

RTV Interface Process

1. Purpose

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

2. Scope

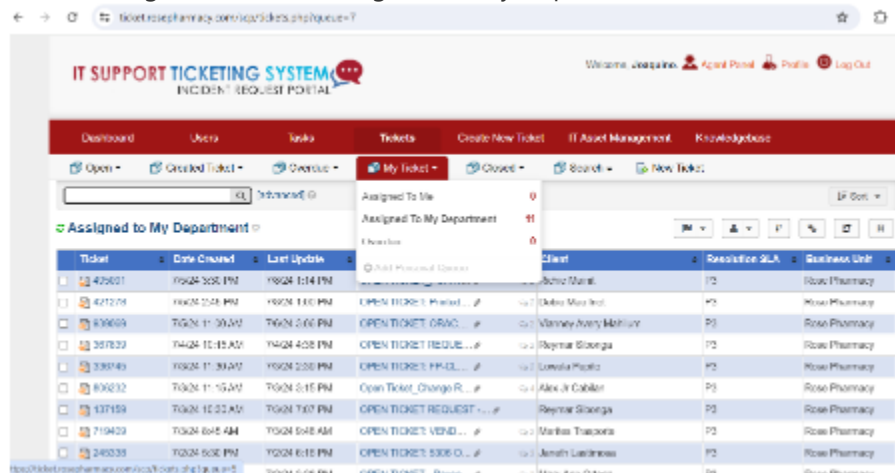
2.1. IT and AP Oracle users

3. Implementing Guidelines

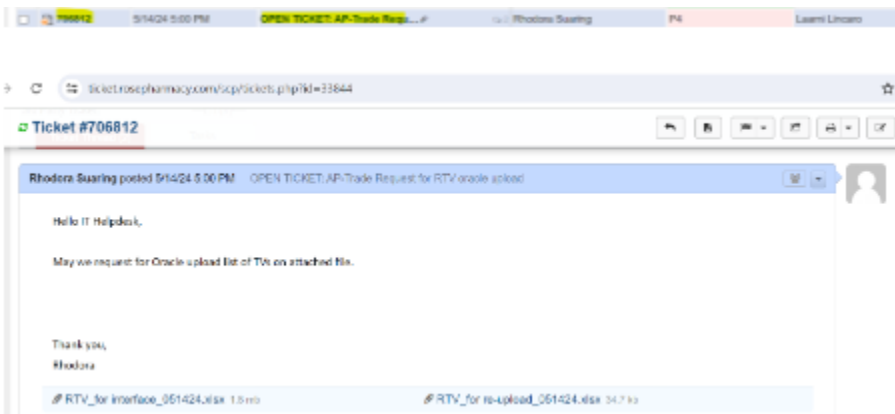
3.1. Refer accounting manual for detailed policy.

4. Navigation Procedures

4.1. Go to IT Support Ticketing System Incident Request Portal for IT agents. Go to My Ticket > Assigned To Me or Assigned To My Department



4.2. AP department sends an open ticket to IT Helpdesk with the return-to-vendor (RTV) invoices file as attachment. Click Ticket number or Incident Description to open this ticket.



4.3. Download the Excel file, then open.

RTV No.	Type	Invoice Date	Invoice Code	Site	RTV Amount	Invoice Amount	Goods Received Date	Invoice Received Date	GL Date	Line No.	Line Amount	Line Type	Code
1	DEBIT MEMO	10-Apr-24	487	Head Office	(5,526,123.87)						(5,526,123.87)	RTV	
2	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
3	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
4	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
5	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
6	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
7	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
8	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
9	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
10	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
11	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
12	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
13	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
14	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
15	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
16	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
17	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
18	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
19	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
20	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
21	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
22	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
23	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
24	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
25	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
26	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
27	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	
28	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV	

4.3.a. Validate file -

- Ensure that Invoice Date, Goods Received Date, Invoice Received Date and GL Date do not go beyond current open period; not future dated.
- Change DEBIT MEMO in Type to Debit Memo.
- Use =Trim() formula on the Header and Line Descriptions.
- Use =Round(amount,2) on the Header and Line Amounts (up to 2 decimal places only).
- Ensure that GL account combination is correct i.e. right amount of zeroes.
- Pay mode = RTV

4.4. Copy the RTV data to the RTV sheet in AP Invoices_Templates 02 v2. Follow the formatting of previous data.

Invoice No.	Type	Invoice Date	Invoice Code	Site	Invoice Amount	Invoice Description	Goods Received Date	Invoice Received Date	GL Date	Line No.	Line Amount	Line Type	Company	Account	Branch
139185	DEBIT MEMO	10-Apr-24	487	Head Office	(5,526,123.87)						(5,526,123.87)	RTV			
139186	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139187	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139188	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139189	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139190	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139191	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139192	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139193	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139194	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139195	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139196	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139197	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139198	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139199	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139200	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139201	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139202	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139203	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139204	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139205	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139206	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139207	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139208	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139209	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139210	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139211	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139212	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139213	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139214	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139215	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139216	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139217	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139218	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139219	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			
139220	RTV	10-Apr-24	487	Head Office		(5,526,123.87)					(5,526,123.87)	RTV			

Account	Branch	BU	Employee ID	Filename	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
148156					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148157					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148158					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148159					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148160					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148161					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148162					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148163					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148164					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148165					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148166					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148167					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148168					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148169					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148170					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148171					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148172					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148173					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148174					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148175					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148176					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148177					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148178					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148179					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148180					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148181					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148182					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148183					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148184					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148185					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148186					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148187					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148188					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148189					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148190					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148191					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148192					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148193					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148194					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148195					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148196					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148197					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				
148198					300	REP	0/7/32	WC100	RTV	RTV040204_000004.000																				

Create FILENAME based on RPI+date today (mmddyy)+ time (hrmnss).302. Copy concatenate formula from previous interface in the template.

4.5. Copy the concatenated data from the Excel file to a .302 flat file in WinSCP. Save a copy in the local folder.

File Name	Size	Modified
RTV040204_000004.000	1000	2024-02-28 10:00:00

*Ensure that there are no special characters like Ñ, double space (), long dash (—), or space before vertical bar (|).

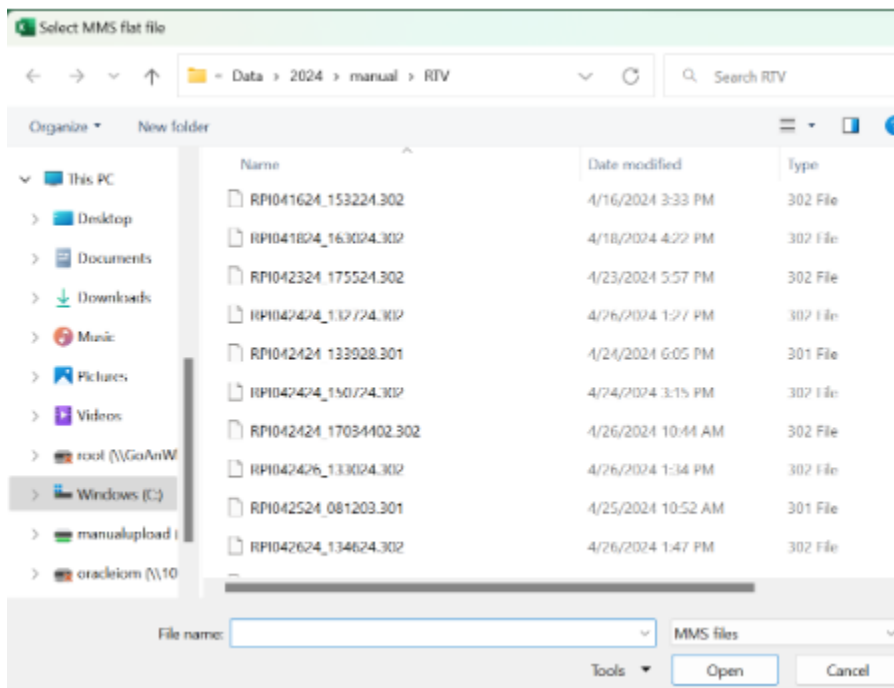
4.6. Validate .302 flat file using the RPI_MMSORA_VAL macro. Change date in Month End field to RTV GL date. Click Validate AP 301, 302. Click Yes in the Confirm dialog box.

Month End: RTV040204_000004.000

Validate AP 301, 302

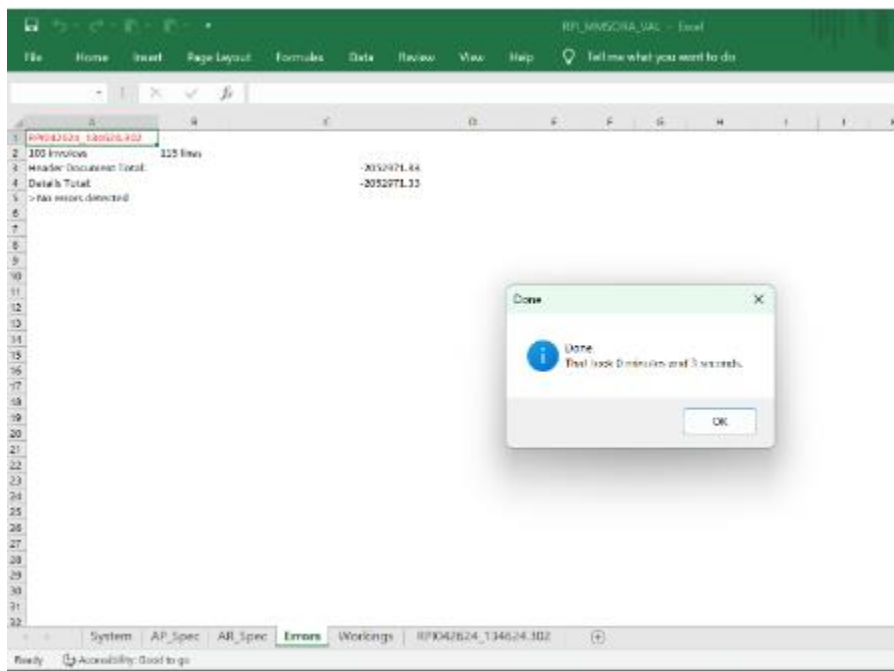
Confirm

4.7. Find the .302 flat file in the local folders. Select the flat file and click Open.

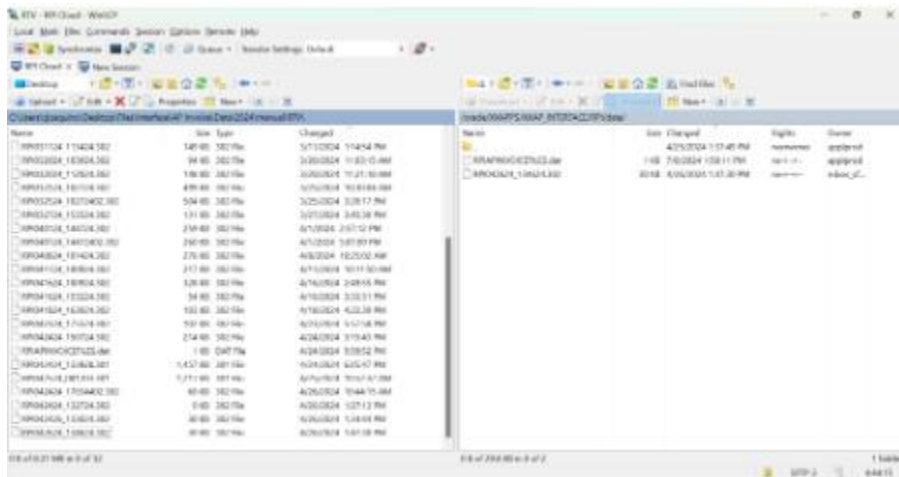
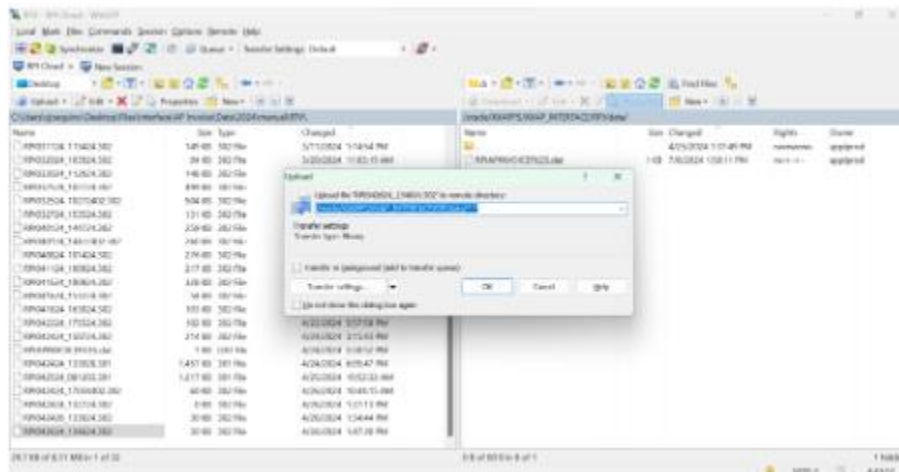


4.8. The Excel macro will run and validate the flat file for errors. Click OK.

- If there are errors like a difference in Header and Line amount, inform AP team so they could validate. Revise flat file data as needed.
- If there are no errors, proceed with AP interface.

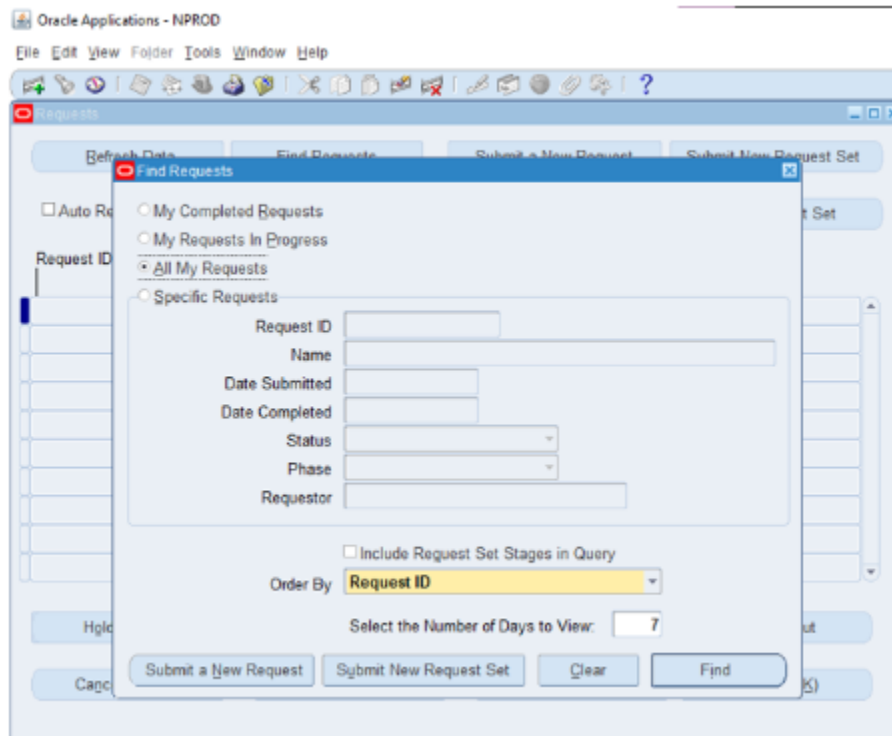
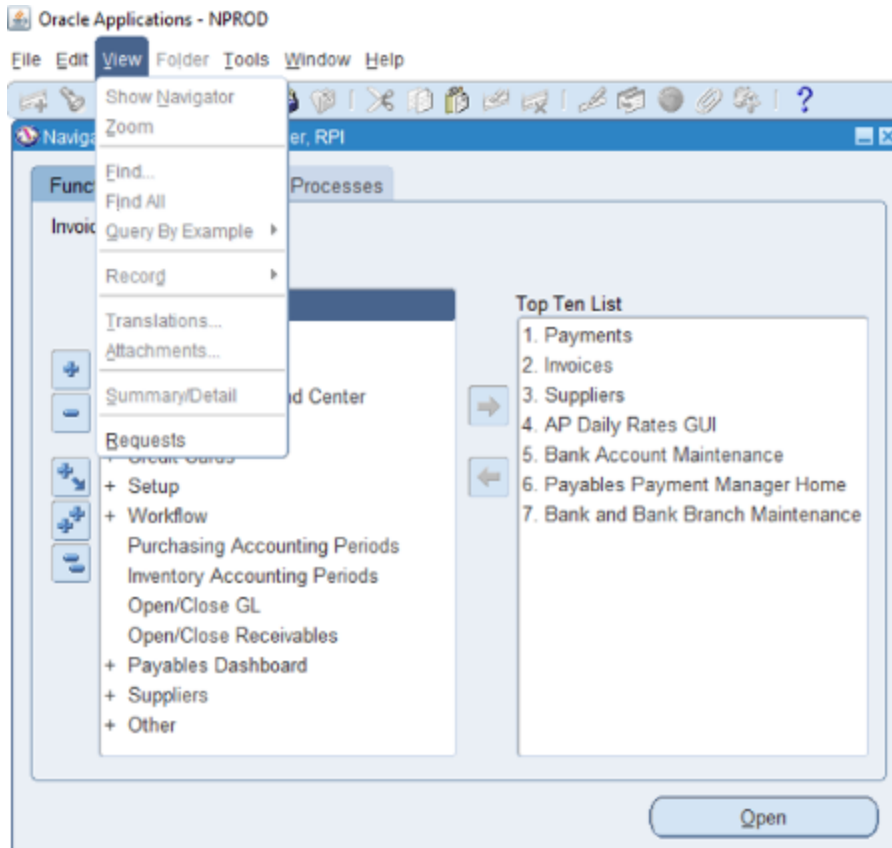


4.9. In WinSCP, transfer .302 flat file to file path /oracle/XXAPPS/XXAP_INTERFACE/RPI/data/ by clicking F5 in keyboard. Click OK.

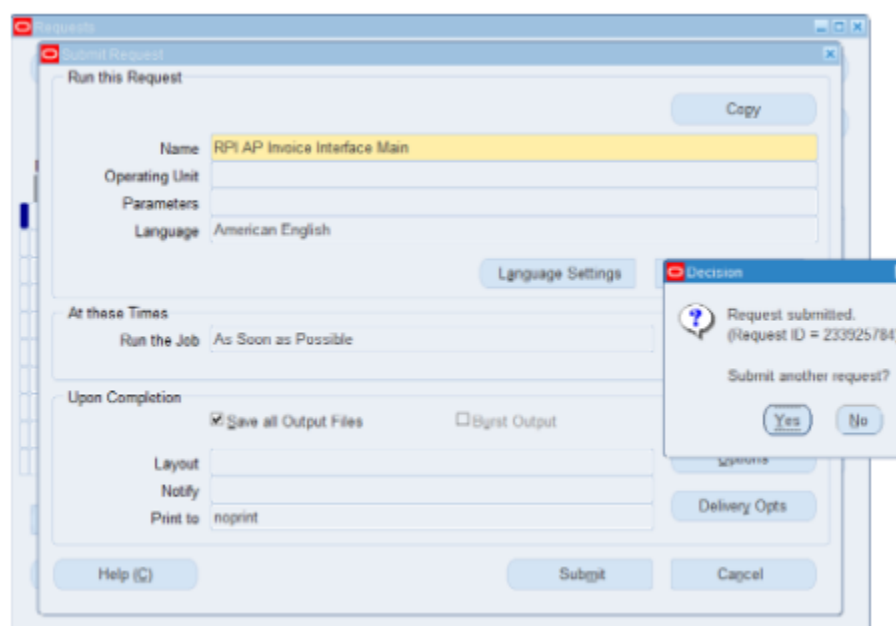
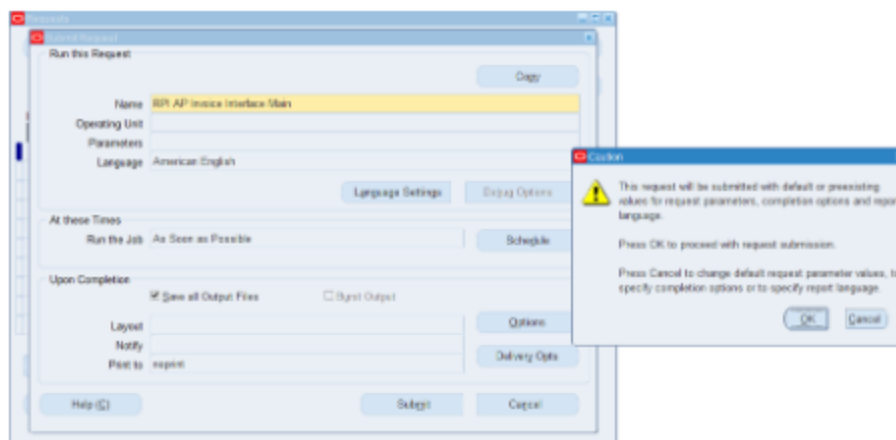


4.10. Click the Refresh button.

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



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



4.13. 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:

Requests

☐ Auto Refresh (X)

Request ID	Name	Parent	Phase	Status	Parameters
233925801	RPI (AP Invoice Interface -		Pending	Normal	RPIAPFILES.txt, SAP_TOP/bi
233925800	RPI (AP Invoice - upload te		Completed	Normal	/oracle/XXAPPS/XXAP_INTER/
233925799	RPI (AP Invoice - Get Files		Completed	Normal	/oracle/XXAPPS/XXAP_INTER/
233925798	RPI AP Invoice Interface M:		Running	Normal	2762, 81, 1000
233925795	RPI (AP Invoice Interface -		Completed	Normal	RPIAPFILES.txt, /oracle/XXAP

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

Requests

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

☐ Auto Refresh (X) Copy Single Request Copy Request Set

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, JDA INTERFACE, . RPI_INT
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

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (L)

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

Submit Request

Run this Request

Copy

Name RPI List Of AP invoices from Interface

Operating Unit

Parameters

Language American English

Language Set Parameters

GL Date From 11.AUG.2023

GL Date To 11.AUG.2023

OK Cancel Clear Help

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 (H) Submit Cancel

Requests

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

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
233925823	RPI List Of AP invoices fro		Running	Normal	, 81, 2023/08/11 00:00:00, 202

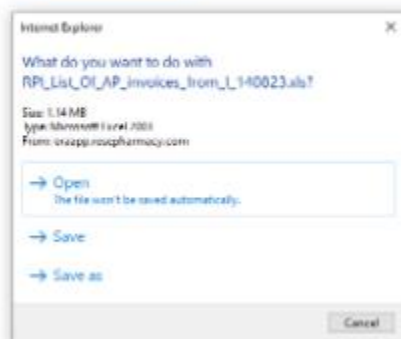
4.16. Click View Output. Redirected to browser, click Open.

The 'Requests' application interface displays a table of requests with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The table lists several requests, all with a 'Completed' status and 'Normal' status. The 'View Output' button is highlighted in yellow.

Request ID	Name	Parent	Phase	Status	Parameters
233925425	RPI List Of AP invoices from		Completed	Normal	, 81, 2023/08/11 00:00:00, 202
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, JDA INTERFACE, . , RPI_JC
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 ta		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

Buttons at the bottom: Hold Request, View Details, Rerun Request, View Output (highlighted), Cancel Request, Diagnostics, Reprint/Republish (J), View Log (S).

Below the application, a browser window shows the URL: orapp.rosepharmacy.com:8040/OA/CG/FNDWRFLex/temp_id=5211796612. A message indicates: "You're in Internet Explorer mode. Most pages work better in Microsoft Edge. Open in Microsoft Edge".



4.17. Check the uploaded data in the report and transfer to validation file to confirm if the data in the .302 flat file has been completely interfaced.

RPI AP Invoice Interface: 04/024 RTV - Excel

File Home Insert Page Layout Formulas Data Review View Help Follow what you want to do

K301

RPI List of AP Invoices upload

RI	DATE	INVOICE DATE	VENDOR NAME	SUPPLIER NO	INVOICE NUMBER	APV NUMBER	INVOICE TYPE	CREDIT AMOUNT	DEBIT	RI NAME
293	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0808	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
294	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0810	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
295	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0811	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
296	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0812	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
297	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0813	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
298	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0814	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
299	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0815	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
300	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0816	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
301	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0817	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
302	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0818	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
303	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0819	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
304	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0820	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
305	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0821	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
306	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0822	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
307	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0823	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
308	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0824	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
309	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0825	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
310	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0826	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
311	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0827	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
312	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0828	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
313	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0829	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
314	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0830	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
315	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0831	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
316	18-Apr-24	1-Aug-23	ORFORD DISTRIBUTIONS INC	4242	SMITHV0832	10000002	9000-RTV0200 10000002	0.00	0.00	RI042024_170324.002
317										
318										
319										
320										
321										
322										
323										

Select the function and press ENTER or choose Paste

*JDA sheet = .302 flat file data

**Oracle sheet = uploaded data in Oracle

***JDA sheet amount = Oracle sheet amount

4.18. Change invoice number to CAS series. Go to Oracle > Payables SuperUser, RPI > Invoices. Query Type = Debit Memo, Dates = RTV GL dates, Accounting = No Click Find.

Oracle Applications - NPROG

File Edit View Window Reports Actions Window Help

Oracle Workbench (Payables SuperUser: RPI)

Batch Control Total

Batch Actual Total

Find Invoices

Trading Partner Name: Supplier Number: Supplier Site: Taxpayer ID: PO Num: PO Shipment: Invoice Number: Terms: Invoice Type: Debit Memo: Pay Group: Invoice Amounts: Dates: 01-APR-2004 - 25-APR-2004: Invoice Batch: Currency: Invoice Status: Accounting: No: Approval: Payment: Voucher Audit: Category: Name: Numbers: Status: Name: Reason: Calculate Balance Owed... Clear New Find

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

4.19. In the keyboard, press Down button, then click Save.

Oracle Applications - AP/ACD

File Edit View Folder Tools Reports Actions Window Help

Invoice Workbench (Payables SuperUser: RP)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Rose Pharmacy, Inc		Debit Memo		BEROVAN	34	Head Office	02-APR-202	DM10007557	PHP
Rose Pharmacy, Inc		Debit Memo		BEROVAN	34	Head Office	03-APR-202	DM10007561	PHP
Rose Pharmacy, Inc		Debit Memo		BEROVAN	34	Head Office	03-APR-202	DM10007561	PHP
Rose Pharmacy, Inc		Debit Memo		BEROVAN	34	Head Office	03-APR-202	DM10007558	PHP

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	-486.03
Retainage	
Prepayments Applied	
Withholding	-4.89
Subtotal	-484.14
Tax	-56.88
Freight	
Miscellaneous	
Total	-542.82

Amount Paid

PHP	-542.82
-----	---------

Status

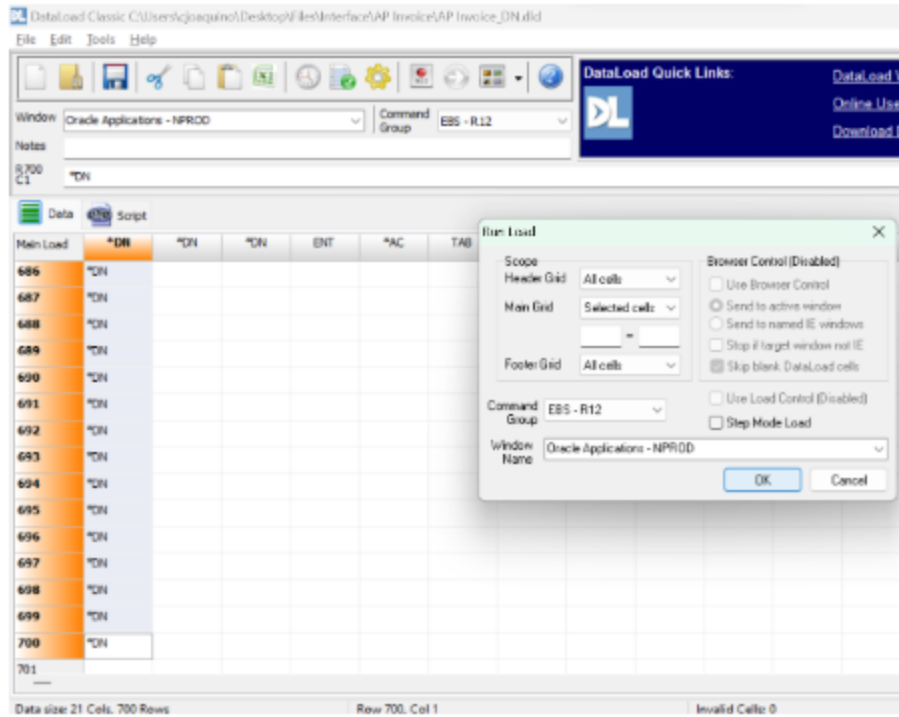
Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

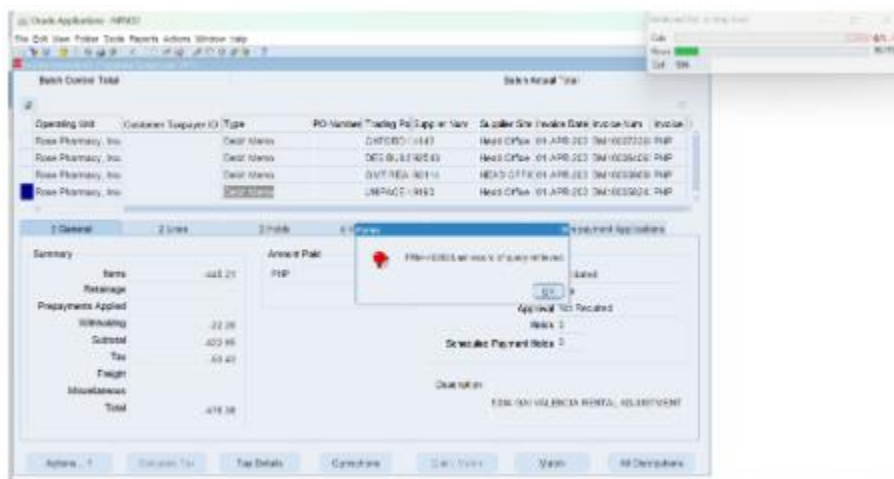
<9800>-RTV5200668000024150

Actions 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

[illegible]



4.21. The data loader will run until the last record of query retrieved. Click Esc in keyboard. Click Save button.



ticketrosepharmacy.com/scp/tickets.php?id=35614

Dashboard Users Cases Tickets Create New Ticket Asset Management Account Update

Open + Created Ticket + Overview + My Ticket + Closed + Search + New Ticket

Ticket: #529088

OPEN TICKET: ORACLE ENROLLMENT, ALLYSA GRISHA MAE BALES

Status: Closed	User: Maryam Mary Mahdine (RSC) (Manager Collaboration)
Priority: P3	Contact: maryam.mahdine@rosepharmacy.com.ph
Requester: RSC Grade Support Group	Phone Number:
Create Date: 7/6/24 11:00 AM	Site:
Ticket Source: Email	Store Name:
Business Units: Rose Pharmacy	Store Code:
Requester:	

Assigned To: User/Username	Assigned Date: 7/24 3:45 PM
Resolution: P3	Last Message: 7/24 11:00 AM
SLA: 11/24 2:52 PM	Last Response: 7/24 3:45 PM

Help Topics:	Incident Request Ticket / Business Applications
Last Message:	7/24 11:00 AM
Last Response:	7/24 3:45 PM

Ticket Details

Help Topic: 3rd Level	Business Applications - OS/SQL
Help Topic: 3rd Level	Business Applications - Access Issue
Resolution Code:	0365
Resolution Details:	0365
3rd Party Ticket:	0365

- Click Select Resolution Code.

Ticket #939069: Update Resolution Code

Resolution Code:

— Select Resolution Code —

Optional reason for the update

Cancel Update

- Choose Business Application. Click Update.

Ticket #939069: Update Resolution Code

Resolution Code:

— Select Resolution Code —

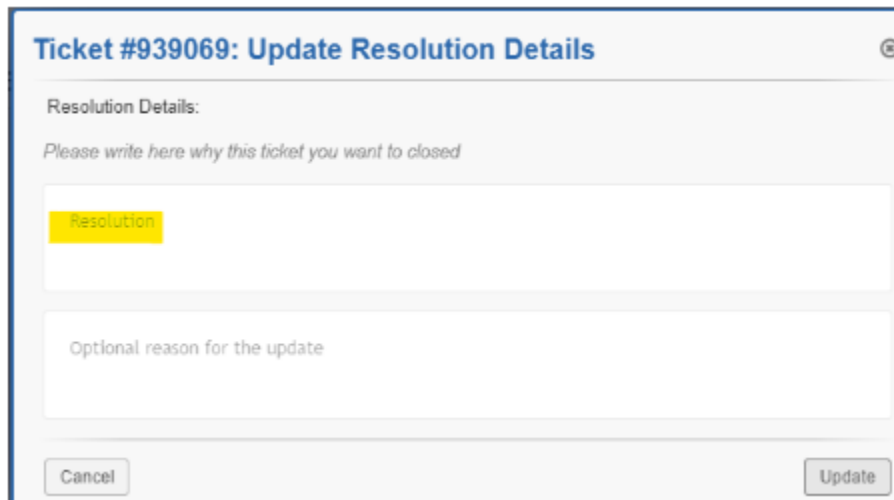
— Select Resolution Code —

- Business Application
- Cloud Server Issue
- Computer Hardware
- Computer OS
- End User
- Network Device Issue
- Network ISP Issue
- Network Link Issue
- 0365
- Peripheral
- Physical Server Issue
- Printer
- Process
- Server OS Issue
- Server OS Service Issue
- Third Party Application / Website
- Virtual Machine

Update

Last Response: 7/6/24 3:06 PM

4.24.d. Input Resolution Details - the steps to close/fulfill the user request



Ticket #939069: Update Resolution Details

Resolution Details:

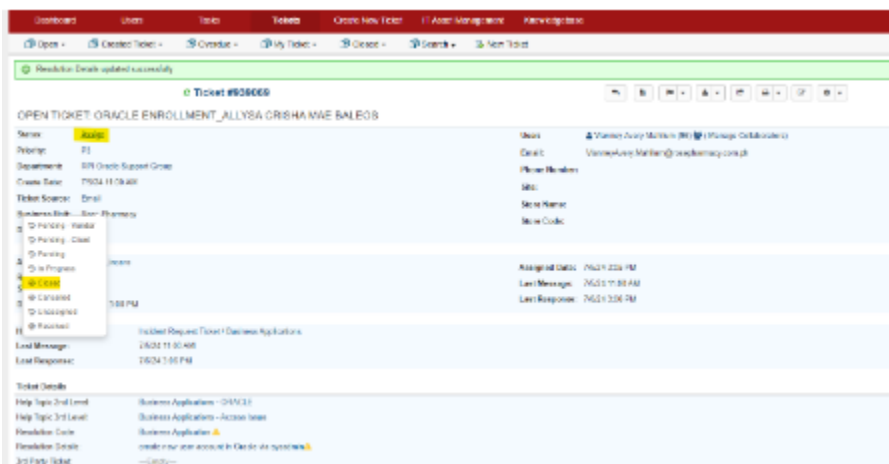
Please write here why this ticket you want to closed

Resolution

Optional reason for the update

Cancel Update

4.24.e. Change Status. Click Assign. Choose Closed (if no user feedback needed)/ Resolved (if user may provide feedback).



Dashboard Users Tickets Tickets Create New Ticket IT Asset Management Performance

Open + Closed Ticket + Overdue + My Ticket + Close + Search + New Ticket

Resolution Details updated successfully

Ticket #939069

OPEN TICKET: ORACLE ENROLLMENT_ALLYSA ORISHANNE SALES

Status: **Assign**

Subject: OPEN TICKET: ORACLE ENROLLMENT_ALLYSA ORISHANNE SALES

Priority: P1

Department: RPI Oracle Support Group

Created Date: 2024-11-08 10:00 AM

Ticket Source: Email

Assigned To: Vernon Avery Martin (RPI) (Vernon.Avery.Martin@oracle.com)

Created Date: 2024-11-08 10:00 AM

Last Message: 2024-11-08 10:00 AM

Last Response: 2024-11-08 10:00 AM

Ticket Details

Help Topic 2nd Level: Business Applications - CRM/3

Help Topic 3rd Level: Business Applications - Access Issues

Resolution Code: Business Applications - Access Issues

Resolution Details: create a new account in Oracle via system

3rd Party Ticket: ---Closed---

*The emailed response to the ticket is added to the thread in the ticket in the portal.

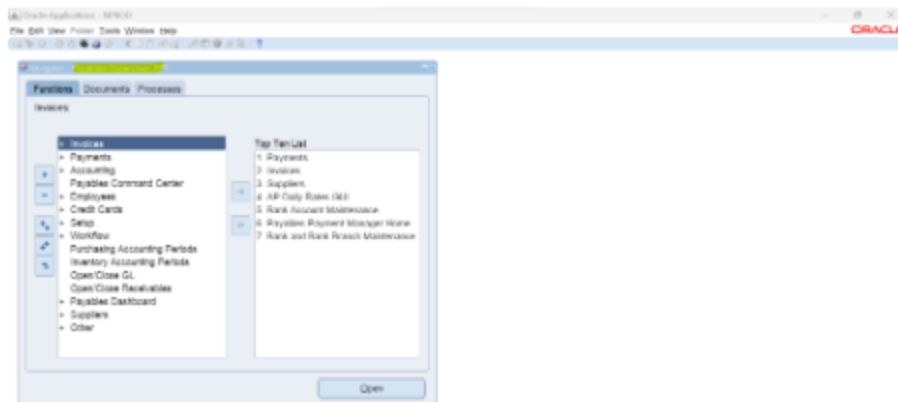
**The ticket is transferred to Closed tickets.

5. Access Permissions

5.1. IT Support Ticketing System Incident Request Portal user credentials are provided by Rey Castro (IT Manager).

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

5.3. User must have access to the Payables SuperUser, RPI responsibility to be able to interface the .302 flat file. This is assigned by IT - Oracle Applications team.



Sheet 11

6. File Structure

6.1. .302 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(30)	Y
5	HDR_VENDOR_SITE_CODE	Header vendor site code	VARCHAR2(30)	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 = JDA MMS	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_DR_COMPANY	Debit company	VARCHAR2(25)	N
16	DTL_DR_ACCOUNT	Debit account	VARCHAR2(25)	N
17	DTL_DR_LOCATION	Debit location	VARCHAR2(25)	N
18	DTL_DR_DEPARTMENT	Debit department	VARCHAR2(25)	N
19	DTL_DR_SECTION	Debit section	VARCHAR2(25)	N
20	DTL_DR_FUTURE	Debit future	VARCHAR2(25)	N
21	DTL_DR_AMOUNT	Debit amount	NUMBER	N
22	DTL_REFERENCE_NUMBER	Reference number (PO/RCR)	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_CURR_CODE	Currency code	VARCHAR2(3)	Y
32	DUPLICATE	Due 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

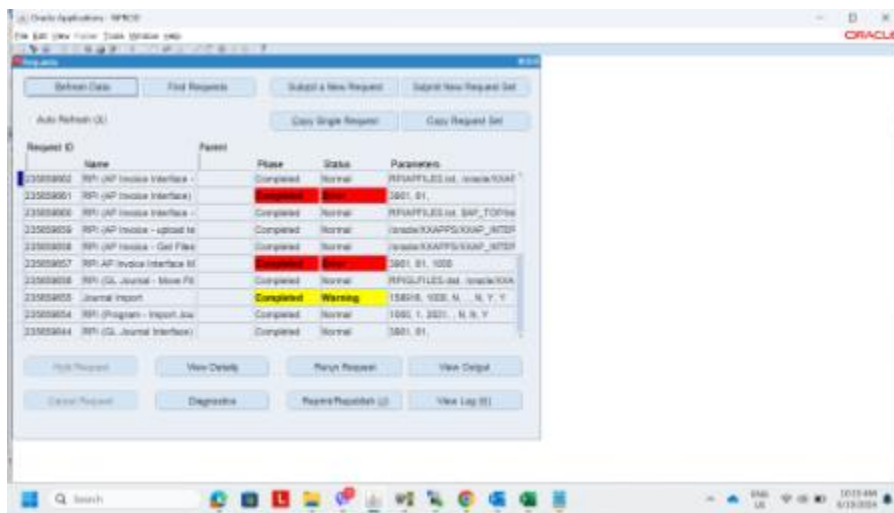
7.1. RTV Interface is performed **per request (open ticket).**

7.2. RTV data is provided by AP team **every Tuesday**. If provided before 2 PM, it is interfaced by IT within the same day. If provided after 2 PM, it is interfaced the next day. For RTV exceptions, this is provided to AP team for validation. AP may or may not provide revisions the same day. Email notification of successful upload on the same day. SLA = P2 (turnaround time = 1 day)

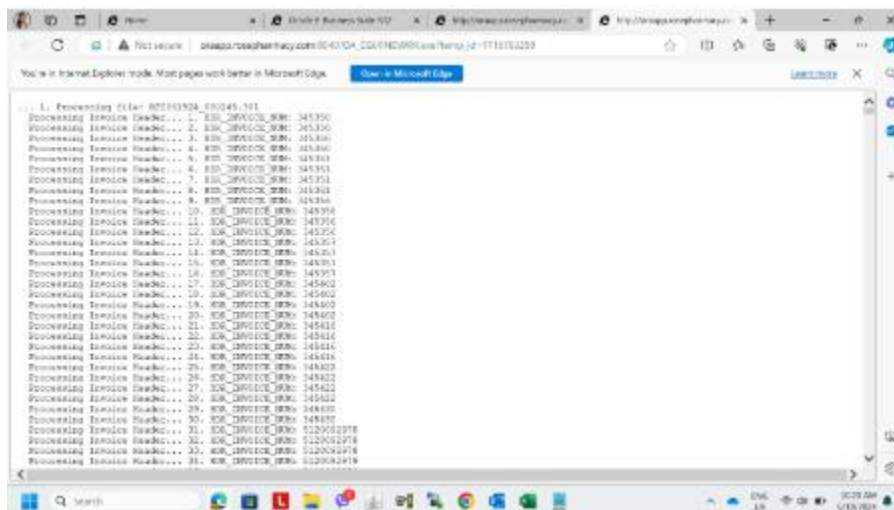
8. Troubleshooting

8.1. 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.

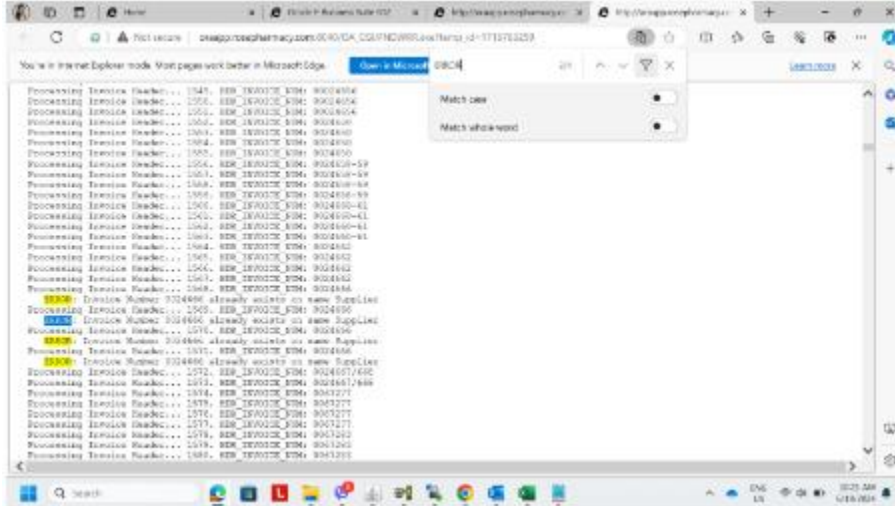


8.2.b. Go to browser. The AP transactions with error can be found there.



8.2.c. Find the errors:

-by pressing Ctrl + F in keyboard in the page and inputting ERROR



-or copying the data to an Excel file and filtering ERROR

ERROR: Invoice Number 0024666 already exists on same Supplier					

8.2.d. If the error is –

-Invoice Number already exists on same Supplier:

```
Processing Invoice Header... 1568. HDR_INVOICE_NUM: 0024666
ERROR: Invoice Number 0024666 already exists on same Supplier
Processing Invoice Header... 1569. HDR_INVOICE_NUM: 0024666
ERROR: Invoice Number 0024666 already exists on same Supplier
Processing Invoice Header... 1570. HDR_INVOICE_NUM: 0024666
ERROR: Invoice Number 0024666 already exists on same Supplier
Processing Invoice Header... 1571. HDR_INVOICE_NUM: 0024666
ERROR: Invoice Number 0024666 already exists on same Supplier
```

Send the errors to AP team for validation. Revise RTV transaction as needed in template (create new .302 flat file) or remove the transaction and add to Excluded sheet in the AP validation file, per AP instruction. Proceed with AP interface.

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

```
<-- AP INVOICE AUDIT LOG REPORT -->
-- Filename: RP1062024_115045.301
-- 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



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

Supplier Number

Alternate Supplier Name

Registry ID

Inactive Date

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>