

Check upload

1. Purpose

1.1. To have a standard navigational instruction to IT in the ticketing for **Check Upload**.

2. Scope

2.1. IT users

3. Implementing Guidelines

3.1. Refer 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.

Ticket	Date Created	Last Update	Status	Subject	Priority	Resolution SLA	Business Unit
425021	7/10/24 3:05 PM	7/10/24 1:14 PM	OPEN	OPEN TICKET: Printed checks...	P3	12	Rose Pharmacy
427174	7/10/24 1:04 PM	7/10/24 1:04 PM	OPEN	OPEN TICKET: Printed checks...	P3	12	Rose Pharmacy
430699	7/10/24 11:30 AM	7/10/24 2:00 PM	OPEN	OPEN TICKET: Change R...	P3	12	Rose Pharmacy
387833	7/10/24 10:15 AM	7/10/24 4:08 PM	OPEN	OPEN TICKET: REQUEST...	P3	12	Rose Pharmacy
338149	7/10/24 11:30 AM	7/10/24 5:00 PM	OPEN	OPEN TICKET: PH-CL...	P3	12	Rose Pharmacy
403232	7/10/24 11:15 AM	7/10/24 5:15 PM	OPEN	Open Ticket: Change R...	P3	12	Rose Pharmacy
437159	7/10/24 10:22 AM	7/10/24 7:07 PM	OPEN	OPEN TICKET: REQUEST...	P3	12	Rose Pharmacy
719429	7/10/24 9:45 AM	7/10/24 9:45 AM	OPEN	OPEN TICKET: VENDOR...	P3	12	Rose Pharmacy
340335	7/10/24 6:00 PM	7/10/24 6:10 PM	OPEN	OPEN TICKET: SDOE O...	P3	12	Rose Pharmacy

4.2. Treasury sends an open ticket to IT Helpdesk with the Excel file with the checks for updating. Click Ticket number or Incident Description to open this ticket.

Number	Created	Subject	From	Priority	Assignee
132243	7/10/24 12:15 PM	OPEN TICKET: Printed checks...	Edlyn Amoco	P3	Lorian Lincaro

Ticket #132243

Edlyn Amoco posted 7/10/24 12:15 PM: OPEN TICKET: Printed checks as of July 10 for updating.

Hi Ms. @Lorian Lincaro,

Find attached printed checks for updating in Oracle.

Thanks,

Edlyn

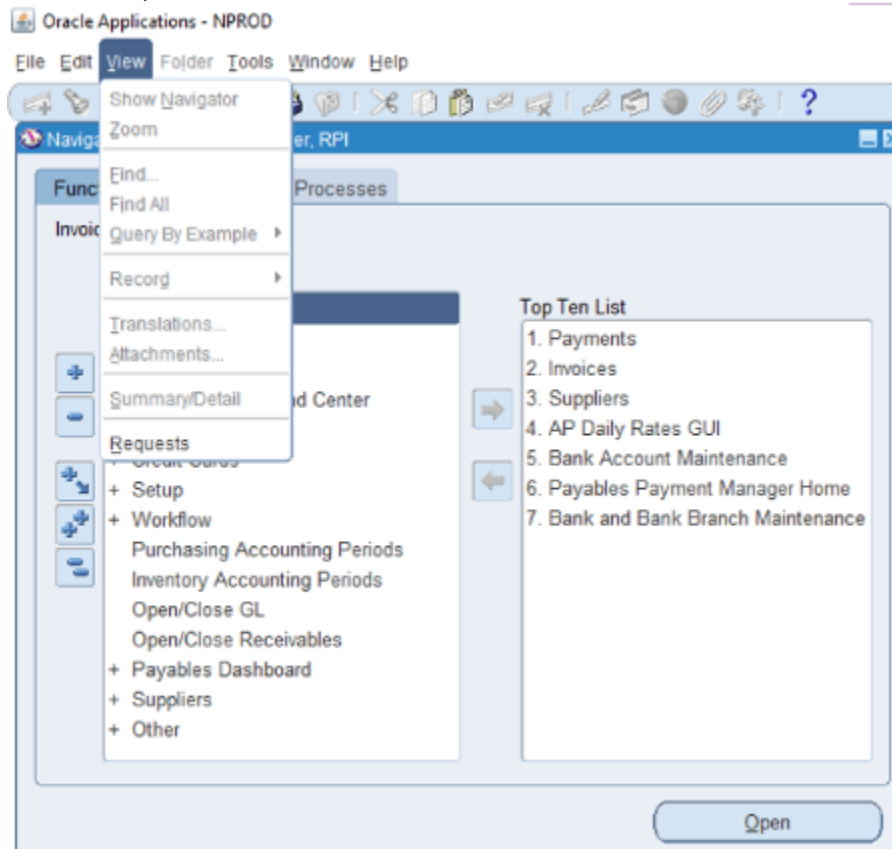
PRINTED CHECKS AS OF JULY 10.xlsx (15.7 kb)

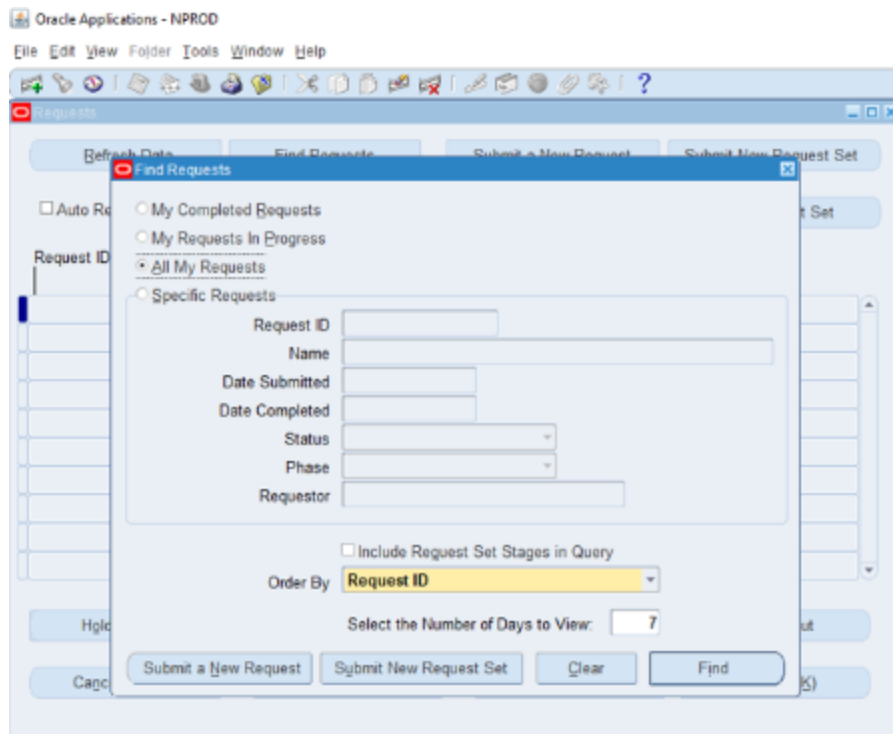
4.3. Open Excel file.

PRINTED CHECKS AS OF JULY 10 - Excel

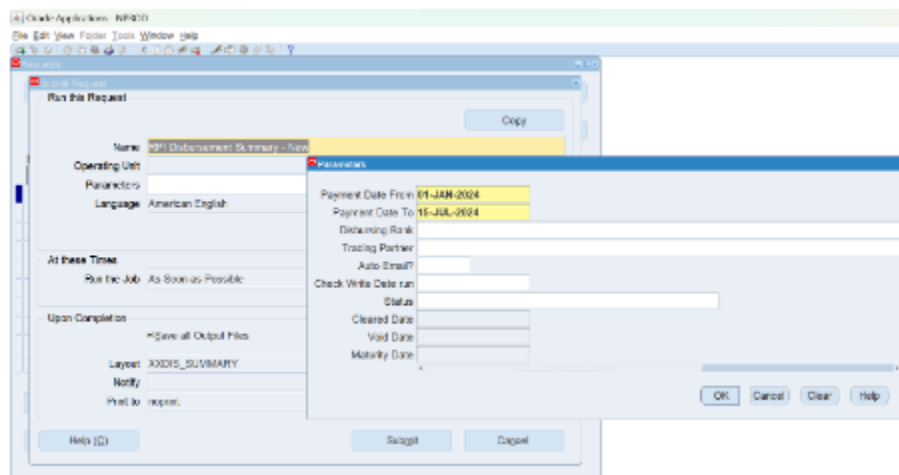
	A	B	C	D	E	F	G	H	I	J	K
				CHECK NO	CHECK AMOUNT	CHECK DATE	VENDOR NAME	CHECK VOUCHER NUMBER			
1											
2	CCB-0709C	4.17E+11	ROSE PHA	418287701	19639.33	7/5/2024	ALPA HOTEL MANAGEMENT & SERVICES, INC.	1359238			Success
3	CCB-0709C	4.17E+11	ROSE PHA	418287742	27560.52	7/5/2024	NEGROS ORIENTAL II ELECTRIC COOPERATIVE (NORECO II)	1359354			Success
4	CCB-0709C	4.17E+11	ROSE PHA	418287743	21076.04	7/5/2024	NEGROS ORIENTAL II ELECTRIC COOPERATIVE (NORECO II)	1359355			Success
5	CCB-0709C	4.17E+11	ROSE PHA	418287746	37582.4	7/5/2024	BANTAYAN ISLAND ELECTRIC COOP., INC.	1359358			Success
6	CCB-0709C	4.17E+11	ROSE PHA	418287748	27326.94	7/5/2024	CEBU II ELECTRIC COOPERATIVE INC	1359361			Success
7	CCB-0709C	4.17E+11	ROSE PHA	418287755	30110.73	7/5/2024	FLORITE LAND INC.	1359369			Success
8	CCB-0709C	4.17E+11	ROSE PHA	418287756	137639.6	7/5/2024	APPLEONE PROPERTIES, INC.	1359370			Success
9	CCB-0709C	4.17E+11	ROSE PHA	418287772	78400	7/5/2024	NELSON L. NAPUD	1359391			Success
10	CCB-0709C	4.17E+11	ROSE PHA	418287773	25032	7/5/2024	NELSON L. NAPUD	1359392			Success
11	CCB-0709C	4.17E+11	ROSE PHA	418287744	23941.73	7/5/2024	PROVINCE OF SIKUOR ELECTRIC COOPERATIVE, INC.	1359356			Success
12	CCB-0709C	4.17E+11	ROSE PHA	418287745	46462.82	7/5/2024	MORE ELECTRIC AND POWER CORPORATION	1359357			Success
13	CCB-0709C	4.17E+11	ROSE PHA	418287747	42823.95	7/5/2024	MARTINEZ BUSINESS CENTER	1359360			Success
14	CCB-0709C	4.17E+11	ROSE PHA	418287749	32330.85	7/5/2024	MA. ELENA SINORO	1359362			Success
15	CCB-0709C	4.17E+11	ROSE PHA	418287750	45936	7/5/2024	EASY ADVANCE REALTY AND DEVELOPMENT CORP.	1359363			Success
16	CCB-0709C	4.17E+11	ROSE PHA	418287751	27939.6	7/5/2024	EASY ADVANCE REALTY AND DEVELOPMENT CORP.	1359364			Success
17	CCB-0709C	4.17E+11	ROSE PHA	418287752	2450	7/5/2024	EASY ADVANCE REALTY AND DEVELOPMENT CORP.	1359366			Success
18	CCB-0709C	4.17E+11	ROSE PHA	418287753	367873.95	7/5/2024	SM PRIME HOLDINGS INC.	1359367			Success
19	CCB-0709C	4.17E+11	ROSE PHA	418287754	446166.18	7/5/2024	SM PRIME HOLDINGS INC.	1359368			Success
20	CCB-0709C	4.17E+11	ROSE PHA	418287757	88304.48	7/5/2024	MAIN HARDWARE	1359372			Success

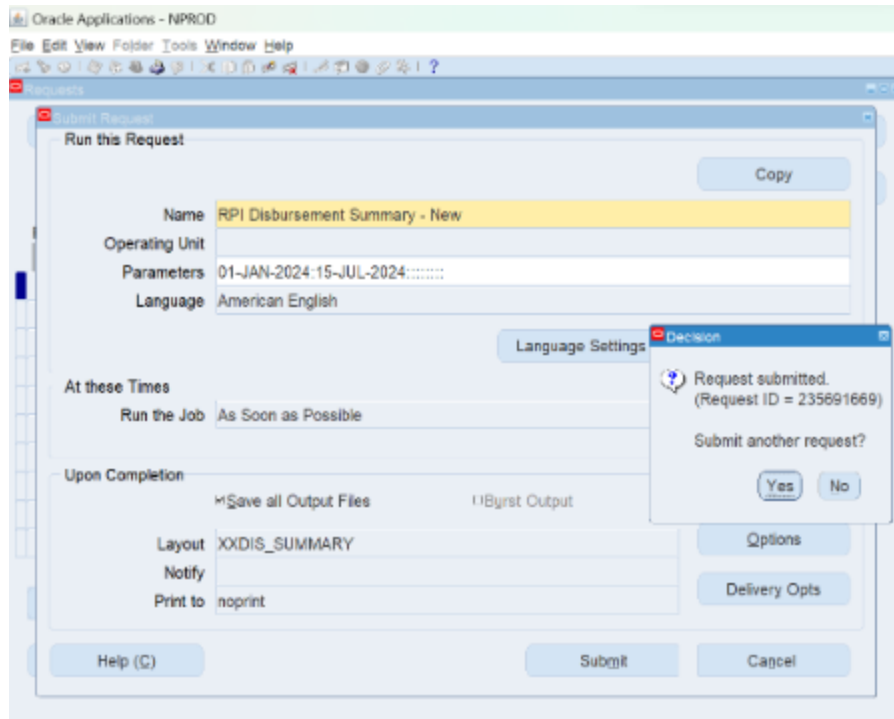
4.4. In Oracle, go to Payables SuperUser, RPI. Click View, then Requests. Click Submit a New Request.





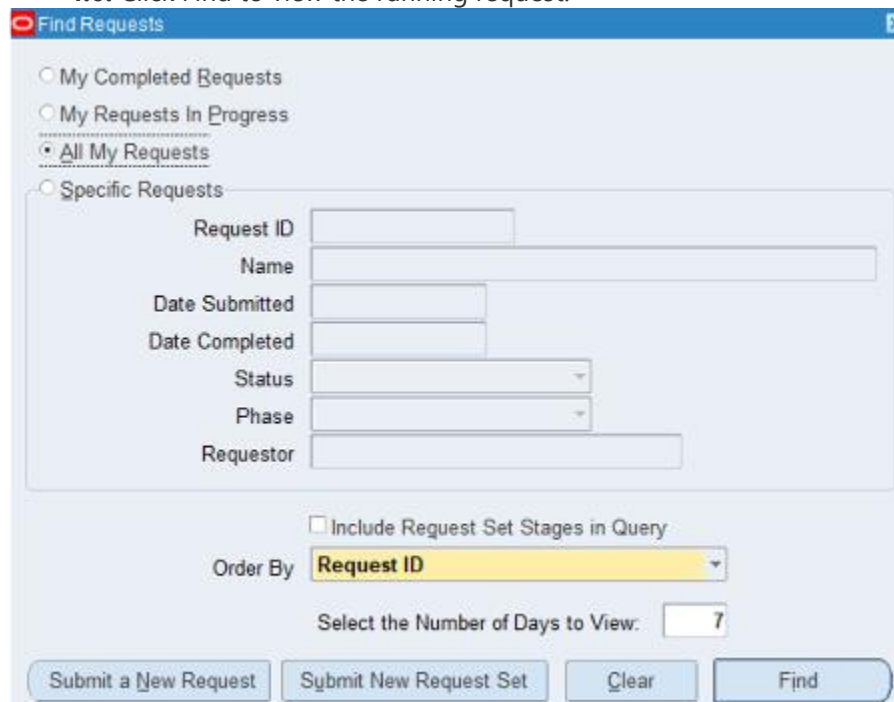
4.5. Under Submit Request, type RPI Disbursement Summary - New.
 Input Payment Date From - start date of report
 Payment Date To - end date of report
Click OK.





Click Submit. Choose No for Submit another request.

4.6. Click Find to view the running request.



4.7. Once the program has finished running (Completed – Normal), click View Output. Redirected to browser, **click Open.**

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

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
235691669	RPI Disbursement Summar		Completed	Normal	81, 2024/01/01 00:00:00, 202-
235685703	RPI (RPI AR Payment Inter		Completed	Normal	RPIARPAYMENTFILES.dat, /c
235685701	RPI (AR Receipt apply to A		Completed	Warning	2762, 81
235685700	RPI (AR Receipt Validation		Completed	Warning	2762, 81,
235685699	RPI (AR Payment Interface		Completed	Normal	RPIARPAYFILES.dat, \$AR_T
235685698	RPI (AR Payment - upload		Completed	Normal	/oracle/XXAPPS/XXAR_INTEF
235685697	RPI (AR Payment - Get Fil		Completed	Normal	/oracle/XXAPPS/XXAR_INTEF
235685696	RPI Standard Receipt Inter		Completed	Error	2762, 81
235685678	RPI (AR Misc Payment Ints		Completed	Normal	RPIARMISCPAYMENTFILES.
235685677	RPI (AR MISC PAYMENT		Completed	Error	2762, 81,

Hold Request View Details Rerun Request View Output

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

Not secure | oraapp.rosepharmacy.com/0040/CA_CG/TNDW/RUse?temp_id=1355757427

You're in Internet Explorer mode. Most pages work better in Microsoft Edge. [Open in Microsoft Edge](#)

Internet Explorer

What do you want to do with
RPI_Disbursement_Summary__New_150724.xls?

Size: 7.71 KB
Type: Microsoft Excel 2003
From: oraapp.rosepharmacy.com

→ Open
The file won't be saved automatically.

→ Save

→ Save as

Cancel

RNDWR (Read-Only) [Compatibility Mode] - Excel						
File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do						
Clipboard Font Paragraph Styles Cells Editing Add-ins						
XDO_7MA... 30-JAN-2024						
1 Disbursement Summary						
2 Rose Pharmacy, Incorporated						
3 3rd Floor, FLC Center, 888 Hernan Cortes St., Brgy. Subangdaku, Mandaue City, Cebu, PH						
4 VAT REG TIN: 000-310-457-00000						
5 Period From January 1, 2024 To July 15, 2024						
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	C	D	E	F	G	H	I	J	K
9	Account Number	Payment Reference	Dummy Check Number	CV Number	Payment Amount	Payment Date	Maturity Date	Payment Status	Cleared Date
778	BDO SA 6090074208		2424229	1341824	45,000,000.00	11-JAN-2024	11-JAN-2024	RECONCILED	12-JAN-2024
779	BDO SA 6090074208		2424230	1342430	50,000,000.00	17-JAN-2024	17-JAN-2024	RECONCILED	18-JAN-2024
780	BDO SA 6090074208		2424231	1342431	50,000,000.00	17-JAN-2024	17-JAN-2024	RECONCILED	18-JAN-2024
781	BDO SA 6090074208		2424232	1343670	100,000,000.00	26-JAN-2024	26-JAN-2024	RECONCILED	29-JAN-2024
782	BDO SA 6090074208		2424233	1344086	30,000,000.00	30-JAN-2024	30-JAN-2024	RECONCILED	31-JAN-2024
783	BDO SA 6090074208		2424234	1344814	50,000,000.00	06-FEB-2024	06-FEB-2024	RECONCILED	06-FEB-2024
784	BDO SA 6090074208		2424235	1344815	50,000,000.00	06-FEB-2024	06-FEB-2024	RECONCILED	14-FEB-2024
785	BDO SA 6090074208		2424236	1345334	50,000,000.00	14-FEB-2024	14-FEB-2024	RECONCILED	15-FEB-2024
786	BDO SA 6090074208		2424237	1346121	50,000,000.00	16-FEB-2024	16-FEB-2024	RECONCILED	23-FEB-2024
787	BDO SA 6090074208		2424238	1346122	50,000,000.00	16-FEB-2024	16-FEB-2024	RECONCILED	26-FEB-2024
788	BDO SA 6090074208		2424239	1346533	50,000,000.00	27-FEB-2024	27-FEB-2024	RECONCILED	28-FEB-2024
789	BDO SA 6090074208		2424240	1346990	30,000,000.00	29-FEB-2024	29-FEB-2024	RECONCILED	29-FEB-2024
790	BDO SA 6090074208		2424241	1347706	20,000,000.00	04-MAR-2024	04-MAR-2024	RECONCILED	04-MAR-2024

Ready: 105.25 of 15093 records found. Copy Accounts Payable Unavailable

4.9. Copy data to the Printed checks Excel file provided by Treasury on Sheet 2, starting on column B.

PRINTED CHECKS AS OF JULY 10 - Excel

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

Clipboard Font Alignment Number Styles Cells Editing

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Payment Type	Disbursing Bank	Account Number	Payment Reference	Dummy Check Number	CV Number	Payment Amount	Payment Date	Maturity Date	Payment Status	Cleared Date	Void Date	Posting Part
2		Manual	Banco De Oro	BDO SA 6090074208		2424229	1341824	45,000,000.00	11-JAN-20	11-JAN-20	RECONCILED	12-JAN-2024		ROSE PH
3		Manual	Banco De Oro	BDO SA 6090074208		2424230	1342430	50,000,000.00	17-JAN-20	17-JAN-20	RECONCILED	18-JAN-2024		ROSE PH
4		Manual	Banco De Oro	BDO SA 6090074208		2424231	1342431	50,000,000.00	17-JAN-20	17-JAN-20	RECONCILED	18-JAN-2024		ROSE PH
5		Manual	Banco De Oro	BDO SA 6090074208		2424232	1343670	100,000,000.00	26-JAN-20	26-JAN-20	RECONCILED	29-JAN-2024		ROSE PH
6		Manual	Banco De Oro	BDO SA 6090074208		2424233	1344086	30,000,000.00	30-JAN-20	30-JAN-20	RECONCILED	31-JAN-2024		ROSE PH
7		Manual	Banco De Oro	BDO SA 6090074208		2424234	1344814	50,000,000.00	06-FEB-20	06-FEB-20	RECONCILED	06-FEB-2024		ROSE PH
8		Manual	Banco De Oro	BDO SA 6090074208		2424235	1344815	50,000,000.00	06-FEB-20	06-FEB-20	RECONCILED	14-FEB-2024		ROSE PH
9		Manual	Banco De Oro	BDO SA 6090074208		2424236	1345334	50,000,000.00	14-FEB-20	14-FEB-20	RECONCILED	15-FEB-2024		ROSE PH
10		Manual	Banco De Oro	BDO SA 6090074208		2424237	1346121	50,000,000.00	16-FEB-20	16-FEB-20	RECONCILED	23-FEB-2024		ROSE PH
11		Manual	Banco De Oro	BDO SA 6090074208		2424238	1346122	50,000,000.00	16-FEB-20	16-FEB-20	RECONCILED	26-FEB-2024		ROSE PH
12		Manual	Banco De Oro	BDO SA 6090074208		2424239	1346533	50,000,000.00	27-FEB-20	27-FEB-20	RECONCILED	28-FEB-2024		ROSE PH
13		Manual	Banco De Oro	BDO SA 6090074208		2424240	1346990	30,000,000.00	29-FEB-20	29-FEB-20	RECONCILED	29-FEB-2024		ROSE PH
14		Manual	Banco De Oro	BDO SA 6090074208		2424241	1347706	20,000,000.00	04-MAR-20	04-MAR-20	RECONCILED	04-MAR-2024		ROSE PH
15		Manual	Banco De Oro	BDO SA 6090074208		2424242	1347707	20,000,000.00	04-MAR-20	04-MAR-20	RECONCILED	05-MAR-2024		ROSE PH
16		Manual	Banco De Oro	BDO SA 6090074208		2424243	1348060	20,000,000.00	06-MAR-20	06-MAR-20	RECONCILED	07-MAR-2024		ROSE PH
17		Manual	Banco De Oro	BDO SA 6090074208		2424244	1348380	50,000,000.00	11-MAR-20	11-MAR-20	RECONCILED	12-MAR-2024		ROSE PH
18		Manual	Banco De Oro	BDO SA 6090074208		2424245	1348381	50,000,000.00	11-MAR-20	11-MAR-20	RECONCILED	22-MAR-2024		ROSE PH
19		Manual	Banco De Oro	BDO SA 6090074208		2424246	1348476	50,000,000.00	21-MAR-20	21-MAR-20	RECONCILED	25-MAR-2024		ROSE PH
20		Manual	Banco De Oro	BDO SA 6090074208		2424247	1348477	20,000,000.00	21-MAR-20	21-MAR-20	RECONCILED	22-MAR-2024		ROSE PH
21		Manual	Banco De Oro	BDO SA 6090074208		2424248	1349582	20,000,000.00	27-MAR-20	27-MAR-20	RECONCILED	27-MAR-2024		ROSE PH

Select destination and press ENTER or choose Paste

4.10. Copy CV number to column A.

PRINTED CHECKS AS OF JULY 10 - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	CV Number	Payment Type	Disbursing Bank	Account Number	Payment Reference	Dummy Check Number	CV Number	Payment Amount	Payment Date	Due Date	Payment Status	Cleared Date	Void Date	Adding Par
2	1341824	Manual	Banco De Oro	BDO SA 6090074208	2424229	1341824	45,000,000.00	11-JAN-20	11-JAN-20	RECONCILI	12-JAN-2024			ROSE PH
3	1342430	Manual	Banco De Oro	BDO SA 6090074208	2424230	1342430	50,000,000.00	17-JAN-20	17-JAN-20	RECONCILI	18-JAN-2024			ROSE PH
4	1342431	Manual	Banco De Oro	BDO SA 6090074208	2424231	1342431	50,000,000.00	17-JAN-20	17-JAN-20	RECONCILI	18-JAN-2024			ROSE PH
5	1343670	Manual	Banco De Oro	BDO SA 6090074208	2424232	1343670	100,000,000.00	26-JAN-20	26-JAN-20	RECONCILI	29-JAN-2024			ROSE PH
6	1344086	Manual	Banco De Oro	BDO SA 6090074208	2424233	1344086	30,000,000.00	30-JAN-20	30-JAN-20	RECONCILI	31-JAN-2024			ROSE PH
7	1344814	Manual	Banco De Oro	BDO SA 6090074208	2424234	1344814	50,000,000.00	06-FEB-20	06-FEB-20	RECONCILI	06-FEB-2024			ROSE PH
8	1344815	Manual	Banco De Oro	BDO SA 6090074208	2424235	1344815	50,000,000.00	06-FEB-20	06-FEB-20	RECONCILI	14-FEB-2024			ROSE PH
9	1345334	Manual	Banco De Oro	BDO SA 6090074208	2424236	1345334	50,000,000.00	14-FEB-20	14-FEB-20	RECONCILI	15-FEB-2024			ROSE PH
10	1346121	Manual	Banco De Oro	BDO SA 6090074208	2424237	1346121	50,000,000.00	16-FEB-20	16-FEB-20	RECONCILI	23-FEB-2024			ROSE PH
11	1346122	Manual	Banco De Oro	BDO SA 6090074208	2424238	1346122	50,000,000.00	16-FEB-20	16-FEB-20	RECONCILI	26-FEB-2024			ROSE PH
12	1346533	Manual	Banco De Oro	BDO SA 6090074208	2424239	1346533	50,000,000.00	27-FEB-20	27-FEB-20	RECONCILI	28-FEB-2024			ROSE PH
13	1346990	Manual	Banco De Oro	BDO SA 6090074208	2424240	1346990	30,000,000.00	29-FEB-20	29-FEB-20	RECONCILI	29-FEB-2024			ROSE PH
14	1347706	Manual	Banco De Oro	BDO SA 6090074208	2424241	1347706	20,000,000.00	04-MAR-20	04-MAR-20	RECONCILI	04-MAR-2024			ROSE PH
15	1347707	Manual	Banco De Oro	BDO SA 6090074208	2424242	1347707	20,000,000.00	04-MAR-20	04-MAR-20	RECONCILI	05-MAR-2024			ROSE PH
16	1348060	Manual	Banco De Oro	BDO SA 6090074208	2424243	1348060	20,000,000.00	06-MAR-20	06-MAR-20	RECONCILI	07-MAR-2024			ROSE PH
17	1348380	Manual	Banco De Oro	BDO SA 6090074208	2424244	1348380	50,000,000.00	11-MAR-20	11-MAR-20	RECONCILI	12-MAR-2024			ROSE PH
18	1348381	Manual	Banco De Oro	BDO SA 6090074208	2424245	1348381	50,000,000.00	11-MAR-20	11-MAR-20	RECONCILI	22-MAR-2024			ROSE PH
19	1349476	Manual	Banco De Oro	BDO SA 6090074208	2424246	1349476	50,000,000.00	21-MAR-20	21-MAR-20	RECONCILI	25-MAR-2024			ROSE PH
20	1349477	Manual	Banco De Oro	BDO SA 6090074208	2424247	1349477	20,000,000.00	21-MAR-20	21-MAR-20	RECONCILI	22-MAR-2024			ROSE PH
21	1349982	Manual	Banco De Oro	BDO SA 6090074208	2424248	1349982	20,000,000.00	27-MAR-20	27-MAR-20	RECONCILI	27-MAR-2024			ROSE PH

Highlight the cv numbers, then click on error sign to convert to number.

File Home Insert Page Layout Formulas

Calibri 11

Clipboard Font

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	A	B	C
5837	1353500	Manual	ROBINSONSBANK
5838	1353501	Manual	ROBINSONSBANK
5839	1353878	Manual	ROBINSONSBANK
5840	1355104	Manual	ROBINSONSBANK
5841	1355355	Manual	ROBINSONSBANK
5842	1355357	Manual	ROBINSONSBANK
5843	1355358	Manual	ROBINSONSBANK
5844	1355359	Manual	ROBINSONSBANK
5845	1356178	Manual	ROBINSONSBANK
5846	1356570	Manual	ROBINSONSBANK
5847	1356571	Manual	ROBINSONSBANK
5848	1356890	Manual	ROBINSONSBANK
5849	1357936	Manual	ROBINSONSBANK
5850	1358026	Manual	ROBINSONSBANK
5851	1359279	Manual	ROBINSONSBANK
5852	1359280	Manual	ROBINSONSBANK
5853	1359281	Manual	ROBINSONSBANK
5854	1359720	Manual	ROBINSONSBANK
5855	1341037	Manual	ROBINSONSBANK
5856	1343414	Manual	ROBINSONSBANK
5857	1343417	Manual	ROBINSONSBANK

Sheet1 Sheet2

*Ensure that the cv numbers have been converted so that they could be looked up by vlookup.

4.11. In Sheet 1, validate data -

	G	H	I	J	K	L	M	N	O	P	Q	R	S
	VENDOR NAME	CHECK VOUCHER NUMBER							Check number	Amount	Diff	Checking	
1	ALPA HOTEL MANAGEMENT & SERVICES, INC.	1359238	Successful				For ReleaseRPMBTC21	418287701	16619.33	0	TRUE		
2	NEGROS ORIENTAL II ELECTRIC COOPERATIVE (NDRECO II)	1359254	Successful				For ReleaseRPMBTC21	418287742	27580.52	0	TRUE		
3	NEGROS ORIENTAL II ELECTRIC COOPERATIVE (NDRECO II)	1359255	Successful				For ReleaseRPMBTC21	418287743	21079.04	0	TRUE		
4	BANTAYAN ISLAND ELECTRIC COOP., INC.	1359258	Successful				For ReleaseRPMBTC21	418287746	17582.4	0	TRUE		
5	CEBU II ELECTRIC COOPERATIVE INC	1359261	Successful				For ReleaseRPMBTC21	418287748	27326.94	0	TRUE		
6	FLORETE LAND INC.	1359269	Successful				For ReleaseRPMBTC21	418287755	30110.73	0	TRUE		
7	APPLEONE PROPERTIES, INC.	1359270	Successful				For ReleaseRPMBTC21	418287756	117639.6	0	TRUE		
8	NELSON L. NAPUD	1359291	Successful				For ReleaseRPMBTC21	418287772	78400	0	TRUE		

4.11.a. Check number -

- Go to a column without data. Input formula =VLOOKUP(Check voucher number, Sheet 2!CV number to Payment reference number,5,0)
- Copy then paste as values.
- Remove extra spaces or convert to number.

4.11.b. Payment amount -

- Input formula =VLOOKUP(Check voucher number, Sheet 2!CV number to Payment amount,8,0)

4.11.c. Amount difference -

- Ensure that there is no amount difference between Oracle report and Excel file provided by Treasury. Subtract vlooked up amount from check amount in report. Amount must be zero (0).

4.11.d. Check number checking -

- Ensure that vlooked up check number is equal to check number in report. Input formula =check number in Oracle=check number in Oracle

*If the check number checking is FALSE, the check uploaded in Oracle previously needs to be updated with the data provided by Treasury to override wrong data.

**#N/A data could be due to Cancelled checks.

4.12. Filter FALSE data in checking column. Input formula =check voucher number&" "&check number

CHECK VOUCHER									
Sl	Sl	Sl	Sl	Sl	Sl	Sl	Sl	Sl	Sl
1	1350002	Successful	Printed	For Release	RM#87C21438307770	20682	0	PAUSE	3200982143820773
2	1350008	Successful	Printed		RM#87C21438307758	19845.78	0	PAUSE	3200982143820768
3	1350057	Successful	Printed		RM#87C21438307750	40482.87	0	PAUSE	3200957143820745
4	1350080	Successful	Printed		RM#87C21438307760	43622.95	0	PAUSE	3200980143820767
5	1350082	Successful	Printed		RM#87C21438307758	32300.85	0	PAUSE	3200982143820760
6	1350083	Successful	Printed		RM#87C21438307758	406.86	0	PAUSE	3200982143820760
7	1350084	Successful	Printed		RM#87C21438307751	27399.0	0	PAUSE	3200984143820751
8	1350086	Successful	Printed		RM#87C21438307750	3450	0	PAUSE	3200980143820752
9	1350087	Successful	Printed		RM#87C21438307753	30787.6	0	PAUSE	3200987143820753
10	1350088	Successful	Printed		RM#87C21438307756	48806.2	0	PAUSE	3200980143820754
11	1350072	Successful	Printed		RM#87C21438307751	88904.40	0	PAUSE	3200975143820751
12	1350073	Successful	Printed		RM#87C21438307756	24325.17	0	PAUSE	3200973143820756
13	1350074	Successful	Printed		RM#87C21438307750	17729.03	0	PAUSE	3200974143820759
14	1350075	Successful	Printed		RM#87C21438307760	17729.03	0	PAUSE	3200975143820760
15	1350076	Successful	Printed		RM#87C21438307751	17729.03	0	PAUSE	3200976143820761
16	1350077	Successful	Printed		RM#87C21438307762	17729.03	0	PAUSE	3200977143820762
17	1350078	Successful	Printed		RM#87C21438307760	17729.03	0	PAUSE	3200978143820763
18	1350079	Successful	Printed		RM#87C21438307762	17729.03	0	PAUSE	3200979143820764
19	1350080	Successful	Printed		RM#87C21438307760	17729.03	0	PAUSE	3200980143820765

4.13. Copy the concatenated data from the Excel file to a .csv file in WinSCP.

```

1001140,416070144
1001141,416070150
1001142,416070162
1001143,416070166
1001144,416070169
1001145,416070190
1001146,416070191
1001147,416070202
1001148,416070191
1001149,416070223
1001150,416070168
1001151,416070225
1001152,416070166
1001153,416070235
1001154,416070166
1001155,416070239
1001156,416070176
1001157,416070210
1001158,416070169
1001159,416070240
1001160,416070161
1001161,416070227
1001162,416070167
1001163,416070243
1001171,416070283
1001176,416070240
1001187,416070164
1001200,416070200
1001270,416070180
1001271,416070283
1001275,416070284
1001276,416070285
1001278,416070286
1001279,416070287
1001278,416070286

```

4.14. Rename csv file name to RPI+mmddyy.csv

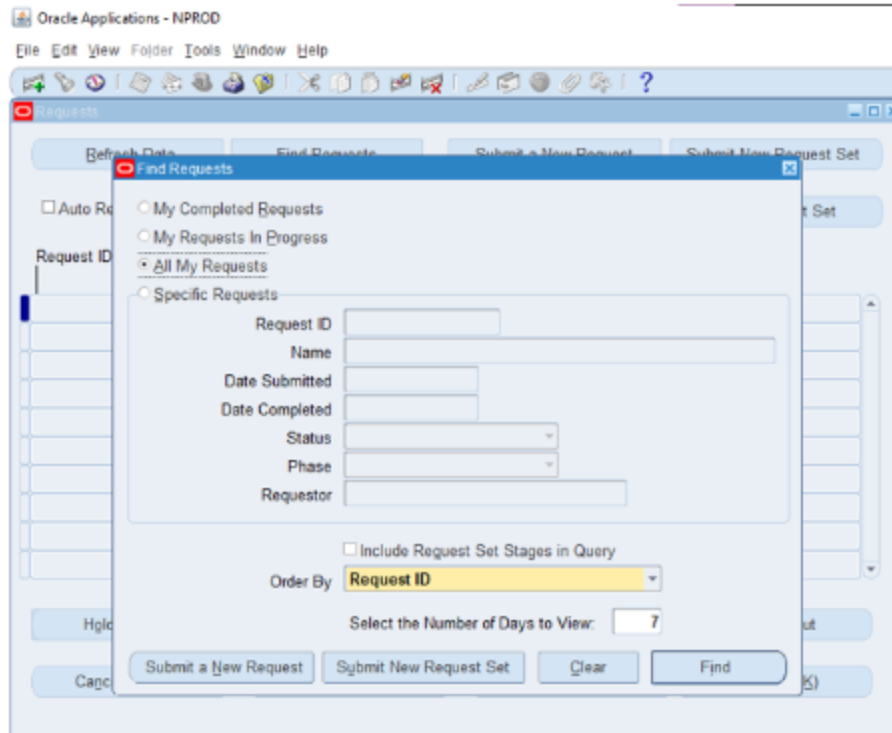
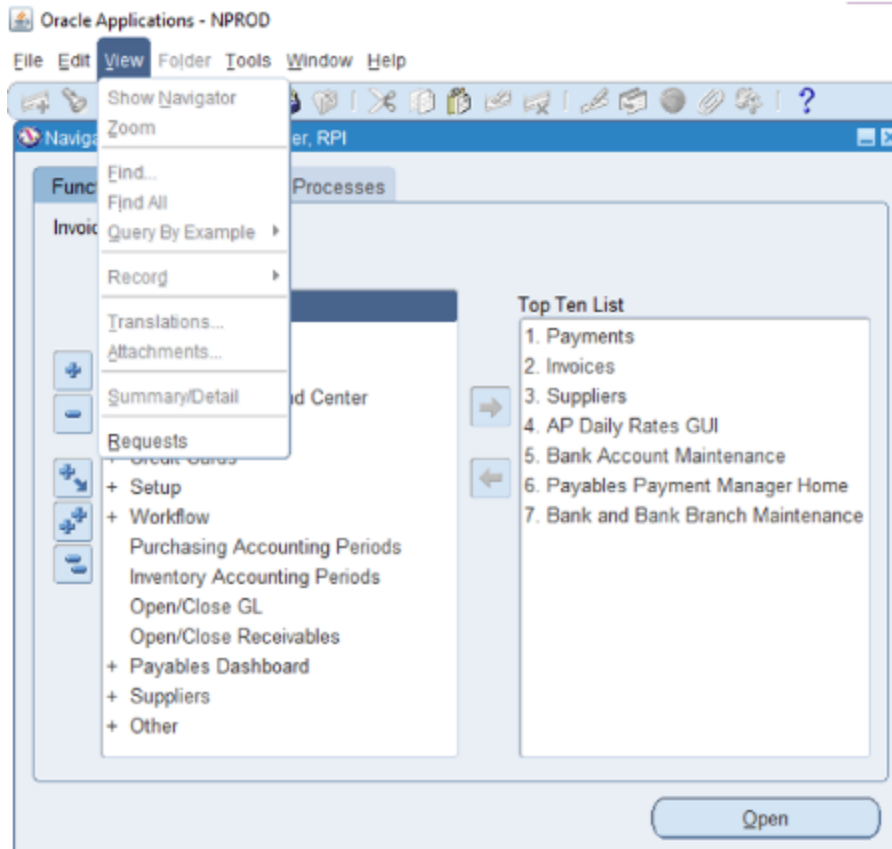
Transfer .csv file to file path /oracle/XXAPPS/BANK_FILE/RPI/UPLOAD/data/ by clicking F5 in keyboard. **Click OK.**

The screenshot shows a file explorer window with the address bar displaying the path `/oracle/XXAPPS/BANK_FILE/RPI/UPLOAD/data/`. The file list contains two entries:

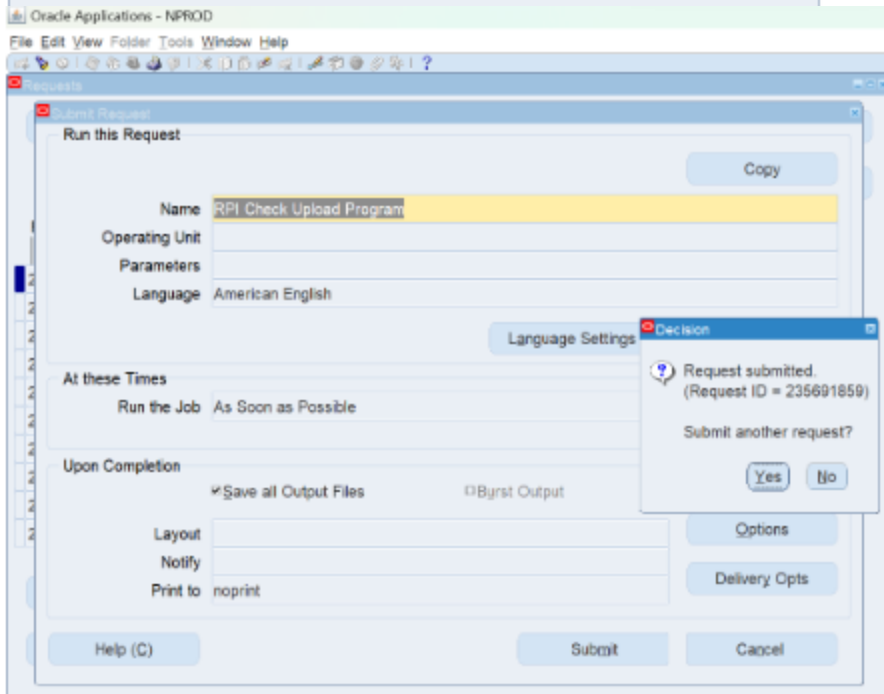
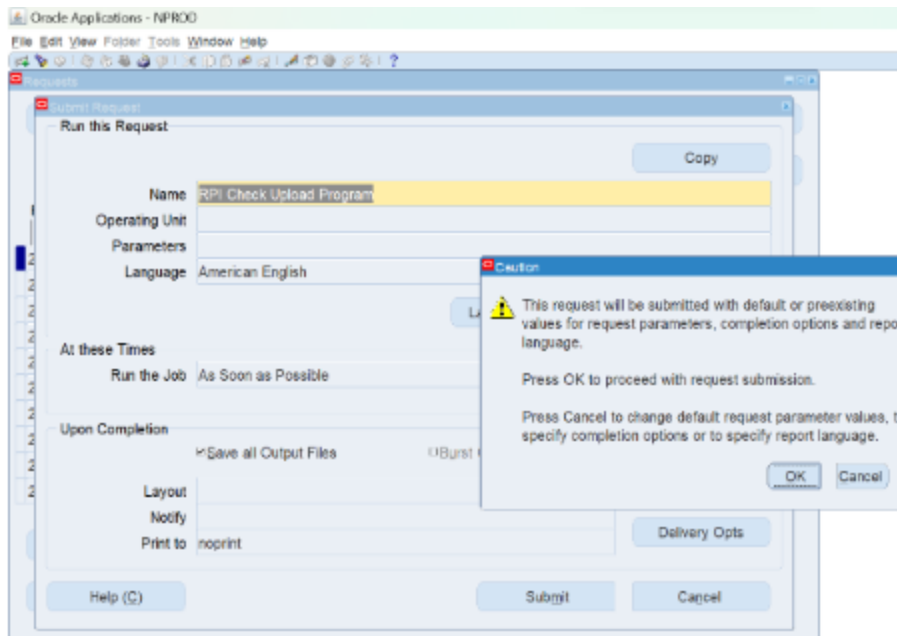
Name	Size	Changed	Rights	Owner
RP1071524.csv	5 KB	8/14/2023 3:00:36 PM	rw-rw-rw-	applprod
RPIAPUUPLOADFILES.dat	1 KB	7/12/2024 10:35:30 AM	rw-r--r--	applprod

4.15. Click the Refresh button.

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



4.17. Under Submit Request, type RPI Check Upload Program. Click Submit and OK. Choose No for Submit another request.



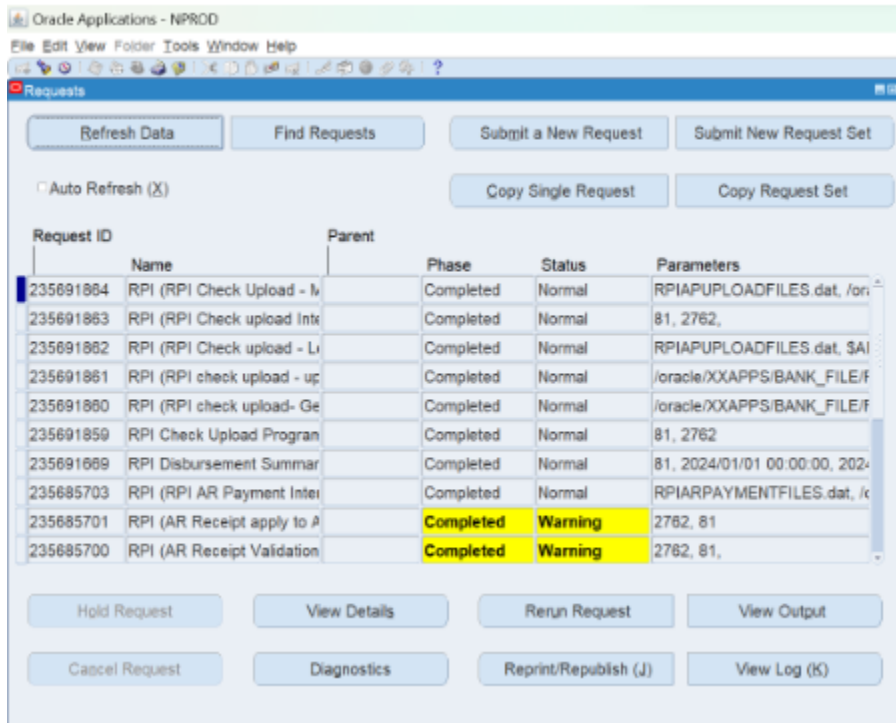
Requests

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

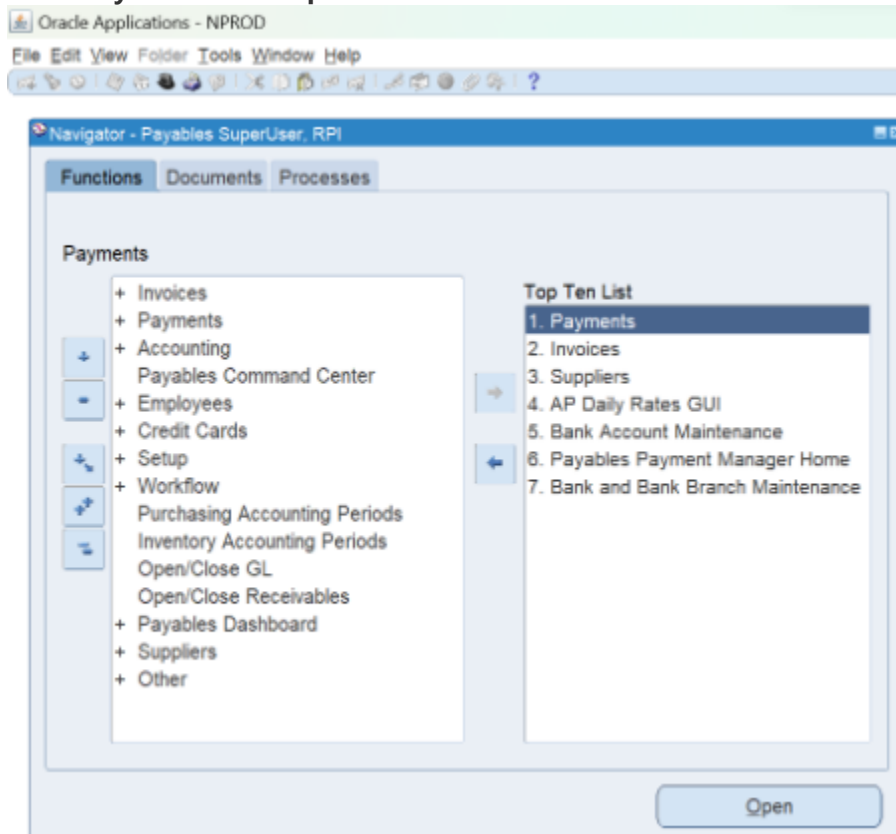
Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
235691863	RPI (RPI Check upload Int		Pending	Normal	81, 2762,
235691862	RPI (RPI Check upload - Lu		Completed	Normal	RPIAPUPLOADFILES.dat, \$AI
235691861	RPI (RPI check upload - up		Completed	Normal	/oracle/XXAPPS/BANK_FILE/f
235691860	RPI (RPI check upload- Ge		Completed	Normal	/oracle/XXAPPS/BANK_FILE/f
235691859	RPI Check Upload Program		Running	Normal	81, 2762

4.18. Once the program has finished running (Completed – Normal), check the updated check number in Oracle. Exit Requests window.



Go to Payments. Click Open.



4.19. In Payment workbench, click flash light icon to Find Payments. Copy check voucher number in Voucher Audit Number From - Number To.

Click Find

The screenshot shows the 'Find Payments' dialog box. The 'Voucher Audit' section is expanded, showing 'Number From' as 1359392 and 'Number To' as 1359392. The 'Find' button is highlighted at the bottom right of the dialog.

4.20. Go to Tools > Addtl Info: Actual Check# Filename and Req ID

The screenshot shows the 'Addtl Info: Actual Check# Filename and Req ID' window. It displays a table with columns: Type, Operating Unit, Trading Partner, Supplier Number, Supplier Site, Trading Partner Address, Number, Date, Amount, GL Date, and Payment Amount. The first row shows data for '3001-ELECTRIC-JAN-24'.

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site	Trading Partner Address	Number	Date	Amount	GL Date	Payment Amount
3001	ROSE PHARMACY, INCORP	NAPUD, NELSON LOGS IN	63586	HEAD OFFICE	ZULUETA AVE CORNER 1	3001-ELECTRIC-JAN-24	08-JUL-2024	25,632.00	08-JUL-2024	25,632.00

The description for the first row is: 3001 MUG AD ELECTRIC 6/2024 (REIMBURSEMENT).

The Actual Check# should be the same as the provided check number in the Excel file provided by Treasury.

4.21. Notify Treasury of successful set up.
RE: OPEN TICKET : **Update** printed checks

Regards,
Jaarni

4.22.a. In Response, Select a canned response. Choose Close/Resolve Ticket Message.
4.22.b. The close message with the survey link shall appear. Post Reply.



Choose Business Application. Click Update.

Ticket #939069: Update Resolution Code

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
- O365
- 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

4.22.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

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

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

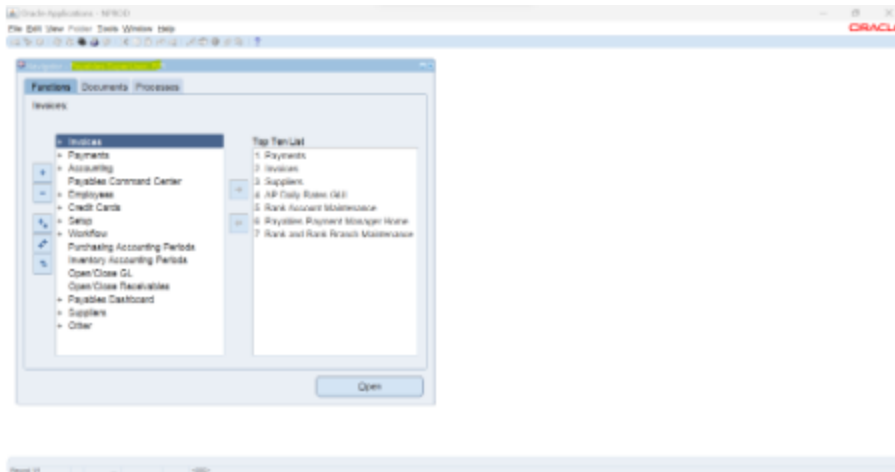
**The ticket is transferred to Closed tickets.

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. This is assigned by IT - Oracle Applications team.



6. File Structure

6.1. N/A

Y = required field

7. Schedule

7.1. Check upload is performed **per request (open ticket)**.

7.2. Check upload is done by IT after receiving ticket from Treasury. Email notification of successful upload on the same day. SLA = P2 (turnaround time = 1 day)

8. Troubleshooting

8.1. For technical issues like the program taking time to upload (>1 hr) , 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>