



# University of the Philippines



# FMIS

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**Financial Management Information System  
User Manual**



# **CHANGE CONVERSION RATES**



<b>Manual ID</b>	UM00015
<b>Information System</b>	Financial Management Information System (FMIS)
<b>Functional Domain</b>	General Ledger Module
<b>Responsibility</b>	General Ledger Accountant
<b>Purpose</b>	Creating a new Journal Entry
<b>Data Requirement</b>	Batch Name Period Ledger Category Line Account Debit, Credit ( <b>both in Foreign Currency</b> ) 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
<b>Dependencies</b>	Daily rates must be defined. Saved but unposted foreign currency journal entry
<b>Scenario</b>	User will change the conversion date on an <b>unposted</b> foreign currency journal, effectively changing the accounted line values.  <i>Note: European Economic and Monetary Union (EMU) currencies are not covered in this guide.</i>
<b>Author</b>	James Bailey Bagtas



**University of the Philippines**  
1908

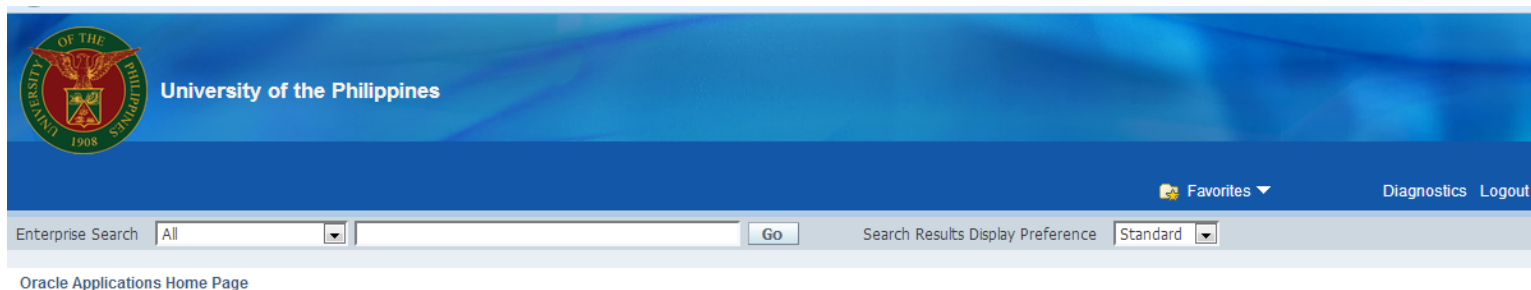
**Diliman** **Los Baños** **Manila** **Visayas** **Open U** **Mindanao** **Baguio** **Cebu**

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

\*Password   
(example: 4u99v23)

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

[Personalize](#)

- [-] [SUP 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	Full List
SYSADMIN	HR	<a href="#">Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krishna Mae</a>	Sent ▾ 01-Feb-2017
SYSADMIN	HR	<a href="#">Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krishna Mae</a>	01-Feb-2017
Salvio, Sarah "Joy"	HR	<a href="#">Your appraisal has been completed. Please review and provide feedback.</a>	19-Jan-2017
SYSADMIN	HR	<a href="#">Certificate of Service for Batu, Alyssa has been approved.</a>	11-Jan-2017
SYSADMIN	HR	<a href="#">Travel Order for Batu, Alyssa has been approved.</a>	26-Oct-2016
	UMX Login Help	<a href="#">Password Reset</a>	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 the **Journals** 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
- UP Employee Self Service

Worklist

Full List

From	Type	Subject	Sent
SYSADMIN	HR	<a href="#">Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae</a>	01-Feb-2017
SYSADMIN	HR	<a href="#">Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae</a>	01-Feb-2017
Salvio, Sarah "Joy"	HR	<a href="#">Your appraisal has been completed. Please review and provide feedback.</a>	19-Jan-2017
SYSADMIN	HR	<a href="#">Certificate of Service for Batu, Alyssa has been approved.</a>	11-Jan-2017
SYSADMIN	HR	<a href="#">Travel Order for Batu, Alyssa has been approved.</a>	26-Oct-2016
UMX Login Help		<a href="#">Password Reset</a>	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

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	<a href="#">Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae</a>	01-Feb-2017
SYSADMIN	HR	<a href="#">Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae</a>	01-Feb-2017
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UMX Login Help		<a href="#">Password Reset</a>	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

Journals (UP System) - 15 - Batch Journal

Journal **Journal 0001**

Description

Ledger UP System Category Adjustment

Period MAR-17 Effective Date **31-MAR-2017**

Balance Type Actual Document Number 66513

Clearing Company 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	Debit (USD)	Credit (USD)	Debit (PHP)	Credit (PHP)	Description
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.Cash - Collecting Officer.Select value.Unspecified.Unspecified.Unspecified.Unspecified

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

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

Record: 1/1 ... <OSC>

**Step 6.** Click the **Change Currency** button located on the lower right section of the window.



Journals (UP System) - 15 - Batch Journal

Journal: Journal 0001

Description: [Empty]

Ledger: UP System Category: Adjustment

Period: MAR-17 Effective Date: 31-MAR-2017

Balance Type: Actual Document Number: 66513

Clearing Company: [Empty] Tax: Not Required

Control Total: [Empty]

Conversion: Currency: USD Date: 15-MAR-2017 Type: Corporate Rate: 49

Reverse: Date: [Empty] Period: [Empty] Method: Switch Dr/Cr Status: Not Reversed

Reverse [Button]

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Debit (PHP)	Credit (PHP)	Description	[ ]
1	01.101...10101010.....	50.00		2,450.00			
2	01.101...10101020.....		50.00		2,450.00		
		50.00	50.00	2,450.00	2,450.00		

Acct Desc: UP System.General Fund.Unspecified.Unspecified.Cash - Collecting Officer.Select value.Unspecified.Unspecified.Unspecified.Unspecified

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

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

Record: 1/1 ... <OSC>

The Accounted Debit and Accounted Credit will reflect the changes on the new rate.

File Edit View Folder Tools Window Help

Journals (UP System) - 15 - Batch Journal

Journal: Journal 0001

Description: UP System

Ledger: UP System

Period: MAR-17

Balance Type: Actual

Clearing Company:

Category: Adjustment

Effective Date: 31-MAR-2017

Document Number: 66513

Tax: Not Required

Control Total:

Conversion:

Currency: USD

Date: 15-MAR-2017

Type: Corporate

Rate: 49

Reverse:

Date:

Period:

Method: Switch Dr/Cr

Status: Not Reversed

Reverse

Lines

Line	Account	Debit (USD)	Credit (USD)	Debit (PHP)	Credit (PHP)	Description
1	01.101.--.10101010-----	50.00		2,450.00		
2	01.101.--.10101020-----		50.00		2,450.00	
		50.00	50.00	2,450.00	2,450.00	

Acct Desc: UP System.General Fund.Unspecified.Unspecified.Cash - Collecting Officer.Select value.Unspecified.Unspecified.Unspecified.Unspecified

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

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

Record: 1/1 <OSC>

**Step 8.** Once all changes have been made, click the **Save** icon on the top left portion of the screen.

### Expected Results

- The Foreign Journal entry's conversion date & rate have been modified.
- Accounted values for lines in foreign currency (e.g. USD) are reflected in the system.
- A confirmation of the save process appears on the lower left corner of the application.

