



University of the Philippines



FMIS


**Financial Management Information System
User Manual**



FMIS User Manual

Generate of Trial Balances

Author:	Julius Ermitanio
Creation Date:	04 October 2018
Last Updated:	04 October 2018
Document Ref:	FMIS User Manual – Generation of Trial Balances
Version:	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
 - Accounts Payables
 - 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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*User Name

*Password

(example: JRDELACRUZ)
(example: Rb3A4%8c)

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

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



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[Favorites](#) [Logout](#) [Preferences](#) [Help](#) [Personalize Page](#)

University Information System Home Page

Main Menu

Personalize

- Fixed Assets Accountant, UPS
- General Ledger Manager, UPS
- Payables Accountant, UPS**
 - View Payroll Process Results
 - Disbursement Voucher
 - Payments
 - Accounting**
 - Control Payables Periods**
 - Subledger Accounting
 - Workflow
 - Other

Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Control Payables Periods

Ledger

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	4	2016	APR-16	01-APR-2016	30-APR-2016
Open	3	2016	MAR-16	01-MAR-2016	31-MAR-2016
Open	2	2016	FEB-16	01-FEB-2016	29-FEB-2016
Open	1	2016	JAN-16	01-JAN-2016	31-JAN-2016
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
Closed	9	2015	SEP-15	01-SEP-2015	30-SEP-2015
Closed	8	2015	AUG-15	01-AUG-2015	31-AUG-2015

Exceptions

Open

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

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File Edit View Folder Tools Window Help

Control Payables Periods

Ledger: UP Diliman

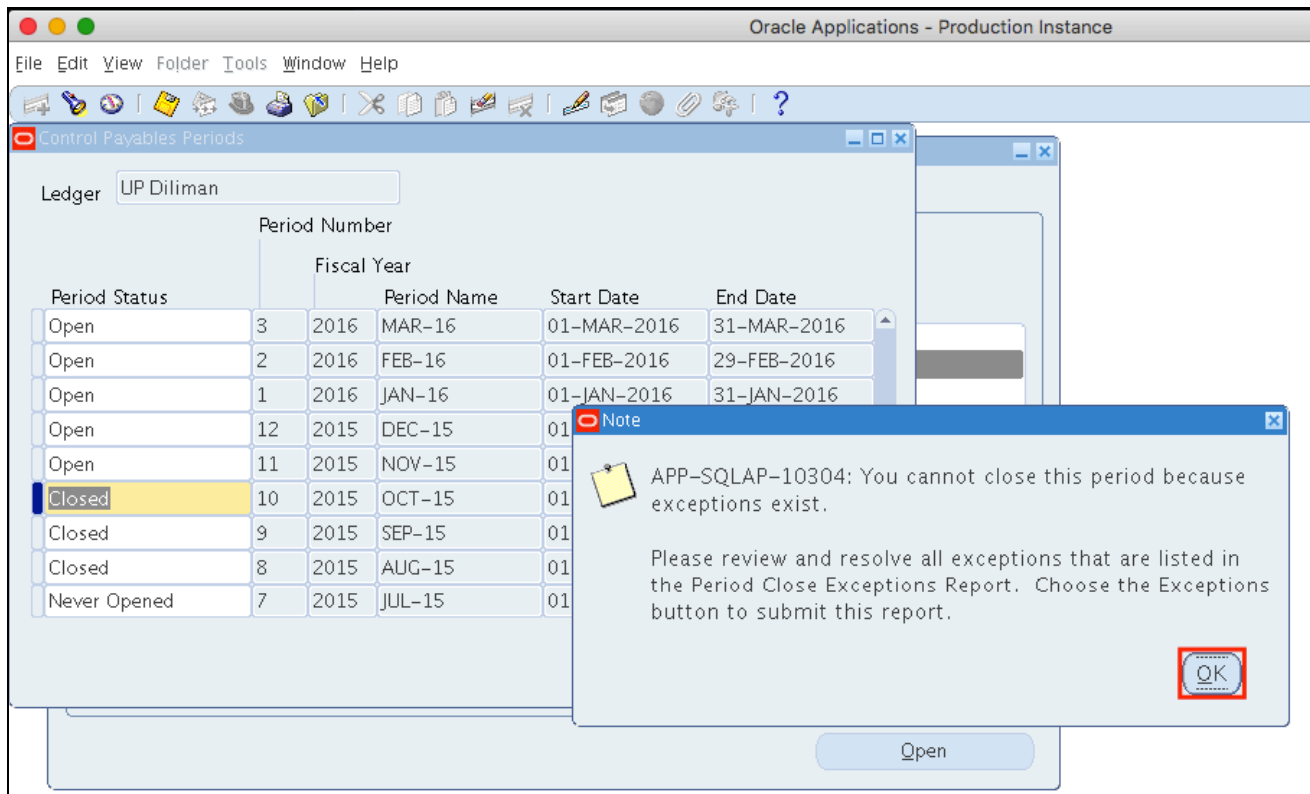
Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	3	2016	MAR-16	01-MAR-2016	31-MAR-2016
Open	2	2016	FEB-16	01-FEB-2016	29-FEB-2016
Open	1	2016	JAN-16	01-JAN-2016	31-JAN-2016
Open	12	2015	DEC-15	01-DEC-2015	31-DEC-2015
Open	11	2015	NOV-15	01-NOV-2015	30-NOV-2015
Closed	10	2015	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
Never Opened	7	2015	JUL-15	01-JUL-2015	31-JUL-2015

Exceptions

Open

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

then click **Save**



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

Click **Ok**.

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Control Payables Periods

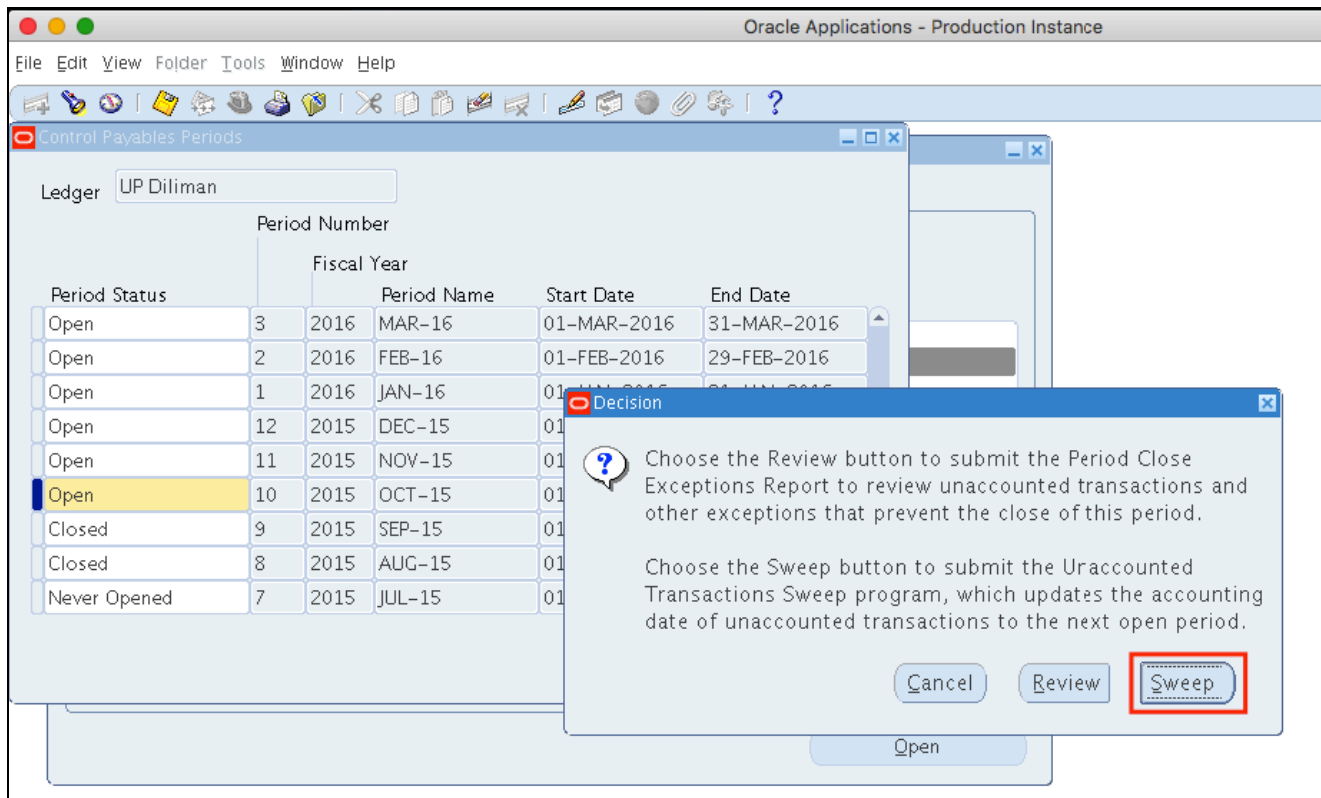
Ledger

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	3	2016	MAR-16	01-MAR-2016	31-MAR-2016
Open	2	2016	FEB-16	01-FEB-2016	29-FEB-2016
Open	1	2016	JAN-16	01-JAN-2016	31-JAN-2016
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
Closed	9	2015	SEP-15	01-SEP-2015	30-SEP-2015
Closed	8	2015	AUG-15	01-AUG-2015	31-AUG-2015
Never Opened	7	2015	JUL-15	01-JUL-2015	31-JUL-2015

Exceptions

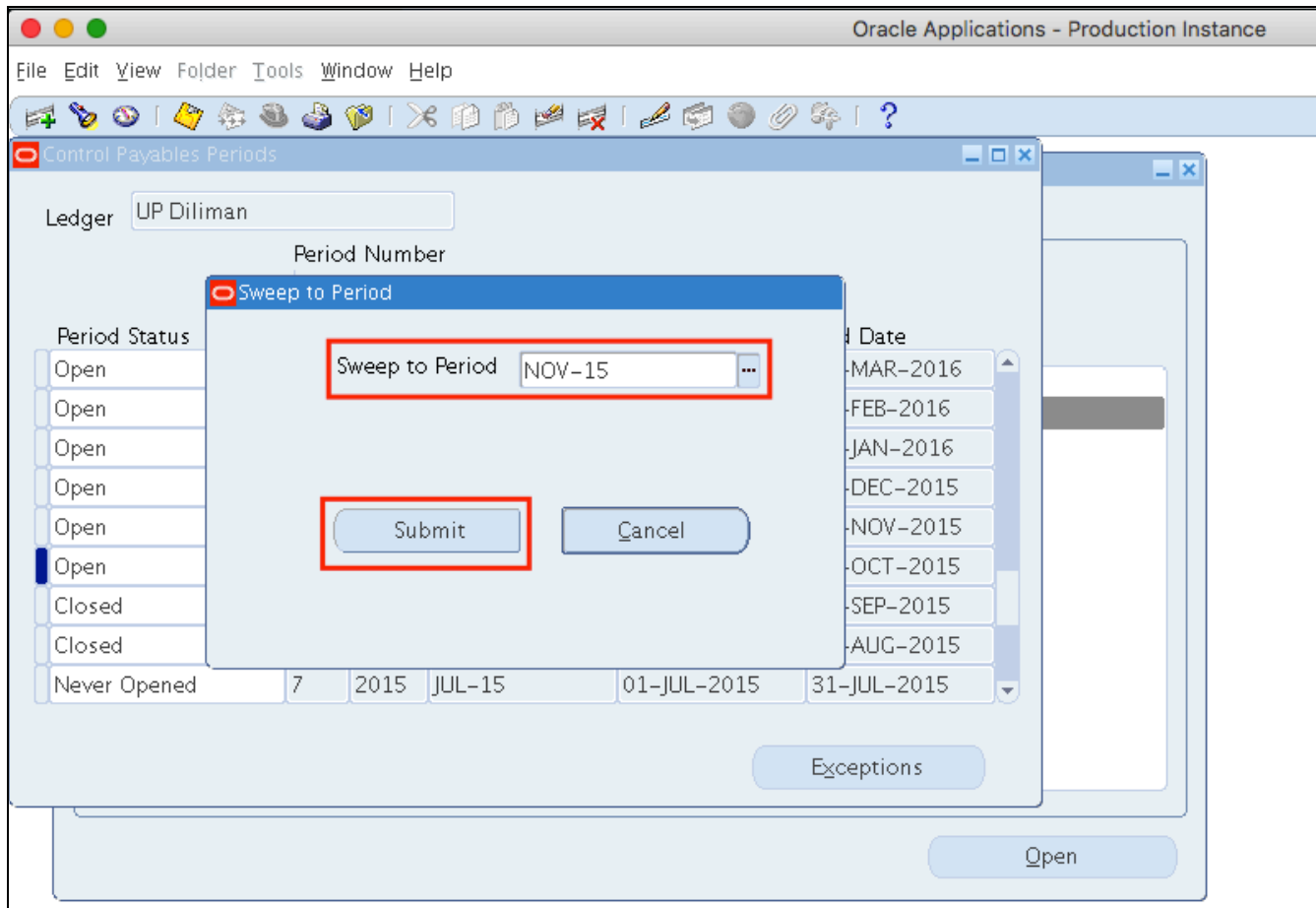
Open

Step 7. Click *Exceptions*.



Step 8. A decision window will appear.

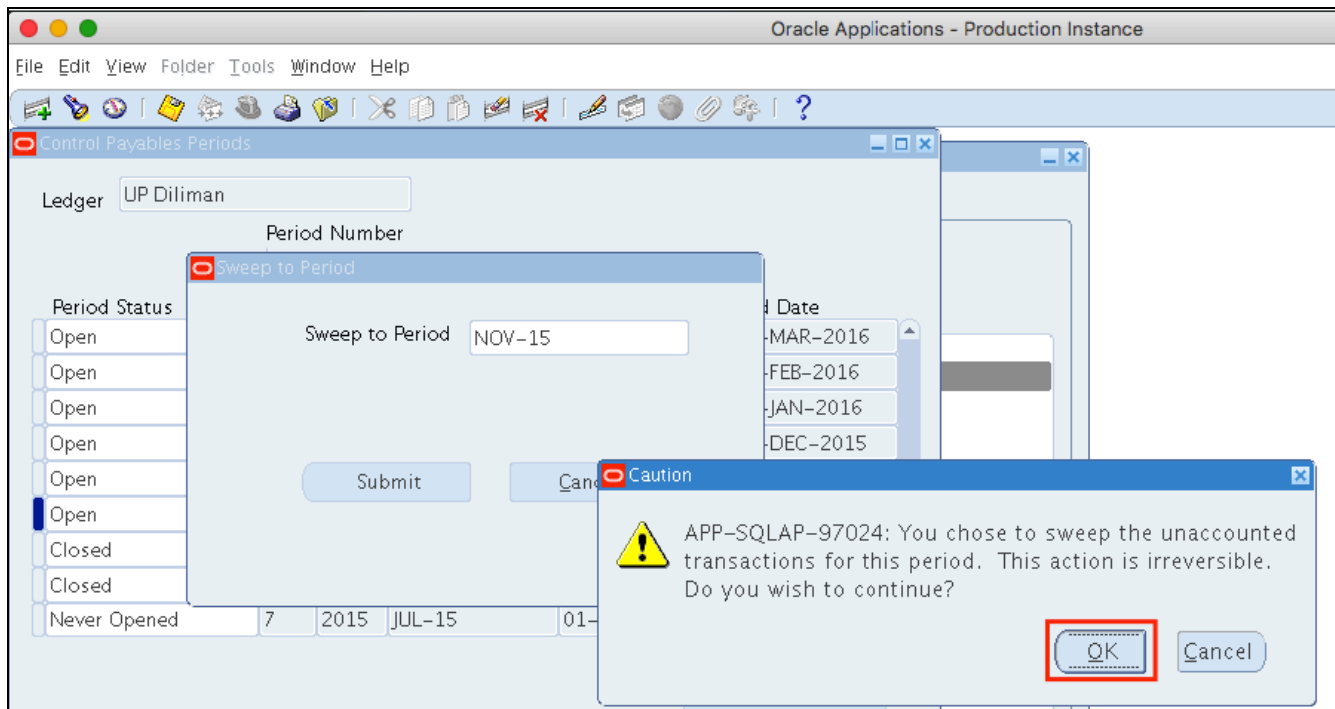
Click **Sweep**.



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

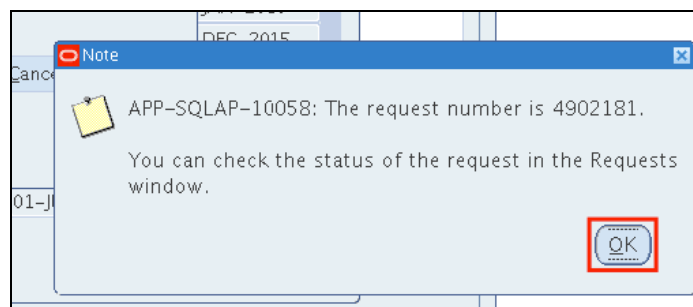
Period format: MONTH-YEAR
Example: NOV-15

Then click **Submit**.



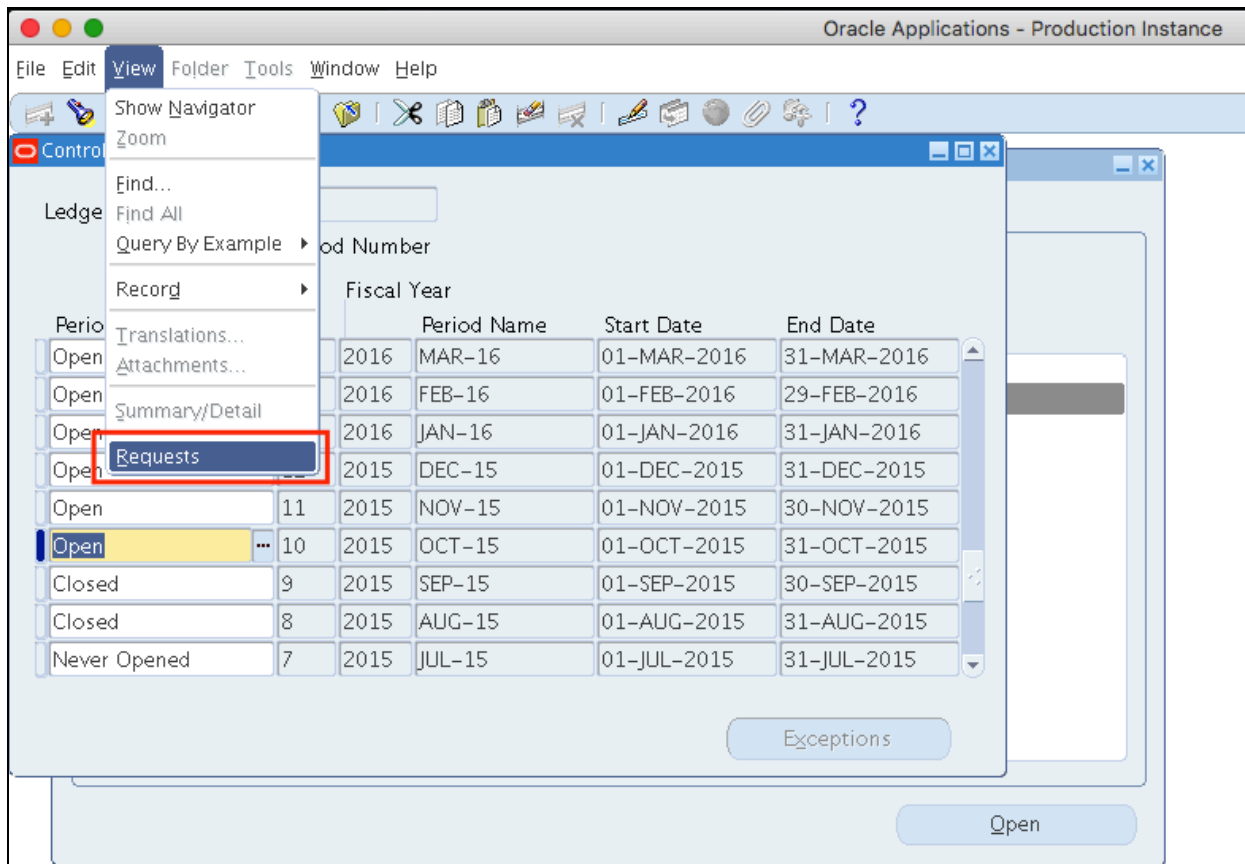
Step 10. A caution will appear before proceeding with the action.

Click **Ok**.



Step 11. Take note of the Request ID.

Click **Ok**.



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

Click **View > Requests**

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Requests

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Clear Find

Step 13. Find Requests
window will open.

Click **Find**

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
4902181	Unaccounted Transaction		Completed	Normal	1000, 2023, 2023, , , OCT-1

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

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**.

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
4902181	Unaccounted Transaction		Completed	Normal	1000, 2023, 2023, , , OCT-1

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

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

Unaccounted Invoices								
Supplier Name	Supplier Number	Invoice Number	Voucher Number	Invoice Date	Currency	Amount	PO Number	Exceptions
	723	723	723	30-Oct-2015	PHP			Dist Variance
	19818	300	300	17-Sep-2015	PHP			Dist Variance
	796	705	705	29-Oct-2015	PHP			Dist Variance
	33453	713	713	30-Oct-2015	PHP			Dist Variance
	3712	659	659	05-Oct-2015	PHP			Dist Variance
	19779	367	367	24-Sep-2015	PHP			Dist Variance
	2223	670	670	15-Oct-2015	PHP			Dist Variance
	2223	663	663	16-Oct-2015	PHP			Dist Variance
	471	625	625	28-Sep-2015	PHP			Dist Variance
	17835	348	348	23-Sep-2015	PHP			Dist Variance
	328	809	809	29-Oct-2015	PHP			Line Variance
	531	588	588	14-Oct-2015	PHP			Not Validated

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 invoices 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 style="list-style-type: none"> To transfer the final journal entries in the current batch run to General Ledger To be able to generate trial balance reports
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.



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*User Name

(example: JRDELACRUZ)

*Password

(example: Rb3A4%8c)

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University Information System Home Page

Main Menu

Personalize

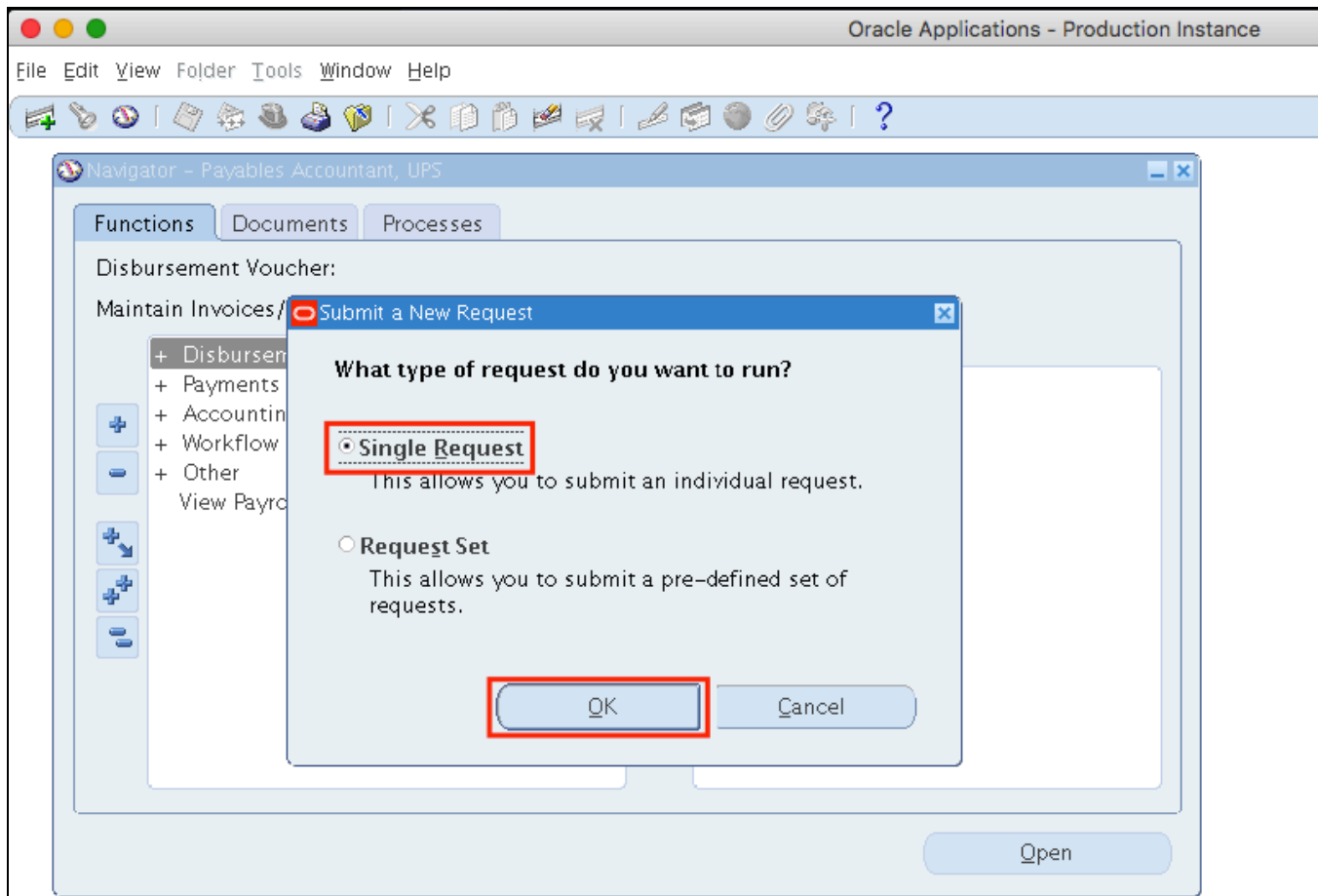
- [Fixed Assets Accountant, UPS](#)
- [Internet Expenses Auditor, UPS](#)
- [Payables Accountant, UPS](#)
- [View Payroll Process Results](#)
- [Disbursement Voucher](#)
- [Payments](#)
- [Accounting](#)
- [Workflow](#)
- [Other](#)
- [Concurrent](#)
- [Requests](#)
- [Run](#)
- [Set](#)

Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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**.

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Name **Create Accounting** Copy...

Operating Unit

Parameters

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 Subledger Accounting Program Report - Standard Options...

Notify

Print to noprint Delivery Opts

Help (H) Submit Cancel

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

Java Applet - uis.up.edu.ph

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Parameters

Ledger	UP System
Process Category	
End Date	31-JAN-2017
Mode	Final
Errors Only	No
Report	Detail
Transfer to General Ledger	Yes
Post in General Ledger	Yes
General Ledger Batch Name	
Include User Transaction Identifiers	Yes

OK Cancel Clear Help

Help (C) Submit Cancel

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.

Parameters of Create Accounting:

Field Name	Description	Remarks
Ledger	Ledger named after the Constituent University or Level 1 Unit	Default Value depending on the Unit
End Date	End date of the accounting period	Date Format: DAY-MONTH-YEAR
Mode	<p>Draft: Draft entries are not posted to General Ledger. You can review the resulting entries, update the transactions, or update the accounting rules.</p> <p>Final: Final entries are ready to be transferred to General Ledger and cannot be modified</p>	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 Name	Accounting Officer may add the Batch Name for this Accounting Program run	Alphanumeric Optional
Include User Transaction Identifiers	Yes	Select Yes

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

Name Create Accounting

Operating Unit

Parameters UP System::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 Subledger Accounting Program Report - Standard

Options...

Notify

Print to noprint

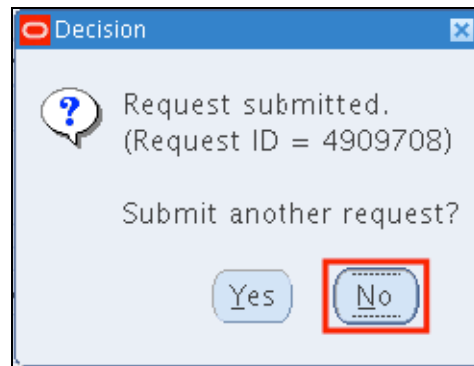
Delivery Opts

Help (C)

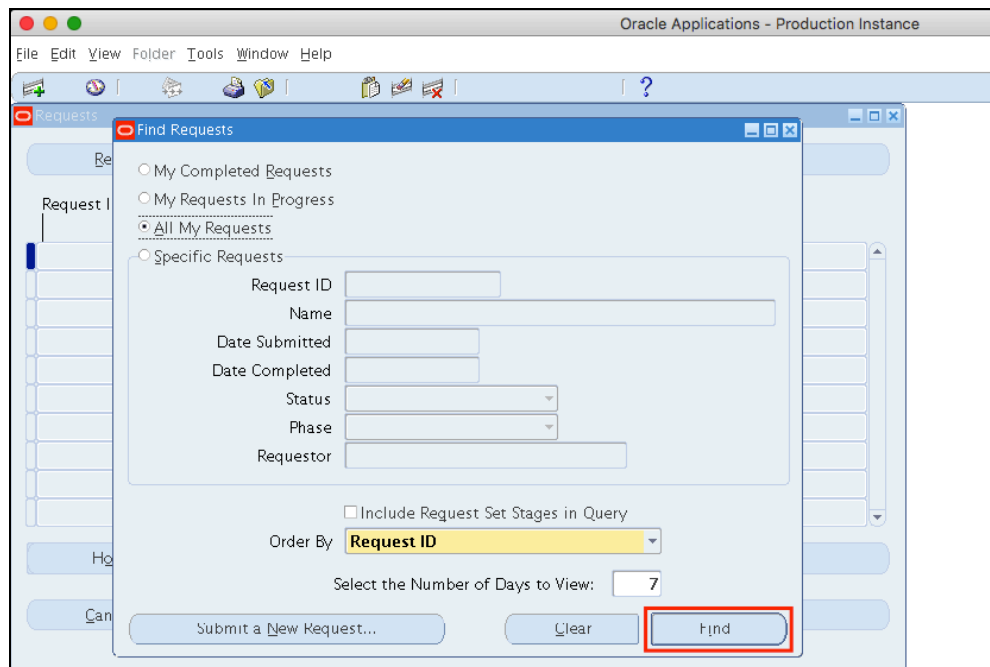
Submit

Cancel

Step 7. Click *Submit*



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**.

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
4905830	Accounting Program		Completed	Normal	222, 2027, 2016/07/31, F, 1
4905829	Create Accounting		Completed	Normal	222, 222, Y, 2027, , 2016/0
4904548	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , DEC-1
4904543	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , NOV-1
4904542	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , OCT-1
4904541	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , SEP-16
4904540	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , AUG-1
4904539	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , JUL-16
4904538	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , JUN-1
4904537	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , MAY-1

Hold Request View Details... View Output

Cancel Request Diagnostics 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

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
4905830	Accounting Program		Completed	Normal	222, 2027, 2016/07/31, F, 1
4905829	Create Accounting		Completed	Normal	222, 222, Y, 2027, , 2016/0
4904548	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , DEC-1
4904543	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , NOV-1
4904542	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , OCT-1
4904541	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , SEP-1
4904540	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , AUG-1
4904539	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , JUL-1
4904538	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , JUN-1
4904537	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , MAY-1

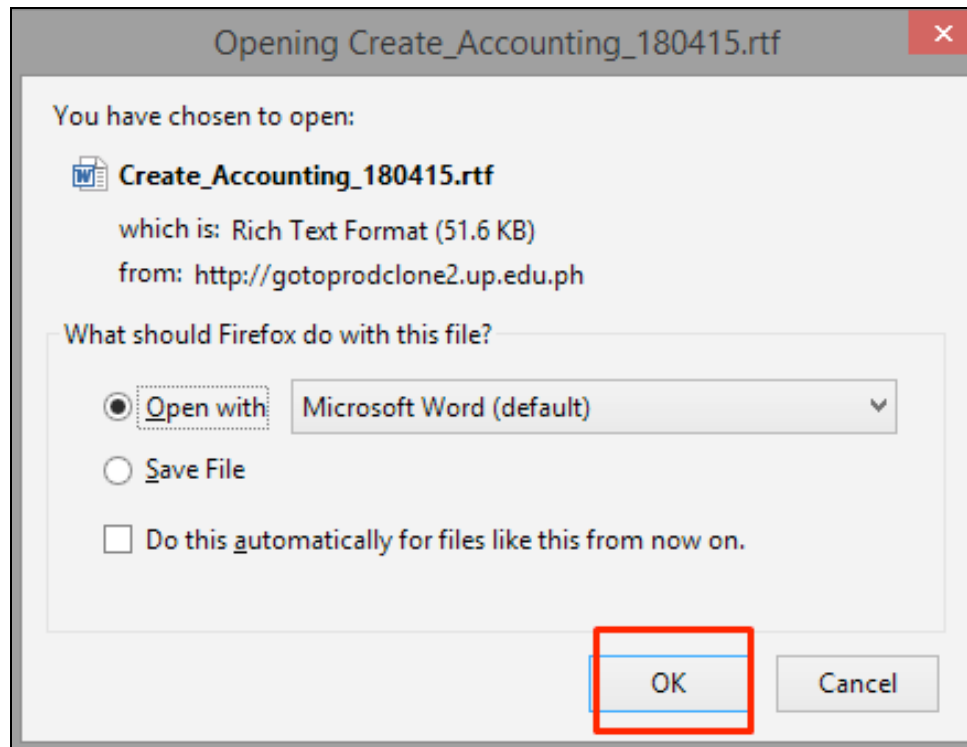
Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Step 11. Once the **Phase** is **Completed** and **Status, Normal**.

the accounting officer may view the journal entries posted.

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



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

Click **Ok**.

Sample Generate Report

ORACLE Subledger Accounting Subledger Accounting Program Report Report Date Apr 18, 2015
UP Dilliman Page 1 of 2

Application Payables
Process Category
End Date Feb 28, 2014
Accounting Mode Draft
Report Level Detail
Errors Only No
Transfer to General Ledger
Post in General Ledger
General Ledger Batch Name

Report Summary

Event Class	Number of Documents	Number of Events	In Error	Ledger	Balance Type	Count
Invoices	1	1		UP Dilliman	Actual	
Payments	1	1		UP Dilliman	Actual	

ORACLE Subledger Accounting Subledger Accounting Program Report Report Date Apr 18, 2015
UP Dilliman Page 2 of 2

Subledger Journal Entries

Event Class	Invoices	Event Type	Invoice Validated
Event Number	1	Event Date	Feb 5, 2014

Ledger UP Dilliman Ledger Currency PHP Balance Type Actual
Application Accounting Definition Encumbrance Accrual Version GL Date Feb 5, 2014
Journal Entry Description Invoice Validated , Invoice Number: 30 , Date: 05-FEB-14 , Document Sequence Category: STD INV , Document Sequence Name: UPD_OV , Invoice Voucher Number: 30 , Invoice Description: Supplies

Line	Accounting Class	Account	Currency	Entered Debit	Entered Credit	Accounted Debit	Accounted Credit
1	Item Expense	02.101---50203010-----	PHP	8,200.00		8,200.00	
2	Liability	02.101---20101010-----	PHP		8,200.00		8,200.00
				Journal Entry Total		8,200.00	8,200.00

Event Class	Payments	Event Type	Payment Created
Event Number	1	Event Date	Feb 6, 2014

Ledger UP Dilliman Ledger Currency PHP Balance Type Actual
Application Accounting Definition Encumbrance Accrual Version GL Date Feb 6, 2014
Journal Entry Description Payment Created , Payment Number: 54 , Payment Date: 06-FEB-14 , Bank Name: UPD COE Account , Payment Currency Code PHP

Line	Accounting Class	Account	Currency	Entered Debit	Entered Credit	Accounted Debit	Accounted Credit
1	Cash	02.101---10102030.0205-----	PHP		8,200.00		8,200.00
2	Liability	02.101---20101010-----	PHP	8,200.00		8,200.00	
				Journal Entry Total		8,200.00	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	<ul style="list-style-type: none"> • 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.



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*User Name

(example: JRDELACRUZ)


*Password

(example: Rb3A4%8c)

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 > Receipts >
Remittances**



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University Information System Home Page

Main Menu

[Personalize](#)

- Receivables Accountant, UPS
 - Transactions
 - Receipts
 - Batches
 - Batches Summary
 - Receipts
 - Receipts Summary
 - Remittances
 - Remittances Summary
 - Schedule Automatic Receipts and Remittances
 - Customers
 - Reports

Worklist

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

Remittances (UP System)

Batch Type:

Batch Number:

Currency:

Dates:

Batch:

GL:

Remittance Method:

Receipt Class:

Receipt Method:

Operating Unit:

Media Reference:

Remittance:

Bank:

Branch:

Account Number:

Deposit Number:

Currency:

Count:

Amount:

Comments:

Process Status:

Request ID: []

The **Remittances** window will open.

Remittances Parameter:

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, Branch, and Account Number	Bank Account where collections were deposited	Select from list of Values
Comment	Any additional remarks	Optional

Step 4. Enter the Remittances parameters.

Remittances (UP System)

Batch Type: **Remittance**

Batch Number:

Currency: **PHP**

Dates:

Batch: **20-MAY-2015**

GL: **20-MAY-2015**

Remittance Method: **Standard**

Receipt Class:

Receipt Method:

Operating Unit: **UP System**

Media Reference:

Remittance:

Bank: **Land Bank of the Philippines**

Branch: **Katipunan**

Account Number: **LBP-CA No. 1462-1013-00**

Deposit Number:

Currency: **PHP**

Count:

Amount:

Comments:

Process Status:

Request ID: []

Auto Create

Step 5. After filling-out the form,
click **Auto Create**.

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

Dates

Maturity -

Receipt -

Receipt Numbers -

Document Numbers -

Remittance Totals -

Customers

Numbers -

Names -

Locations -

Actions

☒ Create

☒ Approve

☒ Format

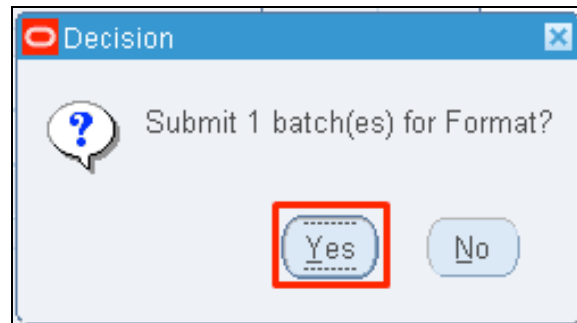
OK Cancel

Step 6. The Create Remittance Batch window will open.

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

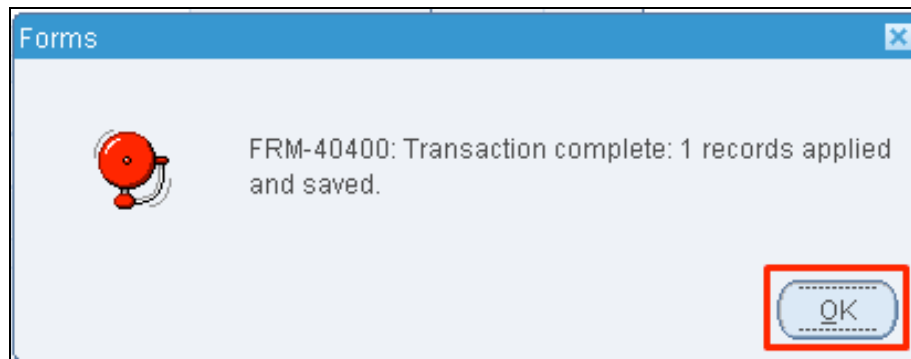
Check the tickboxes on the Actions region:
Create, Approve, and Format

Then click ***Ok***.



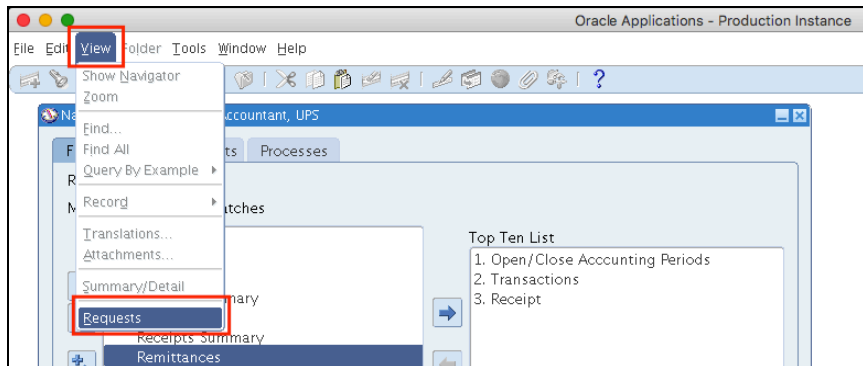
Step 7. A Decision window will appear before proceeding with the action.

Click **Ok**.



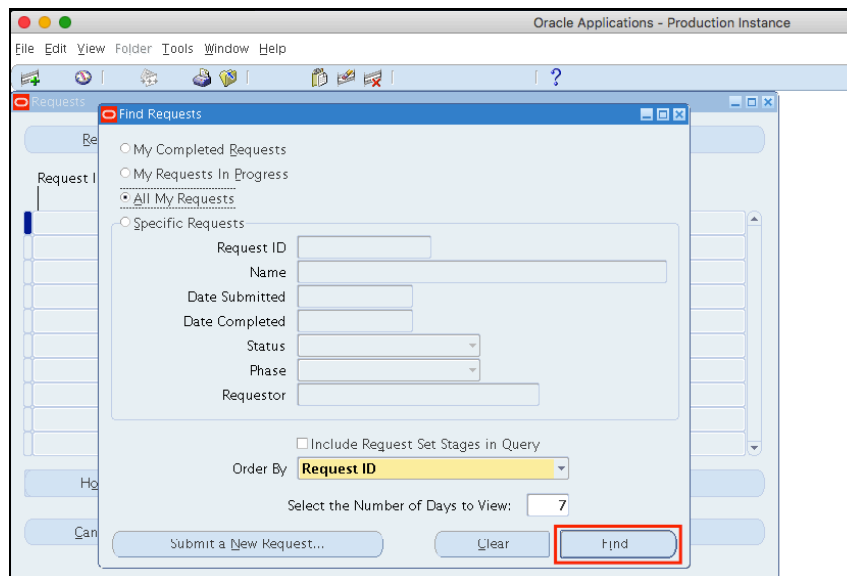
Step 8. A notification will be shown once the transaction has been completed.

Click **Ok**.



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**.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	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	pyp001
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	pyp001
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 Details... View Output

Cancel Request Diagnostics View Log...

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**.

Receipts Window

Receipts (UP System - PHP)

Receipt

Receipt Method
 Receipt Number
 Receipt Amount PHP
 Receipt Type
 State

Receipt Date
 GL Date
 Maturity Date
 Functional Amount

Reference

Type
 Number
 Customer Name
 Customer Num
 Location
 Taxpayer ID

Main **More**

Paid By

Name

Purpose

Activity
 Distribution Set
 Tax Code
 Tax Account
 Description

Tax Amount
 Tax Rate %

Customer Bank
 Name
 Account

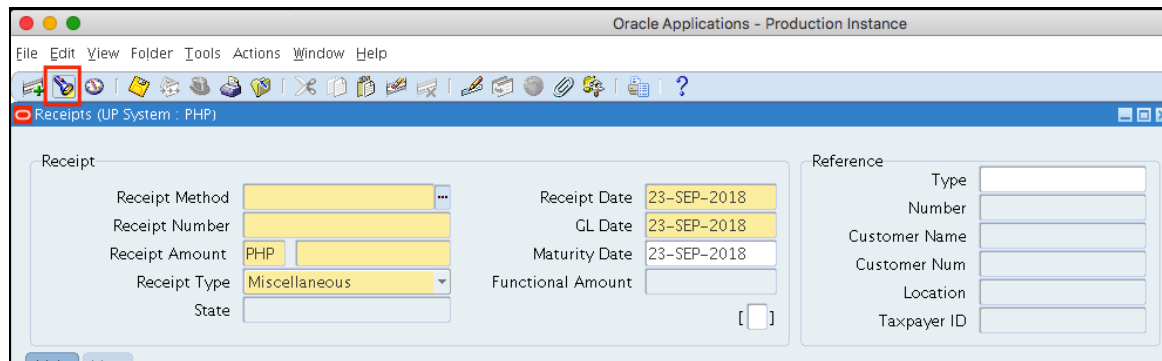
Remittance Bank
 Name
 Branch
 Account

Reference
 Postmark Date

Comments

Step 12. To verify if the receipts are remitted,

Navigate to **Receivables Accountant > Receipts > Receipts**.



Oracle Applications - Production Instance

File Edit View Folder Tools Actions Window Help

Receipts (UP System : PHP)

Receipt

Receipt Method Receipt Date 23-SEP-2018

Receipt Number GL Date 23-SEP-2018

Receipt Amount PHP Maturity Date 23-SEP-2018

Receipt Type Miscellaneous Functional Amount

State

Reference

Type

Number

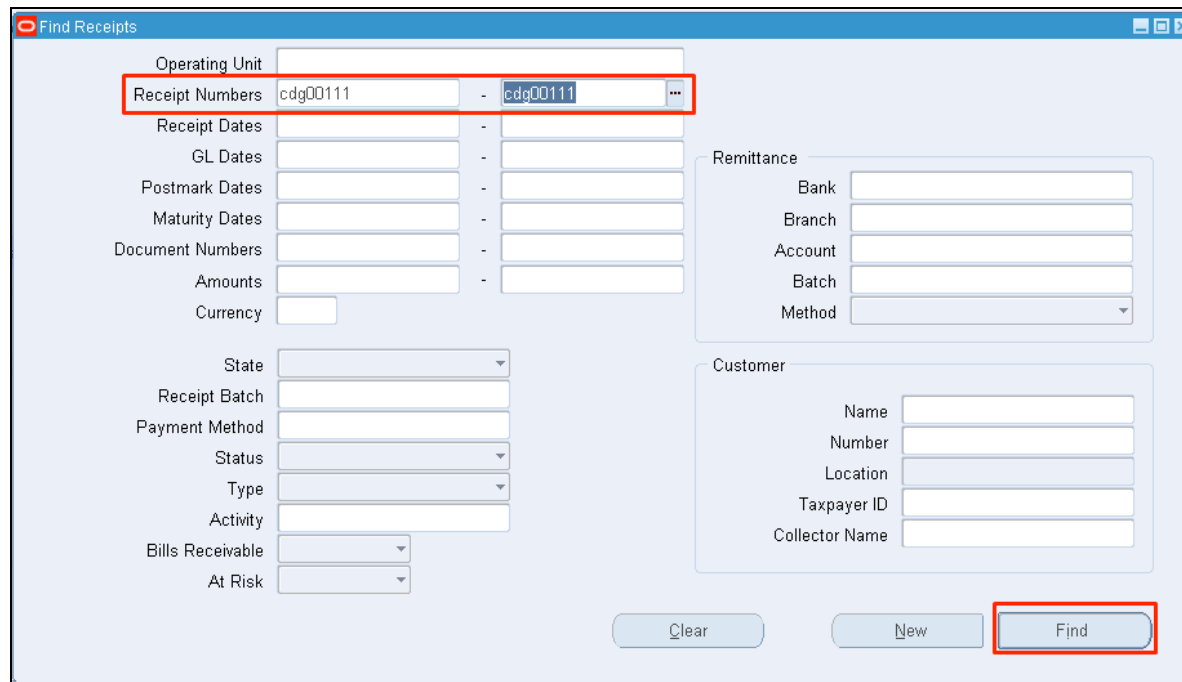
Customer Name

Customer Num

Location

Taxpayer ID

Step 13. Click **Search**

Find Receipts

Operating Unit

Receipt Numbers -

Receipt Dates -

GL Dates -

Postmark Dates -

Maturity Dates -

Document Numbers -

Amounts -

Currency

State

Receipt Batch

Payment Method

Status

Type

Activity

Bills Receivable

At Risk

Remittance

Bank

Branch

Account

Batch

Method

Customer

Name

Number

Location

Taxpayer ID

Collector Name

Clear New Find

Step 14. Enter the Receipt Numbers.

Then click **Ok**.

Receipts (UP System : PHP)

Receipt Receipt Method: UPS - LBP - RF Receipt Number: cdg00111 Receipt Amount: PHP 100.00 Receipt Type: Miscellaneous State: Remitted		Receipt Date: 09-DEC-2014 GL Date: 09-DEC-2014 Maturity Date: Functional Amount: 100.00 [Ye]	Reference Type: Number: Customer Name: Customer Num: Location: Taxpayer ID:
Main More Paid By: Name: Mr. Ocampo Purpose: Activity: UP Press - Sale of books Distribution Set: Tax Code: Tax Account: Description:		Tax Amount: Tax Rate %: Reference: Postmark Date:	Customer Bank: Name: Account: Remittance Bank: Name: Land Bank of the Philij Branch: Katipunan Account: LBP-CA No. 1462-101
Comments: myths		Confirm... 1 Reverse... 1 Receipt History Search 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 style="list-style-type: none"> To transfer the final journal entries in the current batch run to General Ledger To be able to generate trial balance reports
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.



UNIVERSITY OF THE PHILIPPINES


*User Name

*Password

(example: JRDELACRUZ)
(example: Rb3A4%8c)

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

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



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[Favorites](#)
[Logout](#)
[Preferences](#)
[Help](#)
[Personalize Page](#)

University Information System Home Page

Main Menu

[Personalize](#)

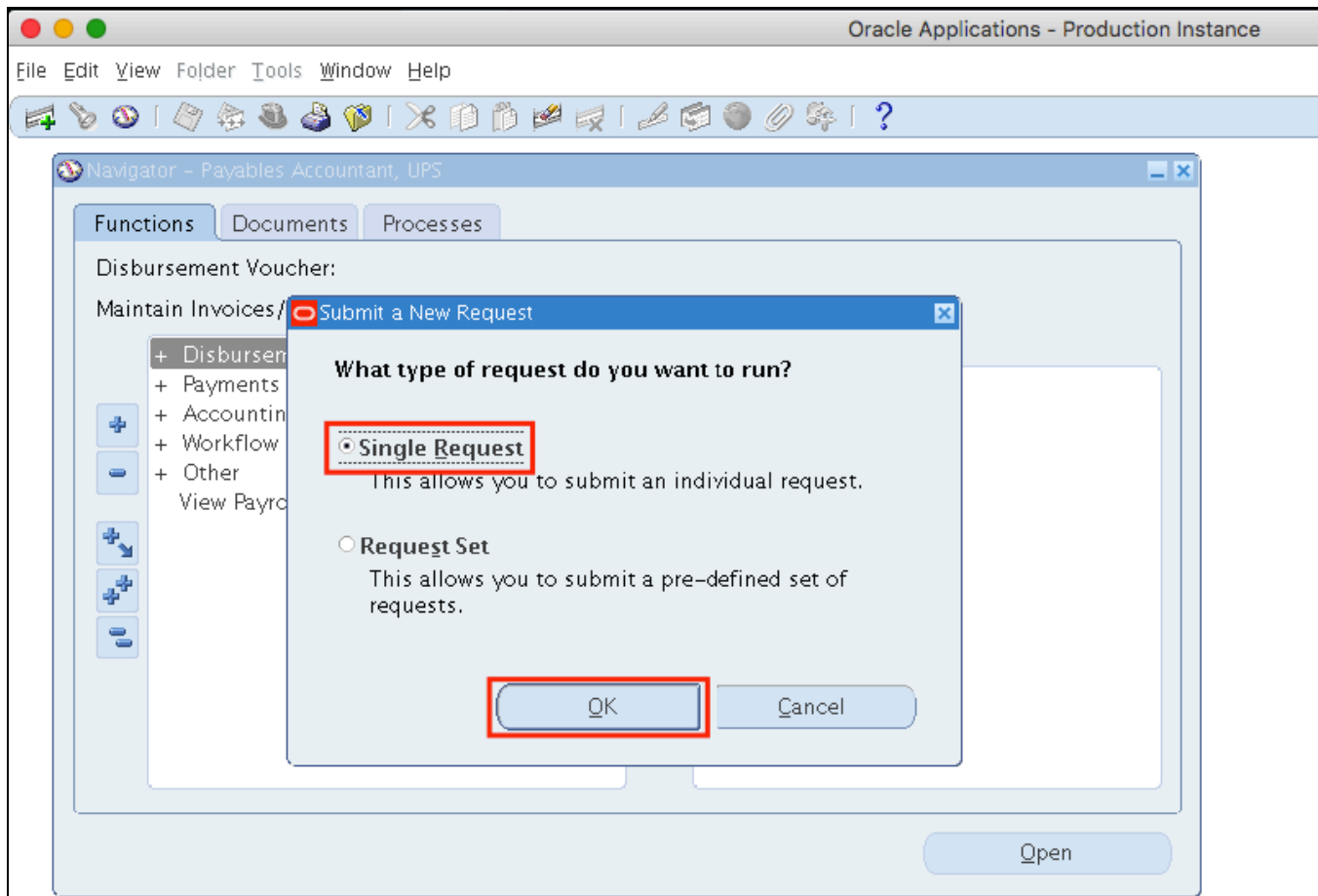
- Receivables Accountant, UPS
- Transactions
- Receipts
- Customers
- Reports
- Print Documents
- Control
 - Concurrent
 - Requests
 - Run
 - Set
- Accounting

Worklist

[Full List](#)

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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**.

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Name **Create Accounting** Copy...

Operating Unit

Parameters

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 Subledger Accounting Program Report - Standard Options...

Notify

Print to noprint Delivery Opts

Help (H) Submit Cancel

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

Java Applet - uis.up.edu.ph

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Parameters

Ledger	UP System
Process Category	
End Date	31-JAN-2017
Mode	Final
Errors Only	No
Report	Detail
Transfer to General Ledger	Yes
Post in General Ledger	Yes
General Ledger Batch Name	
Include User Transaction Identifiers	Yes

OK Cancel Clear Help

Help (C) Submit Cancel

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.

Parameters of Create Accounting:

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	<p>Draft: Draft entries are not posted to General Ledger. You can review the resulting entries, update the transactions, or update the accounting rules.</p> <p>Final: Final entries are ready to be transferred to General Ledger and cannot be modified</p>	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 Name	Accounting Officer may add the Batch Name for this Accounting Program run	Alphanumeric Optional
Include User Transaction Identifiers	Yes	Select Yes

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

Name Create Accounting

Operating Unit

Parameters UP System::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 Subledger Accounting Program Report - Standard

Options...

Notify

Print to noprint

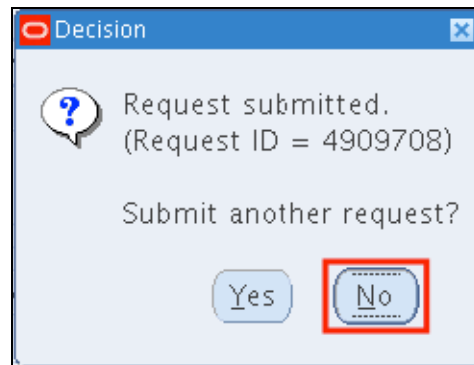
Delivery Opts

Help (C)

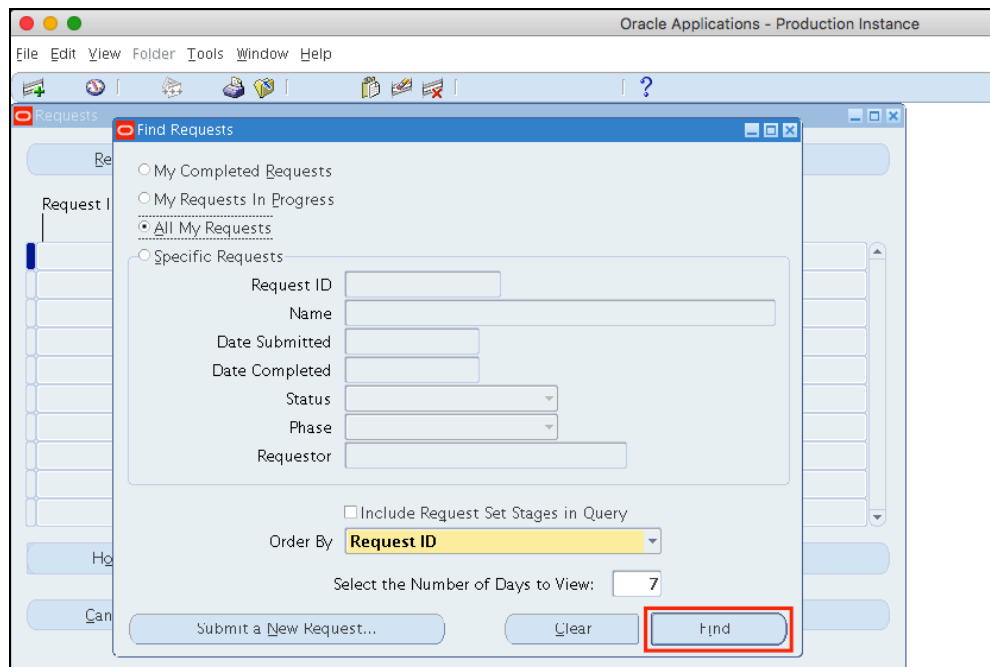
Submit

Cancel

Step 7. Click *Submit*

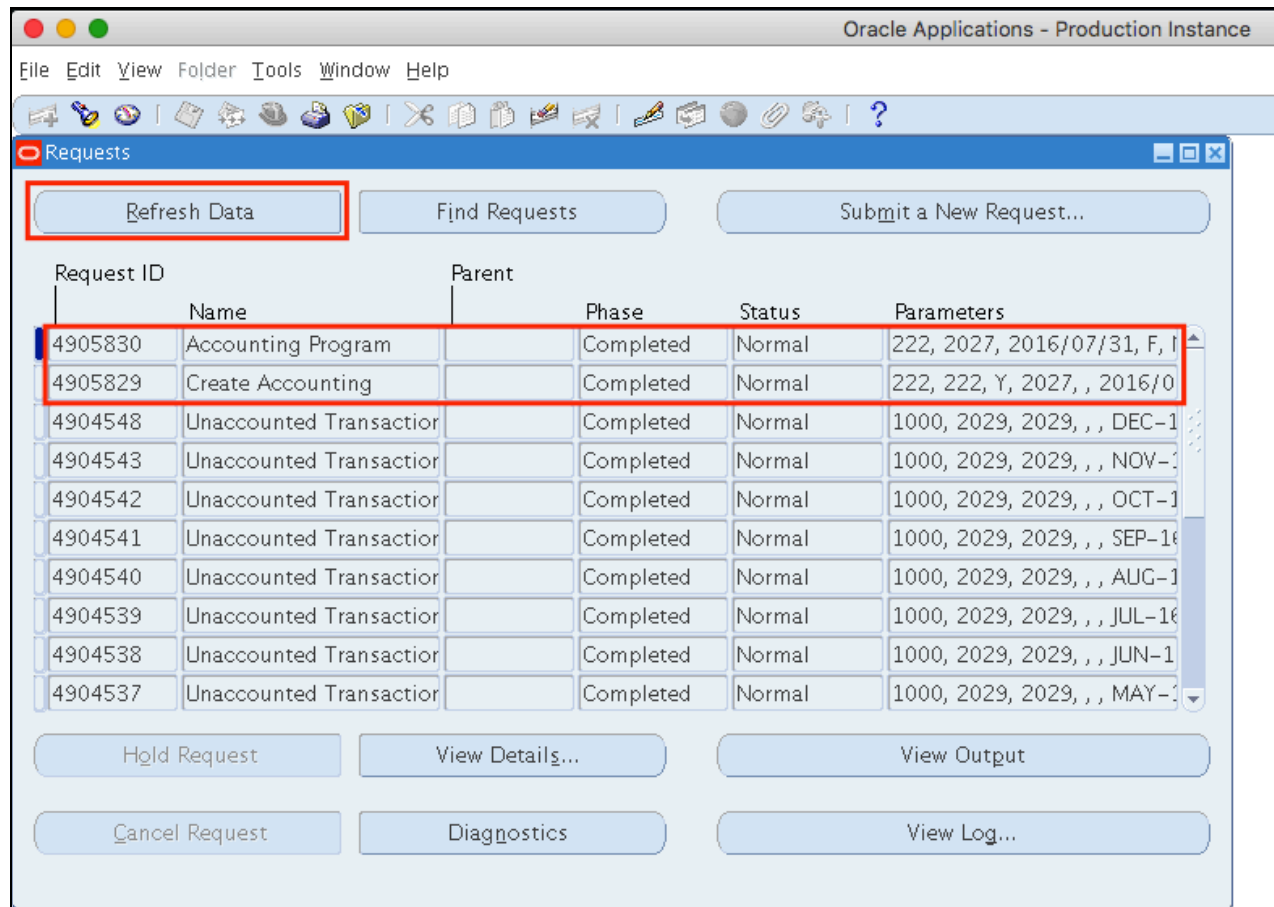


Step 8. A decision window will appear requesting for another request. Click **No**.



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

Click **Find**.



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

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
4905830	Accounting Program		Completed	Normal	222, 2027, 2016/07/31, F, 1
4905829	Create Accounting		Completed	Normal	222, 222, Y, 2027, , 2016/0
4904548	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , DEC-1
4904543	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , NOV-1
4904542	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , OCT-1
4904541	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , SEP-1
4904540	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , AUG-1
4904539	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , JUL-1
4904538	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , JUN-1
4904537	Unaccounted Transaction		Completed	Normal	1000, 2029, 2029, , , MAY-1

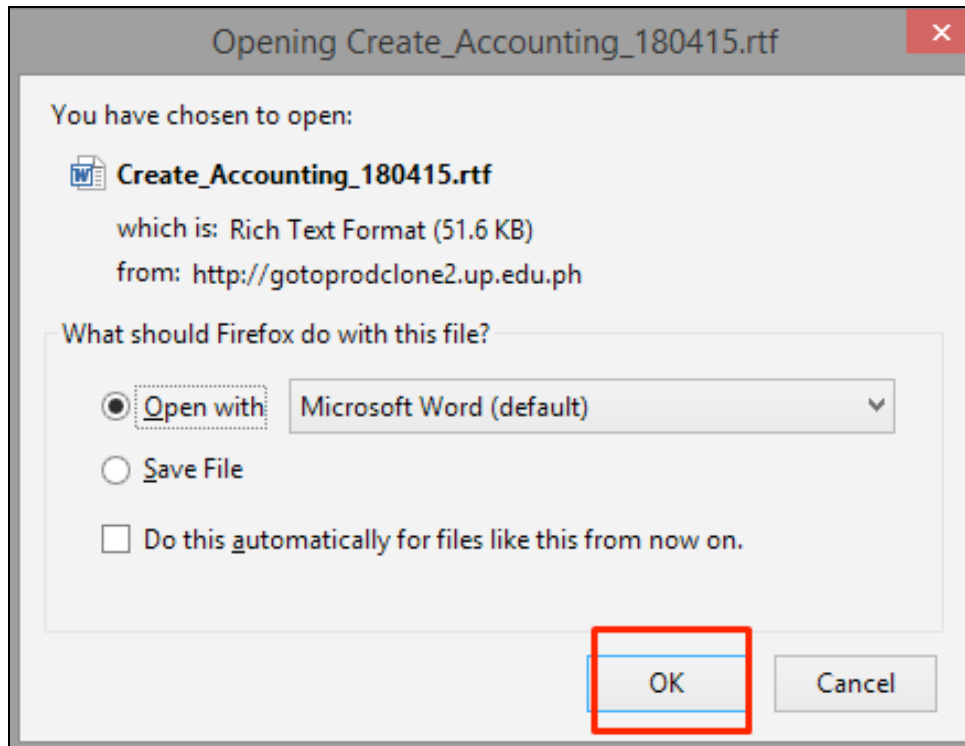
Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Step 11. Once the **Phase** is **Completed** and **Status, Normal**.

, the accounting officer may view the journal entries posted.

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



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

Click **Ok**.

Sample Generate Report

ORACLE Subledger Accounting

Subledger Accounting Program Report

Report Date Apr 18, 2015

UP Diliman

Page 1 of 2

Application Receivables

Process Category

End Date Feb 28, 2014

Accounting Mode Draft

Report Level Detail

Errors Only No

Transfer to General Ledger

Post in General Ledger

General Ledger Batch Name

Report Summary

Event Class	Number of Documents	Number of Events		Journal Entries
		Processed	In Error	
Miscellaneous Receipt	2	2	0	UP Diliman

Subledger Journal Entries

Event Class	Miscellaneous Receipt	Event Type	Miscellaneous Receipt Created
Event Number	1	Event Date	Feb 1, 2014

Ledger UP Diliman

Ledger Currency PHP

Balance Type Actual

Application Accounting Definition Multi-Fund Account Receivables Accrual

Version

GL Date Feb 1, 2014

Journal Entry Description

Line	Accounting Class	Account	Entered			Accounted	
			Currency	Debit	Credit	Debit	Credit
1	Confirmed Cash	02 164 -- 10102020 -----	PHP	6,000.00		6,000.00	
2	Miscellaneous Cash	02 164 -- 19901040 -----	PHP		6,000.00		6,000.00
			Journal Entry Total			6,000.00	6,000.00

Event Class	Miscellaneous Receipt	Event Type	Miscellaneous Receipt Created
Event Number	1	Event Date	Feb 7, 2014

Ledger UP Diliman

Ledger Currency PHP

Balance Type Actual

Application Accounting Definition Multi-Fund Account Receivables Accrual

Version

GL Date Feb 7, 2014

Journal Entry Description

Line	Accounting Class	Account	Entered			Accounted	
			Currency	Debit	Credit	Debit	Credit
1	Confirmed Cash	02 164 -- 10102020 -----	PHP	3,000.00		3,000.00	
2	Miscellaneous Cash	02 164 -- 19901040 -----	PHP		3,000.00		3,000.00
			Journal Entry Total			3,000.00	3,000.00

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	<ul style="list-style-type: none"> • To run a depreciation and close a period • Serves as a prerequisite for running trial balance reports
Data Requirement	<ul style="list-style-type: none"> • Book • Period
Dependencies	Book and Period are set-up
Scenario	An Accounting Officer will run Assets Depreciation



UNIVERSITY OF THE PHILIPPINES

*User Name


(example: JRDELACRUZ)

*Password

(example: Rb3A4%8c)

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

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



UNIVERSITY OF THE PHILIPPINES

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University Information System Home Page

Main Menu

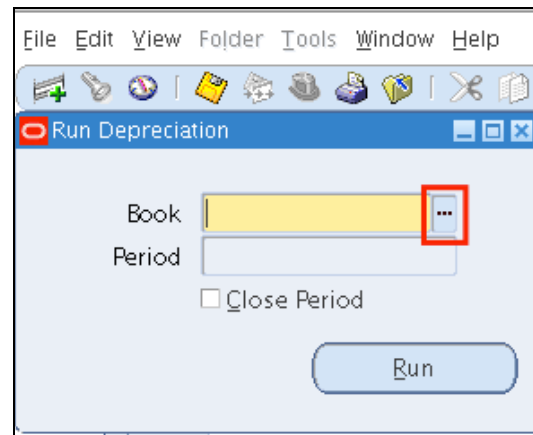
[Personalize](#)

- Fixed Assets Accountant, UPS
- Create Accounting
- Inquiry
- Assets
- Mass Additions
- Mass Transactions
- Production
- Depreciation
 - Run Depreciation
 - Projections
 - Calculate Gains and Losses
 - What-If Analysis
 - Override
 - Extended Depreciation
- Tax

Worklist

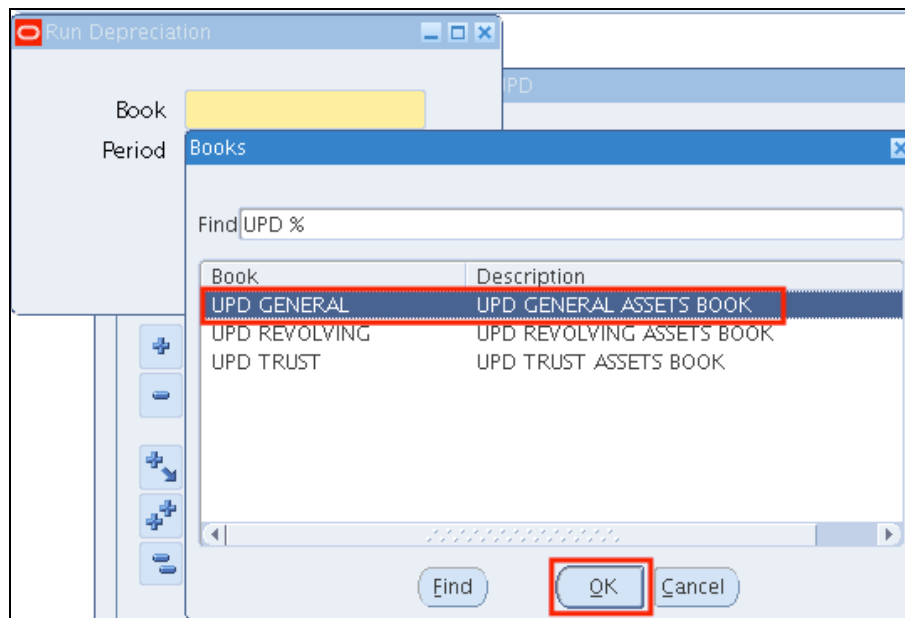
From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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

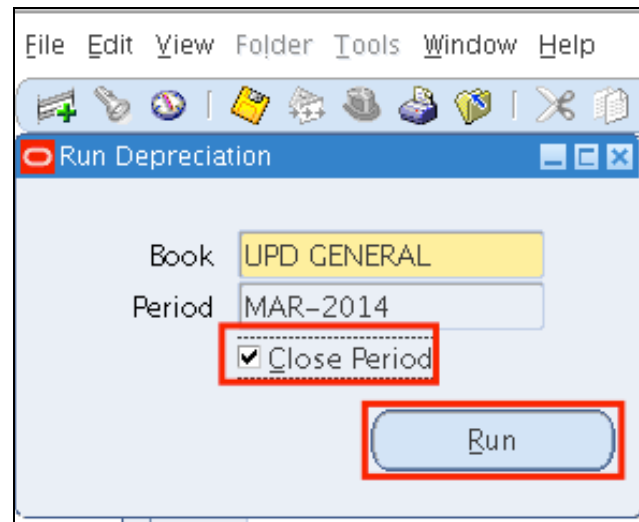


Step 4. Run Depreciation window will appear.

Click on the **ellipsis**.



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



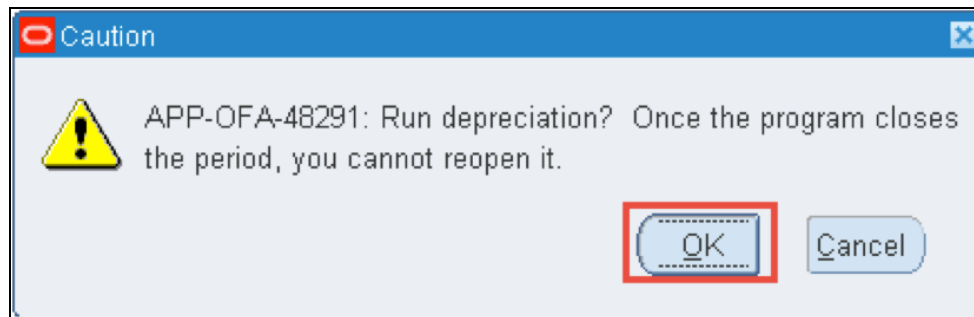
Step 6. The **Period** field will be automatically filled.

Check **Close Period**.

Then click **Run**.

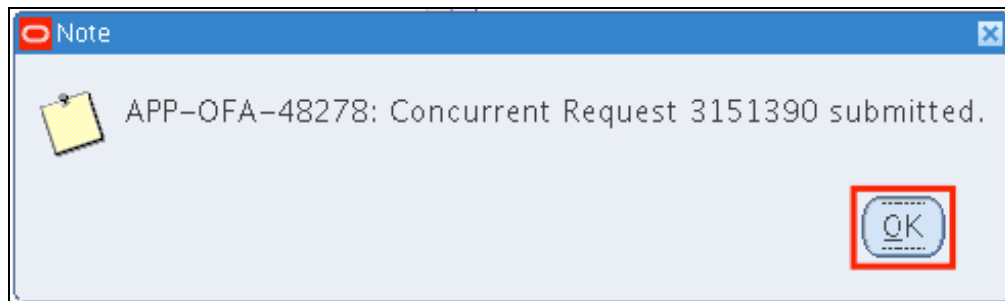
NOTE:

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



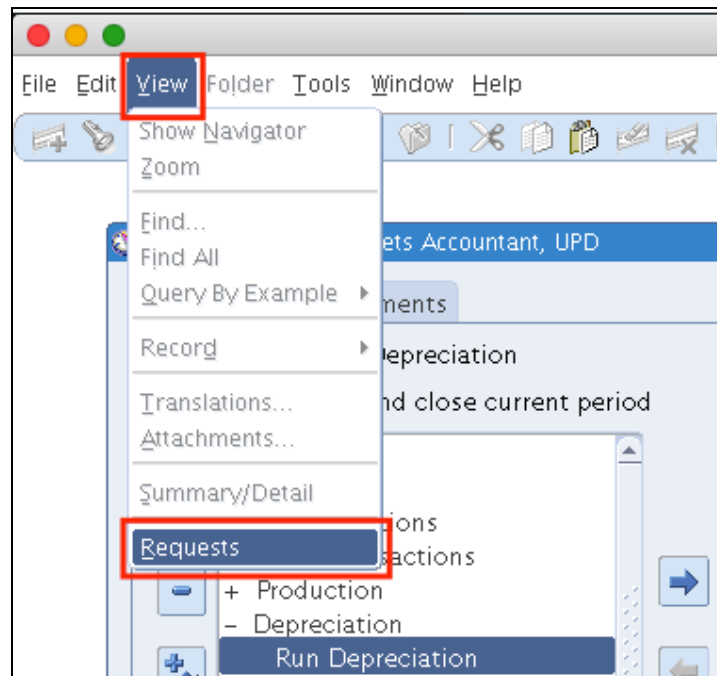
Step 7. A warning message will prompt appear.

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**.

The screenshot shows the 'Find Requests' dialog box with the following fields and options:

- ☐ My Completed Requests
- ☐ My Requests In Progress
- ☒ All My Requests
- ☐ Specific Requests
 - Request ID:
 - Name:
 - Date Submitted:
 - Date Completed:
 - Status:
 - Phase:
 - Requestor:

Below the search filters, there is a checkbox for ☐ Include Request Set Stages in Query and an 'Order By' dropdown menu set to 'Request ID'. At the bottom, there is a text input for 'Select the Number of Days to View:' with the value '7'.

At the bottom of the dialog, there are three buttons: 'Submit a New Request...', 'Clear', and 'Find'. The 'Find' button is highlighted with a red rectangle.

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

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, 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
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, C

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**.

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit 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, 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
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, C

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

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

http://uisdev.u...id=3341836451

uisdev.up.edu.ph:8010/OA_CGI/FNDWRR.exe?temp_id=3341836451

UNIVERSITY OF THE PHILIPPINES
Currency: PHP
Book: UPD GENERAL
Unit: 01
Expense Account: 50501050
Reserve Account: 10605041

Journal Entry Reserve Ledger Report
Period: MAR-2014

Report Date: 01-OCT-2017 04:24
Page: 1 of 10

Respon	Asset-	Date Placed	Deprn	Life	Cost	Depreciation	Year-To-Date	Depreciation	
sibili	Description	In Service	Method	Yr.Mo		Amount	Depreciation	Reserve	Percent
-	216-asdfaf	28-FEB-2014	STL	5.00	500.00	16.67	16.67	8.33	100.00
Responsibility Center - Totals:					500.00	16.67	16.67	8.33	
Account 50501050/10605041 Totals:					500.00	16.67	16.67	8.33	
Unit 01 Totals:					500.00	16.67	16.67	8.33	

UNIVERSITY OF THE PHILIPPINES
Currency: PHP
Book: UPD GENERAL
Unit: 02
Expense Account: 50102070
Reserve Account: 10604061

Journal Entry Reserve Ledger Report
Period: MAR-2014

Report Date: 01-OCT-2017 04:24
Page: 2 of 10

Respon	Asset-	Date Placed	Deprn	Life	Cost	Depreciation	Year-To-Date	Depreciation	
sibili	Description	In Service	Method	Yr.Mo		Amount	Depreciation	Reserve	Percent
DI0201 1001	265-HERITAGE ASSE	31-MAR-2014	STL	25.00	0.00	0.00	0.00	0.00	0.00
Responsibility Center 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.

File Edit View Folder Tools Window Help

Requests

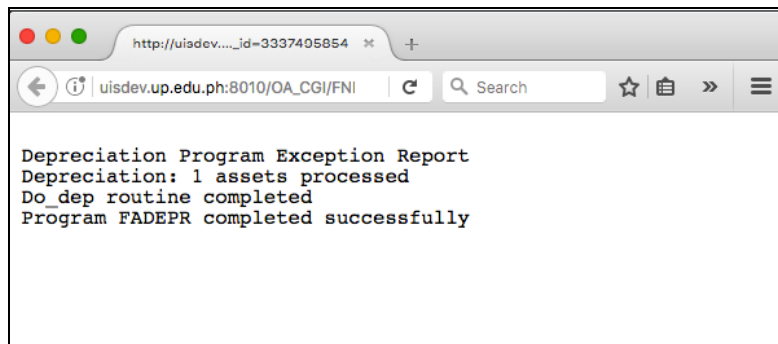
Refresh Data Find Requests Submit a New Request...

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, 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
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, C

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

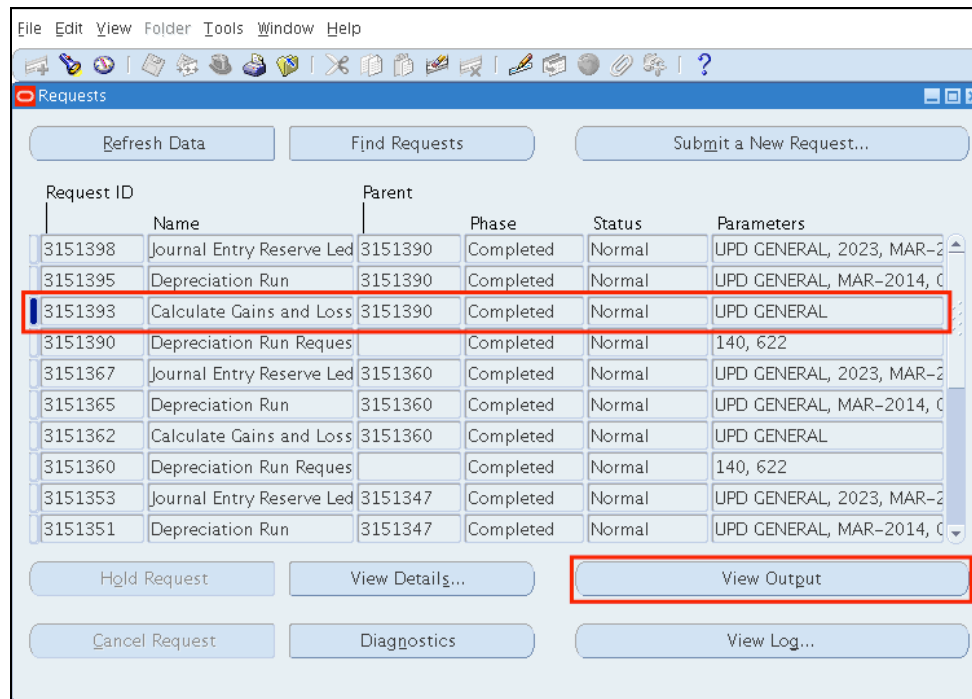
Step 13. Select **Depreciation Run** then click **View Output**.

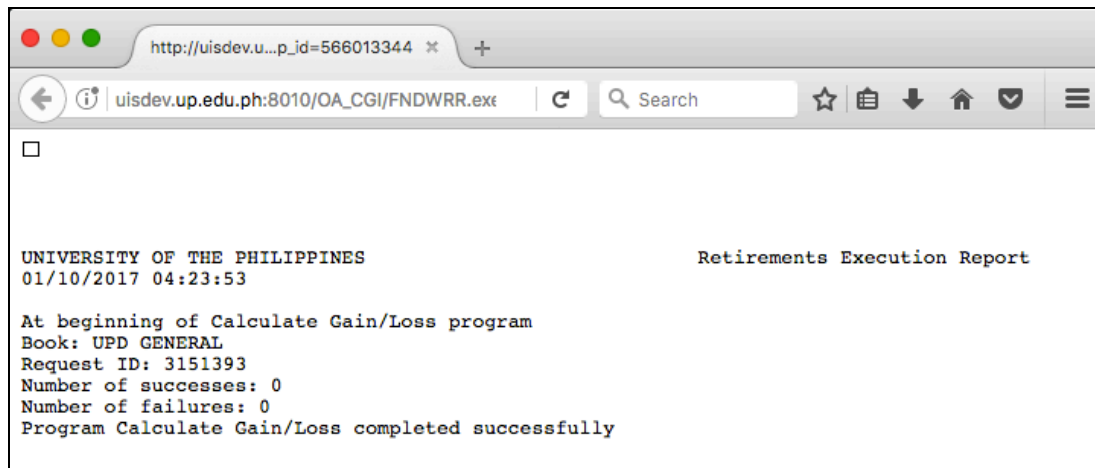


View the report through an Internet browser.

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**.





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 style="list-style-type: none"> Transfers the final journal entries in the current batch run to General Ledger To be able to generate trial balance reports
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.



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*User Name
(example: JRDELACRUZ)

*Password
(example: Rb3A4%8c)

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 Page

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- Fixed Assets Accountant, UPS
 - Create Accounting**
 - Inquiry
 - Assets
 - Mass Additions
 - Mass Transactions
 - Production
 - Depreciation
 - Tax
 - Budget

Worklist

[Full List](#)

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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

The screenshot shows the 'Oracle Applications - Production Instance' window. A 'Submit Request' dialog box is open, displaying the 'Parameters' tab. The 'Name' field is set to 'Create Accounting - Assets'. The 'Parameters' section contains the following fields:

Parameter	Value
Book Type Code	UPS GENERAL
Process Category	
End Date	31-JAN-2017
Accounting Mode	Final
Errors Only	No
Report	Detail
Transfer to General Ledger	Yes
Post in General Ledger	Yes
General Ledger Batch Name	
Include User Transaction Identifiers	No

The 'OK' button is highlighted with a red box.

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.

Parameters of Create Accounting:

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	<p>Draft: Draft entries are not posted to General Ledger. You can review the resulting entries, update the transactions, or update the accounting rules.</p> <p>Final: Final entries are ready to be transferred to General Ledger and cannot be modified</p>	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 Name	Accounting Officer may add the Batch Name for this Accounting Program run	Alphanumeric Optional
Include User Transaction Identifiers	No	Default Value

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

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...

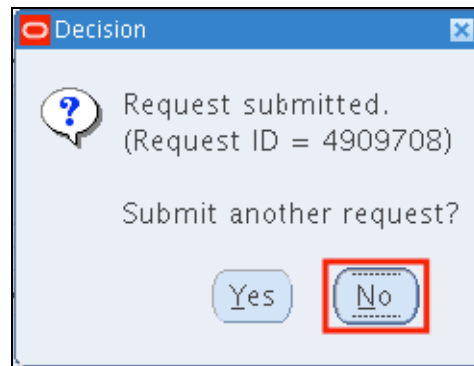
Notify:

Delivery Opts

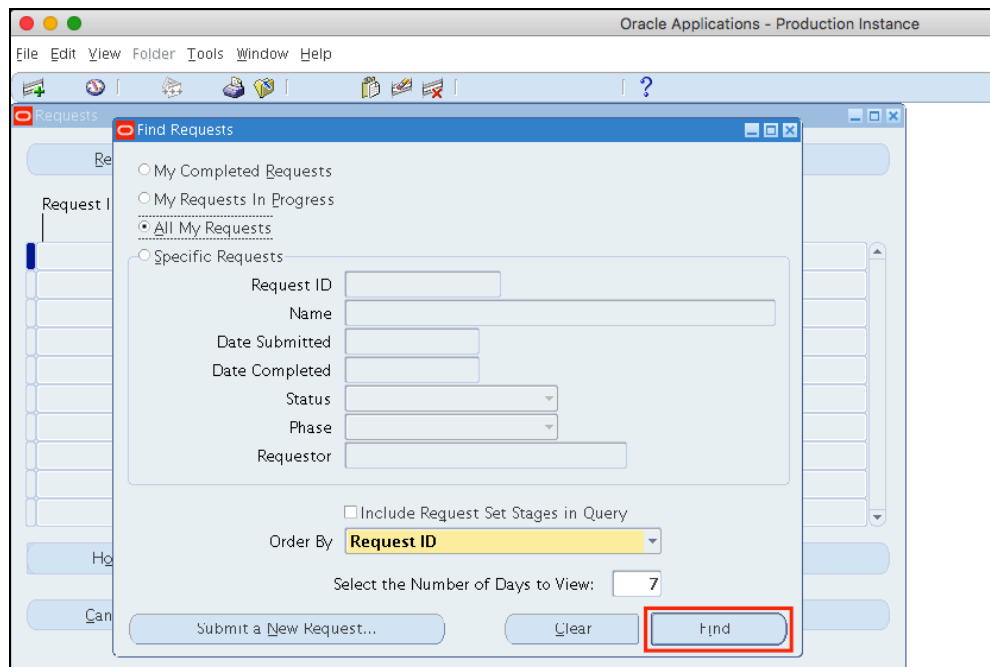
Print to: noprint

Help (C) Submit Cancel

Step 5. Click *Submit*



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



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

Click **Find**.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
517672	Create Accounting - Assets		Completed	Normal	UPD ASSETS BOOK, 140, 14
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

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**.

Requests

Refresh Data Find Requests Submit a New Request...

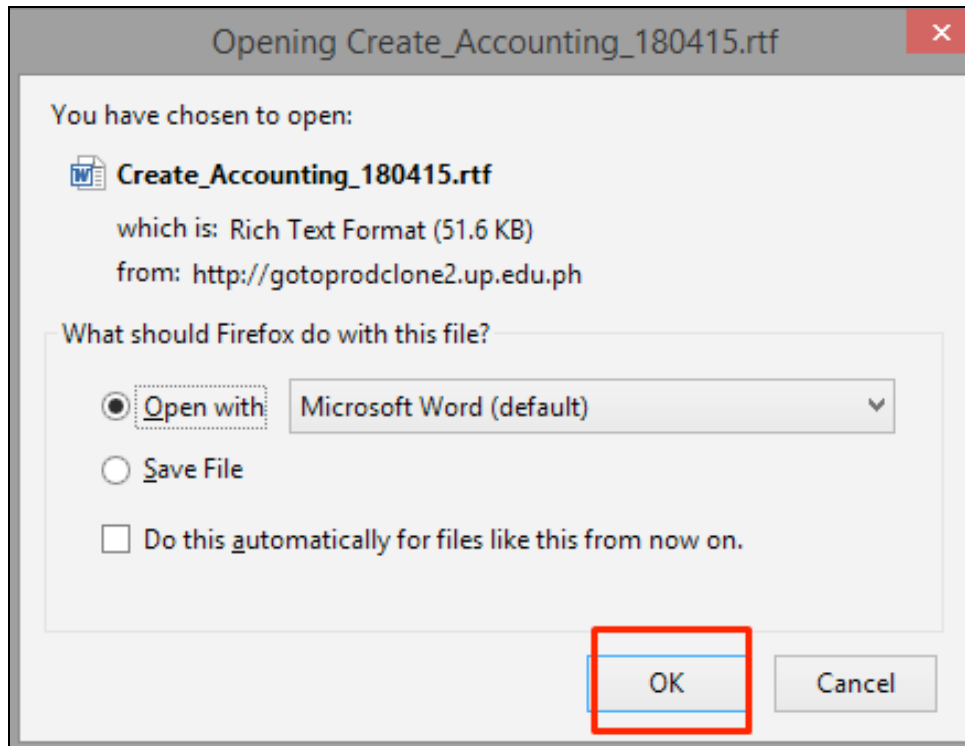
Request ID	Name	Parent	Phase	Status	Parameters
517669	Accounting Program		Completed	Normal	200, 2023, 2014/02/28, D, N, 2
517667	Create Accounting		Completed	Normal	200, 200, Y, 2023, , 2014/02/2
517655	Posting: Single Ledger		Completed	Normal	2023, 1000, 101, 610
517654	Journal Import		Completed	Normal	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

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

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**.



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

Click **Ok**.

Sample Generate Report

ORACLE Subledger Accounting		Subledger Accounting Program Report	Report Date Apr 18, 2015
UP Dilliman			Page 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 style="list-style-type: none"> To close Accounting Period: Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened To generate final trial balance reports
Data Requirement	Accounting Period
Dependencies	<ul style="list-style-type: none"> All open transactions should be swept to the next open accounting period Create Accounting was successfully run on the period to be closed
Scenario	An Accounting Officer will close the Accounts Payable Accounting period



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*User Name

(example: JRDELACRUZ)

*Password

(example: Rb3A4%8c)

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

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



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 - [Subledger Accounting](#)
 - [Workflow](#)
 - [Other](#)

Worklist

[Full List](#)

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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

File Edit View Folder Tools Window Help

Control Payables Periods

Ledger

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	12	2017	DEC-17	01-DEC-2017	31-DEC-2017
Open	11	2017	NOV-17	01-NOV-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
Open	5	2017	MAY-17	01-MAY-2017	31-MAY-2017
Open	4	2017	APR-17	01-APR-2017	30-APR-2017

Exceptions

Open

Control Payables Periods will appear

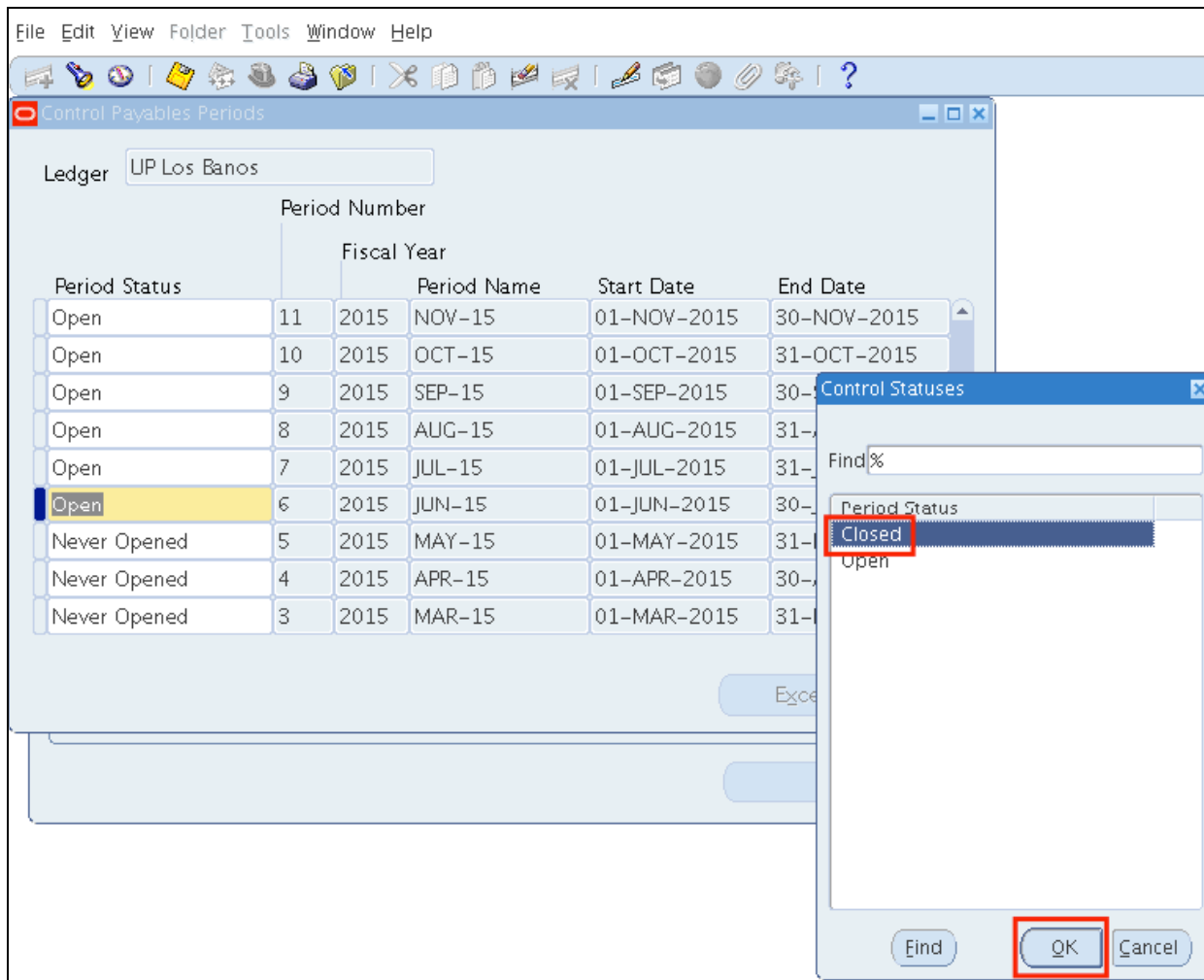
Control Payables Periods

Ledger:

Period Status	Period Number	Fiscal Year	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	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

Exceptions

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



Step 5. Select **Closed**
then click **Ok**.

File Edit View Folder Tools Window Help

Control Payables Periods

Ledger

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
<input type="checkbox"/> Open	11	2015	NOV-15	01-NOV-2015	30-NOV-2015
<input type="checkbox"/> Open	10	2015	OCT-15	01-OCT-2015	31-OCT-2015
<input type="checkbox"/> Open	9	2015	SEP-15	01-SEP-2015	30-SEP-2015
<input type="checkbox"/> Open	8	2015	AUG-15	01-AUG-2015	31-AUG-2015
<input type="checkbox"/> Open	7	2015	JUL-15	01-JUL-2015	31-JUL-2015
<input checked="" type="checkbox"/> Closed	6	2015	JUN-15	01-JUN-2015	30-JUN-2015
<input type="checkbox"/> Never Opened	5	2015	MAY-15	01-MAY-2015	31-MAY-2015
<input type="checkbox"/> Never Opened	4	2015	APR-15	01-APR-2015	30-APR-2015
<input type="checkbox"/> Never Opened	3	2015	MAR-15	01-MAR-2015	31-MAR-2015

Exceptions

Open

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 style="list-style-type: none"> To close Accounting Period: Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened To generate final trial balance reports
Data Requirement	Accounting Period
Dependencies	<ul style="list-style-type: none"> Remittance program has been successfully run Create Accounting has been successfully run
Scenario	An Accounting Officer will close the Accounts Receivable Accounting period



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*User Name


(example: JRDELACRUZ)

*Password

(example: Rb3A4%8c)

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

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



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 - AR to GL
 - Reconciliation Report

Worklist

[Full List](#)

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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

File Edit View Folder Tools Window Help

Open/Close Accounting Periods

Ledger

Latest Open Period

Accounting Periods

Status	Number	Fiscal Year	Name	Start Date	End Date	[]
<input checked="" type="checkbox"/> Not Opened	12	2017	DEC-17	01-DEC-2017	31-DEC-2017	<input type="checkbox"/>
<input type="checkbox"/> Not Opened	11	2017	NOV-17	01-NOV-2017	30-NOV-2017	<input type="checkbox"/>
<input type="checkbox"/> Open	10	2017	OCT-17	01-OCT-2017	31-OCT-2017	<input type="checkbox"/>
<input type="checkbox"/> Open	9	2017	SEP-17	01-SEP-2017	30-SEP-2017	<input type="checkbox"/>
<input type="checkbox"/> Open	8	2017	AUG-17	01-AUG-2017	31-AUG-2017	<input type="checkbox"/>
<input type="checkbox"/> Open	7	2017	JUL-17	01-JUL-2017	31-JUL-2017	<input type="checkbox"/>
<input type="checkbox"/> Open	6	2017	JUN-17	01-JUN-2017	30-JUN-2017	<input type="checkbox"/>

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

Open/Close Accounting Periods

Ledger: UP Los Banos

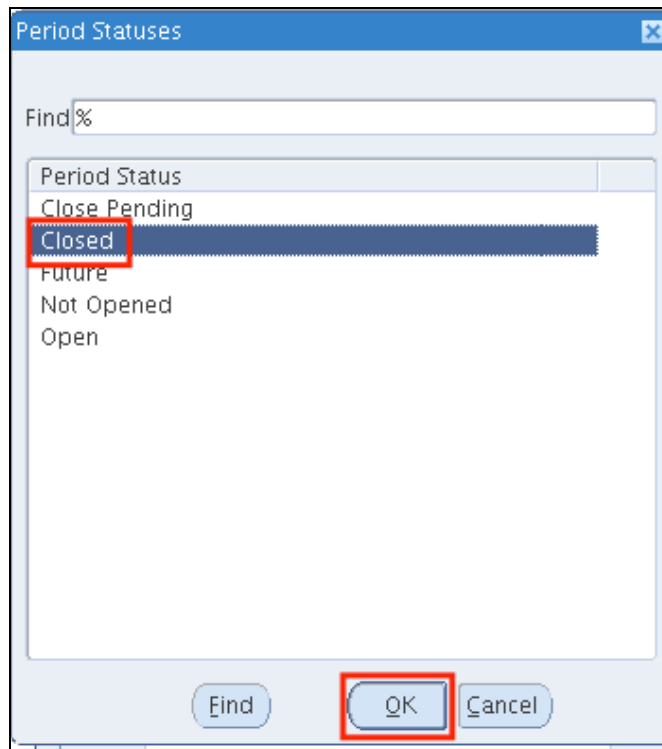
Latest Open Period: OCT-17

Open Next Period

Accounting Periods

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**.



Step 5. Select ***Closed***
then click ***Ok.***

File Edit View Folder Tools Window Help

Open/Close Accounting Periods

Ledger UP Los Banos

Latest Open Period OCT-17

Open Next Period

Accounting Periods

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	
Closed	7	2015	JUL-15	01-JUL-2015	31-JUL-2015	
Not Opened	6	2015	JUN-15	01-JUN-2015	30-JUN-2015	

Step 6. Click **Save**.

Note

Please wait . . . Checking for unposted items.

OK

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

Click **Ok**.

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Open/Close Accounting Periods

Ledger: UP System

Latest Open Period: OCT-18

Open Next Period

Accounting Periods

Status	Number	Fiscal 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 Exceptions

Open

The AR Accounting period will be closed.

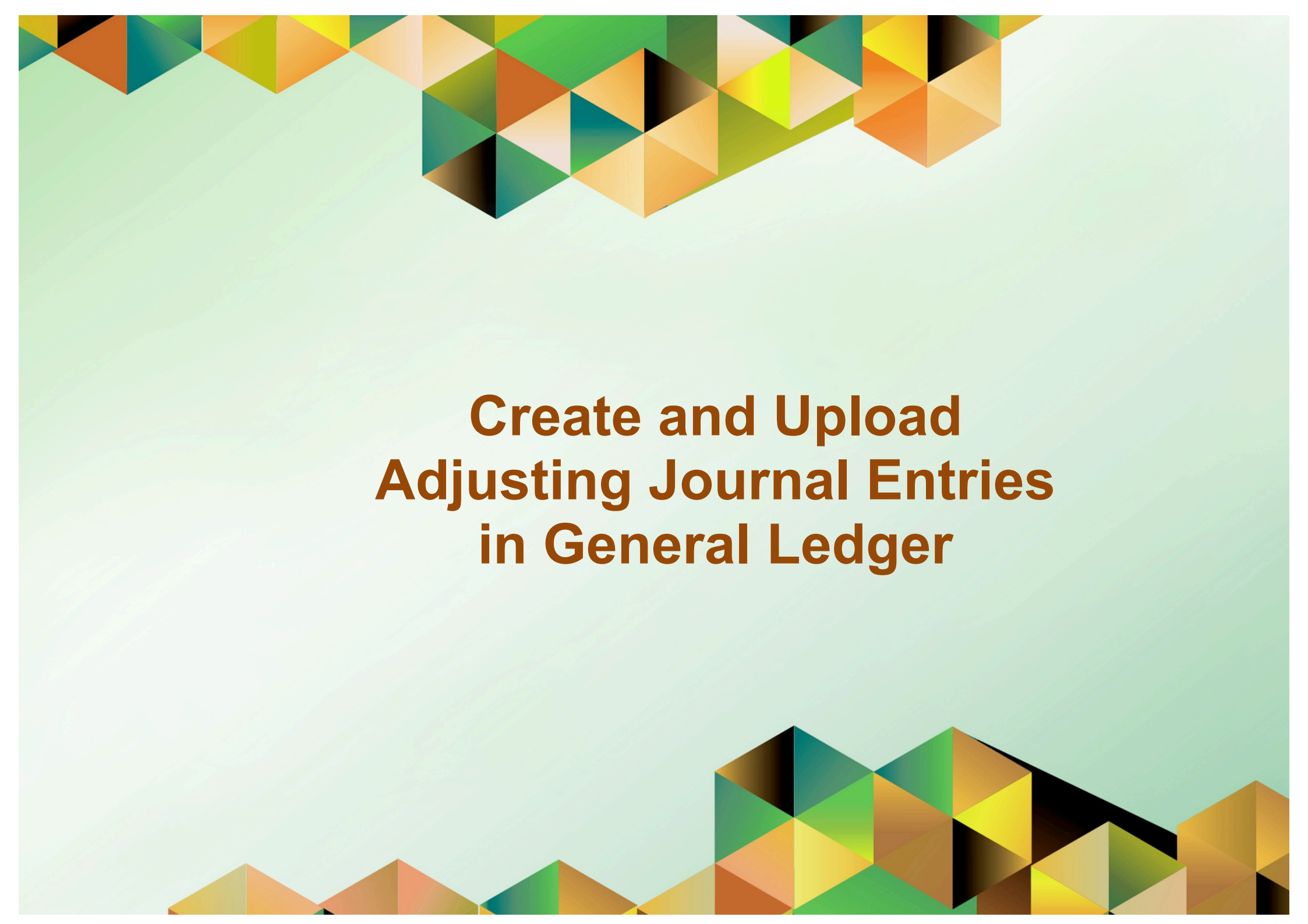
Expected Results:

- 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 style="list-style-type: none"> Journal Wizard enables you to define and create journal entries through formatted Excel spreadsheets on your desktop Will serve as preparatory activity for closing of General Ledger period and generation of final trial balance reports
Data Requirement	Ledger, Category, Source, Currency, Accounting Date
Dependencies	<ul style="list-style-type: none"> Java Scripting must be enabled; Macros enabled; Refer to user manual <i>Changing Internet Scripting Settings</i> Create Accounting has been successfully run for other modules Accounting periods of other modules have been closed
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***



The login page features the University of the Philippines logo and name at the top. Below the header, there is a login form with the following fields and buttons:

- *User Name**: A text input field with a placeholder example: JRDELACRUZ.
- *Password**: A text input field with a placeholder example: Rb3A4%8c.
- Login**: A button to submit the login credentials.
- Cancel**: A button to cancel the login attempt.

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

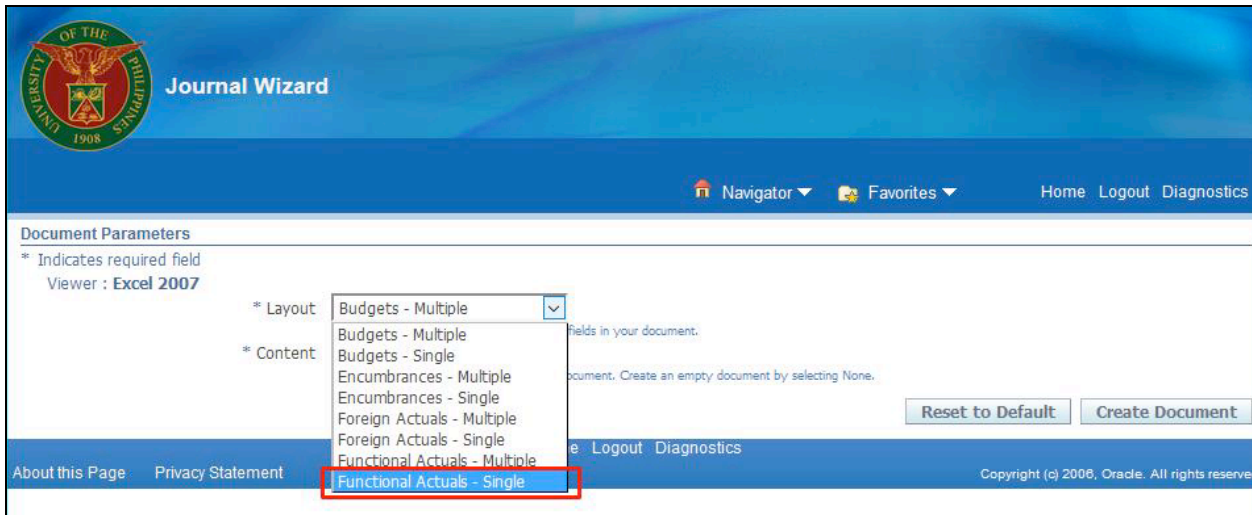
Step 2. Log-in your credentials (e.g. **username** and **password**)



The home page displays the University of the Philippines logo and name. Below the header, there is a navigation bar with links for Favorites, Logout, Help, and Personalize Page. The main content area is divided into two sections:

- Main Menu**: A sidebar menu with a 'Personalize' button. It contains a tree view of the system's main menu items:
 - Fixed Assets Accountant, UPS
 - General Ledger Accountant, UPS
 - Journals
 - Enter
 - Encumbrance
 - Launch Journal Wizard
 - Import
- Worklist**: A section displaying a table of notifications. The table has columns for From, Type, Subject, and Sent. Below the table, there is a message: "There are no notifications in this view." and two tips:
 - TIP Vacation Rules** - Redirect or auto-respond to notifications.
 - TIP Worklist Access** - Specify which users can view and act upon your notifications.

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



Journal Wizard

Navigator Favorites Home Logout Diagnostics

Document Parameters
 * Indicates required field
 Viewer : **Excel 2007**

* Layout: Budgets - Multiple (dropdown menu open)
 * Content: (empty)

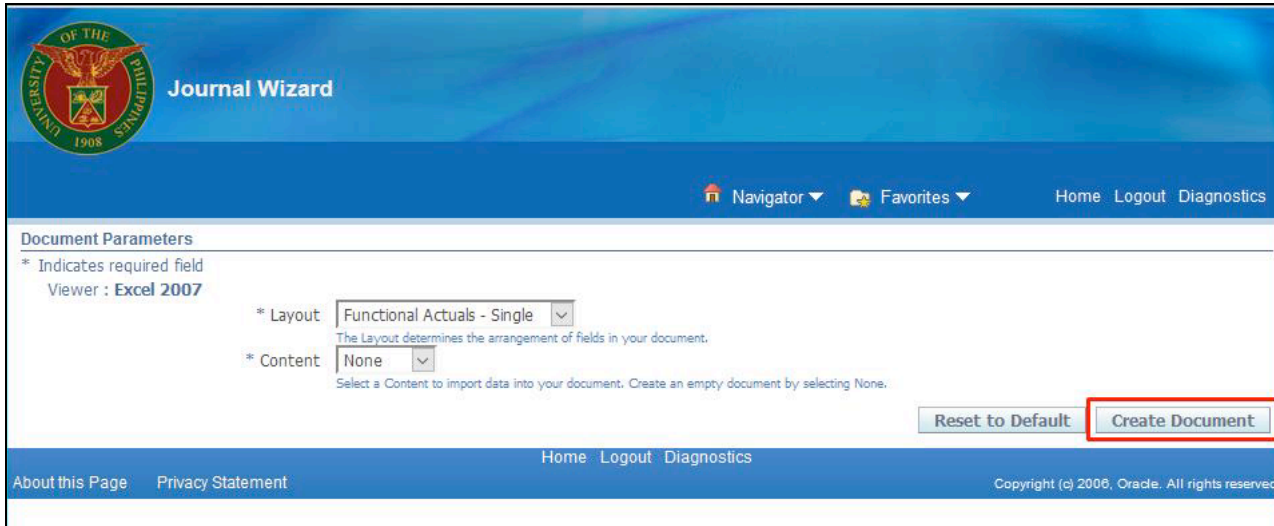
Fields in your document.
 document. Create an empty document by selecting None.

Reset to Default Create Document

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Functional Actuals - Single (highlighted in the dropdown menu)

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



Journal Wizard

Navigator Favorites Home Logout Diagnostics

Document Parameters
 * Indicates required field
 Viewer : **Excel 2007**

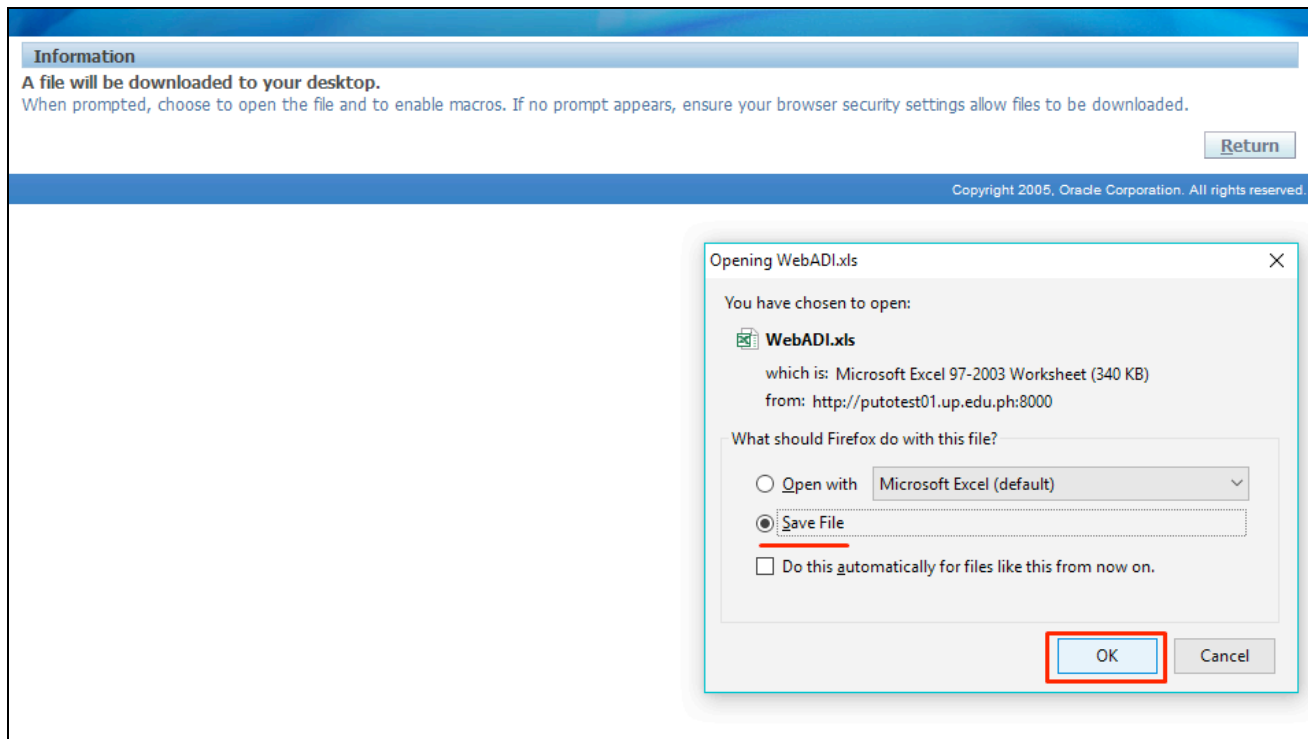
* Layout: Functional Actuals - Single
 * Content: None

The Layout determines the arrangement of fields in your document.
 Select a Content to import data into your document. Create an empty document by selecting None.

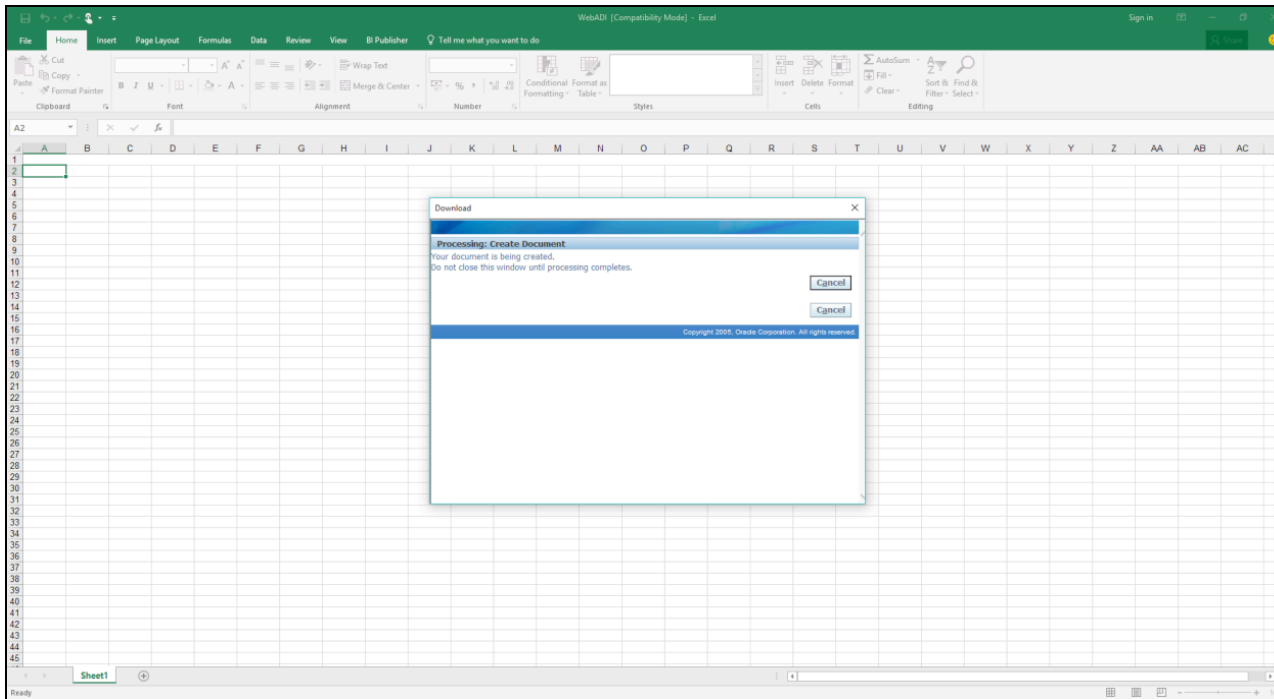
Reset to Default Create Document

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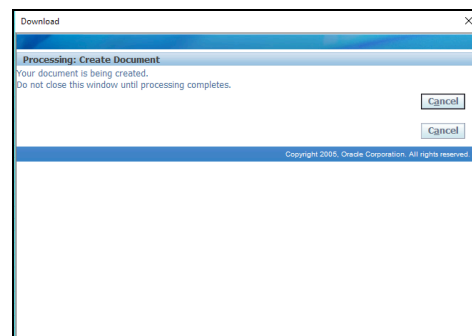
Step 5. Click **Create Document**



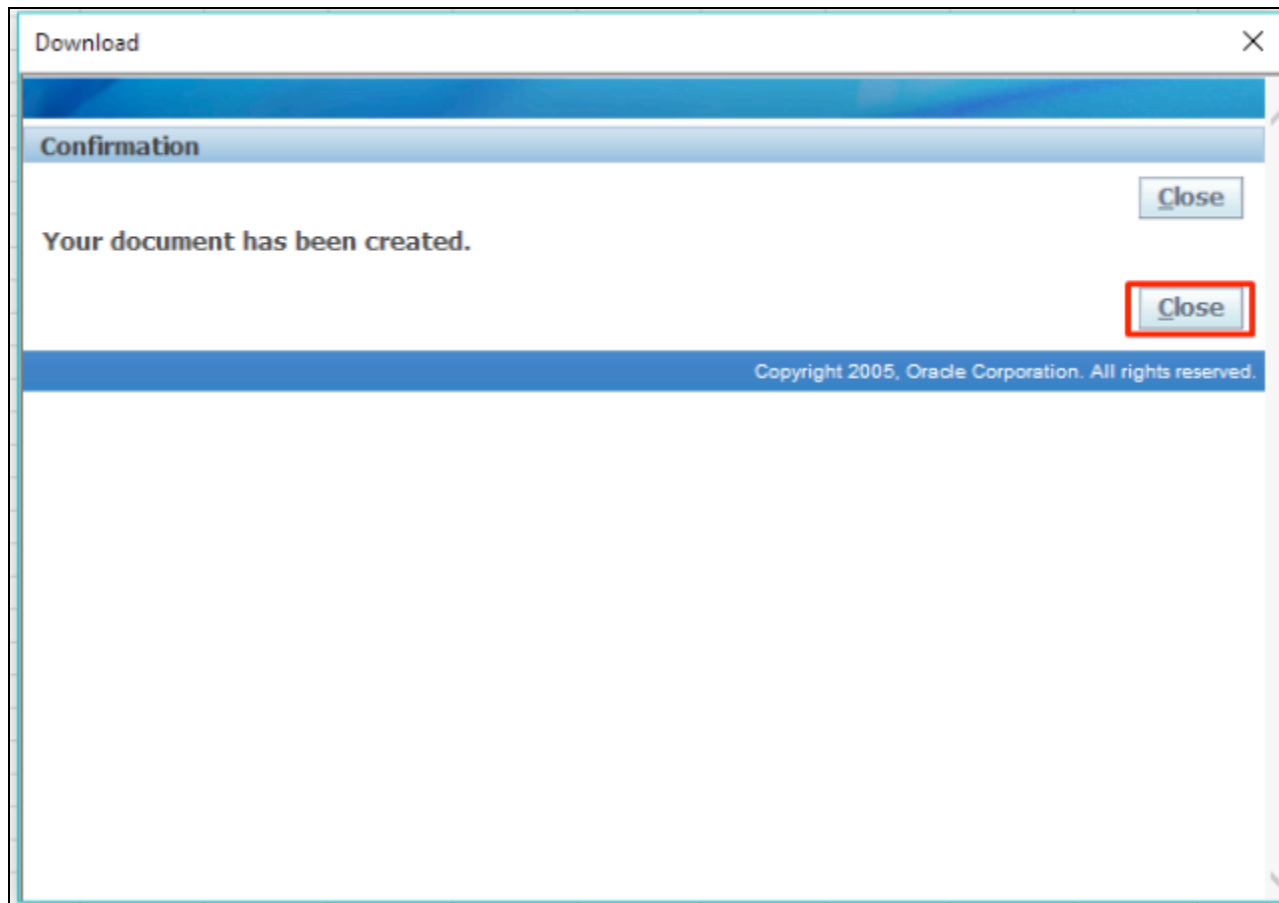
Step 6. A WebADI download menu will appear. Choose the **Save File** option and click **OK**.



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



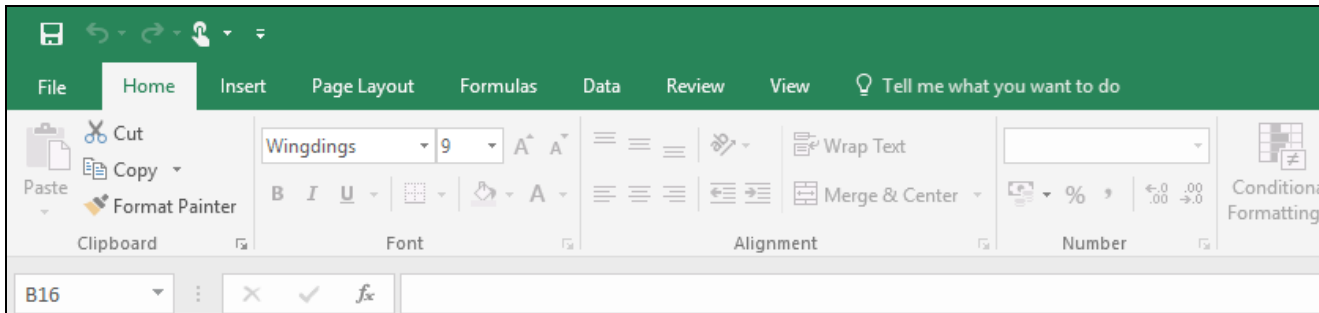
Wait for the download window to complete.



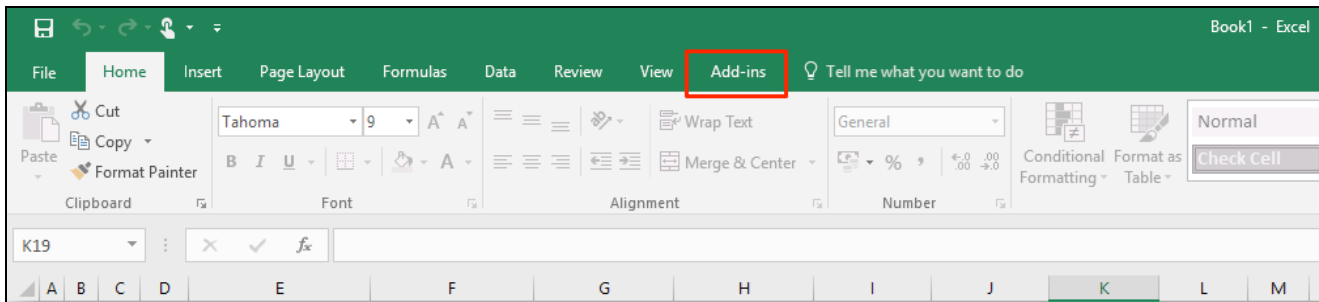
Step 8. Once download is completed, click **Close**.

The screenshot shows the Journal Entry Wizard spreadsheet in Microsoft Excel. The spreadsheet is titled "Book1 - Excel" and displays the "View Line" tab. The interface includes a ribbon with various tabs (File, Home, Insert, Page Layout, Formulas, Data, Review, View) and a search bar. The main area contains a table with the following columns: Jnl Unit, Fund, Responsibility Center, Authorizing Officer, General Ledger1, General Ledger2, Object Code1, Object Code2, Special Code, Cash Flow, Future, Debit, Credit, Line Description, and Messages. The Debit and Credit columns are marked with an asterisk and the word "Number". The Line Description column is marked with the word "Text". The Messages column is currently empty. The table is designed for generating trial balances and includes a "Total" row at the bottom. A note at the bottom of the spreadsheet states: "Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed."

The spreadsheet for Journal Entry Wizard should load and look like this.



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.



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
Chart Of Accounts		Accounting Flexfield
Ledger		* List - Text
Category		* List - Text
Source		* List - Text
Currency		* List - Text
Accounting Date		* List - Date

double-click cell

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**.

View Context	View Header	View Line
Balance Type		Actual
Database		TAPATEST01.UP.EDU.PH.PROD
Data Access Set		UP System
Chart Of Accounts		Accounting Flexfield
Ledger		* List - Text
Category		* List - Text
Source		* List - Text
Currency		* List - Text
Accounting Date		* List - Date

Upl Unit Fund Respons

* List - Text

01

Totals:

Tip: This is not the end of t

Search and select - Ledger

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by Ledger % Go

Results

Results table contains 1 items.

Select Item Select Cancel

Select Ledger

☒ UP System

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	TAPATEST01.UP.EDU.PH.PROD	
Data Access Set	UP System	
Chart Of Accounts	Accounting Flexfield	
Ledger	* List - Text	UP System
Category	* List - Text	Adjustment
Source	* List - Text	Manual
Currency	* List - Text	PHP
Accounting Date	* List - Date	11/22/2016

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

Upd	Unit	Fund	Responsibility Center	Authorizing Officer	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow	Future	Debit																																	
	* List - Text											* Number																																	
Pc	01																																												
<div> <div>Enter Flexfield</div> <div> <div>Cancel</div> <div>Combinations</div> <div>Select</div> </div> <div>Accounting Flexfield</div> <table> <tr> <td>Unit</td> <td>01</td> <td>UP System</td> </tr> <tr> <td>Fund</td> <td>101</td> <td>General Fund</td> </tr> <tr> <td>Responsibility Center</td> <td>-</td> <td>Unspecified</td> </tr> <tr> <td>Budget Segment</td> <td>-</td> <td>Unspecified</td> </tr> <tr> <td>General Ledger1</td> <td>50101010</td> <td>Salaries and Wages - Regular</td> </tr> <tr> <td>General Ledger2</td> <td>-</td> <td>Select value</td> </tr> <tr> <td>Object Code1</td> <td>-</td> <td>Unspecified</td> </tr> <tr> <td>Object Code2</td> <td>-</td> <td>Unspecified</td> </tr> <tr> <td>Special Code</td> <td>-</td> <td>Unspecified</td> </tr> <tr> <td>Cash Flow</td> <td>-</td> <td>Unspecified</td> </tr> <tr> <td>Future</td> <td>-</td> <td>Unspecified</td> </tr> </table> <div> <div>Cancel</div> <div>Combinations</div> <div>Select</div> </div> <div>Copyright 2005, Oracle Corporation. All rights reserved.</div> </div>													Unit	01	UP System	Fund	101	General Fund	Responsibility Center	-	Unspecified	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	Future	-	Unspecified
Unit	01	UP System																																											
Fund	101	General Fund																																											
Responsibility Center	-	Unspecified																																											
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																																											
Future	-	Unspecified																																											

Totals:
Tip: This is not the end of the Template. Unprotect the sheet.

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)

Upl Unit Fund Responsibility Center Authorizing Officer General Ledger1 General Ledger2 Object Code1 Object Code2 Special Code Cash Flow Future D

* List - Text

01

Totals:

Tip: This is not the end of the Template. Unprotect the sh

Enter Flexfield

Cancel Back Select

Accounting Flexfield

Information

This combination is valid.

Unit	01	UP System
Fund	101	General Fund
Responsibility Center	-	Unspecified
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
Future	-	Unspecified

Cancel Back Select

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

Code	Cash Flow	Future	Debit	Credit	Line
			* Number	* Number	Text
-	-		10000		
-	-			10000	
			10000	10000	

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.EDU.PH.PROD				
Data Access Set	UP System				
Chart Of Accounts	Accounting Flexfield				
Ledger	* List - Text: UP System				
Category	* List - Text: Adjustment				
Source	* List - Text: Manual				
Currency	* List - Text: PHP				
Accounting Date	* List - Date: 11/22/2016				

Upl	Unit	Fund	Responsibility Center	Authorizing Officer	General Ledger1	General Ledger2	Object Code1	Object Code2	Special Code	Cash Flow	Future	Debit	Credit	Line Description
												* Number	* Number	Text
Re	01	101	-	-	50101010	-	-	-	-	-	-	10000		
Re	01	101	-	-	20101010	-	-	-	-	-	-		10000	
Totals:												10000	10000	

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

The worksheet, before uploading, should look something like this

The screenshot shows the Oracle Add-ins menu in an Excel application. The menu is open, displaying options: Filters, List of Values, Upload (highlighted with a red box), Monitor, Switch Responsibility, and About. The background shows the same worksheet template as the previous image, with the 'Oracle' add-in tab selected in the ribbon.

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

Journals Upload

Close Upload

Upload Parameters

Rows to Upload

☐ All Rows

☒ Flagged Rows

☒ 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.

Descriptive Flexfields

☒ Import With Validation

☐ Import Without Validation

Specify how Journal Import will handle descriptive flexfields

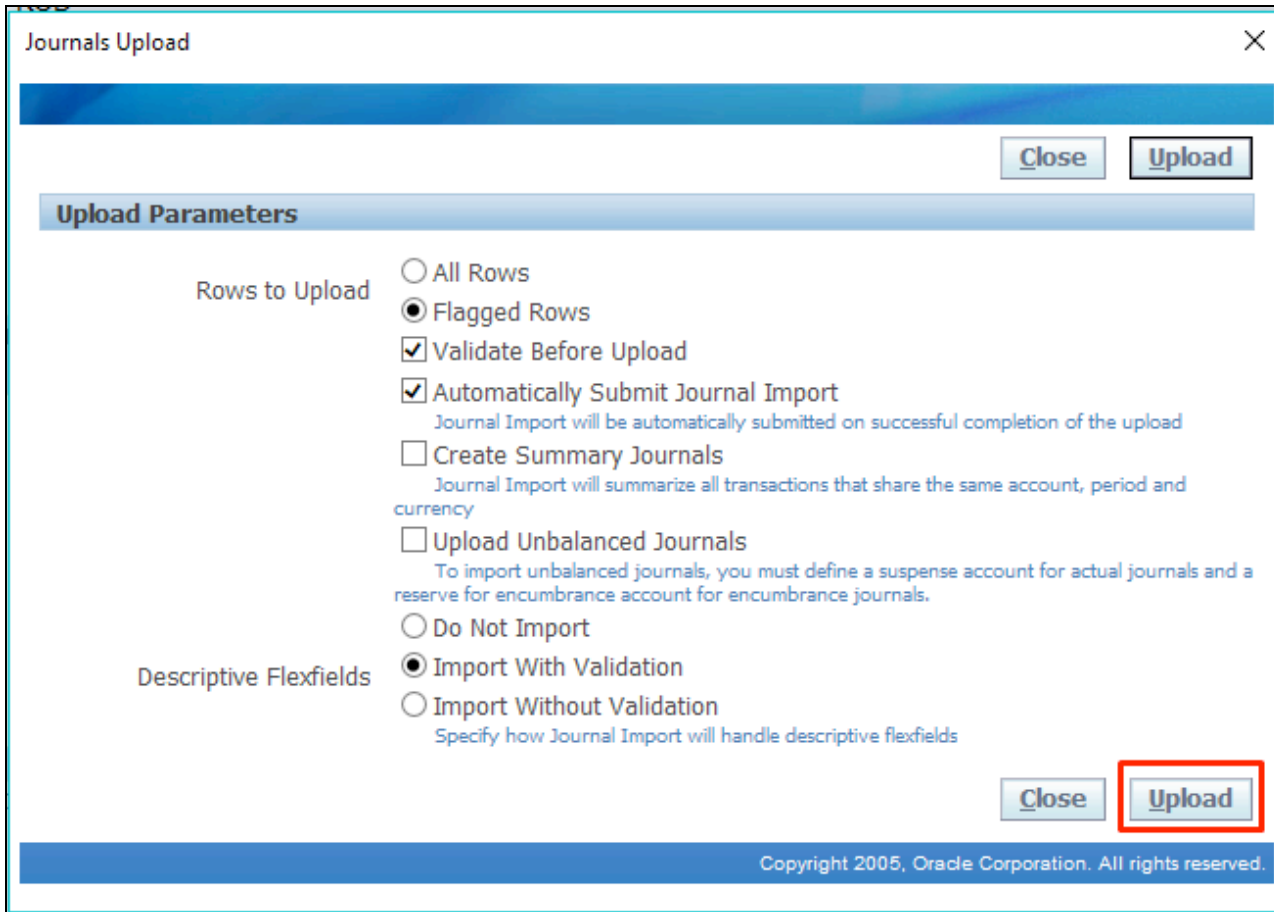
Close Upload

Copyright 2005, Oracle Corporation. All rights reserved.

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



Journals Upload

Close Upload

Upload Parameters

Rows to Upload

☐ All Rows

☒ Flagged Rows

☒ 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.

Descriptive Flexfields

☐ Do Not Import

☒ Import With Validation

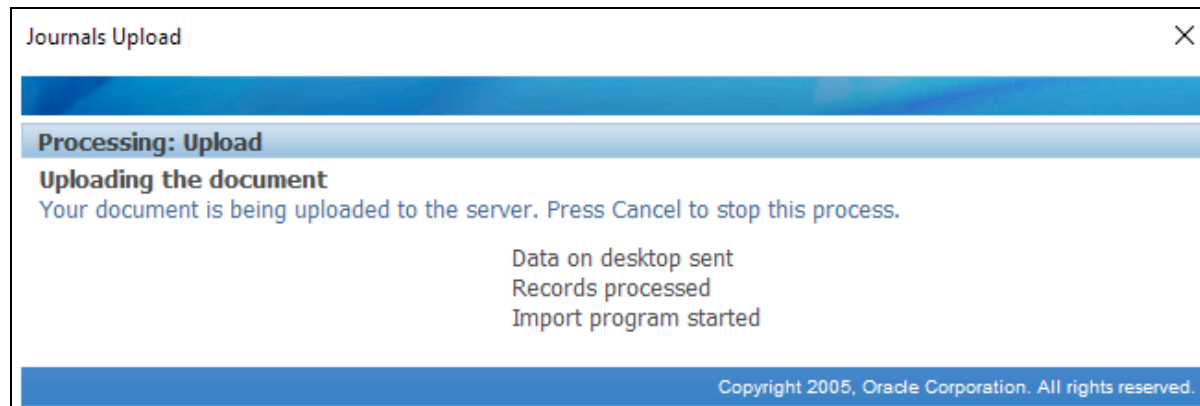
☐ Import Without Validation

Specify how Journal Import will handle descriptive flexfields

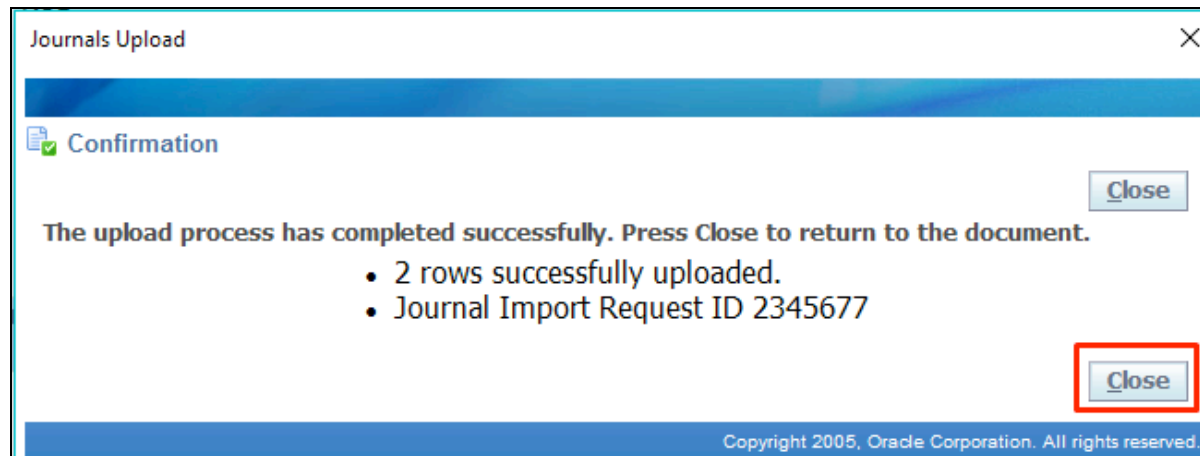
Close Upload

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Step 16. Click **Upload**.

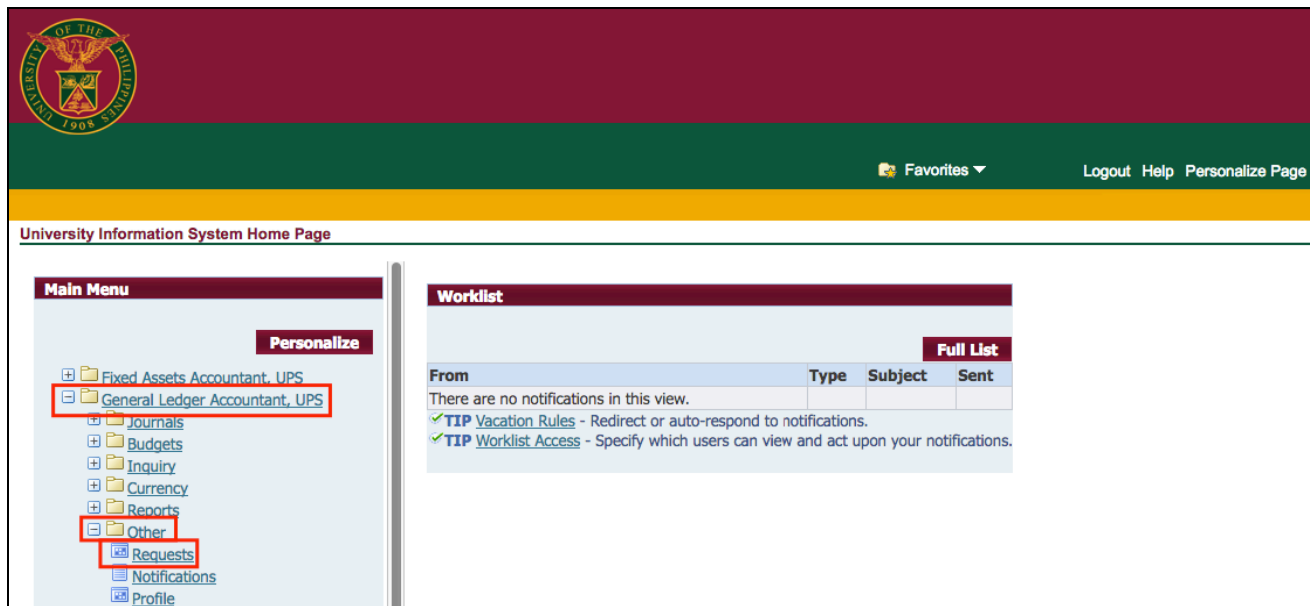


Step 17. Wait for the upload to finish and click **Close** when done. Remember to take note of the **Request ID**. You may also now close the spreadsheet

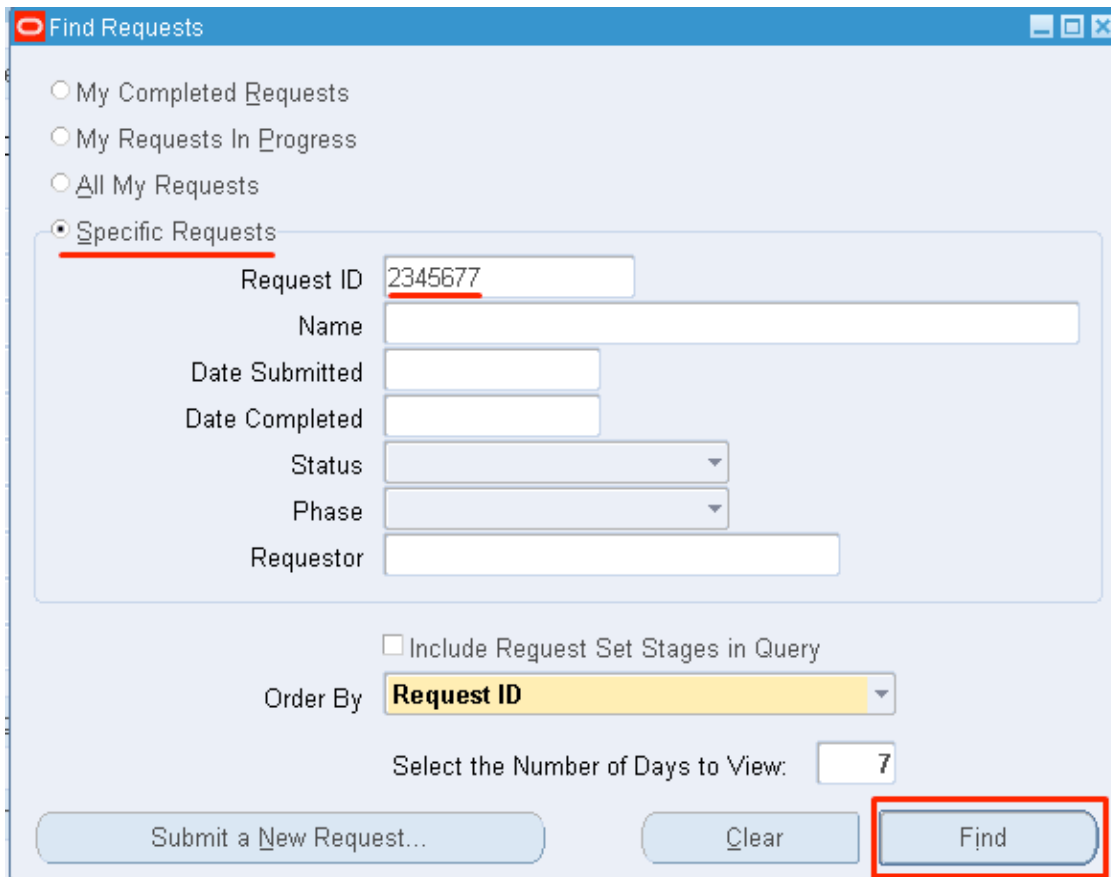


Confirmation of successful uploading.

Take note of **Request ID**.



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



The image shows a software window titled "Find Requests". It contains several radio buttons for filtering requests: "My Completed Requests", "My Requests In Progress", "All My Requests", and "Specific Requests". The "Specific Requests" option is selected and highlighted with a red underline. Below this, there are input fields for "Request ID" (containing "2345677"), "Name", "Date Submitted", "Date Completed", "Status" (a dropdown menu), "Phase" (a dropdown menu), and "Requestor". There is also a checkbox labeled "Include Request Set Stages in Query" which is unchecked. Below the checkbox is an "Order By" dropdown menu set to "Request ID". At the bottom, there is a label "Select the Number of Days to View:" followed by a text input field containing the number "7". At the very bottom of the window are three buttons: "Submit a New Request...", "Clear", and "Find". The "Find" button is highlighted with a red rectangular border.

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☐ All My Requests

☒ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

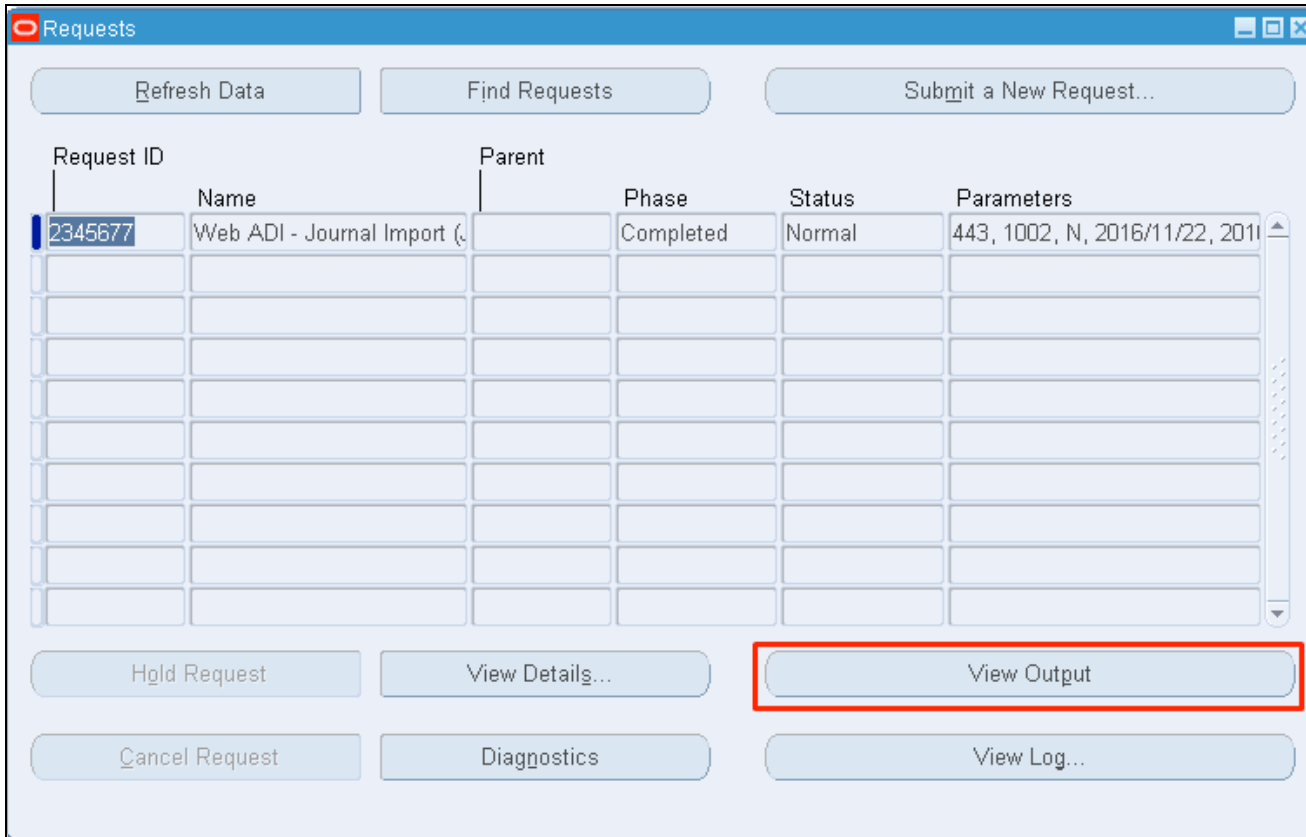
☐ Include Request Set Stages in Query

Order By

Select the Number of Days to View:

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

Then click **Find**.



The screenshot shows a window titled "Requests" with a blue header bar. Below the header are three buttons: "Refresh Data", "Find Requests", and "Submit a New Request...". The main area contains a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row of the table is highlighted, showing a Request ID of 2345677, Name "Web ADI - Journal Import (...)", Parent "", Phase "Completed", Status "Normal", and Parameters "443, 1002, N, 2016/11/22, 2016/11/22". Below the table are six buttons arranged in two rows: "Hold Request", "View Details...", "View Output" (highlighted with a red rectangle), "Cancel Request", "Diagnostics", and "View Log...".

Request ID	Name	Parent	Phase	Status	Parameters
2345677	Web ADI - Journal Import (...)		Completed	Normal	443, 1002, N, 2016/11/22, 2016/11/22

Step 20. Click on ***View Output***.

Oracle Applications Home Page × http://putotes..._id=1584791885 × http://putotes..._id=2316846529 × http://putote...bc&gv13=PROD × Oracle Applications R12 ×

putotest01.up.edu.ph:8000/OA_CGI/FNDWRR.exe?temp_id=2316846529

Putotest PROD myCredentials OB OT Enable Diagnostics in ... FNDWRR.exe My Drive My Files Credentials Ibanez Bases Pickups ...

UP System Concurrent Request ID: 2345677 Journal Import Execution Report Date: 22-NOV-16 14:52 Page: 1

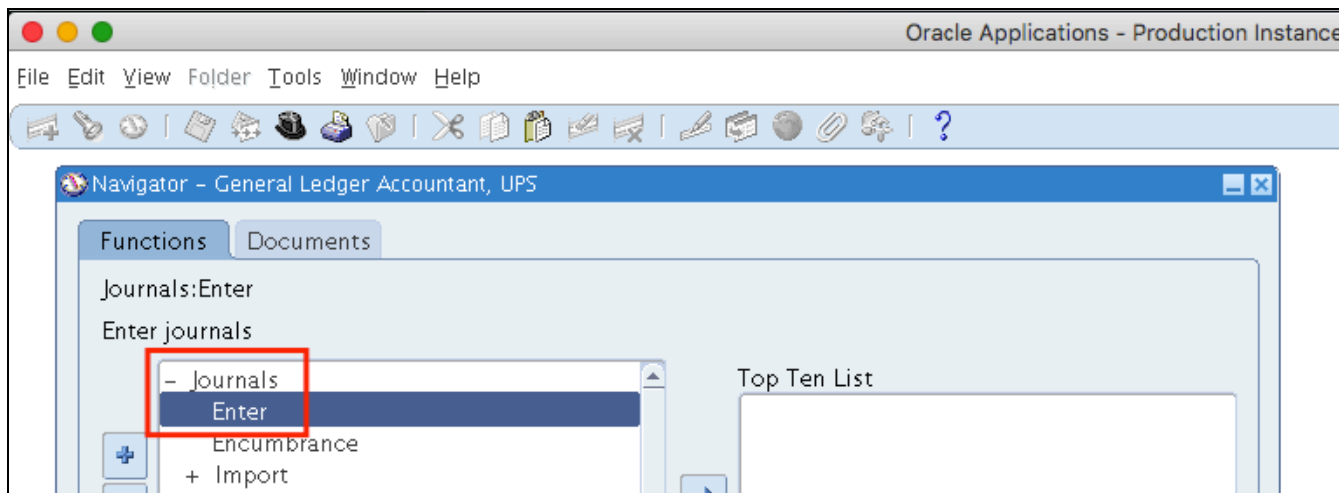
Journal Entry Source Name	Group Id	Status	Total Lines	Total Batches	Total Headers	Total Unbalanced Batches	Total Unbalanced Headers	Total Flex Errors	Total Non-Flex Errors
Manual		Success	2	1	1	0	0	0	0
*** TOTALS ***			2	1	1	0	0	0	0

===== Batches Created =====

Warning Batch Name	Period Name	Total Lines	Total Headers	Total Accounted Debits	Total Accounted 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.



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

The screenshot shows the 'Enter Journals (UP System)' window. A 'Find Journals' dialog box is open in the center. The 'Batch' field in the dialog is populated with 'Manual A 2345677'. The 'Find' button at the bottom of the dialog is highlighted with a red rectangle. The background window has a table with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. Below the table are several buttons: Review Journal, Review Batch, Post, Reverse Batch, Reguery, New Journal, New Batch, Tax Batch, Approve, and AutoCopy...

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

[illegible]

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

Journals (UP System) - Manual A 2345677

Journal: Adjustment PHP

Description: Journal Import 2345677:

Ledger: UP System Category: Adjustment

Period: NOV-16 Effective Date: 22-NOV-2016

Balance Type: Actual Document Number: 41272

Clearing Company: Tax: Not Required

Control Total: []

Conversion

Currency: PHP

Date: 22-NOV-2016

Type: User

Rate: 1

Reverse

Date: []

Period: []

Method: Switch Dr/Cr

Status: Not Reversed

Reverse

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	01.101...20101010.....		10,000.00	Journal Import Created
2	01.101...50101010.....	10,000.00		Journal Import Created
		10,000.00	10,000.00	

Acct Desc: UP System.General Fund.Unspecified.Unspecified.Accounts Payable.Select value.Unspecified.Unspecified.Unspecified.Unsp

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...

Check Funds Reserve Funds View Results Change Period... Change 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.



UNIVERSITY OF THE PHILIPPINES

*User Name


(example: JRDELACRUZ)

*Password

(example: Rb3A4%8c)

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

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



[Favorites](#) ▼ [Logout](#) [Help](#) [Personalize Page](#)

University Information System Home Page

Main Menu

Personalize

- ⊕ Fixed Assets Accountant, UPS
- ⊖ General Ledger Manager, UPS
- ⊖ Journals
 - ⊖ Enter
 - ⊖ Post
- Launch Journal Wizard
- ⊕ Import
- ⊕ Define
- ⊕ Generate
- ⊕ Schedule
- ⊕ AutoAllocation

Worklist

Full List

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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

The screenshot shows the 'Post Journals (UPD)' window. A 'Find Journal Batches' dialog box is open in the center. The dialog box contains the following fields and controls:

- Period:** A text input field followed by a dropdown arrow.
- Balance Type:** A dropdown menu currently showing 'Any'.
- Batch:** A text input field.
- Total:** A section containing three stacked text input fields: 'Entered Debit', 'Entered Credit', and 'Control'.
- Buttons:** 'Clear' and 'Find' buttons at the bottom of the dialog.

The background window, 'Post Journals (UPD)', has a table with the following headers: Period, Batch, Balance Type, Total Entered (with a sub-header Debit), Credit, and Control Total. There are several empty rows in the table. At the bottom of the main window, there are 'Review Batch' and 'Post' buttons.

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

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 Example: Batch Journal 001	Alphanumeric Field

Post Journals (UPD)

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

Batch Information

Post Status: Postable

Batch Status: Requires funds reservation

Review Batch Post

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

		Total Entered			
Period	Batch	Balance Type	Debit	Credit	Control Total
<input checked="" type="checkbox"/> 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 Budget Jou 1048581; E

Period: JUN-15 Balance Type: Budget

Description: %: Budget Journal 1048581

Control Total: []

Batch Totals

	Debit	Credit
Entered	30000	30000
Accounted	30000	30000

Status

Posting: Unposted

Funds: Passed

Approval: N/A

Details

Created: 25-JUN-2014

Posted:

Posted By:

Journals Autocopy Batch... Check Funds Unreserve Funds View Results

Post Reverse Batch Tax Batch Approve Change Period...

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 Budget Jou 1048581: B
 Period: JUN-15 Balance Type: Budget
 Description: %: Budget Journal 1048581

Control Total: []

Batch Totals

	Debit	Credit
Entered	30000	30000
Accounted	30000	30000

Status: Posting: Unposted, Funds: Passed, Approval: N/A

Details: Created: 25-JUN-2014, Posted: , Posted By:

Buttons: Journals, Autocopy Batch..., Check Funds, Unreserve Funds, View Results, Post, Reverse Batch, Tax Batch, Approve, Change Period...

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

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

Journal: CJE: Budget PHP 1004 User 1
 Description: CJE: : 1048581
 Ledger: UPD Category: Budget
 Period: JUN-15 Effective Date: 30-JUN-2015
 Balance Type: Budget Encumbrance Type: BUDGET 0002
 Clearing Company: Tax: Not Required

Conversion: Currency: PHP, Date: 25-JUN-2014, Type: User, Rate: 1

Reverse: Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed, Reverse: []

Control Total: []

Buttons: Lines, Other Information

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

Acct Desc: U\,P\, DILIMAN.General Fund.Unspecified.Unspecified.Collecting Officer.Unspecified.Unspecified.Unspecified.Unspecified.Uns

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

Step 8. Click **T Accounts**.

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

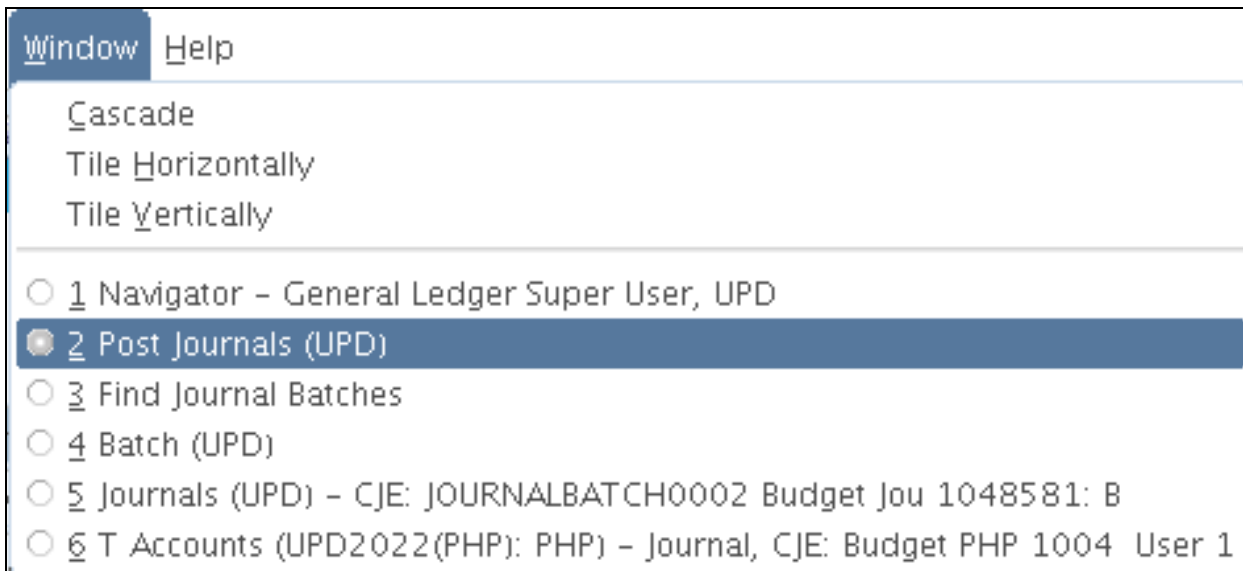
	02.101---.10101010-----			
	U\,P\, DILIMAN.General Fund.Unspecified.Unspecified.Collecting Officer.Unspecified.Unspe			
	PHP	PHP	PHP	PHP
Line+ 10			30000.00	30000.00
Net Activity			<u>30000.00</u>	<u>30000.00</u>
	02.101---.19999040-----			
	U\,P\, DILIMAN.General Fund.Unspecified.Unspecified.Asset Clearance.Unspecified.Unspe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

Options Activity Summary

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



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.

Post Journals (UPD)

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

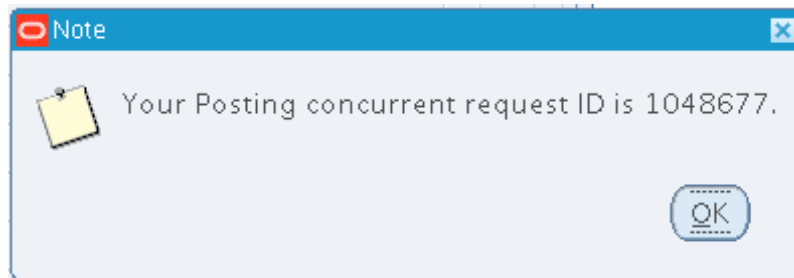
Batch Information

Post Status: Postable

Batch Status: Passed funds reservation

Review Batch Post

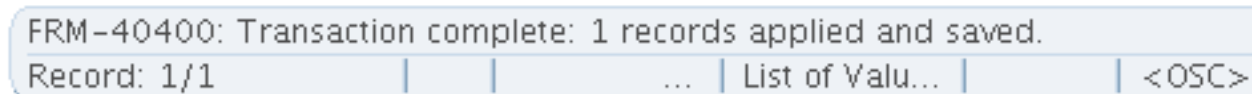
Step 11. On the Post Journals window, click the ***Post*** button on the lower right area of the window.



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.



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.



UNIVERSITY OF THE PHILIPPINES

*User Name


(example: JRDELACRUZ)

*Password

(example: Rb3A4%8c)

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

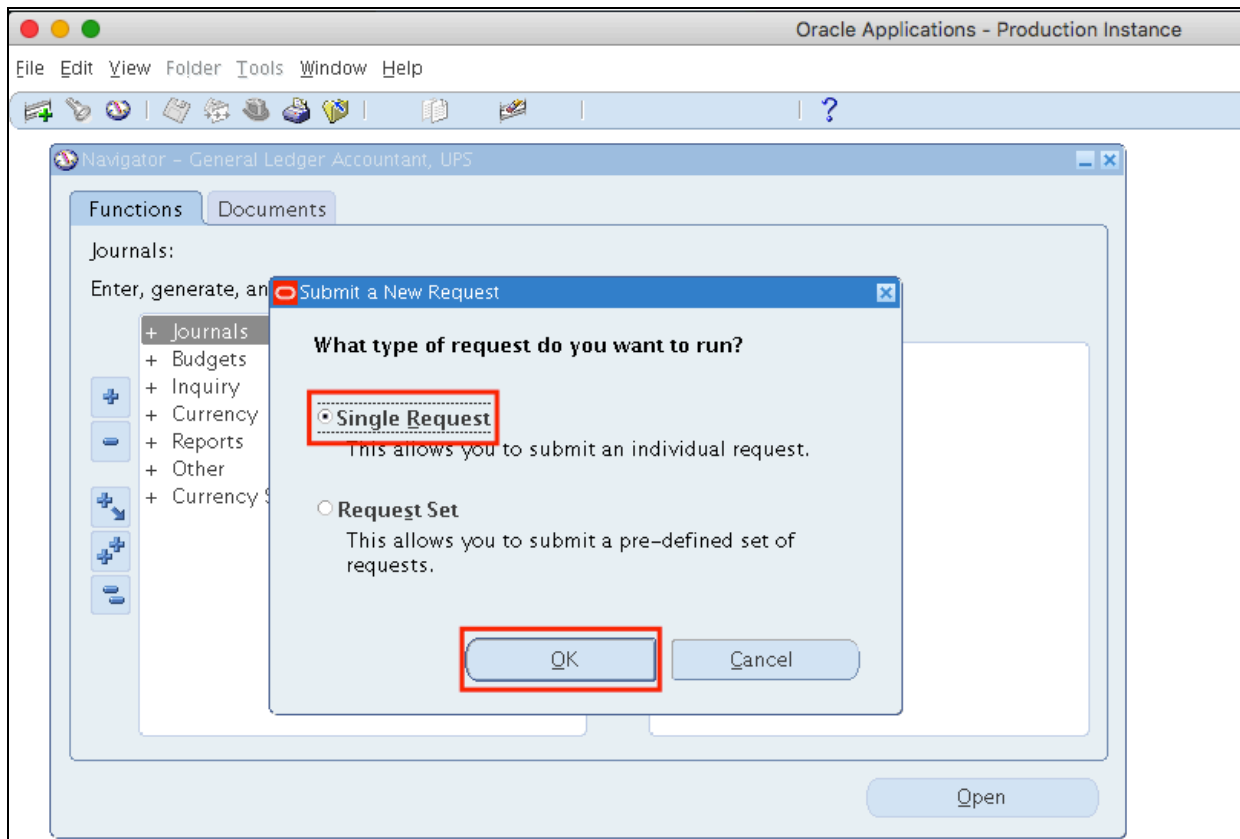
Personalize

- Fixed Assets Accountant, UPS
- General Ledger Accountant, UPS**
 - Journals
 - Budgets
 - Inquiry
 - Currency
 - Reports
 - Other**
 - Requests
 - Notifications
 - Profile
 - XML Template
 - Report**
 - Run**
 - Set
 - Currency Setups

Worklist

From	Type	Subject	Sent	Full List
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

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**.

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Name **UP Pre-Closing Trial Balance** Copy...

Operating Unit

Parameters

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 UP Pre-Closing Trial Balance Options...

Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel

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

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

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. Susan

OK Cancel Clear Help

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

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 “ No ” to generate a trial balance with only GL1s. If you want to see all the GL2s under that GL1, choose “ Yes ”. 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

Step 7. Click *Submit*

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

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

Schedule...

Upon Completion...

☒ Save all Output Files

Layout: UP Pre-Closing Trial Balance

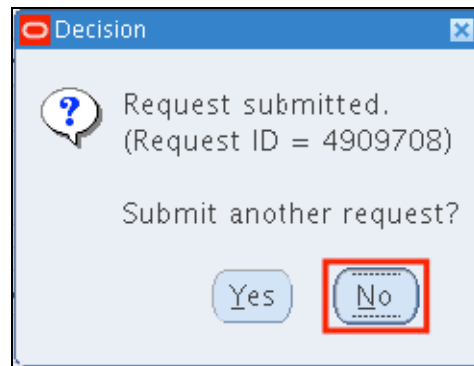
Options...

Notify:

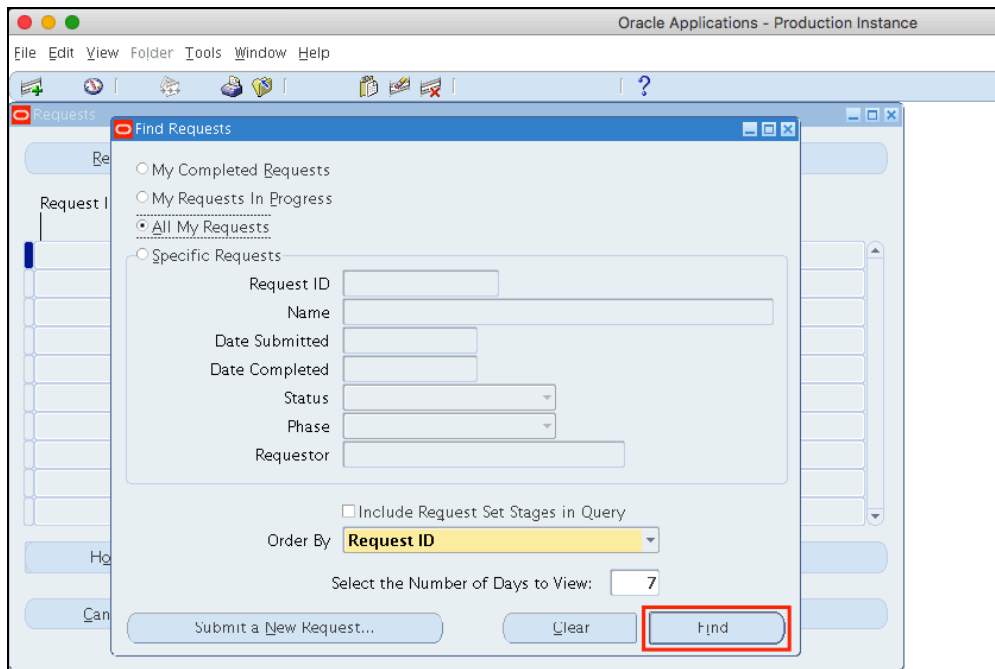
Print to: noprint

Delivery Opts

Help (C) Submit Cancel



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

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
3044273	UP Pre-Closing Trial Balance		Completed	Normal	279, 2033, 15692, 101, N, ADJ
3044270	UP Pre-Closing Trial Balance		Completed	Normal	279, 2033, 15692, 101, N, ADJ
3044245	UP Pre-Closing Trial Balance		Completed	Normal	279, 2033, 15692, 101, N, ADJ
3044228	UP Pre-Closing Trial Balance		Completed	Normal	279, 2033, 15692, 101, N, ADJ
3044088	UP Pre-Closing Trial Balance		Completed	Normal	283, 2040, 15692, 101, N, ADJ
3044087	UP Pre-Closing Trial Balance		Completed	Normal	283, 2040, 15692, 101, N, ADJ
3044084	UP Pre-Closing Trial Balance		Completed	Normal	283, 2040, 15692, 101, N, ADJ
3043961	UP Pre-Closing Trial Balance		Completed	Normal	283, 2040, 15692, 101, N, ADJ
3043240	UP Pre-Closing Trial Balance		Completed	Normal	283, 2040, 15692, 101, N, ADJ
3043150	UP Pre-Closing Trial Balance		Completed	Normal	283, 2040, 15692, 101, N, ADJ


Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

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

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

then click **View Output**.

 UNIVERSITY OF THE PHILIPPINES LOS BANOS Los Banos, Laguna, IV-A TIN: 000-864-006-004			
UP Pre-Closing Trial Balance ALL FUNDS As Of 2016/12/31			
Particulars	UACS Object Code	Debit	Credit
Treasury/Agency Cash Accounts - Cash on Hand			
Unspecified	1010100000	199,525.24	
Cash - Collecting Officer			
Unspecified	1010101000	43,355,978.06	
Cash in Bank - Local Currency, Current Account			
Unspecified	1010202000	439,047,966.67	
	1010202001		765,378,074.75
	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		112,395.32
	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
Cash in Bank - Local Currency, Time Deposits			

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.



UNIVERSITY OF THE PHILIPPINES

*User Name


(example: JRDELACRUZ)

*Password

(example: Rb3A4%8c)

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

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



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[Favorites](#) [Logout](#) [Help](#) [Personalize Page](#)

University Information System Home Page

Main Menu

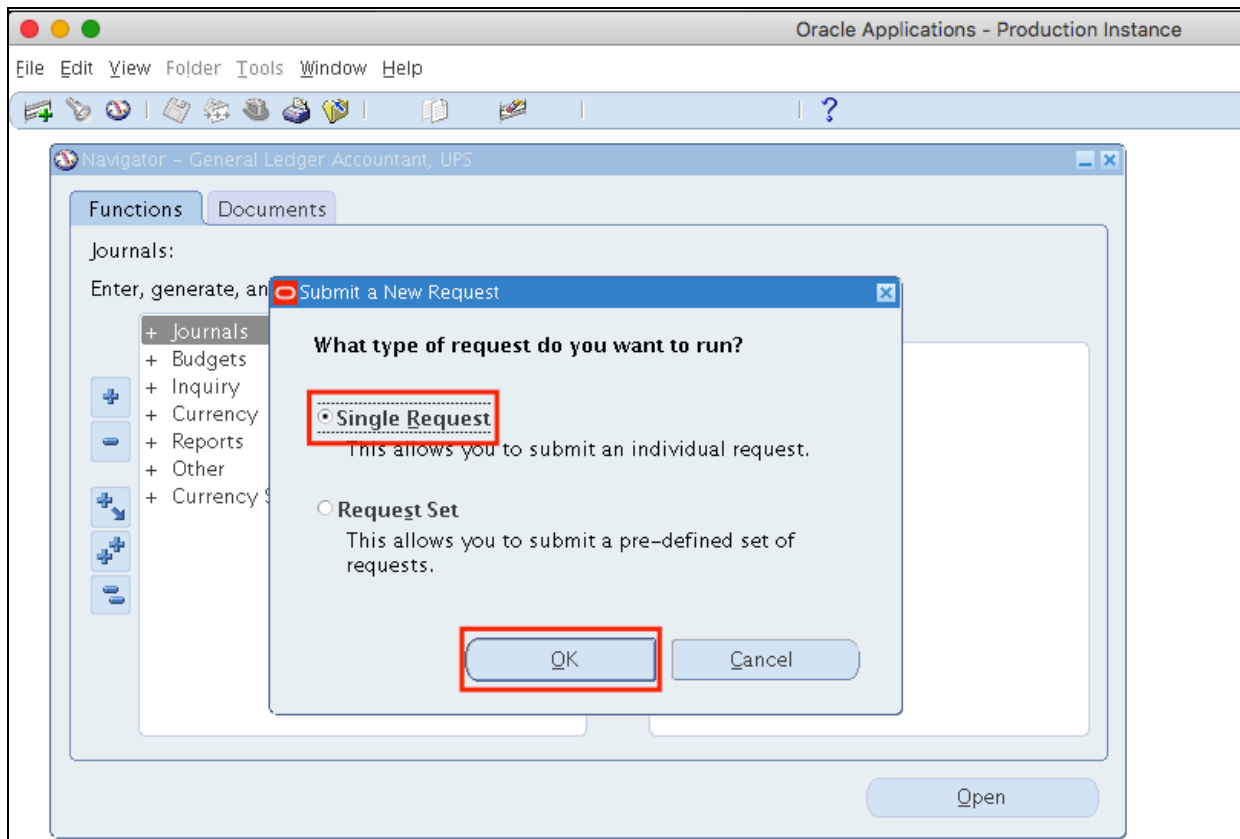
[Personalize](#)

- Fixed Assets Accountant, UPS
- General Ledger Accountant, UPS**
- Journals
- Budgets
- Inquiry
- Currency
- Reports
- Other**
- Requests
- Notifications
- Profile
- XMI Template
- Report**
- Run**
- Set
- Currency Setups

Worklist

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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**.

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Name Close Process - Create Income Statement Closing Journals

Copy...

Operating Unit

Parameters

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

Options...

Notify

Print to noprint

Delivery Opts

Help (C) Submit Cancel

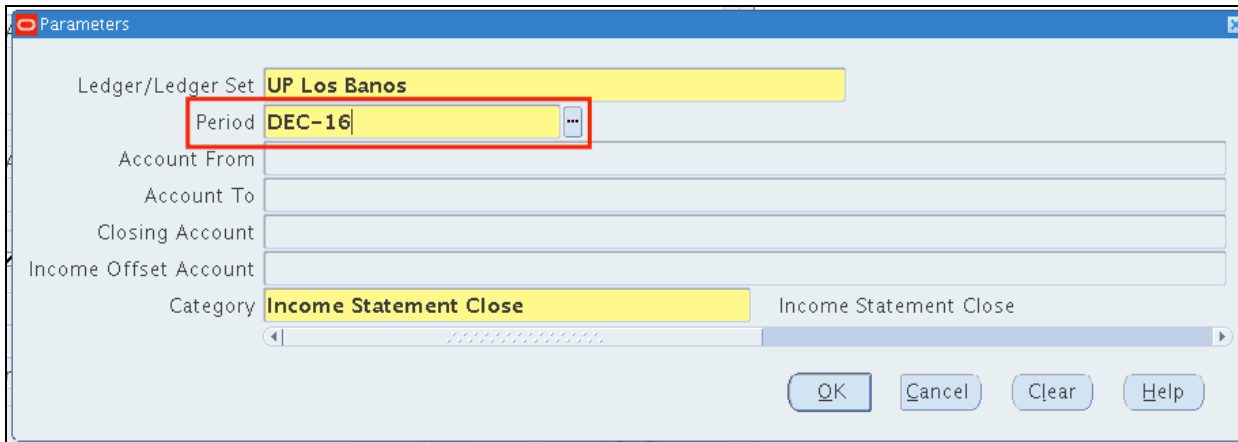
Step 5. In the **Name** field, enter

***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 Autofill
Period	Period that will affect the Income sheet close	Required field
Account From	Range that will include the closing of journals	Required field List of Values
Account To	Range that will include the closing of journals	Required field List of Values
Closing Account	Transfers the balance, which is the net of the reversed asset, liability, and equity accounts, to the closing account that you specify	Required field
Income Offset Account	Optionally, uses an income offset account, which results in the individual income statement account balances remaining in their accounts. The process books the inverse balance of the retained earnings account to the offset account.	Optional field
Category	Income Statement Close	Required field Autofill

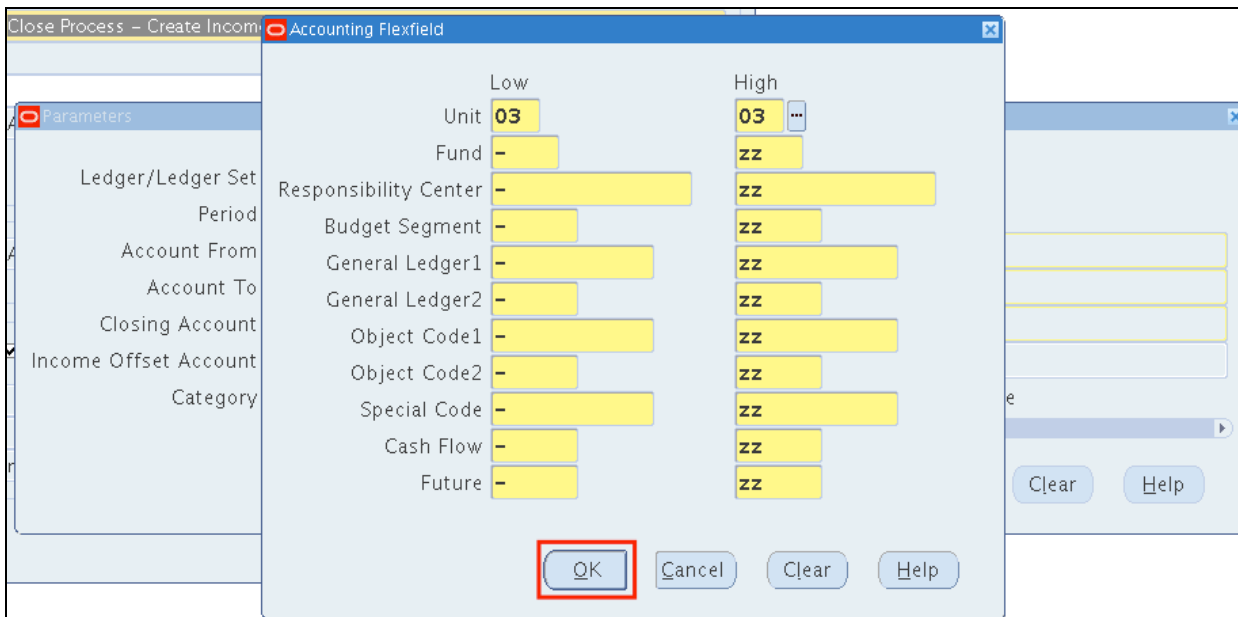


The Parameters dialog box is shown with the following fields:

- Ledger/Ledger Set: UP Los Banos
- Period: DEC-16 (highlighted with a red box)
- Account From: (empty)
- Account To: (empty)
- Closing Account: (empty)
- Income Offset Account: (empty)
- Category: Income Statement Close

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

Step 7. Enter *Period*



The Accounting Flexfield dialog box is shown with the following fields:

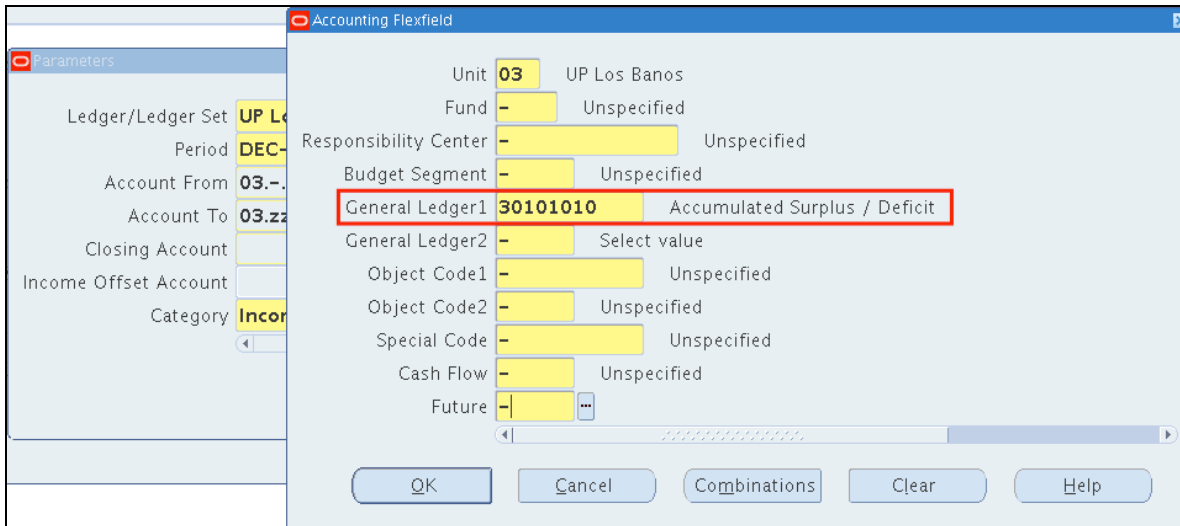
	Low	High
Unit	03	03
Fund	-	zz
Responsibility Center	-	zz
Budget Segment	-	zz
General Ledger1	-	zz
General Ledger2	-	zz
Object Code1	-	zz
Object Code2	-	zz
Special Code	-	zz
Cash Flow	-	zz
Future	-	zz

Buttons at the bottom: OK (highlighted with a red box), Cancel, Clear, Help.

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

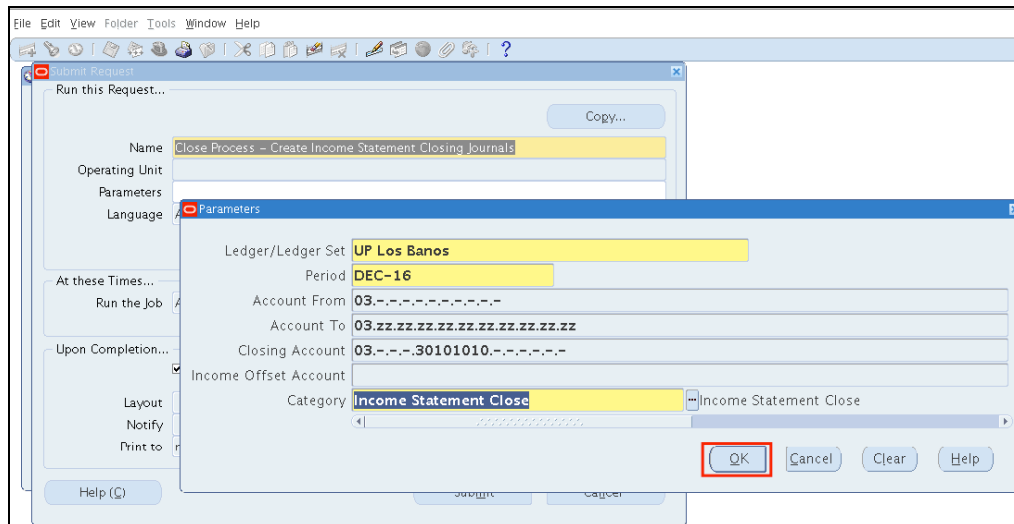


The Accounting Flexfield dialog box is shown with the following fields and values:

Field	Value	Description
Unit	03	UP Los Banos
Fund	-	Unspecified
Responsibility Center	-	Unspecified
Budget Segment	-	Unspecified
General Ledger1	30101010	Accumulated Surplus / Deficit
General Ledger2	-	Select value
Object Code1	-	Unspecified
Object Code2	-	Unspecified
Special Code	-	Unspecified
Cash Flow	-	Unspecified
Future	-	

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

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



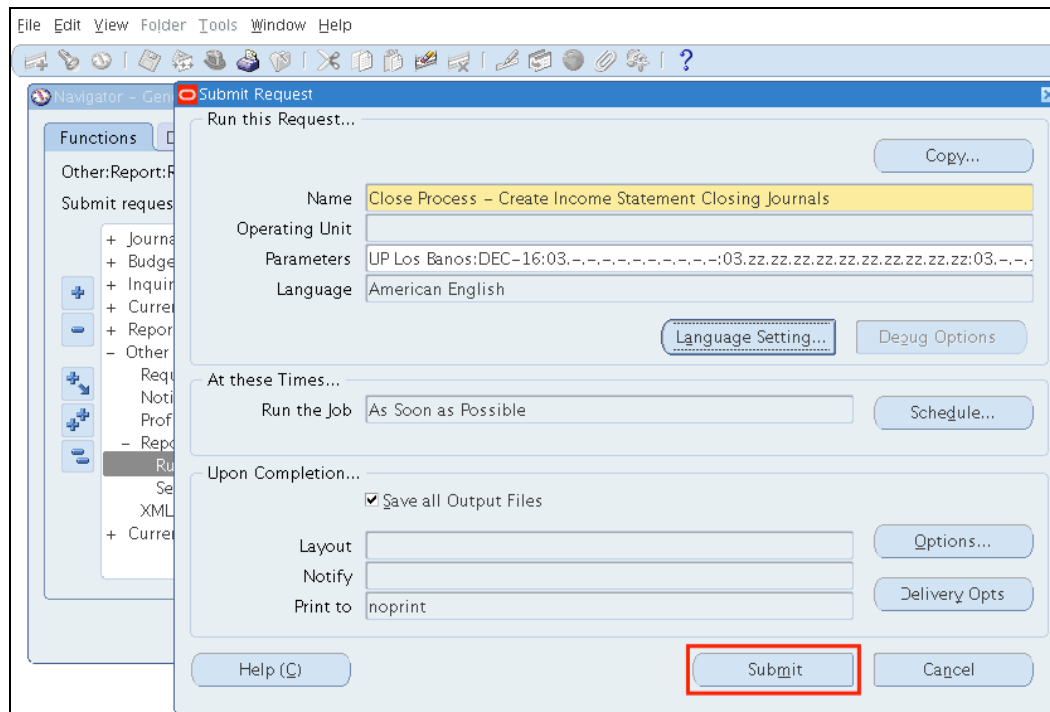
The Submit Request dialog box is shown with the following fields and values:

Field	Value
Name	Close Process - Create Income Statement Closing Journals
Operating Unit	
Parameters	
Language	
At these Times...	
Run the Job	
Upon Completion...	
Layout	
Notify	
Print to	

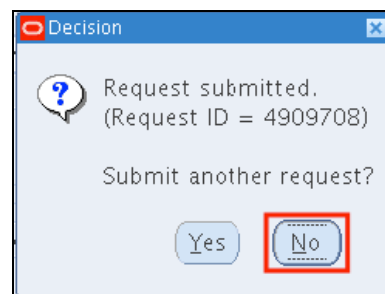
The Accounting Flexfield dialog box is overlaid on top of the Submit Request dialog box, showing the same fields and values as in the previous image. The OK button in the Accounting Flexfield dialog box is highlighted with a red box.

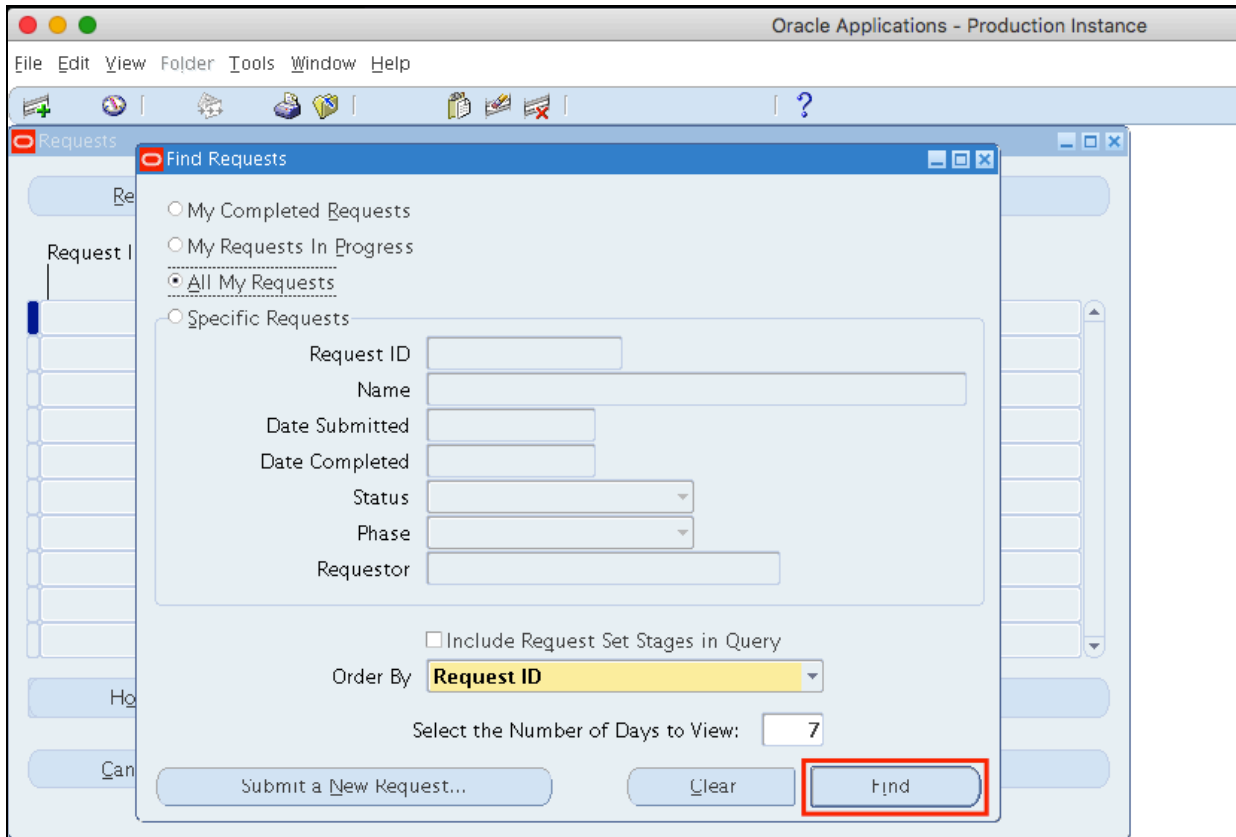
Step 10. After entering parameters click **Ok**

Step 11. Click **Submit**



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





Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request... Clear Find

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

Click **Find**.

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
3164847	Close Process - Create Ir		Completed	Normal	2040, UP Los Bano2040(PHP

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Step 14. Click **Refresh Data** until **Phase** is **Completed** and **Status, Normal**.

Request ID	Name	Parent	Phase	Status	Parameters
3164847	Close Process - Create Ir		Completed	Normal	2040, UP Los Bano2040(PHP)

Step 15. Close the form

Navigator - General Ledger Accountant, UPLB

Functions Documents

Journals:Enter

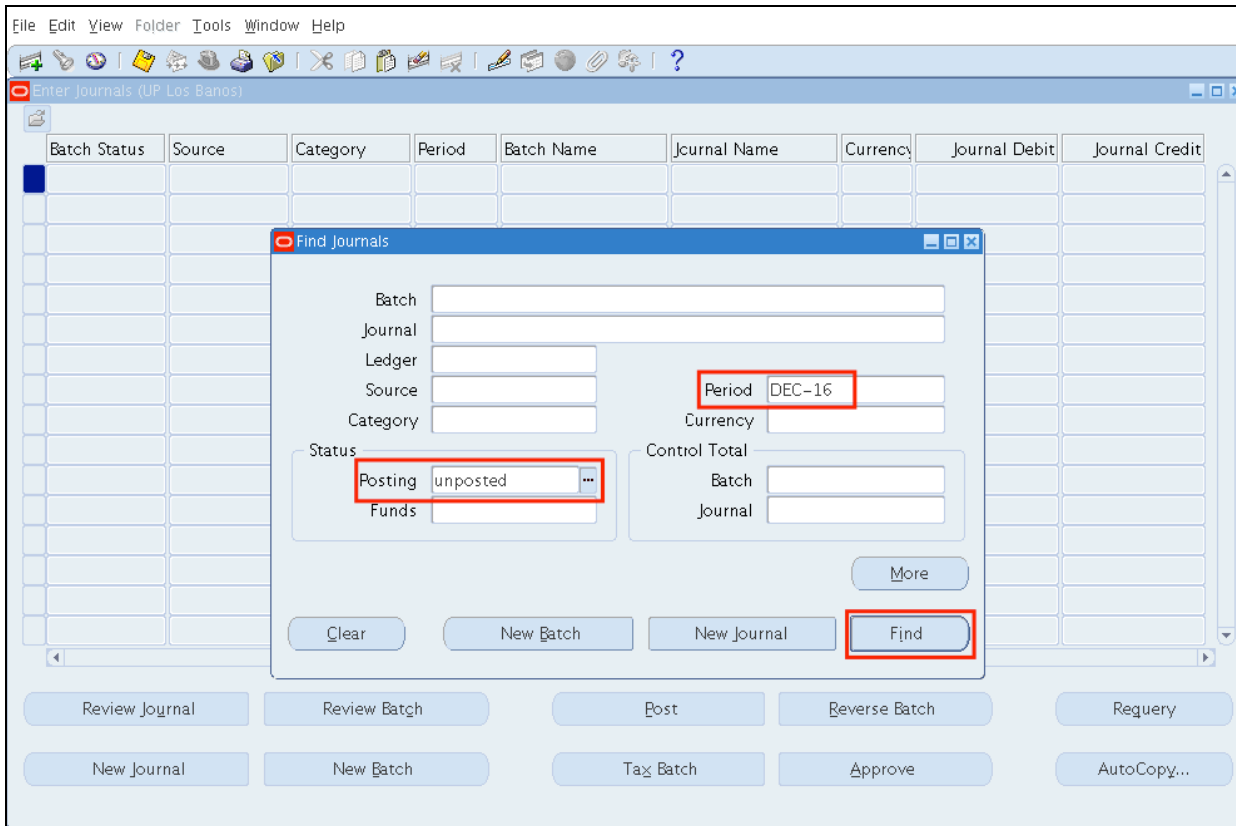
Enter journals

- Journals
 - Enter
 - Encumbrance
 - + Import
 - + Define
 - + Generate
 - + Schedule
 - + AutoAllocation
 - + Reconciliation
 - Launch Journal Wizard
 - + Budgets
 - + Inquiry
 - + Currency
 - + Reports
 - Other

Top Ten List

Open

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



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

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

Step 18. Click *Review Journal*

[illegible]

Step 19. Review details

File Edit View Folder Tools Window Help

Journals (UP Los Banos) - Income Statement Close: 3164847, DEC-16, 17-OCT-17

Journal	Income Statement Close: PHP		Conversion		Reverse		
Description	Income Statement Close: PHP		Currency	PHP	Date		
Ledger	UP Los Banos	Category	Income Statement Cl	Date	17-OCT-2017	Period	DEC-16
Period	DEC-16	Effective Date	31-DEC-2016	Type	User	Method	Change Sign
Balance Type	Actual	Document Number		Rate	1	Status	Not Reversed
Clearing Company		Tax	Not Required	<input type="button" value="Reverse"/>			
		Control Total		<input type="button" value="Reverse"/>			

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
10	03.164.-.-.50501020.-.-.-.-.-	0.00	21,059.28	Income Statement Close
20	03.164.LB02012001.-.40202010.002	33,800.00	33,800.00	Income Statement Close
30	03.164.LB02013001.-.40202010.002	92,875.00	92,875.00	Income Statement Close
40	03.164.LB02014001.-.40202010.002	10,065.00	10,065.00	Income Statement Close
50	03.164.LB02015001.-.40202010.002	51,340.00	51,340.00	Income Statement Close
60	03.164.LB02016001.-.40202010.002	23,070.00	23,070.00	Income Statement Close
70	03.164.LB02017001.-.40202010.002	10,620.00	10,620.00	Income Statement Close
80	03.164.LB02018001.-.40202010.002	20,456.00	20,456.00	Income Statement Close
		9,424,228,142.25	9,424,228,142.25	

Acct Desc: UP Los Banos.Revolving Fund.Unspecified.Unspecified.Depreciation - Land Impro.Select value.Unspecified.Unspecified.Unspec

File Edit View Folder Tools Window Help

Journals (UP Los Banos) - Income Statement Close: 3164847, DEC-16, 17-OCT-17

Journal: Income Statement Close: PHP
 Description: Income Statement Close: PHP
 Ledger: IIP Los Banos
 Period: DEC-16
 Balance Type: Actual
 Clearing Company:
 Category: Income Statement Cl
 Effective Date: 31-DEC-2016
 Document Number:
 Tax: Not Required
 Control Total:
 Conversion: Currency: PHP, Date: 17-OCT-2017, Type: User, Rate: 1
 Reverse: Date:
 Period: DEC-16
 Method: Change Sign
 Status: Not Reversed
 Reverse

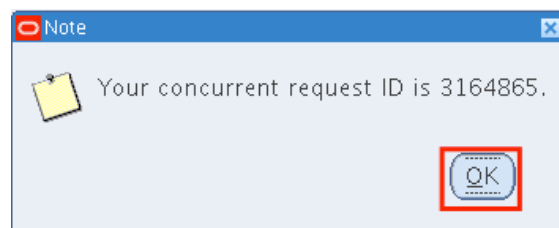
Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description
10	03.164.-.-.50501020.-.-.-.-.-	0.00	21,059.28	Income Statement Close
20	03.164.LB02012001.-.40202010.002	33,800.00	33,800.00	Income Statement Close
30	03.164.LB02013001.-.40202010.002	92,875.00	92,875.00	Income Statement Close
40	03.164.LB02014001.-.40202010.002	10,065.00	10,065.00	Income Statement Close
50	03.164.LB02015001.-.40202010.002	51,340.00	51,340.00	Income Statement Close
60	03.164.LB02016001.-.40202010.002	23,070.00	23,070.00	Income Statement Close
70	03.164.LB02017001.-.40202010.002	10,620.00	10,620.00	Income Statement Close
80	03.164.LB02018001.-.40202010.002	20,456.00	20,456.00	Income Statement Close
		9,424,228,142.25	9,424,228,142.25	

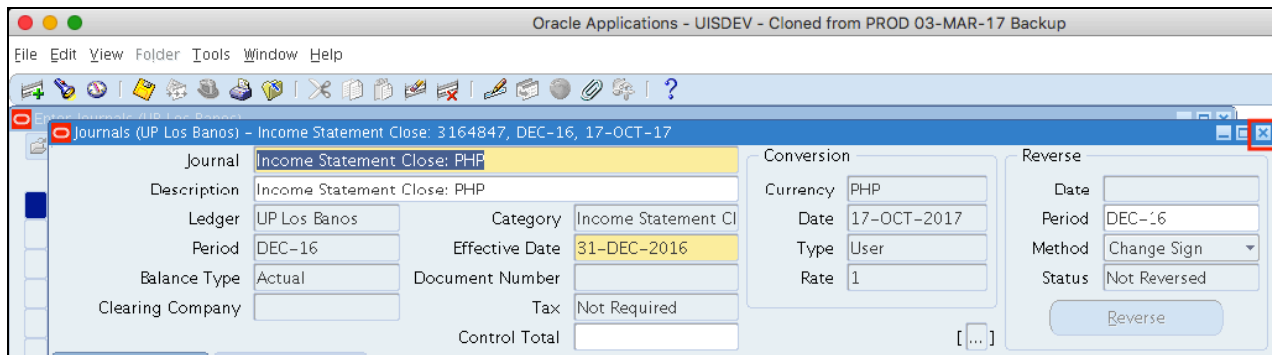
Acct Desc: UP Los Banos.Revolving Fund.Unspecified.Unspecified.Depreciation - Land Impro.Select value.Unspecified.Unspecified.Unspec

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

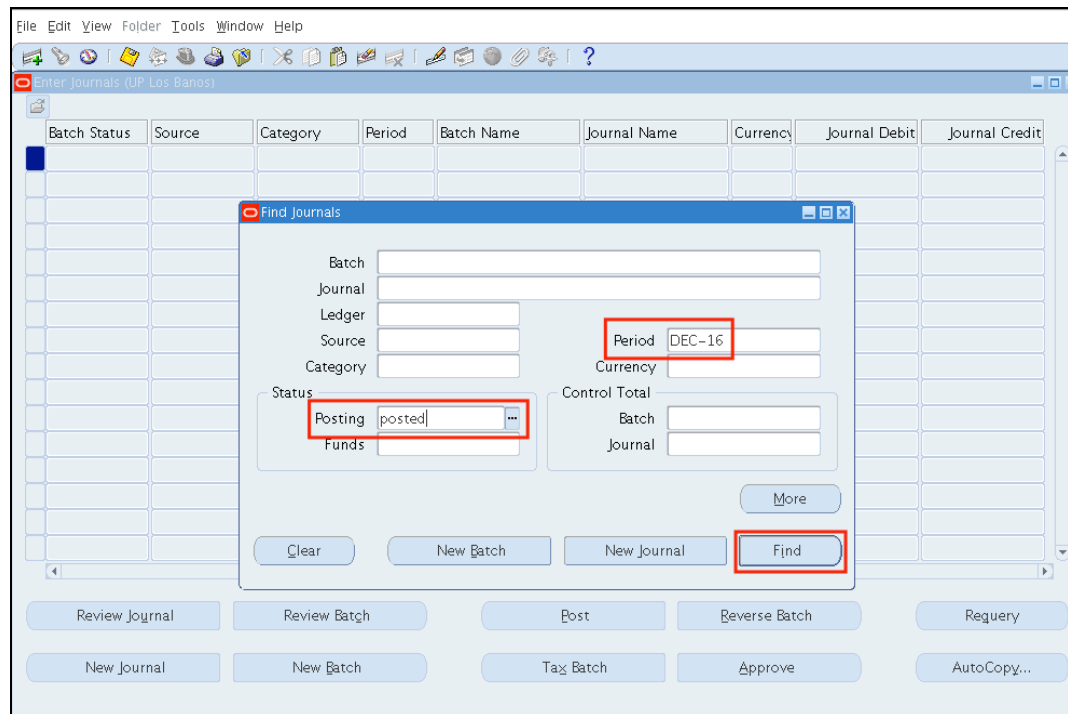
Step 20. After reviewing, click **Post**



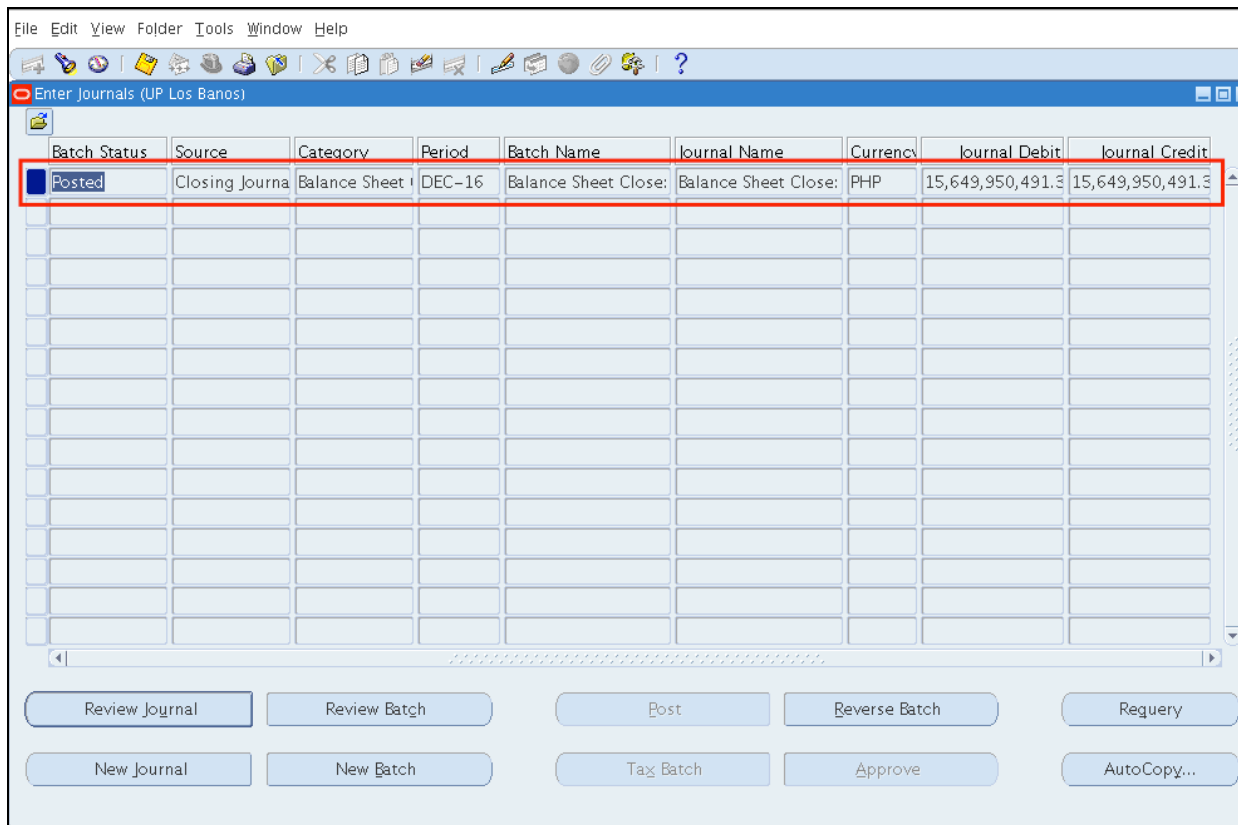
Step 21. A concurrent request will be created. Click **OK**



Step 22. Close the form



Step 23. Search for the Journal, enter the parameters



*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 PHILIPPINES

*User Name


(example: JRDELACRUZ)

*Password

(example: Rb3A4%8c)

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

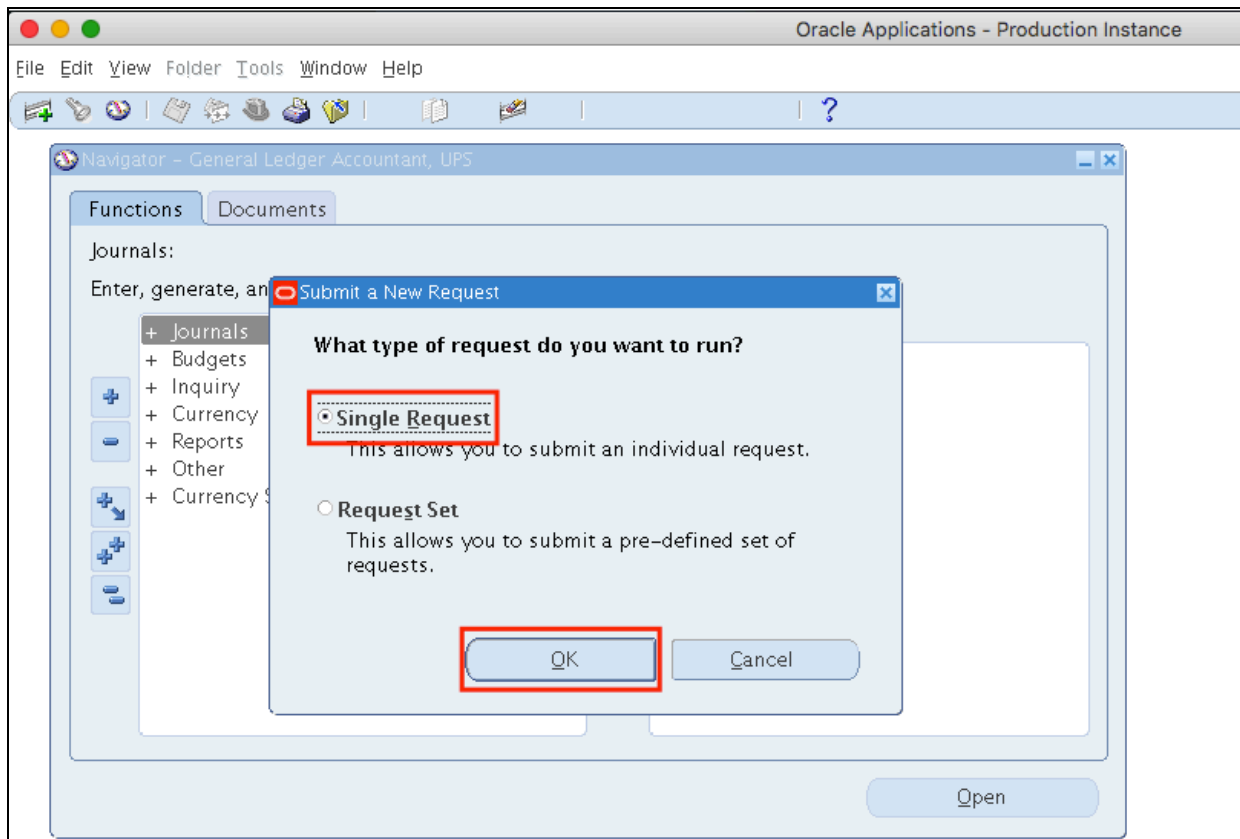
[Personalize](#)

- Fixed Assets Accountant, UPS
- General Ledger Accountant, UPS**
 - Journals
 - Budgets
 - Inquiry
 - Currency
 - Reports
 - Other**
 - Requests
 - Notifications
 - Profile
 - XML Template
 - Report**
 - Run**
 - Set
 - Currency Setups

Worklist

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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***.

The screenshot shows the 'Submit Request' dialog box in the Oracle Applications - Production Instance window. The dialog is titled 'Submit Request' and has a menu bar with 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the dialog is divided into several sections:

- Run this Request...**: This section contains a 'Name' field with the text 'UP Post-Closing Trial Balance' (highlighted with a red box), an 'Operating Unit' field, a 'Parameters' field, and a 'Language' field set to 'American English'. There are buttons for 'Copy...', 'Language Setting...', and 'Debug Options'.
- At these Times...**: This section contains a 'Run the Job' field set to 'As Soon as Possible' and a 'Schedule...' button.
- Upon Completion...**: This section contains a checked checkbox for 'Save all Output Files', a 'Layout' field set to 'UP Post-Closing Trial Balance', a 'Notify' field, and a 'Print to' field set to 'noprint'. There are buttons for 'Options...', 'Delivery Opts', 'Help (C)', 'Submit', and 'Cancel'.

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

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

Name: UP Post-Closing Trial Balance

Parameters

Fund: []

Show GL2? **No** No

Period **DEC-16**

Certified Correct / Chief Accountant: Sanchez, Ms. Susan []

OK 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 "No" to generate a trial balance with only GL1s. If you want to see all the GL2s under that GL1, choose "Yes" . 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

Step 7. Click *Submit*

Oracle Applications - Production Instance

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

Name UP Post-Closing Trial Balance

Operating Unit

Parameters :No:DEC-16:Sanchez, Ms. Susan Cruzat

Language American English

Language Setting... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

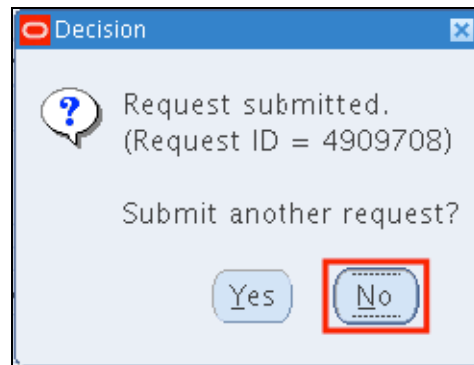
☒ Save all Output Files

Layout UP Post-Closing Trial Balance Options...

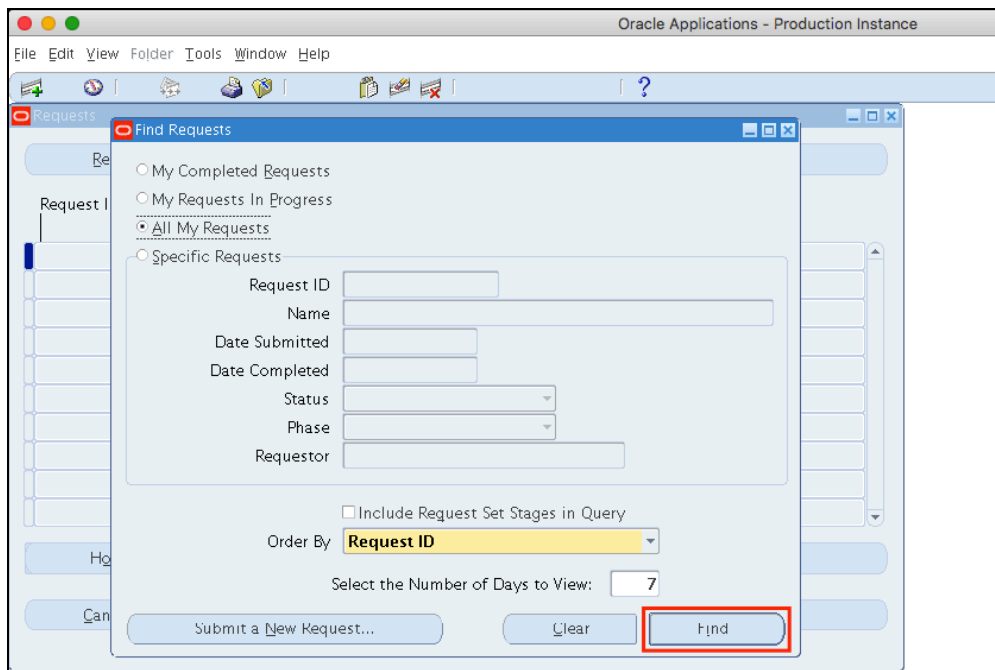
Notify

Print to noprint Delivery Opts

Help (C) Submit Cancel



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

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
518149	UP Post-Closing Trial Balan		Completed	Normal	, 274, -, 2014/01/31 00:00:00,
518142	UP Post-Closing Trial Balan		Completed	Normal	, 274, , 2014/01/31 00:00:00, ,
518139	UP Post-Closing Trial Balan		Completed	Normal	, 274, , 2014/01/21 00:00:00, ,
518105	UP Pre-Closing Trial Balan		Completed	Normal	274, 101, 2015/04/20 00:00:00
517483	UP Pre-Closing Trial Balan		Completed	Normal	276, 101, 2015/04/17 00:00:00
517178	UP Liquidation Report		Completed	Normal	276, 17204, 8029, , ,
517177	UP Report of Disbursement		Completed	Normal	276, 2015/01/01 00:00:00, 201
517176	UP Report of Disbursement		Completed	Normal	276, 2015/02/01 00:00:00, 201
517175	Expense Report Export		Completed	Normal	, SelfService, Y, , , 99999999,
517164	UP Report of Disbursement		Completed	Normal	276, 2015/02/01 00:00:00, 201


Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

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

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

then click **View Output**.

 UP Diliman Post-Closing Trial Balance All Fund As of January 31, 2014			
Particulars	Account Code	Debit	Credit
Cash in Bank - Local Currency, Banko Sentral ng Pilipinas	10102010	1,500.00	0.00
Cash in Bank - Local Currency, Current Account	10102020	2,400.00	0.00
Cash in Bank - Local Currency, Savings Account	10102030	0.00	43,312.50
Other Supplies and Materials for Distribution	10402990	3,000.00	0.00
Office Supplies Inventory	10404010	29,500.00	0.00
Advances for Operating Expenses	19901010	16,000.00	0.00
Accounts Payable	20101010	0.00	18,200.00
Due to BIR	20201010	0.00	187.50
Accumulated Surplus (Deficit)	30101020	9,300.00	0.00
TOTAL		61,700.00	61,700.00
Certified Correct: _____ Chief Accountant			

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 style="list-style-type: none"> To close Accounting Period: Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened
Data Requirement	Accounting Period
Dependencies	<ul style="list-style-type: none">
Scenario	An Accounting Officer will close the General Ledger Accounting period



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*User Name


(example: JRDELACRUZ)

*Password


(example: Rb3A4%8c)

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

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



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 Favorites ▼ Logout Preferences Help Personalize Page

University Information System Home Page

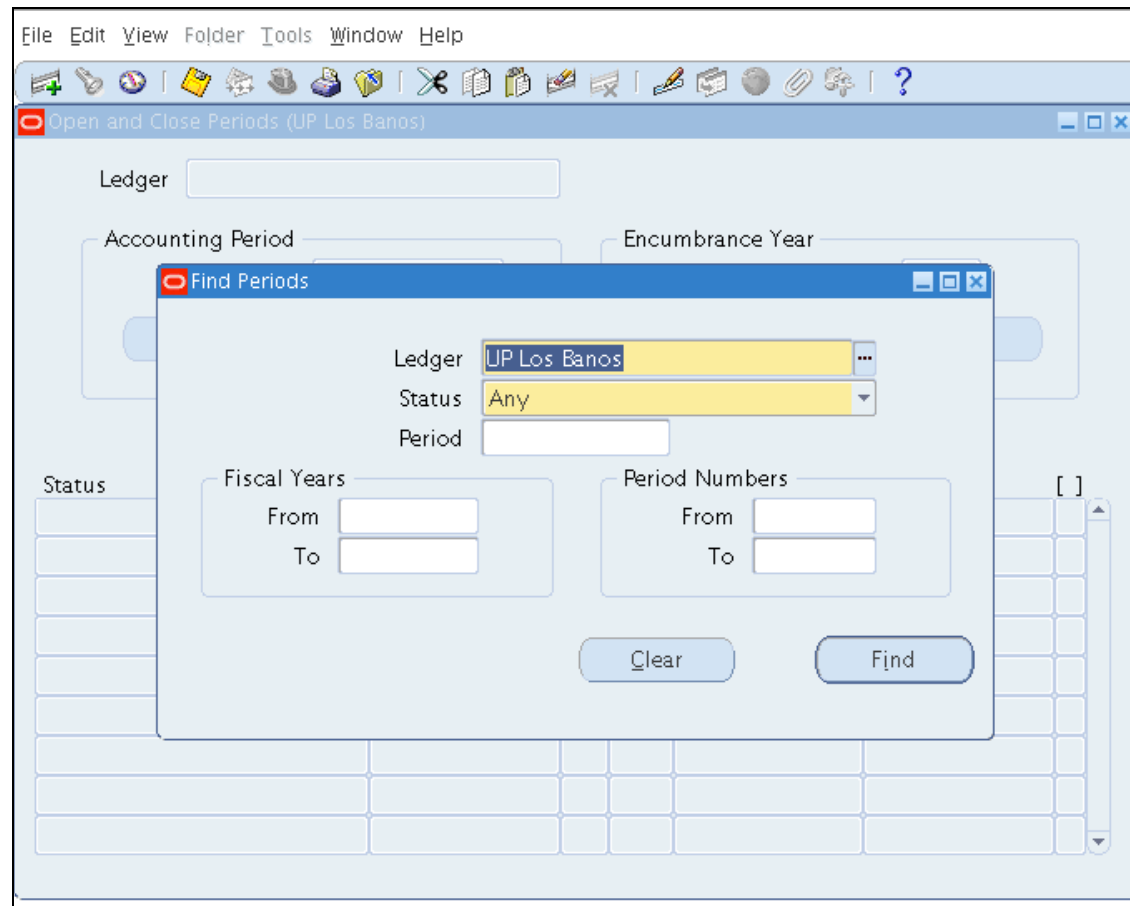
Main Menu

- General Ledger Accountant, UPS
- General Ledger Manager, UPS**
 - Journals
 - Inquiry
 - Currency
 - Reports
 - Setup**
 - Open/Close**
 - Other
- UP Employee Self Service

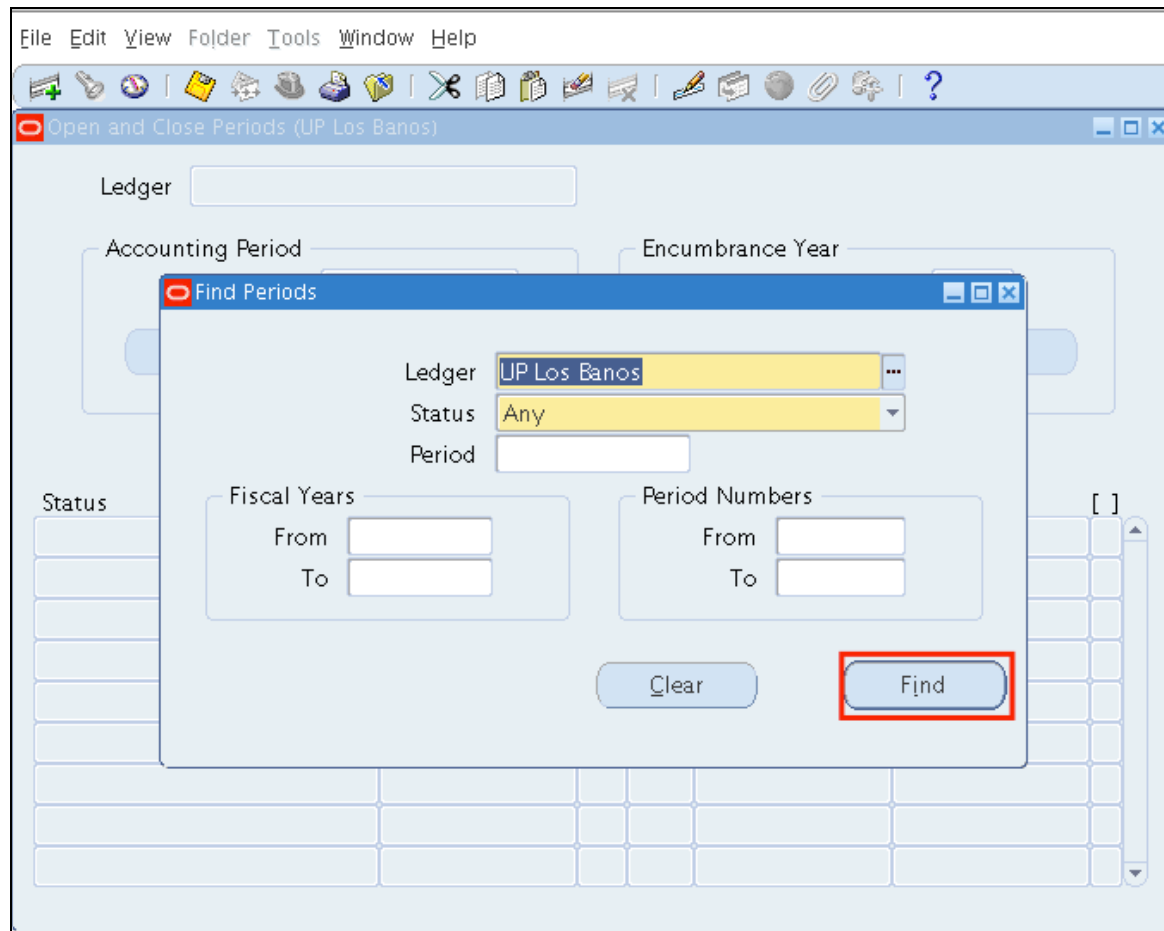
Worklist

From	Type	Subject	Sent
There are no notifications in this view.			
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.			
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.			

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



General Ledger ***Find Periods*** window will appear



Step 4. Click ***Find*** button

File Edit View Folder Tools Window Help

Open and Close Periods (UP Los Banos)

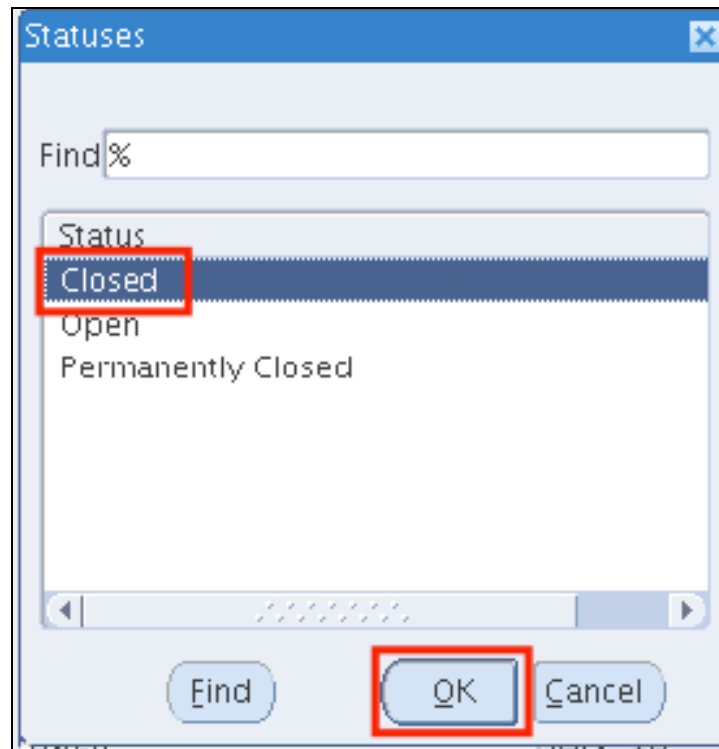
Ledger: UP Los Banos

Accounting Period
Latest Open: DEC-17
Open Period

Encumbrance Year
Latest Open: 2017
Open Next Year

Status	Period	Number	Fiscal Year	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	

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



Step 6. Select **Closed**
then click **Ok**.

File Edit View Folder Tools Window Help

Open and Close Periods (UP Los Banos)

Ledger: UP Los Banos

Accounting Period: Latest Open: DEC-17

Encumbrance Year: Latest Open: 2017

Open Period

Open Next Year

Status	Period	Number	Fiscal Year	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	

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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