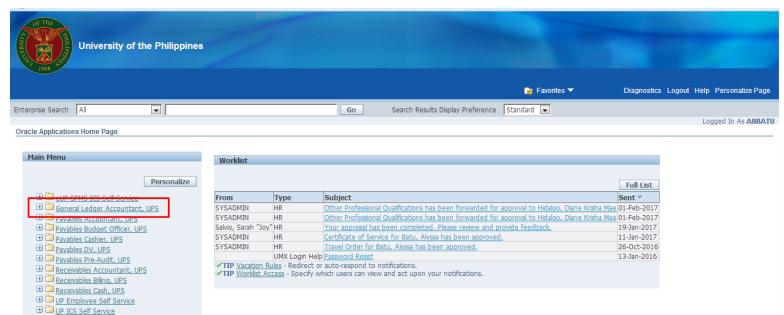


CREATE JOURNAL ENTRIES WITH FOREIGN CURRENCY

Account			
neral Ledger 1, General Ledger 2, Object Code 1, Object			
nversion Rate			
e desired foreign currency.			
· ·			
currencies are not covered in this guide.			
9			

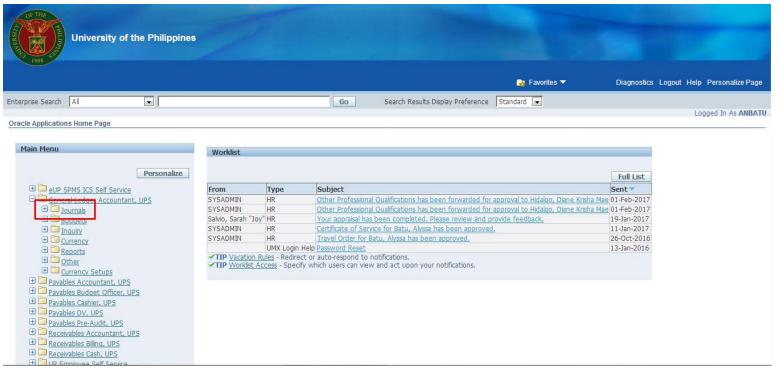


Step 1. Log in to uis.edu.ph.

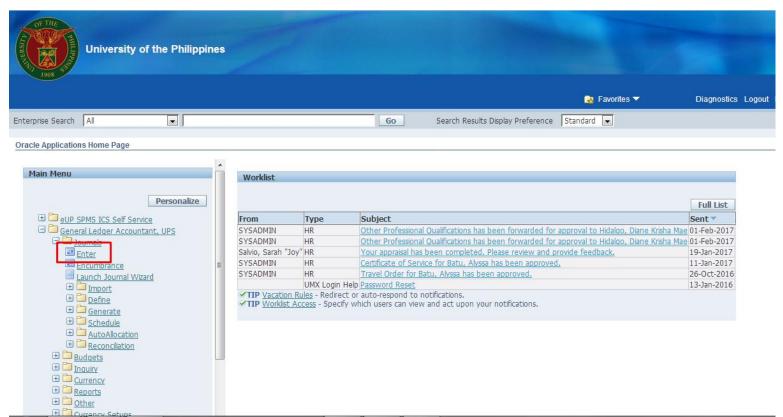


Step 2. On the FMIS Main Menu, click the General Ledger Accountant responsibility.

A dropdown list will appear.

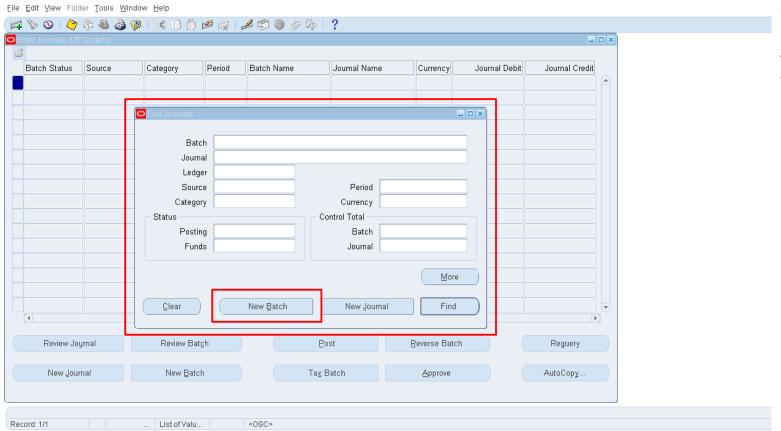


Step 3. Click on the **Journals** folder.



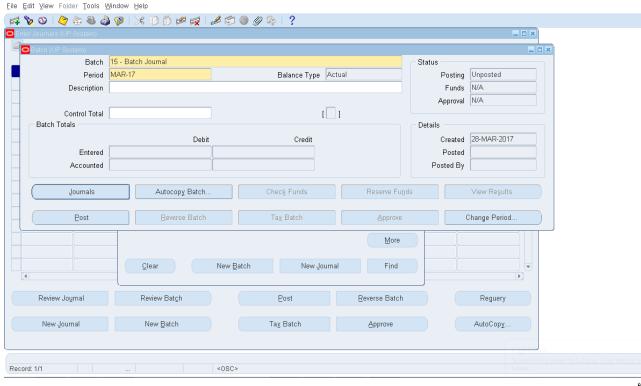
Step 4. Select Enter.

The Find Journals window will open.



Step 5. Click the New Batch button.

The Batch window will open.



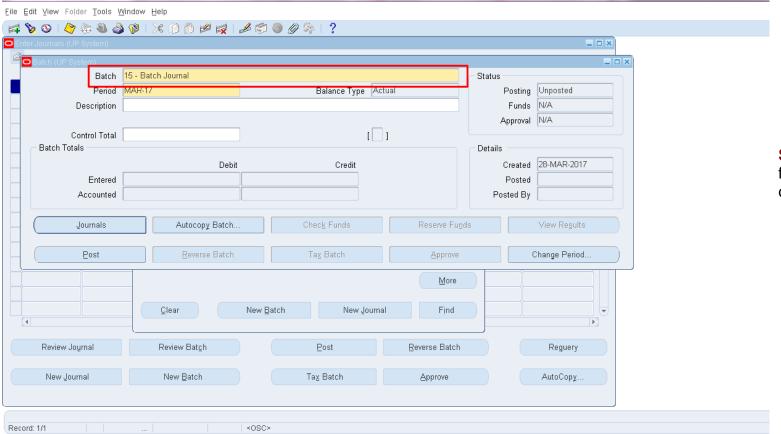
You may organize journal entries with common attributes into batches. For example, it is possible to group journal entries by type or date. You may have multiple journals in one batch, or have a separate batch for each journal entry.

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

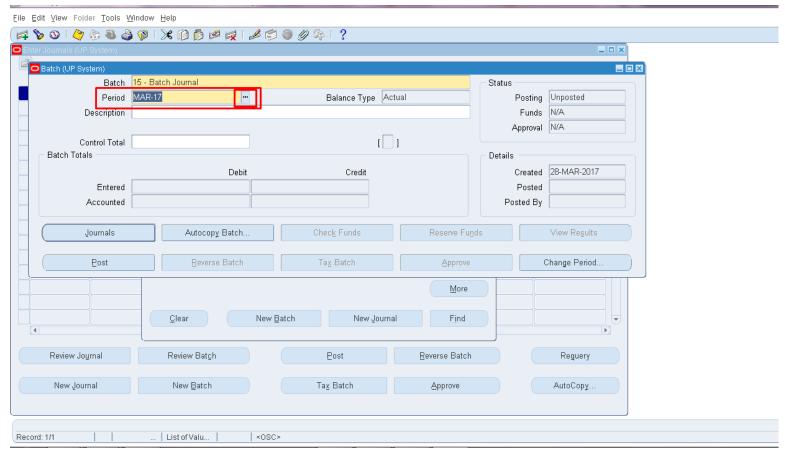
"Open" or "Future Enterable" accounting period, but may only post batches with "Open" accounting periods.

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.



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

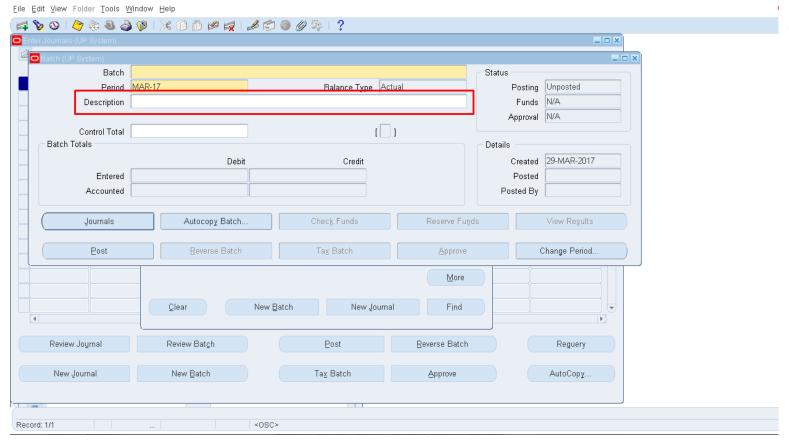
Field Name	Description	Remarks
Batch	Name of Batch Journal	Required field
	e.g. 15 – Batch Journal	Text field
Period	Month and year coverage of the Batch Journal e.g. FEB-17	Required fieldDate (MON-YY)
Description	Brief description of the Batch Journal e.g. Batch Journal #15	Optional field



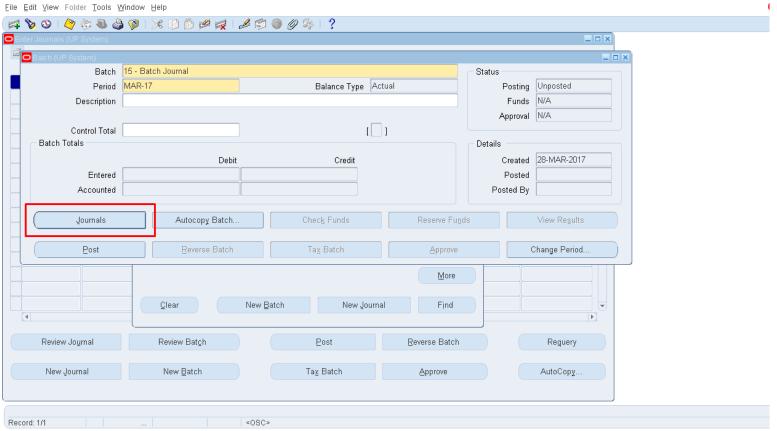
Step 7. On the **Period** field, select the date (month-year) by either:

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).



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



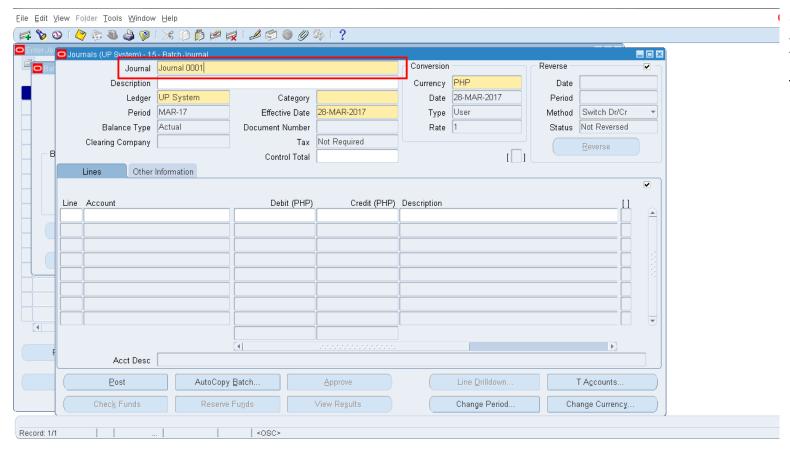
Step 9. Click the Journals button.

The Journals window will open.

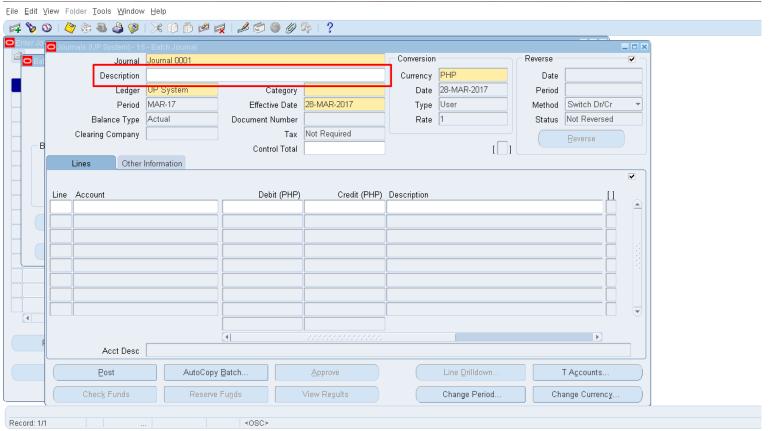
Eile Edit View Folder Tools Window Help _пх _ 🗆 × Conversion Reverse Journal Description Date Currency Ledger Category Date Period 31-MAR-2017 Method Switch Dr/Cr Period MAR-17 Effective Date Туре Balance Type Actual Document Number Rate Status Not Reversed Clearing Company Tax Not Required Reverse [] Control Total Lines Other Information ~ Debit () Credit () Description Line Account Acct Desc Post AutoCopy Batch.. Approve Line Drilldown.. T Accounts.. Check Funds Change Period. Reserve Funds Change Currency. Record: 1/1 ... List of Valu... <0SC>

Fill out the following fields on the Journals window: Journal, Description, Ledger, Category, and Effective Date.

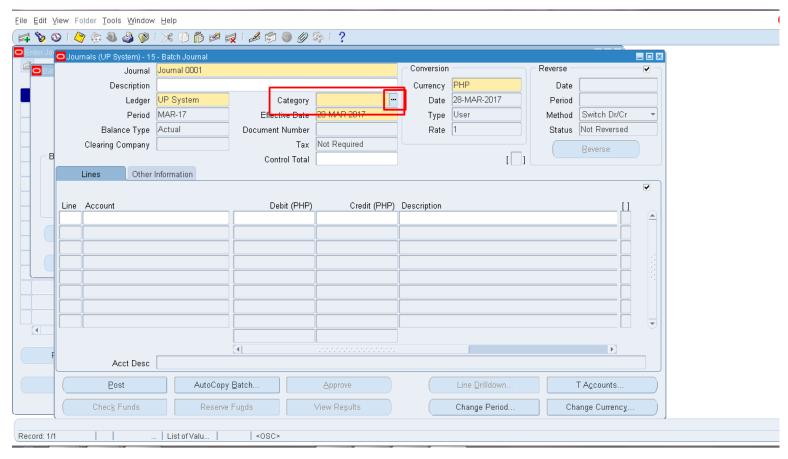
Field Name	Description	Remarks
Journal	Name of the Journal e.g. Journal0001	Required fieldText fieldMust be unique
Description		Optional fieldText field
Ledger	e.g. UPD, UPM	 Required field The default value depends on the user account.
Category	e.g. Adjustment, AX Inventory	Required fieldMust select form a maintained list of values
Effective Date	e.g. 28-FEB-2017	Required fieldDate (DD-MON-YYYY)



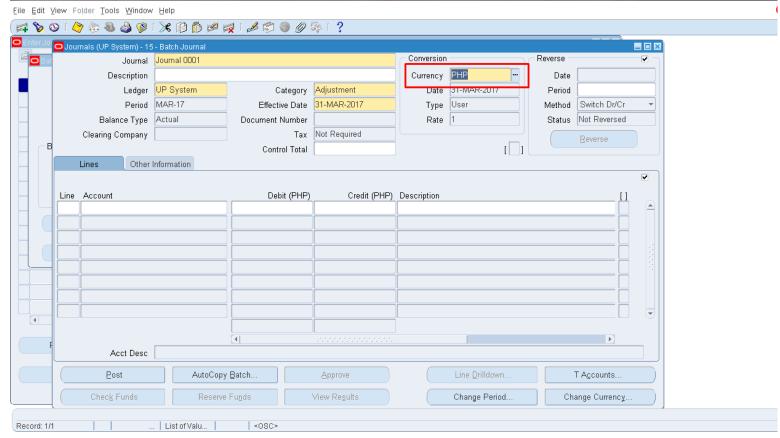
Step 10. On the Journal field, enter the name of the journal.



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

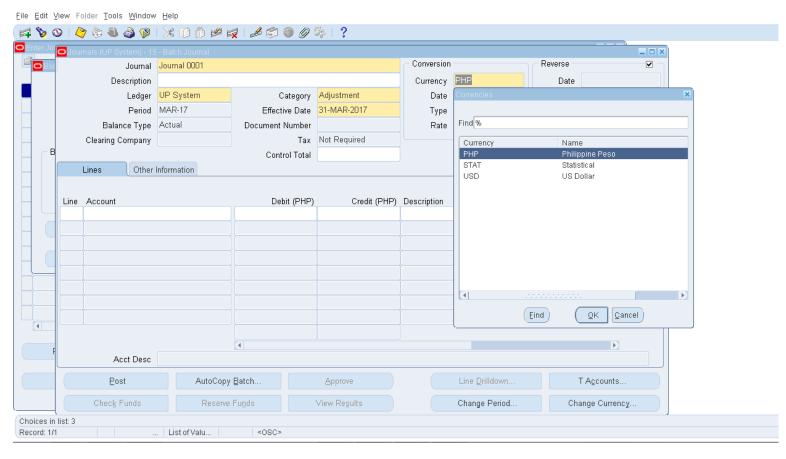


Step 12. On the Category field, select from a list of values by clicking the ellipsis button

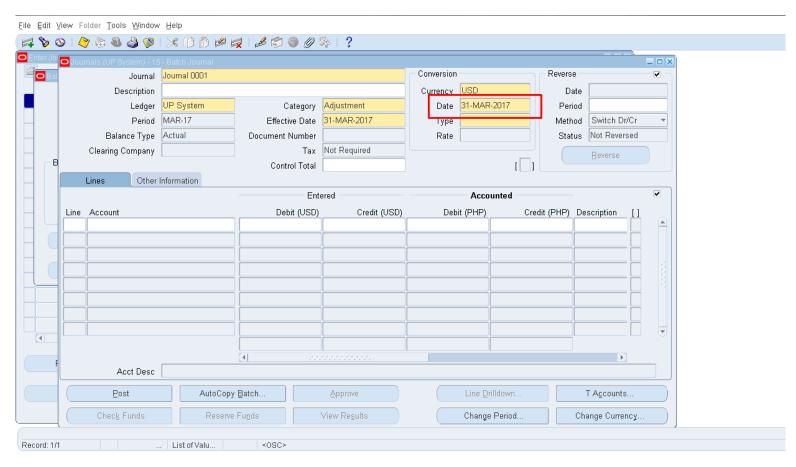


Step 13. Under the Conversion subsection, Currency field click the ellipsis button to replace PHP with USD.

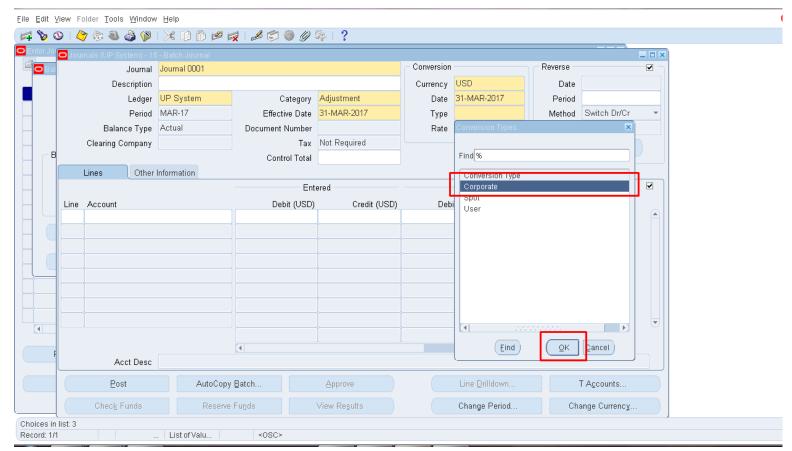
The Currencies window will appear.



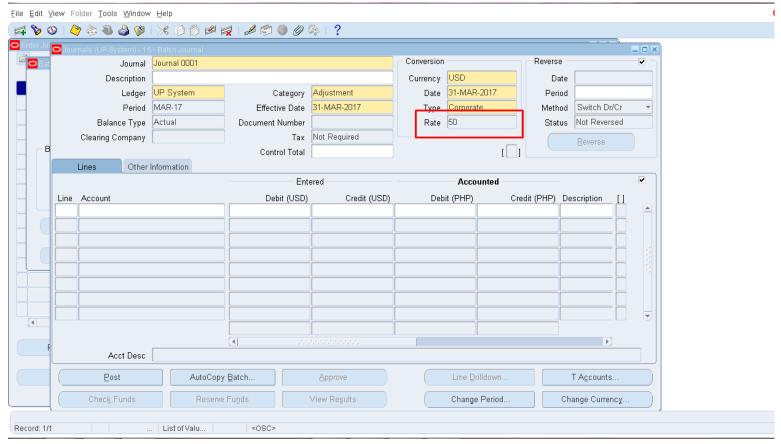
Select the desired currency (e.g. USD) in the Currencies window, then click **OK**.



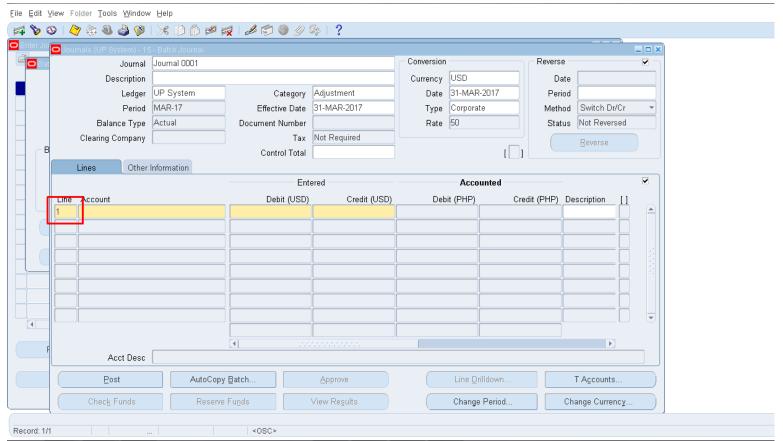
Step 14. On the Date field, select the Conversion Date by clicking the ellipsis button



Step 15. On the Type field, select Corporate from the list of values by clicking the ellipsis button ...

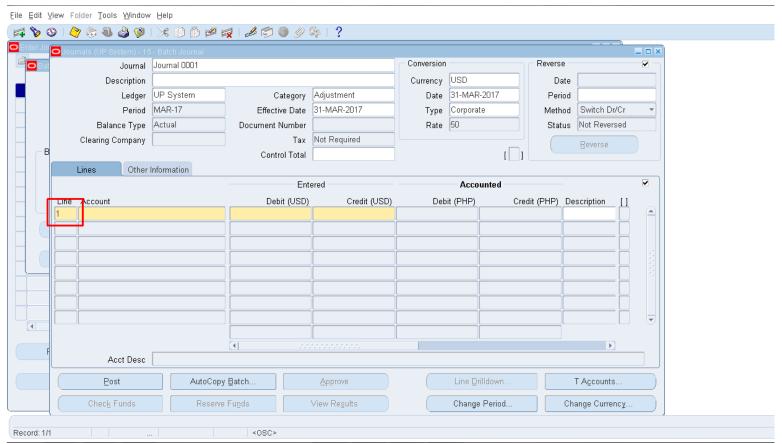


Upon filling out the fields, the Conversion Rate for that day is automatically displayed.

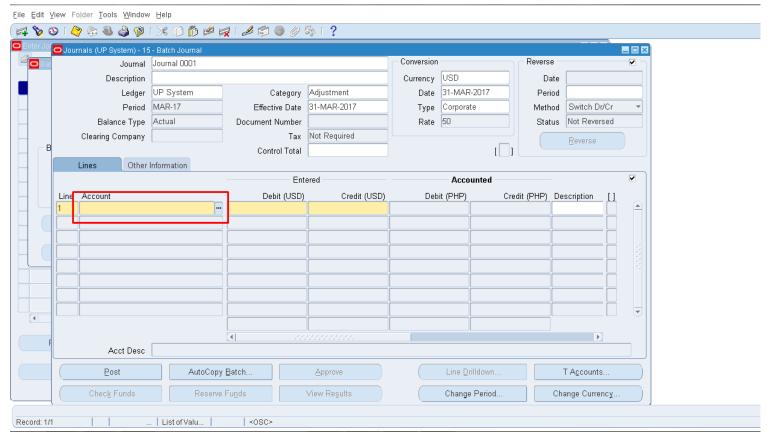


Step 16. Fill out the following fields under the Lines tab: Lines, Account, Debit (USD), Credit (USD), and Description.

Field Name	Description	Remarks
Line	Number of the line entry e.g. 1, 2	Required fieldMust be a positive number
Account	Account the line is bound to e.g. 02104	 Required field Must select from a list of values
Debit (USD)	Amount of debit for the account e.g. 12312.00	 Required field Per line, must select one of either Debit or Credit
Credit (USD)	Amount of credit for the account e.g. 12312.00	 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	 Optional field Text field Default value from the previous Description field

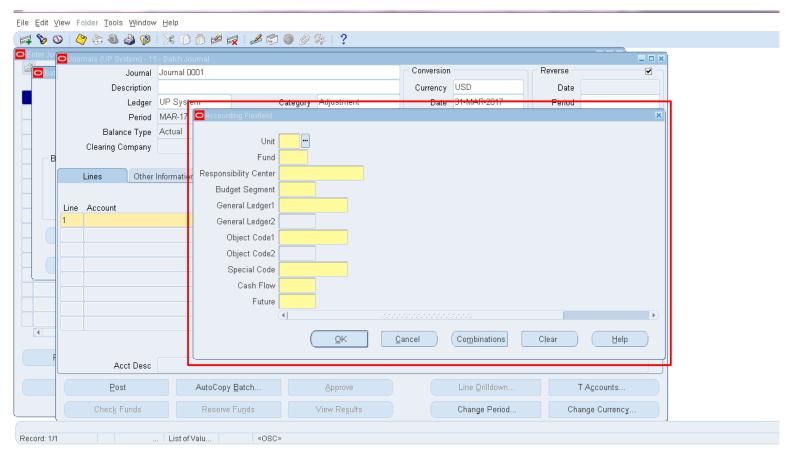


Step 17. Enter the Line Number on the Line field.

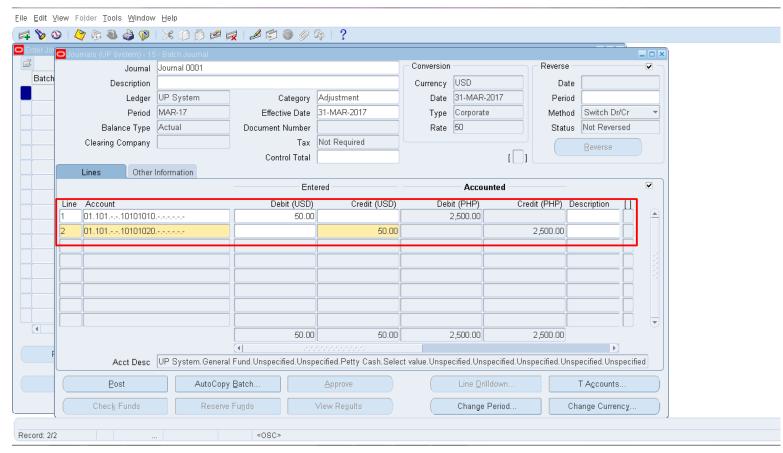


Step 18. To fill out the Account field, click the ellipsis button

The Accounting Flexfield window will then open.



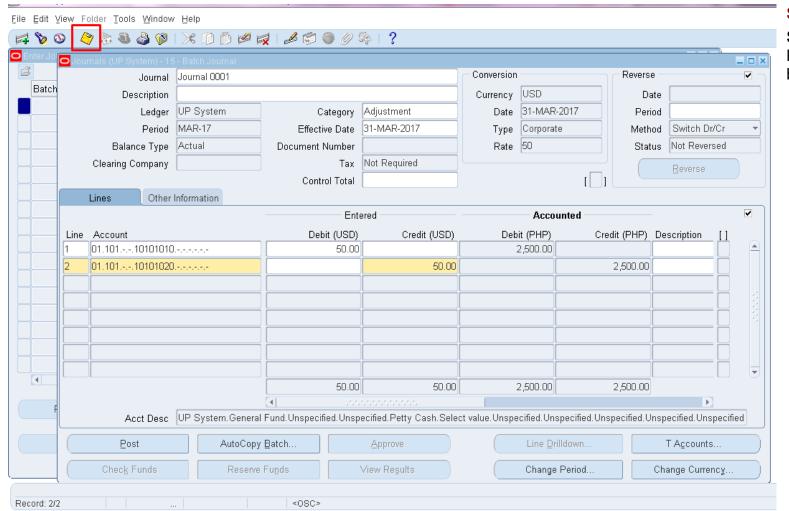
Fill out the fields in the Accounting Flexfield window, then click **OK**.



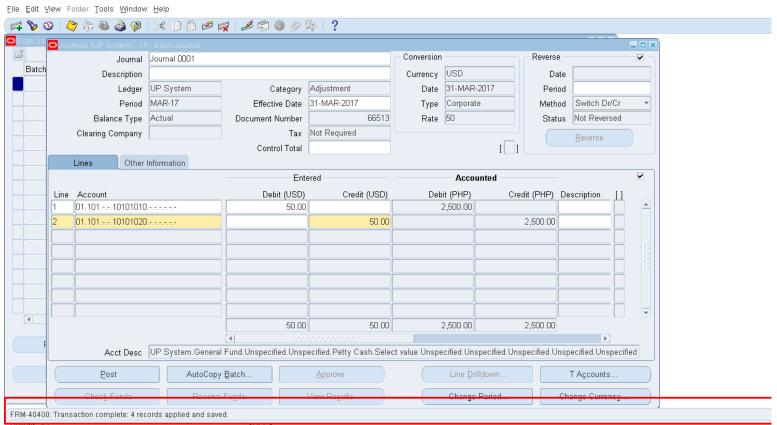
Step 19. On the Journals window, select either the Debit or the Credit field, then fill out with the necessary/corresponding value.

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.



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



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.