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**Rose Pharmacy** 

**NAVIGATION ORACLE GUIDE**

**FOR**

**FINANCE SYSTEM ANALYST**

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By: Andre Goldwyn Aves Arevalo



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## **Supplier Setup**

1. **Purpose:** To create a New Supplier in Oracle.
2. **Requisites**
  - 2.1. Supplier information.
  - 2.2. Approved Vendor Maintenance Form
  - 2.3. Sample Sales invoice
  - 2.4. A copy of 2303 or Certificate of Registration from BIR.
3. **Navigation Procedures**
  - 3.1. Create a flat file using the Supplier Information. Refer below for the file structure.

No	Column Name
1	Supplier Name
2	Supplier No.
3	Type
4	Terms
5	
6	Currency
7	Currency
8	Tax Classification
9	
10	Allow Tax Applicability
11	
12	Allow Withholding Tax
13	Invoice Withholding Tax Group
14	Payment Method
15	Company
16	Account Code
17	Location
18	Department
19	Employee ID
20	Future2
21	Site Name
22	
23	Address
24	
25	
26	Country
27	
28	



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29	
30	
31	
32	Tax Classification
33	Terms
34	
35	Currency
36	Currency
37	
38	
39	
40	Payment Method
41	
42	Invoice Withholding Tax Group
43	
44	Company
45	Account Code
46	Location
47	Department
48	Employee ID
49	Future2
50	
51	
52	Supplier Name

3.2. Refer below for the sample supplier information with column name.

No	Column Name	Information
1	Supplier Name	MILLENNIUM SHIPPING CO INC
2	Supplier No.	92412
3	Type	EXPENSE
4	Terms	IMMEDIATE
5		
6	Currency	PHP
7	Currency	PHP
8	Tax Classification	IVAT12
9		Goods Received Date
10	Allow Tax Applicability	Y
11		
12	Allow Withholding Tax	Y



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<b>13</b>	Invoice Withholding Tax Group	NOWTAX
<b>14</b>	Payment Method	BILLS_PAYABLE
<b>15</b>	Company	88
<b>16</b>	Account Code	210102
<b>17</b>	Location	00000000
<b>18</b>	Department	0000
<b>19</b>	Employee ID	00
<b>20</b>	Future2	0000
<b>21</b>	Site Name	Head Office
<b>22</b>	Default	Y
<b>23</b>	Address	RM210 TPE BLDG BANILAD CEBU CITY
<b>24</b>		
<b>25</b>		
<b>26</b>	Country	PH
<b>27</b>		
<b>28</b>		
<b>29</b>		
<b>30</b>		
<b>31</b>	Default	Goods Received Date
<b>32</b>	Tax Classification	IVAT12
<b>33</b>	Terms	IMMEDIATE
<b>34</b>		
<b>35</b>	Currency	PHP
<b>36</b>	Currency	PHP
<b>37</b>	Default	Y
<b>38</b>		
<b>39</b>		
<b>40</b>	Payment Method	BILLS_PAYABLE
<b>41</b>		Y
<b>42</b>	Invoice Withholding Tax Group	NOWTAX
<b>43</b>		
<b>44</b>	Company	88
<b>45</b>	Account Code	210102
<b>46</b>	Location	00000000
<b>47</b>	Department	0000
<b>48</b>	Employee ID	00
<b>49</b>	Future2	0000
<b>50</b>		
<b>51</b>		.

<b>52</b>	Supplier Name	MILLENNIUM SHIPPING CO INC
<b>53</b>	File Name	RPI022219_151619.201

3.3. Create a flat file using the Supplier Information. Each data should be separated by a Vertical Bar Pipe or “|”. Refer below for a sample flat file.

```
MILLENNIUM SHIPPING CO INC|92412|EXPENSE|IMMEDIATE||PHP|PHP|IVAT12|Goods Received Date|Y||Y|NOWTAX|BILLS_PAYABLE|88|210102|00000000|0000|00|0000|Head Office|Y|RM210 TPE BLDG BANILAD CEBU CITY|||PH|||||Goods Received Date|IVAT12|IMMEDIATE| |PHP|PHP|Y|||BILLS_PAYABLE|Y|NOWTAX||88|210102|00000000|0000|00|0000||.|.MILLENNIUM SHIPPING CO INC|||||||||001-075-065-000|||RPI022219_151619.201|
```

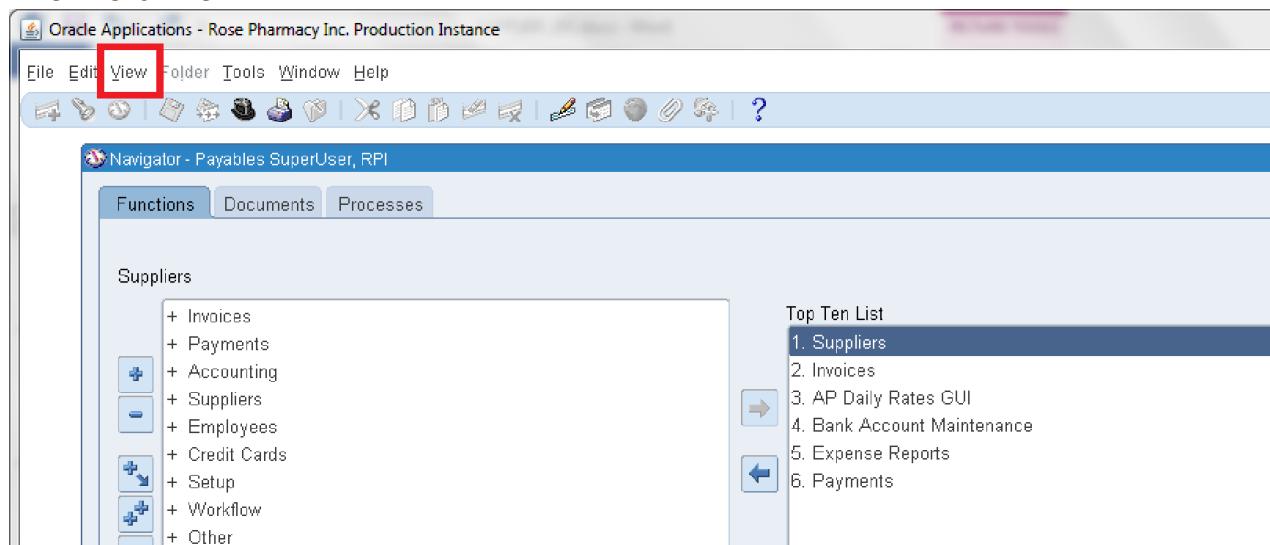
3.4. Paste the data above in a txt file. Rename the txt file using the filename assigned in the flat file.

Note: When uploading a flat file make sure that the filename or 53<sup>rd</sup> column should be the same with the name of the txt file.

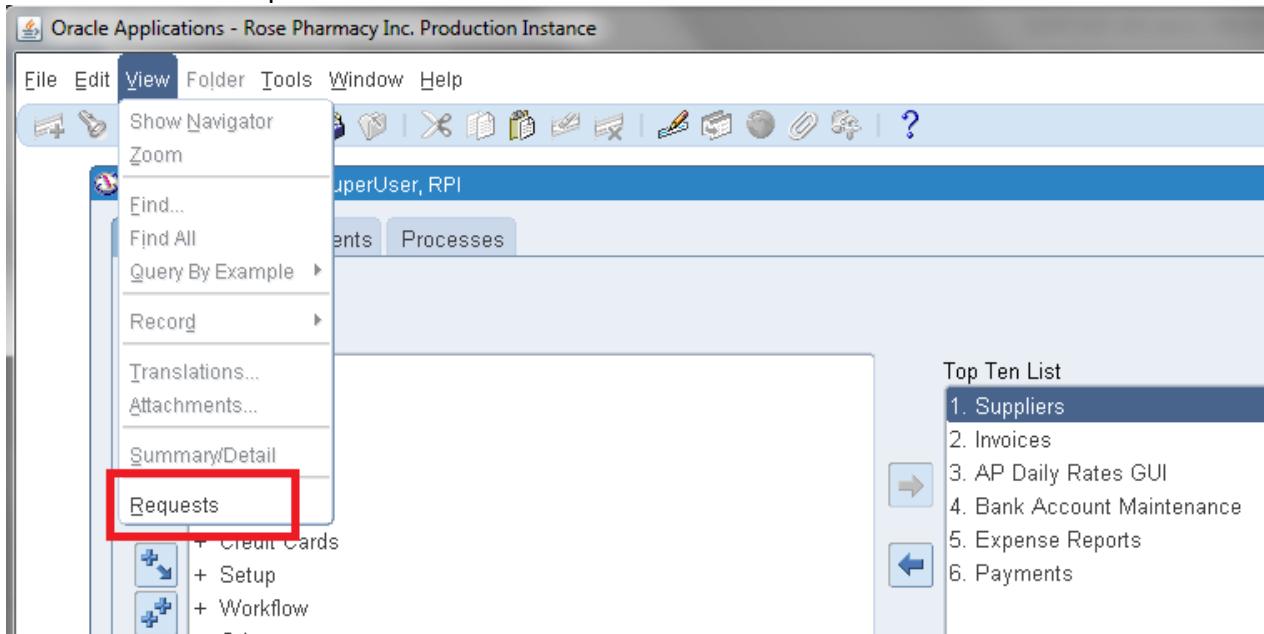
3.5. Move the file using the WinSCP. Move the in this location  
/var/XXAPPS/XXAP\_SUPP\_INTERFACE/RPI

3.6. Open Oracle and open the Payables module.

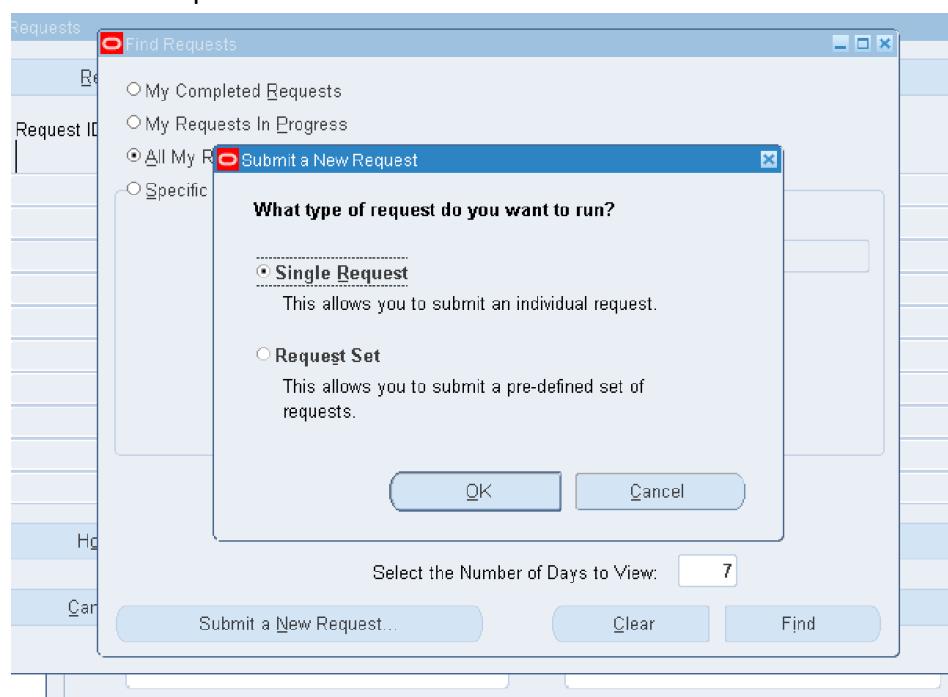
3.7. Click View.



### 3.8. Click Request.



### 3.9. The Find request will appear. Click “Submit a New Request” then select Single Request.



3.10. Fill up the name, use “RPI Supplier Interface Main” and Click Submit.

The screenshot shows the 'Submit Request' dialog box. The 'Name' field is highlighted with a yellow background and contains the text 'RPI Supplier Interface Main'. Other fields include 'Operating Unit', 'Parameters', and 'Language' set to 'American English'. Buttons for 'Copy...', 'Language Settings...', 'Debug Options', 'Schedule...', and 'Options' are visible. Below the main form, there are sections for 'At these Times...' and 'Upon Completion...'.

3.11. Check the RPI Supplier Interface Main if the upload is successful.

The screenshot shows the 'Requests' list interface. A table displays various requests with columns: Request ID, Name, Parent, Phase, Status, and Parameters. The last row, which corresponds to the 'RPI Customer Interface Main' task from the previous step, is highlighted with a red box around its entire row. The 'Phase' column shows 'Completed' for all rows, and the 'Status' column shows 'Normal' for all rows. The 'Parameters' column contains specific command-line arguments for each task.

Request ID	Name	Parent	Phase	Status	Parameters
231815298	RPI (Customer Interface - N		Completed	Normal	RPIARFILES.txt, /var/XXAPPS
231815268	DQM Serial Sync Index Pr		Completed	Normal	
231815267	RPI (Customers Interface)		Completed	Normal	1796, 81,
231815266	RPI (Customer Interface - L		Completed	Normal	RPIARFILES.txt, \$AR_TOP/bi
231815265	RPI (Customer - upload tex		Completed	Normal	/var/XXAPPS/XXAR_CUST_INT
231815264	RPI (Customer - Get Files)		Completed	Normal	/var/XXAPPS/XXAR_CUST_INT
231815263	RPI Customer Interface Ma		Completed	Normal	1796, 81
231815225	RPI Account Analysis Rep		Completed	Normal	222, 2021, RPI, 101, , , JAN-19
231815177	RPI Account Analysis Rep		Completed	Normal	222, 2021, RPI, 101, , , JAN-19
231815135	RPI Invoice Upload Program		Completed	Normal	81, 1796

## Customer Setup

**1. Purpose:** To Create a new Customer in Oracle.

**2. Requisites**

2.1. Customer information.

**3. Navigation Procedures**

3.1. Create a flat file using the Customer Information. Refer below for the file structure.

No	Column Name	Description	Data Type	Req?
1	ORIG_SYSTEM_CUSTOMER_REF	Enter a value that uni	VARCHAR2 (30)	Y
2	ORIG_SYSTEM_ADDRESS_REF	Enter the value that r (Customer location. In	VARCHAR2 (30)	Y
3	CUSTOMER_NAME	Enter the name of your	VARCHAR2 (360)	Y
4	ADDRESS1	Enter the address for	VARCHAR2 (240)	Y
5	ADDRESS2		VARCHAR2 (240)	N
6	ADDRESS3		VARCHAR2 (240)	N
7	ADDRESS4		VARCHAR2 (240)	N
8	CITY	Enter the city, countr	VARCHAR2 (60)	N
9	COUNTRY		VARCHAR2 (60)	Y
10	POSTAL_CODE		VARCHAR2 (60)	N
11	PROFILE_CLASS	Customer Classificatio	VARCHAR2 (30)	Y
12	COMPANY_NAME	Company Name	VARCHAR2 (60)	Y
13	SITE_USE_CODE	Default = "Bill To"	VARCHAR2 (30)	Y
14	CUST_TAX_CODE	Customer VAT Code	VARCHAR2 (50)	N
15	SITE_USE_TAX_CODE	Site use VAT Code	VARCHAR2 (50)	N
16	Customer_TIN	Customer TIN	VARCHAR2 (50)	Y
17	CUSTOMER_ALIAS	Alternate Name (Alias)	VARCHAR2 (50)	N
18	CWT_RATE_DFF	CWT Rate (DFF)	Number	N
19	CWT_ACCT_DFF	CWT Account (DFF)	VARCHAR2 (30)	N
20	Finance_Charge_Discount_Rate	FC Rate	Number	N
21	Finance_Charge_Discount_Account	FC Account	VARCHAR2 (30)	N
22	Term_Code	Terms Code	VARCHAR (30)	N
23	CONT_LAST_NAME	Customer contact	VARCHAR2 (150)	Y
24	CONT_FIRST_NAME		VARCHAR2 (150)	N
25	CONT_PHONE_COUNTRY_CODE		VARCHAR2 (10)	N
26	CONT_PHONE_AREA_CODE		VARCHAR2 (10)	N
27	CONT_PHONE_NUMBER		VARCHAR2 (40)	N
28	CONT_PHONE_EXTENSION		VARCHAR2 (20)	N
29	CONT_PHONE_LINE_TYPE		VARCHAR2 (30)	N
30	CONT_FAX_NUMBER		VARCHAR2 (40)	N
31	CONT_EMAIL_ADDRESS		VARCHAR2 (2000)	N
32	FILENAME	This column will ident	VARCHAR2 (100)	Y



3.2. Refer below for the sample customer information with column name.

No	Column Name	Information
1	ORIG_SYSTEM_CUSTOMER_REF	1273
2	ORIG_SYSTEM_ADDRESS_REF	RPI SSC
3	CUSTOMER_NAME	INTERBEV PHILS. INC.
4	ADDRESS1	BO. SALA, CABUYAO, LAGUNA. ADDRESS2: CITY: LAGUNA
5	ADDRESS2	
6	ADDRESS3	
7	ADDRESS4	
8	CITY	
9	COUNTRY	PH
10	POSTAL_CODE	
11	PROFILE_CLASS	PRIVATE
12	COMPANY_NAME	ROSE PHARMACY, INC.
13	SITE_USE_CODE	BILL_TO
14	CUST_TAX_CODE	OVAT EXEMPT
15	SITE_USE_TAX_CODE	OVAT EXEMPT
16	Customer TIN	121-145-650-000
17	CUSTOMER_ALIAS	MANUFACTURING
18	CWT_RATE_DFF	0
19	CWT_ACCT_DFF	
20	Finance Charge/Discount Rate	0
21	Finance Charge/Discount Account	0
22	Term Code	
23	CONT_LAST_NAME	DAVE BAGUIORO
24	CONT_FIRST_NAME	
25	CONT_PHONE_COUNTRY_CODE	
26	CONT_PHONE_AREA_CODE	
27	CONT_PHONE_NUMBER	09331462179
28	CONT_PHONE_EXTENSION	
29	CONT_PHONE_LINE_TYPE	
30	CONT_FAX_NUMBER	
31	CONT_EMAIL_ADDRESS	sdbaguioro@gmail.com
32	FILENAME	RPI121718_090618.101

- 3.3. Create a flat file using the Customer Information. Each data should be separated by a Vertical Bar Pipe or "|". Refer below for the sample flat file.

1273|RPI SSC|INTERBEV PHILS. INC.|BO. SALA, CABUYAO, LAGUNA. ADDRESS2: CITY:  
LAGUNA||||PH||PRIVATE|ROSE PHARMACY, INC.|BILL\_TO|OVAT EXEMPT|OVAT  
EXEMPT|121-145-650-000|MANUFACTURING|0||0|0|DAVE  
BAGUIORO||||09331462179|||sdbaguioro@gmail.com|RPI121718\_090618.101|

- 3.4. Paste the data above in a txt file. Rename the txt file using the filename assigned in the flat file.

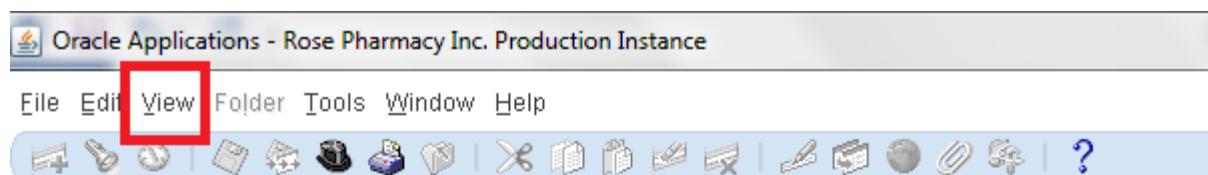
Note: When uploading a flat file make sure that the filename or 32th column should be the same with the name of the txt file.

- 3.5. Move the file using the WinSCP. Move the in this location

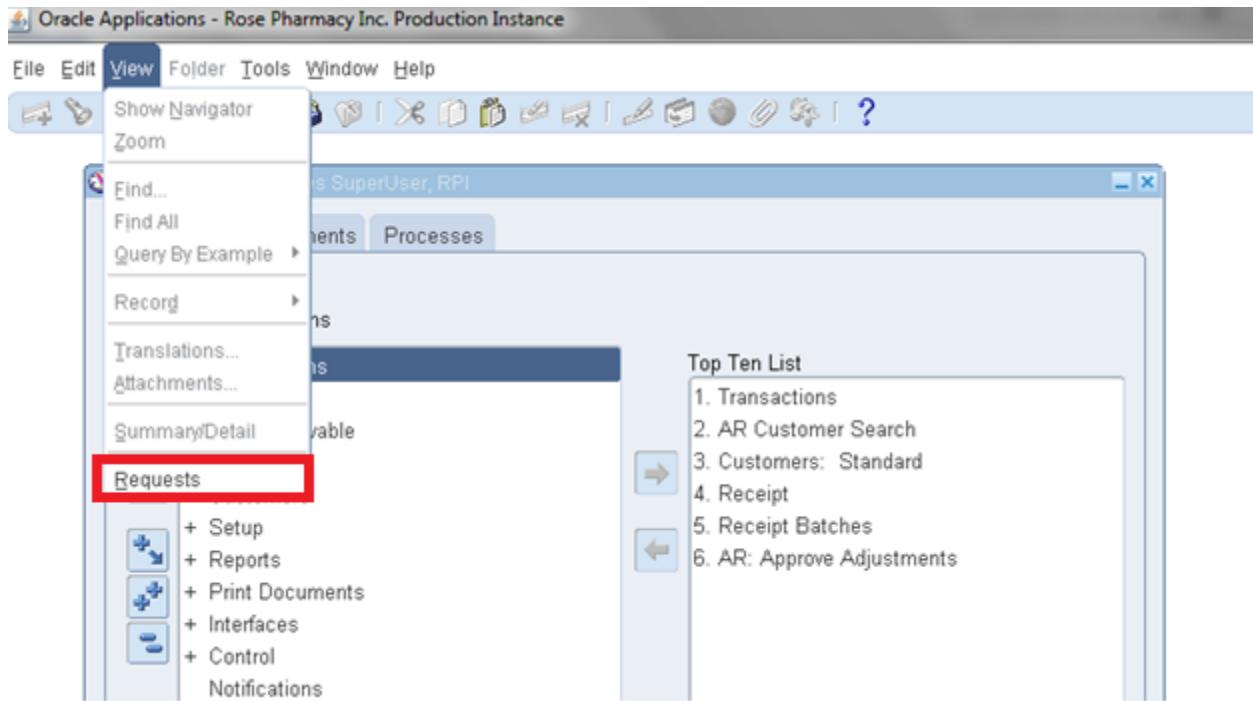
/var/XXAPPS/XXAR\_CUST\_INTERFACE/RPI/data

- 3.6. Open Oracle and open the Receivables module.

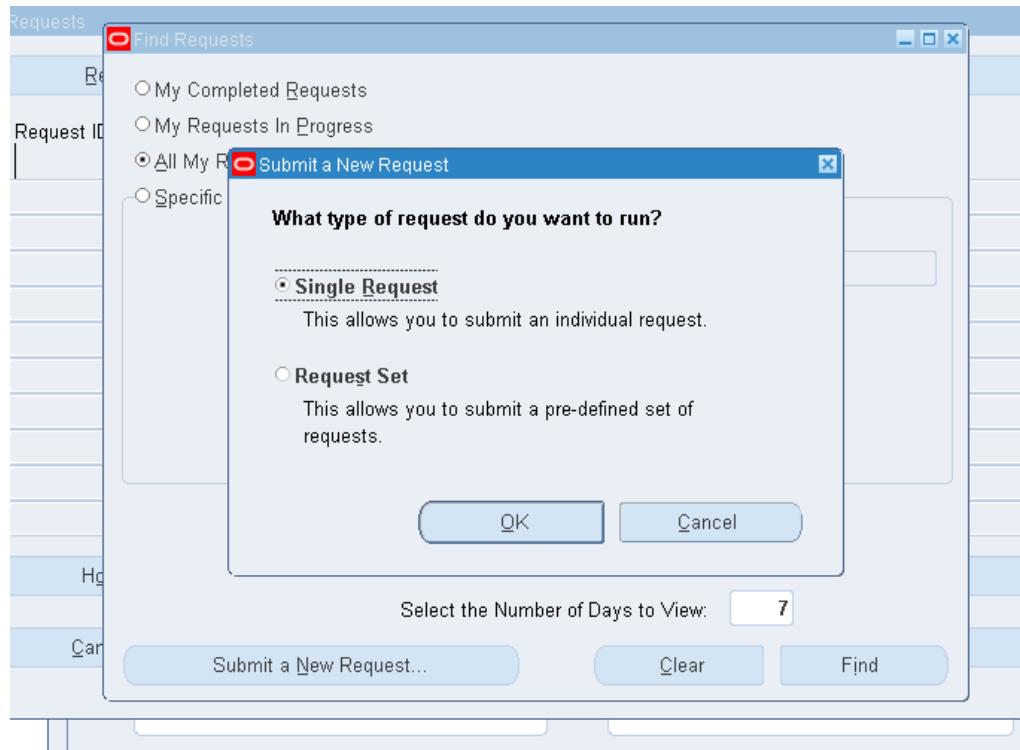
- 3.7. Click View.



**3.8. Click Request.**



**3.9. The Find request will appear. Click "Submit a New Request" then select Single Request.**



3.10. Fill up the name, use “RPI Customer Interface Main” and click Submit.

**Submit Request**

Run this Request...

Name	RPI Customer Interface Main	Copy...
Operating Unit		
Parameters		
Language	American English	

At these Times...

Run the Job As Soon as Possible Schedule...

Upon Completion...

Save all Output Files

Layout	Options...
Notify	
Print to	noprint Delivery Opts

Help (C)      Submit      Cancel

3.11. Check the RPI Customer Interface Main if the upload is successful.

**Requests**

Request ID	Name	Parent	Phase	Status	Parameters
231815298	RPI (Customer Interface - N		Completed	Normal	RPIARFILES.txt, /var/XXAPPS
231815268	DQM Serial Sync Index Pro		Completed	Normal	
231815267	RPI (Customers Interface)		Completed	Normal	1796, 81,
231815266	RPI (Customer Interface - L		Completed	Normal	RPIARFILES.txt, \$AR_TOP/bi
231815265	RPI (Customer - upload tex		Completed	Normal	/var/XXAPPS/XXAR_CUST_INT
231815264	RPI (Customer - Get Files)		Completed	Normal	/var/XXAPPS/XXAR_CUST_INT
231815263	RPI Customer Interface Ma		Completed	Normal	1796, 81
231815225	RPI Account Analysis Rep		Completed	Normal	222, 2021, RPI, 101, , JAN-19
231815177	RPI Account Analysis Rep		Completed	Normal	222, 2021, RPI, 101, , JAN-19
231815135	RPI Invoice Upload Program		Completed	Normal	81, 1796

Held Request      View Details...      View Output

Cancel Request      Diagnostics      View Log...

## Employee Setup

**1. Purpose:** To Create a new Employee in Oracle.

**2. Navigation**

a. In Global HRMS Manager

2.3. Open the Global HRMS Manager and navigate to Global HRMS Manager > People > Enter and Maintain.

2.4. People window should appear.

The screenshot shows the Oracle People window. At the bottom center, there are three buttons: 'Clear', 'New', and 'Find'. The 'New' button is highlighted with a red box. Below these buttons are sections for 'Effective Dates' (From: 24-FEB-2019, To: [empty], Latest Start Date: [empty]), and tabs for 'Address', 'Picture', 'Assignment', 'Special Info', and 'Others...'. The main area contains fields for Name (Last, First, Title), Person Types, and Identification (Type: Employee, Number: 154999, Social Security: 12-123456-1).

2.5. Click New. Fill up the details. Refer below for an example. The Action field should be "Create Employment" always.

This screenshot shows the Oracle People window with a completed employee record. The 'Action' field in the top right is set to 'Create Employment'. The 'Name' section contains fields for Last (DALISAY), First (CARDO), Title (Mr.), Prefix, Suffix, and Middle (DELA CRUZ). The 'Identification' section shows Type: Employee, Number: 154999, and Social Security: 12-123456-1. The 'Personal' tab is selected, displaying Birth Date (01-JAN-1999), Age (20), Status, Nationality, and Registered Disabled. The 'Effective Dates' section shows From: 24-FEB-2019, To: [empty], and Latest Start Date: 24-FEB-2019. Below are tabs for Address, Picture, Assignment, Special Info, and Others... .

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- 2.6. Click Save and Done.
- b. As a supplier
- 2.7. Open the Payable module and navigate to Payable module > Supplier > Entry.
  - 2.8. The Supplier set up window will open in the internet browser. Refer below for a sample.

- 2.9. Click Create Supplier. In the Supplier Type field choose “Supplier used to process expense payments to internal employees”
- 2.10. Fill up the details. Click apply once done. You will be redirected to the Supplier profile.

**Create Supplier**

\* Indicates required field

* Employee Name: DALISAY, Mr. CARDO DE	* Supplier Number: 154999
Employee Number: 154999	Context:
* Operating Unit: Rose Pharmacy, Inc.	
Create Payment Site:	
<input checked="" type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Provisional	

- 2.11. Go to the Terms and control > Accounting
- 2.12. Update the Liability and Prepayment “Liability Account” Field to  
88.210102.00000000.0000.00.0000 for Liability and  
88.110622.00000000.0000.00.0000 for Prepayment. Refer below for a sample.

Update DALISAY, Mr. CARDO DELA CRUZ - 154999: Accounting

**Supplier Sites**

= Ledger	RPI	Site Status	Active	Site Name	Operat
<b>Liability</b>	<b>Prepayment</b>	<b>Bills Payable</b>	<b>Distribution Set</b>		
Site Name	Operating Unit	Liability Account			
HOME	Rose Pharmacy, Inc.	8.210102.00000000.0000.00.0000			
Company, Account, Code, Location, Department, Employee ID, Future2					

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- 2.13. Click Save.
- 2.14. Go to the Terms and control > Payment Details
- 2.15. Check the Payment Method as "Bills Payable" and open the Supplier site below  
a check the "Bills Payable"

Payment Method	Default	End Date
Bills Payable	<input checked="" type="checkbox"/> Default	
Check	<input type="checkbox"/> Default	
Comcheck Payment method	<input type="checkbox"/> Default	
Electronic	<input type="checkbox"/> Default	
Outsourced Check	<input type="checkbox"/> Default	
Wire	<input type="checkbox"/> Default	

Payment Attributes					
<input type="button" value="Payment Delivery Attributes"/> <input type="button" value="Payment Specifications"/> <input type="button" value="Separate Remittance Advice Delivery"/>					
Service Level	<input type="text"/>	<input type="button" value=""/>	Settlement Priority	<input type="button" value=""/>	
Delivery Channel	<input type="text"/>	<input type="button" value=""/>	Payment Text Message 1	<input type="button" value=""/>	
Bank Instruction 1	<input type="text"/>	<input type="button" value=""/>	Payment Text Message 2	<input type="button" value=""/>	
Bank Instruction 2	<input type="text"/>	<input type="button" value=""/>	Payment Text Message 3	<input type="button" value=""/>	
Bank Instruction Details					

Supplier Sites					
Site Status <input type="button" value="Active"/> Site Name <input type="text"/> Operating Unit <input type="text"/> <input type="button" value="Go"/>					
Site Name	Operating Unit				
HOME	Rose Pharmacy, Inc.	<input type="button" value="Update Payment Details"/>			

- 2.16. Click Save.
- 2.17. Go to the Terms and control > Invoice Management
- 2.18. Update the terms into "Immediate"

Invoice Payment Terms					
Payment Currency <input type="button" value="PHP"/> Payment Priority <input type="text" value="99"/> Terms <input type="button" value="IMMEDIATE"/> Terms Date Basis <input type="button" value="Invoice"/> Pay Date Basis <input type="button" value="Discount"/>					

Supplier Sites					
Site Status <input type="button" value="Active"/> Site Name <input type="text"/> Operating Unit <input type="text"/> <input type="button" value="Go"/>					
<input type="button" value="Invoicing"/> <input type="button" value="Payment"/> <input type="button" value="Terms"/> <input type="button" value="Supplier Preferences"/>					
Site Name	Operating Unit	Terms	Terms Date Basis	Pay Date Basis	Re
HOME	Rose Pharmacy, Inc.	<input type="button" value="IMMEDIATE"/>	<input type="button" value="Invoice"/>	<input type="button" value="Discount"/>	

- 2.19. Click Save.
- 2.20. Done. Inform users.



## Check Upload

- 1. Purpose:** To Update the Check No. of payments.
- 2. Schedules needed**
  - a. CCWS Schedule provided by Treasury
  - b. RPI Payment Listing
- 3. How to update?**
  - 3.1. Using the CCWS Schedule, check if the Check Voucher No. have already a Check No. in Oracle base on the RPI Payment Listing generated.
  - 3.2. If the Check Voucher No. has no assigned Check No. update the Check No. using the RPI Check Upload Program.
  - 3.3. Prepare a flat file. Refer below for the flat file format.  
**CV No,Check No.**  
1224813,417408663
  - 3.4. Move the flat file in the address below using WinSCP.  
/var/XXAPPS/BANK\_FILE/RPI/UPLOAD/data
  - 3.5. Run the RPI Check Upload Program in Payables module.
  - 3.6. Inform users. Done.

## Payment Upload

- 1. Purpose:** To Update the Release Date, OR Date and OR No. of payments.
- 2. Schedules needed**
  - a. CCWS Schedule provided by Treasury
  - b. RPI Payment Listing
  - c. Payment Monitoring from Treasury
- 3. How to update?**
  - 3.1. Using the CCWS Schedule and Payment Monitoring, check if the Check Voucher No. have already Release Date, OR No. and OR Date base on RPI Payment Listing generated.

Note: Always review the schedules given by Treasury for wrong dates, unusual OR no. and special characters.

- 3.2. If the Check Voucher No. has no assigned Release Date, OR No. or OR Date update it using the RPI Payment Upload Program.
- 3.3. Prepare a flat file. Refer below for the flat file format.

**Check Voucher No.|Release Date|OR No.|OR Date**

1224813|Nov-23-2018|3618|Dec-02-2018

Note: If the Check Voucher No. has already a release date but the OR No. and OR Date are blank like the sample below.

Check Voucher	Release Date	OR No.	OR Date
1221234	Nov-13-18		

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The flat file for Payment Upload should not look like the sample below. The effect of this flat file will update the OR No. and OR Date but it will update the Release Date into a blank.

1221234|909090|Dec-15-18

The below is a sample to update this case correctly.

1221234|Nov-13-2018|909090|Dec-15-18

- 3.4. Move the flat file in the address below using WinSCP.  
/var/XXAPPS/AP/Payment/data
- 3.5. Run the RPI Check Upload Program in Payables module.
- 3.6. Inform users. Done.

## Check Series Update

**1. Purpose:** To update the checks series or document no. used in making payments.

**2. Navigation**

- 2.1. Go to Payables module and navigate to Payable > Setup > Payment > Bank Accounts.
- 2.2. Find the bank to be updated.
- 2.3. Click Go.
- 2.4. Check the Account to be updated.
- 2.5. Click Manage Payment Documents.

Select Account Name	Alternate Account Name	Legal Account Name	Account Number	Bank
MBTC SA 0413041512653			*****2653	Metro

**2.6. Click "Update"**

Name	Paper Stock Type	Format	Status	Skipped Documents	Update
MBTC-CA2659-SERIES4	Prenumbered Stock	Standard Check Format	Active		
MBTC-CA2659-SERIES5	Prenumbered Stock	Standard Check Format	Active		
MBTC-CA2659-SERIES6	Prenumbered Stock	Standard Check Format	Active		

**2.7. Update the Document Number.**

Name	Paper Stock Type	Format	Status
MBTC-CA2659-SERIES4	Prenumbered Stock	Standard Check Format	Active

Number of Lines per Remittance Stub:   
 Number of Setup Documents:   
 Format:    
 Restrict Use To Manually Issued Payments  
 Status: Active  
 End Date:   
 Payment Document Category: CHECK PAY

Document Numbers:

* First Available Document Number:	2659100000
Last Available Document Number:	2659105000
Last Issued Document Number:	26591015123

Checkbooks

Additional Information

**2.8. Click Apply.**

**2.9. Done. Inform Users.**

## New Bank Account Setup

1. **Purpose:** To create a new bank account.

2. **Navigation**

2.1. Go to Payables module and navigate to Payable > Setup > Payment > Bank Accounts.

2.2. Click “Create” to create a new bank account

2.3. Fill up the following fields and click Continue.

---

2.4. Note: \* Indicates required field

2.5. Fill up the following field and check the Payables and Receivables. Click Next.

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2.6. Fill up the following fields and click next.

2.7. Fill up the following fields and click next.

2.8. Fill up the following fields and click next.

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- 2.9. Click apply
- 2.10. Click save and next.
- 2.11. Done.

Simple Search

Account Name	<input type="text"/>		Alternate Account Name	<input type="text"/>	
Legal Account Name	<input type="text"/>		Account Number	<input type="text"/>	
Account Owner	<input type="text"/>		Currency	<input type="text"/>	
Bank Name	<input type="text"/>		Branch Name	<input type="text"/>	
<input type="button" value="Go"/>	<input type="button" value="Clear All"/>				
<input type="button" value="Select Account"/> <input type="button" value="Update Account"/> <input type="button" value="Manage Payment Documents"/>   <input type="button" value="Create"/>					
Select Account Name	Alternate Account Na <sup>th</sup>	Legal Account Name	Account Number	Bank Name	
<input checked="" type="radio"/> BPI MAGIC			*****4321	Bank of the Philippine Islands	

## Dollar Setup

1. **Purpose:** To setup the daily Dollar rate in Oracle.

2. **Navigation**

2.1. Go to Payables Module and navigate to Payable Module > Currency > Define

2.2. Daily Rates window will appear. Press CTRL + F11, for you to able to see the currency that has been already set-up.

2.3. After Checking if the request amount has not been set-up, click this icon “NEW” to set up the dollar rate in Oracle.

2.4. Fill up the necessary details. Click Save

Currency		Conversion			
From	To	Date	Type	PHP To USD	USD To PHP
PHP	USD	22-FEB-2019	Corporate	.0191241155	52.29
PHP	USD	21-FEB-2019	Corporate	.0191864927	52.12
PHP	USD	06-FEB-2019	Fill up the following fields	.0190912562	52.38
USD	PHP	22-FEB-2019	Corporate	52.29	.0191241155
USD	PHP	21-FEB-2019	Corporate	52.12	.0191864927
USD	PHP	06-FEB-2019	Corporate	52.38	.0190912562
PHP	USD	24-FEB-2019	Corporate	52.5	.019047619

Enter by Date Range...

2.5. Done. Inform users.



## Payee Update

1. **Purpose:** To update the payee field in APV Invoice

### 2. Navigation

2.1 The AP associate will request a payee update. He/she will provide the details for the update. Below are the required details to be provided by AP Associate.

**APV No.|APV type|Supplier No.|Payee Name**

Below are the requisites for a successful upload.

- a. The APV should never been ran.
- b. The APV should have no Payee Name.
- c. The status of APV is Validated.

2.2 Prepare a flat file. Refer below for the flat file format.

**APV No.|APV type|Supplier No.|Payee Name**

101812889|STANDARD|9997|JUAN PONCE

2.3 Move the flat file in the address below using WinSCP.

/var/XXAPPS/AP/Invoice/data

2.4 Run the RPI Invoice Upload Program.

2.5 Click the View Output in the RPI Invoice Upload Program to check if the upload was successful.

2.6 If the upload encountered an error, review the requisites in step 1.

2.7. If no error encountered. Inform users. Done.

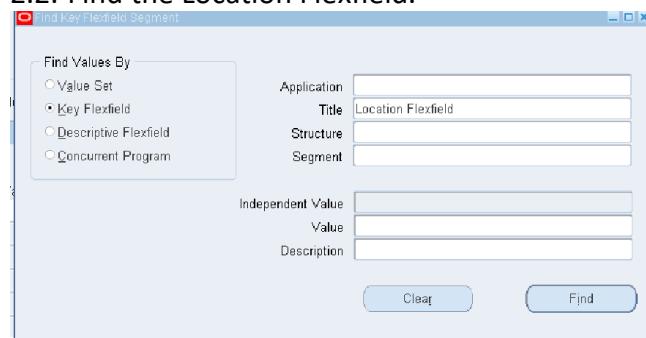
## Fixed Asset Site Setup

1. **Purpose:** To setup the Fixed Asset Site

2. **Navigation**

2.1. Navigate to GL Module > Setup > Financials > Flexfields > Key > Values

2.2. Find the Location Flexfield.



2.3. Go to the request received for the Fixed Asset Branch Set up. Refer below for a sample. The highlighted below are information for set up.

2. **LEYTE – ABUYOG (4022)**

Address: Real St. Poblacion Abuyog City Leyte 9005

Oracle Code: **40404022**

Date received: FEB 13, 2019

Tentative opening date: FEB 28, 2019

Oracle Name: **LEYTE - ABUYOG**

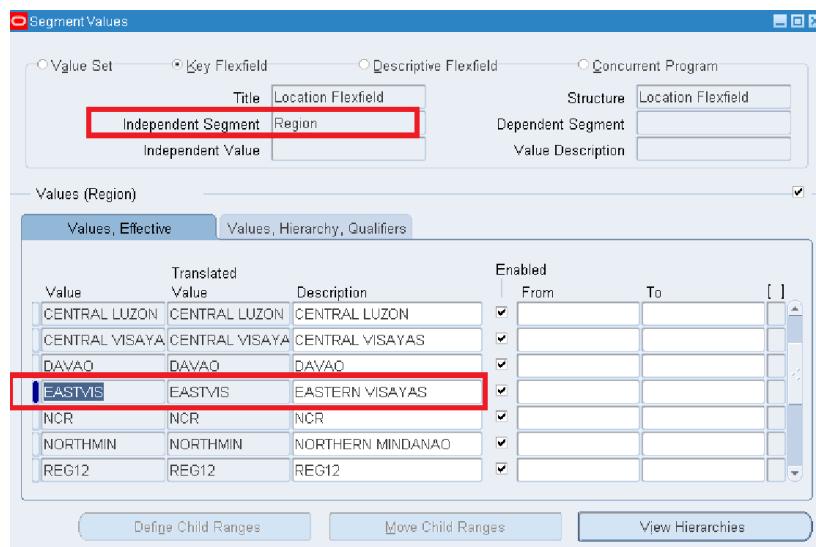
**Fixed Asset Branch : LYTE – ABUYOG**

Region: **EASTERN VISAYAS**

Province: **LEYTE**

2.4. In this example, you need to set up the Region, Province and Fixed Asset Branch. Click page down to navigate to Region to Province and Province to Fixed Asset Branch and so on.

2.5. Check if the requests are already existing.



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2.6. The region EASTERN VISAYAS is already existing.

2.7. You can check the request by using the query method. Click F11, type in the value field this %LEYTE% and click Ctrl + F11 to run the query. Refer below for the sample.

2.8. If the request is not existing. Create a new one. Use the received date on the “From” field. Refer below for a sample.

Value Set     Key Flexfield     Descriptive Flexfield     Concurrent Program

<input type="radio"/>	Title	Location Flexfield	Structure	Location Flexfield
Independent Segment	Branch	Dependent Segment		
Independent Value		Value Description		

Values (Branch)

[Values, Effective](#) [Values, Hierarchy](#) [Qualifiers](#)

Value	Translated Value	Description	Enabled
KALIBO GAISANO	KALIBO GAISANO	KALIBO GAISANO	<input checked="" type="checkbox"/> From _____ To _____ [ ]
KALIBO JULIES	KALIBO JULIES	KALIBO JULIES	<input checked="" type="checkbox"/>
LEYTE - ALANGAL	LEYTE - ALANGAL	LEYTE - ALANGALANG	<input checked="" type="checkbox"/> 20-AUG-2018
<b>LEYTE - ABUYOG</b>	LEYTE - ABUYOG	LEYTE - ABUYOG	<input checked="" type="checkbox"/> 13-FEB-2019
LEYTE - BAYBAY	LEYTE - BAYBAY	LEYTE - BAYBAY	<input checked="" type="checkbox"/>
LEYTE - MAA SIN	LEYTE - MAA SIN	LEYTE - MAA SIN	<input checked="" type="checkbox"/>
LEYTE - ORMC CO	LEYTE - ORMC CO	LEYTE - ORMOC COGON	<input checked="" type="checkbox"/>

[Define Child Ranges](#) [Move Child Ranges](#) [View Hierarchies](#)

2.9. Navigate to Fixed Asset Module > Setup> Asset System > Locations

2.10.Fill up the Location field.

The screenshot shows a Windows application window titled "Locations". At the top, there is a section labeled "Effective Dates" with "From" and "To" date fields, both currently set to "13-FEB-2019". To the right of these fields is a "Enabled" checkbox which is checked. Below this header, there is a table with columns: "Location", "From", "To", and "Enabled". The first row contains the value "EASTVIS.LEYTE.LEYTE - ABUYOG" in the "Location" column. The "From" and "To" columns for this row also contain "13-FEB-2019". The "Enabled" column for this row has a checked checkbox. The remaining rows in the table are empty, with only the column headers visible.

2.11.Inform users. Done.

## Customer Merge

1. **Purpose:** To merge Customers.

### 2. Navigation

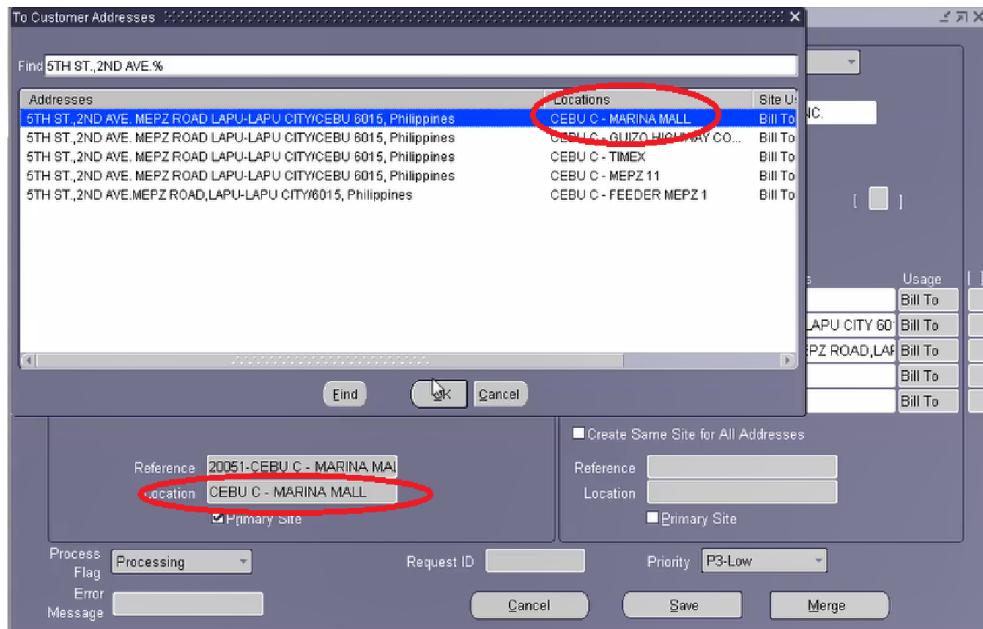
2.1. Navigate to AR Module > Customer > Account Merge

2.2. Supply the Customer details on the “From” and “To” field.

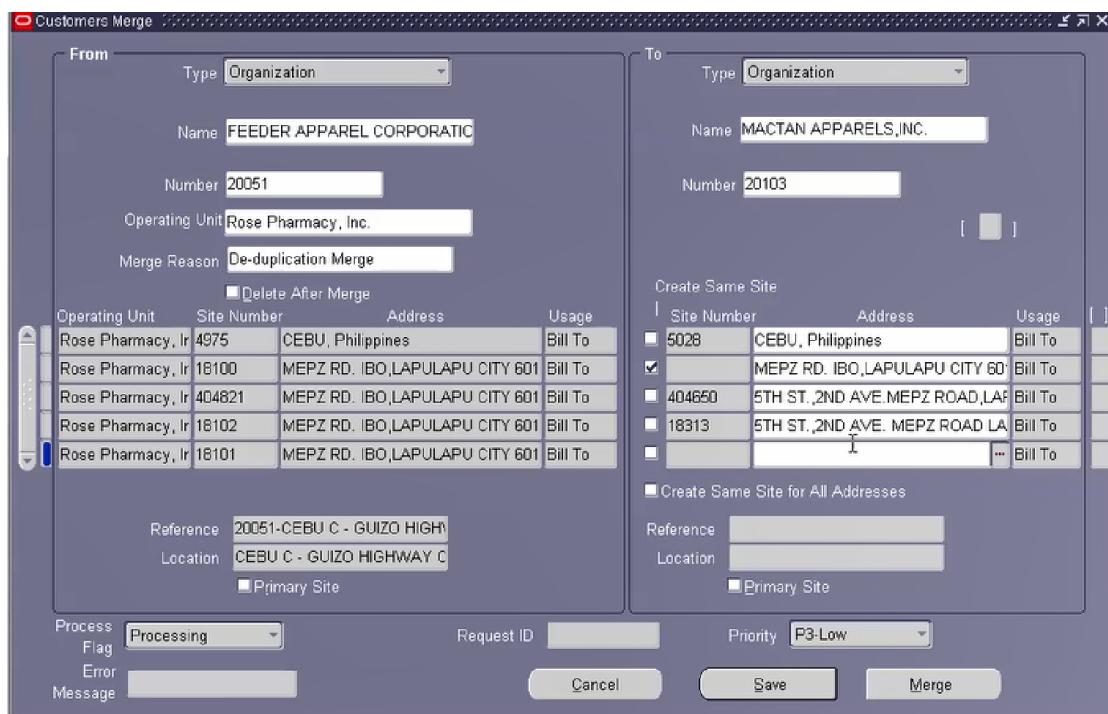
2.3. Once the “From” and “To” fields are filled up, the sites of “From” will appear.

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2.4. In to site of "To" field, fill up the address and check if the "To" fields has the same Location. Choose and click ok. Refer below for an example.



2.5. This means that the CEBU C- MARINA MALL of "From" field will be merge with the existing CEBU C- MARINA MALL "To" field of the "To" field.

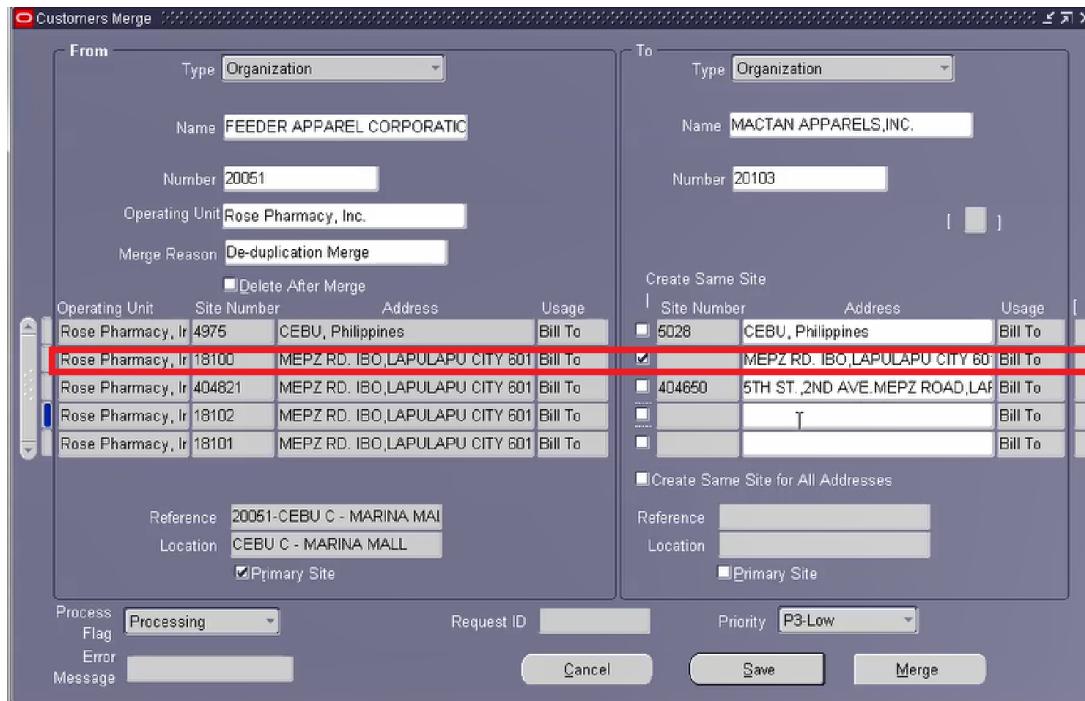


2.6. In to site of "To" field, fill up the address and check if the "To" fields has the same Location. If the "From" and "To" doesn't have the same location, close the "To"

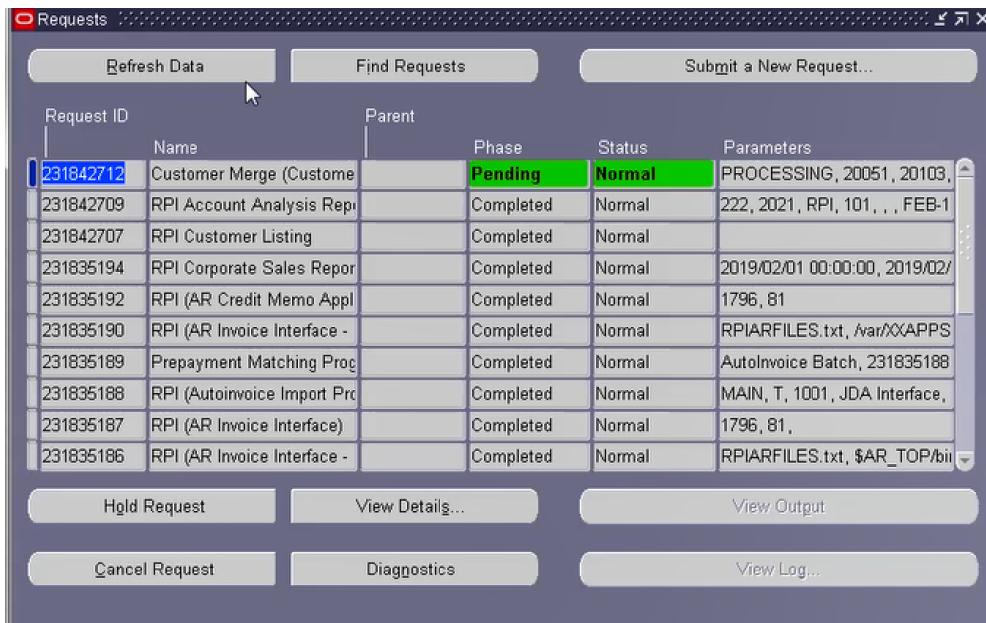
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Customer Addresses" window. Check the "Create Same Site" checkbox. Refer below for an example.

- 2.7. This means a new site will be created for the "To" field with the same site location name.



- 2.8. Once done, click merge and continue.
- 2.9. To view your request go to the View > Request > Find. Wait for your request to be completed.
- 2.10. Done.





## Tasks of a Finance System Analyst

No.	TASKS	OCCURRENCE
1	AP INTERFACE	DAILY
2	AR INTERFACE	DAILY
3	GI INTERFACE	DAILY
4	SUPPLIER SETUP	DAILY
5	CUSTOMER SETUP	DAILY
6	DOLLAR RATE SETUP	DAILY
7	PAYEE UPDATE	DAILY
8	PULL	DAILY
9	SUPPORT ORACLE USERS	DAILY
10	TROUBLESHOOT PROBLEMS	DAILY
11	SALES INTERFACE	DAILY-WEEKLY
12	SODA INTERFACE	DAILY-WEEKLY
13	HRPRO INTERFACE	TWICE A MONTH
14	NEW BANK SETUP	BY REQUEST
15	CHECK SERIES UPDATE	WEEKLY
16	FIXED ASSET SITE SETUP	BY REQUEST
17	EMPLOYEE SETUP	BY REQUEST
18	CUSTOMER MERGE	BY REQUEST
19	CHECK NO UPDATE	WEEKLY
20	PAYMENT UPLOAD	WEEKLY
21	AR CLEARING MONITORING	WEEKLY
22	BEGINNING BALANCE SETUP MONITORING	WEEKLY

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