

Booking an Expense Report

1. Purpose

1.1. To have a standard navigational instruction to Payable users of Oracle in booking an **Expense Reports**.

2. Scope

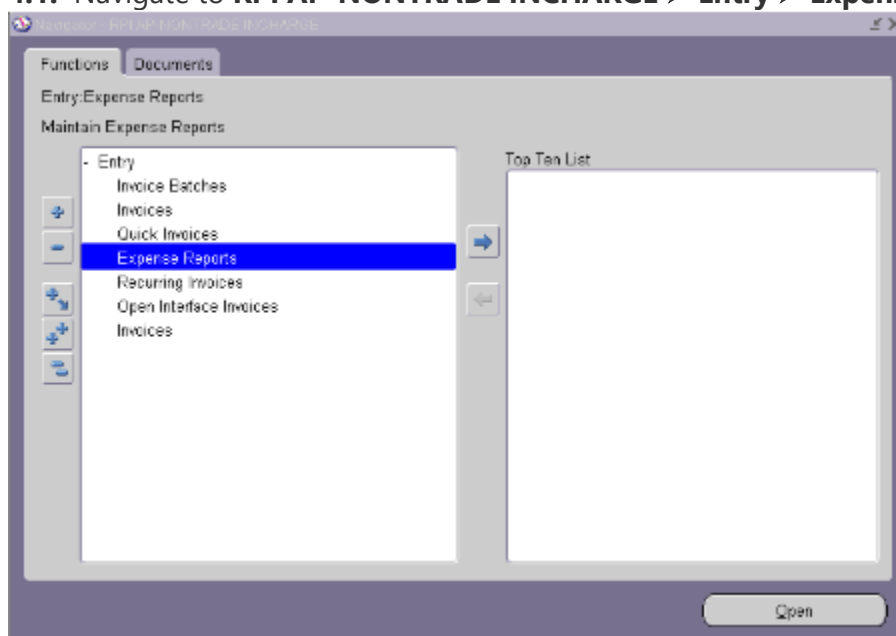
2.1. Payable Users of Oracle nationwide.

3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in booking an Expense Reports.

4. Navigation Procedures

4.1. Navigate to **RPI AP-NONTRADE INCHARGE** ► **Entry** ► **Expense Reports**



4.2. Fill in **"Number"** – 802018 (Name: ROSE PHARMACY, INC.,)

4.3. Fill in **"GL Account"** - 88.110622.00000000.0000.00.0000

4.4. Fill in **"Send to"** - Home

4.5. Fill in **"Date"** – date of liquidation or date of booking an expense reports.

4.6. Fill in **"Invoice Number"** – copy and use the Prepayment Invoice number and just add a prefix LQ. (ex. LQPREP-CA-11052018)

4.7. Fill in **"Invoice Description"** – naming convention is Employee ID and Surname. (ex. 154083 - PENAFLORE)

4.8. Check the “Apply Advances” checkbox

4.8.1. Number – the Prepayment Invoice number

4.8.2. Amount – amount charged as advances to employees – official

4.8.3. GL Date – liquidation date

4.9. Template – RPI LIQUIDATION TEMPLATE

The screenshot shows the 'Expense Records' form for 'Rose Pharmacy, Inc.'. The form is divided into several sections. The top section contains fields for 'Operating Unit' (Rose Pharmacy, Inc.), 'Name' (ROSE PHARMACY, INC.), 'GL Account' (00 110622 00000000 0000 00 0000), 'Description' (RPI ADVANCES TO EMPLOYEES-OFF NONE NONE N), 'Invoice Num' (LQPREP-CA-11052018), 'Currency' (PHP), 'Inv Description' (154083 - PENAFLOR), 'Number' (802018), 'Send to' (Home), 'Date' (13-NOV-2018), 'Amount' (15,000.00), 'Lines Total' (15,000.00), and 'Held' (). The middle section contains a 'Functional' dropdown menu, a 'Currency' (PHP) field, a 'Type' field, a 'Date' field, a 'Rate' field, a 'Withholding Tax Group' field, and a 'Reviewed By' section with checkboxes for 'Payables' and 'Management'. The bottom section contains a 'Template' dropdown menu set to 'RPI LIQUIDATION TE' and a row of tabs: 'Accounting', 'Merchant', 'Receipt', 'Currency', 'Expense Audit', and 'Adjustments'. The 'Accounting' tab is currently selected.

4.10. In “Accounting” tab

4.10.1. Item – select correct Expense Items. (ex. Accommodation, Allowance, Postage and Courier, Training Expense, etc.)

4.10.2. Amount – indicate actual amount of Expense, a valid Expense.

4.10.3. GL Account – correct Expense account combination.

4.10.4. Tax Code – indicate correct tax code. IVAT12 if attached with valid and Vatable receipt and NONVAT if not.

4.10.5. Expense Report Line – Add the Supplier Name and TIN reflected in the attached valid and Vatable receipt.

Expense Report (Rose Pharmacy, Inc.)

Operating Unit: Rose Pharmacy, Inc.
 Name: ROSE PHARMACY, INC.
 GL Account: 66110822.000000.0000.00.0000
 Description: HP, ADVANCES TO EMPLOYEES ON NONL...NONL...N
 Invoice Num: LGPREP-CA-11052018
 Currency: PHP
 m Description: 151063 - PENAFLOP

Number: 802018
 Sent to: Home
 Date: 13-NOV-2018
 Amount: 15,000.00
 Lines Total: 15,000.00
 Hold: ☐

Functions:
 Currency: PHP
 Type:
 Date:
 Rate:
☒ Apply Advances
 Number: PREP-CA-11052018
 Link:
 Amount: 15,000.00
 GL Date: 13-NOV-2018
 Reviewed By:
☐ Payroll
☐ Management


Withholding Tax Group:
 Template: REP LIQUIDATION TEL

Accounting Merchant Receipt Currency Expense Audit Adjustments

Item	Amount	GL Account	Tax Code	Withholding Tax Group
ACCOMMODATION	6,000.00	36.630202.01019996.5100.00.03	NAT12	
PLR DLY	5,000.00	00.610211.01019996.5100.00.03	NONVAT	
GAS, OIL AND	1,500.00	36.630204.01019996.5100.00.03	NON	
REPRESENTA	500.00	36.620602.01019996.5100.00.03	NON	
EXCESS CASH	4,000.00	36.210127.00000000.0000.00.03	NON	

Supplier Name: THE GRAND TOWER SUITES
 TIN: 805-901-482

Save Cancel Clear Help

4.11. Click **Save** icon  and close the Expense Reports window.