University of the Philippines
Financial Management Information System

User Guide

Description:

Script ID	
Script Name	Open Receivables 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 Receivable period needs to be open/close in the system.
Author	

Revision History:
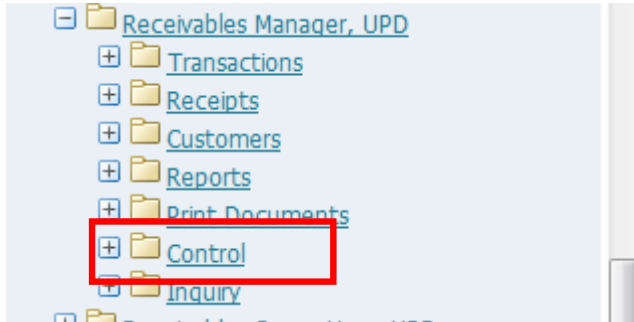
Version Number	Date	Author	Description of Change

Review and Acknowledgement:

Date	Name	Position	Comments

STEP 1   From the **_Receivables Manager_** responsibility and select **_Control_**.

STEP 2   Select **_Accounting_**.
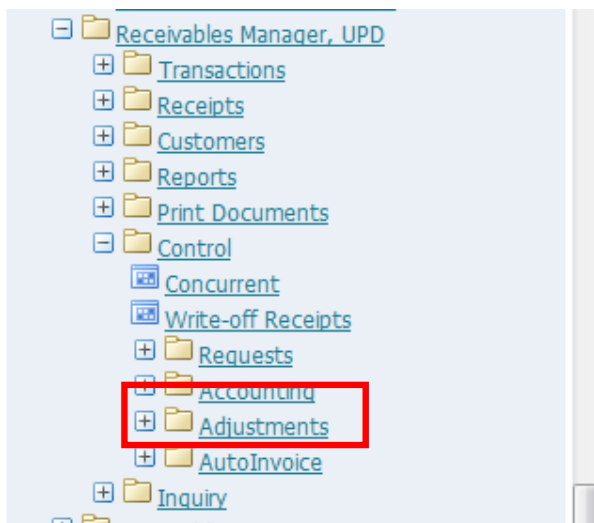
STEP 3   Select **_Open/Close_**
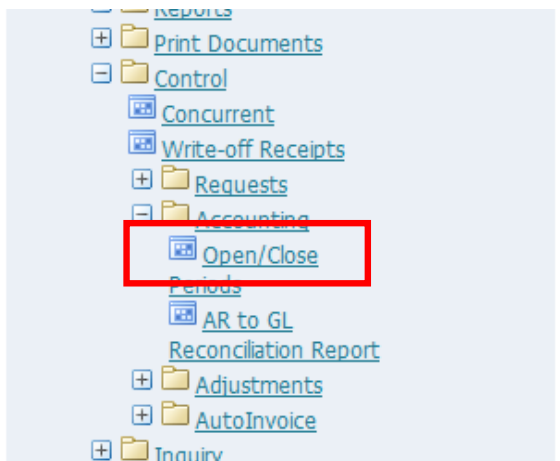
The ***Open/Close Accounting Period*** window will open.

STEP 4 Take note of the ***Latest Open Period*** and click the [Open Next Period] until the desired period is opened.
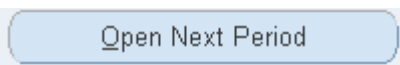
Result Information:

Expected Results
• The Receivables Period selected is opened. • A confirmation of the save process at the lower left of the application

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