

## ORACLE NAVIGATION MANUAL

ORA-30-001: BOOKING A STANDARD INVOICE  
(ADVANCES TO EMPLOYEES RELATED ACCOUNTS ONLY)

Effective date: November 01, 2018

### 1. Purpose:

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

### 2. Scope:

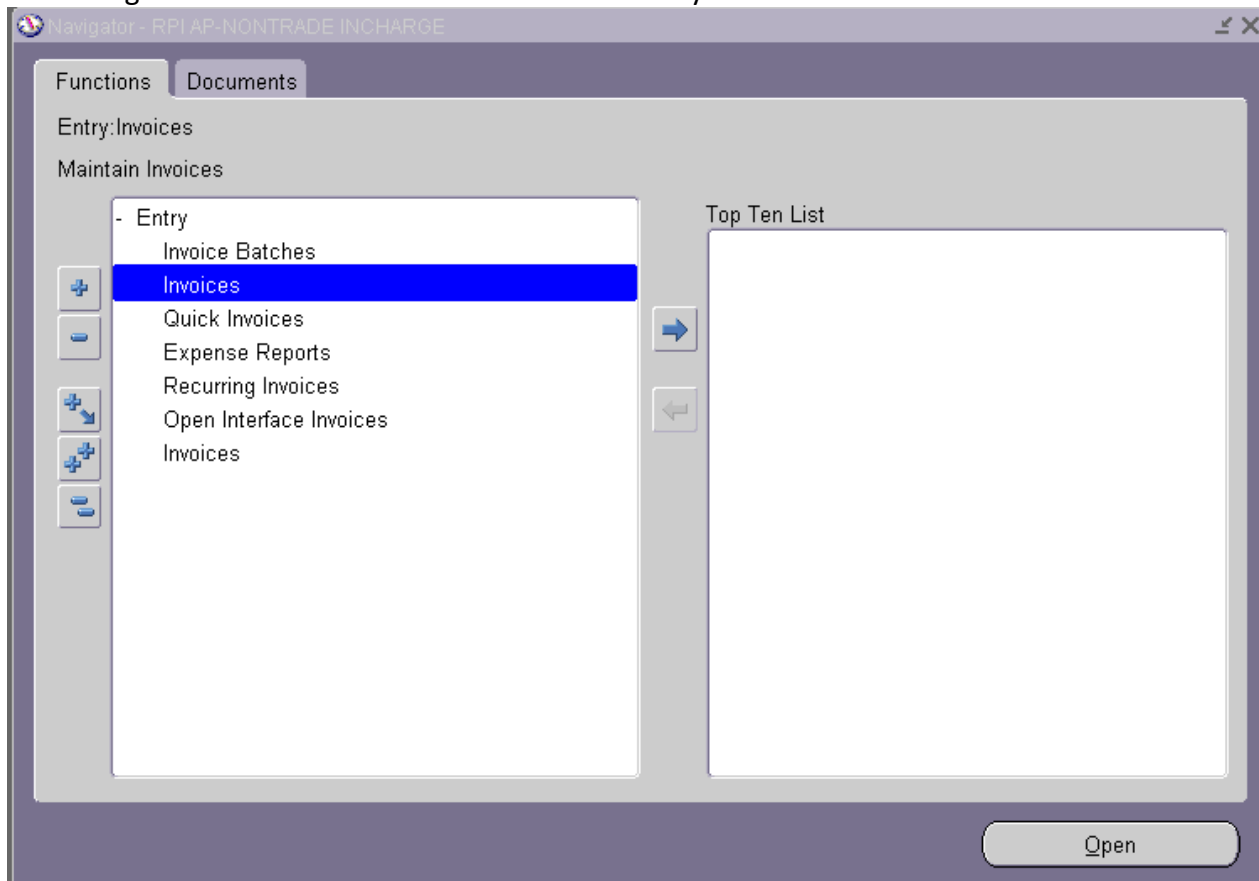
- 2.1. Payable Users of Oracle nationwide.

### 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.

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- 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.

Operating Unit	Type	Document Category Name	Trading Partner	Supplier Num	Supplier Site	Invoice	Invoice Date	GL Date
Rose Pharmac	Standard	APV	ROSE PHARMACY, INC.,	802018	Home	PHP	05-NOV-2018	05-NOV-2018

Summary	
Items	27,500.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	27,500.00
Tax	
Freight	
Miscellaneous	
Total	27,500.00

Status	
Status	Never Validated
Accounted	No
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description: <SALARY LOAN> LOAN APPLICATION APPR

Operating Unit	Type	Document Category Name	Trading Partner	Supplier Num	Supplier Site	Invoice	Invoice Date	GL Date
Rose Pharmac	Standard	APV	ROSE PHARMACY, INC.,	802018	Home	PHP	05-NOV-2018	05-NOV-2018

**Header**

Summary	
Total	27,500.00

AP_LINES	
Num	1
Type	Item
PO Number	
Amount	27,500.00
Description	<SALARY LOAN> LOAN APPLICATION
GL Date	05-NOV-2018
Default Distribution Account	
Default Account Descripti	

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- 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.

Distributions (RPIAP-NONTRADE IN-CHARGE) - Rose Pharmacy, Inc., SALARY LOAN-11052018, ROSE PHARMACY, INC.

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

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	750.00	05-NOV-2018	88.110621.00000000.0000.15160		0413765363552
2	Item	750.00	05-NOV-2018	88.110621.00000000.0000.15178		0413765372810
3	Item	750.00	05-NOV-2018	88.110621.00000000.0000.15163		0413770507546
4	Item	750.00	05-NOV-2018	88.110621.00000000.0000.15158		0413765362491
5	Item	750.00	05-NOV-2018	88.110621.00000000.0000.15363		0413798003390
6	Item	750.00	05-NOV-2018	88.110621.00000000.0000.15364		0413770508585
7	Item	750.00	05-NOV-2018	88.110621.00000000.0000.15164		0413765365938
8	Item	750.00	05-NOV-2018	88.110621.00000000.0000.15158		0413770505993
9	Item	750.00	05-NOV-2018	88.110621.00000000.0000.15176		0413765372110
10	Item	750.00	05-NOV-2018	88.110621.00000000.0000.15173		0413765370591
11	Item	7,000.00	05-NOV-2018	88.110621.00000000.0000.15247		0413796170957
12	Item	5,000.00	05-NOV-2018	88.110621.00000000.0000.15060		0413765374236
13	Item	8,000.00	05-NOV-2018	88.110621.00000000.0000.15051		0413770510571

Status: Never Validated  
Accounted: Unprocessed  
Distribution Class: Preview  
Associated Charges:   
Account Description: RPI.ADVANCES TO EMPLOYEES-PER.NONE.NONE.TINAMBACAN, Ms\ MARY JEAN.NONE

Buttons: Reverse 1, Tax Distributions, View PO, View Receipt

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