University of the Philippines
Financial Management Information System

# User Guide

Description:

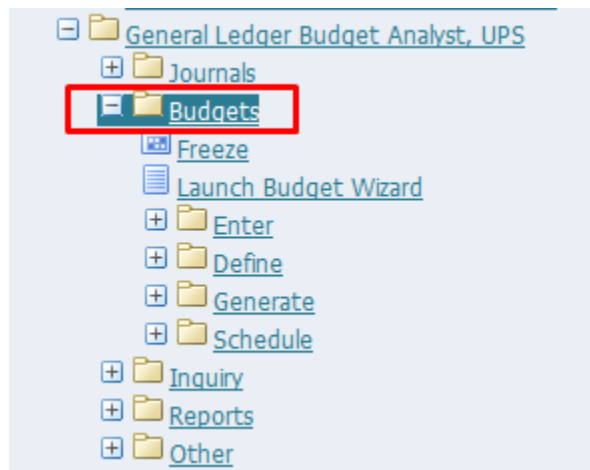| Script ID	
Script Name	Enter Budget
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Purpose	Entering a new Budget Journal
Data Requirement	Journal Batch Name
Dependencies	
Scenario	User wants to create a new Budget Journal.
Author	

Revision History:

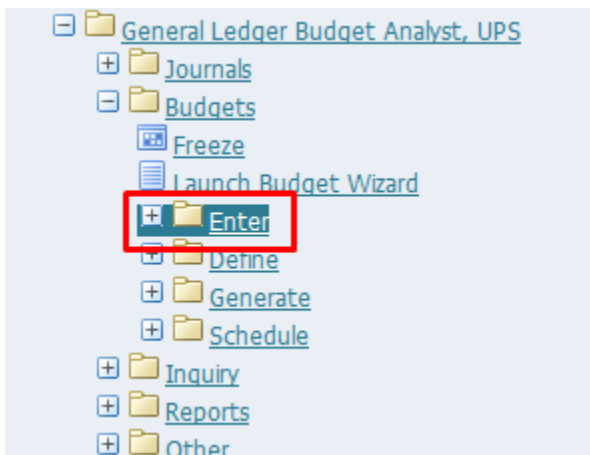| Version Number	Date	Author	Description of Change
1.0		Sarmient, Jaybee	Created initial user guide for Enter Budget.
2.0	05/30/2016	Basinillo, Kevin	Revised User Guide and updated screenshots.

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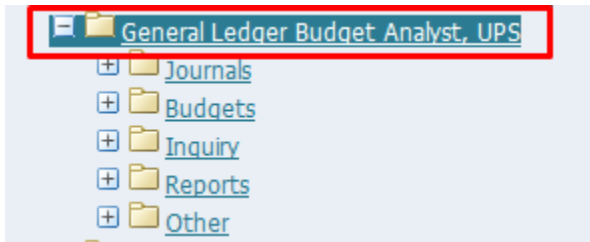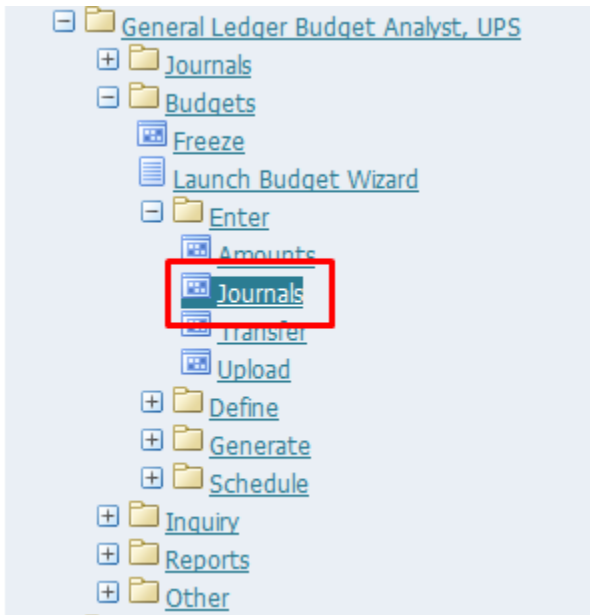

STEP 2 Then click on **Budget**. (Refer to Fig. 02)
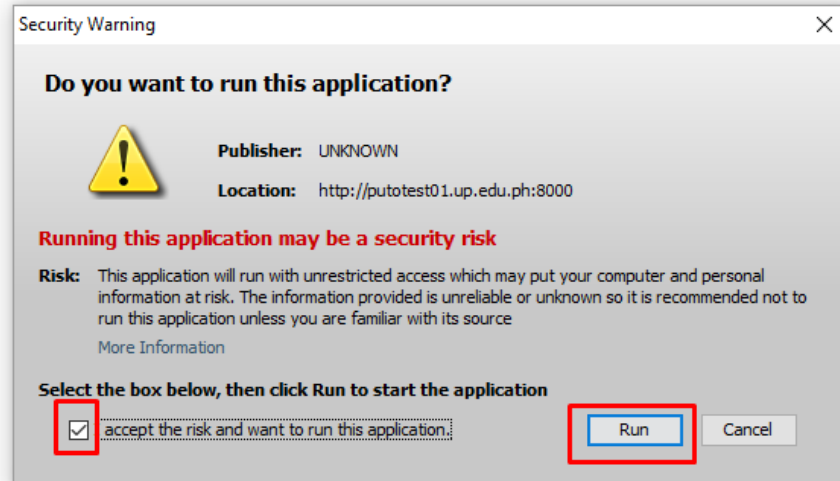

STEP 3 Then click on **Enter**. (Refer to Fig. 03)

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

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

STEP 6 **Enter Budget Journals** window will appear. (Refer to Fig. 06)

Field Name	Description	Remarks
Budget	Name of the Budget.	List of values.
Budget Organization	Name of the Budget Organization.	List of values.

STEP 7 On the **Budget** field, pick the name of the budget and on the **Budget Organization** field pick the Budget Organization from the list of values.. (Refer to Fig. 07)

STEP 8   Choose the **Budget Organization** by clicking the **ellipses (…)**. Select the Budget Organization and

click **OK**. (Refer to Fig. 08)

STEP 9   Click on the ellipses (…) for the Accounting periods from field. (Refer to Fig. 09)
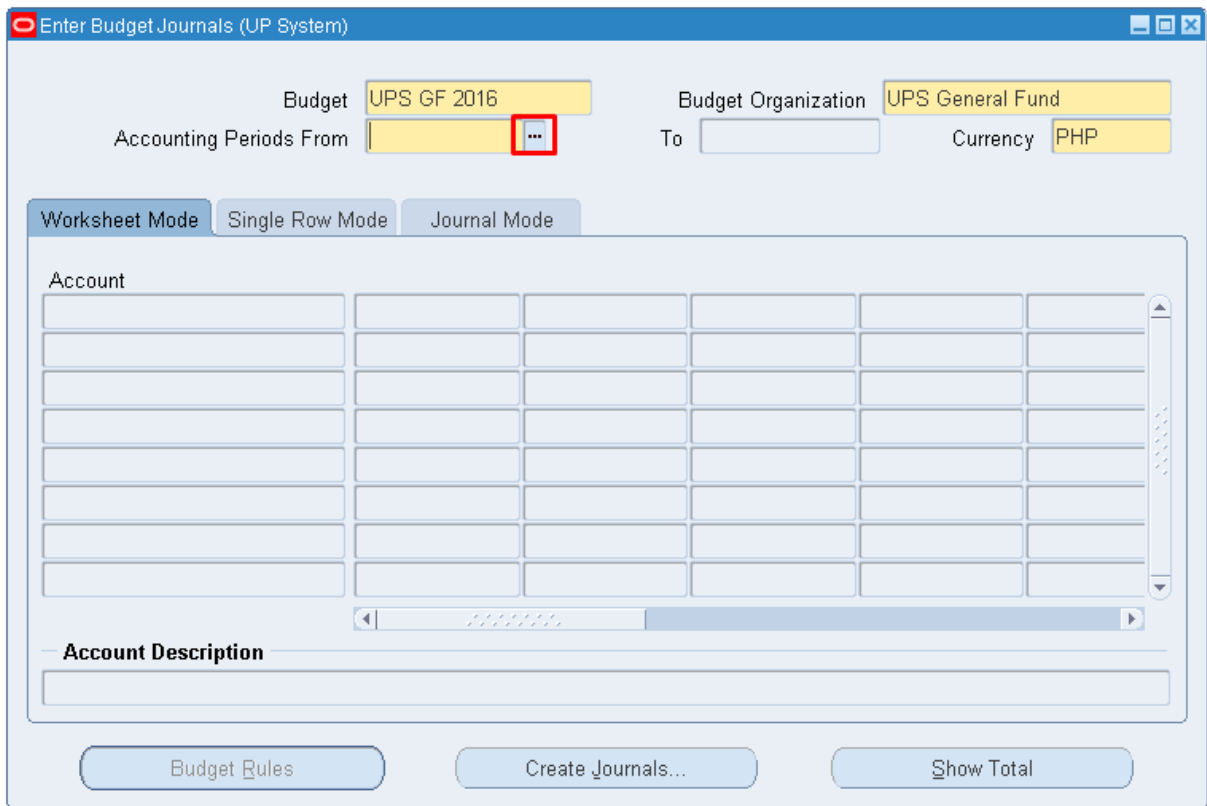
STEP 10   Click on any field under the Account block below worksheed mode. (Refer to Fig. 10)

STEP 11 **Find Accounts** 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) |

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 depending on the budget organization (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'.

STEP 13 All existing accounts within the range should appear. (Refer to Fig. 13)

STEP 14   Select the specific account you want to update. You can enter amounts in 3 different modes. Worksheet Mode, Single Row Mode and Journal Mode (see screenshots). Enter amounts. (Refer to Fig. 14)

Enter Budget Journals (UP System)

Budget: **UPS GF 2016** Budget Organization: **UPS General Fund**
Accounting Periods From: **JAN-16** To: **ADJ1-16** Currency: **PHP**

Worksheet Mode | Single Row Mode | Journal Mode

Account	JAN-16	FEB-16	MAR-16	APR-16	MA
01.101.-.-.50102010.-.-.-.-.-	111,111.00	123,000.00	25,000.00	55,231.00	500,00

Account Description

UP System.General Fund.Unspecified.Unspecified.Personal Economic Relief .Select value.Unspecified.Unspecified.Unspe

[Budget Rules]   [Create Journals...]   [Show Total]

Enter Budget Journals (UP System)

Budget: **UPS GF 2016** Budget Organization: **UPS General Fund**
Accounting Periods From: **JAN-16** To: **ADJ1-16** Currency: **PHP**

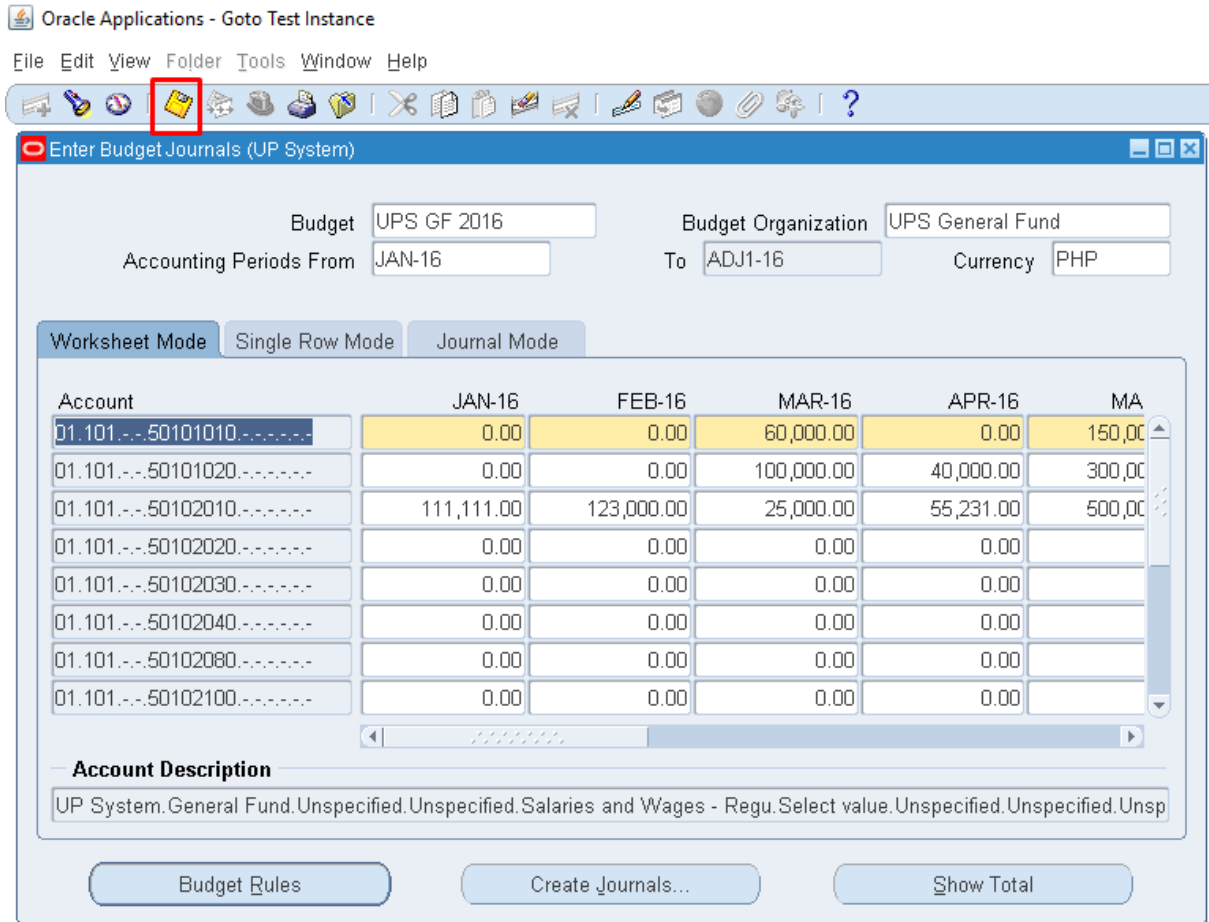Worksheet Mode | **Single Row Mode** | Journal Mode

Account: **01.101.-.-.50102010.-.-.-.-.-**

JAN-16	FEB-16	MAR-16	APR-16	MAY-16
111,111.00	123,000.00	25,000.00	55,231.00	500,000.00

JUN-16	JUL-16	AUG-16	SEP-16	OCT-16
0.00	0.00	0.00	0.00	0.00

NOV-16	DEC-16	ADJ1-16		
0.00	0.00	0.00	Total	814,342.00

Account Description

UP System.General Fund.Unspecified.Unspecified.Personal Economic Relief .Select value.Unspecified.Unspecified.Unspe

[Budget Rules]   [Create Journals...]   [Show Total]

STEP 15   Save your work. (Refer to Fig. 15)

STEP 16   After Entering Amounts, click on **Create Journals**. (Refer to Fig. 16)

STEP 17   Create Journals Window should appear. (Refer to Fig. 17)

STEP 18   Enter a **Journal Batch Name** and choose **Budget** as **Category**. (Refer to Fig. 18)
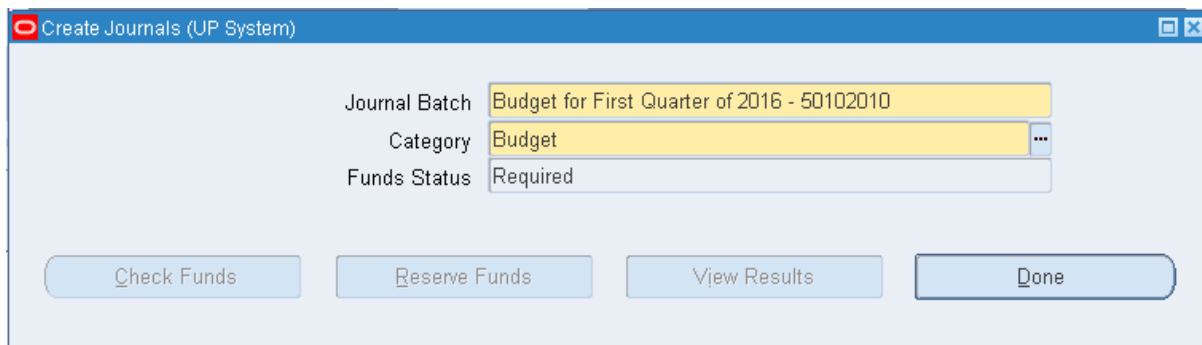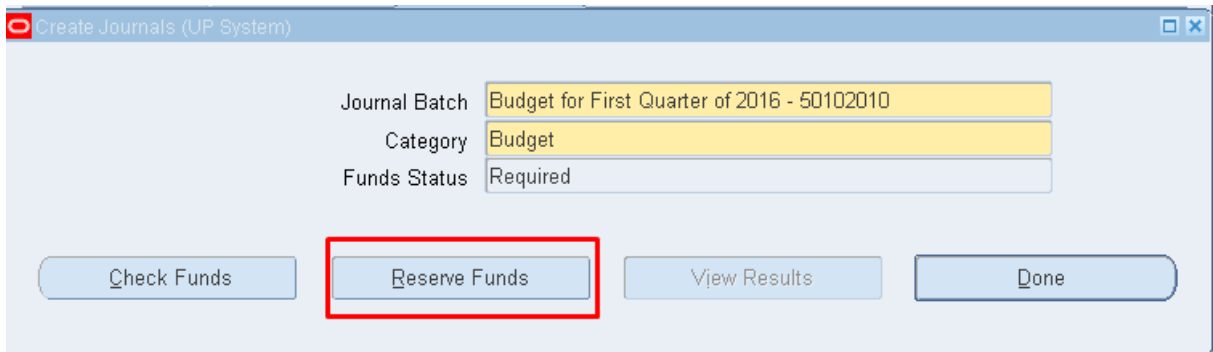
STEP 19
Click on **Check Funds** to check for fund availability before reserving funds. A notification will show if the transactions you entered passed/failed funds checking. (Refer to Fig. 19)
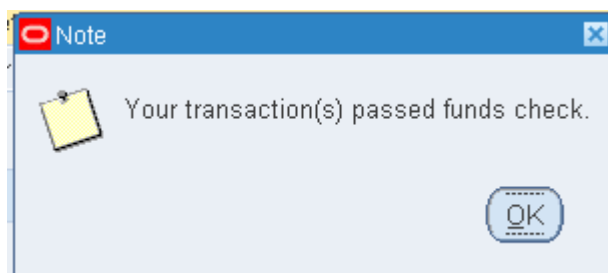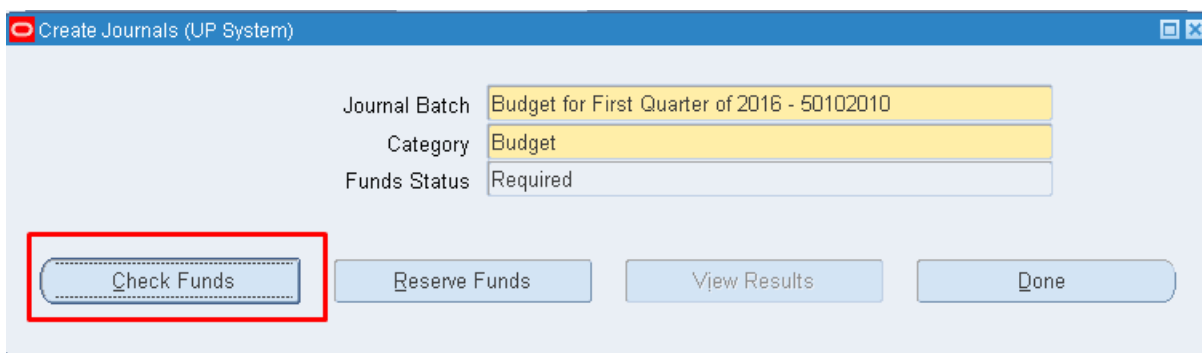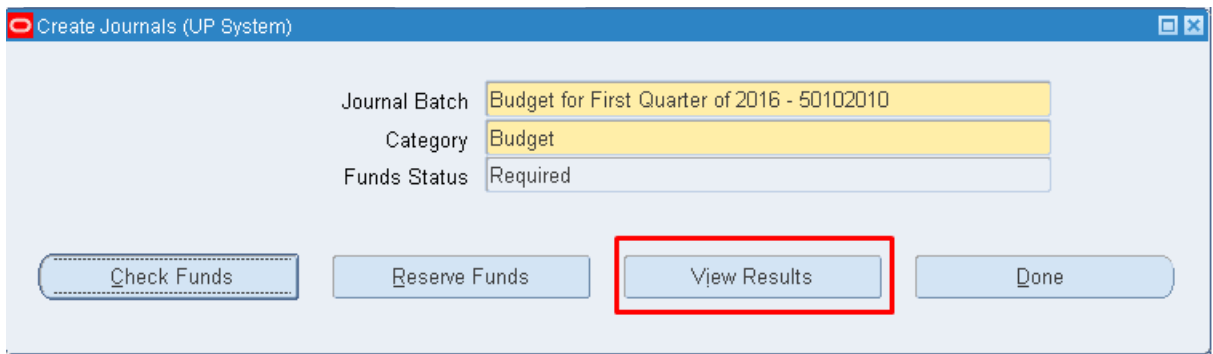

STEP 20
Click on **Reserve Funds** to reserve funds into the accounts. (Refer to Fig. 20)

| **STEP 21** | Click **View Results** to view what transactions failed the funds checking and which transactions passed. (Refer to Fig. 21) |

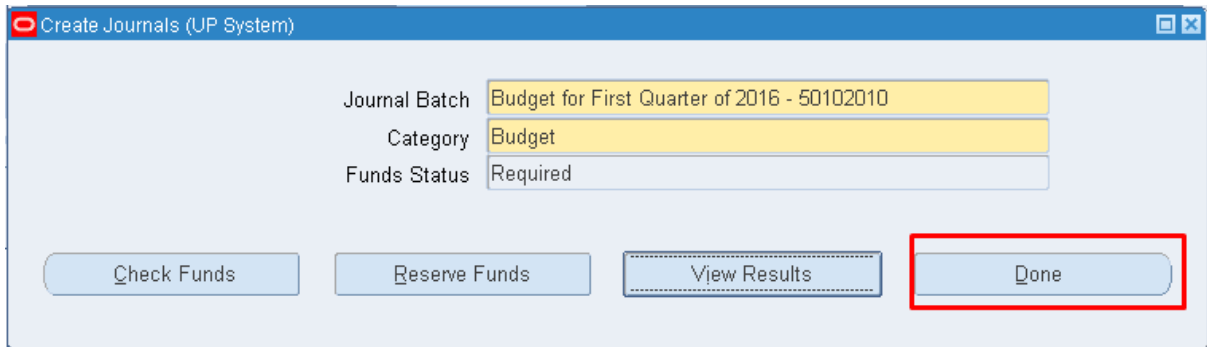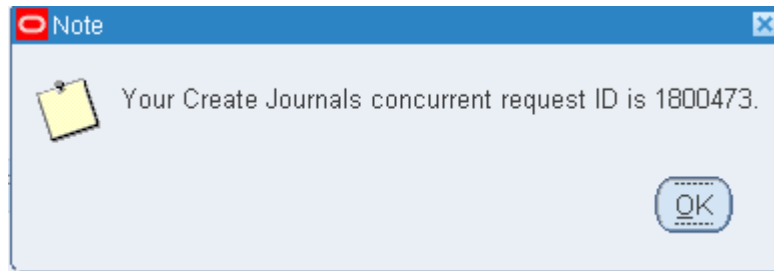| **STEP 22** | A window will open in Mozilla Firefox which will contain the details of the accounts that passed/failed funds checking/reservation. (Refer to Fig. 22) |

| **STEP 23** | Go back to the Java Application and click **Done.** (Refer to Fig. 23) |

STEP 24
A notification will appear to indicate that the system will create a journal entry for your transaction. Click **OK**. (Refer to Fig. 24)

STEP 25
Journals are now created and are read for posting. Please refer to **bit.ly/euppostjournal** on how to post journals in General Ledger.

Result Information:

Expected Results
● Amounts are entered and saved in the accounts.