

## ORACLE NAVIGATION MANUAL

ORA-30-009: PREPARING AN ONLINE PAYMENT (PESONET)

Effective date: January 01, 2020

### 1. Purpose:

- 1.1. To have a standard navigational instruction to Payable users of Oracle in preparing an online payment thru HSBC priority payments.

### 2. Scope:

- 2.1. Payable Users of Oracle nationwide.

### 3. Implementing Guidelines

- 3.1. Refer accounting manual for detailed policy in preparing an online payment thru HSBC Pesonet.

### 4. Navigation Procedures

- 4.1. Finance associate – check run: N > Payments > Entry > Payments

- 4.2. Finance associate – check run: Fill-in the following required fields:

- 4.2.1. Type – either Quick or Manual
- 4.2.2. Trading Partner – supplier/vendor name
- 4.2.3. Supplier Number – supplier/vendor code
- 4.2.4. Supplier Site – specific branch such as 'Head Office'
- 4.2.5. Payment Date – actual date the payment is prepared. Strictly no antedate.
- 4.2.6. Bank Account – disbursing bank, HSBC CA 026024406040
- 4.2.7. Payment Document – select payment document in which HSBC pesonet is tagged as 'Yes' such as HSBC\_PESONET\_6040200001-6040200500.
- 4.2.8. Payment Method – Bills Payable if payment is future date while Check if payment is an On-date.
- 4.2.9. Payment Currency – PHP or USD whichever is applicable
- 4.2.10. Maturity date – if payment method is 'Bills Payable' then maturity date is a required field. This refers to the date the payment will be Debited
- 4.2.11. For Manual Payment (DFF) – No

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- 4.3. Finance associate – check run: Select Enter/Adjust Invoices button and apply Invoices to be paid

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Invoice Number	Payment Amount	Discount Amount	Unpaid Amount	Discount Available
1000121483	2,634.60	0.00	2,634.60	0.00
103757	14,674.97	0.00	14,674.97	0.00
109649-01	11,730.57	0.00	11,730.57	0.00

4.4. Finance associate – check run: generates a check voucher

4.4.1. N > Payments > View > Requests > Submit a new request > OK

4.4.2. Fill-in report name **RPI Check Voucher** and required parameters below

4.4.3. Select OK button > Submit > No > Find – refresh and select view output button if Phase and status is “Completed” and “Normal”

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Refresh Data
Find Requests
Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
232546002	RPI Check Voucher		Completed	Normal	10091, 6040200022
232545989	Validate Application Accou		Completed	Normal	2021, Y, , , , N, , ,
232545981	RPI Check Upload Program		Completed	Normal	81, 1295
232545800	Update Matured Bills Paya		Completed	Normal	2020/10/05 00:00:00, , , N
232545799	Validate Application Accou		Completed	Normal	2021, Y, , , , N, , ,
232545788	RPI Open Credit Memo Rej		Completed	Normal	2020/09/30 00:00:00
232545787	RPI On Account Report		Completed	Normal	2020/09/30 00:00:00
232545767	Transfer Journal Entries to		Completed	Normal	222, 222, Y, 2021, , 2020/10/0
232545765	Create Accounting		Completed	Normal	222, 222, Y, 2021, , 2020/10/0
232545764	Transfer Journal Entries to		Completed	Normal	200, 200, Y, 2021, , 2020/10/0

Hgld Request
View Details...
View Output

<Report Sample Only >

**ROSE PHARMACY INC.**

**Head Office**

#### CHECK VOUCHER

Vendor: ROSE PHARMACY INC

Disbursing Bank: HSBC CA 026024406040

Payee: ROSE PHARMACY INC

Payment Date: 23-SEP-20

Address: CEBU

Check Date: 07-NOV-20

Check Number: 6040200022

Check Amount: 55,000.00

Invoice Num	Invoice Date	Description	Invoice Amount	EWI	Amount Paid	OutFlow Cat
FT-01-09/15/2020	15-SEP-20	ACCOUNT SWEEPING FROM HSBC 6040 TO BPI 2425	55,000.00	0.00	55,000.00	
TOTAL			55,000.00	0.00	55,000.00	

EDYLYN ARNOCO

Leah Theresa Q. Nisperos

Jessica G. Gingoyon

Signature Over Printed Name

Prepared by:

Checked by:

Noted by:

Received by:

4.5. Following below schedule, Finance supervisor – check run shall generate a Bank file to be automatically uploaded to HSBCnet for approval.

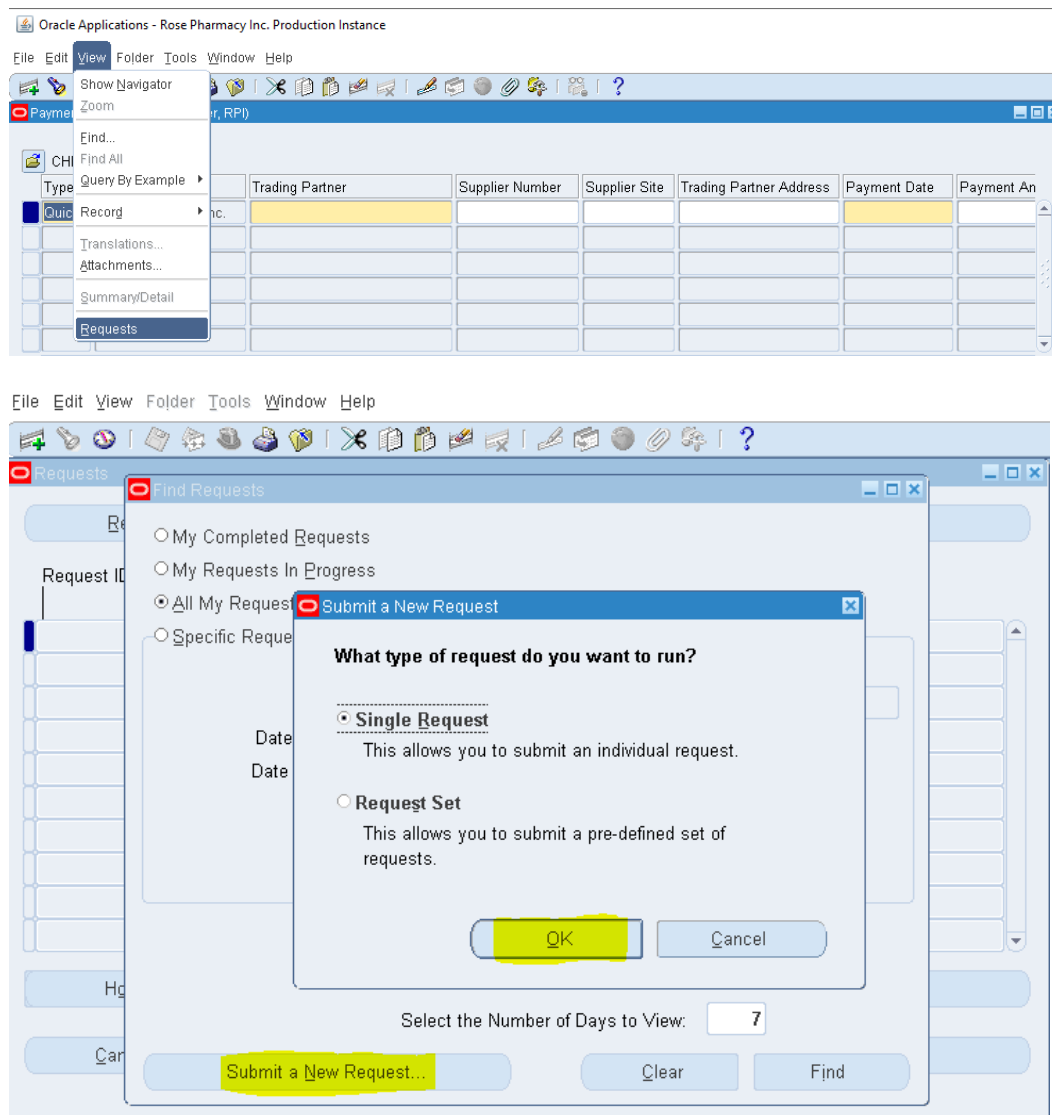
	Flat file generation	Performed by	Move Flat file thru FTP from Oracle DB "Data" folder to HSBC
1	10:30 am	Edylyn	11:00 am
2	3:30 pm	Edylyn	4:00 pm
3	9:30 pm	Automated/FS	10:00 pm

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#### 4.5.1. N > Payments > View > Requests > Submit a new request > OK



4.5.2. In the Name field, write RPI HSBC Peso Net and click TAB. A parameter will pop-up, fill-in required field and select OK button. See screenshot below for sample.

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**Submit Request**

Run this Request...

Copy...

Name: RPI HSBC Peso Net

Operating Unit:

Parameters:

Language:

Bank Account: HSBC CA 026024406040

Payment Document: HSBC\_PESONET\_6040100001-6040100500

Check Date: 10-SEP-2020

At these Times...

Run the

Upon Completion

Save all Output Files

Layout

Notify

Print to: noprint

Options...

Delivery Opts

Help (C)

Submit

Cancel

- 4.5.3. Select Submit button > 'No' if you don't want to submit another report while 'Yes' if you want to re-submit a new report.

**Submit Request**

Run this Request...

Copy...

Name: RPI HSBC Peso Net

Operating Unit:

Parameters: HSBC CA 026024406040:HSBC\_PESONET\_6040100001-6040100500:10-SEP-2020

Language: American English

Language Settings...

Debug Options

At these Times...

Run the Job: As Soon as Possible

Upon Completion...

☒ Save all Output Files

Layout

Notify

Print to: noprint

Delivery Opts

Help (C)

Submit

Cancel

**Decision**

Request submitted.  
(Request ID = 232520109)

Submit another request?

Yes No

- 4.5.4. Select 'Find' button > check and wait until the program Phase and Status changes to Completed and Normal respectively. Click 'Refresh Data'

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button to update the status. View Output to view details and check the cause of error in case status is 'Warning'.

### <Report Sample Only >

#### PARAMETER

Bank Account:HSBC CA 026024406040  
Payment Document:HSBC\_PESONET\_6040400001-6040400500  
Check Date: 2020/09/08 00:00:00

#### VALIDATION

1. UL SKIN SCIENCES?, INC. CV Number:1273867
  - A. For Manual DFF: Success!
  - B. Vendor Contact Directory: Success!
  - C. Beneficiary Details:
    - \* Account Number to Credit: Success!
    - \* Bank Name: Success!
    - \* Swift Code: Success!
    - \* Beneficiary Name: Success!
    - \* Beneficiary Address: Success!
    - \* Beneficiary Bank Address: Success!
    - \* Beneficiary Bank Country: Success!
  - D. Value Date: Success!
2. UNILAB?, INC. CV Number:1273834
  - A. For Manual DFF: Success!
  - B. Vendor Contact Directory: Success!
  - C. Beneficiary Details:
    - \* Account Number to Credit: Success!
    - \* Bank Name: Success!
    - \* Swift Code: Success!
    - \* Beneficiary Name: Success!
    - \* Beneficiary Address: Success!
    - \* Beneficiary Bank Address: Success!
    - \* Beneficiary Bank Country: Success!
  - D. Value Date: Success!
3. ARIES DISTRIBUTORS?, INC CV Number:1273785
  - A. For Manual DFF: Success!
  - B. Vendor Contact Directory: Success!
  - C. Beneficiary Details:
    - \* Account Number to Credit: Success!
    - \* Bank Name: Success!
    - \* Swift Code: Success!
    - \* Beneficiary Name: Success!
    - \* Beneficiary Address: Success!
    - \* Beneficiary Bank Address: Success!

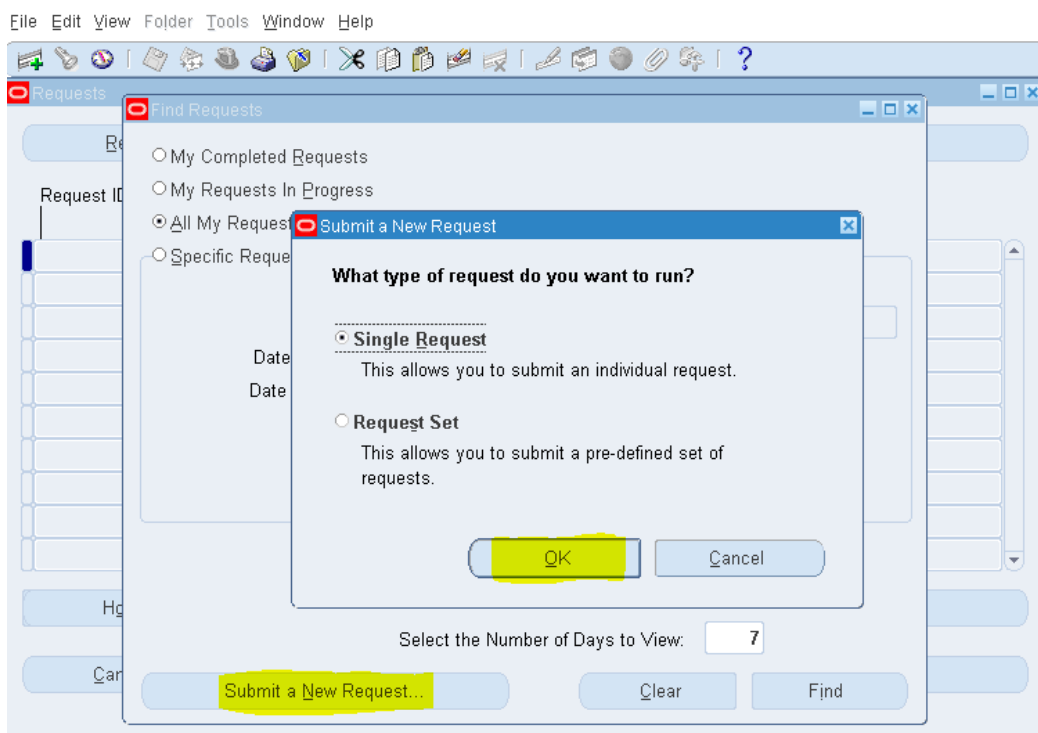
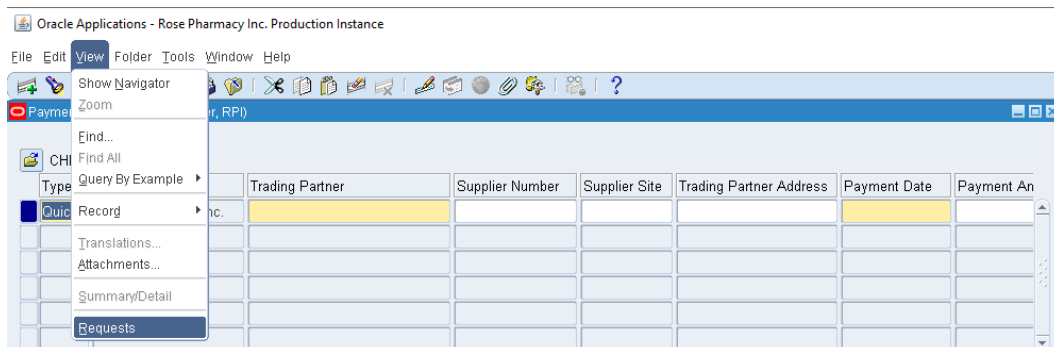
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4.6. Finance supervisor – check run shall generate a Disbursement report and verify if uploaded payment instructions to HSBCnet are complete.

4.6.1. N > Payments > View > Requests > Submit a new request > OK



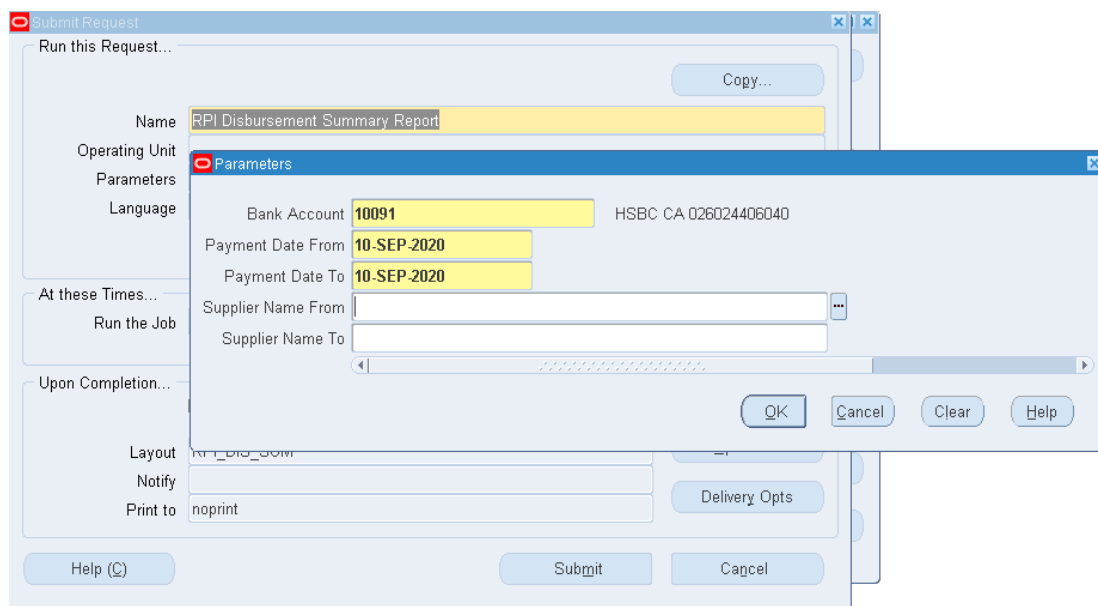
4.6.2. In the Name field, Finance supervisor – check run writes RPI Disbursement Summary Report and click TAB. A parameter will pop-up, fill-in required field and select OK button. See screenshot below for sample.



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The screenshot shows the 'Submit Request' dialog box. The 'Parameters' sub-dialog is open, displaying the following fields:

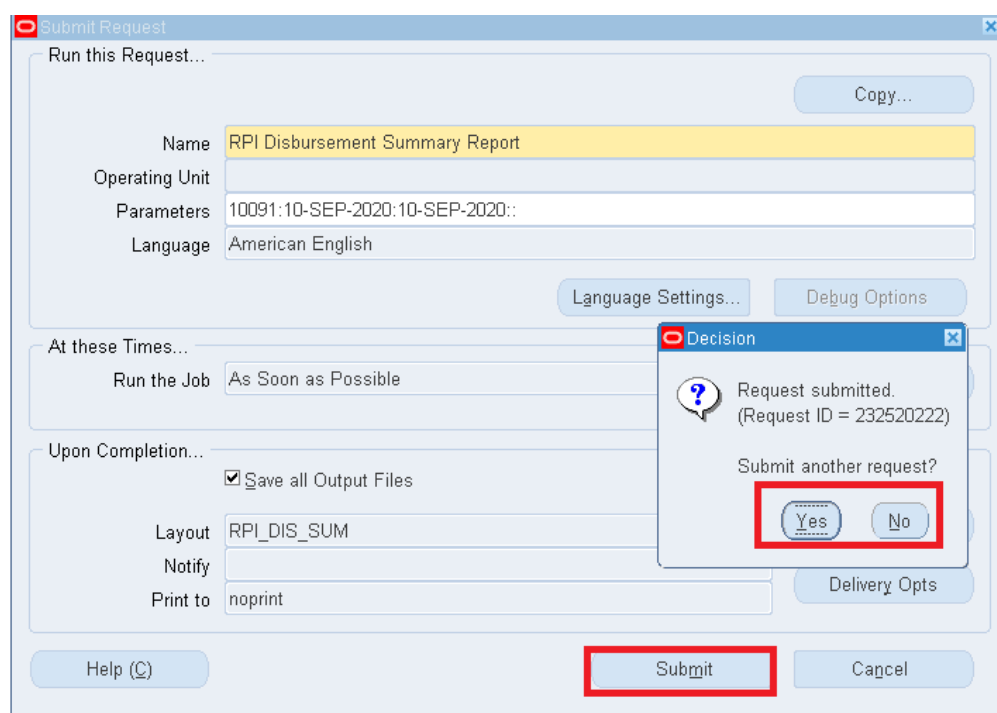
- Bank Account: 10091 (HSBC CA 026024406040)
- Payment Date From: 10-SEP-2020
- Payment Date To: 10-SEP-2020
- Supplier Name From: (empty)
- Supplier Name To: (empty)

The main dialog box has the following fields:

- Name: RPI Disbursement Summary Report
- Operating Unit: (empty)
- Parameters: (empty)
- Language: (empty)
- At these Times... Run the Job: (empty)
- Upon Completion... (empty)
- Layout: RPI\_DIS\_SUM
- Notify: (empty)
- Print to: noprint

Buttons: Copy..., OK, Cancel, Clear, Help, Submit, Cancel.

- 4.6.3. Select Submit button > 'No' if you don't want to submit another report while 'Yes' if you want to re-submit a new report.



The screenshot shows the 'Submit Request' dialog box with a 'Decision' pop-up. The 'Decision' pop-up contains the following text:

Request submitted.  
(Request ID = 232520222)

Submit another request?

Buttons: Yes, No

The 'Submit' button in the main dialog box is highlighted with a red box.

- 4.6.4. Select 'Find' button > check and wait until the program Phase and Status changes to Completed and Normal respectively. Click 'Refresh Data' button to update the status.

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Requests

Refresh Data

Find Requests

Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
232520222	RPI Disbursement Summar		Completed	Normal	10091, 2020/09/10 00:00:00, 2

#### 4.6.5. Select View Output button to view the report

[illegible]

**<Report Sample Only >**

Rose Pharmacy, Inc.																																																																																																														
Disbursement Summary Report																																																																																																														
Disbursing Bank	Doc No	Check No	Check Voucher	Payment Date	Check Date	Check Write Date	Check Run Date	CV Run Date	Check Amount	Vendor Name	Party Name	Invoice Information																																																																																																		
HSCB CA 026024406040	6040300017		1273819	8-Sep-20	11-Sep-20	8-Sep-20	8-Sep-20	8-Sep-20	24,301.68	CEBU DEMELLE ENTERPRISES	GLADYS MADEJA	<table><thead><tr><th>Invoice Num</th><th>Apv No</th><th>Invoice Date</th><th>Invoice Amount</th><th>Vat</th><th>Whold Tax</th><th>Amount Paid</th></tr></thead><tbody><tr><td>62314</td><td>1026r6500</td><td>29-Aug-20</td><td>1,591.97</td><td>170.57</td><td>-14.21</td><td>1,577.73</td></tr><tr><td>62315</td><td>1026r6501</td><td>29-Aug-20</td><td>817.63</td><td>87.61</td><td>-7.3</td><td>810.33</td></tr><tr><td>62317</td><td>1026r6502</td><td>29-Aug-20</td><td>3,980.50</td><td>426.48</td><td>-35.54</td><td>3,944.99</td></tr><tr><td>62318</td><td>1026r6503</td><td>29-Aug-20</td><td>107.04</td><td>11.47</td><td>-0.96</td><td>106.04</td></tr><tr><td>62319</td><td>1026r6504</td><td>29-Aug-20</td><td>1,673.86</td><td>179.35</td><td>-14.95</td><td>1,658.97</td></tr><tr><td>62320</td><td>1026r6505</td><td>27-Aug-20</td><td>3,790.80</td><td>406.16</td><td>-33.85</td><td>3,756.99</td></tr><tr><td>62321</td><td>1026r6506</td><td>27-Aug-20</td><td>911.76</td><td>97.69</td><td>-8.14</td><td>903.63</td></tr><tr><td>62322</td><td>1026r6507</td><td>29-Aug-20</td><td>1,504.34</td><td>163.32</td><td>-13.61</td><td>1,510.77</td></tr><tr><td>62323</td><td>1026r6508</td><td>29-Aug-20</td><td>394.56</td><td>42.28</td><td>-3.52</td><td>391.01</td></tr><tr><td>62324</td><td>1026r6509</td><td>29-Aug-20</td><td>2,277.70</td><td>244.04</td><td>-20.34</td><td>2,257.33</td></tr><tr><td>62331</td><td>1026r6510</td><td>31-Aug-20</td><td>2,587.30</td><td>277.21</td><td>-23.1</td><td>2,564.24</td></tr><tr><td>62332</td><td>1026r6511</td><td>31-Aug-20</td><td>2,864.40</td><td>306.9</td><td>-25.58</td><td>2,838.86</td></tr><tr><td>62353</td><td>1026r6512</td><td>31-Aug-20</td><td>1,998.77</td><td>214.15</td><td>-17.85</td><td>1,980.99</td></tr></tbody></table>	Invoice Num	Apv No	Invoice Date	Invoice Amount	Vat	Whold Tax	Amount Paid	62314	1026r6500	29-Aug-20	1,591.97	170.57	-14.21	1,577.73	62315	1026r6501	29-Aug-20	817.63	87.61	-7.3	810.33	62317	1026r6502	29-Aug-20	3,980.50	426.48	-35.54	3,944.99	62318	1026r6503	29-Aug-20	107.04	11.47	-0.96	106.04	62319	1026r6504	29-Aug-20	1,673.86	179.35	-14.95	1,658.97	62320	1026r6505	27-Aug-20	3,790.80	406.16	-33.85	3,756.99	62321	1026r6506	27-Aug-20	911.76	97.69	-8.14	903.63	62322	1026r6507	29-Aug-20	1,504.34	163.32	-13.61	1,510.77	62323	1026r6508	29-Aug-20	394.56	42.28	-3.52	391.01	62324	1026r6509	29-Aug-20	2,277.70	244.04	-20.34	2,257.33	62331	1026r6510	31-Aug-20	2,587.30	277.21	-23.1	2,564.24	62332	1026r6511	31-Aug-20	2,864.40	306.9	-25.58	2,838.86	62353	1026r6512	31-Aug-20	1,998.77	214.15	-17.85	1,980.99
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62353	1026r6512	31-Aug-20	1,998.77	214.15	-17.85	1,980.99																																																																																																								
			Total Disbursement						CG 481,470.43																																																																																																					

4.7. Finance associate – bank recon summarizes the total bank debits for the period and provide report (Check voucher, Bank reference) to Finance system analyst for Payment upload.

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```

/var/XXAPPS/BANK_FILE/RPI/UPLOAD/arch/09072020.csv090720122320.arc - Database - Editor - WinSCP

```

1272946,LP	MNL009ASF
1272868,LP	MNL009ASG
1272873,LP	MNL009ASH
1272931,LP	MNL009ASI
1272871,LP	MNL009ASJ
1272928,LP	MNL009ASK
1272863,LP	MNL009ASL
1272851,LP	MNL009ASM
1272947,LP	MNL009ASN
1272856,LP	MNL009ASO
1272938,LP	MNL009ASP
1272870,LP	MNL009ASQ
1272932,LP	MNL009ASR
1272861,LP	MNL009ASS
1272948,LP	MNL009AST
1272945,LP	MNL009ASU
1272933,LP	MNL009ASV
1272935,LP	MNL009ASW

4.8. Finance System analyst uploads the HSBCnet bank debits to Oracle Payables > Payment workbench to update the HSBC net payment instructions.

Payments (Payables SuperUser, RPI)

CHECK RUN

Bank Account	Payment Document	Payment Amount	Document Num	Payment Method	Maturity Date	Voucher Num	Status	Pi
HSBC CA 026024406040	HSBC_PESONET_6040	1.00	6040100010	Bills Payable	28-AUG-2020	1272863	Reconciled	PI

Note: Actual Check# LP MNL009ASL File Name : and Request ID :

Number	Date	Amount	GL Date	Payment Amount
FT-08/25/2020	25-AUG-2020	40.00	25-AUG-2020	1.00

Description: HSBC 6040 Fund transfer - Pesonet Penny testing

Invoice Overview

Accounting: Processed

Actions... 1 Enter/Adjust Invoices Payment Overview