

# Preparing a Refund

## 1. Purpose

1.1. To have a standard navigational instruction to Payable users of Oracle in preparing a **Refund**.

## 2. Scope

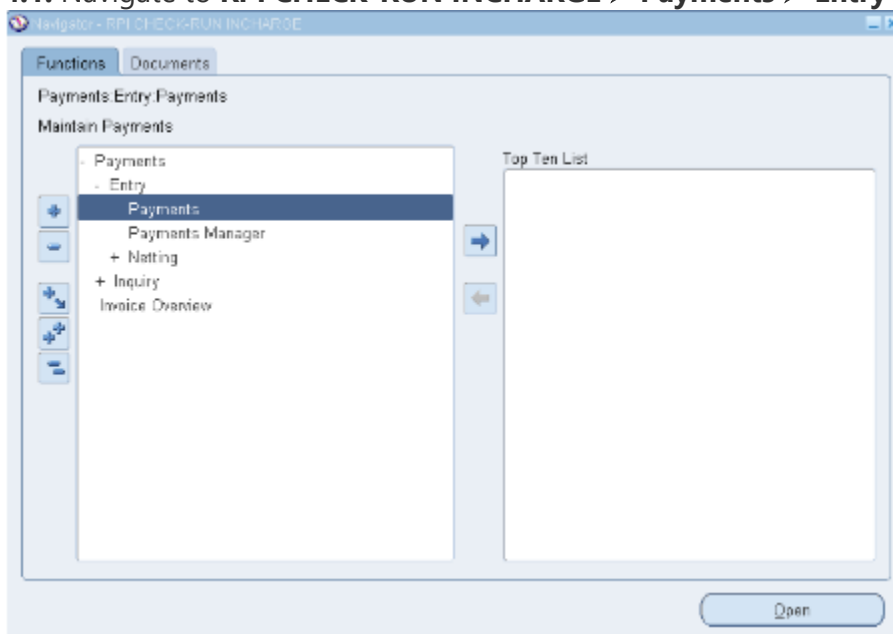
2.1. Payable Users of Oracle nationwide.

## 3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in preparing a refund.

## 4. Navigation Procedures

4.1. Navigate to **RPI CHECK-RUN INCHARGE > Payments > Entry > Payments**



4.2. Fill in payment **"Type"** – **Refund**

4.3. Fill in **"Trading Partner"** or **"Supplier Num"** – **ROSE PHARMACY, INC.,** for Trading partner or **802018** for supplier num.

4.4. Fill in **"Payment Date"** – the date the returned of excess cash was endorsed to cashier for deposit or simply the date of acknowledgement receipt.

4.5. Fill in **"Bank Account"** – the bank account where the return for excess cash was deposited or the bank account reflected in the deposit slip.

4.6. Fill in **"Document number"** – refer issued acknowledgement receipt number

4.7. Fill in DFF payment information **“for manual payment?”** – Always tag it as **YES**.

Type	Operating Unit	Trading Partner	Supplier Number	Supplier Site	Payment Date	Payment Amount	Bank Account
Refund	Rose Pharmac	ROSE PHARMACY, INC.	000000	Home	16-NOV-2019		MB10 SA 041001512623

Next ➡

4.8. Click **“Enter/Adjust Invoices”** button to select what invoices to pay.

4.9. In the select Invoices window, **“Invoice Number”** – fill in the correct invoice number to pay.

4.10. Fill in **“Payment amount”** – the amount returned and deposited as excess cash. Refer amount shown in acknowledgement receipt. Notice that the amount on this field is **(-)** **negative**.

4.11. Fill in DFF Invoice payments, **“CASH OUTFLOW CATEGORY”** – **Cash Advances**

