

# University of the Philippines

# **FMIS**Financial Management

Financial Management Information System User Manual



# **FMIS User Manual** *Generate of Trial Balances*

Julius Ermitanio
04 October 2018
04 October 2018
FMIS User Manual – Generation of Trial Balances
1.0



### 1. DOCUMENT CONTROL

# 1.1 Change Record

Date	Author	Version	Change Reference:
04 October 2018	Julius Ermitanio	1.0	Initial

### INTRODUCTION

This manual includes the following topics:

#### Prerequisites for Pre-Closing Trial Balance and Income Statement Close

- Sweep Accounts Payable Transactions to Next Open Period
- Create Accounting for Accounts Payables
- Run Remittance on Accounts Receivables
- Create Accounting for Accounts Receivables
- Run Depreciation
- Create Accounting for Assets
- Close Period for subledgers
  - o Accounts Payables
  - o Accounts Receivables
- Create and Post Adjusting Entries in General Ledger

#### **Generate Pre-Closing Trial Balance**

NOTE: RUN and SAVE this report BEFORE the Income Statement Close process.

#### Prerequisites for Post-Closing Trial Balance

 Run Income Statement Close
 NOTE: This should be performed only AFTER generating and SAVING the Pre-Closing Trial Balance report.

#### Generate Post Closing Trial Balance

#### Close the General Ledger Period



# Sweep Accounts Payables Transactions to Next Open Period



# **1. DOCUMENT CONTROL**

# 1.1 Change Record

Date	Author	Version	Change Reference:
21 September 2018	Julius A. Ermitanio	1.0	Initial

# **1.2 Description**

Process ID	
Process Name	Sweep Accounts Payables Transactions to Next Open Period
Functional Domain	Accounts Payables Module
Responsibility	Payables Accountant
Purpose	Use the Unposted Invoice Sweep Program to transfer all unposted invoices and payments from one accounting period to another. This program is submitted as a requirement to close a period that has unposted invoices or payments.
Data Requirement	Accounting Period
Dependencies	Open the next accounting period where the unposted Invoices and Payments will be transferred
Scenario	Accounting office staff will close an accounting period but could not proceed due to unposted invoices and payments. To proceed, Accounting Officer will sweep Accounts Payables transactions to next open period.

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*Password	LACRUZ)							
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#### Step 1. Go to uis.up.edu.ph

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

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Step 3. From UIS Home Page proceed to Main Menu and choose the Payables Accountant > Accounting> Control Payables Periods

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**Step 4.** Select the open **Accounting Period** where there are unposted invoices and payments.

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**Step 5.** In the Status, click the ellipses and select *Closed* 

then click Save

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**Step 6.** A note will appear that you cannot close the period because of the transactions in the Open period.

Click Ok.

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### Step 7. Click Exceptions.

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					date	of unaccounted	tran	nsactions to the next open period.	
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**Step 8.** A decision window will appear.

Click Sweep.

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**Step 9.** Enter the period where the transactions will be transferred.

Period format: MONTH-YEAR Example: NOV-15

Then click Submit.

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**Step 10.** A caution will appear before proceeding with the action.

Click Ok.



**Step 11.** Take note of the Request ID.

Click Ok.

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**Step 12.** To verify if the sweeping process has been completed,

Click View > Requests

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Step 13. Find Requests window will open.

Click *Find* 

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**Step 14.** Unaccounted Transactions Report (XML) request will appear on the list of submitted requests.

Click **Refresh Data** until the **Phase** is **Completed** and **Status, Normal**.

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**Step 15.** To view the list of swept transactions,

click View Output.



**Step 16.** Go to the Internet browser for the output.

#### Note:

If the Period still cannot be closed, run the *Period Close Exceptions Report (XML)* refer to user guide *Generate Period Close Exception Report (AP)*.

Check the transactions that are listed on the report. Refer to the user guide *Review on Open Transactions.pdf* 

#### **Expected Result:**

1. Open transactions will be swept to defined sweeping period.

2. The Accounts Payable Accounting Period can be closed.

3. The GL dates of the swept invoces will be updated to the swept date.

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



# Create Accounting for Accounts Payable



### 1. DOCUMENT CONTROL

# 1.1 Change Record

Date	Author	Version	Change Reference:
	iOM	1.0	Initial
04 October 2018	Julius Ermitanio	2.0	Updated the description, steps, screenshots, and format

# 1.2 Description

Process ID	
Process Name	Create Accounting for Accounts Payable
Functional Domain	Accounts Payables Module
Responsibility	Payables Accountant
Purpose	<ul> <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>
Data Requirement	Accounting Period
Dependencies	
Scenario	An Accounting Officer will run Create Accounting Program to post the entries of Accounts Payables subledger to the General Ledger.

UNIVERSITY OF THE PHILIPPINES						
"User Name "Password	(example: JRDELACRUZ) (example: Rb3A4%6c) Login Cancel					
	(cample: RE3A448c) Login Cancel					

#### Step 1. Go to uis.up.edu.ph

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

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University Information System Home Daga							
Main Menu  Personalize  Fixed Assets Accountant, UPS  Finternet Expenses Audior, UPS  Payables Accountant, UPS  View Payroll Process Results  Accounting  Accounting  Workflow  Concurrent  Requests  Accounting  Concurrent  Concurrent	Worklist From There are no notifications in this view. ✓ TIP Vacation Rules - Redirect or auto-respond to no ✓ TIP Worklist Access - Specify which users can view	Type tification: and act u	F Subject s. s.	ill List Sent ifications.			

Step 3. From UIS Home Page proceed to Main Menu and choose the Payables Accountant > Other > Requests > Run



Step 4. Select Single Request then click Ok.

He Edit Yiew Folder Tools Window Help	•	Oracle Applications - Production Instance
Submit Request     Run this Request     Copy     Name     Create Accounting     Operating Unit     Parameters   Language   American English     Language Setting     Debug Options     At these Times   Run the Job   As Soon as Possible     Schedule     Upon Completion     Vipon Completion   Vipon Subledger Accounting Program Report - Standard	e Edit Miew Folder Tool	s <u>W</u> indow <u>H</u> elp
Submit Request       Image: Create Accounting         Name       Create Accounting         Operating Unit       Image: Create Accounting         Parameters       Image: Create Accounting         Language       American English         Language       Copy         At these Times       Debug Options         Run the Job       As Soon as Possible         Upon Completion       Image: Setting Program Report - Standard         Notify       Diffies	🛊 🏷 🛈 l 🖉 🎘 🚳	🌢 🖗 i 🗶 🗊 р 💋 i 🖉 🎯 🥔 🌾 i ?
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Name Create Accounting   Operating Unit   Parameters   Language   American English     Language Setting   Debug Options     At these Times   Run the Job   As Soon as Possible     Schedule     Upon Completion   Image Setting     Image Setting		Copy
Operating Unit   Parameters   Language   American English     Language Setting     Debug Options     At these Times   Run the Job   As Soon as Possible     Schegule     Upon Completion   Image Setting     Upon Completion     Save all Output Files   Layout   Subledger Accounting Program Report - Standard     Options	Name	Create Accounting
Parameters Language American English Language Setting Debug Options At these Times Run the Job As Soon as Possible Schedule Upon Completion Upon Completion Save all Output Files Layout Subledger Accounting Program Report – Standard Options	Operating Unit	
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Run the Job       As Soon as Possible       Schedule         Upon Completion       Image: Save all Output Files       Image: Subledger Accounting Program Report – Standard         Layout       Subledger Accounting Program Report – Standard       Image: Options         Notify       Image: Options	At these Times —	
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Upon Completion  Upon Completion  Save all Output Files  Layout Subledger Accounting Program Report – Standard  Options  Diffy		
Save all Output Files     Layout Subledger Accounting Program Report – Standard     Options     Notify	Upon Completion	
Layout Subledger Accounting Program Report – Standard Options		☑ Save all Output Files
Layout     Subledger Accounting Program Report - Standard       Notify		
Notify	Layout	Subledger Accounting Program Report – Standard
Delivery Opts	Notify	Delivery Opts
Print to noprint	Print to	noprint
Help ( <u>C</u> ) (Suo <u>m</u> it Cancel	$($ Help $(\underline{C})$ $)$	Suo <u>m</u> it Cancel

**Step 5.** In the *Name* field, enter: *Create Accounting*, and then press the **TAB** button on your keyboard.

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0	O Submit Request						× I ×
	Run this Request						
	Parameters						×
	Ledger	UP System					
	Process Category						
	End Date	31-JAN-20	17		_		
	Mode	Final					
	Errors Only	No					
	Report	Detail					
	Transfer to General Ledger	Yes					
Н	Post in General Ledger	Yes					
L H	General Ledger Batch Name						
n	Include User Transaction Identifiers	Yes					
				<u>0</u> K	<u>C</u> ancel	(Clear)	( <u>H</u> elp
	L						
	$Help(\underline{C})$			Sub <u>m</u> it		Ca <u>n</u> cel	
]							

**Step 6.** Enter the parameters then click *Ok*.

Set the *Mode* to *Draft*, should you prefer to verify entries first before posting to GL.

Please refer to the next page for description of the parameters.

Field Name	Description	Remarks
Ledger	Ledger named after the Constituent	Default Value depending on
	University or Level 1 Unit	the Unit
End Date	End date of the accounting period	Date
		Format: DAY-MONTH-YEAR
Mode	<ul> <li>Draft: Draft entries are not posted to General Ledger. You can review the resulting entries, update the transactions, or update the accounting rules.</li> <li>Final: Final entries are ready to be transferred to General Ledger and cannot be modified</li> </ul>	List of Values (LOV)
Errors Only	No	Default Value
Report	Detail	Default Value
Transfer to General Ledger	Yes	Default Value
Post in General Ledger	Yes	Default Value
General Ledger Batch	Accounting Officer may add the Batch	Alphanumeric
Name	Name for this Accounting Program run	Optional
Include User Transaction Identifiers	Yes	Select Yes

#### Parameters of Create Accounting:

		Ora	cle Applications - Production Instance
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C	Submit Request		
	Run this Request		]
			Сору
	Name	Create Accounting	
	Operating Unit		
	Parameters	UP System::31–JAN–2017:Final:No:Detail:Yes:Yes::No	
	Language	American English	
		Language Settirg.	Debug Options
	At these Times		
	Run the Job	As Soon as Possible	Sche <u>d</u> ule
	Upon Completion		
		🗹 Save all Output Files	
	Layout	Subledger Accounting Program Report – Standard	Options
	Notify		
	Print to	noprint	Delivery Opts
	Help ( <u>C</u> )	Submit	Cancel

### Step 7. Click Submit



**Step 8.** A decision window will appear to submit another request. Click *No* 

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<mark>O</mark> Requ	iests -	Find Requests				
	Re	O My Completed Requests				
Rea	uest l	O My Requests In Progress				
		• All My Requests				
		○ <u>S</u> pecific Requests				
		Request ID				
		Name				
		Date Submitted				
		Date Completed				
		Status		-		
		Phase		-		
		Requestor				
			🗆 Include Reguest Se	t Stages in Query		
1	La	Order By	Request ID		-	
	ПQ	<pre></pre>	elect the Number of F	avs to View:	7	
	Con	J		ays to view.		
	Can	Submit a <u>N</u> ew Requ	est	<u>C</u> lear	Find	
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**Step 9.** User will go back to the *Find Requests* window.

Click *Find*.

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Edit ⊻iew	Folder <u>T</u> ools <u>W</u> indow	Help			
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Requests					
<u>R</u> efr	esh Data	Find Reque	sts	S	ub <u>m</u> it a New Request
Request ID		Parent			
	Name		Phase	Status	Parameters
4905830	Accounting Program		Completed	Normal	222, 2027, 2016/07/31, F, I 📤
4905829	Create Accounting		Completed	Normal	222, 222, Y, 2027, , 2016/0
4904548	Unaccounted Transa	ctior	Completed	Normal	1000, 2029, 2029, , , DEC-1
4904543	Unaccounted Transa	ctior	Completed	Normal	1000, 2029, 2029, , , NOV-:
4904542	Unaccounted Transa	ctior	Completed	Normal	1000, 2029, 2029, , , OCT-1
4904541	Unaccounted Transa	ctior	Completed	Normal	1000, 2029, 2029, , , SEP-1
4904540	Unaccounted Transa	ctior	Completed	Normal	1000, 2029, 2029, , , AUG-1
4904539	Unaccounted Transa	ctior	Completed	Normal	1000, 2029, 2029, , , JUL-16
4904538	Unaccounted Transa	ctior	Completed	Normal	1000, 2029, 2029, , , JUN-1
4904537	Unaccounted Transa	ctior	Completed	Normal	1000, 2029, 2029, , , MAY-:
Hold	l Request	View Detail	<u>\$</u>		View Output
Cance	el Request	Diagnosti	cs		View Log

**Step 10.** On *Requests* window, program requests will run: *Create Accounting* and *Accounting Program*.

Monitor Phase-Status of the submitted program requests.

Click **Refresh Data** until the **Phase** is **Completed** and **Status, Normal**.

Oracle Applications - Production Instance					
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Requests					
Refresh Data         Find Requests         Submit a New Request					
Request ID		Pa	rent		
	Name		Phase	Status	Parameters
4905830	Accounting Prog	ram	Completed	Normal	222, 2027, 2016/07/31, F, t 📤
4905829	Create Accounti	ng	Completed	Normal	222, 222, Y, 2027, , 2016/0
4904548	Unaccounted Tra	ansactior	Completed	Normal	1000, 2029, 2029, , , DEC-1
4904543	Unaccounted Tra	ansaction	Completed	Normal	1000, 2029, 2029, , , NOV-1
4904542	Unaccounted Tra	ansaction	Completed	Normal	1000, 2029, 2029, , , OCT-1
4904541	Unaccounted Tra	ansaction	Completed	Normal	1000, 2029, 2029, , , SEP-1
4904540	Unaccounted Tra	ansaction	Completed	Normal	1000, 2029, 2029, , , AUG-1
4904539	Unaccounted Tra	ansaction	Completed	Normal	1000, 2029, 2029, , , JUL-16
4904538	Unaccounted Tra	ansaction	Completed	Normal	1000, 2029, 2029, , , JUN-1
4904537	Unaccounted Tra	ansactior	Completed	Normal	1000, 2029, 2029, , , MAY-1 🗸
Hold	l Request	Viev	v Detail <u>s</u>		View Output
Cancel Request Diagnostics View Log					

# Step 11. Once the *Phas*e is Completed and *Status, Normal*.

the accounting officer may view the journal entries posted.

Click on the *Create Accounting* request then click *View Output*.

Opening Create_Accounting_180415.rtf	×
You have chosen to open:	
Create_Accounting_180415.rtf	
which is: Rich Text Format (51.6 KB)	
from: http://gotoprodclone2.up.edu.ph	
What should Firefox do with this file?	
Open with Microsoft Word (default)	
○ <u>S</u> ave File	
Do this <u>a</u> utomatically for files like this from now on.	
OK Cancel	

**Step 12.** Internet browser will open and report is ready for download.

Click Ok.

#### Sample Generate Report

UP D	iliman	edger Account	ting Sub	ledger Ac	counting	) Program F	eport Report	t Date Apr 18, 2019 Page 1 of 2	5	
	Trans F Genera	Applicat Process Categ End D Accounting MC Report Le Errors O offer to General Led 'ost in General Led al Ledger Batch Na	ion Payables ory ate Feb 28, 20' de Draft vel Detail nly No ger ger me	14						
					Report Summ	ary				
			Number of	Number o	fEvents			Journ	al Entries	
Event	Class		Documents	Processed	In Error	Ledger		Balance Type	_	Count
Payme	nts		1			UP Diliman		Actual	-	
				Sub	ledger Journal	I Entries				
		Event Class	Invoices				Event Type	Invoice Validated		
		Event Number	1				Event Date	Feb 5, 2014		
A	pplication Accou Journal En	Ledger UP nting Definition En-	Diliman cumbrance Acc	rual		Ledger Currency	PHP			
	Accounting	Nai	oice Validated , ne: UPD_DV , In	Invoice Numbe voice Voucher	r: 30 , Date: 0 Number: 30 ,	Version 5-FEB-14, Docum Invoice Descripti Entered	ent Sequence Categ on: Supplies	Balance Type Actu GL Date Feb Jory: STD INV, Doci	al 5, 2014 ument Seq unted	uence
Line	Accounting Class	Account	oice Validated , me: UPD_DV , In	Invoice Numbe voice Voucher	r: 30 , Date: 0 Number: 30 , Currency	Version 5-FEB-14, Docum Invoice Descripti Entered Debit	ent Sequence Categon: Supplies Credit	Balance Type Actu GL Date Feb gory: STD INV , Doci Accou Debit	al 5, 2014 ument Seq inted	uence
Line 1	Accounting Class Item Expense	Account 02.10150203	oice Validated , me: UPD_DV , In	Invoice Numbe voice Voucher	r: 30 , Date: 0 Number: 30 , Currency PHP	Version 5-FEB-14, Docum Invoice Descripti Entered Debit 8,200.00	nent Sequence Categon: Supplies Credit	Balance Type Actu GL Date Feb : gory: STD INV , Doci Accou Debit 8,200.00	al 5, 2014 ument Seq inted	uence Credit
Line 1 2	Accounting Class Item Expense Liability	Account 02.101502031 02.101201011	oice Validated , me: UPD_DV , In 010	Invoice Numbe nvoice Voucher	r: 30 , Date: 0 Number: 30 , Currency PHP PHP	Version 5-FEB-14 , Docum Invoice Descripti Entered Debit 8,200.00	ent Sequence Categon: Supplies Credit	Balance Type Actu GL Date Feb gory: STD INV, Doct Accou Debit 8,200.00	al 5, 2014 ument Seq inted	uence Credit 8,200.00
Line 1 2	Accounting Class Item Expense Liability	Account 02.10150203 02.101201011 02.101201011	oice Validated , me: UPD_DV , In 010 010 Payments 1	Invoice Numbe	r: 30 , Date: 0 Number: 30 , Currency PHP PHP	Version 5-FEB-14, Docum Invoice Descripti Entered Debit 8,200.00	ent Sequence Categon: Supplies Credit 8,200 00 Journal Entry Total	Balance Type Actu GL Date Feb I Jory: STD INV, Docr Accoo Debit 8,200.00 8,200.00 Payment Created Feb 6, 2014	al 5, 2014 ument Seq inted	UUENCE Credit 8,200.00 8,200.00
Line 1 2	Accounting Class Item Expense Liability	Account 02.10150203 02.101201011 02.101201011	oice Validated , me: UPD_DV , In 010 010 Payments 1	Invoice Numbe	r: 30 , Date: 0 Number: 30 , Currency PHP PHP	Version 5-FEB-14, Docum Invoice Descripti Entered Debit 8,200.00	ent Sequence Categ on: Supplies Credit 8,200.00 Journal Entry Total Event Type Event Type	Balance Type Actu GL Date Feb Jory: STD INV, Doct Accor Debit 8,200.00 8,200.00 Payment Created Feb 6, 2014	al 5, 2014 ument Seq inted	Uuence Credit 8,200.00 8,200.00
Line 1 2 A	Accounting Class Item Expense Liability	Account 02.10150203 02.10150203 02.10120101 Event Class Event Number Ledger UP Iting Definition En try Description Pag	oice Validated , me: UPD_DV , In 010	Invoice Numbe avoice Voucher	r: 30 , Date: 0 Number: 30 , Currency PHP PHP PHP	Version Invoice Descripti Entered Debit 8,200.00 Ledger Currency Version ent Date: 06-FEB	ent Sequence Cate on: Supplies Credit 8,200.00 Journal Entry Total Event Type Event Date PHP 14 , Bank Name: UP	Balance Type Actu GL Date Feb- jory: STD INV, Doct Debit 3,200.00 8,200.00 Payment Created Feb 6, 2014 Balance Type Actu GL Date Feb D COE Account, Pa	al 5, 2014 Innted al 3, 2014 Yment Cu	Credit 8,200.00 8,200.00
Line 1 2	Accounting Class Item Expense Liability pplication Accound Journal En	Net Account 02.10150203 02.10120101 Event Class Event Number Intry Description Pay Co	oice Validated , me: UPD_DV , In 010 010 Payments 1 Diliman. cumbrance Acc. ment Created , de PHP	Invoice Numbe voice Voucher rual Payment Numb	r: 30 , Date: 0 Number: 30 , Currency PHP PHP	Version Invoice Descripti Entered Debit 3,200.00 Ledger Currency Version version Entered	PHP ent Sequence Categon: Supplies Credit 8,200.00 Journal Entry Total Event Type Event Date PHP 14 , Bank Name: UP	Balance Type Actu GL Date Feb- jory: STD INV, Doc: Accou Debit 8,200.00 8,200.00 8,200.00 8,200.00 8,200.00 8,200.00 8,200.00 Balance Type Actu GL Date Feb- D COE Account, Pa	al 5, 2014 iment Seq inted al al 3, 2014 yment Cu inted	Credit 8,200.00 8,200.00
Line 1 2 A Line	Accounting Class Item Expense Liability pplication Accound Journal En Accounting Class	Account 02.10150203 02.10150203 02.10120101 Event Class Event Number Ledger UP Ledger UP Inting Definition En try Description Pay Co	oice Validated , me: UPD_DV, In 010 010 Payments 1 Diliman. cumbrance Acc: ment Created , de PHP	Invoice Numbe voice Voucher	currency Currency PHP PHP PHP Currency Currency Currency Currency Currency Currency	Version S-FEB-14, Docum Invoice Descripti Entered Debit 8,200.00 Ledger Currency Version ent Date: 06-FEB Entered Debit	PHP 14, Bank Name: UP	Balance Type Actu GL Date Feb- jory: STD INV, Doci Debit 8,200.00 8,200.00 8,200.00 Balance Type Actu GL Date Feb D COE Account, Pa Accou	al 5, 2014 Innent Seq Innted al 3, 2014 S, 2014 Innted	rrency
Line 1 2 A Line 1	Accounting Class Item Expense Liability pplication Accound Journal En Accounting Class Cash	Net           Account           02.10150203           02.10120101           Event Class           Event Number           Ledger UP           Intry Definition Entry           try Description Pay           Account           02.10110102           02.10110102	Payments Payments 1 Diliman Cumbrance Accomment Created , de PHP Diso 0205	Invoice Numbe voice Voucher rual Payment Numb	r: 30 , Date: 0 Number: 30 , Currency PHP PHP PHP PHP Currency Currency PHP	Version SFEB-14, Docum Invoice Description Entered Debit 8,200.00 Ledger Currency Version Version Entered Debit	PHP Credit 8,200 00 Credit 8,200 00 Journal Entry Total Event Type Event Date PHP 14, Bank Name: UP Credit 8,200 00	Balance Type Actu GL Date Feb- jory: STD INV, Doci Accou Debit 8,200.00 8,200.00 Balance Type Actu GL Date Feb- D COE Account, Pa Accou Debit	al 5, 2014 ument Seq inted al al s, 2014 yment Cu inted	rrency Credit 8,200.00 8,200.00 rrency Credit 8,200.00
Line 1 2 A Line 1 2	Accounting Class Ifem Expense Liability pplication Accound Journal En Accounting Class Cash Liability	New           Account           02.10150203           02.10120101           Event Class           Event Number           Ledger UP           nting Definition En           Count           02.10110102           02.10120101	oice Validated , me: UPD_DV, In 010 010 Payments 1 Diliman cumbrance Acci ment Created , de PHP 030 0205 010	Invoice Numbe Invoice Voucher	r: 30 , Date: 0 Number: 30 , Currency PHP PHP PHP Currency PHP PHP PHP	Version S-FEB-14, Docum Invoice Descripti Entered Debit 3,200.00 Ledger Currency Version ent Date: 06-FEB Entered Debit 8,200.00	PHP Credit 8,200.00 Journal Entry Total PHP 14, Bank Name: UP Credit 8,200.00 Lournal Entry Total	Balance Type Actu GL Date Feb- Jory: STD INV, Doci Debit 8,200.00 8,200.00 8,200.00 Payment Created Feb 6, 2014 Balance Type Actu GL Date Feb D COE Account, PA Accou Debit 8,200.00 8,200.00	al 5, 2014 Jument Seq Inted al 3, 2014 S, 2014 Jument Cu Inted	rrency Credit 8,200.00 8,200.00 rrency Credit 8,200.00

The Subledger Accounting Program Report may be viewed.

#### Note:

As a prerequisite to generate the Pre-Closing Trial Balance report, user must run the create accounting with the parameters *Mode* set to *Final* accounting and *Post in General Ledger* set to **Yes**.

#### **Expected Result:**

Create Accounting Program has been submitted.

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



# Run Remittance on Accounts Receivables



## 1. DOCUMENT CONTROL

# 1.1 Change Record

Date	Author	Version	Change Reference:
17 August 2015	Paul Jason Perez	1.0	Initial
04 October 2018	Julius Ermitanio	2.0	Updated the description, steps, screenshots, and format

# 1.2 Description

Process ID	
Process Name	Run Remittance on Accounts Receivables
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Accountant
Purpose	Remit receipts to bank account
Data Requirement	Receipt Number
	Deposit Slip
Dependencies	Report of Collections and Deposit has been submitted to the
	Accounting Office complete with Official Receipt duplicates and
	Deposit Slip
Scenario	Accounting office staff will run the remittance based on the Report of
	Collections and Deposits submitted by the Cash office.

UNIVERSITY OF THE PHI	UNIVERSITY OF THE PHILIPPINES				
*User	Name (example: JRDELACRUZ)				
Pass	(example: Rb3A4%&c) Login Cancel				

Step 1. Go to uis.up.edu.ph

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

UNIVERSITY OF THE PHILIPPINES					
			Favorites	-	Logout Preferences Help Personalize Page
iversity Information System Home Page					
Main Menu	Worklist				
	workiist				
Personalize				Full List	
Receivables Accountant, UPS	From	Туре	Subject	Sent	
🛨 🛄 <u>Transactions</u>	There are no notifications	in this view.			
E Receipts	TIP Vacation Rules - Re	direct or auto-respond to notification	15.	otifications	
Batches	WORKIST Access - 5	pecity which users can view and act	upon your n	ouncations.	
Batches Summary					
Receipts					
Receipts Summary					
Remittances Summary					
Schedule Automatic Receipts					
and Remittances					
<u>Customers</u>					
Reports					

Step 3. From UIS Home Page proceed to Main Menu and choose the Receivables Accountant > Receipts > Remittances

Doc Ref: FMIS Us	ser Manual - G	Generation of	Trial Balances
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Remittances (UP System)	
Batch Type Remittance	<b></b>
Batch Number	Currency PHP
Dates	
Batch 20-MAY-2015	Remittance Method Standard
GL 20-MAY-2015	Receipt Class
	Receipt Method
	Operating Unit UP System
	Media Reference
Remittance	
Bank	
Branch	Currency
Account Number	Count
Deposit Number	Amount
Comments	
Process Status	
Request ID	[ ]
Auto Create	(Ma <u>n</u> ual Create

The **Remittances** window will open.
Remittances	<b>Parameter:</b>
-------------	-------------------

**Step 4.** Enter the Remittances parameters.

Field Name	Description	Remarks
Batch Type	'Remittance'	Default Value
Currency	'PHP'	Default Value
Dates: Batch	Date of the Remittance Batch	Date
		Format: Day-Month-Year
		Example: 20-SEP-2018
Dates: GL	GL date of the Remittance	Date
		Format: Day-Month-Year
		Example: 20-SEP-2018
Remittance Method	'Standard'	Default Value
Remittance:	Bank Account where collections were	Select from list of Values
Bank,	deposited	
Branch, and		
Account Number		
Comment	Any additional remarks	Optional

Remittances (UP System)			
Batch Type Remittance	<b>•</b>		
Batch Number		Currency	PHP
Dates			
Batch 20-MAY-20	D15	Remittance Method	Standard 👻
GL 20-MAY-20	D15	Receipt Class	
		Receipt Method	
		Operating Unit	UP System
		Media Reference	
Remittance			
Bank	Land Bank of the Philippines		
Branch	Katipunan	Currency	PHP
Account Number	LBP-CA No. 1462-1013-00	Count	
Deposit Number		Amount	
Comments			
Process Status			
Request ID		[ ]]	
(Auto Create )			(Ma <u>n</u> ual Create

Step 5. After filling-out the form,

click Auto Create.

Create Remittance Batch (UF	System : PHP) - [New]		
C Dates			
Matu	ty		
Rece	pt		
Receipt Numb	rs cdg00111	- cdg00113	
Document Numb	rs	•	
Remittance Tot	ls	] - []	
Customers			
Numb	rs	-	
Nam	es	-	
Locatio	15	-	
- Action	S		
⊻ <u>C</u> r	ate		
✓ Apple	prove		
<b>▼</b> Fg	mat		
		O <u>K</u> Ca <u>n</u> cel	

**Step 6.** The Create Remittance Batch window will open.

Type the receipt series on the *Receipt Numbers* field.

Check the tickboxes on the Actions region: *Create*, *Approve*, and *Format* 

Then click Ok.



Forms	×
•	FRM-40400: Transaction complete: 1 records applied and saved.
×.	

**Step 7.** A Decision window will appear before proceeding with the action.

Click Ok.

**Step 8.** A notification will be shown once the transaction has been completed.

Click Ok.

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S Ne Fi	ind	.ccountant, UPS		
F Fi	ind All Juery By Example 🕨	ts Processes		]
N.R	tecor <u>d</u> •	ıtches		
I	ranslations ttachments		Top Ten List 1. Open/Clos	se Acccunting Periods
SI E	ummary/Detail (equests	mary	2. Transactio 3. Receipt	ins.
	Receipts Sun Remittances	nmary		

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Eile	Edit	⊻iew	Folder	Tool	s <u>W</u> indov	v <u>H</u> elp										
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U					Requ	uest ID										
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5		Ho				:	Select the Numbe	er of Days	o View:		7					
		<u>C</u> an		Sub	omit a Ne	ew Kequ	iest		Clear			Find	$\square$			
		0								_						J

**Step 9.** To verify if the auto remittance program has been completed,

on the *Menu*, click *View*> *Requests*.

**Step 10.** User will go back to the **Find Requests** window.

Click *Find*.

Refr	esh Data	Find Requests		(:	Sub <u>m</u> it a New Request
Request ID		Parent			
	Name		Phase	Status	Parameters
1378096	Automatic Receipts/Remitt		Completed	Normal	P_PROCESS_TYPE=REMIT,
1378094	Automatic Remittances Cre		Completed	Normal	REMIT, , , Y, Y, Y, 13009, N,
1377614	UP Diliman Official Receipt		Completed	Normal	рур001
1376087	UP Diliman Official Receipt		Completed	Normal	test123
1376060	UP Report of Collection and		Completed	Normal	102, 2015/05/19 00:00:00, , 14
1376047	UP Report of Collection and		Completed	Normal	102, 2015/05/19 00:00:00, , 14
1375916	UP Diliman Official Receipt		Completed	Normal	pvp001
1371579	UP Los Banos Official Rec		Completed	Normal	KEN008
1371573	UP Los Banos Official Rec		Completed	Normal	KEN008
1371518	UP Diliman Official Receipt		Completed	Normal	0236
Hold	Request	View Detail <u>s</u>			View Output
Cance	el Request	Diagnostics			View Loa

**Step 11.** The *Requests* window will open and will show all the submitted requests.

This request will submit Automatic Remittances Creation Program (API) and Automatic Receipts/Remittances Execution Report.

Monitor Phase-Status of the submitted program requests.

Click *Refresh Data* until the *Phase* is **Completed** and *Status, Normal*.

eipts Window ecceipts (UP System : PHP)					Step 12. To verify if the receip are remitted,
Receipt Receipt Method Receipt Number Receipt Amount Receipt Type State	PHP Miscellaneous	Receipt Date GL Date Maturity Date Functional Amount	20-MAY-2015 20-MAY-2015 20-MAY-2015	Reference     Type       Number	Navigate to <i>Receivables</i> <i>Accountant</i> > <i>Receipts</i> > <i>Receipts</i> .
fain More Paid By Name				Customer Bank	
Purpose Activity				Name Account	
Distribution Set Tax Code Tax Account		Tax Amount Tax Rate %		Remittance Bank	
Description				Account	
Reference Postmark Date			Comment	5	
<u>C</u> onfirm 1	Reverse 1	Receipt History		arch and Apply Distributions	

• • •		Ora	cle Applications - Pro	duction Instance						
Eile Edit View Folder Tools A	Actions <u>W</u> indow <u>H</u> elp									
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Receipts (UP System : PHP)					💷 🖬 🛛					
Receipt Receipt Method Receipt Number Receipt Amount Receipt Type State	PHP Miscellaneous	Receipt Date GL Date Maturity Date Functional Amount	23-SEP-2018 23-SEP-2018 23-SEP-2018	Reference Type Number Customer Name Customer Num Location Ta×payer ID						



Operating Unit				1	
Receipt Numbers	cdg00111	- cdg0	00111	•	
Receipt Dates		-			
GL Dates				Remittance	
Postmark Dates		[		Bank	
Maturity Dates		[		Branch	
Document Numbers				Account	
Amounts		[		Batch	
Currency				Method	· · · · · · · · · · · · · · · · · · ·
State Receipt Batch Payment Method Status Type Activity Bills Receivable At Rick		V V V		Customer I Nu Loc Taxpay Collector f	Name
				lear	New Find

**Step 14.** Enter the Receipt Numbers.

Then click Ok.

Receipts (UP System : PHP)					<b>= =</b> 2
Receipt				Reference	
Receipt Metho	d UPS - LBP - RF	Receipt Date	09-DEC-2014	Type	
Receipt Numb	er cdg00111	GL Date	09-DEC-2014	Customer Name	
Receipt Amour	t PHP 100.00	Maturity Date		Customer Num	
Receipt Typ	e Miscellaneous 👻	Functional Amount	100.00	Location	
Stat	te Remitted		[ ¥e]	Taxpayer ID	
Main More					
Paid By Name	Mr. Ocampo			Customer Bank	
Purpose				Name	
Activity	UP Press - Sale of books			Account	
Distribution Set		Tax Amount			
Tax Code		Tax Rate %		Remittance Bank Name	Land Bank of the Philip
Tax Account				Branch	Katipunan
Description				Account	LBP-CA No. 1462-101
Reference			Comments	myths	
Postmark Date					
 Confirm 1	Reverse 1	Receipt History	) ( <u>S</u> ea	rch and Apply	Distributions

The **State** of the receipt should be "**Remitted**"

### **Expected Result:**

Receipts have been remitted.

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



## **Create Accounting for Accounts Receivables**



## 1. DOCUMENT CONTROL

## 1.2 Change Record

Date	Author	Version	Change Reference:
	iOM	1.0	Initial
04 October 2018	Julius Ermitanio	2.0	Updated the description, steps, screenshots, and format

## 1.3 Description

Process ID	
Process Name	Create Accounting for Accounts Receivable
Functional Domain	Accounts Receivable Module
Responsibility	Receivables Accountant
Purpose	<ul> <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>
Data Requirement	Accounting Period
Dependencies	Run remittances prior to running create accounting
Scenario	An Accounting Officer will run Create Accounting Program to post the entries of Accounts Receivables subledger to the General Ledger.

<b>UNIVERSITY OF THE PHILIP</b>	PPINES
"Hoor Name	
*Password	(ecample: IRDELACRUZ) (ecample: RbJA4488c) Login Cancel

### Step 1. Go to uis.up.edu.ph

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

UNIVERSITY	OF THE PHILIPPIN	IES				
		ę	Favorites <sup>-</sup>	•	Logout Preferences	Help Personalize Page
University Information System Home Page	Waddia					
Personalize	From	Туре	F	ull List Sent		
Transactions     Receipts     Customers	There are no notifications in this view. <b>TIP</b> <u>Vacation Rules</u> - Redirect or auto-respond to <b>TIP</b> <u>Worklist Access</u> - Specify which users can view	notification ew and act u	s. Ipon your no	tifications.		
The second						
Requests      Set      Accounting						

Step 3. From UIS Home Page proceed to Main Menu and choose the Receivables Accountant > Control > Requests > Run



Step 4. Select Single Request then click Ok.

He Edit Yiew Folder Tools Window Help	•	Oracle Applications - Production Instance
Submit Request     Run this Request     Copy     Name     Create Accounting     Operating Unit     Parameters   Language   American English     Language Setting     Debug Options     At these Times   Run the Job   As Soon as Possible     Schedule     Upon Completion     Vipon Completion     Vipon Completion     Subledger Accounting Program Report - Standard     Options     Detail	e Edit Miew Folder Tool	s <u>W</u> indow <u>H</u> elp
Submit Request       Image: Create Accounting         Name       Create Accounting         Operating Unit       Image: Create Accounting         Parameters       Image: Create Accounting         Language       American English         Language       Copy         At these Times       Debug Options         Run the Job       As Soon as Possible         Upon Completion       Image: Setting Program Report - Standard         Notify       Diffies	🛊 🏷 🛈 l 🖉 🎘 🚳	🌢 🖗 i 🗶 🗊 р 💋 i 🖉 🗐 🖉 🌾 i ?
Run this Request Copy Name Create Accounting Operating Unit Parameters Language American English Language Setting Debug Options At these Times Run the Job As Soon as Possible Upon Completion Upon Completion Save all Output Files Layout Subledger Accounting Program Report – Standard Notify	OSubmit Request	
Copy Name Create Accounting Operating Unit Parameters Language American English Language Setting Debug Options At these Times Run the Job As Soon as Possible Schedule Upon Completion Upon Completion Save all Output Files Layout Subledger Accounting Program Report – Standard Options	Run this Request	
Name Create Accounting   Operating Unit   Parameters   Language   American English     Language Setting   Debug Options     At these Times   Run the Job   As Soon as Possible     Schedule     Upon Completion   Image Setting     Image Setting		Copy
Operating Unit   Parameters   Language   American English     Language Setting     Debug Options     At these Times   Run the Job   As Soon as Possible     Schegule     Upon Completion   Image Setting     Upon Completion     Save all Output Files   Layout   Subledger Accounting Program Report - Standard     Options	Name	Create Accounting
Parameters Language American English Language Setting Debug Options At these Times Run the Job As Soon as Possible Schedule Upon Completion Upon Completion Save all Output Files Layout Subledger Accounting Program Report – Standard Options	Operating Unit	
Language American English Language Setting Debug Options At these Times Run the Job As Soon as Possible Schedule Upon Completion Upon Completion Save all Output Files Layout Subledger Accounting Program Report – Standard Options	Parameters	
Language Setting Debug Options          At these Times         Run the Job       As Soon as Possible         Upon Completion         Image: Save all Output Files         Layout       Subledger Accounting Program Report – Standard         Notify	Language	American English
Language Setting       Debug Options         At these Times       Run the Job       As Soon as Possible         Upon Completion       Schedule         Upon Completion       Save all Output Files         Layout       Subledger Accounting Program Report – Standard       Options         Notify       Debug Options	Language	
At these Times Run the Job As Soon as Possible Schedule Upon Completion Save all Output Files Layout Subledger Accounting Program Report – Standard Options		(Language Setting Debug Options
Run the Job       As Soon as Possible       Schedule         Upon Completion       Image: Save all Output Files       Image: Subledger Accounting Program Report – Standard         Layout       Subledger Accounting Program Report – Standard       Image: Options         Notify       Image: Options	At these Times —	
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Save all Output Files     Layout Subledger Accounting Program Report – Standard     Options     Notify	Upon Completion	
Layout Subledger Accounting Program Report – Standard Options		☑ Save all Output Files
Layout     Subledger Accounting Program Report - Standard       Notify		
Notify	Layout	Subledger Accounting Program Report – Standard
Delivery Opts	Notify	Delivery Opts
Print to noprint	Print to	noprint
Help ( <u>C</u> ) (Suo <u>m</u> it Cancel	$($ Help $(\underline{C})$ $)$	Suo <u>m</u> it Cancel

**Step 5.** In the *Name* field, enter *Create Accounting*, and then press *TAB* button on your keyboard.

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	OSubmit Request						× I ×
6	Run this Request						
	Parameters						×
	Ledger	UP System					
	Process Category		_				
	End Date	31-JAN-2017	·		1		
	Mode	Final					
	Errors Only	No					
	Report	Detail					
	Transfer to General Ledger	Yes					
Ĩ	Post in General Ledger	Yes					
	General Ledger Batch Name						
	Include User Transaction Identifiers	Yes					
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			(	21		Ciear	
·	Help ( <u>C</u> )			Sub <u>m</u> it		Ca <u>n</u> cel	
l l							

**Step 6.** Enter the parameters then click *Ok*.

Set the *Mode* to *Draft*, should you prefer to verify entries first before posting to GL.

Please refer to the next page for descriptions of the parameters.

Field Name	Description	Remarks
Ledger	Constituent University	Default Value depending on
		the Unit
End Date	End date of the accounting period	Date
		Format: DAY-MONTH-YEAR
Mode	<ul> <li>Draft: Draft entries are not posted to General Ledger. You can review the resulting entries, update the transactions, or update the accounting rules.</li> <li>Final: Final entries are ready to be transferred to General Ledger and cannot be modified</li> </ul>	List of Values (LOV)
Errors Only	No	Default Value
Report	Detail	Default Value
Transfer to General Ledger	Yes	Default Value
Post in General Ledger	Yes	Default Value
General Ledger Batch	Accounting Officer may add the Batch	Alphanumeric
Name	Name for this Accounting Program run	Optional
Include User Transaction Identifiers	Yes	Select Yes

## Parameters of Create Accounting:

		Ora	cle Applications - Production Instance
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C	Submit Request		
	Run this Request		]
			Сору
	Name	Create Accounting	
	Operating Unit		
	Parameters	UP System::31–JAN–2017:Final:No:Detail:Yes:Yes::No	
	Language	American English	
		Language Settirg.	Debug Options
	At these Times		
	Run the Job	As Soon as Possible	Sche <u>d</u> ule
	Upon Completion		
		🗹 Save all Output Files	
	Layout	Subledger Accounting Program Report – Standard	Options
	Notify		
	Print to	noprint	Delivery Opts
	Help ( <u>C</u> )	Submit	Cancel

## Step 7. Click Submit



**Step 8**. A decision window will appear requesting for another request. Click *No.* 

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	• All My Requests				
l'	O Specific Requests				
Î	Request ID				
Î	Name				
	Date Submitted				
	Date Completed				
	Status		-		
	Phase		~		
	Requestor				
		□Include Reguest Set S	tages in Query		
Ha	Order By	Request ID	-		
Ho	c	elect the Number of Day	rs to View: 7		
Con					
Can	Submit a <u>N</u> ew Requ	est	Clear	Find )	
l					

**Step 9.** User will go back to the *Find Requests* window.

Click *Find*.

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Edit ⊻iew	Folder <u>T</u> ools <u>W</u> indow	Help			
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Requests					- 2
<u>R</u> efr	esh Data	Find Reques	ts	S	ub <u>m</u> it a New Request
Request ID		Parent			
	Name		Phase	Status	Parameters
4905830	Accounting Program		Completed	Normal	222, 2027, 2016/07/31, F, † 📤
4905829	Create Accounting		Completed	Normal	222, 222, Y, 2027, , 2016/0
4904548	Unaccounted Transac	tior	Completed	Normal	1000, 2029, 2029, , , DEC-1
4904543	Unaccounted Transac	tior	Completed	Normal	1000, 2029, 2029, , , NOV-1
4904542	Unaccounted Transac	tior	Completed	Normal	1000, 2029, 2029, , , OCT-1
4904541	Unaccounted Transac	tior	Completed	Normal	1000, 2029, 2029, , , SEP-1
4904540	Unaccounted Transac	tior	Completed	Normal	1000, 2029, 2029, , , AUG-1
4904539	Unaccounted Transac	tior	Completed	Normal	1000, 2029, 2029, , , JUL-16
4904538	Unaccounted Transac	tior	Completed	Normal	1000, 2029, 2029, , , JUN-1
4904537	Unaccounted Transac	tior	Completed	Normal	1000, 2029, 2029, , , MAY-1
Hold	I Request	View Detail <u>s</u>			View Output
Conor	el Request	Diagnostic	s		View Log

**Step 10.** On Requests window, program requests will run: **Create Accounting**, and **Accounting Program**.

Monitor Phase-Status of the submitted program requests.

Click **Refresh Data** until the **Phase** is **Completed** and **Status, Normal**.

Edit View	Folder <u>T</u> ools <u>W</u> indow <u>H</u>	jelp			
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Requests					E 🗆 8
<u>R</u> efr	esh Data	Find Reques	sts	s	ùb <u>m</u> it a New Request
Request ID		Parent			
	Name		Phase	Status	Parameters
4905830	Accounting Program		Completed	Normal	222, 2027, 2016/07/31, F, I 📤
4905829	Create Accounting		Completed	Normal	222, 222, Y, 2027, , 2016/0
4904548	Unaccounted Transacti	or	Completed	Normal	1000, 2029, 2029, , , DEC-1
4904543	Unaccounted Transacti	or	Completed	Normal	1000, 2029, 2029, , , NOV-:
4904542	Unaccounted Transacti	or	Completed	Normal	1000, 2029, 2029, , , OCT-1
4904541	Unaccounted Transacti	or	Completed	Normal	1000, 2029, 2029, , , SEP-1
4904540	Unaccounted Transacti	or	Completed	Normal	1000, 2029, 2029, , , AUG-1
4904539	Unaccounted Transacti	or	Completed	Normal	1000, 2029, 2029, , , JUL-16
4904538	Unaccounted Transacti	or	Completed	Normal	1000, 2029, 2029, , , JUN-1
4904537	Unaccounted Transacti	or	Completed	Normal	1000, 2029, 2029, , , MAY-1 🗸
Hold	l Request	View Detail	<u>s</u>		View Output
Cancel Request			cs )	(	View Log

# Step 11. Once the *Phas*e is Completed and *Status, Normal*.

, the accounting officer may view the journal entries posted.

Click on the *Create Accounting* request then click *View Output*.

Oper	ing Create_Accounting_180415.rtf	×						
You have chosen to	open:							
Create_Accou	nting_180415.rtf							
which is: Rich	Text Format (51.6 KB)							
from: http://g	otoprodclone2.up.edu.ph							
What should Firefo	What should Firefox do with this file?							
Open with	Microsoft Word (default)							
○ <u>S</u> ave File								
🗌 Do this <u>a</u> uto	matically for files like this from now on.							
	OK Cancel							

**Step 12.** A dialog box will open and report may be saved or opened.

Click **Ok**.

### Sample Generate Report

U	P Diliman	bledger Accoun	ting Subl	edger A	ccounting	g Program F	Report Report	t Date Apr 18, 2015 Page 1 of 2	ō
1	Tra Gen	Applicat Process Categ End D Accounting Mr Report Le Errors C ansfer to General Led Post in General Led eral Ledger Batch Na	ion Receivables ory ate Feb 28, 201- bde Draft vel Detail nly No ger ger me	5					
					Report Sumn	nary			
Ev	ont Class		Number of	Number	of Events	rlodgor		Journ Balanco Typo	al Entries
Mis	cellaneous Recei	pt	2	2	2 11 2110	0UP Diliman		Actual	Count
				Sut	oledger Journal	I Entries			
		Event Class Event Number	Miscellaneous F 1	Receipt			Event Type Event Date	Miscellaneous R Feb 1, 2014	eceipt Created
A	pplication Accour Journal En	Ledger UP D ting Definition Multi - Bal try Description	iliman -Fund Account F ancing Method	Receivables	Accrual	Ledger Currency Version	r PHP 1	Balance Type Act GL Date Feb	ual 1, 2014
	Accounting					Entered		Acco	ounted
Line	Class	Account			Currency	Debit	Credit	Debit	Credit
· ·	Cash	02.1041010202	0		PHP	6,000.00		6,000.00	
2	Miscellaneous Cash	02.1641990104	0		PHP		6,000.00		6,000.00
							Journal Entry Total	6,000.00	6,000.00
		Event Class	Miscellaneous F	Receipt			Event Type	Miscellaneous R	eceipt Created
		Event Number	1				Event Date	FeD 7, 2014	
A	pplication Accour	Ledger UP D nting Definition Multi - Bala try Description	iliman -Fund Account F ancing Method	Receivables	Accrual	Ledger Currency Version	PHP 1	Balance Type Act GL Date Feb	ual 17, 2014
	Accounting	.,				Entered		Acco	ounted
Line	Class	Account	-		Currency	Debit	Credit	Debit	Credit
1	Confirmed Cash	02.1641010202	0		PHP	3,000.00		3,000.00	
2	Miscellaneous Cash	02.1641990104	0		PHP		3,000.00		3,000.00
							Journal Entry Total	3,000.00	3,000.00
1									

If you opted to open the report without saving, view the report through the Internet browser. If you saved the report, this may be opened through a document viewer.

#### Note:

As a prerequisite to generate the Pre-Closing Trial Balance report, user must run the create accounting with the parameters *Mode* set to *Final* accounting and *Post in General Ledger* set to **Yes**.

### **Expected Result:**

Create Accounting Program has been submitted.

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



# **Run Depreciation**



## 1. DOCUMENT CONTROL

## 1.1 Change Record

Date		Author	Version	Change Reference:	
	25 September 2017	Kenneth Paul Mararac	1.0	Initial	
	04 October 2018	Julius Ermitanio	2.0	Updated the description, steps, screenshots, and format	

## 1.2 Description

Process ID	
Process Name	Run Depreciation
Functional Domain	Assets Module
Responsibility	Fixed Assets Accountant
Purpose	To run a depreciation and close a period
	Serves as a prerequisite for running trial balance reports
Data Requirement	• Book
	Period
Dependencies	Book and Period are set-up
Scenario	An Accounting Officer will run Assets Depreciation

UNIVERSITY OF THE PHILIPPINES							
<sup>*</sup> User Name							
*Password	(example: JRDELACRUZ) (example: RbJA4%sc) Login Cancel						

### Step 1. Go to uis.up.edu.ph

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

UNIVERSITY OF THE PHILIPPINES								
			🕞 Favorites 🔻	Logout Help Personalize Page				
University Information System Home Page         Main Menu         Personalize            • Fixed Assets Accountant, UPS         • Inquiry         • Inquiry         • Assets         • Inquiry         • Assets         • Mass Additions         • Percention         • Percention         • Projection         • Run Depreciation         • Projection         • Operreciation         • Projection         • Operreciation         • Projection         • Operreciation         • Percention         • Percention         • Projection         • Operreciation         • Projection         • Operreciation         • Projection         • Operrice         • Projection         • Operrice         • Operrice         • Projection         • Operrice         • Opercention         • Operrice         • Opercention         • Opercention         • Operrice         • Operc	Worklist From There are no notifications in this view. ✓ TIP Vacation Rules - Redirect or auto-ree ✓ TIP Worklist Access - Specify which user	Type Subje spond to notifications. s can view and act upon you	Full List cct Sent ur notifications.					

Step 3. From UIS Home Page proceed to Main Menu and choose the Fixed Assets Accountant > Depreciation > Run Depreciation



**Step 4.** Run Depreciation window will appear.

Click on the ellipsis.

**Step 5.** Select an Asset Book then click *Ok*.





🖸 Cautio	วท		×
⚠	APP-OFA-48291: Run depreciation? the period, you cannot reopen it.	Once the p	rogram closes
			Cancel

**Step 6.** The *Period* field will be automatically filled.

Check Close Period.

Then click *Run*.

## NOTE:

Ensure that you have entered all transactions for the period before you run depreciation. Once the program closes the period, you cannot reopen it.

**Step 7.** A warning message will prompt appear.

Click Ok.





**Step 8.** A note that **Concurrent Request** has been created for this transaction will appear.

Take note of the Concurrent Request ID then click **Ok** 

**Step 9.** To view the status of the submitted request,

on the top of the *Navigator* window, click *View* then select *Requests*.

Eile Edit ⊻iew	/ Folder <u>T</u> ools <u>W</u> indow <u>H</u> elp	
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Requests	🗢 Find Requests 📃 🗖 🗙	_ 🗆 ×
Be	O My Completed <u>R</u> equests	
Request	<ul> <li>My Requests In Progress</li> <li>All My Requests</li> <li>Specific Request ID</li> <li>Name</li> <li>Date Submitted</li> <li>Date Completed</li> <li>Status</li> <li>Phase</li> <li>Requestor</li> </ul>	
Ho	□ Include Reguest Set Stages in Query Order By <b>Request ID</b> Select the Number of Days to View: <b>7</b> Submit a New Request <u>Clear</u> Find	

Step 10. On *Find Requests* window, click *Find*.

Ēile	Edit ⊻iew	Folder <u>T</u> ools <u>W</u> indow <u>H</u> elp	)								
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0	🔁 Requests 📃 🗖 🔀										
	<u>R</u> efre	sh Data F	ind Request	s	Sul	b <u>m</u> it a New Request					
	Request ID		Parent								
		Name		Phase	Status	Parameters					
	3151398	Journal Entry Reserve Led	3151390	Completed	Normal	UPD GENERAL, 2023, MAR-2 📤					
	3151395	Depreciation Run	3151390	Completed	Normal	UPD GENERAL, MAR-2014, (					
	3151393	Calculate Gains and Loss	3151390	Completed	Normal	UPD GENERAL					
Ĩ	3151390	Depreciation Run Reques		Completed	Normal	140, 622					
Ū	3151367	Journal Entry Reserve Led	3151360	Completed	Normal	UPD GENERAL, 2023, MAR-2					
Ō	3151365	Depreciation Run	3151360	Completed	Normal	UPD GENERAL, MAR-2014, C					
Ī	3151362	Calculate Gains and Loss	3151360	Completed	Normal	UPD GENERAL					
Ī	3151360	Depreciation Run Reques		Completed	Normal	140, 622					
	3151353	Journal Entry Reserve Led	3151347	Completed	Normal	UPD GENERAL, 2023, MAR-2					
	3151351	Depreciation Run	3151347	Completed	Normal	UPD GENERAL, MAR-2014, C 🚽					
(	Hold	Request	ïew Detail <u>s</u>			View Output					
Cancel Request			Diag <u>n</u> ostics		(	View Log					

**Step 11.** The concurrent request will process the transaction. The Status should be *Completed* – *Normal*.

On Requests window, system will run the following:

- Depreciation Run Request
- Calculate Gains and Losses
- Depreciation Run
- Journal Entry Reserve Ledger Report

Monitor Phase-Status of the submitted program requests.

Click **Refresh Data** until the **Phase** is **Completed** and **Status, Normal**.

Eile Edit View Folder Tools Window Help										
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🖸 Requests 📃 🗖 🛛										
Ref	resh Data	Find Reques	ts	s	ûb <u>m</u> it a New Request					
Request ID	) Name	Parent	Phase	Status	Parameters					
3151398	Journal Entry Reserve Led	3151390	Completed	Normal	UPD GENERAL, 2023, MAR-2					
3151395	Depreciation Run	3151390	Completed	Normal	UPD GENERAL, MAR-2014, (					
3151393	Calculate Gains and Loss	3151390	Completed	Normal	UPD GENERAL					
3151390	Depreciation Run Reques		Completed	Normal	140, 622					
3151367	Journal Entry Reserve Led	3151360	Completed	Normal	UPD GENERAL, 2023, MAR-2					
3151365	Depreciation Run	3151360	Completed	Normal	UPD GENERAL, MAR-2014, C					
3151362	Calculate Gains and Loss	3151360	Completed	Normal	UPD GENERAL					
3151360	Depreciation Run Reques		Completed	Normal	140, 622					
3151353	Journal Entry Reserve Led	3151347	Completed	Normal	UPD GENERAL, 2023, MAR-2					
3151351	Depreciation Run	3151347	Completed	Normal	UPD GENERAL, MAR-2014, 🔾 👻					
Hole	d Request	/iew Detail <u>s</u>			View Output					
Canc	el Request	Diag <u>n</u> ostic:	s		View Log					
4.										

Step 12. Select Journal Entry Reserve Ledger Report then click View Output.

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<b>(</b>	uisdev.up.edu.ph:8010/OA_C0	GI/FNDWRR.exe?tem	np_id=334183	6451			Q Search	☆ 自 ♣		≡
UNIVER: Current Book: Unit: Expense Reserve	SITY OF THE PHILIP y: PHP UPD GENERAL 01 Account: 505010 Account: 106050	PINES 50 41		Journa	l Entry Reserve Le Period: MAR-20	edger Report D14	Report	Date: 01-OCT-; Page: 1 c	2017 04:2 of 1	;4 10
Respon sibili	Asset- Description	Date Placed In Service	Deprn Method	Life Yr.Mo	Cost	Depreciation Amount	Year-To-Date Depreciation	Depreciation Reserve	Percent	
-	216-asdfaf	28-FEB-2014	STL	5.00	500.00	16.67	16.67	8.33	100.00	
	Responsibility Cer	nter - Total:	s:	-	500.00	16.67	16.67	8.33		
Account	50501050/1060504	1 Totals:		-	500.00	16.67	16.67	8.33		
Unit 03	Totals:			-	500.00	16.67	16.67	8.33		
UNIVERS Currend Book: Unit: Expense Reserve	SITY OF THE PHILIP Y: PHP UPD GENERAL 02 Account: 501020 Account: 106040	PINES 70 61		Journa	l Entry Reserve L4 Period: MAR-20	edger Report D14	Report	Date: 01-OCT-2 Page: 2 c	2017 04:2 of 1	!4 .0
Respon sibili	Asset- Description	Date Placed In Service	Deprn Method	Life Yr.Mo	Cost	Depreciation Amount	Year-To-Date Depreciation	Depreciation Reserve	Percent	
DI0201	265-HERITAGE ASSE	31-MAR-2014	STL	25.00	0.00	0.00	0.00	0.00	0.00	
1001	Responsibility Cer	nter DI0201	Totals:	-	0.00	0.00	0.00	0.00		

View the report through your Internet browser.

## Journal Entry Reserve Ledger

**Report** will show the depreciation expense charged to a depreciation expense account for any accounting period. The report lists all active (not yet retired) capitalized assets, as well as any assets that you have retired in the period's fiscal year.

The report is sorted by balancing segment, expense and reserve accounts, and cost center. It prints totals for each cost center, account, and balancing segment.

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🗢 Requests 📃 🗖 🗙										
<u>R</u> efre	sh Data F	ind Requests	5	Su	ub <u>m</u> it a New Request					
Request ID		Parent								
	Name		Phase	Status	Parameters					
3151398	Journal Entry Reserve Led	3151390	Completed	Normal	UPD GENERAL, 2023, MAR-2					
3151395	Depreciation Run	3151390	Completed	Normal	UPD GENERAL, MAR-2014, (					
3151393	Calculate Gains and Loss	3151390	Completed	Normal	UPD GENERAL					
3151390	Depreciation Run Reques		Completed	Normal	140, 622					
3151367	Journal Entry Reserve Led	3151360	Completed	Normal	UPD GENERAL, 2023, MAR-2					
3151365	Depreciation Run	3151360	Completed	Normal	UPD GENERAL, MAR-2014, C					
3151362	Calculate Gains and Loss	3151360	Completed	Normal	UPD GENERAL					
3151360	Depreciation Run Reques		Completed	Normal	140, 622					
3151353	Journal Entry Reserve Led	3151347	Completed	Normal	UPD GENERAL, 2023, MAR-2					
3151351	Depreciation Run	3151347	Completed	Normal	UPD GENERAL, MAR-2014, 🤇 🖵					
Hold	Request	/iew Detail <u>s</u>			View Output					
Cancel Request		Diag <u>n</u> ostics			View Log					

**Step 13.** Select *Depreciation Run* then click *View Output*.



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O	Requests					N 🗆 🛋	
	Refresh DataFi		ind Requests	;	Sub <u>m</u> it a New Request		
	Request ID		Parent				
		Name		Phase	Status	Parameters	
	3151398	Journal Entry Reserve Led	3151390	Completed	Normal	UPD GENERAL, 2023, MAR-2	
	3151395	Depreciation Run	3151390	Completed	Normal	UPD GENERAL, MAR-2014, C	
	3151393	Calculate Gains and Loss	3151390	Completed	Normal	UPD GENERAL	
	3151390	Depreciation Run Reques		Completed	Normal	140, 622	
	3151367	Journal Entry Reserve Led	3151360	Completed	Normal	UPD GENERAL, 2023, MAR-2	
	3151365	Depreciation Run	3151360	Completed	Normal	UPD GENERAL, MAR-2014, C	
Ū	3151362	Calculate Gains and Loss	3151360	Completed	Normal	UPD GENERAL	
Ū	3151360	Depreciation Run Reques		Completed	Normal	140, 622	
Ū	3151353	Journal Entry Reserve Led	3151347	Completed	Normal	UPD GENERAL, 2023, MAR-2	
Ū	3151351	Depreciation Run	3151347	Completed	Normal	UPD GENERAL, MAR-2014, 🤇 🗸	
	Hold	Request N	/iew Detail <u>s</u>			View Output	
Cancel Request			Diag <u>n</u> ostics			View Log	

View the report through an Internet browser.

**Depreciation Run** is a log file generated by the system that determines number of assets processed and if the depreciation run successfully.

Step 14. Select Calculate Gains and Losses then click View Output.

• • • http://uisdev.up_id=566013344 × +		
(i) uisdev.up.edu.ph:8010/OA_CGI/FNDWRR.exe	Q. Search 🗘 🖨 🕈 🕈	≡
UNIVERSITY OF THE PHILIPPINES 01/10/2017 04:23:53	Retirements Execution Report	
At beginning of Calculate Gain/Loss program Book: UPD GENERAL Request ID: 3151393		
Number of successes: 0 Number of failures: 0 Program Calculate Gain/Loss completed successfully	у	

View the report through an Internet browser.

### Calculate Gains and Losses is

a log file generated by the system that determines if the calculation run successfully.

### **Expected Results:**

• Depreciation run and its calculation of Gains and Losses has been successfully completed.

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



## Create Accounting for Assets


## 1. DOCUMENT CONTROL

# 1.1 Change Record

Date	Author	Version	Change Reference:
	iOM	1.0	Initial
04 October 2018	Julius Ermitanio	2.0	Updated the description, steps, screenshots, and format

# 1.2 Description

Process ID	
Process Name	Create Accounting for Assets
Functional Domain	Assets Module
Responsibility	Fixed Assets Accountant
Purpose	<ul> <li>Transfers the final journal entries in the current batch run to General Ledger</li> <li>To be able to generate trial balance reports</li> </ul>
Data Requirement	Accounting Period
Dependencies	Run Depreciation before running Create Accounting
Scenario	An Accounting Officer will run Create Accounting Program to post the entries of Assets subledger to the General Ledger.

UNIVERSITY OF THE PHILIPPINES						
"User Name	(example: JRDELACRUZ)					
"Password	(example: Rb3A4%8c) Login Cancel					

#### Step 1. Go to uis.up.edu.ph

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

UNIVERSITY	OF THE PHILIP	PINE	5			
)			📑 Favoi	rites 🔻	Logout Help	Personalize Page
University Information System Home Page	Worklist			_		
Fixed Assets Accountant, UPS     Greate Accounting	From There are no notifications in this view.	Туре	Subject	Full List Sent		
Inquiry     Insets     Mass Additions	✓TIP <u>Vacation Rules</u> - Redirect or auto-respo ✓TIP <u>Worklist Access</u> - Specify which users of	nd to notification an view and act (	s. Jpon your no	tifications.		
Depreciation     Depreciation						

Step 3. From UIS Home Page proceed to Main Menu and choose the Fixed Assets Accountant > Create Accounting

	(	Dracle Applications - Production Instance
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Submit Request		×
Run this Request		
		Сору
Name Create Accounting	– Assets	
Parameters		×
BOOK Type Code	UPS GENERAL	UPS GENERAL ASSETS BOOK
Process Category		
End Date	31-JAN-2017	
Accounting Mode	Final	<u> </u>
Errors Only	No	
Report	Detail	
Transfer to General Ledger	Yes	
Post in General Ledger	Yes	
General Ledger Batch Name		
Include User Transaction Identifiers	No	
		xxxxxxxxxxxxxxx () ()
		QK Cancel Clear Help

**Step 4.** Enter the parameters then click *Ok*.

Set the *Mode* to *Draft*, should you prefer to verify entries first before posting to GL.

Please refer to the next page for descriptions of the parameters.

Field Name	Description	Remarks
Book Type Code	Select an asset book	Default Value depending on
		the Unit
End Date	End date of the accounting period	Date
		Format: DAY-MONTH-YEAR
Accounting Mode	<b>Draft:</b> Draft entries are not posted to	List of Values (LOV)
	General Ledger. You can review the	
	resulting entries, update the transactions,	
	or update the accounting rules.	
	<b>Final:</b> Final antrias are ready to be	
	rinal: Final entries are ready to be	
	ha modified	
	No	Default Value
Report	Detail	Default Value
Transfer to General	Yes	Default Value
Ledger		
Post in General Ledger	Yes	Default Value
General Ledger Batch	Accounting Officer may add the Batch	Alphanumeric
Name	Name for this Accounting Program run	Optional
Include User	No	Default Value
Transaction Identifiers		

## Parameters of Create Accounting:

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	🗢 Submit Request		× i
	Run this Request		
			Сору
	Name	Create Accounting – Assets	
	Operating Unit		
	Parameters	UPS GENERAL::31-JAN-2017:Final:No:Detail:Yes:Yes::No	
	Language	American English	
		Language Setting.	. Debug Options
	At these Times —		
	Run the Job	As Soon as Possible	Schedule
	Upon Completion		
		☑ Save all Output Files	
	Layout	Create Accounting Program Report – Assets	Options
	Notify		
	Print to	noprint	Delivery Opts
	Help ( <u>C</u> )	Submit	Cancel

Step 5. Click Submit



**Step 6.** A decision window will appear to submit another request. Click *No* 

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<mark>O</mark> Reqi	uests 🛛	Find Requests				_ 🗆 ×	
	Re						
		• My Completed Requests					
Rec	uest l	OMy Requests In Progress					
		All My Requests					
		○ <u>Specific</u> Requests					
		Request ID					
		Name					
		Date Submitted					
		Date Completed					
		Status		-			
		Phase	[				
		Desuremente					
		Requestor					
			Include Reguest Set Sta	iges in Query			
	Ho	Order By	Request ID	<b>*</b>			
		c	elect the Number of Days	to View: 7			
	C		ciect the Humber of Days				
	Lan	Submit a <u>N</u> ew Requ	est	<u>C</u> lear H	·ind		
	L_						

**Step 7.** User will go back to the **Find Requests** window.

Click *Find*.

<mark>O</mark> Re	equests (XX)					0000000000000000000002 ≍ ⊼ 1
Refresh Data F			Find Requests		Sub	mit a New Request
R	Request ID		Parent			
		Name		Phase	Status	Parameters
	17672	Create Accounting - Asset		Completed	Normal	UPD ASSETS BOOK, 140, 14 🛋
5	17669	Accounting Program		Completed	Normal	200, 2023, 2014/02/28, D, N, 2
5	17667	Create Accounting		Completed	Normal	200, 200, Y, 2023, , 2014/02/2
5	17655	Posting: Single Ledger		Completed	Normal	2023, 1000, 101, 610
5	17654	Journal Import		Completed	Normal	128, -602, N, , , N, N, Y

Re	fresh Data	Find Requests		Submit a New Request		
Request IC		Parent				
	Name		Phase	Status	Parameters	
517669	Accounting Program		Completed	Normal	200, 2023, 2014/02/28, D, N, 2	
517667	Create Accounting		Completed	Normal	200, 200, Y, 2023, , 2014/02/2	
517655	Posting: Single Ledger		Completed	Normal	2023, 1000, 101, 610	
517654	Journal Import		Completed	Normal	128, -602, N, , , N, N, Y	
517653	Create Accounting		Completed	Normal	222, , , 2023, , , N, , , , N, D, `	
517646	Accounting Program		Completed	Normal	222, 2023, 2014/02/28, D, N, 2	
517645	Create Accounting		Completed	Normal	222, 222, Y, 2023, , 2014/02/2	
517643	Accounting Program		Completed	Normal	222, 2023, 2014/02/28, D, N, 2	
517642	Create Accounting		Completed	Normal	222, 222, Y, 2023, , 2014/02/2	
516838	Journal Import		Completed	Normal	103, -602, N, , , N, N, Y	
Ho	ld Request	View Detail <u>s</u>			View Output	
Can	cel Request	Diagnostics			View Log	

**Step 8.** On *Requests* window, the following program requests will run

- Create Accounting, and
- Accounting Program.

Click *Refresh Data* until the *Phase* is **Completed** and *Status, Normal*.

**Step 9.** Once the *Phase* is **Completed** and *Status, Normal*, the accounting officer may view the journal entries posted.

Select the *Create Accounting* request then click *View Output*.

Oper	ning Create_Accounting_180415.rtf	×
You have chosen to	open:	
🗑 Create_Accou	nting_180415.rtf	
which is: Rich	Text Format (51.6 KB)	
from: http://g	otoprodclone2.up.edu.ph	
What should Firefo	x do with this file?	
Open with	Microsoft Word (default)	
○ <u>S</u> ave File		
🗌 Do this <u>a</u> uto	matically for files like this from now on.	
	OK Cancel	

**Step 10.** A dialog box will open and report may be saved or opened.

Click **Ok**.

#### Sample Generate Report

ORACLE Subledger Accounting UP Diliman	Subledger Accounting Program Report	Report Date Page	Apr 18, 2015 1 of 1
Application	Assets		
Process Category			
End Date	Feb 28, 2014		
Accounting Mode			
Report Level			
Errors Only	No		
Transfer to General Ledger			
Post in General Ledger			
General Ledger Batch Name			

If you opted to open the report without saving, view the report through the Internet browser. If you saved the report, this may be opened through a document viewer.

#### Note:

As a prerequisite to generate the Pre-Closing Trial Balance report, user must run the create accounting with the parameters *Mode* set to *Final* accounting and *Post in General Ledger* set to **Yes**.

**Expected Result:** 

Create Accounting Program has been submitted.

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



# Close Accounts Payables Accounting Period



## 1. DOCUMENT CONTROL

# 1.1 Change Record

Date	Author	Version	Change Reference:
21 September 2018	Julius Ermitanio	1.0	Initial

## 1.2 Description

Process ID	
Process Name	Close Accounts Payable Accounting Period
Functional Domain	Accounts Payables Module
Responsibility	Payables Accountant
Purpose	<ul> <li>To close Accounting Period: Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened</li> <li>To generate final trial balance reports</li> </ul>
Data Requirement	Accounting Period
Dependencies	<ul> <li>All open transactions should be swept to the next open accounting period</li> <li>Create Accounting was successfully run on the period to be closed</li> </ul>
Scenario	An Accounting Officer will close the Accounts Payable Accounting period

UNIVERSITY OF THE PHILIP	PPINES
*User Name *Password	(example: JRDELACRUZ) (example: Rb3A4%6c) Login Cancel

#### Step 1. Go to *uis.up.edu.ph*

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

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		R	Favorites	-	Logout Preferences Help Personalize Page
University Information System Home Page Main Menu Personalize	Worklist	_		ull List	
Fixed Assets Accountant. UPS     Payables Accountant, UPS     Wiew Payroll Process Results     Disbursement Voucher     Payments     Accounting     Workflow     Workflow     Other	From There are no notifications in this view. <b>TIP</b> <u>Vacation Rules</u> - Redirect or auto-respond t <b>TIP</b> <u>Worklist Access</u> - Specify which users can v	Type to notifications riew and act u	Subject	Sent tifications.	

### Step 3. From UIS Home Page proceed to Main Menu and choose the Payables Accountant > Accounting > Control Payables Periods

Ledger UP Los Banos Period Number										
Fiscal Year										
		Period Name	Start Date	End Date						
<b></b> 12	2017	DEC-17	01-DEC-2017	31-DEC-2017						
11	2017	NOV-17	01-NOV-2017	30-NOV-2017						
10	2017	OCT-17	01-0CT-2017	31-OCT-2017						
9	2017	SEP-17	01-SEP-2017	30-SEP-2017						
8	2017	AUG-17	01-AUG-2017	31-AUG-2017						
7	2017	JUL-17	01-JJL-2017	31-JUL-2017						
6	2017	JUN-17	01-JJN-2017	30-JUN-2017						
5	2017	MAY-17	01-MAY-2017	31-MAY-2017						
4	2017	APR-17	01-APR-2017	30-APR-2017						
	Peri- 12 11 10 9 8 7 6 5 4	Period Numl           Fiscal           12         2017           11         2017           10         2017           9         2017           8         2017           7         2017           6         2017           5         2017           4         2017	Period Number           Fiscal Year           Period Name           12         2017         DEC-17           11         2017         DEC-17           10         2017         OCT-17           9         2017         SEP-17           8         2017         AUG-17           7         2017         JUL-17           6         2017         JUN-17           5         2017         MAY-17           4         2017         APR-17	Period Number           Fiscal Year           Start Date           Period Name         Start Date           Period Name         Start Date           12         2017         DEC-17         01-DEC-2017           11         2017         DEC-17         01-NOV-2017           10         2017         OCT-17         01-OCT-2017           9         2017         OCT-17         01-SEP-2017           9         2017         SEP-17         01-AUG-2017           9         2017         AUG-17         01-JUL-2017           8         2017         JUN-17         01-JJN-2017           8         2017         JUN-17         01-JUL-2017           6         2017         MAY-17         01-MAY-2017           5         2017         APR-17         01-APR-2017           6 <t< td=""></t<>						

Control Payables Periods will appear

Ledger UP Los Bano:	S				
	Perio	od Numi	oer		
		Fiscal	Year		
Period Status			Period Name	Start Date	End Date
Open	11	2015	NOV-15	01-NOV-2015	30-NOV-2015
Open	10	2015	OCT-15	01-OCT-2015	31-OCT-2015
Open	9	2015	SEP-15	01-SEP-2015	30-SEP-2015
Open	8	2015	AUG-15	01-AUG-2015	31-AUG-2015
Open	7	2015	JUL-15	01-JUL-2015	31-JUL-2015
Open	<b></b> 6	2015	JUN-15	01-JUN-2015	30-JUN-2015
Never Opened	5	2015	MAY-15	01-MAY-2015	31-MAY-2015
Never Opened	4	2015	APR-15	01-APR-2015	30-APR-2015
Never Opened	3	2015	MAR-15	01-MAR-2015	31-MAR-2015
Never Upened	3	2015	MAK-15	UI-MAR-2015	31-MAK-2015

**Step 4.** Select the period to be closed then click the **ellipses**.

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Control Payables Periods						
Lodger UPLos Banos						
Ledger (St. 100 1000)	Perio	d Numh	her			
Period Status		FISCAL	Period Name	Start Date	End	Date
Open	11	2015	NOV-15	01-NOV-2015	30-1	NOV-2015
Open	10	2015	OCT-15	01-OCT-2015	31-0	OCT-2015
Open	9	2015	SEP-15	01-SEP-2015	30-	Control Statuses 🛛 🔀
Open	8	2015	AUG-15	01-AUG-2015	31-,	
Open	7	2015	JUL-15	01-JUL-2015	31-	Find%
Open	6	2015	JUN-15	01-JUN-2015	30-	Period Status
Never Opened	5	2015	MAY-15	01-MAY-2015	31-	Closed
Never Opened	4	2015	APR-15	01-APR-2015	30-,	open
Never Opened	3	2015	MAR-15	01-MAR-2015	31-1	
					Exce	
·						
L						
						(Find) OK Cancel

Step 5. Select Closed then click Ok.

ile Edit View Folder Tools Window Help Volte Second Secon									
	leno	Fiscal	Year						
Period Status		liscal	Period Name	Start Date	End Date				
Open	11	2015	NOV-15	01-NOV-2015	30-NOV-2015	]₽			
Open	10	2015	OCT-15	01-OCT-2015	31-OCT-2015	]			
Open	9	2015	SEP-15	01-SEP-2015	30-SEP-2015	]			
Open	8	2015	AUG-15	01-AUG-2015	31-AUG-2015	]			
Open	7	2015	JUL-15	01-JUL-2015	31-JUL-2015	]			
Closed 🔤	6	2015	JUN-15	01-JUN-2015	30-JUN-2015				
Never Opened	5	2015	MAY-15	01-MAY-2015	31-MAY-2015	]			
Never Opened	4	2015	APR-15	01-APR-2015	30-APR-2015				
Never Opened	3	2015	MAR-15	01-MAR-2015	31-MAR-2015	J			
					Exceptions				
					<u>O</u> pen				

#### Step 6. Click Save.

## **Expected Results:**

• Accounts Payables Accounting period has been closed.

• DV Originators will not be able to create Invoices on closed accounting periods.

## NOTE:

If an error occurs, please refer to the *Generate Period Close Exception Report (AP)* user guide.

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



# Close Accounts Receivable Accounting Period



## 1 DOCUMENT CONTROL

## 1.1 Change Record

Date	Author	Version	Change Reference:					
21 September 2018	Julius Ermitanio	1.0	Initial					

# 1.2 Description

Process ID	
Process Name	Close Accounts Receivables Accounting Period
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Accountant
Purpose	<ul> <li>To close Accounting Period: Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened</li> <li>To generate final trial balance reports</li> </ul>
Data Requirement	Accounting Period
Dependencies	<ul><li>Remittance program has been successfully run</li><li>Create Accounting has been successfully run</li></ul>
Scenario	An Accounting Officer will close the Accounts Receivable Accounting period

A REAL	UNIVERSITY OF THE PHILIPPINES
	*User Name (example: JBDELACRUZ) *Password (example: Rb3A4%8c) Login Cancel

#### Step 1. Go to *uis.up.edu.ph*

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

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Step 3. From UIS Home Page proceed to Main Menu and choose the Receivables Accountant > Control > Accounting > Open/Close Periods

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Not Opened	11	2017	NOV-17	01-NCV-2017	30-NOV-2017						
Open	10	2017	OCT-17	01-OCT-2017	31-OCT-2017						
Open	9	2017	SEP-17	01-SEP-2017	30-SEP-2017						
Open	8	2017	AUG-17	01-AUG-2017	31-AUG-2017						
Open	7	2017	JUL-17	01-JUL-2017	31-JUL-2017						
Open	6	2017	JUN-17	01-JUN-2017	30-JUN-2017						

Receivables **Open/ Close Accounting Periods** window will appear

Open/Close Acco	unting Period	s								
Ledger UP Los Banos Latest Open Period OCT-17 Open Next Period										
Accounting Perio	ds									
Status	Number	Fiscal Year	Name	Start Date	End Date	[]				
Open	12	2015	DEC-15	01-DEC-2015	31-DEC-2015	] 🗌 🗎				
Open	11	2015	NOV-15	01-NOV-2015	30-NOV-2015					
Open	10	2015	OCT-15	01-OCT-2015	31-OCT-2015					
Open	9	2015	SEP-15	01-SEP-2015	30-SEP-2015					
Open	8	2015	AUG-15	01-AUG-2015	31-AUG-2015					
Open 💮	7	2015	JUL-15	01-JUL-2015	31-JUL-2015					
Not Opened	6	2015	JUN-15	01-JUN-2015	30-JUN-2015					

**Step 4.** Select the period to be closed then click the **ellipses**.

Period Statuses
Find %
Period Status
Closed Closed
Not Opened
Open

Step 5. Select Closed then click Ok.

Step 6. Click Save.

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Open	11	2015	NOV-15	01-NOV-2015	30-NOV-2015	
Open	10	2015	OCT-15	01-OCT-2015	31-OCT-2015	
Open	9	2015	SEP-15	01-SEP-2015	30-SEP-2015	
Open	8	2015	AUG-15	01-AUG-2015	31-AUG-2015	
Closed	7	2015	JUL-15	01-JUL-2015	31-JUL-2015	
Not Opened	6	2015	JUN-15	01-JUN-2015	30-JUN-2015	



**Step 7.** The system will check for the unposted Receivable transactions items.

Click Ok.

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		Fiscal				
Status	Number	Year	Name	Start Date	End Date	
Closed	12	2015	DEC-15	01-DEC-2015	31-DEC-2015	
Closed	11	2015	NOV-15	01-NOV-2015	30-NOV-2015	
Closed	10	2015	OCT-15	01-OCT-2015	31-OCT-2015	
Closed	9	2015	SEP-15	01-SEP-2015	30-SEP-2015	
Closed	8	2015	AUG-15	01-AUG-2015	31-AUG-2015	
Closed -	7	2015	JUL-15	01-JUL-2015	31-JUL-2015	
Closed	6	2015	JUN-15	01-JUN-2015	30-JUN-2015	
					Manage Excep	tions
						<u>Open</u>

The AR Accounting period will be closed.

## **Expected Results:**

- Accounts Receivables Accounting period has been closed.
- Accounting officers will not be able to create AR activities on the closed accounting period.

## NOTE:

If an error occurs, please refer to the *Generate Period Close Exception Report (AP)* user guide.

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



# Create and Upload Adjusting Journal Entries in General Ledger



# 1 DOCUMENT CONTROL

# 1.1 Change Record

Date	Author	Version	Change Reference:
17 November 2016	James Bagtas	1.0	Initial
04 October 2018	Julius Ermitanio	2.0	Updated the description, steps, screenshots, and format

# 1.2 Description

Process ID	
Process Name	Create and Upload Adjusting Journal Entries in General Ledger
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant
Purpose	<ul> <li>Journal Wizard enables you to define and create journal entries through formatted Excel spreadsheets on your desktop</li> <li>Will serve as preparatory activity for closing of General Ledger period and generation of final trial balance reports</li> </ul>
Data Requirement	Ledger, Category, Source, Currency, Accounting Date
Dependencies	<ul> <li>Java Scripting must be enabled; Macros enabled; Refer to user manual <i>Changing Internet Scripting Settings</i></li> </ul>
	<ul> <li>Create Accounting has been successfully run for other modules</li> <li>Accounting periods of other modules have been closed</li> </ul>
Scenario	An Accounting Officer will create and upload Journal Entries by batch prior to closing of GL period and generation of trial balance reports.

Note: Scripting and Macro Settings must be configured first. Refer to user manual *Changing Internet Scripting Settings* 

UNIVERSITY OF THE PHILI	PPINES
"User Name "Password	e (example: JRDELACRUZ)
	(example: Rb3A4468c) Login Cancel

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### Step 1. Go to uis.up.edu.ph

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

Step 3. From UIS Home Page proceed to Main Menu and choose the Receivables Accountant > Control > Accounting > Open/Close Periods



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	Home Logout Diagnostics		
About this Page Privacy Statement		Copyright (c) 20	106, Oracle, All rights reserved

**Step 4.** Select *Functional Actuals – Single* in the *Layout f*ield

Step 5. Click Create Document

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sure your browser sec	curity settings allow files to be downloaded Copyright 2005, Oracle Corporation	j. <u>R</u> eturn ). All rights reserv
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**Step 6.** A WebADI download menu will appear. Choose the **Save File** option and click **OK**.

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**Step 7.** Open the file from Microsoft Excel, a window like this should appear.

Wait for the download window to complete.

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	Cancel
	Copyright 2005, Oracle Corporation. All rights reserved.

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Entry Wizard should load and
look like this.

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Now, the spreadsheet is not yet ready to be used as the window is missing an Oracle **Add-ins** tab and should appear like the next figure.

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**Step 9.** To make the **Add-ins** tab appear, switch to another Excel spreadsheet, i.e. *Alt+Tab* to another open sheet. The tab should now be fixed and you can now enter journal entries.

View Context	View Header	View Line	
Balance Type		Actual	
Database		TAPATEST01.UP.EDU.PH.PROD	
Data Access Set		UP System	
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Ledger		* Lis	st - Te <mark>kt</mark>
Category		* Lis	st - Text
Source		* Lis	st - Text
Currency		* Lis	st - Text
Accounting Date		* Lis	st - Date

View Context	View Header	View Line				
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Upi Unit Fund Resp * List - Text 원 01	Select a filter item in the Go button. To se Search by Ledger Results Results table contains Select Item Selec Select Ledger	n the Search By list and entre a list of all items, clear the search By list and entre a list of all items, clear the search of	er reduction criteria in the text field, then press te text field and press the Go button.	5	L Object Code2	Specia
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**Step 10.** The Journal Entry Wizard is just like the Java for uploading manual journal entries. Begin by entering the *Ledger.* Do the same for *Category, Source, Currency* and *Accounting Date*.

You may *double-click* the Ledger input cell and a window with available options will appear. Choose the desired/correct value and click **Select** to proceed.

View Context	View Header	View Line			
Balance Type		Actual			
Database		TAPAT	EST01.UP.EDU.PH.PROD		
Data Access Set		UP Sys	stem		
Chart Of Accounts		Accou	nting Flexfield		
Ledger			* List -	Text UP System	
Category			* List - 1	Text Adjustment	
Source			* List - 1	Text Manual	
Currency			* List - 1	Text PHP	
Accounting Date			* List - I	Date	11/22/2016
Accounting Date			* List -	Date	11/22/2016

The spreadsheet should now look like this. Remember to adjust *Ledger, Category, Currency* and *Accounting Date* accordingly.

Upl Unit Fund Responsibility Center Authorizing	Officer General Ledger1	General Ledger2	Object Code1	Object Code2 Specia	Code Cash Flow Futu	re Debit
* List - Text	Enter Flexfield				×	* Number
				Cancel Con	binations Select	
	Accounting Flexfield					
	Unit	01	Q UP System			
	Fund	101	🔍 General Fun	d		
Totals:	Responsibility Center	-	Unspecified			
Tip: This is not the end of the Template. Unprotect the sh	Budget Segment	-	Unspecified			
	General Ledger1	50101010	Salaries and	l Wages - Regular		
	General Ledger2	-	Select value	•		
	Object Code1	-	Unspecified			
	Object Code2	-	Unspecified			
	Special Code	-	Unspecified			
	Cash Flow	-	Unspecified			
	Future	-	Unspecified			
				<u>C</u> ancel Con	abin <u>a</u> tions <u>S</u> elect	
				Copyright 2005, Oracle	Corporation. All rights reserved.	
> Sheet1 (+)						

**Step 11.** Filling out the account combinations is the same as filling out the previous cells, you may double click on any cell on the account combination row and an *Enter Flexfield* window will pop-out. (note: in some cases, the **Unit** cell must be manually specified for the Enter Flexfield menu to appear)

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	Budget Segment	-	Unspecified			
	General Ledger1	50101010	Salaries and Wages - Regular			
	General Ledger2	-	Select value			
	Object Code1	-	Unspecified			
	Object Code2	-	Unspecified			
	Special Code	-	Unspecified			
	Cash Flow	-	Unspecified			
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				<u>Cancel</u> <u>B</u> a	CK Select	-
			Copyright	2005. Oracle Corpora	tion. All rights res	erved.

**Step 12.** Click on **Select** and click on **Select** again to finalize


**Step 13.** You may now enter the **Debit** and **Credit** values for each combination

Notice that it automatically sums the DR and CR amounts at the bottom

View Context View Header	View Line											
Balance Type		Actual										
Database		TAPATEST01.UP.ED	DU.PH.PROD									
Data Access Set		UP System										
Chart Of Accounts		Accounting Flexfield	t									
Ledger			* List - Te	xt UP System								
Category			* List - Te	xt Adjustment								
Source			* List - Te	xt Manual								
Currency			" List - Te	XT PHP	11/22/2010							
Accounting Date			" List - Da	ce	11/22/2016							
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* List - Text									* Number	-	' Number	Text
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The worksheet, before uploading, should look something like this

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Step 14. To upload the entries, click on Add-ins » Oracle » Upload



**Step 15.** The **Journals Upload** window will appear

Note: Make sure to check **Validate Before Upload** and **Import With Validation**.

Field Name	Description	Remarks
Rows	All Rows – Uploads ALL journals	Select Flagged Rows
	Flagged Rows – Uploads only those with the FLAG sign	
Validate	Journal Import validates the entries to ensure that your	Make sure that Validate
Before	journals contain the appropriate accounting data	Before Upload is
Upload		checked.
Descriptive	Journal Import validates the entries to ensure that your	Make sure that Import
Flexfields	journals contain the appropriate accounting data	With Validation is
		checked.

Journals Upload	×
	<u>C</u> lose <u>U</u> pload
Upload Parameters	
Rows to Upload	<ul> <li>○ All Rows</li> <li>● Flagged Rows</li> </ul>
	✓ Validate Before Upload
	Automatically Submit Journal Import Journal Import will be automatically submitted on successful completion of the upload
	Create Summary Journals Journal Import will summarize all transactions that share the same account, period and currency
	Upload Unbalanced Journals To import unbalanced journals, you must define a suspense account for actual journals and a reserve for encumbrance account for encumbrance journals. O Do Not Import
Descriptive Flexfields	<ul> <li>Import With Validation</li> <li>Import Without Validation Specify how Journal Import will handle descriptive flexfields</li> </ul>
	<u>C</u> lose <u>U</u> pload
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Step 16. Click Upload.

Journals Opload		×
Processing: Upload		
Uploading the document Your document is being uploaded to the	ne server. Press Cancel to stop this process.	
	Data on desktop sent Records processed Import program started	
	Copyright 2005, Oracle Corporation. All right	reserved.
Journals Upload		×
Journals Upload		×
Journals Upload		×
Journals Upload Confirmation The upload process has complete 2 ro Jou	d successfully. Press Close to return to the document. ows successfully uploaded. rnal Import Request ID 2345677	X <u>C</u> lose
Journals Upload Confirmation The upload process has complete 2 ro 3 Jour	d successfully. Press Close to return to the document. ows successfully uploaded. rnal Import Request ID 2345677	X <u>C</u> lose

**Step 17.** Wait for the upload to finish and click *Close* when done. Remember to take note of the *Request ID.* You may also now close the spreadsheet

Confirmation of successful uploading.

Take note of *Request ID*.



Step 18. To view the uploaded Journals entries, on the *Main Menu*, go to *General Ledger Accountant* > *Other* > *Requests* 

Find Requests	l	_ 🗆 🗙
OMy Completed <u>R</u> equests		
⊖ My Requests In <u>P</u> rogress		
⊖ <u>A</u> ll My Requests		
Request ID	2345677	
Name		
Date Submitted		
Date Completed		
Status		
Phase	<b></b>	
Requestor		
	Include Reguest Set Stages in Query	
Order By	Request ID	
	Select the Number of Days to View: 7	
Submit a <u>N</u> ew Reque	est <u>C</u> lear Find	

Step 19. On the *Find Requests* window, click on *Specific Requests* and enter your *Request ID*.

Then click *Find*.

Requests				
<u>R</u> efresh Data	F	ind Requests		Sub <u>m</u> it a New Request
Request ID		Parent		
Name		Phase	Status	Parameters
2345677 Web ADI	- Journal Import 🔾	Completed	Normal	443, 1002, N, 2016/11/22, 2011
	ł			
	L			
Ĭ				
Hold Request		/iew Detail <u>s</u>		View Output
Cancel Request		Diagnostics		View Log

### Step 20. Click on View Output.

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+ () putotest01.up.edu.ph:8000/O/	A_CGI/FNDWRF	R.exe?temp_id=23	16846529						
🕙 Putotest   🛞 PROD   🧮 myCredentials	🔲 ОВ ОТ 🛛 🧲	Enable Diagnostics	in 🛛 🛞 F	NDWRR.exe	🝐 My Drive	🖽 My Files	M Credentials	Ibanez Basses	Pickups
UP System Concurrent Request ID: 2345677		Journa	l Import	Execution	n Report			Date: Page:	22-NOV-16 14:52 1
Journal Entry Source Name	Group Id St	Total tatus Lines	Total Batches	Total : Headers	Total Unbala Bat	nced Tota ches	l Unbalanced Headers	Total Flex Errors	Total Non-Flex Errors
Manual	Si	uccess 2	1	1		0	0	0	0
*** TOTALS ***		2	1	1		0	0	0	0
			Batche	s Created					
Warning Batch Name				Period Na	Total ame Lines	Total Headers	Accounted 1	Total Debits Ac	Total counted Credits
Manual A 2345677				NOV-16	2	1		10000	10000

**Step 21.** It will produce a text file which will open on your Internet browser.

Look for your journals' batch name under **Batch Name** and take note of it.

	Oracle Applications - Production Instance
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	F <b>?</b>
🚳 Navigator – General Ledger Accountant, UPS	
Functions Documents	
Journals:Enter	
Enter journals	
- Journals Top Ten List	
+ Import	

Step 22. To post the uploaded Journal Entries, navigate to *Journals> Enter.* 

Datab Otati	0	0	Devied	Datab Marra	Leven et Mare		Laura L Dat 1	1
Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credi
		Find Journals						
				4.0045677		T		
		Batch	n ivianuai	A 2345677		l		
		Ledge						
		Source	e -		Period			
		Categor	y		Currency			
		Status			Control Total			
		Postin	g		Batch			
		Fund	s		Journal			
						More		
						6		
4		( <u>C</u> lear)		New <u>B</u> atch	New Journal	Find		
Review Jo	umal	Review Bat <u>c</u>	;h		Post	<u>R</u> everse Batch		Reguery
New Jou	rnal	New Batch		T	ax Batch	Approve		AutoCopy

**Step 23.** *Find Journals* menu will appear. On the *Batch* field, enter the journal batch's name then click *Find*.

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	Manual	Adjustment	NOV-16	Manual A 2345677	Adjustment PHP	PHP	10,000.00	10,000.00
<u>ا</u>	~	· · · · · · · · · · · · · · · · · · ·	 			,		
Review Jo	urnal	Review Ba	it <u>c</u> h	) ( E	ost	<u>R</u> everse Batch		Reguery
New Jou	rnal	New Bat	ch	) (Ta <u>x</u>	Batch	Approve	) (	AutoCopy

# **Step 24.** On the *Enter Journals* window, select the journal then click on *Review Journal*.

O Jou	rnals (UP System) - N	lanual A 2345677							_ 🗆 🗙
	Journal	Adjustment PHP			Conversion				
	Description	Journal Import 2345677:				PHP	Date		
	Ledger	UP System	Category	Adjustment	Date	22-NOV-2016	Period		
	Period	NOV-16	Effective Date	22-NOV-2016	Туре	User	Method	Switch Dr/Cr	-
	Balance Type	Actual	Document Number	41272	Rate	1	Status	Not Reversed	
	Clearing Company		Тах	Not Required				Reverse	
			Control Total			[.	1		
	Lines Other	Information							
									~
Line	Account		Debit (PHP)	Credit (PHP)	Description			<u> </u>	
1	01.1012010101	Deserver		10,000.00	Journal Impor	t Created			<b></b>
2	01.1015010101	Development	10,000.00		Journal Import Created				
	]								
				]					
								L	
								[_	
	]			]				L	
			10,000.00	10,000.00					
	Acct Desc	UP System Genera	Fund Unspecified Unsr	ecified Accounts Paval	le.Select value	Unspecified Unspec	ified. Unspecifie	d. Unspecified L	Jnsp
	Post	AutoCopy	Batch	Approve		Line Drilldown		T Accounts	
	Chec <u>k</u> Funds	Reserve	Funds	View Regults		Change Period	Ch	ange Currency.	)

The journal batch you have entered can now be viewed

### **Expected Results:**

• A new batch of journal entries is uploaded

• The journal batch can be viewed on the Oracle Java app

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



# **Post Journal Entry**



## 1. DOCUMENT CONTROL

# 1.1 Change Record

Date	Author	Version	Change Reference:
17 November 2016	James Bagtas	1.0	Initial
04 October 2018	Julius Ermitanio	2.0	Updated the description, steps, screenshots, and format

# 1.2 Description

Process ID	
Process Name	Post Journal Entry
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant, General Ledger Manager
Purpose	Posting a Journal entry to the general ledger
Data Requirement	Period
	Batch/ Journal Name
Dependencies	Batch Journal
	Journal
	Period
Scenario	An Accounting Officer will review and post uploaded or created
	Journal entries to General Ledger.

<b>UNIVERSITY OF THE PHILIP</b>	PPINES
"Usar Nama	
"Password	(erample: JRDELACRUZ) (erample: Rb3A4%8c) Login Cancel

#### Step 1. Go to uis.up.edu.ph

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

		👧 F	avorites <del>-</del>		Logout	Help	Personalize Page
University Information System Home Page							
Main Menu Personalize	Worklist			Full List			
Fixed Assets Accountant, UPS	From	Туре	Subject	Sent			
General Ledger Manager, UPS	There are no notifications in this view.						
Import         Import         Define         Import         Import	TTP Vacation Rules - Redirect or auto-respond to no TTP Worklist Access - Specify which users can view	and act (	s. Jpon your no	otifications	5.		

**Step 3.** From **UIS Home Page** proceed to **Main Menu** and choose the **General Ledger Manager > Journals > Post** 

		Balance	Total Entere	d	,
Period	Batch	Type	Debit	Credit	Control Total
]	Find Journal Batches				3
	Period Batch Total Entered Debit		Balance Type Any		
	Entered Credit Control				
Batch Inform Pos Batch	ai 1 9 1 9		<u>C</u> lear	Find	
	Review Batch		Bo	st	

The **Post Journals** window and **Find Journal Batches** window will open.

○ Find Journal E	atches			
Period	DEC-14	Balance Type	Any	-
Batch				
– Total –				
Ent	tered Debit		]	
Ent	ered Credit		]	
	Control		]	
		<u>C</u> lear	Fir	nd

**Step 4.** On the *Find Journal Batches* window, enter the *Period* or *Batch Name* of the journal entry.

Then click *Find* button.

Note: You may enter only the *Period* to view multiple journal batches.

Field Name	Description	Remarks
Period	Accounting Period of the Journal	Date
		Format: Month-Year
Batch	Name of the Journal Batch	Alphanumeric Field
	Example: Batch Journal 001	

				Balance	Total Ente	ered	
	Period	Batch		Type	Debit	Credit	Control Total
	JUN-15	CJE: JO	URNALBATCH0002 Bu	Budget	30000.00	30000.00	
	DEC-14	XX TES	т ватен	Encumbra	30000.00		
	AUG-14	CJE: BL	JDGETJOURNALTESTXX	Budget	1000.00	0.00	
	JUL-14	CJE: BL	JDGETJOURNALTESTXX	Budget	400.00	0.00	
	JUL-14	CJE: JO	URNALBATCH0001 Bu	Budget	0.00	25000.00	
	JUN-14	CJE: BL	JDGETJOURNALTESTX)	Budget	600.00	0.00	
	MAY-14	Journa	10001 25-JUN-2014 0	Actual	10000.00	10000.00	
	MAY-14	CJE: BL	JDGETJOURNALTESTXX	Budget	500.00	0.00	
	APR-14	CJE: BL	JDGETJOURNALTESTXX	Budget	4000.00	0.00	
В	atch Inform Post Batch	ation — : Status : Status	Postable Requires funds reserv	vation			
			Beview Batch			Bost	

The search results will be displayed in the *Post Journals* window.

			Palanca	———— Total E	intered	
	Period	Batch	Type	Debit	Credit	Control Total
•	JUN-15	CJE: JOURNALBATCH0002 Bu	Budget	30000.00	30000.00	

**Step 5.** Tick the checkbox of the journal batch to post. The entire row for the batch journal will be highlighted in blue.

Batch (UPD)					
Batch	CJE: JOURNALBATCH0002 Budg	jet Jou 1048581: B		Status	
Period	JUN-15	Balance Type	Budget	Posting	Unposted
Description	%: Budget Journal 1048581			Funds	Passed
				Approval	N/A
Control Total			[ ] l		
Batch Totals				– Details –––––	
	Debit	Credit		Created	25-JUN-2014
Entered	30000	30000		Posted	
Accounted	30000	30000		Posted By	
( Journals	Autocopy Batch	Check Funds	Unreserve Fund	ls	View Results
Bost	Reverse Batch	Ta <u>×</u> Batch	Approve	C	ihange Period
Eost		Tax baton	Abbione		andinge Ferrod

# **Step 6.** Click *Review Batch* to review each Journal Batch before posting.

The Batch window will open displaying the details of the batch journal selected.

Batch (UPD)				
Batch	CJE: JOURNALBATCH0002 Budge	et Jou 1048581: B	- Statu	s
Period	JUN-15	Balance Type	Budget	Posting Unposted
Description	%: Budget Journal 1048581			Funds Passed
				Approval N/A
Control Total		[	I	
Batch Totals			Detai	ls
	Debit	Credit		Created 25-JUN-2014
Entered	30000	30000		Posted
Accounted	30000	30000	F	Posted By
( Journals	Autocopy Batch	Chec <u>k</u> Funds	Unreserve Funds	View Re <u>s</u> ults
	Devenue Develo	T D. I		Character Desired

**Step 7.** Click *Journals* at the lower left area of the Batch window.

🖸 Jour	mals (UPD) – CJE: JOU	IRNALBATCH0002 Bu	idget Jou 1048581: B						
	Journal	CJE: Budget PHP 10	04 User 1		- Conversio	n	Reverse		•
	Description	CJE: : 1048581			Currency	PHP	Date		
	Ledger	UPD	Category	Budget	Date	25-JUN-2014	Period		
	Period	JUN-15	Effective Date	30-JUN-2015	Type	User	Method	Switch Dr/Cr	-
	Balance Type	Budget	Encumbrance Type	BUDGET 0002	Rate	1	Status	Not Reversed	
	Clearing Company		Ta×	Not Required				Reverse	
			Control Total			Γ	]]		
	Lines Oth	er Information							
									•
Line	Account		Debit (PHP)	Credit (PHP)	Description			[]	
10	02.10110101	010		30000.00					
20	02.10119999	040	30000.00						
	<u> </u>			][					
	<u>[]</u>			][]					
			30000.00	30000.00					
								•	
	Acct Desc	U\.P\. DILIMAN.Ge	neral Fund.Unspecifie	d.Unspecified.Collect	ing Officer.Ur	ispecified.Unspecif	ied.Unspecifie	d.Unspecified.	Uns
	Post	AutoCopy	Batch	Approve		Line Drilldown		T Accounts	
	Chec <u>k</u> Funds	Unreserve	e Funds	View Re <u>s</u> ults		Change Period	Cha	ange Currency.	

#### Step 8. Click T Accounts.

	UV PV DIUMAN Ceneral Fund	JZ.10110101010 Hunspecified Unspecif	ied Collecting Officer U	nspecified Unspe
	PHP	PHP	PHP	PHP
ine+ 10			30000.00	30000.00
et Activity			30000.00	30000.00
	U\.P\. DILIMAN.General Fund	d. Unspecified. Unspecif	ied.Asset Clearance.Un	specified.Unspec
	DUD	DUD	DUD	DUD
	PHP	rnn	PHP	PHP
ine+ 20	30000.00	30000.00	PHP	PHP
ne+ 20 et Activity	30000.00	30000.00 30000.00	PHP	PHP
ne+ 20 et Activity otal Net Activity For All Acc	30000.00 30000.00 30000.00	30000.00 30000.00 30000.00	PHP	20000.00
ne+ 20 et Activity otal Net Activity For All Acc	30000.00 30000.00 30000.00	30000.00 30000.00 30000.00		30000.00
ne+ 20 et Activity otal Net Activity For All Acc	30000.00 <u>30000.00</u>	30000.00 30000.00 30000.00	РНР 	30000.00
ne+ 20 et Activity otal Net Activity For All Acc	30000.00 30000.00 30000.00	30000.00 30000.00 30000.00	РНР 	30000.00
ne+ 20 et Activity otal Net Activity For All Acc	30000.00 30000.00 30000.00	30000.00 30000.00 30000.00		30000.00

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

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O Bast Journals (UD O stars)		

Window Help
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O <u>1</u> Navigator – General Ledger Super User, UPD
💷 2 Post Journals (UPD)
○ <u>3</u> Find Journal Batches
○ <u>4</u> Batch (UPD)
○ <u>5</u> Journals (UPD) – CJE: JOURNALBATCH0002 Budget Jou 1048581: B
○ <u>6</u> T Accounts (UPD2022(PHP): PHP) – Journal, CJE: Budget PHP 1004 User 1

**Step 9.** On the menu bar at the top of the window, click the *Window* option.

**Step 10.** The Window dropdown menu will appear. Select the **Post Journals** option to return to the **Post Journals** window.

Pe JUI DE AU JUI	eriod N-15 EC-14 IG-14	Batch CJE: JOI XX TES	JRNALBATCH0002 Bu	Type Budget	Debit	Credit	Control Total
JUI DE AU JUI	N-15 EC-14 IG-14	CJE: JOI XX TES	JRNALBATCH0002 Bu	Budget	20000.00		
DE AU JUI	EC-14 IG-14	XX TES			50000.00	30000.00	
AU JUL	IG-14		Г ВАТСН	Encumbra	30000.00		
ງບເ		CJE: BU	DGETJOURNALTESTXX	Budget	1000.00	0.00	
	L-14	CJE: BU	DGETJOURNALTESTXX	Budget	400.00	0.00	
JUL	L-14	CJE: JOI	JRNALBATCH0001 Bu	Budget	0.00	25000.00	
JUL	N-14	CJE: BU	DGETJOURNALTESTXX	Budget	600.00	0.00	
MA	AY-14	Journal	0001 25-JUN-2014 0	Actual	10000.00	10000.00	
MA	AY-14	CJE: BU	DGETJOURNALTESTXX	Budget	500.00	0.00	
AP	PR-14	CJE: BU	DGETJOURNALTESTXX	Budget	4000.00	0.00	
Batcł	h Informa Post Batch	tion Status Status	Postable Passed funds reserva	tion			

**Step 11.** On the Post Journals window, click the "*Post*" button on the lower right area of the window.



**Step 12.** Note window will open with the Posting concurrent request ID of the transaction.

Click "**OK**" button to close the notification window.

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

### **Expected Result:**

• A Journal Entry/ Batch Journal Entry has been posted 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.

FRM-40400: T	ransaction complete:	1 records applied and saved.	
Record: 1/1		List of Valu	<0SC>



# **Generate Pre-Closing Trial Balance**



### 1 DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
29 March 2017	Kevin Basinilio	3.0	Modified user guide to include updated report name and parameters
04 October 2018	Julius Ermitanio	4.0	Updated the description, steps, screenshots, and format

### 1.2 Description

Process ID	
Process Name	Generate Pre-Closing Trial Balance
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant
Purpose	To generate Pre-Closing Trial Balance reports
Data Requirement	Fund
	Statement Date
Dependencies	Posted Entries (Create Accounting has been run successfully in all
	the modules)
Scenario	An Accounting Officer has completely posted all the journal entries
	to the General Ledger and will generate the Pre-Closing Trial
	Balance. This report should be generate BEFORE running the
	INCOME STATEMENT CLOSE.



#### Step 1. Go to uis.up.edu.ph

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

UNIVERSITY OF THE PHILIPPINES						
University Information System Home Page			🕞 Favor	rites 🔻	Logout Help	Personalize Page
Main Menu Personalize Fixed Assets Accountant, UPS	Worklist From	Туре	Fubject	Full List Sent		
General Ledger Accountant, UPS     Gournals     Gournals     Gournals     Gournals     Gournals     Gournels     Gournels     Gournels	There are no notifications in this view. <b>TIP</b> <u>Vacation Rules</u> - Redirect or auto-respond to n <b>TIP</b> <u>Worklist Access</u> - Specify which users can view	otification and act u	s. Ipon your no	tifications.		
Reports     Requests     Notifications     M Trofile     XML Template						
□ □ Report □ Run □ Set □ <u>Currency Setups</u>						

Step 3. From UIS Home Page proceed to Main Menu and choose the General Ledger Accountant > Other > Requests > Run



Step 4. Select Single Request then click Ok.

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			Сору			
Name	UP Pre-Closing Trial Balance					
Operating Unit						
Parameters						
Language	American English					
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At these Times						
Run the Job	As Soon as Possible		Sche <u>d</u> ule			
Upon Completion.						
	✓ Save all Output Files					
Layout	UP Pre-Closing Trial Balance		Options			
Notify						
Print to	noprint		Delivery Opts			
( Help ( <u>C</u> )		(Sub <u>m</u> it	Ca <u>n</u> cel			

**Step 5.** In the *Name* field, enter *UP Pre-Closing Trial Balance*, and then press *TAB* button on your keyboard.

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Run this Request	Copy
Name UP Pre-Closing Trial Balance	
Parameters	×
Fund Show GL2? No No Period ADJ1-16 Certified Correct / Chief Accountant: Sanchez, Ms. S	Susan (

### Parameters of Pre-Closing Trial Balance:

Field Name	Description	Remarks
Fund	Fund (General Fund, Revolving Fund, Trust Fund, etc)	List of Values
Show GL2	You may choose " <b>No</b> " to generate a trial balance with only GL1s. If you want to see all the GL2s under that GL1, choose " <b>Yes</b> ". GL2s that are not in accordance with the standardization will be highlighted in RED after the report has been generated.	List of Values Default Value: No
Period	Accounting Period	Date Format: Month-Year
Certified Correct	Authorized Signatory of the report	Optional List of Values

• •		Oracle	e Applications - Production Instance
ile E	dit ⊻iew Folder <u>T</u> oo	s <u>W</u> indow <u>H</u> elp	
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	Submit Request		× I ×
	– Run this Request		
			Сору
	Name	UP Pre-Closing Trial Balance	
	Operating Unit		
	Parameters	:No:ADJ1–16:Sanchez, Ms. Susan Cruzat	
-	Language	American English	
-		Language Setting	Debug Options
	At these Times —		
	Run the Job	As Soon as Possible	Sche <u>d</u> ule
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		🗹 Save all Output Files	
	Layout	UP Pre-Closing Trial Balance	Options
	Notify		
	Print to	noprint	Delivery Opts
	Help ( <u>C</u> )	Sub <u>m</u> it	Cancel
	Help ( <u>C</u> )	Sub <u>m</u> it	Cancel

Step 7. Click Submit



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Requests	Find Requests			
Request I	<ul> <li>My Completed Bequests</li> <li>My Requests In Progress</li> <li>All My Requests</li> <li>Specific Requests</li> <li>Request ID</li> <li>Name</li> <li>Date Submitted</li> <li>Date Completed</li> <li>Status</li> <li>Phase</li> </ul>			
Ho Can	Order By S	Include Reguest Set Stages in Q Request ID elect the Number of Days to View: est	uery 7 Find	

**Step 8.** A decision window will appear to submit another request. Click *No.* 

**Step 9.** User will go back to the *Find Requests* window.

Click *Find*.

Refre	<u>R</u> efresh Data		find Requests		Sub <u>m</u> it a New Request	
Request ID			Parent			
	Name			Phase	Status	Parameters
3044273	UP Pre-Closing T	rial Balan		Completed	Normal	279, 2033, 15692, 101, N, AD
3044270	UP Pre-Closing T	rial Balan		Completed	Normal	279, 2033, 15692, 101, N, AD
3044245	UP Pre-Closing T	rial Balan		Completed	Normal	279, 2033, 15692, 101, N, AD
3044228	UP Pre-Closing T	rial Balan		Completed	Normal	279, 2033, 15692, 101, N, AD
3044088	UP Pre-Closing T	rial Balan		Completed	Normal	283, 2040, 15692, 101, N, AD
3044087	UP Pre-Closing T	rial Balan		Completed	Normal	283, 2040, 15692, 101, N, AD
3044084	UP Pre-Closing T	rial Balan		Completed	Normal	283, 2040, 15692, 101, N, AD
3043961	UP Pre-Closing T	rial Balan		Completed	Normal	283, 2040, 15692, 101, N, AD
3043240	UP Pre-Closing T	rial Balan		Completed	Normal	283, 2040, 15692, 101, N, AD
3043150	UP Pre-Closing T	rial Balan		Completed	Normal	283, 2040, 15692, 101, N, AD
Hold Request			∕iew Detail <u>s</u> .			View Output
Cancel Request		Diagnostics			View Log	

Step 10. Once the *Phas*e is Completed and *Status, Normal*.

Select the *UP Pre-Closing Trial Balance* request

then click View Output.

UNIVERSITY OF LOS USB Bans TN: 000- UP Pre-Closin ALL As Of 2	THE PHILIP BANOS Laguna, IV-A 864-006-004 Ig Trial Balance FUNDS 016/12/31	PINES	
Particulars	UACS Object Code	Debit	Credit
reasury/Agency Cash Accounts - Cash on Hand			
Unspecified	1010100000	199,525.24	
Jash - Collecting Officer	1010101000	42.255.070.06	
Conspectined	1010101000	45,555,978.00	
Unspecified	1010202000	439.047.966.67	
	1010202001		765,378,074.7
	1010202002		99,340,876.22
	1010202003		626,792,505.74
Cash in Bank - Local Currency, Current Account - LBP	1010202024	7,200.00	
Cash in Bank - Local Currency, Savings Account			
Unspecified	1010203000	105,243,946.02	
	1010203001		112,395.52
	1010203002		22,916.72
	1010203003		55,158.00
	1010203004		34,580.89
	1010203005		17,499.00
	1010203006		1,137,030.51
	1010203007		229,394.47
ash in Pauls I and Churanan Time Deparits			

On the Internet browser, the pdf file of the Pre-Closing Trial Balance will open.

You may download the report.

### **Expected Result:**

Pre-Closing Trial Balance has been generated.

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



# **Run Income Statement Close**



## 1 DOCUMENT CONTROL

# 1.1 Change Record

Date	Author	Version	Change Reference:
	iOM	1.0	Initial
04 October 2018	Julius Ermitanio	2.0	Updated the description, steps, screenshots, and format
# **1.2 Description**

Process ID	
Process Name	Run Income Statement Close
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant
Purpose	The process creates a journal entry that shows the revenue and expense account balances moved to the retained earnings account
Data Requirement	Ledger Period Closing Account
Dependencies	Posted Journal Entries to GL (Create Accounting has been run successfully in all modules.) Closed accounting periods for all modules except the GL module.
Scenario	This should be done AFTER generating the PRE-CLOSING TRIAL BALANCE report.
	An Accounting Officer run Income Statement Close, post the generated closing journal entry then proceed to generation of the post closing trial balance report.
	Once this is done, closing of GL period may be performed.

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#### Step 1. Go to uis.up.edu.ph

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

Step 3. From UIS Home Page proceed to Main Menu and choose the General Ledger Accountant> Accountant> Other> Requests> Run



Step 4. Select Single Request then click Ok.

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Step 5. In the Name field, enter

Close Process - Create Income Statement Closing Journals

then press *TAB* button on your keyboard.

### Parameters of Close Process - Create Income Statement Closing Journals:

Step 6. Enter the parameters.

Field	Description	Remarks
Ledger	Constituent University	Required field
<b>—</b>		Autoilli
Period	Period that will affect the Income sheet close	Required field
Account	Range that will include the closing of journals	Required field
From		List of Values
Account To	Range that will include the closing of journals	Required field
		List of Values
Closing	Transfers the balance, which is the net of the reversed	Required field
Account	asset, liability, and equity accounts, to the closing account	
	that you specify	
Income	Optionally, uses an income offset account, which results in	Optional field
Offset	the individual income statement account balances remaining	
Account	in their accounts. The process books the inverse balance of	
	the retained earnings account to the offset account.	
Category	Income Statement Close	Required field
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#### Step 7. Enter Period

# Step 8. Enter Account From and Account To,

click on the ellipsis then enter range.

Note: Enter - and **zz** as your range to include all accounts



Step 9. Enter Closing Account.
You may leave blank the Income
Offset Account.

**Step 10.** After entering parameters click *Ok* 

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?	Request submitted. (Request ID = 4909708)			
	Submit another request?			
	(Yes) No			

**Step 12.** A decision window will appear to submit another request. Click *No* 

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**Step 13.** User will go back to the *Find Requests* window.

Click *Find*.

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Step 15. Close the form

**Step 16.** On Java Applet, navigate to *Journals > Enter* 

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Field	Description	Remarks
Period	Period of Journal	Date
Status – Posting	Status of generated journal	List of Values

**Step 17.** To search the Journal, enter the parameters then click *Find.* 

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### Step 18. Click Review Journal

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_	60	03.164.LB0201600	140202010.002	23,070.00	23,070.00	Income Statement Close	
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## Step 19. Review details

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# Step 20. After reviewing, click *Post*



Step 21. A concurrent request will be created. Click *Ok* 

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## Step 22. Close the form

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**Step 23.** Search for the Journal, enter the parameters

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The Batch Status should be **Posted**.

#### **Expected Result:**

Income Statement Closing Journal entries has been posted.

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



# **Generate Post Closing Trial Balance**



## 1 DOCUMENT CONTROL

# 1.1 Change Record

Date	Author	Version	Change Reference:
29 March 2017	Kevin Basinilio	3.0	Modified user guide to include updated report name and parameters.
04 October 2018	Julius Ermitanio	4.0	Updated the description, steps, screenshots, and format

# 1.2 Description

Process ID	
Process Name	Generate Post Closing Trial Balance
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant
Purpose	To generate Post-Closing Trial Balance report
Data Requirement	Accounting Period
	Completed pre-closing trial balance
	Posted Income Statement Process
Dependencies	Posted the closing journal entry from running the Income Statement
	Close
Scenario	An Accounting Officer has completely posted and closed all the subledgers and will generate the Post-Closing Trial Balance

UNIVERSITY OF THE PHIL	IPPINES
*Passwo	(example: JRDELACRUZ) (example: Rb3A4%8c) Login Cancel

#### Step 1. Go to uis.up.edu.ph

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

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Step 3. From UIS Home Page proceed to Main Menu and choose the General Ledger Accountant > Other > Requests > Run



Step 4. Select Single Request then click Ok.

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**Step 5.** In the *Name* field, enter *UP Post-Closing Trial Balance*, and then press *TAB* button on your keyboard.

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	Run this Request					
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	Name UP Pos	t–Closing Trial Balance				
	Parameters					×
		Fund				
		Show GL2? No	No			
		Period DEC-16				
	Certified Correct / Chie	f Accountant: Sanchez	, Ms. Susan 🖙			
		•				D
					Cancel Clear	Help

# Step 6. Enter the parameters then click *Ok*.

### Parameters of Post Closing Trial Balance:

Field Name	Description	Remarks
Fund	Fund (General Fund, Revolving Fund, Trust Fund, etc)	List of Values
Show GL2	You may choose " <b>No</b> " to generate a trial balance with only	List of Values
	GL1s. If you want to see all the GL2s under that GL1,	Default Value: No
	choose " <b>Yes</b> ". GL2s that are not in accordance with the	
	standardization will be highlighted in RED after the report	
	has been generated.	
Period	Accounting Period	Date
		Format: Month-Year
Certified	Authorized Signatory of the report	Optional
Correct		List of Values

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	Submit Request			X
	Run this Request			
				Сору
	Name	UP Post–Closing Trial Balance		
	Operating Unit			
	Parameters	No:DEC-16:Sanchez, Ms. Susar	n Cruzat	
	Language	American English		
			Language Setting	Debug Options
	At these Times —			
	Run the Job	As Soon as Possible		Schedule
	Upon Completion			
		✓ Save all Output Files		
	Laurant			Options
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Step	7.	Click	Sub	mit
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	Name Date Submitted Date Completed Status Phase Requestor			
Ho Can	Order By S	□Include Request Set Stages in Qu Request ID elect the Number of Days to View: est	iery T Find	

**Step 8.** A decision window will appear to submit another request. Click *No* 

**Step 9.** User will go back to the *Find Requests* window.

Click *Find*.

Requests	, na				******************	un an	
Refresh Data		Fii	Find Requests		Sub <u>m</u> it a New Request		
Request ID		F	<sup>o</sup> arent				
	Name		Ph	ase	Status	Parameters _	
<mark>518149</mark>	UP Post-Closing T	Frial Balar	Cor	mpleted	Normal	, 274, -, 2014/01/31 00:00:00, 📤	
518142	UP Post-Closing T	Frial Balar	Cor	mpleted	Normal	, 274, , 2014/01/31 00:00:00, ,	
518139	UP Post-Closing T	Frial Balar	Cor	mpleted	Normal	, 274, , 2014/01/21 00:00:00, ,	
518105	UP Pre-Closing Tr	ial Balan	Cor	mpleted	Normal	274, 101, 2015/04/20 00:00:00	
517483	UP Pre-Closing Tr	ial Balan	Cor	mpleted	Normal	276, 101, 2015/04/17 00:00:00	
517178	UP Liquidation Re	port	Cor	mpleted	Normal	276, 17204, 8029, , ,	
517177	UP Report of Disb	ursement	Cor	mpleted	Normal	276, 2015/01/01 00:00:00, 201	
517176	UP Report of Disb	ursement	Cor	mpleted	Normal	276, 2015/02/01 00:00:00, 201	
517175	Expense Report E	xport	Cor	mpleted	Normal	, SelfService, Y, , , 99999999,	
517164	UP Report of Disb	ursement	Cor	mpleted	Normal	276, 2015/02/01 00:00:00, 201 👦	
Hgld Request Vie		ew Detail <u>s</u>			View Output		
Cance	l Request		Diagnostics		View Log		

Step 10. Click *Refresh Data* until *Phas*e is Completed and *Status, Normal* 

Select the **UP Post-Closing Trial Balance** request

then click View Output.

Posl As	UP Diliman Closing Trial Balance All Fund of January 31, 2014		
Particulars	Account Code	Debit	Credit
Cash in Bank - Local Currency, Banko Sentral ng Pilipinas Cash in Bank - Local Currency, Current Account Cash in Bank - Local Currency, Savings Account Other Supplies and Materials for Distribution Office Supplies Inventory Advances for Operating Expenses Accounts Payable Due to BIR Accounts Payable	10102010 10102020 10102030 10402990 10404010 19901010 20101010 20201010 30101020	1,500.00 2,400.00 3,000.00 29,500.00 16,000.00 0.00 9,300.00	0.00 0.00 43,312,50 0.00 0.00 18,200.00 18,200.00 18,750 0.00
TOTAL	-	61,700.00	61,700.00
	Certifie	d Correct:	
	Chief A	ocountant	

On the Internet browser the pdf file of the Post-Closing Trial Balance will open.

You may download the report.

#### **Expected Result:**

Post Closing Trial Balance has been generated.

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



# Close General Ledger Accounting Period



# 1. DOCUMENT CONTROL

# 1.1 Change Record

Date	Author	Version	Change Reference:
21 September 2018	Julius Ermitanio	1.0	Initial

# 1.2 Description

Process ID	
Process Name	Close General Ledger Accounting Period
Functional Domain	General Ledger Module
Responsibility	General Ledger Manager
Purpose	<ul> <li>To close Accounting Period: Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened</li> </ul>
Data Requirement	Accounting Period
Dependencies	•
Scenario	An Accounting Officer will close the General Ledger Accounting period

UNIVERSITY OF THE PHILIPPINES							
"User N "Passw	Vame (example: JRDELACRUZ) (example: JRJA4468c) (example: RbJA4468c) Login Cancel						

#### Step 1. Go to uis.up.edu.ph

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

UNIVERSITY OF THE PHILIPPINES									
	💽 Favorites 🔻	Logout	Preferences	Help	Personalize Page				
University Information System Home Page	Worklist								
General Ledger Accountant, UPS     General Ledger Manager, UPS	From Type There are no notifications in this view.	Subje	Full List						
Journals     Journals     Journals     Departs     Setup      Oper/Close     UP Employee Self Service	TIP <u>Vacation Rules</u> - Redirect or auto-respond to notificati TIP <u>Worklist Access</u> - Specify which users can view and ac	ins. : upon you	ır notifications	S.					

Step 3. From UIS Home Page proceed to Main Menu and choose the General Ledger Manager > Setup > Open/Close

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Status	Find Periods   Ledger UP Los Banos   Status Any   Period   Fiscal Years   From   To   Qlear   Find

General Ledger *Find Periods* window will appear

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Step 4. Click Find button

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Status	Period			From Date	To Date		
Open	SEP-13	9	2013	01-SEP-2013	30-SEP-2013		
Open	AUG-13	8	2013	01-AUG-2013	31-AUG-2013		
Open	JUL-13	7	2013	01-JUL-2013	31-JUL-2013		
Open	JUN-13	6	2013	01-JUN-2013	30-JUN-2013		
Open	MAY-13	5	2013	01-MAY-2013	31-MAY-2013		
Open	APR-13	4	2013	01-APR-2013	30-APR-2013		
Open	MAR-13	3	2013	01-MAR-2013	31-MAR-2013		
Open	FEB-13	2	2013	01-FEB-2013	28-FEB-2013		
Open -	JAN-13	1	2013	01-JAN-2013	31-JAN-2013	Ţ	

**Step 5.** Select the period to be closed then click the **ellipses**.

Statuses 🔀
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Status Closed
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Step 6. Select Closed then click *Ok.* 

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	Nu	mbe	r Fi	iscal Year		
Status	Period			From Date	To Date	[]
Open	SEP-13	9	2013	01-SEP-2013	30-SEP-2013	
Open	AUG-13	8	2013	01-AUG-2013	31-AUG-2013	
Open	JUL-13	7	2013	01-JUL-2013	31-JUL-2013	
Open	JUN-13	6	2013	01-JUN-2013	30-JUN-2013	
Open	MAY-13	5	2013	01-MAY-2013	31-MAY-2013	
Open	APR-13	4	2013	01-APR-2013	30-APR-2013	
Open	MAR-13	3	2013	01-MAR-2013	31-MAR-2013	
Open	FEB-13	2	2013	01-FEB-2013	28-FEB-2013	
Closed	JAN-13	1	2013	01-JAN-2013	31-JAN-2013	TT÷ I

#### Step 7. Click Save.

#### **Expected Result:**

- General Ledger Accounting period has been closed.
- Accounting officers will not be able to create and post journal entries on the closed accounting period

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