



University of the Philippines Financial Management Information System

User Guide

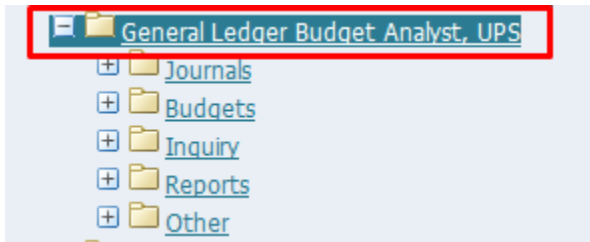
Description:

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	

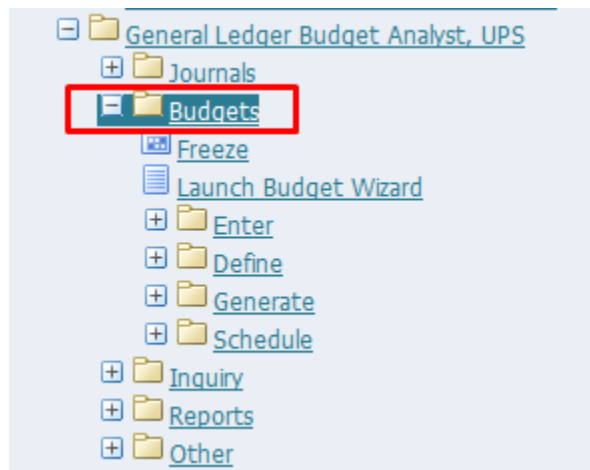
Revision History:

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.

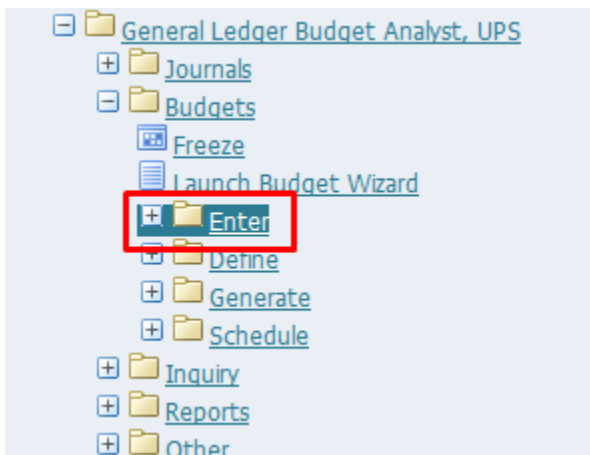
STEP 1 On the *Main Menu*, go to **General Ledger Budget Analyst / Manager**. (Refer to Fig. 01)



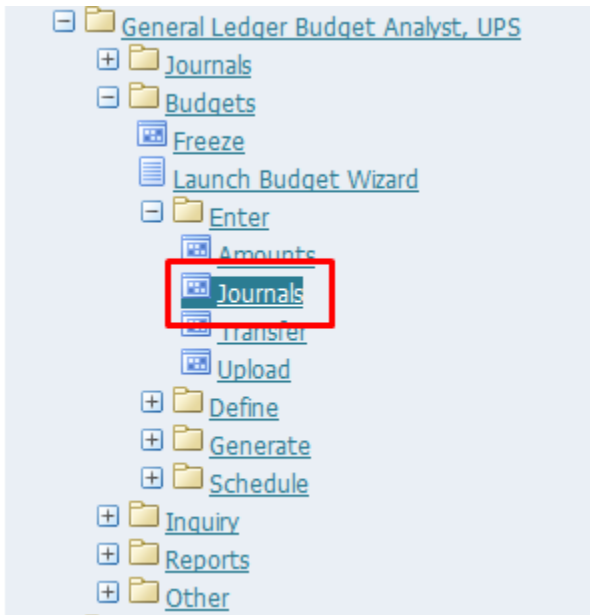
STEP 2 Then click on **Budget**. (Refer to Fig. 02)



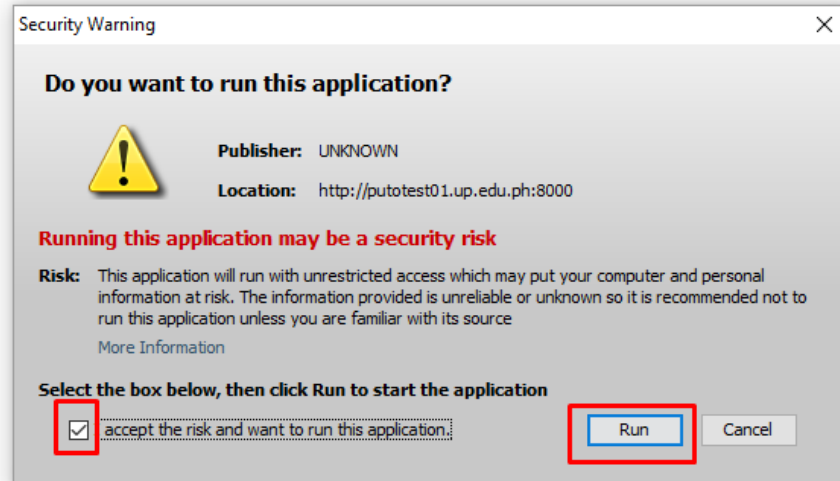
STEP 3 Then click on **Enter**. (Refer to Fig. 03)



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)

Enter Budget Journals (UP System)

Budget **...** Budget Organization

Accounting Periods From To Currency

Worksheet Mode | Single Row Mode | Journal Mode

Account

Account Description

Budget Rules | Create Journals... | Show Total

Budgets

Find

Budget	Ledger	Status
UPS GF 2014	UP System	Open
UPS GF 2016	UP System	Open
UPS RF 2014	UP System	Open
UPS TF 2014	UP System	Open
UPS TF 2016	UP System	Open

Find | OK | Cancel

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

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

Enter Budget Journals (UP System)

Budget Budget Organization

Accounting Periods From To Currency

Worksheet Mode Single Row Mode Journal Mode

Account					

Account Description

Budget Rules Create Journals... Show Total

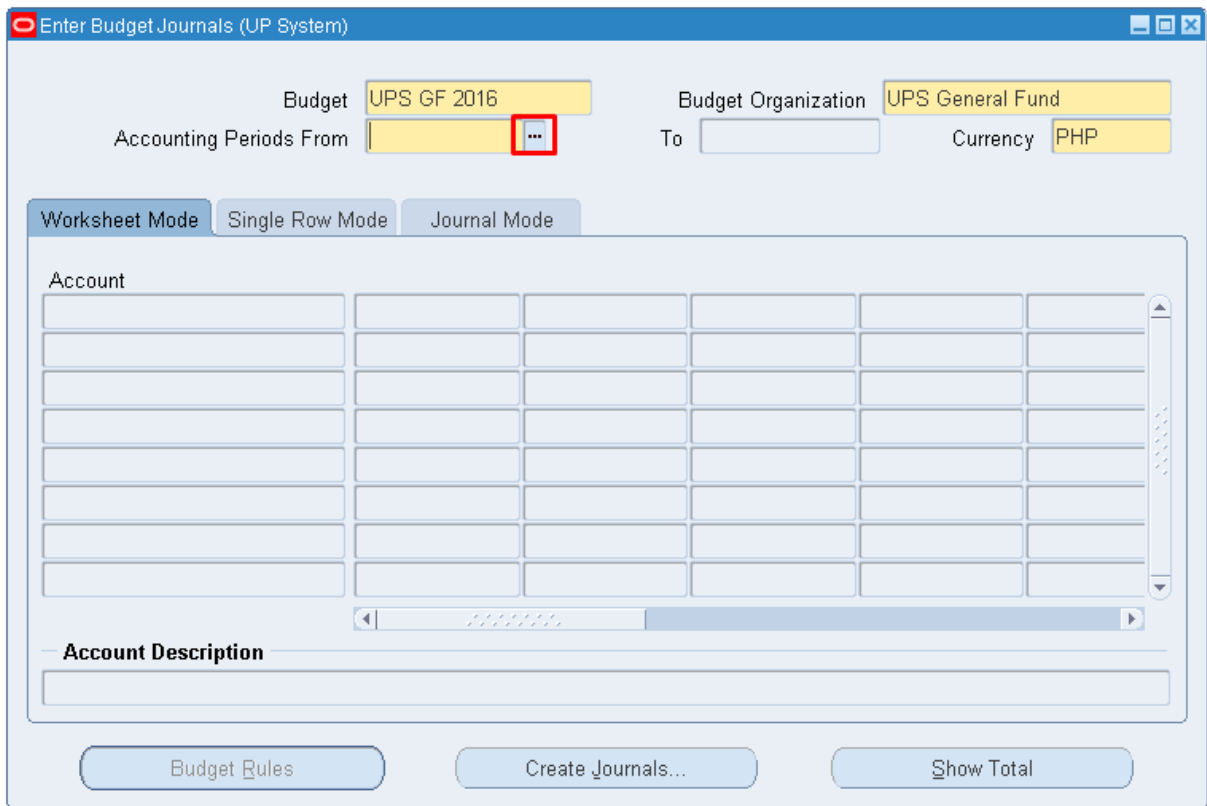
Budget Organizations

Find

- Budget Organization
- UPS General Fund
- UPS Revolving Fund
- UPS Trust Fund

Find OK Cancel

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)

Enter Budget Journals (UP System)

Budget Budget Organization

Accounting Periods From To Currency

Account					

Account Description

STEP 11 Find Accounts window should appear. (Refer to Fig. 11)

	Low	High
Unit	<input type="text"/> ...	<input type="text"/>
Fund	<input type="text"/>	<input type="text"/>
Responsibility Center	<input type="text"/>	<input type="text"/>
Budget Segment	<input type="text"/>	<input type="text"/>
General Ledger1	<input type="text"/>	<input type="text"/>
General Ledger2	<input type="text"/>	<input type="text"/>
Object Code1	<input type="text"/>	<input type="text"/>
Object Code2	<input type="text"/>	<input type="text"/>
Special Code	<input type="text"/>	<input type="text"/>
Cash Flow	<input type="text"/>	<input type="text"/>
Future	<input type="text"/>	<input type="text"/>

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’.

Find Accounts

	Low	High
Unit	01	01
Fund	101	101
Responsibility Center	-	ZZ
Budget Segment	-	ZZ
General Ledger1	501010	501010
General Ledger2	-	-
Object Code1	-	ZZ
Object Code2	-	ZZ
Special Code	-	ZZ
Cash Flow	-	ZZ
Future	-	ZZ ...

OK Cancel Clear Help

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

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.SA03003001.0060.50101	0.00	0.00	0.00	0.00	
01.101.SA01006001.0060.50101	0.00	0.00	0.00	0.00	
01.101.SA02015001.0060.50101	0.00	0.00	0.00	0.00	
01.101.SA03007001.0060.50101	0.00	0.00	0.00	0.00	
01.101.SA03007001.-.50101010.	0.00	0.00	0.00	200,000.00	
01.101.SA01005001.0060.50101	0.00	0.00	0.00	0.00	
01.101.SA03013001.0060.50101	0.00	0.00	0.00	0.00	
01.101.SA02015001.-.50101010.	0.00	0.00	0.00	0.00	

Account Description
 UP System.General Fund.UPS University Center for.General Administration an.Salaries and Wages - Regu.Select value.U

Budget Rules Create Journals... Show Total

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	500,000.00

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	Total	
0.00	0.00	0.00	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

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**

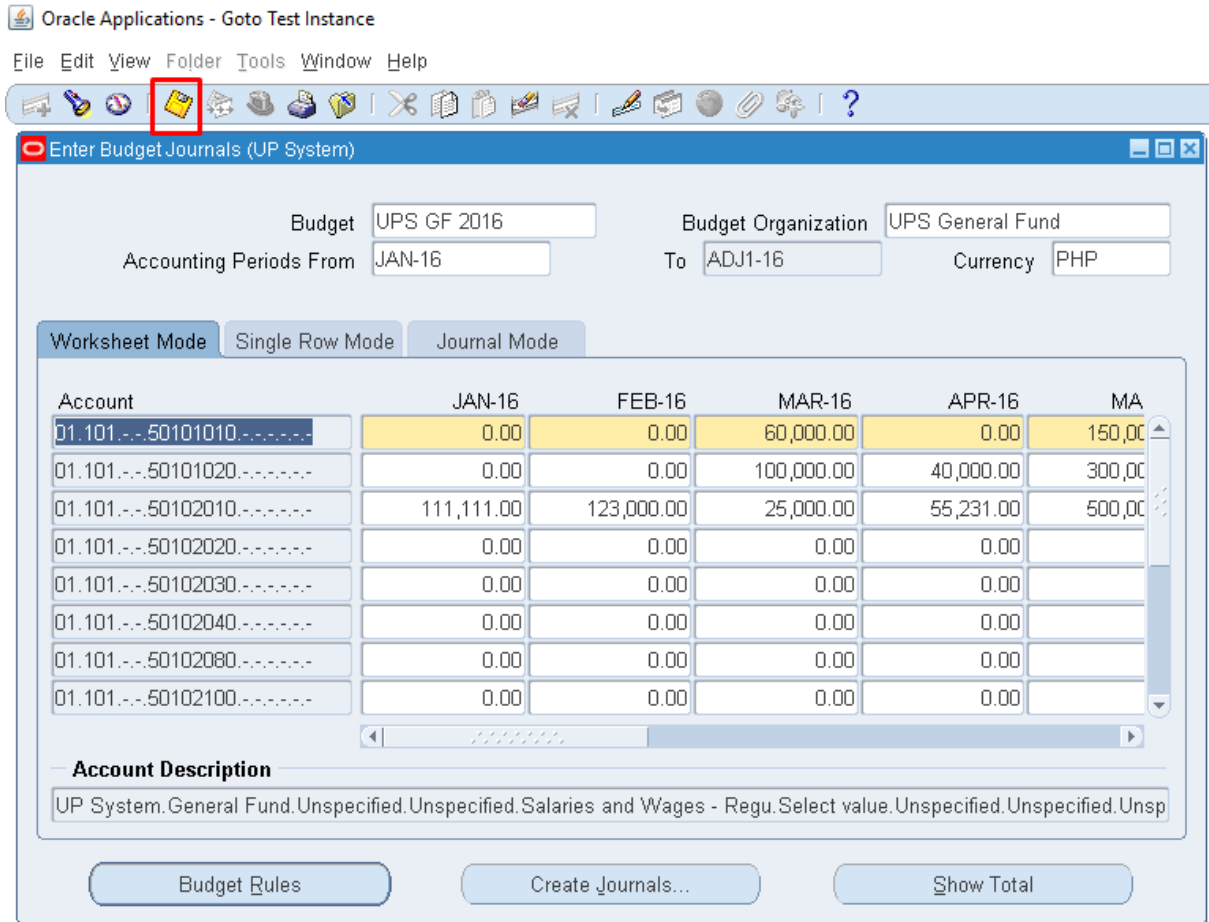
Account: 01.101.....50102010.....

Period	Debit	Credit	Description
JAN-16	111,111.00		
FEB-16	123,000.00		
MAR-16	25,000.00		
APR-16	55,231.00		
MAY-16	500,000.00		
JUN-16			
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)

Enter Budget Journals (UP System)

Budget Budget Organization

Accounting Periods From To Currency

Worksheet Mode Single Row Mode **Journal Mode**

Account

Period	Debit	Credit	Description
JAN-16	111,111.00		
FEB-16	123,000.00		
MAR-16	25,000.00		
APR-16	55,231.00		
MAY-16	500,000.00		
JUN-16			
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 17 Create Journals Window should appear. (Refer to Fig. 17)

Create Journals (UP System)

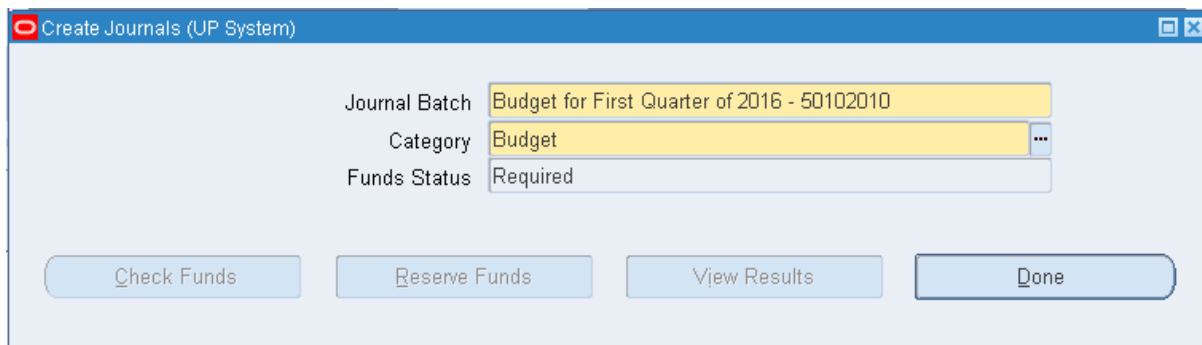
Journal Batch

Category

Funds Status

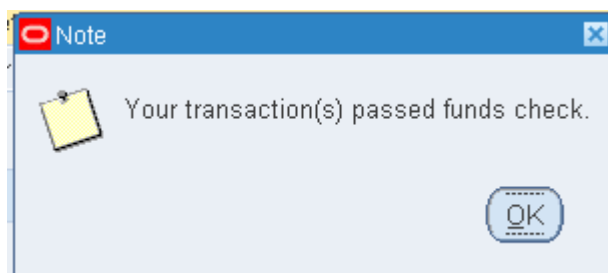
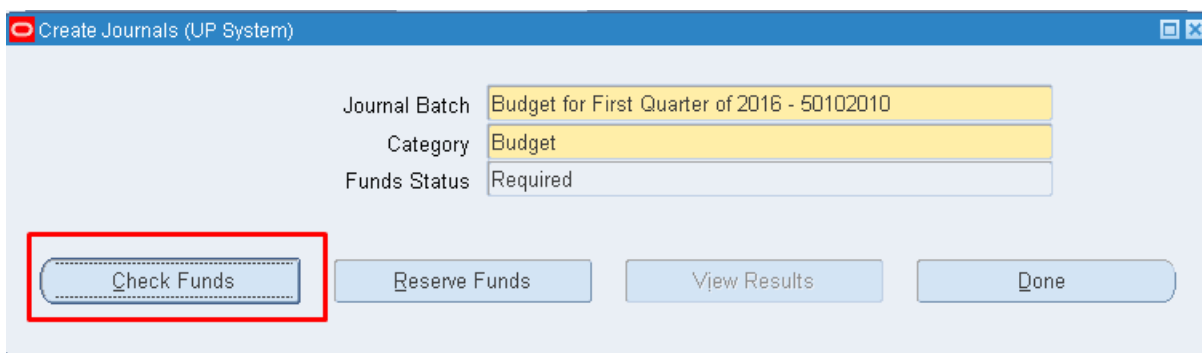
Check Funds Reserve Funds View Results Done

STEP 18 Enter a **Journal Batch Name** and choose **Budget** as **Category**. (Refer to Fig. 18)



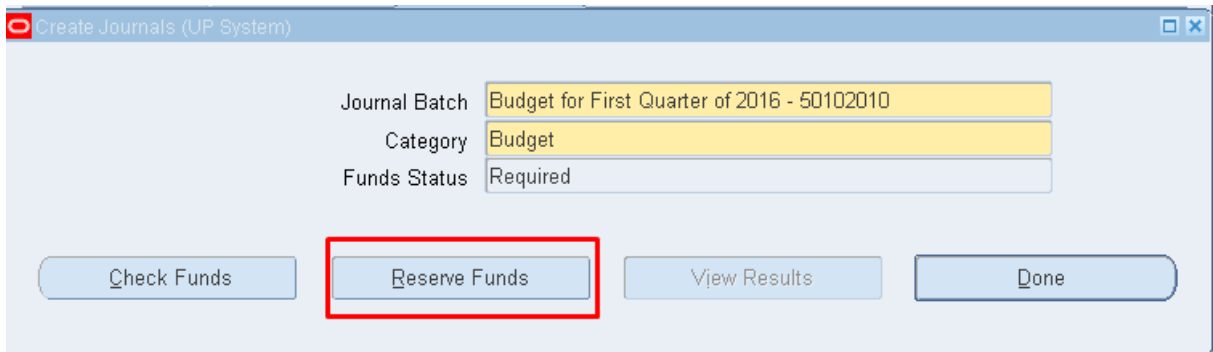
**STEP
19**

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)



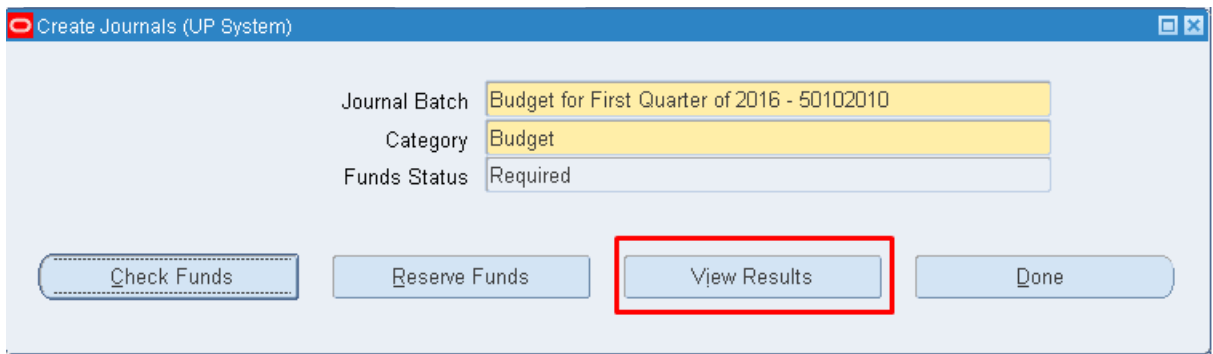
**STEP
20**

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)

Budgetary Control Results

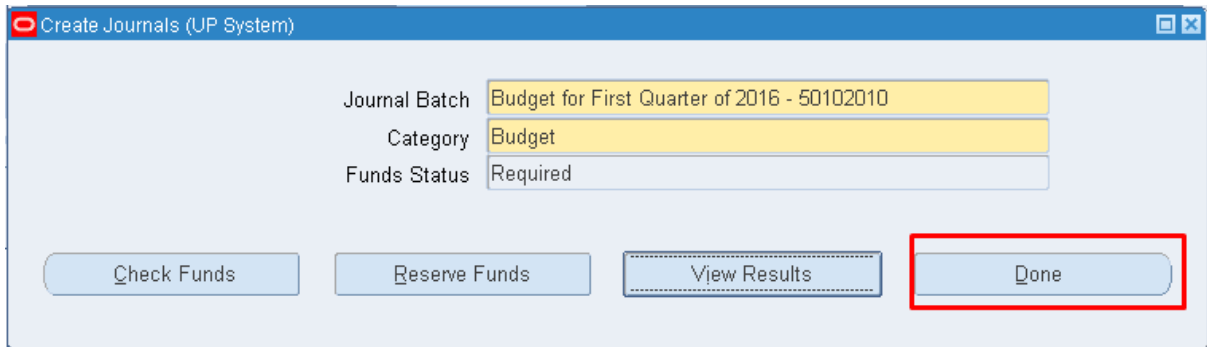
Ledger: UP System
 Order By: Account Combination
 Templates: Federal Budgetary Control Results Template
 View Report Export

Currency: PHP
 Funds Result Status: All
 Report Format: HTML

Account Combination	Period	Revision Or Line	Result Status Type	Result Message	Previous Funds Available	Base Amount	Current Funds Available	Amount Type	Boundary	Treasury Symbol
01.101...50102010.....	JAN-16		Passed Check	This transaction does not reduce funds available		111u111n00		YTD	Year	
01.101...50102010.....	FEB-16		Passed Check	This transaction does not reduce funds available		123u000n00		YTD	Year	
01.101...50102010.....	MAR-16		Passed Check	This transaction does not reduce funds available		25u000n00		YTD	Year	
01.101...50102010.....	APR-16		Passed Check	This transaction does not reduce funds available		55u231n00		YTD	Year	

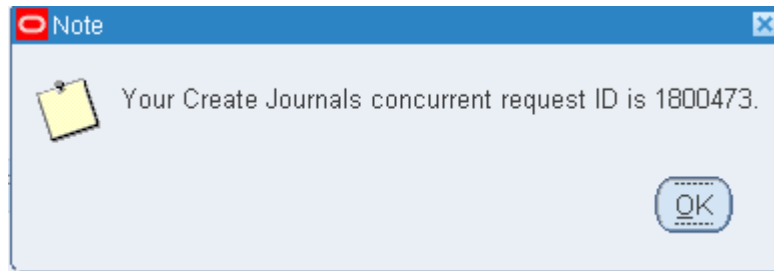
STEP 23

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/eupostjournal on how to post journals in General Ledger.

Result Information:

Expected Results

- Amounts are entered and saved in the accounts.

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