

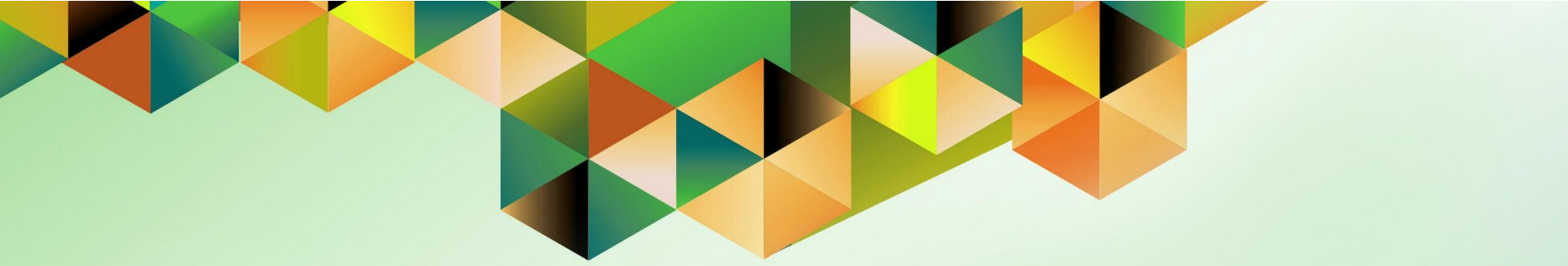


University of the Philippines




FMIS

**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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Creation Date: 2 October 2019
Last Updated:
Document Ref: FMIS User Manual – Generation of UP Registry of Allotments,
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. Magtibay	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	General 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	<ul style="list-style-type: none"> • 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.



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

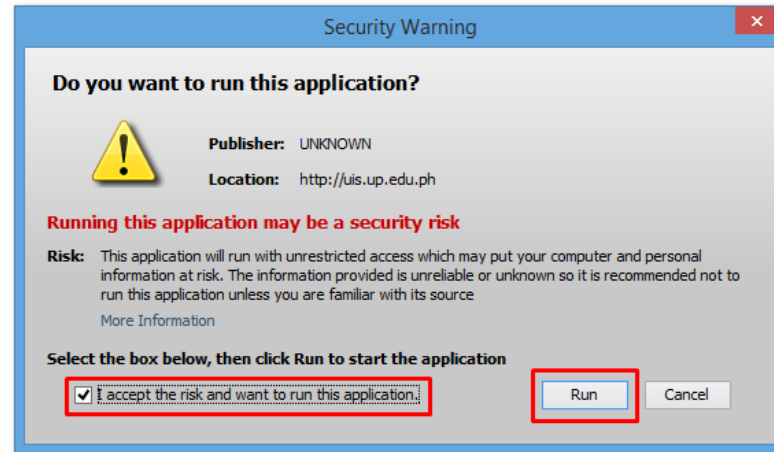
From	Type	Subject	Sent
There are no notifications in this view.			

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

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

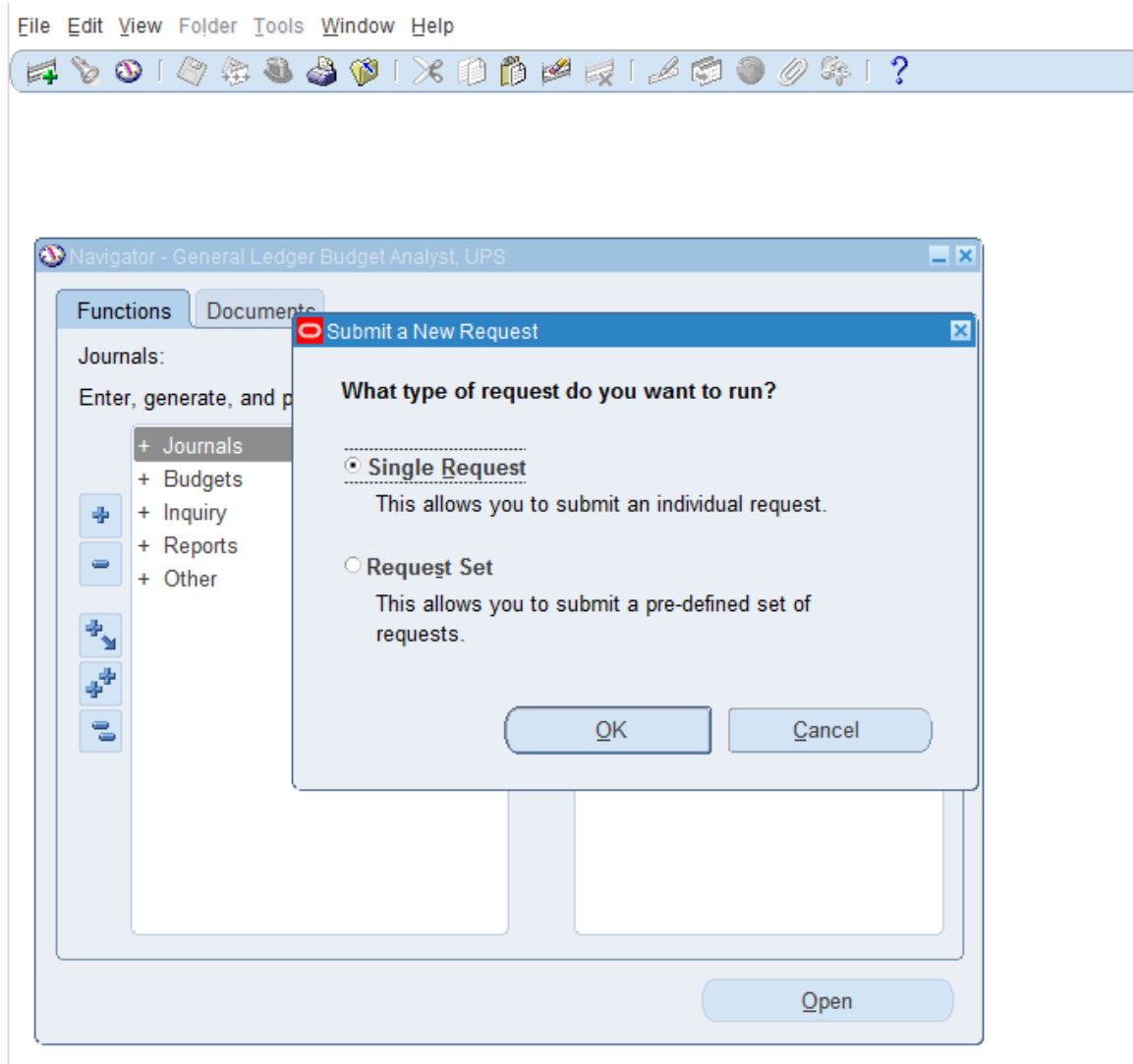
Click *Reports* then select *Request*.

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...

Name: UP Registry of Allotments, Obligations and Disbursements

Operating Unit: [Empty]

Parameters: [Empty]

Language: American English

At these Times...

Run the Job: As Soon As Possible

Upon Completion...

Save all Output Files Burst Output

Layout: UP Registry of Allotments, Obligations, and Disbursements

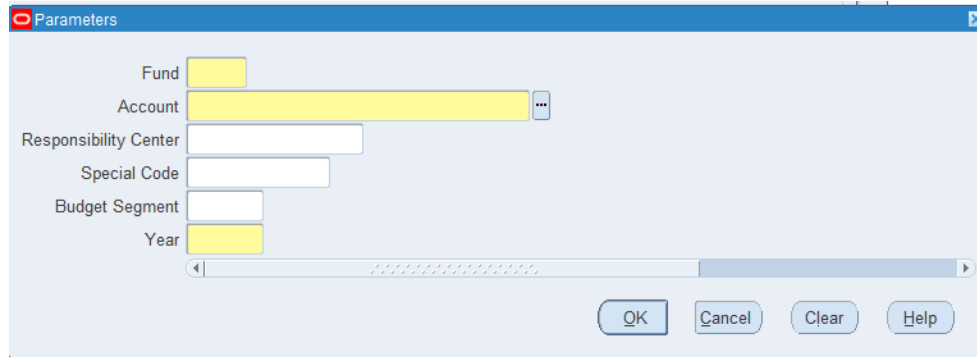
Notify: [Empty]

Print to: [Empty]

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

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

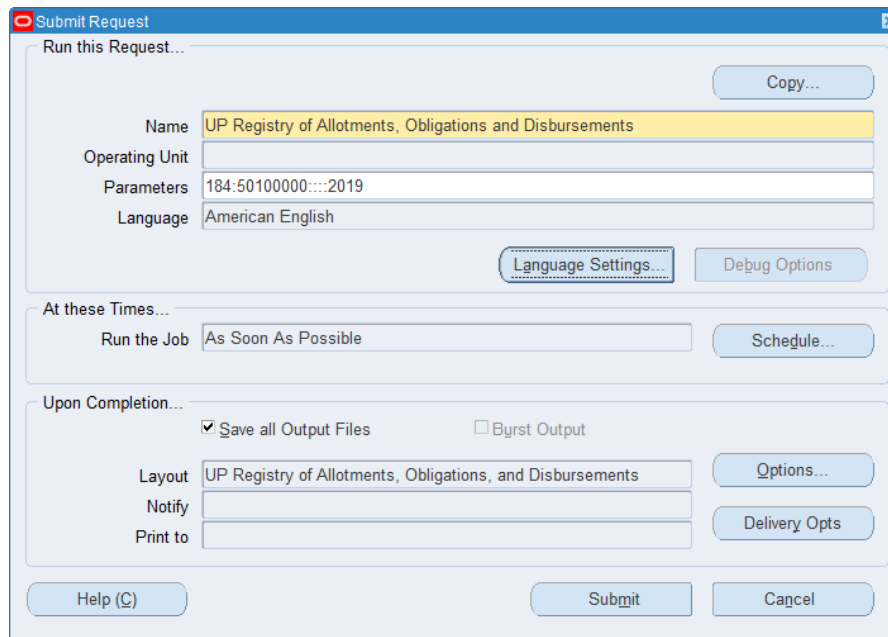
You may type **UP Registry of Allotments, Obligations and Disbursements** then press the **Tab** button from the keyboard



The Parameters dialog box contains the following fields: Fund (yellow), Account (yellow), Responsibility Center (white), Special Code (white), Budget Segment (white), and Year (yellow). At the bottom are buttons for OK, Cancel, Clear, and Help.

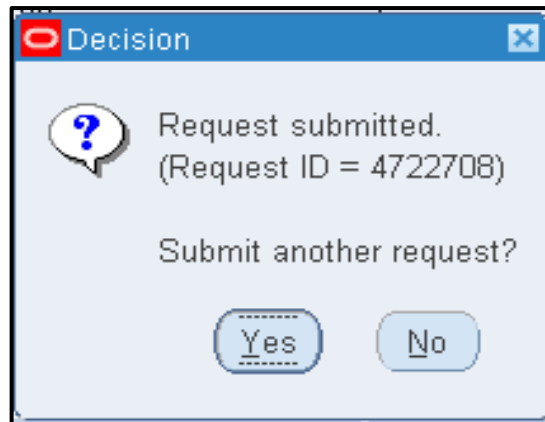
Step 7. Click on the **Parameter** field and the **Parameter** window will appear.

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

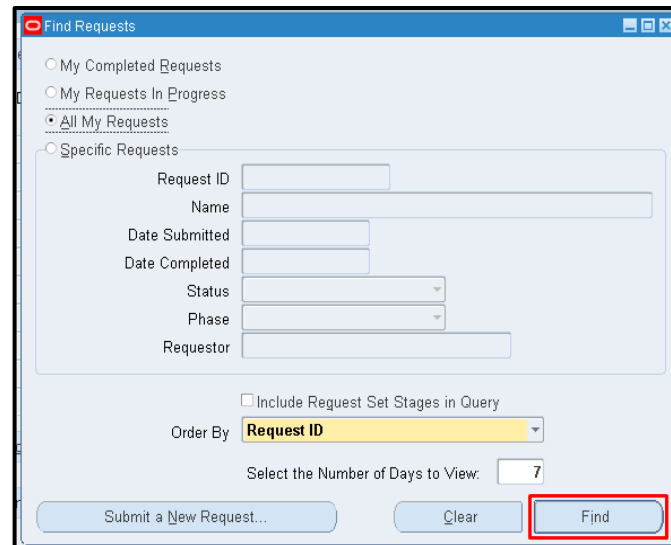


The Submit Request dialog box is divided into three sections: 'Run this Request...', 'At these Times...', and 'Upon Completion...'. The 'Name' field is highlighted in yellow and contains 'UP Registry of Allotments, Obligations and Disbursements'. Other fields include Operating Unit, Parameters (184:50100000:::2019), and Language (American English). The 'Run the Job' field is set to 'As Soon As Possible'. Under 'Upon Completion...', 'Save all Output Files' is checked. At the bottom are buttons for Help, Submit, and Cancel.

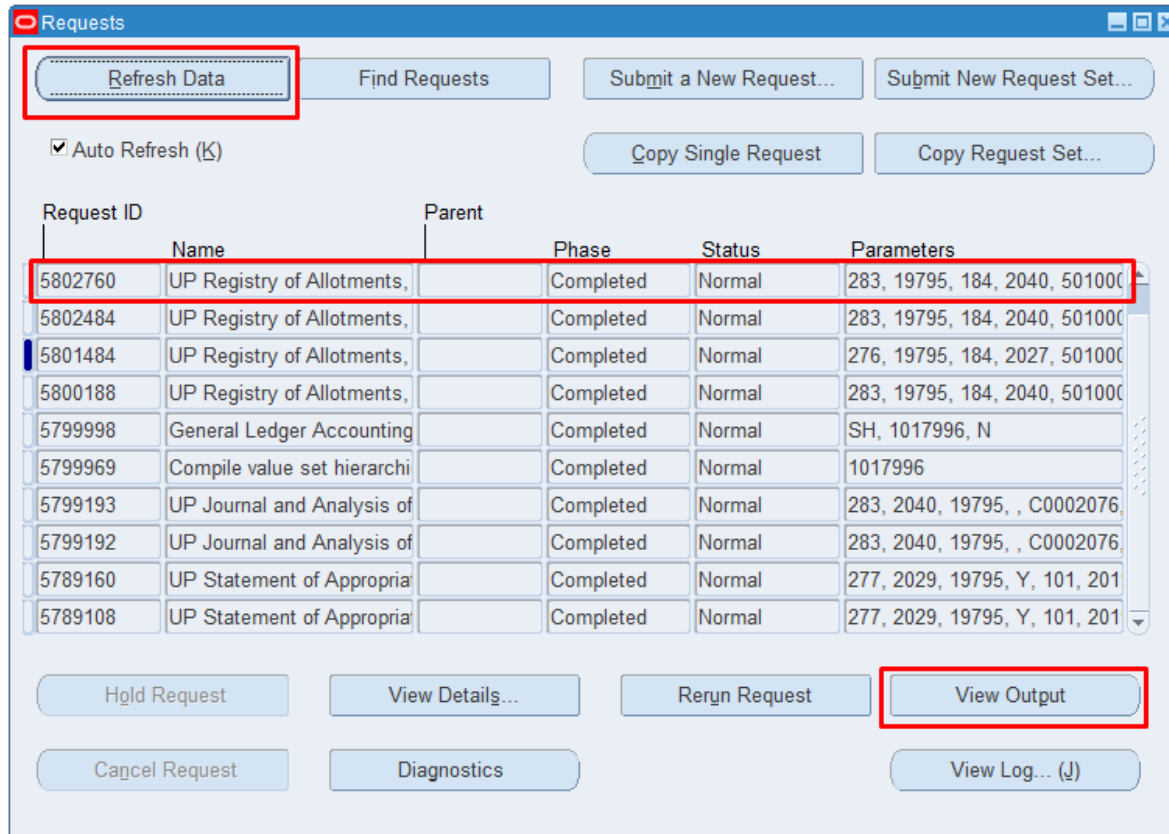
You will be redirected back to the **Submit Request** window, click the **Submit** button



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



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



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 System
Fund Cluster: 01 Regular Agency Funds
Responsibility: Unspecified
Center: Unspecified
Special Project: Unspecified

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

Date	Reference		UACS Object Code / Expenditure	Allotments	Obligations	Unobligated Allotments	Disbursements	Unpaid Obligations	
	Date	Serial Number						Due and Demandable	Not Yet Due and Demandable

Report generated with UP eBusiness Suite Release 12.1.3 on October 3, 2019 11:18:2

276-18795-2603018

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