University of the Philippines
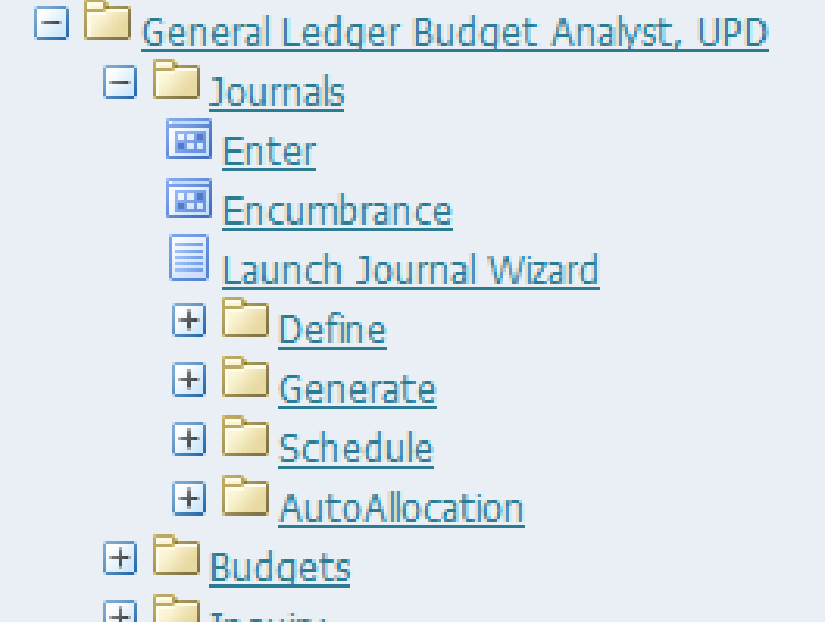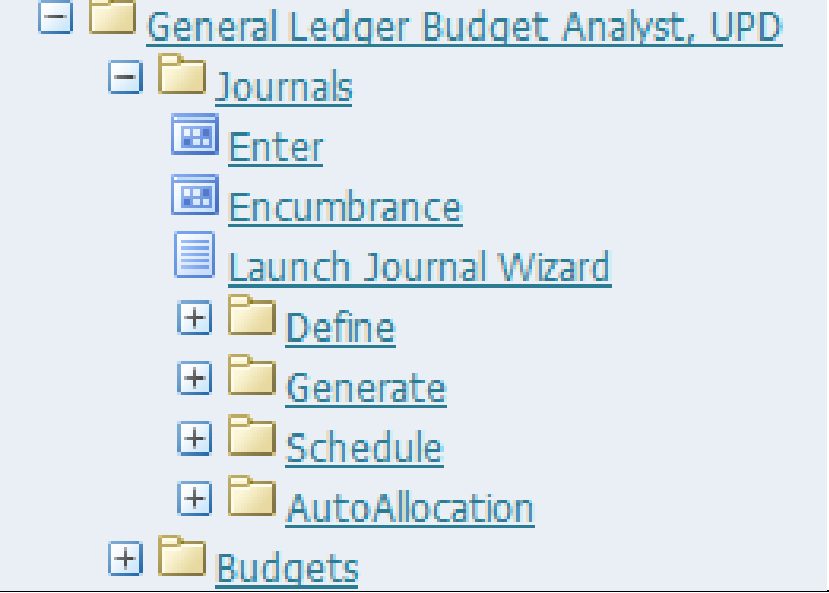## Financial Management Information System
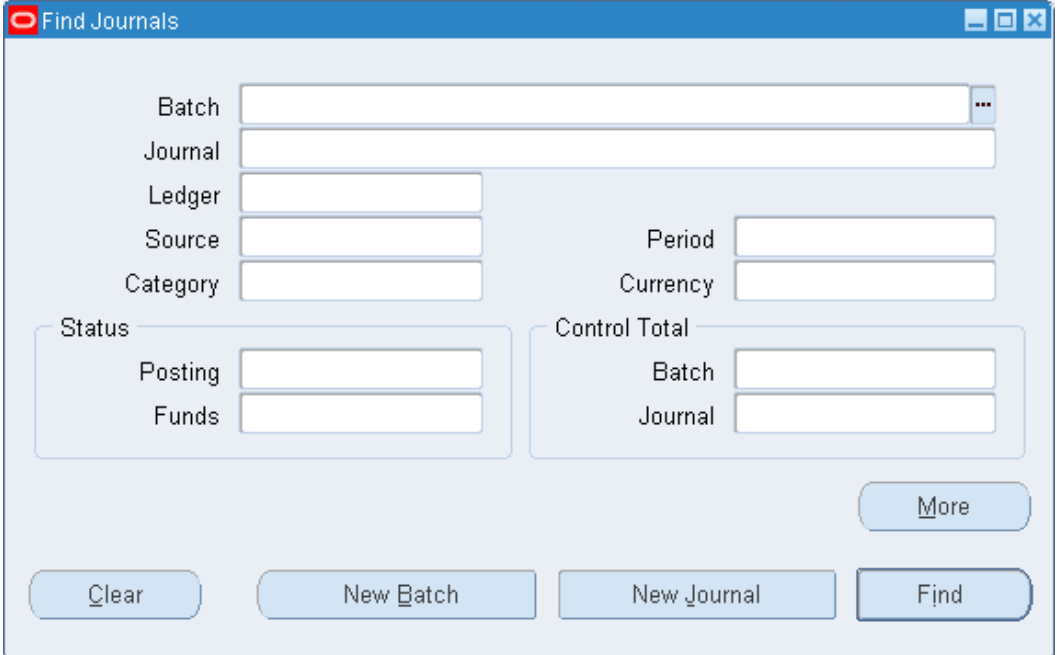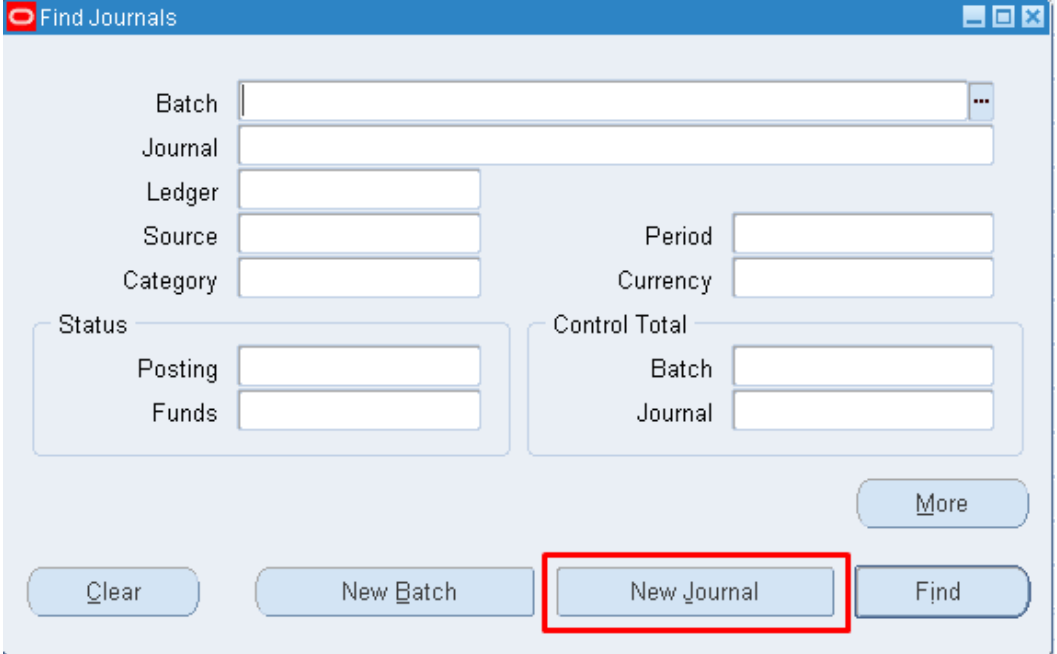
User Guide

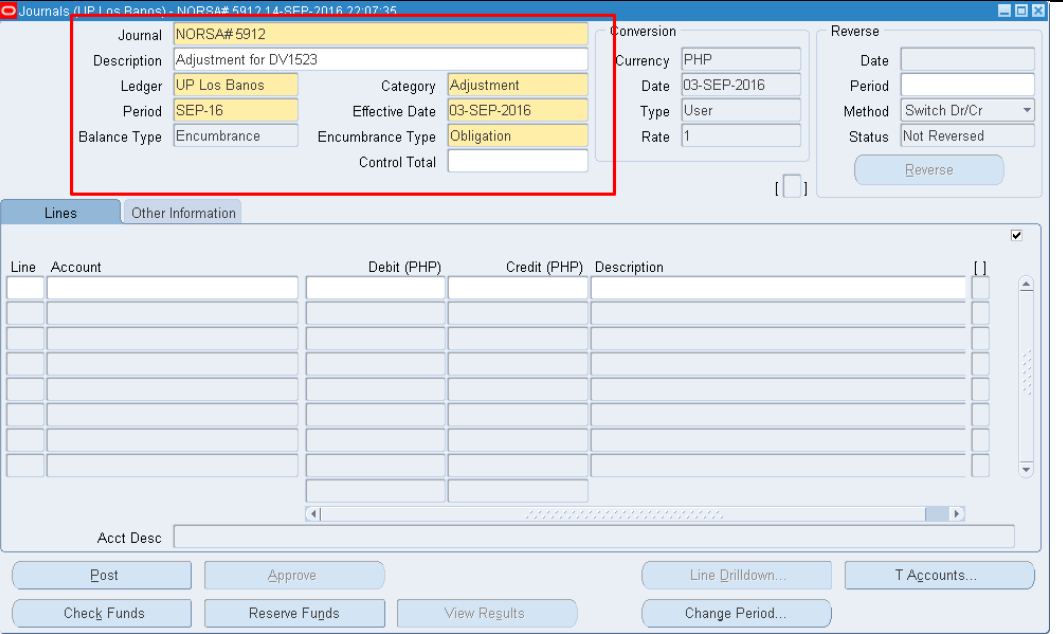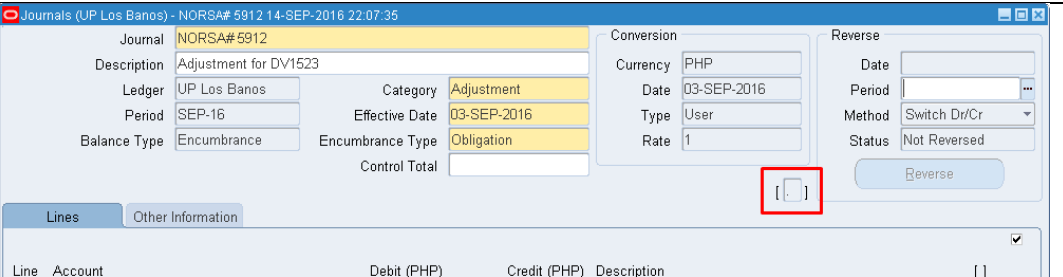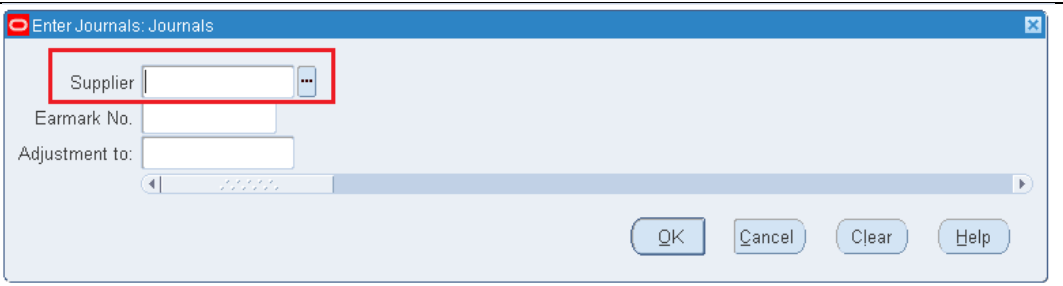| Process ID	
Process Name	Adjusting Obligations
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst
Purpose	To adjust an obligation.
Data Requirement	Journal Name, Category, Period, Effective Date, Type
Dependencies	
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 **OBLIGATION.**
3.0	06/29/2018	Magtibay, Kimberly	Updated header and added the Appropriation Type field.

Process Steps	Process Details
1	From **HOME** proceed to **Main Menu** and click **General Ledger** (Refer Fig .01)
Fig. 01	⊞ 📁 General Ledger Budget Analyst, UPD
2	Click on **Journals** (Refer Fig. 02)
Fig. 02	⊟ 📁 General Ledger Budget Analyst, UPD 　　⊟ 📁 Journals 　　　　🖼 Enter 　　　　🖼 Encumbrance 　　　　📄 Launch Journal Wizard 　　　　⊞ 📁 Define 　　　　⊞ 📁 Generate 　　　　⊞ 📁 Schedule 　　　　⊞ 📁 AutoAllocation 　　⊞ 📁 Budgets
3	Click on **Encumbrance** (Refer Fig. 03)
Fig. 03	⊟ 📁 General Ledger Budget Analyst, UPD 　　⊟ 📁 Journals 　　　　🖼 Enter 　　　　🖼 Encumbrance 　　　　📄 Launch Journal Wizard 　　　　⊞ 📁 Define 　　　　⊞ 📁 Generate 　　　　⊞ 📁 Schedule 　　　　⊞ 📁 AutoAllocation 　　⊞ 📁 Budgets
4	The **Find Journals** window will open.
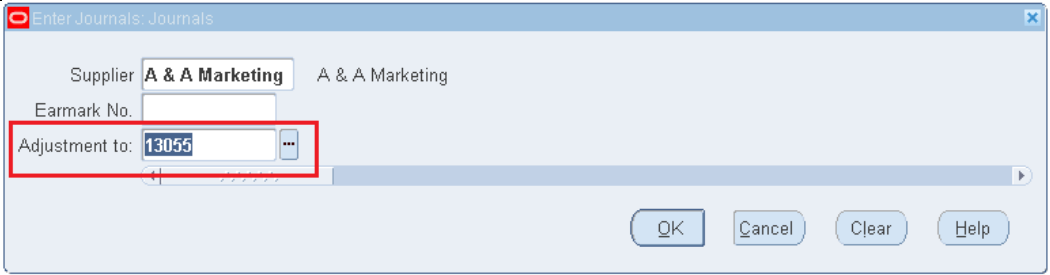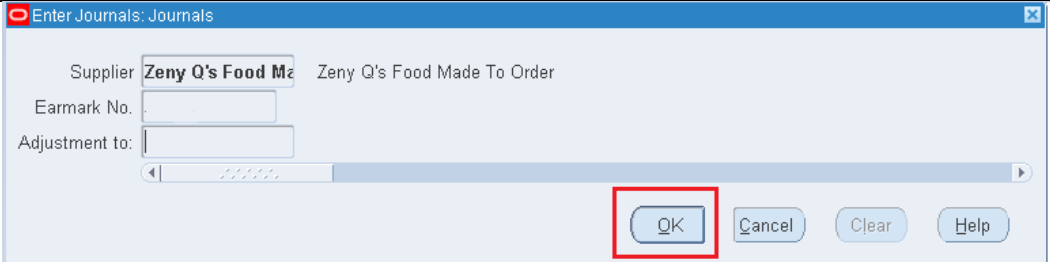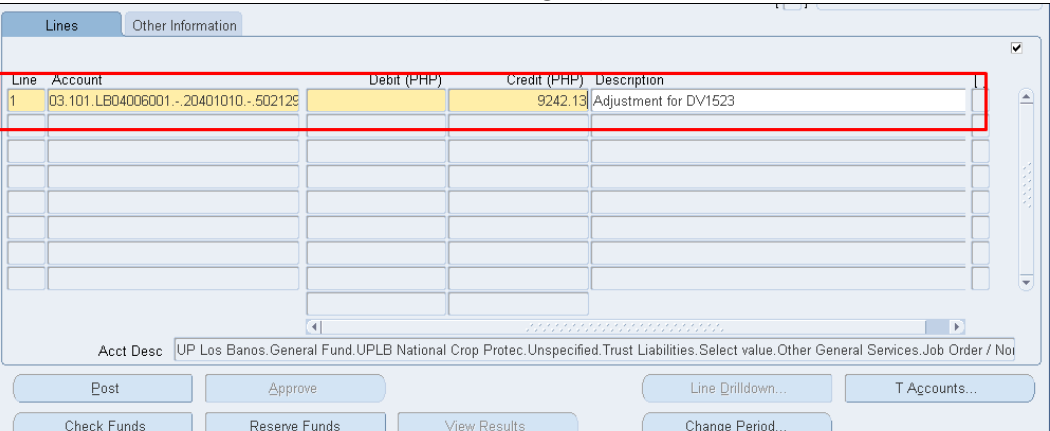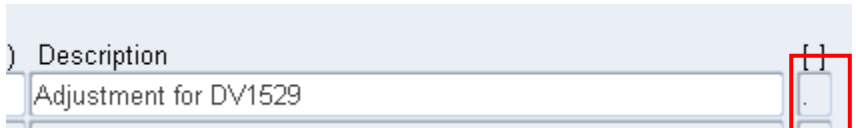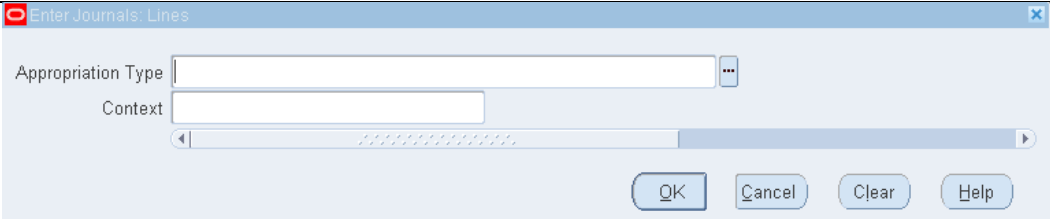
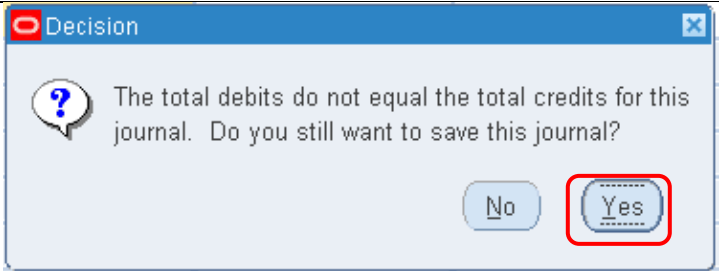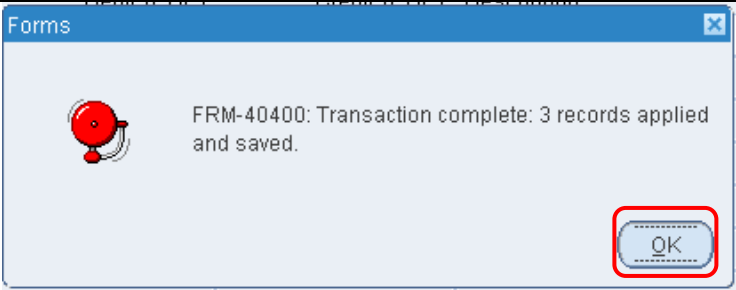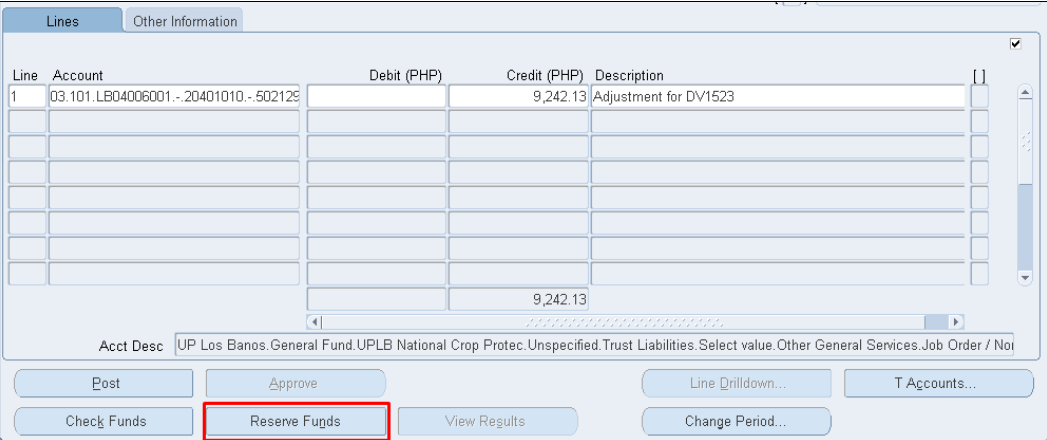|	
Fig. 04	
5	Click on **New Journal**. (Refer Fig. 05)
Fig. 05	
6	Enter the *Journal* Name, *Period*, *Category*, *Effective Date*, and *Encumbrance Type* of the journal. The Category should be **ADJUSTMENT** and Encumbrance Type to be selected is **OBLIGATION**. (Refer to Fig. 06)

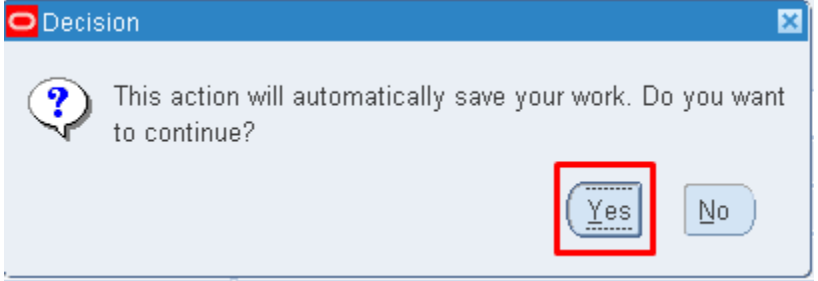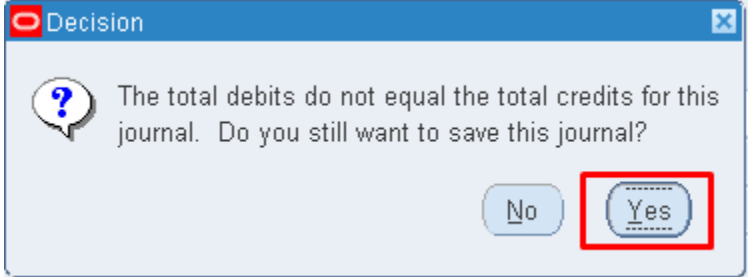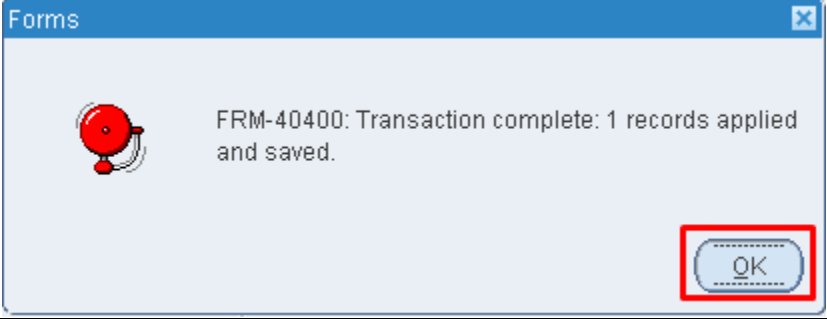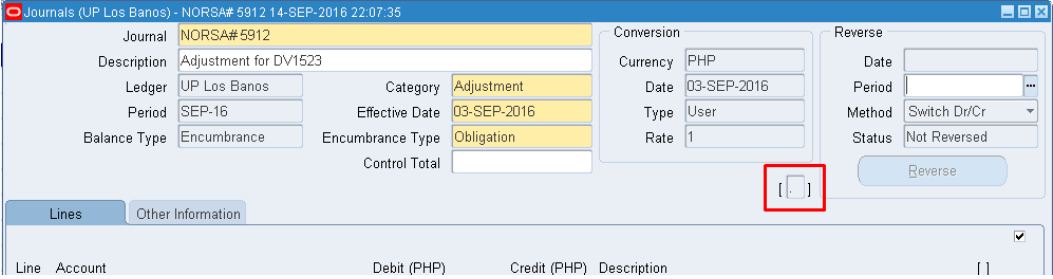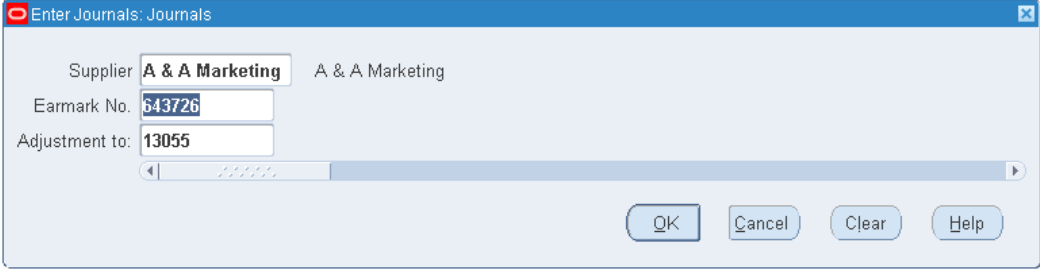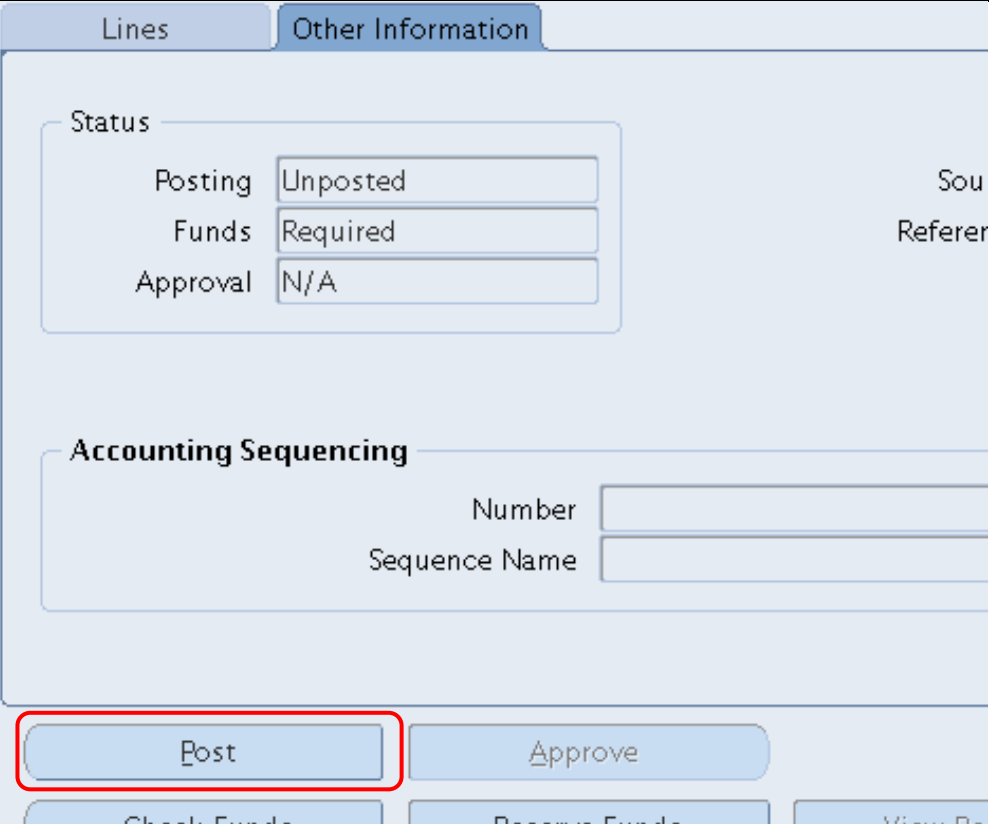|	
Fig. 06	
	Note: Journal name may vary per CU. It may be the **DV Number with adjustment** (e.g. DV1523 (Adjustment)), **NBURSA number** or **NORSA number**.
7	Click on the **small box** located at the right part of the window. (Refer to Fig. 07)
8	Enter Journals: Journals window should open. Select the **supplier** from the list of values provided. (Refer to Fig. 08)
Fig. 08	
9	Select DV number referenced to the DV that is being adjusted. (Refer to Fig. 09)

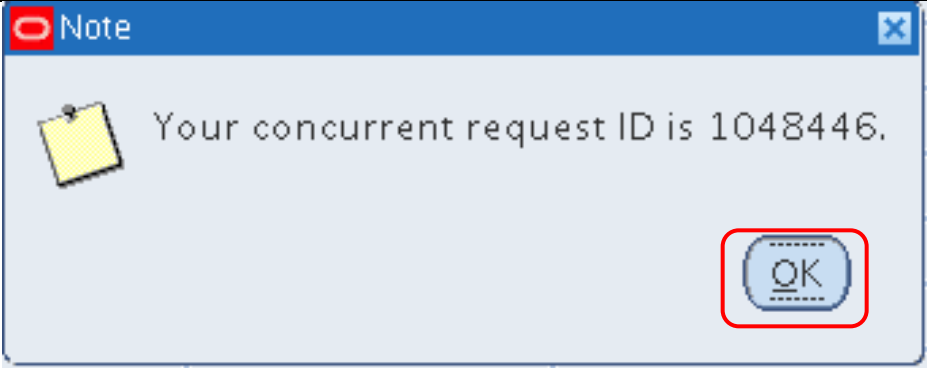|	
Fig. 09	
10	Click **OK**. (Refer to Fig. 09)
Fig. 10	
11	On the *Lines* Tab, select the *Account* combination and enter the *Credit* amount to adjust excess obligation. (Refer Fig. 11)
Fig. 11	
12	Click on the **small box** located on the column beside Description. (Refer to Fig. 12)
13	Enter value for **Appropriation Type** and Click OK
Fig. 13	

14	Click the 🖪 button and a Decision window will open. Click **"Yes"** (Refer to Fig. 14)
Fig. 14	
15	After clicking **"Yes**" button, **Forms** window will open. Click **"OK"**. (Refer to Fig. 15)
Fig. 15	
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	
17	A **decision box** will appear to confirm saving of journal. Click **Yes**. (Refer to Fig. 17)
Fig. 17	
18	Another **decision box** will appear to indicate that the journal to be saved is not balanced. Click **Yes**. (Refer to Fig. 15)

Fig. 18	
19	**Forms** window will open to indicate successful saving of journal. Click **OK**. (Refer to Fig. 19)
Fig. 19	
20	Saving the record will automatically populate the **earmark number** field. Click on the previously updated **small box** (Refer to Fig 19a) to access the generated earmark number. (Refer to Fig 19b)
Fig. 20a	
Fig. 20b	
21	Click the **"Post"** button at the lower left of the **Journals** window. (Refer Fig. 21)

Fig. 21	
22	**Note** window will open after clicking the **"Post"** button. Click **"OK"**. (Refer Fig. 22)
	Adjusting Journal is now posted.

Result Information:

Expected Results
• Adjusting journal has been created and posted.