University of the Philippines



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 <i>HOME</i> proceed to <i>Main Menu</i> and click <i>General Ledger Budget Analyst</i> or <i>General Ledger Budget Manager</i> (Refer Fig .01)
Fig. 01	 <u>General Ledger Budget Analyst, UPB</u> <u>General Ledger Budget Analyst, UPD</u> <u>General Ledger Budget Analyst, UPLB</u> <u>General Ledger Budget Analyst, UPPGH</u> <u>General Ledger Budget Analyst, UPPGH</u> <u>General Ledger Budget Analyst, UPS</u>
2	Click on <i>Journals</i> (Refer Fig. 02)
Fig. 02	General Ledger Budget Analyst, UPS



	Find Journals			
	Batch			
	Journal			
	Ledger			
	Source		Period	
	Category		Currency	
Fig. 04	Status		Control Total	
	Posting		Batch	
	Funds		Journal	
				More
	(<u>C</u> lear	New Batch	New Journal	Find
	<u>`</u>			
5	Click the <i>"New Journ</i>	nal" . (Refer Fig. 05)		
	Find Journals			
	Batch			
	Journal			
Fig. 05	Ledger			
	Source		Period	
	1			
	Category			
	Category		Currency	
	Status		Currency Control Total	
			Currency	
	Status Posting		Currency Control Total Batch	
	Status Posting		Currency Control Total Batch	More
	Status Posting		Currency Control Total Batch	More
	Status Posting	New Batch	Currency Control Total Batch	More Find
6	Status Posting Funds <u>C</u> lear	New Batch	Currency Control Total Batch Journal	

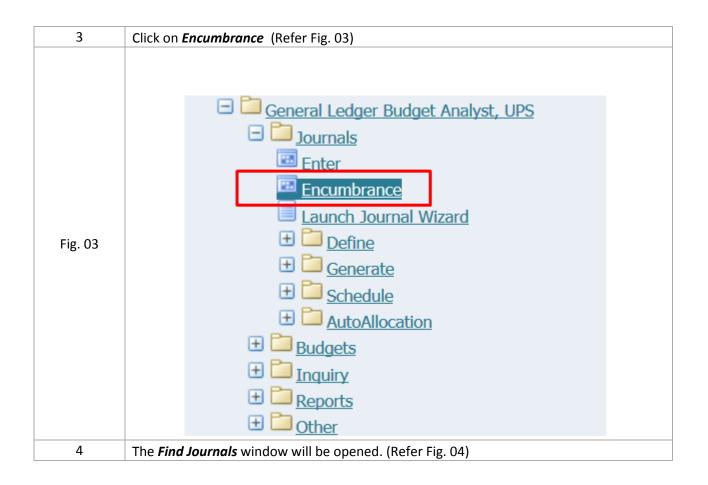
	OJournals (UP System) - [Ne	w]							💶 🗖 🔀
	Journal					Conversion		Reverse	
	Description		1			Currency	PHP	Date	
	-	UP System	`	ategory		Date		Period	
	Period Balance Type	Encumbrance	Eπecti Encumbran	ive Date		Type Rate		Method Status	Switch Dr/Cr Not Reversed
	Datatice Type	Encambrance		rol Total		- Kale	['		
							[Reverse
	Lines Other Ir	nformation							
	Line Account		Deb	oit (PHP)	Credit (PH	IP) Description			U
Fig. 06a					`				
11g. 000									
									<u> </u>
				l					
	Acct Desc		[1]						
	Eost	Appr	ove				Line Drilldown		T Accounts
				1.0	ieu Deculte				
	Check Funds	Reserve	Fugus	VII	ïew Regults		Change Period		
07	Fill out details	Tuna (Sac	Figuro	07)					
	Encumbrance		_						
	Encumbrance	est) Journal for DV 123	34 24-SEP-2018			Conversion		Reverse	
	Encumbrance		34 24-SEP-2018 √ 1234			Conversion Currency		Reverse	
	Encumbrance	est) Journal for DV 123 [Test] Journal for D\	34 24-SEP-2018 √ 1234 √ 1234	10:41:24	Budget	Currency		-	
	Source Constraints (UP System) - (Te Journals (UP System) - (Te Journal Description Ledger Period	est) Journal for DV 123 [Test] Journal for D\ [Test] Journal for D\ UP System JUL-16	34 24-SEP-2018 √ 1234 √ 1234 C Effect	10:41:24 Category B ive Date 3	81-JUL-2016	Currency Date Type	PHP 31-JUL-2016 User	Date Period Method	Switch Dr/Cr
	Gournals (UP System) - [Te Journal Description Ledger	est) Journal for DV 123 [Test] Journal for D\ [Test] Journal for D\ UP System JUL-16	94 24-SEP-2018 ✓ 1234 ✓ 1234 ✓ 1234 C Effecti Encumbran	10:41:24 ategory B ive Date 3 ce Type 0	-	Currency Date	PHP 31-JUL-2016 User	Date Period Method	Switch Dr/Cr V
	Source Constraints (UP System) - (Te Journals (UP System) - (Te Journal Description Ledger Period	est) Journal for DV 123 [Test] Journal for D\ [Test] Journal for D\ UP System JUL-16	94 24-SEP-2018 ✓ 1234 ✓ 1234 ✓ 1234 C Effecti Encumbran	10:41:24 Category B ive Date 3	81-JUL-2016	Currency Date Type	PHP 31-JUL-2016 User 1	Date Period Method Status	Switch Dr/Cr
	Dournals (UP System) - [Te Journal Description Ledger Period Balance Type	est) Journal for DV 123 [Test] Journal for D\ [Test] Journal for D\ UP System JUL-16	94 24-SEP-2018 ✓ 1234 ✓ 1234 ✓ 1234 C Effecti Encumbran	10:41:24 ategory B ive Date 3 ce Type 0	81-JUL-2016	Currency Date Type	PHP 31-JUL-2016 User	Date Period Method Status	Switch Dr/Cr Not Reversed Reverse
	Encumbrance Journals (UP System) - [Te Journal Description Ledger Period Balance Type Lines Other I	est) Journal for DV 123 [Test] Journal for D\ [Test] Journal for D\ UP System JUL-16 Encumbrance	34 24-SEP-2018 ✓ 1234 ✓ 1234	10:41:24 ategory B vive Date 3 ce Type C rol Total	31-JUL-2016 Dbligation	Currency Date Type Rate	PHP 31-JUL-2016 User 1	Date Period Method Status	Switch Dr/Cr V
	Dournals (UP System) - [Te Journal Description Ledger Period Balance Type	I Journal for DV 123 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance	04 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbrani Conti Debit (F	10:41:24 ategory B ive Date 3 ce Type O rol Total PHP)	31-JUL-2016 Obligation Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1	Date Period Method Status	Switch Dr/Cr Not Reversed Reverse
	Encumbrance	I Journal for DV 123 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance	04 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbrani Conti Debit (F	10:41:24 ategory B ive Date 3 ce Type O rol Total PHP)	31-JUL-2016 Obligation Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1	Date Period Method Status	Switch Dr/Cr Not Reversed Beverse
Fig. 07	Encumbrance	I Journal for DV 123 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance	04 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbrani Conti Debit (F	10:41:24 ategory B ive Date 3 ce Type O rol Total PHP)	31-JUL-2016 Obligation Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1	Date Period Method Status	Switch Dr/Cr Not Reversed Beverse
	Encumbrance	I Journal for DV 123 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance	04 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbrani Conti Debit (F	10:41:24 ategory B ive Date 3 ce Type O rol Total PHP)	31-JUL-2016 Obligation Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1	Date Period Method Status	Switch Dr/Cr Not Reversed Beverse
	Encumbrance	I Journal for DV 123 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance	04 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbrani Conti Debit (F	10:41:24 ategory B ive Date 3 ce Type O rol Total PHP)	31-JUL-2016 Obligation Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1	Date Period Method Status	Switch Dr/Cr Not Reversed Beverse
	Encumbrance	I Journal for DV 123 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance	04 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbrani Conti Debit (F	10:41:24 ategory B ive Date 3 ce Type O rol Total PHP)	31-JUL-2016 Obligation Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1	Date Period Method Status	Switch Dr/Cr Not Reversed Beverse
	Encumbrance	I Journal for DV 123 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance	04 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbrani Conti Debit (F	10:41:24 ategory B ive Date 3 ce Type O rol Total PHP)	31-JUL-2016 Obligation Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1	Date Period Method Status	Switch Dr/Cr Not Reversed Beverse
	Encumbrance	I Journal for DV 123 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance	04 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbran Contr Debit (F 10,00 10,00	10.41-24 ategory B ive Date 3 ce Type O rol Total PHP) 10.00 10.0	Credit (PHP)	Currency Date Type Rate	РНР 31-JUL-2016 User 1 DV 1234	Date Period Method Status	Switch Dr/Cr Not Reverse
	Encumbrance	rest Journal for DV 122 [Test] Journal for DV [Test] Journal for DV UP System JUL-16 Encumbrance nformation .0060.10101010 10	24 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbran Contr Debit (F 10,00 10,00	10:41:24	Credit (PHP)	Currency Date Type Rate	РНР 31-JUL-2016 User 1 DV 1234 	Date Period Method Status	Switch Dr/Cr Not Reversed
	Encumbrance	UP System.Genera	34 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbran Conti Debit (F 10,00 I 10,00 I Fund. UPS Off	10:41:24	Credit (PHP)	Currency Date Type Rate	РНР 31-JUL-2016 User 1 С DV 1234 20000000 ash - Collecting Officiation	Date Period Method Status	Switch Dr/Cr Not Reverse
	Concumbrance Journals (UP System) - [Te Journal Description Ledger Period Balance Type Lines Other I Line Account 1 01.101.SA01005001 Acct Desc Post	If Journal for DV 122 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance nformation .0060.1010101010 UP System.Genera	24 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbran Contr Debit (F 10,00 ↓ 10,00 ↓ I Fund.UPS Offi	10:41:24	Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1 I [DV 1234	Date Period Method Status	Switch Dr/Cr Not Reversed
	Encumbrance	UP System.Genera	24 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbran Contr Debit (F 10,00 ↓ 10,00 ↓ I Fund.UPS Offi	10:41:24	Credit (PHP)	Currency Date Type Rate	РНР 31-JUL-2016 User 1 С DV 1234 20000000 ash - Collecting Officiation	Date Period Method Status	Switch Dr/Cr
	Concumbrance Journals (UP System) - [Te Journal Description Ledger Period Balance Type Lines Other I Line Account 1 01.101.SA01005001 Acct Desc Post	If Journal for DV 122 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance nformation .0060.1010101010 UP System.Genera	24 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbran Contr Debit (F 10,00 ↓ 10,00 ↓ I Fund.UPS Offi	10:41:24	Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1 I [DV 1234	Date Period Method Status	Switch Dr/Cr
	Concumbrance Journals (UP System) - [Te Journal Description Ledger Period Balance Type Lines Other I Line Account 1 01.101.SA01005001 Acct Desc Post	If Journal for DV 122 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance nformation .0060.1010101010 UP System.Genera	24 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbran Contr Debit (F 10,00 ↓ 10,00 ↓ I Fund.UPS Offi	10:41:24	Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1 I [DV 1234	Date Period Method Status	Switch Dr/Cr
	Concumbrance Journals (UP System) - [Te Journal Description Ledger Period Balance Type Lines Other I Line Account 1 01.101.SA01005001 Acct Desc Post	If Journal for DV 122 (Test) Journal for DV (Test) Journal for DV UP System JUL-16 Encumbrance nformation .0060.1010101010 UP System.Genera	24 24-SEP-2018 ✓ 1234 ✓ 1234 C Effecti Encumbran Contr Debit (F 10,00 ↓ 10,00 ↓ I Fund.UPS Offi	10:41:24	Credit (PHP)	Currency Date Type Rate	PHP 31-JUL-2016 User 1 I [DV 1234	Date Period Method Status	Switch Dr/Cr
Fig. 07	Encumbrance	Internation (UP System General)	24 24-SEP-2018 V 1234 C Effecti Encumbran Contr Debit (F 10,00 10,00 I fund.UPS Off rove a Funds	10:41:24	21-JUL-2016 Dbligation Credit (PHP)	Currency Date Type Rate	[PHP 31-JUL-2016 User [1 [D∨ 1234] 	Date Period Method Status	Switch Dr/Cr
	Concumbrance Journals (UP System) - [Te Journal Description Ledger Period Balance Type Lines Other I Line Account 1 01.101.SA01005001 Acct Desc Post	Internation (UP System General)	24 24-SEP-2018 V 1234 C Effecti Encumbran Contr Debit (F 10,00 10,00 I fund.UPS Off rove a Funds	10:41:24	21-JUL-2016 Dbligation Credit (PHP)	Currency Date Type Rate	[PHP 31-JUL-2016 User [1 [D∨ 1234] 	Date Period Method Status	Switch Dr/Cr
Fig. 07	Encumbrance	Internation (UP System General)	24 24-SEP-2018 V 1234 C Effecti Encumbran Contr Debit (F 10,00 10,00 I fund.UPS Off rove a Funds	10:41:24	21-JUL-2016 Dbligation Credit (PHP)	Currency Date Type Rate	[PHP 31-JUL-2016 User [1 [D∨ 1234] 	Date Period Method Status	Switch Dr/Cr

	Journals (UP System) - ITI	est) Journal for DV 1234 24-SEP-2018 10:41:24			
	Journal	[Test] Journal for DV 1234		Conversion	leverse
	Description	[Test] Journal for DV 1234		Currency PHP	Date
	Ledger	UP System Category	Budget	Date 31-JUL-2016	Period
		JUL-16 Effective Date	31-JUL-2016	Type User	Method Switch Dr/Cr -
	Balance Type		Obligation	Rate 1	Status Not Reversed
		Control Total			Reverse
				[]]]	
	Lines Other	Information			
	Line Account		Credit (DUD) De		
		Debit (PHP) 1.0060.1010101010 10,000.00	Credit (PHP) De	escription est] Journal for DV 1234	
Fig 08					
118 00					
		10,000.00			
		•			Þ
	Acct Desc	UP System.General Fund.UPS Office of the			
	Best	Annrous		Line Drilldours	T Assounts
	Eost	Approve		Line Drilldown	T Agcounts
	(Check Funds	Reserve Funds	View Regults	Change Period	
	\				
Fig. 09	Supplier , Earmark No. Adjustment to: 13	A & A Marketi	ng	QK Qancel	Clear Help
10			Click OK		
11	Click on the	small box located on	the column	beside Description.	(Refer to Fig. 11)
Fig. 11	Line Account 1 01.101.SA0100500	Debit (11.0060.1010101010	PHP) Credit	(PHP) Description [[Test] Journal for DV 1234	
12	Enter	value for Appropria	tion Type a	and Click OK (Refer	to Fig 12)
<u> </u>	Enter Journals: Lir		cion Type a		×
	Appropriation Type				
Fig. 12	Context				
				QK Cancel	(Clear) (Help)

13	Click the 🏈 button and a Decision window will open. Click "Yes" (Refer to Fig. 14)
Fig. 13	Decision The total debits do not equal the total credits for this journal. Do you still want to save this journal? No
14	After clicking "Yes" button, Forms window will open. Click "OK". (Refer to Fig. 14)
Fig. 14	FRM-40400: Transaction complete: 3 records applied and saved.
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	Oumals (UP System) - [Test] Journal for DV 1234 24-5EP-2018 10.41:24 Reverse Journal [Test] Journal for DV 1234 Description [Test] Journal for DV 1234 Ledger UP System Category Budget Period JUL-16 Effective Date 31-JUL-2016 Type User Rate 1 Lines Other Information
Fig. 15b	Center Journals: Journals Supplier Earmark No. 543726 Adjustment to: 13055

II. Search for Encumbrance Entry Using the Earmark Number

Process Details
From <i>HOME</i> proceed to <i>Main Menu</i> and click <i>General Ledger Budget Analyst</i> or <i>General Ledger Budget Manager</i> (Refer Fig .01)
 General Ledger Budget Analyst, UPB General Ledger Budget Analyst, UPD General Ledger Budget Analyst, UPLB General Ledger Budget Analyst, UPPGH General Ledger Budget Analyst, UPS
Click on <i>Journals</i> (Refer Fig. 02)
General Ledger Budget Analyst, UPS



	🗢 Find Journals
	Batch
	Journal
	Ledger
	Source Period
Fig. 04	Category Currency
	Status Control Total
	Posting Batch
	Funds
	More
	Clear New Batch New Journal Find
	Click the <i>"New Journal"</i> . (Refer Fig. 05)
5	
	🗢 Find Journals 📃 🗖 🛛
	Batch
	Journal
Fig. 05	Ledger
	Source Period
	Category Currency
	Control Total
	Posting Batch
	Funds
	More
	Clear New Batch New Journal Find
6	Journals Window should appear. (Refer Fig. 06)

	OJournals (UP System) - [I	lewl						= 6
	Journal	1			- Conversion		Reverse	
	Description				Currency	PHP	Date	
	Ledger	UP System	Category		Date		Period	
	Period		Effective Date		Туре	User	Method	Switch Dr/Cr
	Balance Type	Encumbrance	Encumbrance Type		Rate	1	Status	Not Reversed
			Control Total					Reverse
						[]]		Follow
	Lines Othe	Information						
								v
	Line Account		Debit (PHP)	Credit (PHP)	Description			<u> </u>
Fig. 06								
			(d)					
	Acct Desc							
	Post	Approv	/e			Line Drilldown	T	T Accounts
					_			
	Check Funds	Reserve F		iew Regults		Change Period		
7	On the top pa	rt, click on th	ne " View" tal	o. (Refer Fig	. 07)			
	Oracle Applications - Go	o Test Instance						
	Eile Edit ⊻iew Folder To	ols <u>W</u> indow <u>H</u> elp						
	📢 🗞 🐼 । 🏈 📚 १) (1) 🛠 ا 🌾 🕹 🕷	揽 🖉 🤿 🛛 🖉) 🖉 👫 🛛 ?				
	Enter Encumbrances (UF	System)						_ = ×
	Journals (UP System	n) - [New]						
	Jo	umal			Conversi	on	Reverse	
	Jo Descri				Conversion		Reverse Date	
	Descri		Category		_	y PHP		
	Descri Le	otion dger <mark>UP System</mark> eriod	Category Effective Date		Currenc	y PHP	Date	
	Descri Le	otion dger <mark>UP System</mark>			Currenc Dat	y PHP e User	Date Period	Switch Dr/Cr
	Descri Le	otion dger <mark>UP System</mark> eriod	Effective Date		Currenc Dat Typ	y PHP e User e 1	Date Period Method Status	Switch Dr/Cr
	Descri Le P Balance	otion dger <mark>UP System</mark> eriod Fype Encumbrance	Effective Date Encumbrance Type		Currenc Dat Typ	y PHP e User	Date Period Method Status	Switch Dr/Cr Not Reversed
	Descri Le P Balance	otion dger <mark>UP System</mark> eriod	Effective Date Encumbrance Type		Currenc Dat Typ	y PHP e User e 1	Date Period Method Status	Switch Dr/Cr Not Reversed Beverse
	Descri Le P Balance	otion dger <mark>UP System</mark> eriod Fype Encumbrance	Effective Date Encumbrance Type Control Tota		Currenc Dat Typ	y PHP e User e 1	Date Period Method Status	Switch Dr/Cr Not Reversed
	Descri Le P Balance	otion dger <mark>UP System</mark> eriod Fype Encumbrance	Effective Date Encumbrance Type		Currenc Dat Typ	y PHP e User e 1	Date Period Method Status	Switch Dr/Cr Not Reversed Reverse
	Descri	otion dger <mark>UP System</mark> eriod Fype Encumbrance	Effective Date Encumbrance Type Control Tota		Currenc Dat Typ Rat	y PHP e User e 1	Date Period Method Status	Switch Dr/Cr Not Reversed Beverse
	Descri	otion dger <mark>UP System</mark> eriod Fype Encumbrance	Effective Date Encumbrance Type Control Tota		Currenc Dat Typ Rat	y PHP e User e 1	Date Period Method Status	Switch Dr/Cr Not Reversed Reverse
	Descri	otion dger <mark>UP System</mark> eriod Fype Encumbrance	Effective Date Encumbrance Type Control Tota		Currenc Dat Typ Rat	y PHP e User e 1	Date Period Method Status	Switch Dr/Cr Not Reversed Reverse
	Descri	otion dger <mark>UP System</mark> eriod Fype Encumbrance	Effective Date Encumbrance Type Control Tota		Currenc Dat Typ Rat	y PHP e User e 1	Date Period Method Status	Switch Dr/Cr Not Reversed Reverse
	Descri	otion dger <mark>UP System</mark> eriod Fype Encumbrance	Effective Date Encumbrance Type Control Tota		Currenc Dat Typ Rat	y PHP e User e 1	Date Period Method Status	Switch Dr/Cr Not Reversed Reverse
	Descri	otion dger <mark>UP System</mark> eriod Fype Encumbrance	Effective Date Encumbrance Type Control Tota		Currenc Dat Typ Rat	y PHP e User e 1	Date Period Method Status	Switch Dr/Cr Not Reversed Reverse
8	Descri	otion dger UP System ariod Fype Encumbrance Other Information	Effective Date Encumbrance Type Control Tota	2) Credit (PHF	Currenc Dat Typ Rat	y PHP e User e User f 1	Date Period Method Status	Switch Dr/Cr Not Reversed Reverse

	📓 Oracle Applications - Goto Test Instance
	Eile Edit View Folder Tools Window Help
	😝 🏷 Show Navigator 🔰 🖗 🕅 🏠 🖉 🙀 🕼 🖉 🥥 🖉 🌾 👔 ?
	Center E Zoom III) III III III IIII IIII IIII IIII
	Eind All Reverse Reverse
	Query By Example Finter Currency PHP Date
Fig. 08	Record Category Date Period
1.8.00	Iranslations Show Last Criteria Effective Date Type User Method Switch Dr/Cr -
	Count Matching Records Encumbrance Type Rate 1 Status Not Reversed
	Summary/Detail Control Total
	Requests Lines Other Information
	Line Account Debit (PHP) Credit (PHP) Description
0	
9	Journals window will enter "query mode" . (Refer Fig. 09)
	Journals (UP System) - [New]
	Description Currency Date
	Ledger Category Date Period Period
	Period Effective Date Type Method 🔽
	Balance Type Encumbrance Type Rate Status
	Control rotat
	Lines Other Information
	Line Account Debit (PHP) Credit (PHP) Description []
Fig. 09	
Fig. 09	
	Acct Desc
	Post Approve Line Drilldown T Agcounts
	Check Funds Reserve Funds View Regults Change Period
10	Click the box on the right side of the window. (Refer Fig. 10)

				?
	OJournals (UP System) - [New]		Conversion	Reverse
	Journal			
	Description		Currency	Date
	Ledger	Category	Date	Period
	Period	Effective Date	Туре	Method
	Balance Type	Encumbrance Type	Rate	Status
		Control Total		Reverse
			[
	Lines Other Information			
				•
	Line Account	Debit (PHP) Credit (PI	HP) Description	<u>H</u>
Fig. 10				
			l	Ū 🤠
	Aust Dava			
	Acct Desc]
	Eost A	pprove	Line Drilldown	T Agcounts
	Chaoli Eurolo	View Decute	Change Devied	
	Check Funds Rese	rve Funds View Regults	Change Period	
	Enter Journals: Journals	window will open.		
11		inden independ		
	(Refer Fig. 11)			
	Enter Journals: Journals			×
	Supplier			
Fig. 11	Earmark No.			
Fig. 11	(III)		ana ana ana ang ang ang ang ang ang ang	
	<u> </u>			
			QK Cancel	Clear Help
			QK Cancel) (Clear) (Help)
	· · · · · · · · · · · · · · · · · · ·			
	Click on the Earmark No	. field and enter the ear	mark number vou w	ant to search. (Refer
12			indik namber you n	
	Fig. 12)			
	Enter Journals: Journals			×
	Supplier			
Fig. 12	Earmark No. 88158			
1 Ig. 12				
			QK Cancel) (Clear) (Help)
				Citori (Telb
	l			
13	Click OK. (Refer Fig. 13)			
	Enter Journals: Journals			×
				×
Fig. 13				
LIR. TO	Supplier			
	Earmark No. 88158			
	•		0000000	
			(<u>O</u> K <u>C</u> ancel	
			(<u>O</u> K <u>C</u> ancel) (Clear) (Help)
14	On the top part, click on			

		ew Folder Tools V	tinstance ∆indow ∐elp					
				12 🖂 🖉 🖉 🖉	∅ \$≱ ?			
		imbrances (UP Syste						_ 🗆 ×
	O Journ	ials (UP System) - 45	512 07-JUL-2016 18:50	3:49				= 6
		Journal				Conversion	Reverse	
		Description				Currency	Dat	te
		Ledger		Category		Date	Perio	d
		Period		Effective Date		Туре	Metho	od
Fig. 14		Balance Type		Encumbrance Type		Rate	Statu	IS
				Control Total				Reverse
							[.88,]	
		ines Other	Information					~
	Line	Account		Debit (PHP)	Credit (PHP)	Description		H
15		te to Que		mple and cli	ck on Rur	1 . (Refer F	ig. 15)	
15	Eile Edit View	plications - Goto Test I W Folder Tools W ow Navigator om	nstance indow ∐elp ☞ 「≫6 (◯) 👘 ♯ ი)	4 🙀 L 🔄 🏐 🖉 !		n. (Refer F	ig. 15)	_ = ×
15	ille Edit View	plications - Goto Test I W Folder Tools W ow Navigator om	nstance indow ∐elp	4 🙀 L 🔄 🏐 🖉 !	§≉ F ?			
15	Elle Edit Viev File Edit Viev Enter E Zor Enter E Zor Enter E Tri	plications - Goto Test II W Folder Tools W ow Navigator om nd	nstance indow ∐elp	4 🙀 L 🔄 🏐 🖉 !	<u>م</u> ا رو	onversion	Reverse	
15	Elle Edit Vier Elle Edit Vier Enter E Zoc Enter E Zoc Un Ein Enter Europe	Plications - Goto Test II Folder Tools Wi ow Navigator om nd 51 nd All	nstance indow ∐elp	2 IZ 2 IS @ () 9	<u>م</u> ا رو	onversion Currency	Reverse Date	
15	Oracle App Elle Edit View Shi Constant	plications - Goto Test II w Folder Tools Wr ow Navigator om d	nstance indow Help I 20 I 20 II	4 🙀 L 🔄 🏐 🖉 !	<u>م</u> ا رو	onversion Currency Date	Reverse	
	Oracle App Elle Edit View Shi Centre E Jg Eln Prin Re Ira	plications - Goto Test In W Folder Tools W/ ow Navigator om ad	nstance indow Help	9 Category Effective Date	<u>م</u> ا رو	onversion Currency	Reverse Date Period	
15 Fig. 15	Cracte App Elle Edit View Contracte	plications - Goto Test In W Folder Tools W/ ow Navigator om ad	nstance indow Help I 20 I 20 II	9 Category Effective Date	<u>م</u> ا رو	onversion Currency Date Type	Reverse Date Period Method Status	
	Oracle App Elle Edit View Shi Control E Control E Control E Fin Qu Re Atta Suu	plications - Goto Test In W Folder Tools W/ ow Navigator om dd	Indaw Help Indaw Help I 207-JUL-2016 18:53:4 Inter ancel how Last Criteria ount Matching Records	9 Category Effective Date Encumbrance Type	<u>م</u> ا رو	onversion Currency Date Type	Reverse Date Period Method Status	
	Oracle App Elle Edit View Shu Denne Zoo Denne Zoo Denne Elle Re Atta Suu Bre	plications - Goto Test In W Folder Tools W/ ow Navigator om dd	nstance indow Help	9 Category Effective Date Encumbrance Type	<u>م</u> ا رو	onversion Currency Date Type	Reverse Date Period Method Status	everse
	Elle Edit View Shi Connere Zoo Connere Zoo Connere Zoo Connere Re Atta	plications - Goto Test In W Folder Jools W/ ow Navigator om dd	Indaw Help Indaw Help I 207-JUL-2016 18:53:4 Inter ancel how Last Criteria ount Matching Records	9 Category Effective Date Encumbrance Type Control Total		onversion Currency Date Type Rate	Reverse Date Period Method Status	
	Oracle App Elle Edit View Shu Denne Zoo Denne Zoo Denne Elle Re Atta Suu Bre	plications - Goto Test In W Folder Jools W/ ow Navigator om dd	Indaw Help Indaw Help I 207-JUL-2016 18:53:4 Inter ancel how Last Criteria ount Matching Records	9 Category Effective Date Encumbrance Type	<u>م</u> ا رو	onversion Currency Date Type Rate	Reverse Date Period Method Status	everse
	Elle Edit View Shi Connere Zoo Connere Zoo Connere Zoo Connere Re Atta	plications - Goto Test In W Folder Jools W/ ow Navigator om dd	Indaw Help Indaw Help I 207-JUL-2016 18:53:4 Inter ancel how Last Criteria ount Matching Records	9 Category Effective Date Encumbrance Type Control Total		onversion Currency Date Type Rate	Reverse Date Period Method Status	everse
	Elle Edit View Shi Connere Zoo Connere Zoo Connere Zoo Connere Re Atta	plications - Goto Test In W Folder Jools W/ ow Navigator om dd	Indaw Help Indaw Help I 207-JUL-2016 18:53:4 Inter ancel how Last Criteria ount Matching Records	9 Category Effective Date Encumbrance Type Control Total		onversion Currency Date Type Rate	Reverse Date Period Method Status	everse
	Elle Edit View Shi Connere Zoo Connere Zoo Connere Zoo Connere Re Atta	plications - Goto Test In W Folder Jools W/ ow Navigator om dd	Indaw Help Indaw Help I 207-JUL-2016 18:53:4 Inter ancel how Last Criteria ount Matching Records	9 Category Effective Date Encumbrance Type Control Total		onversion Currency Date Type Rate	Reverse Date Period Method Status	everse
	Elle Edit View Shi Connere Zoo Connere Zoo Connere Zoo Connere Re Atta	plications - Goto Test In W Folder Jools W/ ow Navigator om dd	Indaw Help Indaw Help I 207-JUL-2016 18:53:4 Inter ancel how Last Criteria ount Matching Records	9 Category Effective Date Encumbrance Type Control Total		onversion Currency Date Type Rate	Reverse Date Period Method Status	everse
	Elle Edit View Elle Edit View Elle Edit View Elle Edit View Elle Edit View Re Elle Edit View Elle Edit View Re Elle Edit View Elle E	Pications - Goto Test Ir W Folder Tools W/ ow Navigator om d if id All recorg F Stample F corg F Stample F Co	Indow Help Indow Help Indow Help I Constrained I Constr	Category Effective Date Encumbrance Type Control Total	Credit (PHP) Des	onversion Currency Date Date Rate	Reverse Date Period Status	everse
	Elle Edit View Elle Edit View Elle Edit View Elle Edit View Elle Edit View Re Elle Edit View Elle Edit View Re Elle Edit View Elle E	Pications - Goto Test Ir W Folder Tools W/ ow Navigator om d if id All recorg F Stample F corg F Stample F Co	Indow Help Indow Help Indow Help I Constrained I Constr	9 Category Effective Date Encumbrance Type Control Total	Credit (PHP) Des	onversion Currency Date Date Rate	Reverse Date Period Status	everse

	Journals (UP System) - 4	512.0700-2016.18:5	3-49							
	Journal		0.40		- Conversion	η	Reverse			
	Description				Currency	PHP	Date			
		UP System	Category	Budget	=	07-JUL-2016	Period			
	Period		Effective Date		Туре		Method	Switch Dr/Cr 🔹		
		Encumbrance	Encumbrance Type		Rate		Status	Not Reversed		
	Datance ()pe		Control Total							
			control rotal			[23		Reverse		
	Lines Othe	r Information				1 23	1			
								v		
	Line Account) Description			r 1		
	Line Account)150102080A00	Debit (PHP) 50,000.00		For DV 4512			—— <u> </u>		
Fig. 16			30,000.00		101014312			——H N		
Fig. 16					1					
								[]		
								H Ø		
					1					
					_ <u> </u>					
					_[
			50,000.00	7						
	A set Dass	UD Sustam Canara	I Fund.UPS Office of the		coccoccocco Iroductivitu Iroc		Unoncoified Un			
	Acct Desc	OF System. Genera		e Freside.onspecilied.F	Toductivity ince	ntive Al. Select value.	Onspecified. On	specilied. OF 5 OF 5		
	Eost	Арр	rove		(Line Drilldown		T Accounts		
	Cheek Eurole	Deserve	Eurole	View Results		Change Devied				
	(Check Funds	Reserve	Funds			Change Period				
17	Make the nec	essary chan	ges in the jo	urnal (if any). E.g. ch	ange in am	nount (R	efer Fig. 17)		
	OJournals (UP System) - 4			, , , , , , , , , , , , , , , , , , ,	,	Ŭ				
	Journal	4512			Conversion	1	Reverse			
	Description	For DV 4512			Currency	PHP	Date			
	Ledger	UP System	Category	Budget	Date	07-JUL-2016	Period			
	Period	JUL-16	Effective Date	07-JUL-2016	Туре	User	Method	Switch Dr/Cr 🔹		
	Balance Type	Encumbrance	Encumbrance Type	Obligation	Rate	1	Status	Not Reversed		
			Control Total							
			Control Total			[23		Reverse		
	Lines Othe	r Information	Control Total			[23		Reverse		
	Lines Othe	r Information				[23		Reverse		
	Lines Othe	r Information) Credit (PHP)) Description	[23				
	Line Account	r Information)150102080AD	Debit (PHP) Description For DV 4512	[23				
Fig 17	Line Account		Debit (PHP			[23		₩		
Fig. 17	Line Account		Debit (PHP			(23		₩		
Fig. 17	Line Account		Debit (PHP			[23		₩		
Fig. 17	Line Account		Debit (PHP			[23		₩		
Fig. 17	Line Account		Debit (PHP			[23		₩		
Fig. 17	Line Account		Debit (PHP			[23		₩		
Fig. 17	Line Account		Debit (PHP			[23				
Fig. 17	Line Account		Debit (PHP			[23		₩		
Fig. 17	Line Account		Debit (PHP							
Fig. 17	Line Account 1 01.101.SA0100500 1 01 1 01 1 01 1 01 1 01 1 01 1 01 1 01 1 01 1 01 1 0)150102080A0	Debit (PHP 23,000 0		For DV 4512					
Fig. 17	Line Account 1 01.101.SA0100500	0150102060A0	Debit (PHP 23,000 0 23,000 0 23,000 0 23,000 0 4 1 Fund UPS Office of th		For DV 4512	000000 ntive Al.Select value.	Unspecified. Un	specified.UPS UP F		
Fig. 17	Line Account 1 01.101.SA0100500 1 01 1 01 1 01 1 01 1 01 1 01 1 01 1 01 1 01 1 01 1 0)150102080A0	Debit (PHP 23,000 0 23,000 0 23,000 0 23,000 0 4 1 Fund UPS Office of th		For DV 4512		Unspecified. Un			
Fig. 17	Line Account 1 01.101.SA0100500	0150102060AD	Debit (PHP 23,000 0 23,000 0 23,000 0 23,000 0 4 1 Fund UPS Office of th		For DV 4512	000000 ntive Al.Select value.	Unspecified. Un	specified.UPS UP F		
Fig. 17	Line Account 1 01.101.SA0100500 1 1 1 1 SA0100500 1 SA010050 1 SA01005 1 SA0100 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA0105	UP System.Genera	Debit (PHP 23,000 0 23,000 0 23,000 0 23,000 0 4 1 Fund.UPS Office of th rove	e Preside. Unspecified. F	For DV 4512	000000 ntive Al.Select value. Line Drilldown Change Period	Unspecified.Un	specified.UPS UP F		
	Line Account 1 01.101.SA0100500 1 1 1 1 SA0100500 1 SA010050 1 SA01005 1 SA0100 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA0105 1 SA	UP System.Genera	Debit (PHP 23,000 0 23,000 0 23,000 0 23,000 0 1 Fund.UPS Office of th rove a Funds c supplier, c	e Preside.Unspecified.F	For DV 4512	000000 ntive Al Select value. Line Drilldown Change Period Sly edited s	Unspecified.Un	specified.UPS UP F		
Fig. 17 18	Line Account 1 01.101.SA0100500 1 1 1 1 SA0100500 1 SA010050 1 SA01005 1 SA0100 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA0105 1 SA	UP System.Genera	Debit (PHP 23,000 0 23,000 0 23,000 0 23,000 0 1 Fund.UPS Office of th rove a Funds c supplier, c	e Preside.Unspecified.F	For DV 4512	000000 ntive Al Select value. Line Drilldown Change Period Sly edited s	Unspecified.Un	specified.UPS UP F		
	Line Account 1 01.101.SA0100500 1 1 1 1 SA0100500 1 SA010050 1 SA01005 1 SA0100 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA01005 1 SA0105 1 SA	UP System.Genera	Debit (PHP 23,000 0 23,000 0 23,000 0 23,000 0 1 Fund.UPS Office of th rove a Funds c supplier, c	e Preside. Unspecified. F	For DV 4512	000000 ntive Al Select value. Line Drilldown Change Period Sly edited s	Unspecified.Un	specified.UPS UP F		
	Line Account 1 01.101.SA0100500 C Check Funds T O	UP System.Genera UP System.Genera Pp Reserve update the	Debit (PHP 23,000 0 23,000 0 23,000 0 1 23,000 0 1 1 Fund UPS Office of th rove 2 2 8 Funds 2 8 Funds 2 8 Funds 2 8 Construction 2 Construction 2 Constr	e Preside.Unspecified.F	For DV 4512	000000 ntive Al Select value. Line Drilldown Change Period Sly edited s	Unspecified.Un	specified UPS UP F		
	Line Account D .101.SA0100500 Acct Desc Cost Check Funds TO	UP System.Genera UP System.Genera Provide the server Update the server Update the server	Debit (PHP 23,000 0 23,000 0 1 23,000 0 1 1 1 Fund.UPS Office of th rove e Funds e supplier, cl beside	e Preside.Unspecified.F	Productivity Ince	000000 ntive Al Select value. Line Drilldown Change Period Sly edited s	Unspecified.Un	specified.UPS UP F		
	Line Account Line Account	UP System. Genera UP System. Genera App Reserve Update the Itest Journal for DV 123 [Test] Journal for DV 123	Debit (PHP 23,000 of 23,000 of 23,000 of 23,000 of 4 1 Fund.UPS Office of th rove 2 Funds 2 supplier, cl beside 4 24-8EF-2010 1041 24	e Preside.Unspecified.F	Productivity Ince Productivity Ince Provious e buttor	Control of the second s	Unspecified.Un	specified UPS UP F		
	Line Account D .101.SA0100500 Acct Desc Check Funds To Journals CuP System)	UP System. Genera UP System. Genera App Reserve Update the I cett Journal for DV 123 [Test] Journal for DV [Test] Journal for DV	Debit (PHP 23,000 of 23,000 of 23,000 of 23,000 of 4 1 Fund.UPS Office of th rove 2 Funds 2 supplier, cl beside 4 24-5EF-2010 10 41 24 7 1234 7 1234	e Preside. Unspecified. F View Regults	Productivity Ince Productivity Ince Productivity Ince Productivity Ince Productivity Ince	Control of the second s	Unspecified.Un Small bo	specified UPS UP F		
	Line Account D .101.SA0100500 Acct Desc Const Check Funds To Journals UP System)	UP System. Genera UP System. Genera App Reserve Update the I cell Journal for DV 123 [Test] Journal for DV [Test] Journal for DV [Test] Journal for DV [UP System]	Debit (PHP 23,000 of 23,000 of 23,000 of 1 1 Fund.UPS Office of th rove 2 Funds 2 supplier, cl beside 4 24 SEP 2013 10 41 24 7 1234 7 1234 7 1234	e Preside.Unspecified.F View Regults	Productivity Ince Productivity Ince Drevious e buttor	Control Al Select value. Line Drildown Change Period Sly edited s 1. PHP 31-JUL-2016	Unspecified.Un Small bo	specified UPS UP F		
18	Line Account	UP System. Genera UP System. Genera App Reserve Update the I cell Journal for DV 123 [Test] Journal for DV [Test] Journal for DV UP System JUL-16	Debit (PHP 23,000 of 23,000 of 23,000 of 1 1 Fund.UPS Office of th rove 2 Funds 2 supplier, cl beside 4 24 SEP 2013 10 41 24 (1234 (1234 (1234) Category Effective Date	e Preside.Unspecified.F	Productivity Ince	SSSSSS ntive Al.Select value. Line Drildown Change Period Sly edited s 1. PHP 31-JUL-2016 User	Unspecified.Un Simall bo	specified. UPS UP F T Agcounts		
	Line Account	UP System. Genera UP System. Genera App Reserve Update the I cell Journal for DV 123 [Test] Journal for DV [Test] Journal for DV [Test] Journal for DV [UP System]	Debit (PHP 23,000 of 23,000 of 23,000 of 23,000 of 4 1 and UPS Office of th rove 23,000 of 4 1 and UPS Office of th rove 24,000 of 4 1 and UPS Office of th rove 23,000 of 4 1 and UPS Office of th rove 24,000 of 4 24,000 of 24,000 of 24,	e Preside.Unspecified.F View Regults	Productivity Ince Productivity Ince Drevious e buttor	SSSSSS ntive Al.Select value. Line Drildown Change Period Sly edited s 1. PHP 31-JUL-2016 User	Unspecified.Un Simall bo	specified UPS UP F		
18	Line Account	UP System. Genera UP System. Genera App Reserve Update the I cell Journal for DV 123 [Test] Journal for DV [Test] Journal for DV UP System JUL-16	Debit (PHP 23,000 of 23,000 of 23,000 of 1 1 Fund.UPS Office of th rove 2 Funds 2 supplier, cl beside 4 24 SEP 2013 10 41 24 (1234 (1234 (1234) Category Effective Date	e Preside.Unspecified.F	Productivity Ince	SSSSSS ntive Al.Select value. Line Drildown Change Period Sly edited s 1. PHP 31-JUL-2016 User	Unspecified.Un Small bo	specified. UPS UP F T Agcounts		
18	Line Account 1 01.101.SA0100500 Acct Desc Context Post Check Funds To Journal Description Ledger Period Balance Type	UP System.Genera UP System.Genera App Reserve update the I coll-Journal for DV. 123 [Test] Journal for DV. [Test] Journal for DV. UP System JUL-16 Encumbrance	Debit (PHP 23,000 of 23,000 of 23,000 of 23,000 of 4 1 and UPS Office of th rove 23,000 of 4 1 and UPS Office of th rove 24,000 of 4 1 and UPS Office of th rove 23,000 of 4 1 and UPS Office of th rove 24,000 of 4 24,000 of 24,000 of 24,	e Preside.Unspecified.F	Productivity Ince	SSOSSO ntive Al.Select value. Line Drildown Change Period Sly edited s 1. PHP 31-JUL-2016 User	Unspecified.Un Small bo			
18	Line Account 1 01.101.SA0100500 Acct Desc Context Post Check Funds To Journal Description Ledger Period Balance Type	UP System. Genera UP System. Genera App Reserve Update the I cell Journal for DV 123 [Test] Journal for DV [Test] Journal for DV UP System JUL-16	Debit (PHP 23,000 of 23,000 of 23,000 of 23,000 of 4 1 and UPS Office of th rove 23,000 of 4 1 and UPS Office of th rove 24,000 of 4 1 and UPS Office of th rove 23,000 of 4 1 and UPS Office of th rove 24,000 of 4 24,000 of 24,000 of 24,	e Preside.Unspecified.F	Productivity Ince	Monon ntive Al.Select value. Line Drildown Change Period Sly edited s 1. PHP 31-JUL-2016 User 1	Unspecified.Un Small bo	Specified.UPS UP F T Accounts		
18	Line Account 1 01.101.SA0100500 Acct Desc Context Post Check Funds To Journal Description Ledger Period Balance Type	UP System.Genera UP System.Genera App Reserve update the I coll-Journal for DV. 123 [Test] Journal for DV. [Test] Journal for DV. UP System JUL-16 Encumbrance	Debit (PHP 23,000 of 23,000 of 23,000 of 23,000 of 4 1 and UPS Office of th rove 23,000 of 4 1 and UPS Office of th rove 24,000 of 4 1 and UPS Office of th rove 23,000 of 4 1 and UPS Office of th rove 24,000 of 4 24,000 of 24,000 of 24,	e Preside.Unspecified.F	Productivity Ince	Monon ntive Al.Select value. Line Drildown Change Period Sly edited s 1. PHP 31-JUL-2016 User 1	Unspecified.Un Small bo			

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	Oracle Applications - Goto Test Instance Elle Edit Ylew Folder Tools Window Help Oracle Applications - Goto Test Instance Inter Encumbrance SUP System Oracle Application For DV 4512 Oracle Application For DV 4512 Description For DV 4512 Descripti								
21	A confirmation of the completed transaction will be shown on the lower left area. (Refer Fig. 21)								
Fig. 21	FRM-40400: Transaction complete: 5 records applied and saved. Record: 1/3								

Result Information:

Ex	Expected Results					
•	Journal related to earmark is viewed and updated.					