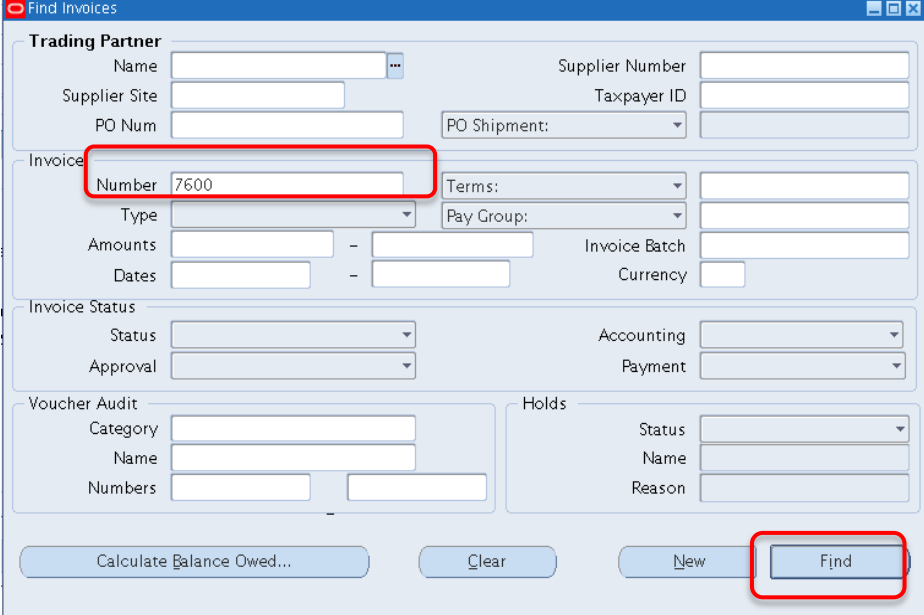
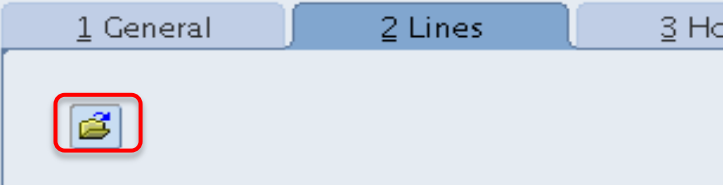
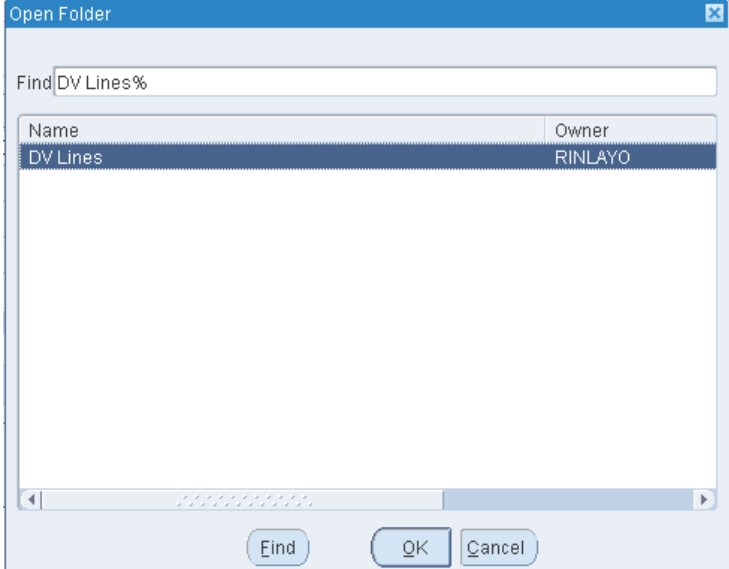


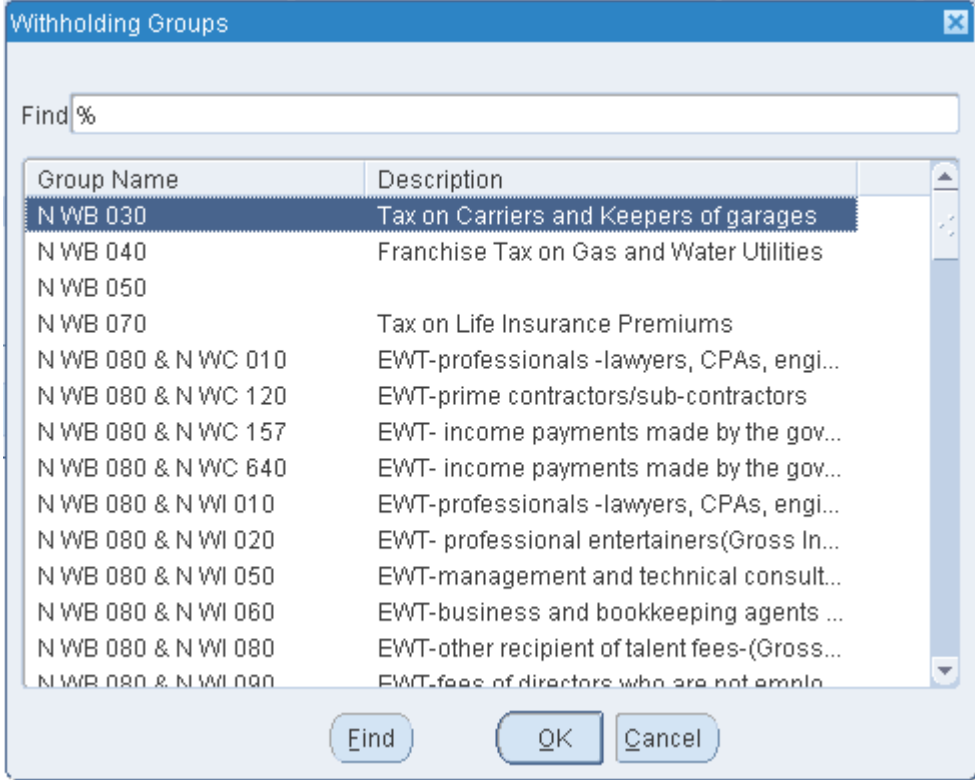
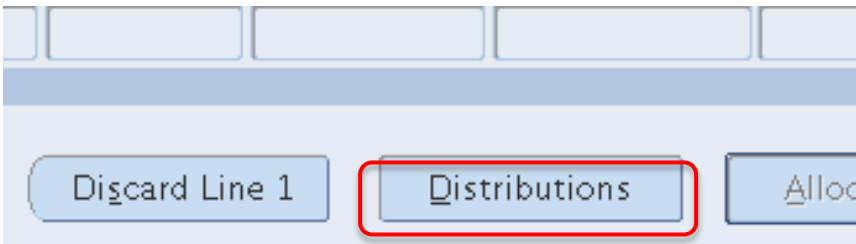
User Guide

Process ID	TSFM30004-A
Process Name	Accounting Office Pre-Audit and Application of Taxes Withheld
Information System	Financial Management Information System
Functional Domain	Accounts Payables Module
Responsibility	Payables Pre-Audit
Purpose	Entering withholding tax codes and checking the completeness of the Disbursement Voucher (DV)
Data Requirement	Tax Codes/Distribution codes / Account Codes Required attachments / documents
Dependencies	DVs are already created in FMIS and DV number is indicated in the transmittal slip.
Scenario	The Accounting personnel will indicate proper tax codes applicable to the transaction available in the LOVs and check the completeness of the DV details including confirmation of the account codes in the distribution lines.

Process Steps	Process Details
1	From HOME proceed to Main Menu and click Payables Pre-Audit (Refer Fig .01)
Fig. 01	
2	Click on Disbursement Voucher (Refer Fig. 02)
Fig. 02	
3	Click on Entry (Refer Fig. 03)
Fig. 03	
4	Click on DV (Refer Fig. 04)
Fig. 04	

<p>Fig. 05</p>	<p>Invoice Workbench window will be opened. (Refer Fig. 05)</p> 
<p>5</p>	<p>To change the column arrangement, click the folder icon. (Refer Fig. 06)</p>
<p>Fig. 06</p>	
<p>6</p>	<p>Open Folder window will be shown, choose UP DV with owner RMINLAYO and click OK. (Refer Fig. 07)</p>
<p>Fig. 07</p>	

7	Click Find Icon. (Refer Fig. 08)
Fig. 08	
8	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. 08)
Fig. 08	
9	Click the the "2 Lines" tab and click the folder icon. (Refer Fig. 0910)
Fig. 09	
10	Open Folder window will show and choose UP DV Lines . Click OK (Refer Fig. 101)
Fig. 10	

11	Select appropriate Withholding Tax Group as necessary under DV line items. (Refer Fig. 11)
Fig. 11	
12	Click the <i>Distributions</i> button. (Refer Fig. 12)
Fig. 12	
13	Distributions window will open. (Refer Fig. 13)

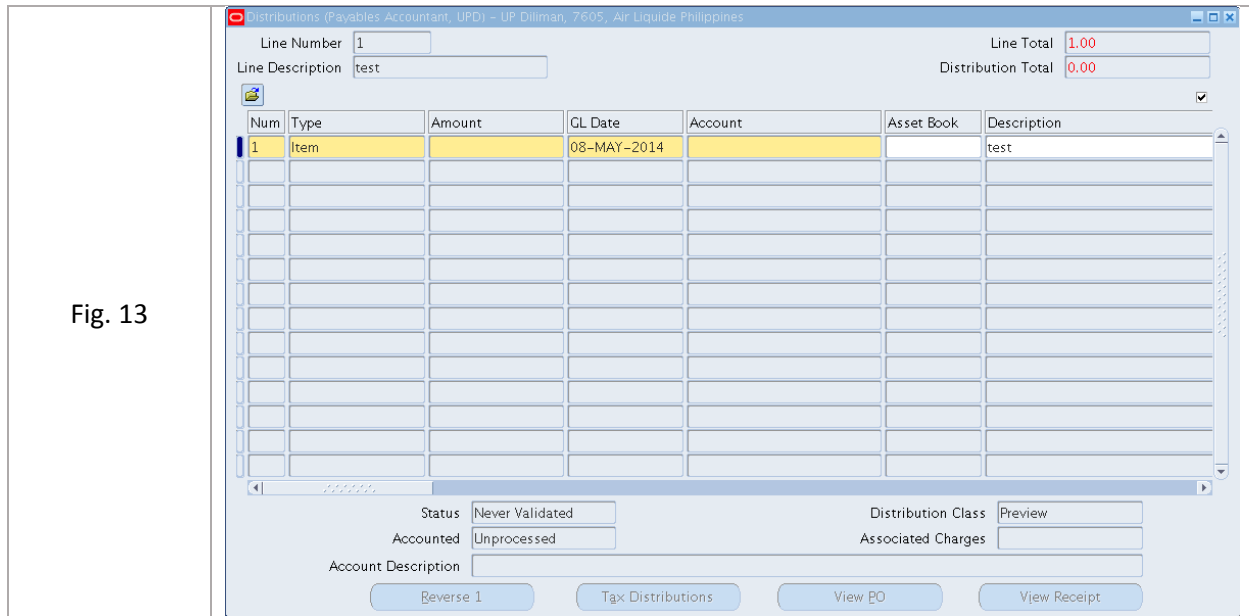




Fig. 13

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Enter the amount in **Amount** field. Once **Account** field is selected,  button will appear. Click the  button. **Accounting Flexfield** window will open. Fill up the yellow fields and click **OK**. (Refer Fig. 13)

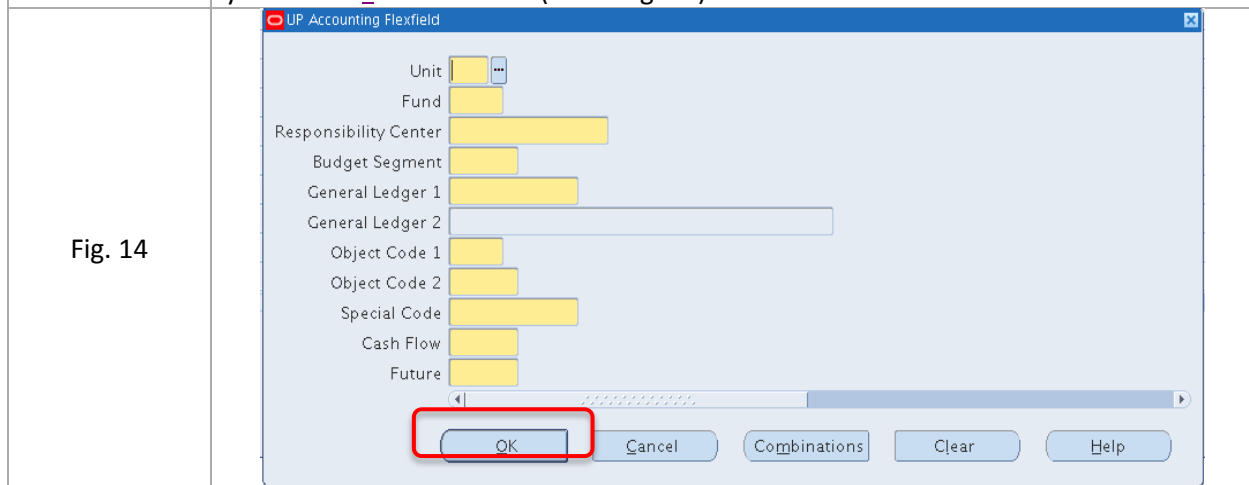



Fig. 14

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When necessary changes have been made, press  or CTRL + S and close the tab.

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Click the General Tab. (Refer Fig. 15)

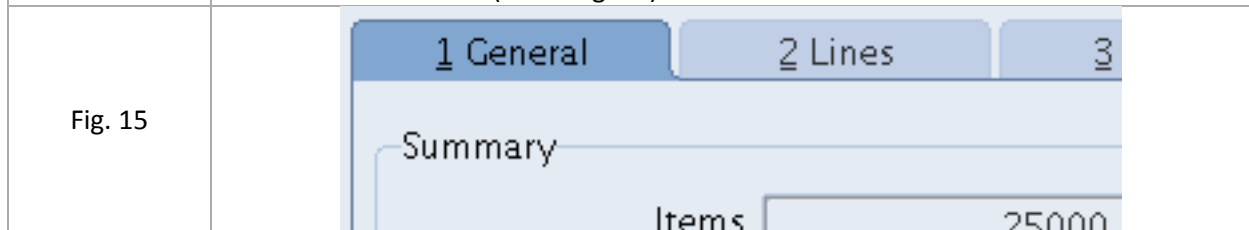
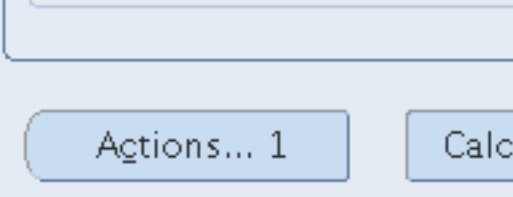
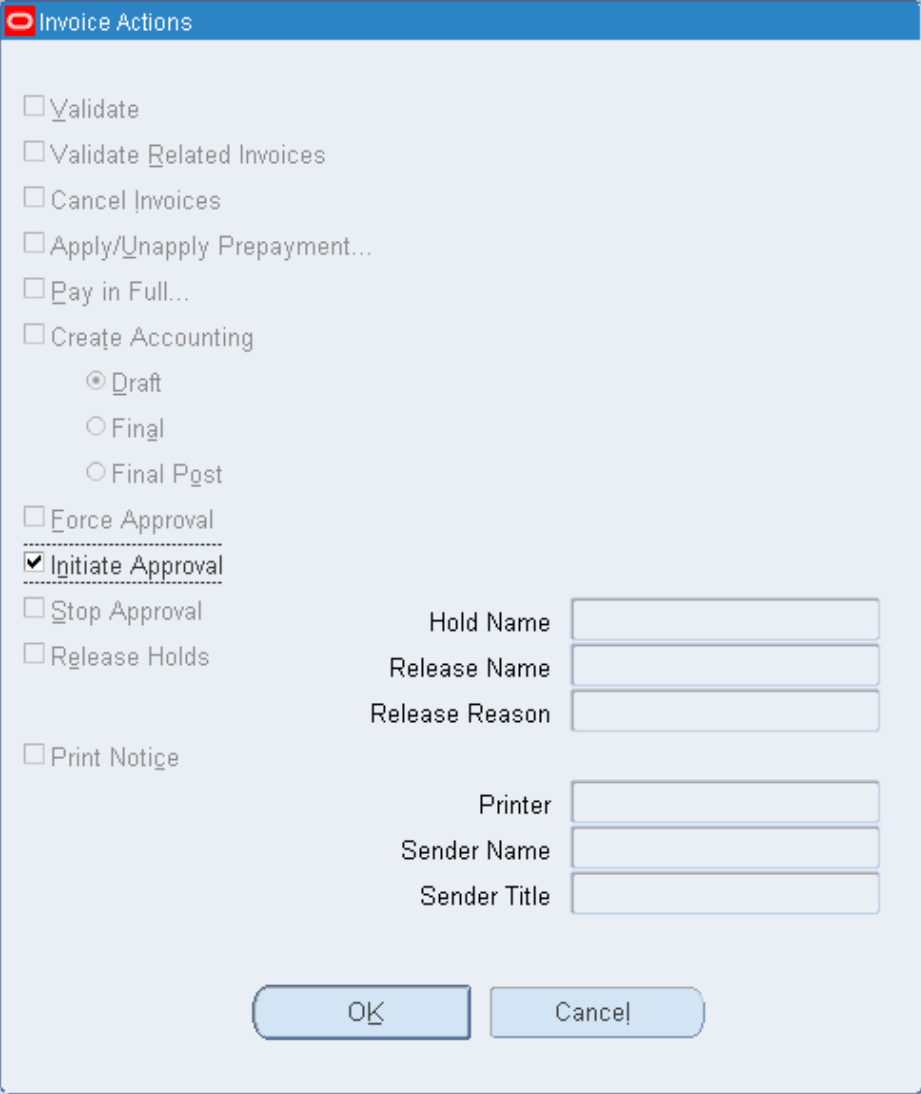
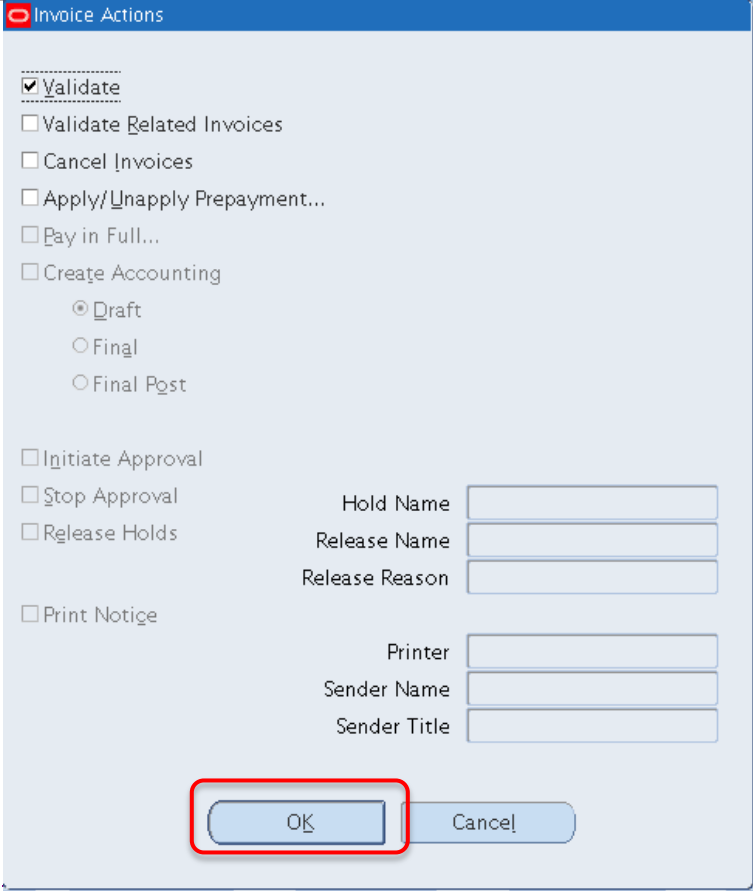


Fig. 15

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Click **Actions** button. (Refer Fig. 16)

<p>Fig. 16</p>	
<p>18</p>	<p>Tick Initiate Approval and click OK. (Refer Fig. 17)</p>
<p>Fig. 17</p>	

	
<p>19</p>	<p>Check if the <u>St</u>atus is Initiated, Unpaid and Never Validated. (Refer Fig. 18)</p>
<p>Fig. 18</p>	