Bank Account Set up

1. **Purpose**
   - **1.1.** To have a standard navigational instruction to IT in the ticketing for **Bank Account Set up.**
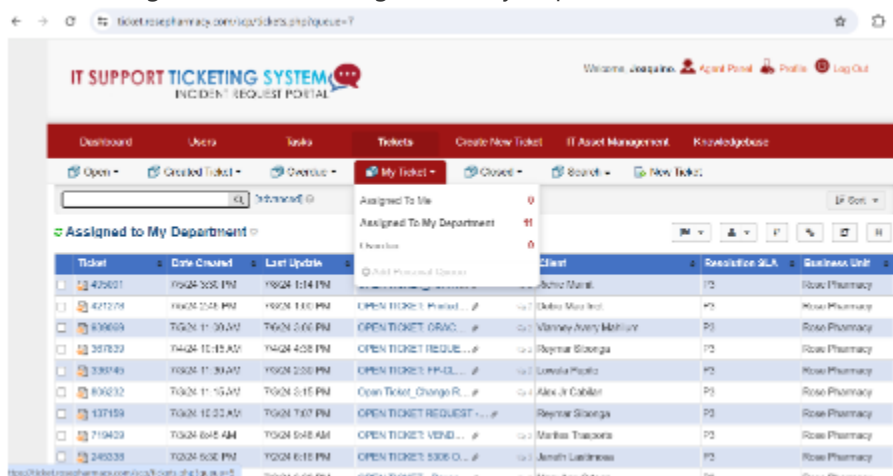2. **Scope**
   - **2.1.** IT users
3. **Implementing Guidelines**
   - **3.1.** Refer accounting manual for detailed policy.
4. **Navigation Procedures**
   - **4.1.** Go to IT Support Ticketing System Incident Request Portal for IT agents. Go to My Ticket > Assigned To Me or Assigned To My Department.

   - **4.2.** Treasury sends an open ticket to IT Helpdesk with the new bank account or check series for set up. Click Ticket number or Incident Description to open this ticket. *Usual ticket subjects*: Payment Exhausted / Extend Payment Series / New Check Series set up / Deactivate Payment Document or Check Series.
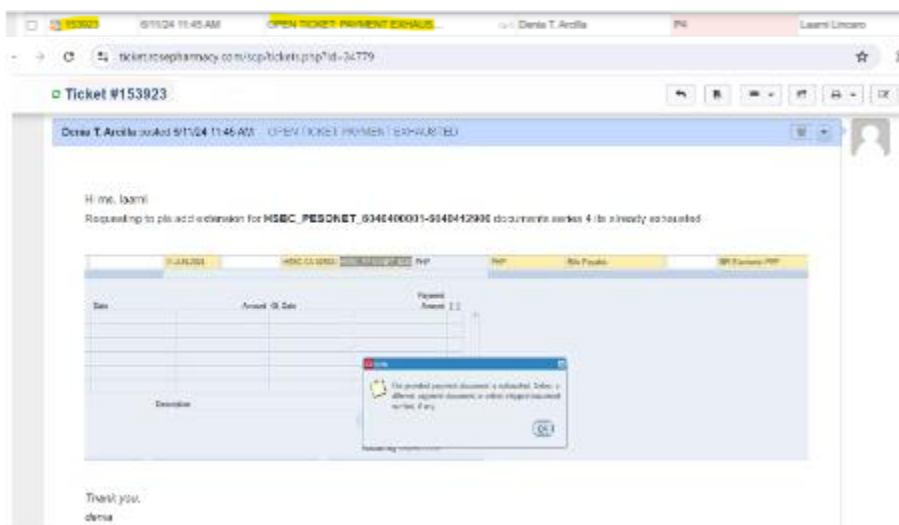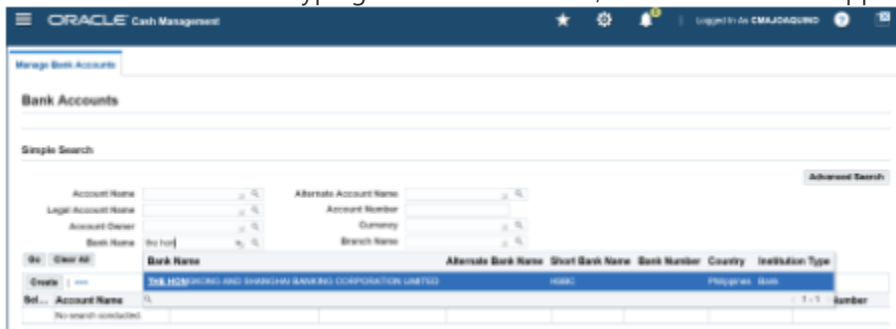

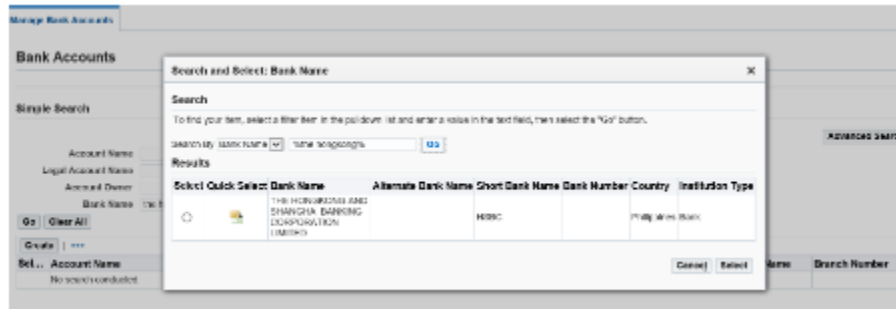   - **4.3.** In Oracle, go to Payables SuperUser, RPI > Bank Account Maintenance. **Click Open.**
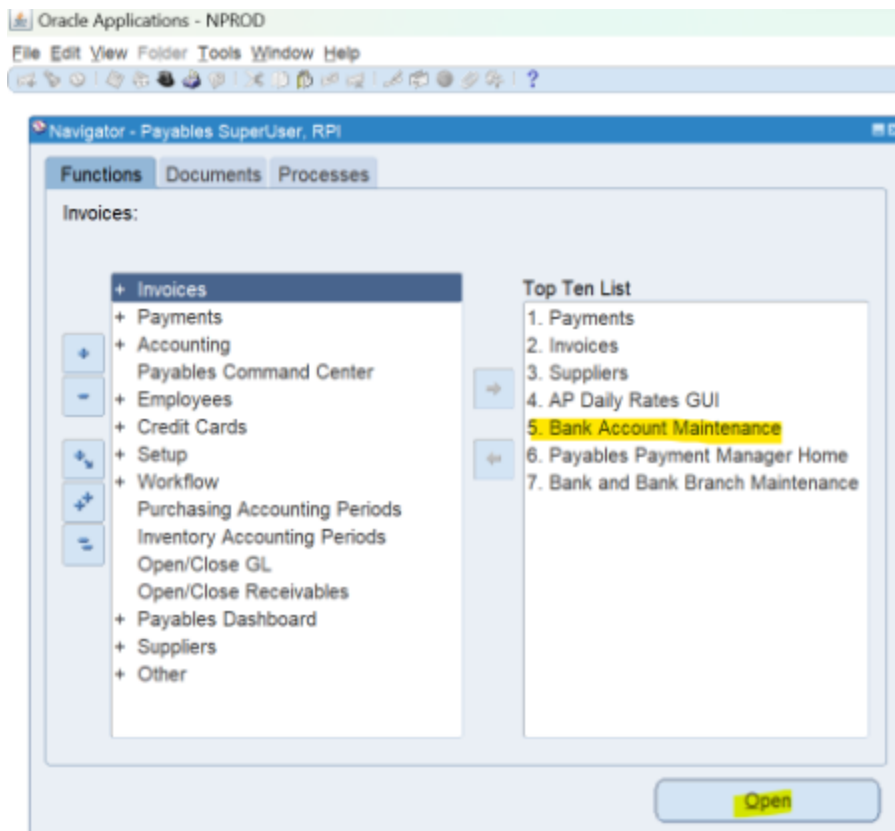
4.4. Go to browser. Input Bank Name.
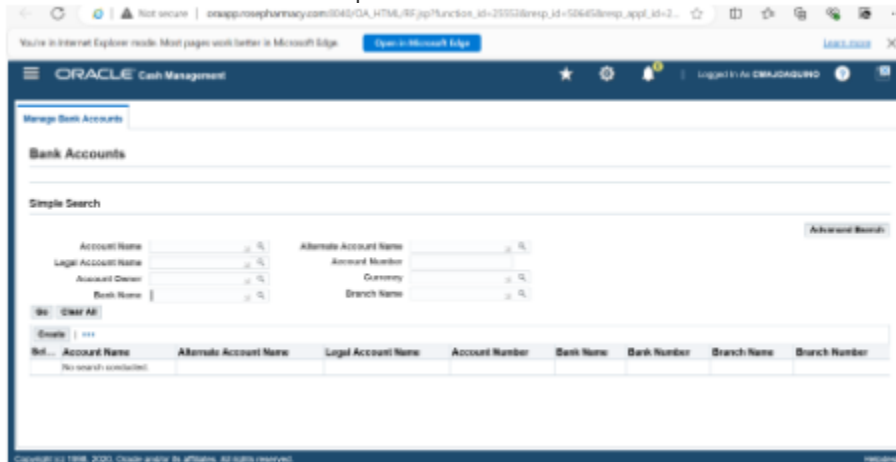
4.4.a. If typing in Bank Name field, click the bank that appears. **Click Go.**

4.4.b. If clicking the magnifying glass icon to search banks, input %bank name% in field. **Click Go. Click Quick Select. Click Go.**

4.5. In Select Account, click Select, then Manage Payment Documents.

4.6. If request is…

    4.6.a. Payment Exhausted / Extend Payment Series -

o Find the payment document. Click Update.

o The Last Available Document Number has the same value as the Last Issued Document Number; thus, payment document is exhausted. Update Last Available Document Number. Add 1000 to value e.g. 6040413900 -> 6040414900

o Update payment document Name to reflect updated value in Last Available Document Number e.g. HSBC_PESONET_6040400001-6040413900 -> HSBC_PESONET_6040400001-6040414900

o **Click Apply to save.**

Update Payment Document: HSBC_PESONET_6040400001-6040414900

Cancel **Apply**

Bank Name THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED
Branch Name HSBC Head Office
Country Philippines

Account Name HSBC CA 029024408040
Account Number 029024408040
Currency Philippine Peso

* Indicates required field

Document Information

* Name	HSBC_PESONET_6040
* Paper Stock Type	Prenumbered Stock ▾
	☐ Attached Remittance Stub
Number of Lines per Remittance Stub	
Number of Setup Documents	
* Format	Standard Check Format 🔍
	☐ Limited Use To Manually Issued Payments
Status	Active ▾
End Date	
Payment Document Category	CHECK PAY 🔍

Document Numbers

* First Available Document Number	6043430001
Last Available Document Number	6043415900
Last Issued Document Number	6043414101

4.6.b. New Check Series set up -

   o   Click Create.

Manage Bank Accounts ▸
Payment Documents

Bank Name THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED
Branch Name HSBC Head Office
Country Philippines

Account Name HSBC CA 029024408040
Account Number 029024408040
Currency Name Philippine Peso

Create ∙∙∙

Name	Paper Stock Type	Format	Status	Skipped Documents	Unused Documents	Update
HSBC_PESONET_6040400001-6040400900	Prenumbered Stock	Standard Check Format	Active			✏
CA DUMMY 6003160050	Prenumbered Stock	Standard Check Format	Active			✏
HSBC_CA_69031-484100	Prenumbered Stock	Standard Check Format	Inactive			✏
HSBC_PESONET_004010001-6040100500	Prenumbered Stock	Standard Check Format	Active			✏
HSBC_CA_41014-118430	Prenumbered Stock	Standard Check Format	Active			✏
HSBC_ONLINE_604003001-604080108	Prenumbered Stock	Standard Check Format	Active			✏
HSBC_PESONET_604020001-6040203500	Prenumbered Stock	Standard Check Format	Active			✏
HSBC_PESONET_6040300001-6040305500	Prenumbered Stock	Standard Check Format	Active			✏
HSBC_PESONET_6040400001-6040414900	Prenumbered Stock	Standard Check Format	Active			✏

- Input Name for check series name.

Manage Bank Accounts ▸ Payment Documents ▸
Create Payment Document

Cancel **Apply**

Bank Name THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED
Branch Name HSBC Head Office
Country Philippines

Account Name HSBC CA 029024408040
Account Number 029024408040
Currency Philippine Peso

* Indicates required field

Document Information

* Name	
* Paper Stock Type	Blank Stock ▾
	☐ Attached Remittance Stub
Number of Lines per Remittance Stub	
Number of Setup Documents	
* Format	🔍
Payment Document Category	🔍

Document Numbers

* First Available Document Number	
Last Available Document Number	

- Choose Prenumbered Stock in Paper Stock Type.
- In Format, type "standard check". Quick Select Standard Check Format.

Search and Select: Format   ✕

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name ☑ standard check   [Go]

Results

Select	Quick Select	Code	Name
○	📋	IBY_PAY_CHK_STANDARD_1	Standard Check Format
○	📋	IBY_PAY_CHK_STANDARD_1A	Standard Check Format (Stub After Payment)

[Cancel] [Select]

* Format   standard check   ☑ 🔍
☐ Restrict Use To Manually Issued Payments
Payment Document Category _____ ☑ 🔍

- Input "CHECK PAY" in Payment Document Category.

Manage Bank Accounts > Payment Documents >
Create Payment Document   [Cancel] [Apply]

Bank Name   THE HONGKONG AND SHANGHAI BANKING
                CORPORATION LIMITED
Branch Name   HSBC Head Office
Country   Philippines

Account Name   HSBC CA 329024406040
Account Number   029024406040
Currency   Philippine Peso

* Indicates required field

Document Information

* Name   XXXXXXXXXXXXXX
* Paper Stock Type   Prenumbered Stock ☑
☐ Attached Remittance Stub
Number of Lines per Remittance Stub   _____
Number of Setup Documents   _____
* Format   Standard Check Format 🔍
☐ Restrict Use To Manually Issued Payments
Payment Document Category   CHECK PAY ☑ 🔍

Document Numbers

* First Available Document Number   XXXXXXXX
Last Available Document Number   XXXXXXXX

- o Input First and Last Available Document Number based on actual check series.
- o **Click Apply to save.**

*Treasury may provide actual check book as reference for set up.

4.6.c. Deactivate Payment Document or Check Series -

- o Find the payment document. **Click Update.**

Manage Bank Accounts
Manage Bank Accounts >
Payment Documents

Bank Name   THE HONGKONG AND SHANGHAI BANKING
                CORPORATION LIMITED
Branch Name   HSBC Head Office
Country   Philippines

Account Name   HSBC CA 029024406040
Account Number   029024406040
Currency Name   Philippine Peso

[Create] | •••

Name	Paper Stock Type	Format	Status	Skipped Documents	Unused Documents	Update
HSBC_PESONET_684050XXX-684050508	Prenumbered Stock	Standard Check Format	Active	📄	📄	✏
CA DUMMY 00001-00050	Prenumbered Stock	Standard Check Format	Active	📄	📄	✏
HSBC_XX_00001-00757	Prenumbered Stock	Standard Check Format	Inactive	📄	📄	✏
HSBC_PESONET_684010XXX-684010508	Prenumbered Stock	Standard Check Format	Active	📄	📄	✏
HSBC_CA_413101-413200	Prenumbered Stock	Standard Check Format	Active	📄	📄	✏
HSBC_ONLINE_684000000-684000100	Prenumbered Stock	Standard Check Format	Active	📄	📄	✏
HSBC_PESONET_684020XXX-684020508	Prenumbered Stock	Standard Check Format	Active	📄	📄	✏
HSBC_PESONET_684030XXX-684030508	Prenumbered Stock	Standard Check Format	Active	📄	📄	✏
HSBC_PESONET_684040XXX-684041408	Prenumbered Stock	Standard Check Format	Active	📄	📄	✏

- **Choose Inactive in Status.**

- **Click Apply to save.**

4.7. Notify Treasury of successful set up, with screenshot of the payment document created or extended.

RE: OPEN TICKET: PAYMENT EXHAUSTED

Laarni Lincaro
To: Denia T. Arolla; Rose Pharmacy IT Helpdesk
Cc: All ROSE Treasury Department; Joaquino, Crissa Mae; Shiela Bolotaulo

Tue 6/11/2024 2:42 PM

Hi Denia,

This has been extended.

Document Numbers

* First Available Document Number	6040400001
Last Available Document Number	6040413900
Last Issued Document Number	6040412900

Regards,
Laarni

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

4.8.a. In Response, Select a canned response. Choose Close/Resolve Ticket Message.
4.8.b. The close message with the survey link shall appear. Post Reply.

4.8.c. Input Resolution Code.

Click Select Resolution Code.

Choose Business Application. Click Update.

4.8.d. Input Resolution Details - the steps to close/fulfill the user request

4.8.e. Change Status. Click Assign. Choose Closed (if no user feedback needed)/ Resolved (if user may provide feedback).

*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 Payables SuperUser, RPI responsibility to be able to set up bank accounts. This is assigned by IT - Oracle Applications team.
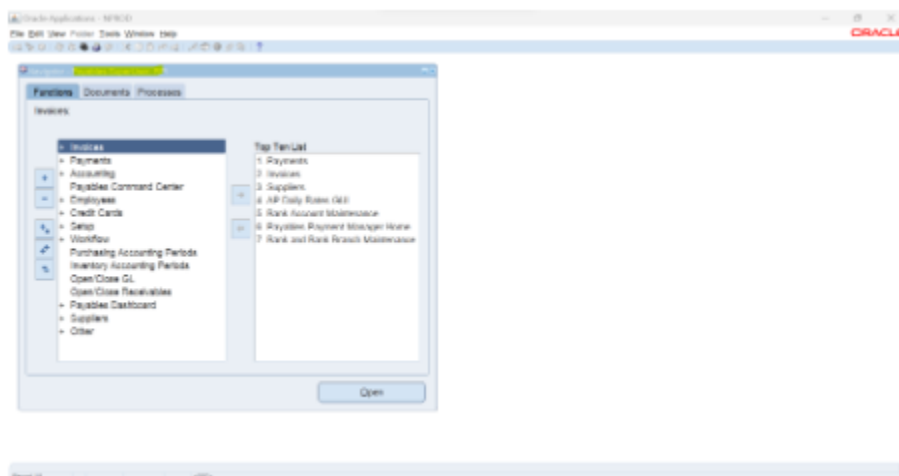
6. File Structure

6.1. .201 flat file

No	Column Name	Description	Data Type	Req?
1	HDR_SUPPLIER_NAME	Supplier Name	VARCHAR2(240)	Y
2	HDR_SUPPLIER_CODE	Supplier Code	VARCHAR2(30)	Y
3	HDR_SUPPLIER_TYPE	Supplier Type	VARCHAR2(30)	Y
4	HDR_TERMS_NAME	Supplier Payment Terms	VARCHAR2(50)	Y
5	HDR_PAY_DATE_BASIS_LOOKUP_CODE	Supplier Payment Date - Basis. Default = "DUE"	VARCHAR2(25)	N
6	HDR_INVOICE_CURR_CODE	Supplier Invoice Currency Code	VARCHAR2(15)	Y
7	HDR_PAYMENT_CURR_CODE	Supplier Payment Invoice Code	VARCHAR2(15)	Y
8	HDR_VAT_CODE	Supplier VAT Code	VARCHAR2(15)	Y
9	HDR_TERMS_DATE_BASIS	Supplier Terms Date Basis(Options: Invoice Date, System Date, Goods Received Date)	VARCHAR2(25)	N
10	HDR_AUTO_TAX_CALC_FLAG	Supplier Auto Tax Calculate Flag	VARCHAR2(1)	Y
11	HDR_AMOUNT_INCLUDES_TAX_FLAG	Supplier Invoice Include Tax Flag	VARCHAR2(1)	N
12	HDR_ALLOW_AWT_FLAG	Supplier Allow AWT Flag	VARCHAR2(1)	Y
13	HDR_AWT_GROUP_NAME	Supplier AWT Group Name. (withholding tax code)	VARCHAR2(25)	N
14	HDR_PAYMENT_METHOD_CODE	Supplier Payment Method Code	VARCHAR2(30)	Y
15	HDR_ACCTS_PAY_CODE_COMPANY	Supplier Liability Account - Company	VARCHAR2(30)	N
16	HDR_ACCTS_PAY_CODE_ACCOUNT	Supplier Liability Account - Account	VARCHAR2(30)	N
17	HDR_ACCTS_PAY_CODE_LOCATION	Supplier Liability Account - Location (Includes Region, District and Store)	VARCHAR2(30)	N
18	HDR_ACCTS_PAY_CODE_DEPARTMENT	Supplier Liability Account - Department	VARCHAR2(15)	N
19	HDR_ACCTS_PAY_CODE_FUTURE	Supplier Liability Account - Section	VARCHAR2(1)	N
20	HDR_ACCTS_PAY_CODE_FUTURE	Supplier Liability Account - Future	VARCHAR2(240)	N
21	DTL_SITE_CODE	Unique Supplier Site Code = 'Head Office' or 'HO'	VARCHAR2(240)	Y
22	DTL_PAY_SITE_FLAG	Pay Site Flag - Default value "Y"	VARCHAR2(240)	Y
23	DTL_ADDRESS_LINE1	Enter the address for your customer in these columns. You can enter up to three lines of an address.	VARCHAR2(25)	Y
24	DTL_ADDRESS_LINE2		VARCHAR2(10)	N
25	DTL_ADDRESS_LINE3		VARCHAR2(20)	N
26	DTL_COUNTRY	Site Country	VARCHAR2(10)	Y
27	DTL_PHONE_AREA_CODE	Site Phone Area Code	VARCHAR2(20)	N
28	DTL_PHONE_NUMBER	Site Phone Number	VARCHAR2(25)	N
29	DTL_FAX_AREA_CODE	Site Fax Area Code	VARCHAR2(20)	N
30	DTL_FAX_NUMBER	Site Fax Number	VARCHAR2(50)	N
31	DTL_TERMS_DATE_BASIS	Site Terms Date Basis	VARCHAR2(25)	Y
32	DTL_VAT_CODE	Site VAT Code	VARCHAR2(15)	Y
33	DTL_TERMS_NAME	Site Terms Name	VARCHAR2(15)	Y
34	DTL_PAY_DATE_BASIS_LOOKUP_CODE	Site Payment Date Basis. Default = "DUE"	VARCHAR2(1)	N
35	DTL_INVOICE_CURR_CODE	Site Invoice Currency Code	VARCHAR2(1)	Y
36	DTL_PAYMENT_CURR_CODE	Site Payment Invoice Code	VARCHAR2(1)	Y
37	DTL_AUTO_TAX_CALC_FLAG	Site Auto Tax Calculate Flag	VARCHAR2(30)	N

#	Column	Description	Type	Req
38	DTL_AMOUNT_INCLUDES_TAX_FLAG	Site Invoice Include Tax Flag	VARCHAR2(1)	N
39	DTL_PRIMARY_PAY_SITE_FLAG	Site Primary Pay Site Flag	VARCHAR2(25)	N
40	DTL_PAYMENT_METHOD_CODE	Site Payment Method Code	VARCHAR2(2000)	Y
41	DTL_ALLOW_AWT_FLAG	Site Allow AWT Flag	VARCHAR2(30)	Y
42	DTL_AWT_GROUP_NAME	Site AWT Group Name	VARCHAR2(30)	N
43	DTL_EMAIL_ADDRESS	Site Email Address	VARCHAR2(30)	N
44	DTL_TIN			
45	DTL_ACCTS_PAY_CODE_COMPANY	Supplier Liability Account - Company	VARCHAR2(30)	N
46	DTL_ACCTS_PAY_CODE_ACCOUNT	Supplier Liability Account - Account	VARCHAR2(30)	N
47	DTL_ACCTS_PAY_CODE_LOCATION	Supplier Liability Account - Location	VARCHAR2(30)	N
48	DTL_ACCTS_PAY_CODE_DEPARTMENT	Supplier Liability Account - Department	VARCHAR2(15)	N
49	DTL_ACCTS_PAY_CODE_FUTURE	Supplier Liability Account - Section	VARCHAR2(15)	N
50	DTL_ACCTS_PAY_CODE_FUTURE	Supplier Liability Account - Future	VARCHAR2(20)	N
51	DTL2_CONT_FIRST_NAME	Site Contact First Name	VARCHAR2(5)	Y
52	DTL2_CONT_MIDDLE_NAME	Site Contact Middle Name	VARCHAR2(30)	Y
53	DTL2_CONT_LAST_NAME	Site Contact Last Name	VARCHAR2(10)	Y
54	DTL2_CONT_PREFIX	Site Contact Prefix	VARCHAR2(20)	N
55	DTL2_CONT_TITLE	Site Contact Title	VARCHAR2(10)	N
56	DTL2_CONT_PHONE_AREA_CODE	Site Contact Phone Area Code	VARCHAR2(20)	N
57	DTL2_CONT_PHONE_NUMBER	Site Contact Phone Number	VARCHAR(50)	N
58	DTL2_CONT_FAX_AREA_CODE	Site Contact Fax Area Code	VARCHAR(50)	N
59	DTL2_CONT_FAX_NUMBER	Site Contact Fax Number	VARCHAR(50)	N
60	POSTAL_CODE (for US Suppliers)	Supplier Postal Code	VARCHAR (50)	N
61	CITY (For US Suppliers)	Supplier City Address	VARCHAR	N
62	COUNTY (For US Suppliers)	Supplier County Address	VARCHAR (100)	N
63	STATE (For US Suppliers)	Supplier State Address	VARCHAR (30)	N
64	Supplier TIN	Supplier TIN	VARCHAR2(100)	Y
65	Check Name	Check Name/Payee Name		N
66	Distribution Set	For fixed recurring entries		N
67	FILENAME	This column will identify the grouping of data or source text file of data.		Y

Y = required field

7. Schedule

7.1. Supplier Interface is performed **per request (open ticket).**

7.2. Generation of .201 flat files is done after receiving ticket from MFT team. IT uploads the .201 flat files. Email notification of successful upload on the same day. SLA = P3 (turnaround time = within 3 days)

8. Troubleshooting

8.1. For issues like the RPI Supplier Interface Main program taking time to upload (>1 hr) and other 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>