

AP Interface Process

1. Purpose

1.1. To have a standard navigational instruction to IT in the **AP Interface Process**.

2. Scope

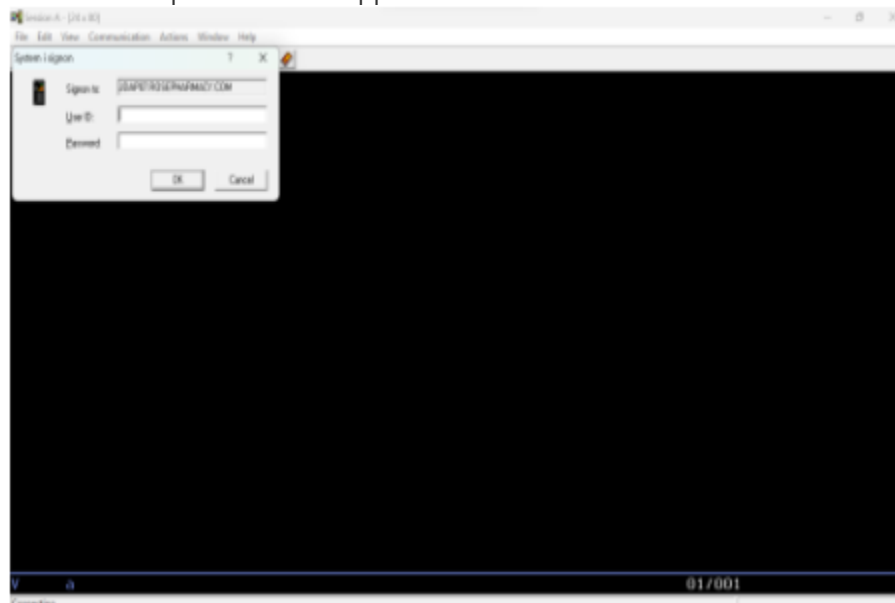
2.1. IT and AP Oracle users

3. Implementing Guidelines

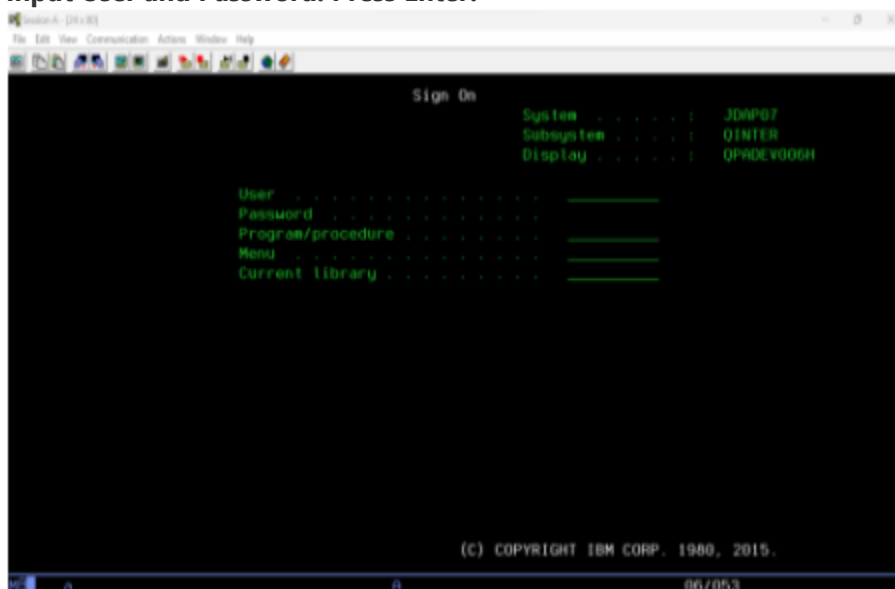
3.1. Refer accounting manual for detailed policy.

4. Navigation Procedures

4.1. Open JDA MMS application. Enter credentials for USER ID and Password.



Input User and Password. Press Enter.

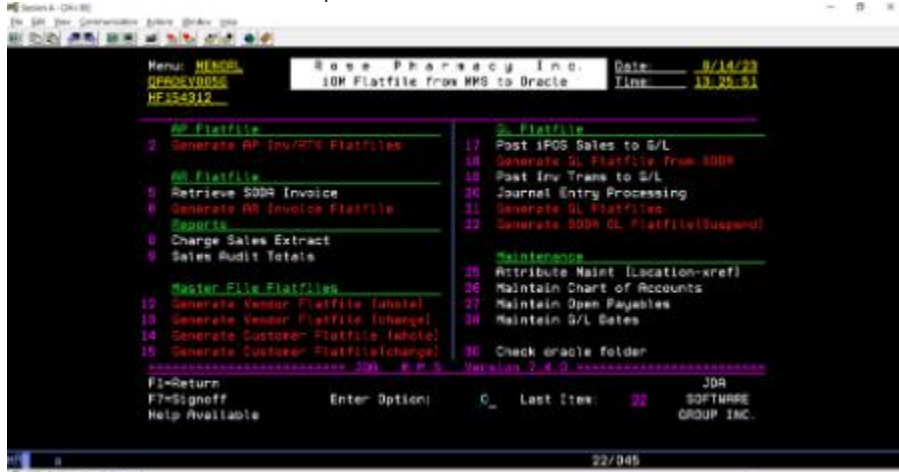


*System name: JDAP07.ROSEPHARMACY.COM

4.2. Under Environment, input RPI. Press Enter.



4.3. Under Enter Option, choose **02** to Generate AP Inv/RTV Flatfiles.



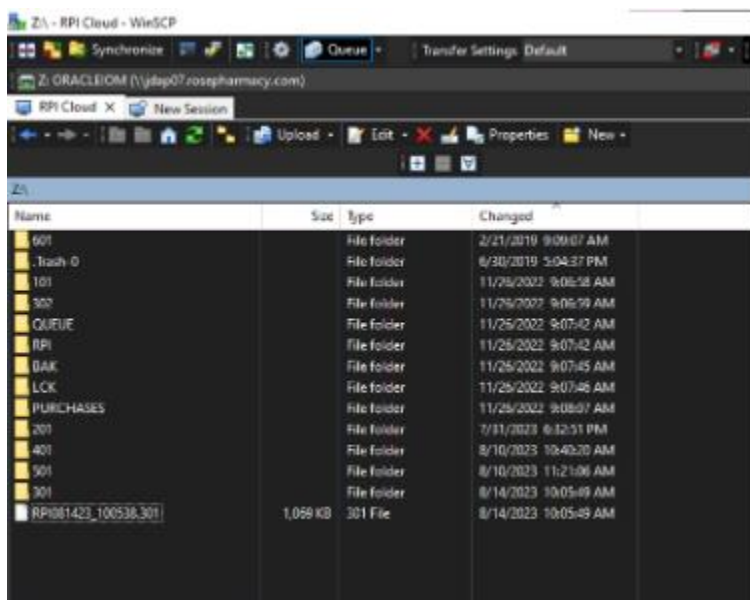
To redirect to Batch Job Submission Message screen:



Press Enter to clear screen to go back to Home screen.

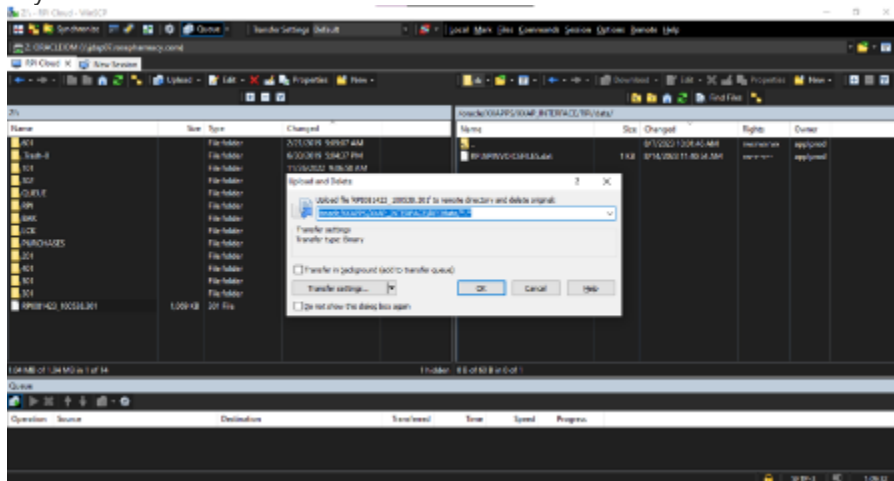
*Ensure that AP team has posted AP transactions 30 minutes prior to generating a .301 flat file.

4.4. Go to WinSCP and open ORACLEIOM ([\\jdap07.rosepharmacy.com](http://jdap07.rosepharmacy.com)) directory to access the generated .301 flat file. Wait for 30 mins before transferring flat file to ensure completeness of data.

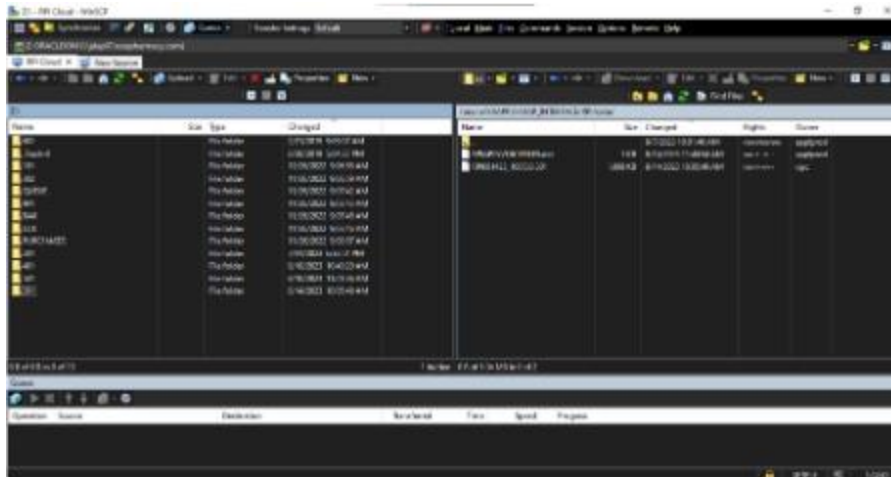


*No .301 flat file is generated if there are no AP transactions posted by AP team in JDA.

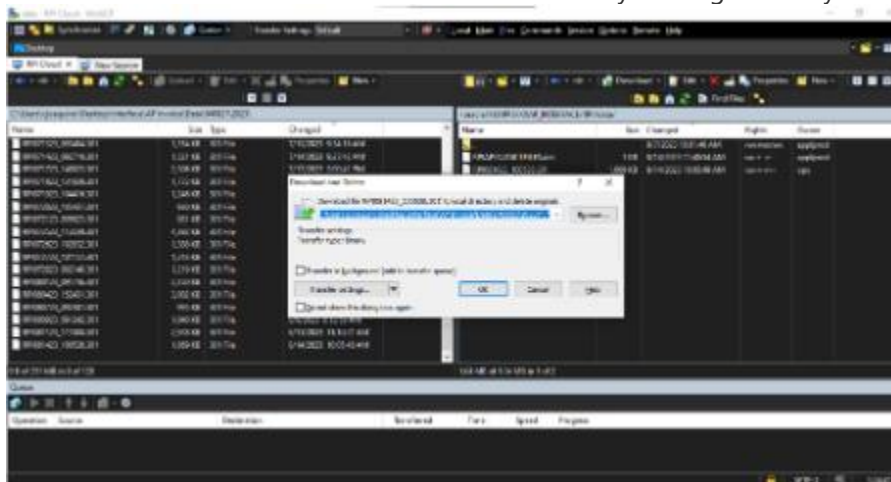
4.5. Transfer .301 flat file to file path /oracle/XXAPPS/XXAP_INTERFACE/RPI/data/ by clicking F6 in keyboard. **Click OK.**



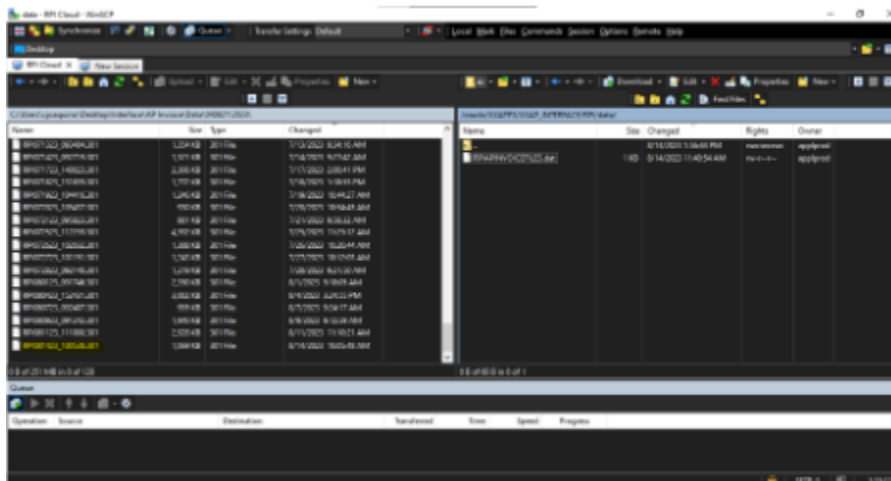
.301 flat file is transferred to file path:



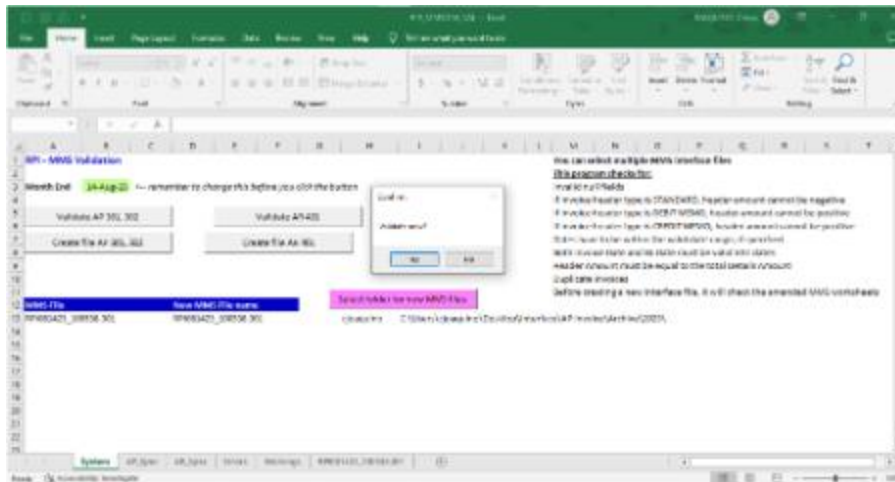
4.6. Transfer to .301 flat file to local folder by clicking F6 in keyboard. **Click OK.**



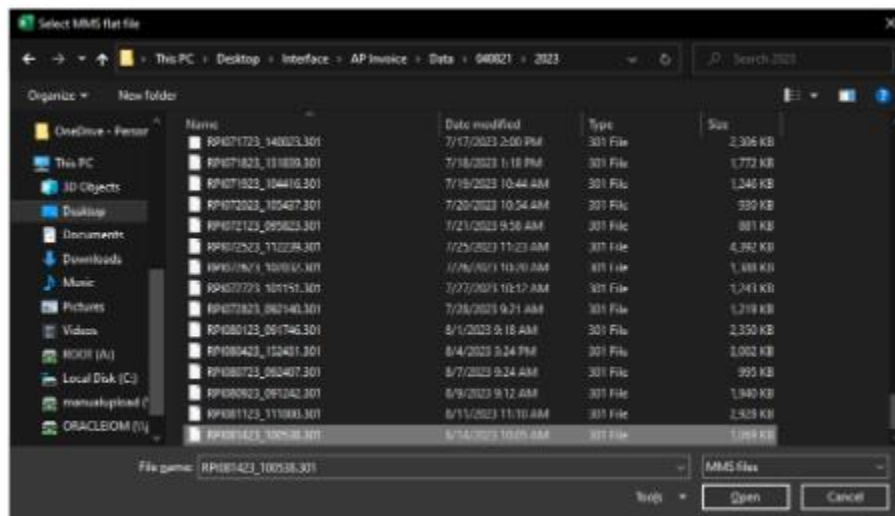
.301 flat file has been transferred to local folder:



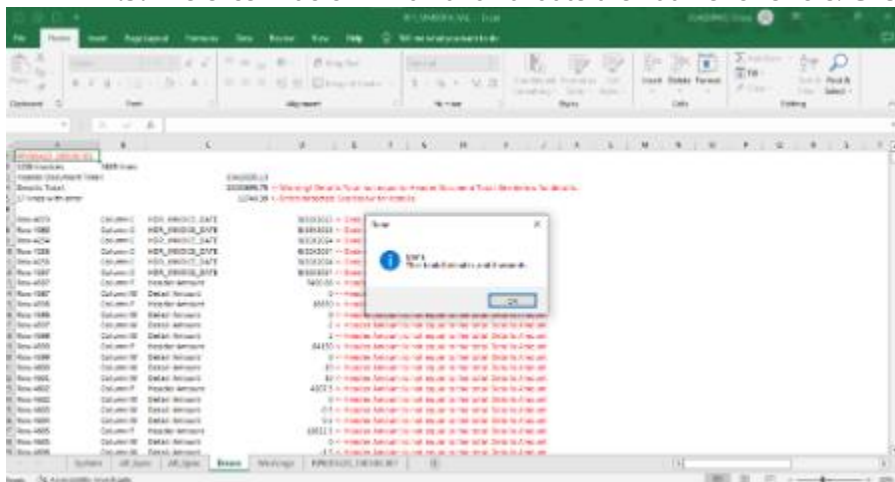
4.7. Validate .301 flat file using the RPI_MMSORA_VAL macro. Change date in Month End filed to flat file extraction date or current date. Click Validate AP 301, 302. Click Yes in the Confirm dialog box.



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



4.9. The excel macro will run and validate the flat file for errors. Click OK.



4.10. Check the Errors sheet and collate the data in the flat file sheet to an exceptions Excel file.

AP exceptions file:

4.10.a. Possible errors:
 Invoice date beyond range
 Goods received date beyond range
 Invoice received date beyond range
 Total line amount not equal to invoice amount

4.10.b. Check VAT code and tax class. If IVAT12 is paired with NOWTAX, include the AP transactions in the exceptions for AP team validation. This most likely pertains to IMPORTATION - NOWTAX. Revise per AP instruction.

IVAT12	NOWTAX
IVAT12	NOWTAX
IVAT12	NOWTAX
IVAT12	NOWTAX

*JDA sheet contains the AP transactions with errors.

301 sheet contains the copied data from the .301 sheet in MMSORA.

4.11. Send the AP exceptions file to AP team so they could fix the errors and check the contents of the flat file for corrections.

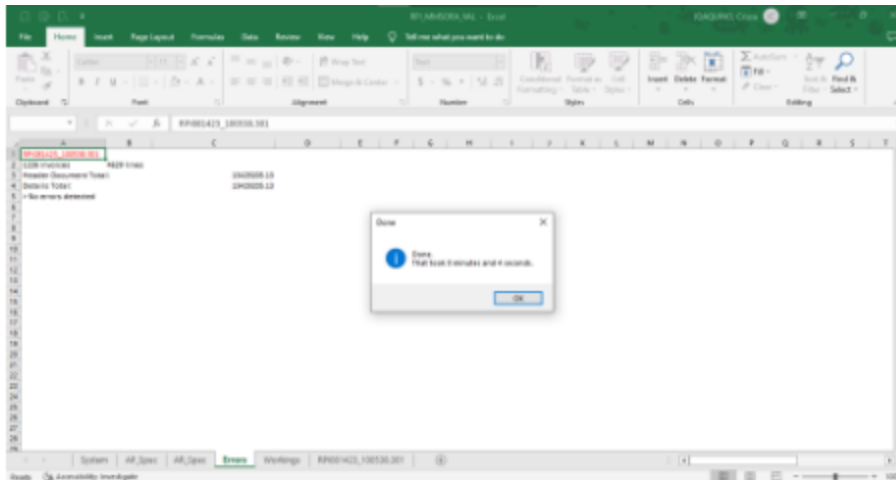
4.12. AP shall send the corrected exceptions file to IT – Oracle Applications team to apply the changes to the flat file via MMSORA. Ensure that the following have been updated as well in the .301 sheet:

ID	Name	Target	Page Target	Structure	Date	Revenue	View	Image	100 million views worth \$10
1	5630791	Standard	26 Feb 24	HeadOffice	5630791	5630791	27 Feb 24	27 Feb 24	27 Feb 24
2	5630790	Standard	26 Feb 24	HeadOffice	5630790	5630790	27 Feb 24	27 Feb 24	27 Feb 24
3	5630790	Standard	26 Feb 24	HeadOffice	5630790	5630790	27 Feb 24	27 Feb 24	27 Feb 24
4	5630790	Standard	26 Feb 24	HeadOffice	5630790	5630790	27 Feb 24	27 Feb 24	27 Feb 24
5	5630790	Standard	26 Feb 24	HeadOffice	5630790	5630790	27 Feb 24	27 Feb 24	27 Feb 24
6	5630790	Standard	26 Feb 24	HeadOffice	5630790	5630790	27 Feb 24	27 Feb 24	27 Feb 24
7	5630790	Standard	26 Feb 24	HeadOffice	5630790	5630790	27 Feb 24	27 Feb 24	27 Feb 24
8	5630790	Standard	26 Feb 24	HeadOffice	5630790	5630790	27 Feb 24	27 Feb 24	27 Feb 24
9	5630790	Standard	26 Feb 24	HeadOffice	5630790	5630790	27 Feb 24	27 Feb 24	27 Feb 24
10	5630790	Standard	26 Feb 24	HeadOffice	5630790	5630790	27 Feb 24	27 Feb 24	27 Feb 24

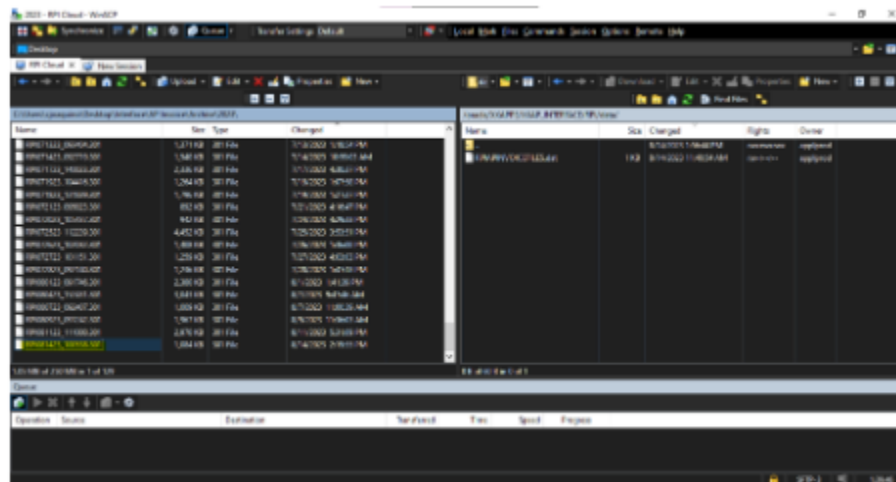
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	52
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[illegible]

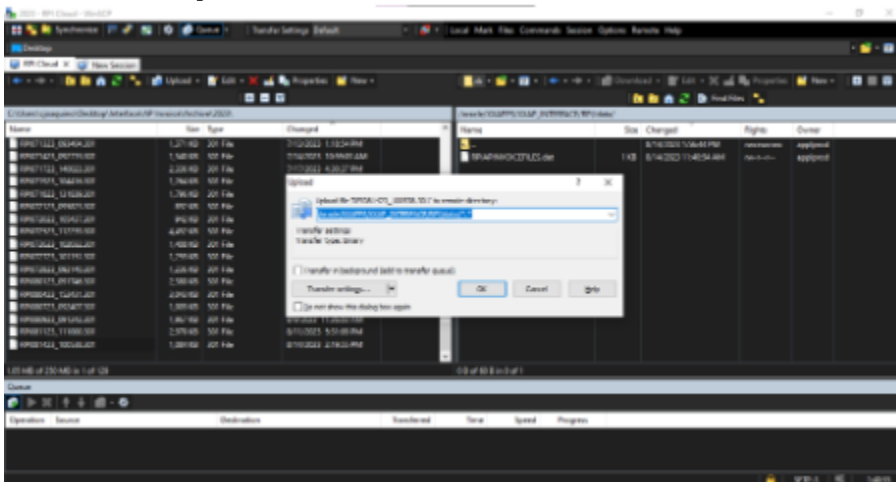
4.14. Excel macro shall run. If there are no errors, a new .301 flat file shall be created in the indicated file path.

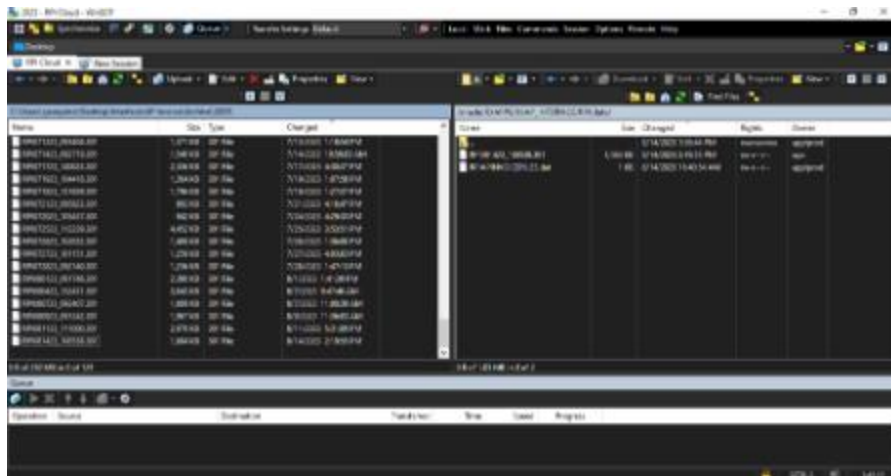


New .301 flat file in the local folder:



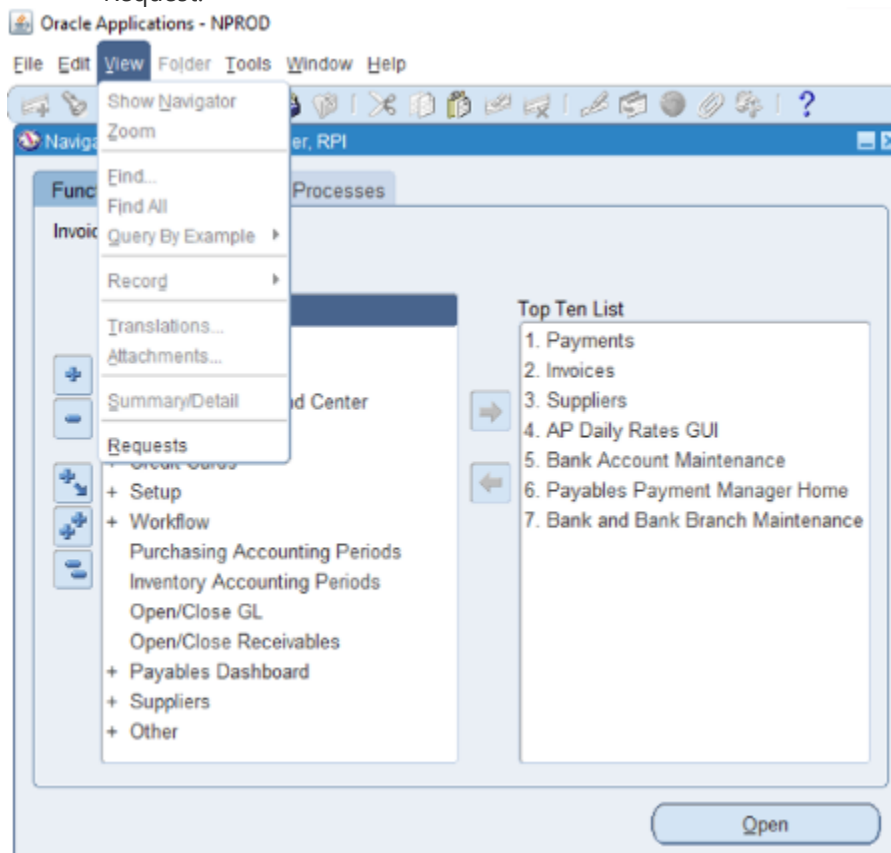
4.15. Transfer .301 flat file to file path /oracle/XXAPPS/XXAP_INTERFACE/RPI/data/ by **clicking F5 in keyboard. Click OK.**

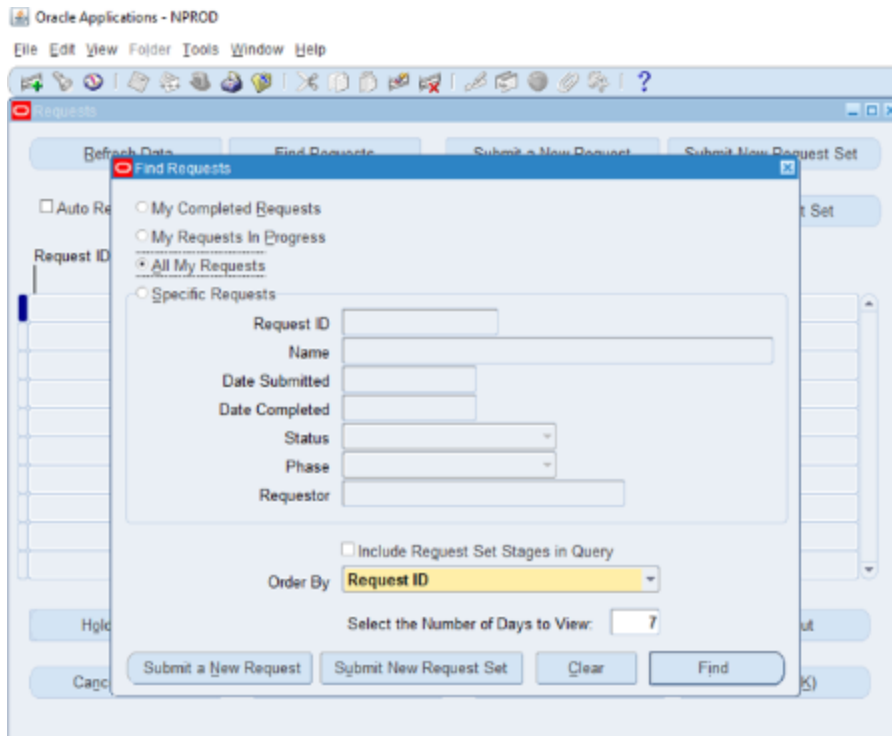




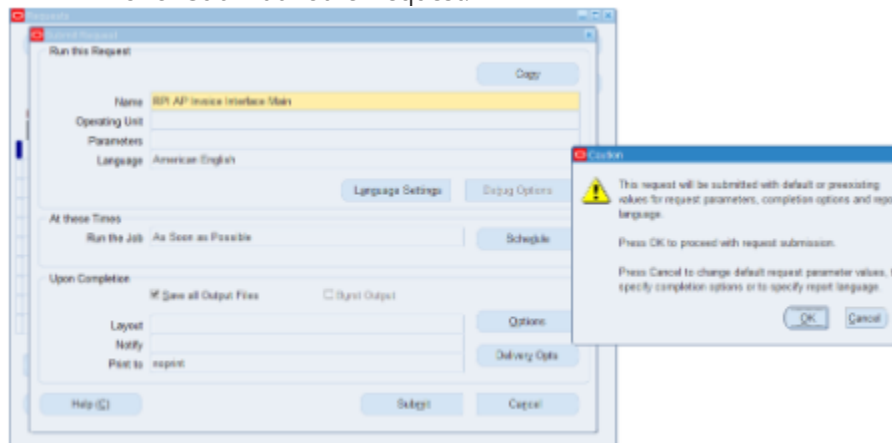
4.16. Click the Refresh  button.

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





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



Submit Request

Run this Request

Name: **RPI AP Invoice Interface Main** Copy

Operating Unit:

Parameters:

Language: American English Language Settings

At these Times

Run the Job: As Soon as Possible

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout:

Notify:

Print to: noprint

Help (G) Submit Cancel

Decision

Request submitted.
(Request ID = 233925784)

Submit another request?

Yes No

4.19. Click Find to view the running request.

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID:

Name:

Date Submitted:

Date Completed:

Status:

Phase:

Requestor:

☐ Include Request Set Stages in Query

Order By: **Request ID**

Select the Number of Days to View:

Submit a New Request Submit New Request Set Clear Find

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (0)

Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
233925801	RPI (AP Invoice Interface -		Pending	Normal	RPIAFFILES.txt, \$AP_TOP/bi
233925800	RPI (AP Invoice - upload te		Completed	Normal	/oracle/XXAPPS/XXAP_INTERI
233925799	RPI (AP Invoice - Get Files		Completed	Normal	/oracle/XXAPPS/XXAP_INTERI
233925798	RPI AP Invoice Interface M.		Running	Normal	2752, 61, 1000
233925795	RPI (AP Invoice Interface -		Completed	Normal	RPIAFFILES.txt, /oracle/XXAP

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

Request ID	Name	Parent	Phase	Status	Parameters
233925405	RPI (AP Invoice Interface -		Completed	Normal	RPIAPFILES.txt, /oracle/XXAP
233925404	Child request 1 (Invoice Val		Completed	Normal	New, . . . 702314, . . . , N, 233
233925403	RPI (Invoice Validation)		Completed	Normal	81, New, 702314, N, 1
233925395	RPI (Payables Open Interfa		Completed	Normal	81, JOA INTERFACE, . RPI_JL
233925388	RPI (AP Invoice Interface)		Completed	Normal	2762, 81,
233925387	RPI (AP Invoice Interface -		Completed	Normal	RPIAPFILES.txt, \$AP_TOP/bi
233925386	RPI (AP Invoice - upload te		Completed	Normal	/oracle/XXAPPS/XXAP_INTERI
233925385	RPI (AP Invoice - Get Files		Completed	Normal	/oracle/XXAPPS/XXAP_INTERI
233925383	RPI AP Invoice Interface M.		Completed	Normal	2762, 81, 1000
233925372	RPI List Of AP invoices fro		Completed	Normal	, 81, 2023/08/14 00:00:00, 202

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

Run this Request

Name: RPI List Of AP invoices from Interface

Operating Unit:

Parameters:

Language: American English

At these Times:

Run the Job: As Soon as Possible

Upon Completion:

☒ Save all Output Files ☐ Burst Output

Layout: RPI_INV_INT

Notify:

Print to: noprint

Help (G) Submit Cancel

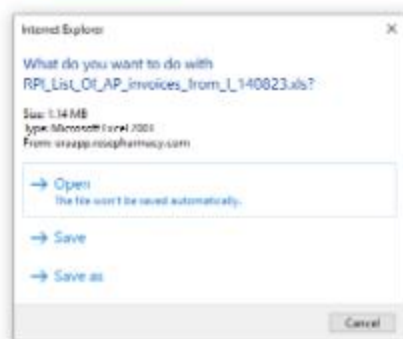
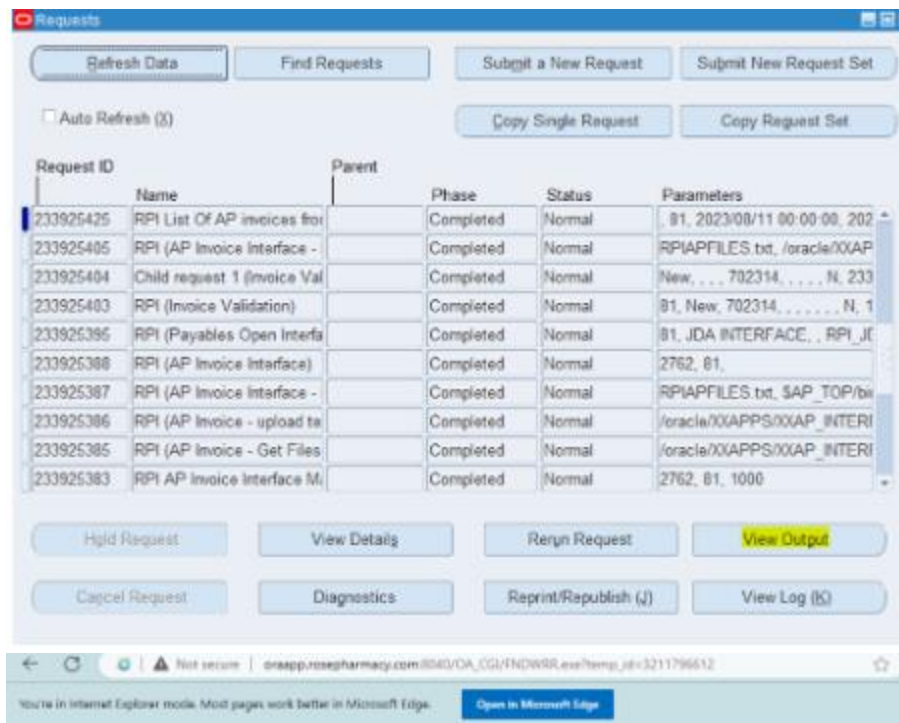
Parameters

GL Date From: 11-AUG-2023

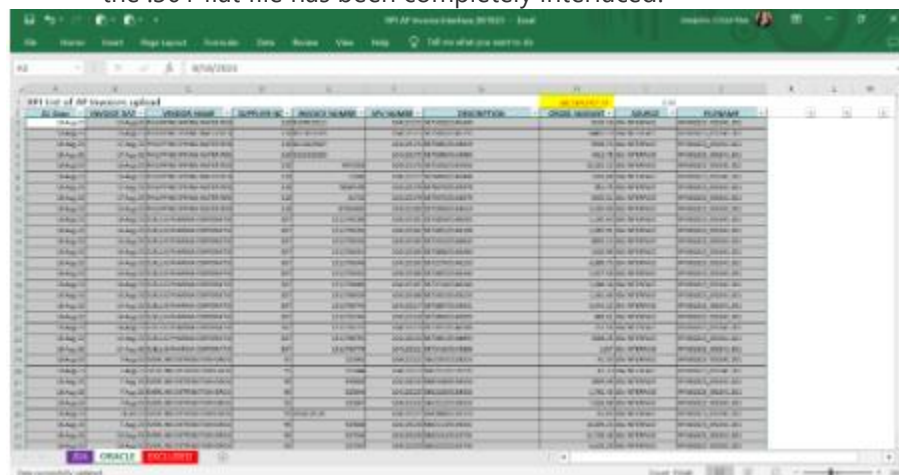
GL Date To: 11-AUG-2023

OK Cancel Clear Help

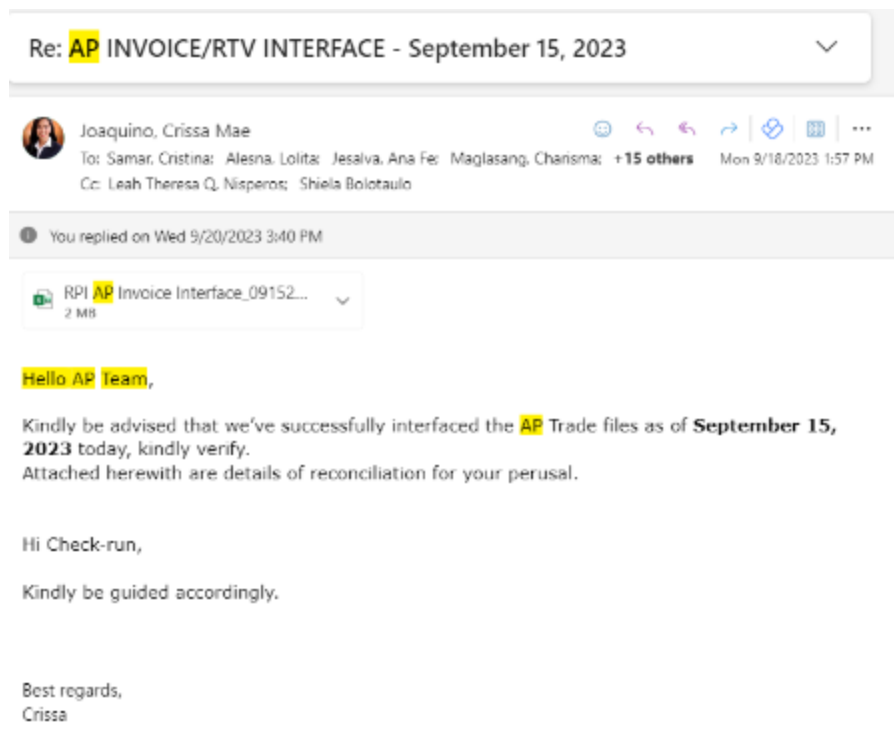
4.22. Click View Output. Redirected to browser, click Open.



4.23. 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.



4.24. Send email to AP team to notify of successful upload.



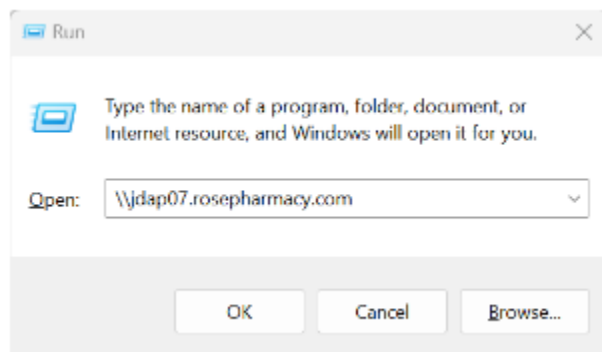
5. Access Permissions

5.1. JDA MMS credentials (user and password) are provided by IT Helpdesk team.

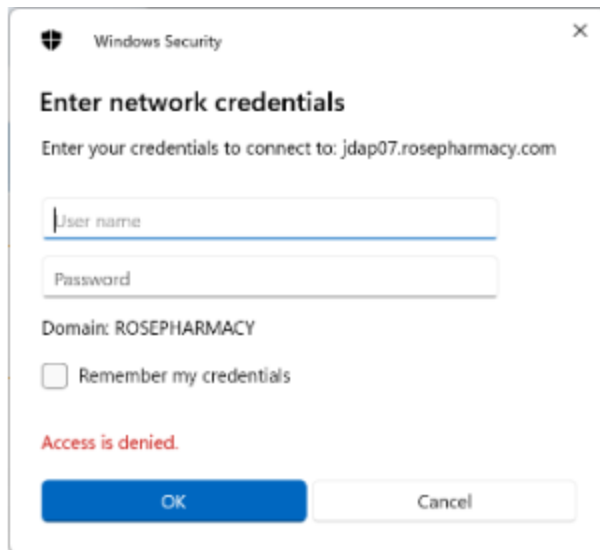
5.2. To access the generated flat files in ORACLEIOM ([\\jdap07.rosepharmacy.com](http://jdap07.rosepharmacy.com)) directory, user must map this directory:

5.2.a. Go to Run

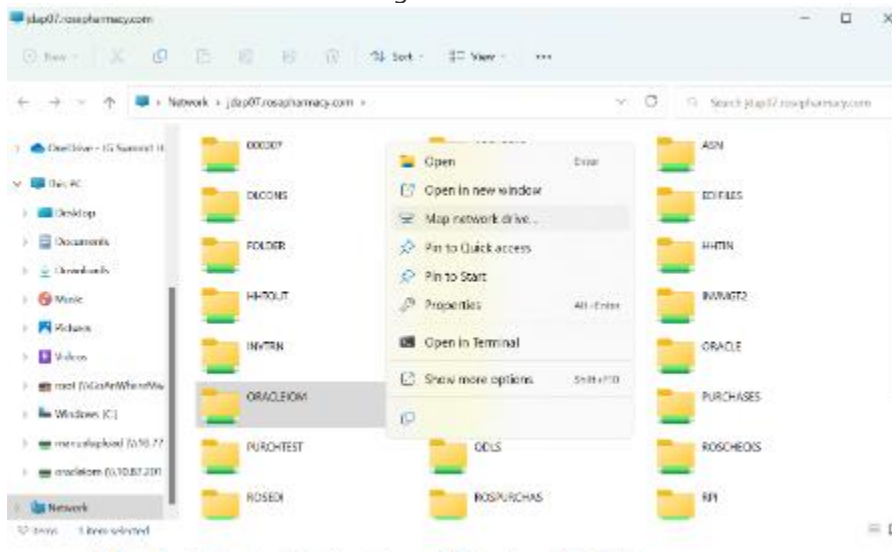
5.2.b. Input `\\jdap07.rosepharmacy.com` in field. Click OK.



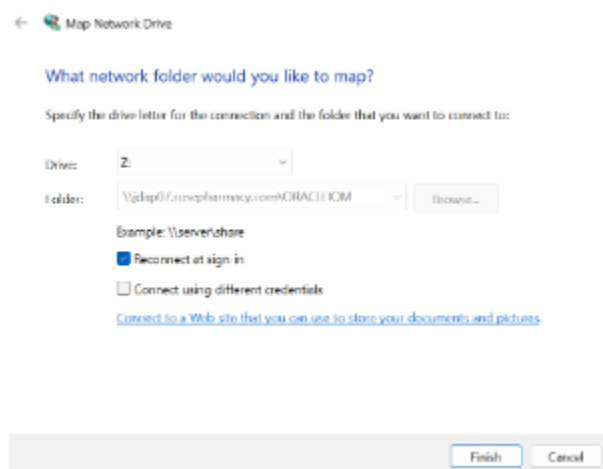
5.2.c. Enter JDA credentials then click OK.



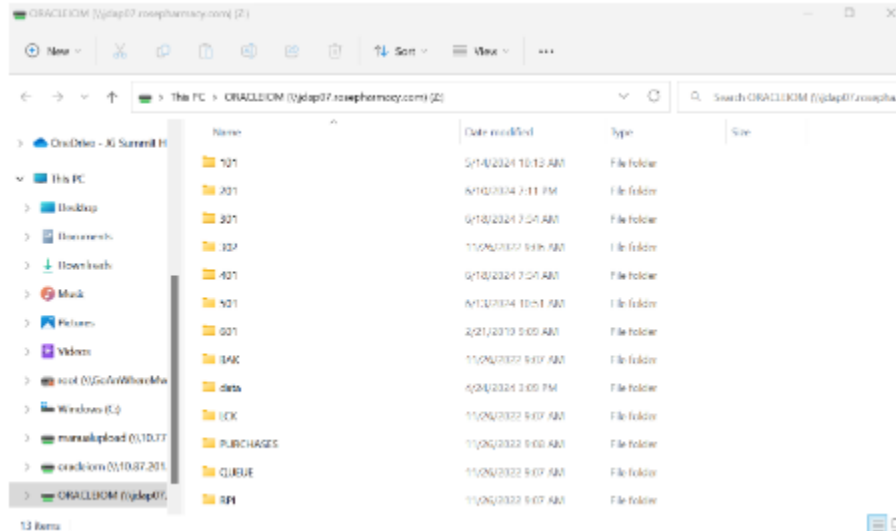
5.2.d. Right click on ORACLEIOM folder then click Map network drive...



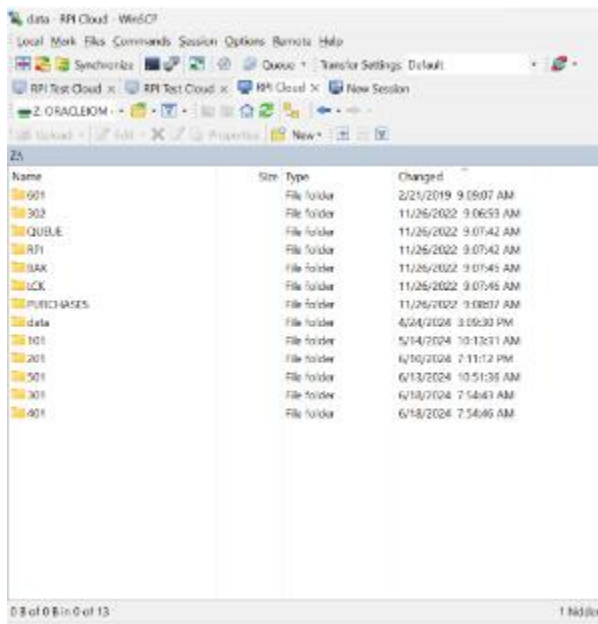
5.2.e. Check the details for the drive and folder then click Finish.



5.2.f. The ORACLEIOM folder shall open. Close this window and check WinSCP if the directory can be accessed.



WinSCP:

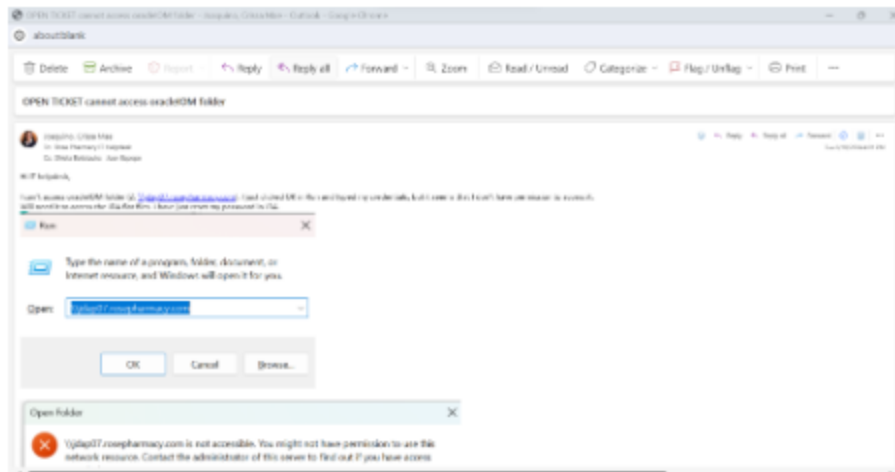


5.3. If an error is encountered when trying to access the ORACLEIOM ([\\jdap07.rosepharmacy.com](http://jdap07.rosepharmacy.com)) directory, send a ticket to IT Helpdesk.

Subject: OPEN TICKET: cannot access oracleIOM folder

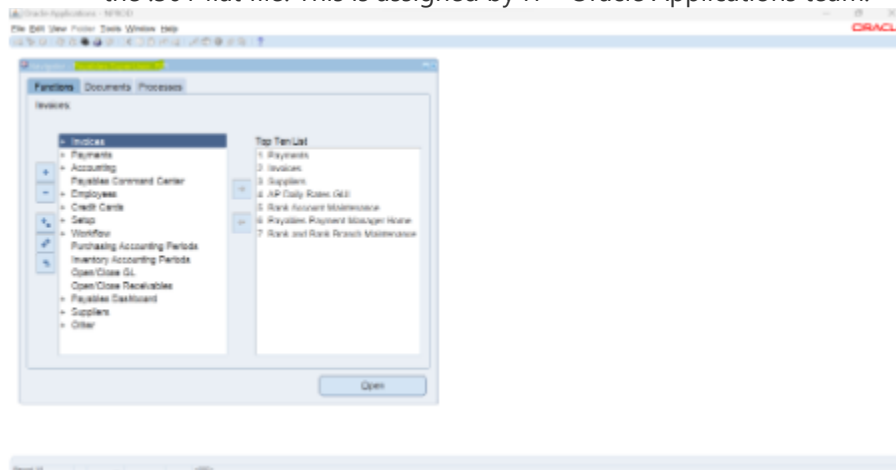
To: Rose Pharmacy IT Helpdesk <ithelpdesk@rosepharmacy.com.ph>

cc: Shiela Bolotaulo <shiela.bolotaulo@rosepharmacy.com.ph> ; Joan Espepe <joan.espepe@rosepharmacy.com.ph>



5.4. Oracle credentials (user and password) are provided by IT - Oracle Applications team via email.

5.5. 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(50)	Y
5	HDR_VENDOR_SITE_CODE	Header Vendor Site Code	VARCHAR2(50)	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 = IDB NUMS	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_CR_COMPANY	Debit company	VARCHAR2(25)	N
16	DTL_CR_ACCOUNT	Debit Account	VARCHAR2(25)	N
17	DTL_CR_LOCATION	Debit Location	VARCHAR2(25)	N
18	DTL_CR_DEPARTMENT	Debit Department	VARCHAR2(25)	N
19	DTL_CR_SECTION	Debit Section	VARCHAR2(25)	N
20	DTL_CR_FUTURE	Debit Future	VARCHAR2(25)	N
21	DTL_CR_AMOUNT	Debit Amount	NUMBER	N
22	DTL_REFERENCE_NUMBER	Reference Number (RCU/ROR)	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_CURRENCY_CODE	Currency Code	VARCHAR2(3)	Y
32	DUPLICATE	Dup 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

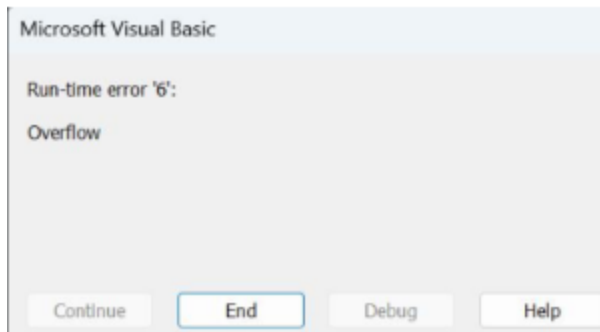
7.1. AP Interface is performed **daily**.

7.2. Generation of .301 flat file is done every morning by IT. For AP exceptions, this is provided to AP team for validation. Revisions are provided that same morning by AP. Finally, IT uploads the .301 flat file the same day. Email notification of successful upload on the same day.

7.3. Uploading of AP transactions posted from Friday-Sunday is executed on Monday.

8. Troubleshooting

8.1. If running the macro in MMSORA file and an **Overflow** error is encountered:



8.1.a. Go to WinSCP. Open the .301 flat file then copy the data to an Excel file.

8.1.b. Validate if line amount exceeds 10 digits with the formula =LEN(*line amount*). If the amount has 11 digits, then remove this from the .301 flat file, but include in the AP exceptions file sent towards AP team.

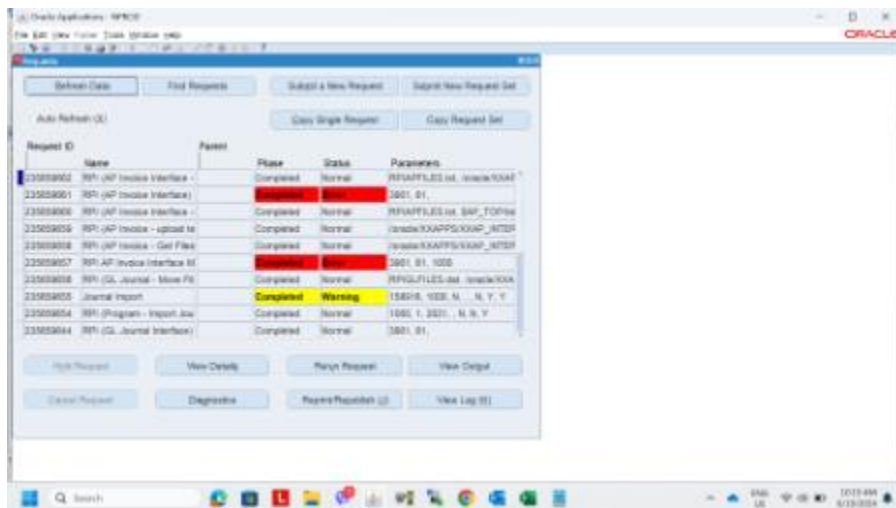
151209685	Standard	27-Oct-23	307	Head O/Y%	29783366	5684031/1	8-Nov-23	8-Nov-23	24-Nov-23	25	1	4730544 ITEM	80	210003	0	0
151209686	Standard	27-Oct-23	307	Head O/Y%	29783366	5684031/1	8-Nov-23	8-Nov-23	24-Nov-23	25	2	11485768 ITEM	80	210003	0	0
151209689	Standard	27-Oct-23	307	Head O/Y%	29783366	5684031/1	8-Nov-23	8-Nov-23	24-Nov-23	20	3	2579372 ITEM	80	210003	0	0
151209689	Standard	27-Oct-23	307	Head O/Y%	29783366	5684031/1	8-Nov-23	8-Nov-23	24-Nov-23	5	4	-48.85 ITEM	80	210003	0	0
151209689	Standard	27-Oct-23	307	Head O/Y%	29783366	5684031/1	8-Nov-23	8-Nov-23	24-Nov-23	5	5	48.85 ITEM	80	210003	0	0

*The transaction is removed so that the macro in the MMSORA file can proceed with validation.

8.1.c. AP team confirms if the removed transaction is valid. If valid, then this transaction is manually added to the created .301 flat file in the user's local /arch folder so it can be included in the AP interface.

8.2. 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.

Send the errors to AP team for validation. Revise AP transaction as needed in MMSORA file (create new .301 flat file) or remove the transaction and add to Excluded sheet in the AP validation file, per AP instruction. Proceed with AP interface.

-Supplier and Site combination were not found...

```
... 1. Processing file: RPI062024_1150451.301
Processing Invoice Header... 1. HDR_INVOICE_NUM: 05361501
ERROR: Supplier and Site combination were not found... HDR_VENDOR_NUM: 5555 HDR_VENDOR_SITE_CODE: Head Office
ERROR: No payment terms setup found on Supplier Site Code Head Office
ERROR: No Default Payment Method - Supplier Code: 5555
ERROR: Liability Account does not exist or Account is in-active..
Processing Invoice Header... 2. HDR_INVOICE_NUM: 05361501
ERROR: Supplier and Site combination were not found... HDR_VENDOR_NUM: 5555 HDR_VENDOR_SITE_CODE: Head Office
ERROR: No payment terms setup found on Supplier Site Code Head Office
ERROR: No Default Payment Method - Supplier Code: 5555
ERROR: Liability Account does not exist or Account is in-active..
Processing Invoice Header... 3. HDR_INVOICE_NUM: 05361501
ERROR: Supplier and Site combination were not found... HDR_VENDOR_NUM: 5555 HDR_VENDOR_SITE_CODE: Head Office
ERROR: No payment terms setup found on Supplier Site Code Head Office
ERROR: No Default Payment Method - Supplier Code: 5555
ERROR: Liability Account does not exist or Account is in-active..
Processing Invoice Header... 4. HDR_INVOICE_NUM: 05361501
ERROR: Supplier and Site combination were not found... HDR_VENDOR_NUM: 5555 HDR_VENDOR_SITE_CODE: Head Office
ERROR: No payment terms setup found on Supplier Site Code Head Office
ERROR: No Default Payment Method - Supplier Code: 5555
ERROR: Liability Account does not exist or Account is in-active..

Failed to upload all AP Invoice header records...
Failed to upload all AP Invoice lines...RPI062024_1150451.301log id 81
```

Interface the new supplier via RPI Supplier Interface Main. Refer open ticket for vendor set up from MFT for the data reference and retrieve the .201 flat file from ORACLEIOM ([\\jdap07.rosepharmacy.com](http://jdap07.rosepharmacy.com)) directory. Once done, run the RPI AP Invoice Interface Main again.

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

```
-- AP INVOICE AUDIT LOG REPORT --
-- Filename: RPI062024_1150451.301
-- 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

 RPI062024_1150451.301	1 KB	301 File	6/20/2024 1:15:00 PM
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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.

Suppliers >

Information

This supplier is currently inactive.

Update SANITARY CARE PRODUCTS ASIA INC. - 3470: Quick Update

* Indicates required field

* Supplier Name	SANITARY CARE PROC
Supplier Number	3470
Alternate Supplier Name	
Registry ID	3167
Inactive Date	08-Apr-2021
Alias	

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>