



University of the Philippines Financial Management Information System

User Guide

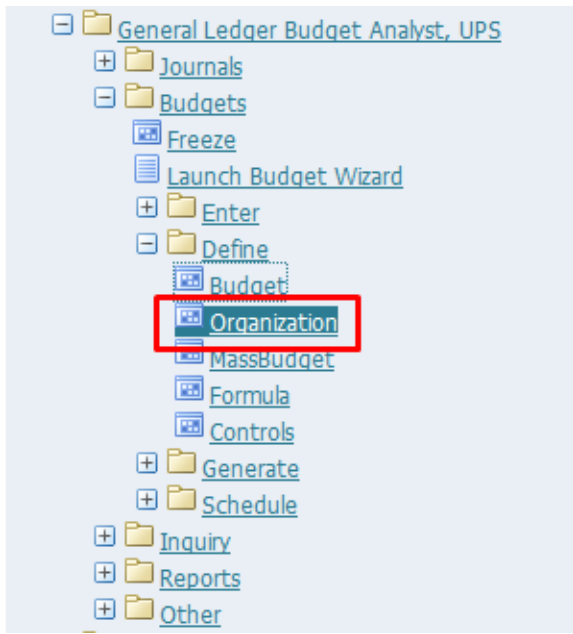
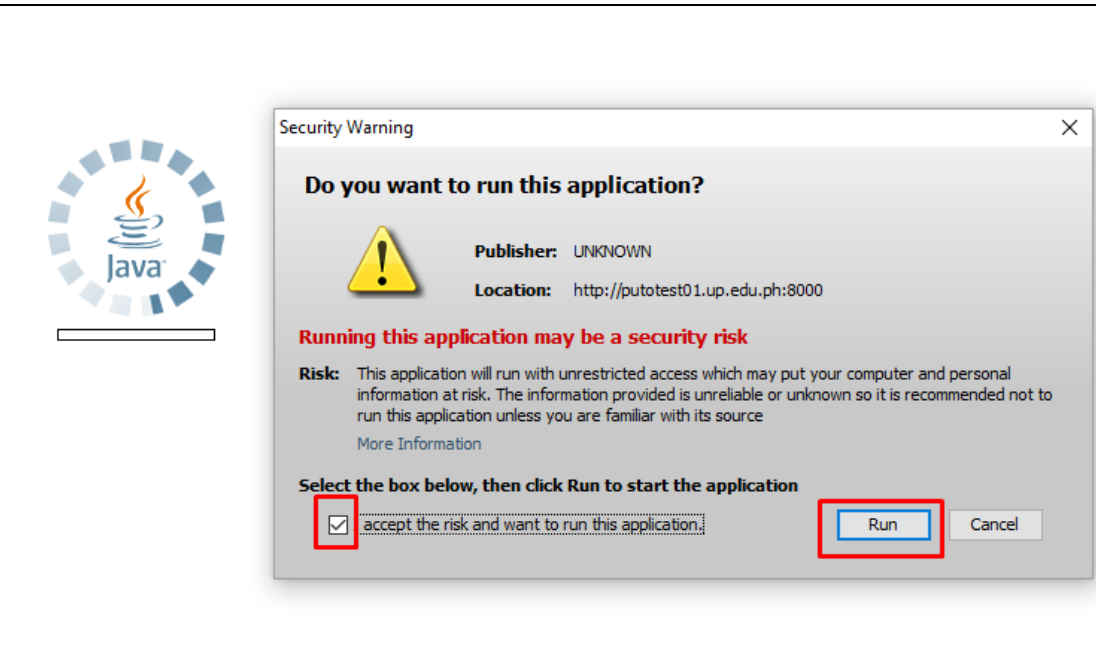
Description:

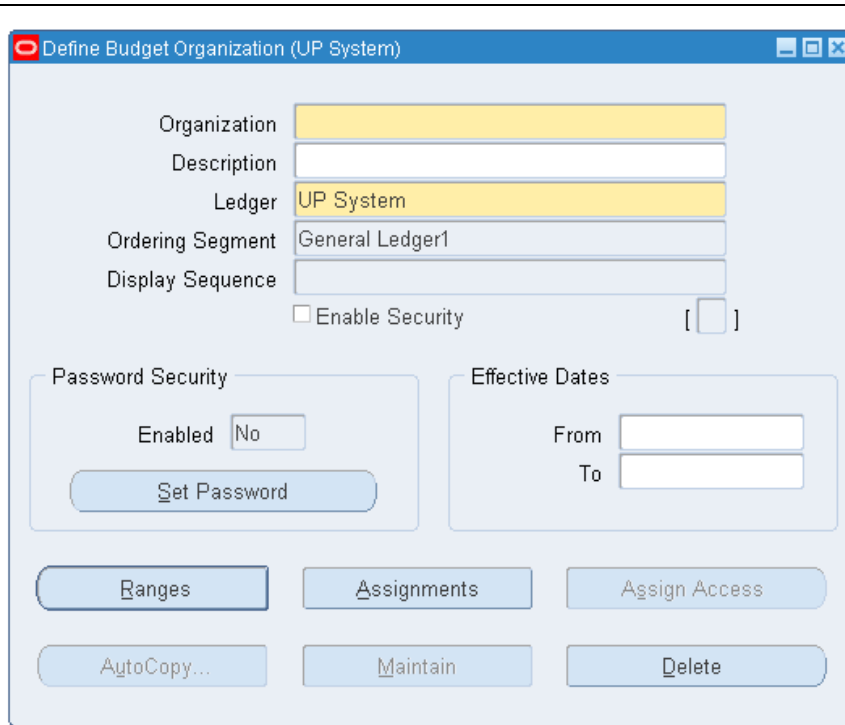
| | |
|--------------------|--|
| Script ID | |
| Script Name | Define Flexfield Combination |
| Information System | Financial Management Information System |
| Functional Domain | General Ledger Module |
| Purpose | Define a Flexfield Combination to be used for Budget Journals |
| Data Requirement | Unit, Fund, RC, Budget Segment, GL1, GL2, Object1, Object2, Special Code, Cash Flow, Future |
| Requirements | A Budget Organization must be set up first |
| Scenario | User wants to make a combination available to Budget Journals, provided it doesn't exist (unavailable or isn't previously used) in FMIS yet. |
| Author | |

Revision History:

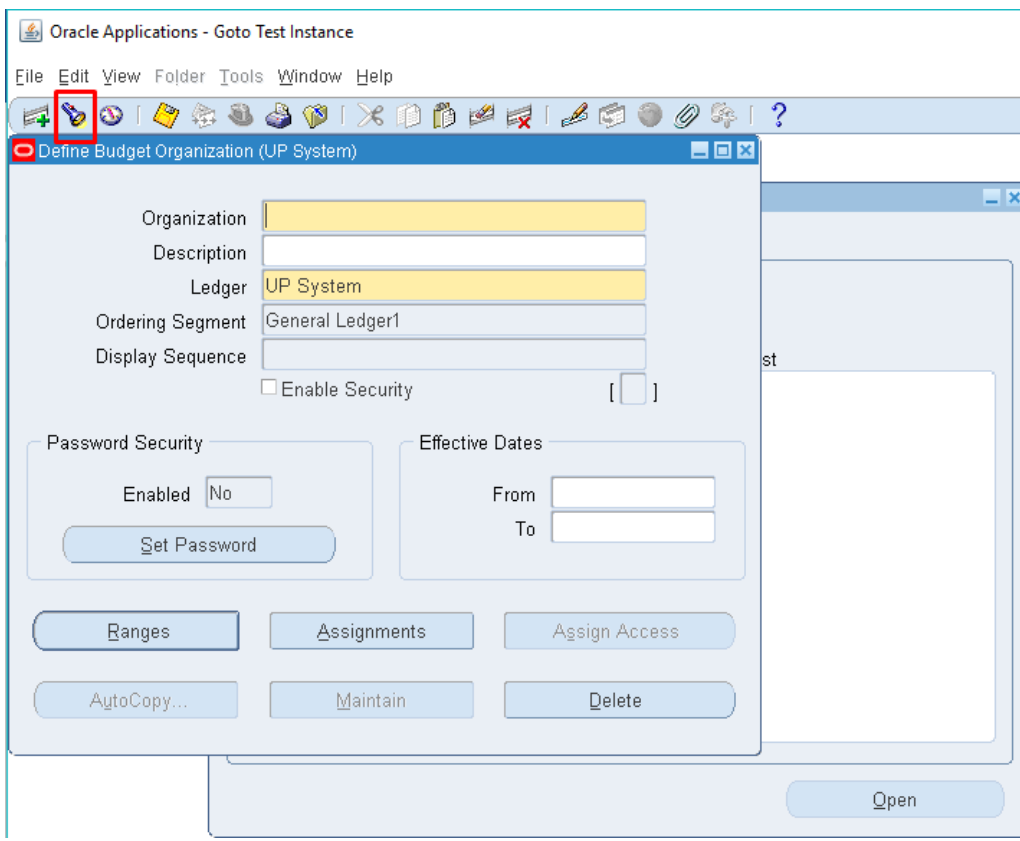
| Version Number | Date | Author | Description of Change |
|----------------|------------|---------------|--|
| 1.0 | 23/11/2016 | Bagtas, James | Created initial user guide for creating flexfield combinations |
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| | | | |
| | | | |

| | |
|---------------|---|
| STEP 1 | On the <i>Main Menu</i> , 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) |
| |  |

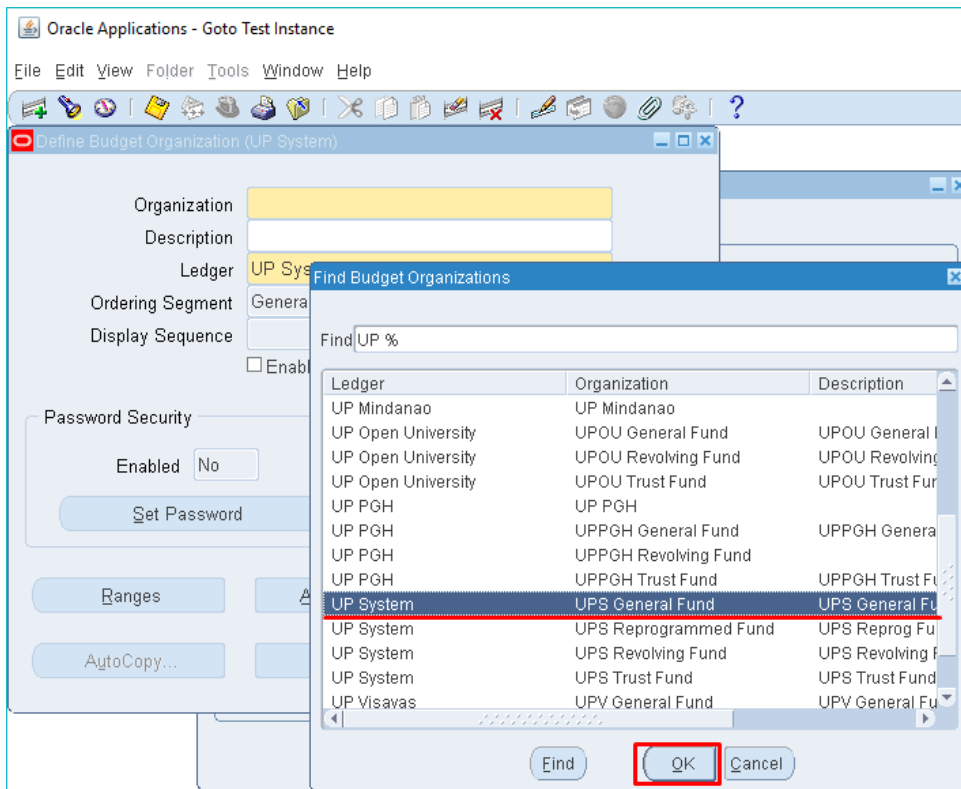
| | |
|----------------------|---|
| <p>STEP 4</p> | <p>Then click on Organization. (Refer to Fig. 04)</p>  |
| <p>STEP 5</p> | <p>Click the checkbox then click Run. (Refer to Fig. 05)</p>  |
| <p>STEP 6</p> | <p>Define Budget Organization window will appear. (Refer to Fig. 06)</p> |



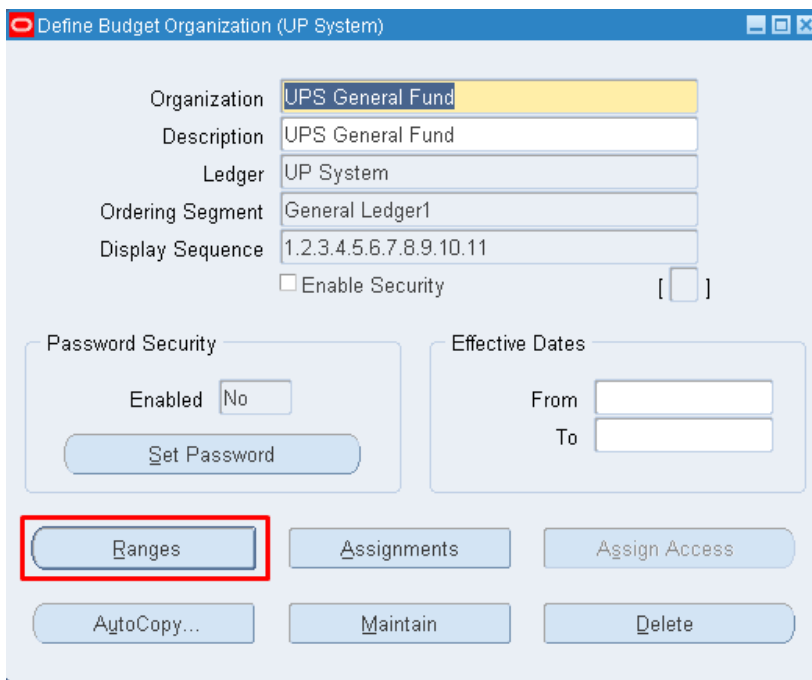
STEP 7 To search for an existing Budget Organization, click on **Find** at the Java toolbar. (Refer to Fig. 07)



STEP 8 Search for the appropriate College/Level-One unit and click on **OK**. (Refer to Fig. 08)

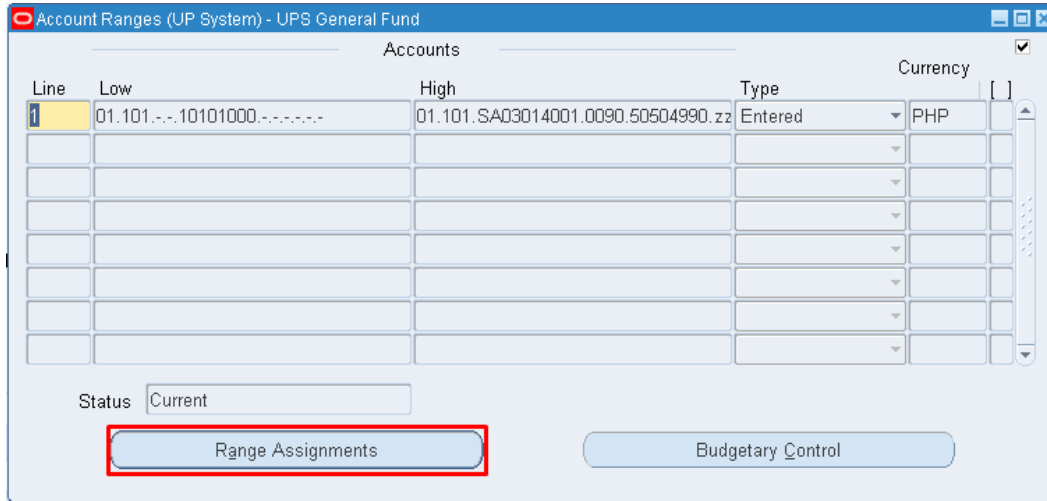


STEP 9 Then click on **Ranges**. (Refer to Fig. 09)



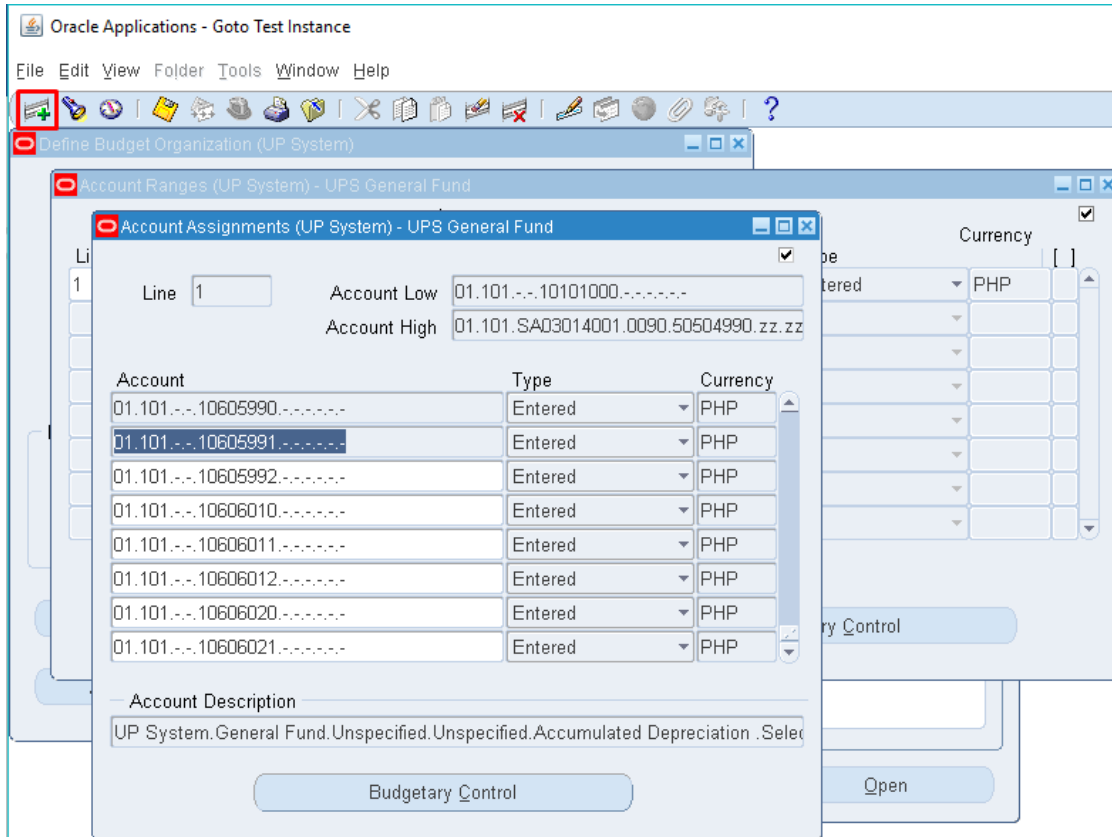
STEP 10

Then click on **Range Assignments**. (Refer to Fig. 10)



STEP 11

Then click on **New** on the Java toolbar. (Refer to Fig. 11)



STEP

A space for entering new combinations will appear. Click on the ellipses. (Refer to Fig. 12)

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Account Assignments (UP System) - UPS General Fund

Line 1 Account Low 01.101.-.-.10101000.-.-.-.-.- Account High 01.101.SA03014001.0090.50504990.zz.zz

| Account | Type | Currency | |
|-------------------------------|---------|----------|-----|
| 01.101.-.-.10605990.-.-.-.-.- | Entered | PHP | |
| 01.101.-.-.10605991.-.-.-.-.- | Entered | PHP | |
| | ... | Entered | PHP |
| 01.101.-.-.10605992.-.-.-.-.- | Entered | PHP | |
| 01.101.-.-.10606010.-.-.-.-.- | Entered | PHP | |
| 01.101.-.-.10606011.-.-.-.-.- | Entered | PHP | |
| 01.101.-.-.10606012.-.-.-.-.- | Entered | PHP | |
| 01.101.-.-.10606020.-.-.-.-.- | Entered | PHP | |

Account Description

Budgetary Control

STEP 13

After entering the desired flexfield combination, click **OK**. (Refer to Fig. 13)

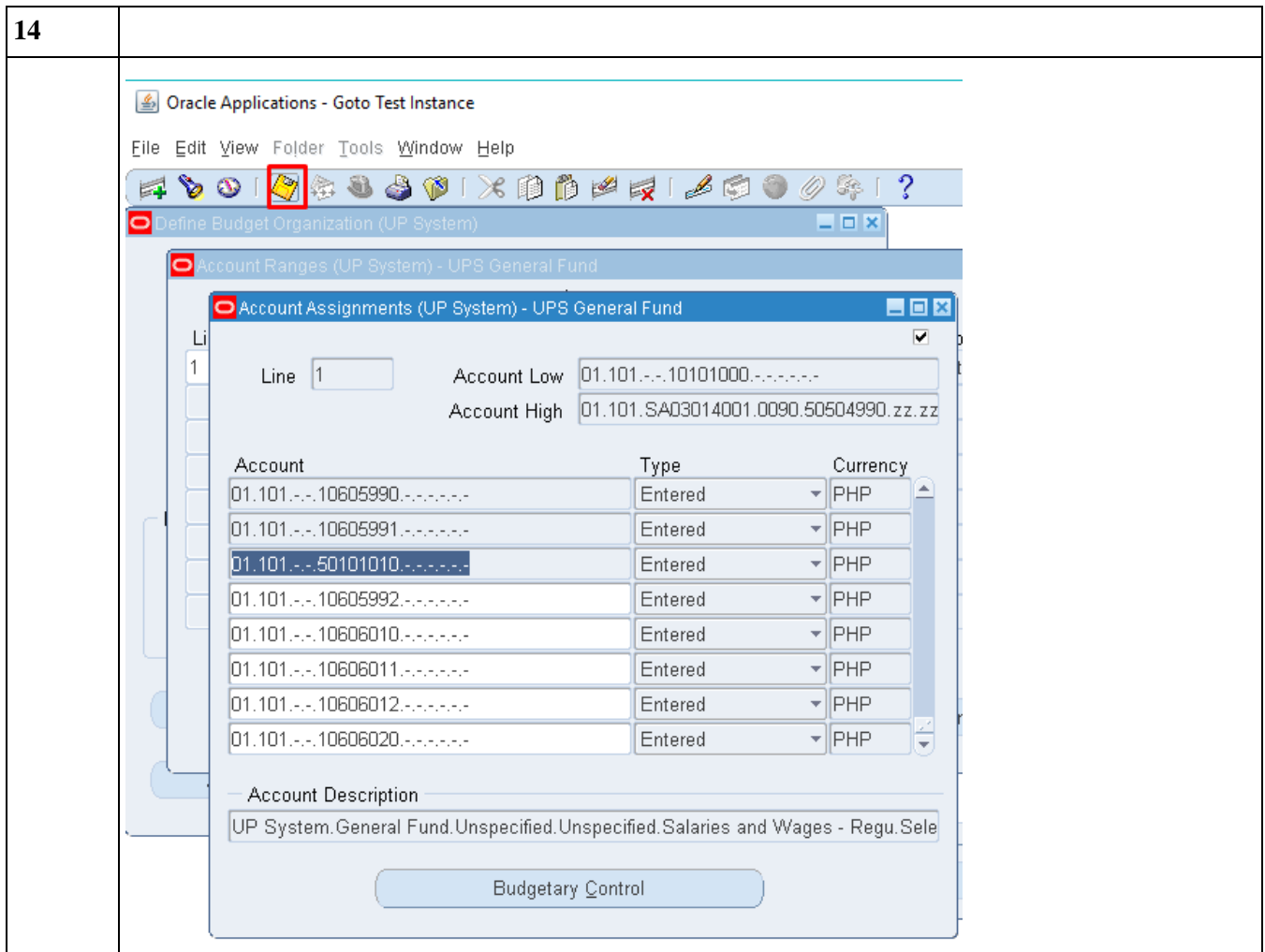
Accounting Flexfield

Unit 01 UP System
Fund 101 General Fund
Responsibility Center - Unspecified
Budget Segment - Unspecified
General Ledger1 50101010 Salaries and Wages - Regular
General Ledger2 - Select value
Object Code1 - Unspecified
Object Code2 - Unspecified
Special Code - Unspecified
Cash Flow - Unspecified
Future - Unspecified

OK Cancel Combinations Clear Help

STEP

Click on the **Save** button. You may now exit afterwards. (Refer to Fig. 14)



Result Information:

Expected Results

- A new flexfield combination is ready for Budget Journal allocation.

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