PeopleSoft

ACCOUNTS PAYABLE 9.2 FEATURES

TRAINING GUIDE

PEOPLE SOFT FDM FOR EDUCATION AND GOVERNMENT
PEOPLE SOFT ACCOUNTS PAYABLE
APRIL 2016
### VERSION CONTROL

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>Owner</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2016</td>
<td>Created</td>
<td>Barbara Doss</td>
<td>Created Document for Delta Version 9.2</td>
</tr>
<tr>
<td>04/07/2016</td>
<td>Complete</td>
<td>Barbara Doss</td>
<td>New Documentation Complete</td>
</tr>
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</table>
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Version: 1.1

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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.
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.

9.1

9.2

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:
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.

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 expend 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

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**

**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.

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.
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.
**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

9.2

**Processes**

**Document Tolerance**

No changes

**Budget Checking**

No changes.

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

![Dates Tab](image)

**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.

![Preferences Tab](image)

**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.
<table>
<thead>
<tr>
<th>Process Name</th>
<th>9.2 Report Name Description</th>
<th>Modified</th>
<th>Type</th>
<th>View Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>APS8001J</td>
<td>Voucher Activity</td>
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<td>PSJob</td>
<td>PSJob – Process Monitor</td>
</tr>
<tr>
<td>APS8002J</td>
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<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
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<tr>
<td>APX1010</td>
<td>Voucher Register</td>
<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
</tr>
<tr>
<td>APX1011</td>
<td>Control Group Register</td>
<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
</tr>
<tr>
<td>APX1020</td>
<td>Posted Vouchers</td>
<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
</tr>
<tr>
<td>APX2000</td>
<td>Payment History by Supplier</td>
<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
</tr>
<tr>
<td>APX2001</td>
<td>Payment History By Payment (Pymt Register)</td>
<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
</tr>
<tr>
<td>APX2004</td>
<td>Payment History by Bank</td>
<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
</tr>
<tr>
<td>APX2015</td>
<td>Payment Aging by Bank</td>
<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
</tr>
<tr>
<td>APX2030</td>
<td>Trial Register</td>
<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
</tr>
<tr>
<td>APX2031</td>
<td>Schedule Register</td>
<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
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<tr>
<td>APX2050</td>
<td>Payment History By Payment Method</td>
<td>No</td>
<td>BI Publisher</td>
<td>Report Manager</td>
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<tr>
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<td>BI Publisher</td>
<td>Report Manager</td>
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<tr>
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<td>Match Exceptions</td>
<td>Yes</td>
<td>BI Publisher &amp; Crystal</td>
<td>Crystal – Process Monitor</td>
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<tr>
<td>APY1400</td>
<td>Open Liability Data &amp; Report</td>
<td>No</td>
<td>BI Publisher &amp; PSJOB</td>
<td>PSJob – Process Monitor</td>
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<td>APY1406</td>
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<td>Report Manager</td>
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<td>MISMTCH</td>
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<td>No</td>
<td>BI Publisher PS Job</td>
<td>PSJob – Process Monitor</td>
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<td>Yes</td>
<td>PSJob</td>
<td>PSJob – Process Monitor</td>
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<td>BI Publisher</td>
<td>Old Name: FIN3000 Report Manager</td>
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<td>Process Name</td>
<td>9.2 Report Name Description</td>
<td>Modified</td>
<td>Type</td>
<td>View Results</td>
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<tr>
<td>--------------</td>
<td>----------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>FSX3001</td>
<td>Auto Reconciliation Exceptions</td>
<td>Yes</td>
<td>BI Publisher</td>
<td>Old Name: FIN3001 Report Manager</td>
</tr>
<tr>
<td>FSX3002</td>
<td>Auto Recon Errors Report</td>
<td>Yes</td>
<td>BI Publisher</td>
<td>Old Name: FIN3002 Report Manager</td>
</tr>
</tbody>
</table>
PEOPLESOF 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.

In this example, the keyword is “revenue”
The following screenshot displays the Keyword “Advanced Search” tab from a voucher search results with filters.

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

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

<table>
<thead>
<tr>
<th>Request Summary</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Number of Requests</td>
</tr>
<tr>
<td>Approved</td>
<td>5</td>
</tr>
<tr>
<td>Voucher</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recent Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Recent Messages</td>
</tr>
</tbody>
</table>

---

**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 devise, such as a tablet or smart phone and access Journal Entries, Vouchers, Purchase Orders and Requisitions.