



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



CREATE TRANSACTIONS IN FOREIGN CURRENCY



Manual ID	UM10011
Information System	Financial Management Information System (FMIS)
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Billing
Purpose	To prepare a billing statement for a foreign currency transaction
Data Requirement	Receipt Number, Currency, Amount, Bill / Transaction Number or Bill-to-Information
Dependencies	<ul style="list-style-type: none"> • Bank Account Set-up • Transaction Types Set-up • Transaction Sources Set-up • Bill items / Memo lines Set-up • Registered Customers • Bill-presentment Set-up <p>*For foreign currency transactions</p> <ul style="list-style-type: none"> • <i>Currency is defined in the system.</i> • <i>Daily Rate for the currency is defined in the General Ledger Module.</i>
Scenario	A Customer is being billed.
Author	Kenex Carl Mina



OF THE
PHILIPPINES
UNIVERSITY
1908

Diliman Los Baños Manila Visayas Open U Mindanao Baguio Cebu

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

*Password
(example: 4u99v23)

Login Cancel

Accessibility

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

Main Menu

Personalize

eUP 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

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 2. On the **FMIS Main Menu**, click the **Receivables Billing** responsibility.

A dropdown list will appear.

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

Main Menu

Personalize

⊕

eUP 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

⊕

Transactions

⊕

Customers

⊕

View Receipts

⊕

Receivables Cash, UPS

⊕

UP Employee Self Service

⊕

UP ICS Self Service

Worklist

Full List

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✓ TIP


Vacation Rules

- Redirect or auto-respond to notifications.

✓ TIP

Worklist Access

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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](#)
- [Payables Accountant, UPS](#)
- [Payables Budget Officer, UPS](#)
- [Payables Cashier, UPS](#)
- [Payables DV, UPS](#)
- [Payables Pre-Audit, UPS](#)
- [Receivables Accountant, UPS](#)
- [Receivables Billing, UPS](#)
 - [Transactions](#)
 - [Batches](#)
 - [Batches Summary](#)
 - [Transactions](#)
 - [Transactions Summary](#)
 - [Credit Transactions](#)
 - [Copy Transactions](#)
 - [Customers](#)
 - [View Receipts](#)

Worklist

[Full List](#)

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✓ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

✓ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Step 4. Click **Transactions** under the Transactions folder.

The Transactions window will open.

File Edit View Folder Tools Actions Window Help

Transactions (UP System : PHP)

Transaction

Source Date
Number GL Date
Class Currency
Type Document Num
Reference Transaction []
Legal Entity ☐ Complete

Balance Due

Line
Tax
Freight
Charges
Total

Main **More** **Notes** **Commitment** **Reference Information**

Ship To

Name
Number
Location
Address
Contact

Bill To

Sold To

Name
Number


Paying Customer

Name
Number
Location

Payment Details

Receipt Method
Payment Method
Instrument Number

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

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 .



Transactions (UP System : PHP)

Transaction

Source: Date: 28-MAR-2017
Number: GL Date:
Class: Currency: PHP
Type: Document Num:
Reference: Transaction:
Legal Entity:

Balance Due

Line:
Tax:
Freight:

Refresh

Main More Notes Commitment Reference Information

Ship To:
Name:
Number:
Location:
Address:
Contact:

Bill To:
Name:
Number:
Location:
Address:
Contact:

Commitment:
Payment Term:
Invoicing Rule:
Due Date:

Select Instrument

Line Items Tax Freight Distributions Sales Credits Incomplete

Choices in list: 2
Record: 1/1 ... List of Valu... <OSC>

Choose a currency from the List of Values, then click **OK**.

File Edit View Folder Tools Actions Window Help

Transactions (UP System : PHP)

Transaction

Source: UPS Invoices Date: 28-MAR-2017
 Number: GL Date: 28-MAR-2017
 Class: Invoice Currency: PHP
 Type: SPMO Billing Document Num:
 Reference: Transaction: []
 Legal Entity: UP System ☐ Complete

Balance Due

Line:
 Tax:
 Freight:
 Charges:
 Total:

Details Refresh

Main More Notes Commitment Reference Information

Ship To: Bill To:
 Name: National Institute of Physics
 Number: 1428
 Location: 1941
 Address: Plasma Physics Laboratory
 National Science Complex
 , Philippines
 Contact:

Sold To:
 Name: National Institute of Physics
 Number: 1428

Paying Customer:
 Name: National Institute of Physics
 Number: 1428
 Location: 1941

Payment Details:
 Receipt Method:
 Payment Method:
 Instrument Number:
 Select Instrument

Commitment:
 Payment Term: IMMEDIATE
 Invoicing Rule:
 Due Date: 28-MAR-2017

Line Items Tag Freight Distributions Sales Credits Incomplete

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

Step 6. After filling out the necessary fields, click the **Line Items** button to add billable activities or Memo Lines to the Customer.

The **Lines** window will open.

Field Name	Description	Remarks
Num	Line Item Number	<ul style="list-style-type: none"> • Required field • Sequential
Description	Description of the item to be billed to the customer	<ul style="list-style-type: none"> • Required field • Select from the List of Values • May be entered Manually
UOM	Unit of Measure	<ul style="list-style-type: none"> • Auto-populated depending on the <i>Description</i> value
Quantity	Quantity of the item to be billed to the customer	<ul style="list-style-type: none"> • Required field • Numerical Values only
Unit Price	Registered price of the item	<ul style="list-style-type: none"> • Required field • Auto-populated depending on the <i>Description</i> value • May be entered manually • Registered unit price has no currency information.
Amount	Amount to be billed to the customer	<ul style="list-style-type: none"> • Required field • Auto-populated

File Edit View Folder Tools Actions Window Help

Transactions (UP System : PHP)

Transaction

Source: UPS Invoices Date: 28-MAR-2017
 Number: 488 GL Date: 28-MAR-2017
 Class: Invoice Currency: PHP
 Type: SPMO Billing Document Num: []
 Reference: Transaction: []
 Legal Entity: UP System ☐ Complete

Balance Due

Line: []
 Tax: []
 Freight: []
 Charges: []
 Total: []

Details Refresh

Main More Notes Commitment Reference Information

Ship To

Name: []
 Number: []
 Location: []
 Address: []
 Contact: []

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

Payment Details

Receipt Method: []
 Payment Method: []
 Instrument Number: []
 Select Instrument

Commitment: []
 Payment Term: IMMEDIATE
 Invoicing Rule: []
 Due Date: 28-MAR-2017

Line Items Tag Freight Distributions Sales Credits **Complete**

Record: 1/1 ... <OSC>

Step 9. Close the Lines window, then click the **Complete** button on the Transactions window to finish the creation of the bill.

Transactions (UP System - PHP)

Transaction

Source: UPS Invoices Date: 28-MAR-2017
Number: 488 GL Date: 28-MAR-2017
Class: Invoice Currency: PHP
Type: SPMO Billing Document Num: []
Reference: [] Transaction: []
Legal Entity: UP System ☒ Complete

Balance Due

Line	15,000.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	15,000.00

Details Refresh

Main More Notes Commitment Reference Information

Ship To

Name: []
Number: []
Location: []
Address: []
Contact: []

Bill To

Name: National Institute of Physics
Number: 1428
Location: 1941
Address: Plasma Physics Laboratory
City: National Science Complex
Country: Philippines

Sold To

Name: National Institute of Physics
Number: 1428

Paying Customer

Name: National Institute of Physics
Number: 1428
Location: 1941

Payment Details

Receipt Method: []
Payment Method: []
Instrument Number: []
Select Instrument

Commitment: []
Payment Term: IMMEDIATE
Invoicing Rule: []
Due Date: 28-MAR-2017

Line Items Tag Freight Distributions Sales Credits Incomplete

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1

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



Transactions (UP System : PHP)

Transaction		Balance Due	
Source	UPS Invoices	Line	15,000.00
Number	488	Tax	0.00
Class	Invoice	Freight	0.00
Type	SPMO Billing	Charges	0.00
Reference		Total	15,000.00
Legal Entity	UP System		
Date	28-MAR-2017		
GL Date	28-MAR-2017		
Currency	PHP		
Document Num			
Transaction	<input checked="" type="checkbox"/> Complete		

Main	More	Notes	Commitment	Reference Information
Ship To		Bill To		
Name		National Institute of Physics		
Number		1428		
Location		1941		
Address		Plasma Physics Laboratory		
		National Science Complex		
		, Philippines		
Contact				
Commitment				
Payment Term	IMMEDIATE			
Invoicing Rule				
Due Date	28-MAR-2017			
Sold To		Paying Customer		
Name	National Institute of Physics	Name National Institute of Physics		
Number	1428	Number 1428		
		Location 1941		
Payment Details				
Receipt Method				
Payment Method				
Instrument Number				
Select Instrument				

Line Items	Tag	Freight	Distributions	Sales Credits	Incomplete
FRM-40400: Transaction complete: 1 records applied and saved.					
Record: 1/1					

Note that the **Bill Preview** button



is displayed, and the check box beside Complete is now ticked.

File Edit View Folder Tools Actions Window Help

Transactions (UP System : PHP)

Transaction

Source: UPS Invoices
 Number: 488
 Class: Invoice
 Type: SPMO Billing
 Reference:
 Legal Entity: UP System

Date: 28-MAR-2017
 GL Date: 28-MAR-2017
 Currency: PHP
 Document Num:
 Transaction: []
☒ Complete

Balance Due

Line	15,000.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	15,000.00

Details Refresh

Main More Notes Commitment Reference Information

Ship To

Name:
 Number:
 Location:
 Address:
 Contact:

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

Payment Details

Receipt Method:
 Payment Method:
 Instrument Number:
 Select Instrument

Commitment:
 Payment Term: IMMEDIATE
 Invoicing Rule:
 Due Date: 28-MAR-2017

Line Items Tax Freight Distributions Sales Credits Incomplete

Record: 1/1 ... <OSC>

Step 10. Click the **Bill Preview** button



to view the bill.
 The bill will load on
 your browser.

The bill may now be
 printed and sent to
 the customer for
 settlement.



UP System
SPMO Billing

Bill To:
National Institute of Physics
Plasma Physics Laboratory
National Science Complex
UP Diliman

Bill No.:	Bill Date:
488	28-Mar-2017
Terms	Due Date
IMMEDIATE	28-Mar-2017

Item Num	Description	Quantity	Unit Of Measure	Unit Price	Amount
1	Training Fee: One Day Lectures Course	10	per participant	1,500.00	15,000.00

Special Instructions

Please settle all transactions at the UP System Cash Office located at the basement of Quezon Hall

Sub Total	15,000.00
Tax	0.00
Shipping	0.00
Total	15,000.00
Payments and Credits	0.00
Financial Charges	0.00
Outstanding balance as of 28-Mar-2017 in PHP	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.