Check upload

1. **Purpose**
    - **1.1.** To have a standard navigational instruction to IT in the ticketing for **Check Upload.**
2. **Scope**
    - **2.1.** IT users
3. **Implementing Guidelines**
    - **3.1.** Refer manual for detailed policy.
4. **Navigation Procedures**
    - **4.1.** Go to IT Support Ticketing System Incident Request Portal for IT agents. Go to My Ticket > Assigned To Me or Assigned To My Department.

- **4.2.** Treasury sends an open ticket to IT Helpdesk with the Excel file with the checks for updating. Click Ticket number or Incident Description to open this ticket.

- **4.3.** Open Excel file.

4.4. In Oracle, go to Payables SuperUser, RPI. Click View, then Requests. Click Submit a New Request.
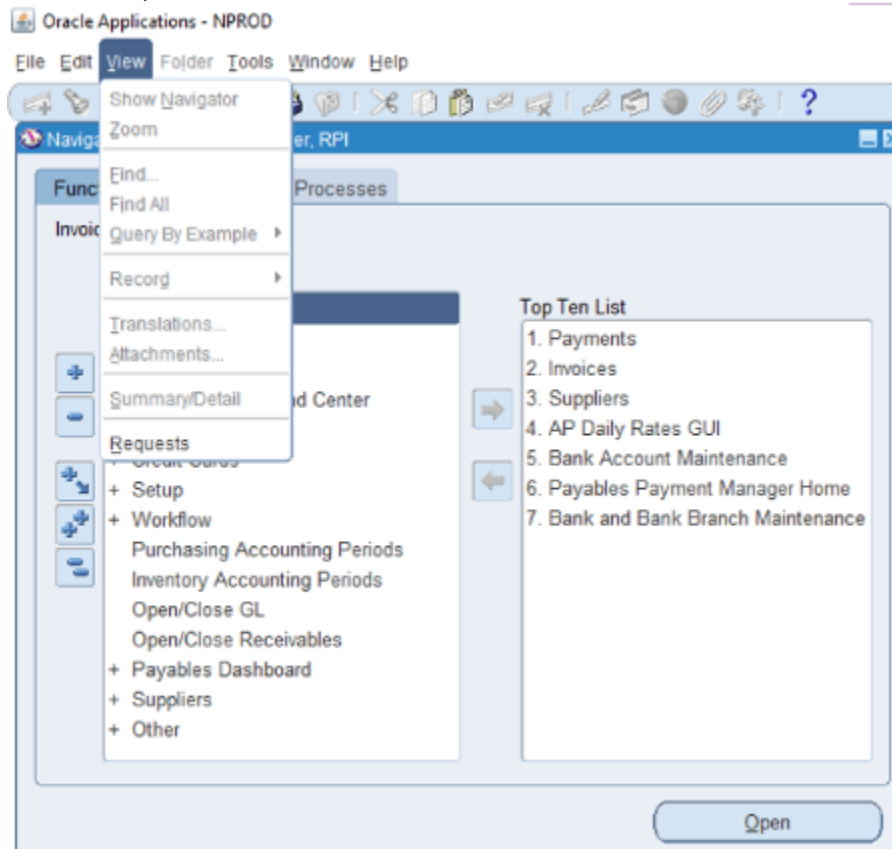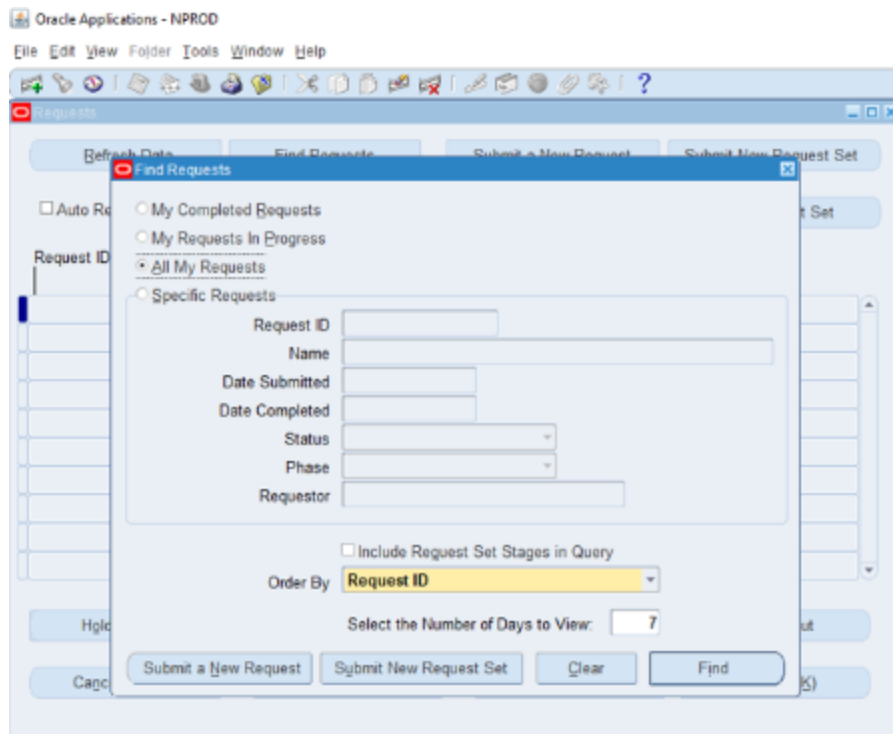
4.5. Under Submit Request, type RPI Disbursement Summary - New.
Input Payment Date From - start date of report
Payment Date To - end date of report
Click OK.
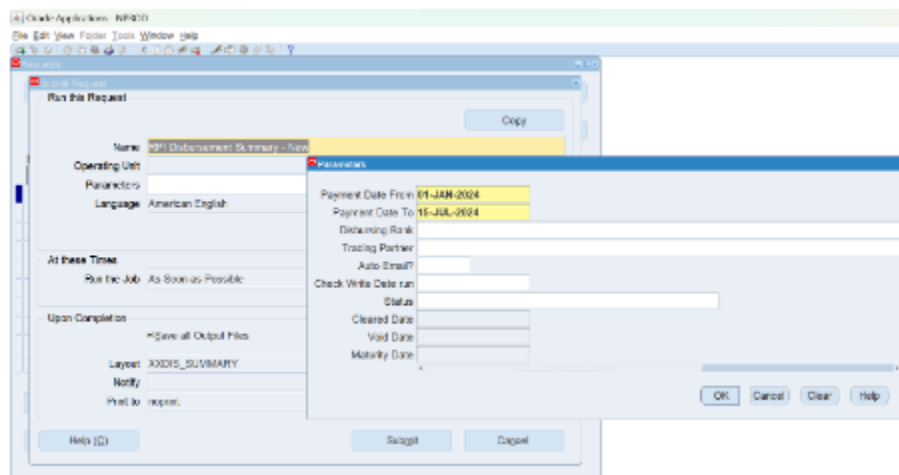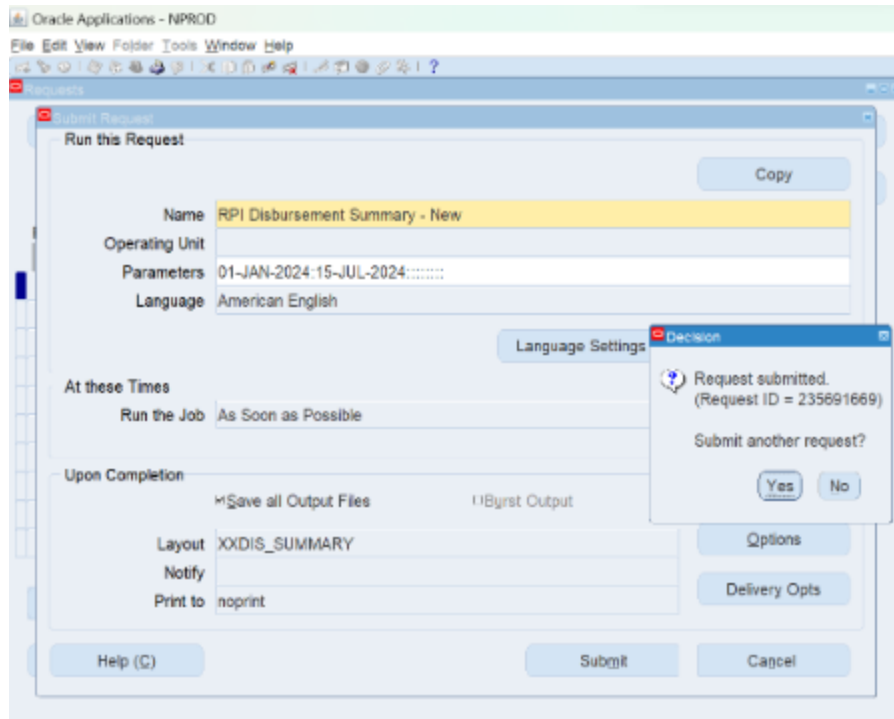
Click Submit. Choose No for Submit another request.

4.6. Click Find to view the running request.
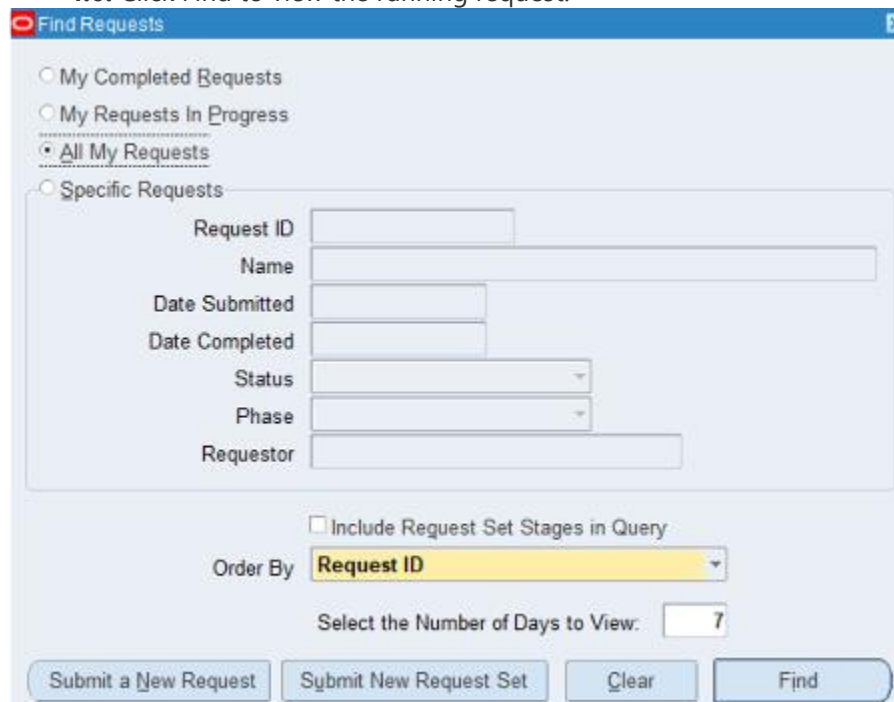
4.7. Once the program has finished running (Completed – Normal), click View Output. Redirected to browser, **click Open.**

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Requests

| | Refresh Data | | Find Requests | | Submit a New Request | | Submit New Request Set |

☐ Auto Refresh (X) | | Copy Single Request | | Copy Request Set |

Request ID	Name	Parent	Phase	Status	Parameters
235691669	RPI Disbursement Summar		Completed	Normal	81, 2024/01/01 00:00:00, 202
235685703	RPI (RPI AR Payment Inter		Completed	Normal	RPIARPAYMENTFILES.dat, /c
235685701	RPI (AR Receipt apply to A		Completed	Warning	2762, 81
235685700	RPI (AR Receipt Validation		Completed	Warning	2762, 81,
235685699	RPI (AR Payment Interface		Completed	Normal	RPIARPAYFILES.dat, $AR_T(
235685698	RPI (AR Payment - upload		Completed	Normal	/oracle/XXAPPS/XXAR_INTEF
235685697	RPI (AR Payment - Get Fil		Completed	Normal	/oracle/XXAPPS/XXAR_INTEF
235685696	RPI Standard Receipt Inter		Completed	Error	2762, 81
235685678	RPI (AR Misc Payment Inte		Completed	Normal	RPIARMISCPAYMENTFILES.
235685677	RPI (AR MISC PAYMENT		Completed	Error	2762, 81,

| | Hold Request | | View Details | | Rerun Request | | View Output |

| | Cancel Request | | Diagnostics | | Reprint/Republish (J) | | View Log (K) |

← C | ⓒ | ⚠ Not secure | oraapp.rosepharmacy.com:8040/OA_CGI/FNDWRR.exe?temp_id=1355757427 | ☆

You're in Internet Explorer mode. Most pages work better in Microsoft Edge. | Open in Microsoft Edge

Internet Explorer | ✕

What do you want to do with
RPI_Disbursement_Summary__New_150724.xls?

Size: 7.73 MB
Type: Microsoft Excel 2008
From: oraapp.rosepharmacy.com

→ Open
   The file won't be saved automatically.

→ Save

→ Save as

Cancel

4.8. In the report, filter Payment Status. Uncheck Voided.

Account Number	Payment Reference	Dummy Check Number	CV Number	Payment Amount	Payment Date	Maturity Date	Payment Status	Cleared Date
778 BDO SA 6090074208		2424229	1341824	45,000,000.00	11-JAN-2024	11-JAN-2024	RECONCILED	12-JAN-2024
779 BDO SA 6090074208		2424230	1342430	50,000,000.00	17-JAN-2024	17-JAN-2024	RECONCILED	18-JAN-2024
780 BDO SA 6090074208		2424231	1342431	50,000,000.00	17-JAN-2024	17-JAN-2024	RECONCILED	18-JAN-2024
781 BDO SA 6090074208		2424232	1343670	100,000,000.00	26-JAN-2024	26-JAN-2024	RECONCILED	29-JAN-2024
782 BDO SA 6090074208		2424233	1344086	30,000,000.00	30-JAN-2024	30-JAN-2024	RECONCILED	31-JAN-2024
783 BDO SA 6090074208		2424234	1344814	50,000,000.00	06-FEB-2024	06-FEB-2024	RECONCILED	06-FEB-2024
784 BDO SA 6090074208		2424235	1344815	50,000,000.00	06-FEB-2024	06-FEB-2024	RECONCILED	14-FEB-2024
785 BDO SA 6090074208		2424236	1345334	50,000,000.00	14-FEB-2024	14-FEB-2024	RECONCILED	15-FEB-2024
786 BDO SA 6090074208		2424237	1346121	50,000,000.00	16-FEB-2024	16-FEB-2024	RECONCILED	23-FEB-2024
787 BDO SA 6090074208		2424238	1346122	50,000,000.00	16-FEB-2024	16-FEB-2024	RECONCILED	26-FEB-2024
788 BDO SA 6090074208		2424239	1346533	50,000,000.00	27-FEB-2024	27-FEB-2024	RECONCILED	28-FEB-2024
789 BDO SA 6090074208		2424240	1346990	30,000,000.00	29-FEB-2024	29-FEB-2024	RECONCILED	29-FEB-2024
790 BDO SA 6090074208		2424241	1347706	20,000,000.00	04-MAR-2024	04-MAR-2024	RECONCILED	04-MAR-2024

4.9. Copy data to the Printed checks Excel file provided by Treasury on Sheet 2, starting on column B.

A	Payment Type	Disbursing Bank	Account Number	Payment Reference	Dummy Check Number	CV Number	Payment Amount	Payment Date	Maturity Date	Payment Stat	Cleared Date	Void Date	ading Part
	Manual	Banco De Oro	BDO SA 6090074208		2424229	1341824	45,000,000.00	11-JAN-20	11-JAN-20	RECONCIL	12-JAN-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424230	1342430	50,000,000.00	17-JAN-20	17-JAN-20	RECONCIL	18-JAN-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424231	1342431	50,000,000.00	17-JAN-20	17-JAN-20	RECONCIL	18-JAN-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424232	1343670	100,000,000.00	26-JAN-20	26-JAN-20	RECONCIL	29-JAN-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424233	1344086	30,000,000.00	30-JAN-20	30-JAN-20	RECONCIL	31-JAN-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424234	1344814	50,000,000.00	06-FEB-20	06-FEB-20	RECONCIL	06-FEB-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424235	1344815	50,000,000.00	06-FEB-20	06-FEB-20	RECONCIL	14-FEB-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424236	1345334	50,000,000.00	14-FEB-20	14-FEB-20	RECONCIL	15-FEB-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424237	1346121	50,000,000.00	16-FEB-20	16-FEB-20	RECONCIL	23-FEB-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424238	1346122	50,000,000.00	16-FEB-20	16-FEB-20	RECONCIL	26-FEB-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424239	1346533	50,000,000.00	27-FEB-20	27-FEB-20	RECONCIL	28-FEB-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424240	1346990	30,000,000.00	29-FEB-20	29-FEB-20	RECONCIL	29-FEB-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424241	1347706	20,000,000.00	04-MAR-2	04-MAR-2	RECONCIL	04-MAR 2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424242	1347707	20,000,000.00	04-MAR-2	04-MAR-2	RECONCIL	05-MAR-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424243	1348060	20,000,000.00	06-MAR-2	06-MAR-2	RECONCIL	07-MAR-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424244	1348380	50,000,000.00	11-MAR-2	11-MAR-2	RECONCIL	12-MAR-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424245	1348381	50,000,000.00	11-MAR-2	11-MAR-2	RECONCIL	22-MAR-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424246	1349476	50,000,000.00	21-MAR-2	21-MAR-2	RECONCIL	25-MAR-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424247	1349477	20,000,000.00	21-MAR-2	21-MAR-2	RECONCIL	22-MAR-2024		ROSE PHA
	Manual	Banco De Oro	BDO SA 6090074208		2424248	1349982	20,000,000.00	27-MAR-2	27-MAR-2	RECONCIL	27-MAR-2024		ROSE PHA

4.10. Copy CV number to column A.

CV Number	Payment Type	Disbursing Bank	Account Number	Payment Reference	Dummy Check Number	CV Number	Payment Amount	Payment Date	Maturity Date	Payment Stat	Cleared Date	Void Date	ading Par
1341824	Manual	Banco De Oro	BDO SA 6090074208		2424229	1341824	45,000,000.00	11-JAN-20	11-JAN-20	RECONCIL	12-JAN-2024		ROSE PH
1342430	Manual	Banco De Oro	BDO SA 6090074208		2424230	1342430	50,000,000.00	17-JAN-20	17-JAN-20	RECONCIL	18-JAN-2024		ROSE PH
1342431	Manual	Banco De Oro	BDO SA 6090074208		2424231	1342431	50,000,000.00	17-JAN-20	17-JAN-20	RECONCIL	18-JAN-2024		ROSE PH
1343670	Manual	Banco De Oro	BDO SA 6090074208		2424232	1343670	100,000,000.00	26-JAN-20	26-JAN-20	RECONCIL	29-JAN-2024		ROSE PH
1344086	Manual	Banco De Oro	BDO SA 6090074208		2424233	1344086	30,000,000.00	30-JAN-20	30-JAN-20	RECONCIL	31-JAN-2024		ROSE PH
1344814	Manual	Banco De Oro	BDO SA 6090074208		2424234	1344814	50,000,000.00	06-FEB-20	06-FEB-20	RECONCIL	06-FEB-2024		ROSE PH
1344815	Manual	Banco De Oro	BDO SA 6090074208		2424235	1344815	50,000,000.00	06-FEB-20	06-FEB-20	RECONCIL	14-FEB-2024		ROSE PH
1345334	Manual	Banco De Oro	BDO SA 6090074208		2424236	1345334	50,000,000.00	14-FEB-20	14-FEB-20	RECONCIL	15-FEB-2024		ROSE PH
1346121	Manual	Banco De Oro	BDO SA 6090074208		2424237	1346121	50,000,000.00	16-FEB-20	16-FEB-20	RECONCIL	23-FEB-2024		ROSE PH
1346122	Manual	Banco De Oro	BDO SA 6090074208		2424238	1346122	50,000,000.00	16-FEB-20	16-FEB-20	RECONCIL	26-FEB-2024		ROSE PH
1346533	Manual	Banco De Oro	BDO SA 6090074208		2424239	1346533	50,000,000.00	27-FEB-20	27-FEB-20	RECONCIL	28-FEB-2024		ROSE PH
1346990	Manual	Banco De Oro	BDO SA 6090074208		2424240	1346990	30,000,000.00	29-FEB-20	29-FEB-20	RECONCIL	29-FEB-2024		ROSE PH
1347706	Manual	Banco De Oro	BDO SA 6090074208		2424241	1347706	20,000,000.00	04-MAR-2	04-MAR-2	RECONCIL	04-MAR-2024		ROSE PH
1347707	Manual	Banco De Oro	BDO SA 6090074208		2424242	1347707	20,000,000.00	04-MAR-2	04-MAR-2	RECONCIL	05-MAR-2024		ROSE PH
1348060	Manual	Banco De Oro	BDO SA 6090074208		2424243	1348060	20,000,000.00	06-MAR-2	06-MAR-2	RECONCIL	07-MAR-2024		ROSE PH
1348180	Manual	Banco De Oro	BDO SA 6090074208		2424244	1348180	50,000,000.00	11-MAR-2	11-MAR-2	RECONCIL	12-MAR-2024		ROSE PH
1348181	Manual	Banco De Oro	BDO SA 6090074208		2424245	1348181	50,000,000.00	11-MAR-2	11-MAR-2	RECONCIL	22-MAR-2024		ROSE PH
1349476	Manual	Banco De Oro	BDO SA 6090074208		2424246	1349476	50,000,000.00	21-MAR-2	21-MAR-2	RECONCIL	25-MAR-2024		ROSE PH
1349477	Manual	Banco De Oro	BDO SA 6090074208		2424247	1349477	20,000,000.00	21-MAR-2	21-MAR-2	RECONCIL	22-MAR-2024		ROSE PH
1349982	Manual	Banco De Oro	BDO SA 6090074208		2424248	1349982	20,000,000.00	27-MAR-2	27-MAR-2	RECONCIL	27-MAR-2024		ROSE PH

Highlight the cv numbers, then click on error sign to convert to number.

	A	B	C
5837	1353500	⚠ al	ROBINSONSBANK
5838	1353501	*Number Stored as Text*	K
5839	1353878		K
5840	1355104	Convert to Number	K
5841	1355355	Help on this Error	K
5842	1355357	Ignore Error	K
5843	1355358		K
5844	1355359	Edit in Formula Bar	K
5845	1356178	Error Checking Options...	K
5846	1356570	Manual	ROBINSONSBANK
5847	1356571	Manual	ROBINSONSBANK
5848	1356890	Manual	ROBINSONSBANK
5849	1357936	Manual	ROBINSONSBANK
5850	1358026	Manual	ROBINSONSBANK
5851	1359279	Manual	ROBINSONSBANK
5852	1359280	Manual	ROBINSONSBANK
5853	1359281	Manual	ROBINSONSBANK
5854	1359720	Manual	ROBINSONSBANK
5855	1341037	Manual	ROBINSONSBANK
5856	1343414	Manual	ROBINSONSBANK
5857	1343417	nual	ROBINSONSBANK

*Ensure that the cv numbers have been converted so that they could be looked up by vlookup.

4.11. In Sheet 1, validate data -

VENDOR NAME	CHECK VOUCHER NUMBER						Check number	Amount	Diff	Checking	
2 ALPA HOTEL MANAGEMENT & SERVICES, INC.	1359238			Successful		For Release RPMBTC2(	418287701	19639.33	0	TRUE	
3 NEGROS ORIENTAL II ELECTRIC COOPERATIVE (NORECO II)	1359154			Successful		For Release RPMBTC2(	418287742	27580.52	0	TRUE	
4 NEGROS ORIENTAL II ELECTRIC COOPERATIVE (NORECO II)	1359155			Successful		For Release RPMBTC2(	418287743	21079.04	0	TRUE	
5 BANTAYAN ISLAND ELECTRIC COOP., INC.	1359158			Successful		For Release RPMBTC2(	418287746	37582.4	0	TRUE	
6 CEBU II ELECTRIC COOPERATIVE INC	1359161			Successful		For Release RPMBTC2(	418287748	27326.94	0	TRUE	
7 FLORETE LAND INC.	1359169			Successful		For Release RPMBTC2(	418287755	30110.73	0	TRUE	
8 APPLEONE PROPERTIES, INC.	1359170			Successful		For Release RPMBTC2(	418287756	137639.6	0	TRUE	
9 NELSON L. NAPUD	1359191			Successful		For Release RPMBTC2(	418287772	78400	0	TRUE	

4.11.a. Check number -

- o Go to a column without data. Input formula =VLOOKUP(Check voucher number, Sheet 2!CV number to Payment reference number,5,0)
- o Copy then paste as values.
- o Remove extra spaces or convert to number.

4.11.b. Payment amount -

- o Input formula =VLOOKUP(Check voucher number, Sheet 2!CV number to Payment amount,8,0)

4.11.c. Amount difference -

- o Ensure that there is no amount difference between Oracle report and Excel file provided by Treasury. Subtract vlooked up amount from check amount in report. Amount must be zero (0).

4.11.d. Check number checking -

- o Ensure that vlooked up check number is equal to check number in report. Input formula =check number in Oracle=check number in Oracle

*If the check number checking is FALSE, the check uploaded in Oracle previously needs to be updated with the data provided by Treasury to override wrong data.
**#N/A data could be due to Cancelled checks.

4.12. Filter FALSE data in checking column. Input formula =check voucher number&","&check number

4.13. Copy the concatenated data from the Excel file to a .csv file in WinSCP.

4.14. Rename csv file name to RPI+mmddyy.csv
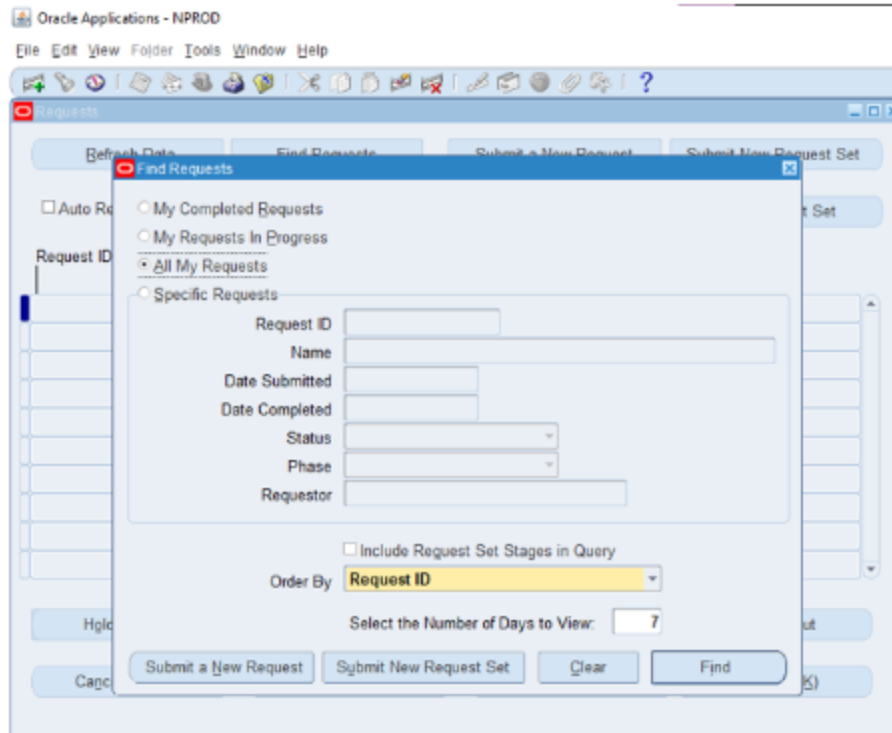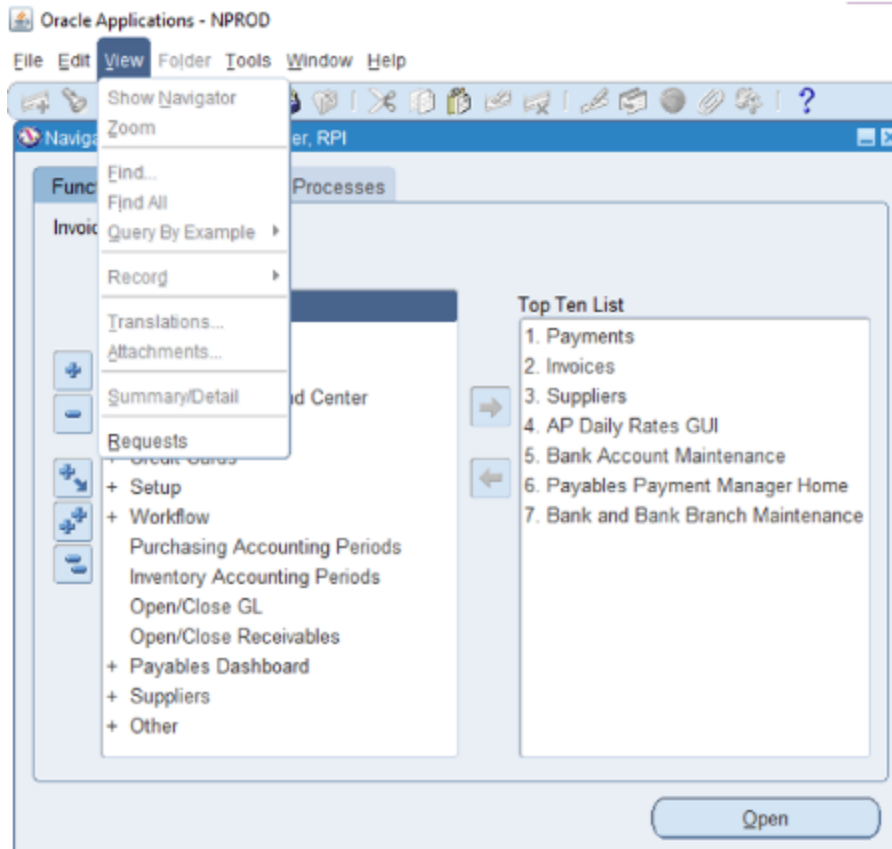
Transfer .csv file to file path /oracle/XXAPPS/BANK_FILE/RPI/UPLOAD/data/ by clicking F5 in keyboard. **Click OK**.

4.15. Click the Refresh   button.

4.16. In Oracle, under the Payables module, click View, then Requests. Click Submit a New Request.

4.17. Under Submit Request, type RPI Check Upload Program. Click Submit and OK. Choose No for Submit another request.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Requests

Submit Request

Run this Request

Copy

Name   RPI Check Upload Program
Operating Unit
Parameters
Language   American English

Caution

⚠ This request will be submitted with default or preexisting values for request parameters, completion options and report language.

Press OK to proceed with request submission.

Press Cancel to change default request parameter values, to specify completion options or to specify report language.

OK   Cancel

At these Times
Run the Job   As Soon as Possible

Upon Completion
☑ Save all Output Files   ☐ Burst

Layout
Notify
Print to   noprint   Delivery Opts

Help (C)   Submit   Cancel

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Requests

Submit Request

Run this Request

Copy

Name   RPI Check Upload Program
Operating Unit
Parameters
Language   American English

Language Settings

Decision

❓ Request submitted.
   (Request ID = 235691859)

Submit another request?

Yes   No

At these Times
Run the Job   As Soon as Possible

Upon Completion
☑ Save all Output Files   ☐ Burst Output

Layout   Options
Notify
Print to   noprint   Delivery Opts

Help (C)   Submit   Cancel

Requests

| Refresh Data | Find Requests | Submit a New Request | Submit New Request Set |

☐ Auto Refresh (X)

| Copy Single Request | Copy Request Set |

Request ID		Parent				
	Name		Phase	Status	Parameters	
235691863	RPI (RPI Check upload Inte		Pending	Normal	81, 2762,	
235691862	RPI (RPI Check upload - Lt		Completed	Normal	RPIAPUPLOADFILES.dat, $A	
235691861	RPI (RPI check upload - up		Completed	Normal	/oracle/XXAPPS/BANK_FILE/F	
235691860	RPI (RPI check upload- Ge		Completed	Normal	/oracle/XXAPPS/BANK_FILE/F	
235691859	RPI Check Upload Program		Running	Normal	81, 2762	

4.18. Once the program has finished running (Completed – Normal), check the updated check number in Oracle. Exit Requests window.
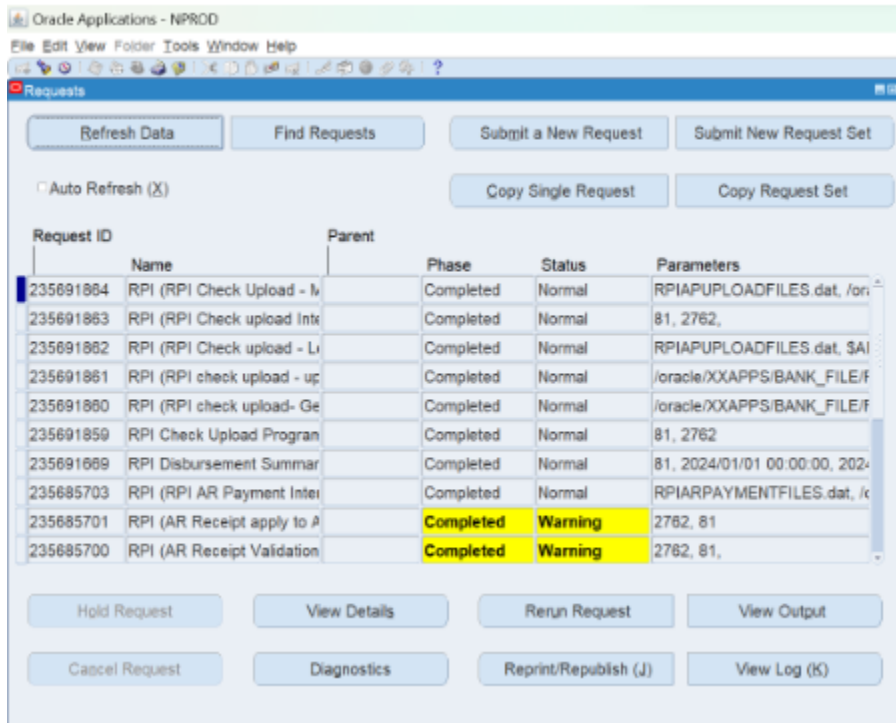
Go to Payments. Click Open.
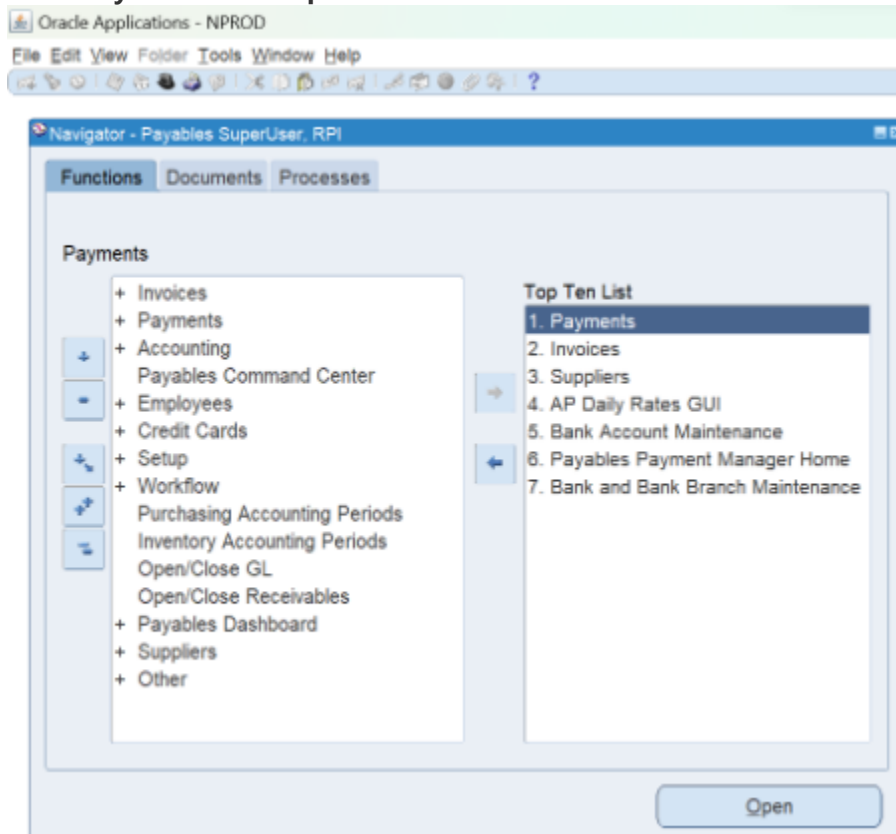
4.19. In Payment workbench, click flash light icon to Find Payments. Copy check voucher number in Voucher Audit Number From - Number To.
Click Find

4.20. Go to Tools >Addtl Info: Actual Check# Filename and Req ID

The Actual Check# should be the same as the provided check number in the Excel file provided by Treasury.

4.21. Notify Treasury of successful set up.

RE: OPEN TICKET : ==Update== printed checls

Laarni Lincaro

To: Edylyn Arnoco; Rose Pharmacy IT Helpdesk
Cc: Chiessa Irish Sabas; Mary Grace Gacis; Debie Mae INOT; **+2 others**

Fri 7/12/2024 10:36 AM

Hi Ms. Edylyn,

This is done.

Regards,
Laarni

4.22. Go to IT Support Ticketing System Incident Request Portal > Ticket. Close the ticket.

4.22. Go to IT Support Ticketing System Incident Request Portal > Ticket. Close the ticket.

4.22.a. In Response, Select a canned response. Choose Close/Resolve Ticket Message.
4.22.b. The close message with the survey link shall appear. Post Reply.

4.22.c. Input Resolution Code.

Click Select Resolution Code.

Choose Business Application. Click Update.

4.22.d. Input Resolution Details - the steps to close/fulfill the user request

4.22.e. Change Status. Click Assign. Choose Closed (if no user feedback needed)/ Resolved (if user may provide feedback).

*The emailed response to the ticket is added to the thread in the ticket in the portal.

**The ticket is transferred to Closed tickets.

5. Access Permissions

5.1. IT Support Ticketing System Incident Request Portal user credentials are provided by Rey Castro (IT Manager).

5.2. Oracle credentials (user and password) are provided by IT - Oracle Applications team via email.

5.3. User must have access to the Payables SuperUser, RPI responsibility to be able to interface. This is assigned by IT - Oracle Applications team.
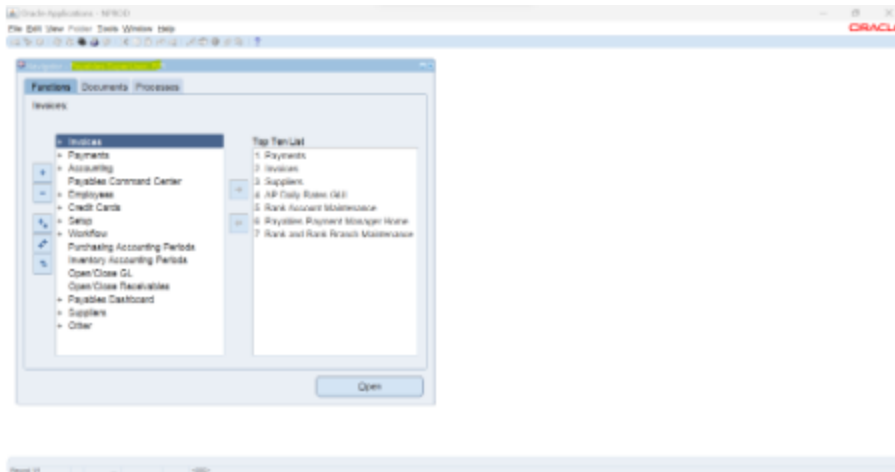
6. File Structure
   6.1. N/A

Y = required field

7. Schedule
   7.1. Check upload is performed **per request (open ticket).**
   7.2. Check upload is done by IT after receiving ticket from Treasury. Email notification of successful upload on the same day. SLA = P2 (turnaround time = 1 day)

8. Troubleshooting
   8.1. For technical issues like the program taking time to upload (>1 hr) , contact IOM for support by submitting a ticket to iOM Help in https://support.iomphilippines.com/help/135183837 and sending an email to Oracle EBS Support <ebs.support@iomphilippines.com>