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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Creation Date:	22 June 2021
Last Updated:	24 June 2021
Document Ref:	FMIS User Manual – Generation of UP Statement of Disbursements and Outstanding Obligations (SRA)
Version:	1.0

Generation of UP Statement of Disbursements and Outstanding Obligations (SRA)
File Ref: ITDC – FMIS – UM – UP Statement of Disbursements and Outstanding Obligations (SRA) – 06222021 – ver. 1.0

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1. DOCUMENT CONTROL

1.1 Change Record

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

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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	• 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

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User Name

Password

Login   Cancel

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

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

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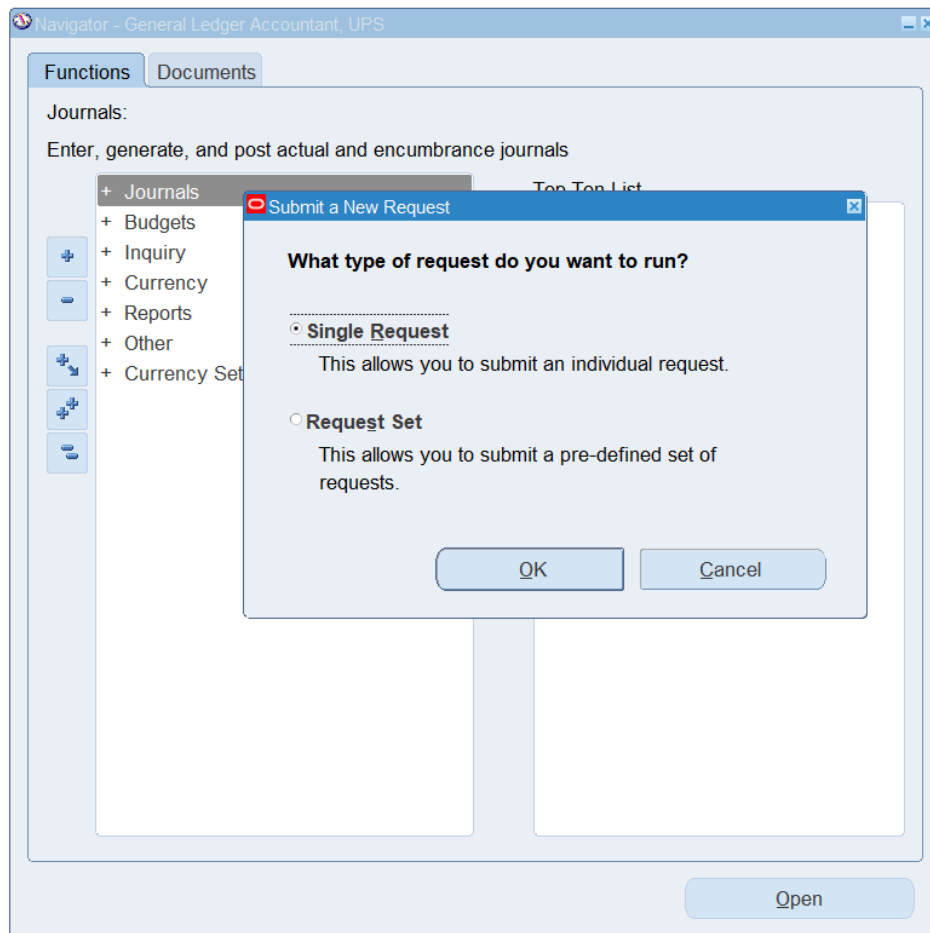File Ref: ITDC – FMIS – UM – UP Statement of Disbursements and Outstanding Obligations (SRA) – 06222021 – ver. 1.0

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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.*

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

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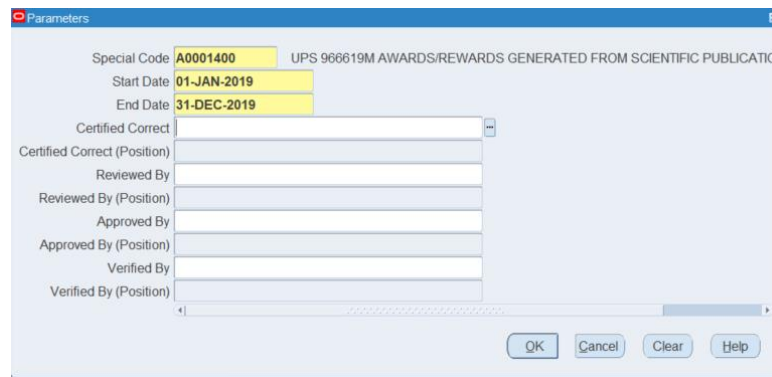
Step 5. On the *Name* field, click the *ellipsis (…)* to search for the *UP Statement of Disbursements and Outstanding Obligations (SRA)*.

Step 6. Click on the *Parameters* field and the *Parameters* window will appear.
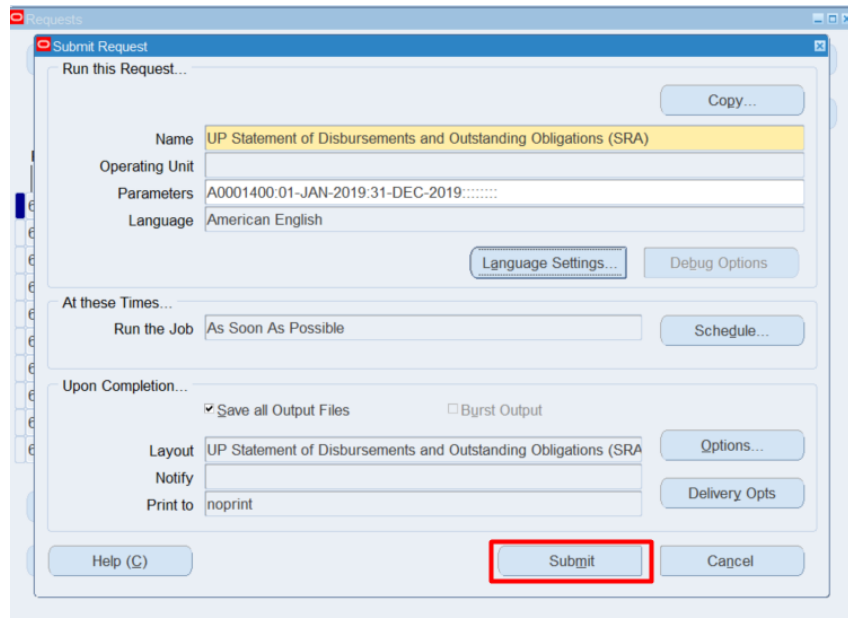
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Step 7. Fill out the necessary details then click *OK.*

The dates refer to the transactions' creation dates.

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

Click the *Submit* button.

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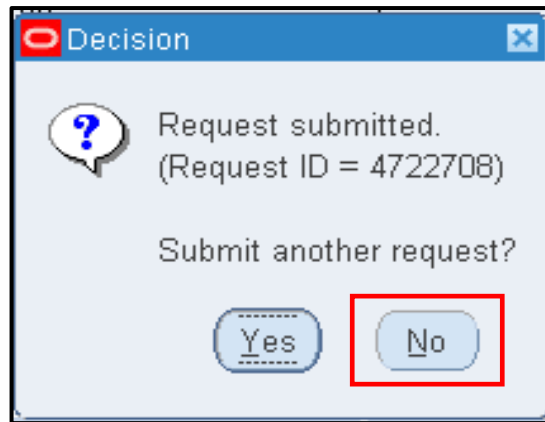
Step 9. On the decision to submit another request, click *No*.
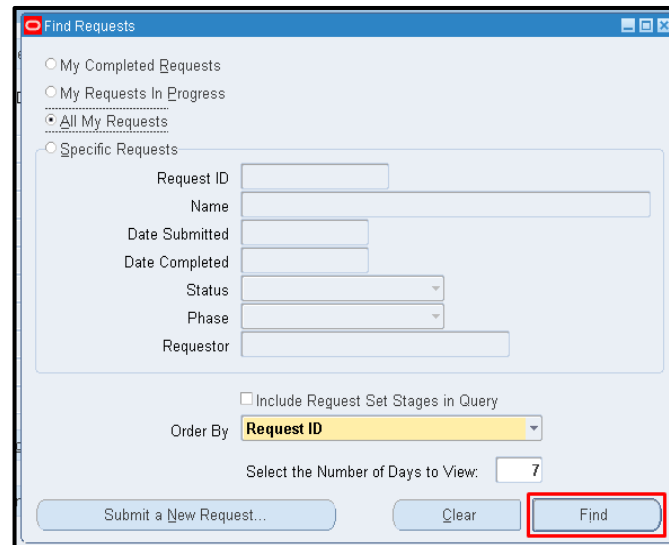
Step 9. On the *Find Requests* window, click *Find*.

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Step 10. The *Requests* window will appear.

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

Then, click *View Output* button.

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Expected Result:

ANNEX D

DEPARTMENT : State Universities and Colleges PROJECT LEADER :

AGENCY : University of the Philippines System

PROJECT : UPS 966619M AWARDS/REWARDS GENERATED FROM SCIENTIFIC PUBLICATIONS (A0001400)

UP STATEMENT OF DISBURSEMENTS AND OUTSTANDING OBLIGATIONS
For the Period __1 January 2019__ to __31 December 2019__

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

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

_____   _____   _____   _____

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