




# University of the Philippines



# FMIS

---

**Financial Management Information System  
User Manual**



# **GENERATION OF JOURNAL ENTRY VOUCHER (GL)**

# **FMIS User Manual**

## *General Ledger*

Author:	Kimberly Micah L. Magtibay
Creation Date:	15 October 2018
Last Updated:	22 October 2021
Document Ref:	FMIS User Manual – Generation of Journal Entry Voucher (GL)
Version:	2.0

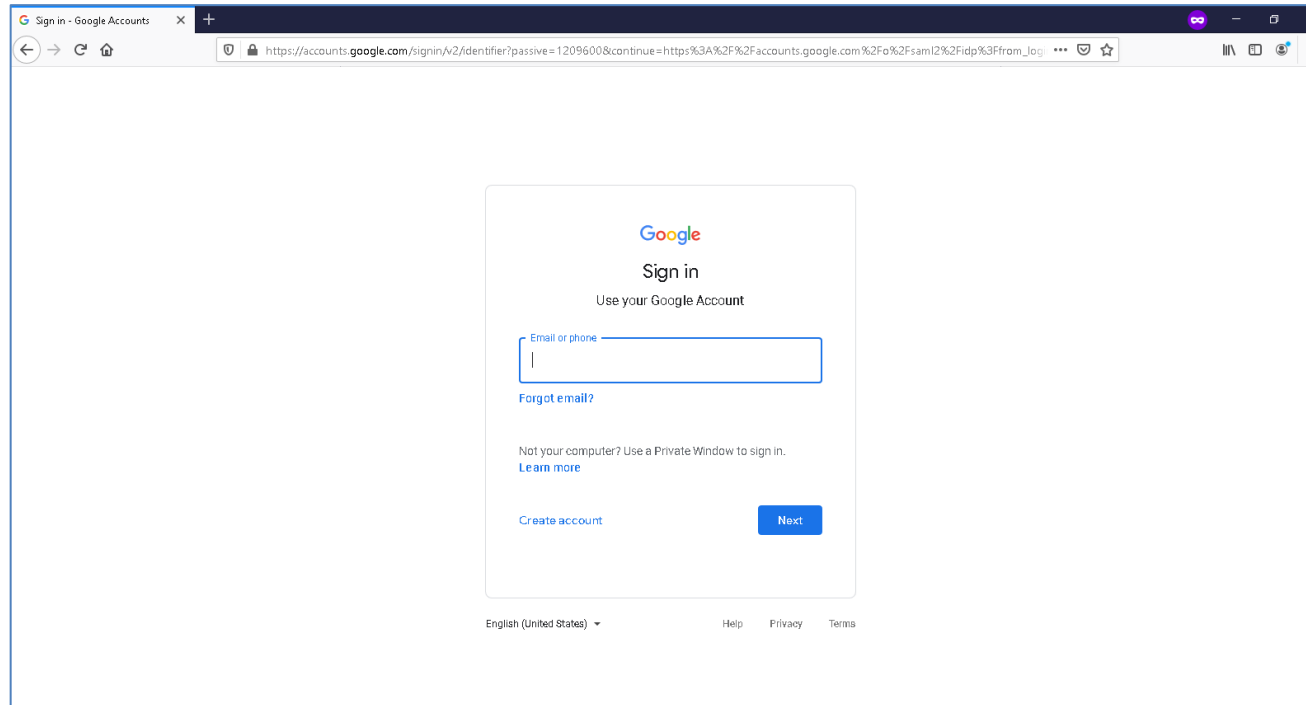
## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
15 October 2018	Kezia Maricar C. Mercado	1.0	Initial
21 October 2021	Kimberly Micah L. Magtibay	2.0	Added parameter descriptions and updated screenshots

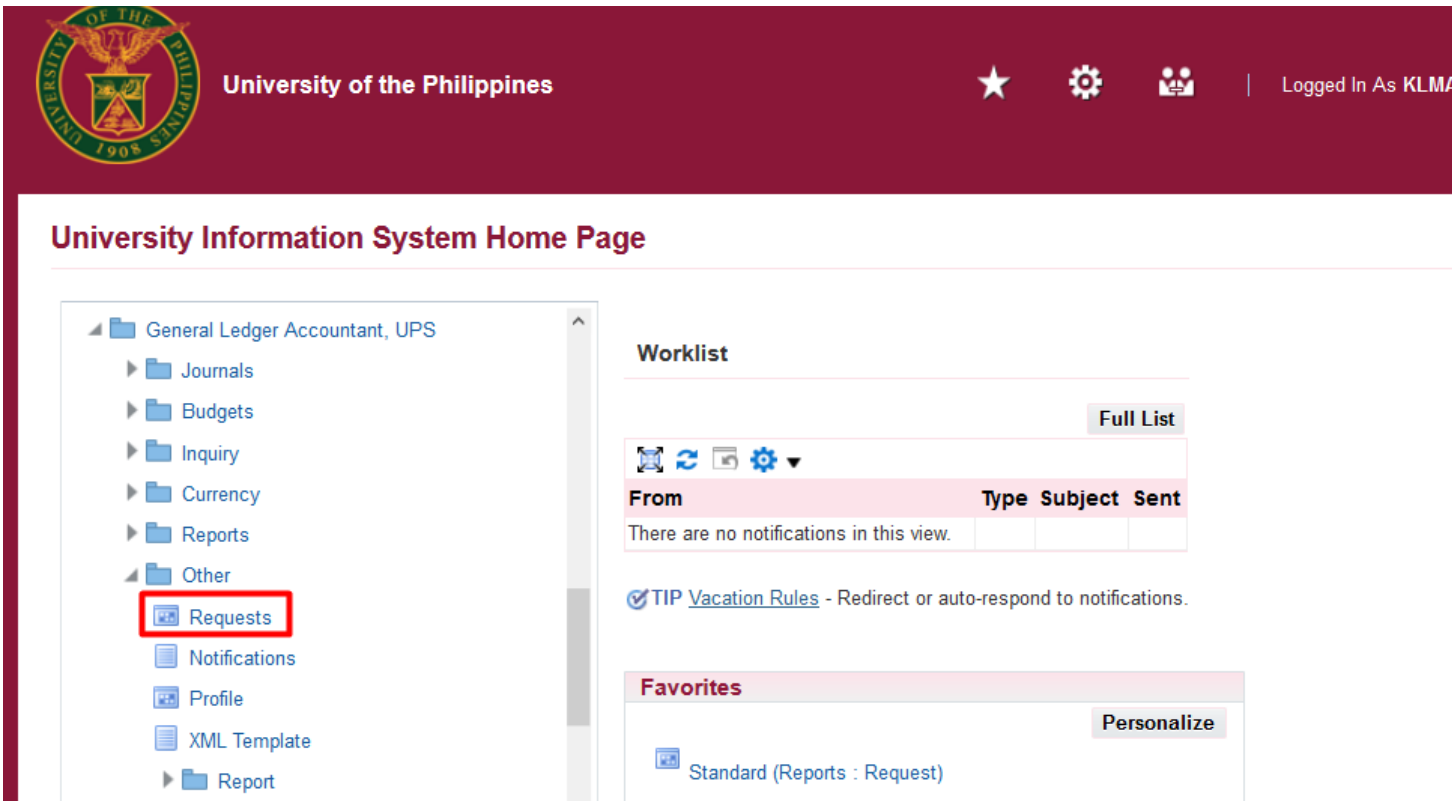
## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Generation of Journal Entry Voucher (GL)
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	General Ledger Module
<b>Responsibility</b>	General Ledger Accountant
<b>Purpose</b>	To generate a voucher for a specific journal
<b>Data Requirement</b>	Journal name of the transaction
<b>Dependencies</b>	The Journal Entry transaction must be on Posted status
<b>Scenario</b>	The staff will generate a journal entry voucher as needed.



**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

Logged In As KLMA

### University Information System Home Page

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

#### Worklist

Full List

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

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

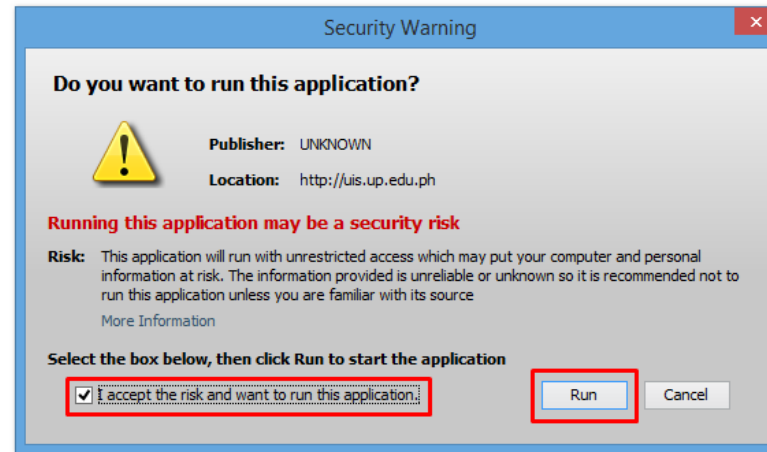
#### Favorites

Personalize

- Standard (Reports : Request)

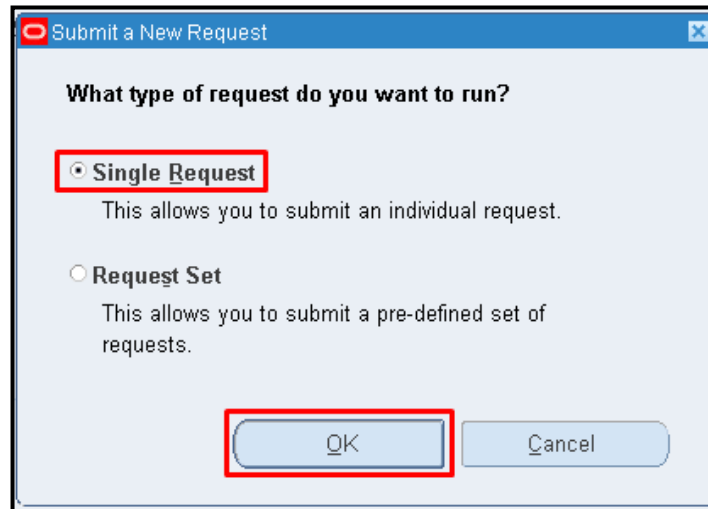
**Step 3.** From *UIS Home Page* proceed to *Main Menu* and choose the *General Ledger Accountant* responsibility.

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



**Step 4.** Java application will launch with **Security Warning**, Tick the checkbox and click **Run**





**Step 5. Submit a New Request** page will appear. Click **Single Request** then click **OK**

**Submit Request**

Run this Request...

Name **UP Journal Entry Voucher** Copy...

Operating Unit

Parameters

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 Journal Entry Voucher Options...

Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

**Step 6.** On the **Name** field, click the **ellipses (...)** to search for the **UP Journal Entry Voucher** or

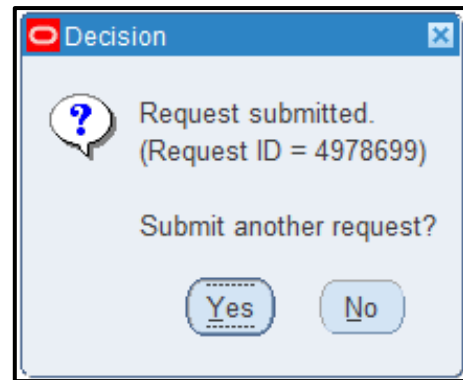
You may type **UP%Journal%** then press the **Tab** button in the keyboard.

**Step 9.** The **Parameter** window will appear

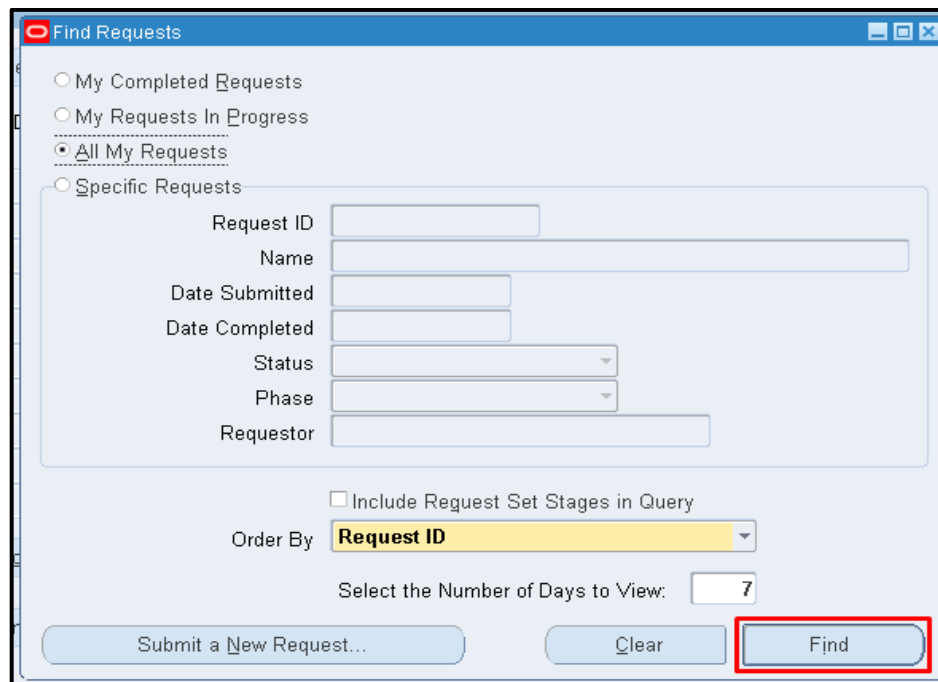
Fill out the necessary details then click **OK**

You will be redirected back to the **Submit Request** window, click **Submit**

Field Name	Description	Remarks
Journal ID	System generated Journal Entry ID	<ul style="list-style-type: none"> <li>Required Field</li> <li>Must be selected from the list of values</li> <li>Use <b>Journal name</b> to search for the Journal ID</li> </ul> <p><b>Note:</b> See appendix for detailed steps</p>
Preparer	Signatory: name of officer preparing the JEV form	<ul style="list-style-type: none"> <li>Not required</li> <li>Must be selected from the list of values</li> </ul>
Preparer Position	Designation of officer preparing the JEV form	<ul style="list-style-type: none"> <li>Must be selected from the list of values</li> </ul>
Certified Correct	Signatory: name of officer certifying the content in the JEV form is correct	<ul style="list-style-type: none"> <li>Not required</li> <li>Must be selected from the list of values</li> </ul>
Certified Correct Position	Designation of officer (Certified Correct)	<ul style="list-style-type: none"> <li>Not required</li> <li>Must be selected from the list of values</li> </ul>



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



**Step 10.** On **Find Requests**, click **Find** to view the status of the request.

**Requests**

Refresh Data Find Requests Submit a New Request... Submit New Request Set...

☒ Auto Refresh (K) Copy Single Request Copy Request Set...

Request ID	Name	Parent	Phase	Status	Parameters
4978699	UP Journal Entry Voucher		Completed	Normal	, 276, 2027, 19834, , , , ,
4978670	UP Journal Entry Voucher		Completed	Normal	, 276, 2027, 19834, , , , ,
4971738	UP RDA Bank File		Completed	Normal	283, 2017/02/02 00:00:00, 191
4971736	UP RDA Bank File		Completed	Normal	283, 2017/02/02 00:00:00, 191
4971734	UP RDA Bank File		Completed	Normal	283, 2017/02/02 00:00:00, 191
4971733	UP RDA Bank File		Completed	Normal	283, 2017/02/02 00:00:00, 191
4971728	UP RDA Bank File		Completed	Normal	283, 2017/02/02 00:00:00, 191
4971726	UP RDA Bank File		Completed	Normal	283, 2017/02/02 00:00:00, 191
4971725	UP RDA Bank File		Completed	Normal	283, 2017/02/02 00:00:00, 191
4971723	UP RDA Bank File		Completed	Normal	283, 2017/02/02 00:00:00, 191

Hold Request View Details... Rerun Request View Output









Cancel Request Diagnostics View Log... (J)

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

Click **Refresh Data** on the upper left side of the window until the **Phase** becomes **Completed** and **Status, Normal**

then click **View Output**.

**Expected Result:**

	<b>Journal Entry Voucher</b> <b>UNIVERSITY OF THE PHILIPPINES</b> <b>SYSTEM</b> Diliman, Quezon City, Metro Manila, NCR		<b>JEV No.:</b> 05-2015-10 	
	<b>TIN:</b>  <b>Fund Cluster:</b> 05 Internally Generated Funds		<b>Date:</b> October 19, 2015	
<b>Responsibility Center</b>	<b>ACCOUNTING ENTRIES</b>			
	Accounts and Explanation	UACS Object Code	P	Amount (PHP) Debit      Credit
Unspecified	Accounts Payable (Unspecified) Journal Import Created	2010101000	√	
Unspecified	Cash in Bank - Local Currency, Banko Sentral ng Pilipinas ([Do not use] Cash Clearance) Journal Import Created	10102010 Invalid GL2	√	
Payment Created , Payment Number  , Payment Date: 19-OCT-15 , Bank Name: PRIOR YEARS FUND , Payment Currency Code PHP				
<b>TOTAL</b>				
Prepared by: 		Certified Correct: 		

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

## APPENDIX

### Selecting Journal ID

Journals (UP System) - Adjustment Journal Test 20-OCT-2021 17:09:38

Journal	Adjustment Journal Test		
Description	Test - Journal Description		
Ledger	UP System	Category	Adjustment
Period	DEC-20	Effective Date	01-DEC-2020
Balance Type	Actual	Document Number	178064
Clearing Company		Tax	Not Required
		Control Total	

Conversion: Currency: PHP, Date: 01-DEC-2020, Type: User, Rate: 1

Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed

Buttons: Reverse

Lines | Other Information

Take note of or copy your journal name from your journal entry.

Parameters

Journal ID [Three dots button]

Preparer

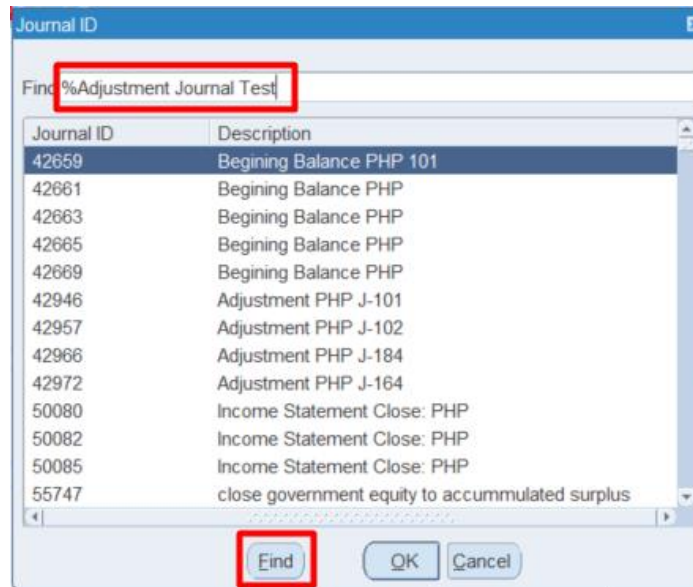
Preparer Position

Certified Correct

Certified Correct Position

OK Cancel Clear Help

In the Journal ID parameter, click the three dots button to display list of values.



Type in or paste the **Journal Name**.

Click **Find**.

Journal ID: 1788506 Adjustment Journal Test

Preparer: \_\_\_\_\_

Preparer Position: \_\_\_\_\_

Certified Correct: \_\_\_\_\_

Certified Correct Position: \_\_\_\_\_

OK Cancel Clear Help

The Journal ID will then be automatically selected upon searching for your journal name.

**Tip:** For manual journals, use unique names to avoid misusing the wrong journal ID.