



University of the Philippines Financial Management Information System

User Guide

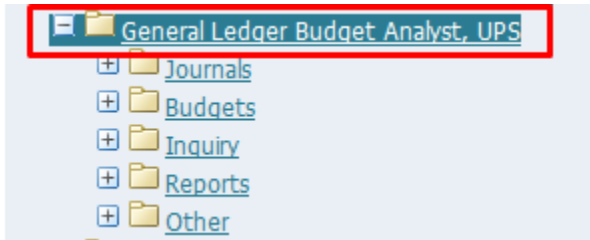
Description:

Script ID	
Script Name	Define Budget Organization
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Purpose	Define a Budget Organization to be used for Budget Journal
Data Requirement	Organization Name, Display Sequence, Range Assignments
Dependencies	
Scenario	User wants to create a Budget Organization to be used for Budget Journals.
Author	

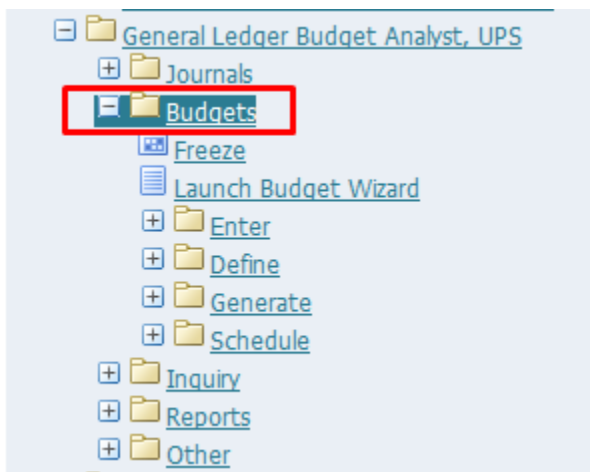
Revision History:

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

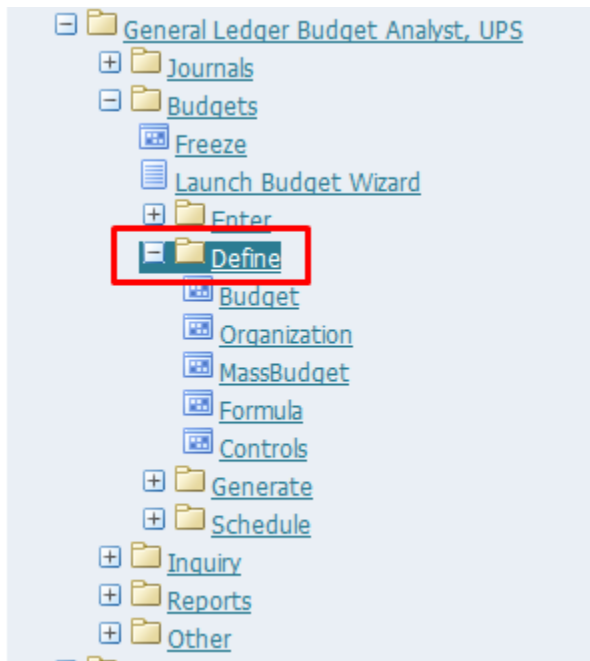
STEP 1 On the *Main Menu*, go to **General Ledger Budget Analyst / Manager**. (Refer to Fig. 01)



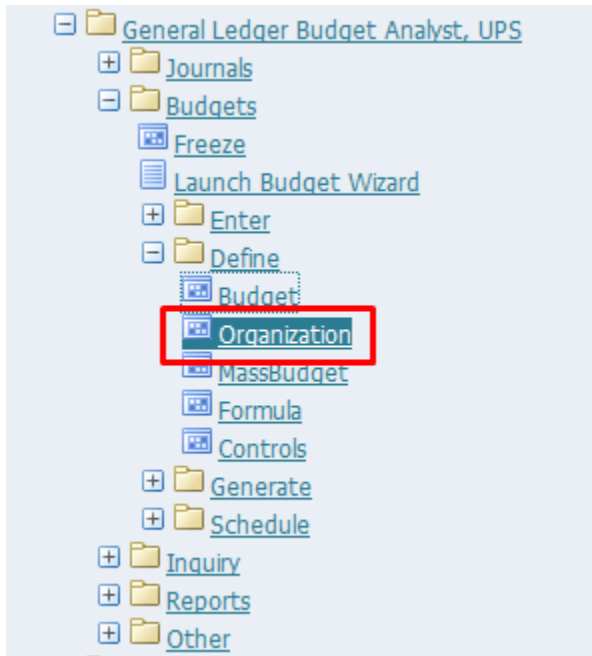
STEP 2 Then click on **Budget**. (Refer to Fig. 02)



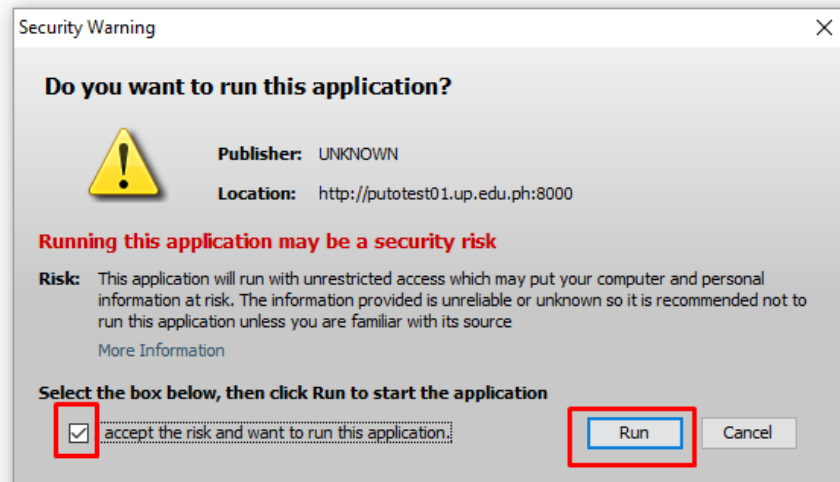
STEP 3 Then click on **Define**. (Refer to Fig. 03)



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



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



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

Field Name	Description	Remarks
Organization	Name of the Budget Organization.	Recommended naming convention: <CU> <FUND> e.g. UPS General Fund
Display Sequence	Sequence of the accounting flexfields.	Number the fields 1 to 11 from top to bottom.

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

Define Budget Organization (UP System)

Organization: UPS General Fund

Description: UPS General Fund

Ledger: UP System

Ordering Segment: General Ledger1

Display Sequence: 1.2.3.4.5.6.7.8.9.10.11

Enable Security []

Password Security

Enabled: No

Set Password

Effective Dates

From: []

To: []

Ranges Assignments Assign Access

AutoCopy... Maintain Delete

STEP 8 Click on the **Display Sequence** Field and number the fields as follows and click **OK**. (Refer to Fig. 08)

	Sequence #
Unit	1
Fund	2
Responsibility Center	3
Budget Segment	4
General Ledger1	5
General Ledger2	6
Object Code1	7
Object Code2	8
Special Code	9
Cash Flow	10
Future	11

Buttons: OK, Cancel, Clear, Help

STEP 9 Click **Ranges**. (Refer to Fig. 09)

Define Budget Organization (UP System)

Organization: UPS General Fund

Description: UPS General Fund

Ledger: UP System

Ordering Segment: General Ledger1

Display Sequence: 1.2.3.4.5.6.7.8.9.10.11

Enable Security []

Password Security: Enabled

Effective Dates: From To

STEP 10 Account Ranges window will open. (Refer to Fig. 10)

Account Ranges (UP System) - UPS General Fund

Line	Low	High	Type	Currency
			Entered	PHP

Status: Adding

Field Name	Description	Remarks
Line	Line Number	e.g. 1,2,3,...,n
Low	Minimum limit of account range	Minimum limit of account range
High	Maximum limit of account range	Maximum limit of account range
Type	Type of range.	List of values. Default value is entered.
Currency	Currency	List of values. Default value is PHP.

STEP 11 Enter the **line** of the range and click on **low** field. The following window should appear. (Refer to Fig. 11)

STEP 12 Select the **lowest** and **highest** possible values for each fields by clicking on **ellipses (...)** beside each field. After filling up each field, click **OK**. (Refer to Fig. 12)

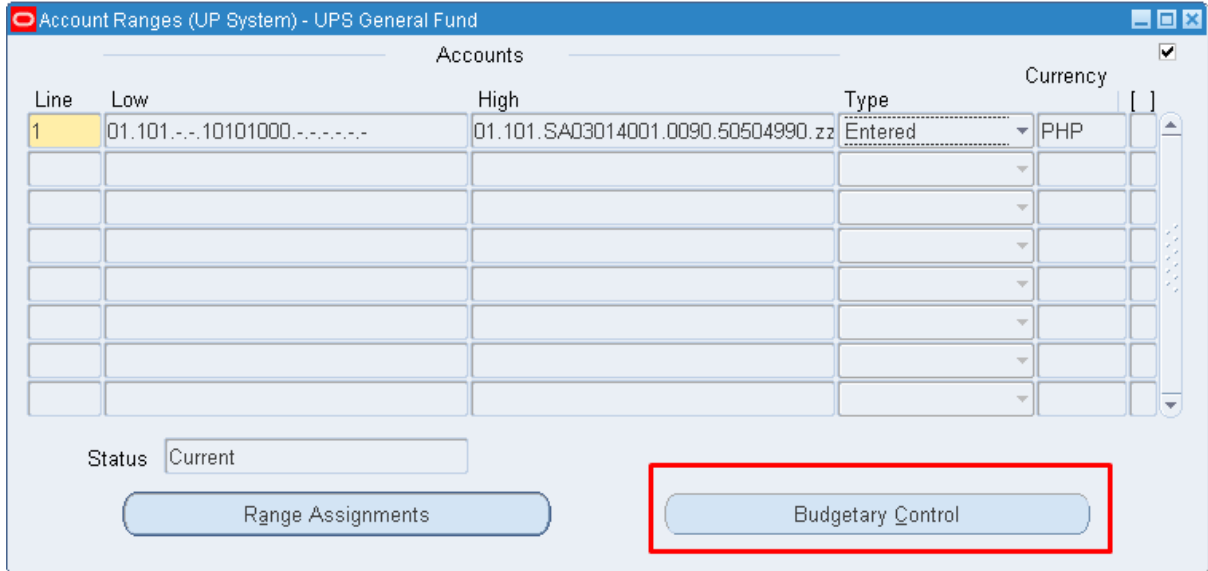
Note:

- **Unit** will be constant for low and high.
- **Fund** should be constant if you are creating a budget organization for a single fund (e.g. Fund – 101 for UPS General Fund Budget Organization).
- The lowest possible values for the remaining fields is ‘-‘ (unspecified).
- The highest possible values for the remaining fields is ‘ZZ’.

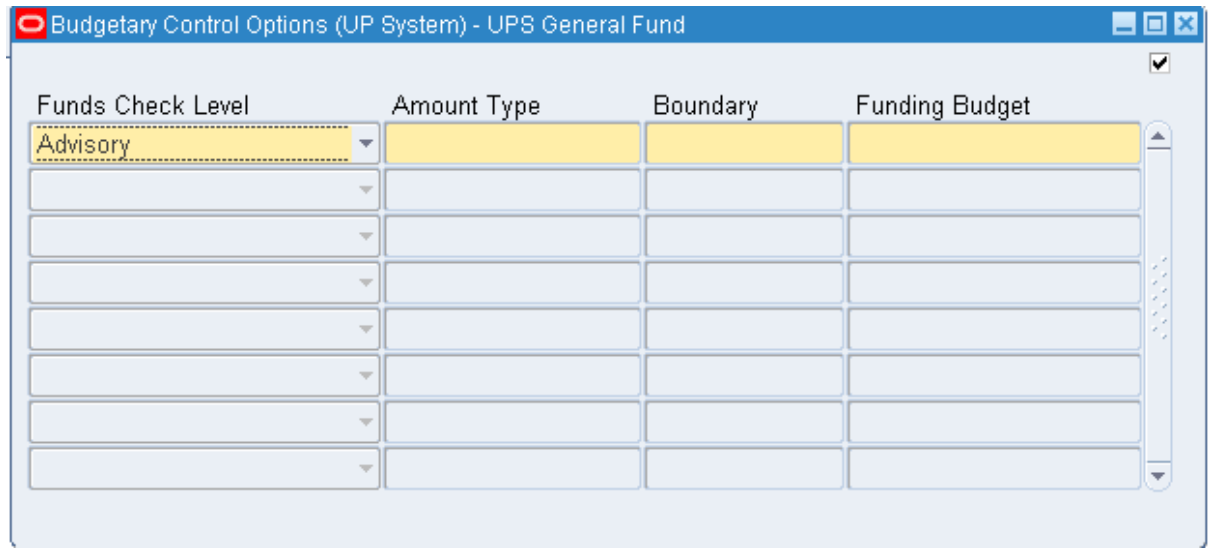
The image shows a dialog box titled "Accounting Flexfield" with a table of fields and their values for "Low" and "High" ranges. The fields are: Unit, Fund, Responsibility Center, Budget Segment, General Ledger1, General Ledger2, Object Code1, Object Code2, Special Code, Cash Flow, and Future. The "Low" column contains values: 01, 101, SA01001001, 0010, 101010, -, 101010, -, -, -, -. The "High" column contains values: 01, 101, SA03017001, 0100, 506069!, ZZ, 506069!, ZZ, ZZ, ZZ, ZZ. There is a "..." button next to the "Future" field in the high column. At the bottom are buttons for "OK", "Cancel", "Clear", and "Help".

	Low	High
Unit	01	01
Fund	101	101
Responsibility Center	SA01001001	SA03017001
Budget Segment	0010	0100
General Ledger1	101010	506069!
General Ledger2	-	ZZ
Object Code1	101010	506069!
Object Code2	-	ZZ
Special Code	-	ZZ
Cash Flow	-	ZZ
Future	-	ZZ ...

STEP 13 Click on **Budgetary Control** in order to impose rules for the account ranges. (Refer to Fig. 13)



STEP 14 **Budgetary Control Options** Window will appear. (Refer to Fig. 14)



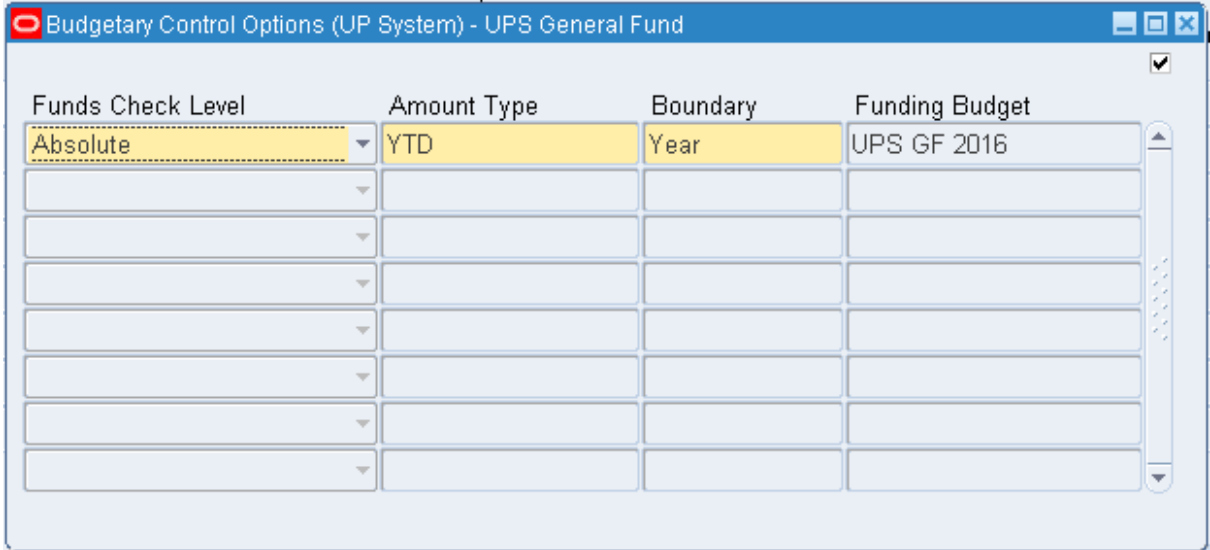
Field Name	Description	Remarks
Funds Check Level	Enter a Funds Check Level to control the severity of budgetary control checks	<ul style="list-style-type: none"> • None: for no funds checking or funds reservation. • Advisory: for online notification when transactions fail funds checking. The system still reserves funds for transactions even when no funds are available. • Absolute: to prohibit you from reserving funds for a transaction unless funds are

		available.
Amount Type	Cumulative balance to use for the funds checking interval	List of values.
Boundary	The end point of the interval.	List of values.
Funding Budget	The name of the Funding Budget against which you want General Ledger to check or reserve funds.	List of values.

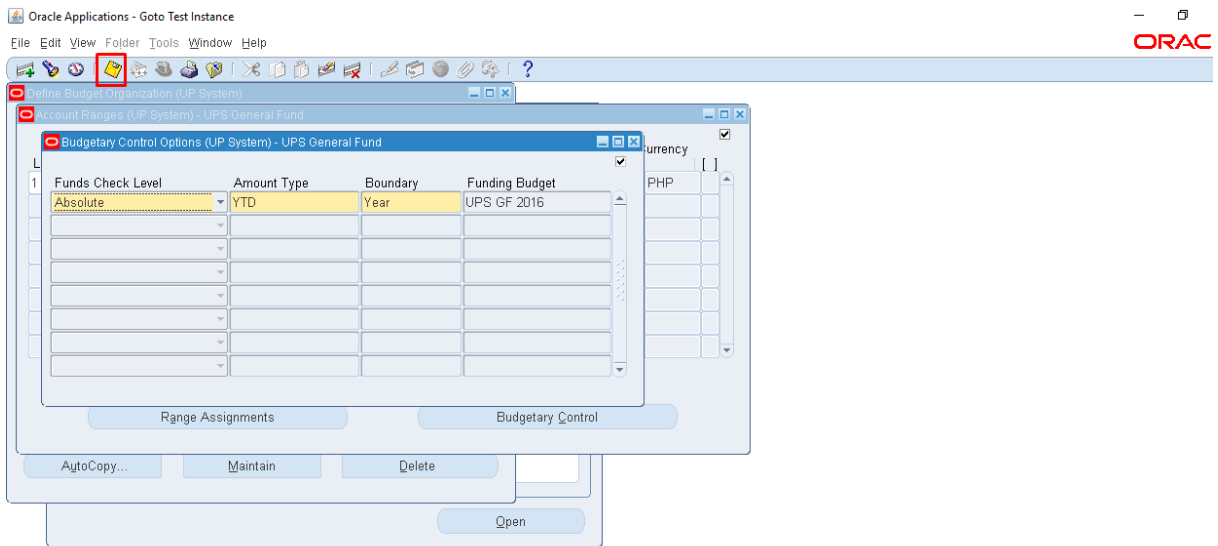
The figure below shows the combinations of Amount Type and Boundary that the system supports.

		BOUNDARY			
A M O U N T T Y P E		PERIOD	QUARTER	YEAR	PROJECT
	PTD	Yes	No	No	No
	QTD	Yes	Yes	No	No
	YTD	Yes	Yes	Yes	No
	PJTD	Yes	Yes	Yes	Yes

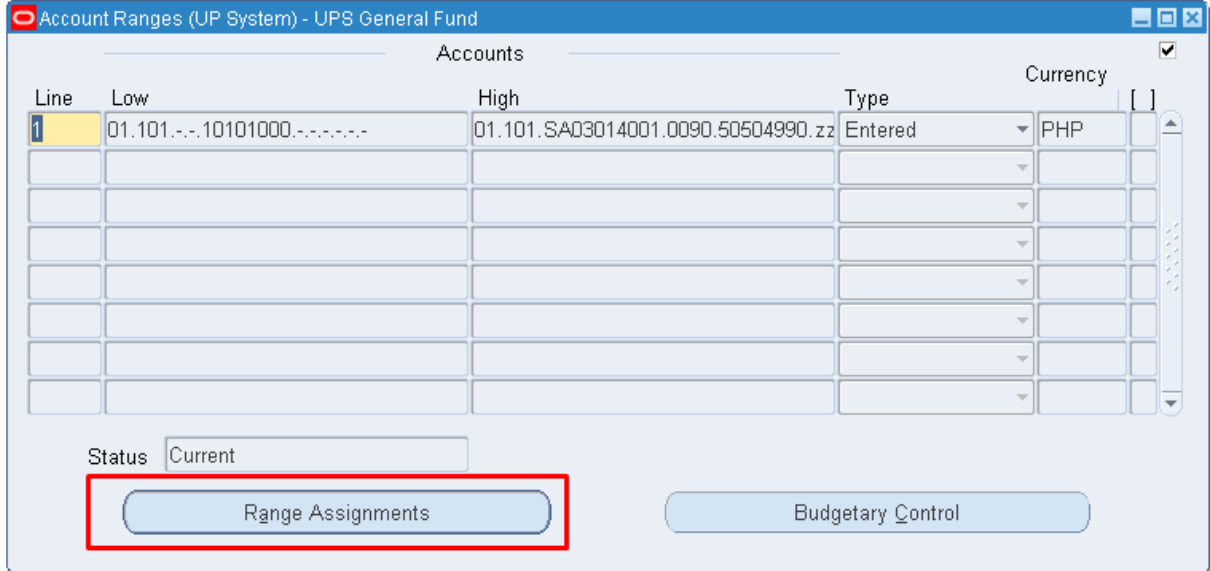
STEP 15 Select your preferred budgetary control options for the account range. (Refer to Fig. 15)



STEP 16 Save your work. (Refer to Fig. 16)

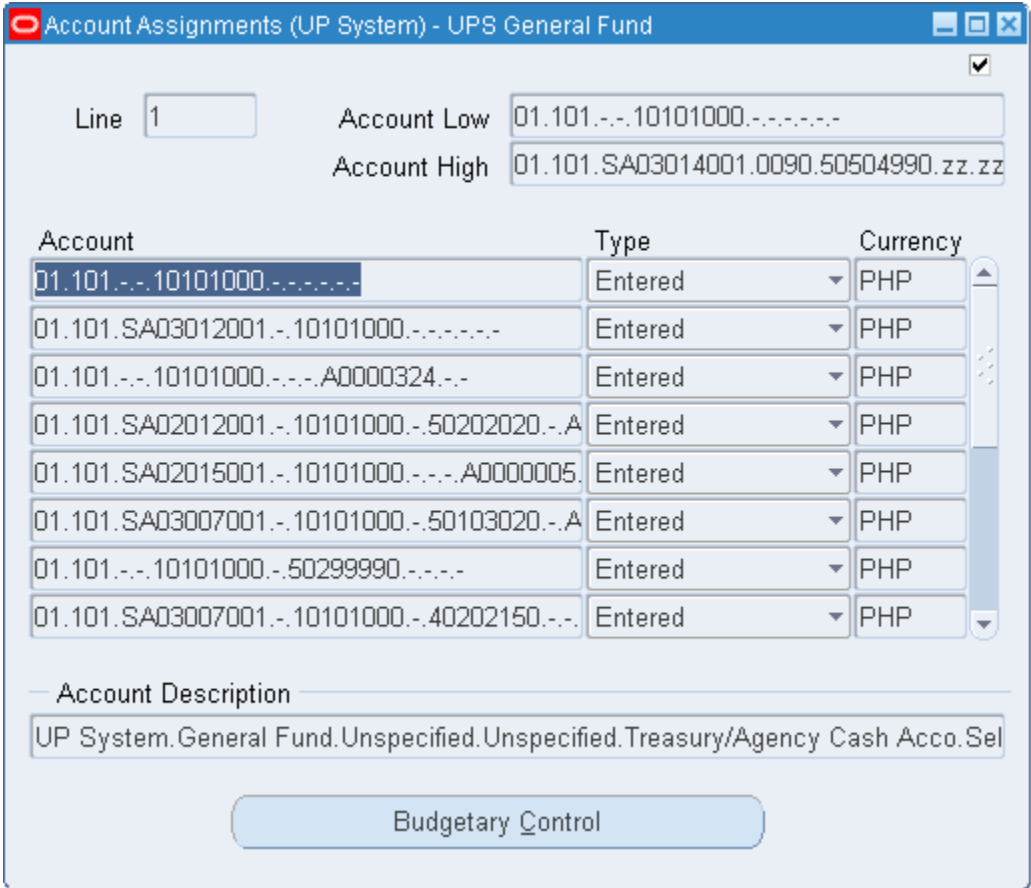


STEP 17 Click on **Range Assignments**. (Refer to Fig. 17)



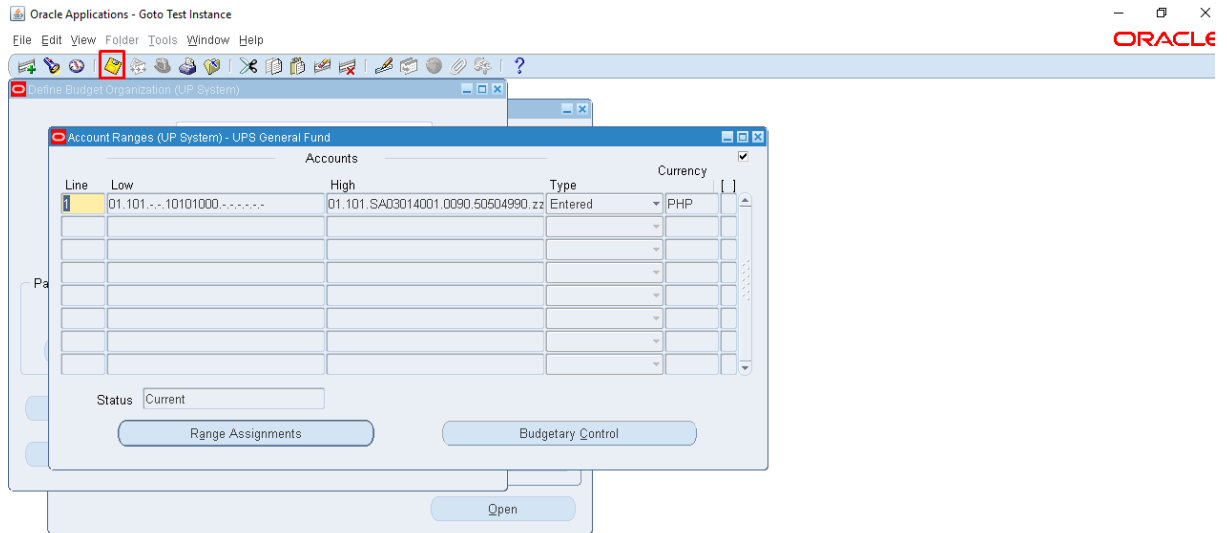
STEP 18

You can review, add, or temporarily delete individual accounts assigned to your budget organization by choosing Range Assignments. (Refer to Fig. 18)



STEP

If all changes are made, close the Account Assignments window and click **Save**. (Refer to Fig. 19)



Result Information:

Expected Results

- A Budget Organization 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.