



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



GENERATION OF UP AUDITED FINANCIAL REPORT



FMIS User Manual

General Ledger

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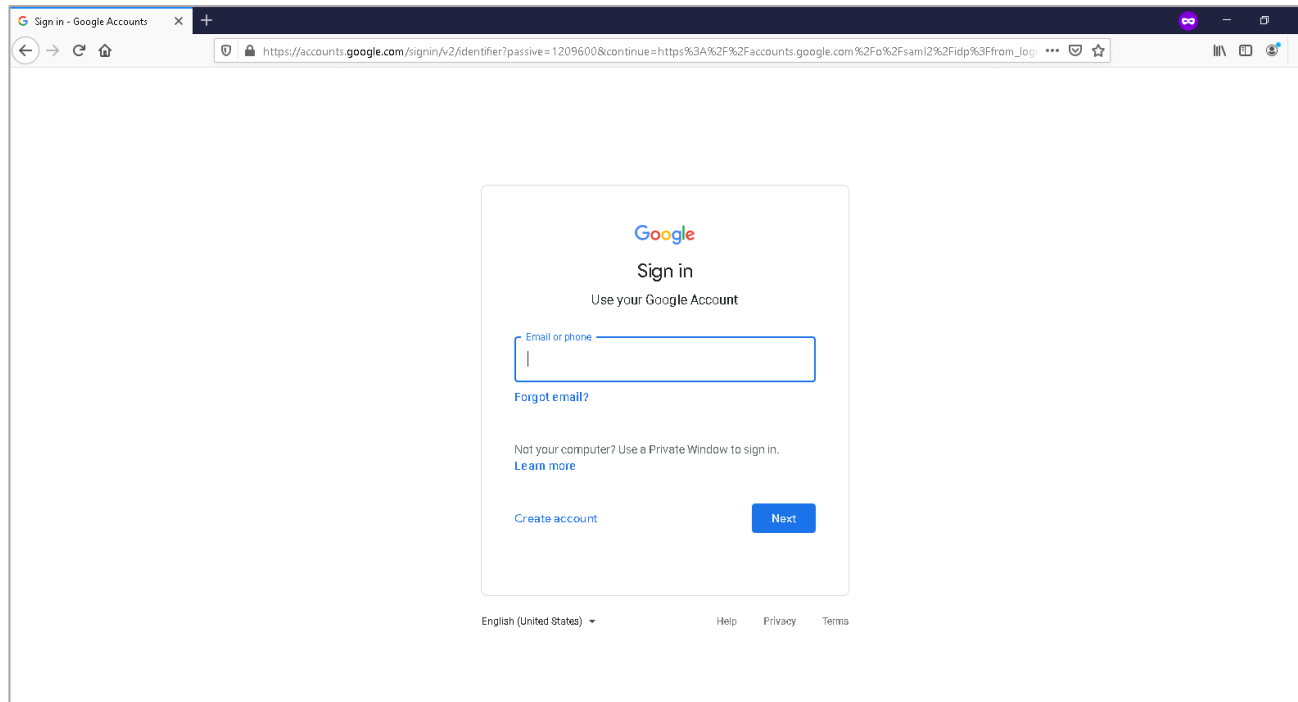
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
01 October 2021	Kimberly Micah L. Magtibay	1.0	Initial version.

2. Description

Manual ID	
Manual Name	Generation of UP Audited Financial Report
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 during a particular period.
Data Requirement	Special Code details, start and end date
Dependencies	<ul style="list-style-type: none"> • Budget Journals and DVs must be posted • Approved Budget column will be manually filled out
Scenario	The fund controller will generate the report to view budget, liquidations, accounts payable, cumulative expenditure and balance to date per project.



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

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

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
 - Currency Setups

Worklist

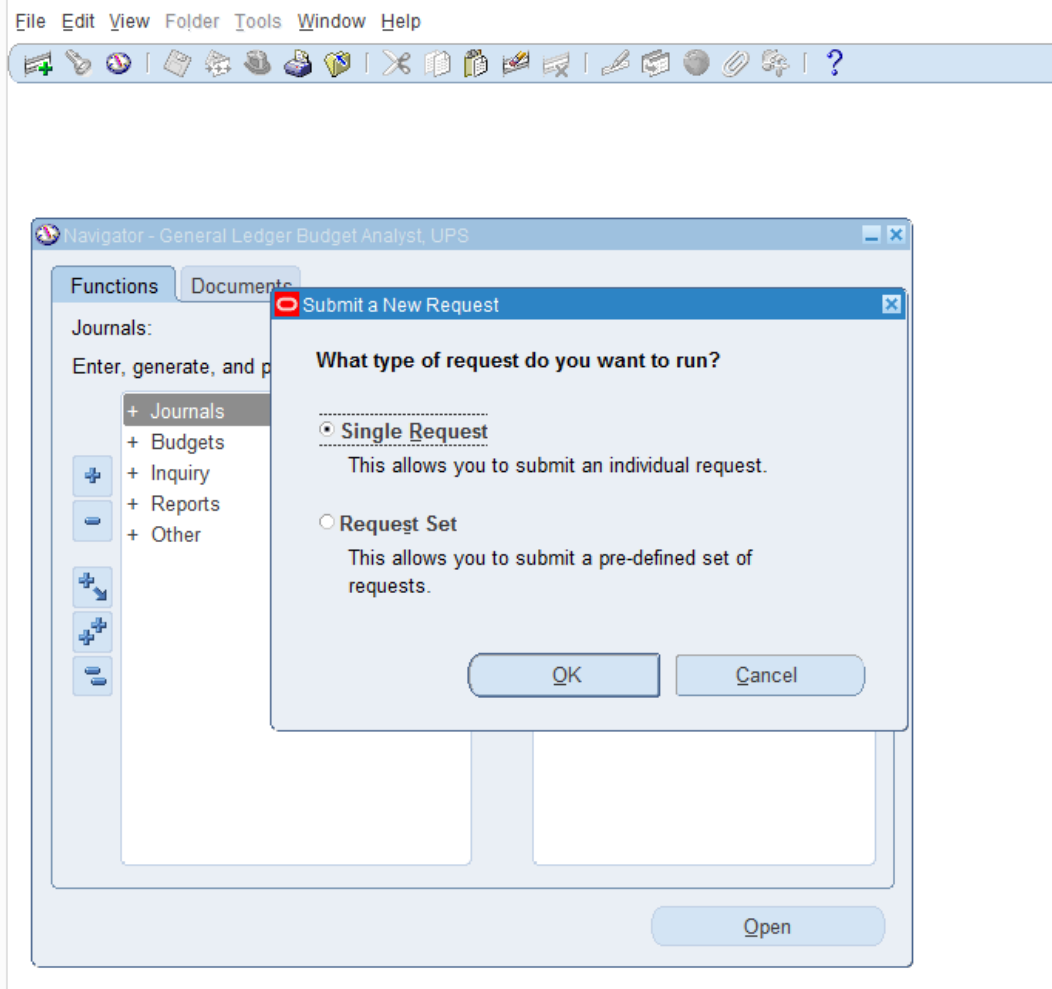
Full List

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

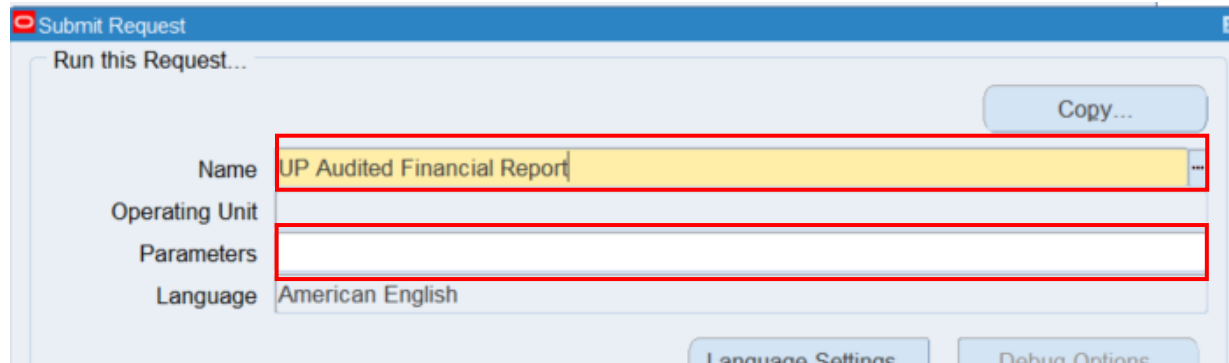
☒ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

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

Go to *Other* and then click *Requests*.



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



Submit Request

Run this Request...

Copy...

Name UP Audited Financial Report

Operating Unit

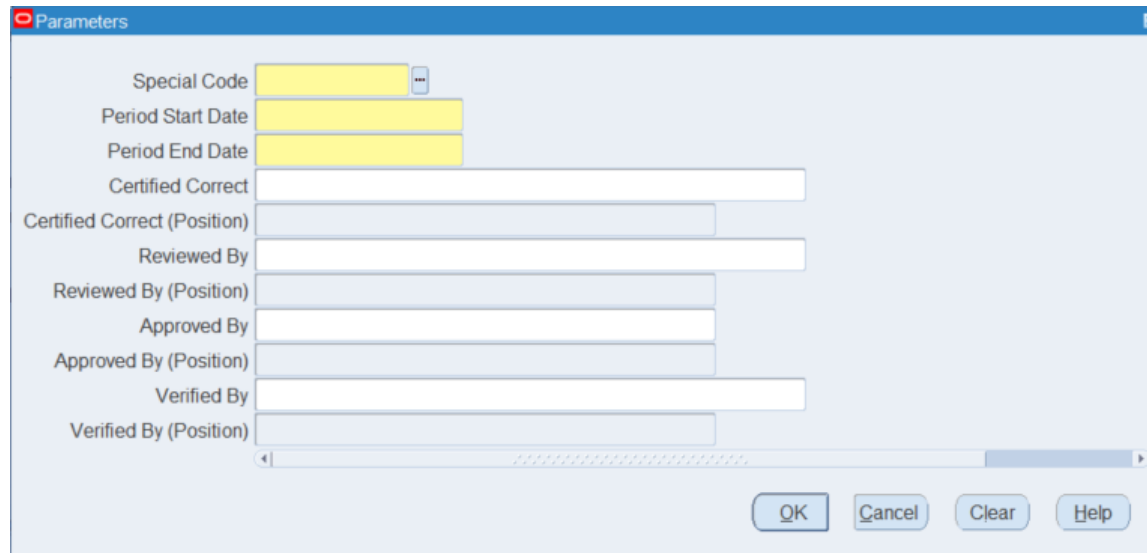
Parameters

Language American English

Language Settings Debug Options

Step 5. On the **Name** field, click the **ellipsis (...)** to search for the **UP Statement of Disbursements and Outstanding Obligations**.

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



Parameters

Special Code

Period Start Date

Period End Date

Certified Correct

Certified Correct (Position)

Reviewed By

Reviewed By (Position)

Approved By

Approved By (Position)

Verified By

Verified By (Position)

OK Cancel Clear Help

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

Field Name	Description	Remarks
Special Code	Special code for the project	<ul style="list-style-type: none"> Required Field Must be selected from the list of values
Period Start Date	Start of the project's date range that will be displayed in the report	<ul style="list-style-type: none"> Required Must be selected from the list of values The transactions with creation date within the range will be included in the report.
Period End Date	End of the project's date range that will be displayed in the report	<ul style="list-style-type: none"> Required Must be selected from the list of values The transactions with creation date within the range will be included in the report.
Certified Correct	Signatory	<ul style="list-style-type: none"> Not required Must be selected from the list of values
Certified Correct (Position)	Designation of the officer (Certified Correct)	<ul style="list-style-type: none"> Not required Must be selected from the list of values
Reviewed By	Signatory	<ul style="list-style-type: none"> Not required Must be selected from the list of values
Reviewed By (Position)	Designation of the officer (Reviewed By)	<ul style="list-style-type: none"> Not required Must be selected from the list of values
Approved By	Signatory	<ul style="list-style-type: none"> Not required Must be selected from the list of values
Approved By (Position)	Designation of the officer (Approved By)	<ul style="list-style-type: none"> Not required Must be selected from the list of values
Verified By	Signatory	<ul style="list-style-type: none"> Not required Must be selected from the list of values
Verified By (Position)	Designation of the officer (Verified By)	<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 Audited Financial Report

Operating Unit:

Parameters: T A

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 Audited Financial Report

Options...

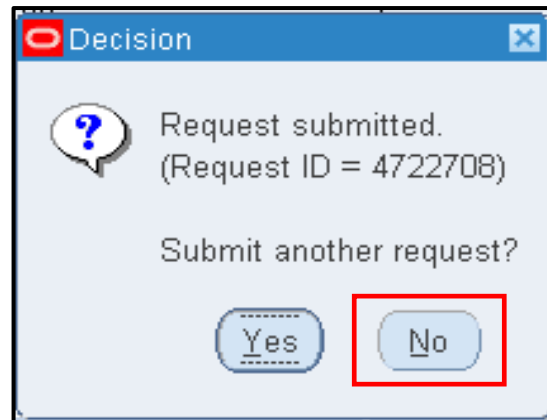
Notify:

Print to:

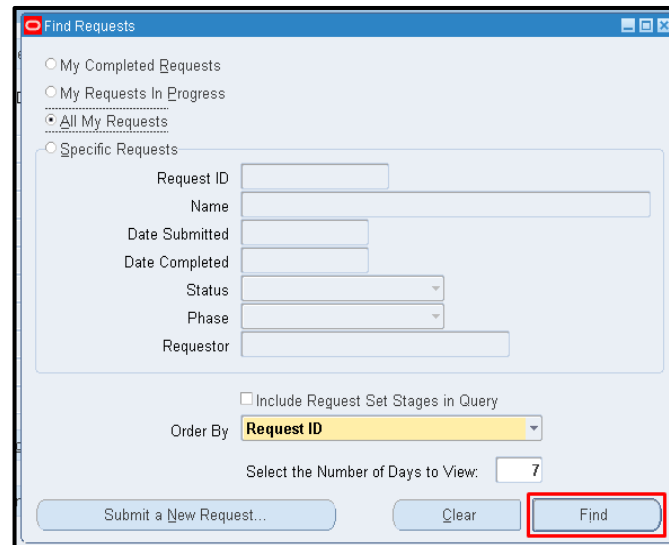
Delivery Opts

Help (C) Submit Cancel

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

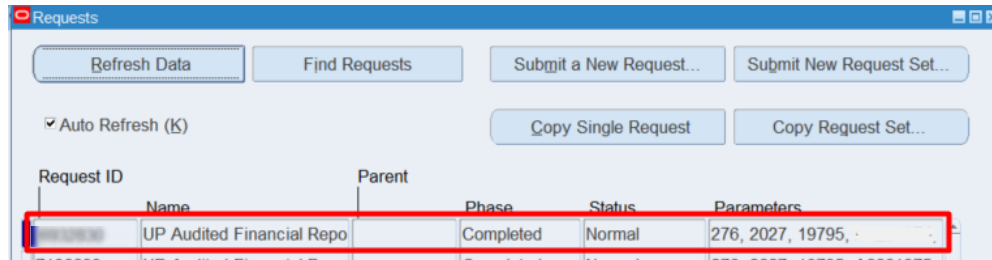


Step 9. On the decision to submit another request, click **No**.



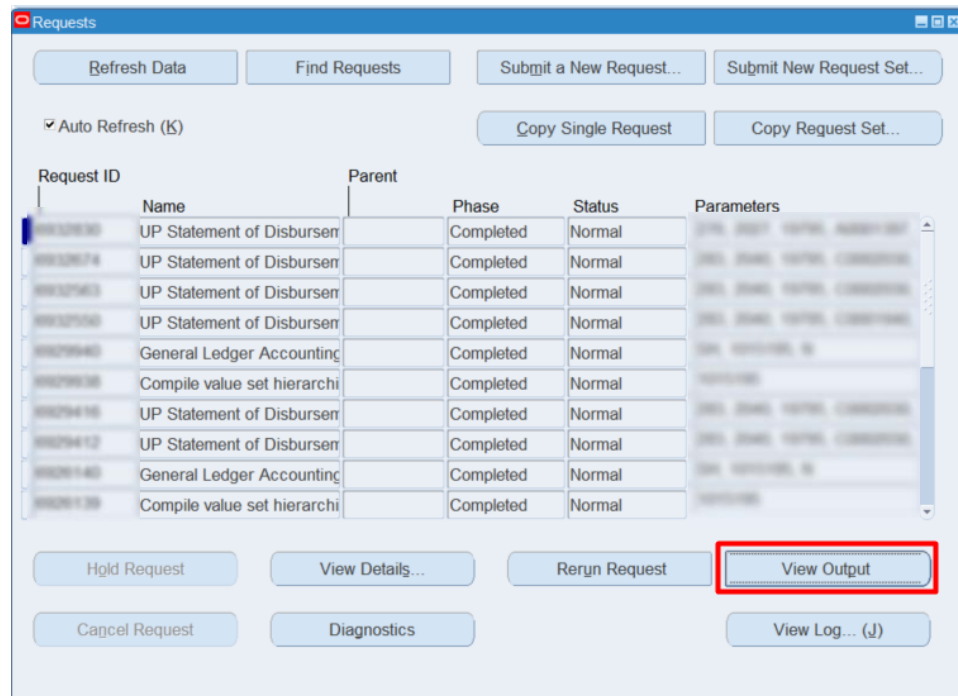
Step 10. On the **Find Requests** window, click **Find**.

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



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

then click **View Output**.



Expected Result:

<p style="text-align: center;">Accounting Office University of the Philippines SYSTEM</p> <p style="text-align: center;">UP 881972M Development of Korean Research Center in UP</p> <p style="text-align: center;">UP AUDITED FINANCIAL REPORT For the Period of January 1, 2019 to December 31, 2020</p>							
<p>Project Title: <i>Development of Korean Research Center in UP</i></p> <p>Fund Code: <i>881972M</i></p> <p>Proponents: <i>UP System</i></p> <p>Lead Agency: <i>UP System</i></p>							
Expense Account	Account Code	Approved Budget	Amount Released	Liquidations	Accounts Payable	Cumulative Expenditure	Balance to Date
I. PERSONAL SERVICES							
Honoraria	50102100		0				
II. MOE							
Traveling Expenses - Local	50201010		0				
Traveling Expenses - Foreign	50201020		0				
Office Supplies Expenses	50203010		0				
Postage and Courier Services	50205010		0				
Other General Services	50212000		0				
Printing and Publication Expenses	50300020		0				
Representation Expenses	50300030		0				
Rent/Lease Expenses	50300050		0				
Other Maintenance and Operating Expenses	50300090		0				
III. CAPITAL OUTLAY							
Information and Communication Technology	10005030		0				
TOTAL			0				
<p>CERTIFIED CORRECT: <i>Maglibay, Ms. Kimberly Micah Lastica</i> Junior ICT Associate</p> <p>REVIEWED & FOUND CORRECT: <i>Maglibay, Ms. Kimberly Micah Lastica</i> Junior ICT Associate</p> <p>NOTED: <i>Project Leader</i></p> <p>APPROVED: <i>Maglibay, Ms. Kimberly Micah Lastica</i> Junior ICT Associate</p> <p>VERIFIED: <i>Maglibay, Ms. Kimberly Micah Lastica</i> Junior ICT Associate</p>							

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