

University of the Philippines

FMIS

Financial Management Information System User Manual



CREATE TRANSACTIONS IN FOREIGN CURRENCY



Manual ID	UM10011							
Information System	inancial Management Information System (FMIS)							
Functional Domain	Accounts Receivables Module							
Responsibility	eceivables Billing							
Purpose	o prepare a billing statement for a foreign currency transaction							
Data Requirement	Receipt Number, Currency, Amount, Bill / Transaction Number or Bill-to-Information							
Dependencies	 Bank Account Set-up Transaction Types Set-up Transaction Sources Set-up Bill items / Memo lines Set-up Registered Customers Bill-presentment Set-up *For foreign currency transactions Currency is defined in the system. Daily Rate for the currency is defined in the General Ledger Module. 							
Scenario	A Customer is being billed.							
Author	Kenex Carl Mina							



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 Receivables Billing responsibility.

A dropdown list will appear.

Main Menu	Worklist			
	From	Туре	Subject	Full List
	SYSADMIN SYSADMIN	HR HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017 01-Feb-2017
Payables Budget Officer, UPS Payables Cashier, UPS	Salvio, Sarah "Joy" SYSADMIN	HR HR	Your appraisal has been completed. Please review and provide feedback. Certificate of Service for Batu, Alyssa has been approved.	19-Jan-2017 11-Jan-2017
Development Developme	SYSADMIN	HR UMX Login Help	Travel Order for Batu, Alyssa has been approved. Password Reset auto-resond to potifications	26-Oct-2016 13-Jan-2016
	TIP Worklist Ac	<u>cess</u> - Specify w	hich users can view and act upon your notifications.	

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Step 3. Click the **Transactions** folder.

Main Monu				
ridin menu	Worklist			
Personalize				Full List
⊕ <u>eUP SPMS ICS Self Service</u>	From	Туре	Subject	Sent 🔻
🕀 🛅 <u>General Ledger Accountant, UPS</u>	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
🛨 🛅 Payables Accountant, UPS	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
🕀 🛅 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
🛨 🛄 Pavables Pre-Audit, UPS		UMX Login Help	Password Reset	13-Jan-2016
🕀 🗖 Receivables Accountant, UPS	TIP Vacation R	ules - Redirect o	r auto-respond to notifications.	
E Carlos Dilling, UPS	TIP <u>WORKISE AC</u>	<u>cess</u> - specity w	nich users can view and acc upon your notifications.	
🗄 🛄 <u>View Receipts</u>				
🕀 🛄 <u>Receivables Cash, UPS</u>				
🛨 🛅 <u>UP Employee Self Service</u>				
🕀 🛄 UP ICS Self Service				

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Main Menu	Worklist			
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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
🕀 🛅 Payables Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
🕀 🚞 Pavables 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 LIPS		UMX Login Help	Password Reset	13-Jan-2016
Receivables Accountant LIPS	TIP Vacation Ru	iles - Redirect or	auto-respond to notifications.	
	TIP Worklist Acc	<u>cess</u> - Specify wi	nich users can view and act upon your notifications.	
Ratches				
Batches Summan				
Transactions				
Transactions Summary				
Credit Transactions				
Copy Transactions				
Customers				
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Step 4. Click **Transactions** under the Transactions folder.

The Transactions window will open.

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Number	GL Date	Тах	
Class	Currency PHP	Freight	
Type	Document Num	Charges	
Reference	Transaction	1 Total	
		Details Refresh	
Main More Notes Commit	ment Reference Information		_
Ship To		Sold To	
Name		Name	
Number		Number	
Location			
Address		Paying Customer	
		Name	
		Number	
Contact		Location	
Commitment		Payment Details	
Payment Term		Receipt Method	
Invoicing Rule		Payment Method	
Due Date		Instrument Number	
		Select Instrument	
	l		
Line Itomo	Ersight Distributions	Salas Cradita	
	Distributions		
ord: 1/1 List of Valu	<0SC>		

Step 5. If the transaction is to be billed on a currency not in PHP, change the **Currency** field by typing the desired currency or by clicking the ellipsis button

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Transactions (U)	JP System : PHP)					_ 🗆 ×		Values then click
Transaction					Balance Due			
S	Source		Date	28-MAR-2017	Line			OK.
Nu	umber		GL Date		lax			
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Main	More Notes	Commitment	Reference Informatio	Currency	Description	_		
	Ship To		Bill To	PHP	Philippine Peso			
Name				050	US Dullar			
Number								
Location								
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o on a de								
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Inv	voicing Rule		-	Eind	QK Dancel 3			
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Line Item:	s Ta <u>x</u>		Freight	Distributions	Sales Credits	Incomplete		
Choices in list: 2 Record: 1/1	L	ist of Valu	<08C>					

Eile Edit View Fol	der Tools Actions Window Help			Step 6. After filling
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Transactions (UP)	System : PHP)			fields click the Line
Transaction			Balance Due	
Sou	Irce UPS Invoices	Date 28-MAR-2017	Line	items button to add
Num	iber	GL Date 28-MAR-2017	Tax	billable activities or
CI	ass Invoice 💌	Currency PHP	Freight	Memo Lines to the
T;	ype SPMO Billing	Document Num	Charges	Customor
Refere	nce	Transaction [] Total	Customer.
Legal En	ntity UP System	Complete	Details Refresh	
Main	More Notes Commitmen	t Reference Information		
-8	Ship To	Bill To	Sold To	The Lines window
Name		National Institute of Physics	Name National Institute of Physics	
Number		1428	Number 1428	will open.
Location		1941		
Address		Plasma Physics Laboratory	Paying Customer	
		National Science Complex	Name National Institute of Physics	
		, Philippines	Number 1428	
Contact			Location 1941	
Con	nmitment		Payment Details	
Paym	nent Term			
Invoi	cing Rule	*	Payment Method	
	Due Date 28-MAR-2017			
			Select Instrument	
Li <u>n</u> e Items	Тах	Freight Distributions	Sales Credits Incomplete	
*				
Record: 1/1	List of Valu	<osc></osc>		

	Total [Transaction	Lines 15,000.00		Tax	Freight			•
3]	Main Sales Ord	der Tax Exemption Rule	es Ship To	Information	More				
_	Num Item	Description	ЦОМ	Quantity	Unit Price	Amount	Tax Classifica	Trans	
	1	Training Fee: One Day Lectures	per participant	10	1500	15,000.00			Ť I
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	la <u>x</u>	I ax Information		Freight		Istributions	Sales Credit	S	

• **Step 7.** Fill out the table with all the items to be billed to the customer.

If the unit price is different, incorrect, or in a different currency, enter the unit price manually.

Field Name	Description	Remarks
Num	Line Item Number	Required field
		Sequential
Description	Description of the item to be billed to the customer	Required field
		 Select from the List of Values
		May be entered Manually
UOM	Unit of Measure	 Auto-populated depending on the
		Description value
Quantity	Quantity of the item to be billed to the customer	Required field
		 Numerical Values only
Unit Price	Registered price of the item	Required field
		 Auto-populated depending on the
		Description value
		 May be entered manually
		 Registered unit price has no currency
		information.
Amount	Amount to be billed to the customer	Required field
		Auto-populated

Eile	⊑dit \	/iew F	older	Tools Acti	ions Window Help							Step 8. Click the
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	ansart <mark>O</mark> Line	ions (L es (UP	IP System System	em · PHP) 1) - Nationa	I Institute of Physics, [New]							Save button will of
	3			Total	Transaction	Lines 15,000.00		Тах	Freight		V	
	Ē	Main		Sales Or	der Tax Exemption R	ules Ship To I	nformation	More				Notice that upon
		Num	ltem		Description	UOM	Quantity	Unit Price	Amount	Tax Classifica Tra	ans	saving, the Total of
		1			Training Fee: One Day Lectur	es per participant	10	1500	15,000.00			the Transaction has been generated.
	ΙĦ				1							
						•						
			Та <u>х</u>		Tax Information		Freight		Distributions	Sales Credits		
Rei	ord: 1/1	1			List of Valu	<osc></osc>						

saction					Bala	nce Due		×
So	urce UP:	S Invoices	Date	28-MAR-2017		Line		
Nur	mber	488	GL Date	28-MAR-2017		Tax		
Class 1		pice 👻	Currency	y PHP		Freight		
-	Type SPI	SPMO Billing	Document Num Transaction			Charges		
Refere	ence					Total		
Legal E	intity UP	System		Complete		Details	Refresh	
in	More	Notes Commitm	ent Reference Informatio	on				
C	Ship To		Bill To		Sold To			
Name [National Institute of Physics		Name	National Institute of Physics		
Number [Number 1428			
.ocation			1941					
Address [Plasma Physics Laboratory		Paying Customer			
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[, Philippines		Numbe	r 1428		
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Payr	ment lerm							
Invo	Dicing Rule	20 MAR 2017						
	Due Date	20-MAR-2017						
						(Gelect Instrument	
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Step 9. Close the Lines window, then click the **Complete** button on the Transactions window to finish the creation of the bill. Eile Edit View Folder Tools Actions Window Help

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Transactions (UP Syst	tem : PHP)						_ 🗆 ×		
Transaction		~		Balan	ice Due			×	
Source	UPS Invoices	Date	28-MAR-2017		Line	15,000.00			
Number	488] 🗔 🛛 🗔 GL Date	28-MAR-2017		Tax	0.00			
Class	Invoice -	Currency	PHP		Freight	0.00			
Туре	SPMO Billing	Document Num			Charges	0.00			
Reference		Transaction	[[]]	Total	15,000.00			
Legal Entity	UP System		Complete		<u>D</u> etails	I (<u>R</u> efresh		
Main M	ore Notes Commitm	nent Reference Information	n						
Ship	То	Bill To		Sold To					
Name		National Institute of Physics		Name National Institute of Physics					
Number		1428		Number 1428					
Location		1941							
Address		Plasma Physics Labo	oratory	Paying Customer					
		National Science Complex		Name National Institute of Physics					
		, Philippines		Number	1428				
Contact				Location	1941				
Commit	ment			- Payment De	etails			-	
Payment	Term IMMEDIATE			Receipt Method					
Invoicing	Rule	*		Payment Method					
Due	Date 28-MAR-2017			Instr	ument Numbe	r [
						Select In:	strument		
				(4	
Line Items	Ta <u>x</u>	Freight	Distributions	S <u>a</u> les Cre	dits)		Inco <u>m</u> plete		
RM-4U400: Transaction	n complete: 1 records applied and s	aved.							
		000							

Upon completion, a notification on the lower left of the screen will indicate that the Transaction has been completed, applied and saved.

Eile Edit View I	Folder Tools Actions Window Help			Note that the Bill
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Transactions (U)	UP System : PHP)			
Transaction S N	Source UPS Invoices lumber 488 Class Invoice Type SPMO Billing	Date 28-MAR-2017 GL Date 28-MAR-2017 Currency PHP Document Num	Balance Due Image: Second	is displayed, and the check box beside Complete is now ticked.
Refe	erence	Transaction [
Legal	Entity UP System	Complete		
Name Number Location Address Contact	Ship To	Bill To National Institute of Physics 1428 1941 Plasma Physics Laboratory National Science Complex , Philippines	Sold To Name National Institute of Physics Number 1428 Paying Customer Name National Institute of Physics Number 1428 Location 1941	
C Pa In Line Item	Commitment MMEDIATE voicing Rule Due Date 28-MAR-2017	Freight Distributions	Payment Details Receipt Method Payment Method Instrument Number Select Instrument Sgles Credits	
FRM-40400: Tran Record: 1/1	nsaction complete: 1 records applied and	saved.		

Eile Edit ⊻iew F	older Tools Actions Window Help			Step 10. Click the					
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Transactions (U	IP System : PHP)								
- Transaction	ource UPS Invoices	Date 28-MAR-2017	Balance Due	to view the bill.					
Nu	umber 488	GL Date 28-MAR-2017	Tax 0.00	The bill will load on					
	Class Invoice	Currency PHP	Freight 0.00	your browser.					
Defe	Type SPMO Billing	Document Num	Total 15 000 00	-					
Legal E	Entity UP System	Complete	Details (Refresh)	The hill may new he					
Main	More Notes Commitme	ent Reference Information		ninted and cont to					
	Ship To	Bill To	Sold To	printed and sent to					
Name		National Institute of Physics	Name National Institute of Physics						
Number		1428	Number 1428	settlement.					
Location		Plaama Physica Laboratory	- Paving Customer						
Address		National Science Complex	Name National Institute of Physics						
		Philippines	Number 1428						
Contact			Location 1941						
c	ommitment		Payment Details						
Pay	ment Term		Receipt Method						
Inv	roicing Rule	•	Payment Method						
	Due Date 28-MAR-2017		Instrument Number						
			Select Instrument						
Line Items	s Tax	Freight Distributions	Sales Credits Incomplete						
Record: 1/1		<0SC>							

OV THE TOTAL OF THE TOTAL OF THE	UP System SPMO Billing				
Bill To: National Institute of Physics Plasma Physics Laboratory	5		B# No.: B# Date: 488 28-Mar-2017 Terms Due Date		
National Science Complex UP Diliman			IMMEDIATE	28-Mar-2017	
Item Num	Description	Quantit	y Unit Of Measure	Unit Price	Amount
1	Training Fee: One Day Lectures Course	1() per participant	1,500.00	15,000.00
Special Instructions Please settle all transaction:	s at the UP System Cash Office located at the basement of Quezon Hall			Sub Total Tax	15,000.00 0.00
				Shipping Total	0.00 15,000.00
			Payments Finan Outstanding balance as of 28-	and Credits cial Charges Mar-2017 in PHP	0.00 0.00 15,000.00

About this Page

Expected Results

- A transaction is created and billed to the customer
- A copy of the bill may be given to the customer for settlement.