



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



MODIFY DAILY RATES



Manual ID	UM00013
Information System	Financial Management Information System (FMIS)
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant, UPS
Purpose	Modifying inter-currency conversion rate(s)
Data Requirement	BSP conversion rate/UPSA-provided conversion rate
Dependencies	Daily rates previously entered in the system
Scenario	User will change existing conversion rate(s) between two currencies.
Author	James Bailey Bagtas





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

*Password
(example: 4u99v23)

Accessibility

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 CPMS 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

Journals

Budgets

Inquiry

Currency

Reports

Other

Currency Setups

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

UPD Employee Self Service

Worklist

Full List

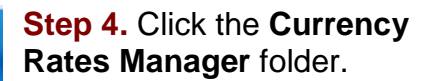
From	Type	Subject	Sent
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
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SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
UMX Login Help		Password Reset	13-Jan-2016

TIP Vacation Rules

- Redirect or auto-respond to notifications.

TIP Worklist Access

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





The screenshot shows the 'Main Menu' window. At the top right is a 'Personalize' button. The menu items are as follows:

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

A red rectangular box highlights the 'Define' folder and its sub-item 'Currency Rates Manager'.

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
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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.

Main Menu

Personalize

+

eUP SPMS ICS Self Service

-

General Ledger Accountant, UPS

+

Journals

+

Budgets

+

Inquiry

+

Currency

+

Reports

+

Other

-

Currency Setups

+

Define

-

Currency Rates Manager

+

Daily Rates

+

Historical Rates

+

Rate Types

+

Rates

+

Pavables Accountant, UPS

+

Pavables 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
SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
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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 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.

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"> Recommended: Corporate
Rate	This serves as a multiplier Formula: FROM x Rate = TO i.e USD 1.00 * 49.888 = PHP 49.888	<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

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

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[Create in Spreadsheet](#) | [Create Daily Rates](#)

Search

From Currency 
 To Currency 
 Rate Type
 Start Date (example: 28-Mar-2017)
 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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Step 6. Fill out the details in the search window. 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



[Cancel](#) | [Select](#)

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 [Go](#)


Results

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

[Cancel](#) | [Select](#)

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Daily Rates

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Search

From Currency

USD

To Currency

Rate Type

Start Date

(example: 28-Mar-2017)

End Date

Go

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


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



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Search

From Currency

USD

To Currency

PHP

Rate Type

Start Date

End Date

Go

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

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Step 7. To set the **To Currency**, repeat Step 6.



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Daily Rates

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Search

From Currency: 
 To Currency: 
 Rate Type:
[Go](#)

Start Date: 
 End Date: 

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

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Step 8. Input the conversion date(s) for which rate(s) are to be changed.

As an example, this guide will change the conversion from 1-15 March, 2017.

Click the **Calendar** icon

 on the Start Date and End Date fields, then select the respective start and end dates.

Note: If the conversion is for one day only, enter the same date for Start and End Dates.



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Daily Rates

Create in Spreadsheet>Create Daily Rates

Search

From Currency

USD

To Currency

PHP

Rate Type

Start Date

End Date

Select From Currency

No results for

Corporate

Spot

To Currency	Rate Date	Rate Type	Rate	Inverse Rate
-------------	-----------	-----------	------	--------------

Create in Spreadsheet>Create Daily Rates


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Step 9. Set the **Rate Type** field to **Corporate**.

 **Currency Rates Manager**

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Rates Setup

Daily Rates | Historical Rates

Daily Rates

Create in Spreadsheet Create Daily Rates

Search

From Currency Start Date
To Currency End Date
Rate Type

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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Step 10. Once the fields have been filled out, click **Go**.


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Search


From Currency: Start Date:
To Currency: End Date:
Rate Type:

Select Rates:

[Select All](#) | [Select None](#)

Select From Currency	To Currency	Rate Date	Rate Type	Rate	Inverse Rate
<input checked="" type="checkbox"/> USD	PHP	15-Mar-2017	Corporate	50	0.02
<input checked="" type="checkbox"/> USD	PHP	14-Mar-2017	Corporate	50	0.02
<input checked="" type="checkbox"/> USD	PHP	13-Mar-2017	Corporate	50	0.02
<input checked="" type="checkbox"/> USD	PHP	12-Mar-2017	Corporate	50	0.02
<input checked="" type="checkbox"/> USD	PHP	11-Mar-2017	Corporate	50	0.02
<input checked="" type="checkbox"/> USD	PHP	10-Mar-2017	Corporate	50	0.02
<input checked="" type="checkbox"/> USD	PHP	09-Mar-2017	Corporate	50	0.02
<input checked="" type="checkbox"/> USD	PHP	08-Mar-2017	Corporate	50	0.02

Step 11. Tick the checkbox/es of the daily rate/s to be modified, then click **Update**.


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Update Daily Rates

* Indicates required field

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

*From Currency	*To Currency	*Rate Date	*Rate Type	*Rate	Inverse Rate	Cross Rates
USD	PHP	06-Mar-2017	Corporate	49	0.02	
USD	PHP	07-Mar-2017	Corporate	49	0.02	
USD	PHP	08-Mar-2017	Corporate	49	0.02	
USD	PHP	09-Mar-2017	Corporate	49	0.02	
USD	PHP	10-Mar-2017	Corporate	49	0.02	
USD	PHP	11-Mar-2017	Corporate	49	0.02	
USD	PHP	12-Mar-2017	Corporate	49	0.02	
USD	PHP	13-Mar-2017	Corporate	49	0.02	
USD	PHP	14-Mar-2017	Corporate	49	0.02	
USD	PHP	15-Mar-2017	Corporate	49	0.02	

Step 12. Apply the necessary changes in **Rate/Inverse Rate**, then click **Apply**.



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Confirmation: Daily Rates Successfully Saved

Rates have been loaded into the daily rates interface table. Please monitor concurrent request 2986037 for the successful completion of the daily rate update.

Create Daily Rates

Return to Daily Rates Search

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A confirmation message will appear.

Click **Return to Daily Rates Search** to verify the rates that have been set.

Currency Rates Manager

Search

From Currency: Start Date: (example: 28-Mar-2017)

To Currency: End Date:

Rate Type:

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

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

The updated daily rates will be displayed.

Expected Results

- Daily exchange rate between two currencies has been modified, either for one day only or for a given date range.
- A confirmation of the save process will appear once the changes have been applied.