



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	General Ledger Module
Responsibility	General Ledger Accountant, UPS
Purpose	Entering inter-currency conversion rate(s)
Data Requirement	BSP conversion rate/UPSA-provided conversion rate
Dependencies	
Scenario	User will upload conversion rate(s) between two currencies.
Author	James Bailey Bagtas



UNIVERSITY OF THE PHILIPPINES
1908

Diliman Los Baños Manila Visayas Open U Mindanao Baguio Cebu

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

Login Cancel

Accessibility None ▾

Step 1. Log in to uis.edu.ph.

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

A dropdown list will appear.

Main Menu

- UP SPMS ICS Self Service
- General Ledger Accountant, UPS**
- Payables Accountant, UPS
- Payables Budget Officer, UPS
- Payables Cashier, UPS
- Payables DV, UPS
- Payables Pre-Audit, UPS
- Receivables Accountant, UPS
- Receivables Billing, UPS
- Receivables Cash, UPS
- UP Employee Self Service
- UP ICS Self Service

Worklist

From	Type	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 Rules](#) - Redirect or auto-respond to notifications.

✓**TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

Step 3. Select the **Currency Setups** folder.

Another dropdown list will appear.

Main Menu

Personalize

eUP SPMS ICS Self Service

General Ledger Accountant, UPS

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Currency Setups

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Payables Budget Officer, UPS

Payables Cashier, UPS

Payables DV, UPS

Payables Pre-Audit, UPS

Receivables Accountant, UPS

Receivables Billing, UPS

Receivables Cash, UPS

HR Employee Self Service

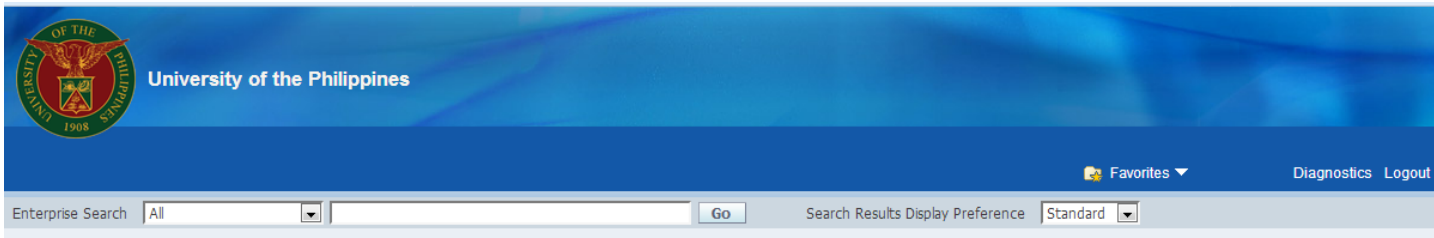
Worklist

Full List

From	Type	Subject	Sent
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
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UMX Login Help		Password Reset	13-Jan-2016

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.

✓ TIP Worklist Access - Specify which users can view and act upon your notifications.



Step 4. Click **Currency Rates Manager**.

Oracle Applications Home Page

Main Menu

[Personalize](#)

- [-] eUP SPMS ICS Self Service
- [-] General Ledger Accountant, UPS
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 - [-] Budgets
 - [-] Inquiry
 - [-] Currency
 - [-] Reports
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 - [-] Currency Setups
 - [-] Define
 - [-] Currency Rates Manager
 - [-] Rates
- [-] Payables Accountant, UPS
- [-] Payables Budget Officer, UPS
- [-] Payables Cashier, UPS
- [-] Payables DV, UPS
- [-] Payables Pre-Audit, UPS

Worklist

[Full List](#)

From	Type	Subject	Sent
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krishna Mae	01-Feb-2017
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krishna 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
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	UMX Login Help	Password Reset	13-Jan-2016

✔ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.
✔ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

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Payables Accountant, UPS

Payables Budget Officer, UPS

Worklist

Full List

From	Type	Subject	Sent
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
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UMX Login Help		Password Reset	13-Jan-2016

TIP

Vacation Rules

- Redirect or auto-respond to notifications.

TIP


Worklist Access

- Specify which users can view and act upon your notifications.

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

You will be directed then to Currency Rates Manager window.

Initially, the Search menu will be available. This may be used to find existing conversion rates.



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Daily Rates

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Create Daily Rates

Search

From Currency

To Currency

Rate Type

Start Date

End Date

Go

Select From Currency	To Currency	Rate Date	Rate Type	Rate	Inverse Rate
No results found.					

Create in Spreadsheet

Create Daily Rates

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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	<ul style="list-style-type: none"> Required field
To Currency	Second Currency i.e. PHP	<ul style="list-style-type: none"> Required field
Start Date	Effective start date of currency conversion	<ul style="list-style-type: none"> DD-MMM-YYYY
End Date	Effective end date of currency conversion	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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>	<ul style="list-style-type: none"> Required field
Inverse Rate	Formula: 1/Rate = Inverse Rate	<ul style="list-style-type: none"> Not required Automatically computed by the system



Currency Rates Manager

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[Daily Rates](#) | [Historical Rates](#)

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[Create Daily Rates](#)
* Indicates required field

*From Currency	*To Currency	*Start Date	End Date	*Rate Type	*Rate	Inverse Rate	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

a. Clicking the  button.

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

Search and Select: From Currency

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By:

Results

Select	Quick Select	Currency	Name
<input type="radio"/>		PHP	Philippine Peso
<input type="radio"/>		USD	US Dollar

PRODUC


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*Rate Type	*Rate	Inverse Rate	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Daily Rates Historical Rates

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* Indicates required field

Cancel Apply

*From Currency	*To Currency	*Start Date	End Date	*Rate Type	*Rate	Inverse Rate	Remove
USD							

Add Another Row

Cancel Apply


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

USD – US Dollar

PHP – Philippine Peso



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* Indicates required field

Cancel

Apply

*From Currency	*To Currency	*Start Date	End Date	*Rate Type	*Rate	Inverse Rate	Remove
USD	PHP						
<div>Add Another Row</div>							

Cancel

Apply

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

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* Indicates required field


Cancel Apply


*From Currency	*To Currency	*Start Date	End Date	*Rate Type	*Rate	Inverse Rate	Remove
USD	PHP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Another Row"/>							

Cancel Apply

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Step 9. To set the **Start Date** and **End Date**, click the **Calendar** icon  on these fields, then select a date.

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Rates **Setup**


Daily Rates | Historical Rates

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	<div><div>Corporate</div><div>Spot</div></div>			

Add Another Row


Cancel Apply

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



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* 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	Corporate	50		

[Add Another Row](#)

[Cancel](#)
[Apply](#)

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Step 11. On the **Rate** field, enter the desired multiplier.


Formula:
 $\text{FROM} * \text{Rate} = \text{TO}$

e.g.:

$\text{USD} * \text{Rate} = \text{PHP}$
 or

$1 \text{ USD} * 50 = 50$
 PHP

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

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Daily Rates Historical Rates

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	Corporate	50		
Add Another Row							


Cancel Apply

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

A Confirmation message will then appear.

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Confirmation: Daily Rates Successfully Saved

Rates have been loaded into the daily rates interface table. Please monitor concurrent request 2986025 for the successful completion of the daily rate update.

Create Daily Rates

Return to Daily Rates Search

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

You will be redirected then to the Daily Rates page.



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From Currency

USD

To Currency

php

Rate Type

Corporate

Start Date

01-Mar-2017

End Date

31-Mar-2017

Go

Select From Currency

To Currency

Rate Date

Rate Type

Rate

Inverse Rate

No results found.

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Create Daily Rates

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



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Search

From Currency:
 To Currency:
 Rate Type:

Start Date:
 End Date:

[Go](#)

[Select Rates](#)
[Update](#)
[Delete](#)

[Previous](#)

[Next 10](#)

Select From Currency	To Currency	Rate Date	Rate Type	Rate	Inverse Rate
<input type="checkbox"/> USD	PHP	31-Mar-2017	Corporate	50	0.02
<input type="checkbox"/> USD	PHP	30-Mar-2017	Corporate	50	0.02
<input type="checkbox"/> USD	PHP	29-Mar-2017	Corporate	50	0.02
<input type="checkbox"/> USD	PHP	28-Mar-2017	Corporate	50	0.02
<input type="checkbox"/> USD	PHP	27-Mar-2017	Corporate	50	0.02
<input type="checkbox"/> USD	PHP	26-Mar-2017	Corporate	50	0.02
<input type="checkbox"/> USD	PHP	25-Mar-2017	Corporate	50	0.02
<input type="checkbox"/> USD	PHP	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.