



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



GENERATION OF UP DOST FORM H



FMIS User Manual

General Ledger

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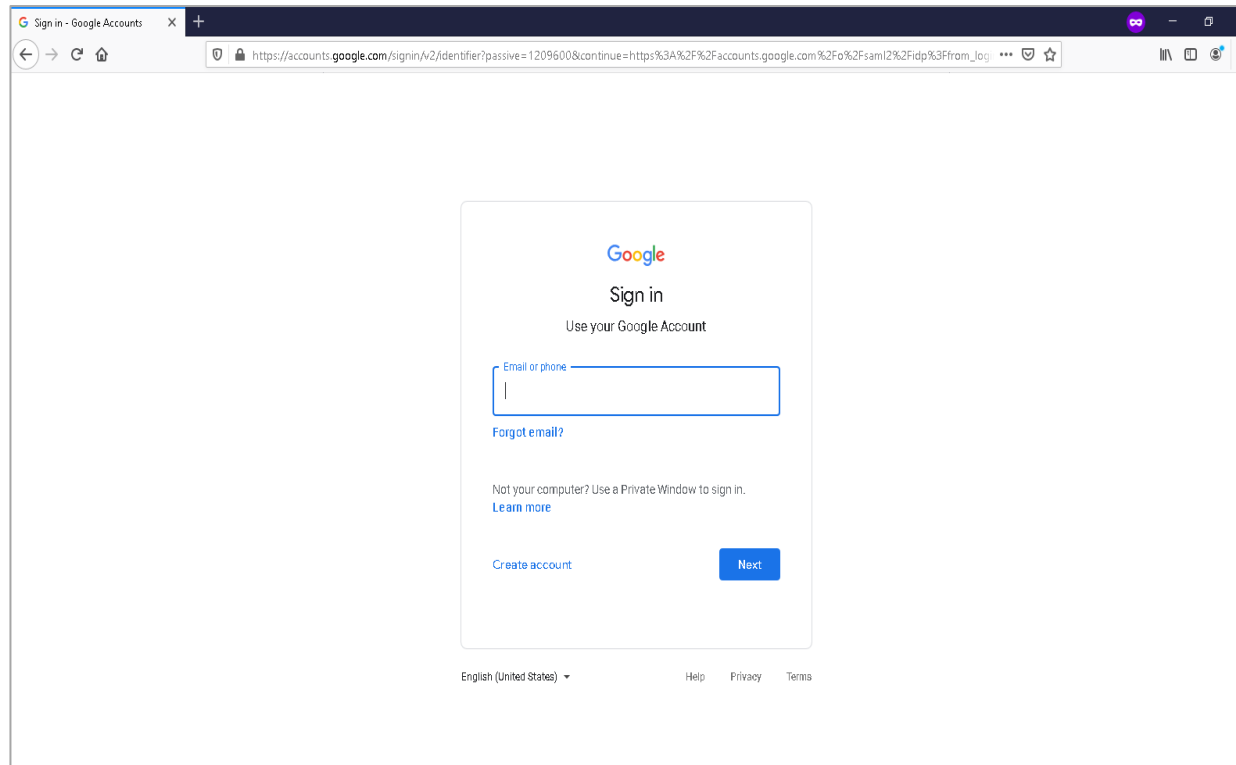
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
05 July 2021	Kimberly Micah L. Magtibay	1.0	Initial version.

2. Description

Manual ID	
Manual Name	Generation of UP DOST Form H
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant
Purpose	This report is generated by the fund controller to provide the financial status of the project as of a particular date.
Data Requirement	Special Code details, posted DV
Dependencies	<ul style="list-style-type: none"> • Budget Journals and DVs must be posted to GL • Total Approved Budget for the Year, Total Previous Quarter, and Unreleased Budget will be manually filled out
Scenario	Fund controller will generate the report to view fund releases, disbursements, accounts payable, expenditure, and unexpended budget per particular



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

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

The screenshot shows the 'University Information System Home Page' for a user logged in as 'KLMAGTIBAY'. The page has a maroon header with the University of the Philippines logo and navigation icons. A left sidebar contains a tree view of the system menu. The main content area is titled 'Worklist' and shows a table with columns 'From', 'Type', 'Subject', and 'Sent'. The table is currently empty, displaying the message 'There are no notifications in this view.' Below the table, there is a checkbox for 'TIP Vacation Rules'.

University of the Philippines

Logged In As KLMAGTIBAY

University Information System Home Page

- General Ledger Accountant, UPS
 - Journals
 - Budgets
 - Inquiry
 - Currency
 - Reports
 - Other
 - Requests
 - Notifications
 - Profile
 - XML Template
 - Report
 - Run**
 - Set

Worklist

[Full List](#)

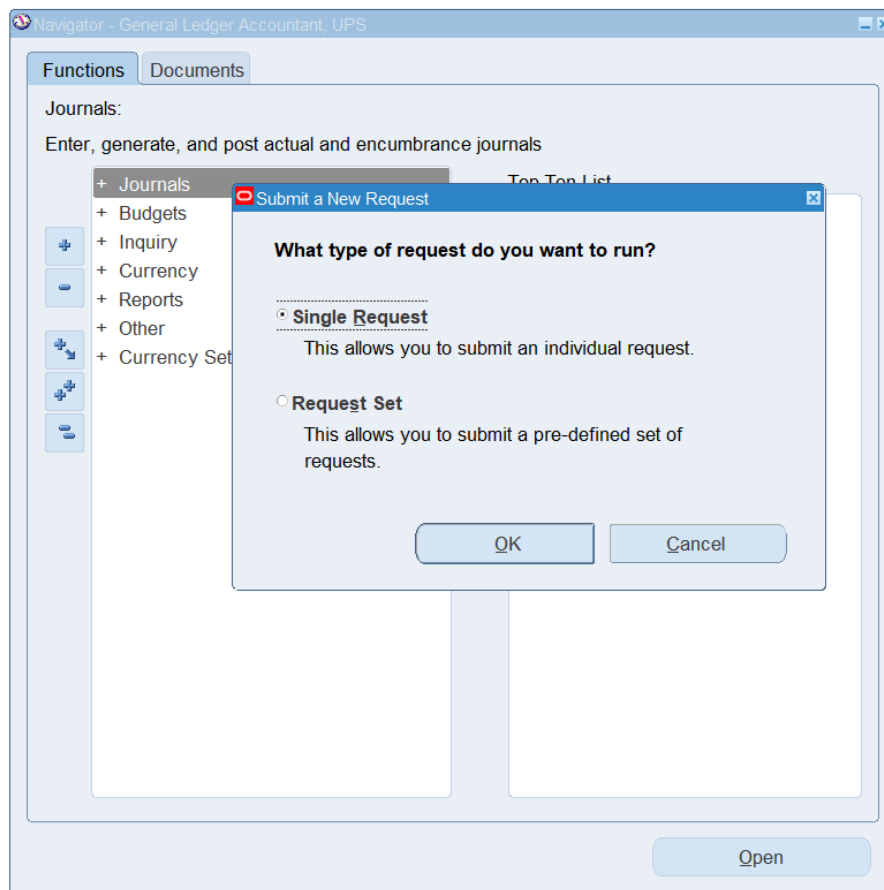
From	Type	Subject	Sent
There are no notifications in this view.			

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

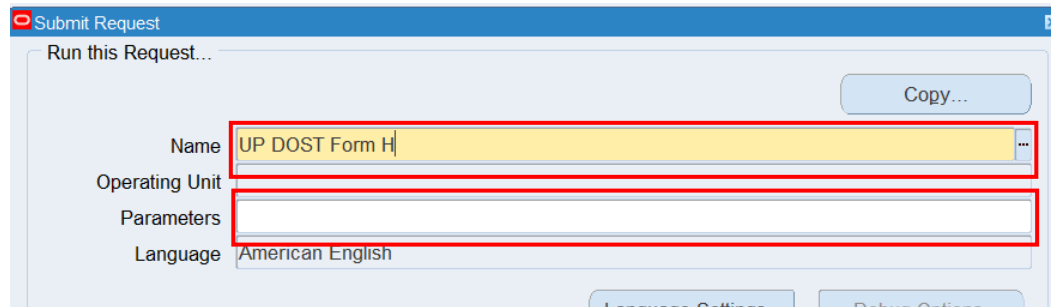
Step 3. From *UIS Home Page* proceed to **Main Menu** and choose the **General Ledger Accountant** responsibility.

Navigate to **Other > Requests**.

Then, click **Run**.



Step 4. Submit a New Request
page will appear. Click **Single Request** then click **OK**



Submit Request

Run this Request...

Copy...

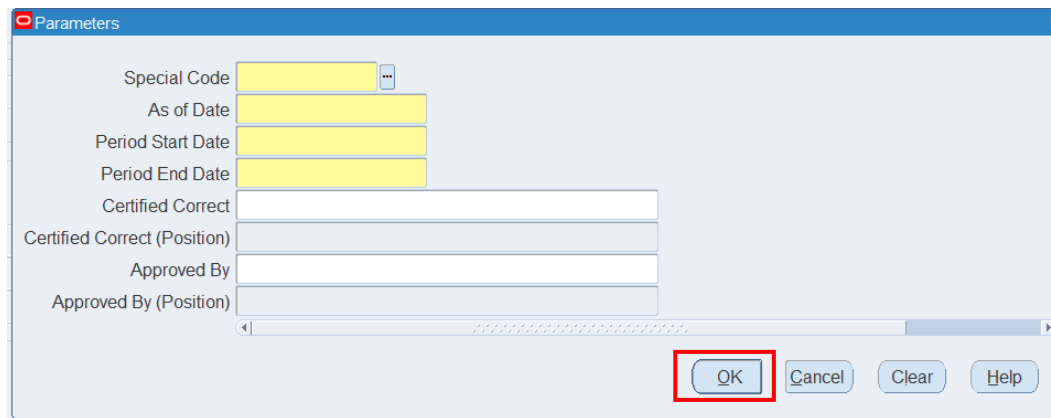
Name UP DOST Form H

Operating Unit

Parameters

Language American English

Step 5. On the **Name** field, click the **ellipsis (...)** to search for the **UP DOST Form H**.



Parameters

Special Code

As of Date

Period Start Date

Period End Date

Certified Correct

Certified Correct (Position)

Approved By

Approved By (Position)

OK Cancel Clear Help

Step 6. Click on the **Parameters** field and the **Parameters** window will appear.

Step 7. Fill out the necessary details then click **OK**.

Field Name	Description	Remarks
Special Code	Special code indicated in the posted journals to be displayed	<ul style="list-style-type: none"> • Required Field • Must be selected from the list of values
As of Date	Date to mark end of time range	<ul style="list-style-type: none"> • Required • Timestamp
Period Start Date	Start of the project's date range that will be displayed in the report	<ul style="list-style-type: none"> • Required • Timestamp
Period End Date	End of the project's date range that will be displayed in the report	<ul style="list-style-type: none"> • Required • Timestamp
Certified Correct	Signatory: name of officer certifying the content in the report is correct	<ul style="list-style-type: none"> • Not required • Must be selected from the list of values
Certified Correct (Position)	Designation of officer (Certified Correct)	<ul style="list-style-type: none"> • Not required • Must be selected from the list of values
Approved By	Signatory: name of officer approving the content in the report	<ul style="list-style-type: none"> • Not required • Must be selected from the list of values
Approved By (Position)	Designation of officer (Certified Correct)	<ul style="list-style-type: none"> • Not required • Must be selected from the list of values

Note: You may refer to the Parameter table for each field's description.

Submit Request

Run this Request...

Copy...

Name: UP DOST Form H

Operating Unit:

Parameters: A0001375:31-DEC-2019:01-JAN-2018:31-DEC-2019:...

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon As Possible

Schedule...

Upon Completion...

☒ Save all Output Files ☐ Burst Output

Layout: UP DOST Form H

Notify:

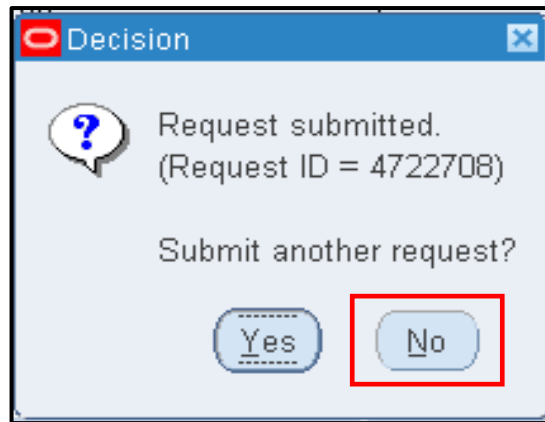
Print to:

Options... Delivery Opts

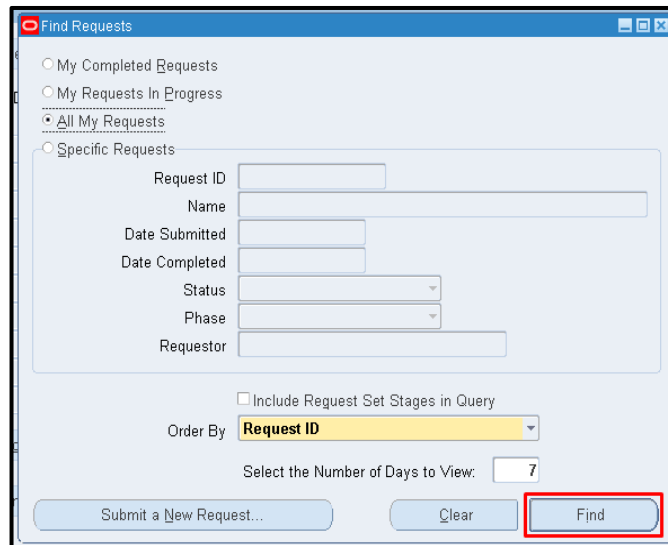
Help (C) Submit Cancel

Step 8. You will be redirected back to the **Submit Request** window.

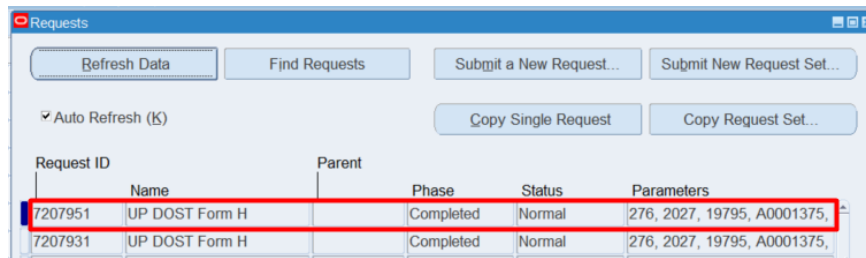
Click the **Submit** button.



Step 9. On the decision to submit another request, click **No**.



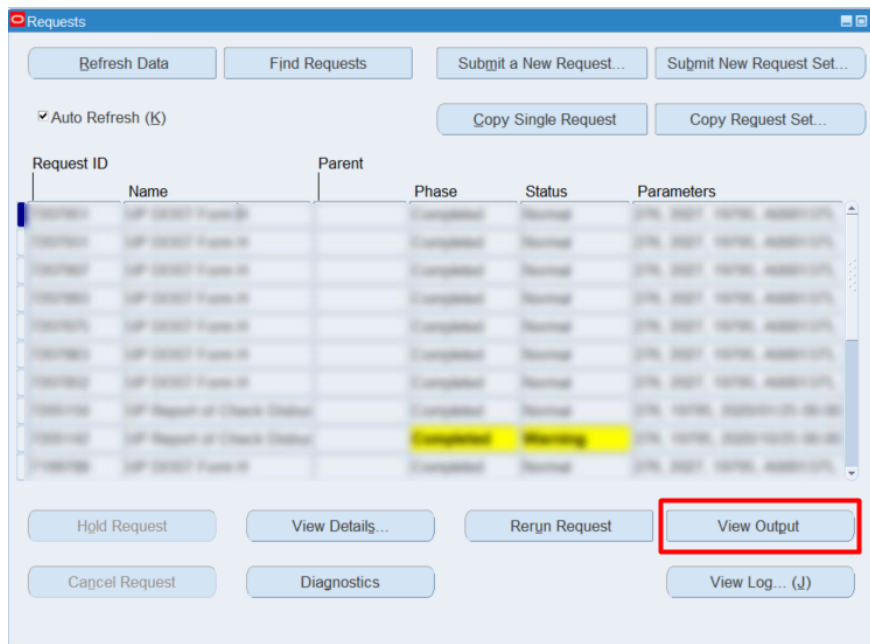
Step 10. On the **Find Requests** window, click **Find**.



Step 11. The **Requests** window will appear.

Click **Refresh Data** until the **Phase** becomes **Completed** and **Status, Normal**.

Then, click **View Output**.



Expected Result:

UP DOST FORM H
ANNUAL FINANCIAL REPORT
As of December 31, 2019

Title: [Redacted]				(2) Project Leader/Sex: /				Source of Fund: /			
(3) Period Covered January 1, 2018 to December 31, 2019				(4) Date when fund for quarter was received by implementing Agency				(5) Implementing Agency			
(6) Particulars	(7) Total Approved Budget for the year	(8) Releases 1+ Year of Implementation			(9) Disbursements 1+ Year of Implementation			(12) Accounts Payable To Date	Total Expenditure To Date	Unreleased Budget To Date	Unexpended Budget To Date
		Total Previous Quarter	Total This Quarter	Total To Date	Total Previous Quarter	Total This Quarter	Total To Date				
I. Personal Services											
A. Direct Cost											
Honoraria											
B. Indirect Cost											
Sub-Total											
II. Maintenance and Other Operating Expenses											
A. Direct Cost											
Scholarship Grants/Expenses											
Transportation and Delivery Expenses											
Fuel, Oil and Lubricants Expenses											
Traveling Expenses - Foreign											
Office Supplies Expenses											
Traveling Expenses - Local											
Representation Expenses											
Rent/Lease Expenses											
Semi-Expendable Furniture, Fixtures and Books Expenses											
Printing and Publication Expenses											
Subscription Expenses											
Postage and Courier Services											
Other General Services											
B. Indirect Cost											
UP PGH											
UP Baguio											
Others											
Photocopying expenses											
Unspecified											
Sub-Total											
TOTAL											

DISCLAIMER: The screenshots in this document are for illustration purposes only and are not the same as the final user interface.