



University of the Philippines



FMIS


**Financial Management Information System
User Manual**



FMIS User Manual

Uploading Budget Journal Entries via Journal Wizard

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Creation Date:	29 December 2022
Last Updated:	24 April 2023
Document Ref:	ITDC-FMIS-UM- Uploading Budget Journal Entries via Journal Wizard -24042023-ver.2.0
Version:	2.0



UPLOADING BUDGET JOURNAL ENTRIES VIA JOURNAL WIZARD

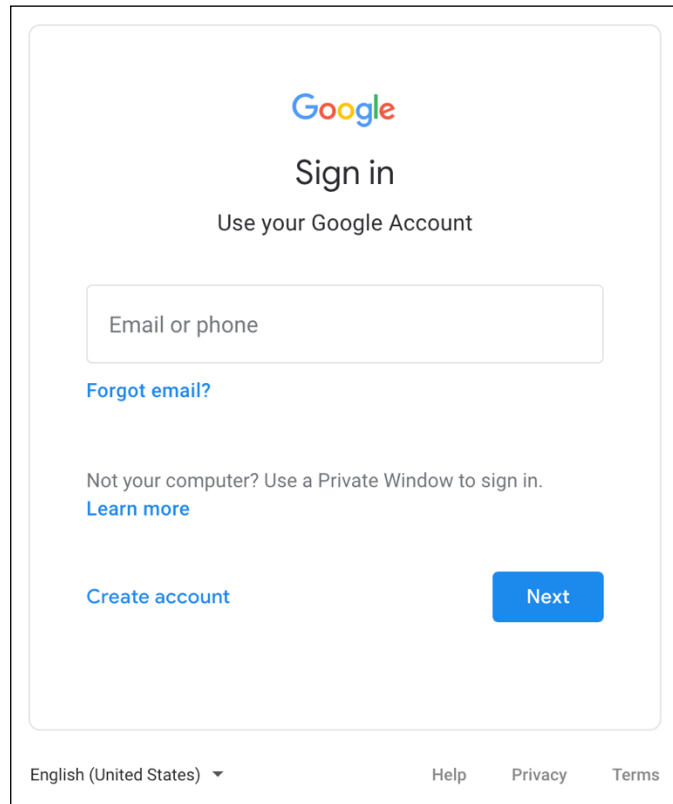
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
13 June 2017	Basinillo, Kevin	1.0	Created initial user guide for uploading budget journal entries through journal wizard
24 April 2023	Mark Jason D. Ellazar	2.0	Applied major changes including new template format, screenshots, and guidelines.

1.2 Description

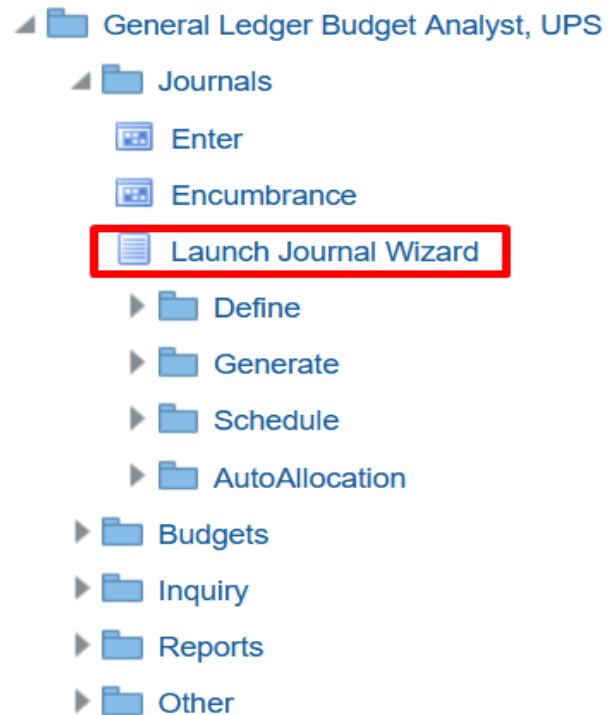
Process ID	
Process Name	Uploading Budget Journal Entries via Journal Wizard
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst
Purpose	Upload budget journal entries by batch in WebADI templates
Data Requirement	Ledger Name, budget journal details
Dependencies	Internet browser and Microsoft Excel setups Budget and Budget Organization
Scenario	User will upload budget entries by batch in an Excel template

The image shows a Google sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large font, followed by "Use your Google Account" in a smaller font. There is a text input field labeled "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use a Private Window to sign in." followed by a link "Learn more". At the bottom left of the sign-in area is a link "Create account". At the bottom right is a blue button labeled "Next". At the very bottom of the interface, there is a language selector showing "English (United States)" with a dropdown arrow, and three links: "Help", "Privacy", and "Terms".

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your UP Mail credentials (e.g. ***username*** and ***password***)

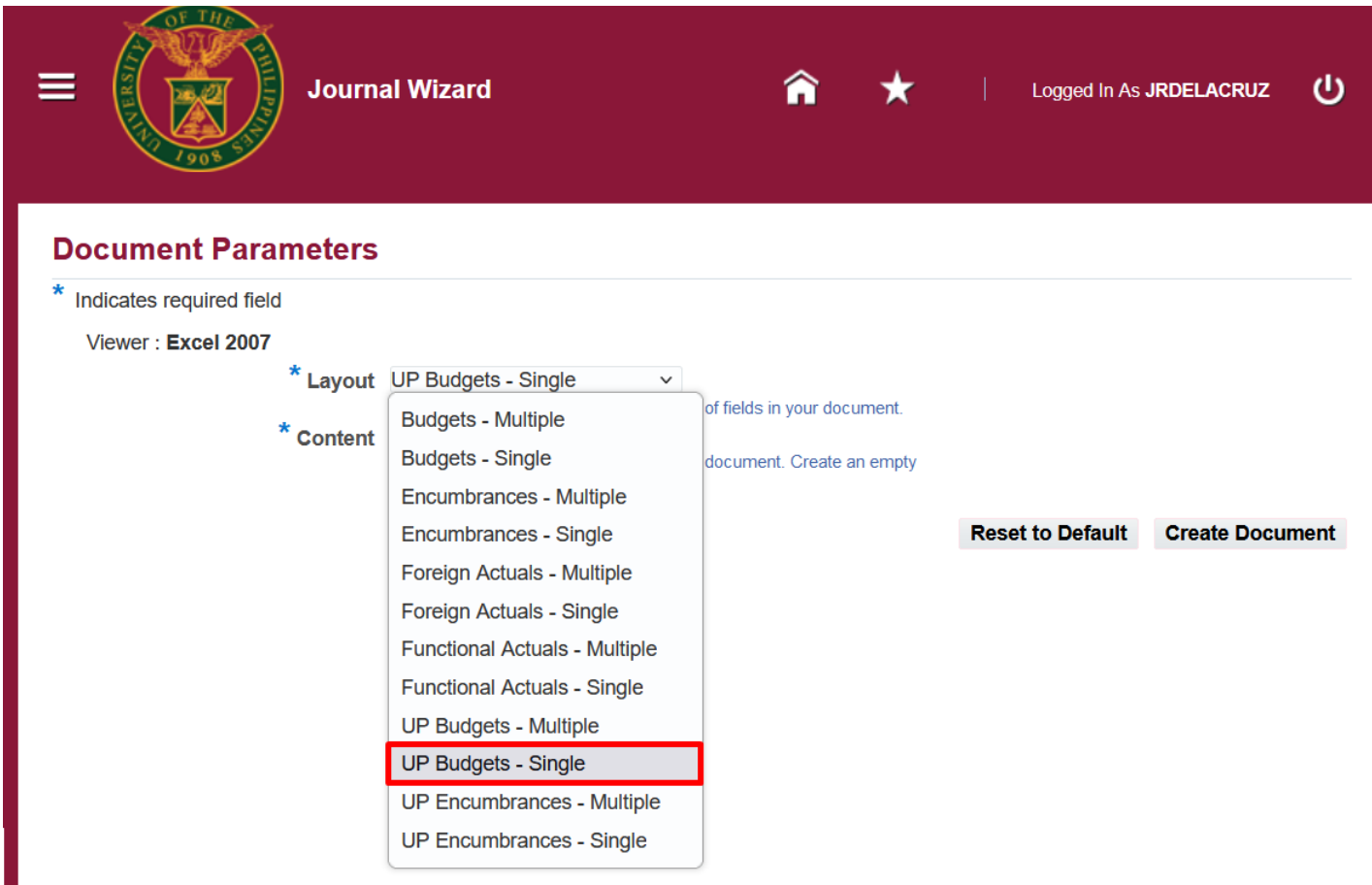
Navigator



Step 3. On the **Navigator**, go to **General Ledger Budget Analyst, <CU>**.

Click **Journals**.

Then, click **Launch Journal Wizard**



Journal Wizard

Logged In As JRDELACRUZ

Document Parameters

* Indicates required field

Viewer : **Excel 2007**

* Layout **UP Budgets - Single**

* Content

- Budgets - Multiple
- Budgets - Single
- Encumbrances - Multiple
- Encumbrances - Single
- Foreign Actuals - Multiple
- Foreign Actuals - Single
- Functional Actuals - Multiple
- Functional Actuals - Single
- UP Budgets - Multiple
- UP Budgets - Single**
- UP Encumbrances - Multiple
- UP Encumbrances - Single

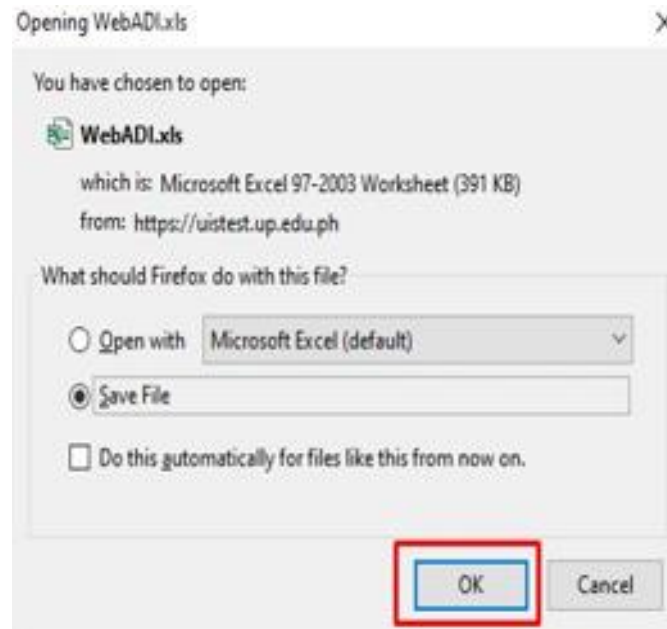
of fields in your document.

document. Create an empty

Reset to Default **Create Document**

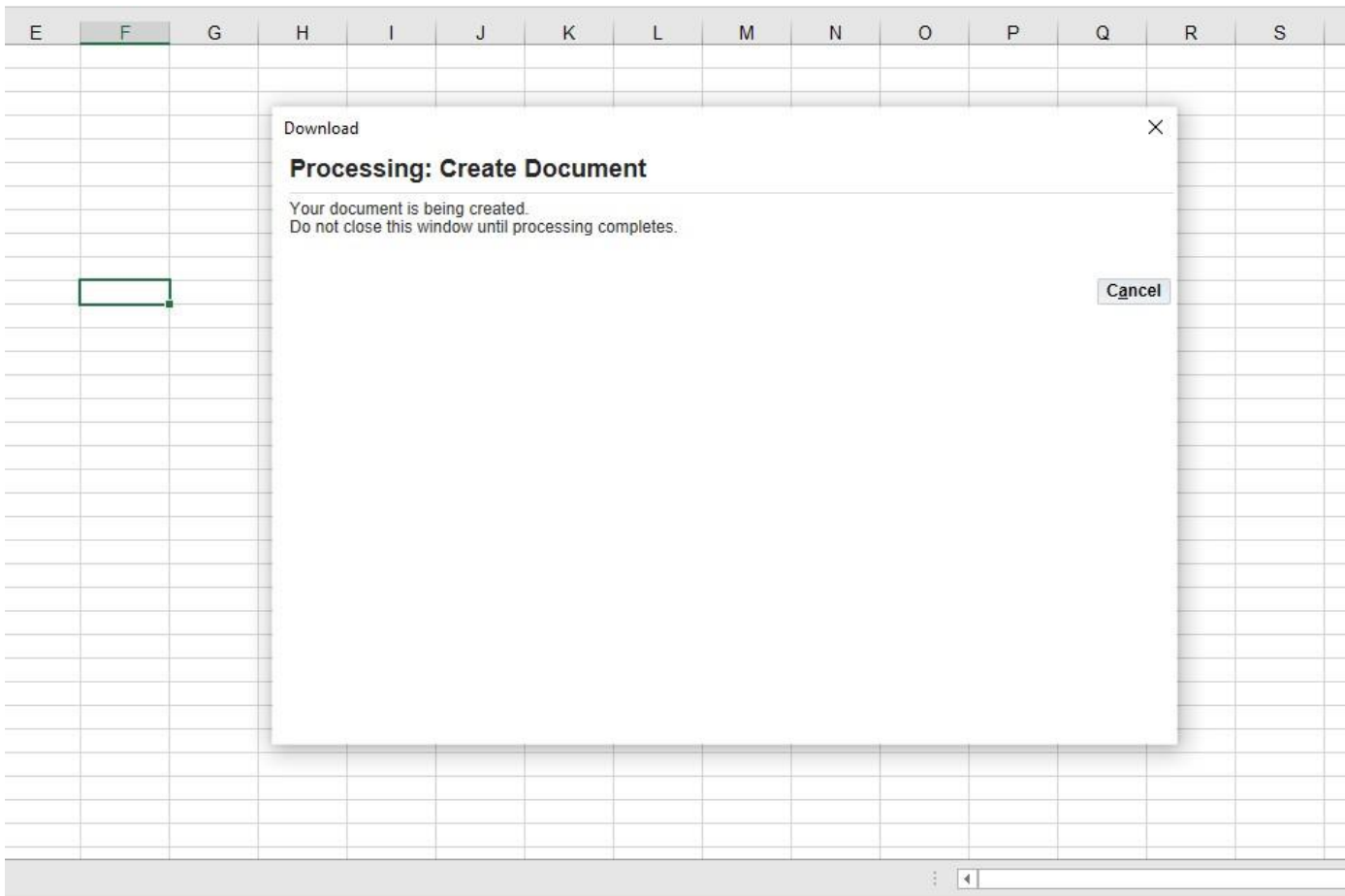
Step 4. From the Layout field, select **UP Budgets – Single**.

Then, click **Create Document**.



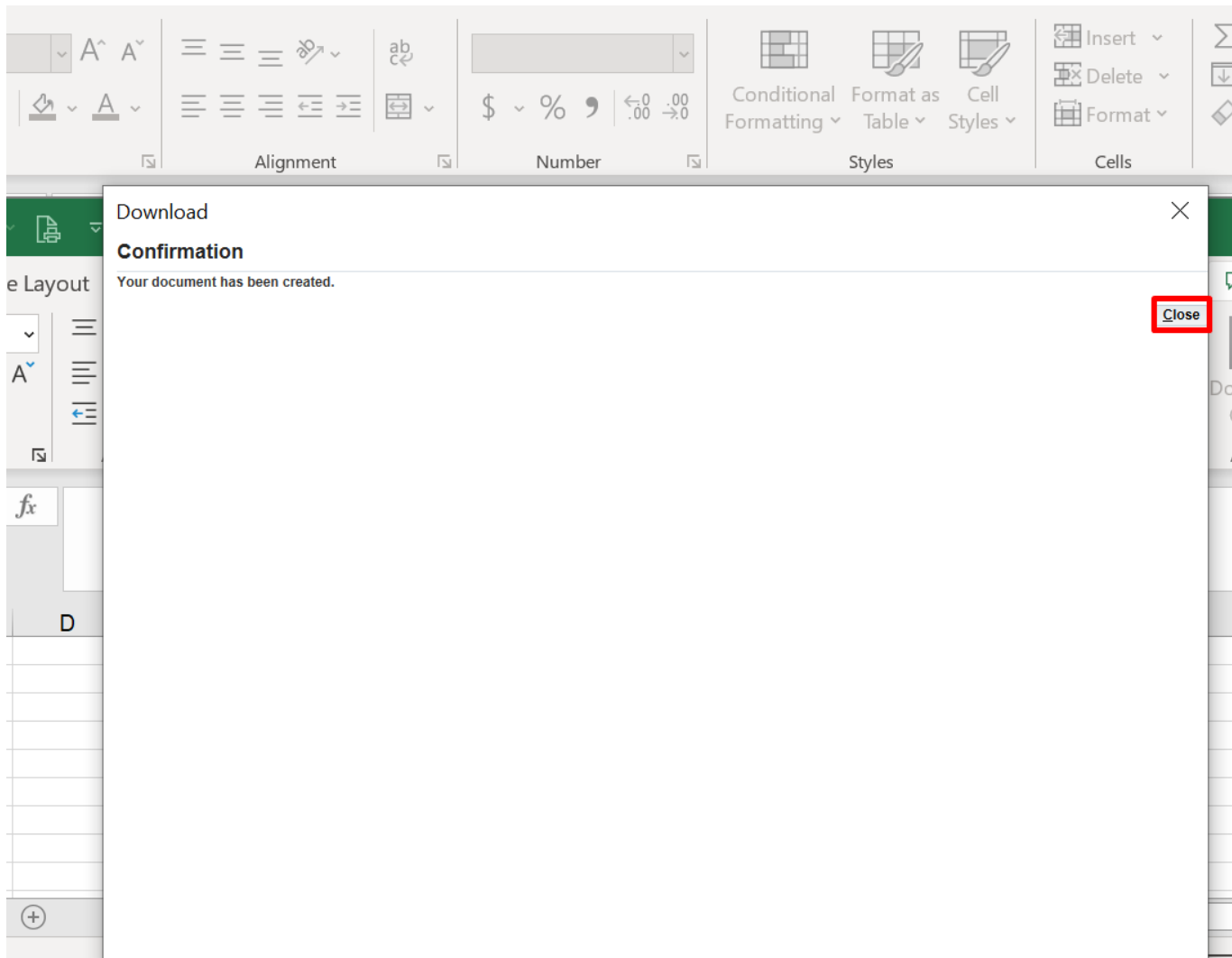
Step 5. A WebADI download menu will appear.

Choose the **Save File** option and then click **OK**.



Step 6. Open the file using Microsoft Excel.

Wait for the download window to complete and the document to be created.



Step 7. Once the document has been created, click **Close**.

Step 8. The template will open and display the budget journal entry fields.

[illegible]

Oracle Web ADI: Search and select - Ledger

Search and select - Ledger

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by Ledger % Go

Results

Results table contains 1 items.

Select Item **Select** Cancel

Select Ledger

☒ UP System

Background Spreadsheet Fields:

2					
3	Balance Type	- Text			
4	Database	- Text			
5	Data Access Set	- Text			
6	Chart Of Accounts	- Text			
7					
8	Ledger	- Text			
9	Category	- Text			
10	Source	- Text			
11	Organization	- Text			
12	Currency	- Text			
13	Budget	- Text			
14					
15	Upl Period	Unit Fund Responsibility Center Budge			
16	List - Text	* List - Text			
17					
18					
19					
20					
21					
22					
23					

Step 9. Fill-out the template header fields beginning with the **Ledger**.

Values are entered either by double clicking the input cell and choosing the desired/correct selection or by typing in the valid value. For a value to be valid, it must be found among the available options.

Do the same for the other fields: **Category, Source, Organization, Currency, and Budget.**

Parameter	Description	Remarks
Ledger	Operating Unit	Required field <ul style="list-style-type: none"> • Default value depends on the user account
Category	Journal Category	Required field <ul style="list-style-type: none"> • Must select from a maintained list of values • Select Budget Journal
Source	Journal Source	Required field <ul style="list-style-type: none"> • List of values • Select Budget
Organization	Name of the Budget Organization	Required field <ul style="list-style-type: none"> • Naming convention: <CU> <FUND> • e.g. UPS General Fund
Currency	Currency type	Required field <ul style="list-style-type: none"> • List of values • Default value is PHP
Budget	Name of the Budget	Required field <ul style="list-style-type: none"> • Naming convention: <CU> <FUND> <YEAR> • e.g. UPS GF 2016



Balance Type
Database
Data Access Set
Chart Of Accounts

B
UISDBPROD.UP.EDU.PH.CPROD
UP System
Accounting Flexfield

Ledger	: - Text	UP System
Category	: - Text	Budget
Source	: - Text	Budget Journal
Organization	: - Text	UPS General Fund
Currency	: - Text	PHP
Budget	: - Text	UPS GF 2022

[illegible]

The workbook should appear like this after entering the header values.

Oracle Web ADI: Search and Select - Period Name

Search and Select - Period Name

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by Period Name % Go

Results

Results table contains 13 items.

Select Item **Select** Cancel

Select Period Name ▲

- ☐ ADJ1-22
- ☒ DEC-22
- ☐ NOV-22
- ☐ OCT-22
- ☐ SEP-22
- ☐ AUG-22
- ☐ JUL-22
- ☐ JUN-22
- ☐ MAY-22
- ☐ APR-22
- ☐ MAR-22
- ☐ FFR-22

Upl Period **Unit** **Fund** **Responsibility Center** **Budget**

List - Text * List - Text

Step 10. Proceed to fill-out the budget journal line fields. Start by selecting a ***Period***.

Similar to the header fields, values are entered either by double clicking the input cell and choosing the desired/correct selection or by typing in the valid value.

You may enter the account combination directly on the cells or you may click on a **cell** under the **Unit** column for the **Accounting Flexfield** window to appear and enter the values.

If you opt use the Accounting Flexfield, it will validate the selected values.

File Home **Oracle** Insert Page Layout Formulas Data Review View Automate Help BI Publisher Data Mining

List of Values Graph All Graph Selection Variation Show Filters Rese Filters

Data And Graphs Editing

D17

1 2 A B C D E F

2

3 Balance Type

4 Database

5 Data Access Set

6 Chart Of Accounts

7

8 Ledger - Text: UP System

9 Category - Text: Budget

10 Source - Text: Budget Journal

11 Organization - Text: UPS General Fund

12 Currency - Text: PHP

13 Budget - Text: UPS GF 2022

14

15 Upl Period Unit Fund Responsibility

16 List - Text * List - Text

17 Pu DEC-22

18

19

20

21

22

Enter Flexfield

Accounting Flexfield

Information

This combination is valid.


Unit	01	UP System
Fund	101	General Fund
Responsibility Center	-	Unspecified
Budget Segment	-	Unspecified
General Ledger1	10101020	Petty Cash
General Ledger2	-	Select value
Object Code1	-	Unspecified
Object Code2	-	Unspecified
Special Code	-	Unspecified
Cash Flow	-	Unspecified
Future	-	Unspecified

Cancel Back **Select**

Line DFF

List - Text

Once the combination of values has been validated, click **Select**.

1	2	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
																	
2																	
3		Balance Type															
4		Database															
5		Data Access Set															
6		Chart Of Accounts															
7																	
8		Ledger															
9		Category															
10		Source															
11		Organization															
12		Currency															
13		Budget															
14																	
15		Upl	Period	Unit	Fund	Responsibility Center	Budget Segment	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow	Future	Debit	Credit	Min
16		List - Text		* List - Text											* Number	* Number	Us
17		DEC-22	01	101	-	-	10101020	-	-	-	-	-	-	-	1000		
18		DEC-22	01	101	-	-	10102030	-	-	-	-	-	-	-		1000	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27		Totals:													1000	1000	
28		Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.															

Step 12. Enter the Debit or Credit amount.

Notice that it automatically sums the DR and CR amounts at the bottom.

The screenshot shows the 'Enter Flexfield' dialog box with the following fields:

- Appropriation Type
- Adjustment to Allotments
- DV number
- Context

Below the dialog box, the 'Enter Journals: Lines' table is visible. The table has columns: Upl Period, Unit, Fund, Responsibility, and C. The data rows are:

Upl Period	Unit	Fund	Responsibility	C
DEC-22	01	101	-	
DEC-22	01	101	-	


The 'Line DFF' field is highlighted with a red box, indicating it is the current focus for data entry.

Step 13. You may now enter values in the Line DFF.

for each combination the end of each line to fill the appropriation type.

Optional: Adjustment to allotments, DV Number, Context – for Budget identifier

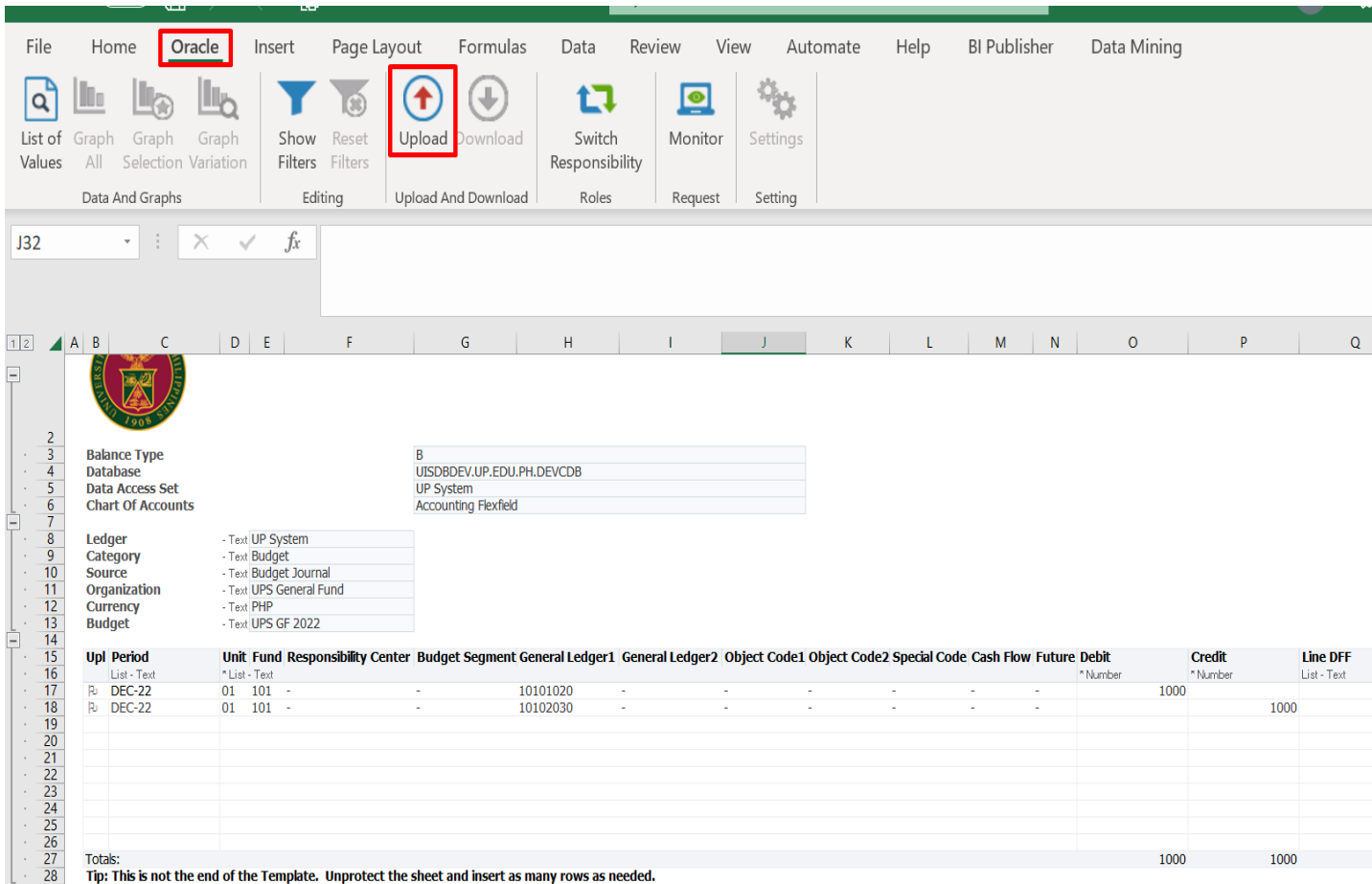
If you do not enter this, the default appropriation would be CURRENT

2	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
3																	
4	Balance Type		B														
5	Database		UISDBDEV.UP.EDU.PH.DEVCDB														
6	Data Access Set		UP System														
7	Chart Of Accounts		Accounting Flexfield														
8	Ledger		- Text UP System														
9	Category		- Text Budget														
10	Source		- Text Budget Journal														
11	Organization		- Text UPS General Fund														
12	Currency		- Text PHP														
13	Budget		- Text UPS GF 2022														
14																	
15	Upl Period		Unit	Fund	Responsibility Center	Budget Segment	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow	Future	Debit	Credit		
16	List - Text		^ List - Text														
17	DEC-22		01	101	-	-	10101020	-	-	-	-	-	-	-	1000		
18	DEC-22		01	101	-	-	10102030	-	-	-	-	-	-			1000	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27	Totals:														1000	1000	
28	Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.																

Step 14. Repeat steps 11 to 13 until you have completed entering all your budget journal lines.

Verify if the entered values are correct and are ready to be uploaded.

You may select or unselect journals lines for uploading by clicking on the cell under **Upl**. A flagged row will be uploaded.



Step 15. To upload the entries, click on **Oracle > Upload**.

Upl Period	Unit	Fund	Responsibility Center	Budget Segment	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow	Future	Debit	Credit	Line DFF
List - Text	* List - Text											* Number	* Number	List - Text
R DEC-22	01	101	-	-	10101020	-	-	-	-	-	-	1000		
R DEC-22	01	101	-	-	10102030	-	-	-	-	-	-		1000	
Totals:												1000	1000	

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Journals Upload

Upload Parameters

Rows to Upload

☐ All Rows

☒ Flagged Rows

☒ Validate Before Upload

☒ Automatically Submit Journal Import
Journal Import will be automatically submitted on successful completion of the upload

☐ Create Summary Journals
Journal Import will summarize all transactions that share the same account, period and currency

☒ Upload Unbalanced Journals
To import unbalanced journals, you must define a suspense account for actual journals and a reserve for encumbrance account for encumbrance journals.

☐ Do Not Import

Descriptive Flexfields

☒ Import With Validation

☐ Import Without Validation
Specify how Journal Import will handle descriptive flexfields

Step 16. The **Journals Upload** window will appear.

Refer to the table of parameters below in choosing your upload parameters.

Once you have selected the appropriate parameters, click **Upload**.

Parameter	Description
Rows to Upload	All Rows – Upload ALL journals Flagged Rows – Uploads only those with the FLAG sign (see UPL column)
	Make sure that Validate Before Upload and Upload Unbalanced Journals options are ticked.
Descriptive Flexfields	Make sure that Import with Validation is ticked.

Journals Upload



Confirmation

The upload process has completed with the following status:(Note that this upload involved two steps: upload of rows to intermediate staging tables, followed by upload to the final application tables. Upload validation errors can occur in either step)

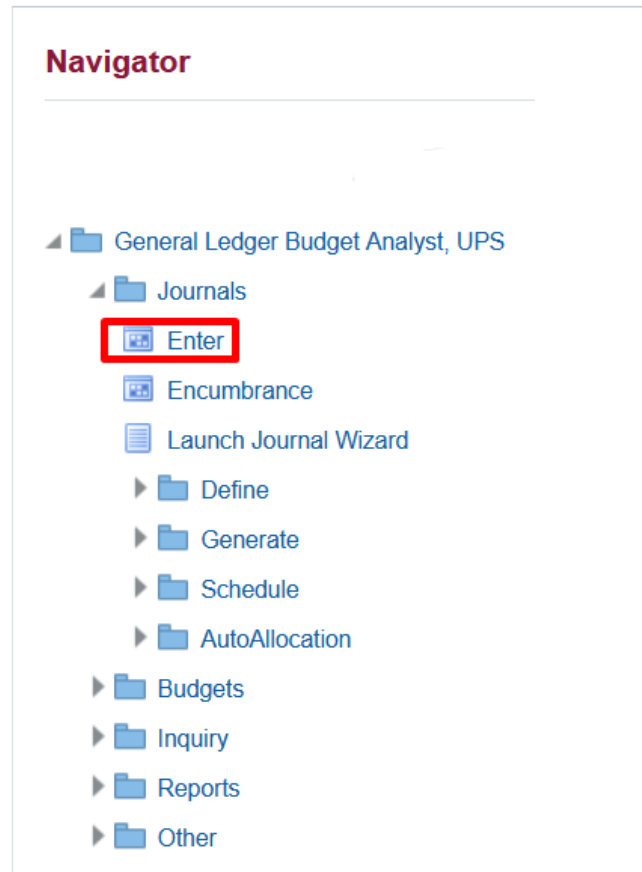
- 2 row(s) successfully uploaded to the staging tables.
- Journal Import Request ID 8688269

Please select Close to return to the spreadsheet.

Close

Step 17. A confirmation message will appear once the upload has finished successfully.

Take note of the Request ID and click **Close**.



Step 18. To view the uploaded budget, navigate to **General Ledger Budget Analyst, <CU> or General Ledger Budget Manager, <CU> > Journals > Enter.**

The screenshot shows the 'Enter Journals (UP System)' window. A 'Find Journals' dialog box is open in the foreground. In this dialog, the 'Batch' field is highlighted with a red rectangle and contains the text '%8688269%'. At the bottom right of the dialog, the 'Find' button is also highlighted with a red rectangle. The background window displays a table with the following columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. Below the table, there are several buttons: Review Journal, Review Batch, Post, Reverse Batch, and Regquery.

Step 19. On the **Batch** field, type in the **Request ID** in between two wildcard characters (%).

Ex: %8688269%

Then, click **Find**.

File Ref: ITDC - FMIS - UM – Uploading Budget Journal Entries via Journal Wizard - 24042023 – ver.2.0

Journals (UP System) - Budget Journal B 8688269

Journal	Budget PHP 54070		Conversion		Reverse	
Description	Journal Import 8688269:		Currency	PHP	Date	
Ledger	UP System	Category	Budget	Date	01-DEC-2022	Period
Period	DEC-22	Effective Date	01-DEC-2022	Type	User	Method
Balance Type	Budget	Budget	UPS GF 2022	Rate	1	Status
Clearing Company		Tax	Not Required			Not Reversed
		Control Total				Reverse

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	01.101...10101020.....	1,000.00		Journal Import Created
2	01.101...10102030.....		1,000.00	Journal Import Created
		1,000.00	1,000.00	

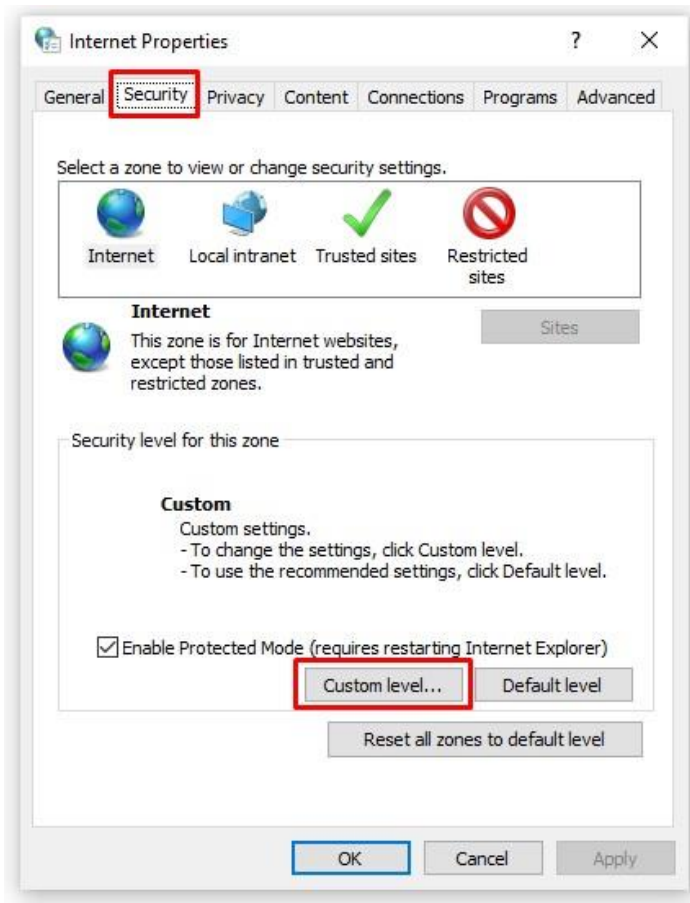
Acct Desc UP System.General Fund.Unspecified.Unspecified.Petty Cash.Select value.Unspecified.Unspecified.Unspecified.Unspeci

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...

Expected Result: The journal batch you have entered can now be viewed.

You may still adjust the entries before posting.

To post journal entries, please refer to the user manual for [Posting a Journal Entry](#).



APPENDIX

CHANGING INTERNET SCRIPTING SETTINGS

Step 1.

Note:

This is a one-time setup only.

Open **Internet Options** by running or searching it from the **Start** Menu.

Click the **Security** tab. Then, click **Custom level**.

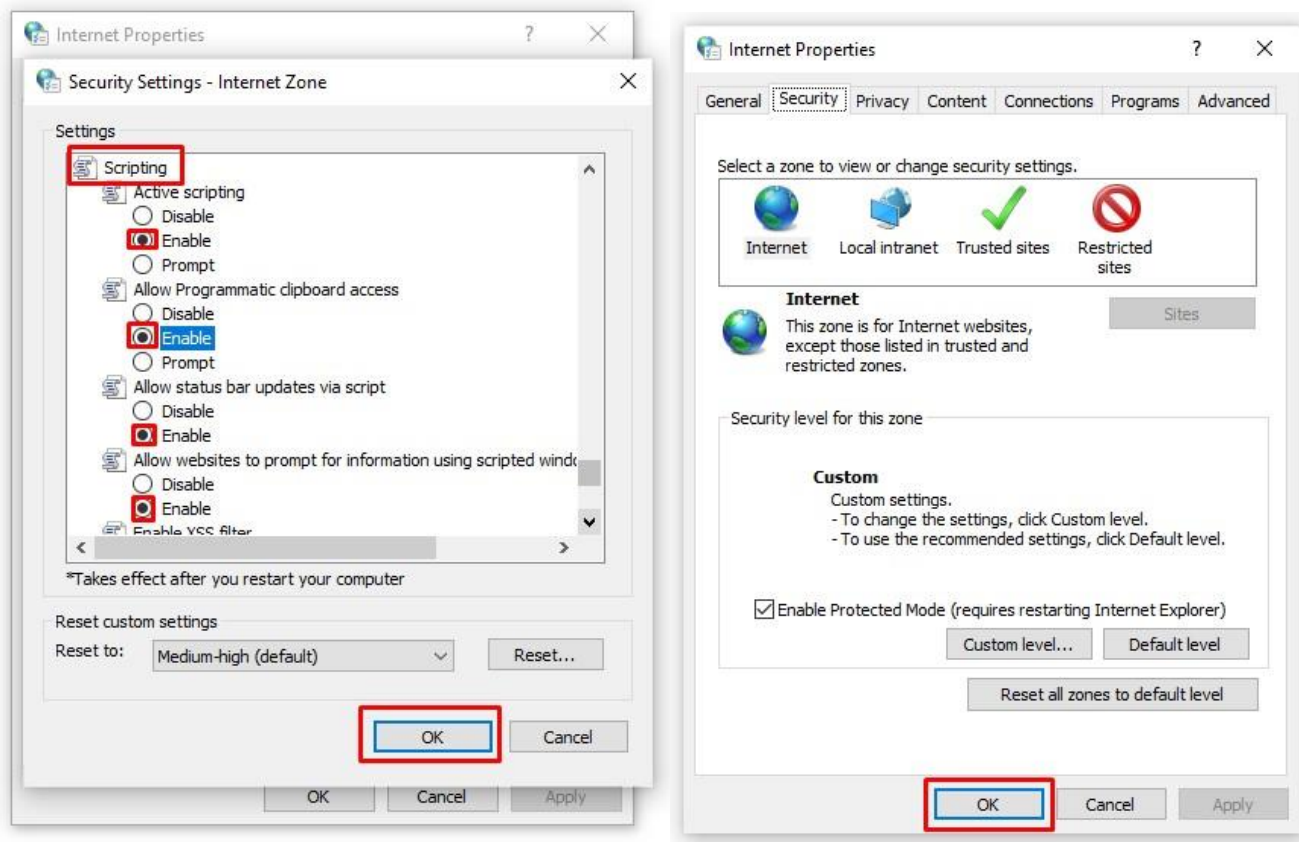
Step 2.

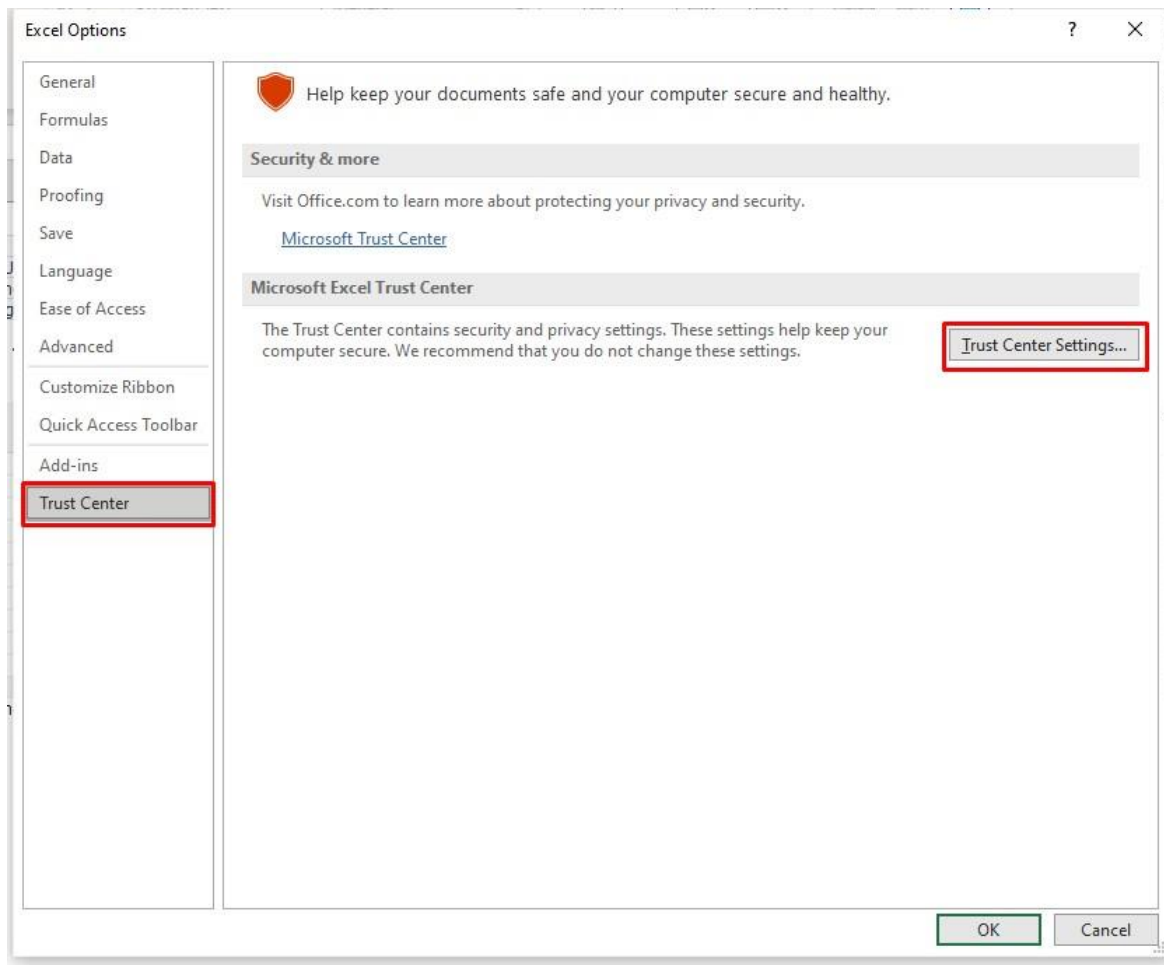
Look for the **Scripting** section.

Enable EVERYTHING under the **Scripting** section from **Active scripting** to **Scripting of Java applets**.

Click **OK**.

Save changes by clicking **OK** from the Internet Properties window again.



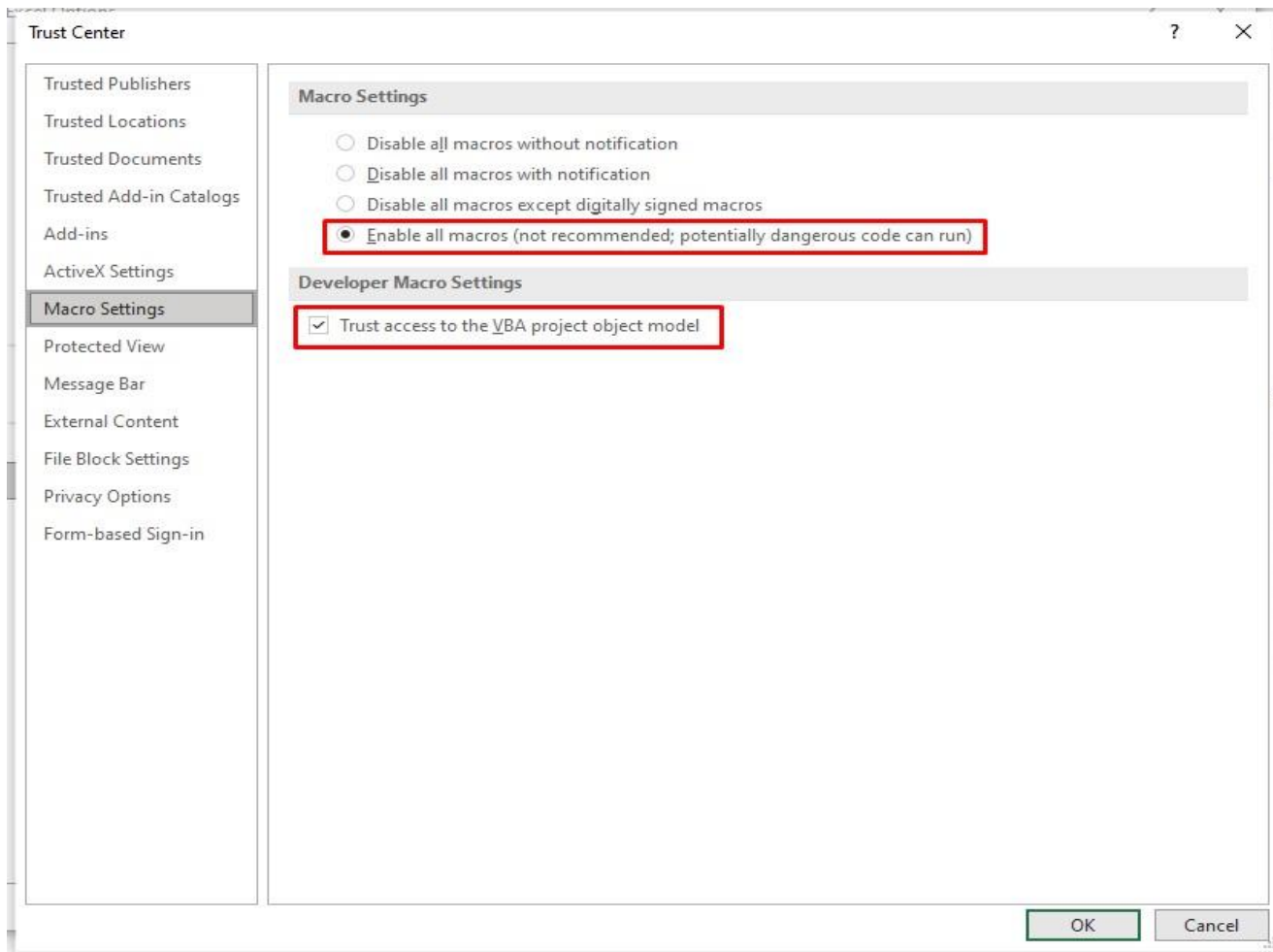


CHANGING EXCEL MACRO SETTINGS

Step 1.

Note: This is a **one-time setup** only.

In Microsoft Excel, navigate to **File > Options > Trust Center > Trust Center Settings**.



Step 2.

Under **Macro Settings**, tick **Enable all macros**.

The Trust access to the VBA project object model option must also be ticked.

Then, click **OK**.