

# HRPRO (Payroll) Interface Process

## 1. Purpose

1.1. To have a standard navigational instruction to IT in the **HRPRO (Payroll) Interface Process**.

## 2. Scope

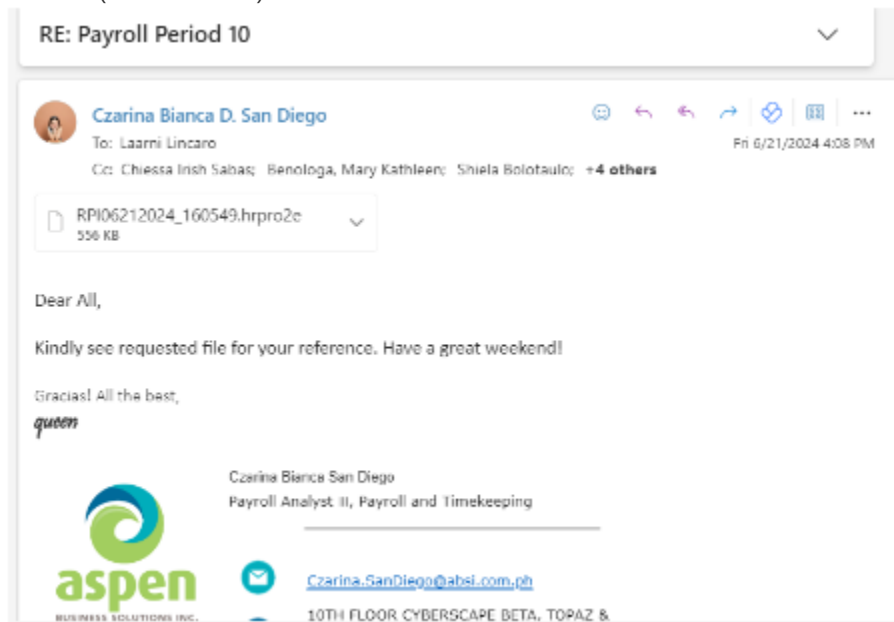
2.1. IT

## 3. Implementing Guidelines

3.1. Refer accounting manual for detailed policy.

## 4. Navigation Procedures

4.1. ASPEN shall send the HRPRO flat file with the detailed deductions to IT after every payroll (8th and 23rd).



4.2. Save the HRPRO flat file. Open and copy the data to a validation file.

C:\Users\jgospino\Desktop\Fitch\Interlock\GL\HRPRO\2024\15\HRP04082024\_082334.hrpro2e - Editor - WSCP

08-Apr-2024	CREDIT	88	116621	00000000	0000	158012	0000	Payroll_NOR_2024_06	MEDVALE	PHP	653201.16	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116621	00000000	0000	158012	0000	Payroll_NOR_2024_06	CASH ADVANCE	PHP	1389	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116621	00000000	0000	158073	0000	Payroll_NOR_2024_06	CASH ADVANCE	PHP	450	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116621	00000000	0000	158114	0000	Payroll_NOR_2024_06	CASH ADVANCE	PHP	1800	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116621	00000000	0000	158190	0000	Payroll_NOR_2024_06	CASH ADVANCE	PHP	250	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116621	00000000	0000	158006	0000	Payroll_NOR_2024_06	CASH ADVANCE	PHP	2083.33	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116621	00000000	0000	151721	0000	Payroll_NOR_2024_06	CASH ADVANCE	PHP	1500	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116621	00000000	0000	156904	0000	Payroll_NOR_2024_06	CASH ADVANCE	PHP	625	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158166	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	3.95	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158230	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	218.66	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158273	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	39.82	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158306	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	68.52	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158310	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	96.88	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158314	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	52.8	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158315	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	183.22	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158331	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	0.4	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158392	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	188.34	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158434	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	343.98	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158437	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	21.01	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158578	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	47.81	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158598	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	947.96	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158604	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	338.61	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158605	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	164.61	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158636	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	229.37	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158682	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	5.49	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158705	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	55.36	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158771	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	6.69	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158772	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	249.47	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158787	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	86.99	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158788	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	16.44	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158849	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	611.12	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158886	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	86.38	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158901	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	94.31	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158921	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	888.6	HRPRO	RP104082024_082334.hrpro2e
08-Apr-2024	CREDIT	88	116623	00000000	0000	158946	0000	Payroll_NOR_2024_06	CASHIER SHORTAGE	PHP	184.89	HRPRO	RP104082024_082334.hrpro2e

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### 4.3. Prepare a validation file.

#### 4.3.a. In the HRPRO sheet –

HRPRO 2024 Apr 8 - Excel

T	Dr/Cr	C	Company	Account	Location	BU	Emp	Future	a	b	c	d	Batch	Category	Currency	Amount	Source	File Name
3890	DEBIT	88	610101	65666602			1100	0	0				Payroll_NOF MEDVALE	PHP		475.3	HRPRO	RP104082024_08
3891	CRD (X)	88	610101	65666607			1100	0	0				Payroll_NOF Payroll	PHP		475.3	HRPRO	RP104082024_08
3892	DEBIT	88	610101	65666603			1100	0	0				Payroll_NOF MEDVALE	PHP		2051.2	HRPRO	RP104082024_08
3893	CRD (X)	88	610101	65666601			1100	0	0				Payroll_NOF Payroll	PHP		2051.2	HRPRO	RP104082024_08
3894	DEBIT	88	610101	65666604			1100	0	0				Payroll_NOF CASHIER SH	PHP		277.02	HRPRO	RP104082024_08
3895	CRD (X)	88	610101	65666606			1100	0	0				Payroll_NOF Payroll	PHP		277.02	HRPRO	RP104082024_08
3896	CREDIT	88	610203	65666609			1100	0	0				Payroll_NOF Payroll	PHP		870.32	HRPRO	RP104082024_08
3897	CRD (X)	88	610101	65666608			1100	0	0				Payroll_NOF CASHIER SH	PHP		866.18	HRPRO	RP104082024_08
3898	DEBIT	88	610101	65666602			1100	0	0				Payroll_NOF MEDVALE	PHP		3130.32	HRPRO	RP104082024_08
3899	CRD (X)	88	610101	65666606			1100	0	0				Payroll_NOF Payroll	PHP		3049.63	HRPRO	RP104082024_08
3900	DEBIT	88	610101	65666602			1100	0	0				Payroll_NOF MEDVALE	PHP		207.02	HRPRO	RP104082024_08
3901	CRD (X)	88	610101	65666606			1100	0	0				Payroll_NOF Payroll	PHP		207.02	HRPRO	RP104082024_08
3902	DEBIT	88	610101	65676700			1100	0	0				Payroll_NOF CASHIER SH	PHP		2213.29	HRPRO	RP104082024_08
3903	CRD (X)	88	610101	65676703			1100	0	0				Payroll_NOF Payroll	PHP		2213.29	HRPRO	RP104082024_08
3904	DEBIT	88	610101	65676703			1100	0	0				Payroll_NOF CASHIER SH	PHP		55.73	HRPRO	RP104082024_08
3905	CREDIT	88	610101	65676703			1100	0	0				Payroll_NOF Payroll	PHP		55.73	HRPRO	RP104082024_08
3906																		
3907																		
3908																57,659,858.80		
3909															DEBIT	28,829,929.40		
3910															CREDIT	28,829,929.40		
3911																0.00		
3912																		
3913																		

HRPRO SUMMARY DETAILS ACCOUNT checking

- Debit and credit amounts are equal. Filter Debit then Credit and copy amount under the Total. Amount difference should be zero (0).
- There are no missing accounts. Filter Account, Location. There should be no blanks.
- Filter Account codes.
  - Accounts that start with 1, 2, and 3 should have no location and BU/dept codes (except for ATEs or advances to employees).

Dr/Cr	Company	Account	Location	BU	Emp	Future	Batch	Category	Currents	Amount	Source	File Name
3906	CREDIT	88	210302	00000000	0000	00	Payroll_NOF MEDVALE	PHP	653,202.16	HRPRO	RP04082024_08	
3907	CREDIT	88	210301	00000000	0000	00	Payroll_NOF Payroll	PHP	3,392,570.00	HRPRO	RP04082024_08	
3908	CREDIT	88	210302	00000000	0000	00	Payroll_NOF Payroll	PHP	22,035.27	HRPRO	RP04082024_08	
3909	CREDIT	88	210303	00000000	0000	00	Payroll_NOF Payroll	PHP	808,028.10	HRPRO	RP04082024_08	
3910	CREDIT	88	210304	00000000	0000	00	Payroll_NOF Payroll	PHP	231,528.80	HRPRO	RP04082024_08	
3911	CREDIT	88	210306	00000000	0000	00	Payroll_NOF Payroll	PHP	1,399,210.50	HRPRO	RP04082024_08	
3912	CREDIT	88	210308	00000000	0000	00	Payroll_NOF Payroll	PHP	143,920.00	HRPRO	RP04082024_08	
3913	CREDIT	88	210404	00000000	0000	00	Payroll_NOF Payroll	PHP	563,964.50	HRPRO	RP04082024_08	
3914	CREDIT	88	300162	00000000	0000	00	Payroll_NOF Payroll	PHP	23,111,285.02	HRPRO	RP04082024_08	
3915												
3916										27,925,747.35		
3917										28,829,929.40		
3918										28,829,929.40		
3919										0.00		
3920												

- Accounts that start with 1 and are ATEs should have no location and BU/dept codes, but have employee IDs/codes.

ATEs:

110621 ADV TO EMPL - PERSONAL

110622 ADV TO EMPL - OFFICIAL

110623 ADV TO EMPL - CASH SHORTAGE

110624 ADV TO EMPL - OTHER DEDUCTIONS

110626 ADV TO EMPL - TEL BILL

110627 ADV TO EMPL - HMO

Dr/Cr	Company	Account	Location	BU	Emp	Future	Batch	Category	Currents	Amount	Source	File Name
3906	CREDIT	88	110621	00000000	0000	150012	Payroll_NOF CASH ADVNATMP		1,380.00	HRPRO	RP04082024_082	
3907	CREDIT	88	110621	00000000	0000	150013	Payroll_NOF CASH ADVNATMP		450.00	HRPRO	RP04082024_082	
3908	CREDIT	88	110622	00000000	0000	150014	Payroll_NOF CASH ADVNATMP		1,000.00	HRPRO	RP04082024_082	
3909	CREDIT	88	110621	00000000	0000	150099	Payroll_NOF CASH ADVNATMP		250.00	HRPRO	RP04082024_082	
3910	CREDIT	88	110621	00000000	0000	150006	Payroll_NOF CASH ADVNATMP		2,085.33	HRPRO	RP04082024_082	
3911	CREDIT	88	110621	00000000	0000	150071	Payroll_NOF CASH ADVNATMP		1,500.00	HRPRO	RP04082024_082	
3912	CREDIT	88	110621	00000000	0000	150004	Payroll_NOF CASH ADVNATMP		625.00	HRPRO	RP04082024_082	
3913	CREDIT	88	110621	00000000	0000	150096	Payroll_NOF CASH ADVNATMP		3.78	HRPRO	RP04082024_082	
3914	CREDIT	88	110623	00000000	0000	150230	Payroll_NOF CASH ADVNATMP		218.00	HRPRO	RP04082024_082	
3915	CREDIT	88	110621	00000000	0000	150071	Payroll_NOF CASH ADVNATMP		14.42	HRPRO	RP04082024_082	
3916	CREDIT	88	110623	00000000	0000	150306	Payroll_NOF CASH ADVNATMP		60.72	HRPRO	RP04082024_082	
3917	CREDIT	88	110623	00000000	0000	150310	Payroll_NOF CASH ADVNATMP		96.88	HRPRO	RP04082024_082	
3918	CREDIT	88	110623	00000000	0000	150314	Payroll_NOF CASH ADVNATMP		52.80	HRPRO	RP04082024_082	
3919	CREDIT	88	110623	00000000	0000	150315	Payroll_NOF CASH ADVNATMP		103.22	HRPRO	RP04082024_082	
3920	CREDIT	88	110623	00000000	0000	150331	Payroll_NOF CASH ADVNATMP		0.40	HRPRO	RP04082024_082	
3921	CREDIT	88	110623	00000000	0000	150342	Payroll_NOF CASH ADVNATMP		106.34	HRPRO	RP04082024_082	
3922	CREDIT	88	110623	00000000	0000	150334	Payroll_NOF CASH ADVNATMP		343.58	HRPRO	RP04082024_082	
3923	CREDIT	88	110623	00000000	0000	150417	Payroll_NOF CASH ADVNATMP		21.01	HRPRO	RP04082024_082	
3924	CREDIT	88	110623	00000000	0000	150570	Payroll_NOF CASH ADVNATMP		47.81	HRPRO	RP04082024_082	
3925	CREDIT	88	110623	00000000	0000	150598	Payroll_NOF CASH ADVNATMP		947.56	HRPRO	RP04082024_082	
3926	CREDIT	88	110623	00000000	0000	150604	Payroll_NOF CASH ADVNATMP		338.61	HRPRO	RP04082024_082	
3927	CREDIT	88	110623	00000000	0000	150605	Payroll_NOF CASH ADVNATMP		184.81	HRPRO	RP04082024_082	
3928	CREDIT	88	110623	00000000	0000	150636	Payroll_NOF CASH ADVNATMP		229.37	HRPRO	RP04082024_082	
3929	CREDIT	88	110623	00000000	0000	150632	Payroll_NOF CASH ADVNATMP		5.49	HRPRO	RP04082024_082	

- Accounts that start with 4, 5, 6, and 7 should have location and/or BU/dept codes.

Date	Dr/Cr	Comp	Account	Location	BU	Emp	Future	Batch	Category	Currency	Amount	Source	File
3883	3-Apr-24	DEBIT	88 610101	65665906	1100	0	0	Payroll_NDR MEDVALE	RHP		151.32	HRPRO	RPO
3884	3-Apr-24	CREDIT	88 610101	65665906	1100	0	0	Payroll_NDR Payroll	RHP		151.32	HRPRO	RPO
3885	3-Apr-24	DEBIT	88 610101	65665900	1100	0	0	Payroll_NDR CASHIER SH-RHP			54.18	HRPRO	RPO
3886	3-Apr-24	DEBIT	88 610101	65665900	1100	0	0	Payroll_NDR MEDVALE	RHP		5234.86	HRPRO	RPO
3887	3-Apr-24	CREDIT	88 610101	65665900	1100	0	0	Payroll_NDR Payroll	RHP		5289.04	HRPRO	RPO
3888	3-Apr-24	DEBIT	88 610101	65665901	1100	0	0	Payroll_NDR CASHIER SH-RHP			217.3	HRPRO	RPO
3889	3-Apr-24	CREDIT	88 610101	65665901	1100	0	0	Payroll_NDR Payroll	RHP		217.3	HRPRO	RPO
3890	3-Apr-24	DEBIT	88 610101	65665902	1100	0	0	Payroll_NDR MEDVALE	RHP		475.3	HRPRO	RPO
3891	3-Apr-24	CREDIT	88 610101	65665902	1100	0	0	Payroll_NDR Payroll	RHP		475.3	HRPRO	RPO
3892	3-Apr-24	DEBIT	88 610101	65665903	1100	0	0	Payroll_NDR MEDVALE	RHP		2664.2	HRPRO	RPO
3893	3-Apr-24	CREDIT	88 610101	65665903	1100	0	0	Payroll_NDR Payroll	RHP		2664.2	HRPRO	RPO
3894	3-Apr-24	DEBIT	88 610101	65665904	1100	0	0	Payroll_NDR CASHIER SH-RHP			277.09	HRPRO	RPO
3895	3-Apr-24	DEBIT	88 610101	65665904	1100	0	0	Payroll_NDR MEDVALE	RHP		553.26	HRPRO	RPO
3896	3-Apr-24	CREDIT	88 610101	65665904	1100	0	0	Payroll_NDR Payroll	RHP		870.35	HRPRO	RPO
3897	3-Apr-24	DEBIT	88 610101	65665905	1100	0	0	Payroll_NDR CASHIER SH-RHP			865.18	HRPRO	RPO
3898	3-Apr-24	DEBIT	88 610101	65665905	1100	0	0	Payroll_NDR MEDVALE	RHP		3230.35	HRPRO	RPO
3899	3-Apr-24	CREDIT	88 610101	65665905	1100	0	0	Payroll_NDR Payroll	RHP		3255.53	HRPRO	RPO
3900	3-Apr-24	DEBIT	88 610101	65665906	1100	0	0	Payroll_NDR MEDVALE	RHP		207.65	HRPRO	RPO
3901	3-Apr-24	CREDIT	88 610101	65665906	1100	0	0	Payroll_NDR Payroll	RHP		207.65	HRPRO	RPO
3902	3-Apr-24	DEBIT	88 610101	65676700	1100	0	0	Payroll_NDR CASHIER SH-RHP			2213.29	HRPRO	RPO
3903	3-Apr-24	CREDIT	88 610101	65676700	1100	0	0	Payroll_NDR Payroll	RHP		2213.29	HRPRO	RPO
3904	3-Apr-24	DEBIT	88 610101	65676703	1100	0	0	Payroll_NDR CASHIER SH-RHP			55.73	HRPRO	RPO
3905	3-Apr-24	CREDIT	88 610101	65676703	1100	0	0	Payroll_NDR Payroll	RHP		55.73	HRPRO	RPO
3906													

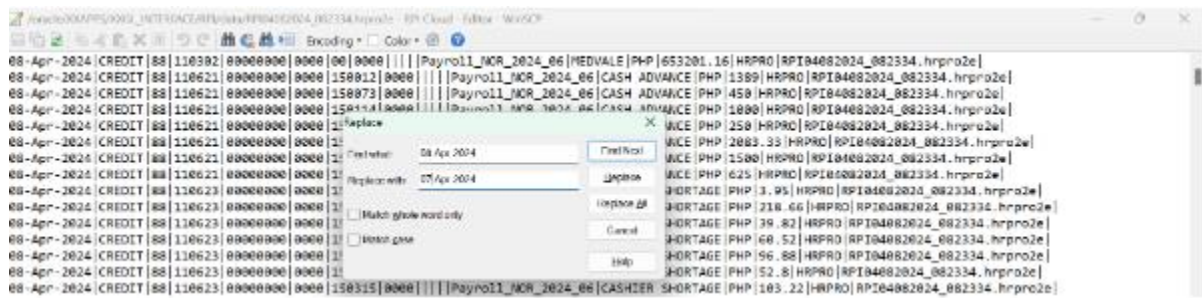
#### 4.3.b. In the SUMMARY sheet –

Account	Description	Amount	OK
110102	AR - CLEARING	653,201.16	OK
110621	ADV TO EMPL - PERSONAL	7287.33	OK
110623	ADV TO EMPL - CASH SHORTAGE	56610.25	OK
110624	ADV TO EMPL - OTHER DEDUCTIONS	41,854.22	OK
110627	ADV TO EMPL - HMO	38,863.54	
210306	HDMF LOAN PAYABLE	1,399,210.50	
210308	UNION DUES PAYABLE	143920	
210404	RBANK EMPLOYEE LOAN PAYABLE	569969.3	

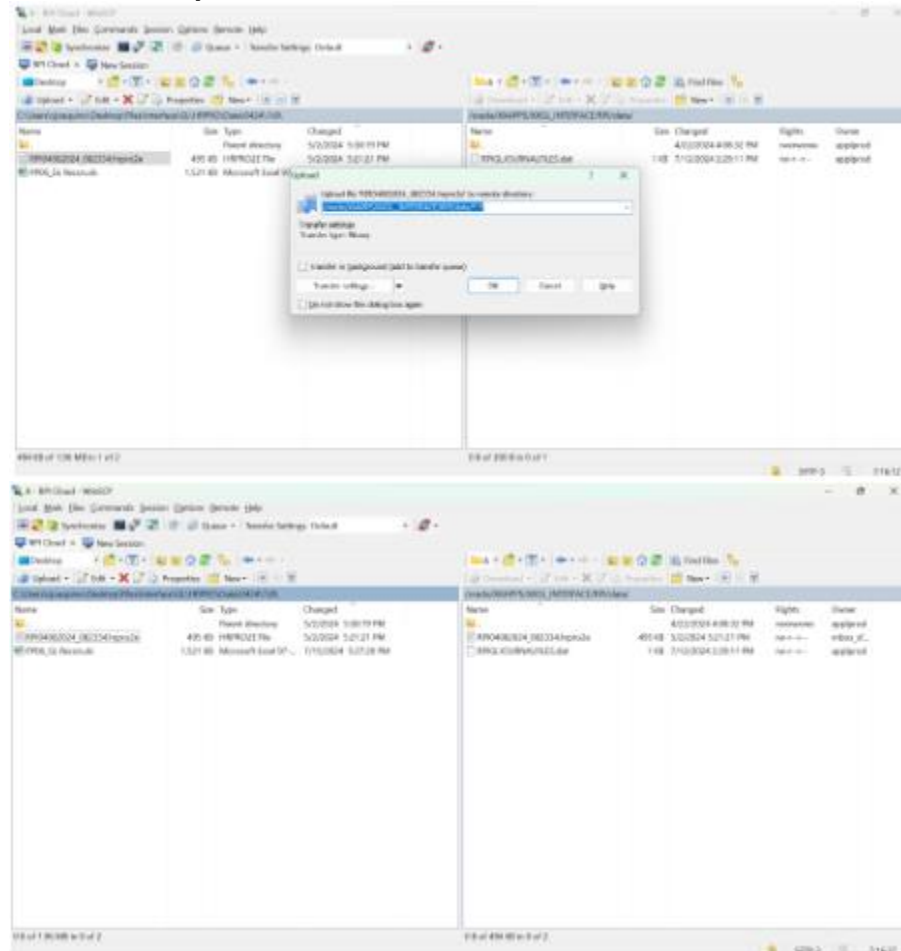
- Copy data from the detailed transactions files or GL recon file provided by ASPEN.





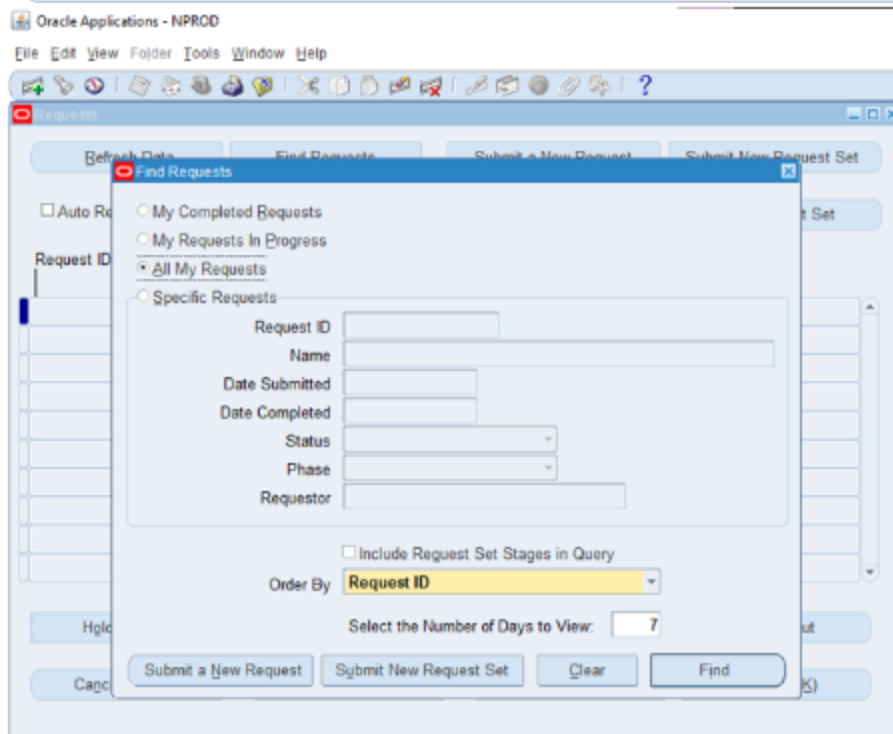
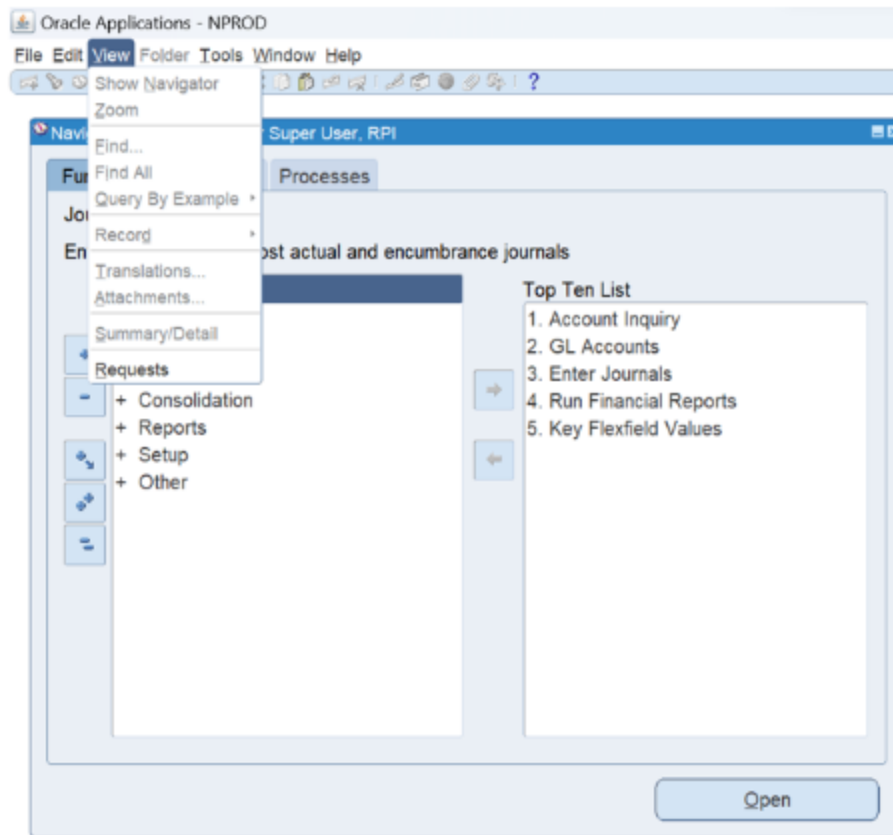


**4.5.** Transfer HRPRO flat file to file path /oracle/XXAPPS/XXGL\_INTERFACE/RPI/data/ by clicking F5 in keyboard. **Click OK.**

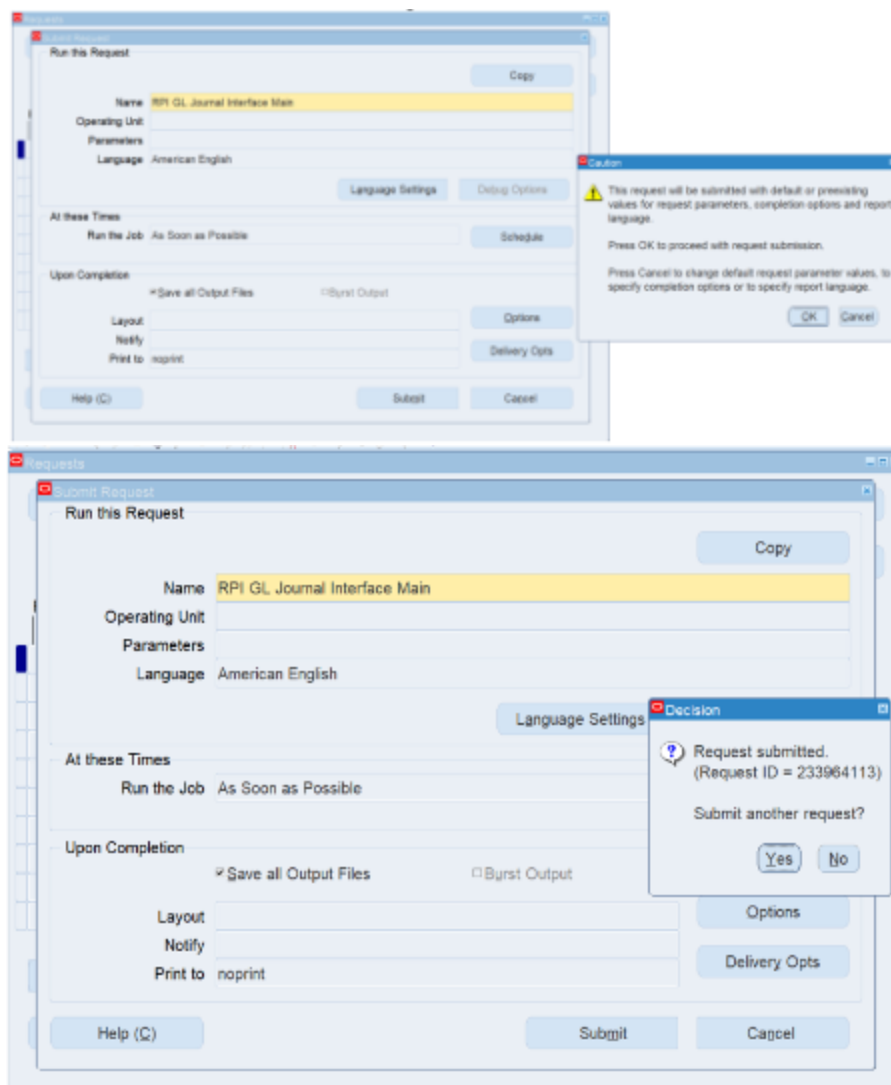


**4.6.** In WinSCP, click the Refresh  button.

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

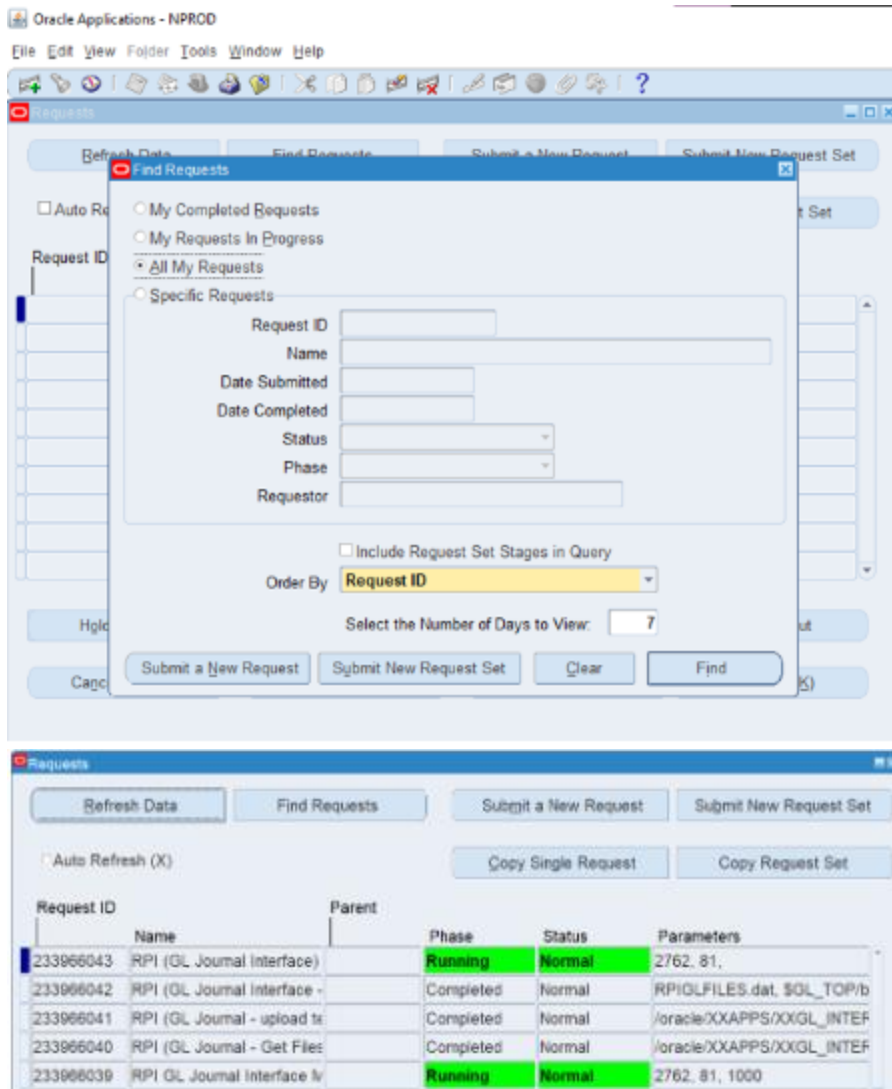


**4.8.** Under Submit Request, type RPI GL Journal Interface Main. Click Submit and OK. Choose No for Submit another request.



4.9. Click Find to view the running request.





**4.10.** If the request status is Completed - Error, click View Output on the request ID with Completed – Error status.

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
233966043	RPI (GL Journal Interface)		Completed	Error	2762, \$1,
233966042	RPI (GL Journal Interface -		Completed	Normal	RPIGLFILES.dat, \$GL_TOP/b
233966041	RPI (GL Journal - upload te		Completed	Normal	/oracle/XXAPPS/XXGL_INTEF
233966040	RPI (GL Journal - Get Files		Completed	Normal	/oracle/XXAPPS/XXGL_INTEF
233966039	RPI GL Journal Interface N		Completed	Error	2762, \$1, 1000
233965573	RPI Customer Listing		Completed	Normal	
233965571	RPI (Customer Interface - I		Completed	Normal	RPIARFILES.txt, /oracle/XXAF
233965557	DQM Serial Sync Index Prc		Completed	Normal	
233965556	RPI (Customers Interface)		Completed	Normal	2762, \$1,
233965555	RPI (Customer Interface - I		Completed	Normal	RPIARFILES.txt, \$AR_TOP/bi

Hold Request

View Details

Rerun Request

View Output

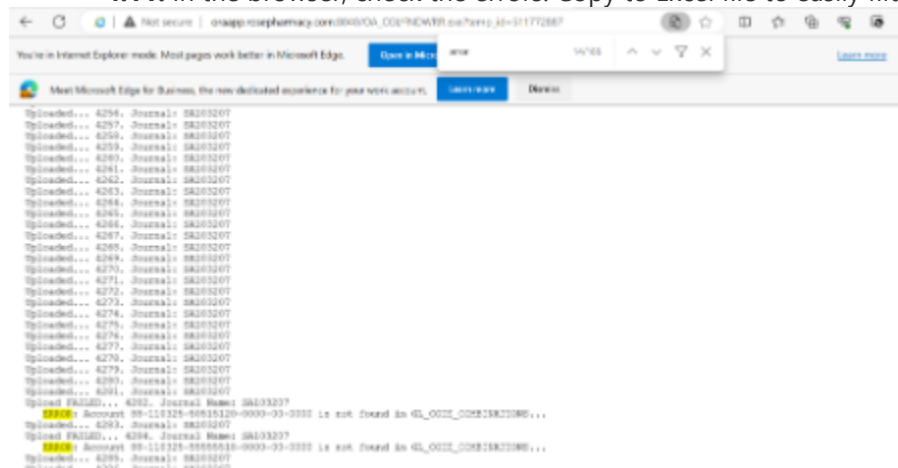
Cancel Request

Diagnostics

Reprint/Republish (J)

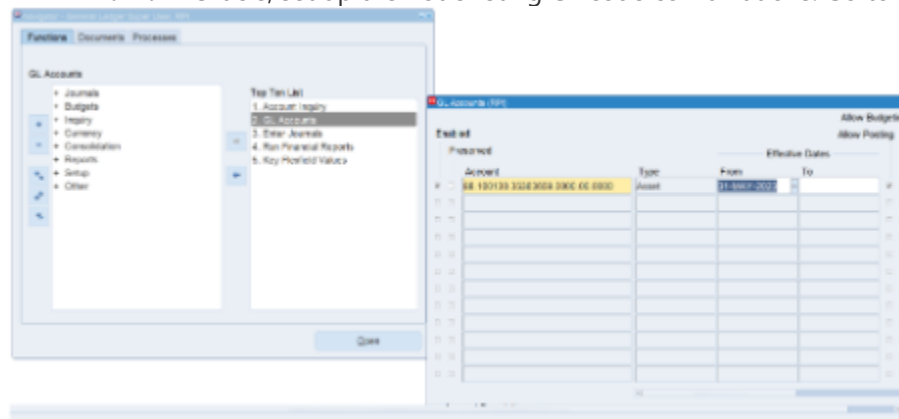
View Log (K)

**4.11.** In the browser, check the errors. Copy to Excel file to easily filter errors.



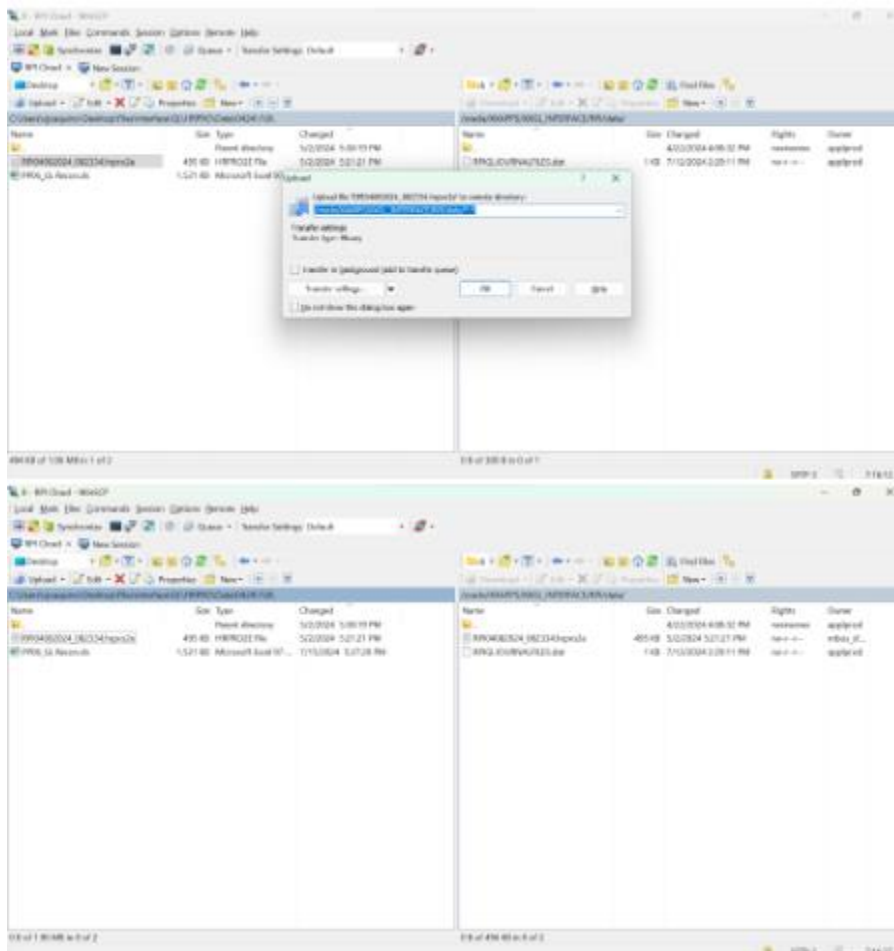
\*sample error only

**4.12.** In Oracle, set up the not existing GL code combinations. Go to GL Accounts.



- If the Account code starts with 1, 2 or 3...
  - It should have an alternate account e.g. 88.110302.35363604.0000.00.0000 -> 88.110302.00000000.0000.00.0000
  - It has an end date. Copy Effective Date From and paste to To field.
  - Click save.
- If the Account code starts with 4, 5, 6 or 7...
  - It does not have an alternate account. After inputting the Account combination, save.

**4.13.** Transfer HRPRO flat file to file path /oracle/XXAPPS/XXGL\_INTERFACE/RPI/data/ by clicking F5 in keyboard. **Click OK.**



**4.14.** Click the Refresh  button.

**4.15.** In Oracle, Submit a New Request for RPI GL Journal Interface Main.

**4.16.** 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
233968366	RPI (GL Journal - Move Fil		Completed	Normal	RPIGLFILES.dat, /oracle/XXA
233968365	Journal Import		Completed	Warning	154225, 1000, N, , , N, Y, Y
233968364	RPI (Program - Import Jou		Completed	Normal	1000, 1, 2021, , N, N, Y
233968340	RPI (GL Journal Interface)		Completed	Normal	2762, 81,
233968339	RPI (GL Journal Interface -		Completed	Normal	RPIGLFILES.dat, \$GL_TOP/b
233968338	RPI (GL Journal - upload te		Completed	Normal	/oracle/XXAPPS/XXGL_INTER
233968336	RPI (GL Journal - Get Files		Completed	Normal	/oracle/XXAPPS/XXGL_INTER
233968335	RPI GL Journal Interface Iv		Completed	Normal	2762, 81, 1000
233968324	RPI List Of AP Invoices fro		Completed	Normal	, 81, 2023/09/14 00:00:00, 20:
233968323	RPI (AP Invoice Interface -		Completed	Normal	RPIAPFILES.txt, /oracle/XXAF

Hold Request View Details Rerun Request View Output

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

**4.17.** Submit request for RPI Journal Entries Report. Input Journal Source (21), Status (U) and GL date of uploaded data. Click OK, then Submit.

Oracle Applications - NPI000

File Edit View Window Help

Requests

Run this Request

Name: RPI Journal Entries Report

Operating Unit

Parameters

Language: American Eng

At these Times

Run the Job: As Soon as P

Upon Completion: Save all Out

Layout: RPI\_JE\_REP

Notify

Print to: nprint

Delivery Opt

Help (C) Submit Cancel

Parameters

Journal Source: 21

Status (U / P): U

Account from

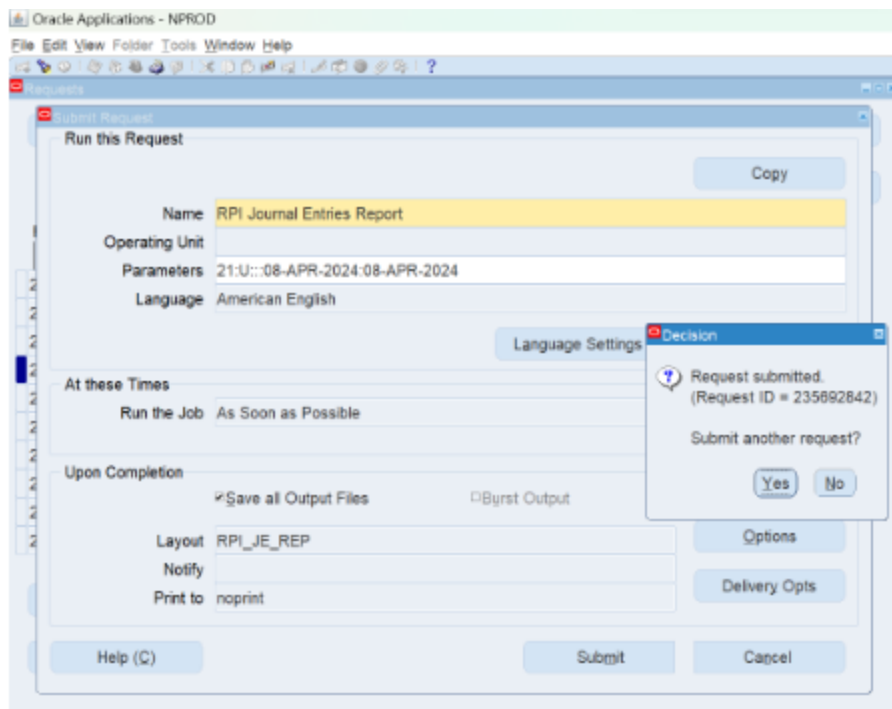
Account to

Date From: 06-APR-2024

Date To: 06-APR-2024

OK Cancel Clear Help

**Click No to Submit a New Request.**



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







The screenshot displays the Oracle Applications - HRPRO interface. The top window shows a table of journal entries with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. A 'Find Journals' dialog box is open, allowing users to search for specific journals by Batch, Journal, Ledger, Source, Category, Status, Posting, Funds, Period, Currency, Control Total, Batch, and Journal. Below the dialog are buttons for 'Review Journal', 'Review Batch', 'Post', 'Reverse Batch', 'Requery', 'New Journal', 'New Batch', 'Tax Batch', 'Approve', and 'AutoCopy...'. The bottom window shows the 'Journals (RPI)' report for batch 88 SA103008 JDA A 233959688. It includes a 'Lines' tab with a table of journal entries, each with a line number, account, debit, credit, and description. The total debit and credit are 63,477,401.84.

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	JDA	JDA Interface	SEP-23	88 SA103008 JDA A 2	88 SA103008 JDA Intx	PHP	63,477,401.84	63,477,401.84

Line	Account	Debit (PHP)	Credit (PHP)	Description
1	88.100130.00000000.0000.00.0000		0.06	88.100130.01019995.0000.00.0000: EF01, WF01: Journal Impo
2	88.100130.00000000.0000.00.0000		25.80	88.100130.30303002.0000.00.0000: EF01, WF01: Journal Impo
3	88.100130.00000000.0000.00.0000		327.38	88.100130.30303003.0000.00.0000: EF01, WF01: Journal Impo
4	88.100130.00000000.0000.00.0000		171.02	88.100130.30303004.0000.00.0000: EF01, WF01: Journal Impo
5	88.100130.00000000.0000.00.0000	45.82		88.100130.30303005.0000.00.0000: EF01, WF01: Journal Impo
6	88.100130.00000000.0000.00.0000	74.10		88.100130.30303006.0000.00.0000: EF01, WF01: Journal Impo
7	88.100130.00000000.0000.00.0000		16.71	88.100130.30303007.0000.00.0000: EF01, WF01: Journal Impo
8	88.100130.00000000.0000.00.0000	16.57		88.100130.30303008.0000.00.0000: EF01, WF01: Journal Impo
		63,477,401.84	63,477,401.84	

\*sample only

c. generate RPI Journal Entries Report to validate if the GL code combination has been corrected  
 -If the account code starts with 1 and is an advance to employee (ATE), then the Location and BU/Dept should be zero (0) and Employee ID should have the 6-digit employee code.  
 -If the account code starts with 4-7, then the Location has 8-digit store location and BU/Dept may or may not have 4-digit department code.

#### 4.20. For the **Account sheet**:

**4.20.a.** Add Debit and Credit columns after the Amount column in HRPRO sheet.

- o Use =IF(Dr/Cr="Debit",Amount,"")
- o Use =IF(Dr/Cr="Credit",Amount,"")

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Date/Type	Company	Account	Location	BU	Emp	Future	a	b	c	d	Batch	Category	Currency	Amount	Debit	Credit
483	DEBIT	88	610101	30333308	1100	00	0000					Payroll_NGFPayroll	PHP		46,086.05	46,086.05	
484	DEBIT	88	610101	30333309	1100	00	0000					Payroll_NGFPayroll	PHP		29,180.05	29,180.05	
485	DEBIT	88	610101	30333310	1100	00	0000					Payroll_NGFPayroll	PHP		45,798.40	45,798.40	
486	DEBIT	88	610101	30333311	1100	00	0000					Payroll_NGFPayroll	PHP		39,220.00	39,220.00	
487	DEBIT	88	610101	30333312	1100	00	0000					Payroll_NGFPayroll	PHP		20,520.00	20,520.00	
488	DEBIT	88	610101	30343400	1100	00	0000					Payroll_NGFPayroll	PHP		26,876.70	26,876.70	
489	DEBIT	88	610101	30343401	1100	00	0000					Payroll_NGFPayroll	PHP		61,463.40	61,463.40	
490	DEBIT	88	610101	30343402	1100	00	0000					Payroll_NGFPayroll	PHP		26,295.26	26,295.26	
491	DEBIT	88	610101	30343403	1100	00	0000					Payroll_NGFPayroll	PHP		38,454.50	38,454.50	
492	DEBIT	88	610101	30343404	1100	00	0000					Payroll_NGFPayroll	PHP		34,716.91	34,716.91	
493	DEBIT	88	610101	35353501	1100	00	0000					Payroll_NGFPayroll	PHP		40,789.75	40,789.75	
494	DEBIT	88	610101	35353502	1100	00	0000					Payroll_NGFPayroll	PHP		144,535.37	144,535.37	
495	DEBIT	88	610101	35353503	1100	00	0000					Payroll_NGFPayroll	PHP		89,645.20	89,645.20	
496	DEBIT	88	610101	35353505	1100	00	0000					Payroll_NGFPayroll	PHP		116,858.35	116,858.35	
497	DEBIT	88	610101	35353506	1100	00	0000					Payroll_NGFPayroll	PHP		61,912.01	61,912.01	
498	DEBIT	88	610101	35353507	1100	00	0000					Payroll_NGFPayroll	PHP		95,246.33	95,246.33	
499	DEBIT	88	610101	35353508	1100	00	0000					Payroll_NGFPayroll	PHP		78,903.18	78,903.18	
500	DEBIT	88	610101	35353511	1100	00	0000					Payroll_NGFPayroll	PHP		74,307.61	74,307.61	
501	DEBIT	88	610101	35353512	1100	00	0000					Payroll_NGFPayroll	PHP		47,878.56	47,878.56	
502	DEBIT	88	610101	35353515	1100	00	0000					Payroll_NGFPayroll	PHP		35,272.61	35,272.61	
503	DEBIT	88	610101	35353516	1100	00	0000					Payroll_NGFPayroll	PHP		22,997.26	22,997.26	
504	DEBIT	88	610101	35353517	1100	00	0000					Payroll_NGFPayroll	PHP		40,605.63	40,605.63	
505	DEBIT	88	610101	35353518	1100	00	0000					Payroll_NGFPayroll	PHP		30,835.00	30,835.00	
506	DEBIT	88	610101	35353519	1100	00	0000					Payroll_NGFPayroll	PHP		63,148.34	63,148.34	

4.20.b. Highlight then pivot the data in HRPRO sheet. **Click OK.**

	Location	BU	Emp	Future	a	b	Debit	Credit	Source	File Name
3883	05655508	1200	0	0			191.32	191.32	HRPRO	RP 04082024
3884	05655509	1200	0	0			191.32		HRPRO	RP 04082024
3885	05655510	1200	0	0			54.18	54.18	HRPRO	RP 04082024
3886	05655511	1200	0	0			5234.86	5,234.86	HRPRO	RP 04082024
3887	05655512	1200	0	0			5289.04		HRPRO	RP 04082024
3888	05655513	1200	0	0			217.3	217.30	HRPRO	RP 04082024
3889	05655514	1200	0	0			217.3		HRPRO	RP 04082024
3890	05655515	1200	0	0			475.3	475.30	HRPRO	RP 04082024
3891	05655516	1200	0	0			475.3		HRPRO	RP 04082024
3892	05655517	1200	0	0			2064.2	2,064.20	HRPRO	RP 04082024
3893	05655518	1200	0	0			2064.2		HRPRO	RP 04082024
3894	05655519	1200	0	0			277.09	277.09	HRPRO	RP 04082024
3895	05655520	1200	0	0			593.26	593.26	HRPRO	RP 04082024
3896	05655521	1200	0	0			870.35		HRPRO	RP 04082024
3897	05655522	1200	0	0			665.18	665.18	HRPRO	RP 04082024
3898	05655523	1200	0	0			5130.35	5,130.35	HRPRO	RP 04082024
3899	05655524	1200	0	0			3795.53		HRPRO	RP 04082024
3900	05655525	1200	0	0			207.65	207.65	HRPRO	RP 04082024
3901	05655526	1200	0	0			207.65		HRPRO	RP 04082024
3902	05676700	1200	0	0			2213.29	2,213.29	HRPRO	RP 04082024
3903	05676701	1200	0	0			2213.29		HRPRO	RP 04082024
3904	05676702	1200	0	0			15.73	15.73	HRPRO	RP 04082024
3905	05676703	1200	0	0			15.73		HRPRO	RP 04082024

4.20.c. In the new sheet, drag Account field to Rows; Debit and Credit fields to Values.

The screenshot shows the Excel interface with a PivotTable on the left and the PivotTable Fields task pane on the right. The PivotTable has 'Row Labels' in column A, 'Count of Debit' in column B, and 'Count of Credit' in column C. The data rows contain account numbers and their respective counts. The PivotTable Fields task pane on the right shows the 'Credit' field selected under 'Values' and 'Count of Debit' selected under 'Values'.

Row Labels	Count of Debit	Count of Credit
100130	363	363
100136	363	363
110201	363	363
110302	120	120
110906	325	325
110320	212	212
110921	74	74
110326	31	31
110928	8	8
110116	363	363
410101	363	363
410102	341	341
410103	53	53
410106	55	55
410111	222	222
410113	316	316
410120	222	222
410125	43	43

**4.20.d.** Change Count of Debit to Sum. Click Value Field Settings. Choose Sum. Click OK. Repeat for Count of Credit.

This close-up shows the 'Value Field Settings' dialog box for the 'Count of Debit' field. The 'Sum' option is selected under 'Show Data As'. The 'Defer Layout Update' checkbox is unchecked.

Value Field Settings

Source Name: Debit

Custom Name: Sum of Debit

Summarize Values By: Show Values As

**Summarize value field by**

Choose the type of calculation that you want to use to summarize data from the selected field

- Sum
- Count
- Average
- Max
- Min
- Product

Number Format

OK Cancel

4.20.e. Copy the amounts including Total to Account sheet, under HRPRO.

SA, 2024, Jan, 1 - Excel

PivotTable Tools: Design

File Home Insert Page Layout Formulas Data Review View Help

PivotTable: Active Field: Account, Field Settings, Down, Up, Group Selection, Insert Slicer, Insert Timeline, Refresh, Change Data, Select, Fields, Items, & Sets, PivotChart, Recommended PivotTables, Field List, Field Buttons, Field Headings

Row Labels

Row Labels	Sum of Debit	Sum of Credit
100130	52169.06	27018.65
100136	17321875.15	0
110201	0	15374985.8
110302	82468.71	0
110906	2315801.54	0
110320	355154.69	0
110921	82847.14	0
110326	4454.43	0
110928	3548.75	0
110116	0	1742427.8
410101	0	16443994.1
410102	0	2063283.74
410103	0	48995.21
410106	21993.68	0
410111	86507.45	0
410113	47657.5	0
410120	0	449340.48
410125	1172.91	0

PivotTable Fields

Choose fields to add to report

Search

Fields:

- ☒ Credit
- ☐ Source
- ☐ File Name

More Tables...

Drag fields between areas below

Rows: Account

Columns: Values

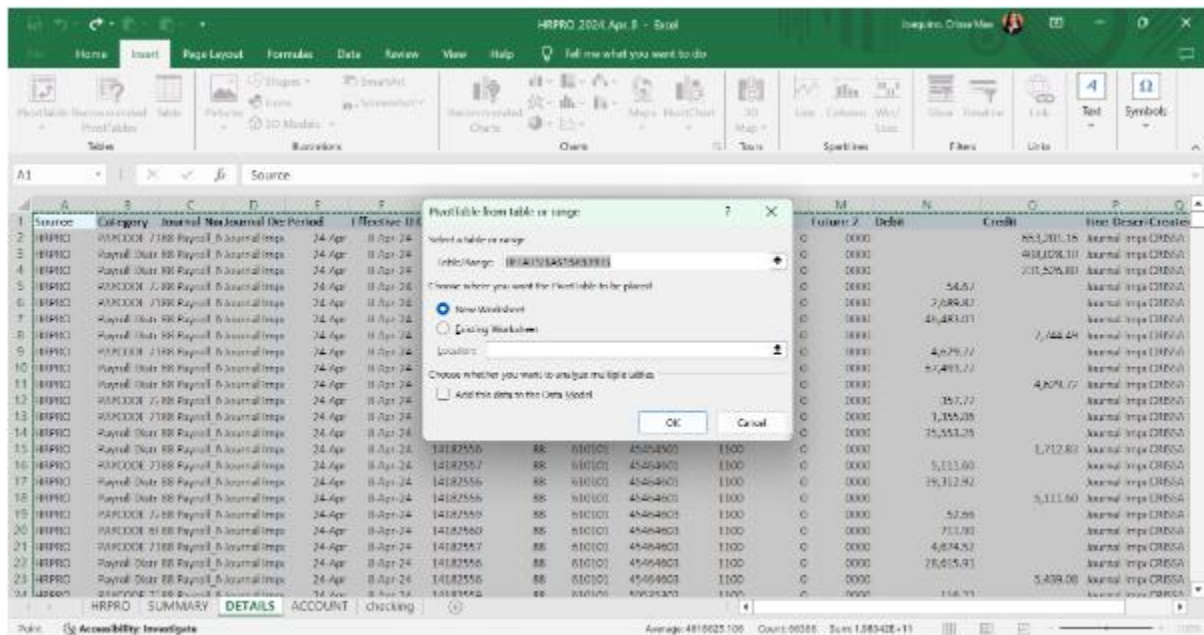
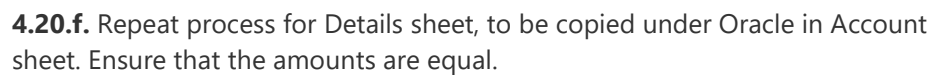
Values: Sum of Credit

Order Layout Update

Update

Sheet2 JDA SUMMARY DETAILS ACCOUNT

Data successfully updated.



HRPRO			ORACLE		
ACCOUNT	DEBIT	CREDIT	ACCOUNT	DEBIT	CREDIT
100100	0.00	25,111,295.00	100100	25,111,295.00	0.00
110000	0.00	65,120,116.00	110000	65,120,116.00	0.00
110001	0.00	7,297.33	110001	7,297.33	0.00
110002	0.00	64,810.35	110002	64,810.35	0.00
110003	0.00	41,854.77	110003	41,854.77	0.00
110004	0.00	38,883.54	110004	38,883.54	0.00
210000	0.00	3,897,210.00	210000	3,897,210.00	0.00
210001	0.00	27,038.77	210001	27,038.77	0.00
210002	0.00	408,078.10	210002	408,078.10	0.00
210003	0.00	731,528.80	210003	731,528.80	0.00
210004	0.00	1,399,210.50	210004	1,399,210.50	0.00
210005	0.00	143,820.00	210005	143,820.00	0.00
210006	0.00	563,949.50	210006	563,949.50	0.00
610000	22,376,340.69	758,962.96	610000	22,376,340.69	758,962.96
610001	854,840.34	0.00	610001	854,840.34	0.00
610002	2,108,250.00	0.00	610002	2,108,250.00	0.00
610003	11,018.22	0.00	610003	11,018.22	0.00
610004	383,814.05	0.00	610004	383,814.05	0.00
610005	2,505,545.16	0.00	610005	2,505,545.16	0.00
610006	768,400.00	0.00	610006	768,400.00	0.00

4.21. Send email to GL team cc ASPEN to notify of successful upload.

**Payroll**
Period 12 (NORMAL PAY)

Laarni Lincaro

To: Christian Paul O. Garrido; Benologa, Mary Kathleen; Chiessa Irish Sabas  
Cc: Shiela Bolotaulo; Joaquin, Crissa Mae; Czarina Bianca D. San Diego

Tue 7/9/2024 10:01 AM

HRPRO\_2024\_July\_8\_NOR.xlsx  
871 KB

Hi all,

This is to confirm that GL flat file for PP12 has been interfaced. Kindly post to Oracle. For your validation, kindly see attached file.

Thank you!

Regards,  
Laarni

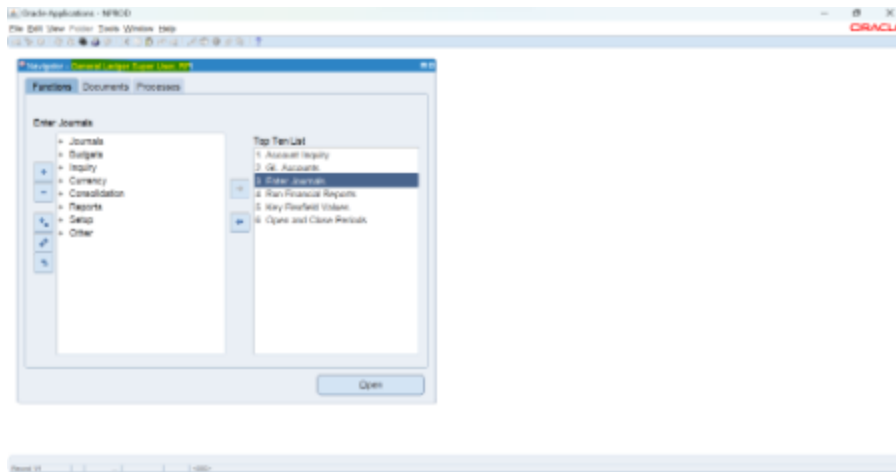
\*GL team is in charge of posting the payroll transactions.

## 5. Access Permissions

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

5.5. User must have access to the General Ledger Super User, RPI responsibility to be able to interface the HRPRO flat files. This is assigned by IT - Oracle Applications team.





## 6. File Structure

### 6.1. .HRPRO flat file

No	Column Name	Description	Data Type	Req?
1	ACCTG_DATE	Accounting Date	Date	Y
2	ACCOUNT_TYPE	"Debit" or "Credit"	VARCHAR2(10)	Y
3	SEGMENT1	Company	VARCHAR2(25)	Y
4	SEGMENT2	Account	VARCHAR2(25)	Y
5	SEGMENT3	Location	VARCHAR2(25)	Y
6	SEGMENT4	Department	VARCHAR2(25)	Y
7	SEGMENT5	Employee ID	VARCHAR2(25)	Y
8	SEGMENT6	Future	VARCHAR2(25)	Y
9	SEGMENT7	Extra field only	VARCHAR2(25)	N
10	SEGMENT8	Extra field only	VARCHAR2(25)	N
11	SEGMENT9	Extra field only	VARCHAR2(25)	N
12	SEGMENT10	Extra field only	VARCHAR2(25)	N
13	JOURNAL_NAME	Journal Name	VARCHAR2(100)	Y
14	CATEGORY_NAME	Category Name	VARCHAR2(100)	Y
15	CURRENCY_CODE	Currency Code	VARCHAR2(15)	Y
16	AMOUNT	Amount	NUMBER	Y
17	SOURCE_REFERENCE	Source Reference (JDA)	VARCHAR2(100)	Y
18	FILENAME	Text Filename	VARCHAR2(100)	Y

Y = required field

## 7. Schedule

**7.1.** HRPRO Interface is performed **per payroll period (8th and 23rd)**.

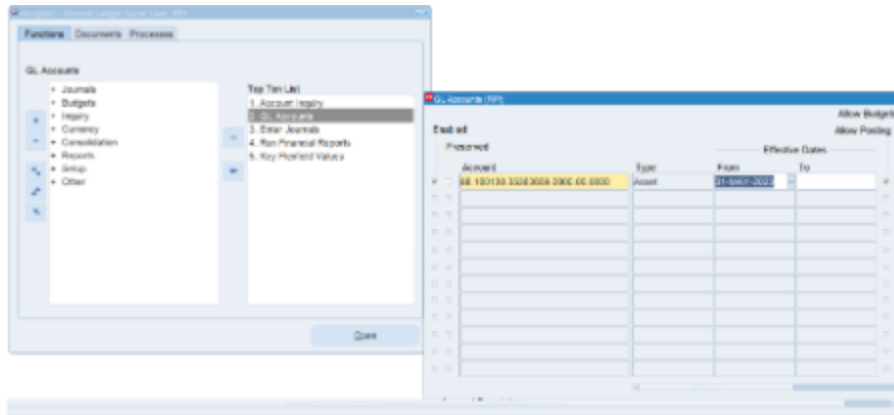
**7.2. HRPRO flat file** is provided by ASPEN to IT. IT uploads the HRPRO flat file the same day. Email notification of successful upload on the same day. SLA (turnaround time) P4 = 5 days

## 8. Troubleshooting

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

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





Run the RPI GL Journal Interface Main for these flat files again.

-ERROR: Journal name already exists in main table...

```
... 1. Processing file: RPI04062024_082334.hrpro2e
Upload FAILED... 1. Journal Name: Payroll_NOR_2024_06
ERROR: Journal name already exists in main table...
Upload FAILED... 2. Journal Name: Payroll_NOR_2024_06
ERROR: Journal name already exists in main table...
Upload FAILED... 3. Journal Name: Payroll_NOR_2024_06
ERROR: Journal name already exists in main table...
Upload FAILED... 4. Journal Name: Payroll_NOR_2024_06
ERROR: Journal name already exists in main table...
Upload FAILED... 5. Journal Name: Payroll_NOR_2024_06
ERROR: Journal name already exists in main table...
Upload FAILED... 6. Journal Name: Payroll_NOR_2024_06
ERROR: Journal name already exists in main table...
```

The HRPRO flat file has already been uploaded. Confirm by searching for the journal name in Enter Journals.

**8.1.e.** For issues like the RPI GL Journal 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)>