University of the Philippines



**Financial Management Information System** 

# **User Guide**

Process ID	
Process Name	Adjusting Obligations
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst
Purpose	To adjust an obligation.
Data Requirement	Journal Name, Category, Period, Effective Date, Type
Dependencies	
Scenario	Budget Officer wants to adjust an obligation.

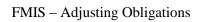
#### **Revision History:**

Version Number	Date	Author	Description of Change
1.0	09/14/2016	Basinillo, Kevin	Created initial user guide for Adjusting Obligations.
2.0	09/22/2016	Basinillo, Kevin	Updated user guide step 6: Changing encumbrance type to <b>OBLIGATION.</b>
3.0	06/29/2018	Magtibay, Kimberly	Updated header and added the Appropriation Type field.

Process Steps	Process Details	
1	From <i>HOME</i> proceed to <i>Main Menu</i> and click <i>General Ledger</i> (Refer Fig .01)	
Fig. 01	🛨 🛅 General Ledger Budget Analyst, UPD	
2	Click on <i>Journals</i> (Refer Fig. 02)	
Fig. 02	General Ledger Budget Analyst, UPD Journals Enter Encumbrance Launch Journal Wizard Define Generate Schedule AutoAllocation Encuries	
3	Click on <i>Encumbrance</i> (Refer Fig. 03)	
Fig. 03	<ul> <li>General Ledger Budget Analyst, UPD</li> <li>Journals</li> <li>Enter</li> <li>Encumbrance</li> <li>Launch Journal Wizard</li> <li>Define</li> <li>Generate</li> <li>Schedule</li> <li>AutoAllocation</li> <li>Budgets</li> </ul>	
4	The <i>Find Journals</i> window will open.	

## FMIS – Adjusting Obligations

	🕞 Find Journals
Fig. 04	Batch
	More       Clear     New Batch       New Journal   Find
5	Click on <b>New Journal</b> . (Refer Fig. 05)
Fig. 05	Find Journals     Batch   Journal   Journal   Ledger   Source   Period   Category   Category   Category   Status   Posting   Funds     More     Qlear     New Batch     New Journal     Find
6	Enter the <i>Journal</i> Name, <i>Period</i> , <i>Category</i> , <i>Effective Date</i> , and <i>Encumbrance Type</i> of the journal. The Category should be <b>ADJUSTMENT</b> and Encumbrance Type to be selected is <b>OBLIGATION</b> . (Refer to Fig. 06)



	O Journals // IP Line Ranne) - NGRSA# 591214/SEP-2016-22/07/25
	Description Adjustment for DV1523 Currency PHP Date
	Ledger UP Los Banos Category Adjustment Date 03-SEP-2016 Period
	Period SEP-16 Effective Date 03-SEP-2016 Type User Method Switch Dr/Cr 👻
	Balance Type         Encumbrance         Encumbrance Type         Obligation         Rate         1         Status         Not Reversed
	Control Total
	Lines Other Information
	v
	Line Account Debit (PHP) Credit (PHP) Description []
	Line Account Desk (III) Creak (III) Deskiption
Fig. 06	
	Acct Desc
	Post Approve Line Drildown T Accounts
	( Check Funds Reserve Funds View Regults ( Change Period )
	Note: Journal name may yany nor CLL It may be the DV Number with adjustment (o.g.
	Note: Journal name may vary per CU. It may be the <b>DV Number with adjustment</b> (e.g.
	DV1523 (Adjustment)), NBURSA number or NORSA number.
7	
7	Click on the small box located at the right part of the window. (Refer to Fig. 07)
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7	Click on the small box located at the right part of the window. (Refer to Fig. 07) CJournals (UP Los Banos) - NORSA# 5912 14-SEP-2016 22:07:35 Journal NORSA# 5912 Reverse Reverse
7	Click on the small box located at the right part of the window. (Refer to Fig. 07) Click on the small box located at the right part of the window. (Refer to Fig. 07) Journals (UP Los Banos) - NORSA# 5912 14-SEP-2016 22:07:35 Journal NORSA# 5912 Description Adjustment for DV1523 Currency PHP Date
7	Click on the small box located at the right part of the window. (Refer to Fig. 07) Click on the small box located at the right part of the window. (Refer to Fig. 07) Journals (UP Los Banos) - NORSA# 5912 14-SEP-2016 22:07:35 Journal NORSA# 5912 Description Adjustment for DV1523 Ledger UP Los Banos Category Adjustment Date Date Date Period Peri
7	Click on the small box located at the right part of the window. (Refer to Fig. 07)  Conversion  Ledger UP Los Banos  Ledger UP Los Banos  Category  Adjustment  Period  SEP-16  Effective Date  Conversion  Conversion  Currency  PHP  Date  Date  Period  SEP-2016  Type  User  Conversion  Currency  Conversion  Currency
7	Click on the small box located at the right part of the window. (Refer to Fig. 07) Journals (UP Los Banos) - NORSA# 5912 14-SEP-2016 22:07:36 Journals (UP Los Banos) - NORSA# 5912 14-SEP-2016 22:07:36 Ledger UP Los Banos - Category Adjustment Date 03-SEP-2016 Type User Rate 1 Not Reversed Status Not Reversed
7	Click on the small box located at the right part of the window. (Refer to Fig. 07)  Conversion  Ledger UP Los Banos  Ledger UP Los Banos  Category  Adjustment  Period  SEP-16  Effective Date  Conversion  Conversion  Currency  PHP  Date  Date  Period  SEP-2016  Type  User  Conversion  Currency  Conversion  Currency  PHP  Date  Period  SEP-2016  Currency  PHP  Date  Period  SEP-16  SEP-2016  Currency  Currency  PHP  Date  Currency  PHP  Date  Date  Period  SEP-2016  Currency  PHP  Date  Currency  PHP  Date  Date  Period  SEP-2016  Currency  PHP  Date  Date  Period  SEP-2016  Currency  PHP  Date  PHP  Date
7	Click on the small box located at the right part of the window. (Refer to Fig. 07)  Journals (UP Los Banos) - NORSA# 5912 14-SEP-2016 22:07:35  Journal NORSA# 5912  Description Adjustment for DV1523  Ledger UP Los Banos Category Adjustment Date Date Date Date Date Date Date Dat
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7	Click on the small box located at the right part of the window. (Refer to Fig. 07)
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	Click on the small box located at the right part of the window. (Refer to Fig. 07)
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8 Fig. 08	Click on the small box located at the right part of the window. (Refer to Fig. 07)
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## FMIS – Adjusting Obligations

	Enter Journals: Journals 🛛
	Supplier A & A Marketing A & A Marketing
	Earmark No.
	Adjustment to: 13055
	QK Clear Help
Fig. 09	
10	Click <b>OK</b> . (Refer to Fig. 09)
	Enter Journals: Journals
	Supplier Zeny Q's Food Mz Zeny Q's Food Made To Order
	Earmark No.
Fig. 10	Adjustment to:
	QK Cancel Clear Help
	On the <i>Lines</i> Tab, select the <i>Account</i> combination and enter the <i>Credit</i> amount to
11	adjust excess obligation.
	(Refer Fig. 11)
	Lines Other Information
	Line Account Debit (PHP) Credit (PHP) Description
	1         03.101.LB0400600120401010502125         9242.13         Adjustment for DV1523
Fig. 11	
	Acct Desc UP Los Banos. General Fund. UPLB National Crop Protec. Unspecified. Trust Liabilities. Select value. Other General Services. Job Order / No
	Post         Approve         T Accounts
	Check Funds Reserve Funds View Regults Change Period
12	Click on the small box located on the column beside Description. (Refer to Fig. 12)
	) Description
	Adjustment for DV1529
13	Enter value for Appropriation Type and Click OK
	Appropriation Type
Fig. 13	Context
_	
	QK Clear Help

14	Click the Otton and a Decision window will open. Click <b>"Yes"</b> (Refer to Fig. 14)
Fig. 14	Decision  The total debits do not equal the total credits for this journal. Do you still want to save this journal?  No  Yes
15	After clicking "Yes" button, Forms window will open. Click "OK". (Refer to Fig. 15)
Fig. 15	FRM-40400: Transaction complete: 3 records applied and saved.
16	If enabled, click on Reserve Funds button to check for available funds. Note: Clicking on Reserve Funds will automatically trigger Check Funds for funds availability. (Refer to Fig. 16)
Fig. 16	Lines Other Information
	Post         Approve         Line Drilldown         T Accounts           Check Funds         Reserve Funds         View Results         Change Period
17	A <b>decision box</b> will appear to confirm saving of journal. Click <b>Yes</b> . (Refer to Fig. 17)
Fig. 17	Decision     This action will automatically save your work. Do you want to continue?     Yes
18	Another <b>decision box</b> will appear to indicate that the journal to be saved is not balanced. Click <b>Yes</b> . (Refer to Fig. 15)

	O Decision
Fig. 18	The total debits do not equal the total credits for this journal. Do you still want to save this journal?
	No Yes
19	Forms window will open to indicate successful saving of journal.
	Click OK. (Refer to Fig. 19)
Fig. 19	FRM-40400: Transaction complete: 1 records applied and saved.
20	Saving the record will automatically populate the <b>earmark number</b> field. Click on the previously updated <b>small box</b> (Refer to Fig 19a) to access the generated earmark number. (Refer to Fig 19b)
Fig. 20a	Journals (UP Los Banos) - NORSA# 5912 14-SEP-2018 22:07:35         Journal NORSA# 5912         Description         Adjustment for DV1523         Ledger       UP Los Banos         Category       Adjustment         Period       SEP-16         Effective Date       03-SEP-2016         Type       User         Rate       1         Method       Switch Dr/Cr         Status       Not Reversed         Control Total       Image: Control Total         Lines       Other Information         Line       Account         Debit (PHP)       Credit (PHP)         Description       1
Fig. 20b	Enter Journals: Journals   Supplier A & A Marketing   Barmark No. \$43726   Adjustment to: 13055   Image: Clear Help
21	Click the <i>"Post"</i> button at the lower left of the <i>Journals</i> window. (Refer Fig. 21)
<b>Z</b> 1	Check the <b>Fost</b> button at the lower left of the <b>Journais</b> window. (Neter Fig. 21)

## FMIS – Adjusting Obligations

	Lines Other Information
	Status Posting Unposted Funds Required Approval N/A
Fig. 21	Accounting Sequencing Number Sequence Name Bost
	Note window will open after clicking the "Post" button. Click "OK". (Refer Fig. 22)
22	
	Vour concurrent request ID is 1048446.
	Adjusting Journal is now posted.

## Result Information:

Ex	Expected Results	
•	Adjusting journal has been created and posted.	