Generating Lessors BIR Form 2307

1. Purpose

1.1. To have a standard navigational instruction to Payable users of Oracle in generating BIR Form 2307 to all Lessors with PDC payments on a monthly basis.

2. Scope

2.1. Payable Users of Oracle nationwide.

3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in preparing BIR Form 2307.

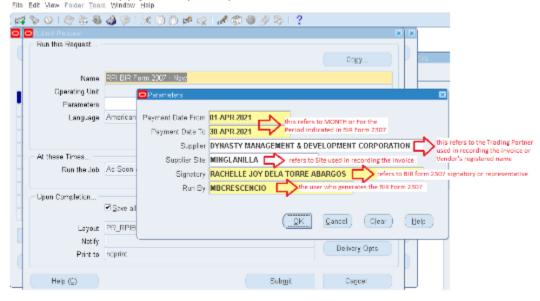
4. Navigation Procedures

4.1. AP Nontrade Associate - N > RPI AP-NONTRADE

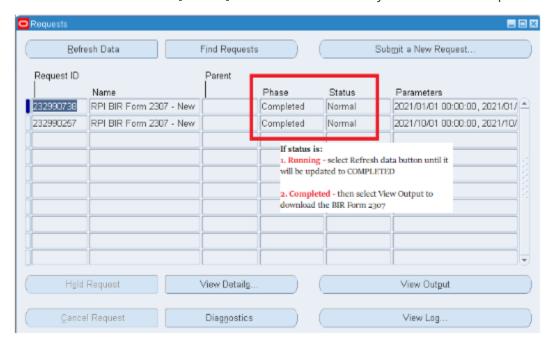
INCHARGE ➤ View [menu] ➤ Request [menu] ➤ Submit a new request [button] ➤ OK [button]

4.1.1. Supply **RPI BIR Form 2307 – New** in the Name field and then press **TAB** in your keyboard

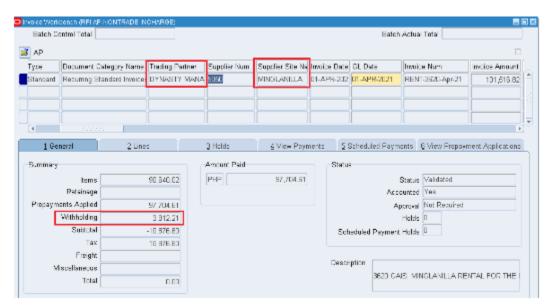
4.1.2. Supply all required parameters as shown below then select **OK** [button].



4.1.3. Select **Submit** [button] and select **NO** [button] if you don't want to submit any other request while **YES** [button] if you still want to submit a new request. Then select **FIND** [button] to check the status of your submitted request.



4.2. Download the form and **save** the file following below file path and naming convention.



Next ⇒



File path - \\rpidw\2_Treasury\ForSending

