

University of the Philippines

FINALS Financial Management

Financial Management Information System User Manual



GENERATION OF UP REGISTRY OF ALLOTMENTS, OBLIGATIONS, AND DISBURSEMENTS (PS, MOOE, CO)



FMIS User Manual *General Ledger*

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Last Updated:	
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	Obligations, and Disbursements (PS, MOOE, CO)
Version:	1.0

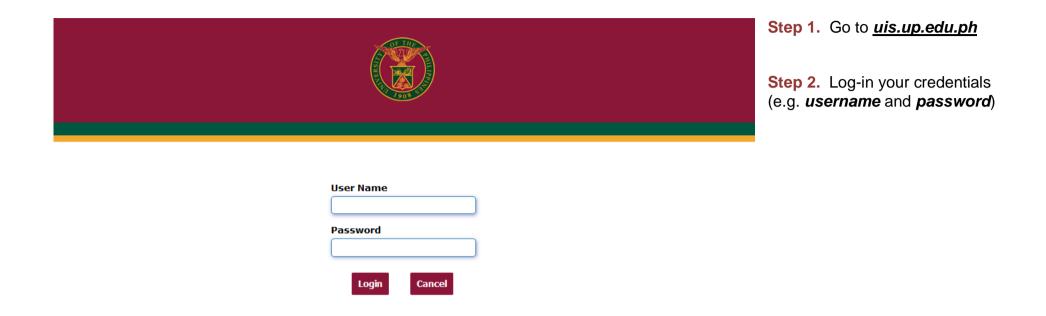
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
2 October 2019	Kimberly Micah L. Magt	ibay 1.0	Initial version.

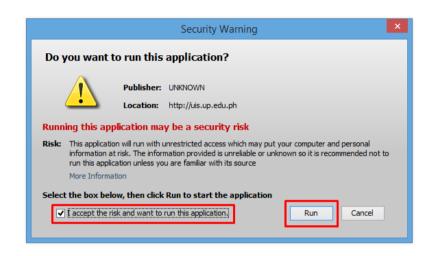
2. Description

Manual ID						
Manual Name	Generation of UP Registry of Allotments, Obligations, and Disbursements (PS, MOOE, CO)					
Information System	Financial Management Information System					
Functional Domain	eneral Ledger Module					
Responsibility	General Ledger Budget Analyst/Manager					
Purpose	This report displays allotments, obligations (paid and unpaid), and disbursements referenced by the OBR/BUR number.					
Data Requirement	Posted budget journals					
	 Obligations and disbursements 					
	 DV must use the correct OBR/BUR format 					
	(YYYY-MM-OBRBUR, ex: 2019-02-12345)					
Dependencies	Create Accounting must be run, Accounting entries from the AP Module should be posted as well as the budget journals and obligations in the GL module					
Scenario	Budget officer will generate the registries for validation and audit purposes.					



Seneral Ledger Budget Analyst, UPLB General Ledger Budget Analyst, UPM General Ledger Budget Analyst, UPM General Ledger Budget Analyst, UPOU General Ledger Budget Analyst, UPOH General Ledger Budget	University of the Philippines	★ 🌣 📌 Logged In As KLMAGTIBAY ? U	Step 3. From UIS Home Page proceed to Main Menu and choose the General Ledger Budget Analyst or General Ledger Manager responsibility.
Image: Second Ledger Budget Analyst, UPMin Image: Second Ledger Budget Analyst, UPGH Image: Second Ledger Budget Analyst, UPGH <th></th> <th></th> <th>• •</th>			• •
Image: Seneral Ledger Budget Analyst, UPM Image: Seneral Ledger Budget Analyst, UPS Image: Seneral Ledger Budget Analyst, UPS <td></td> <td>Worklist</td> <td>Request.</td>		Worklist	Request.
Image: Section and	🕨 🛅 General Ledger Budget Analyst, UPM		
Image: Second Secon	🕨 🛅 General Ledger Budget Analyst, UPMin	Full List	Click Standard.
Image: Several Ledger Budget Analyst, UPS	🕨 🛅 General Ledger Budget Analyst, UPOU	📜 😂 🖻 🌞 👻 🎟	
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Journals Budgets Inquiry Reports AutoCopy Request Financial	🔺 🚞 General Ledger Budget Analyst, UPS		
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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 **_** × Documente Submit a New Request Functions × Journals: What type of request do you want to run? Enter, generate, and p + Journals • 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

Submit Request		2
Run this Request		
	Сору)
Name	UP Registry of Allotments, Obligations and Disbursements]
Operating Unit		
Parameters]
Language	American English	
	Language Settings Debug Options	
At these Times		
Run the Job	As Soon As Possible Schedule)
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	Save all Output Files	
Layout	UP Registry of Allotments, Obligations, and Disbursements Options)
Notify	Deliver Orte	
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Help (<u>C</u>)	Sub <u>m</u> it Ca <u>n</u> cel)

Step 6. On the *Name* field, click the *ellipsis (...)* to search the UP Registry of Allotments, Obligations and Disbursements or

You may type **UP Registry of Allotments, Obligations and Disbursements** then press the **Tab** button from the keyboard

Fund		
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		Help
Request		2
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	Сору	
Name	UP Registry of Allotments, Obligations and Disbursements	
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Parameters	184:50100000::::2019	
Language	American English	
	Language Settings Debug Options	
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Run the Job	As Soon As Possible Schedule	
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Layout	UP Registry of Allotments, Obligations, and Disbursements	
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Print to		
lp (<u>C</u>)	Submit Cancel	
pe F	quest Request Name erating Unit Parameters Language Times Run the Job mpletion Layout Notify Print to	QK Cancel Clear Quest Copy Request Copy Name UP Registry of Allotments, Obligations and Disbursements erating Unit 2arameters 184:50100000::::2019 American English Language American English Times Debug Options Times Schegule mpletion Save all Output Files Byrst Output UP Registry of Allotments, Obligations, and Disbursements Notify Delivery Opts

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		

Find Requests	
○ My Completed <u>R</u> equests ○ My Requests In <u>P</u> rogress ○ All My Requests ○ Specific Requests	
Request ID Request ID Date Submitted Date Completed Status Phase Requestor	
Order By Submit a <u>N</u> ew Reque	Include Reguest Set Stages in Query Request ID Select the Number of Days to View: 7 est Clear Find

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

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

Dofr	esh Data Fi	ind Requests	Sub	mit a Now Doguaat	. Submit New Request Set
		ind Requests	Sub <u>m</u> it a New Request		Sugmit New Request Set
Auto Ref	iresh (<u>K)</u>			opy Single Request	Copy Reguest Set
Request ID		Parent			
	Name		Phase	Status	Parameters
5802760	UP Registry of Allotme	nts,	Completed	Normal	283, 19795, 184, 2040, 50100
5802484	UP Registry of Allotme	nts,	Completed	Normal	283, 19795, 184, 2040, 501000
5801484	UP Registry of Allotme	nts,	Completed	Normal	276, 19795, 184, 2027, 501000
5800188	UP Registry of Allotme	nts,	Completed	Normal	283, 19795, 184, 2040, 501000
5799998	General Ledger Accourt	nting	Completed	Normal	SH, 1017996, N
5799969	Compile value set hiera	archi	Completed	Normal	1017996
5799193	UP Journal and Analys	is of	Completed	Normal	283, 2040, 19795, , C0002076,
5799192	UP Journal and Analys	is of	Completed	Normal	283, 2040, 19795, , C0002076,
5789160	UP Statement of Appro	pria	Completed	Normal	277, 2029, 19795, Y, 101, 201
5789108	UP Statement of Appro	pria	Completed	Normal	277, 2029, 19795, Y, 101, 201 🖵
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Hold	Request	View Details		Rer <u>u</u> n Request	View Output
Cance	I Request	Diagnostics			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: 000-884-008-00000

UP REGISTRY OF ALLOTMENTS, OBLIGATIONS AND DISBURSEMENTS PERSONNEL SERVICES For the year 2018

Entity Name:	UP
Fund Cluster:	01
Responsibility	Uns
Center: Special Project:	Uns

System Regular Agency Funds specified specified

MFO/PAP: All Legal Basis: Sheet No.:

	Refe	rence	UACS Object Code / Expenditure	UACS Object					Unpaid Obligations	
Date	Date	Serial Number		Allotments Oblig	Obligations	Unobligated Allotments	Disbursements	Due and Demandable	Not Yet Due and Demandable	
				•						

276-10795-5000010

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