

Generating Lessors BIR Form 2307

1. Purpose

1.1. To have a standard navigational instruction to Payable users of Oracle in generating BIR Form 2307 to all Lessors with PDC payments on a monthly basis.

2. Scope

2.1. Payable Users of Oracle nationwide.

3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in preparing BIR Form 2307.

4. Navigation Procedures

4.1. AP Nontrade Associate - **N > RPI AP-NONTRADE**

INCHARGE > View [menu] > Request [menu] > Submit a new request [button] > OK [button]

4.1.1. Supply **RPI BIR Form 2307 – New** in the Name field and then press **TAB** in your keyboard

4.1.2. Supply all required parameters as shown below then select **OK [button]**.

The screenshot shows the 'Run this Request' dialog box in Oracle. The 'Name' field is set to 'RPI BIR Form 2307 - New'. The 'Parameters' sub-dialog is open, showing the following fields and values:

Field	Value	Explanation
Payment Date From	01 APR 2021	this refers to MONTH or for the Period indicated in BIR Form 2307
Payment Date To	30 APR 2021	this refers to MONTH or for the Period indicated in BIR Form 2307
Supplier	DYNASTY MANAGEMENT & DEVELOPMENT CORPORATION	this refers to the Trading Partner used in recording the invoice or Vendor's registered name
Supplier Site	MINGLANILLA	refers to Site used in recording the invoice
Signatory	RACHELLE JOY DELA TORRE ABARGOS	refers to BIR form 2307 signatory or representative
Run By	MBCRESCENCIO	the user who generates the BIR Form 2307

The 'Run By' field is highlighted in yellow. The 'Parameters' dialog has 'OK', 'Cancel', 'Clear', and 'Help' buttons at the bottom.

4.1.3. Select **Submit** [button] and select **NO** [button] if you don't want to submit any other request while **YES** [button] if you still want to submit a new request. Then select **FIND** [button] to check the status of your submitted request.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
232990738	RPI BIR Form 2307 - New		Completed	Normal	2021/01/01 00:00:00, 2021/01/
232990257	RPI BIR Form 2307 - New		Completed	Normal	2021/10/01 00:00:00, 2021/10/

If status is:
1. **Running** - select Refresh data button until it will be updated to COMPLETED
2. **Completed** - then select View Output to download the BIR Form 2307

Hold Request View Details... View Output
Cancel Request Diagnostics View Log...

4.2. **Download** the form and **save** the file following below file path and naming convention.

Invoice Worksheet (RPI/AP-CONTRADE NON-ROB)

Batch Control Total Batch Actual Total

AP

Type	Document Category Name	Trading Partner	Supplier Num	Supplier Site No	Invoice Date	GL Date	Invoice Num	Invoice Amount
Standard	Recurring Standard Invoice	DYNASTY MWNA	594	MINCIANILLA	01-APR-2021	01-APR-2021	RENT-3520-Apr-21	101,515.82

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

Summary

Items	90,840.02
Perkinsage	
Prepayments Applied	57,704.61
Withholding	3,312.21
Subtotal	-10,876.63
Tax	10,876.63
Freight	
Miscellaneous	
Total	0.00

Amount Paid

PHP 57,704.61

Status

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

3620 CAIS, MINCIANILLA RENTAL FOR THE

Next ➡

[illegible]

File path - \\rpidw\2_Treasury\ForSending