University of the Philippines

FMIS
Financial Management Information System
User Manual

GENERATION OF
UP AGING OF DUE AND
DEMANDABLE OBLIGATION

FMIS User Manual
General Ledger

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

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

3

1.   DOCUMENT CONTROL

1.1   Change Record

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

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

4

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	

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

5

User Name

Password

Login   Cancel

Step 1. Go to *__uis.up.edu.ph__*

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

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

6

Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *General Ledger Accountant* or *General Ledger Manager* responsibility.
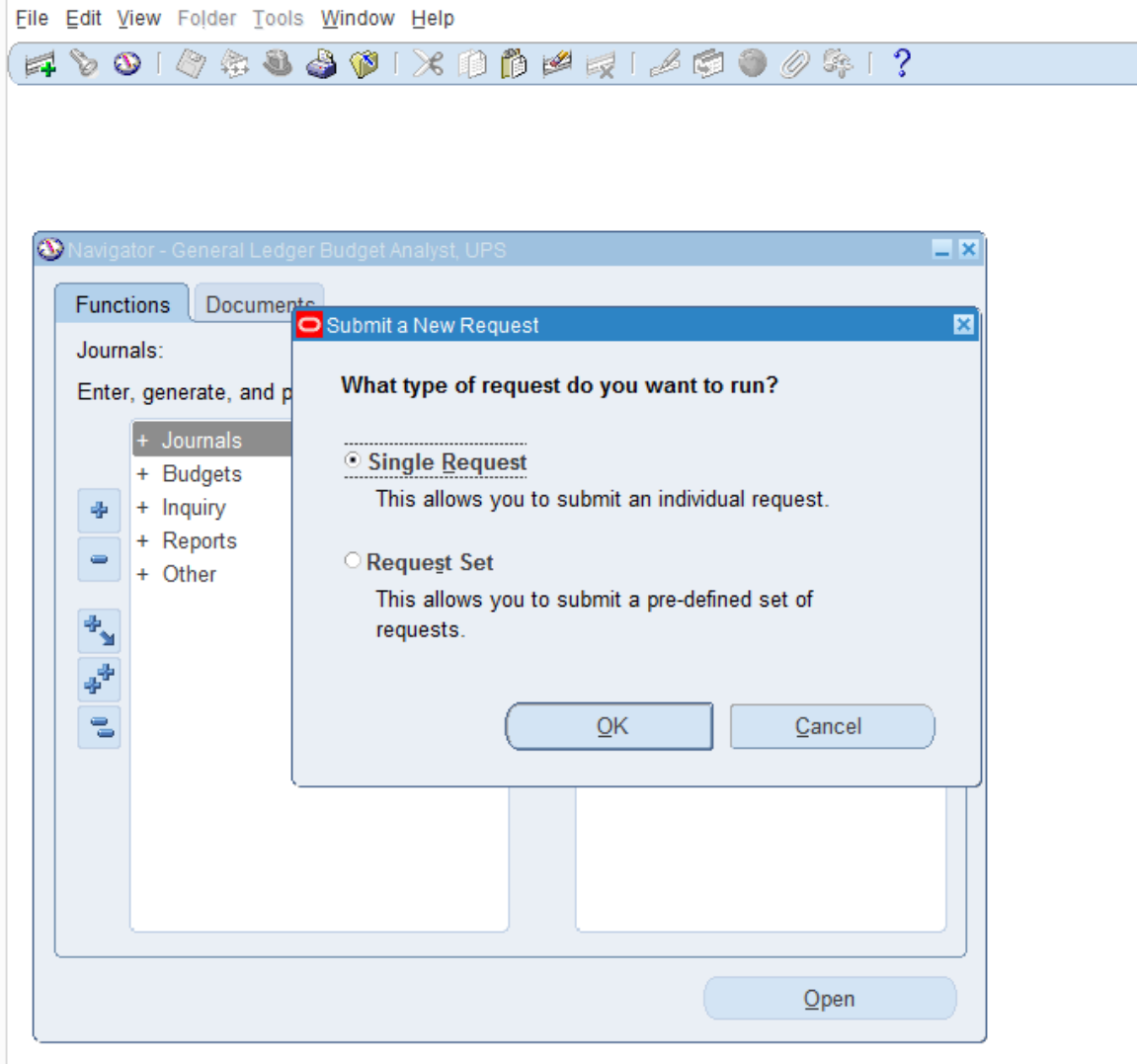
Click *Reports* then select *Request.*

Click *Standard*.

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

7
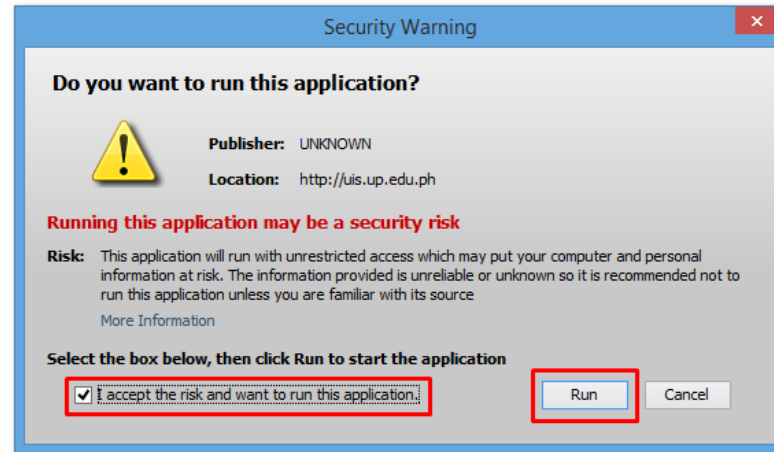
Step 4. Java application will launch with *Security Warning*, Tick the checkbox and click *Run*

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

8

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

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

9

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

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

10

Parameters		
Start Date		
End Date		
Fund		
Agency Chief Accountant		
Recommended By		
Position		
Approved By		
Position		
Agency Budget Officer		

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.*

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

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

12
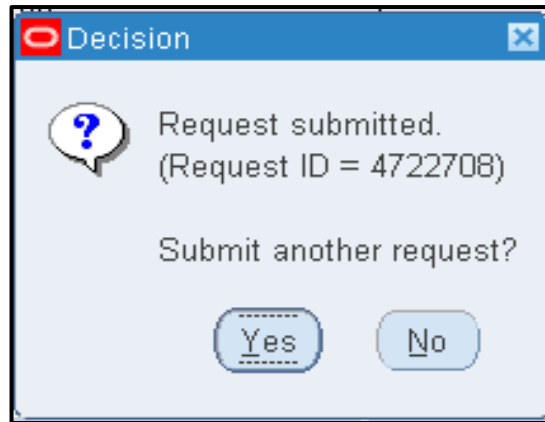
Step 8. On the decision to submit another request, click *No*.
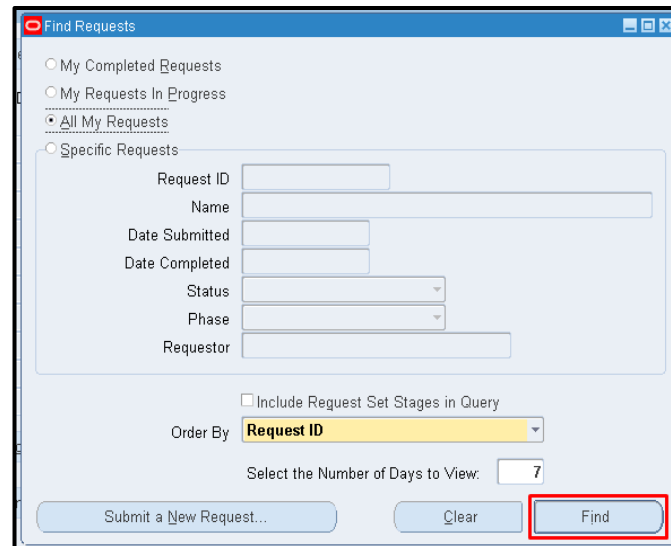
Step 9. On the *Find Requests* window, click *Find*.

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

13
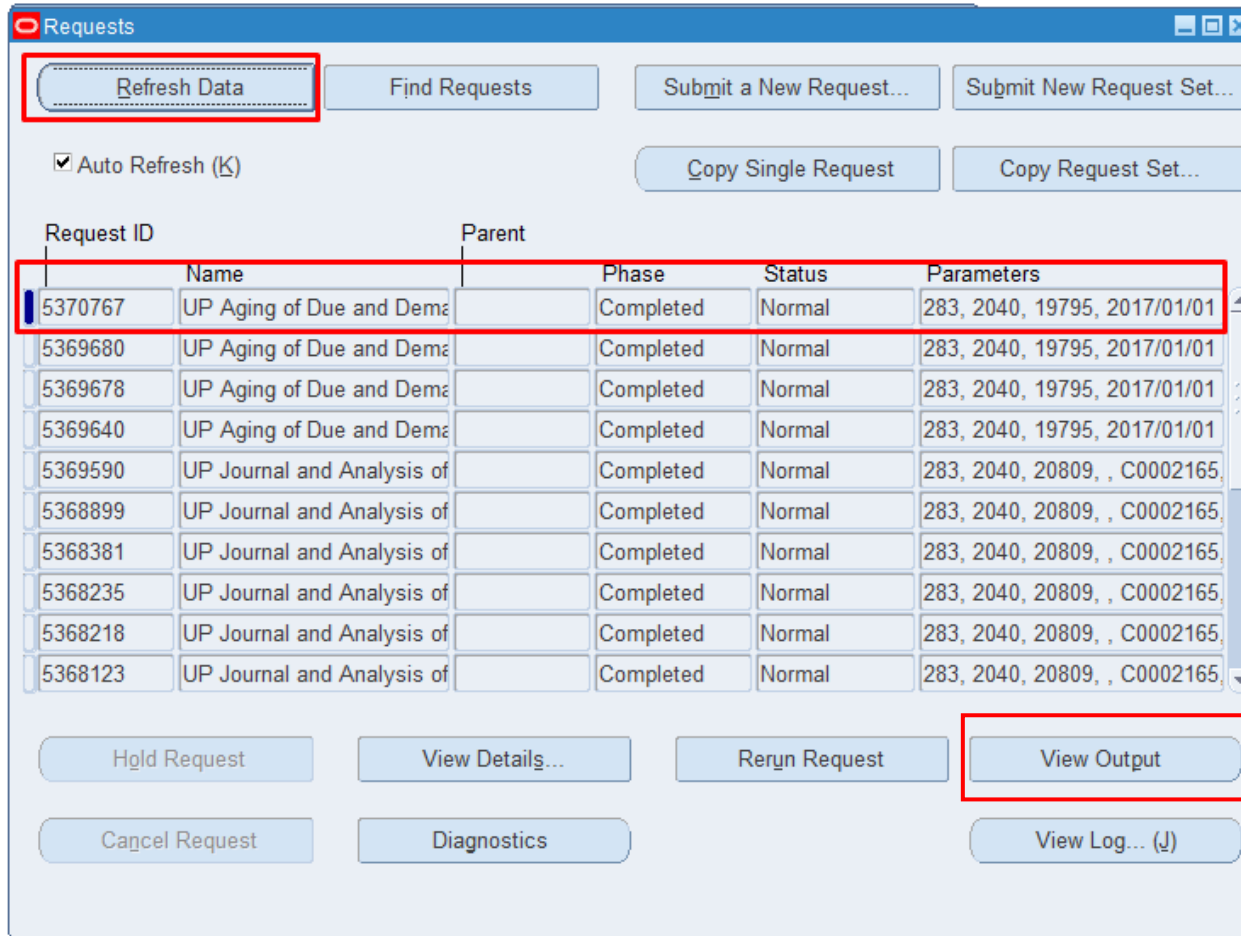
Step 10. The *Requests* window will appear

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

then click *View Output* button**.**

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

14

Expected Result:

FAR No. 3

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

Department   : State Universities and Colleges
Agency   : University of the Philippines System
Operating Unit   :
Organization Code (UACS)   : 08 008 00 00000
Funding Source Code (as clustered) : 01 Regular Agency

Name of Creditor	OBLIGATION REQUEST			AGING OF DUE AND DEMANDABLE OBLIGATIONS						Remarks
	Number	Date	Amount	Amount	90 days and below	91 to 180 days	181 to 270 days	271 to 360 days	Beyond 360 days	
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	

Page **1** of **45**

Report generated with UP eBusiness Suite Release 1.0 on **March 19, 2019 9:20:22**

283-19795-5370767

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

Generation of Journal and Analysis of Obligations Report
File Ref: ITDC – FMIS – UM ___ Generation of UP Aging of Due and Demandable Obligation

15