



Functional Course

PeopleSoft v9.2 Accounts Payable

Financials Supply Chain Management (FSCM)

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 v9.2 Foundations (FSCM)

Suppliers and Vouchers

- Suppliers
 - Enter Supplier Information
 - Maintain Supplier Information
 - Approve Suppliers
- Vouchers
 - Understanding Vouchers
 - Overview
 - Vouchering Configuration Considerations
 - Online Voucher
 - Overview
 - Entering Online Voucher
 - Payment Terms
 - Withholding Information
 - Entering Invoice Lines
 - Entering Payment Information
 - Scheduling Payments Manually
 - Selecting Voucher Attributes
 - Viewing Summary Page

Suppliers and Vouchers (cont'd)

- Template Voucher
 - Overview
 - Creating Template Voucher
 - Using Template Voucher

Control Groups and Voucher Processing

- Control Groups
 - Overview
 - Entering Control Groups
 - Updating Control Group Status
 - Deleting Control Group Status
 - Using Control Groups
- Voucher Processing
 - Posting Voucher
 - Overview
 - Voucher Posting

Control Groups and Voucher Processing (cont'd)

- Evaluating Posting Accounting Entries
- Viewing Journal Details
- Unposting Voucher

Payment Processing and EDI Vouchers

- EDI Voucher Load
 - EDI Overview
 - Inbound EDI Voucher Mapping
 - Inbound AC Agent
 - Voucher Build
- 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

Journal Generator and Additional AP Process

- 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
- Matching
 - Overview
 - Configuration
- Bank Reconciliation
 - Overview
 - Configuration
- 1099 Withholding
 - Supplier Setup
 - Post Withholdings
 - Withholding Mismatch
 - Withholding Adjustments
 - Update Supplier Withholding
 - Update Withholdings
 - Year End Processing
 - Inquiries
 - Update Supplier Withholding
 - Update Withholdings
 - Year End Processing
 - Inquiries