University of the Philippines
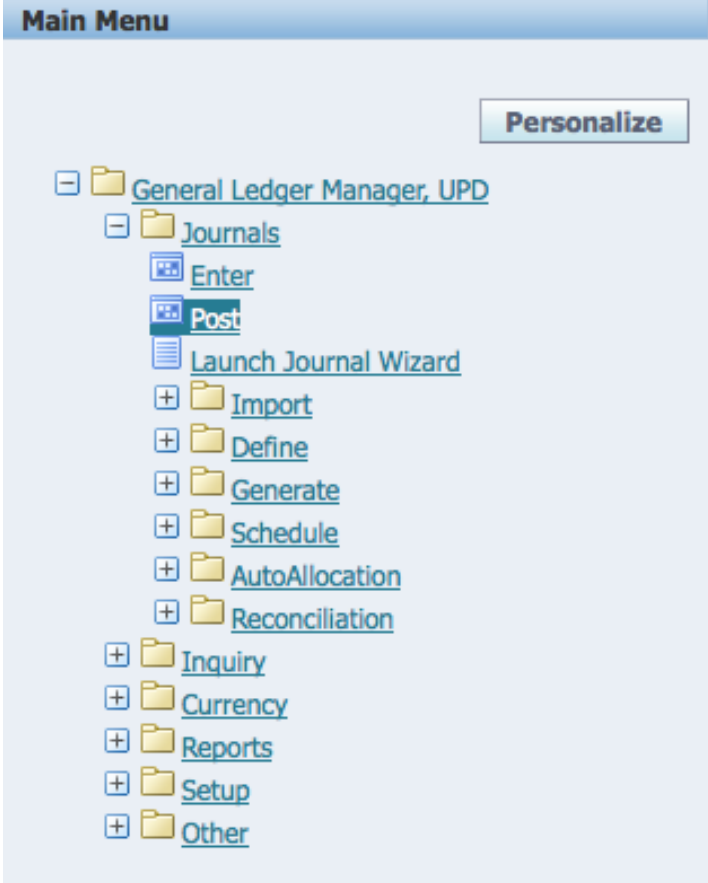## Financial Management Information System

User Guide

Process ID	TSFM50010
Process Name	Posting a Journal Entry
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Manager
Purpose	Posting a journal entry to the general ledger
Data Requirement	Period Batch Name
Dependencies	Batch Journal Journal Period
Scenario	All the journal entries should be posted to the general ledger, or else the general ledger account balances will not be updated accordingly.

Process Steps	Process Details
1	From **HOME** proceed to **Main Menu** and click **General Ledger** (Refer Fig .01)
Fig. 01	**Main Menu** Personalize ⊞ 📁 General Ledger Manager, UPD
2	Click on **Journals** (Refer Fig. 02)
Fig. 02	**Main Menu** Personalize ⊟ 📁 General Ledger Manager, UPD ⊞ 📁 Journals ⊞ 📁 Inquiry ⊞ 📁 Currency ⊞ 📁 Reports ⊞ 📁 Setup ⊞ 📁 Other
3	Select **Post**. (Refer Fig. 03)

Fig. 03	**Main Menu**
	
	Personalize
	
	General Ledger Manager, UPD
	  Journals
	    Enter
	    Post
	    Launch Journal Wizard
	    Import
	    Define
	    Generate
	    Schedule
	    AutoAllocation
	    Reconciliation
	  Inquiry
	  Currency
	  Reports
	  Setup
	  Other

4	The *Post Journals window* and *Find Journal Batches* window will open. (Refer fig. 04)
	
	Enter the financial period and click *"Find"* to search for the Journal Entry from a list of journal entries available for that particular GL period. Or else there are more options for the user to filter the available journal entries such as
	
	  ▪ Batch name
	
	  ▪ Entered Debit
	
	  ▪ Entered Credit
	
	  ▪ Control amount.
	
	It's possible to shorten the results list as the search results will be filtered according to the parameters.
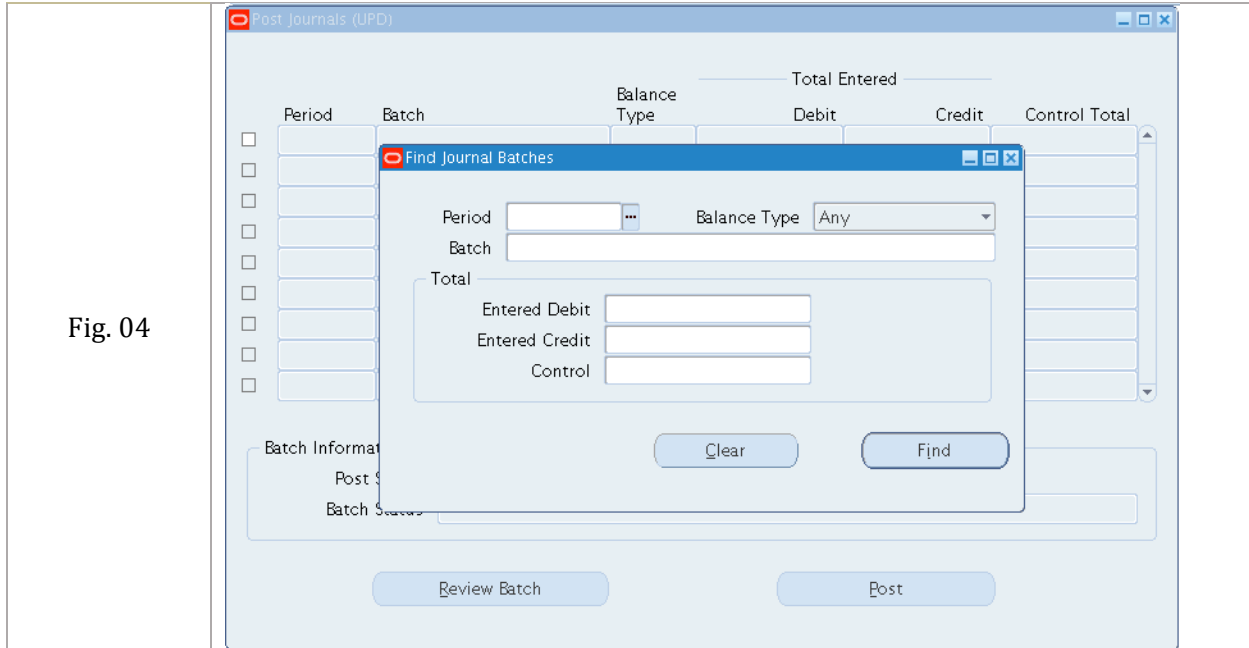
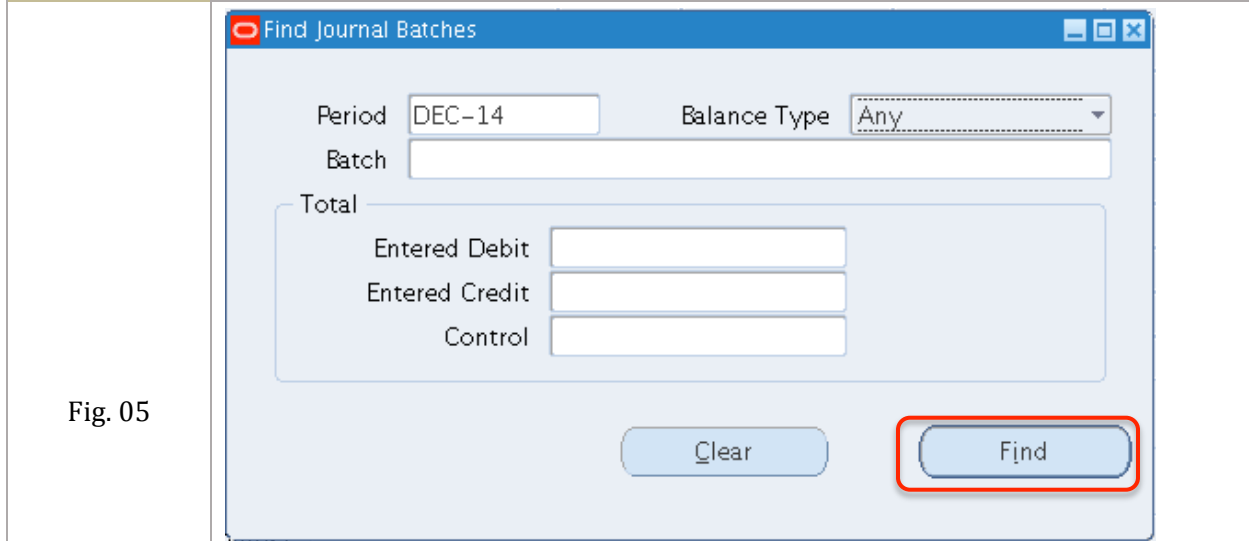|	
Fig. 04	
5	Fill out the **Period** field and the **Batch** Field with the details of the Batch Journal to find. (Refer Fig. 05)
Fig. 05	

Field	Description	Remarks
Period	Date-Year coverage of the journal to find e.g. APR-13	• Date (MON-YY)
Batch	Name of the batch journal to find e.g. Batch Journal 0001	• Text field

Click the "Find" button.

6	All the journals following the corresponding find parameters will be displayed in the **Post Journals** window. (Refer Fig. 06)

Fig. 06	
	Tick the checkbox of the batch journal to post. The entire row for the batch journal will turn into blue. (Refer Fig. 07)
Fig. 07	
	Click the [Review Batch] button to review the batch journal before posting. The **Batch** window will open displaying the details of the batch journal selected. (Refer Fig. 08)
Fig. 08	
	Click the [Journals] button at the lower left area of the **Batch** window.
7	The **Journals** window will open and display the details for the Journal entry selected. (Refer Fig. 09)

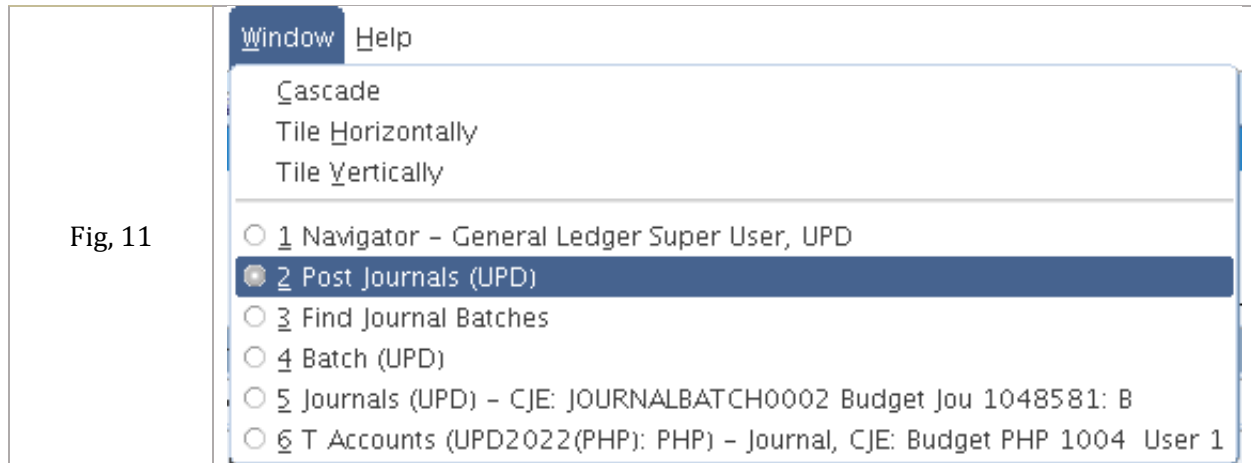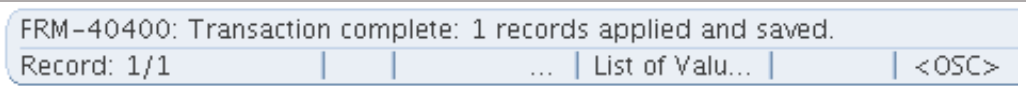| Fig. 09	
	Click the [T Accounts...] button and the **T Accounts** window will open. (Refer Fig. 10)
Fig. 10	
	The **T Accounts** window will display the summary details for the journal entries for reviewing.
8	On the menu bar at the top of the window, click the **Window** option. File Edit View Folder Tools Window Help
	The **Window** dropdown menu will open. Select the **Post Journals** option to transfer focus to the **Post Journals** window. (Refer Fig, 11)

Fig, 11	Window Help
	Cascade
	Tile Horizontally
	Tile Vertically
	○ 1 Navigator – General Ledger Super User, UPD
	● 2 Post Journals (UPD)
	○ 3 Find Journal Batches
	○ 4 Batch (UPD)
	○ 5 Journals (UPD) – CJE: JOURNALBATCH0002 Budget Jou 1048581: B
	○ 6 T Accounts (UPD2022(PHP): PHP) – Journal, CJE: Budget PHP 1004 User 1

9	On the **Post Journals** window, click the **"Post"** button on the lower right area of the window. (Refer Fig. 12)

Fig. 12	**Post Journals (UPD)**
	Total Entered
	Period / Batch / Balance Type / Debit / Credit / Control Total
	☑ JUN–15 CJE: JOURNALBATCH0002 Bu Budget 30000.00 30000.00
	☐ DEC–14 XX TEST BATCH Encumbra 30000.00
	☐ AUG–14 CJE: BUDGETJOURNALTESTX Budget 1000.00 0.00
	☐ JUL–14 CJE: BUDGETJOURNALTESTX Budget 400.00 0.00
	☐ JUL–14 CJE: JOURNALBATCH0001 Bu Budget 0.00 25000.00
	☐ JUN–14 CJE: BUDGETJOURNALTESTX Budget 600.00 0.00
	☐ MAY–14 Journal0001 25–JUN–2014 0 Actual 10000.00 10000.00
	☐ MAY–14 CJE: BUDGETJOURNALTESTX Budget 500.00 0.00
	☐ APR–14 CJE: BUDGETJOURNALTESTX Budget 4000.00 0.00
	Batch Information
	Post Status Postable
	Batch Status Passed funds reservation
	Review Batch Post

	Note window will open with the Posting Concurrent request ID of the transaction. (Refer Fig. 12)

Fig. 13	**Note** ☒
	Your Posting concurrent request ID is 1048677.
	OK
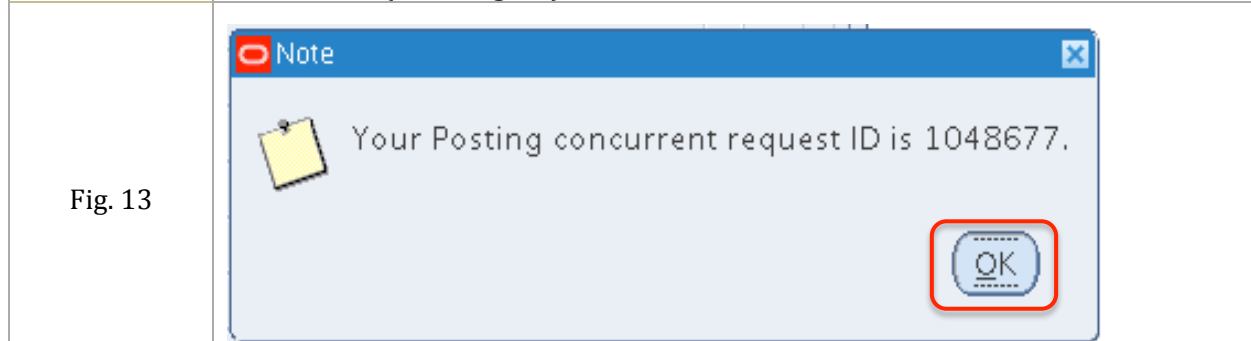
	Click **"OK"** button to close the notification window.
	A notification for the completed transaction will appear at the lower left of the

	application. (Refer Fig. 14)
Fig. 14	FRM-40400: Transaction complete: 1 records applied and saved. Record: 1/1 | | | ... | List of Valu... | | <OSC>

Result Information:

Expected Results
• The Journal Entry is saved and posted • A confirmation of the saving and posting process at the lower left of the application