



# University of the Philippines Financial Management Information System

## User Guide

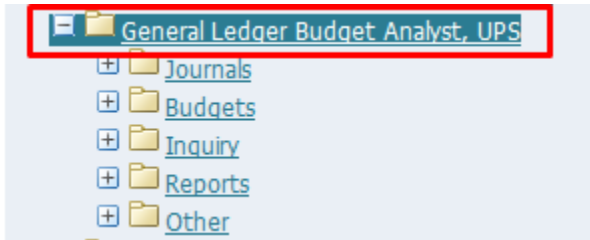
### Description:

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	

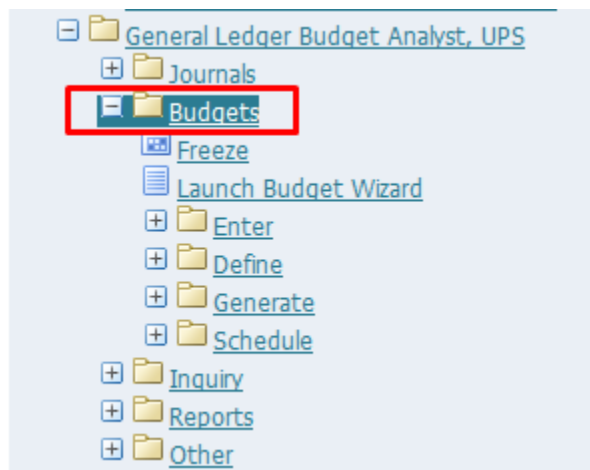
### Revision History:

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.

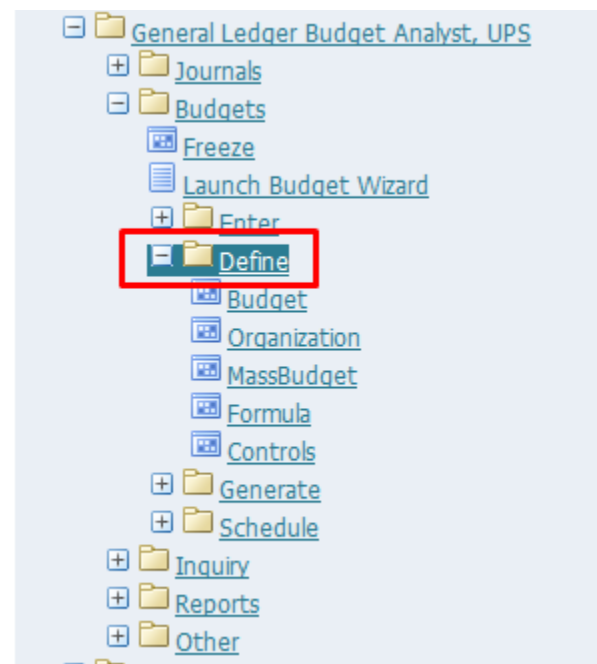
**STEP 1** On the *Main Menu*, go to **General Ledger Budget Analyst / Manager**. (Refer to Fig. 01)



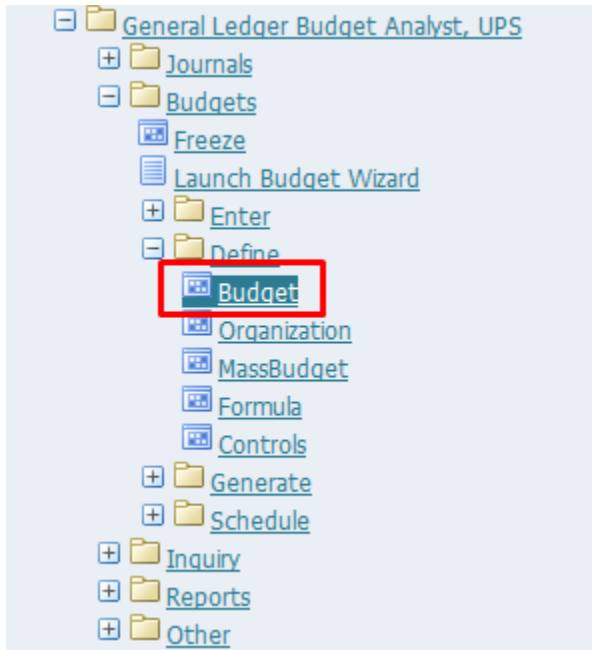
**STEP 2** Then click on **Budget**. (Refer to Fig. 02)



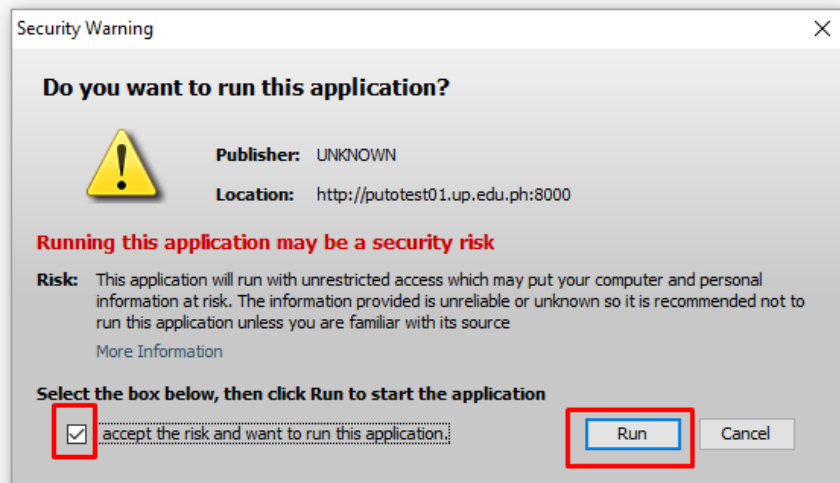
**STEP 3** Then click on **Define**. (Refer to Fig. 03)



**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)

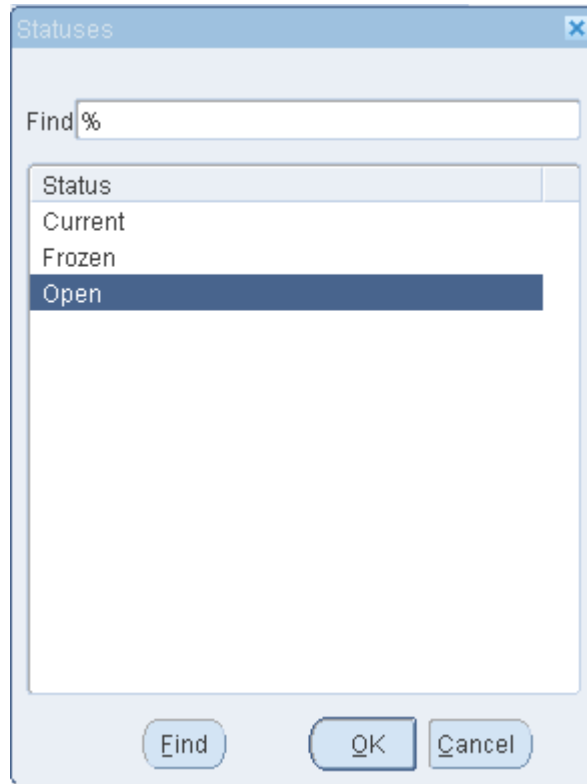
Field Name	Description	Remarks
Budget	Name of the Budget	Recommended naming convention: <CU> <FUND> <YEAR> e.g. UPS GF 2016
Status	Status of the Budget	List of values.
First Budget Period	First Budget Period	List of values.
Last Budget Period	Last Budget Period	List of values.

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

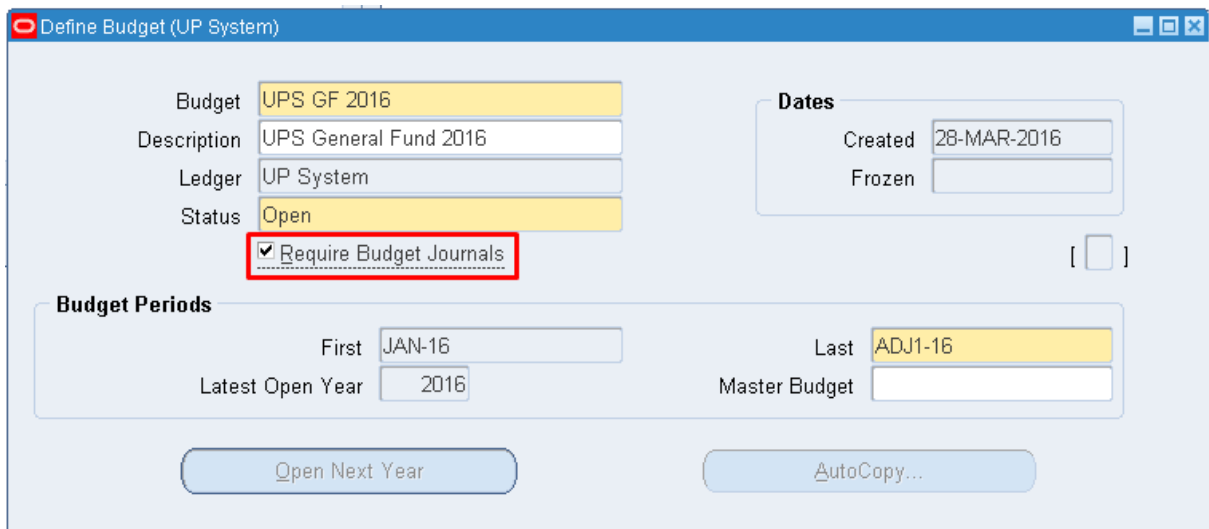
**STEP 8** On the Status field, click on the **ellipses (...)** for the list of values. (Refer to Fig. 08)

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)



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



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

**Budget Periods**

First  Latest Open Year

Last  Master Budget

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

**Periods**

Find %

Period
JAN-16
FEB-16
MAR-16
APR-16
MAY-16
JUN-16
JUL-16
AUG-16
SEP-16
OCT-16
NOV-16
DEC-16
ADJ1-16

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

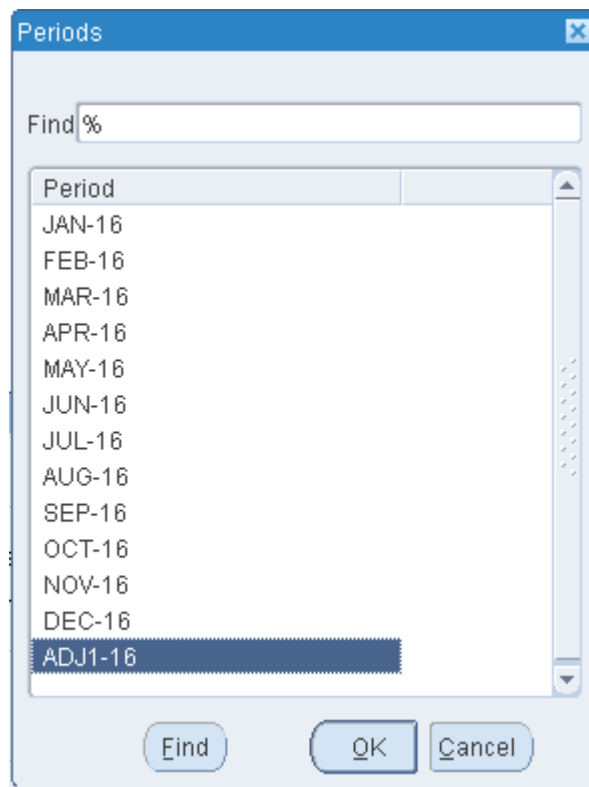
**Budget Periods**

First  Latest Open Year

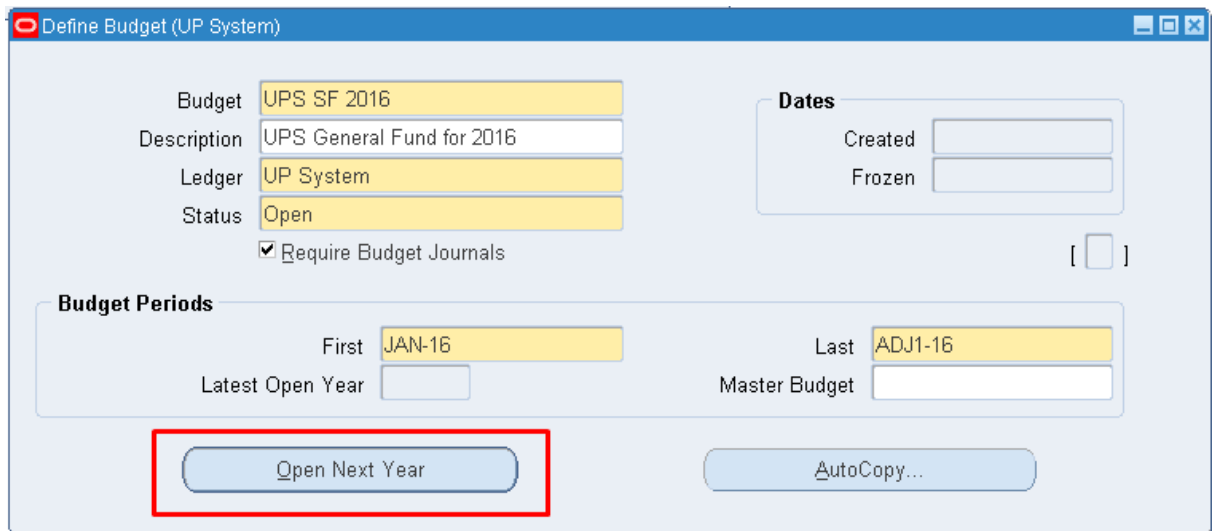
Last  Master Budget

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

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

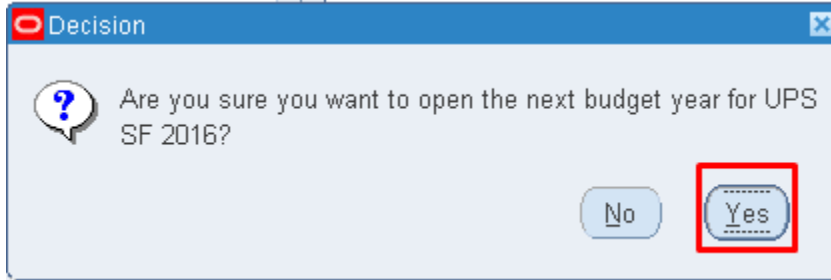


**STEP 16** A **confirmation window** to open next year will appear. Click on **Yes**. (Refer to Fig. 16)



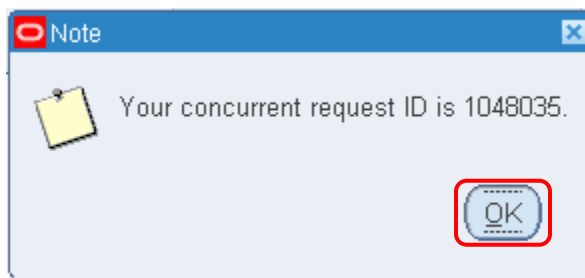
FMIS

No.



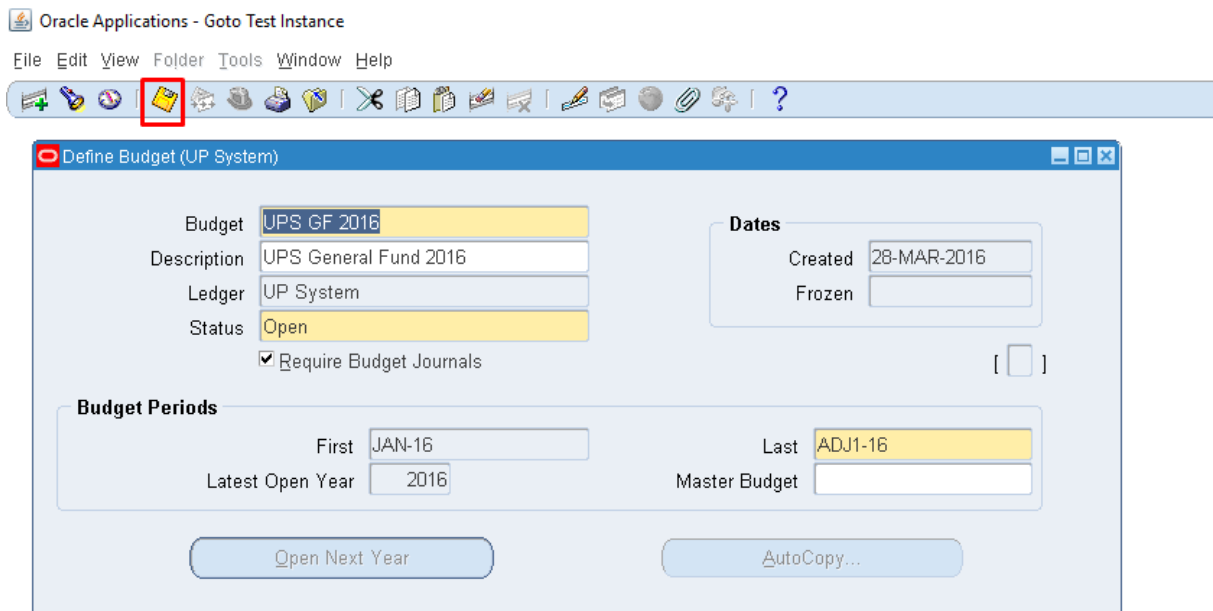
**STEP 17**

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



**STEP 18**

Save your work. (Refer to Fig. 18)



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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.