




University of the Philippines



FMIS

**Financial Management Information System
User Manual**



CREATE JOURNAL ENTRIES WITH FOREIGN CURRENCY

Manual ID	UM00014
Information System	Financial Management Information System (FMIS)
Functional Domain	General Ledger Module
Responsibility	General Ledger Accountant
Purpose	Creating a new Journal Entry
Data Requirement	Batch Name Period Ledger Category Line Account Debit, Credit (both in Foreign Currency) Unit, Fund, Responsibility Center, Accounting Office, General Ledger 1, General Ledger 2, Object Code 1, Object Code 2, Special Code, Cash Flow, Future Currency, Conversion Date, Conversion Type, Dollar Conversion Rate
Dependencies	Daily Rates must be defined.
Scenario	User wants to create a manual journal entry that is in the desired foreign currency. <i>Note: European Economic and Monetary Union (EMU) currencies are not covered in this guide.</i>
Author	James Bailey Bagtas




*User Name

*Password

Accessibility ▼

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


University of the Philippines

Favorites ▼
Diagnostics
Logout
Help
Personalize Page

Enterprise Search:
 Search Results Display Preference:
Logged In As ANBATU

Oracle Applications Home Page

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

A dropdown list will appear.



University of the Philippines

Enterprise Search

All

Go

Search Results Display Preference

Standard

[Favorites](#)
[Diagnostics](#)
[Logout](#)
[Help](#)
[Personalize Page](#)

Logged In As ANBATU

Oracle Applications Home Page

Main Menu

Personalize

- eUP SPMS ICS Self Service
- 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
- UP Employee 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. Click on the **Journals** folder.



University of the Philippines

[Favorites](#)
[Diagnostics](#)
[Logout](#)

Enterprise Search:
Search Results Display Preference:

Oracle Applications Home Page

Main Menu

[Personalize](#)

- eUP SPMS ICS Self Service
- General Ledger Accountant, UPS
 - Enter**
 - Encumbrance
 - Launch Journal Wizard
 - Import
 - Define
 - Generate
 - Schedule
 - AutoAllocation
 - Reconciliation
- Budgets
- Inquiry
- Currency
- Reports
- Other
- Currency Setup

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
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 4. Select **Enter**.

The Find Journals window will open.

File Edit View Folder Tools Window Help

Enter Journals (UP System)

Batch (UP System)

Batch: 15 - Batch Journal

Period: MAR-17 Balance Type: Actual

Description:

Control Total: []

Batch Totals:

	Debit	Credit
Entered		
Accounted		

Status:

Posting: Unposted

Funds: N/A

Approval: N/A

Details:

Created: 28-MAR-2017

Posted:

Posted By:

Journals Autocopy Batch... Check Funds Reserve Funds View Results

Post Reverse Batch Tag Batch Approve Change Period...

More

Clear New Batch New Journal Find

Review Journal Review Batch Post Reverse Batch Reguery

New Journal New Batch Tag Batch Approve AutoCopy...

Record: 1/1 ... <OSC>

Unresponsive is caused by 3.2 group. Click here to return to the toolbar.

You may organize journal entries with common attributes into batches. For example, it is possible to group journal entries by type or date. You may have multiple journals in one batch, or have a separate batch for each journal entry.

A batch may contain multiple journals, each of which may belong to a different ledger. All of the ledgers within a batch, however, must have the same calendar, period type, and chart of accounts.

All journal entries in a batch must share the same period. You may create a journal batch for any “Open” or “Future Enterable” accounting period, but may only post batches with “Open” accounting periods.

If you do not want to enter batch information, you may enter a journal directly. General Ledger will create a batch for the entry automatically using the source (manually entered), combined with a unique batch ID and the system date.

File Edit View Folder Tools Window Help

Enter Journals (UP System)

Batch (UP System)

Batch: 15 - Batch Journal

Period: MAR-17 Balance Type: Actual

Description:

Control Total: []

Batch Totals

	Debit	Credit
Entered		
Accounted		

Status

Posting: Unposted

Funds: N/A

Approval: N/A

Details

Created: 28-MAR-2017

Posted:

Posted By:

Journals Autocopy Batch... Check Funds Reserve Funds View Results

Post Reverse Batch Tag Batch Approve Change Period...

More

Clear New Batch New Journal Find

Review Journal Review Batch Post Reverse Batch Reguery

New Journal New Batch Tag Batch Approve AutoCopy...

Record: 1/1 ... <OSC>

Step 6. On the **Batch** field, enter the Name of the Batch Journal.

Field Name	Description	Remarks
Batch	Name of Batch Journal e.g. 15 – Batch Journal	<ul style="list-style-type: none"> • Required field • Text field
Period	Month and year coverage of the Batch Journal e.g. FEB-17	<ul style="list-style-type: none"> • Required field • Date (MON-YY)
Description	Brief description of the Batch Journal e.g. Batch Journal #15	<ul style="list-style-type: none"> • Optional field

File Edit View Folder Tools Window Help

Enter Journals (UP System)

Batch (UP System)

Batch 15 - Batch Journal

Period MAR-17 ... Balance Type Actual

Description

Control Total []

Batch Totals

	Debit	Credit
Entered		
Accounted		

Status

Posting Unposted

Funds N/A

Approval N/A

Details

Created 28-MAR-2017

Posted

Posted By

Journals Autocopy Batch... Check Funds Reserve Funds View Results

Post Reverse Batch Tag Batch Approve Change Period...

More


Clear New Batch New Journal Find

Review Journal Review Batch Post Reverse Batch Requary

New Journal New Batch Tag Batch Approve AutoCopy...

Record: 1/1 ... List of Valu... <OSC>

Step 7. On the **Period** field, select the date (month-year) by either:

a. Clicking the ellipsis button , then selecting from a list of values of Periods.

b. Manually typing the abbreviated month and year, following the format MMM-YY (e.g. FEB-17).

File Edit View Folder Tools Window Help

Enter Journals (UP System)

Batch (UP System)

Batch Status

Period Balance Type

Description

Control Total []

Batch Totals

	Debit	Credit
Entered	<input type="text"/>	<input type="text"/>
Accounted	<input type="text"/>	<input type="text"/>

Details

Created 29-MAR-2017

Posted

Posted By

Journals Autocopy Batch... Check Funds Reserve Funds View Results

Post Reverse Batch Tax Batch Approve Change Period...

More

Clear New Batch New Journal Find

Review Journal Review Batch Post Reverse Batch Reguery

New Journal New Batch Tax Batch Approve AutoCopy...

Record: 1/1 ... <OSC>

Step 8. Enter a description for the Batch Journal on the **Description** field.



Enter Journals (UP System)

Batch (UP System)

Batch: 15 - Batch Journal
Period: MAR-17
Balance Type: Actual
Description:
Control Total: []

Batch Totals

	Debit	Credit
Entered	<input type="text"/>	<input type="text"/>
Accounted	<input type="text"/>	<input type="text"/>

Status

Posting: Unposted
Funds: N/A
Approval: N/A

Details

Created: 28-MAR-2017
Posted:
Posted By:

Journals Autocopy Batch... Check Funds Reserve Funds View Results

Post Reverse Batch Tax Batch Approve Change Period...

More

Clear New Batch New Journal Find

Review Journal Review Batch Post Reverse Batch Reguery

New Journal New Batch Tax Batch Approve AutoCopy...

Step 9. Click the **Journals** button.

The Journals window will open.

Field Name	Description	Remarks
Journal	Name of the Journal e.g. Journal0001	<ul style="list-style-type: none"> • Required field • Text field • Must be unique
Description		<ul style="list-style-type: none"> • Optional field • Text field
Ledger	e.g. UPD, UPM	<ul style="list-style-type: none"> • Required field • The default value depends on the user account.
Category	e.g. Adjustment, AX Inventory	<ul style="list-style-type: none"> • Required field • Must select from a maintained list of values
Effective Date	e.g. 28-FEB-2017	<ul style="list-style-type: none"> • Required field • Date (DD-MON-YYYY)

Enter Journal Journals (UP System) - 15 - Batch Journal

Journal Journal 0001

Description

Ledger UP System Category

Period MAR-17 Effective Date 28-MAR-2017

Balance Type Actual Document Number

Clearing Company Tax Not Required

Control Total

Conversion

Currency PHP

Date 28-MAR-2017

Type User

Rate 1

Reverse

☒

Date

Period

Method Switch Drt/Cr

Status Not Reversed

Reverse

Lines Other Information

Line	Account	Debit (PHP)	Credit (PHP)	Description

Acct Desc

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...

Check Funds Reserve Funds View Results Change Period... Change Currency...

Record: 1/1 <OSC>

Step 11. Fill out the **Description** field with a brief description of the Journal.

Field Name	Description	Remarks
Line	Number of the line entry e.g. 1, 2	<ul style="list-style-type: none"> • Required field • Must be a positive number
Account	Account the line is bound to e.g. 02.-.-.-.104.-.-.-.-	<ul style="list-style-type: none"> • Required field • Must select from a list of values
Debit (USD)	Amount of debit for the account e.g. 12312.00	<ul style="list-style-type: none"> • Required field • Per line, must select one of either Debit or Credit
Credit (USD)	Amount of credit for the account e.g. 12312.00	<ul style="list-style-type: none"> • Required field • Per line, must select one of either Debit or Credit
Description	Brief description of the line entry e.g. Debit for Account 1	<ul style="list-style-type: none"> • Optional field • Text field • Default value from the previous Description field

File Edit View Folder Tools Window Help

Enter Journals (UP System) - 15 - Batch Journal

Journal: Journal 0001

Description:

Ledger: UP System

Period: MAR-17

Balance Type: Actual

Clearing Company:

Conversion: Currency: USD Date: 31-MAR-2017

Reverse: ☒

Category: Adjustment

Accounting Flexfield

Unit:

Fund:

Responsibility Center:

Budget Segment:

General Ledger1:

General Ledger2:

Object Code1:

Object Code2:

Special Code:

Cash Flow:

Future:

OK Cancel Combinations Clear Help

Acct Desc:

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...

Check Funds Reserve Funds View Results Change Period... Change Currency...

Record: 1/1 ... List of Valu... <OSC>

Fill out the fields in the Accounting Flexfield window, then click **OK**.

File Edit View Folder Tools Window Help

Enter Journals (UP System) - 15 - Batch Journal

Journal: Journal 0001

Description:

Ledger: UP System

Period: MAR-17

Balance Type: Actual

Clearing Company:

Category: Adjustment

Effective Date: 31-MAR-2017

Document Number:

Tax: Not Required

Control Total:

Conversion

Currency: USD

Date: 31-MAR-2017

Type: Corporate

Rate: 50

Reverse

Date:

Period:

Method: Switch Dr/Cr

Status: Not Reversed

Reverse

Lines

Entered		Accounted			
Line	Account	Debit (USD)	Credit (USD)	Debit (PHP)	Credit (PHP)
1	01.101...10101010.....	50.00		2,500.00	
2	01.101...10101020.....		50.00		2,500.00
		50.00	50.00	2,500.00	2,500.00

Acct Desc: UP System.General Fund.Unspecified.Unspecified.Petty Cash.Select value.Unspecified.Unspecified.Unspecified.Unspecified.Unspecified

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...

Check Funds Reserve Funds View Results Change Period... Change Currency...

Record: 2/2 ... <OSC>

Step 19. On the **Journals** window, select either the **Debit** or the **Credit** field, then fill out with the necessary/ corresponding value.

The **Accounted Debit/Accounted Credit** is automatically computed and filled out in the system.

Enter lines so that the **Total Debit** and the **Total Credit** will be of equal amount.

File Edit View Folder Tools Window Help

Enter Journals (UP System) - 15 - Batch Journal

Journal: Journal 0001
 Description:
 Ledger: UP System
 Period: MAR-17
 Balance Type: Actual
 Clearing Company:
 Category: Adjustment
 Effective Date: 31-MAR-2017
 Document Number:
 Tax: Not Required
 Control Total:
 Conversion: Currency: USD, Date: 31-MAR-2017, Type: Corporate, Rate: 50
 Reverse: ☒ Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed
 Reverse

Lines Other Information

Line	Account	Entered		Accounted		Description	
		Debit (USD)	Credit (USD)	Debit (PHP)	Credit (PHP)		
1	01.101.--.10101010.-----	50.00		2,500.00			
2	01.101.--.10101020.-----		50.00		2,500.00		
		50.00	50.00	2,500.00	2,500.00		

Acct Desc: UP System.General Fund.Unspecified.Unspecified.Petty Cash.Select value.Unspecified.Unspecified.Unspecified.Unspecified.Unspecified

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...
 Check Funds Reserve Funds View Results Change Period... Change Currency...

Record: 2/2 <OSC>

Step 20. Click the **Save** button  located on the menu bar.

File Edit View Folder Tools Window Help

Journals (UP System) - 15 - Batch Journal

Journal: Journal 0001

Description: [Empty]

Ledger: UP System

Period: MAR-17

Balance Type: Actual

Clearing Company: [Empty]

Category: Adjustment

Effective Date: 31-MAR-2017

Document Number: 66513

Tax: Not Required

Control Total: [Empty]

Conversion

Currency: USD

Date: 31-MAR-2017

Type: Corporate

Rate: 50

Reverse

Date: [Empty]

Period: [Empty]

Method: Switch Dr/Cr

Status: Not Reversed

Reverse

Lines

Line	Account	Entered		Accounted		Description
		Debit (USD)	Credit (USD)	Debit (PHP)	Credit (PHP)	
1	01.101...10101010.....	50.00		2,500.00		
2	01.101...10101020.....		50.00		2,500.00	
		50.00	50.00	2,500.00	2,500.00	

Acct Desc: UP System.General Fund.Unspecified.Unspecified.Petty Cash.Select value.Unspecified.Unspecified.Unspecified.Unspecified

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...

Check Funds Reverse Funds View Results Change Period... Change Currency...

FRM-40400: Transaction complete: 4 records applied and saved.

Record: 2/2

A confirmation that the transaction has been completed will appear on the lower left side of the window.

Expected Results

- The Foreign Journal entry is created and saved along with its details.
- The Batch Journal is created and saved along with its details.
- Accounted values for lines in foreign currency (e.g. USD) are computed by the system.
- A confirmation of the save process appears on the lower

Expected Results
left of the application.