

## ORACLE NAVIGATION MANUAL

### ORA-30-008: GENERATING A VOUCHER

Effective date: November 01, 2018

#### 1. Purpose:

- 1.1. To have a standard navigational instruction to Payable users of Oracle in generating a Voucher.

#### 2. Scope:

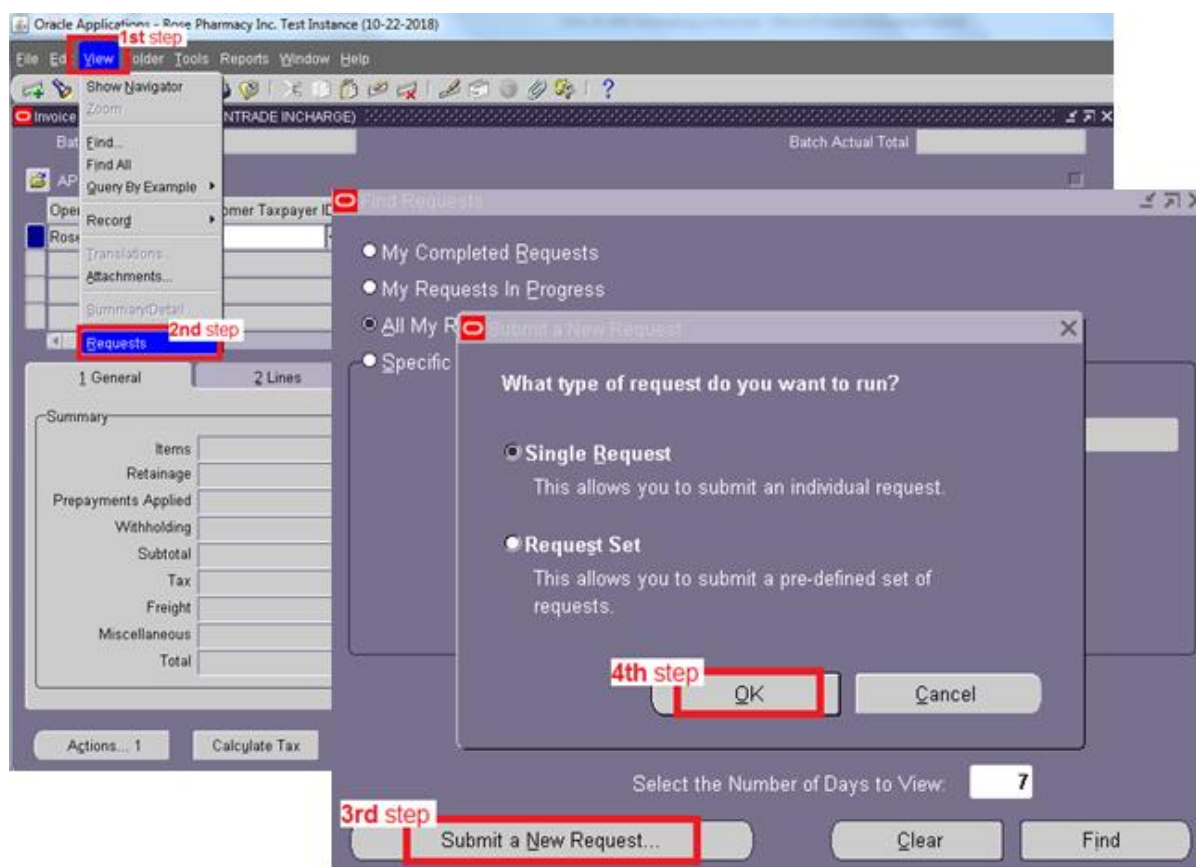
- 2.1. Payable Users of Oracle nationwide.

#### 3. Implementing Guidelines

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

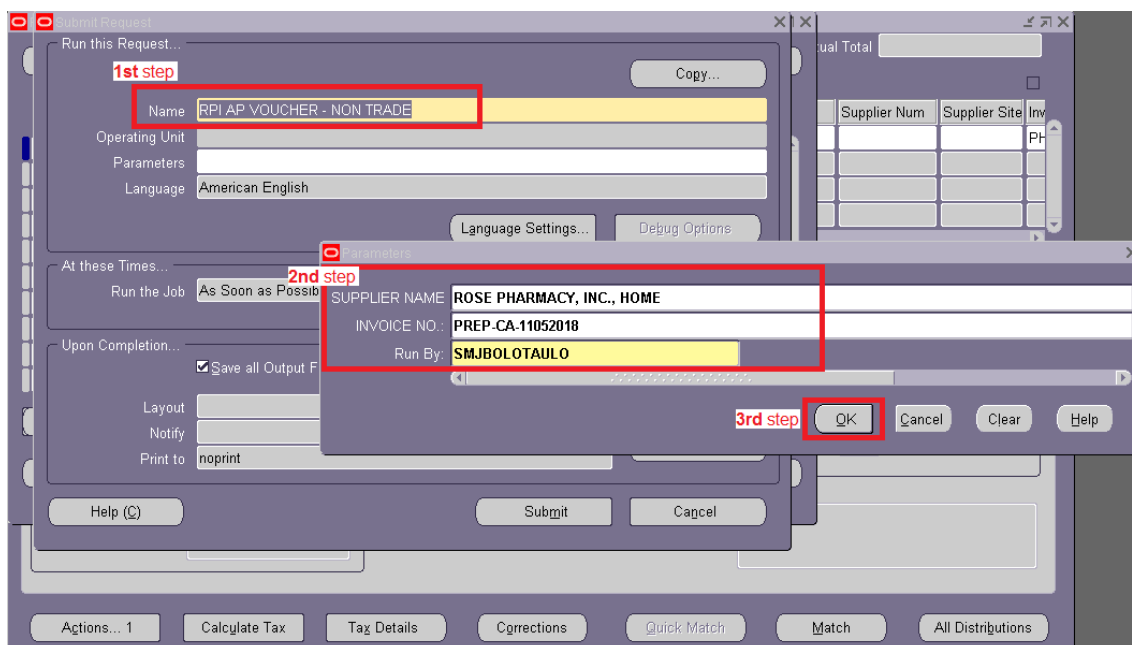
#### 4. Navigation Procedures

- 4.1. To generate an Accounts Payable Voucher, kindly Navigate to RPI AP-NONTRADE INCHARGE > Entry > Invoices
  - . In Invoice Workbench window
    - 4.1a click View (menu)
    - 4.2b click Request (menu)
    - 4.3c click Submit a New Request (button)
    - 4.4d click Single Request > OK



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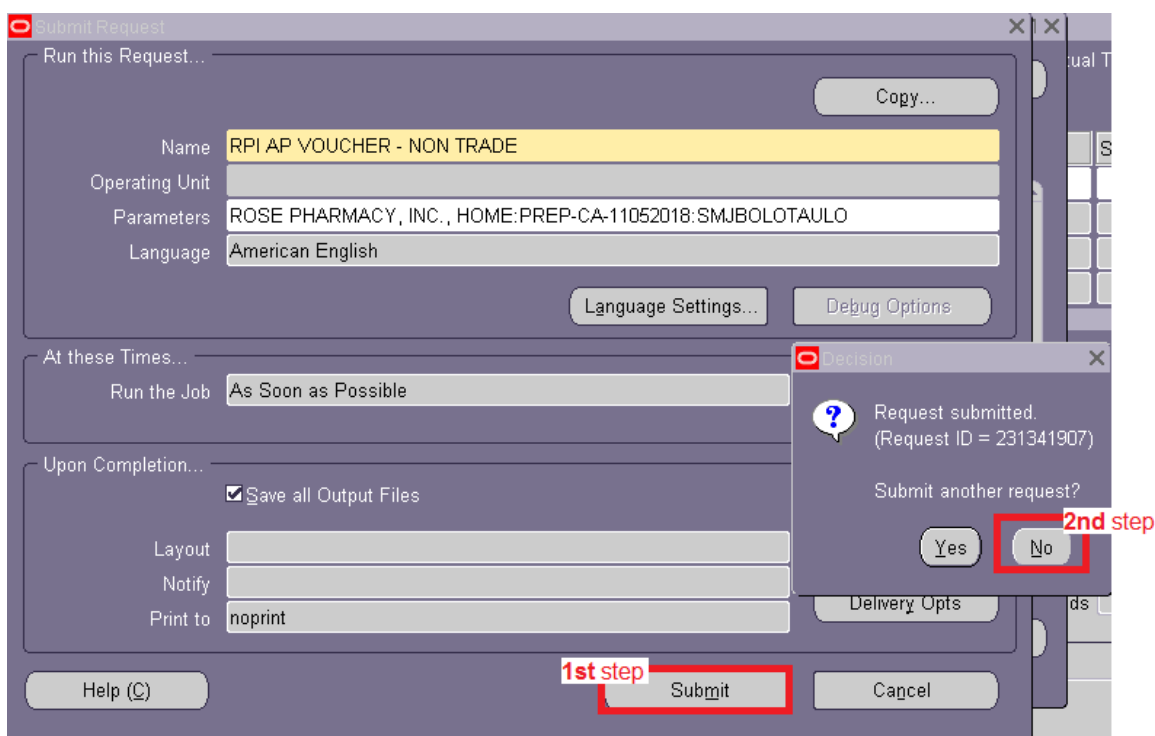
4.2. In the name field – type “RPI AP VOUCHER - NON TRADE” > Tab > Supply required parameters **Supplier Name**, **Invoice number** and **Run by** > click **OK**



The screenshot shows the 'Submit Request' dialog box with the following details:

- 1st step:** The 'Name' field is highlighted with a red box and contains the text 'RPI AP VOUCHER - NON TRADE'.
- 2nd step:** The 'Parameters' dialog box is open, showing 'SUPPLIER NAME' as 'ROSE PHARMACY, INC., HOME', 'INVOICE NO.' as 'PREP-CA-11052018', and 'Run By' as 'SMJBOLOTAULO'. These fields are highlighted with a red box.
- 3rd step:** The 'OK' button in the 'Parameters' dialog box is highlighted with a red box.

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



The screenshot shows the 'Submit Request' dialog box with the following details:

- 1st step:** The 'Submit' button is highlighted with a red box.
- 2nd step:** A 'Decision' dialog box is open, asking 'Request submitted. (Request ID = 231341907) Submit another request?'. The 'No' button is highlighted with a red box.

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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).

**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: **7**

Submit a New Request... Clear **Find**

**Requests**

Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
231341907	RPI AP VOUCHER - NON		Completed	Normal	ROSE PHARMACY, INC., HO
231341903	Expense Report Export				Y, , 9999999
231341902	Validate Application Accou				... N, 23134
231341845	Child request 1 (Invoice Va				40, , N, 100
231341844	Invoice Validation				
231341746	RPI Purchase Order for Non		Completed	Normal	81, 14995, 14995
231341744	Transfer Journal Entries to		Pending	Scheduled	222, 222, Y, 2021, , 2018/11/1
231341738	RPI Expenditure Request F		Completed	Normal	3063
231341710	RPI Expenditure Request F		Completed	Normal	3062
231341709	RPI Expenditure Request F		Completed	Normal	3061

Hold Request View Details... **View Output** View Log...  
 Cancel Request Diagnostics

**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.**

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

<b>RPI AP VOUCHER - NON TRADE</b>		<b>APV 101683212</b>
Supplier Name: ROSE PHARMACY, INC.,		Invoice No.: PREP-CA-11052018
Payee Name: ROSE PHARMACY, INC.,		Invoice Date: 05-NOV-18
Site: HOME	Po No:	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	PENAFLO, 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 NICHOL 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		<b>ORIGINAL PRINT 16-NOV-18 03:19 PM</b>

*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".*