

Chart of Accounts (COA)

1. Purpose

1.1. To have a standard navigational instruction to IT in the ticketing for **Chart of Accounts**.

2. Scope

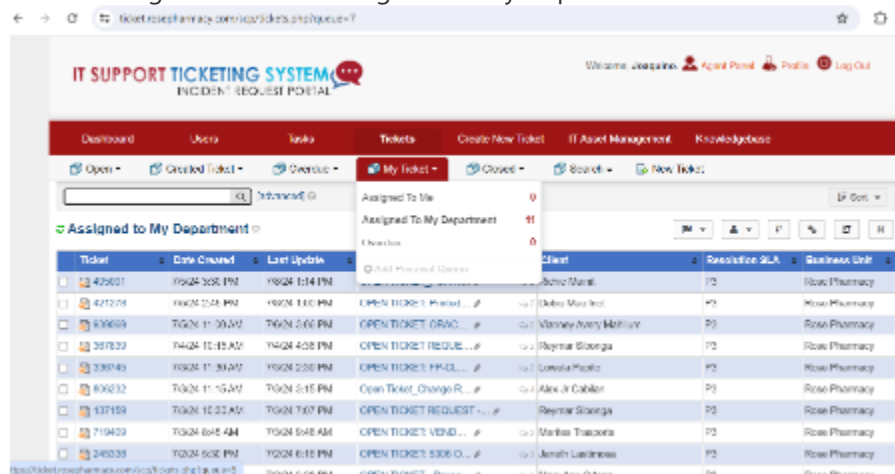
2.1. IT users

3. Implementing Guidelines

3.1. Refer manual for detailed policy.

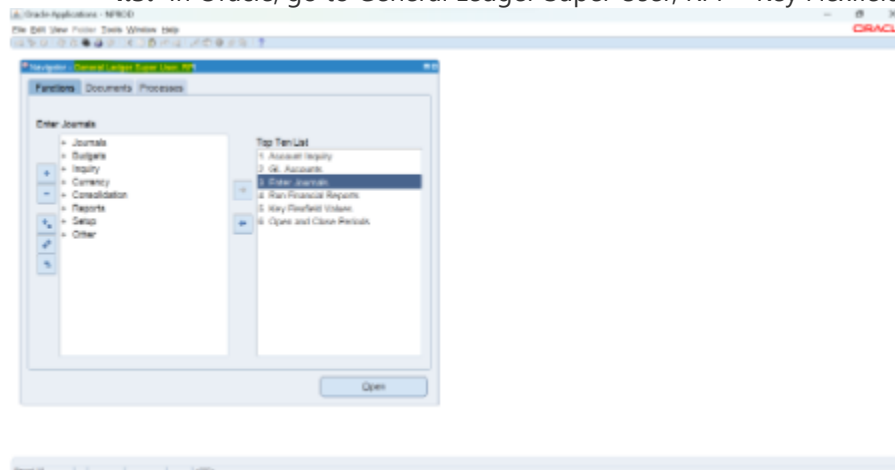
4. Navigation Procedures

4.1. Go to IT Support Ticketing System Incident Request Portal for IT agents. Go to My Ticket > Assigned To Me or Assigned To My Department.



4.2. GL team sends an open ticket to IT Helpdesk for chart of accounts request (set up or deactivation) with a Chart of Account Request Form. Click Ticket number or Incident Description to open this ticket.

4.3. In Oracle, go to General Ledger Super User, RPI > Key Flexfield Values. **Click Open.**



4.4. SET UP REQUEST –

OPEN TICKET: ORACLE - CHART OF ACCOUNTS SETUP

BK

Benologa, Mary Kathleen

To: Rose Pharmacy IT Helpdesk: Joaquin, Crissa Mae

Cc: Christian Paul O. Garrido: Shiela Bolotaulo

Wed 10/4/2023 11:01 AM

COA Request Form_100423_Laz...
285 KB

Attach a file

Received, thank you.

Your request has been completed.

Hello IT Helpdesk, Crissa,

For setup please of the attached file.

Code	Name
110332	AR - LAZMALL
110333	AR - TIKTOK

Thank you

Chart of Account Request Form

Requestor's Name: Mary Kathleen C. Benologa

Request Date: October 4, 2023

Effective Date: October 4, 2023

Request (Please put an X mark)

☒ Setup ☐ Update ☐ Enable ☐ Disable

Type:

☒ Account
☐ Location
☐ Department
☐ Employee ID
☐ Account Combination

Code	Name
110332	AR - LAZMALL
110333	AR - TIKTOK

CO	ACCOUNT	BRANCH	BU	EMP ID
88	110332	00000000	0000	00
88	110333	00000000	0000	00

Map to MMS: YES ☒ NO ☐

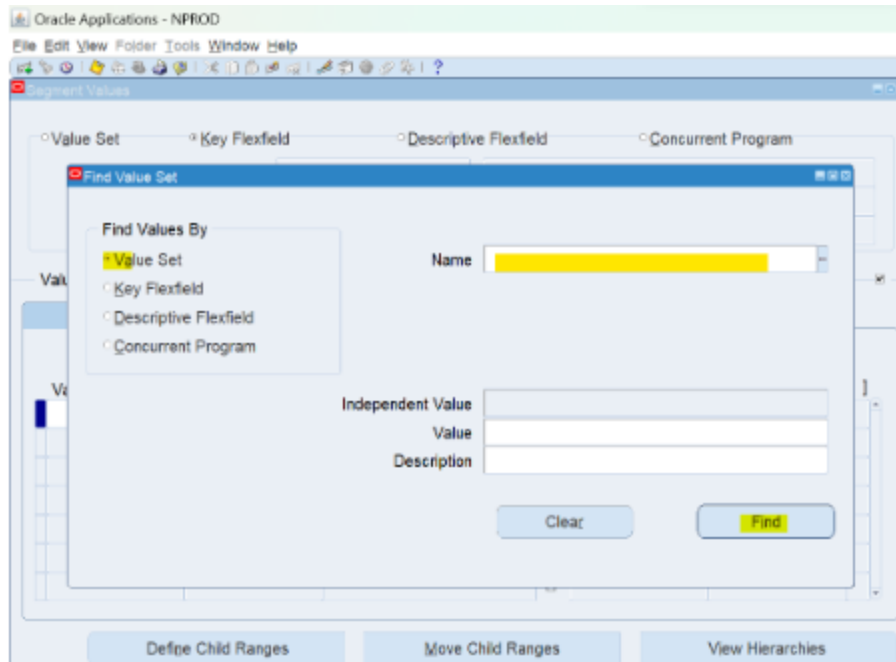
Map to HRS: YES ☐ NO ☐

Requested by:	Noted by:	Approved by:	Setup by:	Acknowledged by:
Mary Kathleen C. Benologa Senior Accountant	Christian Paul O. Garrido Accounting Manager	Rachelle Joy D. Abargos Finance Controller	Shiela Marie J. Bolotaulo Finance System Manager	

Note: MMS/HRS Mapping Request Form must be attached for new GL accounts or Locations.

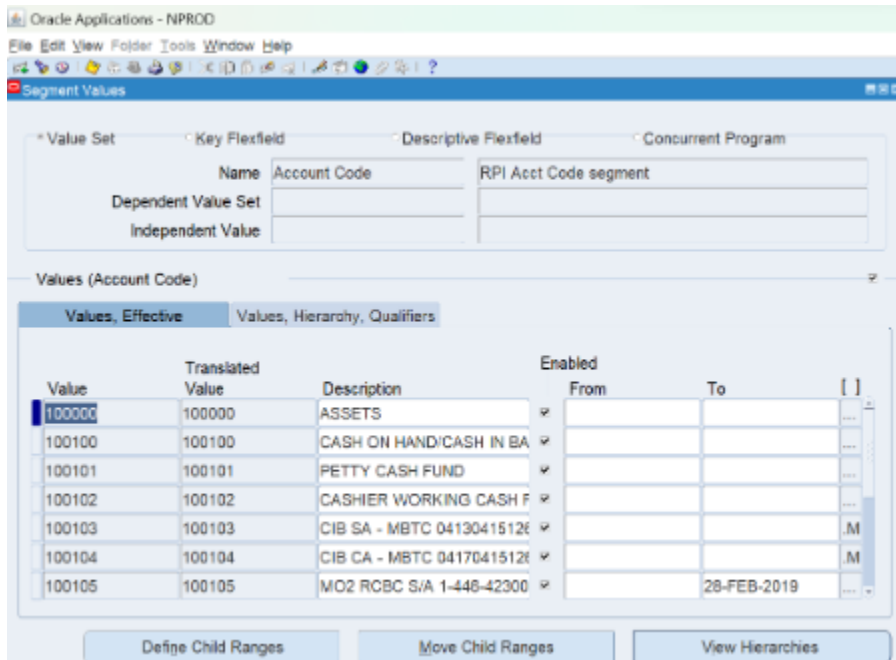
Note: Effective date in COA form is used as Enabled From date for Account code and Department. Date Approved in New Store Location Form for Location.

4.4.a. In the Find Key Flexfield Segment –



- Click Value Set.
- In Name field, input...
 - Account Code
 - Location
 - Department
 - Employee ID
- Click Find.

4.4.b. If Account Code -



- Check if account code for set up is existing. Make sure cursor is on Value or Description fields. Press F11.
- Input %account code% in Value or %account name% in Description.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Account Code RPI Acct Code segment

Dependent Value Set

Independent Value

Values (Account Code)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
%110302%			<input checked="" type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Account Code RPI Acct Code segment

Dependent Value Set

Independent Value

Values (Account Code)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
		%LAZMALL%	<input checked="" type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

- **Press Ctrl + F11.** If not existing, proceed with set up.
- **Press F4.**
- Input account code in Value, account name in Description, and effective date in Enable From.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Account Code RPI Acct Code segment

Dependent Value Set

Independent Value

Values (Account Code)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
110332	110332	AR - LAZMALL	<input checked="" type="checkbox"/>	04-OCT-2023		
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

- In Values, Hierarchy, Qualifiers, click DFF. Ensure that the correct segment qualifiers have been set up, especially the Account type. Click OK.
 - Account code starts with 1 = Asset
 - Account code starts with 2 = Liability
 - Account code starts with 3 = Ownership/Stockholder's Equity
 - Account code starts with 4 = Revenue
 - Account code starts with 5, 6, 7 = Expense / Revenue (if related to income)

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File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Account Code RPI Acct Code segment

Dependent Value Set

Independent Value

Values (Account Code)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
110332	110332	AR - LAZMALL	<input checked="" type="checkbox"/>	04-OCT-2023		
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges

Segment Qualifiers

Allow Budgeting Yes

Allow Posting Yes

Account Type Asset

Third Party Control Account No

Reconcile No

OK Cancel Clear Help

- 4.4.c. If Location -**

OPEN TICKET: NEW STORES REQUEST - 5707

Store Name: RP LUPON POBLACION MARKET AVE
System Name: RP LUPON POB MKT AVE
Address: Market Avenue Brgy. Poblacion, Davao Oriental
Oracle and Asset Code: 55575707
Tentative opening date: October 01,2024
FA Description: RP LUPON POB MKT AVE
FA Region: DAVA0

Oracle:

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File Edit View Folder Tools Window Help

Segment Values

* Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Location RPI Location

Dependent Value Set

Independent Value

Values (Location)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From		To	
00000000	00000000	NONE	<input checked="" type="checkbox"/>				
01000000	01000000	HEAD OFFICE	<input checked="" type="checkbox"/>				
01019992	01019992	RP SAN CARLOS C DR H	<input checked="" type="checkbox"/>				
01019995	01019995	RP IHA IN HOUSE ACCO	<input checked="" type="checkbox"/>	01-JAN-2021			
01019998	01019998	RP ROSE PHARMACY INC	<input checked="" type="checkbox"/>	01-JAN-2012			
15000000	15000000	CENTRAL LUZON	<input checked="" type="checkbox"/>				
15240000	15240000	PAMPANGA	<input checked="" type="checkbox"/>				

Define Child Ranges Move Child Ranges View Hierarchies

- Check if location for set up is existing. Make sure cursor is on Value or Description fields. Press F11.
- Input %location code% in Value or %location name% in Description.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

* Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Location RPI Location

Dependent Value Set

Independent Value

Values (Location)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From		To	
%30313107%			<input checked="" type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				

Define Child Ranges Move Child Ranges View Hierarchies

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Location RPI Location

Dependent Value Set

Independent Value

Values (Location)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
		%RP SIPALAY BRGY 2%	<input checked="" type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

- Press **Ctrl + F11**. If not existing, proceed with set up.
- Press **F4**.
- Input location code in Value, location name in Description, and date approved in Enable From.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Location RPI Location

Dependent Value Set

Independent Value

Values (Location)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
30313107	30313107	RP SIPALAY BRGY 2	<input checked="" type="checkbox"/>	25-MAR-2024		
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

- Click Save.

4.4.d. If Department –

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File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Department RPI Department Segment

Dependent Value Set

Independent Value

Values (Department)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
0000	0000	NONE	<input checked="" type="checkbox"/>	01-JAN-2012		...
1000	1000	CORPORATE	<input checked="" type="checkbox"/>	01-JAN-2012	01-JAN-2024	...
1100	1100	STORE OPERATIONS	<input checked="" type="checkbox"/>	01-JAN-2012		...
1200	1200	SUPPLY CHAIN	<input checked="" type="checkbox"/>	01-JAN-2012		...
1300	1300	MERCHANDISING	<input checked="" type="checkbox"/>	01-JAN-2012		...
1400	1400	MARKETING	<input checked="" type="checkbox"/>	01-JAN-2012		...
1500	1500	MARKETING	<input checked="" type="checkbox"/>	01-JAN-2012	01-JAN-2012	...

Define Child Ranges Move Child Ranges View Hierarchies

- Check if department code for set up is existing. Make sure cursor is on Value or Description fields. Press F11.
- Input %department code% in Value or %department name% in Description.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Department RPI Department Segment

Dependent Value Set

Independent Value

Values (Department)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
%2100%			<input checked="" type="checkbox"/>			...
			<input type="checkbox"/>			...
			<input type="checkbox"/>			...
			<input type="checkbox"/>			...
			<input type="checkbox"/>			...
			<input type="checkbox"/>			...
			<input type="checkbox"/>			...

Define Child Ranges Move Child Ranges View Hierarchies

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Department RPI Department Segment

Dependent Value Set

Independent Value

Values (Department)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
		%OWN BRAND%	<input checked="" type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

- Press Ctrl + F11. If not existing, proceed with set up.
- Press F4.
- Input department code in Value, department name in Description, and effective date in Enable From.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Department RPI Department Segment

Dependent Value Set

Independent Value

Values (Department)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
2100	2100	OWN BRAND	<input checked="" type="checkbox"/>	01-OCT-2010		
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

- Click Save.

4.4.e. If Employee ID –

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File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Employee ID RPI Employee ID segment

Dependent Value Set

Independent Value

Values (Employee ID)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
00	00	NONE	<input checked="" type="checkbox"/>			
000001	000001	BETTENCOURT, Mr. JOSE C	<input checked="" type="checkbox"/>	01-NOV-2018		
000002	000002	CHOW, Mr. WYLIE	<input checked="" type="checkbox"/>	01-JAN-2016		
000003	000003	ROSIT, Ms. LANI P.	<input checked="" type="checkbox"/>	01-JAN-2016		
000005	000005	LIM, Mr. NICO BENEDICT LII	<input checked="" type="checkbox"/>	25-MAY-2015		
000006	000006	ASIAIN, Ms. ZALDREE JEMA	<input checked="" type="checkbox"/>	01-NOV-2018		
000007	000007	EREDIANO, Mr. JOHANNES I	<input checked="" type="checkbox"/>	01-NOV-2018	21-OCT-2019	

Define Child Ranges Move Child Ranges View Hierarchies

- Check if employee for set up is existing. Press F11.
- Input %employee ID% in Value or %employee name% in Description.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Employee ID RPI Employee ID segment

Dependent Value Set

Independent Value

Values (Employee ID)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
%154312%			<input checked="" type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Employee ID RPI Employee ID segment

Dependent Value Set

Independent Value

Values (Employee ID)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
		%JOAQUINO%	<input checked="" type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

- Press Ctrl + F11. If not existing, proceed with set up.
- Press F4.
- Input employee ID in Value, employee name in Description, and hire date in Enable From.

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

Value Set Key Flexfield Descriptive Flexfield Concurrent Program

Name Employee ID RPI Employee ID segment

Dependent Value Set

Independent Value

Values (Employee ID)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	[]
154312	154312	JOAQUINO, Ms. CRISSA MA	<input checked="" type="checkbox"/>	01-NOV-2018		
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

- Click Save.

Note: Maximum characters for Description is up to 20 characters only.

4.5. DEACTIVATION REQUEST -

OPEN TICKET: GL **ACCOUNTS** FOR DEACTIVATION

BK Benologa, Mary Kathleen
To: Rose Pharmacy IT Helpdesk; Shiela Bolotaulo; Joaquina, Crissa Mae; +1 other Tue 6/11/2024 4:06 PM
Cc: Christian Paul O. Garrido; Rachelle Joy Abargos

COA Request Form_deactivatio... 247 KB

Hello IT Helpdesk,

For deactivation please of the following GL accounts:

Code	Name
110514	RECEIVABLE NON TRADE
110601	ADVANCES- EMPLOYEES
110206	ALLOW - SLOW MOVING INVENTORY
130102	ROU-L-ACCAMORT
130201	ROU-L-REINST
130202	ROU-L-REINACAMO

Chart of Account Request Form

Requestor's Name: Mary Kathleen C. Benologa

Request Date: June 11, 2024

Effective Date: June 11, 2024

Request (Please put an X mark)

☐ Setup ☐ Update ☐ Enable ☒ Disable

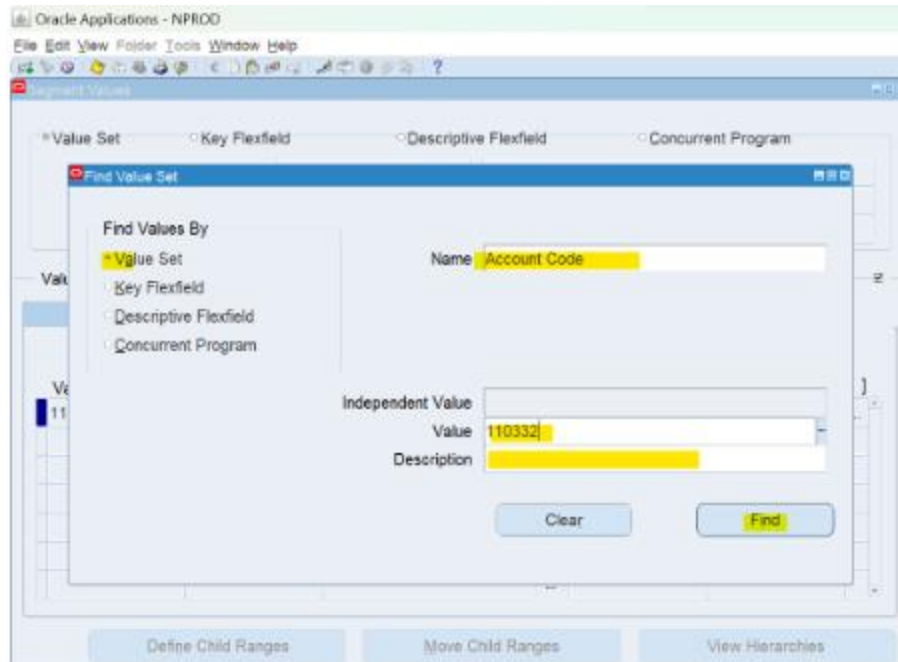
Type:

☒ Account
☐ Location
☐ Department
☐ Employee ID
☐ Account Combination

Code	Name
110514	RECEIVABLE NON TRADE
110601	ADVANCES- EMPLOYEES
110206	ALLOW - SLOW MOVING INVENTORY
130102	ROU-L-ACCAMORT
130201	ROU-L-REINST
130202	ROU-L-REINACAMO
210141	PAYABLE NON TRADE
210701	PROVISION - REINST
210703	ACCRUED INT CHGS
310301	RESERVE FOR GLMS

GL Account Combination				
CO	ACCOUNT	BRANCH	BU	EMP ID
88	110514	00000000	0000	00
88	110601	00000000	0000	00
88	110206	00000000	0000	00
88	130102	00000000	0000	00
88	130201	00000000	0000	00
88	130202	00000000	0000	00
88	210141	00000000	0000	00
88	210701	00000000	0000	00
88	210703	00000000	0000	00

4.5.a. In the Find Key Flexfield Segment –



- Click Value Set.
- In Name field, input...
 - Account Code
 - Location
 - Department
 - Employee ID
- Input account, location, department code or employee ID in Value or account, location, department or employee name in Description.
- Click Find.

4.5.b. In Segment Values window > Values, Effective –

Oracle Applications - NPROD

File Edit View Folder Tools Window Help

Segment Values

* Value Set * Key Flexfield * Descriptive Flexfield * Concurrent Program

Name: Account Code RPI Acct Code segment

Dependent Value Set:

Independent Value:

Values (Account Code)

Values, Effective Values, Hierarchy, Qualifiers

Value	Translated Value	Description	Enabled	From	To	
110332	110332	AR - LAZMALL	<input checked="" type="checkbox"/>	04-OCT-2023	16-JUL-2024	
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Define Child Ranges Move Child Ranges View Hierarchies

- Input Enabled To date = deactivation date
- Click Save.

4.6. Notify GL team that request is done.

4.7. Go to IT Support Ticketing System Incident Request Portal > Ticket. Close the ticket.

IT Support Ticketing System Incident Request Portal

Ticket ID: 35614

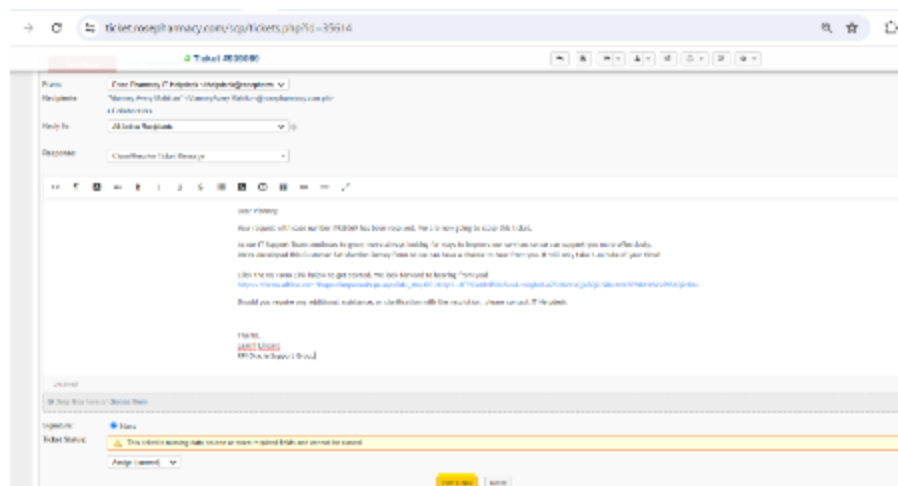
Response

Close/Resolve Ticket Message

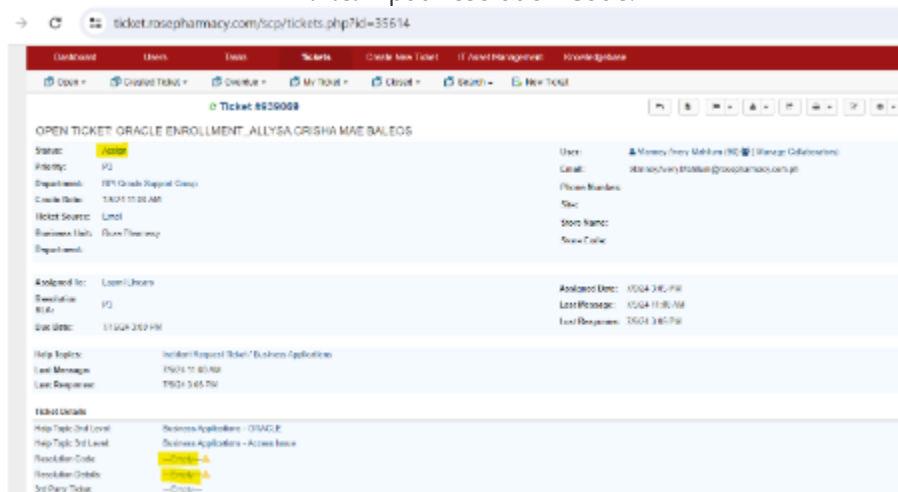
Post Reply

4.7.a. In Response, Select a canned response. Choose Close/Resolve Ticket Message.

4.7.b. The close message with the survey link shall appear. Post Reply.



4.7.c. Input Resolution Code.



Click Select Resolution Code.

Ticket #939069: Update Resolution Code

Resolution Code:

— Select Resolution Code —

Optional reason for the update

Cancel

Update

Choose Business Application. Click Update.

*The emailed response to the ticket is added to the thread in the ticket in the portal.

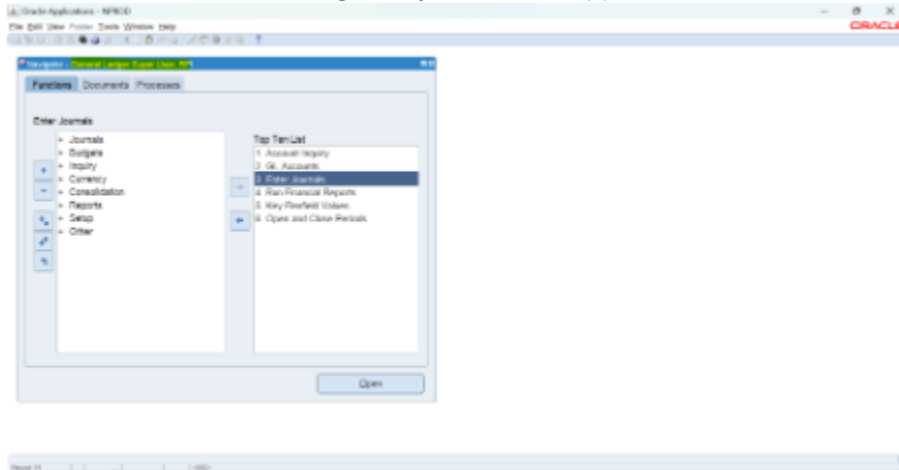
**The ticket is transferred to Closed tickets.

5. Access Permissions

5.1. IT Support Ticketing System Incident Request Portal user credentials are provided by Rey Castro (IT Manager).

5.2. Oracle credentials (user and password) are provided by IT - Oracle Applications team via email.

5.3. User must have access to the General Ledger Super User, RPI responsibility to be able to set up chart of accounts. This is assigned by IT - Oracle Applications team.



6. File Structure

6.1. N/A

Y = required field

7. Schedule

7.1. Chart of accounts set up or deactivation is performed **per request (open ticket)**.

7.2. Chart of accounts set up or deactivation is done by IT after receiving ticket. A chart of account (COA) request form must be signed by two level approvers and attached in ticket. Email notification of successful upload on the same day. SLA = P3 (turnaround time = 3 days)

8. Troubleshooting

8.1. For technical issues, contact IOM for support by submitting a ticket to iOM Help in <https://support.iomphilippines.com/help/135183837> and sending an email to Oracle EBS Support <ebs.support@iomphilippines.com>