



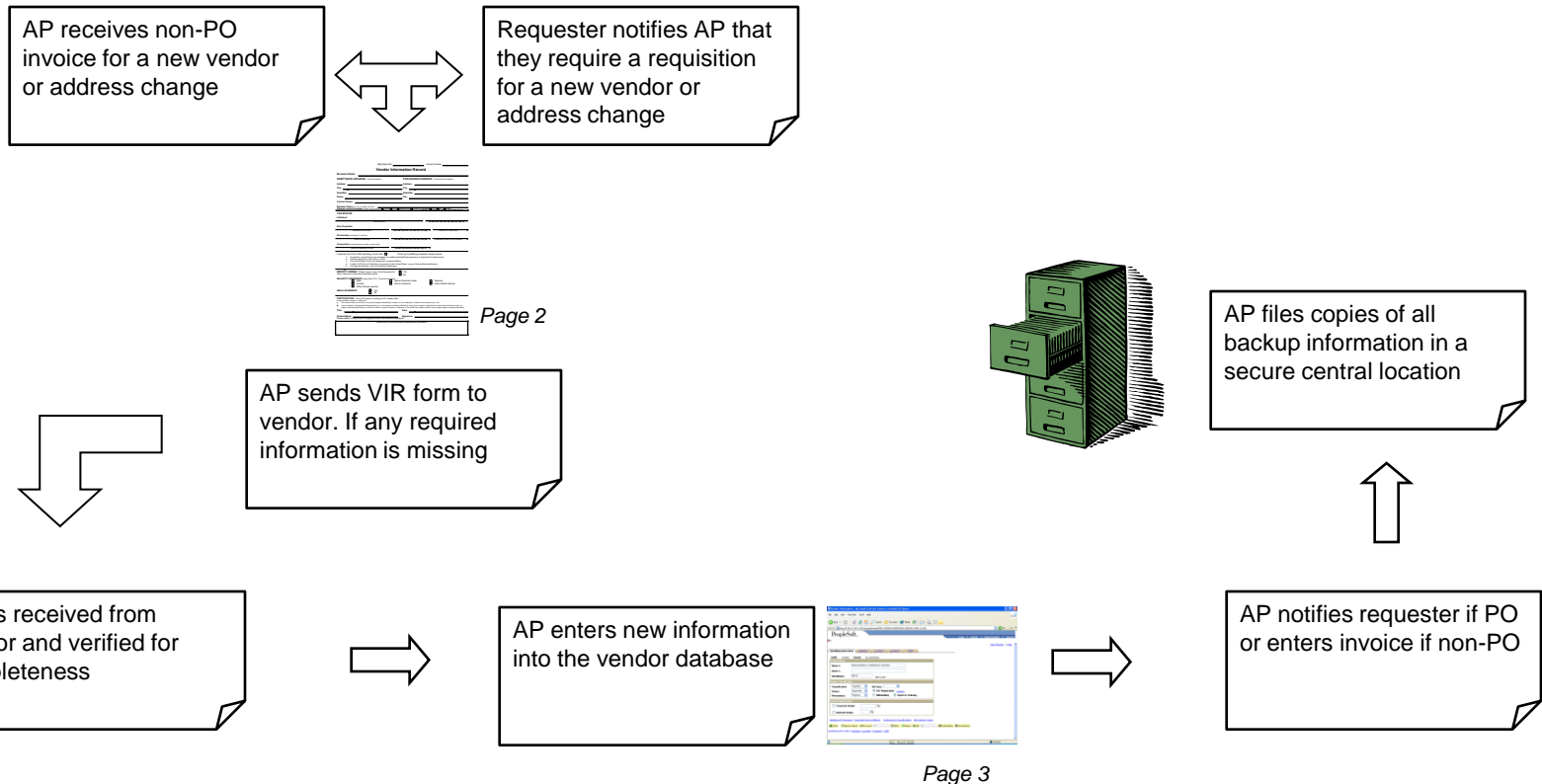
PeopleSoft Financials Accounts Payable v9.1 Classroom Training

AP Classroom Training Sections

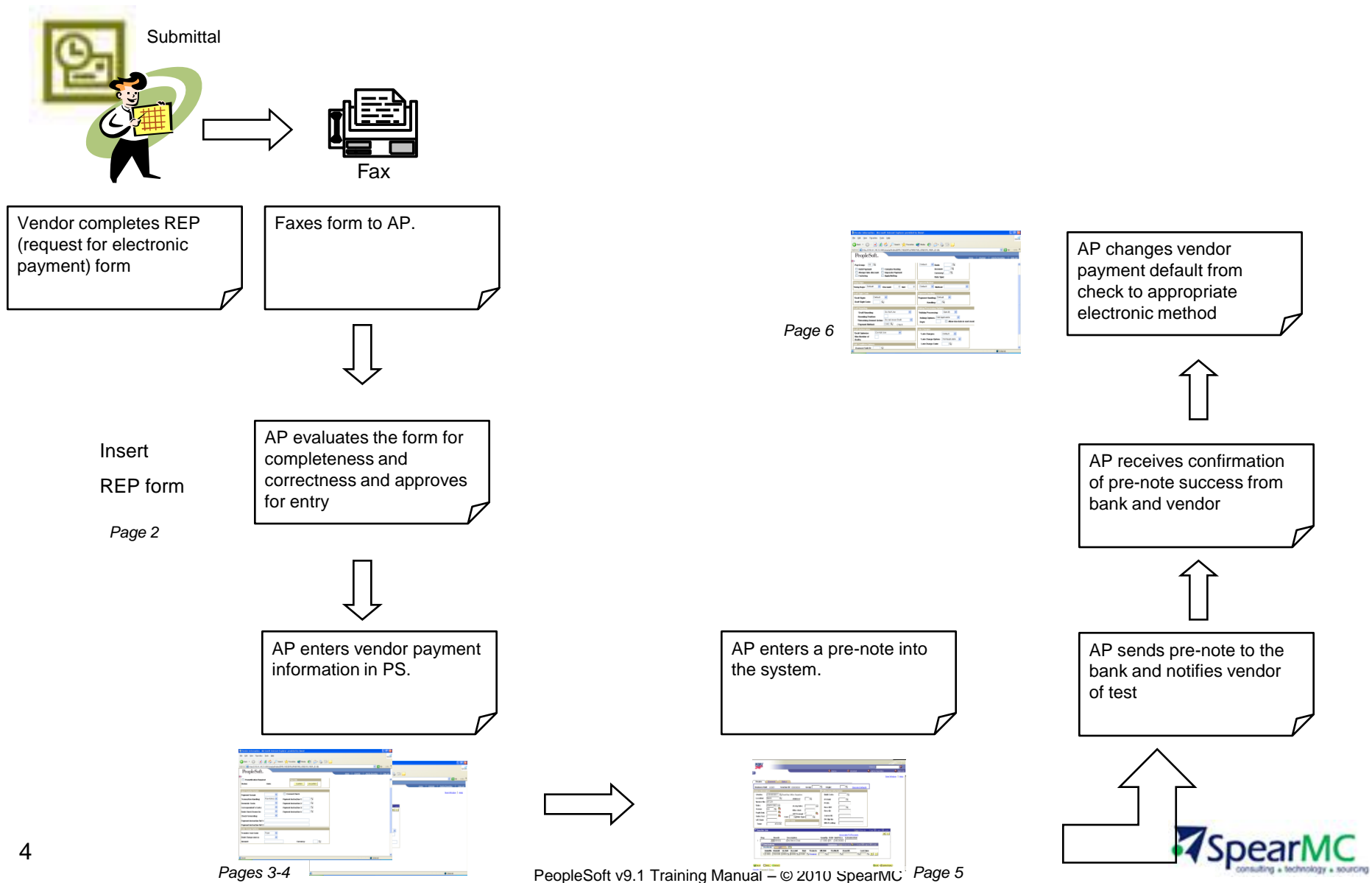
Section Name

1. **Enter and Maintain Vendors**
2. **Approve Vendors**
3. AP Voucher Flow & Enter/Process Non-PO Vouchers
4. Enter/Process Template Vouchers
5. Create Adjustment Voucher
6. Create a Reversal Voucher
7. Create a Journal Voucher
8. Voucher/Payment Posting
9. AP Payment Flow & Pay Cycle Manager
10. Create Express Check and Express Payments
11. Running Matching
12. AP Reports: AP Detailed Check Register & Payment History by Vendor

1. Enter and Maintain Vendors



1. Enter and Maintain Vendors



1. Enter and Maintain Vendors

Access Vendor Information Page

1. In the Navigation Bar select **Vendors > Vendor Information > Add/Update > Vendor**
2. Click the **Add a New Value** tab
3. Click the **Add** button

The screenshot displays the Oracle PeopleSoft interface for managing vendors. The top navigation bar shows the path: Favorites | Main Menu > Vendors. Below this, the 'Vendors' folder is expanded to show 'Vendor Information', which is further expanded to show 'Add/Update'. The 'Add/Update' sub-menu is active, showing options for 'Add/Update', 'Maintain', and 'Approve'. The main content area shows the 'Vendor Information' page with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are three input fields: 'SetID:' with the value 'SHARE', 'Vendor ID:' with the value 'NEXT', and 'Persistence:' with a dropdown menu set to 'Regular'. An 'Add' button is located at the bottom of the form.

1. Enter and Maintain Vendors

Enter Vendor Information

1. Enter a *Name*
2. Enter a *Short Name*
3. Select a *Classification: Supplier*
4. Select a *Persistence: Regular*
5. Unselect the *VAT Registration* checkbox
6. Select the *Open For Ordering* checkbox

ORACLE

Favorites Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Identifying Information Address Contacts Location Custom

SetID: SHARE

Vendor ID: NEXT

*Vendor Short Name: TEST

*Vendor Name 1: Test Vendor

Vendor Name 2:

*Status: Approved *Classification: Supplier

*Persistence: Regular HCM Class:

VAT Registration Registration VAT Default VAT Service Treatment Setup

Withholding

Open For Ordering

Expand All Collapse All