

Booking a Prepayment

1. Purpose

1.1. To have a standard navigational instruction to Payable users of Oracle in booking a **Prepayment**.

2. Scope

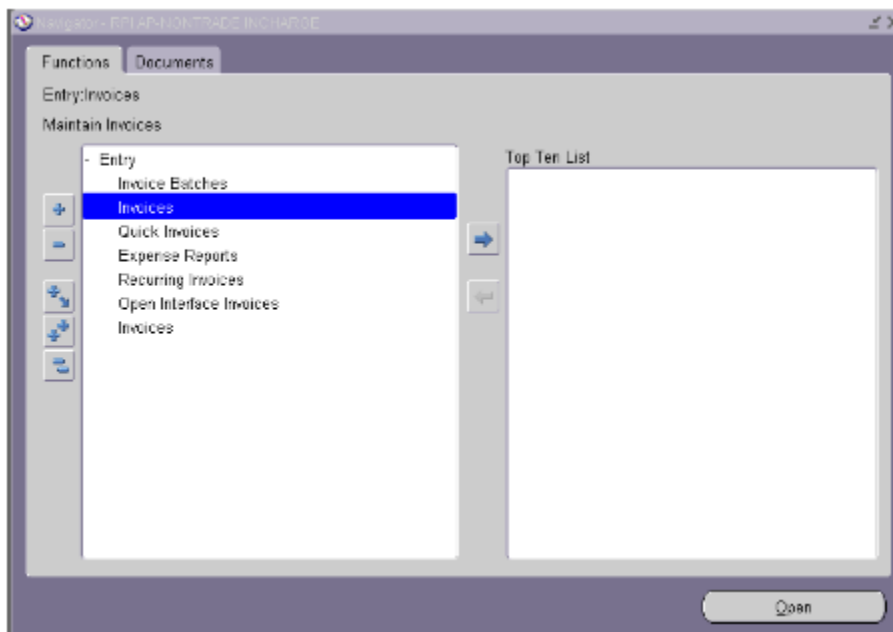
2.1. Payable Users of Oracle nationwide.

3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in booking a Prepayment.

4. Navigation Procedures

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



4.2. Fill in **"Type" – PREPAYMENT**

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 prepayment. Your Invoice date and GL date must at all times be the same.

4.6. Fill in **"Invoice Number"** – naming convention is PREP – CA – Date of booking. (ex. PREP-CA-11052018)

4.7. Fill in **"Description"** – naming convention is <PREPAYMENT> Cash Advance requests from and to.
(ex. <PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 6-16, 2018)

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

The screenshot displays the Oracle AP Invoice Entry window. At the top, there are fields for 'Batch Control Total' and 'Batch Actual Total'. Below this is a table with columns: Operating Unit, Type, Document Category Name, Trading Partner, Supplier Num, Supplier Site, Invoice, Invoice Date, GL Date, and Invoice Number. The first row is highlighted in blue and contains the following data: Rose Pharmacy, Prepayment, APV, ROSE PHARMACY, INC., 602018, Home, PHP, 05-NOV-2018, 05-NOV-2018, and PREP-CA-11052018. Below the table is a tabbed interface with tabs for '1 General', '2 Lines', '3 Holds', '4 View Payments', '5 Scheduled Payments', and '6 View Prepayment Applications'. The '1 General' tab is selected. It contains three main sections: 'Summary', 'Amount Paid', and 'Status'. The 'Summary' section shows a table with items, retainage, prepayments applied, withholding, subtotal (50,000.00), tax (0.00), freight, miscellaneous, and total (50,000.00). The 'Amount Paid' section shows a table with P-H and 50,000.00. The 'Status' section shows a table with Status (Available), Accounted (No), Approval (Not Required), Holds (0), and Scheduled Payment Holds (0). At the bottom, there is a 'Description' field with the text '<PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 6-16, 2018'. At the very bottom, there are buttons for 'Actions...', 'Calculate', 'Tag Details', 'Corrections', 'Split Match', 'Match', and 'All Distinctions'.

Operating Unit	Type	Document Category Name	Trading Partner	Supplier Num	Supplier Site	Invoice	Invoice Date	GL Date	Invoice Number
Rose Pharmacy	Prepayment	APV	ROSE PHARMACY, INC.	602018	Home	PHP	05-NOV-2018	05-NOV-2018	PREP-CA-11052018

Summary	
Items	50,000.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	50,000.00
Tax	0.00
Freight	
Miscellaneous	
Total	50,000.00

Amount Paid	
P-H	50,000.00

Status	
Status	Available
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description: <PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 6-16, 2018

Next ➡

Batch Control Total: Batch Actual Total

AP

Site	Invoice Num	Invoice Amount	Voucher Number	Description	Tax Amount
11-2018	PREP-CA-11052018	50,000.00	101893212	<PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 8-16, 2018	0.00

HEADER

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Lines Tab

AP_LINES

Total: Gross 50,000.00 Retained Net 50,000.00

Num	Type	PC Number	Amount	Description	GL Date	Default Distribution Account	Default Account Description
1	Item		50,000.00	<PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 8-16, 2018	05 NOV 2018	00.110622.00000000.0000.0	RPI-ADVANCES TO EMP

Distributions Locations

Actions... 1 Calculate Tax Tag Details Corrections Click Match Match All Distributions

4.9. Fill in “**Distribution Amount**” – approved amount for each employee advances.

4.10. Fill in “**Distribution Account**” – provide correct account combination, correct account and employee ID. For Prepayment or Advances for Business Use, use Advances to Employees – Official while Employee ID is the ID of the employee whose advances is approved. (ex. 88.110622.00000000.0000.154083.0000)

4.11. Fill in “**Distribution Description**” – naming convention is <Type of Request> Purpose or where to travel and period from and to. (ex. <TRAVEL> MANILA FROM NOV. 6-9, 2018)

Line Number: 1 Invoice Total: 50,000.00

Line Description: <PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 8-16, 2018 Distribution Total: 50,000.00


Num	Type	Amount	GL Date	Account	Asset Box	Description
1	Item	15,000.00	05-NOV-2018	88.110622.00000000.0000.154083.0000		<TRAVEL> MANILA FROM NOV. 6-9, 2018
2	Item	25,000.00	05-NOV-2018	88.110622.00000000.0000.154083.0000		<TRAINING> ORACLE UNIVERSITY MANILA FROM NOV. 6-13, 2018
3	Item	5,000.00	05-NOV-2018	88.110622.00000000.0000.154083.0000		<SEMINAR> PCFA SEMINAR FROM NOV. 15-16, 2018
4	Item	5,000.00	05-NOV-2018	88.110622.00000000.0000.154083.0000		<TRAINING> WOW DAVAO FROM NOV. 12-14, 2018

States: Validated Distribution Class: Seed

Accounted: Unprocessed Associated Charges:

Account Description: RPI-ADVANCES TO EMPLOYEES-OFF NOV. 8-16, 2018, MANILA, RUEL DEL CANONE

Save Cancel Tax Distribution View GO View Group

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