



**University of the Philippines**  
**Financial Management Information System**



## User Guide

Process ID	TSFM50010
Process Name	Posting a Journal Entry
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Manager
Purpose	Posting a journal entry to the general ledger
Data Requirement	Period Batch Name
Dependencies	Batch Journal Journal Period
Scenario	All the journal entries should be posted to the general ledger, or else the general ledger account balances will not be updated accordingly.

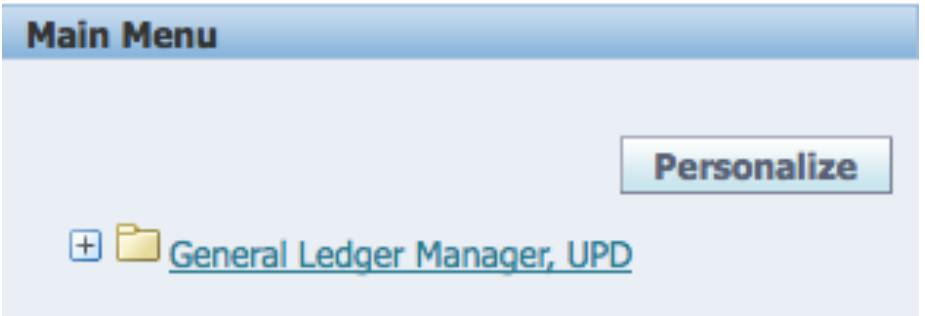
Process Steps	Process Details
1	From <b>HOME</b> proceed to <b>Main Menu</b> and click <b>General Ledger</b> (Refer Fig .01)   Fig. 01
2	Click on <b>Journals</b> (Refer Fig. 02)   Fig. 02
3	Select <b>Post.</b> (Refer Fig. 03)

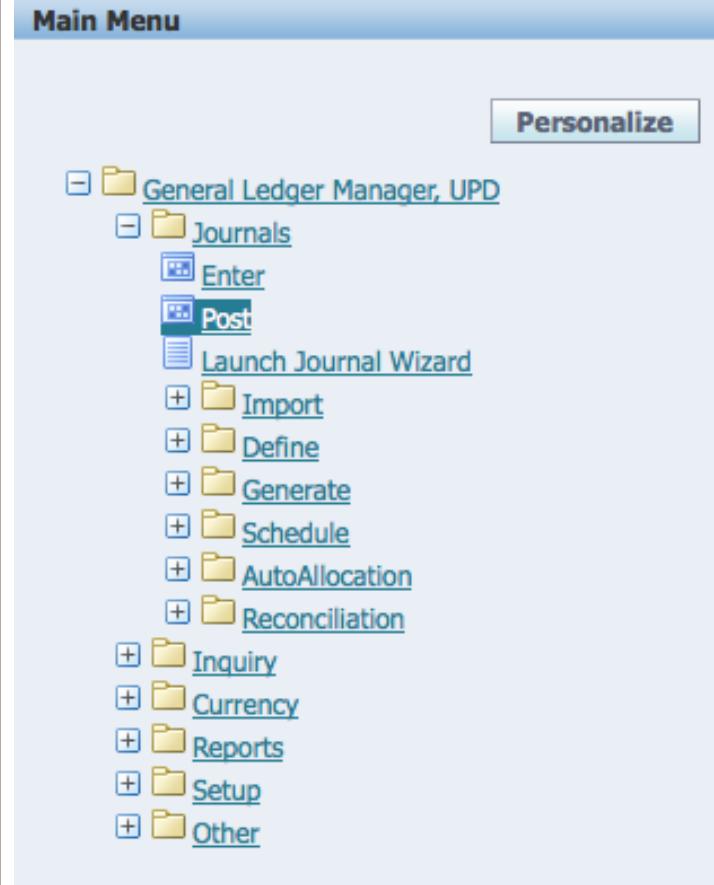
Fig. 03	
4	<p>The <b>Post Journals window</b> and <b>Find Journal Batches</b> window will open. (Refer fig. 04)</p> <p>Enter the financial period and click “<i>Find</i>” to search for the Journal Entry from a list of journal entries available for that particular GL period. Or else there are more options for the user to filter the available journal entries such as</p> <ul style="list-style-type: none"><li>▪ Batch name</li><li>▪ Entered Debit</li><li>▪ Entered Credit</li><li>▪ Control amount.</li></ul> <p>It's possible to shorten the results list as the search results will be filtered according to the parameters.</p>

Fig. 04

The screenshot shows the 'Post Journals (UPD)' window. A modal dialog box titled 'Find Journal Batches' is open. The dialog has fields for 'Period' (dropdown menu), 'Batch' (text input), 'Balance Type' (dropdown menu set to 'Any'), and 'Total' section with 'Entered Debit', 'Entered Credit', and 'Control' fields. At the bottom are 'Clear', 'Find', 'Review Batch', and 'Post' buttons. To the left of the dialog is a vertical list of 'Period' entries.

5 Fill out the **Period** field and the **Batch** Field with the details of the Batch Journal to find. (Refer Fig. 05)

Fig. 05

The screenshot shows the 'Find Journal Batches' dialog box. It includes fields for 'Period' (set to 'DEC-14'), 'Batch' (text input), 'Balance Type' (dropdown menu set to 'Any'), and a 'Total' section with 'Entered Debit', 'Entered Credit', and 'Control' fields. At the bottom are 'Clear' and 'Find' buttons, with the 'Find' button highlighted by a red rectangle.

Field	Description	Remarks
Period	Date-Year coverage of the journal to find e.g. APR-13	<ul style="list-style-type: none"> <li>• Date (MON-YY)</li> </ul>
Batch	Name of the batch journal to find e.g. Batch Journal 0001	<ul style="list-style-type: none"> <li>• Text field</li> </ul>

Click the "Find" button.

6 All the journals following the corresponding find parameters will be displayed in the **Post Journals** window. (Refer Fig. 06)

Fig. 06

**Post Journals (UPD)**

		Total Entered			
Period	Batch	Balance Type	Debit	Credit	Control Total
<input type="checkbox"/> JUN-15	CJE: JOURNALBATCH0002 Bu	Budget	30000.00	30000.00	
<input type="checkbox"/> DEC-14	XX TEST BATCH	Encumbra	30000.00		
<input type="checkbox"/> AUG-14	CJE: BUDGETJOURNALTESTX	Budget	1000.00	0.00	
<input type="checkbox"/> JUL-14	CJE: BUDGETJOURNALTESTX	Budget	400.00	0.00	
<input type="checkbox"/> JUL-14	CJE: JOURNALBATCH0001 Bu	Budget	0.00	25000.00	
<input type="checkbox"/> JUN-14	CJE: BUDGETJOURNALTESTX	Budget	600.00	0.00	
<input type="checkbox"/> MAY-14	Journal0001 25-JUN-2014 0	Actual	10000.00	10000.00	
<input type="checkbox"/> MAY-14	CJE: BUDGETJOURNALTESTX	Budget	500.00	0.00	
<input type="checkbox"/> APR-14	CJE: BUDGETJOURNALTESTX	Budget	4000.00	0.00	

**Batch Information**

Post Status	Postable
Batch Status	Requires funds reservation

**Review Batch**      **Post**

Tick the checkbox of the batch journal to post. The entire row for the batch journal will turn into blue. (Refer Fig. 07)

Fig. 07

Total Entered					
Period	Batch	Balance Type	Debit	Credit	Control Total
<input checked="" type="checkbox"/> JUN-15	CJE: JOURNALBATCH0002 Bu	Budget	30000.00	30000.00	

Click the **Review Batch** button to review the batch journal before posting. The **Batch** window will open displaying the details of the batch journal selected. (Refer Fig. 08)

Fig. 08

**Batch (UPD)**

Batch: CJE: JOURNALBATCH0002 Budget Jou 1048581: B	Status: Unposted
Period: JUN-15	Balance Type: Budget
Description: %: Budget Journal 1048581	Funds: Passed
Control Total: [ ]	Approval: N/A
<b>Batch Totals</b>	
Entered: 30000	Credit: 30000
Accounted: 30000	Credit: 30000
<input type="button" value="Journals"/> <input type="button" value="Autocopy Batch..."/> <input type="button" value="Check Funds"/> <input type="button" value="Unreserve Funds"/> <input type="button" value="View Results"/>	
<input type="button" value="Post"/> <input type="button" value="Reverse Batch"/> <input type="button" value="Tax Batch"/> <input type="button" value="Approve"/> <input type="button" value="Change Period..."/>	

Click the **Journals** button at the lower left area of the **Batch** window.

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The **Journals** window will open and display the details for the Journal entry selected. (Refer Fig. 09)

Fig. 09

**Journals (UPD) - CJE: JOURNALBATCH0002 Budget Jou 1048581: B**

Journal	CJE: Budget PHP 1004 User 1	Conversion	
Description	CJE : 1048581	Currency	PHP
Ledger	UPD	Date	25-JUN-2014
Period	JUN-15	Type	User
Balance Type	Budget	Rate	1
Clearing Company		[ ]	
		Reverse	
		Date	
		Period	
		Method	Switch Dr/Cr
		Status	Not Reversed
		Reverse	

**Lines**    **Other Information**

Line	Account	Debit (PHP)	Credit (PHP)	Description
10	02.101.--.10101010.--.--.--		30000.00	
20	02.101.--.19999040.--.--.--	30000.00		
		30000.00	30000.00	

Acct Desc [U]\P\.\ DILIMAN.General Fund.Unspecified.Unspecified.Collecting Officer.Unspecified.Unspecified.Unspecified.Unspecified.

**Post**    **AutoCopy Batch...**    **Approve**    **Line Drilldown...**    **T Accounts...**  
**Check Funds**    **Unreserve Funds**    **View Results**    **Change Period...**    **Change Currency...**

Click the **T Accounts...** button and the **T Accounts** window will open.  
(Refer Fig. 10)

Fig. 10

**T Accounts (UPD2022(PHP)): PHP – Journal, CJE: Budget PHP 1004 User 1**

02.101.--.10101010.--.--.--			
U\.\P\.\ DILIMAN.General Fund.Unspecified.Unspecified.Collecting Officer.Unspecified.Unspecified.			
Line+ 10	PHP	PHP	PHP
Net Activity		30000.00	30000.00
		<b>30000.00</b>	<b>30000.00</b>
<b>02.101.--.19999040.--.--.--</b>			
U\.\P\.\ DILIMAN.General Fund.Unspecified.Unspecified.Asset Clearance.Unspecified.Unspecified.			
Line+ 20	PHP	PHP	PHP
Net Activity	30000.00	30000.00	30000.00
	<b>30000.00</b>	<b>30000.00</b>	<b>30000.00</b>
Total Net Activity For All Accc			
		<b>30000.00</b>	<b>30000.00</b>

**Options**    **Activity Summary**

The **T Accounts** window will display the summary details for the journal entries for reviewing.

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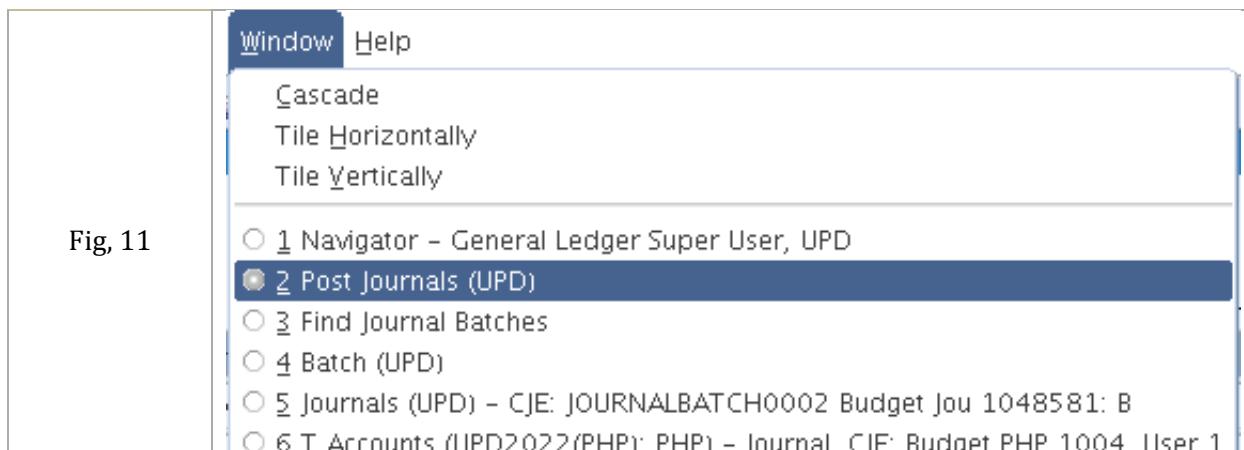
On the menu bar at the top of the window, click the **Window** option.

File Edit View Folder Tools Window Help



The **Window** dropdown menu will open. Select the **Post Journals** option to transfer focus to the **Post Journals** window. (Refer Fig. 11)

Fig. 11



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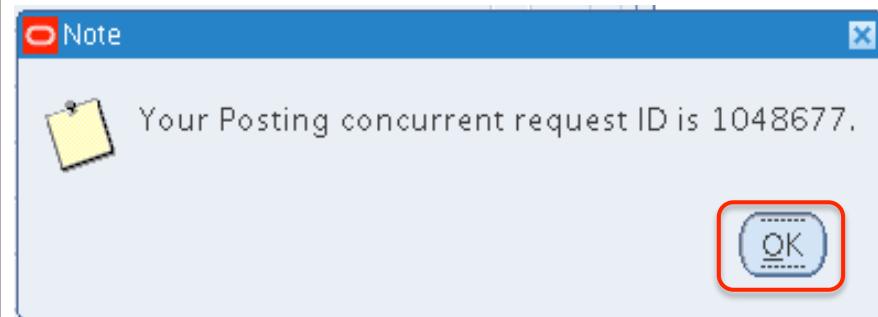
On the **Post Journals** window, click the “**Post**” button on the lower right area of the window. (Refer Fig. 12)

Fig. 12

The screenshot shows the 'Post Journals (UPD)' window. It displays a grid of transaction batches with columns: Period, Batch, Balance Type, Debit, Credit, and Control Total. The 'Period' column shows dates like JUN-15, DEC-14, etc. The 'Batch' column shows batch identifiers like CJE: JOURNALBATCH0002 Bu, XX TEST BATCH, etc. The 'Balance Type' column shows types like Budget, Encumbrance, etc. The 'Debit' and 'Credit' columns show monetary values. The 'Control Total' column shows the sum of debits and credits for each row. Below the grid, there is a 'Batch Information' section with 'Post Status' set to 'Postable' and 'Batch Status' set to 'Passed funds reservation'. At the bottom of the window, there are two buttons: 'Review Batch' and 'Post'. The 'Post' button is highlighted with a red rectangular border.

Note window will open with the Posting Concurrent request ID of the transaction. (Refer Fig. 12)

Fig. 13



Click “**OK**” button to close the notification window.

A notification for the completed transaction will appear at the lower left of the

	application. (Refer Fig. 14)
Fig. 14	FRM-40400: Transaction complete: 1 records applied and saved. Record: 1/1   ...   List of Valu...   <OSC>

***Result Information:******Expected Results***

- The Journal Entry is saved and posted
- A confirmation of the saving and posting process at the lower left of the application