



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



FMIS User Manual

Uploading Manual Journal Entries via Journal Wizard

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Version:	3.0



UPLOADING MANUAL JOURNAL ENTRIES VIA JOURNAL WIZARD

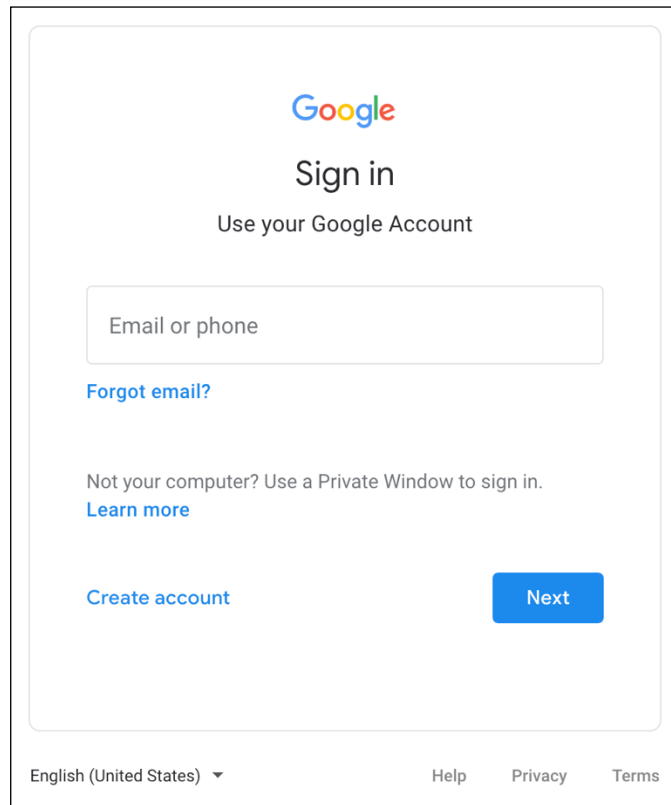
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
13 June 2017	Basinillo, Kevin	1.0	Created initial user guide for uploading budget journal entries through journal
27 April 2021	Kimberly Micah L. Magtibay	2.0	Applied major changes including new template format, screenshots, and guidelines
24 April 2023	Mark Jason D. Ellazar	3.0	Applied minor changes including new template format, screenshots, and guidelines

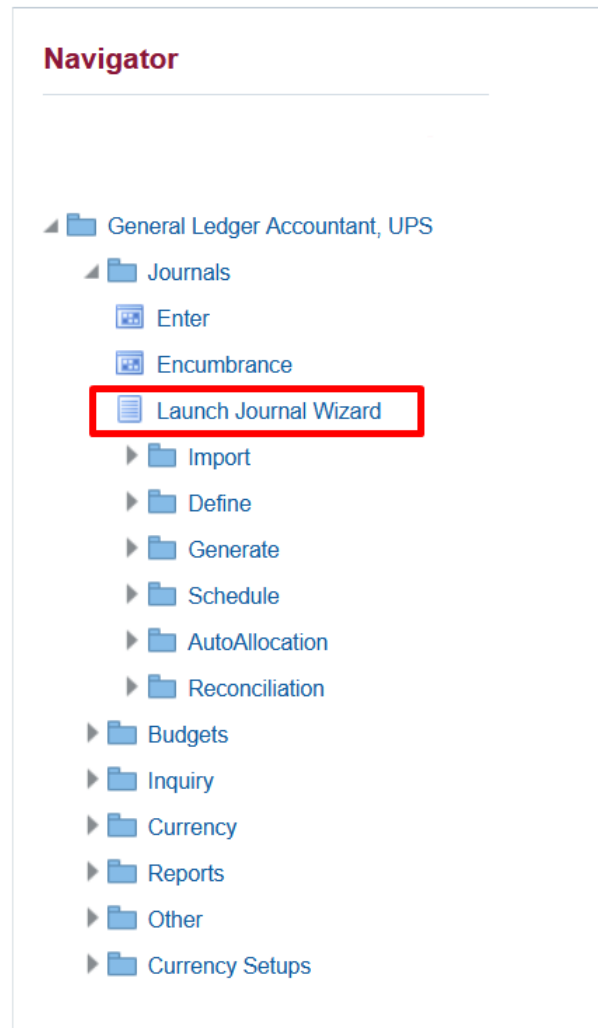
1.2 Description

Process ID	
Process Name	Uploading Manual Journal Entries via Journal Wizard
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant
Purpose	Upload journal entries by batch in WebADI templates
Data Requirement	Ledger, Category, Source, Currency, Accounting Date
Dependencies	Internet Settings and Microsoft Excel must be configured. (Refer to the Appendix)
Scenario	The accountant will upload adjusting or budget journal entries using a macro-enabled Excel worksheet

The image shows the Google Sign in interface. At the top is the Google logo. Below it, the text "Sign in" is displayed in a large font, followed by "Use your Google Account" in a smaller font. There is a text input field with the placeholder text "Email or phone". Below the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use a Private Window to sign in." followed by a link "Learn more". At the bottom left of the sign-in area is a link "Create account". At the bottom right is a blue button with the text "Next". At the very bottom of the page, there is a language selector "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

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

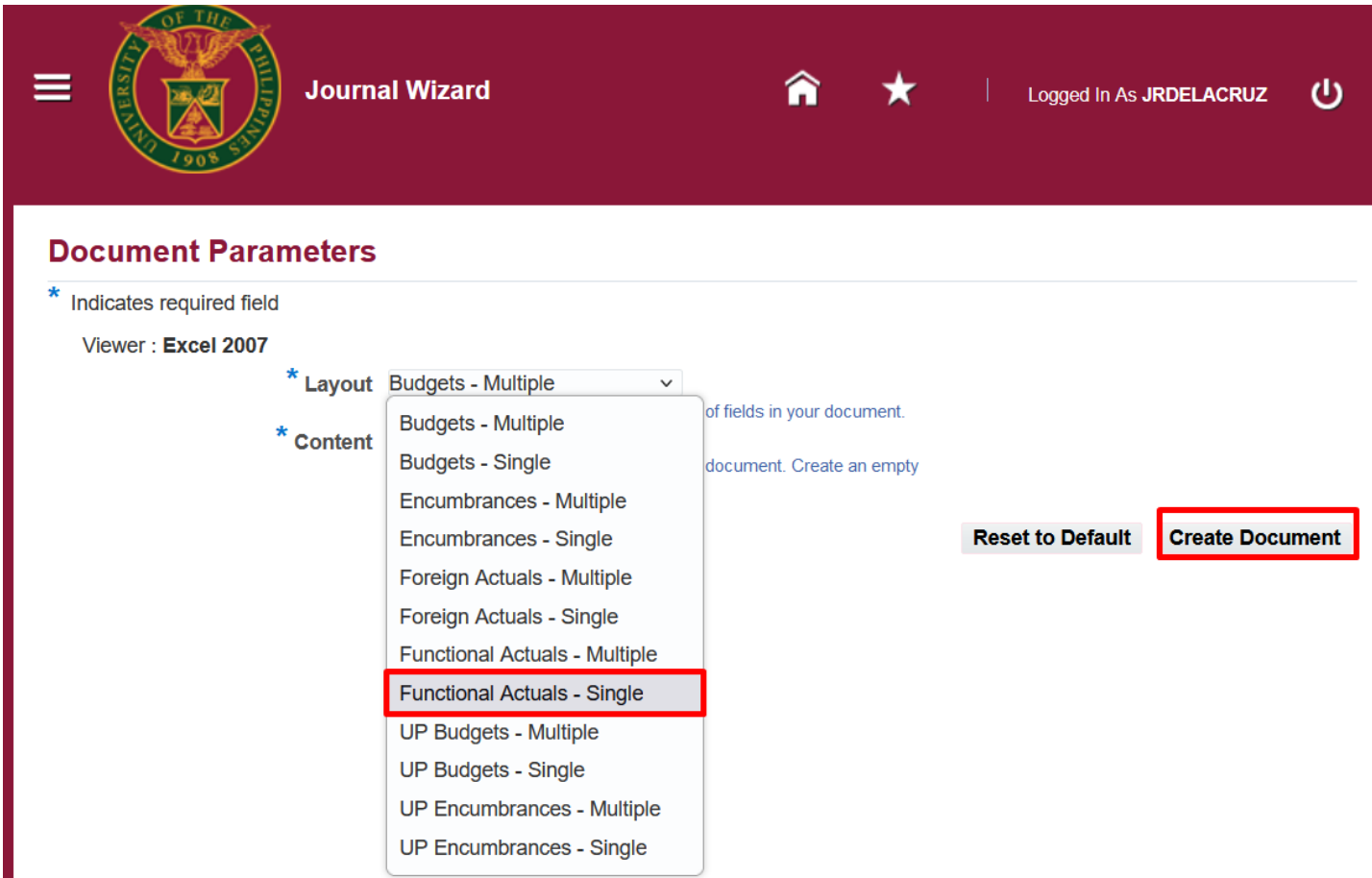
Step 2. Log-in your UP Mail credentials (e.g. ***username*** and ***password***)



Step 3. On the *Navigator*, go to **General Ledger Accountant, <CU>**.

Click **Journals**.

Then, click **Launch Journal Wizard**



Journal Wizard

Viewer : **Excel 2007**

* Indicates required field

* **Layout** Budgets - Multiple

* **Content**

- Budgets - Multiple
- Budgets - Single
- Encumbrances - Multiple
- Encumbrances - Single
- Foreign Actuals - Multiple
- Foreign Actuals - Single
- Functional Actuals - Multiple
- Functional Actuals - Single**
- UP Budgets - Multiple
- UP Budgets - Single
- UP Encumbrances - Multiple
- UP Encumbrances - Single

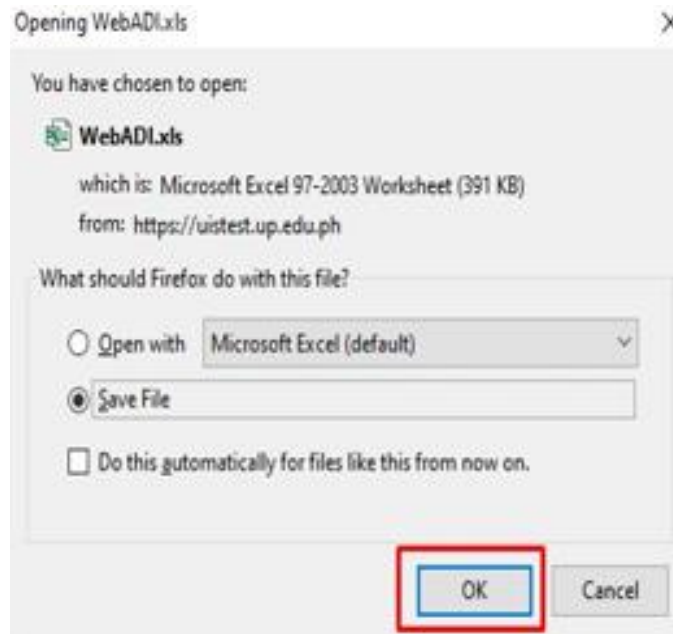
of fields in your document.

document. Create an empty

Reset to Default **Create Document**

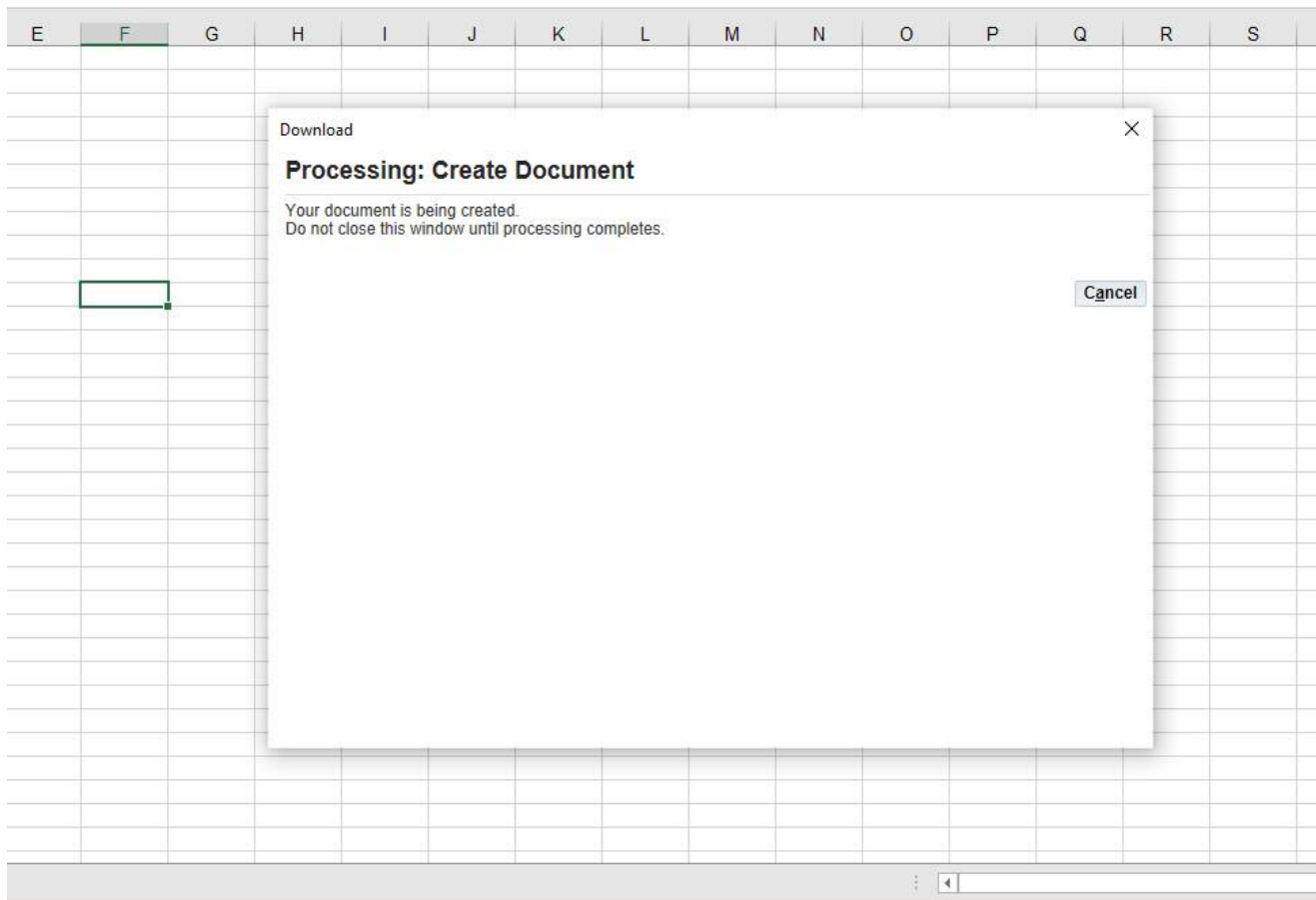
Step 4. From the Layout field, select **Functional Actuals - Single**.

Then, click **Create Document**



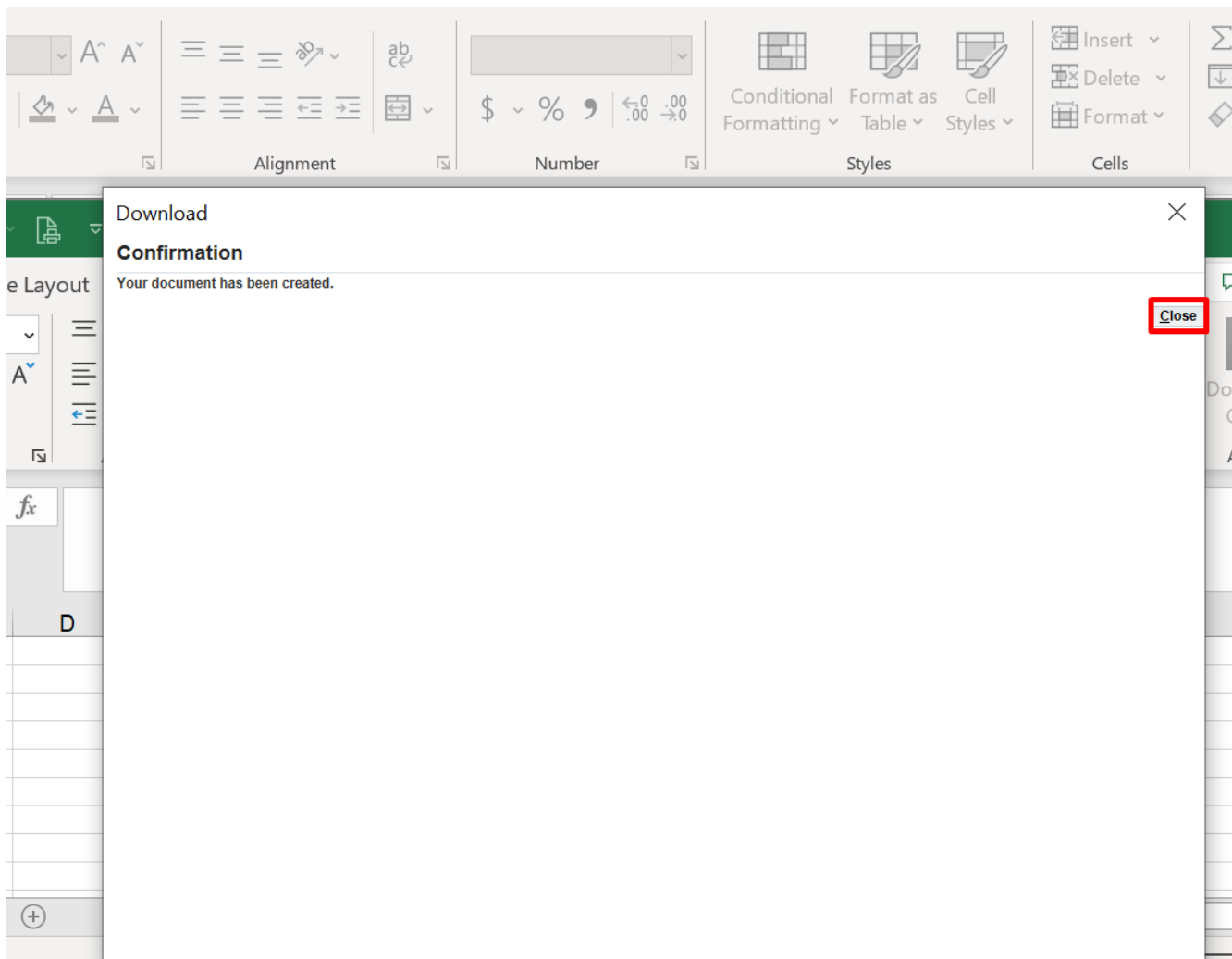
Step 5. A WebADI download menu will appear.

Choose the **Save File** option and then click **OK**.



Step 6. Open the file using Microsoft Excel.

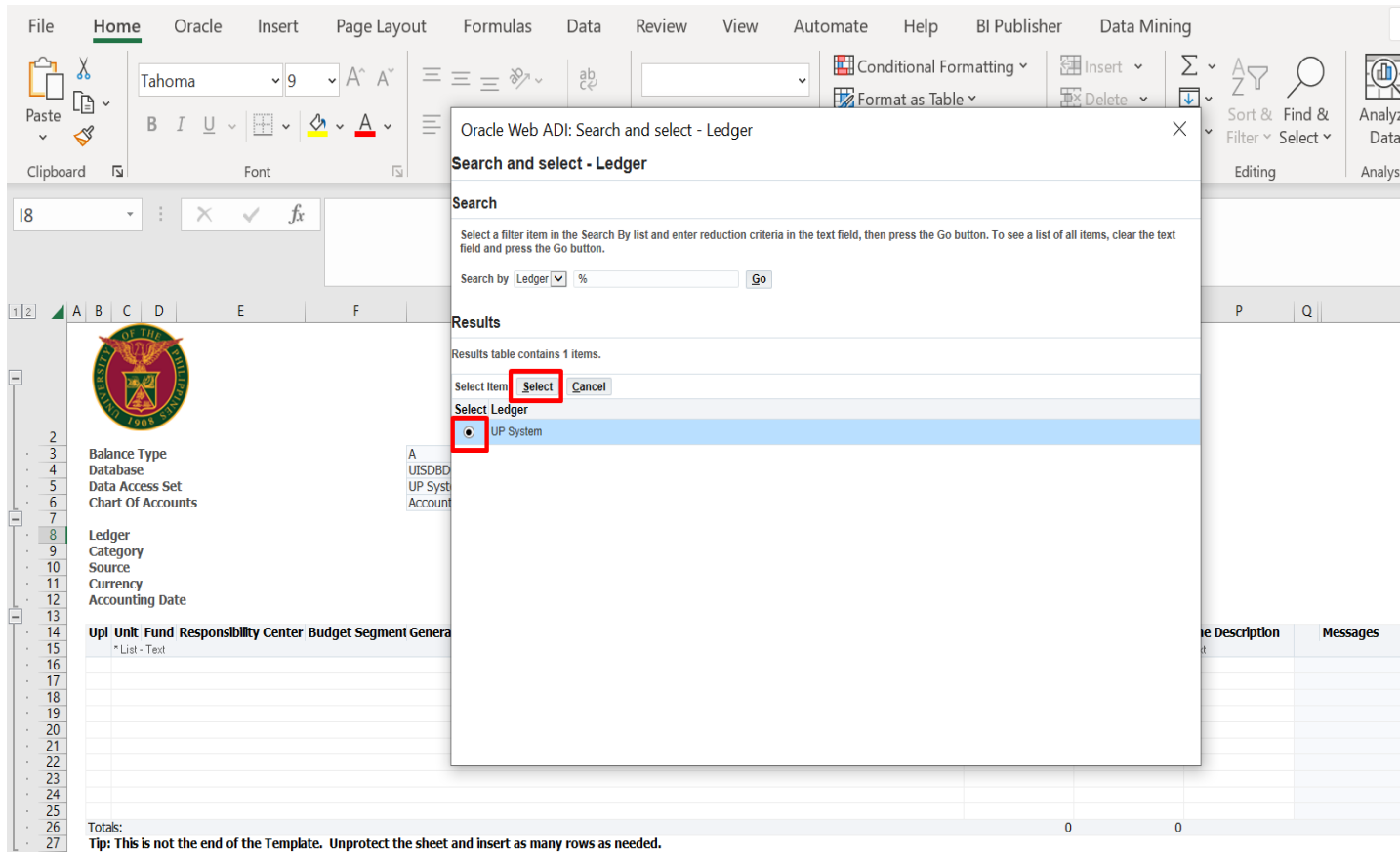
Wait for the download window to complete and the document to be created.



Step 7. Once the document has been created, click **Close**.

Step 8. The template will open and display the budget journal entry fields.

[illegible]



Step 9. Fill-out the template header fields beginning with the **Ledger**.

Values are entered either by double clicking the input cell and choosing the desired/correct selection or by typing in the valid value. For a value to be valid, it must be found among the available options.

Do the same for the other fields: **Category, Source, Currency, and Accounting Date.**

Parameter	Description	Remarks
Ledger	Operating Unit	Required field • Default value depends on the user account
Category	Journal Category	Required field • Must select from a maintained list of values • Select Adjustment
Source	Journal Source	Required field • List of values • Select Budget
Currency	Currency type	Required field • List of values • Default value is PHP
Accounting Date	Month and year coverage of the Batch Journal	Required field • Date (DD-MON-YYYY) • e.g. 01-JAN-2023

File Home Oracle Insert Page Layout Formulas Data Review View Automate Help BI Publisher Data Mining

Clipboard Font Alignment Number Styles Cells Editing

28/12/2022

A B C D E F G H I J K L M N O P Q

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14
15

Balance Type
Database
Data Access Set
Chart Of Accounts
Ledger
Category
Source
Currency
Accounting Date

A
UISDBDEV.UP.EDU.PH.DEVCDB
UP System
Accounting Flexfield

* List - Text: UP System
* List - Text: Adjustment
* List - Text: Manual
* List - Text: PHP
* List - Date: 28-Dec-2022

Up	Unit	Fund	Responsibility Center	Budget Segment	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow	Future	Debit	Credit	Line Description	Messages
* List - Text												* Number	* Number	Text	

The workbook should appear like this after entering the header values.

File Home Oracle Insert Page Layout Formulas Data Review View Automate Help BI Publisher Data Mining

Paste Font Alignment Number Styles Cells Editing

C16

1 2 A B C D E

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8
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Balance Type
Database
Data Access Set
Chart Of Accounts

Ledger
Category
Source
Currency
Accounting Date

Upd Unit Fund Responsibility Center Budget

* List - Text

Enter Flexfield

Accounting Flexfield

Unit	01	UP System
Fund	101	General Fund
Responsibility Center	-	Unspecified
Budget Segment	-	Unspecified
General Ledger1	10102030	Cash in Bank - Local Currency, Savings Account
General Ledger2	-	
Object Code1	-	
Object Code2	-	
Special Code	-	
Cash Flow	-	
Future	-	

Cancel Combinations Select

Step 10 Proceed to fill-out the journal line fields.

You may enter the account combination directly on the cells or you may click on a **cell** under the **Unit** column for the **Accounting Flexfield** window to appear and enter the values.

If you opt use the Accounting Flexfield, it will validate the selected values.

File Home Oracle Insert Page Layout Formulas Data Review View Automate Help BI Publisher Data Mining

Paste Font Alignment Number Styles Cells Editing Analysis

C16

Enter Flexfield

Accounting Flexfield

Information

This combination is valid.

Unit	01	UP System
Fund	101	General Fund
Responsibility Center	-	Unspecified
Budget Segment	-	Unspecified
General Ledger1	10102030	Cash in Bank - Local Currency, Savings Account
General Ledger2	-	Select value
Object Code1	-	Unspecified
Object Code2	-	Unspecified
Special Code	-	Unspecified
Cash Flow	-	Unspecified
Future	-	Unspecified

Cancel Back **Select**

Balance Type
Database
Data Access Set
Chart Of Accounts
Ledger
Category
Source
Currency
Accounting Date
Upl Unit Fund Responsibility Center Budge

* List - Text

Once the combination of values has been validated, click **Select**.

File Home Oracle Insert Page Layout Formulas Data Review View Automate Help BI Publisher Data Mining

Paste Font Alignment Number Styles Cells

P17

Balance Type
Database
Data Access Set
Chart Of Accounts

Ledger
Category
Source
Currency
Accounting Date

UP Unit Fund Responsibility Center Budget Segment General Ledger1 General Ledger2 Object Code1 Object Code2 Special Code Cash Flow Future

Debit	Credit
* Number	* Number
1000	
	1000
1000	1000

Totals:

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

Step 11. Then, enter a Debit or Credit amount.

Notice that it automatically sums the DR and CR amounts at the bottom

You may select or unselect journals lines for uploading by clicking on the cell under **Upl.** A flagged row will be uploaded.

File Home **Oracle** Insert Page Layout Formulas Data Review View Automate Help BI Publisher Data Mining

List of Values Graph All Graph Selection Variation Show Filters Reset Filters Upload Download Switch Responsibility Monitor Settings

Data And Graphs Editing Upload And Download Roles Request Setting

T15

1 2 A B C D E F G H I J K L M N O P

2

3 Balance Type

4 Database

5 Data Access Set

6 Chart Of Accounts

7

8 Ledger

9 Category

10 Source

11 Currency

12 Accounting Date

13

14

15

16

17

18

19

20

A

UISDBDEV.UP.EDU.PH.DEVCDB

UP System

Accounting Flexfield

* List - Text UP System

* List - Text Adjustment

* List - Text Manual

* List - Text PHP

* List - Date 28-Dec-2022

Upl	Unit	Fund	Responsibility	Center	Budget	Segment	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow	Future	Debit	Credit	Line Description
														* Number	* Number	Text
R	01	101	-	-	-	10102030	-	-	-	-	-	-	-		1000	
R	01	101	-	-	-	10102010	-	-	-	-	-	-	-			1000

Step 13. To upload the entries, click on **Oracle > Upload**.

Journals Upload

Upload Parameters

Rows to Upload

☐ All Rows

☒ Flagged Rows

☒ Validate Before Upload

☒ Automatically Submit Journal Import

Journal Import will be automatically submitted on successful completion of the upload

☐ Create Summary Journals

Journal Import will summarize all transactions that share the same account, period and currency

☐ Upload Unbalanced Journals

To import unbalanced journals, you must define a suspense account for actual journals and a reserve for encumbrance account for encumbrance journals.

Descriptive Flexfields

☐ Do Not Import

☒ Import With Validation

☐ Import Without Validation

Specify how Journal Import will handle descriptive flexfields

Close **Upload**

Step 14. The **Journals Upload** window will appear.

Refer to the table of parameters below in choosing your upload parameters.

Once you have selected the appropriate parameters, click **Upload**.

Parameter	Description
Rows to Upload	All Rows – Upload ALL journals Flagged Rows – Uploads only those with the FLAG sign (see UPL column)
	Make sure that Validate Before Upload options is ticked.
Descriptive Flexfields	Make sure that Import with Validation is ticked.

Journals Upload



 Confirmation

The upload process has completed with the following status:(Note that this upload involved two steps: upload of rows to intermediate staging tables, followed by upload to the final application tables. Upload validation errors can occur in either step)

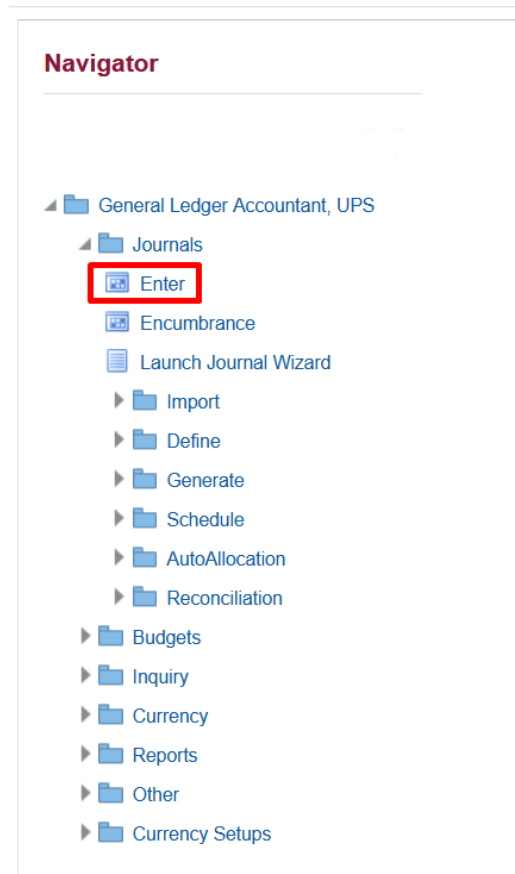
- 2 row(s) successfully uploaded to the staging tables.
- Journal Import Request ID 5968461

Please select Close to return to the spreadsheet.

Close

Step 15. A confirmation message will appear once the upload has finished successfully.

Take note of the Request ID and click **Close**.



Step 16. To view the uploaded budget, navigate to **General Ledger Accountant, <CU> or General Ledger Budget Manager, <CU> > Journals > Enter.**

The screenshot shows the 'Enter Journals (UP System)' window. A 'Find Journals' dialog box is open in the center. The 'Batch' field in the dialog contains the text '%5968461%' and is highlighted with a red rectangular box. Below the 'Batch' field are fields for 'Journal', 'Ledger', 'Source', and 'Category'. To the right of these are fields for 'Period' and 'Currency'. Below those are 'Status' (with 'Posting' and 'Funds' sub-fields) and 'Control Total' (with 'Batch' and 'Journal' sub-fields). At the bottom of the dialog are buttons for 'Clear', 'New Batch', 'New Journal', and 'Find'. The 'Find' button is highlighted with a red rectangular box. The background window has a table with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. At the bottom of the main window are buttons for 'Review Journal', 'Review Batch', 'Post', 'Reverse Batch', 'Regquery', 'New Journal', 'New Batch', 'Tag Batch', 'Approve', and 'AutoCopy...'.

Step 17. On the **Batch** field, type in the **Request ID** in between two wildcard characters (%).

Ex: %5968461%

Then, click **Find**.

[illegible]

Step 18. On the **Enter Journals** window, select the journal batch line and click **Review Journal**.

Enter Journals (UP System)

Journals (UP System) - Manual A 5968461

Journal	Adjustment PHP	
Description	Journal Import 5968461:	
Ledger	UP System	Category Adjustment
Period	JAN-19	Effective Date 02-JAN-2019
Balance Type	Actual	Document Number 88643
Clearing Company		Tax Not Required
	Control Total	

Conversion
Currency PHP
Date 02-JAN-2019
Type User
Rate 1

Reverse
Date
Period
Method Switch Dr/Cr
Status Not Reversed
Reverse

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	01.101---20101010-----		1,000.00	Journal Import Created
2	01.101---50101010-----	1,000.00		Journal Import Created
		1,000.00	1,000.00	

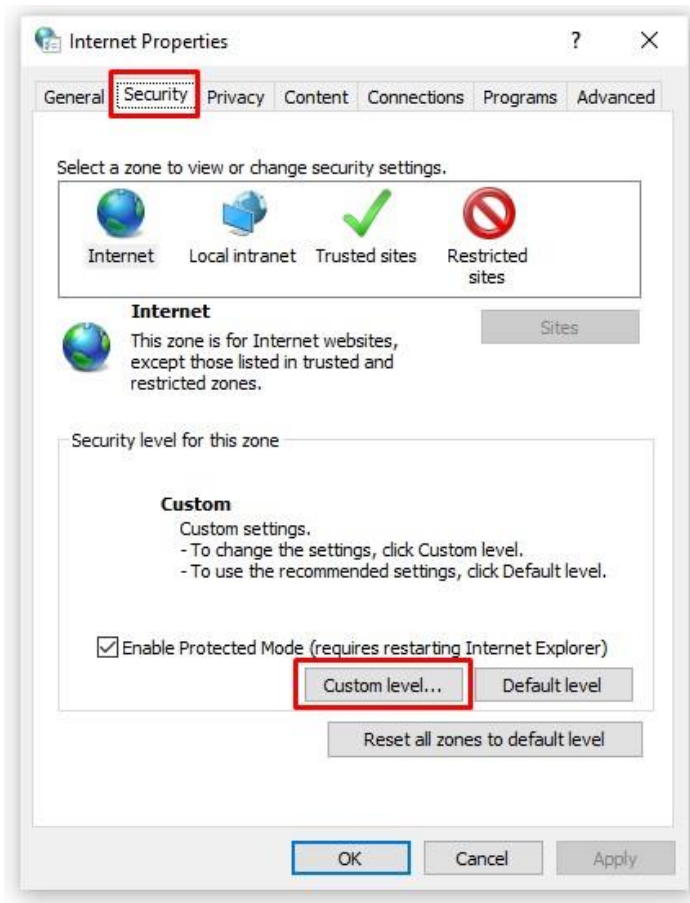
Acct Desc UP System.General Fund.Unspecified.Unspecified.Accounts Payable.Select value.Unspecified.Unspecified.Unspecified.Unsp

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...
Check Funds Reserve Funds View Results Change Period... Change Currency...

Expected Result: The journal batch you have entered can now be viewed.

You may still adjust the entries before posting.

To post journal entries, please refer to the user manual for [Posting a Journal Entry](#).



APPENDIX

CHANGING INTERNET SCRIPTING SETTINGS

Step 1.

Note:

This is a one-time setup only.

Open **Internet Options** by running or searching it from the **Start** Menu.

Click the **Security** tab. Then, click **Custom level**.

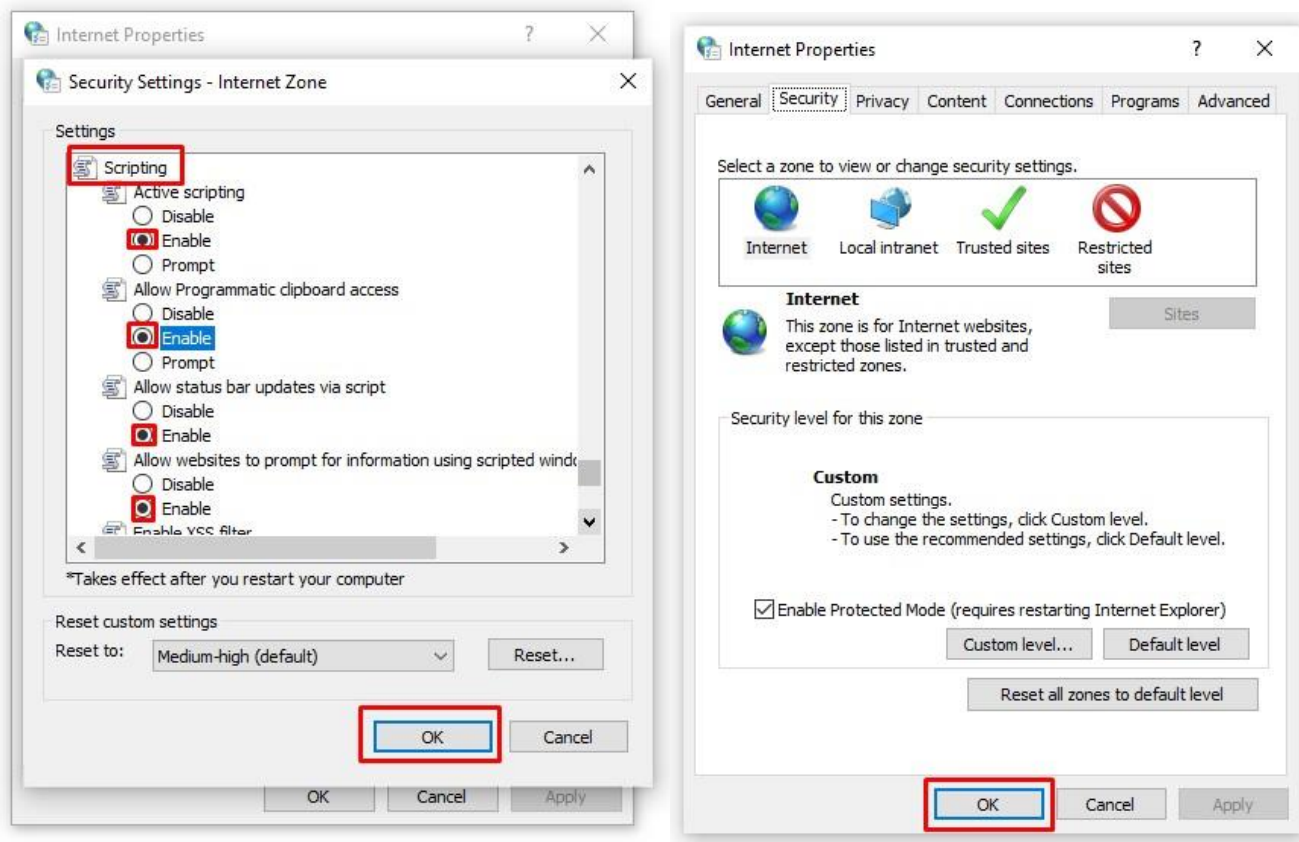
Step 2.

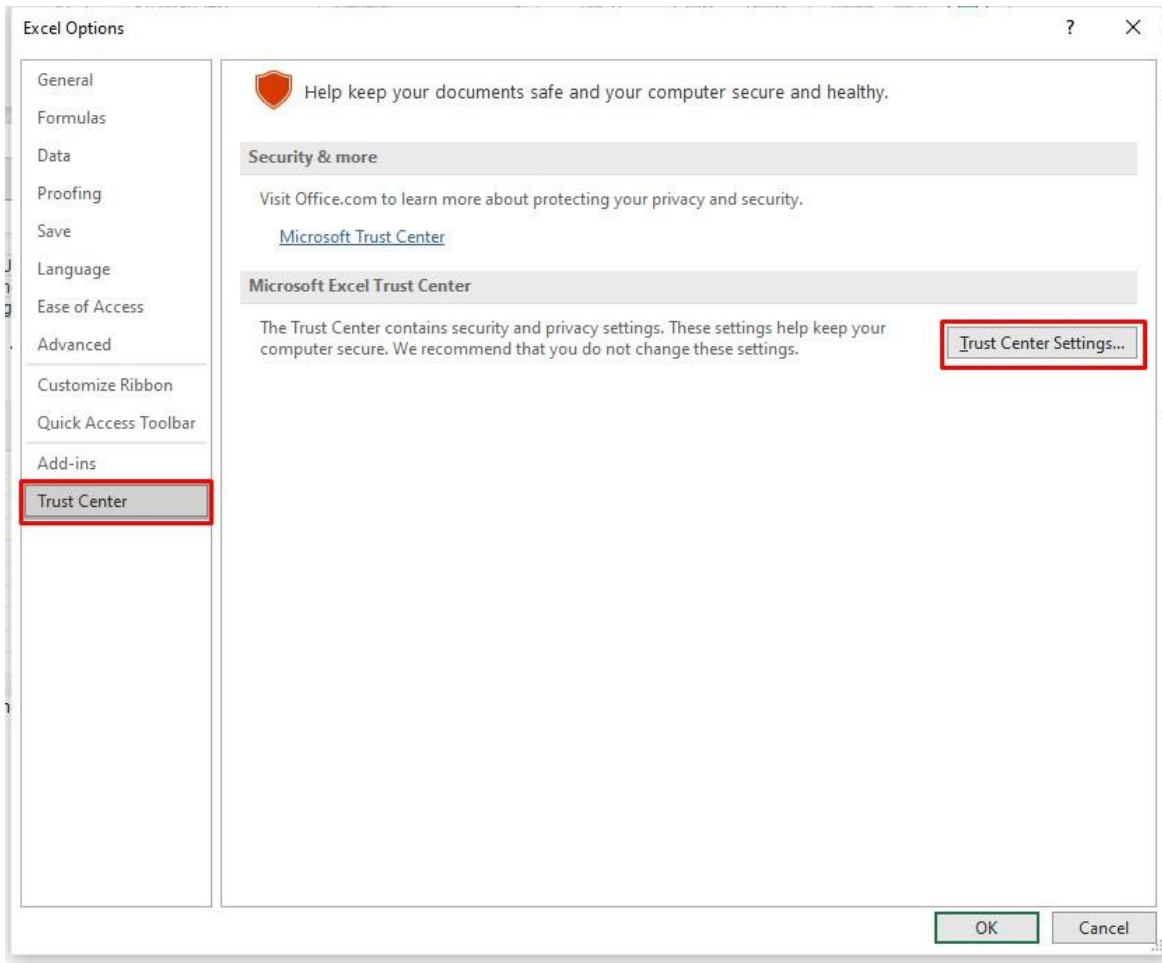
Look for the **Scripting** section.

Enable EVERYTHING under the **Scripting** section from **Active scripting** to **Scripting of Java applets**.

Click **OK**.

Save changes by clicking **OK** from the Internet Properties window again.



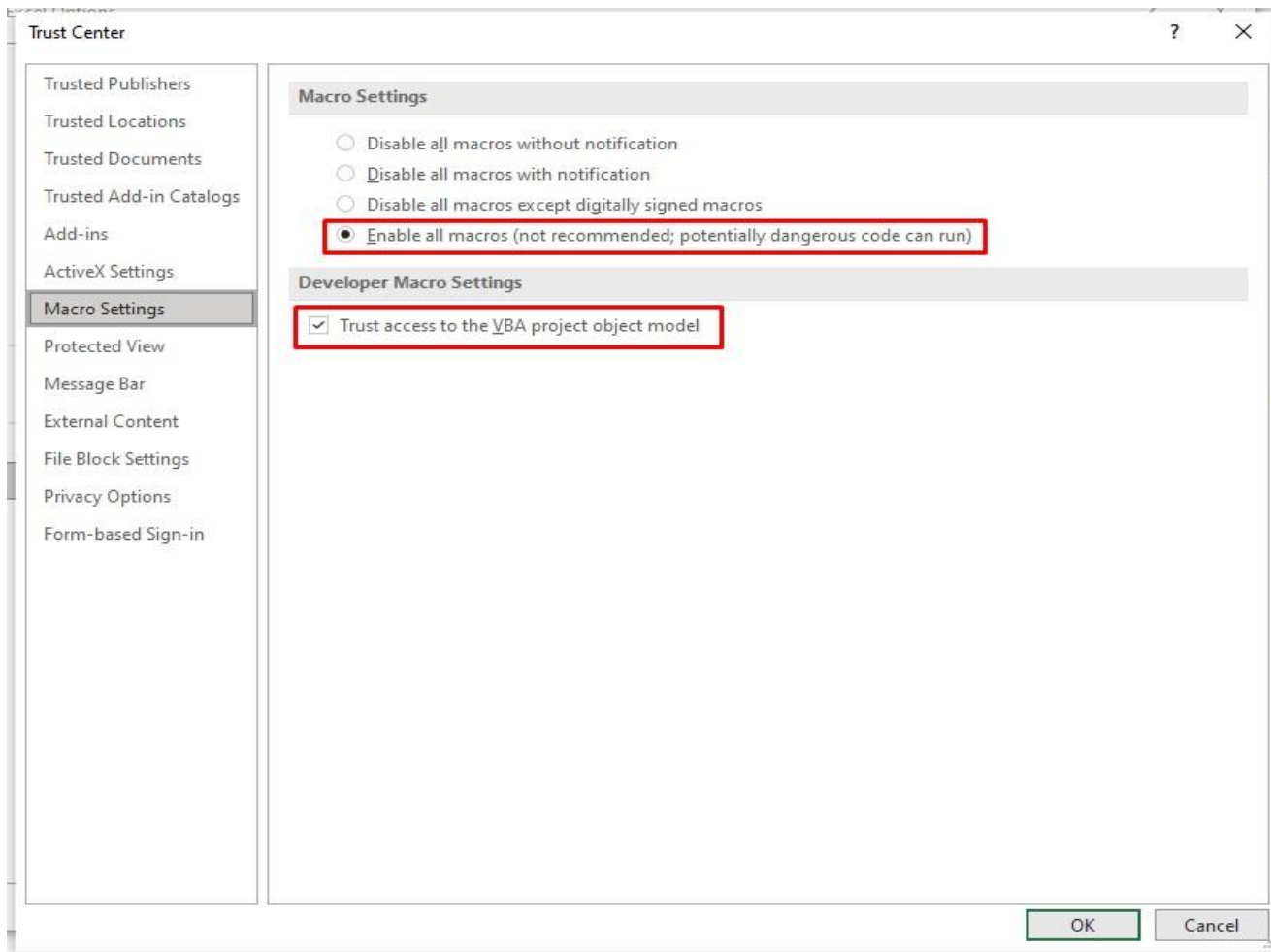


CHANGING EXCEL MACRO SETTINGS

Step 1.

Note: This is a **one-time setup** only.

In Microsoft Excel, navigate to **File > Options > Trust Center > Trust Center Settings**.



Step 2.

Under **Macro Settings**, tick **Enable all macros**.

*The **Trust access to the VBA project object model** option must also be ticked.*

Then, click **OK**.