

ORACLE NAVIGATION MANUAL

ORA-40-002: APPROVING AR ADJUSTMENTS

Effectivity date: January 1, 2016

1. Purpose:

- 1.1. To have a standard navigational instruction to Receivable users of Oracle in approving **AR Adjustments**.

2. Scope:

- 2.1. Receivable Users of Oracle in RPI SSC.

3. Implementing Guidelines

- 3.1. Refer Finance SOP for detailed policy in approving AR adjustments.

4. Navigation Procedures

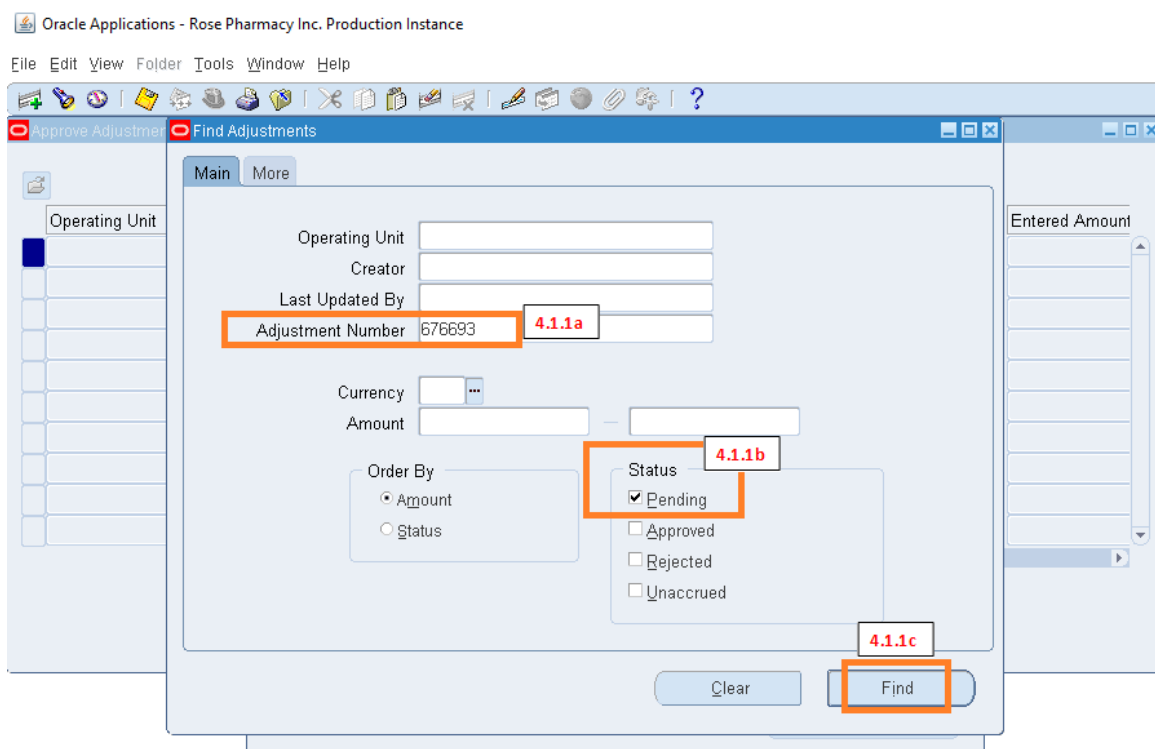
- 4.1. Navigate to RPI AR-SUPERVISOR > Adjustments > Approve Adjustments
 . In Find Adjustments window

Per transaction

4.1.1a Fill-in the specific number for Approval in Adjustment number field

4.1.1b Select status checkbox – Pending

4.1.1c Select Find (button)



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4.1.1d Update status from 'Waiting Approval' to 'Approved' > then SAVED

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

4.1.1d-03

Operating Unit	Adjustment Number	Status	Trans Number	Trans Type	Currency	Entered Amount
Rose Pharmacy, Inc.	676693	Waiting Approval	00000081607	Corporate	PHP	-535.72

4.1.1d-01

Approval Statuses

Find %

Status

Approved

More Research

Rejected

Waiting Approval

4.1.1d-02

Find OK Cancel

Per Batch

4.1.2a Go to main tab > Select status checkbox – Pending

4.1.2b Go to more tab > fill-in the specific Activity name for approval

4.1.2c Select Find (button)

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File Edit View Folder Tools Window Help

Approve Adjustments Find Adjustments

Main More

4.1.2a-01

Operating Unit

Operating Unit

Creator

Last Updated By

Adjustment Number

Currency

Amount

Order By

Amount

Status

4.1.2a-02

☒ Pending
☐ Approved
☐ Rejected
☐ Unaccrued

Clear Find

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File Edit View Folder Tools Window Help

Approve Adjustments Find Adjustments

Main **More 4.1.2b-01**

Operating Unit

Transaction

Number Source

Type Line

Due Date

Customer

Name

Number

Adjustment

Status **4.1.2b-02** Activity Name

GL Date Date

Entered Amount

Clear Find **4.1.2b-03**

4.1.2d To review the requests for adjustment by batch > Go to File menu > Export submenu > Select Continue to End (button)

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File Edit View Folder Tools Window Help

File 4.1.2d-01

Open

Save

Save and Proceed

Next Step

Export 4.1.2d-01

Place on Navigator

Log on as a Different User...

Switch Responsibility...

Print...

Close Form

Exit Oracle Applications

Adjustment Number	Status	Trans Number	Trans Type	Currency	Entered Amount
676693	Waiting Approva	00000081607	Corporate	PHP	
679639	Waiting Approva	00000085230	Corporate	PHP	
679640	Waiting Approva	00000089477	Corporate	PHP	
679641	Waiting Approva	00000091517	Corporate	PHP	
674720	Waiting Approva	00000090601	Corporate	PHP	
679643	Waiting Approva	00000194587	Corporate	PHP	
681645	Waiting Approva	00000092434	Corporate	PHP	
Rose Pharmacy, Inc. 675732	Waiting Approva	00000195932	Corporate	PHP	
Rose Pharmacy, Inc. 681644	Waiting Approva	00000199849	Corporate	PHP	
Rose Pharmacy, Inc. 674653	Waiting Approva	00000134327	Corporate	PHP	

Action History

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Approve Adjustments

Operating Unit	Adjustment Number	Status	Trans Number	Trans Type	Currency	Entered Amount
Rose Pharmacy, Inc.	675860	Waiting Approval	00000173669	Corporate	PHP	
Rose Pharmacy, Inc.	676095	Waiting Approval	00000190139	Corporate	PHP	
Rose Pharmacy, Inc.	675655	Waiting Approval	00000009814	Corporate	PHP	
Rose Pharmacy, Inc.	677643	Waiting Approval	00000077973	Corporate	PHP	
Rose Pharmacy, Inc.	676681	Waiting Approval	00000051724	Corporate	PHP	
Rose Pharmacy, Inc.	676670	Waiting Approval	00000215713	Corporate	PHP	
Rose Pharmacy, Inc.	673660	Waiting Approval	00000000000	Corporate	PHP	
Rose Pharmacy, Inc.	675676	Waiting Approval	00000000000	Corporate	PHP	
Rose Pharmacy, Inc.	676017	Waiting Approval	00000000000	Corporate	PHP	
Rose Pharmacy, Inc.	675836	Waiting Approval	00000000000	Corporate	PHP	

Decision

100 more records have been retrieved, and an unknown number of additional records remain.

Continue Stop Continue to End

Action History

Clear Find

4.1.2d-03

Note: Open Notepad and copy to excel. You may now review it in excel.

4.1.2e Update status from 'Waiting Approval' to 'Approved' > then SAVED.
For batch approval, you may use the DATALOADER.

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Window Help

Approve Adjustments 4.1.2e-02

Operating Unit	Adjustment Number	Status	Trans Number	Trans Type	Currency	Entered Amount
Rose Pharmacy, Inc.	676693	Approved	00000081607	Corporate	PHP	
Rose Pharmacy, Inc.	679639	Approved	00000085230	Corporate	PHP	
Rose Pharmacy, Inc.	679640	Approved	00000089477	Corporate	PHP	
Rose Pharmacy, Inc.	679641	Approved	00000091517	Corporate	PHP	
Rose Pharmacy, Inc.	674720	Approved	00000090601	Corporate	PHP	
Rose Pharmacy, Inc.	679643	Approved	00000194587	Corporate	PHP	
Rose Pharmacy, Inc.	681645	Approved	00000092434	Corporate	PHP	
Rose Pharmacy, Inc.	675732	Approved	00000195932	Corporate	PHP	
Rose Pharmacy, Inc.	681644	Approved	00000199849	Corporate	PHP	
Rose Pharmacy, Inc.	674653	Approved	00000134327	Corporate	PHP	

Action History

4.1.2e-01