

Lodging and Communication Allowance

1. Purpose

1.1. To have a standard navigational instruction to IT in the **Lodging and Communication Allowance Interface Process**.

2. Scope

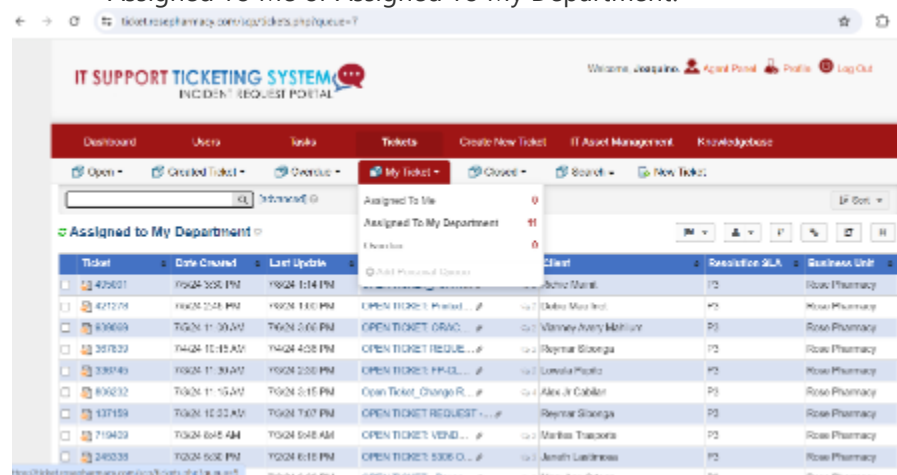
2.1. IT

3. Implementing Guidelines

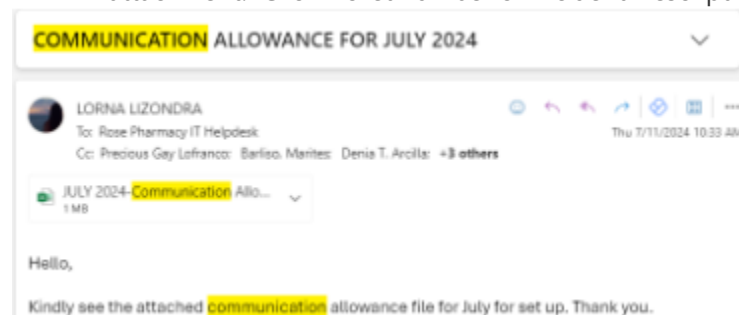
3.1. Refer accounting manual for detailed policy.

4. Navigation Procedures

4.1. Go to IT Support Ticketing System Incident Request Portal for IT agents. Go to My Ticket > Assigned To Me or Assigned To My Department.



4.2. HR team sends an open ticket to IT Helpdesk with the communication and lodging files as attachment. Click Ticket number or Incident Description to open this ticket.



4.3. Download the Excel file, then open. Open a previous month's working file and use as reference for the current month file.

Excel: JULY 2024-Communication Allowance 1 - Excel

SECURITY WARNING: Automatic update of links has been disabled. Enable Content

ID	First Name	Amount	Position	Department	Branch	Effective	Amount
1	255290 Carlos, Angeline	399.00	Accounts Payable Analyst	Finance & Accounting	9999	CEBU OFFICE	399.00
2	255291 GAYRINO, CHRISTIAN PAUL	1000.00	Accounting Manager	Finance & Accounting	9999	CEBU OFFICE	1000.00
3	255292 LAFITINA, JESSALICE	350.00	AP Associate/Teller	Finance & Accounting	9999	CEBU OFFICE	350.00
4	255293 Macabulos, Maribel	350.00	Accounts Receivable Associate	Finance & Accounting	9999	CEBU OFFICE	350.00
5	255294 Neco, Nina Mae	500.00	Account Sales Asst & Manager	Finance & Accounting	9999	CEBU OFFICE	500.00
6	255295 Selas, Chinoz Inah	350.00	General Ledger Analyst	Finance & Accounting	9999	CEBU OFFICE	350.00
7	255296 CORRAJE, JENNY NODAR INOCENCIO	350.00	Accounts Payable Associate	Finance & Accounting	9999	CEBU OFFICE	350.00
8	255297 CASUL, GRACIEL	399.00	Accounts Receivable Supervisor	Finance & Accounting	9999	CEBU OFFICE	399.00
9	255298 VERALES, IVY	350.00	General Ledger Analyst	Finance & Accounting	9999	CEBU OFFICE	350.00
10	255299 Fortia, Jenny Rose	350.00	Transaction Associate	Finance & Accounting	9999	CEBU OFFICE	350.00
11	255300 FLORES, MARICEL	350.00	Accounts Receivable Analyst	Finance & Accounting	9999	CEBU OFFICE	350.00
12	255301 SAGARINO, DAVIDEN RY	350.00	Tax Analyst	Finance & Accounting	9999	CEBU OFFICE	350.00
13	255302 WUOL, MILEOP	350.00	Accounts Receivable Analyst	Finance & Accounting	9999	CEBU OFFICE	350.00
14	255303 ENRIQUETA, AYESA	350.00	General Ledger Analyst	Finance & Accounting	9999	CEBU OFFICE	350.00
15	255304 AGUIRRE, JENIE	350.00	Accounts Payable Associate	Finance & Accounting	9999	CEBU OFFICE	350.00
16	255305 MATHILUM, VANNIE AVERY	350.00	SSC HR Executive	Human Resource	9999	CEBU OFFICE	350.00
17	255306 HERABESONIA, VIL CHRISTIAN	350.00	Store HR Executive	Human Resource	9999	CEBU OFFICE	350.00
18	255307 Alarcon, Rishin	350.00	SSC HR Executive	Human Resource	9999	CEBU OFFICE	350.00
19	255308 Alarcon, Ma. Christina	399.00	Senior Financial Analyst	Human Resource	9999	CEBU OFFICE	399.00
20	255309 Barcel, Arnel	399.00	Security Officer	Human Resource	9999	CEBU OFFICE	399.00
21	255310 Calaje, Alejandro Jr.	350.00	CCV Technician	Human Resource	3527	CEBU OFFICE	350.00
22	255311 Calabala, Ruel	350.00	Company Driver	Human Resource	9999	CEBU OFFICE	350.00
23	255312 Calabala, Ruel	350.00	Learning & Development Specialist	Human Resource	9999	CEBU OFFICE	350.00
24	255313 Cavallero, Sarah	500.00	HR Business Partner	Human Resource	9999	CEBU OFFICE	500.00

Ready Accessibility: Good to go

4.3.a. Set up employee IDs under "N" in Oracle (usually highlighted in yellow).

Excel: MAY 2024-Communication Allowance - Excel

SECURITY WARNING: Automatic update of links has been disabled. Enable Content

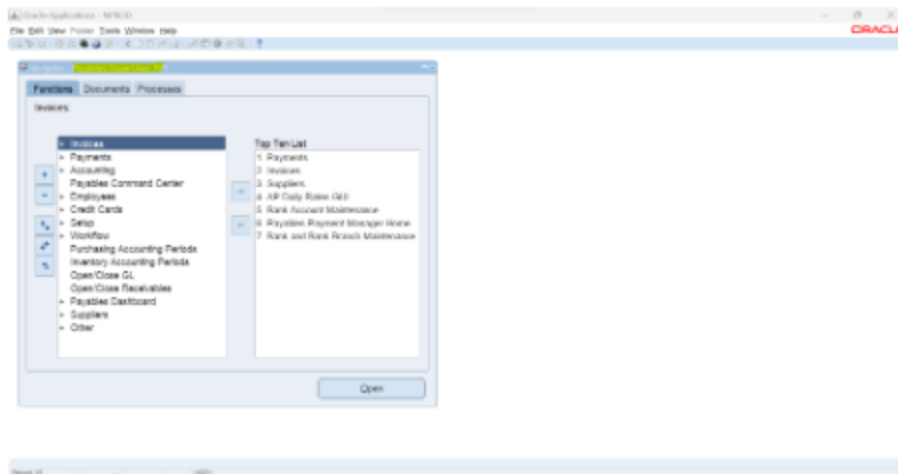
ID	First Name	Amount	Position	Department	Branch	Effective	Amount
209	255314 Sor, Johnell	399.00	Senior Supply Chain Executive	Supply Chain	1200	9998	HEAD OFFICE
210	255315 Torres, Roselyn	399.00	Warehouse Supervisor	Supply Chain	1200	9998	HEAD OFFICE
211	255316 Torres, John Michael	350.00	Supply Chain Associate	Supply Chain	1200	9998	HEAD OFFICE
212	255317 BANAAG, JUNEFER	350.00	Supply Chain Analyst	Supply Chain	1200	9998	HEAD OFFICE
213	255318 CASHANING, CATHERINE	350.00	Supply Chain Analyst	Supply Chain	1200	9998	HEAD OFFICE
214	255319 LUNBARD, MARY ANN	350.00	Supply Chain Analyst	Supply Chain	1200	9998	HEAD OFFICE
215	255320 MOLO, MARIE JOSEPH	350.00	Supply Chain Analyst	Supply Chain	1200	9998	HEAD OFFICE
216	255321 TORRES, DENNIS RAGE	1,000.00	Supply Chain Head	Supply Chain	1200	9998	HEAD OFFICE
217	255322 MORAGA, JENIE	350.00	Warehouse & Inventory Analyst	Supply Chain	1200	9998	HEAD OFFICE
218	255323 Amosco, Edlyn	500.00	Assistant Treasury Manager	Treasury	5900	9998	HEAD OFFICE
219	255324 Intot, Delia Mae	399.00	Treasury Supervisor	Treasury	5900	9998	HEAD OFFICE
220	255325 Macares, Leah Theresa	1,000.00	Treasury Manager	Treasury	5900	9998	HEAD OFFICE
221	255326 BARRERA, LORENA	350.00	Treasury Analyst	Treasury	5900	9998	HEAD OFFICE
222	255327 Colas, Berenice	350.00	Bank Control Analyst	Treasury	5900	9998	HEAD OFFICE
223	255328 SORIANO, MARY LANE	300.00	Warehouse Senior Associate	Supply Chain	1200	9998	HEAD OFFICE
224	255329 OCHOA, RYANAL	300.00	Warehouse Associate	Supply Chain	1200	9998	HEAD OFFICE
225	255330 GONZA, JOHN BETH	300.00	Senior Warehouse Associate	Supply Chain	1200	9998	HEAD OFFICE
226	255331 GARCIA, NANCY GRACE	300.00	Treasury Associate	Treasury	5900	9998	HEAD OFFICE
227	255332 ENRIQUETA, AYESA	350.00	General Ledger Analyst	FINANCE AND ACCOUNTING	5100	9998	HEAD OFFICE
228	255333 BALDILO, RICHARD	350.00	Supply Chain Analyst	Supply Chain	1200	9998	HEAD OFFICE
229	255334 CALPITE, GENE	399.00	Inventory Control Supervisor	SUPPLY CHAIN FINANCE	5400	9998	HEAD OFFICE
230	255335 ABUENAGA, JENIE	350.00	Accounts Payable Associate	FINANCE AND ACCOUNTING	5100	9998	HEAD OFFICE

Ready Accessibility: Good to go

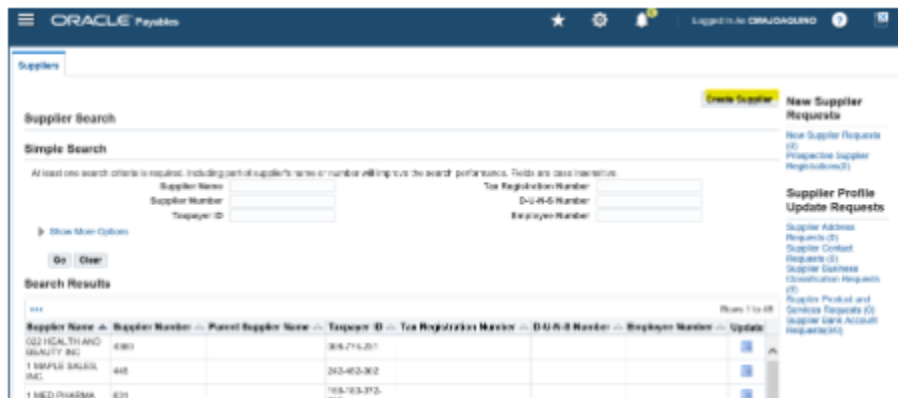
*These are new employees for set up.

Oracle:

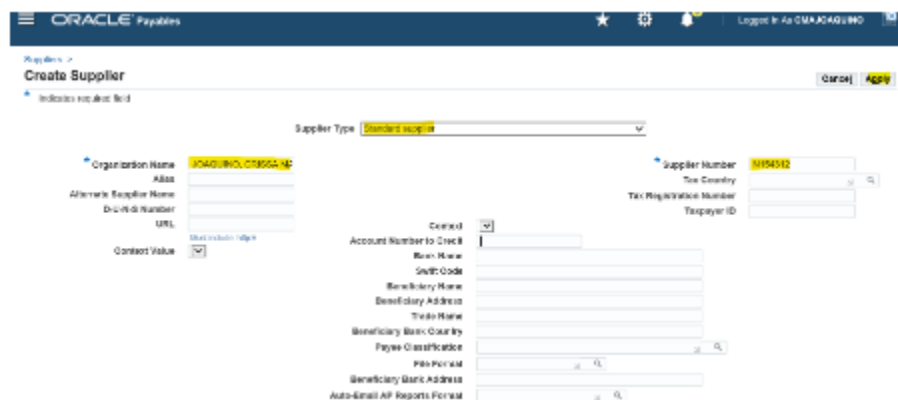
- Go to Oracle > Payables SuperUser, RPI



- Choose Suppliers. Click Open.
- Go to browser. Click Create Supplier.



- Under Create Supplier...
 - Supplier Type - Standard supplier
 - Organization Name - employee name; format LAST NAME, FIRST NAME MIDDLE NAME
 - Supplier Number - N&employee ID
 - Click Apply to save



- Under Organization, input the bank account information provided by HR.
 - Account number to credit - employee bank account number
 - Bank name - ROBINSONS BANK or METROBANK
 - Swift code - bank swift code = ROBPPHMQXXX or MBTCPHMMXXX
 - Beneficiary name - employee bank account name; format LAST NAME, FIRST NAME MIDDLE NAME
 - Beneficiary address - Rose Pharmacy SSC or employee address (up to 3 lines; should not exceed max character of 35 per vertical bar |)
 - Trade name - employee name; format LAST NAME, FIRST NAME MIDDLE NAME
 - Beneficiary Bank Country - PH
 - Payee Classification - Individual
 - File Format - CSV
 - Beneficiary bank address - CEBU

The screenshot shows a web browser window with the URL https://magg.rosepharmacy.com/043104_HRM/100.php?app=hrmdevicpgeantucpckwvewv/Organization.... The page title is "Update SEPRADO, MARY JANE ASTRONOMO - N151795: Organization". The form is divided into several sections:

- Basic Information:**
 - Supplier Name: SEPRADO, MARY JANE
 - Supplier Number: N151795
 - Alternate Supplier Name: BIC
 - National Insurance Number: [Empty]
 - Type: Corporation
- Additional Information:**
 - Account Number to Credit: ROBINSONS BANK
 - Bank Name: ROBINSONS BANK
 - Swift Code: ROBINSONS BANK
 - Beneficiary Name: SEPRADO, MARY JANE
 - Beneficiary Address: Rose Pharmacy SSC
 - Trade Name: SEPRADO, MARY JANE
 - Beneficiary Bank Country: PH
 - Payee Classification: Individual
 - File Format: CSV
 - Beneficiary Bank Address: CEBU
 - Auto-Bill AP Reports Format: [Empty]
- Parent Supplier Information:**
 - Parent Supplier Name: [Empty]
 - Parent Supplier Number: [Empty]
 - Customer Number: [Empty]
 - Inactive Date: [Empty]

- Under Contact Directory, input email address for notification.
 - Click Create.
 - Update Contact
 - Last name - RPI
 - Department - Pesonet
 - Email address - AllROSETreasuryDept@rosepharmacy.com.ph
 - Click Apply to save.
 - Click Create.
 - Update Contact
 - Last name - RPI
 - Department - Pesonet
 - Email address - AllROSEAccountsPayableNonTrade@rosepharmacy.com.ph
 - Click Apply to save.

*If there is an employee email address, you may add (same steps as above).

ORACLE Payables

Suppliers > Update SEPRADO, MARY JANE ASTRONOMO - N151795: Contact Directory

Search

First Name: Last Name: Purpose: Status: Has User Account: ☐

First Name	Last Name	Phone Number	Email Address	Purpose	Has User Account	Status	Update
RP			seprado@rosepharmacy.com.ph			Current	<input type="button" value="Pencil"/>
RP			AURCSETreasuryDesk@rosepharmacy.com.ph			Current	<input type="button" value="Pencil"/>
RP			AURCSEAccountsPayableNonTrans@rosepharmacy.com.ph			Current	<input type="button" value="Pencil"/>

ORACLE Payables

Suppliers > Update SEPRADO, MARY JANE ASTRONOMO - N151795: Contact Directory > Update Contact

* Indicates required field

Contact Title:

First Name: Middle Name: Last Name: Alternate Name: Job Title: Department: Email Address:

Phone Area Code: Phone Number: Phone Extension: Alternate Phone Area Code: Alternate Phone Number: Fax Area Code: Fax Number: Inactive Date:

Contact Purpose:

- Under Payment Details...
 - Check Bills Payable. Click Save.

ORACLE Payables

Suppliers > Update SEPRADO, MARY JANE ASTRONOMO - N151795: Payment Details

* Indicates required field

Payment Method

IFTP: You can choose one payment method to default on documents for the payee. A default payment method is optional.

Payment Method	Default	End Date
Bills Payable	<input checked="" type="checkbox"/> Default	<input type="text"/>
Check	<input type="checkbox"/> Default	<input type="text"/>
Comcheck Payment method	<input type="checkbox"/> Default	<input type="text"/>
Electronic	<input type="checkbox"/> Default	<input type="text"/>
Electronic Check	<input type="checkbox"/> Default	<input type="text"/>
POC1	<input type="checkbox"/> Default	<input type="text"/>
POC2	<input type="checkbox"/> Default	<input type="text"/>
POC3	<input type="checkbox"/> Default	<input type="text"/>
POC4	<input type="checkbox"/> Default	<input type="text"/>
Wire	<input type="checkbox"/> Default	<input type="text"/>

Payment Attributes

- Go down. Under Supplier Details, click Update Payment Details pencil icon.

ORACLE Payables

Supplier Sites

Site Status: Site Name: Operating Unit:

Site Name	Operating Unit	Update Payment Details
HEAD OFFICE	Rose Pharmacy, Incorporated	<input type="button" value="Pencil"/>

- Check Bills Payable. Click Save.

Suppliers: Payment Details >

Payment Details: HEAD OFFICE (Rose Pharmacy, Incorporated) Cancel Save

Payment Details

Payee Name: SEPRADO, MARY JANE ASTRONOMO
Payee Site: HEAD OFFICE
Invoiced Organization: Rose Pharmacy, Incorporated
Supplier Site Name: HEAD OFFICE

Payment Methods

IF TSP Inc. can choose one payment method to debit on documents for the payee. A default payment method is optional.

Payment Method	Default	End Date
Bill Payment	<input checked="" type="checkbox"/> Default	
Check	<input type="checkbox"/> Default	
Cardback Payment Method	<input type="checkbox"/> Default	
Electronic	<input type="checkbox"/> Default	
Outsource Check	<input type="checkbox"/> Default	
POC1	<input type="checkbox"/> Default	
POC2	<input type="checkbox"/> Default	
POC3	<input type="checkbox"/> Default	

- Under Invoice Management...
 - Input IMMEDIATE in Terms (in both Invoice Payment Terms and Supplier Sites)

Invoice Payment Terms

Payment Currency: TRP
Payment Priority: 99
Terms: IMMEDIATE
Terms Date Basis: Invoice
Pay Date Basis: Discount
Pay Group:
☐ Always Take Discount
☐ Exclude Freight From Discount
☐ Create Internal Invoice

Supplier Sites

Site Status: Active Site Name: Operating Unit: Go

Invoking: Payment **Terms** Supplier Preferences

Site Name	Operating Unit	Terms	Terms Date Basis	Pay Date Basis	Retainage Rate (%)	Always Take Discount	Exclude Freight
HEAD OFFICE	Rose Pharmacy, Incorporated	IMMEDIATE	Invoice	Discount		<input type="checkbox"/>	<input type="checkbox"/>

Cancel Save

- Click Suppliers to exit and set up another employee under N.

ORACLE Payables

Update SEPRADO, MARY JANE ASTRONOMO - N151795: Invoice Management Cancel Save

Invoice Currency: TRP
Invoice Amount Limit:
Invoice Match Option: Receipt
☐ Multi-Track Payment
☐ All Invoices
☐ Unmatched Invoices
☐ Unvalidated Invoices

Invoice Payment Terms

Payment Currency: TRP
Payment Priority: 99
Terms: IMMEDIATE
Terms Date Basis: Invoice
Pay Date Basis: Discount
Pay Group:
☐ Always Take Discount
☐ Exclude Freight From Discount
☐ Create Internal Invoice

Supplier Sites

Site Status: Active Site Name: Operating Unit: Go

Invoking: Payment **Terms** Supplier Preferences

Site Name	Operating Unit	Terms	Terms Date Basis	Pay Date Basis	Retainage Rate (%)	Always Take Discount	Exclude Freight
HEAD OFFICE	Rose Pharmacy, Incorporated	IMMEDIATE	Invoice	Discount		<input type="checkbox"/>	<input type="checkbox"/>

4.3.b. Copy DEPT and LOC sheets to current working file. Use as reference for the department code and branch code in RBANK and MBTC sheets.

A	B	C
HR DATA	ORACLE DATA	DEPT CODE
Finance & Accounting	FINANCE AND ACCOUNTING	5100
Human Resource	HR	5500
IT	IT	5700
Loss Prevention	SUPPLY CHAIN FINANCE	5400
Marketing	Marketing	1400
Merchandising	Merchandising	1300
Procurement	Procurement	6400
Regulatory	Regulatory	6300
Store Expansion	Store Expansion	6000
Store Operations	Store Operations	1100
Store Planning & Gen	STORE PLANNING AND GENERAL SERVICES	6100
Supply Chain	Supply Chain	1200
Treasury	Treasury	5900
Property & Maint.	STORE PLANNING AND GENERAL SERVICES	6100

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Value	Translated Description	Enabled	From	To	Translated Value									
0	0 NONE	*			0									
10000000	0 10000000 HEAD OFFICE	*			10000000									
1019992	9992 1019992 RP SAN CARLOS C DR H	*			1019992									
1019995	9995 1019995 RP IHA IN HOUSE ACCO	*	1-Jan-21		1019995									
1019998	9998 1019998 RP ROSE PHARMACY INC	*	1-Jan-12		1019998									
15000000	0 15000000 CENTRAL LUZON	*			15000000									
15240000	0 15240000 PAMPANGA	*			15240000									
15242400	2400 15242400 C RP SAN FERNANDO C	*	8-Jan-16	8-Jan-16	15242400									
20000000	0 20000000 REG4A	*			20000000									
20200000	0 20200000 LAGUNA	*			20200000									
20202000	2000 20202000 C RP WH CALAMBA C RO	*	1-Dec-17	5-Apr-19	20202000									
20202001	2001 20202001 C RP CALAMBA C ROTON	*			20202001									
20202002	2002 20202002 C RP BINAN C POB BON	*			20202002									
20202003	2003 20202003 RP CAILUYAD C POBLACI	*			20202003									
20202004	2004 20202004 C RP LOS BANGOS C LOP	*			20202004									
20202005	2005 20202005 C RP SAN PEDRO C LIND	*			20202005									
20202007	2007 20202007 C RP IMUS C SHOPWISE	*			20202007									
20202008	2008 20202008 C RP SANTA ROSA C VM	*	1-Jan-17		20202008									
20210000	0 20210000 BATANGAS	*			20210000									

*Data is exported from Oracle GL Flexfields. Update as needed.

4.3.c. Validate file -

- Add column before ID number. Add N to employee ID. Use formula = "N"&ID number
- Add column after Department. Use =VLOOKUP formula to get department code from DEPT sheet. Lookup value = Department name
- Add column after Branch code. Use =VLOOKUP formula to get oracle site from supplier listing (generated from sql)
- Add column after Branch. Use =VLOOKUP formula to get 8-digit branch code from LOC sheet.

- Use =Round(amount,2) on the Amount (up to 2 decimal places only). Use the Amount beside the Remarks column for the interface.

*If there are #N/As when doing VLOOKUP, ensure that the lookup value follows the correct names in DEPT and LOC sheets. Change as needed.

ID	Name	Amount	Position	Department	ORACLE DEPT CODE	Branch Code	ORACLE SITE	Branch	ORACLE BRANCH
1	21055300	399.00	Accounts Payable Analyst	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
2	21056539	1,000.00	Accounting Manager	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
3	21056609	150.00	AP Associate Trader	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
4	21056842	150.00	Accounts Receivable Associate	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
5	21056636	500.00	Account Sales Staff II Manager	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
6	21056942	250.00	General Ledger Analyst	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
7	21057032	250.00	Accounts Payable Associate	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
8	21057306	399.00	Accounts Receivable Supervisor	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
9	21057305	250.00	Business Development Assistant	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
10	21057295	150.00	General Ledger Analyst	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
11	21057345	150.00	Taxation Consultant	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
12	21057458	250.00	Account Receivable Analyst	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
13	21057555	250.00	Tax Analyst	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
14	21057564	250.00	Account Receivable Analyst	FINANCE AND ACCOUNTING	5100	0999	HEAD OFFICE	CIBU OFFICE	00119998
15	21057327	250.00	SSC HR Executive	HR	5500	0999	HEAD OFFICE	CIBU OFFICE	00119998
16	21057404	250.00	Store HR Executive	HR	5500	0999	HEAD OFFICE	CIBU OFFICE	00119998
17	21056208	150.00	SSC HR Executive	HR	5500	0999	HEAD OFFICE	CIBU OFFICE	00119998
18	21056821	199.00	Senior Research Analyst	HR	5500	0999	HEAD OFFICE	CIBU OFFICE	00119998
19	21056518	199.00	Security Officer	HR	5500	0999	HEAD OFFICE	CIBU OFFICE	00119998
20	21055809	250.00	CCTV Technician	HR	5500	0999	HEAD OFFICE	CIBU OFFICE	00119998
21	21056017	250.00	Company Driver	HR	5500	0999	HEAD OFFICE	CIBU OFFICE	00119998
22	21056036	250.00	Learning & Development Specialist	HR	5500	0999	HEAD OFFICE	CIBU OFFICE	00119998
23	21056077	500.00	HR Business Partner	HR	5500	0999	HEAD OFFICE	CIBU OFFICE	00119998
24	21055512	199.00	Store HR Executive	HR	5500	0999	HEAD OFFICE	TACLOBAN	00119998

ORACLE SITE	Branch	ORACLE BRANCH	Account No.	Effective	Amount	REMARKS
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002700	5/1/2024	1,000.00	FALSE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900003000	5/1/2024	1,000.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002970	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900003061	5/1/2024	350.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900004267	5/1/2024	300.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002114	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002473	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	210565390000147100	5/1/2024	799.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002954	5/1/2024	399.99	DESIGNED BY 5/1/2024
HEAD OFFICE	CIBU OFFICE	00119998	2007205000000203	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002322	5/1/2024	350.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	4001309300004909	5/1/2024	350.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900003982	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900003869	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002107	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900003794	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002702	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2022305000000978	5/1/2024	399.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002485	5/1/2024	399.00	TRUE
HEAD OFFICE	CIBU OFFICE	39555522	2105653900000908	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002497	5/1/2024	150.00	TRUE
HEAD OFFICE	CIBU OFFICE	00119998	2105653900002930	5/1/2024	150.00	TRUE
HEAD OFFICE	HEAD	00119998	2105653900002614	5/1/2024	500.00	TRUE
HEAD OFFICE	TACLOBAN	00119998	2105653900003440	5/1/2024	150.00	TRUE

4.4. Copy the data to Sheet1 in AP Invoices_Templates 02 v2. Follow the formatting of previous data.

- Invoice Number - "COMMUALLOW-mmmmyr" for communication allowance; "LODGINGALLOW-mmmmyr" for lodging allowance
- Type - Standard
- Invoice Date, Goods Received Date, Invoice Received Date, GL Date - use date today
- Vendor Code - "N"&employee ID

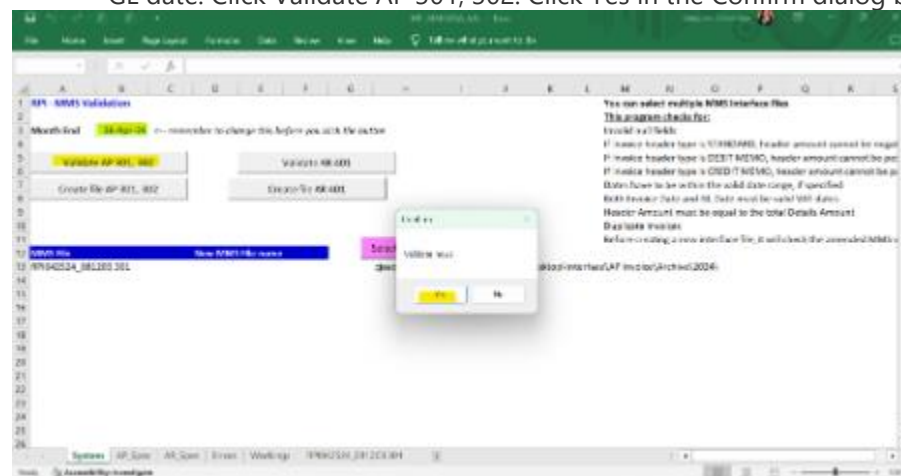
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- The screenshot displays an Excel spreadsheet titled "COMMJALOW-MAV24". The spreadsheet contains a list of invoices with the following columns: Invoice No., Invoice Date, Vendor Code, Site, Invoice Amt, and various other details. The data is organized into a table with multiple rows and columns, including a summary row at the bottom.
- | Invoice No. | Invoice Date | Vendor Code | Site | Invoice Amt | Other Details |
|-------------|--------------|-------------|-------------|-------------|---------------|
| 109121 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109122 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109123 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109124 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109125 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109126 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109127 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109128 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109129 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109130 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109131 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109132 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109133 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109134 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109135 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109136 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109137 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109138 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109139 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109140 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109141 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109142 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109143 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109144 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109145 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109146 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109147 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109148 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109149 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
| 109150 | 08-May-24 | 1015030 | Head Office | 2000.00 | ... |
- The spreadsheet also includes a summary row at the bottom, which provides a total for the invoices. The summary row shows a total of 2000.00 for the invoices listed.

4.5. Copy the concatenated data from the Excel file to a .301 flat file in WinSCP. Save a copy in the local folder.

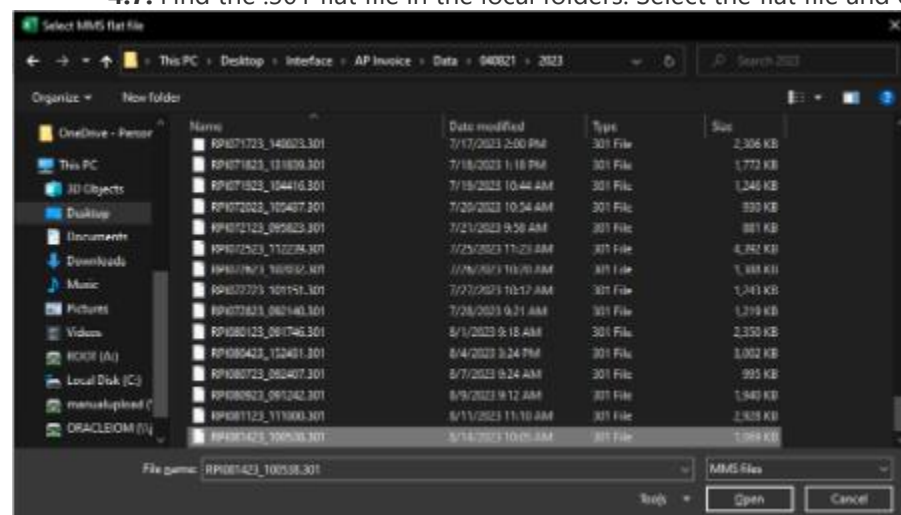
COMPILATION	RAY24	Standard	08-May-2024	15142583	Head	Office	2008	FIXED TELEPHONE	08-May-2024	08-May-2024	08-May-2024	1	1000	ITEM	88	718503	81019998	5780	00	00
COMPILATION	RAY24	Standard	08-May-2024	15143183	Head <td>Office</td> <td>1008</td> <td>FIXED TELEPHONE</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>1</td> <td>1000</td> <td>ITEM <td>88</td> <td>718503</td> <td>53535667</td> <td>1100</td> <td>00</td> <td>00</td> </td>	Office	1008	FIXED TELEPHONE	08-May-2024	08-May-2024	08-May-2024	1	1000	ITEM <td>88</td> <td>718503</td> <td>53535667</td> <td>1100</td> <td>00</td> <td>00</td>	88	718503	53535667	1100	00	00
COMPILATION	RAY24	Standard	08-May-2024	15153859	Head <td>Office</td> <td>1500</td> <td>FIXED TELEPHONE</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>1</td> <td>1500</td> <td>ITEM</td> <td>88</td> <td>718503</td> <td>68563536</td> <td>1100</td> <td>00</td> <td>00</td>	Office	1500	FIXED TELEPHONE	08-May-2024	08-May-2024	08-May-2024	1	1500	ITEM	88	718503	68563536	1100	00	00
COMPILATION	RAY24	Standard	08-May-2024	15153923	Head <td>Office</td> <td>1500</td> <td>FIXED TELEPHONE</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>1</td> <td>1500</td> <td>ITEM</td> <td>88</td> <td>718503</td> <td>68563536</td> <td>1100</td> <td>00</td> <td>00</td>	Office	1500	FIXED TELEPHONE	08-May-2024	08-May-2024	08-May-2024	1	1500	ITEM	88	718503	68563536	1100	00	00
COMPILATION	RAY24	Standard	08-May-2024	15152993	Head <td>Office</td> <td>1500</td> <td>FIXED TELEPHONE</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>1</td> <td>1500</td> <td>ITEM</td> <td>88</td> <td>718503</td> <td>68563537</td> <td>1100</td> <td>00</td> <td>00</td>	Office	1500	FIXED TELEPHONE	08-May-2024	08-May-2024	08-May-2024	1	1500	ITEM	88	718503	68563537	1100	00	00
COMPILATION	RAY24	Standard	08-May-2024	15153633	Head <td>Office</td> <td>2008</td> <td>FIXED TELEPHONE</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>1</td> <td>2008</td> <td>ITEM</td> <td>88</td> <td>718503</td> <td>81019998</td> <td>5780</td> <td>00</td> <td>00</td>	Office	2008	FIXED TELEPHONE	08-May-2024	08-May-2024	08-May-2024	1	2008	ITEM	88	718503	81019998	5780	00	00
COMPILATION	RAY24	Standard	08-May-2024	15155590	Head <td>Office</td> <td>350</td> <td>FIXED TELEPHONE</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>1</td> <td>350</td> <td>ITEM</td> <td>88</td> <td>718503</td> <td>81019998</td> <td>5780</td> <td>00</td> <td>00</td>	Office	350	FIXED TELEPHONE	08-May-2024	08-May-2024	08-May-2024	1	350	ITEM	88	718503	81019998	5780	00	00
COMPILATION	RAY24	Standard	08-May-2024	15156539	Head <td>Office</td> <td>1000</td> <td>FIXED TELEPHONE</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>08-May-2024</td> <td>1</td> <td>1000</td> <td>ITEM</td> <td>88</td> <td>718503</td> <td>81019998</td> <td>5780</td> <td>00</td> <td>00</td>	Office	1000	FIXED TELEPHONE	08-May-2024	08-May-2024	08-May-2024	1	1000	ITEM	88	718503	81019998	5780	00	00

*Ensure that there are no special characters like Ñ, double space (), long dash (—), or space before vertical bar (|).

4.6. Validate .301 flat file using the RPI_MMSORA_VAL macro. Change date in Month End field to GL date. Click Validate AP 301, 302. Click Yes in the Confirm dialog box.



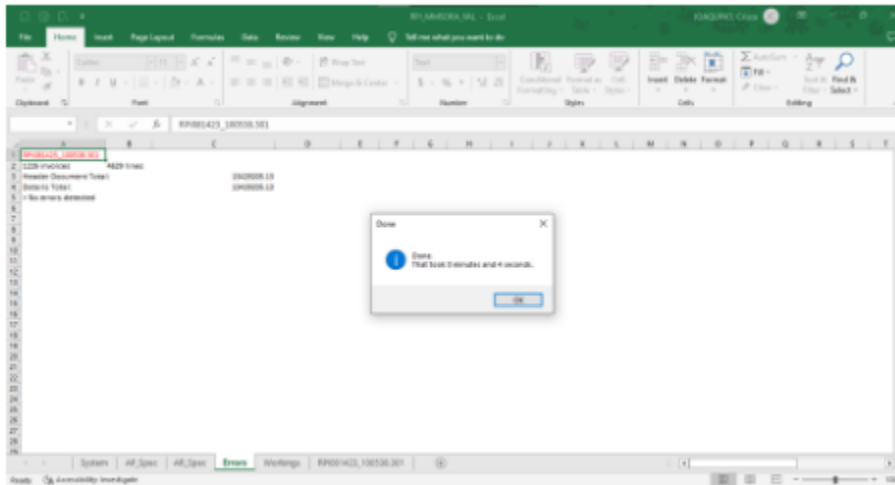
4.7. Find the .301 flat file in the local folders. Select the flat file and click Open.



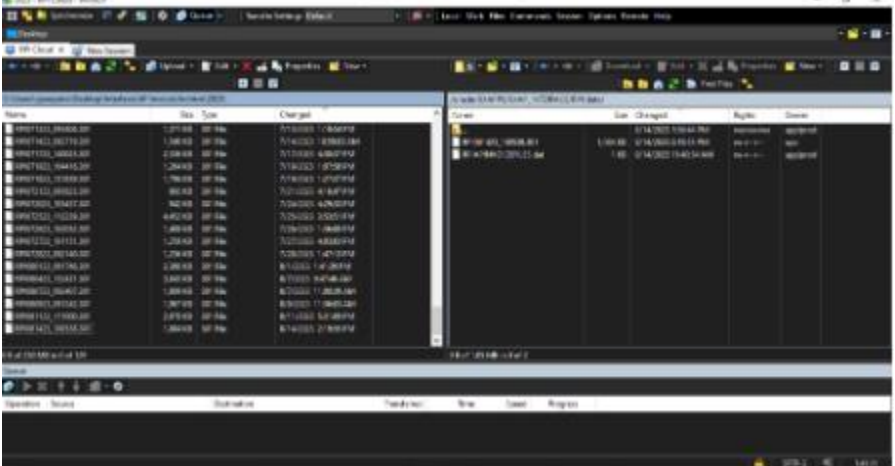
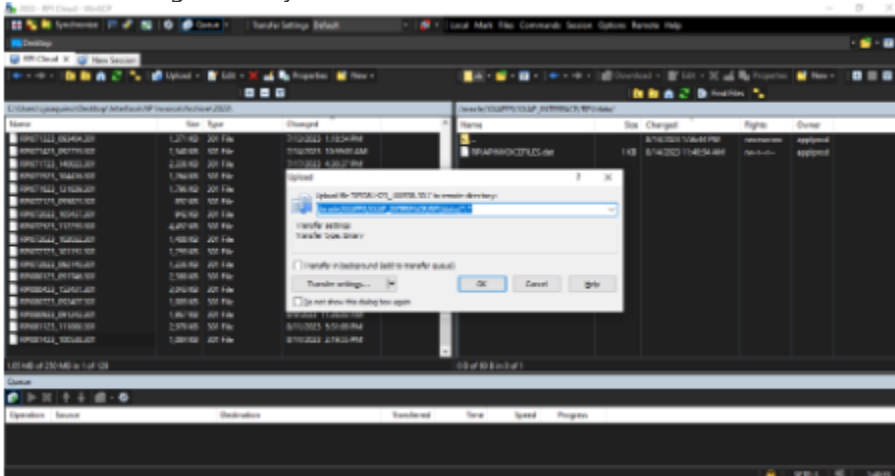
4.8. The Excel macro will run and validate the flat file for errors. Click OK.

- If there are errors like a difference in Header and Line amount, check data and revise flat file data as needed.

- If there are no errors, proceed with AP interface.

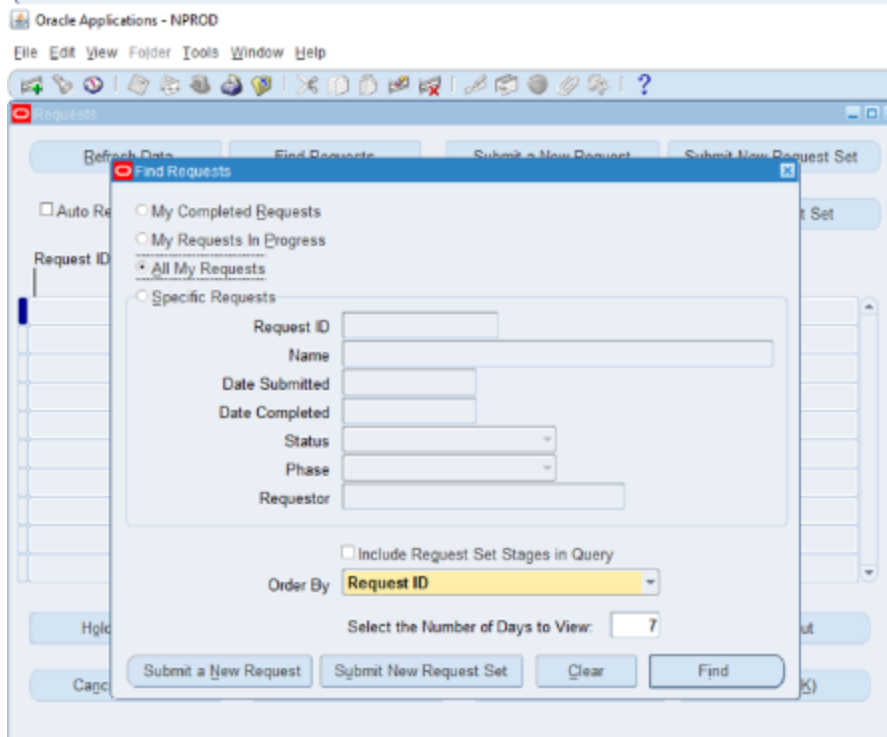
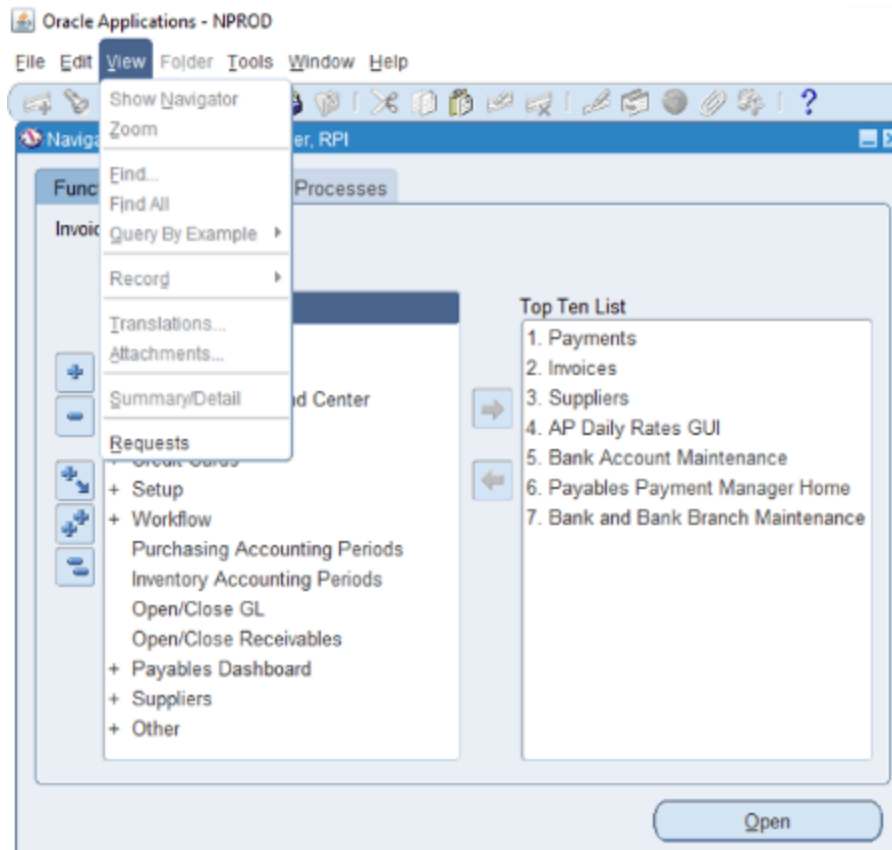


4.9. In WinSCP, transfer .301 flat file to file path /oracle/XXAPPS/XXAP_INTERFACE/RPI/data/ by clicking F5 in keyboard. Click OK.

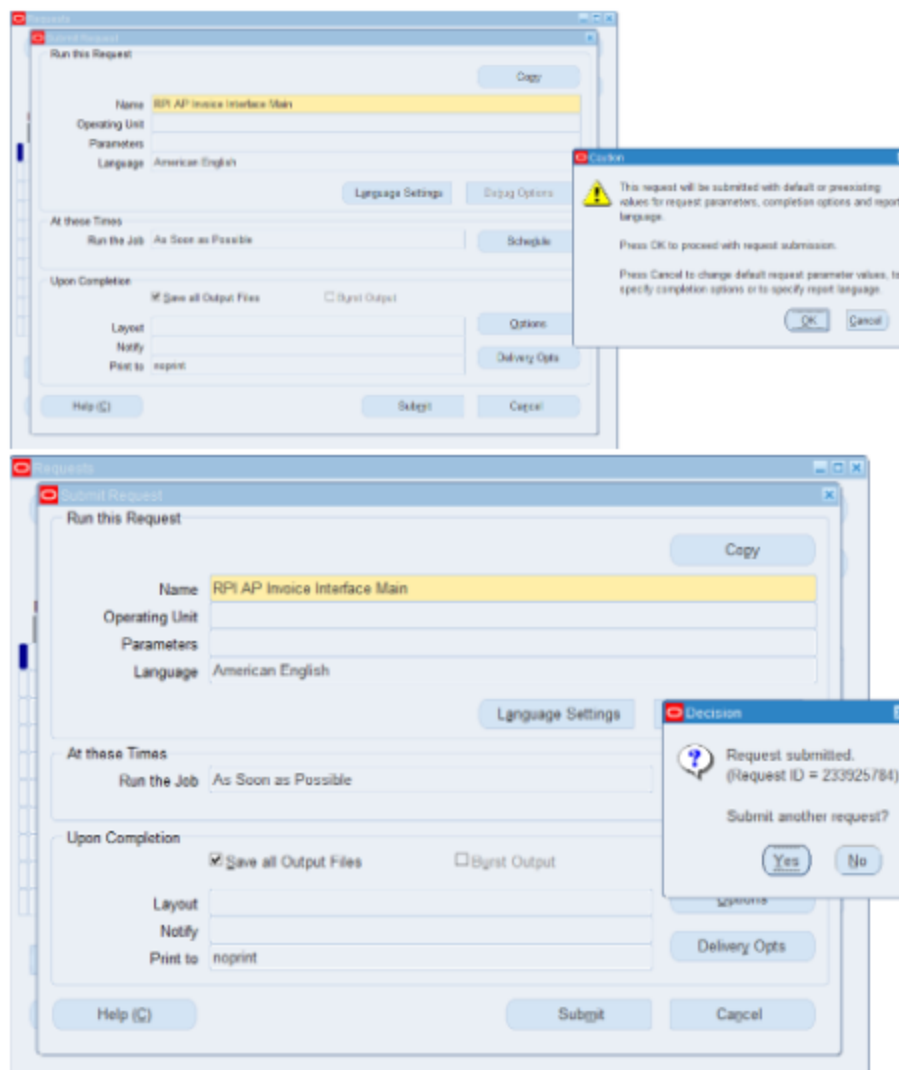


4.10. Click the Refresh  button.

4.11. In Oracle, under the Payables module, click View, then Requests. Click Submit a New Request.



4.12. Under Submit Request, type RPI AP Invoice Interface Main. Click Submit and OK. Choose No for Submit another request.



4.13. 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:

Requests

☐ Auto Refresh (X)

Request ID	Name	Parent	Phase	Status	Parameters
233925801	RPI (AP Invoice Interface -		Pending	Normal	RPIAPFILES.txt, \$AP_TOP/bi
233925800	RPI (AP Invoice - upload te		Completed	Normal	/oracle/XXAPPS/XXAP_INTERI
233925799	RPI (AP Invoice - Get Files		Completed	Normal	/oracle/XXAPPS/XXAP_INTERI
233925798	RPI AP Invoice Interface M		Running	Normal	2762.61, 1000
233925795	RPI (AP Invoice Interface -		Completed	Normal	RPIAPFILES.txt, /oracle/XXAP

4.14. Once the program has finished running (Completed – Normal), click Submit a New Request to extract the uploaded data.

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
233925405	RPI (AP Invoice Interface -		Completed	Normal	RPIAPFILES.txt, /oracle/XXAP
233925404	Child request 1 (Invoice Val		Completed	Normal	New, . . . 702314, . . . N, 233
233925403	RPI (Invoice Validation)		Completed	Normal	81, New, 702314, N, 1
233925395	RPI (Payables Open Interfa		Completed	Normal	81, JDA INTERFACE, . RPI_J
233925388	RPI (AP Invoice Interface)		Completed	Normal	2762, 81,
233925387	RPI (AP Invoice Interface -		Completed	Normal	RPIAPFILES.txt, \$AP_TOP/bi
233925386	RPI (AP Invoice - upload te		Completed	Normal	/oracle/XXAPPS/XXAP_INTERI
233925385	RPI (AP Invoice - Get Files		Completed	Normal	/oracle/XXAPPS/XXAP_INTERI
233925383	RPI AP Invoice Interface M		Completed	Normal	2762, 81, 1000
233925372	RPI List Of AP invoices from		Completed	Normal	, 81, 2023/08/14 00:00:00, 202

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

4.15. Submit request for RPI List Of AP invoices from Interface. Input GL date of uploaded data. Click OK, then Submit.

Submit Request

Run this Request

Name RPI List Of AP invoices from Interface

Operating Unit

Parameters

Language American English

Copy

At these Times

Run the Job As Soon as Possible

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout RPI_INV_INT

Notify

Print to noprint

Help (G) Submit Cancel

Parameters

GL Date From 11 AUG 2023

GL Date To 11 AUG 2023

OK Cancel Clear Help

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
233925823	RPI List Of AP invoices from		Running	Normal	, 81, 2023/08/11 00:00:00, 202

4.16. Click View Output. Redirected to browser, click Open.

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (8) Copy Single Request Copy Request Set

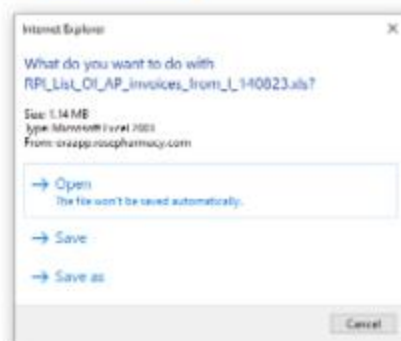
Request ID	Name	Parent	Phase	Status	Parameters
233925425	RPI List Of AP invoices from		Completed	Normal	81, 2023/08/11 00:00:00, 202
233925485	RPI (AP Invoice Interface -		Completed	Normal	RPIAPFILES.txt, /oracle/XXAP
233925494	Child request 1 (Invoice Val		Completed	Normal	New, . . . 702314, . . . N, 233
233925493	RPI (Invoice Validation)		Completed	Normal	81, New, 702314, N, 1
233925396	RPI (Payables Open Interfa		Completed	Normal	81, JDA INTERFACE, , RPI_JC
233925388	RPI (AP Invoice Interface)		Completed	Normal	2762, 81,
233925387	RPI (AP Invoice Interface -		Completed	Normal	RPIAPFILES.txt, \$AP_TOP/bi
233925386	RPI (AP Invoice - upload te		Completed	Normal	/oracle/XXAPPS/XXAP_INTERI
233925385	RPI (AP Invoice - Get Files		Completed	Normal	/oracle/XXAPPS/XXAP_INTERI
233925383	RPI AP Invoice Interface M		Completed	Normal	2762, 81, 1000

Hide Request View Details Retry Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (S)

Not secure | oraapp.rsepharmacy.com/0040/OA_OGI/FNDWRR.exe?temp_id=3211796612

You're in Internet Explorer mode. Most pages work better in Microsoft Edge. [Open in Microsoft Edge](#)



4.17. Check the uploaded data in the report and transfer to validation file to confirm if the data in the .301 flat file has been completely interfaced.

*JDA sheet = .301 flat file data

****Oracle sheet = uploaded data in Oracle**

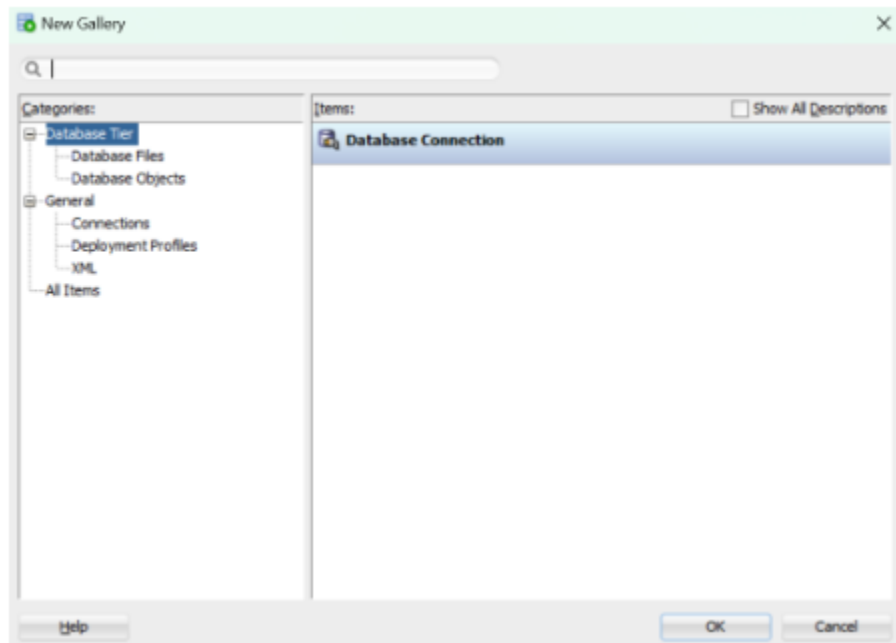
***JDA sheet amount = Oracle sheet amount

4.18. Generate supplier listing via sql.

- Open sql developer.
- Go to File. Click New...

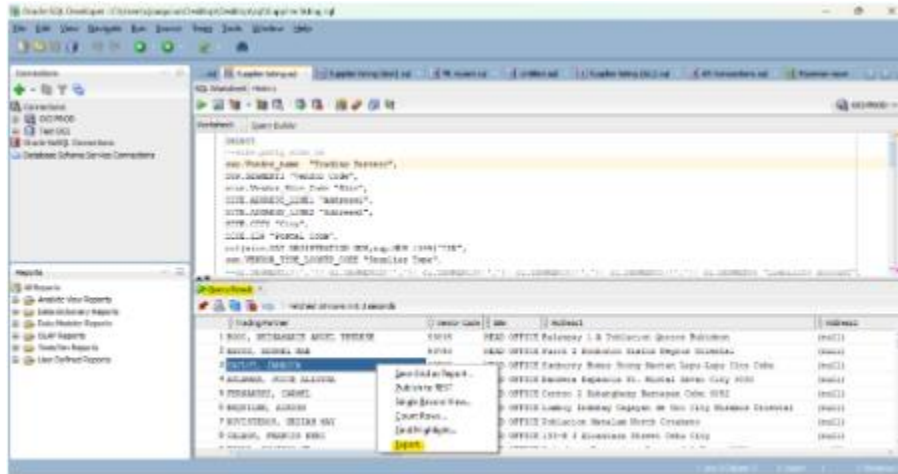


- Click OK.

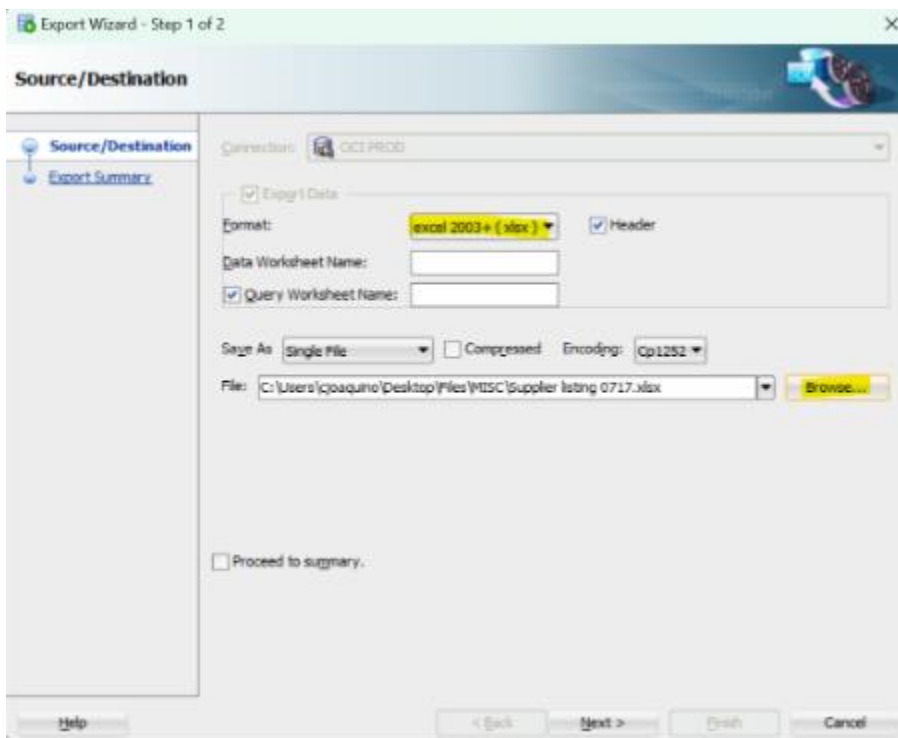


- Choose OCI PROD. Click Connect.

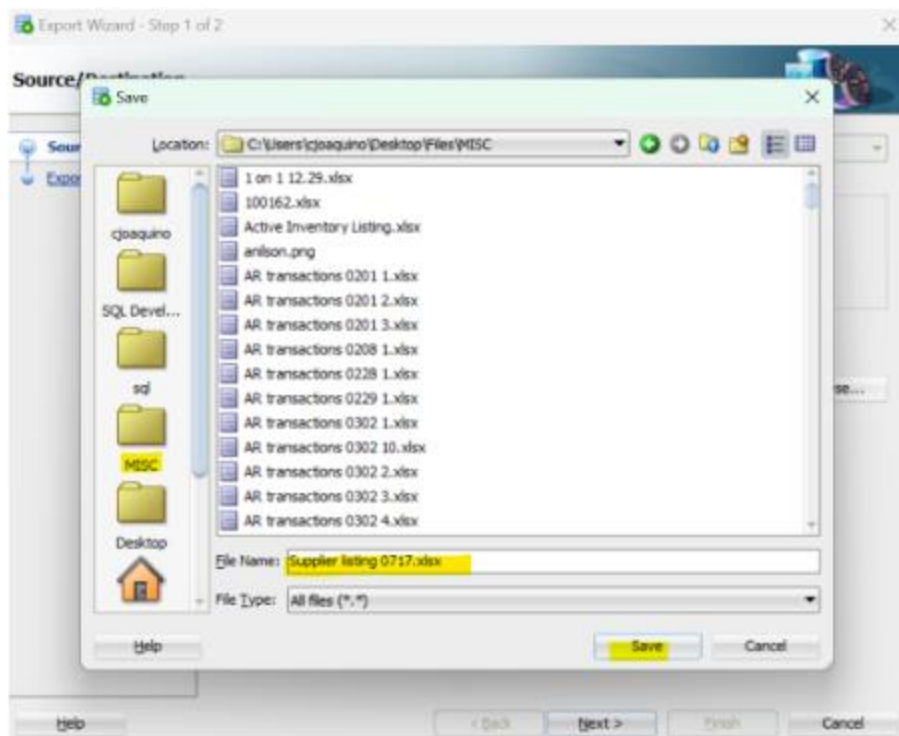
- Under Query result, select any data. Right click. Choose Export.



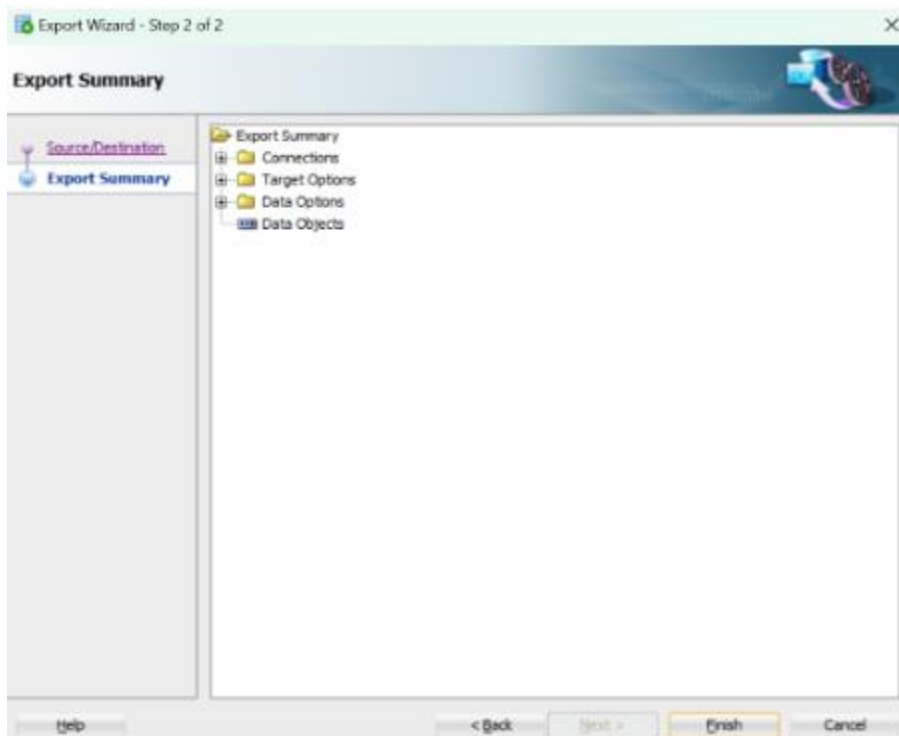
- Under Export Wizard...



- Format - choose excel 2003+ (.xlsx)
- **File - click Browse...**
 - Choose folder to save the file in.
 - Edit file name. Retain .xlsx
 - **Click Save.**



- Click Next.
- Click Finish.



- Open Supplier listing file once done running. Go to file location.

- Edit Supplier listing file.
 - Filter vendors that begin with N in Vendor Code. Sort then delete other vendors.
 - VLOOKUP employee IDs (with N) from HR working file. Retain only non #N/A values.
 - Show the ff. columns.
 - Trading Partner
 - Vendor Code
 - Site
 - Trade Name
 - Beneficiary Name
 - Account Number
 - Swift Code
 - Bank
 - Creation Date
 - End Date
 - Hide the rest of the columns as they are not relevant to HR validation.
 - Add a column before Vendor Code. Use formula =RIGHT(vendor code,6) to get Employee ID.
 - Add validation formulas after the VLOOKUPed employee IDs column.

	A	B	C	D	E	F	G
	Trading Partner	Employee ID	Vendor Code	Site	Trade Name	BENEFICIARY NAME	ACCOUNT NUMBER
1	GUBALANE, NINO KING	150097	N150097	HEAD OFFICE	GUBALANE, NINO KING	GUBALANE, NINO KING	20183030000
2	DECIPOLO, MARILOU PELENA	150805	N150805	HEAD OFFICE	DECIPOLO, MARILOU PELENA	DECIPOLO, MARILOU PELENA	20043030000
3	CALZADO, JOCELYN DAGON	152846	N152846	HEAD OFFICE	CALZADO, JOCELYN DAGON	CALZADO, JOCELYN DAGON	40083030000
4	ARAS, DICSON SARANG	153261	N153261	HEAD OFFICE	ARAS, DICSON SARANG	ARAS, DICSON SARANG	40083030000
5	CELESTIAL, THEA FAITH CORTES	153792	N153792	HEAD OFFICE	CELESTIAL, THEA FAITH CORTES	CELESTIAL, THEA FAITH CORTES	20153030001
6	PANG-AN, MARY ROSE VAPOR	153971	N153971	HEAD OFFICE	PANG-AN, MARY ROSE VAPOR	PANG-AN, MARY ROSE VAPOR	40083030000
7	DURAIN, PAULEEN NICOLE PANONCE	155600	N155600	HEAD OFFICE	DURAIN, PAULEEN NICOLE PANONCE	DURAIN, PAULEEN NICOLE PANONCE	20023030007
8	SALCEDO, KATRINA IVY JANE DELGADO	155680	N155680	HEAD OFFICE	SALCEDO, KATRINA IVY JANE DELGADO	SALCEDO, KATRINA IVY JANE DELGADO	40103030001
9	MOLINA, MORRIS ALBERT VILLAFLO	156026	N156026	HEAD OFFICE	MOLINA, MORRIS ALBERT VILLAFLO	MOLINA, MORRIS ALBERT VILLAFLO	40073030000
10	PATRIA, NESTLE KAYE BUREROS	156273	N156273	HEAD OFFICE	PATRIA, NESTLE KAYE BUREROS	PATRIA, NESTLE KAYE BUREROS	20073030003
11	ESCOBAR, MARY JOY LINOB	156319	N156319	HEAD OFFICE	ESCOBAR, MARY JOY LINOB	ESCOBAR, MARY JOY LINOB	20153030001
12	PEREZ, KATE JASTINE MIRA	156350	N156350	HEAD OFFICE	PEREZ, KATE JASTINE MIRA	PEREZ, KATE JASTINE MIRA	20013030007
13	MUSO, NORRODDIN MOHAMMAD	156417	N156417	HEAD OFFICE	MUSO, NORRODDIN MOHAMMAD	MUSO, NORRODDIN MOHAMMAD	40083030000
14	BOLONSON, KENNITH TUMALA	156433	N156433	HEAD OFFICE	BOLONSON, KENNITH TUMALA	BOLONSON, KENNITH TUMALA	20183030001
15	PIOQUINTO, EUNICE CANCIO	156443	N156443	HEAD OFFICE	PIOQUINTO, EUNICE CANCIO	PIOQUINTO, EUNICE CANCIO	20093030001
16	NERI, IRZAN KENZON LLEVE	156499	N156499	HEAD OFFICE	NERI, IRZAN KENZON LLEVE	NERI, IRZAN KENZON LLEVE	20183030001
17	JAAFAR, AL JABER JAMDON	156601	N156601	HEAD OFFICE	JAAFAR, AL JABER JAMDON	JAAFAR, AL JABER JAMDON	20233030000
18	TOLOSA, ROSHAINE CORPUZ	156606	N156606	HEAD OFFICE	TOLOSA, ROSHAINE CORPUZ	TOLOSA, ROSHAINE CORPUZ	3373375444
19	PANDAN, EUGIN MIOTEN	156670	N156670	HEAD OFFICE	PANDAN, EUGIN MIOTEN	PANDAN, EUGIN MIOTEN	20013030007
20	MANIQUEZ, MARISSA MARATAS	156765	N156765	HEAD OFFICE	MANIQUEZ, MARISSA MARATAS	MANIQUEZ, MARISSA MARATAS	20173030001

Supplier Listing 0500 allow - Excel

Q	P	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1	SWIFT CODE	BANK	Creation Date	End Date	HR BANK ACCOUNT	BANK NAME	VALIDATION	LAST NAME	FIRST NAME	MIDDLE NAME	CONCAT NAME FROM HR
2	ROBPPHMQXXX	ROBINSONSBANK	29-NOV-23		N150097		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
3	ROBPPHMQXXX	ROBINSONSBANK	29-NOV-23		N150805		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
4	ROBPPHMQXXX	ROBINSONSBANK	29-NOV-23		N152846		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
5	ROBPPHMQXXX	ROBINSONSBANK	20-DEC-23		N153261		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
6	ROBPPHMQXXX	ROBINSONSBANK	20-DEC-23		N153792		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
7	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N153971		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
8	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N155600		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
9	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N155680		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
10	ROBPPHMQXXX	ROBINSONSBANK	30-DEC-23		N156026		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
11	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N156273		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
12	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N156319		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
13	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N156350		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
14	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N156417		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
15	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N156433		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
16	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N156443		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
17	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N156489		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
18	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N156601		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
19	MITCPHMLXXX	METROBANK	30-NOV-23		N156606		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
20	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N156670		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI
21	ROBPPHMQXXX	ROBINSONSBANK	30-NOV-23		N156705		FALSE	ASIAIN	ZALDREE JEMALYN	DELA TORRE	ASIAIN, ZALDREE JEMALYN DELA TI

4.19. Send email to HR team to notify of successful upload.

RE: COMMUNICATION ALLOWANCE FOR JULY 2024

Laarni Lincaro
To: LORNA LIZONDRRA
Cc: Shiela Bolotaulo; Joaquina, Crissa Mae

Mon 7/15/2024 4:37 PM

JULY 2024 - Communication Allo... 1 MB
Supplier Listing 715.xlsx 103 KB

2 attachments (2 MB) Save all to OneDrive - JG Summit Holdings, Inc. Download all

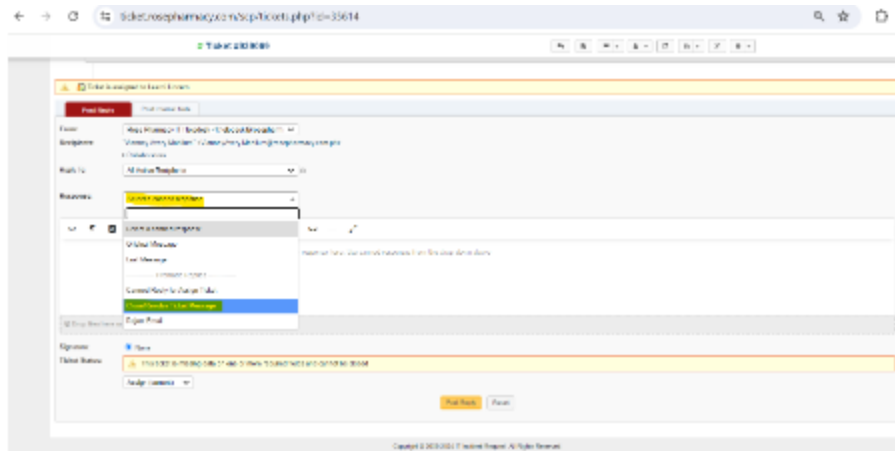
Hi Lorna,

This is done. Kindly see attached file for your reference.

Regards,
Laarni

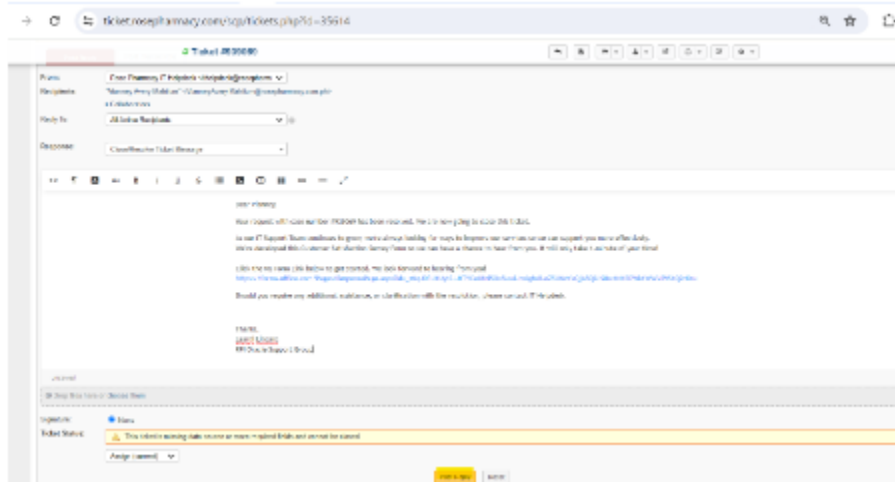
HR validates supplier listing for the bank accounts set up. If they return the file for set up corrections, adjust accordingly in Oracle > Suppliers.

4.20. Go to IT Support Ticketing System Incident Request Portal > Ticket. Close the ticket.

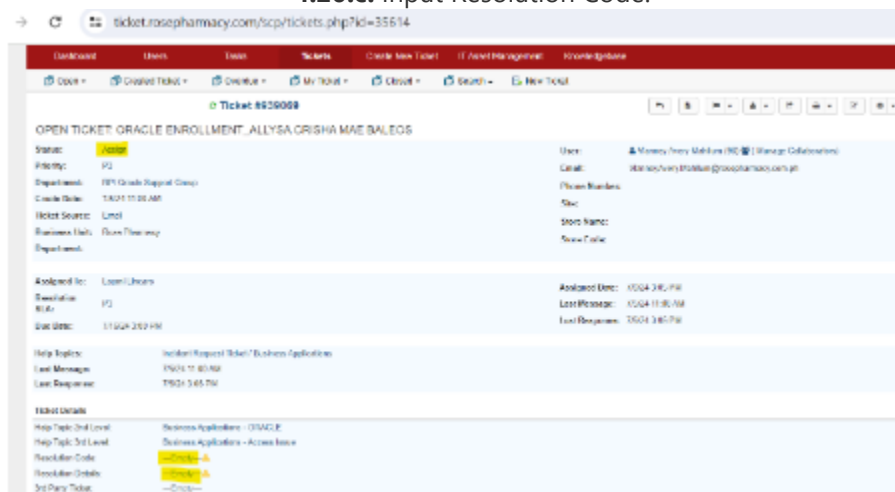


4.20.a. In Response, Select a canned response. Choose Close/Resolve Ticket Message.

4.20.b. The close message with the survey link shall appear. Post Reply.



4.20.c. Input Resolution Code.



Click Select Resolution Code.

Ticket #939069: Update Resolution Code

Resolution Code:

— Select Resolution Code —

Optional reason for the update

Cancel Update

Choose Business Application. Click Update.

Ticket #939069: Update Resolution Code

Resolution Code:

— Select Resolution Code —

- Business Application
- Cloud Server Issue
- Computer Hardware
- Computer OS
- End User
- Network Device Issue
- Network ISP Issue
- Network Link Issue
- O365
- Peripheral
- Physical Server Issue
- Printer
- Process
- Server OS Issue
- Server OS Service Issue
- Third Party Application / Website
- Virtual Machine

Update

Last Response: 7/6/24 3:06 PM

4.20.d. Input Resolution Details - the steps to close/fulfill the user request.

Ticket #939069: Update Resolution Details

Resolution Details:

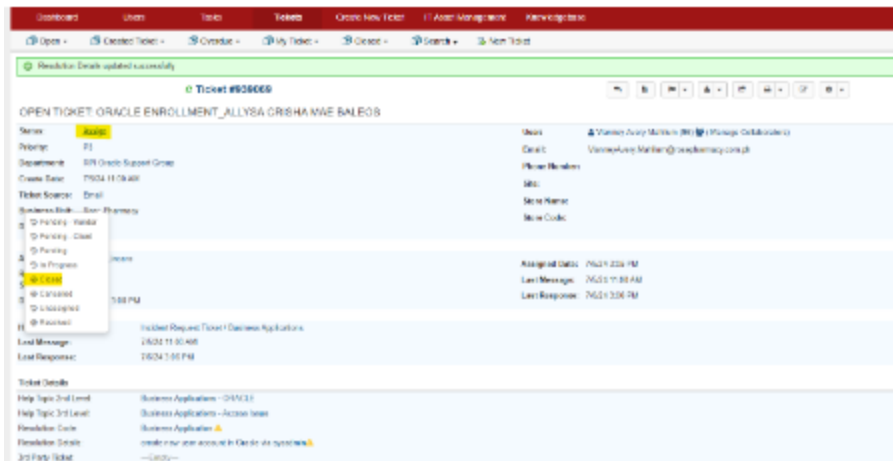
Please write here why this ticket you want to closed

Resolution

Optional reason for the update

Cancel Update

4.20.e. Change Status. Click Assign. Choose Closed (if no user feedback needed)/ Resolved (if user may provide feedback).



*The emailed response to the ticket is added to the thread in the ticket in the portal.

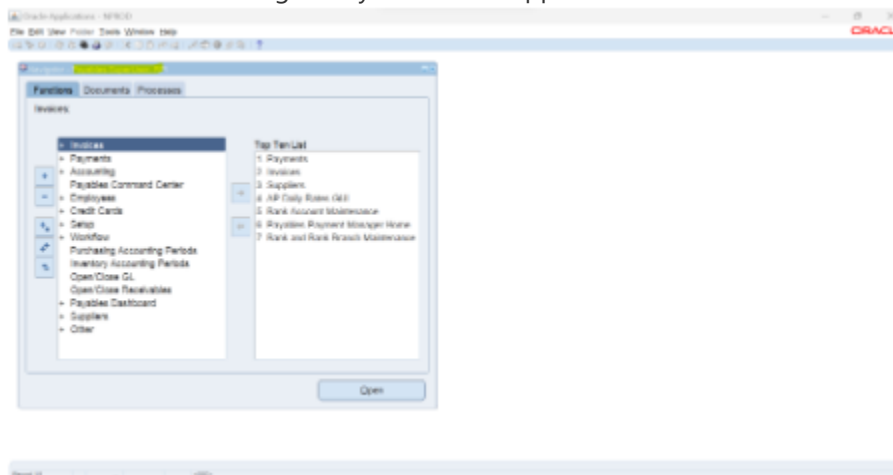
**The ticket is transferred to Closed tickets.

5. Access Permissions

5.1. IT Support Ticketing System Incident Request Portal user credentials are provided by Rey Castro (IT Manager).

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

5.3. User must have access to the Payables SuperUser, RPI responsibility to be able to interface the .301 flat file. This is assigned by IT - Oracle Applications team.



6. File Structure

6.1. .301 flat file

No	Field	Description	Data Type	Req
1	HDR_INVOICE_NUM	Header Invoice Number	VARCHAR2(20)	Y
2	HDR_INVOICE_TYPE_LOOKUP_CODE	Header Invoice Type Lookup Code (Standard, Debit Memo, Credit Memo)	VARCHAR2(20)	Y
3	HDR_INVOICE_DATE	Header Invoice Date	DATE	Y
4	HDR_VENDOR_NUM	Header Vendor Number	VARCHAR2(30)	Y
5	HDR_VENDOR_SITE_CODE	Header Vendor Site Code	VARCHAR2(30)	Y
6	HDR_INVOICE_AMOUNT	Header Invoice Amount	NUMBER	Y
7	HDR_DESCRIPTION	Header Description	VARCHAR2(200)	Y
8	HDR_GOODS_RECEIVED_DATE	Header Goods received date	DATE	Y
9	HDR_INVOICE_RECEIVED_DATE	Header Invoice received date	DATE	Y
10	HDR_GL_DATE	Header GL Date	DATE	Y
11	HDR_SOURCE	Header Source = JDA INVS	VARCHAR2(10)	N
12	DTL_LINE_NUMBER	Detail Line Number	NUMBER	Y
13	DTL_AMOUNT	Detail Amount	NUMBER	Y
14	DTL_LINE_TYPE_LOOKUP_CODE	Detail Line Type Lookup Code ("Item")	VARCHAR2(20)	Y
15	DTL_DR_COMPANY	Debit Company	VARCHAR2(25)	N
16	DTL_DR_ACCOUNT	Debit Account	VARCHAR2(25)	N
17	DTL_DR_LOCATION	Debit Location	VARCHAR2(25)	N
18	DTL_DR_DEPARTMENT	Debit Department	VARCHAR2(25)	N
19	DTL_DR_SECTION	Debit Section	VARCHAR2(25)	N
20	DTL_DR_FUTURE	Debit Future	VARCHAR2(25)	N
21	DTL_DR_AMOUNT	Debit Amount	NUMBER	N
22	DTL_REFERENCE_NUMBER	Reference Number (PO/RCR)	VARCHAR2(100)	N
23	DTL_RCR_AMOUNT	RCR Amount	NUMBER	N
24	DTL_CR_COMPANY	Credit Company	VARCHAR2(25)	N
25	DTL_CR_ACCOUNT	Credit Account	VARCHAR2(25)	N
26	DTL_CR_LOCATION	Credit Location	VARCHAR2(25)	N
27	DTL_CR_DEPARTMENT	Credit Department	VARCHAR2(25)	N
28	DTL_CR_SECTION	Credit Section	VARCHAR2(25)	N
29	DTL_CR_FUTURE	Credit Future	VARCHAR2(25)	N
30	DTL_CR_AMOUNT	Credit Amount	NUMBER	N
31	HDR_CURRENCY_CODE	Currency Code	VARCHAR2(3)	Y
32	DUE DATE	Due Date	DATE/VARCHAR	N
33	VAT CODE	Value Added Tax Code	VARCHAR	N
34	WITHHOLDING TAX CODE	Withholding Tax Code	VARCHAR	N
35	HDR_DISTRIBUTION SET	Distribution Set	VARCHAR	N
36	FILENAME	This column will identify the grouping of data or source text file of data.	VARCHAR2(100)	Y

Y = required field

7. Schedule

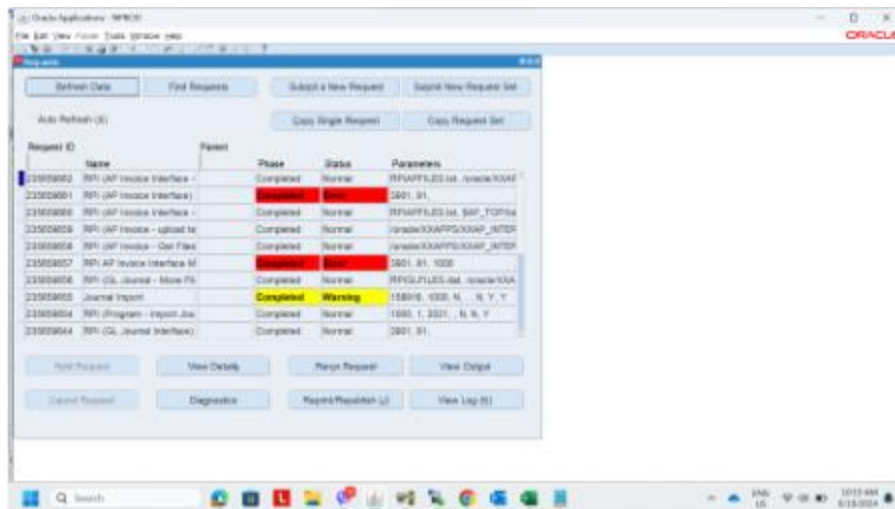
7.1. AP Interface of communication and lodging allowances is performed **per request (open ticket)**.

7.2. Data is provided by HR team **every 1st week of the month**. IT performs employee set up under N vendor and AP interface. Email notification of successful upload on the same day. SLA = P3 (turnaround time = 3 days)

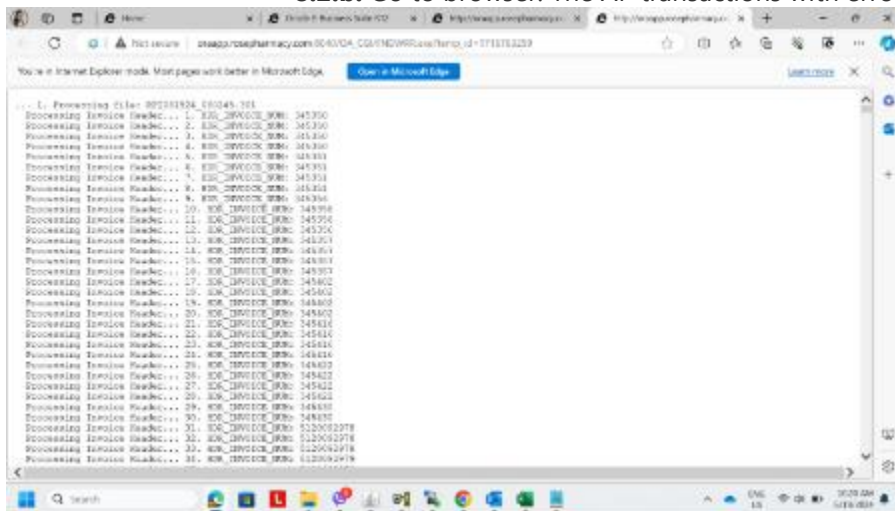
8. Troubleshooting

8.1. If running the RPI AP Invoice 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 AP transactions with error can be found there.



8.2.c. Find the errors:

-by pressing Ctrl + F in keyboard in the page and inputting ERROR.

Ensure that the file name is the same before uploading. Once done, run the RPI AP Invoice Interface Main again.

2nd probable cause: There are AP transactions with a supplier that is already inactive.

Suppliers >

Information

This supplier is currently inactive.

Update SANITARY CARE PRODUCTS ASIA INC. - 3470: Quick Update

• Indicates required field

* Supplier Name

Supplier Number

Alternate Supplier Name

Registry ID

Inactive Date

Alias

Since the AP transactions with active vendor code are already uploaded, remove the transactions with the inactive vendor code from the JDA sheet in the AP validation file and copy to the Excluded sheet. AP team will verify these transactions and may request for manual uploading from IT.

8.2.e. For issues like the RPI AP Invoice Interface Main program 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>