

### 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



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

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

A dropdown list will appear.

### Oracle Applications Home Page

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🕀 🗀 Payables 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
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Step 3. Select the Currency Setups folder.

Another dropdown list will appear.

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### Step 4. Click the Currency Rates Manager folder.

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Menager Daily Rates					
Rate Types					
Rates					
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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	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	<ul> <li>DD-MMM-YYYY</li> <li>Put the same date as Start Date to enter only conversion for 1 day</li> </ul>
Rate Type	Corporate - for stable currencies Spot - for currencies frequently changing values	Recommended: Corporate
Rate	This serves as a multiplier <b>Formula: FROM x Rate = TO</b> i.e USD 1.00 * 49.888 = PHP 49.888	Required field
Inverse Rate	Formula: 1/Rate = Inverse Rate	<ul> <li>Not required</li> <li>Automatically computed by the system</li> </ul>

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Search						
From Currency	Start Date (example: 28-Mar:2017) End Date					
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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C Q Search RODUC ☆ 自 🖡 🏠 💟 🖃 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 Currency 💌 Go Results 🏛 Navigator 🔻 🏾 🏊 Favorites 🔻 Home Logout Help Personalize Page Diagnostics Select Quick Select Currency Name Philippine Peso PHP **P**  $\bigcirc$ USD US Dollar ۲ ADOUT THIS H Cancel Apply Cancel Select \*Rate Type Inverse Rate \*Rate Remove -2 Cancel Apply Page Diagnostics Copyright (c) 2006, Oracle. All rights re About this Page Privacy Statement

**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  $\bigcirc$  button.

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

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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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From Currency USD ST To Currency PHP ST Rate Type Go	Start Date     Image: 28-Mar-2017)       End Date     Image: Image: 28-Mar-2017)					
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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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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About this Page Privacy Statement	Rates	Setup Home Logout Help Pei	sonalize Page Diagnostics		Copyright (c) 2	006, Oracle. All rights reserved.

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

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Select From Currency To Currency	Rate Date	Rate Type	Rate	Inverse Rate	
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**Step 10.** Once the fields have been filled out, click **Go**.

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USD USD	PHP	14-Mar-2017	Corporate	50	0.02
USD USD	PHP	13-Mar-2017	Corporate	50	0.02
USD USD	PHP	12-Mar-2017	Corporate	50	0.02
🔽 USD	PHP	11-Mar-2017	Corporate	50	0.02
🔽 USD	PHP	10-Mar-2017	Corporate	50	0.02
🔽 USD	PHP	09-Mar-2017	Corporate	50	0.02
USD 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
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USD 🔄 🔍	PHP 🔟 🔍	06-Mar-2017	Corporate 💌	49	0.02	
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USD 🚽 🔍	РНР 📓 🔍	08-Mar-2017	Corporate 💌	49	0.02	
USD 🕤 🔍	РНР 📓 🔍	09-Mar-2017	Corporate 💌	49	0.02	
USD 🚽 🔍	PHP 🔟 🔍	10-Mar-2017	Corporate 💌	49	0.02	
USD 🧃 🔍	РНР 🔟 🔍	11-Mar-2017	Corporate 💌	49	0.02	
USD 🧃 🔍	РНР 🔟 🔍	12-Mar-2017	Corporate 💌	49	0.02	
USD 🚽 🔍	РНР 🔟 🔍	13-Mar-2017	Corporate 💌	49	0.02	
USD 🔟 🔍	РНР 🔟 🔍	14-Mar-2017	Corporate 💌	49	0.02	
USD 🧃 🔍	РНР 🔟 🔍	15-Mar-2017	Corporate 💌	49	0.02	

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

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Daily Rates   Historical Rates	
🖫 Confirmation: Daily Rates Successfully Saved	1
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
Rates Setup Home Logout Personalize Page Diagnostics	
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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 Ma	inager		Contraction of			Step 13. On the Search Daily Rates page, enter the parameters to search for the
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- 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.