



Specialized PeopleSoft 9.2  
Financial Management

# PeopleSoft v9.2 Accounts Payable Financials Supply Chain Management (FSCM) Training Agenda

## Contact Information:

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## **PURPOSE**

Developed for implementation team members and functional end users, PeopleSoft Accounts Payable v9.2 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the AP module.

Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on transactions.

### **Prerequisites: PeopleSoft 9.2 Foundations**

#### **Section 1: Suppliers and Vouchers (6 hrs)**

1. Suppliers
  - Enter Supplier Information
    - Enter Identifying Information
    - Enter Address Information
    - Enter Location Information
    - Enter Contact Information
  - Maintain Supplier Information
  - Approve Suppliers
  
2. Vouchers
  - Understanding Vouchers
    - Overview
    - Vouchering Configuration Considerations
  - Online Vouchers
    - Overview
    - Entering Online Vouchers
    - Payment Terms
    - Withholding Information
    - Entering Invoice Lines
    - Entering Payment Information
    - Scheduling Payments Manually
    - Selecting Voucher Attributes
    - Viewing Summary Page
  - Template Vouchers
    - Overview
    - Creating Template Vouchers
    - Using Template Vouchers

## **Section 2: Control Groups and Voucher Processing (2 hrs)**

1. Control Groups
  - Overview
  - Entering Control Groups
  - Updating Control Group Status
  - Deleting Control Group Status
  - Using Control Groups
  
2. Voucher Processing
  - Posting Vouchers
    - Overview
    - Voucher Posting
    - Evaluating Posting Accounting Entries
    - Viewing Journal Details
    - Unposting Vouchers

## **Section 3: Payment Processing and EDI Vouchers (4 hrs)**

1. Payments
  - Payment Processing
    - Understanding Payments
    - Pay Cycles
    - Creating Pay Cycles
    - Pay Cycle Manager
    - Payment Creation
    - Payment Approval
    - Print Checks and Complete Cycle
    - Positive Payment
    - Troubleshooting Pay Cycles
    - Resetting and Restarting Pay Cycles
    - Payment Posting
    - Cancelling Payments
  - Manual Checks
  - Express Checks
  
2. EDI Voucher Load
  - EDI Overview
  - Inbound EDI Voucher Mapping
  - Inbound EC Agent
  - Voucher Build

## **Section 4: Journal Generator and Additional AP Processes (4 hrs)**

1. Journal Generator
  - Overview of PeopleSoft AP to PeopleSoft GL Interface
  - Evaluating Posting Accounting Entries
  - Journal Generator Configuration
  - Journal Generator Processing
  - GL Inquiry on AP Data
  
2. Matching
  - Overview
  - Matching Configuration
  
3. Bank Reconciliation
  - Overview Example
  - Bank Reconciliation – Configuration
  
4. 1099 Withholding
  - Supplier Setup
  - Post Withholdings
  - Withholding Mismatch
  - Withholding Adjustments
  - Update Supplier Withholding
  - Update Withholdings
  - Year End Processing
  - Inquiries