Preparing a Payment

1. Purpose

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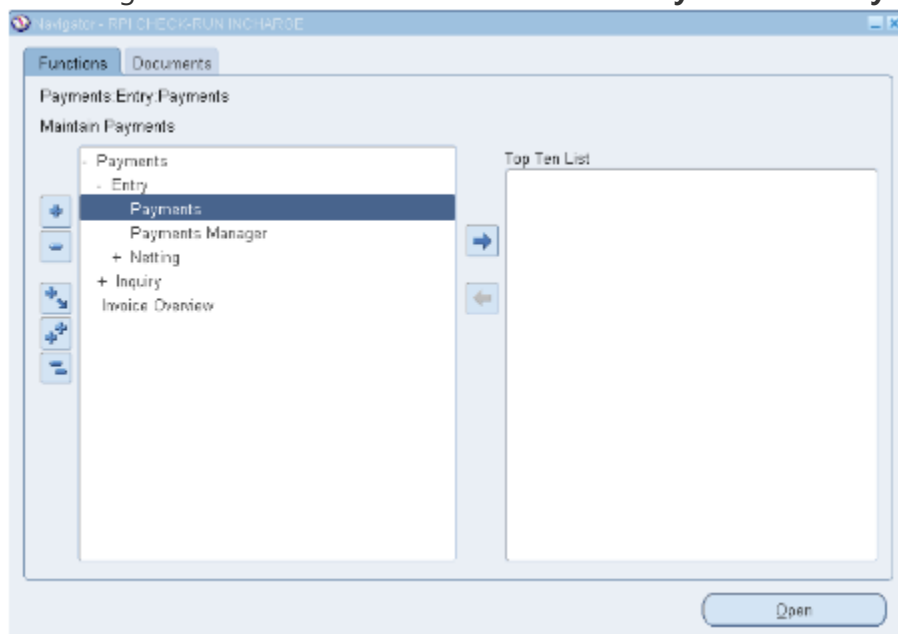
2. Scope

    2.1. Payable Users of Oracle nationwide.

3. Implementing Guidelines

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

4. Navigation Procedures

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

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

    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 you run or process the payment.

    4.5. Fill in **"Bank Account"** – bank account is the disbursing bank or bank where online payment or bank transfer will be processed.

4.6. Fill in **"Payment Document"** – use the following as your payment document for online payment/bank transfer:

4.6.1.   MBTC-SA 3041512653_ONLINE1
4.6.2.   MBTC-SA 3041512653_ONLINE2
4.6.3.   MBTC-SA 3041512653_ONLINE3
4.6.4.   MBTC-SA 3041512653_ONLINE4
4.6.5.   MBTC-SA 3041512653_ONLINE5

4.7. Fill in DFF payment information **"for manual payment?"** – Kindly tag YES if payment to be processed if urgent, online/bank transfer, and issuance of check is to be printed in Oracle. While NO if issuance of check is to be processed thru Check Writing facility and not urgent. For this case, always tag it as YES.

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 or net payable reflected on your APV or invoice. No partial payment is allowed for processing payment of advances. Rule is Payment amount and Invoice amount must at all times be the same.

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

4.12. Click **Save** icon 💾 and close the Payment workbench.