



University of the Philippines



FMIS


**Financial Management Information System
User Manual**



FMIS User Manual

Uploading Budget Obligations via Journal Wizard

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Version:	1.0



UPLOADING BUDGET OBLIGATIONS VIA JOURNAL WIZARD

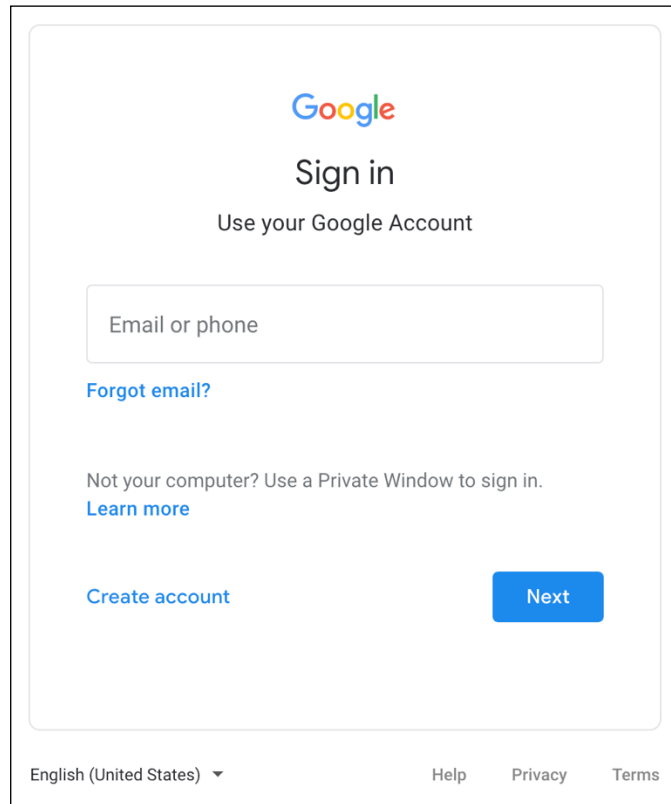
1. DOCUMENT CONTROL

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

A screenshot of the Google Sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is centered. Below the input field is a blue link "Forgot email?". Further down, the text "Not your computer? Use a Private Window to sign in." is centered, followed by a blue link "Learn more". At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next". At the very bottom, there is a language selector "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.

[Learn more](#)

[Create account](#)

Next

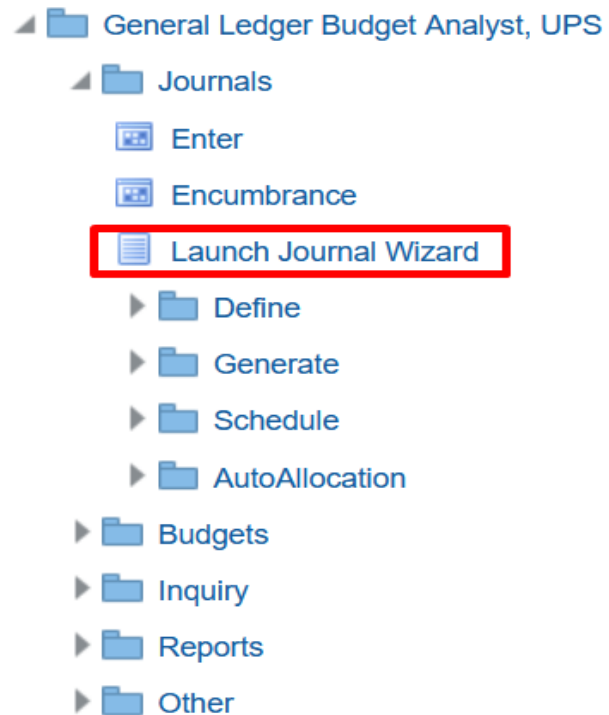
English (United States) ▼

[Help](#) [Privacy](#) [Terms](#)

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

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

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** Budgets - Multiple

* **Content**

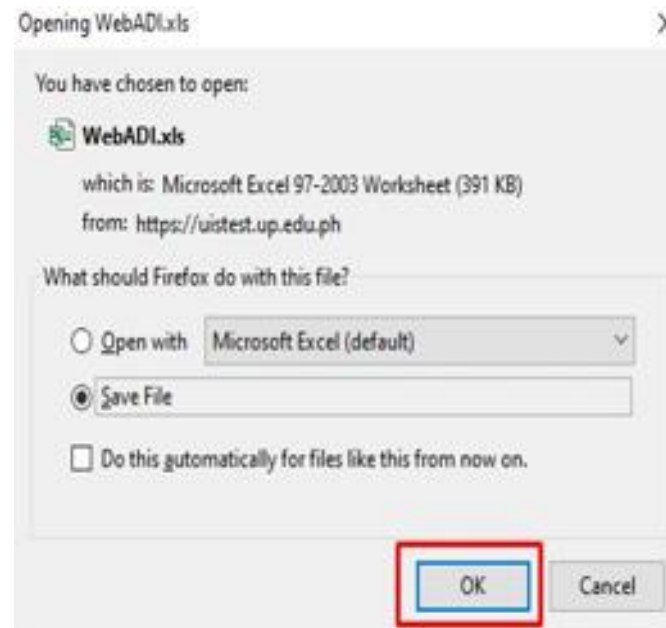
- Budgets - Multiple
- Budgets - Single
- Encumbrances - Multiple
- Encumbrances - Single
- Foreign Actuals - Multiple
- Foreign Actuals - Single
- Functional Actuals - Multiple
- Functional Actuals - Single
- UP Budgets - Multiple
- UP Budgets - Single
- UP Encumbrances - Multiple
- UP Encumbrances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

Reset to Default **Create Document**

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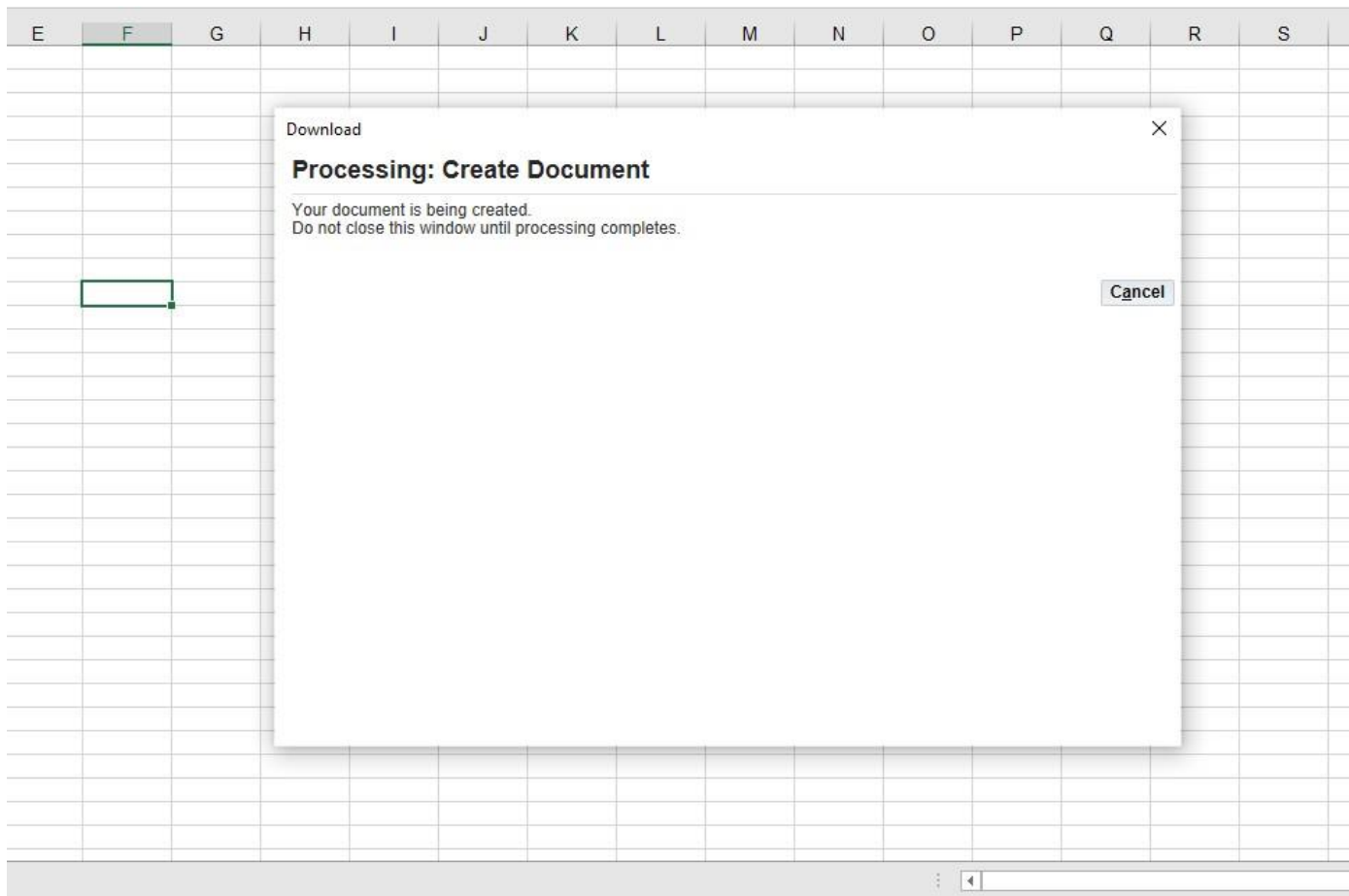
Step 4. From the Layout field, select **UP Encumbrances – Single**.

Then, click **Create Document**.



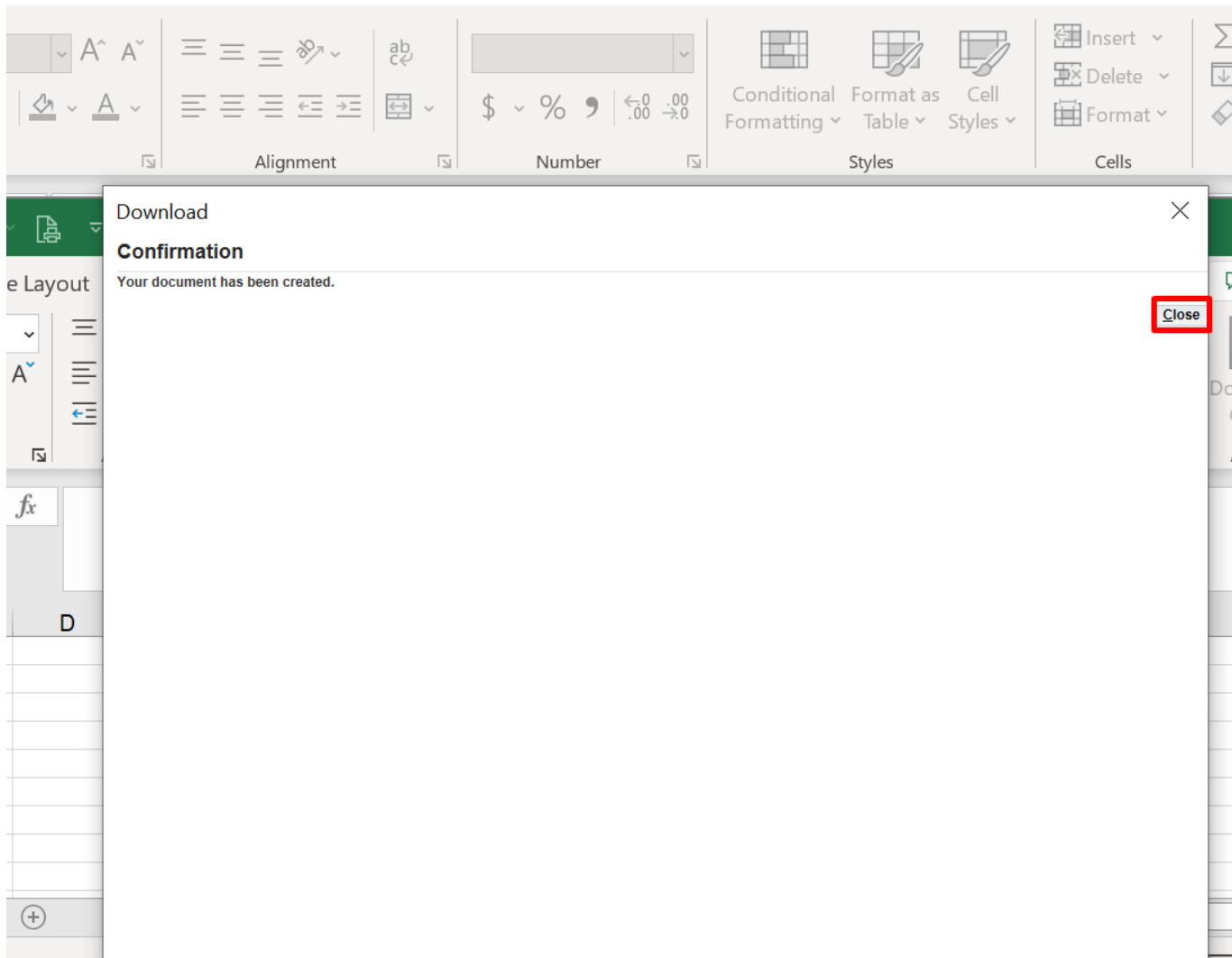
Step 5. A WebADI download menu will appear.

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**.



Balance Type
Database
Data Access Set
Chart Of Accounts

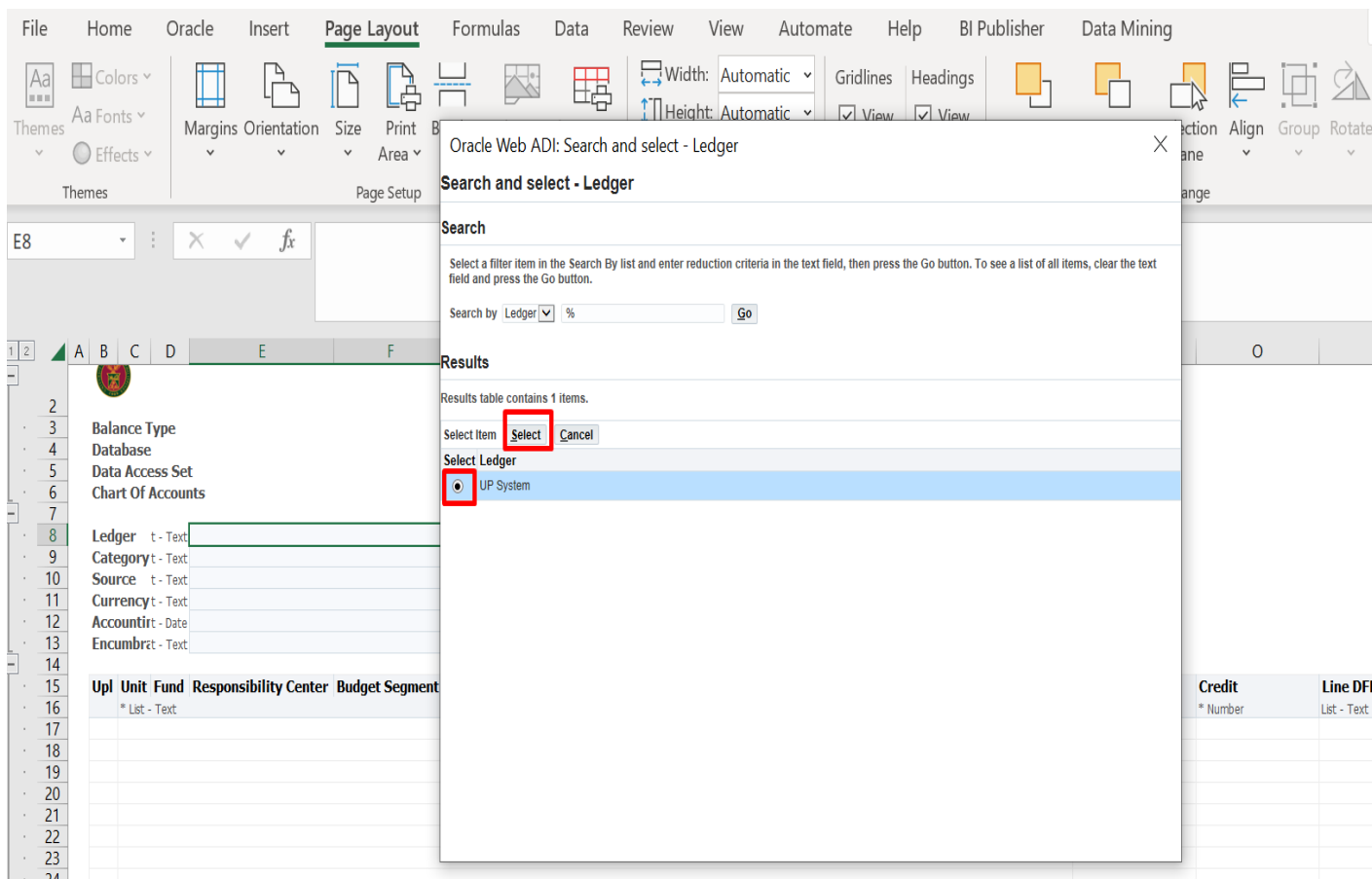
E
UISDBDEV.UP.EDU.PH.DEVCDB
UP System
Accounting Flexfield

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

[illegible]

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

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




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 <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 form a maintained list of values • Select Budget
Source	Journal Source	Required field <ul style="list-style-type: none"> • Must select form a maintained list of values • Select Encumbrance
Currency	Currency type	Required field <ul style="list-style-type: none"> • List of values • Default value is PHP
Accounting Date	Month and year coverage of the Journal	Required field <ul style="list-style-type: none"> • Date (DD-MON-YYYY) • e.g. 01-JAN-2023
Encumbrance	Name of the Encumbrance Type	Required field <ul style="list-style-type: none"> • Must select form a maintained list of values • Select Encumbrance

1	2	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2																
3	Balance Type	E														
4	Database	UISDBDEV.UP.EDU.PH.DEVCDB														
5	Data Access Set	UP System														
6	Chart Of Accounts	Accounting Flexfield														
7																
8	Ledger t - Text: UP System															
9	Category t - Text: Budget															
10	Source t - Text: Budget Journal															
11	Currency t - Text: PHP															
12	Account t - Date: 29-Dec-2022															
13	Encumbr t - Text: Obligation															
14																
15	Upl Unit Fund Responsibility Center Budget Segment General Ledger1 General Ledger2 Object Code1 Object Code2 Special Code Cash Flow Future Debit Credit Line DFF															
16	* List - Text															
17																
18																
19																
20																
21																
22																
23																
24																

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

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

Themes Colors Aa Fonts Effects Themes

Margins Orientation Size

Width: Automatic Gridlines Headings

Enter Flexfield

Accounting Flexfield

Unit	01	UP System
Fund	101	General Fund
Responsibility Center	-	Unspecified
Budget Segment	-	Unspecified
General Ledger1	20101010	Accounts Payable
General Ledger2	-	Select value
Object Code1	-	Unspecified
Object Code2	-	Unspecified
Special Code	-	Unspecified
Cash Flow	-	Unspecified
Future	-	Unspecified

Cancel Combinations

D17

1 2 A B C D E

2

3 Balance Type

4 Database

5 Data Access Set

6 Chart Of Accounts

7

8 Ledger t - Text: UP System

9 Category t - Text: Budget

10 Source t - Text: Budget Journal

11 Currency t - Text: PHP

12 Account t - Date

13 Encumbr t - Text: Obligation

14

15 Upl Unit Fund Responsibility Center Bu

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.

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

Themes Aa Colors Aa Fonts Effects Themes

Margins Orientation Size

Width: Automatic Gridlines Headings

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	20101010	Accounts Payable
General Ledger2	-	Select value
Object Code1	-	Unspecified
Object Code2	-	Unspecified
Special Code	-	Unspecified
Cash Flow	-	Unspecified
Future	-	Unspecified

Cancel Back

D17

1 2 A B C D E

2

3 Balance Type

4 Database

5 Data Access Set

6 Chart Of Accounts

7

8 Ledger t - Text: UP System

9 Category t - Text: Budget

10 Source t - Text: Budget Journal

11 Currency t - Text: PHP

12 Account t - Date

13 Encumbr t - Text: Obligation

14

15 Upl Unit Fund Responsibility Center Bu

16 * List - Text

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

2		
3	Balance Type	E
4	Database	UISDBDEV.UP.EDU.PH.DEVCDB
5	Data Access Set	UP System
6	Chart Of Accounts	Accounting Flexfield
7		
8	Ledger t - Text: UP System	
9	Category t - Text: Budget	
10	Source t - Text: Budget Journal	
11	Currency t - Text: PHP	
12	Account t - Date: 29-Dec-2022	
13	Encumbr t - Text: Obligation	
14		
15	Upl Unit Fund Responsibility Center Budget Segment General Ledger1 General Ledger2 Object Code1 Object Code2 Special Code Cash Flow Future	Debit Credit
16	* List - Text	* Number * Number
17	R 01 101 - - 20101010 - - - - - -	1000
18	R 01 101 - - 50101010 - - - - - -	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 11. Then, enter a Debit or Credit amount.

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

Enter Journals: Lines

Appropriation Type	
Adjustment to Allotments	
DV number	
Context	

Cancel Select

Line DFF

1000	List - Text
1000	

Step 12. You may now enter values in the Line DFF

Optional: You may now enter Line DFF for each combination the end of each line to fill the appropriation type.

Optional: Adjustment to allotments

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



Balance Type
Database
Data Access Set
Chart Of Accounts

E
UISDBDEV.UP.EDU.PH.DEVCDB
UP System
Accounting Flexfield

Ledger t - Text: UP System
Category t - Text: Budget
Source t - Text: Budget Journal
Currency t - Text: PHP
Account t - Date: 29-Dec-2022
Encumbr t - Text: Obligation

Upl	Unit	Fund	Responsibility Center	Budget Segment	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow	Future	Debit * Number	Credit * Number
	* List - Text												
P	01	101	-	-	20101010	-	-	-	-	-	-		100
P	01	101	-	-	50101010	-	-	-	-	-	-	1000	
Totals:												1000	100

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

Step 13. Repeat steps 10 to 12 until you have completed entering all your encumbrance 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.

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 Reset Filters **Upload** Download Switch Responsibility Monitor Settings

Data And Graphs Editing Upload And Download Roles Request Setting

K37

1 2 A B C D E F G H I J K L M N O

2

3 Balance Type E

4 Database UTSDDBDEV.UP.EDU.PH.DEVCDB

5 Data Access Set UP System

6 Chart Of Accounts Accounting Flexfield

7

8 Ledger t - Text UP System

9 Category t - Text Budget

10 Source t - Text Budget Journal

11 Currency t - Text PHP

12 Account t - Date 29-Dec-2022

13 Encumbr t - Text Obligation

14

Upl	Unit	Fund	Responsibility Center	Budget Segment	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow	Future	Debit * Number	Credit * Number
P	01	101	-	-	20101010	-	-	-	-	-	-		1
P	01	101	-	-	50101010	-	-	-	-	-	-	1000	

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

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 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

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 8687327

Please select Close to return to the spreadsheet.

Step 16. A confirmation message will appear once the upload has finished successfully.

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





University Information System Home Page

Navigator

- General Ledger Budget Analyst, UPS
 - Journals
 - Enter
 - Encumbrance**
 - Launch Journal Wizard
 - Define
 - ...

Worklist

Full L

From	Type	Subject	S
There are no notifications in this view.			

☒ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

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

Then, click **Find**.

File Ref: ITDC - FMIS - UM – Uploading Budget Obligations via Journal Wizard - 24042023 – ver.1.0

Journals (UP System) - Budget Journal E 8687327

Journal	Budget PHP 1001		Conversion		Reverse
Description	Journal Import 8687327:		Currency	PHP	Date
Ledger	UP System	Category	Budget	Date	29-DEC-2022
Period	DEC-22	Effective Date	29-DEC-2022	Type	User
Balance Type	Encumbrance	Encumbrance Type	Obligation	Rate	1
		Control Total			

[..]

Reverse

Method Switch Dr

Status Not Revers

Reverse

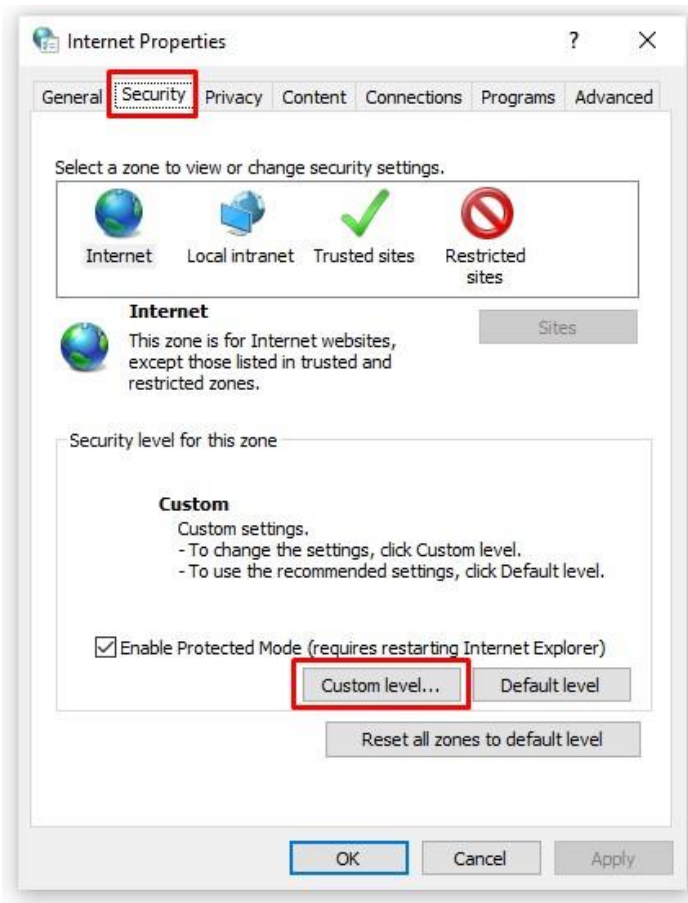
Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	01.101.-.-20101010.-.-.-.-.-		1,000.00	Journal Import Created
2	01.101.-.-50101010.-.-.-.-.-	1,000.00		Journal Import Created
		1,000.00	1,000.00	

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

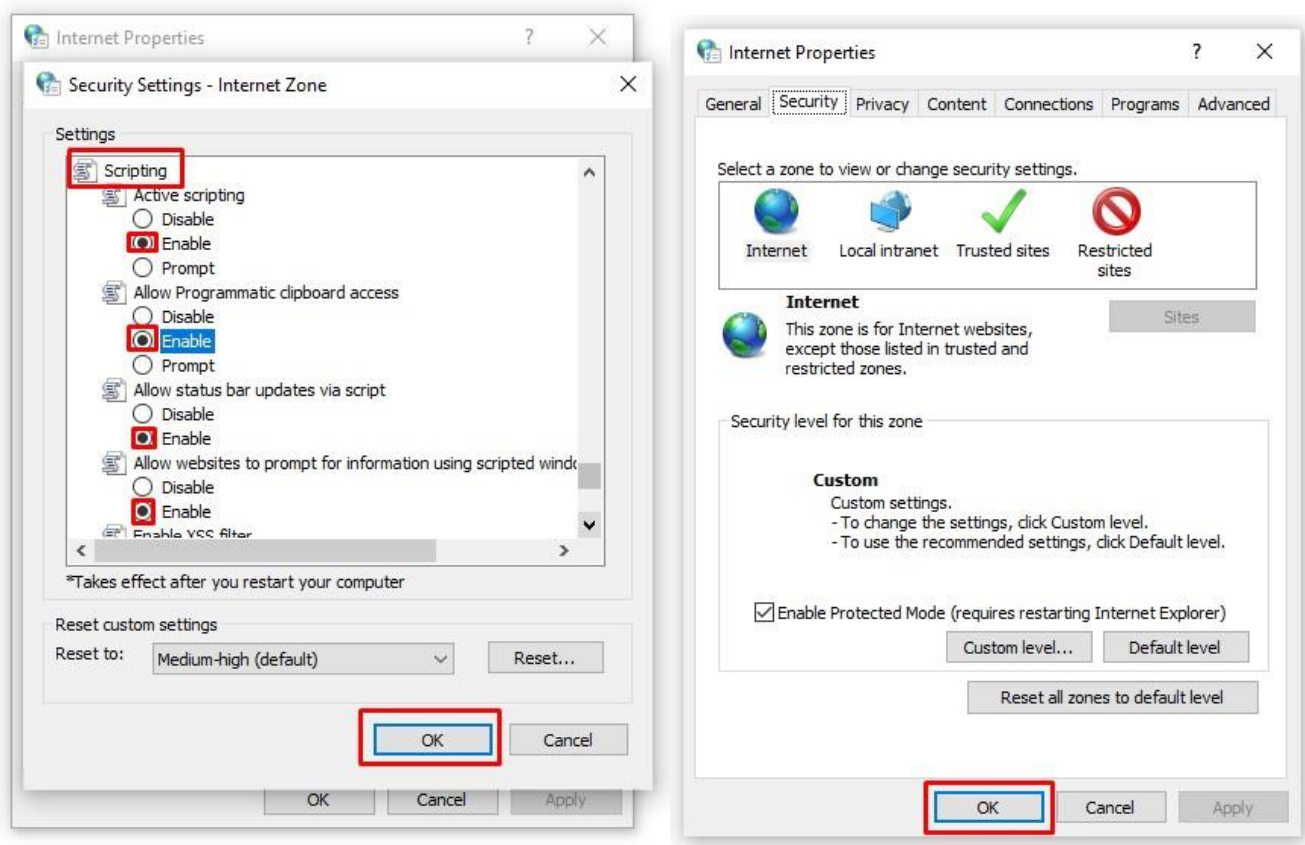
Step 1.

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**.



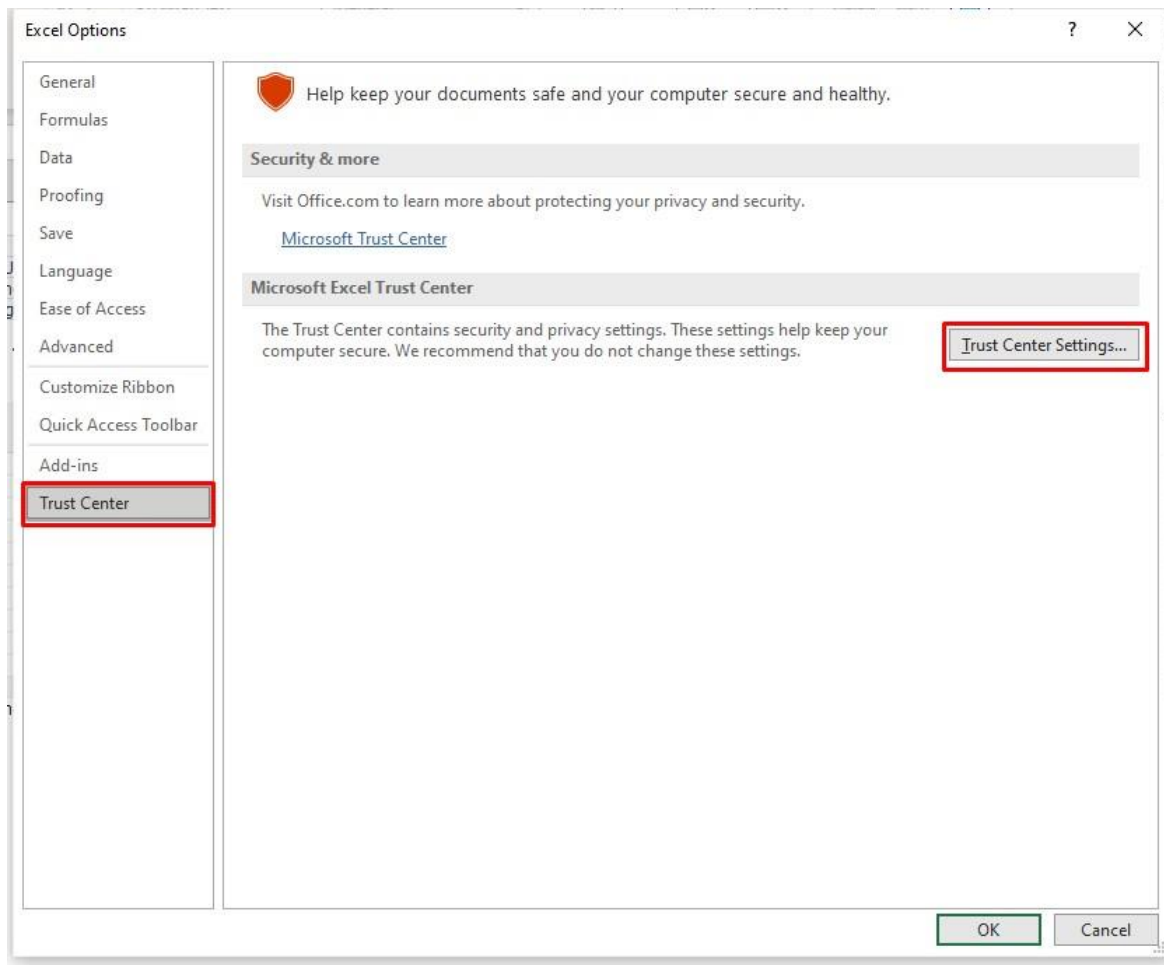
Step 2.

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.

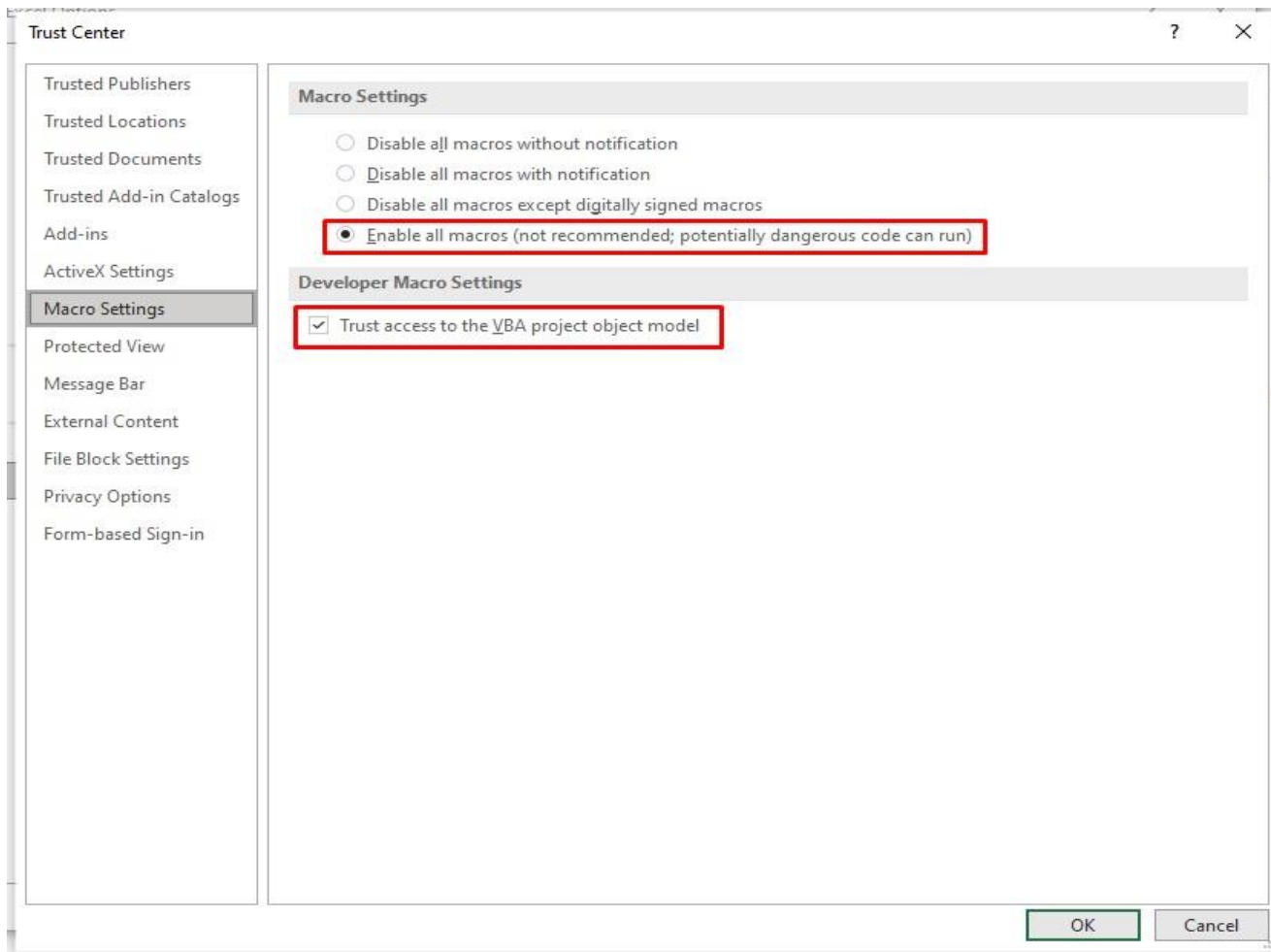


CHANGING EXCEL MACRO SETTINGS

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**.