

University of the Philippines

FINALS

Financial Management Information System User Manual



TRANSFER BUDGET VIA JOURNAL ENTRY WIZARD



FMIS User Manual

General Ledger

Author: Creation Date: Last Updated: Document Ref: Version: Kimberly Micah L. Magtibay 30 August 2019 FMIS User Manual – Transfer Budget via Journal Entry Wizard 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	 Source Account Destination Account Budget Name
Dependencies	 Budget and Budget Organization are defined Internet Options and Excel Options are configured to properly open Macro-enabled workbooks (see <i>Journal Entry</i> <i>Wizard Uploader</i> manual)
Scenario	

University of the Philippines	★ 🍄 Logged in As KLMAG	тівау 🥜 🔱	Step 1. From UIS Home Page proceed to Main Menu and choose the General Ledger Budget Analyst or General Ledger Manager
University Information System Home Pa	ge		responsibility.
General Ledger Budget Analyst, UPS	Worklist		Click on Journals > Launch Journal Wizard
Enter		Full List (1)	
Encumbrance		-	
Launch Journal Wizard	From	Sent 💌	
 Define Generate 	SYSADMIN HR Travel Order for Magtibay, Kimberly Micah has been approved.	22-Mar-2019	

Journa	l Wizard	â	0	*	٠	Logg	ed in As KLMAGTIBAY	ብ
Document Parame	ters							
Indicates required field								
Viewer : Excel 2007								
* Layout	Budgets - Single							
	The Layout determines the arrangement of fields in y	our document.						
* Content	None 🗸							
	Select a Content to import data into your document.	Create an empt	ty document	by selecting	g None.			
						Reset to Def	ault Create Docu	iment

tep 2. Select *Budgets - Single* or Layout.

Click Create Document

Company Logo General Led	dger Budget Analyst, UPS 🏫 🛇 ★ 🏟 Logged in As KLMAGTIBAY	? ()
Information		
A file will be downloaded to your do When prompted, choose to open th	lesktop. ne file and to enable macros. If no prompt appears, ensure your browser security settings allow files to be do	wnloaded.
	Opening WebADI.xls	<u>R</u> eturn
0	You have chosen to open:	
Copyright (c) 1998, 2016, Oracle and/or	which is: Microsoft Office Excel 97-2003 Worksheet (391 KB)	
	from: http://uistest.up.edu.ph:8030 What should Firefox do with this file?	
	Open with Microsoft Office Excel (default)	
	Save File Do this automatically for files like this from now on.	
	OK Cancel	

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

C :	21	_ ") - (" -)	Ŧ			bne	rad88FC0) - Microsoft	Excel					×
C	2	Home Insert	Page l	Layout	Formul	las Data	Review	View Ad	d-Ins				0 -	- = x
	ste	Tahoma B Z U	• 9 Font	• A .				General ▼	🖳 Cell Styles 🔻	ible 🔻	Gells	te ▼ 💽 ▼ at ▼ 📿 ▼	Sort & Filter *	Select *
			• (•	f _x										≯
12		AB	С	D	E	F		G	Н	1		J		K
	2 3 4 5 6 7 8 9 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 277 28 29 30 31 13 22 23 33 4	Organizati Currency Budget Upl Period List - Tex Totals: Tip: This is	Confi	irmatio		n created.		Download				<u>C</u> lose	1 Obje	ct Cod
	35	-												

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	Н	 J
2								
2 3	Bal	ance Type				В		
4	Dat	tabase				TAPATEST.UP.EDU	.PH.TEST	
5	Dat	ta Access Set				UP System		
6 7	Cha	art Of Accounts				Accounting Flexfield		
8	Leo	lger				* List - Text	UP System	
9	Cal	tegory				* List - Text	Budaet	
10	Sou	irce				* List - Text	Transfer	
11	Org	janization				List - Text	UPS General Fund	
12 13 14	Cui	rency				* List - Text	PHP	
13	Buo	lget				List - Text	UPS GF 2019	
1/								

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.

Paste	Cut Copy Format Painter booard S	Tahoma B I	• <u>۹</u> <u>ت</u> • <u>۲</u> Font	• <u>></u> • <u>A</u>			Alignment	p Text ge & Center ¬	General		Conditiona Formatting			Linsert ↓			ZI DO	
(C17 •	. (•	f_{x}															
2 A	ВС	D	E	F		G	Н	1	L		К	L	М	N	0	Р	Q	S
3 4 5 6 7 8 9 10 11 12 13	Balance Type Database Data Access S Chart Of Access Ledger Category Source Organization Currency Budget				UP Sy	istem unting Flexfi * List - Tr * List - Tr List - Tr List - Tr * List - Tr	DU.PH.TEST eld ext UP System ext Budget ext Transfer ext UPS General Fu ext UPS GF 2019	ind										
14 15 16 17	Upl Period List - Text	Unit * List -		ponsibility Ce	nte Budg	jet Segme	nt General Led <u>e</u>	jer General I	.edger Object (ode1 Objec	t Code2 Spe	ecial Cod (Cash Flow		Jebit Number	Credit * Number	Messages	
• 18 • 19 • 20																		
· 22 · 23																		
· 25 · 26																		
· 27 · 28 29	Totals: Tip: This is not the	end of the Te	emplate. Un	protect the shee	t and insert	as many rov	vs as needed.									0	0	

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.SA0200400150101010 .50101010	FEB-19	01.101.SA02004001 .50102050 50102050	200,000.00
MAR-19	01.101.SA0200400150101020 .50101020	APR-19	01.101.SA02004001 .5010204050102040	100,000.00

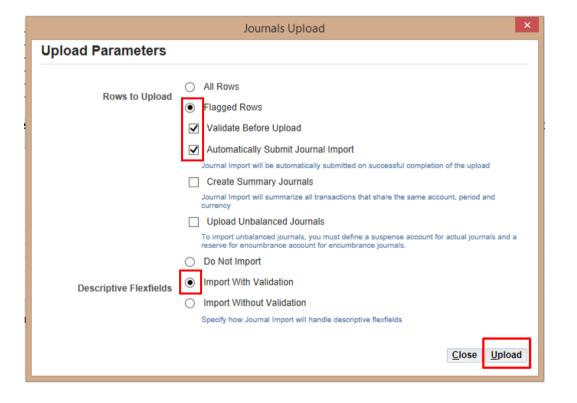
Upl	Period	Unit	t Fu	nd Re	sponsibility Cer	nter Budget Segment	General Ledger	General Ledger	2 Object Code1	Object Code2	2 Special Cod	e Cash Flov	v Future	Debit	Credit	Messages
	List - Text	* List	- Text	t										* Number	* Number	
æ	JAN-19	01	10	1 SA	02004001	-	50101010	-	50101010	-	-	-	-		200000	
æ	FEB-19	01	10	1 SA	02004001	-	50102050	-	50102050	-	-	-	-	200000		
æ	MAR-19	01	10	1 SA	02004001	-	50101020	-	50101020	-	-	-	-		100000	
æ	APR-19	01	10	1 SA	02004001	-	50102040	-	50102040	-	-	-	-	100000		
Tota	als:													300000	300000	

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



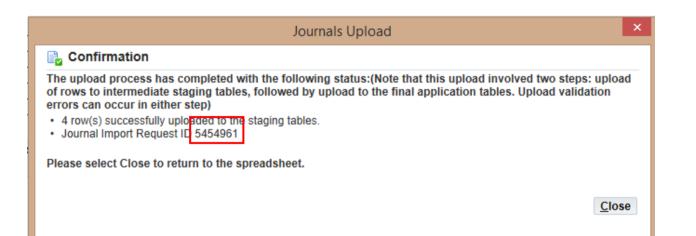
Step 6.

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 <u>Request ID</u> given as this will represent the journal batch created.

<u>\$</u>			Oracle A	opplications - T	EST
<u>F</u> ile <u>E</u> dit ⊻iew	Folder <u>T</u> ools <u>W</u> indow <u>H</u> elp)			
(🛤 💊 🚳 I	🖉 🎘 🚳 🍓 隊 i 🔀	10 🛍 🚧		🏐 🥖 🎼 [🖞	?
Requests					
Refre	sh Data Find R	equests	Sub <u>m</u> it a	New Request	Submit New Request Set
Auto Refr	esh (<u>K)</u>		Copy S	Single Request	Copy Reguest Set
Request ID		Parent			
	Name		Phase	Status	Parameters
5454961	Web ADI - Journal Import (Completed	Normal	133082, 1002, N, 2019/01/01,
5454956	Posting: Single Ledger		Completed	Normal	2027, 1002, 101, 496895

🖗 Naviga	tor - General Ledger Budget Analyst, UPS		— ×
Funct	ions Documents		
Journ	als:Enter		
Enter	journals		
	- Journals	Top Ten List	
	Enter		
*	Encumbrance		
	+ Define		
	+ Generate		
	+ Schedule		
*	+ AutoAllocation		
	Launch Journal Wizard	3	

Step 8. Go to Journals > Enter

Eile	Edit View Fold	ler <u>T</u> ools <u>W</u> ind	ow <u>H</u> elp					0	RACLE	Ξ.	
4	🏷 🛇 í 🇳	🎘 🕹 🇳 隊) X () ()	🖉 📈 I	1 🗐 🌒 🖉	\$≱ [?					Step 9.
	er Journals (UP System)						-				Search for the
	Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit	4	journal batch by using the '%REQUESTID%
		ļ	Find Journals	<u> </u>	<u> </u>						keyword.
		·	Bato	h %5454	961%						
			Ledge								Example:
			Sourc	e		Period					10/ 5 45 40040/1
			Catego	у		Currency					'%5454961%'
Ц			Status			Control Total					
			Postin	g		Batch					
			Fund	s		Journal					
							More				
	4		Clear		New <u>B</u> atch	New Journal	Find			Ŀ	
		(

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

Enter Journals (UP System) 2 Batch Status Source Category Period Batch Name Journal Name Currency Journal Debit Journal Credit Posted Budget 0.00 Transfer APR-19 Budget PHP 23040 PHP 100,000.00 Transfer B 5454961 Posted Budget Budget PHP 23040 PHP 200,000.00 0.00 Transfer FEB-19 Transfer B 5454961 Posted Budget JAN-19 Transfer B 5454961 Budget PHP 23040 PHP 0.00 200,000.00 Transfer Posted Transfer Budget MAR-19 Transfer B 5454961 Budget PHP 23040 PHP 0.00 100,000.00 -E. Review Batch Reverse Batch Reguery Review Journal New Journal New Batch Tax Batch Approve AutoCopy...

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

Once finalized, <u>post</u> each journal.

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