



# University of the Philippines Financial Management Information System

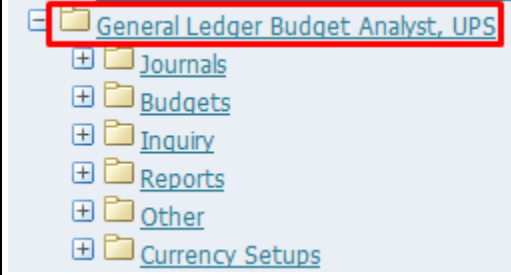
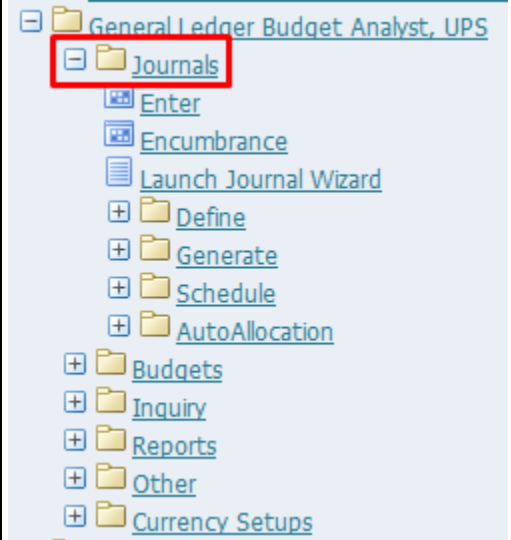
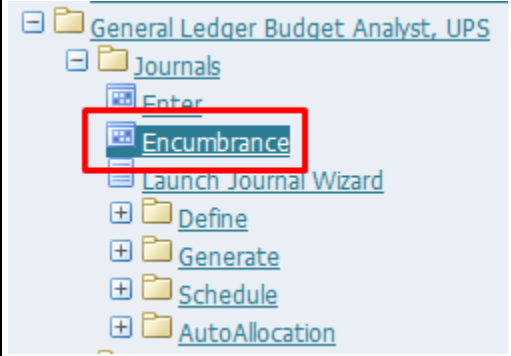
## User Guide

### Description:

Script ID	
Script Name	Obligations Search
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Purpose	To find previously created obligations (encumbrances) in the java app
Data Requirement	Previously-created encumbrance entry
Scenario	User wants to find a previously-created obligation
Author	James Bailey Bagtas

### Revision History:

Version Number	Date	Author	Description of Change
1.0	30/05/2017	Bagtas, James	Created user guide for searching obligations

<b>STEP 1</b>	On the <i>Main Menu</i> , navigate to <b>General Ledger Budget Analyst</b> . (Refer to Fig. 01)
	
<b>STEP 2</b>	Click on <b>Journals</b> . (Refer to Fig. 02)
	
<b>STEP 3</b>	Then click on <b>Encumbrance</b> . (Refer to Fig. 03)
	
<b>STEP 4</b>	<p>The <b>Find Journals</b> window will open. In order to search for the desired obligation, place the encumbrance's properties (e.g. Journal Name, Period, etc.) on the corresponding fields. Some explanations on the Find Journal fields are as follows:</p> <p><b>Batch</b> and <b>Journal</b> – fields are optional; however, it is better if the user knows these;</p>

**Ledger** – constituent unit/level-one organization (i.e. UP System);

**Source** – for Obligations, always select *Encumbrance*;

**Category** – for Obligations, always select *Budget*;

**Period** – month and year when the obligation was created/have taken into effect. To search obligations over a certain month it is recommended to fill this out;

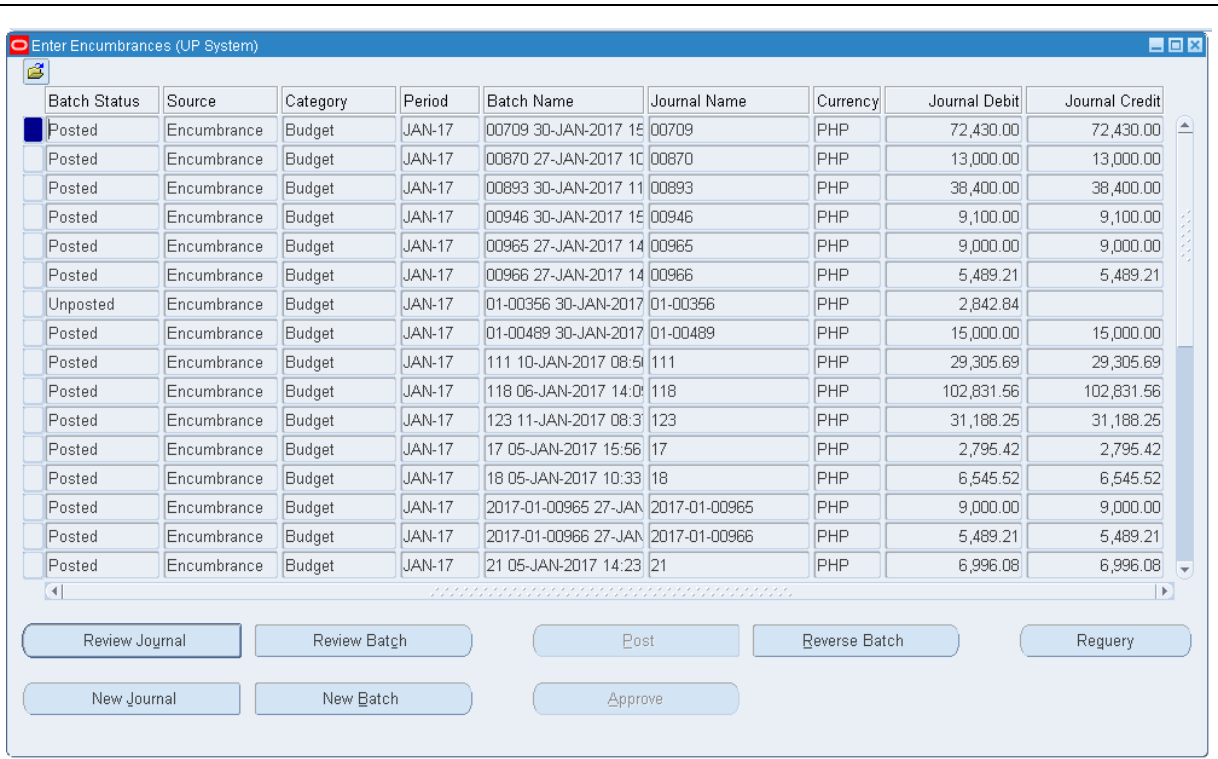
**Currency** – optional;

After the necessary fields are filled out, click **Find**. (Refer to Fig. 04)

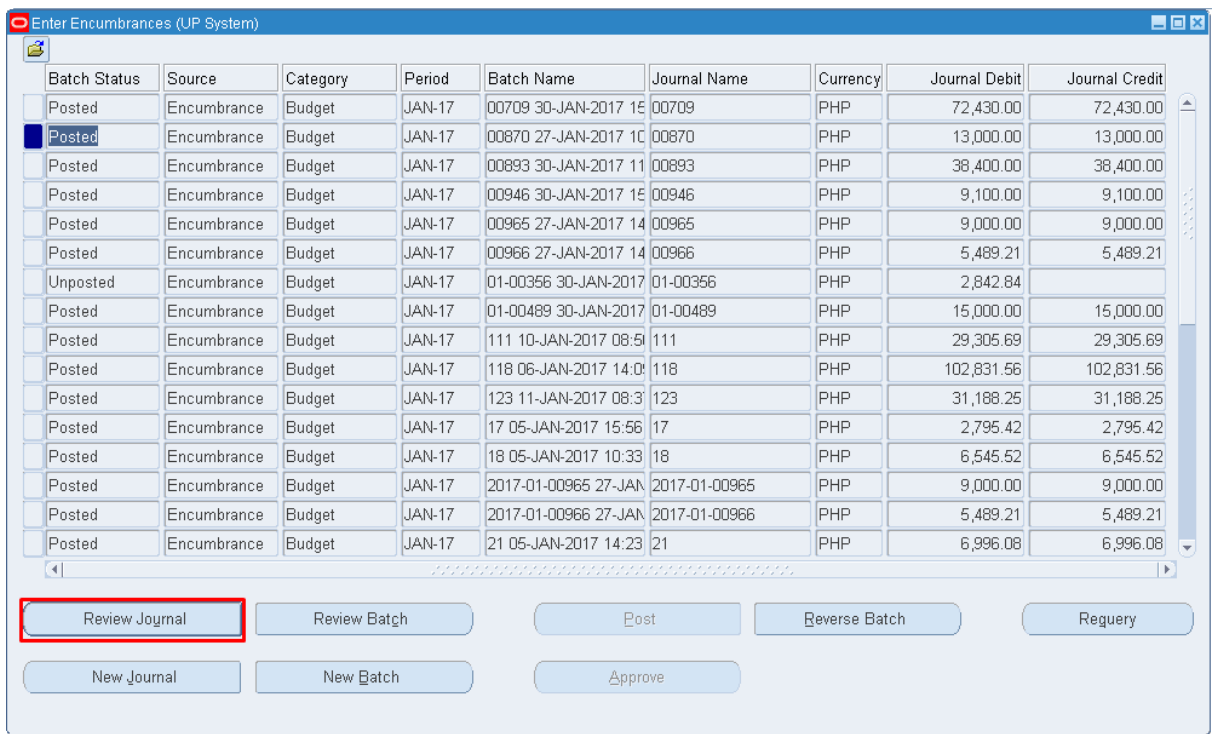
The screenshot shows a window titled "Find Journals" with the following fields and buttons:

- Batch: [Empty text box]
- Journal: [Empty text box]
- Ledger: [Empty text box]
- Source: [Encumbrance]
- Category: [Budget]
- Period: [JAN-17]
- Currency: [PHP]
- Status:
  - Posting: [Empty text box]
  - Funds: [Empty text box]
- Control Total:
  - Batch: [Empty text box]
  - Journal: [Empty text box]
- Buttons: Clear, New Batch, New Journal, Find (highlighted with a red box), More

**STEP 5** The Find button will direct the user to the search results, displaying all obligations that fall into the specified criteria. In the succeeding figure, all January 2017 entries were selected. (Refer to Fig. 05)



**STEP 6** To view a specific encumbrance/obligation, click on the specific entry until it highlights in blue and click **Review Journal**. (Refer to Fig. 06)



**STEP 7** The selected obligation can now be viewed. (Refer to Fig. 07)

Journals (UP System) - 00870 27-JAN-2017 10:55:31

Journal	00870			Conversion	
Description				Currency	PHP
Ledger	UP System	Category	Budget	Date	27-JAN-2017
Period	JAN-17	Effective Date	27-JAN-2017	Type	User
Balance Type	Encumbrance	Encumbrance Type	Obligation	Rate	1
		Control Total			

Reverse  
Date:   
Period:   
Method: Switch Dr/Cr  
Status: Not Reversed

[.4']

Lines    Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	01.101.SA02012001.0060.50202020.....	13,000.00		
2	01....20101010.....	0.00	13,000.00	Reserve for Encumbrance line added by Posting
		13,000.00	13,000.00	

Acct Desc: UP System.General Fund.UPS Office of the Vice Pr.General Administration an.Scholarship Grants/Expens.Select value.Unspecified.Unsp

**Result Information:**

**Expected Results**

- Previously-created obligations can now be searched.
- User can select a specific obligation among many and view it

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