



Remarks
Scanned documents will be forwarded to the Accounting office.
Accounting pre-audit staff may review actual documents upon receipt from the Requesting Unit.
Department Head / Dean / Head of the Unit may review scanned documents from the system.
Budget Office Approvers will review scanned documents from the system.
Accounting staff will verify dv details in the system. After Approving the DV, documents will be forwarded to the Cash Office. Upon approval by the cash office, accounting staff will print JEV, if necessary. Then attach this to the DV.
VCA/AVP/VCA/Chancellor will review scanned documents from the system
Cash Officer will attach printed DV, duplicate check and OR to the actual documents.

Process Name	Disbursement Voucher Process Flow (Parallel Run)
Process Steps	Process Flow Details
	<p>Process Flow of Any DV with no PO that will be created.</p> <ol style="list-style-type: none"> 1. The Unit Admin Officer or DV Originator will enter DV details in the System, scan and upload attachments, then Save the DV. Actual attachments with a Referral Slip reflecting the DV number from FMIS will be sent directly to the Accounting Office. 2. The Accounting Pre-Audit Staff will check completeness of documents, search for the DV in FMIS using the DV number as reference, make necessary changes to the DV such as DV amount, DV Lines, distributions or account codes, tax codes and validate the DV. Then Initiate Approval. 3. The Unit Approvers/Department Head and/or the Dean/Head of the Unit will receive a notification, review attachments in FMIS then act on the notification. Options available for Payables Approvers are Approve, Reject, Reassign or Request Information. If not approved, please refer to step 19. 4. The Budget Officer / Fund Controller will be notified about the DV and will check fund availability. 5. The Budget Officer / Fund Controller will debit the amount in GL Module and identify Obr/BUR No. Then, reflect the same number in the DV as well as the Budget Segment. If Obligation was accomplished prior to the creation of the DV, budget officer will verify the Obr/BUR number entered by the DV originator. 6. The Budget Officer / Fund Controller will choose the appropriate action for the notification. Options are Approve, Reject, Reassign and Request Information. If request for payment is rejected, refer to step 19. 7. The Budget Division Supervisor and/or the Budget Director/Head of the Budget Office will respond to the request. Options are Approve, Reject, Reassign and Request Information. If request for payment is rejected, refer to step 19. 8. If the request is approved, the Accounting Office will receive a notification on the DV (Payables Invoice). 9. A Payables Accountant will verify the tax codes and distributions (account codes), then make necessary changes in the distributions. A Payables accountant may also determine Cash Availability (RANCA). 10. The Payables Accountant will respond to the notification. Options are Approve, Reject, Reassign and Request Information. If DV is rejected, refer to step 19. 11. The Chief Accountant will confirm validation of the DV. 12. The Chief Accountant will respond to the notification. Options are Approve, Reject, Reassign and Request Information. If DV is rejected, you may refer to step 19. 13. A notification requesting for Approval will be sent to the VP/AVP/VCA/Chancellor. Options are Approve, Reject, Reassign and Request Information. If rejected, refer to step 19. 14. The Cash Office Chief will approve or disapprove DV for preparation of Check/RADA. Options are Approve, Reject, Reassign and Request Information. If rejected, refer to step 19. 15. A Cash Officer will initiate payment. 16. The Cashier/ Cash Officer will process and release the Payment. Then, print the DV for signature by the payee or claimant. Details such as OR# will be entered by the Cash Officer. 17. An Accountant will Post to GL (Create Accounting). 18. An Accountant will print the JEV, if necessary, then collate with DV and other attachments. 19. For disapproved DVs, Unit Admin Officer/DV Originator or Accounting Office Pre-Audit Staff will search for the disapproved DV and make necessary changes then Save. 20. Unit Admin Officer/DV Originator will resubmit updated documents to the Accounting Office Pre-Audit staff. 21. Accounting Office Pre-audit staff will proceed to step 2 and the approval process will once again commence.