

# 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> <li>Bank Account Set-up</li> <li>Transaction Set-up</li> <li>Receipt Set-up</li> <li>Transaction and Receipt entered in the system</li> </ul> *For foreign currency transactions <ul> <li><i>Currency is defined in the system</i></li> <li>Daily Rate for the currency is defined in the General Ledger Module</li> </ul>
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



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

University of the Philippines				
			🙀 Favorites 🔻	Diagnostics Logout
Enterprise Search All	Go	Search Results Display Preference	Standard 💌	
Oracle Applications Home Page				

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

A dropdown list will appear.

#### Main Menu Worklist Personalize Full List E C PARTICE Self Service From Туре Subject Sent V 🗄 🛅 General Ledger Accountant, UPS SYSADMIN Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae 01-Feb-2017 HR 🕀 🗀 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 SYSADMIN Travel Order for Batu, Alyssa has been approved. 26-Oct-2016 HR Payables DV, UPS UMX Login Help Password Reset 13-Jan-2016 ✓TIP <u>Vacation Rules</u> - Redirect or auto-respond to notifications. ✓TIP <u>Worklist Access</u> - Specify which users can view and act upon your notifications. Receivables Accountant, UPS ivables Billing, UP.

- 🗄 🛅 Receivables Cash, UPS
- 1 UP Employee Self Service
- 1 DP ICS Self Service



## Step 3. Click the Transactions folder.

#### Oracle Applications Home Page

Main Menu	Worklist			
Personalize				Full List
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🕀 🛅 General Ledger Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-201
Payables Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-201
🕀 🛅 Payables Budget Officer, UPS	Salvio, Sarah "Joy"	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-201
🛨 🛄 Payables Cashier, UPS	SYSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-201
Pavables DV, UPS	SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-201
Pavables Pre-Audit, UPS		UMX Login Help	Password Reset	13-Jan-201
	TIP Worklist Act	iess - Specify wi	nich users can view and act upon your notifications.	



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Main Menu	Worklist			
Personalize				Full List
🕀 🛅 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 Ma	e 01-Feb-2017
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🕀 🛅 Payables Budget Officer, UPS	Salvio, Sarah "Jo	y" 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
Payables DV, UPS	SYSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
🕀 🛄 Pavables Pre-Audit, UPS	=	UMX Login He	Ip Password Reset	13-Jan-2016
Receivables Accountant, UPS	TIP Vacation	Rules - Redirect	or auto-respond to notifications.	
	VVOTKIISE /	Access - Specity 1	which users can view and act upon your notifications.	
Transactions				
Transactions Summary				
Credit Transactions				
Copy Transactions				
🕀 🛄 Receipts				
Customers				
🕀 🗀 Reports				
Print Documents				
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**Step 4.** Select **Transactions** from the Transactions folder.

The **Transactions** window will open.

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ind				Balance Due	
ind All		Date	28-MAR-2017	Line	
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ecord	<b>•</b>	Currency	PHP	Freight	
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ahor				Number	
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ess				News	
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tact					
Commitment				Payment Details	
Payment Term				Receipt Method	
Invoicing Rule		-		Payment Method	
Due Date				Instrument Number	
Duo Dulo				Select Instrument	

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

The Find Requests window will open.

Eile Edit Yiew Folder Tools Window Help		Step 6. Click Submit A
(≓ ๖ ๏   ◊ ◊ ◊ ◊ ◊   ೫ ೧ ฿ ฅ ฅ ฅ ๏ ∅ ◊ ! ?		New Request.
Request     C find Requests		
Be       My Completed Bequests         Request       My Requests In Progress         Image: All My Requests       Specific Requests         Image: All My Requests       Image: All My Requests	Line Tax eight Total Refresh	The Submit a New Request window will then open.
Date Completed       Status       Phase       Requestor   Include Reguest Set Stages in Query		
He Order By Request ID Select the Number of Days to View: 7 Car Submit a New Request Clear Find Due Date Due Date	Aethod Instrument Number Select Instrument	
Lige Items     Tax     Freight     Distributions     Sale       Record: 1/1      <0SC>	s Credits Incomplete	

Eile Edit View Folder Tools Window Help		• Step 7. On the Submit a
(≓ ๖ ๏   ◊ ಈ ฃ ቇ ♥   ೫ ೧ ฿ ฅ ฅ ๗ . ๔ ฅ ๏ ∅ ฅ ?		New Request window,
Requests     Find Requests		select Single Request,
Bit       OMy Completed Requests         My Requests In Progress         All My Rostonni a New Request         Specific         What type of request do you want to run?         Single Request         This allows you to submit an individual request.         Request Set         This allows you to submit a pre-defined set of requests.         QK       Qancel         Hq       Select the Number of Days to View:         Car       Submit a New Request         Due Date       Tax         Freight       Digtributions       Sa	Line Tax eight rges Total Refresh Method Method Instrument Number Select Instryment	then click <b>OK.</b> The Parameters window will open.
Record: 1/1 <0SC>		

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

Eile Edit View Folder Tool	s <u>W</u> indow <u>H</u> elp						Step 9. Fill out the Parameters
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	Save all Output Files	Mode	Final				
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Layout	Subledger Accounting Pro	ra Report	Detail				
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		General Ledger Batch Name	31-MAR-2017				
		Include User Transaction Identifiers	No				
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FIELD	VALUE
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Report	Detail
Transfer to General Ledger	Yes
Post in General Ledger	Yes
Include User Transaction Identifiers	Yes

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Heln (C)	Submit	
( <u>u</u> )		
Due Date		
	Select Instrument	
Li <u>n</u> e Items	Tax Freight Digtributions Sales Credits Incomplete	

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

The Decision window will open.

Eile Edit View Folder Tool	ls <u>W</u> indow Help				<b>Step 11.</b> Click <b>No</b> on the
( 🛤 🗞 🔕 I 🖉 🏘 🔕	s 🕹 🖗 i 🔀 🛈 🛍 🖉 🥪 i 🖉 🌑 🥔 🎼 ? 👘				Decision window.
O O Submit Request		×	×		
Run this Request		Сору	Line Tax		
Name	Create Accounting		eight		You will be redirected to the
Operating Unit			irges		Find Requests window
Parameters	UP System::31-MAR-2017:Final:No:Detail:Yes:Yes:31-MAR-2017:N	lo	Total		
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Run the Job	As Soon as Possible	Schedule			
Upon Completion	[	O Decision	×		
	☑ <u>S</u> ave all Output Files	Request submitted			
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Notify		Submit another regu	unct?		
Print to	noprint				
		(Yes) (No		b	
Help ( <u>C</u> )	Sub <u>m</u> it	·	лети	d	
		,n	t Numb	er	
Due Date				Select Instrument	
Line Items	Tay Freight Distribution	e Salae Credite		Incomplete	
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Eile Edit View Folder Tools Window Help		Step 12. Click the Find
(# \$ \$ 1 0   0 \$ \$ \$ \$ \$ \$ \$ 1 % 10 \$ # #   2 \$ \$ 0 0 \$ ! ?		button on the Find
Requests     Ind Requests     Ony Completed Requests		Requests window.
Request II       My Requests In Progress         • All My Requests         • Specific Requests         Request ID         Name         Date Submitted         Date Completed         Status         Phase         Requestor         Requestor	eight rges Total Refresh	The Requests window will open.
Hick use request Set Stages in Guery       Hick Order By       Request ID       Select the Number of Days to View.       Car       Submit a New Request       Due Date	Aethod Instrument Number Select Instrument	
Lige Items Tax Freight Distributions Sales	Credits Incomplete	
Record: 1/1 <0SC>		

-440000									_	□ × □
<u>R</u> efresh Data	F F	Find Requests			Submit a New Re	quest		ine		
Request ID		Parent						Tax		
Name		F	Phase	Status	Parameters		e	ight		
986218 Subledger	Accounting Bala	Ċ	completed	Normal	222, , , 5768	9, A	n	ges		
986217 Posting: S	ingle Ledger	C	Completed	Normal	2027, 1002, 1	01, 183108	Г	otal		
986215 Journal Im	port	C	Completed	Normal	8738, -602, N	I, , , N, N, Y			Refresh	
986213 Accountin	g Program	C	completed	Normal	222, 2027, 20	)17/03/31, F, N, 5	3			
986212 Create Ac	counting	C	Completed	Normal	222, 222, Y,	2027, , 2017/03/3				
986037 Program -	Daily Rates Imp		Completed	Normal			8 -			
986025 Program -	Daily Rates Impo	C	completed	Normal						
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Hold Request	· · · ·	∕iew Detail <u>s</u> …			View Outpu	t	DE			
Canad Damast		Discussion			16					
Caucei Rednest		Diagnostics		(	VIEW LOG		- t			
							^	ethod		
Invoicing Rule			<b>*</b>			Payme	ent Mi	ethod Imbor		
Due Dati	3					instrume	ent Nu			
									Select Instrument	
Line Home	Там		Evolut		istributions	Palaa Orosilia			Incomplete	

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

•

Eile Edit View	Folder Tools Windo	w Help									Note: If the Phase is still
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Requests						_ 0	×		-	- 🗆 ×	Refresh Data button until it
Refn	resh Data	Find Requests	3	Sub	<u>m</u> it a New Red	quest	Line	•			is updated to 'Complete'.
Request ID		Parent					l ax eicht	t			
	Name		Phase	Status	Farameters		irnes				
2986215	Journal Import		Running	Normal	8 <b>1</b> 38, -602, N	I, , , N, N, Y	Total				Vou movieless the Dequest
2986213	Accounting Program	n [	Running	Normal	222,2027,20	)17/03/31, F, N, 5	Total	"			You may close the <b>Request</b>
2986212	Create Accounting		Running	Normal	222,222,Y,:	2027, , 2017/03/3			Retresh		window once the Phase
2986037	Program - Daily Rat	es Impo	Completed	Normal			,				column indicatos
2986025	Program - Daily Rat	es Impo	Completed	Normal						_ ]	
			1								'Completed'
											-
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			][				<sup>9</sup> –			-	
Hold	l Request	View Detail <u>s</u>	. )		View Outpu	t	) [				
Cance	el Request	Diagnostics		(	View Log						
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Line Iter	ms	Tax	Freight	Distrik	utions	Sales Credits			Incomplete		
Record: 1/5			<080	>							

## **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

University of the Philippines			
		😝 Favorites 🔻	Diagnostics Logout
Enterprise Search All	Go	Search Results Display Preference Standard 💌	

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

A dropdown list will appear.

Oracle Applications Home Page

Main Menu Worklist Personalize Full List ⊕ <u>eUP SPMS ICS Self Service</u>
 ■ From Subject Sent 🔻 Type 🕀 🛅 General Ledger Accountant, UPS SYSADMIN Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae 01-Feb-2017 HR 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 1 Payables DV, UPS SYSADMIN HR Travel Order for Batu, Alyssa has been approved. 26-Oct-2016 UMX Login Help Password Reset 13-Jan-2016 
 With the second secon 🕀 🗀 Receivables Accountant, UPS Receivables Billing, UPS 🗄 🛄 Receivables Cash, UPS



## **Step 2.** Select the **Transactions** folder.

#### Oracle Applications Home Page

Main Menu	Worklist			
Personalize				Full List
⊞	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-201
🕀 🛅 Payables Accountant, UPS	SYSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-201
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Pavables Pre-Audit, LIPS		UMX Login Help	Password Reset	13-Jan-201
	TIP Worklist Ac	<u>cess</u> - Specify w	hich users can view and act upon your notifications.	
Receivables Cash, UPS				



Main Manu	*				
main 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
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🕀 🛅 Payables Pre-Audit, UPS	=		UMX Login Help	Password Reset	13-Jan-2016
🖃 🛅 <u>Receivables Accountant, UPS</u>		TIP Vacation Ru	<u>iles</u> - Redirect o	r auto-respond to notifications. Ibich users can view and act upon your potifications	
		Server workise rice	cess - opecity w	men asers can view and accupon your notifications.	
Transactions					
Transactions Summary					
Credit Transactions					
Copy Transactions					
🕀 🛄 <u>Receipts</u>					
🕀 🛅 <u>Customers</u>					
🕀 🗀 <u>Reports</u>					
🕀 🛅 <u>Print Documents</u>					
Print Documents					

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

The Transactions window will open.

File Edit View Folder Tools Actions Window Help			Step 4. Click the Flash
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Transactions (UP System : PHP)			Light icon 🦉 to search
Transaction		Balance Due	for the Dill or Troppostion to
Source	Date 28-MAR-2017	Line	for the Bill of Transaction to
Number	GL Date	Тах	be reviewed.
Class	Currency PHP	Freight	
Түре	Document Num	Charges	
Reference	Transaction	Total	
Legal Entity	Complete	Details Refresh	The Find Transactions
Main Mara Natao Comp	sitment Deference Information		
Main More Notes Comm	nument Reference mormation		window will open.
Ship To	Bill 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 Items Tax	Freight Distributions	Sales Credits Incomplete	
	-		
Record: 1/1 List of Valu	<08C>		

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S Ni	Transaction Numbers	32	- 32		
	Sales Order Number				
	Ship	То	Bill To		
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Legal	Number			E	Refresh
Main	Taxpayer ID				
in (					
News	PO Numbers				
Name	Document Number		] - []	_	
Number	Reference Numbers		]		
Location	Transaction Dates		-		
Address	GL Dates		-	_	
	Batches			_	
	Sources		] - []	_	
Contact	Transaction Types		]		
d	Class		Complete 🔹		
Pav	Primary Salesperson		Period		
Im	Credited Transaction		Currency		
				ru	ment
		Clear	New Find		
Line Item					mploto

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 T	Cools Actions Window Help			Step 6. Ensure that the
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OTransactions (UP Syster	m : PHP)			
Transaction			Balance Due	<b>Complete</b> label is <b>ticked</b>
Source	UPS Invoices	Date 12-APR-2016	Line 368.00	(√).
Number	32 (	GL Date 12-APR-2016	Tax 0.00	
Class	Invoice 🔹	Currency PHP	Freight 0.00	
Туре	PGC Billing	Document Num	Charges 0.00	
Reference		Transaction [	] Total 368.00	
Legal Entity	UP System	Complete	Details (Refresh	
Main More	e Notes Commitme	nt Reference Information		
-Ship Te	·o	Bill To	Sold To	
Name		Ma. Anita Bautista	Name Ma. Anita Bautista	
Number		1074	Number 1074	
Location		1123		
Address		Functional Genomics Laboratory	Paying Customer	
		NIMBB Bldg.	Name Ma. Anita Bautista	
		National Science Complex, University of	Number 1074	
Contact			Location 1123	
Commitm	nent		Payment Details	
Payment Te	erm 30 NET		Receipt Method	
Invoicing R	Rule	<b>v</b>	Payment Method	
Due D	Date 12-MAY-2016			
			Select Instrument	
	Tay	Freight Distributions	Salas Cradite	
		Digitibulions		
Record: 1/1		<osc></osc>		

Eile Edit View F	Folder Tools Actions Window	Help		Step 7. On the menu
( 🚅 🏷 🚳 🛙	👌 🦉 Exchange Rate	👸 🖉 🛃 1 🎜 🗐 🥥 🖧 1 ?		located at the top of the
Transactions (U Transaction	UP Sy a Create Accounting View Accounting Source Distributions	Date 12-APR-2016	Balance Due Line 368.00	screen, click <b>Tools</b> , and
N	Balances Ereight Class Show Closed Invoices Type Line Items	GL Date 12-APR-2016 Currency PHP Document Num	Tax 0.00 Freight 0.00 Charges 0.00	Accounting.
Refe Legal Main	erence Overview Entity Sales Credits Tax	Transaction [ [	] Total 368.00 Details Refresh	The Subledger Journal
Name Number Location Address	Ship To	Bill To Ma. Anita Bautista 1074 1123 Functional Genomics Laboratory NIMBB Bldg.	Sold To Name Ma. Anita Bautista Number 1074 Paying Customer Name Ma. Anita Bautista	Entry Lines will open on your browser.
Contact		National Science Complex, University of	Number         1074           Location         1123	
C Pay Int	Commitment yment Term 30 NET voicing Rule Due Date 12-MAY-2016		Payment Details       Receipt Method       Payment Method       Instrument Number       Select Instrument	
Line Item	τα <u>χ</u>	Freight Distributions	Sales Credits Incomplete	

			f	Navigator 🔻	😝 Favorites 🔻	Dia	gnostics Help F	Personalize Page	e Close Windov
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  GL Date is  GL Date is  General add Another Account CP  Odd									
Select Ledger Account Account Account	View Journal Entry	Export			GL Date	Accounting Class	Accounted	Accounted CR	Supporting References
UP 0110301010 UP System     System	stem.Unspecified.Unspecified.U Unspecified.Unspecified.Unspecified.	Jnspecified. Accounts Receiva cified. Unspecified. Unspecified	able.Select d		12-Apr-2016	Receivable	368.00		pa
UP         01.184.SA0202200120401010 UP System           Value.	stem. Trust Fund. UPS Philippine Unspecified. Unspecified. Unspe	e Genome Cen.Unspecified.T cified.Unspecified.Unspecified	Trust Liabilities.Sele d	ct	12-Apr-2016	Revenue		368.00	pa
									Save Search
About this Page Privacy Statement	C	Diagnostics Help Personal	alize Page Close V	Vindow			Copy	right (c) 2006. Ora	cle. All rights reserv

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

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Accounted DR (PHP) 798.21

Accounted CR (PHP) 798.21

Return to Subledger Journal Entry Lines

Further details on the Subledger Journal Entry will be displayed.

## **REVIEW JOURNAL ENTRIES OF**

#### INDIVIDUAL RECEIPT

University of the Philippines				
			🍓 Favorites 🔻	Diagnostics Logout
Enterprise Search All	Go	Search Results Display Preference	Standard 🗨	
Oracle Applications Home Page				

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

A dropdown list will appear.

Main Menu	Worklist			
Personalize				Full List
E CONTRACTOR EL	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-201
🗄 🛅 Pavables Accountant, UPS S'	YSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
Pavables Budget Officer, UPS	alvio, Sarah "Joy"	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
E Pavables Cashier, UPS	YSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
Pavables DV, LIPS     S	YSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
		UMX Login Help	Password Reset	13-Jan-2016
Beceivables Accountant, UPS     Receivables cash, UPS     D Receivables Cash, UPS     UP Employee Self Service     UP ICS Self Service	TIP Vacation Ru TIP Worklist Act	<u>lles</u> - Redirect or <u>cess</u> - Specify wh	auto-respond to notifications. ich users can view and act upon your notifications.	

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Oracle Applications Home Dage				

Step 2. From the Receivables Accountant dropdown list, select the Receipts folder.

Another dropdown list will appear.

#### Oracle Applications Home Page

Main Menu	Worklist			
	Workise			
Personalize				Full List
🗄 🗀 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
🕀 🛅 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
Payables 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, UPS	TIP Vacation Ru	les - Redirect or	auto-respond to notifications.	
	VOTKIST ACC	cess - Specify wi	nich users can view and act upon your notifications.	
Receipts				
Print Documents				
T Perceivables Rilling, LIRS				
The Receivables Cash LINC				



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

The Receipts window will open.

i Henu	Worklist			
Personalize				Full List
eup SPMS ICS Self Service	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
Pavables Accountant, UPS S	YSADMIN	HR	Other Professional Qualifications has been forwarded for approval to Hidalgo, Diane Krisha Mae	01-Feb-2017
Pavables Budget Officer, UPS S	alvio, Sarah "Joy'	HR	Your appraisal has been completed. Please review and provide feedback.	19-Jan-2017
Pavables Cashier, LIPS	YSADMIN	HR	Certificate of Service for Batu, Alyssa has been approved.	11-Jan-2017
Pavables DV LIPS	YSADMIN	HR	Travel Order for Batu, Alyssa has been approved.	26-Oct-2016
Payables Bro Audit, LIDS		UMX Login Help	Password Reset	13-Jan-2016
	✓TIP Worklist Ac	<u>cess</u> - Specify wł	nich users can view and act upon your notifications.	

Eile Edit View Folder Tools Actions Window Help		<b>Step 4.</b> Click on the Flash
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Receipts (UP System : PHP)		Light icon 🥙 to search for
Receipt       Receipt Date       28-MAR-2017         Receipt Number       GL Date       28-MAR-2017         Receipt Amount       PHP       Maturity Date       28-MAR-2017         Receipt Type       Miscellaneous       Functional Amount       1000000000000000000000000000000000000	Reference Type Number Customer Name Customer Num Location	the Receipt to be reviewed. The Find Receipts window
State [ ]	Taxpayer ID	will open.
Main More		
Paid By	Customer Bank	
Name	Name	
Purpose	Account	
Distribution Set Tax Amount Tax Code Tax Rate %	Remittance Bank	
Tax Account	Branch	
Description	Account	
Reference Comment Postmark Date	IS	
Confirm 1 Receipt History Se	earch and Apply Distributions	
(Record, 1)1 <080>		

Eile Edit View Folder Tools Actions	Window Help	
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Receipts (UP System : PHP)		
-RIOFING Receipts		
Operating Unit		
Receipt Numbers		
Receipt Dates	· ·	
GL Dates	·	Remittance
Postmark Dates	· •	Bank
Maturity Dates	· •	Branch
Ma Document Numbers	·	Account
Amounts		Batch
Currency		Method
State	<b></b>	Customer
Receipt Batch		Name
Payment Method		Number
Status	<b></b>	
Туре	<b></b>	Taxnaver ID
Activity		Collector Name
Bills Receivable	<b></b>	
At Risk	<b></b>	
		Clear New Find
Confirm 1	Reverse 1 Receipt History	Search and Apply Distributions
Record: 1/1	List of Valu <osc></osc>	

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

The Find Payments window will then open.

ceipt Receipt Metho Receipt Numbe Receipt Amoun Receipt Typ Stat	d UPS LBP TF-1364 r 0091509 t PHP 820.00 e Miscellaneous * e Remitted	Receipt Date 07-DEC-2016 GL Date 07-DEC-2016 Maturity Date Functional Amount 820.0	Reference Type Number Customer Name Customer Num Location ] Taxpayer ID	
Paid By Purpose Activity Distribution Set Tax Code Tax Account Description	SATOSHI MIYAWAKI Sale of Publications - CWS	Tax Amount Tax Rate %	Customer Bank Name Account Remittance Bank Name Branch Account	Land Bank of the Philip Katipunan UPS LBP(1364) - 1462
Reference Postmark Date		Comme		Distributions

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

Eile Edit View Folder Tools Actions Window Help		
😝 🏷 🚳 í 🤌 👰 Exchange Rate	😡 i 🖉 🎯 Ø 🎭 i 🍇 i ?	
Receipts (UP System     Adjust Exchange Rate 1		
Create Accounting           View Accounting           Receipt           Receipt           Receipt           Receipt           Create Accounting           Proceipt Totals 1           Receipt           Receipt           Create Customer Relationship           Create Customer Relationship           Show Inactive Customers           Include Open Beceipts	Receipt Date 07-DEC-2016 GL Date 07-DEC-2016 20.00 Maturity Date Customer Name Functional Amount 820.00 [] Taxpayer ID	
Remittance Lines		
Main More About AR		
Paid By Name SATOSHI MIYAWAKI Purpose Activity Sale of Publications - CWS Distribution Set Tax Code Tax Account Description	Customer Bank Name Account Tax Amount Tax Rate % Remittance Bank Name Land Bank of the Philip Branch Katipunan Account UPS LBP(1364) - 1462	
Reference Postmark Date	Comments Receipt History Search and Apply Distributions	
Record: 1/1	<050>	

**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.

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Subled	ger Jour	rnal Entry Lines						
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● Sho ● Sho I Select	bw table bw table Bal Natural Ad	data when all conditions are met. data when any condition is met. Ledger is ccount Segment is GL Date is Go Clear Add Apether ger Journal Entry Line: View Transaction View	Add					
Select	Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted CR	Supporting References
۲	UP System	01.18410101010	UP System. Trust Fund. Unspecified. Unspecified. Cash - Collecting Officer. Select value. Unspecified. Unspecified. Unspecified. Unspecified. Unspecified	07-Dec-2016	Confirmed Cash	820.00		1001
0	UP System	01.184.SA030030012040101040202150AM000004 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.UPS Center For Women Stud.Unspecified.Upspecifie						
0	UP System	01.18410101010	UP System, Trust Fund. Unspecified. Unspecified. Cash - Collecting Officer. Select value. Unspecified. Unspecified. Unspecified. Unspecified. Unspecified	27-Feb-2017	Confirmed Cash		820.00	1001
0	UP System	01.18410102020.0804	UP System. Trust Fund. Unspecified. Unspecified. Cash in Bank - Local Curr Unspecified. Unspecified. Unspecified. Unspecified. Unspecified	27-Feb-2017	Remitted Cash	820.00		1001
	System		CurrUnspecified.Unspecified.Unspecified.Unspecified.Unspecified					

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

2908				fi Nav	vigator 🔻 🔒	s Favorites ▼	Diagnostics Help Persc	onalize Page Close Window	Further details on the Subledger Journal Entry will be displayed.
Subledger Journa	al Entry								
	Ledger UP System Journal Entry Status Final Balance Type Actual GL Date 07-Dec-2016				Comple Journal E [	Category Misc Receipt etion Date 21-Feb-2017 Entry Type Standard Description	w T-Account View s 14:39:54	Supporting References	
Transaction In	formation								
	Receipt Number 0091509 Receipt Date 07-DEC-2016 00:00:00 Document Sequence Name Document Sequence Number			Re	ceipt Documer Receij	nt Number pt Method UPS LBP TF-1	1364		
	al Information								
Lines									Note: If the exchange rate
Export									in the gradien of the Pill /
Details Number	Account	Accounting Class	Entered Currency	Entered DR	Entered CR	Accounted DR (PHP)	Accounted CR (PHP)	Supporting References	
+ Show 1	01.18410101010	Confirmed Cash	PHP	820.00		820.00		1001	Transaction is different from
⊕ <u>Show</u> 2	01.184.SA030030012040101040202150AM000004	Miscellaneous Cash	РНР		820.00		820.00	pq	the exchange rate in the
Accounted Am	ounts								
	Accounted DR (PHP) 820.00				Accounted	CR (PHP) 820.00			Receipt, there will be accounted gains or losses.

Return to Subledger Journal Entry Lines