



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



GENERATION OF UP OBLIGATION REQUEST AND STATUS

FMIS User Manual

General Ledger

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Version: 1.0

1. DOCUMENT CONTROL

1.1 Change Record

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

2. Description

Manual ID	
Manual Name	Generation of UP Obligation Request and Status
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst/Manager Payables Budget Officer
Purpose	This report creates the UP Obligation Request and Status form with the obligation and DV details
Data Requirement	Obligation number
Dependencies	<ul style="list-style-type: none"> • Obligation must be posted • Obligation number must be entered in the DV following the UIS-prescribed format for the DV details to appear in the form <p>Prescribed format: (YYYY-MM-OBR, ex: 2019-01-12345)</p>
Scenario	Fund controller will generate the UP Obligation Request and Status form to be signed and attached to the DV for processing of payment



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

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

User Name

Password

Login

Cancel

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University Information System Home Page

- General Ledger Budget Analyst, UPLB
- General Ledger Budget Analyst, UPM
- General Ledger Budget Analyst, UPMIn
- General Ledger Budget Analyst, UPOU
- General Ledger Budget Analyst, UPPGH
- General Ledger Budget Analyst, UPS
 - Journals
 - Budgets
 - Inquiry
 - Reports
 - AutoCopy
 - Request
 - Financial
 - Standard**
 - Other

Worklist

Full List

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

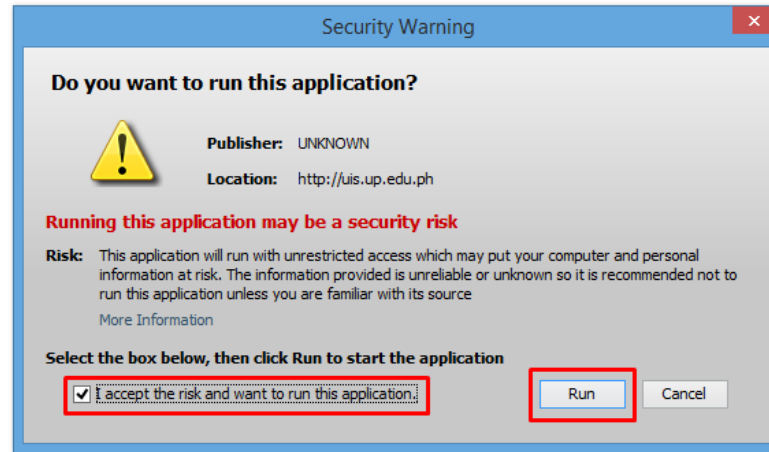
TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

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

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

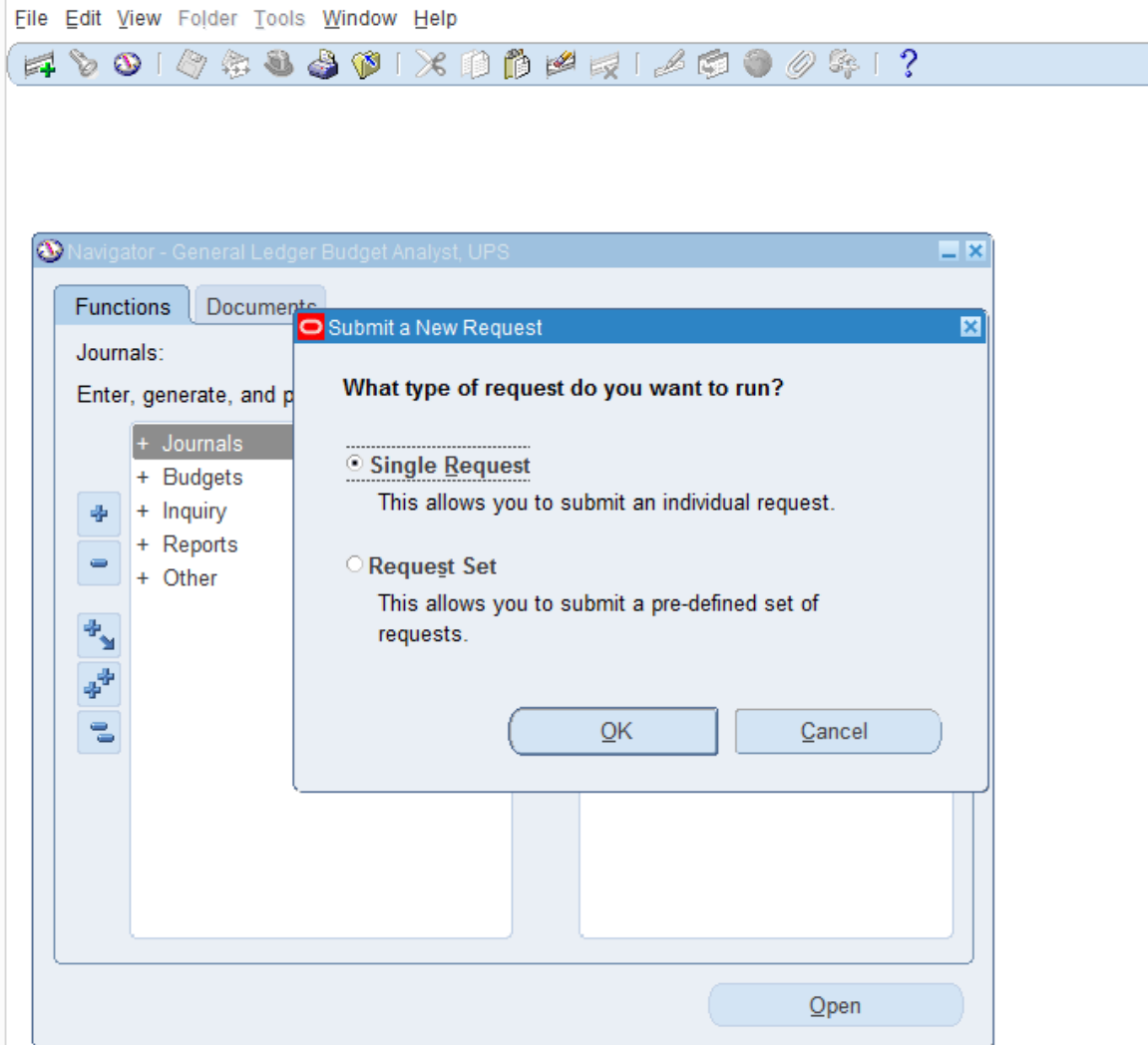
Click **Reports** then select **Request**.

Click **Standard**.



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

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



Submit Request

Run this Request... Copy...

Name UP Obligation Request and Status ...

Operating Unit

Parameters

Language American English Language Settings... Debug Options

At these Times... Schedule...

Run the Job As Soon As Possible

Upon Completion... Save all Output Files Burst Output

Layout UP Obligation Request and Status Options...

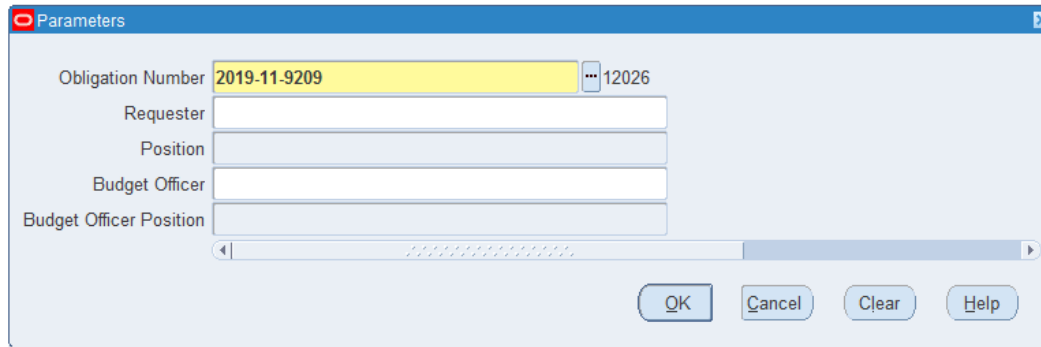
Notify

Print to Delivery Opts

Help (C) Submit Cancel

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

You may type **UP%Obligation%** then press the **Tab** button from the keyboard.

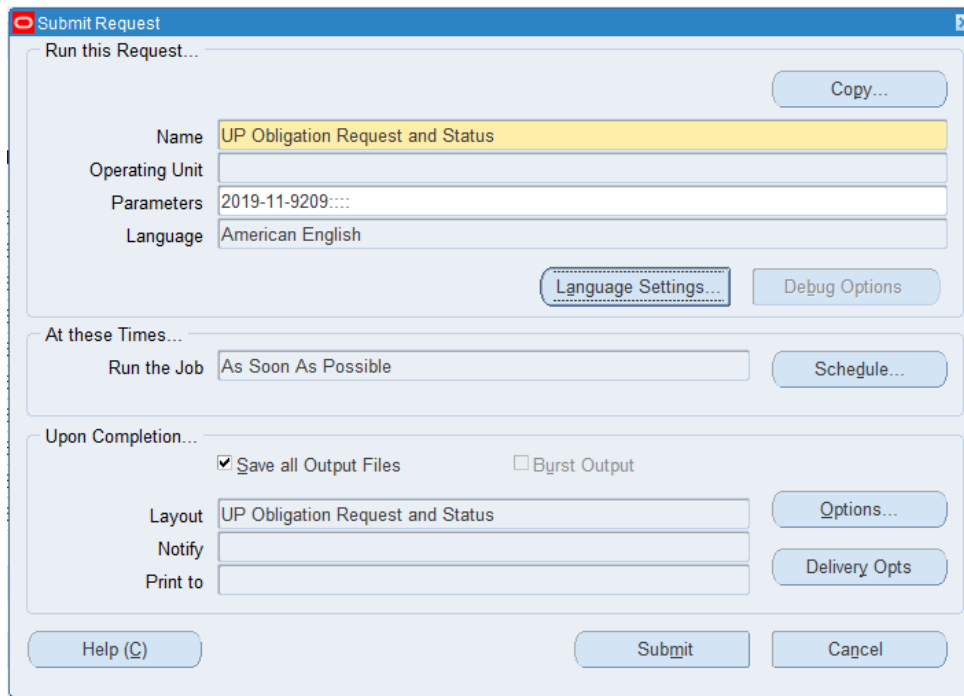


The Parameters dialog box contains the following fields and controls:

- Obligation Number: 2019-11-9209 (highlighted in yellow), with a dropdown arrow and the number 12026 to its right.
- Requester: empty text field.
- Position: empty text field.
- Budget Officer: empty text field.
- Budget Officer Position: empty text field.
- Buttons: OK, Cancel, Clear, Help.

Step 7. Click on the *Parameter* field and the *Parameter* window will appear.

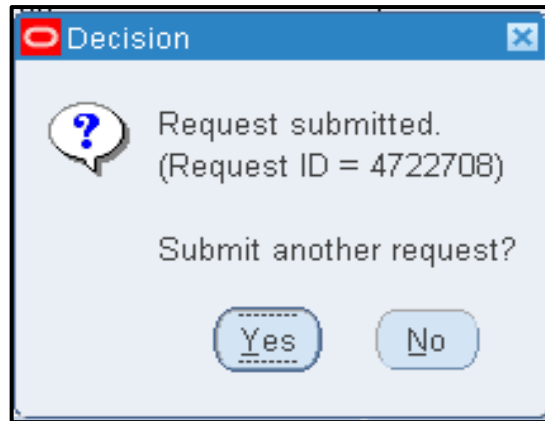
Fill out the necessary details then click **OK**.



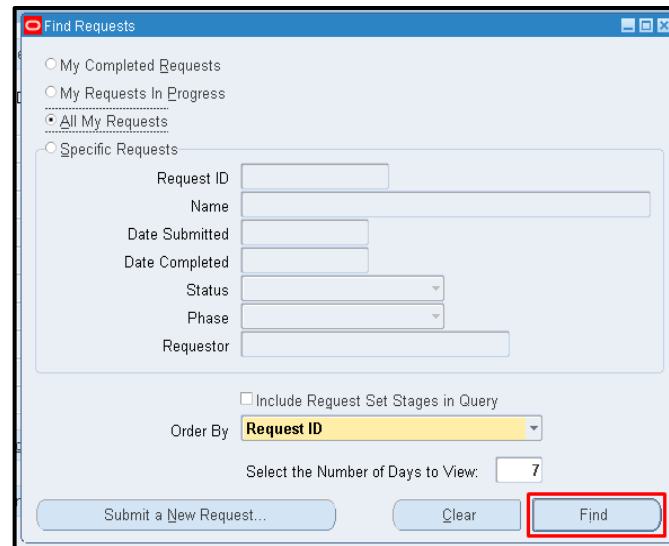
The Submit Request dialog box contains the following sections and controls:

- Run this Request...**
 - Name: UP Obligation Request and Status (highlighted in yellow), with a Copy... button to its right.
 - Operating Unit: empty text field.
 - Parameters: 2019-11-9209:::, with a Language Settings... button below it.
 - Language: American English, with a Debug Options button to its right.
- At these Times...**
 - Run the Job: As Soon As Possible, with a Schedule... button to its right.
- Upon Completion...**
 - Save all Output Files, Byrst Output.
 - Layout: UP Obligation Request and Status, with an Options... button to its right.
 - Notify: empty text field.
 - Print to: empty text field, with a Delivery Opts button to its right.
- Buttons: Help (C), Submit, Cancel.

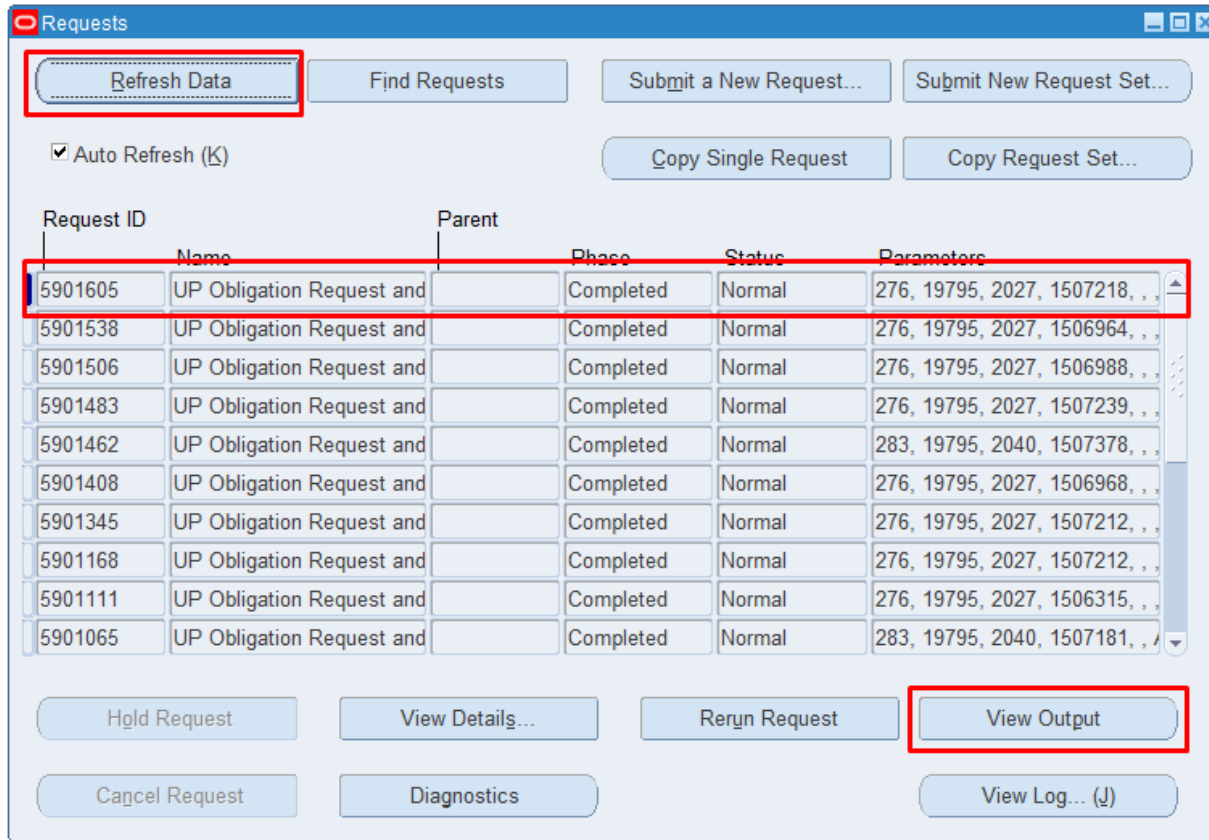
You will be redirected back to the *Submit Request* window, click the **Submit** button



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



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



Step 10. The *Requests* window will appear

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

then click **View Output** button.

Expected Result:



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

UP Obligation Request and Status		Serial No: 02-101101-2019-11-09209					
UP System		Date: November 14, 2019					
Entity Name		Fund Cluster: 01					
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: _____		Signature: _____					
Printed Name: _____		Printed Name: _____					
Position: _____		Position: _____					
Head, Requesting Office/Authorized Representative		Head, Budget Division/Unit/Authorized Representative					
Date: _____		Date: _____					
C. STATUS OF OBLIGATION							
Date	Particulars	ORS/JEV/Check/A DA/TRANo.	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.