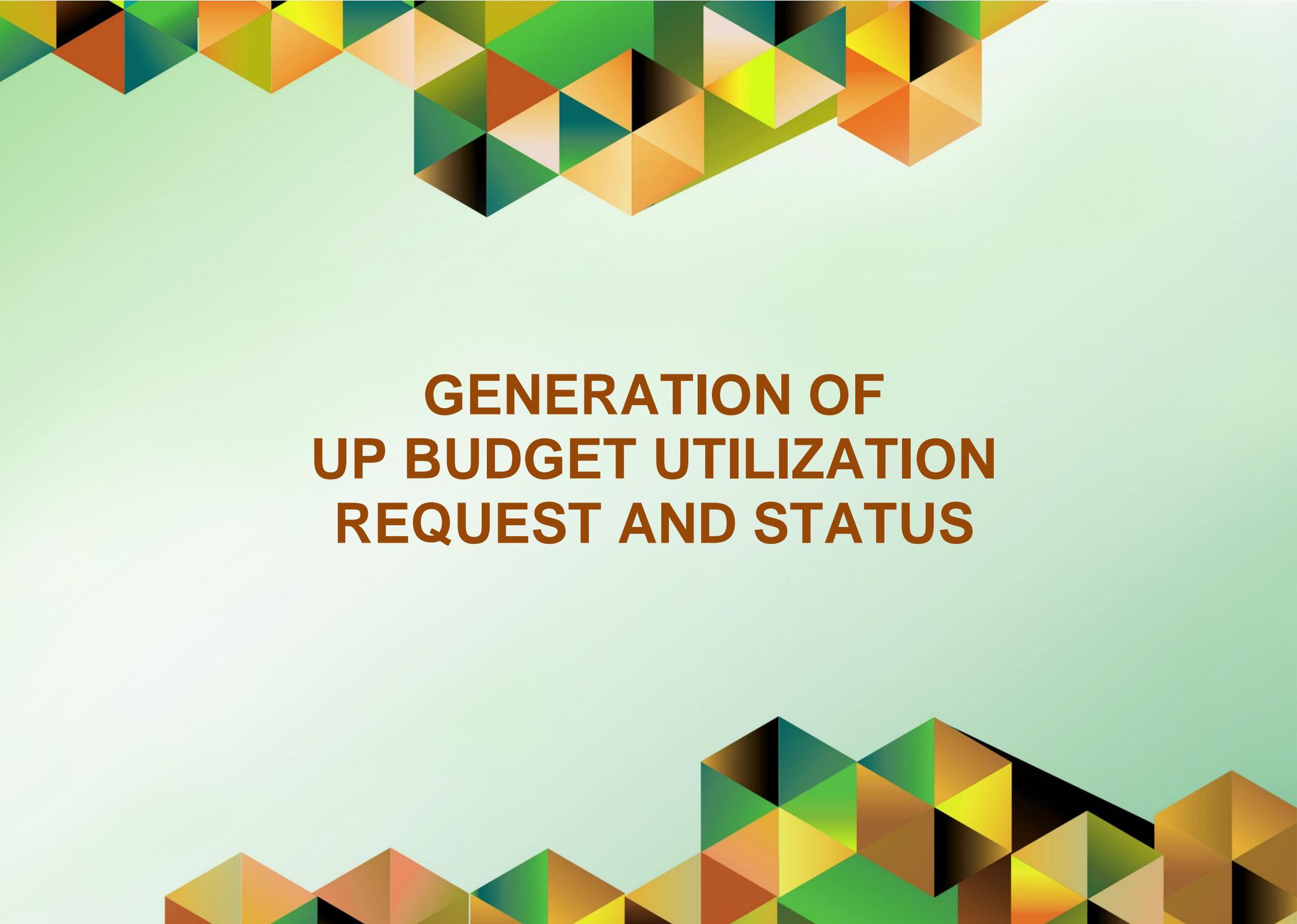# University of the Philippines

# FMIS

**Financial Management Information System
User Manual**

# GENERATION OF
# UP BUDGET UTILIZATION
# REQUEST AND STATUS

# FMIS User Manual
## *General Ledger*

| | |
|---|---|
| Author: | Kimberly Micah L. Magtibay |
| Creation Date: | 15 November 2019 |
| Last Updated: | |
| Document Ref: | FMIS User Manual – Generation of UP Budget Utilization Request and Status |
| Version: | 1.0 |

Generation of UP Budget Utilization Request and Status Report
File Ref: ITDC – FMIS – UM – UP Budget Utilization Request and Status – 11152019 (ver. 1.0)

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# 1.    DOCUMENT CONTROL

## 1.1    Change Record

| Date | Author | Version | Change Reference: |
|------|--------|---------|-------------------|
| 15 November 2019 | Kimberly Micah L. Magtibay | 1.0 | Initial version. |

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## 2.    Description

| Manual ID | |
|---|---|
| **Manual Name** | Generation of UP Budget Utilization Request and Status |
| **Information System** | Financial Management Information System |
| **Functional Domain** | General Ledger Module |
| **Responsibility** | General Ledger Budget Analyst/Manager<br>Payables Budget Officer |
| **Purpose** | This report creates the UP Budget Utilization Request and Status form with the obligation and DV details |
| **Data Requirement** | Obligation number |
| **Dependencies** | • Obligation must be posted<br>• Obligation number must be entered in the DV following the UIS-prescribed format for the DV details to appear in the form<br><br>Prescribed format: (YYYY-MM-OBR, ex: 2019-01-12345) |
| **Scenario** | Fund controller will generate the UP Budget Utilization Request and Status form to be signed and attached to the DV for processing of payment |

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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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**Step 3.** From *UIS Home Page* proceed to *Main Menu* and choose any of the following responsibilities:

- *General Ledger Budget Analyst*
- *General Ledger Manager*
- *Payables Budget Officer*

Click *Reports* then select *Request.*

Click *Standard*.

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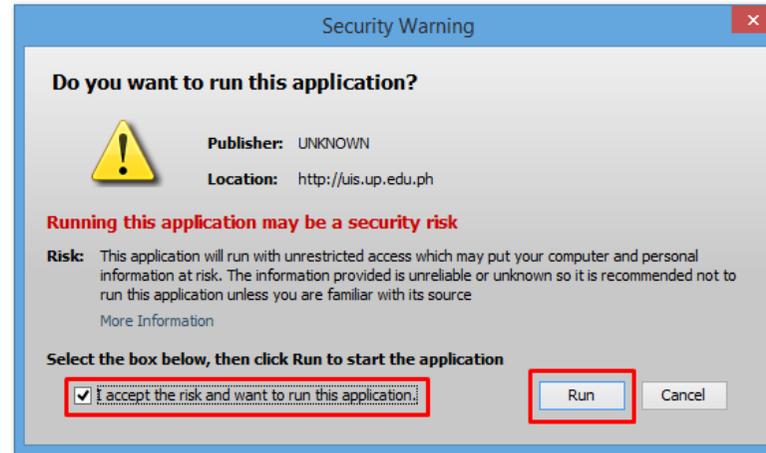
**Step 4.** Java application will launch with *Security Warning*, Tick the checkbox and click *Run*

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File   Edit   View   Folder   Tools   Window   Help

**Step 5.** *Submit a New Request* page will appear. Click *Single Request* then click *OK*

Navigator - General Ledger Budget Analyst, UPS

Functions     Documents

Journals:

Enter, generate, and p

+ Journals
+ Budgets
+ Inquiry
+ Reports
+ Other

**Submit a New Request**

What type of request do you want to run?

-----------------------------
⦿ **Single Request**
     This allows you to submit an individual request.

○ **Request Set**
     This allows you to submit a pre-defined set of requests.

OK        Cancel

Open

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| Submit Request | ☒ |
|---|---|

**Run this Request...**

Copy...

Name: UP Budget Utilization Request and Status |...

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

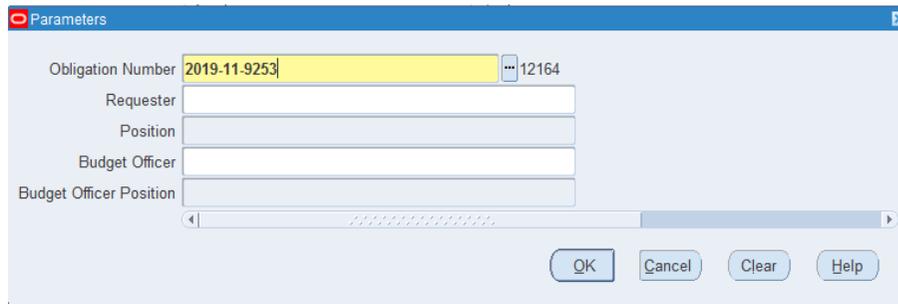Layout: UP Budget Utilization Request and Status   Options...

Notify:

Print to:   Delivery Opts

Help (C)    Submit    Cancel

**Step 6.** On the **Name** field, click the **ellipsis (...)** to search the UP Budget Utilization Request and Status or

You may type **UP%Budget%** then press the **Tab** button from the keyboard.
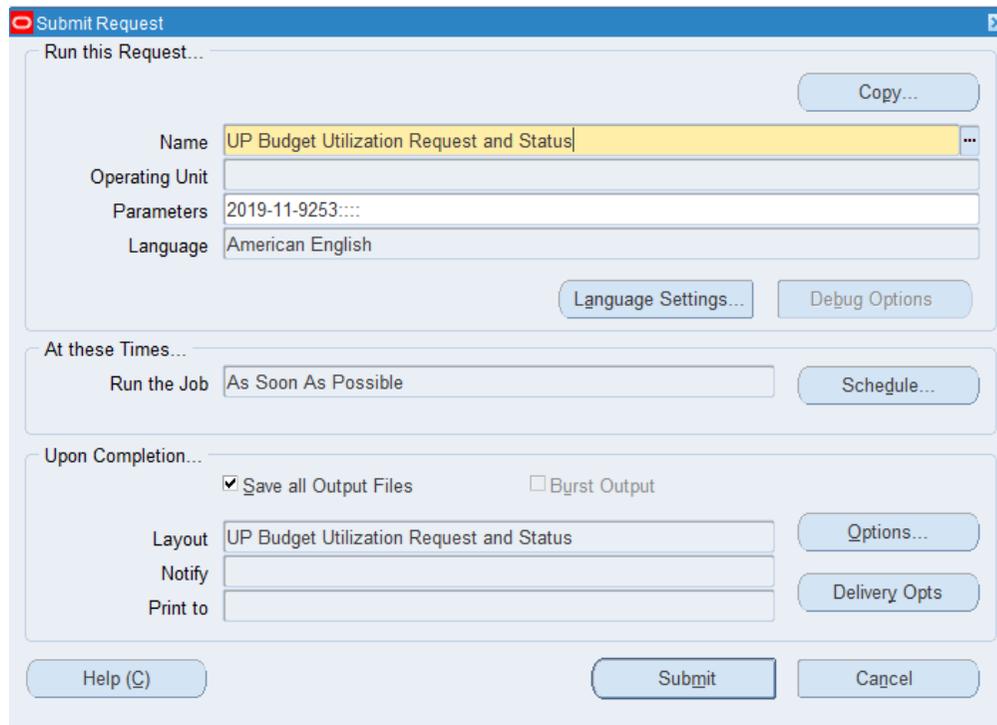
Generation of UP Budget Utilization Request and Status Report
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**Step 7.** Click on the *Parameter* field and the *Parameter* window will appear.

Fill out the necessary details then click *OK.*

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

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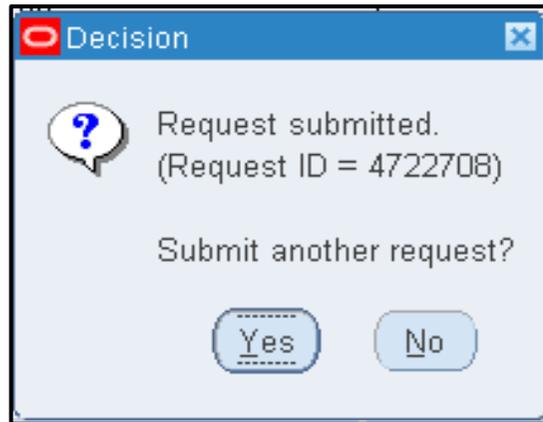
**Step 8.** On the decision to submit another request, click *No*.
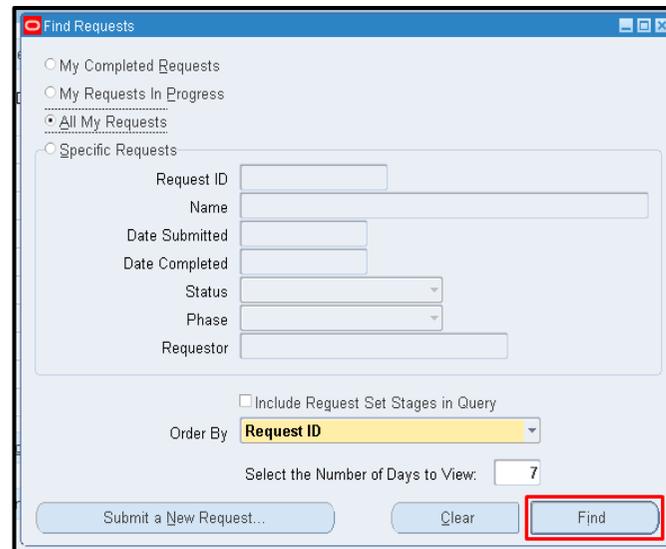


**Step 9.** On the *Find Requests* window, click *Find*.

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| Requests | | | | | _ □ ⊠ |
|---|---|---|---|---|---|
| Refresh Data | Find Requests | | Submit a New Request... | Submit New Request Set... | |
| | | | Copy Single Request | Copy Request Set... | |
| ☑ Auto Refresh (K) | | | | | |

| Request ID | Name | Parent | Phase | Status | Parameters |
|---|---|---|---|---|---|
| 5902476 | UP Budget Utilization Requ | | Completed | Normal | 276, 19795, 2027, 1507563, , , |
| 5902169 | UP Budget Utilization Requ | | Completed | Normal | 276, 19795, 2027, 1507439, , / |
| 5902168 | UP Obligation Request and | | Completed | Normal | 276, 19795, 2027, 1506980, , / |
| 5901931 | UP Budget Utilization Requ | | Completed | Normal | 276, 19795, 2027, 1506990, , , |
| 5901894 | UP Budget Utilization Requ | | Completed | Normal | 276, 19795, 2027, 1507434, , |
| 5901833 | UP Budget Utilization Requ | | Completed | Normal | 283, 19795, 2040, 671864, , 9( |
| 5901605 | UP Obligation Request and | | Completed | Normal | 276, 19795, 2027, 1507218, , , |
| 5901538 | UP Obligation Request and | | Completed | Normal | 276, 19795, 2027, 1506964, , , |
| 5901506 | UP Obligation Request and | | Completed | Normal | 276, 19795, 2027, 1506988, , , |
| 5901483 | UP Obligation Request and | | Completed | Normal | 276, 19795, 2027, 1507239, , , |

| 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.

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## Expected Result:

**UNIVERSITY OF THE PHILIPPINES**
**SYSTEM**
Diliman, Quezon City, Metro Manila, NCR
TIN: 000-864-006-000

| UP Budget Utilization Request and Status | Serial No: | 02-05207000-2019-11-09253 |
|---|---|---|
| UP System | Date: | November 15, 2019 |
| Entity Name | Fund Cluster: | 05 |

**Payee:**
**Office:**
**Address:**

| Responsibility Center | Particulars | MFO/PAP | UACS Object Code | Amount |
|---|---|---|---|---|
| | | | | |

| A. | Certified: Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal | B. | Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above |
|---|---|---|---|

Signature: _____

Printed Name: _____

Position: _____
Head, Requesting Office/Authorized Representative

Date: _____

Signature: _____

Printed Name: _____

Position: _____
Head, Budget Division/Unit/Authorized Representative

Date: _____

| C. | STATUS OF OBLIGATION |
|---|---|

| Date | Particulars | ORS/JEV/ Check/A DA/TRA No. | Obligation | Payable | Payment | Balance | |
|---|---|---|---|---|---|---|---|
| | | | | | | Not Yet Due | Due and Demandable |
| | | | (a) | (b) | (c) | (a-b) | (b-c) |
| | | | | | | | |

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

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