University of the Philippines

FMIS

Financial Management Information System
User Manual

ENTERING OBLIGATION

FMIS User Manual
Internet Expenses

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Approvals:
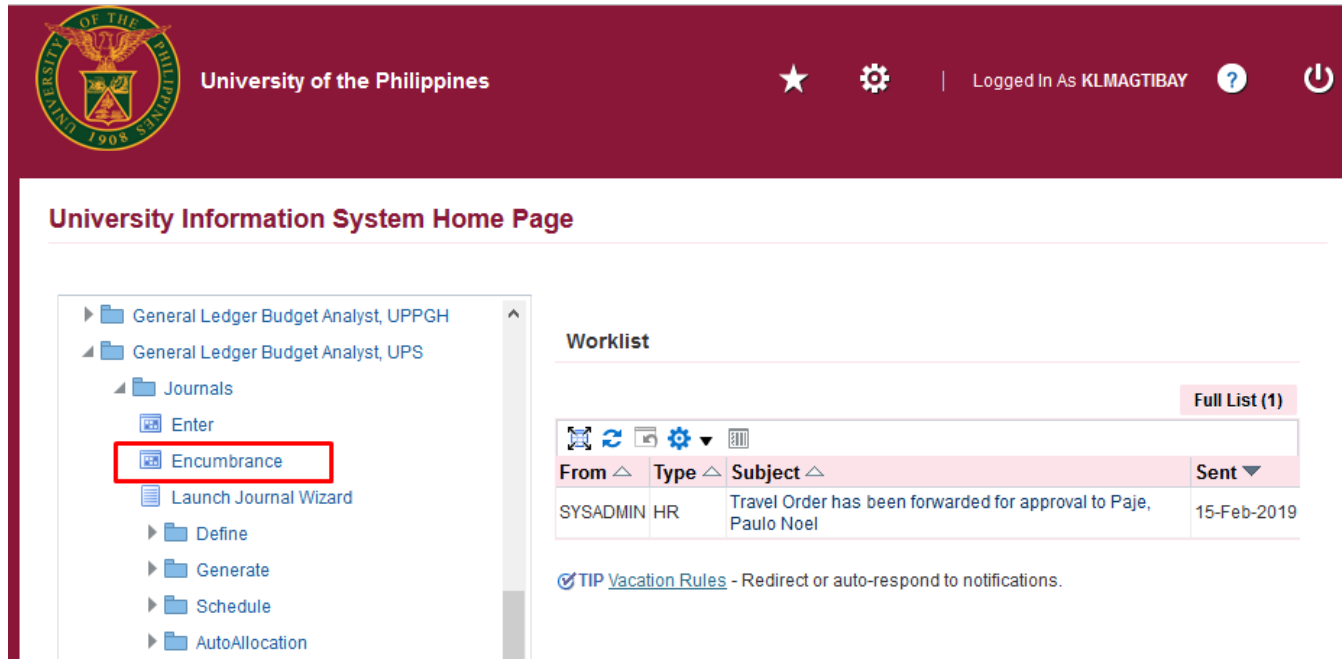
Recommending Approval   _____

Approved   _____

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
	Jaybee Sarmiento	1.0	Created initial user guide for Define Budget.
06 Jun 2016	James Bagtas	2.0	Added instructions for supplier field; removed Budget entry instructions since it has a separate user guide & to be able to focus on obligations.
19 Mar 2019	Kimberly Magtibay	3.0	Updated OBR number format

2.   Description

Manual ID	
Manual Name	Entering Obligation
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst/Manager
Purpose	Entering a new Obligation
Data Requirement	• Journal Batch Name
Dependencies	Budget and Budget Organization are defined
Scenario	

Step 1. From *UIS Home Page* proceed to *Main Menu* and choose the *General Ledger Budget Analyst* or *General Ledger Manager* responsibility.

Click on *Journals > Encumbrance*
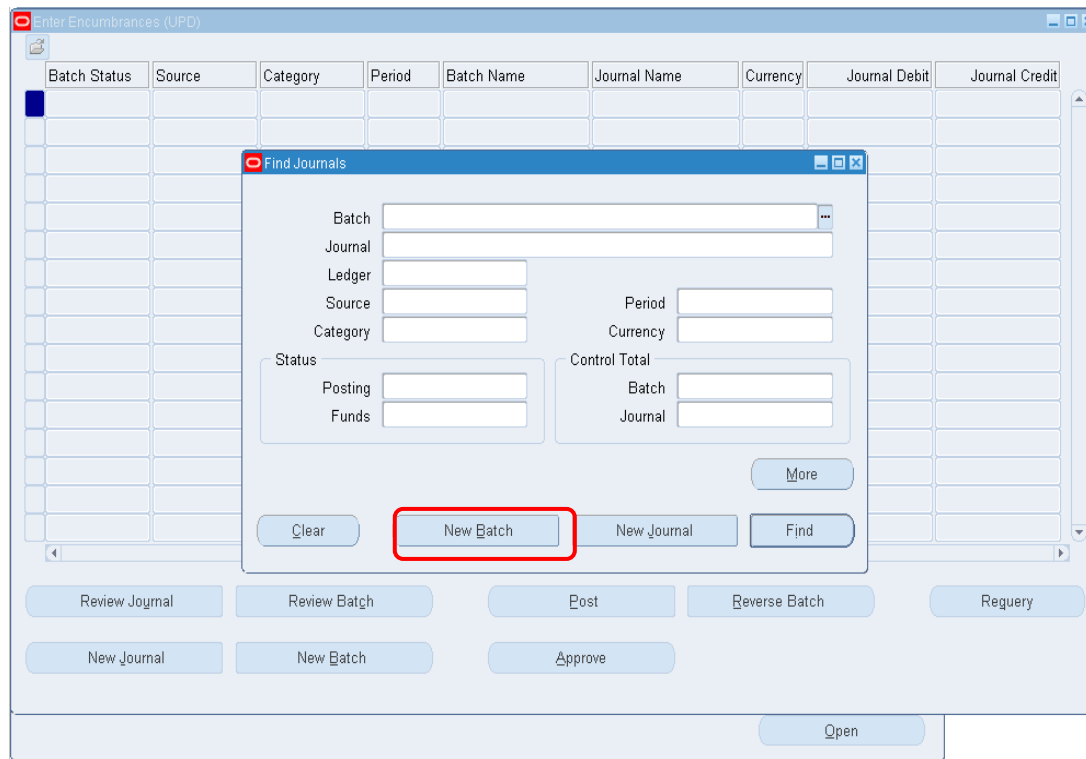
Step 2. The *Find Journals* window will open. Then click the *New Batch* button.

Step 3. Enter the *Journal* Name, *Ledger*, *Category*, *EffectiveDate*, and *EncumbranceType* of the journal. The Encumberance Type to be selected for obligation is *Budget*.

Step 4. After filling out the details stated on Step 5, click on the small box below the Conversion fields as shown in in Fig.06. A window prompting *Supplier* input will then popup.

Step 5. On the *Supplier* Tab, click on the *ellipses(…)*and select the appropriate DV supplier , then click **OK**.This step is important in matching DVs with Obligations and with the generation of certain reports such as FAR-03.

Step 6. On the *Lines* Tab, select the *Account* combination and enter the *Debit* amount.

Do not forget to click the square brackets and the end of each line to fill the appropriation type. If you do not enter this, the default appropriation would be CURRENT.

Select the appropriation type from the list of values and click OK.
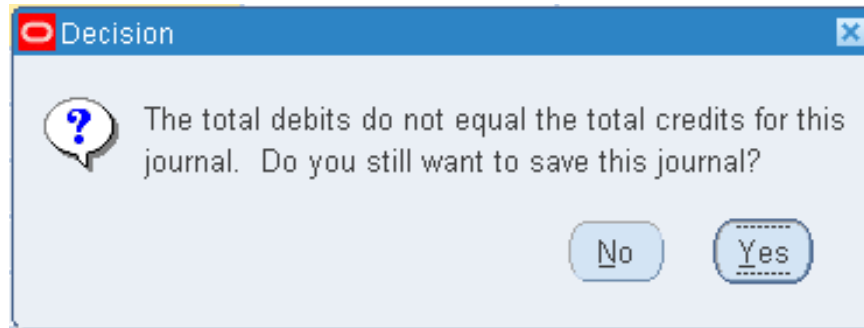
Step 7. Click the 💾 button and a Decision window will open. Click **"Yes"**

Decision

❓ The total debits do not equal the total credits for this journal. Do you still want to save this journal?

[No] [Yes]
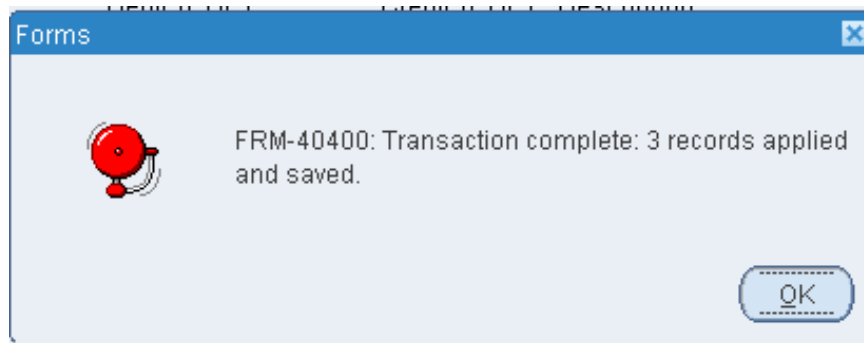
After clicking **"Yes"** button, **Forms** window will open. Click **"OK**

Forms

🔔 FRM-40400: Transaction complete: 3 records applied and saved.

[OK]

Step 8. Click the **"Post"** button at the lower left of the *Journals* window.
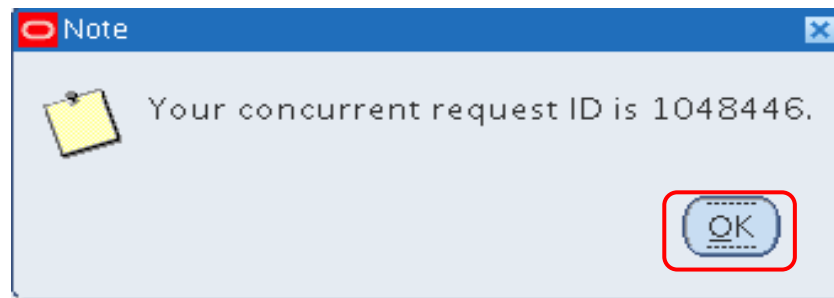
Note window will open after clicking the **"Post"** button. Click **"OK"**. Upon posting, amount is obligated

Lines	Other Information

Status

Posting	Posted
Funds	Passed
Approval	N/A

Source: Encu
Reference:

Accounting Sequencing

Number	1002
Sequence Name	UPD ObR/BUR:UPD

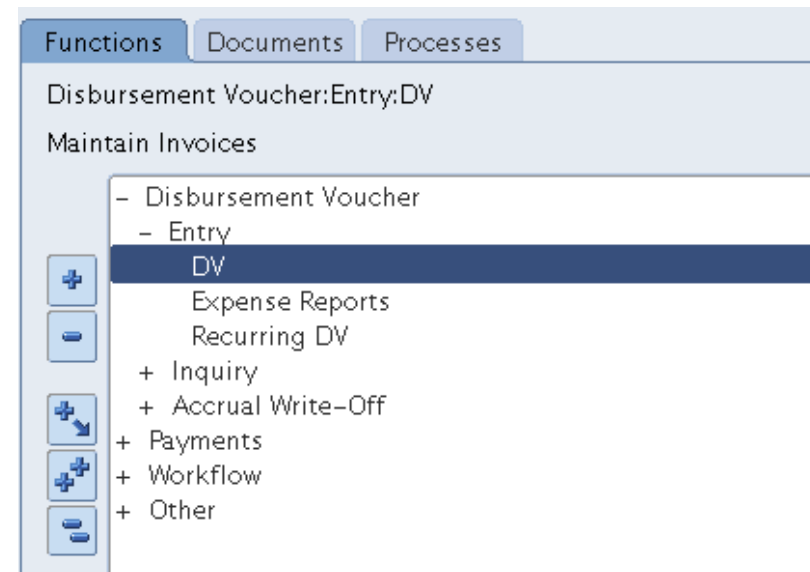**Step 9.** On *Journals* window, click on *"Other information"* tab to see the Obligation Number (*ObR)* in *Accounting Sequence*.

Functions	Documents	Processes

Disbursement Voucher:

Maintain Invoices

- + Disbursement Voucher
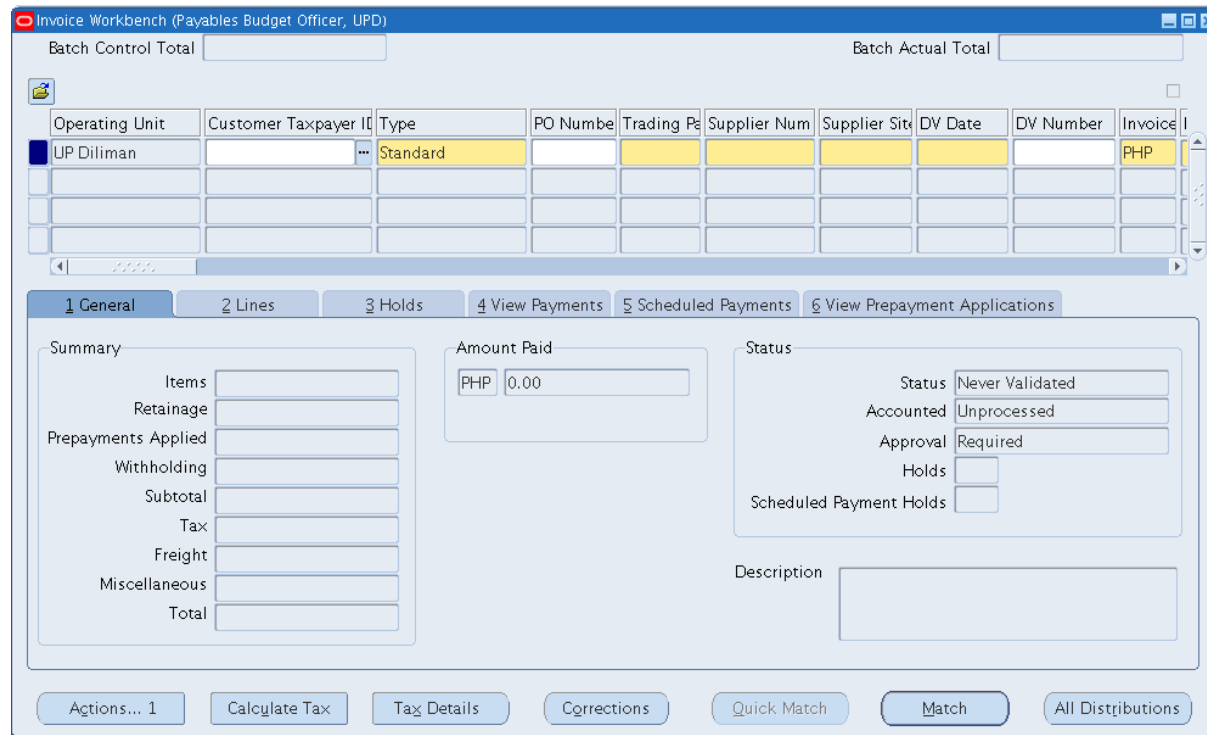- + Payments
- + Workflow
- + Other

Step 10. Using *Payables Budget Officer* as responsibility, click on *Disbursement Voucher*.

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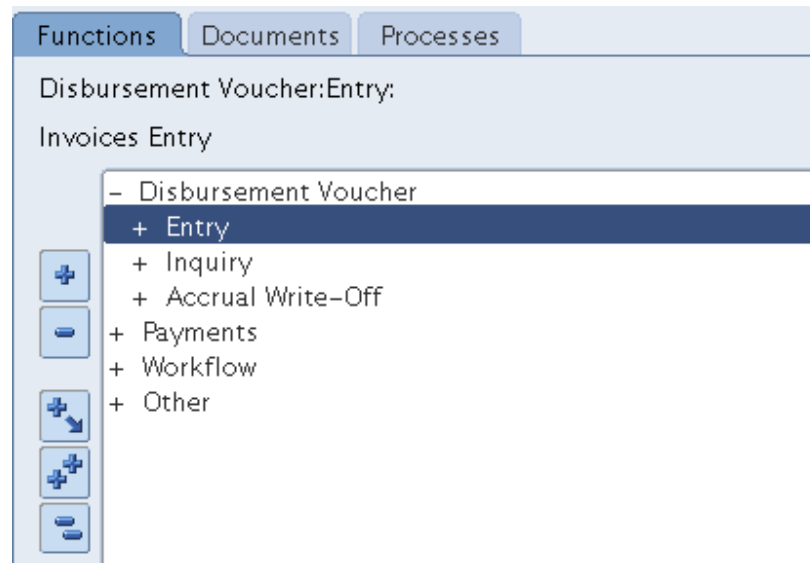
Step 11. Click *Entry.*

Step 12. Click *DV.*

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Step 13. The *Invoice Workbench* will open

Step 14. Click the button

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Step 15. The *Find Invoices* window will open. Fill the applicable field and click the Find button to find the DV
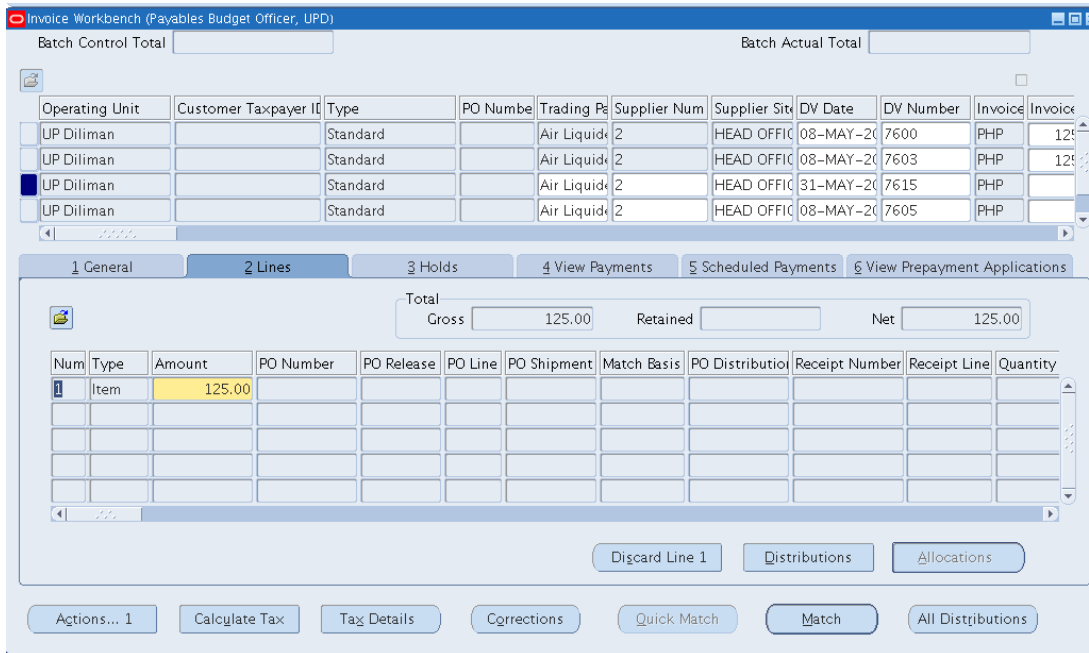
Step 16. If the DV exists, it will appear on the Invoice Workbench window. Then Click the Lines tab
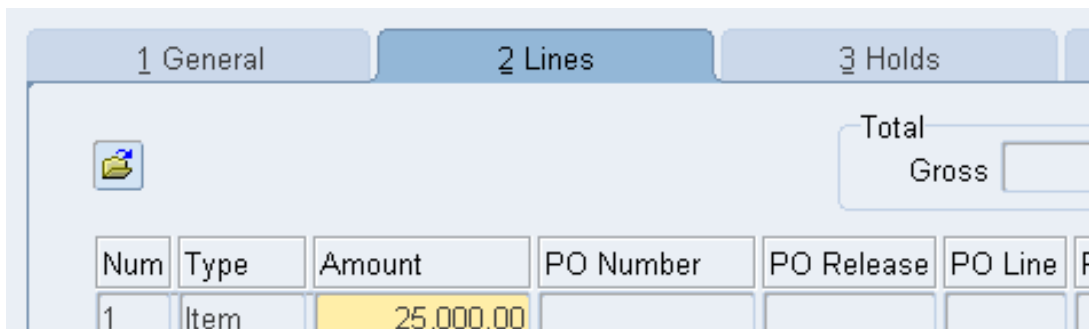
Step 17. Click the folder button under from the Lines tab

Step 18. Select **UP DV Lines** to rearrange the columns. Click the **ObR/BUR** field.

Step 19. A window asking for the ObR/BUR number will appear. Using the ObR number generated from the **Encumbrance form,** enter value in the format **YYYY-MM-OBRNUMBER**. (e.g. 2019-01-1002)

Step 20. Click the "OK" button

Step 21. Click on the *Distribution* button if the details of the DV is correctly entered or needs to be updated/changed.

Distributions window will open, and update the necessary changes.

Step 22. Then click the *Save* button to save the changes

Step 23. You can finally approve the DV.

Result Information:

Expected Results
  • Encumbrance journal is created and posted.   • ObR/BuR number is generated and attached to the DV   • DV journal is created and posted.