ORACLE NAVIGATION MANUAL
ORA-30-002: BOOKING AN EXPENSE REPORTS
(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 booking an **Expense Reports**.
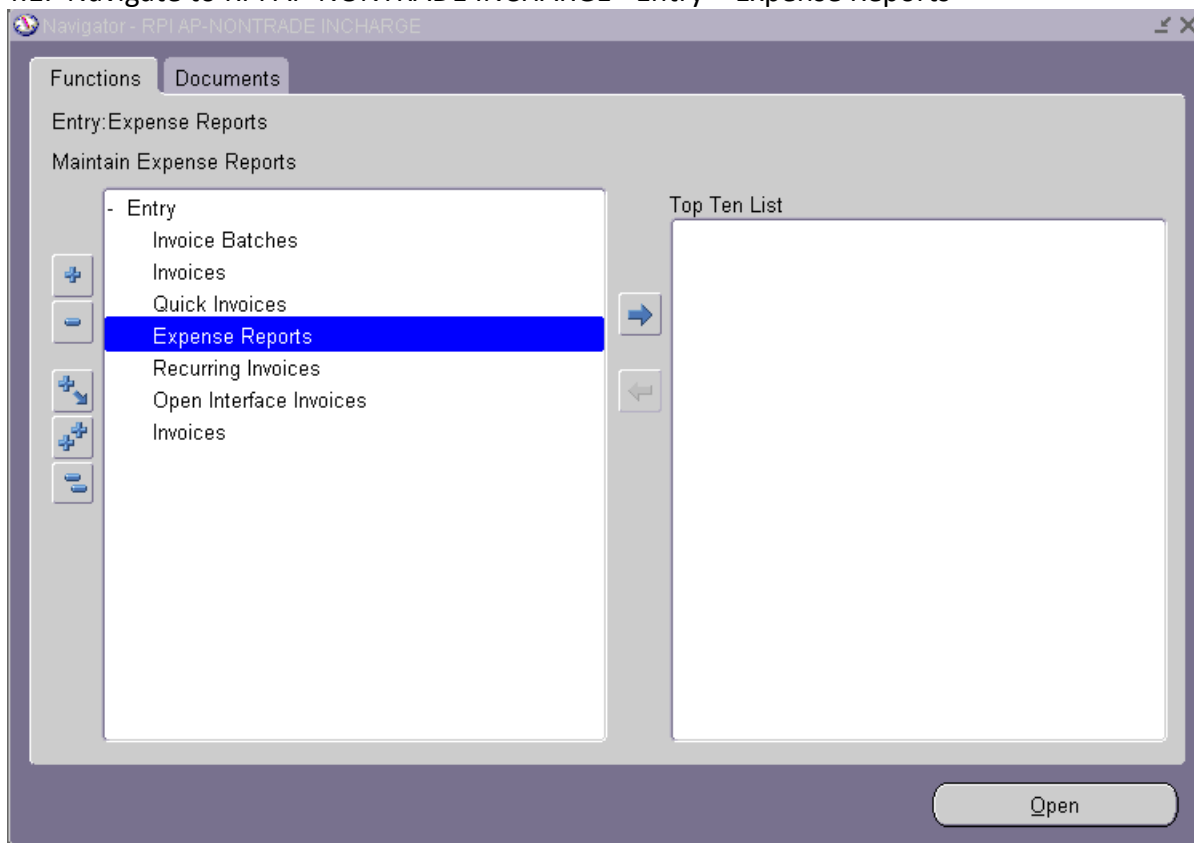
2. **Scope:**

    2.1. Payable Users of Oracle nationwide.

3. **Implementing Guidelines**

    3.1. Refer accounting manual for detailed policy in booking an Expense Reports.

4. **Navigation Procedures**

    4.1. Navigate to RPI AP-NONTRADE INCHARGE> Entry > Expense Reports

    4.2. Fill in "**Number**" – **802018 (Name: ROSE PHARMACY, INC.,)**

    4.3. Fill in "**GL Account**" - **88.110622.00000000.0000.00.0000**

    4.4. Fill in "**Send to**" - **Home**

    4.5. Fill in "**Date**" – date of liquidation or date of booking an expense reports.

    4.6. Fill in "**Invoice Number**" – copy and use the Prepayment Invoice number and just

    add a prefix LQ. (ex. LQPREP-CA-11052018)

4.7. Fill in "**Invoice Description**" – naming convention is Employee ID and Surname.

(ex. 154083 - PENAFLOR)

4.8. Check the "**Apply Advances**" checkbox
   4.8.1.   Number – the Prepayment Invoice number
   4.8.2.   Amount – amount charged as advances to employees – official
   4.8.3.   GL Date – liquidation date
4.9. Template – RPI LIQUIDATION TEMPLATE

4.10.   In "**Accounting**" tab
   4.10.1. **Item** – select correct Expense Items. (ex. Accommodation, Allowance, Postage and Courier, Training Expense, etc.)
   4.10.2. **Amount** – indicate actual amount of Expense, a valid Expense.
   4.10.3. **GL Account** – correct Expense account combination.
   4.10.4. **Tax Code** – indicate correct tax code. IVAT12 if attached with valid and Vatable receipt and NONVAT if not.
   4.10.5. **Expense Report Line** – Add the Supplier Name and TIN reflected in the attached valid and Vatable receipt.

4.11.   Click Save icon and close the Expense Reports window.