




University of the Philippines




FMIS

**Financial Management Information System
User Manual**



ACCOUNT INQUIRY USING SUMMARY ACCOUNTS



FMIS User Manual

General Ledger

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1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
4 September 2019	Kimberly Micah L. Magtibay	1.0	Initial

2. Description

Manual ID	
Manual Name	Account Inquiry Using Summary Accounts
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst/Manager
Purpose	Inquiry of account details and available funds under a defined budget
Data Requirement	<ul style="list-style-type: none"> • Summary Accounts • Budget, Encumbrance and Actual journals must be posted
Dependencies	<ul style="list-style-type: none"> • The Create Accounting process must be run in the Payables module for the periods included in the report
Scenario	



Step 1. Go to uis.up.edu.ph

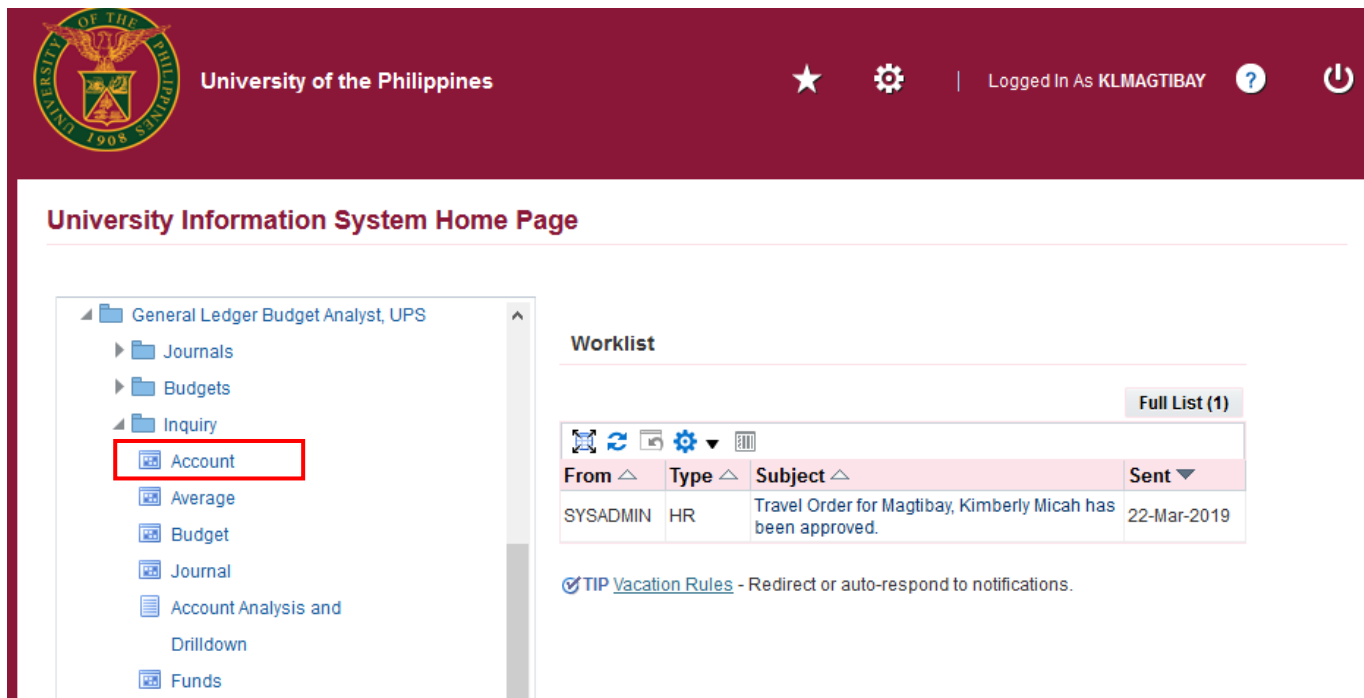
Step 2. Log-in your credentials
(e.g. **username** and **password**)

User Name

Password

Login

Cancel



University of the Philippines

Logged In As KLIMAGTIBAY

University Information System Home Page

- General Ledger Budget Analyst, UPS
 - Journals
 - Budgets
 - Inquiry
 - Account**
 - Average
 - Budget
 - Journal
 - Account Analysis and Drilldown
 - Funds

Worklist

Full List (1)

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

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

Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *General Ledger Budget Analyst* or *General Ledger Manager* responsibility.

Click *Inquiry* then select *Account*.

Account Inquiry (UP System)

Ledger/Ledger Set Name: <u>UP System</u> Currency: PHP		Accounting Periods From: <u>JAN-18</u> To: <u>ADJ1-18</u>	Currency Type: <u>Total</u> Entered:
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Primary Balance Type <input type="radio"/> Actual <input checked="" type="radio"/> Budget <input type="radio"/> Encumbrance	Secondary Balance Type Budget: <u>UPS PROJECT A</u> Encumbrance Type:	Factor <input checked="" type="radio"/> Units <input type="radio"/> Thousands <input type="radio"/> Millions <input type="radio"/> Billions
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Summary Template:

Accounts:

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Description:

Step 4. Enter Ledger/Ledger Set, Accounting Periods, Currency, and the Budget Name where the accounts are linked to. Leave value of Currency Type to 'Total'.

Account Inquiry (UP System)

Ledger/Ledger Set
 Name: UP System
 Currency: PHP

Accounting Periods
 From: JAN-18
 To: ADJ1-18

Currency
 Type: Total
 Entered:

Primary Balance Type
☐ Actual
☒ Budget
☐ Encumbrance

Secondary Balance Type
 Budget: UPS PROJECT A
 Encumbrance Type:

Factor
☒ Units
☐ Thousands
☐ Millions
☐ Billions

Summary Template

Accounts

Description

Show Balances

+ Reports
 + Other

Summary Templates

Find: UPS %

Name	Template
UPS CO Accounts	D.T.T.T.50600000.T.T.T.D.T.T
UPS Inter-Agency Payables	D.T.T.T.20200000.T.T.T.D.T.T
UPS MOOE Accounts	D.T.T.T.50200000.T.T.T.D.T.T
UPS PS Accounts	D.T.T.T.50100000.T.T.T.D.T.T

Find OK Cancel

Step 5. Within the selection of Summary Templates, you will see the summary accounts grouped according to GL1 purposes.

UPS PS Accounts, for example, queries journal lines under Personnel Services (**50100000**). The 'D' stands for Detailed and 'T' stands for Total which sums all values available.

Summary Templates

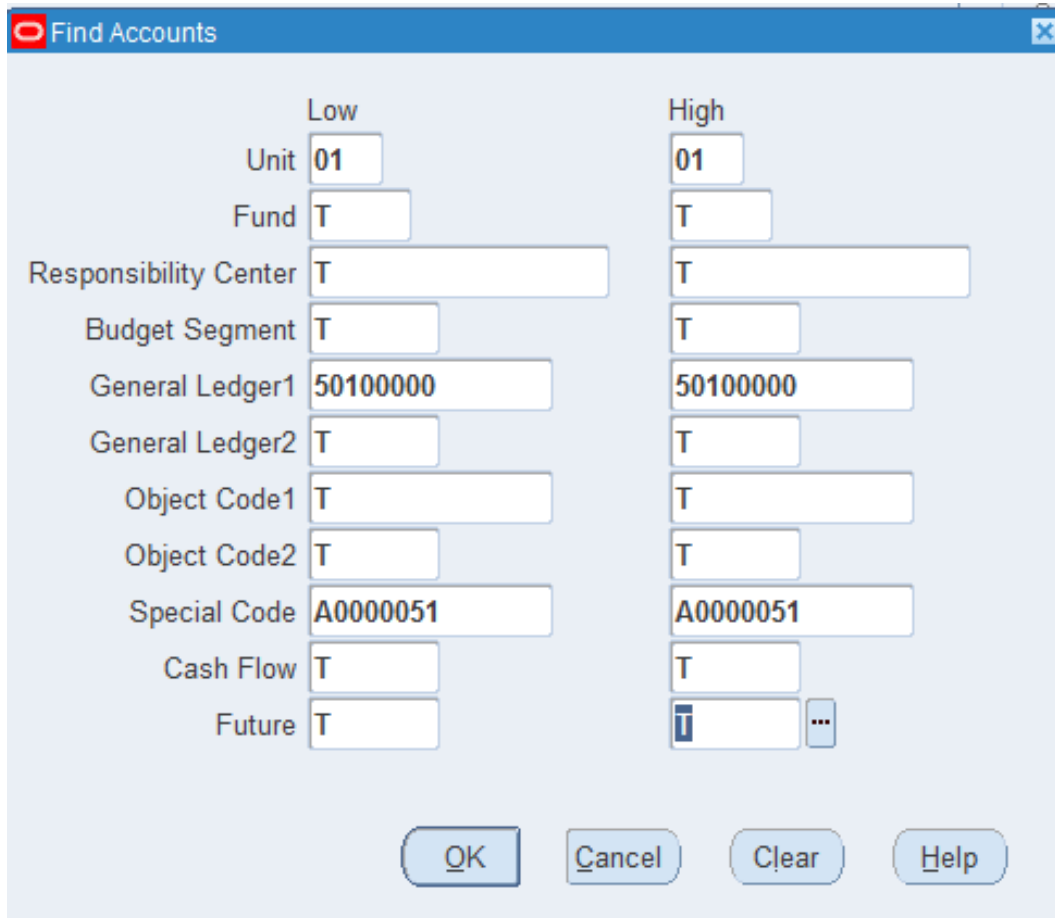
Find UPS %

Name	Template
UPS CO Accounts	D.T.T.T.50600000.T.T.T.D.T.T
UPS Inter-Agency Payables	D.T.T.T.20200000.T.T.T.D.T.T
UPS MOOE Accounts	D.T.T.T.50200000.T.T.T.D.T.T
UPS PS Accounts	D.T.T.T.50100000.T.T.T.D.T.T

Unit GL1 Group Special Code

Following the template of *UPS PS Accounts* (D.T.T.T.50100000.T.T.T.D.T.T), specific values are asked for **Unit** and **Special Code** since they're assigned the value 'D'.

For the **GL1 Group**, the value '50100000' is to be entered by default since we are using *UPS PS Accounts*.



The 'Find Accounts' dialog box is shown with a blue title bar. It contains two columns of input fields labeled 'Low' and 'High'. The fields are for Unit, Fund, Responsibility Center, Budget Segment, General Ledger1, General Ledger2, Object Code1, Object Code2, Special Code, Cash Flow, and Future. The 'Low' column has values: Unit 01, Fund T, Responsibility Center T, Budget Segment T, General Ledger1 50100000, General Ledger2 T, Object Code1 T, Object Code2 T, Special Code A0000051, Cash Flow T, and Future T. The 'High' column has values: Unit 01, Fund T, Responsibility Center T, Budget Segment T, General Ledger1 50100000, General Ledger2 T, Object Code1 T, Object Code2 T, Special Code A0000051, Cash Flow T, and Future T (with a dropdown arrow). At the bottom are buttons for OK, Cancel, Clear, and Help.

	Low	High
Unit	01	01
Fund	T	T
Responsibility Center	T	T
Budget Segment	T	T
General Ledger1	50100000	50100000
General Ledger2	T	T
Object Code1	T	T
Object Code2	T	T
Special Code	A0000051	A0000051
Cash Flow	T	T
Future	T	T

OK Cancel Clear Help

Step 6.

Enter the needed values for Unit, General Ledger1 and Special Code.

For the rest of the accounting flexfields, enter 'T'.

Account Inquiry (UP System)

Ledger/Ledger Set
 Name: UP System
 Currency: PHP

Accounting Periods
 From: JAN-18
 To: ADJ1-18

Currency
 Type: Total
 Entered:

Primary Balance Type
☐ Actual
☒ Budget
☐ Encumbrance

Secondary Balance Type
 Budget: UPS PROJECT A
 Encumbrance Type:

Factor
☒ Units
☐ Thousands
☐ Millions
☐ Billions

Summary Template: UPS PS Accounts

Accounts
☒ 01.T.T.T.50100000.T.T.T.A0000051.T.T
☐
☐
☐

Description
 UP System.Total.Total.Total.Personnel Services.Total.Total.Total.UPS OVPD Special Projects.Total.

Show Balances **Show Journal Details** **Show Variance**

Step 7a.Click **Show Balances**.

Summary Balances (UP System) - 01.T.T.T.50100000.T.T.T.A0000051.T.T

Balance Type Currency Type

Budget

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
JAN-18	PHP	200,000.00		200,000.00	
FEB-18	PHP	370,000.00		570,000.00	
MAR-18	PHP	150,000.00		720,000.00	
APR-18	PHP	0.00		720,000.00	
MAY-18	PHP	0.00		720,000.00	
JUN-18	PHP	0.00		720,000.00	
JUL-18	PHP	0.00		720,000.00	
AUG-18	PHP	0.00		720,000.00	
SEP-18	PHP	0.00		720,000.00	
OCT-18	PHP	0.00		720,000.00	
NOV-18	PHP	0.00		720,000.00	
DEC-18	PHP	0.00		720,000.00	

This will display the Summary Balances window with all the accounted amount per period.

Click **Detail Balances** button to go back to the previous window.

Account Inquiry (UP System)

Ledger/Ledger Set
 Name: UP System
 Currency: PHP

Accounting Periods
 From: JAN-18
 To: ADJ1-18

Currency
 Type: Total
 Entered:

Primary Balance Type | **Secondary Balance Type**

☐ Actual
☒ Budget
☐ Encumbrance

Budget: UPS PROJECT A
 Encumbrance Type:

Factor
☒ Units
☐ Thousands
☐ Millions
☐ Billions

Summary Template: UPS PS Accounts

Accounts

<input checked="" type="checkbox"/>	01.T.T.T.50100000.T.T.T.A0000051.T.T
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Description
 UP System.Total.Total.Total.Personnel Services.Total.Total.Total.UPS OVPD Special Projects.Total.

Step 7b.

To view all the budget journals associated to the current accounts, click **Show Journal Details** button.

Journals (UP System) - 01.T.T.T.50100000.T.T.T.A0000051.T.T.,JAN-18->ADJ1-18

Balance Type Budget Currency Type Total

Budget UPS PROJECT A

Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
[test] budget	Budget PHP 23042	Budget Jou	PHP	1	70,000.00	
[test] budget	Budget PHP 23042	Budget Jou	PHP	2	300,000.00	
[test] budget	Budget PHP 23042	Budget Jou	PHP	1	130,000.00	
[test] budget	Budget PHP 23042	Budget Jou	PHP	2	20,000.00	
[test] budget	Budget PHP 23042	Budget Jou	PHP	1	200,000.00	

Drilldown **Show Full Journal** Detail Balances

This will display all the journal batches linked to the budget 'UPS PROJECT A', still under *UPS PS Accounts* group.

Each journal may be viewed using the **Show Full Journal** button.

Journal View of the journal 'Budget PHP 23042 ':

Journals (UP System) - [test] budget for A0000051 Budget Journal B 151119

Journal	Budget PHP 23042			Conversion		Reverse	
Description	Journal Import 5455605:			Currency	PHP	Date	
Ledger	UP System	Category	Budget	Date	01-FEB-2018	Period	
Period	FEB-18	Effective Date	01-FEB-2018	Type	User	Method	Switch Dr/Cr
Balance Type	Budget	Budget	UPS PROJECT A	Rate	1	Status	Not Reversed
Clearing Company		Tax	Not Required				
		Control Total					

[..]

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	01.184.SA02015001.-.50101010.-.50101010	70,000.00		Journal Import Created
2	01.184.SA02015001.-.50101020.-.50101010	300,000.00		Journal Import Created
		370,000.00	0.00	

Acct Desc UP System.Trust Fund.UPS Office of the Vice Pr.Unspecified.Salaries and Wages - Regu.Select value.Salaries and Wages - Regu.Unspe

Line Drilldown... T Accounts...

Account Inquiry (UP System)

Ledger/Ledger Set
 Name: UP System
 Currency: PHP

Accounting Periods
 From: JAN-18
 To: ADJ1-18

Currency
 Type: Total
 Entered:

Primary Balance Type **Secondary Balance Type**

☐ Actual
☒ Budget
☐ Encumbrance

Budget: UPS PROJECT A
 Encumbrance Type:

Factor
☒ Units
☐ Thousands
☐ Millions
☐ Billions

Summary Template: UPS PS Accounts

Accounts

<input checked="" type="checkbox"/>	01.T.T.T.50100000.T.T.T.A0000051.T.T
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Description

UP System.Total.Total.Total.Personnel Services.Total.Total.Total.UPS OVPD Special Projects.Total.

Step 7b.Click **Show Variance**.

Variance (UP System) - 01.T.T.T.50100000.T.T.T.A0000051.T.T

Balance Type Budget Currency Type Total

Budget UPS PROJECT A Entered Currency

Period To Date Quarter To Date Year To Date Project To Date

Period	UPS PROJECT A	Actual	Variance
JAN-18	200,000.00		200,000.00
FEB-18	370,000.00		370,000.00
MAR-18	150,000.00	18,000.00	132,000.00
APR-18	0.00	0.00	0.00
MAY-18	0.00	0.00	0.00
JUN-18	0.00	0.00	0.00
JUL-18	0.00	0.00	0.00
AUG-18	0.00	0.00	0.00
SEP-18	0.00	0.00	0.00
OCT-18	0.00	0.00	0.00
NOV-18	0.00	0.00	0.00
DEC-18	0.00	0.00	0.00

UPS PROJECT A Actual

This window will display the variance or the difference between the budget and the actuals.

Variance (UP System) - 01.T.T.T.50100000.T.T.T.A0000051.T.T

Balance Type Currency Type
 Budget Entered Currency

Period To Date Quarter To Date Year To Date Project To Date

Period	UPS PROJECT A	Actual	Variance
JAN-18	200,000.00		200,000.00
FEB-18	370,000.00		370,000.00
MAR-18	150,000.00	18,000.00	132,000.00
APR-18	0.00	0.00	0.00
MAY-18	0.00	0.00	0.00
JUN-18	0.00	0.00	0.00
JUL-18	0.00	0.00	0.00
AUG-18	0.00	0.00	0.00
SEP-18	0.00	0.00	0.00
OCT-18	0.00	0.00	0.00
NOV-18	0.00	0.00	0.00
DEC-18	0.00	0.00	0.00

UPS PROJECT A Actual

Select any Actual value. To view its details, click '**Actual**'.

Summary Balances (UP System) - 01.T.T.T.50100000.T.T.T.A0000051.T.T

Balance Type Currency Type

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
MAR-18	PHP	18,000.00		18,000.00	

Click **Detail Balances**.

Detail Balances (UP System) - 01.T.T.T.50100000.T.T.T.A0000051.T.T

Balance Type Currency Type

Period	Account	Currency	PTD	PTD Converted
MAR-18	01.184.SA02015001.-.50101010.-.50101010.-	PHP	18,000.00	


Detail Balances window displays the Period, Account, Currency and PTD (Period to Date) amount.

Click **Journal Details**.

[illegible]

Journal details will be displayed per row. You may choose

Drilldown will direct you to *View Journal Entry Lines* web page while **Show Full Journal** will show the normal Journal interface.



🔄 ★ ⚙️ | Logged In As KLMAGTIBAY ? 🗖️

View Journal Entry Lines Save Search

Ledger UP System
Period MAR-18
Currency PHP
Account 01.184.SA02015001.-.50101010.-.50101010.-.A0000051.-.

GL Batch Name Payables A 151121 5455630
GL Journal Entry Name 10156362 Purchase Invoices PHP
Accounted DR 18000
Accounted CR

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

Balancing Segment is
Natural Account Segment is
GL Date is

Go Clear Add Another Accounted CR Add

Select Subledger Journal Entry Line: View Transaction View Journal Entry | Export | 🔄 ⚙️ 🗖️

Ledger ^	Account ^	AccountDescription ^	GL Date ^	Accounting Class ^	Accounted DR ^
<input checked="" type="radio"/> UP System	01.184.SA02015001.-.50101010.-.50101010.-.A0000051.-.	UP System.Trust Fund.UPS Office of the Vice Pr.Unspecified Salaries and Wages - Regu.Select value.Salaries and Wages - Regu.Unspecified.UPS OVPD Special Projects.Unspecified.Unspecified	01-Mar-2018	Item Expense	18,000.00

Expected result when **Drilldown** is clicked.

Journals (UP System) - Payables A 151121 5455630

Journal	10156362 Purchase Invoices PHP		
Description	Invoice Validated , Invoice Number: 2018-03-13868 , Date: 01-MAR-		
Ledger	UP System	Category	Purchase Invoices
Period	MAR-18	Effective Date	01-MAR-2018
Balance Type	Actual	Document Number	88578
Clearing Company		Tax	Not Required
		Control Total	

Conversion
Currency PHP
Date 01-MAR-2018
Type User
Rate 1

Reverse
Date
Period
Method Switch Dr/Cr
Status Not Reversed

[..]

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	01.20101010.		18,000.00	[test] actuals A0000051
2	01.184.SA02015001.-.50101010.-.50101010	18,000.00		[test] actuals A0000051
		18,000.00	18,000.00	

Acct Desc UP System.Unspecified.Unspecified.Unspecified.Accounts Payable.Select value.Unspecified.Unspecified.Unspecified.Unspe

Line Drilldown... T Accounts...

Expected result when **Show Full Journal** is clicked.