Inventory Interface Process

1. **Purpose**
    - **1.1.** To have a standard navigational instruction to IT in the **Inventory Interface Process.**
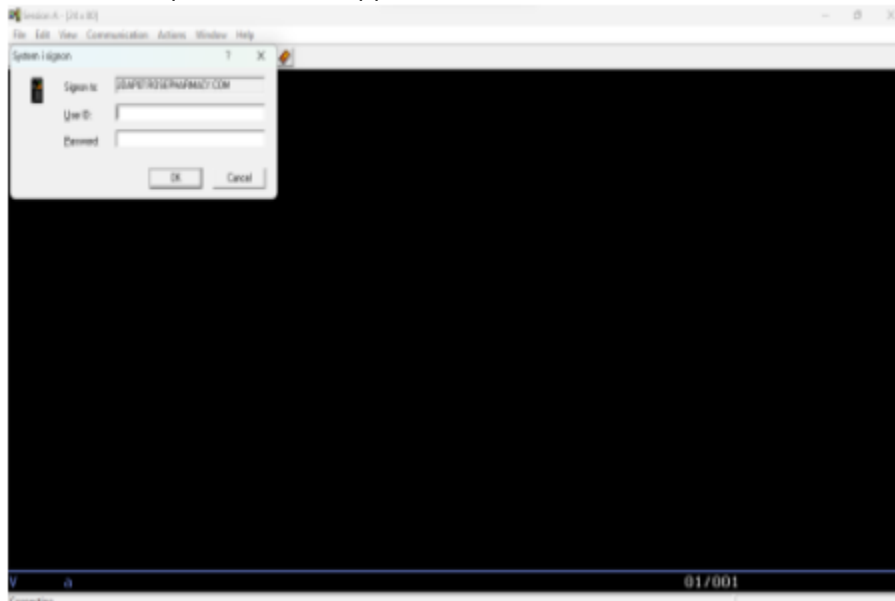2. **Scope**
    - **2.1.** IT and General Ledger
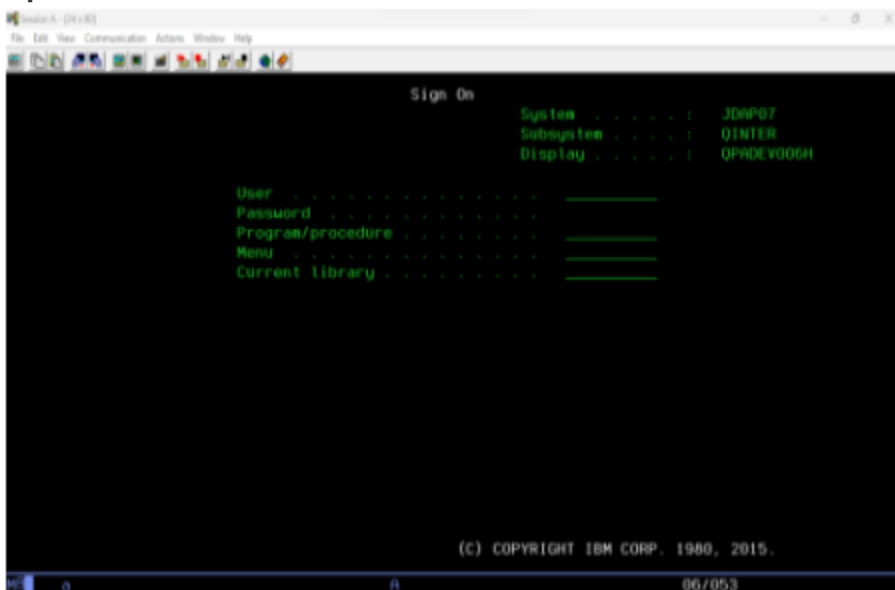3. **Implementing Guidelines**
    - **3.1.** Refer accounting manual for detailed policy.
4. **Navigation Procedures**
    - **4.1.** Open JDA MMS application. Enter credentials for USER ID and Password.
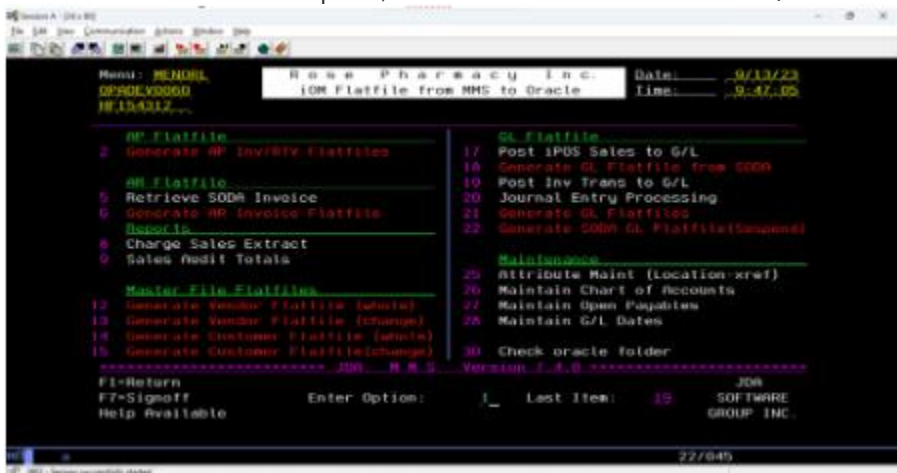

Input User and Password. Press Enter.

*System name: JDAP07.ROSEPHARMACY.COM
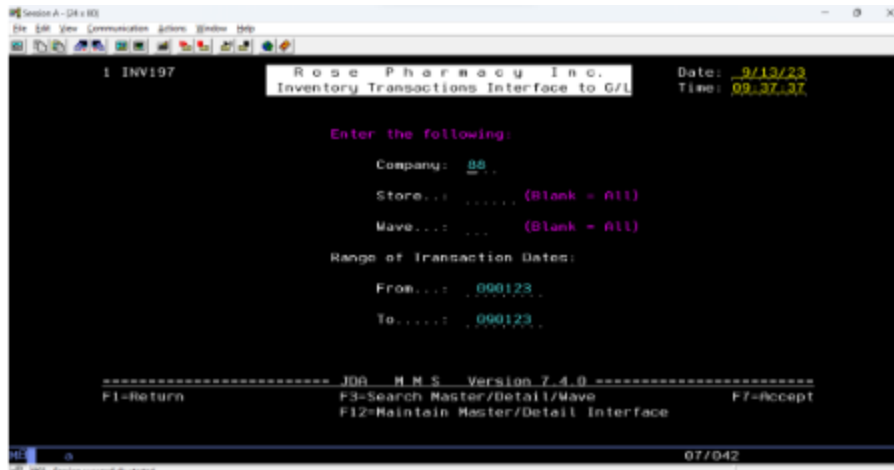
4.2. Under Environment, input RPI. **Press Enter**.

4.3. Under Enter Option, choose **19** to Post Inv Trans to G/L

Note: Run GI every Thursday 10 AM

4.4. Fill up the fields for Company and Range of Transaction Dates:
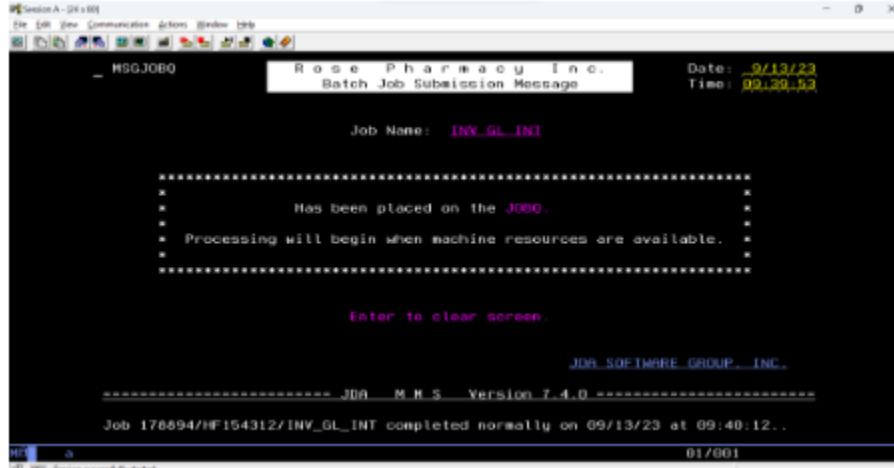
a.   **Company**: 88

b.   **From:** date of transaction   **To**: same date of transaction as the From field

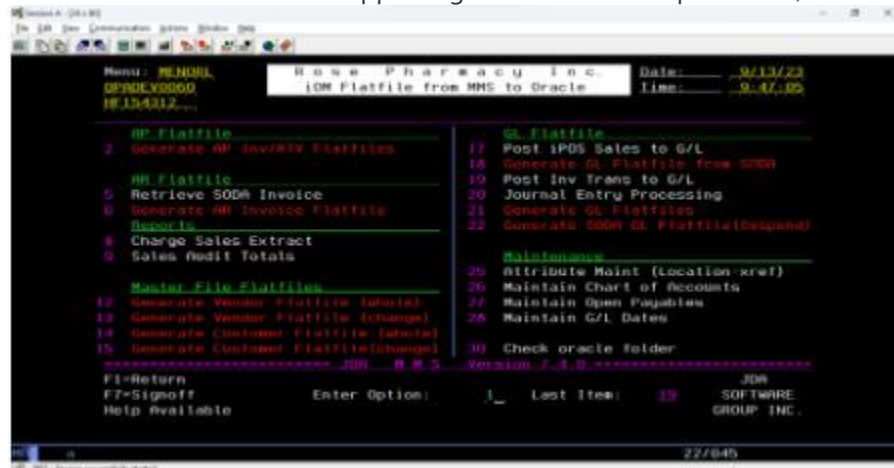**Note**: Transaction date is on a per day basis. Always start from the beginning of the month.

4.5. Press F7 to Accept.

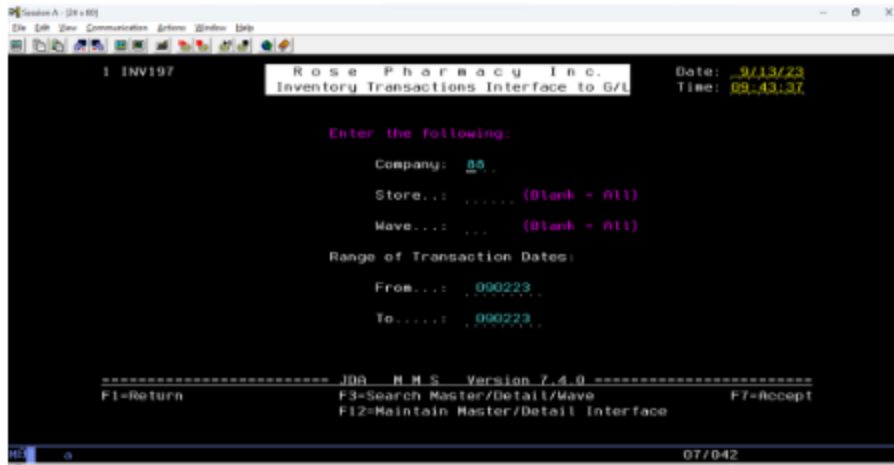To redirect to Batch Job Submission Message screen:

Press Enter to clear screen.

4.6. The main menu will appear again. In the Enter Option field, choose 19 Post Inv Trans to G/L.

4.7. Fill up the fields for Company and Range of Transaction Dates. Input the next day of transaction.

Repeat the process until you reach the last transaction date.

Note: When generating on another day, transaction date should be from the beginning of the month to the latest date (i.e. the number of dates processed increase day by day) to ensure that all GI transactions posted will be generated.
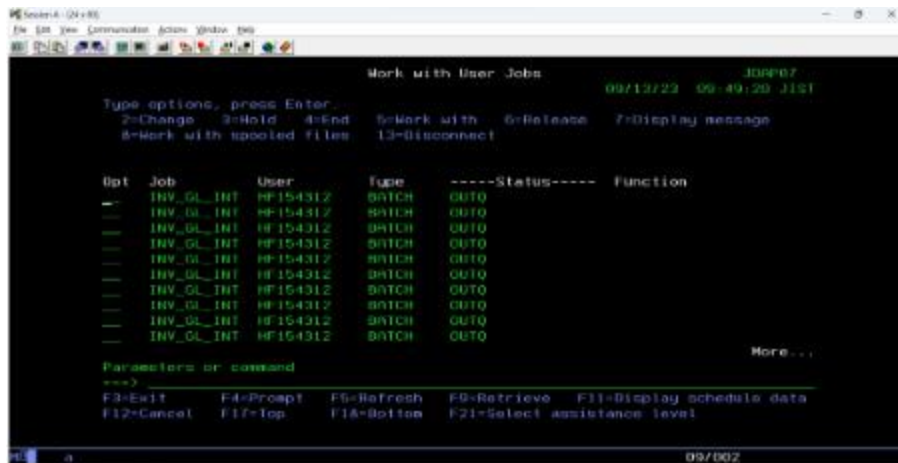
4.8. To check on the running GI jobs, press Esc on keyboard.
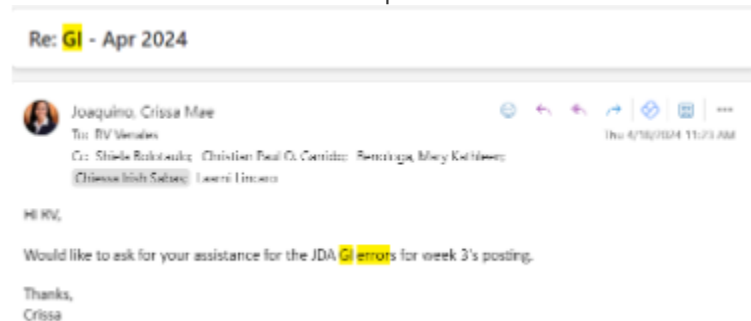Redirected to Operational Assistant Menu:
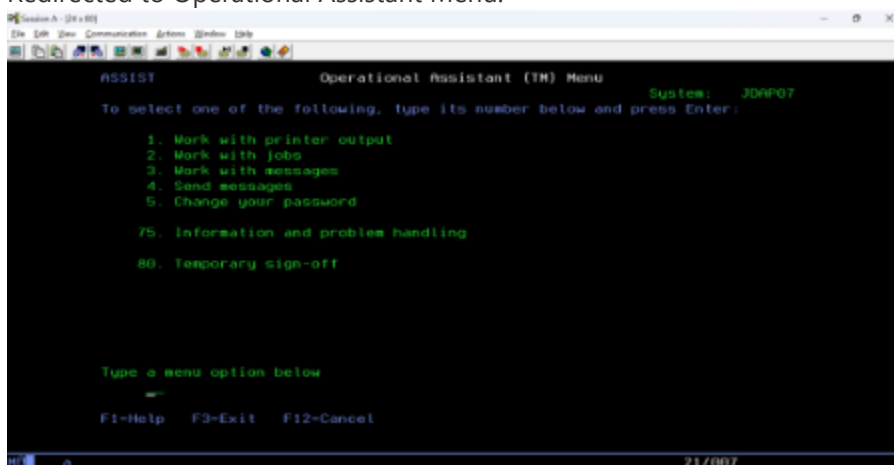
Type in 2 in field. Press Enter.

4.9. In the Work with User Jobs screen, check if there is JOBQ in the Status column under INV_GL_INT Job. If all jobs under inventory have the status OUTQ, exit this menu by **pressing F3**.

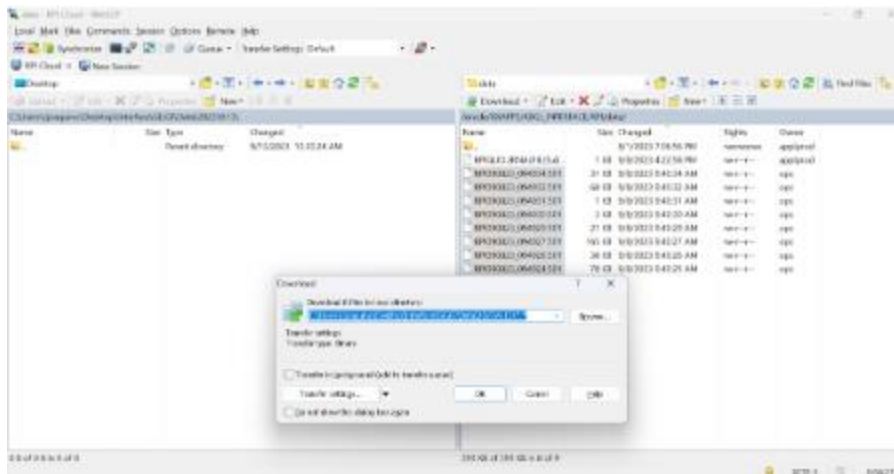**Note**: JOBQ = ongoing or running job; OUTQ = completed job
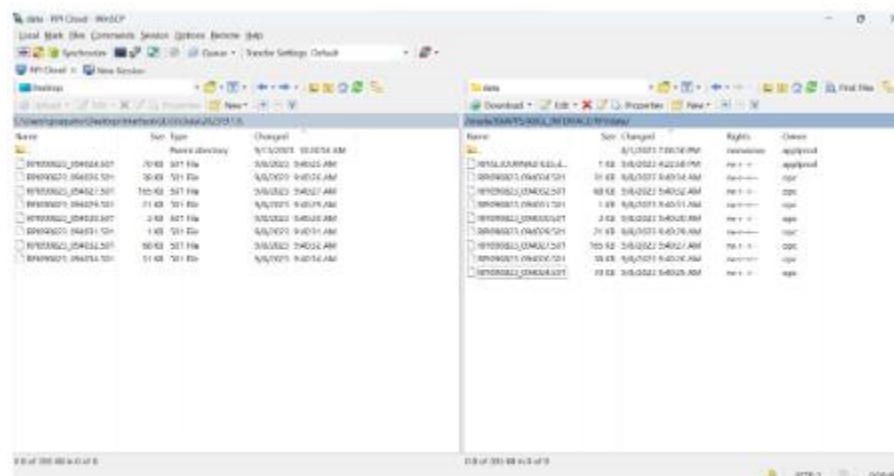
    4.10. Email GL team and request for them to fix GI errors.

Re: GI - Apr 2024

Joaquino, Crissa Mae

To: RV Venales

Cc: Shiela Balatonko; Christian Paul O. Canido; Penningg, Mary Kathleen;
Chissa Irish Sabsec; Leeni Lincaro

Thu 4/18/2024 11:23 AM

Hi RV,

Would like to ask for your assistance for the JDA GI errors for week 3's posting.

Thanks,
Crissa

    4.11. Once GL team confirms that all errors are fixed, under Enter Option, choose 21 to Generate GL Flatfiles.
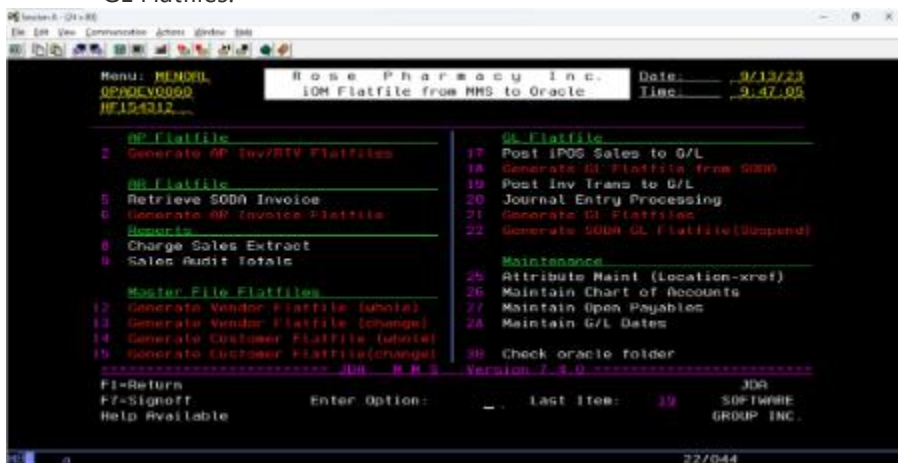
    4.12. Go to WinSCP and open ORACLEIOM (\\jdap07.rosepharmacy.com) directory to access the generated .501 flat files. Wait for 30 mins before transferring flat file to ensure completeness of data.

4.13. Transfer .501 flat files to file path /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/ by **clicking F6** in keyboard. **Click OK.**

.501 flat files are transferred to file path:

4.14. Transfer .501 flat files to local folder by **clicking F5** in keyboard. **Click OK**.

.501 flat files have been transferred to local folder:

4.15. Prepare a validation file. Copy the contents of the .501 flat files to an Excel file. In the **JDA sheet**, validate file:

4.15.a. Debit and credit amounts are equal.

4.15.b. There are no missing accounts. Filter Account, Location. There should be no blanks. If there are blanks, send to GL team for validation so they could provide the GL account combination. Manually add to Excel file and to .501 flat file.

4.15.c. All the posted inventory have been generated.

4.16. In WinSCP, click the Refresh [icon] button.

4.17. In Oracle, under the General Ledger module, click View, then Requests. Click Submit a New Request.
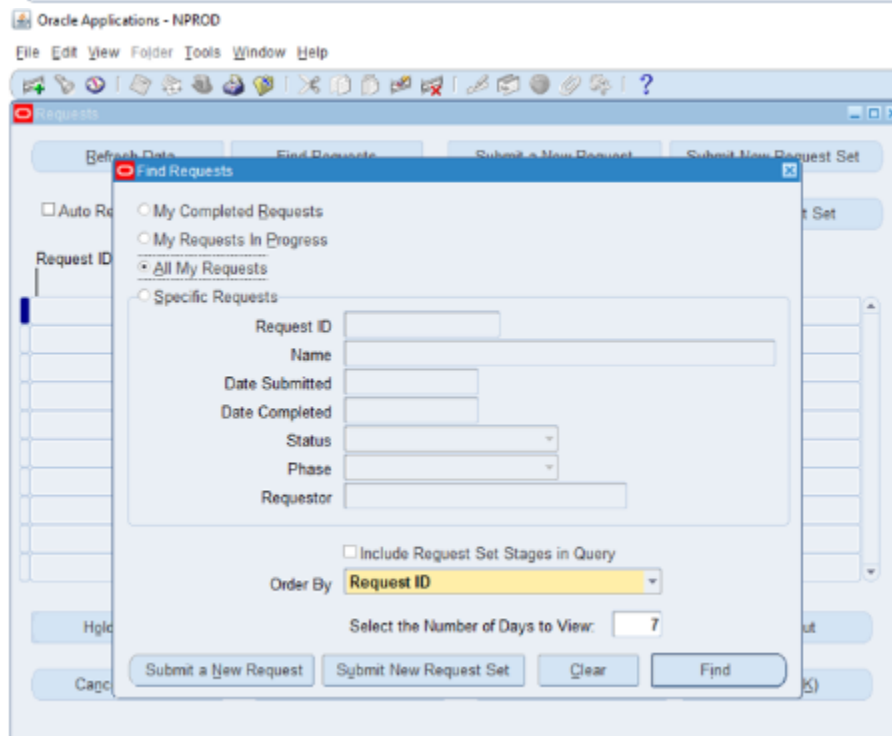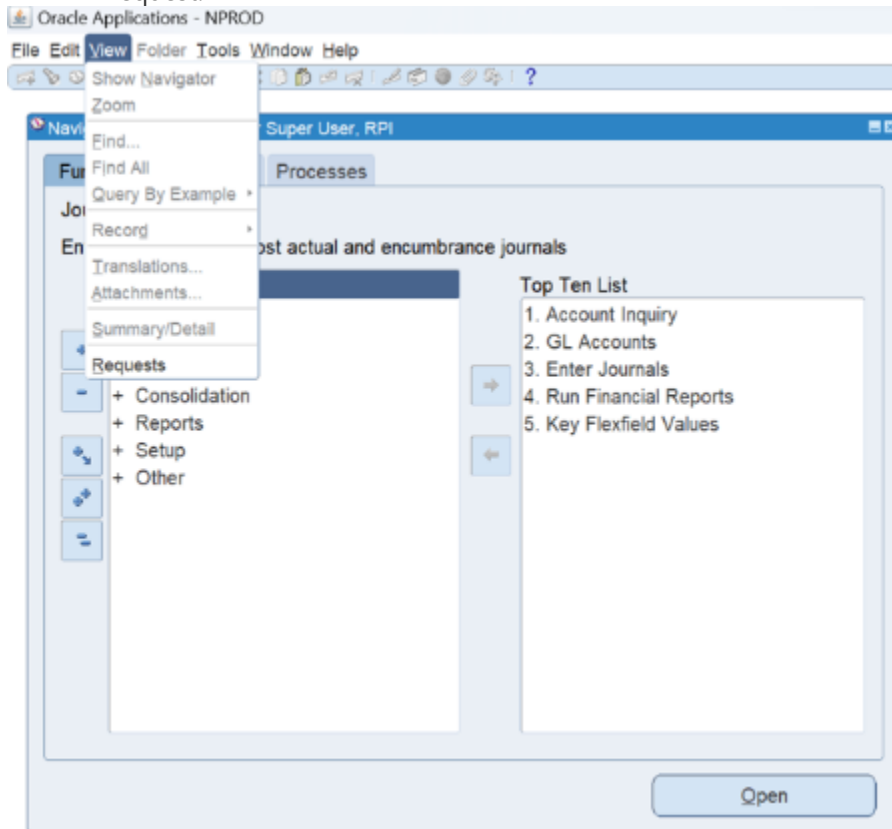
4.18. Under Submit Request, type RPI GL Journal Interface Main. Click Submit and OK. Choose No for Submit another request.

Run this Request

Name RPI GL Journal Interface Main
Operating Unit
Parameters
Language American English

Language Settings   Debug Options

Caution

⚠ This request will be submitted with default or preexisting values for request parameters, completion options and report language.

Press OK to proceed with request submission.

Press Cancel to change default request parameter values, to specify completion options or to specify report language.

OK   Cancel

At these Times
Run the Job As Soon as Possible   Schedule

Upon Completion
☑ Save all Output Files   ☐ Burst Output

Layout   Options
Notify
Print to noprint   Delivery Opts

Help (C)   Submit   Cancel

Requests

Submit Request

Run this Request

Copy

Name RPI GL Journal Interface Main
Operating Unit
Parameters
Language American English

Language Settings

Decision

(?) Request submitted.
(Request ID = 233964113)

Submit another request?

Yes   No

At these Times
Run the Job As Soon as Possible

Upon Completion
☑ Save all Output Files   ☐ Burst Output

Layout   Options
Notify
Print to noprint   Delivery Opts

Help (C)   Submit   Cancel

4.19. Click Find to view the running request.

4.20. If the request status is Completed - Error, click View Output on the request ID with Completed – Error status.

4.21. In the browser, check the errors and the flat files that were not uploaded due to these errors.

<-- GL JOURNAL AUDIT LOG REPORT -->

```
-- ERROR Text File: /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/RPI090823_094031.501
-- ERROR Text File: /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/RPI090823_094035.501
-- ERROR Text File: /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/RPI090823_094044.501
-- ERROR Text File: /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/RPI090823_094047.501
-- ERROR Text File: /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/RPI090823_094057.501
-- ERROR Text File: /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/RPI090823_094059.501
-- ERROR Text File: /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/RPI090823_094102.501
-- ERROR Text File: /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/RPI090823_094103.501
-- ERROR Text File: /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/RPI090823_094105.501
```

**4.22.** In Oracle, set up the not existing GL code combinations. Go to GL Accounts.

- o If the Account code starts with 1, 2 or 3...
  - It should have an alternate account e.g. 88.110302.35363604.0000.00.0000 -> 88.110302.00000000.0000.00.0000
  - It has an end date. Copy Effective Date From and paste to To field.
  - Click save.
- o If the Account code starts with 4, 5, 6 or 7...
  - It does not have an alternate account. After inputting the Account combination, save.

4.23. In WinSCP, go to file path /oracle/XXAPPS/XXGL_INTERFACE/RPI/error/ and transfer .501 flat files to local folder by clicking F6 in keyboard. **Click OK**.
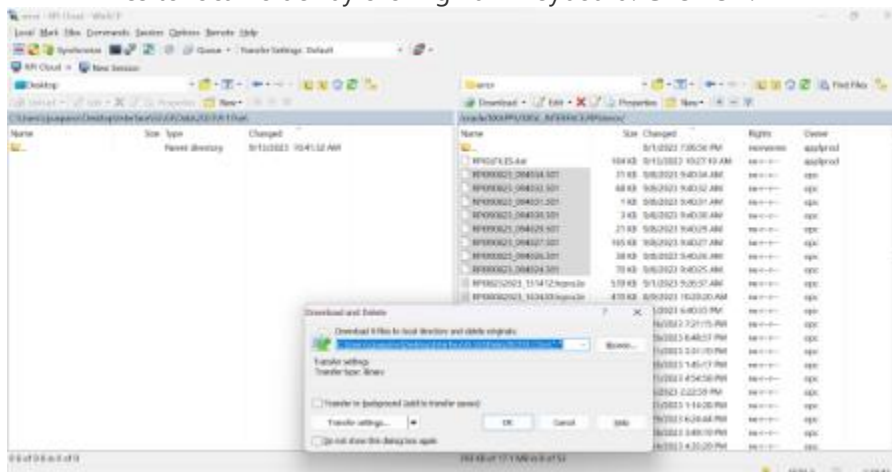
4.24. Transfer .501 flat files to file path /oracle/XXAPPS/XXGL_INTERFACE/RPI/data/ by clicking F5 in keyboard. Click OK.
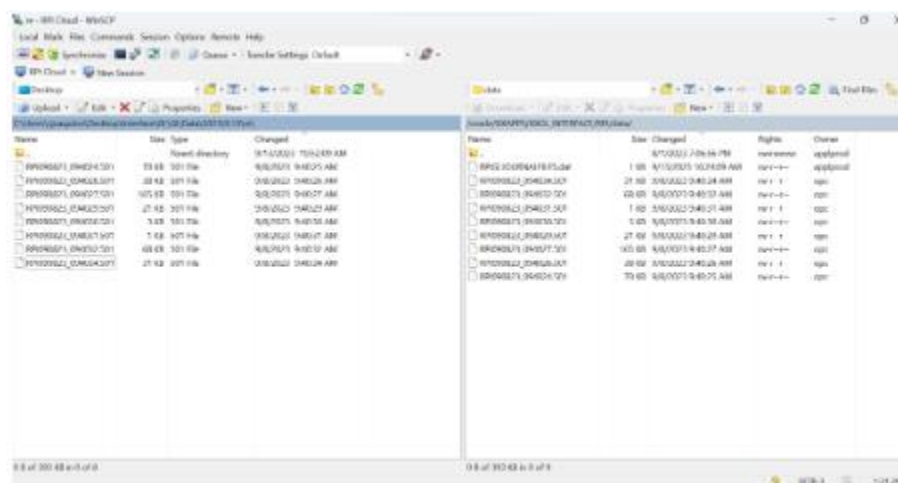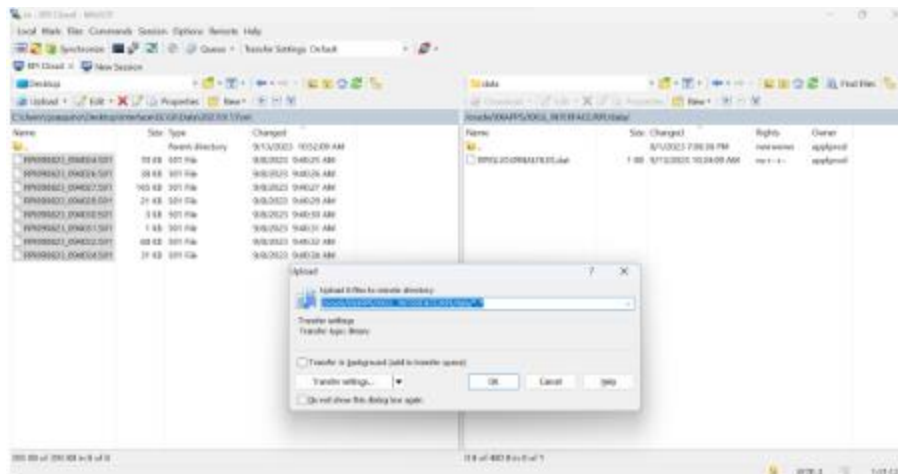
4.25. Click the Refresh button.

4.26. In Oracle, Submit a New Request for RPI GL Journal Interface Main.

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

4.28. Submit request for RPI Journal Entries Report. Input Journal Source (1), Status (U) and GL date of uploaded data. **Click OK, then Submit.**

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

4.30. Check the uploaded data in the report and transfer to the **Details sheet** in the validation file to confirm if the data in the .501 flat files have been completely interfaced.

        4.32.a. Debit and credit amounts are equal to the debit and credit amounts in JDA sheet.

        4.32.b. All the posted inventory have been uploaded.

        4.32.c. Filter Account codes.

-If the account code starts with 1-3, then the Location and BU/Dept should be zero (0). Line Description should have alternate accounts e.g. "88.110201.35363604.0000.00.0000: EF01, WF01: Journal Import Created"

*If the Location and BU/Dept is NOT zero…

        a. correct the GL code combination in **General Ledger Superuser, RPI** > **GL Accounts**

        b. correct the GL code combination and Line Description in **General Ledger Superuser, RPI** > **Enter Journals** > **Input in Find Journals the GL batch with wrong GL code combination** > **Find** > **Review Journal** > **Put cursor in Lines** > **F11** > **Input the wrong GL combination in Account** > **Ctrl + F11** > **Revise Account and Description** > **Save.**

c. generate RPI Journal Entries Report to validate if the GL code combination and Line Description have been corrected

-If the account code starts with 4-7, then the Location has 8-digit store location and BU/Dept may or may not have 4-digit department code. Line Description should indicate "Journal Import Created"

4.31. Go to Enter Journals. Enter Source, Period, Posting status (Unposted). **Click Find**.

Enter Journals window:

4.32. Click File, then Export.
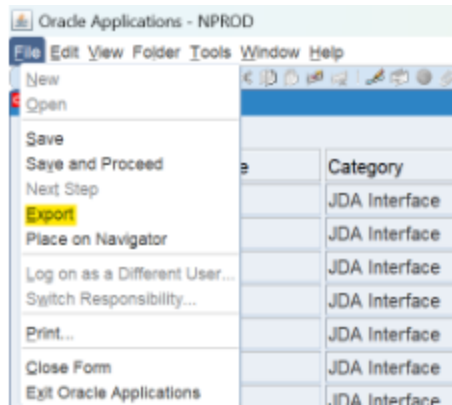
4.33. Go to browser. **Click Open.**

4.34. Copy the data in the WordPad to the **Summary sheet** in the validation file.
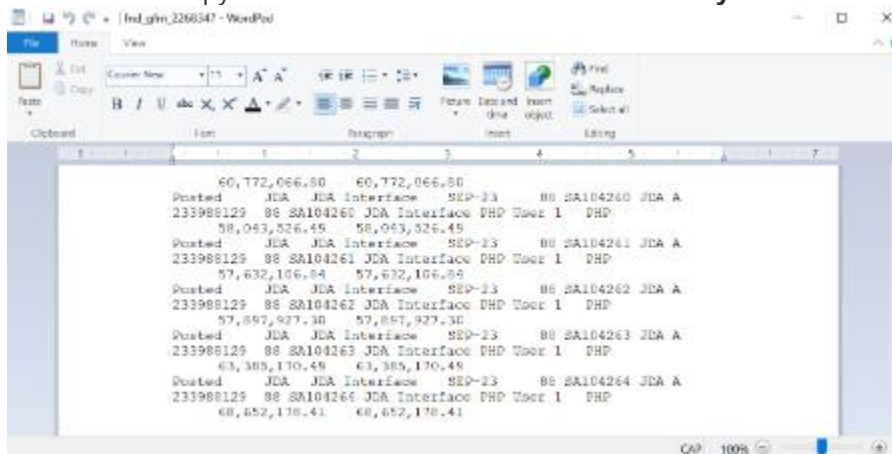
4.34.a. Debit and credit amounts are equal to the debit and credit amounts in JDA sheet.

4.35. For the **Account sheet**:

    4.35.a. Add Debit and Credit columns after the Amount column in JDA sheet.

Note: Use IF formula; e.g. for Debit column: =IF(Dr/Cr column data="Debit",Amount data,"")

    4.35.b. Highlight then pivot the data in JDA sheet. **Click OK**.

    4.35.c. In the new sheet, drag Account field to Rows; Debit and Credit fields to Values.
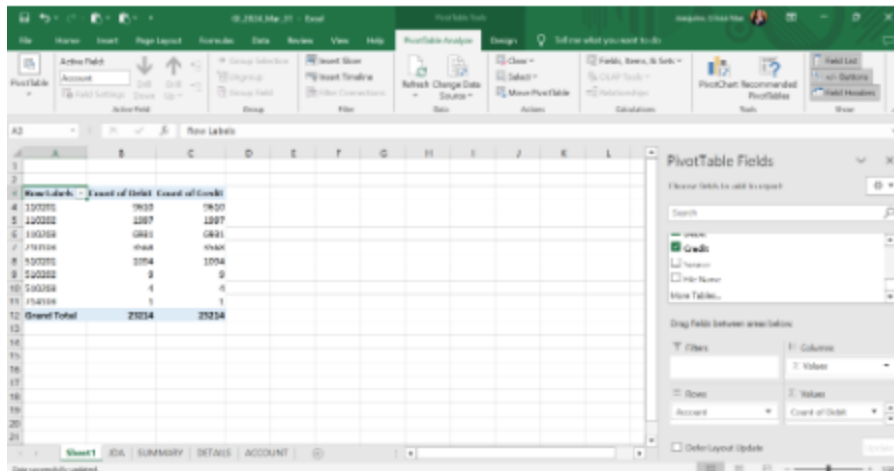
4.35.d. Change Count of Debit to Sum. **Click Value Field Settings**. Choose Sum. **Click OK**. Repeat for Count of Credit.
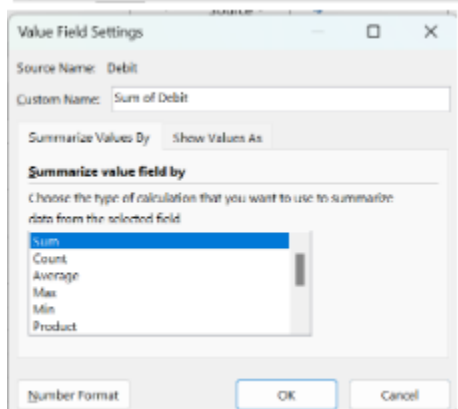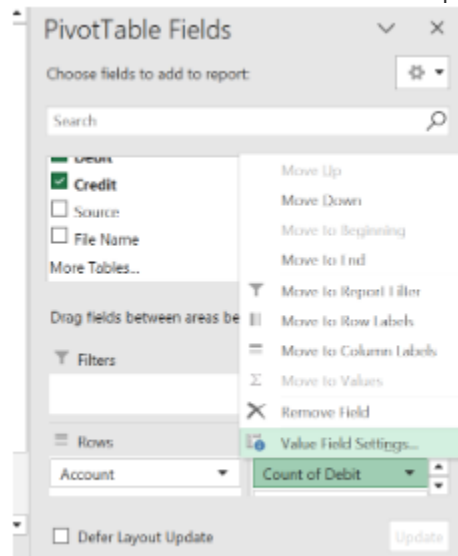
4.35.e. Copy the amounts including Total to Account sheet, under JDA.

4.35.f. Repeat process for Details sheet, to be copied under Oracle in Account sheet. Ensure that the amounts are equal.

4.36. In Oracle, in the Enter Journals screen, click Post.

4.37. Upload validation file to Finance sharepoint.

4.38. Send email to GL team to notify of successful upload.

Re: GI - Mar 2024

Joaquino, Crissa Mae
To: RV Venales
Cc: Shiela Rokstauks; Christian Paul O. Caridu; Remoioga, Mary Kathleen; +1 other

Thu 4/4/2024 5:58 PM

You replied on Thu 4/11/2024 11:48 AM

Hello all,

Kindly be informed that all GI flat files for the 4th week of Mar 2024 are already interfaced and posted in Oracle today.
Please see file path below.

Thanks,
Crissa
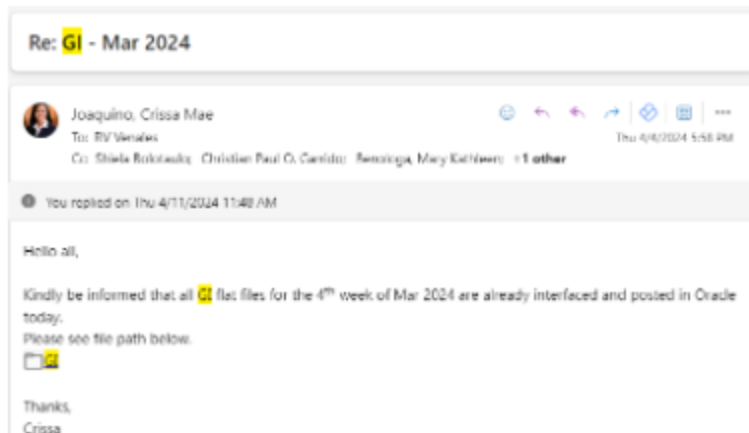
5. Access Permissions

5.1. JDA MMS credentials (user and password) are provided by IT Helpdesk team.

5.2. To access the generated flat files in ORACLEIOM (\\jdap07.rosepharmacy.com) directory, user must map this directory:

5.2.a. Go to Run

5.2.b. Input \\jdap07.rosepharmacy.com in field. **Click OK**.
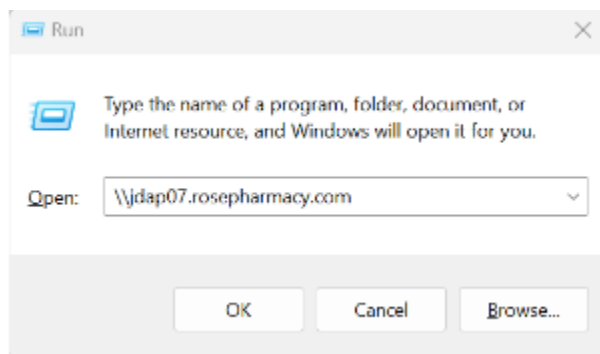
5.2.c. Enter JDA credentials then click OK.

Windows Security ✕

Enter network credentials

Enter your credentials to connect to: jdap07.rosepharmacy.com

User name

Password

Domain: ROSEPHARMACY

☐ Remember my credentials

Access is denied.

| OK | Cancel |
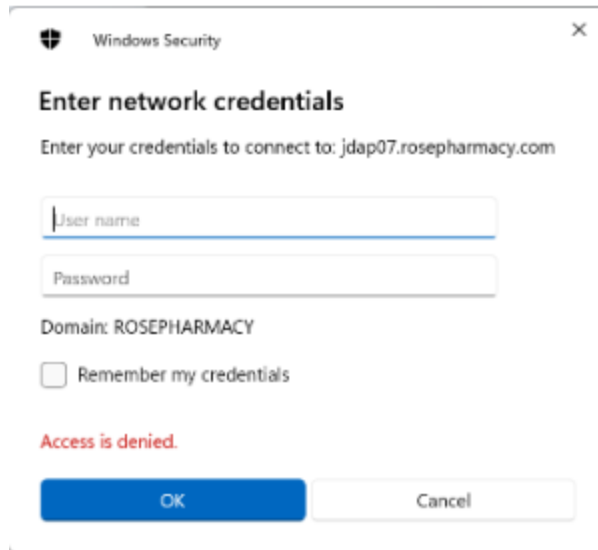
5.2.d. Right click on ORACLEIOM folder then click Map network drive...
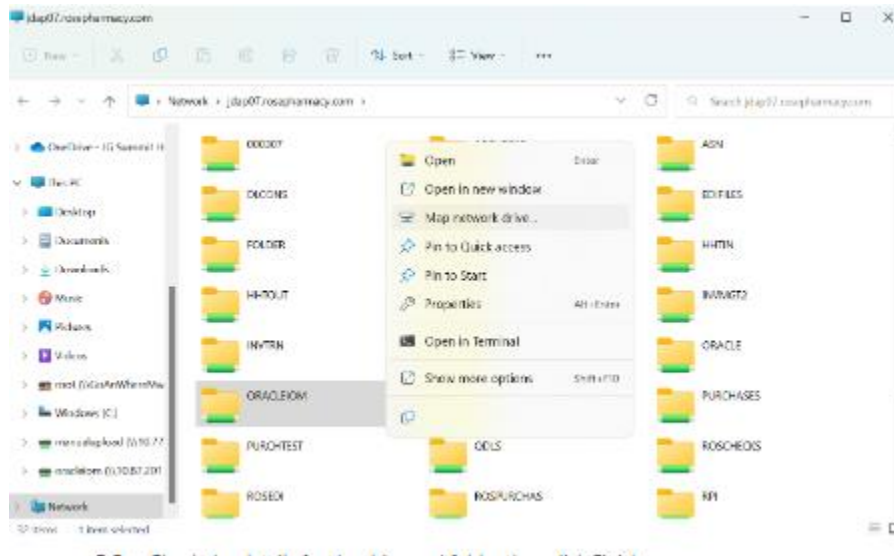
5.2.e. Check the details for the drive and folder then click Finish.

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Z:

Folder: \\jdap07.rosepharmacy.com\ORACLEIOM   Browse...

Example: \\server\share

☑ Reconnect at sign in

☐ Connect using different credentials

Connect to a Web site that you can use to store your documents and pictures.

Finish   Cancel
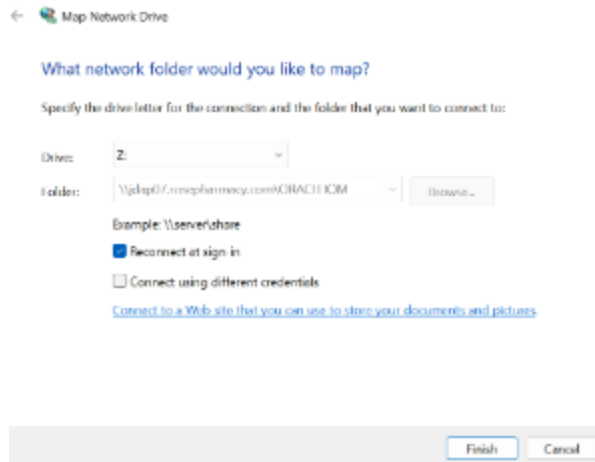
5.2.f. The OracleIOM folder shall open. Close this window and check WinSCP if the directory can be accessed.
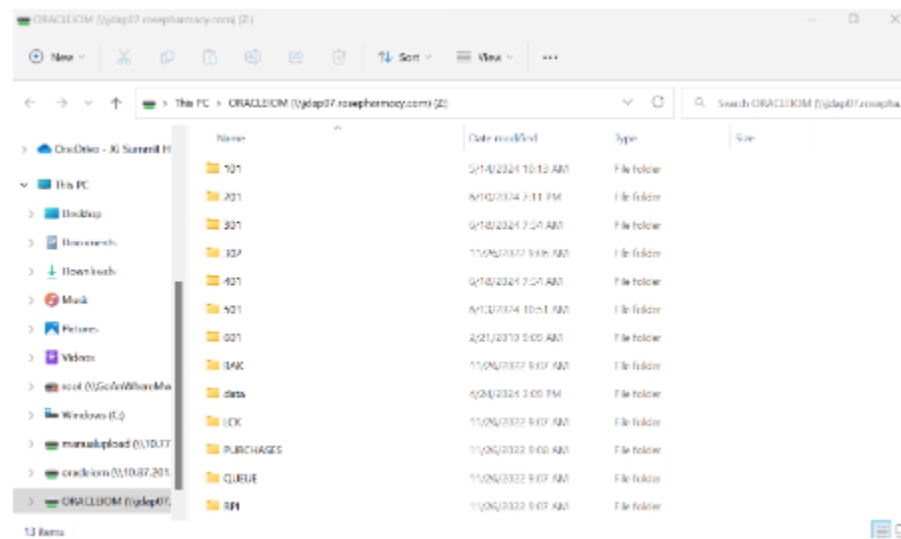
WinSCP:
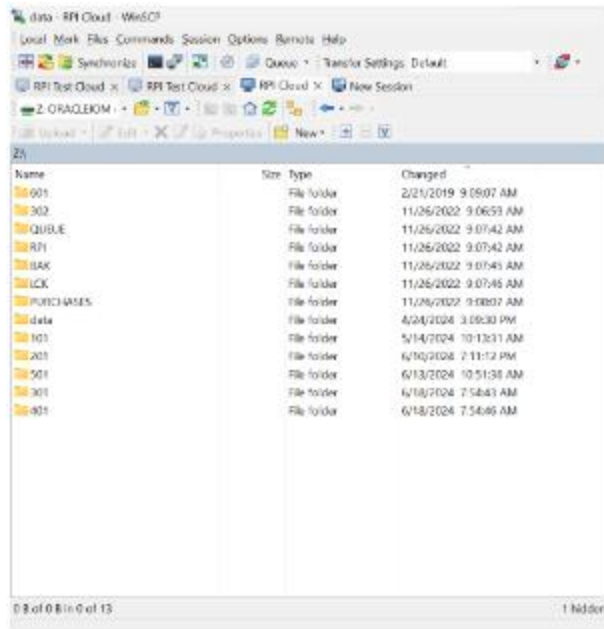
5.3. If an error is encountered when trying to access the ORACLEIOM ([\\jdap07.rosepharmacy.com](\\jdap07.rosepharmacy.com)) directory, send a ticket to IT Helpdesk.

Subject: OPEN TICKET: cannot access oracleIOM folder

To: Rose Pharmacy IT Helpdesk <ithelpdesk@rosepharmacy.com.ph>
cc: Shiela Bolotaulo <shiela.bolotaulo@rosepharmacy.com.ph> ; Joan Espepe <joan.espepe@rosepharmacy.com.ph>
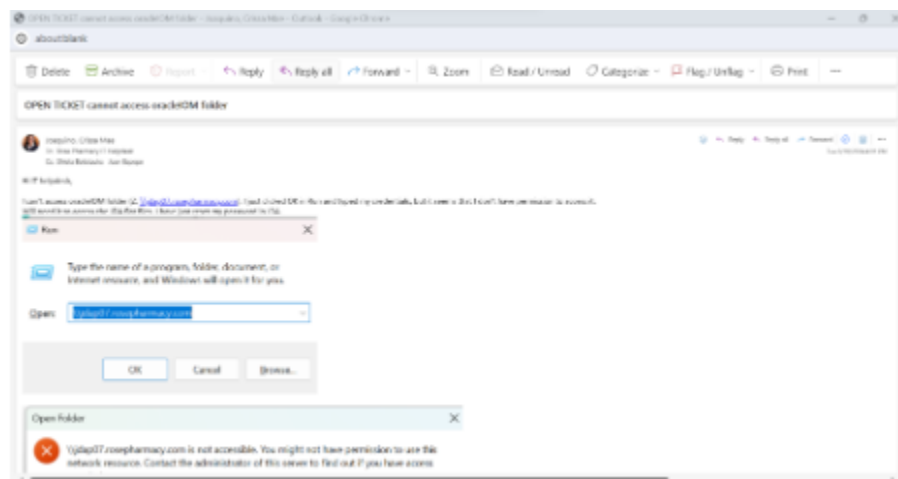
5.4. Oracle credentials (user and password) are provided by IT - Oracle Applications team via email.

5.5. User must have access to the General Ledger Super User, RPI responsibility to be able to interface the .501 flat files. This is assigned by IT - Oracle Applications team.
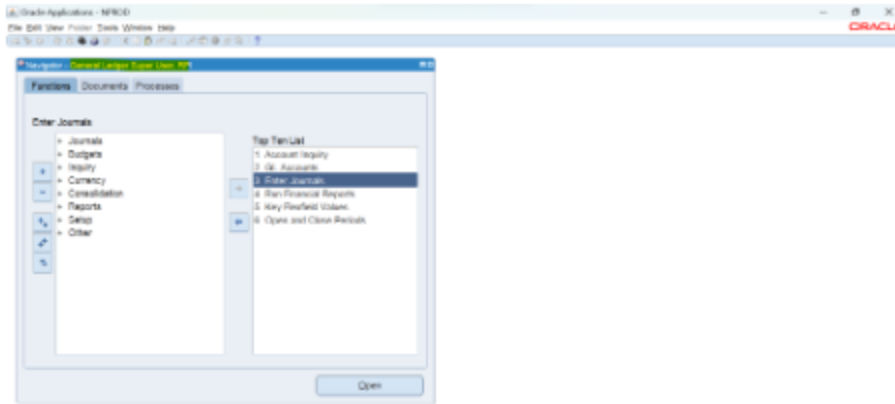
6. File Structure

6.1. .501 flat file

No	Column Name	Description	Data Type	Req?
1	ACCTG_DATE	Accounting Date	Date	Y
2	ACCOUNT_TYPE	"Debit" or "Credit"	VARCHAR2(10)	Y
3	SEGMENT1	Company	VARCHAR2(25)	Y
4	SEGMENT2	Account	VARCHAR2(25)	Y
5	SEGMENT3	Location	VARCHAR2(25)	Y
6	SEGMENT4	Department	VARCHAR2(25)	Y
7	SEGMENT5	Employee ID	VARCHAR2(25)	Y
8	SEGMENT6	Future	VARCHAR2(25)	Y
9	SEGMENT7	Extra field only	VARCHAR2(25)	N
10	SEGMENT8	Extra field only	VARCHAR2(25)	N
11	SEGMENT9	Extra field only	VARCHAR2(25)	N
12	SEGMENT10	Extra field only	VARCHAR2(25)	N
13	JOURNAL_NAME	Journal Name	VARCHAR2(100)	Y
14	CATEGORY_NAME	Category Name	VARCHAR2(100)	Y
15	CURRENCY_CODE	Currency Code	VARCHAR2(15)	Y
16	AMOUNT	Amount	NUMBER	Y
17	SOURCE_REFERENCE	Source Reference (JDA)	VARCHAR2(100)	Y
18	FILENAME	Text Filename	VARCHAR2(100)	Y

Y = required field

7. Schedule

7.1. GI Interface is performed **every Thursday.**

7.2. Generation of .501 flat files is done after errors are fixed by GL team. IT uploads the .501 flat files the same day. Email notification of successful upload on the same day.

8. Troubleshooting

8.1. When checking the JDA sheet, if there are blank GL account combinations:
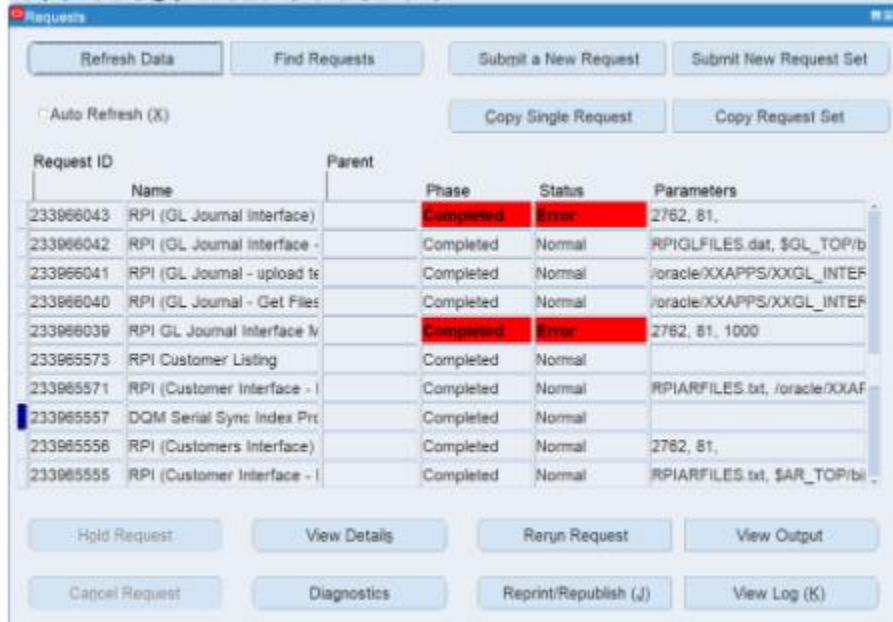
8.1.a. Send to GL team for validation so they could provide the GL account combination.

8.1.b. Go to WinSCP. Open the .501 flat file with the blank account combination, then copy the correct account combination and edit Batch name (should follow the Batch name of the other lines).

8.1.c. Use the revised flat file when uploading.

8.2. If running the RPI GL Journal Interface Main, the program returns **Completed - Error:**

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

8.2.b. Go to browser. The inventory transactions with error can be found there.
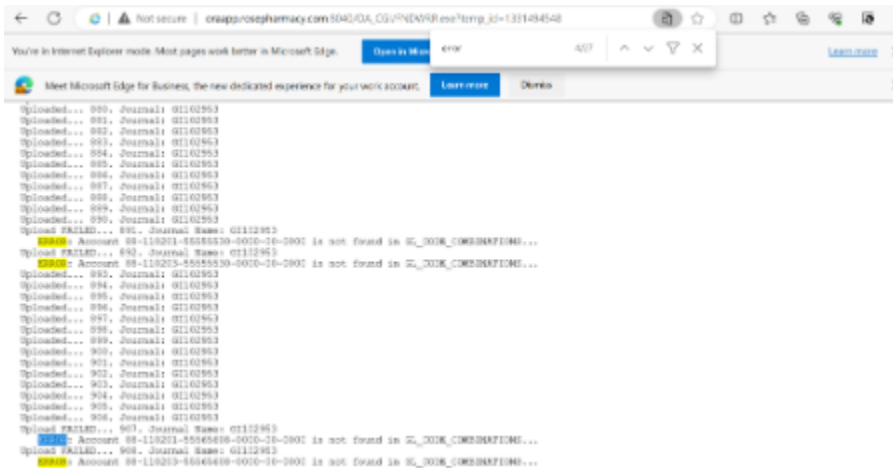
8.2.c. Find the errors:
- by pressing Ctrl + F in keyboard in the page and inputting ERROR
- or copying the data to an Excel file and filtering ERROR

8.2.d. If the error is -

-ERROR: Account is not found in GL_CODE_COMBINATIONS...

Set up the not existing GL code combinations. Go to GL Accounts.

Run the RPI GL Journal Interface Main for these flat files again.

-ERROR: Journal name already exists in main table...
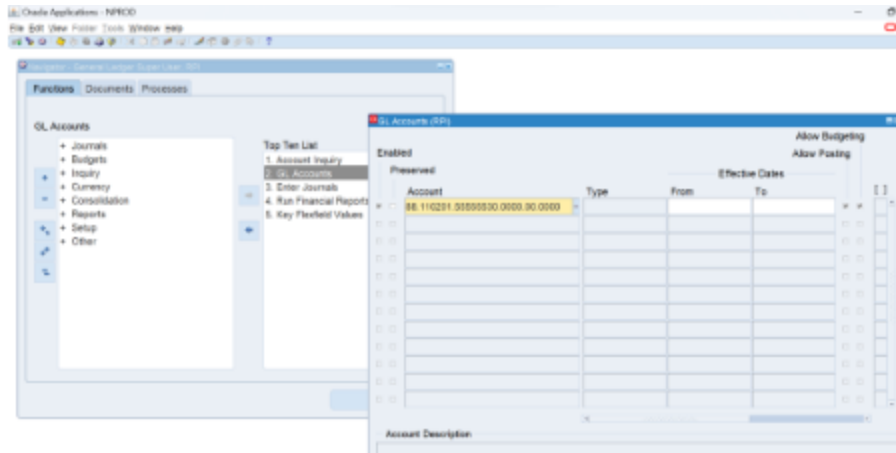
```
... 1. Processing file: RPI062024_141329.501
   Upload FAILED... 1. Journal Name: GI116864
       ERROR: Journal name already exists in main table...
   Upload FAILED... 2. Journal Name: GI116864
       ERROR: Journal name already exists in main table...
   Upload FAILED... 3. Journal Name: GI116864
       ERROR: Journal name already exists in main table...
   Upload FAILED... 4. Journal Name: GI116864
       ERROR: Journal name already exists in main table...
   Upload FAILED... 5. Journal Name: GI116864
       ERROR: Journal name already exists in main table...
   Upload FAILED... 6. Journal Name: GI116864
       ERROR: Journal name already exists in main table...
   Upload FAILED... 7. Journal Name: GI116864
       ERROR: Journal name already exists in main table...
```

The .501 flat file has already been uploaded. Exclude from the interface. Confirm by searching for the journal name in Enter Journals.

8.2.e. For issues like the RPI GL Journal Interface Main 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>