



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



TRANSFER BUDGET VIA JOURNAL ENTRY WIZARD

FMIS User Manual
General Ledger

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Last Updated:
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Version: 1.0

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
30 Aug 2019	Kimberly Micah L. Magtibay	1.0	Initial

2. Description

Manual ID	
Manual Name	Transfer Budget via Journal Entry Wizard
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst/Manager
Purpose	Transfer amount from one account to another within one Budget
Data Requirement	<ul style="list-style-type: none"> • Source Account • Destination Account • Budget Name
Dependencies	<ul style="list-style-type: none"> • Budget and Budget Organization are defined • Internet Options and Excel Options are configured to properly open Macro-enabled workbooks (see <i>Journal Entry Wizard Uploader</i> manual)
Scenario	

University of the Philippines

University Information System Home Page

General Ledger Budget Analyst, UPS

- Journals
 - Enter
 - Encumbrance
 - Launch Journal Wizard**
 - Define
 - Generate

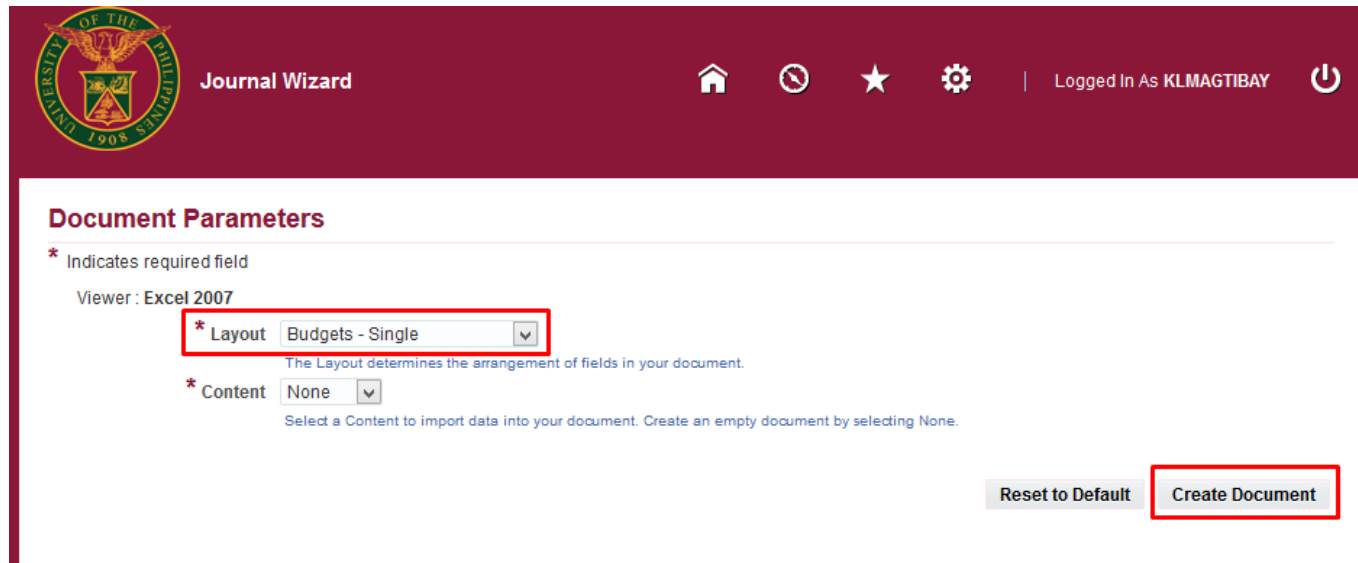
Worklist

Full List (1)

From	Type	Subject	Sent
SYSADMIN	HR	Travel Order for Magtibay, Kimberly Micah has been approved.	22-Mar-2019

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 > Launch Journal Wizard*

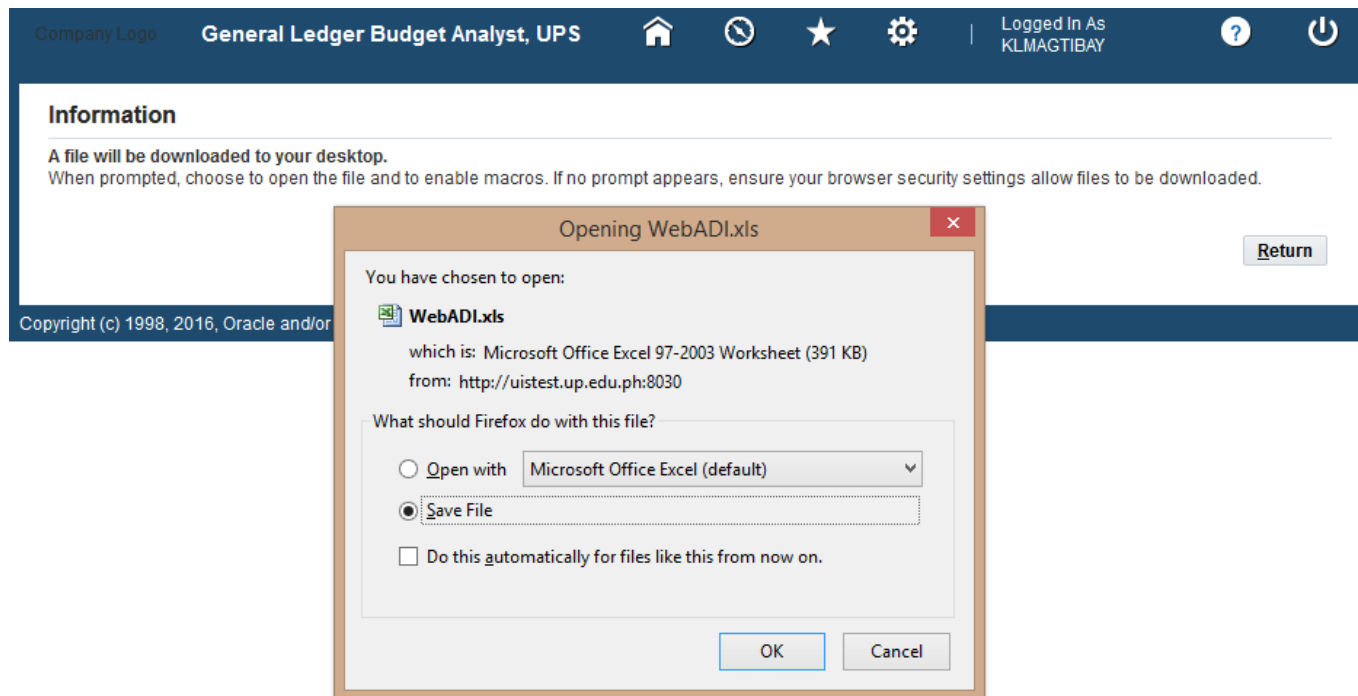


The screenshot shows the 'Journal Wizard' interface. At the top left is the University of the Philippines logo. The title 'Journal Wizard' is displayed. Navigation icons for home, refresh, star, and settings are present, along with the user name 'Logged In As KLMAGTIBAY'. The main section is titled 'Document Parameters' and includes a legend: '* Indicates required field'. Below this, the 'Viewer' is set to 'Excel 2007'. The 'Layout' dropdown menu is highlighted with a red box and set to 'Budgets - Single', with a note: 'The Layout determines the arrangement of fields in your document.' The 'Content' dropdown menu is set to 'None', with a note: 'Select a Content to import data into your document. Create an empty document by selecting None.' At the bottom right, there are two buttons: 'Reset to Default' and 'Create Document', with the latter highlighted by a red box.

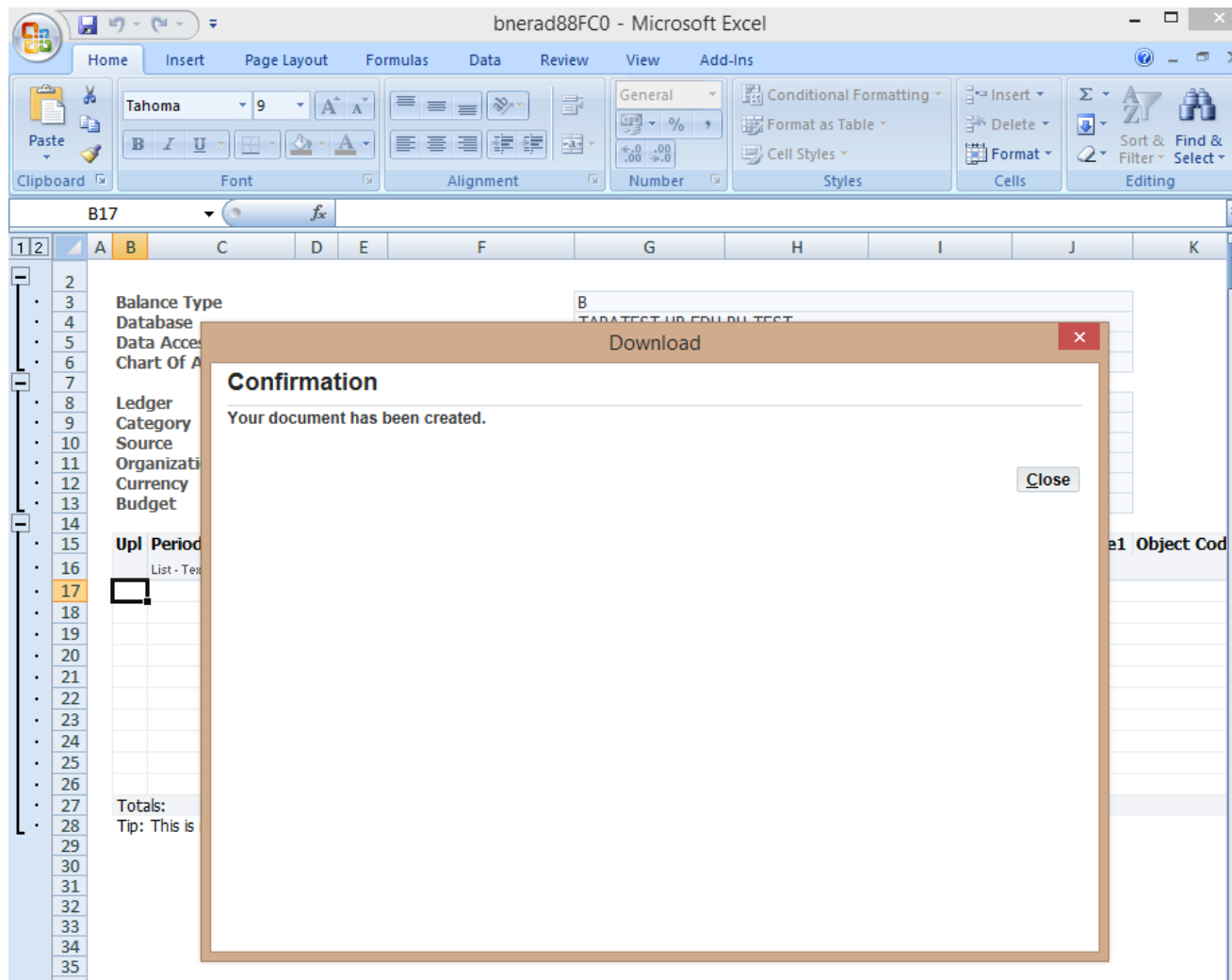
Step 2. Select *Budgets - Single* for **Layout**.

Click **Create Document**

Step 3. A download confirmation prompt will appear. Save the file as a Macro-enabled Workbook.



Step 4. Open the file. Wait until the "Your document has been created." message appears and then click **Close**.



	A	B	C	D	E	F	G	H	I	J
2										
3		Balance Type						B		
4		Database						TAPATEST.UP.EDU.PH.TEST		
5		Data Access Set						UP System		
6		Chart Of Accounts						Accounting Flexfield		
7										
8		Ledger						* List - Text: UP System		
9		Category						* List - Text: Budget		
10		Source						* List - Text: Transfer		
11		Organization						List - Text: UPS General Fund		
12		Currency						* List - Text: PHP		
13		Budget						List - Text: UPS GF 2019		
14										

Step 5. Fill out Ledger, Category, Source, Organization, Currency, and Budget with the necessary information.

Source here must be set to **Transfer**.

Note: You may type or select values by double-clicking the cell.

The screenshot displays the Microsoft Excel interface with the 'Transfer Budget via Journal Entry Wizard' template. The ribbon at the top includes Home, Oracle, Insert, Page Layout, Formulas, Data, Review, and View. The worksheet area shows a list of fields for data entry, including:

- Balance Type
- Database
- Data Access Set
- Chart Of Accounts
- Ledger
- Category
- Source
- Organization
- Currency
- Budget

Below these fields is a table with the following columns: Upl Period, Unit, Fund, Responsibility, Center, Budget Segment, General Ledger, General Ledger, Object Code1, Object Code2, Special Cod, Cash Flow, Future, Debit, Credit, and Messages. The Debit and Credit columns show a total of 0.

Upl Period	Unit	Fund	Responsibility	Center	Budget Segment	General Ledger	General Ledger	Object Code1	Object Code2	Special Cod	Cash Flow	Future	Debit	Credit	Messages
List - Text	List - Text												* Number	* Number	
Totals:													0	0	

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

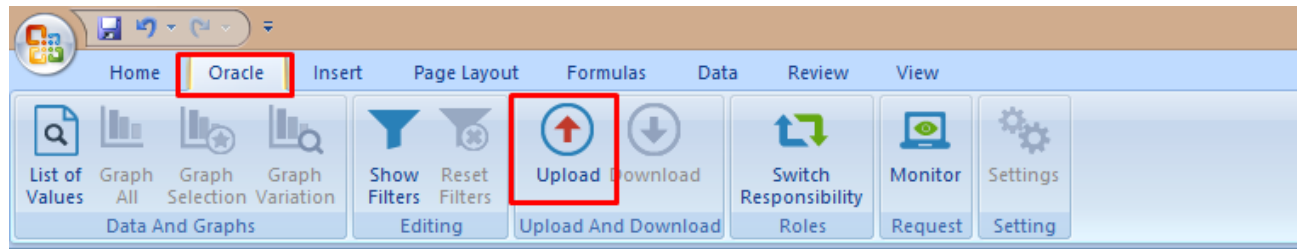
Step 5. Amount due for transfer is placed in Credit side of the Source Account and in Debit if it's the Destination Account.

See illustration below:

Source Period	Source Account	Destination Period	Destination Account	Amount
JAN-19	01.101.SA02004001.-.50101010.- .50101010.-.---.-	FEB-19	01.101.SA02004001.- .50102050.-. 50102050.-.---.-	200,000.00
MAR-19	01.101.SA02004001.-.50101020.- .50101020.-.---.-	APR-19	01.101.SA02004001.- .50102040.-.50102040.-.---.-	100,000.00

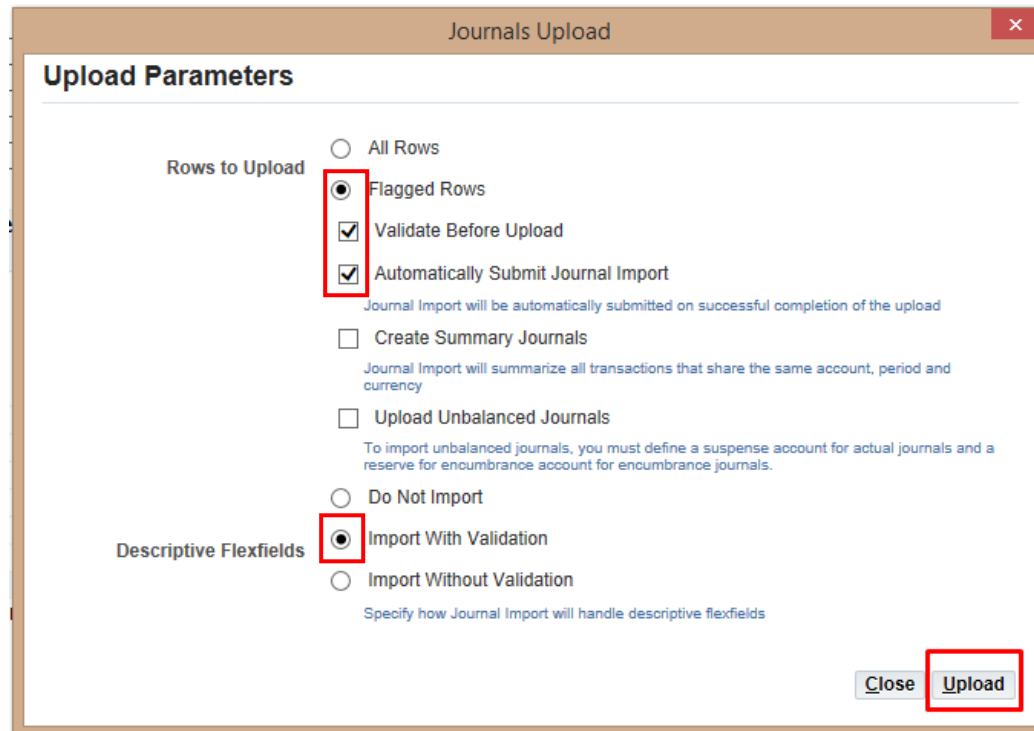
Upl	Period	Unit	Fund	Responsibility Center	Budget Segment	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow	Future	Debit	Credit	Messages
	List - Text	* List - Text											* Number	* Number	
⌘	JAN-19	01	101	SA02004001	-	50101010	-	50101010	-	-	-	-		200000	
⌘	FEB-19	01	101	SA02004001	-	50102050	-	50102050	-	-	-	-	200000		
⌘	MAR-19	01	101	SA02004001	-	50101020	-	50101020	-	-	-	-		100000	
⌘	APR-19	01	101	SA02004001	-	50102040	-	50102040	-	-	-	-	100000		
Totals:													300000	300000	

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.



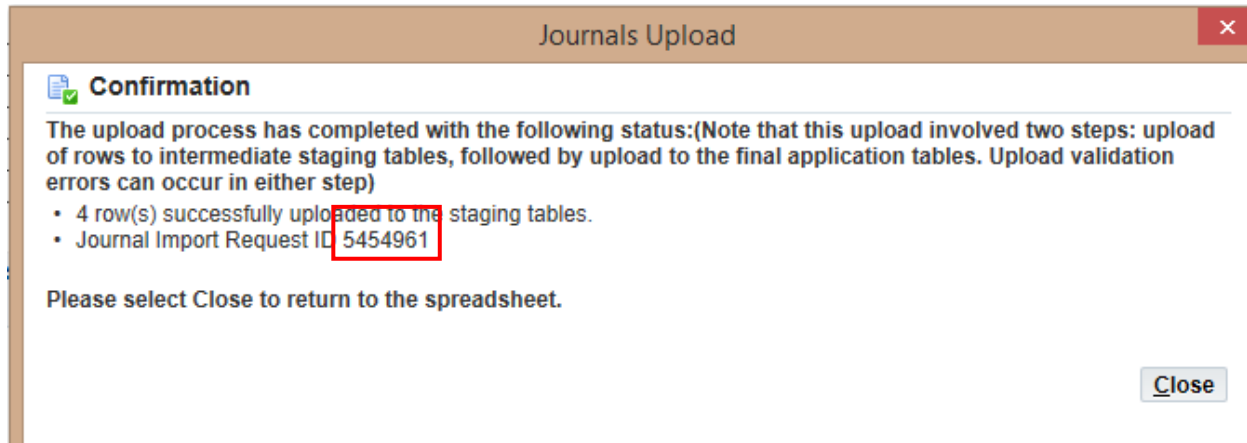
Step 6.

In the Oracle tab, click **Upload**.



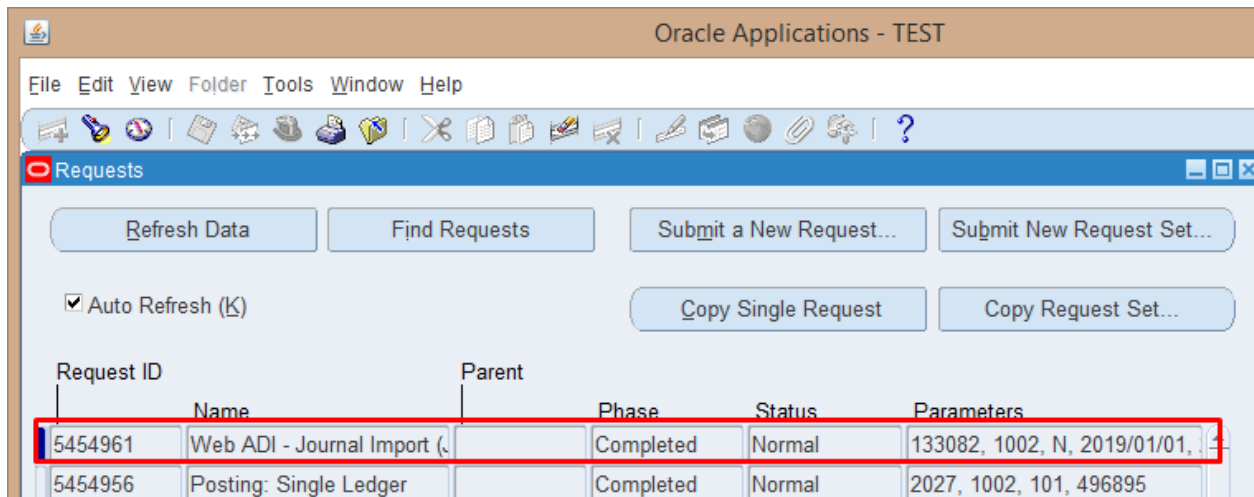
To complete the upload process, the '**Journals Upload**' window will ask for the Upload Parameters. Take note of the options that must be ticked.

Click **Upload**.

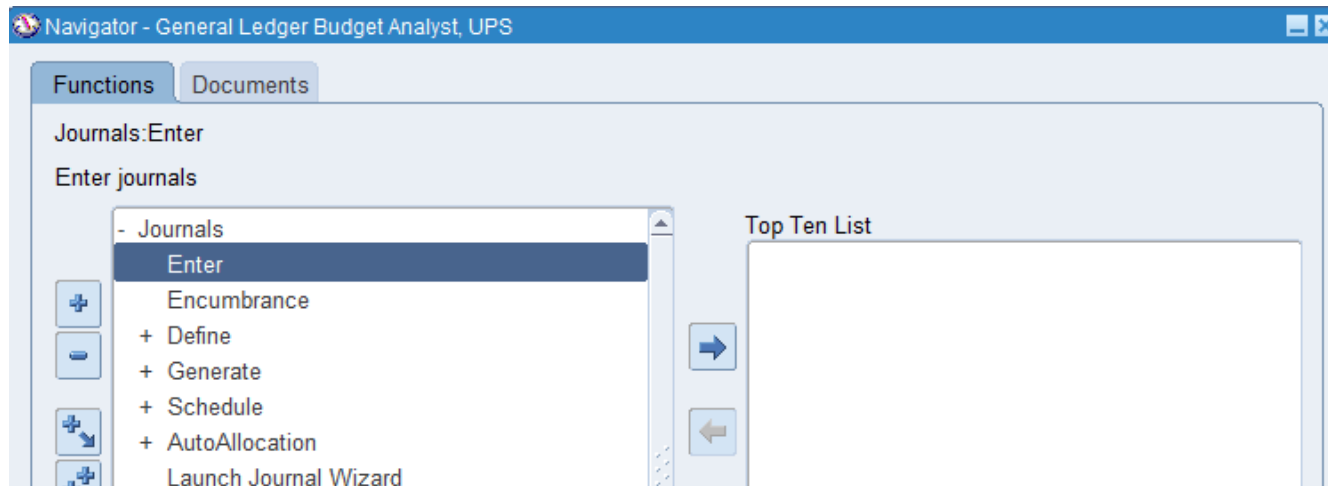


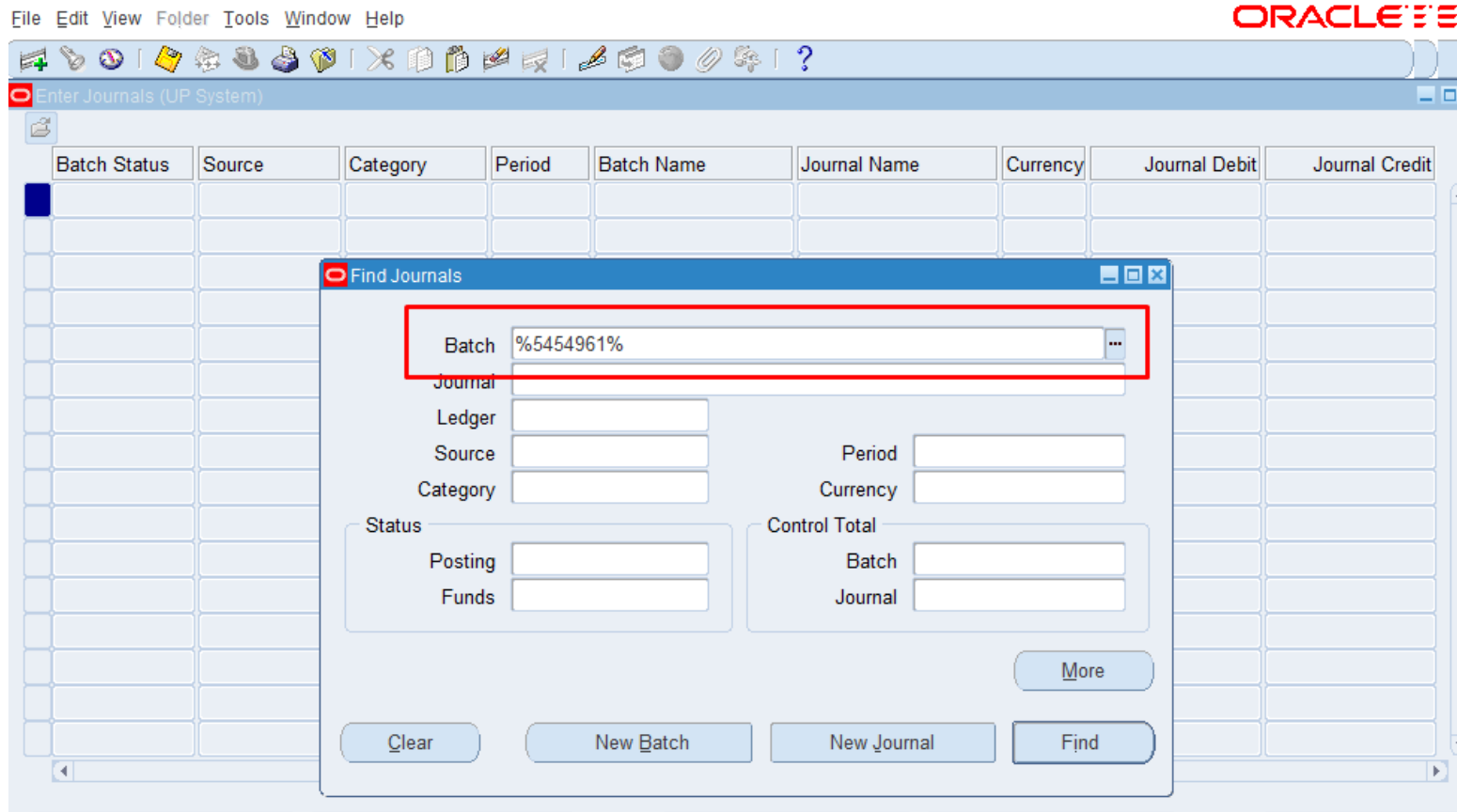
Step 7. The **Confirmation** must present that all rows have been successfully uploaded.

Note the Request ID given as this will represent the journal batch created.



Step 8. Go to Journals > Enter





Step 9.

Search for the journal batch by using the '%REQUESTID%' keyword.

Example:

'%5454961%'

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	Transfer	Budget	APR-19	Transfer B 5454961	Budget PHP 23040	PHP	100,000.00	0.00
Unposted	Transfer	Budget	FEB-19	Transfer B 5454961	Budget PHP 23040	PHP	200,000.00	0.00
Unposted	Transfer	Budget	JAN-19	Transfer B 5454961	Budget PHP 23040	PHP	0.00	200,000.00
Unposted	Transfer	Budget	MAR-19	Transfer B 5454961	Budget PHP 23040	PHP	0.00	100,000.00

Step 10. Imported Transfer journals are initially **Unposted**.

Once finalized, post each journal.

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Transfer	Budget	APR-19	Transfer B 5454961	Budget PHP 23040	PHP	100,000.00	0.00
Posted	Transfer	Budget	FEB-19	Transfer B 5454961	Budget PHP 23040	PHP	200,000.00	0.00
Posted	Transfer	Budget	JAN-19	Transfer B 5454961	Budget PHP 23040	PHP	0.00	200,000.00
Posted	Transfer	Budget	MAR-19	Transfer B 5454961	Budget PHP 23040	PHP	0.00	100,000.00

Expected Results

- All Transfer journals are posted successfully
- Funds Inquiry reflects the changes made for all the accounts involved