



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



ENTERING OBLIGATION

FMIS User Manual
Internet Expenses

Author:
Creation Date:
Last Updated:

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Version: 2.0

Approvals:

Recommending Approval _____
Approved _____

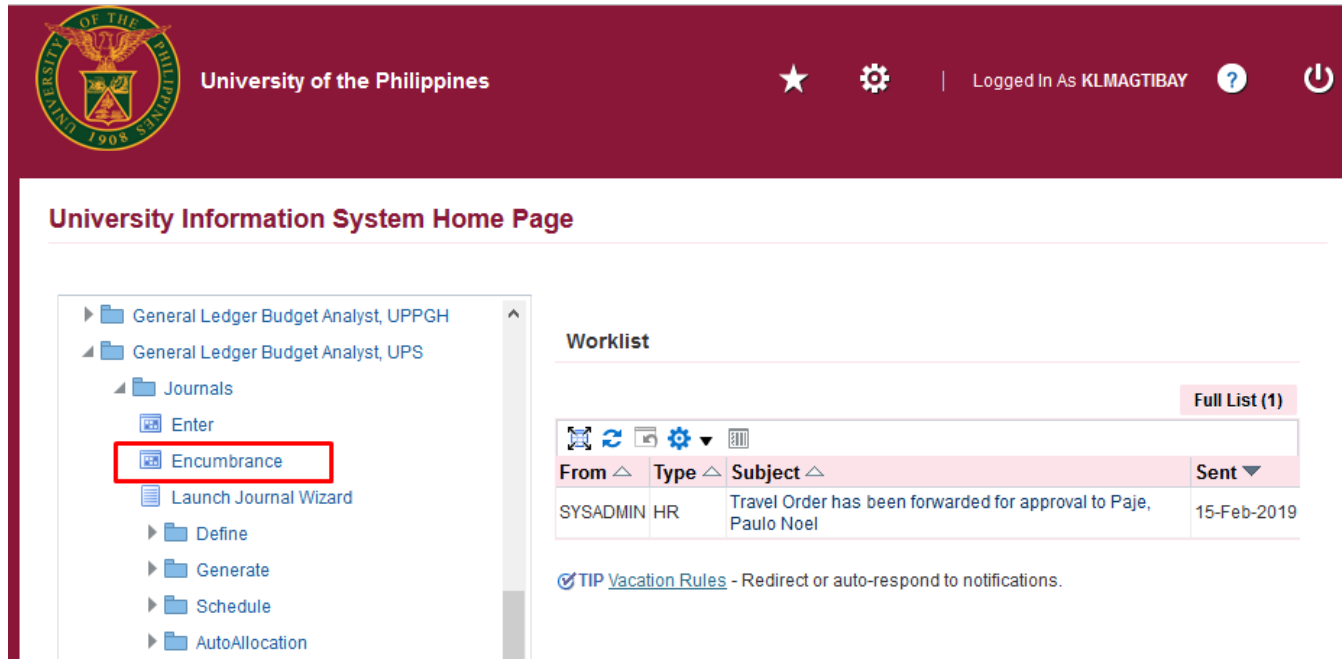
1. DOCUMENT CONTROL

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	<ul style="list-style-type: none"> • Journal Batch Name
Dependencies	Budget and Budget Organization are defined
Scenario	



University of the Philippines

Logged In As KLMAGTIBAY

University Information System Home Page

- General Ledger Budget Analyst, UPPGH
- General Ledger Budget Analyst, UPS
 - Journals
 - Enter
 - Encumbrance**
 - Launch Journal Wizard
 - Define
 - Generate
 - Schedule
 - AutoAllocation

Worklist

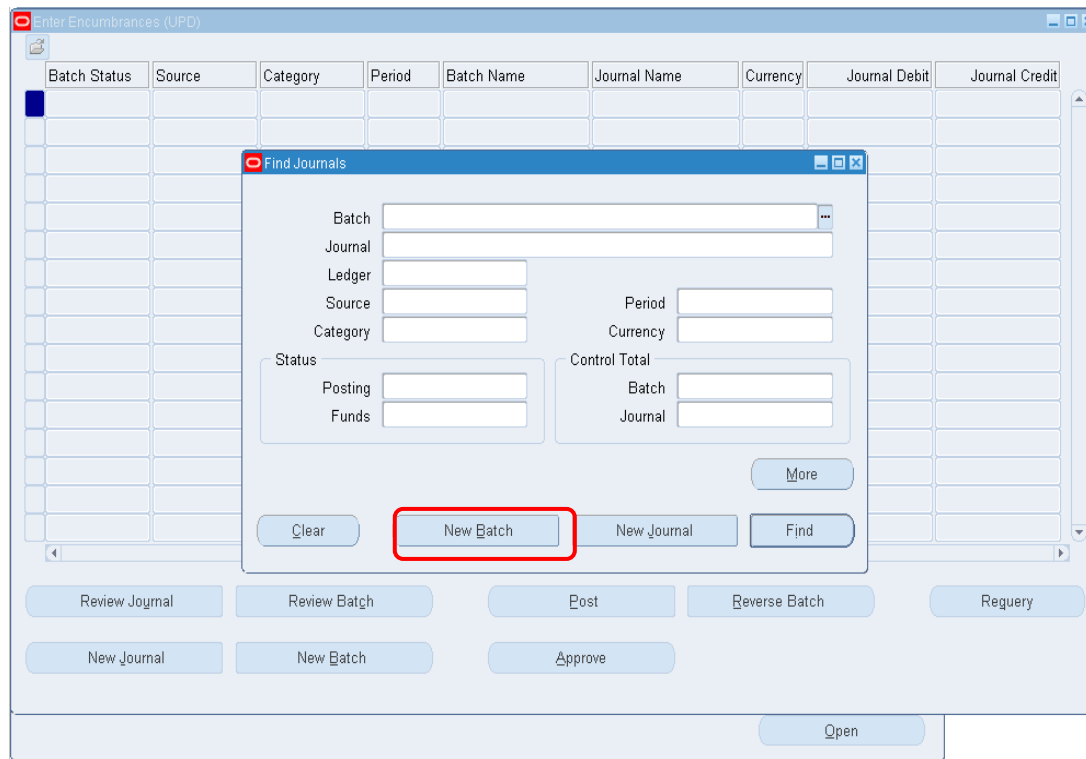
Full List (1)

From	Type	Subject	Sent
SYSADMIN	HR	Travel Order has been forwarded for approval to Paje, Paulo Noel	15-Feb-2019

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

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.

Journals (UP Dilliman) - [New]

Journal: []
 Description: []
 Ledger: UP Dilliman
 Period: []
 Balance Type: Encumbrance
 Category: []
 Effective Date: []
 Encumbrance Type: []
 Control Total: []

Conversion
 Currency: PHP
 Date: []
 Type: User
 Rate: 1

Reverse
 Date: []
 Period: []
 Method: Switch Dr/Cr
 Status: Not Reversed
 [Reverse]

Lines | Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description

Acct Desc: []

[Post] [Approve] [Line Drilldown...] [T Accounts...]
 [Check Funds] [Reserve Funds] [View Results] [Change Period...]

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

Journals (UP Diliman) - Sample Journal 01-JUL-2016 16:07:02

Journal: Sample Journal 1
 Description:
 Ledger: UP Diliman Category: Budget
 Period: JUL-16 Effective Date: 01-JUL-2016
 Balance Type: Encumbrance Encumbrance Type: Obligation
 Control Total:

Conversion
 Currency: PHP
 Date: 01-JUL-2016
 Type: User
 Rate: 1

Reverse
 Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed
 Reverse

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description

Acct Desc:

Post Approve Line Drilldown... T Accounts...
 Check Funds Reserve Funds View Results Change Period...

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.

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	02.101...10101010-.....	30000		

Acct Desc U.P. DILIMAN.General Fund.Unspecified.Unspecified.Collecting Officer.Unspecified.Unspecified.Unspecified.Unspecified.Un

Buttons: Post, Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period...

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

Journal: Test
 Ledger: UP System
 Period: DEC-16
 Balance Type: Encumbrance
 Category: Adjustment
 Effective Date: 31-DEC-2016
 Encumbrance Type: Obligation
 Control Total:
 Conversion: Currency: PHP, Date: 31-DEC-2016, Type: User, Rate: 1
 Reverse: Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed
 Reverse Button: Reverse

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	01.101---50101010-----			

Acct Desc: UP System.General Fund.Unspecified.Unspecified.Salaries and Wages - Regu.Select value.Unspecified.Unspecified.Unspecified.Unspec

Buttons: Post, Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period...

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.

Enter Journals: Lines

Appropriation Type: [Dropdown]

Information: [Text Field]

Buttons: OK, Cancel, Clear, Help

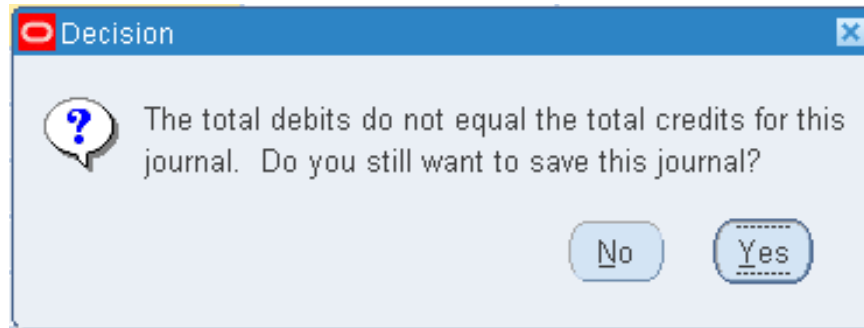
Select the appropriation type from the list of values and click OK.


Appropriation Type

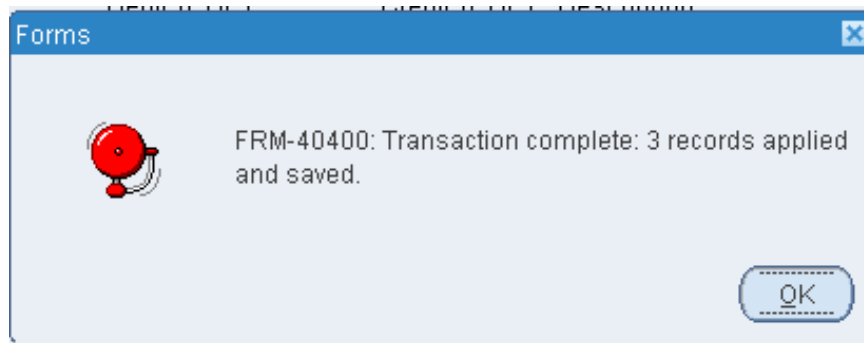
Find %: [Text Field]

XXUP_GL_APPTYPE	Description
CURR	CURRENT YEAR APPROPRIATION
PREV	PREVIOUS YEAR APPROPRIATION
SUPP	SUPPLEMENTAL

Buttons: Find, OK, Cancel



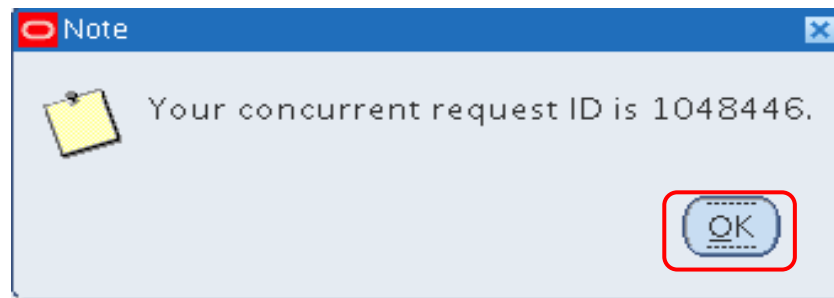
Step 7. Click the  button and a Decision window will open. Click **“Yes”**



After clicking **“Yes”** button, **Forms** window will open. Click **“OK”**

The screenshot shows the 'Other Information' tab of a 'Journals' window. It contains a 'Status' section with three dropdown menus: 'Posting' (Unposted), 'Funds' (Required), and 'Approval' (N/A). Below this is an 'Accounting Sequencing' section with two empty text boxes labeled 'Number' and 'Sequence Name'. At the bottom of the window, there are several buttons: 'Post', 'Approve', 'Check Funds', 'Reverse Funds', and 'View Details'. The 'Post' button is highlighted with a red rectangular border.

Step 8. Click the **“Post”** button at the lower left of the **Journals** window.



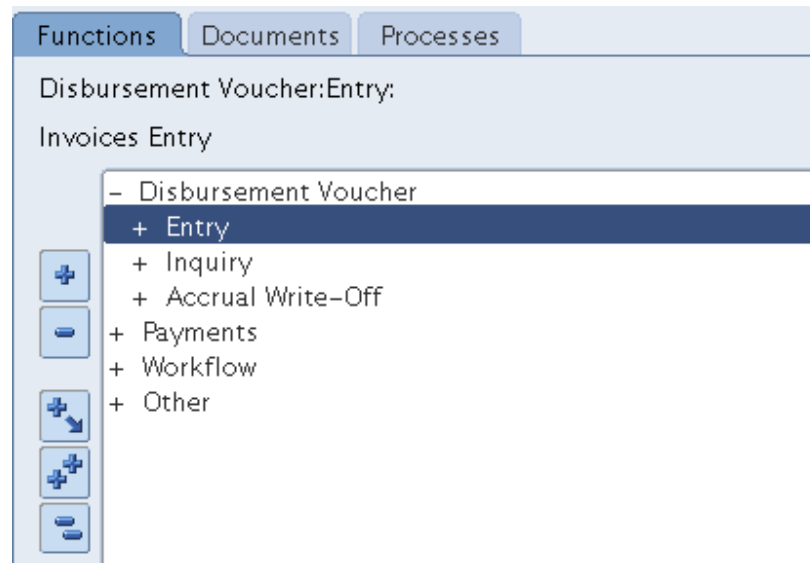
Note window will open after clicking the **“Post”** button. Click **“OK”**. Upon posting, amount is obligated

The screenshot shows the 'Other Information' tab of a 'Lines' window. It contains a 'Status' section with three rows: 'Posting' with the value 'Posted', 'Funds' with 'Passed', and 'Approval' with 'N/A'. To the right, there are fields for 'Source' (containing 'Encu') and 'Reference'. Below this is the 'Accounting Sequencing' section, which has two fields: 'Number' with the value '1002' and 'Sequence Name' with the value 'UPD ObR/BUR:UPD'. A red rectangular box highlights these two fields.

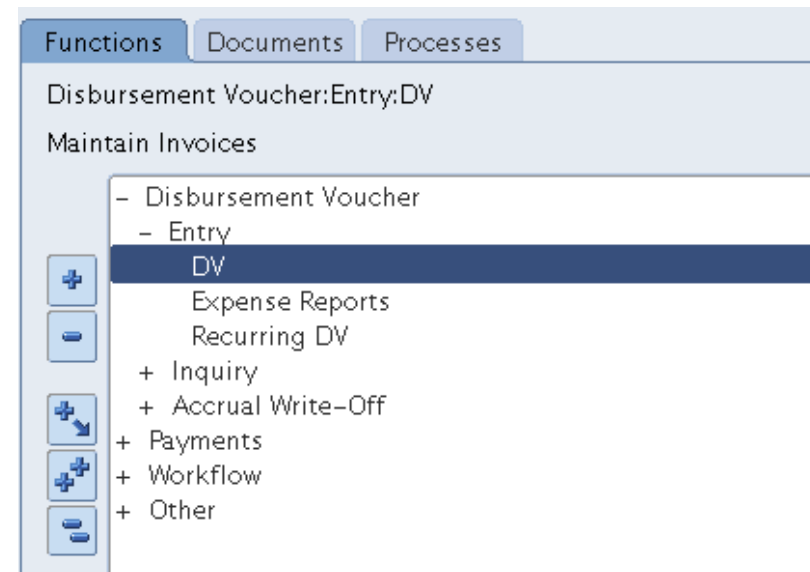
Step 9. On **Journals** window, click on **“Other information”** tab to see the Obligation Number (**ObR**) in **Accounting Sequence**.

The screenshot shows the 'Functions' tab of a menu. The 'Disbursement Voucher' option is selected and expanded, showing a sub-menu with four items: 'Disbursement Voucher', 'Payments', 'Workflow', and 'Other'. On the left side of the menu, there are several icons: a plus sign, a minus sign, a plus sign with a right-pointing arrow, a plus sign with a left-pointing arrow, and a minus sign with a right-pointing arrow.

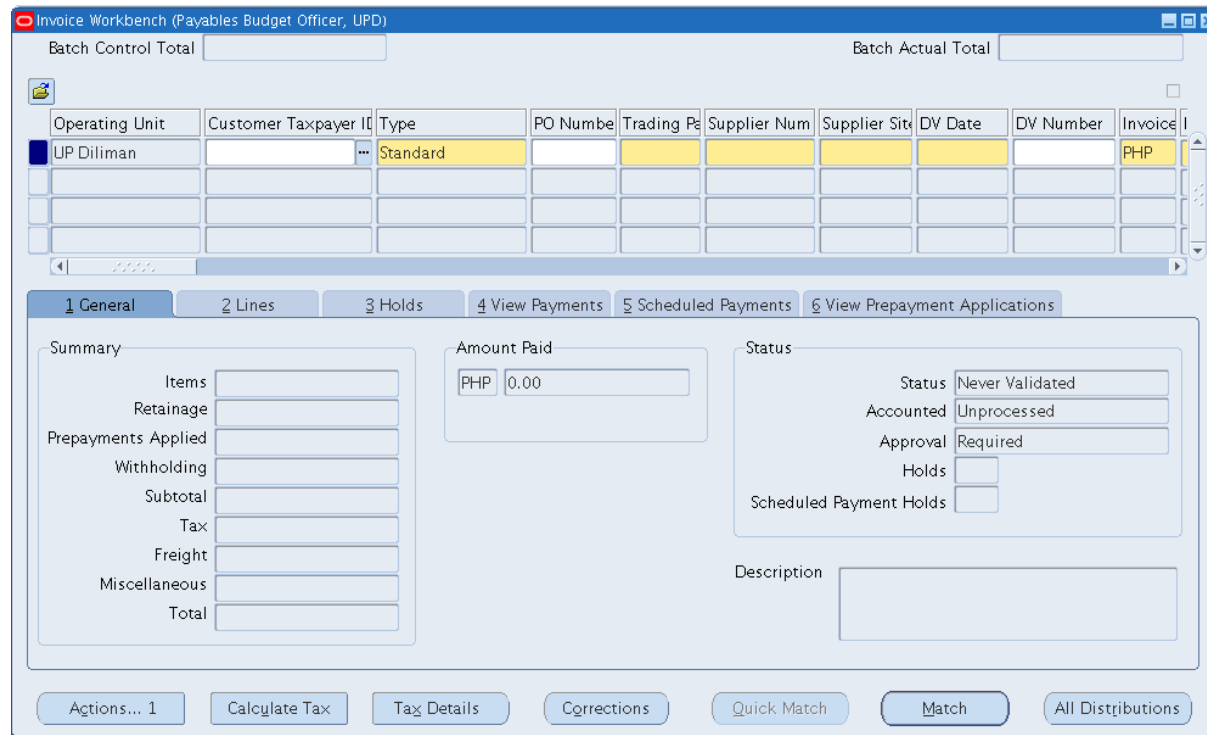
Step 10. Using **Payables Budget Officer** as responsibility, click on **Disbursement Voucher**.



Step 11. Click **Entry**.



Step 12. Click **DV**.



Step 13. The *Invoice Workbench* will open



Step 14. Click the button

Find Invoices

Trading Partner

Name Supplier Number

Supplier Site Taxpayer ID

PO Num PO Shipment:

Invoice

Number Terms:

Type Pay Group:

Amounts - Invoice Batch

Dates - Currency

Invoice Status

Status Accounting

Approval Payment

Voucher Audit

Category

Name

Numbers

Holds

Status

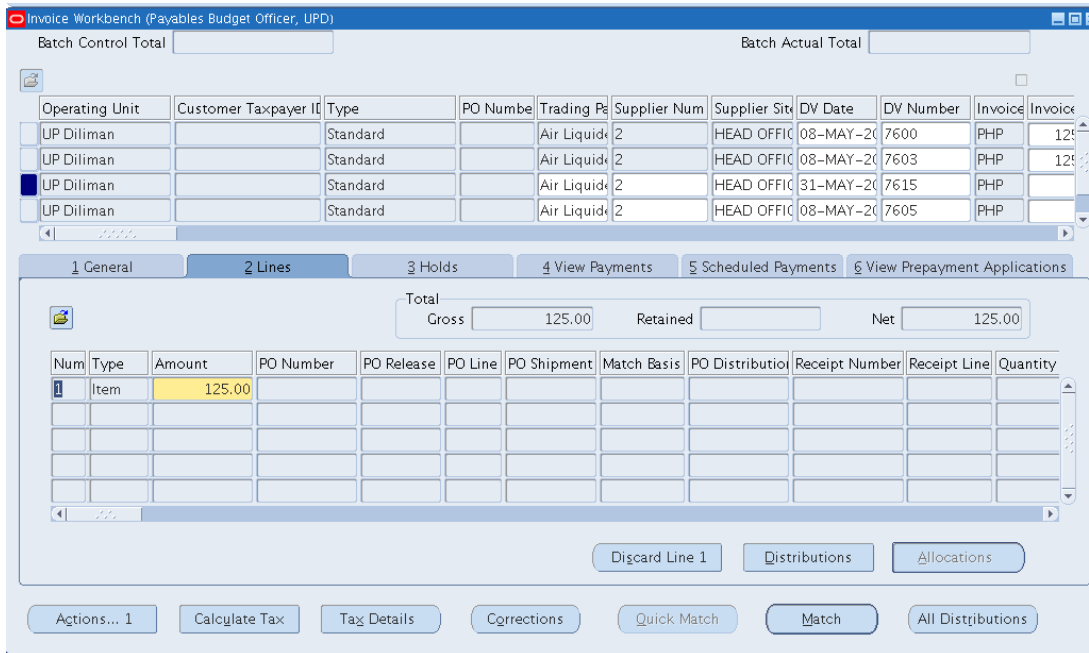
Name

Reason

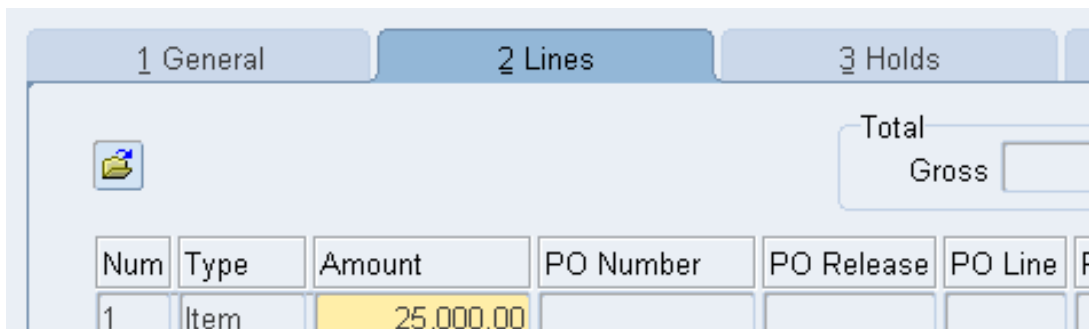
Calculate Balance Owed... Clear New **Find**

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

UP DV Lines									
		Total							
		Gross	25,000.00	Retained					
Num	Type	ObR/BUR	Amount	PO Number	Invoice Withholding Tax Group	PO Line	PO Shipment	Match	
1	Item	..	25,000.00						

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

ObR/BUR
✕

ObR Number	<input style="width: 80%;" type="text" value="2019-01-1002"/>
BUR Number	<input style="width: 80%;" type="text"/>

OK
Cancel
Clear
Help

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

Invoice Workbench (Payables Budget Officer, UPD)

Batch Control Total Batch Actual Total

UP DV

Operating Unit	Type	PO Number	Supplier Name	Supplier	Supplier Site Name	DV Date	DV Number	Voucher N
UP Diliman	Standard		Air Liquide Philippines	2	HEAD OFFICE	31-MAY-2014	7615	7615

1 General **2 Lines** 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

UP DV Lines

Total
Gross Retained Net

Num	Type	ObR/BUR	Amount	PO Number	Invoice Withholding Tax Group	PO Line	PO Shipment	Match Basis	PO Distribution	Rec
1	Item	1002..	12,500.00							

Discard Line 1 **Distributions** Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

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

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	12,500.00	31-MAY-2014	02-...50201010-...		test

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.