

### University of the Philippines

# **FINALS** Financial Management

Financial Management Information System User Manual



## GENERATION OF UP AGING OF DUE AND DEMANDABLE OBLIGATION



### **FMIS User Manual** *General Ledger*

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Creation Date:	18 March 2019
Last Updated:	
Document Ref:	FMIS User Manual – Generation of UP Aging of Due and Demandable Obligation
Version:	1.0

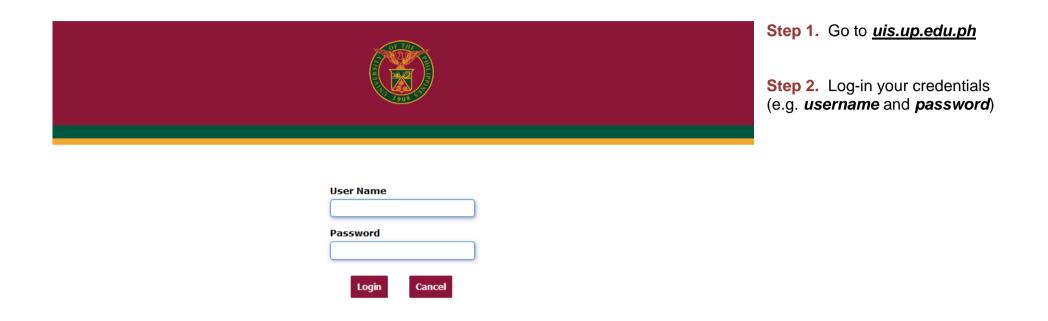
#### 1. DOCUMENT CONTROL

#### 1.1 Change Record

Date	Author	Version	Change Reference:
18 March 2019	Kimberly Micah L. Magtibay	1.0	Initial

### 2. Description

Manual ID	
Manual Name	Generation of UP Aging of Due and Demandable Obligation
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant / Budget Manager
Purpose	To display all due and demandable obligations from a specific start to end date including their respective age measured in days
Data Requirement	Journals (Encumbrance) must be posted and must have a corresponding DV number
Dependencies	The DV must have the detail of the OBR number
Scenario	



University of the Philippines	★ 🍄   Logged in As KLMAGTIBAY 🕜		Step 3. From UIS Home Page proceed to Main Menu and choose the General Ledger Accountant or General Ledger Manager responsibility.
University Information System Home Pa	ge		Click <b>Reports</b> then select <b>Request.</b>
General Ledger Accountant, UPOU     General Ledger Accountant, UPS	Worklist	_	Click <b>Standard</b> .
<ul> <li>Journals</li> <li>Budgets</li> </ul>	Full List (1)	)	
▶ 🖿 Inquiry	From         Type         Subject         Sent           SYSAD         HR         Travel Order has been forwarded for approval to Paje, Paulo Noel         15-Feb-2	L	
<ul> <li>Currency</li> <li>Reports</li> <li>AutoCopy</li> </ul>	♂TIP <u>Vacation Rules</u> - Redirect or auto-respond to notifications.		
✓ Image: A sequest Image: A sequest Image: A sequest			
Image: Standard       ▶     ■       Other			
Currency Setups			





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

Eile Edit View Folder Tools Window Help

🚳 Navigator - General Ledger Budget Analyst, UPS **\_** × Documente Submit a New Request Functions × Journals: What type of request do you want to run? Enter, generate, and p • Single Request + Budgets This allows you to submit an individual request. + Inquiry 4 + Reports O Request Set + Other This allows you to submit a pre-defined set of \*\* requests. 4 2 <u>o</u>K Cancel Open

🗖 🏷 🛇 I 🖉 😓 🕹 🏈 I 🗶 🗊 🎁 🖉 🛒 🖉 🎯 🖉 🗛 I 🤶

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

Submit Request		:
Run this Request		
		(Сору)
Name	UP Aging of Due and Demandable Obligation (FAR 03)	
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	
Layout	UP Aging of Due and Demandable Obligations (FAR 03)	Options
Notify		
Print to	noprint	Delivery Opts
(	( <u>Subm</u> it	Cancel
	Френ	

**Step 6.** On the *Name* field, click the *ellipsis (...)* to search the UP Statement of Financial Performance or

You may type **UP Aging of Due and Demandable Obligation** then press the **Tab** button from the keyboard

Parameters	
Start Date	
End Date	
Fund	
Agency Chief Accountant	
Recommended By	
Position	
Approved By	
Position	
Agency Budget Officer	
(	
	QK Clear Help

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

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

O Submit Request	×
Run this Request	
	Copy
Name	UP Aging of Due and Demandable Obligation (FAR 03)
Operating Unit	
Parameters	01-JAN-2017:30-MAR-2019:101:Absulio, Ms. Wella Lopez:Abriol-Santos, Asst. Prof. Katrina
Language	American English
	Language Settings Debug Options
At these Times	
Run the Job	As Soon As Possible Schedule
Upon Completion	
opon completion	Save all Output Files
Layout	UP Aging of Due and Demandable Obligations (FAR 03)
Notify	
Print to	Delivery Opts
Help (C)	Sub <u>m</u> it Cancel

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

ODecision 🛛 🛛						
?	Request submitted. (Request ID = 4722708)					
	Submit another request?					
	Yes No					

Find Requests	
OMy Completed <u>R</u> equests OMy Requests In <u>P</u> rogress	
<u>All My Requests</u>	
O Specific Requests	
Request ID	
Name	
Date Submitted	
Date Completed	
Status	
Phase	<b></b>
Requestor	
Order By	Include Reguest Set Stages in Query Request ID Select the Number of Days to View: 7
Submit a <u>N</u> ew Reque	est <u>C</u> lear Find

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

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

Refr	esh Data Find I	Requests	Submit	a New Request	. Submit New Request Set.
Auto Re	fresh ( <u>K)</u>		Сору	Single Request	Copy Reguest Set
Request ID		Parent			
	Name		Phase	Status	Parameters
5370767	UP Aging of Due and Dem		Completed	Normal	283, 2040, 19795, 2017/01/01
5369680	UP Aging of Due and Dem		Completed	Normal	283, 2040, 19795, 2017/01/01
5369678	UP Aging of Due and Dem		Completed	Normal	283, 2040, 19795, 2017/01/01
5369640	UP Aging of Due and Dem	1	Completed	Normal	283, 2040, 19795, 2017/01/01
5369590	UP Journal and Analysis o	f	Completed	Normal	283, 2040, 20809, , C0002165,
5368899	UP Journal and Analysis o	f	Completed	Normal	283, 2040, 20809, , C0002165,
5368381	UP Journal and Analysis o	f	Completed	Normal	283, 2040, 20809, , C0002165.
5368235	UP Journal and Analysis o	ř	Completed	Normal	283, 2040, 20809, , C0002165,
5368218	UP Journal and Analysis o		Completed	Normal	283, 2040, 20809, , C0002165.
5368123	UP Journal and Analysis o	i i i i i i i i i i i i i i i i i i i	Completed	Normal	283, 2040, 20809, , C0002165
Hold	Request Vi	ew Detail <u>s</u>		Rerun Request	View Output
Canc	el Request 🛛 🛛 🗖	agnostics			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.

#### **Expected Result:**

AGING OF DUE AND DEMANDABLE OBLIGATION FROM January 1, 2017 TO March 30, 2019

Department Agency Operating Unit Organization Code (UACS) Funding Source Code (as clustered) : State Universities and Colleges : University of the Philippines System : : 08 008 00 00000

Source Code (as clustered) : 08 008 00 00000 : 01 Regular Agency

	0	BLIGATION RE	QUEST		AGING OF DUE AND DEMANDABLE OBLIGATIONS					
Name of Creditor	Number	Date	Amount	Amount	90 days and below	91 to 180 days	181 to 270 days	271 to 360 days	Beyond 360 days	Remarks
1	2	3	4	5	6	7	8	9	10	11
	2482	January 25, 2017	121,563.00	121,563.00					121,563.00	
	2444	January 25, 2017	39,768.00	39,768.00					39,768.00	
	2443	January 25, 2017	6,600.00	6,600.00					6,600.00	
	2481	January 25, 2017	7,350.00	7,350.00					7,350.00	
	2457	January 25, 2017	1,650.00	1,650.00					1,650.00	
	2648	January 26, 2017	17,011.41	17,011.41					17,011.41	
	2778	January 27, 2017	640.00	640.00					640.00	
	2788	January 27, 2017	320.00	320.00					320.00	
	2881	January 30, 2017	320.00	320.00					320.00	
	2863	January 30, 2017	320.00	320.00					320.00	
	2847	January 30, 2017	3,354.84	3,354.84					3,354.84	
	2907	January 30, 2017	27,335.00	27,335.00					27,335.00	

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283-19795-5370767

FAR No. 3

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