



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



**GENERATION OF
STATUS OF FUNDS
FOR TRUST FUND REPORT**

FMIS User Manual

General Ledger

Author: Kimberly Micah L. Magtibay
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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

2. Description

Manual ID	
Manual Name	Generation of Status of Funds for Trust Fund Report
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst/Manager
Purpose	To display statement of status of funds for Trust Fund
Data Requirement	Responsibility Center Special Code Start Date End Date Submitted By Position
Dependencies	Budget Journals and Encumbrance journals must be posted
Scenario	The fund controller needs to view the allotment and obligations under the status of funds



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

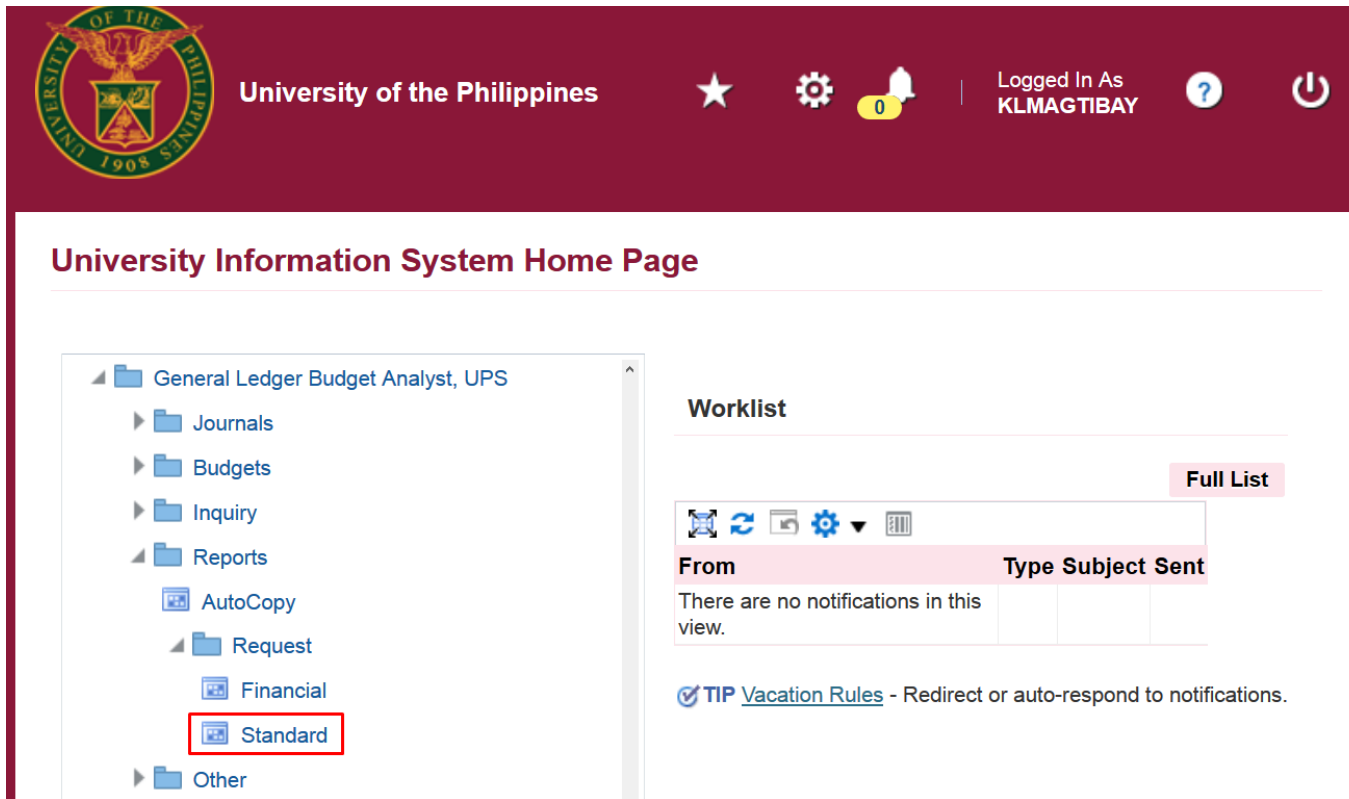
Step 2. Log-in your credentials
(e.g. **username** and **password**)

User Name

Password

Login

Cancel



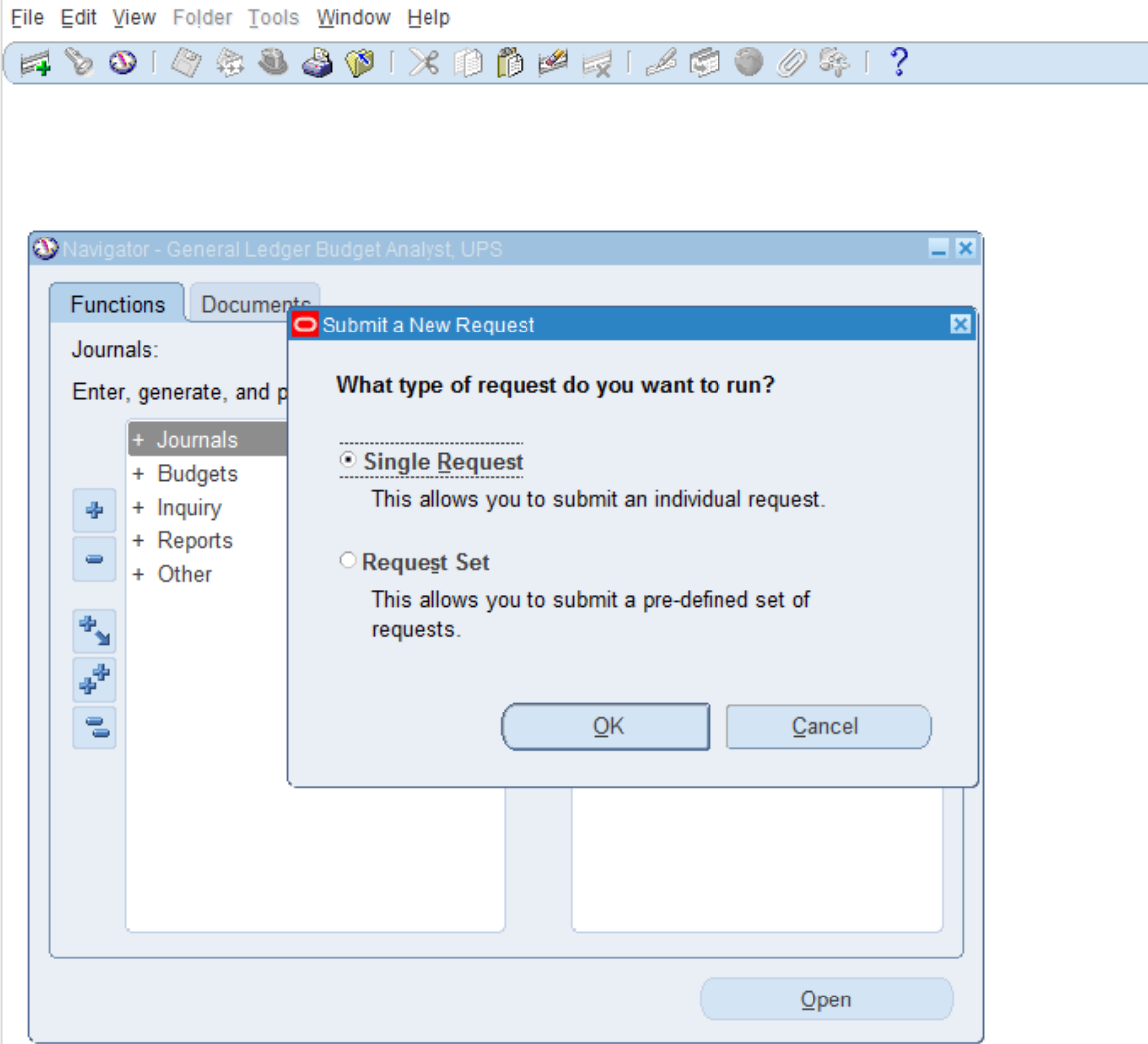
Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *General Ledger Budget Analyst* or *General Ledger Manager* responsibility.

Click *Reports* then select *Request*.

Click *Standard*.



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



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

Submit Request

Run this Request...

Copy...

Name UP Status of Funds for Trust Fund

Operating Unit

Parameters

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

Notify

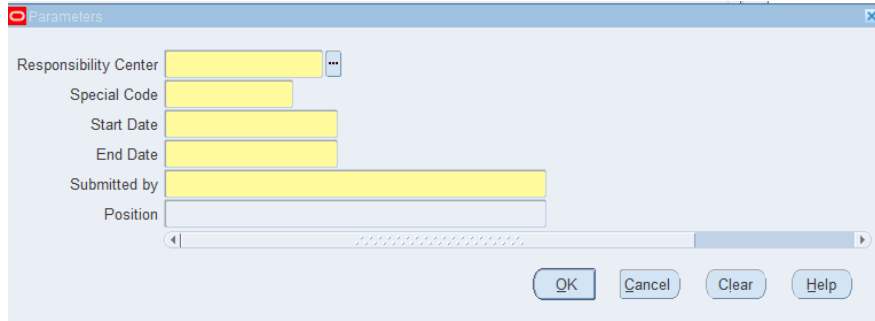
Print to noprint

Options... Delivery Opts

Help (C) Submit Cancel

Step 6. On the **Name** field, click the **ellipsis (...)** to search the **UP Status of Funds for Trust Fund** or

You may type **UP Status of Funds for Trust Fund** then press the **Tab** button from the keyboard



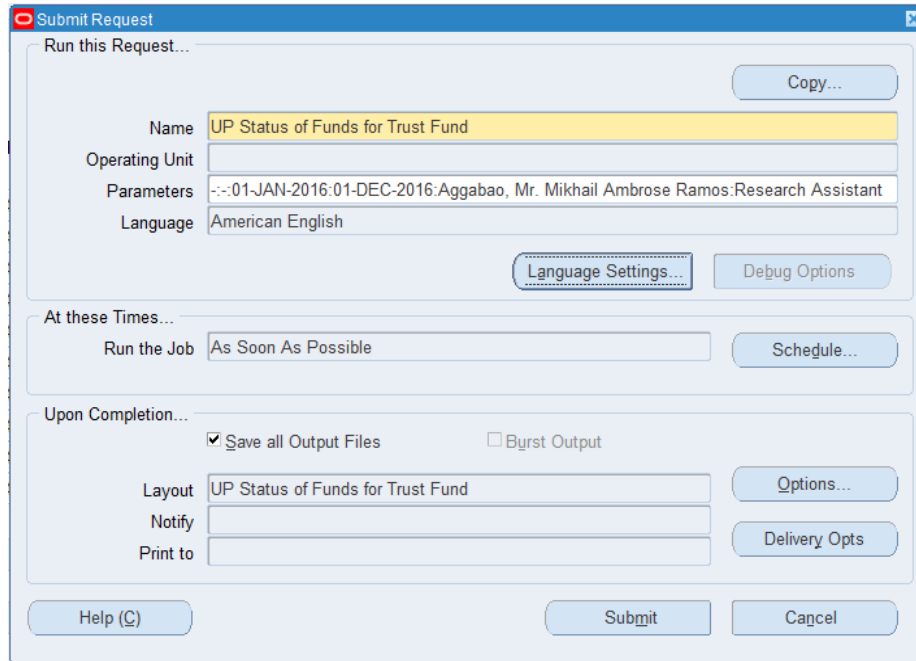
The Parameters dialog box contains the following fields:

- Responsibility Center
- Special Code
- Start Date
- End Date
- Submitted by
- Position

Buttons: OK, Cancel, Clear, Help

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

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

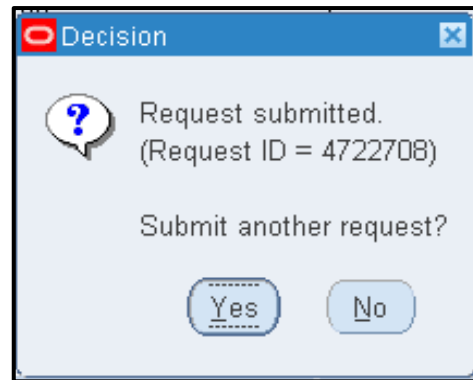


The Submit Request dialog box contains the following sections and fields:

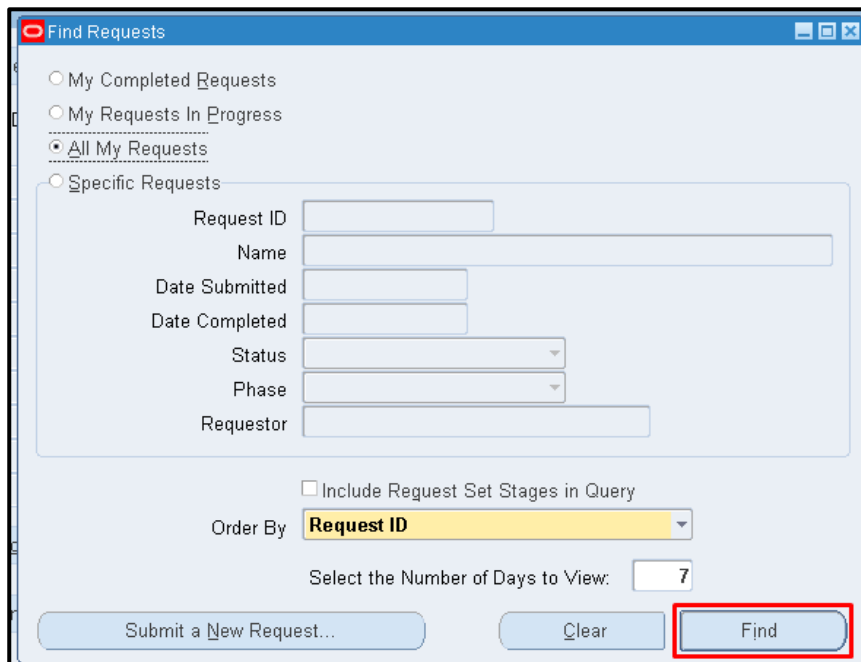
- Run this Request...**
 - Name: UP Status of Funds for Trust Fund
 - Operating Unit
 - Parameters: --:01-JAN-2016:01-DEC-2016:Aggabao, Mr. Mikhail Ambrose Ramos:Research Assistant
 - Language: American English
- At these Times...**
 - Run the Job: As Soon As Possible
- Upon Completion...**
 - Save all Output Files
 - Burst Output
 - Layout: UP Status of Funds for Trust Fund
 - Notify
 - Print to

Buttons: Copy..., Language Settings..., Debug Options, Schedule..., Options..., Delivery Opts, Help (C), Submit, Cancel

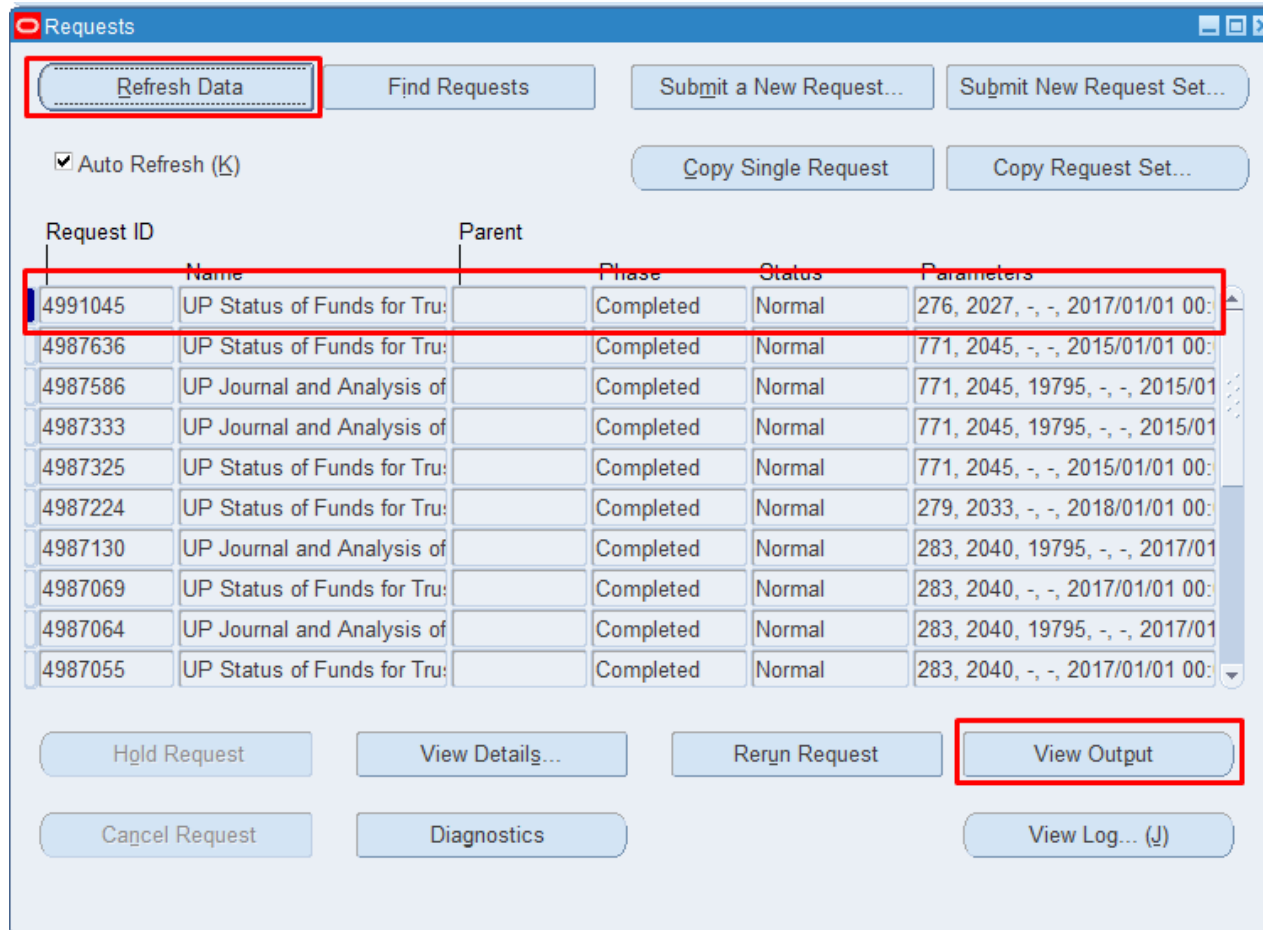
You will be redirected back to the **Submit Request** window, click the **Submit** button



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



Step 9. On the **Find Requests** window, click **Find** to view the status of the request.



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

**Statement of Status of Funds
(Trust Fund)**

From 2017/01/01 00:00:00 to 2017/12/01 00:00:00

Responsibility Center: Unspecified (-)
Special Project: Unspecified (-)

PARTICULARS	OBJECT CODE	ALLOTMENT	OBLIGATION	BALANCE
Capital Outlays and Equipment				
SUBTOTAL		0.00	0.00	0.00
Personnel Services				
SUBTOTAL		0.00	0.00	0.00
Maintenance and Other Operating Expenses				
SUBTOTAL		0.00	0.00	0.00
TOTAL		0.00	0.00	0.00

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