



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

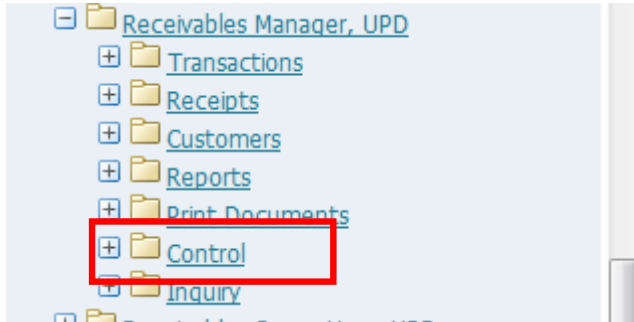


Review and Acknowledgement:

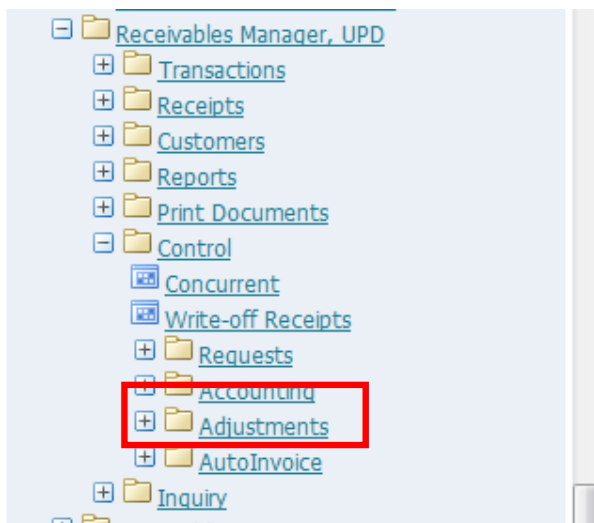
Date	Name	Position	Comments



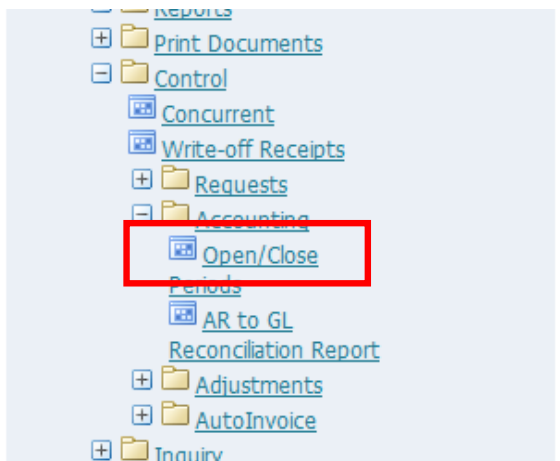
STEP 1 From the *Receivables Manager* responsibility and select *Control*.



STEP 2 Select *Accounting*.



STEP 3 Select *Open/Close*

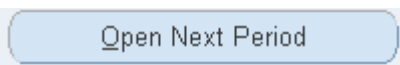




The *Open/Close Accounting Period* window will open.

Status	Number	Fiscal Year	Name	Start Date	End Date	[]
Not Opened	12	2015	DEC-15	01-DEC-2015	31-DEC-2015	[]
Not Opened	11	2015	NOV-15	01-NOV-2015	30-NOV-2015	[]
Not Opened	10	2015	OCT-15	01-OCT-2015	31-OCT-2015	[]
Not Opened	9	2015	SEP-15	01-SEP-2015	30-SEP-2015	[]
Not Opened	8	2015	AUG-15	01-AUG-2015	31-AUG-2015	[]
Not Opened	7	2015	JUL-15	01-JUL-2015	31-JUL-2015	[]
Not Opened	6	2015	JUN-15	01-JUN-2015	30-JUN-2015	[]

STEP 4 Take note of the *Latest Open Period* and click the



until the desired period is opened.

Status	Number	Fiscal Year	Name	Start Date	End Date	[]
Not Opened	12	2015	DEC-15	01-DEC-2015	31-DEC-2015	[]
Not Opened	11	2015	NOV-15	01-NOV-2015	30-NOV-2015	[]
Not Opened	10	2015	OCT-15	01-OCT-2015	31-OCT-2015	[]
Not Opened	9	2015	SEP-15	01-SEP-2015	30-SEP-2015	[]
Not Opened	8	2015	AUG-15	01-AUG-2015	31-AUG-2015	[]
Not Opened	7	2015	JUL-15	01-JUL-2015	31-JUL-2015	[]
Not Opened	6	2015	JUN-15	01-JUN-2015	30-JUN-2015	[]



Result Information:

Expected Results

- The Receivables Period selected is opened.
- 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.