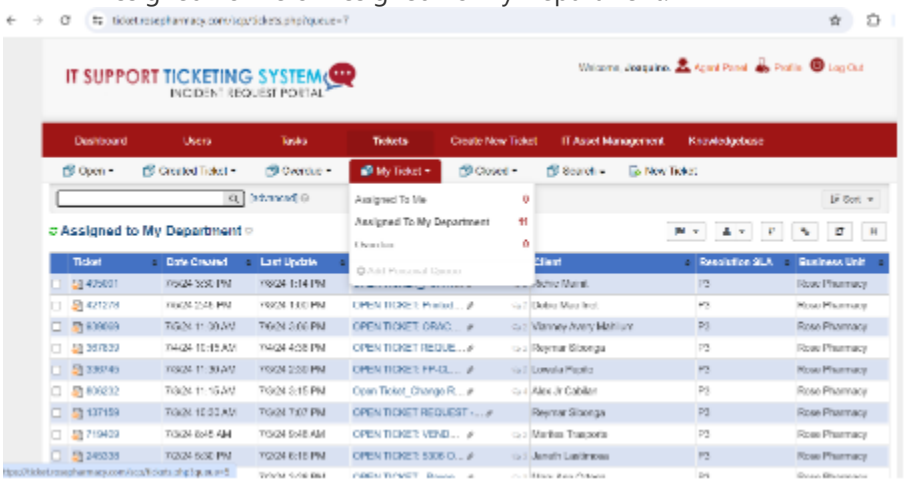
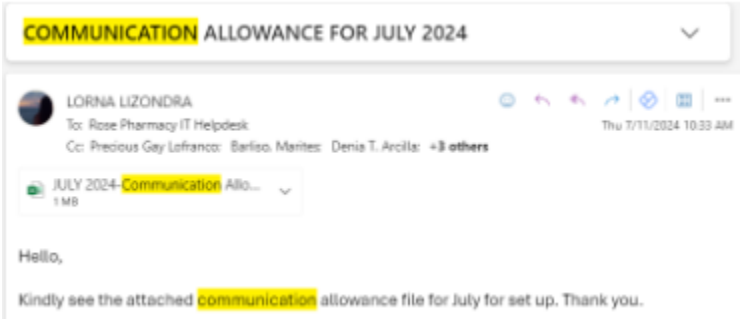
Lodging and Communication Allowance

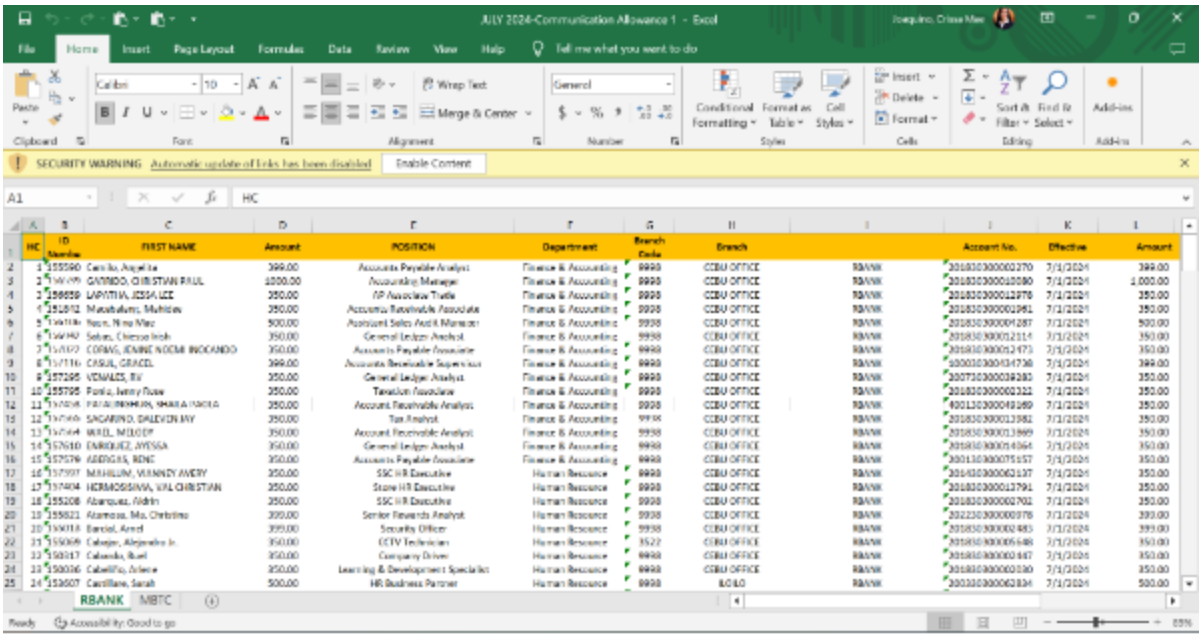
1. **Purpose**
    - **1.1.** To have a standard navigational instruction to IT in the **Lodging and Communication Allowance Interface Process.**
2. **Scope**
    - **2.1.** IT
3. **Implementing Guidelines**
    - **3.1.** Refer accounting manual for detailed policy.
4. **Navigation Procedures**
    - **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.



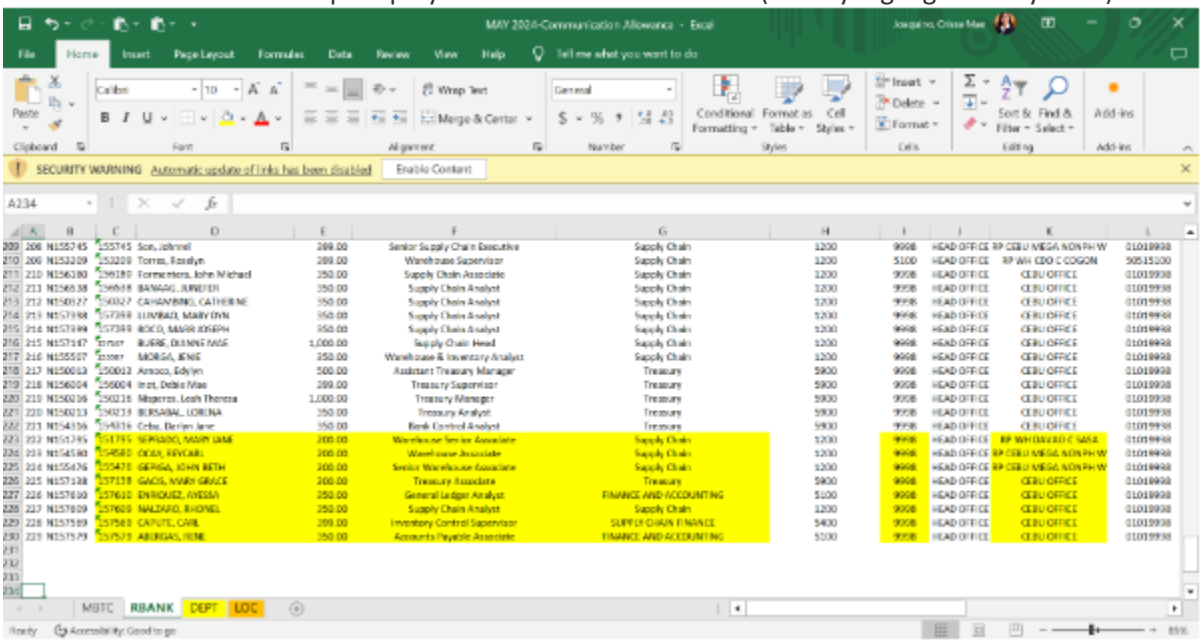
    - **4.2.** HR team sends an open ticket to IT Helpdesk with the communication and lodging files as attachment. Click Ticket number or Incident Description to open this ticket.



    - **4.3.** Download the Excel file, then open. Open a previous month's working file and use as reference for the current month file.



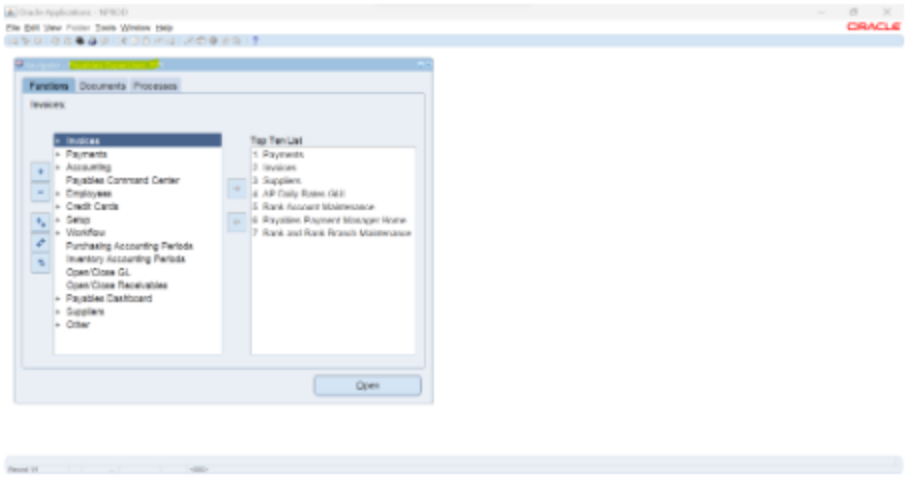
4.3.a. Set up employee IDs under "N" in Oracle (usually highlighted in yellow).



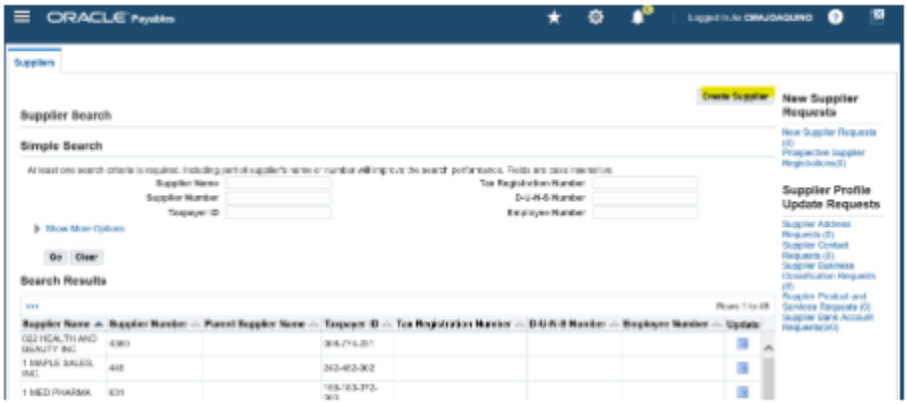
*These are new employees for set up.

Oracle:

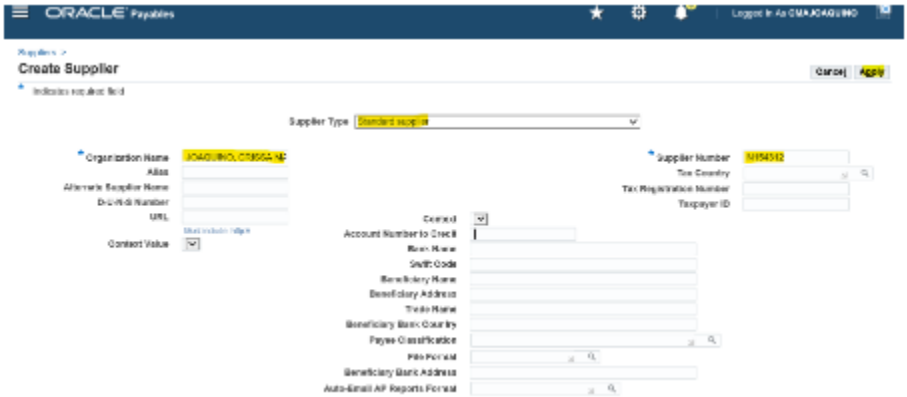
- Go to Oracle > Payables SuperUser, RPI



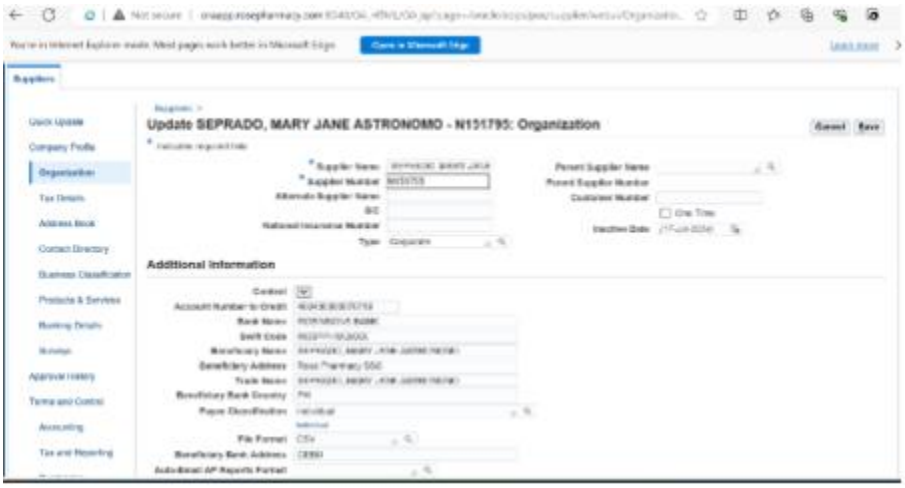
- Choose Suppliers. Click Open.
- Go to browser. Click Create Supplier.



- Under Create Supplier...
  - Supplier Type - Standard supplier
  - Organization Name - employee name; format LAST NAME, FIRST NAME MIDDLE NAME
  - Supplier Number - N&employee ID
  - Click Apply to save

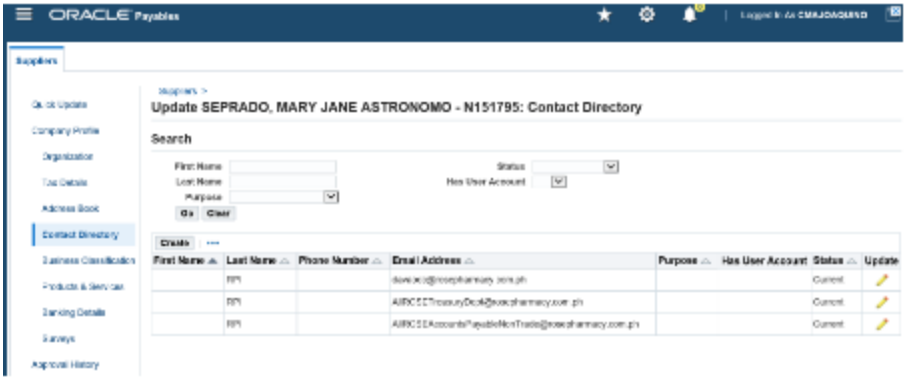


- Under Organization, input the bank account information provided by HR.
    - Account number to credit - employee bank account number
    - Bank name - ROBINSONS BANK or METROBANK
    - Swift code - bank swift code = ROBPPHMQXXX or MBTCPHMMXXX
    - Beneficiary name - employee bank account name; format LAST NAME, FIRST NAME MIDDLE NAME
    - Beneficiary address - Rose Pharmacy SSC or employee address (up to 3 lines; should not exceed max character of 35 per vertical bar |)
    - Trade name - employee name; format LAST NAME, FIRST NAME MIDDLE NAME
    - Beneficiary Bank Country - PH
    - Payee Classification - Individual
    - File Format - CSV
    - Beneficiary bank address - CEBU



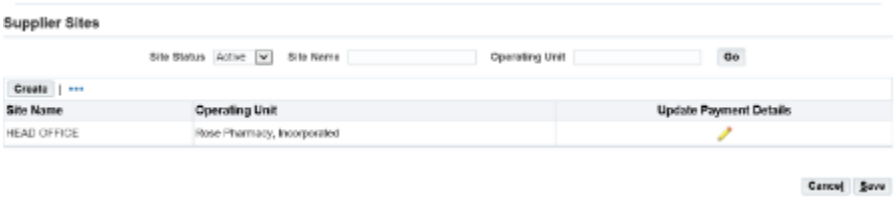
    - Under Contact Directory, input email address for notification.
        - Click Create.
        - Update Contact
            - Last name - RPI
            - Department - Pesonet
            - Email address - AllROSETreasuryDept@rosepharmacy.com.ph
            - Click Apply to save.
        - Click Create.
        - Update Contact
            - Last name - RPI
            - Department - Pesonet
            - Email address - AllROSEAccountsPayableNonTrade@rosepharmacy.com.ph
            - Click Apply to save.

*If there is an employee email address, you may add (same steps as above).

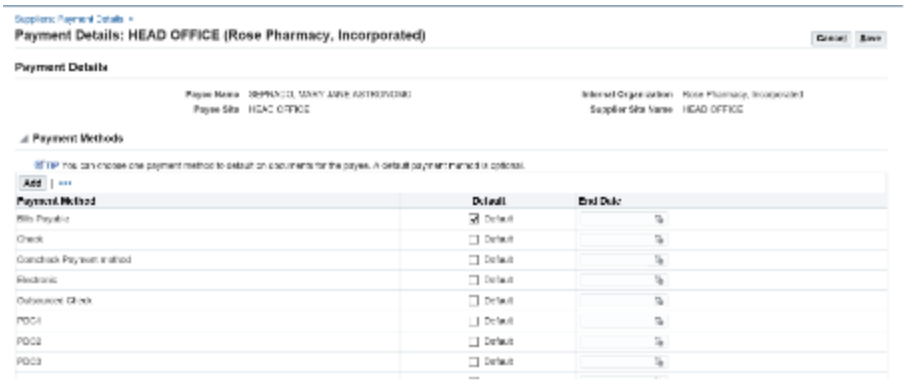


- Under Payment Details...
    - Check Bills Payable. Click Save.

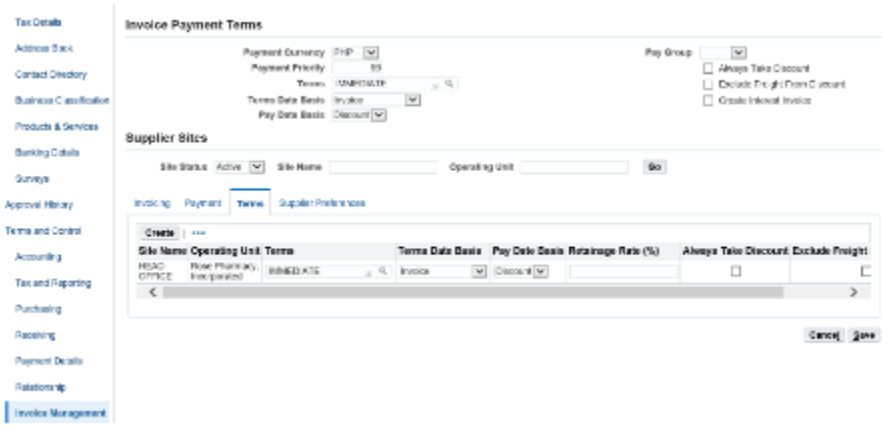
- Go down. Under Supplier Details, click Update Payment Details pencil icon.



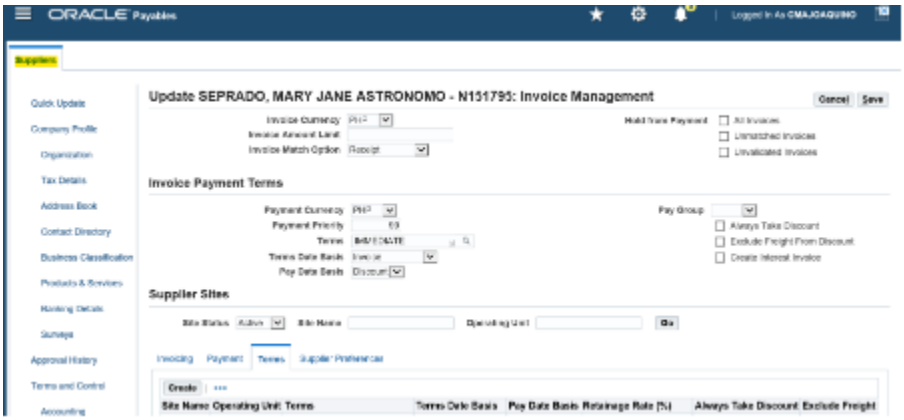
- Check Bills Payable. Click Save.



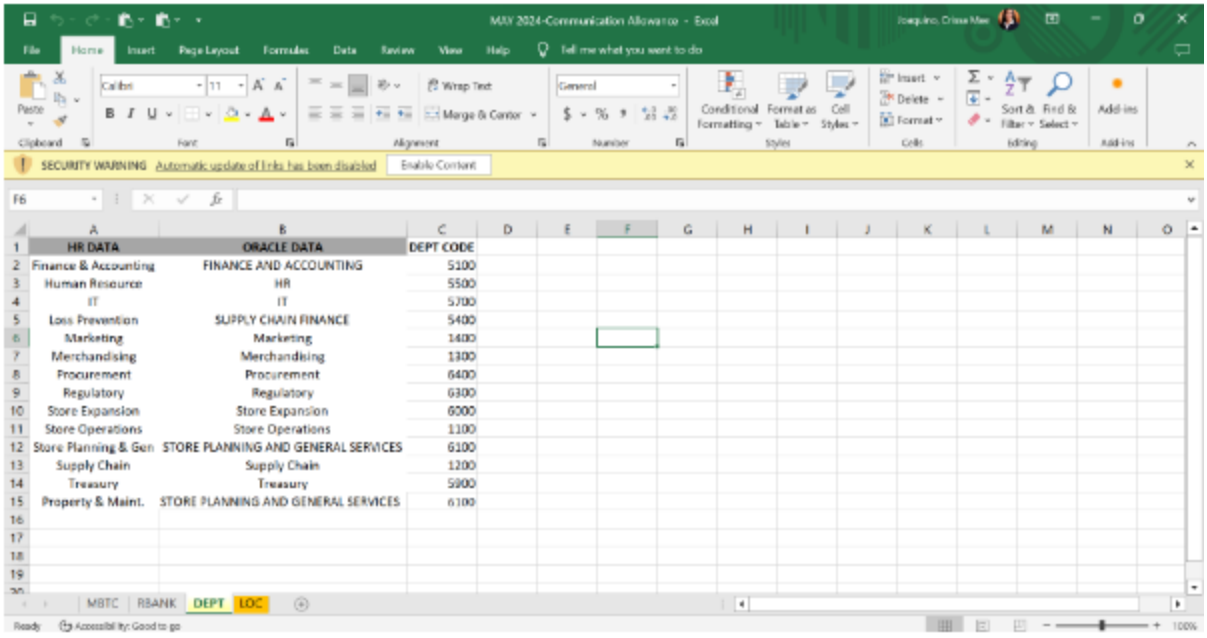
- Under Invoice Management...
    - Input IMMEDIATE in Terms (in both Invoice Payment Terms and Supplier Sites)



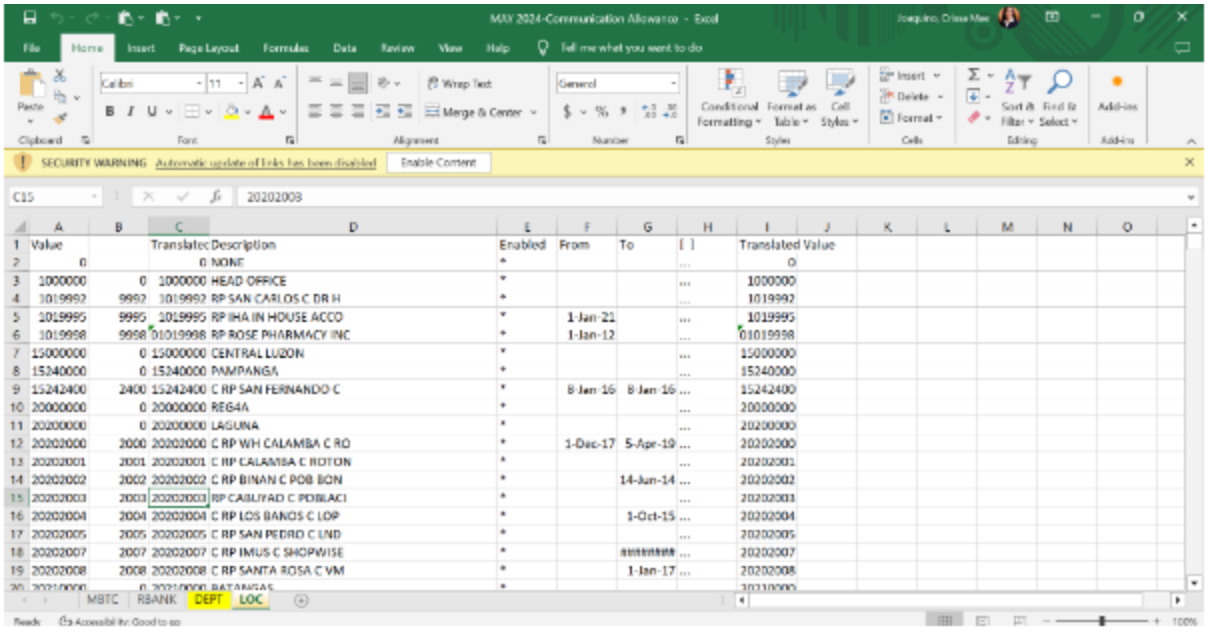
    - Click Suppliers to exit and set up another employee under N.



4.3.b. Copy DEPT and LOC sheets to current working file. Use as reference for the department code and branch code in RBANK and MBTC sheets.



	A	B	C
1	HR DATA	ORACLE DATA	DEPT CODE
2	Finance & Accounting	FINANCE AND ACCOUNTING	5100
3	Human Resource	HR	5500
4	IT	IT	5700
5	Loss Prevention	SUPPLY CHAIN FINANCE	5400
6	Marketing	Marketing	1400
7	Merchandising	Merchandising	1300
8	Procurement	Procurement	6400
9	Regulatory	Regulatory	6300
10	Store Expansion	Store Expansion	6000
11	Store Operations	Store Operations	1100
12	Store Planning & Gen	STORE PLANNING AND GENERAL SERVICES	6100
13	Supply Chain	Supply Chain	1200
14	Treasury	Treasury	5900
15	Property & Maint.	STORE PLANNING AND GENERAL SERVICES	6100



	A	B	C	D	E	F	G	H	I
1	Value		Translatec	Description	Enabled	From	To	[ ]	Translated Value
2	0		0	NONE	*			...	0
3	1000000	0	1000000	HEAD OFFICE	*			...	1000000
4	1019992	9992	1019992	RP SAN CARLOS C DR H	*			...	1019992
5	1019995	9995	1019995	RP IHA IN HOUSE ACCO	*	1-Jan-21		...	1019995
6	1019998	9998	01019998	RP ROSE PHARMACY INC	*	1-Jan-12		...	01019998
7	15000000	0	15000000	CENTRAL LUZON	*			...	15000000
8	15240000	0	15240000	PAMPANGA	*			...	15240000
9	15242400	2400	15242400	C RP SAN FERNANDO C	*	8-Jan-16	8-Jan-16	...	15242400
10	20000000	0	20000000	REGIA	*			...	20000000
11	20200000	0	20200000	LAGUNA	*			...	20200000
12	20202000	2000	20202000	C RP WH CALAMBA C RO	*	1-Dec-17	5-Apr-19	...	20202000
13	20202001	2001	20202001	C RP CALAMBA C ROTON	*			...	20202001
14	20202002	2002	20202002	C RP BINAN C POB BON	*		14-Jun-14	...	20202002
15	20202003	2003	20202003	RP CABUYAO C POBLACI	*			...	20202003
16	20202004	2004	20202004	C RP LOS BANOS C LOP	*		1-Oct-15	...	20202004
17	20202005	2005	20202005	C RP SAN PEDRO C LND	*			...	20202005
18	20202007	2007	20202007	C RP IMUS C SHOPWISE	*		########	...	20202007
19	20202008	2008	20202008	C RP SANTA ROSA C VM	*		1-Jan-17	...	20202008

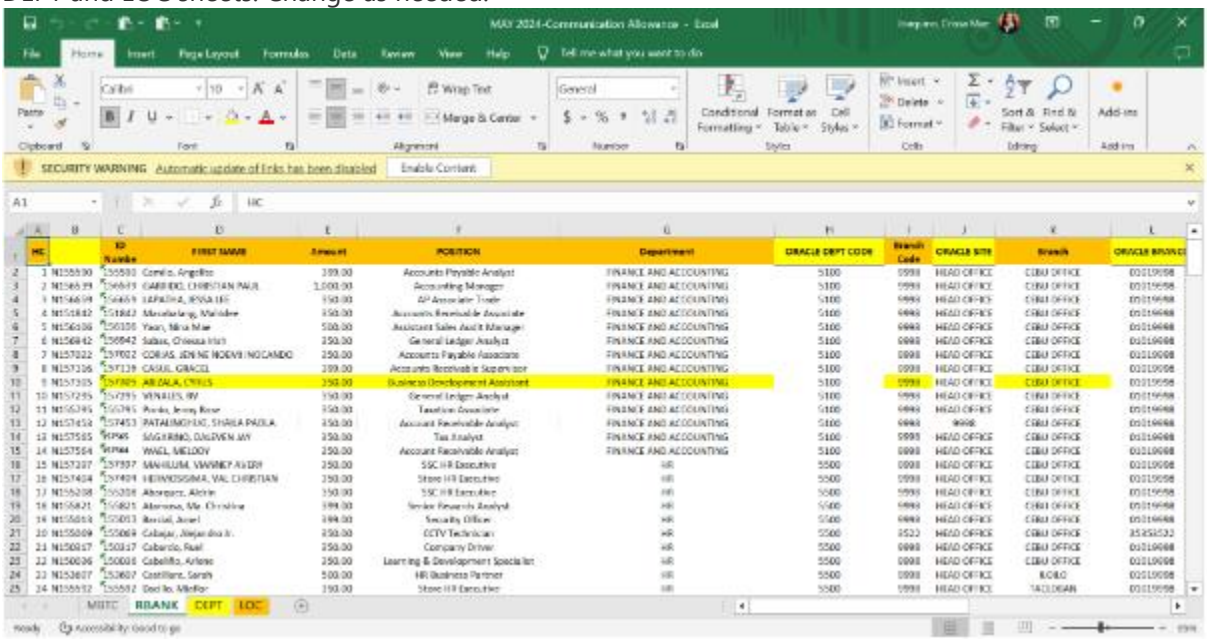
*Data is exported from Oracle GL Flexfields. Update as needed.

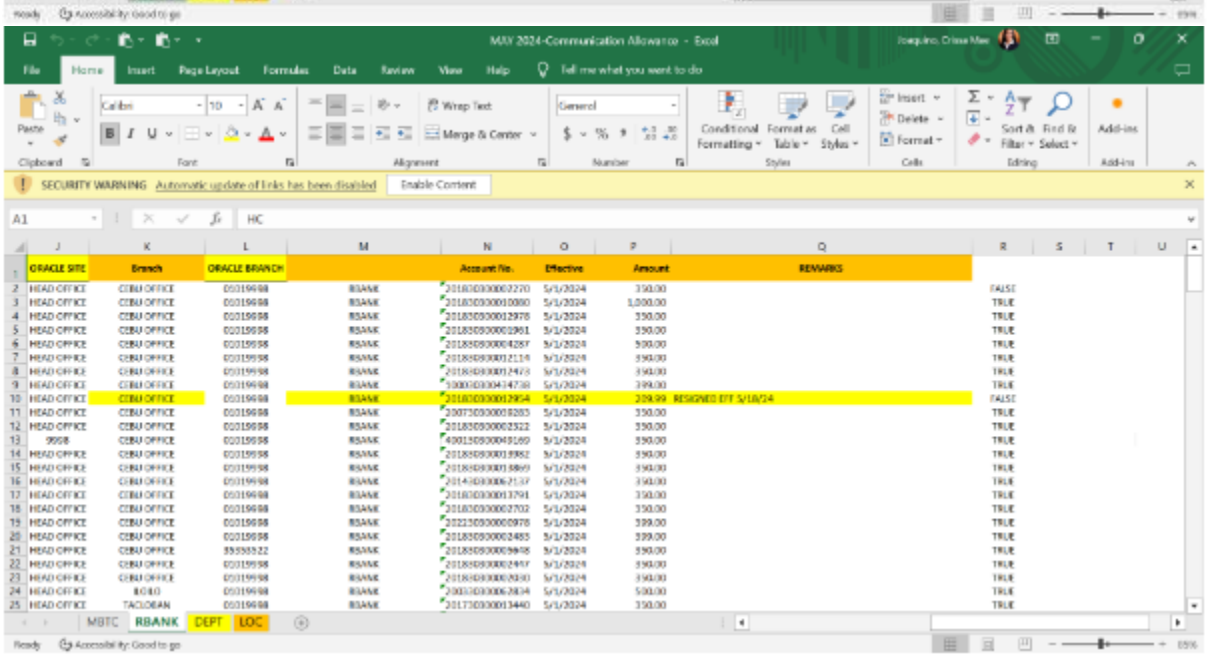
4.3.c. Validate file -

- Add column before ID number. Add N to employee ID. Use formula ="N"&ID number
- Add column after Department. Use =VLOOKUP formula to get department code from DEPT sheet. Lookup value = Department name
- Add column after Branch code. Use =VLOOKUP formula to get oracle site from supplier listing (generated from sql)
- Add column after Branch. Use =VLOOKUP formula to get 8-digit branch code from LOC sheet.

- Use =Round(amount,2) on the Amount (up to 2 decimal places only). Use the Amount beside the Remarks column for the interface.

*If there are #N/As when doing VLOOKUP, ensure that the lookup value follows the correct names in DEPT and LOC sheets. Change as needed.

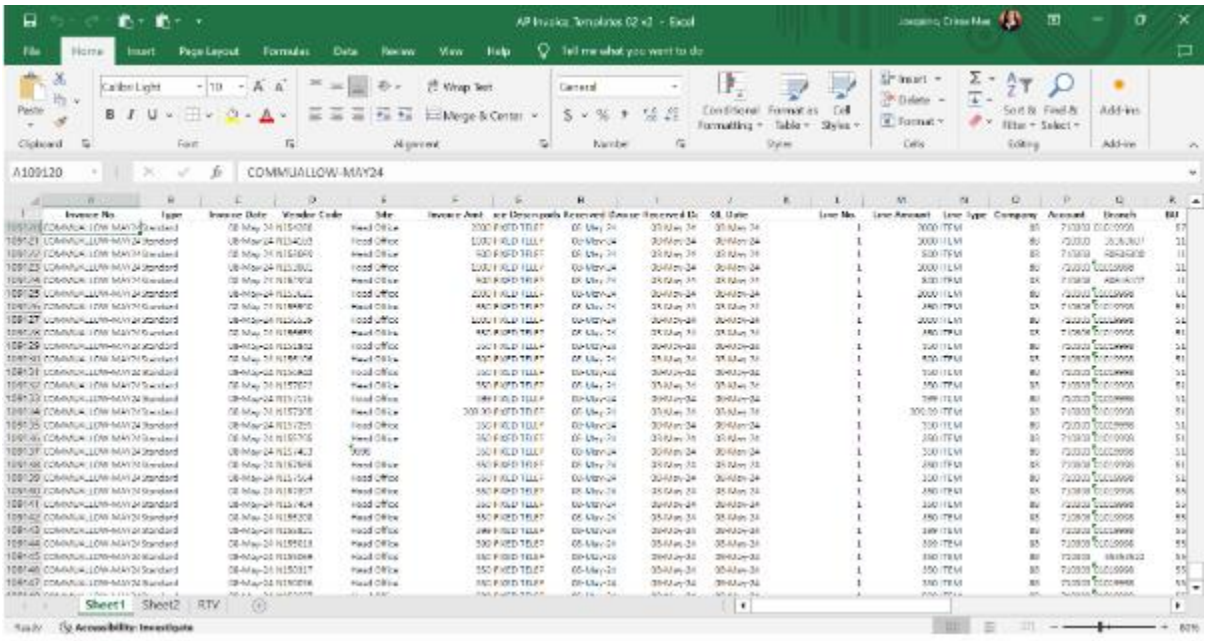


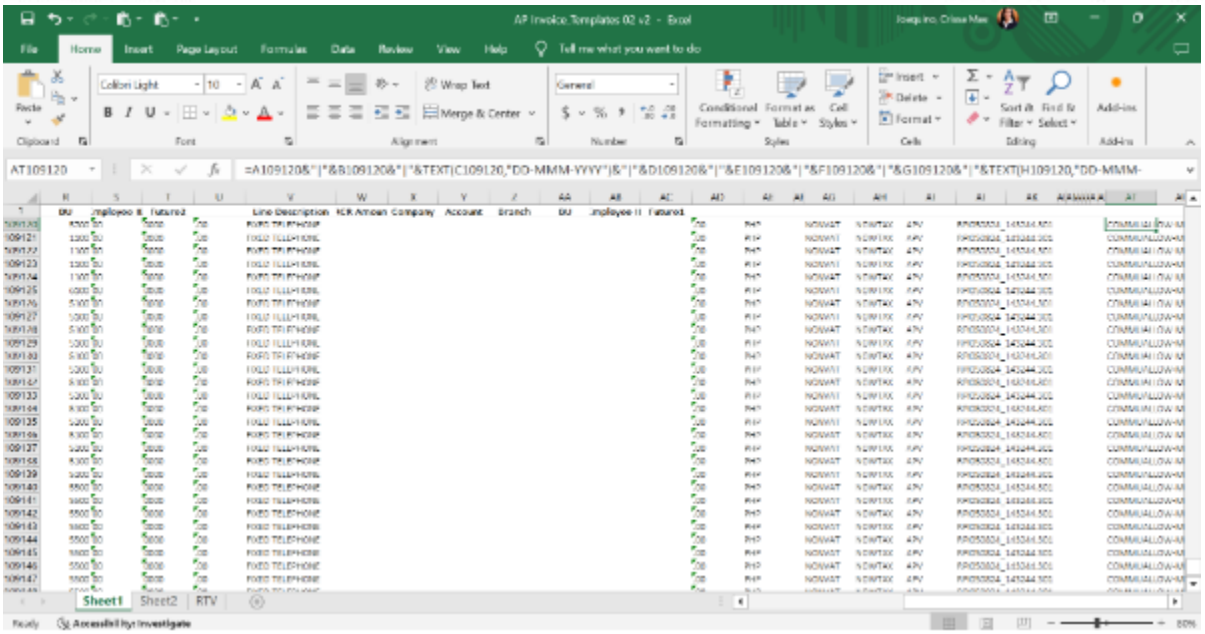


4.4. Copy the data to Sheet1 in AP Invoices_Templates 02 v2. Follow the formatting of previous data.

- Invoice Number - "COMMUALLOW-mmmyr" for communication allowance; "LODGINGALLOW-mmmyr" for lodging allowance
- Type - Standard
- Invoice Date, Goods Received Date, Invoice Received Date, GL Date - use date today
- Vendor Code - "N"&employee ID

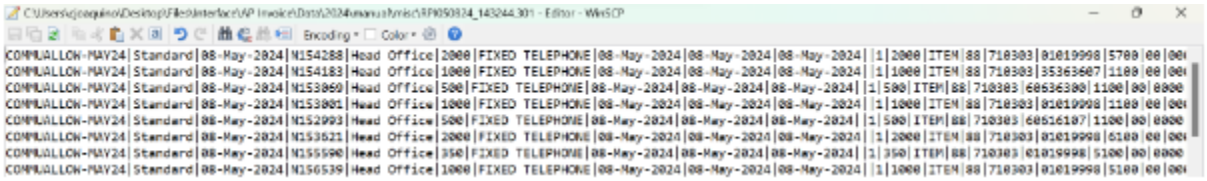
- Site - from the added Oracle site column
- Invoice and Line Amount - should be equal; based on Amount next to Remarks on the working file
- Invoice and Line Description - "FIXED TELEPHONE" for communication allowance; "LODGING ALLOWANCE" for lodging
- Account - 710303 for communication; 610307 for lodging
- Branch - from the added Oracle branch column
- BU - from the added Oracle Dept Code column
- VAT code - NONVAT
- Withholding tax code - NOWTAX
- Pay code - APV





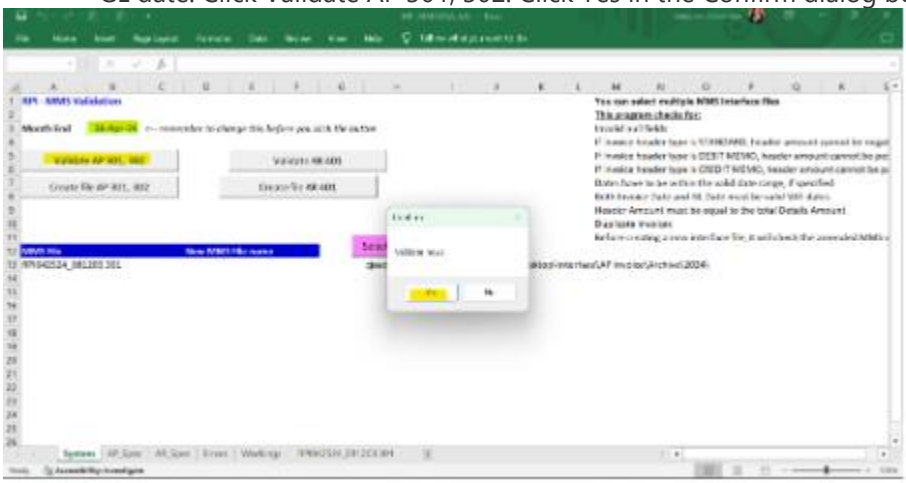
Create FILENAME based on RPI+date today (mmddyy)+ time (hrmnss).301. Copy concatenate formula from previous interface in the template.

4.5. Copy the concatenated data from the Excel file to a .301 flat file in WinSCP. Save a copy in the local folder.

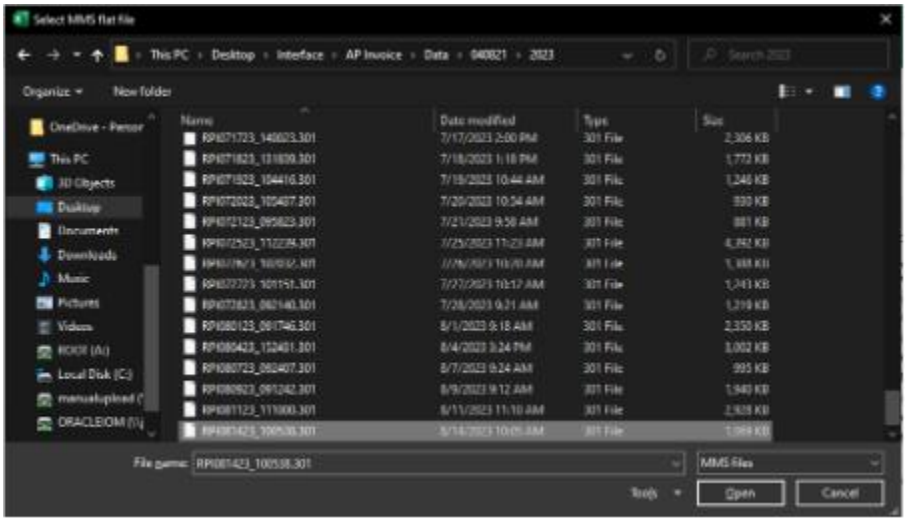


*Ensure that there are no special characters like Ñ, double space ( ), long dash (—), or space before vertical bar (|).

4.6. Validate .301 flat file using the RPI_MMSORA_VAL macro. Change date in Month End field to GL date. Click Validate AP 301, 302. Click Yes in the Confirm dialog box.



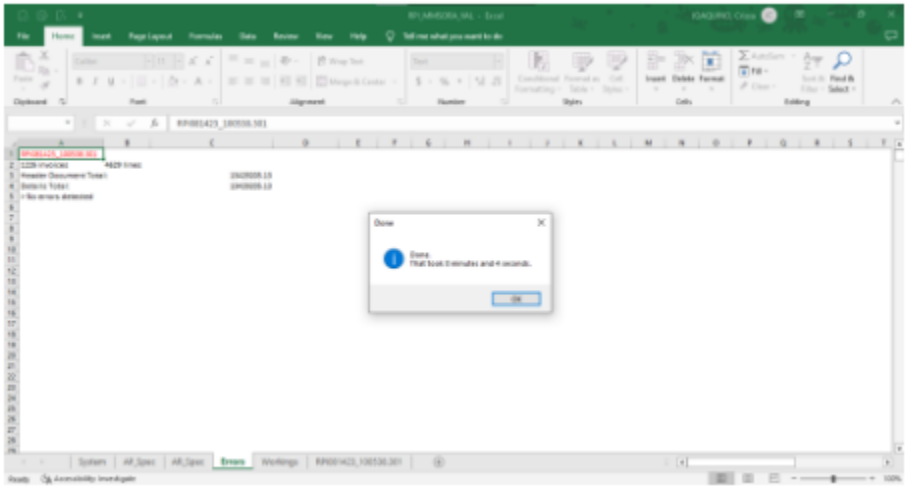
4.7. Find the .301 flat file in the local folders. Select the flat file and click Open.



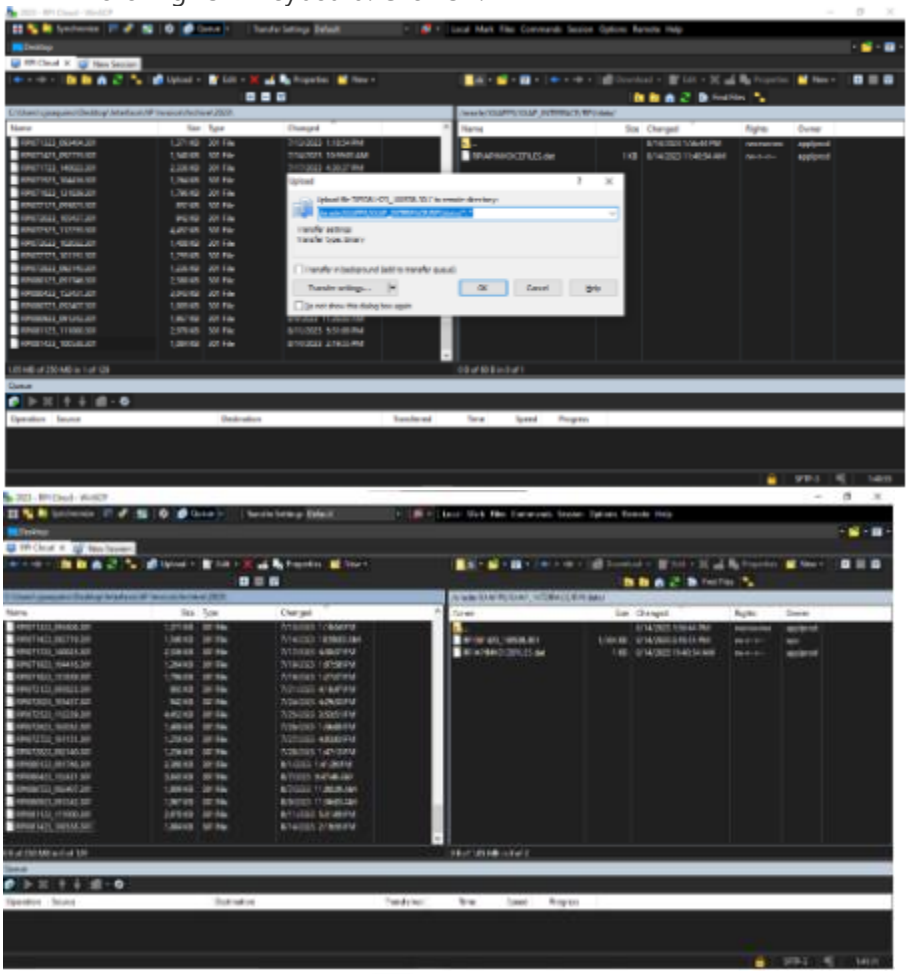
4.8. The Excel macro will run and validate the flat file for errors. Click OK.

- If there are errors like a difference in Header and Line amount, check data and revise flat file data as needed.

- If there are no errors, proceed with AP interface.

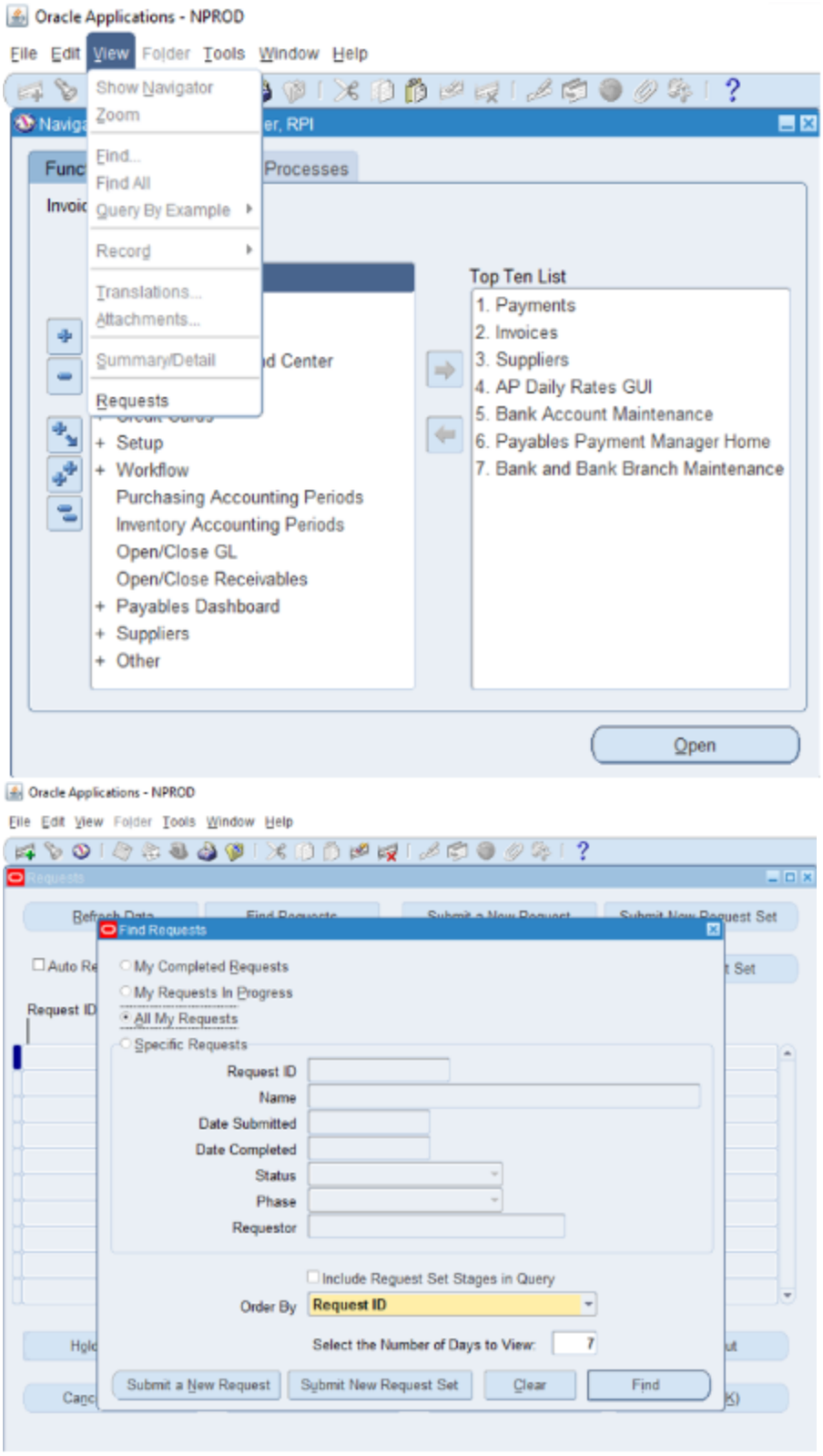


4.9. In WinSCP, transfer .301 flat file to file path /oracle/XXAPPS/XXAP_INTERFACE/RPI/data/ by clicking F5 in keyboard. Click OK.

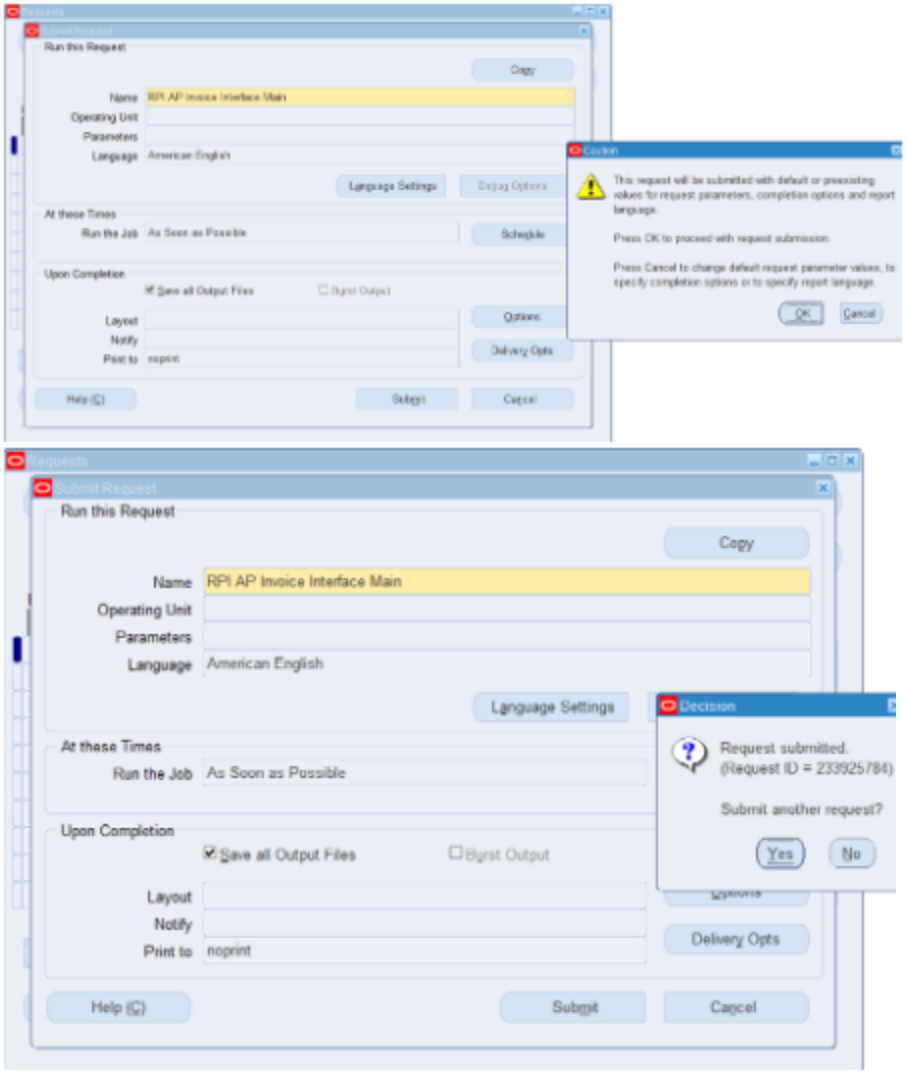


4.10. Click the Refresh button.

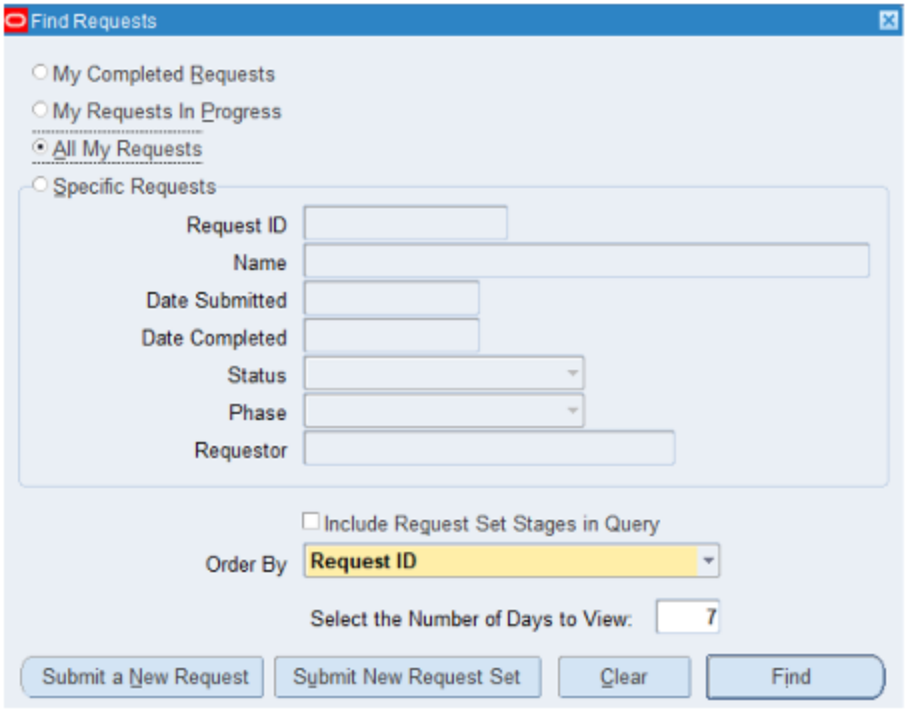
4.11. In Oracle, under the Payables module, click View, then Requests. Click Submit a New Request.



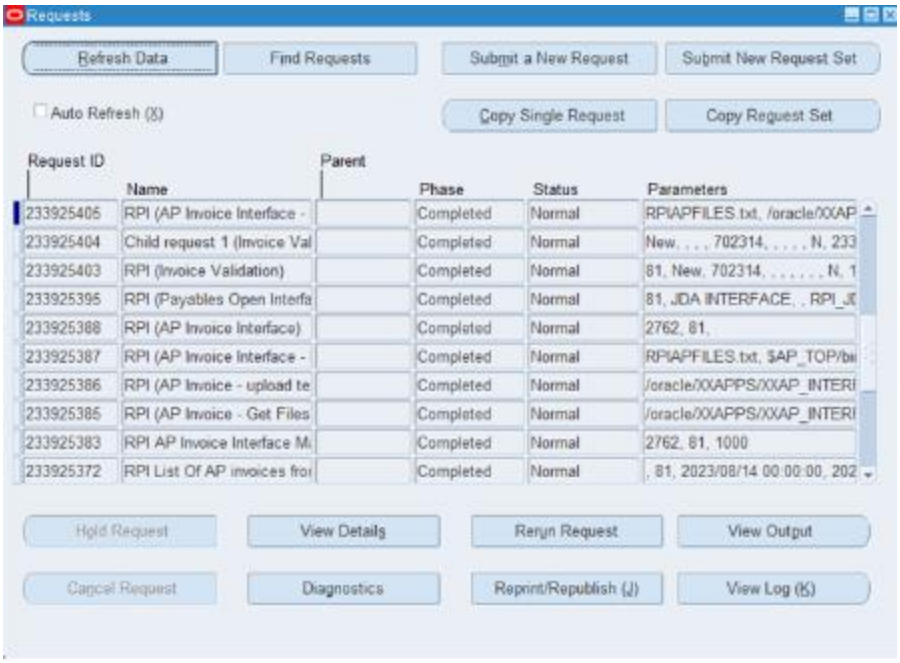
4.12. Under Submit Request, type RPI AP Invoice Interface Main. Click Submit and OK. Choose No for Submit another request.



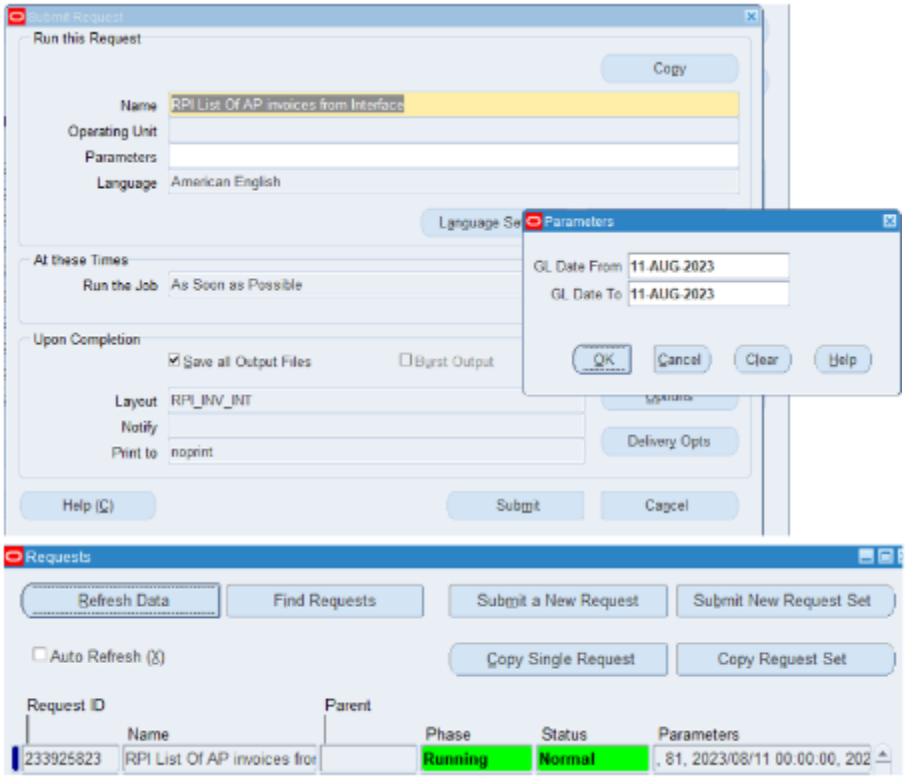
4.13. Click Find to view the running request.



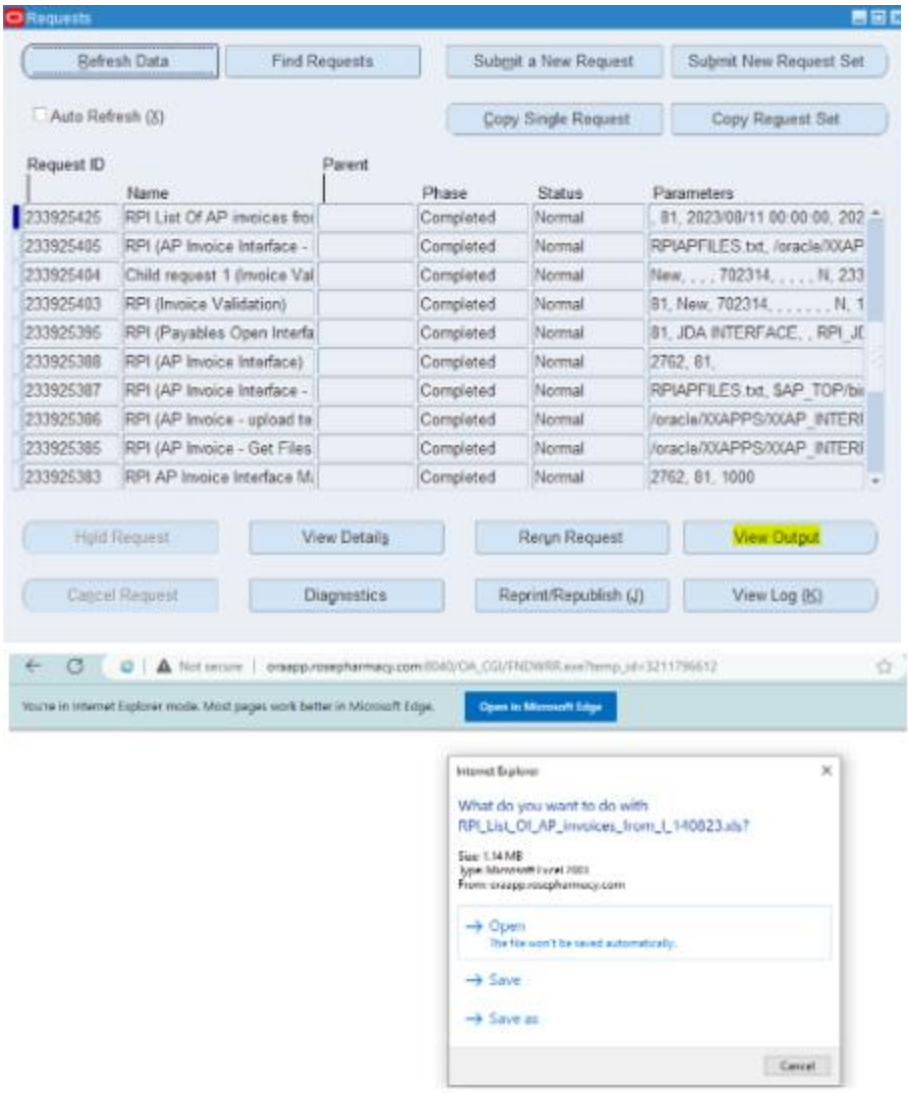
4.14. Once the program has finished running (Completed – Normal), click Submit a New Request to extract the uploaded data.



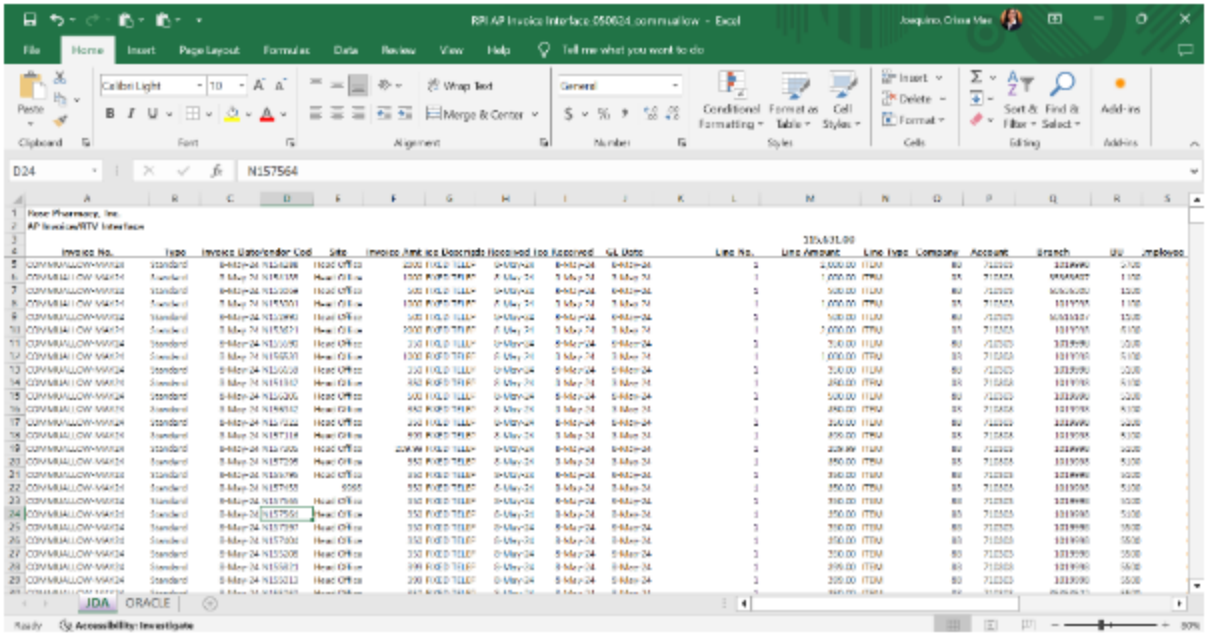
4.15. Submit request for RPI List Of AP invoices from Interface. Input GL date of uploaded data. Click OK, then Submit.



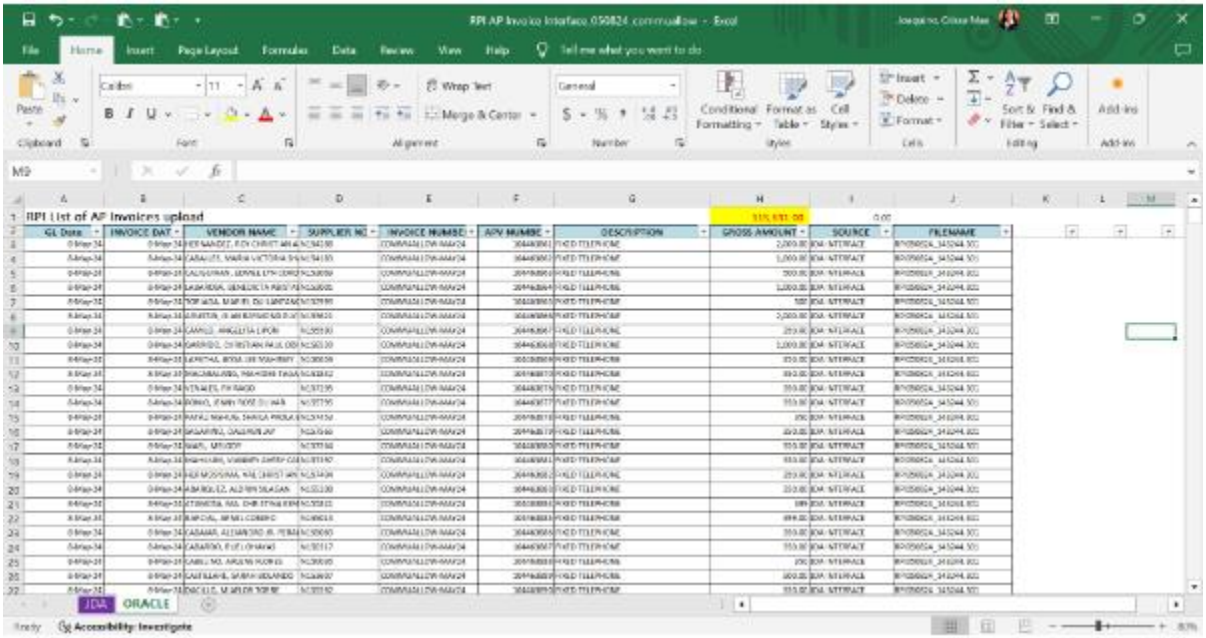
4.16. Click View Output. Redirected to browser, click Open.



4.17. Check the uploaded data in the report and transfer to validation file to confirm if the data in the .301 flat file has been completely interfaced.



*JDA sheet = .301 flat file data

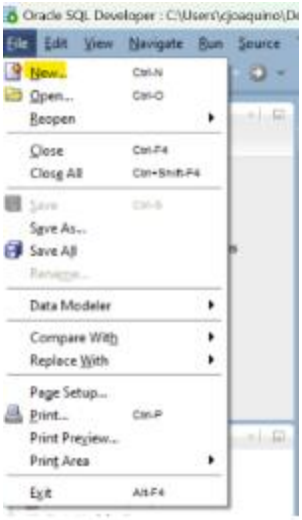


**Oracle sheet = uploaded data in Oracle

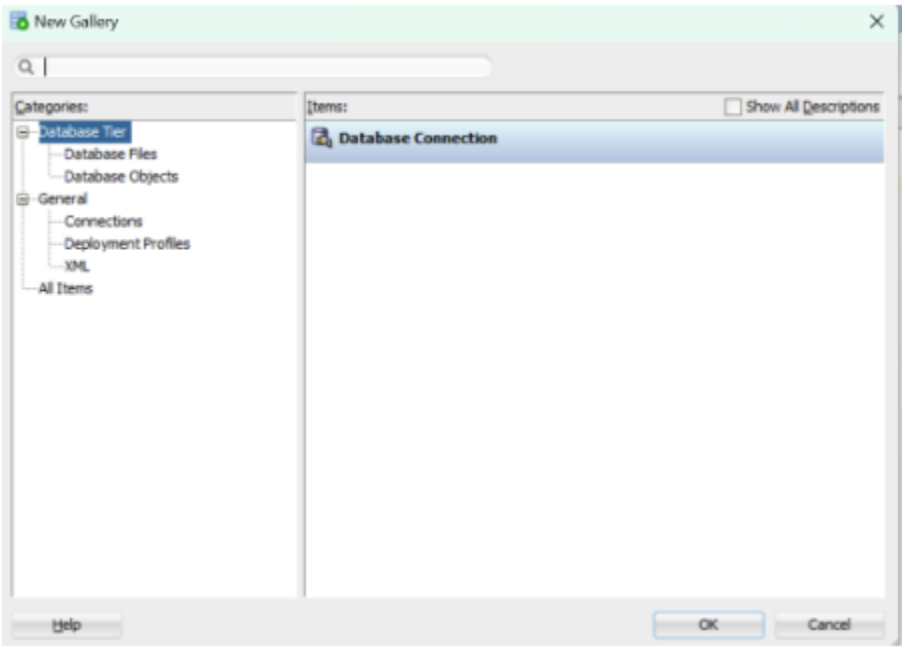
***JDA sheet amount = Oracle sheet amount

4.18. Generate supplier listing via sql.

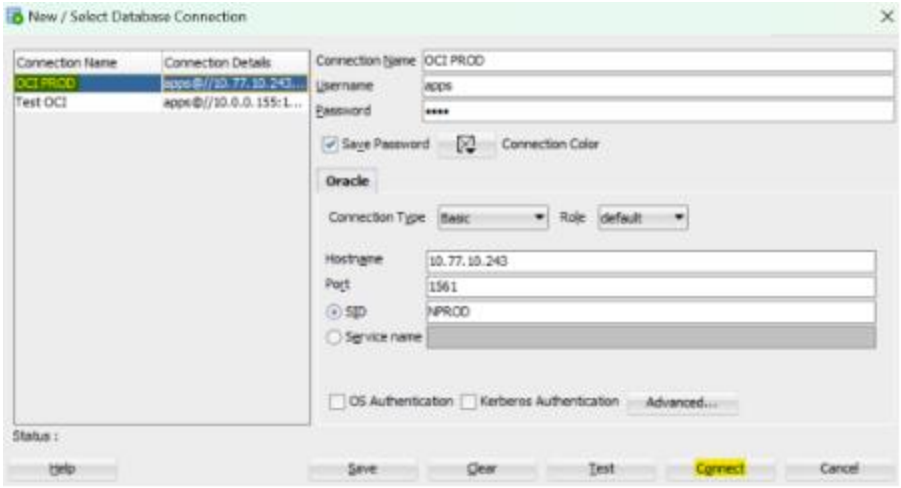
- Open sql developer.
- Go to File. Click New...



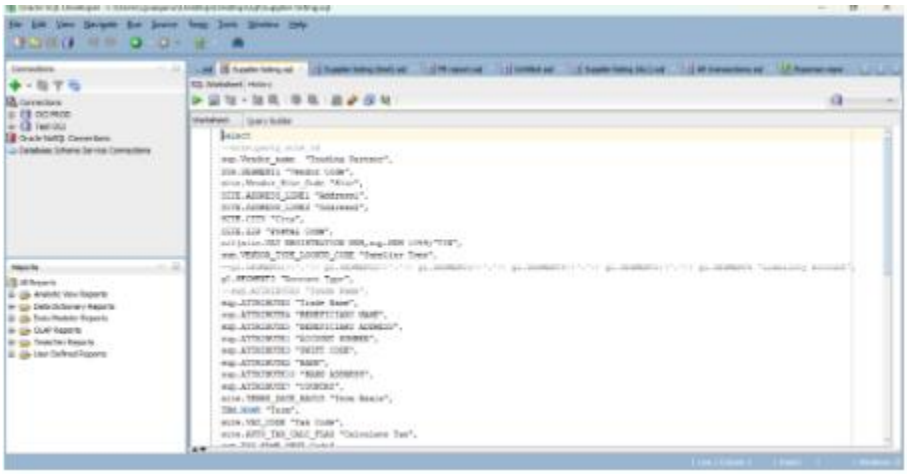
- Click OK.



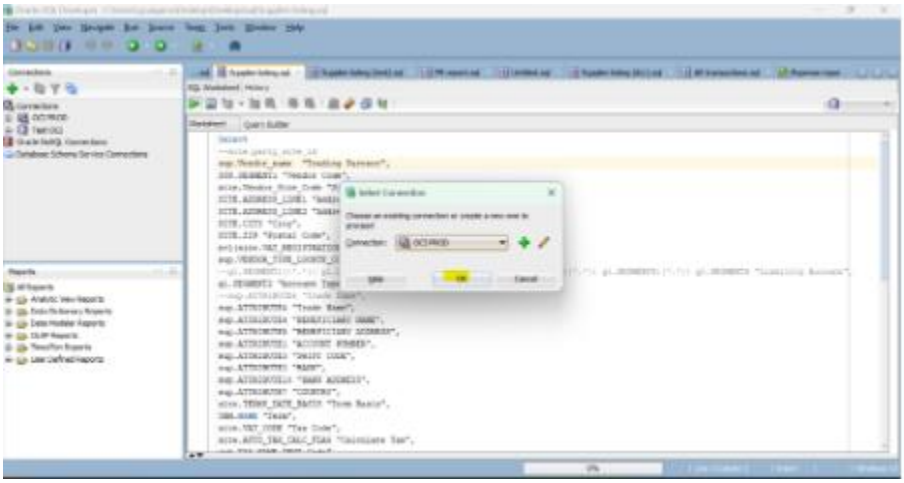
  - Choose OCI PROD. Click Connect.



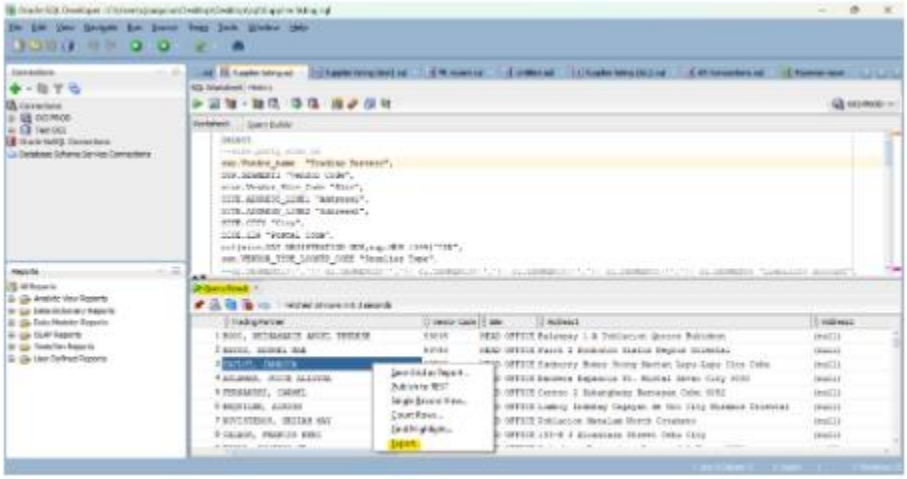
- **Click Run Statement.**



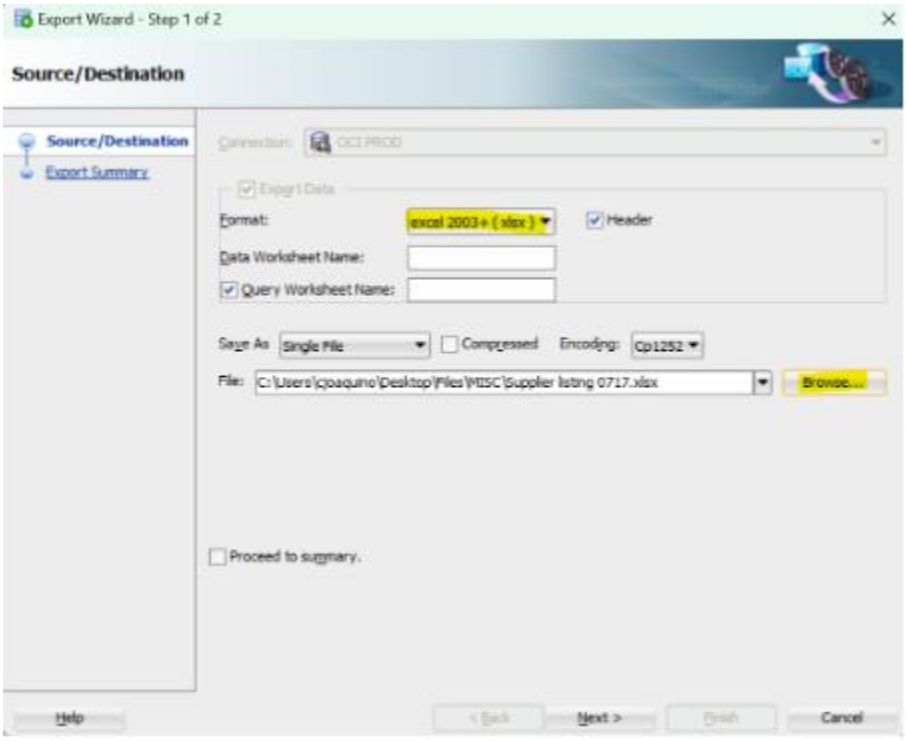
- **Click OK.**



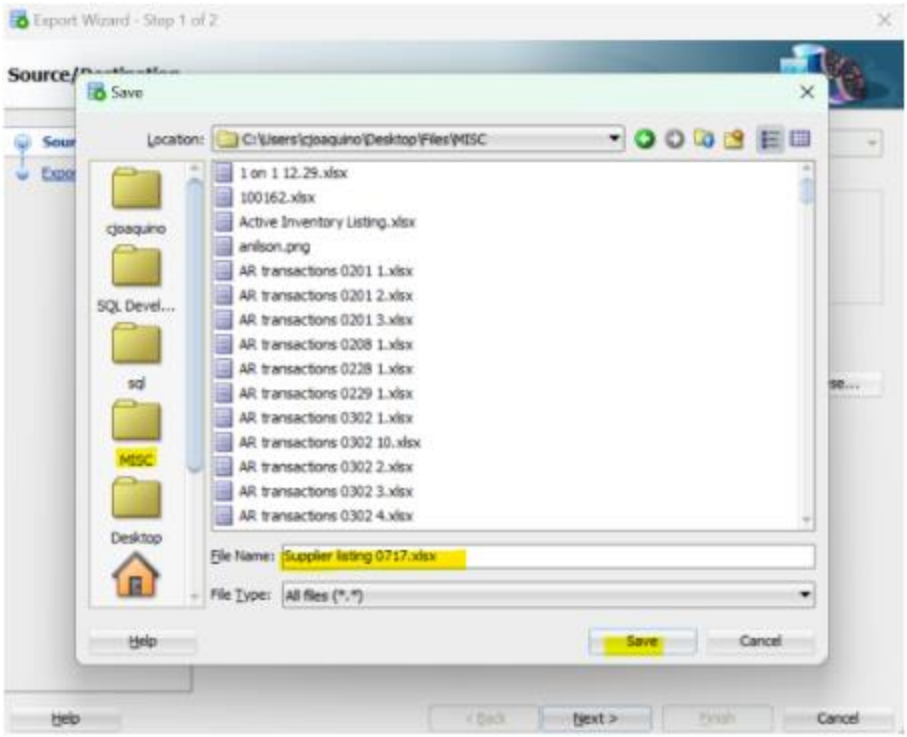
- **Under Query result, select any data. Right click. Choose Export.**



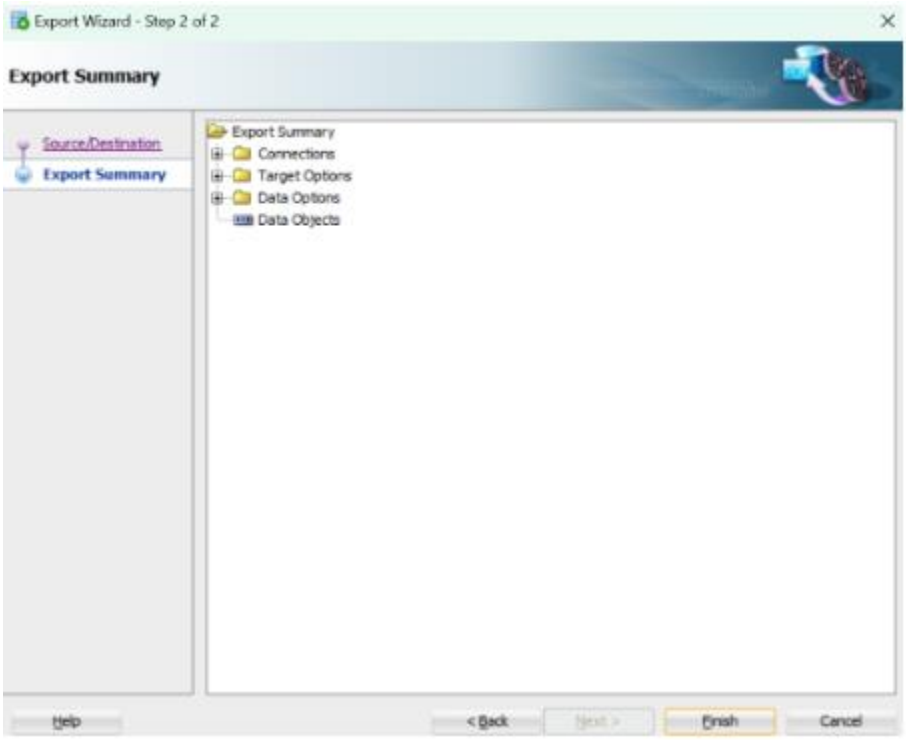
- Under Export Wizard...



- Format - choose excel 2003+ (xlsx)
- **File - click Browse...**
  - Choose folder to save the file in.
  - Edit file name. Retain .xlsx
  - **Click Save.**

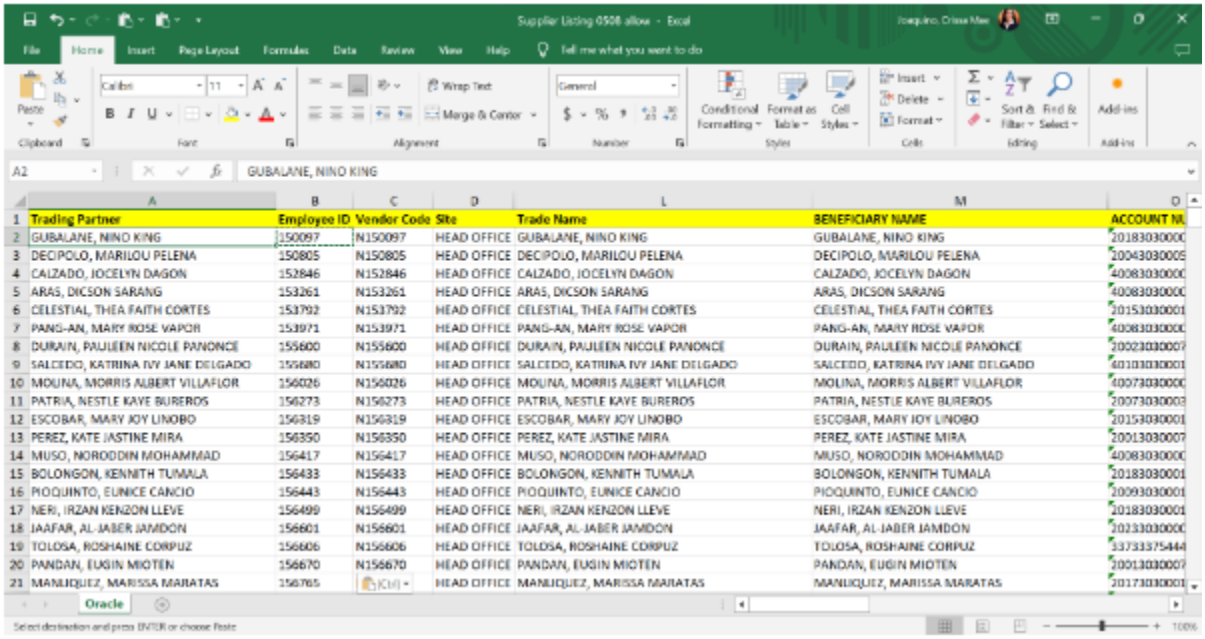


- Click Next.
- Click Finish.

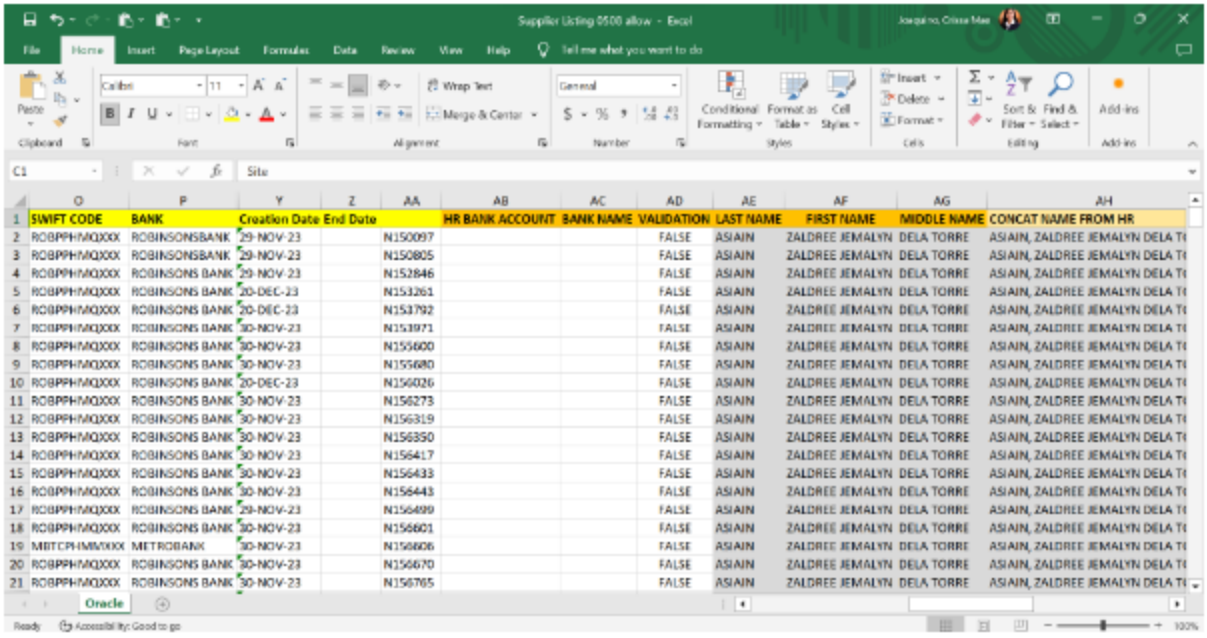


- Open Supplier listing file once done running. Go to file location.

- Edit Supplier listing file.
    - Filter vendors that begin with N in Vendor Code. Sort then delete other vendors.
    - VLOOKUP employee IDs (with N) from HR working file. Retain only non #N/A values.
    - Show the ff. columns.
        - Trading Partner
        - Vendor Code
        - Site
        - Trade Name
        - Beneficiary Name
        - Account Number
        - Swift Code
        - Bank
        - Creation Date
        - End Date
    - Hide the rest of the columns as they are not relevant to HR validation.
    - Add a column before Vendor Code. Use formula =RIGHT(vendor code,6) to get Employee ID.
    - Add validation formulas after the VLOOKUPed employee IDs column.

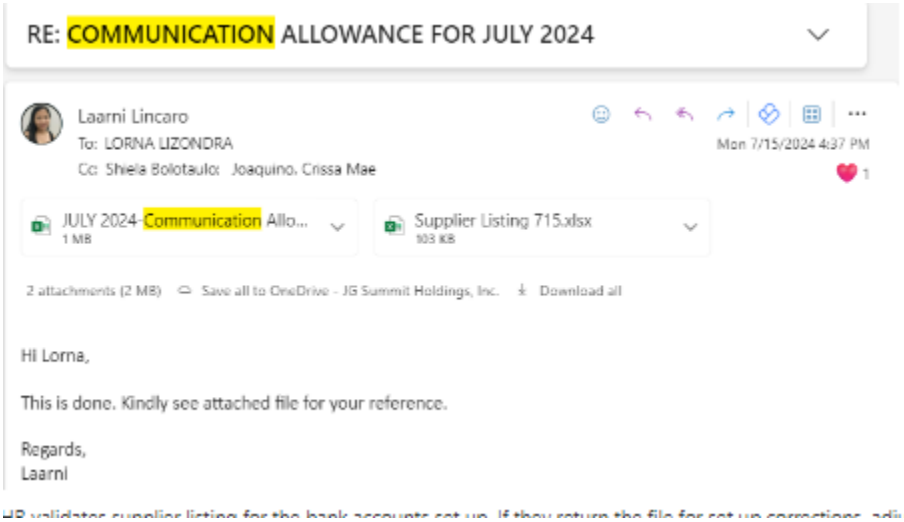


	A	B	C	D	L	M	O
1	Trading Partner	Employee ID	Vendor Code	Site	Trade Name	BENEFICIARY NAME	ACCOUNT NU
2	GUBALANE, NINO KING	150097	N150097	HEAD OFFICE	GUBALANE, NINO KING	GUBALANE, NINO KING	20183030000
3	DECIPOLO, MARILOU PELENA	150805	N150805	HEAD OFFICE	DECIPOLO, MARILOU PELENA	DECIPOLO, MARILOU PELENA	20043030005
4	CALZADO, JOCELYN DAGON	152846	N152846	HEAD OFFICE	CALZADO, JOCELYN DAGON	CALZADO, JOCELYN DAGON	40083030000
5	ARAS, DICSON SARANG	153261	N153261	HEAD OFFICE	ARAS, DICSON SARANG	ARAS, DICSON SARANG	40083030000
6	CELESTIAL, THEA FAITH CORTES	153792	N153792	HEAD OFFICE	CELESTIAL, THEA FAITH CORTES	CELESTIAL, THEA FAITH CORTES	20153030001
7	PANG-AN, MARY ROSE VAPOR	153971	N153971	HEAD OFFICE	PANG-AN, MARY ROSE VAPOR	PANG-AN, MARY ROSE VAPOR	40083030000
8	DURAIN, PAULEEN NICOLE PANONCE	155600	N155600	HEAD OFFICE	DURAIN, PAULEEN NICOLE PANONCE	DURAIN, PAULEEN NICOLE PANONCE	20023030007
9	SALCEDO, KATRINA IVY JANE DELGADO	155680	N155680	HEAD OFFICE	SALCEDO, KATRINA IVY JANE DELGADO	SALCEDO, KATRINA IVY JANE DELGADO	40103030001
10	MOLINA, MORRIS ALBERT VILLAFLOR	156026	N156026	HEAD OFFICE	MOLINA, MORRIS ALBERT VILLAFLOR	MOLINA, MORRIS ALBERT VILLAFLOR	40073030000
11	PATRIA, NESTLE KAYE BUREROS	156273	N156273	HEAD OFFICE	PATRIA, NESTLE KAYE BUREROS	PATRIA, NESTLE KAYE BUREROS	20073030003
12	ESCOBAR, MARY JOY LINOBO	156319	N156319	HEAD OFFICE	ESCOBAR, MARY JOY LINOBO	ESCOBAR, MARY JOY LINOBO	20153030001
13	PEREZ, KATE JASTINE MIRA	156350	N156350	HEAD OFFICE	PEREZ, KATE JASTINE MIRA	PEREZ, KATE JASTINE MIRA	20013030007
14	MUSO, NORODDIN MOHAMMAD	156417	N156417	HEAD OFFICE	MUSO, NORODDIN MOHAMMAD	MUSO, NORODDIN MOHAMMAD	40083030000
15	BOLONGON, KENNITH TUMALA	156433	N156433	HEAD OFFICE	BOLONGON, KENNITH TUMALA	BOLONGON, KENNITH TUMALA	20183030001
16	PIOQUINTO, EUNICE CANCIO	156443	N156443	HEAD OFFICE	PIOQUINTO, EUNICE CANCIO	PIOQUINTO, EUNICE CANCIO	20093030001
17	NERI, IRZAN KENZON LLEVE	156499	N156499	HEAD OFFICE	NERI, IRZAN KENZON LLEVE	NERI, IRZAN KENZON LLEVE	20183030001
18	JAAFAR, AL-JABER JAMDON	156601	N156601	HEAD OFFICE	JAAFAR, AL-JABER JAMDON	JAAFAR, AL-JABER JAMDON	20233030000
19	TOLOSA, ROSHAINE CORPUZ	156606	N156606	HEAD OFFICE	TOLOSA, ROSHAINE CORPUZ	TOLOSA, ROSHAINE CORPUZ	33733375444
20	PANDAN, EUGIN MIOTEN	156670	N156670	HEAD OFFICE	PANDAN, EUGIN MIOTEN	PANDAN, EUGIN MIOTEN	20013030007
21	MANLIQUEZ, MARISSA MARATAS	156765		HEAD OFFICE	MANLIQUEZ, MARISSA MARATAS	MANLIQUEZ, MARISSA MARATAS	20173030001



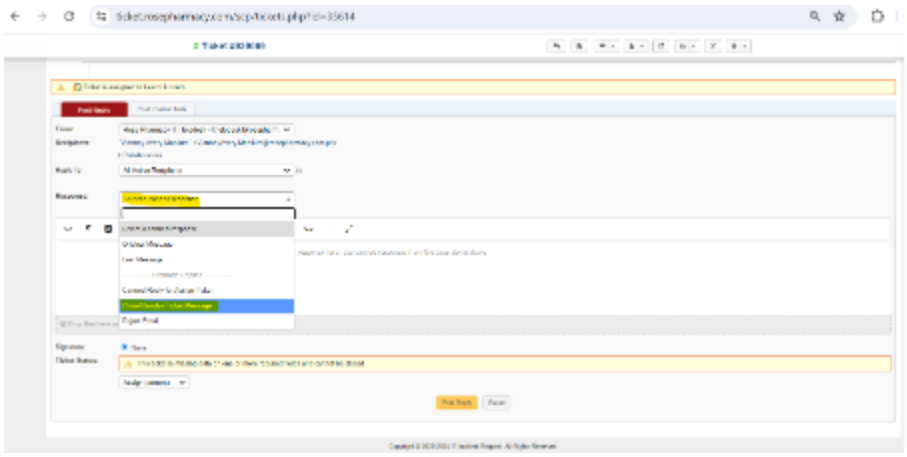
	O	P	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1	SWIFT CODE	BANK	Creation Date	End Date		HR BANK ACCOUNT	BANK NAME	VALIDATION	LAST NAME	FIRST NAME	MIDDLE NAME	CONCAT NAME FROM HR
2	ROBPPHMQXXX	ROBINSONSBANK	29-NOV-23		N150097			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
3	ROBPPHMQXXX	ROBINSONSBANK	29-NOV-23		N150805			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
4	ROBPPHMQXXX	ROBINSONS BANK	29-NOV-23		N152846			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
5	ROBPPHMQXXX	ROBINSONS BANK	20-DEC-23		N153261			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
6	ROBPPHMQXXX	ROBINSONS BANK	20-DEC-23		N153792			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
7	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N153971			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
8	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N155600			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
9	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N155680			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
10	ROBPPHMQXXX	ROBINSONS BANK	20-DEC-23		N156026			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
11	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N156273			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
12	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N156319			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
13	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N156350			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
14	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N156417			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
15	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N156433			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
16	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N156443			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
17	ROBPPHMQXXX	ROBINSONS BANK	29-NOV-23		N156499			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
18	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N156601			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
19	MBTCPHMMXXX	METROBANK	30-NOV-23		N156606			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
20	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N156670			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T
21	ROBPPHMQXXX	ROBINSONS BANK	30-NOV-23		N156765			FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA T

4.19. Send email to HR team to notify of successful upload.

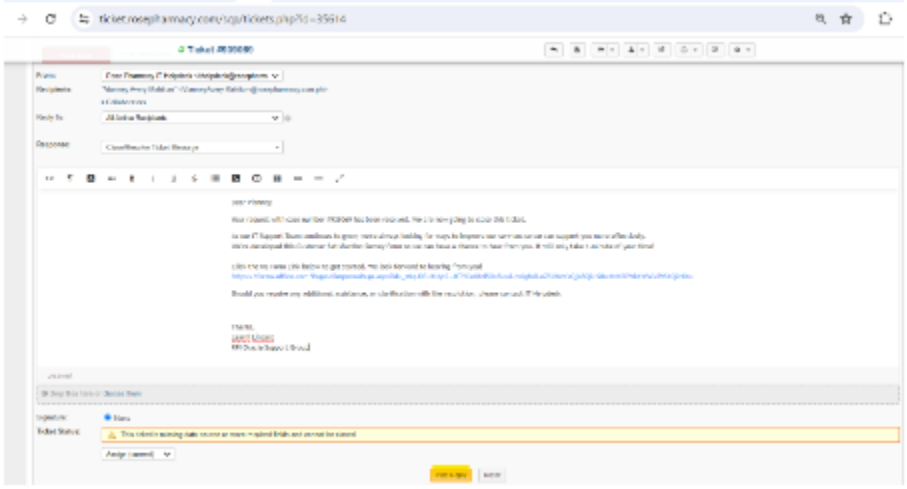


*HR validates supplier listing for the bank accounts set up. If they return the file for set up corrections, adjust accordingly in Oracle > Suppliers.

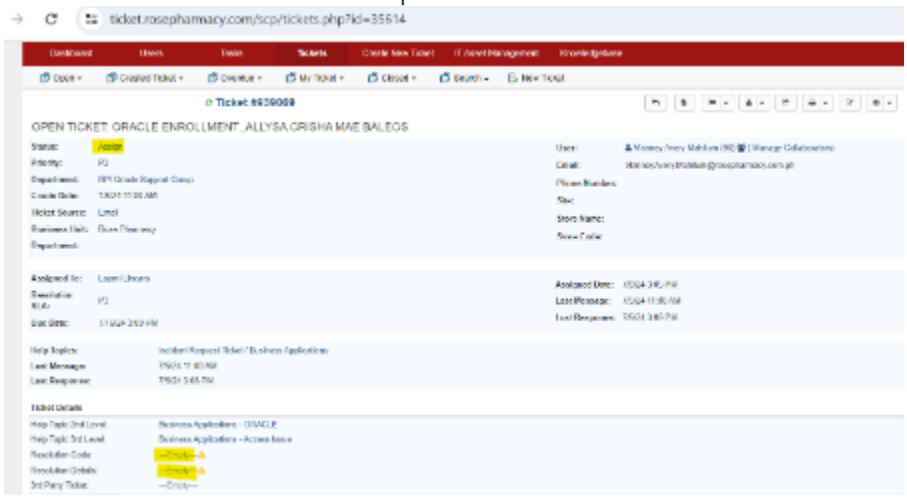
4.20. Go to IT Support Ticketing System Incident Request Portal > Ticket. Close the ticket.



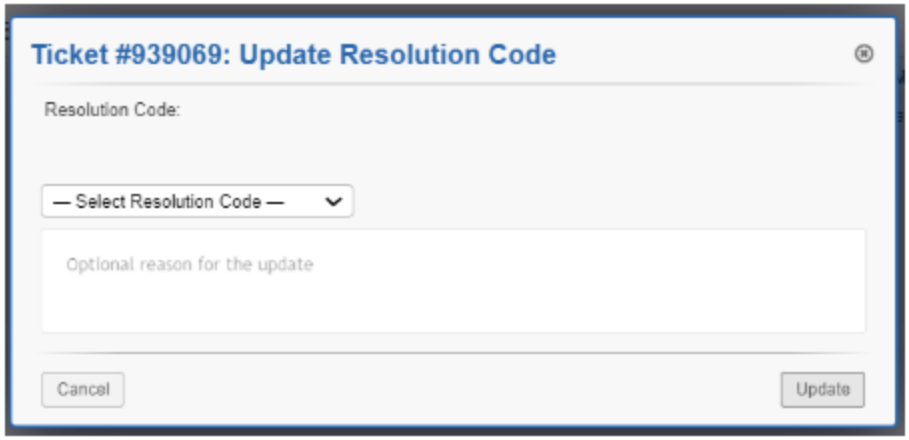
4.20.a. In Response, Select a canned response. Choose Close/Resolve Ticket Message.
4.20.b. The close message with the survey link shall appear. Post Reply.



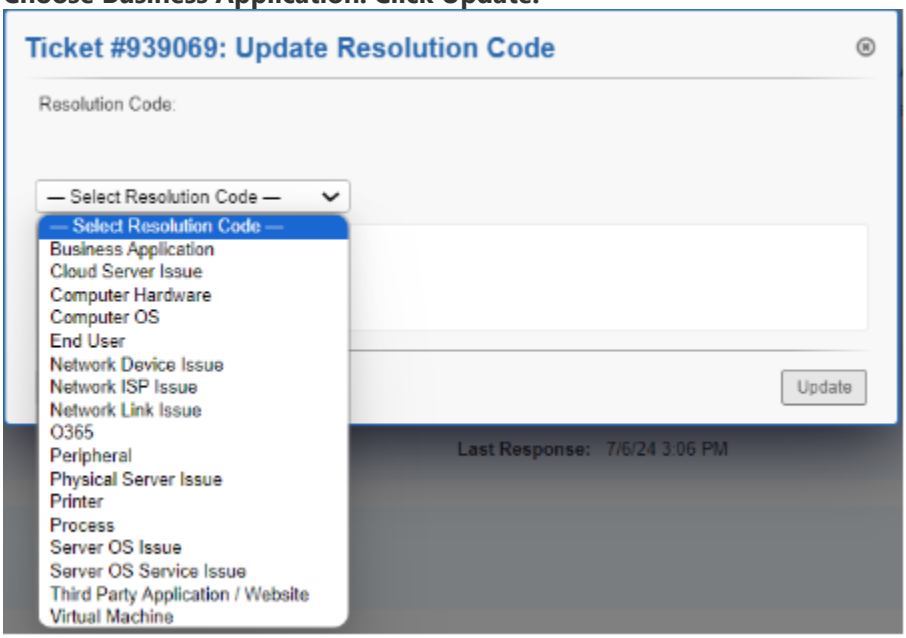
4.20.c. Input Resolution Code.



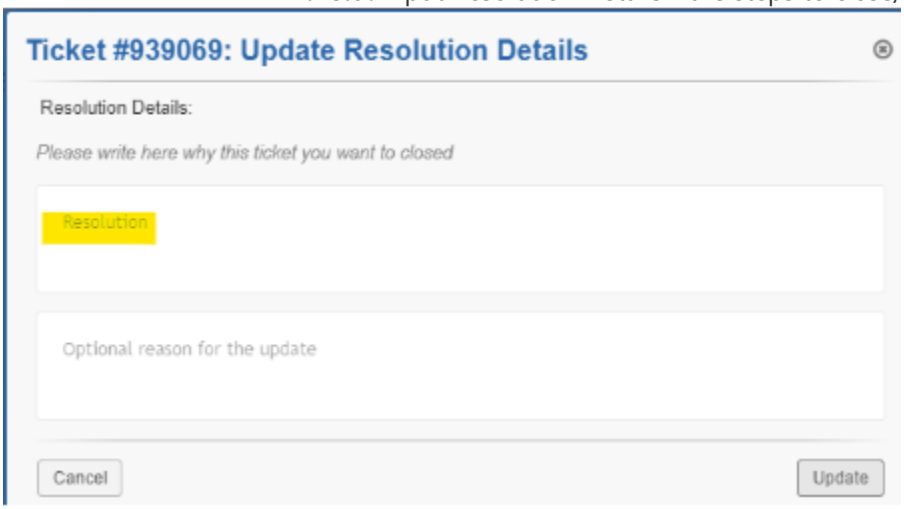
Click Select Resolution Code.



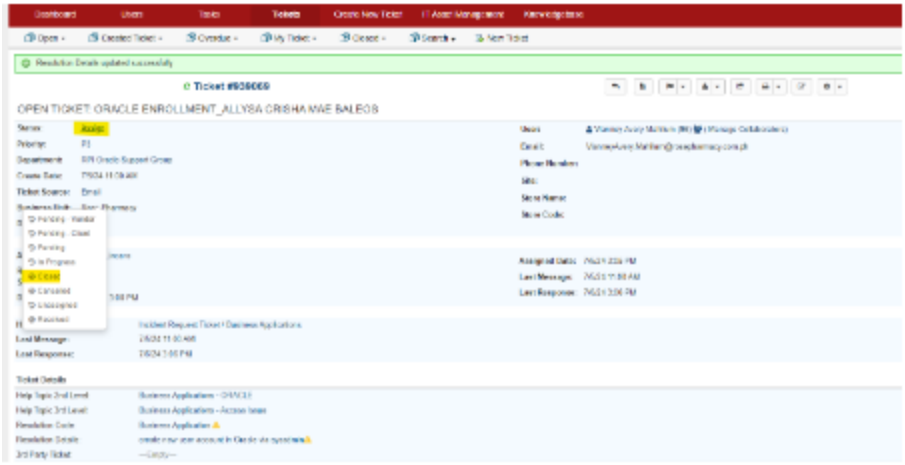
Choose Business Application. Click Update.



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



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



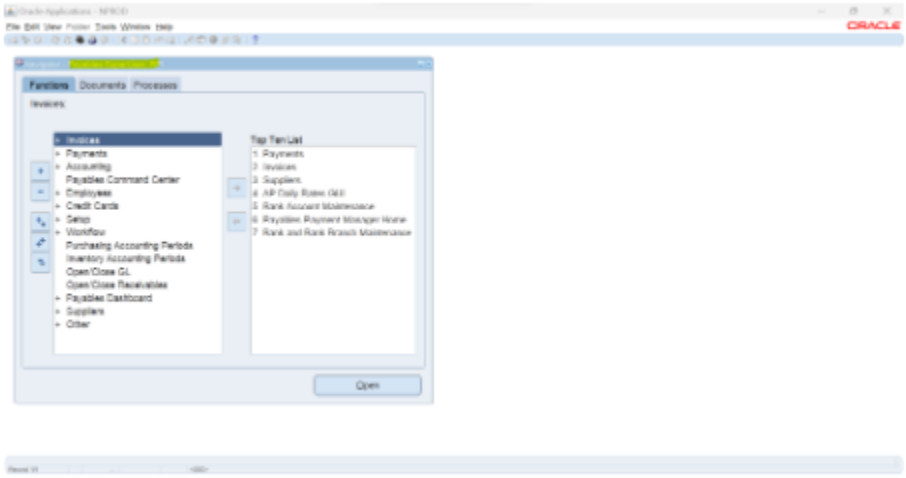
*The emailed response to the ticket is added to the thread in the ticket in the portal.
**The ticket is transferred to Closed tickets.

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 the .301 flat file. This is assigned by IT - Oracle Applications team.



6. File Structure

6.1. .301 flat file

No	Field	Description	Data Type	Req
1	HDR_INVOICE_NUM	Header Invoice Number	VARCHAR2(20)	Y
2	HDR_INVOICE_TYPE_LOOKUP_CODE	Header Invoice Type Lookup code (Standard, Debit Memo, Credit Memo)	VARCHAR2(20)	Y
3	HDR_INVOICE_DATE	Header Invoice Date	DATE	Y
4	HDR_VENDOR_NUM	Header Vendor Number	VARCHAR2(30)	Y
5	HDR_VENDOR_SITE_CODE	Header Vendor Site Code	VARCHAR2(30)	Y
6	HDR_INVOICE_AMOUNT	Header Invoice Amount	NUMBER	Y
7	HDR_DESCRIPTION	Header Description	VARCHAR2(200)	Y
8	HDR_GOODS_RECEIVED_DATE	Header Goods Received Date	DATE	Y
9	HDR_INVOICE_RECEIVED_DATE	Header Invoice Received Date	DATE	Y
10	HDR_GL_DATE	Header GL Date	DATE	Y
11	HDR_SOURCE	Header Source = IDA MMS	VARCHAR2(20)	N
12	DTL_LINE_NUMBER	Detail Line number	NUMBER	Y
13	DTL_AMOUNT	Detail Amount	NUMBER	Y
14	DTL_LINE_TYPE_LOOKUP_CODE	Detail Line Type Lookup Code ("Item")	VARCHAR2(20)	Y
15	DTL_DR_COMPANY	Debit Company	VARCHAR2(25)	N
16	DTL_DR_ACCOUNT	Debit Account	VARCHAR2(25)	N
17	DTL_DR_LOCATION	Debit Location	VARCHAR2(25)	N
18	DTL_DR_DEPARTMENT	Debit Department	VARCHAR2(25)	N
19	DTL_DR_SECTION	Debit Section	VARCHAR2(25)	N
20	DTL_DR_FUTURE	Debit Future	VARCHAR2(25)	N
21	DTL_DR_AMOUNT	Debit Amount	NUMBER	N
22	DTL_REFERENCE_NUMBER	Reference Number (PO/RCR)	VARCHAR2(100)	N
23	DTL_RCR_AMOUNT	RCR Amount	NUMBER	N
24	DTL_CR_COMPANY	Credit Company	VARCHAR2(25)	N
25	DTL_CR_ACCOUNT	Credit Account	VARCHAR2(25)	N
26	DTL_CR_LOCATION	Credit Location	VARCHAR2(25)	N
27	DTL_CR_DEPARTMENT	Credit Department	VARCHAR2(25)	N
28	DTL_CR_SECTION	Credit Section	VARCHAR2(25)	N
29	DTL_CR_FUTURE	Credit Future	VARCHAR2(25)	N
30	DTL_CR_AMOUNT	Credit Amount	NUMBER	N
31	HDR_CURR_CODE	Currency Code	VARCHAR2(3)	Y
32	DUE DATE	Due Date	DATE/VARCHAR	N
33	VAT CODE	value Added tax code	VARCHAR	N
34	WITHHOLDING TAX CODE	withholding tax code	VARCHAR	N
35	HDR_DISTRIBUTION SET	distribution set	VARCHAR	N
36	FILENAME	this column will identify the grouping of data or source text file of data.	VARCHAR2(100)	Y

Y = required field

7. Schedule

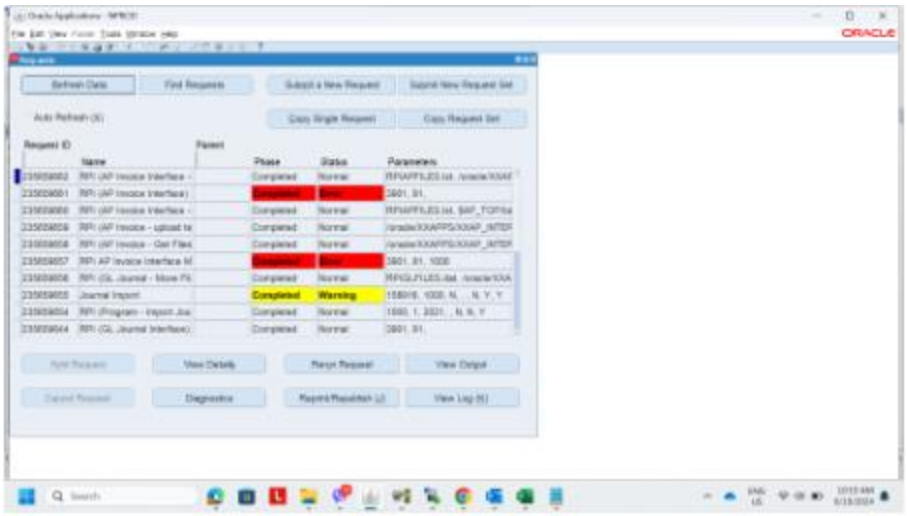
7.1. AP Interface of communication and lodging allowances is performed **per request (open ticket).**

7.2. Data is provided by HR team **every 1st week of the month**. IT performs employee set up under N vendor and AP interface. Email notification of successful upload on the same day. SLA = P3 (turnaround time = 3 days)

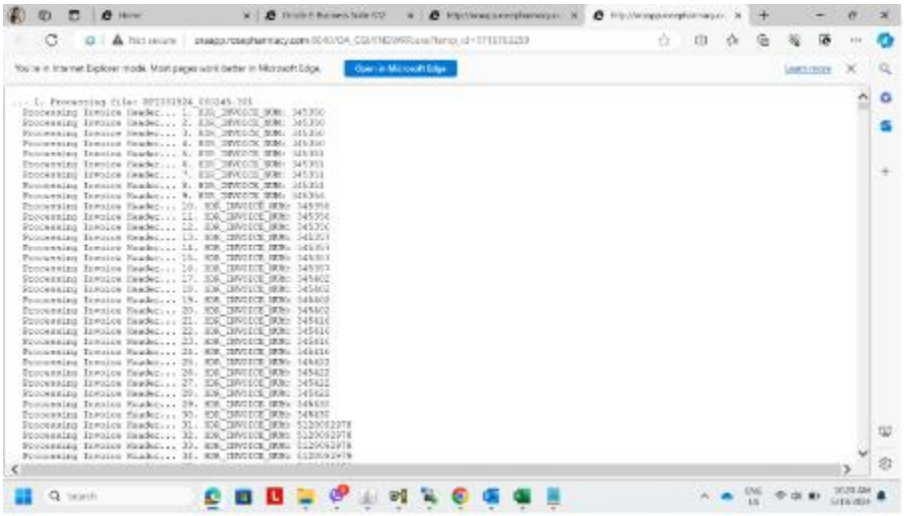
8. Troubleshooting

8.1. If running the RPI AP Invoice Interface Main, the program returns **Completed - Error:**

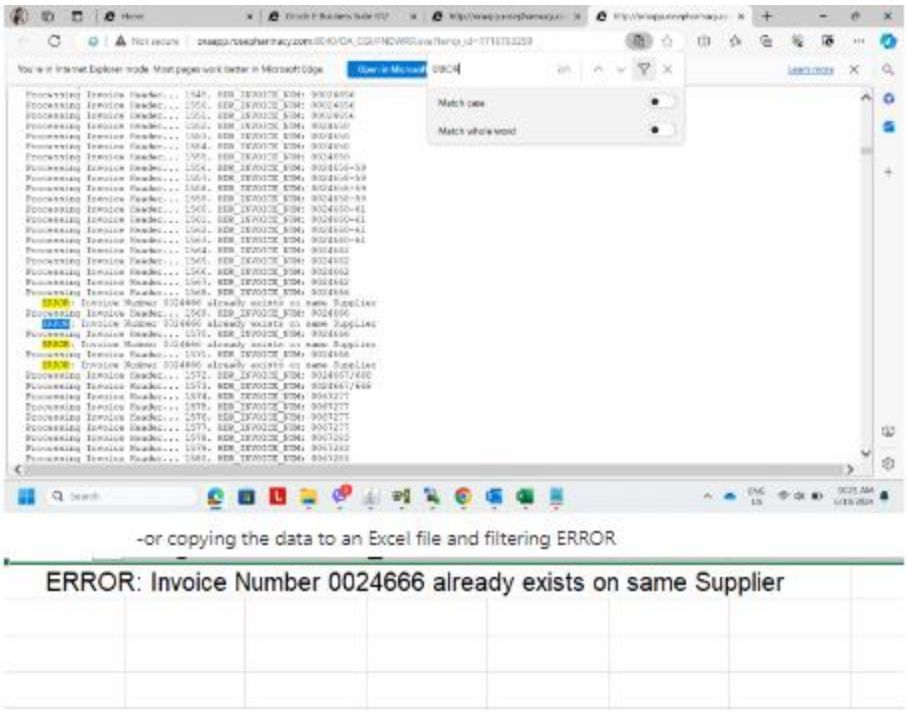
8.2.a. Highlight the line with the error, then click View Output.



8.2.b. Go to browser. The AP transactions with error can be found there.



8.2.c. Find the errors:
-by pressing Ctrl + F in keyboard in the page and inputting ERROR.



8.2.d. If the error is –

-**Invoice Number already exists on same Supplier**:

```
Processing Invoice Header... 1568. HDR_INVOICE_NUM: 0024666
   ERROR: Invoice Number 0024666 already exists on same Supplier
Processing Invoice Header... 1569. HDR_INVOICE_NUM: 0024666
   ERROR: Invoice Number 0024666 already exists on same Supplier
Processing Invoice Header... 1570. HDR_INVOICE_NUM: 0024666
   ERROR: Invoice Number 0024666 already exists on same Supplier
Processing Invoice Header... 1571. HDR_INVOICE_NUM: 0024666
   ERROR: Invoice Number 0024666 already exists on same Supplier
```

Send the errors to AP team for validation. Revise RTV transaction as needed in template (create new .302 flat file) or remove the transaction and add to Excluded sheet in the AP validation file, per AP instruction. Proceed with AP interface.

-**Provided data does not match with the uploaded data...**

```
<-- AP INVOICE AUDIT LOG REPORT -->

-- Filename: RPI062024_115045.301
-- Processing Date: 06/20/2024 01:14:51

   Number of invoice Records provided: 1
   Number of invoice Records uploaded:
   Total hash invoice amount provided: 8,114.40
   Total hash invoice amount uploaded:

      ERROR: Provided data does not match with the uploaded data... Check all logs...
```

1st probable cause: File name does not match the data's file name

Ensure that the file name is the same before uploading. Once done, run the RPI AP Invoice Interface Main again.

2nd probable cause: There are AP transactions with a supplier that is already inactive.

Since the AP transactions with active vendor code are already uploaded, remove the transactions with the inactive vendor code from the JDA sheet in the AP validation file and copy to the Excluded sheet. AP team will verify these transactions and may request for manual uploading from IT.

8.2.e. For issues like the RPI AP Invoice Interface Main program taking time to upload (>1 hr) and other technical issues, 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>