Generating a Voucher

1. Purpose

1.1. To have a standard navigational instruction to Purchasing users of Oracle in generating a **Voucher.**

2. Scope

2.1. Purchasing Users of Oracle nationwide.

3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy in generating a voucher.

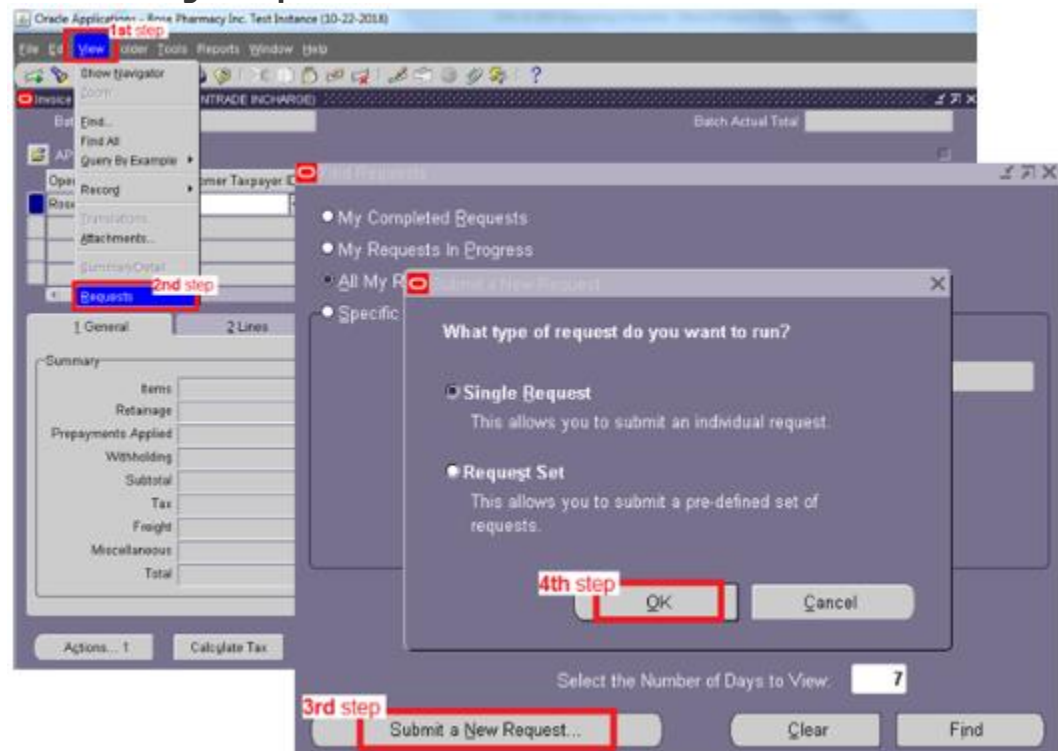**4. Navigation Procedures**

     4.1. To generate an Accounts Payable Voucher, kindly Navigate to **RPI AP-NONTRADE INCHARGE ➤ Entry ➤ Invoices➡ In Invoice Workbench window**
          1.1a click **View** (menu)
          1.2b click **Request** (menu)
          1.3c click **Submit a New Request** (button)
          1.4d click **Single Request** > **OK**

4.2. In the name field – type "RPI AP VOUCHER - NON TRADE" ➤ **Tab** ➤ Supply required parameters **Supplier Name**, **Invoice number** and **Run by** ➤ click **OK**

4.3. Click **Submit** button ➤ (Select another request) > click **NO**

4.4. Click **Find** (button) > click **Refresh Data** (button) > **check if** Phase and Status is **Completed** and **Normal** respectively. If so, click **View Output** (button).

Next ➡

Note: To view output and see the form, make sure that "Phase" and "Status" are completed and normal respectively. Phase and status that are not completed and normal yet, kindly click the button REFRESH DATA to update the current status.

since the current status is now completed and normal, click view output button to view and print the form.

4.5. Print the Form and attached to the other supporting documents and forward to Treasury check-run team for payment processing.

RPI AP VOUCHER – NON TRADE

APV 101683212

Supplier Name: ROSE PHARMACY, INC.,

Payee Name: ROSE PHARMACY, INC.,

Site: HOME   Po No:

Invoice No.: PREP-CA-11052018
Invoice Date: 05-NOV-18
GL Date: 05-NOV-18
Due Date: 05-NOV-18

Description: <PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 6-16, 2018

RR No:	Branch	Natural Acct	Department	Employee	Amount
	NONE	ADVANCES TO EMPLOYEES-OFFICIAL	NONE	PENAFLOR, Ms. RUBY DEL CASTILLO	15,000.00
	NONE	ADVANCES TO EMPLOYEES-OFFICIAL	NONE	BOLOTAULO, Ms. SHIELA MARIE JUMAO-AS	25,000.00
	NONE	ADVANCES TO EMPLOYEES-OFFICIAL	NONE	ROBLES, Mrs. CHERYL TUICO	5,000.00
	NONE	ADVANCES TO EMPLOYEES-OFFICIAL	NONE	FRESCO, Mr. PRESTONE NICHOLO MILLANES	5,000.00
				Total: PHP	50,000.00

Prepared By: SHIELA MARIE BOLOTAULO   Checked By: Approved By:

Date Created: 13-NOV-18 04:56 PM

ORIGINAL PRINT 16-NOV-18 03:19 PM

Note: *The AP voucher form printed an "ORIGINAL PRINT" on the lowermost corner, this means that this APV was originally run for payment processing. Reprinting of this voucher, the form shall also stamp on the same corner as "REPRINTED".*