




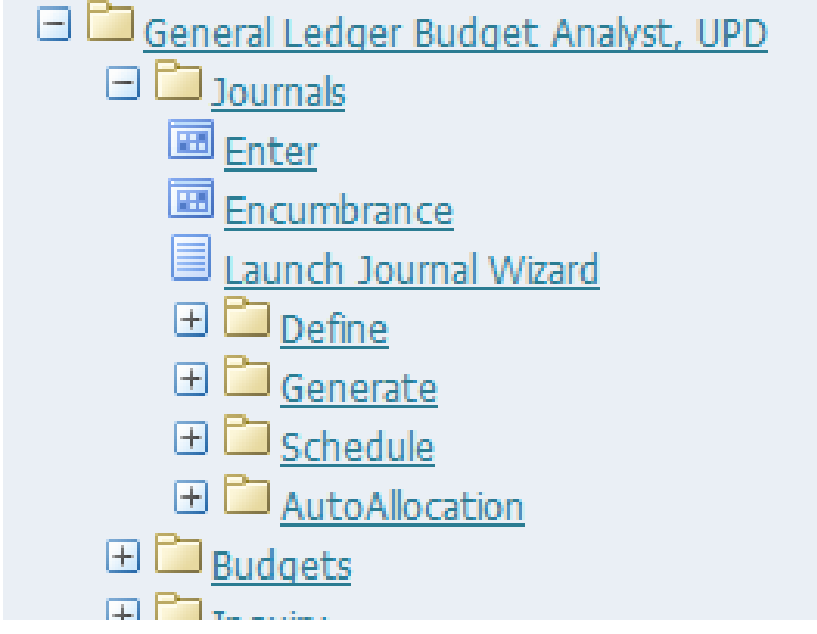
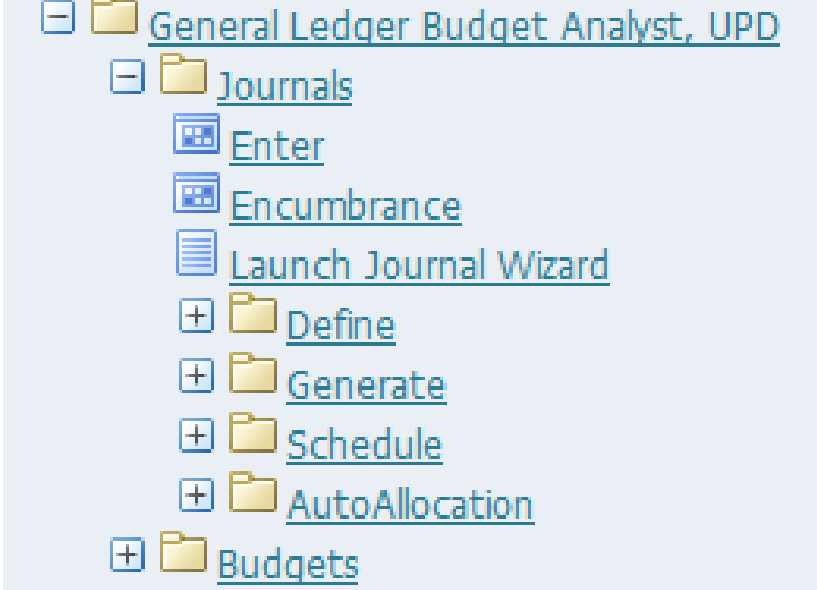
University of the Philippines

Financial Management Information System



User Guide

Process ID	TSM50004
Process Name	Entering Budget Journals (Obligation)
Information System	Financial Management Information System
Functional Domain	General Ledger Module
Responsibility	General Ledger Budget Analyst
Purpose	Entering a new Budget Journal (Obligation)
Data Requirement	Journal Batch Name
Dependencies	Budget and Budget Organization are defined.
Scenario	

Process Steps	Process Details
1	From HOME proceed to Main Menu and click General Ledger (Refer Fig .01)
Fig. 01	 <p>A screenshot showing a menu item 'General Ledger Budget Analyst, UPD' with a folder icon and a plus sign to its left.</p>
2	Click on Journals (Refer Fig. 02)
Fig. 02	 <p>A screenshot showing a sub-menu for 'General Ledger Budget Analyst, UPD'. The 'Journals' folder is expanded, showing options: Enter, Encumbrance, Launch Journal Wizard, Define, Generate, Schedule, and AutoAllocation. Other folders like Budgets and Transactions are also visible.</p>
3	Click on Encumbrance (Refer Fig. 03)
Fig. 03	 <p>A screenshot showing the 'Encumbrance' option selected within the 'Journals' sub-menu. The 'Encumbrance' item has a blue highlight and a small icon to its left.</p>
4	The Find Journals window will be opened. Then click the New Batch button. (Refer Fig. 04)

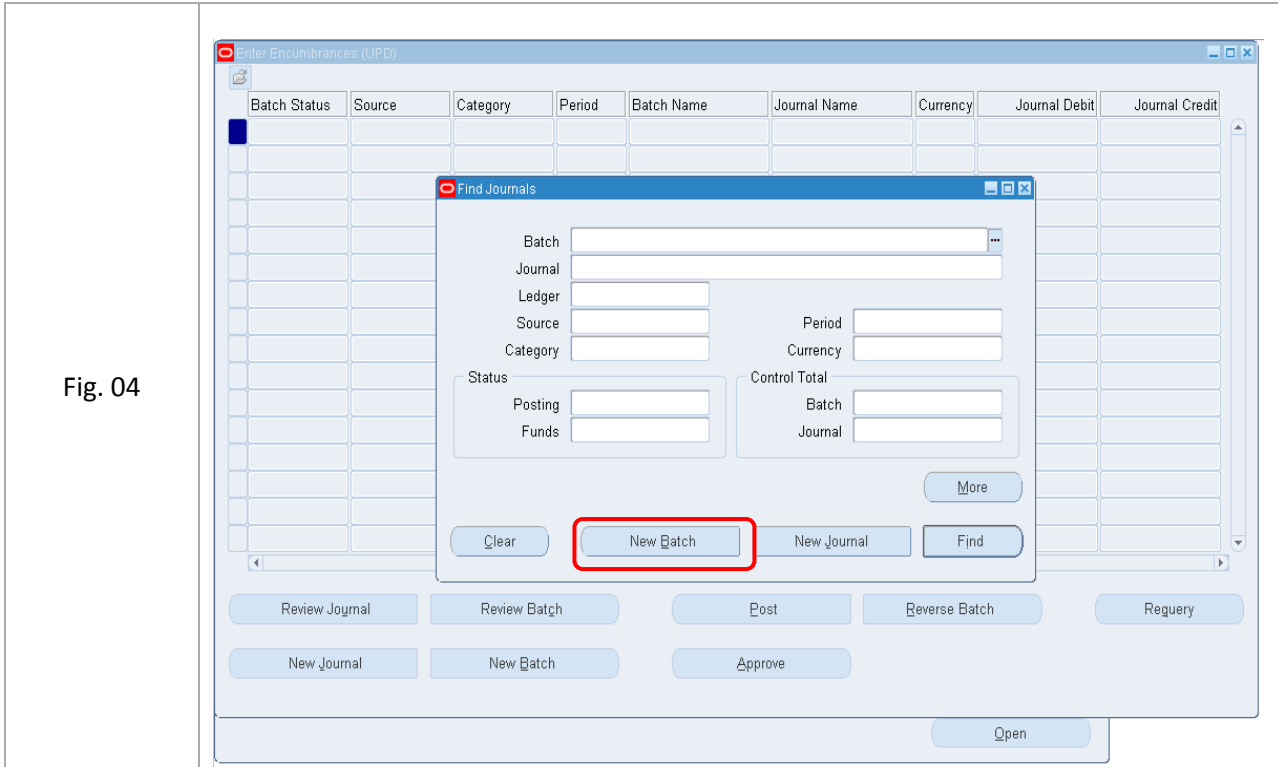


Fig. 04

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Enter desired **Batch** name and select the proper **Period**. Click **Journals**. (Refer Fig. 05)

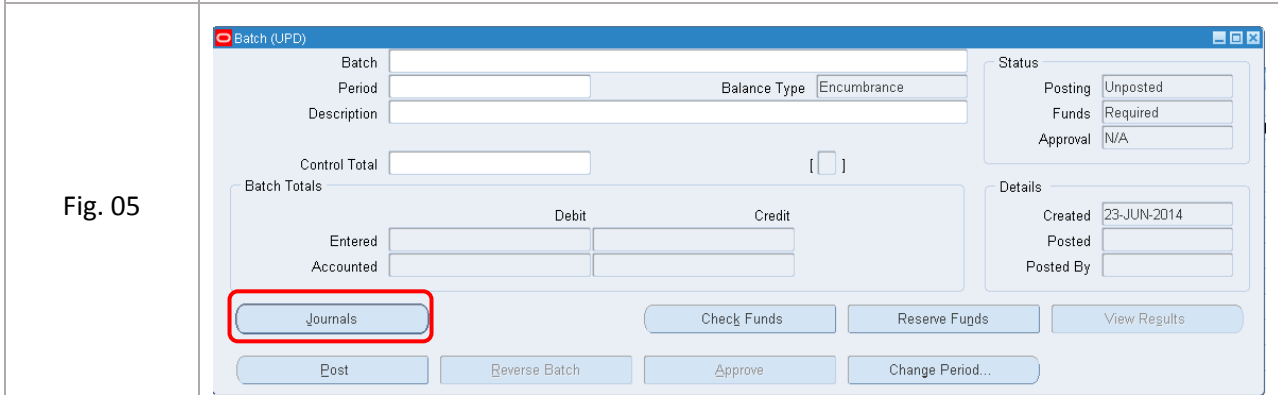
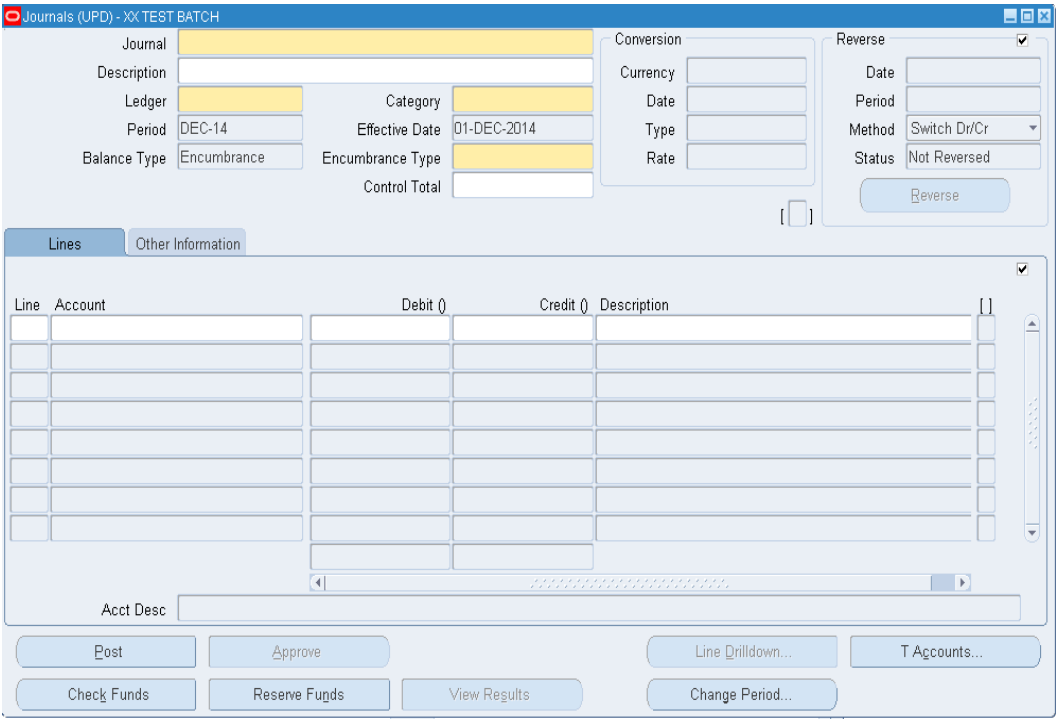

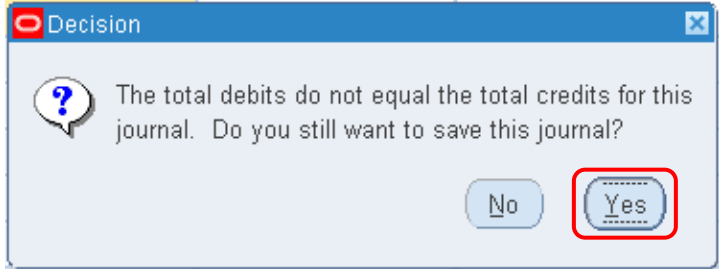
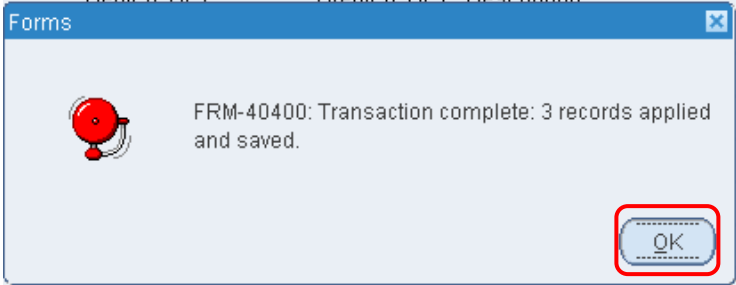
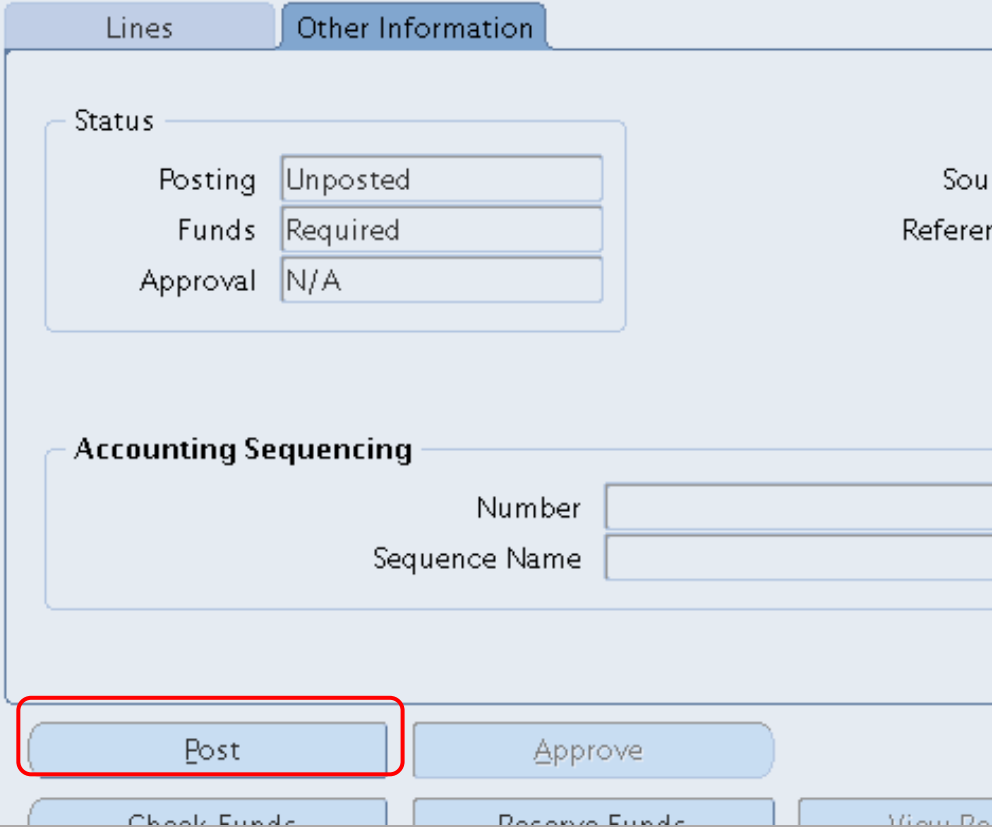
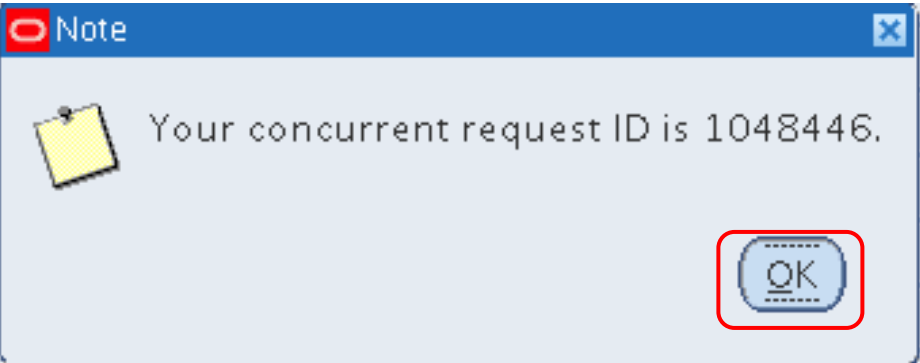


Fig. 05

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Enter the **Journal Name**, **Ledger**, **Category**, **Effective Date**, and **Encumbrance Type** of the journal. (Refer Fig. 06)

<p>Fig. 06</p>	
<p>7</p>	<p>On the Lines Tab, select the Account combination and enter the Debit amount. (Refer Fig. 07)</p>
<p>Fig. 07</p>	
<p>8</p>	<p>Click the  button and a Decision window will be opened. Click “Yes” (Refer Fig. 09)</p>
<p>Fig. 08</p>	
<p>9</p>	<p>After clicking “Yes” button, Forms window will be opened. Click “OK”. (Refer Fig. 9)</p>

<p>Fig. 9</p>	
<p>10</p>	<p>Click the “Post” button at the lower left of the Journals window. (Refer Fig. 10)</p>
<p>Fig. 10</p>	
	<p>Note window will be opened after clicking the “Post” button. Click “OK”. (Refer Fig. 11)</p>
<p>Fig. 11</p>	

11	<p>On Journals window, click on “Other information” tab to see the oBR number in Accounting Sequence. (Refer Fig. 12)</p>
Fig. 12	
12	<p>Close the Journals Window, Batch Window and Enter Encumbrance Window.</p>
13	<p>Using Payables Budget Officer as responsibility, click on Disbursement Voucher. (Refer Fig. 13)</p>
Fig. 13	
14	<p>Click Entry. (Refer Fig. 14)</p>
Fig. 14	
15	<p>Click DV. (Refer Fig. 15)</p>

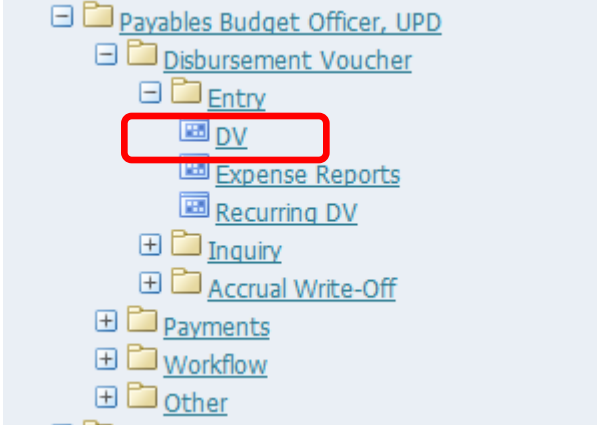
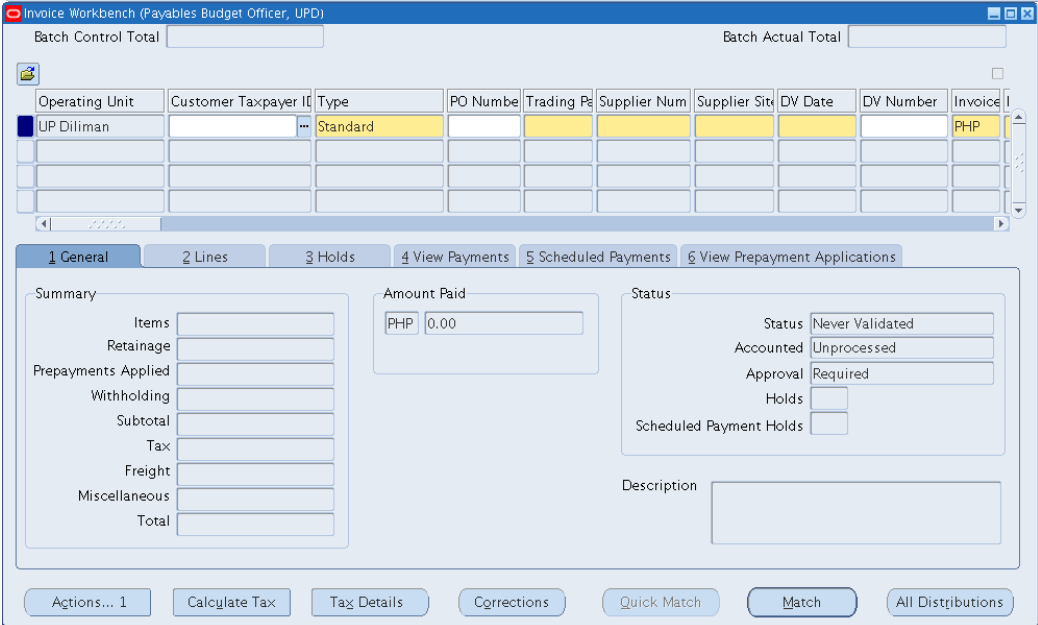

<p>Fig. 15</p>	
<p>16</p>	<p>The Invoice Workbench will open. (Refer Fig. 16)</p>
<p>Fig. 16</p>	
<p>17</p>	<p>Click the find button</p> 
<p>18</p>	<p>The Find Invoices window will open. Fill the applicable field and click the Find button to find the DV. (Refer Fig. 17)</p>

Fig. 17

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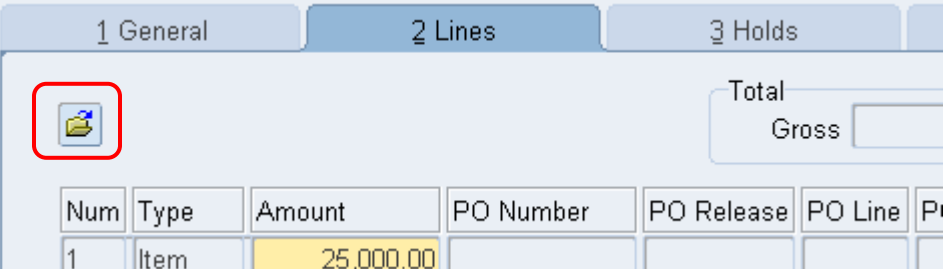
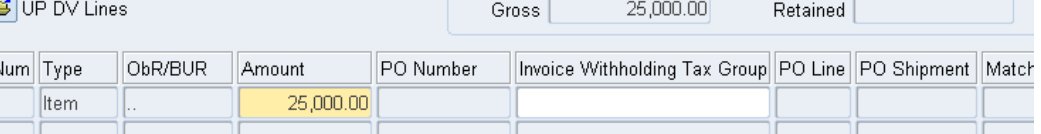
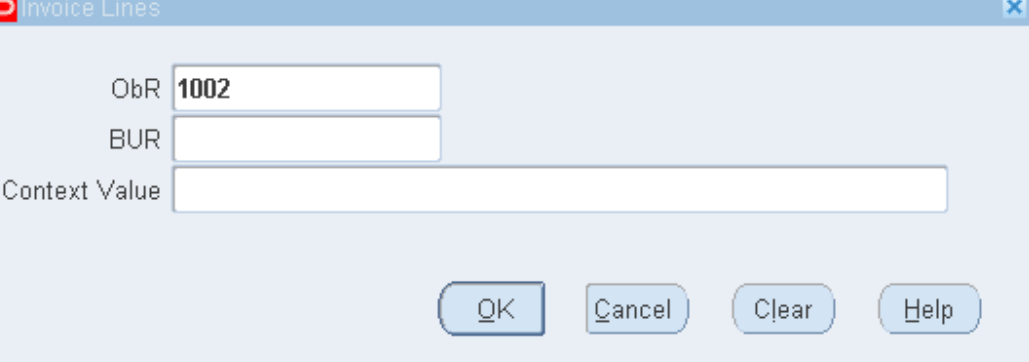
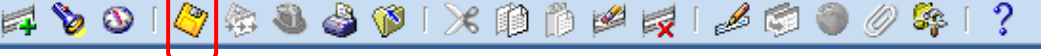
If the DV exists, it will appear on the Invoice Workbench window. Then Click the lines tab. (Refer Fig. 18)

Fig. 18

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Partner	Supplier Num	Supplier Site	DV Date	DV Number	Invoice	Invoice Amount
UP Diliman		Standard		Air Liquid	2	HEAD OFFIC	08-MAY-20	7600	PHP	125.00
UP Diliman		Standard		Air Liquid	2	HEAD OFFIC	08-MAY-20	7603	PHP	125.00
UP Diliman		Standard		Air Liquid	2	HEAD OFFIC	31-MAY-20	7615	PHP	
UP Diliman		Standard		Air Liquid	2	HEAD OFFIC	08-MAY-20	7605	PHP	

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Click the folder button. (Refer Fig. 19)

<p>Fig. 19</p>	
<p>21</p>	<p>Select UP DV Lines to rearrange the columns. (Refer Fig. 20)</p>
<p>Fig. 20</p>	
<p>22</p>	<p>Click the ObR/BUR field and a form will pop up and enter the ObR number generated from the Encumbrance form. (Refer Fig. 21)</p>
<p>Fig. 21</p>	
<p>23</p>	<p>Click the "OK" button. Then click the Save button to save the changes. (Refer Fig. 22)</p>
<p>Fig. 22</p>	
<p>24</p>	<p>You can finally approve the DV.</p>

Result Information:

Expected Results

- DV journal has been created and posted.
- Encumbrance journal has been created and posted.