

## University of the Philippines

# **FINALS** Financial Management

Financial Management Information System User Manual



# GENERATION OF JOURNAL AND ANALYSIS OF OBLIGATION REPORT



### **FMIS User Manual** *General Ledger*

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Last Updated:	
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Version:	1.0

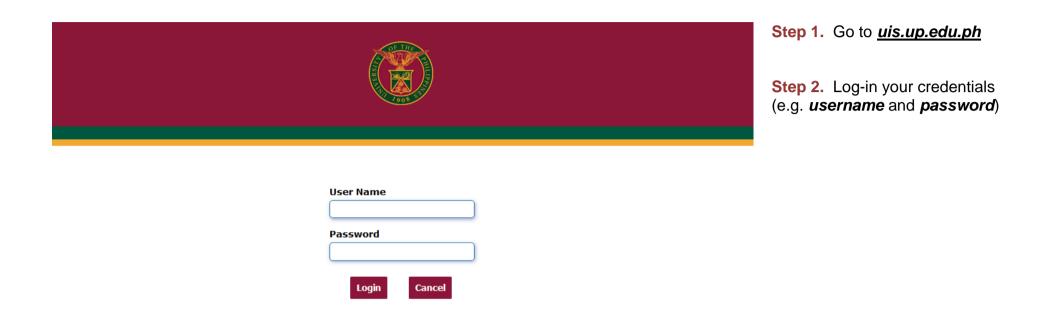
#### 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
18 Oct 2018	Kimberly Micah L. Magtibay	1.0	Initial

### 2. Description

Manual ID								
Manual Name	Generation of Journal and Analysis of Obligations (JAO) Report							
Information System	Financial Management Information System							
Functional Domain	neral Ledger Module							
Responsibility	General Ledger Budget Analyst/Manager							
Purpose	To display allotment, running balance, and other details (encumbrance / budget journal) of a specific trust fund or project (Special Code) according to their respective object codes							
Data Requirement	Responsibility Center Special Code Start Date End Date							
Dependencies	Budget Journals and Encumbrance journals must be posted							
Scenario	The fund controller wants to view the budget and encumbrance journal entries along with the running balance within a particular period of time for a specific trust fund or project (Special Code).							



University of the Philippines $\star$ $\Leftrightarrow$ $\swarrow$   Logged In As KLMAGTIBAY ? U proceed to Main Menu choose the General Lee Budget Analyst or General Lee Ledger Manager	dger
University Information System Home Page responsibility.	
Click <i>Reports</i> then sele General Ledger Budget Analyst, UPLB	ect
General Ledger Budget Analyst, OPLB     Worklist     Worklist	
Full List Click Standard.	
▶ 🛅 General Ledger Budget Analyst, UPOU 📃 🔁 🖾 🌣 👻 🏢	
Image: Second	
General Ledger Budget Analyst, UPS     There are no notifications in this	
View.	
Budgets IIP Vacation Rules - Redirect or auto-respond to notifications.	
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A 🛅 Reports	
🖾 AutoCopy	
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🖂 Standard	
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**Step 4.** Java application will launch with *Security Warning*, Tick the checkbox and click *Run* 

Eile Edit View Folder Tools Window Help

🚳 Navigator - General Ledger Budget Analyst, UPS **\_** × Documente Submit a New Request Functions × Journals: What type of request do you want to run? Enter, generate, and p • Single Request + Budgets This allows you to submit an individual request. + Inquiry 4 + Reports O Request Set + Other This allows you to submit a pre-defined set of \* requests. 4 2 <u>o</u>k Cancel Open

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Step 5. Submit a New Request page will appear. Click Single Request then click OK

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Operating U	Init
Paramet	ers
Langua	age American English
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At these Times	· · · · · · · · · · · · · · · · · · ·
Run the J	Job As Soon as Possible Schedule
Upon Completion	L
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Print	t to noprint
Help ( <u>C</u> )	Sub <u>m</u> it Cancel
	Open
L	<b>Z</b> P011

**Step 6.** On the *Name* field, click the *ellipsis (...)* to search the UP Journal and Analysis of Obligations (JAO) or

You may type **UP Journal and Analysis** then press the **Tab** button from the keyboard

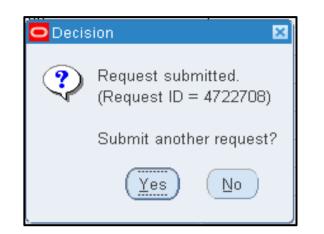
Parameters	×
Responsibility Center	
Special Code	
Start Date	
End Date	
	QK Clear Help

Submit Request		E
Run this Request		
		Copy
Name	UP Journal and Analysis of Obligations (JAO)	
Operating Unit		
Parameters	-:-:01-JAN-2017:28-FEB-2017	
Language	American English	
	Language Settings	Debug Options
At these Times		
Run the Job	As Soon As Possible	Schedule
Upon Completion		
	Save all Output Files Burst Output	
Layout	UP Journal and Analysis of Obligations	Options
Notify		
Print to		Delivery Opts
Help ( <u>C</u> )	Submit	Cancel

**Step 7.** Click on the *Parameter* field and the *Parameter* window will appear.

Fill out the necessary details then click **OK**.

You will be redirected back to the *Submit Request* window, click the *Submit* button



Find Requests	
<ul> <li>My Completed Requests</li> <li>My Requests In Progress</li> <li>All My Requests</li> <li>Specific Requests</li> <li>Request ID</li> </ul>	
Name Date Submitted Date Completed Status Phase Requestor	
Order By	Include Reguest Set Stages in Query Request ID Select the Number of Days to View: T est Clear Find

**Step 8.** On the decision to submit another request, click *No*.

Step 9. On the *Find Requests* window, click *Find*.

( <u>R</u> efresh Data Find Re		Find Reques	ts Sub <u>m</u> i	t a New Reques	t Submit New Request Set
Auto Re	fresh ( <u>K)</u>			y Single Reques	copy Reguest Set
Request ID		Parer	ıt		
	Name		Phase	Status	Parameters
4987333	UP Journal an	d Analysis of	Completed	Normal	771, 2045, 19795, -, -, 2015/01
4987325	UP Status of F	Funds for Tru:	Completed	Normal	771, 2045, -, -, 2015/01/01 00:
4987224	UP Status of F	Funds for True	Completed	Normal	279, 2033, -, -, 2018/01/01 00:
4987130	UP Journal and Analysis of		Completed	Normal	283, 2040, 19795, -, -, 2017/01
4987069	UP Status of Funds for Tru:		Completed	Normal	283, 2040, -, -, 2017/01/01 00:
4987064	UP Journal and Analysis of		Completed	Normal	283, 2040, 19795, -, -, 2017/01
4987055	UP Status of F	unds for Tru:	Completed	Normal	283, 2040, -, -, 2017/01/01 00:
4987004	UP Status of F	unds for Tru:	Completed	Normal	283, 2040, -, -, 2017/01/01 00:
4986978	UP Status of F	Funds for Tru:	Completed	Normal	283, 2040, -, -, 2017/01/01 00:
4986826	UP Status of F	Funds for Tru:	Completed	Normal	283, 2040, -, -, 2017/01/01 00:
Hold	Request	View Deta	ail <u>s</u>	Rerun Request	View Output
Canc	el Request	Diagnost	tics		View Log (J)

**Step 10.** The *Requests* window will appear

Click **Refresh Data** until the **Phase** becomes **Completed** and **Status, Normal** 

then click View Output button.

#### **Expected Result:**

#### UNIVERSITY OF THE PHILIPPINES SYSTEM Diliman, Quezon City, Metro Manila, NCR TIN: 000-864-006-00000

UP Journal and Analysis of Obligations FROM 2017/01/01 00:00:00 TO 2017/01/10 00:00:00

Fund Details

Responsibility Center Code:	-
Responsibility Center:	Unspecified
Special Project Code:	-
Special Project Description:	Unspecified
Project Leader:	

Date	UACS Object Code	Object Code 1	Object Code 2	ObR / BUR	Allotment	Allotment Amount	Obligation	Obligation Amount	Balance	DV Number	Claimant
Dute	enco objeti code	object code I	object code 2	ODR/ DCR	mothement	rinouncut rinount	Obligation	obligation rinount	Dulunee	DTIMINET	Claimant
10-Jan-17	2010101000	_	-	172			02293	-7,800.00	7,800.00		
				2.2				.,	.,		<u> </u>
10-Jan-17	5010302000	-	-	8			246	21,500.00	-13,700.00		
SUB-TOTAL						0		13,700.00	-13,700.00		
GRAND TOTAL						0		13,700.00	-13,700.00		
End of Report											

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.