

University of the Philippines Financial Management Information System

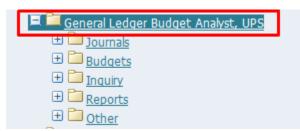
User Guide

Description:	
Script ID	
Script Name	Define Budget
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Purpose	Define a Budget to be used for Budget Journal
Data Requirement	Budget Name, Status, First Budget Period, Last Budget Period, Latest Open Year
Dependencies	
Scenario	User wants to create a Budget to be used for Budget Journals.
Author	

Revision History:

Version Number	Date	Author	Description of Change
1.0		Sarmient, Jaybee	Created initial user guide for Define Budget.
2.0	05/30/2016	Basinillo, Kevin	Revised User Guide and updated screenshots.

STEP 1 On the Main Menu, go to General Ledger Budget Analyst / Manager. (Refer to Fig. 01)



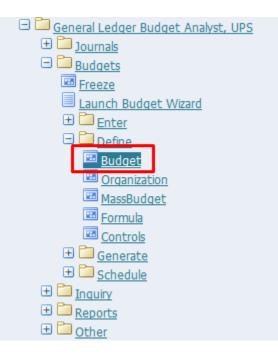
STEP 2 Then click on **Budget**. (Refer to Fig. 02)



STEP 3 Then click on **Define**. (Refer to Fig. 03)



STEP 4 Then click on Budget. (Refer to Fig. 04)



STEP 5 Click the **checkbox** then click **Run**. (Refer to Fig. 05)



STEP 6 Define Budget window will appear. (Refer to Fig. 06)

No.

No.

Define Budget (UP System)				
Budget Periods	Budget Journals	Dates Created Frozen		
First Last Latest Open Year Master Budget				
Open Next Year				
Field Name	Description	n Remarks		
Budget Name of th		udget Recommended naming convention: <cu> <fund> <year> e.g. UPS GF 2016</year></fund></cu>		
Status	Status of the Bu			
First Budget Period	First Budget Pe	eriod List of values.		
Last Budget Period	Last Budget Pe	eriod List of values.		

STEP 7 On the *Budget* field, enter the name of the budget and on the **Description** field optional description. (Refer to Fig. 07)

O Define	Budget (UP Syste	m)	
	Budget Description	UPS GF 2016 UPS General Fund for 2016	Dates Created
	Ledger	UP System	Frozen
	Status		
		Require Budget Journals	Ι 🚺]
– Budg	jet Periods		
		First	Last
	Latest	t Open Year	Master Budget
		Open Next Year	AutoCopy

STEP 8 On the Status field, click on the **ellipses** (...) for the list of values. (Refer to Fig. 08)

No.

ODefine Budget (UP Syste	em)	
Budget	UPS GF 2016	Dates
Description	UPS General Fund 2016	Created 28-MAR-2016
Ledger	UP System	Frozen
Status		
	Require Budget Journals	[]
– Budget Periods –		
	First JAN-16	Last ADJ1-16
Loton	t Open Year 2016	Master Budget
Lates	Copen real 2010	
	Open Next Year	(<u>A</u> utoCopy
l		
	Status	Description
	Open	The budget is available for update and budget entry.
Current		The buget is open, and it is the default budget when you use most budgeting and inquiry forms. You can only have one current budget at a time for each ledger.
Frozen		The budget is unavailable for update or budget entry.

STEP 9 Select **Open** to open the budget for updating and click OK. (Refer to Fig. 09)

FMIS					No.
	Statuses				×
	Find %				
	Status				
	Current				
	Frozen				
	Open				
	E	nd	<u>o</u> k	Cancel	

STEP Make sure that Require Budget Journals is checked so that we can generate journals from transactions in the Budget Module. (Refer to Fig. 10)

🖸 Define Budget (UP Syste	m)	
Budget	UPS GF 2016	Dates
Description	UPS General Fund 2016	Created 28-MAR-2016
Ledger	UP System	Frozen
Status	Open	
	✓ Require Budget Journals	[]
Budget Periods		
	First JAN-16	Last ADJ1-16
Latest	Open Year 2016	Master Budget
	Open Next Year	AutoCopy

STEP On the Budget Periods block, fill out the First Budget Period field by clicking on the ellipses (...)
11 for the list of values. (Refer to Fig. 11)

FMIS	No.
Budget Periods First Latest Open Year	Last Master Budget
Open Next Year	AutoCopy

STEP Select the first budget period coverage and click OK. (Refer to Fig. 12)12

Periods				×
Find %				
				_
Period				▲.
JAN-16				
FEB-16				
MAR-16	i			
APR-16				
MAY-16				
JUN-16				
JUL-16				
AUG-16	i			
SEP-16				
OCT-16	i			
NOV-16	i			
DEC-16	ì			<u>8</u>
ADJ1-1	6			
				-
	Eind	<u> </u>	Cancel	

STEP On the Budget Periods block, fill out the Last Budget Period field by clicking on the ellipses (...)
13 for the list of values. (Refer to Fig. 13)

Last 🔤 😶
Master Budget
(AutoCopy

STEP Select the **last budget period** coverage and click **OK**. (Refer to Fig. 14)

Periods				×
Find %				
Period				
JAN-16				
FEB-16				
MAR-16	i			
APR-16	i			
MAY-16				3
JUN-16	i			2
JUL-16				2
AUG-16	i			2
SEP-16	i			
OCT-16	i			
NOV-16	i			
DEC-16)			
ADJ1-1	6			Ţ
L				
	Eind	<u>o</u> k	Cancel	

No.

STEP Click on Open Next Year to open the budget for updating. (Refer to Fig. 15)15

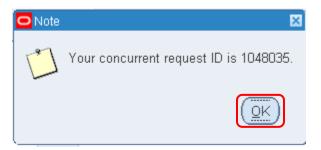
🖸 Define Budget (UP Syste	m)	
Budget	UPS SF 2016	Dates
Description	UPS General Fund for 2016	Created
Ledger	UP System	Frozen
Status	Open	
	☑ Require Budget Journals	[]]
- Budget Periods		
	First JAN-16	Last ADJ1-16
Latest	t Open Year	Master Budget
	Open Next Year	AutoCopy

STEP A confirmation window to open next year will appear. Click on Yes. (Refer to Fig. 16)16

14



STEP A note window containing the concurrent request ID will appear. Click OK. (Refer to Fig. 17)17



STEP Save your work. (Refer to Fig. 18)18

Oracle Applications - Goto Test Instance

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Budget	UPS GF 2016	Dates
Description	UPS General Fund 2016	Created 28-MAR-2016
Ledger	UP System	Frozen
Status	Open	
	✓ Require Budget Journals	[]
Budget Periods —		
	First JAN-16	Last ADJ1-16
Lates	t Open Year 2016	Master Budget

No.

FMIS	No.			
Result Information:				
Expected Results				
A Budget is created, defined and saved.				

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.