

# Miscellaneous Receipts Interface Process

## 1. Purpose

1.1. To have a standard navigational instruction to IT in the **Miscellaneous Receipts Interface Process**.

## 2. Scope

2.1. IT and AR Oracle users

## 3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy.

## 4. Navigation Procedures

4.1. GL team or Cashier (Treasury) sends the store deposit or other miscellaneous receipt requests via email to IT. Refer below for list of miscellaneous receipts with their requestor and template used.

Miscellaneous receipts	Requestor	Template
Employee liquidation	Cashier	AR Receipt Interface_Template
SSS refund	Cashier	AR Receipt Interface_Template
BPI retirement	Cashier	AR Receipt Interface_Template
EE Payment (ATEs like other deductions)	Cashier	AR Receipt Interface_Template
E-commerce	Cashier	Store Deposit Template
Fund transfer	GL	Store Deposit Template
Paymongo	GL	Store Deposit Template
Chinabank	GL	Store Deposit Template
Rbank '0338	GL	Store Deposit Template
Grabmart	GL	Store Deposit Template
Paymaya	GL	Store Deposit Template
BPI	GL	Store Deposit Template
PNB	GL	Store Deposit Template
BDO	GL	Store Deposit Template
MBTC	GL	Store Deposit Template
UBP	GL	Store Deposit Template

### 4.2. Validate file -

#### 4.2.a. for Store Deposit template -

- In the Excel file provided by requestor, ensure that column B store location is equal to the store location in column C (HDR\_RECEIPT\_NUMBER).
- HDR\_RECEIPT\_DATE and HDR\_GL\_DATE fall on the current open period and the same date.
- HDR\_AMOUNT should be up to 2 decimal places only. Use =Round(amount,2) formula.
- HDR\_RECEIPT\_METHOD\_NAME = STORE DEPOSIT, ONLINE DEPOSIT, MISCELLANEOUS RECEIPTS, or MISCELLANEOUS PAYMENTS
- Ensure that the correct HDR\_BANK\_ACCOUNT\_NUM is used.
- HDR\_PAID\_BY store location should follow the correct store name based on the location in HDR\_RECEIPT\_NUMBER.
- Ensure that the characters do not surpass the character limit, specifically the store location in HDR\_PAID\_BY (30 characters) and HDR\_COMMENT (100 characters). Use =LEN() formula to get character length.



- HDR\_RECEIPT\_METHOD\_NAME = MISCELLANEOUS RECEIPT
- Ensure that the correct HDR\_BANK\_ACCOUNT\_NUM is used.
- Employee ID and/or name may be indicated in HDR\_PAID\_BY and/or HDR\_COMMENT
- Ensure that the characters do not surpass the character limit, specifically the store location in HDR\_PAID\_BY (30 characters) and HDR\_COMMENT (100 characters). Use =LEN() formula to get character length.
- Use =TRIM() formula to remove extra spaces in HDR\_PAID\_BY and HDR\_COMMENT

EMPLOYEE LIQUIDATION FOR INTERFACE JUNE 2024 - Excel

HDR_RECEIPT_N UMBER	HDR_RECEIPT_D ATE	HDR_GL_D ATE	HDR_MATURITY_D ATE	HDR_AMOUNT	HDR_INFLOW_C ATEGORY	HDR_BANK	HDR_CHECK_N UMBER	HDR_CHECK_D ATE	HDR_RECEIPT_METHOD_N AME	HDR_BANK_ACCOUNT_NUM	HDR_CUR RENCY_C ODE
1											
2	VARCHAR(30)	DATE	DATE	DATE	NUMBER	VARCHAR(30)	VARCHAR(30)	NUMBER	DATE	VARCHAR(30)	VARCHAR(30)
3	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y
4	AR00000209	5-Jun-24	5-Jun-24		1,755.00	ONLINE	MSTC			MISCELLANEOUS RECEIPT	413041512653
5	AR00000913	8-Jun-24	8-Jun-24		1,745.50	ONLINE	MSTC			MISCELLANEOUS RECEIPT	413041512653
6	AR00000918	4-Jun-24	4-Jun-24		1,544.38	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
7	AR00000914	5-Jun-24	5-Jun-24		670.00	ONLINE	MSTC			MISCELLANEOUS RECEIPT	413041512653
8	AR00000917	5-Jun-24	5-Jun-24		150.00	ONLINE	MSTC			MISCELLANEOUS RECEIPT	413041512653
9	AR00000918	6-Jun-24	6-Jun-24		548.00	ONLINE	MSTC			MISCELLANEOUS RECEIPT	413041512653
10	AR00000919	6-Jun-24	6-Jun-24		308.00	ONLINE	MSTC			MISCELLANEOUS RECEIPT	413041512653
11	AR00000921	7-Jun-24	7-Jun-24		6,566.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
12	AR00000922	10-Jun-24	10-Jun-24		2,006.51	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
13	AR00000923	10-Jun-24	10-Jun-24		2,576.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
14	AR00000924	10-Jun-24	10-Jun-24		5,000.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
15	AR00000925	11-Jun-24	11-Jun-24		1,700.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
16	AR00000929	11-Jun-24	11-Jun-24		8,900.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
17	AR00000930	16-Jun-24	16-Jun-24		11,530.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
18	AR00000931	14-Jun-24	14-Jun-24		2,000.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
19	AR00000932	20-Jun-24	20-Jun-24		1,336.48	ONLINE	BOO			MISCELLANEOUS RECEIPT	6090074208
20	AR00000936	24-Jun-24	24-Jun-24		200.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
21	AR00000939	27-Jun-24	27-Jun-24		1,100.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
22	AR00000940	27-Jun-24	27-Jun-24		11,800.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
23	AR00000943	28-Jun-24	28-Jun-24		60.00	ONLINE	KBANK			MISCELLANEOUS RECEIPT	218230000338
24	AR00000944	28-Jun-24	28-Jun-24		360.00	ONLINE	MSTC			MISCELLANEOUS RECEIPT	413041512653
25											
26											
27	HDR_RECEIPT_NUMBER	-- refers to actual receipt number issued									
28	HDR_RECEIPT_DATE	-- refers to actual date									

Ready Accessibility Investigate

EMPLOYEE LIQUIDATION FOR INTERFACE JUNE 2024 - Excel

HDR_RATE E.DAVE	RATE FE	RATE RATS	HDR_PAID_BY	HDR_ACTIVITY NAME	HDR_COMMENT	DTL DISTRIBUTION PLAN AMOUNT	DTL DISTRIBUTION GL ACCOUNT	DTL DISTRIBUTION GL ACCOUNT	DTL DIST COMMENTS	HLNAME
1										
2	DATE	NUMBER	NUMBER	VARCHAR(30)	VARCHAR(100)	NUMBER	NUMBER	NUMBER	VARCHAR(100)	VARCHAR(100)
3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4										
5	21	155812	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
6	26	155813	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
7	21	155814	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
8	31	155815	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
9	22	155816	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
10	31	155817	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
11	23	155818	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
12	31	155819	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
13	22	155820	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
14	31	155821	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
15	22	155822	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
16	31	155823	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
17	30	155824	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
18	31	155825	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
19	22	155826	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
20	31	155827	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
21	18	155828	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
22	31	155829	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
23	25	155830	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
24	31	155831	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
25	28	155832	CHRISTIAN D. WANG	EMPLOYEE LIQUIDATION	<155800>					
26										
27										
28										

Ready Accessibility Investigate

4.3. Copy the data from the requestor's Excel file to the respective templates.

4.3.a. for Store Deposit template -

- Copy from HDR\_RECEIPT\_NUMBER to HDR\_COMMENT.
- If data is store deposit, copy to Template - SD. If data is other miscellaneous receipts like Paymaya, e-commerce, copy to Template - CR.
- Follow the formatting of previous data.
- Create FILENAME based on RPI+date today (mmddyy)+ time (hrmnss).403. Copy concatenate formula from previous interface in the template.

HDR_RECEIPT_NUMBER	HDR_RECEIPT_DATE	HDR_RP_DATE	HDR_MATURITY_DATE	HDR_AMOUNT	HDR_AMOUNT_CATEGORY	HDR_NAME	HDR_CHECK_NUMBER	HDR_CHECK_DATE	HDR_RECEIPT_VOUCHER_NAME	HDR_BANK_ACCOUNT_NAME
1027988464	28-May-24	28-May-24		54930	CHNLN				STORE DEPOSIT	1027988464
1027988465	28-May-24	28-May-24		55950	CHNLN				STORE DEPOSIT	1027988465
1027988466	28-May-24	28-May-24		23340	CHNLN				STORE DEPOSIT	1027988466
1027988467	28-May-24	28-May-24		32240	CHNLN				STORE DEPOSIT	1027988467
1027988468	28-May-24	28-May-24		30119	CHNLN				STORE DEPOSIT	1027988468
1027988469	28-May-24	28-May-24		28884	CHNLN				STORE DEPOSIT	1027988469
1027988470	28-May-24	28-May-24		12440	CHNLN				STORE DEPOSIT	1027988470
1027988471	28-May-24	28-May-24		83220	CHNLN				STORE DEPOSIT	1027988471
1027988472	28-May-24	28-May-24		62112	CHNLN				STORE DEPOSIT	1027988472
1027988473	28-May-24	28-May-24		51714	CHNLN				STORE DEPOSIT	1027988473
1027988474	28-May-24	28-May-24		28848	CHNLN				STORE DEPOSIT	1027988474
1027988475	28-May-24	28-May-24		40117	CHNLN				STORE DEPOSIT	1027988475
1027988476	28-May-24	28-May-24		88650	CHNLN				STORE DEPOSIT	1027988476
1027988477	28-May-24	28-May-24		82640	CHNLN				STORE DEPOSIT	1027988477
1027988478	28-May-24	28-May-24		62340	CHNLN				STORE DEPOSIT	1027988478
1027988479	28-May-24	28-May-24		48830	CHNLN				STORE DEPOSIT	1027988479

HDR_RECEIPT_NUMBER	HDR_RECEIPT_DATE	HDR_RP_DATE	HDR_MATURITY_DATE	HDR_AMOUNT	HDR_AMOUNT_CATEGORY	HDR_NAME	HDR_CHECK_NUMBER	HDR_CHECK_DATE	HDR_RECEIPT_VOUCHER_NAME	HDR_BANK_ACCOUNT_NAME
1027988480	28-May-24	28-May-24		54930	CHNLN				STORE DEPOSIT	1027988480
1027988481	28-May-24	28-May-24		55950	CHNLN				STORE DEPOSIT	1027988481
1027988482	28-May-24	28-May-24		23340	CHNLN				STORE DEPOSIT	1027988482
1027988483	28-May-24	28-May-24		32240	CHNLN				STORE DEPOSIT	1027988483
1027988484	28-May-24	28-May-24		30119	CHNLN				STORE DEPOSIT	1027988484
1027988485	28-May-24	28-May-24		28884	CHNLN				STORE DEPOSIT	1027988485
1027988486	28-May-24	28-May-24		12440	CHNLN				STORE DEPOSIT	1027988486
1027988487	28-May-24	28-May-24		83220	CHNLN				STORE DEPOSIT	1027988487
1027988488	28-May-24	28-May-24		62112	CHNLN				STORE DEPOSIT	1027988488
1027988489	28-May-24	28-May-24		51714	CHNLN				STORE DEPOSIT	1027988489
1027988490	28-May-24	28-May-24		28848	CHNLN				STORE DEPOSIT	1027988490
1027988491	28-May-24	28-May-24		40117	CHNLN				STORE DEPOSIT	1027988491
1027988492	28-May-24	28-May-24		88650	CHNLN				STORE DEPOSIT	1027988492
1027988493	28-May-24	28-May-24		82640	CHNLN				STORE DEPOSIT	1027988493
1027988494	28-May-24	28-May-24		62340	CHNLN				STORE DEPOSIT	1027988494
1027988495	28-May-24	28-May-24		48830	CHNLN				STORE DEPOSIT	1027988495

#### 4.3.b. for AR Receipt Interface\_Template -

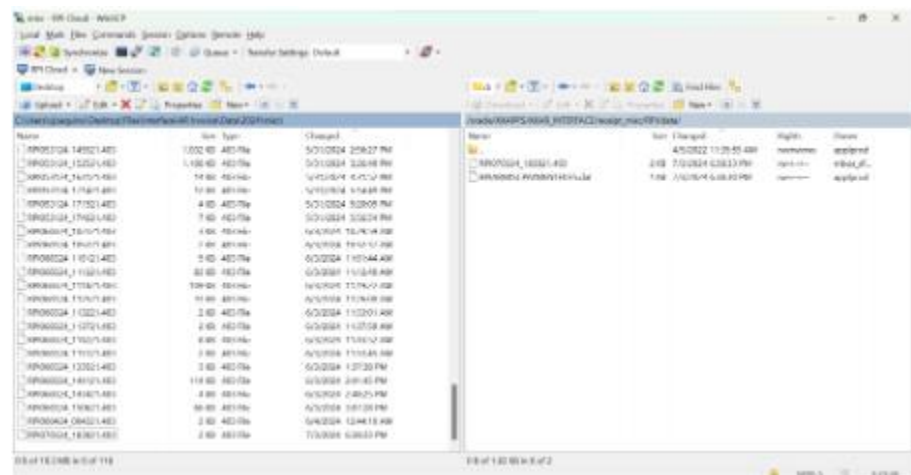
- Copy from HDR\_RECEIPT\_NUMBER to HDR\_COMMENT.

- | AR Receipt Interface Template - Excel |                       |                      |                |                       |            |                            |             |                       |                             |                             |                             |                           |                  |                  | Receipts Chase New |
|---------------------------------------|-----------------------|----------------------|----------------|-----------------------|------------|----------------------------|-------------|-----------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------|------------------|------------------|--------------------|
| File                                  | Home                  | Insert               | Page Layout    | Formulas              | Data       | Review                     | View        | Help                  | Tell me what you want to do |                             |                             |                           |                  |                  |                    |
| A1914                                 |                       |                      |                |                       |            |                            |             |                       |                             |                             |                             |                           |                  |                  |                    |
|                                       | HOR_CHECK_N<br>NUMBER | HOR_RECEIPT_D<br>ATE | HOR_CL<br>DATE | HOR_MATURITY_D<br>ATE | HOR_AMOUNT | HOR_INSTRUMENT<br>CATEGORY | HOR_BANK    | HOR_CHECK_N<br>NUMBER | HOR_CHECK_D<br>ATE          | HOR_RECEIPT_MF<br>RECEIPT_M | HOR_BANK<br>ACCOUNT<br>_NUM | HOR_CIR<br>STOCK_C<br>ODE | HOR_DATE<br>DATE | HOR_RATE<br>RATE | HOR_TYP<br>TYPE    |
| 1                                     | WACHIAV(10)           | (DATE)               | (DATE)         | (DATE)                | NUMBER     | WACHIAV(10)                | WACHIAV(10) | NUMBER                | DATE                        | WACHIAV(10)                 | WACHIAV(10)                 | WACHIAV(10)               | (DATE)           | NUMBER           | NUMBER             |
| 2                                     | WACHIAV(10)           | (DATE)               | (DATE)         | (DATE)                | NUMBER     | WACHIAV(10)                | WACHIAV(10) | NUMBER                | DATE                        | WACHIAV(10)                 | WACHIAV(10)                 | WACHIAV(10)               | (DATE)           | NUMBER           | NUMBER             |
| 3                                     | WACHIAV(10)           | (DATE)               | (DATE)         | (DATE)                | NUMBER     | WACHIAV(10)                | WACHIAV(10) | NUMBER                | DATE                        | WACHIAV(10)                 | WACHIAV(10)                 | WACHIAV(10)               | (DATE)           | NUMBER           | NUMBER             |
| 1888                                  | 505                   |                      |                |                       |            |                            |             |                       |                             |                             |                             |                           |                  |                  |                    |
| 1889                                  | AF000001887           | 30-May-24            | 30-May-24      |                       | 1,750.00   | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1890                                  | AF000001888           | 31-May-24            | 31-May-24      |                       | 291.70     | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1891                                  | AF000001889           | 30-May-24            | 30-May-24      |                       | 888.48     | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1892                                  | AF000001890           | 30-May-24            | 30-May-24      |                       | 974.09     | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1893                                  | AF000001891           | 31-May-24            | 31-May-24      |                       | 44,543.00  | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1894                                  | AF000001892           | 31-May-24            | 31-May-24      |                       | 50,874.09  | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1895                                  | AF000001893           | 24-May-24            | 24-May-24      |                       | 25,666.00  | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1896                                  | AF000001894           | 17-May-24            | 17-May-24      |                       | 44,103.00  | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1897                                  | AF000001895           | 30-May-24            | 30-May-24      |                       | 88,802.00  | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1898                                  | AF000001896           | 30-May-24            | 30-May-24      |                       | 29,582.00  | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1899                                  | AF000001897           | 23-May-24            | 23-May-24      |                       | 44,103.00  | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1900                                  | AF000001898           | 27-May-24            | 27-May-24      |                       | 61,365.00  | OTHER                      |             |                       |                             | MISCELLANEOUS RECEIPT       | 041732262504                | REP                       |                  |                  | 505                |
| 1901                                  |                       |                      |                |                       |            |                            |             |                       |                             |                             |                             |                           |                  |                  |                    |
| 1902                                  |                       |                      |                |                       |            |                            |             |                       |                             |                             |                             |                           |                  |                  |                    |
| 1903                                  | JULY                  |                      |                |                       |            |                            |             |                       |                             |                             |                             |                           |                  |                  |                    |
| 1904                                  | RFI RETIREMENT        |                      |                |                       |            |                            |             |                       |                             |                             |                             |                           |                  |                  |                    |
| 1905                                  | AF000001905           | 28-Jun-24            | 28-Jun-24      |                       | 23,755.00  | DATED CHECK                | BR          | 23668                 | 27-Jun                      | MISCELLANEOUS RECEIPT       | 041304151005                | REP                       |                  |                  | 152                |
| 1906                                  | AF000001906           | 18-Jun-24            | 18-Jun-24      |                       | 16,845.37  | DATED CHECK                | BR          | 23669                 | 27-Jun                      | MISCELLANEOUS RECEIPT       | 041304151005                | REP                       |                  |                  | 151                |
| 1907                                  | AF000001907           | 28-Jun-24            | 28-Jun-24      |                       | 27,296.24  | DATED CHECK                | BR          | 23667                 | 27-Jun                      | MISCELLANEOUS RECEIPT       | 041304151005                | REP                       |                  |                  | 148                |
| 1908                                  | AF000001908           | 28-Jun-24            | 28-Jun-24      |                       | 26,440.89  | DATED CHECK                | BR          | 23666                 | 27-Jun                      | MISCELLANEOUS RECEIPT       | 041304151005                | REP                       |                  |                  | 151                |
| 1909                                  | AF000001909           | 28-Jun-24            | 28-Jun-24      |                       | 5,700.73   | DATED CHECK                | BR          | 23669                 | 27-Jun                      | MISCELLANEOUS RECEIPT       | 041304151005                | REP                       |                  |                  | 151                |
| 1910                                  | AF000001910           | 28-Jun-24            | 28-Jun-24      |                       | 20,690.04  | DATED CHECK                | BR          | 2367                  |                             |                             |                             |                           |                  |                  |                    |

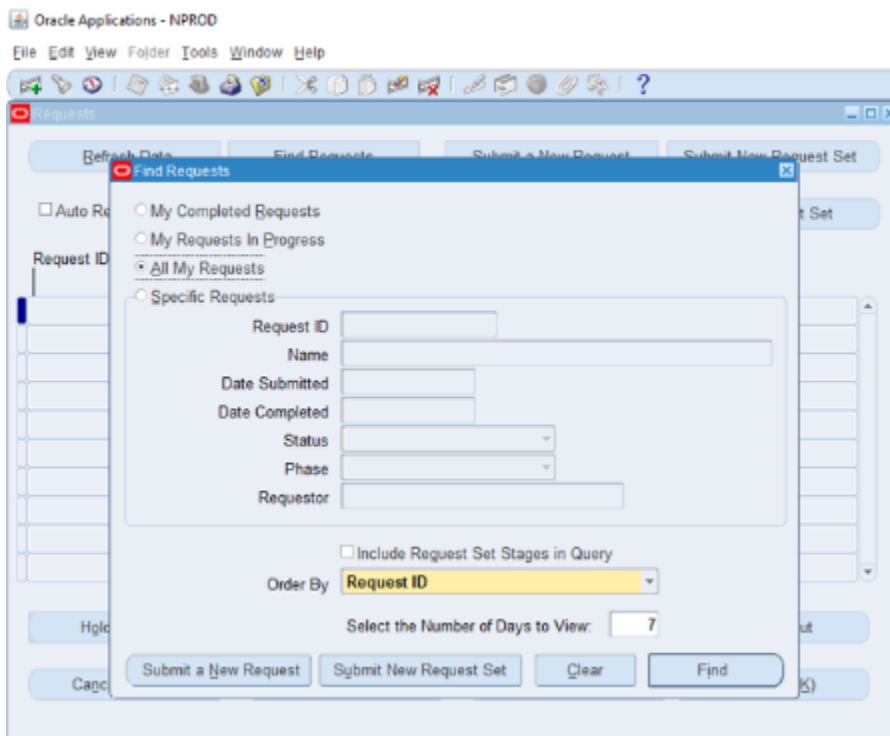
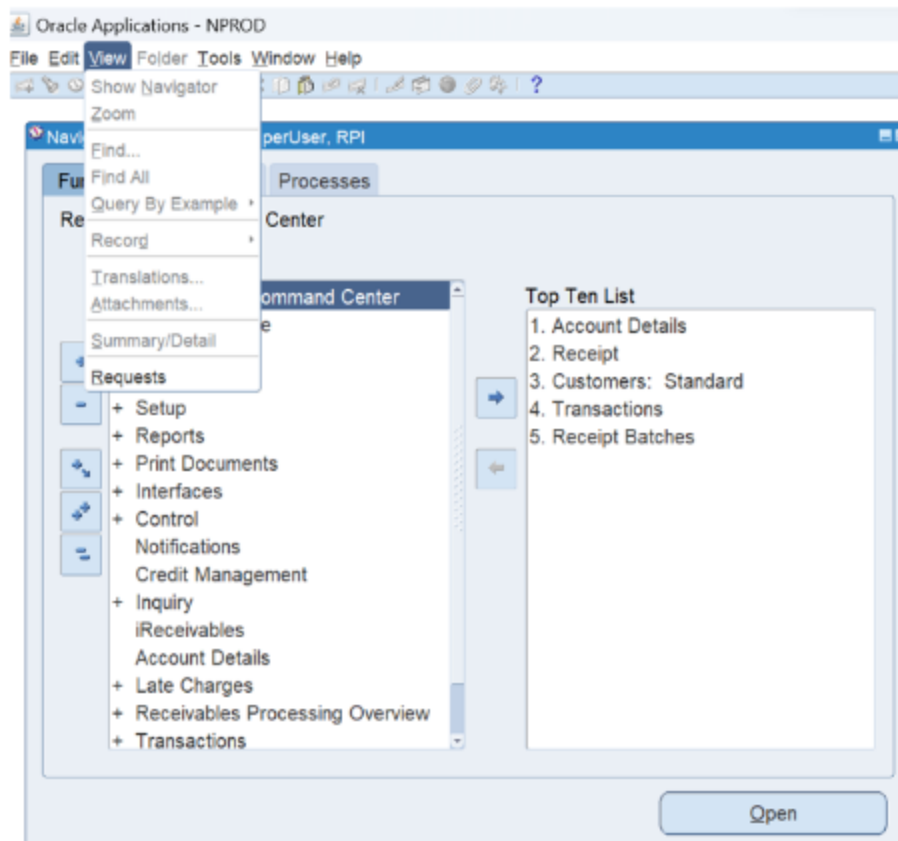
**4.4.** Copy the concatenated data from the Excel file to a .403 flat file in WinSCP. Save a copy in the local folder.



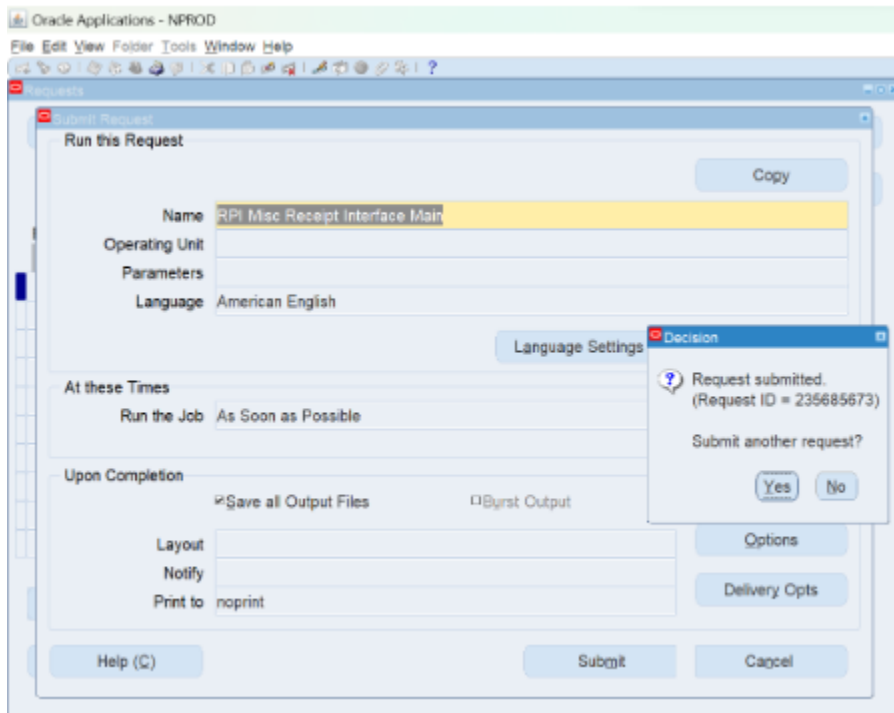
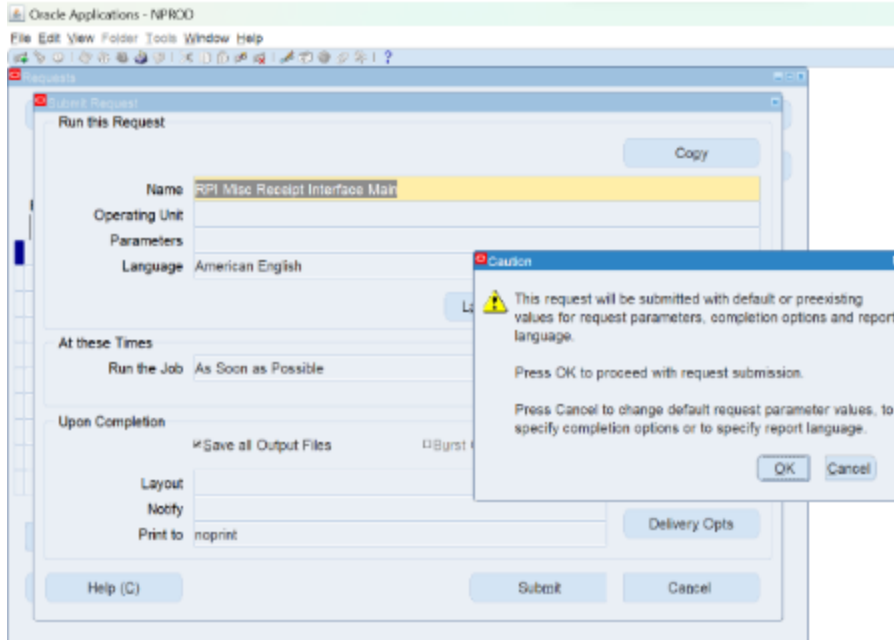
/oracle/XXAPPS/XXAR\_INTERFACE/receipt\_misc/RPI/data/ by clicking F5 in keyboard. Click OK.



**4.7.** In Oracle, under the Receivables module, click View, then Requests. Click Submit a New Request.



**4.8.** Under Submit Request, type RPI Misc Receipt Interface Main. Click Submit and OK. Choose No for Submit another request.



4.9. Click Find to view the running request.



Find Requests

☐ My Completed Requests
 ☐ My Requests In Progress
 ☒ All My Requests
 ☐ Specific Requests

Request ID   
 Name   
 Date Submitted   
 Date Completed   
 Status   
 Phase   
 Requestor

☐ Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

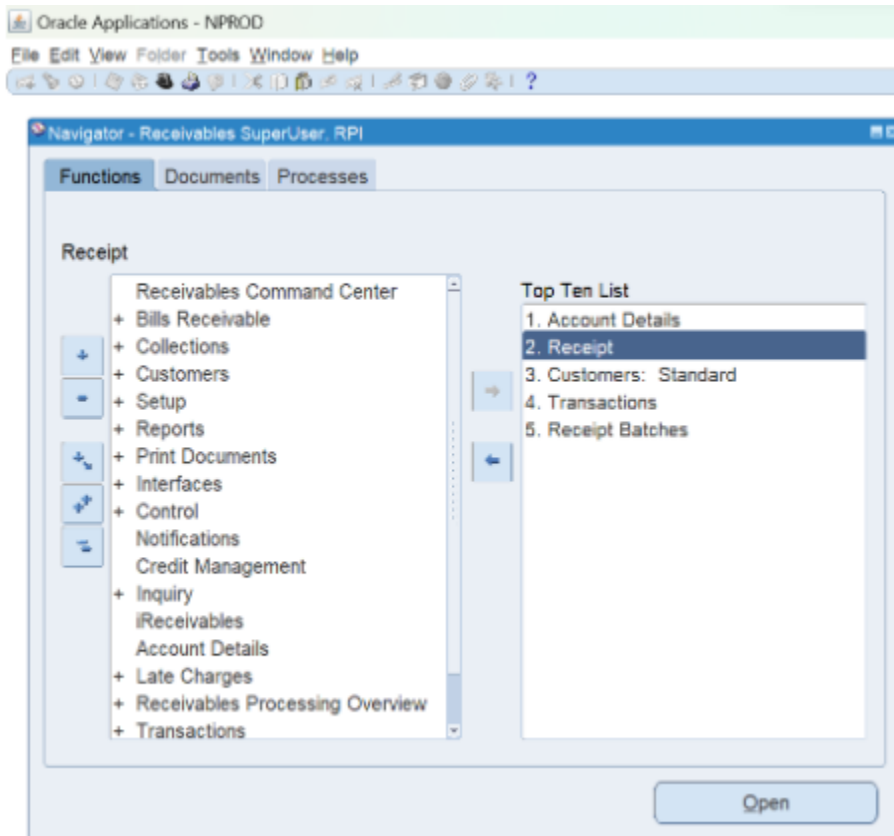
Oracle Applications - NPROD

File Edit View Folder Tools Window Help

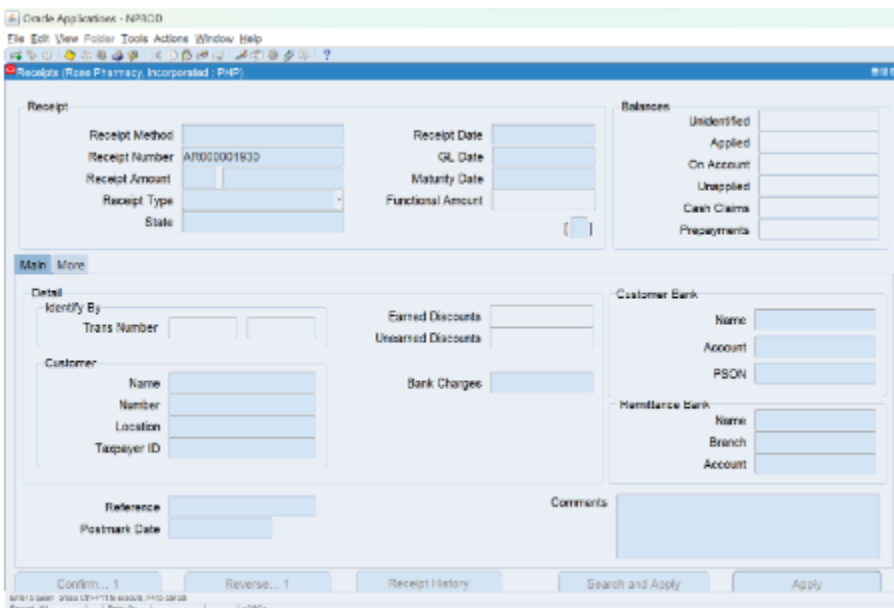
☐ Auto Refresh (X)

Request ID	Name	Parent	Phase	Status	Parameters
235685676	RPI (AR Misc Payment Inte		Completed	Normal	RPIARMISCPAYFILES.dat, \$/
235685675	RPI (RPI AR Misc Paymen		Completed	Normal	/oracle/XXAPPS/XXAR_INTEF
235685674	RPI (RPI Misc AR Paymen		Completed	Normal	/oracle/XXAPPS/XXAR_INTEF
235685673	RPI Misc Receipt Interface		Running	Normal	2762, 81
235682477	Create Reporting Sequence		Completed	Normal	2021, JUN-24, RESET
235682476	Periods - Open Periods		Completed	Normal	RPI, 1000, 2021, 101, 101, P,
235680644	RPI Customer Listing		Completed	Warning	
235680638	RPI (Customer Interface -		Completed	Normal	RPIARFILES.bdt, /oracle/XXAF
235680636	DQM Serial Sync Index Pro		Completed	Normal	
235680635	RPI (Customers Interface)		Completed	Normal	2762, 81,

**4.10.** Once the program has finished running (Completed – Normal), check if receipts have been uploaded. Go to Receipt. Click Open.



**4.11.** In Receipts workbench, press F11. Input Receipt Number. Press Ctrl + F11 to query.



Check if receipt has been correctly uploaded.

**4.12.** If receipt is SSS or EE Payment - advances to employee (ATE) like other deductions, cashier shortage, this should be tagged to employee. Ensure that requestor like GL team has tagged the employee by promptly informing them of successful upload.

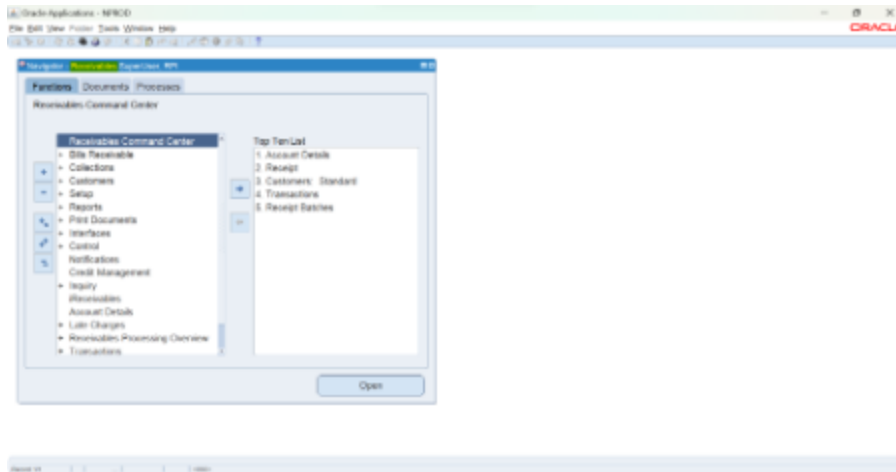
\*Tagging should be done before Create Accounting.

**4.13.** Send email to Cashier or GL team to notify of successful upload.

## 5. Access Permissions

**5.1.** Oracle credentials (user and password) are provided by IT - Oracle Applications team via email.

**5.2.** User must have access to the Receivables SuperUser, RPI responsibility to be able to interface the .403 flat file. This is assigned by IT - Oracle Applications team.



## 6. File Structure

### 6.1. .403 flat file

No	Column Name	Data Type	Req?
1	HDR_RECEIPT_NUMBER	VARCHAR2(30)	Y
2	HDR_RECEIPT_DATE	DATE	Y
3	HDR_GL_DATE	DATE	Y
4	HDR_MATURITY_DATE	DATE	N
5	HDR_AMOUNT	NUMBER	Y
6	HDR_INFLOW_CATEGORY	VARCHAR2(30)	Y
7	HDR_BANK	VARCHAR2(30)	N
8	HDR_CHECK_NUMBER	Number	N
9	HDR_CHECK_DATE	DATE	N
10	HDR_RECEIPT_METHOD_NAME	VARCHAR2(30)	Y
11	HDR_BANK_ACCOUNT_NUM	VARCHAR2(30)	Y
12	HDR_CURRENCY_CODE	VARCHAR2(15)	Y
13	HDR_RATE_DATE	DATE	N
14	RATE_TYPE	Varchar2(30)	N
15	RATE	Number	N
16	HDR_PAID_BY	VARCHAR2(30)	N
17	HDR_ACTIVITY NAME	VARCHAR2(30)	Y
18	HDR_COMMENT	VARCHAR2(100)	N
19	DTL_DISTRIBUTION_AMOUNT	NUMBER	N
20	DTL_DISTRIBUTION_GL_ACCOUNT	VARCHAR2(100)	N
21	DTL_DISTRIBUTION_COMMENT	VARCHAR2(100)	N
22	FILENAME	VARCHAR2(100)	Y

Y = required field

## 7. Schedule

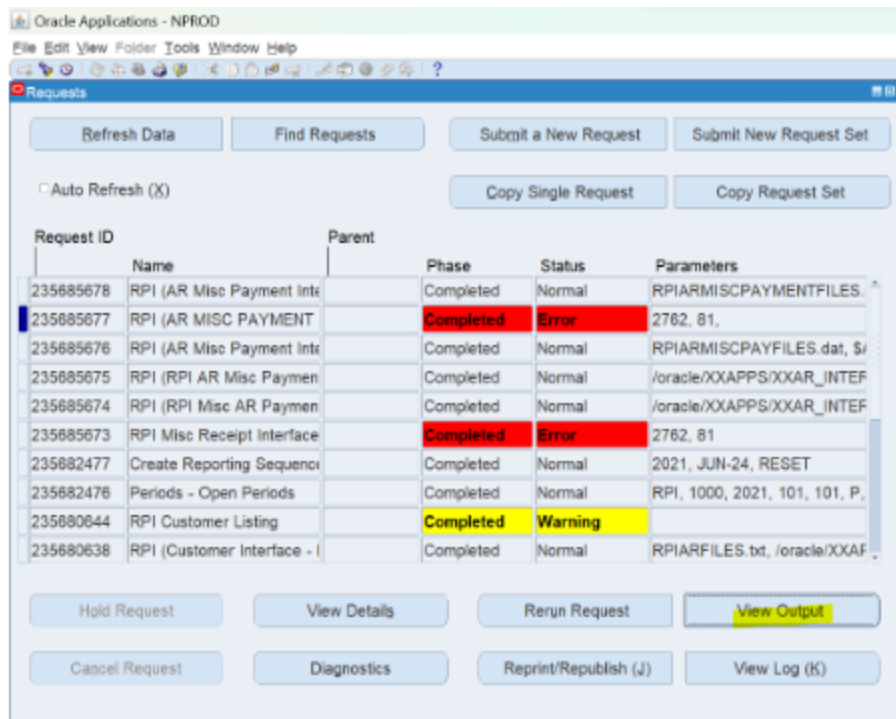
**7.1.** Misc receipts interface is performed **per request**.

**7.2.** Misc receipts data is provided by Cashier or GL team **per batch**. Interface is done by IT per request. Email notification of successful upload on the same day. Usual SLA = P3 (turnaround time = 3 days), which can be followed if it's not month end. If it's month end, interface is performed the same day as request.

## 8. Troubleshooting

**8.1.** If running the RPI Misc Receipt Interface Main, the program returns **Completed - Error:**

**8.2.a.** Highlight the line with the error, then click View Output.



**8.2.b.** Go to browser. The receipts with error can be found there.

```

=====
MISCRECEIPT VALIDATION
... 1. Processing file: RPI070324_183821.403
=====

1. Receipt Number: AR000001945
* Receipt Method Status: SUCCESS
* Activity Name: SUCCESS
* Receipt Number: SUCCESS AR000001945Receipt with number,Date, Activity Name,Paid By already exist...
* Period Status: ERROR The supplied gl date is not in open period (HOW GL DATE=28 JUN 24)
* Bank Remittance: SUCCESS MSTR SA 0413041512653
* Currency Rate Type,Date, Rate Validation: SUCCESS
* Receipt amount: SUCCESS
* Inflow Category : SUCCESS
* Bank DEF : SUCCESS
API Uploaded failed... 1. Receipt# AR000001945
API error: GL date, 28-JUN-2024, is not in an open or future-enterable period.
API error: A miscellaneous receipt with this number, date and amount already exists.

```

**8.2.c.** Find the errors:

- by pressing Ctrl + F in keyboard in the page and inputting ERROR
- or copying the data to an Excel file and filtering ERROR

**8.2.d.** If the error is -

- Receipt with number,Date, Activity Name,Paid By already exist...**

Check in Receipts workbench if uploaded. Press Down button in keyboard to find receipt.

- The supplied gl date is not in open period**

The provided GL date for the receipt is not the current open period. Inform Cashier or GL team so they could advise if GL date should be revised. Run RPI Misc Receipt Interface Main again.

**8.2.e.** For issues like the RPI Misc Receipt Interface Main 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](mailto:ebs.support@iomphilippines.com)>

