

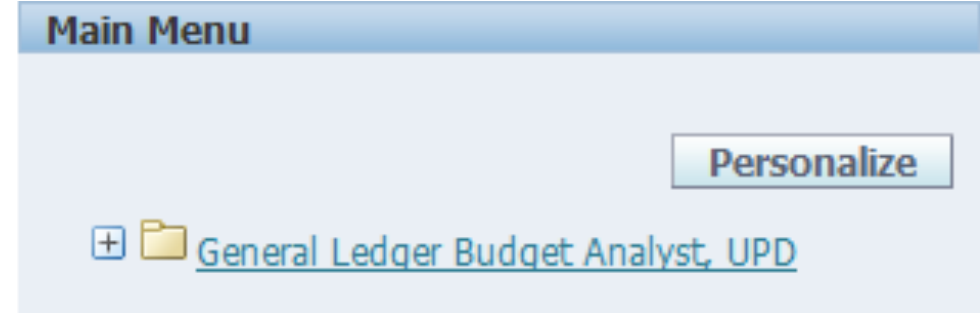
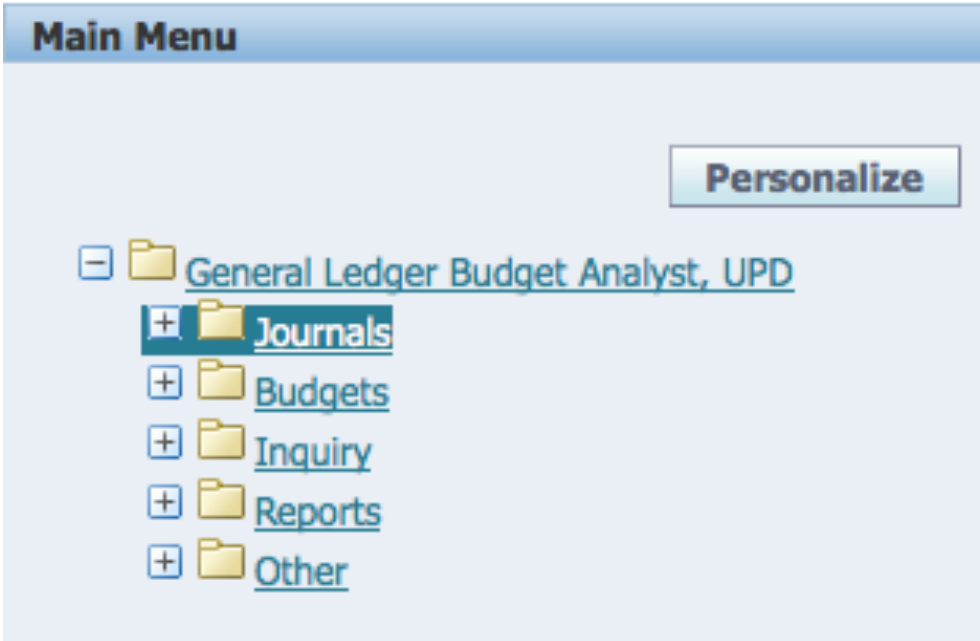
University of the Philippines

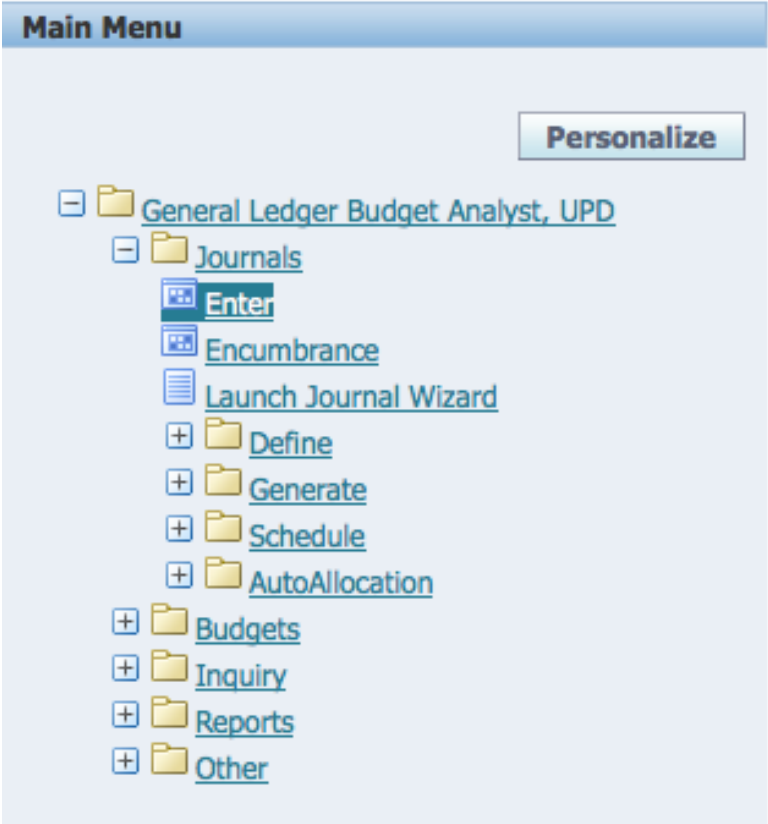
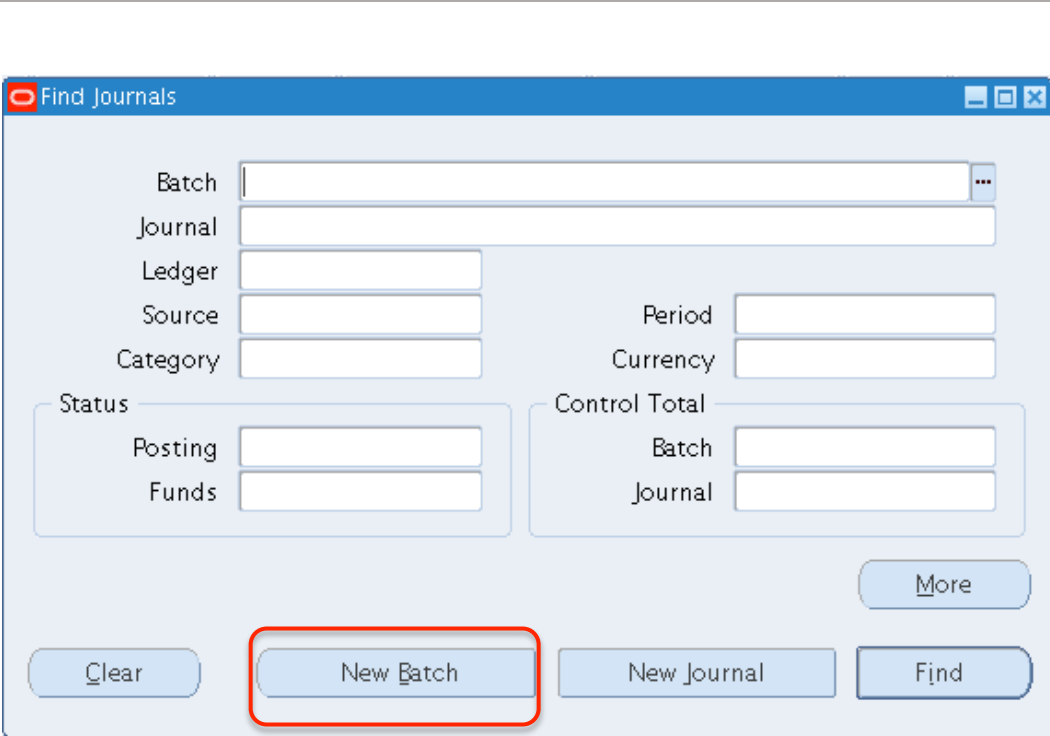
Financial Management Information System



User Guide

Process ID	TSFM50007
Process Name	Create Journal Entries
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst
Purpose	Creating a new Journal Entry
Data Requirement	Batch Name Period Ledger Category Line Account Debit (PHP), Credit (PHP) Unit, Fund, Responsibility Center, Accounting Office, General Ledger 1, General Ledger 2, Object Code 1, Object Code 2, Special Code, Cash Flow, Future
Dependencies	Period, Ledger, Category, Account, Unit, Fund, Responsibility Center, Authorizing Officer, General Ledger1, General Ledger2, Object Code1, Object Code2, Special Code, Cash Flow, Future
Scenario	Other than those entries from sub-modules such as Receivables and Payables, certain entries need to be directly entered into the General Ledger. These are correcting or adjusting entries, payroll transactions, depreciations, accrual, revaluation, etc. which are required by University of Philippines to generate complete and accurate financial reports for the period.

Process Steps	Process Details
1	From HOME proceed to Main Menu and click General Ledger (Refer Fig .01)
Fig. 01	 <p>The screenshot shows a 'Main Menu' header at the top. On the right side, there is a 'Personalize' button. In the center, there is a folder icon with a plus sign next to the text 'General Ledger Budget Analyst, UPD'.</p>
2	Click on Budgets (Refer Fig. 02)
Fig. 02	 <p>The screenshot shows the 'Main Menu' header. On the right, there is a 'Personalize' button. The folder 'General Ledger Budget Analyst, UPD' is expanded, showing a minus sign icon to its left. Below it, five sub-items are listed, each with a plus sign icon: 'Journals', 'Budgets', 'Inquiry', 'Reports', and 'Other'.</p>

<p>3</p> <p>Fig. 03</p>	<p>Click on Enter (Refer Fig. 03)</p>  <p>The screenshot shows a 'Main Menu' window with a 'Personalize' button at the top right. Below it is a tree view of folders and items. The 'General Ledger Budget Analyst, UPD' folder is expanded to show 'Journals'. Under 'Journals', the 'Enter' item is highlighted with a blue selection bar. Other items include 'Encumbrance', 'Launch Journal Wizard', 'Define', 'Generate', 'Schedule', 'AutoAllocation', 'Budgets', 'Inquiry', 'Reports', and 'Other'.</p>
<p>4</p> <p>Fig. 04</p>	<p>The Find Journals window will be opened. (Refer Fig. 04)</p>  <p>The screenshot shows the 'Find Journals' window with various input fields. The 'Batch' field is empty and has a dropdown arrow. Other fields include 'Journal', 'Ledger', 'Source', 'Category', 'Period', 'Currency', 'Status' (with sub-fields for 'Posting' and 'Funds'), and 'Control Total' (with sub-fields for 'Batch' and 'Journal'). At the bottom, there are buttons for 'Clear', 'New Batch' (highlighted with a red rectangle), 'New Journal', and 'Find'. A 'More' button is also present.</p>
<p>5</p>	<p>Click the "New Batch" button and the Batch window will be opened. (Refer Fig. 05)</p>

The user can organize journal entries with common attributes into batches. For example, it is possible to group journal entries by type or date. And user can have multiple journals in one batch, or have a separate batch for each journal entry.

A batch can contain multiple journals, each of which can belong to a different ledger, but all of the ledgers within a batch must have the same calendar, period type, and chart of accounts.

All journal entries in a batch must share the same period. It is possible to **create** a journal batch for any “Open” or “Future Enterable” accounting period, but can only **post** batches in “Open” accounting periods.

If the user does not want to enter batch information, can enter a journal directly. General Ledger will create a batch for the entry automatically using the source (Manually entered) combined with a unique batch ID and the system date.

Fig. 05

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On the **Batch** field, type the Name of the Batch Journal. (Refer Fig. 06)

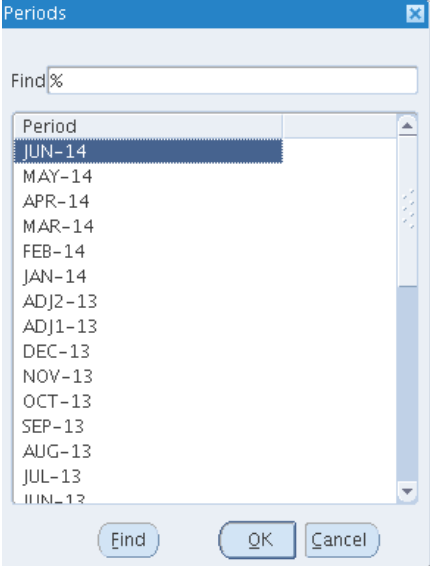

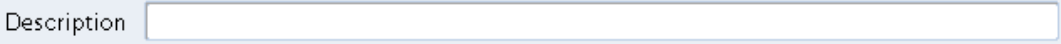
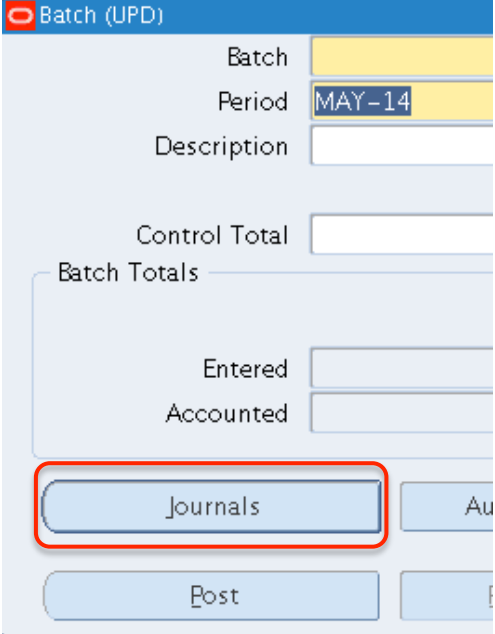
Fig. 06

Field Name	Description	Remarks
Batch	Name of Batch Journal e.g. 15 – Batch Journal	<ul style="list-style-type: none"> Required field Text field
Period	Month and year coverage of the Batch Journal e.g. MAR-13	<ul style="list-style-type: none"> Required field Date (MON-YY)
Description	Brief description of the Batch Journal e.g. Batch Journal #15	<ul style="list-style-type: none"> Optional field

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On the **Period** field, select the date (month-year) by either:

1. Clicking the  button and selecting from a list of values from the Periods.

	
	<p>2. Manually typing the abbreviated month and year, following the format below:</p> 
<p>8</p>	<p>On the Description field, enter a description for the Batch Journal. (Refer Fig. 07)</p>
<p>Fig. 07</p>	
<p>9</p>	<p>Click the “Journals” button. (Refer Fig. 08)</p>
<p>Fig. 08</p>	
	<p>The Journals window will be opened. Fill out the following fields below. (Refer Fig. 09)</p>

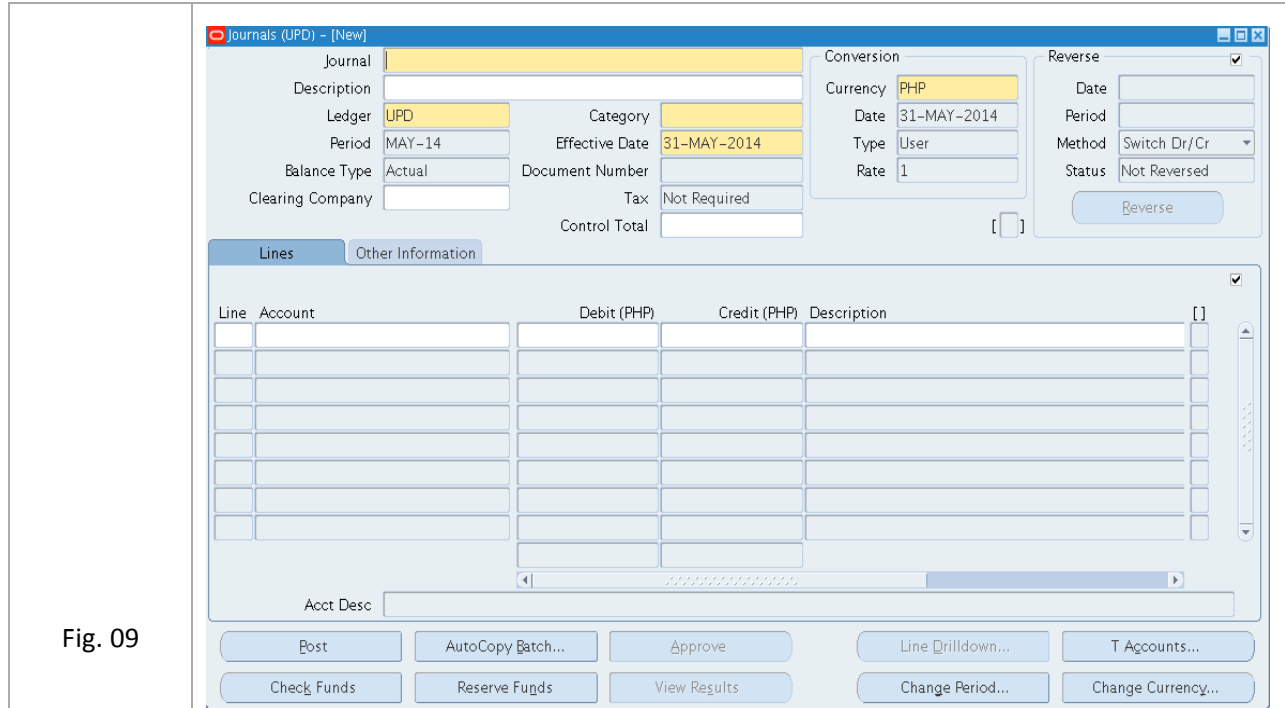
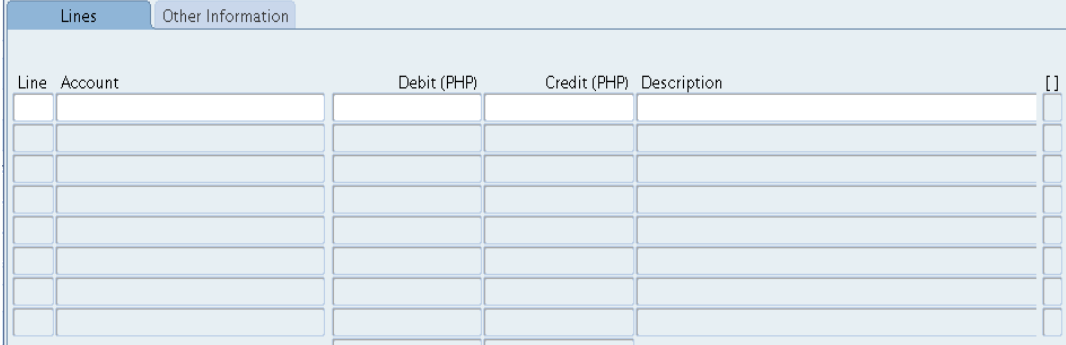




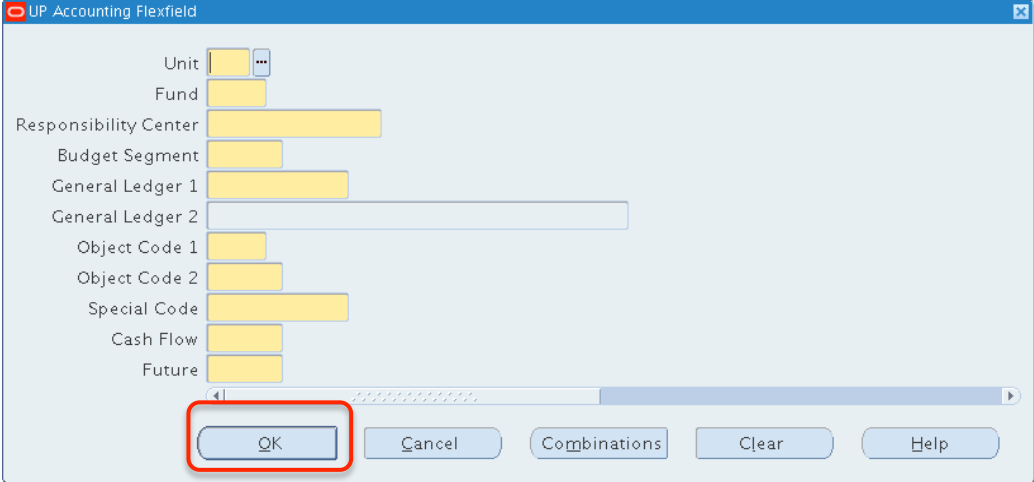
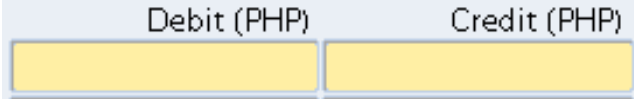
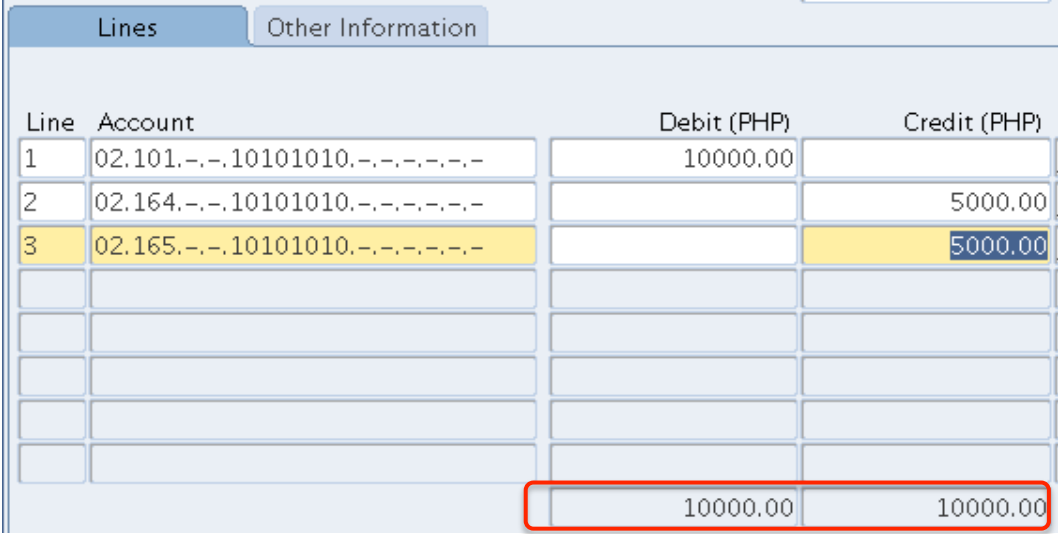


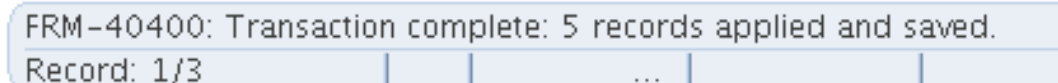


Fig. 09

Field	Description	Remarks
Journal	Name of the Journal e.g. Journal0001	<ul style="list-style-type: none"> Required field Text field Must be unique
Description		<ul style="list-style-type: none"> Optional field Text field
Ledger	e.g. UPD, UPM	<ul style="list-style-type: none"> Required field Default value depends on the user account
Category	e.g. Adjustment, AX Inventory	<ul style="list-style-type: none"> Required field Mst select form a maintained list of values
Effective date	e.g. 31-MAR-2014	<ul style="list-style-type: none"> Required field Date (DD-MON-YYYY)

10	On the Journal field, enter the name of the journal. (Refer Fig. 10)
Fig. 10	
11	On the Description field, fill out the field with a brief description of the Journal. (Refer Fig. 11)
Fig. 11	
12	On the Category field, select from a list of values by clicking the button. (Refer Fig. 12)
Fig. 12	
13	On the bottom half of the window, fill out the following fields. (Refer Fig. 13)

Fig. 13			
	Field Name	Description	Remarks
	Line	Number of the line entry e.g. 1, 2	<ul style="list-style-type: none"> Required field Must be a positive number
	Account	Account the line is bound e.g. 02.-...-104.-...-.-	<ul style="list-style-type: none"> Required field Must select from a list of values
	Debit (PHP)	Amount of debit for the account e.g. 12312.00	<ul style="list-style-type: none"> Required field Per line, must select one of either Debit or Credit
	Credit (PHP)	Amount of credit for the account e.g. 12312.00	<ul style="list-style-type: none"> Required field Per line, must select one of either Debit or Credit
	Description	Brief description of the line entry e.g. Debit for Account 1	<ul style="list-style-type: none"> Optional field Text field Default value from the previous Description field
14	On the Line field, enter the line number. (Refer Fig. 14)		
Fig. 14			
15	On the Account field, click the  button. (Refer Fig. 15)		
Fig. 15			
16	Accounting Flexfield window will be opened. Fill out the following fields by clicking the  button for each field and selecting from a maintained list of values. (Refer Fig. 16)		

<p>Fig. 16</p>																					
	<p>Click "OK" button after filling out the form.</p>																				
<p>17</p>	<p>On the Journals window, select either the Debit or the Credit field and fill out with the necessary value. (Refer Fig. 17)</p>																				
<p>Fig. 17</p>																					
<p>18</p>	<p>Enter lines so that the Total Debit and the Total Credit would be of equal amount. (Refer Fig. 18)</p>																				
<p>Fig. 18</p>	 <table border="1" data-bbox="370 984 1422 1514"> <thead> <tr> <th>Line</th> <th>Account</th> <th>Debit (PHP)</th> <th>Credit (PHP)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02.101.-.-.10101010.-.-.-.-.-</td> <td>10000.00</td> <td></td> </tr> <tr> <td>2</td> <td>02.164.-.-.10101010.-.-.-.-.-</td> <td></td> <td>5000.00</td> </tr> <tr> <td>3</td> <td>02.165.-.-.10101010.-.-.-.-.-</td> <td></td> <td>5000.00</td> </tr> <tr> <td colspan="2"></td> <td>10000.00</td> <td>10000.00</td> </tr> </tbody> </table>	Line	Account	Debit (PHP)	Credit (PHP)	1	02.101.-.-.10101010.-.-.-.-.-	10000.00		2	02.164.-.-.10101010.-.-.-.-.-		5000.00	3	02.165.-.-.10101010.-.-.-.-.-		5000.00			10000.00	10000.00
Line	Account	Debit (PHP)	Credit (PHP)																		
1	02.101.-.-.10101010.-.-.-.-.-	10000.00																			
2	02.164.-.-.10101010.-.-.-.-.-		5000.00																		
3	02.165.-.-.10101010.-.-.-.-.-		5000.00																		
		10000.00	10000.00																		
<p>Fig. 19</p>	<p>Click the  button on the menu bar at the top of the window. (Refer Fig. 19)</p>																				
<p>Fig. 19</p>																					
<p>Fig. 20</p>	<p>A confirmation of the completed transaction will be shown on the lower left area. (Refer Fig. 20)</p>																				
<p>Fig. 20</p>																					

Result Information:

Expected Results

- The Journal entry is created and saved along with its details
- The Batch Journal is created and saved along with its details
- A confirmation of the save process at the lower left of the application