



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



GENERATION OF UP REPORT OF DV AND OBR



FMIS User Manual

General Ledger

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1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
17 September 2020	Kimberly Micah L. Magtibay	1.0	Initial version.

2. Description

Manual ID	
Manual Name	Generation of UP Report of DV and OBR
Information System	Financial Management Information System
Functional Domain	Payables Module
Responsibility	Payables Accountant Payables Budget Officer
Purpose	This report generates a list of DV and OBR details to identify if there are missing or incorrect entries in the OBR/BUR fields in the Payables invoices. The matching of DV with OBR/BUR will have an effect on the Financial Accountability Reports generated from UIS.
Data Requirement	DV Number and Obligation Number
Dependencies	<ul style="list-style-type: none"> • DV must have proper supplier details and fund details • Obligation must be posted • Obligation number must be entered in the DV following the UIS-prescribed format for the DV details to appear in the form <p>OBR/BUR number should be entered in UIS DV following the format: YYYY-MM-Accounting_Sequence_No.</p> <p>Examples:</p> <ul style="list-style-type: none"> • 2019-03-5 • 2018-12-21556 • 2019-01-345
Scenario	Payables Accountant / Payables Budget Officer will generate the UP Report of DV and OBR. If there are missing or incorrect entries in the OBR/BUR fields, the next step will be to search for the DV in the Payables module and correct the entry.



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

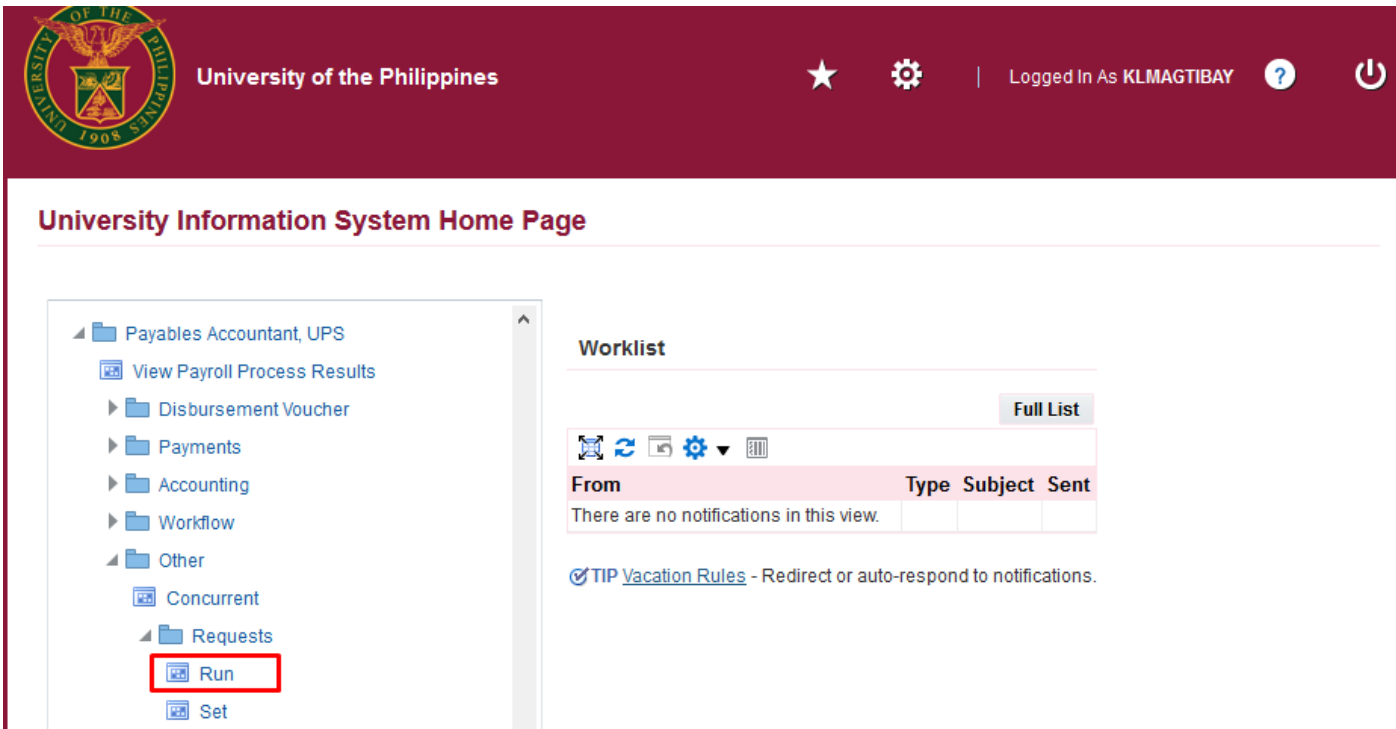
Step 2. Log-in your credentials
(e.g. **username** and **password**)

User Name

Password

Login

Cancel



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Logged In As KLMAGTIBAY

University Information System Home Page

- Payables Accountant, UPS
 - View Payroll Process Results
 - Disbursement Voucher
 - Payments
 - Accounting
 - Workflow
 - Other
 - Concurrent
 - Requests
 - Run**
 - Set

Worklist

Full List

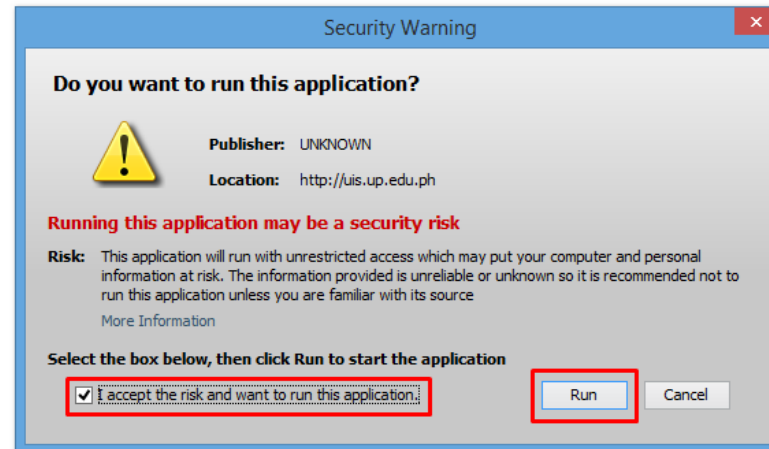
From	Type	Subject	Sent
There are no notifications in this view.			

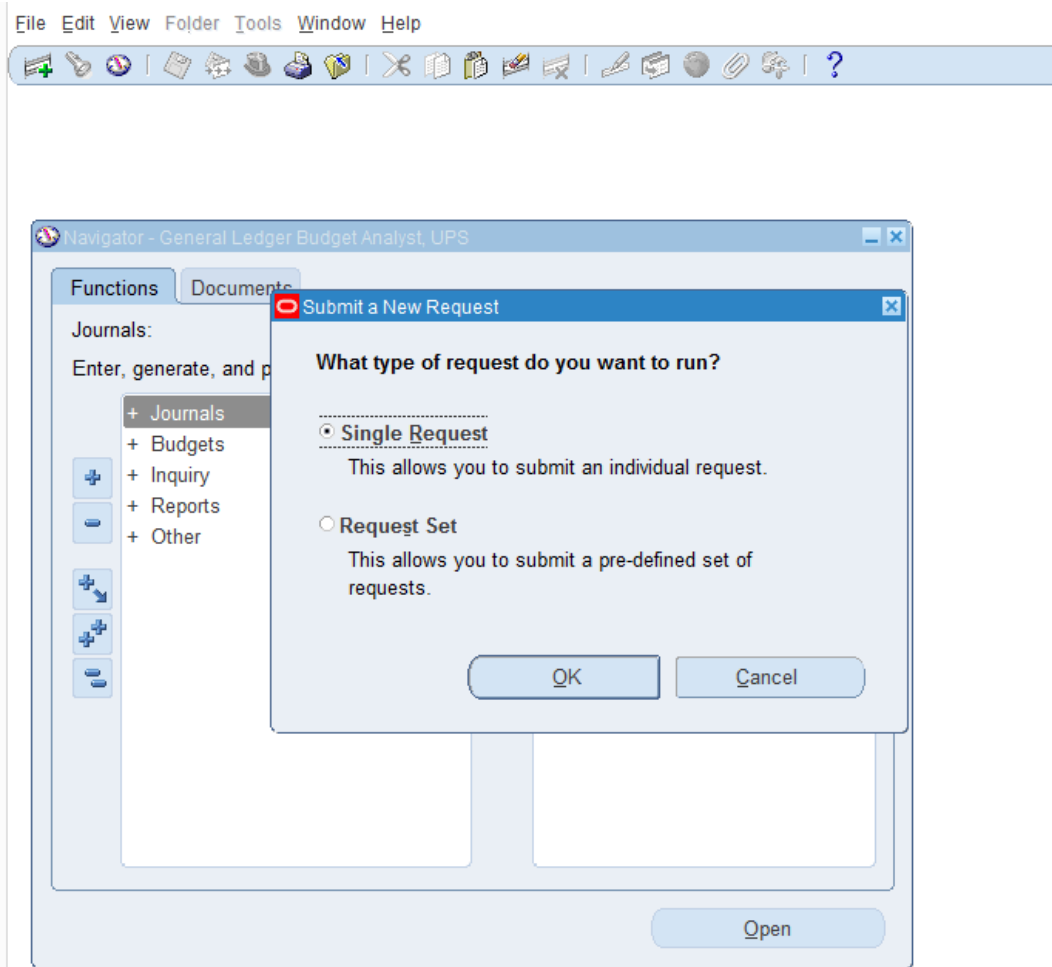
[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

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

Under *Other > Requests*, click *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...

Copy...

Name **UP Report of DV and OBR** ...

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 ☐ Burst Output

Layout UP Report of DV and OBR Options...

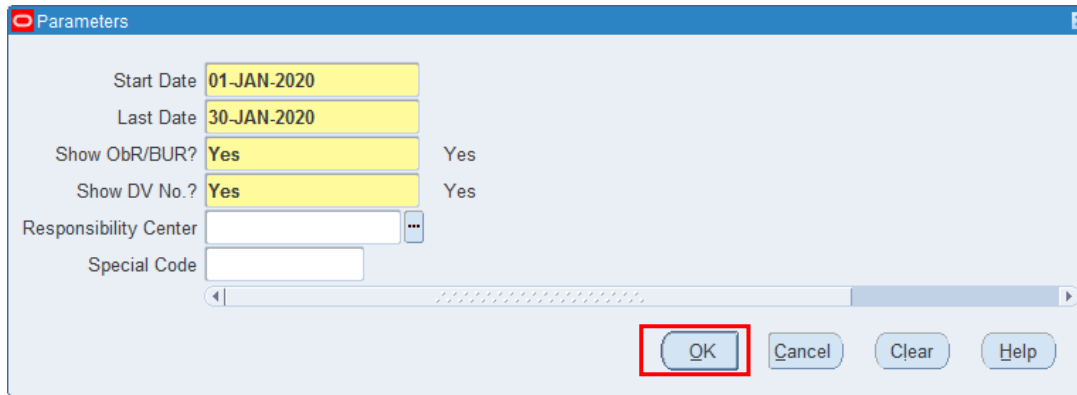
Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

Step 6. On the **Name** field, click the **ellipsis (...)** to search for the **UP Report of DV and OBR**.

Step 7. Click on the **Parameter** field and the **Parameter** window will appear.

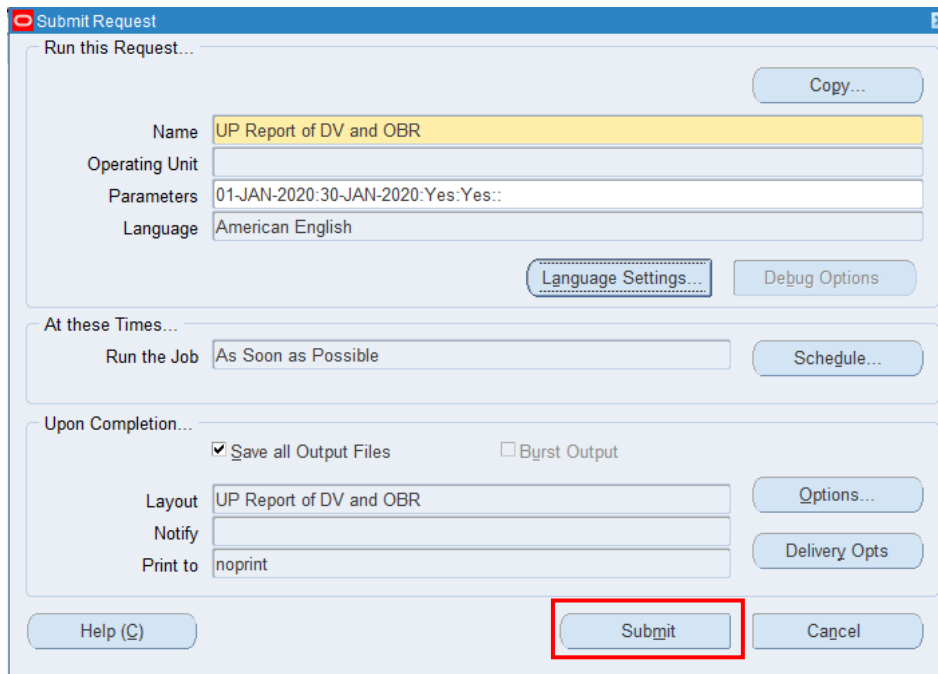


The Parameters dialog box contains the following fields and controls:

- Start Date: 01-JAN-2020
- Last Date: 30-JAN-2020
- Show ObR/BUR?: Yes
- Show DV No.?: Yes
- Responsibility Center: [Empty field with dropdown arrow]
- Special Code: [Empty field]
- Buttons: OK (highlighted with a red box), Cancel, Clear, Help

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

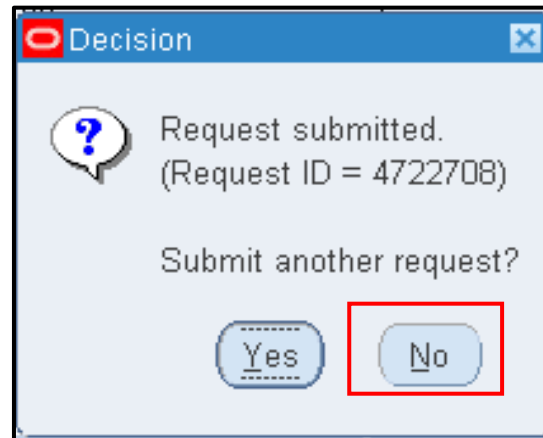
The dates refer to the DV creation dates.



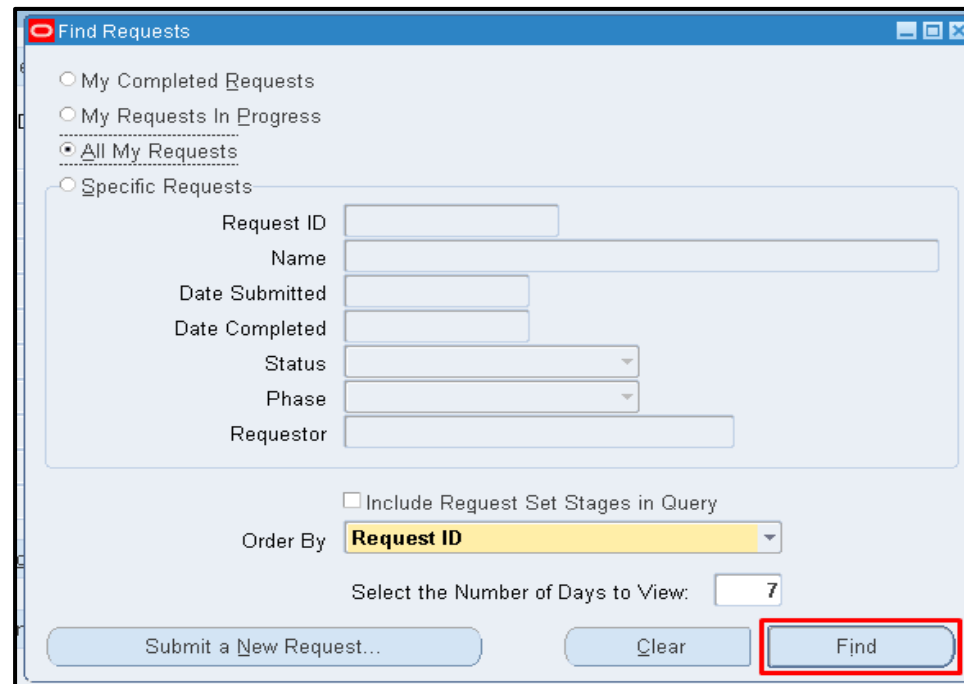
The Submit Request dialog box contains the following sections and controls:

- Run this Request...**
 - Name: UP Report of DV and OBR
 - Operating Unit: [Empty field]
 - Parameters: 01-JAN-2020:30-JAN-2020:Yes:Yes::
 - Language: American English
 - Buttons: Copy..., Language Settings..., Debug Options
- At these Times...**
 - Run the Job: As Soon as Possible
 - Button: Schedule...
- Upon Completion...**
 - ☒ Save all Output Files ☐ Burst Output
 - Layout: UP Report of DV and OBR
 - Notify: [Empty field]
 - Print to: noprint
 - Buttons: Options..., Delivery Opts
- Buttons: Help (C), Submit (highlighted with a red box), Cancel

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



Step 8. On the decision to submit another request, click **No**.



Step 9. On the **Find Requests** window, click **Find**.

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
6401974	UP Report of DV and OBR		Completed	Normal	276, 2020/01/01 00:00:00, 202
6401955	UP Report of DV and OBR		Completed	Normal	283, 2019/12/01 00:00:00, 201
6401942	UP Report of DV and OBR		Completed	Normal	283, 2019/12/01 00:00:00, 201
6401932	UP Report of DV and OBR		Completed	Normal	283, 2019/01/01 00:00:00, 201
6401929	UP Report of DV and OBR		Completed	Normal	276, 2019/01/01 00:00:00, 201
6401928	UP Report of DV and OBR		Completed	Normal	276, 2019/01/01 00:00:00, 201
6400440	General Ledger Accounting		Completed	Normal	SH, 1015195, N
6400436	Compile value set hierarchi		Completed	Normal	1015195
6394611	General Ledger Accounting		Completed	Normal	SH, 1015195, N
6394605	Compile value set hierarchi		Completed	Normal	1015195

Hold Request View Details... Rerun Request View Output

Cancel Request Diagnostics View Log... (J)

Step 10. The **Requests** window will appear.

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

then click **View Output** button.

Expected Result:

[illegible]

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