

# Booking a Standard Invoice

## 1. Purpose

1.1. To have a standard navigational instruction to Payable users of Oracle in booking a **Standard Invoice**.

## 2. Scope

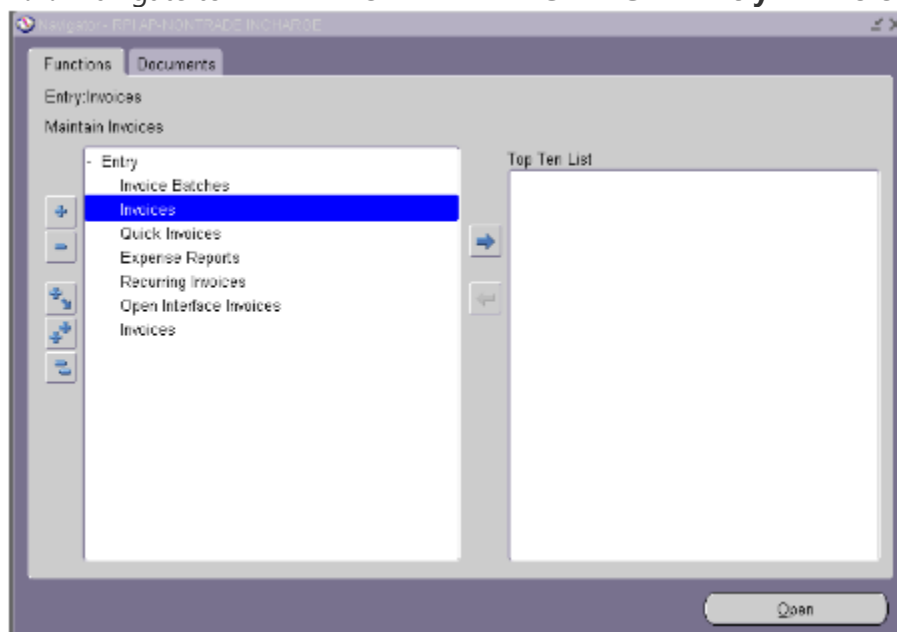
2.1. Payable Users of Oracle nationwide.

## 3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in booking a standard invoice.

## 4. Navigation Procedures

4.1. Navigate to **RPI AP-NONTRADE INCHARGE > Entry > Invoices**



4.2. Fill in "**Type**" – **STANDARD**

4.3. Fill in "**Document Category Name**" - **APV**

4.4. Fill in "**Trading Partner**" or "**Supplier Num**" – **ROSE PHARMACY, INC.**, for Trading partner or **802018** for supplier num.

4.5. Fill in "**Invoice Date**" and "**GL Date**" – the date you process or book the invoice. Your Invoice date and GL date must at all times be the same.

4.6. Fill in "**Invoice Number**" – naming convention is the type of request – approval date. (ex. SALARYLOAN-11052018)

4.7. Fill in "**Description**" – put a description that would possibly be useful as future reference. (ex. <SALARY LOAN> LOAN APPLICATIONS APPROVED BY NOV. 5, 2018)

**4.8.** Fill in "**Line Amount**" – the amount reflected in your **header** invoice amount is also the amount of your **Line** invoice amount.

Batch Control Total: Batch Actual Total

AP

Operating Unit	Type	Document Category Name	Trading Partner	Supplier Num	Supplier Site	Invoice	Invoice Date	GL Date	Ir
Rose Pharmaco	Standard	APV	ROSE PHARMACY, INC.,	802018	Home	PHP	05-NOV-2018	05-NOV-2018	S

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

Summary

Items	27,500.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	27,500.00
Tax	
Freight	
Miscellaneous	
Total	27,500.00

Amount Paid: PHP 0.00

Status

Status	Never Validated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description: <SALARY LOAN> LOAN APPLICATION APPR

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

Next ➡

Batch Control Total: Batch Actual Total

AP

Operating Unit	Type	Document Category Name	Trading Partner	Supplier Num	Supplier Site	Invoice	Invoice Date	GL Date	Ir
Rose Pharmaco	Standard	APV	ROSE PHARMACY, INC.,	802018	Home	PHP	05-NOV-2018	05-NOV-2018	S

Header

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

AP\_LINES

Lines Tab

Num	Type	PO Number	Amount	Description	GL Date	Default Distribution Account	Default Account Descripti
1	Item		27,500.00	<SALARY LOAN> LOAN APPLICATION	05-NOV-2018		

Total: Gross 27,500.00 Retained Net 27,500.00

Distributions

**4.9.** Fill in "**Distribution Amount**" – approved amount of each employee advances.

**4.10.** Fill in "**Distribution Account**" – provide correct account combination, correct account and employee ID. Account to use if advances processed is for personal use, Advances to Employees – Personal while Employee ID is the ID of the employee whose advances is approved.

(ex. 88.110621.000000000.0000.150510.0000)

**4.11.** Fill in "**Distribution Description**" – you may indicate the account number of the employee here or any description that may be useful for future reference.

Line Number: 1 Line Total: 27,500.00  
 Line Description: <SALARY LOAN> LOAN APPL Distribution Total: 27,500.00

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	750.00	05-NOV-2018	88.110521.0000000.0000.1516		041576533852
2	Item	750.00	05-NOV-2018	88.110521.0000000.0000.1517		0415765372610
3	Item	750.00	05-NOV-2018	88.110521.0000000.0000.1518		041576537546
4	Item	750.00	05-NOV-2018	88.110521.0000000.0000.1519		0415765332431
5	Item	750.00	05-NOV-2018	88.110521.0000000.0000.1520		041576533690
6	Item	750.00	05-NOV-2018	88.110521.0000000.0000.1521		041576533695
7	Item	750.00	05-NOV-2018	88.110521.0000000.0000.1522		041576533698
8	Item	750.00	05-NOV-2018	88.110521.0000000.0000.1523		041576533699
9	Item	750.00	05-NOV-2018	88.110521.0000000.0000.1524		0415765372110
10	Item	750.00	05-NOV-2018	88.110521.0000000.0000.1525		0415765370531
11	Item	7,000.00	05-NOV-2018	88.110521.0000000.0000.1526		041576537057
12	Item	5,000.00	05-NOV-2018	88.110521.0000000.0000.1527		0415765374236
13	Item	3,000.00	05-NOV-2018	88.110521.0000000.0000.1528		0415765370571

Status: New/Validated Distribution Class: Pending  
 Accounted: Unprocessed Associated Charges:  
 Account Description: RP,ADVANCES TO EMPLOYEES PER,NONE NONE TINAMBAHAN, Ms. MARY JEAN NONE

Reverse T Tax Distributions View DO View Receipt

**4.12.** Click **Save** icon  and close the Invoice workbench.