

Generating a Voucher

1. Purpose

1.1. To have a standard navigational instruction to Purchasing users of Oracle in generating a **Voucher**.

2. Scope

2.1. Purchasing Users of Oracle nationwide.

3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in generating a voucher.

4. Navigation Procedures

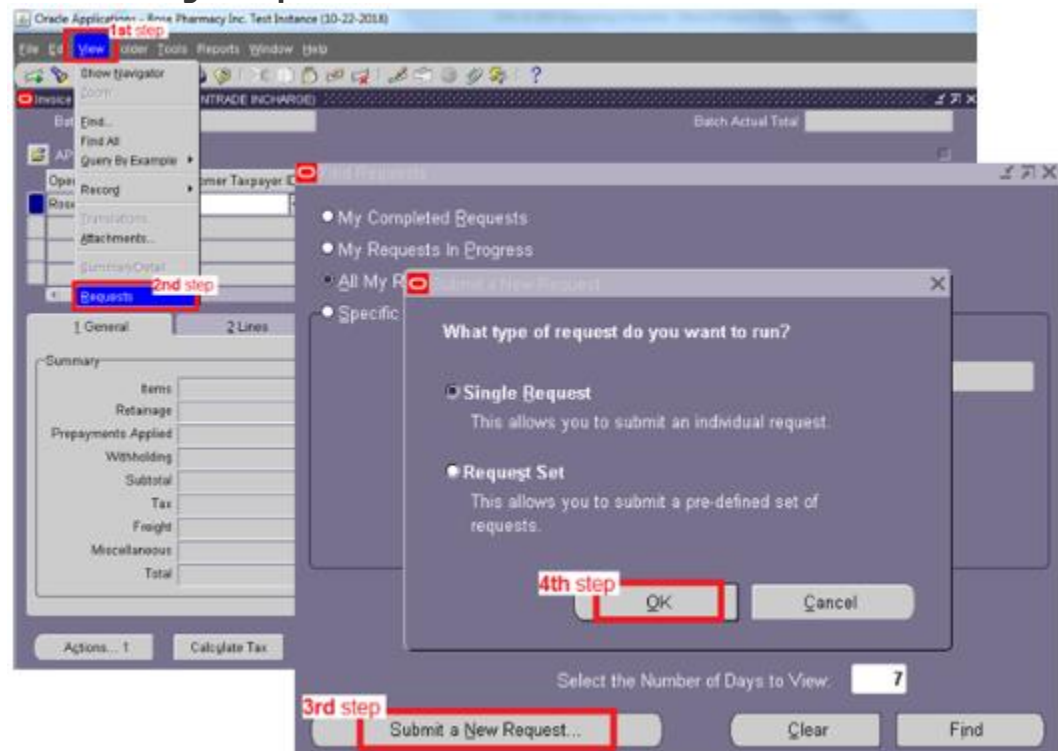
4.1. To generate an Accounts Payable Voucher, kindly Navigate to **RPI AP-NONTRADE INCHARGE > Entry > Invoices > In Invoice Workbench window**

1.1a click **View** (menu)

1.2b click **Request** (menu)

1.3c click **Submit a New Request** (button)

1.4d click **Single Request > OK**



4.2. In the name field – type “RPI AP VOUCHER - NON TRADE” ➤ **Tab** ➤ Supply required parameters **Supplier Name**, **Invoice number** and **Run by** ➤ click **OK**

The screenshot shows the 'Run this Request...' dialog box. The first step is to enter the Name 'RPI AP VOUCHER - NON TRADE'. The second step is to enter the Supplier Name 'ROSE PHARMACY, INC., HOME', Invoice ID 'PREP-CA-11052018', and Run by 'SMJBOLOTAULO'. The OK button is highlighted in the third step.

4.3. Click **Submit** button ➤ (Select another request) ➤ click **NO**

The screenshot shows the 'Submit Request' dialog box. The first step is to click the Submit button. The second step is to click the No button in the 'Submit another request?' dialog box.

4.4. Click **Find** (button) > click **Refresh Data** (button) > **check if** Phase and Status is **Completed** and **Normal** respectively. If so, click **View Output** (button).

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: **7**

Submit a New Request... Clear **Find**

Next →

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
231341907	RPI AP VOUCHER - NON		Completed	Normal	ROSE PHARMACY, INC., HO
231341903	Expense Report Export				Y, , 9999999
231341902	Validate Application Account				, , ,
231341845	Child request 1 (Invoice Va				, , , N, 23134
231341844	Invoice Validation				40, , , N, 100
231341746	RPI Purchase Order for Non		Completed	Normal	81, 14395, 14395
231341744	Transfer Journal Entries to		Pending	Scheduled	222, 222, Y, 2021, , 2018/11/1
231341738	RPI Expenditure Request F		Completed	Normal	3063
231341710	RPI Expenditure Request F		Completed	Normal	3062
231341709	RPI Expenditure Request F		Completed	Normal	3061

Hold Request View Details... View Output View Log...
 Cancel Request Diagnostics

Note: To view output and see the form, make sure that "Phase" and "Status" are completed and normal respectively. Phase and status that are not completed and normal yet, kindly click the button REFRESH DATA to update the current status.

since the current status is now completed and normal, click view output button to view and print the form.

4.5. Print the Form and attached to the other supporting documents and forward to Treasury check-run team for payment processing.

RPI AP VOUCHER - NON TRADE				APV 101683212	
Supplier Name: ROSE PHARMACY, INC.,		Invoice No.: PREP-CA-11052018			
Payee Name: ROSE PHARMACY, INC.,		Invoice Date: 05-NOV-18			
Site: HOME		Po No:		GL Date: 05-NOV-18	
		Due Date: 05-NOV-18			
Description: <PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 6-16, 2018					
RR No:	Branch	Natural Acct	Department	Employee	Amount
	NONE	ADVANCES TO EMPLOYEES- OFFICIAL	NONE	PENAFLO, Ms. RUBY	15,000.00
	NONE	ADVANCES TO EMPLOYEES- OFFICIAL	NONE	DEL CASTILLO BOLOTAULO, Ms.	25,000.00
	NONE	ADVANCES TO EMPLOYEES- OFFICIAL	NONE	SHIELA MARIE JUMAO- AS	5,000.00
	NONE	ADVANCES TO EMPLOYEES- OFFICIAL	NONE	ROBLES, Mrs. CHERYL TUICO	5,000.00
	NONE	ADVANCES TO EMPLOYEES- OFFICIAL	NONE	FRESCO, Mr. PRESTONE NICHOL MILLANES	5,000.00
Total: PHP					50,000.00
Prepared By: SHIELA MARIE BOLOTAULO		Checked By:		Approved By:	
Date Created: 13-NOV-18 04:56 PM				ORIGINAL PRINT 15-NOV-18 03:19 PM	

Note: The AP voucher form printed an "ORIGINAL PRINT" on the lowermost corner, this means that this APV was originally run for payment processing. Reprinting of this voucher, the form shall also stamp on the same corner as "REPRINTED".