

ORACLE NAVIGATION MANUAL

ORA-40-001: GENERATING DAILY COLLECTION REPORT

Effectivity date: January 1, 2016

1. Purpose:

- 1.1. To have a standard navigational instruction to Receivable users of Oracle in generating a **Daily Collection report**.

2. Scope:

- 2.1. Receivable Users of Oracle in RPI SSC.

3. Implementing Guidelines

- 3.1. Refer Finance SOP for detailed policy in generating Daily Collection report.

4. Navigation Procedures

- 4.1. Navigate to RPI AR-SUPERVISOR > Receipts > Receipts

. In receipts window

4.1a click View (menu)

4.2b click Request (menu)

4.3c click Submit a New Request (button)

4.4d click Single Request > OK (button)

Oracle Applications - Rose Pharmacy Inc. Production Instance

File Edit View Folder Tools Actions Window Help

4.1a View Navigator

4.1b Requests

Receipt Date 27-JUL-2020

GL Date 27-JUL-2020

Maturity Date 27-JUL-2020

Functional Amount

Balances

Unidentified

Applied

On Account

Unapplied

Cash Claims

Prepayments

Customer Bank

Name

Account

PERSON

Remittance Bank

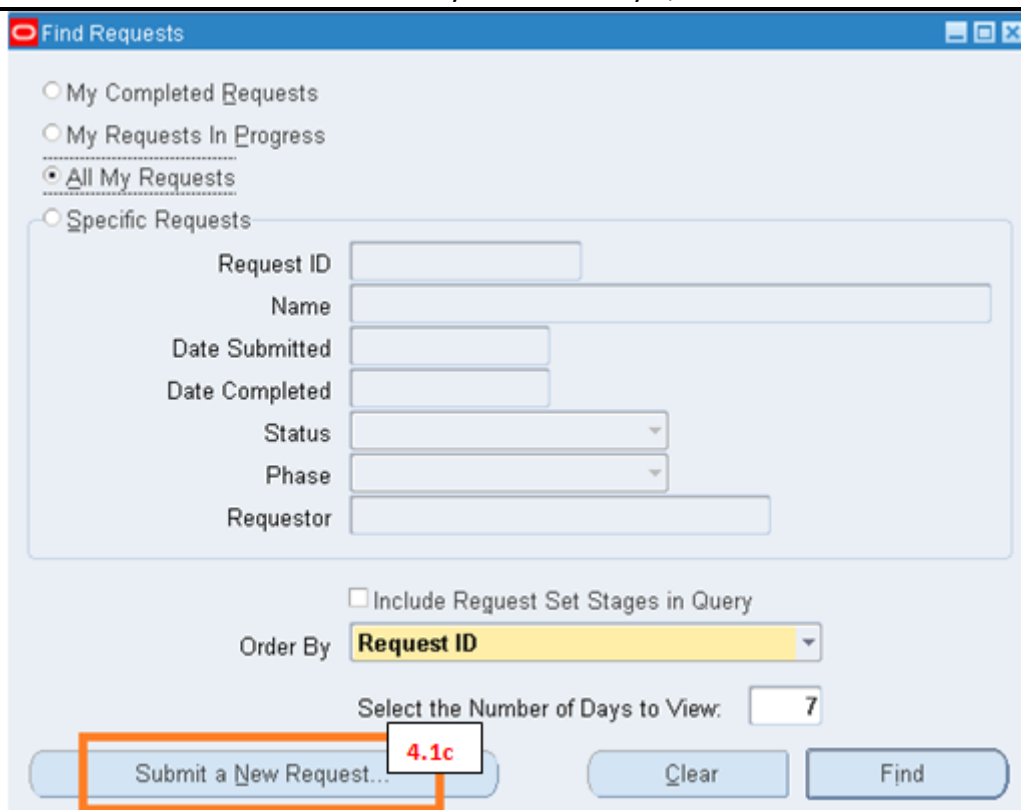
Name

Branch

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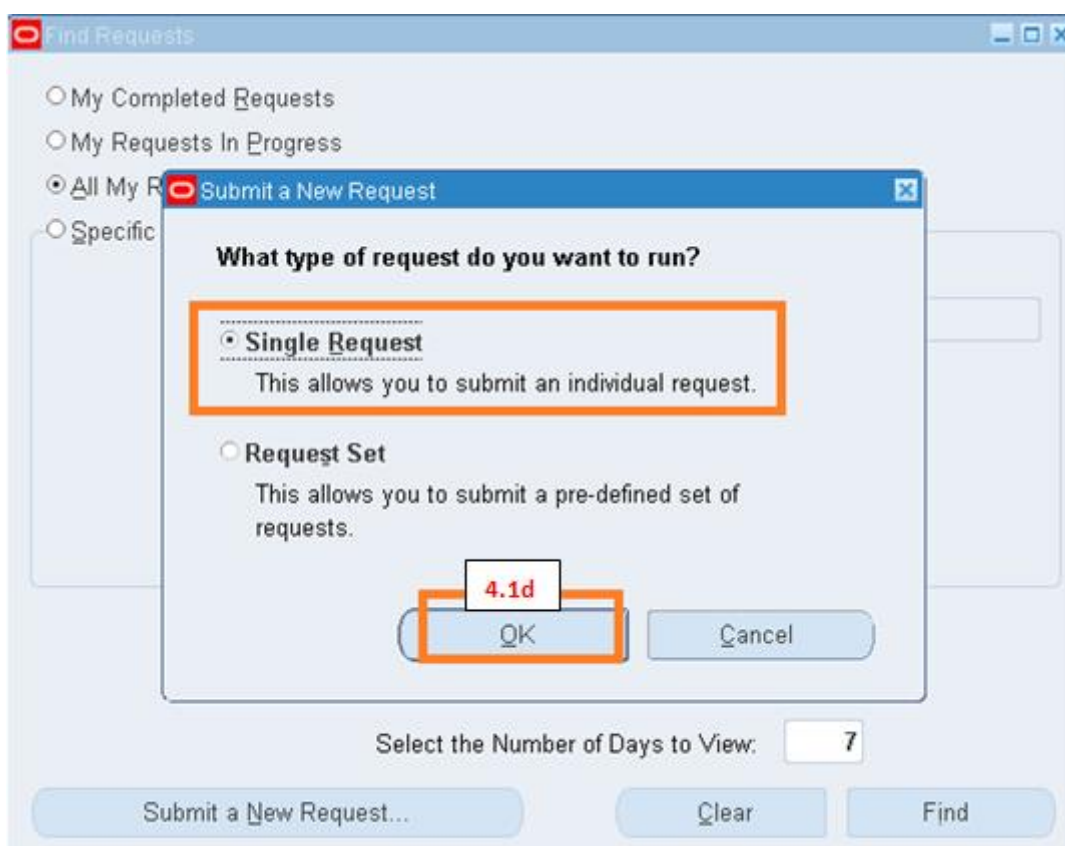
Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

Request ID:
 Name:
 Date Submitted:
 Date Completed:
 Status:
 Phase:
 Requestor:

☐ Include Request Set Stages in Query
 Order By: **Request ID**
 Select the Number of Days to View:

4.1c



Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☒ All My Requests
☐ Specific Requests

Submit a New Request

What type of request do you want to run?

☒ **Single Request**
 This allows you to submit an individual request.

☐ **Request Set**
 This allows you to submit a pre-defined set of requests.

4.1d

Select the Number of Days to View:

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4.2. In the name field – type “RPI DAILY COLLECTION REPORT” > Tab > Fill-in necessary details in the parameters > OK (button)

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File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Name **RPI DAILY COLLECTION REPORT** 4.2a

Operating Unit

Parameters

Language American English

At these Times...

Run the Job As Soon as Possible

Upon Completion...

☒ Save all Output Files

Layout RPI_COLLECTION

Notify

Print to noprint

Parameters 4.2b

RECEIPT DATE FROM

RECEIPT DATE TO

BATCH DATE FROM 20-JUL-2020

BATCH DATE TO 20-JUL-2020

BATCH NUMBER FROM 1934

BATCH NUMBER TO 1934

OK 4.2c Cancel Clear Help

Help (C) Submit Cancel

4.3. Click Submit button > (Select another request?) > click NO

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File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Name RPI DAILY COLLECTION REPORT

Operating Unit

Parameters 20-JUL-2020:20-JUL-2020:1934:1934

Language American English

At these Times...

Run the Job As Soon as Possible

Upon Completion...

☒ Save all Output Files

Layout RPI_COLLECTION

Notify

Print to noprint

Decision 4.3b

Request submitted.
(Request ID = 232472795)

Submit another request?

Yes No

Submit 4.3a Cancel

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4.4. Click FIND (button) > click Refresh Data (button) > check if Phase and Status is Completed and Normal respectively. If so, click View Output (button).

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File Edit View Folder Tools Window Help

Requests

Refresh Data **4.4a** Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Requestor	Priority
232472795	RPI DAILY COLLECTION F		Completed	Normal	SMJBOLOTAULO	50

Note: Ensure that Phase and Status returns to Completed and Normal respectively before you click the View Output button to see the report.

Hold Request View Details... **4.4c** View Output

Cancel Request Diagnostics View Log...

4.5 Print the Report and attached it to the actual collections for deposit and copy of receipts.

ROSE PHARMACY, INC.											
DAILY COLLECTION REPORT											
Source Name	Batch Name	Batch Date	Remittance Bank	Receipt Date	Receipt No	Customer Name	Mode Of Payment	Check Date	Check No	Bank	Amount
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CR048097	JELMA PHILIPPINES, INC.	DATED CHECK	17-Jul-20	2601465	RPI	40,416.69
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	BDO SA 6090074208	20-Jul-20	CR048317	PRIMARY STRUCTURES CORPORATION	ONLINE				2,405.05
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CR048098	MACTAN WIRE HARNESS CORP.	DATED CHECK	13-Jul-20	970065	BDO	408.82
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CR048014	151179 - RANILO CABARDO	CASH				710
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CR048316	152538 MARY GRACE GARADO	ONLINE				10,001.00
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CR048315	150212 SHEILA PAGATPAT	ONLINE				600
RPI HEAD OFFICE COLLECTION	1934	20-Jul-20	MBTC SA 0413041512653	20-Jul-20	CR047764	FAST SERVICES CORPORATION -	DATED CHECK	7-Jul-20	667085	BDO	1,360.24
											55,901.80
Summary:											
Cash										710.00	
Online										13,006.05	
Dated											
Check										42,185.75	
PDC										-	55,901.80
Prepared By:				Checked By:							
AR Staff				AR Supervisor							
Received By:											
Treasury - Cashier											