




University of the Philippines



# FMIS

**Financial Management Information System  
User Manual**




# **FMIS User Manual**

## *Receivables Module*

### *Month-End Closing Process*

Author:	Mark Jason D. Ellazar
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Last Updated:	
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Version:	1.0



## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
30 January 2024	Mark Jason D. Ellazar	1.0	Initial

## INTRODUCTION

This manual for the **Receivable Module Month-End Closing Process** seeks to provide accountants the steps to be taken to execute the closing of the receivables period.

**The Receivable Accountant** responsibility will be used to

- Run Remittances
- Create Accounting for Account Receivable
- Close Receivable Period

This manual includes the following topics:

- [Run Remittances](#)
  - [Search for Unremitted Receipts](#)
- [Create Accounting for Account Receivable](#)
- [Close Receivable Period](#)

# Run Remittances

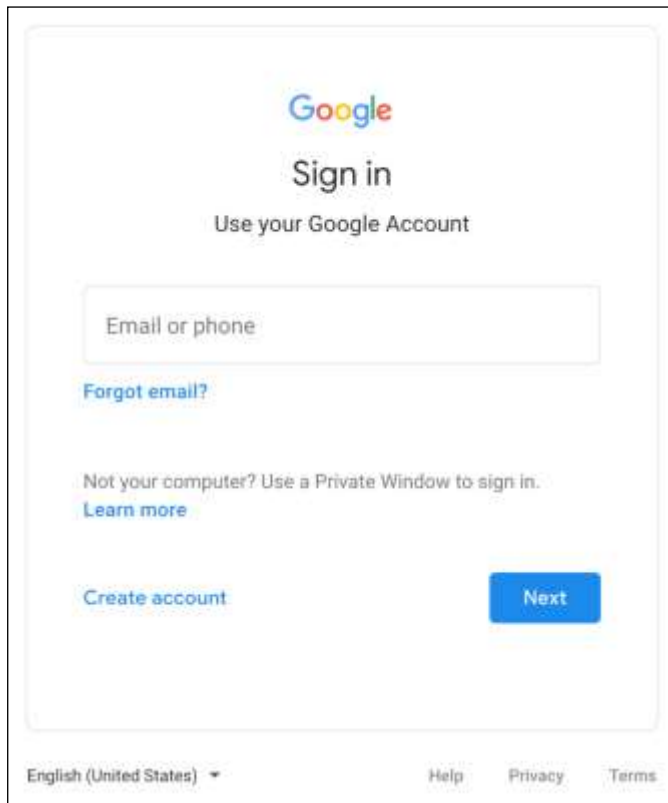
## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
15 June 2017		1.0	Initial
30 January 2024	Mark Jason D. Ellazar	1.2	Minor Changes, Update layout, and Screenshots

### 1.2 Description

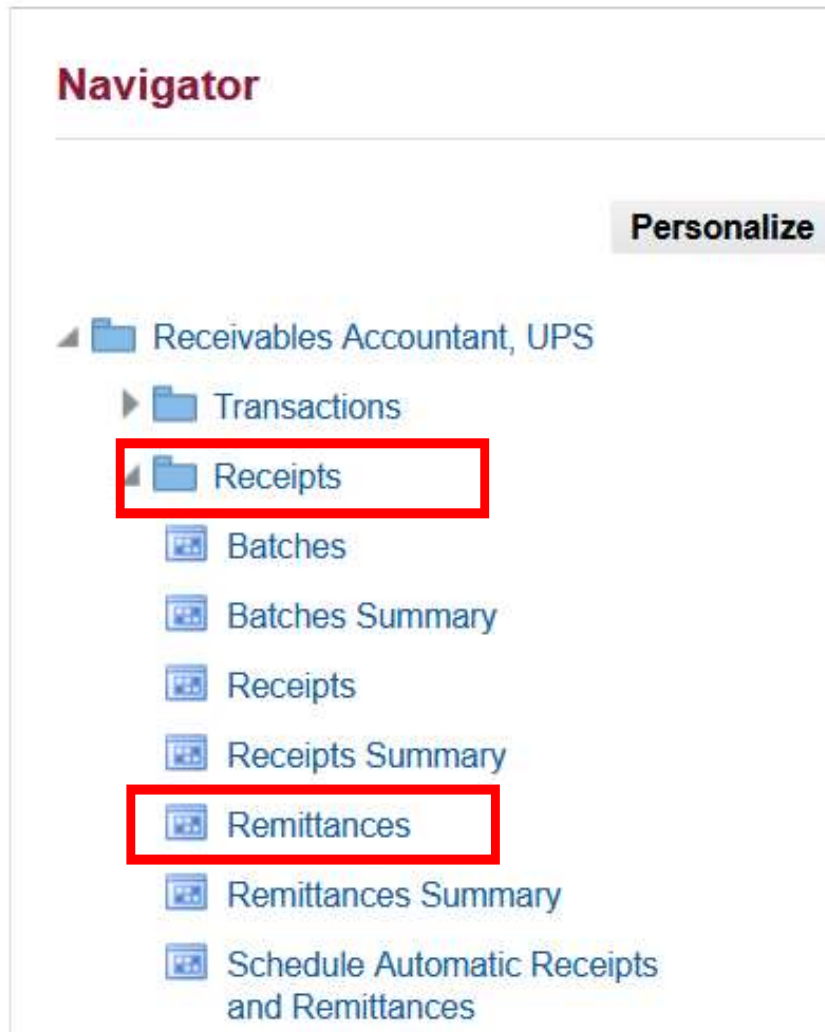
<b>Process ID</b>	
<b>Process Name</b>	Run Remittances
<b>Functional Domain</b>	Accounts Receivables Module
<b>Responsibility</b>	Receivables Accountant
<b>Purpose</b>	Remit receipts to bank account
<b>Data Requirement</b>	Bank Account, Receipt Number, and Deposit Slip
<b>Dependencies</b>	<ul style="list-style-type: none"> <li>• Update account distributions</li> <li>• Report of Collections and Deposit</li> <li>• Remit all receipts within the month</li> </ul>
<b>Scenario</b>	An accountant will run remittances per bank account based on the Report of Collections and Deposit submitted by the cash office.

A screenshot of the Google Sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Under the input field is a link "Forgot email?". Further down is the text "Not your computer? Use a Private Window to sign in." with a link "Learn more" below it. At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

**Step 2.** Log-in your UP Mail credentials (e.g. ***username*** and ***password***)





**Step 3.** On the **UIS Home Page**, navigate to **Receivables Accountant, <CU> > Receipts > Remittances**.





**Step 4.** Java application will launch with **Security Warning**, Tick the Checkbox and click **Run**.

The screenshot shows the 'Remittances (UP System)' window. The 'Batch Type' is set to 'Remittance'. The 'Batch Number' field is empty. The 'Currency' is set to 'PHP'. The 'Dates' section shows 'Batch' and 'GL' both set to '15-JAN-2024'. The 'Remittance Method' is set to 'Standard'. The 'Receipt Class' and 'Receipt Method' fields are empty. The 'Operating Unit' is set to 'UP System'. The 'Media Reference' field is empty. The 'Remittance' section contains fields for 'Bank', 'Branch', 'Account Number', and 'Deposit Number', all of which are empty. To the right of these fields are 'Currency', 'Count', and 'Amount' fields, all of which are empty. The 'Comments' field is empty. The 'Process Status' field is empty. The 'Request ID' field is empty. At the bottom left is an 'Auto Create' button, and at the bottom right is a 'Manual Create' button.

Field	Value
Batch Type	Remittance
Batch Number	
Currency	PHP
Batch	15-JAN-2024
GL	15-JAN-2024
Remittance Method	Standard
Receipt Class	
Receipt Method	
Operating Unit	UP System
Media Reference	
Bank	
Branch	
Account Number	
Deposit Number	
Currency	
Count	
Amount	
Comments	
Process Status	
Request ID	

**Step 5.** The **Remittances** window will open. Fill the necessary fields.

Field Name	Description	Remarks
Batch Type	Batch transaction type	<ul style="list-style-type: none"> <li>Auto populated, no need to change value, 'Remittance'</li> </ul>
Currency	Receipts currency	<ul style="list-style-type: none"> <li>Select currency (e.g. 'PHP')</li> </ul>
Dates – Batch	Batch remittance date	<ul style="list-style-type: none"> <li>Format: DD-MMM-YYYY</li> </ul>
Dates – GL	Posting date	<ul style="list-style-type: none"> <li>Format: DD-MMM-YYYY</li> </ul>
Remittance Method	Determines the accounts used for receipts	<ul style="list-style-type: none"> <li>Auto populated, no need to change value, 'Standard'</li> </ul>
Remittance – Bank, Branch and Account Number	Bank Account where collections are deposited	<ul style="list-style-type: none"> <li>Select from list of bank accounts</li> </ul>
Comment	Any additional remarks	<ul style="list-style-type: none"> <li>Optional</li> </ul>

**Remittances (UP System)**

Batch Type: Remittance  
Batch Number:   
Currency: PHP

Dates  
Batch: 15-JAN-2024  
GL: 15-JAN-2024

Remittance Method: Standard  
Receipt Class: UP System Receivables  
Receipt Method: UPS I  
Operating Unit: UP System  
Media Reference:

Remittance  
Bank: Land Bank of the Philippines  
Branch: LBP-UP Diliman EO  
Account Number: UPS I  
Deposit Number:   
Currency: PHP  
Count:   
Amount:

Comments:   
Process Status:   
Request ID:  [  ]

**Auto Create** Manual Create

**Step 6.** After filling-up the necessary fields, click **Auto Create**.

Create Remittance Batch (UP System : PHP) - [New]

Dates

Maturity  -

Receipt  -

Receipt Numbers  -  ...

Document Numbers  -

Remittance Totals  -

Customers

Numbers  -

Names  -

Locations  -

Actions

- ☒ Create
- ☒ Approve
- ☒ Format

OK Cancel

**Step 7.** The **Create Remittance Batch** window will open.

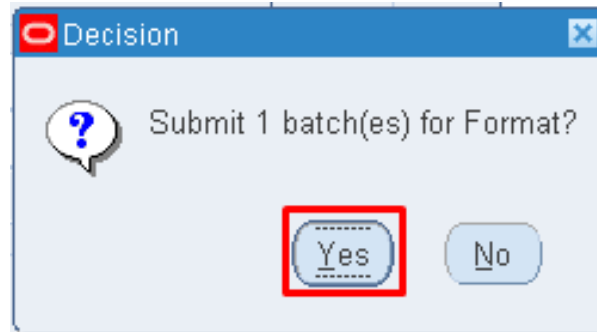
Enter the receipt series to be remitted under the **Receipt Numbers** field.

Check the boxes under **Actions**

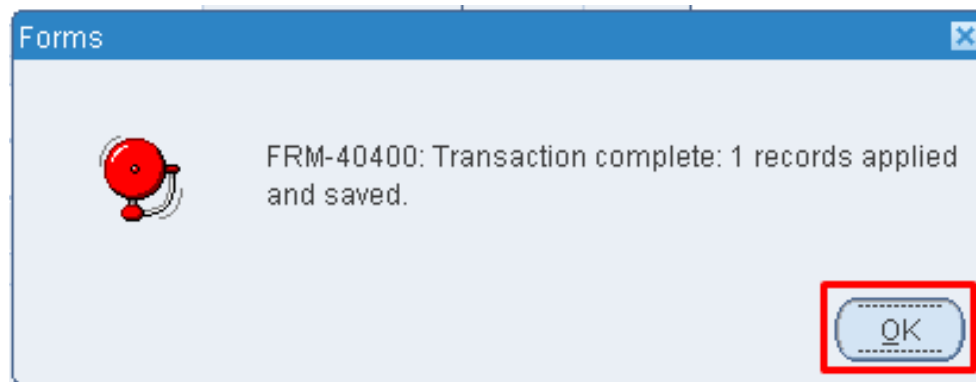
- **Create,**
- **Approve,**
- and **Format.**

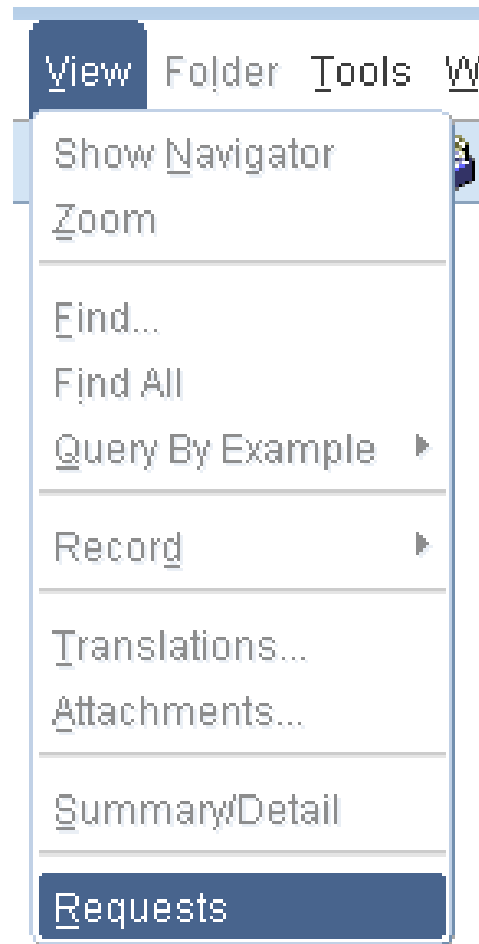
Click **OK**.

**Step 8.** A **Decision** window will pop-up, click **Yes**.



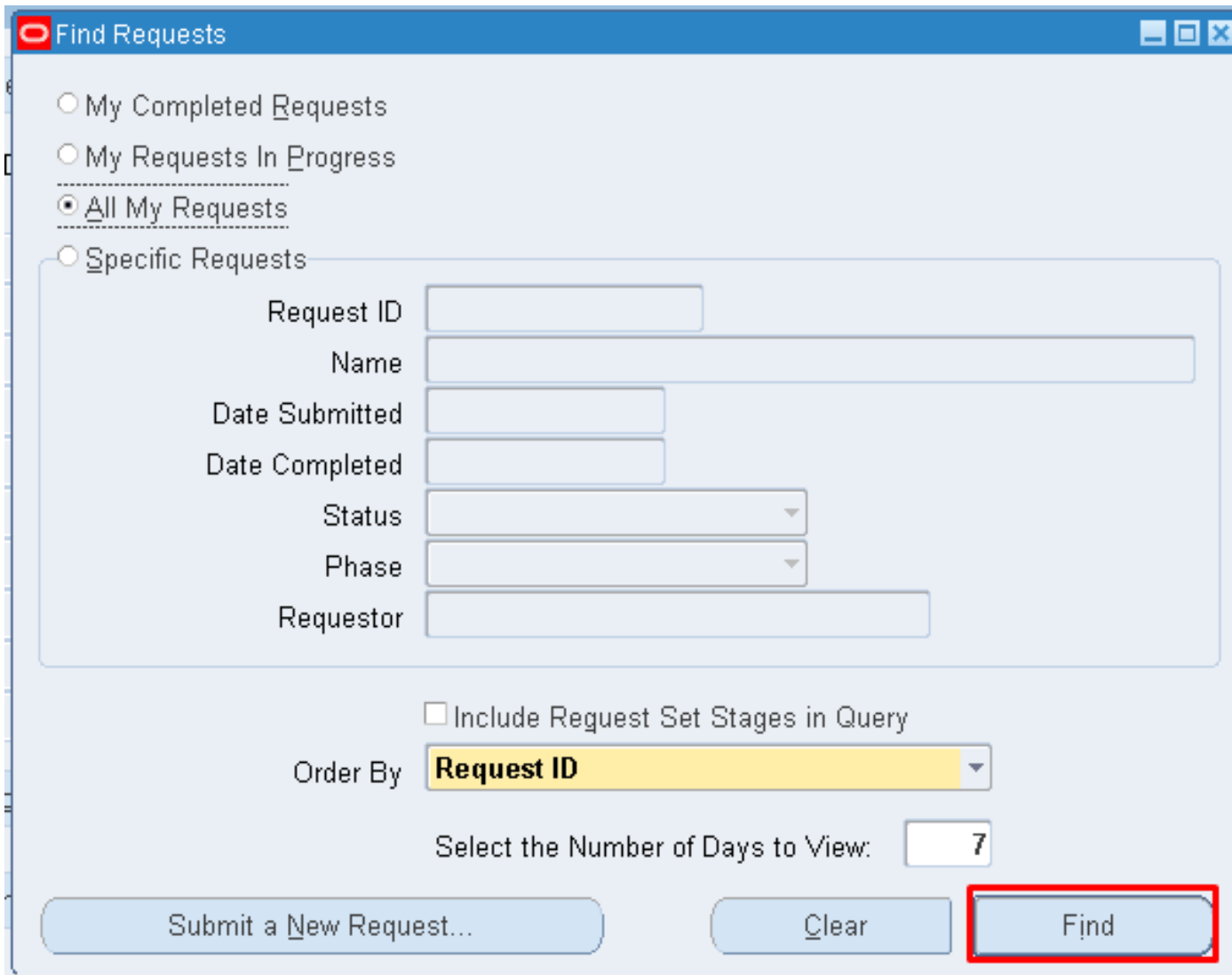
A notification will be shown once the transaction is complete. Click **OK**.





**Step 9.** To check the remittance status, go to **View** and then **Requests**.



The image shows a software window titled "Find Requests". It contains several radio buttons for filtering requests: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Below these, there is a group box containing input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". Below the group box, there is a checkbox labeled "Include Request Set Stages in Query" which is unchecked. Below that is an "Order By" dropdown menu currently set to "Request ID". At the bottom, there is a label "Select the Number of Days to View:" followed by a text input field containing the number "7". At the very bottom of the window are three buttons: "Submit a New Request...", "Clear", and "Find". The "Find" button is highlighted with a red rectangular border.

**Find Requests**

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

**Step 10.** The **Find Request** window will open, click **Find**.

The screenshot shows the 'Requests' window with the following table of requests:

Request ID	Name	Parent	Phase	Status	Parameters
10663108	Print Remittances		Completed	Normal	P_BATCH_ID=103474
10663105	Automatic Receipts/Remitt		Completed	Normal	P_PROCESS_TYPE=REMIT,
10663104	Automatic Remittances Cr		Completed	Normal	REMIT, . . . Y, Y, Y, 103474, N,

Buttons at the top: Refresh Data, Find Requests, Submit a New Request, Submit New Request Set, Auto Refresh (X), Copy Single Request, Copy Request Set.

Buttons at the bottom: Hld Request, View Details, Rern Request, View Output, Cancel Request, Diagnostics, Reprint/Republish (J), View Log (L).

The **Requests** window will open.

Check if the requests **Print Remittances**, **Automatic Remittances Creation Program (API)**, and **Automatic Receipts/Remittances Execution Report** have been completed with a normal status.

To view list of remitted receipts, select the **Print Remittances** line and click **View Output**.

**Expected Result:**

UP System		Print Remittances		Report Date: 31-JAN-2024 08:57		
Currency: PHP				Page: 1 of 1		
Remittance Bank: Land Bank of the Philippines		Branch: LBP-UP Diliman EO		Branch Number: 001		
		Name : UPS T [REDACTED] IT		Account Number: L [REDACTED] 0		
Customer Number	Customer Bank Account	Payment Method	Due Date	Receipt Number	Customer Name	Amount
001		UPS L [REDACTED] 0	15-JAN-24	652100		3,000.00
001		UPS L [REDACTED] 0	15-JAN-24	652102		10,000.00
001		UPS L [REDACTED] 0	15-JAN-24	652101		5,000.00
Total for Bank Branch:						18,000.00

**Note:** Repeat the same process for other remittance banks.

If there are unremitted receipts, search for them by clicking the link below:

[Generate UP Remittance Batch Number](#)

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

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# **Search Unremitted Receipts**

## 1. DOCUMENT CONTROL

### 1.3 Change Record

Date	Author	Version	Change Reference:
30 January 2024	Mark Jason D. Ellazar	1.0	Initial

### 1.4 Description

<b>Process ID</b>	
<b>Process Name</b>	Search and Remit Unremitted Receipts
<b>Functional Domain</b>	Accounts Receivables Module
<b>Responsibility</b>	Receivables Accountant
<b>Purpose</b>	Remit the unremitted receipts to bank account
<b>Data Requirement</b>	Bank Account, Receipt Number, and Deposit Slip
<b>Dependencies</b>	<ul style="list-style-type: none"> <li>• Update account distributions</li> <li>• Report of Collections and Deposit</li> <li>• Remit all receipts within the month</li> </ul>
<b>Scenario</b>	An accountant will search the unremitted receipts and run remittances per bank account based on the <a href="#">UP Remittance Batch Number</a> report.

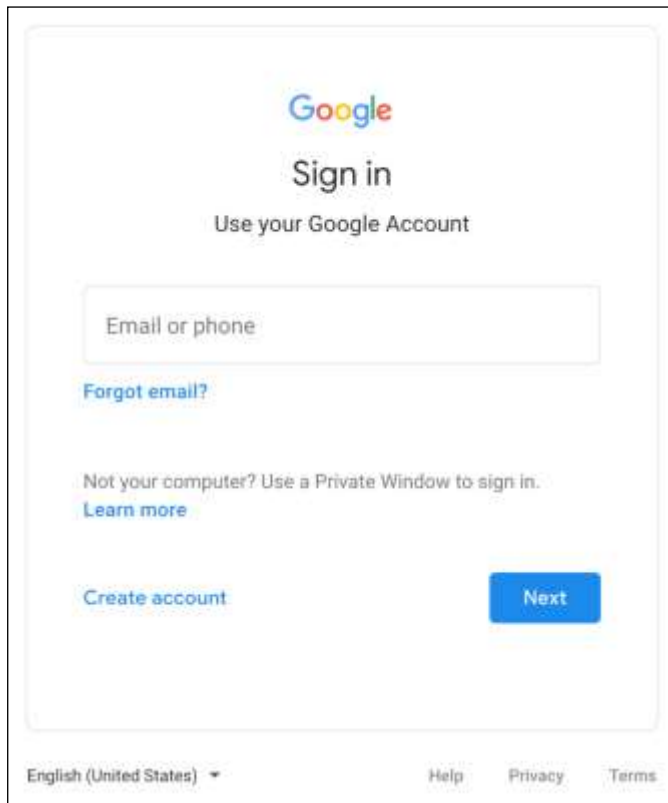
**Sample Generated Output:****UNIVERSITY OF THE PHILIPPINES  
SYSTEM**Diliman, Quezon City, Metro Manila, NCR  
TIN: 000-864-006-000**UP Remittance Batch Number**

Receipt Number	Batch Number	Status of Remittance
6123761	3004	Awaiting Remittance

Search for unremitted receipts. Click on the following link:

[Generate UP Remittance Batch Number](#)

Remember the **Batch Number** this will be reference.

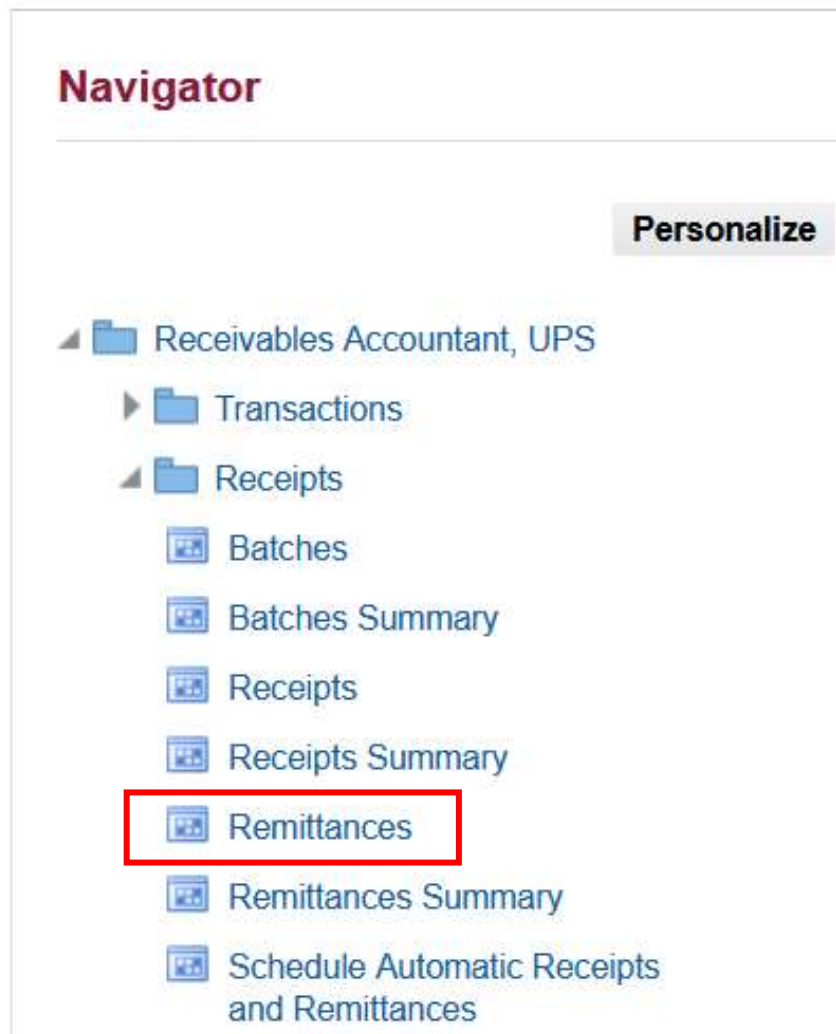
A screenshot of the Google Sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Under the input field is a blue link "Forgot email?". Further down is the text "Not your computer? Use a Private Window to sign in." with a blue link "Learn more" below it. At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

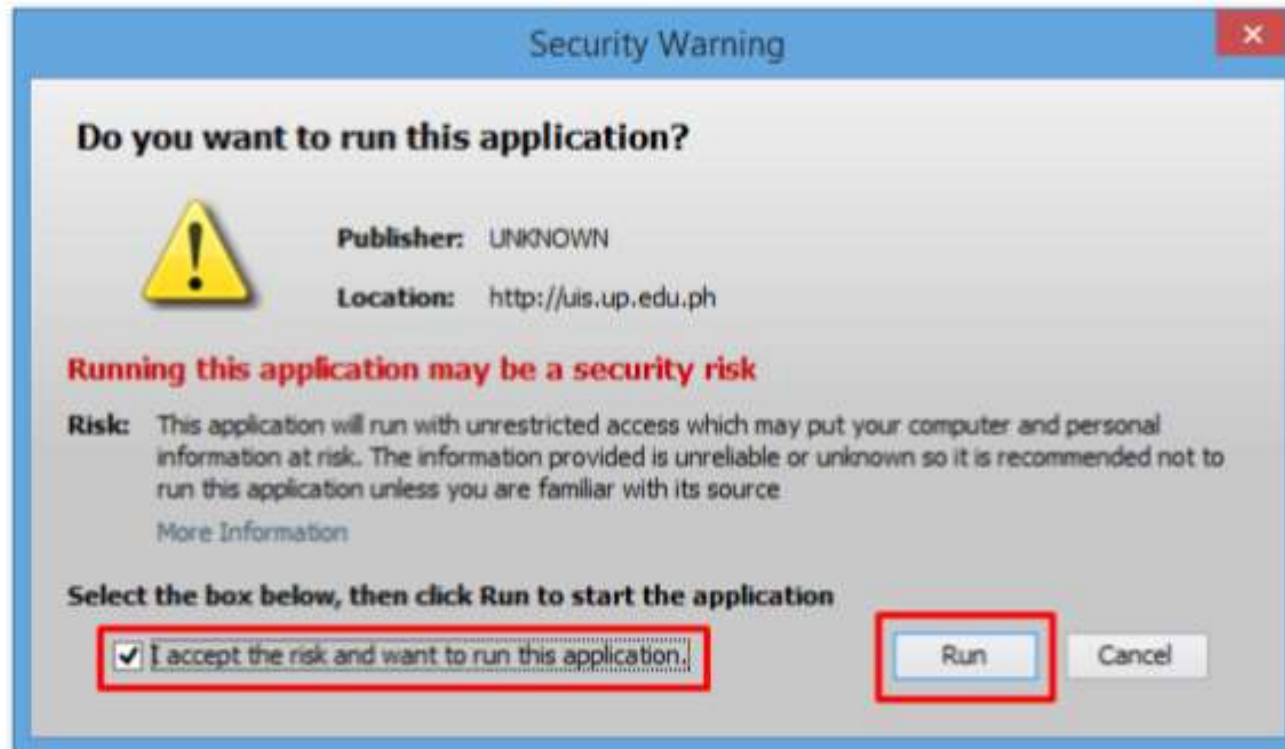
**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

**Step 2.** Log-in your UP Mail credentials (e.g. ***username*** and ***password***)
















**Step 3.** On the **UIS Home Page**, navigate to **Receivables Accountant, <CU> > Receipts > Remittances**.





**Step 4.** Java application will launch with **Security Warning**, Tick the Checkbox and click **Run**.

File Edit View Folder Tools Actions Window Help

Remittances (UP System)

Batch Type **Remittance**

Batch Number

Currency **PHP**

Dates

Batch **26-JAN-2024**

GL **26-JAN-2024**

Remittance Method **Standard**

Receipt Class

Receipt Method

Operating Unit **UP System**

Media Reference

Remittance

Bank

Branch

Account Number

Deposit Number

Currency

Count

Amount

Comments

Process Status

Request ID  [  ]

**Ayto Create** **Magual Create**

**Step 5.** Click the flashlight icon



Find Batches

Main More

Batch Source

Batch Numbers  -

Batch Dates  -

GL Dates  -

Deposit Dates  -

Clear New Find

**Step 6.** Fill-out the **Batch Numbers** using the number generated from UP Remittance Batch Number report.

Click **Find**.

Remittances (UP System)

Batch Type: Remittance  
Batch Number: 3004  
Currency: PHP

Dates  
Batch: 03-JAN-2023  
GL: 03-JAN-2023

Remittance Method: Standard  
Receipt Class: UP System Receivables  
Receipt Method: UPS LBP  
Operating Unit: UP System  
Media Reference:

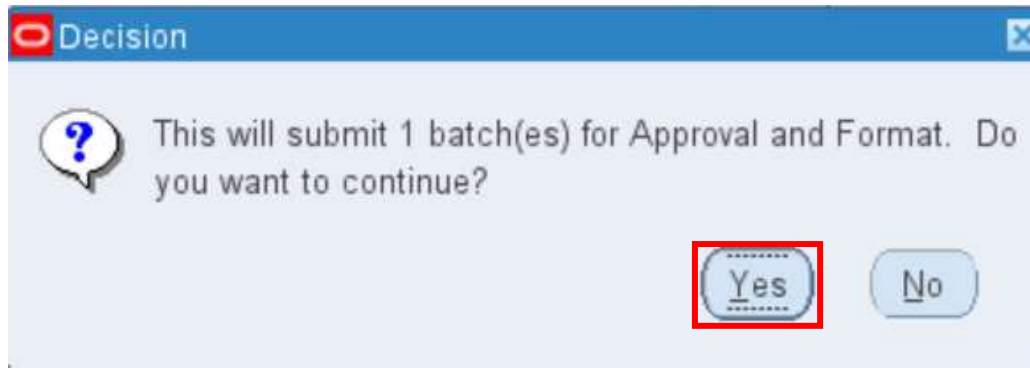
Remittance  
Bank: Land Bank of the Philippines  
Branch: LBP-UP Diliman EO  
Account Number: UPS LBP  
Deposit Number:  
Currency: PHP  
Count: 1  
Amount: 28570.4

Comments:  
Process Status: Completed Creation  
Request ID: 10644470

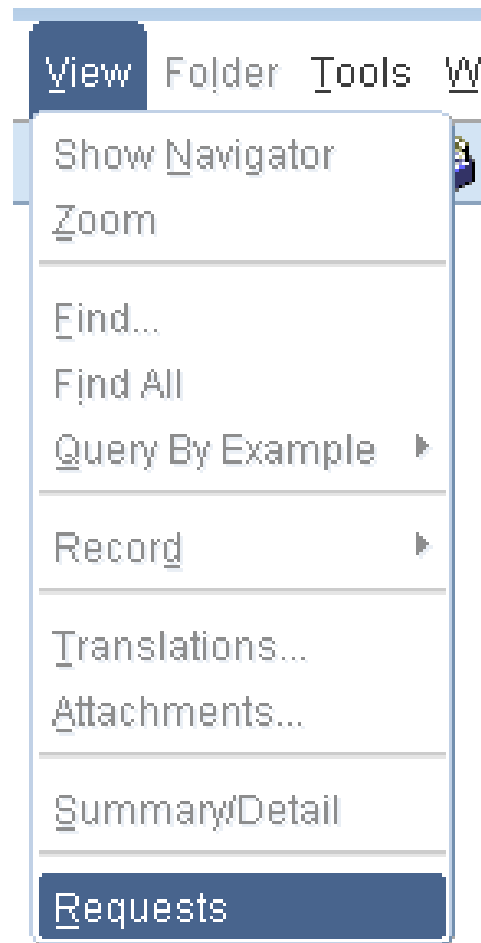
Buttons: Approve, **Format**, Receipts

**Step 7.** Click **Format**.

A **Decision** box will open.

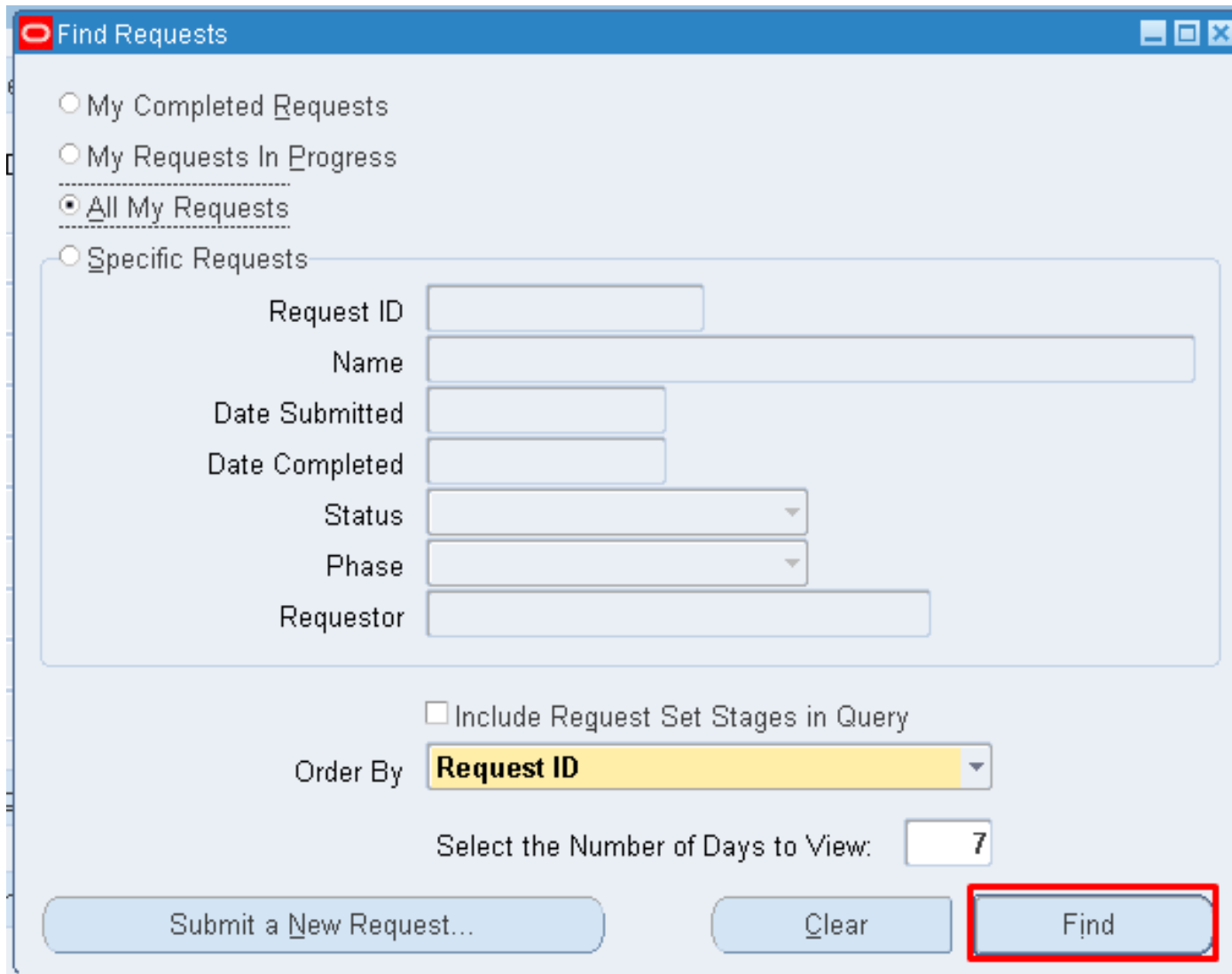


**Step 8.** Click **Yes**.



**Step 9.** To check if the auto remittance program has finished executing, go to **View** and then **Requests**.





The image shows a 'Find Requests' dialog box with a blue title bar. It contains four radio button options: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these is a group box for 'Specific Requests' containing text input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Requestor', and dropdown menus for 'Status' and 'Phase'. Below the group box is a checkbox for 'Include Request Set Stages in Query'. An 'Order By' dropdown menu is set to 'Request ID'. A 'Select the Number of Days to View:' label is followed by a text input field containing the number '7'. At the bottom are three buttons: 'Submit a New Request...', 'Clear', and 'Find'. The 'Find' button is highlighted with a red rectangular border.

**Find Requests**

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Clear **Find**

**Step 10.** Click **Find**.

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
10652980	Print Remittances		Completed	Normal	P_BATCH_ID=102474
10652978	Automatic Receipts/Remitt		Completed	Normal	P_PROCESS_TYPE=REMIT,
10652977	Automatic Remittances Cr		Completed	Normal	REMIT, , N, Y, Y, 102474, N,
10652967	OAM Applications Dashbo		Completed	Normal	(None)
10652951	OAM Applications Dashbo		Completed	Normal	(None)
10652936	OAM Applications Dashbo		Completed	Normal	(None)
10652920	OAM Applications Dashbo		Completed	Normal	(None)
10652905	OAM Applications Dashbo		Completed	Normal	(None)
10652890	OAM Applications Dashbo		Completed	Normal	(None)
10652875	OAM Applications Dashbo		Completed	Normal	(None)

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (L)

**Step 11.** Check if the requests **Print Remittances**, **Automatic Remittances Creation Program (API)**, and **Automatic Receipts/Remittances Execution Report** have been completed with a normal status.

To view list of remitted receipts, select the **Print Remittances** line and click **View Output**.

**Expected Result:**

**Note:** Repeat the same process for other unremitted receipts.

UP System		Print Remittances			Report Date: 26-JAN-2024 11:38	
Currency: PHP					Page: 1 of 1	
Remittance Bank: Land Bank of the Philippines		Branch: LBP-UP Diliman EO		Branch Number: 001		
		Name : UPS C [REDACTED] UNT		Account Number: U [REDACTED]		
Customer Number	Customer Bank Account	Payment Method	Due Date	Receipt Number	Customer Name	Amount
<hr/>						
001		UPS [REDACTED]	03-JAN-23	6123761		28,570.40
<hr/>						
Total for Bank Branch:						28,570.40

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

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# **Create Accounting for Accounts Receivables**

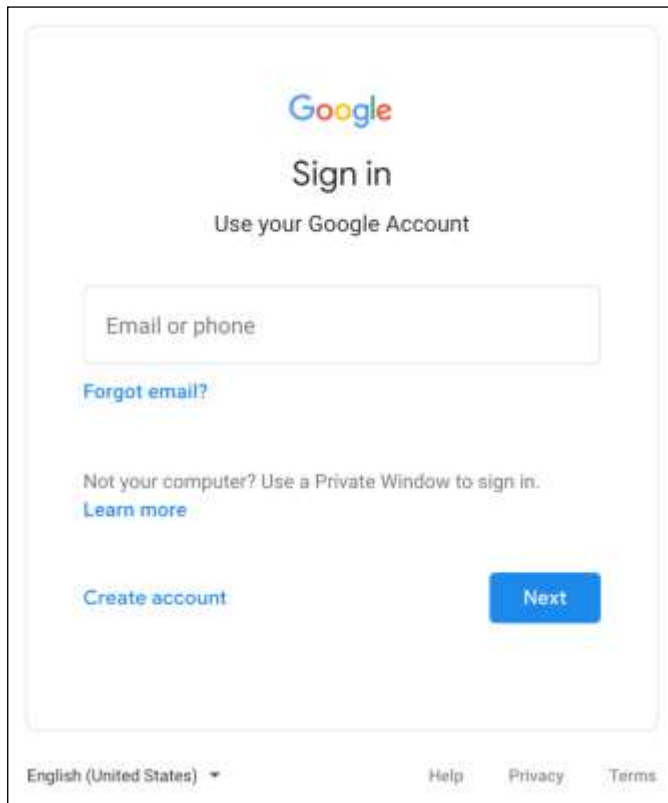
## 1. DOCUMENT CONTROL

### 1.5 Change Record

Date	Author	Version	Change Reference:
03 January 2024	Mark Jason D. Ellazar	1.0	Initial

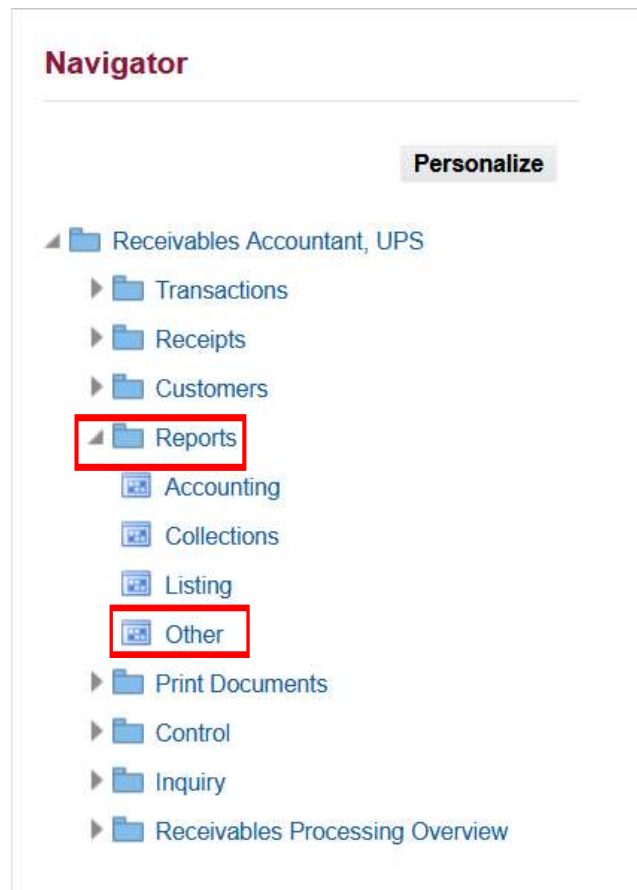
### 1.6 Description

<b>Process ID</b>	h
<b>Process Name</b>	Create Accounting for Account Receivables
<b>Functional Domain</b>	Accounts Receivables Module
<b>Responsibility</b>	Receivables Accountant
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To transfer the final journal entries in the current batch run to General Ledger</li> <li>To be able to generate trial balance reports</li> </ul>
<b>Data Requirement</b>	Accounting Period
<b>Dependencies</b>	Run remittances prior to running create accounting
<b>Scenario</b>	An Accounting Officer will run Create Accounting Program to post the entries of Accounts Receivables subledger to the General Ledger.

A screenshot of the Google Sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Under the input field is a link "Forgot email?". Further down is the text "Not your computer? Use a Private Window to sign in." with a link "Learn more" below it. At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the interface, there is a language selector "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

**Step 2.** Log-in your UP Mail credentials (e.g. ***username*** and ***password***)

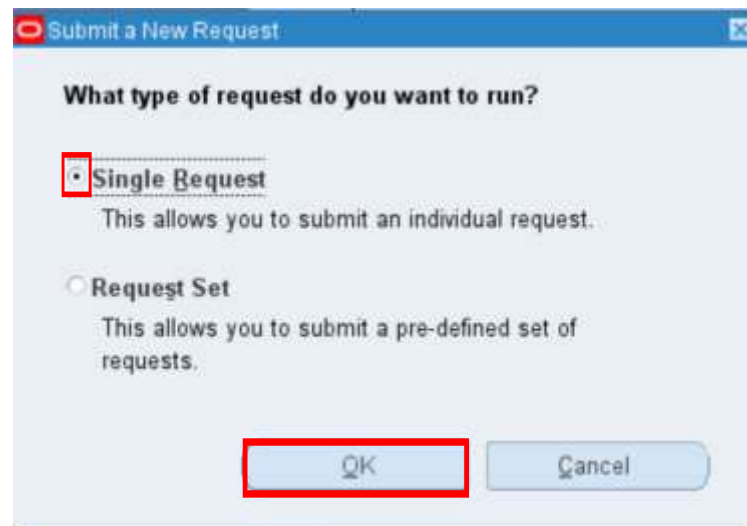


**Step 3.** On the **UIS Home Page**, navigate to **Receivables Accountant, <CU> > Reports > Other**.





**Step 4.** Java application will launch with **Security Warning**, Tick the Checkbox and click **Run**.



**Step 5.** On the **Submit a New Request**, tick **Single Request** then click **OK**.

**Submit Request**

Run this Request

Name Create Accounting ...

Operating Unit

Parameters

Language American English

Language Settings Debug Options

At these Times

Schedule Description As Soon as Possible Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout Create Accounting Program Report Options

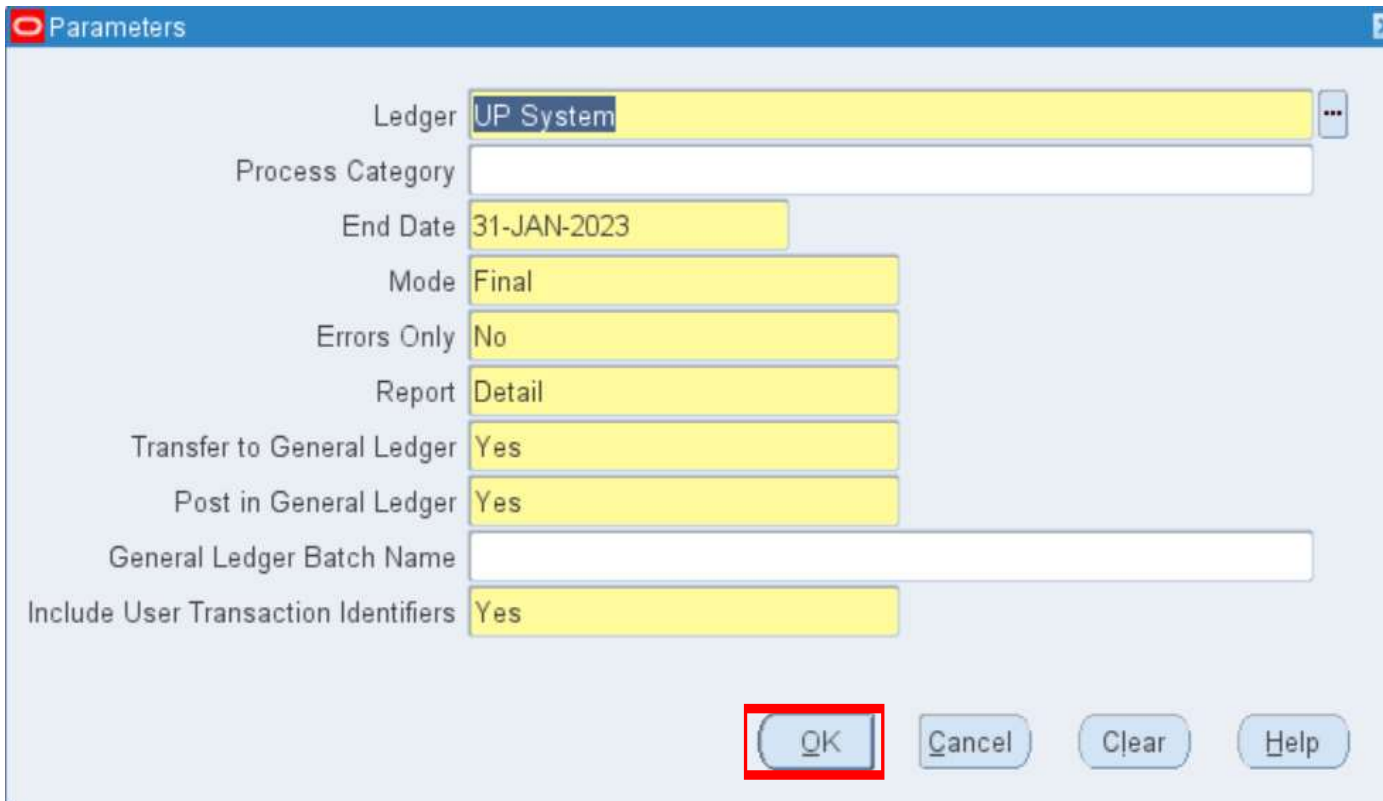
Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

**Step 6.** On the **Name** Field, click the **ellipsis (...)** and search for **Create Accounting**.

You may also type **Create%** then press **Tab** on the keyboard. Select **Create Accounting** from the list of values.



The image shows a 'Parameters' dialog box with the following fields and values:

Field	Value
Ledger	UP System
Process Category	
End Date	31-JAN-2023
Mode	Final
Errors Only	No
Report	Detail
Transfer to General Ledger	Yes
Post in General Ledger	Yes
General Ledger Batch Name	
Include User Transaction Identifiers	Yes

At the bottom of the dialog box, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'. The 'OK' button is highlighted with a red rectangle.

**Step 7.** Enter the report **Parameters**, then click **OK**.

Field Name	Description	Remarks
Ledger	Ledger name – each UP constituent university or level 1 CU will have at least one (1) ledger	Default Value: ledger assign to the responsibility used
End Date	End date of the accounting period	Date <ul style="list-style-type: none"> <li>Format: DD-MON-YYYY</li> </ul>
Mode	Create accounting mode	List of Values (LOV) <b>Draft:</b> Draft entries are not posted to General Ledger. You can review the resulting entries, update the transactions, or update the accounting rules. <b>Final:</b> Final entries are ready to be transferred to General Ledger and cannot be modified
Errors Only	Display errors only in the output page or report	Default Value: <b>No</b> - output will display all entries with and without errors Select <b>Yes</b> for output to display only entries with errors.
Report	Report type	Default Value: <b>Detail</b> – output will display transaction details Other options: <b>No Report</b> and <b>Summary</b>
Transfer to General Ledger	Option to create journal entries in GL	Default Value: <b>Yes</b> – unposted journal entries will be created in GL
Post in General Ledger	Option to directly post journal entries created in GL	Default Value: <b>Yes</b> – journal entries will be posted
General Ledger Batch Name	Accounting Officer may add the Batch Name for this Accounting Program run	Alphanumeric Optional
Include User Transaction Identifiers	Display transaction details in the output page or report	Default Value: <b>Yes</b>

**Submit Request**

Run this Request

Copy

Name: Create Accounting

Operating Unit:

Parameters: UP System::31-JAN-2023:Final:No:Detail:Yes:Yes::Yes

Language: American English

Language Settings

Debug Options

At these Times

Schedule Description: As Soon As Possible

Schedule

Upon Completion

☒ Save all Output Files ☐ Byrst Output

Layout: Create Accounting Program Report

Options

Notify:

Print to:

Delivery Opts

Help (C)

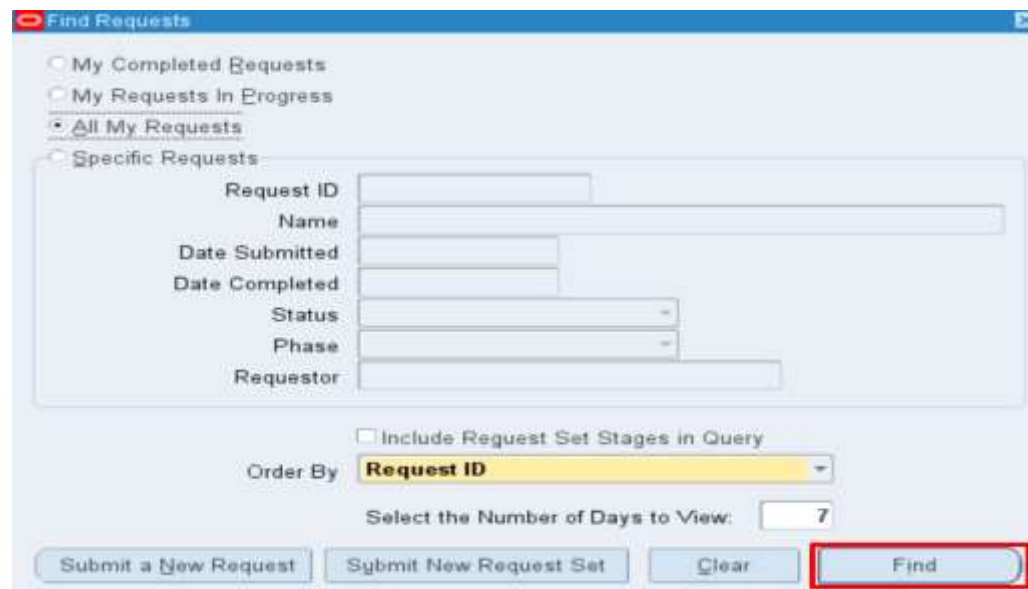
**Submit**

Cancel

Click **Submit**.



**Step 8.** Click **No**.



**Step 9.** Click **Find**.

**Requests**

**Refresh Data** Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
10609480	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, AA
10609479	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, AA
10609478	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, AA
10609477	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, AA
10609476	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, AA
10609475	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, AA
10609474	GL_JE_HEADERS (Check		Completed	Normal	APPS, GL_JE_HEADERS, AA
10609472	Journal Import		Completed	Normal	144550, -602, N, ., . N, N, Y
10609471	Accounting Program		Completed	Normal	222, 2027, 2023/01/31, F, N, 4
10609469	Create Accounting		Completed	Normal	222, 222, Y, 2027, ., 2023/01/3

Hold Request View Details Rerun Request **View Output**

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

**Step 10.** Click **Refresh Data** until the **Phase** becomes **Completed** and **Status**, **Normal**.

Click **View Output**.



**Expected Output:**

ORACLE Subledger Accounting  
UP System

**Subledger Accounting Program Report**

Report Date: 05-Jan-24

## Report Summary

Event Class	Number of Documents	Number of Events		Ledger	Journal Entries	
		Processed	In Error		Balance Type	Count
Miscellaneous Receipt	117	117	0	UP System	Actual	117

## Transfer to General Ledger Summary

Ledger	Journal Entries		
	Balance Type	Transferred	Not Transferred
UP System		117	0

## NOTE

- Please review Journal Import output files to find issue encountered by Journal Import while transferring data to General Ledger if above chart shows some rows under Not Transferred column.
- If Journal Import output files show status as 'Error' none of the transaction in the entire lot would be transferred to General Ledger.
- If Journal Import was not spawned that means that no eligible records were found which should be transferred to General Ledger.

---

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

ORACLE Subledger Accounting  
UP System

## Subledger Accounting Program Report

Report Date: 05-Jan-24

### Subledger Journal Entries

Event Class: Miscellaneous Receipt	Event Type: Miscellaneous Receipt Updated
Event Number: 2	Event Date: Jan 4, 2019
Receipt Number: 0523881	Receipt Document Number
Receipt Date: 2019-01-04T12:00:00	Receipt Method: UPS LBP GF

L Ledger UP System			L Ledger Currency PHP		Balance Type Actual	
Application Accounting Definition Multi-Fund Account Receivables Accrual			Version		GL Date Jan 4, 2019	
Balancing Method						
Journal Entry Description			Entered		Accounted	
Line	Accounting Class	Account	Currency	Debit	Credit	Credit
1	Confirmed Cash	01.101.-.10101010. ....	PHP		45,144.55	45,144.55
2	Remitted Cash	01.101.-.10102020.G024.10102020.0001.-.-	PHP	45,144.55		45,144.55
Journal Entry Total					45,144.55	45,144.55

Event Class: Miscellaneous Receipt	Event Type: Miscellaneous Receipt Updated
Event Number: 2	Event Date: Jan 4, 2019
Receipt Number: 0523882	Receipt Document Number
Receipt Date: 2019-01-04T12:00:00	Receipt Method: UPS LBP GF

L Ledger UP System			L Ledger Currency PHP		Balance Type Actual		
Application Accounting Definition Multi-Fund Account Receivables Accrual			Version		GL Date Jan 4, 2019		
Balancing Method							
Journal Entry Description							
Line	Accounting Class	Account	Entered			Accounted	
			Currency	Debit	Credit	Debit	Credit
1	Confirmed Cash	01.101.-.10101010. ....	PHP		9,347.00		9,347.00
2	Remitted Cash	01.101.-.10102020.G024.10102020.0001.-.-	PHP	9,347.00		9,347.00	
Journal Entry Total						9,347.00	9,347.00

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## **Close Receivable Period**

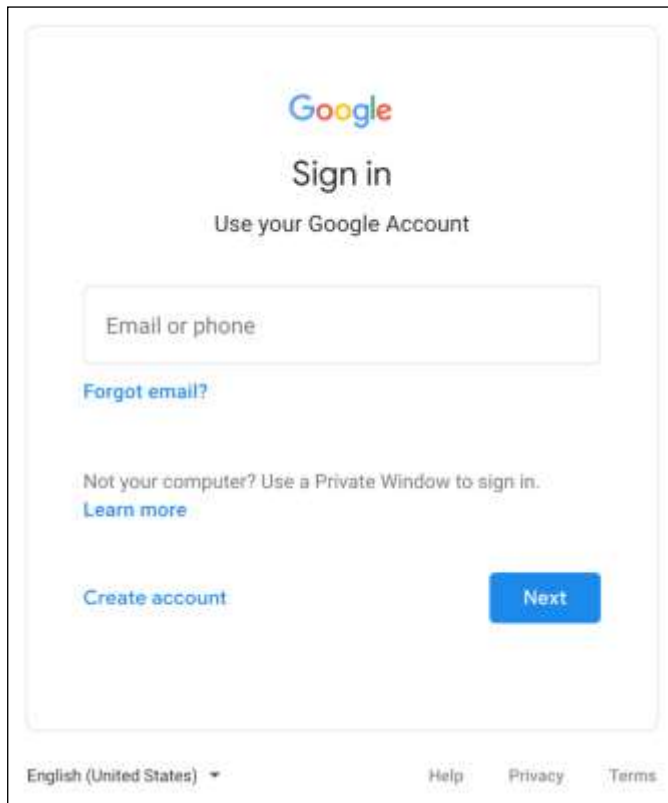
## 1. DOCUMENT CONTROL

### 1.7 Change Record

Date	Author	Version	Change Reference:
29 December 2023	Mark Jason D. Ellazar	1.0	Initial

### 1.8 Description

<b>Process ID</b>	
<b>Process Name</b>	Close Receivable Period
<b>Functional Domain</b>	Accounts Receivables Module
<b>Responsibility</b>	Receivables Accountant
<b>Purpose</b>	To close receivable period
<b>Data Requirement</b>	Receivable Period
<b>Dependencies</b>	Remitted receipts and create accounting
<b>Scenario</b>	An accountant will close the receivable period

A screenshot of the Google Sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Under the input field is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use a Private Window to sign in." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

**Step 1.** Go to [uis.up.edu.ph](https://uis.up.edu.ph)

**Step 2.** Log-in your UP Mail credentials (e.g. ***username*** and ***password***)



**Step 3.** On the **UIS Home Page**, navigate to **Receivables Accountant, <CU> > Control > Accounting > Open/Close Periods**.



**Step 4.** Java application will launch with **Security Warning**, Tick the Checkbox and click **Run**.


**Open/Close Accounting Periods**


Ledger:

Latest Open Period:

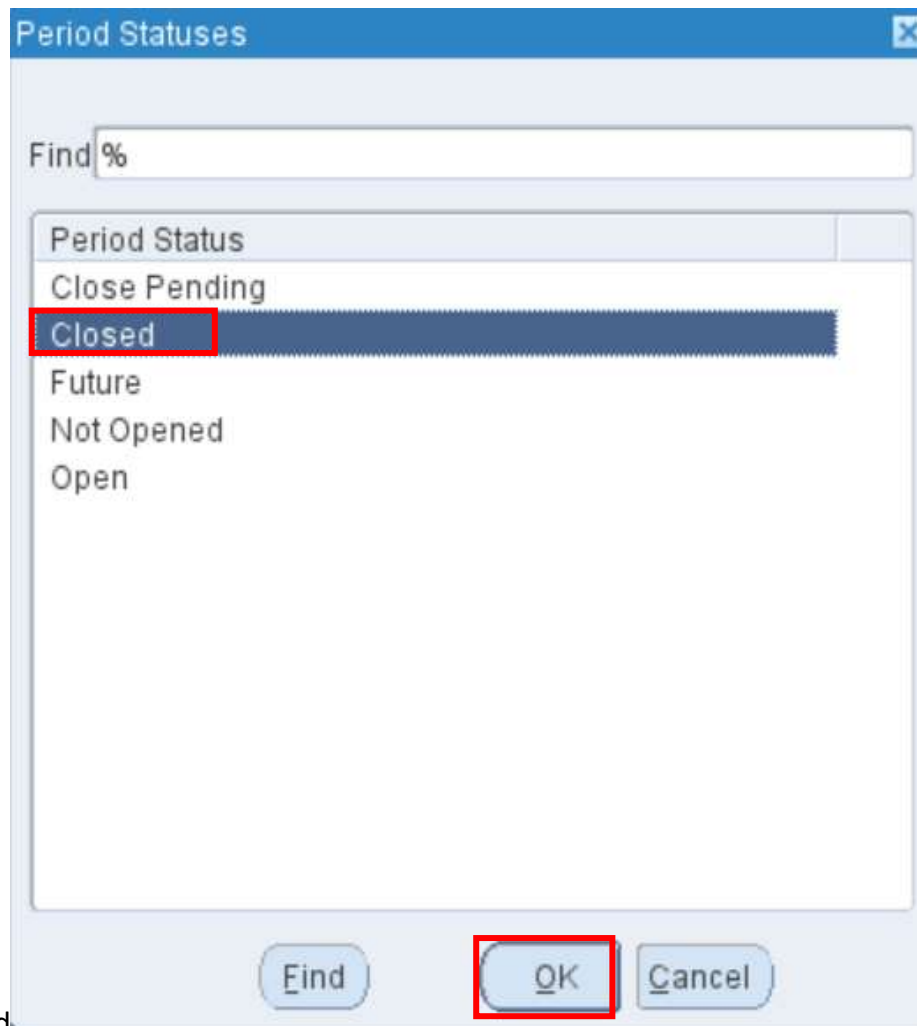
---

Accounting Periods

Status	Number	Fiscal Year	Name	Start Date	End Date	[ ]
Open	4	2019	APR-19	01-APR-2019	30-APR-2019	
Open	3	2019	MAR-19	01-MAR-2019	31-MAR-2019	
Open	2	2019	FEB-19	01-FEB-2019	28-FEB-2019	
Open 	1	2019	JAN-19	01-JAN-2019	31-JAN-2019	
Closed	12	2018	DEC-18	01-DEC-2018	31-DEC-2018	
Closed	11	2018	NOV-18	01-NOV-2018	30-NOV-2018	
Closed	10	2018	OCT-18	01-OCT-2018	31-OCT-2018	

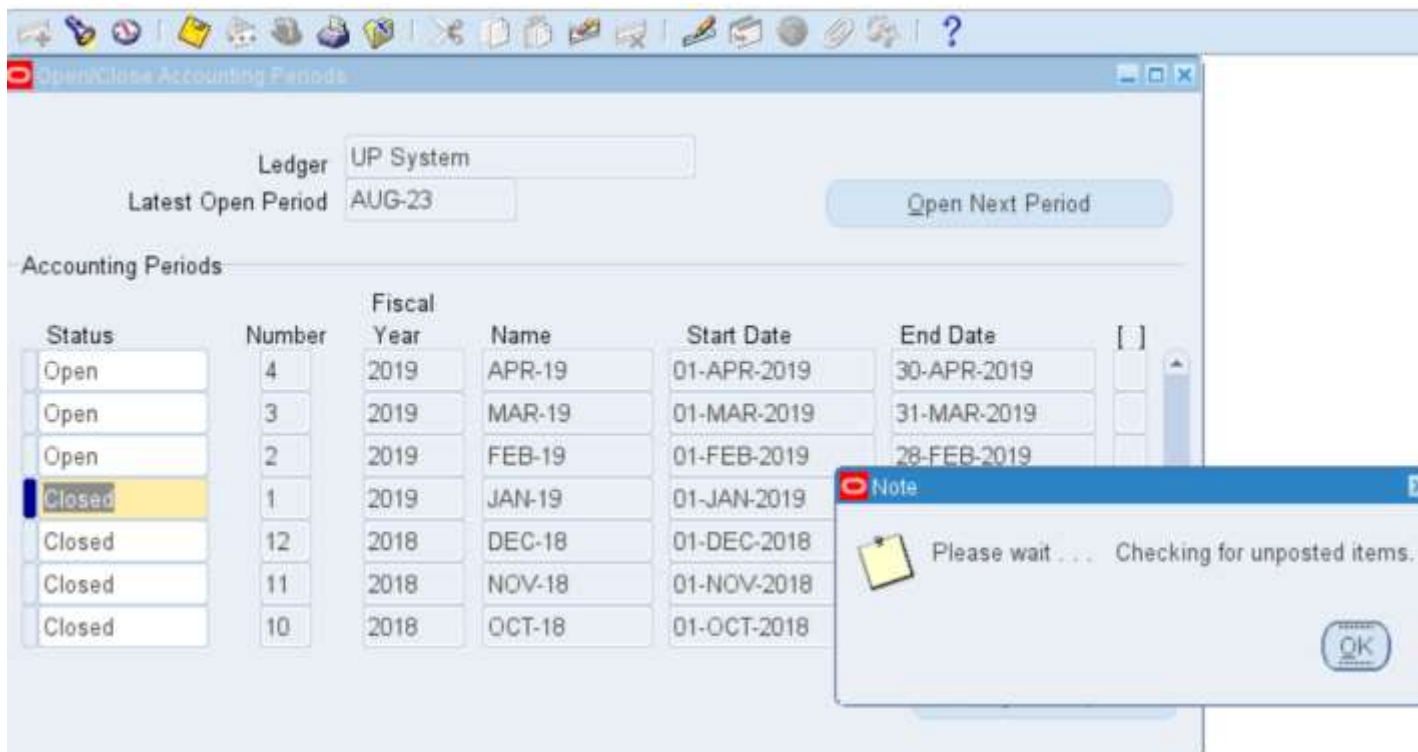
**Step 5.** Select the period to be closed by clicking **ellipsis** 






**Step 6.** Click ***Closed***.

Click ***OK***.



**Step 7.** Click the save icon  and a **Note** box will open.

Click **OK**.

**Expected Result:**

Open/Close Accounting Periods

Ledger: UP System

Latest Open Period: AUG-23

Open Next Period

Accounting Periods

Status	Number	Fiscal Year	Name	Start Date	End Date	[ ]
Open	5	2019	MAY-19	01-MAY-2019	31-MAY-2019	
Open	4	2019	APR-19	01-APR-2019	30-APR-2019	
Open	3	2019	MAR-19	01-MAR-2019	31-MAR-2019	
Open	2	2019	FEB-19	01-FEB-2019	28-FEB-2019	
Closed	1	2019	JAN-19	01-JAN-2019	31-JAN-2019	
Closed	12	2018	DEC-18	01-DEC-2018	31-DEC-2018	
Closed	11	2018	NOV-18	01-NOV-2018	30-NOV-2018	

Manage Exceptions

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