

Preparing an online payment

1. Purpose

1.1. To have a standard navigational instruction to Payable users of Oracle in preparing an online payment thru HSBC priority payments.

2. Scope

2.1. Payable Users of Oracle nationwide.

3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in preparing an online payment thru HSBC Pesonet.

4. Navigation Procedures

4.1. Finance associate – check run: **N > Payments > Entry > Payments**

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site	Trading Partner Address	Payment Date	Payment An
Quick		Rose Pharmacy, Inc.					

Number	Date	Amount	GL Date	Payment Amount

4.2. Finance associate – check run: Fill-in the following required fields:

4.2.1. **Type** – either Quick or Manual

4.2.2. **Trading Partner** – supplier/vendor name

4.2.3. **Supplier Number** – supplier/vendor code

4.2.4. **Supplier Site** – specific branch such as 'Head Office'

4.2.5. **Payment Date** – actual date the payment is prepared. Strictly no antedate.

4.2.6. **Bank Account** – disbursing bank, HSBC CA 026024406040

4.2.7. **Payment Document** – select payment document in which HSBC pesonet is tagged as 'Yes' such as HSBC_PESONET_6040200001-6040200500.

4.2.8. **Payment Method** – Bills Payable if payment is future date while Check if payment is an On-date.

4.2.9. Payment Currency – PHP or USD whichever is applicable

4.2.10. Maturity date – if payment method is 'Bills Payable' then maturity date is a required field. This refers to the date the payment will be debited.

4.2.11. For Manual Payment (DFF) – No

CHECK RUN

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site	Payment Date	Bank Account	Payment Document
Quick	Rose Pharmacy	SEROVAN MARKETING, INC.	34	Head Office	10-SEP-2020	HSBC CA 026024403040	HSBC_PESONET_604

Number Date Amount GL Date Payment Amount

Description

Invoice Overview

Accounting Unprocessed

Actions... 1 Enter/Adjust Invoices Payment Overview

Next ➡

CHECK RUN

Document Category	Document Num	Payment Method	Maturity Date	Payment Currency	Voucher Num
Check Payments	6040200010	Bills Payable	11-SEP-2020	PHP	.

Number Date

Payment Information

PAYEE

Released Date

OR#

OR Date

Check Write Date Run

CV Date Run

For Manual Payment? Yes

For Manual Payment?

Find %

For Manual Payment?	Description
N	No
Y	Yes

End OK Cancel

Invoice Overview

Accounting Unprocessed

Actions... 1 Enter/Adjust Invoices Payment Overview

4.3. Finance associate – check run: Select **Enter/Adjust Invoices** button and apply Invoices to be paid.

CHECK RUN

Document Num | Payment Method | Maturity Date | Payment Currency | Voucher Num | Status

6040 | Select Invoices (Payables SuperUser, RPI) - Rose Pharmacy, Inc. 6040200010, BEROHAN MARKETING, INC.

Payment Amount: 29,040.14

Invoice Number	Payment Amount	Discount Amount	Unpaid Amount	Discount Available
1000121483	2,634.60	0.00	2,634.60	0.00
103757	14,674.97	0.00	14,674.97	0.00
109549.01	11,730.57	0.00	11,730.57	0.00

Interest Invoice Number: | Amount: |

Invoice Overview

Actions: 1 | **Enter/Adjust Invoices** | Payment Overview

4.4. Finance associate – check run: generates a check voucher

4.4.1. N > Payments > View > Requests > Submit a new request > OK

4.4.2. Fill-in report name RPI Check Voucher and required parameters below.

Run this Request ..

Name: RPI Check Voucher

Operating Unit: | Parameters: |

Language: |

At these Times: |

Run the Job: | As: |

Copy...

Parameters

BANK ACCOUNT: 10091 | HSBC CA 026024406040

CHECK NUMBER: 6040200022

OK | Cancel | Clear | Help

4.4.3. Select OK button > Submit > No > Find – refresh and select view output button if Phase and status is “Completed” and “Normal”.

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

Request ID	Name	Parent	Phase	Status	Parameters
232545006	RPI Check Voucher		Completed	Normal	10091, 6040200022
232545989	Validate Application Accou		Completed	Normal	2021, Y, ..., N, ...
232545981	RPI Check Upload Program		Completed	Normal	81, 1295
232545900	Update Matured Bills Paya		Completed	Normal	2020/10/05 00:00:00, ..., N
232545799	Validate Application Accou		Completed	Normal	2021, Y, ..., N, ...
232545788	RPI Open Credit Memo Re		Completed	Normal	2020/09/30 00:00:00
232545787	RPI On Account Report		Completed	Normal	2020/09/30 00:00:00
232545767	Transfer Journal Entries to		Completed	Normal	222, 222, Y, 2021, 2020/10/0
232545765	Create Accounting		Completed	Normal	222, 222, Y, 2021, 2020/10/0
232545764	Transfer Journal Entries to		Completed	Normal	200, 200, Y, 2021, 2020/10/0

Hold Request | View Details... | **View Output**

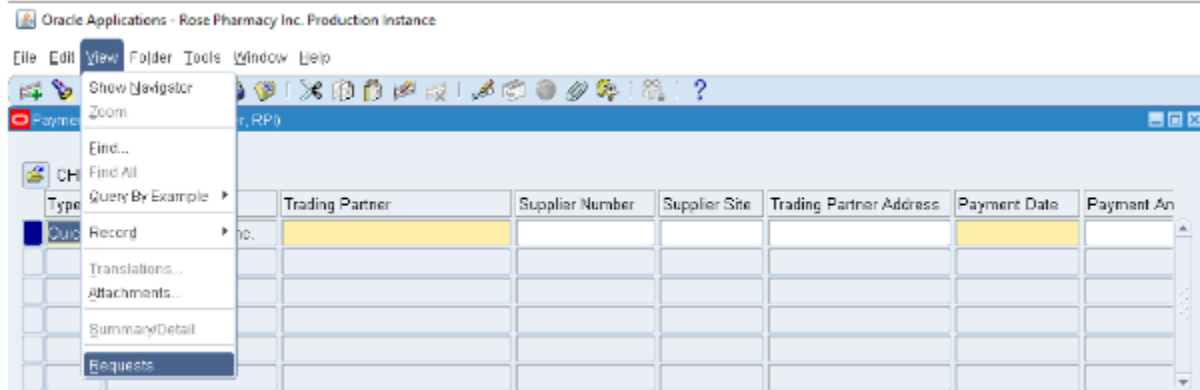
<Report Sample Only>

ROSE PHARMACY INC.		Head Office				
CHECK VOUCHER						
Vendor: ROSE PHARMACY INC	Disbursing Bank: HSBC CA 028024408040					
Payee: ROSE PHARMACY INC	Payment Date: 23-SEP-20					
Address: CEBU	Check Date: 07-NOV-20					
	Check Number: 6040200022					
	Check Amount: 55,000.00					
Invoice Num	Invoice Date	Description	Invoice Amount	EMI	Amount Paid	OutFlow Cat
FT-01-09/15/2020	15-SEP-20	ACCOUNT SWEEPING FROM HSBC 6040 TO BPI 2425	55,000.00	0.00	55,000.00	
TOTAL			55,000.00	0.00	55,000.00	
EDLYN ARNOCO		Leah Theresa O. Nisperos	Jessica G. Gingoyon	Signature Over Printed Name		
Prepared by:		Checked by:	Noted by:	Received by:		

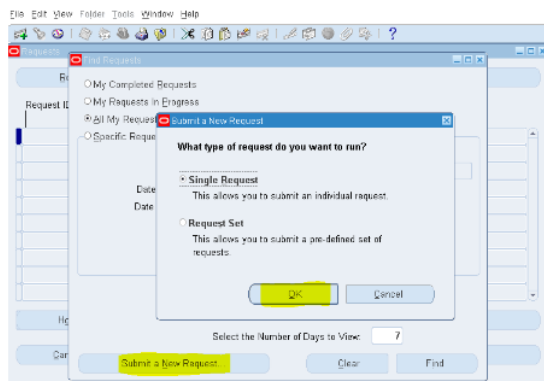
4.5. Following below schedule, Finance supervisor – check run shall generate a Bank file to be automatically uploaded to HSBCnet for approval.

	Flat file generation	Performed by	Move Flat file thru FTP from Oracle DB "Data" folder to HSBC
1	10:30 am	Edylyn	11:00 am
2	3:30 pm	Edylyn	4:00 pm
3	9:30 pm	Automated/FS	10:00 pm

4.5.1. N > Payments > View > Requests > Submit a new request > OK



Next →



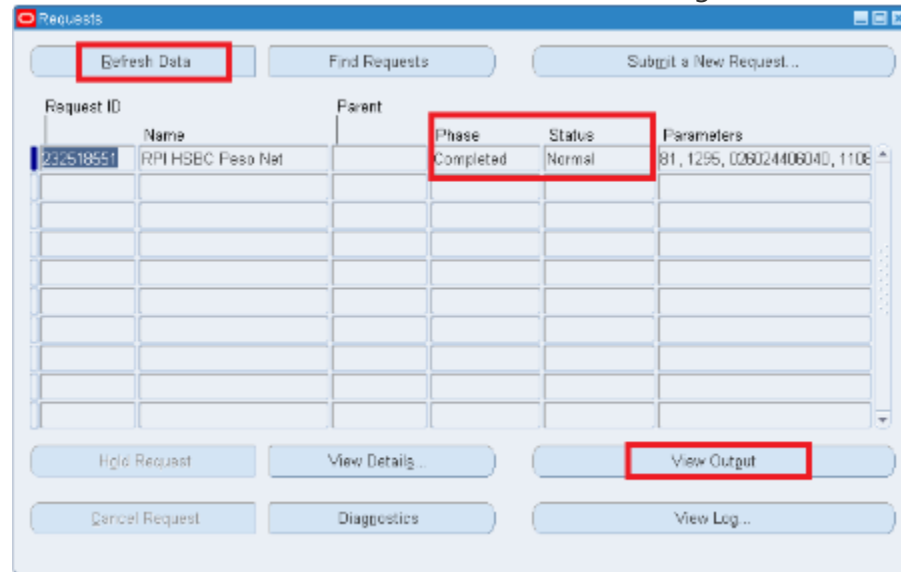
4.5.2. In the Name field, write RPI HSBC Peso Net and press **TAB**. A parameter will pop-up, fill-in required field and select **OK** button. See screenshot below for sample.

The screenshot shows the 'Submit Request' dialog box. The 'Name' field is filled with 'RPI HSBC Peso Net'. The 'Parameters' sub-dialog is open, showing fields for 'Bank Account' (HSBC CA 026024406040), 'Payment Document' (HSBC_PESONET_6040100001-6040100500), and 'Check Date' (10-SEP-2020). The 'OK' button is highlighted in the sub-dialog. The main dialog has buttons for 'Copy...', 'Options...', 'Delivery Opts', 'Help (F1)', 'Submit', and 'Cancel'.

4.5.3. Select **Submit** button > 'No' if you don't want to submit another report while 'Yes' if you want to re-submit a new report.

The screenshot shows the 'Submit Request' dialog box after clicking 'Submit'. The 'Parameters' field now contains the full request details: 'HSBC CA 026024406040; HSBC_PESONET_6040100001-6040100500; 10-SEP-2020'. The 'Language' is set to 'American English'. The 'At these Times...' section shows 'Run the Job' as 'As Soon as Possible'. The 'Upon Completion...' section has the 'Save all Output Files' checkbox checked. The 'Decision' sub-dialog is open, asking 'Submit another request?' with 'Yes' and 'No' buttons. The 'Submit' button in the main dialog is also highlighted with a red box.

4.5.4. Select '**Find**' button > **check and wait** until the program Phase and Status changes to **Completed** and **Normal** respectively. Click '**Refresh Data**' button to update the status. **View Output** to view details and check the cause of error in case status is 'Warning'.



<Report Sample Only>

PARAMETER

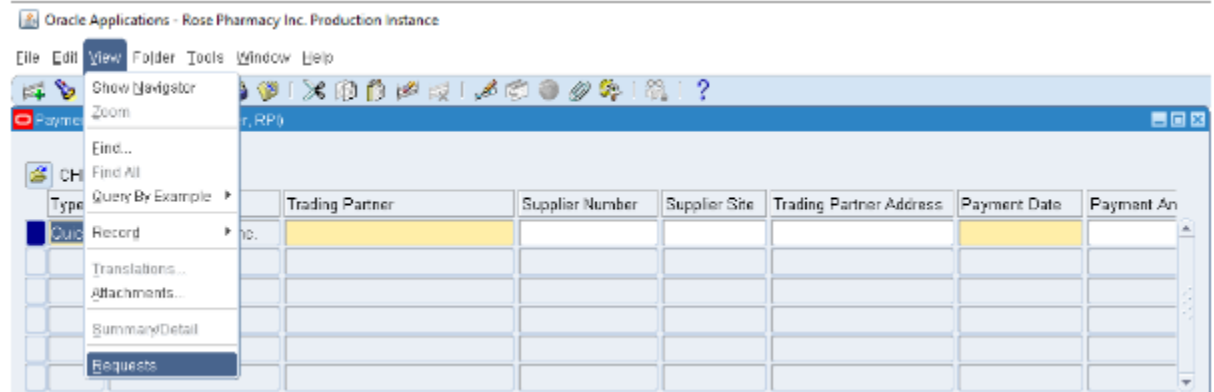
Bank Account:HSBC CA 026024406040
Payment Document:HSBC_PESONET_6040400001-6040400500
Check Date: 2020/09/08 00:00:00

VALIDATION

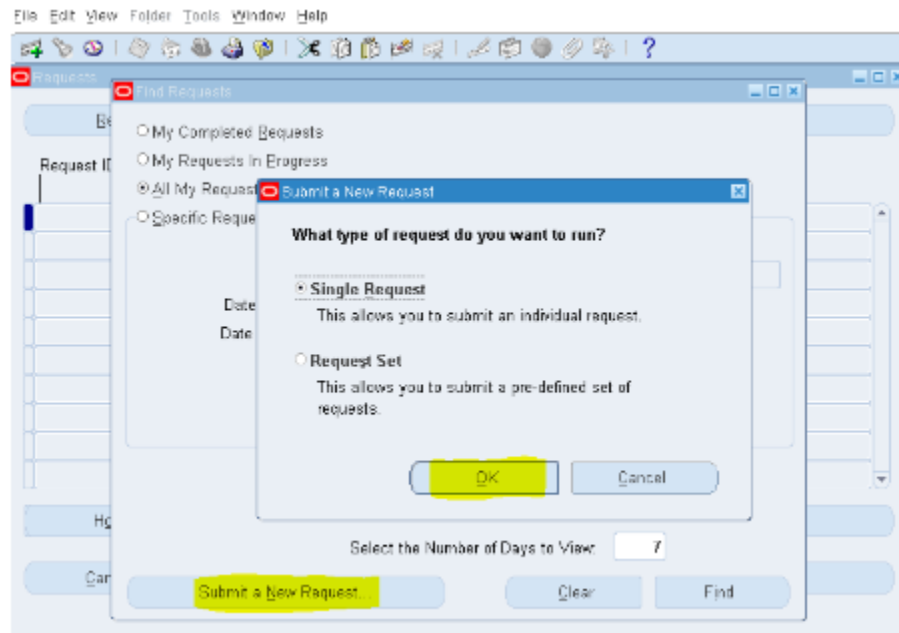
1. UL SKIN SCIENCES?, INC. CV Number:1273867
 - A. For Manual DFF: Success!
 - B. Vendor Contact Directory: Success!
 - C. Beneficiary Details:
 - * Account Number to Credit: Success!
 - * Bank Name: Success!
 - * Swift Code: Success!
 - * Beneficiary Name: Success!
 - * Beneficiary Address: Success!
 - * Beneficiary Bank Address: Success!
 - * Beneficiary Bank Country: Success!
 - D. Value Date: Success!
2. UNILAB?, INC. CV Number:1273834
 - A. For Manual DFF: Success!
 - B. Vendor Contact Directory: Success!
 - C. Beneficiary Details:
 - * Account Number to Credit: Success!
 - * Bank Name: Success!
 - * Swift Code: Success!
 - * Beneficiary Name: Success!
 - * Beneficiary Address: Success!
 - * Beneficiary Bank Address: Success!
 - * Beneficiary Bank Country: Success!
 - D. Value Date: Success!
3. ARIES DISTRIBUTORS?, INC CV Number:1273785
 - A. For Manual DFF: Success!
 - B. Vendor Contact Directory: Success!
 - C. Beneficiary Details:
 - * Account Number to Credit: Success!
 - * Bank Name: Success!
 - * Swift Code: Success!
 - * Beneficiary Name: Success!
 - * Beneficiary Address: Success!
 - * Beneficiary Bank Address: Success!

4.6. Finance supervisor – check run shall generate a Disbursement report and verify if uploaded payment instructions to HSBCnet are complete.

4.6.1. N ► Payments ► View ► Requests ► Submit a new request ► OK



Next ➡



4.6.2. In the Name field, Finance supervisor – check run write RPI Disbursement Summary Report and press **TAB**. A parameter will pop-up, fill-in required field and select **OK** button. See screenshot below for sample.

The screenshot shows the 'Run this Request...' dialog box. The 'Name' field is set to 'RPI Disbursement Summary Report'. The 'Parameters' sub-dialog is open, showing fields for 'Bank Account' (10091), 'Payment Date From' (10-SEP-2020), 'Payment Date To' (10-SEP-2020), 'Supplier Name From', and 'Supplier Name To'. The 'Submit' button is highlighted in the background dialog.

4.6.3. Select **Submit** button > 'No' if you don't want to submit another report while 'Yes' if you want to re-submit a new report.

The screenshot shows the 'Submit Request' dialog box. The 'Name' field is 'RPI Disbursement Summary Report'. The 'Parameters' field contains '10091:10-SEP-2020:10-SEP-2020:'. The 'Run the Job' field is 'As Soon as Possible'. The 'Save all Output Files' checkbox is checked. The 'Layout' field is 'RPL_DIS_SUM'. The 'Print to' field is 'noprint'. The 'Submit' button is highlighted. A 'Decision' pop-up dialog is open, asking 'Submit another request?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

Requests

Refresh Data Find Requests Submit a New Request ..

Request ID	Name	Parent	Phase	Status	Parameters
20230922	RPI Disbursement Summa		Completed	Normal	10091, 2023/09/10 00:00:00, 2

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
582520222	RPI Disbursement Summa		Completed	Normal	10091, 2020/09/10 00:00:00, 2

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Rose Pharmacy, Inc.
Disbursement Summary Report

[illegible]

4.7. Finance associate – bank recon summarizes the total bank debits for the period and provide report (Check voucher, Bank reference) to Finance system analyst for Payment upload.

/var/XXAPPS/BANK_FILE/RPI/UPLOAD/arch/09072020.csv090720122320.arc - Database - Editor - WinSCP

```

1272946,LP MNL009ASF
1272868,LP MNL009ASG
1272873,LP MNL009ASH
1272931,LP MNL009ASI
1272871,LP MNL009ASJ
1272928,LP MNL009ASK
1272863,LP MNL009ASL
1272851,LP MNL009ASM
1272947,LP MNL009ASN
1272856,LP MNL009ASO
1272938,LP MNL009ASP
1272870,LP MNL009ASQ
1272932,LP MNL009ASR
1272861,LP MNL009ASS
1272948,LP MNL009AST
1272945,LP MNL009ASU
1272933,LP MNL009ASV
1272935,LP MNL009ASW

```

4.8. Finance System analyst uploads the HSBCnet bank debits to Oracle Payables > Payment workbench to update the HSBC net payment instructions.

CHECK RUN

Bank Account	Payment Document	Payment Amount	Document Num	Payment Method	Validity Date	Voucher Num	Status	Pt
HSBC CA (2803440600)	HSBC_PERSONET_0040	1.00	09072020	Site Payable	25-AUG-2020	1272868	Reconciled	

Info
Actual Check: LP VNL009ASL File Name: and Request ID:

Number	Date	Amount	GL Date	Payment Amount
FT08050820	25-AUG-2020	40.00	25-AUG-2020	1.00

Description: HSBC CA 2803440600 - Personal Payroll testing

Actions... 1 Error Message Accounting Processed Payment Overview