

University of the Philippines

Financial Management Information System User Manual



FMIS User Manual Uploading Budget Obligations via Journal Wizard

Author:	Mark Jason D. Ellazar
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Version:	1.0

Version:





UPLOADING BUDGET OBLIGATIONS VIA JOURNAL WIZARD



1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
24 April 2023	Mark Jason D. Ellazar	1.0	Initial document

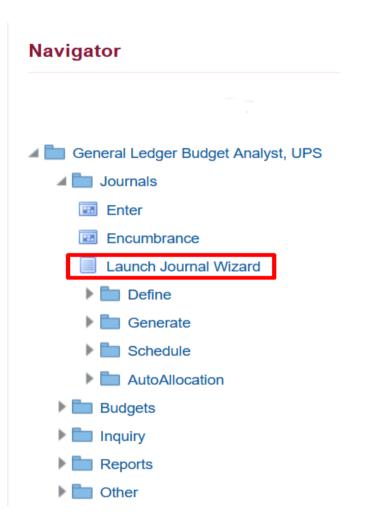
1.2 Description

Process ID	
Process Name	Uploading Budget Obligations via Journal Wizard
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst
Purpose	Upload budget Obligations by batch in WebADI templates
Data Requirement	Ledger, Category, Source, Currency, Accounting Date, Encumbrance Type
Dependencies	Internet Settings and Microsoft Excel must be configured. (Refer to the Appendix)
Scenario	User will upload budget entries by batch in an Excel template

Google			
Google Sign in			
Use your Google A			
Email or phone			
Forgot email?			
Not your computer? Use a Private W Learn more	√indow to s	ign in.	
Create account		Next	
English (United States) 💌	Help	Privacy	Terms

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

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



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

Click Journals.

Then, click *Launch Journal Wizard*

Journa	l Wizard	^ ★	Logged In As JR	delacruz 也
Document Parameters				
* Indicates required field Viewer : Excel 2007 * Layout * Content	Budgets - Multiple Budgets - Multiple Budgets - Single Encumbrances - Multiple Encumbrances - Single Foreign Actuals - Multiple Foreign Actuals - Multiple 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 Encumbrances – Single.*

Then, click *Create Document*.

х

Opening WebADLxIs		
You have chosen to	open: osoft Excel 97-2003 Worksheet (391 KB)	
	uistest.up.edu.ph	
What should Firefo	x do with this file?	
○ <u>O</u> pen with	Microsoft Excel (default)	¥
Save File		
Do this guto	matically for files like this from now on.	
	ок	Cancel

Step 5. A WebADI download menu will appear.

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

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Step 6. Open the file using Microsoft Excel.

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

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	12	Alignment		Number	I2	Style	es	Cells	
	Download Confirmati			Number		Style	es	Cells	
(+)									

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

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



Balance Type Database Data Access Set Chart Of Accounts

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UISDBDEV.UP.EDU.PH.D	EVCDB
UP System	
Accounting Flexfield	

Ledger t - Text	
Category t - Text	
Source t - Text	
Currency t - Text	
Accountirt - Date	
Encumbrat - Text	

Upl	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									* Number	* Number	List - Text
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Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

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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, Currency, Accounting Date and Encumbrance Type.

Parameter	Description	Remarks
Ledger	Operating Unit	 Required field Default value depends on the user account
Category	Journal Category	 Required field Must select form a maintained list of values Select Budget
Source	Journal Source	 Required field Must select form a maintained list of values Select Encumbrance
Currency	Currency type	Required field List of values Default value is PHP
Accounting Date	Month and year coverage of the Journal	Required field • Date (DD-MON-YYYY) • e.g. 01-JAN-2023
Encumbrance	Name of the Encumbrance Type	 Required field Must select form a maintained list of values Select Encumbrance

1 2	A	B C	D	E	F	G	Н	I	J		K	L	М	N	l	0		The workbook should appear like this after entering the header
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- i -	10		t - Text Budget	t Journal														
: -			t - Text PHP		29-Dec-2022													
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- 2 Balance Type	General Ledger2 Object Code1 Object Code2	• • • • • • • • • • • • • • • • • • •	Q Q Q	Select value Unspecified Unspecified		
4 Database 5 Data Access Set 6 Chart Of Accounts 7 7	Special Code Cash Flow Future	•	Q Q Q	Unspecified Unspecified Unspecified		
S Source t - Text UP System Source t - Text Budget Source t - Text Budget Journal T1 Currencyt - Text PHP 12 Accountirt - Date 13 Encumbrat - Text Obligation 14 15 Upl Unit Fund Responsibility Center Bu					<u>Cancel</u> Combin <u>ations</u>	
16 * List - Text 17 ₽ 01 101 -						

Step 10. Proceed to fill-out the encumbrance line fields.

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.

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		General Le	dger2		-		Select val	ue			
2		Object Cod	e1		-		Unspecifi	ed			
· 3 Balance Typ	e	Object Cod	e2		-		Unspecifi	ed			
4 Database		Special Co	de		-		Unspecifie	ed			
5 Data Access		Cash Flow			-		Unspecifie	ed			
6 Chart Of Ac	counts	Future			-		Unspecifi	ed			
	Text UP System									Cancel	Back
9 Category t -										<u>_</u>	T
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· 12 Accountirt -	Date										
· 13 Encumbrat -	Text Obligation										
14											
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• 16 * List - Te	ext										

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

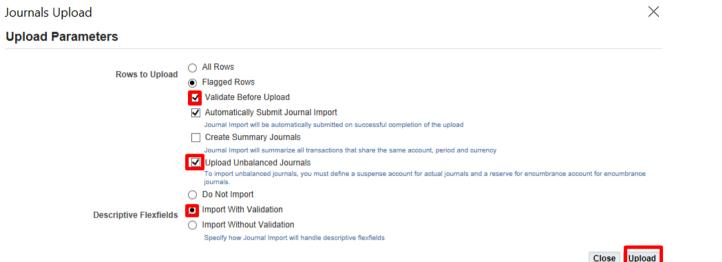
	2	•												Step 11. Then, enter a Debit or Credit amount.
:	3	Balance Type			E									
	4	Database			UISDBDEV.UP.EDU	.PH.DEVCDB								
	5	Data Access Set			UP System									
	5	Chart Of Accounts			Accounting Flexfield									Netles that it suits a stimulty survey
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	Э	Category t - Text Budget												
· 1		Source t - Text Budget Journal												bottom.
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· 1	2	Accountirt - Date	29-Dec-2022	2										
<u>1</u>	3	Encumbrat - Text Obligation											_	
1	4													
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						Step 12. You may now enter
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· 5	Data Access Set					
· 6	Chart Of Accounts					If you do not ontor this the
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. 9	Category t - Text Budget					default appropriation would be
· 10	Source t - Text Budget Journal					
· 11	Currency t - Text PHP					CURRENT
· 12	Accountirt - Date					
<u>13</u>	Encumbrat - Text Obligation	-				
- 14					11 055	
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			-								Step 13. Repeat steps 10 to until you have completed
alance Type											entering all your encumbrance
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ata Access Set			UP System								
hart Of Accounts			Accounting Flexfield								
adapt to Tut UD System											Verify if the entered values are
edger t - Text UP System											correct and are ready to be
ategory t - Text Budget											uploaded.
Durce t - Text Budget Journal											upidaded.
urrency t - Text PHP	20.0 2022										
ccountirt - Date	29-Dec-2022	2									You may select or unselect
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pl Unit Fund Responsibility Center I	Budget Segment	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow			Credit	clicking on the cell under Upl.
* List - Text		20101010						*	' Number	* Number	flagged row will be uploaded.
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File	Home Oracle	Insert I	Page Layout	Formulas [Data Review	View	Automate	Help	BI Publishe	er	Data Mining	
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· 15 · 16	Upl Unit Fund Resp * List - Text	onsibility Center	Budget Segment	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow F		Debit * Number	Credit * Number
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20 21 22												

Step 14. To upload the entries, click on *Oracle > Upload*.



Step 15. 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	Х	Step 16. A confirmation message will appear once the upload has finished successfully.
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 IC 8687327 		Take note of the Request ID and click <i>Close</i> .
Please select Close to return to the spreadsheet.	ose	



University of the Philippines

University Information System Home Page

Step 17. To view the uploaded encumbrance, navigate to General Ledger Budget Analyst, <CU> or General Ledger Budget Manager, <CU> > Journals > Encumbrance.

Navigator	Worklist			
	F /			Full L
🖌 🛅 General Ledger Budget Analyst, UPS	From	Туре	Subject	5
🔺 🛅 Journals	There are no notification	ons in this view.		
Enter Encumbrance Launch Journal Wizard	Ø TIP <u>Vacation Rules</u>	 Redirect or auto-respond to not 	lifications.	
Define				
k 🖿 occurre				

Cente	r Encumbranc	es (UP Syster	n)							Step 18. On the Batch field, type in the <i>Request ID</i> in between
	atch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Cre	
]								Ex: %8687327%
			Find Journals	<u> </u>						
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I	Oracle Application	Step 19. On the Enter Journals								
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4	Enter Encumbrance	es (UP System)								
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<mark>O</mark> Jou	rnals (UP System) - B	udget Journal E 86873	27						Expected Result: The journal
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	Description	Journal Import 8687	327:		Currency	PHP	Date		now be viewed.
	Ledger	UP System	Category	Budget	Date	29-DEC-2022	Period		You may still adjust the entries
	Period	DEC-22	Effective Date	29-DEC-2022	Туре	User	Method	Switch Dr/	before posting.
	Balance Type	Encumbrance	Encumbrance Type	Obligation	Rate	1	Status	Not Revers	To post journal entries, please
			Control Total			[]		<u>R</u> everse	refer to the user manual for <u>Posting a Journal Entry.</u>
	Lines Other	Information							
Line	Account		Debit (PHP)	Credit (PHP)	Description				
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Internet	Local intranet Trusted sites	Restricted sites	
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c	el for this zone C ustom Custom settings. - To change the settings, click - To use the recommended set	tings, click Def arting Internet	

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**.

Internet Properties ? ×	👫 Internet Properties ?
🚡 Security Settings - Internet Zone	X General Security Privacy Content Connections Programs Advance
Settings	
 Scripting Active scripting Disable Enable Prompt Allow Programmatic clipboard access Disable 	Select a zone to view or change security settings.
Prompt Prompt Allow status bar updates via script Disable Enable Allow websites to prompt for information using scripted winde	This zone is for Internet websites, except those listed in trusted and restricted zones.
Disable Enable Finable VSS filter S *Takes effect after you restart your computer	Custom settings. - To change the settings, click Custom level. - To use the recommended settings, click Default level.
Reset custom settings	Enable Protected Mode (requires restarting Internet Explorer)
Reset to: Medium-high (default) ~ Reset	Custom level Default level
OK Cancel	Reset all zones to default level
OK Cancel Apply	OK Cancel Apply

Step 2.

Look for the *Scripting* section.

Enable <u>EVERYTHING</u> 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.

cel Options		? ×
General Formulas	Help keep your documents safe and your computer secure and healthy.	
Data	Security & more	
Proofing Save	Visit Office.com to learn more about protecting your privacy and security. Microsoft Trust Center	
anguage	Microsoft Excel Trust Center	
Ease of Access Advanced	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.	<u>T</u> rust Center Settings
Customize Ribbon		
Quick Access Toolbar		
Add-ins		
Trust Center		

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.

rust Center		? ×	Step 2.
Trusted Publishers Trusted Locations Trusted Documents Trusted Add-in Catalogs Add-ins ActiveX Settings Macro Settings Protected View Message Bar External Content File Block Settings Privacy Options Form-based Sign-in	Macro Settings □ Disable all macros without notification □ Disable all macros except digitally signed macros ● Enable all macros (not recommended; potentially dangerous code can run) Developer Macro Settings ✓ Trust access to the VBA project object model		Under <i>Macro Settings</i> , tick <i>Enable all macros.</i> <i>The Trust access to the VBA</i> <i>project object model</i> option must also be ticked. Then, click <i>OK</i> .
		OK Cancel	