



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



GENERATION OF UP STATEMENT OF DISBURSEMENTS AND OUTSTANDING OBLIGATIONS



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 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

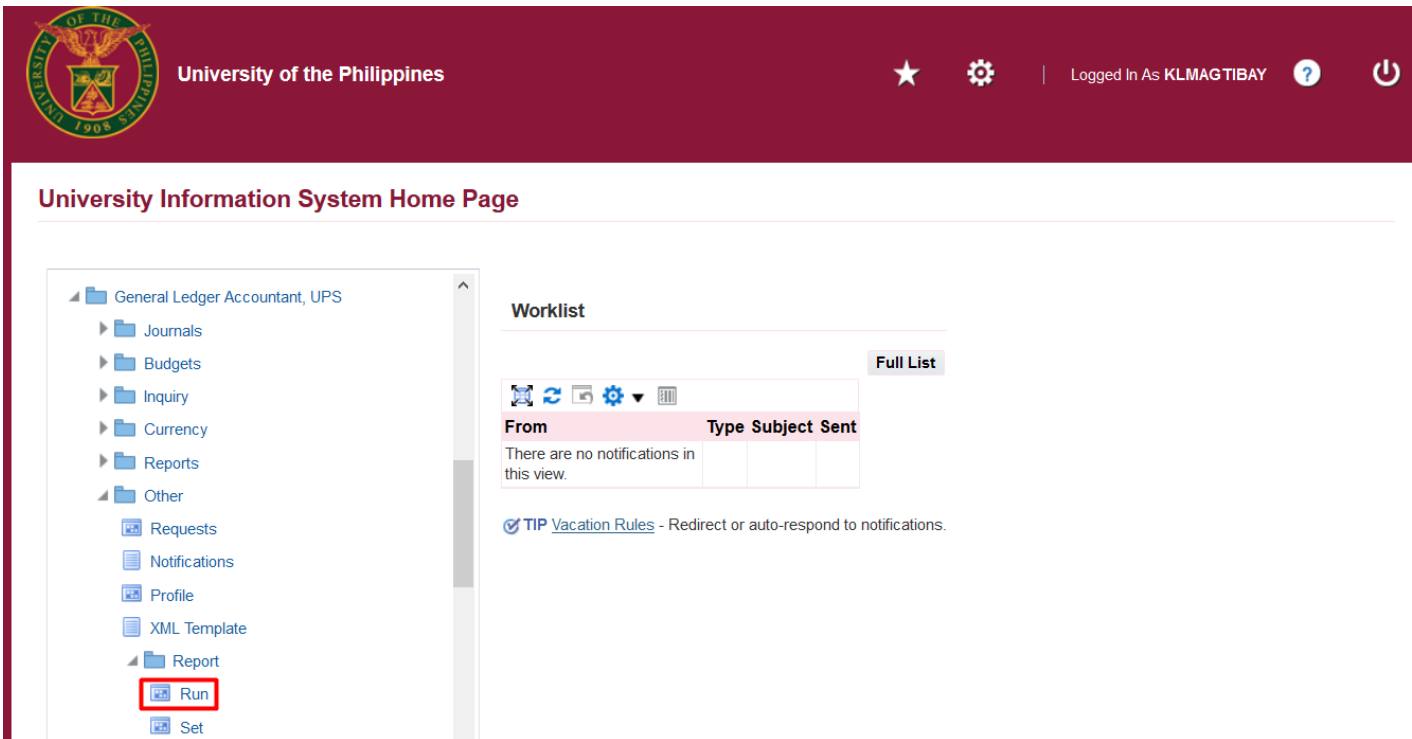
Step 2. Log-in your credentials
(e.g. **username** and **password**)

User Name

Password

Login

Cancel



University of the Philippines

Logged In As KLMAGTIBAY

University Information System Home Page

General Ledger Accountant, UPS

- Journals
- Budgets
- Inquiry
- Currency
- Reports
- Other
 - Requests
 - Notifications
 - Profile
 - XML Template
 - Report
 - Run**
 - Set

Worklist

Full List

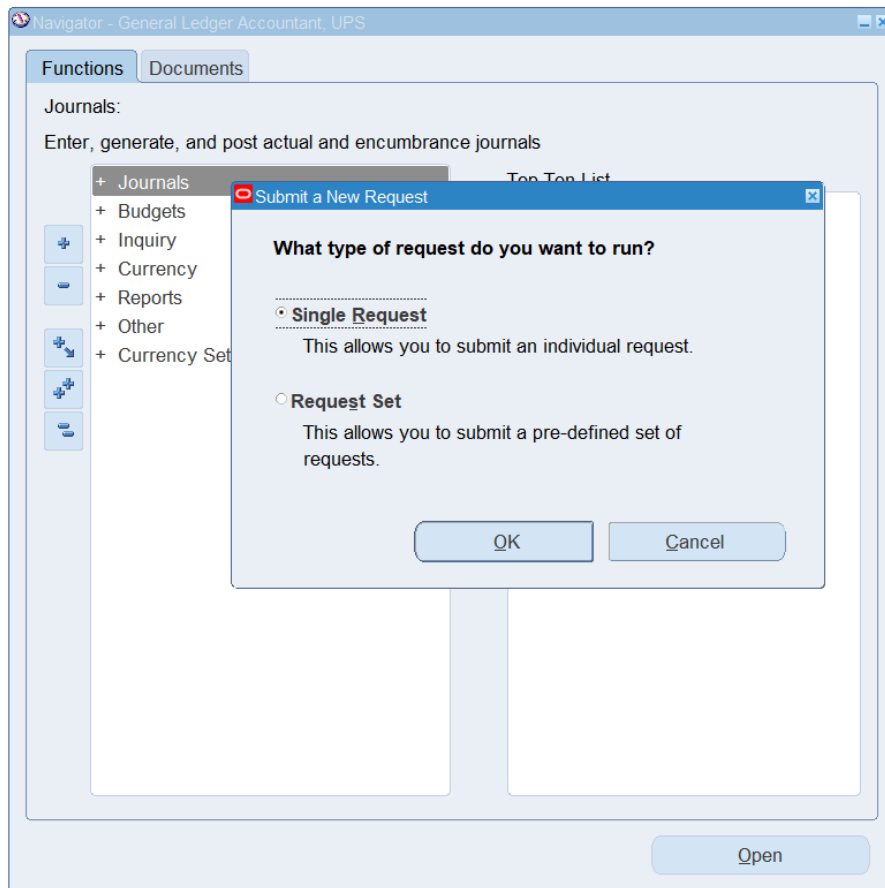
From	Type	Subject	Sent
There are no notifications in this view.			

☒ TIP Vacation Rules - Redirect or auto-respond to notifications.

Step 3. From *UIS Home Page* proceed to *Main Menu* and choose either the *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**



Submit Request

Run this Request...

Copy...

Name UP Statement of Disbursements and Outstanding Obligations

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

Options...

Notify

Print to noprint

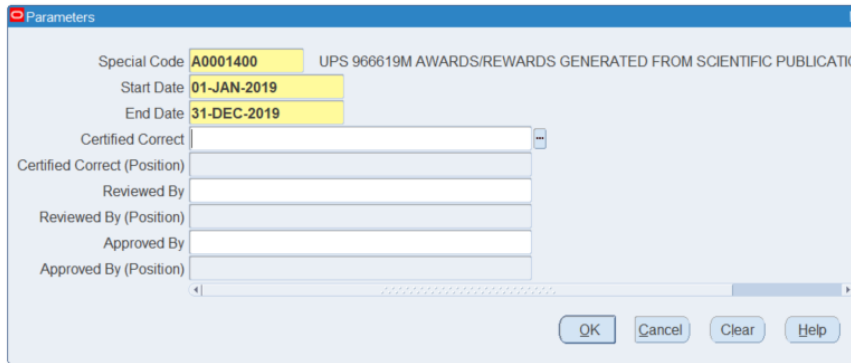
Delivery Opts

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**.

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



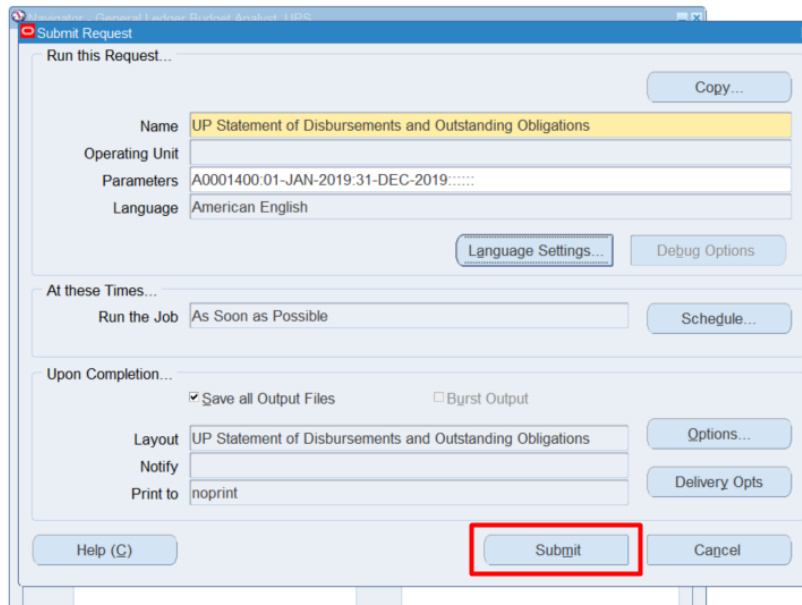
The Parameters dialog box contains the following fields and values:

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)	

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
Operating Unit	
Parameters	A0001400:01-JAN-2019:31-DEC-2019:.....
Language	American English

Buttons: Copy...

At these Times...

Field	Value
Run the Job	As Soon as Possible

Buttons: Schedule...

Upon Completion...

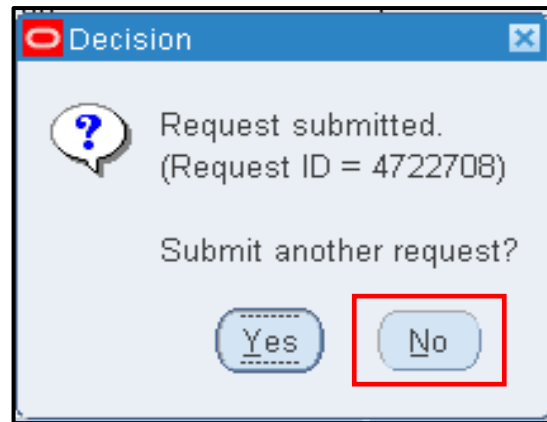
Field	Value
Save all Output Files	<input checked="" type="checkbox"/>
Byrst Output	<input type="checkbox"/>
Layout	UP Statement of Disbursements and Outstanding Obligations
Notify	
Print to	noprint

Buttons: Options..., Delivery Opts

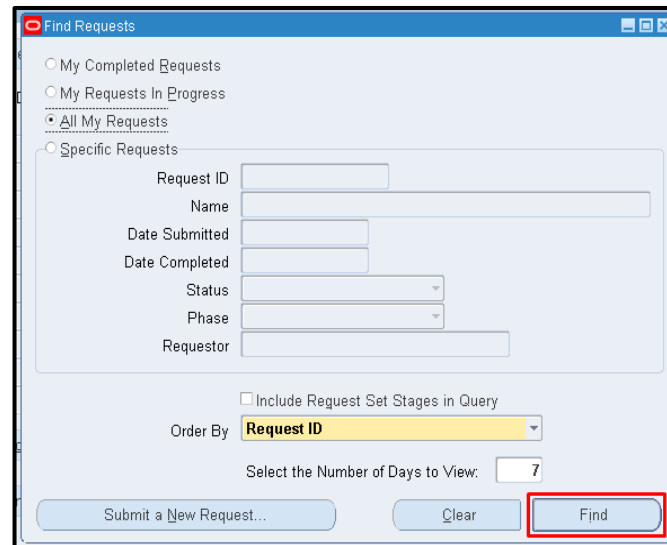
Buttons: Help (C), Submit, Cancel

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

Buttons: Hold Request, View Details..., Rerun Request, View Output, Cancel Request, Diagnostics, View Log... (J)

Then, click **View Output** button.

Expected Result:

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3			Accounting Office										
4			University of the Philippines System										
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Particulars	Total Authorized Expenditures	OBLIGATIONS			LIQUIDATIONS			Accounts Payable Balance	Unobligated Balance
		Previously Reported	This Quarter/ Month	To Date	Previously Reported	This Quarter/ Month	To Date		
PERSONAL SERVICES									
MOE									
CAPITAL OUTLAY									
Total									
Add: UB of Year 1									
Balance									

CERTIFIED CORRECT	REVIEWED & FOUND CORRECT	APPROVED:
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Report generated with BP - Business Suite - Release 1.0 on June 23, 2021 10:07:08