



#### ORACLE NAVIGATION MANUAL

ORA-30-007: PREPARING A REFUND (ADVANCES TO EMPLOYEES RELATED ACCOUNTS ONLY)
Effective date: November 01, 2018

### 1. Purpose:

1.1. To have a standard navigational instruction to Payable users of Oracle in preparing a **Refund**.

## 2. Scope:

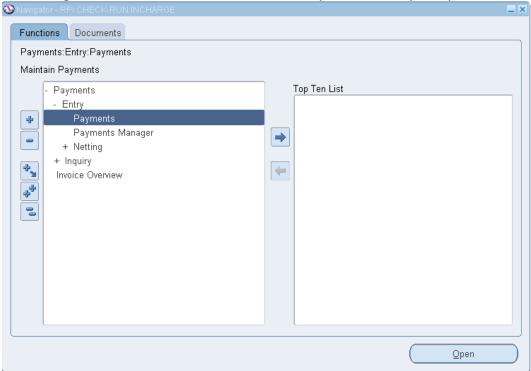
2.1. Payable Users of Oracle nationwide.

# 3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in preparing a refund.

# 4. Navigation Procedures

4.1. Navigate to RPI CHECK-RUN INCHARGE > Payments > Entry > Payments



- 4.2. Fill in payment "Type" Refund
- 4.3. Fill in "Trading Partner" or "Supplier Num" ROSE PHARMACY, INC., for Trading partner or 802018 for supplier num.
- 4.4. Fill in "**Payment Date**" the date the returned of excess cash was endorsed to cashier for deposit or simply the date of acknowledgement receipt.
- 4.5. Fill in "Bank Account" the bank account where the return for excess cash was deposited or the bank account reflected in the deposit slip.







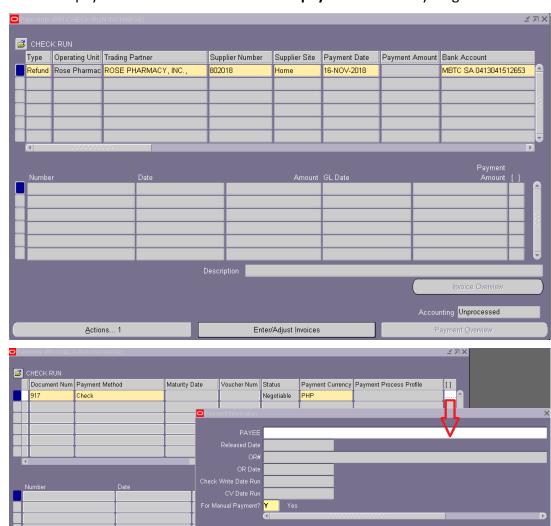




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- 4.6. Fill in "Document number" refer issued acknowledgement receipt number
- 4.7. Fill in DFF payment information "for manual payment?" Always tag it as YES.



4.8. Click "Enter/Adjust Invoices" button to select what invoices to pay.

Enter/Adjust Invoices

- 4.9. In the select Invoices window, "Invoice Number" fill in the correct invoice number to pay.
- 4.10. Fill in "Payment amount" the amount returned and deposited as excess cash.

  Refer amount shown in acknowledgement receipt. Notice that the amount on this field is (-) negative.











OK Cancel

counting Unprocessed

Clear

Help

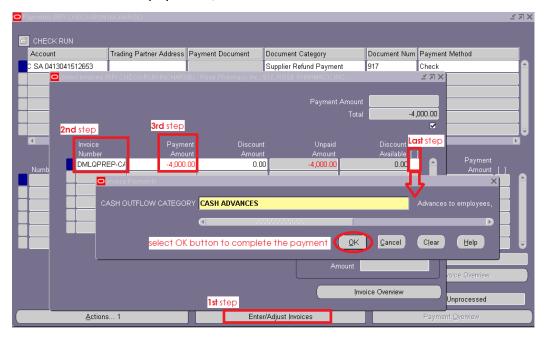




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# 4.11. Fill in DFF Invoice payments, "CASH OUTFLOW CATEGORY" - Cash Advances



4.12. Click Save icon and close the Payment workbench.

