



Specialized PeopleSoft 9.2  
Financial Management

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

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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.

All major AP related setup and functions can be accessed either via the Accounts Payable Home Page (Figure 0-1) or via direct menu navigation (Figure 0-2).

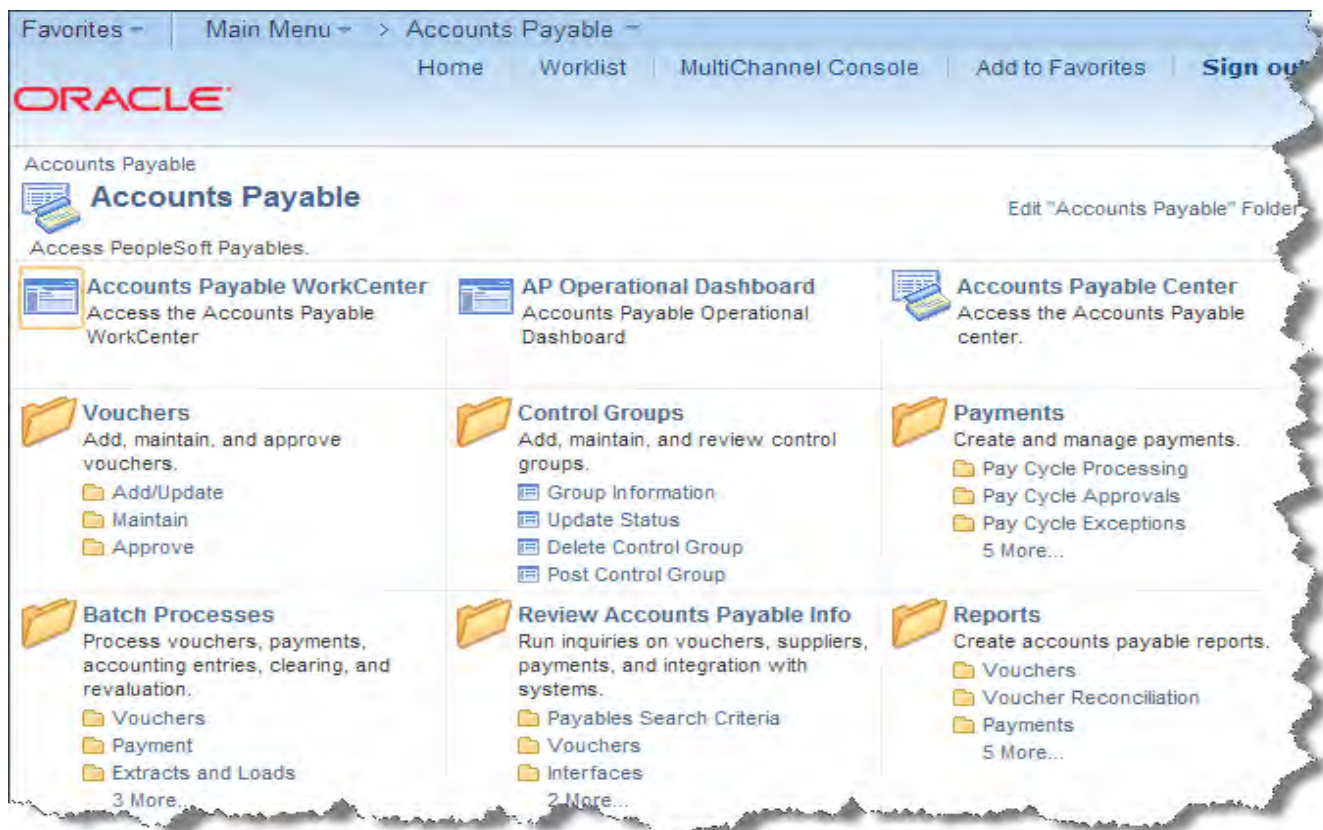


Figure 0-1

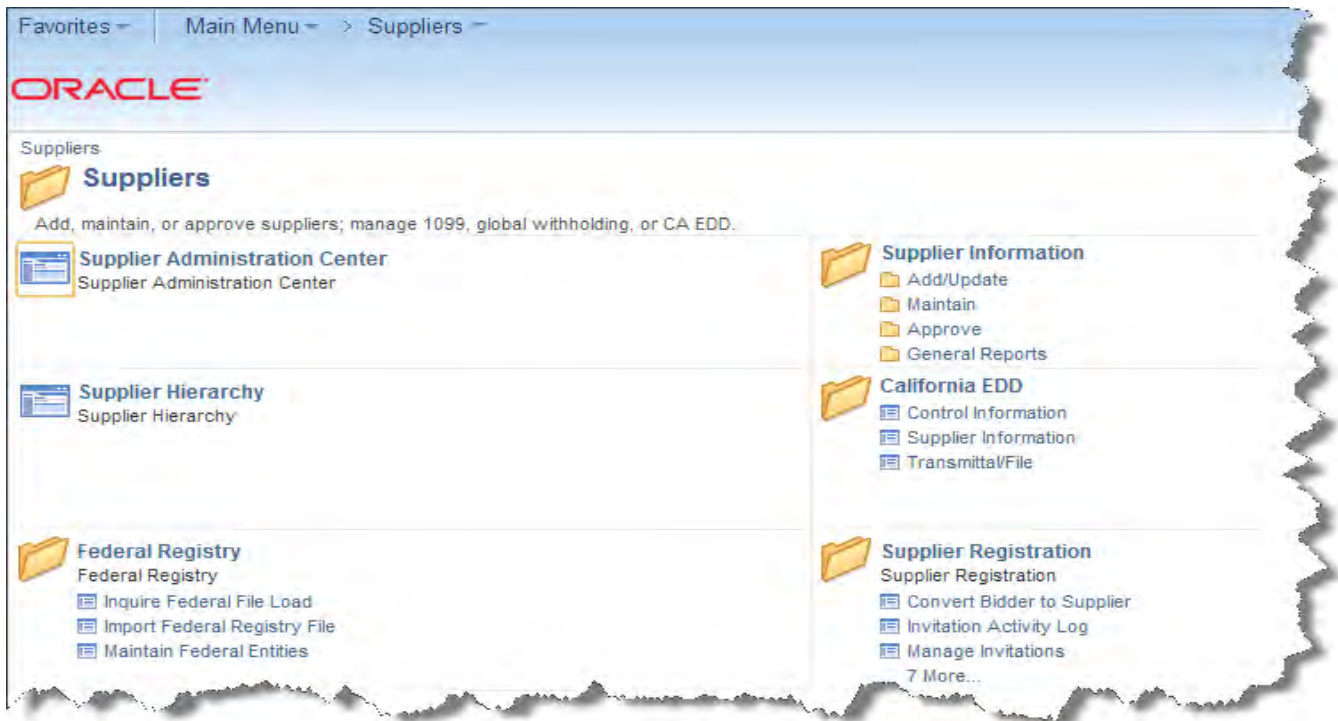


Figure 0-2

Users access every Payables page (plus some others such as Journal Generator and PO Activity) from the links on the Home page.

# Chapter 1 - Enter Supplier Information

## Topic 1: Enter Identifying Information

**NAVIGATION:** Home > Suppliers > Supplier Information > Add/Update > Supplier

On the **Supplier Information** page, click on the **Add a New Value** tab.

The screenshot shows the Oracle Supplier Information page. At the top, there is a breadcrumb trail: Favorites > Main Menu > Suppliers > Supplier Information > Add/Update > Supplier. Below this is the Oracle logo. The main heading is 'Supplier Information'. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs, there are three input fields: 'SetID:' with a text box containing 'SHARE' and a magnifying glass icon; 'Supplier ID:' with a text box containing 'NEXT'; and 'Persistence:' with a dropdown menu showing 'Regular'. At the bottom left, there is a yellow 'Add' button.

Figure 1-1

Select a **SetID** and leave **Supplier ID** as *NEXT* to allow the system to assign the next available value.

**Persistence:** Select one of the following:

- **One-Time:** Only one voucher will be entered for this supplier, after which the supplier status will change to Inactive.
- **Permanent:** The supplier will always remain in the system even if there is no activity by the As of Date in a Supplier Archive Request. Users can enter unlimited number of vouchers for this supplier.
- **Regular:** The supplier can be removed from the system by the Supplier Archive Request process if there is no activity for a designated period. Users can enter unlimited number of vouchers for this supplier.

**Note:** A Single Payment Supplier does not save in the supplier tables. This persistence should only be used when you are creating a single payment voucher.

Click **Add** to display the supplier information pages. The **Identifying Information** page (Figure 1-2) is displayed.

## NAVIGATION: Home > Suppliers > Supplier Information > Add/Update > Supplier > Identifying Information

The screenshot shows the Oracle Supplier Information Add/Update form, specifically the 'Identifying Information' tab. The form is set for SetID 'SHARE' and Supplier ID 'NEXT'. Key fields include:

- \*Supplier Short Name:** A text input field.
- \*Classification:** A dropdown menu currently set to 'Outside Party'.
- HCM Class:** A dropdown menu.
- \*Persistence:** A dropdown menu currently set to 'Regular'.
- \*Supplier Status:** A dropdown menu currently set to 'Unapproved'.
- \*Supplier Name:** A text input field.
- Additional Name:** A text input field.
- Withholding:** An unchecked checkbox.
- Open For Ordering:** A checked checkbox.
- VAT Registration:** A checked checkbox.
- \*Supplier Audit:** A dropdown menu set to 'Default'.
- Supplier Audit:** An unchecked checkbox.
- Template ID:** A text input field.

Below these fields are buttons for 'Expand All' and 'Collapse All'. The form also includes sections for 'Supplier Relationships' (with checkboxes for 'Corporate Supplier' and 'InterUnit Supplier'), 'Create Bill-To Customer' (with a checkbox), 'Supplier Rating', 'Supplier Logo', and 'Additional ID Numbers'.

Figure 1-2

Enter/select the available information. All fields with an asterisk (\*) are required.

**ShortName:** Serves as an alternate search key to access supplier data. If you enter BELL as the short name, the system will make the short name BELL-001 to create a unique short name.

**Status:** Select one of the following:

- **Approved:** If you have permission to approve suppliers, the system automatically assigns a status of Approved to the supplier.
- **Inactive:** You cannot enter new vouchers for this supplier.
- **To Archive:** The supplier will be purged from the system when suppliers are archived and you cannot enter new vouchers.
- **Unapproved:** Another user with the proper authority needs to approve the supplier before users can enter vouchers for this supplier.

**Classification:** Select Supplier, Attorney, Employee, or HCM (Human Capital Management)



**HR Class:** Only required if you select HCM as the classification for this supplier. Select one of the following:

- ✔ **Garn Pay:** Garnishment Payee
- ✔ **Gen Deduct:** General Deductions
- ✔ **Gen Prov:** General Provider
- ✔ **Ins Prov:** Insurance Provider
- ✔ **Nat'l Prov:** National Provider
- ✔ **Part Prov:** Partner Provider
- ✔ **Tax Col:** Tax Collector

**Withholding:** If you will be entering withholding or 1099 information for this supplier, select this checkbox. This must be selected to report 1099 information for this supplier.

**Open for Ordering:** Select to designate the supplier open for purchasing goods and services. If this field is unchecked, users will be unable to enter purchase orders for this supplier.

**Corporate Supplier ID:** Select to associate the supplier that you are creating with a corporate supplier. Select a corporate supplier ID.

**InterUnit Supplier:** Select to identify this supplier as an InterUnit supplier. Specify the business unit that represents this supplier and select an InterUnit supplier ID.

**Create Bill To Customer:** Select this checkbox if you want the system to automatically create a bill to customer using the supplier information upon saving the supplier.

## Additional ID Numbers

The screenshot shows the 'Additional ID Numbers' section of a software interface. At the top, there are three input fields: 'Customer SetID' with the value 'SHARE', 'Customer ID', and 'Our Customer Number'. Below these is a table with the following columns: 'Type', 'SetID', 'ID Number', and 'DUNS Number'. The table has a search icon and a '+ -' button. To the right of the table is a link for 'ISO and SEPA Information'.

Figure 1-3

Use this section to enter additional IDs associated with the supplier. These IDs are for informational purposes only and are not used elsewhere in the system.

**Customer ID:** If this supplier is also a customer in Receivables, select the Receivables customer ID.

**Our Customer Number:** Enter the number by which this supplier identifies you as a customer.

Enter additional IDs, such as a Tax Identification Number or a Dun & Bradstreet Number, by first selecting the **Type**. To enter more than one type of ID, click the **+** to insert additional input rows.

## Duplicate Invoice Settings

This section contains options for checking for duplicate invoices that are the same as those defined by the PeopleSoft Payables module for the business unit. Ignore this section to accept the defaulted options for this supplier; enter data in this section to override them.

Figure 1-4

## Government Classifications

The information on this page is used for government reporting purposes.

Figure 1-5


**EEO Certification Date:** Equal Employment Opportunity Certification Date. Not Required.

**HUB Zone:** Historically Underutilized Business Zone.

**Certification Source:** Select the supplier's certification source. You must provide a source before entering the Government Classifications information.

Enter the remaining Government Classifications information.

To add more sources for this supplier, click the  to the right of the **Source** field.

To add an additional effective-dated row for a source, click the  located to the right of the **Eff Date** field. The previously effective-dated row is stored as historical data for the source.

## Standard Industry Codes

The information in this section will be used for Standard Industrial Code purposes.

Figure 1-6

**SIC Type/Code:** Select codes appropriate for the supplier. Click the to add more codes.

## Additional Reporting Elements

The information in this section relates to additional reporting elements.

Figure 1-7

Enter or select the fields on which you need to report.

**Topic 2: Enter Address Information**

**NAVIGATION: Home > Suppliers > Supplier Information > Add/Update > Supplier > Address**

The screenshot shows the Oracle Supplier Address form. The breadcrumb trail at the top reads: Favorites - Main Menu - > Suppliers - > Supplier Information - > Add/Update - > Supplier. The form is titled "Supplier Address" and includes fields for "Address ID 1", "Description", "Effective Date" (08/09/2013), and "Effective Status" (Active). Below these are fields for "Country" (USA), "Address 1", "Address 2", "City", "County", "Postal", "State", and "Email ID". A section for "Payment/Withholding Alt Names" is collapsed. At the bottom, there is a "Phone Information" section with a table for entering phone details.

*Type	Location	Prefix	Telephone	Extension
Business Phone				

**Figure 1-8**

Each supplier must have at least one valid address before the supplier can be saved into the system. You can enter multiple addresses with multiple effective-dated rows for each address.

To insert another complete address for the supplier, click the **+** at the Supplier Address level and enter a new description for the address and new address details.

To insert another effective-dated row for an address (for example, when the supplier's MAIN address changes) click the **+** at the Details level. Select the date when the new address becomes effective and enter the rest of the information. You must re-enter Payment/Withholding Alternate Names and Phone Information, if applicable.


Repeat until all addresses for the supplier are entered.

**Descr:** Enter a description for the address (i.e. MAIN, ORDERING, RETURNING, etc.) and select an **Addr Type** for this address.

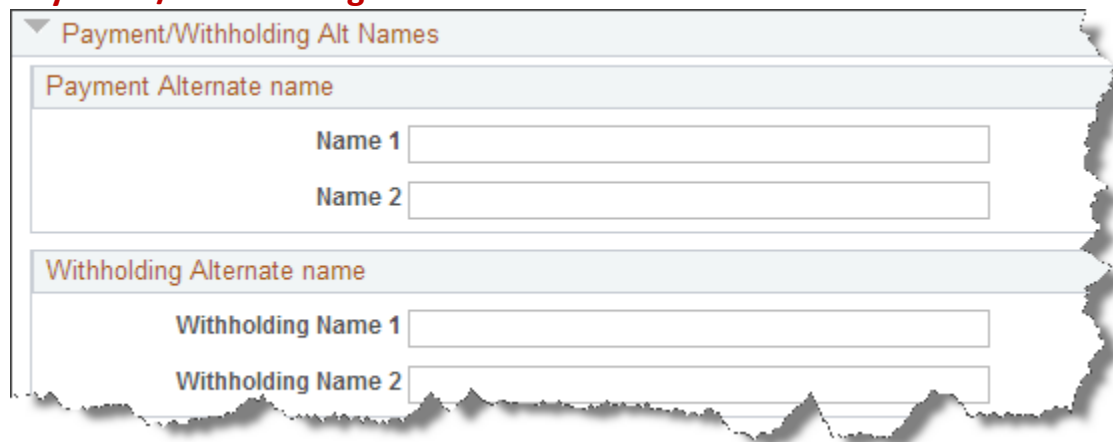


**A valid address in USA or CAN must consist of Address1, City, and State/Province. Addresses in other countries require Address1 and a City. If you leave Address1 blank, but enter information in the Address2 line, the address is still considered incomplete.**

**Email ID:** This is the address that used when you dispatch via email PeopleSoft Purchasing (for purchase orders, RFQs, etc). Separate multiple addresses with a semicolon.

**Phone Information:** Select a Phone Type and enter the telephone number that applies to this address and phone type. Note that the Prefix field is for international prefixes only. Enter the entire 10 digit phone number in the Telephone field. Phone Types may not be duplicated. Click the  to add more telephone numbers.

### Payment /Withholding Alt Names



**Figure 1-9**

Use this section to enter names/information that should replace the supplier name (specified in the Name1 field on the Identifying Information page) on payment forms and/or withholding reports (including 1099 documents). If these fields are populated, the information will override the supplier's name on the respective form. Otherwise, the name specified in the Name1 field will be used.

### **Topic 3: Enter Location Information**

A supplier location is different from a supplier address and does not indicate a physical location. The Location in PeopleSoft represents a set of rules or attributes which define how you conduct business with a particular supplier. It stores important information such as the supplier's ordering and invoicing addresses, bank accounts, and payment options. However, like the address, a supplier can have multiple locations and multiple effective-dated rows for each location.

## Overview

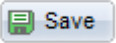
**NAVIGATION:** Home > Suppliers > Supplier Information > Add/Update > Supplier > Location

**Figure 1-10**

**Location:** Represents the identifying field for this location. It is used to differentiate between a supplier's multiple locations. Examples: 001, 002, MAIN, MIDWEST, 1099, etc.

**Descr:** Description for this location.

**Default:** Check to designate this location as the default location. A supplier can have only one default location. The default location will be used on all vouchers for the supplier, but the location can be changed on each voucher, and the values that default can be changed on the voucher as well.

Next, click  Save. This will allow you to use the addresses just entered on the **Address** page in establishing a supplier location. Clicking Save stores the supplier information in the system and results in the supplier being assigned a **Supplier ID** (if autonumbering is being used). Since the supplier information is saved into the system, you can continue now or complete the rest of the supplier setup later.

If you choose to continue later, record the **Supplier ID** and/or **ShortName**, and follow these 5 steps to return to this spot when ready:

- Navigate to: **Suppliers > Supplier Setup/Maintenance > Supplier Information**
- On the **Find an Existing Value** tab, enter the **Supplier ID** or **ShortName**
- Check the **Correct History** box (if you need to override the existing effective-dated information)
- Click **Search**
- Click on the **Location** tab

**Eff Date:** Effective date for the location must be the same as or after the effective date for an address in order for the address to be used in the location.

## Additional Information

The screenshot shows the 'Additional ID Numbers' section of a software interface. It contains two tables:

- ID Numbers:** Columns include Type, SetID, ID Number, and DUNS Number. It has a search icon and a 'Personalize' button.
- Standard Industrial Classification Codes:** Columns include SIC Type, SIC Code, Parent SIC Code, and Description. It has search icons and a 'Personalize' button.

Figure 1-11

Enter ID numbers that are different than the ones entered on the **Identifying Information** page.

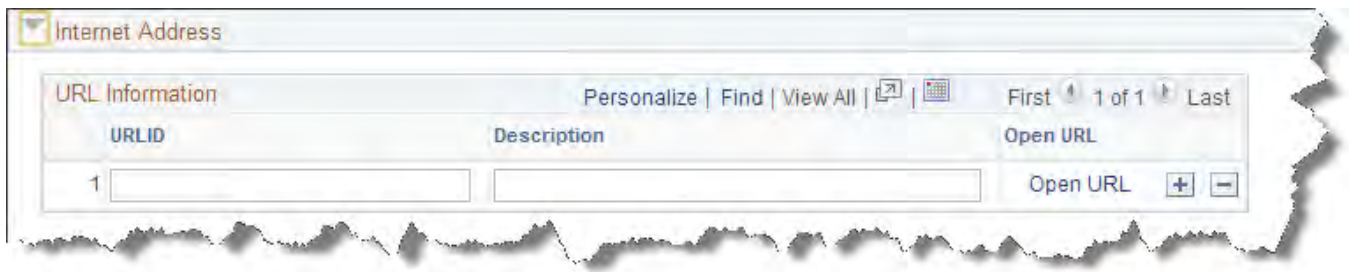
## Comments

The screenshot shows the 'Comments' section of a software interface, which is a large, empty text area for entering comments.

Figure 1-12

Enter comments about the supplier.

## Internet Address




URLID	Description
1	

Figure 1-13

Enter a website for the supplier location.

## VAT




Physical Nature

Where Service Performed

Use VAT Suspension

Figure 1-14

Enter VAT information related to the supplier location.

This completes the setup of this supplier location. To enter another supplier location, click on the  at the Supplier Location level and follow the above instructions.

Click  to save the information you have entered so far.



## Payables Options

The screenshot displays the Oracle Payables Options page for a supplier location. The page is titled "Payables Options" and includes the Oracle logo in the top left corner. The main content area is divided into several sections:

- Identifying Information:** Fields for SetID (SHARE), Supplier ID (0000000044), Short Supplier Name (MELS), and Supplier Name (Me's Diner).
- Location:** Fields for Location (STANDARD) and Description (Standard Set of Defaults).
- Options:** A section with a "Payables" option highlighted in a yellow box. A red arrow points from this box to the "Payables Options" title at the top of the page.
- Additional Payables Options:** A list of expandable sections including:
  - Additional Payables Options
  - Matching/Approval Options
  - Electronic File Options
  - Self-Billed Invoice Options
  - Supplier Bank Account Options
  - Supplier Type Options
  - HIPAA Information
  - Debit Memo Options
  - Payment Method Options

The page also includes navigation tabs for Summary, Identifying Information, and Address, and buttons for Expand All and Collapse All.

Figure 1-15

Most of the options on this page have already been setup at the business unit level. To override these options at the supplier location level, select Specify for the appropriate field and then enter the requested information.

**Invoicing Address:** Address from which the supplier location sends invoices.

**Remitting Supplier:** Supplier to whom you remit payment associated with this location. The remitting supplier can be this supplier or another supplier.

**Remitting Location:** Address for remitting payments.

## Additional Payables Options

The screenshot shows the 'Additional Payables Options' form. At the top, the 'Location' is set to 'STANDARD'. The form is organized into several sections:

- Payment Control:** Includes fields for 'Pay Group', '\*Delay Days' (Default from BU), 'Discount' (0), and 'Net' (0). It also has checkboxes for 'Hold Payment', 'Always take discount', 'Factoring', 'Complex Routing', 'Separate Payment', and 'Apply Netting'.
- Bank:** Includes '\*Bank Options' (Default from Higher Level), 'Bank', 'Account', 'Currency', and 'Rate Type'.
- Holiday Processing Options:** Includes '\*Holiday Processing' (Default from Higher Level), 'Holiday Options', and 'Days' with an 'Allow due date in next month' checkbox.
- Document Sequencing Type:** Includes '\*Sequencing Options' (Default from Higher Level) and 'Document Type'.
- Late Charges:** Includes 'Late Charges' (Default from Higher Level).

Figure 1-16

### Payment Control group box:

- **Hold Payment:** Select to automatically place any payments on hold for this supplier location. Payments will not be processed for this location until the box is unchecked.
- **Complex Routing:** Select this checkbox to inform the system to use the Intermediary Bank Routing information setup for EFT payment.
- **Separate Payment:** Select to create separate payments for each of the vouchers for this supplier location that are processed in the same pay cycle.

**Bank group box:** Use the fields in the Bank group box to define a bank *from* which you want to make payments for this supplier location. This will override the default bank set up for the business unit. To enter the bank information, select *Specify* from the drop-down and populate the remaining fields.

### Payment Method group box:

Select a payment method for this location supplier. Leave *Default* to use the default payment method for this business unit. Enter any additional information that is applicable.



**If you have setup EFT payment options, select *Specify* and then *Electronic Funds Transfer* from the list.**