Booking an Expense Report

1. Purpose

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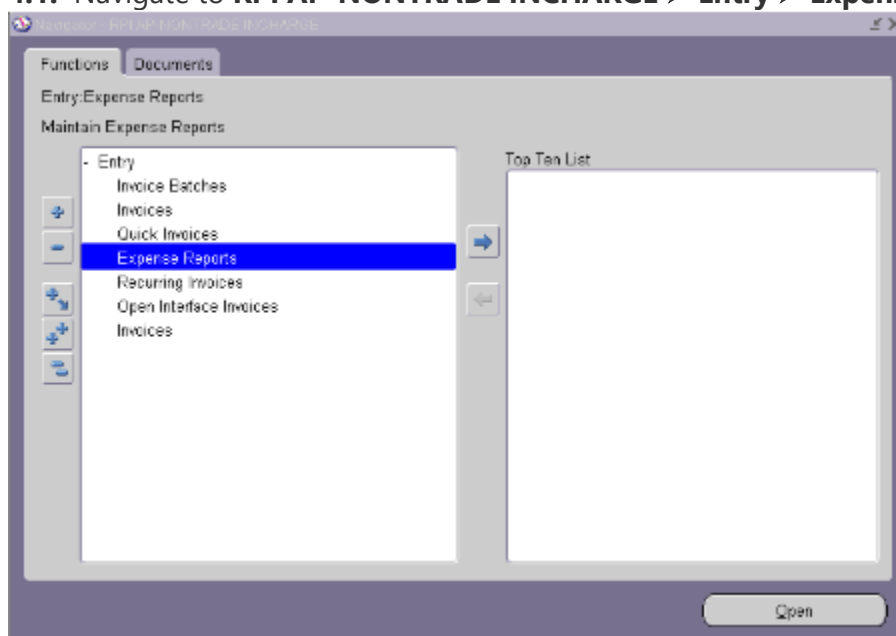
2. Scope

    2.1. Payable Users of Oracle nationwide.

3. Implementing Guidelines

    3.1. Refer accounting manual for detailed policy in booking an Expense Reports.

4. Navigation Procedures

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

4.2. Fill in **"Number" – 802018 (Name: ROSE PHARMACY, INC.,)**

4.3. Fill in **"GL Account" - 88.110622.00000000.0000.00.0000**

4.4. Fill in **"Send to" - Home**

4.5. Fill in **"Date"** – date of liquidation or date of booking an expense reports.

4.6. Fill in **"Invoice Number"** – copy and use the Prepayment Invoice number and just add a prefix LQ. (ex. LQPREP-CA-11052018)

4.7. Fill in **"Invoice Description"** – naming convention is Employee ID and Surname. (ex. 154083 - PENAFLOR)

4.8. Check the **"Apply Advances"** checkbox
  4.8.1. Number – the Prepayment Invoice number
  4.8.2. Amount – amount charged as advances to employees – official
  4.8.3. GL Date – liquidation date

4.9. Template – **RPI LIQUIDATION TEMPLATE**

4.10. In **"Accounting"** tab
  4.10.1. Item – select correct Expense Items. (ex. Accommodation, Allowance, Postage and Courier, Training Expense, etc.)
  4.10.2. Amount – indicate actual amount of Expense, a valid Expense.
  4.10.3. GL Account – correct Expense account combination.
  4.10.4. Tax Code – indicate correct tax code. IVAT12 if attached with valid and Vatable receipt and NONVAT if not.
  4.10.5. Expense Report Line – Add the Supplier Name and TIN reflected in the attached valid and Vatable receipt.

4.11. Click **Save** icon and close the Expense Reports window.