

## University of the Philippines

# **FINALS**

Financial Management Information System User Manual



## GENERATION OF UP AUDITED FINANCIAL REPORT



### **FMIS User Manual** *General Ledger*

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Last Updated:	22 October 2021
Document Ref:	FMIS User Manual – Generation of UP Audited Financial Report
Version:	1.0

#### 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><li>Budget Journals and DVs must be posted</li><li>Approved Budget column will be manually filled out</li></ul>
Scenario	The fund controller will generate the report to view budget, liquidations, accounts payable, cumulative expenditure and balance to date per project.

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→ C <sup>2</sup> <sup>1</sup> / <sub>10</sub>	A https://accounts.google.com/signin/v2/dentifier?passive=1209600&continue=https%3A%2F%2Faccounts.google.com%2Fo%2Fsami2%2Fidp%3Ffrom_log	r IIA 60 €\$ ≡
	Sign in Use your Google Account	
	Nat your computer? Use a Private Window to sign in. Learn more	
	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.** From *UIS Home Page* proceed to *Main Menu* and choose the *General Ledger Accountant* responsibility.

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

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

🔕 Navigator - General Ledg	er Budget Analyst, UPS	<b>—</b> ×	
Functions Documer	o Submit a New Request	×	
Journals: Enter, generate, and p <b>+</b> Journals + Budgets + Inquiry + Reports + Other	<ul> <li>Submit a New Request</li> <li>What type of request do you want to run?</li> <li>Single Request</li> <li>This allows you to submit an individual request.</li> <li>Request Set</li> <li>This allows you to submit a pre-defined set of requests.</li> </ul>		
60 40 K	QK <u>Cancel</u>		
	Qpen		

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)		
	(•)	▶
	QK Clear	Help

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

Field Name	Description	Remarks
Special Code	Special code for the project	<ul><li>Required Field</li><li>Must be selected from the list of values</li></ul>
Period Start Date	Start of the project's date range that will be displayed in the report	<ul> <li>Required</li> <li>Must be selected from the list of values</li> <li>The transactions with creation date within the range will be included in the report.</li> </ul>
Period End Date	End of the project's date range that will be displayed in the report	<ul> <li>Required</li> <li>Must be selected from the list of values</li> <li>The transactions with creation date within the range will be included in the report.</li> </ul>
Certified Correct	Signatory	<ul><li>Not required</li><li>Must be selected from the list of values</li></ul>
Certified Correct (Position)	Designation of the officer (Certified Correct)	<ul><li>Not required</li><li>Must be selected from the list of values</li></ul>
Reviewed By	Signatory	<ul><li>Not required</li><li>Must be selected from the list of values</li></ul>
Reviewed By (Position)	Designation of the officer (Reviewed By)	<ul> <li>Not required</li> <li>Must be selected from the list of values</li> </ul>
Approved By	Signatory	<ul><li>Not required</li><li>Must be selected from the list of values</li></ul>
Approved By (Position)	Designation of the officer (Approved By)	<ul> <li>Not required</li> <li>Must be selected from the list of values</li> </ul>
Verified By	Signatory	<ul> <li>Not required</li> <li>Must be selected from the list of values</li> </ul>
Verified By (Position)	Designation of the officer (Verified By)	<ul> <li>Not required</li> <li>Must be selected from the list of values</li> </ul>

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

Submit Request		8
Run this Request		
		Copy
Name	UP Audited Financial Report	
Operating Unit		
Parameters	and the second sec	TA
Language	American English	
	Language Settings Debug	Options
At these Times		
Run the Job	As Soon As Possible Sc	hedule
Upon Completion		
	Save all Output Files	
Layout	UP Audited Financial Report	ptions
Notify		
Print to	Deli	very Opts
Help (C)	Submit	Cancel

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

ODecis	ion 🗵
?	Request submitted. (Request ID = 4722708)
	Submit another request?
,	Yes No

Find Requests	
My Completed <u>R</u> equests My Requests In <u>P</u> rogress ● <u>All My Requests</u> Specific Requests	
Request ID	
Name	
Date Submitted	
Date Completed	
Status	
Phase	
Requestor	
Order By	Include Reguest Set Stages in Query Request ID Select the Number of Days to View: 7
Submit a <u>N</u> ew Reque	est <u>C</u> lear Find

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

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

Requests						
Refresh D	Data Find F	Requests	Submit a	New Request	Submit New Request Set.	
Auto Refresh	(区)		Copy S	ingle Request	Copy Reguest Set	
Request ID		Parent				
Na	ime	P	hase	Status	Parameters	
UP	Audited Financial Repo	Co	ompleted	Normal	276, 2027, 19795,	È.
7400000 110	Audited Einensiel Dens	0.	and the stand	Mannal	070 0007 40705 40004075	

Step 11.	The	Requests	window
will appea	ar.		

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

then click View Output.

Auto Ref	resh ( <u>K</u> )		Сор	y Single Request	Copy Reguest Set
Request ID		Parent			
	Name	PI	ase	Status	Parameters
0121030	UP Statement of Disburser	Co	mpleted	Normal	278, 2027, 1578, AMBUSH
832674	UP Statement of Disbursen	Co	mpleted	Normal	(40. Jun; 1979), CONDICK
832563	UP Statement of Disbursen	Co	mpleted	Normal	(10) Juni, 1970), CONSTRUCT
832550	UP Statement of Disbursen	Co	mpleted	Normal	(HI. MAR. 1979). CONTINUE
029940	General Ledger Accounting	Co	mpleted	Normal	(Sec. 1011)-101. 0
809958	Compile value set hierarchi	Co	mpleted	Normal	101010-000
129416	UP Statement of Disbursen	Co	mpleted	Normal	jan men verse, compress
829412	UP Statement of Disbursen	Co	mpleted	Normal	(sea Jose) vorte, compro-
829140	General Ledger Accounting	Co	mpleted	Normal	(Sec. Harrison), M.
021130	Compile value set hierarchi	Co	mpleted	Normal	(sectore)
Hold	Request Vie	w Details		Rerun Request	View Output
ngia	Thequest Vie	W Dotalig		Kor <u>u</u> n Koquost	View Output

#### **Expected Result:**

Accounting Office University of the Philippines \$Y\$TEM

UP 3 961972M Development of Korean Research Center In UP

UP AUDITED FINANCIAL REPORT For the Period of January 1, 2019 to December 31, 2020

Prolect T tie Fund Code Proponents Lead Agency

Expense Account	Account Code	Approved Budget	Amount Released	Liquid at ions	Accounts Payable	Cumulative Expenditure	Balance to Date
I. PERSONAL SERVICES Honoraria	50102100		0	10.00.0		10000	10000
IL MOE Traveling Expenses - Local Traveling Expenses - Foreign Office Supples Expenses Postage and Courter Services Other General Services Printing and Publication Expenses Representation Expenses Reinfulase Expenses Other Maintenance and Operating Expenses	60201010 60201020 60205010 60205010 602020 60209020 60209030 60209050 80209050 80209050		0 0 0 0 0 0 0 0 0 0 0 0	11111111111		111111	1111111
III. CAPITAL OUTLAY Information and Communication Technology	10005030		o				
TOTAL			0	1.00.75.55		100.70.8	12078.3

CERTIFIED CORRECT:	REVEWED & FOUND CORRECT:	NOTED:	APPROVE D:	VERIFIED:
Magtibay, Ms. Kimberly Micah Lastica	Maglibay, Ms. Kimberly Micah Lastica	Project Leader	Maglibay, Ms. Kimberly Micah Lastica	Magtibay, Ms. Kimberly Micah Lastica
Junior ICT Associate	Junior ICT Associate		Junior ICT Associate	Junior ICT Associate

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Generation of UP Statement of Audited Financial Report File Ref: ITDC – FMIS – UM – UP Statement of Audited Financial Report – 10012021 – ver. 1.0

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