

Generating Daily Collection Report

1. Navigate to RPI AR-SUPERVISOR > Receipts > Receipts

In receipts window:

4.1a. click View (menu)

4.1b. click Request (menu)

4.1c. click Submit a New Request (button)

4.1d. click Single Request > OK (button)

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Actions Window Help

4.1a View Navigator

4.1b Request

Receipt Date 27-JUL-2020

GL Date 27-JUL-2020

Maturity Date 27-JUL-2020

Functional Amount

Balances

Unidentified	
Applied	
On Account	
Unapplied	
Cash Claims	
Prepayments	

Customer Bank

Name	
Account	
PSORN	

Remittance Bank

Name	
Branch	

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:

4.1c

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

Submit a New Request

What type of request do you want to run?

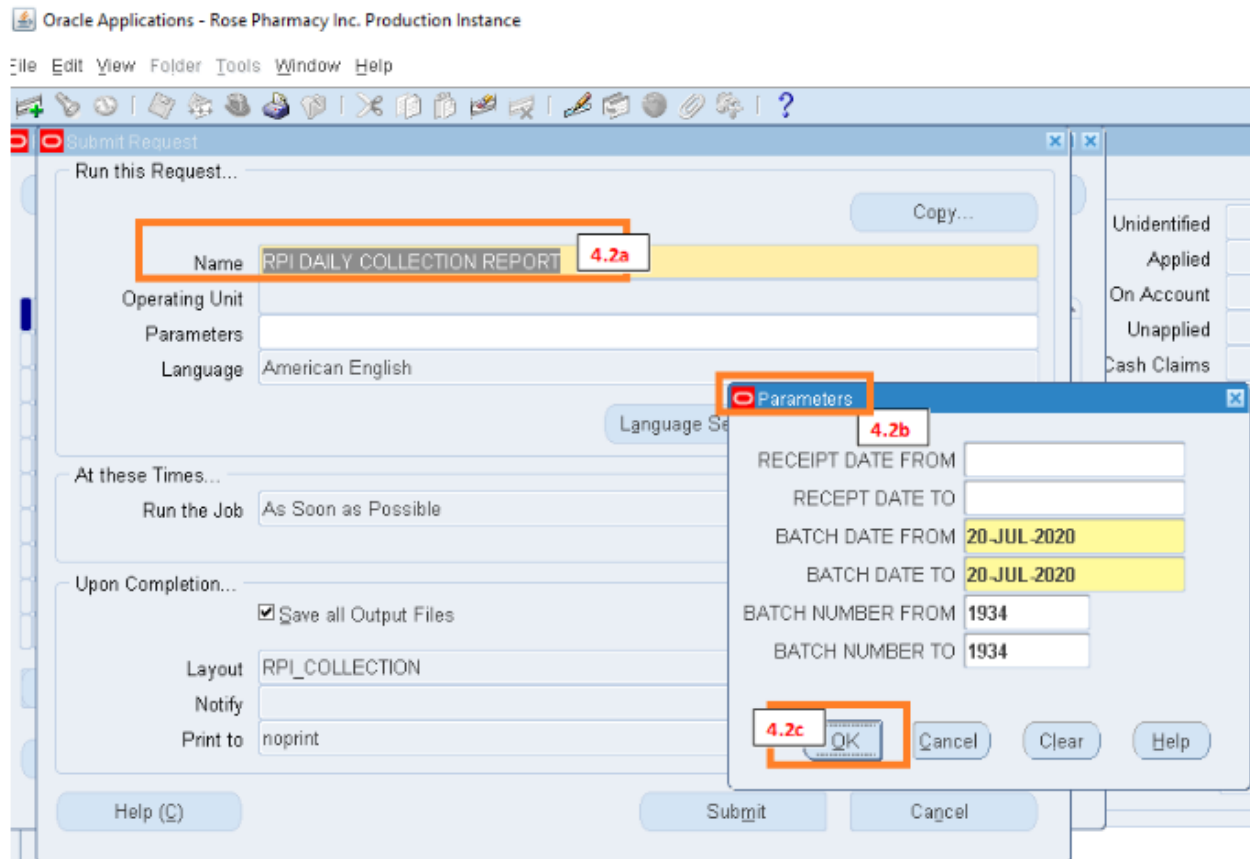
☒ **Single Request**
This allows you to submit an individual request.

☐ Request Set
This allows you to submit a pre-defined set of requests.

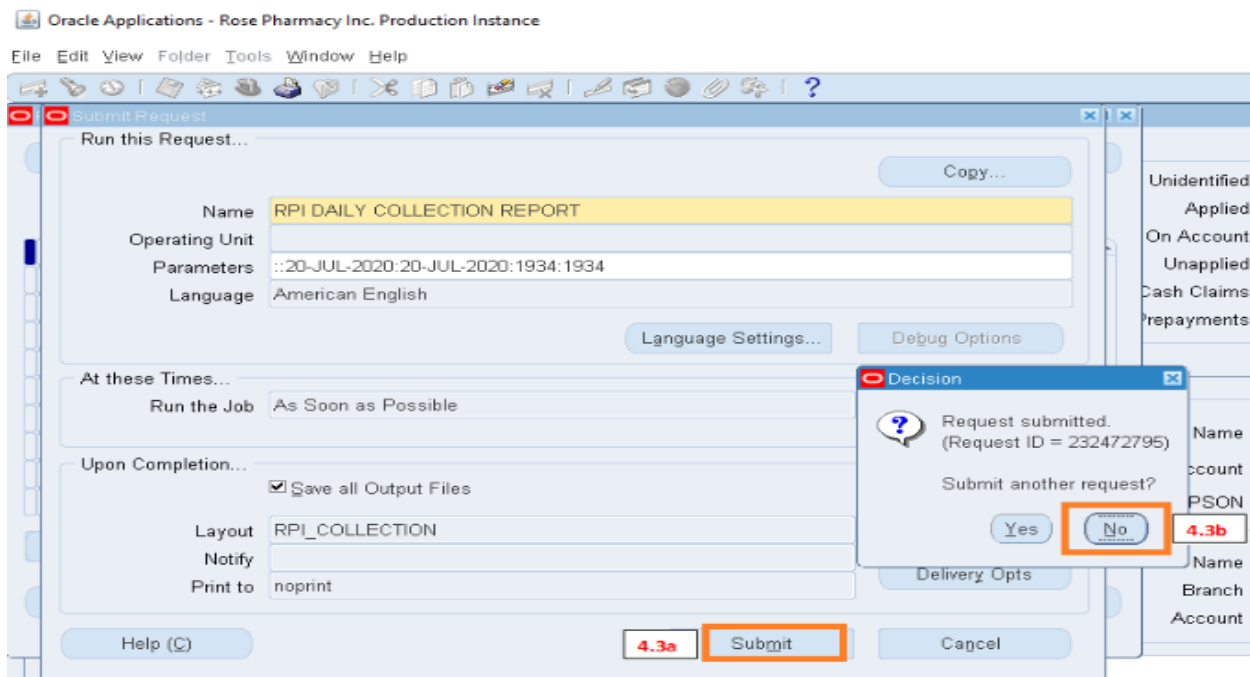
4.1d

Select the Number of Days to View:

2. In the name field – type "RPI DAILY COLLECTION REPORT" > Tab > Fill-in necessary details in the parameters > OK (button).



3. Click Submit button > (Select another request?) > click NO.



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

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File Edit View Folder Tools Window Help

Requests

Refresh Data 4.4a Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Requestor	Priority
232472795	RPI DAILY COLLECTION F		Completed	Normal	SMJBOLOTAULO	50

Note: Ensure that Phase and Status returns to Completed and Normal respectively before you click the View Output button to see the report.

Hold Request View Details... 4.4c View Output

Cancel Request Diagnostics View Log...

5. Print the Report and attached it to the actual collections for deposit and copy of receipts.

ROSE PHARMACY, INC.
DAILY COLLECTION REPORT

Source Name	Batch Name	Batch Date	Remittance Bank	Receipt Date	Receipt No	Customer Name	Mode Of Payment	Check Date	Check No	Bank	Amount
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MRTC SA 0413041512653	20-Jul-20	CR048097	JEI MA PHILIPPINES, INC.	DATED CHECK	17-Jul-20	2601465	RPI	40,416.09
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	BDO SA 6020074208	20-Jul-20	CR048317	PRIMARY STRUCTURES CORPORATION	ONLINE				2,405.05
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MRTC SA 0413041512653	20-Jul-20	CR048098	MACTAN WIRE HARNESS CORP.	DATED CHECK	13-Jul-20	970065	BDO	408.82
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MRTC SA 0413041512653	20-Jul-20	CR048014	151179 - RANILO CARABDO	CASH				710
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MRTC SA 0413041512653	20-Jul-20	CR048316	152538 MARY GRACE GARADO	ONLINE				10,001.00
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MRTC SA 0413041512653	20-Jul-20	CR048315	150212 SHRIJA PAGATPAT	ONLINE				600
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MRTC SA 0413041512653	20-Jul-20	CR047764	FAST SERVICES CORPORATION -	DATED CHECK	7-Jul-20	667085	BDO	1,360.24
											55,901.80

Summary:

Cash	710.00
Online	13,006.05
Dated	
Check	42,185.75
PDC	-
	55,901.80

Prepared By: AR Staff

Checked By: AR Supervisor

Received By:

Treasury - Cashier