

University of the Philippines

FINALS Financial Management

Financial Management Information System User Manual



GENERATION OF UP JOURNAL ENTRY VOUCHER OF CHECK DISBURSEMENT



FMIS User Manual *General Ledger*

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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



University of the Philippines	* ‡	Logged in As KLMAGTIBAY	9 (J	Step 3. From UIS Home Page proceed to Main Menu and choose the General Ledger Accountant responsibility.
University Information System Home Pa	age			Olicity D emonstrative select
				Click Reports then select Request.
General Ledger Budget Analyst, UPLB				
General Ledger Budget Analyst, UPM	WORKIIST			Click Standard .
🕨 🖿 General Ledger Budget Analyst, UPMin		Full List		
🕨 🖿 General Ledger Budget Analyst, UPOU	🕱 2 🖻 🌣 ▾ 🎟			
🕨 🚞 General Ledger Budget Analyst, UPPGH	From Type	Subject Sent		
🔺 🚞 General Ledger Budget Analyst, UPS	There are no notifications in this			
Journals	view.			
Budgets	♂TIP <u>Vacation Rules</u> - Redirect or auto-res	spond to notifications.		
Inquiry				
A 🛅 Reports				
📰 AutoCopy				
A 🛅 Request				
🖼 Financial				
🖬 Standard				
Other				l





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

File Edit View Folder Tools Window Help

🔕 Navigator - General Ledger Budget Analyst, UPS $\perp x$ 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. 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

O Submit Request		×
Run this Request		
	Сор	y
Name	UP Journal Entry Voucher of Check Disbursement	•••
Operating Unit		
Parameters		
Language	American English	
	Language Settings Debug Op	xtions
At these Times		
Run the Job	As Soon as Possible Scheg	lule
Upon Completion		
	Save all Output Files	
Layout	UP Journal Entry Voucher of Check Disbursement Optio	ins
Notify		0.1
Print to	noprint	y Opts
(Sub <u>m</u> it Can	cel

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

Parameters		×
Period		
Fund		
Bank Account		
		Ð
	QK Cancel	Clear Help

Run this Request			
			Copy
			0029
Name	UP Journal Entry Voucher of	Check Disbursement	
Operating Unit			
Parameters			
Language	American English		
33-			
		Language Settings	Debug Options
At the set Times a			
At these times			
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- Upon Completion			
	Save all Output Files	⊔B <u>u</u> rst Output	
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Print to	nopint		
		Outoria	Canaal
rreip (<u>C</u>)		Sub <u>m</u> it	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

O Decis	ion 🗵
?	Request submitted. (Request ID = 4722708)
	Submit another request?
	Yes No

Find Requests	
○My Completed <u>R</u> equests ○My Requests In <u>P</u> rogress	
● <u>All My Requests</u>	
○ <u>S</u> pecific Requests	
Request ID	
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: 7
Submit a New Reque	ist <u>C</u> lear Find

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

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

C	Requests						_ 🗆 🛛
	Refres	sh Data	Find R	equests	Submit	a New Request	Submit New Request Set
	Auto Refr	esh (<u>K)</u>			Сору	Single Request	Copy Reguest Set
	Request ID			Parent			_
Г	5544024		te . Messele		Phase	Statue	
L	5544931	UP Journal En	try voucher		Completed	INOrmai	275, 19795, 2025, APR-19, 18
	5538378	UP Journal En	try Voucher		Completed	Normal	275, 19795, 2025, APR-19, 10
	5538360	UP Journal En	try Voucher		Completed	Normal	275, 19795, 2025, APR-19, 10
	5538355	UP Journal En	try Voucher		Completed	Normal	275, 19795, 2025, APR-19, 10
	5533954	UP Journal En	try Voucher		Completed	Normal	275, 19795, 2025, APR-19, 10
	5533370	UP Journal En	try Voucher		Completed	Normal	275, 19795, 2025, APR-19, 10
	5533356	UP Journal En	try Voucher		Completed	Normal	275, 19795, 2025, APR-19, 10
	5532155	UP Report of (Check Disbur		Completed	Normal	275, 19795, 2019/01/01 00:00:
	5529926	UP Disbursem	nent Voucher		Completed	Normal	8001, 279, 594252, Aala, Ms.
	5527879	UP Disbursem	nent Voucher		Completed	Normal	8447, 276, 593795, Ermino, M 👻
	Hold F	Request Request	Vien	w Detail <u>s</u> agnostics		Rerun Request	View Output 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:

		1908							
UP JOURNAL ENTRY VOUCHER OF CHECK DISBURSEMENT Fund 101036684-030 For the month of April 2019									
CHECK #	NAME OF PAYEE	TRUST ACCOUNT/ OBR/ ACCT CODE	UACS CODE	ACCOUNTING TITLE OF UACS CODE	PARTICULARS	DEBIT	CREDIT		
62339752			19901040	Advances to Officers and Employees	Payment for Research Dissemination	95,777.69			
62339752			20101010	Accounts Payable	Payment for Research Dissemination		95,777.6		
62339825	-	OBR # 1809	10101020	Petty Cash	Petty cash for the emergency operating	80,000.00			
62339825		OBR # 1809	20101010	Accounts Payable	Petty cash for the emergency operating		80,000.00		
62339785	-	OBR # 1808	10101020	Petty Cash	Cash advance for College's petty cash & emergency expenses.	30,000.00			
62339785	-	OBR # 1808	20101010	Accounts Payable	Cash advance for College's petty cash & emergency expenses.		30,000.00		
62339836	-	OBR # 1799	50215010	Taxes, Duties and Licenses	Payment for the Car Registration of 1	2,060.00			
	CHECK # 62339752 62339752 62339825 62339825 62339785 62339785 62339836	CHECK # NAME OF PAYEE 62339752 - 62339752 - 62339752 - 62339825 - 62339785 - 62339836 -	UP JOURN CHECK # NAME OF PAYEE TRUST ACCOUNT/ OBR/ ACCT CODE 62339752 62339752 62339825 OBR # 1809 62339825 OBR # 1809 62339752 OBR # 1809 62339825 OBR # 1809 62339785 OBR # 1808 62339836 OBR # 1808	UP JOURNAL ENTRY Fund 101 For CHECK # NAME OF PAYEE TRUST ACCOUNT/ OBR/ ACCT CODE UACS CODE 62339752 19901040 19901040 62339752 0BR # 1809 10101020 62339825 0BR # 1809 10101020 62339785 0BR # 1808 10101020 62339785 0BR # 1808 10101020 62339826 0BR # 1808 10101020	UP JOURNAL ENTRY VOUCHER OF C Fund 101 - For the month of Aprix CHECK # NAME OF PAYEE TRUST ACCOUNTING OBR/ ACCT CODE UACS CODE ACCOUNTING TITLE OF UACS CODE 62339752 19901040 Advances to Officers and Employees 62339752 0BR # 1809 1010100 Accounts Payable 62339825 0BR # 1809 1010100 Petty Cash 62339785 0BR # 1808 1010100 Petty Cash 62339836 0BR # 1808 1010100 Petty Cash	UP JOURNAL ENTRY VOUCHER OF CHECK DISBURSEMENT Fund 101 - 036684-030 For the month of April 2019 CHECK # NAME OF PAYEE TRUST ACCT CODE VACS CODE ACCOUNTING TITLE OF UACS CODE PARTICULARS 62339752 19901040 Advances to Officers and Employees Payment for Research Dissemination 62339752 0BR # 1809 1010100 Accounts Payable Payment for Research Dissemination 62339825 0BR # 1809 1010100 Petty Cash Petty cash for the emergency operating 62339752 0BR # 1809 1010100 Petty Cash Petty cash for the emergency operating 62339825 0BR # 1809 1010100 Petty Cash Cash advance for College's petty cash & emergency expenses. 62339785 0BR # 1808 1010100 Petty Cash Cash advance for College's petty cash & emergency expenses. 62339785 0BR # 1808 20101010 Accounts Payable Cash advance for College's petty cash & emergency expenses. 62339785 0BR # 1808 20101010 Accounts Payable Cash advance for College's petty cash & emergency expenses. 62339785 0BR # 1808 20101010 Accounts Payable Cash advance for College's petty cash & emergency expenses. 62	UP JOURNAL ENTRY VOUCHER OF CHECK DISBURSEMENT. Fund 101036684-030 For the month of April 2019 CHECK # NAME OF PAYEE TRUST ACCOUNT/ OBR/ ACCT CODE UACS CODE ACCOUNTING TITLE OF UACS CODE PARTICULARS DEBIT 62339752 19901040 Advances to Officers and Employees Payment for Research Dissemination 95,777.69 62339752 0BR # 1809 10101020 Petty Cash Petty cash for the emergency operating 80,000.00 62339755 0BR # 1809 10101020 Petty Cash Petty cash for the emergency operating 80,000.00 62339755 0BR # 1809 10101020 Petty Cash Cash advance for College's petty cash & 30,000.00 20101010 Accounts Payable Cash advance for College's petty cash & emergency expenses. 30,000.00 20101010 Accounts Payable Cash advance for College's petty cash & emergency expenses. 30,000.00 20101010 Accounts Payable Cash advance for College's petty cash & emergency expenses. 30,000.00 20101010 Accounts Payable Cash advance for College's petty cash & emergency expenses. 30,000.00 20101010 Accounts Payable Cash advance for College's petty cash & emergency expenses. 30,000.00 20101010 Accounts Payable Cash advance for College's petty cash & em		

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