

University of the Philippines

FMIS

Financial Management Information System User Manual



ENTER DAILY RATES



Manual ID	UM00012					
Information System	Financial Management Information System (FMIS)					
Functional Domain	eneral Ledger Module					
Responsibility	General Ledger Accountant, UPS					
Purpose	ntering inter-currency conversion rate(s)					
Data Requirement	3SP conversion rate/UPSA-provided conversion rate					
Dependencies						
Scenario	User will upload conversion rate(s) between two currencies.					
Author	James Bailey Bagtas					

	Step 1. Log in to uis.edu.ph.
Image: Vision of the second	
Accessibility	

University of the Philippines				
			🛃 Favorites 🔻	Diagnostics Logout
Enterprise Search All	Go	Search Results Display Preference	Standard 💌	
Oracle Applications Home Dage				

Step 2. On the FMIS Main Menu, click the General Ledger Accountant, UPS responsibility.

A dropdown list will appear.

Oracle Applications Home Page

Main Menu	Worklist			
Personalize				Full List
E CON COMO ICO Calif Carvica	From	Туре	Subject	Sent 🔻
🕀 🛄 General Ledger Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
Payables Accountant, OPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
🕀 🛄 Pavables Budget Officer, UPS	Salvio, Sarah "Joy"	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
Payables Cashier, UPS	SYSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
🗄 🧖 Pavables DV. UPS	SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
Payables Pre-Audit LIPS		UMX Login Help	Password Reset	13-Jan-2016
	TIP Vacation Ru	<u>iles</u> - Redirect or	auto-respond to notifications.	
🛨 🗀 Receivables Billing, UPS	VOTKISE AC	cess - Specity Wi	nich users can view and act upon your notifications.	
🕀 🛄 Receivables Cash, UPS				
UP Employee Self Service				
1 DP ICS Self Service				

University of the Philippines					
			🙀 Favorites 🔻	Diagnostics	Logout
Enterprise Search All	Go	Search Results Display Preference	Standard 💌		
Oracle Applications Home Page					

Step 3. Select the Currency Setups folder.

Another dropdown list will appear.

Oracle Applications Home Pag

Main Menu	Worklist			
Personalize				Full List
E C eUP SPMS ICS Self Service	From	Туре	Subject	Sent 🔻
🖃 🛅 General Ledger Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Ma	01-Feb-201
🗄 🛅 Journals	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Ma	01-Feb-201
🕀 🛄 Budgets	Salvio, Sarah "J	oy" HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
🕀 🗀 Inquiry	SYSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
E Currency	SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-201
E Paparts		UMX Login H	elp Password Reset	13-Jan-2010
Currency Setups Payables Accountant, UPS Payables Budget Officer, UPS	WORKISC	Access - Specify	winch users can view and acc upon your notifications.	
Payables Cashier, UPS Payables DV, UPS				
Payables Pre-Audit, UPS Receivables Accountant, UPS				
+ IID Employee Salf Service				



Step 4. Click Currency Rates Manager.

Oracle Applications Home Page

Main Menu		Worklist			
		WORKISC			
Personalize					Full List
🕀 🗀 eUP SPMS ICS Self Service		From	Туре	Subject	Sent 🔻
🖃 🛅 <u>General Ledger Accountant, UPS</u>		SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
🕀 🗀 Journals		SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
🕀 🛅 Budgets		Salvio, Sarah "Joy"	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
🕀 🗀 Inquiry		SYSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
E Currency		SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
E Peports	=		UMX Login Help	Password Reset	13-Jan-2016
± Cother		TIP Vacation Ru	les - Redirect or	auto-respond to notifications.	
Currency Setups		Vorklist Ac	cess - Specify wi	nich users can view and act upon your notifications.	
Define Currency Rates Manager Artes					
🕀 🛅 Payables Accountant, UPS					
🕀 🛅 Payables Budget Officer, UPS					
🕀 🗀 Payables Cashier, UPS					
🕀 🗖 Payables DV, UPS					
🕀 🛅 Pavables Pre-Audit, UPS					



Worklist

Personalize

Main Menu

eUP SPMS ICS Self Service
 General Ledger Accountant, UPS
 Durnals
 Budgets
 D Inguiny

Currency Setups
 Define
 Currency Rates

Daily Rates HISCORICAL RA Rate Types 🕀 🛅 Rates Payables Accountant, UPS 🕀 🛅 Pavables Budget Officer, UPS

Step 5. Under the Currency Rates folder, select Daily Rates.

You will be directed then to **Currency Rates Manager** window.

From	Туре	Subject	Sent 🔻
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
Salvio, Sarah "Joy"	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
SYSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
	UMX Login Help	Password Reset	13-Jan-2016
TIP Vacation Ru TIP Worklist Ac	<u>iles</u> - Redirect or <u>cess</u> - Specify wl	auto-respond to notifications. nich users can view and act upon your notifications.	

enu may Ŋ

Currency Rate	es Manager		-			
Rates Setup			🛱 Navigator 🔻 髞 Favo	orites 🔻 🛛 H	ome Logout Help Persor	alize Page Diagnostics
Daily Rates Historical Rates						
Daily Rates					Create in Spreadsheet	Create Daily Rates
From Currency To Currency Rate Type Go	Start Date (example: 28-Mar-2017) End Date					
Select From Currency No results found.	To Currency	Rate Date	Rate Type	Rate	Inverse Rate	
	Rates	s Setup Home Logout Help Per	sonalize Page Diagnostics		Create in Spreadsheet	Create Daily Rates

The Create Daily Rates menu will be displayed.

Step 6. To enter new conversion rates in USD, click the **Create Daily Rates** button.

Field Name	Description	Remarks
From Currency	First Currency i.e. USD	Required field
To Currency	Second Currency i.e. PHP	Required field
Start Date	Effective start date of currency conversion	DD-MMM-YYYY
End Date	Effective end date of currency conversion	 DD-MMM-YYYY Put the same date as Start Date to enter only conversion for 1 day
Rate Type	Corporate - for stable currencies Spot - for currencies frequently changing values	Recommend Corporate
Rate	This serves as a multiplier Formula: FROM x Rate = TO <i>i.e USD 1.00 * 49.888 = PHP 49.888</i>	Required field
Inverse Rate	Formula: 1/Rate = Inverse Rate	 Not required Automatically computed by the system

Currency Rates Mana	ger						
1908				🏦 Navigator 🔻 🔒 Fa	vorites 🔻	Home Logout Help Personaliz	e Page Diagnostic
A Rates Historical Rates							
es: Daily Rates >							
ate Daily Rates							
nacaces required new							Cancel Apply
				*Pate Type	*Rate	Inverse Rate	Remove
om Currency *To Currency	*Start	Date	and Date	INDUC I VUC			
om Currency *To Currency	/ *Start	Date I	End Date	Trace Type			
om Currency To Currency	(*Start	Date I	Ind Date				
Add Another Row	Start	Date I					
om Currency To Currency Add Another Row	/ *Start	Date	ind Date				Cancel Apply

Step 7. On the **From Currency** field, select the first currency (XXX) by either:

. Clicking the	button.
----------------	---------

Click **Go**, then select from a list of values (e.g. USD) from the Search window.

Search and Se	lect: From Currency				PRODUC C	Q. Search			
				Cancel Select					
Search									
To find your i	tem, select a filter item in the	e pulldown list and enter a val	lue in the text field, then select	the "Go" button.					
Search By Cu	irrency 💌	Go							
Results					🔒 Navigator 🔻	🙀 Favorites 🔻	Home Logout Help Pe	rsonalize Page Dia	agnos
Dele et	Quilde Colort	0							
elect	Quick Select	PHP	Philippine Peso						
0		USD	US Dollar						
ADOUT THIS Par	 <u>de</u>							Cancel	App
				Cancel Select					
					*Rate Type	*Rate	Inverse Rate	Rer	move
								(2
								Cancel	Арр
	D: 011 1		Nates Octop Hor	не содой нер гезон	Page Diagnostics				
t this Page	Privacy Statement						Copyright	(c) 2006, Oracle. All rig	ghts re

Currence	cy Rates Manager	-					-
Rates Setup				🏛 Navigator 🔻 🎲 F	avorites 🔻	Home Logout Help Personali	ze Page Diagnostics
Daily Rates Historical Rate	es						
Rates: Daily Rates >							
Create Daily Rates							
* Indicates required field						[Cancel Apply
*From Currency	*To Currency	*Start Date	End Date	*Rate Type	*Rate	Inverse Rate	Remove
USD Q				-			1
Add Another Row							
							Cancel Apply
		Rates Setup	Home Logout Help Persona	lize Page Diagnostics			
About this Page Privacy State	ment					Copyright (c) 2006	i, Oracle. All rights reserved.

b. Manually typing the abbreviated currency (e.g. USD for US Dollar), following the format below:

USD – US Dollar PHP – Philippine Peso

Currence	cy Rates Manager	-		Statement of the local division of the local			
Rates Setup				🏛 Navigator 🔻 😝 F	Favorites 🔻	Home Logout Help Personal	ize Page Diagnostics
Daily Rates Historical Rate	es						
Rates: Daily Rates >							
Create Daily Rates							
* Indicates required field						[Cancel Apply
*From Currency	*To Currency	*Start Date	End Date	*Rate Type	*Rate	Inverse Rate	Remove
USD Add Another Row	РНР 🔟 🔍						8
						Γ	Cancel Apply
About this Page Privacy State	ement	Rates Setup	Home Logout Help Personal	ze Page Diagnostics		Copyright (c) 200	8, Oracle. All rights reserved

Step 8. Repeat Step 7 to set the To Currency.

Currency	y Rates Manager	2					
				🏛 Navigator 🔻 🌸 F	avorites 🔻	Home Logout Help Personali	ze Page Diagnostics
Rates Setup	x						
Daily Rates Historical Rates	1						
Rates: Dally Rates >							
* Indicates required field							Cancel Apply
*From Currency	*To Currency	*Start Date	End Date	*Rate Type	*Rate	Inverse Rate	Remove
USD Add Another Row	рнр 🔟 🔍						
							Cancel Apply
About this Page Privacy Staten	nent	Rates Setup	Home Logout Help Persona	lize Page Diagnostics		Copyright (c) 2006	, Oracle. All rights reserved.

Step 9. To set the Start Date and End Date, click

the **Calendar** icon on these fields, then select a date.

Current	cy Rates Manager	-		-			
Rates Setup				🏛 Navigator 🔻 🍖 Fa	avorites 🔻	Home Logout Help Person:	alize Page Diagnostics
Daily Rates Historical Rat	es						
Rates: Daily Rates >							
Create Daily Rates							
* Indicates required field							Cancel Apply
*From Currency	*To Currency	*Start Date	End Date	*Rate Type	*Rate	Inverse Rate	Remove
USD 🚽 🔍	PHP 🔄 🔍	01-Mar-2017	31-Mar-2017				8
Add Another Row				Corporate			
							Cancel Apply
		Rates Setup	Home Logout Help Personaliz	e Page Diagnostics			
About this Page Privacy State	ement					Copyright (c) 20	06, Oracle. All rights reserved.

Step 10. Set the Rate Type to **Corporate**.

Currence	cy Rates Manager	T as a		Contract of	A			Step 11. On the Rate field, enter the desired multiplier.
Rates Setup Daily Rates Historical Rate Rates: Daily Rates > Create Daily Rates Indicates covinced field	25			n Navigator 👻 🏩 Favorites 🥻		ne Logout Help Personalize	Page Diagnostics	Formula: FROM * Rate = TO
Indicaces required held						Ca	ncel Apply	e.g.:
*From Currency USD J Q Add Another Row	*To Currency PHP Q	*Start Date 01-Mar-2017	End Date 31-Mar-2017	*Rate Type	Rate 50	Inverse Rate	Remove	USD * Rate = PHP or
About this Page Privacy State	ement	Rates Setup	Home Logout Help Personali	ze Page Diagnostics		Ca Copyright (c) 2006, O	ncel Apply	1 USD * 50 = 50 PHP

The Inverse Rate is

automatically computed by the system once the rate is saved, hence, there is no need to fill this out.

Curren	ncy Rates Manager	7					
				🏛 Navigator 🔻 📑 Fa	avorites 🔻 He	ome Logout Help Perso	nalize Page Diagnostics
Rates Setup							
Daily Rates Historical R	ates						
Rates: Daily Rates >							
Create Daily Rates							
* Indicates required held							Cancel Apply
*From Currency	*To Currency	*Start Date	End Date	*Rate Type	*Rate	Inverse Rate	Remove
USD 🔄 🔍	PHP 🔄 🔍	01-Mar-2017	31-Mar-2017	Corporate 💌	50		2
Add Another Row							
							Cancei Apply
		Rates Setur	Home Logout Help Persona	lize Page Diagnostics			
About this Page Privacy Sta	atement					Copyright (c)	2006, Oracle. All rights reserv

Step 12. Once the details have been finalized, click **Apply**.

A Confirmation message will then appear.



You may click **Return to Daily Rates Search** to verify the rates entered.

You will be redirected then to the Daily Rates page.

Currency Rates Manager		C. Company			
		🔒 Navigator 🔻	🙀 Favorites 🔻	Home Logout Help Pers	onalize Page Diagnostics
Rates Setup					
Daily Rates Historical Rates					
Daily Rates					
	_			Create in Spreadsheet	Create Daily Rates
Search					
From Currency USD Start Date 01-Mar-2017 (cample: 28-Mar-2017) To Currency php Corporate Rate Type Corporate Go					
Geleet From Currency To Currency	Rate Date	Rate Type	Rate	Inverse Rate	
No results found.					
Rates	: Setun Home Lonout Heln Per	sonalize Page Diagnostics		Create in Spreadsheet	Create Daily Rates
About this Page Privacy Statement	Setup Home Logour Help Per	Sonalize Fage Diagnostics		Copyright (c)	2006, Oracle. All rights reserve

Step 13. On the Search Daily Rates field, enter the correct parameters to search for the appropriate conversion rates, then click **Go**.

Currency Rates Manager	7				
Rates Setup		f	Navigator 🔻 🍖 Favorites 👻	Home I	Logout Help Personalize Page Diagnostics
Daily Rates Historical Rates					
Daily Rates					
				Create	e in Spreadsheet Create Daily Rates
Search					
From Currency USD St To Currency php S Rate Type Corporate S Go Select Rates Update Delete	art Date 01-Mar-2017 (example: 28-Mar-2017) ind Date 31-Mar-2017				③ Previous 1-10 💽 <u>Next 10</u> ⑧
Select From Currency	To Currency	Rate Date	Pata Tuna	Pate	Inverse Pate
USD	PHP	31-Mar-2017	Corporate	50	0.02
USD	PHP	30-Mar-2017	Corporate	50	0.02
USD USD	PHP	29-Mar-2017	Corporate	50	0.02
USD USD	РНР	28-Mar-2017	Corporate	50	0.02
USD USD	PHP	27-Mar-2017	Corporate	50	0.02
USD	PHP	26-Mar-2017	Corporate	50	0.02
USD	PHP	25-Mar-2017	Corporate	50	0.02
USD	РНР	24-Mar-2017	Corporate	50	0.02

The daily rates entered will be displayed based on the search parameters previously set.

Expected Result

- Daily exchange rate between two currencies is entered, either for one day only or for a certain date range.
- A confirmation of the save process will appear once the Daily Rate is entered.