



University of the Philippines



# FMIS

**Financial Management Information System  
User Manual**



# **Payables Module Month-End Closing Process**

# **FMIS User Manual**

## *Payables Module Month-End Closing Process*

Author:	Kim Carlo A. De Leon
Creation Date:	05 January 2024
Last Updated:	14 January 2024
Document Ref:	FMIS User Manual – Payables Module Month-end Closing Process
Version:	1.1

## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference:
05 January 2024	Kim Carlo A. De Leon	1.0	Initial
14 January 2024	Kim Carlo A. De Leon	1.1	- Added the descriptions of the parameters in create accounting - Adjusted the back to top button

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Payables Module Month-End Closing Process.
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Payables Module
<b>Responsibility</b>	Payables DV Accountant/ Payables DV Pre-Audit
<b>Purpose</b>	Guide for step-by-step procedure while closing the Payables period.
<b>Data Requirement</b>	None
<b>Dependencies</b>	None
<b>Scenario</b>	An accountant will close the payables period.

## INTRODUCTION

This module for the **Payables Module Month-End Closing Process** seeks to provide accountants the steps to be taken to effect the closing of the payables period.

This manual includes the following topics:

- [Check Prepayment Status](#)
- [Apply Exported Expense Reports Against Prepayments](#)
- [Create Accounting for Accounts Payables](#)
- [Generate and View Exception Reports](#)
- [Sweep Exceptions or Unaccounted Transactions to the Next Open Period](#)
- [Close AP Period](#)



# Check Prepayments Status



## 1. DOCUMENT CONTROL

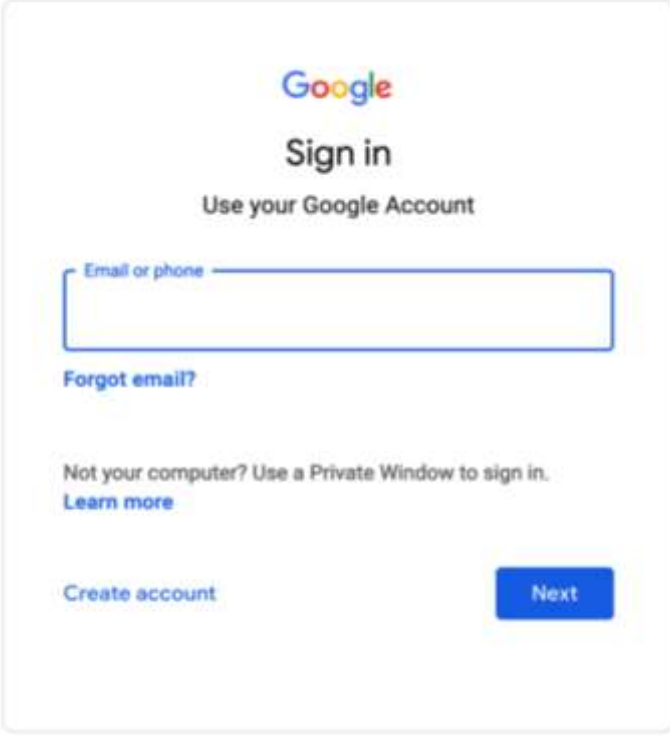
### 1.2 Change Record

Date	Author	Version	Change Reference:
27 December 2023	Kim Carlo A. De Leon	1.0	Initial



## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Check Prepayments Status
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Payables Module
<b>Responsibility</b>	Payables DV Accountant
<b>Purpose</b>	To identify the status of prepayments within a specified period
<b>Data Requirement</b>	Period for closing
<b>Dependencies</b>	None
<b>Scenario</b>	An accountant will liquidate available prepayments.

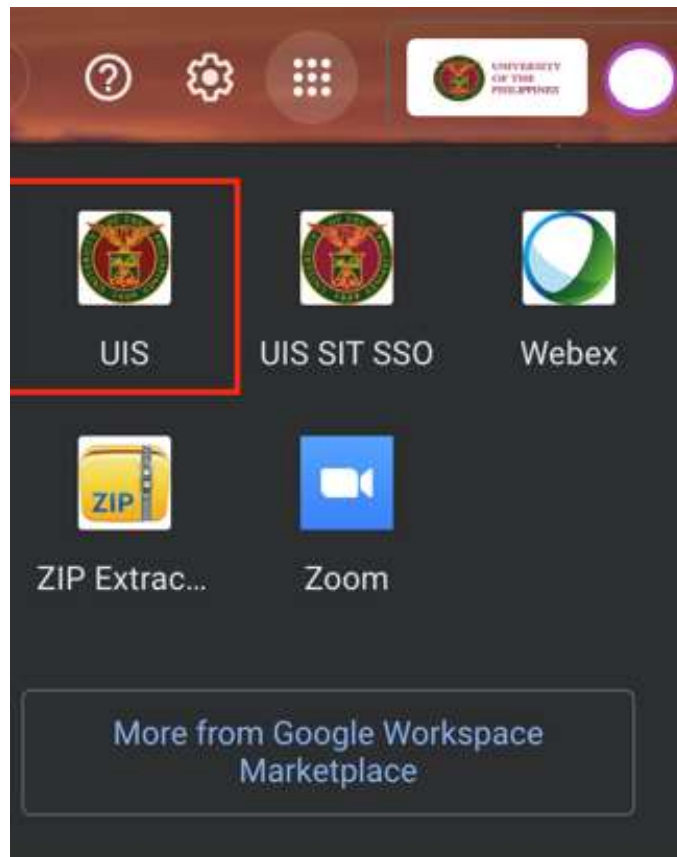


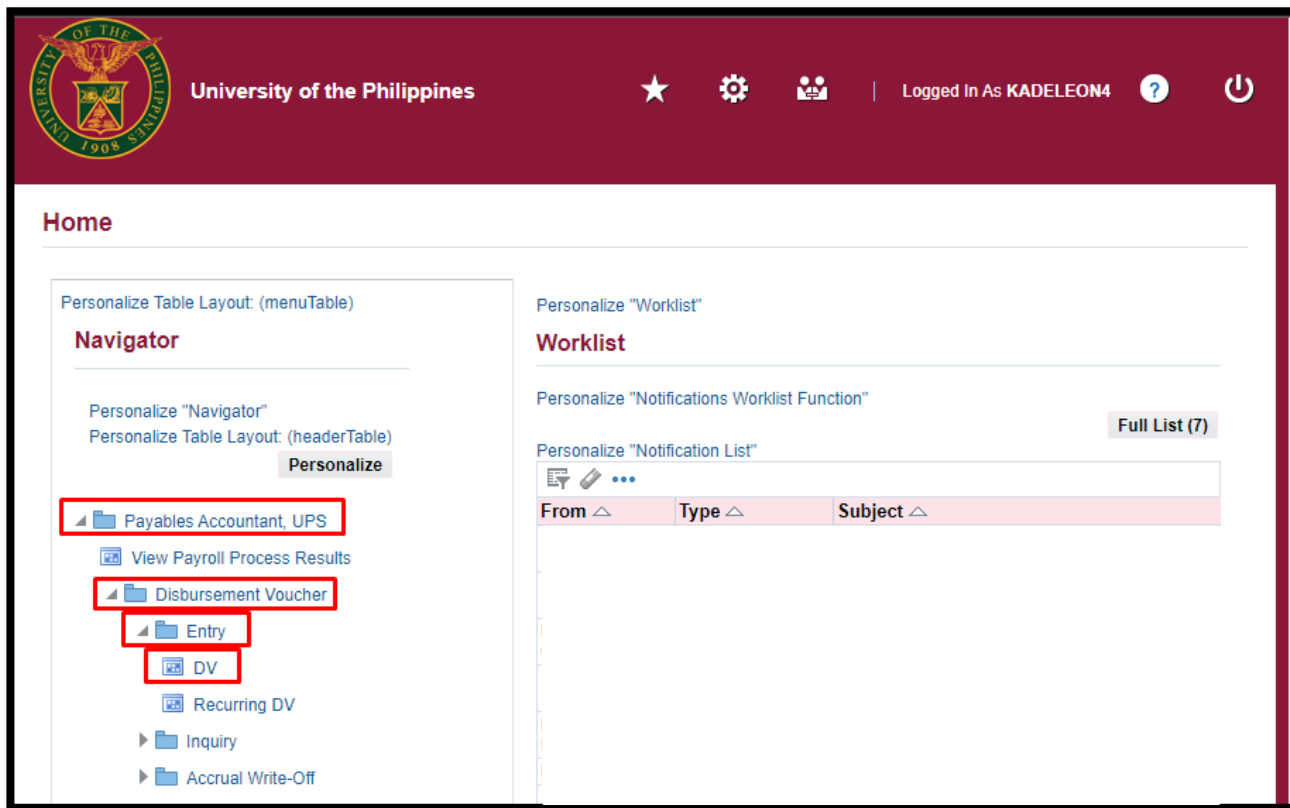
The image shows a Google sign-in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone". Under the input field is a link that says "Forgot email?". Further down, there is a line of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

**Step 1.** Go to  
**<https://uis.up.edu.ph>**

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

Or you may open your UP Mail  
and go to the Google Workspace  
and select **UIS**





**Step 3.** On the UIS Homepage, Navigate to ***Payables Accountant Responsibility > Disbursement Voucher > Entry > DV.***

Invoice Workbench (Payables Accountant, UPS)

Batch Control Total:  Batch Actual Total:

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP-System	Standard							PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items:

Retainage:

Prepayments Applied:

Withholding:

Subtotal:

Tax:

Freight:

Miscellaneous:

Total:

Amount Paid

PHP  0.00

Status

Status:  Never Validated

Accounted:  Unprocessed

Approval:  Required

Holds:

Scheduled Payment Holds:

Description:

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

**Step 4.** On the **Invoice Workbench**, click the **Find** icon to search for the available prepayments.

The screenshot shows the 'Find Invoices' window with the following fields and values:

- Trading Partner:** Name, Supplier Site, PO Num, Supplier Number, Taxpayer ID, PO Shipment: (dropdown).
- Invoice:** Number, Type (Prepayment), Terms: (dropdown), Pay Group: (dropdown), Amounts, Dates (01-JAN-2023 - 31-DEC-2023), Invoice Batch, Currency.
- Invoice Status:** Status (Available Prepayment), Approval, Accounting, Payment.
- Voucher Audit:** Category, Name, Numbers.
- Prepayment:** Prepayment Amount, Settlement From, Settlement To.
- Buttons:** Calculate Balance Owed..., Clear, New, Find.

Red boxes highlight the following fields:

- Invoice Type: Prepayment
- Invoice Dates: 01-JAN-2023 - 31-DEC-2023
- Invoice Status: Status: Available Prepayment
- Find button

**Step 5.** Enter the following details:

**Type** – Prepayment

**Dates** – Date Range

**Status** – Available Prepayment.

Once done click the **Find** button.

Invoice Workbench (Payables Accountant, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Prepayment			40985	Office	17-JAN-2022	522	PHP	
UP System	Prepayment			6852	Office	13-JUL-2022	6717	PHP	
UP System	Prepayment			1711	Office	18-OCT-2022	10337	PHP	
UP System	Prepayment			55312	Office	21-OCT-2022	10556	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	5,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	5,000.00
Tax	0.00
Freight	
Miscellaneous	
Total	5,000.00

Amount Paid

PHP	5,000.00
-----	----------

Status

Status	Available
Accounted	No
Approval	Workflow Approved
Holds	0
Scheduled Payment Holds	0

Description

Application for petty cash expenses of the PAC.

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

**Step 6.** You will see all the available prepayments for the specific period you selected.

**Note:** Make sure **Prepayment Type** is **Temporary**. You may change the **Prepayment Type** to **Temporary** and then **Save**.

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

[Back to Top](#)



# **Apply Exported Expense Reports Against Available Prepayments**



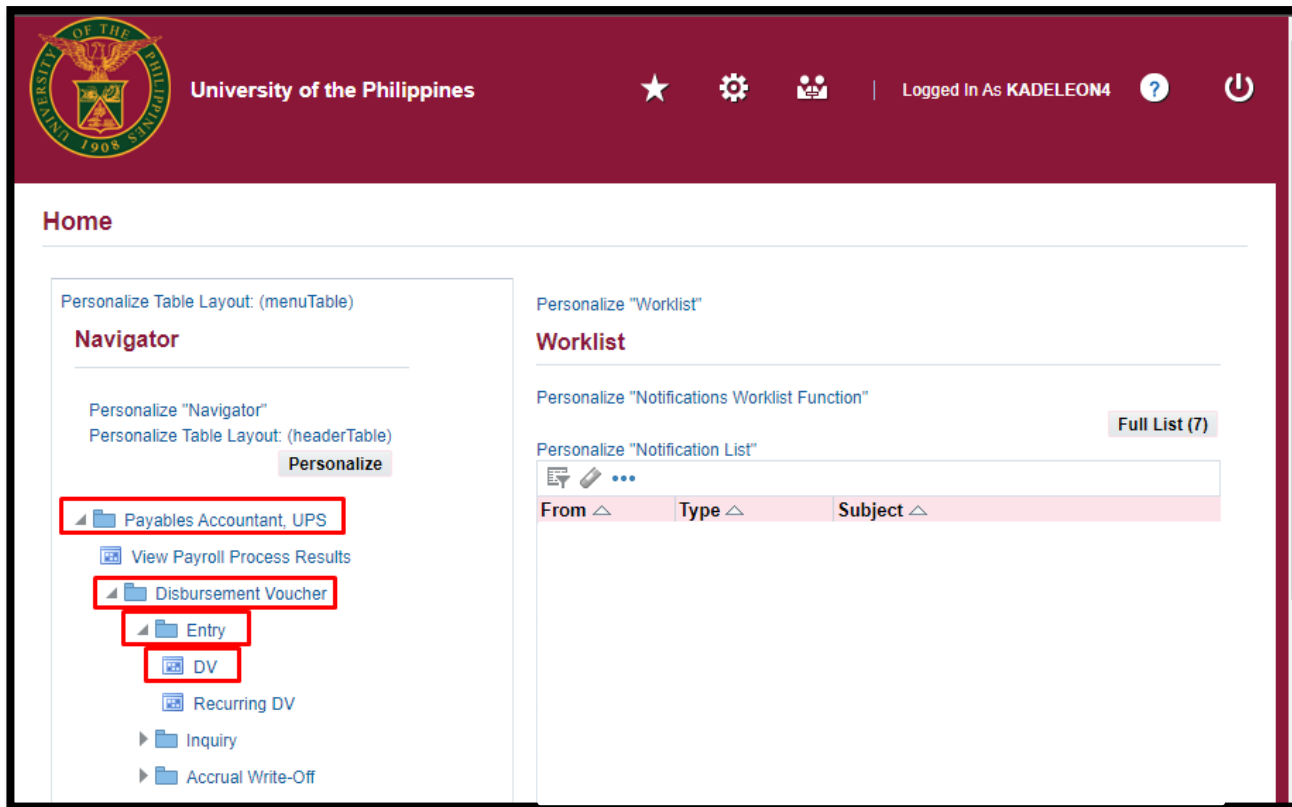
1. DOCUMENT CONTROL

1.3 Change Record

Date	Author	Version	Change Reference:
27 December 2023	Kim Carlo A. De Leon	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Apply Exported Expense Reports Against Available Prepayments
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Payables Module
<b>Responsibility</b>	Payables DV Accountant
<b>Purpose</b>	To help the accountant with the application of the exported expense reports against the available prepayments for liquidation
<b>Data Requirement</b>	None
<b>Dependencies</b>	Approved <a href="#"><u>Expense Report</u></a> should be exported
<b>Scenario</b>	An accountant will liquidate the available prepayments



**STEP 1.** On the UIS Homepage,  
Select the ***Payables  
Accountant Responsibility >  
Disbursement Voucher >  
Entry> DV***

Invoice Workbench (Payables Accountant, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP System	Standard							PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items

Retainage

Prepayments Applied

Withholding

Subtotal

Tax

Freight

Miscellaneous

Total

Amount Paid

PHP  0.00

Status

Status  Never Validated

Accounted  Unprocessed

Approval  Required

Holds

Scheduled Payment Holds

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

**STEP 2.** Once done exporting the expense report, search for the exported expense report by clicking **Find** icon.

The screenshot shows a software window titled "Disbursement Voucher DFF". It contains several input fields and labels. The "Processor" field is highlighted with a red rectangle. Below the form fields is a horizontal scrollbar and four buttons: "OK", "Cancel", "Clear", and "Help".

Supplier Invoice Number	
Payee Name	
Fund Cluster	
Responsibility Center	SA03013001 UPS UP Information Technology Development Center
Special Code	- Unspecified
Expenditure Type	Liquidation of CA UPSA - Liquidation of Cash Advance
Processor	
Pre-Audited by	
Context	

**STEP 3.** Go to **Other DV Details** and make sure to put the Expense report creator name or alias at the **Processor** field Then Click **Ok** button and **Save** the DV.

**STEP 4.** Click on *Actions*.

Invoice Workbench (Payables Accountant, UPS)

Batch Control Total

Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Expense Re		De Leon, Mr. Kim Carl	58088	Office	21-JUL-2023	13229	PHP	

1 General

2 Lines

3 Holds

4 View Payments

5 Scheduled Payments

6 View Prepayment Applications

Summary

Items

3,000.00

Retainage

Prepayments Applied

Withholding

Subtotal

3,000.00

Tax

Freight

Miscellaneous

Total

3,000.00

Amount Paid

PHP

0.00

Status

Status

Never Validated

Accounted

No

Approval

Not Required

Holds

0

Scheduled Payment Holds

0

Description

Liquidation for DV # 369

Actions... 1

Calculate Tax

Tax Details

Corrections

Quick Match

Match

All Distributions

The screenshot shows a dialog box titled "Invoice Actions". It contains several checkboxes and a group of text input fields. The "Apply/Unapply Prepayment..." checkbox is highlighted with a red rectangle. The "OK" button at the bottom is also highlighted with a red rectangle.

☐ Validate

☐ Validate Related Invoices

☐ Cancel Invoices

☐ Apply/Unapply Prepayment...

☐ Pay in Full...

☐ Create Accounting

☒ Draft

☐ Final

☐ Final Post

☐ Force Approval

☐ Initiate Approval

☐ Stop Approval

☐ Release Holds

☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

**STEP 5.** Select ***Apply/Unapply prepayment*** then click on ***OK*** button.

**STEP 6.** Select the prepayment to be applied then click on Apply/Unapply Button.

Once applied you will see the changes in the bottom part of the window which shows the amount and the dv number you applied.

Apply/Unapply Prepayments (Payables Accountant, UPS) - UP System, 2023-07-13229, De Leon, Mr. Kim Carlo Acueza

Invoice Amount 3,000.00  
Invoice Amount Unpaid 3,000.00

Apply	Prepayment on Invoice	Amount To Apply	CL Date	Prepayment Number	Line Num	Amount Available	Included Tax	Site	Print
<input type="checkbox"/>	<input type="checkbox"/>			2023-07-00369	1	3,000.00		Office	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			2023-07-00373	1	20,000.00		Office	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>								<input type="checkbox"/>

Description Cash Advance PO Num  
Receipt Num

Existing Prepayment Applications

Unapply	Item Amount Applied	Tax Amount Applied	GL Date	Prepayment Number	Invoice Line Num	Site
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Description PO Num  
Receipt Num

Distribute Invoice Overview Apply/Unapply

Existing Prepayment Applications

Unapply	Item Amount Applied	Tax Amount Applied	GL Date	Prepayment Number	Invoice Line Num	Site
<input type="checkbox"/>	3,000.00		29-DEC-2023	2023-07-00369	1	Office
<input type="checkbox"/>						
<input type="checkbox"/>						



**Invoice Actions**

- ☐ **Validate**
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☐ Pay in Full...
- ☐ Create Accounting
  - ☒ Draft
  - ☐ Final
  - ☐ Final Post
- ☐ Force Approval
- ☐ Initiate Approval
- ☐ Stop Approval
- ☐ Release Holds
- ☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

**STEP 7.** After applying the prepayment on your expense report. Go to **Action** > Select **Validate** then click **OK**.

Invoice Workbench (Payables Accountant, UPS)

Batch Control Total  Batch Actual Total

UP DV

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV /
UP System	Expense Re		De Leon, Mr. Kim Carl	58088	Office	21-JUL-2023	13229	PHP	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	3,000.00
Retainage	
Prepayments Applied	3,000.00
Withholding	
Subtotal	0.00
Tax	
Freight	
Miscellaneous	
Total	0.00

Amount Paid

PHP	3,000.00
PHP	3,000.00

Status

Status	Validated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

Liquidation for DV # 369

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

**STEP 8.** Once done applying the expense report, you will notice in the **Invoice Workbench** under the summary that the **Prepayment Applied** field have values and the status is already validated.

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

[Back to Top](#)



# Create Accounting for Payables



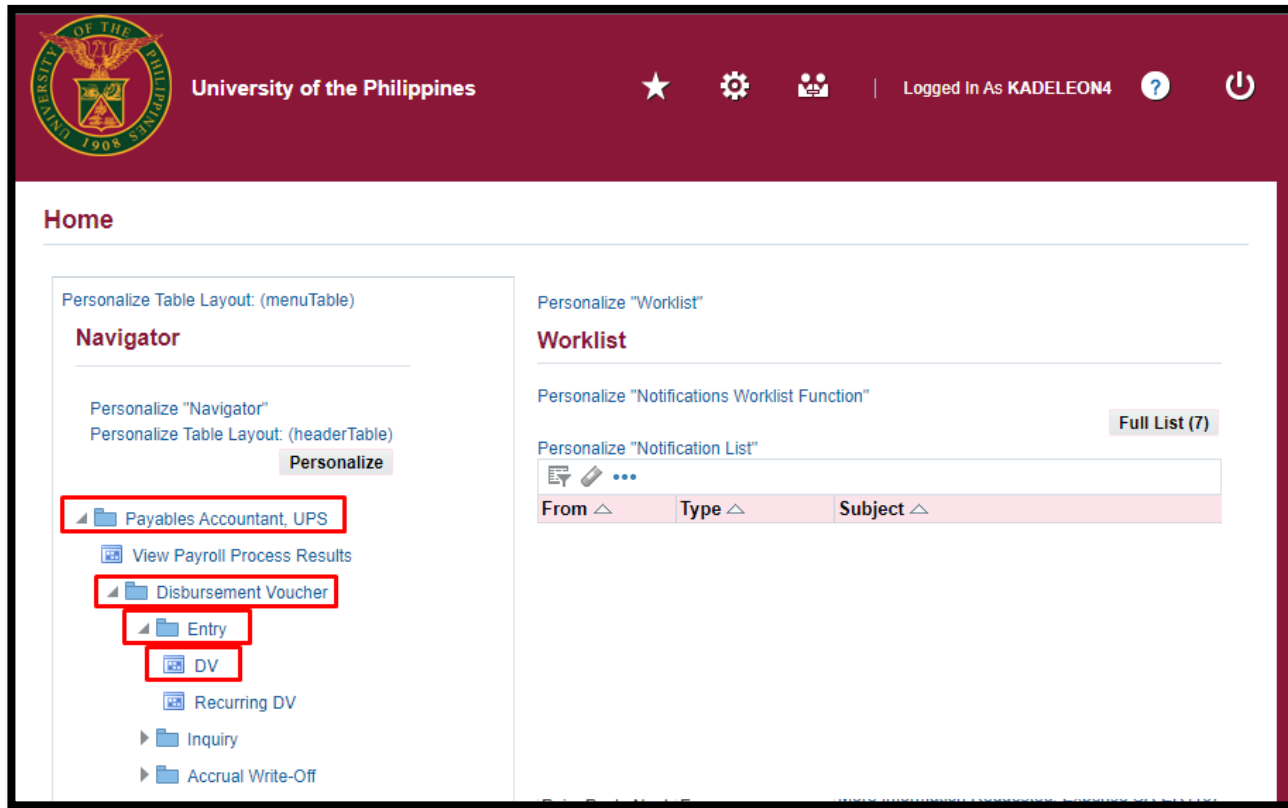
## 1. DOCUMENT CONTROL

### 1.4 Change Record

Date	Author	Version	Change Reference:
27 December 2023	Kim Carlo A. De Leon	1.0	Initial
14 January 2024	Kim Carlo A. De Leon	1.1	Added the descriptions of the parameters in create accounting

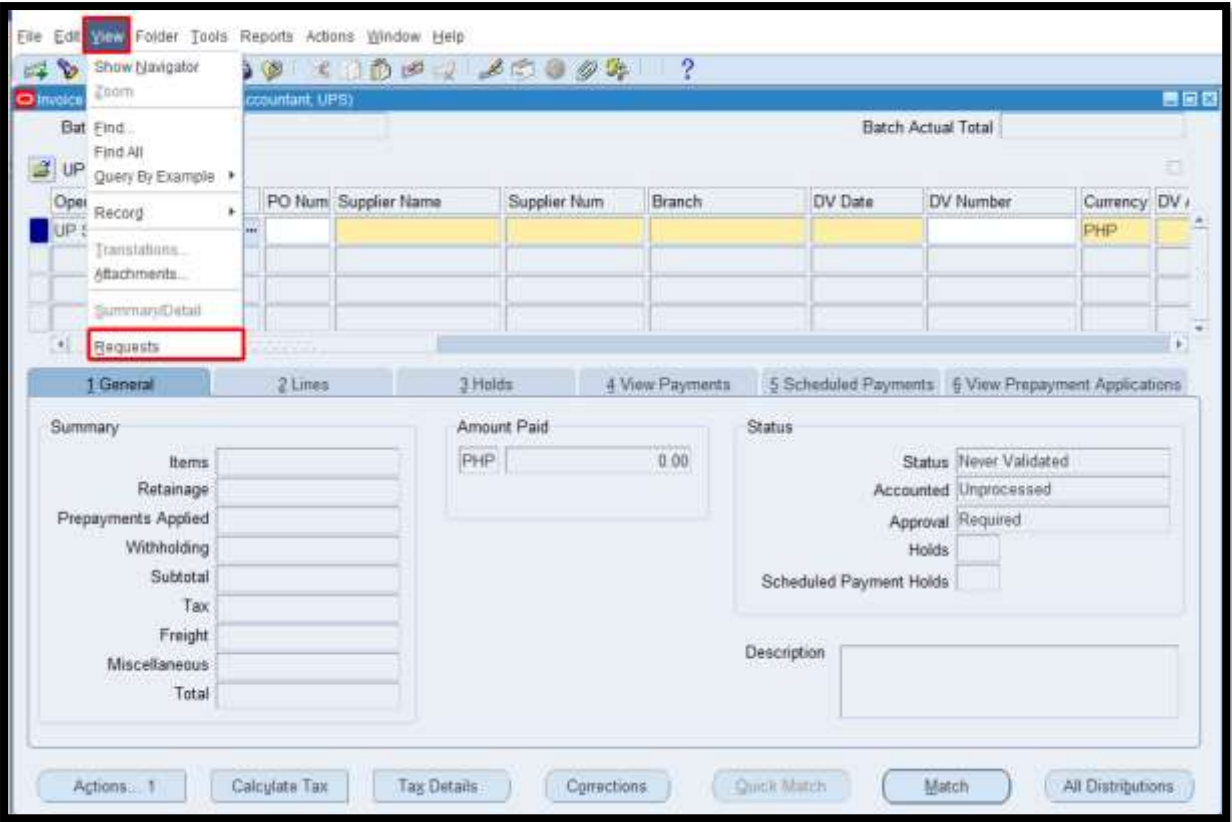
## 2. Description

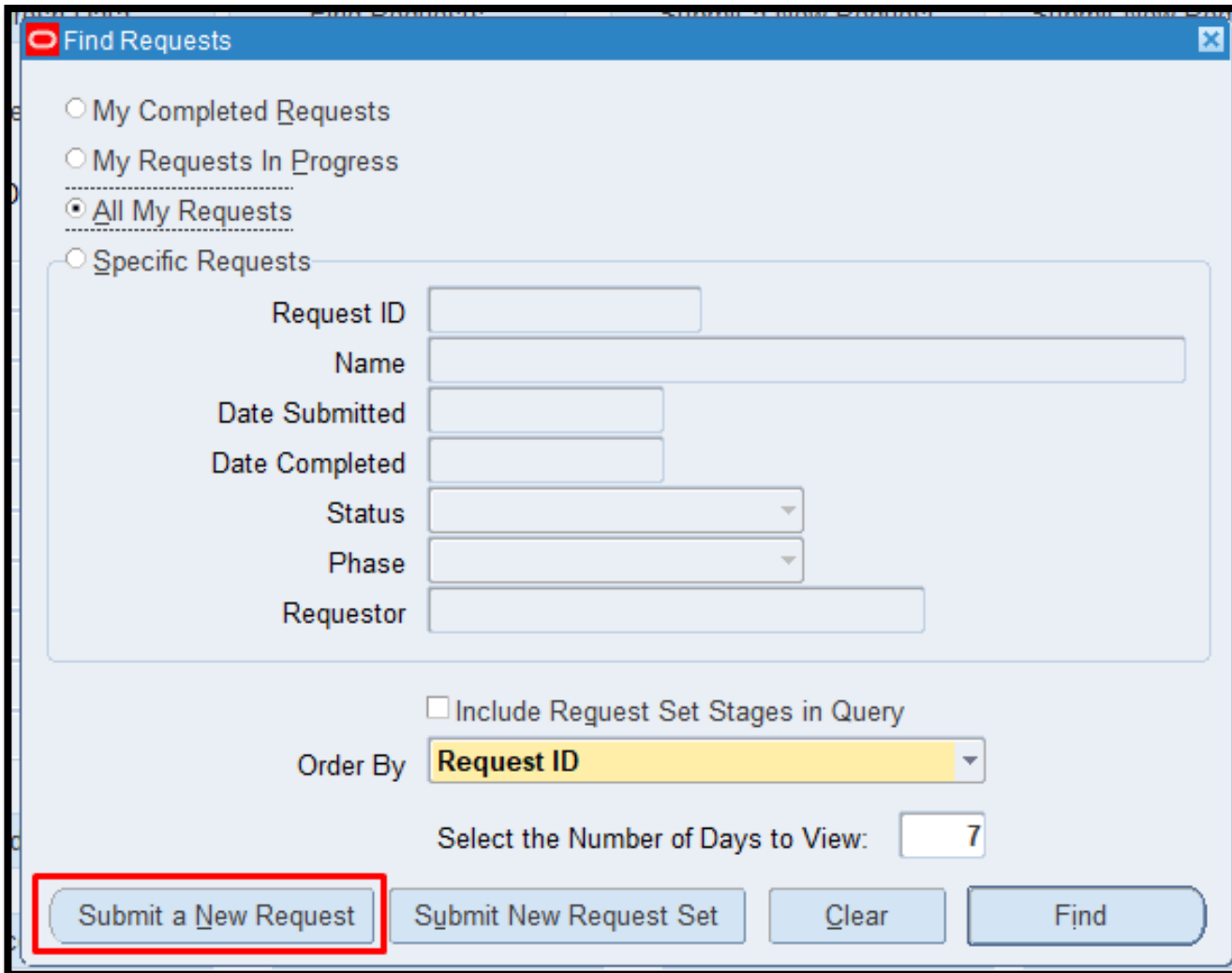
<b>Manual ID</b>	
<b>Manual Name</b>	Create Accounting for Payables
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Payables Module
<b>Responsibility</b>	Payables DV Accountant
<b>Purpose</b>	The purpose of this guide is to help the end user on how to do the create accounting for payables module
<b>Data Requirement</b>	None
<b>Dependencies</b>	None
<b>Scenario</b>	An accountant will do the create accounting on the payables module before closing the periods.



**STEP 1.** On the UIS Homepage, Select the **Payables Accountant/ Responsibility > Disbursement Voucher > Entry> DV**

**STEP 2.** On the **Invoice Workbench**, Navigate through the **View Then Requests**.



The image shows a 'Find Requests' dialog box with a blue header bar. It contains four radio button options: 'My Completed Requests', 'My Requests In Progress', 'All My Requests' (which is selected), and 'Specific Requests'. Below these is a section for 'Specific Requests' with input fields for 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status' (a dropdown), 'Phase' (a dropdown), and 'Requestor'. At the bottom of this section is a checkbox 'Include Request Set Stages in Query'. Below the checkbox is an 'Order By' dropdown menu currently showing 'Request ID'. At the bottom of the dialog is a row of four buttons: 'Submit a New Request' (highlighted with a red rectangle), 'Submit New Request Set', 'Clear', and 'Find'.

**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** Submit New Request Set Clear Find

**STEP 3.** Click On **Submit a New Request** button on the lower left part of the Window.



**Submit Request**

Run this Request

Copy

Name

Operating Unit

Parameters

Language

Language Settings Debug Options

At these Times

Schedule Description  Schedule

Upon Completion

☒ Save all Output Files ☐ Burst Output

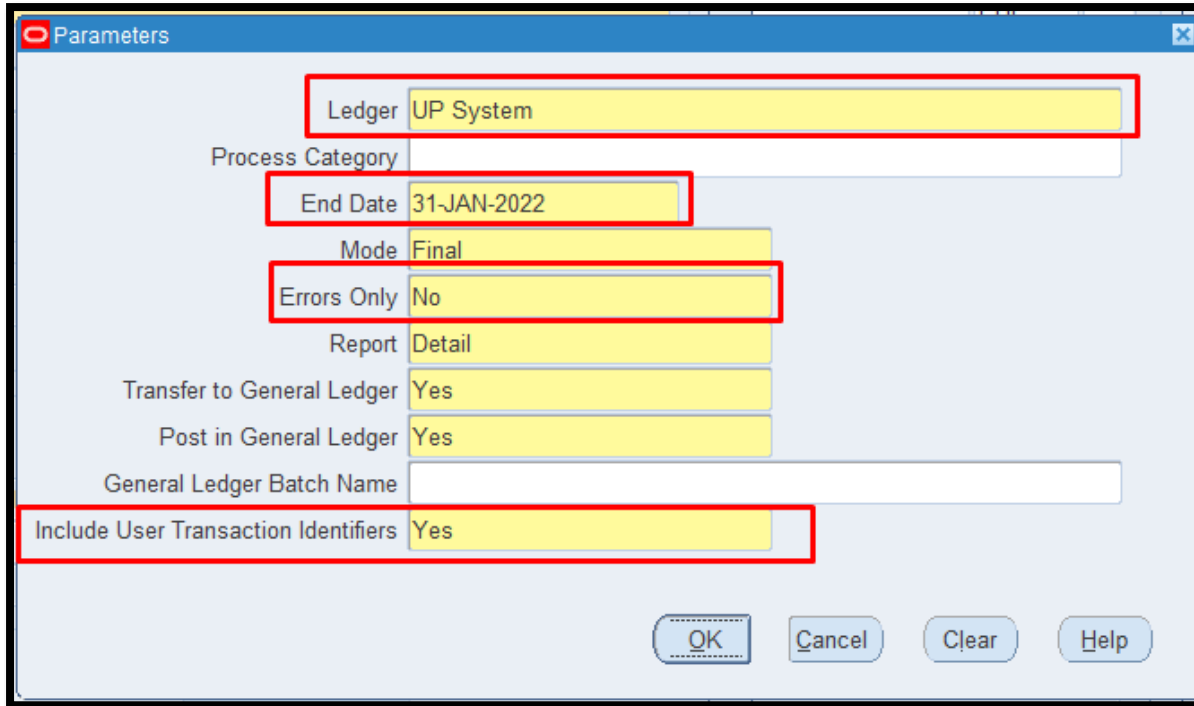
Layout  Options

Notify  Delivery Opts

Print to

Help (C) Submit Cancel

**STEP 4.** Enter **Create Accounting** in the Name field then click the tab button on the keyboard to view the **Parameters**.



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

Field	Value
Ledger	UP System
Process Category	
End Date	31-JAN-2022
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

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

**STEP 5.** Enter details on the following field.

- **Ledger**
- **End Date (DD-MON-YYYY)**
- **Errors Only Select No**
- **Include User Transaction Identifiers Select YES**

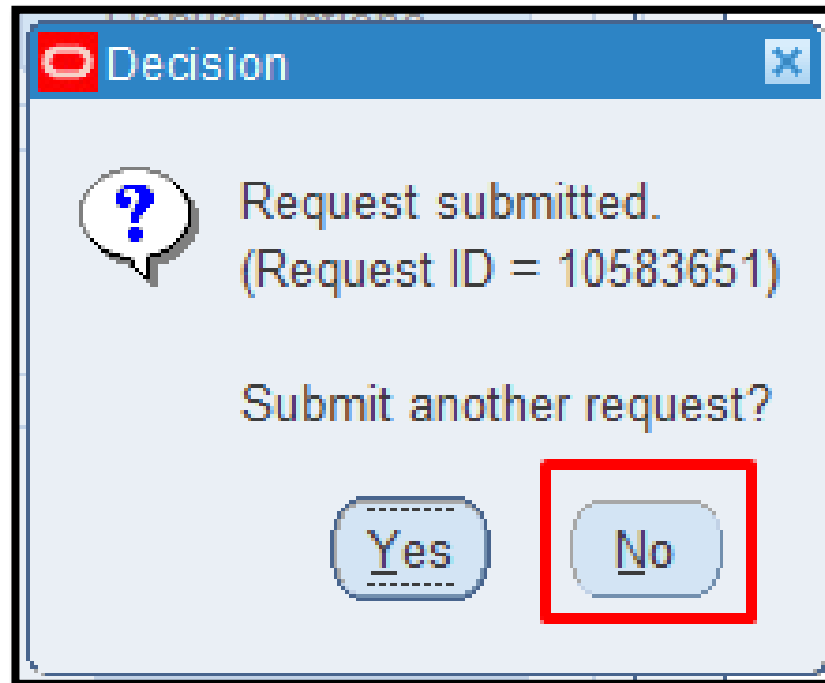
Once Done Click **OK**.

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

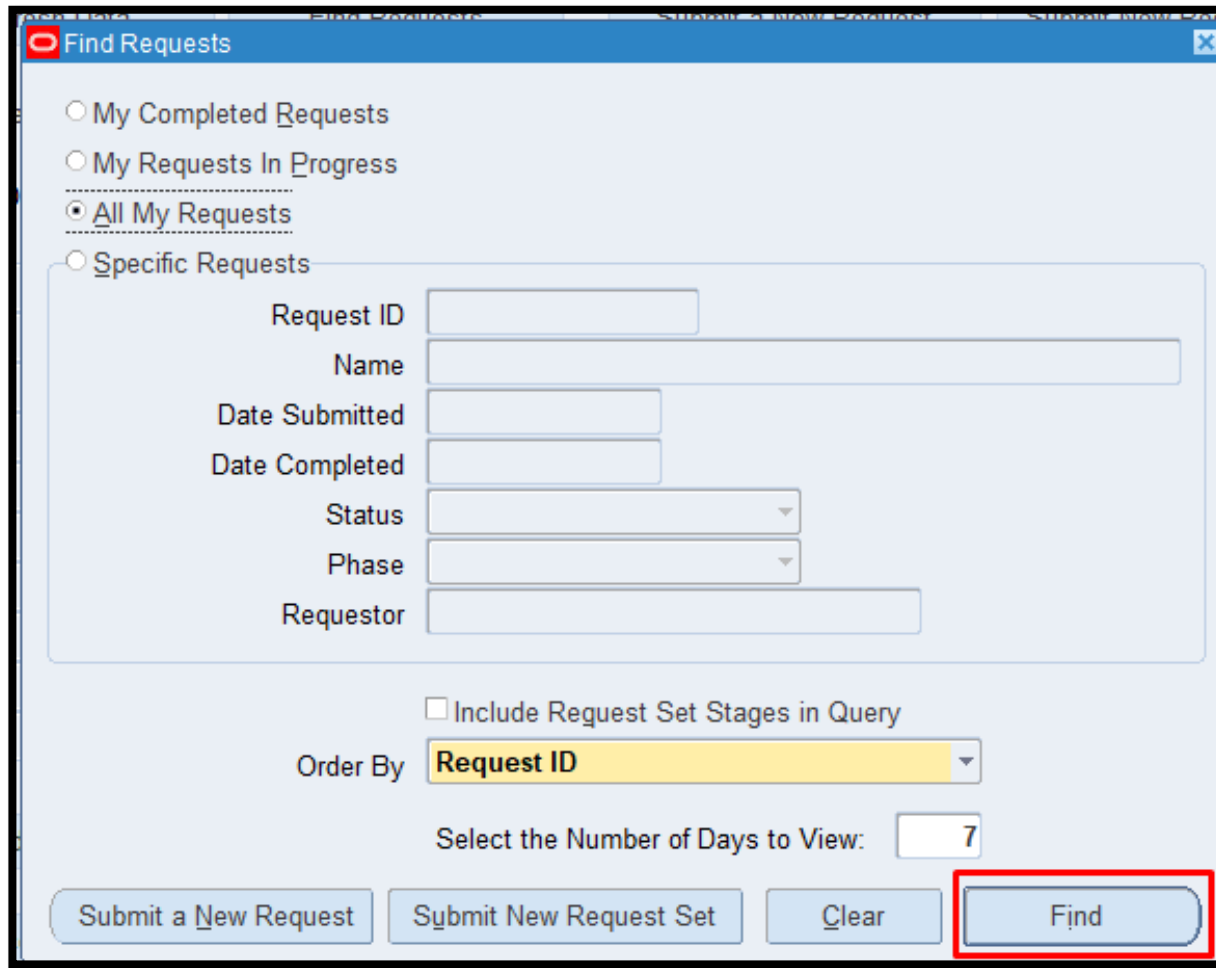
**STEP 6.** Click **Submit**.

The screenshot shows a 'Submit Request' dialog box with the following fields and buttons:

- Run this Request** section:
  - Name:** Create Accounting
  - Operating Unit:** (empty)
  - Parameters:** UP System::31-JAN-2022:Final:No:Detail:Yes:Yes::Yes
  - Language:** American English
  - Buttons:** Copy, Language Settings, Debug Options
- At these Times** section:
  - Schedule Description:** As Soon as Possible
  - Button:** Schedule
- Upon Completion** section:
  - Save all Output Files:** ☒ (checked)
  - Burst Output:** ☐ (unchecked)
  - Layout:** Create Accounting Program Report
  - Notify:** (empty)
  - Print to:** noprint
  - Buttons:** Options, Delivery Opts
- Bottom Buttons:** Help (H), **Submit** (highlighted with a red rectangle), Cancel



**STEP 7.** Click **No**



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

**STEP 8.** Click ***Find*** button

**Requests**

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

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

Request ID	Name	Parent	Phase	Status	Parameters
9546614	Update Subledger Account		Completed	Normal	200, 2027, 439536, A
9546613	Posting: Single Ledger		Completed	Normal	2027, 1002, 101, 829217
9546612	Journal Import		Completed	Normal	144392, -602, N, , , N, N, Y
9546611	Accounting Program		Completed	Normal	200, 2027, 2018/12/31, F, N, 4
9546610	Create Accounting		Completed	Normal	200, 200, Y, 2027, , 2018/12/3
9546603	Expense Report Export		Completed	Normal	, SelfService, Y, , , 99999999,

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

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

**STEP 9.** Check the **Phase** and **Status** of the report, click the **Refresh Data** button until status is **Completed** and **Normal**, then click the **View Output**.

```
UP System                               Posting Validation Report                      Date: 03-JAN-24 10:08
concurrent request id: 9546613                               Page: 1

===== Valid Journal Entry Batches =====

Batch Name                                     Period Name
-----
Payables A 195223 9546612                     JUN-17

All batches have completed status check with no errors

***** End of Report *****
```

This is the sample output of the **Create Accounting Report**.

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

[Back to Top](#)





# **Generate and View Exception Reports**

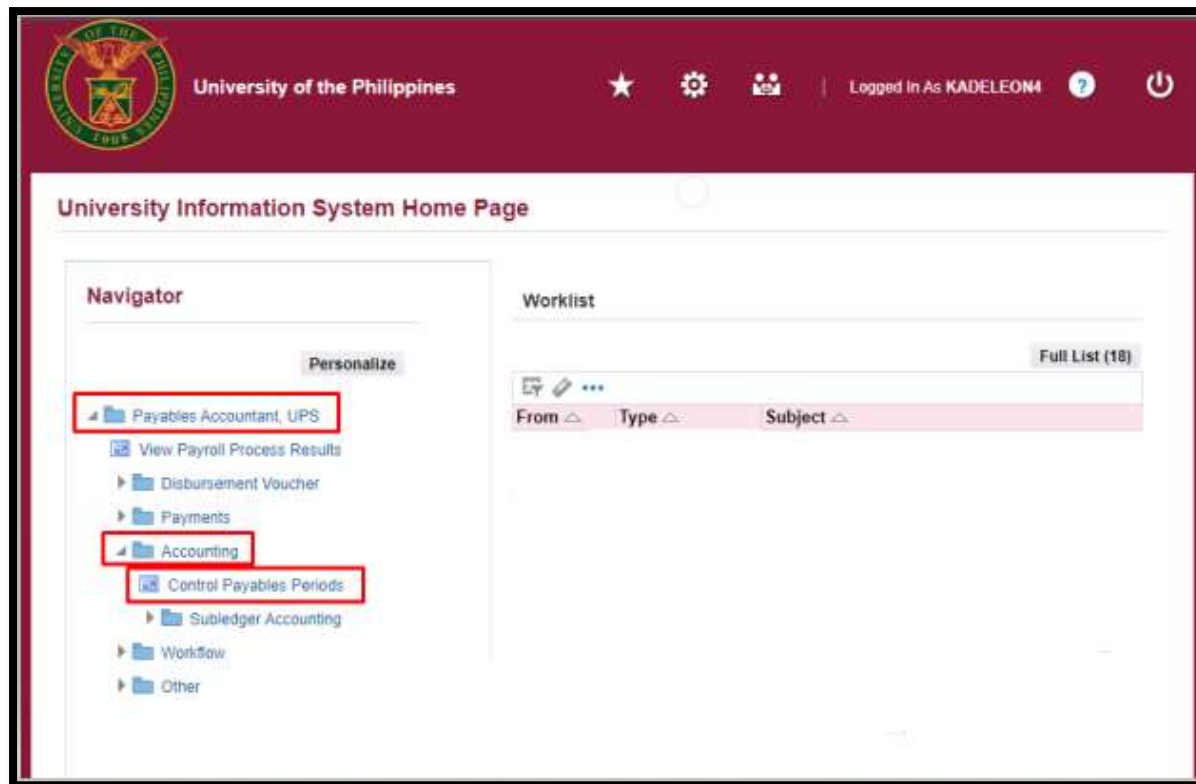
## 1. DOCUMENT CONTROL

### 1.5 Change Record

Date	Author	Version	Change Reference:
27 December 2023	Kim Carlo A. De Leon	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Generate and View Exception Reports
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Payables Module
<b>Responsibility</b>	Payables DV Accountant
<b>Purpose</b>	The purpose of this guide is to help the accountant on how to generate and view the exception reports before closing the payables period
<b>Data Requirement</b>	None
<b>Dependencies</b>	None
<b>Scenario</b>	An accountant will generate and view the exception reports of the payables before closing the period



**STEP 1.** On the UIS Homepage, Select the ***Payables Accountant Responsibility > Disbursement Voucher > Accounting > Control Payables Periods***

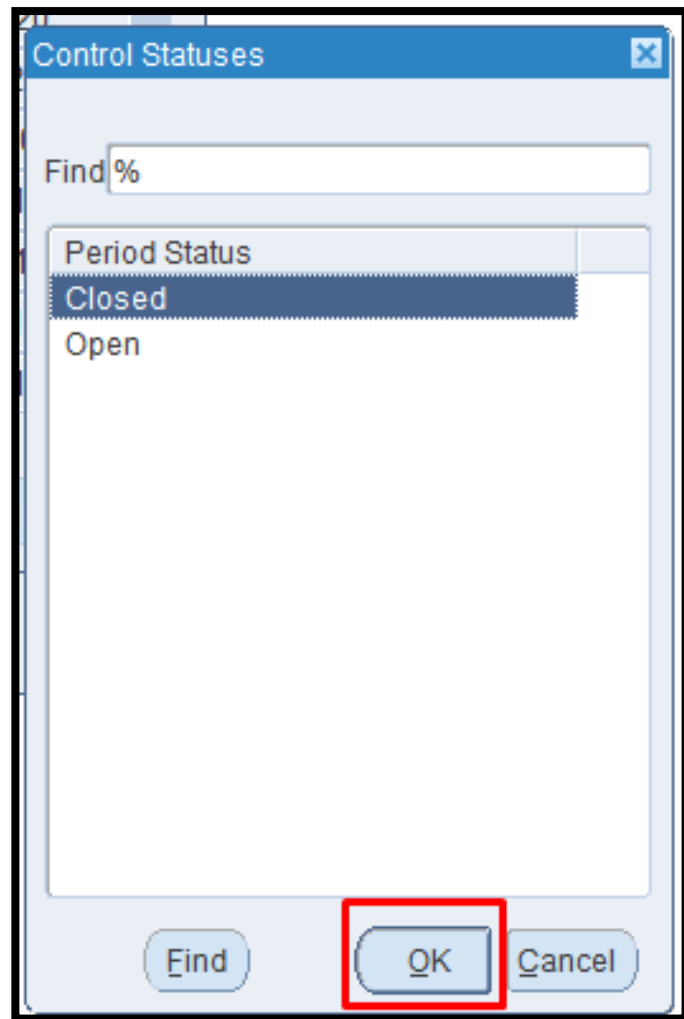
**Control Payables Periods**

Ledger:

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	5	2020	MAY-20	01-MAY-2020	31-MAY-2020
Open	4	2020	APR-20	01-APR-2020	30-APR-2020
Open	3	2020	MAR-20	01-MAR-2020	31-MAR-2020
Open	2	2020	FEB-20	01-FEB-2020	29-FEB-2020
Open	1	2020	JAN-20	01-JAN-2020	31-JAN-2020
Open	12	2019	DEC-19	01-DEC-2019	31-DEC-2019
Open	11	2019	NOV-19	01-NOV-2019	30-NOV-2019
Open	10	2019	OCT-19	01-OCT-2019	31-OCT-2019
Closed	9	2019	SEP-19	01-SEP-2019	30-SEP-2019

Exceptions

**STEP 2.** On the Java Invoice workbench, select a period you want to close and click the ***ellipsis***.



**STEP 3.** A new window will open, Select ***Closed*** then click ***OK*** button.

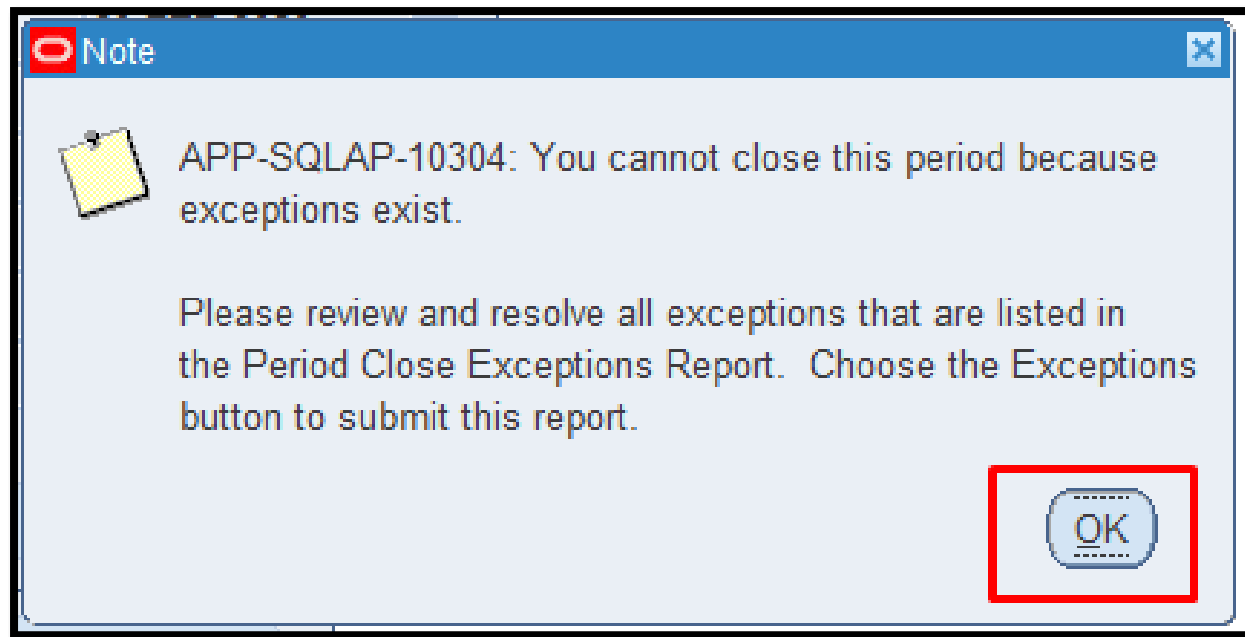
Control Payables Periods

Ledger

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	5	2020	MAY-20	01-MAY-2020	31-MAY-2020
Open	4	2020	APR-20	01-APR-2020	30-APR-2020
Open	3	2020	MAR-20	01-MAR-2020	31-MAR-2020
Open	2	2020	FEB-20	01-FEB-2020	29-FEB-2020
Open	1	2020	JAN-20	01-JAN-2020	31-JAN-2020
Open	12	2019	DEC-19	01-DEC-2019	31-DEC-2019
Open	11	2019	NOV-19	01-NOV-2019	30-NOV-2019
Closed	10	2019	OCT-19	01-OCT-2019	31-OCT-2019
Closed	9	2019	SEP-19	01-SEP-2019	30-SEP-2019

Exceptions

**STEP 4.** Click **Save** button.



**STEP 5.** Once you see this note that means there are some open transactions on the period you selected. Click the OK button.



**STEP 6.** Click the *Exceptions* button.

Control Payables Periods

Ledger

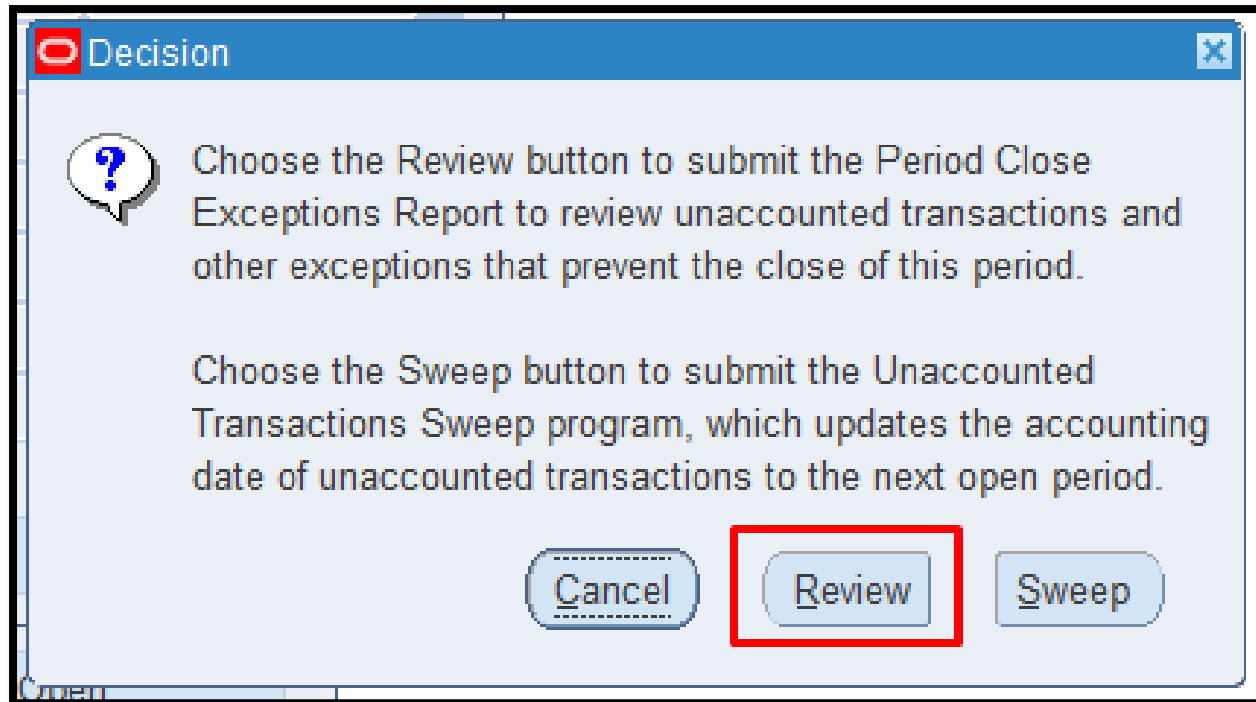
UP System

Period Number

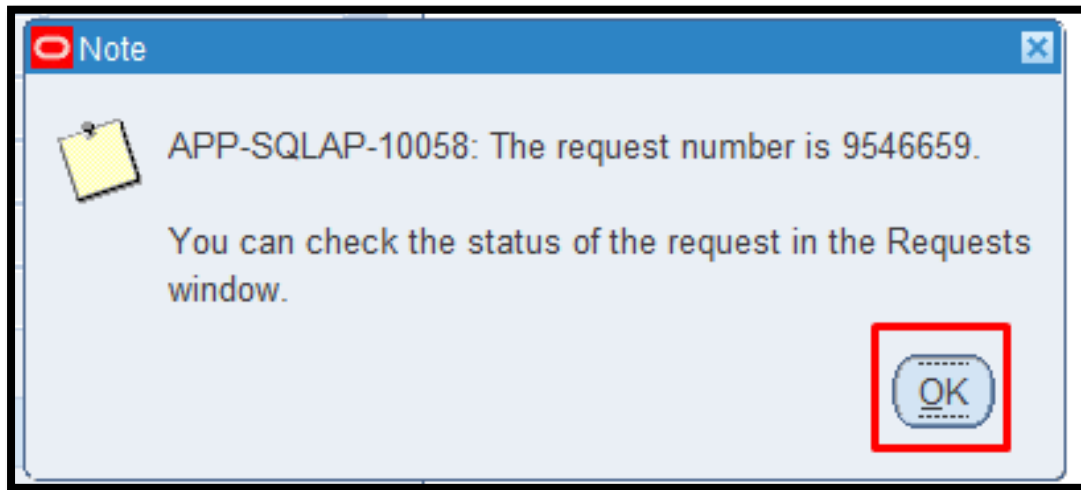
Fiscal Year

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
<input type="checkbox"/> Open	5	2020	MAY-20	01-MAY-2020	31-MAY-2020
<input type="checkbox"/> Open	4	2020	APR-20	01-APR-2020	30-APR-2020
<input type="checkbox"/> Open	3	2020	MAR-20	01-MAR-2020	31-MAR-2020
<input type="checkbox"/> Open	2	2020	FEB-20	01-FEB-2020	29-FEB-2020
<input type="checkbox"/> Open	1	2020	JAN-20	01-JAN-2020	31-JAN-2020
<input type="checkbox"/> Open	12	2019	DEC-19	01-DEC-2019	31-DEC-2019
<input type="checkbox"/> Open	11	2019	NOV-19	01-NOV-2019	30-NOV-2019
<input checked="" type="checkbox"/> Open	...	10	OCT-19	01-OCT-2019	31-OCT-2019
<input type="checkbox"/> Closed	9	2019	SEP-19	01-SEP-2019	30-SEP-2019

Exceptions

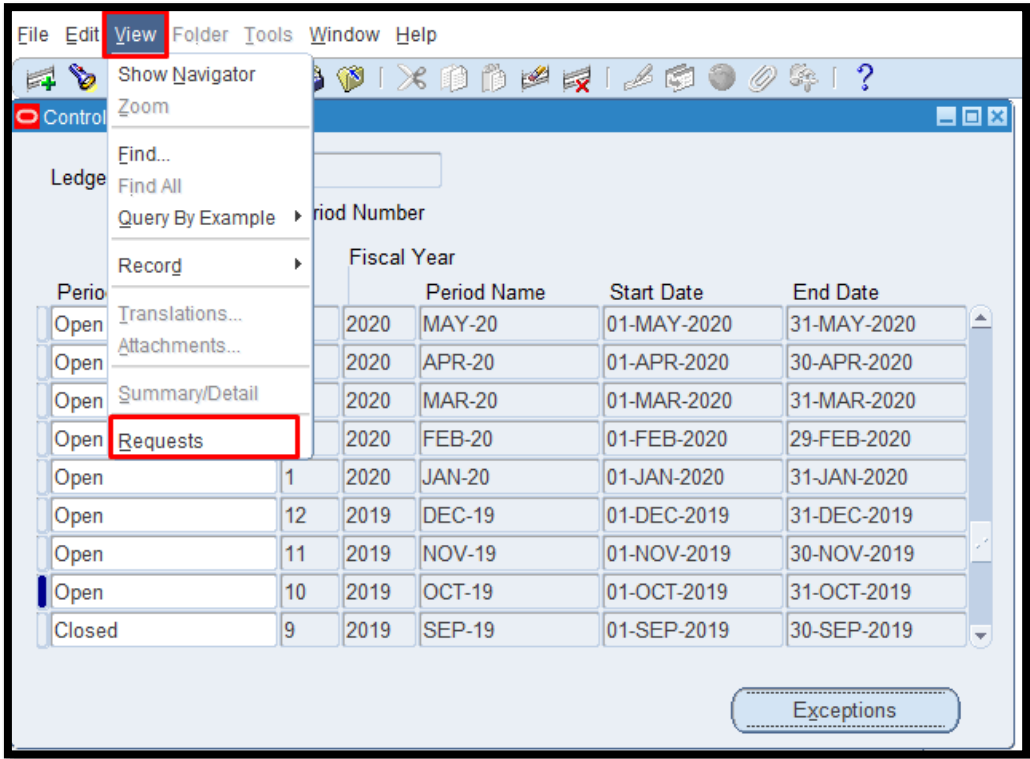


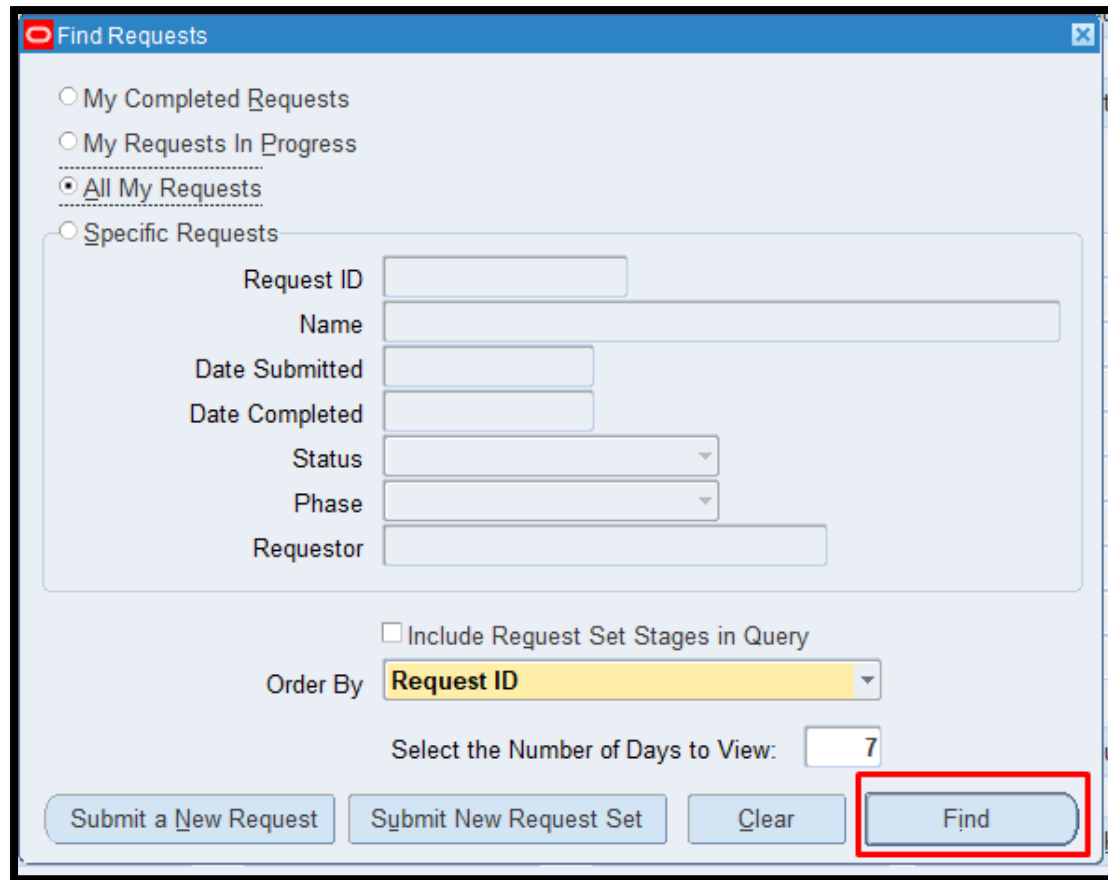
**STEP 6.** Click the ***Review*** button to check the open transactions that need to be fixed.



**STEP 7.** A note will open and it will generate a request number. Just click the **OK** button.

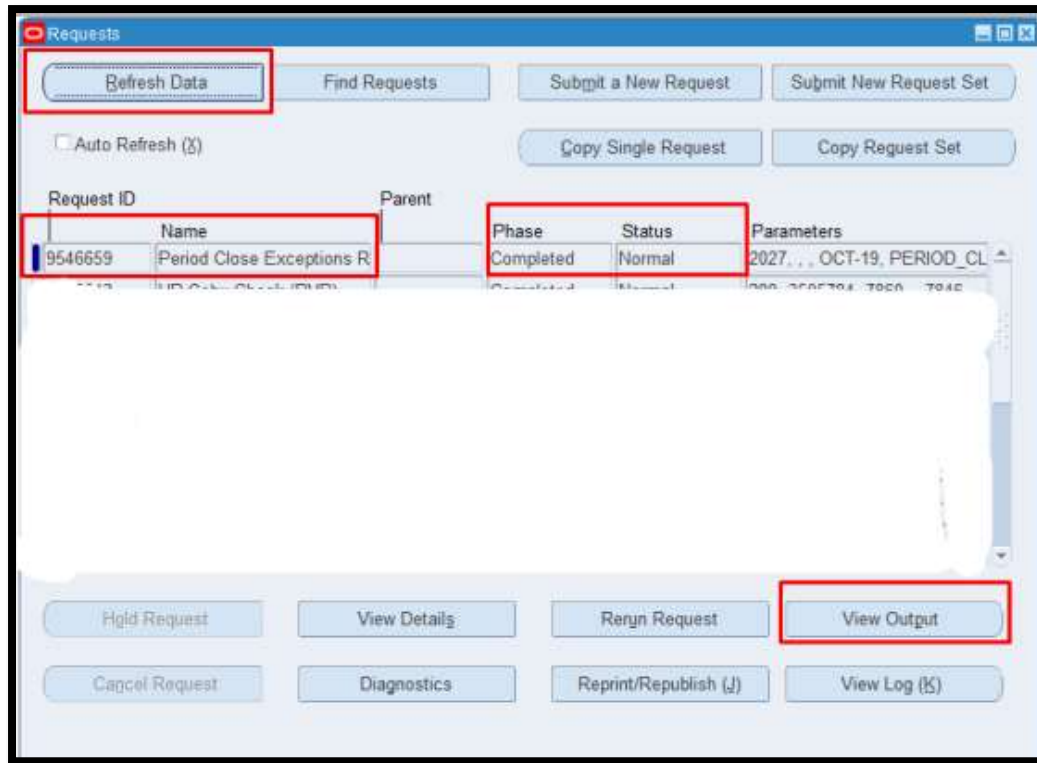
**STEP 8.** Go to **View** then select **Requests**.





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

**STEP 9.** Click the ***Find*** button.



**STEP 10.** Check the **Phase** and **Status** of the report, click the **Refresh Data** button until it is **Completed** and **Normal**. Once done Click the **View Output** button.

**ORACLE Payables**  
Company: UP System

**Period Close Exception Report**

Report Date: 03-JAN-2024  
Page: 1 of 2

From Accounting Date:   
To Accounting Date:   
Period Name: OCT-19

Summary By Operating Unit

Operating Unit	Unaccounted Invoices	Unaccounted Payment Activity	Bills Payable Requiring Maturity Event and Accounting	Outstanding Payment Process Requests	Accounting Entries not Translated to the General Ledger	Other Exceptions	Does User Has access to OUP?
UP System (276)	4	0	0	0	0	0	Yes

Activate Windows

This is the sample result of the Period Close Exception Report.

You will notice here the reason why we cannot close the period.

**ORACLE Payables**  
Company: UP System

**Period Close Exception Report**

Report Date: 03-JAN-2024  
Page: 2 of 2

Operating Unit: UP System

Unaccounted Invoices					
Supplier Name	Supplier Number	Invoice Number	Accounting Date	Currency	Invoice Amount
Anos, Engr. Amulto Lalo	20568	2019-10-11781	30-Oct-2019	PHP	6,832.00
Cruz, Asst. Prof. Frances Antoinette Custodio	19477	2019-10-11266	17-Oct-2019	PHP	133,000.00
Mendoza, Prof. Aurora Odette Corpuz	1949	2019-10-11339	15-Oct-2019	PHP	1,904,919.25
Mendoza, Prof. Aurora Odette Corpuz	1949	SA-ER74191	31-Oct-2019	PHP	21,236.57

If you scroll down you will see the transactions that need to be resolved before closing the period.

Suggested Corrective Actions for Exceptions	
Unaccounted Invoices and Unaccounted Payment Activity	<p>Submit the Create Accounting process to create accounting for the transactions.            Navigate: Payables Responsibility &gt; Other &gt; Request &gt; Run &gt; Create Accounting Process</p> <p>If accounting can not be created due to holds/other problems that can not be easily resolved, and accounting is not needed in the current period, consider running the Unaccounted Transaction Sweep.</p>
Bills Payable Requiring Maturity Event and Accounting	<p>Submit the Update Matured Bills Payables Status process for Future dated payments still to mature in the period.</p> <p>Navigate: Payables Responsibility &gt; Other &gt; Request &gt; Run &gt; Update Matured Bills Payables Status</p>
Outstanding Payment Process Requests	Confirm/Cancel the unconfirmed payment Process requests for the period
Accounting Entries not Transferred to the General Ledger	<p>Submit the Transfer Journal Entries to GL process to transfer any untransferred accounting entries to GL</p> <p>Navigate: Payables Responsibility &gt; Other &gt; Request &gt; Run &gt; Transfer Journal Entries to GL</p>
Other Exceptions	Other Exceptions have been detected that will prevent period close. Log an SR with Support to fix the other exceptions. Upload the Exception report output showing the Other Exceptions and include the Accounting Health Check diagnostic output.
Please note, sweeping the exceptions would transfer all exceptions except the ones reported in section 'Other Exceptions' to the next open period.	
End of Report	

This is the Suggested Corrective Actions for Exceptions that we will resolve.

You will also see this on the report if you scroll down.

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

[Back to Top](#)





# **Sweep Exceptions or Unaccounted Transactions to the Next Open Period**

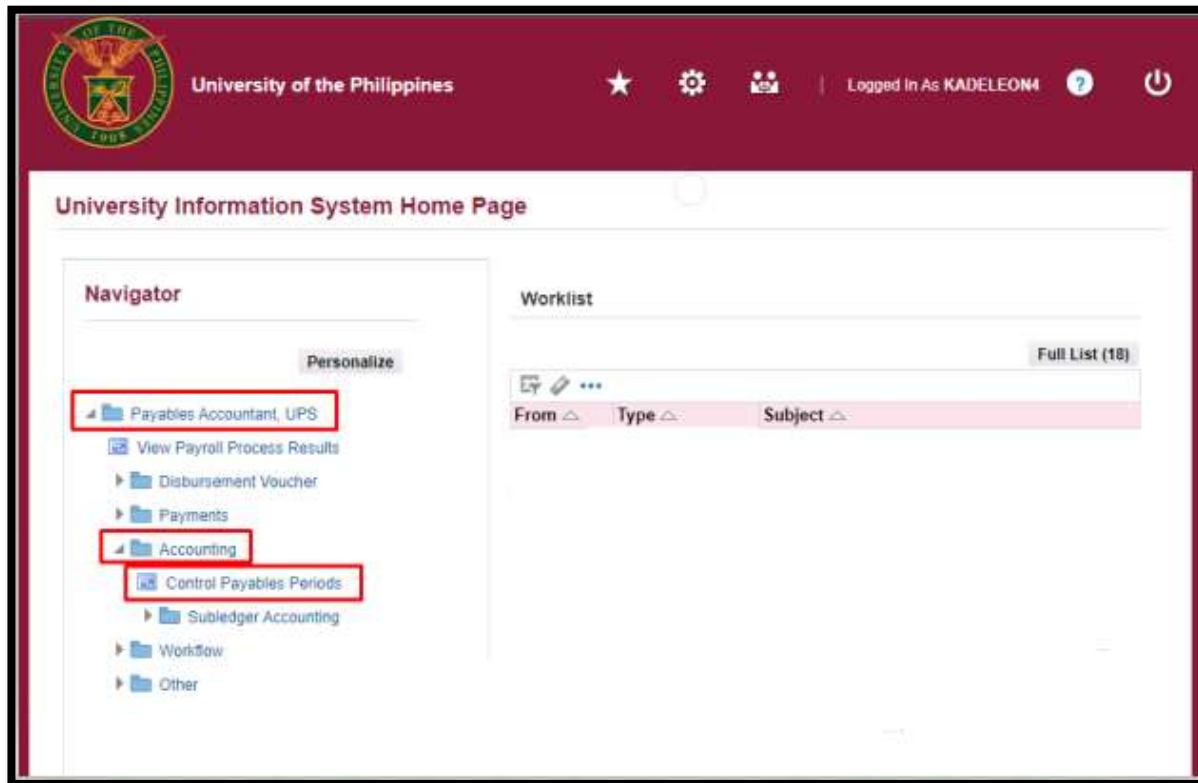
## 1. DOCUMENT CONTROL

### 1.6 Change Record

Date	Author	Version	Change Reference:
27 December 2023	Kim Carlo A. De Leon	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Sweep Exceptions or Unaccounted Transactions to the Next Open Period
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Payables Module
<b>Responsibility</b>	Payables DV Accountant
<b>Purpose</b>	The purpose of this guide is to help the accountant on how to Sweep Exceptions or unaccounted transactions to the next open period.
<b>Data Requirement</b>	None
<b>Dependencies</b>	None
<b>Scenario</b>	An accountant will sweep the exceptions to the next open period.



**STEP 1.** On the UIS Homepage, Select the **Payables Accountant Responsibility > Disbursement Voucher > Accounting > Control Payables Periods**

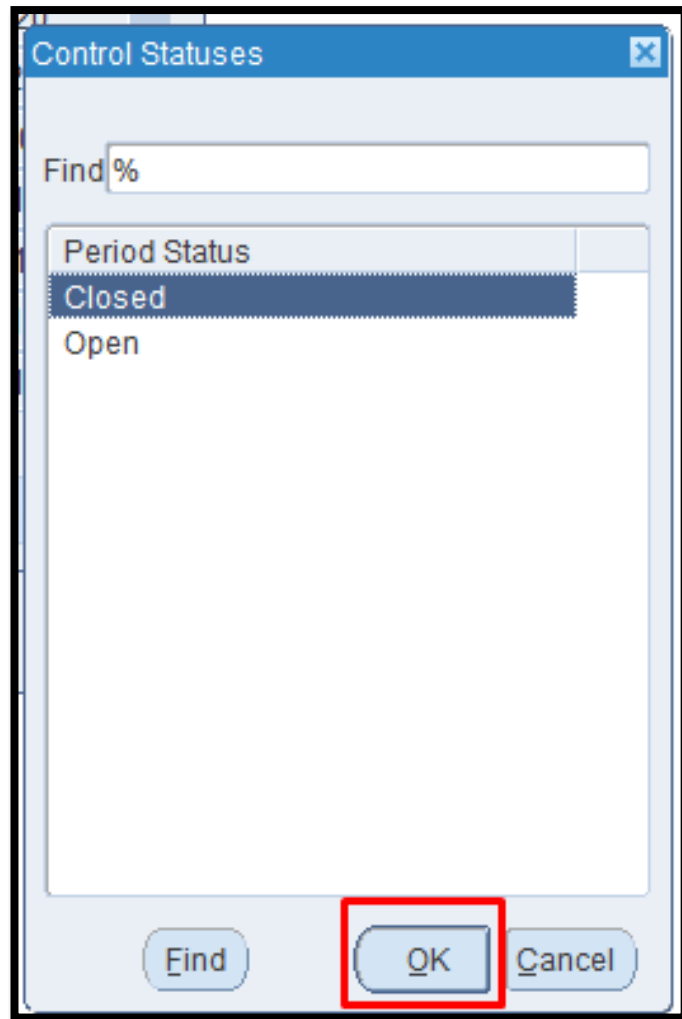
**Control Payables Periods**

Ledger:

	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	5	2020	MAY-20	01-MAY-2020	31-MAY-2020
Open	4	2020	APR-20	01-APR-2020	30-APR-2020
Open	3	2020	MAR-20	01-MAR-2020	31-MAR-2020
Open	2	2020	FEB-20	01-FEB-2020	29-FEB-2020
Open	1	2020	JAN-20	01-JAN-2020	31-JAN-2020
Open	12	2019	DEC-19	01-DEC-2019	31-DEC-2019
Open	11	2019	NOV-19	01-NOV-2019	30-NOV-2019
Open	10	2019	OCT-19	01-OCT-2019	31-OCT-2019
Closed	9	2019	SEP-19	01-SEP-2019	30-SEP-2019

Exceptions

**STEP 2.** On the Java Invoice workbench, select a period you want to close and click the *ellipsis*.



**STEP 3.** A new window will open, Select ***Closed*** then click ***OK*** button.

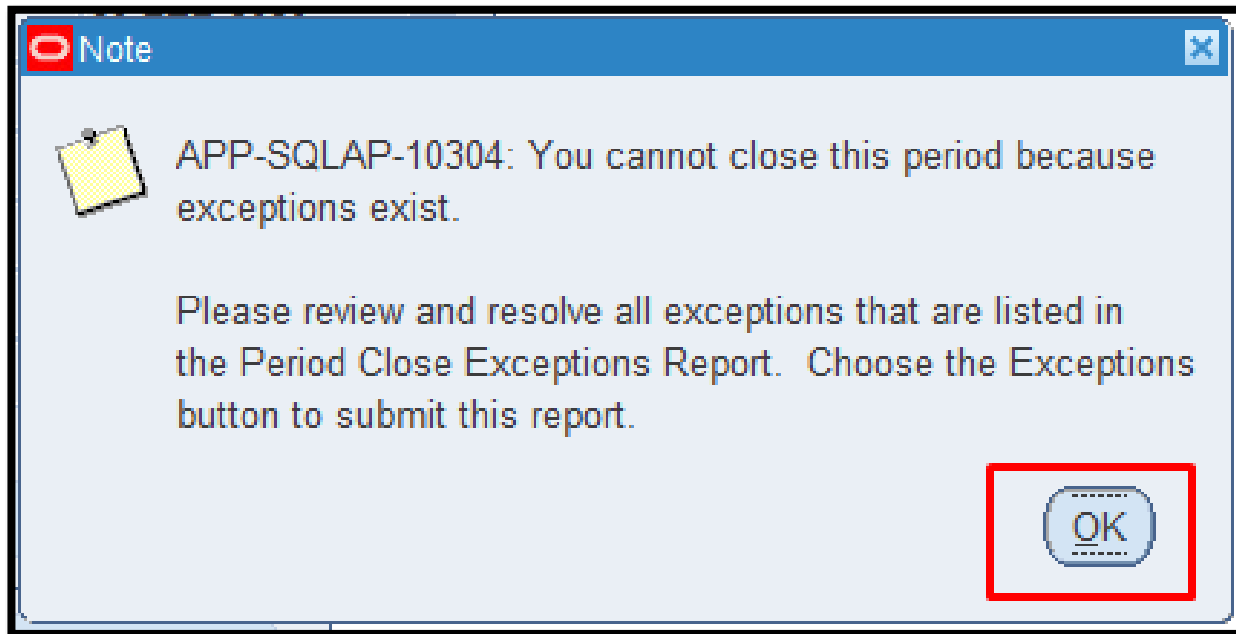
**Control Payables Periods**

Ledger:

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	5	2020	MAY-20	01-MAY-2020	31-MAY-2020
Open	4	2020	APR-20	01-APR-2020	30-APR-2020
Open	3	2020	MAR-20	01-MAR-2020	31-MAR-2020
Open	2	2020	FEB-20	01-FEB-2020	29-FEB-2020
Open	1	2020	JAN-20	01-JAN-2020	31-JAN-2020
Open	12	2019	DEC-19	01-DEC-2019	31-DEC-2019
Open	11	2019	NOV-19	01-NOV-2019	30-NOV-2019
Closed	10	2019	OCT-19	01-OCT-2019	31-OCT-2019
Closed	9	2019	SEP-19	01-SEP-2019	30-SEP-2019

Exceptions

**STEP 4.** Click the **Save** button.



**STEP 5.** Once you see this note that means there are some open transactions on the period you selected. Click the **OK** button.



**STEP 6.** Click the *Exceptions* button.

Control Payables Periods

Ledger

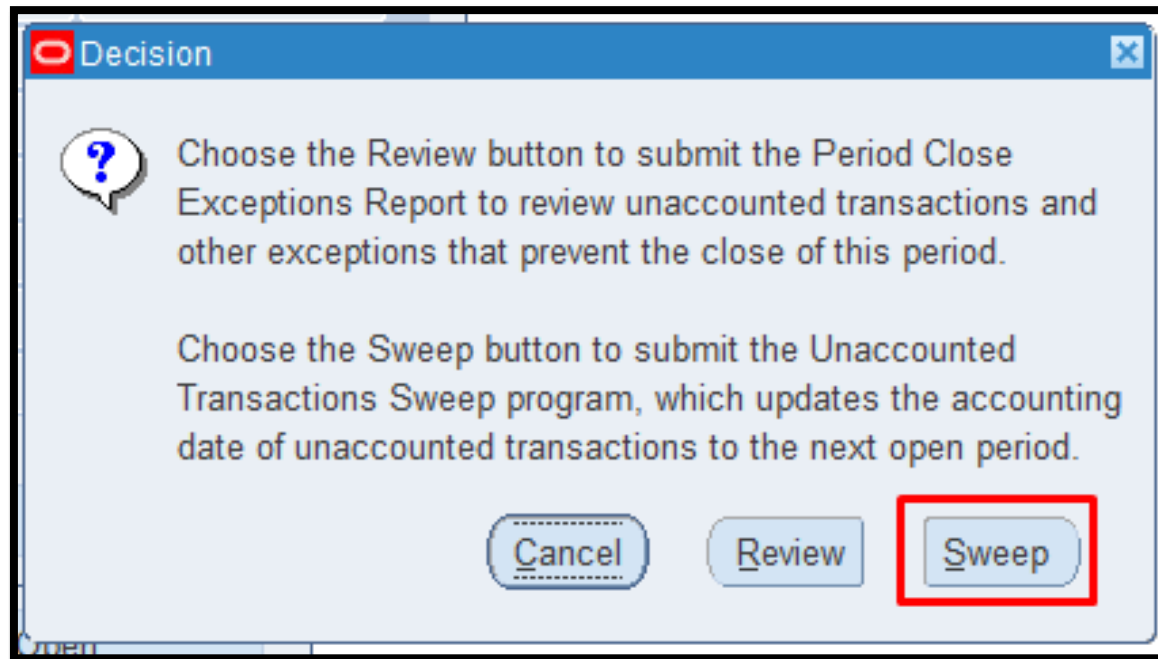
UP System

Period Number

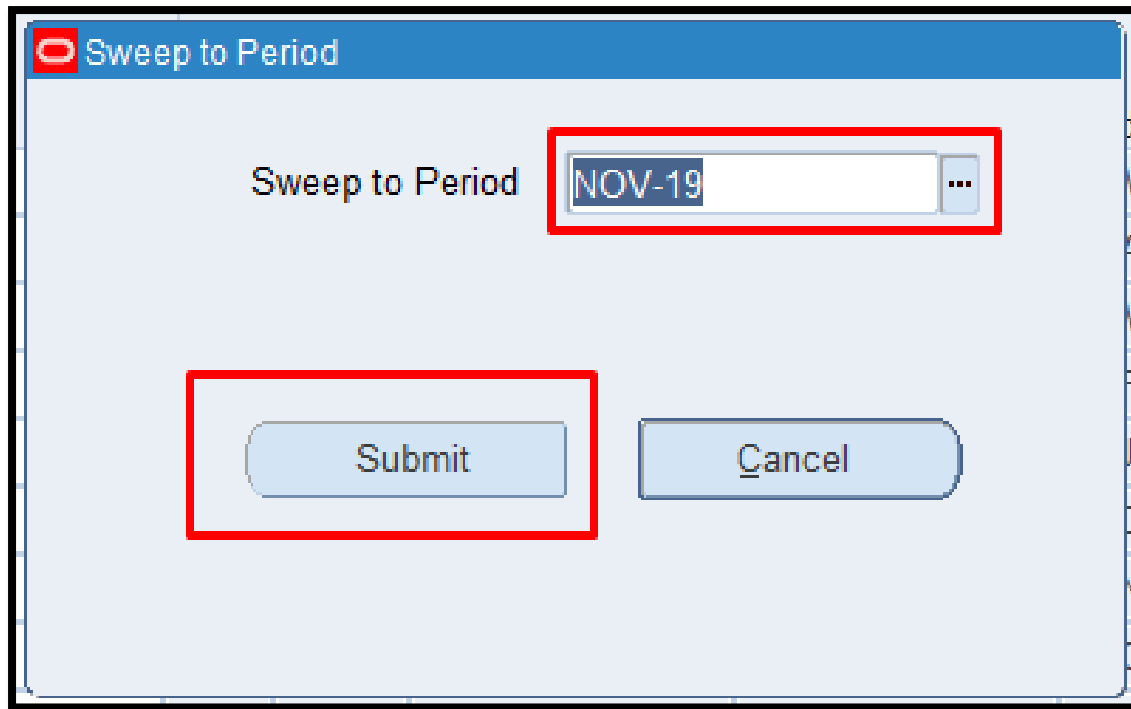
Fiscal Year

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	5	2020	MAY-20	01-MAY-2020	31-MAY-2020
Open	4	2020	APR-20	01-APR-2020	30-APR-2020
Open	3	2020	MAR-20	01-MAR-2020	31-MAR-2020
Open	2	2020	FEB-20	01-FEB-2020	29-FEB-2020
Open	1	2020	JAN-20	01-JAN-2020	31-JAN-2020
Open	12	2019	DEC-19	01-DEC-2019	31-DEC-2019
Open	11	2019	NOV-19	01-NOV-2019	30-NOV-2019
Open	...	10	OCT-19	01-OCT-2019	31-OCT-2019
Closed	9	2019	SEP-19	01-SEP-2019	30-SEP-2019

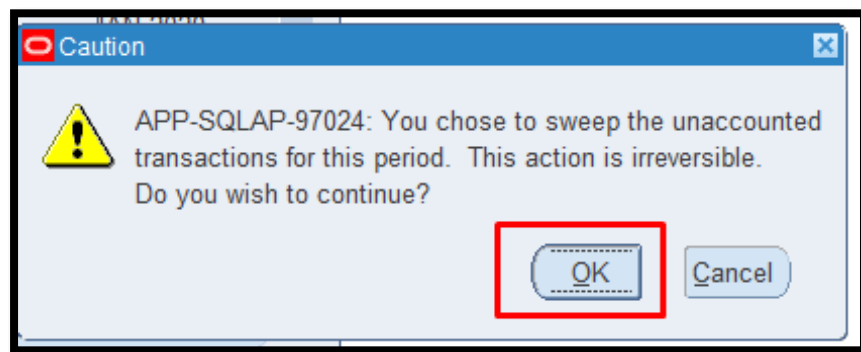
Exceptions



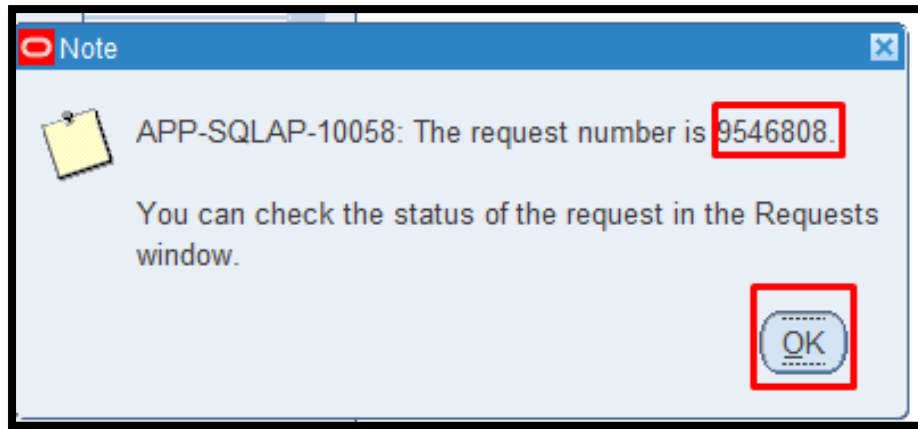
**STEP 7.** Click the **Sweep** button to transfer the unaccounted transactions to the next open period.



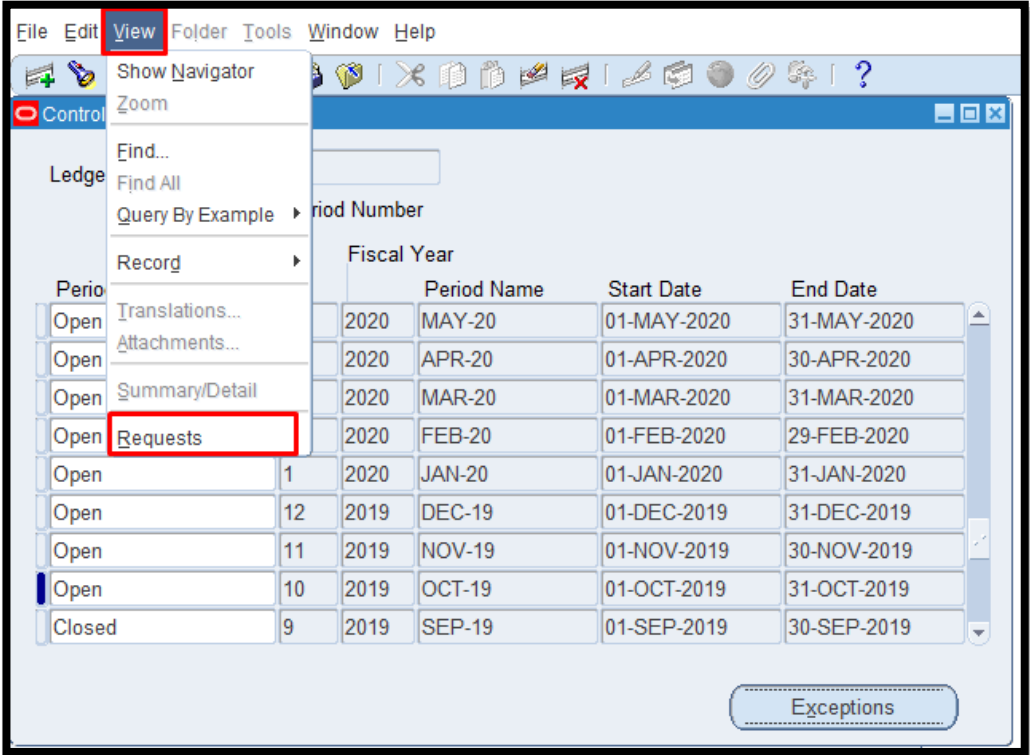
**STEP 8.** Select a **period** where you want to sweep the transactions, then click the **Submit** button.



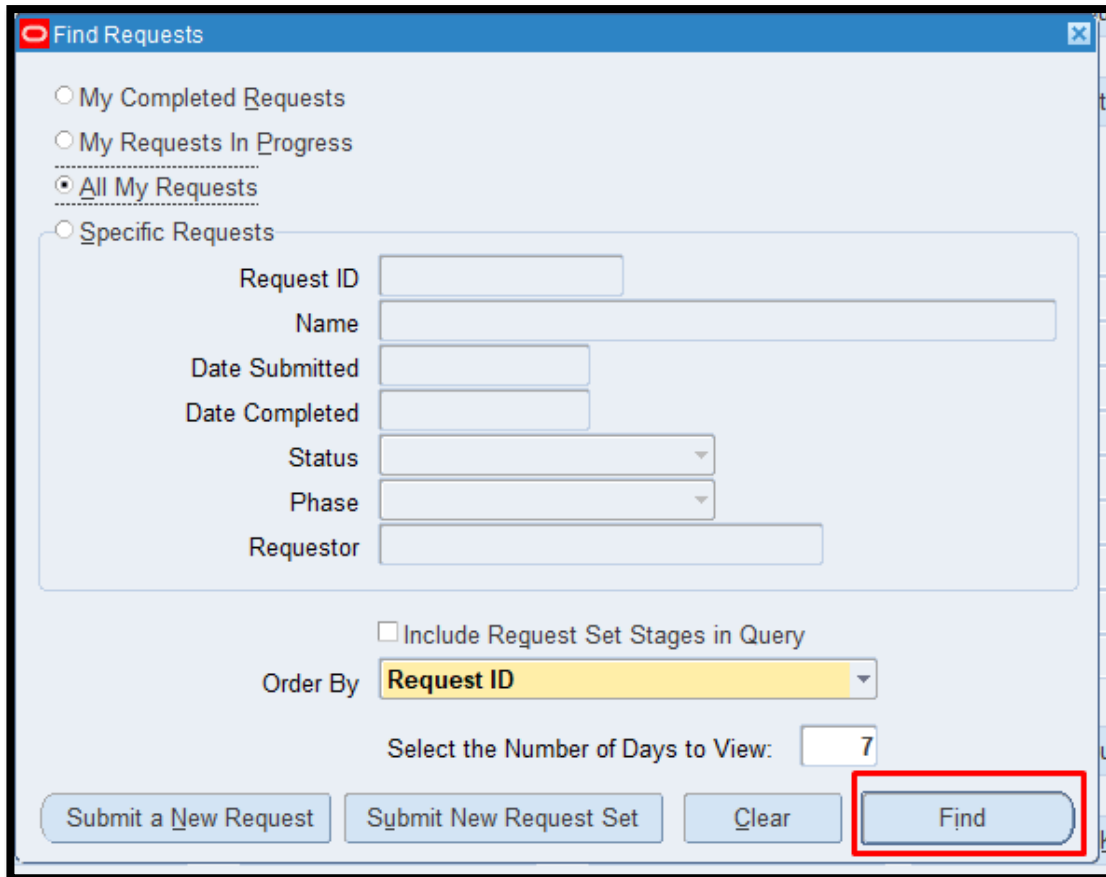
**STEP 9.** A caution will open, Click the **OK** button.



**STEP 7.** A note will open and it will generate a request number. Just click the **OK** button.



**STEP 8.** Go to **View** then select **Requests**.



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

**STEP 9.** Click the ***Find*** button.

Requests

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

☐ Auto Refresh (X)

Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
9546808	Unaccounted Transactions		Completed	Normal	1000, 2027, 2027, . . . OCT-19

Hold Request View Details Rerun Request View Output

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

**STEP 10.** Check the **Phase** and **Status** of the report, click the **Refresh Data** button until it is **Completed** and **Normal**. Once done Click the **View Output** button.

<b>ORACLE Payables</b> Company: UP System		<b>Unaccounted Transactions Sweep</b>	Report Date: Jan 4, 2024 Page: 1 of 3
		Reporting Level: Ledger Reporting Context: UP System Period Name: OCT-19 Sweep to Period: NOV-19	

This is the Sample output of the Swept transactions.

You will see here the list of the unaccounted transactions swept to the next open period.

ORACLE

Payables

Company: UP System

Unaccounted Transactions Sweep

Report Date: \

Page: 2 of 3

Unaccounted Invoices								
Supplier Name	Supplier Number	Invoice Number	Voucher Number	Invoice Date	Currency	Amount	PO Number	Exceptions
ANOOS, ENGR. ARNULFO LATO			11781	30-Oct-2019	PHP	6,832.00		Not Validated
CRUZ, ASST. PROF. FRANCES ANTOINETTE CUSTODIO			11286	17-Oct-2019	PHP	133,000.00		Not Validated
MENDOZA, PROF. AURORA ODETTE CORPUZ			12478	31-Oct-2019	PHP	21,236.57		Not Validated
MENDOZA, PROF. AURORA ODETTE CORPUZ			11339	15-Oct-2019	PHP	1,904,918.25		Unaccounted



Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	5	2020	MAY-20	01-MAY-2020	31-MAY-2020
Open	4	2020	APR-20	01-APR-2020	30-APR-2020
Open	3	2020	MAR-20	01-MAR-2020	31-MAR-2020
Open	2	2020	FEB-20	01-FEB-2020	29-FEB-2020
Open	1	2020	JAN-20	01-JAN-2020	31-JAN-2020
Open	12	2019	DEC-19	01-DEC-2019	31-DEC-2019
Open	11	2019	NOV-19	01-NOV-2019	30-NOV-2019
Closed	10	2019	OCT-19	01-OCT-2019	31-OCT-2019
Closed	9	2019	SEP-19	01-SEP-2019	30-SEP-2019

**STEP 11.** Go back to **Control Payables Periods** and click the **ellipsis**, then choose **Closed** the period. Click the **Save** button.

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

[Back to Top](#)



**Close AP Period**

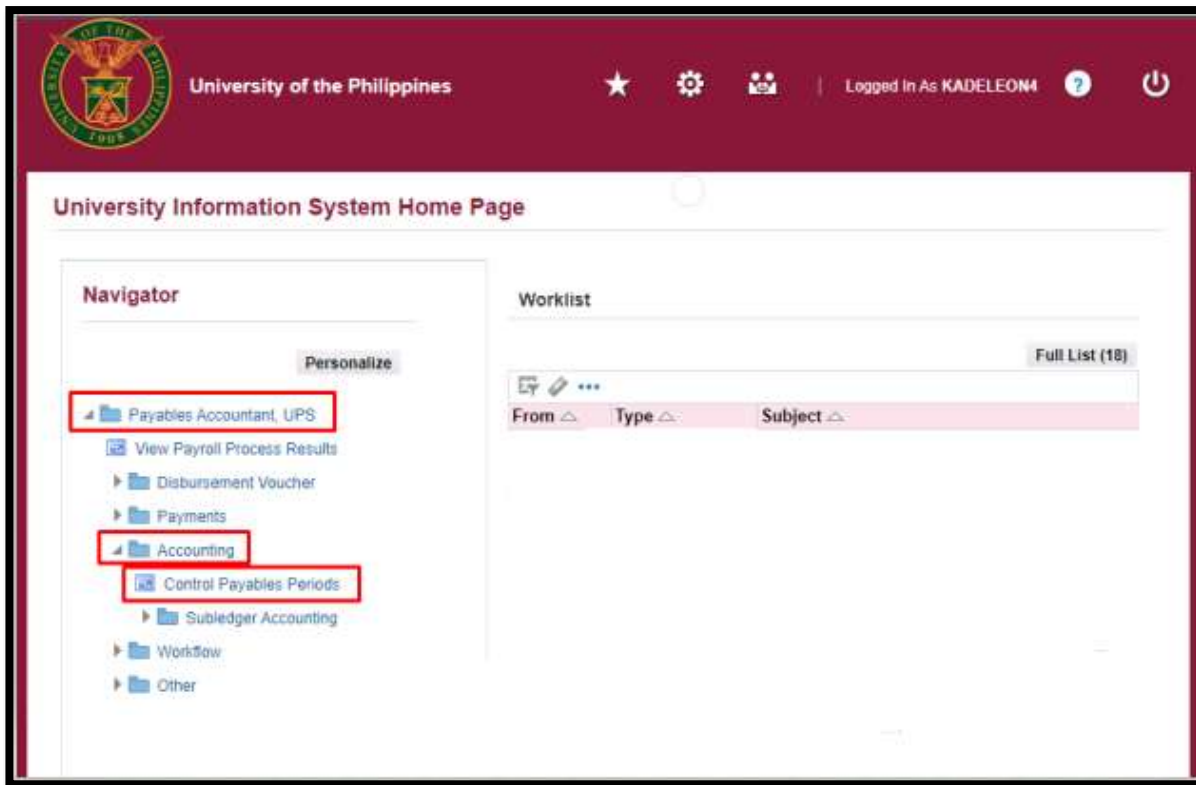
## 1. DOCUMENT CONTROL

### 1.7 Change Record

Date	Author	Version	Change Reference:
27 December 2023	Kim Carlo A. De Leon	1.0	Initial

## 2. Description

<b>Manual ID</b>	
<b>Manual Name</b>	Close AP Period
<b>Information System</b>	Financial Management Information System
<b>Functional Domain</b>	Payables Module
<b>Responsibility</b>	Payables DV Accountant
<b>Purpose</b>	Guide for a step-by-step procedure on how to close the AP Period
<b>Data Requirement</b>	Period for closing
<b>Dependencies</b>	Create accounting and swept unaccounted transactions
<b>Scenario</b>	An accountant personnel will close the AP Period



**STEP 1.** On the UIS Homepage, Select the ***Payables Accountant Responsibility > Disbursement Voucher > Accounting > Control Payables Periods.***

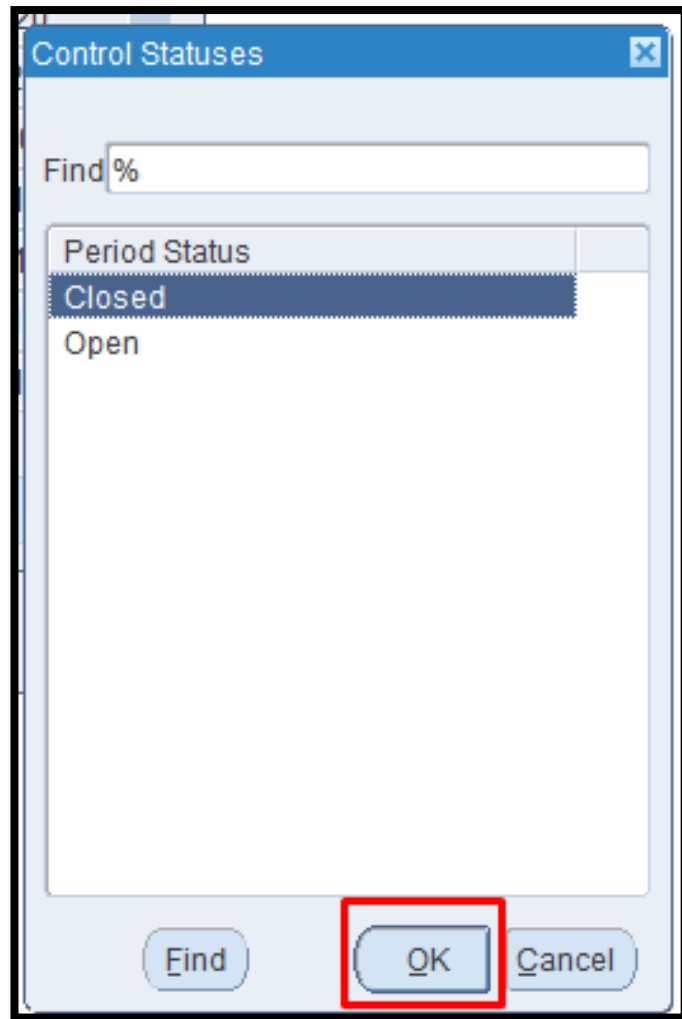
Control Payables Periods

Ledger

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	5	2020	MAY-20	01-MAY-2020	31-MAY-2020
Open	4	2020	APR-20	01-APR-2020	30-APR-2020
Open	3	2020	MAR-20	01-MAR-2020	31-MAR-2020
Open	2	2020	FEB-20	01-FEB-2020	29-FEB-2020
Open	1	2020	JAN-20	01-JAN-2020	31-JAN-2020
Open	12	2019	DEC-19	01-DEC-2019	31-DEC-2019
Open	11	2019	NOV-19	01-NOV-2019	30-NOV-2019
Open	10	2019	OCT-19	01-OCT-2019	31-OCT-2019
Closed	9	2019	SEP-19	01-SEP-2019	30-SEP-2019

Exceptions

**STEP 2.** On the Java Invoice workbench, select a period you want to close and click the ***ellipsis***.



**STEP 3.** A new window will open, Select **Closed** then click the **OK** button.

Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date
Open	5	2020	MAY-20	01-MAY-2020	31-MAY-2020
Open	4	2020	APR-20	01-APR-2020	30-APR-2020
Open	3	2020	MAR-20	01-MAR-2020	31-MAR-2020
Open	2	2020	FEB-20	01-FEB-2020	29-FEB-2020
Open	1	2020	JAN-20	01-JAN-2020	31-JAN-2020
Open	12	2019	DEC-19	01-DEC-2019	31-DEC-2019
Open	11	2019	NOV-19	01-NOV-2019	30-NOV-2019
Closed	10	2019	OCT-19	01-OCT-2019	31-OCT-2019
Closed	9	2019	SEP-19	01-SEP-2019	30-SEP-2019

**STEP 4.** On **Control Payables Periods** page, the **Period Status** should be **Closed** and click the **Save** button.

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

[Back to Top](#)