



University of the Philippines Financial Management Information System



User Guide

Description:

Script ID	TSFM50009
Script Name	Open GL Period
Information System	Financial Management Information System
Functional Domain	Financial Management Module
Purpose	To open/close a GL period
Data Requirement	Ledger Status Period
Dependencies	Ledger Status Period
Scenario	A GL period needs to be open/close in the system.
Author	

Revision History:

Version Number	Date	Author	Description of Change

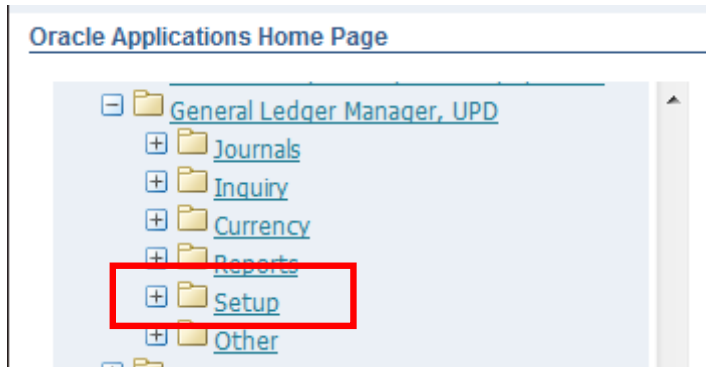


Review and Acknowledgement:

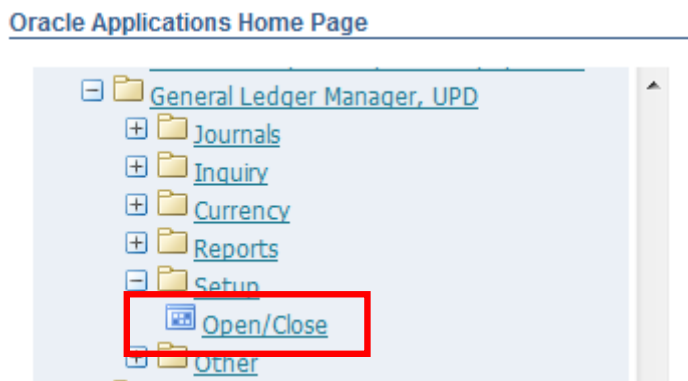
Date	Name	Position	Comments



STEP 1 From the **General Ledger Manager** responsibility, select **Setup**.



STEP 2 Select **Open/Close**.



The **Find Periods** window will open. Fill out the following fields.

Find Periods

Ledger: UPD
Status: Any
Period:

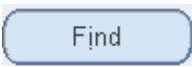
Fiscal Years: From To
Period Numbers: From To

Clear Find



Field Name	Description	Remarks
Ledger	Name of ledger e.g. UP Diliman	<ul style="list-style-type: none"> Required field (yellow field) Text field Must select from a maintained list of values
Status	Status e.g. Open, Closed, Future – Entry	<ul style="list-style-type: none"> Required field Must select from a drop-down list of values
Period	Month and year of accounting	<ul style="list-style-type: none"> Optional field Must select from a maintained list of values

STEP 3

Click the  button. All Periods will be displayed along with their details.

Status	Period	Number	Fiscal Year	From Date	To Date	[]
Future - Entry	MAR-15	3	2015	01-MAR-2015	31-MAR-2015	
Open	FEB-15	2	2015	01-FEB-2015	28-FEB-2015	
Open	JAN-15	1	2015	01-JAN-2015	31-JAN-2015	
Open	ADJ2-14	14	2014	31-DEC-2014	31-DEC-2014	
Open	ADJ1-14	13	2014	31-DEC-2014	31-DEC-2014	
Open	DEC-14	12	2014	01-DEC-2014	31-DEC-2014	
Open	NOV-14	11	2014	01-NOV-2014	30-NOV-2014	
Open	OCT-14	10	2014	01-OCT-2014	31-OCT-2014	
Open	SEP-14	9	2014	01-SEP-2014	30-SEP-2014	



STEP 4 Click the Open Period button

The screenshot shows a dialog box with the following fields and buttons:

- Ledger: UPD
- Accounting Period: Latest Open FEB-15
- Encumbrance Year: Latest Open 2015
- Buttons: Open Period (highlighted with a red rectangle), Open Next Year

STEP 5 Click the search button and fill out the target period

The screenshot shows the 'Open Period' dialog box with the following fields and buttons:

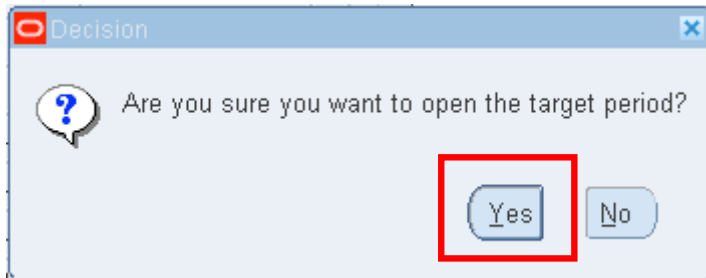
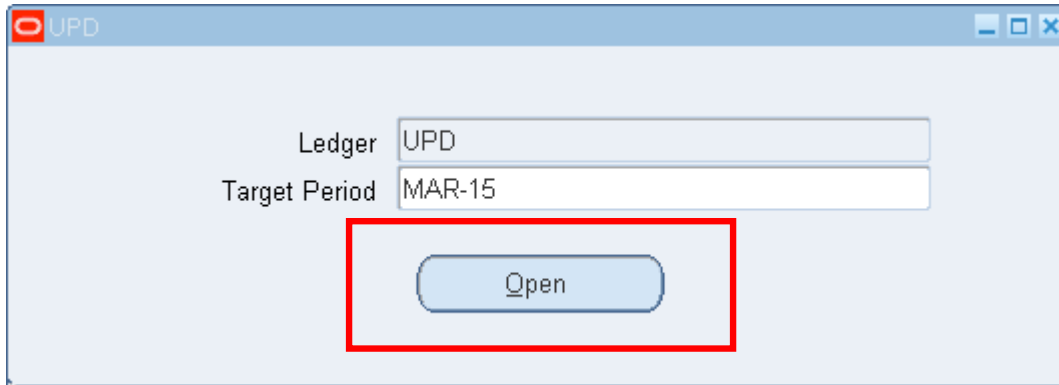
- Ledger: UPD
- Target Period: (empty field)
- Button: Open

The screenshot shows the 'Open Periods' search dialog box with the following elements:

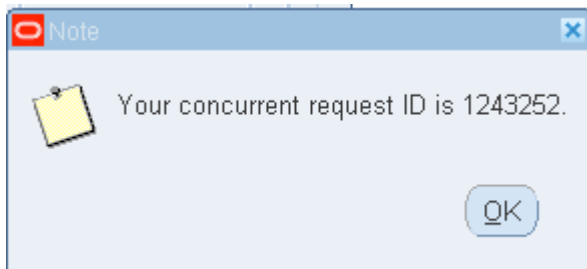
- Find %: (empty search field)
- Period_Name list:
 - MAY-13
 - JUN-13
 - JUL-13
 - AUG-13
 - SEP-13
 - OCT-13
 - NOV-13
 - ADJ1-13
 - ADJ2-13
 - JAN-14
 - FEB-14
 - MAR-15
 - APR-15
- Buttons: Find, OK, Cancel



STEP 6 Click the Open Button and click yes to confirm.



STEP 7 You will be given a concurrent request ID when completed.





Result Information:

Expected Results
<ul style="list-style-type: none">• The GL Period selected is opened/closed• A confirmation of the save process at the lower left of the application



FMIS – Open GL Period

No.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.