Buying Income Interface

1. **Purpose**
     1.1. To have a standard navigational instruction to IT in the **Buying Income Interface.**
2. **Scope**
     2.1. IT and AR Oracle users
3. **Implementing Guidelines**
     3.1. Refer accounting manual for detailed policy.
4. **Navigation Procedures**
     4.1. AR team sends the buying income invoices as request to IT via open ticket.

04.2024 ARNONTRADE (BUYING INCOME) FOR UPLOAD ⌄

SP **Shaila** Paola Patalinghug   😊 ↩ ↩ ↪ ⊘ 📅 ···
     To: Joaquino, Crissa Mae; Shiela Bolotaulo; Laarni Lincaro   Mon 5/13/2024 9:18 AM
     Cc: Rachelle Joy Abargos; Malolot, Hannah Lou; Gracel G. Casul +1 other

❗ High importance

🌑 You replied on Mon 5/13/2024 2:02 PM

📄 2024.04_BI for Interface_05112... ⌄
     100 KB

Hi @Joaquino, Crissa Mae

Good day!

Please find attached file of AR NONTRADE (BUYING INCOME) – April 2024 transactions for upload amounting to **PHP 17,355,243.17.**

In addition, please change payment term from *Immediate* to *45D Net,* to account the processing period.

Should there be any clarification and/or inquiries, please let us know.

Thank you and keep safe!

Best Regards.

     4.2. Validate file -

          o   GL date fall on the current open period.
          o   Amount should be up to 2 decimal places only. Use =Round(amount,2) formula.
          o   Payment Term should be 45D NET
          o   No special characters like Ñ, double space ( ) in Comments and Line Description. Use =Trim() formula.
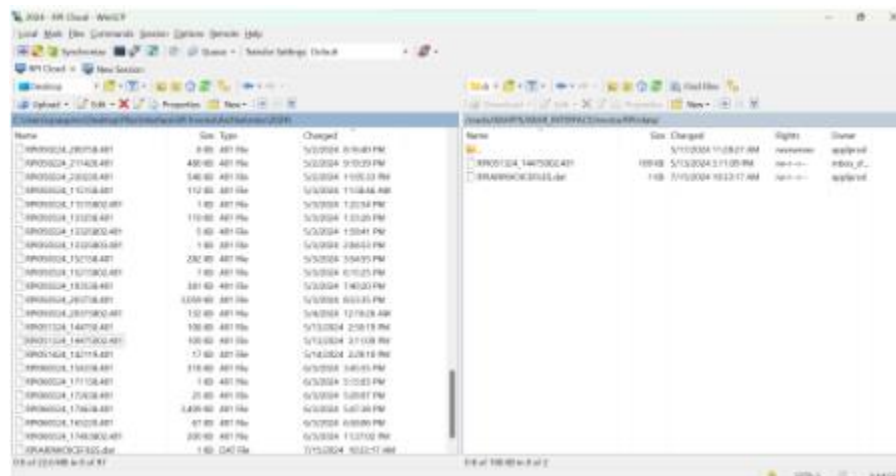   o   Source = BUYING INCOME

- Tax class should follow mapping based on Transaction type. Refer below:

Transaction Type	Description	Class	Receivable Account	Revenue Account	Tax Class	Method	Code	Revenue Mapping	Revenue Account
TRADE DISCOUNT	TRADE DISCOUNT	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT EXEMPT - D	Cash Basis	TD	COS - Discount	510191
FIXED REBATE	FIXED REBATE	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	FR	BI - Rebates	510330
PRODUCT INCENTIVE	PRODUCT INCENTIVE	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	PR	RI - Vendor Support	510333
INTRO DISCOUNT	INTRO DISCOUNT	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	ID	BI - Vendor Support	510333
DAMAGED ALLOWANCE	DAMAGED ALLOWANCE	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	DG	RI - DC Allowance	510308
VOLUME REBATES	VOLUME REBATES	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT EXEMPT - D	Cash Basis	VR	COS - Rebates	510130
DSI ALLOWANCE	DISTRIBUTION ALLOWANCE	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	DA	RI - DC Allowance	510304
PROMOTION FUND	PROMOTION FUND	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	PF	BI - Vendor Support	510333
NEW STORE OPENING	NEW STORE OPENING	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	NS	RI - Vendor Support	510333
ADMIN FEE	ADMIN FEE	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	FA	BI - Listing Fee	510331
VENDOR LISTING	VENDOR LISTING	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	VA	RI - Listing Fee	510331
DATA MANAGEMENT	DATA MANAGEMENT	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	DM	BI - Vendor Support	510333
PRODUCT LISTING	PRODUCT LISTING	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	PL	BI - Listing Fee	510331
SERVICE PENALTY	SERVICE LEVEL PENALTY	INV	88.110322.00000000.0000.00.0000	88.210606.00000000.0000.00.0000	OVAT12-D	Cash Basis	SP	BI - Vendor Support	510333
DISPLAY RENTAL	DISPLAY RENTAL	INV	88.110322.00000000.0000.00.0000	88.510332.01019998.0000.00.0000	OVAT12	Accrual Basis	DR	BI - Rental	510332
SCD REFUND	SCD REFUND	INV	88.110323.00000000.0000.00.0000	88.210607.00000000.0000.00.0000	OVAT EXEMPT - D	Cash Basis	SCD	COS - SCD REFUND	510130

4.3. Copy the data to the AR Invoice Template updated v2 file under BI sheet. Use previous upload as reference.

4.4. Create FILENAME based on RPI+date today (mmddyy)+ time (hrmnss).401. Copy concatenate formula to capture all lines.

**4.5.** Copy the concatenated data from the Excel file to a .401 flat file in WinSCP. Save a copy in the local folder.

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

4.6. In WinSCP, transfer .401 flat file to file path /oracle/XXAPPS/XXAR_INTERFACE/invoice/RPI/data/ by clicking F5 in keyboard. Click OK.

4.7. Click the Refresh ⟳ button.

4.8. In Oracle, under the Receivables module, click View, then Requests. Click Submit a New Request.
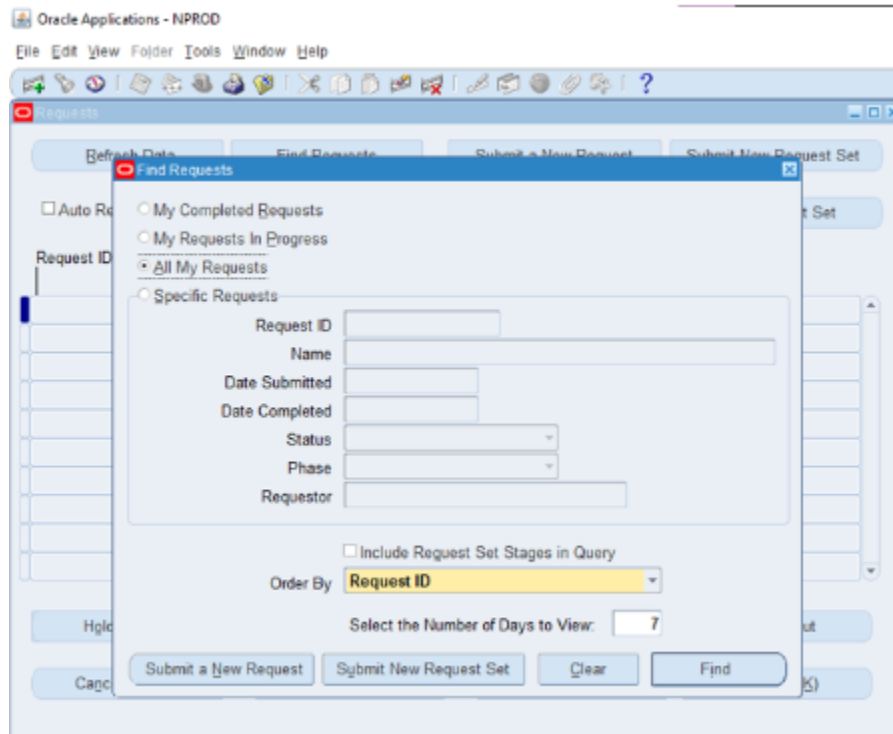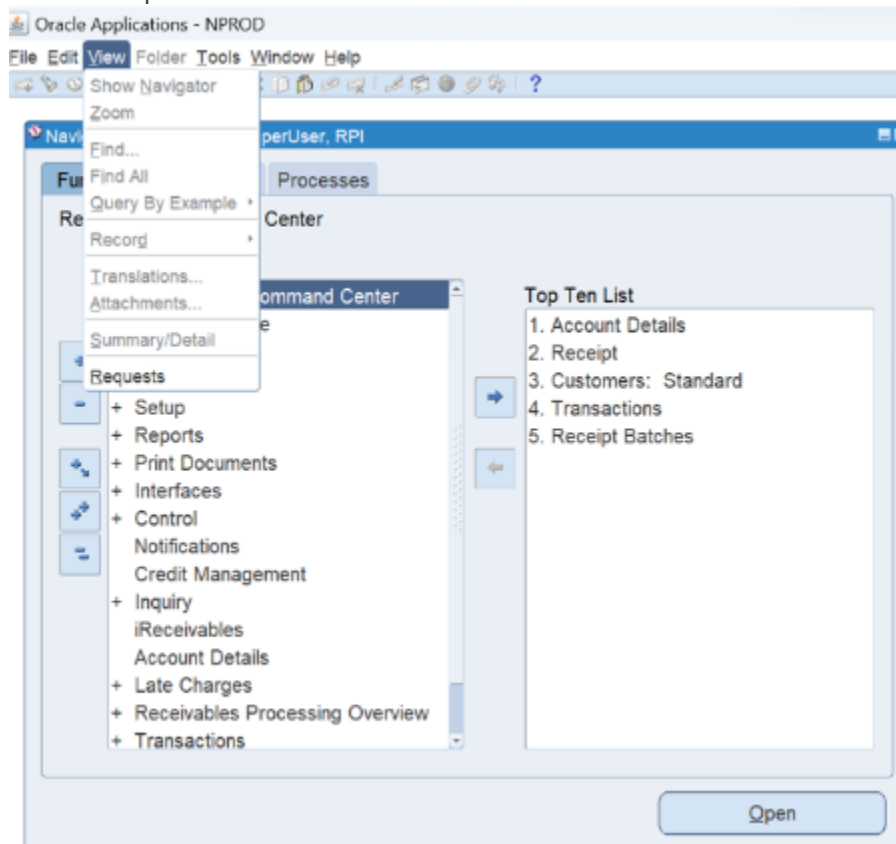
4.9. Under Submit Request, type RPI AR Invoice Interface Main. Click Submit and OK. Choose No for Submit another request.
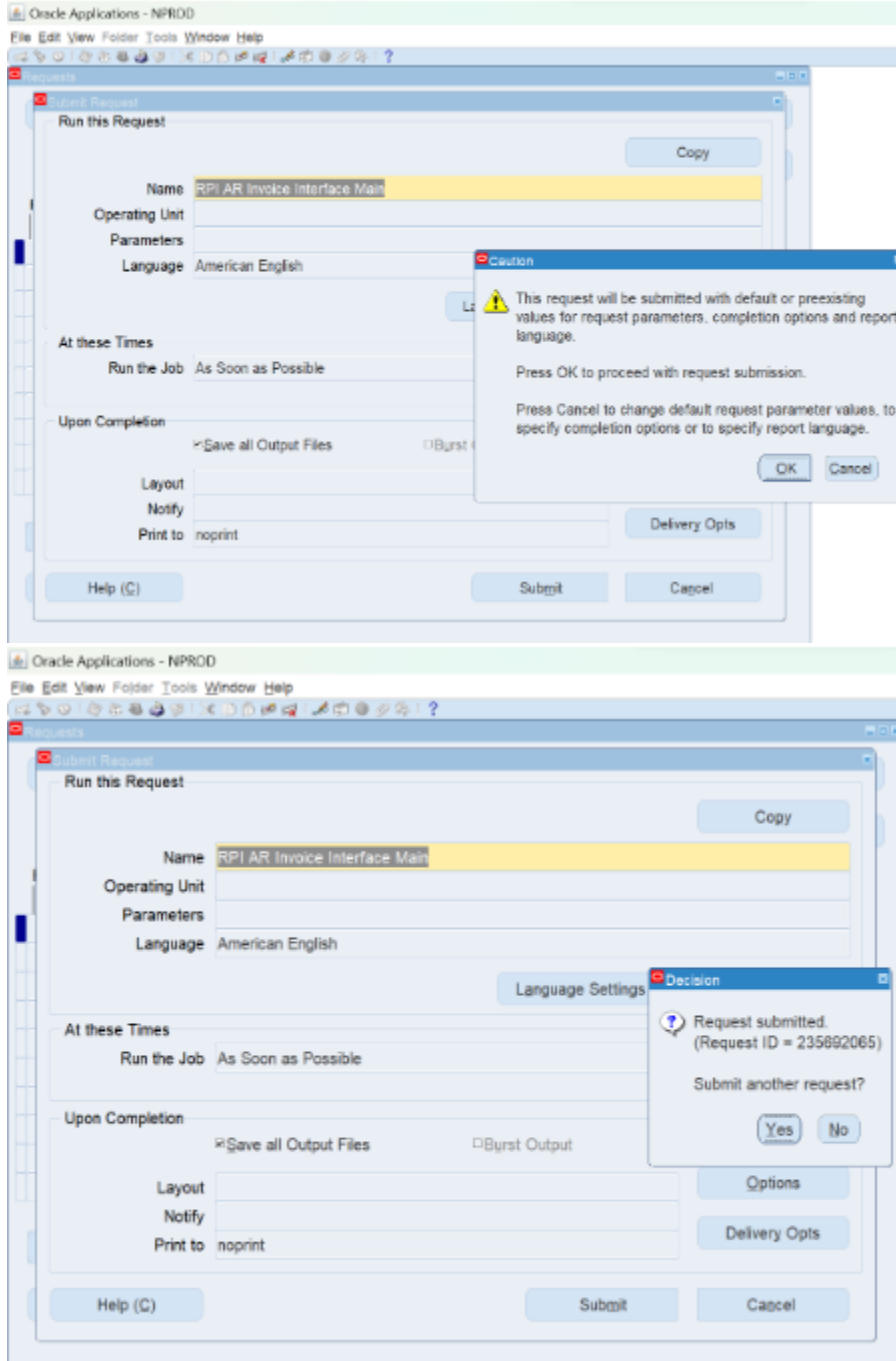
4.10. Click Find to view the running request.

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

4.12. Submit request for RPI AR TRANSACTIONS. Input GL date of uploaded data. Click OK, then Submit.

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

4.14. Check the uploaded data in the report and transfer to validation file to confirm if the data in the .401 flat file has been completely interfaced.
Click Yes.

To find the data uploaded, filter by file name.

Validation file:
JDA sheet - copied data from the .401 flat file uploaded

- o Add a Total below the Line Amount column. Use =SUBTOTAL(9,) formula
- o Filter per Tax Code. If OVAT12 and OVAT12-D, copy the total and paste as values under VAT TOTAL. If OVAT EXEMPT - D, copy the total and paste as values under NONVAT TOTAL.
- o Add VAT formula =VAT TOTAL/1.12*0.12 under VAT TOTAL
- o Add NET OF VAT formula =VAT TOTAL-VAT
- o Link NONVAT amount beside NET of VAT amount
- o Add NET OF VAT amount and NONVAT amount

*The combined amount is used as reference for the ORACLE sheet amount.

ORACLE sheet - copied data from the RPI AR Transactions report
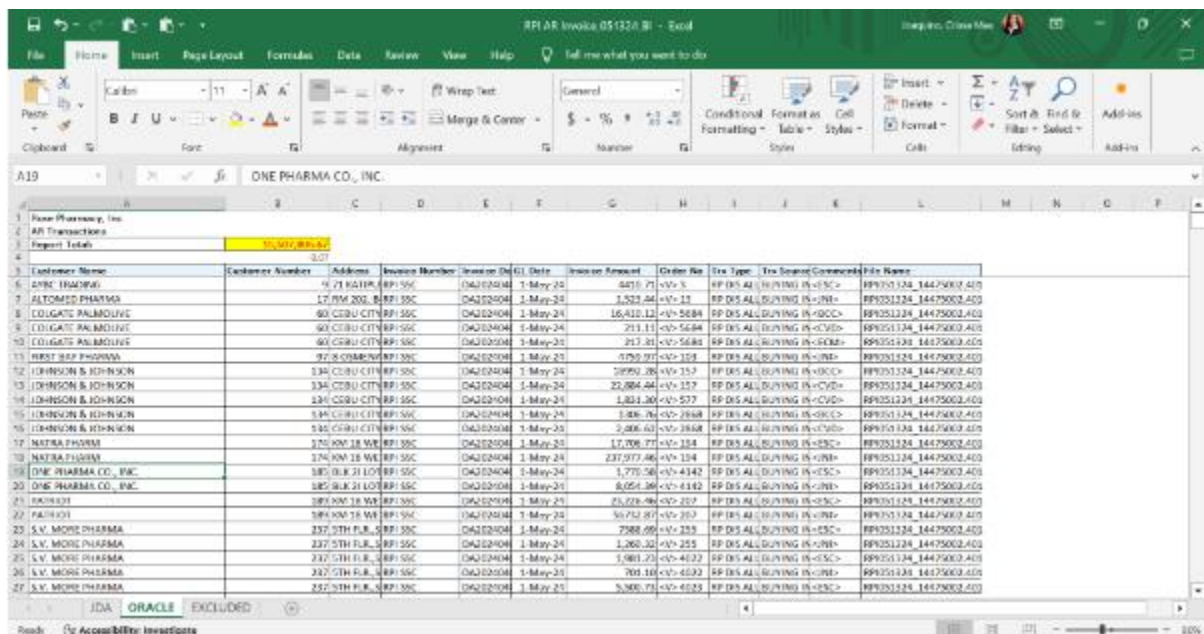
Ensure that the JDA vs Oracle totals match. Decimal amount difference is fine, caused by rounding off VAT.

Excluded sheet - if there are AR transactions for exclusion as confirmed by AR team

4.15. Send email to AR team to notify of successful upload. Attach the Excel file with the remarks.

Re: Open Ticket - ORACLE: 04.2024 ARNONTRADE (BUYING INCOME) FOR UPLOAD

Joaquino, Crissa Mae
To: Shaila Paola Patalinghug; Rose Pharmacy IT Helpdesk
Cc: Gracel G. Casut; Samar, Cristina; Laarni Lincaro
Mon 5/13/2024 3:25 PM

RPI AR Invoice_051324_BI.xlsx
151 KB

Hi Paola,

Consider this done.
Please refer attached.

Thanks,
Crissa
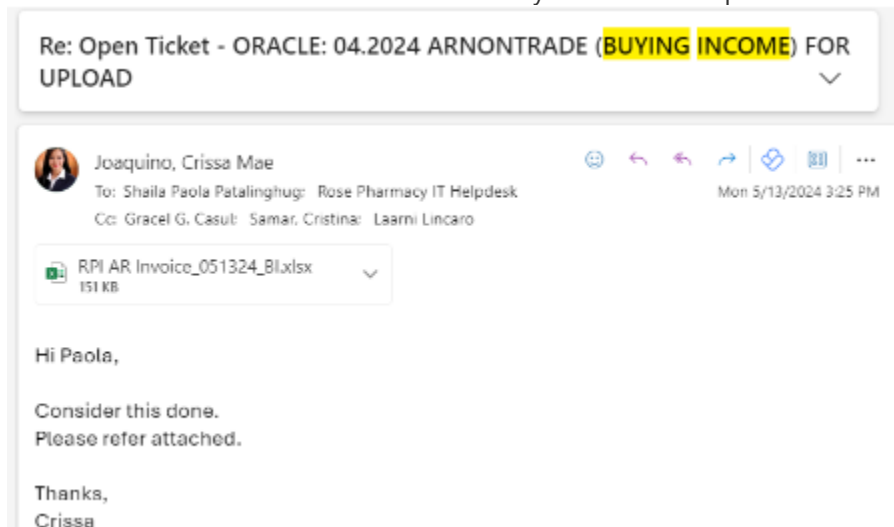
4.16. Go to IT Support Ticketing System Incident Request Portal > Ticket. Close the ticket.
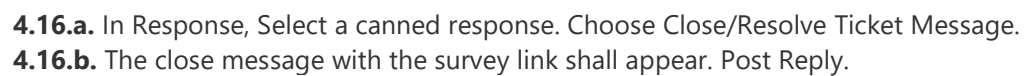
4.16.a. In Response, Select a canned response. Choose Close/Resolve Ticket Message.
4.16.b. The close message with the survey link shall appear. Post Reply.

4.16.c. Input Resolution Code.

Click Select Resolution Code.

Choose Business Application. Click Update.

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

4.16.e. Change Status. Click Assign. Choose Closed (if no user feedback needed)/ Resolved (if user may provide feedback).
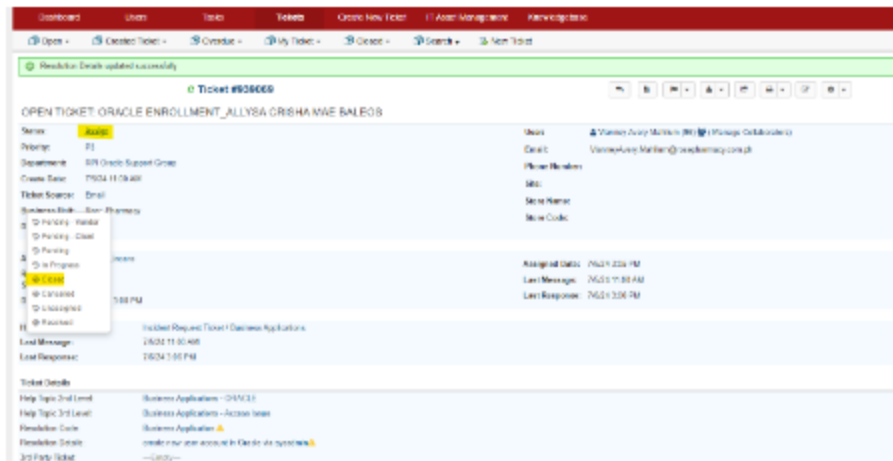
*The emailed response to the ticket is added to the thread in the ticket in the portal.

**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 Receivables SuperUser, RPI responsibility to be able to interface the .401 flat file. This is assigned by IT - Oracle Applications team.
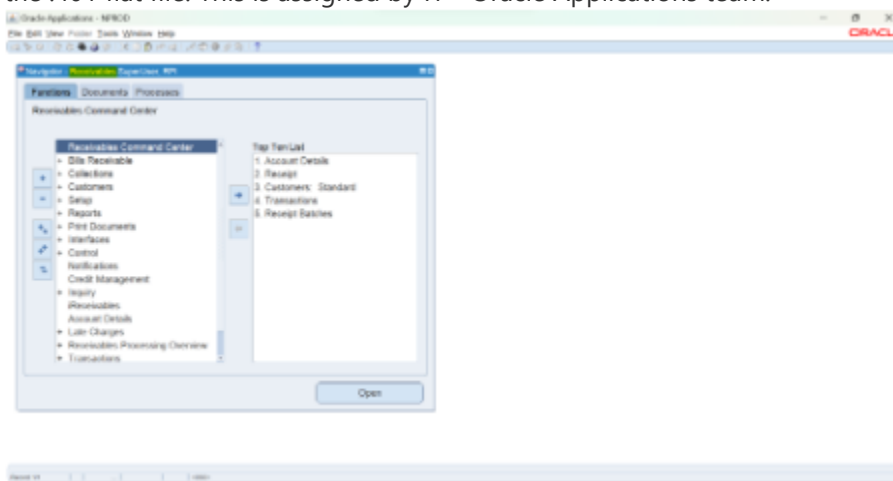
6. File Structure

6.1. .401 flat file

NO	Column Name	Description	Data Type	Req?
1	HDR_TRX_NUMBER	Invoice Number	VARCHAR2(20)	Y
2	HDR_TRX_DATE	Invoice Date	DATE	Y
3	HDR_PAYMENT_TYPE	Payment Type (Transaction Type example: Credit Card Sales, Corporate Sales, Sodexho)	VARCHAR2(5)	Y
4	HDR_CUSTOMER_NUMBER	Customer Number	VARCHAR2(10)	Y
5	HDR_CUSTOMER SITE	Customer Site Code	VARCHAR2(30)	Y
6	HDR_PAYMENT_TERM	Payment Term	VARCHAR2(10)	N
7	HDR_BATCH_SOURCE_NAME	Example = IDA MMS	VARCHAR2(100)	N
8	LINE_GL_DATE	GL Date	DATE	Y
9	HDR_SOURCE_REFERENCE	Source reference description	VARCHAR2(50)	N
10	DTL_LINE_DESC	LINE DESCRIPTION/Batch Number	VARCHAR2(200)	Y
11	DTL_QUANTITY	Quantity = 1	NUMBER	Y
12	DTL_AMOUNT	Amount	NUMBER	Y
13	DTL_VAT_CODE	Tax Code	VARCHAR2(30)	N
14	DTL_CURRENCY	Invoice Currency	VARCHAR2(15)	Y
15	INVOICE_APPLIED	Invoice number to apply CM	VARCHAR2(20)	N
16	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. Buying income interface is performed **per request.**

7.2. Buying income data is provided by AR team. Interface is done by IT per request. Email notification of successful upload on the same day. SLA = P3 (turnaround time = 3 days)

8. Troubleshooting

8.1. If running the RPI AR Invoice Interface Main, the program returns **Completed - Error:**

8.2.a. Highlight the line with the warning, then click View Output.

8.2.b. Go to browser. The AR 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

8.2.d. If the error is -

-**Customer Site does not exist or In-active... Customer Site is not found in HZ_CUST_ACCT_SITES_ALL...**

The customer is not yet enrolled in Oracle or the site is not yet an existing site for the customer. Confirm first with AR team if customer is valid and for set up. If for set up, interface the new customer/site via RPI Customer Interface Main. Proceed with AR interface. If not valid, remove from flat file and include in Excluded sheet in the AR validation file.

-**The supplied gl date is not in open period**

The provided GL date for the transaction is not the current open period. Inform AR team so they could advise if GL date should be revised. Proceed with AR interface

8.2.e. For issues like the 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>