

ORACLE NAVIGATION MANUAL

ORA-30-003: BOOKING A PREPAYMENT

(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 **Prepayment**.

2. Scope:

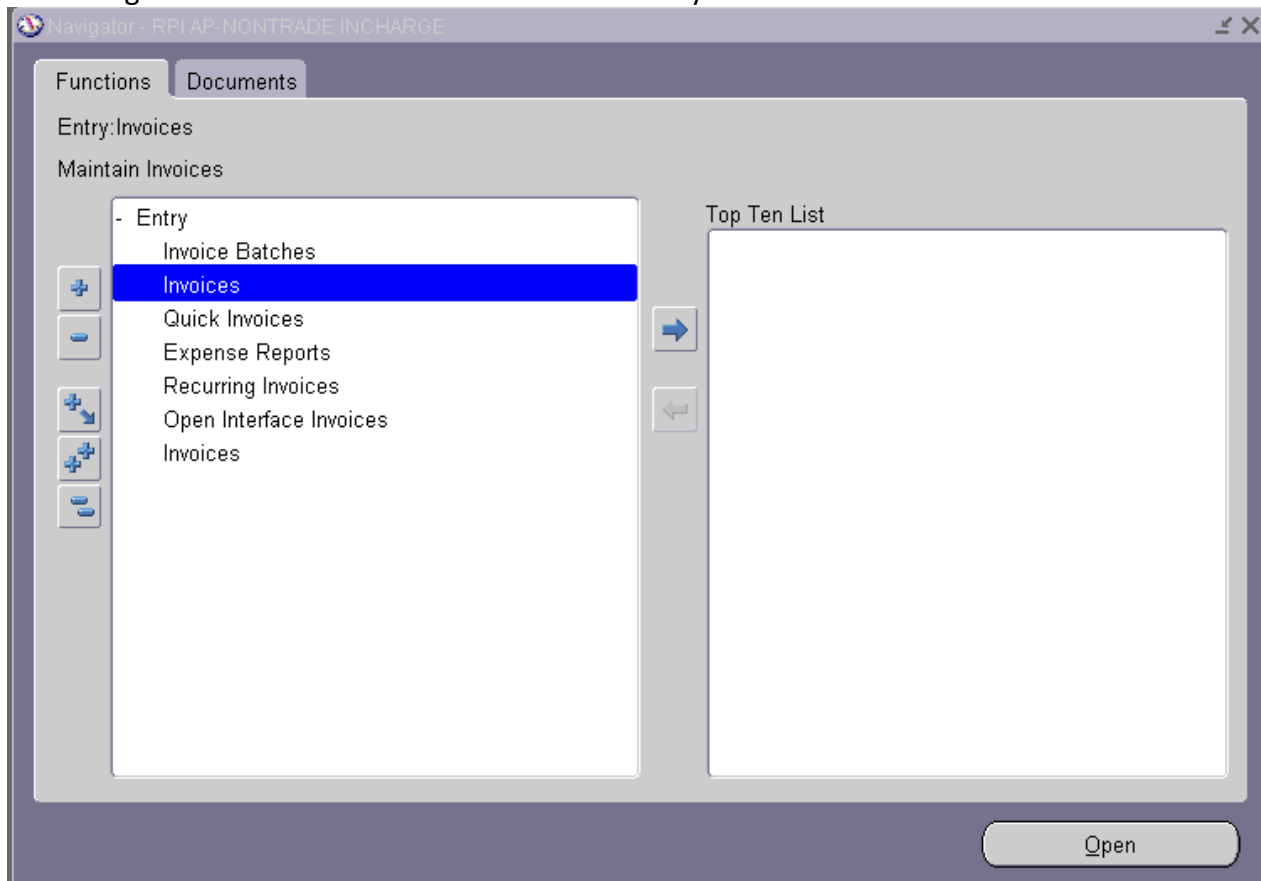
- 2.1. Payable Users of Oracle nationwide.

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.

ORACLE NAVIGATION MANUAL

ORA-30-003: BOOKING A PREPAYMENT

(ADVANCES TO EMPLOYEES RELATED ACCOUNTS ONLY)

Effective date: November 01, 2018

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.

Batch Control Total: Batch Actual Total:

AP

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

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

Summary

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

Amount Paid: PHP 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

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Batch Control Total: Batch Actual Total:

AP

Site	Invoice Num	Invoice Amount	Voucher Number	Description	Tax Amount
IV-2018	PREP-CA-11052018	50,000.00	101683212	<PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 6-16, 2018	0.00

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

AP_LINES

Lines Tab

Total

Gross	50,000.00
Retained	
Net	50,000.00

Num	Type	PO Number	Amount	Description	GL Date	Default Distribution Account	Default Account Descripti
1	Item		50,000.00	<PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 6-16, 2018	05-NOV-2018	88.110622.00000000.0000.0	RPI.ADVANCES TO EMP

Distributions Allocations

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

ORACLE NAVIGATION MANUAL

ORA-30-003: BOOKING A PREPAYMENT

(ADVANCES TO EMPLOYEES RELATED ACCOUNTS ONLY)

Effective date: November 01, 2018

- 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)

Distributions (RPIAP-NONTRADE IN-CHARGE) : Rose Pharmacy, Inc. : PREP-CA-11052018, ROSE PHARMACY, INC.

Line Number: 1

Line Description: <PREPAYMENT> CASH ADVA

Invoice Total: 50,000.00

Distribution Total: 50,000.00

Num	Type	Amount	GL Date	Account	Asset Book	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	88.110622.00000000.0000.150223.0000		<TRAINING> ORACLE UNIVERSITY MANILA FROM NOV. 8-13, 2018
3	Item	5,000.00	05-NOV-2018	88.110622.00000000.0000.000013.0000		<SEMINAR> PICPA SEMINAR FROM NOV. 15-16, 2018
4	Item	5,000.00	05-NOV-2018	88.110622.00000000.0000.151833.0000		<TRAINING> WOW DAVAO FROM NOV. 12-14, 2018

Status: Validated

Accounted: Unprocessed

Distribution Class: Saved

Associated Charges:

Account Description: RPI.ADVANCES TO EMPLOYEES-OFF.NONE.NONE.PENAFLO, Ms\ RUBY DEL CA.NONE

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

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