University of the Philippines

FMIS
Financial Management Information System
User Manual

GENERATION OF JOURNAL AND ANALYSIS OF OBLIGATION REPORT

FMIS User Manual
General Ledger

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1. DOCUMENT CONTROL

1.1 Change Record

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

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2.   Description

Manual ID	
Manual Name	Generation of Journal and Analysis of Obligations (JAO) Report
Information System	Financial Management Information System
Functional Domain	General 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).

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User Name

Password

Login   Cancel

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

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

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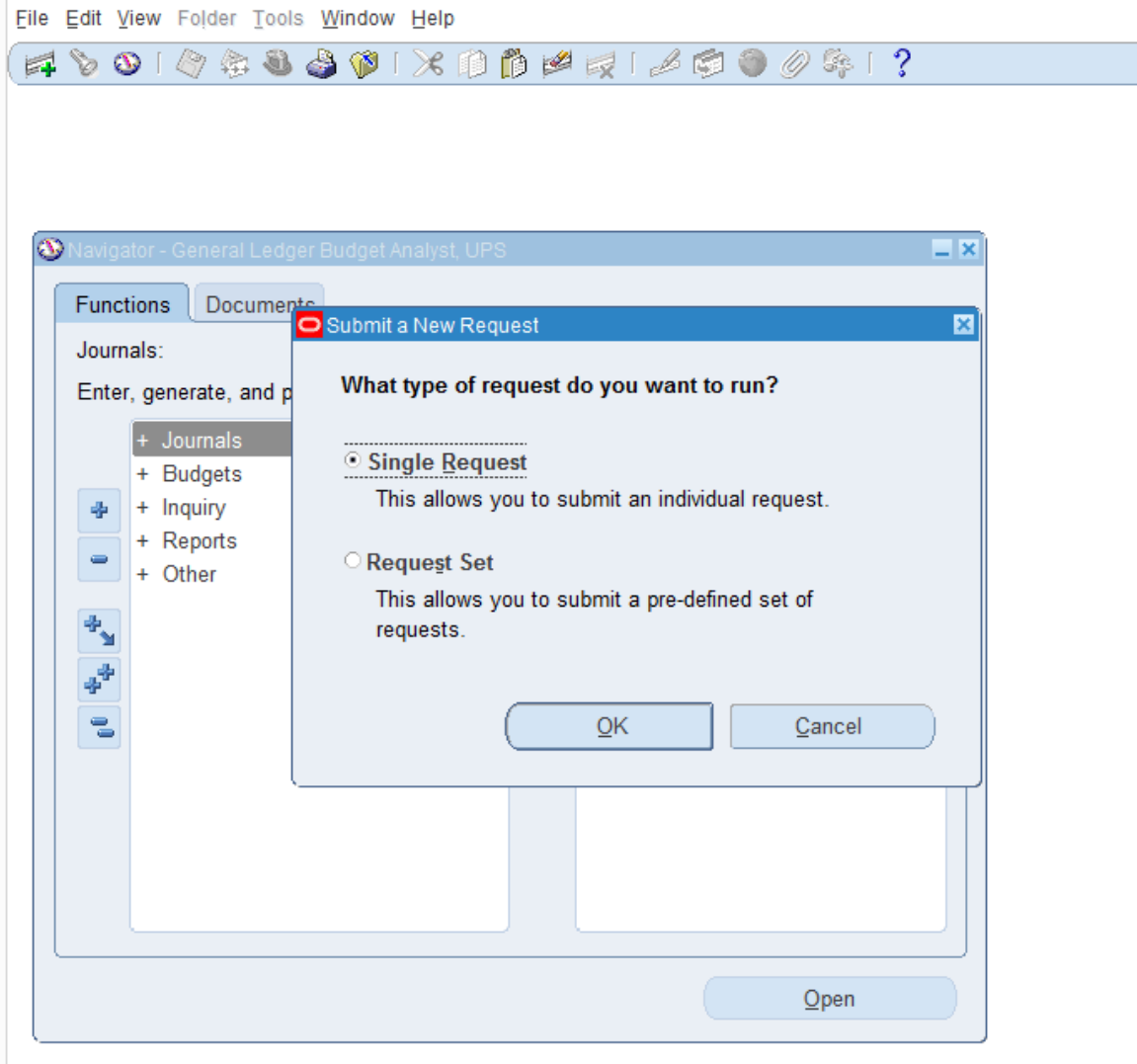
Click *Reports* then select *Request*.

Click *Standard*.

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Step 4. Java application will launch with *Security Warning*, Tick the checkbox and click *Run*

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File Edit View Folder Tools Window Help

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

Navigator - General Ledger Budget Analyst, UPS

Functions   Documents

Journals:

Enter, generate, and p

+ Journals
+ Budgets
+ Inquiry
+ Reports
+ Other

Submit a New Request

What type of request do you want to run?

⦿ **Single Request**

This allows you to submit an individual request.

○ **Request Set**

This allows you to submit a pre-defined set of requests.

OK   Cancel

Open

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

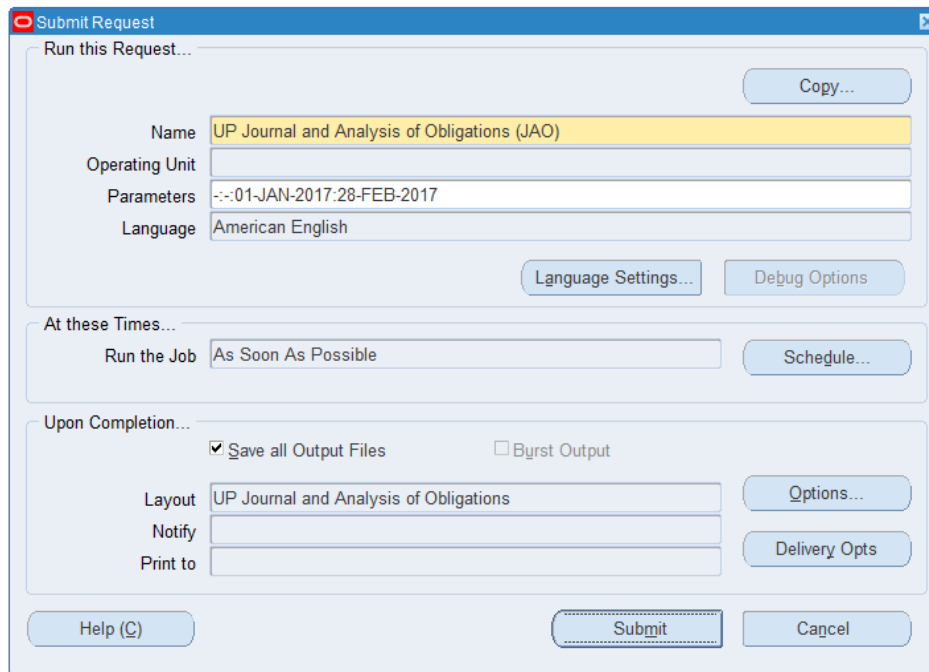You may type *UP Journal and Analysis* then press the *Tab* button from the keyboard

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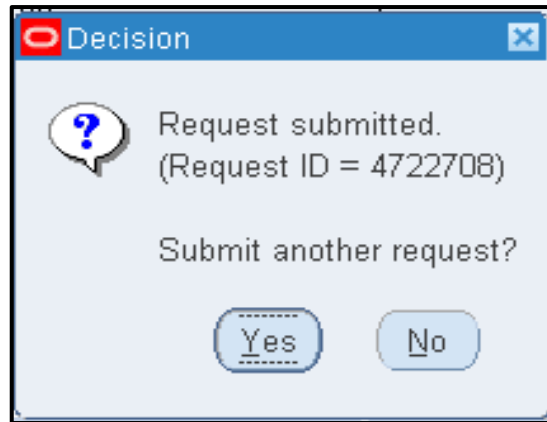File Ref: ITDC – FMIS – UM ___ Generation of Journal and Analysis of Obligations Report - 20181018 (v.1)

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

Fill out the necessary details then click *OK.*

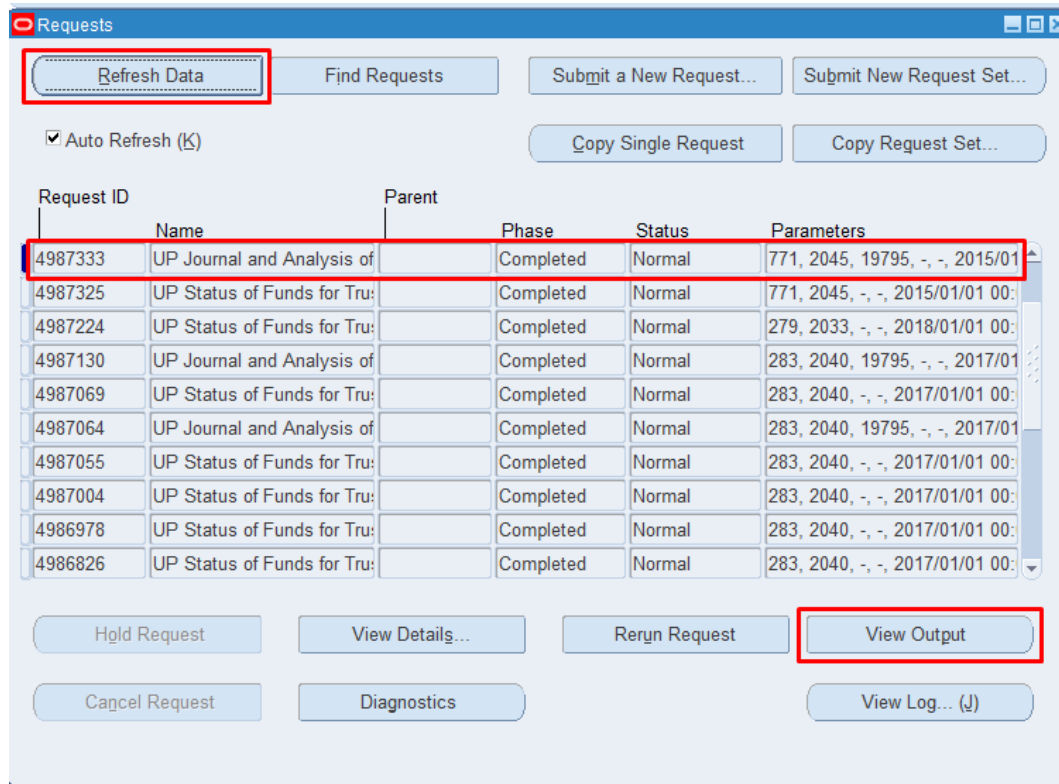You will be redirected back to the *Submit Request* window, click the *Submit* button

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Step 8. On the decision to submit another request, click *No*.
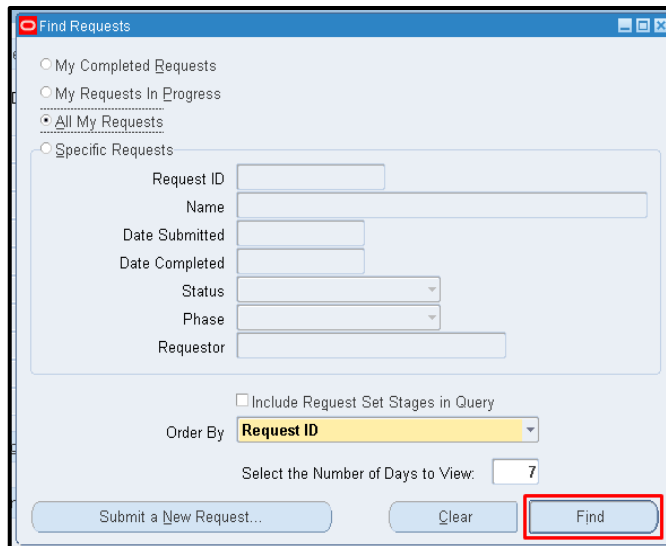
Step 9. On the *Find Requests* window, click *Find*.

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Step 10. The *Requests* window will appear

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

then click *View Output* button.

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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
10-Jan-17	2010101000	–	–	172			02293	-7,800.00	7,800.00		
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

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