



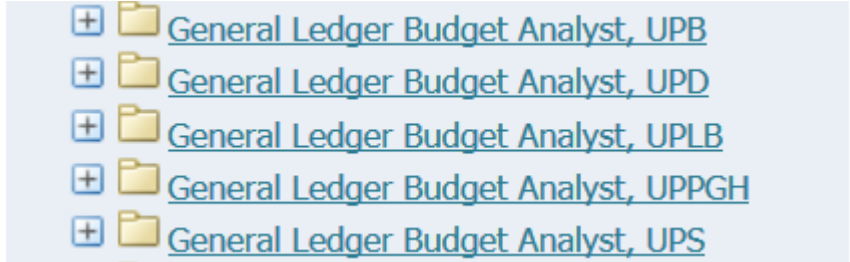
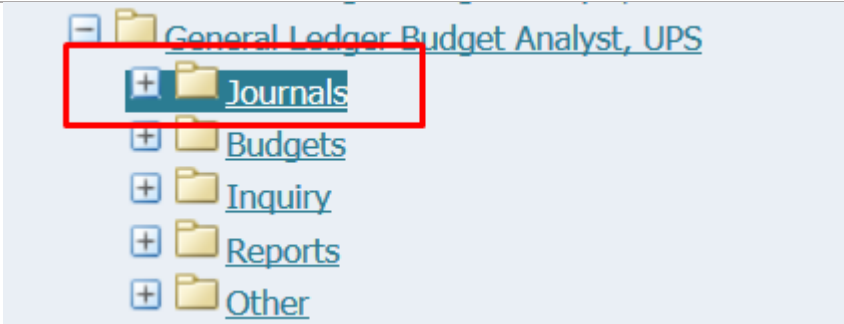
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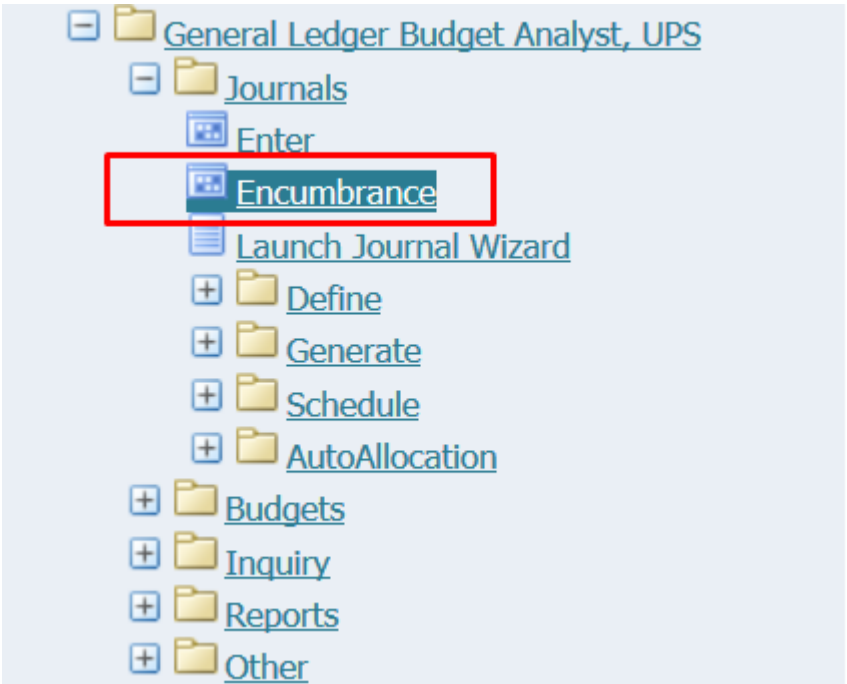
Financial Management Information System

User Guide

Process ID	
Process Name	Create Journal Entries
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst / Manager
Purpose	Earmarking, Finding a Encumbrance Entry with the Earmark Number
Data Requirement	Earmark Number, Unposted Encumbrance Journal Entry
Dependencies	
Scenario	The Budget Officer wants to find and edit the encumbrance entry with the given earmark number.

I. Adding an Earmark

Process Steps	Process Details
1	From HOME proceed to Main Menu and click General Ledger Budget Analyst or General Ledger Budget Manager (Refer Fig .01)
Fig. 01	
2	Click on Journals (Refer Fig. 02)
Fig. 02	

3	Click on Encumbrance (Refer Fig. 03)
Fig. 03	 <p>The screenshot displays a hierarchical menu structure for 'General Ledger Budget Analyst, UPS'. The 'Journals' folder is expanded, showing options: 'Enter', 'Encumbrance' (highlighted with a red box), 'Launch Journal Wizard', 'Define', 'Generate', 'Schedule', and 'AutoAllocation'. Below the 'Journals' folder are other folders: 'Budgets', 'Inquiry', 'Reports', and 'Other'.</p>
4	The Find Journals window will be opened. (Refer Fig. 04)

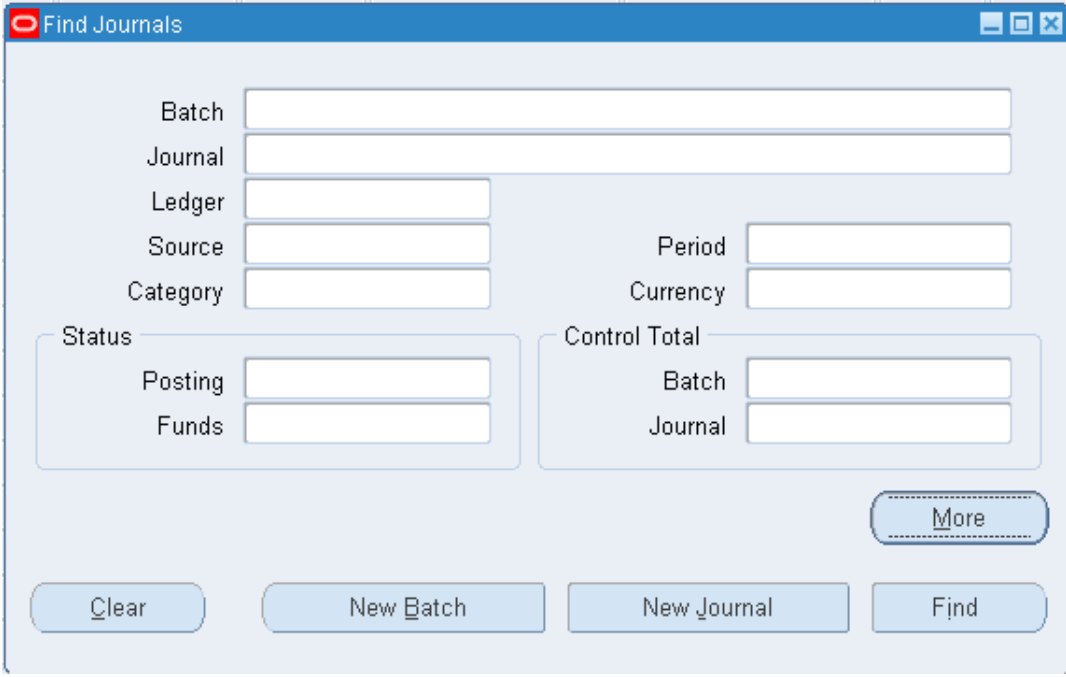
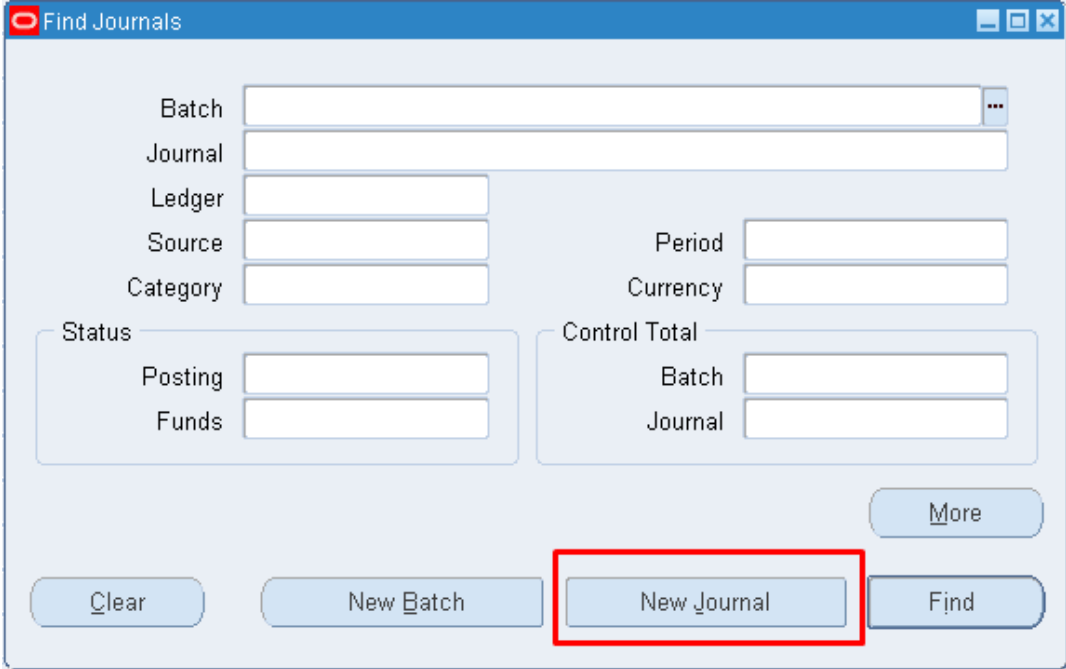
<p>Fig. 04</p>	
<p>5</p>	<p>Click the <i>“New Journal”</i> . (Refer Fig. 05)</p>
<p>Fig. 05</p>	
<p>6</p>	<p>Journals Window should appear. (Refer Fig. 06)</p>

Fig. 06a

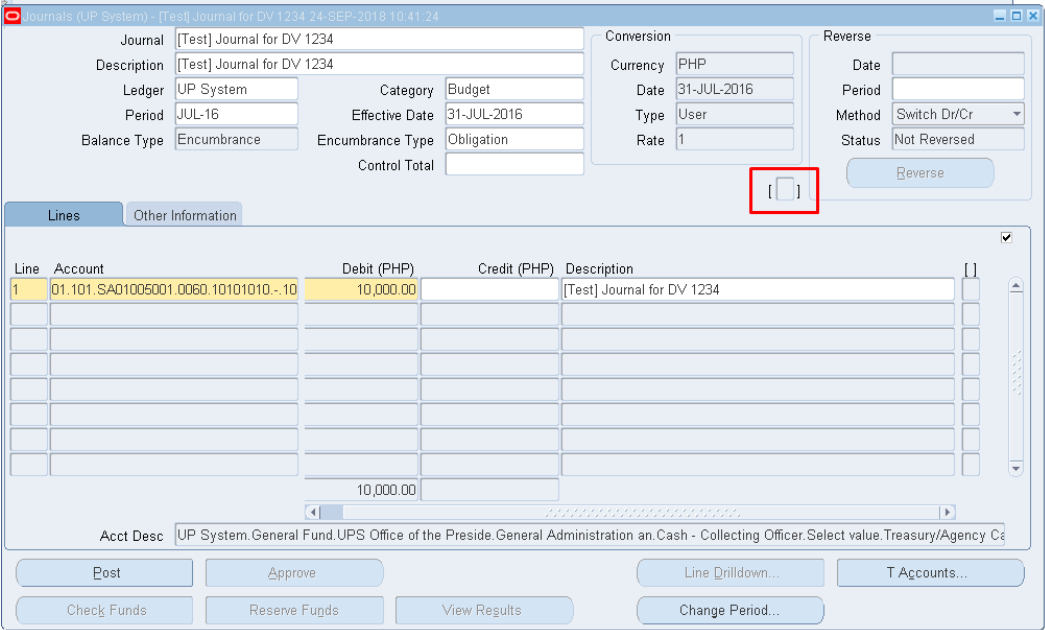
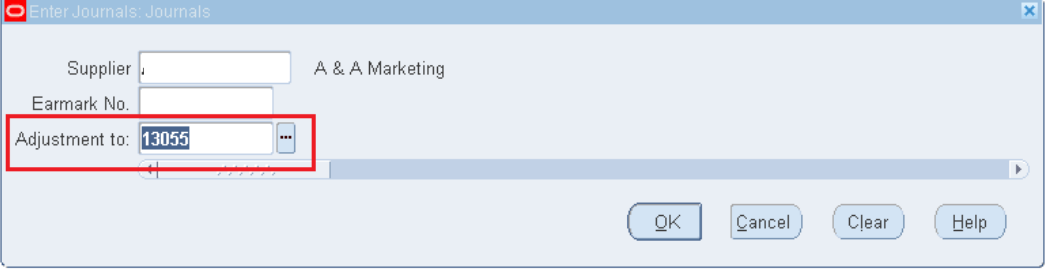
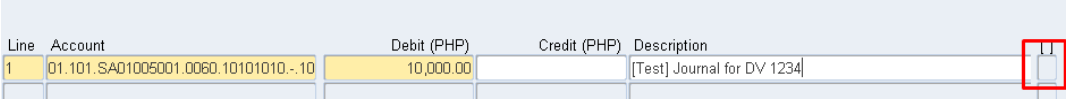
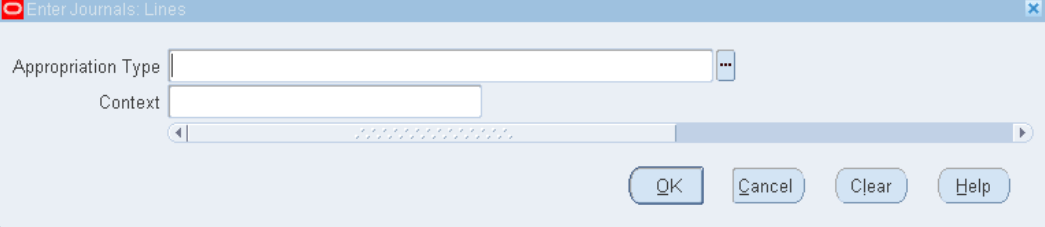
07


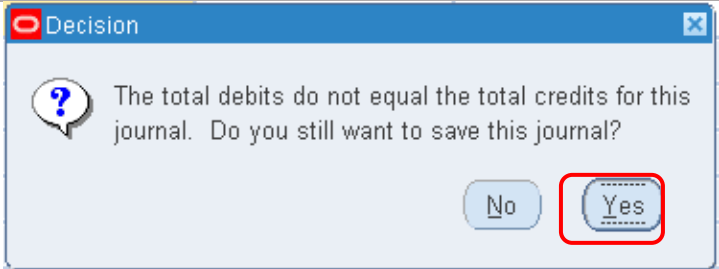
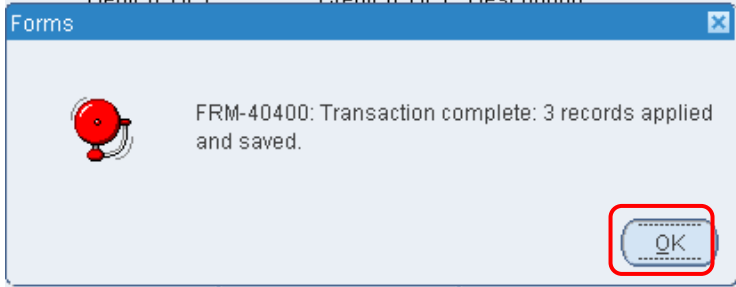
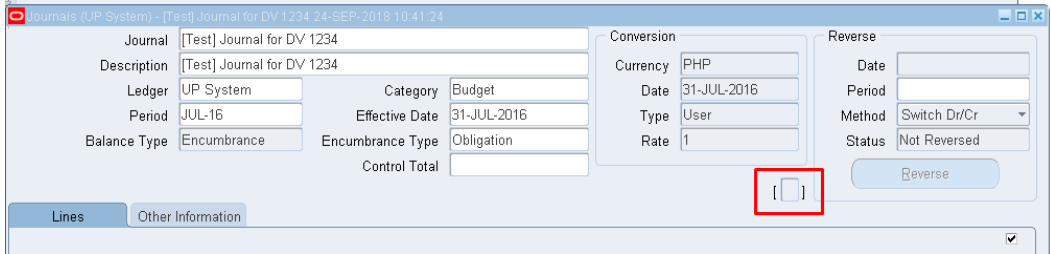
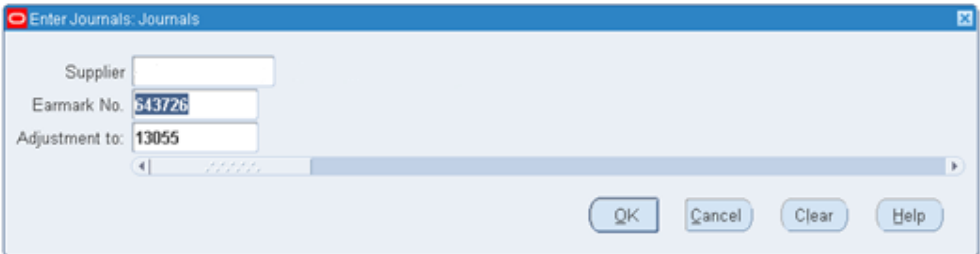
Fill out details of the Journal. Select **Budget** as Category, and **Obligation** as Encumbrance Type. (See Figure 07)

Fig. 07

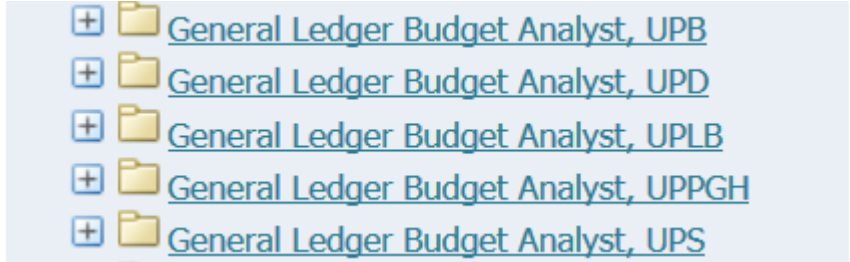
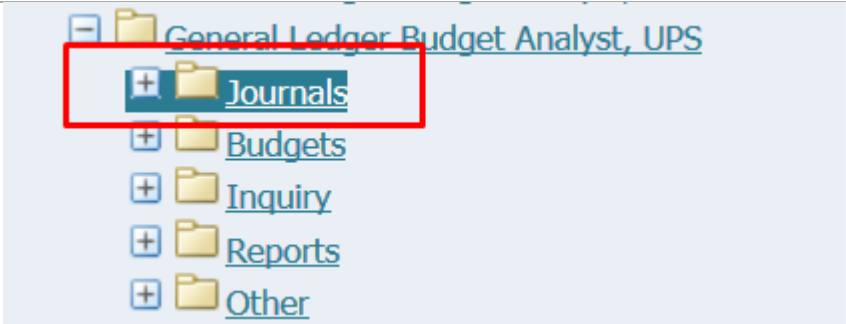
08

Click on the **small box** located at the left side of Reverse button (see Fig. 08)

Fig 08	
9	Select DV number referenced to the DV that is being adjusted. (Refer to Fig. 09)
Fig. 09	
10	Click OK .
11	Click on the small box located on the column beside Description. (Refer to Fig. 11)
Fig. 11	
12	Enter value for Appropriation Type and Click OK (Refer to Fig. 12)
Fig. 12	

13	Click the  button and a Decision window will open. Click "Yes" (Refer to Fig. 14)
Fig. 13	
14	After clicking "Yes" button, Forms window will open. Click "OK" . (Refer to Fig. 14)
Fig. 14	
15	Saving the record will automatically populate the earmark number field. Click on the previously updated small box (Refer to Fig 15a) to access the generated earmark number. (Refer to Fig 15b)
Fig. 15a	
Fig. 15b	

II. Search for Encumbrance Entry Using the Earmark Number

Process Steps	Process Details
1	From HOME proceed to Main Menu and click General Ledger Budget Analyst or General Ledger Budget Manager (Refer Fig .01)
Fig. 01	
2	Click on Journals (Refer Fig. 02)
Fig. 02	

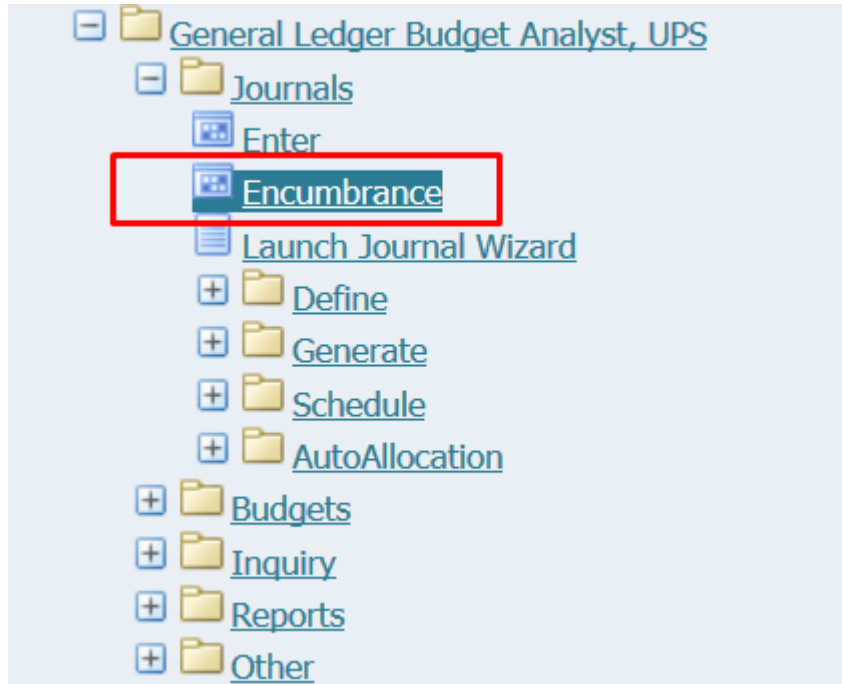
3	Click on Encumbrance (Refer Fig. 03)
Fig. 03	 <p>The screenshot displays a hierarchical menu structure. At the top is 'General Ledger Budget Analyst, UPS'. Below it is 'Journals', which is expanded to show several options: 'Enter', 'Encumbrance' (highlighted with a red rectangular box), 'Launch Journal Wizard', 'Define', 'Generate', 'Schedule', and 'AutoAllocation'. Below the 'Journals' sub-menu are 'Budgets', 'Inquiry', 'Reports', and 'Other', each preceded by a plus sign icon.</p>
4	The Find Journals window will be opened. (Refer Fig. 04)

Fig. 04

The 'Find Journals' window contains the following fields and buttons:

- Batch**: Text input field
- Journal**: Text input field
- Ledger**: Text input field
- Source**: Text input field
- Category**: Text input field
- Period**: Text input field
- Currency**: Text input field
- Status**: Section header
- Posting**: Text input field
- Funds**: Text input field
- Control Total**: Section header
- Batch**: Text input field
- Journal**: Text input field
- More**: Button
- Clear**: Button
- New Batch**: Button
- New Journal**: Button
- Find**: Button

5

Click the **"New Journal"** . (Refer Fig. 05)

Fig. 05

This screenshot is identical to Fig. 04, but the **New Journal** button is highlighted with a red rectangle.

6

Journals Window should appear. (Refer Fig. 06)

Fig. 06

7 On the top part, click on the **“View”** tab. (Refer Fig. 07)

8 Navigate to **“Query by Example”** and then click **“Enter”**. (Refer Fig. 08)

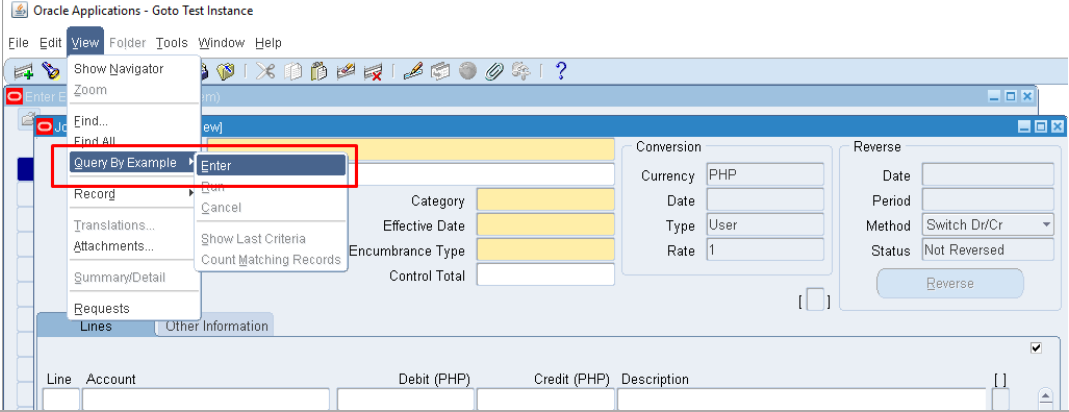
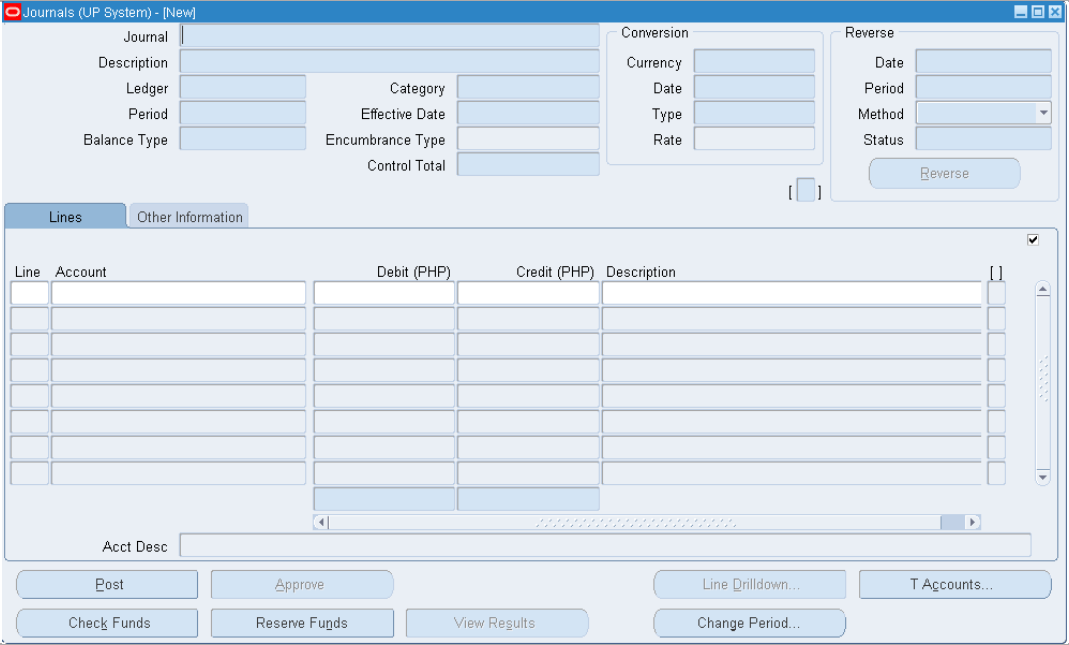
<p>Fig. 08</p>	
<p>9</p>	<p>Journals window will enter “query mode”. (Refer Fig. 09)</p>
<p>Fig. 09</p>	
<p>10</p>	<p>Click the box on the right side of the window. (Refer Fig. 10)</p>

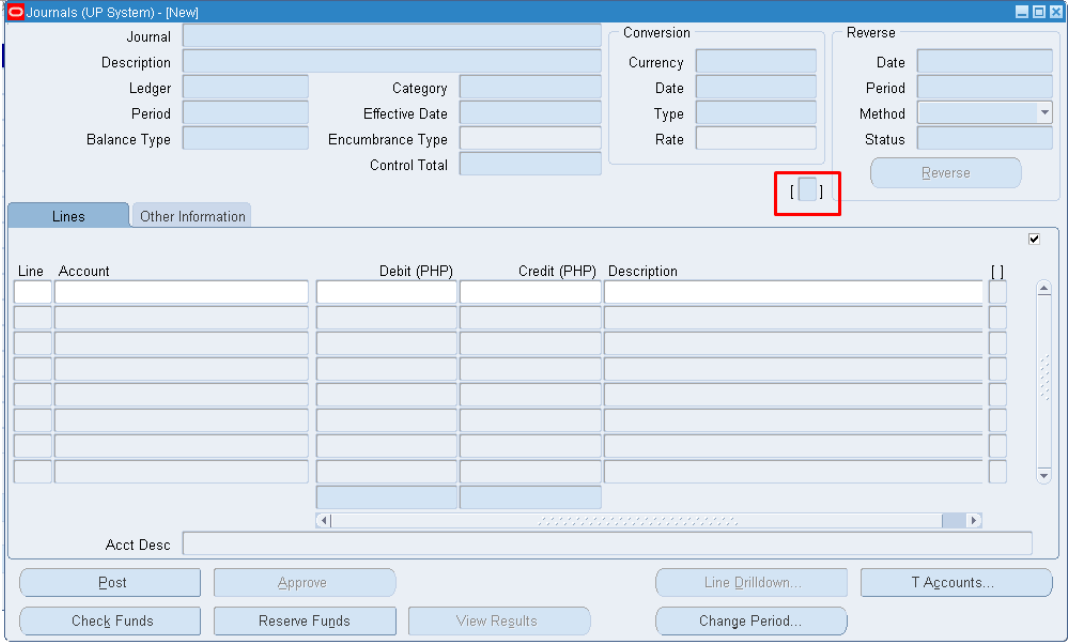
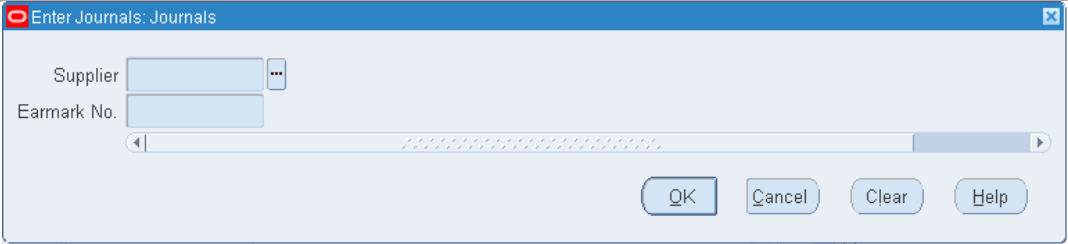
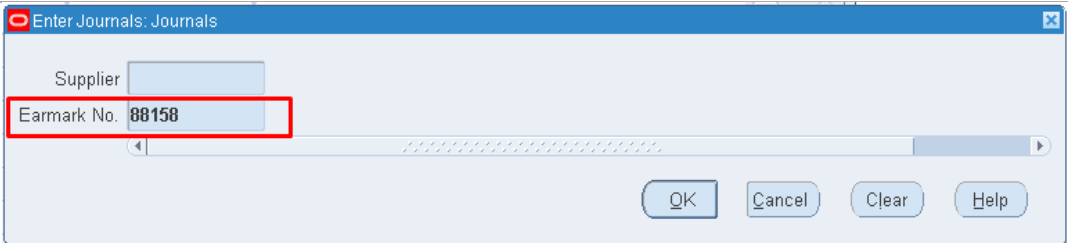
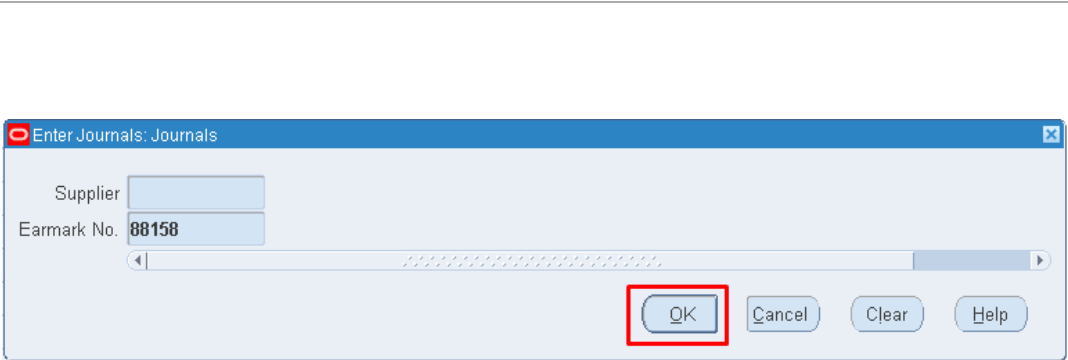
Fig. 10	
11	<p>Enter Journals:Journals window will open. (Refer Fig. 11)</p>
Fig. 11	
12	<p>Click on the Earmark No. field and enter the earmark number you want to search. (Refer Fig. 12)</p>
Fig. 12	
13	<p>Click OK. (Refer Fig. 13)</p>
Fig. 13	
14	<p>On the top part, click on the “View” tab. (Refer Fig. 14)</p>

Fig. 14

Oracle Applications - Goto Test Instance

File Edit View Folder Tools Window Help

Enter Encumbrances (UP System)

Journals (UP System) - 4512 07-JUL-2016 18:53:49

Journal

Description

Ledger

Period

Balance Type

Category

Effective Date

Encumbrance Type

Control Total

Conversion

Currency

Date

Type

Rate

Reverse

Date

Period

Method

Status

Reverse

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
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15

Navigate to **Query by Example** and click on **Run**. (Refer Fig. 15)

Fig. 15

Oracle Applications - Goto Test Instance

File Edit View Folder Tools Window Help

Enter Encumbrances (UP System)

Journals (UP System) - 4512 07-JUL-2016 18:53:49

Find All

Query By Example

Record

Translations...

Attachments...

Summary/Detail

Requests

Enter

Run

Cancel

Show Last Criteria

Count Matching Records

Journal

Description

Ledger

Period

Balance Type

Category

Effective Date

Encumbrance Type

Control Total

Conversion

Currency

Date

Type

Rate

Reverse

Date

Period

Method

Status

Reverse

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
------	---------	-------------	--------------	-------------

16

The journal with the entered earmark number should now appear.
(Refer Fig. 16)

17	Make the necessary changes in the journal (if any). E.g. change in amount (Refer Fig. 17)
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Journal 4512

Description For DV 4512

Ledger UP System Category Budget

Period JUL-16 Effective Date 07-JUL-2016

Balance Type Encumbrance Encumbrance Type Obligation

Control Total

Conversion

Currency PHP

Date 07-JUL-2016

Type User

Rate 1

Reverse

Date

Period

Method Switch Dr/Cr

Status Not Reversed

Reverse

[23]

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	01.101.SA01005001.-.50102080.-...A00	23,000.00		For DV 4512
		23,000.00		

Acct Desc UP System.General Fund.UPS Office of the Preside.Unspecified.Productivity Incentive AI.Select value.Unspecified.Unspecified.UPS UP F

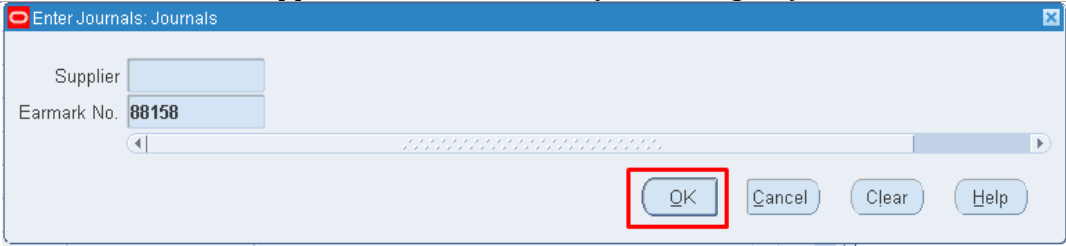

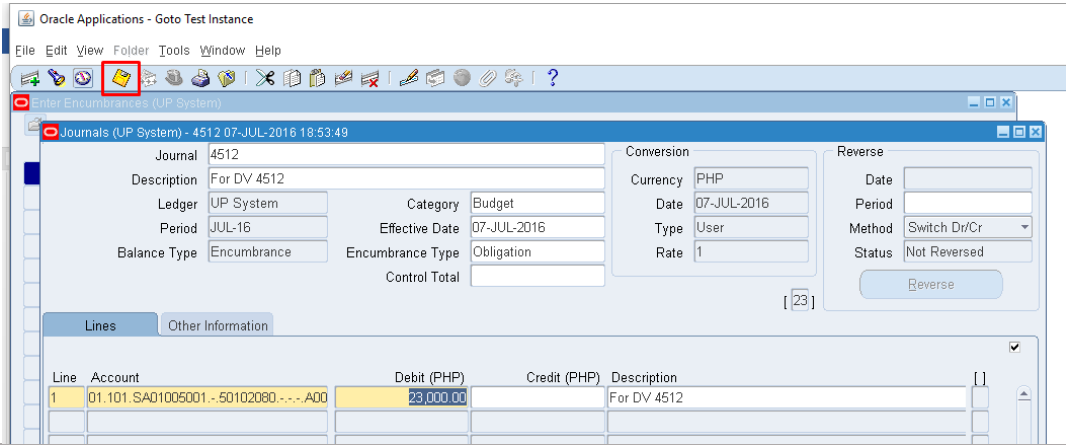
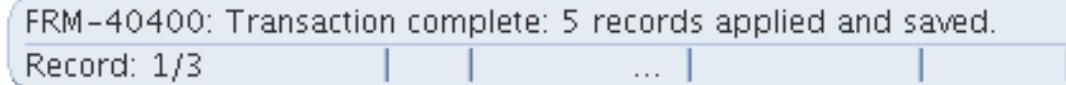
Post Approve Line Drilldown... T Accounts...

Check Funds Reserve Funds View Results Change Period...

18	To update the supplier, click on the previously edited small box beside the Reverse button.
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Fig 18

The screenshot shows the 'Journals (UP System)' window. The title bar indicates the journal is for DV 1234 on 24-SEP-2018 at 10:41:24. The main area contains input fields for Journal, Description, Ledger, Period, Balance Type, Category, Effective Date, Budget, Encumbrance Type, Obligation, and Control Total. There are also sections for Conversion (Currency, Date, Type, Rate) and Reverse (Date, Period, Method, Status). A 'Reverse' button is located at the bottom right. A red box highlights a small icon in the bottom right corner of the window.

19	Select value for the Supplier field and click OK. (Refer to Fig. 19)
Fig. 19	
20	Click the  button on the menu bar at the top of the window. (Refer Fig. 20)
Fig. 20	
21	A confirmation of the completed transaction will be shown on the lower left area. (Refer Fig. 21)
Fig. 21	

Result Information:

Expected Results

- Journal related to earmark is viewed and updated.