



Specialized PeopleSoft 9.2
Financial Management

PeopleSoft v9.2 Accounts Payable

Financials Supply Chain Management (FSCM)

Classroom Training Guide – Day 1

AP Classroom Training Sections

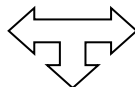
Section Name

1. **Enter and Maintain Suppliers**
2. **Approve Suppliers**
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 Suppliers



AP receives non-PO invoice for a new supplier or address change

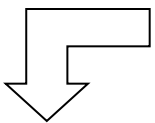


Requester notifies AP that they require a requisition for a new supplier or address change



Page 2

AP sends VIR form to supplier. If any required information is missing



VIR is received from supplier and verified for completeness



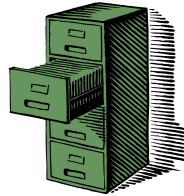
AP enters new information into the supplier database



Page 3

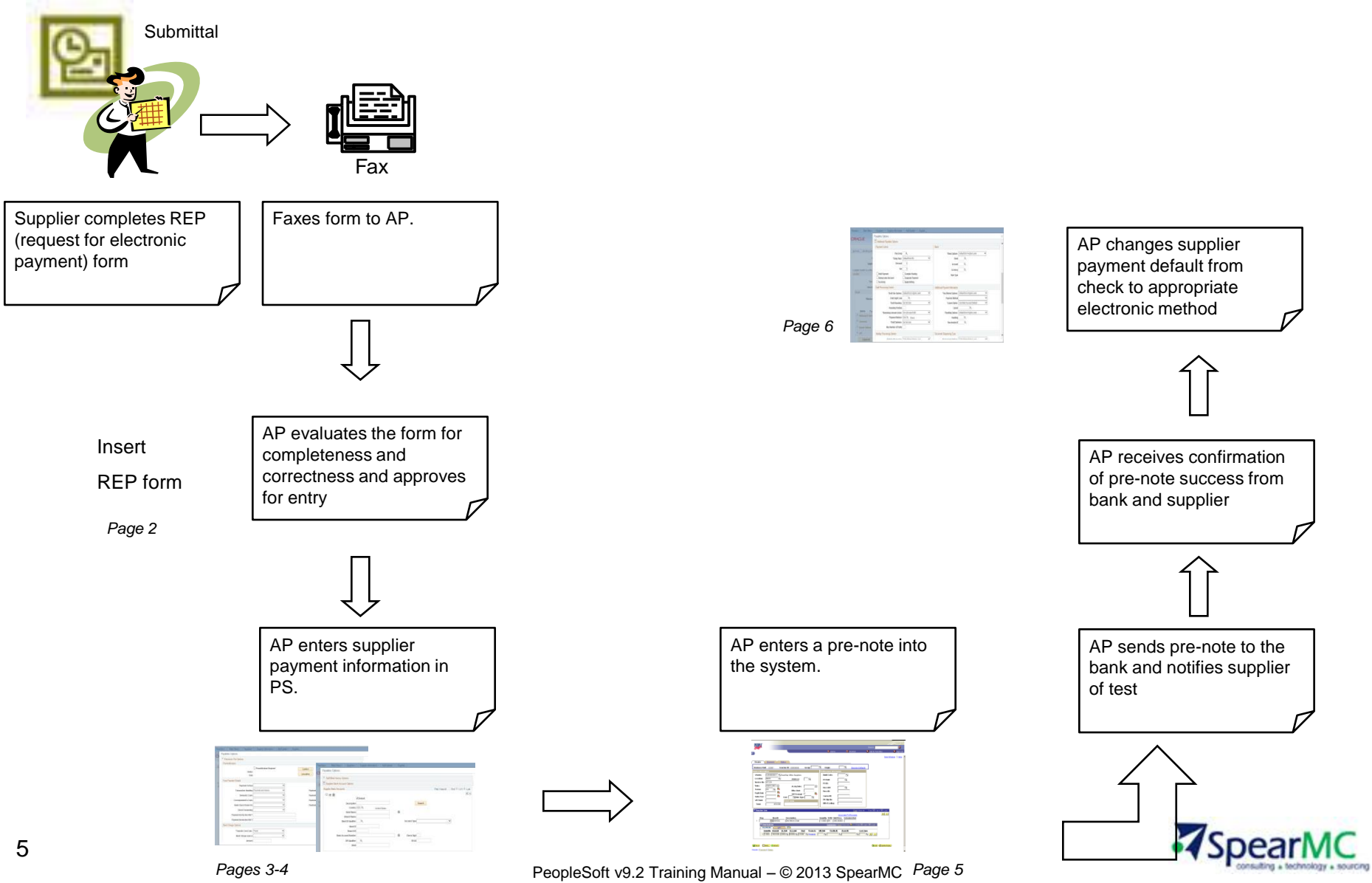


AP files copies of all backup information in a secure central location



AP notifies requester if PO or enters invoice if non-PO

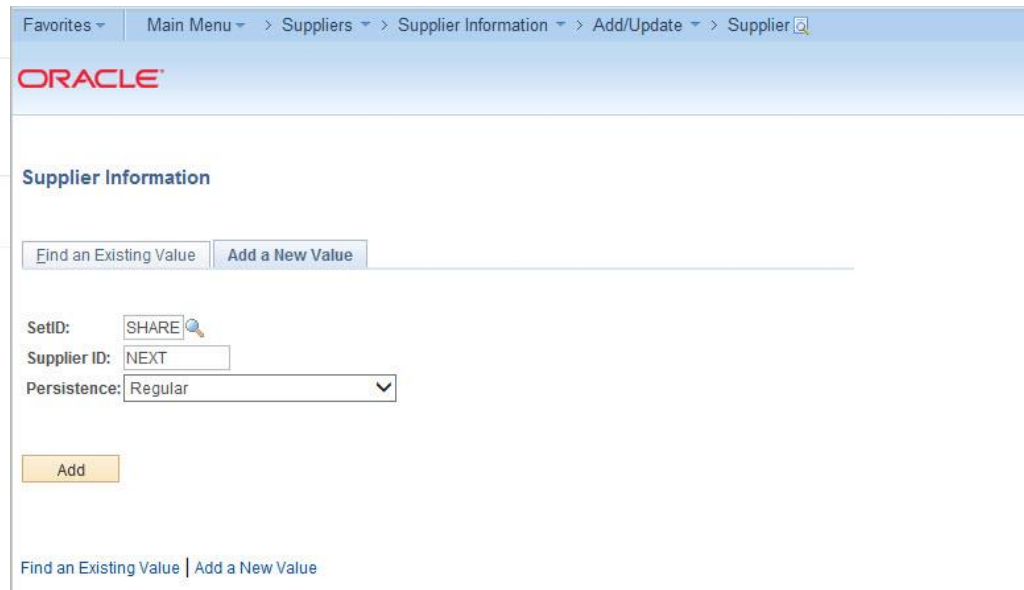
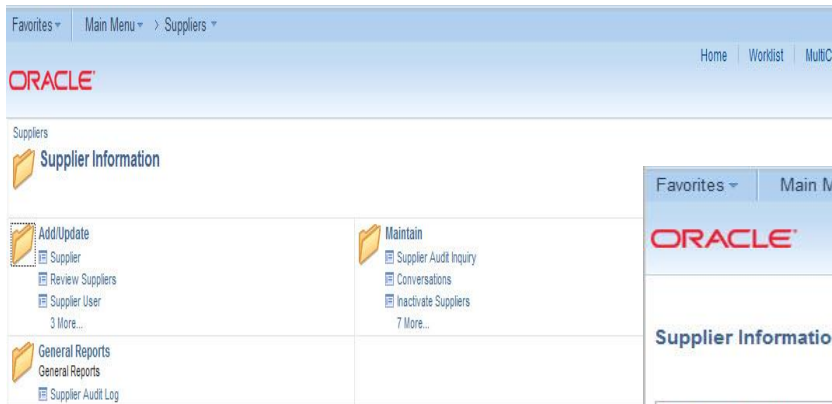
1. Enter and Maintain Suppliers



1. Enter and Maintain Suppliers

Access Supplier Information Page

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



1. Enter and Maintain Suppliers

Enter Supplier Information

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

Identifying Information | Address | Contacts | Location | Custom

SetID: SHARE
Supplier ID: NEXT
*Supplier Short Name: TEST
*Classification: Outside Party
HCM Class:
*Persistence: Regular
*Supplier Status: Unapproved

*Supplier Name: Test Vendor
Additional Name:
 Withholding
 Open For Ordering
 VAT Registration
*Supplier Audit: Default
 Supplier Audit Template ID:

Expand All Collapse All Attachments (0) Profile Questions Categorization

1. Enter and Maintain Suppliers

Enter Supplier Address

1. Click the **Address** tab
2. Enter a *Description*
3. Enter the Supplier *Address*

The screenshot shows the Oracle PeopleSoft interface for entering and maintaining supplier information. The breadcrumb trail is: Favorites > Main Menu > Suppliers > Supplier Information > Add/Update > Supplier. The Oracle logo is visible in the top left. The 'Address' tab is selected among other tabs like 'Identifying Information', 'Contacts', 'Location', and 'Custom'. The page shows a table with columns: SetID (SHARE), Supplier ID (NEXT), Short Supplier Name, and Supplier (Test Vendor). Below the table, there are two main sections: 'Supplier Address' and 'Details'. The 'Supplier Address' section has fields for Address ID (1) and Description (MAIN). The 'Details' section includes fields for Effective Date (08/18/2013), Effective Status (Active), Country (USA - United States), Address 1 (123 No. Main Street), Address 2, Address 3, City (Anywhere), County, Postal (94599), State (CA - California), and Email ID. There are also sections for 'Payment/Withholding Alt Names' and 'Phone Information' at the bottom.

1. Enter and Maintain Suppliers

Enter Supplier Location

1. Click the **Location** tab
2. Enter a *Description*
3. Enter the appropriate information
4. Click the **Payables** hyperlink

The screenshot displays the Oracle PeopleSoft interface for entering and maintaining supplier information. The breadcrumb trail at the top reads: Favorites > Main Menu > Suppliers > Supplier Information > Add/Update > Supplier. The Oracle logo is visible in the top left, and 'Home' and 'Work' links are in the top right.

Below the breadcrumb trail, there are tabs for 'Identifying Information', 'Address', 'Contacts', 'Location', and 'Custom'. The 'Location' tab is selected.

The main content area shows the following fields:

- SetID: SHARE
- Supplier ID: NEXT
- Short Supplier Name: Supplier Test Vendor

A descriptive text states: "A supplier location is a default set of rules which define how you conduct business with a supplier."

The 'Location' section includes:

- *Location: 000001
- Description: Main Location
- Default
- RTV Fees
- Attachments (0)

The 'Details' section includes:

- *Effective Date: 08/18/2013
- Effective Status: Active
- Buttons: Expand All, Collapse All

Under the 'Options' section, the 'Payables' link is circled in red. Other options listed are 'Procurement', 'Sales/Use Tax', and 'Global/1099 Withholding'. Below these are expandable sections for 'Additional ID Numbers', 'Comments', 'Internet Address', and 'VAT', each with an 'Expand All' and 'Collapse All' button.

1. Enter and Maintain Suppliers

Enter Payment Options

1. Select the **Handling Options**: *Default*
2. Select the **Handling** method: RE
3. Select the **Payment Method**: Specify, System Check
4. Click the **OK** button

Payables Options

Additional Payables Options

Payment Control	Bank
Pay Group <input type="text"/>	*Bank Options <input type="text" value="Default from Higher Level"/>
*Delay Days <input type="text" value="Default from BU"/>	Bank <input type="text"/>
Discount <input type="text" value="0"/>	Account <input type="text"/>
Net <input type="text" value="0"/>	Currency <input type="text"/>
<input type="checkbox"/> Hold Payment	Rate Type
<input type="checkbox"/> Always take discount	
<input type="checkbox"/> Factoring	
<input type="checkbox"/> Complex Routing	
<input type="checkbox"/> Separate Payment	
<input type="checkbox"/> Apply Netting	

Draft Processing Control	Additional Payment Information
*Draft Site Options <input type="text" value="Default from Higher Level"/>	*Pay Method Options <input type="text" value="Default from Higher Level"/>
Draft Sight Code <input type="text"/>	Payment Method <input type="text"/>
*Draft Rounding <input type="text" value="Do Not Use"/>	*Layout Option <input type="text" value="Use Bank Account Default"/>
Rounding Position <input type="text"/>	Layout <input type="text"/>
*Remaining Amount Action <input type="text" value="Do not issue Draft"/>	*Handling Options <input type="text" value="Default from Higher Level"/>
*Payment Method <input type="text" value="CHK"/> Check	Handling <input type="text" value="RE"/> Regular Payments
*Draft Optimize <input type="text" value="Do Not Use"/>	Reschedule ID <input type="text"/>
Max Number of Drafts <input type="text"/>	

1. Enter and Maintain Suppliers

Enter Contact Information

1. Click the **Contacts** tab
2. Enter the *Contact Information*
3. Click the **Save** button

Favorites ▾ Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Supplier 🔍

ORACLE® Home | W

Identifying Information | Address | **Contacts** | Location | Custom

SetID SHARE

Supplier ID NEXT Short Supplier Name Supplier Test Vendor

Supplier Contact Find | View All First 1 of 1 Last

Contact ID 1 Description

Details Find | View All First 1 of 1 Last

Effective Date 08/18/2013 Effective Status Active Type Name Title Address

Internet http:// View Internet Address

Email ID

Phone Information Personalize | Find | First 1 of 1 Last

*Type	Prefix	Telephone	Extension
Business Phone			