



University of the Philippines Financial Management Information System

User Guide

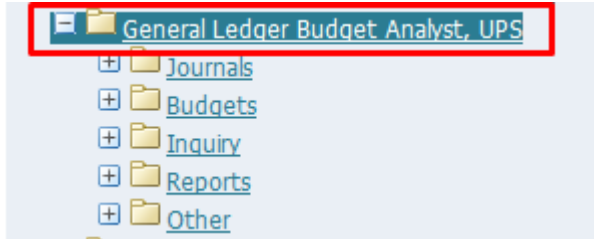
Description:

Script ID	
Script Name	Transfer Budget Amounts
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Purpose	Entering a new Budget Journal
Data Requirement	Journal Batch Name
Dependencies	
Scenario	User wants to transfer amounts from different accounts.
Author	

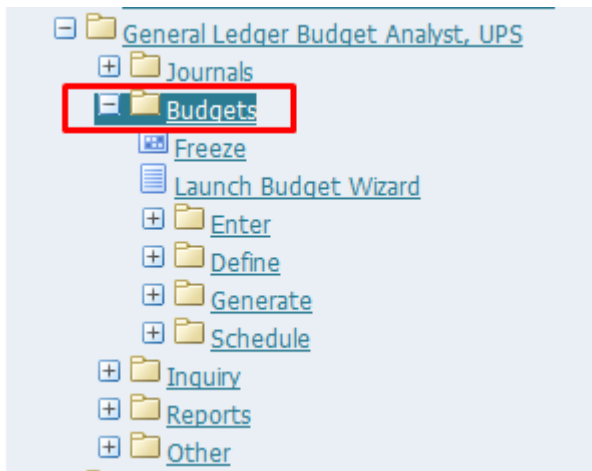
Revision History:

Version Number	Date	Author	Description of Change
1.0		Sarmient, Jaybee	Created initial user guide for Enter Budget.
2.0	05/30/2016	Basinillo, Kevin	Revised User Guide and updated screenshots.

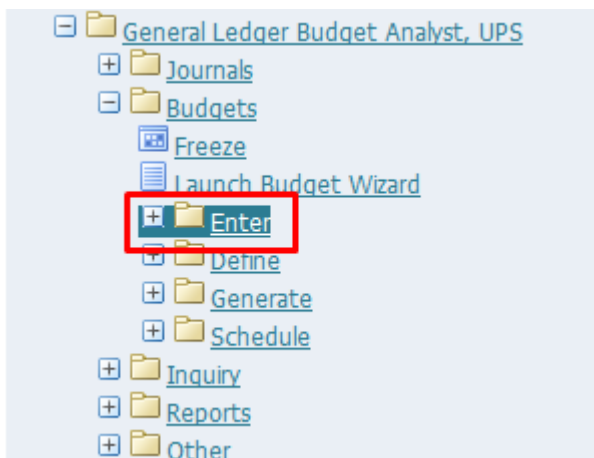
STEP 1 On the *Main Menu*, go to **General Ledger Budget Analyst / Manager**. (Refer to Fig. 01)



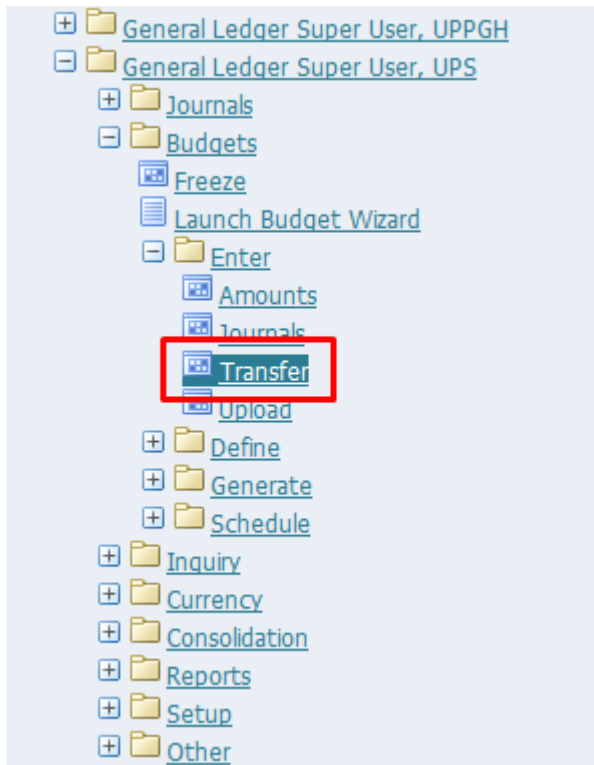
STEP 2 Then click on **Budget**. (Refer to Fig. 02)



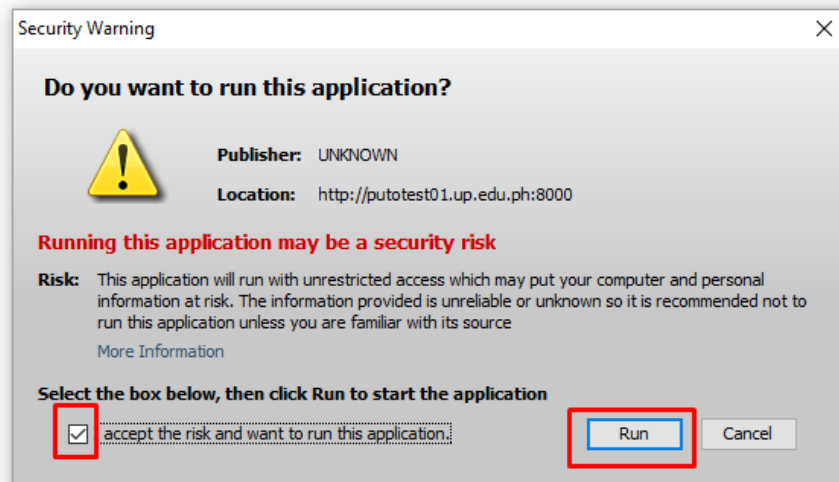
STEP 3 Then click on **Enter**. (Refer to Fig. 03)



STEP 4 Then click on **Journals**. (Refer to Fig. 04)



STEP 5 Click the **checkbox** then click **Run**. (Refer to Fig. 05)



STEP 6 **Budget Transfer** window will appear. (Refer to Fig. 06)

Field Name	Description	Remarks
Budget	Name of the Budget.	List of values.
Budget Organization	Name of the Budget Organization.	List of values.
Batch Name	Batch Name	Tip: Use a batch name that makes it easy for you and others to identify your transaction.
Account from	The source account which the budget will be transferred.	Accounting flexfield.
Account to	The destination account which the budget will be transferred	Accounting flexfield.

STEP 7 On the **Budget** field, pick the name of the budget. Click on the **ellipses (...)** for the list of values. Select a value and click **OK**.(Refer to Fig. 07)

Budget Transfer (UP System)

Budget Batch Name

Currency Funds Status

From To

Budget Organization	Account	Budget Organization	Account
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Details

From Type

To Type

Transfer Amounts Check Funds

Reserve Funds View Results

Budgets

Find

Budget	Ledger	Status
UPS GF 2014	UP System	Open
UPS GF 2016	UP System	Open
UPS RF 2014	UP System	Open
UPS TF 2014	UP System	Open
UPS TF 2016	UP System	Open

Find OK Cancel

STEP 8 Enter a **batch name** for this transaction. (Refer to Fig. 08)

Budget Transfer (UP System)

Budget: UPS GF 2016
 Currency: PHP
 Batch Name: Transfer from 50101010 to 50101020
 Funds Status: Required

From		To	
Budget Organization	Account	Budget Organization	Account

Account Details

From: Type:
 To: Type:

Transfer Amounts Check Funds
 Reserve Funds View Results

STEP 9 Under the **From Account block**, click on **Budget Organization** field.. Click on the **ellipses (...)** for the list of values. Select a value and click **OK**. (Refer to Fig. 09)

Budget Transfer (UP System)

Budget: UPS GF 2016 Batch Name: Transfer from 50101010 to 50101020
 Currency: PHP Funds Status: Required

From: To:

Budget Organization	Account	Budget Organization	Account
	...		

Account Details

From: Type: To: Type:

Transfer Amounts Check Funds
 Reserve Funds View Results

Budget Organizations

Find: UPS %

Name
UPS Trust Fund
UPS General Fund
UPS Revolving Fund
UPS Reprogrammed Fund

Find OK Cancel

STEP 10 Under the **From Account block**, click on **Account** field.. Click on the **ellipses (...)**. **Accounting flexfield** window will open. Fill up the account segments to get the specific account. Click **OK** after

filling up the accounting flexfields. (Refer to Fig. 10)

Budget Transfer (JP System)

Budget: UPS GF 2016
Currency: PHP

Batch Name: Transfer from 50101010 to 50101020
Funds Status: Required

From		To	
Budget Organization	Account	Budget Organization	Account
UPS General Fund		...	

Account Details

From: Type:
To: Type:

Transfer Amounts Check Funds
Reserve Funds View Results

Accounting Flexfield

Unit: ...
Fund:
Responsibility Center:
Budget Segment:
General Ledger1:
General Ledger2:
Object Code1:
Object Code2:
Special Code:
Cash Flow:
Future:

OK Cancel Combinations Clear Help

The Accounting Flexfield dialog box contains the following fields and values:

- Unit: 01 (UP System)
- Fund: 101 (General Fund)
- Responsibility Center: SA01005001 (UPS Office of the President)
- Budget Segment: - (Unspecified)
- General Ledger1: 501010 (Salaries and Wages - Regular)
- General Ledger2: - (Select value)
- Object Code1: - (Unspecified)
- Object Code2: - (Unspecified)
- Special Code: - (Unspecified)
- Cash Flow: - (Unspecified)
- Future: - (Unspecified)

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

STEP 11 Repeat Step 9 and 10 for the destination account. (Refer to Fig. 11)

The Budget Transfer (UP System) dialog box shows the following configuration:

- Budget: UPS GF 2016
- Currency: PHP
- Batch Name: Transfer from 50101010 to 50101020
- Funds Status: Required

From		To	
Budget Organization	Account	Budget Organization	Account
UPS General Fund	01.101.SA01005001.-.50101010.-.-		

Account Details:

- From: UP System.General Fund.UPS Office of the Preside.Unspecified.Sa
- To: [Empty]
- Type: Expense
- Type: [Empty]

Buttons: Transfer Amounts, Check Funds, Reserve Funds, View Results.

STEP 12 Click on **Transfer Amounts** after filling up the source and destination accounts. (Refer to Fig. 12)

Budget Transfer (UP System)

Budget: UPS GF 2016 Batch Name: Transfer from 50101010 to 50101020
 Currency: PHP Funds Status: Required

From: To:

Budget Organization	Account	Budget Organization	Account
UPS General Fund	01.101.SA01005001.-.50101010.-.-.-.-.-	UPS General Fund	01.101.-.-.50101020.-.-.-.-.-

Account Details

From: UP System.General Fund.UPS Office of the Preside.Unspecified.Sa Type: Expense
 To: UP System.General Fund.Unspecified.Unspecified.Salaries and Wa Type: Expense

Transfer Amounts Check Funds
 Reserve Funds View Results

STEP 13 Transfer Amounts window should appear. (Refer to Fig. 13)

Transfer Amounts (UP System2027(PHP))

From Account: 01.101.SA01005001.-.50101010.-.-.-.-.-
 To Account: 01.101.-.-.50101020.-.-.-.-.-

YTD Transfer From Account To Account

Period	%	Amount	Old Balance	New Balance	Old Balance	New Balance

Transfer by Period Range Show PTD Balances

Field Name	Description	Remarks
------------	-------------	---------

Period	The period covered by the budget transfer.	List of values.
%	The percentage from the old balance that you want to be transferred.	(Optional). Leave if you want to enter a specific amount.
Amount	The amount that you want to transfer.	Tip: Use a batch name that makes it easy for you and others to identify your transaction.

STEP 14 Choose a **period**. Click on the **ellipses (...)** to show the list of values for the period. The Old balance on the from both accounts should appear for the chosen period. (Refer to Fig. 14)

Transfer Amounts (JP System2027(PHP))

From Account: 01.101.--50101010.-----

To Account: 01.101.--50101020.-----

YTD Transfer From Account To Account

Period	%	Amount	Old Balance	New Balance	Old Balance	New Balance
...						

Transfer by Period Range Show PTD Balances

Periods

Find %

Period
ADJ1-16
DEC-16
NOV-16
OCT-16
SEP-16
AUG-16
JUL-16
JUN-16
MAY-16
APR-16
MAR-16
FEB-16
JAN-16

Find OK Cancel

Transfer Amounts (UP System2027(PHP))

From Account 01.101...50101010.....

To Account 01.101...50101020.....

YTD Transfer From Account To Account

Period	%	Amount	Old Balance	New Balance	Old Balance	New Balance
MAY-16			210,000.00		440,000.00	

Transfer by Period Range Show PTD Balances

STEP Enter amount to be transferred. You can enter through the **percentage** field or directly to the **amount**

15 field. (Refer to Fig. 15)

Transfer Amounts (JP System2027(PHP))

From Account 01.101.--50101010.....

To Account 01.101.--50101020.....

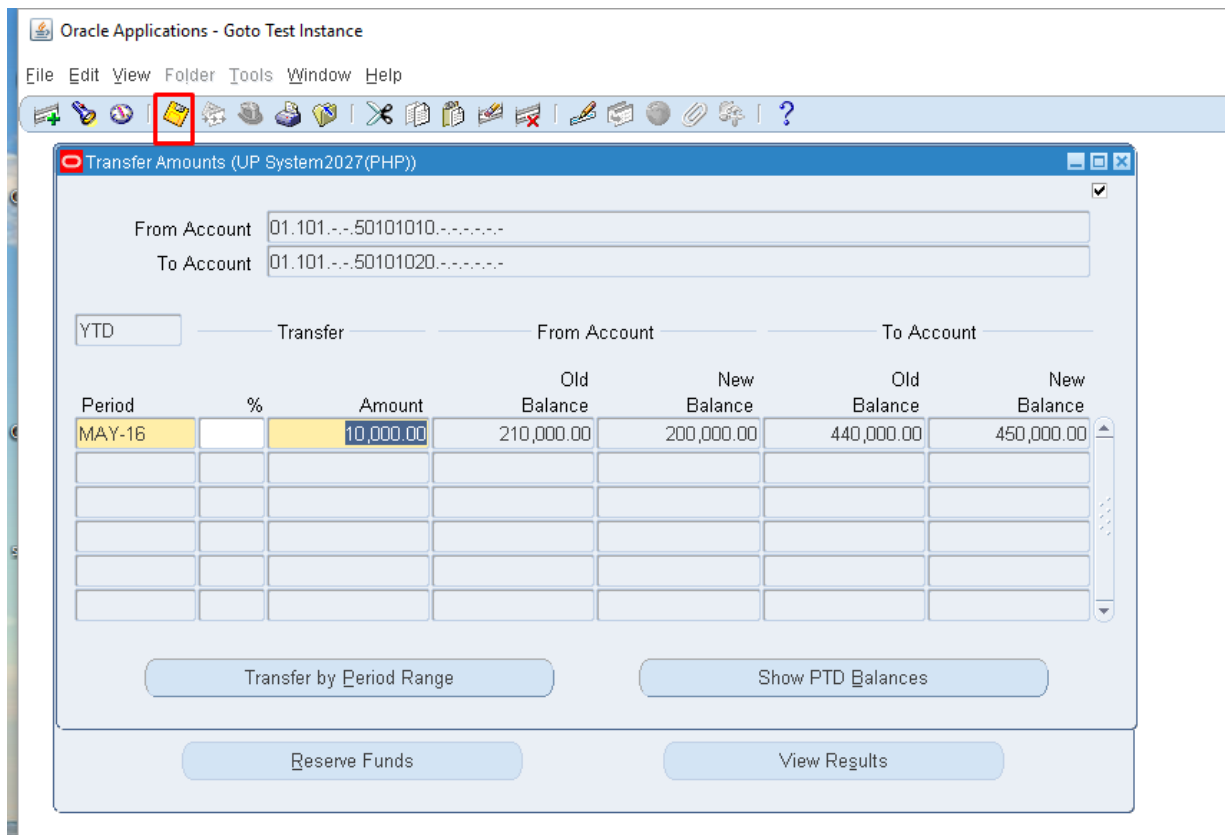
YTD Transfer

From Account To Account

Period	%	Amount	Old Balance	New Balance	Old Balance	New Balance
MAY-16		10,000.00	210,000.00	200,000.00	440,000.00	450,000.00

Transfer by Period Range Show PTD Balances

STEP 16 Save your work and close the transfer amounts indow. (Refer to Fig. 16)



STEP 17 Click on **Check Funds** to see if the accounts passed funds checking. (Refer to Fig. 17)

Budget Transfer (UP System)

Budget: UPS GF 2016
 Currency: PHP
 Batch Name: Transfer from 50101010 to 50101020
 Funds Status: Required

From		To	
Budget Organization	Account	Budget Organization	Account
UPS General Fund	01.101...50101010	UPS General Fund	01.101...50101020
UPS General Fund	01.101...50101010	UPS General Fund	01.101...50101020

Account Details

From: UP System.General Fund.Unspecified.Unspecified.Salaries and Wa
 To: UP System.General Fund.Unspecified.Unspecified.Salaries and Wa
 Type: Expense

Buttons: Transfer Amounts, Check Funds, Reserve Funds, View Results

STEP 18 Click **View Results** to show the accounts that passed/failed during the funds check. A window will open on your browser. Review the accounts. After reviewing, go back to the Java Application. (Refer to Fig. 18)

Budget Transfer (JP System)

Budget: UPS GF 2016 Batch Name: Transfer from 50101010 to 50101020
 Currency: PHP Funds Status: Required

From: To:

Budget Organization	Account	Budget Organization	Account
UPS General Fund	01.101...50101010.....	UPS General Fund	01.101...50101020.....
UPS General Fund	01.101...50101010.....	UPS General Fund	01.101...50101020.....

Account Details

From: UP System.General Fund.Unspecified.Unspecified.Salaries and Wa Type: Expense
 To: UP System.General Fund.Unspecified.Unspecified.Salaries and Wa Type: Expense

Transfer Amounts Check Funds
 Reserve Funds **View Results**

Application	General Ledger	Budget Level	Document Reference	Supplier	Site	Document Status	Partially Passed	Account Combination	Period	Revision Or Line	Result Status Type	Result Message	Previous Funds Available	Base Amount	Current Funds Available	Amount Type	Boundary	Treasury Symbol
								01.101...50101010.....	MAY-16		Failed Check	This detail transaction fails funds check	-400u001n00	-10u000n00	-400u001n00	YTD	Year	
								01.101...50101010.....	MAY-16		Failed Check	This detail transaction fails funds check	-390u001n00	-10u000n00	-390u001n00	YTD	Year	
								01.101...50101020.....	MAY-16		Passed Check	This transaction does not reduce funds available		10u000n00		YTD	Year	
								01.101...50101020.....	MAY-16		Passed Check	This transaction		10u000n00		YTD	Year	

STEP 19

Click on **Reserve Funds** to reserve funds into the accounts. A decision box will pop up. Choose if you want to reserve the funds. (Refer to Fig. 19)

Budget Transfer (UP System)


Budget: Batch Name:
 Currency: Funds Status:

From		To	
Budget Organization	Account	Budget Organization	Account
<input checked="" type="checkbox"/>	UPS General Fund 01.101...50101010.....	UPS General Fund	01.101...50101020.....
<input type="checkbox"/>	UPS General Fund 01.101...50101010.....	UPS General Fund	01.101...50101020.....
<input type="checkbox"/>			
<input type="checkbox"/>			


Account Details

From: Type:
 To: Type:

Decision

 Are you sure you want to reserve funds for your budget transfer?

Note

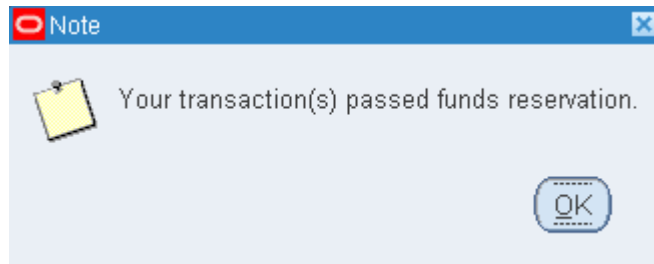
 Your transaction(s) passed funds check.

**STEP
20**

Repeat steps 9 to 19 to transfer from more accounts to another.

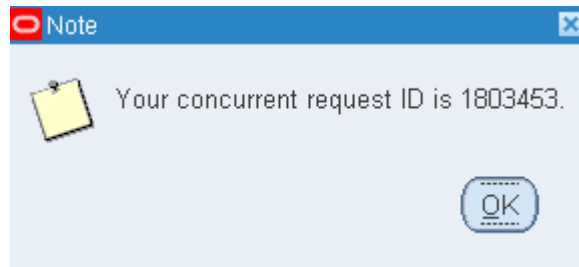
**STEP
21**

A confirmation will appear for successful funds reservation. Click **OK**. If the reservation fails, click on View Results to know why the funds reservation failed. (Refer to Fig. 21)



**STEP
22**

Close the window and a note will appear that the transaction is being processed by the system. Click **OK**. (Refer to Fig. 22)



**STEP
23**

The journal is now created and is ready for posting. Please refer to bit.ly/eupostjournal on how to post journals in General Ledger.

Result Information:

Expected Results

- Amounts are transferred from one account to another.

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