



PeopleSoft

ACCOUNTS PAYABLE 9.2 FEATURES

TRAINING GUIDE

PEOPLESOFT FDM FOR EDUCATION AND GOVERNMENT
PEOPLESOFT ACCOUNTS PAYABLE
APRIL 2016

VERSION CONTROL

Date	Task	Owner	Description
01/01/2016	Created	Barbara Doss	Created Document for Delta Version 9.2
04/07/2016	Complete	Barbara Doss	New Documentation Complete

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INTRODUCTION

This Accounts Payable 9.2 Features Training document is designed to help prepare you for the PSFIN Upgrade to version 9.2. The guide details those processes that have changed due to the upgrade. It does not cover every task and process in the module. This is a living document and will be updated as various business process decisions are made.

Reminders of Current Features

- Personalizations
 - Upgrades bring the system to a “default” status. After the upgrade, you must reset any personalizations you may have had prior to the upgrade.
- Changes that became effective with the change to IE11 and Office 2010 (10/2015)
 - These changes include the nVision web drill bug from Oracle/Microsoft that require users to open an IE11 session prior to launching PeopleSoft and running a nVision report.

PEOPLESOFT PAYABLES 9.2 FEATURES (GO-LIVE)

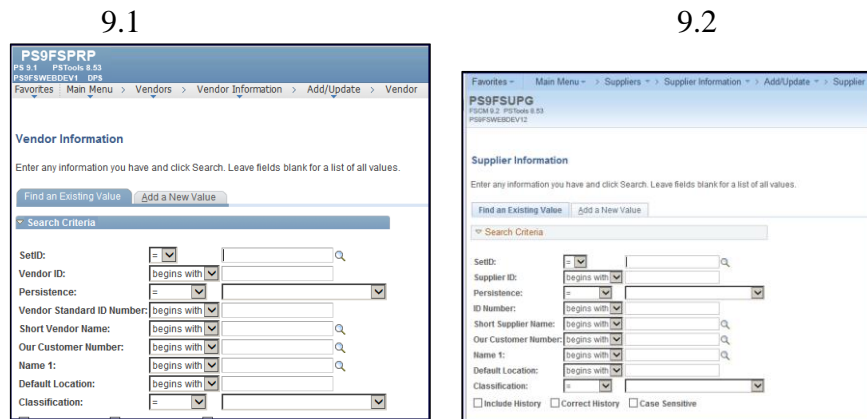
9.2 Look & Feel

Design of the menu has changed in version 9.2.

Suppliers vs. Vendors

Suppliers

Vendors are now referred to as *Suppliers* in PSFIN v9.2. The exception is the underlying PeopleSoft tables and fields. You will still find the term “vendor” there. Keep this in mind as you build queries.



Vouchers

Supplier Address - Vouchers

On the Invoice Information page, you can now hover over the supplier name to view the supplier address.

Voucher Entry – Add a New Value

You can now create a voucher using a PO number at the initial voucher entry page.

Voucher Entry – Invoice Information

New/Different Items on this page include:

The screenshot displays the PSFIN v9.2 Accounts Payable interface. At the top, there are tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Invoice Information' section includes fields for Business Unit (AMCNO), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Accounting Date (04/07/2016), Basis Date Type (Inv Date), Supplier ID, ShortName, Location, and Address. A red box labeled '1' highlights the 'Invoice Received' field. The 'Invoice Total' section shows Line Total (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00). A red box labeled '4' points to the 'Supplier Hierarchy' link in the right-hand menu. Below the invoice information, there are buttons for 'Save', 'Save For Later', 'Run', 'Calculate', and 'Print'. A red box labeled '2' highlights the 'Save For Later' button. A red box labeled '2c' highlights the 'Incomplete Voucher' checkbox. A red box labeled '3' highlights the 'Copy From Source Document' button. The 'Invoice Lines' section shows a table with columns for Line, *Distribute by, Item, Quantity, UOM, Unit Price, Line Amount, SpeedChart, Ship To, Description, and Packing Slip. A red box labeled '1' highlights the 'Copy Down' checkbox. Below the invoice lines, there is a 'Distribution Lines' section with a table showing columns for GL Chart, Exchange Rate, Statistics, Assets, Line, Merchandise Amt, Quantity, *GL Unit, Account, Oper Unit, Fund, Dept, Program, Class, Product, PC Bus Unit, and Project. A red box labeled '1' highlights the 'Copy Down' checkbox. At the bottom, there are buttons for 'Notify', 'Refresh', 'Add', and 'Update/Display'.

1. *Invoice Received*: Date invoice was received (optional)
2. *Save for Later*: Incomplete Vouchers
 - a) Allows saving an incomplete voucher. Users can search on the incomplete status, identify incomplete vouchers and complete them when appropriate.
 - b) You can 'save for later' an incomplete voucher when line amount does not match Header/Invoice Total
 - c) Indicates whether the voucher is incomplete or not. The Incomplete check box will be selected when you click the ***Save for Later*** button. Clicking the ***Save*** button will deselect the check box.

- d) The Voucher Search and the Voucher Inquiry components allow the user to search by the Incomplete voucher check box.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of a

Find an Existing Value Keyword Search Add a New Value

Search Criteria

Business Unit: = [v] LAKMC [m]

Voucher ID: begins with [v] 00

Invoice Number: begins with [v]

Invoice Date: = [v] [m]

Short Supplier Name: begins with [v]

Supplier ID: begins with [v] [m]

Supplier Name: begins with [v]

Voucher Style: = [v] [v]


Related Voucher: begins with [v]

Entry Status: = [v] [v]

Voucher Source: = [v] [v]

Incomplete Voucher: = [v] [v]

Case Sensitive **Complete Voucher**
Incomplete Voucher

- e) An incomplete voucher is not eligible for matching, budget checking, or posting.
 - f) Voucher ID validations, currency and the currency exchange data validations are done for the incomplete vouchers.
 - g) Incomplete vouchers are not picked up by voucher build process.
3. Copy From Source Document: This is now hidden. You must click the arrow to expand this section. 
 4. Supplier Hierarchy: This feature will be available post go-live.

Vouchers Entry – Payments - Supplier Payment Hold

On the Payment Information section of Voucher - Payments page, the information icon appears if the supplier’s payment is placed on Hold Payment for the remit to supplier selected. It prompts the user that the particular supplier’s payment is on hold in the Supplier Profile.

Voucher Payment tab

9.1

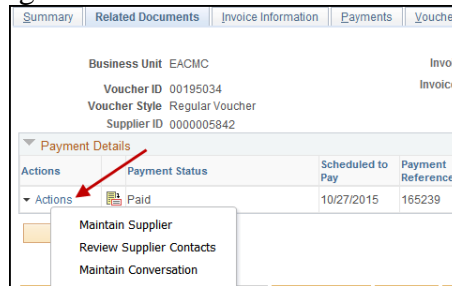
9.2

The Supplier Profile can be found at Supplier > Location > Payables > Additional Payables Options.

Voucher Actions

You now have the option to select “Actions” from various pages to review additional information about the record. Depending on the record being viewed, the additional information can include Supplier info, chartfields, contacts, conversations, etc.

Examples of a page are shown below:



Voucher Inquiry Actions

Accounting Entries, Match Workbench and Payment Information are now available under the Action link.

9.1

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Short Vendor Name
LAKMC	00060974	401557	02/03/2009	0000002883	Postable		Matched			PON FOOD CORPO

9.2



Voucher Mass Maintenance (Supervisor Level and Above)

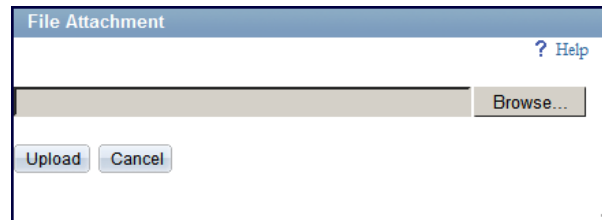
PeopleSoft Payables 9.2 improves overall performance of managing changes to large quantity of vouchers in Mass Voucher Maintenance through the use of chunking technology. Users can now search, close, un-post, change and delete multiple vouchers at once in very large quantities.

Attachments

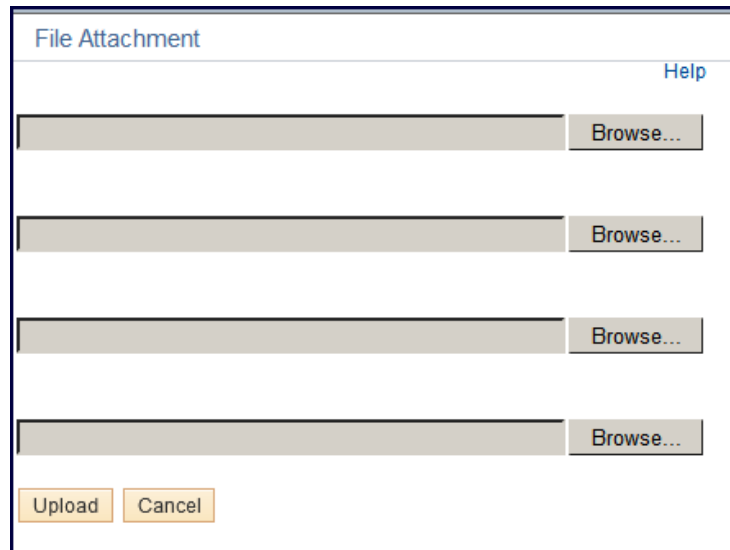
PeopleSoft Payables 9.2 extends the attachments capability as follows:

- ✓ Voucher and Quick Invoice – The user can load multiple attachments at the header.

9.1



9.2



Matching

Match Exceptions Analysis

This feature provides visibility into the invoice matching history for better supplier, buyer, and rules analysis. The matching history data is useful for supplier contract negotiations and minimizes matching errors. The system stores all exceptions from the previous matching process.

Match Exceptions Analysis
 Enter the period and select the Group by Supplier, Rule or Buyer to view the Exceptions

Search Criteria

From Year: 2016 To Year: 2016
 From Month: 02 - February To Month: 02 - February
 *Group By: Supplier

Additional Options

Supplier SetID: SHARE
 From Supplier ID: To Supplier ID:

Maximum number of rows to return (e.g. 300): 300

Search Clear

Exceptions grouped by Supplier

Supplier SetID	Supplier ID	Supplier Name	Total Exceptions	Total Rules with Exceptions	Details	Rule ID with most Exceptions	Number of Exceptions
SHARE	0000002440	OFFICE DEPOT	2	2		RULE_R500	1

Matching History

The matching history helps users to reduce the time to fix errors. Errors are identified as internal or external, users are positioned to offer buyer support when necessary in order to reduce repetitive errors as well as to provide critical information to buyers when renegotiating contracts with suppliers.

Summary | Related Documents | Invoice Information | Payments | **Voucher Attributes** | Error Summary

Business Unit: LSUSH Invoice No: 881993694
 Voucher ID: 00163226 Invoice Date: 11/22/2004
 Voucher Style: Regular Voucher
 Total: 802.37

Voucher Processing

Post Voucher Close Voucher
 Revalue Voucher Delete Voucher

Accounting Instructions

Account At: Net *Template: STANDARD

Match Action

Match Due Date: 11/22/2004 *Status: Matched
 Match Action Comments: Pay UnMatched

[Match Action History](#)

Match Action History

Business Unit	Voucher ID	Match Action	Comments	User ID	Action Date Time
LAKMC	00113862				

OK Cancel Refresh

Match Exceptions

Although version 9.1 Match WorkBench had columns for “Overridden By and Date, the data was not shown.

Version 9.2 now shows the date a match exception was overridden and the User ID of the person who completed the override.

9.1

	Voucher line amt > Sum of received amount						
	Voucher quantity is greater than accepted qty	Override	Other				
	Voucher quantity does not equal sum of receipt qty	Override	Other				
	Life to date voucher qty is greater than PO qty	Override	Other				
	Life to date voucher amount is greater than PO amt	Override	Other				
	Life to Date > Sched Amt + % ext tol						
	Life to Date > Sched Amt + ext amt tol						

9.2

	Voucher line amt > Sum of received amount						
	Voucher quantity is greater than accepted qty						
	Voucher quantity does not equal sum of receipt qty	Override	Other		BDOSS		02/03/2016 12:58:06PM
	Life to date voucher qty is greater than PO qty	Override	Other		BDOSS		02/03/2016 12:58:14PM
	Life to date voucher amount is greater than PO amt	Override	Other		BDOSS		02/03/2016 12:58:18PM
	Life to Date > Sched Amt + % ext tol						
	Life to Date > Sched Amt + ext amt tol						

Processes

Document Tolerance

No changes

Budget Checking

No changes.

There are seven sources. The two sources highlighted below are not used.

View 100	First	1-7 of 7	Last
Source	Transaction Type	Description	
AP ACCTDSE		Voucher - Discount Earned	
AP ACCT LN		Voucher (Gain, Loss, Close)	
AP ACENC		Voucher Accrual Encumbrance	
AP ACEXP		Voucher Accrual Expense	
AP ACTDSEC		Voucher - Disc Earn - PO close	
AP VCHR NP		Voucher (Non-Prorated Item)	
AP VOUCHER		Voucher	

Voucher Post

No changes

Payment Post

No changes

Pay Cycles**Pay Cycle Performance Improvement**

PeopleSoft Payables 9.2 allows users to execute up to 999 Pay Cycles simultaneously for express payments, thus, expediting data flow in order to recognize discounts and reduce liabilities.

Deactivate Pay Cycles

Inactivating a pay cycle does not delete the pay cycle.

An inactivated pay cycle can be activated any time.

Last changed displays the last changed date, time, and the operator id.

Select the desired check box to activate or inactivate the pay cycle.

NOTE: Users must have security to run pay cycles in order to perform Activation and Deactivation.

Deactivate Pay Cycle

Pay Cycle BRFEP EPIC HOSPITAL BILLING

Active

inactive

Last changed: 02/19/2016 1:04PM BDOSS

Payment Selection Criteria

See highlighted changes below.

Dates Tab

The Business Day Validation section is relabeled *Use Business Calendar*. This tab now includes a *Created On* section.

Preferences Tab

Print Email ACH/EFT Advice: LSUSH uses a custom program.

Report Output: LSUSH uses a custom program

Minimum Amount Limits: 9.2 includes the ability to set up a minimum amount per payment method or pay cycle. The Pay Cycle will produce payments only when the total of the pay cycle meets or exceeds the Per Pay Cycle amount that is entered. The minimum per payment amount must be equal or less than the minimum per pay cycle amount. Individual payments that do not meet or exceed the Per Payment amount will not be processed by this pay cycle.

Source / BU tab

No change

Bank/Method tab

No change

Pay Group/Netting tab

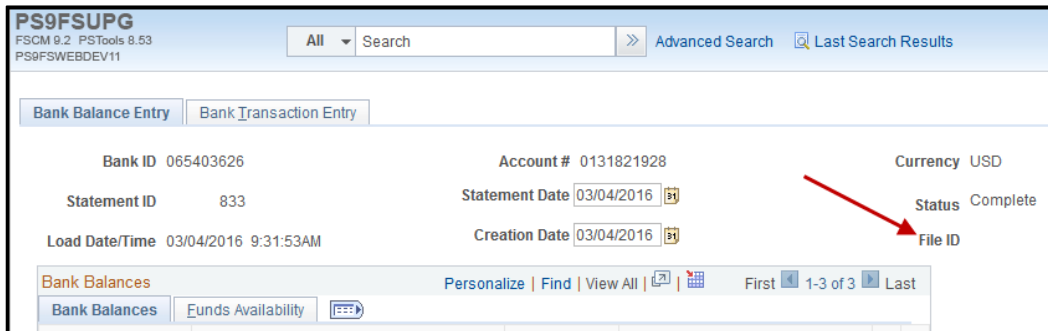
No change

Draft options tab

No change

Bank Reconciliation (*LSUSH only*)

The Bank Balance Entry page now displays the bank statement number (File ID) provided by the bank. This field is populated during import of BA12, MT940, and FINSTA statements and is display-only.

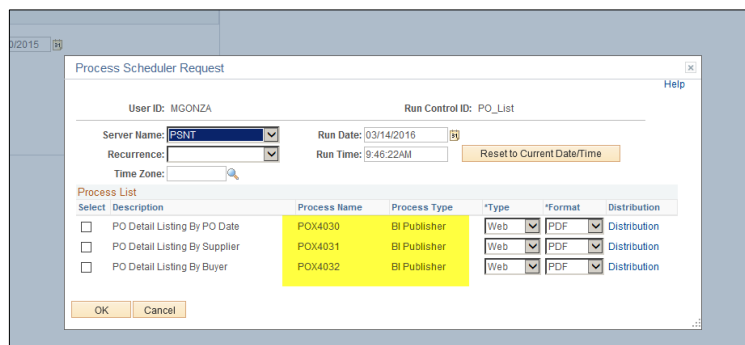


Report Output – Crystal now BI Publisher

Available Reports and Queries

The Crystal Reports tool is replaced with BI Publisher versions of the reports. PeopleSoft has updated the tool utilized for the delivered system reports from Crystal to BI Publisher. The Crystal versions are no longer available from the menu navigation. Users should expect to see the same output. The Process Name and Type are updated to BI Publisher as noted in the screenshot below.

Please note that the LSUHSC custom Crystal Reports from the launcher are not impacted by this update and are still available for use via Process Scheduler Request.



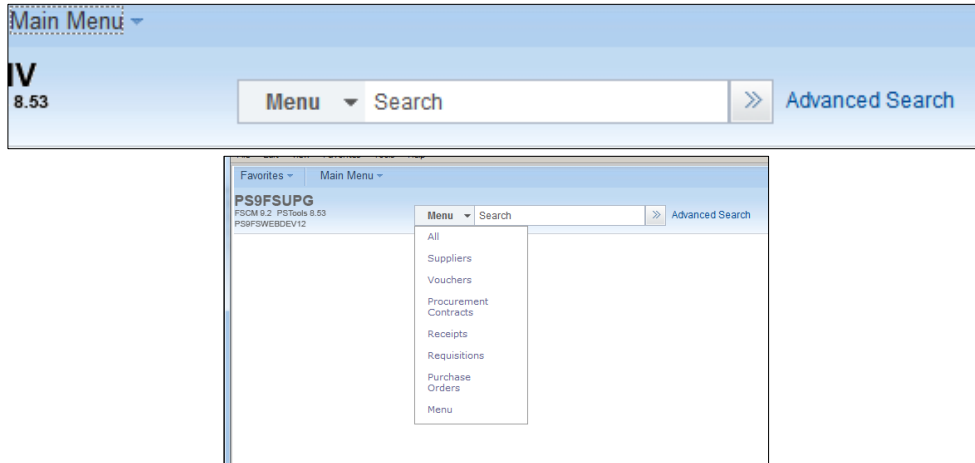
Process Name	9.2 Report Name Description	Modified	Type	View Results
APS8001J	Voucher Activity	Yes	PSJob	PSJob – Process Monitor
APS8002J	Disbursement	No	BI Publisher	Report Manager
APX1010	Voucher Register	No	BI Publisher	Report Manager
APX1011	Control Group Register	No	BI Publisher	Report Manager
APX1020	Posted Vouchers	No	BI Publisher	Report Manager
APX2000	Payment History by Supplier	No	BI Publisher	Report Manager
APX2001	Payment History By Payment (Pymt Register)	No	BI Publisher	Report Manager
APX2004	Payment History by Bank	No	BI Publisher	Report Manager
APX2015	Payment Aging by Bank	No	BI Publisher	Report Manager
APX2030	Trial Register	No	BI Publisher	Report Manager
APX2031	Schedule Register	No	BI Publisher	Report Manager
APX2050	Payment History By Payment Method	No	BI Publisher	Report Manager
APX2052	Payment Aging by Supplier	No	BI Publisher	Report Manager
APY1090	Match Exceptions	Yes	BI Publisher & Crystal	Crystal – Process Monitor
APY1400	Open Liability Data & Report	No	BI Publisher & PSJOB	PSJob – Process Monitor
APY1406	Payables Open Liability	No	BI Publisher & PSJOB	PSJob – Process Monitor
APY1408	Supplier Liability Aging Data & Report	No	BI Publisher & PSJOB	PSJob – Process Monitor
APY1410	AP/GL Journal Recon Report	No	BI Publisher & PSJOB	PSJob – Process Monitor
APY1420	AP_GL Acct Recon Data & Report	No	BI Publisher & PSJOB	PSJob – Process Monitor
APX3012	Withholding Control Report	No	BI Publisher	Report Manager
MISMATCH	Withhold Voucher/Supplier MisMatch	No	BI Publisher PS Job Application Engine	PSJob – Process Monitor
DUP_VNDR	Duplicate Supplier Report	Yes	PSJob	PSJob – Process Monitor
FSX3000	Bank Statement Register - Auto Recon Input file Register	Yes	BI Publisher	Old Name: FIN3000 Report Manager

<i>Process Name</i>	<i>9.2 Report Name Description</i>	<i>Modified</i>	<i>Type</i>	<i>View Results</i>
FSX3001	Auto Reconciliation Exceptions	Yes	BI Publisher	Old Name: FIN3001 Report Manager
FSX3002	Auto Recon Errors Report	Yes	BI Publisher	Old Name: FIN3002 Report Manager

PEOPLESOFT PAYABLES 9.2 FEATURES (POST GO-LIVE)

SES Global Search

Secure Enterprise Search (SES) provides a free text search across multiple objects and multiple instances within PeopleSoft via the Global Search Bar located at the “header” or top of the page. It includes a basic search, advanced search and a selection box to narrow the search to several specific components within PeopleSoft.



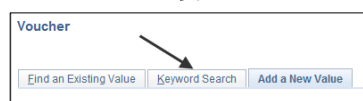
SES Keyword Search

The SES Keyword Search is an additional feature released within the Purchase Requisition, Purchase Orders, Procurement Contracts, Suppliers, Receipts, Asset Entry, **Voucher Entry**, and Journal Entry components. When adding a new value or searching for an existing one, the new Keyword Search tab appears. It provides additional fields on which you may search to locate the desired document.

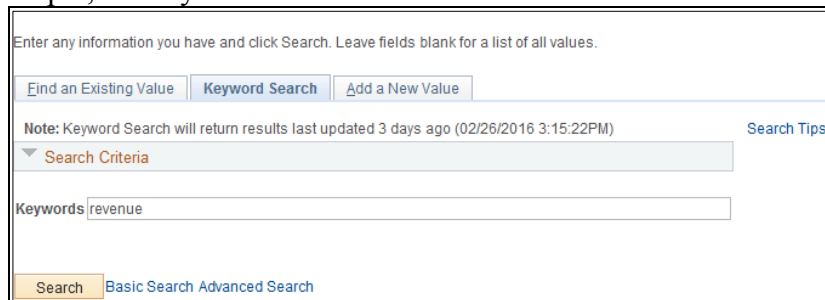
9.1



9.2



In this example, the keyword is “revenue”



The following screenshot displays the Keyword “Advanced Search” tab from a voucher search results with filters.

Keywords: revenue

Search: Basic Search **Advanced Search**

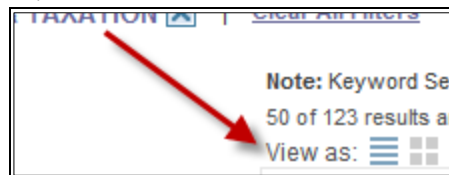
Search Results: INTERNAL REVENUE SERVICE UMCLA [Clear All Filters](#)

Filter by: **Business Unit** (UMCLA (305))

Note: Keyword Search will return results last updated 4 days ago (02/26/2016 3:15:22PM)
300 of 305 results are displayed.
View as: [List Icon] [Table Icon] [Grid Icon]
View 100

Invoice Date	Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Incomplete Source	Voucher
2013 (34)	UMCLA	00148536	00148536	388.06	388.06	12/17/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
2012 (86)	UMCLA	00148537	00148537	502.61	502.61	12/17/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
2011 (135)	UMCLA	00148538	00148538	50	50	12/17/2010	INTERNAL-001 0000022105	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
2010 (50)	UMCLA	00146502	00146502	475.12	475.12	11/05/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00146503	00146503	402.38	402.38	11/05/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00146504	00146504	518.62	518.62	11/05/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00145875	00145875	521.68	521.68	10/22/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00146506	00146506	50	50	11/05/2010	INTERNAL-001 0000022105	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00145876	00145876	404.67	404.67	10/22/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00145877	00145877	518.84	518.84	10/22/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00145222	00145222	475.12	475.12	10/08/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00145223	00145223	422.44	422.44	10/08/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00148945	00148945	386.57	386.57	12/29/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00148946	00148946	554.46	554.46	12/29/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00148948	00148948	50	50	12/29/2010	INTERNAL-001 0000022105	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00147219	00147219	400.72	400.72	11/19/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00147220	00147220	524.97	524.97	11/19/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00147222	00147222	50	50	11/19/2010	INTERNAL-001 0000022105	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00147925	00147925	409.04	409.04	12/03/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00147926	00147926	532.91	532.91	12/03/2010	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00147928	00147928	50	50	12/03/2010	INTERNAL-001 0000022105	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00165249	00165249	176.07	176.07	12/02/2011	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00165250	00165250	321.46	321.46	12/02/2011	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00165251	00165251	476.23	476.23	12/02/2011	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00165252	00165252	463.45	463.45	12/02/2011	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00165253	00165253	80	80	12/02/2011	INTERNAL R-002 0000010373	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	
	UMCLA	00165254	00165254	50	50	12/02/2011	INTERNAL-001 0000022105	INTERNAL REVENUE SERVICE	Regular	(blank)		Postable	EDI	

Once results are displayed, the display can be changed to “display by list format” by selecting the **View As** link.



Search Results

LA DEPT OF REVENUE | [Clear All Filters](#)

Filter by: **Business Unit** (EKLMC (45), WSTMC (36), UMCLA (28))

Note: Keyword Search will return results last updated 3 days ago (02/26/2016 3:15:22PM)
50 of 109 results are displayed.
View as: [List Icon] [Table Icon] [Grid Icon] [Page Navigation: 1 2 3 4 5]

[Voucher - EKLMC | 00232912](#)
Last Updated Date: 2012-10-03 00:00:00
Supplier: LA DEPT OF REVENUE | Date: 2012-10-05 | Style: Regular Voucher | Amount: 163.36 USD | Entered By: TNGUYE | Invoice ID: 00232912 | Entry Status: Postable | Source: EDI

[Voucher - EKLMC | 00232246](#)
Last Updated Date: 2012-09-19 00:00:00
Supplier: LA DEPT OF REVENUE | Date: 2012-09-21 | Style: Regular Voucher | Amount: 160.93 USD | Entered By: TNGUYE | Invoice ID: 00232246 | Entry Status: Postable | Source: EDI

[Voucher - EKLMC | 00230599](#)
Last Updated Date: 2012-09-04 00:00:00
Supplier: LA DEPT OF REVENUE | Date: 2012-07-31 | Style: Regular Voucher | Amount: 41 USD | Entered By: CLEFF | Invoice ID: 07412 | Entry Status:

From here you can select the right side arrow bar for more actions

Filter by

Business Unit
 EKLMC (45)
 WSTMC (36)
 UMCLA (28)

Invoice Date
 2013 (9)
 2012 (48)
 2011 (37)
 2010 (15)

Supplier Name
 LA DEPT OF REVENUE (109)

Voucher Source

Note: Keyword Search will return results last updated 3 days ago (02/26/2016 3:15:22PM)
 50 of 109 results are displayed.

View as: [List Icon] [Grid Icon]

[Voucher - EKLMC | 00232912](#)
 Last Updated Date: 2012-10-03 00:00:00
 Supplier: LA DEPT OF REVENUE | Date: 2012-10-05 | Style: Regular Voucher | Amount: 163.36 USD | Entered By: [Name] | Entry Status: Postable | Source: EDI

[Voucher - EKLMC | 00232246](#)
 Last Updated Date: 2012-09-19 00:00:00
 Supplier: LA DEPT OF REVENUE | Date: 2012-09-21 | Style: Regular Voucher | Amount: 160.93 USD | Entered By: [Name] | Entry Status: Postable | Source: EDI

[Voucher - EKLMC | 00230599](#)
 Last Updated Date: 2012-09-04 00:00:00
 Supplier: LA DEPT OF REVENUE | Date: 2012-07-31 | Style: Regular Voucher | Amount: 41 USD | Entered By: CLEES | Invoice ID: 0712 | Entry Status: Postable | Source: Online

[Voucher - EKLMC | 00231555](#)

Dropdown menu options:
 Approve Voucher
 Close Voucher
 UnPost Voucher
 Voucher Build Error Detail
 Voucher Build
 Voucher Posting
 Review Document Status

Pay Cycle Summary Metrics (New To You!)

This option is not new to 9.2. Although it is labeled as *Summary Metrics* in 9.1, it is now labeled as *Pay Cycle Summary Metrics* in 9.2.

Pay Cycle Summary Metrics provides analysis of payments. Users can retrieve data for a single or multiple Pay Cycles and by currency. Users can also specify the dates in which they want to view the data. Additionally, users can filter by bank code, payment method, bank account and business unit, allowing users to analyze data more quickly.

You should currently have appropriate access as security is set via pay cycle security.

Navigation: Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Summary Metric

System: PS9FSCNV
 FSCM 9.2 PSTools 8.53
 PS9FSWEBDEV11

Search: All Search [] Advanced Search

Pay Cycle Summary Metric

Chart Selection Criteria

Select a Pay Cycle and a Currency Code.

*Pay Cycle: SHDP *Currency Code: USD US Dollar

*Chart Type: Horizontal Bar Draw Chart

Payments by Bank and Method

Bank: SHRF

Amount: 0K, 30K, 60K, 90K, 120K, 150K, 180K

Vouchers

Business Unit	Voucher ID	Paid Amount	Payment Method	Supplier Name	Bank Code	Bank Account
LSUSE	00236409	3,875.00	System Check	Kathryn Zimmerman	SHRF	SHRF
LSUSE	00236408	2,872.00	System Check	ROBERT H. VANDERBERG	SHRF	SHRF
LSUSE	00236407	500.00	System Check	ASHLEY N SWORDS	SHRF	SHRF
LSUSE	00236406	500.00	System Check	MARY SPRING	SHRF	SHRF

Supplier Hierarchy

Supplier Hierarchy functionality the ability to easily identify Supplier (vendor) information via an overview, or snapshot, of the overall supplier information without going through several system components to get different types of information. This provides quick access, with limited navigation to various summary items on the supplier, with the ability to drill down to get more information (in most cases).

Helpful items include:

- ✓ Supplier data item information (last update/modified summary, remit address info, various status fields, etc.)
- ✓ Supplier data field information (current balance, overdue payments, scheduled payments, discount taken, aging balance, recurring voucher released amount)
- ✓ Supplier Relationships (parent/child hierarchy if defined) in a graphical format. This is helpful when trying to research supplier questions or when internal questions arise related to a supplier's current status/balance.

Taxpayer Identification Numbers (TIN) Validation

Automates the validation of the Taxpayer Identification Number (TIN) with the IRS, Payables enables users to automatically generate the file to match with the IRS, and update the vendor with the new status. To streamline the TIN validation process and reduce the cost of the control requirement, PeopleSoft Payables 9.2 automates the validation of the Taxpayer Identification Number (TIN). PeopleSoft Payables 9.2 enables users to generate the file automatically to match with the Internal Revenue Service. Users can leverage the IRS bulk validation process of the TINs number by providing a file to the IRS website. When the IRS validation process is complete, the users are able to load and automatically update the matching status in the supplier records. If the TINs do not match, the user is able to email all unmatched suppliers to the IRS, requesting a W9 to check the TIN.

Payment Request

PeopleSoft Payables 9.2 provides the ability for users to enter payment requests such as non-PO, miscellaneous, and other expenses into PeopleSoft. It uses a stepped approach to guide the user through entry, and comes delivered with pages to monitor the status of the request as it goes through processing. Users outside of Accounts Payable can initiate and submit a non-purchase order invoice without assistance from the Payables staff.

Once the request for payment submitted, a voucher will be created behind the scenes and voucher moved into workflow.

“Saved” Payment Request can be cancelled by creator.

NOTE:

LSUSH will need to:

1. **Determine the Payment Request Workflow routing.**
2. **Review the ability to set special check handling (such as hold for pick-up), and to display payment information without requiring multiple, complex steps to find the information (none of these are currently part of the delivered functionality).**

Sample of Payment Request Center

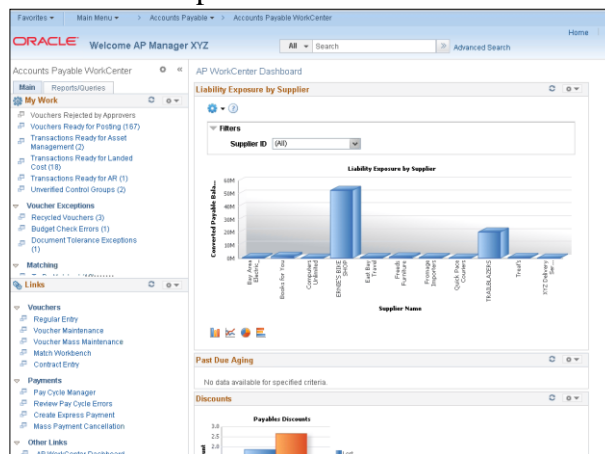
The screenshot shows the 'Payment Request Center' interface. At the top, there is a 'Request Summary' section with a date range filter set to 'From 01/24/2015 to 04/24/2015'. Below this is a table with columns 'Display', 'Status', and 'Number of Requests'. The table shows two rows: 'Approved' with 5 requests and 'Vouchered' with 15 requests. To the right, there is a 'Recent Messages' section with the text 'No Recent Messages'. Below the summary is a 'Create' button and a 'Requests' section containing a table of request details.

Request ID	Entered Datetime	Supplier ID	Supplier	Description	Total Amount	Currency	Request Status	Business Unit	Voucher ID	Scf Pay
0000000026	04/24/2015 10:04AM	0100001342	ADVANCED COMPUTER SOLUTIONS	Computer software	250.00	USD	Approved	COLUM		
0000000024	04/23/2015 2:53PM	0001005512	...	1.3	300.00	USD	Approved	COLUM		

Payables WorkCenter

PeopleSoft Payables 9.2 introduces the WorkCenter to accelerate the rate at which users can accomplish their day-to-day jobs. WorkCenters are configurable pages that bring together the PeopleSoft elements that users require for the most of their primary responsibilities within a module. Users will only see links to the tasks they have security to perform.

Sample of AP WorkCenter



Key components of the Accounts Payable WorkCenter include:

- **My Work** - This pre-seeded pagelet gives payable users visibility into the most critical pieces of their job. Users know exactly what they should be working on at a given time, including managing approvals and exceptions for vouchers and payments. This pagelet includes three areas of work: voucher, payments and suppliers. The voucher section includes voucher-related tasks status such as voucher exceptions and matching errors. The payment section includes payments-related tasks status such as schedule payments on holds and pay cycle manager. The supplier section includes supplier approval. Each task has its own set of related actions that can be taken on one or multiple transactions. It populates approver email addresses and transaction details on the email used to alert approvers.
- **My Links** - This pre-seeded pagelet enables payables users to navigate to key components of the application. Organizations can personalize the pagelet to include additional internal or external links as well as new categories.
- **Queries** - This pagelet includes access to query manager and any public or private queries that the user can access. Query output can be viewed in the transaction area.
- **Reports and Processes** - This pagelet includes access to key processes and reports that users need to execute and have access to. Users can also view the PeopleTools Reporting Console if they have appropriate security access.

Electronic Workflow

The ability to do an electronic workflow will eliminate a manual paper based process and replace it with a new business process for approvals.

Workflow Approvals

*****None established yet.**

Pivot Grids (*New To You!*)

Mobile Applications

PeopleSoft delivers access from mobile devices. You can log into the PeopleSoft system from a mobile device, such as a tablet or smart phone and access Journal Entries, Vouchers, Purchase Orders and Requisitions.