



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



**GENERATION OF
UP JOURNAL ENTRY VOUCHER OF
CHECK DISBURSEMENT**



FMIS User Manual

General Ledger

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of Check Disbursement
Version: 1.0

1. DOCUMENT CONTROL

1.1 Change Record

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

2. Description

Manual ID	
Manual Name	Generation of UP Journal Entry Voucher of Check Disbursement
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant
Purpose	Internal report to serve as reference for validating Payables accounting entries
Data Requirement	DVs must be paid through the Check Payment method and posted in General Ledger
Dependencies	The Create Accounting process must be run in the Payables module for the periods included in the report
Scenario	This report will be generated monthly by the Accountant



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

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

User Name

Password

Login

Cancel

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University Information System Home Page

- General Ledger Budget Analyst, UPLB
- General Ledger Budget Analyst, UPM
- General Ledger Budget Analyst, UPMIn
- General Ledger Budget Analyst, UPOU
- General Ledger Budget Analyst, UPPGH
- General Ledger Budget Analyst, UPS
 - Journals
 - Budgets
 - Inquiry
 - Reports
 - AutoCopy
 - Request
 - Financial
 - Standard**
 - Other

Worklist

Full List

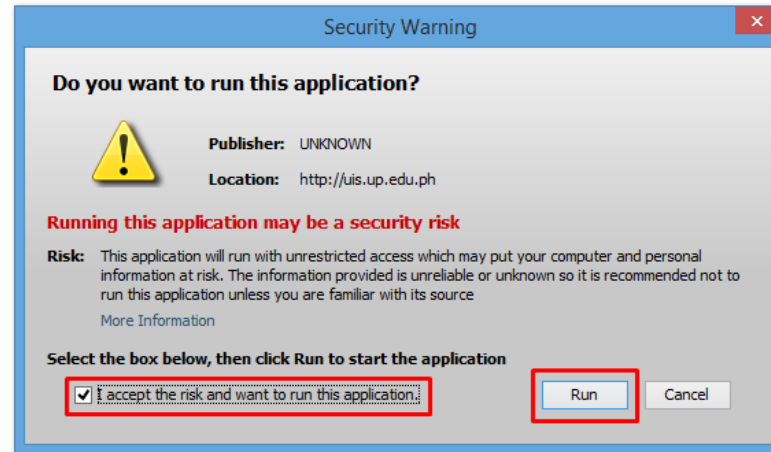
From	Type	Subject	Sent
There are no notifications in this view.			

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

Step 3. From *UIS Home Page* proceed to *Main Menu* and choose the *General Ledger Accountant* responsibility.

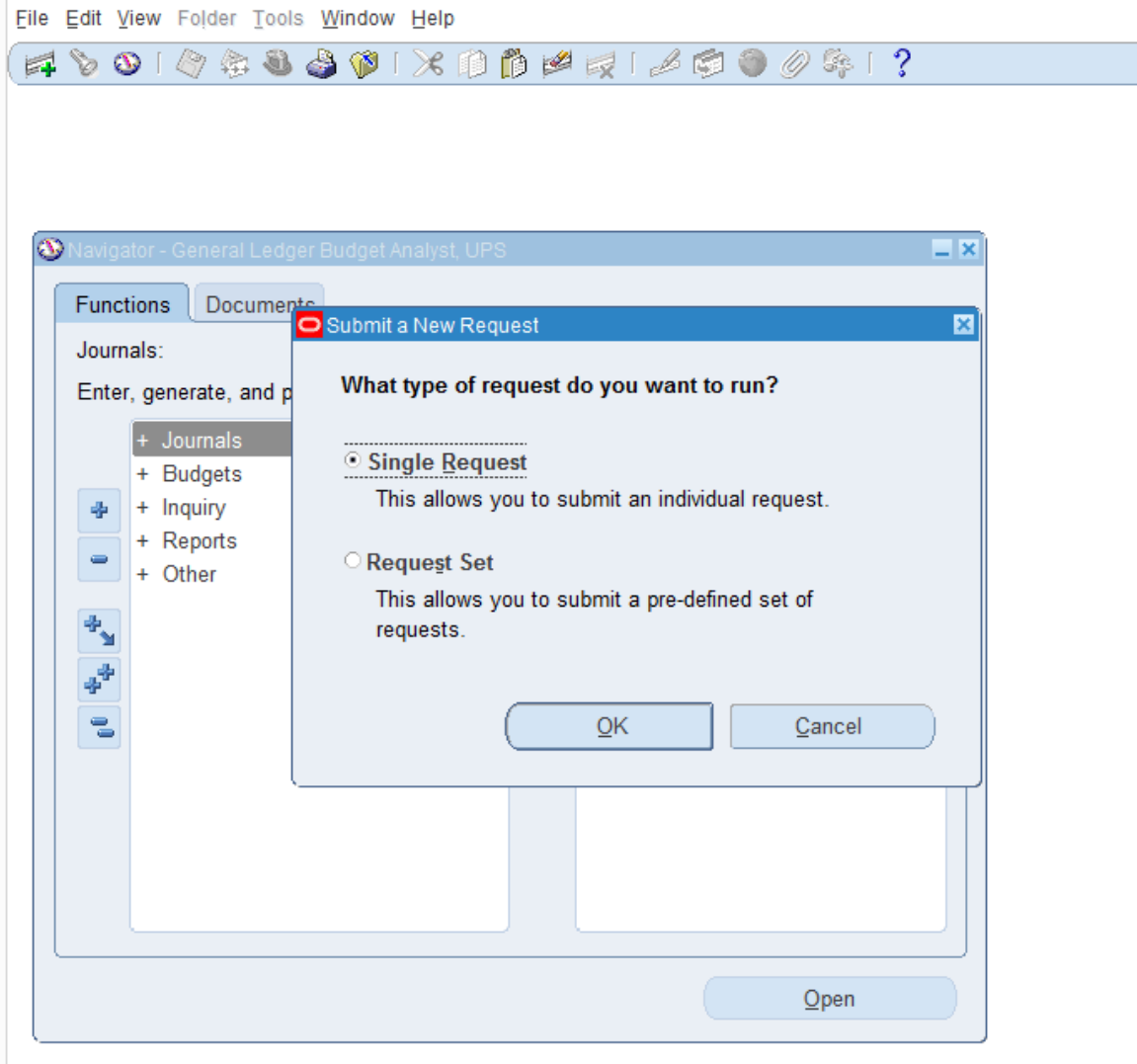
Click *Reports* then select *Request*.

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 Journal Entry Voucher of Check Disbursement

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: UP Journal Entry Voucher of Check Disbursement

Options...

Notify:

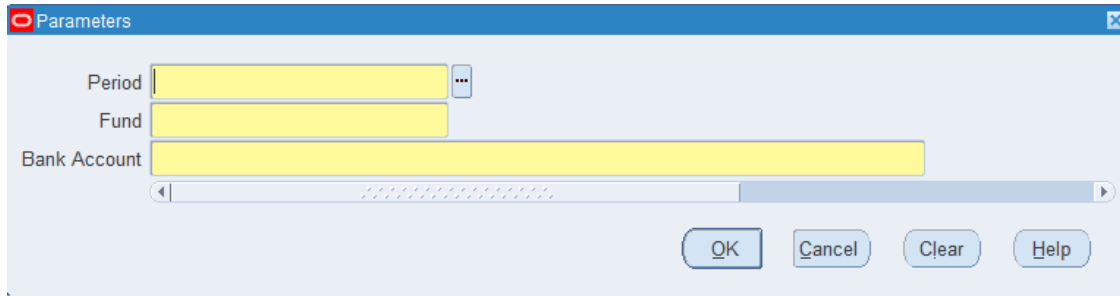
Print to: noprint

Delivery Opts

Help (C) Submit Cancel

Step 6. On the **Name** field, click the **ellipsis (...)** to search the UP Statement of Financial Performance or

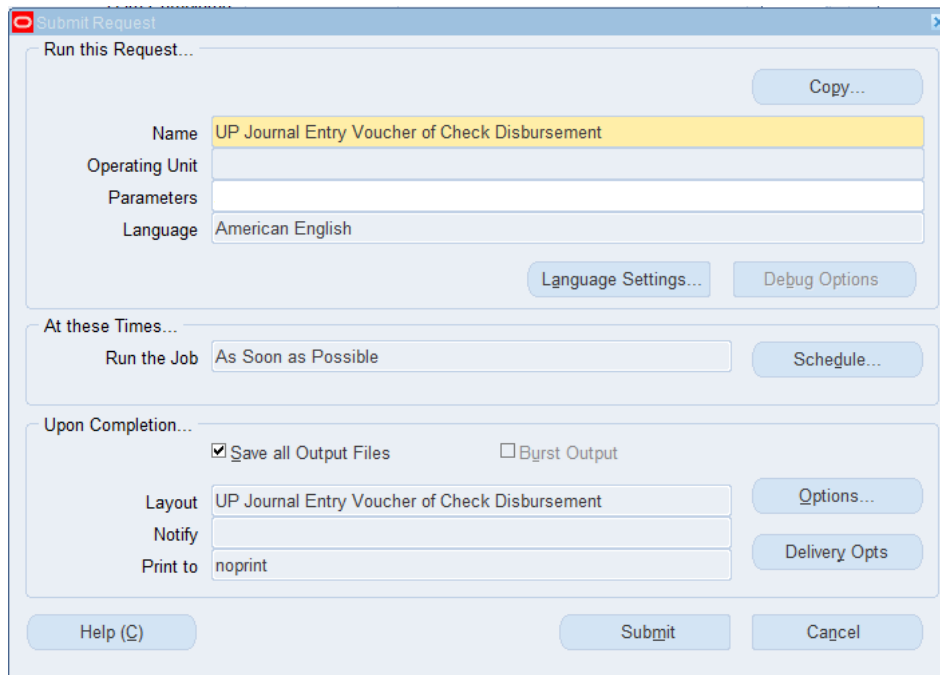
You may type ***UP Journal Entry Voucher of Check Disbursement*** then press the **Tab** button from the keyboard



The Parameters dialog box contains three input fields: 'Period' with a dropdown arrow, 'Fund' with a dropdown arrow, and 'Bank Account' with a long text field and a scrollbar. At the bottom, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

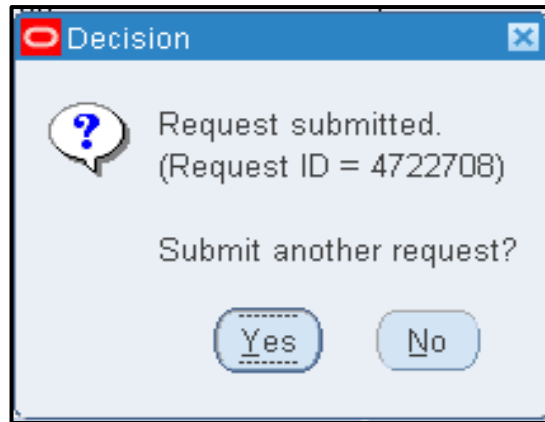
Step 7. Click on the **Parameter** field and the **Parameter** window will appear.

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

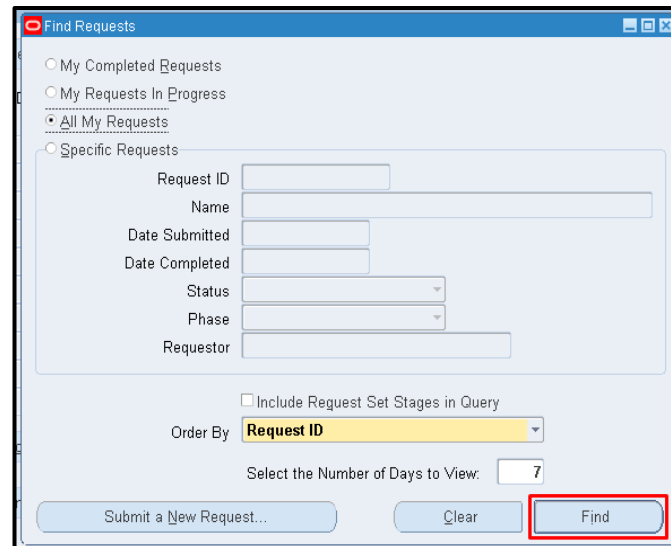


The Submit Request dialog box is divided into three sections. The top section, 'Run this Request...', includes a 'Copy...' button, a 'Name' field with the value 'UP Journal Entry Voucher of Check Disbursement', 'Operating Unit', 'Parameters', and 'Language' (set to 'American English') fields, and 'Language Settings...' and 'Debug Options' buttons. The middle section, 'At these Times...', has a 'Run the Job' field set to 'As Soon as Possible' and a 'Schedule...' button. The bottom section, 'Upon Completion...', has a checked 'Save all Output Files' checkbox, an unchecked 'Burst Output' checkbox, a 'Layout' field with the value 'UP Journal Entry Voucher of Check Disbursement', 'Notify', and 'Print to' (set to 'noprint') fields, and 'Options...', 'Delivery Opts', 'Help (C)', 'Submit', and 'Cancel' buttons.

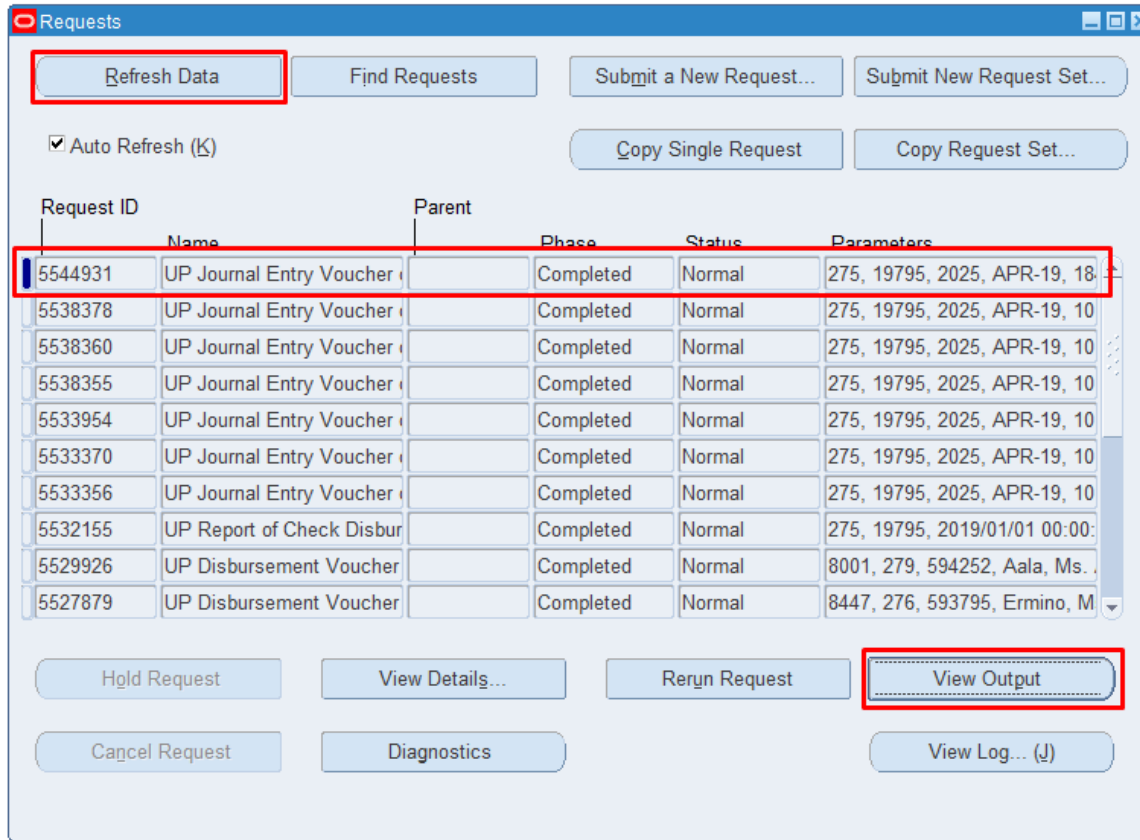
You will be redirected back to the **Submit Request** window, click the **Submit** button



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



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




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:



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UP JOURNAL ENTRY VOUCHER OF CHECK DISBURSEMENT
 Fund 101 - .036684-030
 For the month of April 2019

DATE	CHECK #	NAME OF PAYEE	TRUST ACCOUNT/ OBR/ ACCT CODE	UACS CODE	ACCOUNTING TITLE OF UACS CODE	PARTICULARS	DEBIT	CREDIT
Apr 2, 2019	62339752			19901040	Advances to Officers and Employees	Payment for Research Dissemination	95,777.69	
Apr 2, 2019	62339752			20101010	Accounts Payable	Payment for Research Dissemination		95,777.69
Apr 11, 2019	62339825		OBR # 1809	10101020	Petty Cash	Petty cash for the emergency operating	80,000.00	
Apr 11, 2019	62339825		OBR # 1809	20101010	Accounts Payable	Petty cash for the emergency operating		80,000.00
Apr 12, 2019	62339785		OBR # 1808	10101020	Petty Cash	Cash advance for College's petty cash & emergency expenses.	30,000.00	
Apr 12, 2019	62339785		OBR # 1808	20101010	Accounts Payable	Cash advance for College's petty cash & emergency expenses.		30,000.00
Apr 15, 2019	62339836		OBR # 1799	50215010	Taxes, Duties and Licenses	Payment for the Car Registration of 1	2,060.00	

Report generated with UI* eBusiness Suite Release 12.1.3 on May 31, 2019 15:30:48

275-19750-5535376

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