



# University of the Philippines



# FMIS

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**Financial Management Information System  
User Manual**



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

# FMIS User Manual

## *Payables*

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Creation Date:	15 October 2018
Last Updated:	22 October 2021
Document Ref:	FMIS User Manual – Generation of Journal Entry Voucher (Payables)
Version:	2.0

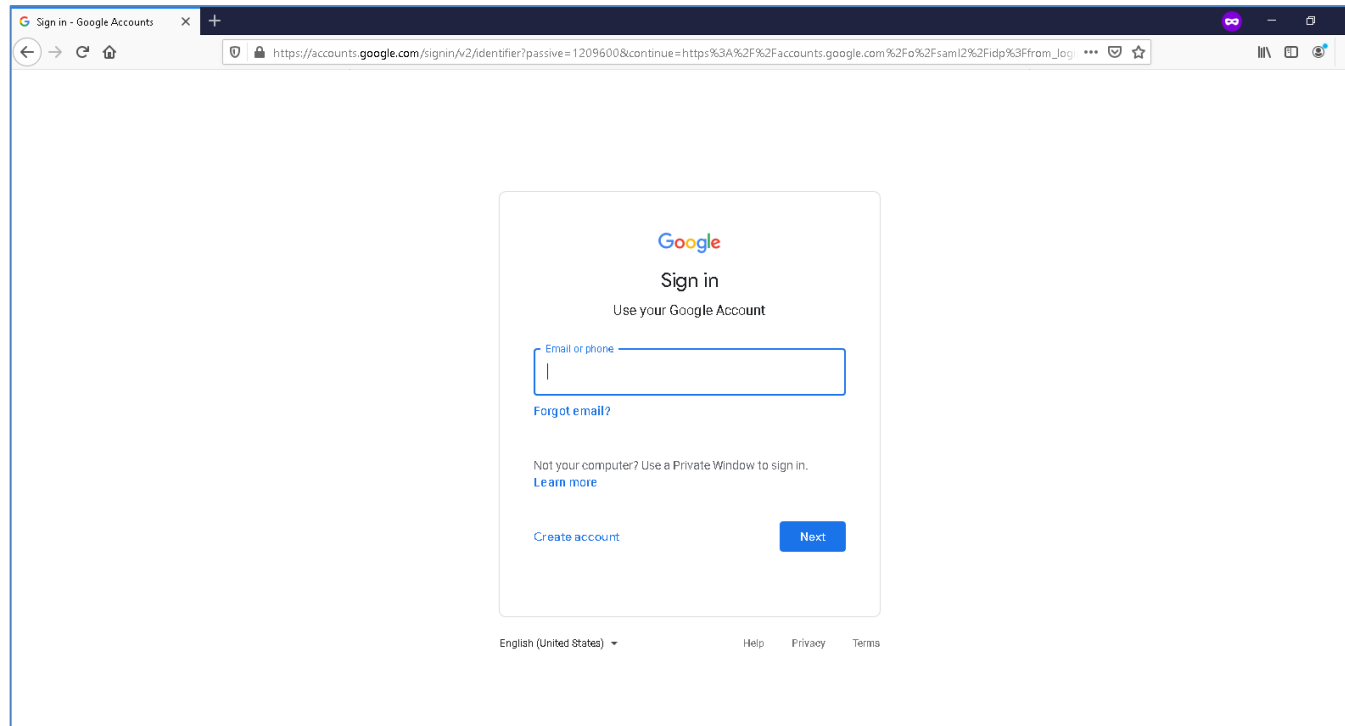
## 1. DOCUMENT CONTROL

### 1.1 Change Record

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

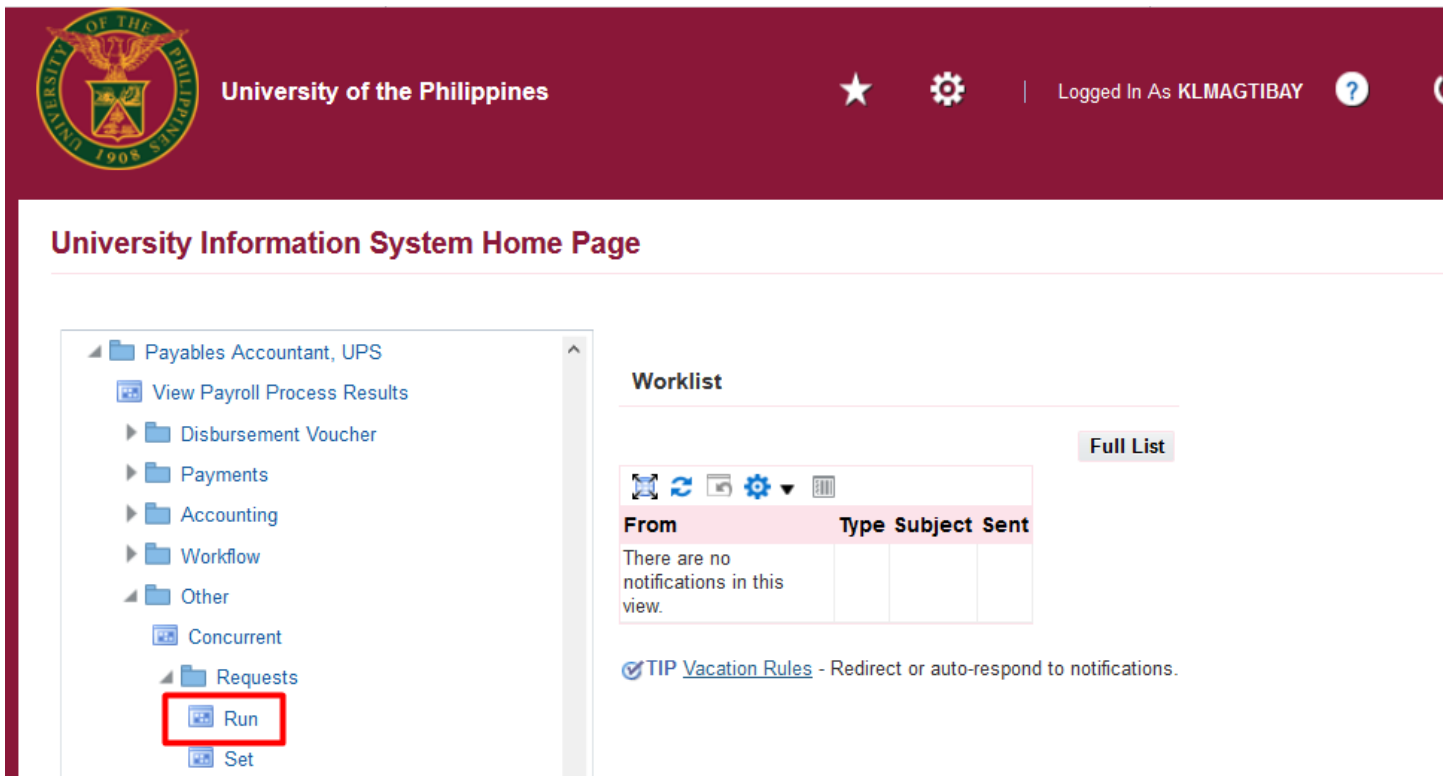
## 2. Description

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



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

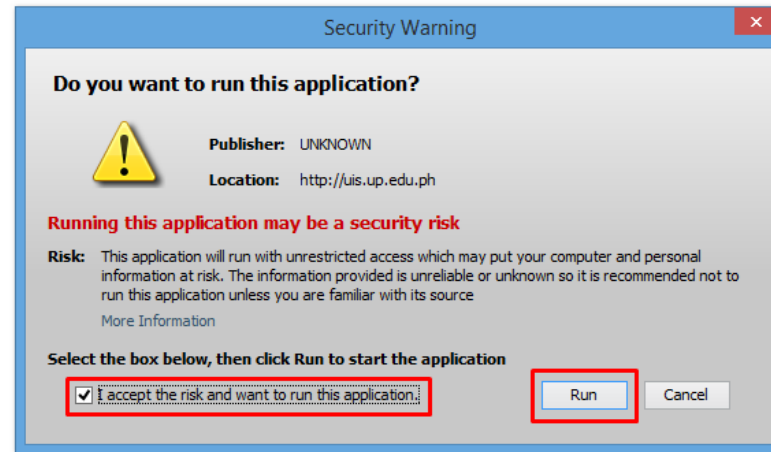
**Step 2.** Log-in your UP Mail credentials (e.g. ***username*** and ***password***)



The screenshot displays the University Information System Home Page. At the top, there is a maroon header bar with the University of the Philippines logo on the left, the text "University of the Philippines" in the center, and a star icon, a gear icon, and the text "Logged In As KLMAGTIBAY" on the right. Below the header, the page title "University Information System Home Page" is displayed. On the left side, there is a sidebar menu with the following items: "Payables Accountant, UPS", "View Payroll Process Results", "Disbursement Voucher", "Payments", "Accounting", "Workflow", "Other", "Concurrent", "Requests", and "Run". The "Run" option is highlighted with a red rectangle. On the right side, there is a "Worklist" section with a "Full List" button and a table with columns "From", "Type", "Subject", and "Sent". The table contains the text "There are no notifications in this view." and a link "TIP Vacation Rules - Redirect or auto-respond to notifications."

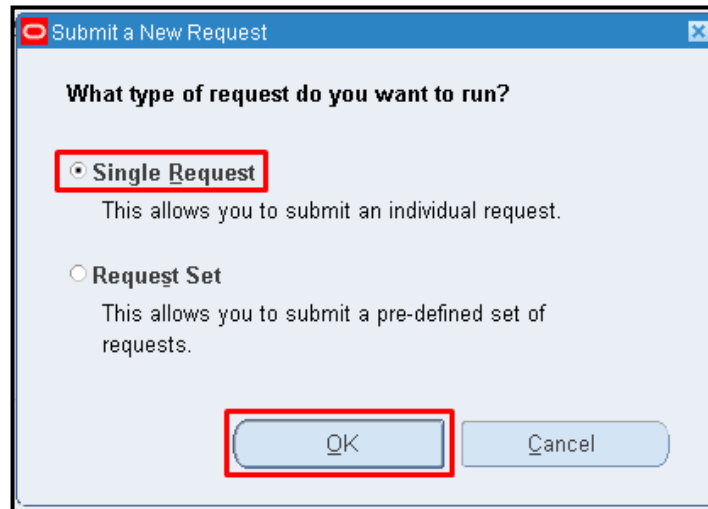
**Step 3.** From **UIS Home Page** proceed to **Main Menu** and choose the **Payables Accountant** responsibility.

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



**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** ...

Operating Unit

Parameters

Language American English

Language Settings... Debug Options

Copy...

At these Times...

Run the Job As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files ☐ Burst Output

Layout UP Journal Entry Voucher

Options...

Notify

Print to noprint

Delivery Opts

Help (G) Submit Cancel

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

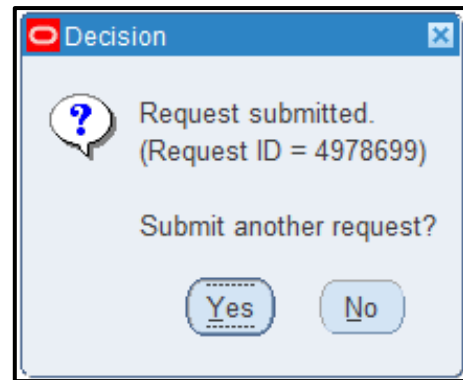
You may type **UP%Journal%** then press the **Tab** button in the keyboard.

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

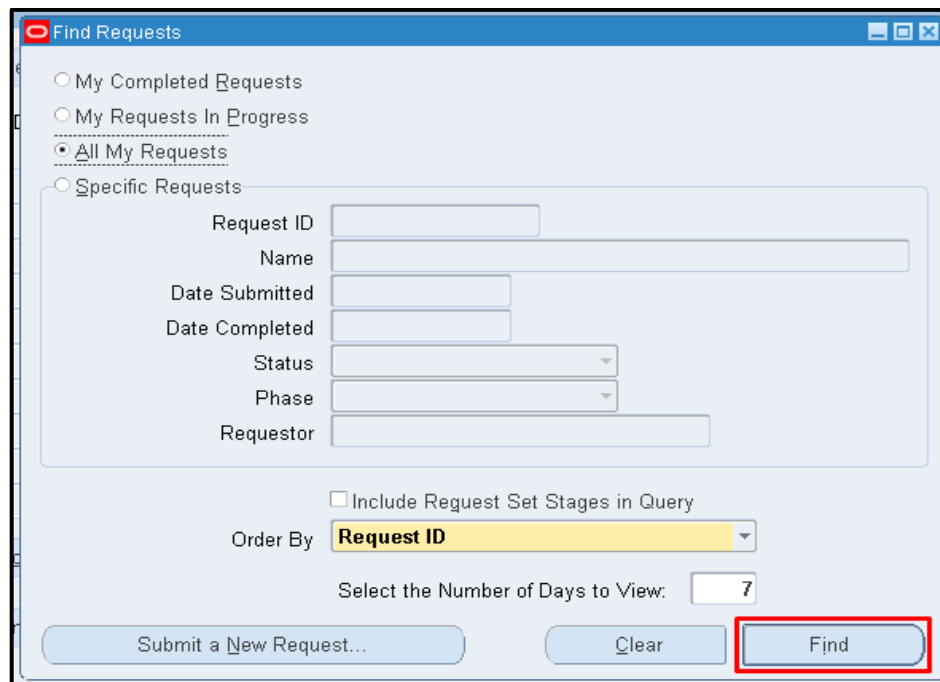
Fill out the necessary details then click **OK**

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

Field Name	Description	Remarks
DV Number	DV number of paid and posted Payables transaction	<ul style="list-style-type: none"> <li>Required Field</li> <li>Must be selected from the list of values</li> </ul>
Batch Number	Batch number of the Journal Entry	<ul style="list-style-type: none"> <li>Not required</li> <li>To be entered manually by end user</li> </ul>
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 end-user 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**

A "Find Requests" dialog box. It contains radio buttons for "My Completed Requests", "My Requests In Progress", "All My Requests" (selected), and "Specific Requests". Below these are input fields for Request ID, Name, Date Submitted, Date Completed, Status, Phase, and Requestor. There is a checkbox for "Include Request Set Stages in Query", an "Order By" dropdown set to "Request ID", and a "Select the Number of Days to View" field set to 7. At the bottom are buttons for "Submit a New Request...", "Clear", and "Find" (highlighted with a red box).

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


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

**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:

 <div style="text-align: center;"> <b>Journal Entry Voucher</b>  <b>UNIVERSITY OF THE PHILIPPINES</b>  <b>SYSTEM</b>            Diliman, Quezon City, Metro Manila, NCR            TIN: <span style="background-color: #cccccc;">XXXXXXXXXX</span> </div>					
<b>JEV No.</b> 01-2018-05-1		<b>Fund Cluster:</b> 01 Regular Agency Fund		<b>Batch No.:</b> 123456	
				<b>Date</b> May 7, 2018	
ACCOUNTING ENTRIES					
Responsibility Center	Accounts and Explanation	UACS Object Code	p	Amount (PHP)	
				Debit	Credit
Unspecified	Accounts Payable (Unspecified)	2010101000	√	<span style="background-color: #cccccc;">0.00</span>	0.00
Unspecified	Accounts Payable (Unspecified)	2010101000	√	0.00	<span style="background-color: #cccccc;">0.00</span>
Invoice Validated , Invoice Number: <span style="background-color: #cccccc;">000-000000</span> 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					
<b>TOTAL</b>				<span style="background-color: #cccccc;">0.00</span>	
<b>JEV No.</b> 01-2018-05-116237		<b>Fund Cluster:</b> 01 Regular Agency Fund		<b>Batch No.:</b> 123456	
				<b>Date</b> 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	√	<span style="background-color: #cccccc;">0.00</span>	0.00
Unspecified	Cash in Bank - Local Currency, Current Account (Cash in Bank - Local Currency, Current Account - LBP) Journal Import Created	1010202024	√	0.00	<span style="background-color: #cccccc;">0.00</span>
Payment Created , Payment Number: <span style="background-color: #cccccc;">000-000000</span> Date: 09-MAY-18 , Bank Name: GEN FUND , Payment Currency Code PHP					
<b>TOTAL</b>				<span style="background-color: #cccccc;">0.00</span>	
<b>Prepared by:</b> <span style="background-color: #cccccc;">XXXXXXXXXX</span>			<b>Certified Correct:</b> <span style="background-color: #cccccc;">XXXXXXXXXX</span>		

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