Booking a Debit Memo

1. **Purpose**

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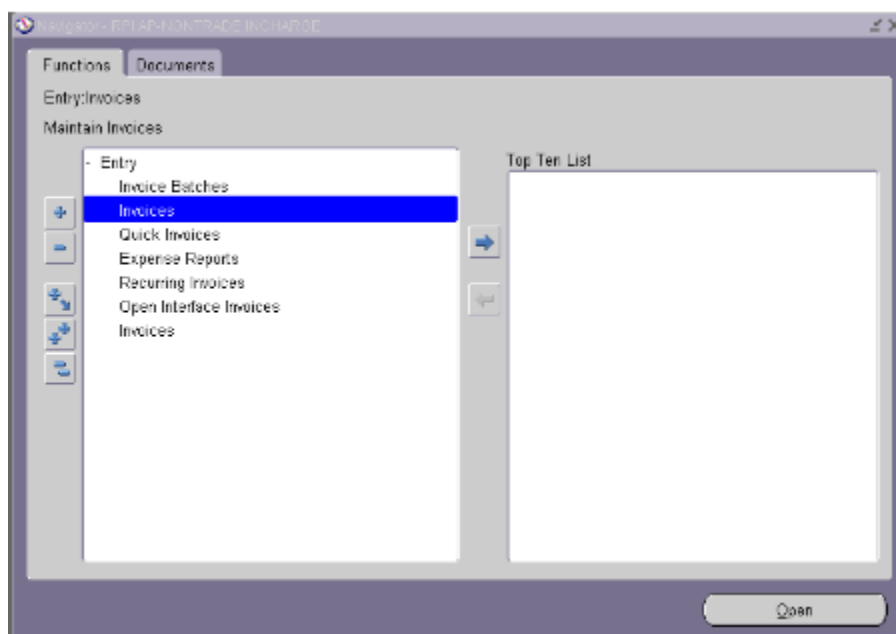
2. **Scope**

      2.1. Payable Users of Oracle nationwide.

3. **Implementing Guidelines**

      3.1. Refer accounting manual for detailed policy in booking a Debit Memo.

4. **Navigation Procedures**

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

      4.2. Fill in **"Invoice Type"** – DEBIT MEMO

      4.3. Fill in **"Document Category Name"** - **Debit Memo Invoices**

      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"** – same date that you booked or processed your Expense report or liquidation. Your Invoice date and GL date must at all times be the same.

      4.6. Fill in **"Invoice Number**" – naming convention is the Invoice Number of your expense report or liquidation plus prefix DM. (ex. DMLQPREP-CA-11052018)

4.7. Fill in **"Invoice Description"** – naming convention is <DEBIT MEMO> Employee ID and Surname. (ex. <DEBIT MEMO> 154083 - PENAFLOR)

4.8. Fill in **"Invoice Amount"** – add a (-) negative amount. This amount is the amount of excess from prepayment versus actual expenses incurred per liquidation/employee. It is the amount that you have returned back to the company.

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

Next ➡

4.10. Fill in **"Distribution Amount"** – same amount reflected in your invoice and line amount.

4.11. Fill in **"Distribution Account"** – same account used in your expense report as your "excess cash". Normally, the account combination is 88.210127.00000000.0000.00.0000.

4.12. Fill in **"Distribution Description"** – you may opt not to change the default description which is same with your invoice description or update the distribution description which you may think is necessary for your future reference.

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