



University of the Philippines



FMIS

**Financial Management Information System
User Manual**



CREATE ACCOUNTING WITH RECEIPTS IN FOREIGN CURRENCY



Manual ID	10014
Information System	Financial Management Information System (FMIS)
Functional Domain	Accounts Receivables Module
Responsibility	Receivables Accountant
Purpose	Posting receivable entries to general ledger and reviewing the entries
Data Requirement	End Period Date, General Ledger Name
Dependencies	<ul style="list-style-type: none"> • Bank Account Set-up • Transaction Set-up • Receipt Set-up • Transaction and Receipt entered in the system <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	All the receivable entries have to be posted to the general ledger, else the general ledger will not be updated accordingly.
Author	Kenex Carl Mina




*User Name

*Password

Accessibility: None ▼

Step 2. Log in to **uis.up.edu.ph**.



University of the Philippines

Enterprise Search Search Results Display Preference

Oracle Applications Home Page

Step 2. On the **FMIS Main Menu**, click **Receivables Accountant**.

A dropdown list will appear.

Main Menu

- [-] 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

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
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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 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

+

Transactions

+

Receipts

+

Customers

+

Reports

+

Print Documents

+

Control

+

Inquiry

+

Receivables Billing, UPS

+

Receivables Cash, UPS

+

UP Employee Self Service

Worklist

Full List

From	Type	Subject	Sent
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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.


University of the Philippines

Favorites ▾
Diagnostics
Logout

Enterprise Search

Search Results Display Preference

Oracle Applications Home Page

Main Menu

- ⊕ 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
 - Transactions
 - Transactions Summary
 - Credit Transactions
 - Copy Transactions
- ⊕ Receipts
- ⊕ Customers
- ⊕ Reports
- ⊕ Print Documents
- ⊕ Control

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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 4. Select **Transactions** from the Transactions folder.

The **Transactions** window will open.

File Edit **View** Folder Tools Actions Window Help

Show Navigator
Zoom
Transa
Find...
Find All
Query By Example
Record
Translations...
Attachments...
Summary/Detail

Notes Commitment Reference Information

Requests

Name
Number
Location
Address
Contact

Commitment
Payment Term
Invoicing Rule
Due Date

Bill To

Sold To
Name
Number

Paying Customer
Name
Number
Location

Payment Details
Receipt Method
Payment Method
Instrument Number
Select Instrument

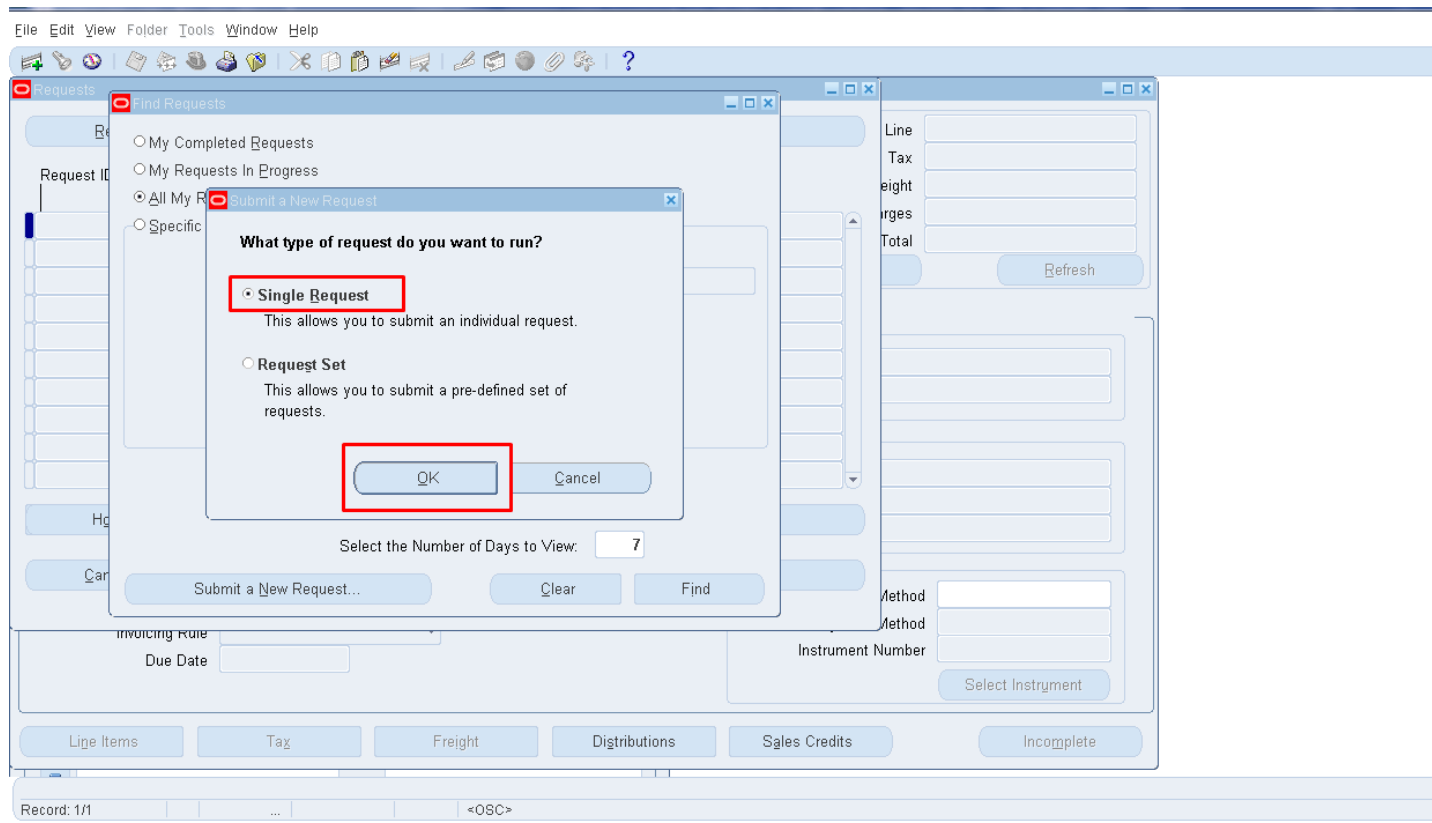
Balance Due
Line
Tax
Freight
Charges
Total
Details Refresh

Like Items Tax Freight Distributions Sales Credits Incomplete

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

Step 5. On the menu located at the topmost portion of the screen, click **View**, then select **Request**.

The Find Requests window will open.



Step 7. On the Submit a New Request window, select **Single Request**, then click **OK**.

The Parameters window will open.

Submit Request

Run this Request...

Copy...

Name **Create Accounting** ...

Operating Unit

Parameters

Language

Language Settings... Debug Options

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

☒ Save all Output Files

Layout

Notify

Print to

Options... Delivery Opts

Help (Q) Submit Cancel

Step 8. Search for or enter **Create Accounting** in the Name field.

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

Name: Create Accounting

Operating Unit:

Parameters:

Language: American English

At these Times...

Run the Job: As Soon as Possible

Upon Completion...

☒ Save all Output Files

Layout: Subledger Accounting Process

Notify:

Print to: noprint

Help (C)

Due Date:

Line

Tax

eight

arges

Total

Refresh

Parameters

Ledger: UP System

Process Category:

End Date: 31-MAR-2017

Mode: Final

Errors Only: No

Report: Detail

Transfer to General Ledger: Yes

Post in General Ledger: Yes

General Ledger Batch Name: 31-MAR-2017

Include User Transaction Identifiers: No

OK Cancel Clear Help

Record: 1/1

List of Valu...

<OSC>

Step 9. Fill out the **Parameters** field, then click the **OK** button.

You will be redirected to the Submit Request window.

FIELD	VALUE
Errors Only	No
Report	Detail
Transfer to General Ledger	Yes
Post in General Ledger	Yes
Include User Transaction Identifiers	Yes

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Copy...

Name: Create Accounting

Operating Unit:

Parameters: UP System::31-MAR-2017:Final:No:Detail:Yes:Yes:31-MAR-2017:No

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Layout: Subledger Accounting Program Report - Standard

Options...

Notify:

Print to: noprint

Delivery Opts

Help (C) Submit Cancel

Due Date:

Line Tax Weight Charges Total

Refresh

Method Method

Instrument Number

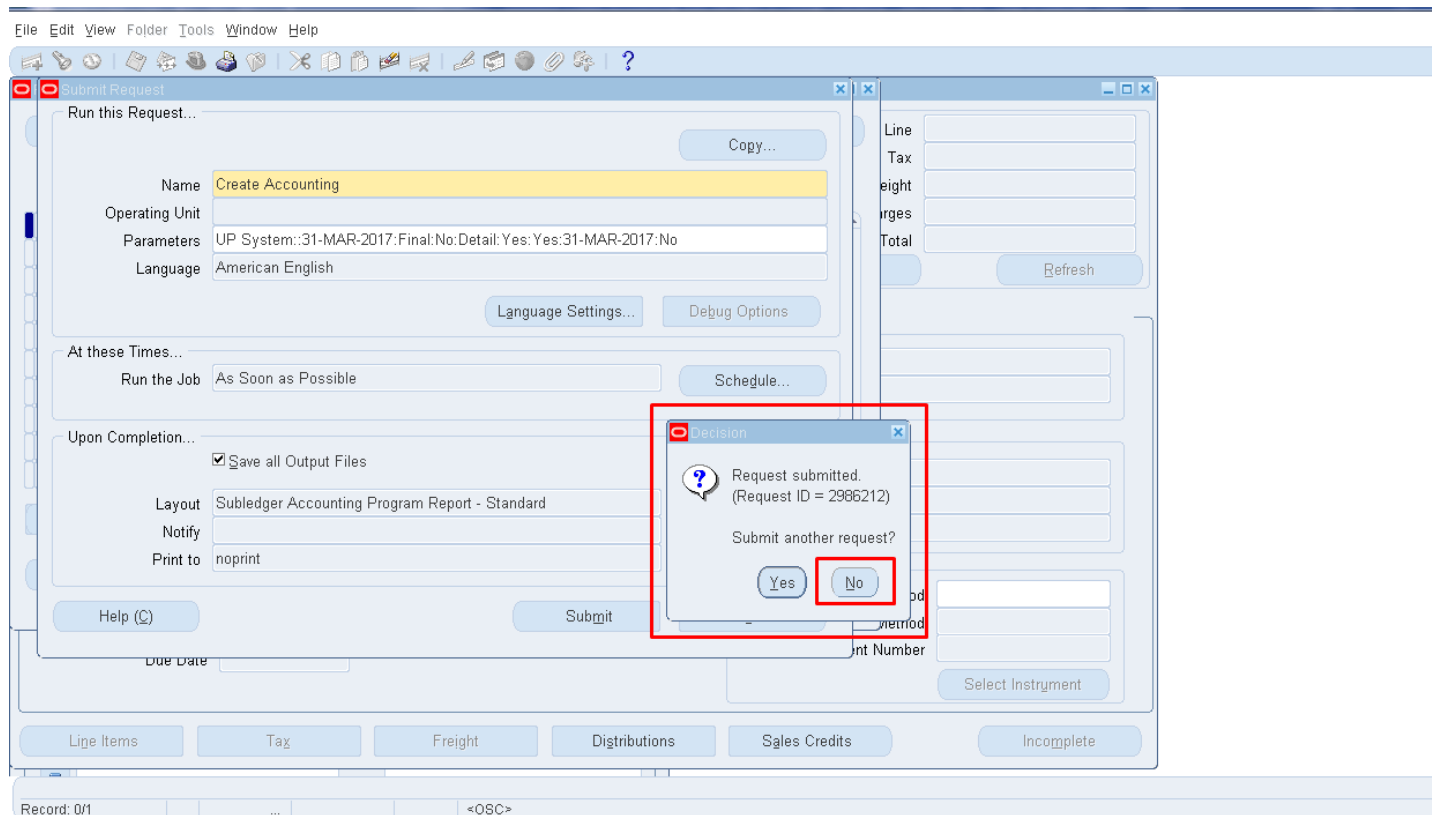
Select Instrument

Line Items Tax Freight Distributions Sales Credits Incomplete

Record: 1/1 <OSC>

Step 10. Click the **Submit** button on the Submit Request window.

The Decision window will open.



Step 11. Click **No** on the Decision window.

You will be redirected to the Find Requests window.

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
2986218	Subledger Accounting Bala		Completed	Normal	222, , , 57689, A
2986217	Posting: Single Ledger		Completed	Normal	2027, 1002, 101, 183108
2986215	Journal Import		Completed	Normal	8738, -602, N, , , N, N, Y
2986213	Accounting Program		Completed	Normal	222, 2027, 2017/03/31, F, N, 5
2986212	Create Accounting		Completed	Normal	222, 222, Y, 2027, , 2017/03/3
2986037	Program - Daily Rates Imp		Completed	Normal	
2986025	Program - Daily Rates Imp		Completed	Normal	

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Invoicing Rule Due Date

Method Payment Method Instrument Number

Select Instrument

Line Items Tax Freight Distributions Sales Credits Incomplete

Record: 1/7 ... <OSC>

Step 13. Check the **Phase** and **Status** of your report. The Phase column should display 'Complete'.

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
2986215	Journal Import		Running	Normal	8/38, -602, N, , N, N, Y
2986213	Accounting Program		Running	Normal	222, 2027, 2017/03/31, F, N, 5
2986212	Create Accounting		Running	Normal	222, 222, Y, 2027, , 2017/03/3
2986037	Program - Daily Rates Imp		Completed	Normal	
2986025	Program - Daily Rates Imp		Completed	Normal	

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Invoicing Rule Due Date Instrument Number

Select Instrument

Line Items Tax Freight Distributions Sales Credits Incomplete

Record: 1/5 <OSC>

Note: If the **Phase** is still 'Running', just click the **Refresh Data** button until it is updated to 'Complete'.

You may close the **Request** window once the Phase column indicates 'Completed'

Expected Result

All the Receivables Module Transactions before the entered **End Date** will be accounted and posted to the general ledger.

REVIEW JOURNAL ENTRIES OF INDIVIDUAL BILLING TRANSACTIONS

The screenshot shows the Oracle Applications Home Page for the University of the Philippines. The top header includes the university's logo and name. Below the header is a search bar with 'All' selected in the dropdown and a 'Go' button. To the right of the search bar are links for 'Favorites', 'Diagnostics', and 'Logout'. The main content area is divided into two sections: 'Main Menu' on the left and 'Worklist' on the right.

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

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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 1. On the **FMIS Main Menu**, click **Receivables Accountant** responsibility.

A dropdown list will appear.

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
 - Transactions**
 - Receipts
 - Customers
 - Reports
 - Print Documents
 - Control
 - Inquiry
- Receivables Billing, UPS
- Receivables Cash, UPS
- UP Employee Self Service

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 2. Select the **Transactions** folder.


University of the Philippines

Favorites
Diagnostics
Logout

Enterprise Search

Search Results Display Preference

Oracle Applications Home Page

Main Menu

- 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
- Transactions**
 - Transactions
 - Transactions Summary
 - Credit Transactions
 - Copy Transactions
- Receipts
- Customers
- Reports
- Print Documents
- Control

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

Step 3. From the Transactions folder, click **Transactions**.

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

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

Commitment
 Payment Term
 Invoicing Rule
 Due Date

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

Step 4. Click the **Flash**

Light icon  to search for the Bill or Transaction to be reviewed.

The Find Transactions window will open.

File Edit View Folder Tools Actions Window Help

Transactions Find Transactions

Transaction

S

N

Refer

Legal

Main

Name

Number

Location

Address

Contact

C

Pay

Inv

Line Item

Transaction Numbers 32 - 32

Sales Order Number

Ship To

Name

Number

Taxpayer ID

Bill To

PO Numbers -

Document Number -

Reference Numbers -

Transaction Dates -

GL Dates -

Batches -

Sources -

Transaction Types -

Class Complete

Primary Salesperson Period

Credited Transaction Currency

Clear New Find

Refresh

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

Step 5. Enter the Bill Number in the **Transaction Numbers** field and/or the Bill Date in the **Transaction Dates** field, then click the **Find Button**.

The Find Invoices window will open.

File Edit View Folder Tools Actions Window Help

Transactions (UP System - PHP)

Transaction

Source: UPS Invoices
Number: 32
Class: Invoice
Type: PGC Billing
Reference:
Legal Entity: UP System

Date: 12-APR-2016
GL Date: 12-APR-2016
Currency: PHP
Document Num:
Transaction: ☒ Complete

Balance Due

Line	368.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	368.00

Details Refresh

Main More Notes Commitment Reference Information

Ship To

Name:
Number:
Location:
Address:
Contact:

Bill To

Ma. Anita Bautista
1074
1123
Functional Genomics Laboratory
NIMBB Bldg.
National Science Complex, University of

Sold To

Name: Ma. Anita Bautista
Number: 1074

Paying Customer

Name: Ma. Anita Bautista
Number: 1074
Location: 1123

Payment Details

Receipt Method:
Payment Method:
Instrument Number:
Select Instrument

Commitment:
Payment Term: 30 NET
Invoicing Rule:
Due Date: 12-MAY-2016

Line Items Tax Freight Distributions Sales Credits Incomplete

Record: 1/1 ... <OSC>

Step 6. Ensure that the check box beside the **Complete** label is ticked (✓).

File Edit View Folder **Tools** Actions Window Help

Exchange Rate

Transactions (UP Sys) Create Accounting View Accounting

Transaction

Source
Number
Class
Type
Reference
Legal Entity

Date 12-APR-2016
GL Date 12-APR-2016
Currency PHP
Document Num
Transaction []
☒ Complete

Balance Due

Line	368.00
Tax	0.00
Freight	0.00
Charges	0.00
Total	368.00

Details Refresh

Main M Commitment Reference Information

Ship To
Name
Number
Location
Address
Contact

Bill To
Ma. Anita Bautista
1074
1123
Functional Genomics Laboratory
NIMBB Bldg.
National Science Complex, University of

Sold To
Name Ma. Anita Bautista
Number 1074

Paying Customer
Name Ma. Anita Bautista
Number 1074
Location 1123

Payment Details
Receipt Method
Payment Method
Instrument Number
Select Instrument


Commitment
Payment Term 30 NET
Invoicing Rule
Due Date 12-MAY-2016

Line Items Tag Freight Distributions Sales Credits Incomplete

Record: 1/1 ... <OSC>

Step 7. On the menu located at the top of the screen, click **Tools**, and then select **View Accounting**.

The Subledger Journal Entry Lines will open on your browser.



[Home](#) [Navigator](#) [Favorites](#) [Diagnostics](#) [Help](#) [Personalize Page](#) [Close Window](#)

Subledger Journal Entry Lines

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

☒ Show table data when all conditions are met.
☐ Show table data when any condition is met.

Ledger is

Balancing Segment is

Natural Account Segment is

GL Date is

Add Another

Select Subledger Journal Entry Line:

Select	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/>	UP System	01-----10301010-----	UP System.Unspecified.Unspecified.Unspecified.Accounts Receivable.Select value.Unspecified.Unspecified.Unspecified.Unspecified.Unspecified	12-Apr-2016	Receivable	368.00		00
<input type="radio"/>	UP System	01.184.SA02022001--20401010-----	UP System.Trust Fund.UPS Philippine Genome Cen.Unspecified.Trust Liabilities.Select value.Unspecified.Unspecified.Unspecified.Unspecified.Unspecified	12-Apr-2016	Revenue		368.00	00

[About this Page](#) [Privacy Statement](#)

[Diagnostics](#) [Help](#) [Personalize Page](#) [Close Window](#)

Copyright (c) 2006, Oracle. All rights reserved.

Step 8. Click on the **View Journal Entry** button.



Further details on the Subledger Journal Entry will be displayed.

Subledger Journal Entry



[View T-Account](#)[View Supporting References](#)

Transaction Information

Transaction Information	
Customer Name	01Mega Market
Invoice Number	384
Invoice Date	10-FEB-2017 00:00:00
Batch Source	UP System Invoice
Customer Number	12345
Invoice Document Number	
Transaction Type	ITDC Billing
Document Sequence Name	
Document Sequence Number	

[+ Show Additional Information](#)

Lines


Export									
Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (PHP)	Accounted CR (PHP)	Supporting References
 Show	1	01.184.SA03013001.-.10301010.-.....	Receivable	USD	16.00		798.21		00
 Show	2	01.164.SA03013001.-.40202010.-.....	Revenue	USD		10.00		498.88	00
 Show	3	01.164.SA03013001.-.40609990.-.....	Revenue	USD		6.00		299.33	00

[illegible]

Accounted Amounts	
Accounted DR (PHP) 798.21	Accounted CR (PHP) 798.21

[Return to Subledger Journal Entry Lines](#)

REVIEW JOURNAL ENTRIES OF INDIVIDUAL RECEIPT



University of the Philippines

Enterprise Search Search Results Display Preference

Oracle Applications Home Page

Step 1. On the FMIS Main Menu, click **Receivables Accountant**.

A dropdown list will appear.

Main Menu

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- [-] Payables DV, UPS
- [-] Payables In-Advance, UPS
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Step 2. From the Receivables Accountant dropdown list, select the **Receipts** folder.

Another dropdown list will appear.

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

+

Transactions

+

Receipts

+

Customers

+

Reports

+

Print Documents

+

Control

+

Inquiry

+

Receivables Billing, UPS

+

Receivables Cash, UPS

+

HR Employee Self Service

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Full List


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University of the Philippines

Enterprise Search

Go
Search Results Display Preference

Standard

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Main Menu

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- Payables Accountant, UPS
- Payables Budget Officer, UPS
- Payables Cashier, UPS
- Payables DV, UPS
- Payables Pre-Audit, UPS
- Receivables Accountant, UPS
 - Transactions
 - Receipts
 - Batches
 - Batches Summary
 - Receipts**
 - Receipts Summary
 - Remittances
 - Remittances Summary
 - Schedule Automatic Receipts and Remittances

Worklist

Full List

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Step 3. From the Receipts dropdown list, click **Receipts**.

The Receipts window will open.

File Edit View Folder Tools Actions Window Help

Receipts (UP System - PHP)

Receipt

Receipt Method Receipt Date 28-MAR-2017

Receipt Number GL Date 28-MAR-2017

Receipt Amount PHP Maturity Date 28-MAR-2017

Receipt Type Miscellaneous State Functional Amount

Reference

Type

Number

Customer Name

Customer Num

Location

Taxpayer ID

Main More

Paid By

Name

Purpose

Activity

Distribution Set

Tax Code

Tax Account

Description

Tax Amount

Tax Rate %

Customer Bank

Name

Account

Remittance Bank

Name

Branch

Account


Reference

Postmark Date

Comments

Confirm... 1 Reverse... 1 Receipt History Search and Apply Distributions

Record: 1/1 ... <OSC>

Step 4. Click on the **Flash Light** icon  to search for the Receipt to be reviewed.

The Find Receipts window will open.

File Edit View Folder Tools Actions Window Help

Receipts (UP System - PHP)

Find Receipts

Operating Unit

Receipt Numbers -

Receipt Dates -

GL Dates -

Postmark Dates -

Maturity Dates -

Document Numbers -

Amounts -

Currency

State

Receipt Batch

Payment Method

Status

Type

Activity

Bills Receivable

At Risk

Remittance

Bank

Branch

Account

Batch

Method

Customer

Name

Number

Location

Taxpayer ID

Collector Name

Clear New Find

Confirm... 1 Reverse... 1 Receipt History Search and Apply Distributions

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

Step 5. Enter the **Receipt Number** in the Receipt Numbers field.

The Find Payments window will then open.

Receipts (UP System - PHP)

Receipt

Receipt Method: UPS LBP TF-1364
Receipt Number: 0091509
Receipt Amount: PHP 820.00
Receipt Type: Miscellaneous
State: Remitted

Receipt Date: 07-DEC-2016
GL Date: 07-DEC-2016
Maturity Date:
Functional Amount: 820.00 [...]

Reference

Type:
Number:
Customer Name:
Customer Num:
Location:
Taxpayer ID:

Main **More**

Paid By
Name: SATOSHI MIYAWAKI

Purpose
Activity: Sale of Publications - CWS
Distribution Set:
Tax Code:
Tax Account:
Description:
Tax Amount:
Tax Rate %:

Customer Bank
Name:
Account:

Remittance Bank
Name: Land Bank of the Philij
Branch: Katipunan
Account: UPS LBP(1364) - 1462

Reference:
Postmark Date:

Comments:

Confirm... 1 Reverse... 1 Receipt History Search and Apply Distributions

Record: 1/1 ... <OSC>

The **Receipts** window will open containing the details of the receipt.

File Edit View Folder **Tools** Actions Window Help

Exchange Rate
Adjust Exchange Rate... 1

Create Accounting
View Accounting
Receipt Totals 1

Receipt
Receipt
Receipt
Receipt

Receipt History
Enter Credit Memo
Create Customer Relationship
☐ Show Closed Invoices
☐ Show Inactive Customers
☐ Include Open Receipts
Remittance Lines
About AR

Receipt Date 07-DEC-2016
GL Date 07-DEC-2016
Maturity Date
Functional Amount 820.00

Reference
Type
Number
Customer Name
Customer Num
Location
Taxpayer ID

Paid By
Name SATOSHI MIYAWAKI

Purpose
Activity Sale of Publications - CWS
Distribution Set
Tax Code
Tax Account
Description

Tax Amount
Tax Rate %

Customer Bank
Name
Account

Remittance Bank
Name Land Bank of the Philip
Branch Katipunan
Account UPS LBP(1364) - 1462

Reference
Postmark Date

Comments

Confirm... 1 Reverse... 1 Receipt History Search and Apply Distributions

Record: 1/1 ... <OSC>

Step 6. On the menu located at the top of the screen, click **Tools**, then select **View Accounting**.

The Subledger Journal Entry Lines will open on your browser.



Subledger Journal Entry Lines

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

☒ Show table data when all conditions are met.

☐ Show table data when any condition is met.

Ledger is

Balancing Segment is


Natural Account Segment is

GL Date is

Select Subledger Journal Entry Line:

Select	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
<input checked="" type="radio"/>	UP System	01.184---10101010-----	UP System.Trust Fund.Unspecified.Unspecified.Cash - Collecting Officer.Select value.Unspecified.Unspecified.Unspecified.Unspecified	07-Dec-2016	Confirmed Cash	820.00		⌵⌵
<input type="radio"/>	UP System	01.184.SA03003001---20401010---40202150---AM000004---	UP System.Trust Fund.UPS University Center for.Unspecified.Trust Liabilities.Select value.Income from Printing and .Unspecified.UPS Center For Women Stud.Unspecified.Unspecified	07-Dec-2016	Miscellaneous Cash		820.00	⌵⌵
<input type="radio"/>	UP System	01.184---10101010-----	UP System.Trust Fund.Unspecified.Unspecified.Cash - Collecting Officer.Select value.Unspecified.Unspecified.Unspecified.Unspecified	27-Feb-2017	Confirmed Cash		820.00	⌵⌵
<input type="radio"/>	UP System	01.184---10102020.0804-----	UP System.Trust Fund.Unspecified.Unspecified.Cash in Bank - Local Curr..Unspecified.Unspecified.Unspecified.Unspecified	27-Feb-2017	Remitted Cash	820.00		⌵⌵

Step 7. Click the **View Journal Entry** button.



[Navigator](#)
[Favorites](#)
[Diagnostics](#)
[Help](#)
[Personalize Page](#)
[Close Window](#)

Subledger Journal Entry

Ledger

UP System

Journal Entry Status

Final

Balance Type

Actual

GL Date

07-Dec-2016

Category

Misc Receipts

Completion Date

21-Feb-2017 14:39:54

Journal Entry Type

Standard

Description

[View T-Account](#)
[View Supporting References](#)

Transaction Information

Receipt Number

0091509

Receipt Date

07-DEC-2016 00:00:00

Document Sequence Name

Document Sequence Number

Receipt Document Number

Receipt Method

UPS LBP TF-1364

[Show Additional Information](#)

Lines

Export

Details	Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (PHP)	Accounted CR (PHP)	Supporting References
Show	1	01.184.-.-.10101010.-.-.-.-.-	Confirmed Cash	PHP	820.00		820.00		⌵⌴
Show	2	01.184.SA03003001.-.20401010.-.40202150.-.AM000004.-.-	Miscellaneous Cash	PHP		820.00		820.00	⌵⌴

Accounted Amounts

Accounted DR (PHP)

820.00

Accounted CR (PHP)

820.00

[Return to Subledger Journal Entry Lines](#)

Further details on the Subledger Journal Entry will be displayed.

Note: If the exchange rate in the creation of the Bill / Transaction is different from the exchange rate in the Receipt, there will be accounted gains or losses.