

University of the Philippines

FMIS

Financial Management Information System User Manual



CHANGE CONVERSION RATES



Manual ID	UM00015
Information	
System	Financial Management Information System (FMIS)
Functional	
Domain	General Ledger Module
Responsibilit	
у	General Ledger Accountant
Purpose	Creating a new Journal Entry
Data	Batch Name
Requirement	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
Dependencie	Daily rates must be defined.
S	Saved but unposted foreign currency journal entry
	User will change the conversion date on an unposted foreign currency journal, effectively changing the
Scenario	accounted line values.
Coontaire	Note: European Economic and Monetary Union (EMU) currencies are not covered in this guide
Author	James Bailey Bagtas



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

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Enterprise Search All	Go	Search Results Display Preference	Standard 💌	
Oracle Applications Home Page				

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

A dropdown list will appear.

Main Menu	Worklist			
Personalize				Full List
E CUP SPMS ICS Self Service	From	Туре	Subject	Sent 🔻
🕀 🛅 General Ledger Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
Payables Accountant, OPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
🕀 🛅 Payables Budget Officer, UPS	Salvio, Sarah "Joy"	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
🕀 🗀 Pavables 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
🛨 🗀 Pavables Pre-Audit, UPS		UMX Login Help	Password Reset	13-Jan-2016
E Receivables Accountant LIPS	TIP Vacation Ru	les - Redirect or	auto-respond to notifications.	
	TIP Worklist Ac	<u>cess</u> - Specify wi	nich users can view and act upon your notifications.	
+ Beceivables Cash LIPS				

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Oracle Applications Home Page					

Step 3. Click the Journals folder.

Another dropdown list will appear.

				Full List
E	rom	Туре	Subject	Sent 🔻
General Ledger Accountant, UPS S	YSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
🗄 🛄 Journals	YSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
Si Budders Si	alvio, Sarah "Joy"	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
E DInguiry S	YSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
E Currency S	YSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
		UMX Login Help	Password Reset	13-Jan-2016
	11P <u>Worklist Ac</u>	<u>cess</u> - Specify wr	nch users can view and act upon your notifications.	

University of the Philippines					Step
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Enterprise Search All	Go	Search Results Display Preference	Standard 💌		
Oracle Applications Home Page					

Step 4. Select Enter.

The Find Journals window will open.

Main Menu	Worklist			
Personalize				Full List
E eup SPMS ICS Self Service	From	Туре	Subject	Sent 🔻
🗆 🛅 General Ledger Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
C Lournals	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
Enter Enter	Salvio, Sarah "	Joy" HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
Encumbrance	SYSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
Launch Journal Wizard	SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
T mont		UMX Login	Help Password Reset	13-Jan-2016
	✓ TIP Workist	<u>. Access</u> - Spec	ify which users can view and act upon your notifications.	
🕀 🚞 <u>Other</u>				
E Currency Setups				

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F VV (7996)			- S					details about the
Enter Journais (OP System)						- 1		journal being
Batch Status Source	Category Pe	riod Batch Name	Journal Name	Currency	Journal Debit	Journal Credit		searched for, then click the Find button
	Find Journals		{					
								The Journals window
	Batch							will open. The
	Journal							unnosted journal may
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		Des	cription				Currency	USD	Da	te	
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			Period	MAR-17	Effective Date	31-MAR-2017	Туре	Corporate	Meth	od Switch Dr/	'Cr 👻
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Step 6. Click the **Change Currency** button located on the lower right section of the window.

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Journals (UP System) - 15	- Batch Journal						_ 0
Journal	Journal 0001			Conversion		Reverse -	
Description				Currency	USD	Date	
Ledger	UP System	Category	Adjustment	Date	31-MAR-2017	Period	
Period	MAR-17	Effective Date	31-MAR-2017	Туре	Corporate	Method	Switch Dr/Cr 🔹
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Step 7. Change the To Date to the desired date and the corresponding Rate Type (Corporate is recommended), then click OK.

Note that Rate has been changed automatically. You will be redirected then to the Journals window.

Edit View Folder Tools Window Help	
O Journals (UP System) - 15 - Batch Journal	
Journal Journal 0001 Conversion Reverse	
Description Currency USD Date	
Ledger UP System Category Adjustment Date 15-MAR-2017 Period	
Period MAR-17 Effective Date 31-MAR-2017 Type Corporate Method Switch Dr/Cr	-
Balance Type Actual Document Number 66513 Rate 49 Status Not Reversed	
Clearing Company Tax Not Required	
Control Total	
Lines Other Information	
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Line Account Debit (USD) Credit (USD) Debit (PHP) Credit (PHP) Description []	
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2 01.10110101020 50.00 2,450.00	
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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	
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Post AutoCopy Batch Approve Line Drilldown T Accounts	
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2000s	

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

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		Journal	Journal 0001			 Conversion 	1		Reverse		
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		Balance Type	Actual	Document Number	66513	Rate	49		Status	Not Reversed	k
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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.