Booking a Standard Invoice

1. Purpose

1.1. To have a standard navigational instruction to Payable users of Oracle in booking a **Standard Invoice.**
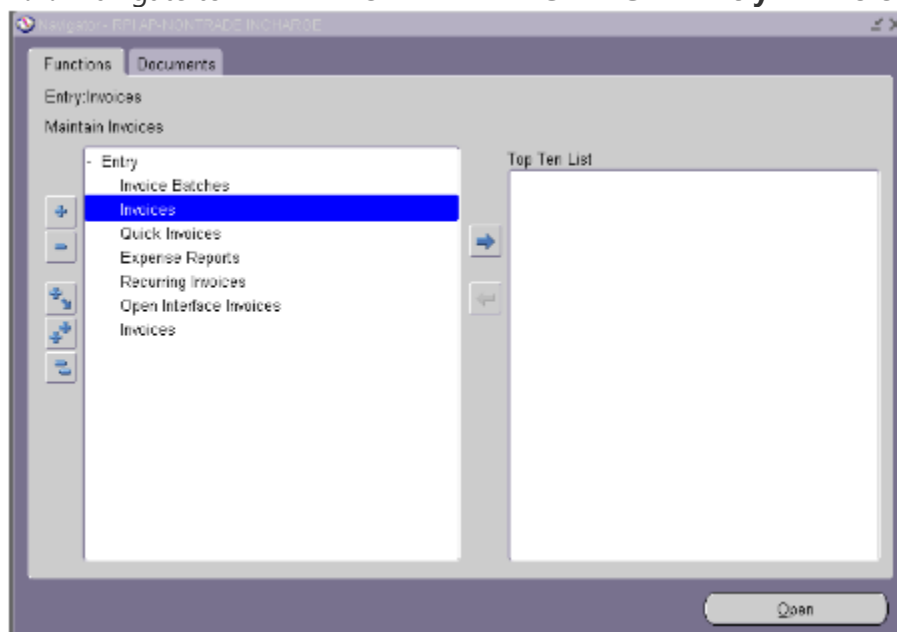
2. Scope

      2.1. Payable Users of Oracle nationwide.

3. Implementing Guidelines

      3.1. Refer accounting manual for detailed policy in booking a standard invoice.

4. Navigation Procedures

      4.1. Navigate to **RPI AP-NONTRADE INCHARGE ➤ Entry ➤ Invoices**

4.2. Fill in "**Type**" – **STANDARD**

4.3. Fill in "**Document Category Name**" - **APV**

4.4. Fill in "**Trading Partner**" or "**Supplier Num**" – **ROSE PHARMACY, INC.,** for Trading partner or **802018** for supplier num.

4.5. Fill in "**Invoice Date**" and "**GL Date**" – the date you process or book the invoice. Your Invoice date and GL date must at all times be the same.

4.6. Fill in "**Invoice Number**" – naming convention is the type of request – approval date. (ex. SALARYLOAN-11052018)

4.7. Fill in "**Description"** – put a description that would possibly be useful as future reference. (ex. <SALARY LOAN> LOAN APPLICATIONS APPROVED BY NOV. 5, 2018)

4.8. Fill in "**Line Amount**" – the amount reflected in your header invoice amount is also the amount of your Line invoice amount.

Next ➡

4.9. Fill in "**Distribution Amount**" – approved amount of each employee advances.

4.10. Fill in "**Distribution Account**" – provide correct account combination, correct account and employee ID. Account to use if advances processed is for personal use, Advances to Employees – Personal while Employee ID is the ID of the employee whose advances is approved.

(ex. 88.110621.00000000.0000.150510.0000)

4.11. Fill in "**Distribution Description**" – you may indicate the account number of the employee here or any description that may be useful for future reference.

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	750.00	06-NOV-2018	69.110521.00000000.0000.16160		0413765353652
2	Item	750.00	06-NOV-2018	69.110521.00000000.0000.16178		0413765372810
3	Item	750.00	06-NOV-2018	69.110521.00000000.0000.16163		0413770507546
4	Item	750.00	06-NOV-2018	69.110521.00000000.0000.16158		0413765352431
5	Item	750.00	06-NOV-2018	69.110521.00000000.0000.16362		0413765352590
6	Item	750.00	06-NOV-2018	69.110521.00000000.0000.16364		0413770508695
7	Item	750.00	06-NOV-2018	69.110521.00000000.0000.16164		0413765355938
8	Item	750.00	06-NOV-2018	69.110521.00000000.0000.16194		0413770506653
9	Item	750.00	06-NOV-2018	69.110521.00000000.0000.16176		0413765372110
10	Item	750.00	06-NOV-2018	69.110521.00000000.0000.16173		0413765370631
11	Item	7,000.00	06-NOV-2018	69.110521.00000000.0000.16244		0413765170657
12	Item	5,000.00	06-NOV-2018	69.110521.00000000.0000.16060		0413765374236
13	Item	8,000.00	06-NOV-2018	69.110521.00000000.0000.16351		0413770510571

Line Number 1
Line Description <SALARY LOAN> LOAN APPLI
Line Total 27,500.00
Distribution Total 27,500.00

Status Never Validated
Accounted Unprocessed
Account Description RP.ADVANCES TO EMPLOYEES-PER.NONE.NONE.TINAMBACAN, MsJ. MARY JEAN.NONE
Distribution Class Preview
Associated Charges

Reverse 1   Tax Distributions   View PO   View Receipt

4.12. Click **Save** icon and close the Invoice workbench.