Booking a Prepayment

1. **Purpose**

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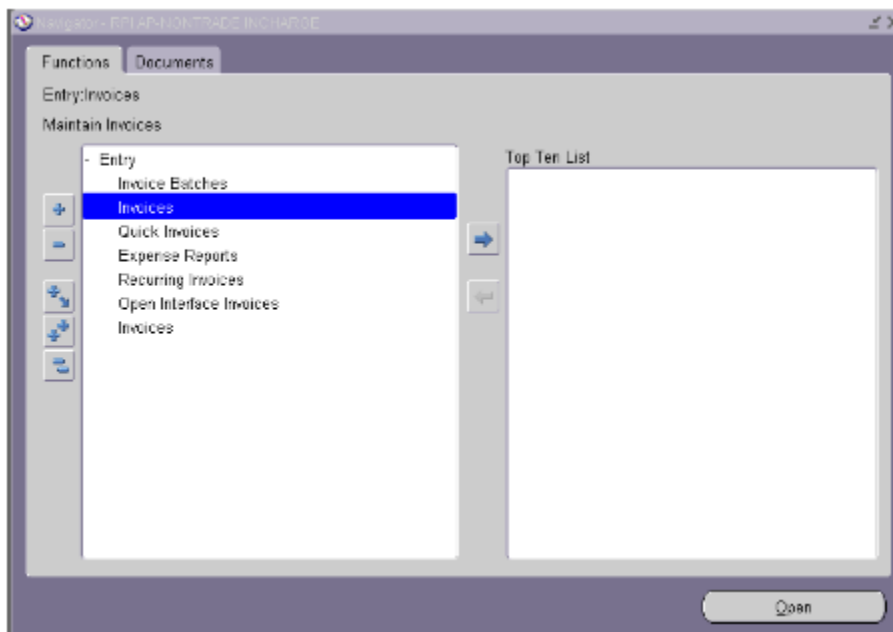
2. **Scope**

   2.1. Payable Users of Oracle nationwide.

3. **Implementing Guidelines**

   3.1. Refer accounting manual for detailed policy in booking a Prepayment.

4. **Navigation Procedures**

   4.1. Navigate to **RPI AP-NONTRADE INCHARGE ➤ Entry ➤ Invoices**

   4.2. Fill in **"Type" – PREPAYMENT**

   4.3. Fill in **"Document Category Name" - APV**

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

4.5. Fill in **"Invoice Date"** and **"GL Date"** – the date you process or book the prepayment. Your Invoice date and GL date must at all times be the same.

4.6. Fill in **"Invoice Number"** – naming convention is PREP – CA – Date of booking. (ex. PREP-CA-11052018)

4.7. Fill in **"Description"** – naming convention is <PREPAYMENT> Cash Advance requests from and to.
(ex. <PREPAYMENT> CASH ADVANCE REQUESTS FROM NOV. 6-16, 2018)

4.8. Fill in **"Line Amount"** – the amount reflected in your header invoice amount is also the amount of your Line invoice amount.

Next ➡

4.9. Fill in **"Distribution Amount"** – approved amount for each employee advances.

4.10. Fill in **"Distribution Account"** – provide correct account combination, correct account and employee ID. For Prepayment or Advances for Business Use, use Advances to Employees – Official while Employee ID is the ID of the employee whose advances is approved. (ex. 88.110622.00000000.0000.154083.0000)

4.11. Fill in **"Distribution Description"** – naming convention is <Type of Request> Purpose or where to travel and period from and to.
(ex. <TRAVEL> MANILA FROM NOV. 6-9, 2018)

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