University of the Philippines

FMIS

Financial Management Information System
User Manual

GENERATION OF
JOURNAL ENTRY VOUCHER
(PAYABLES)

FMIS User Manual
Payables

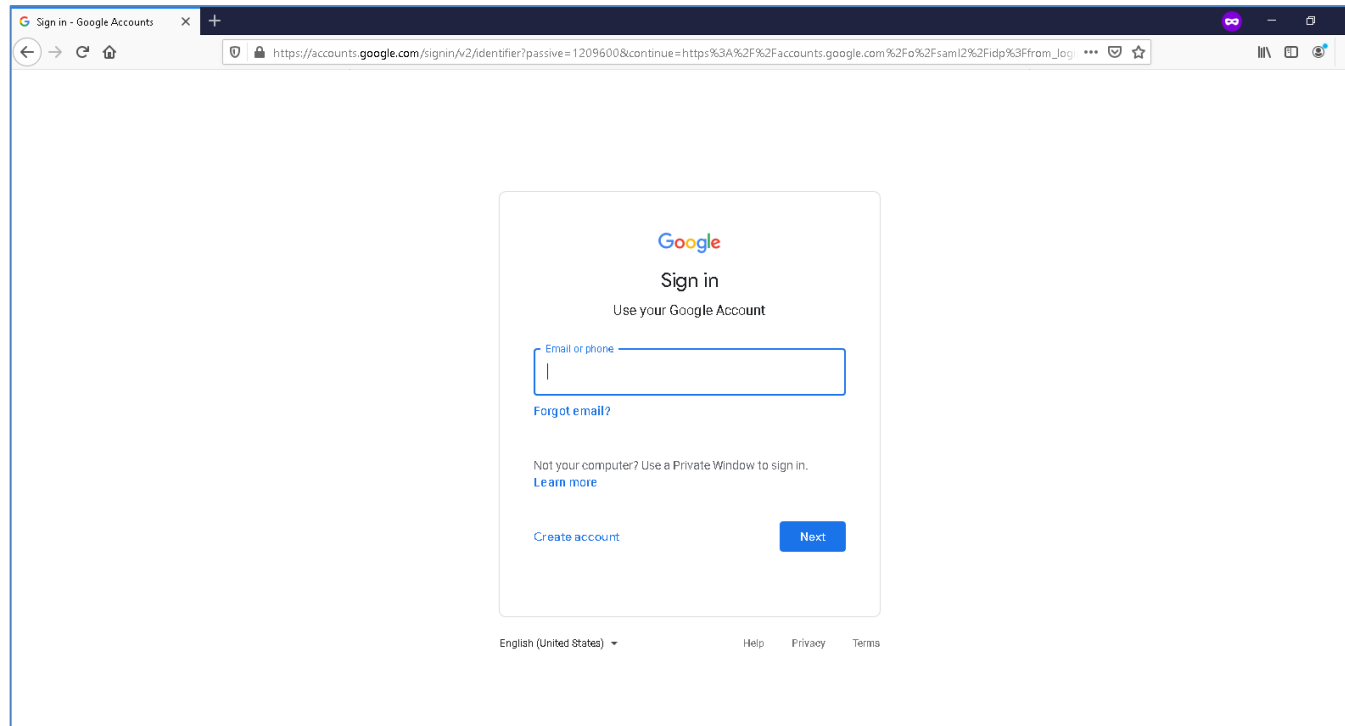|	
Author:	Kimberly Micah L. Magtibay
Creation Date:	15 October 2018
Last Updated:	22 October 2021
Document Ref:	FMIS User Manual – Generation of Journal Entry Voucher (Payables)
Version:	2.0

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1.   DOCUMENT CONTROL

1.1   Change Record

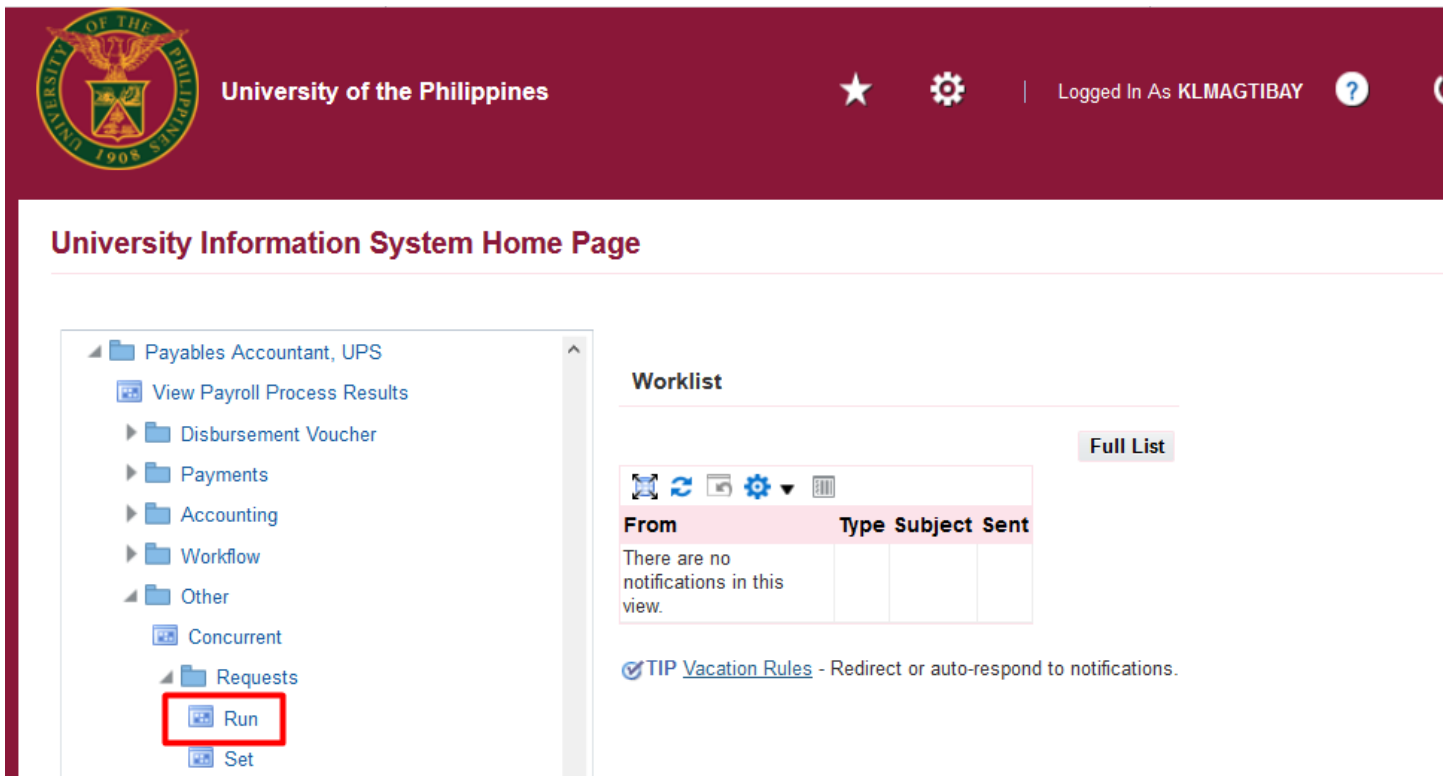| Date	Author	Version	Change Reference:
15 October 2018	Kezia Maricar C. Mercado	1.0	Initial
18 October 2021	Kimberly Micah L. Magtibay	2.0	Updated fields, parameter details, and screenshots for Payables version

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2.   Description

Manual ID	
Manual Name	Generation of Journal Entry Voucher (Payables)
Information System	Financial Management Information System
Functional Domain	Payables Module
Responsibility	Payables Accountant
Purpose	To print a document showing journal entries generated for a specific disbursement voucher
Data Requirement	DV number
Dependencies	The DV must be paid and accounted
Scenario	The staff will generate a Journal Entry Voucher form with both the invoice and payment details

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Step 1. Go to *__uis.up.edu.ph__*

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

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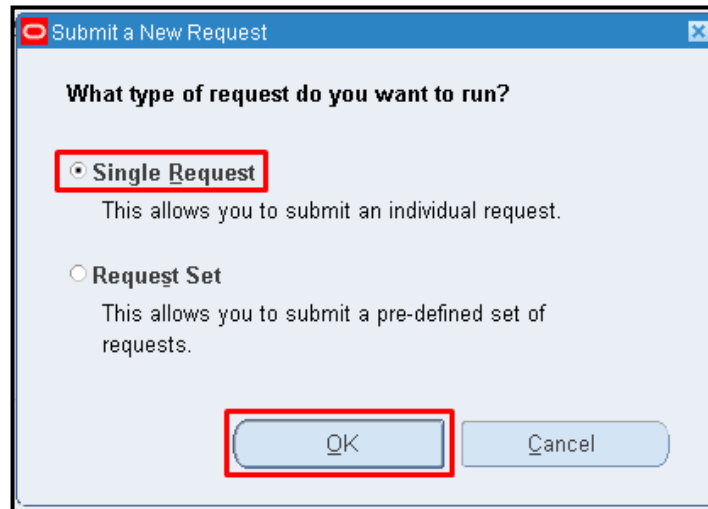File Ref: ITDC - FMIS - UM – UP Journal Entry Voucher (Payables) – 10182021 – ver. 2.0

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

Go to **Other**, click **Requests** and select **Run**.

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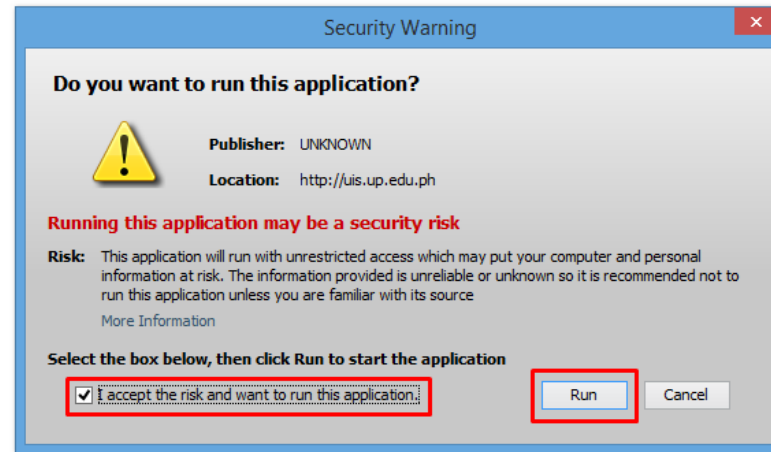
Step 4. Java application will launch with *Security Warning*, Tick the checkbox and click *Run*

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

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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.

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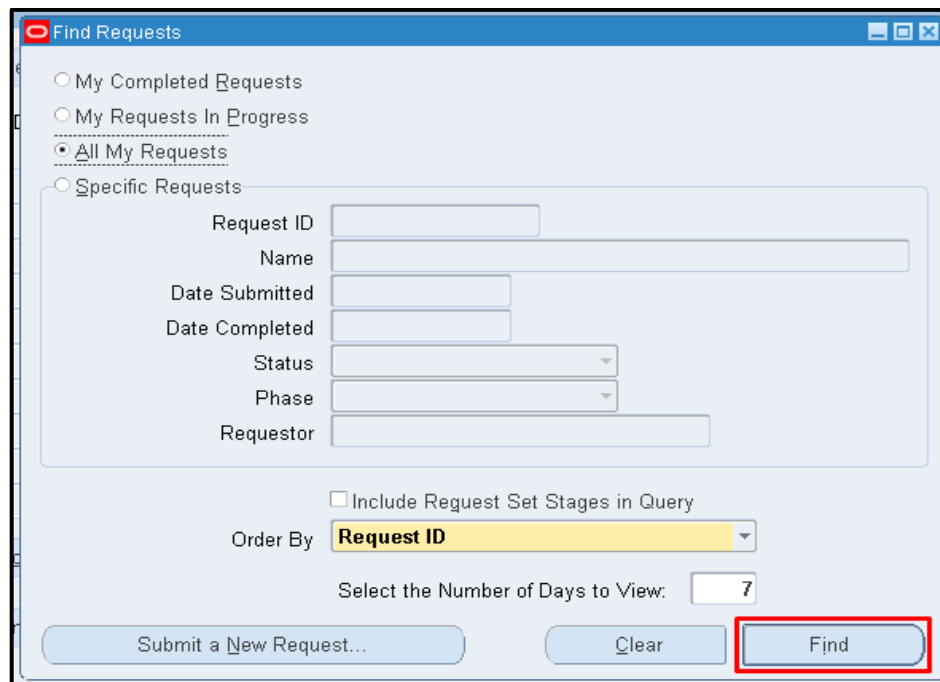
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Step 9. The *Parameter* window will appear

Fill out the necessary details then click *OK*

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

Field Name	Description	Remarks
DV Number	DV number of paid and posted Payables transaction	• Required Field • Must be selected from the list of values
Batch Number	Batch number of the Journal Entry	• Not required • To be entered manually by end user
Preparer	Signatory: name of officer preparing the JEV form	• Not required • Must be selected from the list of values
Preparer Position	Designation of end-user preparing the JEV form	• Must be selected from the list of values
Certified Correct	Signatory: name of officer certifying the content in the JEV form is correct	• Not required • Must be selected from the list of values
Certified Correct Position	Designation of officer (Certified Correct)	• Not required • Must be selected from the list of values

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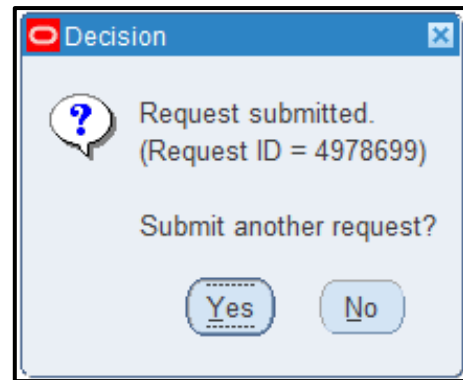
Step 9. On the decision box to submit another request, click *No*

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

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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.*

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Expected Result:

Journal Entry Voucher
UNIVERSITY OF THE PHILIPPINES
SYSTEM
Diliman, Quezon City, Metro Manila, NCR
TIN:

JEV No. 01-2018-05-1	Fund Cluster: 01 Regular Agency Fund	Batch No.: 123456	Date May 7, 2018

ACCOUNTING ENTRIES

Responsibility Center	Accounts and Explanation	UACS Object Code	P	Amount (PHP) Debit	Credit
Unspecified	Accounts Payable (Unspecified) Funding requirement for the Tulong Dunong Program of Cong. Salvador Belaro, Jr the A.Y 2017-2018 (Gervacio, Gervacio Jericho, et al.)	2010101000	√	2018-05-04032	0.00
Unspecified	Accounts Payable (Unspecified) Funding requirement for the Tulong Dunong Program of Cong. Salvador Belaro, Jr the A.Y 2017-2018 (Gervacio, Gervacio Jericho, et al.)	2010101000	√	0.00	2018-05-04032
	Invoice Validated , Invoice Number: 2018-05-04032 Date: 07-MAY-18 , Document Sequence Category: STD INV , Document Sequence Name: UPS_DV2018 , Invoice Voucher Number: 4352 , Invoice Description: Funding requirement for the Tulong Dunong P				
	TOTAL				2018-05-04032

JEV No. 01-2018-05-116237	Fund Cluster: 01 Regular Agency Fund	Batch No.: 123456	Date May 9, 2018

ACCOUNTING ENTRIES

Responsibility Center	Accounts and Explanation	UACS Object Code	P	Amount (PHP) Debit	Credit
Unspecified	Accounts Payable (Unspecified) Journal Import Created	2010101000	√	2018-05-04032	0.00
Unspecified	Cash in Bank - Local Currency, Current Account (Cash in Bank - Local Currency, Current Account - LBP) Journal Import Created	1010202024	√	0.00	2018-05-04032
	Payment Created , Payment Number: 2018-05-04032 ut Date: 09-MAY-18 , Bank Name: GEN FUND , Payment Currency Code PHP				
	TOTAL				2018-05-04032

Prepared by:		Certified Correct:	

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