



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



GENERATION OF UP STATEMENT OF DISBURSEMENTS AND OUTSTANDING OBLIGATIONS (SRA)



FMIS User Manual

General Ledger

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Version: 1.0

1. DOCUMENT CONTROL

1.1 Change Record

| Date | Author | Version | Change Reference: |
|--------------|----------------------------|---------|-------------------|
| 22 June 2021 | Kimberly Micah L. Magtibay | 1.0 | Initial version. |

2. Description

| | |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manual ID | |
| Manual Name | Generation of UP Statement of Disbursements and Outstanding Obligations |
| 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 as of a particular date. |
| Data Requirement | Special Project Code details, payment details |
| Dependencies | <ul style="list-style-type: none"> • DV must have proper supplier details and fund details • Obligation must be posted • Previously Reported Disbursements column will be manually filled out |
| Scenario | Fund controller will generate the report to view obligations, liquidations, accounts payable balance, and unobligated balance per particular |



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

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

User Name

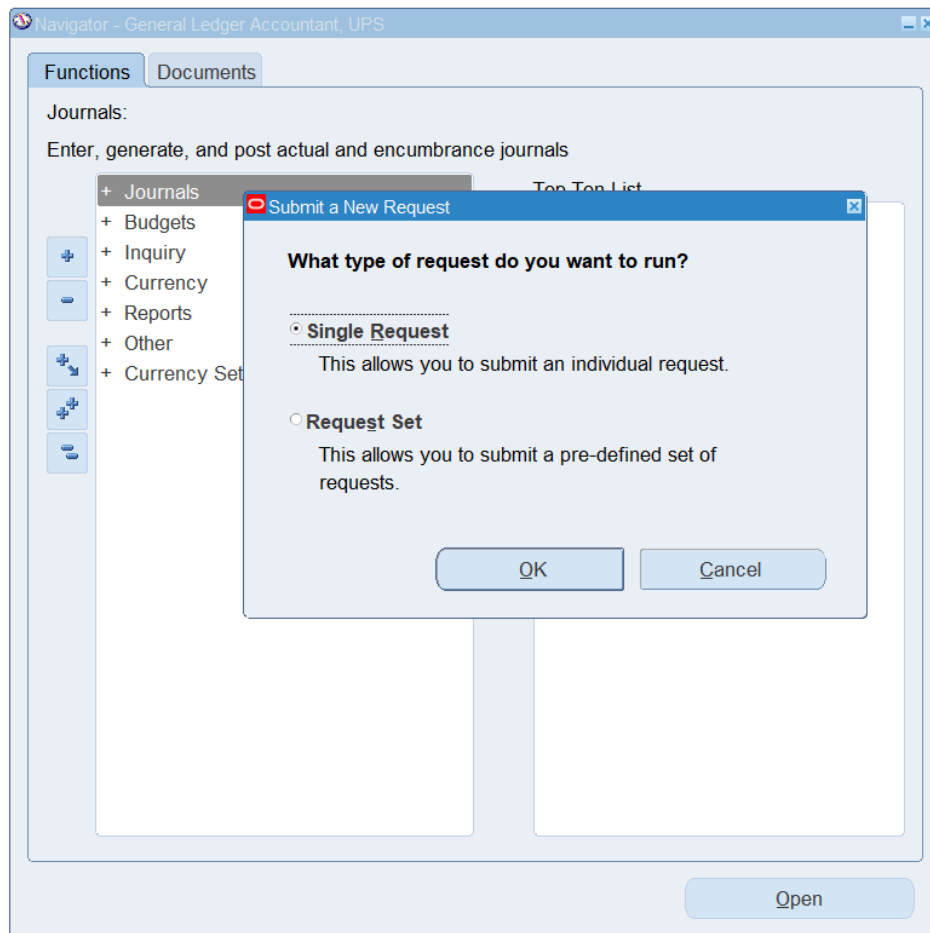
Password

Login

Cancel

Step 3. From *UIS Home Page* proceed to *Main Menu* and choose either the *General Ledger Budget Analyst /Manager* responsibility.

Navigate to *Other > Requests*, click *Run*.



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

Requests

Submit Request

Run this Request...

Copy...

Name UP Statement of Disbursements and Outstanding Obligations (SRA) ...

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 Statement of Disbursements and Outstanding Obligations (SRA) Options...

Notify

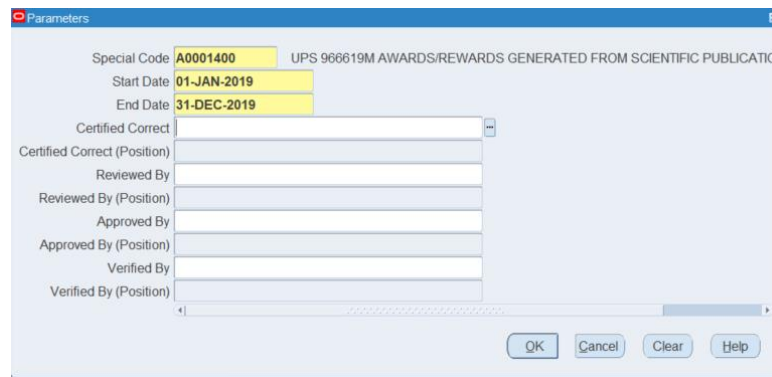
Print to noprint Delivery Opts

Help (C) Submit Cancel

Open

Step 5. On the **Name** field, click the **ellipsis (...)** to search for the **UP Statement of Disbursements and Outstanding Obligations (SRA)**.

Step 6. Click on the **Parameters** field and the **Parameters** window will appear.



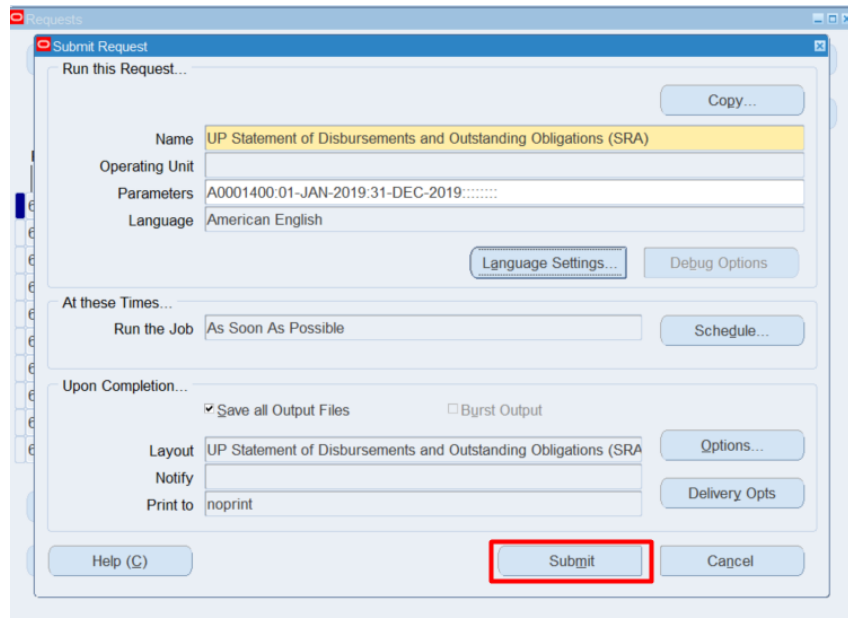
The Parameters dialog box contains the following fields and values:

| Field | Value |
|------------------------------|-------------|
| Special Code | A0001400 |
| Start Date | 01-JAN-2019 |
| End Date | 31-DEC-2019 |
| Certified Correct | |
| Certified Correct (Position) | |
| Reviewed By | |
| Reviewed By (Position) | |
| Approved By | |
| Approved By (Position) | |
| Verified By | |
| Verified By (Position) | |

Buttons: OK, Cancel, Clear, Help

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

The dates refer to the transactions' creation dates.



The Submit Request dialog box contains the following fields and values:

| Field | Value |
|----------------|-----------------------------------------------------------------|
| Name | UP Statement of Disbursements and Outstanding Obligations (SRA) |
| Operating Unit | |
| Parameters | A0001400:01-JAN-2019:31-DEC-2019:..... |
| Language | American English |

Buttons: Copy...

At these Times...
Run the Job: As Soon As Possible
Schedule...

Upon Completion...
☒ Save all Output Files
☐ Burst Output

Layout: UP Statement of Disbursements and Outstanding Obligations (SRA)
Options...

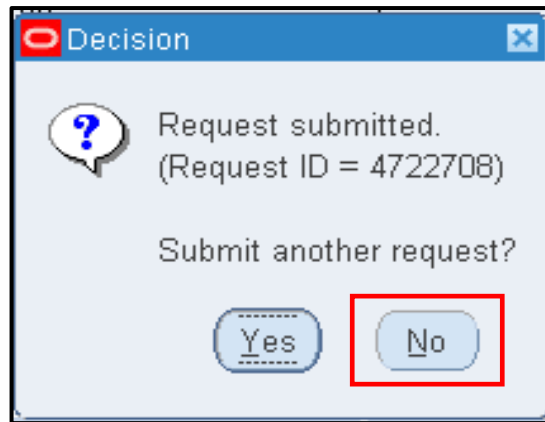
Notify:
Delivery Opts

Print to: noprint

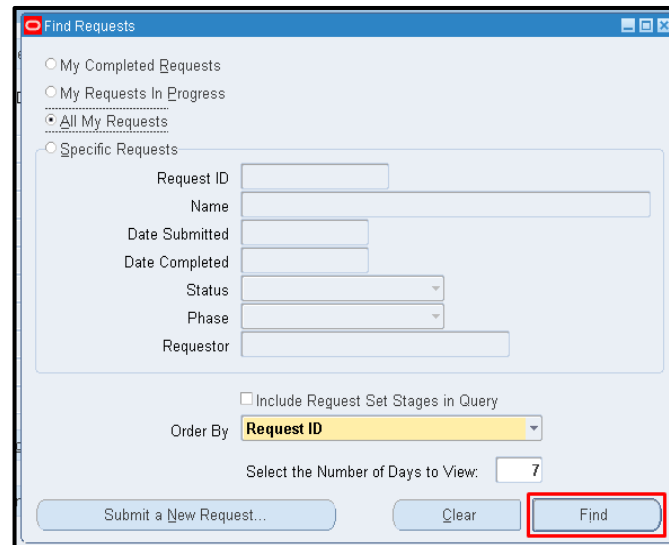
Buttons: Help (C), Submit, Cancel

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

Click the **Submit** button.



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



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

Requests window showing a table of requests. The first row is highlighted with a red box.

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|---------------------------|--------|-----------|--------|-----------------------------|
| 6932830 | UP Statement of Disbursen | | Completed | Normal | 276, 2027, 19795, A0001397, |
| 6932674 | UP Statement of Disbursen | | Completed | Normal | 283, 2040, 19795, C0002030, |
| 6932563 | UP Statement of Disbursen | | Completed | Normal | 283, 2040, 19795, C0002030, |

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

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

Requests window showing a table of requests. The 'View Output' button is highlighted with a red box.

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|-----------------------------|--------|-----------|--------|-----------------------------|
| 6932830 | UP Statement of Disbursen | | Completed | Normal | 276, 2027, 19795, A0001397, |
| 6932674 | UP Statement of Disbursen | | Completed | Normal | 283, 2040, 19795, C0002030, |
| 6932563 | UP Statement of Disbursen | | Completed | Normal | 283, 2040, 19795, C0002030, |
| 6932550 | UP Statement of Disbursen | | Completed | Normal | 283, 2040, 19795, C0001940, |
| 6929940 | General Ledger Accounting | | Completed | Normal | SH, 1015195, N |
| 6929938 | Compile value set hierarchi | | Completed | Normal | 1015195 |
| 6929416 | UP Statement of Disbursen | | Completed | Normal | 283, 2040, 19795, C0002030, |
| 6929412 | UP Statement of Disbursen | | Completed | Normal | 283, 2040, 19795, C0002030, |
| 6926140 | General Ledger Accounting | | Completed | Normal | SH, 1015195, N |
| 6926139 | Compile value set hierarchi | | Completed | Normal | 1015195 |

Then, click **View Output** button.

Expected Result:

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ANNEX D

DEPARTMENT : State Universities and Colleges
 AGENCY : University of the Philippines System
 PROJECT : UPS 966619M AWARDS/REWARDS
 GENERATED FROM SCIENTIFIC PUBLICATIONS
 (A0001400)

PROJECT LEADER :

UP STATEMENT OF DISBURSEMENTS AND OUTSTANDING OBLIGATIONS
 For the Period 1 January 2019 to 31 December 2019

| OBJECT CODE 1 | PARTICULARS 2 | TOTAL APPROPRIATION 3 | TOTAL ALLOTMENT RECEIVED 4 | DISBURSEMENTS | | | | ACCOUNTS PAYABLE BALANCES 9 | TOTAL EXPENDITURE 10 | UNEXPENDED BALANCES 11 |
|------------------|------------------|-----------------------------|----------------------------------|-----------------------------|------------------|------------------|--------------|-----------------------------------|----------------------------|------------------------------|
| | | | | PREVIOUSLY REPORTED 5 | ADJUSTMENTS 6 | THIS PERIOD 7 | TO DATE 8 | | | |
| Total | | | | | | | | | | |

CERTIFIED CORRECT: _____ REVIEWED & FOUND CORRECT _____ Approved By: _____ VERIFIED: _____

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