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PeopleSoft eSettlements 9.1 PeopleBook

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PeopleSoft eSettlements 9.1 PeopleBook
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Contents

Chapter 4

Chapter 5

Chapter 6

Chapter 7

Chapter 8

Chapter 9

Chapter 10

Processing Invoices **127**

Chapter 11

Managing Proposals **161**

Chapter 12

Running Matching **171**

Chapter 16

Chapter 17

Chapter 18

Chapter 19

Chapter 20

Chapter 21

PeopleSoft eSettlements Preface

This preface discusses:

- PeopleSoft products.

- PeopleSoft application fundamentals.

- Pages with deferred processing.

- Common elements used in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Products

This PeopleBook refers to these Oracle products:

- PeopleSoft eProcurement.

- PeopleSoft Payables.

- PeopleSoft Purchasing.

PeopleSoft Application Fundamentals

The *PeopleSoft eSettlements PeopleBook* provides you with implementation and processing information for your PeopleSoft eSettlements system. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all Oracle's PeopleSoft applications across the Financials, Enterprise Service Automation (ESA), and Supply Chain Management (SCM) product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to PeopleSoft eSettlements.

- *PeopleSoft Application Fundamentals PeopleBook*

- *PeopleSoft Banks Setup and Processing PeopleBook*

- *PeopleSoft Financial Gateway PeopleBook*

- *PeopleSoft Global Options and Reports PeopleBook*

- *PeopleSoft Managing Items PeopleBook*

- *PeopleSoft Source to Settle Common Information PeopleBook*

• *PeopleSoft Supply Chain Management Integration PeopleBook*

Pages With Deferred Processing

Several pages in PeopleSoft eSettlements operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

PeopleTools PeopleBook: PeopleSoft Application Designer

PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

• Understanding the PeopleSoft online library and related documentation.

• How to send PeopleSoft documentation comments and suggestions to Oracle.

• How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.

• Understanding PeopleBook structure.

• Typographical conventions and visual cues used in PeopleBooks.

• ISO country codes and currency codes.

• PeopleBooks that are common across multiple applications.

• Common elements used in PeopleBooks.

• Navigating the PeopleBooks interface and searching the PeopleSoft online library.

• Displaying and printing screen shots and graphics in PeopleBooks.

• How to manage the locally installed PeopleSoft online library, including web site folders.

• Understanding documentation integration and how to integrate customized documentation into the library.

• Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

Common Elements Used in This PeopleBook

As of Date	The last date for which a report or process includes data.
Business Unit	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Freeflow text up to 30 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Gross Amount	The full amount of the voucher, including merchandise and service amounts (entered on the voucher line), freight, sales tax, and inclusive VAT.
Invoice ID or **Invoice Number**	Typically, this is the invoice number or some other control number from the voucher's supporting document. The system uses this number as a reference for duplicate invoice checking if you have selected it as one of your match criteria.
Invoice Date	The vendor's invoice date.
Language or **Language Code**	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.
Location	A vendor location is not a physical address. It is a default set of rules, or attributes, which define how you conduct business with a particular vendor. A vendor's location comprises information such as procurement options (including payment terms, currency information, shipping method), VAT options, payment options, withholding options, pay to bank accounts, and so on.
Process Frequency	Designates the appropriate processing frequency: *Once*: Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run. Always*: Executes the request every time the batch process runs. *Don't Run*: Ignores the request when the batch process runs.

Report ID	The report identifier.
Report Manager	This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Payment Count	For each voucher you can have multiple payments. For example, let's say you have one voucher for 1000.00 JPY and you split the payments into 600.00 JPY and 400.00 JPY. The 600.00 JPY would have a payment count of *1* and the 400.00 JPY would have a payment count of *2.* Also, if the payment is cancelled and reissued, the system assigns a payment count of *3,* and so on.
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Run Control ID	An identification code that identifies the run parameters for a report or process.
SetID	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Short Description	Freeflow text up to 15 characters.
Status	Indicates whether a row in a table is *Active* or *Inactive.* You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.
User ID	The system identifier for the individual who generates a transaction.
Vendor ID	The system-assigned, or user-defined identification number given to a vendor when it is created.
Voucher ID	The system-assigned, or user-defined identification number given to a voucher when it is created.

Chapter 1

Getting Started With PeopleSoft eSettlements

This chapter provides an overview of PeopleSoft eSettlements implementation models and discusses:

- PeopleSoft eSettlements business processes.

- PeopleSoft eSettlements integration touchpoints.

- PeopleSoft eSettlements implementation tasks.

PeopleSoft eSettlements Overview

PeopleSoft eSettlements, a global electronic invoice presentation and payment (EIPP) solution, enables you to optimize the settlement process with electronic invoices and payments, matching, online approval and dispute resolution, and email notifications. You can streamline invoice processing and dispute resolution and take advantage of early payment discounts. In addition, by extending self-service and collaborative tools to your suppliers, you improve relations with them as well as reduce the number of disruptive inquiries.

PeopleSoft eSettlements enables you to:

- Create invoices, and integrate purchase order and receipt information with invoices.

- Perform invoice dispute and resolution activities at the invoice and invoice line level.

- Create payments using automatic and manual processes, and create urgent payments.

- Maintain and run inquiries on invoice and payment information.

- Leverage existing information and functionality of PeopleSoft Payables, Purchasing, and Financial Gateway applications to create and process settlements.

- Establish an implementation model based on your business needs.

Understanding PeopleSoft eSettlements Implementation Models

You implement PeopleSoft eSettlements based on one of two models:

Buyer Direct Model	In this implementation you are the buyer and PeopleSoft eSettlements provides an interface with your suppliers. It functions as a front-end module for the PeopleSoft Payables application.

Business Service Provider Model	In this implementation, you act as a consolidator. You provide and administer an interface between multiple buyers and suppliers.

Note. We discuss implementation in greater detail in the next chapter.

PeopleSoft eSettlements Business Processes

PeopleSoft eSettlements provides the following business processes:
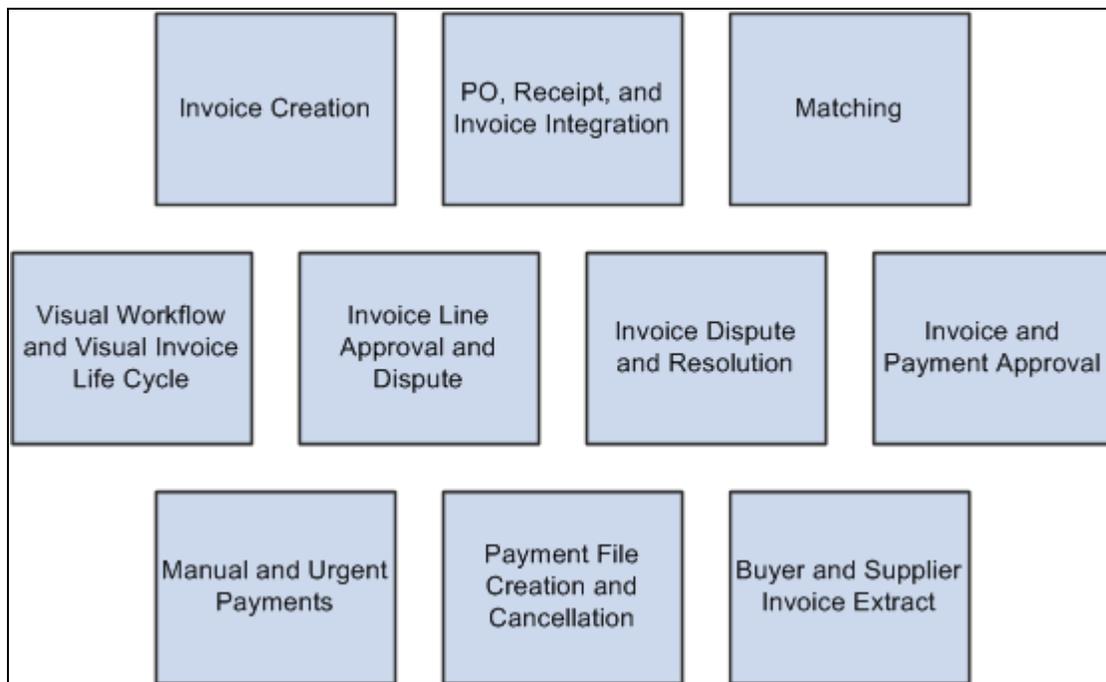
PeopleSoft eSettlements business processes

We discuss these business processes in the business process chapters of this PeopleBook.

PeopleSoft eSettlements Integration Touchpoints

To take full advantage of PeopleSoft eSettlements, it is important to understand the points of integration between PeopleSoft eSettlements and other Oracle's PeopleSoft applications, including:

• PeopleSoft eProcurement.

• PeopleSoft Payables.

• PeopleSoft Purchasing.

Because information is shared between applications, work closely with the implementation teams when setting up other PeopleSoft applications.

We cover integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is located on the My Oracle Support website.

PeopleSoft eProcurement

In the Business Service Provider model, purchase orders and receipts that are created in PeopleSoft Purchasing and in PeopleSoft eProcurement can be integrated into PeopleSoft eSettlements.

PeopleSoft Payables and PeopleSoft Purchasing

This section focuses on Business Service Provider implementations, but extensive PeopleSoft Payables integration exists in Buyer Direct implementations as well.

In the Business Service Provider model, PeopleSoft eSettlements leverages nearly 80 percent of its functionality from the PeopleSoft Payables (AP) and Purchasing (PO) business processes. If you use PeopleSoft Payables and Purchasing, you cannot create a many-to-many relationship between buyers and suppliers. PeopleSoft eSettlements provides that functionality in the Business Service Provider model. Buyers in PeopleSoft eSettlements are represented as business units and suppliers are vendors. Through user security and predefined role types to which you can attach any role, existing PeopleSoft Payables and Purchasing functionality has been incorporated into the PeopleSoft eSettlements self-service design.

Unlike PeopleSoft Payables and Purchasing, however, in the Business Service Provider model, PeopleSoft eSettlements can be used by the exchange host to create a service offering to public exchange participants. In addition, it creates a solution for private exchanges because it offers simplified, streamlined payables processing and enhanced supplier collaboration in the business processes of the private exchange.

When you capture purchase orders in the Business Service Provider model, you are populating PeopleSoft Purchasing's purchase order tables. Receipts can be loaded or entered online. When receipts are loaded, receipt data loads into the receiving staging tables and the Purchasing Receipt Load process creates receipts. When you enter receipts online, you populate those receiving tables directly.

In both models, when you capture invoices, you populate the PeopleSoft Payables voucher (QV) staging tables. When you enter invoices, you populate the same set of staging tables. Whether capturing an XML invoice or creating an invoice through PeopleSoft eSettlements, you run the Payables Voucher Build process to create invoices in PeopleSoft eSettlements.

In both the Business Service Provider and Buyer Direct implementations, PeopleSoft eSettlements also leverages PeopleSoft Payables' integration with the PeopleSoft Financial Gateway functionality for payments. If you register and configure PeopleSoft Payables to work with the PeopleSoft Financial Gateway, PeopleSoft eSettlements automatically uses this established architecture for certain payment submittal, administration, and inquiry processes. When implementing PeopleSoft eSettlements with PeopleSoft Financial Gateway, your primary implementation step is ensuring a payment's bank payment method is defined for PeopleSoft Financial Gateway processing.

See *PeopleSoft Payables 9.1 PeopleBook*, "Understanding PeopleSoft Payables Implementation."

3

PeopleSoft eSettlements Implementation Tasks

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up—listed in the order in which you enter data into the component tables—and links to the corresponding PeopleBook documentation. These setup tasks are discussed in detail in the corresponding section in the *PeopleSoft Payables PeopleBook.*

See *PeopleSoft Payables 9.1 PeopleBook*, "Getting Started with PeopleSoft Payables," PeopleSoft Payables Implementation Tasks.

You can use these component interfaces to populate only the PeopleSoft Payables business unit. Therefore, if you use these component interfaces, you must still create PeopleSoft General Ledger business units online and then enable those PeopleSoft Payables business units as buyers and the vendors as suppliers in PeopleSoft eSettlements (either online or in batch in the Buyer Direct model).

PeopleSoft eSettlements also provides component interfaces to help you load data from your existing system into PeopleSoft eSettlements tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

Note. The two PeopleSoft General Ledger component interfaces used by PeopleSoft eSettlements (EM_BUS_UNIT_GL and EM_BUS_UNIT_LED) *cannot* be used with the Excel to Component Interface utility.

See Chapter 6, "Registering Buyers," Creating Buyers, page 46.

See Chapter 7, "Registering Suppliers," Creating Suppliers, page 68.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *PeopleTools PeopleBooks: PeopleBooks and the PeopleSoft Online Library,* with information about where to find the most current version of each.

See Also

PeopleTools PeopleBook: PeopleSoft Component Interfaces

Chapter 2

Navigating in PeopleSoft eSettlements

This chapter discusses how to navigate in PeopleSoft eSettlements.

Navigating in PeopleSoft eSettlements

PeopleSoft eSettlements provides custom navigation pages that contain groupings of folders that support a specific business process, task, or user role.

Note. In addition to the PeopleSoft eSettlements custom navigation pages, PeopleSoft provides menu navigation and standard navigation pages.

See Also

PeopleTools PeopleBook: Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft eSettlements

This table lists the Custom Navigation pages that are used to navigate in PeopleSoft eSettlements.

Page Name	Navigation	Usage
eSettlements Center	eSettlements, eSettlements Center	Access the eSettlements center.
Buyer Information	Click the Buyer Information link on the eSettlements Center page.	Create, maintain, or review buyers, agreements, and user profiles.
Supplier Information	Click the Supplier Information link on the eSettlements Center page.	Create, maintain, or review suppliers, agreements, and user profiles.
Invoices	Click the Invoices link on the eSettlements Center page.	Review invoice matching, approval, disputes, payments, and aging balances.
Payments	Click the Payments link on the eSettlements Center page.	Create, approve, or review payments.
Procurement Information	Click the Procurement Information link on the eSettlements Center page.	Create receipts, and review purchase orders and receipts.

Page Name	Navigation	Usage
Batch Processes	Click the Batch Processes link on the eSettlements Center page.	Process workflow, email notifications, extract files, and external payments.
Define eSettlements	Click the Define eSettlements link on the eSettlements Center page.	Define and maintain data and options for the eSettlements system.
Accounts Payable Center	Click the Accounts Payable Center link on the eSettlements Center page.	Set up, maintain, or review all information related to accounts payable.
Self-Service Invoice	Click the Self-Service Invoice link on the eSettlements Center page.	Enter or correct invoices.
Buyer Dashboard	Click the Buyer Dashboard link on the eSettlements Center page.	Access the buyer dashboard.
My Invoice Lines	Click the My Invoice Lines link on the eSettlements Center page.	Review, approve, or dispute invoice lines.
Supplier Dashboard	Click the Supplier Dashboard link on the eSettlements Center page.	Access the supplier dashboard.

Chapter 3

Understanding PeopleSoft eSettlements

This chapter provides an overview of PeopleSoft eSettlements and discusses:

- Setup and processing in the Buyer Direct model.

- Setup and processing in the Business Service Provider model.

- Role-based implementation.

- Integrate with the Oracle Supplier Network.

PeopleSoft eSettlements Overview

You implement your PeopleSoft eSettlements application based on either the Buyer Direct model or the Business Service Provider model.

Buyer Direct Model   In this implementation, a single buying organization (buyer) controls the application. This model is based on a one-to-many relationship: one buyer provides an interface for many suppliers. A buyer deploys this model by requesting—or requiring—that its suppliers post invoices to the system. The PeopleSoft eSettlements application functions as an invoice settlement solution in which electronic invoices—including supplier self-service invoices—combine with online dispute and resolution, workflow, email notifications, and electronic payments to enable real-time collaboration with suppliers. Suppliers can directly access invoice status and payment information using the internet—minimizing disruptive inquiries and lowering support costs—and the buyer can effectively manage all aspects of invoices, disputes, and payments. Advantages of this model include visibility of business processes, decentralization of approvals, extended payables visibility to selected suppliers for self-service electronic invoices, and collaboration in reconciliation and issue resolution. The entire payables process is streamlined, reducing administrative costs, minimizing disputes, and enabling faster settlement.

Business Service Provider Model	In this implementation, a consolidator controls the application. This model is based on a many-to-many relationship: a consolidator hosts the system and provides an interface between multiple suppliers and buyers. The consolidator acts as a trusted intermediary, collecting or aggregating invoices from multiple suppliers for multiple buyers. This structure eliminates the need for a point-to-point connection. The consolidator setup varies from market to market, depending on the needs of the buyers and suppliers in each industry the consolidator serves.

Setup and Processing in the Buyer Direct Model

In this implementation, the buyer controls the PeopleSoft eSettlements application, which functions as a front end for the buyer's PeopleSoft Payables application.

This section discusses:

- Setting up the Buyer Direct model.

- Processing in the Buyer Direct model.

Note. To implement either the Buyer Direct or the Business Service Provider model, you must first establish your control data by defining information in the PeopleSoft system's global, core, and additional application tables. The information that you define in these tables lays the foundation for your PeopleSoft eSettlements-specific setup.

For a Buyer Direct implementation:

1. Specify the Buyer Direct model.

2. Create and name your own roles and permission lists.

3. Create at least one user in a PeopleSoft Payables administrator role type.

4. Create a buyer template.

5. Enable PeopleSoft Payables business units as PeopleSoft eSettlements buyers.

   If you enable PeopleSoft Payables business units for use as PeopleSoft eSettlements buyers, ensure that the business unit is set up for automatic voucher numbering. Auto-numbering is used for self-service and XML invoices.

6. Enable PeopleSoft Payables vendors as PeopleSoft eSettlements suppliers.

    If financial sanctions validation is enabled, and you are enabling a PeopleSoft Payables vendor with a
    financial sanctions status of *Blocked* or *Review,* the system displays a warning message that the vendor
    selected is currently under financial sanctions review. You can decide to proceed with creating the
    supplier. However, the system does not allow payments to a supplier with a financial sanctions status of
    Blocked or *Review.*

    Note. How the system validates your suppliers is dependant upon how you set up financial sanctions
    validation options. Financial sanctions validation is discussed in detail in another chapter in this
    PeopleBook and in *PeopleSoft Source-To-Settle Common Information PeopleBook, "Maintaining Vendor
    Information."*

    See <u>Chapter 7, "Registering Suppliers," page 67.</u>

    See *PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor
    Information," Understanding Financial Sanctions Validation.

7. Create a local supplier administrator, who then completes supplier registration by adding information
    specific to the selling entity. The supplier administrator can then create new user profiles for additional
    individuals within the organization.

    Note. Creation of a supplier treasurer is required if the supplier subscribes to payment notifications.

8. Create an agreement.

    This is a multistep process. The buyer administrator (or system administrator) initiates an agreement and
    offers it to the supplier. The supplier administrator reviews the terms and adds its organization's terms for
    the buyer before approving and returning the agreement to the buyer for completion.

Note. In the preceding steps, it is assumed that you have already implemented PeopleSoft Payables.

Once you've set up the Buyer Direct model, processing follows these steps:

1. Enter vouchers into the system.

2. Enter self-service and XML invoices in PeopleSoft eSettlements, and enter vouchers in PeopleSoft
    Payables.

3. Review invoices in self-service pages.

4. Run the PeopleSoft Payables Voucher Build Application Engine process (AP_VCHRBLD) to create
    vouchers.

5. Run the Matching Application Engine process (AP_MATCH).

6. Approve invoices and invoice lines, if required.

7. Run pay cycle to select payments.

8. Approve and create payments.

    Note. If payment approval is required, first create and assign pay cycle security.

Note. If financial sanctions validation is enabled, and you are using PeopleSoft Payables functionality, the system performs validations similar to those performed during the PeopleSoft Payables process.

See *PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor Information," Understanding Financial Sanctions Validation.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Using Additional Payment Processing Options," Setting Auto-Numbering for Manual Payments

Setup and Processing in the Business Service Provider Model

When implemented as the Business Service Provider model, multiple buyers are involved, and all of the same features and functionality apply.

This section discusses:

- Setting up the Business Service Provider model.

- Processing in the Business Service Provider model.

For a Business Service Provider implementation:

1. Create a buyer bank account and a buyer template.

2. Create buyers (buying organizations) and assign their security and processing parameters.

   Buyer registration populates several underlying PeopleSoft tables, creating a PeopleSoft Payables, Purchasing, and General Ledger business unit for each buying entity, along with all necessary procurement processing options.

3. Create local buyer administrators.

   The first user profile that you create for each new buying entity is its local buyer administrator. You also assign business unit security and data access to the buyer administrator, defining the buying entities to which the buyer administrator has access. Then, you define the processing options for the buyer administrator, including preferences such as the ability to record payments or override match exceptions.

4. Create local buyer users (this is done by each buying organization's buyer administrator).

   The buyer administrator then completes the implementation process, updating and finalizing the registration for the buying entity by specifying matching preferences and creating additional users within the organization.

5. Create buyer pay cycles and assign associated security.

6. Create a selling entity (supplier) by defining subscription and system access, and then create a local supplier administrator for this new supplier.

   If financial sanctions validation is enabled at the installation level, and you create a new supplier, the system validates the supplier against the financial sanctions lists either when you attempt to save the supplier or on an ad hoc basis, depending on how you set up financial sanctions validation. If there is a possible match, the system updates the supplier's financial sanctions status on the Vendor Information component (VNDR_ID) to *Review* and displays a warning message that the supplier is currently under financial sanctions review. You can decide to proceed with creating the supplier. However, the system does not allow payments to a supplier with a financial sanctions status of *Blocked* or *Review*.

   Note. How the system validates your suppliers is dependant upon how you set up financial sanctions validation options. Financial sanctions validation is discussed in detail in another chapter in this PeopleBook and in *PeopleSoft Source-To-Settle Common Information PeopleBook, "Maintaining Vendor Information."*

   See

   See *PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor Information," Understanding Financial Sanctions Validation.

7. Specify security by defining which suppliers the supplier administrator can access, and establish processing preferences for the supplier administrator role.

8. Register suppliers.

   The supplier administrator completes supplier registration by adding information specific to the selling entity. The supplier administrator can create new user profiles for additional individuals within their organization. Creation of a supplier treasurer is required if the supplier subscribes to payment notifications.

9. Create agreements.

   The buyer administrator initiates an agreement and offers it to the supplier. The supplier administrator reviews the terms and adds its organization's terms for the buyer before approving it and returning it to the buyer for completion.

Once you've set up a Business Service Provider model, processing follows these steps:

1. Create purchase orders, invoices, and receipts.

2. Review invoices in self-service pages.

3. Run the PeopleSoft Payables Voucher Build process to create vouchers.

4. Run the Matching process.

5. Approve invoices and invoice lines, if required.

6. Run pay cycle to select payments.

7. Approve and create payments.

Note. If financial sanctions validation is enabled, and you are using PeopleSoft Payables functionality, the system performs validations similar to those performed during the PeopleSoft Payables process.

See *PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor Information," Understanding Financial Sanctions Validation.

Role-Based Implementation

Because PeopleSoft eSettlements is complex and configurable, several roles and steps are involved in the implementation of a new system.

This section provides an overview of role types and role names.

Role Types and Role Names

Whether you implement the Buyer Direct model or the Business Service Provider model, you must employ certain roles in the setup. You can attach PeopleSoft eSettlements role names to a role type to control access and enable processing. Depending on your organization's needs, new users may be assigned to various buyer or supplier roles. The system provides predefined role types, and you can set up your own roles using the delivered data as a reference. After you define your roles, the system administrator must then map the roles to the delivered PeopleSoft eSettlements role types. This step ensures that the system can identify how the new roles are used within PeopleSoft eSettlements.

Note. When you create a system administrator, ensure that you complete all of the user preferences, including the default setID.

Establishment of various roles is required, depending on the email notification options and the invoice approval levels that you specify during buyer registration. Roles are also required to enable prepayments, urgent payments, payment cancellations, and line-level routing to operational users.

In the Business Service Provider model, if a buyer subscribes to payment processing by PeopleSoft eSettlements, you must create a pay cycle for the new buyer. If the buyer subscribed to the self-service or to the automated pay cycle and also requires pay cycle approval, you also establish pay cycle security for the user that is responsible for approving payments.

Here are the delivered buyer role types and associated role name mappings that you can use as a reference when setting up roles:

Note. To use roles in PeopleSoft eSettlements, you must map the roles that you set up to the appropriate delivered, predefined PeopleSoft eSettlements role types.

Buyer Role Type	Buyer Role Name
Buyer Administrator	EM_BUYER_ADM
Buyer Accountant	EM_BUYER_ACCT
Buyer User	EM_BUYER_TREAS
	EM_APPROVER_1
	EM_APPROVER_2

Buyer Role Type	Buyer Role Name
	EM_APPROVER_3
	EM_BUYER_MTCH_MGR
	EM_BUYER_RECV
	EM_BUYER_SUPV

Here are the available supplier role types and associated role names:

Supplier Role Type	Supplier Role Name
Supplier Administrator	EM_SELLER_ADM
Supplier User	EM_SELLER_AR
	EM_SELLER_CM
	EM_SELLER_CSP
	EM_SELLER_TREAS

In the Business Service Provider model there are also two host administrator role types assigned by the consolidator: host functional administrator (EM_HOST_ADM_FUNC), and host technical administrator (EM_HOST_ADM_TECH).

In the Buyer Direct model, you set up a payables administrator role and map it to the system administrator role type.

Note. The host administrator must set up at least one buying entity for each buyer (business unit), and one selling entity for each supplier.

Once the initial setup is complete, the local buyer administrator and local supplier administrator can create additional users to suit their particular organization's needs.

Integrating with the Oracle Supplier Network

This section provides an overview of the integration with the Oracle Supplier Network and discusses how to receive Invoices from the Oracle Supplier Network

Understanding the Integration Between PeopleSoft eSettlements and the Oracle Supplier Network

The Oracle Supplier Network (OSN) is an hosted service offering in which buyers and sellers use a common hub for exchanging and monitoring transactions. The integration between OSN and PeopleSoft enables you to pass the following transactions:

- Purchase orders and change orders from PeopleSoft to the OSN supplier (outbound transactions). The purchase order is passed to suppliers through OSN. Suppliers can decide their delivery method, and monitor transactions on OSN.

- Purchase order acknowledgement (POA) or a POA with changes from the OSN supplier to PeopleSoft (inbound transactions). The supplier's POA is sent through OSN to PeopleSoft.

- Advanced Shipping Notification (ASN) from the OSN supplier to PeopleSoft (inbound transaction). The supplier's ASN is sent through OSN and loaded into PeopleSoft as an advanced shipment receipt (ASR) where you can create a receipt in PeopleSoft.

- Invoices from the OSN supplier to PeopleSoft (inbound transaction). The supplier's invoice is sent through OSN and loaded into PeopleSoft where you can create a voucher in PeopleSoft eSettlements.

The following diagram illustrates the communication protocols between PeopleSoft, the Oracle Supplier Network, and the OSN suppliers. PeopleSoft should use OAG (Open Applications Group) XML for the outbound transaction since OSN supports incoming OAG messages over HTTP. The OSN suppliers can send and receive messages using cXML or OAG.
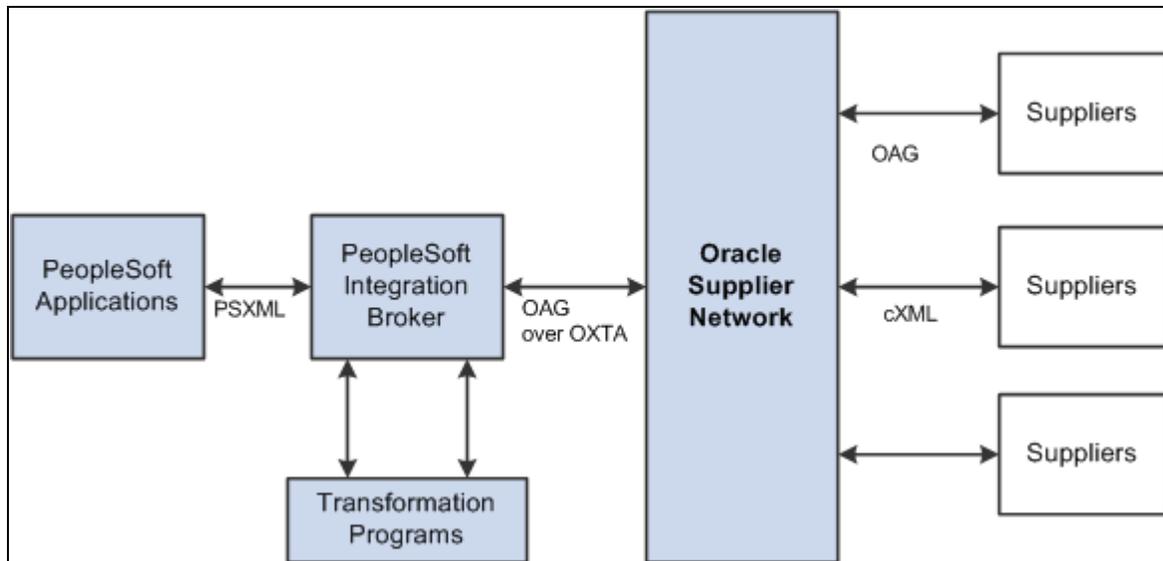
Overview of PeopleSoft to Oracle Supplier Network Integration

For outbound transactions from the PeopleSoft eProcurement or Purchasing applications, the PeopleSoft Integration Broker (Integration Gateway) uses application engine transformation programs and the fscm_epo_OSNListeningConnector IB connector to convert XML messages that use the PeopleSoft format (PSXML) into OAG XML files. For inbound transactions from the Oracle Supplier Network to PeopleSoft eSettlements, OAG XML messages are sent to the PeopleSoft Integration Gateway where transformation programs and the fscm_epo_OSNListeningConnector IB connector convert the incoming files into the PSXML format.

Prerequisites

To set up the connection between eProcurement, eSettlements and the Oracle Supplier Network (OSN), you must register with OSN and invite your suppliers to register with OSN.

See Oracle Supplier Network User Guide

Pages Used to Receive Invoices From the Oracle Supplier Network

Page Name	Definition Name	Navigation	Usage
Voucher Build	VCHR_BATCH_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Build	Run this process to create voucher record sets from many sources including XML invoices. See Processing Batch Vouchers.
Voucher Inquiry	AP_VOUCHER_INQUIRY	Accounts Payable, Review Accounts Payable Info, Vouchers, Voucher, Voucher Inquiry	Search for and review vouchers and any payment information. See Reviewing Voucher Information.

Receiving Invoices from the Oracle Supplier Network

Invoices can be transmitted from OSN suppliers to PeopleSoft where they are received as vouchers in PeopleSoft Payables through eSettlements: The following steps are used:

1. The Oracle Supplier Network transmits the invoice from the OSN supplier.

2. The PeopleSoft connector, fscm_epo_OSNListeningConnector, catches the inbound message which is routed to the EM_VOUCHER_IN service operation.

3. The routing on the service operation contains the transformation program SAC_OAG72INV that converts the invoices in OAG XML to vouchers in PSXML.

4. The handler EmVoucherIn, that is defined on the service operation, is executed to update the voucher staging tables in PeopleSoft.

5. The Voucher Build process is then executed to create a voucher.

6. The Voucher Inquiry page can be used to review vouchers.

Note. In order to receive invoices from OSN suppliers, PeopleSoft Payables and PeopleSoft eSettlements must be installed. A link to the PeopleSoft eSettlements application and to the PeopleSoft eSupplier Connection application is provided within the Oracle Supplier Network on the Trading Partners section.

The PeopleSoft system is delivered with the following setup for receiving invoices from OSN, this data may need to be altered for your environment:

• Service operation: EM_VOUCHER_IN

• Message: EM_VOUCHER_IN version

• Application Engine transformation program: SAC_OAG72INV

• Routing: ORACLE_SN_VOUCHER_IN

• Node: PSFT_ORACLE_SUPPLIER_NETWORK

• Queue: EM_VOUCHER_IN

- Handler: EmVoucherIn

- Connector: fscm_epo_OSNListeningConnector

PeopleSoft Service Operation	OSN Transaction Name	cXML Equivalent
EM_VOUCHER_IN	OAG Process Invoice 002	PeopleSoft eSettlements will receive XML invoices (cXML) Invoice Detail

Chapter 4

Configuring Security

This chapter provides overviews of security and permission lists and role types, and discusses how to administer self-service security and create new users.

Understanding Security

This section discusses:

- Security administration.

- Security concepts.

Security Administration

User security for PeopleSoft eSettlements is designed for decentralized administration. Access to information is flexible, and you can configure access to meet your organization's needs. Predefined role types and data access rights ensure secured data access throughout the system. Security is managed by two types of administrators:

- A main system administrator.

- Local administrators (for both buyers and sellers).

The system administrator establishes the overall structure for creation of user profiles and creates one user profile for each buying entity (buyer) and selling entity (supplier). These first users are the local administrators and are referred to as either the buyer administrator or the supplier administrator. The local administrator role types are restricted to creating respective local buyer and supplier users.

Note. In the Buyer Direct model, you do not have to create separate buyer and supplier administrators. The system administrator can manage all user security. However, you are required to create separate buyer and supplier administrators in the Business Service Provider model.

Security Concepts

The following concepts are fundamental to security:

Permission lists	Permission lists group authorizations. You assign permission lists to roles. Permission lists store authorized sign-in times (when users may access the system), page access, PeopleTools access, and buyer and supplier data permissions.
Role names	Role names are intermediate objects that link user profiles to permission lists, and that are mapped to PeopleSoft eSettlements role types. You can assign multiple role names to a user profile, and you can assign multiple permission lists to a role name.

Note. You must map roles to PeopleSoft eSettlements role types for use within PeopleSoft eSettlements.

Role types	Role types are intermediate objects that enable you to control access and notifications. You can map PeopleSoft role names to role types. You define access and the activities that a particular role name can perform, as well as the events for which that role name receives email notification. You can map many role names to a particular role type, but only one role type can be mapped to a single PeopleSoft eSettlements role name.

We discuss these role types in detail in the next section.

User profiles	A profile describes a particular user. Profiles include low-level PeopleTools data (such as language code) and application-specific data (such as the setIDs that users are authorized to access within Oracle's PeopleSoft Financials applications). Permission lists, role names, and role types are all part of a user's profile. Some user profile attributes (such as a password) are security-related, while others are descriptive (for example, an email address) or preferential (for example, if multi-language capabilities are enabled).
Buyer data permissions	Buyer permissions are first assigned to the buyer administrator by the system administrator during buyer registration. The system administrator controls the data access that the buyer administrator can subsequently assign to users locally through buyer security.
Supplier data permissions	Supplier permissions are first assigned to the supplier administrator by the system administrator during supplier registration. The system administrator controls the data access that the supplier administrator can subsequently assign to users locally through supplier security.

See Also

PeopleTools PeopleBook: Security Administration

Understanding Permission Lists and Role Types

Permission lists control data and processing access. Roles are assigned to user profiles and include one or more permission lists that control page access.

This section discusses:

• Permission lists.

• Role types.

Permission Lists

Users creating permission lists must have full access to the following web libraries to make use of the self-service interface:

• WEBLIB_EBPP

• WEBLIB_MENU

• WEBLIB_PT_NAV

• WEBLIB_PORTAL

Specific menu and component access is enabled when you assign a permission list to a role.

The PeopleSoft system provides roles with permission lists already assigned to them; however, you can create your own roles. Use the delivered demo data as a reference when creating roles and permission lists.

Role Types

Role types enable you to assign and differentiate between specific buyer, supplier, and administrator role names. The PeopleSoft system comes with seven predefined role types to which you map role names (roles):

• Buyer accountant

• Buyer administrator

• Buyer user

• Operational approver

• Supplier administrator

• Supplier user

• System administrator

See Also

PeopleTools PeopleBook: Security Administration

Administering Self-Service Security and Creating New Users

To administer self-service security and create new users, use the following components:

- Maintain Role Types (EM_ROLE_CONFIG)

- Buyer Inquiry (EM_BUYERSEC_INQRY)

- Buyer User Details (EM_BUYER_SECURITY)

- Supplier Inquiry (EM_SELLERSEC_INQRY)

- Supplier User Details (EM_SELLER_SECURITY)

This section provides an overview of self-service security administration and discusses how to:

- Map roles to role types.

- Create new buyer users.

- (Optional) Define invoice line approval rules.

- Create new supplier users.

See Also

Understanding Self-Service Security Administration

Roles control security and access to the functions within the system. You must create roles before you create new users. You then map the roles to PeopleSoft eSettlements role types.

The system administrator creates the user profiles for the local buyer and supplier administrators, who then have the authority to set up additional user profiles within their organizations.

Buyer data permissions are controlled by business unit; supplier data permissions are controlled by supplier ID.

Note. The system administrator must first set up a buyer administrator and supplier administrator before either of the local administrators can set up additional users for their organizations.

See Also

Pages Used to Administer Self-Service Security and Create New Users

Page Name	Definition Name	Navigation	Usage
Maintain Role Types - System Access	EM_ROLE_CONFIG	eSettlements, Administration, Maintain Role Types, Maintain Role Types - System Access	Map user-defined roles to PeopleSoft eSettlements role types.
Review User Profiles - Buyer User Details	EM_BUYER_SECURITY	eSettlements, Buyer Information, Review User Profiles, Review User Profiles - Buyer User Details Click the Add button or click a User ID link on the Review User Profiles - Inquiry page.	Add or edit buyer users and security permissions for individuals needing to access the system. **Note.** The system administrator should not use this page to create new users because it provides only limited functionality for creating basic users.
Review User Profiles - Invoice Line Approval Rule Setup	EM_USR_LN_APPR	Click the User Approval Rules link on the Review User Profiles - Buyer User Details page.	Add or edit invoice line routing and approval field values for operational users.
Review User Profiles - Supplier User Details	EM_SELLER_SECURITY	eSettlements, Supplier Information, Review User Profiles, Review User Profiles - Supplier User Details Click the Add button or click a User ID link on the Review User Profiles - Inquiry page.	Add or edit supplier users and security permissions for individuals needing to access the system.

Mapping Roles to Role Types

Access the Maintain Role Types - System Access page (eSettlements, Administration, Maintain Role Types, Maintain Role Types - System Access).

Maintain Role Types - System Access page

| Role | | Select a role to map to a role type. Click the Add button to add a role. |
| Role Type | | Select a type to map to the adjacent role. |

Creating New Buyer Users

Access the Review User Profiles - Buyer User Details page (eSettlements, Buyer Information, Review User Profiles, Review User Profiles - Buyer User Details).

Review User Profiles - Buyer User Details page (1 of 2)

Review User Profiles - Buyer User Details page (2 of 2)

User Profile

User ID and **Name**	Enter the user ID and name.
Lock Account	Select to prevent the user from accessing the system.
Email Address	Enter the full email address to which email notifications subscribed to by the buyer are sent for this user.
	Important! If you leave the @ symbol or the domain name out of the address, the email feature does not work.
Email User	Select to specify whether the user receives email notifications.
	Note. If the primary user must be away from the system for an extended period, you can access the General Profile Information page by selecting My System Profile and then deselect the Email User check box in the Workflow Attributes group box. Doing so also deselects the Email User check box on the Review User Profiles - Buyer User Details page and enables you to define an alternate user to receive email notification.
Language	Enter a code for the email language.
Currency Code	Enter a currency code, which controls the default values for the invoice inquiry pages for the user.

| Rate Type | Enter the rate type for currency conversions on inquiry pages. The value that you enter is specific to the user. |

Instant Messaging IDs

Instant messaging enables buyers and suppliers to initiate a dialog to resolve invoice disputes.

Instant Messaging Domain	Select a provider: *AOL* (America Online), *SAMETIME,* or *YAHOO*.
Instant Messenger ID	Enter an ID for instant messaging.
	Important! Do not enter the @ sign followed by the domain name; just enter the instant messaging ID of the user.

Buyer User Roles

| Role Name | Select one or more roles for the user. Click Add a User Role to add roles. Only roles that are mapped to these role types are available: buyer accountant, buyer user, and operational approver. |
| | **Note.** If the user needs to create urgent payments and approve payments, attach permission list EPMP8000 to the user ID. |

Accessible Buying Entities

| Buying Entity | Select one or more buyer IDs for the user. Click Add a Buyer to add entities. The system displays only the IDs that the system administrator attached to the buyer administrator on the Business Unit by User ID page. |

Click the User Approval Rules link to add or edit invoice line routing and approval field values for operational users.

See Also

PeopleTools PeopleBook: Security Administration

Chapter 6, "Registering Buyers," Creating Buyer Administrators, page 63

Defining Invoice Line Approval Rules

Access the Review User Profiles - Invoice Line Approval Rule Setup page (Click the User Approval Rules link on the Review User Profiles - Buyer User Details page).

Review User Profiles

Invoice Line Approval Rule Setup

Use this page to add or edit invoice line routing and approval field values for your operational users.

Name: Buyer Approver 1

Invoice Line Approval Rules   Customize | Find | View All | ↗ First ◁ **1-2 of 2** ▷ Last

Use	Field Name	How Specified	Select Value	To Value	Auto Assigned from	
☑	Account ▼	Range of Values ▼	100000 🔍	100002 🔍		−
☑	▼	Selected Detail Values ▼	🔍			−

Add Approval Rule

Review User Profiles - Invoice Line Approval Rule Setup page

Use	Select to have the rule apply to the user name. In the example screen shot, the user receives all invoices that have a department value of *12000* to *15000*.
Field Name	Enter the fields to govern invoice line routing.
How Specified	Enter *Range of Values* or *Selected Detail Values*.
Select Value and **To Value**	Enter values to further define the field. Enter a select value if you entered *Selected Detail Values* in the How Specified field. Enter values in both fields if you selected *Range of Values*.
	Defining these fields enables you to, for example, prevent a user from receiving invoice lines that contain only certain account values.

Creating New Supplier Users

Access the Review User Profiles - Supplier User Details page (eSettlements, Supplier Information, Review User Profiles, Review User Profiles - Supplier User Details).

This page and its required tasks are similar to those on the Review User Profiles - Buyer User Details page. You must complete all of the corresponding fields for each supplier that you create.

Accessible Suppliers

Name	Select one or more suppliers for this user. Click Add a Supplier to add suppliers. Only IDs that are attached to the supplier user role type are available.

See Also

Chapter 5

Enabling PeopleSoft Payables for the PeopleSoft eSettlements Buyer Direct Model

This chapter provides an overview of the processes involved in enabling the PeopleSoft eSettlements Buyer Direct model for use with an existing PeopleSoft Payables application, and discusses how to:

• Specify the Buyer Direct model.

• Set up security.

• Establish a buyer template.

• Enable PeopleSoft Payables business units and vendors as PeopleSoft eSettlements buyers and suppliers.

Understanding Enabling the Buyer Direct Model

Setting up PeopleSoft Payables and eSettlements to work together using the PeopleSoft eSettlements Buyer Direct model involves creating a PeopleSoft eSettlements buyer for each PeopleSoft Payables business unit and a PeopleSoft eSettlements supplier for each active PeopleSoft Payables vendor. You can perform these operations using an Application Engine process to complete the enabling of all your existing PeopleSoft Payables business units and vendors at once, in a batch, and you can also enable them online one at a time. We discuss the latter method in subsequent chapters.

Buyer Template

The administrator must create a buyer template to populate the required configuration tables when creating a new buyer. This template includes all required control values and is stored by setID. Each buyer must be associated with a template, and you can use one template for the creation of many buyers.

You establish the information when you create your business units in PeopleSoft Payables, but you still must create a complete buyer template in PeopleSoft eSettlements. The only template field used in further processing is Account, which appears by default on self-service and XML invoices, if no other default values are found.

Enable PeopleSoft Payables Business Units and Vendors for Buyer Direct Application Engine Process

The Enable AP BUs & Vendors for BD (enable payables business units and vendors for buyer direct model) Application Engine process (EM_ENABLE_BU) creates a PeopleSoft eSettlements buyer for each PeopleSoft Payables business unit, and a PeopleSoft eSettlements supplier for each PeopleSoft Payables vendor. For buyers, the process performs the following:

1. Creates PeopleSoft eSettlements buyers by populating the Buyer Registration table (EM_BUY_REG_TBL) with all active PeopleSoft Payables business units that are not already registered as PeopleSoft eSettlements buyers.

2. Populates four levels of buyer approval amounts in the Buyer Approval Amounts table (EM_BUYER_APPR) for each PeopleSoft Payables business unit.

   Populates the first row with unlimited invoice header approval amounts and each subsequent row with a value of *0.0.* You must enter the actual approval amounts manually on the Review Buyer Details - Notifications and Approvals page, as well as assign approvers for each approval level by selecting from a list of valid PeopleSoft eSettlements roles.

3. Populates the Business Unit Operator ID Security table (SEC_BU_OPR) for every PeopleSoft Payables business unit for user IDs that are associated with a role attached to any of the following role types: buyer user, buyer administrator, buyer accountant, or operational approver.

   Note. If the Update Security Setups SQR process (FIN9001) has been run *with* business unit security selected, the Enable AP BUs & Vendors for BD process will assume that all PeopleSoft Payables business units already exist in the Business Unit Operator ID Security table and will not add a new row to the table. Therefore, if you have added any PeopleSoft Payables business units since you last ran the Update Security Setups SQR process, the Enable AP BUs & Vendors for BD process does not add them to the Business Unit Operator ID Security table even though they do not already exist on the table. You must, in that case, add those business units to the Business Unit Operator ID Security table manually.

4. Populates the Review Buyer Details - ChartField Configuration page with *No Access* for all ChartFields.

   Therefore, to give access to their suppliers, the buyer must access the page and select *Display Only* or *Editable* for each ChartField the buyer wants to make available to its suppliers.

For suppliers, the process works as follows:

1. Creates PeopleSoft eSettlements suppliers by populating the PeopleSoft eSettlements Supplier Registration table (EM_VENDOR_REG) with all active PeopleSoft Payables vendors.

   Once the vendor is created, all of their locations display in supplier registration—all of a vendor's locations are registered once the vendor is registered. If an existing vendor has a remit to vendor (location), that information also displays in supplier registration.

2. Grants PeopleSoft eSettlements administrators update access to all supplier details, by populating the Vendor User table (VENDOR_USER) with all active PeopleSoft Payables vendors for those users assigned to roles with a system administrator role type.

3. Calls the Populate User Currency Prefs Application Engine process (EM_USRCURPRF) to populate the User's Current Preferences table (EM_USR_CUR_PREF) with the currency rate type entered on the run control.

Note. If financial sanctions validation is enabled at the installation level or at the bank level, the Enable AP BUs & Vendors for BD process validates the vendor against any financial lists (for example, the Specially Designated Nationals (SDN) list), and lists the vendors whose financial sanctions status is *Review* or *Blocked* on the Message Log page of the Process Monitor. The system still creates suppliers from these vendors, however, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

Financial sanctions validation is discussed in detail in another chapter in this PeopleBook and in *PeopleSoft Source-To-Settle Common Information PeopleBook, "Maintaining Vendor Information."*

See *PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor Information," Understanding Financial Sanctions Validation.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Securing Your System," Specifying System Security Options

Specifying the Buyer Direct Model

Specifying the Buyer Direct model is the first step in setting up PeopleSoft eSettlements to work with PeopleSoft Payables.

To specify the Buyer Direct model, use the Installation Options component (INSTALLATION).

This section discusses how to specify the implementation model.

Page Used to Specify the Buyer Direct Model

Page Name	Definition Name	Navigation	Usage
Installation Options - eSettlements	INSTALLATION_EM	Set Up Financials/Supply Chain, Install, Installation Options Click the eSettlements link on the Installation Options page.	Specify PeopleSoft eSettlements installation options, including implementation model.

Specifying the Implementation Model

Access the Installation Options - eSettlements page (Set Up Financials/Supply Chain, Install, Installation Options, click the eSettlements link on the Installation Options page).

In the Implementation Model group box, select Buyer Direct.

Warning! Because processing logic is tied to the implementation model, you should not change it once you have selected it and begun your setup.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options

Setting Up Security

PeopleSoft eSettlements is a role-based application. We deliver PeopleSoft eSettlements with predefined role types. You must set up at least one user in each of the PeopleSoft eSettlements role types in order to enable PeopleSoft Payables for use with PeopleSoft eSettlements in the Buyer Direct model. In order for a user to perform any tasks in PeopleSoft eSettlements, the user must be associated with a role, which is in turn attached to a role type.

See Also

Chapter 4, "Configuring Security," Understanding Permission Lists and Role Types, page 18

Establishing a Buyer Template

A buyer template provides defaults and control values for buyer registration and transactions. The buyer template provides a means to create buyers and the underlying PeopleSoft Payables, Purchasing, and General Ledger business units and processing options. You must establish a buyer template before you can run the Enable AP BUs & Vendors for BD process—and also before you can enable or create buyers online.

To establish a buyer template, use the Maintain Buyer Template component (EM_BUYER_TEMPLATE).

This section discusses the buyer template in the context of both implementation models and discusses how to establish a buyer template.

Note. In order to save a template all required fields must be populated.

Buyer Direct Model

In the Buyer Direct model, when enabling existing PeopleSoft Payables business units for PeopleSoft eSettlements, the business units and processing options have already been established so the values on the template will not be used for subsequent processing, except for the Account field. This field on the template is the only field used in the Buyer Direct model, and can be used as a default value on self-service and XML invoices. Bank information in the Buyer Direct model is derived using TableSet sharing, rather than the Bank Security table (EM_SEC_BU_BANK), which is used in the Business Service Provider model only.

PeopleSoft eSettlements processing looks to the PeopleSoft Payables business unit for all defaults other than Account. If, however, you later create a new buyer directly in PeopleSoft eSettlements, the values you enter now on the buyer template determine the defaults on the PeopleSoft Payables, Purchasing, and General Ledger business unit definitions that are automatically created upon completing buyer registration.

Business Service Provider Model

In the Business Service Provider model, the Bank Security table is used for the bank information. We discuss aspects of the buyer template for the Business Service Provider model in the Registering Buyers chapter.

See Also

Page Used to Establish a Buyer Template

Page Name	Definition Name	Navigation	Usage
Maintain Buyer Template - Information	EM_BUYER_TEMPLATE	eSettlements, Administration, Maintain Buyer Template, Maintain Buyer Template - Information	Establish all buyer creation defaults.

Establishing a Buyer Template

Access the Maintain Buyer Template - Information page (eSettlements, Administration, Maintain Buyer Template, Maintain Buyer Template - Information).

Maintain Buyer Template – Information page

Note. For the following fields, the system default is to *not* prorate the charges: Sales Tax Charge, Use Tax Charge, Freight Charge, and Misc. Charge (miscellaneous charge).

 To prorate these, select Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, then select the appropriate check boxes for the buyer.

SetID   Enter a setID for this template.

Template ID	Enter an ID to define this template.
Holiday List ID	Select an ID to list the holidays for each buyer.

VAT and Business ID Information

VAT	Select if the buyer operates in a VAT environment.
VAT Entity	Enter a value-added tax (VAT) reporting entity if you selected the VAT check box.
Physical Nature	Select *Goods* or *Services* to establish a default value that describes, for the majority of transactions, whether an object purchased is a physical good or a service.
Where Service Performed	Select *Buyer's Location, Ship From Location, Ship To Location,* or *Supplier's Location* to indicate the location at which a service is most often performed.
Prorate VAT NR	Enter a default miscellaneous charge code for the non-recoverable Input VAT, to determine how the system calculated, how non-recoverable VAT is accounted for, and whether it is treated as landed cost.
	Selection of a prorate charge code enables the non-recoverable VAT to be posted to the same set of ChartFields as specified for the associated expense, and enables the non-recoverable VAT to be treated as a landed cost.
	Selection of a non-prorate charge code allows the non-recoverable VAT to be posted to the ChartFields specified on the VAT accounting template for the associated VAT code.

See *PeopleSoft Payables 9.1 PeopleBook*, "Processing Value Added Tax (VAT) in PeopleSoft Payables."

Accounting Information

Account	Enter a default account for processing.
	Note. For self-service invoices, the system overwrites this value if you establish values at lower levels of the PeopleSoft eSettlements default ChartField hierarchy.
	See Chapter 10, "Processing Invoices," Understanding Self-Service Invoice Entry and Management, page 143.
Accounting Template	Enter a template ID for voucher processing within PeopleSoft eSettlements.
Ledger	Enter a ledger to store the posted net activity for a set of ChartField values by accounting period and fiscal year.

Ledger Groupand **Calendar ID**	Enter one of each because these are required for invoice entry and invoice management.

Journal Template

A Journal Template is required for processing within PeopleSoft eSettlements.

Accruals, Payments, Closes, Cash Clearings, Revaluations, and **Cancels**	Enter a journal template to use for each category.

Misc. Journal Information (miscellaneous journal information)

Combo Template	Select the delivered *VCHREDIT* record template for creation of a business unit.
Sales Tax Charge, Use Tax Charge, Freight Charge, and **Misc. Charge** (miscellaneous charge)	Enter the appropriate values. The system uses each of these portions of the total landed cost for nonmerchandise charges, on purchase orders, receipts, and invoices.
Build Criteria	Enter a selection to enable editing both interfaced and online invoices/vouchers.
Document Association	Enter a value to determine how the system groups together receipts associated with a voucher line during the Matching Application Engine process (AP_MATCH).

Payment Information

Bank SetID	Enter a setID to store the banks for this buyer.
Payment Terms ID, Prepay Terms, Payment Handling and **Payment Rate Type**	Enter a terms ID, and values to further define the payment details. These are required for all transactions.

Miscellaneous Information

Origin	Enter an origin to identify PeopleSoft eSettlements transactions in the system. This is used by both the invoice and purchase order interfaces.
	Note. You must create an origin of *MPY.* You can also create additional origins.
Ship Via Code	Enter a code to specify how a shipment from the supplier should be made. This defaults to incoming purchase orders.

Freight Terms Code	Select to specify at what point the title passes for shipment. This defaults to incoming purchase orders.
Tax Exempt Flag	Select if incoming purchase orders are tax exempt.
Tax Exempt ID	Enter an ID if you select the Tax Exempt Flag check box.

eSettlements Information

Agreement SetID	Enter an ID to enable sharing of an agreement between buyers. You can also use it to ensure a specific agreement for each buyer. When the agreement is to be shared by several buyers, enter the value of the primary buyer ID for which all agreements will be created. The value you enter here populates the EM_01 record group. If you leave this field blank, the agreement is not shared and the system populates the record group EM_01 with the newly created buyer ID.
Notification SetID	Enter an ID to enable sharing of notification setup between buyers.

The value you enter here populates the EM_03 record group. If you leave this field blank, the notification setup is not shared and the system populates the EM_03 record group with the newly created buyer ID. |

Template Values and Navigation

This table provides a list of buyer template configuration attributes and how to access their respective setup.

Attribute	*Navigation Path*
Holiday List ID	Banking, Bank Accounts, External Accounts, Account Information
VAT Entity	Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Entity
Prorate VAT NR	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn
Journal Templates	Set Up Financials/Supply Chain, Common Definitions, Journals, Entry Template
Origin	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin
Ship Via Code	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Ship Via Codes

Attribute	*Navigation Path*
Freight Terms Code	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Freight Terms
Tax Exempt Flag	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition
Tax Exempt ID	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition
Account	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Definition
Accounting Template	Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Templates
Ledger	General Ledger, Ledgers, Detail Ledgers
Ledger Group	General Ledger, Ledgers, Ledger Groups
Calendar ID	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Calendar Builder
Combo Template	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, ChartField Editing Template
Sales Tax Charge	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn
Use Tax Charge	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn
Freight Charge	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn
Misc. Charge	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn
Agreement SetID	PeopleTools, Utilities, Administration, TableSet IDs
Build Criteria	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Build Criteria

Attribute	Navigation Path
Document Association	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Document Association Rules
Bank SetID	PeopleTools, Utilities, Administration, TableSet IDs
Payment Terms ID	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments Access the necessary Payment Terms pages.
Prepay Terms	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments Access the necessary Payment Terms pages.
Payment Handling	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Handling Codes
Payment Rate Type	Set Up Financials/Supply Chain, Common Definitions, Market Rates, Market Rate Type

Enabling PeopleSoft Payables Business Units and Vendors as PeopleSoft eSettlements Buyers and Suppliers

To enable PeopleSoft Payables business units as PeopleSoft eSettlements buyers, and PeopleSoft Payables vendors as suppliers, run the Enable AP BUs & Vendors for BD process.

After you run this process, ensure that your database administrator updates statistics on the following tables:

- EM_BUY_REG_CFS

- PS_EM_BUY_REG_TBL

- PS_EM_BUYER_APPR

- PS_EM_SEC_BU_BANK

- PS_SEC_BU_OPR

- PS_EM_VENDOR_REG

- PS_VENDOR_USER

- PS_EM_USR_CUR_PREF

This section discusses how to:

- Run the enable buyer direct model process.

• View message log for financial sanctions warnings.

Pages Used to Enable PeopleSoft Payables Business Units and Vendors as PeopleSoft eSettlements Buyers and Suppliers

Page Name	Definition Name	Navigation	Usage
Enable Buyer Direct Model - Run Control Parameters	EM_ENABLE_AP_RUN	eSettlements, Batch Processes, Enable Buyer Direct Model, Enable Buyer Direct Model - Run Control Parameters	Specify run parameters for the Enable AP BUs & Vendors for BD (enable payables business units and vendors for buyer direct model) Application Engine process (EM_ENABLE_BU) and run the process. It creates a PeopleSoft eSettlements buyer for each PeopleSoft Payables business unit, and a PeopleSoft eSettlements supplier for each PeopleSoft Payables vendor. You can specify which particular business units and vendors to convert to buyers and suppliers.
Message Log	PMN_BAT_MSGLOG	Click the Process Monitor link on the Enable Buyer Direct Model - Run Control Parameters page. Click the Details link on the Process List page. Click the Message Log link on the Process Detail page.	Review the suppliers created with a financial sanctions status of *Review* or *Blocked.* Use the Vendor Information component (VNDR_ID) to update the financial sanctions status, if appropriate.

Running the Enable Buyer Direct Model Process

Access the Enable Buyer Direct Model - Run Control Parameters page (eSettlements, Batch Processes, Enable Buyer Direct Model, Enable Buyer Direct Model - Run Control Parameters).

Enable Buyer Direct Model
Run Control Parameters

Run Control ID: ENABLE   Report Manager   Process Monitor   [Run]

*SetID: [   ] 🔍

*Template ID: [▼]

*Rate Type: [▼]

Selection Parameters   Customize | Find | View All | ↗ | 🗒 | First ◀ 1 of 1 ▶ Last

Buyer/Supplier	Value Type	SetID	From	To		
Buyer ▼	Value ▼		US001 🔍		➕	➖

Enable Buyer Direct Model – Run Control Parameters page

SetID	Enter a setID; this must be the same setID value as established for the buyer template. The value entered here determines the values available to buyers in the Selection Parameters region.
Template ID	Select either *MKTPAYVAT* (market pay VAT template) or *MRKTPAY* (market pay template).
Rate Type	Select a currency rate type value. You set up rate types using the Market Rate Type page. This becomes the default rate type for all users associated with a PeopleSoft eSettlements role for business unit. You can override this default on the Review User Profiles - Buyer User Details page for buyer users, and on the Review User Profiles - Supplier User Details page for supplier users.
Buyer/Supplier	Select *Buyer* to enable PeopleSoft Payables business units, or *Supplier* to enable vendors.
Value Type	Establish parameters to define if the system processes all, a few, or just one PeopleSoft Payables business units or vendors. Select from the following:
	All: Select to enable all PeopleSoft Payables entities (of the specified field name value) to PeopleSoft eSettlements entities. For example, if you specify the Buyer value, the process enables all PeopleSoft Payables business units as eSettlement business units.
	Range: Select to enable a range of business units or vendors, and complete the From and To fields.
	Value: Select to enable one business unit or vendor, and complete the From field.

SetID   Specify a setID when enabling one supplier or a range of suppliers. You can add multiple supplier rows under different setIDs for supplier registration.

After you specify the fields, click the Run button.

On the Process Scheduler Request page, select the Enable AP BUs & Vendors for BD (enable payables business units and vendors for buyer direct model) check box to enable PeopleSoft Payables business units as PeopleSoft eSettlements buyers and vendors as eSettlement suppliers.

Click the OK button to run the processes.

Note. If you are creating vendors every day, set up the Enable AP BUs & Vendors for BD process to run every night. By contrast, you should run the process each time you add a new PeopleSoft Payables business unit. Alternately, you can enable a new business unit and a new vendor online as well.

See Also

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Processing Multiple Currencies," Defining Market Rates

Viewing Message Log for Financial Sanctions Warnings

Access the Message Log page (click the Process Monitor link on the Enable Buyer Direct Model - Run Control Parameters page).

If financial sanctions validation is enabled at the installation level or at the bank level, the Enable AP BUs & Vendors for BD process validates the vendor against any financial lists (for example, the SDN list), and lists the vendors whose financial sanctions status is *Review* or *Blocked* on the Message Log page of the Process Monitor. The system still creates suppliers from these vendors, but it is providing you with a warning of the suppliers being created who are potential matches to a financial sanctions list. The system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

Also, if financial sanctions validation is enabled, and you are using PeopleSoft Payables functionality, the system performs validations similar to those performed during the PeopleSoft Payables process.

Note. You should review the Message Log page after enabling any PeopleSoft Payables vendor to determine the financial sanctions status of the suppliers being created. Use the Vendor Information component (VNDR_ID) to update the financial sanctions status, if appropriate.

Financial sanctions validation is discussed in detail in another chapter in this PeopleBook and in *PeopleSoft Source-To-Settle Common Information PeopleBook, "Maintaining Vendor Information."*

See *PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook*, "Maintaining Vendor Information," Understanding Financial Sanctions Validation.

Chapter 6

Registering Buyers

This chapter provides overviews of buyer registration and buyer bank accounts and discusses how to:

* Create buyer bank accounts in the Business Service Provider model.

* Create buyers.

* Create buyer administrators.

Understanding Buyer Registration

A buyer is a buying entity with the ability to enter, review, and dispute invoices, and to create payments once all business conditions are satisfied. An organization may have one or multiple buying entities. Each buyer must be registered in the system before processing any transactions, and a valid agreement with one or more suppliers must exist before processing PeopleSoft eSettlements self-service and XML invoice transactions.

Note. You can still create invoices in PeopleSoft Payables without a valid agreement in PeopleSoft eSettlements.

If you have already enabled a batch of PeopleSoft Payables business units, you can reuse a buyer template to enable individual business units as PeopleSoft eSettlements buyers. You can use a single buyer template for all of your business units if the default account is the same for all of them.

When creating a new buyer, the setID that the system populates for the location record group FS_26 and the ship-to location record group PO_04 is the same setID value as the default setID that appears on the Review Buyer Details - Registration page. It comes from the user preferences of the user creating the buyer.

The steps you take to register buyers depends on the model that you are implementing.

Buyer Direct Model

In the Buyer Direct model, you can create buyers three ways:

* Enable all of your PeopleSoft Payables business units as PeopleSoft eSettlements buyers in batch. We discussed this method in a previous chapter.

  Note. Although you may have already run the processes to enable a batch of PeopleSoft Payables business units as PeopleSoft eSettlements buyers, you must still, for each individual business unit, specify the monetary amounts for each level of approval and associate each level with an approver, define line-level approval rules, complete ChartField configurations, and review or update the email notifications.

• Enable an existing PeopleSoft Payables business unit online by specifying registration information, approval rules, and ChartField configurations.

Note. When you enable a PeopleSoft Payables business unit as a buyer requiring invoice approval, the process populates the Business Process and Rule Set fields in the Approval Rules group box on the Vouchering Options 1 page, but it allows the approval amounts to vary by PeopleSoft Payables business unit. When you activate the PeopleSoft eSettlements invoice approvals, you are, in effect, activating approvals for all the PeopleSoft Payables business units that use the Payables options.

• Create a new buyer, which in turn creates a PeopleSoft Payables, Purchasing, and General Ledger business unit with the same name and procurement processing options as those of the new buyer. You also build a one-to-one relationship between the PeopleSoft Payables and PeopleSoft General Ledger business units in a similar fashion as registering a buyer in the Business Service Provider model.

Business Service Provider Model

In the Business Service Provider model, you create buyers one at a time, and you must completely populate the buyer template beforehand. In addition, you must set up a bank account for the buyer before completing the information in the Registration component, including bank specification, approval and matching rules, and ChartField configurations (if applicable).

Note. When you create a new buyer, the system populates the duplicate invoice checking options. Users with access can change these default options by selecting Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Vouchering Options 2.

The host administrator sets up a buyer administrator for each buying entity (buyer). Buyer administrators, once created by the host administrator, complete registration for their organizations by specifying matching preferences and other processing options.

When you enable a vendor as a supplier you are accepting the values already set up for that vendor. But when you create a supplier using PeopleSoft eSettlements pages, and you want to specify to use evaluated receipt settlement (ERS), you must first set up this option using the Procurement Control - ERS Options page and the Payables Definition - Voucher Build page.

Business Unit Options in Both Models

PeopleSoft supports the sharing of PeopleSoft Payables business unit options by setID. When you create a new buyer or enable an existing PeopleSoft Payables business unit and specify invoice header approvals, the system populates the PeopleSoft Payables business unit options with the PeopleSoft eSettlements approval rules (however defined). This is true in both models.

In the Buyer Direct model, however, if you decide to share PeopleSoft Payables business unit options, all buyers associated with those options have the same approval rules populated in PeopleSoft eSettlements (at the time you create a buyer or enable a business unit). Therefore, all buyers associated with particular PeopleSoft Payables business unit options have the same approval rules, but the approval amounts and roles—set up during buyer registration—vary by buyer.

If you don't want a certain buyer to have header approvals, deselect the Invoice Approval Required check box on the Review Buyer Details - Notifications and Approvals page. By doing so, you ensure that even if the buyer is associated with PeopleSoft Payables business unit options that *do* have voucher approval rules, those vouchers do not require approval.

Because this scenario only applies to PeopleSoft eSettlements, if you do have PeopleSoft Payables business units that are not and will not be enabled as PeopleSoft eSettlements buyers, and you have PeopleSoft eSettlements buyers, and both your PeopleSoft Payables business units and your PeopleSoft eSettlements buyers share the same business unit options, vouchers for your PeopleSoft Payables business units need to be routed for approval.

In such cases we recommend that you *not* share options between your PeopleSoft Payables business units that do not require approval, and your PeopleSoft eSettlements buyers that do require approval.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Defining Procurement Options," Specifying Voucher Build Criteria

PeopleSoft Payables 9.1 PeopleBook, "Setting Up PeopleSoft Payables Business Units," Selecting ERS Options

PeopleSoft Payables 9.1 PeopleBook, "Setting Up PeopleSoft Payables Business Units," Defining PeopleSoft Payables Business Unit Options by SetID

Chapter 5, "Enabling PeopleSoft Payables for the PeopleSoft eSettlements Buyer Direct Model," page 29

PeopleSoft Payables 9.1 PeopleBook, "Setting Up PeopleSoft Payables Business Units," Understanding PeopleSoft Payables Business Units

Chapter 5, "Enabling PeopleSoft Payables for the PeopleSoft eSettlements Buyer Direct Model," Establishing a Buyer Template, page 32

Understanding Buyer Bank Accounts

The host administrator must establish the buyer bank details prior to creating a buyer. The bank account is initially created through the External Bank Accounts component (BANK_EXTERNAL). Once the bank is set up, the host administrator completes the process by associating the bank details with the buyer after the buyer has been registered.

When enabling a PeopleSoft Payables business unit in the Buyer Direct model, you do not need to set up a bank account, because it has already been established as part of your PeopleSoft Payables setup. The buyer bank account populates by default during Business Service Provider buyer registration.

Creating Buyer Bank Accounts in the Business Service Provider Model

In the Business Service Provider model, you must set up a bank account for a buyer before you can register that buyer.

To create a buyer bank account, use the External Bank Accounts component (BANK_EXTERNAL).

This section discusses how to define external bank accounts in the Business Service Provider model.

Page Used to Create Buyer Bank Accounts in the Business Service Provider Model

Page Name	Definition Name	Navigation	Usage
External Accounts	BANK_PNL2	Banking, Bank Accounts, External Accounts, External Accounts	Set up external bank accounts.

Defining External Bank Accounts

Access the External Accounts page (Banking, Bank Accounts, External Accounts, External Account).

Define external bank accounts for this buyer.

Bank account access is secured by the Bank Security feature, which restricts access at the buyer level.

See Also

PeopleSoft Banks Setup and Processing 9.1 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Accounts Information

Creating Buyers

To create buyers, use the following components:

- Review Buyer Details (EM_BUY_REG_TBL)

- Review Buyer Details Inquiry (EM_BUYER_INQUIRY)

- Define Buyer Notifications (EM_B_NOTIFY_SETID)

- Secure Buyer Banks (EM_SEC_BU_BANK)

This section provides an overview of buyer creation and discusses how to:

- Select a buyer creation method.

- Enter buyer information.

- Enter address information.

- Enter bank information.

- Enter approval and matching rules.

- Define invoice line approval rules.

- Enable ChartFields.

- Specify buyer notifications.

- Assign banks to buyers.

Understanding Buyer Creation

The Enable AP BUs & Vendors for BD (enable payable business units and vendors for buyer direct model) Application Engine process (EM_ENABLE_BU) creates PeopleSoft eSettlements buyers from PeopleSoft Payables business units and suppliers from vendor information. In the Buyer Direct model, since you have already run this program, the system uses the existing buyer template and supplier information. However, you must still specify approval amounts, approvers, line-level approval rules, and notification preferences. If you use the Review Buyer Details component in PeopleSoft eSettlements to create a new buyer, the ship to location associated with the business unit is created as tax exempt, and you must establish appropriate sales tax codes for the buyer ship to location.

If you enable an existing PeopleSoft Payables business unit in the Buyer Direct model, the sales tax codes are already established, and the system uses these default tax codes.

Note. When registering a new buyer in the Buyer Direct model, if the Dynamic Pricing module is installed, you must update the PeopleSoft Purchasing business unit and associate a dynamic pricing business unit with the PeopleSoft Purchasing business unit.

See *PeopleSoft Product Configurator 9.1 PeopleBook*, "Understanding Configuration Models," Configuration Variable Types.

In the Business Service Provider model, the buyer registration process is initiated by the host administrator and completed by the buyer administrator. In both the Business Service Provider model and Buyer Direct model, the process of creating a new buyer populates several underlying PeopleSoft tables, creating PeopleSoft Payables, Purchasing, and General Ledger business units for each buyer along with procurement processing options. The process also establishes tableset sharing for each buyer. You can modify the tableset sharing parameters for each buyer by selecting PeopleTools, Utilities, Administration, TableSet Control. The system establishes sales tax defaults of *Exempt* for the buyer. If this buyer is not exempted from sales tax, then you must establish appropriate sales tax codes for the buyer ship to location (which has the same ID as the buyer ID). To do so, select Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Ship To Locations, and click the Sales/Use Tax link.

If you enable an existing PeopleSoft Payables business unit in the Buyer Direct model, the sales tax codes are already established, and the system uses these default tax codes.

The host administrator determines a given buyer's access options. Once you create a buyer, you associate the buyer with bank account details and enable security to these bank accounts. Depending on the buyer's subscriptions, you may also need to establish a pay cycle for the new buying entity and enable security for the pay cycle.

While completing registration, the buyer administrator may select different bank details; however, registration information previously specified by the host administrator cannot be altered by the buyer administrator.

Instant messaging capability can be enabled, but it functions in PeopleSoft eSettlements only when the particular instant messaging provider's system is operational. When the buyer administrator enables instant messaging access, users for whom they enable the feature must also install the public version of Yahoo! Messenger, Sametime Connect, or the America Online instant messenger on their desktops, and must have a user ID for the chosen instant messaging provider.

If an instant messaging connection fails because the chosen provider's network is down, users should contact the instant messaging provider.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options

Chapter 14, "Disputing Invoices," Resolving Disputes Using Instant Messaging, page 195

Chapter 6, "Registering Buyers," Entering Buyer Information, page 50

PeopleSoft Purchasing 9.1 PeopleBook, "Defining Purchasing Item Information," Updating Standard Prices and Business Unit Standard Prices

Pages Used to Create Buyers

Page Name	Definition Name	Navigation	Usage
Create New Buyer	EM_BUYER_ADD	eSettlements, Buyer Information, Review Buyer Details, Create New Buyer	Select the buyer registration option.
Existing Buyers	EM_BUYER_INQRY	eSettlements, Buyer Information, Review Buyer Details, Existing Buyers	View a list of existing buyers.
Review Buyer Details - Registration	EM_BUY_REG	• Select the Create a New Buyer option on the Create New Buyer page. Click Continue. Enter a buyer ID and click Add. • Select the Enable an AP Business Unit as an eSettlements Buyer option on the Create New Buyer page. Click Continue. Click a Business Unit column link.	Create or complete the buying entity and define processing preferences.
Review Buyer Details - Address	EM_BUY_REG_ADDR	Select the Address tab from the Review Buyer Details - Registration page.	Enter address information.

Page Name	Definition Name	Navigation	Usage
Review Buyer Details - Bank Information	EM_BUY_REG_BNK	Select the Bank Information tab from the Review Buyer Details - Registration page.	Enter bank information for new buyers, and view bank information for existing PeopleSoft Payables business units you are enabling as buyers.
Review Buyer Details - Notifications and Approvals	EM_BUY_APPR_RULES	Select the Notifications and Approvals tab from the Review Buyer Details - Registration page.	Specify matching and approval rules requirements. Inbound transactions reference the agreement information to determine approval processing. **Note.** When enabling a PeopleSoft Payables business unit, this page is not available because matching controls were established at the PeopleSoft Purchasing business unit level.
Buyer Information - Invoice Line Approval Rules	EM_BUY_LINE_APPR	Click the Invoice Line Approval Rules link on the Review Buyer Details - Notifications and Approvals page.	Define invoice line approval rules by selecting fields to route invoice lines for approval and corresponding responsible operational roles.
Review Buyer Details - ChartField Configuration	EM_BUY_REG_CFS	Select the ChartField Configuration tab from the Review Buyer Details - Registration page.	Specify supplier access to ChartFields on self-service invoices.
Define Buyer Notifications - Define Notification Types	EM_B_NOTIFY	Click the Define Buyer Notifications link on the Review Buyer Details - Notifications and Approvals page.	Set up buyer notifications. **Note.** This link is enabled only after a new buyer is saved.
Secure Buyer Banks - Assign Banks to Buyers	EM_SEC_BU_BANK	eSettlements, Administration, Secure Buyer Banks. Secure Buyer Banks - Assign Banks to Buyers	Specify buyer bank account access for the Business Service Provider model.

Selecting a Buyer Creation Method

Access the Create New Buyer page (eSettlements, Buyer Information, Review Buyer Details, Create New Buyer).

To create a new buyer in a Buyer Direct model:

1. Under Buyer Registration Options, select Create a New Buyer and click Continue.

2. Enter a buyer ID in the Buyer field.

    This value is used as the identifier when accessing buyer transactions throughout the system. You must establish a buyer ID for each buyer you set up.

3. Click Add.

To enable an existing PeopleSoft Payables business unit:

1. Under Buyer Registration Options, select Enable an AP Business Unit as an eSettlements Buyer, and click Continue.

2. Click a link in the Business Unit column.

Entering Buyer Information

Access the Review Buyer Details - Registration page (select the Create a New Buyer option on the Create New Buyer page).

Review Buyer Details - Registration page (1 of 2)

Review Buyer Details - Registration page (2 of 2)

Subscription Registration

Default SetID	Displays the default from the administrator's preferences. The setID determines tableset processing for the buyer. During buyer creation, the system establishes the required tableset sharing parameters for each buyer, and you can refine these further.
Buyer Name and **Short Name**	Enter a name for the system to use on all pages where buyer ID appears, and enter a shorter name to use on pages where space is limited.
	Note. These fields populate automatically if you are enabling an existing PeopleSoft Payables business unit.
Template ID	Enter the ID for the buyer template associated with the buyer and from which default and control values for buyer registration and transactions originate.
As of Date	Enter the date that you register the buyer in the system.
	Note. This value appears by default from the as of date of the PeopleSoft General Ledger business unit if you are enabling an existing PeopleSoft Payables business unit.
Currency	Enter the primary currency for this buyer's transactions.
	Note. PeopleSoft eSettlements records transactions in both transaction currency and base currency, though each buying entity (buyer) can have only one base currency.
Rate Type	Enter a type to use for currency conversion between the transaction and base currencies, and to use as the default on all transactions for the buyer.

Business ID Numbers

Information in this group box is optional.

ID Type	Select a business ID type, such as *Company Identification Number, DUNS Number, Fiscal ID - Company - Italy, SIREN Number - France,* or *Tax Identification Number.*
ID Number	Enter the actual business ID number.
Add New ID Number	Click this button to add additional ID numbers.

Bank Information

This information is available only if you are creating a new buyer in the Buyer Direct model.

Bank and **Bank Account**   Enter one of each. You must set up these values prior to associating the
                                     bank codes with the buyer. Only in the Business Service Provider model
                                     must you establish buyer bank security to provide each buyer access to
                                     bank account information.

Payment Method   Select a method for this account. The methods available are those already
                                     established for the selected account.

All bank and payment information is used to provide default values at the agreement level, although you can
change it there.

Note. To provide international and domestic electronic funds transfer (EFT) payment layouts for the same
bank account, you must have established an external bank account for each layout. A bank account can have
only one layout.

Buyer System Access

Invoice Processing   For the Business Service Provider model, select to load invoices into
                                     PeopleSoft eSettlements.

Reporting Access   For the Business Service Provider model, select to subscribe to PeopleSoft
                                     eSettlements system report processing.

Instant Messenger Access   Select to enable users to participate in instant messenger chats, which are
                                     useful in dispute resolution.

                                     Note. Selecting this check box enables access to all the instant messaging
                                     vendors; there is no security for a given provider at the buyer level.
                                     However, users with an instant messaging ID from a given provider only
                                     have access to that provider's network. For example, if a user only has an
                                     ID set up with Sametime Connect, that user cannot view users that have
                                     only a Yahoo! Messenger ID.

                                     See *PeopleTools PeopleBook: PeopleSoft MultiChannel Framework.*

Access to Review Invoices   For the Business Service Provider model, select to enable buyers to review
                                     invoices in various summarized formats.

No Banner Management   Select to prevent banners from appearing on each web page. Otherwise, the
                                     buyer is presented with advertising banners as defined by the administrator
                                     during banner management setup. Banners are available in both models.

Payments By eSettlements   For the Business Service Provider model, select to enable payments to be generated through PeopleSoft eSettlements. If not selected, it is implied that payments are made outside PeopleSoft eSettlements, and the External Payments Application Engine process (EM_PAY_XTRNL) thus processes related invoices. This process only closes undisputed invoices that are both *Approved* and *Matched.*

If this check box is not selected, this buyer is not included in any pay cycles. The External Payments process must be run to indicate payments have been made. This process only closes undisputed invoices that are both *Approved* and *Matched.*

Invoice and Payment Extract

ERP Integration File
(enterprise resource planning integration file)   Select to enable invoice and payment information to be extracted for integration with an external financial management system. An invoice extract run control is automatically created and named for the extract frequency selected.

Report Type   Specify the file output format of the extract reports by selecting *Fixed Format* or *XML File.*

Extract Frequency   Select *Bi weekly, Daily, Monthly, Weekly,* or *Yearly* to define the interval at which invoices are extracted.

Invoice Extract Status   Select *Any Status Change,Approved, Matched and Approved, Matched and Pending Approval, Paid,* or *Pending Approval* to define the status of the invoices that the system extracts.

Pay Cycle Options

Pay Cycle Approval Required   Select to require approval by an authorized payment approver in order to approve payments.

Self-Service Pay Cycle   For the Business Service Provider model, select to enable the buyer to review vouchers for payment, and reject and approve vouchers for payment before payment creation. If this is selected but Pay Cycle Approval Required is deselected, the buyer is responsible for establishing, maintaining, and processing pay cycles. In such cases, the host administrator must enable access to the pay cycle pages.

Automated Pay Cycle   For the Business Service Provider model, select to process payments without buyer intervention such that payments are all, in effect, preapproved. If you select this option, you must also specify the pay cycle frequency to define how often the buyer has payments created. The host administrator references this information when creating pay cycles for the buying entity.

Pay Cycle Frequency	For the Business Service Provider model, select the interval at which pay cycles are run and payments created: *Bi Weekly, Daily, Monthly,* or *Weekly.*
Modify Buyer	Click this button to modify information for an existing buyer.

Proposal Options

If you are using Dynamic Discounting, complete these fields.

Expiration Days	Enter the number of days beyond the creation date of the proposal or offer for the expiration date of the proposal or offer. For example: a proposal is created on August 13, 2009 and the Expiration Days parameter is set to 7 days, 7 days will be added to the creation date and the proposal expiration date will be set to August 20, 2009. These dates can later be overridden by the supplier or buyer if required.
Proposal Number Last Used	Displays the last proposal number used.
Payment Terms ID	Select the payment terms to default into a new proposal or offer. You can add as many payment terms as needed to the grid, but you can only select one to default to the proposal.
Create a New Buyer	Click this button to register the buyer once you complete the subscription, bank, and system access options. This button appears when a new buyer ID is added to the system.
	Clicking this button or the Modify Buyer button also creates and modifies a corresponding invoice extract run control record based on the data extract selections.
Unregister Buyer	Click this button to unregister this buyer. This button is unavailable if an invoice has already been created for the buyer.

See Also

PeopleTools PeopleBook: PeopleSoft MultiChannel Framework

PeopleTools PeopleBook: Security Administration

Entering Address Information

Access the Review Buyer Details - Address page (select the Address tab from the Review Buyer Details - Registration page).

If you are creating a new buyer, enter all address information. If you are enabling an existing PeopleSoft Payables business unit, the information populates automatically from the location associated with the PeopleSoft Payables business unit.

Entering Bank Information

Access the Review Buyer Details - Bank Information page (select the Bank Information tab from the Review Buyer Details - Registration page).

In the Buyer Direct model, when you are enabling a PeopleSoft Payables business unit, the bank information from the PeopleSoft Payables business unit option populates this page by default. You cannot update the fields, because this information is driven by setID, and changing it here would affect business units that share the same setID. The system uses this information as the default when creating agreements for this buyer.

If you need to change bank information in the Buyer Direct model, you must update the PeopleSoft Payables information for bank code, bank account, payment method, or all three. Changing the bank information at the Payables options level does not change the existing bank information on created agreements. If bank information needs to be changed once an agreement is created, you must update the bank information on *each* agreement.

In the Business Service Provider model, you can update these fields, but you can only enter information on this page after establishing buyer bank security. The system uses the bank information as the default for new agreements. To update the information after an agreement is created, you must update each agreement with the new details.

See Also

PeopleSoft Banks Setup and Processing 9.1 PeopleBook, "Setting Up Banks," Defining Bank Information

Entering Approval and Matching Rules

Access the Review Buyer Details - Notifications and Approvals page (select the Notifications and Approvals tab from the Review Buyer Details - Registration page).

Review Buyer Details - Notifications and Approvals page

Processing Options

Invoice Approval Required	Select to require approval for invoices. If selected, you must also define approval limits and approver roles at each level.
Number of Approval Levels	Select *1, 2,* or *3* to define your approval hierarchy. Leave blank if no invoice approval is required.
Allow pre-approved invoices	Select to permit invoices less than a maximum monetary amount to bypass the approval step.
	If selected, add a value in the Maximum amount for pre-approved invoices field.
Notification Reminder Days	Enter the number of days to elapse before approval email notification reminders are sent.
Define Buyer Notifications	Click this link to establish or modify email notifications for the buyer. This link is enabled after a new buyer is created.
Maximum amount for pre-approved invoices	Enter the highest amount an invoice can be before it requires approval in the Approval Amount column field.

Maximum amount Approver 1 can approve	Select an accounting-oriented approver role, for header approvals in the Role Name column field. In the Approval Amount column field, enter the maximum amount that the first approver can approve.
	Additional levels appear corresponding to your Number of Approval Levels selection. Saving the page automatically sets the maximum approval amount at the last approval level.
	Note. Only roles assigned to the buyer accountant and buyer user role types are available for selection.
Invoice Line Approval Required	Select to require line-level approval for invoices.
	See Chapter 15, "Approving and Disputing Invoice Lines," Understanding Line-Level Approval and Dispute, page 197.
Invoice Line Approval Rules	Click this link to define fields and role names that govern invoice line approval and notifications.

Matching Process

Requires Matching and **Match Rule**	Select and specify these values for the Buyer Direct model, only when creating a new buyer, because at that time you are also creating a new PeopleSoft Purchasing business unit. (You cannot select and specify these values when enabling a PeopleSoft Payables business unit as a buyer.) During processing, the match rule control is determined from either the PeopleSoft Purchasing business unit or from the vendor.
	Select the check box for the Business Service Provider model, and specify a match rule control if a buyer requires that invoices be matched to purchase orders and receipts. This specification provides default values on the agreements.
	You can use a delivered match rule control or set up your own.

Note. When you register a new buyer, the eSettlements Matching Process check box at the installation level controls whether separate invoice matching and approval is required, or if a matched invoice is automatically considered approved. Selecting this installation-level check box means that separate matching and approval are required. When creating a new buyer, the process automatically selects the Payables Matching for Voucher Approval check box, enabling you to define the condition using the eSettlements check box.

When enabling an existing PeopleSoft Payables business unit, ensure that the Matching for Voucher Approval check box (in PeopleSoft Payables) is selected so that you can then use the eSettlements check box to control whether or not PeopleSoft eSettlements invoices require separate matching and approval.

To access the page in PeopleSoft Payables where the Matching for Voucher Approval check box is located, select Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Matching.

See *PeopleSoft Payables 9.1 PeopleBook*, "Setting Up PeopleSoft Payables Business Units," Establishing Matching Options.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Running the Matching Process," Delivered Match Rule Controls

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options

Defining Invoice Line Approval Rules

Access the Buyer Information - Invoice Line Approval Rules page (click the Invoice Line Approval Rules link on the Review Buyer Details - Notifications and Approvals page).

Invoice Line Approval Rules

Field	Select a field to define which invoices the system routes for line-level approval. The system routes invoices that have values in these fields to the appropriate line-level approvers.
Role Name	Select an operational role to receive invoices that contain values in the corresponding Field that you selected.

See Also

Enabling ChartFields

Access the Review Buyer Details - ChartField Configuration page (select the ChartField Configuration tab from the Review Buyer Details - Registration page).

Note. To access this page, you must first select the Expose ChartFields to Supplier check box on the Installation Options - eSettlements page. If the Expose ChartFields to Supplier check box is not selected during implementation and you subsequently create a new buyer after first selecting the check box, you should review all existing buyers and verify that their information on the Review Buyer Details - ChartField Configuration page is accurate. After verifying the information, save the page—even if you have not made any changes.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options.

ChartField Name and **Supplier Access**	For the available ChartFields, specify supplier access: *Display Only, Editable,* or *No Access.* This value defines which ChartFields appear on supplier self-service invoices.
	Because you determine supplier access at the agreement level, this selection specifies only whether suppliers can view and edit particular ChartFields.

Note. If the voucher source is XML, users cannot view ChartFields.

If you implement PeopleSoft eSettlements with PeopleSoft Project Costing, you can specify supplier access for the Project ChartField and the following six project-related ChartFields:

• Activity ID

• Analysis Type

• Category

• PC Business Unit (project costing business unit)

• SubCategory

• Source Type

Note. If PeopleSoft Project Costing is not installed, users only have access to control the Project ChartField.

See Also

Specifying Buyer Notifications

Access the Define Buyer Notifications - Define Notification Types page (click the Define Buyer Notifications link on the Review Buyer Details - Notifications and Approvals page).

Note. The email notifications you establish here for the buyer provide default values at the agreement level. At the agreement level, users can override the defaults and choose different routings for the particular supplier with which they are establishing an agreement.

Upon receiving any email notification and clicking the link it contains, if the system returns an authorization error message you must add the component the user is trying to access to a permission list that is attached to the user's ID. Alternatively, you can add another role that already has access to the component to the user's ID.

Note. If an invoice does not have a requester ID specified at the invoice header level, the Invoice Verification process uses the requester ID specified in the setup. Otherwise, the requester ID on the invoice header is notified.

Eleven notification types appear on this page.

Note. In either model, at the setID level, the administrator and user assigned the role type of buyer administrator can enable and define routings.

You must set up the Agreement type because it notifies the supplier to review and accept the agreement; all others are optional:

• Agreement

• Invoice Load - Errors

• Invoice Load - No Errors

• Invoice Extract - Buyer

• Invoice Verification

  Note. For the Invoice Verification notification type only, you can also select *Requester* as the Type. If you select *Requester,* the system uses this value as the default recipient if an invoice does not have a requester specified. If an invoice does have a requester specified, that person is notified when invoices require verification. Any other user ID or role specified in the routings also receives the notification.

• Match Exception - Buyer

- Match Exception - Supplier

- Dispute - Invoice Lines

- Dispute - Payment Schedules

- Payments Awaiting Approval

- Payment Create and Cancel

These notifications contain four common fields.

To/cc (to or carbon copy)	Specify whether the notification is sent to the recipient (user ID or role) that you define, or whether the specified recipient receives a copy of the email.
Type	Specify the recipient type to which to route the notification: *Role* or *User ID*.

Note. If the user selected does not have access to the business unit, the user does not receive the email notifications. You enable business unit access on the user profile.

Recipient	Enter the recipient of the respective email notification. The available selections are dependent upon your Type selection.
Recipient Name	Displays the recipient selection name.

Note. If you do not want to send notifications to a buyer, deselect all the notification type check boxes.

The following six notification types also contain a Days Before Sending Reminder field, in which you define the number of days that can elapse before the system sends a reminder email notification referencing the particular notification type activity.

- Invoice Load - Errors

  Note. The system sends the Invoice Load - Errors notification type for recycled invoices and for pre-edit errors in the Voucher Creation process, and for subscription PeopleCode errors for electronic invoices (both OAG and XML messages).

- Invoice Verification

- Match Exception - Buyer

- Match Exception - Supplier

- Dispute - Invoice Lines

  Note. The reminder days functionality for invoice line disputes is more robust than for the other notification types. In addition to automatically generating reminder email notifications, it handles situations unique to disputed invoice lines. These situations occur when multiple disputes by multiple users happen on the same line on the same day, and the users select the Notify Later Application Engine functionality (EM_NOTIF_LATR).

• Payments Awaiting Approval

Assigning Banks to Buyers

Access the Secure Buyer Banks - Assign Banks to Buyers page (click the Define Buyer Notifications link on the Review Buyer Details - Notifications and Approvals page).

Select the Bank and Account for the business unit.

Note. This step is required only in the Business Service Provider model. In the Buyer Direct model, bank security is achieved through standard PeopleSoft tableset sharing and setID security.

Creating Buyer Administrators

To create a buyer administrator, use the User Preferences component (OPR_DEFAULT).

This section provides an overview of buyer administrator creation and discusses how to:

• Assign data access.

• Define processing options.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences"

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Securing Your System," Defining Row-Level Security

Understanding Buyer Administrator Creation

In both the Buyer Direct and the Business Service Provider model, the system administrator can create a buyer administrator by completing the user details, selecting the buyer administrator role name (which is tied to the buyer administrator role type), and specifying the buyers (accessible buying entities) to which the buyer administrator has access.

When the buyer administrator subsequently creates additional users, those new users share the same business unit restriction and data access. When a buyer is created, all options except Urgent Payment are automatically enabled. These options can be changed on the Procurement - Payables Online Vouchering page.

This table provides an overview of how each processing option affects user abilities in the two models:

Processing Option	*Function and Implications for Each Model*
Manually Schedule Payments	For both models, if you select this option users see the Schedule and Hold links on the Review Invoices - Invoice Inquiry and Schedule Payment Installments pages. In addition, users can click the Dispute button on either of these pages to resolve payment installment disputes. If you do not select this option, users can still see the Dispute button, enabling them to view any existing disputes, but not resolve them. **Note.** When you create a buyer user using the eSettlements Review User Profiles component (EM_BUYER_SECURITY), this option is automatically enabled.
Authority to Override Match	For the Buyer Direct model, if you select this option users can override and undo a matched voucher using PeopleSoft Payables pages. If you do not select this option, users cannot override exceptions and cannot undo a matched voucher. For the Business Service Provider model, if you select this option users can override exceptions. If you do not select this option, users cannot override exceptions. **Note.** When you create a buyer user using the eSettlements Review User Profiles component, this option is automatically enabled.
Record Payment	For the Buyer Direct model, if you select this option users can create manual payments by selecting eSettlements, Payments, Create Manual Payment, and accessing the Manual Pay Selection page in PeopleSoft Payables. For the Business Service Provider model, users can create a manual payment on the eSettlements Record Manual Payments - Schedule a Payment page. If you do not select this option, users can access the page, but can only view the vouchers eligible for a manual payment. **Note.** When you create a buyer user using the eSettlements Review User Profiles component, this option is automatically enabled.
Allow Regular Voucher	When you create a buyer user using the eSettlements Review User Profiles component, this option is automatically enabled.
Allow Prepay Voucher	When you create a buyer user using the eSettlements Review User Profiles component, this option is automatically enabled.
Urgent Payments	The ability to create urgent payments is not controlled through user preferences, but is based on the permission lists associated with the roles that are attached to users. Users who make urgent payments or approve PeopleSoft eSettlements payments must have the EPMP8000 Process Profile attached to their user ID.

See Also

Chapter 4, "Configuring Security," Understanding Permission Lists and Role Types, page 18

Pages Used to Create Buyer Administrators

Page Name	Definition Name	Navigation	Usage
Define User Preferences - Overall Preferences	OPR_DEF_TABLE_FS1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences On the User Preferences search page, select the ID of a user whose role has a buyer administrator role type associated with it and click the search button. Click the Overall Preference link on the User Preferences page.	Establish general processing options for a buyer administrator.
Procurement - Payables Online Vouchering	OPR_DEF_TABLE_AP1	Select *LBA* (local buyer administrator) as the user ID on the User Preferences search page. Click Procurement on the User Preferences page. Click Payables Online Vouchering on the Define User Preferences - Procurement page.	Establish PeopleSoft Payables processing options for a buyer administrator, or specify or change a user's match override and payment creation permissions.

Assigning Data Access

Access the Define User Preferences - Overall Preferences page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences).

Establish buyer system data access by defining the default SetID, As of Date, and Localization Country.

Defining Processing Options

Access the Procurement - Payables Online Vouchering page (click Procurement on the User Preferences page, and then click Payables Online Vouchering on the Define User Preferences - Procurement page).

Define processing options for the buyer administrator by selecting all of the following check boxes:

Manually Schedule Payments   Select to enable the user to manually schedule payments and to place payments on hold.

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Authority to Override Match   Select to enable user to override match exceptions.

Only users who have this option selected can override match exceptions. All other users can view match exceptions, but they cannot override them.

Record Payment   Select to enable a user to record payments.

Security for Voucher Styles   Click to access the Voucher Styles page, where you can select the voucher styles that are allowed for the buyer administrator.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences," Defining Payables User Preferences

Chapter 13, "Approving Invoices," Initiating Invoice Approval Workflow, page 186

Chapter 16, "Processing Payments," Understanding Payment Processing, page 209

Chapter 7

Registering Suppliers

This chapter provides an overview of supplier registration and discusses how to:

*   Create suppliers.

*   Create supplier administrators.

*   Define data and processing access.

Understanding Supplier Registration

A supplier represents an entity providing goods or services to a buyer in PeopleSoft eSettlements. Each supplier must be registered in the system, and a valid agreement must exist before processing invoice transactions.

The system administrator first sets up a supplier administrator for each entity, and the supplier administrator, once created by the system administrator, is responsible for completing registration for his or her organization by specifying processing options specific to the organization. The supplier administrator can then create new user profiles for additional individuals.

At the setID level, email notifications are used by all suppliers having the same setID.

Instant messaging capability, when enabled, functions in PeopleSoft eSettlements when the instant messaging providers' systems are operational. When the supplier administrator enables instant messaging access, users for whom they enable the feature must install the public version of Yahoo! Messenger, Sametime Connect, or America Online (AOL) instant messenger on their desktops (if one is not already installed) and must have a user ID for the chosen instant messaging provider.

Note. If users enabled for instant messaging attempt to initiate a conversation and it fails because the chosen provider's network is down, users should contact the instant messaging provider for assistance.

The steps necessary to register suppliers depend on the model that you are implementing.

Buyer Direct Model

In the Buyer Direct model, you can create suppliers three ways:

- Enable a batch of PeopleSoft Payables vendors as PeopleSoft eSettlements suppliers.

  Note. Although you may have already run the processes to enable a batch of PeopleSoft Payables vendors as PeopleSoft eSettlements suppliers, you must still specify supplier system access (such as the instant messaging option) and reporting access, as well as add a logo. If you decide to use email notifications for this enabled vendor, first check to see whether the setID level is already set up. If it is not, then you must set it up for the setID for the vendor. If the setID level is already set up, you can override and specify the routings at the supplier location or agreement levels.

- Enable an existing PeopleSoft Payables vendor by specifying registration information, such as email notifications and supplier logos.

- Create a new supplier by defining all information, including address and bank information.

Note. If financial sanctions validation is required and the PeopleSoft Payables vendor you are enabling has a financial sanctions status of *Review* or *Blocked,* the system displays a warning message that the vendor selected is currently under financial sanctions review. You can proceed with creating the supplier. However, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

See Chapter 7, "Registering Suppliers," Understanding Financial Sanctions Validation, page 69.

Business Service Provider Model

In the Business Service Provider model, you create suppliers one at a time, adding all necessary access and processing information.

See Also

Chapter 14, "Disputing Invoices," Resolving Disputes Using Instant Messaging, page 195

Chapter 5, "Enabling PeopleSoft Payables for the PeopleSoft eSettlements Buyer Direct Model," Enabling PeopleSoft Payables Business Units and Vendors as PeopleSoft eSettlements Buyers and Suppliers, page 39

Chapter 4, "Configuring Security," Administering Self-Service Security and Creating New Users, page 19

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options

Creating Suppliers

To create a supplier, use the following components:

- Review Supplier Details - Inquiry (EM_SELLER_INQUIRY)

- Review Supplier Details - Registration (EM_SELLER_REGISTER)

- Define Supplier Notifications (EM_S_NOTIFY_SETID)

This section provides overviews of financial sanctions validation and supplier notifications, lists prerequisites, and discusses how to:

- Create new suppliers.

- Register suppliers.

- Enter address information.

- (Optional) Enter contact information.

- Enter location information.

- Enter bank information.

- Specify supplier location notifications.

The system administrator creates supplier IDs that are used as identifiers when accessing transactions throughout the system. The setID value appears by default from the system administrator's preferences in the Buyer Direct model, or from the exchange host's preferences in the Business Service Provider model.

Understanding Financial Sanctions Validation

PeopleSoft eSettlements provides validation of your suppliers against financial sanctions lists (for example, the Specially Designated Nationals (SDN) list). The system validates suppliers against financial sanctions lists:

- When you attempt to save the supplier.

   This capability exists if you enable financial sanctions at the installation level, and select the SDN Validation at save check box on the Vendor Set Control page.

- On a dynamic basis on the Review Supplier Details - Registration page.

   This capability exists if you enable financial sanctions at the installation level, and do not select the SDN Validation at save check box on the Vendor Set Control page.

- By running the Financial Sanctions Validation Application Engine process (AP_SDN_VAL).

   You can schedule the Financial Sanctions Validation process to run on a predefined schedule using the Process Scheduler, or you can run it on an ad hoc basis.

   Note. If you enable financial sanctions at the bank level, you need to run the Financial Sanctions Validation process to validate at the supplier level.

How the system validates your suppliers is dependant upon how you set up financial sanctions validation options. The system updates the supplier's financial sanctions status on the Vendor Information component (VNDR_ID). Access the Vendor Information component to change the financial sanctions status, if appropriate.

When you create a new supplier when financial sanctions validation is enabled, the system allows you to save the supplier if it has a financial sanctions status of *Review* or *Blocked.* However, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

Note. If financial sanctions validation is enabled, and you are using PeopleSoft Payables functionality, the system performs validations similar to those performed during the PeopleSoft Payables process.

Financial sanctions validation is discussed in detail in *PeopleSoft Source to Settle Common Information PeopleBook, "Maintaining Vendor Information."*

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information," Understanding Financial Sanctions Validation

Chapter 7, "Registering Suppliers," Creating New Suppliers, page 72

Chapter 16, "Processing Payments," Understanding Payment Processing, page 209

Understanding Supplier Notifications

When setting up notifications at the supplier setID level, the system administrator defines the notification types and specifies the roles to route the email notifications. These values then default to the supplier location. The supplier administrator can then specify other roles, user IDs, or both for these notification types by overriding them at either the supplier location level or at the agreement level.

Note. If the user selected does not have access to the supplier, the user will not receive the email notifications. You enable business unit access on the user profile.

If a notification is internal, it means only the supplier roles as specified on the Role Configuration page, or the user IDs created referencing those supplier roles, receive the notification.

Type	*Internal or External*
Payment Create and Cancel	Internal
Invoice Extract – Supplier	Internal
Cash Collections	External – Business Service Provider model only
Invoice Load – No Errors	Internal
Invoice Load – Errors	Internal

Note. The Invoice Load - Errors notification type is sent when a buyer denies an invoice using the Self-Service Invoice feature.

Prerequisites

You must set up vendor setID controls before you can use a setID. We discuss this setup in another PeopleBook.

See Also

PeopleSoft eProcurement 9.1 PeopleBook, "Determining Functional Implementation Options," Pages Used to Maintain Vendors

Pages Used to Create Suppliers

Page Name	Definition Name	Navigation	Usage
Create a New Supplier	EM_SELLER_ADD	eSettlements, Supplier Information, Review Supplier Details, Create a New Supplier	Begin creating a new supplier.
Review Supplier Details - Registration	EM_SELLER_REG_PG1	• Select a supplier registration option and enter a SetID and Supplier ID or Vendor ID and click Add on the Create a New Supplier page. • Click a Supplier link on the Existing Suppliers page.	Enter supplier subscription, system access, payment extract, value-added tax (VAT) and business ID, and logo information.
Review Supplier Details - Addresses	EM_SELLER_ADDR_LST	Select the Addresses tab on the Review Supplier Details - Registration page.	View established addresses.
Maintain Addresses - Address Information	EM_SELLER_ADDR	Click the Add a New Address button on the Review Supplier Details - Addresses page.	Enter supplier address information.
Review Supplier Details - Contacts	EM_SELLER_CNT_LST	Select the Contacts tab on the Review Supplier Details - Registration page.	View established contacts.
Maintain Contacts - Contact Information	EM_SELLER_CNTCTS	Click the Add a New Contact button on the Review Supplier Details - Contacts page.	Enter supplier contact information.
Review Supplier Details - Locations	EM_SELLER_LOC_LST	Select the Locations tab on the Review Supplier Details - Registration page.	View established locations.
Maintain Locations - Location Information	EM_SELLER_OPRTG_RL	Click the Add a New Location button on the Locations page.	Enter supplier location information.

Page Name	Definition Name	Navigation	Usage
Supplier Bank Information - Maintain Banks	EM_SELLER_BANK	Click the Update Bank Information link on the Maintain Locations - Location Information page.	Define the bank accounts into which the supplier wants to have electronic payments deposited.
Define Supplier Notifications - Define Notification Types	EM_S_NOTIFY	eSettlements, Administration, Define Supplier Notifications, Define Supplier Notifications - Define Notification Types	Set up supplier email notifications.
Review Supplier Details - Define Notification Types	EM_LOCATION_NOTIFY	Click the Notifications button on the Locations page.	Set up supplier location email notifications.

See Also

Creating New Suppliers

Access the Create a New Supplier page (eSettlements, Supplier Information, Review Supplier Details, Create a New Supplier).

Create a New Supplier | Existing Suppliers

Create a new supplier or register an existing vendor as an eSettlements Supplier.

Supplier Registration Options

○ **Create a New Supplier**
◉ **Register an existing vendor as an eSettlements Supplier**

[Continue]

List of Non-Registered Vendors

Vendor: [   ] 🔍   [Search]

Vendors not registered as eSettlements
Suppliers   Customize | Find | View 100 | ↗   First ◀ 1-10 of 316 ▶ Last

Vendor	Vendor Name
0000000001	Medical Supply
0000000002	Pay Less Medical
0000000003	Medworks, Inc.
0000000004	Premier Health Care Services
0000000044	Mel's Diner
0000000045	Robert Half
0000000046	Onsight Inc
0000000047	Tiger Services
1FEDRLVNDR	One Federal Vendor
AUS0000001	Computers Unlimited

Create a New Supplier page

You can create a new supplier or use an existing vendor to create a new user.

Create a New Supplier   Select this option to establish a new supplier. Click the Continue button,
                                  enter the SetID and a unique Vendor ID, and click the Add button to access
                                  the Review Supplier Details - Registration page.

Register an existing vendor as an eSettlements Supplier

Select this option to establish a new supplier using an existing vendor. Click the Continue button and enter the Vendor ID or click the Search button to view a list of available vendors. Click the Vendor link to access the Review Supplier Details - Registration page.

Note. If financial sanctions validation is enabled and the PeopleSoft Payables vendor has a financial sanctions status of *Review* or *Blocked,* the system displays a warning message that the vendor selected is currently under financial sanctions review. You can proceed with creating the supplier. However, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

See <u>Chapter 7, "Registering Suppliers," Understanding Financial Sanctions Validation, page 69.</u>

Registering Suppliers

Access the Review Supplier Details - Registration page (select a supplier registration option and enter a SetID and Supplier ID or Vendor ID and click Add on the Create a New Supplier page).

Review Supplier Details - Registration page (1 of 2)

Review Supplier Details - Registration page (2 of 2)

If you enable financial sanctions at the installation level, the system validates the supplier upon saving the supplier or on a dynamic basis by clicking the Financial Sanctions edit button. If you enable financial sanctions at the bank level, no validation occurs at the supplier level unless you run the Financial Sanctions Validation process.

When you create a new supplier when financial sanctions validation is enabled, the system allows you to save the supplier if it has a financial sanctions status of *Review* or *Blocked.* However, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

See Chapter 7, "Registering Suppliers," Understanding Financial Sanctions Validation, page 69.

Supplier Subscription

 Because the Supplier Name appears throughout the system, ensure that it is unique.

Financial Sanctions edit	Click to validate the supplier against financial sanctions lists (for example, the SDN list). This button only appears if financial sanctions is enabled at the installation level, and the SDN Validation at save check box is not selected on the Vendor Set Control page. Also, this button only appears for suppliers with a financial sanctions status of *Cleared* or *Valid.*
Attachments (0)	Click this link to access the Attachments page and to attach documents to this supplier.

Supplier System Access

Voucher Processing	Select to enable the supplier's invoices to be loaded into the system.
Reporting Access Allowed	Select to subscribe to report processing. There is no PeopleSoft processing logic currently applied to this. This function is used for the Business Service Provider model, enabling the host to charge for subscription.
Instant Messenger Access	Select to enable this supplier to use instant messaging to discuss payment installment dispute resolution with buyers. **Note.** Selecting this check box enables access to all the instant messaging vendors; there is no specific security for a given provider at the supplier level. However, there is access at the PeopleTools level, and users with an instant messaging ID from a given provider will have access only to that provider's network. For example, if a user has only an ID set up with Sametime, that user cannot view users that have only a Yahoo! ID.
No Banner Management	Select to prevent host-defined banners from appearing on each web page.
Withholding	Select this check box to enable withholding for this supplier. This check box is only visible if you select the Withholding check box on the eSettlements Installation Options page.

Invoice and Payment Extract

These functions are described in the section in which we describe how to define buyer processing preferences.

See <u>Chapter 6, "Registering Buyers," Creating Buyers, page 46.</u>

VAT and Business ID Information

VAT Registration	Select this check box if the supplier operates in a VAT country.

VAT Registration Details

Country and **VAT Registration ID**	Select a country and enter a VAT ID number.
Add Additional VAT Information	Click this button to enter another country and ID number. This link appears for existing addresses.

Business ID Number

The information in this group box is optional.

| **ID Type** and **ID Number** | Associate the supplier with a reporting entity from the ID types available. If you do so, also enter the ID Number provided by the reporting entity. |
| **Add New ID Number** | Click this button to add additional numbers. |

Proposal Options

| **Expiration Days** | Enter the number of days beyond the creation date of the proposal or offer for the expiration date of the proposal or offer. For example: a proposal is created on August 13, 2009 and the Expiration Days parameter is set to 7 days, 7 days will be added to the creation date and the proposal expiration date will be set to August 20, 2009. These dates can later be overridden by the supplier or buyer if required. |
| **Payment Terms ID** | Select the payment terms to default into a new proposal or offer. You can add as many payment terms as needed to the grid, but you can only select one to default to the proposal. |

Supplier Logo

Click Add Logo to store a logo in the database and present it on the HTML invoice. Logos are optional.

Note. Supplier logo images must be in JPEG format.

| **Un-Register Supplier** | Click this button to unregister this supplier. This button will not be available if any invoices have been created for this supplier. |

Entering Address Information

Access the Maintain Addresses - Address Information page (select the Addresses tab on the Review Supplier Details - Registration page).

Description	Enter a description and any other relevant address information.
Country	Enter the country for this address. Changing the country may change the appearance of the page. You may then need to select the Update this Address link on the page to enter the address fields.
Add a Future Address	Click this link to add future address information.

Phone Information

You may add phone information, but it is not required.

Type	Select the type of number, such as: *Business,Campus, Cellular, FAX,Pager 1,* or *Telex.*
Add a New Phone Number	Click this button to add additional supplier phone numbers.

Note. You must establish at least one supplier address and corresponding payment terms before proceeding to the Review Supplier Details - Locations page. Doing so is also required in order to save the registration and create the new PeopleSoft eSettlements supplier.

(Optional) Entering Contact Information

Access the Maintain Contacts - Contact Information page (click the Add a New Contact button on the Review Supplier Details - Contacts page).

Contact Information

Description, Contact Name, and **Email Address**	Enter information for this contact.
URL (uniform resource locator)	Enter a web address for this contact's organization.
Address	Select the location for this contact. The only locations that appear are those currently established for the supplier. If the supplier is new and no locations have been established yet, then none appear.
Contact Type	Select the most appropriate contact type, such as *Accounts Payable,Billing Contact,* or *External Contact.*

Entering Location Information

Access the Maintain Locations - Location Information page (click the Add a New Location button on the Locations page).

Note. If locations are already set up, a description and current invoicing address appear on the Review Supplier Details - Locations page, along with a Notifications button. Click this button to view the setID-level default notification setup for the respective location. You can override the setID level setup on this page. If you want to override the setID-level notification setup for a new supplier location or a new effective-dated location, you must do so on this page.

Location and Location Details

Supplier Location and **Description**	Enter a location, such as *HEADQTRS* (headquarters) or *EAST,* and a description of the location for this supplier.
	Note. Because PeopleSoft eSettlements displays the description you enter here throughout the system, ensure that the name is unique.
Default Location	Select this check box to define the current location as the supplier default.
Currency Code	Enter a currency code to use as the default currency on self-service invoices.
Invoicing Address and **Remitting Address**	Select an address for this supplier, such as *Primary*.
	Note. If the address established in the previous steps is the only address established for this supplier, it appears by default in the Invoicing Address and Remitting Address fields.

Payment Terms and Remitting Options

Locations enable you to designate that payments be made to a supplier other than the primary supplier.

Payment Terms	Select terms to govern transactions with this supplier, such as *10N, EOM,* or *Split*.
Update Bank Information	Click to access the Supplier Bank Information - Maintain Supplier Banks page and enter bank details for this supplier location.
Remit to Location	Select this option to have payments made to the location that appear in the Remitting Address line.
	Note. The option text for this option reads *Remit to This Location* if you are setting up a new supplier and have not yet saved it.
Remit to this Supplier but a different Location	Select to have payments sent to an alternate location for this supplier.
Remit to Location and **Remitting Address**	Select a remit to location if you selected the Remit to this Supplier but a different Location option. The available choices are those that you previously established for this supplier. The associated remitting address appears.
Remit to a different Supplier	Select this option to have payments made to a different supplier.
Remit Supplier	Select the supplier to receive payments.
Remit to Location and **Remitting Address**	Select the location of the different supplier. The associated address appears.

Global/1099 Withholding	Click this link to access the Withholding Vendor page and define withholding information for this supplier.
Attachments (0)	Click this link to access the Attachments page and to attach documents to this location.
Add Invoices	Click this link to access the Attachments page and to attach invoices to this supplier.
Update this Location	Select this link to modify *existing* location details.
Add a Future Location	Select this link to specify a location that will take effect on a date that you designate. This link appears for existing locations.
	Note. If you select this link to set up a future location, you must specify a date in the Location effective as of field.

Entering Bank Information

Access the Supplier Bank Information - Maintain Banks page (click the Update Bank Information link on the Maintain Locations - Location Information page).

Accessible Bank Accounts

Default	Select to set the current information as the default bank for this supplier.
Bank Name and **Branch Name**	The values that you enter here appear in the payment file notification and on the HTML invoice.
Country and **Bank ID Qualifier**	Select the destination country code, which also determines the selection of available Bank ID Qualifier values. Then, specify a qualifier that determines which edit algorithm the system uses to check the bank ID number sequence.
	Enter one of each to identify the Bank ID and Bank Account Number field format.
	Note. You must enter this information in the system before you can transfer money to the account.

IBAN Digit (international bank account number digit)	Enter the two-numeral check digit code for the country and click View IBAN. If the DFI qualifier for the specified country is IBAN enabled and the system successfully validates the check digit, then the IBAN for this account appears. This field and the View IBAN button appear only if the IBAN Enterable field is not selected on the IBAN Formats page.

Note. If transacting with the United Kingdom and the Netherlands, you must enter *Swift ID* in the DFI Qualifier field to validate the IBAN entry.

See *PeopleSoft Banks Setup and Processing 9.1 PeopleBook*, "Setting Up Banks," Understanding IBAN.

See *PeopleSoft Banks Setup and Processing 9.1 PeopleBook*, "Setting Up Banks," Defining IBAN Formats.

BIC (bank identifier code)	Enter a BIC code for this supplier bank. This code is based on the ISO standard (9362), which is the universal method used to identify the financial institutions that enable automated processing of payments. A BIC code is used to route cross-border and some domestic payments to a bank branch or payments center.

SEPA requires the use of BIC and IBAN codes to uniquely identify the creditor's and debtor's banks and bank accounts in all Euro cross-border payments. It is imperative that the IBAN and BIC codes are correct to avoid repair fees that the bank charges due to processing errors, and to avoid delays in processing payments and collections due to the time-consuming correction of these errors.

Once you enter a BIC code, the system validates the length and layout of the characters, and then validates the BIC country code against the country code set up for the bank branch.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Maintaining Vendor Information," Defining Vendor Bank Accounts

PeopleSoft Banks Setup and Processing 9.1 PeopleBook, "Setting Up Banks"

PeopleSoft Banks Setup and Processing 9.1 PeopleBook, "Setting Up Counterparties"

Specifying Supplier Location Notifications

Access the Define Supplier Location Notifications - Define Notification Types page or the Review Supplier Details - Define Notification Types page (click the Notifications link on the Location page).

Note. Because you establish setIDs at such a high level, the system administrator can specify only the *roles* to which to route notifications. Users can later override these routings at lower levels, such as at the supplier location and agreement levels.

Five possible notification types appear on this page:

- • Invoice Load - Errors

- • Invoice Load - No Errors

- • Payment Create and Cancel

- • (Business Service Provider model) Cash Collections

- • Invoice Extract - Supplier

- • Proposal Accepted

- • Proposal Denied

- • 1099 Report

> **Note.** There is also supplier notification override at the agreement level, however since a supplier can have multiple agreements with different buyers and this 1099 report only applies to the supplier, no override will be allowed at the agreement level.

The routings and definitions from the setID level appear here by default. Click the Specify Overrides button to change the routings or to add additional routings.

Before creating email notifications for each supplier location, you must have already created notifications at the setID level.

> **Note.** In either model, at the setID level only the system administrator can enable and define routings. At the location level only the administrator can enable routings, and both the system administrator and the supplier administrator have the authority to define routings.

The default routings set up at the setID level appear on this page. You can override and specify different routings for each location. If the administrator has enabled routings, the supplier administrator can define roles or user IDs to receive notifications.

Each notification type contains common fields. If you elect to change the default routings, you must specify the values for each field.

As with roles, when specifying user IDs, those that appear are internal users. The exception is the Cash Collections notification. This notification, which is available only in the Business Service Provider model, allows you to select external users (users outside of the supplier's organization).

See Also

Chapter 8, "Creating Agreements," Specifying Buyer Notifications, page 96

Chapter 18, "Managing Cash Collections," Specifying Cash Collection Notification Parameters, page 245

Chapter 4, "Configuring Security," Understanding Self-Service Security Administration, page 20

Creating Supplier Administrators

To create a supplier administrator, use the Review User Profiles component (EM_SELLER_SECURITY).

This section provides an overview of the supplier administrator role type and discusses how to create supplier administrators.

Understanding the Supplier Administrator Role Type

The system administrator sets up user profiles and assigns suppliers to the local supplier administrator. Because user profiles define individual PeopleSoft users, profiles are linked to one or more role types.

Page Used to Create Supplier Administrators

Page Name	Definition Name	Navigation	Usage
Review User Profiles - Supplier User Details	EM_SELLER_SECURITY	eSettlements, Supplier Information, Review User Profiles, Review User Profiles - Supplier User Details	The system administrator creates the supplier administrator profile.

Creating Supplier Administrators

Access the Review User Profiles - Supplier User Details page (eSettlements, Supplier Information, Review User Profiles, Review User Profiles - Supplier User Details).

Review User Profiles - Supplier User Details page (1 of 2)

Review User Profiles - Supplier User Details page (2 of 2)

User Profile

Email Address	Enter an email address for the supplier administrator notifications.
Email User	Select this check box so that the supplier administrator will receive emails.
Language Code and **Currency Code**	Enter a language and currency code for the supplier administrator.

Instant Messaging IDs

Instant Messaging Domain and**Instant Messenger ID**	Select *AOL* (America Online), *SAMETIME,* or *YAHOO* to designate the provider, and enter the ID of the supplier administrator. Do not append the @ symbol or the domain name of the messaging provider in the Instant Messenger ID field.

Supplier User Roles

Role Name	Select *Supplier Administrator.* This role name must be tied to the Supplier Administrator role type.

Accessible Suppliers

Assign the Name of each supplier that this supplier administrator can access.

See Also

Defining Data and Processing Access

Once a supplier administrator is set up, you define a vendor ID and processing preferences for the supplier administrator user. The supplier administrator can subsequently assign its users access only to the vendors that you specify here.

To define data and processing access, use the User Preferences component (OPR_DEFAULT).

This section discusses how to:

* Define supplier administrator processing preferences.

* (Optional) Define processing authority.

Pages Used to Define Data and Processing Access

Page Name	*Definition Name*	*Navigation*	*Usage*
User Preferences - Overall Preferences	OPR_DEF_TABLE_FS1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, User Preferences Click Overall Preference.	Specify the supplier administrator's default setID, as of date, and localization country.
Payables Online Vouchering	OPR_DEF_TABLE_AP1	Click the Procurement link on the User Preferences page. Click the Payables Online Vouchering link on the User Preferences - Procurement page.	Enter an origin code to be used when creating online vouchers.
Payables Online Vouchering - Voucher Styles	VCHR_AUTHORITY_SEC	Click the Security for Voucher Styles link on the Payables Online Vouchering page.	Ensure that the Allow Regular Voucher check box is selected for the local supplier administrator user.

Page Name	Definition Name	Navigation	Usage
Vendor Processing Authority	OPR_DEF_TABLE_VND1	Click the Procurement link on the User Preferences page. Click the Vendor Processing Authority link on the User Preferences - Procurement page.	Specify additional vendor processing authority. Because a supplier may want payments sent to an alternate remit to vendor, the local supplier administrator can use this page to create these locations. The host administrator can use this page to enable authorities.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences"

Defining Supplier Administrator Processing Preferences

Access the User Preferences - Overall Preferences page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, User Preferences).

Enable system access by specifying the default SetID, As of Date, and Localization Country.

(Optional) Defining Processing Authority

Access the Vendor Processing Authority page (click the Procurement link on the User Preferences page or click the Vendor Processing Authority link on the User Preferences - Procurement page).

To enable alternate location setup, select the Authority to Enter, Authority to Approve, and Authority to Inactivate check boxes.

Chapter 8

Creating Agreements

This chapter provides an overview of agreements and discusses how to:

* Initiate agreements.

* Update agreements.

Understanding Agreements

Before the system can process invoices and payments, an agreement must be established and its terms agreed to by both the buyer and the supplier. The buyer administrator initiates the agreement with the supplier, triggering an email to the user, roles, or both, established by the supplier organization at either the agreement or supplier location level, that there is an agreement ready to be reviewed. After the supplier adds specifications and accepts the agreement, the buyer user who initiates the agreement is notified that a final review of that agreement is necessary. The buyer administrator then performs the final review, accepting the terms, finalizing the agreement, and enabling transactions between this buyer and supplier to commence.

Certain PeopleSoft eSettlements features reference processing options that are established at the agreement level. They are invoice creation, matching, and default ChartField processing logic.

The following sections discuss:

* Agreements in the Buyer Direct Model.

* Agreements in the Business Service Provider Model.

Agreements in the Buyer Direct Model

Agreement setup in the Buyer Direct model is very similar to that for the Business Service Provider model, however, there are important exceptions for the Buyer Direct model:

* Matching terms for purchase orders are not obtained from the agreement, but from the vendor, if a match control ID exists for the vendor.

    Otherwise the matching terms are obtained from the PeopleSoft Purchasing business unit for the purchase order.

* The system uses the payment terms that are specified on the agreement for electronic invoices and self-service invoices.

    Online vouchers that are created in PeopleSoft Payables use the payment terms on the vendor profile (maintained in PeopleSoft Payables or Purchasing). If there are no payment terms for the vendor, the system obtains the terms according to the PeopleSoft Payables default hierarchy.

- Cash collection details are not appropriate for the Buyer Direct model and are unavailable for entry.

- Users with system administrator role types can update payment terms. In such cases the buyer does not receive email notification of the change in terms.

- You must establish a user with a supplier administrator role type before you can register an agreement.

- Users with system administrator role types can access both buyer and supplier agreement details.

Agreements in the Business Service Provider Model

You set up agreements in the Business Service Provider model in the same way we discuss in the following sections, but note the following differences from the Buyer Direct model:

- Matching terms for purchase orders are obtained from the agreement.

- You must establish a user having a supplier administrator role type before you can register an agreement.

See Also

Initiating Agreements

To initiate an agreement with a supplier, use the Review Agreement Details Inquiry component (EM_AGREE_INQUIRY) and the Agreement component (EM_AGREEMENT).

This section provides an overview of agreement initiation and discusses how to:

- Enter buyer processing preferences.

- Define default ChartFields.

- Specify buyer notifications.

Understanding Agreement Initiation

Agreements are initiated by the user who is associated with the buyer administrator role type, then offered to the supplier for review and approval. Buyers can also define notifications at the agreement level. The email notifications for the buyer appear as the default from the notifications that are set up at the setID level for the buyer who is specified on the agreement. Because multiple buyers can share the same agreement, the email notifications appear set up at the setID level, with the setID determined by record group EM_03.

When an agreement is shared and email notifications are overridden at the agreement level, all buyers sharing that agreement then have the same overridden email notifications. If the defaults from the buyer's setID are used at the agreement level, then the notifications for each buyer are determined from the notifications for each particular buyer setup at the buyer setID level.

At the agreement level, each business unit sharing the agreement can set up different email notifications and routings. The information here can be shared by many buyers. This table shows how sharing works:

Buyer	Agreement Record Group EM_01	Notification Record Group EM_03
Buyer 1 (BUY01)	BUY01	BUY01
Buyer 2 (BUY02)	BUY01	BUY01
Buyer 3 (BUY03)	BUY01	BUY03

In this example, buyers 1, 2, and 3 all share the same agreement, which is set up for buyer 1. For email notifications, buyer 1 and buyer 2 use the same email notification that is set up for buyer 1, but buyer 3 has a unique notification setup.

If, at the agreement, the user decides to accept the defaults, then when processing for buyer 1 and buyer 2 the system uses the email types, routings, and remainder days that are specified at the setID level for BUY01 (notification setup). When processing for buyer 3, the system selects the defaults that are established at the email notification setID BUY03. If the user decides to specify notifications at the agreement level for BUY01 then the system selects the new values that are specified at the agreement level (email type, routing, and reminder days) for buyers 1, 2, and 3.

Warning! When an agreement is shared by more than one buyer, if any one of those buyers overrides the default setup, they also override the email notifications for the other buyers that share the agreement. At this point, the sharing of the agreement should be reconsidered.

At the agreement level, you can define the second-highest level of the PeopleSoft eSettlements self-service invoice ChartField defaulting logic. The system uses a four-level hierarchy to automatically populate certain self-service invoices (those with no copied purchase order or receiver information) with default ChartField values; from highest to lowest level they are:

1. Buyer template.
2. Agreement.
3. Requester.
4. Item.

In general, the system overrides buyer template, agreement level, and requester values with item level values for account, alternate account, and product ChartFields. All other ChartFields default from the agreement level if specified, and if not specified, the requester level.

See Chapter 10, "Processing Invoices," Understanding Self-Service Invoice Entry and Management, page 143.

Pages Used to Initiate Agreements

Page Name	*Definition Name*	*Navigation*	*Usage*
Add an Agreement	EM_AGREE_INQRY_ADD	eSettlements, Buyer Information, Review Agreement Details, Add an Agreement	Enter identifying buyer and supplier information to begin agreement creation.
Review Agreement Details - Inquiry	EM_AGREE_INQRY_SEL	eSettlements, Buyer Information, Review Agreement Details, Existing Agreements	View and access existing agreements in various statuses.
Review Agreement Details - Buyer	EM_AGREEMENT_BUYER	• eSettlements, Buyer Information, Review Agreement Details, Add an Agreement Enter buyer and supplier information and click Add. • eSettlements, Buyer Information, Review Agreement Details, Existing Agreements Click a link in the Supplier column.	Enter basic processing preferences that are to be applied to invoices from the selected supplier and initiate review by the supplier, or view established agreement information.
Default Agreement Chartfields	EM_AGRE_CF_SEC	Click the Define Default Chartfields link on the Review Agreement Details - Buyer page.	Define default ChartField information the system uses to automatically populate self-service invoices. The system uses this information in cases where purchase order or receiver information is not defined for a voucher.
Review Agreement Details - Buyer Notifications	EM_AGR_BUY_NOTIFY	Select the Buyer Notification tab from the Review Agreement Details - Buyer page.	Specify buyer email notifications and routings.
Review Agreement Details - Supplier	EM_AGREEMENT_SELLE	Select the Supplier tab from the Review Agreement Details - Buyer page.	Review supplier data.

Entering Buyer Processing Preferences

Access the Review Agreement Details - Buyer page (eSettlements, Buyer Information, Review Agreement Details, Add an Agreement).

Review Agreement Details - Buyer page

Enter or view processing preferences that are to be applied to invoices from the selected supplier.

Hover your cursor over the supplier name to view a pop up containing address information for the supplier.

Note. If financial sanctions validation is enabled, the system does not consider the financial sanctions status of the supplier, nor does it validate the supplier against any financial sanctions lists (for example, the Specially Designated Nationals (SDN) list). Therefore, you can create agreements for any supplier with a financial sanctions status of *Review* or *Blocked.* However, the Pay Cycle Application Engine process (AP_APY2015) does not select invoices for a supplier that has a financial sanctions status of *Review* or *Blocked.* You cannot pay these invoices until the financial sanctions status of the supplier is set to *Cleared* or *Valid.*

Buyer Processing Options

Requires Matching and **Match Rule**	Select the check box to require that invoices from this supplier go through the Matching Application Engine process (AP_MATCH) and specify the match rule control to be used.
	Note. These two page elements only appear in the Business Service Provider model. In the Buyer Direct model the matching information is defined with either the PeopleSoft Purchasing business unit or the vendor.
Standard Vouchers Allowed	Select to enable the supplier to send an invoice without a purchase order, resulting in invoices that do not go through the Matching process. Selecting this check box enables suppliers to submit invoices with or without purchase orders. If you do not select this check box, every invoice must be associated with a purchase order.
Supplier Ref ID (supplier reference ID)	Add any reference for this supplier.
	Note. For OAG XML invoices, the supplier provides this value in the PartyID tag. We discuss this correspondence in the Processing Invoices chapter.

Comments

Add any comments regarding this supplier.

Bank Information

Buyer bank information populates by default from the buyer registration. You can specify different bank information here, and doing so does not change the bank information on the buyer registration.

Bank Code and **Bank Account**	Select a different pay-from bank and bank account. A newly chosen bank overrides the default bank that is established during buyer registration and thus becomes the bank that is used during invoice creation for this supplier.
	Note. In order to provide international and domestic EFT payment layouts for the same bank account, you must establish an external bank account for *each* layout.
Payment Method	Select a method to use when transacting with this supplier. Only the methods that you previously associated with this bank account are available.

Note. The bank information that you specify here populates incoming vouchers. If you require any bank information changes after an agreement is established, you must make them at the agreement level, not at the buyer details level.

Self-Service Invoice Options

Invoice Verification Option	Select which invoices are routed to the requester (or other role that you specify) within the buying organization, for verification of invoice accuracy and completeness:
	All Invoices: Select to require invoice verification for all invoices, whether or not they are associated with a purchase order.
	No Invoices: Select to have no verification occur.
	non-PO Invoices: Select to specify that invoices having at least one invoice line that does *not* reference a purchase order be subject to invoice verification.
	Note. If a given invoice has no requester ID (if none is provided), the system takes the value from the buyer email notification setup. You define the default requester (or other role) during the notifications setup at the buyer setID level, and this definition can be overridden at the agreement level. When the requester is selected, a default requester must be defined. This requester ID is the one that is notified to verify self-service and XML invoices that are created *without* a requester ID.
Expose ChartFields to Supplier	Select this check box to enable the supplier to access ChartFields during self-service invoice creation. The accessible ChartFields are defined at the buyer details level.
	This check box appears only if you enable the option at the installation level.
Define Default Chartfields	Click to access the Default Agreement Chartfields page, where you can establish default ChartField information for self-service invoices.
	See Chapter 8, "Creating Agreements," Defining Default ChartFields, page 96.
Notify Supplier to Review	Click this button to send email notification to the supplier that the agreement is ready for review.
	Only after the agreement is updated and accepted by the supplier does the buyer administrator—after receiving email notification—again access the agreement to review the information that the supplier adds.
	After the agreement is finalized, this button no longer appears.
Accept Agreement	Click this button to accept the supplier's terms and finalize the agreement, and enable processing to commence.
	The Accept Agreement button appears here only *after* the supplier reviews the agreement and clicks the Accept Agreement button on the Review Agreement Details - Supplier page.
	After the agreement is finalized, this button no longer appears.

Cancel Agreement	Click this button to terminate the agreement. Either party can terminate the agreement.
	This button appears only after the agreement is accepted by both parties.

See Also

Chapter 6, "Registering Buyers," Enabling ChartFields, page 60

Chapter 6, "Registering Buyers," Specifying Buyer Notifications, page 61

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options

Defining Default ChartFields

Access the Default Agreement Chartfields page (click the Define Default Chartfields link on the Review Agreement Details - Buyer page).

Establish default ChartField values the system uses to automatically populate self-service invoices when no purchase order or receiver information has been copied into the voucher.

In the four-level ChartField defaulting hierarchy, the system uses these values as the second level. You can edit these values at the invoice level. Buyers can validate the defaulted ChartField values before submitting the invoice to the Voucher Build Application Engine process (AP_VCHRBLD).

See Also

Chapter 10, "Processing Invoices," Understanding Self-Service Invoice Entry and Management, page 143

Specifying Buyer Notifications

Access the Review Agreement Details - Buyer Notifications page (Select the Buyer Notification tab from the Review Agreement Details - Buyer page).

Agreement Reference

The Buyer, Supplier, and Location information appears by default from the registration level.

Specify Overrides	Click this button to make changes to the notification types and routings.
	Warning! If other buyers share this agreement, any notification selections you override impact those buyers as well.
Restore Defaults	Click this button to revert to the default routings.

Note. At the agreement level, only the host and buyer administrator role types can enable and define routings in the Buyer Direct model. In the Business Service Provider model, only the buyer administrator can enable and define routings.

Notification Types

If you click the Specify Overrides button, enter the appropriate routing information for each notification type in the Enter Routings group boxes.

Note. If a user does not have access to a particular agreement, that user will not receive the email notifications.

See Also

Chapter 6, "Registering Buyers," Specifying Buyer Notifications, page 61

Updating Agreements

To update an agreement, use the Review Agreement Details component (EM_AGREE_INQUIRY) and the Agreement component (EM_AGREEMENT).

This section discusses how to:

• Enter supplier processing preferences.

• Specify supplier notifications.

The supplier administrator reviews and updates the terms of the initiated agreement, specifies preferences, and—for the Business Service Provider model only—establishes payment and discount terms for the buyer.

Note. In the Buyer Direct model, only a user who is assigned the role type of system administrator can specify payment terms; suppliers cannot.

Pages Used to Update Agreements

Page Name	Definition Name	Navigation	Usage
Review Agreement Details - Inquiry	EM_AGREE_INQRY_BUY	eSettlements, Supplier Information, Review Agreement Details, Review Agreement Details - Inquiry	View existing agreements.
Review Agreement Details - Supplier	EM_AGREEMENT_SELLE	Click a Buyer link on the Review Agreement Details - Inquiry page.	Review buyer terms and accept agreement.

Page Name	Definition Name	Navigation	Usage
Review Agreement Details - Supplier Notifications	EM_AGR_SUPP_NOTIFY	Select the Supplier Notifications tab from the Review Agreement Details - Supplier page.	Specify supplier email notifications and routings.
Review Agreement Details - Buyer	EM_AGREEMENT_BUYER	Select the Buyer tab from the Review Agreement Details - Supplier page.	Review buyer data.

Entering Supplier Processing Preferences

Access the Review Agreement Details - Supplier page (Select the Supplier tab from the Review Agreement Details - Buyer page).

Review Agreement Details - Supplier page

Comments

Customer Ref ID (customer reference ID) and **Comments**	Enter a reference ID and any comments that are relevant to this buyer or agreement.

Agreement Information

Remit Supplier Used	Select this check box to use an alternate remit to supplier, to which the system transmits invoices for this supplier.
Name and**Location**	Enter the remit to supplier name and location.

Supplier Payment Terms

If multiple terms exist, you cannot view them all at once. Use the controls in the Supplier Payment Terms group box header to scroll through them.

Note. In the Business Service Provider model, because the system generates email when a user inserts a new effective-dated row or deletes the current row, if you need to change the payment terms on an agreement, you must add a new row with the date that the new terms are to become effective.

Payment Terms	Select terms, such as *Due Now,Net 30,* or *EOM*.
Payment Terms effective as of	Enter a date on which the terms become effective.
Add New Payment Terms	Click this button to specify new payment terms and a new date.
	Note. Payment terms can only be changed by the supplier in the Business Service Provider model, which initiates another agreement cycle requiring the agreement to be reaccepted by both the buyer and supplier.
	However, in the Buyer Direct model, another agreement cycle is not initiated with a change in payment terms.
Accept Agreement	Click this button to accept the buyer's terms and trigger email notification to the buyer administrator, enabling the buyer to finalize the agreement.
	This button appears here only *after* the buyer clicks the Accept Agreement button on the Review Agreement Details - Buyer page.
	Note. When the supplier clicks this button, the system sends email notification only to the buyer users who initiated the agreement.
Cancel Agreement	Click this button to cancel the agreement and prevent further invoice creation or processing to occur once an agreement is finalized. Clicking this button does not effect invoices that are already in the system, but prevents the creation of new invoices.

Specifying Supplier Notifications

Access the Review Agreement Details - Supplier Notifications page (click a Buyer link on the Review Agreement Details - Inquiry page).

Agreement Reference

The Buyer, Supplier, and Location fields populate by default from the supplier location level.

The supplier notifications at the agreement level populate by default from the supplier setID level, or from the supplier location level if they are overridden there.

In addition, only those email notification types that are activated at another level can be overridden at the agreement level. Otherwise, if not previously defined at another setup level, all fields that are for the given notification type are not available for entry.

The system administrator selects the notification types and roles at the setID level. At the supplier location level and at the agreement level, the system administrator selects the notification types and the supplier administrator selects the roles.

Specify Overrides	Click this button to make changes to the notification types and routings (which populate by default from the supplier location information).
Restore Defaults	Click this button to revert to the default routings.

Notification Types

If you click the Specify Overrides button, enter the appropriate routing information in the Enter Routings group box.

See Also

Chapter 9

Processing Purchase Orders and Receipts in PeopleSoft eSettlements

This chapter provides an overview of purchase order and receipt integration in the Business Service Provider model and discusses how to:

- Define buyer item categories.

- Process third-party purchase orders.

- Verify externally received purchase order and receipt data.

- Prepare for receipt integration.

- Process third-party receipts.

- Verify externally received transaction data.

- Load receipts into PeopleSoft Purchasing records.

- Create receipts.

Understanding Purchase Order and Receipt Integration

This section discusses:

- General implementation information.

- PeopleSoft Purchasing default hierarchy.

General Implementation Information

If you are implementing PeopleSoft eSettlements as the Business Service Provider model, you must implement the functionality discussed in this chapter to process purchase orders and receipts.

If you are implementing PeopleSoft eSettlements using the Buyer Direct model, the information in this chapter is not applicable because you implement and use the Buyer Direct model in conjunction with PeopleSoft Purchasing, and use PeopleSoft Purchasing pages to manage purchase order and receipt processing.

Purchase order transactions from third-party products for use in PeopleSoft eSettlements are predicated on the use of XML messaging and the PeopleSoft open integration architecture. Once you register a buyer and a supplier in PeopleSoft eSettlements and establish PeopleSoft Procurement options, integration can occur. The system retrieves XML messages from the third-party product and transmits them for processing by using PeopleSoft Integration Broker. Subscription PeopleCode validates data integrity, controls edits, adds registration defaults, and converts the message into a PeopleSoft transaction. Once the transaction is processed, you can view it in PeopleSoft Purchasing tables.

Note. Oracle delivers integration points as application messages and as web services. Enabling messaging is discussed in the *PeopleTools PeopleBook: Integration Broker.*

PeopleSoft eSettlements integrates fully with PeopleSoft eProcurement and can also be implemented with a variety of third-party procurement applications, such as Commerce One or Ariba. In cases in which PeopleSoft eSettlements is not implemented with PeopleSoft eProcurement, you can configure PeopleSoft eSettlements to receive purchase orders from an external system for use in the settlement process.

Note. You cannot view or process Payables vouchers marked with the Procurement Card (PCard) payment method in PeopleSoft eSettlements.

Note. Before loading an XML file, you must set up a valid node and channel.

This diagram illustrates purchase order, receipt, and payment data flow into and out of the PeopleSoft eSettlements system.

Note. The specifics of this diagram also apply to the Buyer Direct model.
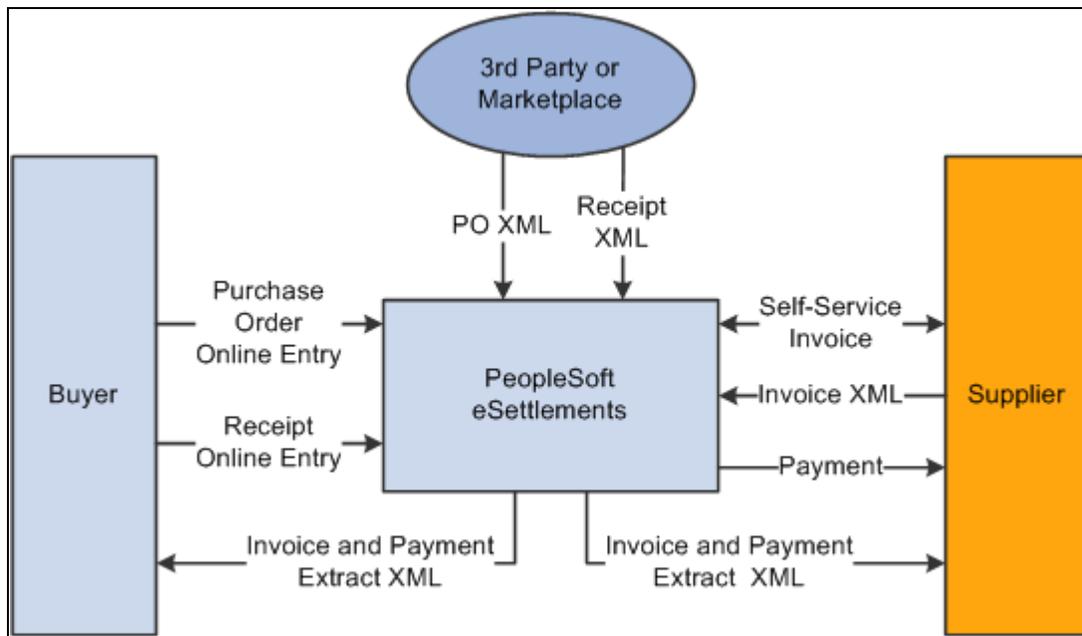
PeopleSoft eSettlements purchase order, receipt, and payment data flow

See Also

PeopleSoft Purchasing 9.1 PeopleBook, "Understanding Purchase Orders"

 PeopleTools PeopleBook: Integration Broker

PeopleSoft Purchasing Default Hierarchy

This section discusses the purchasing default hierarchy at the purchase order header and line levels.

Note. The Buyer Direct model uses the PeopleSoft Purchasing default hierarchy for processing purchase orders and receipts.

See *PeopleSoft Purchasing 9.1 PeopleBook*, "Using Default Hierarchies."

Purchase Order Header Defaults

The Business Service Provider model uses the buyer and supplier agreements for match control and payment term defaults for PO header data. If no valid agreement exists, the system uses the buyer and supplier registrations.

The host administrator defines the match rule control during the global PeopleSoft setup. The buyer administrator then specifies the match rule control ID during buyer registration. This ID is used as the default value on agreements, although it can be changed there as well.

The supplier administrator defines payment terms either during supplier registration or agreement registration. When a valid agreement exists between a buyer and supplier, default matching and payment terms from the buyer and supplier agreement information pages appear on the purchase order header and schedule details. The values for the default supplier location are obtained from the agreement.

When purchase orders are created prior to the existence of a valid agreement, default matching information appears from buyer registration settings, and default payment terms information appears from the supplier location registration settings.

This diagram illustrates the purchase order default hierarchy when an agreement does and does not exist:
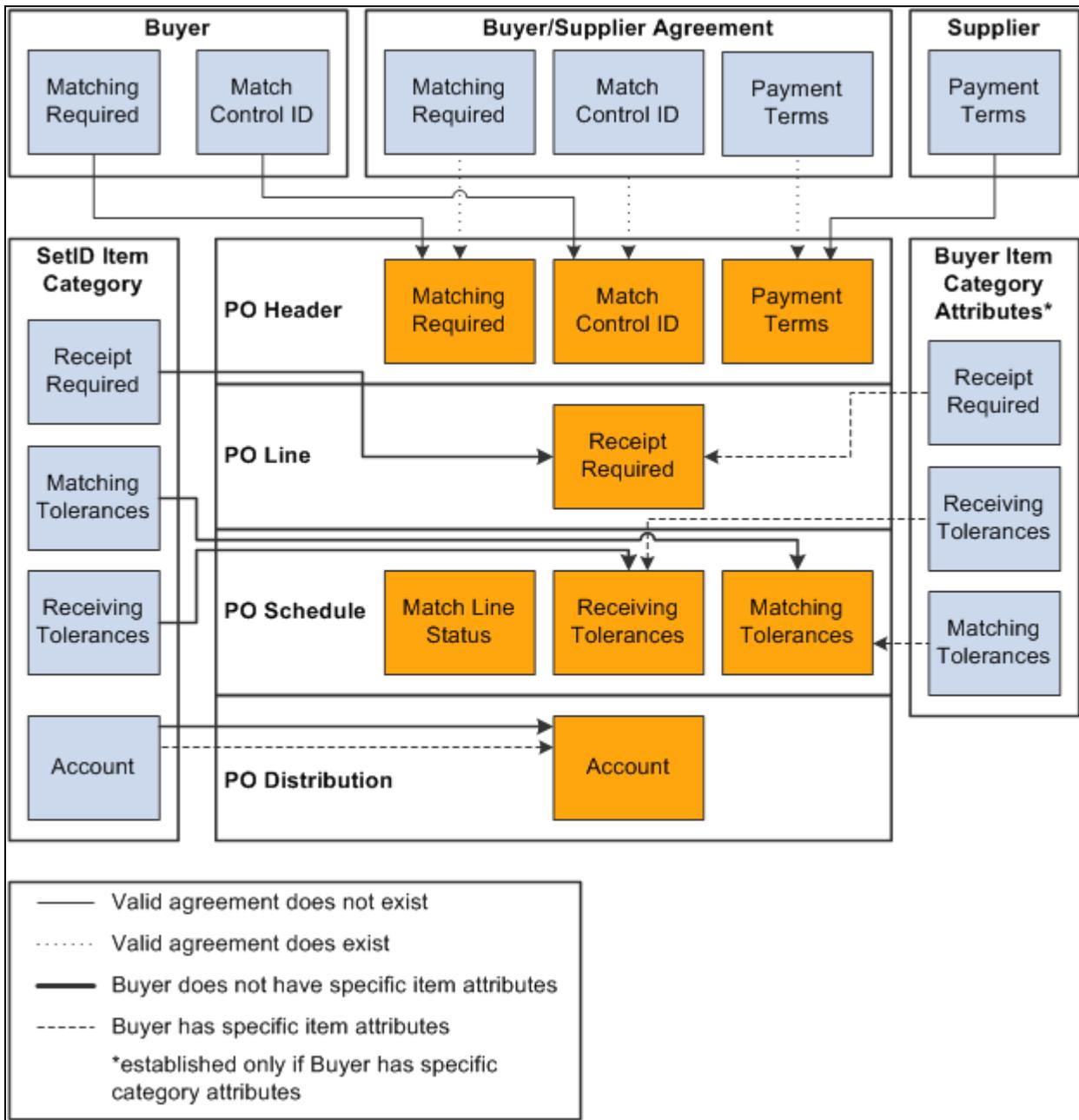
Purchase order default hierarchy when a valid agreement does and does not exist

The following diagram illustrates how the existence of an agreement affects subsequent default values:
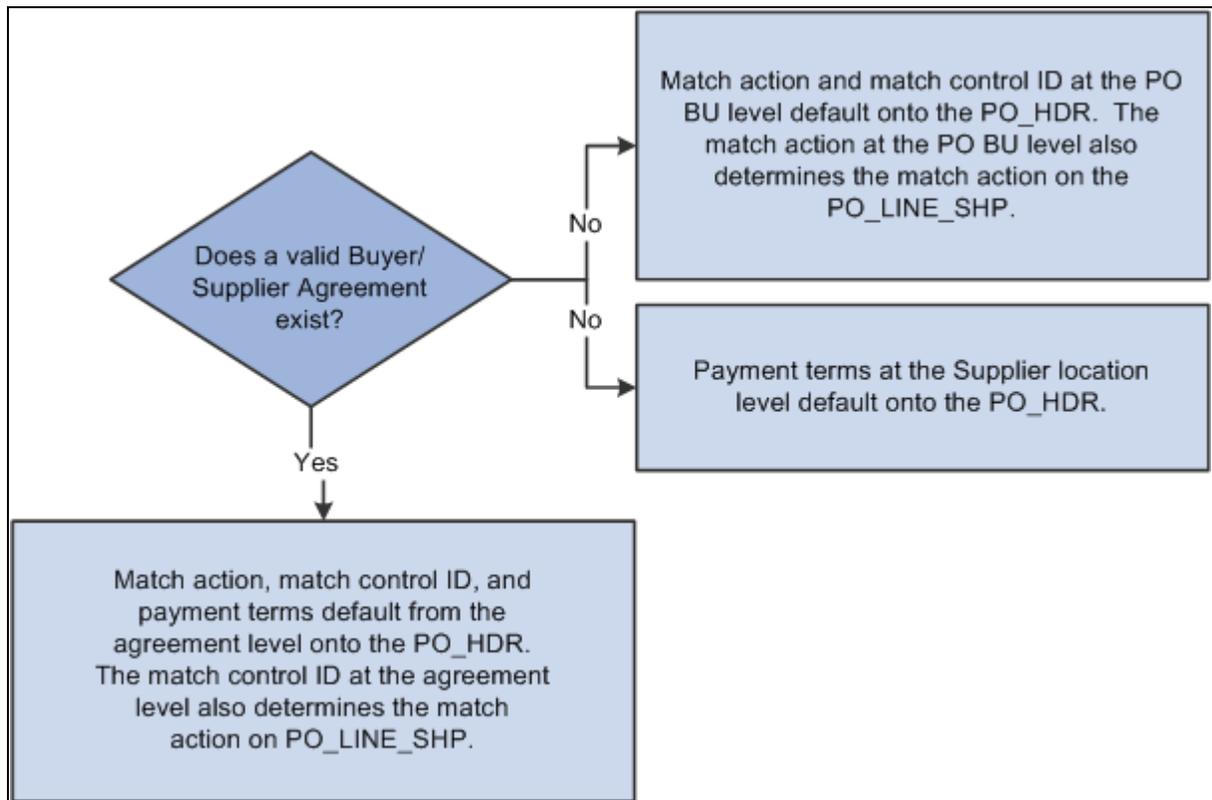
Matching control and payment terms defaults if a valid agreement does or does not exist

Note. These diagrams are valid only for the Business Service Provider model.

Purchase Order Line Defaults

The Business Service Provider model uses item category attributes defined at the business unit level for PO, PO schedule, and PO distribution line defaults. If no attributes exist, the system uses the defaults from the item category setID level. The system always obtains the account defaults from the item category setID level. You can override all defaults at the purchase order level.

The following diagram illustrates the processing logic used to obtain correct item category attribute information:
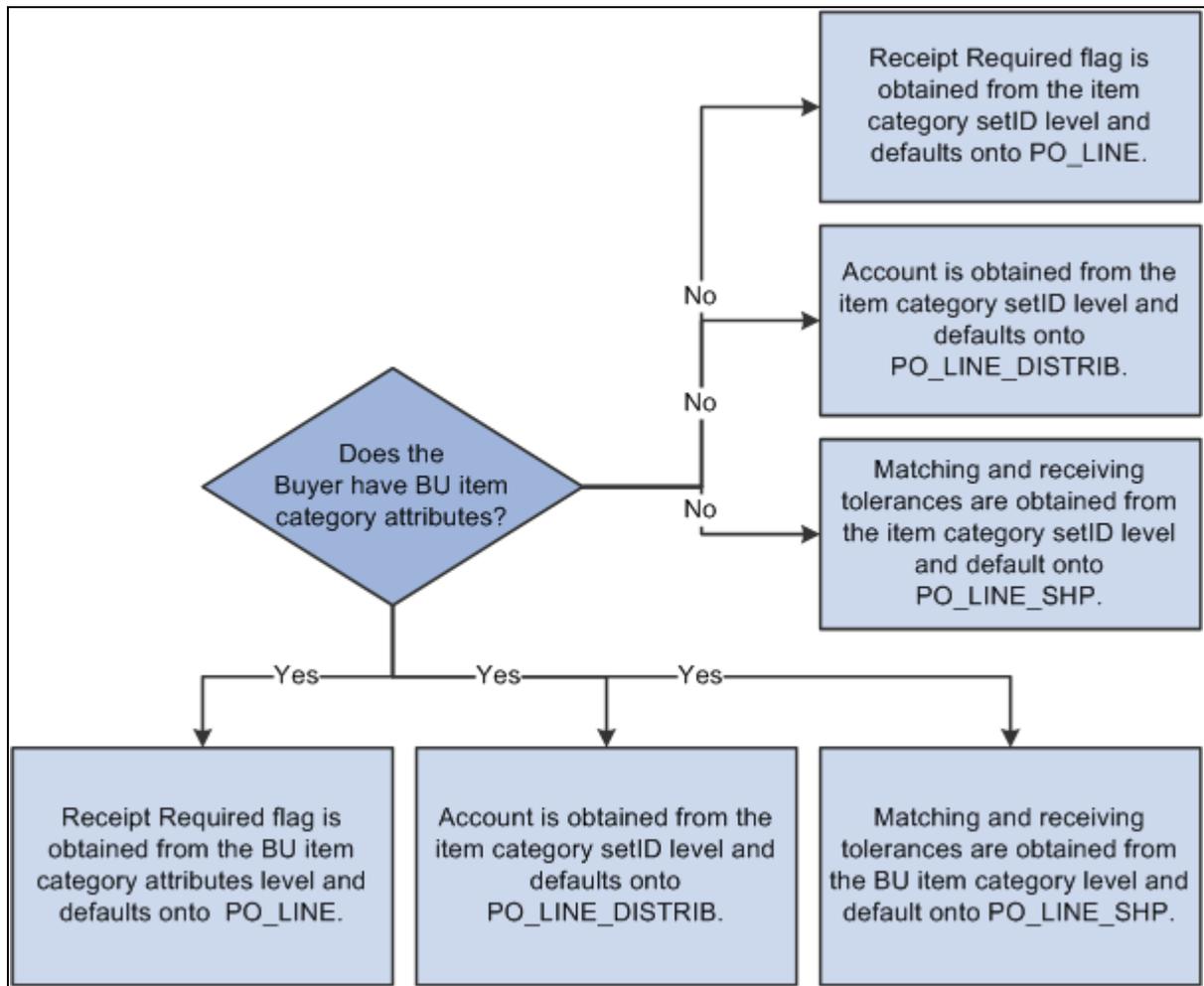
Matching and receiving tolerance defaults used to obtain item category attribute information

Note. This diagram is valid only for the Business Service Provider model.

If the buyer has item category attributes defined at the business unit level, the system:

- Obtains the Receipt Required value from the buyer (business unit) item category attributes level.

  This value appears automatically on the purchase order line (PS_PO_LINE).

- Obtains the account from the item category setID level, because the account field does not appear at the business unit level of the item category.

- Obtains matching and receiving tolerances from the buyer item category level.

  These controls are used as default values on the purchase order schedule (PS_PO_LINE_SHIP).

If the buyer does not have item category attributes at the business unit level, the system:

- Obtains the receipt required value from the item category setID level.

  This value is used as the default on the purchase order line.

- Obtains the account from the item category setID level.

- Obtains matching and receiving tolerances from the item category setID level.

    These tolerances are used as default values on the purchase order schedule.

See Also

Chapter 8, "Creating Agreements," page 89

Defining Buyer Item Categories

The host administrator defines item categories at the buyer (business unit) level, including preferences for matching tolerances and receiving controls. Because item categories are a way to group items together, and because item categories are determined by setID, the attributes defined at the setID level for an item category are the same for all buyers. Use document association rules to group items for matching when you use descriptions on the purchase orders instead of item IDs.

To define buyer item categories, use the Maintain Item Categories (EM_ITEM_CATEGORIES) and Document Association Rules (AP_ASSOCIATION) components.

This section provides an overview of item category processing for business units and discusses how to:

- Define and maintain item categories.

- Define document association criteria.

- View, define, and maintain item category matching and receiving controls.

- (Optional) Define matching and receiving tolerances.

Understanding Item Category Processing for Business Units

Using item categories is a way to group items together. PeopleSoft eSettlements processes item categories in much the same way as PeopleSoft Purchasing. However, in PeopleSoft eSettlements, you can add attributes to item categories at the buyer (business unit) level and at the setID level. Attributes defined at the buyer item category level override those defined at the setID level.

You can establish buyer item category attributes on the Item Categories - Buyer Specific Attributes page, but this is not required for purchase order and receipt processing. When you create a purchase order, the system verifies whether buyer item category attributes are already established for that buyer. If so, then the purchase order is automatically populated with the selected receipt required, receiving details, and matching and receiving tolerances . If no buyer item category attributes are available, the defaults are derived from the setID item category attributes.

Fields not shown on the Item Categories - Buyer Specific Attributes page are automatically populated from the setID level. These same attributes are used during the Matching Application Engine process (AP_MATCH).

Note. Before you can interface purchase orders, you must set up item categories.

Pages Used to Define Buyer Item Categories

Page Name	Definition Name	Navigation	Usage
Item Categories - Category Definition	EM_CATEGORY_TBL	eSettlements, Administration, Maintain Item Categories, Category Definition	Define and maintain item categories.
Document Association Rules	AP_ASSOCIATION	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Document Association Rules, Document Association Rules	Define how the Matching Application Engine process (AP_MATCH) associates vouchers with purchase orders and receivers.
Item Categories - Category Definition 2	CATEGORY_TBL2	eSettlements, Administration, Maintain Item Categories, Category Definition 2	View, define, and maintain item category matching tolerances and receiving controls used in the Matching Application Engine process (AP_MATCH). You can define matching tolerances and receiving controls for each item category at the setID level, providing all buyers with access to the same set of values, or at the individual buyer level.
Buyer Specific Attributes	EM_ITM_CAT_BU	eSettlements, Administration, Maintain Item Categories, Category Definition Click the Buyer Specific Attributes link on the Item Categories - Category Definition page.	Define matching tolerances and receiving controls for item categories at the business unit level. If buyers have different tolerances and controls from those defined at the setID level, enter values on this page.

Defining and Maintaining Item Categories

Access the Item Categories - Category Definition page (eSettlements, Administration, Maintain Item Categories, Category Definition).

Item Categories - Category Definition page

Enter an effective date, status, description, short description, and account for this category.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Defining Procurement Options," Viewing and Updating Document Association Rules

Defining Document Association Criteria

Access the Document Association Rules page (Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Document Association Rules).

Document Association Rules page

To enable receipt summarization on orders that have only an item category and a description, use the delivered *Receipt* document association rules. Use this configuration if you are ordering by description and are not using items on the purchase orders.

See Also

PeopleSoft Source-to-Settle Common Information 9.1 PeopleBook, "Defining Procurement Options," Viewing and Updating Document Association Rules

Viewing, Defining, and Maintaining Item Category Matching and Receiving Controls

Access the Item Categories - Category Definition 2 page (eSettlements, Administration, Maintain Item Categories, Category Definition 2).

Item Categories - Category Definition 2 page

Matching Controls

Tolerance Over and **Tolerance Under**	Specify default price tolerances for the fields in these two columns. When an item category is specified for a purchase order line, these are the default tolerance values used in the Matching process.
	Note. If you leave a tolerance field blank or set to *0* (zero), the system interprets it to mean zero tolerance.

Receiving Controls

Receiving Required	Select to require receipts for purchase order lines. Selecting this option results in the Matching process performing three-way matching (voucher, purchase order, and receipt).
Inspection Required	Select to require inspections on receipts. Selecting this option results in the Matching process performing four-way matching (voucher, purchase order, receipt, and inspection).
Reject Qty Over Tolerance (reject quantity over tolerance)	Select to reject a quantity that surpasses the tolerance limits that you set in the Qty Rcvd Tolerance % (quantity received tolerance percent) field.

See Also

PeopleSoft Purchasing 9.1 PeopleBook, "Defining Purchasing Item Information"

Defining Matching and Receiving Tolerances

Access the Buyer Specific Attributes page (click the Buyer Specific Attributes link on the Item Categories - Category Definition page).

Buyer Specific Attributes page

| **Buyer** and **Effective Date** | Specify these if a buyer uses matching tolerances and receiving controls other than those defined at the setID level for this purchasing business unit. If you enter a buyer (business unit) and leave the tolerance fields blank, the system assumes that the buyer accepts standard tolerances. If the buyer accepts standard tolerances, do not complete any fields on this page. |

Note. If this page is left blank, setID level tolerances and receiving controls appear by default.

Processing Third-Party Purchase Orders

When loading information from third-party products, PeopleSoft eSettlements can process any purchase order information, provided the necessary setup is complete.

This section discusses how to:

- Populate required fields.

- Format incoming XML files.

- Load purchase orders.

Populating Required Fields

The following are standard, required fields for PeopleSoft Purchasing and must be populated in the purchase order XML file for processing by PeopleSoft eSettlements before purchase orders can be loaded successfully:

- BUSINESS_UNIT

- BUYER_ID

- VENDOR_ID

- CURRENCY_CD

- CATEGORY_CD

- ACCOUNT

- UNIT_OF_MEASURE

- SHIPTO_ID

- LOCATION

Formatting Incoming XML Files

Subscription PeopleCode transforms an XML message into a PeopleSoft eSettlements transaction. This PeopleCode populates the application tables in a manner similar to that of the online pages.

This interface uses standard PeopleSoft XML format. During implementation, the exchange host can select an Electronic Application Integration (EAI) or other product to facilitate this integration. The message definition for PeopleSoft eSettlements purchase orders is EM_PO_MSG. You can use PeopleSoft Application Designer to view the structure of the message and the subscription PeopleCode for the incoming purchase orders.

Note. Before loading an XML file, you must set up a valid node and channel.

See Also

PeopleTools PeopleBook: Integration Broker

Loading Purchase Orders

The system validates purchase order data and converts it to a purchase order while loading it from an XML file. For this to occur, the following conditions must be met:

- Changes to an externally loaded purchase order can be made only if the purchase order status is *Approved.*

  Once the purchase order status becomes *Dispatched,* no changes can be made. Prior to entering a receipt or creating a voucher for the purchase order, the purchase order status must be *Dispatched.* When a purchase order is successfully loaded, users can access that purchase order only through inquiry pages. Users other than the host are not given add or update access to valid purchase orders.

- Once a validated purchase order is loaded, the system performs further edits according to the processing rules for that purchase order.

  Where a purchase order fails any of these edits, the system displays an error message in PeopleSoft Integration Broker. For example, if a purchase order is loaded with invalid data, the system displays an error message, and the host administrator modifies and resubmits the purchase order until the message status is *Done.* You can access the message by selecting PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Asynchronous Services.

- All key purchase order fields must be populated.

  If a purchase order is submitted with a missing or invalid key field, the message appears with an error status.

  The host administrator must then correct the data in PeopleSoft Integration Broker and resubmit the message until the message status is *Done.* Alternatively, the host administrator can cancel the error message, and the buyer can correct the XML and resubmit it. If a user leaves a key field blank and the host administrator corrects it, that field is corrected throughout the purchase order. For example, if the purchase order message is missing the BUSINESS_UNIT field throughout the message, it has an *Error* status, because the field failed edits. The host administrator must then determine where in the message the field has been left blank. Because the field is blank throughout the purchase order, the host administrator can correct the error once at the highest level of the message where the field was left blank. For purchase orders, the highest level is PO_HDR, followed by PO_LINE, PO_LINE_SHIP, and finally PO_LINE_DISTRIB. Once the host administrator saves the message, the field is populated with the entered value throughout the message.

The system loads purchase orders from an XML file directly into the following PeopleSoft Purchasing records:

- PO_HDR

- PO_LINE

- PO_LINE_SHIP

- PO_LINE_DISTRIB

The following diagram illustrates the purchase order data flows along four levels:
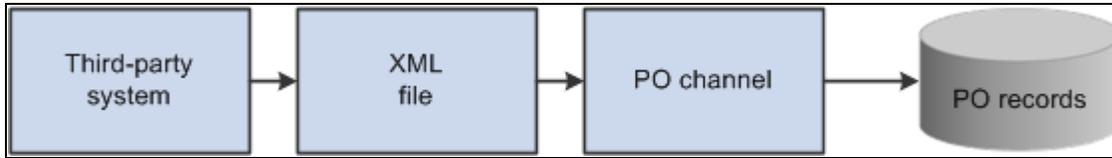
Purchase order data flow from third-party systems to the PO records

The XML message requires that the following key record and field combinations are populated with valid data for each purchase order:

Record	*Field*
EM_PO_HDR_REC	BUSINESS_UNIT
	PO_ID
	TO_STATUS
	PO_DT
	VENDOR_ID
	BUYER_ID
	CURRENCY_CD
EM_PO_LINE_REC	BUSINESS_UNIT
	PO_ID
	LINE_NBR
	CATEGORY_CD
	UNIT_OF_MEASURE

Record	*Field*
	DESCR254_MIXED
EM_PO_SHIP_REC	BUSINESS_UNIT
	PO_ID
	LINE_NBR
	SCHED_NBR
	PRICE_PO
	DUE_DT
	SHIPTO_ID
	QTY_PO
	MERCHANDISE_AMT
EM_PO_DIST_REC	BUSINESS_UNIT
	PO_ID
	LINE_NBR
	SCHED_NBR
	DST_ACCT_TYPE
	DISTRIB_LINE_NUM
	QTY_PO
	MERCHANDISE_AMT

Record	Field
	LOCATION

When purchase orders are interfaced through an XML file, purchase order tables are populated through the following views:

• EM_PO_HDR_VW

• EM_PO_LINE_VW

• EM_PO_SHIP_VW

• EM_PO_DIST_VW

All field-edit validations for externally loaded purchase orders are defined on the tables in these views. During the XML load, the system validates data values in the XML against the edit prompts defined in the purchase order record-field combination table. The XML data must exist in these edit tables before the purchase order can be loaded successfully. When a data element does not exist in the edit tables, the entire XML message is set in error and must be corrected before further processing. Default values other than those retrieved from the agreement and the item category are also established on these tables.

Verifying Externally Received Purchase Order and Receipt Data

PeopleSoft delivers several pages to enable you to view details of integrated purchase orders and receipts.

This section discusses how to:

• Inquire about purchase orders.

• Review purchase order details.

• Inquire about receipts.

• Review receipt details.

• Review voucher information for purchase orders or receipts.

Pages Used to Verify Externally Received Purchase Order and Receipt Data

Page Name	Definition Name	Navigation	Usage
Review Purchase Orders - Purchase Order Inquiry	EM_PO_INQ_SRCH	eSettlements, Procurement Information, Review Purchase Orders, Review Purchase Orders - Purchase Order Inquiry	View purchase orders in the system.

Page Name	Definition Name	Navigation	Usage
Review Purchase Orders - Purchase Order Detail	EM_PO_INQ	• Click a link in the PO column on the Review Purchase Orders - Purchase Order Inquiry page. • Click a link in the PO column on the Review Receipts - Receipt Detail page.	View purchase order line and associated receipt and invoice details.
Review Purchase Orders - Invoice Details	EM_SSINVC_DETAILS	Click a link in the Voucher column on the Review Purchase Orders - Purchase Order Detail page.	Review associated invoice line and payment information for a purchase order.
Review Receipts - Receipt Inquiry	EM_RECV_INQ_SRCH	eSettlements, Procurement Information, Review Receipts, Review Receipts - Receipt Inquiry	View receipts.
Review Receipts - Receipt Detail	EM_RECV_INQ	• Click a link in the Receipt Number column on the Review Receipts - Receipt Inquiry page. • Click a link in the Receipt No column on the Review Purchase Orders - Purchase Order Detail page.	View receipt line and associated PO and invoice details.
Review Receipts - Invoice Details	EM_SSINVC_DETAILS	Click a link in the Voucher column on the Review Receipts - Receipt Detail page.	Review associated invoice line and payment information for a receipt.

Inquiring About Purchase Orders

Access the Review Purchase Orders - Purchase Order Inquiry page (eSettlements, Procurement Information, Review Purchase Orders, Review Purchase Orders - Purchase Order Inquiry).

You can specify a particular buyer and purchase order to limit your search results. Use the fields in the Advanced Search group box to further narrow your inquiry.

Reviewing Purchase Order Details

Access the Review Purchase Orders - Purchase Order Detail page (click a link in the PO column on the Review Purchase Orders - Purchase Order Inquiry page).

Review Purchase Orders
Purchase Order Detail

PO:	0000000225	PO Date:	08/21/2009	PO Net Amount:	110,000.00 USD
Buyer:	US001	US001 NEW YORK OPERATIONS		Sales / Use Tax:	0.00 USD
Supplier:	SCM0000001	BIKE SHOP		VAT Amount:	0.00 USD
Status:	Dispatched			Freight/Misc:	0.00 USD
Match Rule:				PO Gross Amount:	110,000.00 USD

PO Lines   Find | View All First ◄ 1 of 1 ► Last

Line Number:	1	Sched Num:	1	Unit of Measure:	EA	☑ Receiving Required
Due Date:	08/31/2009				
Category:	CYCLING		Cycling Equipment		
Match Status:	Not Matched		Item:	SR1001	Omega 500 Touring Bike
PO Qty:	100.0000		VAT Amount:	0.00 USD	
Unit Price:	1,100.00000		Sales / Use Tax:	0.00 USD	
PO Amount:	110,000.00 USD		Freight/Misc:	0.00 USD	

PO Invoice Lines   Customize | Find | View All | ⤢ | ▦ First ◄ 1 of 1 ► Last

Invoice	Voucher	Line	Match Status	Quantity	UOM	Unit Price	Merchandise Amt	Curr	VAT	S / U Tax	Freight/Misc
	Voucher			0.0000		0.00000	0.000		0.000	0.000	0.000

PO Receiver Lines   Customize | Find | View All | ⤢ | ▦ First ◄ 1 of 1 ► Last

Receipt No	Line	Match Status	Received Qty	Accept Qty	Reject Qty	UOM	Merchandise Amt	Curr
0000000043	1	Not Matched	100.0000	100.0000	0.0000	EA	110,000.00	USD

Review Purchase Orders - Purchase Order Detail page

Voucher   Click a link in this column to view invoice and payment details.

Receipt No (receipt number)   Click to view receipt line details.

See Also

Inquiring About Receipts

Access the Review Receipts - Receipt Inquiry page (eSettlements, Procurement Information, Review Receipts, Review Receipts - Receipt Inquiry).

This page is similar to the Review Purchase Orders - Purchase Order Inquiry page.

Reviewing Receipt Details

Access the Review Receipts - Receipt Detail page (click a link in the Receipt Number column on the Review Receipts - Receipt Inquiry page).

This page is similar in form and function to the Review Purchase Orders - Purchase Order Detail page, but it displays the associated purchase order for the receipt.

Review Voucher Information for Purchase Orders or Receipts

Access the Review Purchase Orders - Invoice Details page or the Review Receipts - Invoice Details page (click a link in the Voucher column on the Review Receipts - Receipt Detail page).

These pages display voucher information for purchase orders and receipts.

Preparing for Receipt Integration

As with PeopleSoft Purchasing, receipts can be created either online or by loading an XML file. To successfully create a receipt, a valid purchase order must exists with the status *Dispatched* to receive against. Receipts support the Matching process when receiving is required. The reconciliation of a purchase order, an invoice, and a receipt is known as three-way matching. When receiving is required, the receipt must be present before the invoice can be matched successfully.

See Also

Chapter 9, "Processing Purchase Orders and Receipts in PeopleSoft eSettlements," Understanding Purchase Order and Receipt Integration, page 101

PeopleSoft Purchasing 9.1 PeopleBook, "Receiving Shipments," Understanding the Receiving Business Process

Processing Third-Party Receipts

XML messages are pushed to the PeopleSoft gateway, and then processed by PeopleSoft Integration Broker. Subscription PeopleCode validates data integrity, controls edits, adds registration defaults, and converts the message into a PeopleSoft transaction. When loading information from a third party, the PeopleSoft Integration Broker can process receipt information, provided the necessary setup is complete.

This section discusses how to:

- Format incoming receipt files.

- Use transaction codes.

See Also

PeopleSoft Purchasing 9.1 PeopleBook, "Receiving Shipments," Receiving Items Using EDC

PeopleSoft Purchasing 9.1 PeopleBook, "Receiving Shipments," Understanding the Receiving Business Process

Formatting Incoming Receipt Files

Standard PeopleSoft XML format is used to format incoming receipt files. The message definition for receipts is (PURCHASE_ORDER_RECEIPT). Use PeopleSoft Application Designer to view the structure of the message and the subscription PeopleCode for the incoming receipts.

Note. Before loading an XML file, you must set up a valid node and channel.

Note. In addition to delivering the PO Receipt EIP as an application message (PURCHASE_ORDER_RECEIPT), Oracle also delivers it as a web service. Enabling web services is discussed in the *PeopleTools PeopleBook: Integration Broker*.

The XML message requires that the following record and field combinations be populated with valid data for each receipt:

Record	*Field*
BCT_C_PO_RC_EVW	EIP_TRANS_SRC
	EIP_TRANS_SRC_REF
	EIP_TRANS_SRC_SEQ
	TRANSACTION_CODE
	SHIPTO_SETID
	SHIPTO_ID
	VENDOR_ID
	CARRIER_ID
	BILL_OF_LADING
	RECEIVER_ID
	BUSINESS_UNIT
	END_TRANS_FLAG

Record	Field
BCT_D_PO_RC_EVW	EIP_TRANS_SRC_SEQ
	TRANSACTION_CODE
	UNIT_OF_MEASURE
	RECEIVER_ID
	RECV_LN_NBR
	QTY
	SCHED_NBR
	BUSINESS_UNIT_PO
	PO_ID
	LINE_NBR

Using Transaction Codes

The system uses the following transaction codes:

Transaction Code	Action
0102	Load entire PO
0103	Load PO line
0104	Load PO schedule

At the child label of the message, you can indicate what you are receiving in this particular shipment by entering the appropriate code. If you specify code *0102,* you must enter the PO and the business unit for the PO. If you specify *0103,* you must provide the quantity, PO, unit, line number, and unit of measure (UOM). If you specify *0104,* you must enter the quantity, PO, unit, line, schedule number, and UOM.

The end transaction flag (END_TRANS_FLAG) tells the system whether this message can be processed and whether the receipt can be created immediately. If the flag status is *N,* the data remains in the system with an incomplete status—therefore, populate this flag with *Y.*

Verifying Externally Received Transaction Data

After XML messages are loaded, the host administrator can identify and correct errors and verify receipt data before it is written to the receipt records. The Receipt Load Application Engine process (PO_RECVLOAD) then loads the transaction data into the receipt records. After the process successfully finishes, the host administrator can view receipts on the Receiving page. Once the receipt XML file is created and loaded, the host administrator must verify that the receipts have been loaded and have passed edits successfully.

The host administrator can view, correct, and resubmit transactions on the Transaction Maintenance pages. For example, if an XML file is loaded with a blank Ship To ID field, that file generates an error message. The host administrator must correct the errors and then resubmit the message from the Transaction Maintenance pages.

After errors have been corrected and the messages have been resubmitted, the messages are picked up by the Receipt Load process.

This section lists the pages used to verify externally received transaction data.

Pages Used to Verify Externally Received Transaction Data

Page Name	Definition Name	Navigation	Usage
Transaction Maintenance	BCT_CTL_UPD	SCM Integrations, Transaction Error Handling, Maintain Transactions	Enter a unit (buyer) to view receipt transactions. The system displays only those buyers that are configured as PeopleSoft Purchasing business units.
Purchasing Receiving	BCT_PO_RCV_UPD	Click an EIP Control ID link on the Transaction Maintenance page.	View details of the transaction and make corrections.
Line Details	BCT_PO_RCV_ERR_SEC	Click the Edit Errors link on the Purchasing Receiving page.	View details about the fields in error.

See Also

PeopleSoft Supply Chain Management Integration 9.1 PeopleBook, "Understanding PeopleSoft Supply Chain Management Enterprise Integration Points," PeopleSoft SCM Inbound EIPs

PeopleSoft Supply Chain Management Integration 9.1 PeopleBook, "Processing Enterprise Integration Points (EIPs)," Using Transaction Maintenance

PeopleSoft Purchasing 9.1 PeopleBook, "Receiving Shipments," Receiving Items Using EDC

PeopleSoft Purchasing 9.1 PeopleBook, "Receiving Shipments," Loading Receipts Received Using EIPs and EDC

Loading Receipts into PeopleSoft Purchasing Records

After error-free receipt data has been loaded successfully into PeopleSoft staging tables, the host administrator runs the Receipt Load process to load receipt data into PeopleSoft Purchasing records.

This section lists the pages used to load receipts into purchasing records.

See Also

PeopleSoft Purchasing 9.1 PeopleBook, "Receiving Shipments," Loading Receipts Received Using EIPs and EDC

Pages Used to Load Receipts into PeopleSoft Purchasing Records

Page Name	Definition Name	Navigation	Usage
Receiver Load	RUN_RECVLOAD	Purchasing, Receipts, Load Receipts, Receiver Load	Run the Receipt Load Application Engine process (PO_RECVLOAD).
Review Purchase Orders - Purchase Order Detail	EM_PO_INQ	eSettlements, Procurement Information, Review Purchase Orders, Review Purchase Orders - Purchase Order Inquiry Click a PO link on the Review Purchase Orders - Purchase Order Inquiry page.	View purchase order information after completion of the Receipt Load process.

Page Name	Definition Name	Navigation	Usage
Review Receipts - Receipt Detail	EM_RECV_INQ	eSettlements, Procurement Information, Review Receipts, Review Receipts - Receipt Inquiry Click a link in the Receipt Number column on the Review Receipts - Receipt Inquiry page.	View receipt information after completion of the Receipt Load process.

Creating Receipts

You can also enter receipts by creating them on the Select Purchase Order page.

This section discusses how to enter receipts.

Pages Used to Create Receipts

Page Name	Definition Name	Navigation	Usage
Select Purchase Order	PO_PICK_ORDERS	eSettlements, Procurement Information, Create Receipt Click Add on the Select Purchase Order page.	Search for and retrieve PO schedules. Create receipts against selected PO schedules.
Item Description	PO_PICK_IT_DESCR	Click a Description link in the Retrieved Rows group box of the Select Purchase Order page.	View transaction and preferred language information for a purchase order.
Maintain Receipts - Receiving	RECV_WPO	• eSettlements, Procurement Information, Create Receipt Select an existing receipt in the search results of the Create Receipt page. • The system automatically displays this page after you select purchase orders on the Select Purchase Order page.	Define, view, and cancel purchase order receipt information.

Entering Receipts

Access the Select Purchase Order page (eSettlements, Procurement Information, Create Receipt).

To create receipts:

1. Enter the relevant search information.

2. Click Search.

3. Select the Sel (select) check box of any purchase order.

4. Click the OK button.

   The system automatically creates the receipt and displays the Maintain Receipts - Receiving page.

5. Use the Maintain Receipts - Receiving page to define receipt details, view associated information, and cancel receipt information.

See Also

PeopleSoft Purchasing 9.1 PeopleBook, "Receiving Shipments," Selecting Purchase Orders

PeopleSoft Purchasing 9.1 PeopleBook, "Receiving Shipments," Receiving Purchase Order Items

Chapter 10

Processing Invoices

This chapter provides an overview of electronic invoice creation and integration and the Open Applications Group (OAG) format, and discusses how to:

*   Prepare for invoice XML integration.

*   Define code sets.

*   Process third-party transactions.

*   Enter and manage self-service invoices.

*   Run the eSettlements Notifications Application Engine process (EM_NOTIFY_WF).

*   Run the Voucher Build Application Engine process (AP_VCHRBLD).

*   Verify externally received data and delete vouchers.

Understanding Electronic Invoice Creation and Integration

During the Voucher Integration process, XML application messages are submitted to the PeopleSoft gateway and processed by PeopleSoft Integration Broker. Subscription PeopleCode then validates data integrity, controls edits, adds registration and agreement default values, and converts the message into a PeopleSoft transaction. Once the system processes the information, the newly created transaction can be viewed through self-service invoice pages. Transactions must be loaded into the appropriate tables in order to view, approve, and pay invoices from suppliers.

Suppliers can transmit invoices in XML format (either PeopleSoft, OAG standard or cXML). When the invoices are related to purchase orders, the purchase order feed (message, file, or load) must precede the voucher feed. The voucher lines include the purchase order number, line number, and schedule number. If this information does not exist at the time that the invoice is interfaced, it is rejected.

Before invoices can be integrated, PeopleSoft procurement options must be specified. In addition, you must complete buyer, supplier, and agreement registrations.

Note. In addition to delivering the voucher enterprise integration points (EIPs) as application messages, PeopleSoft also delivers them as web services. Enabling web services is discussed in the *PeopleTools PeopleBook: Integration Broker.*

See Also

PeopleSoft Payables 9.1 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry Information"

 PeopleTools PeopleBook: Integration Broker

Understanding the cXML Format

cXML is a protocol, created by Ariba, intended for the communication of business documents between procurement applications, e-commerce hubs and suppliers. cXML is based on XML and provides formal XML schemas for standard business transactions, allowing programs to modify and validate documents without prior knowledge of their form.

The protocol does not include the full breadth of interactions some parties may want to communicate. However, it can be expanded through the use of extrinsic elements and newly-defined domains for various identifiers. This expansion is the limit of point-to-point configurations necessary for communication.

The current protocol includes documents for setup (company details and transaction profiles), catalogue content, application integration (including the PunchOut feature), original, change and delete purchase orders and responses to all of these requests, order confirmation and ship notice documents (cXML analogues of EDI 855 and 856 transactions), and new invoice documents.

PunchOut is a protocol for interactive sessions managed across the Internet, a communication from one application to another, achieved through a dialog of real-time, synchronous cXML messages, which support user interaction at a remote site. This protocol is most commonly used today in the form of Procurement PunchOut, which specifically supports interactions between a procurement application and a supplier's eCommerce web site and possibly includes an intermediary for authentication and version matching.

Understanding the OAG Format

OAG is a nonprofit organization that focuses on best practices and process-based XML content for application integration, and is the largest publisher of XML-based content for business software interoperability. The OAG format enables integrators to work with a standardized invoice represented in XML, such that integrators no longer need the specifications of the table structure for invoices in the receiving PeopleSoft database. Instead, integrators populate each XML tag in the OAG SyncInvoice business object document (BOD) that corresponds to a field on the PeopleSoft voucher staging tables.

PeopleSoft Integration Broker defines a relationship between the sending node and the receiving node (the receiving node must be the default, local, active node), so that the system can run the appropriate Application Engine Transformation program. The transformation can leverage the code set functionality provided by PeopleSoft Integration Broker; therefore, if you intend to use code sets for data translation, you must specify the code set group name for the two nodes involved in the relationship and enter the values that need to be translated.

This diagram illustrates the XML data flow from the OAG invoice to the Payables voucher staging tables:
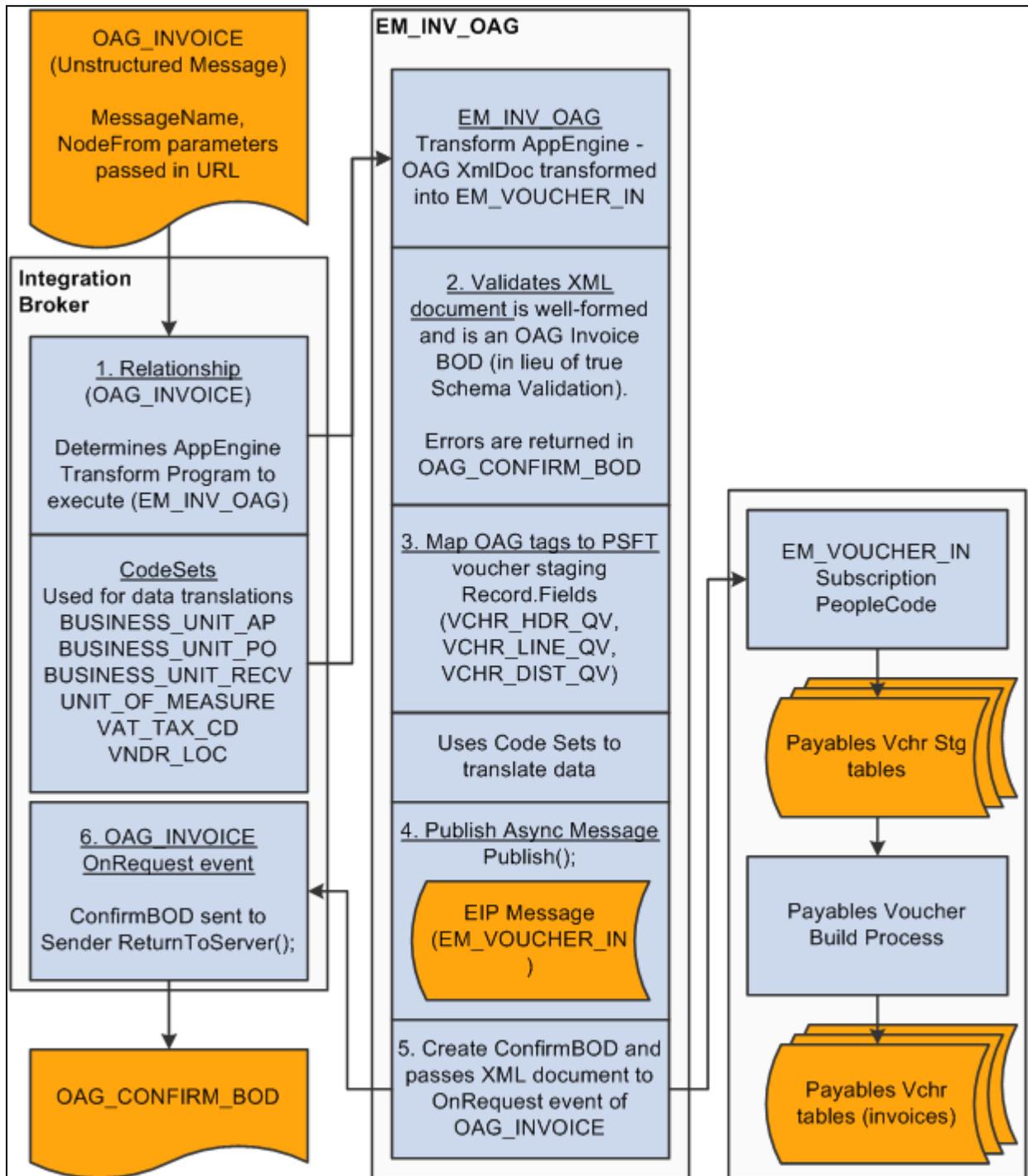
XML invoice data flow to the Payables voucher staging tables

Note. In addition to delivering the voucher EIPs as application messages (OAG_INVOICE, OAG_CONFIRM_BOD, and EM_VOUCHER_IN), PeopleSoft also delivers them as web services (OAGInvoice and SelfServiceInvoice). Enabling web services is discussed in the *PeopleTools PeopleBook: Integration Broker.*

See Also

PeopleTools PeopleBook: Integration Broker

Preparing for Invoice XML Integration

Subscription PeopleCode converts XML messages into PeopleSoft eSettlements transactions. This PeopleCode calls or references information that has been configured in PeopleSoft in a method similar to the way in which a save is accomplished through the online pages.

This section discusses how to:

1. Register buyers.

2. Register suppliers.

3. Define agreements.

4. Define voucher defaults.

Registering Buyers

Buyer registration establishes the buying entity in PeopleSoft eSettlements and a corresponding business unit in the underlying PeopleSoft system. This creates the underlying business units from which the voucher processing options appear by default. These include pay from bank information, as well as the matching and value-added tax (VAT) preferences that automatically appear on the voucher, either during application messaging or the Voucher Build process.

Each buyer has a unique PeopleSoft Payables business unit associated with it. If you plan to enable suppliers to use OAG XML functionality when transacting with a particular buyer in the Business Service Provider model—or when transacting with your organization in the Buyer Direct model—you must provide each supplier with the respective business unit value (identifier) for each buyer during buyer registration, so that each supplier can embed this identifier in the Header/Parties/BillToParty/PartyID/ID tag of the OAG XML file that they send.

If, for example, suppliers cannot embed this identifier in their files, the system administrator must define the identifier in their systems for this buyer. They must map this identifier to the buyer ID using code sets, so that each XML file provides a return value (translated value). This value uses the code set functionality for data translations in the Application Engine Transform program (EM_INV_OAG and CXML2PSFT).

Supplier XML files must either contain this return value or must have the correct value in the appropriate corresponding tag.

Note. Read the code set sections in this chapter if you are *not* providing a valid identifier for the PeopleSoft eSettlements application, because you must set up the code set to perform the data translation for the buyer value you provide in the XML file. If you don't provide a valid identifier, the subscription PeopleCode generates an email notification that the invoice failed edits.

See Also

Chapter 6, "Registering Buyers," Creating Buyers, page 46

Registering Suppliers

Supplier registration creates the selling entity in PeopleSoft eSettlements and a corresponding vendor ID in the underlying PeopleSoft system. During registration, the supplier establishes basic location information, such as address, payment terms, and pay to bank account information. The system references these default values during the Voucher Build process.

See Also

Chapter 7, "Registering Suppliers," Creating Suppliers, page 68

Defining Agreements

You use agreements to define general processing options that are unique to a given buyer-supplier combination. Agreements are by supplier location and contain processing options such as payment terms and pay from bank information. Subscription PeopleCode references this configuration as the system converts incoming voucher XML messages into PeopleSoft eSettlements transactions.

Note. If a transacting buyer-supplier pair is using OAG XML invoices, the buyer must enter *EM_SUPPLIER_REF* in the Supplier Reference ID field on the agreement.

The OAG tag can be populated with either the *EM_SUPPLIER_REF* value that corresponds to the unique value entered on the agreement, or with a vendor ID. If the system cannot determine the vendor ID using the value in the Supplier Reference ID field, the system assumes that the value submitted is a valid vendor ID.

See Also

Chapter 8, "Creating Agreements," Understanding Agreements, page 89

Defining Voucher Defaults

Voucher transmission relies on the existence of tables established in previous tasks. These tables provide values for invoices that are not included in the XML feed or in the online entry.

Defining Code Sets

To define code sets, use the following components:

• Code Set Groups (IB_CODESETGROUP).

- Code Sets (IB_CODESET).

- Code Set Values (IB_CODESETVAL).

This section provides an overview of code sets and discusses how to:

- Enter match names and values and associate them with buyers.

- Enter match names and values into code sets.

- Associate match names and values with PeopleSoft field values.

Understanding Code Sets

Code sets are predefined mappings that translate data values between multiple systems. In PeopleSoft eSettlements, code sets are only relevant for inbound third-party XML invoice integration using the OAG format or cXML and are not applicable to purchase orders or receipts.

An Application Engine Transform program maps the values provided by the supplier in the XML tags in the OAG or cXML -formatted invoice to PeopleSoft invoice fields at the header, line, and distribution levels. When the program encounters an XML tag where code set functionality is employed, it translates the value in the tag into a value appropriate to the receiving application, based on the return values specified on the Code Set Values page.

This table lists six fields that appear on the voucher tables. For data translation, enter code set values for all of these fields:

Field	*Code Set Name*
VCHR_HDR_QV.BUSINESS_UNIT	BUSINESS_UNIT_AP
VCHR_LINE_QV.BUSINESS_UNIT_PO	BUSINESS_UNIT_PO
VCHR_LINE_QV.BUSINESS_UNIT_RECV	BUSINESS_UNIT_RECV
VCHR_LINE_QV.UNIT_OF_MEASURE	UNIT_OF_MEASURE
VCHR_LINE_QV.TAX_CD_VAT	VAT_TAX_CD
VCHR_HDR_QV.VNDR_LOC	LOCATION

Note. If a supplier can transmit correct XML tag values that correspond with PeopleSoft field values that PeopleSoft eSettlements can identify, then you do not have to enter code set values. For example, if *BUY01* were transmitted by a supplier as a business unit, no code set lookup would be necessary, because PeopleSoft recognizes the business unit BUY01. However, you still must enter values for the UNIT_OF_MEASURE and—only if a given buyer operates in a value-added tax (VAT) country—for the TAX_CD_VAT fields.

PeopleSoft eSettlements supports the OAG 8 schema for SyncInvoice and ProcessInvoice BOD formats, as well as the PeopleSoft XML voucher format. The EM_VOUCHER_IN application message is used for the PeopleSoft XML format, and the SelfServiceInvoice can be used if you invoke it as a web service. For the OAG format, you can use the OAG_Invoice application message or the SelfServiceInvoiceOAG web service.

Note. Ensure you do not use special characters—such as the ampersand *(&)*—in your code sets, because such characters cannot be added to and saved correctly in an XML file.

See Also

PeopleTools PeopleBook: Integration Broker

Pages Used to Define Code Sets

Page Name	*Definition Name*	*Navigation*	*Usage*
Code Set Groups	IB_CODESETGRPVAL	PeopleTools, Integration Broker, Integration Setup, Codesets, Codeset Groups, Code Set Groups	Enter match names and match values and associate them with buyers.
Code Sets	IB_CODESET	PeopleTools, Integration Broker, Integration Setup, Codesets, Codesets, Code Sets	Enter the match name and match value that you entered previously into each of the six code sets.
Code Set Values	IB_CODESETVAL	PeopleTools, Integration Broker, Integration Setup, Codesets, Codeset Values, Code Set Values	Enter a PeopleSoft return name and value and associate them with a match name and value.

Entering Match Names and Values and Associating Them with Buyers

Access the Code Set Groups page (PeopleTools, Integration Broker, Integration Setup, Codesets, Codeset Groups, Code Set Groups).

Select *EM_SUPPLIER* as the code set group name for each of the six fields that require XML OAG data translation.

Note. You do not have to set up code sets or code set values for a field if your system can transmit the correct XML tag value that corresponds with the respective PeopleSoft field value, but you *must* set up the UNIT_OF_MEASURE, and, if you must use value-added tax (VAT), also set up the VAT_TX_CD code sets.

If the supplier's application populates the OAG XML SyncInvoice BOD with the buyer name in the Header/Parties/BillToParty/PartyID/ID tag, then enter a match name of *BUYER* and enter the buying organization name as the match value.

Note. Use the delivered EM_SUPPLIER code set group.

Entering Match Names and Values into Code Sets

Access the Code Sets page (PeopleTools, Integration Broker, Integration Setup, Codesets, Codesets, Code Sets).

Note. You access the page by clicking the respective EM_SUPPLIER link on the search page for each of the six fields on which you potentially must implement code set functionality. Here you add the match name and match value pair that you entered previously, to the appropriate code set.

Match Name	Select the name of the field containing a value that you need to match for this code set. Values are: *BUYER, LOCATION, PURCHASER, RECEIVING ENTITY, SUPPLIER UOM,* or *VAT CODE.*
Match Value	Enter the value of the field that the translation program must match to initiate a translation in response to the value.

Associating Match Names and Values with PeopleSoft Field Values

Access the Code Set Values page (PeopleTools, Integration Broker, Integration Setup, Codesets, Codeset Values, Code Set Values).

Associate your match name and match value pair with the recipient's PeopleSoft field values by selecting the appropriate code set name for the PeopleSoft field that requires the incoming value to be translated.

From Group	Displays the code set group to which the source or sending node belongs. Enter *EM_SUPPLIER* for PeopleSoft eSettlements. Ensure that the code set group name is on the third-party supplier's (sending) node (the From Group field value).
Code Set Name	Displays the code set name that you selected on the search page. It contains the match name and match value permutations that you want to match.
To Group	Displays the code set group to which the target or receiving node belongs. Enter *PSFT_FINANCIALS* for PeopleSoft eSettlements. You do not have to enter any match values for it.
Description	Enter a description to define these code set values.
Match Name	Displays *BUYER.* for PeopleSoft eSettlements. Select the Select check box that corresponds to the match name, match value, and return value that you enter.
Match Value	Displays the incoming value.
Return Name	Enter a return name to which the match name-match value pair should be translated.

Return Value   Enter the return value.

Currency code is important when providing amounts. This table lists the values that must be provided as currency node attributes:

Level	*Field*	*Tag*
Header	vch_hdr_qv.txn_currency_cd	Total Amount
Line	vch_line_qv.txn_currency_cd	Extended Price
Distribution	vch_dist_qv.txn_currency_cd	Actual

See Also

PeopleTools PeopleBook: Integration Broker

Processing Third-Party Transactions

This section discusses how to:

• Load invoices.

• Populate invoice records.

Loading Invoices

Both OAG and PeopleSoft standard XML invoices are interfaced the same way and make use of the EM_VOUCHER_IN message definition. The message definition for vouchers is accessible through PeopleSoft Application Designer. Use this tool to view the structure of the message and the subscription PeopleCode for incoming vouchers. When loading invoice data, the system validates the information and stores the data in the VCHR_HDR_QV, VCHR_LINE_QV, VCHR_DIST_QV tables, which are also used during self-service invoice creation.

Note. When loading invoice data for self-service invoices, the system also populates the VCHR_MSCH_QV table and the VCHR_MSCL_QV table.

In addition to copying data from XML to the voucher QV tables, the subscription PeopleCode in the EM_VOUCHER_IN message definition adds default values that would not normally be handled by the Voucher Build process. If an invoice is loaded and any of its required fields are invalid, an error message appears on the Service Operations Monitor.

When loading invoices using XML messages, if the invoice load errors notification type has been set up, then a notification is sent for any errors encountered during processing of the subscription PeopleCode for the EM_VOUCHER_IN message.

Note. Subscription PeopleCode errors generate only an initial email notification; reminder days notifications are not sent for PeopleCode errors.

The system administrator must modify, save, and resubmit the invoice until the message status is *Done.* Once the system receives an invoice that is free of errors, the buyer can review it. The email notification routings for invoices that cause errors, in either subscription PeopleCode or in pre-edit or edits in the Voucher Build process, are determined from the routings defined for invoice load errors notification at either the agreement level or the buyer and supplier location level.

All other invoices are available for selection by the Voucher Build process, which performs further edits according to the voucher processing rules, and populates these records:

• PS_VOUCHER

• PS_VOUCHER_LINE

• PS_DISTRIB_LINE

• PS_PYMNT_VCHR_XREF

When you run the Voucher Creation Notification Application Engine process (EM_VCHR_CRT) and a voucher fails any of these edits or rules, the system sends an email notification (if you set up this notification type), and the voucher is reported on the Correct Invoice Errors page. Reminder days notifications are also generated.

When suppliers submit the XML invoice (using PeopleTools SendMaster or any other XML posting utility), the system returns a confirmation BOD or acknowledgment response. If the OAG invoice is valid XML and is also a valid OAG BOD, the system sends a confirmation BOD containing a NounSuccess tag. If there are errors, the system sends a confirmation BOD containing a NounFailure tag that includes an explanation of the error.

Note. The system sends email notifications when invoices are successfully loaded, as well as when invoice transmission errors occur (whether recycled, pre-edit, or subscription PeopleCode XML). Email notifications are sent for both error and for success, and as with all email notifications, there is a hierarchy. The email routings for invoices with errors, either from subscription PeopleCode, pre-edit, or edits from the Voucher Build process, are determined from the routings set up for invoice load errors notification established at either the agreement level or at the buyer and supplier location level. cXML invoices do not generate email notifications.

Once the vouchers populate PeopleSoft Payables tables, the system administrator must run the Matching Application Engine process (AP_MATCH) to perform match edits between vouchers, purchase orders, and receipts.

Note. In addition to delivering voucher EIPs as application messages (EM_VOUCHER_IN and OAG_INVOICE), PeopleSoft also delivers them as web services (SelfServiceInvoice and SelfServiceInvoiceOAG, respectively). Enabling web services is discussed in the *PeopleTools PeopleBook: Integration Broker.*

See Also

PeopleSoft Payables 9.1 PeopleBook, "Processing Batch Vouchers," Understanding Voucher Build Processing

Chapter 12, "Running Matching," Understanding Matching, page 171

 PeopleTools PeopleBook: Integration Broker

Populating Invoice Records

For invoices associated with a purchase order or receipt, the distribution records do not have to be populated, because the Voucher Build process will create the distribution records by copying the distribution details from the purchase order or receipt document.

The following table lists record-field combinations that must be populated with valid data for each invoice. The OAG Tag column lists the XML tags that exist in the OAG SyncInvoice BOD that are applicable to a field on a PeopleSoft voucher record.

Note. An asterisk in the Field column indicates that the field is required.

Record	*Field*	*OAG Tag*	*Comments*
VCHR_HDR_QV	BUSINESS_UNIT*	Header/Parties/BillToParty/PartyID/ID	If integrators pass a valid PeopleSoft Payables business unit in the OAG tag, the system can process it. Otherwise, the code set functionality is required to translate this data. Suppliers must enter the value they will be passing as a BUSINESS_UNIT_AP code set value, and then enter the translation value.
VCHR_HDR_QV	VOUCHER_ID*		The system programmatically determines this field, provided that the PeopleSoft Payables business unit is set up for invoice auto-numbering.
VCHR_HDR_QV	INVOICE_ID*	Header/DocumentIDs/DocumentID/ID	

Record	Field	OAG Tag	Comments
VCHR_HDR_QV	INVOICE_DT*	Header/DocumentDateTime	
VCHR_HDR_QV	VENDOR_ID*	Header/Parties/SupplierParty/PartyID/ID	
VCHR_HDR_QV	VNDR_LOC*	Header/Parties/SupplierParty/Addresses/PrimaryAddress/AddressID	If integrators pass a valid vendor location in the OAG tag, the system can process it. Otherwise, code set functionality is required to translate this data. Suppliers must enter the value they will pass as a LOCATION code set value, and then enter the translation value. If this field is not populated, the system assumes the Voucher Build process will assign the default location for the vendor.
VCHR_HDR_QV	GROSS_AMT	Header/TotalAmount	
VCHR_HDR_QV	TXN_CURRENCY_CD	Currency Node attribute of Header/TotalAmount tag	
VCHR_HDR_QV	VAT_ENTRD_AMT	Header/Tax/TaxAmount	This field is only required if the supplier operates in a country requiring VAT and the vendor is not exempt.
VCHR_HDR_QV	DSCNT_AMT	Header/PaymentTerms/DiscountAmount	
VCHR_HDR_QV	TAX_EXEMPT	Header/TaxWithholdingExempt	
VCHR_HDR_QV	SALETX_AMT	Header/TotalTax	

Record	Field	OAG Tag	Comments
VCHR_HDR_QV	FREIGHT_AMT	Header/Charges/BasicFreightCharge/Total	
VCHR_HDR_QV	MISC_CHRG_AMT	Header/Charges/MiscellaneousCharge/Total	
VCHR_HDR_QV	DESCR254_MIXED	Header/Note	
VCHR_LINE_QV	BUSINESS_UNIT*		
VCHR_LINE_QV	VOUCHER_ID*		
VCHR_LINE_QV	VOUCHER_LINE_NUM*	Line/LineNumber	
VCHR_LINE_QV	BUSINESS_UNIT_PO	Line/Parties/SoldToParty/PartyID/ID	Accepts a valid PeopleSoft Purchasing business unit. Integrators can also use the BUSINESS_UNIT_PO code set. Integrators must enter the value that they intend to pass into the code set values.
VCHR_LINE_QV	PO_ID	Line/DocumentReferences/PurchaseOrderDocumentReference/DocumentIds/DocumentId/Id	
VCHR_LINE_QV	LINE_NBR	Line/DocumentReferences/PurchaseOrderDocumentReference/LineNumber	
VCHR_LINE_QV	SCHED_NBR	Line/DocumentReferences/PurchaseOrderDocumentReference/ScheduleLineNumber	
VCHR_LINE_QV	DESCR	Line/OrderItem/Description	
VCHR_LINE_QV	MERCHANDISE_AMT	Line/ExtendedPrice	

Record	Field	OAG Tag	Comments
VCHR_LINE_QV	TXN_CURRENCY_CD	Currency Node attribute of Line/ExtendedPrice tag	
VCHR_LINE_QV	INV_ITEM_ID	Line/OrderItem/ItemIDs/ItemID/ID	
VCHR_LINE_QV	QTY_VCHR	Line/OrderQuantity	
VCHR_LINE_QV	UNIT_OF_MEASURE	UOM Node attribute of Line/OrderQuantity tag	Uses the UNIT_OF_MEASURE code set. Integrators must enter the value that they intend to pass into the code set values. **Note.** Unit of measure (UOM) values must be provided as a node attribute of the OrderQuantity tag.
VCHR_LINE_QV	UNIT_PRICE	Line/UnitPrice/Amount	
VCHR_LINE_QV	TAX_CD_VAT	Line/Tax/TaxCode	Uses the VAT_TAX_CD code set name.
VCHR_LINE_QV	BUSINESS_UNIT_RECV	Line/Parties/ShipToParty/PartyID/ID	Accepts a valid PeopleSoft Purchasing business unit. Integrators can also use the BUSINESS_UNIT_RECV code set. Integrators must enter the value that they intend to pass into the code set values.
VCHR_LINE_QV	RECEIVER_ID	Line/DocumentReferences/ReceiptDocumentReference/DocumentIDs/DocumentID/ID	
VCHR_LINE_QV	RECV_LN_NBR	Line/DocumentReferences/ReceiptDocumentReference/LineNumber	

Record	Field	OAG Tag	Comments
VCHR_LINE_QV	RECV_SHIP_SEQ_NBR	Line/DocumentReferences/ReceiptDocumentReference/ScheduleLineNumber	
VCHR_LINE_QV	REQUESTOR_ID	Line/Parties/SoldToParty/Contacts/DeliverToContact/Person/PersonCode	
VCHR_LINE_QV	DESCR254_MIXED	Line/Note	
VCHR_DISTRIB_QV	BUSINESS_UNIT*		Gets value from VCHR_HDR_QV.
VCHR_DISTRIB_QV	VOUCHER_ID*		Gets value from VCHR_HDR_QV.
VCHR_DISTRIB_QV	VOUCHER_LINE_NUM*		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	DISTRIB_LINE_NUM*		Gets value from each number and occurrence of the Distribution tag.
VCHR_DISTRIB_QV	QTY_VCHR		Gets value from the VCHR_LINE_QV field.
VCHR_DISTRIB_QV	MERCHANDISE_AMT	Line/Distribution/Amount/Actual	
VCHR_DISTRIB_QV	TXN_CURRENCY_CD		Gets value from the Currency Node attribute of the Line/Distribution/Amount/Actual tag.
VCHR_DISTRIB_QV	BUSINESS_UNIT_GL	Line/Distribution/GLEntity	
VCHR_DISTRIB_QV	BUSINESS_UNIT_PO		Gets value from VCHR_LINE_QV.

Record	*Field*	*OAG Tag*	*Comments*
VCHR_DISTRIB_ QV	PO_ID		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_ QV	LINE_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_ QV	SCHED_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_ QV	BUSINESS_UNIT_R ECV		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_ QV	RECEIVER_ID		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_ QV	RECV_LN_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_ QV	RECV_SHIP_SEQ_N BR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_ QV	ACCOUNT	Tag1 contains the ACCOUNT ChartField value: Line/Distribution/Project/GLElement/ Description. Tag2 contains the ACCOUNT ChartField value: Line/Distribution/Project/GLElement/ NameValue.	
VCHR_DISTRIB_ QV	DEPTID	Line/Distribution/CostCenter	
VCHR_DISTRIB_ QV	ACTIVITY_ID	Line/Distribution/Project/Activity/Id	
VCHR_DISTRIB_ QV	OPERATING_UNIT	Line/Distribution/Business/RelatedUni t/Unit/Id	
VCHR_DISTRIB_ QV	PROJECT_ID	Line/Distribution/Project/Id	

See Also

PeopleSoft Payables 9.1 PeopleBook, "Setting Up PeopleSoft Payables Business Units," Setting Up
Numbering

Entering and Managing Self-Service Invoices

This section provides an overview of self-service invoice entry and management and discusses how to:

*   Enter supplier invoice details.

*   Edit invoice accounting line information.

*   Copy purchase order information.

*   Copy packing slip information.

*   Add miscellaneous charge codes.

*   Complete online invoice entry.

*   View and modify invoices.

*   View and delete invoices.

*   View and print invoices.

*   Review invoices.

*   Release and deny invoices.

*   Correct invoice errors.

Understanding Self-Service Invoice Entry and Management

This section discusses:

*   Invoice entry.

*   Invoice processing.

*   Invoice routing and verification.

*   ChartField defaulting logic.

Note. If financial sanctions validation is enabled, the system does not consider the financial sanctions status of the supplier, nor does it validate the supplier against any financial sanctions lists (for example, the Specially Designated Nationals (SDN) list) during self-service invoice entry. Therefore, you can create self-service invoices for any supplier with a financial sanctions status of *Review* or *Blocked.* However, the Pay Cycle Application Engine process (AP_APY2015) does not select invoices for a supplier that has a financial sanctions status of *Review* or *Blocked.* You cannot pay these invoices until the financial sanctions status of the supplier is set to *Cleared* or *Valid.*

See

Invoice Entry

You can create an invoice by copying purchase orders, purchase order lines, or information from a packing slip, receipt, or receipt lines. However, only users assigned system administrator and supplier administrator role types can create invoices by copying invoice information from a purchase order or packing slip, or by adding invoice lines.

Because some amounts are only estimates at the time a purchase order is created, the system does not copy these specific amounts onto the self-service invoice. This means that users must enter the actual amounts when they become known (for example, when the goods are shipped) for the following amounts:

• Sales tax

• Use tax

• Value-added tax (VAT)

• Freight

• Miscellaneous charges

If an item-vendor relationship and pricing have been established for the supplier, then the supplier can select items from the item master, set up in PeopleSoft Purchasing. This restricts suppliers to access items associated with their organization only. If ChartFields have been set up for an item, then they appear by default on the distribution line, along with unit pricing and unit of measure (UOM) information. Users can change this information. If an item-vendor relationship has not been established, then suppliers are not able to select items from the item master, but can still complete description, quantity, UOM, and unit price information.

Invoice Processing

Online invoices go through processes similar to those described in the previous Loading Invoices section. Online transactions are picked up by the Voucher Build process, in the same way as the XML invoice messages are picked up from external systems.

See

If email notifications have been established for invoice load errors, then the supplier receives an email if errors exist and are available for review. The supplier then notifies the system administrator of corrections that need to be made and can also request that a voucher be deleted so that it can be re-entered. The system administrator verifies voucher transactions after each process, to ensure that each transaction is error-free.

Just as with invoices submitted electronically, you must ensure that the PeopleSoft Payables business unit is set up for invoice auto-numbering.

You can review invoices before they pass through the Voucher Build process and become vouchers in the system. You can also make changes to the accounting associated with an invoice.

Invoice Routing and Verification

The system marks invoices designated for ChartField completion and review with a Voucher Build status of *N* (none). This status prevents the invoice from being selected by the Voucher Build process. Invoices with a status of *N* require verification of buyer-specified details by the requester or other buyer user for ChartField accuracy and completeness before being processed by the Voucher Build process. You set up invoice verification routing at the agreement level, and it is dependent upon the type of invoice (such as purchase order or non-purchase order), and the buyer-supplier location combination. During this invoice verification, the buyer adds ChartField values, if necessary, then releases the invoice for processing by clicking the Release for Processing button. This changes the invoice Voucher Build status to *B* (to build) and enables the Voucher Build process to pick it up.

When creating invoices, suppliers can save their work and then later review, correct, change, or add invoice details. At this point the Voucher Build status is *I* (initiated). Once the supplier is satisfied with the invoice, the Voucher Build status is *N* marking it for invoice verification, or *B,* enabling it to be picked up by the Voucher Build process.

Note. When the system routes notifications by role, all users associated with a given role receive the invoice verification notification. Similar to invoice header approval, when the first user in the correct role verifies the invoice and releases it for processing, the system sets the invoice Voucher Build status to *B* for selection by the Voucher Build process.

When the system routes notifications by multiple user IDs, roles, and requesters, the first of these users to access and release an invoice for processing sets the Voucher Build status to *B.*

If an invoice has the requester ID populated, then that user (the requester), if set up for it, receives the email notification. If an invoice does not have the requester ID populated then the system obtains the default requester (or role) from the email setup (agreement or buyer setID level). These users or roles receive notification and can perform the invoice verification.

ChartField Defaulting Logic

This section discusses how the system populates ChartField values on an invoice, depending on the invoice type.

For self-service, XML, and OAG invoices, the system uses the following logic (outlined in the table) to retrieve ChartField values. This table is ordered from the highest level (Level 1, the buyer template) to the lowest level (Level 4, the item ID value).

Level	*ChartFields Specified*	*Processing Logic*
1. Buyer template	ACCOUNT, which is the only required ChartField for an invoice.	Any ACCOUNT ChartField values specified at the lower three levels override this level's value.
2. Agreement	All ChartFields	Any values specified at this level are automatically populated onto the invoice.

Level	ChartFields Specified	Processing Logic
3. Requester	All ChartFields	Values specified at Level 3 do not override values specified at Level 2. This means that any values specified at this level are automatically populated onto the invoice, *unless* the value is already defined on Level 2.
4. Item ID	• ACCOUNT • ALT_ACCOUNT • PRODUCT	ACCOUNT, ALT_ACCOUNT, or PRODUCT values specified at this level override any value specified at a higher level.

If an invoice is copied from a PO or receipt, the ChartFields are obtained from the PO or receipt. When an invoice is not created by copying a PO or receipt, and when ChartFields provide default values for self-service and XML invoices where a PO is not associated with the invoice line, the ChartFields are obtained as stated in the above table. The general ledger business unit is derived from the requester if populated; otherwise from the PeopleSoft Payables Business Unit table (BUS_UNIT_TBL_AP).

If suppliers are able to enter ChartFields based on the agreement setup, then they can enter one distribution line per invoice line only. However, during the invoice review step, the buyer can add additional distribution lines.

The account definition is obtained from the Line/Distribution/Project/GLElement/NameValue field. However, for OAG invoices you must specify ACCOUNT as the node name for the NameValue field.

You specify the ability to view or edit ChartFields at the installation level, then at the buyer registration level, and further at the agreement level. Buyers specify whether a supplier can see the ChartFields, regardless of what the buyer has set up on buyer registration. When entering self-service invoices, suppliers can only view ChartFields, if access to them has been enabled by a given buyer.

See Also

Pages Used to Enter and Manage Self-Service Invoices

Page Name	Definition Name	Navigation	Usage
Self-Service Invoice - Invoice Actions	EM_QV_HOME	eSettlements, Self-Service Invoice, Self-Service Invoice - Invoice Actions	Access pages to create and manage self-service invoices.

Page Name	Definition Name	Navigation	Usage
Create Invoice - Invoice Entry	EM_QV_ENTRY	• Click the Create Invoice link on the Self-Service Invoice - Invoice Actions page. • Click the Invoice ID link on the Self-Service Invoice - View Invoice page.	Enter supplier invoice details, create self-service invoices, review and modify invoices already created, and correct invoices containing pre-edit and edit errors. **Note.** Pre-edit errors can be corrected by the supplier administrator. Edit errors can only be corrected by the system administrator.
Create Invoice - Invoice Entry	EM_VCHR_LINE_CMNTS	Select the Additional Information tab on the Create Invoice - Invoice Entry page (EM_QV_ENTRY). 💬 Click an Invoice Line Comments button on an invoice line.	Enter additional comments regarding the invoice line.
Create Invoice - Invoice Entry	EM_QV_LINE_DIST	Select the Additional Information tab on the Create Invoice - Invoice Entry page (EM_QV_ENTRY). 📄 Click an Accounting button on an invoice line.	View and modify accounting ChartFields for the invoice lines.
Miscellaneous Charges	VCHR_MISC_QV	Click the Transfer to Misc Chrgs Detail button on the Create Invoice - Invoice Entry page.	Allocate the miscellaneous charges for the invoice at a more detailed level.
Self Service Invoice Attachment	VCHRHDR_ATT_SEC	Click the Attachments button on the Create Invoice - Invoice Entry page.	Add attachments to the invoice.
Self-Service Invoice - View Invoice	EM_QV_SRCH	Click the View Invoice link on the Self-Service Invoice - Invoice Actions page.	Enter search parameters to view invoices that have not yet become vouchers in the system.
Self-Service Invoice - Delete Invoice	EM_QV_SRCH	Click the Delete Invoice link on the Self-Service Invoice - Invoice Actions page.	Enter search parameters to view invoices that have been entered into the system, but have not yet become vouchers in the system.

Page Name	Definition Name	Navigation	Usage
Self-Service Invoice - Print Invoice	EM_QV_SRCH	Click the Print Invoice link on the Self-Service Invoice - Invoice Actions page.	Enter search parameters to view invoices to print.
Print Invoice - Pro Forma Invoice	EM_QV_DISPLAY	Click an Invoice ID link on the Self-Service Invoice - Print Invoice page.	View and print a pro forma version of an invoice.
Self-Service Invoice - Review Invoice	EM_QV_SRCH	Click the Review Invoice link on the Self-Service Invoice - Invoice Actions page.	Search for, view a list of, and access invoices that have not yet become vouchers in the system. Only host and buyer roles can access this page.
Review Invoices - Invoice	EM_QV_ENTRY	Click an Invoice ID link on the Self-Service Invoice - Review Invoice page.	Review invoice details and release for processing or deny invoices.
Review Invoices - Deny Invoice	EM_QV_DENY	Click the Deny Invoice button on the Review Invoices - Invoice page.	Enter comments or reasons for denying the invoice, to be included in the text of the subsequent email notification.
Self-Service Invoice - Correct Invoice Errors	EM_QV_SRCH	Click the Correct Invoice link on the Self-Service Invoice - Invoice Actions page.	Search for invoices with errors. Pre-edit errors can be corrected by the supplier administrator. Edit errors can be corrected by the system administrator only.
Voucher Build Error Detail	VCHR_BATCHERR_PG	Click the Invoice ID link on the Self-Service Invoice - Correct Invoice Errors page.	Displays the errors created during the Voucher Build Application Engine process (AP_VCHRBLD)
Invoice Information	VCHR_EXPRESS1	Click the Correct Errors link on the Voucher Build Error Detail page.	Correct invoices containing pre-edit and edit errors. The Correct Errors link for edit errors is only available to the system administrator role type. It is available to both the system administrator and the supplier administrator for pre-edit errors.
Create Invoice - Look Up a Purchase Order	EM_VCHR_LK_QV	Click the Copy from a Purchase Order button on the Create Invoice - Invoice Entry page (EM_QV_ENTRY).	Select a purchase order from the search results to copy to an invoice.

Page Name	Definition Name	Navigation	Usage
Create Invoice - Look Up a Packing Slip	EM_VCHR_PS_QV	Click the Copy from a Packing Slip button on the Create Invoice - Invoice Entry page (EM_QV_ENTRY).	Select a receipt from the search results to copy to an invoice.

Entering Supplier Invoice Details

Access the Create Invoice - Invoice Entry page (click the Create Invoice link on the Self-Service Invoice - Invoice Actions page).

Create Invoice - Invoice Entry page

Note. If financial sanctions validation is enabled, the system does not consider the financial sanctions status of the supplier, nor does it validate the supplier against any financial sanctions lists (for example, the Specially Designated Nationals (SDN) list). Therefore, you can create self-service invoices for any supplier with a financial sanctions status of *Review* or *Blocked.* However, the Pay Cycle Application Engine process (AP_APY2015) does not select invoices for a supplier that has a financial sanctions status of *Review* or *Blocked.* You cannot pay these invoices until the financial sanctions status of the supplier is set to *Cleared* or *Valid.*

See <u>Chapter 7, "Registering Suppliers," Understanding Financial Sanctions Validation, page 69.</u>

Invoice Header Information

Currency and **Invoice Date**	Displays the values for currency and invoice date (these appear by default).
Requester	Enter the user name of the person requesting the invoice. The system uses this field for routing to the user who must perform invoice verification of the invoice.
	Note. The system automatically defaults ChartField values established for the requester onto the invoice. However, these values do not overwrite any ChartField values established at the agreement level, or account, alternate account, or product ChartField values established at the item level.
	See <u>Chapter 10, "Processing Invoices," Understanding Self-Service Invoice Entry and Management, page 143.</u>
Copy from a Purchase Order	Click to look up purchase order information, which you can then copy to the invoice that you're creating.
Copy from a Packing Slip	Click to look up packing slip or receipt information, which you can then copy to the invoice that you're creating.

Invoice Details

Item ID, Description, UOM (unit of measure),**Unit Price,** and**Amount**	Enter information in these fields, and view the information copied from purchase orders or packing slips.
	Note. If an item vendor relationship has not been established, suppliers cannot select items from the item master.
Quantity	Enter a quantity for the item.
	Note. Only one distribution line is permitted when a supplier creates a self-service invoice, but if a purchase order containing multiple distribution lines is copied onto the self-service invoice, the system copies and will display all lines of the purchase order on the invoice. However, since the supplier can change the quantity and the price on the invoice line before the invoice is subject to invoice verification, if the invoice is routed for invoice verification and there are distribution and line discrepancies, the buyer must correct any line quantity and amount and distribution quantity and amount discrepancy before the invoice can be saved. If the invoice is not routed for invoice verification, it will stay in *Recycled* status until a buyer user corrects any discrepancy.

Additional Information

Select the Additional Information tab.

Tax?	Select this check box if the line item is tax applicable.
	Note. If sales tax is not applicable for the buyer, this check box does not appear.
VAT Code, Tax Percent, and **VAT Amount**	Select the VAT code value. The system calculates the VAT amount based on the amount of the line.
	The VAT code prompts contain the percentage for the VAT code.
	Note. These fields only appear if the buyer operates in a VAT country.
🗨	Click the Invoice Line Comments button to enter comments about the line.
🖩	Click the Accounting button to view and modify ChartFields for the invoice line.
	Note. If an XML-sourced invoice line is associated with a purchase order or a receiver, this button is inactive and you cannot edit the accounting distribution information.

PO Details

Select the PO Details (purchase order details) tab.

View the PO unit, PO number, line, and schedule number information.

Receiver Details

Select the Receiver Details tab.

View the receipt unit, receipt number, line, and schedule information.

Settlement Information

View the payment terms and method, and the various amounts for the invoice.

You can also enter a sales tax amount, shipping amount, and miscellaneous charge amount.

🔄	Click the Refresh button to update the amounts.
🗗	Click the Transfer to Misc Chrg Detail button to access the Miscellaneous Charges page.
Save and Submit	Click this button once you have completed your data entry, to submit the invoice to the buying organization. After you click this button, you can view the invoice but cannot edit or delete it.

Save For Later	Click this button to set the Voucher Build status to *I* (initiate), to save the work you've done on this invoice, and enable you to return to it afterward. Clicking this button does not submit the invoice to the buying organization.
Attachments	Click this button to add attachments to the invoice. Attachments are for information only. No processing is done on these attachments.

Editing Invoice Accounting Line Information

Access the Create Invoice - Invoice Entry page (select the Additional Information tab on the Create Invoice - Invoice Entry page).

Click the Accounting button on the Additional Information tab on the Create Invoice - Invoice Entry page to access this page. Modify the ChartField values for each invoice line.

Note. Any ChartField values you define here for Account, Alternate Account, or Product fields overwrite any values established at the agreement or requester level.

Copying Purchase Order Information

Access the Create Invoice - Look Up a Purchase Order page (click the Copy from a Purchase Order button on the Create Invoice - Invoice Entry page).

Search Criteria

Search Results Display	Select Header or Detail , and then click the Search button to return results by invoice header or by line detail, respectively.

You can enter additional search criteria, such as purchase order unit, purchase order number, purchase order date, item ID, and description, if necessary, but the buyer and supplier values appear by default.

Search Results

Select	• Select the purchase order's corresponding check box if you selected to view header results, then click the Copy To Invoice button at the bottom of the page to copy the associated information to the invoice.
	You can also select any Purchase Order link to display the line detail for the purchase order before copying it to the invoice.
	• Select the line's corresponding check box if you selected to view line detail results, then click the Copy To Invoice button to copy the associated information to the invoice.

Copying Packing Slip Information

Access the Create Invoice - Look Up a Packing Slip page (click the Copy from a Packing Slip button on the Create Invoice - Invoice Entry page).

Search Criteria

Search Results Display   Select the Header or the Detail search option, and then click the Search button to return results by invoice header or by line detail, respectively.

You can enter additional search criteria, such as receipt unit, packing slip, receipt number, receipt date, item ID, and description, if necessary, but the supplier value appears by default.

Search Results

Select

- Select the packing slip's corresponding check box if you selected to view header results, then click the Copy To Invoice button at the bottom of the page to copy the associated information to the invoice.

  You can also select any Receipt Number column link to display the line detail for the respective packing slip before copying all or part of it over to the invoice.

- Select the line's corresponding check box if you selected to view line detail results, then click the Copy To Invoice button to copy the associated information to the invoice.

Note. Clicking the Copy To Invoice button actually copies a receipt or packing slip. You can select one or many packing slips to copy, and one or many lines from one or many packing slips. You can also copy information from packing slips not associated with a purchase order.

Adding Miscellaneous Charge Codes

Access the Miscellaneous Charges page (click the Transfer to Misc Chrgs Detail button on the Create Invoice - Invoice Entry page.)

Miscellaneous Charges page

Miscellaneous Charge	Enter a miscellaneous charge code for this invoice.
	If the Miscellaneous Charge Code field is blank on the business unit, you must enter a value here.
Misc Charge Amount	Enter the amount to be applied to this miscellaneous charge code.

Completing Online Invoice Entry

Access the Create Invoice - Invoice Entry page (click the Create Invoice link on the Self-Service Invoice - Invoice Actions page).

Note. Transfer to this page occurs when you click the Select button on either the Create Invoice - Look Up a Purchase Order or the Create Invoice - Look Up a Packing Slip page.

Complete the invoice by entering a location (if different from the default location), an invoice ID, and a requester (if applicable).

The Payment Terms and Payment Method field values appear by default according to the supplier entered.

You can also change the invoice date and the currency. You can enter a sales tax amount, shipping amount, and a miscellaneous charge amount.

Note. The currency is the type designated at the supplier location level. Otherwise, in the Buyer Direct model, the PeopleSoft Payables default hierarchy determines the currency type. The payment terms appear by default from the agreement level.

If value-added tax (VAT) is applicable, then sales tax does not appear, and you can enter the VAT amount.

Viewing and Modifying Invoices

Access the Self-Service Invoice - View Invoice page (click the View Invoice link on the Self-Service Invoice - Invoice Actions page).

Invoices

Invoice ID	Select a link in this column access the Create Invoice - Invoice Entry page where you can view and modify the invoice.

Note. You can edit only those invoices which have not been released for processing—invoices with a Voucher Build status of *I* (initiated).

Viewing and Deleting Invoices

Access the Self-Service Invoice - Delete Invoice page (click the Delete Invoice link on the Self-Service Invoice - Invoice Actions page).

Invoices

Select	Select the corresponding check box and click the Delete button to delete an invoice or invoices.
	Note. The Voucher Build process deletes the invoices from the system.
	You can delete only those invoices which have not been released for processing—invoices with a Voucher Build status of *I* (initiated).

Viewing and Printing Invoices

Access the Self-Service Invoice - Print Invoice page (click the Print Invoice link on the Self-Service Invoice - Invoice Actions page).

Invoices

Invoice ID	Click the associated Invoice ID link to access the Print Invoice - Pro Forma Invoice page where you can then print the displaying invoice.

Reviewing Invoices

Access the Self-Service Invoice - Review Invoice page (click the Review Invoice link on the Self-Service Invoice - Invoice Actions page).

You can enter search criteria.

Invoices to Verify	Select *All* or *My Pending*.

Invoice ID	Click the associated Invoice ID link to review all invoice information.
	This transfers you to the Review Invoices - Invoice page, where you can click the Release for Processing button to enable the invoice to pass to the next step.

You can modify the accounting information for any invoice lines that are subject to invoice verification.

Releasing and Denying Invoices

Access the Review Invoices - Invoice page (click an Invoice ID link on the Self-Service Invoice - Review Invoice page).

Review invoice header and detail information.

Release for Processing	Click this button to release the invoice and enable it to be picked up by the Voucher Build process.
Deny Invoice	Click this button to prevent the invoice from being picked up by the Voucher Build process, and to access the Review Invoices - Deny Invoice page to enter required comments regarding the denial.
	The system sends email notification to the user who created the invoice, if it is a self-service invoice, or an XML invoice with the user ID populated. If neither of the former is true, the system sends email to the roles and users set up for error notification. If no users are set up for error notification, the system warns the user who denies the invoice.

See Also

Chapter 10, "Processing Invoices," Entering Supplier Invoice Details, page 149

Correcting Invoice Errors

Access the Self-Service Invoice - Correct Invoice Errors page (click the Correct Invoice link on the Self-Service Invoice - Invoice Actions page).

Invoices

Invoice ID	Click the associated Invoice ID link to access the Voucher Build Error Detail page where you can view details regarding the errors that the invoice contains.

Note. You can only view and correct invoice errors after the Voucher Build process has run.

Depending on the nature of the errors, when you click the Correct Errors link on the Voucher Build Error Detail page, the system transfers you to either the Invoice Information page in PeopleSoft Payables (for edit errors), or the Create Invoice - Invoice Entry page in PeopleSoft eSettlements (for pre-edit errors).

Only the system administrator users—not suppliers—can correct edit errors. Suppliers can, however, correct pre-edit errors. All errors must be corrected before the invoice can be resubmitted.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers

Running the eSettlements Notifications Process

This section provides an overview of the eSettlements Notifications process and lists the page used to run the eSettlements Notifications process.

Understanding the eSettlements Notifications Process

When buyers log in to the application and access the Buyer Dashboard page, the Invoices to Verify link provides a transfer to the Self-Service Invoice - Review Invoice page where the user can view the invoices awaiting his or her verification. Run the eSettlements Notifications process to generate the email notifications for invoice verifications, as well as to determine which invoices users need to verify.

Note. Upon receiving any email notification and clicking the link it contains, if the system returns an authorization error message you must add the component the user is trying to access to a permission list that is attached to the user's ID. Alternately, you can add another role that already has access to the component to the user's ID.

There is a hierarchy for invoice verification routing:

1. If an invoice has a value in the Requester field, then that user receives the email notification.

2. If an invoice does not have a Requester value, the default requester—or role—is the one defined at the agreement or buyer setID level.

These users or roles receive notification and can perform the invoice verification.

You can run this process for certain buyers by selecting *Specify Buyers* in the Invoice Processing drop-down list box, or for all buyers by selecting *All Buyers.*

See Also

PeopleTools PeopleBook: Security Administration

Page Used to Run the eSettlements Notifications Process

Page Name	Definition Name	Navigation	Usage
Process Notifications - Run Control Parameters	EM_RUN_CNTL_WF	eSettlements, Batch Processes, Process Notifications, Process Notifications - Run Control Parameters	Define parameters for and run the eSettlements Notifications Application Engine process (EM_NOTIFY_WF).

Running the Voucher Build Process

This section provides an overview of and discusses how to run the Voucher Build process.

The Voucher Build process performs the first series of edits on the vouchers entered through the self-service invoice pages or received electronically into the Voucher Header (VCHR_HDR_QV), Voucher Line (VCHR_LINE_QV), and Voucher Distribution (VCHR_DIST_QV) tables. The system then moves these transactions to the edit tables.

When invoices are created from the Voucher Build process (self-service invoices), or loaded from other sources such as XML, the system obtains the origin for the voucher from the user ID of the user creating the invoice. In cases where no voucher origin can be obtained this way, the system obtains the voucher origin from the origin ID associated with the user running the Voucher Build process.

In the case of duplicate invoice entry, the Voucher Build process puts duplicate invoices into the status *Recycled.*

See Also

PeopleSoft Payables 9.1 PeopleBook, "Setting Up PeopleSoft Payables Business Units," Defining PeopleSoft Payables Business Units

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences," Defining Cross-Application User Preferences

Page Used to Run the Voucher Build Process

Page Name	Definition Name	Navigation	Usage
Voucher Build	VCHR_BATCH_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Build, Voucher Build	Run the Voucher Build Application Engine process (AP_VCHRBLD).

Running the Voucher Build Process

Access the Voucher Build page (Accounts Payable, Batch Processes, Vouchers, Voucher Build, Voucher Build).

Interfaces

Voucher Build Interfaces   Select an interface of either *Self Service Invoices* or *XML Invoice (eSettlements)* to process PeopleSoft eSettlements invoices.

Verifying Externally Received Data and Deleting Vouchers

The system reformats and integrates externally received third-party application data, including self-service and XML invoice data. Several pages enable you to view this data to correct errors or delete vouchers containing errors. Voucher deletion is applicable to both self-service and XML invoices.

This section lists the pages to view externally received data and delete vouchers.

Pages Used to View Externally Received Data and Delete Vouchers

Page Name	Definition Name	Navigation	Usage
Asynchronous Services	IB_MONITOR_OVRVIEW	PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Asynchronous Services	For vouchers with missing or invalid key fields, the XML message has an *Error* status. The system administrator must then correct the data and resubmit the message until its status is *Done*. In cases where a key field lacks a value, the system administrator enters the value at the highest level from which it is missing, and this field is automatically corrected throughout the voucher. See *PeopleTools PeopleBook: Integration Broker*

Page Name	*Definition Name*	*Navigation*	*Usage*
Delete Voucher	VCHR_DELETE1	Accounts Payable, Vouchers, Add/Update, Delete Voucher, Delete Voucher	After the Voucher Build process has completed, enter a valid business unit to access vouchers containing errors. The user with the supplier administrator role type can then request that the user with the system administrator role type correct the errors online or delete the entire voucher so the supplier can resubmit the invoice. See *PeopleSoft Payables 9.1 PeopleBook*, "Managing Vouchers," Deleting Vouchers.

Chapter 11

Managing Proposals

This chapter provides an overview of proposals and discusses how to:

* Create proposals.

* Approve proposals.

* Clean up proposals.

* Manage dynamic discounts.

Understanding Proposals

Dynamic discounting supports the following high-level features:

* Supplier driven discounting. This feature provides suppliers with the ability to create proposals for a group of invoices with discount terms that the buyer can accept or deny. Suppliers can gain control over their invoicing policy, better manage receivable-based working capital, reduce days sales outstanding (DSO), and ensure on-time payment by giving buyers an incentive to pay invoices early.

* Buyer driven discounting. This feature allows buyers to select one or more invoices in an offer and propose new terms and due dates to the supplier. Organizations can make better use of their working capital by accepting proposals as well as making offers for better discounts. They can define the discounts they want to receive and ultimately improve working capital.

* Discount analysis. This feature allows suppliers and buyers to analyze invoices based on existing discounts, accepted proposals, and new discounts or due dates and then determine which conditions are most advantageous for improving their working capital.

* Status emails. This feature enables suppliers and buyers to send emails to indicate the status of proposals and offers.

All payment timing and payment terms must be set up in the system before they can be used in a proposal or offer. Accepted proposals or offers ultimately update the invoices in the proposal or offer with the new negotiated terms.

Only approved vouchers will show up in the search and only regular vouchers with a gross amount greater than zero.

Creating Proposals

This section discusses how to:

• Search for invoices.

• Create proposals.

Pages Used to Create Proposals

Page Name	Definition Name	Navigation	Usage
Create Proposals	EM_PRO_CREATE_LIST	eSettlements, Invoices, Create Proposal	Search for invoices to create proposals for buyers or suppliers.
Manage Proposals	EM_PROPOSAL_CREATE	Select the required invoices and click the Create Proposal button on the Create Proposals page.	Propose new terms, expiration date, and settlement date (due date) and perform calculations using old and new terms.

Searching for Invoices

Access the Create Proposals page (eSettlements, Invoices, Create Proposal).

Invoices already included in a proposal or offer are not available for selection. The system does not allow invoices to be included in more then one proposal or offer in a *pending,accepted,* or *denied* status. The system allows invoices associated with canceled proposals to be selected for new proposals.

To create a new proposal, users search for applicable invoices, select the invoices they want to include in a new proposal, and then click the Create Proposal button.

Buyer,Supplier, and **Supplier Location** These fields are required for searching for invoices to include in proposals.

Create Proposal Click this button to access the Manage Proposals page, where the user can create a new proposal and ensure that one or more invoice row is selected. Otherwise, the user can issue an error message stating that at least one invoice must be selected. Proposals are created for one buyer.

Creating Proposals

Access the Manage Proposals page (select the required invoices and click the Create Proposal button on the Create Proposals page).

Manage Proposals page

Basis Date	The date that will be used to calculate the new discount. For example, if the new discount is due in 10 days, then the new discount due date will be 10 days from this date.
Display Currency	Select a currency to display for the calculations. This field displays monetary amounts only. The invoice currencies are not changed.
Expiration Date	The proposal expiration date populates based on the proposal creation date (today's date) plus the number of expiration days established in the buyer details. A supplier can modify this field to propose a longer or shorter expiration date.
Interest Rate	Enter the interest rate saving the money will earn.
Payment Terms	Select a payment term to use as the new basis for this proposal. You must predefine payment terms in the system.
New Total Discount Amount	Displays the total discount amount, which is calculated as follows: Net amount * New discount rate * Number of days payment deferred / 360 days
New Total Settlement Amount	Displays the gross amount minus the discount amount.

Total Discount Gain or Loss	Displays the new discount amount minus the current discount amount.
Total Interest	Displays the amount of interest the money would earn if it were kept in an interest account.
Discount Evaluation	The total discount gain or loss minus total interest.
Calculate New Discount	Click to calculate the new discounts based on proposed terms and the due date entered.
Save	Click to save the proposal without submitting the proposal to the buyer. The proposal status is set to *Pending*.
Submit Proposal	Click to confirm the proposal parameters and send an email notification to the applicable buyer.
Cancel Proposal	Click to cancel the proposal. The proposal status is set to *Cancel* and allows invoices to be selected on other proposals.

The add and delete buttons are active when the proposal is in *Pending* status.

Approving Proposals

This section discusses how to approve proposals.

Page Used to Approve Proposals

Page Name	*Definition Name*	*Navigation*	*Usage*
Approve Proposals	EM_PROPOSAL_APPROV	eSettlements, Invoices, Approve Proposals	Approve or deny proposals.

Approving Proposals

Access the Approve Proposals page (eSettlements, Invoices, Approve Proposals).

Calculate New Discount	Click to calculate the new discount based on the parameters entered.
Accept Proposal	Click to accept the proposal. The system directly updates applicable invoices that are contained within the proposal with the new terms and due dates. The system sets the proposal status to *Accepted,* which means it can no longer be modified, and sends an email notification back to the buyer that the offer was accepted.

Deny Proposal	Click to deny the proposal. If you deny the proposal, you must enter comments. The comments are included in the email notification to the buyer with a reason for the denial. If denied, the system updates the offer status to *Denied.* The supplier can modify the terms, due date, expiration date, or a combination of these fields and resubmit the proposal to the buyer. The system sets the proposal status to *pending* if the supplier modifies the proposal and resubmits it to the buyer.

Cleaning Up Proposals

This section discusses how to clean up proposals.

Page Used to Cleanup Proposals

Page Name	Definition Name	Navigation	Usage
Cleanup Proposals	EM_PRO_CLEANUP	eSettlements, Batch, Cleanup Proposals	Delete expired proposals.

Cleaning Up Proposals

Access the Cleanup Proposals page (eSettlements, Batch, Cleanup Proposals).

Cleanup Proposals page

Expired Date	Enter the expired date for the proposals. The system deletes all expired or cancelled proposals with dates after this date.
Proposal Processing	Select the proposals you want to clean up. Select *All Expired Proposals* to delete all proposals with expired dates after the date entered or *Cancelled Only* to delete proposals with a cancellation date after the date entered.
Buyer Processing	Select *All Buyers* to clean up proposals for all buyers or select *Specific Buyer* to clean up proposals for specific buyers.

Managing Dynamic Discounts

This section discusses how to manage working capital.

Page Used to Manage Working Capital

Page Name	Definition Name	Navigation	Usage
Dynamic Discounting Management	EM_PRO_DISC_ANALYS	eSettlements, Invoices, Dynamic Discounting Management	Assist suppliers in searching for scheduled payments, accepted proposals, and offers that offer the least discount for the amount of capital required by a given date.

Managing Working Capital

Access the Dynamic Discounting Management page (eSettlements, Invoices, Dynamic Discounting Management).

Dynamic Discounting Manager

Settlement Date	Enter the settlement date to meet your working capital goal. The system looks at all invoices that are scheduled to be paid (not in an offer or proposal) before this date.
Buyer	Enter a buyer to narrow the search results.
Supplier	Enter a supplier to narrow the search results.
Supplier Location	Enter a location for the supplier to further narrow the search results.
Documents to Display	Select the documents to be included in the analysis. Select *Invoices and Proposals,Invoices Only,* or *Proposals Only.*
Display Currency	Enter a currency for use in displaying monetary amounts.
Proposal Amount Created	Displays a running gross total of proposals created.
Accepted Proposals	Displays the discount amount for accepted proposals.
Gross Amount	Displays the gross amount of all proposals for this buyer and supplier combination.
Total of Proposals	This is the returned total of all invoice gross amounts.

Invoices Before Settlement	This is the total invoice amount that is due before the settlement date entered.
Liability To Pay	This is the total of proposal settlement amount and total invoice amount.
Due After Settlement Date	Displays the total amount due after the settlement date entered in the search criteria.
Requested Settlement Not Met	This is the amount of the requested working capital not met by the invoices and proposals returned.
Create Proposals	Click to access the Create Proposals page and create new proposals using the selected invoices or invoices selected on the Create Proposals page.
Invoices	This grid displays the invoices eligible to be selected for a proposal. Grids are sorted by due date. For invoices beyond the anticipated settlement date, an exclamation mark icon appears next to the Invoice ID.

Chapter 12

Running Matching

This chapter provides an overview of matching and discusses how to:

• Run the matching and notification processes.

• Manage matches and match exceptions.

Understanding Matching

PeopleSoft eSettlements uses the PeopleSoft Payables Matching Application Engine process (AP_MATCH) to compare invoices with purchase orders and receipts to ensure that you are paying for what you ordered and received.

If buyers subscribe to notification for match exceptions, email notifications notify users that invoice exceptions exist. Depending upon the email subscription specified, suppliers may also receive email notifications indicating that invoices have match exceptions. These exceptions can be either partially or entirely overridden, the invoice can be placed on hold, or the exceptions can be left unchanged for future resolution. If the exceptions are overridden, the buyer is effectively agreeing to the discrepancies and the invoice then passes on to approval. If the invoice is placed on hold, the supplier receives email notification that an invoice is on hold and requires attention. If the exceptions are left unchanged, no notifications are sent and the invoice does not pass on to approval.

Note. Only users with match exception override capabilities on their user profiles can override exceptions.

Buyer Direct Model

In the Buyer Direct model, you specify the match rule control to be used in the Matching process—and create purchase orders—in PeopleSoft Purchasing. Then, when you set up agreements, the system does *not* retrieve purchase order matching terms from the agreement level. Rather, if a match rule control ID exists for the particular supplier (vendor), the system obtains purchase order matching terms from the supplier. If no match rule control ID exists for the particular supplier, the system obtains the matching terms from the PeopleSoft Purchasing business unit for the purchase order.

If you select the Standard Vouchers Allowed check box on the Review Agreement Details - Buyer page, invoices are not required to be associated with a purchase order. Use the standard voucher flag to control whether a purchase order is associated with an invoice. Whether matching is required depends on the values specified on the purchase order.

Business Service Provider Model

In the Business Service Provider model, the system interfaces buyer purchase orders and receipts electronically, comparing them to invoices from suppliers. Receipts can also be entered online. Suppliers also submit invoices electronically or enter the information online.

Purchase orders, receipts, and invoices are compared according to the specifications on the agreement, tolerances defined at the item category level, and the match rules. Match exceptions are routed to those users and roles that are set up to receive match exception notification, either at the buyer registration level, or at the agreement level if the exceptions have been overridden at this level.

You specify the match rule control ID at the buyer registration level *and* at the agreement level. When a purchase order is used, the system looks to the match rule control ID at the agreement level. The match rule control ID at the buyer registration level appears by default on the agreement, and you can also change it there.

If you select the Standard Vouchers Allowed check box on the Review Agreement Details - Buyer page, invoices are not required to be associated with a purchase order. If you select the Requires Matching check box and an associated Match Rule check box on the Review Buyer Details - Notifications and Approvals page, invoices go through the Matching process if they are associated with a purchase order.

Here's how matching applies in the Business Service Provider model at the agreement level, depending on your selections on the Review Buyer Details - Notifications and Approvals page and the Review Agreement Details - Buyer page:

*   If Requires Matching is selected and Standard Vouchers Allowed is not selected, then during self-service invoice creation and XML invoice integration, invoices must be associated with a purchase order. If no purchase order exists, a message is generated indicating that no purchase order exists on the VOUCHER_LINE table. If a purchase order does exist, the voucher goes through the Matching process.

*   If Requires Matching is not selected and Standard Vouchers Allowed is selected, then during self-service invoice creation and XML invoice integration, invoices do *not* have to be associated with a purchase order, and in such cases the Match Action flag on the voucher is set to *No Match.*

    If a purchase order does exist, the voucher goes through the Matching process.

*   If Requires Matching and Standard Vouchers Allowed are both selected, then during self-service invoice creation and XML invoice integration invoices associated with a purchase order go through the Matching process.

    If a purchase order does not exist, the invoice is created in the system, but doesn't go through the Matching process.

    You define processing options for the buyer administrator when you select the Manually Schedule Payments,Authority to Override Match, and Record Payment check boxes on the Procurement - Payables Online Vouchering page during buyer registration.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Running the Matching Process," Understanding the Matching Process

PeopleSoft Payables 9.1 PeopleBook, "Running the Matching Process," Prerequisites

Running the Matching and Notification Processes

Once the Voucher Build Application Engine process (AP_VCHRBLD) has successfully finished and vouchers exist, the next step is to run the Matching process.

During implementation, at the installation level, if you select the eSettlements Matching Process check box on the eSettlements page, the invoices must be matched and approved separately, and only invoices with a match status of *Matched* or *Not Applicable* pass on to approval.

If you do *not* select this check box, the Matching process automatically approves invoices that are matched, eliminating the need to approve invoices separately.

The users and role types that receive email notifications are those set up at the agreement level. If you specify to use the notification defaults at the agreement level, the system uses the users and role types from the buyer setID level.

Once you have successfully loaded purchase orders, receipts, and invoices into the appropriate tables, and have run the Voucher Build process followed by the Voucher Creation Notification Application Engine process (EM_VCHR_CRT), run the following processes to move the vouchers through the remaining steps:

1. Matching Application Engine process (AP_MATCH).

2. Voucher Match Error Notification Application Engine process (EM_VOMTCH_AE).

This section discusses how to generate match exception email notifications.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Running the Matching Process," Initiating the Matching Application Engine Process

Pages Used to Run the Matching and Notification Processes

Page Name	Definition Name	Navigation	Usage
Match Request	MTCH_RUN_CNTRL	Accounts Payable, Batch Processes, Vouchers, Matching, Match Request	Define the run control for the Matching Application Engine process (AP_MATCH). See *PeopleSoft Payables 9.1 PeopleBook*, "Running the Matching Process," Running the Matching Process in Batch.
Process Workflow - Run Control Parameters	EM_VCHR_CREATE_AE	eSettlements, Batch Processes, Process Workflow, Process Workflow - Run Control Parameters	Select the appropriate run control ID and the Voucher Match Error Notification Application Engine process (EM_VOMTCH_AE) to trigger email notifications for match exceptions.

Generating Match Exception Email Notifications

Access the Process Workflow - Run Control Parameters page (eSettlements, Batch Processes, Process Workflow, Process Workflow - Run Control Parameters).

Specify a run control ID and click the Run button.

Process List

Match Exception Notification Select this check box and click OK to generate an email notification to the buyer, the supplier, or both.

Managing Matches and Match Exceptions

The Voucher Match Error Notification process generates a list of invoices containing match errors for buyers and suppliers. If an invoice is not successfully matched, exceptions are presented to buyers who can access the invoice, who can then override, place on hold, or leave the invoice unchanged. Only users who have been set up to override match exceptions at the user preferences level can override exceptions; all other approvers can review only. Invoice lines that contain match exceptions are presented to the respective line approvers for review as well. Users can override match exceptions if they are set up to do so on their user preferences.

In addition to match exception notifications, you can access matches and match exceptions from the following pages:

• Review Match Exceptions - Inquiry page from the Buyer Dashboard.

- Review Invoices - Invoice Inquiry page.

- Review Invoice Lines - Invoice Lines and Distributions page.

- Review Payment Installments - Inquiry page.

This section lists the pages used to manage matches and match exceptions.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Running the Matching Process," Managing Matches and Match Exceptions

Pages Used to Manage Matches and Match Exceptions

Note. Security controls access to inquiry pages.

Page Name	Definition Name	Navigation	Usage
Review Match Exceptions - Inquiry	EM_VCHR_MATCH_INQ	eSettlements, Buyer Dashboard Click the Review Exceptions link on the Buyer Dashboard page.	View a list of invoices that have match exceptions. Pages accessible from this page enable you to override exceptions and view dispute details. See Chapter 14, "Disputing Invoices," Managing Disputes During Matching, page 194.
Review Invoices - Invoice Inquiry	EM_VOUCHER_INQUIRY	eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry	View invoice activity details. You access various inquiry pages depending on the View that you select. See Chapter 19, "Managing Invoices for Buyers," Reviewing Invoice Activity, page 259.

Page Name	Definition Name	Navigation	Usage
Matched Vouchers	AP_MTCH_WB_SUCCESS	☑ Click the Matched button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page. If the match type is *Auto - Matched,* the Matched button takes you to the Matched Vouchers page.	View match information for associated vouchers, purchase orders, and receipts. **Note.** Field labels for PeopleSoft eSettlements may be different from field labels for PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables vendor is a PeopleSoft eSettlements supplier. See *PeopleSoft Payables 9.1 PeopleBook*, "Running the Matching Process," Reviewing Matches.
Match Exception Workbench Details	AP_MTCH_WB_EXCPTN	• Click the Invoice ID link on the Review Match Exceptions - Inquiry page. • ☒ Click the Exceptions Exist button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page.	View match information for associated vouchers, purchase orders, and receipts. You can override exceptions, correct errors, put vouchers on a match hold, and initiate the Matching process. **Note.** Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables vendor is a PeopleSoft eSettlements supplier. See *PeopleSoft Payables 9.1 PeopleBook*, "Running the Matching Process," Reviewing Match Exceptions.

Page Name	Definition Name	Navigation	Usage
Match Overridden Workbench Details	AP_MTCH_WB_OVRD	❗ Click the Overridden button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page.	View match override information for associated vouchers, purchase orders, and receipts. You can indicate an override reason and initiate the Matching process. **Note.** The voucher displayed on the Match Overridden Workbench Details page (AP_MTCH_WB_OVRD) has not gone through the Matching process. In the Buyer Direct model, you can use the Review Match Exceptions component in PeopleSoft eSettlements to override exceptions. To undo a matched voucher, you must use the Match Workbench. In the Business Service Provider model, you can use the Review Match Exceptions component in PeopleSoft eSettlements to override an exception. However, to undo a matched voucher, you must use the Match Workbench in PeopleSoft Payables. **Note.** Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables vendor is a PeopleSoft eSettlements supplier. See *PeopleSoft Payables 9.1 PeopleBook*, "Running the Matching Process," Reviewing Overridden Match Exceptions.

Page Name	Definition Name	Navigation	Usage
Match Overridden Workbench Details	AP_MTCH_WB_MOVRD	☑ Click the Matched button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page. If the match type is *Matched With Override, Matched with Debit Memo,* or *Matched with Credit Note,* the Matched button takes you to the Match Overridden Workbench Details page.	View information for vouchers matched with overrides, debit memos, or credit notes. **Note.** The voucher displayed on the Match Overridden Workbench Details page (AP_MTCH_WB_MOVRD) has gone through the Matching process. See *PeopleSoft Payables 9.1 PeopleBook*, "Running the Matching Process," Reviewing Overridden Match Exceptions.
Review Invoices - Review Invoice Disputes	EM_VOUCHER_DISPUTE	Click the Dispute button on the Review Invoices - Invoice Inquiry page.	Review invoices, place an invoice on hold, take an invoice off hold, and enter comments. See Chapter 19, "Managing Invoices for Buyers," Reviewing, Initiating, and Resolving Invoice Disputes, page 270.
Review Match Exceptions - Review Invoice Disputes	EM_VOUCHER_DISPUTE	Click the Invoice ID link on the Review Match Exceptions - Inquiry page. Click the Set Hold Payment Actions link on the Match Exception Workbench Details page.	Review and resolve disputes on invoices. See Chapter 19, "Managing Invoices for Buyers," Reviewing, Initiating, and Resolving Invoice Disputes, page 270.

Page Name	Definition Name	Navigation	Usage
Header Match Rules	AP_WB_HDRRULE_SEC	Click the Header Match Rules link on the Matched Vouchers page.	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule. **Note.** Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables vendor is a PeopleSoft eSettlements supplier.
Header Match Rules	AP_WB_HEADER_EXPTN	Click the Header Match Rules link on the Match Exception Workbench Details page.	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule.
Header Match Rules	AP_WB_HDR_OVRD_SEC	Click the Header Match Rules link on the Match Overridden Workbench Details page.	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule.
Header Match Rules	AP_WB_HD_MOVRD_SEC	Click the Header Match Rules link on the Match Overridden Workbench Details page.	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule.
Match Exception Workbench Summary	AP_WB_EXCPTN_SUM	Click the Match Exception Summary link on the Match Exception Workbench Details page.	View all invoice line errors. **Note.** Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables vendor is a PeopleSoft eSettlements supplier.

Page Name	Definition Name	Navigation	Usage
Match Override Workbench Summary	AP_WB_EXCPTN_OVRD	Click the Match Override Summary link on the Match Overridden Workbench Details page.	View voucher information for match exceptions that are overridden. Also view the match rule ID, match rule, and override reason associated with the match exception. To use this page, you must have overridden match exceptions on the Match Exception Workbench Details page. **Note.** Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables vendor is a PeopleSoft eSettlements supplier.
Match Rule Details	AP_WB_RULE_SEC	Click the Details button on the Matched Vouchers page, the Match Exception Workbench Details page, or the Match Overridden Workbench Details page.	Displays the full description of the match rule.
Associated Document Information	AP_WB_VCHRLNPO_SEC	Click the Document Details link on the Matched Vouchers page, the Match Exceptions Workbench Details page, or the Match Overridden Workbench Details page.	View voucher, purchase order, and receiver attributes for all lines. **Note.** Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables vendor is a PeopleSoft eSettlements supplier.

Page Name	Definition Name	Navigation	Usage
Associated Document Information	AP_WB_ASSTNLN_SEC	Click the Line Document Details link on the Matched Vouchers page, the Match Exceptions Workbench Details page, or the Match Overridden Workbench Details page.	View voucher, purchase order, and receiver attributes for a specific line. **Note.** Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables vendor is a PeopleSoft eSettlements supplier.

Chapter 13

Approving Invoices

This chapter provides an overview of the invoice approval process and discusses how to:

*   Define invoice approval levels.

*   Process invoice approvals.

*   Initiate invoice approval workflow.

Understanding Invoice Approval

The Voucher Approval Creation Application Engine process (EM_VO_APR_AE) triggers approval workflow, notifying the appropriate buyer approvers and adding the respective invoices to their summary worklist. Buyers then view their summary worklist from their dashboard page and approve invoices.

According to the security established, buyer approvers are presented only with those invoices for their associated business units and the monetary amounts specified during buyer registration.

You also approve individual invoice lines. You can set up the system to route any invoice line to one or more approvers in your organization with whom the line is associated, and these approvers can also dispute invoice lines. We cover line-level approval and dispute in the *Approving and Disputing Invoice Lines* chapter.

There is a slight timing difference involving invoice status changing to pre-approved after the Voucher Build Application Engine process (AP_VCHRBLD) is run. If a buyer not requiring invoice header approval shares the tableset control for PeopleSoft Payables business unit options (AP_01) with a buyer that *does* require invoice header approval, invoices for the buyer not requiring header approval remain as pending until the Voucher Approval Creation process is run. If a buyer does not require approvals and has its own PeopleSoft Payables business unit options, invoices are considered pre-approved after the Voucher Build process runs.

Approving Invoices in the Buyer Direct Model

Information in this chapter applies to both models (Buyer Direct and Business Service Provider), but there are a few issues to bear in mind when approving invoices in the Buyer Direct model:

*   You must run the Voucher Approval Creation process in PeopleSoft eSettlements to record the approval history.

- If an approver approves or partially approves an invoice in PeopleSoft eSettlements—according to the buyer's monetary level approval requirements—and then changes are made to any of the following fields using the voucher entry pages in PeopleSoft Payables, the invoice will require reapproval.

  When changes are made to any of these fields in PeopleSoft Payables for a particular voucher, a temporary table (EM_VOAPRDAT_TAO) is populated with the voucher information. This table is then used to indicate which vouchers require reapproval.

  - Invoice ID.

  - Invoice Date.

  - Vendor ID.

  - Voucher Gross Amount.

  - Sales Tax Amount.

  - VAT Amount.

  - Freight Amount.

  - Miscellaneous Charges Amount.

  - Transaction Currency.

  - Payment Terms.

Email notifications alert approvers that voucher reapproval is pending. During the Voucher Approval Creation process, the system compares any vouchers that are in the temporary table with the vouchers that need to undergo approval. If a match is found, the system sends a reapproval email notification to the approver (as opposed to an initial approval email notification) because at that point it is actually the second time the approver must approve the voucher.

See Also

PeopleTools PeopleBook: Workflow Technology

PeopleSoft Payables 9.1 PeopleBook, "Managing Vouchers," Understanding Voucher Management

PeopleSoft Payables 9.1 PeopleBook

Defining Invoice Approval Levels

During buyer registration the buyer administrator establishes invoice approval information and creates user profiles with approval roles corresponding to the buyer's specified approval level requirements. The buyer administrator also attaches monetary limits to the approval levels.

The user profile defines the specific role for the approver, and lists the business units (buying entity IDs) each approver is responsible for approving. Only those roles assigned to one of the buyer role types of buyer user are eligible to be selected as approval roles. You use the Review Buyer Details - Notifications and Approvals page to select role for approval routing, and optionally define a specified number of reminder days.

PeopleSoft eSettlements uses reminder days functionality so that if an invoice remains in any approver's worklist beyond the specified number of reminder days without the approver taking any action on the invoice, the approver receives another email notification to remind that the invoice still needs to be approved.

Note. Buyers can set up their own roles and can use the delivered demonstration data as a basis for this.

See Also

Chapter 6, "Registering Buyers," Understanding Buyer Registration, page 43

 PeopleTools PeopleBook: Workflow Technology

Chapter 4, "Configuring Security," Creating New Buyer Users, page 22

Processing Invoice Approvals

Buyer approvers have easy access to invoices needing review and approval. With invoice and line detail information links, invoice approval can be by invoice, or by invoice line. Each approver accesses their summary worklist on the Buyer Dashboard page.

If you have invoices in the approval process, and want to change header approval amount levels or turn off header approval, you should first complete the approval of those invoices that are already in process.

Note. We discuss line-level invoice approval in a subsequent chapter.

The approval workflow process must actually be run *before* the first approver accesses their invoices to approve, and it must also be run subsequently so that the next approvers receive email indicating that there are invoices that await their approval.

Here's how you process invoices for approval:

1. Review invoices.

2. Review invoice header details.

3. (Optional) Review invoice lines.

4. Place invoices on hold, if necessary.

5. Approve invoices, initiating the invoice approval workflow.

This section discusses how to process invoice approvals.

See Also

Chapter 15, "Approving and Disputing Invoice Lines," Reviewing, Approving, and Disputing Invoice Lines, page 199

Page Used to Process Invoice Approvals

Page Name	Definition Name	Navigation	Usage
Review Invoices - Invoice Inquiry	EM_VOUCHER_INQUIRY	• eSettlements, Buyer Dashboard Click the Invoices to Approve link on the Buyer Dashboard page. • eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry	Review and approve invoices.

Processing Invoice Approvals

Access the Review Invoices - Invoice Inquiry page (eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry).

Click the Select All link to select all the Invoice ID check boxes in the Sel (select) column, or select individual check boxes for invoices to approve, then click the Approve button to preview a summary of the invoices you are about to approve.

Note. Before selecting all invoices to approve, select an Invoice Status of *My Pending,* then click search. The *My Pending* invoice status filters data such that only those invoices requiring approval by the user accessing the page display in the search results.

Click the Clear All link to deselect all selected check boxes.

Important! When you click the Select All link you are selecting *all* invoices for approval—even those that appear on the next page or pages. To ensure that you first view all the invoices subject to action, click the appropriate links in the Invoice Summary group box header *before* deciding to click the Select All link.

We discuss the additional functionality of this page in the Managing Invoices for Buyers chapter.

See Also

Initiating Invoice Approval Workflow

Once the system processes invoices, the system administrator runs the Voucher Approval Creation process to populate the invoice approval pages and trigger email notifications so appropriate buyer approvers can review and approve their invoices.

The Voucher Approval Creation process also triggers the voucher reapproval routine for vouchers that are modified in PeopleSoft Payables after being approved in PeopleSoft eSettlements. Only when certain voucher fields are modified in PeopleSoft Payables does this result in reapproval notification.

When the system routes email notifications by role, all users associated with the role and having access to the buyer will receive the notification.

This section discusses how to initiate approval workflow.

Note. We listed these fields previously in this chapter.

See Also

Chapter 13, "Approving Invoices," Approving Invoices in the Buyer Direct Model, page 183

Pages Used to Initiate Approval Workflow

Page Name	Definition Name	Navigation	Usage
Process Workflow - Run Control Parameters	EM_VCHR_CREATE_AE	eSettlements, Batch Processes, Process Workflow, Process Workflow - Run Control Parameters	Define a run control ID to initiate invoice approval workflow.
Process Scheduler Request	PRCSRQSTDLG	Click the Run button on the Process Workflow - Run Control Parameters page.	Run the Voucher Approval Creation Application Engine process (EM_VO_APR_AE) to process eligible invoices and send email notifications.

Initiating Approval Workflow

Access the Process Scheduler Request page (click the Run button on the Process Workflow - Run Control Parameters page).

Select Voucher Approval Creation and click OK to start the process. The system processes error-free invoices that are in a postable status and are not subject to matching, or are postable and matched. The system then generates email notification to all buyer users associated with the approval roles defined on the Review Buyer Details pages during registration of their organization.

When a user in a particular approver role approves an invoice, they are in fact approving that invoice for all other users within that role. View the invoice life cycle to see at what stage an invoice is within the process, to see which users have and have not approved a given invoice, and—if you are in the approval path—to approve an invoice as well.

See Also

Chapter 14

Disputing Invoices

This chapter provides an overview of invoice disputes and discusses how to:

* Review, initiate, and resolve disputes.

* Resolve disputes using instant messaging.

Understanding Invoice Disputes

In eSettlements, an invoice cannot be paid until a related dispute is resolved. The system prevents the invoice schedule from being selected for payment. An invoice can consist of multiple payment schedules. Therefore, when you place an invoice on hold, the payment schedule is actually on hold, and the invoice can be partially paid.

If an invoice has multiple payment installments or schedules, you may place one or all of the schedules on hold. To place an entire invoice in dispute—preventing any payment of it—you must put in dispute all payment schedules associated with that invoice. If you place a hold on only one installment of a multiple installment invoice, then all other installments remain eligible to pay.

Invoice payment schedules can be placed on hold at any point in the business process until the actual time of payment. Dispute initiation by the buyer triggers email notification to the recipients specified in the buyer notification setup for the Dispute - Payment Schedules notification type. The supplier can then view the disputed invoice and enter comments for the buyer. Both invoice schedule *and* line disputes must be resolved before an invoice schedule can be selected for payment.

Saving a new dispute automatically triggers email notification to the supplier. After the dispute is resolved, the system sends the resolution email message to the appropriate roles and user IDs (which are specified during email notification setup) when the buyer clicks Save with the Hold Payment check box deselected and new comments entered.

Buyers can override registration-level notification setup at the agreement level. That way, a different role or user ID can receive the email notifications according to the particular buyer-supplier location combination. The system first checks the agreement level to identify the roles and user IDs that are recipients of dispute notifications. If at the agreement level the user accepted the default email notification definitions, then the default originates at the setID level for each buyer.

Ensure that the Instant Messenger Access check boxes are selected on the Review Buyer Details - Registration page and the Review Supplier Details - Registration page to enable the parties to use the instant messaging feature. You must also enter instant messaging IDs on the Review User Profiles - Buyer User Details and the Review User Profiles - Supplier User Details pages.

If an invoice should not be approved immediately, a buyer can place it on hold and initiate dialog about it with the supplier. Specific comments from the buyer about the invoice accompany the email notification sent to the supplier.

You can place an invoice in dispute at any time after it has been created—even before the approval process runs.

If the invoice has multiple schedules, then once approved, all nondisputed schedules are eligible for payment as long as all lines of the invoice are approved and no lines are in dispute.

Note. The Voucher Approval Creation Workflow Application Engine process (EM_VO_APR_AE) must finish running for the voucher approval information to be useful.

You can dispute individual invoice lines as well. That process is discussed later in this PeopleBook.

Note. In the eSettlements Buyer Direct model, the system does not trigger email notification if you initiate or remove a hold in PeopleSoft Payables. Because this can affect the history of a dispute in PeopleSoft eSettlements, you should dispute invoices only within PeopleSoft eSettlements.

See Also

PeopleTools PeopleBook: Workflow Technology

Chapter 13, "Approving Invoices," Processing Invoice Approvals, page 185

Reviewing, Initiating, and Resolving Disputes

This section lists prerequisites and discusses how to:

* Review invoice disputes.

* Review payment installments.

* Review disputes in the invoice cycle.

* Initiate invoice disputes.

* Resolve invoice disputes.

* Manage disputes during matching.

* Resolve disputes included in a pay cycle.

Both buyer and supplier aging balances, as well as the invoice inquiry pages, reference disputed invoices.

Prerequisites

The buying organization must set up the Dispute Payment Schedule notification type for the supplier to receive notifications.

See Also

Pages Used to Review, Initiate, and Resolve Disputes

Page Name	Definition Name	Navigation	Usage
Review Invoices - Invoice Inquiry	EM_VOUCHER_INQUIRY	eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry	If you are a buyer, view invoice activity details and access a page to place invoices on hold.
Manage Bills - Invoice Inquiry	EM_SP_VCHR_INQUIRY	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry	If you are a supplier, view invoice activity details.
Review Payment Installments - Inquiry	EM_BUY_PYMNT_INSTL	eSettlements, Payments, Review Payment Installments, Review Payment Installments - Inquiry	If you are a buyer, review invoices with multiple payment schedules.
Review Invoices - Invoice Cycle	EM_VCHR_DISP_SUMM	Click the Invoice column link for a line displaying a Dispute button on the Review Invoices - Invoice Inquiry page.	If you are a buyer, view the invoice dispute summary and access a page to release a payment schedule from hold.
Review Invoices - Review Invoice Disputes	EM_VOUCHER_DISPUTE	• Click the Invoice column link for a line displaying a Dispute button on the Review Invoices - Invoice Inquiry page. Click the Review Disputes link on the Review Invoices - Invoice Cycle page. • Click the Hold link for the invoice you want to dispute on the Review Invoices - Invoice Inquiry page.	If you are a buyer, place invoice payment schedules on hold, release holds, and trigger notification of discrepancies to suppliers.

Page Name	Definition Name	Navigation	Usage
Manage Bills - Review Invoice Disputes	EM_VOUCHER_DISPUTE	eSettlements, Invoices, Manage Bills Click a Dispute Information button on the Manage Bills - Invoice Inquiry page.	If you are a supplier, review invoices on hold and add comments.
Review Match Exceptions - Inquiry	EM_VCHR_MATCH_INQ	eSettlements, Buyer Dashboard Click the Review Exceptions link on the Buyer Dashboard page.	If you are a buyer, view a list of invoices containing match exceptions.
Approve Payments - Approve Pay Cycle	EM_PYCYCL_SUM	eSettlements, Payments, Approve Payments Click a Details link on the Approve Payments - Pay Cycle Summary page.	View pay cycle details.
Approve Payments - Invoices to be Paid	EM_PAY_PAGE	Click a Details link on the Approve Payments - Approve Pay Cycle page.	Review invoices in the pay cycle and include or exclude them before payment creation, and access a page to release from dispute any invoices that are on hold. If a dispute button is available, it indicates that the installment was placed in dispute after being selected for payment. **Note.** The Pay Cycle Summary page can be used to resolve disputes but not to initiate them.

Reviewing Invoice Disputes

Access the Review Invoices - Invoice Inquiry page or the Manage Bills - Invoice Inquiry page (eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry).

Select an invoice status of *Dispute Schedule* or *Dispute,* respectively.

Here, buyers and suppliers can view all invoice activity and can access pages to review, initiate, and resolve disputes.

The Review Invoices - Invoice Inquiry page is discussed elsewhere in this PeopleBook.

See Also

Chapter 19, "Managing Invoices for Buyers," Reviewing Invoices, page 255

Reviewing Payment Installments

Access the Review Payment Installments - Inquiry page (eSettlements, Payments, Review Payment Installments, Review Payment Installments - Inquiry).

To access the page where you place a payment schedule on hold, click the Hold link on the payment schedule.

Reviewing Disputes in the Invoice Cycle

Access the Review Invoices - Invoice Cycle page (click the Invoice column link for a line displaying a Dispute button on the Review Invoices - Invoice Inquiry page).

To access the page to release a payment schedule from hold, click the Review Disputes link at the bottom of the page.

Note. This link is available only to users who are set up to manually schedule payments.

See Also

Chapter 19, "Managing Invoices for Buyers," Viewing the Invoice Life Cycle, page 262

Initiating Invoice Disputes

Access the Review Invoices - Review Invoice Disputes page (click the Invoice column link for a line displaying a Dispute button on the Review Invoices - Invoice Inquiry page).

Select the Hold Payment check box and enter a reason for the dispute. Then, enter specific new comments for the supplier.

See Also

Chapter 19, "Managing Invoices for Buyers," Reviewing, Initiating, and Resolving Invoice Disputes, page 270

Resolving Invoice Disputes

Access the Review Invoices - Review Invoice Disputes page or the Manage Bills - Review Invoice Disputes page (click the Invoice column link for a line displaying a Dispute button on the Review Invoices - Invoice Inquiry page).

Here, buyers and suppliers can view and add comments to disputes. Buyer users can resolve disputes on the Review Invoices - Invoice Dispute page.

Note. Only buyer users who are set up to manually schedule payments can place schedules in dispute. Otherwise, users can only view the disputes.

Deselect the Hold Payment check box and enter specific new comments for the supplier.

You can also enter a reason associated with the resolve, but a reason is not necessary.

Managing Disputes During Matching

Access the Review Match Exceptions - Inquiry page (click the Review Exceptions link on the Buyer Dashboard page).

	Click to review details of the dispute. If this button is available, it indicates that the invoice is on hold because a payment installment is in dispute.
Invoice Number	Click a link in this column to view match exception details and, if necessary, override the exceptions.

See Also

Chapter 12, "Running Matching," Managing Matches and Match Exceptions, page 174

Chapter 13, "Approving Invoices," Processing Invoice Approvals, page 185

Chapter 19, "Managing Invoices for Buyers," Reviewing Invoices, page 255

Resolving Disputes Included in a Pay Cycle

Access the Approve Payments - Approve Pay Cycle page (click a Details link on the Approve Payments - Pay Cycle Summary page).

The Approve Payments component enables review and resolution of any disputed invoices included in a pay cycle.

If a button appears in the Dispute column, it indicates that the summarized payment contains an invoice dispute. Click the adjacent Details link to review installments that are on hold.

To resolve a dispute initiated after an invoice has already been selected by the pay cycle, click the Dispute button on the Review Invoices - Invoice Inquiry page.

See Also

Chapter 16, "Processing Payments," Reviewing and Creating Payments, page 217

Resolving Disputes Using Instant Messaging

PeopleSoft eSettlements supports instant messaging from Yahoo, Sametime Connect, and America Online. To take advantage of this functionality, you must set up both the buyer and supplier for instant messaging capability on their respective registration pages.

During buyer registration, the buyer sets up the roles and user IDs (in both the buying and selling organizations) that receive dispute schedule email notifications.

This section discusses how to use instant messaging to resolve invoice disputes.

See Also

Chapter 7, "Registering Suppliers," Creating Suppliers, page 68

Chapter 6, "Registering Buyers," Creating Buyers, page 46

Page Used to Resolve Disputes with Instant Messaging

Page Name	*Definition Name*	*Navigation*	*Usage*
Instant Messenger	EM_IM_SEC	• eSettlements, Buyer Dashboard Click the Review Exceptions link on the Buyer Dashboard page. Click a link in the Invoice ID column on the Review Match Exceptions - Inquiry page. Click the Set Hold Payment Actions link on the Match Exception Workbench Details page. Click the Discuss with IM link on the Review Match Exceptions - Review Invoice Disputes page. • eSettlements, Invoices, Review Invoices Click a Dispute button for the corresponding invoice line on the Review Invoices - Invoice Inquiry page. Click the Discuss with IM link on the Review Invoices - Review Invoice Disputes page.	If you are a buyer, initiate a dialog with a supplier about a disputed invoice.

Using Instant Messaging to Resolve Invoice Disputes

Access the Instant Messenger page (click the Discuss with IM link on the Review Invoices - Review Invoice Disputes page).

View the Instant Messenger Contacts, and then click a button in the Online Now column to open a messaging window in the instant messaging domain of the corresponding user name.

Warning! You must copy and paste the instant messaging dialog into the New Comments field on the Review Invoices - Review Invoice Disputes page or the Review Match Exceptions - Review Invoice Disputes page for the system to save the dialog.

Chapter 15

Approving and Disputing Invoice Lines

This chapter provides an overview of the line-level approval and dispute process and discusses how to:

- Navigate line-level approval.

- Set up line-level approval rules.

- Review, approve, and dispute invoice lines.

Understanding Line-Level Approval and Dispute

Depending on the structure of your organization and the degree of control over expenditures you require, line-level approval can expedite the payment process and thus enhance your relationships with your suppliers. Since many organizations contend with processing consolidated invoices that encompass purchases made across multiple departments within the organization, line-level approvals enable your approvers to easily manage the invoice lines directly related to their purchases.

You can designate particular users in your organization and enable them to approve and dispute individual invoice lines. A single line can be routed to one or more approvers, depending upon the rules you establish for your buying organization.

Line-level routing occurs in parallel with header approval—if both are enabled—such that one level does not have to complete before the other commences.

Whether lines are routed for approval or not, if at least one non-operational role is assigned to a user, that user can see all the lines and their ChartFields. If the line is not routed for approval, the line approval button does not appear. Just as for operational users, line approval status identifies which users are pending and which users have already approved the line. All lines of a given invoice must be approved before the invoice can be paid.

Those users assigned a buyer accountant role type have override capabilities. They can approve lines and resolve disputes for invoice lines to expedite payments.

Navigating Line-Level Approval

The My Invoice Lines page enables operational users to navigate quickly to their tasks.

If the user logging in has *only* operational role types assigned, upon login the system transfers this user directly to the My Invoice Lines page, and neither the Invoices component nor the Payments component is available.

Note. An operational user is a user assigned to a role that is an operational approver role type. Operational users can alternately select eSettlements, Invoices, Review Invoices to review invoice lines.

This section discusses how to navigate with the My Invoice Lines page.

Page Used to Navigate Line-Level Approval

Page Name	Definition Name	Navigation	Usage
My Invoice Lines	EM_LINEAPPR_HOME	eSettlements, My Invoice Lines, My Invoice Lines	Operational users access pages to manage their tasks.

Navigating with the My Invoice Lines Page

Access the My Invoice Lines page (eSettlements, My Invoice Lines, My Invoice Lines).

Click a link to access your invoice lines awaiting dispute resolution, having match exceptions, or requiring your approval.

Setting Up Line-Level Approval Rules

At the buyer registration level you identify which fields will trigger line-level approval and then associate a role to each field. The role you associate is responsible for approving the lines. Next, on the buyer user profile you must assign those users responsible for approving lines the same role as at the buyer registration level, and assign the specific field values for which they are responsible (such as item ID 10000). In the case where a user is defined as the department manager in the Department table (DEPT_TBL) or the project manager for a project (PROJECT_MGR), then the department or project values where the user has been defined as a manager will automatically populate for the user.

In these cases, the user does not need to belong to the role defined at buyer registration (if one was set up) for the department or project.

For the auto-population to occur, the buyer user must have been defined as the department manager or project manager before the Department or Project field was defined at the buyer registration. As with all the line-level approval fields defined on the buyer user profile (those appearing by default and those entered manually), you can disable a particular line approval rule by deselecting the appropriate Use check box on the Review User Profiles - Invoice Line Approval Rule Setup page.

Line-level approval setup is a two-step process the buyer administrator performs:

1. At the buyer level (for example, BUY01), you specify which fields are to be routed for approval, such as account or department.

   You can specify any active distribution ChartField, item ID, or item category.

2. At the user level, you specify which value the operational users (for example, OPUSER) can approve (for example, account 650000 or department 14000).

   You can define values for any field specified in step 1.

See Also

Reviewing, Approving, and Disputing Invoice Lines

Once your setup is complete, operational approvers can review, approve, and dispute individual invoice lines. These users cannot view invoice lines for which they are not responsible.

Most operational users do not have authority to override exceptions, however it's useful for them to see the reasons why invoice lines have a match exception status. Operational users that do have override authority can view *and* override exceptions.

Warning! Ensure that work in progress invoice lines are approved before turning off line-level approval routing. Similarly, if you need to change header approval amount levels or turn off header approval, ensure that you complete the approval of work in progress invoices before doing so.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences," Defining Payables User Preferences

Pages Used to Review, Approve, and Dispute Invoice Lines

Page Name	Definition Name	Navigation	Usage
Review Invoice Lines - Invoice Lines and Distributions	EM_INVOICE_LINES	• eSettlements, My Invoice Lines Click the Review Disputes, Review Exceptions, or Review Pending Approvals link on the My Invoice Lines page. • eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry Select *Lines* as the View on the Review Invoices - Invoice Inquiry page.	Approve or dispute invoice lines, view line status, and resolve invoice line disputes.

Page Name	*Definition Name*	*Navigation*	*Usage*
Review Invoice Lines - Approve	EM_INVLN_ACT_APPRV	Select the Sel (select) check box for any invoice line you want to approve on the Review Invoice Lines - Invoice Lines and Distributions page. Click the Approval-Preview button.	Preview a summary of the lines you are about to approve.
Review Invoice Lines - Dispute	EM_INVLN_ACT_DISP	Select the Sel (select) check box for any invoice line you want to dispute on the Review Invoice Lines - Invoice Lines and Distributions page. Click the Dispute-Preview button.	Preview a summary of the lines you are about to place in dispute.
Match Exception Workbench Details	AP_MTCH_WB_EXCPTN	Click a button in the Match column on the Review Invoice Lines - Invoice Lines and Distributions page.	View match information for associated vouchers, purchase orders, and receipts. You can override exceptions, correct errors, and put vouchers on a match hold.
Review Invoice Lines - Resolve Invoice Line Dispute	EM_INVLN_ACT_DISP	Click a Dispute button on the Review Invoice Lines - Invoice Lines and Distributions page.	Enter comments and resolve the disputed invoice line. This page enables operational users to resolve an invoice line dispute. **Note.** Upon clicking the Dispute button, only the user who initiated the dispute is transferred to the Review Invoice Lines - Resolve Invoice Line Dispute page; otherwise, the system transfers the user to the Review Invoice Lines - Resolution History page.
Review Invoice Lines - Resolution History	EM_DISPUTE_LN_HIST	Click a Resolution History button on the Review Invoice Lines - Invoice Lines and Distributions page.	View all dispute resolution comments for a given invoice line.

Page Name	Definition Name	Navigation	Usage
Review Invoices - Invoice Cycle	EM_INV_APR_STATUS	Click a link in the Invoice column on the Review Invoice Lines - Invoice Lines and Distributions page.	View the status of the invoice within the life cycle. **Note.** This version of this page appears when the invoice is in the Invoice Approval stage of the invoice cycle. Other versions of this page appear depending on the stage of the cycle the invoice is in.
Review Invoice Lines - Invoice Line Approval Status	EM_INVLN_APPR_STAT	Click a button in the Appr (approval) column on the Review Invoice Lines - Invoice Lines and Distributions page.	Review line approval status and approvers assigned to the line.

Reviewing Invoice Lines

Access the Review Invoice Lines - Invoice Lines and Distributions page (click the Review Disputes, Review Exceptions, or Review Pending Approvals link on the My Invoice Lines page).

Review Invoice Lines - Invoice Lines and Distributions page

Invoice, Buyer, and **Supplier**	Enter a selection to narrow your search, but none are required. If you enter a value in the Buyer or Supplier field, searches return results faster.
Invoice Status	Populates according to the link you click on the My Invoice Lines page and defines the invoices that display. For example, if you click the Review Disputes link to access this page, the Invoice Status is set to *Disputed Invoice Line*. You can change the status:

- *Disputed Invoice Line.*

- *Invoice Line Exceptions.*

- *My Pending Lines.*

- *No Disputes.*

- *Pending Approval.*

Payment Status	Displays *Unpaid* invoices only.

Invoice Lines and Distributions

Sel (select)	Select the check box of the lines you want to approve or dispute, and then click the Approval-Preview or Dispute-Preview button to see a summary of the lines before you approve or dispute them.

Invoice	Click a link in this column to view the invoice life cycle.
Line	Displays the line number of the invoice.
Dist (distribution)	Displays the distribution number of the invoice line.
Supplier	Click a link in this column to view the supplier's information.

⏱ Click a button in the Appr (approval status) column to review the approval status information for the line.

If you have at least one accounting or non-operational role assigned to your user ID, the presence of the approval button indicates the line has been routed through the line-level approval process; if the button is not present, then line-level routing did not take place for the invoice line.

The approval button shows the status of the entire line, but because a single line can require approval by more than one person you should also select the *My Pending Lines* invoice status to see lines you personally still have pending. Click the approval button to view other users in the particular approval loop and their statuses.

Note. Click the See Legend link to view approval status symbols and their definitions.

☒ Click this button in the Match column to access the Match Exception Workbench Details page to review matching exceptions for this line. The presence of this button indicates that a particular invoice line has one or more match exceptions.

Note. Click the See Legend link to view other match status symbols and their definitions. The page you access depends on the match status.

🗒 Click this button in the Dispute column to view line resolution history. The presence of this button indicates that the line has been in dispute.

🗒 Click this button in the Dispute column to enter details and resolve the invoice line dispute. The presence of this button indicates that an outstanding dispute exists on the line.

Routing Fields and ChartFields

This tab displays information associated with the given invoice line.

Item and **Category**	Displays the item and category associated with this invoice line.

GL Chart

This tab displays ChartFields associated with the given invoice line.

Account	Displays the account with which the line is associated.
	Note. The system displays only populated ChartFields. If a ChartField has no values, that column is not visible.
	Click a button in the Comments column to view invoice line comments entered by the supplier. The button with dots indicates that the supplier has entered comments about the line. Comments entered by the supplier can be seen by the buyer, but comments entered by the buyer *cannot* be seen by the supplier.
Supplier Cd (supplier code)	Click a link in this column to view the supplier's information.
Approval-Preview	Select the Approval-Preview button to preview a summary of the lines you are about to approve after selecting at least one invoice line.
Dispute-Preview	Select the Dispute-Preview button to preview a summary of the lines you are about to dispute, and enter comments about the dispute that apply to all selected lines.

Previewing and Approving Invoice Lines

Access the Review Invoice Lines - Approve page (select the Sel (select) check box for any invoice line you want to approve on the Review Invoice Lines - Invoice Lines and Distributions page).

Note. You must select *My Pending Lines* as the Invoice Status before you can approve your lines.

Review and ensure that the lines selected are those you want to approve, and then click the Approve button to approve the lines. If you decide that you do not want to approve one or more of the lines, deselect the Select check boxes for those lines before continuing.

When you click Approve from this page and then the OK button after the confirmation, the selected lines are approved and the system returns you to the Review Invoice Lines - Invoice Lines and Distributions page.

Previewing and Disputing Invoice Lines

Access the Review Invoice Lines - Dispute page (select the Sel (select) check box for any invoice line you want to dispute on the Review Invoice Lines - Invoice Lines and Distributions page).

Review and ensure that the lines selected are those you want to dispute, and then click the Save and Notify Now button to put the lines on hold and notify users set up to receive Invoice Line Dispute notifications.

Click the Save and Notify Later button to dispute the lines and have email notifications sent to the supplier users when the system administrator runs the Notifications-Disputed Lines Application Engine process (EM_NOTIFLATR).

See Also

Chapter 15, "Approving and Disputing Invoice Lines," Resolving Invoice Line Disputes, page 205

Viewing and Overriding Match Exceptions

Access the Match Exception Workbench Details page (click a button in the Match column on the Review Invoice Lines - Invoice Lines and Distributions page).

Unless the user is set up to override match exceptions, the fields on this page will be unavailable. Some objects on this page are hidden if an operational user does not have override authority.

For approval to occur, these exceptions must first be resolved by a user who has override authority.

See Also

PeopleSoft Application Fundamentals 9.1 PeopleBook, "Defining User Preferences," Defining Payables User Preferences

PeopleSoft Payables 9.1 PeopleBook, "Running the Matching Process," Reviewing Match Exceptions

Chapter 4, "Configuring Security," Administering Self-Service Security and Creating New Users, page 19

Resolving Invoice Line Disputes

Access the Review Invoice Lines - Resolve Invoice Line Dispute page (click a Dispute button on the Review Invoice Lines - Invoice Lines and Distributions page).

Reason and **Comments**	Select a reason for the resolution: *Accounting in Dispute, Amount in Dispute, CCR Expired, Contract Retention, Goods in Dispute, Inbound IPAC Required, Other, Quantity in Dispute,* or *Withholding Hold.*
	You must also enter comments.
Save and Notify Now	Click this button to resolve the line in dispute and immediately send email notification to the supplier users.

Save and Notify Later   Click this button to resolve the line in dispute and send email notification to the supplier when the system administrator runs the Notifications-Disputed Lines process. This process does the following:

- Ensures that notifications for disputed invoices are grouped together by supplier in a single notification referencing multiple lines, rather than the same supplier receiving numerous, individual line notifications.

- Ensures that if several lines are disputed at the same time, the comments and reason code entered will apply to all selected lines.

- Ensures that if multiple users dispute the same line on the same day, the system attaches a date/time stamp to each dispute to ensure correct processing.

Note. You can dispute lines all together, but must resolve them one at a time.

Viewing Dispute History

Access the Review Invoice Lines - Resolution History page (click a Resolution History button on the Review Invoice Lines - Invoice Lines and Distributions page).

This page displays all dispute and comment information associated with the invoice line.

Viewing Invoice Status

Access the Review Invoices - Invoice Cycle page (click a link in the Invoice column on the Review Invoice Lines - Invoice Lines and Distributions page).

View the status of the invoice within the life cycle.

Note. An additional button for invoice line approval appears on this page only for invoices subject to line-level approval. If the button is not present, the invoice had no lines routed.

See Also

Chapter 14, "Disputing Invoices," Reviewing Disputes in the Invoice Cycle, page 193

Reviewing Line Approval Status

Access the Review Invoice Lines - Invoice Line Approval Status page (click a button in the Appr (approval) column on the Review Invoice Lines - Invoice Lines and Distributions page).

Review Invoice Lines

Invoice Line Approval Status

Invoice:	2012100-118	Line:	1	Dist #:	1	Cables
Amount:	1370.00 USD			Invoice Date:	10/21/2003	

Approvers assigned to this Invoice Line   View All   First ◀ 1 of 1 ▶ Last

Line	Dist #	Name	Approval Status	Date/Time Action Taken
1	1	eSettlements Operational User	Pending	10/28/03 11:03:28AM

Review Invoice Lines - Invoice Line Approval Status page

All approvers must approve a given invoice line before it can be paid. Once an approver has approved an invoice line, the pending status row no longer appears on the page, but it is still stored in the database.

Users with the buyer accountant role type can override operational approvers and approve their lines. When this occurs, a line for the buyer accountant user appears on this page and all operational user lines that were pending become approved.

Name	Displays the name of the approvers responsible for approving the invoice line.
Approval Status	Displays the approval status for the respective approver:
	Pending: The user has not yet approved the line.
	Approved: The user has approved the line.
Date/Time Action Taken	Displays the date and time the line approval occurred, or the line was initially routed.

Chapter 16

Processing Payments

This chapter provides an overview of payment processing, lists prerequisites, and discusses how to:

*   Set up pay cycles.

*   Approve payments.

*   Schedule, review, and modify payment installments.

*   Make immediate payments.

*   Create prepayments.

*   Inquire about payments.

*   Cancel payments.

*   Manage payments outside PeopleSoft eSettlements.

Understanding Payment Processing

During buyer registration you can specify to approve payments in PeopleSoft eSettlements. If you choose this option, in either the Business Service Provider or the Buyer Direct Model, you must run the payment selection process from the Pay Cycle Manager, and approving payments automatically initiates the payment creation process.

In the Business Service Provider model, payments are processed according to the subscriptions established during buyer registration. The Business Service Provider model supports only electronic funds transfer (EFT) payments.

The Buyer Direct model supports all PeopleSoft Payables payment methods—except draft.

Note. If you have enabled financial sanctions at either the installation or bank level, the system does not create payments for a supplier with a financial sanctions status of *Blocked* or *Review*. However, if financial sanctions validation is enabled at the bank level and you no longer validate for a particular supplier's bank, the system may select a supplier with a financial sanctions status of *Review* for payment.

See *PeopleSoft Payables 9.1 PeopleBook*, "Processing Pay Cycles," Understanding Pay Cycle Alerts.

Users who have authority to create urgent payments or to approve payments must have the primary permission list and process profile EPMP8000 attached to their user ID. To attach this profile, select PeopleTools, Security, User Profiles, User Profiles.

Note. None of the following processing options are available in the Buyer Direct model. In the Buyer Direct model, you set up pay cycles in PeopleSoft Payables. You can enable PeopleSoft eSettlements payment approval which you can use in conjunction with the PeopleSoft Payables pay cycle approval.

Buyers can choose from the following payment processing options:

Processing Method	*Details*	*Setup*
Fully Automated	Requires no payment approval. Scheduled by the host administrator, with the buyer administering payments.	To specify this method, on the Registration page select the Automated Paycycle radio button but *do not* select the Paycycle Approval Required check box.
Semi-controlled	Selected payments are presented to the buyer for approval and confirmation before the payment file is created. The host administrator enters the pay cycle criteria and runs the payment selection process on a predetermined schedule. Buyers review payments based on voucher selection.	To specify this method, on the Registration page select the Self Service Paycycle radio button and select the Paycycle Approval Required check box.
Full Control	The host administrator grants the buyer access to the Pay Cycle Processing and Pay Cycle Approvals components. These PeopleSoft Payables pages must be secured to ensure the users have only limited access to the data.	To specify this method, on the Registration page select the Self Service Paycycle radio button. You can optionally select the Paycycle Approval Required check box for this level of control.

The following diagram illustrates fully automated payment processing:

Fully automated payment processing

Subscription during buyer registration indicates payments are preapproved. No further approvals are required as part of the pay cycle. Pay cycles are created and run by the host administrator. Buyers receive email notification when the payment file is generated. The host administrator uses the Create Pay Cycle component (PYCYCL_DEFN) and the Pay Cycle Manager page in PeopleSoft eSettlements to process the pay cycle.

The following diagram illustrates semi-controlled payment processing:
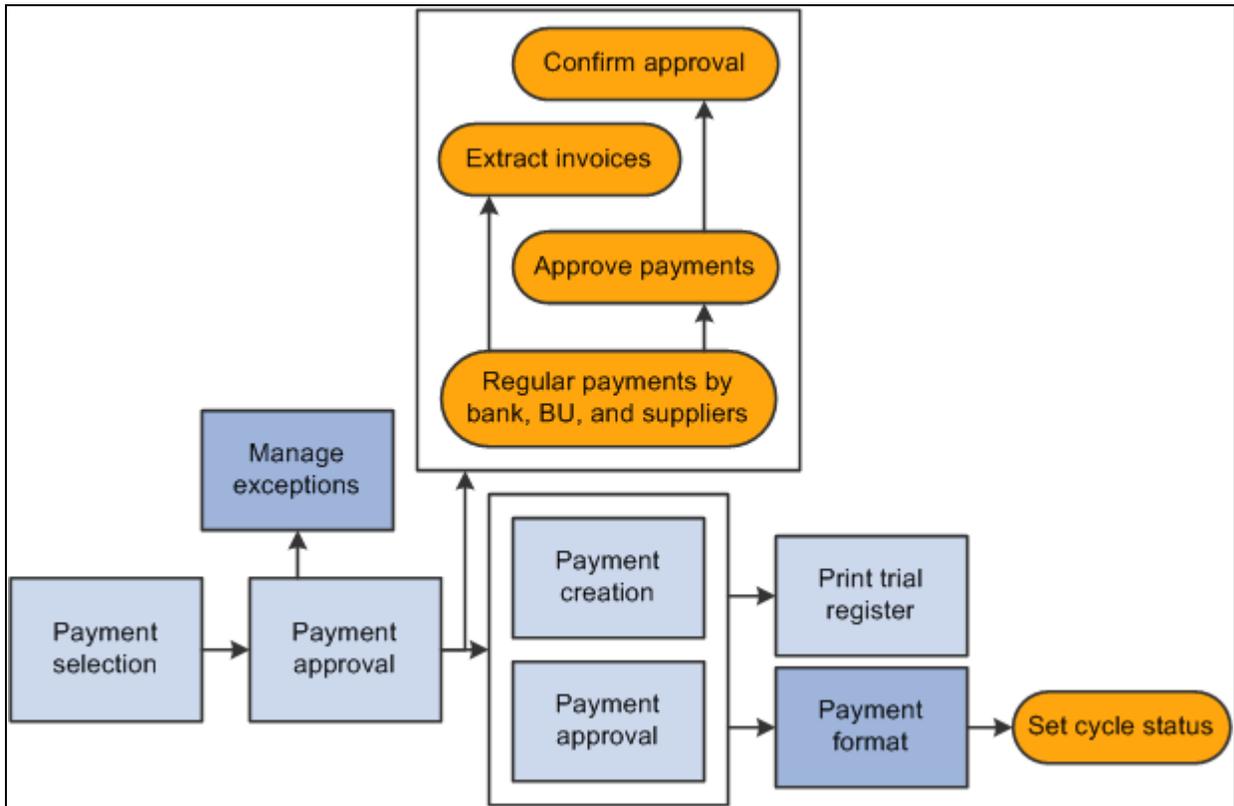
Semi-controlled payment processing

The payments can be approved and created using either the PeopleSoft eSettlements Approve Payments component (EM_PYCYCL_APPROVE) or the PeopleSoft Payables Pay Cycle Approval page—both are on the portal navigation for PeopleSoft eSettlements. The buyer should use the PeopleSoft eSettlements pages to approve the payments.

The following diagram illustrates full control payment processing:
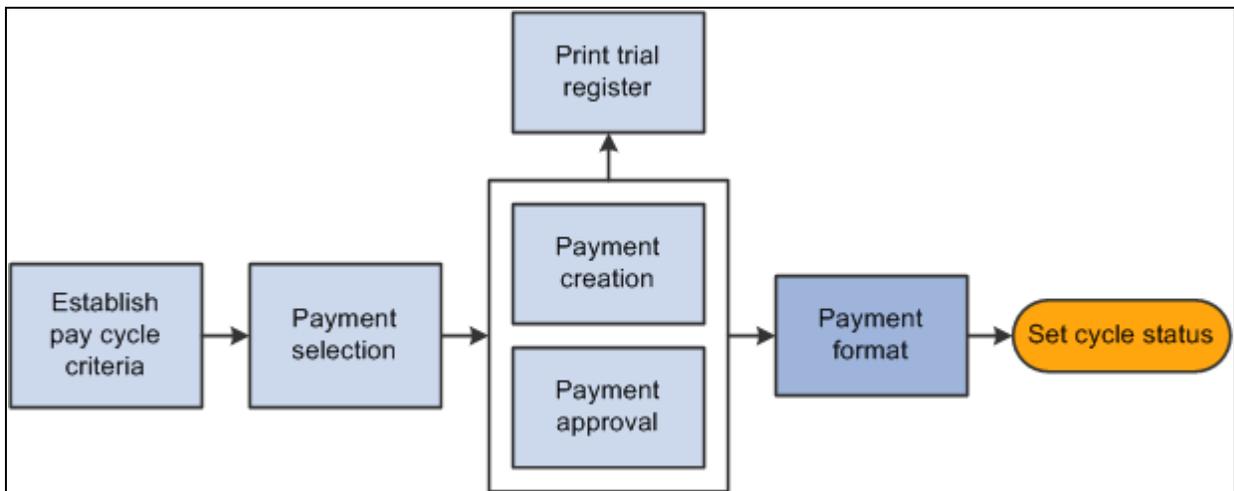
Full control payment processing

The system administrator or buyer user creates a pay cycle using the Create Pay Cycle component. The buyer runs the payment selection process on demand—from Pay Cycle Manager—on one or many business units at once. Because this requires greater knowledge of underlying PeopleSoft Payables system functionality, additional training is required for buyers exercising this option.

The buyer approves the payments using either the PeopleSoft eSettlements Approve Payments component or the PeopleSoft Payables Pay Cycle Approval page. Normally, the buyer should use the PeopleSoft eSettlements pages to approve the payments.

PeopleSoft eSettlements Payments and PeopleSoft Financial Gateway

PeopleSoft eSettlements leverages the integration between PeopleSoft Banks, Payables and Financial Gateway to process electronic payments. PeopleSoft eSettlements can process automated clearing house (ACH), EFT, and wire payment methods. To process payments through the PeopleSoft Financial Gateway processing, you must first define the appropriate EFT layout and settle through method in the Banks External Account component (BANK_EXTERNAL).

PeopleSoft eSettlements settles payments through PeopleSoft Financial Gateway at two events:

• Saving urgent payment requests.

• Approving and creating payments in the Pay Cycle Selection process.

Performing either of these actions triggers the PS Job program, eSettlement Payment Job (EM_PAY). This job works in tandem with multiple PeopleSoft Payables programs to create payment messages, which are submitted to the PeopleSoft Financial Gateway for processing. PeopleSoft eSettlements sends payment messages of *New* or *Cancel.* During payment processing with PeopleSoft Financial Gateway, PeopleSoft eSettlements receives messages indicating the payment's processing status, such as *Loaded,Hold,Error,* and *Paid.* The system displays this payment status information in Pay Cycle Manager and the following PeopleSoft eSettlements inquiry pages:

• Review Payment – Buyer (EM_BUY_PYMT_INQ).

• Review Payment – Seller (EM_SEL_PYMT_INQ).

• Review Payment – Payment Reference (EM_PYMNT_INQ).

If the payment cannot be successfully processed through PeopleSoft Financial Gateway, it generates an error message. You must correct the errors by cancelling the payment to reprocess the payments.

You can cancel a payment processed through PeopleSoft eSettlements and PeopleSoft Financial Gateway. The cancellation logic for PeopleSoft eSettlements and Payables payments processed through the PeopleSoft Financial Gateway is very similar. If you cancel a payment that the system has not yet sent to the bank, the system marks the payment as cancelled in PeopleSoft Financial Gateway and prevents it from being transmitted to the bank. If you cancel a payment that has already been sent to the bank, the PeopleSoft Financial Gateway functionality marks the payment as cancelled but does not send a cancelled payment message to the bank. Instead, you must cancel the PeopleSoft Payables payment cancellation functionality, and then resubmit it.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Setting Up Payment Formats and Payment Forms"

PeopleSoft Payables 9.1 PeopleBook, "Processing Pay Cycles," Pay Cycle Processing Using the PeopleSoft Financial Gateway

PeopleSoft Payables 9.1 PeopleBook, "Using Additional Payment Processing Options," Payment Cancellation

Prerequisites

Before processing payments, the system administrator must do the following:

1. Create a buyer template.

2. Create a bank account.

3. Create a buying entity (buyer).

4. Establish buyer payment processing preferences.

See Also

Setting Up Pay Cycles

After completing the prerequisites, the system administrator must set up the pay cycles.

Important! In the Buyer Direct model, you must assign the appropriate pay cycles to each user that is responsible for reviewing approving pay cycles from PeopleSoft eSettlements. In the Business Service Provider model, each buyer administrator must notify the exchange host which users from the buying entity will be responsible for reviewing and approving pay cycles.

To set up pay cycles, use the Secure Pay Cycles component (EM_SEC_PYCYCL_OPR).

This section describes how to:

• Assign pay cycle access.

• Process pay cycles.

Page Used to Set Up Pay Cycles

Page Name	Definition Name	Navigation	Usage
Pay Cycle by User ID	SEC_PYCYCL_OPR	eSettlements, Administration, Secure Pay Cycles, Pay Cycle by User ID	Assign access for one or many pay cycles to the user responsible for reviewing and approving pay cycles.

Assigning Pay Cycle Access

Access the Pay Cycle by User ID page (eSettlements, Administration, Secure Pay Cycles, Pay Cycle by User ID).

Pay Cycle   Assign the accessible pay cycles to the user ID that you selected to access the page.

Processing Pay Cycles

After you complete all relevant configuration, you run the pay cycle. The system administrator or buyer user accesses the Create Pay Cycle component and Pay Cycle Manager to create a pay cycle and select the payments.

Note. If you have enabled financial sanctions at either the installation or bank level, the system does not select payments for a supplier with a financial sanctions status of *Blocked* or *Review*. However, if financial sanctions validation is enabled at the bank level and you no longer validate for a particular supplier's bank, the system may select a supplier with a financial sanctions status of *Review* for payment.

See *PeopleSoft Payables 9.1 PeopleBook*, "Processing Pay Cycles," Understanding Pay Cycle Alerts.

The system administrator can specify that pay cycle approval is required either on the buyer Registration page in PeopleSoft eSettlements, or in the Payment Selection Criteria component (PYCYCL_DEFN) in PeopleSoft Payables.

A pay cycle containing any buying organizations that specified their payment approvals be performed in PeopleSoft eSettlements, will be eligible for the payment selection process only, and will not be eligible to have both the payment selection and payment creation processes run together.

System administrators or buyers can select any payment method other than *draft* payment methods when they create a pay cycle.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Establishing Pay Cycles," Creating, Updating, and Reusing Pay Cycles

PeopleSoft Payables 9.1 PeopleBook, "Processing Pay Cycles"

Approving Payments

After the payments are selected for each pay cycle, the pay cycles await approval by the buyer user having pay cycle access before that user can generate the related payments.

That buyer then:

1. Approves or rejects payments.

2. Reviews and optionally excludes invoice schedules included in payments.

3. Includes discount-eligible invoices that would be lost if not included in the current pay cycle.

4. Resolves disputes on invoices included in any pay cycle before processing payments.

This section describes how to:

• Review pay cycles awaiting approval.

• Review and create payments.

• Include payments eligible for discount.

• Select invoices for payment.

• Confirm payment creation.

• Reject payments.

• Exclude and resolve disputed invoices.

• Define payment processing workflow notifications.

Note. If payment approval is required in PeopleSoft eSettlements, you must run the payment selection process from the Pay Cycle Manager. Once the payment is approved in PeopleSoft eSettlements, the payment creation process is automatically initiated.

See Also

Chapter 19, "Managing Invoices for Buyers," Understanding Buyer Invoice Management, page 249

Pages Used to Approve Payments

Page Name	*Definition Name*	*Navigation*	*Usage*
Approve Payments - Pay Cycle Summary	EM_PYCYCL_STAT	eSettlements, Payments, Approve Payments, Approve Payments - Pay Cycle Summary	Review the pay cycles waiting for approval.

Page Name	Definition Name	Navigation	Usage
Approve Payments - Approve Pay Cycle	EM_PYCYCL_SUM	Click a Details link on the Approve Payments - Pay Cycle Summary page.	Review payments included in the pay cycle summarized by different criteria, and view the sum debited on each bank account.
Approve Payments - Lost Discount Alert	EM_PYCY_DSCNT_ALRT	Click the Invoices Eligible for Discount link on the Approve Payments - Approve Pay Cycle page.	Include payments eligible for a discount in the pay cycle.
Approve Payments - Payment Confirmation	EM_PYCY_CONF_CREAT	Click the Create Payment button on the Approve Payments - Approve Pay Cycle page.	Confirm payment creation. Bank account and amount debited information appears.
Approve Payments - Payment Selection Rejection	EM_PYCY_CONF_REJEC	Click the Reject Payment button on the Approve Payments - Approve Pay Cycle page.	Reject the pay cycle. Payment is not created and all invoices included in the pay cycle remain outstanding and are selected in the next pay cycle. Rejection confirmation resets the pay cycle.
Approve Payments - Invoices to be Paid	EM_PAY_PAGE	Click a Details link on the Approve Payments - Approve Pay Cycle page.	Review invoices selected and different suppliers to be credited in the pay cycle, and exclude any invoices from the pay cycle. Excluded invoices are not paid and are selected in the next pay cycle Any schedules which have been disputed can also be resolved.

Reviewing Pay Cycles Awaiting Approval

Access the Approve Payments - Pay Cycle Summary page (eSettlements, Payments, Approve Payments, Approve Payments - Pay Cycle Summary).

Details   Click a link in this column to the Approve Payments - Approve Pay Cycle page to create or reject payments.

Note. The combination of the Pay Cycle ID and the Seq (sequence number) identifies the remittance.

Reviewing and Creating Payments

Access the Approve Payments - Approve Pay Cycle page (click a Details link on the Approve Payments - Pay Cycle Summary page).

Summarize By	Select a parameter to summarize your search:
	Bank: The bank account debited.
	Bank and Supplier: The bank account debited and the remit to supplier credited.
	Buyer: The business unit originating the payment.
	Supplier: The remit to supplier credited.

Note. Depending on the Summarize By selection, the information that appears on the page varies.

Invoices Eligible for Discount	Click this link to access the Approve Payments - Lost Discount Alert page where you can include potential discount-bearing invoices in the current pay cycle.

Note. This link is available only when invoices with discount potential have been identified in the pay cycle. The buyer uses this page to view and potentially include scheduled payments that are currently *not* included in this pay cycle, but which will forfeit an earned discount if not paid before the next payment date. This enables quick analysis of upcoming payments to determine whether an advance payment would capture a discount that might otherwise be lost.

Payment Details

The information that displays can include:

Bank and **Description**	Displays the bank originating the payment and the bank name.
Nbr of Payments (number of payments)	Displays the number of payment schedules making up the payment.
	If an invoice is on hold, this button displays in the Dispute column. Click its adjacent Details link to view associated payment details.
Details	Click this link to view and act on the invoices included in the payment.
Create Payment	Click this button to access the Approve Payments - Payment Confirmation page where you can create the payment.

Note. If there are invoices in dispute this button will be inactive. You must resolve the disputed invoices or exclude them from the pay cycle before creating the payment.

| Reject Payment | Click this button to access the Approve Payments - Payment Selection Rejection page where you can reject all listed invoices for this pay cycle. |

Including Payments Eligible for Discount

Access the Approve Payments - Lost Discount Alert page (click the Invoices Eligible for Discount link on the Approve Payments - Approve Pay Cycle page).

| Include | Click this button to include the invoice in the pay cycle, then click Save. |
| | **Note.** To view all potential invoices, be sure to select View All in the Voucher Information group box header. |

See Also

PeopleSoft Payables 9.1 PeopleBook, "Processing Pay Cycles," Handling Potential Lost Discounts

Selecting Invoices for Payment

Access the Approve Payments - Invoices to be Paid page (click a Details link on the Approve Payments - Approve Pay Cycle page).

Advanced Search

Show More Information and **And**	Select additional invoice detail categories to appear in the last two columns of the Invoices to be Paid grid, then click the Search button.
Display	Specify which invoices appear. Values include: *All Invoices,Excluded Invoices,* and *Included Invoices.*
Exclude All	Click this link to remove all invoices from the pay cycle, effectively canceling the pay run.
Included Invoices	Displays the number of invoices included in the pay cycle.
Sum of Included Amount	Displays the total amount of included invoices.
Refresh	Click this button to recalculate the Sum of Included Amount after you include and exclude payments.

Invoices to be Paid

The column headings that appear vary depending on your Show More Information and And drop-down list box selections.

Include	Select the respective check box to include the invoice in the pay cycle.
	Click to view dispute information and resolve disputes.
Scheduled	Displays the invoice due date.
	Click to view the HTML invoice.
Gross Amt (gross amount)	Displays the gross amount of the invoice.
Rate	Click a link to view the current exchange rate detail, depending on the currency selected.
Discount Due and **Bank Code**	Displays additional invoice detail categories. The last two column headings vary depending on your Show More Information and And drop-down list box selections. Possible heading names are Discount Due and Bank Code.

Confirming Payment Creation

Access the Approve Payments - Payment Confirmation page (click the Create Payment button on the Approve Payments - Approve Pay Cycle page).

| **Confirm Payment Creation** | Click to create the payment and generate the EFT or check file. |

Rejecting Payments

Access the Approve Payments - Payment Selection Rejection page (click the Reject Payment button on the Approve Payments - Approve Pay Cycle page).

| **Reject Payment Selection** | Click this button to reject the payment and reset the pay cycle, clearing all the included invoices. |

Excluding and Resolving Disputed Invoices

Access the Approve Payments - Invoices to be Paid page (click a Details link on the Approve Payments - Approve Pay Cycle page).

Note. Buyers can generate payments only when disputed invoices are either resolved or excluded from the pay cycle.

| | Click the Dispute Information button to resolve the invoice dispute, or deselect the Include check box for any invoice to exclude it from the pay cycle. |

Note. The buyer can put invoices on hold even after the invoices have been selected for a pay cycle, by using the Review Invoices or Invoice Life Cycle pages.

See Also

Chapter 19, "Managing Invoices for Buyers," Understanding Buyer Invoice Management, page 249

Defining Payment Processing Workflow Notifications

Three types of workflow notifications are available depending on the subscription options chosen by the buyer and supplier. The following table lists the email notification types and describes the conditions that trigger each:

Notification Type	Trigger
Payment Approval	Payment approval notifications are sent to buyers when payments are awaiting approval and if payment approval notifications have been set up at the buyer setID or the agreement level.
Buyer Payment Creation	At the end of the pay cycle, when the payment is created, the buyer receives notification that payments debiting the appropriate bank account have been created. This only occurs if notification has been set up at the buyer setID or agreement level.
Supplier Payment Creation	At the end of the pay cycle, when the payment is created, and if notification has been set up at the supplier setID level (or if the organization so subscribed during supplier registration or during agreement creation), the supplier receives notification that payments have been created crediting the supplier's bank account.

See Also

Chapter 7, "Registering Suppliers," Creating Suppliers, page 68

Chapter 6, "Registering Buyers," Creating Buyers, page 46

Scheduling, Reviewing, and Modifying Payment Installments

Buyers can schedule partial payments against an invoice, thereby creating more than one payment installment. When you schedule payments, the system automatically populates the remaining gross amount as the next payment amount.

Buyers can also create manual or urgent payments for an installment, as well as place an installment or partial payment in dispute. They can also create late payment and reminder notifications for each payment schedule.

You must select the Manually Schedule Payments check box for each user responsible for scheduling payments and placing payments on hold, on the User Preferences - Procurement: Payables page.

This section discusses how to schedule, review, and modify payment installments.

Note. The system generates payment schedules automatically according to the payment terms, and you can also schedule them manually.

Pages Used to Schedule, Review, and Modify Payment Installments

Page Name	Definition Name	Navigation	Usage
Review Payment Installments - Inquiry	EM_BUY_PYMNT_INSTL	eSettlements, Payments, Review Payment Installments, Review Payment Installments - Inquiry	Review a list of invoices that need to be paid.
Schedule Payment - Schedule a Payment	EM_VCHR_PAYMENT	Click a Schedule link on the Review Payment Installments - Inquiry page.	Schedule, review, and modify payment installments.

Scheduling, Reviewing, and Modifying Payment Installments

Access the Schedule Payment - Schedule a Payment page (click a Schedule link on the Review Payment Installments - Inquiry page).

Schedule Payment - Schedule a Payment page

Payment Information

If more than one payment exists for this invoice, a reminder message displays just beneath this group box header.

When you access the page, the full amount displays on a single line. You can change the amount to be the first payment installment amount. Once you click the Add button, the system calculates the remaining amount as the next payment installment. You can continue this process up to the number of installments you want, editing each line for due date.

+	Click the add button before saving the page to add an installment after you enter your first amount. Add a row for each desired installment, entering an amount on each line. Each time you add an installment the system recalculates the remaining gross amount on the newly added line.
Bank	Select a bank ID. The only bank IDs available are those associated with the buyer during buyer bank security setup.
	Note. Buyer bank security is only used in the Business Service Provider model. In the Buyer Direct model, users have access to all banks that are available through TableSet sharing.
Account	Select the account from which the funds originate.

Method	Select a different payment method if needed.
	Note. No *Draft* methods are available.
Layout	Displays the defined layout for the specified bank account and payment method.
Settle by	Displays if the payment has been processed through *Financial Gateway* or *Pay Cycle*.
Action	Select *Schedule*.
Scheduled Due Date	Enter the date the installment will be selected for payment.

Payee

Remit to, Location, and **Address**	Displays the supplier to which the payment is made, supplier location, and address for the location. You define locations for the supplier on the Review Supplier Details - Locations page.

See Also

Making Immediate Payments

This section provides an overview of immediate payment processing and discusses how to:

- Record manual payments.

- Create urgent payments.

Note. Users who have authority to create urgent payments or to approve payments must have permission list EPMP8000 attached to their user ID. This list is automatically assigned to buyer users created from the Review User Profiles - Buyer User Details page in PeopleSoft eSettlements. To manually attach this profile select PeopleTools, Security, User Profiles, User Profiles.

See Also

PeopleTools PeopleBook: Security Administration

Understanding Immediate Payment Processing

Buyers have three options to satisfy suppliers when immediate payment becomes necessary:

1. Pay the invoices through the system and create the payment file remitted to the bank.

2. Issue a check for an invoice manually—outside the system—and assign a payment reference number to record the payment in the system.

   In the Buyer Direct model, the buyer creates manual payments using the PeopleSoft Payables pages, accessed directly from PeopleSoft eSettlements. Buyers first add the payment, then select the invoices to be paid. The payment method can be *Direct Debit, Giro - Manual, Manual Check,* or *Wire Report* in PeopleSoft Payables.

   Only those users who have been set up to record payments at the user preference level can record manual payments.

   If financial sanctions validation is enabled at the installation level or the bank level, you cannot create a manual payment worksheet from the Manual Pay Selection page if the supplier has a financial sanctions status of *Review* or *Blocked.* The system validates the supplier against the financial sanctions lists (for example, the Specially Designated Nationals (SDN) list) when you attempt to build a manual payment. If financial sanctions validation is enabled at the bank level, the system only validates the supplier if the remit supplier's bank requires financial sanctions validation.

   See *PeopleSoft Payables 9.1 PeopleBook*, "Using Additional Payment Processing Options," Manual Payments.

   In the Business Services Provider model, the buyer creates manual payments using the Create Manual Payment - Schedule payment page in PeopleSoft eSettlements. Buyers first select the invoices, then create the manual payment.

   To create a manual payment:

   • The invoice must be approved in the system.

   • The bank account setup must support manual payments.

   • The installment must not be in dispute.

3. Create an urgent payment to pay a supplier instantly.

   Invoices must be entered into the system and be approved for payment before you can use this method.

   All payment methods are available for urgent payment creation—except for any of the *Draft* payment methods. This is true for both models.

   If financial sanctions validation is enabled at the installation level or the bank level, you cannot create an urgent payment if the supplier has a financial sanctions status of *Review* or *Blocked.* However, if financial sanctions validation is enabled at the bank level and you no longer validate for a particular supplier's bank, the system may allow you to create an urgent payment for a supplier with a financial sanctions status of *Review.* The system validates the supplier against financial sanctions lists (for example, the SDN list) when you attempt to create an urgent payment.

   See Chapter 7, "Registering Suppliers," Understanding Financial Sanctions Validation, page 69.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Setting Up Payment Formats and Payment Forms," Understanding
PeopleSoft Payables Payment Formats

Pages Used to Make Immediate Payments

Page Name	*Definition Name*	*Navigation*	*Usage*
Record Manual Payments - Schedule a Payment	EM_VCHR_PAYMENT	eSettlements, Payments, Create Manual Payment, Record Manual Payments - Schedule a Payment	In the Business Service Provider model, record payments made outside the system. The buyer can record a reference number for each payment, and close invoices that were paid outside PeopleSoft eSettlements.
Manual Pay Selection	AP_MAN_SEL	eSettlements, Payments, Create Manual Payment, Manual Pay Selection	In the Buyer Direct model, enter criteria to build the manual payment worksheet in PeopleSoft Payables. This page is only available to those users who have been set up to record payments at the user preference level.
Man Pay Worksheet (manual pay worksheet)	AP_MAN_ENTRY	Click the Build Worksheet button on the Manual Pay Selection page.	Enter manual payment information.
Create Urgent Payment - Create Payment	EM_PYMNT_EXPRESS	• eSettlements, Payments, Create Urgent Payment, Create Urgent Payment - Create Payment • eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry Click a Pay link on the Review Invoices - Invoice Inquiry page. This link will only be accessible to those users who have access to the Create Urgent Payment component in their permission list.	Create an instant payment for invoices for a specific supplier.

Page Name	Definition Name	Navigation	Usage
Create Urgent Payment - Confirmation of Payments	EM_EXPRESS_CONFIRM	Click the Create Payment button on the Create Urgent Payment - Create Payment page.	View details and confirm urgent payment creation.

Recording Manual Payments

Access the Record Manual Payments - Schedule a Payment page (eSettlements, Payments, Create Manual Payment, Record Manual Payments - Schedule a Payment).

Payment Information

If more than one payment exists for this invoice, a reminder message displays just beneath this group box header. You cannot add payment installments when creating a manual payment; you must pay the entire amount.

Note. If multiple installments exist for a given invoice, the system populates this page with all of them when you access it. All installments have a default Action of *None.* You change this value to *Record* only on installments for which you are recording a manual payment. To ensure that you pay the correct installment, be sure to note the number of payments in the Payment Information group box header and set the Action to *Record Manual Payment* for the appropriate payment installment.

Payment Details

Bank, Account, and **Method**	Displays the default values from the information specified on the agreement. Override the method if needed.
Layout	Displays the defined layout for the specified bank account and payment method.
Settle by	Displays if the payment has been processed through *Financial Gateway* or *Pay Cycle.*
Action	Select the appropriate payment action: *Record Manual Payment:* Select to make a manual payment and record it in PeopleSoft eSettlements. *None:* Select for invoices to be picked up by the pay cycle and to ensure that the installment is not manually recorded.
Pay	Select what type of amount to pay. Effective only if you select *Record Manual Payment* in the Action field. Options are: *Full Amount:* Select to pay the entire installment amount. *Discounted Amount:* Select to pay the discounted amount if the installment has a discount.

Payment in Dispute

In Dispute	Displays if the payment is on hold by the check box being selected.

Note. You cannot deselect this check box from this page.

Reason	Displays the reason for the payment installment hold.

Record Payment Information

Reference	Enter a payment reference number for this manually paid installment.
Payment Date	Enter the date the payment was made.

Note. Setting the Action to *Record Manual Payment,* and entering a Reference and Payment Date creates a manual record.

Payee

Remit To, Location, and Address	The supplier to which the payment is made and, optionally, a supplier location and address for the location. You define locations for the supplier on the Review Supplier Details - Locations page.
	Click the Alternate Names button to use an alternate name for the supplier on the payment.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments for Online Vouchers

PeopleSoft Payables 9.1 PeopleBook, "Using Additional Payment Processing Options," Manual Payments

PeopleSoft Payables 9.1 PeopleBook, "Using Additional Payment Processing Options," Recording Manual Payments

PeopleSoft Payables 9.1 PeopleBook, "Using Additional Payment Processing Options," Creating Manual Payments

Creating Urgent Payments

Access the Create Urgent Payment - Create Payment page (eSettlements, Payments, Create Urgent Payment, Create Urgent Payment - Create Payment).

Note. If you've accessed this page by clicking a Pay link on an inquiry page, the system populates voucher and installment details.

Payment Information

Buyer Name	Enter the buyer (business unit) ID against which the payment is to be drawn.
Bank and **Bank Account**	Enter the ID and account number for the bank account from which the payment is made.
Remit Supplier	Enter the supplier to which you are making the payment.
Remit to Location	Enter the supplier location that will receive the payment.

Select Voucher

Voucher	Enter the voucher number that you are paying.
Payments	Select or add the payment schedule numbers associated with the payment schedule you want to pay.
Invoice Dt (invoice date)	Displays the invoice date associated with the voucher you select.
Apply Discount	Select this check box to apply any available discount to the payment.
Gross Amount	Displays the gross amount for the selected payment schedule.
Discount	Enter the amount of discount that you are taking on the payment.
Paid Amount	Displays the payment amount for the selected payment schedule. This amount differs from the gross when a Discount is available.

Payment

Payor Bank Account Detail	Displays the name of the payee and associated bank based on the vouchers selected.
Add All Vouchers	Click this button to include all outstanding payments for the supplier in the payment.

Create Payment	Click this button to create the payment file and confirm the payment.

> **Note.** If financial sanctions validation is enabled, the system validates the supplier against financial sanctions lists (for example, the SDN list) upon clicking the Create Payment button. The system does not allow you to create a payment for a supplier with a financial sanctions status of *Review* or *Blocked.* However, if financial sanctions validation is enabled at the bank level and you no longer validate for a particular supplier's bank, the system may allow you to create an urgent payment for a supplier with a financial sanctions status of *Review.*

> See <u>Chapter 7, "Registering Suppliers," Understanding Financial Sanctions Validation, page 69.</u>

Note. If a prepayment is available for a voucher paid by an urgent payment, the prepayment amount is not applied. We discuss prepayments in the next section.

Creating Prepayments

This section provides an overview of prepayment processing and discusses how to:

- View and add prepayment invoices.

- Enter details for new prepayment invoices.

Understanding Prepayment Processing

Down payments and prepayments are common practice worldwide. Most organizations, at one time or another, need to pay for goods or services before an invoice is received. For example, when a company sets up a new customer account with a supplier, the supplier may require prepayment on the first one or two orders before extending credit to the buyer.

In the Buyer Direct model, use the PeopleSoft Payables pages to create and process prepayments.

In the Business Services Provider model, use the PeopleSoft eSettlements pages to create prepayment invoices. The prepayment feature does the following:

- Allows a payment to be made to a supplier without an invoice.

- Applies VAT to the prepayment.

- Facilitates the application of the prepayment to the final voucher.

In the Business Services Provider model, these are the steps for prepayment processing:

1. Buyer creates the prepayment invoice.

2. Buyer or system administrator processes the payment as they would any other payment.

3. The system administrator runs the Voucher Post Application Engine process (AP_PSTVCHR) in PeopleSoft Payables to associate the prepayment voucher with the regular voucher after the invoice is received from the supplier.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Processing Prepayments"

Pages Used to Create Prepayments

Page Name	Definition Name	Navigation	Usage
Create Prepayment Invoice - Inquiry	EM_PPY_INQUIRY	eSettlements, Payments, Create Prepayment Invoice, Create Prepayment Invoice - Inquiry	View existing prepayment vouchers and add new prepayment invoices.
Create Prepayment Invoice - Invoice Details	EM_VCHR_PPY	• Click the Add a New Prepayment button on the Create Prepayment Invoice - Inquiry page. • Click an Invoice ID link on the Create Prepayment Invoice - Inquiry page.	Enter or view details for a prepayment invoice.

Viewing and Adding Prepayment Invoices

Access the Create Prepayment Invoice - Inquiry page (eSettlements, Payments, Create Prepayment Invoice, Create Prepayment Invoice - Inquiry).

Enter search criteria to view a list of existing prepayment vouchers.

Note. If a given buyer has not yet established any agreements with suppliers, the system will not return any search values.

Add a New Prepayment   Click this button, then add invoice details and create the invoice.

Invoice ID   Click a link in this column to view the details of the existing prepayment.

Entering Details for New Prepayment Invoices

Access the Create Prepayment Invoice - Invoice Details page (click the Add a New Prepayment button on the Create Prepayment Invoice - Inquiry page).

Supplier and **Supplier Location**	Select the supplier and location to which you are making the prepayment.
Invoice and **Invoice Date**	Enter the date and number of the invoice which the supplier created, but you have not received.
Gross Amount	Enter the amount that you must pay the supplier.
VAT	Enter the actual VAT amount for the invoice, if applicable.
Merchandise Amount	Displays the amount of the invoice less any VAT amount.

Inquiring About Payments

This section discusses how to:

*   View payment details summary and status.

*   View payment details and invoices.

Pages Used to Inquire About Payments

Page Name	Definition Name	Navigation	Usage
Review Payments - Payment History	EM_BUY_PYMT_INQ	eSettlements, Payments, Review Payments, Review Payments - Payment History	View payment details summary and status.
Review Payments - Payment Reference	EM_PYMNT_INQ	Click a Reference link on the Review Payments - Payment History page.	View payment details and the invoices included in each payment.
Review Invoices - Payment Inquiry	EM_VCHR_PYMNT_INQ	eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry Click the Invoice link of a paid invoice on the Review Invoices - Invoice Inquiry page. Click the Payment Details link on the Review Invoices - Invoice Cycle page.	View processed, scheduled, canceled, and outstanding payment details.

Viewing Payment Details Summary and Status

Access the Review Payments - Payment History page (eSettlements, Payments, Review Payments, Review Payments - Payment History).

Payment Details

Seq (sequence)	Displays the payment advice sequence.
Reference	Click a link in this column to view details about the invoices included in the payment.

Financial Gateway

Reference	Click a reference ID link to access the Review Payments – Payment Reference page, and view payment detail and advice information.
Settle by	Displays if the payment has been processed through *Financial Gateway* or *Pay Cycle.*

Viewing Payment Details and Invoices

Access the Review Payments - Payment Reference page (click a Reference link on the Review Payments - Payment History page).

Payment Detail

Created	Displays the date the payment was created.
Days Outstanding	Displays the number of days the payment is outstanding.
Cleared On	Displays the date the payment was cleared. If this field is blank, the payment has not yet cleared.

Cancel Action	Displays the cancellation status of the payment. Values include:
	No Cancel Action: Displays if the payment hasn't been canceled.
	Re-Open Voucher(s)/Re-Issue: Enables you to reselect the scheduled payments and reissue them in the next pay cycle.
	Re-Open Voucher(s)/Put On Hold: Enables you to reopen the scheduled payments, but places them on hold for your review. You can perform additional investigation or revise voucher information before proceeding with a payment. The pay cycle process does not select the scheduled payments until the hold is removed.

Note. Search for payments with a Payment Status of *Void* to view the last two cancel actions statuses.

Voucher ID	Click the voucher ID links to view detailed voucher information.

Canceling Payments

This section provides and overview of payment cancellation and discusses how to:

*   Review payments to be cancelled.

*   Confirm payment cancellations.

Understanding Payment Cancellation

Buyers can cancel (void or stop) payments either through PeopleSoft eSettlements or through PeopleSoft Payables. They can then reissue the payment, reissue the payment with a hold, or close the liability. In PeopleSoft eSettlements, a cancelled payment triggers an email notification to the supplier user if this notification type has been set up and if payment was made electronically. PeopleSoft Payables provides no email notification. Whether you use PeopleSoft eSettlements or PeopleSoft Payables depends on your business requirements.

Note. If a buyer cancels a payment in PeopleSoft eSettlements and then further modifies the payment in PeopleSoft Payables (such as uncanceling or changing a void to a stop), the supplier will *not* receive email notification of the modification.

For payments submitted through the PeopleSoft Financial Gateway, the payment cancellation processing logic in PeopleSoft eSettlements is similar to the PeopleSoft Payables cancellation logic. Payments loaded but not yet processed through the bank can be canceled. However, for payments that are undergoing processing, you must wait for the system to finish processing and display a *Complete* status. You can then cancel the payment and resubmit the payment.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Processing Pay Cycles," Pay Cycle Processing Using the PeopleSoft Financial Gateway

PeopleSoft Payables 9.1 PeopleBook, "Using Additional Payment Processing Options," Canceling Individual Payments

Pages Used to Cancel Payments

Page Name	Definition Name	Navigation	Usage
Cancel Payments - Inquiry	EM_PYMNT_CANCEL	eSettlements, Payments, Cancel Payment, Cancel Payments - Inquiry	Search for and identify payments to be cancelled.
Cancel Payments - Confirm Payment Cancellation	EM_PYMT_CNCL_CNFRM	Click a link in the Payment Amount column on the Cancel Payments - Inquiry page.	Specify whether you are voiding or stopping a payment and the action to take for the cancelled payment.
Payment Cancellation - Document Sequence	DOC_SEQ_CANCEL_SEC	Click the Document Sequencing link on the Cancel Payments - Confirm Payment Cancellation page.	Override the default document type and enter a document sequence number, if applicable.

Reviewing Payments to be Cancelled

Access the Cancel Payments - Inquiry page (eSettlements, Payments, Cancel Payment, Cancel Payments - Inquiry).

Expand the Advanced Search group box to enter additional search criteria.

Payment Amount   Click a link in the Payment Amount column for a payment, and then specify whether you are voiding or stopping a payment and whether to reissue the payment.

Click the Payment Information button to view details about the invoices included in this payment.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Using Additional Payment Processing Options," Payment Cancellation

PeopleSoft Payables 9.1 PeopleBook, "Using Additional Payment Processing Options," Canceling Individual Payments

Confirming Payment Cancellations

Access the Cancel Payments - Confirm Payment Cancellation page (click a link in the Payment Amount column on the Cancel Payments - Inquiry page).

Document Sequencing	Click this link to access the Document Sequence page, where you override the default document type and enter a document sequence number, if applicable.
Payment Status	Select an option for cancelling the payment: Void or Stop.
Cancel Action	Select the action to take on the cancelled payment:
	Re-Open Vouchers(s)/Re-Issue: Select to reissue the related invoices in the next pay cycle.
	Re-Open Vouchers(s)/Put on Hold: Select to reissue the related invoices, but to place them on hold.
	Do Not Reissue/Close Liability: Select to eliminate the payment and to create accounting entries to remove the liability from the books.
Explanation	Enter a reason why you cancelled or stopped the payment.
Confirm Cancellation	Click this button to cancel the payment. Once you confirm the payment cancellation, email notification is sent to the supplier.

Note. You must run the PeopleSoft Payables Payment Posting Application Engine process (AP_PSTPYMNT) to reissue the invoices. Once you do so, the system cancels the original payment schedule and creates another one. Running this process creates another payment installment against the voucher and, depending on the option you select, places the installment on hold.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Processing Pay Cycles," Running and Managing Pay Cycles

PeopleSoft Payables 9.1 PeopleBook, "Basic Voucher and Payment Processing"

Managing Payments Outside PeopleSoft eSettlements

In the Business Service Provider model, depending on the needs of a given organization, a buyer may use only the approval and matching features of PeopleSoft eSettlements without subscribing to the PeopleSoft eSettlements payment feature. Sometimes payments are created using the buyer's own ERP system and bank. In such cases, at the point the invoice is approved, the host administrator runs a process that marks the invoice as externally paid and closes it.

When this option is preferred, the system administrator indicates it during buyer registration by *not* selecting the Payments By eSettlements check box. If the supplier has subscribed to receive payment notifications, when the process is run for the externally paid invoices the supplier receives email notification advising which invoices have been externally paid.

The External Payments Application Engine process (EM_PAY_XTRNL) sets the Payment Selection Status (PYMNT_SELCT_STATUS) on the PS_PYMNT_VCHR_XREF table for the voucher to *E* (externally paid). The system administrator may schedule this job to run on a daily basis. It is important to ensure that buyers set up for external payments have not been included in any pay cycle selection criteria.

After you run the External Payments process, you can review those invoices the process marked as externally paid from the Review Invoices - Invoice Inquiry page by specifying *Externally Paid* as the Payment Status filter option.

Important! The host administrator must run the PeopleSoft Payables Voucher Posting Application Engine process (AP_PSTVCHR) before running the External Pay process.

This section lists the page used to run the external pay process.

See Also

PeopleSoft Payables 9.1 PeopleBook, "Running Voucher and Payment Posting"

Page Used to Manage Payments Outside PeopleSoft eSettlements

Page Name	*Definition Name*	*Navigation*	*Usage*
Process External Payments - Run Control Parameters	EM_PAY_XTRN_RUN	eSettlements, Batch Processes, Process External Payments, Process External Payments - Run Control Parameters	Run the External Payments Application Engine process (EM_PAY_XTRNL) to generate email notification.

Chapter 17

Extracting Invoices

This chapter provides an overview of invoice extracts and discusses how to:

*   Define and run the invoice extract processes.

*   Review invoice extract results.

Understanding Invoice Extracts

The invoice extract feature is used mainly in the Business Service Provider model to reflect PeopleSoft eSettlements transactions in the buyer and supplier systems. However, we do not prevent you from using this feature in the Buyer Direct model.

After invoices are created and processed, payments and invoices can be extracted, stored, and validated. Invoice and payment information can be extracted in either of two formats to corresponding extract file layouts:

*   XML file

    Corresponding extract file layouts:

    *   Buyer data: EM_VOUCHER_EXT_XML

    *   Seller data: EM_SELLER _EXT_XML

*   Fixed file

    Corresponding extract file layouts:

    *   Buyer data: EM_VOUCHER_EXT_FIX

    *   Seller data: EM_SELLER_EXT_FIX

 The files are based on criteria defined during registration. Invoice extract status criteria can be based on pay, match, or approval statuses at runtime.

The resulting file can be used to update the buyer and supplier systems. Because invoice and payment data is synchronously extracted, the buyer, supplier, and PeopleSoft eSettlements system all reflect current transaction statuses.

When the extract process completes, an email notification is automatically sent to the recipients defined at the buyer notification level. The process is automated, and the host administrator can also run the process on demand for specified dates.

See Also

Defining and Running the Invoice Extract Processes

This section provides an overview of the invoice extract run controls, discusses common elements of the run control pages, and discusses how to extract invoices.

Understanding Invoice Extract Run Controls

During the buyer and supplier registration processes, the host administrator can define the criteria for extracting invoice and payment data. This automatically creates a run control for the buyer or supplier with their specified parameters. The host administrator can schedule this process to run automatically, and the system forwards the dates specified on the run control for the next periodic run, which is specified during registration as the process frequency. The host administrator can also manually create on-demand run controls for which they can specify all extract criteria.

 PeopleSoft eSettlements provides two invoice extract processes:

*   The Buyer Invoice Extract Application Engine process (EM_VCHR_EXT) creates a file with invoice and payment data for the buyer.

*   The Supplier Invoice Extract Application Engine process (EM_EXT_SELL) creates a file with invoice and payment data for the supplier.

For automatically created run controls—those defined during buyer or supplier registration—the run control ID and extract criteria populate by default and you cannot update them. If more than one buyer elects the same extract frequency, the information for those buyers also appears in the Buyer Extract Criteria group box.

See Also

Common Elements Used in This Section

User ID	Displays the role accessing the page.
Description	Enter a description for the run control. *System Generated* appears on the automatically created pages; on manually created (ad hoc) pages, you can enter any value.

| **Last Extract Date** | Displays the last date the process was executed for the buyer. This date is also used as the beginning date range value for the next execution of the extract process. |

| **Extract Through** | Enter the maximum date value for the extract range. Invoices with a status change recorded between the specified date range will be extracted. |

| **Report Type** | Select *Fixed Format* or *XML File* to specify how the invoice and payment information is to be extracted. |

| **Invoice Extract Status** | Select an invoice status to extract. Options include: |

Any Status Change: Selects any invoices that have had a change to their matching, header approval, or payment status—or were recently loaded into the system—since the last extract.

Approved: Selects any invoices that have had their header approved since the last extract.

Matched and Approved: Selects any invoices that have been matched and approved at the header since the last extract.

Matched and Pending Approval: Selects any invoices that have been matched but are still awaiting header approval since the last extract.

Paid: Selects any invoices that have had installments paid (either within PeopleSoft eSettlements or externally) since the last extract.

Pending Approval: Selects any invoices that have been created and are awaiting approval since the last extract.

Pages Used to Run the Invoice Extract Processes

Page Name	*Definition Name*	*Navigation*	*Usage*
Extract Buyer Invoices - Run Control Parameters	EM_VCHR_EXTRACT	eSettlements, Batch Processes, Extract Buyer Invoices, Extract Buyer Invoices - Run Control Parameters	Define run control parameter for the Buyer Invoice Extract Application Engine process (EM_VCHR_EXT) and run the process. You automatically create run controls when you register buyers, or you can manually create a run control from this page.

Page Name	Definition Name	Navigation	Usage
Extract Supplier Invoices - Run Control Parameters	EM_VCHR_EXT_VEN	eSettlements, Batch Processes, Extract Supplier Invoices, Extract Supplier Invoices - Run Control Parameters	Define run control parameter for the Supplier Invoice Extract Application Engine process (EM_EXT_SELL) and run the process. You automatically create run controls when you register suppliers, or you can manually create a run control from this page.

Extracting Invoices

Access the Extract Supplier Invoices - Run Control Parameters page (eSettlements, Batch Processes, Extract Supplier Invoices, Extract Supplier Invoices - Run Control Parameters).

Note. The Extract Buyer Invoices - Run Control Parameters page is similar to this page.

Supplier SetID and**Supplier**   Enter the setID and code of the supplier for which you are creating the extract file.

Supplier Location   Select a location of the supplier for which to extract invoices. Leave this field blank to extract *all* invoices for a particular supplier.

Note. When you first register a supplier, the system generates the same run control for each of that supplier's locations.

Reviewing Invoice Extract Results

Buyers and suppliers can review the results of their respective extracts. The roles and user IDs specified in the respective extract notification setup as part of buyer and supplier registration receive email notification that an extract has occurred. These notifications contain a link to the inquiry pages. As with other types of notifications, you can specify at several levels the roles and user IDs that are notified. This section discusses how to review extract results.

See Also

Pages Used to Review Invoice Extract Results

Page Name	Definition Name	Navigation	Usage
Review Invoices - Invoice Extract Inquiry	EM_B_EXTRACT_INQ	eSettlements, Invoices, Review Buyer Extract, Review Invoices - Invoice Extract Inquiry	Buyer administrators review invoice extract results.
Review Invoices - Invoice Extract Inquiry	EM_S_EXTRACT_INQ	eSettlements, Invoices, Review Supplier Extract, Review Invoices - Invoice Extract Inquiry	Supplier administrators review invoice extract results.

Reviewing Extract Results

Access either of the Review Invoices - Invoice Extract Inquiry pages (eSettlements, Invoices, Review Supplier Extract, Review Invoices - Invoice Extract Inquiry).

Review the results of an invoice extract.

We further discuss verification of the extract results in the troubleshooting section on Oracle's My Oracle Support website.

See Also

Troubleshooting documentation on Oracle's My Oracle Support website: https://support.oracle.com

Chapter 18

Managing Cash Collections

This chapter provides an overview of the cash collections feature available in the Business Service Provider model and discusses how to:

- Set up cash collections.

- Process cash collections.

Note. The cash collections feature is not available in the Buyer Direct model.

Understanding Cash Collections

The cash collections feature enables suppliers to send late payment emails and follow-up reminders to buyers that have past due invoices. To use this feature, you must set up a cash collection notification for the supplier and define the number of days that can elapse before the system sends the first dunning letter and the reminder dunning letter to the buying organization.

If an invoice line status is *Disputed Invoice Line,* the system sends dunning letters until the issue is resolved. If one invoice line is disputed on the same day by multiple users, the system attaches internal date/time stamps to each dispute to ensure correct processing when you use the Notify Later Application Engine process (EM_NOTIFLATR).

If the system administrator did not enable cash collections at the supplier location level, cash collections is not be available at the agreement level.

Setting Up Cash Collections

The system administrator sets up cash collections at the supplier setID level. These can be overridden by the supplier administrator at the location and at the agreement level.

To set up cash collections, use the following components:

- Define Supplier Notifications (EM_S_NOTIFY_SETID).

- Review Agreement Details (EM_AGREEMENT).

- Notifications (EM_LOCATION_NOTIFY).

This section discusses how to:

- Define cash collection notifications.

- Specify cash collection notification parameters.

- Define supplier location notification parameters.

Pages Used to Set Up Cash Collections

Page Name	Definition Name	Navigation	Usage
Define Supplier Notifications - Define Notification Types	EM_S_NOTIFY	eSettlements, Administration, Define Supplier Notifications, Define Supplier Notifications - Define Notification Types	The supplier administrator views and overrides the email notifications set up by the system administrator at the setID level.
Review Agreement Details - Supplier Notifications	EM_AGR_SUPP_NOTIFY	eSettlements, Supplier Information, Review Agreement Details, Review Agreement Details - Inquiry Click a link in the Buyer column on the Review Agreement Details - Inquiry page.	The supplier administrator overrides parameters for cash collections notifications.
Review Supplier Details - Define Notification Types	EM_LOCATION_NOTIFY	eSettlements, Supplier Information, Review Supplier Details, Review Supplier Details - Existing Suppliers Click a link in the Supplier column on the Review Supplier Details - Existing Suppliers page. Click the Notifications button on the Review Supplier Details - Locations page.	The supplier administrator overrides parameters of cash collections notifications for existing suppliers.

Defining Cash Collection Notifications

Access the Define Supplier Notifications - Define Notification Types page (click the Notifications button on the Review Supplier Details - Locations page).

The supplier administrator accepts the roles that display here and that were previously defined for the supplier organization by the system administrator—at the setID level or the supplier location level—or can override them by specifying the To/cc and Recipient column selections.

On some of the notification types you can also specify the available Late Payment Days and Days Before Sending Reminder values.

See Also

Chapter 7, "Registering Suppliers," Specifying Supplier Location Notifications, page 81

Specifying Cash Collection Notification Parameters

Access the Review Agreement Details - Supplier Notifications page (click a link in the Buyer column on the Review Agreement Details - Inquiry page).

In the cash collections Enter Routings grid, enter the information for all the buyers to which you want to send notifications. You can also copy supplier users on the dunning letters.

Specify Overrides	Click this button to override notification parameters. You can override the values specified by the system administrator at the setID level.
Cash Collections	Select to enable cash collections. Only the system administrator can enable cash collections during supplier notification setup. The supplier administrator can then override the late days, reminder days, and roles and user IDs that the system administrator specified.
To/cc (to or carbon copy)	Select one to specify whether the recipient is the primary or secondary audience for the notifications.
Type	Select *Role* or *User ID* to define routing.
Recipient	Enter a role name or user ID to receive the notification.
Late Payment Days	Enter the number of days after the due date the supplier wishes to send a payment reminder email.
Days Before Sending Reminder	Enter the number of days after the first reminder that a second email is sent.

Defining Supplier Location Notification Parameters

Access the Review Supplier Details - Define Notification Types page (click the Notifications button on the Review Supplier Details - Locations page).

Specify Overrides	Click this button to alter the parameters of the various notifications for the supplier location.

Restore Defaults	Click this button to restore the default parameters of the various notifications.

Note. Only the system administrator can select this button at the supplier location level; the supplier administrator cannot.

However, at the agreement level the supplier administrator can specify overrides and restore defaults.

Processing Cash Collections

This section provides an overview of cash collections processing and lists the page used to run the cash collections process.

Understanding Cash Collections Processing

The Cash Collections Notification Application Engine process (EM_CCEMAILAE) can be run on demand or scheduled to run regularly. This process selects all invoices that have not been paid and have exceeded their payment due date by the number of late payment days, and selects any invoices that still remain outstanding beyond the late payment days and the reminder days. It selects all past due invoices for suppliers that specified cash collections notifications be sent, and generates an email to each buyer role and user ID whose account is delinquent. The system references those roles and user IDs defined in the notification setup. The system also tracks these emails to ensure the same notice is not sent twice.

The system administrator runs or schedules the process to generate payment reminder emails. Notifications are sent to the buyer and supplier roles and user IDs specified on the notification setup.

The process uses specific criteria to select invoices requiring dunning emails. All of the following criteria must be true for each notification, respectively:

Email Notification Type	*Criteria*
Late Payment	• Invoice has not been paid. • Invoice is not in error. • Invoice match status is *M* (matched) or *N* (not applicable). • No holds exist against invoice payments. • The payment due date is earlier than—or the same as—the current date less the value of the Late Payment Days specified for the cash collections notification type on the Define Supplier Notifications - Define Notification Types page. • Payment is not *External* type.

Email Notification Type	Criteria
Reminder	• Late payment email was sent. • Invoice has not been paid. • Invoice is not in error. • Invoice match status is *M* (matched) or *N* (not applicable). • No holds exist against invoice payments. • The payment due date is earlier than—or the same as—the current date less the Days Before Sending Reminder value defined for the cash collections notification type on the Define Supplier Notifications - Define Notification Types page. • No payment has been made. • Payment is not *External* type.

Page Used to Run the Cash Collections Process

Page Name	Definition Name	Navigation	Usage
Process Workflow - Run Control Parameters	EM_VCHR_CREATE_AE	eSettlements, Batch Processes, Process Workflow, Process Workflow - Run Control Parameters	Run the Cash Collections Notification Application Engine process (EM_CCEMAILAE) to generate and send payment reminder emails to buyers.

Chapter 19

Managing Invoices for Buyers

This chapter provides an overview of buyer invoice management and discusses how to:

- Assess invoice activity.

- Review payables aging balances.

- Review invoices.

- Review supplier balance information.

Understanding Buyer Invoice Management

Invoice review pages enable you to easily and intuitively monitor payables information. Buyers can drill quickly from aggregate information to detailed information, track and participate in dispute resolution, and pay invoices.

Buyers can also analyze scalable information on receivables recorded in the system. This analysis might include supplier balance, aging balance, invoice inquiry, and payment inquiry. Buyers can quickly analyze the invoice portfolio and take appropriate action, such as initiating or resolving disputes, overriding match exceptions, or forecasting cash outflows.

Assessing Invoice Activity

When buyers log in, they can access a page containing summary worklist with a count of invoices requiring action, the total amount due, and a chart presenting the information.

This section discusses how to assess invoice activity.

Page Used to Assess Invoice Activity

Page Name	*Definition Name*	*Navigation*	*Usage*
Buyer Dashboard	EM_BUYER_HOMEPAGE	eSettlements, Buyer Dashboard, Buyer Dashboard	Assess invoice activity by viewing a high-level summary of the activity pending approval or review, and evaluate outstanding actions to be taken.

Assessing Invoice Activity

Access the Buyer Dashboard page (eSettlements, Buyer Dashboard, Buyer Dashboard).
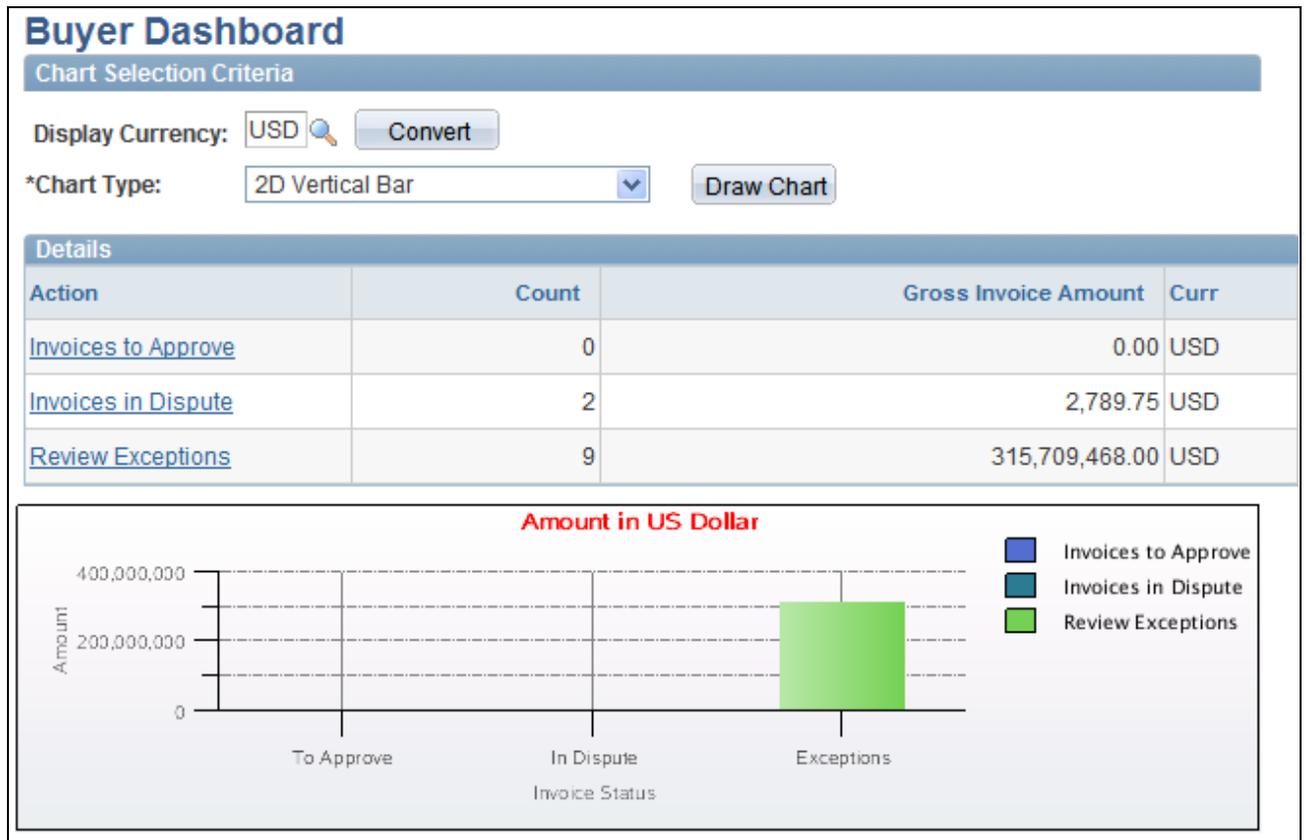
Buyer Dashboard page

Display Currency	Displays the currency governing the values displayed. The default is the user's preferred currency, as specified in the user profile. Select a new code and click Convert to view the amounts in a different currency.
Chart Type	Select *2D Stacked Bar, 2D Vertical Bar, 3D Stacked Bar,* or *3D Vertical Bar.*
Draw Chart	Click to recreate the chart after you change the value in the Chart Type field.

Invoices to Approve   Click this link to view the list of invoices that are awaiting approval. Only those invoices assigned to the particular user are accessible. The corresponding value in the Count column is the number of invoices that are awaiting approval and their sum value.

Note. When you click the Invoices to Approve link, the Review Invoices - Invoice Inquiry page opens, where the system displays regular invoices. To approve prepayment type invoices as well, select the Advanced Search collapsible section and then select Prepayment in the Invoice Type group box before clicking Search.

The invoice count on the Review Invoices - Invoice Inquiry page and the count on the Buyer Dashboard page may differ because the prepayment type invoices are not part of the total invoice count on the Review Invoices - Invoice Inquiry page.

Invoices in Dispute   Click this link to access the Review Invoices - Invoice Inquiry page to view the list of invoices in dispute. The corresponding value in the Count column is the number of invoices in dispute and their sum value.

Review Exceptions   Click this link to access the Review Match Exceptions - Inquiry page to view the list of invoices with match exceptions. The corresponding value in the Count column is the number of invoices containing match exception errors and their sum value.

Payments to Approve   Click this link to access the Approve Payments - Pay Cycle Summary page to view pay cycles awaiting approval. Only those users set up for pay cycle security can access payment approval. The corresponding value in the Count column is the number of payments (pay cycles) awaiting approval and their sum value.

Invoices to Verify   Click this link to access the Self-Service Invoice - Review Invoice page to view the list of invoices that are awaiting verification. Only invoices for which the user has been assigned business unit security will display. The corresponding value in the Count column is the number of invoices that are awaiting verification and their sum value.

Discount Proposals   All proposals are included in this amount. Click this link to access the Proposal Inquiry page.

Discount Offers   All offers are included in this amount. Click this link to access the Offer Inquiry page.

You can also click any of the five bars in the Invoice Status graph to view the respective information.

See Also

Reviewing Payables Aging Balances

The payables aging balance feature computes in real time the open invoices, credit notes, and prepayments based on the invoice due date. This page automatically displays the aging for all buyers to which the user has access. Buyers can review aggregate payables or drill down to view, for example, a buyer's aging balance. The system displays amounts in various date range categories to enable in-depth analysis of outstanding balances.

Note. The delivered aging categories are fixed to quickly provide consistent, clear aging information.

This section discusses how to review payables aging balances.

Page Used to Review Payables Aging Balances

Page Name	Definition Name	Navigation	Usage
Payables Aging Balance - Inquiry	EM_BUY_AGING_BAL	eSettlements, Invoices, Payables Aging Balance, Payables Aging Balance - Inquiry	Review the payables aging balance.

Reviewing Payables Aging Balances

Access the Payables Aging Balance - Inquiry page (eSettlements, Invoices, Payables Aging Balance, Payables Aging Balance - Inquiry).

Payables Aging Balance - Inquiry page

Search Criteria

Buyer and **Supplier**	Select the buyer and supplier codes. You can populate these fields with partial search information. For example, suppose that the following buyers (business units) exist: BUY01, BUY02, and BUY03. You can search for *BUY* to view the aging balance for all of the business units that begin with those letters.
Display Currency	Displays the default currency type. The amounts initially appear in the user's preferred currency, which is specified in the user's profile. If you select a new currency, click Convert to display the amounts in that type.
Rate Type	Displays the type of exchange rate used to convert currencies. This is tied to the buyer user's profile and can be changed by the buyer administrator.
As Of Date	Displays the date used to sort the open invoices into aging categories. The system compares the net due date on the invoice against this date.

Chart Style	Specify the chart style. If you select a new style, click Draw Chart to view the chart in that style.

Past Due and Current

Click any amount to view the related payment installments. Open invoices appear in past due and current categories.

Invoices-Approved	Displays the converted amounts of approved invoices by aging date. Attributes of approved invoices are:

- Approval status *A* (approved).

- Positive regular invoices.

- Not paid.

- No payment hold enabled.

- Valid (passed Voucher Build Application Engine process (AP_VCHRBLD) and is in postable status).

- Not canceled or closed.

Invoices-Not Approved	Displays the converted amounts of unapproved invoices by aging date. Attributes of unapproved invoices are:

- Approval status *P* (pending).

- Positive regular invoices.

- Not paid.

- No payment hold enabled.

- Valid (passed Voucher Build process and is in postable status).

- Not canceled or closed.

Credit Note	Displays the converted amounts of credit notes by aging date. Attributes of credit notes are:

- Negative amount regular invoices.

- Not paid (applied to another invoice in pay cycle).

- No payment hold enabled.

- Valid (passed Voucher Build and is in postable status).

- Not canceled or closed.

Disputed Invoices	Displays the converted amounts of disputed invoices by aging date. Attributes of disputed invoices are:

- Regular invoice.

- Not paid.

- No payment hold enabled.

- Valid (passed Voucher Build process and is in postable status).

- Not canceled or closed.

Prepaid Not Applied	Displays the converted amounts of prepayments that have been paid but not yet applied to the final invoice, by aging date. Prepayments are applied when the Voucher Posting Application Engine process (AP_PSTVCHR) is run. Attributes of unapplied prepayments are:

- Prepayment style invoices.

- Valid (is in postable status).

- Paid.

- Posted.

- Not applied against invoices.

- Not canceled or closed.

Note. Prepayment vouchers are applied to invoices when vouchers are posted in PeopleSoft Payables.

Total	Displays the buyer's total outstanding payables, net of credit notes, and prepayments. Click a link in this column to view installment details.

See Also

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Processing Multiple Currencies"

Reviewing Invoices

This section discusses how to:

- Review invoice activity.

- View the invoice life cycle.

- Review payments.

- View electronic invoices.

- Review invoice details.

- View cash collections history.

- View paid invoice information.

- Review, initiate, and resolve invoice disputes.

- Review scheduled payment installments.

- Manage match exception errors.

Pages Used to Review Invoices

Page Name	Definition Name	Navigation	Usage
Review Invoices - Invoice Inquiry	EM_VOUCHER_INQUIRY	• eSettlements, Buyer Dashboard Click the Invoices to Approve link on the Buyer Dashboard. • eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry	Review invoice activity and invoice portfolios.
Review Invoices - Invoice Cycle	EM_SSINVC_SUMM EM_VCHR_EXCPT_SUMM EM_VCHR_MTCH_SUMM EM_INV_APR_STATUS EM_INVLN_APPR_STAT EM_VCHR_DISP_SUMM EM_PYMNT_APPR_SUMM EM_VCHR_PYMNT_SUMM	↻ Click an Invoice Cycle button on the Review Invoices - Invoice Inquiry page.	View the invoice life cycle. **Note.** The page object name and appearance vary according to the current, active step in the invoice cycle. The top half of the page remains constant, and the bottom half displays information for the selected invoice cycle step.
Review Invoices - Payment Inquiry	EM_VCHR_PYMNT_INQ	Select *Paid* in the Payment Status field and *Invoices* in the View field and click Search on the Review Invoices - Invoice Inquiry page. Click a link in the Invoice column on the Review Invoices - Invoice Inquiry page. Click the Payment Details link on the Review Invoices - Invoice Cycle page.	Review details of payments made, canceled, or still outstanding.

Page Name	Definition Name	Navigation	Usage
Electronic Invoice	EM_VOUCHER_DISP	Click an HTML Invoice button on the Review Invoices - Invoice Cycle page.	View an electronic image of the invoice sent by the supplier.
Review Invoices - Invoice Details	EM_SSINVC_DETAILS	Click a link in the Invoice column on the Review Invoices - Invoice Inquiry page. Click the Invoice Creation button within the life cycle on the Review Invoices - Invoice Cycle page. Click the Invoice Details link on the Review Invoices - Invoice Cycle page.	Review invoice details and related purchase order and receipt documentation.
Review Invoices - Dunning Mail	EM_CC_MAIL_VW	Click a link in the Over column on the Review Invoices - Invoice Inquiry page.	View dunning notification history details. **Note.** Because cash collections are valid only in the Business Service Provider model, notification history is available only in that model; it is not available in the Buyer Direct model.
Review Invoices - Payment Reference	EM_PYMNT_INQ	Click a link in the Paid column on the Review Invoices - Invoice Inquiry page.	Review paid invoice information.
Review Invoices - Review Invoice Disputes	EM_VOUCHER_DISPUTE	Click a Dispute button on the Review Invoices - Invoice Inquiry page.	Review and resolve holds on invoice payments.

Page Name	*Definition Name*	*Navigation*	*Usage*
Review Payment Installments - Inquiry	EM_BUY_PYMNT_INSTL	• Click a Scheduled Payments button on the Review Invoices - Invoice Inquiry page. • Click a link in the Terms column on the Review Invoices - Invoice Inquiry page. • eSettlements, Payments, Review Payment Installments, Review Payment Installments - Inquiry • eSettlements, Invoices, Payables Aging Balance, Payables Aging Balance - Inquiry Click any amount on the Payables Aging Balance - Inquiry page.	Review scheduled payment installments.
Matched Vouchers	AP_MTCH_WB_SUCCESS	Click a Matched button in the Match column on the Review Invoices - Invoice Inquiry page.	View match information for associated vouchers, purchase orders, and receipts.
Match Exception Workbench Details	AP_MTCH_WB_EXCPTN	Click an Exceptions Exist button in the Match column on the Review Invoices - Invoice Inquiry page.	View match information for associated vouchers, purchase orders, and receipts. You can override exceptions, correct errors, put vouchers on a match hold, initiate the Matching Application Engine process (AP_MATCH), and undo matched vouchers.
Match Overridden Workbench Details	AP_MTCH_WB_OVRD	Click an Overridden button in the Match column on the Review Invoices - Invoice Inquiry page.	View match override information for associated vouchers, purchase orders, and receipts. You can indicate an override reason and initiate the Matching Application Engine process (AP_MATCH).

Reviewing Invoice Activity

Access the Review Invoices - Invoice Inquiry page (eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry).

Review Invoices - Invoice Inquiry page

Click the Approve button to preview a summary of the invoices that you plan to approve. Although this button is not shown in the example screen shot, it appears at the bottom of the page.

Invoice, Buyer and**Supplier**   Enter values to narrow your search. These fields are optional.

Invoice Status   Select a status:

Approved: Select to view approved invoices, regardless of the identity of the user accessing the page.

Dispute Schedule: Select to view invoices currently in dispute.

My Pending: Select to determine which invoices require your approval. This is especially useful if you belong to an invoice approval path but you can also view *all* invoices for a particular buyer. If you access this page from the Buyer Dashboard page, the system automatically sets this status.

No Disputes: Select to view invoices that are not in dispute.

Pending Approval: Select to determine the invoices that you still need to approve. Note that an invoice may require several levels of approval, and therefore it may still have a *Pending Approval* status after you approve it.

Payment Status	Select *Externally Paid, Paid,* or *Unpaid.*
	Note. The *Externally Paid* value is used only in the Business Service Provider model.

View	Select one of the following options:
	Invoices: The search results display summary invoice information using the Review Invoices - Invoice Inquiry page.
	Lines: The search results display detail invoice information using the Review Invoice Lines - Invoice Lines and Distributions page.
	Payments: The search results display payment information using the Review Payment Installments - Inquiry page.

See Legend	Click this link to view descriptions of the buttons that can appear on this page.

Advanced Search

Expand this collapsible section and complete the fields, such as Date Type and Amount Reference, to refine your search.

You can also specify the invoice type as regular or prepayment.

Note. To search by supplier location, you must first enter a supplier in the basic search area.

Invoice Summary

The system displays summary invoice information when you select *Invoices* as the view. If you select *Lines* as the view, the system displays detail information using the Review Invoice Lines - Invoice Lines and Distributions page. If you select *Payments* as the view, the system displays payment information using the Review Payment Installments - Inquiry page.

Invoice	Click any link in this column to display detailed invoice life cycle information.
Gross Amount	Click a link in this column to review the invoice at the invoice lines level. Select *Invoices* in the View drop-down list box to return to the main invoices page.
Over	Displays the number of days that the invoice is past due. Click a link in this column to view the last time dunning information was sent for the invoice.
	Note. These values do not appear as links in the Buyer Direct model because dunning notifications are not sent in the Buyer Direct model.

Supplier	Click a link in this column to view the supplier's registration information.
	Click to view the invoice life cycle.
Appr (approval)	Displays approval status. Click the See Legend link near the top of the page to view descriptions for the buttons in this and other columns.
Match	Click a match status button in this column to view match exception details.
	Note. Of all the buttons that can appear in this column (as described in the legend), only those for matched, exceptions exist, and overridden are enabled. For invoices that don't have to be matched or have yet to be matched, the buttons are not active.
	Click a Dispute button to review dispute information.
Hold	Click a link in this column to place an invoice on hold and enter comments.
	Note. Users can access these links only if the Manually Schedule Payments check box is selected for them on the Procurement - Payables Online Vouchering page.
	Click an HTML Invoice button to view an HTML version of the invoice.
Terms	Click a link in this column, such as Description, Net 30, or Due Now to view payment installment information.
Due Date	Displays the date the invoice is due.
Pay	Click a link in this column to create an urgent payment to pay the invoice immediately.
	Note. The Pay links are available only to users who have been granted permission to create urgent payments. The links only appear when the Invoice Status selection is *Approved* or is left blank.
Schedule	Click a link in this column to schedule installments for this invoice.
	Note. The links are available only to users for whom the Manually Schedule Payments check box is selected on the Procurement - Payables Online Vouchering page.
	Click a Scheduled Payments button to view scheduled payments for the respective invoice.
Discount	Displays any discount applicable to the invoice according to the payment terms.
Supplier Code	Click a link in this column to view the respective supplier's registration information.

Supplier Location	Displays the supplier location designated for invoice processing.
⬭	Click a Comments button to enter comments and additional information about an invoice. This column is not visible in the example screen shot.

Note. These comments can only be viewed internally within the buyer's organization; they cannot be viewed by the supplier.

Click the Select All link to select all the Invoice check boxes in the Sel (select) column. Alternatively, select individual check boxes for invoices to approve, and then click the Approve button to preview a summary of the invoices that you plan to approve.

Note. Before clicking the Approve button, buyer users should select an invoice status of *My Pending,* and then click Search. Then users can review the results and click the Select All link if appropriate.

Click the Clear All link to deselect all selected check boxes.

Important! When you click the Select All link, you select all invoices for approval—even those that appear on subsequent pages. Ensure that you first view all the invoices subject to action. To do so, click the appropriate links in the Invoice Summary group box header before clicking the Select All link.

See Also

Viewing the Invoice Life Cycle

Access the Review Invoices - Invoice Cycle page (click an Invoice Cycle button on the Review Invoices - Invoice Inquiry page).

Review Invoices

Invoice Cycle

Invoice:	R91DD03	Buyer:	US001 US001
Voucher:	R91DD03	Supplier:	BOOKS4U Books for You
Invoice Date:	12/10/2009	Gross Amount:	75,823.00 USD
Due Date:	01/09/2010		

Invoice Creation — Matching — Preapproved — Dispute Status — **Payment Selection** — Paid

Payment Selection and Approval Summary

Payment Details   Customize | Find | | First ◄ 1 of 1 ► Last

No.	Scheduled	Pay Cycle	Seq Num	Pymnt ID	Method	Payment Amount	Paid Amount	Curr	Status	Remit Supplier	Bank Code	Account
1	01/09/2010				Check	75823.00		USD	Unselected	BOOKS4U	USBNK	CHCK

Review Invoices - Invoice Cycle page

Note. Access to each button's destination page depends on the role types and security associated with the user.

As an invoice passes through each phase of its life cycle, the corresponding button on this page is enabled. When you click a button, a summary of the corresponding phase appears on the lower half of the page. The current step has a square border and prior steps are enabled; however, future steps are disabled until the invoice reaches those stages of the life cycle.

The lower portion of this page displays the specific details of an invoice's position in the life cycle as discusses in the following button descriptions. In the example screen shot here, the invoice has been paid.

There can also be an invoice line approval stage and corresponding button.

Click this button to view the invoice creation summary and invoice details. Then click the Invoice Details link to view additional invoice information and review line, purchase order, receipt, payment, payment release, and payment schedule information associated with the invoice.

Click this button to view match summary information. When matching is required and the user has been granted permission to override match exceptions, then additional links are available to review match exceptions. All users have permission to view the match override history.

Click this button to view invoice approval status. If the user has been granted authority, a link to the Approval Details page to view, place on hold, or approve the invoice appears. If multiple users are assigned to the same role, *Several* appears in the Approver row. When the user is an eligible approver, the approver can begin to approve the invoice by clicking the Approve link. After the transaction is approved, the individual approver name appears along with the date and time that the approval occurred. The *Preapproved* indicator appears beneath this button when the invoice amount falls within the buyer-specified preapproval limit.

Note. Because multiple approvers can exist in a role when an invoice is pending, the email address appears only after approval of each step. The address indicates which person approved the invoice. If only one approver exists in the role, the system displays the email address when the invoice is pending.

Click this button to view invoice line approval status, including the approval status of each line requiring approval, the responsible approver names, the status of each line, and the date and time that the approval of the line occurred. This button appears only if the buyer has activated the Invoice Line Approval feature and the invoice is routed to an operational line approver.

Note. This button is identical to the Invoice Approval button, and it appears next to that button when the invoice is associated with line-level approval.

Click this button to view the invoice dispute summary, where you can then click the Review Disputes link to either place the invoice in dispute or resolve an existing dispute.

Note. This link is available only to users who have permission to manually schedule payments.

Click this button to view payment selection and approval summary. The payment schedule and status of each schedule is summarized here. If payments are awaiting approval, an Approve Payments link is displayed. It can be used to approve outstanding payments if the user has been granted pay cycle security and has been assigned the pay cycle awaiting approval.

Click this button to view a summary of payments made and associated details. The example button has a border because it is the active step of the invoice. Review details of payments made, canceled, or still outstanding by clicking the Payment Details link at the bottom of the page. From that point, you can create urgent payments for outstanding payment installments.

Note. If payments are made outside PeopleSoft eSettlements (and therefore have a status of *External*), the amounts appearing in the Paid Amount column are 0 because the system was not responsible for generating the external payment.

See Also

PeopleTools PeopleBook: PeopleSoft Application Designer

Reviewing Payments

Access the Review Invoices - Payment Inquiry page (click the Payment Details link on the Review Invoices - Invoice Cycle page).

Review Invoices - Payment Inquiry page

Review details of payments created and scheduled.

Review details of payments canceled and outstanding.

Pay   Click a link in this column to access the Express Payment page to create an urgent payment.

Viewing Electronic Invoices

Access the Electronic Invoice page (click an HTML Invoice button on the Review Invoices - Invoice Cycle page).

Electronic Invoice page

The system builds online invoices directly from the voucher tables and displays all relevant invoice details. Even in a paperless invoice system, a well-formatted, printable invoice can be useful. This page provides such an invoice.

Settlement Information

Account Number	Displays the account number format which is the concatenation of the following fields: BNK_ID_NBR, BRANCH_ID, BANK_ACCOUNT_NUM, and CHECK_DIGIT.

Note. If you experience any problems printing an electronic invoice, change the print margin settings to 0.50 inches (1.27 centimeters).

Reviewing Invoice Details

Access the Review Invoices - Invoice Details page (click the Invoice Details link on the Review Invoices - Invoice Cycle page).

Review Invoices

Invoice Details

View HTML Invoice   Return to Invoice Cycle

Invoice Number:	R91DD03		
Invoice Date:	12/10/2009		
Due Date:	01/09/2010	**Net Amount:**	75,823.00 USD
Discount End Date:		**Discount Amount:**	0.00 USD
Approval Status:	Approved	**Invoiced Tax:**	0.00 USD
Payment Terms:	Net 30	**Freight Amount:**	0.00 USD
Source:	Online	**Misc Charge Amount:**	0.00 USD
Created By:	SAMPLE	**Gross Amount:**	75,823.00 USD
Entered on:	09/26/2009		
Released By:		**Date and Time Released:**	
Payment Status:	To be Paid		

Invoice Line Details

Customize | Find | | First 1 of 1 Last

Description	Quantity	UOM	Unit Price	Merchandise Amt	Curr	PO
			0.00000	75,823.00	USD	PO

Payment Schedule

Customize | Find | | First 1 of 1 Last

Scheduled	Payment ID	Gross Amt	Curr	Method	Status	On Hold	Wthd Hold
01/09/2010		75,823.00	USD	System Check	Unselected	N	N

Payments Made

Customize | Find | | First 1 of 1 Last

Reference	Name	Method	Date	Amount	Curr
Pay Info				0.000	

No Payments Made

Review Invoices - Invoice Details page

Net Amount	Displays the gross amount minus taxes, freight, and any miscellaneous charges.
Invoiced Tax	Displays the value-added tax (VAT) or sales tax from the invoice header.
Gross Amount	Displays the invoice gross amount including all taxes, freight, and miscellaneous charges.
Misc Charge Amount (miscellaneous charge amount)	Displays any applicable miscellaneous charges.

Invoice Line Details

UOM (unit of measure)   Displays the unit of measure for this line item.

PO (purchase order)   Click a link in this column to view purchase order information if a purchase
                                   order is associated with the invoice line.

Payment Schedule

Scheduled   Displays the date that the invoice is to be paid.

Status   Displays the status of the payment: *Unselected,Selected,Paid,Cancelled,* or
                                   Hold.

On Hold   Displays *Y* (yes) or *N* (no), indicating whether or not the invoice is in
                                   dispute.

Wthd Hold (withholding hold)   Displays *Y* (yes) or *N* (no) indicating whether or not a withholding hold
                                   exists for the invoice. Currently, no processing logic is associated with this
                                   field

See Also

PeopleSoft Payables 9.1 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry
Information," Entering Invoice Information for Online Vouchers

Viewing Cash Collections History

Access the Review Invoices - Dunning Mail page (click a link in the Over column on the Review Invoices -
Invoice Inquiry page).

Note. Cash collections are only available in the Business Service Provider model.

Last Notification Date / Time   Displays the date and time that the late payment notification email massage
                                    was sent.

Viewing Paid Invoice Information

Access the Review Invoices - Payment Reference page (click a link in the Paid column on the Review
Invoices - Invoice Inquiry page).

This page displays the invoice schedules associated with a given payment.

Payment Advice

Advice Seq (advice sequence)   Displays a unique identity for the payment advice created for an invoice.

Source   Displays the invoice source.

See Also

Reviewing, Initiating, and Resolving Invoice Disputes

Access the Review Invoices - Review Invoice Disputes page (click a Dispute button on the Review Invoices - Invoice Inquiry page).

Scheduled   Displays the date that the payment is to be created.

> **Note.** This field does not appear in the supplier's view of this page.

Hold Payment   Select this check box to put the invoice on hold, or deselect it to release a hold.

Reason   Select a reason, such as *Amount in Dispute,Contract Retention,Goods in Dispute,* or *Withholding Hold.*

New Comments   Enter any reference for the hold or resolution. The system retains old comments.

> **Note.** Comments that the buyer enters cannot be viewed by the supplier, but comments that the supplier enters can be viewed by the buyer.

Discuss with IM   Click this link to access the page where you can initiate dialog with the supplier using instant messaging.

See Also

Reviewing Scheduled Payment Installments

Access the Review Payment Installments - Inquiry page (eSettlements, Payments, Review Payment Installments, Review Payment Installments - Inquiry).

Review Payment Installments - Inquiry page

Payments

Invoice	Click a link in this column to review the life cycle of the invoice with which the installment is associated.
Supplier	Click a link in this column to view supplier information.
Paid	Click a link in this column to review payment installment details. For a multi-installment invoice, this link only appears on the inquiry page for installments that have been paid.
No. (number)	Displays the payment installment number.
Pay Date	Displays the date for which the payment is scheduled.

Note. This field does not appear on the supplier's version of this page.

	Click a Dispute Information button to review or resolve a current invoice dispute.
Over	Displays the number of days that the payment is late (that is, beyond the payment date). Click a link in this column to view dunning information.
Schedule	Click a link to establish an additional payment schedule and review the payment schedule for the invoice.
Hold	Click a link in this column to place an invoice payment installment on hold and initiate a dispute.

Pay   Click a link in this column to create an urgent payment.

eSettlements References and Additional Payment Info

Select these tabs to view additional supplier location, payment, and bank information.

See Also

Managing Match Exception Errors

Management of match exception errors is discussed elsewhere in this PeopleBook.

See Also

Reviewing Supplier Balance Information

Buyers can also review supplier balances. The balances appear in the preferred currency established on the buyer's profile, but the buyers can convert supplier balances to various currencies.

This section discusses how to view supplier balance information.

Page Used to View Supplier Balance Information

Page Name	Definition Name	Navigation	Usage
Review Supplier Balances - Inquiry	EM_BUY_OUTBAL	eSettlements, Invoices, Review Supplier Balances, Review Supplier Balances - Inquiry	Review supplier balance summary information. Each row represents a payable from a buyer (business unit) to a supplier in the currency of the invoice.

Viewing Supplier Balance Information

Access the Review Supplier Balances - Inquiry page (eSettlements, Invoices, Review Supplier Balances, Review Supplier Balances - Inquiry).

You can populate the From Supplier field and the To Supplier field with partial information.

To view this page in a different currency, select a display currency, and click the Convert button.

Supplier Balances

Supplier Name	Click a link in this column to view detailed invoice information regarding the selected buyer-supplier combination. The detailed information displays all invoices for the business unit and supplier selected.
Gross Amount	Displays the gross amount in the invoice transaction currency. Click an amount in this column to view detailed invoice information. The detailed information displays all invoices for the business unit and supplier selected in the selected transaction currency.
PPay Unapplied (prepayment unapplied)	Displays the amount of any prepayment that has not been applied to the net. This function is enabled only for prepayment invoices.
Net Balance	Displays the difference between the gross amount and the prepayment amount.
Conv. Gross Amt (converted gross amount)	Displays the gross amount in the currency selected.
Conv. Prpay Amt (converted prepayment amount)	Displays the prepayment amount converted to the currency selected.
Conv Net Bal (converted net balance)	Displays the converted difference between the gross amount and the prepayment amount.

Chapter 20

Managing Bills for Suppliers

This chapter provides an overview of supplier bill management and discusses how to:

* Manage invoice activity and aging balances.

* Inquire about invoices and resolve disputes.

* View payment information.

* Calculate days sales outstanding (DSO).

Understanding Supplier Bill Management

Supplier invoice pages enable quick invoice portfolio analysis and action, including tracking disputes and monitoring overdue invoices. In the Business Service Provider model, suppliers can manage dunning email notifications, as well.

Supplier bill management uses much of the same information as buyer invoice management, sharing a database but providing suppliers a unique view of the data. That way, confidential buyer information is not revealed to the suppliers.

Managing Invoice Activity and Aging Balances

The PeopleSoft system provides several pages—including the Supplier Dashboard page—that enable you to effectively manage invoices by first viewing aggregate and detailed invoice information.

This section discusses how to:

* View invoice activity summary.

* Review invoice activity.

* View aging balances.

* View customer balances.

Pages Used to Manage Invoice Activity and Aging Balances

Page Name	Definition Name	Navigation	Usage
Supplier Dashboard	EM_SP_GENERAL	eSettlements, Supplier Dashboard, Supplier Dashboard	View general summary and graphed information regarding invoices, and view a summary of the last 10 payments.
Manage Bills - Invoice Inquiry	EM_SP_VCHR_INQUIRY	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry	Search for and review summary and detail invoice information. The invoices that appear are limited to invoices for suppliers whose information the user has permission to access.
Receivables Aging Balance - Inquiry	EM_SP_AGING_BAL	eSettlements, Invoices, Receivables Aging Balance, Receivables Aging Balance - Inquiry	For suppliers, view aging information based on the open receivables recorded in the system. Suppliers can also create various bar charts from this information.
Review Customer Balances - Inquiry	EM_SP_OUTBAL	eSettlements, Invoices, Review Customer Balances, Review Customer Balances - Inquiry	For suppliers, view customer balance information based on the open receivables recorded in the system.

Viewing Invoice Activity Summary

Access the Supplier Dashboard page (eSettlements, Supplier Dashboard, Supplier Dashboard).

Supplier Dashboard page (1 of 2)

Last 10 Payments							Customize | Find | View All |	First 1-10 of 32 Last
Payment Date	**Reference**	**Beneficiary Bank**	**Bank ID**	**Account #**	**Payment Amount**	**Curr**	**Status**
07/10/2009	009016	BANK OF LA	012345672	012345672	100,000.00	USD	
01/13/2006	T30001	BOA - BRANCH 1	012345672	012345672	2,000.00	USD	
01/13/2006	T31001	BOA - BRANCH 1	012345672	012345672	2,000.00	USD	
01/06/2006	T23P1	BANK OF LA	012345672	012345672	600.00	USD	
01/06/2006	T23P3	BANK OF LA	012345672	012345672	500.00	USD	
01/06/2006	T21AD1	BOA - BRANCH 1	012345672	012345672	800.00	USD	
01/06/2006	T22R1	BOA - BRANCH 1	012345672	012345672	600.00	USD	
05/27/2005	000002	BOA - BRANCH 1	012345672	012345672	999,999.99	USD	
05/27/2005	000002	BOA - BRANCH 1	012345672	012345672	100,000.00	USD	
05/27/2005	TRDM04	BOA - BRANCH 1	012345672	012345672	14,300.00	USD	

Supplier Dashboard page (2 of 2)

General Summary

This section provides a current invoice activity summary.

Status	Displays the description of the status. Options include:
	Invoice Balance: All open documents—invoices, credit notes, and unapplied prepayments—with a vendor ID (supplier code) associated at the user security level.
	Past Due: All past due open invoices included in the invoice balance amount.
	Dispute: All open invoices included in the invoice balance amount that are on hold.
	Proposals: All proposals are included in this amount. Click this link to access the Manage Proposals page.
	Offers: All offers are included in this amount. Click this link to access the Manage Proposals page.
Installments	Displays the total number of invoice payment schedules for regular invoices, unapplied prepayments, and credit notes for each status line.
Total Gross in EUR (total gross in the selected display currency)	Displays the sum of the gross amount of the documents in each status. Click any amount to view detailed invoice information.
	Note. This column heading varies according to the display currency that you select.
	Click the View By Customer button to view current customer balance information by buyer (business unit).
	Click the View By Invoice button to view invoice details by status.

Note. A negative sign *(−)* precedes all credit note and unapplied prepayment amounts.

You can also view the information in any of five two-dimensional (2D) or three-dimensional (3D) chart styles. Select a Chart Style,then click the Convert button to redisplay the chart. When you pass the mouse-pointer over a chart status category in the actual chart, the installments value for that segment appears.

Last 10 Payments

Displays the last 10 payments created using the pay cycle process. Manual payments—such as a manual check—and external payments do not appear on this list.

Beneficiary Bank	Displays the payment recipient.

Note. After a buyer has cancelled a payment using the Cancel Payment feature, *Cancelled* displays in the Status column.

See Also

PeopleSoft Global Options and Reports 9.1 PeopleBook, "Processing Multiple Currencies," Establishing Market Rates

Reviewing Invoice Activity

Access the Manage Bills - Invoice Inquiry page (eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry).

The buttons on this page are only available for invoices with one installment. If an invoice has multiple installments, select eSettlements, Invoices, Review Payment Installments, or click a Payment Installments button to view that information.

We discuss information on this and associated pages in the buyer Reviewing Invoices section.

See Also

Viewing Aging Balances

Access the Receivables Aging Balance - Inquiry page (eSettlements, Invoices, Receivables Aging Balance, Receivables Aging Balance - Inquiry).

Receivables Aging Balance - Inquiry page

The Receivables Aging Balance feature computes in real time the open invoices, credit notes, and prepayments paid. Only valid documents—invoices, credit notes, and prepayments—appear in the aging balances.

Note. When you first access this page, only the aging balances for the buyers to which you have access appear. You can specify search criteria to view the aging balance of a particular buyer or for a particular supplier and supplier location.

The delivered aging categories are fixed to quickly provide consistent, clear aging information.

Past Due and Current

The Past Due and Current grids show converted amounts for the different types of invoices, by aging date. Click any amount to view details about the invoices that comprise the amount.

Amount Type	Attributes
Invoice	• Positive regular invoices. • Not paid. • No hold payment enabled. • Valid (passed the Voucher Build Application Engine process (AP_VCHRBLD) and in postable status). • Not cancelled or closed.
Credit Note	Negative amount invoices.
Dispute	Invoices with a disputed payment schedule.
Prepaid Not Applied	Prepayments that have been paid but not yet applied to the final invoice, by aging date. **Note.** Prepayment vouchers must be posted in PeopleSoft Payables before they can be applied to an invoice.

Note. The graph incorporates only positive amounts from the Past Due and Current grids. Negative amounts are not included in the chart.

See Also

Viewing Customer Balances

Access the Review Customer Balances - Inquiry page (eSettlements, Invoices, Review Customer Balances, Review Customer Balances - Inquiry).

Search Criteria

You can narrow your search results or change the type of currency in which the amounts appear.

From Buyer and **To Buyer**   Enter buyer IDs to select a range of buyers. Enter a buyer ID in the *From Buyer* field to select an individual buyer. If you leave these fields blank, the system selects all buyers.

Dispute Status   Select *In Dispute* or *Not In Dispute.*

Display Currency	Enter a currency type and click Convert to update the information.

Review Customer Balances

Amounts are shown in the display currency that you select.

Buyer	Click a link in this column to view detailed invoice information for all invoices (regular and credit notes), regardless of the transaction currency for that buyer (business unit).
Gross Amount	Displays the gross amount of transactions using the displaying currency for the corresponding buyer. Click a link in this column to view all vouchers for the amount's transaction currency and buyer (business unit).
	Note. Prepayment vouchers must be posted in PeopleSoft Payables before they can be applied to an invoice.

See Also

Inquiring About Invoices and Resolving Disputes

PeopleSoft eSettlements provides several inquiry pages that enable you to examine the details associated with invoices. Much of the information on these pages is discussed elsewhere in this PeopleBook.

This section lists the pages used to inquire about invoices and resolve disputes.

Pages Used to Inquire About Invoices and Resolve Disputes

Page Name	Definition Name	Navigation	Usage
Manage Bills - Invoice Details	EM_SSINVC_DETAILS	• eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a link in the Invoice column on the Manage Bills - Invoice Inquiry page. • eSettlements, Invoices, Review Customer Balances, Review Customer Balances - Inquiry Click a link in the Buyer column on the Review Customer Balances - Inquiry page. Click a link in the Invoice column on the Manage Bills - Invoice Inquiry page.	View comprehensive information for an invoice, including invoice line detail information.
Review Purchase Orders - Purchase Order Detail	EM_PO_INQ	• Click a link in the PO (purchase orders) column on the Manage Bills - Invoice Details page. • eSettlements, Procurement Information, Review Purchase Orders, Review Purchase Orders - Purchase Order Inquiry Click a link in the PO (purchase order) column on the Review Purchase Orders - Purchase Order Inquiry page.	Review the associated purchase order information for an invoice line item.

Page Name	Definition Name	Navigation	Usage
Review Receipts - Receipt Detail	EM_RECV_INQ	• Click a link in the Receipt No (receipt number) column on the Review Purchase Orders - Purchase Orders Detail page. • eSettlements, Procurement Information, Review Receipts, Review Receipts - Receipt Inquiry Click a link in the Receipt Number column on the Review Receipts - Receipt Inquiry page.	Review the associated receipt detail information for a purchase order receiver line item.
Electronic Invoice	EM_VOUCHER_DISP	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a Bill Presentment button on the Manage Bills - Invoice Inquiry page.	View an electronic image of an invoice that the buyer is processing.
Cash Collection - Dunning Mail	EM_CC_MAIL_VW	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a link in the Over column on the Manage Bills - Invoice Inquiry page.	Review dunning email details. **Note.** This page is available for the Business Service Provider model only.
Manage Bills - Review Invoice Disputes	EM_VOUCHER_DISPUTE	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a Dispute Information button on the Manage Bills - Invoice Inquiry page.	Review and add comments to invoice disputes.
Review Payment Installments - Inquiry	EM_SEL_PYMNT_INSTL	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a Payment Installment button on the Manage Bills - Invoice Inquiry page.	Review payment installment details.

Page Name	Definition Name	Navigation	Usage
Instant Messenger	EM_IM_SEC	Click the Discuss with IM link on either the Manage Bills - Review Invoice Disputes page or the Review Invoices - Review Invoice Disputes page.	Initiate discussion and discuss invoices with buyers.

See Also

Viewing Payment Information

Use the following inquiry pages to examine the detail associated with payments.

This section lists the pages used to view payment information.

Pages Used to View Payment Information

Page Name	Definition Name	Navigation	Usage
Review Payments - Payment History	EM_BUY_PYMT_INQ	eSettlements, Payments, Review Payments, Review Payments - Payment History	Review payments received by the supplier.
Review Payments - Payment Reference	EM_PYMNT_INQ	Click a Reference column link on the Review Payments - Payment History page.	Review payment detail and advice information for a specific payment reference.

Page Name	Definition Name	Navigation	Usage
Invoices/Bills - Payment Reference	EM_PYMNT_INQ	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a Payment Information button on the Manage Bills - Invoice Inquiry page.	Review payment detail and advice information for a specific payment reference.

See Also

Calculating Days Sales Outstanding (DSO)

This section provides an overview of days sales outstanding (DSO) and discusses how to calculate DSO.

Understanding DSO

The DSO financial indicator shows both the age in days of an organization's accounts receivables, and the average time it takes to turn those receivables into cash. The balance is expressed in terms of recent sales, and it is compared to industry and organization averages and standard selling terms.

Several methods exist for calculating DSO. The method discussed here follows the Dun and Bradstreet Receivables Management guidelines.

Regular DSO measures the time it takes to collect receivables. It reflects the organization's internal collection efficiencies, and it requires three pieces of information for calculation:

• Total receivables for the period analyzed.

• Total credit sales for the period analyzed.

• The number of days in the period analyzed.

Here is the formula for the standard (regular) DSO calculation:

(Total Receivables / Total Credit Sales) × Number of Days = Regular DSO

Here is an example scenario:

• Total Receivables = 4,600,000 JPY.

- Total Credit Sales = 9,000,000 JPY.

- Number of days in period = 90.

Here is the calculation:

$(4,600,000 / 9,000,000) \times 90 = 45$ days

In this example, it takes 45 days (on the average) to collect the receivables.

Page Used to Calculate DSO

Page Name	Definition Name	Navigation	Usage
Calculate DSO - Days Sales Outstanding	EM_DSO	eSettlements, Payments, Calculate DSO, Calculate DSO - Days Sales Outstanding	Specify criteria to calculate a DSO value.

Calculating DSO

Access the Calculate DSO - Days Sales Outstanding page (eSettlements, Payments, Calculate DSO, Calculate DSO - Days Sales Outstanding).

Calculate DSO - Days Sales Outstanding page

Specify the criteria to have the system calculate the DSO. From and To dates are required.

Result

Total eSettlements Receivables	Displays the total of the unpaid invoices.
Total eSettlements Credit Sales	Displays the total of paid and unpaid invoices.
Number of Days in the Period	Displays the number of days between the from date and the to date selections (invoice date range).

Chapter 21

Managing Banners

This chapter provides an overview of banner management and discusses how to:

• Set up and add banners.

• Manage banners.

Understanding Banner Management

Banner management enables comprehensive management of advertising banner presentation and click stream tracking. Banners can be stored on your server, the exchange host server, or a remote server through the uniform resource locator (URL) of the graphics interchange format (GIF) banner image file.

Banner management includes functionality to control display start and end dates, banner rotation, and user role-based presentation. Should a buying or selling entity not want its users to be presented banners, this feature can be deactivated on the buyer or supplier registration pages. In such cases, only the default banner appears, a nonanimated GIF file or a simple background color.

Setting Up and Adding Banners

To enable advertising banners to appears on buyer and supplier pages, you must change the portal template for your organization's database.

Oracle delivers a standard portal template that enables banner advertising.

This section discusses how to define banner templates.

Page Used to Set Up and Add Banners

Page Name	*Definition Name*	*Navigation*	*Usage*
General Settings	PORTAL_REG_ADM	PeopleTools, Portal, General Settings, General Settings	Define banner templates.

Defining Banner Templates

Access the General Settings page (PeopleTools, Portal, General Settings, General Settings).

Default Template Name	Select *EP_EM_MARKETPAY_TEMPLATE* in the drop-down list box.
Object Owner ID	Select *FMP* (eSettlements).
Default Template Name	Select *eSettlements Template* for both the *ERP* and *EPM* nodes.

Warning! You set up only the *ERP* and *EPM* nodes. Do not modify the other nodes in the grid.

Save the page, sign out, and restart your web and application servers to make banners available for display.

Managing Banners

You can add or delete banners at any time, and the system records the information. Each time a user clicks a banner, the system records the selection information as well. Click stream tracking information is a combination of the user and the banner that the user clicks. The system records users' banner clicks by inserting a row into the Banner Usage table (PS_BANNER_CLICK).

To manage banners, use the Maintain Banners component (EM_BANNER_ADMIN).

This section discusses how to:

• Manage banners.

• Review banner activity.

Pages Used to Manage Banners

Page Name	*Definition Name*	*Navigation*	*Usage*
Maintain Banners - Information	EM_BANNER_ADMIN	eSettlements, Administration, Maintain Banners, Maintain Banners - Information	Add or update banners.
Review Banner Usage - Click Stream Tracking	EM_BANNER_CLICK	eSettlements, Administration, Review Banner Usage, Review Banner Usage - Click Stream Tracking	View the click count of a particular banner.

Managing Banners

Access the Maintain Banners - Information page (eSettlements, Administration, Maintain Banners, Maintain Banners - Information).

Maintain Banners - Information page

Banner Seq ID (banner sequence ID)	Displays the banner ID, numbered automatically if you do not make a selection when accessing the page.
Description	Enter the banner description.
Default	Select for the displayed banner to be the default banner. This is the default banner when the user is not in any other banners' target audience. The system automatically manages the sole default banner, and you must set up one default banner. To change the default, enter another banner ID and select its Default check box.
From Date	Enter the date that the banner first becomes available to display.
To Date	Enter the last day that the banner is available. If you don't enter a date, the banner doesn't expire.
Seconds to Display	Enter the amount of time elapsing before the displayed banner is replaced by the next. Banners appear according to the banner sequence ID, and the system administrator can modify the display order.

Image URL (uniform resource locator)	Enter the storage location for the banner URL.
Redirect URL	Enter the represented organization's web address as specified by the host administrator.
Bill To	Enter the organization represented by a given banner and thus billed for its management.
Company Name	Enter the organization represented by the banner.

Roles for Presentation

Add and select each role name to which banners are presented.

Reviewing Banner Activity

Access the Review Banner Usage - Click Stream Tracking page (eSettlements, Administration, Review Banner Usage, Review Banner Usage - Click Stream Tracking).

Review the banner view history, including the specific date/time click.

For each banner, this page displays the user, the date, and the time that the user clicked a particular banner.

Index

A

Add an Agreement page 92
Addresses page - Review Supplier Details 71
Address page - Review Buyer Details 48, 55
advertising banners 291
aging balances 280
agreements
    completing 97
    defining 131
    initiating 90
    understanding 89
AP_ASSOCIATION component 107
AP_MATCH process 171, 173
AP_VCHRBLD process 158
Approve Payments - Approve Pay Cycle page
    192, 194, 216, 217
Approve Payments - Invoices to be Paid page
    192, 216, 218, 219
Approve Payments - Lost Discount Alert page
    216, 218
Approve Payments - Pay Cycle Summary page
    215, 216
Approve Payments - Payment Confirmation page
    216, 219
Approve Payments - Payment Selection Rejection
    page 216, 219
Associated Document Information page 180, 181
Asynchronous Services page 159
auto-numbering 144

B

balances, supplier 272
BANK_EXTERNAL component 45
bank accounts
    Business Service Provider model 45
    buyer overview 45
Bank Information page - Review Buyer Details
    49, 56
banners
    adding 292
    managing 291
    setting up 291
    tracking usage 294
bills, managing for suppliers 275
Business Service Provider model, creating buyer
    bank accounts 45
business unit options, sharing 44
business units as buyers, enabling 30, 39
buyer administrator, creation overview 63
Buyer Dashboard page 249, 250
Buyer Information - Invoice Line Approval Rules
    page - Review Buyer Details 49, 59
Buyer Inquiry component
    (EM_BUYERSEC_INQRY) 19
Buyer Invoice Extract process (EM_VCHR_EXT)
    238
Buyer Notifications page - Review Agreement

Details 92, 96
Buyer page - Review Agreement Details
    92, 93, 98
buyer registration, overview 43
buyers
    creating 19
    creating in Buyer Direct model 43
    managing bills 249
    processing options 50
    registering 130
Buyer Specific Attributes page 108, 112
buyer template 32
    Business Service Provider model 33
    Buyer Direct model 29, 32
    configuration values and locations 37
Buyer User Details component
    (EM_BUYER_SECURITY) 19

C

Calculate DSO - Days Sales Outstanding page
    288
Cancel Payments - Confirm Payment Cancellation
    page 234, 235
Cancel Payments - Inquiry page 234
Cash Collection - Dunning Mail page 285
cash collections
    defining for suppliers 244
    processing 246
    processing workflow 246
    setting up 243
    understanding 243
Cash Collections Notification process
    (EM_CCEMAILAE) 246
Category Definition 2 page - Item Categories
    108, 110
Category Definition page - Item Categories 108
ChartField Configuration page - Review Buyer
    Details 49, 60
codes, transaction 122
Code Set Groups component
    (IB_CODESETGROUP) 131
Code Set Groups page 133
code sets, defining 131
Code Sets component (IB_CODESET) 131
Code Sets page 133, 134
Code Set Values component
    (IB_CODESETVAL) 131
Code Set Values page 133, 134
common field descriptions xvii
component interfaces 4
components 19
Contacts page - Review Supplier Details 71
Create a New Supplier page 71, 72
Create Invoice - Invoice Entry page 147, 149, 154
Create Invoice - Invoice Entry page, accounting
    line information 152
Create Invoice - Look Up a Packing Slip page
    149, 153
Create Invoice - Look Up a Purchase Order page

G

General Settings page 291, 292

H

Header Match Rules page 179

I

IB_CODESET component 131
IB_CODESETGROUP component 131
IB_CODESETVAL component 131
implementation
    list of resources xv
    steps and roles responsible for 4
INSTALLATION component 31
Installation Options - eSettlements page 31
Installation Options component
    (INSTALLATION) 31
installments 220
instant messaging
    dispute resolution 283
    overview 195
    providers 25
    suppliers 76
Instant Messenger page 196, 286
integration
    cross-product 2
    third-party products 113
invoice approvals
    line-level 198
    notifications 186
    preferences 184
    process 185
    setup 198
invoice disputes 189, *See Also* disputed invoices
invoice extract
    common elements 238
    file formats 237
    overview 237
    process 238
    results 240
Invoice Information page - Voucher 148
invoice integration prerequisites 127
invoice life cycle 262
invoice lines
    approving 199
    disputing 199
    reviewing 199
invoice management for buyers, overview 249
invoices *See Also* vouchers
    approving 183, 197
    approving at the line level 198
    approving in Buyer Direct model 183
    completing online entry 154
    defining approval preferences 184
    denying 156
    disputing overview 189
    entering self-service 143
    extracting 237
    inquiring about 283

loading 135
    managing disputed during matching 194
    managing self-service 143
    populating records 137
    processing approvals 183, 185
    processing disputed 190
    processing prepayments 230
    putting on hold 219
    resolving disputed included in a pay cycle
        194
    reviewing 255, 280
    types of 281
    understanding life cycle 262
Invoices/Bills - Payment Reference page 287
Item Categories component
    (EM_ITEM_CATEGORIES)
        Category Definition 2 page 108, 110
        Category Definition page 108
Item Description page 125

L

life cycle, invoice 262
line-level approval 198
Line Details page 123
Locations page - Review Supplier Details 71
logos, uploading 77

M

Maintain Addresses - Address Information page
    71, 77
Maintain Banners - Information page 292, 293
Maintain Banners component
    (EM_BANNER_ADMIN) 292
Maintain Buyer Template - Information page 33
Maintain Buyer Template component
    (EM_BUYER_TEMPLATE) 32
Maintain Contacts - Contact Information page
    71, 78
Maintain Item Categories component
    (EM_ITEM_CATEGORIES) 107
Maintain Locations - Location Information page
    71, 78
Maintain Receipts - Receiving page 125
Maintain Role Types - System Access page 21
Maintain Role Types component
    (EM_ROLE_CONFIG) 19
Manage Bills - Invoice Details page 284
Manage Bills - Invoice Inquiry page 191, 192, 280
Manage Bills - Review Invoice Disputes page
    192, 193, 285
Mange Bills - Invoice Inquiry page 276
Man Pay Worksheet page 225
manual payments 223
Manual Pay Selection page 225
market rate type 41
Matched Vouchers page 176, 258
match exception errors, managing 272
Match Exception Workbench Details page
    176, 200, 205, 258
Match Exception Workbench Summary page 179
matching
    Business Service Provider model 172

W