University of the Philippines

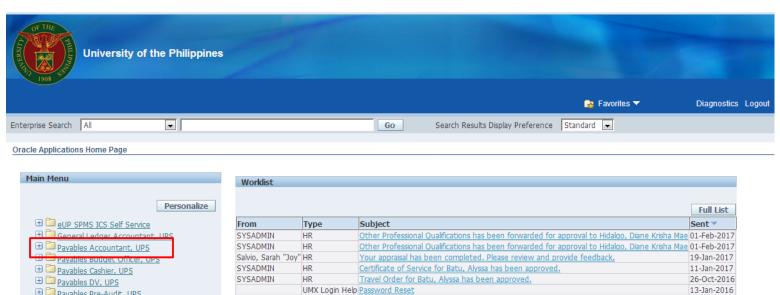# FMIS
Financial Management Information System
User Manual

CREATE ACCOUNTING WITH DISBURSEMENT VOUCHERS (DVs)
IN FOREIGN CURRENCY

Manual ID	UM20040
Information System	Financial Management Information System (FMIS)
Functional Domain	Accounts Payables Module
Responsibility	Payables Accountant
Purpose	Posting payables entries to general ledger and reviewing the entries for transactions in Foreign Currency
Data Requirement	End Period Date, General Ledger Name
Dependencies	• Bank Account Set-up • Disbursement Voucher Set-up • Payment Set-up • Disbursement vouchers and payments are entered in the system. *For foreign currency transactions • *Currency is defined in the system.* • *Daily Rate for the currency is defined in the General Ledger Module.*
Scenario	All the payables entries should be posted to the general ledger, else the general ledger will not be updated accordingly.
Author	Kenex Carl Mina

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

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

A dropdown list will appear.

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Favorites ▼   Diagnostics Logout

Enterprise Search | All | ▼ | | Go | Search Results Display Preference | Standard | ▼ |

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
⊞ 📁 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.

University of the Philippines

Favorites ▼

Diagnostics   Logout

Enterprise Search   All ▼   Go   Search Results Display Preference   Standard ▼

Oracle Applications Home Page

Main Menu

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⊞ 📁 eUP SPMS ICS Self Service
⊞ 📁 General Ledger Accountant, UPS
⊟ 📁 Payables Accountant, UPS
  ⊞ 📁 Disbursement Voucher
  ⊞ 📁 Payments
  ⊞ 📁 Accounting
  ⊞ 📁 Workflow
  ⊞ 📁 Other
⊞ 📁 Payables Budget Officer, UPS
⊞ 📁 Payables Cashier, UPS
⊞ 📁 Payables DV, UPS
⊞ 📁 Payables Pre-Audit, UPS
⊞ 📁 Receivables Accountant, UPS
⊞ 📁 Receivables Billing, UPS
⊞ 📁 Receivables Cash, UPS
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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.
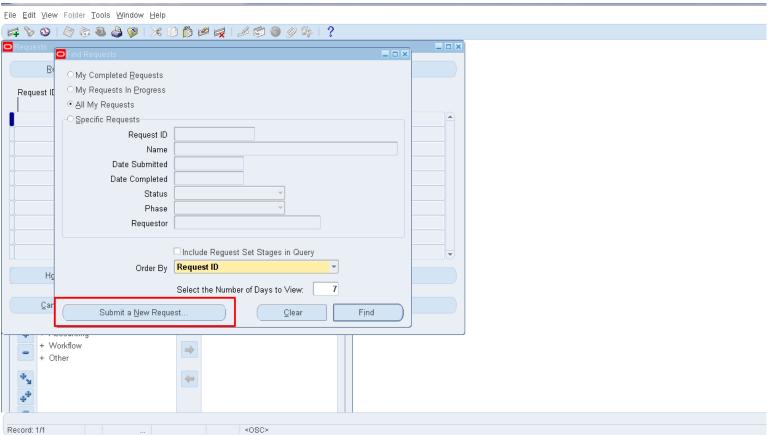
Step 3. From the Payables Accountant dropdown list, click **Other.**

Another dropdown list will appear.

Step 4. Click **Concurrent**.
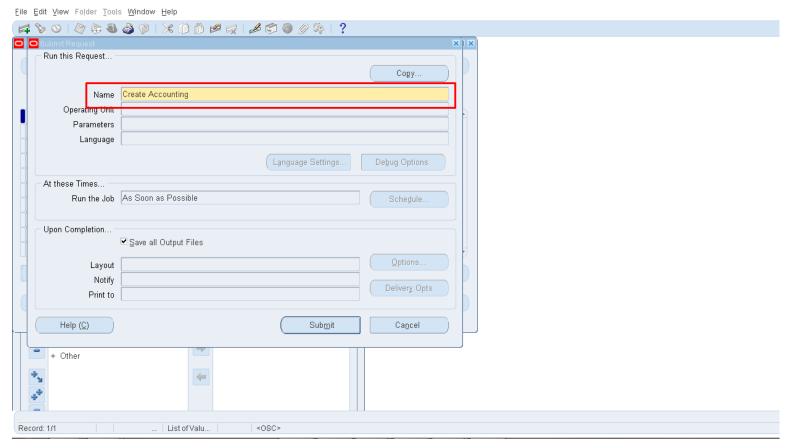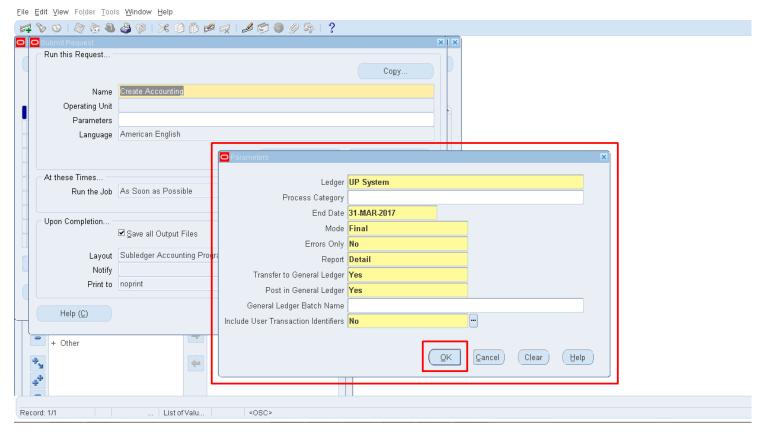
The Find Request window will open.

File   Edit   View   Folder   Tools   Window   Help

Requests

Find Requests

○ My Completed Requests

○ My Requests In Progress

● All My Requests

○ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☐ Include Request Set Stages in Query

Order By   Request ID

Select the Number of Days to View: 7

Submit a New Request...   Clear   Find

+ Workflow
+ Other

Record: 1/1   <OSC>

Requests

Find Requests

○ My Completed Requests

○ My Requests In Progress

⦿ All My R...

○ Specific

Submit a New Request

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.

[OK]   [Cancel]

Select the Number of Days to View: 7

[Submit a New Request...]   [Clear]   [Find]

+ Accounting
+ Workflow
+ Other

Record: 1/1   ...   <OSC>

Step 6. On the Submit a New Request window, select **Single Request**, then click the **OK** button**.**

The Submit Request window will open.

File Edit View Folder Tools Window Help
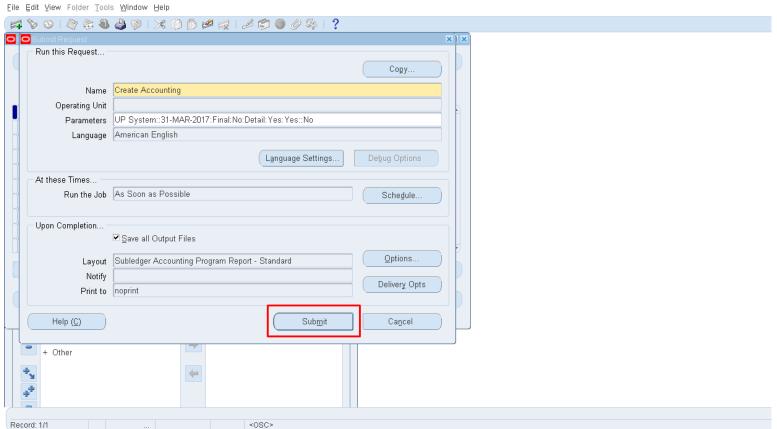
Step 7. Search for or enter **Create Accounting** in the Name field.

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   Options...
Notify
Print to   Delivery Opts

Help (C)   Submit   Cancel

+ Other

Record: 1/1   ...   List of Valu...   <OSC>
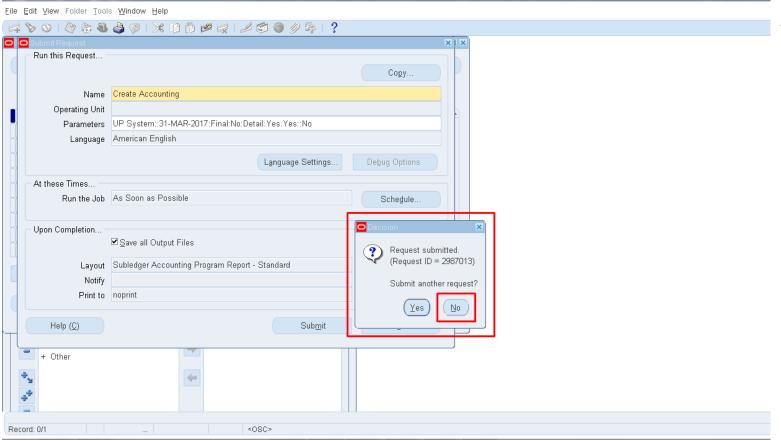
Step 8. Fill out all the required details, then click the **OK** button.

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::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]

   + Other

Record: 1/1   ...   <OSC>

Step 9. On the Submit Request window, click the **Submit** button.

A decision window will open.
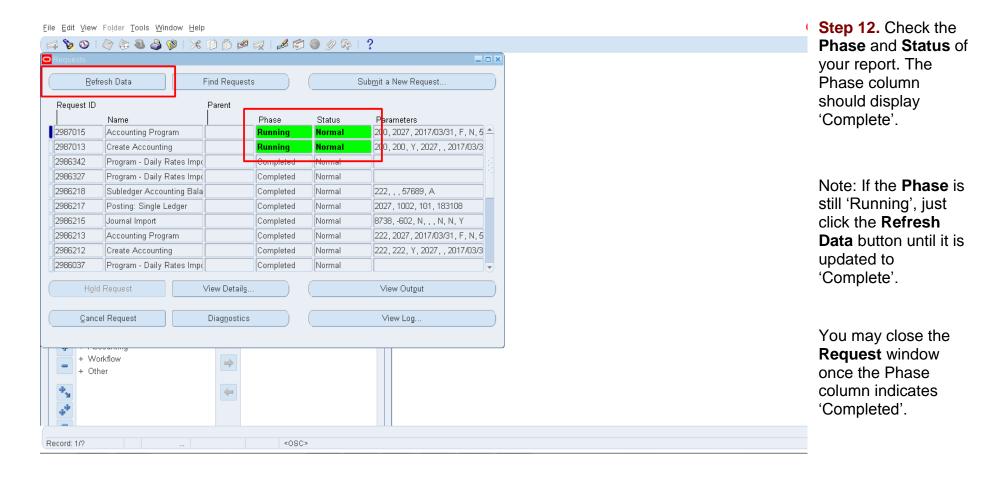
Step 10. Click **No** on the decision window.

File Edit View Folder Tools Window Help

Requests

Find Requests

○ My Completed Requests
○ My Requests In Progress
● All My Requests
○ Specific Requests

Request ID   [   ]
Name   [   ]
Date Submitted [   ]
Date Completed [   ]
Status   [▼]
Phase   [▼]
Requestor   [   ]

☐ Include Request Set Stages in Query

Order By   [Request ID   ▼]

Select the Number of Days to View: [7]

[Submit a New Request...]   [Clear]   [Find]

+ Workflow
+ Other

Record: 1/1   <OSC>

Step 11. On the Find Requests window, click the **Find** button.
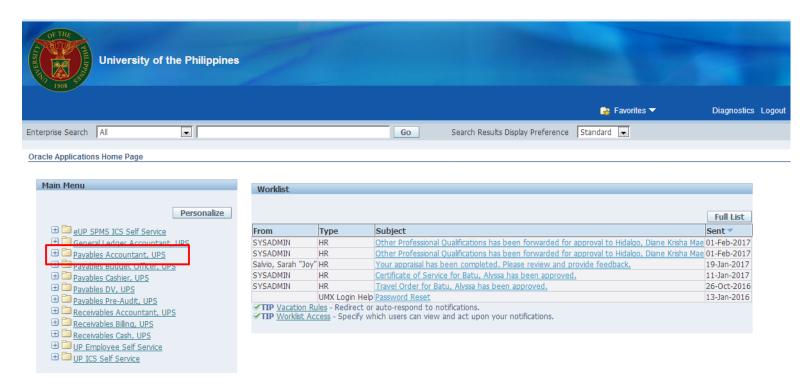
The Requests window will open.

File Edit View Folder Tools Window Help

Requests

| Refresh Data | Find Requests | Submit a New Request... |

Request ID		Parent				
	Name		Phase	Status	Parameters	
2987015	Accounting Program		**Running**	**Normal**	200, 2027, 2017/03/31, F, N, 5
2987013	Create Accounting		**Running**	**Normal**	200, 200, Y, 2027, , 2017/03/3
2986342	Program - Daily Rates Impo		Completed	Normal	
2986327	Program - Daily Rates Impo		Completed	Normal	
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 Impo		Completed	Normal	

| Hold Request | View Details... | View Output |

| Cancel Request | Diagnostics | View Log... |

+ Accounting
+ Workflow
+ Other

Record: 1/?   ...   <OSC>

Step 12. Check the **Phase** and **Status** of your report. The Phase column should display 'Complete'.

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

REVIEW JOURNAL ENTRIES OF

INDIVIDUAL DISBURSEMENT VOUCHERS

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

A dropdown list will appear.
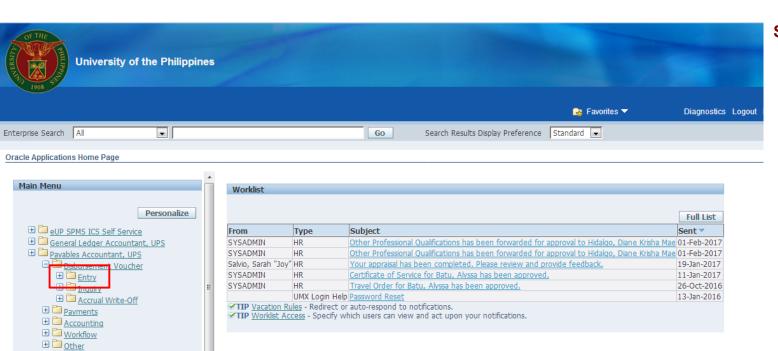
Step 2. Click the **Disbursement Voucher** folder.

A dropdown list will appear.
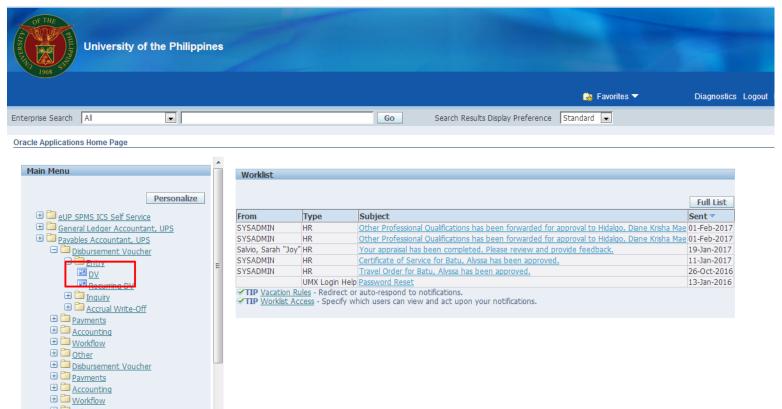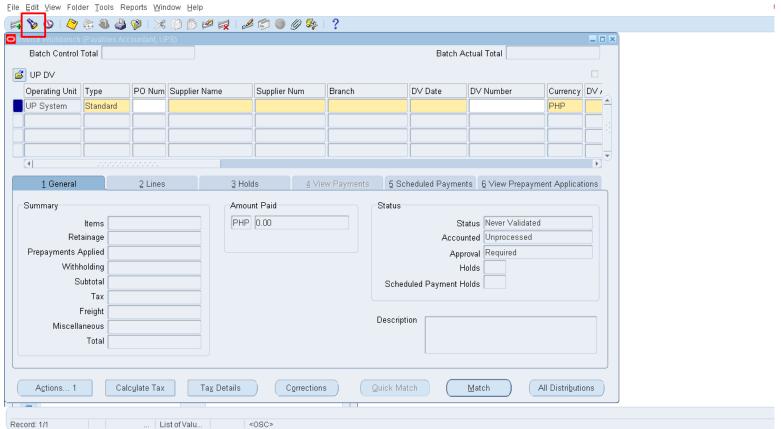
Step 3. Click **Entry.**

Step 4. Select **DV.**
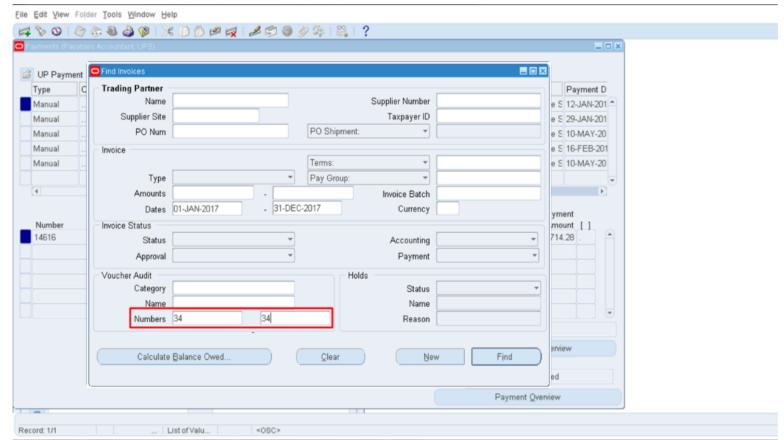
The Invoice Workbench window will open.

File Edit View Folder Tools Reports Window Help

Invoice Workbench (Payables Accountant, UPS)

Batch Control Total [   ]   Batch Actual Total [   ]

UP DV   ☐

Operating Unit	Type	PO Num	Supplier Name	Supplier Num	Branch	DV Date	DV Number	Currency	DV
UP System	Standard							PHP	

| 1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications |

Summary
  Items [   ]
  Retainage [   ]
  Prepayments Applied [   ]
  Withholding [   ]
  Subtotal [   ]
  Tax [   ]
  Freight [   ]
  Miscellaneous [   ]
  Total [   ]

Amount Paid
  PHP [0.00]

Status
  Status [Never Validated]
  Accounted [Unprocessed]
  Approval [Required]
  Holds [   ]
  Scheduled Payment Holds [   ]

Description [   ]

[Actions... 1] [Calculate Tax] [Tax Details] [Corrections] [Quick Match] [Match] [All Distributions]

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

Step 7. Enter the DV Number on the **Numbers** field under the Voucher Audit subsection, then click **Find.**

You will be redirected to the Invoice Workbench.
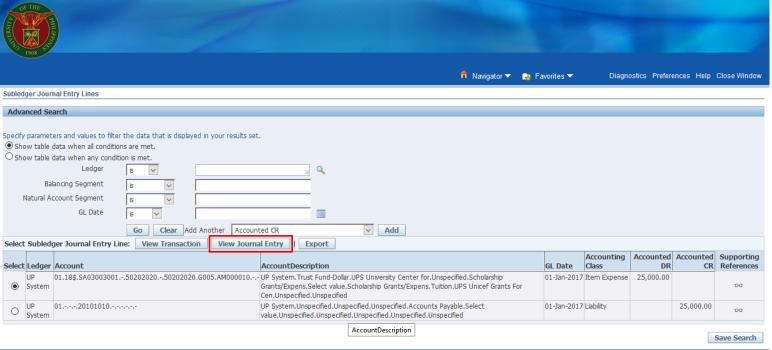
Step 8. Check the **Status** of the DV on the Invoice Workbench window. The status should be **Validated.**

Step 10. Click **Reports** on the menu bar, then select **View Accounting.**
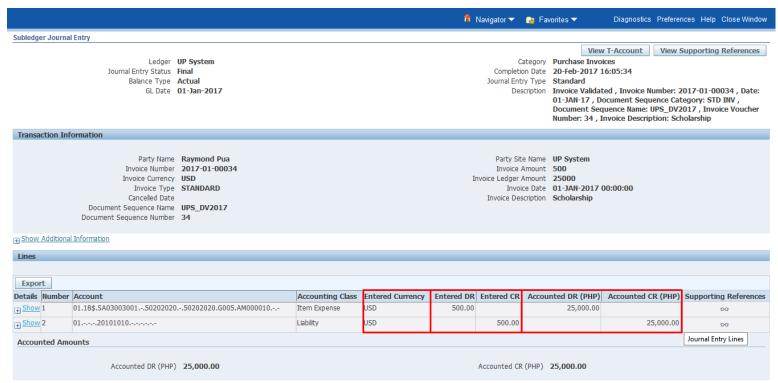
The Subledger Journal Entries page will open on your browser.

Step 10. Click on the **View Journal Entry** button.

Subledger Journal Entry

[View T-Account] [View Supporting References]

Ledger	**UP System**
Journal Entry Status	**Final**
Balance Type	**Actual**
GL Date	**01-Jan-2017**

Category	**Purchase Invoices**
Completion Date	**20-Feb-2017 16:05:34**
Journal Entry Type	**Standard**
Description	**Invoice Validated , Invoice Number: 2017-01-00034 , Date: 01-JAN-17 , Document Sequence Category: STD INV , Document Sequence Name: UPS_DV2017 , Invoice Voucher Number: 34 , Invoice Description: Scholarship**

Transaction Information

Party Name	**Raymond Pua**
Invoice Number	**2017-01-00034**
Invoice Currency	**USD**
Invoice Type	**STANDARD**
Cancelled Date	
Document Sequence Name	**UPS_DV2017**
Document Sequence Number	**34**

Party Site Name	**UP System**
Invoice Amount	**500**
Invoice Ledger Amount	**25000**
Invoice Date	**01-JAN-2017 00:00:00**
Invoice Description	**Scholarship**

⊞ 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	01.18$.SA03003001.-.50202020.-.50202020.G005.AM000010.-.-	Item Expense	USD	500.00		25,000.00		∞
⊞ Show	2	01.-.-.-.20101010.-.-.-.-.-	Liability	USD		500.00		25,000.00	∞

Accounted Amounts

Accounted DR (PHP)	**25,000.00**	Accounted CR (PHP)	**25,000.00**

[Journal Entry Lines]

Return to Subledger Journal Entry Lines

Further details on the Subledger Journal Entry will be displayed.

REVIEW JOURNAL ENTRIES OF

INDIVIDUAL PAYMENT ENTRIES

Step 1. On the FMIS **Main Menu,** click **Payables Accountant**.
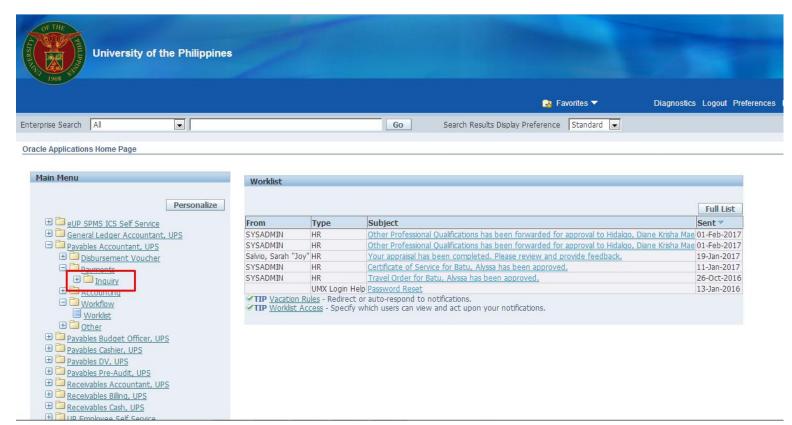
A dropdown list will appear.

Step 2. Click the **Payments** folder.
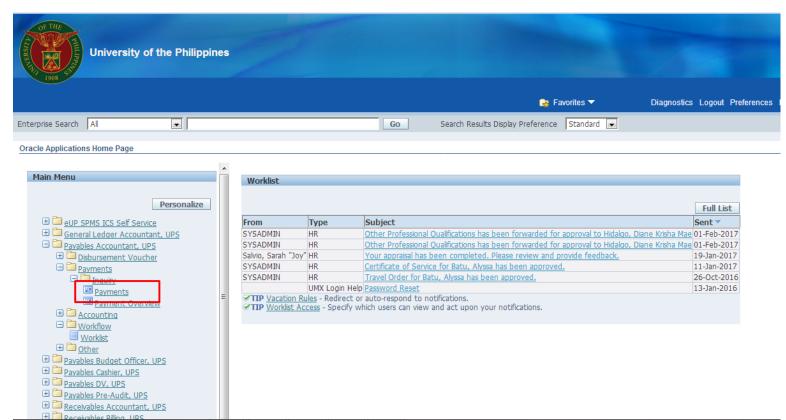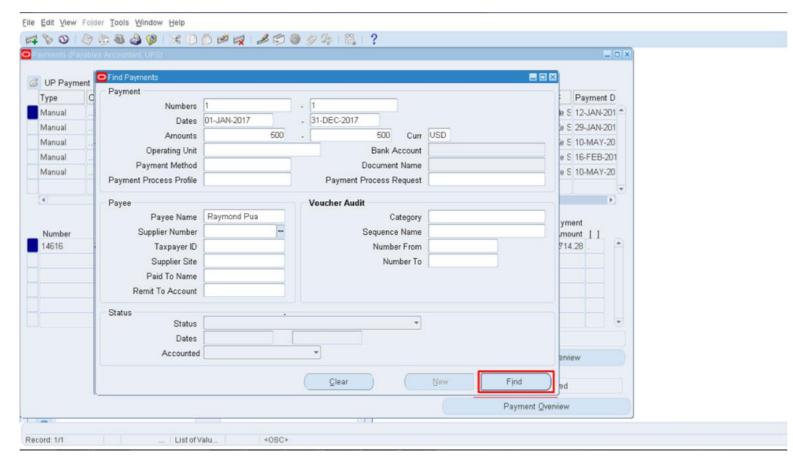
Step 3. Under the Payments folder, click **Inquiry**.

Another dropdown list will appear.
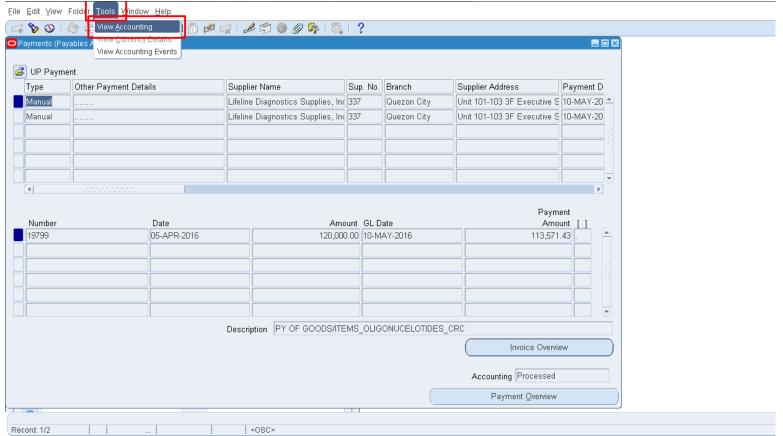
Step 4. Click **Payments**.

The Find Payments window will then open.

Step 5. Enter information such as **Document / Check Number** on the Numbers field, **Payment Date** on the Dates field, **Amount Paid** on the Amounts field, etc.

If the search is successful or there is a match, the Payments window will open with the information of the payment made**.**

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

The Subledger Journal Entry Lines will open on your browser.

Navigator ▼   Favorites ▼   Diagnostics   Preferences   Help   Close Window

Subledger Journal Entry

[View T-Account] [View Supporting References]

Ledger **UP System**	Category **Payments**
Journal Entry Status **Draft**	Completion Date **09-Feb-2017 11:00:20**
Balance Type **Actual**	Journal Entry Type **Standard**
GL Date **03-Jan-2017**	Description **Payment Created , Payment Number: 1 , Payment Date: 03-JAN-17 , Bank Name: UPS TDB DOLLAR TF , Payment Currency Code USD**

Transaction Information

Bank Name **Test Dollar Bank**	Bank Branch Name **Test Dollar Branch**
Bank Account Number **UPS TDB DOLLAR TF**	Document Number **1**
Payment Document Name **UPS TDB DOLLAR TF**	Currency **USD**
Payment Method **CHECK**	Void Date
Payment Amount **500**	Party Name **Raymond Pua**
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.-.-.-.20101010.-.-.-.-.-.-	Liability	USD	500.00		25,000.00		∞
⊞ Show	2	01.18$.-.-.10103030.T001.10103030.0001.-.-.-	Cash	USD		500.00		25,000.00	∞

Accounted Amounts

Accounted DR (PHP) **25,000.00**   Accounted CR (PHP) **25,000.00**

Return to Subledger Journal Entry Lines

Further details on the Subledger Journal Entry will be displayed.

Note: *If the exchange rate in the preparation of the Disbursement Voucher is different from the exchange rate in the Payment, there will be accounted gains or losses.*