



# University of the Philippines



# FMIS

---

**Financial Management Information System  
User Manual**



# **GENERATION OF UP REPORT OF CHECK DISBURSEMENTS JOURNAL**



# **FMIS User Manual**

## *General Ledger*

Author:	Kimberly Micah L. Magtibay
Creation Date:	07 December 2018
Last Updated:	26 November 2021
Document Ref:	FMIS User Manual – Generation of UP Report of Check Disbursements Journal
Version:	2.0

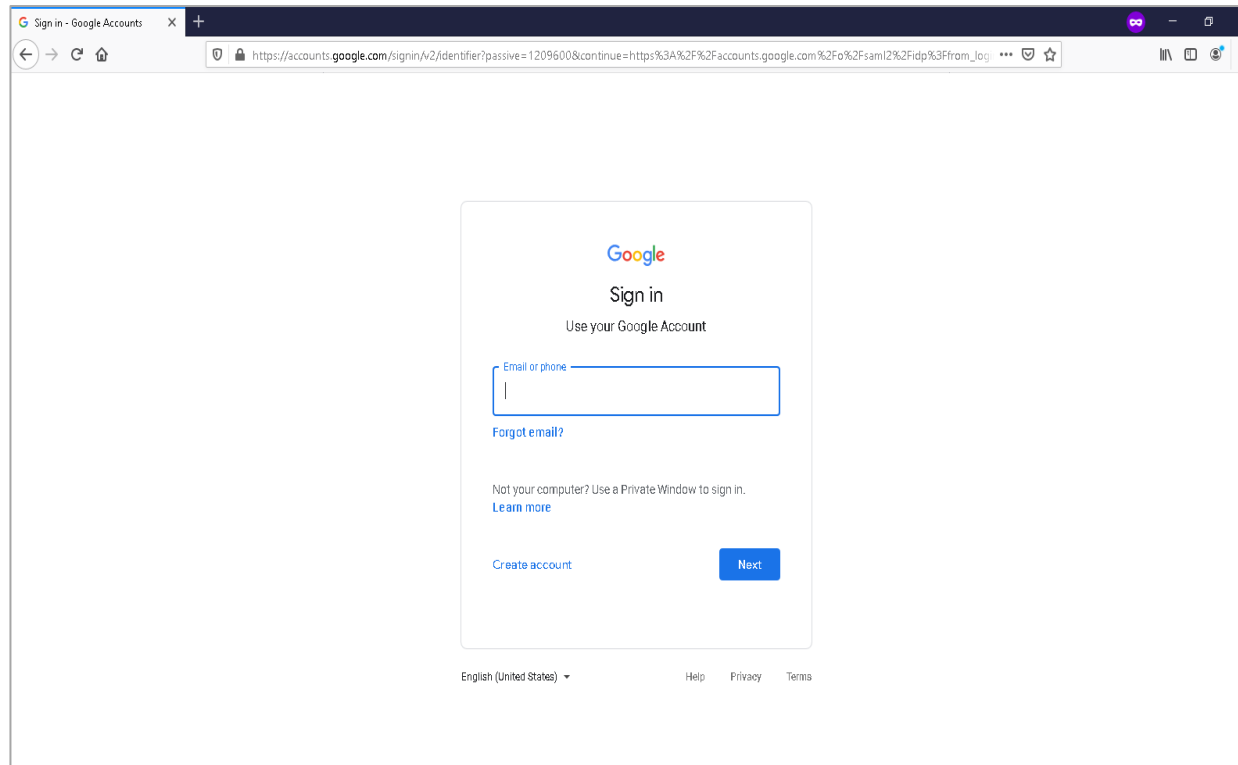
## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference
07 December 2018	Kezia C. Mercado	1.0	Initial version
26 November 2021	Kimberly Micah L. Magtibay	2.0	Added parameter descriptions and updated Description table as well as screenshots and document details

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Generation of UP Report on Check Disbursements Journal
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	General Ledger Module
<b>Responsibility</b>	General Ledger Accountant
<b>Purpose</b>	This report is used to record disbursements through checks made by disbursing officers as well as show the associated journals
<b>Data Requirement</b>	Bank account name, posted payment
<b>Dependencies</b>	<ul style="list-style-type: none"> <li>• Payments must be posted</li> </ul>
<b>Scenario</b>	Accountant will generate the report monthly with entries matching Reports of Checks Issued (RCI) report



**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

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

University of the Philippines

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

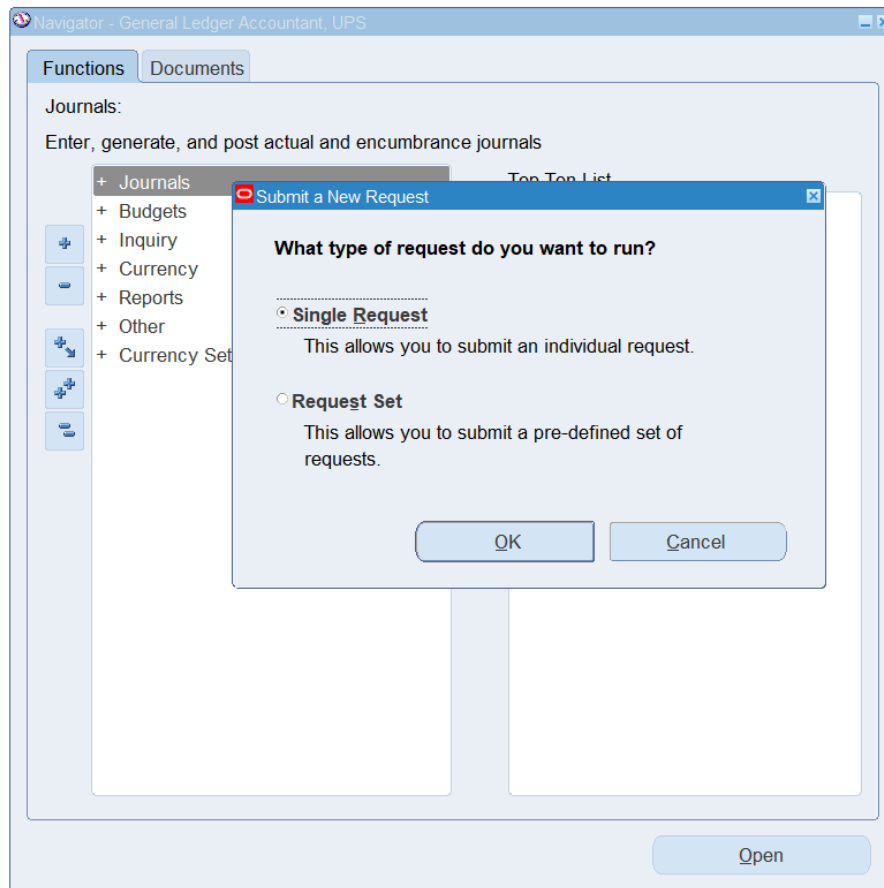
From	Type	Subject	Sent
There are no notifications in this view.			

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

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

Navigate to *Other > Requests*.

Then, click *Run*.



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



The screenshot shows a 'Submit Request' dialog box with the following fields and buttons:

- Name:** UP Report of Check Disbursements Journal (highlighted with a red rectangle)
- Operating Unit:** (empty)
- Parameters:** (empty, highlighted with a red rectangle)
- Language:** American English
- Buttons:** Copy..., Language Settings..., Debug Options

**Step 5.** On the **Name** field, click the **ellipsis (...)** to search for the **UP Report of Check Disbursements Journal**.

**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
Start Date	Date to mark start of Payment time range	<ul style="list-style-type: none"> <li>Required Field</li> <li>Must be selected from the list of values</li> </ul>
End Date	Date to mark end of Payment time range	<ul style="list-style-type: none"> <li>Required</li> <li>Timestamp</li> </ul>
Bank Account Name	Name of the payment source bank account	<ul style="list-style-type: none"> <li>Required</li> <li>Timestamp</li> </ul>
Certified Correct	Signatory, Chief Accountant	<ul style="list-style-type: none"> <li>Not required</li> <li>Must be selected from the list of values</li> </ul>

**Note:** You may refer to the Parameter table for the field descriptions.

**Submit Request**

Run this Request...

Copy...

Name: UP Report of Check Disbursements Journal

Operating Unit:

Parameters: 01-OCT-2021:31-OCT-2021:UPS COE CURRENT ACCOUNT:

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files ☐ Byrst Output

Layout: UP Report of Check Disbursement Journal

Options...

Notify:

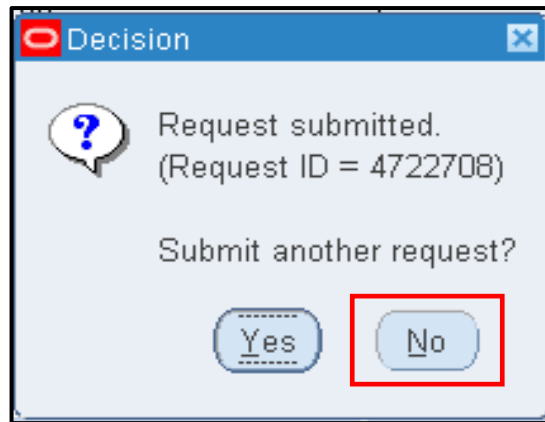
Print to: noprint

Delivery Opts

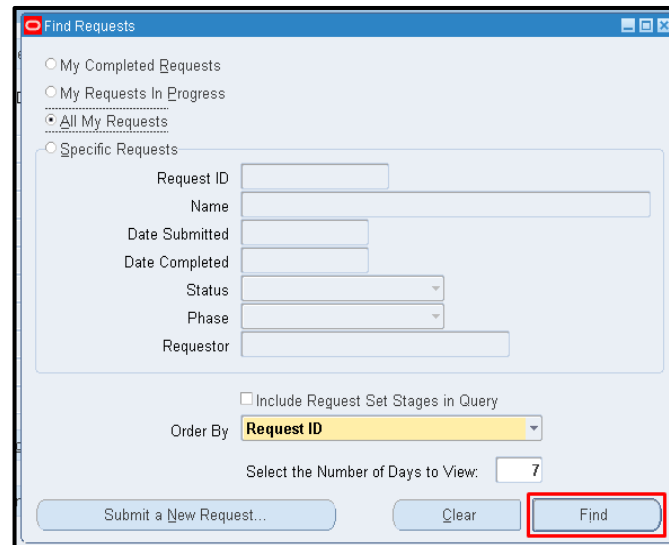
Help (C) Submit Cancel

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

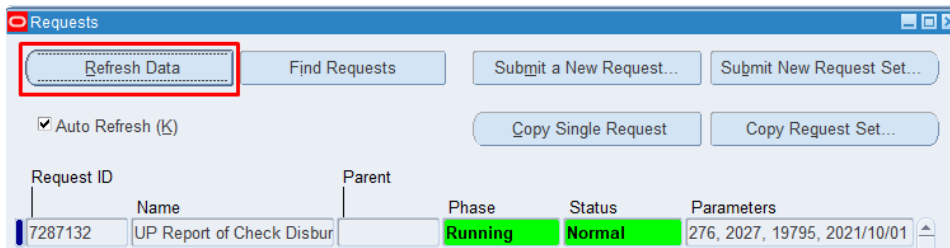
Click the **Submit** button.



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

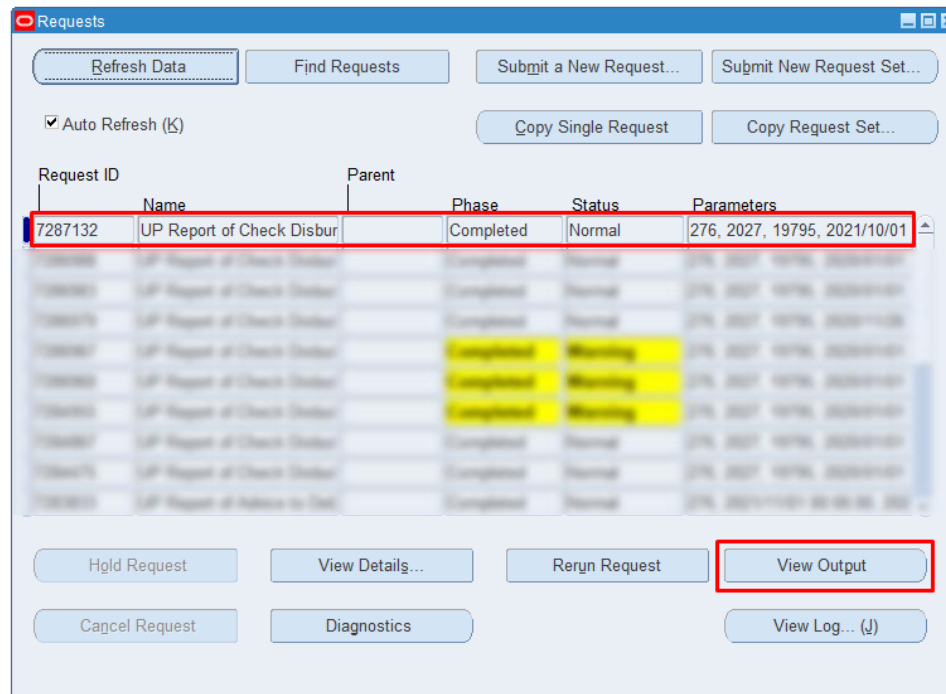


**Step 10.** On the **Find Requests** window, click **Find**.




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

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



Then, click **View Output**.

**Expected Result:**



**UNIVERSITY OF THE PHILIPPINES**  
**SYSTEM**  
 Diliman, Quezon City, Metro Manila, NCR  
 TIN: 000-384-008-00000

**Check Disbursements Journal**  
 Period: January 01, 2020 to January 15, 2020

Entity Name: UP SYSTEM Accounting Office

Bank Account: [REDACTED]

Fund Cluster: 01 General Fund

Sheet No.: \_\_\_\_\_

DATE	JEV No.	DV No.	Serial No. of Checks	Name of Disbursing Officer	CREDIT Sundry			DEBIT Sundry		
					UAC 8 Object Code	P	Amount	UAC 8 Object Code	P	Amount
6-Jan-20	01-2020-01-100000	0010-10-100000	000001	Talavera, Jennifer	1010000000	01	5,000.00	2010000000	01	5,000.00
6-Jan-20	01-2020-01-100001	0010-10-100000	000002	Talavera, Jennifer	1010000000	01	5,000.00	2010000000	01	5,000.00
6-Jan-20	01-2020-01-100002	0010-10-100000	000003	Talavera, Jennifer	1010000000	01	5,175.00	2010000000	01	5,175.00
6-Jan-20	01-2020-01-100003	0010-10-100000	000004	Talavera, Jennifer	1010000000	01	5,075.00	2010000000	01	5,075.00
6-Jan-20	01-2020-01-100004	0010-10-100000	000005	Talavera, Jennifer	1010000000	01	5,175.00	2010000000	01	5,175.00
6-Jan-20	01-2020-01-100005	0010-10-100000	000006	Talavera, Jennifer	1010000000	01	5,101.00	2010000000	01	5,101.00
6-Jan-20	01-2020-01-100006	0010-10-100000	000007	Talavera, Jennifer	1010000000	01	5,027.00	2010000000	01	5,027.00
6-Jan-20	01-2020-01-100007	0010-10-100000	000008	Talavera, Jennifer	1010000000	01	5,000.00	2010000000	01	5,000.00
6-Jan-20	01-2020-01-100008	0010-10-100000	000009	Talavera, Jennifer	1010000000	01	15,000.00	2010000000	01	15,000.00
6-Jan-20	01-2020-01-100009	0010-10-100000	000010	Talavera, Jennifer	1010000000	01	207,000.00	2010000000	01	207,000.00
6-Jan-20	01-2020-01-100010	0010-10-100000	000011	Talavera, Jennifer	1010000000	01	989,001.12	2010000000	01	989,001.12
6-Jan-20	01-2020-01-100011	0010-10-100000	000012	Talavera, Jennifer	1010000000	01	20,000.00	2010000000	01	20,000.00
6-Jan-20	01-2020-01-100012	0010-10-100000	000013	Talavera, Jennifer	1010000000	01	20,007.00	2010000000	01	20,007.00
6-Jan-20	01-2020-01-100013	0010-10-100000	000014	Talavera, Jennifer	1010000000	01	49,077.00	2010000000	01	49,077.00

Report generated with UP eBusiness Suite Release 12.1.2 on November 20, 2021 15:42:25

276-10705-7280983

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