RosePharmacy

ORACLE INTERFACE GUIDE

FOR

FINANCE SYSTEM ANALYST

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6. Check if all Debit and Credits of JDA, SUMMARY and DETAILS sheet is equal.
7. If all requisites below are satisfied you can now post using the batches using the ENTER JOURNAL window.
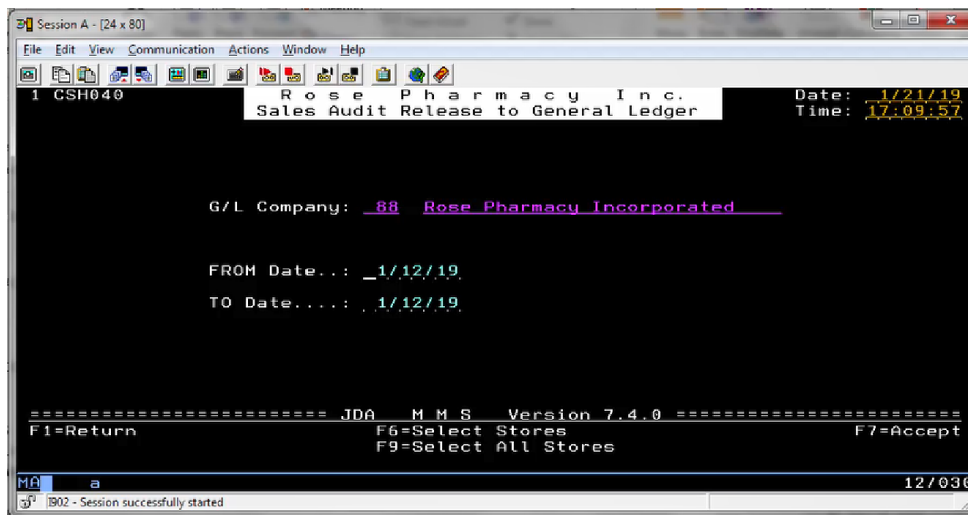8. Inform users using the Validation schedule.

Chapter 2. How to generate flat file using JDA.

2.1 SALES

1. Wait for the Sales acceptance notification from Sales Audit.
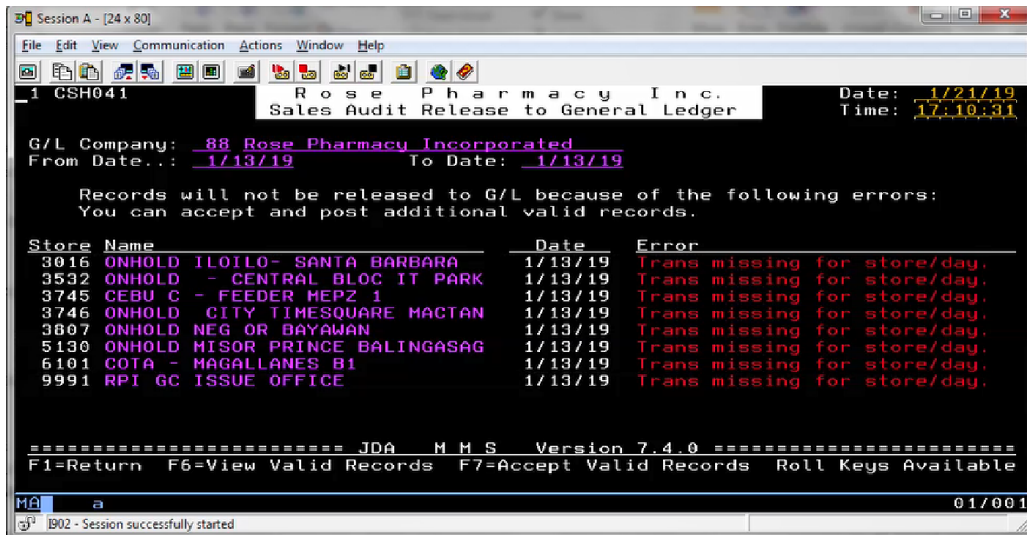2. Open JDA, and go to 17 Post iPOS Sales to G/L.
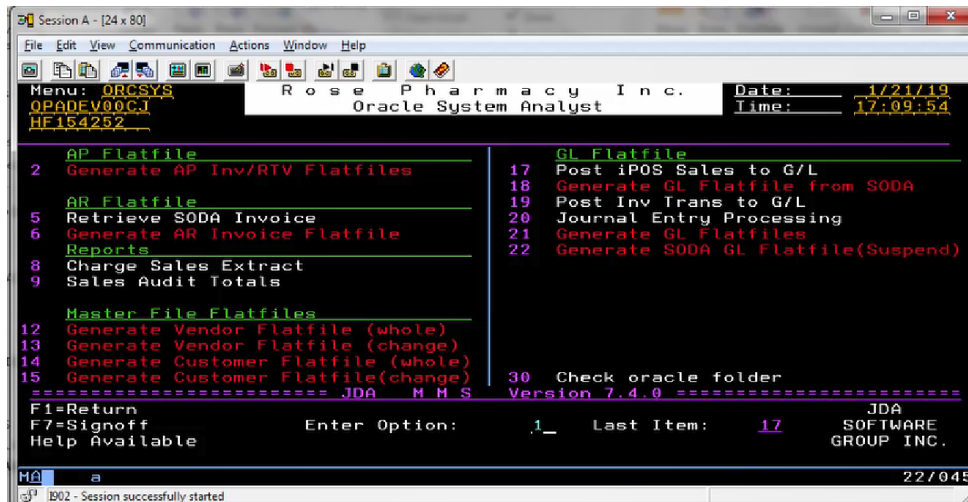
3. Enter the date.

4. Press F9 and down two times.
5. Press F7.
6. Press F7 again

7. Copy information of the Sales of the stores that have an "ONHOLD" on it and stores with no statuses indicated just like the store 3745 and 6101. Inform Sales Audit.

8. Press F7 to accept.
9. Press F10 to accept & submit.
10. Press Enter.

11. Choose 20 Journal Entry Processing to check if SA file have errors.
12. Notify GL team to troubleshoot the errors.
13. If done, Choose 21 Generate GL Flatfiles to generate the flat files.

2.2 INVENTORY

1. Open JDA, and choose 19 Post Inv Trans to G/L.
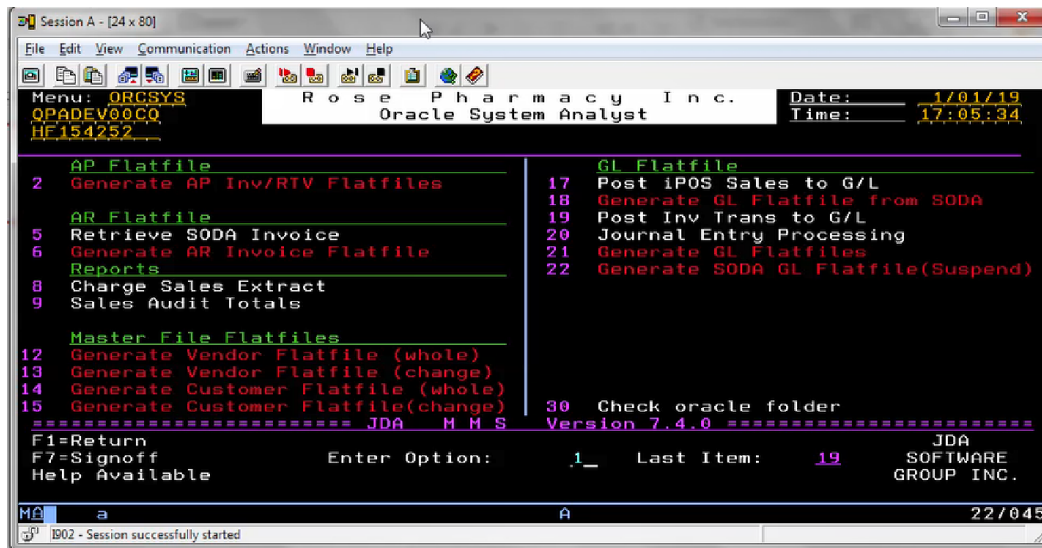
2. Fill up the company and date.
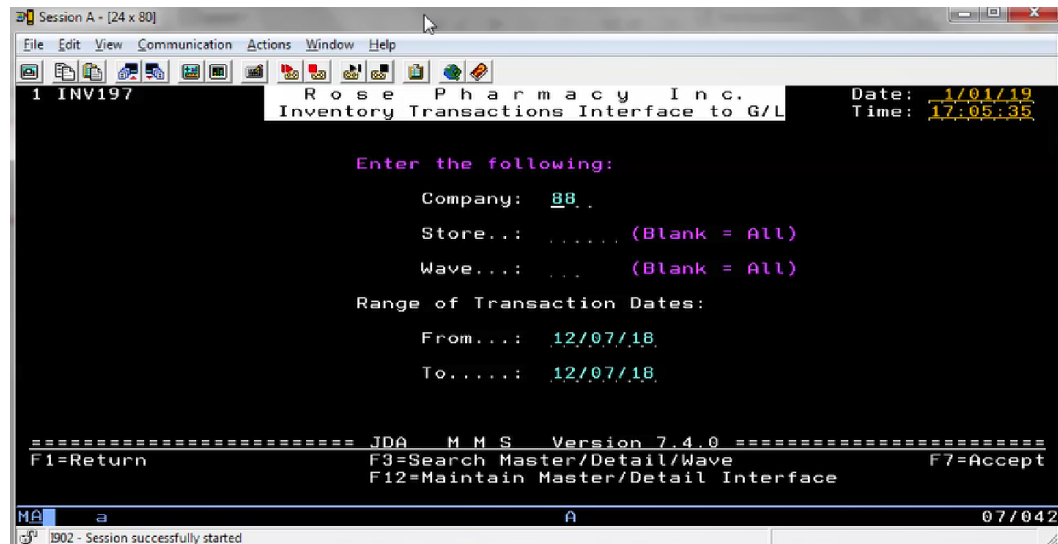
3. Press F7 and enter. Wait for several hours.
4. Choose 20 Journal Entry Processing to check if GI files have errors.
5. Notify GL team to troubleshoot the errors.
6. If done, Choose 21 Generate GL Flatfiles to generate the flat files.
7. Done.
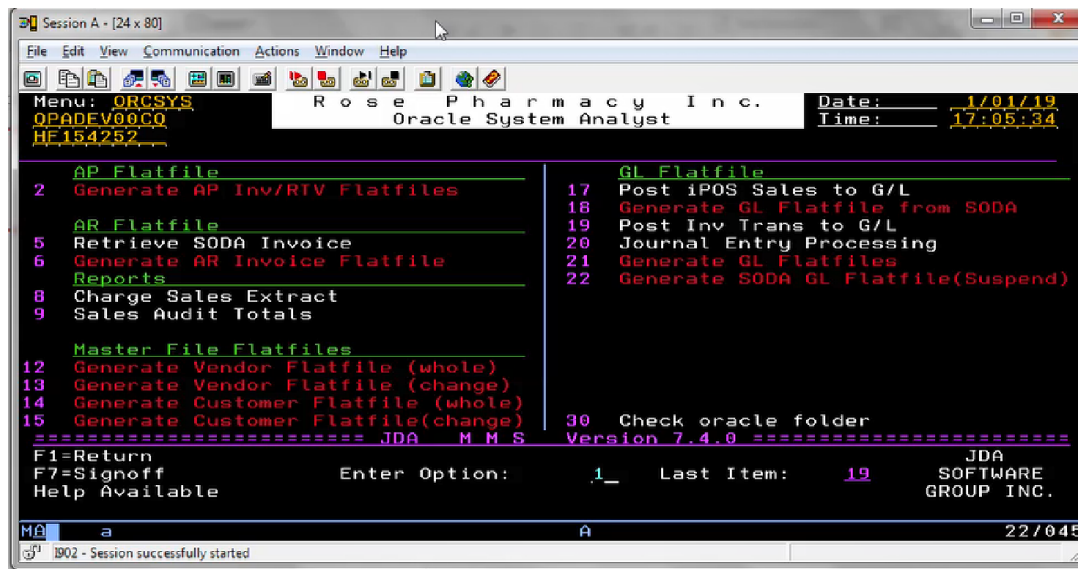
2.3 SODA

1. Open JDA, and choose 18 Generate GL Flatfile from SODA
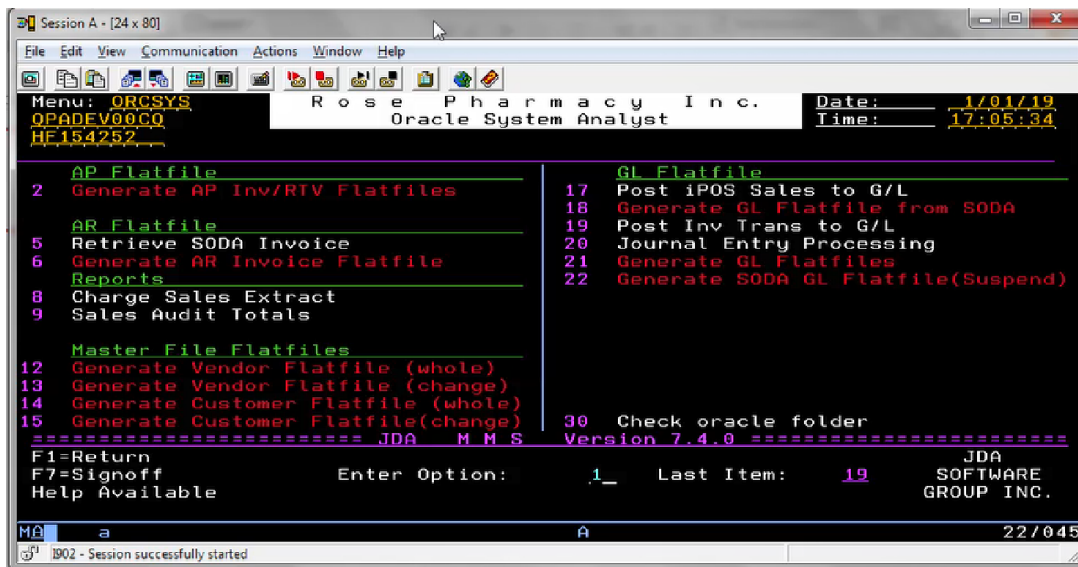
2. Enter the range of date you want to generate.

3. Press F7.
4. Done.

2.4 AP

1. Open JDA
2. Choose 2 Generate AP Inv/RTV Flatfiles

2.5 AR

1. Open JDA.
2. Choose 5 Retrieve SODA Invoice.
3. Wait for step 2 to be finished then Choose 6 Generate AR Invoice Flat file.

Chapter 3. How to prepare a Validation Schedule

3.1 AR and AP

1. Generate the RPI List Of AP invoices from interface for AP validation while RPI Corporate Sales Report for AR validation.
2. Open flat files uploaded.
3. Paste the flat files and reports generated. Get the necessary data for your validation. Example filter down the flat file name you want to validate.
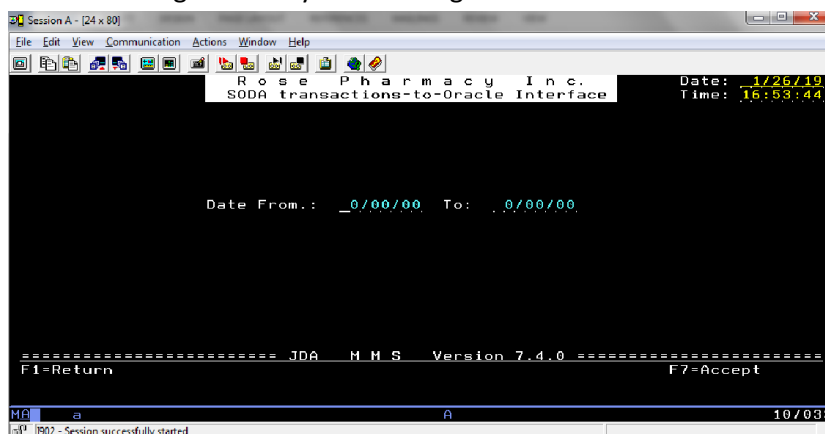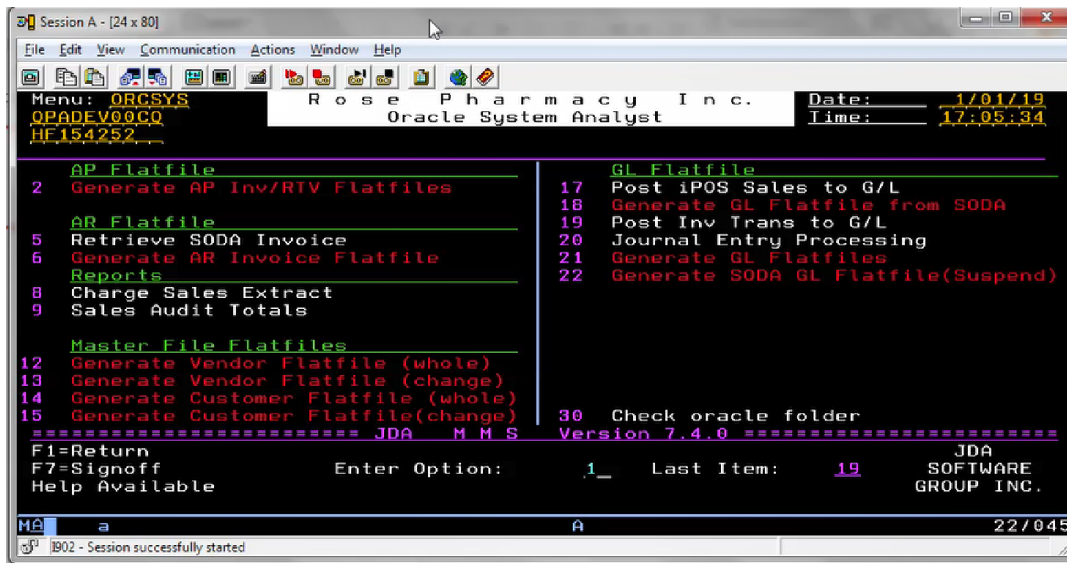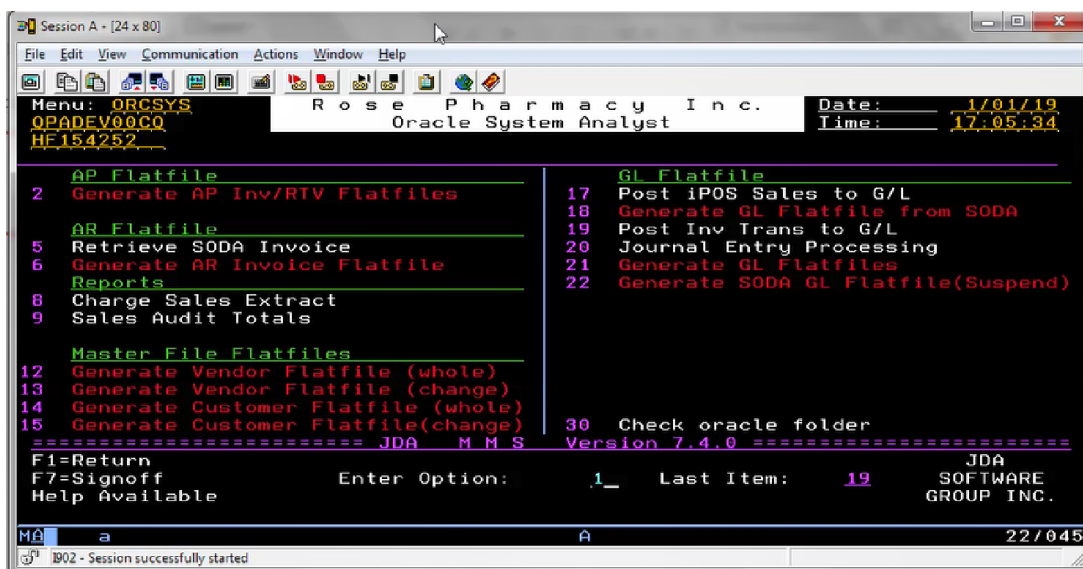4. Prepare sheets just like below. The following sheets contain the flat file and the reports generated for validation. JDA sheet has the consolidated data of all flat files.

AP

| RPI080318_130207.301 | RPI080318_130207.302 | JDA | **ORACLE** |
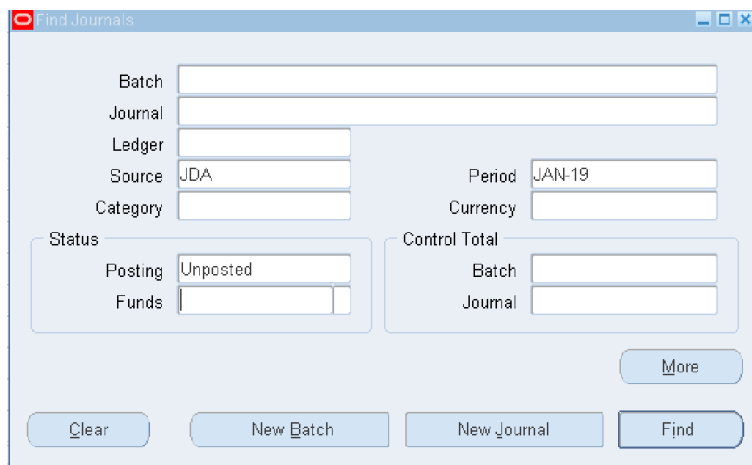
AR

| RPI020419_105605.401_JDA | **ORACLE** |

5. The sum total for JDA and Oracle sheet should be equal.
6. Done.

3.2 Inventory/Sales/SODA/HRPRO

1. Paste the flat files in an excel file.
2. Check if Debit and Credit is equal.
3. Consolidate the flat file in JDA Sheet.
4. Upload the flat file.
5. Wait for the interface program to be completed.
6. Go to GL>Journals>Enter, find the data uploaded using the Find Journals.
7. Fill up the Source, Period and Posting fields.

8. Export the data and paste the data in the Summary Sheet.

RPI050918_104922.501	RPI050918_104920.501	JDA	**SUMMARY**	DETAILS	ORACLE

9. Generate RPI Journal Entries Report and paste the data in the Details Sheet.
10. Check if Debits and Credits are equal from JDA, SUMMARY and DETAILS sheet.
11. Check if all transactions that is using an Asset Account has a "00000000" location.
12. If 10 and 11 is satisfied you may proceed in posting.
13. Once done posting, Generate RPI Journal Entries Report for the Posted transaction.
14. Paste the Data in Oracle Sheet. Validate if Oracle sheet is equal to Details Sheet.
15. Done.

Chapter 4 How to generate reports related to interface and Running the Interface Program

    4.1. AR

        Step 1. Open the AR module.

        Step 2. Click View.
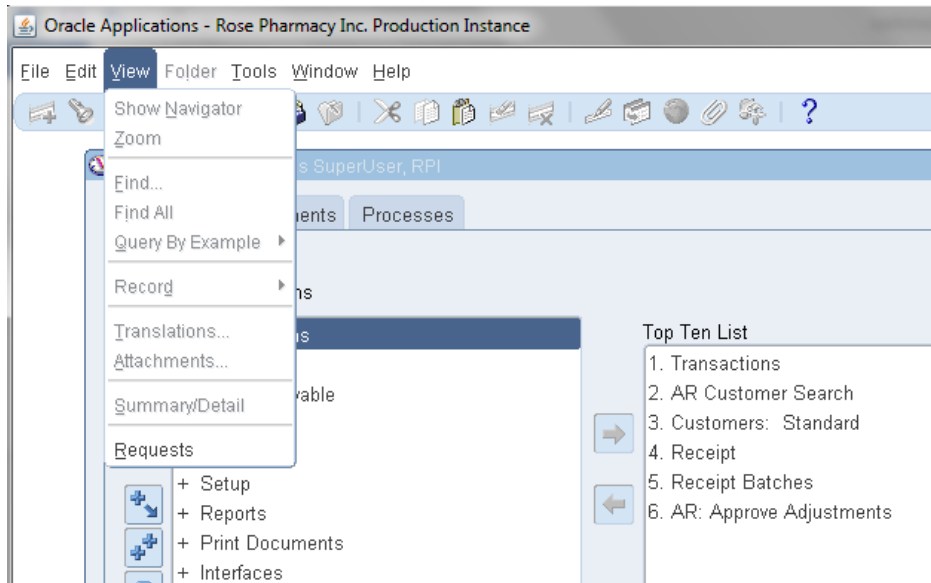
        Step 3. Click Submit a New Request.

        Step 4. Tick Single Request and Click Ok.

        Step 5. Write the name of the report or the program.

            a.   RPI Corporate Sales Report = Report

            b.   RPI AR Invoice Interface Main = Interface Program

4.2. AP

Step 1. Open the AP module.

Step 2. Click View.

Step 3. Click Submit a New Request.

Step 4. Tick Single Request and Click Ok.

Step 5. Write the name of the report or the program.
   a. RPI List Of AP invoices from interface = Report
   b. RPI AP Invoice Interface Main = Interface Program
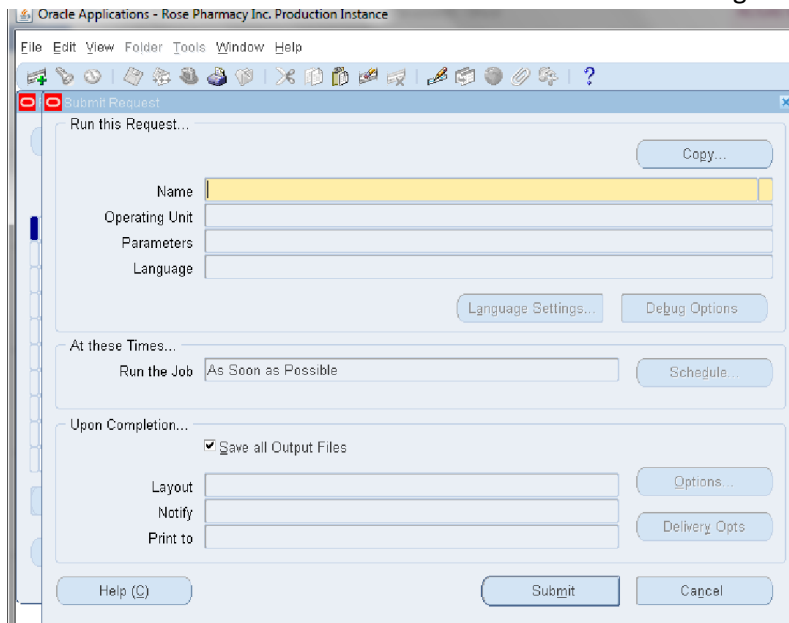
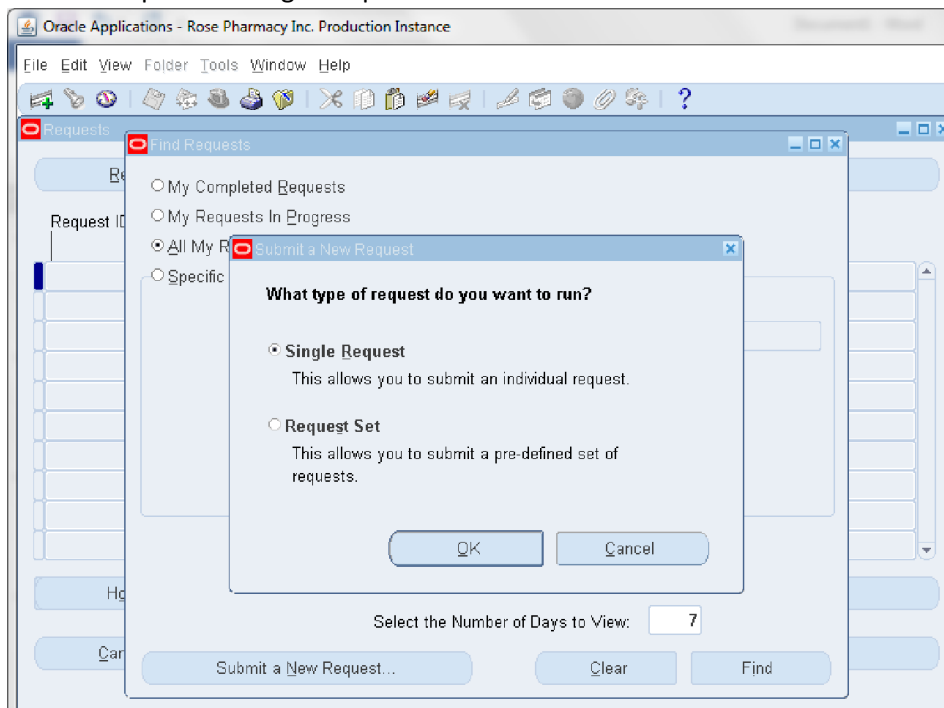4.3 Inventory/Sales/SODA/HRPRO
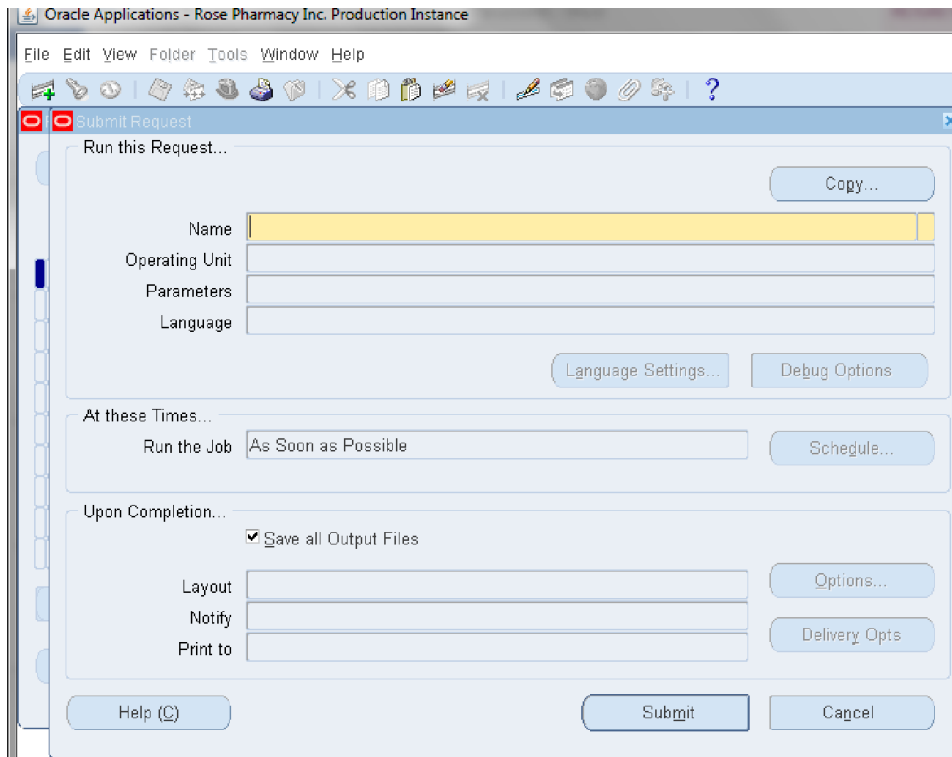
Step 1. Open the GL module.
Step 2. Click View.

Step 3. Click Submit a New Request.
Step 4. Tick Single Request and Click Ok.

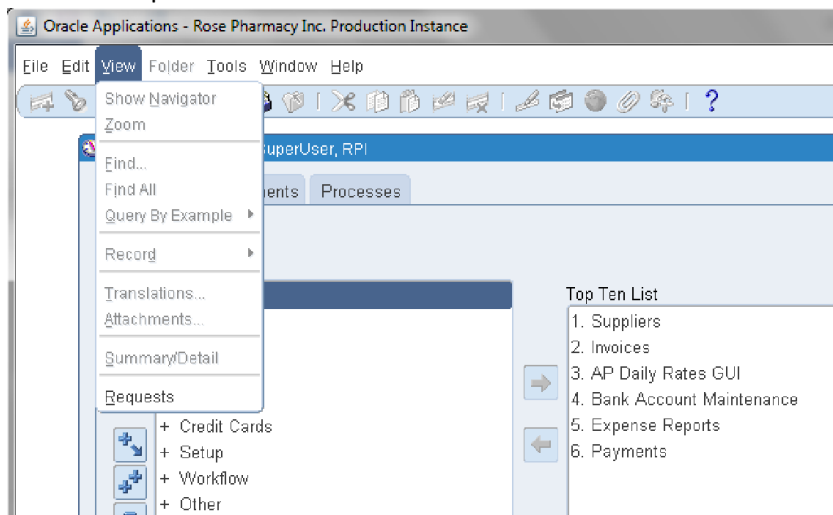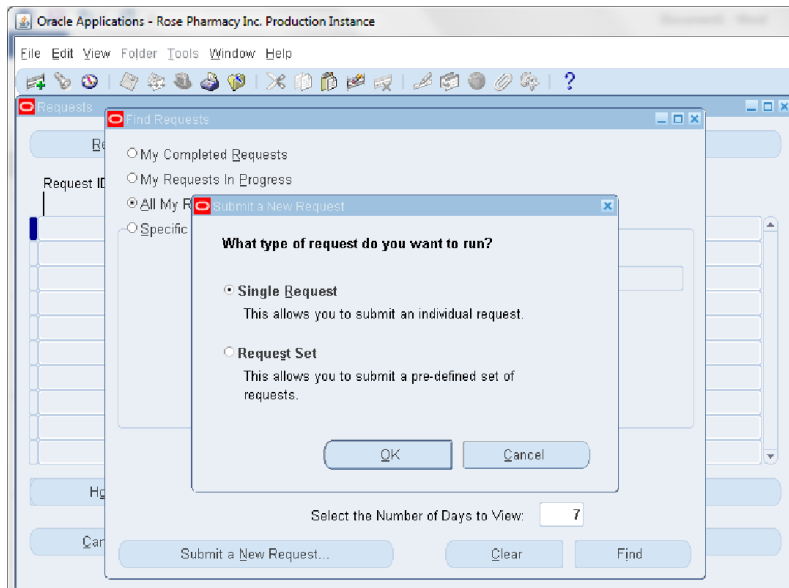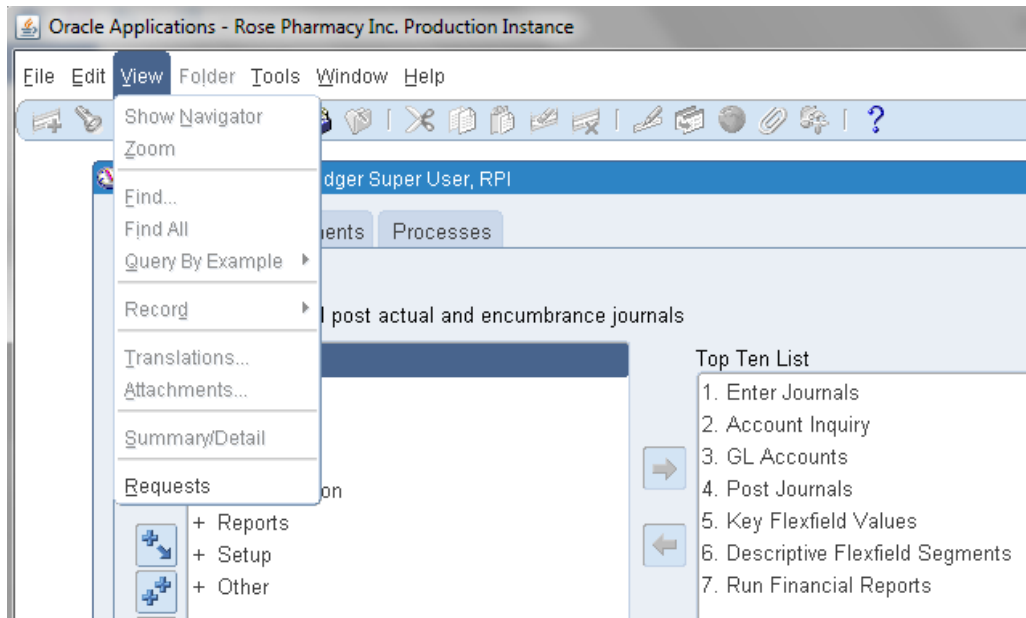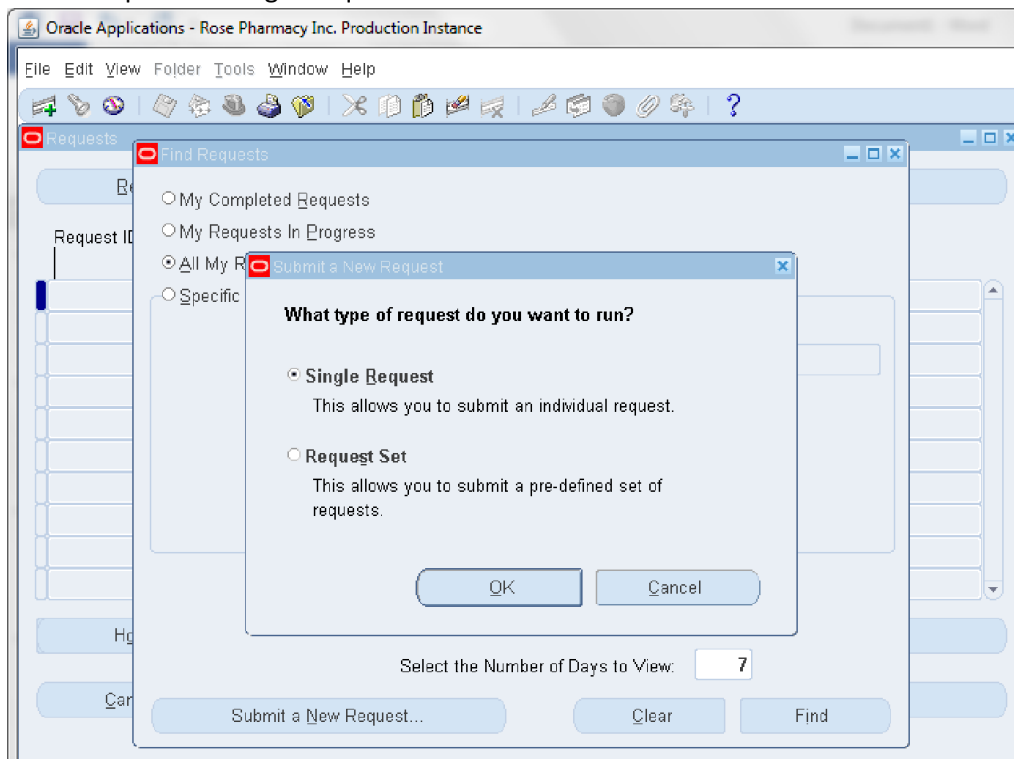Step 5. Write the name of the report or the program.
   a.   RPI Journal Entries Report = Report
   b.   RPI GL Journal Interface Main = Interface Program

Chapter 5 Troubleshooting an error

7.1. AP errors

Cases

1. Supplier not existing
2. Supplier related errors
3. Invoice duplicates
4. Inactive suppliers

7.2. AR errors

Cases

1. Invoice duplicate
2. Customer not existing
3. Customer Site not existing
4. Inactive customers

7.3. SALES/INVENTORY/SODA

Cases

1. GL account code combination error
2. GL debits and credits is not equal

Solutions:

GL Account Combination error.

1. Go to GL module SETUP>ACCOUNTS>COMBINATIONS.
2. GL Account window should appear. The GL Account function is to define new accounts by creating new combinations of account segment values.
3. Create a new GL combination base on the error.
   a. If the Account Code is an Asset or starts with 1, 2 or 3.
      i. Create the new GL combination and add an effective date field "from" and "to".
      ii. Add a new Alternate Account using a new combination but the location should be "00000000".
      iii. The Alternate Account will be used instead of the newly created GL combination.

b. If the Account Code is other than Asset or doesn't starts with 1, 2 or 3.
   i. Create the new GL combination and add an effective date field "from". Leave to effective date "to" blank.

GL debits and credits is not equal

1. GL debits and Credits is not equal because of a missing field in the flat file.
2. Find the missing field.
3. Ask GL team to fill up the missing field.
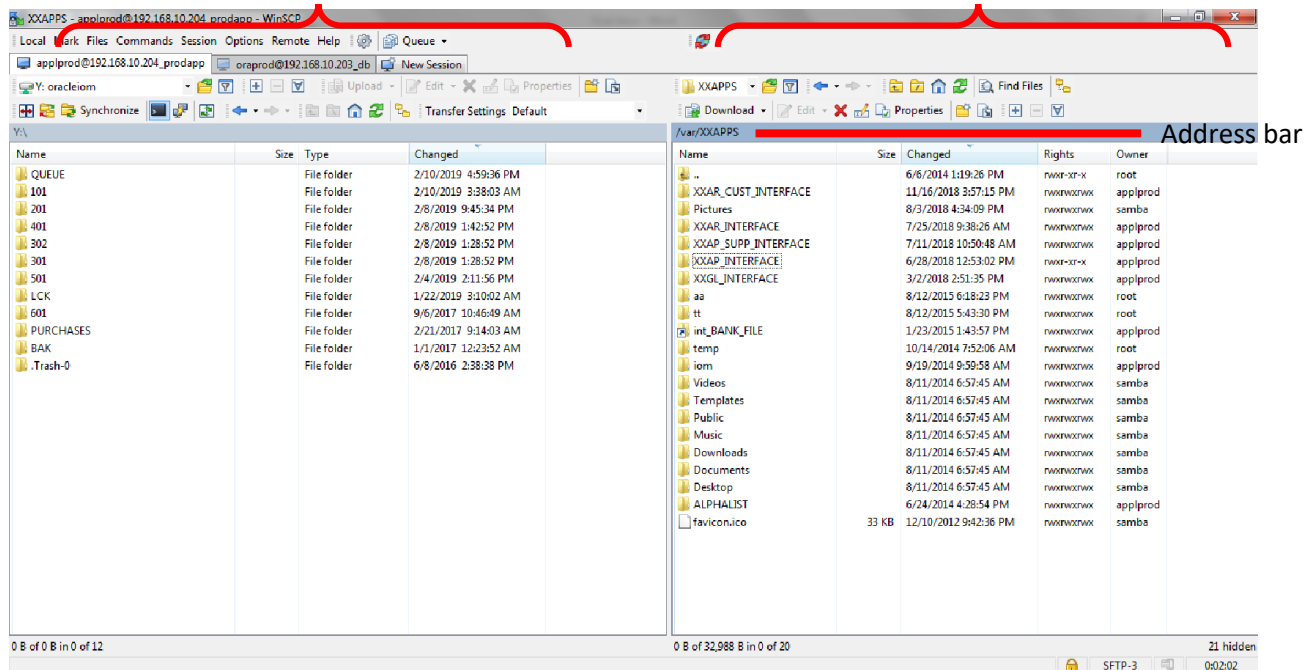4. Update the flat file.
5. Upload.
6. Done.

Chapter 6 Navigating WINSCP

Desktop User Interface

-Generated flat files will appear here.

Oracle User Interface

-Generated flat file will be moved here automatically for upload

Address where the flat files should be move for upload.

Address		File description
/var/XXAPPS/XXAR_INTERFACE/invoice/RPI/data	-	.401 file or AR flat files
/var/XXAPPS/XXAP_INTERFACE/invoice/RPI/data	-	.301 and .302 file or AP flat files
/var/XXAPPS/XXGL_INTERFACE/invoice/RPI/data	-	.501 file and .hrpro or Inventory/Sales/SODA/HRPRO flat files
/var/XXAPPS/XXAP_SUPP_INTERFACE/invoice/RPI/data	-	.201 file or Supplier flat files
/var/XXAPPS/XXAR_CUST_INTERFACE/invoice/RPI/data	-	.101 file or Customer flat files

Chapter 7 Validation using RPI_MMSORA_VAL.

7.1. Open the RPI_MMSORA_VAL.

7.2. Change the date at today's date.

7.3. Click the "Validate AP 301, 302"

7.4. Select the flat file to be validated.

7.5. Go to errors sheet to review the errors.

7.6. Troubleshoot the errors.

    7.6.1. Dates

        Solution: Change the date into the 1st day of the latest open period.

    7.6.2. Header and Detail amount is not equal.

        Solution: Edit the Header. Make sure the Detail and Header is equal. The two ways to edit the header are to delete a row and edit the header columns.

7.7. Edit the column G, combine the last 4 digits of location in column Q and column G. Refer below for a sample.
      <3791> AP885786 3082406/3032644

7.8. Edit the Column Q to "00000000" if Column P start with 1, 2, or 3.

7.9. Go back to System sheet.

7.10. Put the file name below the New MMS File name.

7.11. Click "Create file AP 301, 302" to create the flat file.

7.12. If there are still errors repeat step 7.6.

7.13. If no errors the flat file will be created in the address you assigned using "Select folder for new MMS files".

7.14. Done. The flat file is now ready for upload.