

PeopleSoft 8.4 Payables PeopleBook

PeopleSoft®

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Glossary

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PeopleSoft 8.4 Payables Peoplebook

Preface

The book provides you with the information you will need for implementing and using PeopleSoft Payables.

This preface discusses:

- PeopleSoft application fundamentals.
- Common elements in this PeopleBook.
- Pages with deferred processing.

PeopleSoft Application Fundamentals

The *PeopleSoft Payables PeopleBook* provides you with implementation and processing information for your PeopleSoft Payables 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 PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to PeopleSoft Payables.

- PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook
- PeopleSoft Setting Up Global Options and Reports PeopleBook
- PeopleSoft Bank Setup and Processing PeopleBook
- PeopleSoft Customers and Orders PeopleBook
- PeopleSoft Managing Items PeopleBook
- PeopleSoft Setting Up and Using Commitment Control PeopleBook
- PeopleSoft Setting Up Procurement Options PeopleBook
- PeopleSoft Third-Party Applications PeopleBook

Common Elements Used in This PeopleBook

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.

The following page elements are common to 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	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: <i>Once</i> : Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to <i>Don't Run</i> .

	<i>Always</i>: Executes the request every time the batch process runs. <i>Don't Run</i>: 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 USD 1000.00 and you split the payments into USD 600.00 and USD 400.00. The USD 600.00 would have a payment count of 1 and the USD 400.00 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.
User ID	The system identifier for the individual who generates a transaction.
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 <i>Active</i> or <i>Inactive</i> . 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.

See Also

PeopleSoft PeopleTools PeopleBook: Using PeopleSoft Applications, “Working With Pages,” **Using Effective Dates**

PeopleSoft PeopleTools PeopleBook: Process Scheduler, “**Submitting and Scheduling a Process Request**”

Pages With Deferred Processing

Several pages in PeopleSoft Payables 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

PeopleSoft PeopleTools PeopleBook: Application Designer, “**Guidelines for Designing Pages**”

About This PeopleBook

This books provides you with the information that you need for implementing and using a *Financials and Supply Chain Management 8.4* application.

This chapter contains information that you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to each PeopleSoft product line, and information on ordering additional copies of our documentation.

Before You Begin

To benefit fully from the information covered in this book, you should have a basic understanding of how to use PeopleSoft applications. We recommend that you complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft® Windows or Windows NT graphical user interface.

Because we assume that you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, these books do not typically provide

step-by-step instructions on using tables, pages, and menus. Instead, we provide you with the information that you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. PeopleBooks expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals

Each PeopleSoft application PeopleBook provides implementation and processing information for your PeopleSoft database. However, there is additional, essential information describing the setup and design of your database contained in a companion volume of documentation called *PeopleSoft Application Fundamentals*.

PeopleSoft Application Fundamentals contains important topics that apply to many or all PeopleSoft applications across each product line. Whether you are implementing only one PeopleSoft application, some combination of products within a product line, or an entire PeopleSoft system, you should be familiar with the contents of this central PeopleBook. It contains fundamental information such as setting up control tables and administering security.

The PeopleSoft Applications Fundamentals PeopleBook contains common information pertinent to all applications in each product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Related Documentation

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM and additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection website:
<http://www.peoplesoft.com/corp/en/login.asp>.

You can find updates and additional documentation for this release, as well as previous releases, on PeopleSoft Customer Connection (<http://www.peoplesoft.com/corp/en/login.asp>). Through the Documentation section of Customer Connection, you can download files to add to your PeopleBook library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation delivered on your PeopleBooks CD.

Important! Before you upgrade, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Hard-copy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press website from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order. PeopleSoft Internet site: http://www.peoplesoft.com/ .
Telephone	Contact Consolidated Publishing Incorporated (CPI) at 800 888 3559 .
Email	Send email to CPI at callcenter@conpub.com .

PeopleBooks Standard Field Definitions

Throughout our product documentation, you will encounter fields and buttons that are used on many application pages or panels. This section lists the most common fields and buttons and provides standard definitions.

Field	Definition
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. See Understanding Effective Dates in Using PeopleSoft Applications.
EmplID (employee ID)	Unique identification code for an individual associated with your organization.

Field	Definition
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.
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: 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).
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. See Process Scheduler Basics in the PeopleTools documentatoin.
Request ID	A request identification that represents a set of selection criteria for a report or process.
User ID	The system identifier for the individual who generates a transaction.
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.

Typographical Conventions and Visual Cues

We use a number of standard conventions and visual cues in our online documentation.

The following list contains our typographical conventions and visual cues:

(monospace font)

Indicates a PeopleCode program or other program example.

Bold

Indicates field names and other page elements, such as buttons and group box labels, when these elements are documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).

Italics

We also use boldface when we refer to navigational paths, menu names, or process actions (such as **Save** and **Run**).

Indicates a PeopleSoft or other book-length publication. We also use italics for *emphasis* and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: *field value*.

We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number *0*, not the letter *O*.

KEY+KEY

Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.

See Also

PeopleBooks provide cross-references under the heading “See Also.” References below this heading point to other documentation that is pertinent to the immediately preceding documentation. Capitalized titles in italics indicate the title of a PeopleBook; titles in quotes indicate the title of a chapter; titles in normal font refer to sections within the PeopleBook. Here's an example:

See Also

PeopleSoft 8.4 Enterprise Portal PeopleBook, “Handling Portal Administration Data,” Maintaining Viewer Roles

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Pages Used to <process name>

In the documentation, each page or panel description in the application includes an introductory table with pertinent information about the page. Not all of the information will be available for all pages or panels.

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Name of Page	The system name of the panel or process as specified in the PeopleTools Application Designer. For example, the Object Name of the Detail Calendar panel is DETAIL_CALENDAR1.	The path for accessing the page or process.	Describes how you would use the page or process.

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PeopleSoft, Inc.
4460 Hacienda Drive
Pleasanton, CA 94588

Or send comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

Getting Started

This chapter provides an overview of PeopleSoft Payables and discusses:

- PeopleSoft Payables business processes.
- PeopleSoft Payables integrations.
- PeopleSoft Payables implementation tasks.

PeopleSoft Payables Business Processes

The following graphic lists the PeopleSoft Payables business processes:

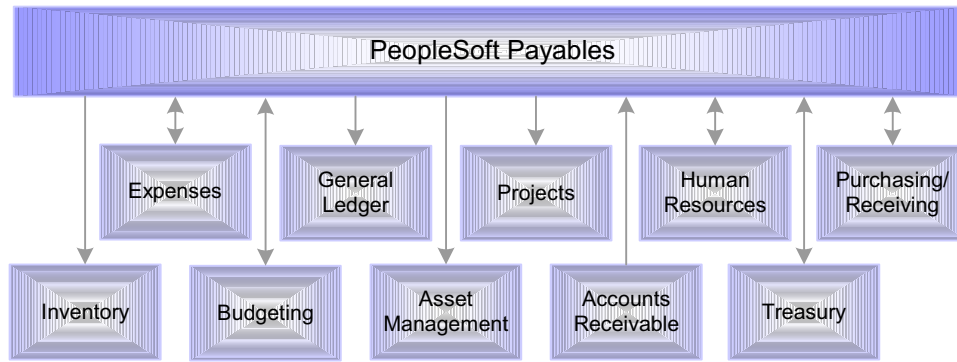


PeopleSoft Payables business processes

We cover these business processes in the business process chapters in this PeopleBook.

PeopleSoft Payables Integrations

PeopleSoft Payables integrates with the following PeopleSoft applications:



PeopleSoft Payables integration flow with 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 PeopleSoft Customer Connection website.

See Also

“Integrating With Other Applications”

Implementing PeopleSoft Payables

The PeopleSoft Payables table-loading implementation can be divided into three phases: global, core, and additional. You set up tables to enable your system to support PeopleSoft Payables features.

In the implementation planning phase, take advantage of all PeopleSoft sources of information, including the installation guides, data models, and business process maps. A complete list of these resources is in the preface of the *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook*, with information on where to find the most up-to-date version of each.

PeopleSoft Payables enables you to easily navigate your way through the implementation process. The following page provides a road map for implementing PeopleSoft Payables from one central location: the Payables System Configuration page. Access the Payables System Configuration page from the Payables Home page.

Accounts Payable Home Page

Payables System Configuration

To implement PeopleSoft Payables follow this table loading sequence.


[Back to Accounts Payables Home](#)

 Step 1 Core Tables Set up your core tables. Installation Options TableSet ID TableSet Controls User Preferences Locations Shipto Locations Currency Market Rates Chartfields Accounting Entry Template Accounting Definitions	 Step 2 Banks Set up Bank data. Bank ID Qualifier Banks Bank Branches Financial Contacts External Accounts	 Step 3 SUT/VAT Set up Sales/Use tax and VAT data. Sales/Use Tax Authority Sales/Use Tax Code Ultimate Use Code VAT Transaction Code VAT Authority Express VAT Code Set-up VAT Codes VAT Use Codes VAT Apportionment VAT Country Definition VAT Report Definition VAT Entity Account by Business Unit Business Unit Interunit Option Business Unit Interunit Pairs

Navigating with the Payables System Configuration page (AP_SYS_CONFIG) (page 1 of 3)

 Step 4 Payments Set up Payment data. Payment Terms Timing Codes Payment Terms - Single Payment Payment Terms - Multi Payment Split Multi-Term Conditions Payment Handling Codes Payment Messages Sight Codes Stamp Tax Payment Forms EFT Payment Format Codes Business Calendar Agency location code Late Charge Define Aging Categories Payment Source PayCycle Mapping PayCycle Step Definition PayCycle Step Table	 Step 5 Matching Set up Matching data. Match Rule Control Match Rule Receipt Aware Criteria Voucher Amount Tolerances Voucher Quantity Tolerances	 Step 6 Landed Cost Set up Landed Cost data. Misc/Landed Cost Definition Misc/Landed Cost Template

Navigating with the Payables System Configuration page (AP_SYS_CONFIG) (page 2 of 3)

 Step 7 Withholding Information Set up your withholding data. Withholding Rules Withholding Types and Classes Withholding Jurisdictions Business Unit Categories Vendor Categories Withholding Entities Withholding Code Withholding Report Control Withholding Report Definition 1099 Piggyback States	 Step 8 Vendors Set up your vendors. Vendor Pay Group Codes Set Controls - Contracts Set Controls - Vendor Maintain Vendors Vendor User Vendor User Set-up CA EDD Control Information CA EDD Vendor Information	 Step 9 Miscellaneous Set up your miscellaneous data. Conversation Keywords Document Tolerance Definition Journal Generation Options SpeedCharts Voucher Build Criteria Voucher Origins
 Step 10 Business Unit/Ledgers Set up your business unit and ledger related data. Define General Ledger Ledgers for a Unit Commitment Control Options Chartfield Editing Template Procurement Accounting Control User Preferences - Payables Payables Definition Payables Options TableSet Controls		

Navigating with the Payables System Configuration page (AP_SYS_CONFIG) (page 3 of 3)

This section includes road maps that guide you through these phases:

- Setting up global application tables.
- Setting up core PeopleSoft Payables application tables.
- Setting up additional PeopleSoft Payables application tables.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Preface,”
Additional Resources

“Preparing to Implement,” Navigating Payables

Setting Up PeopleSoft Global Application Tables

Follow these steps to define information in your PeopleSoft global application tables. The information that you define in your global tables lays the foundation for your PeopleSoft Payables-specific setup.

Step	Reference
Define high-level installation options.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Setting Installation Options for PeopleSoft Applications”
Define setIDs and business units.	• <i>PeopleSoft PeopleTools PeopleBook: Application Designer</i>, “Planning Records, Control Tables, and TableSets,” Creating SetIDs • <i>PeopleSoft PeopleTools PeopleBook: Data Administration</i>, “PeopleTools Utilities,” TableSet IDs
Define global user preferences.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Defining User Preferences”
Define geographical locations.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations
Define currencies and market rates.	<i>PeopleSoft Global Options and Reports PeopleBook</i> , “Processing Multiple Currencies”
Define ChartFields.	• <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining and Using ChartFields” • <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining Financials and Supply Chain Management Common Definitions,” Entering Units of Measure
(Optional) Define ChartField combinations. Perform this step if you want to use ChartField combinations in your business processes.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Editing ChartField Combinations” Setting Up Combination Editing
(Optional) Define VAT Entity.	<i>PeopleSoft Global Options and Reports PeopleBook</i> , “Understanding Value Added Taxes (VAT)”
(Optional) Define VAT Use Type.	<i>PeopleSoft Global Options and Reports PeopleBook</i> , “Understanding Value Added Taxes (VAT)”
(Optional) Define VAT Countries.	<i>PeopleSoft Global Options and Reports PeopleBook</i> , “Understanding Value Added Taxes (VAT)”
(Optional) Define other value-added tax (VAT) processing options.	<i>PeopleSoft Global Options and Reports PeopleBook</i> , “Understanding Value Added Taxes (VAT)”

Step	Reference
Define sales and use tax options.	• <i>PeopleSoft Customers and Orders PeopleBook</i>, “Calculating Sales and Use Tax, Defining Tax Authorities • <i>PeopleSoft Customers and Orders PeopleBook</i>, “Calculating Sales and Use Tax, Defining Tax Codes • <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining Financials and Supply Chain Management Common Definitions,” Defining Ultimate Use Codes
Define file locations.	<i>PeopleSoft Setting Up Procurement Options PeopleBook</i> , “Defining Procurement Options,” Defining File Locations
Define ledgers.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Setting Up Ledgers”
Define calendars.	• <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining Accounting Calendars” • <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Setting Up Ledgers”
Define document and journal processing options.	• <i>PeopleSoft Global Options and Reports PeopleBook</i>, “Defining Document Sequencing” • <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Automatic Numbering • <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining Financials and Supply Chain Management Common Definitions,” Defining Journal Source
Define journal generation options.	• <i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i>, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates • <i>PeopleSoft App Fundamentals for FSCM and ESA</i>, “Using Journal Generator”

Step	Reference
Define ledgers for a unit.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Setting Up Ledgers,” Defining Ledgers for a Business Unit.
(Optional) Define commitment control options.	<i>PeopleSoft Commitment Control PeopleBook</i> , “Setting Up Basic Commitment Control Options”

Setting Up Core PeopleSoft Payables Tables

The steps discussed in this section provide the order in which you define information in your core PeopleSoft Payables tables. The information that you defined in your global tables has laid the foundation for this PeopleSoft Payables-specific setup.

Setting up these core tables prepares your system to support these business processes:

- Online vouchers
- Quick Invoices
- Voucher Build
- Matching
- Voucher Posting
- Pay Cycle
- Drafts
- Payment Posting
- Withholding
- Archiving

Generally, organizations implement these business processes first. We discuss these business processes in the business process chapters of this PeopleBook.

Step	Reference
Define PeopleSoft Payables installation options.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Setting Installation Options for PeopleSoft Applications”
Define accounting entry template.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

Step	Reference
Define payment definitions.	• <i>PeopleSoft Setting Up Procurement PeopleBook</i>, “Defining Procurement Options” • <i>PeopleSoft Payables PeopleBook</i>: “Structuring Procurement Options for PeopleSoft Payables,” Establishing Payment Processing Options
Define draft sight codes.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Drafts in PeopleSoft Payables,” Creating Draft Sight Codes
Define stamp tax.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Drafts in PeopleSoft Payables,” Creating Stamp Tax Definition
Define payment forms.	• <i>PeopleSoft Bank Setup and Processing PeopleBook</i>, “Setting Up Banks and Counterparties,” Establishing Payment Forms • <i>PeopleSoft Payables PeopleBook</i>, “Designing Payment Forms”
Define EFT payment format codes.	<i>PeopleSoft Bank Setup and Processing PeopleBook</i> , “Setting Up Files for Electronic File Transfers,” Defining EFT Payment Format Codes
Define ship to locations.	<i>PeopleSoft Setting Up Procurement Options PeopleBook</i> , “Defining Procurement Options,” Defining Ship To Locations
Define vendor pay groups	<i>PeopleSoft Setting Up Procurement Options PeopleBook</i> , “Defining Procurement Options,” Defining Vendor Pay Group Codes
Define set controls for contracts.	<i>PeopleSoft Setting Up Procurement Options PeopleBook</i> , “Defining Procurement Options,” Defining Contract Control Parameters
Define set controls for vendors.	<i>PeopleSoft Setting Up Procurement Options PeopleBook</i> , “Defining Procurement Options,” Defining Vendor Control Parameters
Define SpeedCharts.	<i>PeopleSoft Setting Up Procurement Options PeopleBook</i> , “Defining Procurement Options,” Using SpeedCharts
Define conversation key words.	<i>PeopleSoft Setting Up Procurement Options PeopleBook</i> , “Defining Procurement Options,” Using Vendor Conversation Keywords
Define bank ID qualifiers.	<i>PeopleSoft Bank Setup and Processing PeopleBook</i> , “Setting Up Banks and Counterparties,” Establishing Bank ID Qualifiers

Step	Reference
Define financial contacts.	<i>PeopleSoft Bank Setup and Processing PeopleBook</i> , “Setting Up Banks and Counterparties,” Defining Financial Contacts
Define banks.	<i>PeopleSoft Bank Setup and Processing PeopleBook</i> , “Setting Up Banks and Counterparties,” Defining Bank Information
Define bank branches.	<i>PeopleSoft Bank Setup and Processing PeopleBook</i> , “Setting Up Banks and Counterparties,” Defining Bank Branch Information
Define contact lists.	<i>PeopleSoft Bank Setup and Processing PeopleBook</i> , “Setting Up Banks and Counterparties”
Define external accounts	<i>PeopleSoft Bank Setup and Processing PeopleBook</i> , “Setting Up Banks and Counterparties,” Defining External Account Information
Defining matching rules and criteria.	• <i>PeopleSoft Payables PeopleBook</i>, “Structuring Procurement Options for PeopleSoft Payables,” Establishing Matching Options • <i>PeopleSoft Payables PeopleBook</i>, “Structuring Procurement Options for PeopleSoft Payables,” Specifying Voucher Amount Tolerances • <i>PeopleSoft Payables PeopleBook</i>, “Structuring Procurement Options for PeopleSoft Payables,” Specifying Voucher Quantity Tolerances
Define Voucher Build criteria.	<i>PeopleSoft Payables PeopleBook</i> , “Structuring Procurement Options for PeopleSoft Payables, Specifying Voucher Build Criteria
Define misc charge/landed cost.	<i>PeopleSoft Setting Up Procurement PeopleBook</i> , “Defining Procurement Options,” Defining Miscellaneous Charges and Landed Costs
Define misc charge/landed cost template.	<i>PeopleSoft Setting Up Procurement PeopleBook</i> , “Defining Procurement Options,” Defining Miscellaneous Charge and Landed Cost Templates
Define voucher origins.	<i>PeopleSoft Payables PeopleBook</i> , “Organizing Vouchers with Origins and Control Groups,” Defining Voucher Origins
Define withholding rules.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Withholding in PeopleSoft Payables,” Defining Withholding Rules

Step	Reference
Define withholding types and classes.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Withholding in PeopleSoft Payables,” Defining Withholding Types and Classes
Define withholding jurisdictions.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Withholding in PeopleSoft Payables,” Defining Withholding Jurisdictions
Define withholding business unit categories.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Withholding in PeopleSoft Payables,” Defining Business Unit Categories
Define withholding vendor categories	<i>PeopleSoft Payables PeopleBook</i> , “Processing Withholding in PeopleSoft Payables,” Defining Vendor Categories
Define withholding entities.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Withholding in PeopleSoft Payables,” Defining Withholding Entities
Define withholding codes.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Withholding in PeopleSoft Payables,” Defining Withholding Codes
Define withholding report control information.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Withholding in PeopleSoft Payables,” Generating Withholding Reports
Define withholding reports.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Withholding in PeopleSoft Payables,” Defining Withholding Reports
Define 1099 Piggyback States.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Withholding in PeopleSoft Payables,” Entering Piggyback States/Numbers
Define procurement accounting control.	<i>PeopleSoft Payables PeopleBook</i> : “Defining PeopleSoft Payables Business Units,” Defining Procurement Accounting Controls
Define PeopleSoft Payables user preferences.	<i>PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook</i> , “Defining User Preferences”
Define Payables definition.	<i>PeopleSoft Payables PeopleBook</i>, “Defining PeopleSoft Payables Business Units,” Creating Payables Business Units <i>PeopleSoft Payables PeopleBook</i>, “Defining PeopleSoft Payables Business Units,” Completing the Payables Business Unit Definition
Define Payables options.	<i>PeopleSoft Payables PeopleBook</i> , “Defining PeopleSoft Payables Business Units,” Defining Business Unit Parameters

Step	Reference
Define vendors.	<i>PeopleSoft Setting Up Procurement Options PeopleBook</i> , “Maintaining Vendor Information”
Define TableSet controls.	<i>PeopleSoft PeopleTools PeopleBook: Application Designer</i> , “Planning Records, Control Tables, and TableSets,” Defining TableSet Controls

Setting Up Additional PeopleSoft Payables Tables

Follow these steps to define information in additional PeopleSoft Payables tables. The information that you defined in your global tables has laid the foundation for this PeopleSoft Payables-specific setup.

Setting up these additional tables prepares your system to support these business processes:

- Prepayments
- SBIs

These additional tables support business processes that your organization may choose to implement later in your implementation cycle. We discuss these business processes in the business process chapters of this PeopleBook.

Step	Reference
Define prepayment options.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Prepayments”
Define SBI options.	<i>PeopleSoft Payables PeopleBook</i> , “Processing Self Billed Invoices (SBI)”

CHAPTER 2

Preparing to Implement PeopleSoft Payables

This chapter discusses implementation considerations and suggests how to:

- Navigate Payables from the Payables Home page.
- Define a business unit structure.
- Understand the Payables Control Hierarchy.
- Define your accounting environment.
- Understand voucher and payment processing.
- Produce Payables reports.

Understanding Implementation Considerations

To implement a PeopleSoft application for your organization, design the system's business structure and then put that structure in place. Before you can take advantage of our extraordinarily flexible design, determine the best way to map your new system to your business structures, practices, and procedures.

Begin by examining your needs thoroughly before entering data and transactions. You should:

- Analyze your payables processing requirements according to your business and organizational needs.
- Review your current environment and think about what changes could be made now and in the future.

Because PeopleSoft Payables is sophisticated and configurable, there are a number of steps involved in rolling out and using your new system. These are the key steps:

1. Determine your Payables requirements.
2. Customize PeopleSoft Payables to meet your requirements.
3. Set up Payables tables.
4. Set up PeopleSoft security.

5. Convert data from existing systems.
6. Process vouchers and payments.
7. Generate reports and inquiries.

Navigating Payables

PeopleSoft Payables enables you to easily navigate the Payables system from one central location.

Pages Used to Navigate Payables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Accounts Payable Home	AP_HOME_PAGE	Accounts Payable, Accounts Payable Home Page	Navigate your way through PeopleSoft Payables. Access every Payables page (plus some others such as Journal Generator and PO Activity) from the links on the Home page.
Payables System Configuration	AP_SYS_CONFIG	- Accounts Payable, Accounts Payable Home Page. Click Administration Home. - Set Up Financials/Supply Chain, Product Related, Procurement Options, Configure Accounts Payable	Navigate your way through implementing PeopleSoft Payables from the links of the Payables System Configuration page.

Navigating Payables from the Accounts Payable Home Page

Access the Accounts Payable Home page.

Accounts Payable Home Page

The Accounts Payable Home Page provides payables users with a single easy access location to the pages in the payables application. It provides an alternate navigation to the portal.

 Vouchers' Home Enter, review and maintain vouchers	 Payments' Home Create, manage payments and prepayments	 1099's Home Maintain and adjust 1099, batch processes and 1099 reports
 Batch Processes' Home Posting, matching, voucher batch, SBIs, revaluation, budget checking, integration with other applications	 Review's Home Payables Inquiries: Vouchers, Vendors, Payments, Integration with other applications	 Reports' Home Payable Reports; vendors, vouchers, payments, withholding, prepayments, integration with other applications
 Archiving's Home Vendors, Vouchers, Payments	 Administration's Home Installation options, control data, procurement control, business units, ledgers, banks	 Pages in other Modules' Home General Ledger, Purchasing, Treasury
 Control Groups Enter, review and maintain control groups Group Information Update Status - Entry People Delete Group Post Group	 Vendors Enter, review, approve and maintain vendors Maintain Vendors Approve Vendors Vendor Conversations Duplicate Vendor Report	

Accounts Payable Home page

Click the appropriate links to navigate your way through PeopleSoft Payables and to some pages in other modules.

Navigating Your Implementation

Access the Payables System Configuration page.

Accounts Payable Home Page

Payables System Configuration

To implement PeopleSoft Payables follow this table loading sequence.


[Back to Accounts Payables Home](#)

 Step 1 Core Tables Set up your core tables. Installation Options TableSet ID TableSet Controls User Preferences Locations Shipto Locations Currency Market Rates Chartfields Accounting Entry Template Accounting Definitions	 Step 2 Banks Set up Bank data. Bank ID Qualifier Banks Bank Branches Financial Contacts External Accounts	 Step 3 SUT/VAT Set up Sales/Use tax and VAT data. Sales/Use Tax Authority Sales/Use Tax Code Ultimate Use Code VAT Transaction Code VAT Authority Express VAT Code Set-up VAT Codes VAT Use Codes VAT Apportionment VAT Country Definition VAT Report Definition VAT Entity Account by Business Unit Business Unit Interunit Option Business Unit Interunit Pairs

Payables System Configuration page (page 1 of 3)

 Step 4 Payments Set up Payment data. Payment Terms Timing Codes Payment Terms - Single Payment Payment Terms - Multi Payment Split Multi-Term Conditions Payment Handling Codes Payment Messages Sight Codes Stamp Tax Payment Forms EFT Payment Format Codes Business Calendar Agency location code Late Charge Define Aging Categories Payment Source PayCycle Mapping PayCycle Step Definition PayCycle Step Table	 Step 5 Matching Set up Matching data. Match Rule Control Match Rule Receipt Aware Criteria Voucher Amount Tolerances Voucher Quantity Tolerances	 Step 6 Landed Cost Set up Landed Cost data. Misc/Landed Cost Definition Misc/Landed Cost Template

Payables System Configuration page (page 2 of 3)

 Step 7 Withholding Information Set up your withholding data. Withholding Rules Withholding Types and Classes Withholding Jurisdictions Business Unit Categories Vendor Categories Withholding Entities Withholding Code Withholding Report Control Withholding Report Definition 1099 Piggyback States	 Step 8 Vendors Set up your vendors. Vendor Pay Group Codes Set Controls - Contracts Set Controls - Vendor Maintain Vendors Vendor User Vendor User Set-up CA EDD Control Information CA EDD Vendor Information	 Step 9 Miscellaneous Set up your miscellaneous data. Conversation Keywords Document Tolerance Definition Journal Generation Options SpeedCharts Voucher Build Criteria Voucher Origins
 Step 10 Business Unit/Ledgers Set up your business unit and ledger related data. Define General Ledger Ledgers for a Unit Commitment Control Options Chartfield Editing Template Procurement Accounting Control User Preferences - Payables Payables Definition Payables Options TableSet Controls		

Payables System Configuration (page 3 of 3)

Navigate your implementation from the Payables System Configuration page. Click the links from this page in conjunction with the steps outlined in the Getting Started chapter.

See Also

“Getting Started,” Implementing PeopleSoft Payables

Defining a Business Unit Structure

In PeopleSoft applications, a *business unit* is an organization or a subset of an organization that is independent with regard to one or more accounting or operational functions. Business units are flexible structuring devices that you can use to implement PeopleSoft products based on how your business is organized. In PeopleSoft Payables, a business unit is defined as an independent transaction processing entity.

In deciding on your business unit structure, take a close look at the existing structure in your current system. Examine the organizing concepts or categories (such as company codes, organization codes, and division codes) and compare them to the concept of the business unit. Can you make a simple mapping of your existing structures onto business units? Or, should you modify your structures based on the unique flexibility afforded by PeopleSoft Payables?

For example, suppose your organization has multiple companies or subsidiaries within it. Each of those companies is run as a separate business with its own set of vendors and its own set of rules for how invoices from the vendors are handled from a payables point of view. This would be a tangible reason for setting up separate payables business units for each company.

Determine how many business units to use for your organization. This number depends on how you want to report on and track the transactions within your organization. Figure out how you want to get information out of the system. For example, consider your reporting requirements. Do you need to report some transactions separately from others? Are there transactions that must be reported together?

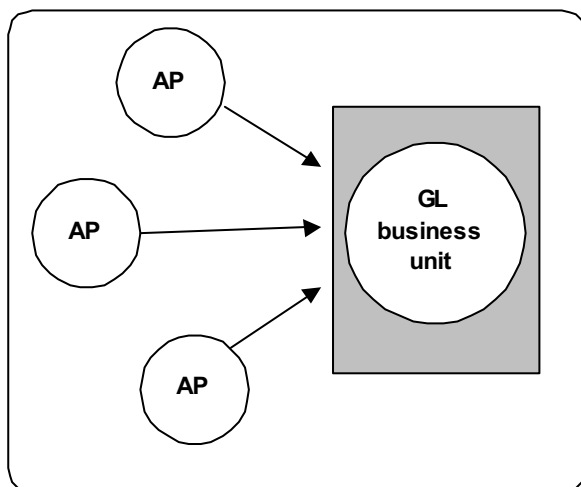
As you work to arrive at the optimal business unit structure for your organization, keep in mind that in some circumstances you want to set up multiple business units to use certain features, such as Interunit Accounting. You may also choose to set up separate business units even if you do not need them from a processing point of view. For example, you may want to maintain accounting control and balances at a lower level than that of the total company.

See Also

“Defining PeopleSoft Payables Business Units”

General Ledger Distribution Considerations

Be sure to consider general ledger distribution as you determine how many business units you need. Payables business units must be associated with a General Ledger business unit. The association need not be exactly one-to-one: that is, you can consolidate multiple Payables business units under one General Ledger business unit. But you cannot *split* a Payables business unit to associate it with multiple General Ledger business units. In other words, multiple Payables business units can point to one General Ledger business unit, but you cannot distribute to multiple General Ledger business units within a given Payables business unit (with the exception of interunit accounting entries). This diagram illustrates this concept:

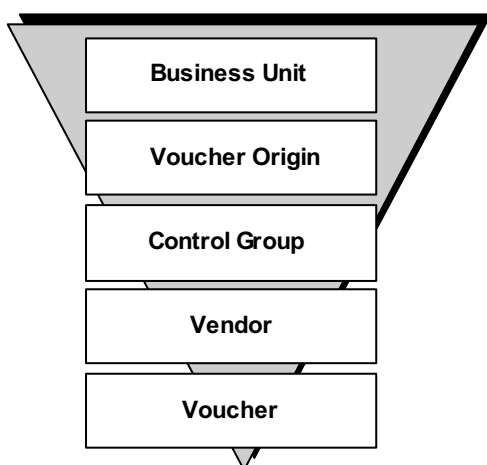


Business Unit Relationships

If you depend on PeopleSoft for all your financial applications, more often than not PeopleSoft Payables business units are the same as PeopleSoft General Ledger business units. You set up your General Ledger first and then set up Payables to mirror General Ledger. If you are using a different general ledger system, you may not utilize the business unit concept. In this case you must think carefully about how to distribute from Payables to your general ledger.

Understanding the PeopleSoft Payables Control Hierarchy

In PeopleSoft Payables, business units sit on top of a default hierarchy, or Control Hierarchy, that facilitates both voucher entry and payment processing. As you formulate your Payables structure, consider the five informational components of the control hierarchy that are key to Payables:



Levels of the Payables Control Hierarchy

Default values entered at the business unit level default to the transaction level, unless you override the defaults with values stored at an intermediate level, such as voucher origin, control group, or vendor. This hierarchy provides increased flexibility and control at the points where you need them to fit your business needs. For example, instead of a payables user entering the same default values over and over again on vouchers, the system uses the control hierarchy to enter the predetermined values automatically. The user can override these values on the voucher.

When you enter default values and select processing rules on the levels that govern this default hierarchy, the system initially validates the information for you—and validates it again during transaction processing to verify it is using the correct values assigned at the level you designate.

In this section we review the components of the control hierarchy and how they affect your Payables implementation.

Business Units

A Payables business unit is an independent processing entity. Each business unit acts as a separate area of control, representing the primary level at which system tables can be controlled independently. You maintain payables transactions and multiple business units within the system simultaneously.

Depending on your business requirements, you can set up business units to share core control tables such as calendars, payment terms, and vendors. PeopleSoft's TableSet processing handles this for you automatically, eliminating the need to maintain multiple sets of data for each business unit.

See Also

PeopleSoft PeopleTools PeopleBook: Application Designer, "Planning Records, Control Tables, and TableSets," Sharing Tables

Voucher Origins

Each transaction entered into PeopleSoft Payables must come from a valid origin, such as online or batch, that you define on the Voucher Origin table. You must have at least one origin, and each user must be associated with an origin.

You can use the edit and default information associated with a voucher origin to provide additional entry control and granularity. For example, if you have automated systems that pass information to PeopleSoft Payables (such as an Electronic Data Interchange (EDI) interface), you might define an origin specific to that system. Or, you might want to set up your payroll department to be a separate origin to allow those users to add only vouchers that are for employees.

See Also

"Organizing Vouchers with Origins and Control Groups," Defining Voucher Origins

Control Groups

Use control groups to maintain tight control over vouchers. You can:

- Post several groups of vouchers in one easy step.
- Divide large numbers of vouchers among data entry clerks while retaining centralized control over voucher processing.
- Use separate processing rules for vouchers from different vendors for different business units.

See Also

"Organizing Vouchers with Origins and Control Groups," Defining Voucher Control Groups

Vendors

You can define a set of vendors for each business unit or share vendors across one or more business units. You can also associate vendors with other vendors in the system, and (if you're using PeopleSoft Receivables), associate a Payables vendor with a Receivables customer for reporting purposes.

Vendors can have multiple addresses and multiple locations. Addresses are the physical addresses of the vendor, whereas locations represent a unique way of doing business.

You use the location level to:

- Define payment terms and banking information for the vendor.
- Define a number of payment parameters that are used during payment processing.
- Generate separate checks for each voucher at the location level.
- Specify whether or not to use matching to approve vouchers for payment.

The location level is also where you specify the number of days to delay discounted payment after the discount payment date has been reached, and the number of days to delay net payment after the net due date has been reached. This gives you additional payment flexibility based on how well you know your vendors: how long will they really wait for payment and still give a discount?

Maintaining vendors over time is simple and straightforward with Payables. You can:

- Approve, inactivate, and reactivate vendors.
- Record vendor information and conversations.
- Report on vendor activity and outstanding payment balances, as well as withholding and VAT information.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information”

Vouchers

At the bottom of the hierarchy are vouchers. Vouchers are unpaid invoices, prepaid invoices, or adjustments entered into the system from voucher origins. You can either enter them manually using the online pages, or automatically using batch processes we deliver with PeopleSoft Payables. Each voucher is assigned a unique identifier either automatically or manually; the identifier provides a means for tracking all invoices, adjustments, and payments through the system.

Defining Your Accounting Environment

PeopleSoft Payables relies on tables to store not only the data for business transactions but also the accounting environment and processing rules that drive your system and to ensure consistency and minimize data entry. So before you can begin processing vendors, vouchers, and payments, you must set up your accounting framework: calendars, ChartFields and ChartField values, currency types, user profiles, general ledger journal information, and so on.

See Also

PeopleSoft 8.4 Application Fundamentals for Financials, Enterprise Service Automation and Supply Chain Management PeopleBook

Understanding Voucher and Payment Processing

This section provides an overview of:

- Voucher processing.
- ChartField combination editing in Payables.
- Payment processing.

Voucher Processing

PeopleSoft Payables gives you maximum control over voucher processing, enabling you to control voucher header information. The system:

- Checks for duplicate invoices.
- Calculates and confirms taxes.
- Converts the transaction currency to your base currency.
- Assigns default payment terms and payment dates.

You have similar control over voucher line items. The system assigns numeric line IDs for you, to ensure that each has a unique identifier. When you enter merchandise amounts on voucher lines, the sum of the line amounts must equal the gross voucher amount less the sum of freight, sales tax, and VAT entered on the voucher header. You can also define the sales and use tax and VAT at the voucher line level. In the event of an imbalance, you determine how you want the system to respond—by rejecting or recycling vouchers until they are correct.

Approving Vouchers

All vouchers must be approved before they can be paid. Three independent means of voucher approval are available to you:

- Matching vouchers to purchase order, receiver, and inspection information.

Matching occurs automatically based on the match rules—a set of rules and tolerances—that you define for a purchase order transaction. If the voucher successfully matches, it is available for payment.

- Routing vouchers through worklists and email using PeopleSoft Workflow.

Workflow approval is most often used for non-purchase order related vouchers, but it is not limited to that use. If you wish, you can choose to record a voucher as *preapproved*. The voucher is not routed for approval and is available for payment immediately, provided that it has been matched or that matching is not necessary.

- Manual approval of individual vouchers online.

Posting Vouchers

The voucher posting process creates balanced accounting entries for vouchers. The system combines information entered for a voucher with other control information—offset accounts stored on the accounting entry templates—to create the balanced entries. Vouchers do not have to be approved for accounting entries to be created.

You post vouchers through a batch process that you run periodically using the Process Scheduler. You can continue to process new transactions online during posting.

PeopleSoft Payables also enables you to unpost vouchers—back out the accounting entries made to accrue the liability and reopen the voucher for amendment or closure—as necessary.

Once vouchers are posted, the information created is available for distribution to other business processes, such as Journal Generator.

See Also

“Managing Vouchers,” Approving Vouchers

ChartField Combination Editing in Payables

You track payables transactions based upon the ChartField combinations you defined when you set up ChartField combination editing in PeopleSoft General Ledger. PeopleSoft General Ledger uses your accounts in combination with other ChartFields to create journal entries. In PeopleSoft Payables, ChartField combination editing provides a method to validate online and batch voucher entry accounting distribution information.

By defining valid combinations, you can filter entries before you post them to your ledgers, saving you time and effort during reconciliation and closing. Although you employ ChartField combination editing rules during online and batch voucher entry, the General Ledger Journal Editing process performs the final validation of journal entries before you post them to your ledger.

The ChartField combination editing options determine how Payables checks for valid ChartField combinations during the online and batch voucher entry processes.

The following options are available during online voucher entry:

Reject	You won't be able to save the voucher unless you fix the error by entering a valid ChartField combination.
Recycle	You can save the voucher with Recycle status, so that you can come back later and update the voucher. However, you won't be able to post the voucher.
Warning	The system displays a warning dialog box. If you choose to override the warning, you can save the voucher as Postable, even though the voucher has an invalid ChartField combination.
No Edits	The system does not apply ChartField combination editing to validate the voucher data.

The following options are available during batch voucher entry:

Reject	The voucher is flagged with Recycle status if there are invalid ChartField combinations.
Recycle	The voucher is flagged with the Recycle status if there are invalid ChartField combinations. You won't be able to post the voucher until you correct the invalid ChartField combinations.
Warning	Not applicable during the batch process.
No Edits	The system does not apply ChartField combination editing to validate the voucher data.

Note. If you plan to use ChartField combination editing, it is important that you select the Edit Combinations check box in addition to one of the ChartField Editing options. Selecting this option enables ChartField combination editing to validate against the ChartFields you defined during setup. If this option is not selected, and you have only selected a Reject, Recycle or Warning option, ChartField combination editing checks only that you entered valid, single ChartField values on your vouchers.

You set ChartField combination editing options at the Business Unit, Origin, Control Group, and Vendor levels of the Payables default hierarchy. Set the ChartField combination editing options for Payables on the Payables Options – Vouchering Options 2 Page.

Once you've established the ChartFields you want to use, you must populate them with individual ChartField values. ChartFields provide a detailed analysis for tracing Payables transactions using the VCHR (voucher) ChartField template, which describes the mapping for ChartField combination edits in Payables. PeopleSoft Journal Generator creates journal entries for your payables transactions once you link the VCHR template to a valid ledger.

See Also

“Defining PeopleSoft Payables Business Units,” Completing Vouchering Options

PeopleSoft Application Fundamentals for FIN, ESA and SCM PeopleBook, “Defining and Using ChartFields”

PeopleSoft Application Fundamentals for FIN, ESA and SCM PeopleBook, “Editing ChartField Combinations”

PeopleSoft Application Fundamentals for FIN, ESA and SCM PeopleBook, “Using Journal Generator”

Payment Processing

The payment processing included in PeopleSoft Payables provides a means to create disbursements for transactions that flow through PeopleSoft Payables.

Payables supports a number of payment formats: system check, ACH (automated clearinghouse), EFTs (electronic funds transfers), wire transfers, giros, drafts, direct debits, and letters of credit. The system is delivered with several, ready-to-use EFT formats particular to local needs.

The Payables Payment Interface also supplies a means for processing payments for transactions outside the Payables system. This interface is used by PeopleSoft Purchasing to make procurement card payments, by PeopleSoft Treasury to make settlement payments, and by PeopleSoft Expenses to make expense payments. You can also utilize the interface to process payments for other in-house systems.

As part of the voucher entry process, the system schedules vouchers to be paid within a certain time period. You create Pay Cycles to group together types of vouchers to be paid in a single payment run. For example, you may want to have one payment cycle for regular vendors and another for employee check requests.

Each Pay Cycle you create is essentially a reusable payment selection template that specifies the selection criteria the system uses to determine which vouchers that are approved and scheduled for payment should be paid. For example, you can select payments based on business unit, bank and bank account, vendor pay group, pay through date, and payment method.

Using Pay Cycles, you can specify all or a subset of business units to select for payment. Only the vouchers of those business units that are selected are included in the selection process. If you group vendors together for payment selection purposes, only the vouchers of those vendors are included in the payment selection process.

Payment Posting

The creation of accounting entries for payments occurs during payment posting. As you post payments, the system generates corresponding accounting entries to relieve the liability, account for discounts earned (or lost), and generate an offset either to the designated cash account or to a Payables clearing account if so designated at the bank account level. Like Voucher Posting, Payment Posting is a batch process that runs in the background.

See Also

“Establishing Pay Cycles”

“Running Pay Cycles”

Producing Payables Reports

PeopleSoft Payables reporting is the key to managing your vendors, vouchers, and payments, and Payables comes with a large number of reports to help you:

- Track your environment, such as tax codes, business unit options, and bank account listings.
- Inquire about specific vouchers and payments for vendors.
- Generate withholding forms and tapes.

You can view many of the Payables reports online, as well as print them. You may want to schedule other reports to run at set intervals on a client or on a server anywhere on the network.

See Also

“Appendix A: PeopleSoft Payables Reports”

CHAPTER 3

Defining PeopleSoft Payables Business Units

This chapter provides an overview of Payables business units, discusses prerequisite set up, and describes how to:

- Create Payables business units.
- Define Payables business unit parameters.
- Define accounting controls.
- Complete business unit definition.

Understanding Payables Business Units

PeopleSoft defines a *business unit* as an operational subset of your organization, which enables you to plan your operations around the way you really work.

Before you implement an application for your organization, take a close look at how your business functions operationally—how the actual work gets done. To make the most of our flexible design, you have to first decide how you want to *map* your operational business structures into your PeopleSoft application.

Some of the characteristics of PeopleSoft Payables business units may affect how you want to define them in your implementation of the application. Let us take a look at some of these key traits of business units, so that you can decide the best way to use them.

See Also

“Preparing to Implement PeopleSoft Payables”

Responsibilities

You may choose to set up separate business units even if you don’t need them from a processing point of view. For example, one department in your organization may be responsible for a particular group of vendors, or types of vouchers, and you may want a separate business unit for them. Or you may want to group certain types of vendors together for analytical reasons, even though they are processed in the same way as vendors in other groups. Or perhaps, you just want to maintain control and balances at a lower level than that of the organization as a whole.

General Ledger Business Unit Considerations

You must define each business unit in PeopleSoft Payables and in PeopleSoft General Ledger, or the general ledger system you use. A Payables business unit must be associated with a General Ledger business unit.

- General Ledger business units define the accounting processing for their associated Payables business units.
- Payables business units have very few accounting controls, only operational defaults and controls.

The association need not be exactly one for one: you can consolidate, for example, three Payables business units into one General Ledger business unit. However, you cannot split a Payables business unit to associate it with multiple General Ledger business units.

Depending on your operating, accounting, and reporting requirements, you may want to have Payables business units that are defined differently from your General Ledger business units. When you determine how many business units you need, be sure to consider your general ledger.

Vendors

We have defined a business unit as a subset of your organization. But from an accounts payable point of view, we could say that a business unit really represents a group of vendors. If your organization has multiple companies (or subsidiaries) within it, and each of those companies is really run as a separate business (with its own set of purchasing requirements and standard vendors, and its own set of rules for how those vendors are handled from a payables point of view) then set up separate business units for each company.

You can share sets of vendors across business units, but not subsets of vendors. Within a Payables business unit you are free to access all the vendors in the set assigned to that business unit; you cannot exclude subsets of vendors in that set.

TableSets

Before you set up your business units, decide on your TableSet structure and establish SetIDs.

When you plan your business unit structure, you need a basic understanding of *TableSets*, which are used in all PeopleSoft Financials applications.

The accounting structure and processing rules for each PeopleSoft application you use are defined in a series of control tables. A TableSet is a group of rows across your control tables, identified by the same SetID, on which you define the accounting structure for each of your business units. In order for a business unit to process transactions, it *must* have an associated TableSet.

It might be helpful to think of this relationship in simplified terms: the business unit contains all the actual data, whereas the TableSet contains the rules by which the data is processed. A SetID

identifies each TableSet. You can have as many SetIDs as you like, but the more you have the more complex TableSet sharing becomes. Create at least one SetID even if you are not taking advantage of TableSet sharing. Some companies need only one SetID.

Warning! We suggest that you create SetID and business unit names that are five characters long. A performance degradation may occur depending on your operating system if your SetIDs or business units have fewer than five characters.

See Also

PeopleSoft PeopleTools PeopleBook: Application Designer, "Planning Records, Control Tables, and TableSets," TableSets

PeopleSoft PeopleTools PeopleBook: Application Designer, "Creating Record Definitions"

Payables Control Hierarchy

A business unit is the broadest element in the system. All other entities fall beneath it in the hierarchy. It is therefore the highest level from which information can default. Some of the attributes you set at the business unit level may also be set at lower levels of the hierarchy, such as vendor or voucher levels.

For each business unit that you define in PeopleSoft Payables, you set up a Control Hierarchy, which the system uses throughout voucher and payment processing. Instead of a payables user entering the same default values over and over again on vouchers, the system uses the control hierarchy to enter the predetermined values automatically. The system automatically uses the information you specify at the highest level in the hierarchy, the business unit, unless you override it at lower levels in the application.

As you set up processing options at levels below business unit, notice that the first option for most functions is *Default*. Selecting this option tells the Payables system to point to the next higher level in the control hierarchy to get the value. For example, when you define voucher and payment options for Payables Origins, you may want to default each category from the rules already defined at the business unit level.

As you set up control tables and prepare to process vouchers and payments, have a clear understanding of how the control hierarchy works. As we describe the pages on which you set up this information, we talk about how each page plays a role in the hierarchy.

See Also

"Preparing to Implement Payables," Understanding the PeopleSoft Payables Control Hierarchy

Federal Payment Schedules

Payment Schedules enable you to group vouchers in batches that the system pays all at once. You establish rules to make those batches of payments on time, based on invoice, receipt of goods and services, and acceptance dates.

Payment scheduling by due date helps U.S. federal agencies fulfill their Prompt Payment Act obligation to bundle payments with like characteristics when sending them for processing by the U.S. Treasury.

In PeopleSoft Payables, the system selects payments during the Pay Cycle run and assigns them to the appropriate Payment Schedule. PeopleSoft then provides the Payment Schedule to the U.S. Treasury in the form of a transaction file. A voucher is known as a *warehoused payment* until it is selected for a schedule and transmitted to a Treasury Disbursing Office (TDO).

The U.S. government refers to a batch of payments as a Treasury Schedule. PeopleSoft Payables groups payments for submission to the TDO when they share the following like characteristics:

Field	Description
Agency Location Code (ALC)	Identifies which TDO will make the payments.
Schedule Type	Indicates whether payments cover transportation expenses or other expenses.
Payment Method	The physical means of payment, such as a check or electronic funds transfer (EFT).
Treasury Schedule	A 14-byte alphanumeric field; typically has a two-to five-character user-defined prefix.

You can retrieve payment information about Payment Schedules on the Payment Inquiry page. The inquiry page shows the bank and remit to information for the selected federal Schedule ID, as well as the amount and Schedule Type.

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Setting Up PeopleSoft Payables Installation Options

Federal Payment Schedule Set Up

You configure your system to process Payment Schedules as follows:

1. Enable Federal Payment on the Installation Options - Payables page.
2. Specify your Pay Schedule Types at the Business Unit level.
You choose between Transport Schedules and Other (non-transport) Schedules.
3. (Optional) Override these settings at the voucher origin, vendor, or voucher level.
4. Record data for ECS payments at the vendor level.

5. Identify which TDOs will make your payments, on the Agency Location Code page.
6. Specify the appropriate Agency Location Code for the bank on the Bank Information and Contacts page.
7. Specify which payment methods you want your banks to generate schedules for, on the Payment Methods page.
8. Identify the Treasury Regional Finance Centers on the Regional Finance Code page. The system uses this information to create payment files.
9. Set the number of payments per schedule and number of schedules per day on the Schedule Pay Restrictions page.

Federal Payment Schedule Generation

You generate Payment Schedules as follows:

1. The system automatically generates the next schedule number on the Invoice Information page based on the schedule type.
2. Certify the payment schedule during payment selection.
3. Create either an SF-1166 file or an ECS file to send to payment schedule to the TDO.
4. Review the payment schedule using the Payment Inquiry page.
5. After you send a payment schedule to a TDO, you can track the disbursement using Cash Clearing.

See Also

“Running Cash Clearing”

Prompt Payment Due Dates

If you are using Federal Payment schedules, you have the option to utilize prompt pay due date calculation, also known as Date Calculation Basis.

Prompt pay due date calculation helps you determine the best dates to pay your vouchers: The system weighs early payment discounts against interest you could earn by leaving your money in the bank until the due date. If you represent a U.S. federal agency, payment scheduling by prompt due date helps you fulfill your Prompt Payment Act obligation to pay bills promptly and at the time of greatest savings.

You can establish payment rules based on invoice, receipt of goods and services, and acceptance dates. You set payment rules for a voucher on the Date Calculation page (an auxiliary page accessed from the Invoice Information page). During the pay cycle, the system calculates the due dates for vouchers based on the invoice date, invoice receipt date, acceptance date, or

constructive receipt date, in conjunction with the payment terms (interest rates versus payment discounts).

Entry Events for Payables

Entry Events are the short-hand codes used to post pro-forma accounting entries to the General Journal with minimal input from the end user. These codes are used across all modules for all documents and derive their accounting entries from a central table.

Entry Event Codes enable PeopleSoft applications to create standard accounting entries automatically based on accounting lines generated by document posting routines. Users assign an Entry Event Code to a transaction distribution line when they create a document. A process called the Entry Event Generator (EEG) generates additional standard accounting entries based on the EE Code that users entered.

After enabling Entry Events, users may assign Entry Event Codes to distribution accounting lines for Accounts Payable transactions. Entry Event Processes and Entry Event Process Steps are pre-defined and delivered with the system. Users will define appropriate Entry Events to specify the debits and credits necessary for each business scenario.

You can run Entry Events in conjunction with the Voucher Post, Payment Post, and Cash Clearing batch posting programs by selecting the Initiate Entry Event Generator check box. Or, you can use the Entry Event Run Request batch invocation page.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Entry Events”

Late Interest Charges

The system can automatically calculate interest charges for late payments to vendors. Payables follows U.S. Prompt Payment Act protocols:

Late interest is assessed on a payment made after the voucher due date.

- Late interest is calculated using the U.S. Treasury interest rate for the period.
- Late interest is not assessed on a payment to a government entity or employee.
- Late interest under USD 1.00 is not paid.

You maintain the U.S. Treasury interest rate on the Late Interest Charges page. This page is effective dated so you can enter a new interest rate whenever the rate changes. As delivered, the system follows current Treasury guidelines:

- Payments made 1 to 30 days late are subject to simple interest late charges.
- Payments made 31 to 360 days late are subject to compound interest.

- Payments outstanding for more than one year will be subject to the maximum of 360 days calculated interest.

The Pay Cycle calculates late interest based on the Late Charge Code for vouchers subject to late interest charges that have passed payment due date. The Pay Cycle also determines whether the calculated interest falls within the threshold for payment. The system tracks interest that is below the minimum interest threshold amount, but does not pay it. The Pay Cycle generates interest lines using either the original distribution or a specified set of distribution depending on the setup.

You can calculate late interest for individual vouchers using the Late Interest Analysis expandable section on the Voucher Inquiry page. To calculate possible late fees, enter the Payment Date you anticipate making your payments, click the Calculate button, and the system displays all vouchers that would be overdue if you paid them at that time.

See Also

“Structuring Procurement Options for PeopleSoft Payables,” Creating Late Interest Charges

“Reviewing Vouchers and Payments,” Reviewing Voucher Details

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Setting Up PeopleSoft Payables Installation Options

Treasury Symbol Attributes

The Treasury Symbol Attribute field is used by Federal agencies to process payments through specific funds set up by the U.S. Treasury. This new field appears in PeopleSoft Payables on the Payables Definition – Numbering page. Use this field to instruct the system to use a specific attribute when processing payments for the business units that you set up.

For example, when you define your business rules, you could set up *TSYMBOL* as the fund attribute to represent the various Treasury funds from which you make payments to your vendors. Then, when you design your ChartFields, you can link a particular fund, like 0201A - Fiscal Year 2000 Single Year, to the appropriate Treasury Symbol value which represents the fund (in this case 1900201). To complete the setup all you would have to do is enter *TSYMBOL* as the Treasury Symbol Attribute in the Payables Definition – Numbering page for the business unit (in this case FEDRL). When payments are processed for the FEDRL business unit and fund 0201A, the system uses the proper Treasury Symbol (1900201) in processing the payment.

Set up attributes and their values as follows:

1. Use the ChartField Attribute page to establish ChartField attribute values.
2. Use the ChartField Attribute Value page to link the ChartField attribute to a fund code.

See Also

Setting Up Numbering

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining and Using ChartFields,” Creating Generic ChartField Attributes

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining and Using ChartFields,” Attaching Generic ChartField Attributes

Proration and Allocation of Non-Merchandise Charges

You must define a method of accounting for non-merchandise charges such as freight, sales tax, use tax and miscellaneous charges.

During voucher entry, non-merchandise amounts are prorated to each distribution line based on some ratio of total expense to the merchandise or other value on the distribution lines of the voucher. While entering the voucher, you can do one of three things with the non-merchandise amounts:

Prorate	Records the prorated amount along with the merchandise amounts on the distribution line. If you prorate non-merchandise amounts, the amounts charged to the distribution lines are added to merchandise amounts on the distribution lines and the total is posted to the distribution ChartFields.
Allocate	Creates separate accounting entries for the non-merchandise amount for the distribution line. If you allocate non-merchandise amounts, the amounts charged to the distribution lines are posted to the appropriate non-merchandise accounts from the accounting template and the other ChartField values are populated based on the inheritance rules. ChartField inheritance is defined at the ledger group level and on the ChartField Inheritance page.
Expense (non-prorate/non-allocate)	Records the amounts to summary expense accounts. If you are using Summary Control posting, you have two options for non-prorated charges. You can either expense the charges at the header, or allocate them to the distribution lines. You allocate them by selecting the Allocate check box on the Non-Merch Charges page in the Procurement Accounting Controls component. If you are using Detail Offset posting, you only have one option for non-prorated charges. You must allocate them. For this reason, the Allocate check box is selected and unavailable for entry on the Non-Merch Charges page in the Procurement Accounting Controls component.

See Also

“Running Voucher and Payment Posting,” Defining Inheritance Options for Payables

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Ledgers,” Linking Ledgers to a Ledger Group

Discount Lost Accrual

The Accrue Discounts Lost check box on the General Controls page in the Procurement Accounting Control component enables you to accrue at net but also to accrue the potential discount lost. If you take the discount later, the system reverses the discount lost.

When Accounting at Net in Payables, you can account for lost discounts in one of two ways:

- Account for lost discounts during payment posting.
- Account for lost discounts during voucher posting.

Accounting for Lost Discounts During Payment Posting

If you select this method of Accounting At Net, both the Accounts Payables Offset account and the Expense Distribution accounts are recorded during the Accrual entry Net of Discount. When the payment is made for this voucher, if the discount is still available, no additional entries are necessary outside of the normal Payment entries. If the discount is not taken, a discount lost is recorded to a Discount Lost control account. The system creates accounting entries as follows:

<i>Event</i>	<i>Account</i>	<i>Debit Amount</i>	<i>Credit Amount</i>
Voucher Entry	Accounts Payables		1,080
	Expense	1,080	
Payment with discount taken	Accounts Payables	1,080	
	Cash		1,080
Payment without discount	Accounts Payables	1,080	
	Cash		1,100
	Discount Lost (Expense)	20	

Accounting for Lost Discounts During Voucher Posting

Note. This method of accounting is specifically designed to meet German and Australian accounting requirements, but other countries may need to use it as well.

If you select this method of Accounting At Net, the Accounts Payable offset account is booked at the Gross amount while the Expense Distribution accounts are booked at the Net amount. The difference is booked to the Discount Lost control account. If the discount is not taken, no additional entries are necessary outside of the normal Payment entries, as the Discount Lost has

already been booked. If the discount is taken, then an offset to the Discount Lost must be created to ensure no Discount Lost has been booked. The system creates accounting entries as follows:

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,100
	Expense	980	
	VAT Input	100	
	Discount Lost (Expense)	20	
Payment without discount	Accounts Payables	1,100	
	Cash		1,100
Payment with discount taken	Accounts Payables	1,100	
	Cash		1,078
	Discount Expense		20
	VAT Adjustment		2

Note. Any organization that chooses this method for posting Net vouchers must ensure that all vouchers that have been Voucher Posted are also Paid and Payment Posted *before* they perform the upgrade. Otherwise, the possibility exists that vouchers will be Voucher Posted under the previous method of Net Accounting and when they are Payment Posted they will be posted under this new method of Net Accounting. This could lead to incorrect balances in the APA offset and Discounts Lost accounts.

Discount Memo Account

The Record Discount Memo Account check box on the General Controls page in the Procurement Accounting Control component enables you to set up the system to post discount entries at the time of payment using memo accounts. Using this method, if users accrue at gross but later lose the discount, the system generates entries to the discount lost and discount lost memo accounts. You can set up the system to generate similar entries to the discount earned and discount earned memo accounts when accruing at net.

Accounting at Gross

If you select this method of Accounting at Gross for a General Ledger business unit (using the Vouchering General Ledger business unit) the system creates accounting entries as follows:

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,000
	Expense	1,000	

Event	Account	Debit Amount	Credit Amount
Payment without discount	Accounts Payables	1,000	
	Cash		1,000
	Discount Lost	20	
	Discount Lost Memo		20
Payment with discount taken	Accounts Payables	1,000	
	Cash		980
	Discount Earned		20

Accounting at Net

If you select this method of Accounting At Net for a General Ledger business unit (using the Vouchering General Ledger business unit), the system uses this check box in conjunction with the Accrue Discount Lost check box to determine the accounting entries:

Example 1: Voucher Entered at Net with 2% Discount

This scenario assumes that the Accrue Discount Lost check box is not selected.

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		980
	Expense	980	
Payment without discount	Accounts Payables	980	
	Cash		1,000
	Discount Lost	20	
Payment with discount taken	Accounts Payables	980	
	Cash		980
	Discount Earned		20
	Discount Earned Memo	20	

Example 2: Voucher Entered at Net with 2% Discount

Note. This method of accounting is specifically designed to meet German and Australian accounting requirements, but other countries may need to use it as well.

This scenario assumes that the Accrue Discount Lost check box is selected:

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,000
	Expense	980	
	Discount Lost	20	
Payment without discount	Accounts Payables	1,000	
	Cash		1,000
Payment with discount taken	Accounts Payables	1,000	
	Cash		980
	Discount Lost		20
	Discount Earned		20
	Discount Earned Memo	20	

Questions To Ask

Every organization has different requirements, and it would be impossible to cover all the variables likely to be encountered as you define your business unit structures. But once you have mulled over the ideas outlined in this chapter, and examined your organization's existing structures, go ahead and make a tentative decision about how many business units you need. Then take a step back and ask:

- Is there any reason why this isn't going to work?
- Is this going to preclude me from taking advantage of some functionality that I want to use?
- Is it going to restrict my reporting?
- Is it going to cause me to process more than I want to on a given night?
- Or is it just the right level?

Creating Payables Business Units

This section describes how to create a new business unit.

Page Used to Create New Business Units

Page Name	Object Name	Navigation	Usage
Payables Definition - Definition	BUS_UNIT_TBL_AP1	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition	Create a new business unit.

Adding a New Business Unit

Access the Payables Definition - Definition page.

The screenshot shows the 'Payables Definition - Definition' page. It features several tabs: Definition, SUT Options, Voucher Build, Matching, Payments, and Numbering. The 'Definition' tab is selected. The page contains the following sections and fields:

- Unit:** US212
- *Description:** [Text Field]
- *Short Description:** [Text Field]
- *Default SetID:** [Text Field] with a magnifying glass icon.
- Create BU:** A yellow button.
- Accounting Information:**
 - General Ledger Unit:** [Text Field]
 - Ship To:** [Text Field]
 - Accounting Entry Template:** [Text Field]
 - Update Open Periods:** A blue link.
- Posting Option:**
 - *Post Date Indicator:** Use Current Date (dropdown menu).
 - ☒ **Open For Voucher Posting**
 - ☒ **Post Unapproved Vouchers**
 - ☒ **Post Unmatched Vouchers**
- Miscellaneous:**
 - Location:** [Text Field]
 - ID Numbers:** [Text Field]
- Revaluation Posting Option:**
 - *Revalue Option:** Voucher (dropdown menu).

Payables Definition - Definition page

To create a new business unit:

1. Enter the Business Unit ID for the Payables business unit you want to create and click Add.

Note. We recommend that you use business unit IDs that are five characters long to maximize system performance.

2. You return to this page later to complete the bulk of the information. At this early stage, you must:
 - a. Enter a **Description** of the business unit.
 - b. Enter a **Short Desc** (Short Description).
 - c. Enter a **Default SetID**. This can be the value of another existing business unit whose SetID you want to copy for the business unit you are adding. However, by entering the

ID of the new business unit you are creating in this field, you can also establish a new empty SetID having the same name as your business unit.

3. Click **Create BU** to create the Payables business unit and, if applicable, SetID. The system automatically creates the business unit and notifies you that you must enter control table information. You return to this page later to complete the remainder of the business unit definition.
4. You must set up the common tables and define your payables processing rules before completing your business unit setup.

See Also

Completing the Payables Business Unit Definition

Prerequisites

Before you can complete your business unit setup, you must set up tables common to all PeopleSoft applications in the Design ChartFields, Maintain Ledgers, and Define General Options menus. These tables contain accounting rules used by all of your systems.

You must also define processing options for the Payables business units. You provide a framework for your payables-specific processing options in the Structure Procurement Options menu.

See Also

“Structuring Procurement Options for PeopleSoft Payables”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining and Using ChartFields”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Ledgers”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions”

Defining Business Unit Parameters

You complete your business unit setup by defining business unit parameters in the Payables Options component. The Payables Options component defines the defaults at the SetID level. All business units assigned to that SetID use the defaults you specify in this component.

Here’s how you define business unit parameters:

1. Establish the payables options.
2. Define the vouchering options.

3. Complete the vouchering options.
4. Select payment options.
5. Establish bank holiday processing options.
6. Set tax options.
7. Choose VAT options.

Pages Used to Define Business Unit Parameters

Page Name	Object Name	Navigation	Usage
Payables Options – Payables Options	BU_AP_OPT_ACCTG	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options	Define accounting date options.
Payables Options – Vouchering Options 1	BU_AP_OPT_VCHR1	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Vouchering Options 1	Enter voucher approval rules and currencies.
Payables Options – Vouchering Options 2	BU_AP_OPT_VCHR2	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Vouchering Options 2	Specify the actions the system takes when it encounters duplicate invoices, incorrect ChartFields, and vouchers with unbalanced lines.
Payables Options – Payment Options	BU_AP_OPT_PYMNT	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Payment Options	Specify the default payment terms, payment method, and bank account. These options default to vendors and finally individual vouchers.
Bank Holiday Processing Options	HOL_PROC_SEC	Click the Holiday Options link on the Payables Options – Payment Options Page.	Specify the Holiday Options for the SetID.
Payables Options – Tax Options	BU_AP_OPT_SUT	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Tax Options	Specify sales and use tax options for the SetID.

Page Name	Object Name	Navigation	Usage
Payables Options – VAT Options	BU_AP_OPT_VAT1	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, VAT Options	Specify business unit VAT options.

Establishing Payables Options

Access the Payables Options – Payables Options page.

Payables Options - Payables Options page

Specify the accounting date option that the system uses for this SetID. This setting defaults through the hierarchy onto individual vouchers. The accounting date controls the period into which the accounting entry information appears in the general ledger. It plays a major role in determining when an accounting entry is selected for journal generation.

Use Current Date

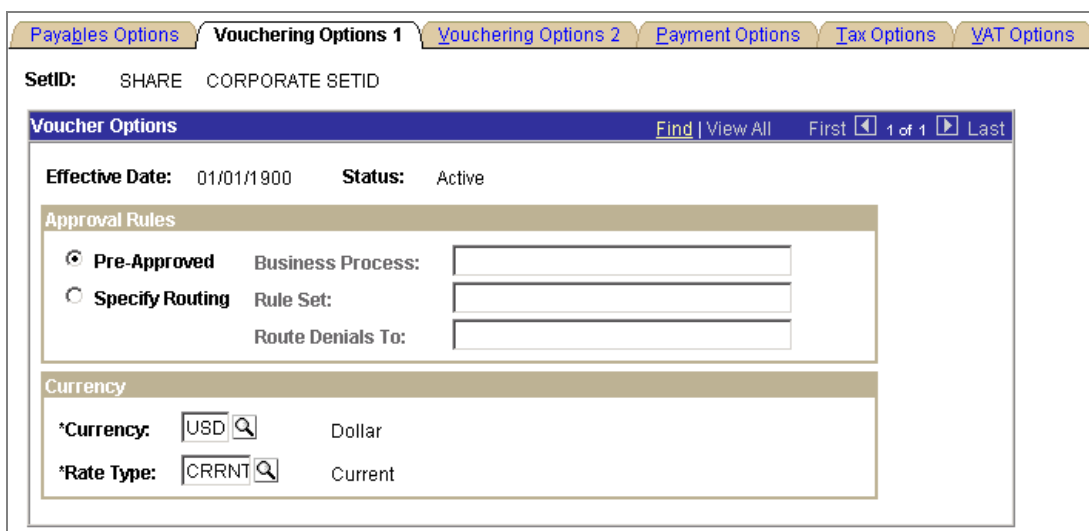
The system applies the date of the transaction as the accounting date.

Use Specific Date

The system uses the date you enter on this page to determine which period to use for posting the transactions. Keep in mind that if you enter a specific date here, all voucher transactions entered for business units using this SetID will have the same accounting date.

Defining Vouchering Options

Access the Payables Options – Vouchering Options 1 page.



Payables Options | **Vouchering Options 1** | Vouchering Options 2 | Payment Options | Tax Options | VAT Options

SetID: SHARE CORPORATE SETID

Voucher Options Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

Approval Rules

☒ **Pre-Approved** Business Process:

☐ **Specify Routing** Rule Set:

Route Denials To:

Currency

*Currency: USD Dollar

*Rate Type: CRRNT Current

Payables Options - Vouchering Options 1 page

Pre-Approved

Vouchers can be pre-approved at the business unit level. Any voucher entered for a business unit assigned to a SetID with Pre-Approved as the approval rule, is automatically approved for payment. You can override this setting at the Origin, Control Group, or Vendor levels of the control hierarchy.

Specify Routing

Implement voucher approval using Workflow. If you select this option you can use the **Business Processes** and **Rule Sets** supplied with the system. However, you will probably want to modify the rules, roles, and routings to make them fit your organization.

Currency

The default voucher currency for the business units assigned to this SetID. This is the transaction currency that the system uses by default on vouchers for these business units. You can select alternate currencies when you enter vouchers if you have multicurrency bank accounts. You can also select alternate currencies when you enter vendors. The vendor currency then defaults onto vouchers for that vendor entered into the system.

Rate Type

The rate type that the system uses for all vouchers generated for business units using this SetID. Rate types are defined on the Market Rate Type page.

See Also

“Managing Vouchers,” Overview of Voucher Approval Using Workflow

“Processing Multiple Currencies in PeopleSoft Payables”

“Processing Document Sequencing in PeopleSoft Payables”

PeopleSoft Global Options and Reports PeopleBook, “Processing Multiple Currencies”
Defining Market Rates

Completing Vouchering Options

Access the Payables Options – Vouchering Options 2 page.

Payables Options **Vouchering Options 1** **Vouchering Options 2** **Payment Options** **Tax Options** **VAT Options**

SetID: SHARE CORPORATE SETID

Voucher Error Options Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 **Status:** Active

Duplicate Invoice Checking	ChartField Editing	Voucher Balancing
☒ Invoice Number ☒ Invoice Date ☒ Vendor ID ☐ Gross Amount ☒ Business Unit	☒ Reject ☐ Recycle ☐ Warning ☐ No Edits ☐ Edit Combinations	☒ Reject ☐ Recycle

Payables Options - Vouchering Options 2 page

Select one of the following actions to indicate what the system should do if it encounters errors when checking for duplicate information, validating ChartFields or ChartField combinations, or balancing vouchers:

Reject	Rejects the voucher; you cannot save the voucher until the error is fixed.
Recycle	Enables you to save your work, but the voucher cannot be posted until the error is corrected. The system displays a message to this effect.
Warning	The system issues a warning, but enables you to save, post and pay the voucher.
No Edits	Does not edit your ChartFields.

Duplicate Invoice Checking

Depending on the options you select here, the system will check each voucher that is entered for a business unit for duplicates. It can check for duplicate invoice numbers, invoice dates, or any combination of the options listed here.

If you select multiple options, the system performs an *AND* check. For example, if you select Invoice Number and Invoice Date, the system finds a duplicate if the invoice number *and* invoice date are the same. The system does not find a duplicate, however, if the invoice number

is the same but not the date. The more variables you select, the less likely it is that the system will identify duplicate vouchers.

If any of these variables are found to have values that already exist in the voucher tables, you can have the system Reject, Recycle or issue a Warning when the voucher is saved.

In addition, if you enable duplicate invoice checking for a business unit, the system also performs a preliminary check when you add vouchers. The system checks against the voucher table to see if any existing vouchers already contain the entered invoice number. If it finds any that do, it issues a warning message before opening the Invoice Information page. This preliminary check should prevent the frustrating experience of finding out that you have duplicated an invoice number after adding all of your voucher information.

ChartField Editing

Select the appropriate ChartField Editing options to determine the action the system should take when a voucher's ChartFields do not match those available to the business unit.

Edit Combinations

Use ChartField combination editing.

Voucher Balancing

Specify whether the system should Reject or Recycle vouchers that are not in balance.

See Also

“Preparing to Implement PeopleSoft Payables,” ChartField Combination Editing in Payables

Selecting Payment Options

Access the Payables Options – Payment Options page.

Payables Options	Vouchering Options 1	Vouchering Options 2	Payment Options	Tax Options	VAT Options

SetID: SHARE CORPORATE SETID

Payment Options Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active [Holiday Options](#)

Terms

*Payment Terms: 30 Net 30 *Method: System Check

Discount Delay Days

Net: 0 Discount: 0

Prepay / Third-Party Pay Terms

*Prepay / Third-Party Pay Terms: 00 Due Now

Draft Sight

Draft Sight: ☐ Draft Issue Approval Required

Payment Bank Options

*Bank Code: TRBNK US TREASURY BANK

*Bank Account: CHCK TRBNK Checking Acct

*Handling: RE Regular Payments

Pay Sched / Date Calculation

Pay Schedule Type: Other Date Calculation Basis:

Payables Options - Payment Options page

Holiday Options

Click to establish bank holiday processing for this SetID.

Terms

Select the default payment **Payment Terms** ID and payment **Method** for this SetID. Select the preferred payment method from the following options:

Automated Clearing House

An electronic file containing the required clearinghouse information. You send all applicable payments in one file to a clearinghouse. The clearinghouse then sends the payments to your vendor's bank.

Direct Debit

Makes a payment directly to your vendor's bank account through electronic transfers for specific goods or services. While contractual, the payments can be for different amounts and can vary over periodic intervals.

Draft – Customer-Initiated

The system produces a draft before the draft due date that details the draft identification number, the draft amount, and the draft maturity date, and you send it to your vendor. About ten days before the draft maturity date, the vendor submits the draft to its bank for collection. The vendor's bank asks your bank to honor the draft. Your vendor submits the draft to your bank for verification. Once your bank verifies the funds, it pays the draft.

<i>Draft-Customer-Initiated EFT</i>	Creates EFT files instead of printed drafts. You send the file to your bank when the draft payment is due.
<i>Draft – Vendor-Initiated</i>	Your vendor initiates payment and the draft is drawn against your bank account with a future due date. Upon the settlement date of the draft, you may assume that the whole amount of the draft has been withdrawn from your account.
<i>Electronic Funds Transfer (EFT)</i>	An electronic file containing the required bank and payment information. You send all applicable payments in one file to your bank for payment. The bank then sends the payments to your vendor's bank.
<i>Giro EFT</i>	An output data file containing the payment information. You send the output data file to the bank electronically or on taped media. This payment method is primarily used in Singapore.
<i>Giro Manual</i>	A type of remittance slip that is handled as a manual payment. Accept Giro is a standard format used in the Netherlands that has an invoice with a tear-off portion. The tear-off section displays all of the information necessary to execute a payment. You detach the tear-off portion and send it to your bank for payment to your vendor. Your bank sends payment to the vendor's bank, and the vendor's account information is updated.
<i>Letter of Credit</i>	An agreement issued by a bank at the request of its client and adds the bank's promise of payment to your promise. The Letter of Credit frequently requires congruity with a number of terms, conditions, or events before the vendor can collect payment. All vouchers that have the same L/C ID are grouped into a single payment. Only those payments for which you have selected the L/C Advice option on the Preferences page of the Payment Selection Criteria component have a printed Letter of Credit Advice.
<i>Manual Check</i>	The manual payment functionality records into the system a check that was typed or handwritten outside of the system.
<i>System Check</i>	System checks are scheduled payments that require a printed paper check and remittance advice.
<i>Treasury Wire Flat File</i>	A funds transfer with the recipients settlement instructions sent using templates or on an ad hoc basis by electronic data flat file. You export the data using the EDI Manager.
<i>Wire Transfer</i>	An electronic payment from your bank account to your vendor's bank account.
<i>Discount Delay Days</i>	Discount delay days enable you to specify a <i>fudge factor</i> for the Payables system that gives you extra days to process checks when you know that most or all of your vendors for these business unit are lenient with due dates. In calculating the due date for discount and net, the system looks

at the payment terms and payment terms basis date. Based on the terms, it calculates the discount and net date. It adds the discount and net delay days, as specified by the control hierarchy, to yield the updated discount date and net date.

Net	Number of delay days for net payment. A delay of 5 days gives you the extra time to make the net payment.
Discount	Number of delay days for discount payment. If you enter 2 delay days, you can process payments two days later than the discount due date and still have the Payables system take the discount.

You define payment terms on the Payment Terms pages.

Prepay/Third-Party Pay Terms

Prepay/Third-Party Pay Terms	The default prepayment, or Third-Party payment terms ID for this SetID.

Prepayments have certain restrictions on payment terms. For example, you cannot use discounts, or multiple payment terms with prepayments. If you select an invalid value from the list of available options, the system issues an error message alerting you that you have selected terms that cannot be used with prepayments.

Note. If you do not populate this field, the payment terms for Prepaid vouchers for this SetID defaults as blank on the Voucher component. You can enter, or override payment terms for Prepaid vouchers at the Voucher level.

Payment Terms for Third Party vouchers cannot include a discount.

Draft Sight

Draft Sight	The sight code references the agreed upon payment terms between you and your vendor for draft payments. It is very similar to accounts payable and accounts receivable payment terms, such as NET30, except that it does not use discounts. Use the Sight Codes page to.
Draft Issue Approval Required	Determines whether a status of <i>Approved</i> is required before accounting entries can be generated for drafts using the Payment Posting process (AP_PSTPYMNT). • If you select this check box, approval is required before accounting entries can be generated. All payments must have DFT_STATUS = 'A' (approved). • If you do not select this check box, approval is not required for Payment Posting, and payments can have DFT_STATUS of either 'C' (created) or 'A' (approved).

Payment Bank Options

Select a default payment **Handling** code for this SetID. You define these codes on the Payment Handling Codes page. Some examples are:

Handling Code	Name	Short Name
<i>HD</i>	High Dollar Payment	High \$
<i>IN</i>	Internal Distribution	Internal
<i>PO</i>	Route to Purchasing	Purchasing
<i>RE</i>	Regular Payments	Regular

Pay Sched/Date Calculation

Pay Schedule Type

Specify the default schedule payment type for the business unit. You can override this setting at the Origin, Vendor, and Voucher levels of the control hierarchy. Select from the following:

Manual: Indicates that your agency does not go through the U.S. Treasury for payment. You cut checks to pay the vendor directly. If you select this option the Pay Cycle process will not process payment schedules for this business unit.

Other: Indicates that your payments cover non-transportation expenses.

Transport: Indicates that your payments cover transportation expenses.

Date Calculation Basis

Specify whether or not the system calculates the payment date using the Federal prompt payment criteria. These values are delivered with the system:

- *(none)*
- *Agricultural Commodities*
- *Dairy*
- *Meat*
- *Poultry*
- *Prompt Pay Basis*

See Also

Establishing Bank Holiday Processing Options

Federal Payment Schedules

Prompt Payment Due Dates

“Entering and Processing Vouchers Online,” Defining Date Calculation for Prompt Pay Due Date

“Processing Drafts in PeopleSoft Payables,” Creating Draft Sight Codes

“Structuring Procurement Options for PeopleSoft Payables,” Defining Payment Handling Codes

“Establishing Pay Cycles,” Setting Pay Cycle Preferences

“Designing Payment Forms”

“Overview of Available Payment Formats”

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Defining Collection Methods

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options”

Establishing Bank Holiday Processing Options

Access the Bank Holiday Processing options page.

Bank Holiday Processing options page

The system calculates bank holidays using the business calendar defined on the Business Calendars page.

Holiday Options

Select from the following holiday options:

Not Applicable: The Payables system does not take bank holidays into consideration when it calculates payment due dates.

Due After Holiday: The system takes any bank holidays into consideration when it calculates the scheduled due date and delays payment until after the bank holiday.

Due Before Holiday: The system takes any bank holidays into consideration when it calculates the scheduled due date and makes the payment before the bank holiday.

Days

The number of days after or before the holiday that the payment can be made.

Allow due date in next month

If you select the *Due After Holiday* option, you can also select the Allow due date in next month option to enable a payment to be made in the next month. If you don't select this option and the payment date after a holiday does fall in the next month, the system schedules the payment before the holiday. For example, you would not select this option if you generally want payments to be made after a holiday but not in the next month when a holiday falls at the end of a month.

Note. Normally, holiday options default from the Payables business unit level to the Vendor level, and then to the Voucher level. However, if a user specifies holiday options at the Bank Account setup, the Bank Account options override the default on the voucher.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Accounting Calendars,” Defining Business Calendars

Setting Tax Options

Access the Payables Options – Tax Options page.

The screenshot displays the 'Payables Options - Tax Options' page. At the top, there are several tabs: 'Payables Options', 'Vouchering Options 1', 'Vouchering Options 2', 'Payment Options', 'Tax Options' (which is the active tab), and 'VAT Options'. Below the tabs, the 'SetID' is listed as 'SHARE CORPORATE SETID'. The main section is titled 'Tax Options' and includes a search bar with 'Find | View All' and navigation buttons 'First', '1 of 1', and 'Last'. Below this, the 'Effective Date' is '01/01/1900' and the 'Status' is 'Active'. A 'Sales Tax Tolerance' section contains four input fields: 'Percent' (0.00), 'Amount' (0.000), 'Currency Code' (with a search icon), and 'Rate Type' (with a search icon).

Payables Options - Tax Options page

The Sales Tax Tolerance determines the allowable difference between the sum of the sales tax calculated for each voucher line and the total amount entered on the voucher header. If there is a discrepancy, the system compares the amount of difference against the Sales Tax Tolerance rules you specify here. If the difference is within tolerance, the voucher is accepted. If the difference is out of tolerance, a warning message alerts you to check for input errors.

Percent Define the tolerance as a percent of the gross amount.

Amount Define the tolerance as a fixed amount.

The system checks against the percentage first and if it is out of tolerance, it then checks against the amount. If both are exceeded, a warning is issued. If the percent is exceeded and the amount is not, as in the case of a low voucher amount, the tolerance is met and the voucher is saved without issuing a warning.

Currency Code You must specify the currency code for the tolerance amount.

Rate Type The rate type for the tolerance amount.

Choosing VAT Options

Access the Payables Options – VAT Options page.

The screenshot displays the 'VAT Options' page within the 'Payables Options' menu. The page is titled 'Vat Options' and includes a search bar with 'Find | View All' and navigation buttons 'First', '1 of 1', and 'Last'. The 'SetID' is 'SHARE' and the 'CORPORATE SETID' is 'CORPORATE SETID'. The 'Effective Date' is '01/01/1900' and the 'Status' is 'Active'.

The page is divided into several sections:

- Declaration Point:** Radio buttons for 'Default' (selected) and 'Specify'. A dropdown menu is visible below 'Specify'.
- Calculation Type:** Radio buttons for 'Inclusive' and 'Exclusive' (selected).
- Transaction Type:** A dropdown menu labeled 'VAT Transaction Type:'.
- VAT Tolerance Check Indicator:** Fields for 'Percent' (0.00), 'Amount' (0.00), 'Currency' (USD), and 'Rate Type' (CRRNT).
- VAT Use ID:** A dropdown menu labeled 'Use Type:' with 'COMM' selected.
- Allow Override Recovery/Rebate:** A dropdown menu labeled 'Override Percent:' with 'Both' selected.

Payables Options - VAT Options page

Before you can select your VAT options, you must complete VAT setup in the Administer VAT and Intrastat menu.

Declaration Point

The Declaration Point determines when the system recognizes the VAT on the invoice and reports it to the tax authorities. To override the default setting, select **Specify**. You may select from three possible values:

<i>Delivery Date</i>	The system recognizes the VAT as of the day the delivery was made.
<i>Invoice Date</i>	The system recognizes the VAT as of the date of the invoice.
<i>Payment Date</i>	The system recognizes the VAT as of the date of payment.

The Declaration Point defaults from the VAT Entity and may be overridden here on the Payables Options page, at the Voucher Origin level, at the Control Group level, at the Vendor level as well as on the voucher.

Calculation Type

There are two possible calculation types:

<i>Inclusive</i>	The VAT on the invoice is not reported separately but is included in the total gross amount entered on the invoice. The invoice amount is entered on the voucher header and no VAT amount is entered.
<i>Exclusive</i>	The VAT is reported separately on the invoice. The invoice amount and the VAT amount are entered on the voucher header. The amount distributed to the voucher lines is the invoice amount less the VAT amount.

You may override the value you select on this page at the Voucher Origin level, at the Control Group level, at the Vendor level, or on the voucher.

Example of Inclusive VAT

- The voucher has no subtotal.
- Total Voucher Amount = 263.90
- VAT = 16%

Example of Exclusive VAT

- Invoice subtotal = 227.50
- VAT = 16%
- Total = 263.90

VAT Transaction Type

VAT Transaction Type

Transaction types classify business transactions for the purpose of VAT reporting and to exclude transactions from the VAT report(s). They categorize VAT amounts by business transaction types. They enable you, for example, to differentiate between a domestic purchase, an import from another VAT country, or a purchase for resale. These codes are required for reporting purposes and are defined on the Administer VAT and Intrastat menu.

The **VAT Transaction Type** defaults from the VAT Entity. You may override this setting at the Voucher Origin level, at the Control Group level, at the Vendor level, or on the voucher.

VAT Tolerance Check Indicator

The VAT Tolerance Check Indicator determines the allowable difference between the sum of the VAT amounts calculated for each voucher line and the total amount entered on the voucher header.

Percent (Percentage)	The percentage by which the entered VAT amount may differ from the VAT calculated by the system.
Amount	The fixed amount by which the entered VAT amount may differ from the VAT calculated by the system.
Currency	If you enter an amount, you must also enter a currency in which the tolerance amount should be denominated. (You can define only one currency here).
Rate Type	Determines the type of rate that the system uses to convert the voucher VAT amount into the tolerance currency.

VAT Tolerance checking can be overridden at the Voucher Origin level, at the Control Group level, and at the Vendor level.

You may set the tolerance checking so that you receive either a warning or an error when the tolerance is exceeded. You can also set it so that you receive neither a warning nor an error. You set the edit message for the tolerance VAT tolerance on the Payables Definition – Tax Option Page.

The system compares the calculated amount to the entered amount. The system then compares the difference first to the percent and then to the fixed amount as follows:

- If both limits are exceeded, the voucher may not be saved and the warning/error message displays.
- If the percentage is exceeded but the amount is not, as in the case of low voucher amount, the tolerance is met and the voucher is saved without issuing a warning/error message.
- If the percentage is *not* exceeded, the system does not compare the difference to the amount and the voucher is saved without issuing a warning/error message.

Here is an example of how VAT Tolerance checking works:

- The VAT percentage tolerance is 1% and the amount is 10.00.
- The Edit Options are set to issue an error message.

Example 1:

If the entered VAT is 99.00 and the calculated VAT is 89.00, the difference is 10.00. The 10.00 exceeds the percentage (1% is 8.90), but does not exceed the amount (10.00). So, the voucher is saved without receiving a warning/error message.

Example 2:

If the entered VAT is 100.00, and the calculated VAT is 89.00, the difference is 11.00. The 11.00 exceeds the percentage (1% is 8.90), and also exceeds the amount (10.00). So, you receive an error message and are not able to save the voucher.

VAT Use Type

Use Type

Determines the recoverable percentage of the VAT for a good or service. VAT Use Type(s) categorize the use of a good or service by the tax status of the activity in which it is used. In other words, the recoverable percentage is determined by the use of the purchase in an activity that results in the production of goods, or services that are taxable when sold. For example, if it will *not* be used as input, it will be taxable.

You define the VAT Use Types on the VAT Use Type page in the Administer VAT and Intrastat component. You may override the VAT Use Type you specify on this page at the Vendor level and on the voucher.

Allow Override Recovery/Rebate

Override Percent

Establish override settings for the recovery and rebate percentages. The available options are:

Both: Enable override of both rebate and recovery percentages.

No override: Do not override either the rebate percentage or the recovery percentage.

Rebate %: Override rebate percentage only.

Recry: Override recovery percentage only.

Note. The options you select here enable you to override the recoverable and rebate percent that default into the voucher on the distribution line.

See Also

“Processing VAT Transactions in PeopleSoft Payables”

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Taxes (VAT),” Defining VAT Use Types and Apportionment

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Taxes (VAT),” Setting Up VAT Transaction Types

Defining Procurement Accounting Controls

You now need to define the procurement accounting controls for the General Ledger business unit associated with your Payables business unit. These settings determine how your Payables business unit interfaces with General Ledger. You define these controls on the Procurement Acctg Control component.

You must define a posting method on the Installation Options - Payables page before defining your procurement accounting controls.

Here’s how you define procurement accounting controls:

1. Select general controls.
2. Set up non-merchandise charges.
3. Define General Ledger templates.
4. Select ERS options.
5. Choose withholding options

Note. The Document Types page only displays if Document Sequencing is enabled for this General Ledger business unit.

See Also

“Processing Document Sequencing in PS Payables,” “Changing Document Types and Document Sequence Numbers”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Installation Options for PeopleSoft Applications,” Setting Up PeopleSoft Payables Installation Options

Pages Used to Define Procurement Accounting Controls

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Procurement Acctg Control – General Controls	BUS_UNIT_INTFC1	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Acctg Control	Specify how accounting entries are processed.
Procurement Acctg Control – Non-Merch Charges	BUS_UNIT_INTFC3	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Acctg Control, Non-Merch Charges	Define proration, allocation and expensing options for non-merchandise charges.
Procurement Acctg Control – GL Templates	BUS_UNIT_INTFC6	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Acctg Control, GL Templates	Specify the Payables journal templates.
Procurement Acctg Control – ERS Options	BUS_UNIT_INTFC5	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Acctg Control, ERS Options	Enable ERS (Evaluation Receipt Settlement) processing for the General Ledger business unit and enter the SBI (Self-Billed Invoice) document option.
Procurement Acctg Control – Withholding	BU_WTHD_JUR	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Acctg Control, Withholding	Specify General Ledger business unit withholding setup.

Selecting General Controls

Access the Procurement Acctg Control – General Controls page.

General Controls		Non-Merch Charges	GL Templates	ERS Options	Withholding
Business Unit Interface					
Unit: US001 US001 NEW YORK OPERATIONS					
Early Payment Discount and Late Payment Charges					
*Accounting Policy: Net		Discount Allocation Policy ☒ Allocate Discounts ☐ Prorate Discounts ☐ Expense Discounts		Late Payment Allocation Policy ☒ Allocate Late Charges ☐ Prorate Late Charges	
☒ Accrue Discounts Lost ☒ Record Discount Memo Account					
Document Tolerance		Combination Edit Template			
☐ Enable Document Tolerance		Template: VCHREDIT			
Accounting Controls					
*Accounting Date Edit Option: No Message				☒ Allow Unpost Paid Vouchers	

Procurement Acctg Control - General Controls page

Early Payment Discount and Late Payment Charges

Note. All of the fields in this group box are used during posting and cannot be overridden except the Accounting Policy, which you can override when you create a voucher.

Accounting Policy

This field is used as a default for vouchers. You can override the accounting policy when you create a voucher. Select from the following:

Gross: The gross amount of vouchers is used as the basis for accounting; any discounts taken are recognized as discounts earned.

Net: The net amount of vouchers is used as the basis for accounting. Any discounts that you lose are recognized as discounts lost.

Accrue Discounts Lost

Select this option to account at net per German and Australian requirements. If you select this option, the system accounts for lost discounts during payment posting. If you don't select this option, the system accounts for lost discounts during voucher posting.

Record Discount Memo Account

Select this option to record both discount earned and discount lost at payment creation regardless of whether you are accounting at Net or Gross.

Discount Allocation Policy

Use the fields in this group box to determine how discounts are charged.

Allocate Discounts	If you select this option, the system uses the Account from the Accounting Entry Template and creates all other ChartFields based on the Inheritance Rule for the SetID associated with the General Ledger business unit of the Distribution line. (It uses the Payables Distrib Level Entries inheritance group). The Discount lines inherit the General Ledger business unit of the distribution lines.
Prorate Discounts	If you select this option, discount entries are created on separate lines using the Account and all other ChartFields on the distribution lines for that voucher. The Discount lines inherit the General Ledger business unit of the distribution lines.
Expense Discounts	If you select this option, the system uses the Account from the Accounting Entry Template and inherits the remainder of the ChartFields based on the SetID associated with the General Ledger business unit of the vouchering business unit. (It uses the Payables Header Level Entries inheritance group). The Discount line uses the General Ledger business unit of the Vouchering business unit. Note. This option is only available if you are using the Summary Control posting method.

Late Payment Allocation Policy

Use the fields in this group box to determine how late charges are charged.

Allocate Late Charges	Select this option to allocate late interest charges.
Prorate Late Charges	Select this option to prorate late interest charges.

Document Tolerance

Enable Document Tolerance	Enables document tolerance checking for the selected General Ledger business unit.

Combination Edit Template

Template	Select a combination edit template to be used in the Payables Voucher Edit process. This is used only for batch voucher editing and is not necessary for online voucher entry, because combination editing for online entry is performed differently.

Accounting Controls

Accounting Date Edit Option

Specify whether future-dated accounting entries are allowed. Select from the following:

No Message: Select this option to enable all users to enter accounting dates beyond the current date for vouchers without receiving a warning or error message.

Warning Message: Select this option to receive a warning message when users enter accounting dates beyond the current date for voucher.

Error Message: Select this option to control which users have the authority to enter accounting dates beyond the current date for vouchers.

Allow Unpost Paid Vouchers

Select this option to enable users to unpost vouchers that have been partially or fully paid.

See Also

Discount Lost Accrual

Discount Memo Account

Late Interest Charges

“Preparing to Implement PeopleSoft Payables,” ChartField Combination Editing in Payables

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining User Preferences,” Defining PeopleSoft Payables User Preferences

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options,” Enabling Document Tolerance for a Business Unit

Setting Up Non-Merchandise Charges

Access the Procurement Acctg Control – Non-Merch Charges.

General Controls		Non-Merch Charges		GL Templates		ERS Options		Withholding	
Business Unit Interface									
Unit:		US001 US001 NEW YORK OPERATIONS							
Default Non-Merchandise Charge Codes						Non-Prorated Allocation Policy			
Sales Tax Charge:	SALETXPR		Sales Tax Prorated						
Use Tax Charge:	USETAXPR		Use Tax Prorated						
Freight Charge:	FRGTPR		Freight Prorated						
Miscellaneous Charge:	MISCPR		Miscellaneous Charge Prorated						
VAT Non Recoverable Policy									
VAT Non-Recovery Charge:	NRVATPR		Non Recoverable VAT Prorated				☐ Allocate Non-Recoverable VAT		

Procurement Acctg Control - Non-Merch Charges page

Default Non-Merchandise Charge Codes

Use the fields in this group box to set the defaults for the non-merchandise charges on the voucher. The charge codes that you select here are pre-populated on the vouchers you create for this business unit. They determine where the non-merchandise amounts are charged.

Each of the fields in this group box has a drop down list box that displays the available charge codes for that non-merchandise charge. You define the codes for these non-merchandise charges on the Misc Charge/Landed Cost Definition page. When you select a charge code you define the proration. The available charge codes are prorated (PR) or not prorated (NP), unless you have defined more charge codes on the Misc Charge/Landed Cost Definition page.

Note. The charge codes you select here are only defaults. You can override these charge codes on the voucher itself.

Non-Prorated Allocation Policy

The fields in this group box determine whether a non-prorated non-merchandise charge is to be allocated or charged as a non-prorated expense for a particular General Ledger business unit.

If you are using Detail Offset posting, this check box is automatically selected and cannot be changed because you cannot expense non-merchandise amounts with Detail Offset posting.

If you are using Summary Control posting, you can select this check box to allocate the non-merchandise charges to the distribution line, or you can clear the check box to expense the charges to the header General Ledger business unit.

Note. Unlike the charge codes, the allocation options *cannot* be overridden at voucher creation time. If you select non-prorate (*NP*) option as the default here or on the voucher, the system uses the allocation option you select here to either allocate or expense the non-merchandise amount.

Allocate Sales Tax	If you select this option, the system creates separate accounting entries for non-prorated sales tax amounts for the distribution line, and the appropriate ChartFields are inherited.
Allocate Use Tax	If you select this option, the system creates separate accounting entries for non-prorated use tax amounts for the distribution line, and the appropriate ChartFields are inherited.
Allocate Freight	If you select this option, the system creates separate accounting entries for non-prorated freight amounts for the distribution line, and the appropriate ChartFields are inherited.
Allocate Miscellaneous Charges	If you select this option, the system creates separate accounting entries for non-prorated miscellaneous charge amounts for the distribution line, and the appropriate ChartFields are inherited.

VAT Non Recoverable Policy

Use the fields in this group box to set the defaults for the non-recoverable VAT charges on the voucher. The charge codes that you select here are pre-populated on the vouchers you create for this business unit. The available charge codes are prorated (PR) or not prorated (NP), unless you have defined more charge codes on the Misc Charge/Landed Cost Definition page.

Allocate Non-Recoverable VAT	If you select this option, the system creates separate accounting entries for the non-recoverable VAT amount for the distribution line. You can override this option on when creating vouchers.

See Also

“Entering and Processing Vouchers Online,” Entering Non-Merchandise Charge Details

“Processing VAT Transactions in PeopleSoft Payable,” Setting VAT Options at the General Ledger Business Unit

PeopleSoft Setting Up Procurement Options PeopleBook “Defining Procurement Options,” Defining Miscellaneous Charges and Landed Costs

Defining General Ledger Templates

Access the Procurement Acctg Control – GL Templates page.

General Controls		Non-Merch Charges		GL Templates		ERS Options		Withholding	
Business Unit Interface									
Unit:		US001 US001 NEW YORK OPERATIONS							
Payables Journal Templates									
Accruals:		ACCRUAL				Closes:		CLOSURE	
Payments:		PAYMENT				Revaluations:		AP_REVALUE	
Cancels:		CANCEL				Cash Clearings:		CASH_CLRG	
Purchasing Journal Templates									
Receipt Accrual:		REC_ACCRUE							
Proc card:		PROCARD							

Procurement Acctg Control - GL Templates page

You must set up journal templates in the Define General Options menu on the Journal Generator Templates pages before you can define the general ledger templates on this page.

Payables Journal Templates

Specify the Payables journal templates that you want to use for the General Ledger unit. These templates define the summarization rules for creating journals that are passed to your general ledger. The Payables system creates one journal each for accruals, payments, payment cancellations, manual closures, revaluations and cash clearings; you must specify a different journal template for each.

Purchasing Journal Templates

Receipt Accrual	Select the journal template that you want to use for receipt accrual in PeopleSoft Purchasing. The standard template that is provided for receipt accrual is <i>REC_ACCRUE</i> .
Proc card	Select the journal template that you want to use for procurement card processing in PeopleSoft Purchasing. The standard template provided for procurement card is <i>ProCard</i> .

See Also

PeopleSoft Purchasing PeopleBook, “Using Receipt Accrual”

PeopleSoft Purchasing PeopleBook, “Managing Procurement Cards”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Using the Journal Entry Template to Show Journal Line Columns and Define Copy Down Options

Selecting ERS Options

Access the Procurement Acctg Control – ERS Options page.

The screenshot shows the 'Procurement Acctg Control - ERS Options' page. At the top, there are five tabs: 'General Controls', 'Non-Merch Charges', 'GL Templates', 'ERS Options' (which is the active tab), and 'Withholding'. Below the tabs is a section titled 'Business Unit Interface' containing the text 'Unit: US001 US001 NEW YORK OPERATIONS'. The main content area is titled 'Evaluated Receipt Settlement' and contains four dropdown menus: '*ERS Option:' with 'Allow ERS' selected, '*SBI Numbering Options:' with 'Individual Voucher (Auto-Num)' selected, '*ERS Invoice Date Option:' with 'Recv Date' selected, and 'ERS Tax Type:' which is currently empty.

Procurement Acctg Control - ERS Options page

ERS Option

Evaluated Receipt Settlement (ERS) is a process by which Voucher Build builds vouchers from procurement receipt records. If you are going to be using Voucher Build to create ERS vouchers for business units associated with this General Ledger business unit, you need to set the ERS Option to *Allow ERS*.

ERS Invoice Date Option

Enables you to select whether to create the ERS voucher invoice date from the receiver date (*Recv Date*) or to let the freight terms (*Frt Terms*) determine whether to use the receipt or the shipment date as the invoice date.

SBI Numbering Options

This option defines how you group SBIs. The available options are:

Individual: The SBI only contains information from a single voucher. The system generates the SBI number by combining the invoice number with the ERS sequence number.

Invoice: The SBI only contains information from a single voucher. The system assigns the next available SBI number based on the invoicing location.

Group: The system groups ERS vouchers onto a single SBI voucher.

ERS Tax Type

The type of tax to which these vouchers are subject.

See Also

“Processing Self Billed Invoices (SBI) ”

“Using the Voucher Batch Process”

Choosing Withholding Options

Access the Procurement Acctg Control – Withholding page.

General Controls | Non-Merch Charges | GL Templates | ERS Options | **Withholding**

Business Unit Interface

Unit: US001 US001 NEW YORK OPERATIONS

Withholding Class Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 Status: Active

Customize | Find | View All First 1-2 of 2 Last

*Entity	*Type	*Jurisdiction	Tax Identification Type	Tax Identification Number	*Category	Collection Agent Flag	Last Certificate Number	Codigo DGR
ATO	PPS	AUSTR			NONE	☒		
IRS	1099	FED			NONE	☒		

Procurement Acctg Control - Withholding page

You must set up withholding entities, types and jurisdictions, as well as Business Unit categories on the pages in the Accounts Payable, Administration, Withholding menu before you can select your withholding options on this page.

Specify your General Ledger business unit's relationship to the various Entities, for whom you withhold. These tax authorities want this information because they are interested in who you are in relation to them. Enter the applicable information for each entity.

Collection Agent Flag	Select if you are a collection agent for the entity.
Last Certificate Number	Enter your last Certificate Number for this entity.
Codigo DGR	Used exclusively in Argentina. This field is purely descriptive and does not trigger any action of any kind.

See Also

"Processing Withholdings in PeopleSoft Payables," Setting up Your Withholding Environment

Completing the Payables Business Unit Definition

Once you have entered payables processing options and procurement accounting controls, you are ready to complete your Payables business unit definition. This includes establishing your General Ledger business units and associated ledgers and ledger categories.

This section describes how to

1. Link a Payables business unit with a General Ledger business unit.

2. Associate ID numbers with the business unit.
3. Update the open and closing period for a business unit.
4. Complete tax options.
5. Set Voucher Build options.
6. Establish matching options.
7. Define payment options.
8. Specify late interest charges.
9. Set up numbering.

Pages Used to Complete the Payables Business Unit Definition

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payables Definition - Definition	BUS_UNIT_TBL_API	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition	Link a Payables business unit with a General Ledger business unit and assign a location code to the unit. Also, select the accounting template and posting options for the business unit.
Business Unit ID Numbers	BU_ID_NBRS_AP_SE C	Select the ID Numbers link on the Payables Definition – Payables Definition Page.	Specify ID Numbers you want to associate with the business unit.
Open Periods	OPEN_PERIOD_SIN GLE	Select the Update Open Periods link on the Payables Definition — Payables Definition page.	Update the open and closing periods for a business unit.
Payables Definition - SUT Options	BUS_UNIT_TBL_AP2	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, SUT Options	Specify sales and use tax options, and VAT options for the business unit.
Payables Definition - Voucher Build	BUS_UNIT_TBL_AP3	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Voucher Build	Specify the voucher build criteria for the business unit.

Page Name	Object Name	Navigation	Usage
Payables Definition - Matching	BUS_UNIT_TBL_AP4	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Matching	Specify the matching options for the business unit.
Payables Definition - Payments	BUS_UNIT_TBL_AP5	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Payments	Specify payment options for the business unit.
Payables Definition - Numbering	BUS_UNIT_TBL_AP6	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Numbering	Specify autonumbering options for the business unit.

Linking Payables Business Units with General Ledger Business Units

Access the Payables Definition – Definition page.

Definition | SUT Options | Voucher Build | Matching | Payments | Numbering

Unit: US001 *Description: US001 NEW YORK OPERATIONS *Short Description: US001

Accounting Information

General Ledger Unit: US001 Ship To: US001 [Update Open Periods](#)

Accounting Entry Template: STANDARD

Posting Option

*Post Date Indicator: Use Current Date ☒ Open For Voucher Posting
☐ Post Unapproved Vouchers
☒ Post Unmatched Vouchers

Miscellaneous

Location: US001 [ID Numbers](#)

Revaluation Posting Option

*Revalue Option: Voucher

Payables Definition - Definition page

Accounting Information

You must assign each Payables business unit to a **General Ledger Unit**.

Each line of distribution that you enter for a voucher can be charged to a General Ledger business unit—the *charge to* business unit. The charge to business unit defaults to the General

Ledger business unit associated with the Payables business unit that owns the voucher. You can charge vouchers to General Ledger business units other than the default of the vouching business unit for a given voucher line.

When the charge to General Ledger business unit differs from the General Ledger business unit of the vouching business unit, PeopleSoft Payables automatically creates interunit payables and receivables entries to reflect the business transaction. ChartField values on the distribution line that you enter are validated against the ChartField tables valid for the charge to General Ledger business unit.

For payment accounting, each bank account has a cash and cash clearing account associated with it. These accounts are tied to a particular General Ledger business unit. The system allows you to pay vouchers of multiple Payables business units from one bank account. If you do this, the system creates interunit payables and receivables automatically based on the payment interunit account on the GL business unit.

Accounting Entry Template	The template you want to associate with this Payables business unit. The Accounting Entry Template identifies the offset accounts the system uses to balance your payables transactions. You set it up on the Accounting Entry Template page.
Ship To	Determines how the sales and use tax default onto the voucher in a sales and use tax environment, and how the VAT defaults onto the voucher in a VAT environment. You specify Ship To locations and their processing options in the Structure Procurement Options menu.
Update Open Periods	Click to specify open and closed periods for this business unit that differ from that of the General Ledger business unit.
Posting Option	
Post Date Indicator	Identifies which transactions are eligible for posting. The available options are: <i>Post All Transactions:</i> The system posts all transactions eligible for posting. <i>Use Accounting Date:</i> The system selects transactions for posting based on the Accounting Date option specified on the Payables Options - Payables Options Page. <i>Use Specific Date:</i> The system uses the date you enter on this page to select transactions for posting. Keep in mind that if you enter a specific date here all voucher transactions entered for business units using this SetID will have the same accounting date. <i>Use Current Date:</i> The system selects transactions for posting based on the date of the transaction.
Open for Voucher Posting	Post any vouchers or payments in this business unit.

Post Unapproved Vouchers Post vouchers regardless of their approval status. If you do not want to post vouchers before they have been approved, you must clear this option.

Post Unmatched Vouchers Post vouchers regardless of their matching status. If you do not want to post vouchers before they have been successfully matched, you must clear this option.

Miscellaneous

Location Defines which of the addresses specified on the Location Definition page prints on payment forms for this business unit.

ID Numbers Click to associate various ID numbers with this Payables business unit.

Revaluation Posting Option

Revalue Option Determines the *netting*. The available options are:

Unit: The system groups entries by business unit. There is only one entry for the business unit.

Vendor: The system groups entries by business unit and vendor. There are entries for each business unit and vendor combination.

Voucher: There is an entry for each voucher.

See Also

Updating Open and Closing Periods

“Running Voucher and Payment Posting,” Setting Up InterUnit Accounting in Payables

“Processing Sales and Use Tax Transactions in PeopleSoft Payables”

“Processing VAT Transactions in PeopleSoft Payables”

“Processing Multiple Currencies in PeopleSoft Payables,” Performing the Revaluation Process (AP_REVALUE)

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options,” Defining Ship To Locations

Associating ID Numbers

Access the Business Unit ID Numbers page.

Standard ID Qualifier	ID Num
Dun & Bradstreet Number	
Dunns Number	
Fiscal ID - Company - Italy	

OK Cancel

Business Unit ID Numbers page

Standard ID Qualifier

Select an option, for example Dun & Bradstreet, from the drop down list.

ID Num (Number)

Enter an ID number or click on the Search button to select the ID number associated with the SetID.

Updating Open and Closing Periods

Access the Open Periods page.

From	Period	Begin Lag	*First Open	To	Period	End Lag	*Last Open
2000	2	0	02/01/2000	2000	12	0	12/31/2000

First Last

Open Periods page

The normal default opening and closing period dates for each Payables business unit are the same as the dates for the General Ledger business unit with which it is associated. Use this page when you want an accounting period in Payables to open or close at a different time from that of an accounting period in PeopleSoft General Ledger.

From/To

Define the open period by entering a fiscal year (or Fiscal Year Calendar ID number) in the From and To fields.

Period

Define the open period by entering an accounting period in the From and To Period fields.

Begin Lag

Specify the lag days for the From and To periods. Lag days must be entered as a negative number.

To understand how Payables calculates lag days, let's assume that Period 2 begins February 1, 2000 and you enter -3 for the Begin Lag days. The system automatically calculates the **First Open** date to be January 29, 2000. For another example, if period 4 ends April 30, 2000 and you enter -2 for the End Lag days, the system automatically calculates the **Last Open** date to be April 29, 2000. If you were to define your lag days in this way, a voucher entered into the system with an accounting date of April 30, 2000 would be considered a May transaction rather than an April transaction. Use lag days if you want to close your Payables month to transactions before you close your general ledger month. Lag days apply to all open periods, not just the first and last accounting periods.

You can also override the First Open and Last Open dates. The system uses these dates to determine the first and last valid dates for transactions for the period. Changing the dates does not change the lag day settings. When you have finished entering information on the page, click the **Save** button to close the menu and return to the Payables Definition component.

Important! The system issues a warning message if you select a closing date for the Payables business unit that is later than the closing date for the General Ledger business unit. If you do select a closing date for the Payables business unit that is later than the closing date for the General Ledger business unit, any transactions entered after the General Ledger business unit closing date will not be transferred to general ledger.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Defining Accounting Calendars," Defining Open Periods

Completing Tax Options

Access the Payables Definition – SUT Options page.

Definition	SUT Options	Voucher Build	Matching	Payments	Numbering
Unit: US001 US001 NEW YORK OPERATIONS					
Sales and Use Taxes					
*Sales and Use Tax Edit Message: Error					
*Difference Option: Not Applic					
☐ Hide Sales Use Tax					
Value Added Taxes					
*Value Added Tax Edit Message: Warning					
Apportionment Control: Txn BU					
☒ Hide Value Added Tax					
☒ Copy Gross Amount to Voucher					

Payables Definition - SUT Options page

Sales and Use Taxes

Sales and Use Tax Edit Message

The message that displays if there is a discrepancy in the sales and use tax amounts on the voucher. The available options are:

Error: The system displays an error message describing the tolerance amounts exceeded and the calculated sales tax amount, and places the voucher in a Recycle status.

No Message: No message displays. You can save the voucher, but tolerance checking is not performed.

Warning: The system displays an informational message when Sales Tax Tolerances have been exceeded; but, you can save the voucher as is.

Difference Option

Determines how discrepancies between user-entered and system-calculated sales and use taxes are handled. The available options are:

Not Applic (applicable): If sales tax is applicable, the sales tax amount that is entered on the voucher is applied to the voucher line, even if the amount is different from the calculated sales tax. It does not calculate use tax.

Accrue: Creates use tax charges for the voucher line whenever the calculated sales tax is greater than the sales tax input. It allows both sales tax and use tax to be applied to a voucher line.

Hide Sales Use Tax

If you select this option, sales and use tax fields will not display on any vouchers for this business unit. You may want to use this option if this business unit does not process sales and use tax transactions.

Value Added Taxes**Value Added Tax Edit Message**

The message that displays when tolerances set on the Payables Options – VAT Options page are exceeded. The available options are:

Error: An error message displays when you save the voucher.

No Message: No message displays and you can save the voucher.

Warning: A warning message displays, but you can save the voucher.

Apportionment Control

VAT apportionment is used to process Goods and Services Tax (GST) transactions in Australia and Canada. You set up VAT apportionment in the Administer VAT and Intrastat menu.

If you use VAT Apportionment to track your organization's recoverability, select from the available options:

None: There is no VAT apportionment for this business unit.

Dist GL BU (Distribution General Ledger Business Unit): The system uses the General Ledger business unit on the voucher distribution line to determine the VAT apportionment.

Txn BU (Transaction Business Unit): The system uses the Payables business unit in which the voucher is entered to determine the VAT apportionment.

Txn GL BU (Transaction General Ledger Business Unit): The system selects the General Ledger business unit to which the Payables business unit is mapped to determine the VAT apportionment.

Hide Value Added Tax

Select this option to hide VAT fields on the voucher.

Note. Leave this check box clear for all Payables business units that are VAT-enabled by virtue of being mapped to a General Ledger business unit that is part of a VAT entity.

Copy Gross Amount to Voucher

Copies gross amount from purchase order or receiver to the voucher.

By selecting this option you are indicating that the corresponding gross amount for receiver or purchase order lines copied to the voucher are copied to the voucher header, for all vouchers in the designated business unit. If this option is cleared the gross amount is blank for all vouchers in the designated business unit. You enter the gross amount from the vendor's invoice.

See Also

“Processing VAT Transactions in PeopleSoft Payables”

“Processing Sales and Use Tax Transactions in PeopleSoft Payables”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Understanding Value Added Tax (VAT),” Apportionment Control

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Maintaining Vendor Information,” Defining Sales and Use Tax Options

Setting Voucher Build Options

Access the Payables Definition -Voucher Build page.

Definition	SUT Options	Voucher Build	Matching	Payments	Numbering
Unit: US001 US001 NEW YORK OPERATIONS					
Voucher Build Criteria					
Build Criteria: STANDARD AP BU Build Criteria					
Recurring Voucher Release Date					
*Contract Release Date Option: No Date Contract Release Date:					
Evaluated Receipt Settlement					
*ERS Option: Allow ERS		*SBI Numbering Option: Individual Voucher			
*ERS Invoice Date: Default		*ERS Tax Type: Default			
Adjustments					
☒ RTV Debit Memo		*RTV Adjustment Option: Create			

Payables Definition -Voucher Build page

You must establish Voucher Build criteria on the Structure Procurement Options, Use S-Z, Voucher Build Criteria page before selecting options on this page.

Voucher Build Criteria

Build Criteria Determines how Voucher Build looks for receipts and purchase orders to build vouchers. You set up the Build Criteria on the Voucher Build Criteria page.

Recurring Voucher Release Date

Contract Release Date Option Specify which date the system uses to determine whether to build vouchers for contracts. Voucher Build creates vouchers for contracts with dates equal to or before the date generated by the contract date option.

The available options are:

Curr Dt: Use the current date.

No Date: Do not use any date option.

Specify: Specify a date in the **Contract Release Date** field.

Evaluated Receipt Settlement

You can override the default ERS settings for this business unit. The defaults were set on the Procurement Accounting Control – ERS Options page for the General Ledger business unit associated with this Payables Business unit.

Adjustments

**RTV (Return to Vendor)
Debit Memo**

Indicates how return to vendor debit adjustments are handled for the business unit. If you select this option, specify one of the following options in the **RTV Adjustment Option** field.

Create: Automatic RTV adjustments are made and vouchers are created in the voucher tables. The RTV vouchers are then available for payment as a credit with all of the other vouchers. **Note:** With Commitment Control enabled, you cannot select Create or Stage unless you also select the RTV Debit Memo check box. Not doing so causes the system to generate an invalid combination warning message.

No Adj (adjustment): No automatic adjustments are created. You must manually create a voucher if you want to create a credit payment. **Note:** With Commitment Control enabled and the RTV Debit Memo check box selected, you cannot choose No Adj. Doing so causes the system to generate an invalid combination warning message.

Stage: Vouchers with automatic adjustments are first staged in the quick invoice tables so that you can review the voucher before it is actually created.

See Also

Selecting ERS Options

“Using the Voucher Batch Process,” Setting Up Voucher Build

“Using the Voucher Batch Process,” Return to Vendor Adjustments

PeopleSoft Setting Up Procurement Options PeopleBook, “Using Voucher and Order Contracts”

Establishing Matching Options

Access the Payables Definition - Matching page.

Definition	SUT Options	Voucher Build	Matching	Payments	Numbering
Unit: US001 US001 NEW YORK OPERATIONS					
Matching Criteria					
Receipt Aware:		STANDARD		Std Receipt Aware Criteria	
Global Matching Amount Tolerances					
Amt Code:		USD_01		USD Standard Tolerance	
*Tolerance Curr:		Transaction Currency 			
Global Matching Quantity Tolerances					
Quantity Code:		USA_01			

Payables Definition - Matching page

You must establish Receipt Aware criteria on the Receipt Aware Criteria page before you can select options here.

Matching Criteria**Receipt Aware**

Determines how matching selects receipts and purchase orders for matching to vouchers using three-way matching. You set up the criteria in the Structure Procurement Options menu on the Receipt Aware Criteria page.

Global Matching Amount Tolerances

Amt Code (amount code)	Select an amount code for amount tolerances. You define amount codes in the Structure Procurement Options menu on the Global Amount Tolerances page.
Tolerance Curr (tolerance currency)	The tolerance currency can be the <i>Transaction Currency</i> or the <i>Base Currency</i> .

Global Matching Quantity Tolerances

Quantity Code	Select quantity code for quantity tolerances. You define quantity codes in the Structure Procurement Options menu on the Global Quantity Tolerances page.

See Also

“Structuring Procurement Options for PeopleSoft Payables,” Establishing Receipt Aware Criteria

“Structuring Procurement Options for PeopleSoft Payables,” Specifying Voucher Amount Tolerances

“Structuring Procurement Options for PeopleSoft Payables,” Specifying Voucher Quantity Tolerances

Defining Payment Options

Access the Payables Definition - Payments page.

The screenshot shows the 'Payments' tab in the 'Payables Definition' window. The 'Unit' is set to 'US001'. The 'Go Next or Prior Business Day' section has 'Specify Calendar at Bank level' selected. The 'Schedule Pay Date Validation' section has 'Use Business Day' unchecked. The 'Bus Unit Payment Options' section has 'Do Not Mix with other Business Units' checked. The 'Late Interest Charges' section has 'Late Charge Option' set to 'Compute Charges', 'Late Charge Code' set to 'LATE', 'Early Payment Reason Code' set to 'ES', and 'Late Payment Reason Code' set to 'LS'.

Payables Definition - Payments page

Go Next or Prior Business Day**Specify Calendar at Bank Level**

The system uses the payment calendar specified at the bank level to process all vouchers for this business unit. If you process payments for this business unit from multiple banks that use different calendars, this option provides more flexibility than specifying a calendar.

Specify Calendar

The system uses the calendar you specify here to process all payments for this business unit.

Schedule Pay Date Validation**Use Business Day**

If you select this option, you enable the **Go Next or Prior Business Day** option.

Go Next or Prior Business Day

If the scheduled due date of a voucher for this business unit falls on a non-business day in the Business calendar, the system schedules the date as the *Next* or *Prior* day according to the Business Day option you selected. Then, if the Holiday Option is also enabled, the system schedules the date as *Due After Holiday*, or *Due Before Holiday* according to the Holiday Option you selected.

When the Use Business Day option is *not* enabled but the Holiday Option is enabled, if the scheduled due date of a voucher in this business unit falls on a holiday, the system schedules the date as the next or prior Business Day according to the Holiday Option only.

Bus Units Payment Options**Do Not Mix with other Business Units**

Keeps this business unit separate from other business units when you make payments to vendors.

If you *do not* select this option, the Payables system enables you to combine payments for vouchers that originate in multiple business units. In other words, you can print one check to a vendor to satisfy multiple vouchers from multiple business units.

Payment Terms Basis Date Type

The system uses the date you specify here in conjunction with the voucher payment terms to calculate the net due date, discount due date (if applicable), and the scheduled due date.

Available options include:

- Accounting Date
- Document Date (or date voucher is entered)
- Invoice Date
- Receipt Date

- Ship Date
- User Date (user-specified date)

Late Interest Charges

Late Charge Options

Select either:

Compute Charges: The system calculates late charges.

Not Applicable: The system does not calculate late charges.

Late Charge Code

Select a late charge code. The system uses the code you select here as the basis for calculating late charges.

Early Payment Reason Code

Select an early or **Late Payment Reason Code**. You set these up on the Payment Reason Code page.

See Also

“Structuring Procurement Options for PeopleSoft Payables,” Defining Payment Reason Codes

Setting Up Numbering

Access the Payables Definition - Numbering page.

Definition **SUT Options** **Voucher Build** **Matching** **Payments** **Numbering**

Unit: US001 US001 NEW YORK OPERATIONS

Voucher Numbering

☒ **Voucher Numbering**

☒ **Control Group Numbering**

Last Voucher Number

Last Voucher Number: 00000084

Group ID last assigned: 000000000

Treasury Symbol Attribute

Treasury Symbol Attribute:

Payables Definition - Numbering page

Voucher Numbering

Voucher Numbering

The system numbers all vouchers automatically.

When you add a voucher, the ID field defaults to *Next*; when you save the voucher, the system assigns the next sequential number.

Control Group Numbering

The system numbers all control groups automatically.

When you add a control group, the ID field defaults to *Next*; when you save the control group, the system assigns the next sequential number.

Last Voucher Number

Last Voucher Number

Displays the last voucher number assigned in the Payables system.

Group ID last assigned

Displays the last control group ID assigned in the Payables system.

Tip. Perhaps you already have a legacy system and want to adjust the autonumbering to begin at a specific ID to accommodate this. To do so, write-enable the **Last Voucher Number** and/or **Group ID last assigned** field. Use the PeopleTools Application Designer to open the BUS_UNIT_TBL_AP6 page and use the Change Use dialog box to clear Display Only. Save your changes. Return to the Payables Definition – Numbering page, and enter the number or numbers at which you want the system to start autonumbering. Return to the Application Designer and reselect Display Only. The autonumbering function begins at the number you entered, incrementing it by one for the next voucher or control group you enter.

Treasury Symbol Attribute

Treasury Symbol Attribute

A summary account established by the U.S. Treasury for each appropriation and fund showing transactions to such accounts. Each account provides the framework for establishing a set of balanced accounts on the books of the respective Federal agency.

See Also

Treasury Symbol Attributes

CHAPTER 4

Structuring Procurement Options for PeopleSoft Payables

This chapter provides an overview of procurement options and discusses how to:

- Establish matching options.
- Specify tolerances for matching.
- Establish payment processing options.
- Specify Voucher Build criteria.
- Create late interest charges.
- Set up Agency Location Codes.
- Specifying restrictions for federal payment schedules.

Understanding Procurement Options

In addition to the tables that are shared by all PeopleSoft applications, there are tables specific to PeopleSoft Payables that form the foundation of your system. Before entering vouchers, you must set up these tables to define your Payables environment.

Note. This section only discusses procurement options that are specific to PeopleSoft Payables. Procurement Options pages that are shared by Payables and PeopleSoft Purchasing are described in *PeopleSoft Setting Up Procurement Options PeopleBook*.

Structure Procurement Options pages that are shared with PeopleSoft Purchasing and that you may need to use to complete your PeopleSoft Payables setup are:

- Conversation Keywords page.
- Misc Charge/Landed Cost Defn page.
- Misc Chg/Landed Cost Template page.
- Payment Terms Timing Codes page.
- Payment Terms - Single Pymnt page.

- Payment Terms - Multi Payment page.
- Set Controls - Contracts page.
- Set Controls - Vendors page.
- Ship To Locations page.
- SpeedCharts page.
- Standard Comment Type page.
- Standard Comments page.
- Vendor Pay Group Codes page.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options”

Establishing Matching Options

Matching is a flexible process that compares vouchers with purchase orders and receiving documents to ensure that you are paying for what you ordered and received. To run matching, you must have PeopleSoft Payables and PeopleSoft Purchasing installed on the same database.

You can tailor matching to meet specific business requirements. To set up matching:

1. View and update match rules.
2. Define match rule controls.
3. Establish receipt aware criteria.
4. View Structured Query Language (SQL) for receipt aware criteria.

See Also

“Running Matching”

Pages Used to Establish Matching Options

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Match Rules	MTCH_SYS_RULES	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rules	View, clone, create and update match rules. Match rules control the way that the matching process operates on voucher, purchase order, receiver, and inspection information.
Rule Control	MTCH_CNTRL_HDR	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rule Control	Define the match rule controls. Match rule controls are sets of match rules applied against vouchers, purchase orders, and receivers during matching.
Vchr Recv Aware (voucher receipt aware)	VCHR_RECV_AWARE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Receipt Aware Criteria	Define how matching associates receivers with purchase orders and vouchers during matching.
User Criteria	RECV_AWARE_USER	 Click the User Clause button on the Receipt Aware Criteria page.	Enter SQL statements for the user clause you are adding.
Build Clause	RECV_AWARE_CLAUSE	 Click the Build Clause button on the Receipt Aware Criteria page.	View the complete SQL statement for any row on the Receipt Aware criteria page.

Viewing and Updating Match Rules

Access the Match Rules page.

Match Rules

Rule Information Find

Rule ID: RULE_L100 Voucher item <> PO item +

Match Rule Options

Match Type: Standard *Exception Route: PO

Exception Message

Message Set Number: 7500 Msg: 228 View

Rule Conditions

AND (A. ITM_SETID_PO <> A. ITM_SETID OR A. INV_ITEM_ID_PO <> A. INV_ITEM_ID) AND
A. INV_ITEM_ID <> '' AND AMT_ONLY_FLG_PO = 'N' AND NOT (A. RECEIVER_ID <> '' AND
PO_RECEIPT_FLG = 'N')

SQL

Match Rules page

To define valid match rules, you must understand the matching process and its use of temporary tables. It is also necessary to have an understanding of SQL. You can create a new rule by inserting the appropriate SQL statements in the Rule Conditions group box. The system adds the statements you enter here to a generic statement used in Application Engine to populate the VCHR_MTCH_EXCPT table. This is the table that stores any match exceptions. This table is the source for the data behind the Match Exception pages.

Write any statements entered in the Rule Conditions group box so as to ensure that rows are written to the MTCH_LOG_HDR table when the conditions in the statements exist.

Rule ID	Match rule ID and a description of the rule.
Match Type	Displays whether this is a standard or system rule. <i>Standard:</i> User-definable rule. <i>System:</i> Built-in rule that generates a system error if violated.
Exception Route	This is a required field that defines to whom exceptions to this match rule should be routed as a part of workflow. This ensures that the appropriate users automatically receive notification of matching exceptions whenever the match rule is violated. The options are: <i>Buyer:</i> Route to the purchasing buyer. <i>PO:</i> Route to the purchasing user. <i>Receiver:</i> Route to the receiving user. <i>Voucher:</i> Route to the payables user.

Message Set Number	Match exception messages are stored in the message catalog by set and message number. Select a valid set and message number for the exception message that appears if this rule is not met during matching.
View	Click to view a preview of the message that appears in the exception log in the event that this match rule is not met during matching.
Rule Conditions	The SQL statement for any standard match rule that is executed.
SQL	Click to preview the entire SQL statement and see a more complete version of the SQL statement that the system actually executes.

Note. You cannot view any SQL for system match rules. A system error is generated if any of these match rules are violated.

Defining Match Rule Controls

Access the Rule Control page.

The screenshot shows the 'Rule Control' page. At the top, there are fields for 'SetID: SHARE', 'Match Rule: STANDARD', and '*Match Type: Standard'. Below this is a 'Match Control Description' section with a text area containing 'Standard match rules' and a 'Populate Rules' button. A description box below shows 'Match rules for Amount Only orders, two way, three way, ERS three-way, four way, receipt only and ERS receipt only matching.' The main section is 'Match Rules', which has a table with columns for 'Rule ID', 'Long Description', and 'Apply Rule'. The table lists four rules: RULE_E100 (Extended Price Tolerance), RULE_E200 (Extended Price % Tolerance), RULE_E250 (Voucher Ext Amt <=> PO Ext Amt (No Tolerances Specified)), and RULE_H100 (Voucher Pay Terms <=> PO Pay Terms). Each rule has a checkbox in the 'Apply Rule' column and '+' and '-' buttons.

Rule Control		
SetID: SHARE	Match Rule: STANDARD	*Match Type: Standard
Match Control Description *Description: Standard match rules Populate Rules Match rules for Amount Only orders, two way, three way, ERS three-way, four way, receipt only and ERS receipt only matching.		
Match Rules Customize Find View All First 1-4 of 20 Last		
Rule ID	Long Description	Apply Rule
RULE_E100	Extended Price Tolerance	☒ + -
RULE_E200	Extended Price % Tolerance	☒ + -
RULE_E250	Voucher Ext Amt <=> PO Ext Amt (No Tolerances Specified)	☒ + -
RULE_H100	Voucher Pay Terms <=> PO Pay Terms	☒ + -

Rule Control page

You can structure match rules to meet your business needs through match rule controls. Match rule controls are sets of rules that the system applies against vouchers, purchase orders, and receivers. You can define a single control ID with all of the applicable match rules or multiple match rule controls, each with a subset of applicable match rules. The system uses these controls during a background process to ensure that voucher header and line amounts are

reconciled against purchase order and receiver lines, based upon the rules defined for the transaction match control ID.

Description	Enter a short description for the match rule control. Use the long description box below the field to enter an expanded description of the match rule control.
Populate Rules	Click to populate the Match Rules grid with all the available match rules.
Apply Rule	This check box is selected by default. Matching executes the selected rules against vouchers, purchase orders, and receivers whenever this match rule control is used for a transaction. Matching also uses various flags that you defined on the vouchers, purchase orders, and receivers to execute individual rules. For example, if a receipt is not required for a purchase order, then the matching program does not execute the rules that compare the voucher and purchase order fields to the receipt fields. Clear this check box if you do not want specific match rules to apply under a match control ID.

Establishing Receipt Aware Criteria

Access the Vchr Recv Aware page.

The screenshot shows the 'Vchr Recv Aware' page. At the top, there are fields for 'SetID:' (SHARE), 'Receipt Aware:' (STANDARD), and a text box containing 'Std Receipt Aware Criteria'. Below this is a section titled 'Voucher Receipt Aware' with a toolbar containing 'Customize', 'Find', 'View All', and navigation buttons. The main area is a table with the following columns: 'Receiver Reference', '*Item Option', '*Qty Option', 'Match Sum', and '*User'. The table contains five rows of data:

Receiver Reference	*Item Option	*Qty Option	Match Sum	*User
Invoice ID	Item Id	Accepted	☐	None
Invoice ID	Item Id	Accepted	☒	None
None	Item Id	Accepted	☐	None
None	Item Id	Accepted	☒	None
Invoice ID	Item Id	None	☐	None

Each row has additional icons for document, up/down arrows, and plus/minus buttons.

Vchr Recv Aware page

Matching uses the defined Receipt Aware Criteria to associate receivers, based upon the purchase order referenced on the voucher line. You can define multiple rows. During matching, the system associates receivers to vouchers using the criteria specified on line 1. If no successful associations are found, the rules defined on line 2 apply, and so forth, until receivers are associated with the voucher. A receiver can be associated with only one voucher line during a matching process. If an association is not found, matching generates a *No receipt found* or *Receipts exist but could not be associated* match exception.

Note. The more specific you are in the criteria you define, the less chance you have of getting a correct receipt association.

Receipt Aware	Enter a description for the receipt aware criteria definition you are adding in the data entry field to the right of the definition.
Receiver Reference	Use this field to base the association on the invoice ID. Matching looks for an invoice ID on the voucher equal to the value in the packing slip field on the receiver line. Select <i>None</i> to skip the field for association.
Item Option	Use this field to base the association on the item ID. Matching compares the item ID copied onto or entered on the voucher to the item ID on the receiver. Select <i>None</i> to skip the field for association.
Qty Option (quantity option)	Define how the system associates receipts based upon quantities. The available options are: <i>Accepted:</i> The accepted quantity on the receiver is compared to the quantity copied onto or entered on the voucher. <i>Receipt:</i> The quantity on the receiver is compared to the quantity copied onto or entered on the voucher. <i>None:</i> Quantity is not used as a basis for associating the receipt.
Match Sum	Select if you want the sum of the unmatched receivers for the purchase order referenced on the voucher to be compared with the quantity copied onto or entered on the voucher.
User	Define your own SQL statement to associate the receipt with the voucher. Select <i>None</i> to skip the field for association. Once you set the User field to <i>User</i> or <i>View Only</i>, the User Clause button appears. Click this button to enter the SQL statement for the clause that you are adding.
	Click to view the complete SQL statement for a row, including any user-defined criteria.
	Click to move the current row up by one row. This action changes the processing logic sequence for associating the receipt with a voucher.
	Click to move the current row down by one row. This action changes the processing logic sequence for associating the receipt with a voucher.

Viewing SQL for Receipt Aware Criteria

Note. To add your own build clause, you must have SQL knowledge. Review the delivered options to see how the SQL clause should be structured. Receipt aware always uses the PO information on the voucher line to associate with a PO receipt; therefore, receipt aware isn't available for non-PO receipts.

Specifying Tolerances for Matching

You can use the amount and quantity tolerance components to override exceptions generated by the match rules for each Payables business unit. If a match exception exists, and the voucher is within the tolerances established in these components, the matching process automatically overrides the exception.

This section describes how to:

- Specify voucher amount tolerances.
- Override amount tolerances.
- Specify voucher quantity tolerances.
- Override quantity tolerance.

Pages Used to Specify Tolerances for Matching

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Global Amt Tolerances (global amount tolerances)	BU_AMT_TOL_DEF N	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Matching Amount Tolerance	Specify the monetary and percentage tolerances (by currency) for an automatic override for match exceptions.
Voucher Amount Tolerances - Rules Override	BU_AMT_TOL_OVR D	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Matching Amount Tolerance, Rules Override	Specify which match exceptions can be overridden by a global amount tolerance definition.
Global Qty Tolerances (global quantity tolerances)	BU_QTY_TOL_DEFN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Matching Quantity Tolerances	Specify the quantity and percentage override tolerances (by unit of measure) for match exceptions.

Page Name	Object Name	Navigation	Usage
Voucher Quantity Tolerances – Rules Override	BU_QTY_TOL_OVR D	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Matching Quantity Tolerances Rules Override	Specify which match exceptions can be overridden by the global quantity tolerance definition.

Specifying Voucher Amount Tolerances

Access the Global Amt Tolerances page.

The screenshot displays the 'Global Amt Tolerances' application window with the 'Rules Override' tab selected. At the top, there are input fields for 'SetID' (containing 'SHARE'), 'Amount Code' (containing 'USD_01'), and a text field for the tolerance description (containing 'USD Standard Tolerance'). Below these are two main sections: 'Currency' and 'Tolerances'. The 'Currency' section includes a dropdown for '*Currency' (set to 'USD') and a date field for '*Effective Date' (set to '01/01/1900'). The 'Tolerances' section is divided into two panels: 'Monetary Tolerances' and 'Percentage Tolerances'. The 'Monetary Tolerances' panel has input fields for 'Lower Amount' and 'Upper Amount', both set to '10.00'. The 'Percentage Tolerances' panel has input fields for 'Lower Percent', 'Upper Percent', and 'Minium Amount', with values '2.000', '2.000', and '10.00' respectively. Navigation buttons like 'Find', 'View All', 'First', and 'Last' are visible at the top of each section.

Global Amt Tolerances page

Amount Code	Enter a description in the data entry field to the right of the Amt Code.
Currency	Select the currency for the amount tolerance. You define the Global Amount Tolerances for each currency you use. If the matching program does not find the currency of a transaction in the Global Amount Tolerances table, the match is not overridden.
Monetary Tolerances	Specify the Lower Amt (lower amount) and/or Upper Amt (upper amount) for the tolerance.
Percentage Tolerances	Specify the Lower % and/or Upper % , and Min Amt (minimum amount) for the tolerance.

If a match exception exists on the voucher and the amount is within the upper and lower amount, within the lower and upper percentages, or is less than the minimum amount specified on this page, the system automatically overrides the match exception.

Note. If you leave the tolerance fields cleared, the system populates them with zeros, and therefore no tolerance is allowed. This might cause many matching exceptions.

Overriding Amount Tolerances

Access the Voucher Amount Tolerances - Rules Override page.

Global Amt Tolerances

Rules Override

SetID: SHARE

Amount Code: USD_01

USD Standard Tolerance

Currency

Find | View All

First

1 of 1

Last

Currency: USD

US Dollar

+ -

Effective Date: 01/01/1900

Status: Active

Rule Details

Customize | Find | View All

First

1-2 of 2

Last

Rule ID	Percent	Amount Tolerance	Minimum Amount Tolerance	Description
RULE_E100	☐	☒	☒	Extended Price Tolerance
RULE_E200	☒	☐	☐	Extended Price % Tolerance

Voucher Amount Tolerances - Rules Override page

On this page, you can determine how the system overrides match exceptions. For example, if you select the **Percent**, **Amount Tolerance**, and **Minimum Amount Tolerance** check boxes for a match rule, the system overrides a match exception if any of these tolerances are met. In this case, only one of the tolerances has to be met for a voucher to pass. Conversely, if one of the tolerances is not met, the voucher does not fail.

Note. You are advised to use these overrides sparingly. By using them, you are overriding established tolerances set on the purchase order or receiving transaction.

Rule ID	Lists the exceptions from the matching error table by match rule ID.
Percent	Select to apply the percent tolerances to each rule.
Amount Tolerance	Select to apply the amount tolerances to each rule.
Minimum Amount Tolerance	Select to apply the minimum amount tolerances to each rule.

Specifying Voucher Quantity Tolerances

Access the Global Qty Tolerances page.

Global Qty Tolerances page

Quantity Code	Enter a description in the data entry field to the right of the Quantity CD field.
Unit of Measure	You must define global quantity tolerances for each unit of measure that you use. If the unit of measure for the transaction does not exist in the Global Quantity Tolerances table, the match exception is not overridden.
Quantity Tolerances	Specify the Lower Quantity tolerance and/or Upper Quantity tolerance for the unit of measure.
Percentage Tolerances	Specify the Lower Percent and/or Upper Percent for the tolerance.

If a match exception exists on the voucher, and the amount is within the upper and lower quantity and within the lower and upper percentages, the system automatically overrides the match exception.

Note. If you leave the tolerance fields cleared, the system populates them with zeros, and therefore no tolerance is allowed. This might cause many matching exceptions.

Overriding Quantity Tolerances

Access the Voucher Quantity Tolerances - Rules Override page.

Global Qty Tolerances

Rules Override

SetID: SHARE

Quantity Code: QTY1

Quantity tolerance 1

Quantity Tolerances Definition

Find | View All

First 1 of 1 Last

Unit of Measure: EA

Each

+ -

Effective Date: 01/01/1900

Status: Active

Customize | Find | View All

First 1-2 of 2 Last

Rule ID	Percent	Quantity Tolerance	Description
RULE_R900	☒	☒	Total voucher received quantity > Accepted quantity
RULE_R950	☒	☒	Total Line Invoiced Qty <=> Sum of Associated Receipts Accepted Qty

Voucher Quantity Tolerances - Rules Override page

Use this page to determine how the system overrides the match exceptions. For example, if you select the **Percent** and **Quantity Tolerance** check boxes, the system automatically overrides a match exception on a voucher if the match exception is within these tolerances. In this case, only one of the tolerances has to be met for a voucher to pass. Conversely, if one of the tolerances is not met, the voucher does not fail.

Note. You are advised to use these overrides sparingly. By using them, you are overriding established tolerances set on the purchase order or receiving transaction.

- Rule ID

Lists the match rules to be overridden from the matching error table by match rule ID.
- Percent

Select to apply the percent tolerances to each rule.
- Quantity Tolerance

Select to apply the quantity tolerances to each rule.

Establishing Payment Processing Options

This section discusses how to:

- Define payment terms.
- Define payment handling codes.
- Establish standard payment messages.

Pages Used to Establish Payment Processing Options

Page Name	Object Name	Navigation	Usage
Payment Handling Codes	PYMNT_HNDL_CD_PNL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Handling Codes	Enter codes that indicate how to handle individual payments. You must enter at least one code for the system to process payments.
Payment Messages	PYMNT_MSG	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Messages	Enter standard payment messages for printing on payment advices.

Defining Payment Terms

See *Setting Up Procurement Options PeopleBook*, “Defining Procurement Options,” Defining Payment Terms

Defining Payment Handling Codes

Access the Payment Handling Codes page.

Payment Handling Codes

SetID: SHARE CORPORATE SETID

Customize | Find | View All | First ◀ 1-4 of 4 ▶ Last

*Payment Handling	Description	Short Description	Sequence Number		
HD	High Dollar Payment	High \$	99	+	-
IN	Internal Distribution	Internal	10	+	-
PO	Route to Purchasing	Purchasing	50	+	-
RE	Regular Payments	Regular	1	+	-

Payment Handling Codes page

Payment Handling

Enter a payment handling code to indicate how you want to handle individual payments: regular handling, high dollar payments that require special approvals, interoffice mail delivery, and so forth. The payment handling code defaults onto the payment from the voucher origin associated with the user.

Sequence Number Determines the sort sequence for the payment handling code.

Note. If you are entering multiple payment handling codes, separate the sequence numbers so that you can subsequently add additional codes between the existing ones.

Establishing Standard Payment Messages

Access the Payment Messages page.

Payment Messages

SetID: SHARE

Message: STDMSG **Description:** Standard Payment Message

Customize | Find | View All | First 1 of 1 Last

Sequence number	Payment Message
1	Please notify our offices immediately regarding any

Payment Messages page

You can print the messages entered on this page on the payment advice by selecting them from the Payments page in the Voucher component.

Description Enter a description for the payment message.

Payment Message Enter the text of the payment message, up to 70 characters. You can have multiple messages for each message code.

See Also

“Entering and Processing Vouchers Online,” Creating Payment Messages

Specifying Voucher Build Criteria

You can specify Voucher Build criteria using the Voucher Build Criteria component. The criteria that you define here determine how the Voucher Build process creates voucher records from purchase orders and receivers.

This section discusses how to:

- Define Voucher Build parameters.

- Define Voucher Build criteria for purchase orders.
- Define Voucher Build criteria for receivers.

See Also

“Using the Voucher Batch Process”

Pages Used to Specify Voucher Build Criteria

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Voucher Build Criteria - Build Definition	VCHR_BLD_DEFN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Build Criteria	Define criteria that determine how the Voucher Build process creates voucher records from purchase orders and receivers.
Voucher Build Criteria - PO Criteria	VCHR_BLD_PARM_ PO	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Build Criteria, PO Criteria	Define criteria for building voucher records from purchase orders.
Voucher PO User	VCHR_PO_USER	Select the User or View Only option in the User field, then click the User Criteria link on the Voucher Build Criteria - PO Criteria page.	Enter SQL statements for the user criteria you are adding.
PO Clause	VCHR_PO_CLAUSE	Click the Build Clause button on the Voucher Build Criteria - PO Criteria page.	View the complete SQL statement for the row on the PO Criteria page.
Voucher Build Criteria - Receipt Criteria	VCHR_BLD_PARM_ RECV	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Build Criteria, Receipt Criteria	Define criteria for building voucher records from receivers.
Voucher Receiver User	VCHR_RECV_USER	Select the User or View Only option in the User field, then click the User Criteria link on the Voucher Build Criteria - Receipt Criteria page.	Enter SQL statements for the user criteria you are adding.

Page Name	Object Name	Navigation	Usage
Voucher Receiver Clause	VCHR_RECV_CLAUSE	Click the Build Clause button on the Voucher Build Criteria - Receipt Criteria page.	View the complete SQL statement for the row on the Receipt Criteria page.

Defining Voucher Build Criteria

Access the Voucher Build Criteria - Build Definition page.

The screenshot shows the 'Voucher Build Criteria - Build Definition' page. At the top, there are three tabs: 'Build Definition' (selected), 'PO Criteria', and 'Receipt Criteria'. Below the tabs, there are three fields: 'SetID' with the value 'SHARE', 'Build Criteria' with the value 'BOTH', and a text box containing 'Receiver and PO'. Below these fields is a section titled 'Build Parameters' with a blue header. This section contains three fields: '*Build Code' with the value 'BOTH', '*Description' with the value 'Receiver & PO', and '*Build Type' with a dropdown menu showing 'Recv/PO'. To the right of the '*Build Type' field are two buttons, '+' and '-'. Below these fields is a 'Long Description' section with a text area containing the text: 'Voucher Build Criteria to associate the Receiver data if it exists or the Purchase Order data.'

Voucher Build Criteria - Build Definition page

Build Criteria	Enter a description in the data entry field to the right of the Build Criteria code field.
Build Code	Enter a build code to describe the build parameters you are defining and a description of the build code.
Build Type	Select from the following options: <i>PO Only</i> (purchase order only): The system uses the purchase order criteria defined on the PO Criteria page. <i>Recv Only</i> (receiver only): The system uses the receiver criteria defined on the Receipt Criteria page. <i>Recv/PO</i> (receiver and purchase order): Define both purchase order and receipt criteria. The Voucher Build process first uses the receiver criteria you enter to build the voucher. If the Voucher Build process does not find an association based upon the receiver information, then the logic proceeds to the purchase order criteria.

Defining Voucher Build Criteria for Purchase Orders

Access the Voucher Build Criteria - PO Criteria page.

Voucher Build Criteria - PO Criteria page

The Voucher Build process uses the criteria that you define on this page to find purchase orders for building voucher records. You can define multiple rows. The system looks for purchase orders using the criteria specified on line 1. If no purchase orders are found, the system uses the criteria defined on line 2, and so forth. A purchase order schedule can be associated with only one voucher line during a single Batch Voucher process.

Note. The more specific you are in the criteria you define, the better the system performs.

PO Line Opt (purchase order line option)

Define the criteria the system uses as a basis for finding purchase orders. The available options are:

PO BU: The system uses the purchase order business unit specified on the voucher line.

PO ID: The system uses the purchase order business unit and the PO ID specified on the voucher line.

PO Line: The system uses the purchase order business unit, PO ID, and the PO line number specified on the voucher line.

PO Sched: The system uses the purchase order business unit PO ID, PO line number, and the PO schedule number.

None: Skip this field.

Item Option

Define whether the system searches for purchase order schedules based on the item ID. The available options are:

Item ID: The system uses the item setID and item ID on the voucher line.

None: Skip this field.

Qty Option (quantity option) Define the criteria the system uses as a basis for finding purchase orders schedules. The available options are:

PO Qty: The system uses the purchase order quantity and unit of measure.

None: The quantity is not used as a basis for finding purchase orders.

User

Define your SQL statement for finding purchase orders. Once you set the User field to *User* or *View Only*, a **User Criteria** button appears. Click this button to enter the SQL clause for the condition you are adding.



Click on any row to view the complete SQL statement for that row, including any that you might have added.



Click to move the current row up by one row. This action changes the processing logic sequence.



Click to move the current row down by one row. This action changes the processing logic sequence.

Defining Voucher Build Criteria for Receivers

Access the Voucher Build Criteria - Receipt Criteria page.

Build Definition PO Criteria Receipt Criteria

SetID: SHARE Build Criteria: BOTH Receiver and PO

Build Parameters Find | View All First 1 of 1 Last

Build Code	Description	Build Type
BOTH	Receiver & PO	RecvPO

Customize | Find | View All | First 1-4 of 4 Last

*Receiver Reference	*PO Line Opt	*Recv Line Opt	*Item Opt	*Qty Option	*User
PackSlip	PO Sc	Recv Sc	Item Ic	Accepte	None
PackSlip	PO Lir	Recv Sc	Item Ic	Accepte	None
Invoice	PO Lir	None	Item Ic	Accepte	None
None	PO Sc	Recv Sc	Item Ic	Accepte	None

Voucher Build Criteria - Receipt Criteria page

The Voucher Build process uses the criteria defined on this page to find receivers for building voucher records. You can define multiple rows. The system looks for receivers using the

criteria specified on line 1. If no receivers are found, the system uses the criteria defined on line 2, and so forth. A receiver line can be associated with only one voucher line during a Batch Voucher process.

Note. The more specific you are in the criteria you define, the better the system performs.

Receiver Reference	Define the criteria the system uses as a basis for finding receivers. The available options are: <i>BOL</i> (voucher bill of lading): The Bill of Lading on the Receiver Header = Bill of Lading on Voucher Header. <i>Carrier ID</i>: The Carrier ID on the Voucher Header = Carrier ID on Receiver Header. <i>Invoice</i>: Voucher invoice number = Receiver Line Packing Slip ID. <i>PackSlip</i>: Voucher packing slip field = Receiver Line Packing Slip ID. <i>None</i>: The system defaults to Receiver Line Option.
PO Line Opt (purchase order line option)	Define the criteria the system uses as a basis for finding purchase orders. The available options are: <i>PO BU</i>: The PO Business Unit on the Voucher Line = the PO Business Unit on the Receiver Line. <i>PO ID</i>: The PO Business Unit and the PO ID on the Voucher Line = the PO Business Unit and PO ID on the Receiver Line. <i>PO Line</i>: The PO Business Unit, PO ID, and the PO Line Number on the Voucher Line = PO Business Unit, PO ID, and the PO Line Number on the Receiver Line. <i>PO Sched</i>: The PO Business Unit, PO ID, PO Line Number, and the PO Schedule on the Voucher Line = PO Business Unit, PO ID, PO Line Number and the PO Schedule Number on the Receiver Line. <i>None</i>: Skip this field.
Recv Line Opt (receiver line option)	Define the criteria the system uses as a basis for finding receivers. The available options are: <i>Recv BU</i>: The system uses the Receiver Business Unit on the voucher line. <i>Recv ID</i>: The system uses the Receiver Business Unit and the Receiver ID on the voucher line. <i>Recv Sched</i>: The system uses the Receiver Business Unit, Receiver ID and the Receiver Line Number.

Item Option	Define whether the system searches for receivers based on the item ID. The available options are: <i>Item ID:</i> The Item setID and the Item ID on the Voucher Line are used as a basis for finding receivers. <i>None:</i> Skip this field.
Qty Option (quantity option)	Define how the system finds receivers based upon quantities. The available options are: <i>Accepted:</i> The accepted quantity on the receiver in the vendor's unit of measure. <i>Receipt:</i> The quantity on the receiver in the vendor's unit of measure. <i>None:</i> Skip this field.
User	Define your own SQL statement for finding receivers. Select <i>None</i> to skip this field. Once you set the User field to <i>User</i> or <i>View Only</i>, a User Criteria button appears. Click this button to enter the SQL statement for the clause you are adding.
	Click on any row to view the complete SQL statement for that row, including any added statements.
	Click this button to move the current row up by one row. This action changes the processing logic sequence.
	Click this button to move the current row down by one row. This action changes the processing logic sequence.

Creating Late Interest Charges

If you enable late interest charges on the Payables Installation Options page, the system can automatically calculate interest charges for late payments to vendors. You define and override late charge options at the Payables business unit, origin, vendor and voucher levels of the control hierarchy.

You can also use the Voucher Inquiry page to calculate potential late fees for overdue vouchers.

This section discusses how to:

- Define late interest charges.
- Override late charge ChartFields.
- Define payment reason codes.

See Also

“Defining PeopleSoft Payables Business Units,” Late Interest Charges

“Entering and Processing Vouchers Online,” Overriding Late Charge Information

“Reviewing Voucher and Payment Information,” Reviewing Voucher Details

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Setting Up PeopleSoft Payables Installation Options

Pages Used to Create Late Interest Charges

Page Name	Object Name	Navigation	Usage
Late Interest Charges	LATE_CHRG_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Late Interest Charges	Define interest rates.
Late Chrg Chartfield Override (late charge ChartField override)	LATE_CHRG_CF	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Late Interest Chrg Chartfields	Override the ChartFields that should be charged for late interest.
Payment Reason Codes	PYMNT_REASON_CD	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Reason Codes	Assign reason codes to late payments to explain why the payments are late.
Late Charge Information	LATE_CHRG_SBP	Click the Late Charge link on the Payments page in the voucher component.	Override late interest charge information.
Voucher Inquiry	AP_VOUCHER_INQUIRY	Accounts Payable, Review, Vouchers, Voucher Inquiry	Calculate late interest charges for overdue vouchers.

Defining Late Interest Charges

Access the Late Interest Charges page.

Late Interest Charges	
SetID:	SHARE Late Charge Code: LATE Description: LATE CHARGE CODE
Find View All First 1 of 1 Last	
*Eff Date:	01/01/1900 *Status: Active + -
Interest and Minimum Amount	
Interest Rate:	10.00000 Minimum Pay Amount: 1.000
Interest Calculation Days	
Days in Year:	365 Simple Interest Days: 30 Max Pay Days: 300

Late Interest Charges page

Late Interest and Minimum Interest Amount

Interest Rate Interest rate used to calculate late charges.

Minimum Pay Amount Defines a threshold for the calculated late interest charge below which it will not be paid.

Interest Calculation Days

Days in Year Based on your business needs, define the days in the year. Some organizations choose 365 but, for others, 360 is a better choice.

Simple Interest Days Days subject to simple interest. The system calculates compound interest on the number of days the payment is past due minus the number of simple interest days.

Max Pay Days Maximum number of days the system computes interest.

Overriding Late Charge ChartFields

Access the Late Chrg Chartfield Override page.

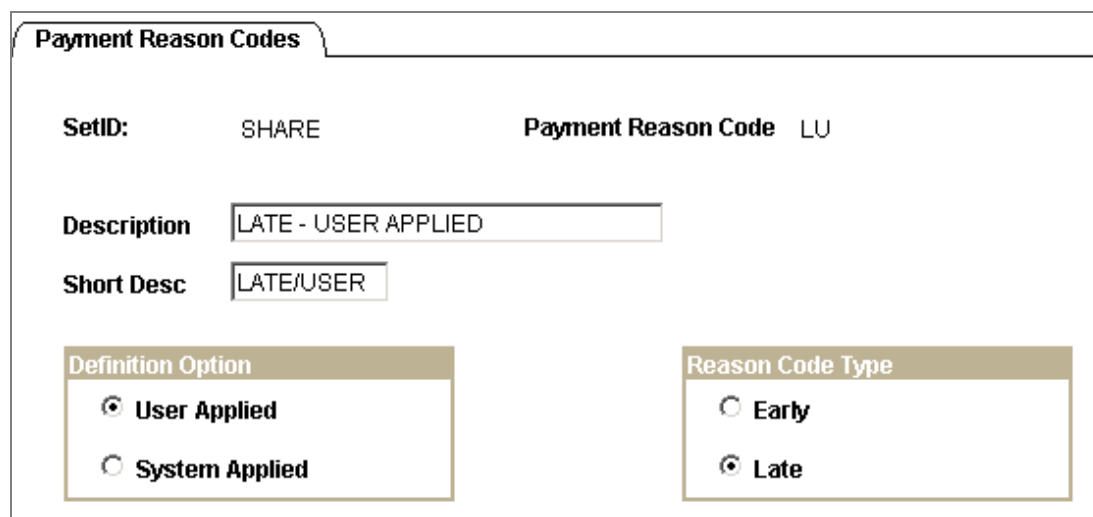
Late Chrg Chartfield Override										
SetID:	SHARE	Originating Fund:	F100	General Unrestricted Fund						
*Budget Start Date	*Budget End Date	Date Override	*Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class Field	
1		☐								

Late Chrg Chartfield Override page

You can override the ChartFields for Late Interest accounting entries if a specific set of ChartFields should be charged. If you override the ChartFields, the budget start date, budget end date, and account must be entered. The additional ChartFields are optional for override.

Defining Payment Reason Codes

Access the Payment Reason Codes page.



Payment Reason Codes

SetID: SHARE **Payment Reason Code** LU

Description LATE - USER APPLIED

Short Desc LATE/USER

Definition Option

☒ User Applied

☐ System Applied

Reason Code Type

☐ Early

☒ Late

Payment Reason Codes page

Assign reason codes to late payments to explain why you made those payments late.

Definition Option

System Applied The system automatically inserts reason codes at the business unit definition level.

User Applied You must manually assign reason codes to individual payments at the voucher level.

Reason Code Type

Early Indicate whether this payment was early or **Late**.

Setting Up Agency Location Codes

If you represent a U.S. federal agency, you probably pay your vendors through a Treasury Disbursing Office (TDO). You identify your Treasury Disbursing Offices with Agency Location Codes.

Pages Used to Set Up Agency Location Codes

Page Name	Object Name	Navigation	Usage
Agency Location Code	AGENCY_LOC_CD	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Agency Location	Create agency location codes for federal payment schedules.

Defining Agency Location Codes

Access the Agency Location Code page.

Agency Location Code

SetID: SHARE **Agency Location Code:** NY001

Name: **Short Name:**

Phone:

Country:  United States

Address 1:

Address 2:

Address 3:

City:

County: **Postal:**

State:  New York

Agency Location Code page

You define Agency Location Codes by SetID and assign them to the specific banks (Treasury Accounts) that make the payments.

See Also

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Defining Bank Information

Specifying Restrictions for Federal Payment Schedules

If you use federal payment schedules you must define the number of payments you want included on each schedule, and indicate the maximum number of appropriations the system may generate per payment schedule.

Pages Used to Specify Restrictions

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Schedule Payment Restrictions	SCHD_PYMNT_MTH D	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Federal Payment Schedule	Determine the number of payments and appropriations per payment schedule.

Specifying Payment Restrictions

Access the Schedule Payment Restrictions page.

Schedule Payment Restrictions

Payment Method: CHK

No. of Payments Per Schedule:

Number of Appropriation:

Schedule Payment Restrictions page

No. of Payments Per Schedule

Enter the number of payments you want included on each Payment Schedule. PeopleSoft Payables refers to this setting during the Pay Cycle selection process, as it creates schedules. Once the volume of payments reaches the number you set, the system generates a new Schedule ID.

Number of Appropriation

Enter the maximum number of Appropriations the system may generate on a payment schedule.

CHAPTER 5

Designing Payment Forms

This chapter provides an overview of designing payment forms and shows you how to:

- Select and sort payment forms.
- Map check data.
- Modify payment forms.
- Specify Magnetic Ink Character Recognition (MICR) fonts.
- Print logos and signatures with Crystal checks.

Understanding Payment Forms

Payment formatting capabilities give you access to a variety of payment form layouts. You can use the delivered forms or modify these forms to meet your business needs. You can even build your own payment forms, although creating a completely new form requires in-depth knowledge of the Crystal Reports software and PeopleSoft Query. We recommend that you select one of the delivered forms and use it as is or modify it according to the guidelines presented in this chapter.

PeopleSoft provides the following basic payment form types:

Form Type	Description
ASCII File	For electronic payments, such as EFT, EFT Draft, or EFT Giro.
Pre-numbered form	For printed payments on custom or standard check stock that have preprinted identification numbers.
Remittance advice only	For both EFT payments and printed payments.
System-numbered form	For drafts and checks printed on plain check stock for which the payables system assigns an identification number.

With magnetic toner in your laser printer and the included MICR fonts, you can print checks that can be processed by magnetic scanners.

For electronic payments, transmit payment data to the vendor's bank in a flat file or print a remittance advice and send it to your vendor. The payment form for the remittance advice and the overflow or the separate remittance advice is the same as it is for printed payments.

Payment Form Layouts

View the delivered layouts on the Form Information page. When you make decisions about payment form parameters, consider the following:

- Do you want to print checks and advices on the same page or on separate pages?
- How many detail lines do you want to display on an advice?
- How do you want to handle detail line overflow? Do you want to void the next check and use its advice or generate a separate print file for advices on a different paper stock?
- Do you want to use your own preprinted forms and turn off check formatting so that only the data prints and then customize the Crystal layout to position the fields on the form?
- Do you need to add new fields to the checks or change formulas that determine how data is printed?
- Do you even need to print checks at all? Perhaps you can make payments electronically.
- If you don't send a printed check, do you need to supply your vendor with an advice?

Note. If you do decide to radically alter the payment forms in Crystal, strictly follow your local rules for check layout. You must follow field dimensions—such as bank account MICR lines—exactly, so banks can successfully process your forms. In the USA, refer to the document *Understanding and Designing Checks* by the X9-Financial Services Standards Committee for more details. Always have your custom forms approved by your banks before using them. Since customizing your forms may be a lengthy process, it should be done early in your implementation.

Selecting and Sorting Payment Forms

Specifying the payment form attributes means that you'll set up such things as if the advice starts right after the check or on another page. You also tell the system how to handle advice overflow. You are not controlling the actual printing of the payment form here, only the formatting of the query that extracts information from the payment tables. During payment creation, the system assigns payment reference numbers, counts advice lines on each page, and applies other format controls. The associated Crystal report (such as CHECK1.RPT) controls how the formatted payment information is laid out on the printed page. You must customize the Crystal report layout to match the Form Type you specify if it differs from the Form Type that comes with PeopleSoft Payables.

To select and sort payment forms:

- Set form and advice attributes and link payment layouts to data.
- Specify Payment Form ID.
- Select Payment Sort Fields.

Pages Used to Select and Sort Payment Forms

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Form Information	PYMNT_FORM	Banking, Banks and Branches, Payment Forms	• Set form and advice attributes, and add payment forms. • Link the layout of a payment form in Crystal to the data that the Payment Creation process generates.
Payment Methods	PYMNT_BANK	• Banking, Bank Accounts, External Accounts • Banking, Bank Accounts, Netting Accounts	Specify which payment form to use for each bank account.
Sort Fields	PYMNT_FORM_SORT	Banking, Banks and Branches, Payment Forms, Sort Fields	Enables you to indicate the sort level that determines the order in which payments and advices print.

Setting Form and Advice Attributes and Linking Payment Layouts to Data

Access the Form Information page.

The screenshot shows the 'Form Information' page with two tabs: 'Form Information' and 'Sort Fields'. The 'Form ID' is 'CHECK1' and the description is 'Sample Stub over Check w/ Adv'. The 'Form Attributes' section includes 'Form Type' set to 'System-numbered form' and 'Form Alignment Count' set to '0'. The 'Advice Attributes' section includes 'Advice Location' set to 'Same report as check', 'Overflow Location' set to 'Separate advice report', 'Advice Lines' set to '25', and 'Advice Layout (Informational Only)' set to 'Stub over check'. A 'Preview' section on the right shows a visual representation of the form layout with a green shaded area for the advice section.

Setting Attributes on the Form Information page (PYMNT_FORM)

Form Attributes

After you enter a **Form ID** and **Description**, select one of the **Form Types** to define during file creation if the Crystal Report will print check numbers, advices, or just an ASCII file.

Form Type

Indicates whether the payment prints on check stock or is an electronic file. Select one of these options:

System numbered form: The system generates check numbers to print on the payment forms.

Pre-numbered form: The check stock had preprinted check numbers. The system does not generate check numbers, but keeps track of the payment references and can warn you of any discontinuity in reference numbers.

ASCII file: EFT or positive payment files.

Remittance Advice only: WIRE reports and Letters of Credit.

Form Alignment Count

Aligns the printer head with the first row of the form so that checks and advices print correctly. You only use this field with system-numbered forms.

Advice Attributes

Advice Location

Indicates where the payment advice prints. Select from the following options:

Same report as check: Below or above the check on the same form.

Separate advice report: Separate job from the check. You need to load two different forms: one for the checks and one for the advices.

No advice: No advice lines.

Overflow Location

Indicates where any information that does not fit on one page prints.

Same report as check: If more advice lines are required than the number of lines on the check form, a second check form is used for advice lines and the check is voided.

Separate advice report: A separate advice form is used for overflow. You need to load two different forms: one for the checks and one for the advices. Two separate reports are created.

No advice report: No advice lines.

Advice Lines

Total number of lines that print on your advice. You enter the number of lines available for the advice. This differs depending on whether the advice is on the same report as the check or on a separate report. Remember that the information you assign must fit on the Crystal check space.

Advice Layout

Indicates where the check and advice are positioned on the printed page. The Crystal report determines the layout, so this is only informational. Match the description to how you define the Crystal report. Select from the following options:

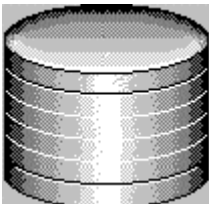
Check over stub: Positions the check over the advice.

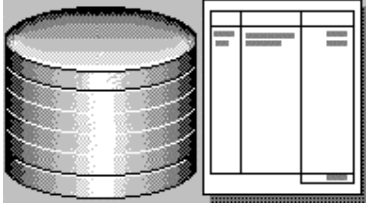
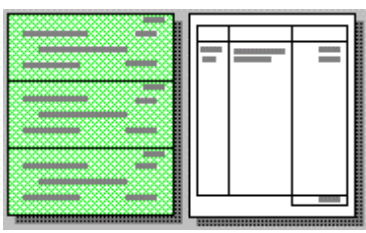
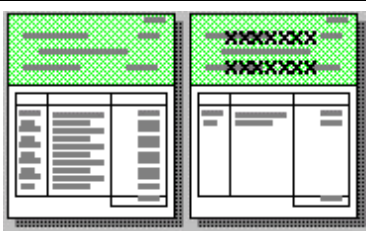
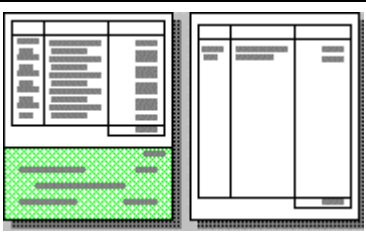
Stub over check: Positions the advice over the check.

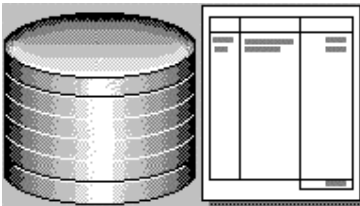
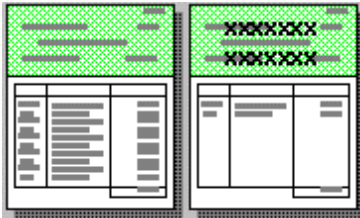
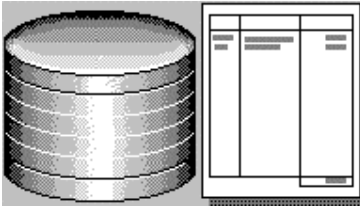
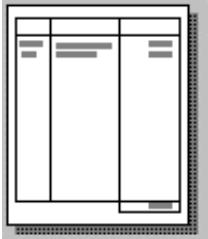
Full page: Sends the advice lines to a separate page from the check and a separate file.

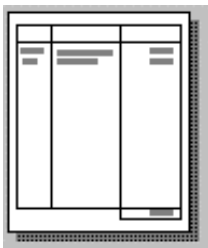
Preview

As you select attributes for the form, the Preview group box displays a representation of the layout.

Layout	Description	Format Name and Layout
	Draft EFT File	BEF1 generates an ASCII file that your bank will use to make the appropriate electronic funds transfers for vendor payments. This format is used with the draft payment method.

Layout	Description	Format Name and Layout
	Draft EFT File with Advice	BEF2 generates an ASCII file for the bank and a separate advice report that you can send to vendors. This format is used with the draft payment method.
	Stub Over Check with Advice	CHECK1 prints the remittance advice block followed by the check. If more advice lines are included within the payment than can fit on the remittance advice, a separate file is created that prints advice overflow.
	Check with Separate Advice	CHECK2 prints a check for payment to a vendor and prints the remittance advice on a separate advice form. The Crystal report file is set up to print three checks on one form. The system generates two separate files: one for the checks, one for the advices.
	Check Over Stub with Overflow	CHECK3 prints the check followed by a remittance advice block. If more advice lines are included within the payment than can fit on the remittance advice, the next check is voided, and its remittance advice is used for overflow lines.
	Stub over Draft with Advice	DRAFT1 prints the remittance advice block followed by the draft. If more advice lines are included within the payment than can fit on the remittance advice, a separate file is created that prints the advice overflow.
	EFT File	EFT1 generates an ASCII file that your bank will use to make the appropriate electronic funds transfers for vendor payments. This format is used with the EFT payment method.

Layout	Description	Format Name and Layout
	EFT File with Advice	EFT2 generates a file for the bank and a separate advice report that you can send to vendors. This format is used with the EFT payment method.
	File Copy Form	FILE1 prints the check followed by a remittance advice block. If more advice lines are included within the payment than can fit on the remittance advice, the next check is voided, and its remittance advice is used for overflow lines. This format creates a backup file only. No negotiable checks are created.
	Giro-EFT File	GE1 generates an ASCII file that your bank will use to make the appropriate electronic funds transfers for vendor payments. This format is used with the Giro payment method.
	Giro-EFT File with Advice	GE2 generates a file for the bank and a separate advice report that you can send to vendors. This format is used with the Giro payment method.
	Letter of Credit Advice	LC1 generates a remittance advice only that you can send to vendors. This format is used with the Letter of Credit payment method.
	Positive Payment Form	POS1file generates an ASCII file that contains payment information for those checks that can be paid. You send the file to your bank. Your bank compares the data on the file against the data on the checks your vendors submit. Only those checks that match are paid.

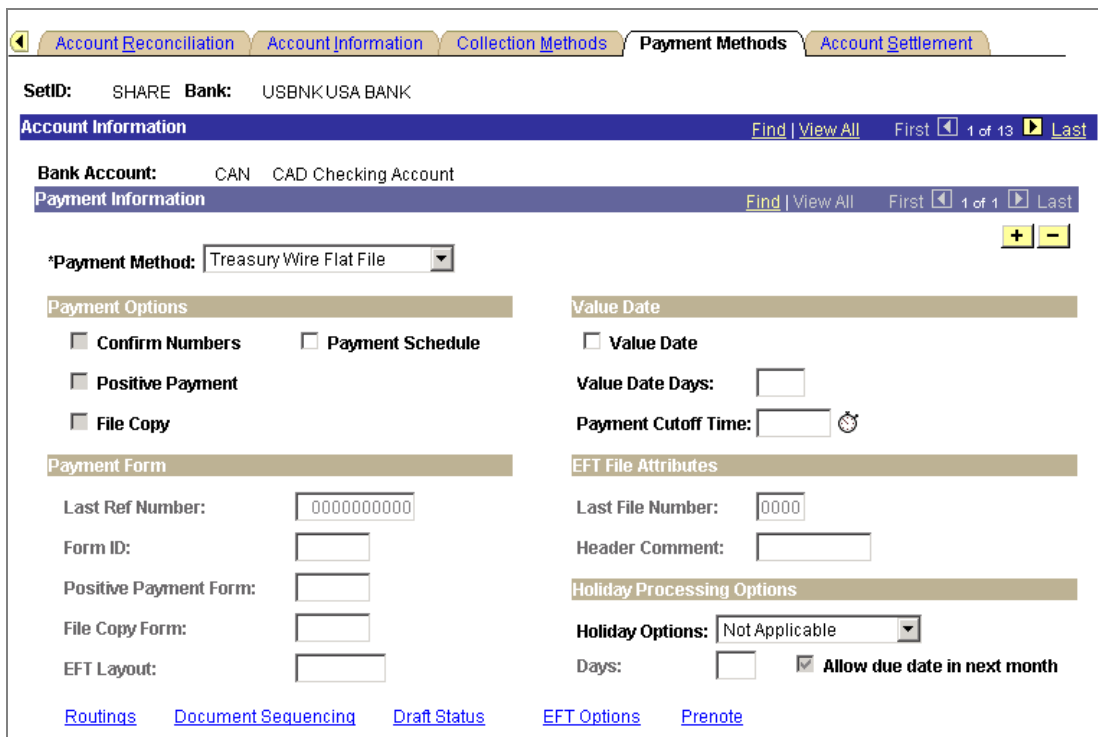
Layout	Description	Format Name and Layout
	Wire Report	WIRE1 generates a remittance advice only for paying by wire.

See Also

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Establishing Payment Forms

Specifying Payment Form IDs

Access the Payment Methods page.



Account Reconciliation Account Information Collection Methods **Payment Methods** Account Settlement

SetID: SHARE Bank: USBK USA BANK

Account Information Find | View All First 1 of 13 Last

Bank Account: CAN CAD Checking Account

Payment Information Find | View All First 1 of 1 Last

*Payment Method: Treasury Wire Flat File

Payment Options

☐ Confirm Numbers ☐ Payment Schedule

☐ Positive Payment

☐ File Copy

Payment Form

Last Ref Number: 0000000000

Form ID:

Positive Payment Form:

File Copy Form:

EFT Layout:

Value Date

☐ Value Date

Value Date Days:

Payment Cutoff Time:

EFT File Attributes

Last File Number: 0000

Header Comment:

Holiday Processing Options

Holiday Options: Not Applicable

Days: ☐ ☒ Allow due date in next month

[Routings](#) [Document Sequencing](#) [Draft Status](#) [EFT Options](#) [Prenote](#)

Selecting Payment Form IDs on the Payment Methods page (PYMNT_BANK)

Payment Options

If you select **File Copy** or **Positive Payment** in the Payment Options group box, you must specify the **Positive Payment Form** or the **File Copy Form** as well in the Payment Form group box.

Payment Form

Form ID	Specify the form ID for the payment method you are using for each bank account.
EFT Layout	For EFT payment methods, you must specify an EFT Layout.

Note. Just specifying a file type doesn't mean the output will go to a file. The output destination is controlled by the run control ID on the User Preference component, PayCycle page.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining User Preferences”

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Defining Payment Methods for External Accounts

Selecting Payment Sort Fields

Access the Sort Fields page.

Turn on each **Sort Field** you want to use to sort your check output. For each **Sort Field** you select, enter a unique sort **Sequence** number.

Payment Handling Codes take priority over the sort sequence; that is, the sort order is Handling Code followed by the sort fields you specify on this page.

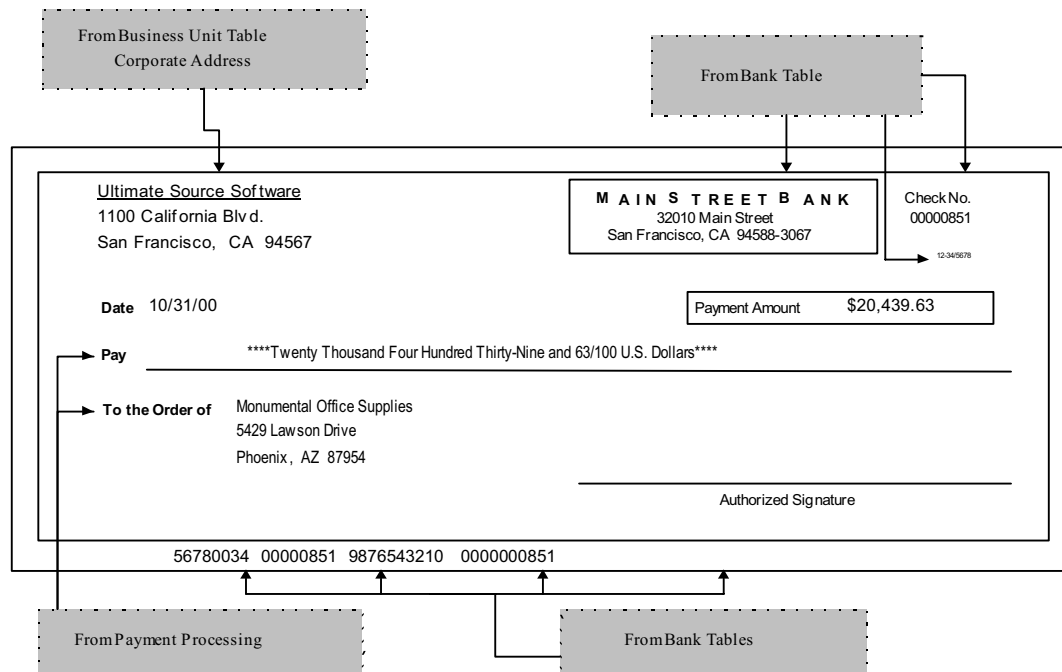
See Also

“Structuring Procurement Options for PeopleSoft Payables,” Defining Payment Handling Codes

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Establishing Payment Sort Fields

Mapping Check Data

This illustration shows a Payables check and identifies the source for the data that appears on the check. The payment amount is determined during payment processing. Use this information to identify where to modify your system data to change the data on the check.



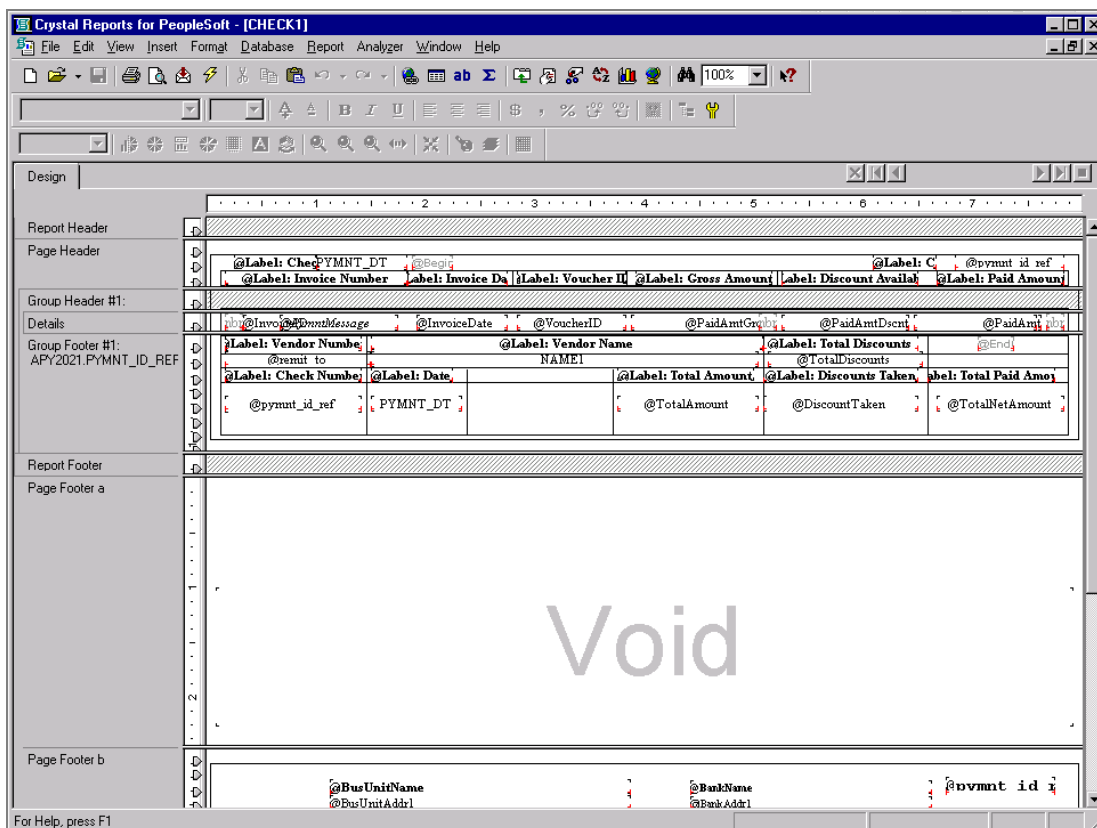
Identifying Payment Data

Modifying Payment Forms

If you want to customize the payment forms that come with PeopleSoft Payables, you will have to modify the Crystal report for the form and ensure that the Form ID matches the output configuration. Performing extensive modifications requires an advanced understanding of Crystal Reports.

A payment form consists of sections:

- Page Header
- Check Body - Group Header #1 for the Payment ID Reference (PYMNT_ID_REF)
- Details
- Group Footer #1
- Page Footer



Setting Up a Payment Form in Crystal Reports

View the payment form fields in the Crystal Reports layouts by opening the appropriate check and turning on View.

To modify a form:

1. Copy the form (CHECK2.RPT, for example).
2. Rename it (CHECK5.RPT, for example).
3. Use Crystal Reports to modify the CHECK5.RPT.
4. Open the Define Banks/Counterparties, Payment Forms component in **Add** mode to add the name of a new payment form.

See Also

PeopleSoft PeopleTools PeopleBook: Crystal Reports, "Using Crystal Reports"

Specifying MICR Fonts

To use the PeopleSoft Payables MICR font printing capability, make sure that the MICR font is loaded on the workstations from which you will use Crystal to print payment forms. Then, the

specified check lines will print correctly when you print payment forms through Crystal. To make the forms machine-readable, use special magnetic toner in your laser printer. Order the toner from your supplier of standard toner.

This section discusses how to:

- Create a signature file.
- Add a signature to checks.
- Test your checks.

Note. Work with your bank to make sure your check formatting and magnetic readability are acceptable to them before you start printing thousands of checks.

Printing Logos and Signatures with Crystal Checks

Adding a check signature, or any other graphical object such as a company logo, is easy with Crystal Checks.

First, determine where you will store the signature. A signature is no more than a special font—a series of control characters that have been redefined to *build* the signature—and you can store it on a client workstation, printer cartridge, or a Single Inline Memory Module (SIMM). Generally, you store signatures on a printer cartridge so you can maintain control over them. The manufacturer of your printer can provide you with information about creating a custom font.

Your specialized font will be shipped with instructions containing two important pieces of information:

1. Directions on how to install the font and how to make the font available to applications such as Microsoft Word, Crystal, and so on.
2. Instructions on how to print the signature.

Once you've installed your signature font, you're ready to add the signature to the Crystal Checks. The best way to do this is to create the signature first in a word processor such as Microsoft Word and then include this document as an OLE object in Crystal.

Another method is to add an embedded Crystal formula.

This section describes how to:

- Create a signature file.
- Add a signature to checks.
- Test your checks.

Creating a Signature File

To create a Crystal formula signature file:

1. Open a new document in the word processor and select your signature font as the font.

It should now be listed along with the other fonts. If it is not and you are using a printer-based font (such as a cartridge or SIMM), be sure that the printer defined for the document is the same as the printer where the font is located.

2. Enter the signature character sequence exactly as provided.

Don't expect the signature to appear on the screen, unless your signature font is stored on the workstation. You might enter something like the following for your signature character sequence:

```
!a#$$%&
b() *+,
- ./012
345678
```

3. Print the document to be sure it looks the way you expect.

If the signature doesn't look quite right, first check the character sequence. One character in the wrong place can change the signature dramatically. If you see white lines in the signature, adjust the various formatting options such as line spacing, font size, margins, and so on. The way it prints here is exactly how it will look on the check.

4. When the signature is correct, save the document and open Crystal Reports.

5. Add this signature to each of the check forms that you use.

PeopleSoft Payables is shipped with sample forms: check1.rpt, check2.rpt, check3.rpt, and draft1.rpt. If you edit any of these reports in Crystal, the following text appears above the signature line: "*Insert your signature.*" This is only a placeholder. Delete it.

To use the U.S. Post Office bar code, install a TrueType bar code font. PeopleSoft Payables provides a predefined formula on the check layouts for Postnet. To use it, install the bar code font and use this font.

Adding a Signature to Checks

To add a signature to Crystal checks (method one):

1. Select **OLE Object** from the **Insert** menu.
2. Select **Create from file** and enter the path and filename of the signature document that you created.

3. Select the **Link** check box if you want the Crystal report to be updated automatically whenever you change the signature document; otherwise, you'll need to update each check form individually every time the signature changes.

4. Click **OK**.

The system takes you back to Crystal and inserts the object file into the report.

5. Position the signature object where you want it on the form.

Remember, if your signature font does not reside on the workstation, you will not actually see the signature on the screen.

6. After you position the signature, save the form and print a test check.

To add a signature to Crystal checks (method two):

1. From the **Insert** menu, add a formula that contains the control character sequence to the report. The formula must contain the control sequence of characters. Frequently, this sequence begins and ends with an unprintable character such as ESC. To add the ESC character, use the Crystal **chr(x)** function where *x* is the ASCII value of the special character. For example, if your control characters are **!ab** and this must be enclosed in ESC characters, your formula would look like this:

```
chr(27) + "!ab" + chr(27)
```

You should now be able to print the checks with the digitized signature. Use this process to add any other digitized graphic object, such as a corporate logo, to the check.

Testing Your Checks

There are two methods for testing your check printing.

1. Create an Express Payment by adding a voucher in the Voucher component and clicking the Express Payment link on the Payment page. (This transfers you to the Express Payment Manager page).
2. Run a Pay Cycle to test sorting and printing on a batch of checks.

After testing vouchers, test overflows where the advice lines are too long to fit on one form.

See Also

“Entering and Processing Vouchers Online”

“Using the Voucher Batch Process”

“Running Pay Cycles”

CHAPTER 6

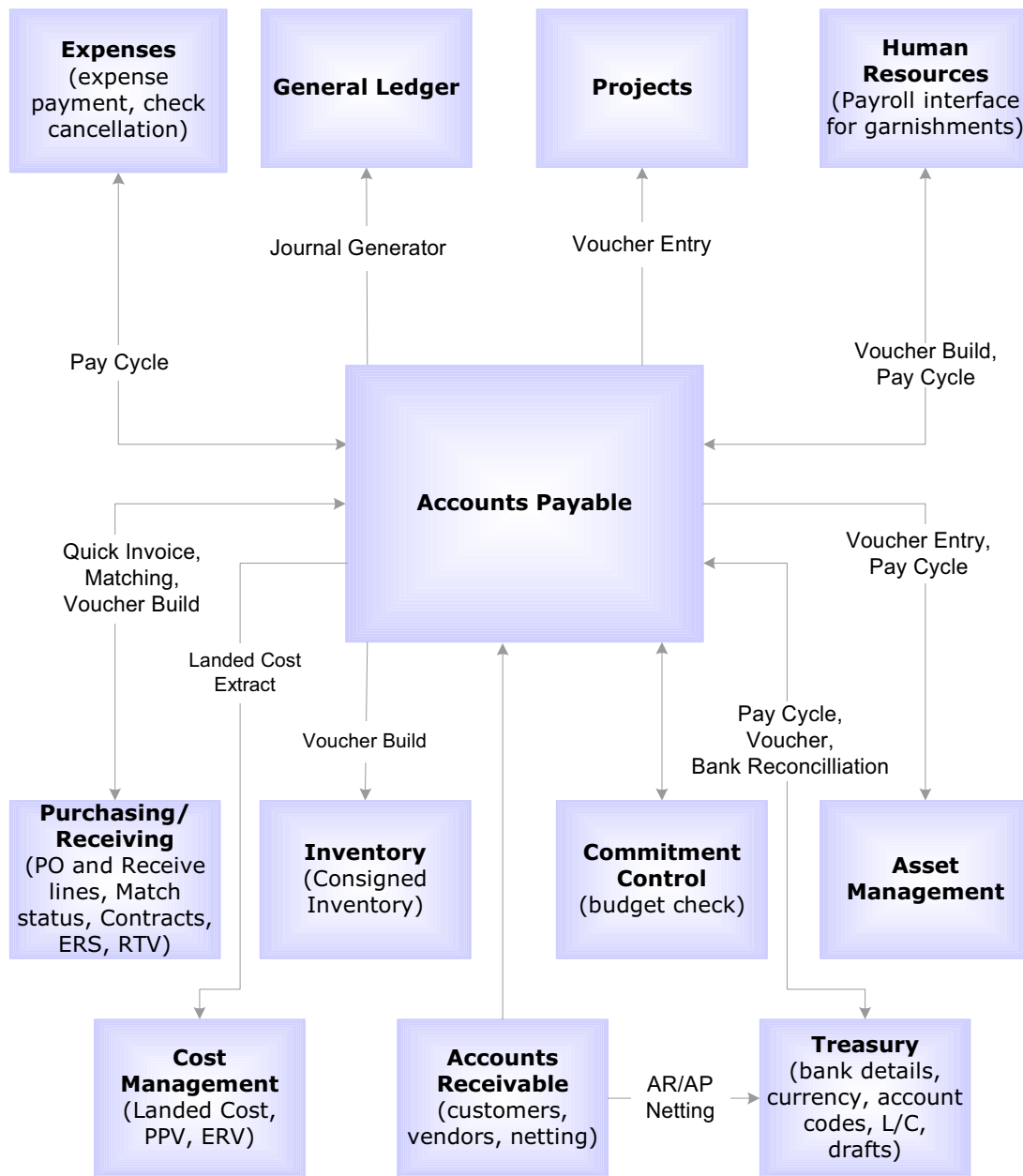
Integrating With Other Applications

PeopleSoft Payables provides several interface options for sending data to and receiving data from the other systems in your business. This chapter provides an overview of the various integration points with other PeopleSoft applications and explains how to:

- Integrate with PeopleSoft Purchasing.
- Integrate with PeopleSoft General Ledger.
- Integrate with applications using the Payables Payment Interface.
- Integrate with PeopleSoft Receivables.
- Capture asset data for Asset Management.
- Capture project data for PeopleSoft Projects.
- Integrate with PeopleSoft Cost Management.
- Process Interunit Invoices for PeopleSoft Billing.
- Process vouchers for Consignment Inventory.
- Integrate with Payroll.
- Integrate with PeopleSoft Student Administration.
- Use the Vendor Enterprise Integration Point (EIP)

Understanding How to Integrate with Other Applications

The following diagram illustrates how PeopleSoft Payables integrates with other applications:



PeopleSoft Payables integration flow with other PeopleSoft Applications

Note. The integration points discussed in this chapter are only possible if you have installed the other applications along with PeopleSoft Payables.

Integrating With PeopleSoft Purchasing

PeopleSoft Payables interfaces directly with PeopleSoft Purchasing as follows:

- The Copy PO/Recv (copy purchase order/receiver) functionality in the online Voucher component enables you to directly copy purchase order and/or receiver information onto the voucher.
- Voucher Build, the batch process that builds voucher record sets from limited information, can create vouchers records from various sources in PeopleSoft Purchasing, including:
 - Purchase order and receiver lines.
 - Evaluated Receipt Settlement (ERS) vouchers from procurement receipts that reference a purchase order as well as receipts that do not reference a purchase order (also known as non-PO receipts).
 - Return to Vendor (RTV) transactions.
 - Procurement Card System vouchers.
- Voucher Build also builds voucher record sets for contracts, a functionality that is fully integrated with PeopleSoft Purchasing.
- Matching ensures that you are paying for what you ordered and received by comparing vouchers with purchase orders and receiving documents.
- The Document Status Inquiry functionality enables you to inquire and cross-reference related documents across the procure-to-pay business cycle.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

“Using the Voucher Batch Process”

“Running Matching”

PeopleSoft Setting Up Procurement Options PeopleBook, “Using Voucher and Order Contracts”

Integrating with General Ledger Applications

PeopleSoft Payables interfaces with PeopleSoft General Ledger by creating the accounting entries that PeopleSoft General Ledger uses to create journal lines.

When you enter vouchers, you also enter information about how the voucher is charged, from an accounting perspective. When you post vouchers and payments, the system creates balanced accounting entries that are immediately available to the Journal Generator in the Payables Accounting Entry table. You run the Journal Generator COBOL process (FSPGJGEN) to create the journal lines in PeopleSoft General Ledger.

PeopleSoft Payables automatically creates reversing accounting entries if you need to change any information that has already been processed to the general ledger.

Note. Before you run the Journal Generator process, create an accounting entry definition and a Journal Generator template for PeopleSoft Payables.

If you have a third-party general ledger application, you can interface the accounting lines in the Accounting Entry table to your application.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Journal Generator”

Integrating with Applications Using the Payables Payment Interface

The PeopleSoft Payables Payment Interface enables you to produce payments from other sources (either PeopleSoft products or external products). As delivered, the Payment Interface supports the following payments:

- PeopleSoft Payables vouchers.
- PeopleSoft Expenses expense sheet and cash advance payments.
- PeopleSoft Treasury settlement payments.
- PeopleSoft Purchasing procurement card payments.

See Also

“Using the Payables Payment Interface”

Integrating With PeopleSoft Receivables

PeopleSoft Payables generates refund checks for PeopleSoft Receivables.

The PeopleSoft Receivables refund process adds rows for any refunds to the Voucher Build `VOUCHER_HEADER_EC`, `VOUCHER_LINE_EC`, and `VOUCHER_DISTRIBUTION_EC` tables. The PeopleSoft Payables Voucher Build process (`APVCHRBLD`) then creates voucher record sets that are subsequently completed by Voucher Edit.

See Also

“Using the Voucher Batch Process”

PeopleSoft Receivables PeopleBook, “Maintaining Receivables,” Processing Refunds

Capturing Asset Data for PeopleSoft Asset Management

Along with PeopleSoft Purchasing, PeopleSoft Payables is a key collection point for asset information that flows into PeopleSoft Asset Management. This flow of asset information from vouchers works hand in hand with the flow of information from receiving documents that is recorded in PeopleSoft Purchasing to ensure accurate and up-to-date records.

When you enter vouchers, you can enter asset information on distribution lines. This asset information, along with related cost information, then flows to PeopleSoft Asset Management. This flow of information includes any processing changes to assets, if vouchers are modified or if subsequent receivers or vouchers are added for existing assets.

An Application Engine process distributes the information to PeopleSoft Asset Management through the Load Assets Request page.

See Also

“Sending Voucher Information to Asset Management,” Sending Voucher Information to Asset Management: The Load Assets Process

Capturing Project Data for PeopleSoft Projects

PeopleSoft Payables serves as a key collection point for project information that flows into PeopleSoft Projects.

When you enter vouchers, you can also enter information about how the business transaction relates to projects that you may be tracking in PeopleSoft Projects. You can enter information such as the project ID, activity ID, resource type, resource category, and resource subcategory at the voucher distribution level. This information, along with key cost information, then flows into PeopleSoft Projects through the Payables Accounting Entry table. If you change any voucher information after it has flowed into PeopleSoft Projects, PeopleSoft Payables posts reversing information to the Payables Accounting Entry table that is passed to PeopleSoft Projects.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Using Voucher and Order Contracts,” Entering Projects Information

Integrating with Cost Management

Landed cost includes all charges that are associated with getting an inventory item into your warehouse and available for use or sale. These charges can include material, freight, insurance, duty, and handling amounts. PeopleSoft Payables features a landed cost extraction module that extracts landed cost data from vouchers and passes the data to PeopleSoft Cost Management. To run the Landed Cost Extraction process (LC_EXTRACT), you must have PeopleSoft Payables, Purchasing, and Cost Management installed on the same database.

The Payables Landed Cost Extract process calculates the Purchase Price Variance and Exchange Rate Variance for matched material and miscellaneous charges, and passes the variances to Costing, where they are associated to the appropriate inventory transactions.

See Also

“Processing Landed Cost Transactions”

Processing Interunit Invoices for PeopleSoft Billing

PeopleSoft Billing uses PeopleSoft Payables to process interunit invoices.

PeopleSoft Billing’s Generate AP Vouchers process initiates the creation of Payables vouchers for interunit bills. The process takes interunit billing information from the PeopleSoft Billing tables and populates the Payables Voucher Build EDI staging tables. Voucher Build then generates voucher record sets that are subsequently completed by Voucher Edit.

See Also

“Using the Voucher Batch Process”

PeopleSoft Billing PeopleBook, “Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing,” Running the Generate AP Vouchers Process (BIGNAP01)

Processing Vouchers for Consignment Inventory

PeopleSoft supports consignment inventory, the practice whereby a supplier stores goods at a customer’s location without receiving payment until after the goods are consumed. The PeopleSoft consignment inventory feature, which enables you to implement this strategy across your entire enterprise, integrates a variety of functions within the PeopleSoft Purchasing, Inventory, Production Management, Cost Management, and Payables applications.

In PeopleSoft Payables, Voucher Build creates voucher record sets for consigned items that have been consumed and costed. Voucher Build does this by extracting data from the Depletion Accounting Entry table (CM_DEPLETE); selecting rows for which the Voucher Build status is *T* (to be voucherred) or *E* (error); and processing those rows according to the selected Consign Voucher value set at the vendor location level.

See Also

“Using the Voucher Batch Process”

PeopleSoft Inventory PeopleBook, “Managing Consigned Inventory”

Integrating with Payroll

It is standard practice for payroll deductions to be paid through an accounts payable system. PeopleSoft applications include functionality that enables you to accept third-party payments from the PeopleSoft Payroll system or other payroll systems. We have created Enterprise Integration Points (EIPs) that use application messaging to make this possible.

See Also

Using the Vendor Enterprise Integration Point (EIP)

“Using the Voucher Batch Process,” Payroll Interface (Voucher Enterprise Integration Point)

Integrating with Student Administration

PeopleSoft Payables generates refund tuition checks for PeopleSoft Student Administration via application messaging. PeopleSoft Payables subscribes to the information PeopleSoft Student Administration publishes via the Vendor Enterprise Integration Point. Student Administration sends vendor information to Payables via the Vendor EIP. Student Administration sends refund payment information to Payables via the Voucher EIP.

Using the Vendor Enterprise Integration Point (EIP)

PeopleSoft Payables and Payroll (or other external systems) use publish and subscribe methodology to populate each other's Vendor tables. You can use these application messages to publish vendor information from your PeopleSoft Payables system to other systems, and to subscribe to vendor information from other PeopleSoft applications (such as Payroll or Student Administration) or external systems.

PeopleSoft Payables also uses the batch subscribe methodology to populate the Voucher Build staging tables (VCHR_HDR_STG, VCHR_LINE_STG, and VCHR_DIST_STG) with the necessary information for building voucher record sets for making deduction payments.

PeopleSoft Payables uses four application messages to subscribe and publish data to and from its Vendor Tables. The four messages and their unique functions are:

Message Name	Function
VENDOR_SYNC	Incremental Publish and Subscribe
VENDOR_FULLSYNC	Full Table Publish and Subscribe
VENDOR_SYNC_EFF	Incremental Publish of Current Effective-Dated Data
VENDOR_FULLSYNC_EFF	Full Table Publish of Current Effective-Dated Data.

The primary difference between the Incremental and the Full Table messages is that the Incremental messages process individual records whereas the Full Table messages process

entire tables. If you want to update your tables with new vendor records as they are published, select the Incremental Subscribe process; if you want to load the entire vendor table, select the Full Table subscribe process. Likewise, if you want to publish records as they are created, utilize the Incremental Publish process. If you want to publish your entire vendor table, use the Full Table publish process.

Note. `VENDOR_SYNC_EFF` and `VENDOR_FULLSYNC_EFF` should only be utilized when you publish data to systems that do not support effective dating. These messages will publish only the most current vendor record. They will not publish any history or future rows that might exist.

This section describes how to:

- Create the Message Definition.
- Create the Channel Definition.
- Use the Incremental Subscribe process.
- Use the Incremental Publish process.
- Use the Full Data Subscribe process.
- Use the Full Data Publish process.
- Correct vendor records in error.
- Use the Full Data Publish of currently effective data.
- Use the Incremental Data Publish of currently effective data.
- Understand message record specifications.

See Also

“Using the Batch Voucher Process,” Payroll Interface (Voucher Enterprise Integration Point)

PeopleSoft Enterprise Integration PeopleBook, “Introducing Enterprise Integration Points”

Creating the Message Definition

Although their Design Patterns, Message Names and Subscription Names differ, all four application messages described in this section share the following information:

<i>Message Version</i>	<i>Record</i>	<i>Message Channel</i>
VERSION_1	VENDOR	Vendor
	VNDR_ADDR_SCROL	
	VENDOR_ADDR	

<i>Message Version</i>	<i>Record</i>	<i>Message Channel</i>
	VNDR_ADDR_PHN	
	VNDR_CTNCT_SCR	
	VENDOR_CNTCT	
	VNDR_CNTCT_PHN	
	VNDR_LOC_SCROL	
	VENDOR_LOC	
	VENDOR_PAY	
	VNDR_BANK_ACCT	

VENDOR_SYNC (Message) – Published Fields

<i>Record</i>	<i>Fields</i>
VENDOR	SETID
	VENDOR_ID
	VENDOR_NAME_SHORT
	VNDR_NAME_SHRT_USR
	VNDR_NAME_SEQ_NUM
	NAME1
	NAME2
	VENDOR_STATUS
	VENDOR_CLASS
	VENDOR_PERSISTENCE

See Also

Understanding Message Record Specifications

Creating the Channel Definition

The channel definition for all four messages is also the same.

VENDOR (Message Channel) – Messages

<i>Messages</i>	<i>Use These Fields to Partition</i>
VENDOR_FULLSYNC	SETID
VENDOR_SYNC	VENDOR_ID

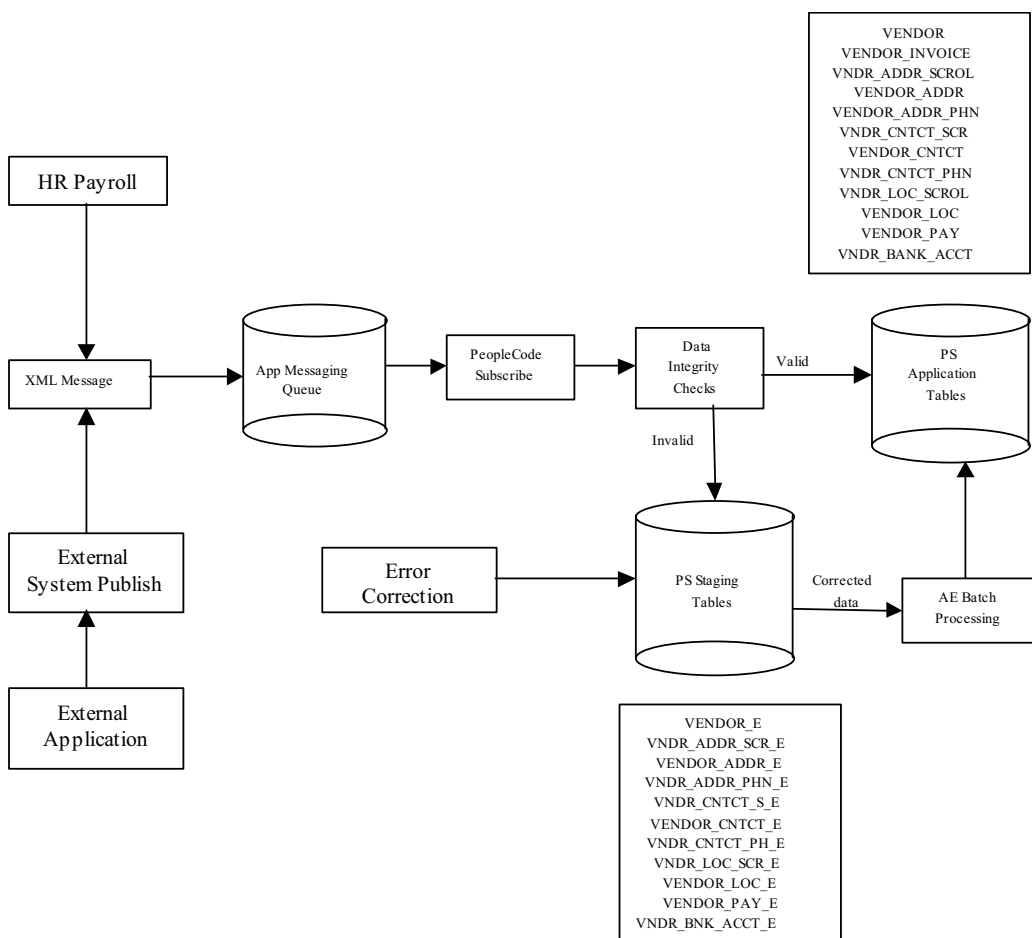
VENDOR (Message Channel) – Routing Rules

<i>Direction</i>	<i>Message Node Name</i>	<i>Message Node Description</i>
Both (Publish and Subscribe)	PSFT_HR	PS HRMS – Local Node

Using the Incremental Subscribe Process

<i>Design Pattern</i>	<i>Message Name</i>	<i>Subscription Name</i>
PeopleCode Subscribe	VENDOR_SYNC	VendorSync

The Incremental Subscribe Process (VENDOR_SYNC) enables you to subscribe to Vendor data incrementally as it is published by HR Payroll, or by external applications, as illustrated here:



Process Flow for Subscribe

Incremental Subscription Process for VendorSync

```
Declare Function vendor_intfc PeopleCode FUNCLIB_APEIP.VENDOR_ID FieldFormula;
```

```

Local Message &MSG;
&MSG = GetMessage();
vendor_intf (&MSG);

```

The Vendor subscription code uses a component interface, which encapsulates the vendor online component, to handle defaulting and edits of the vendor data received in the subscribed message. The same defaulting and validation that occurs online occurs via the VNDR_ID component interface.

It is also important to note that not all the data elements in the vendor-related records are exposed in the message. The subscription process assigns the unexposed data elements a default value that is consistent with the PeopleSoft record definition.

See Also

Correcting Vendor Records in Error

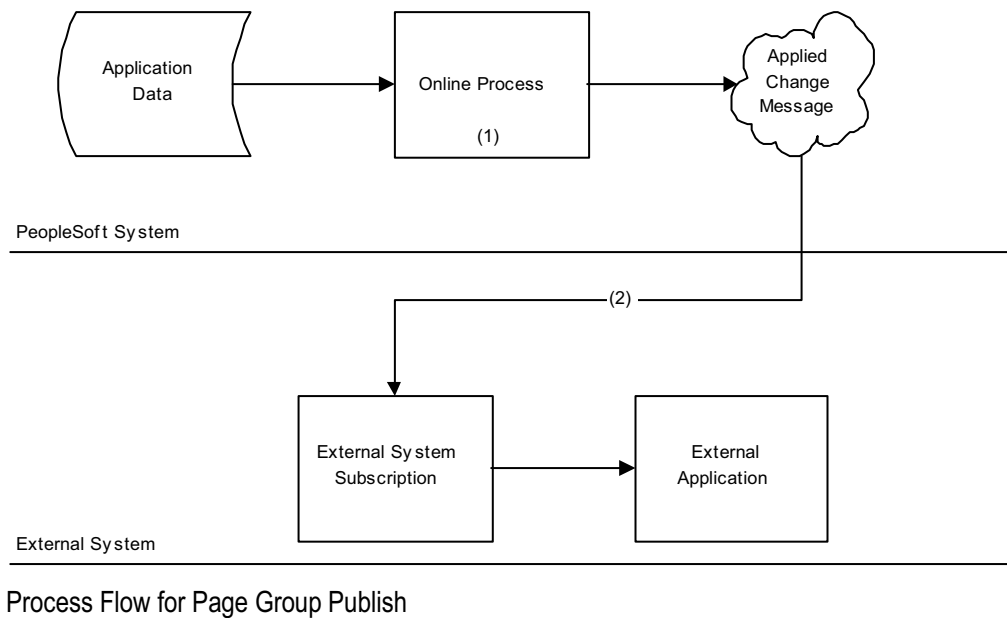
Understanding Message Record Specifications

PeopleSoft Payroll for North America PeopleBook, “Administering Interfaces,” Using the PeopleSoft Payables Interface

Using the Incremental Publish Process

<i>Design Pattern</i>	<i>Message Name</i>
Page Group Publish	Vendor_sync

The Incremental Publish process (VENDOR_SYNC) enables you to publish vendor data incrementally to external systems as follows:



Incremental Publication Process for VendorSync

```

VNDR_ID(page_group).SavePostChange
Local Message &msg;
Local Rowset &rs0;

&msg = CreateMessage(Message.VENDOR_SYNC);
If (&msg.IsActive) Then
    &rs0 = GetLevel0();
    &msg.CopyRowset(&rs0);
    &msg.Publish();
End-If;
  
```

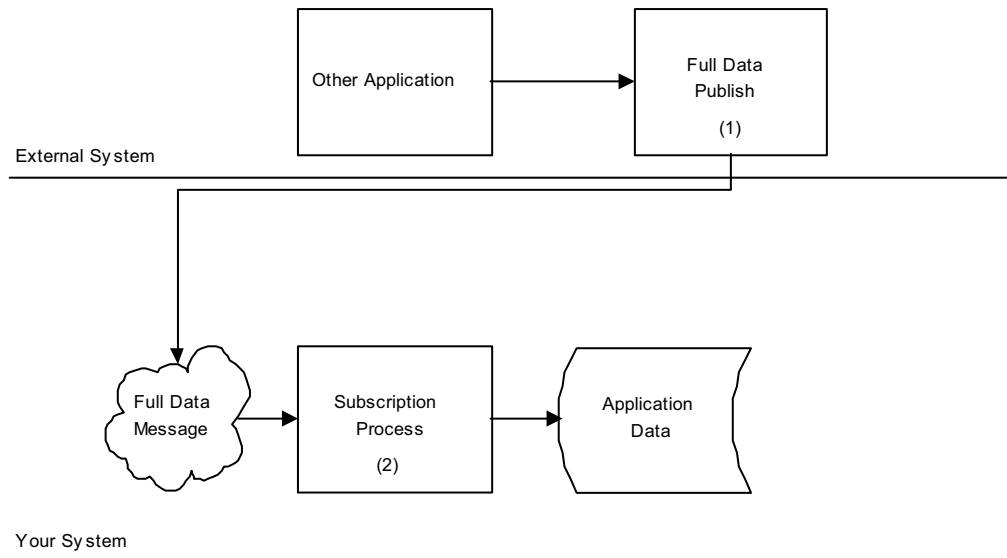
See Also

PeopleSoft Payroll for North America PeopleBook, “Administering Interfaces,” Using the PeopleSoft Payables Interface

Using the Full Data Subscribe Process

<i>Design Pattern</i>	<i>Message Name</i>	<i>Subscription Name</i>
Full Data Replication	VENDOR_FULLSYNC	VendorFullSync

The Full Data Subscribe process (VENDOR_FULLSYNC) enables you to subscribe to vendor data as follows:



Process Flow for Full Data Subscribe

Message Subscription Process for Full Subscribe

```

Declare Function vendor_intf PeopleCode FUNCLIB_APEIP.VENDOR_ID FieldFormula;
Local Message &MSG;
&MSG = GetMessage();
Evaluate &MSG.GetRowset().GetRow(1).PSCAMA.MSG_SEQ_FLG.Value
When "H"
When "T"
    rem do nothing;
    Break;
When-Other
    vendor_intf(&MSG);
End-Evaluate;
  
```

See Also

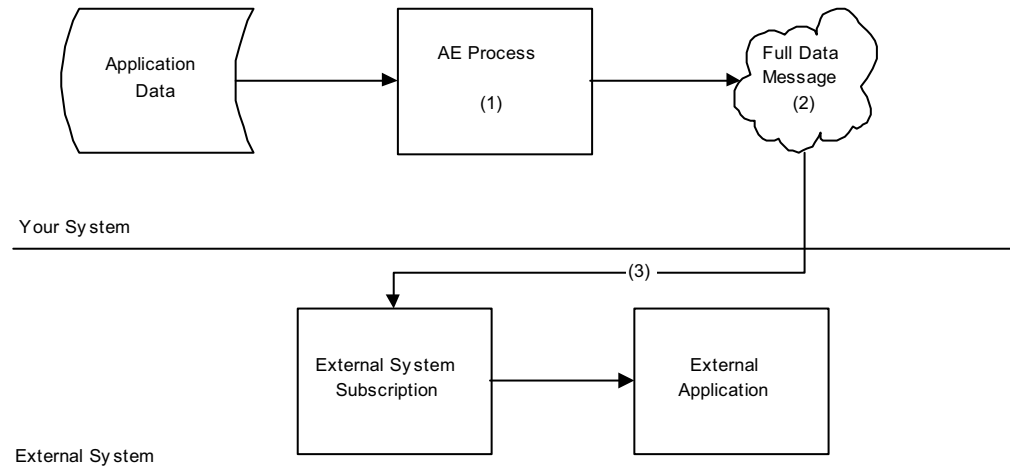
Correcting Vendor Records in Error

PeopleSoft Payroll for North America PeopleBook, “Administering Interfaces,” Using the PeopleSoft Payables Interface

Using the Full Data Publish Process

Design Pattern	Message Name
Full Data Replication	VENDOR_FULLSYNC

The Full Table Publish process (VENDOR_FULLSYNC) enables you to publish vendor data to external systems as follows:



Process Flow for Full Data Publish

Running the Full Table Publish Process

Use the Full Table Publish Rules page to define the publish rule for the message.

Once you have defined the rules for a Full Table Publish, you must use the Full Data Publish process page to run an Application Engine process to generate a full data message that will be published to the external systems.

See Also

PeopleSoft Payroll for North America PeopleBook, “Administering Interfaces,” Using the PeopleSoft Payables Interface

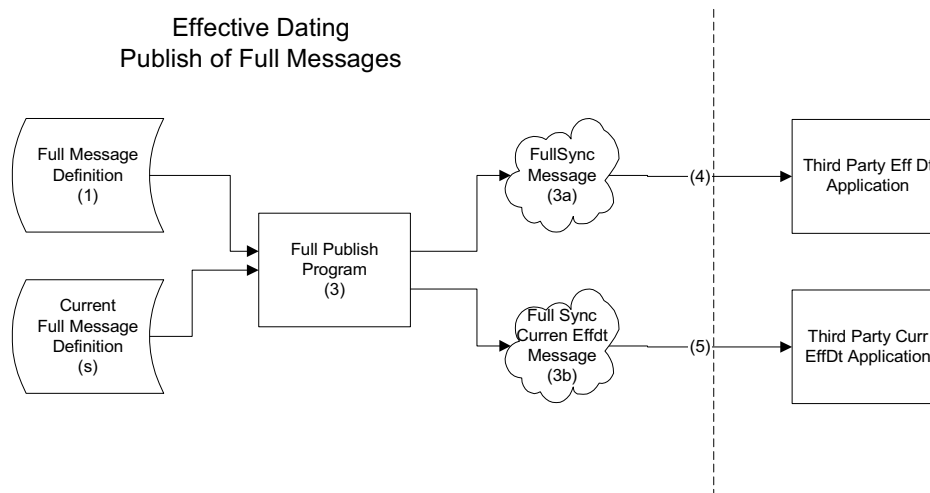
Correcting Vendor Records in Error

See *PeopleSoft PeopleTools PeopleBook: Integration Broker*, “Using Integration Broker Monitor,” Using the Message Errors Page

Using the Full Data Publish of Currently Effective Data

Design Pattern	Message Name
Full Data Replication	VENDOR_FULLSYNC_EFF

The Full Table Publish of Currently Effective Data process (VENDOR_FULLSYNC_EFF) enables you to publish current vendor data to external systems as follows:



Process Flow for Effective Dating Full Message Publish

Remember, use this message only when you publish data to systems that do not support effective dating. This message will publish only the most current vendor record. It will not publish any history or future rows that might exist.

To publish PeopleSoft tables that are effective-dated to an external system whose tables are not effective-date-enabled, complete these steps:

1. Define the publish rule for the message on the Full Table Publish Rules page.
2. Enter the Record Mapping details on the Record Mapping page.
3. Use the Full Data Publish process page to generate a full data message for publication to an external system.

See Also

PeopleSoft Payroll for North America PeopleBook, “Administering Interfaces,” Using the PeopleSoft Payables Interface

Mapping the Effective-Dated Records

Use the Record Mapping page to map the effective-dated records.

You need to map the following records because they are effective-dated and the source view will only select the rows that are current.

No.	Record Name	Source View Record
1	VENDOR_ADDR	VNDR_ADDR_EFFVW
2	VENDOR_ADDR_PHN	VNDR_APHN_EFFVW

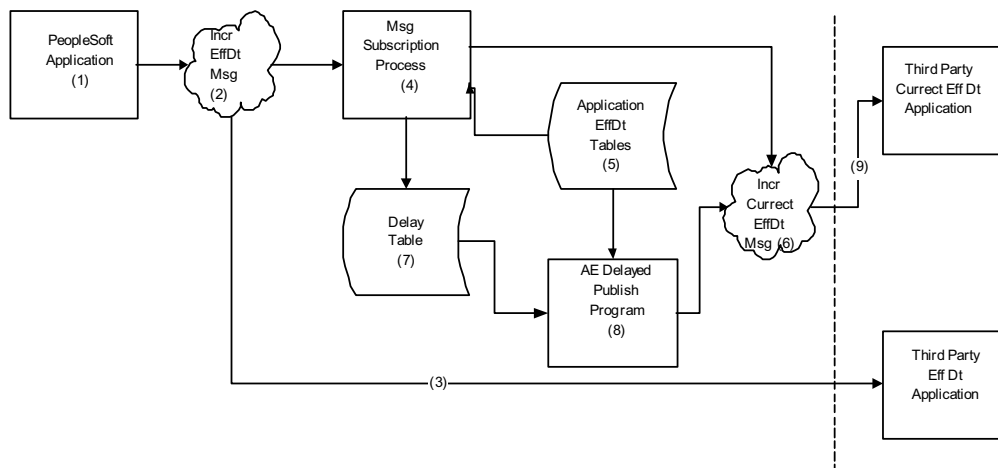
No.	Record Name	Source View Record
3	VENDOR_CNTCT	VNDR_CNTCT_EFVW
4	VENDOR_LOC	VNDR_LOC_EFFVW
5	VENDOR_PAY	VNDR_PAY_EFFVW
6	VNDR_BANK_ACCT	VNDR_BANK_EFFVW
7	VNDR_CNTCT_PHN	VNDR_CPHN_EFFVW

Using the Incremental Data Publish of Currently Effective Data

Two messages are involved in this publish process for currently effective data:

Design Pattern	Message Name	Subscription Name
PeopleCode Subscribe	VENDOR_SYNC	VendorSyncEff
Full Data Replication	VENDOR_SYNC_EFF	None

The Incremental Publish of Currently Effective Data process (VENDOR_SYNC_EFF) enables you to publish vendor data incrementally to external systems as follows:



Process Flow for Effective Dating Incremental Message Publish

Incremental Publication Process for VendorSyncEff

```

Declare Function process_effdt_msg PeopleCode FUNCLIB_EOEIP.EFFDT_MSG_PC
FieldFormula;
process_effdt_msg("VENDOR_SYNC_EFF", False);

```

As was the case with the Incremental Publish process, during the save time of this process, the vendor component will publish a VENDOR_SYNC message that contains effective-dated information.

- For third parties that can handle effective-dated data, messages are received and processed using the VendorSync subscription method.
- For third parties that cannot handle effective-dated data, a new subscription process (VendorSyncEff) that can be invoked for local publications has been set up on the message generating side, and this process will make a call to a shared function.

The common function will determine if the data is related to the current effective-dated row and, if so, it will copy the data to the `VENDOR_SYNC_EFF` message and publish it.

If the data has future effective dates, then the information is written to the delay table (`EO_EFFDELAY`). An Application Engine program will publish the data that resides in delay tables as they become current.

Note. The third parties that cannot handle effective-dated data will only subscribe to the `VENDOR_SYNC_EFF` message.

In addition, you need to perform the following steps to run the effective date publish program:

1. Define the publish rule for the message on the Full Table Publish Rules page.
2. Create the run control for the effective date publish program on the Effective Date Publish Process page.

Running the Effective Date Publish Process

Use the Effective Date Publish process page to run the effective date publish program.

Select `VENDOR_SYNC_EFF` in the **Message Name** field in the parameters group box.

See Also

PeopleSoft Payroll for North America PeopleBook, “Administering Interfaces,” Using the PeopleSoft Payables Interface

Understanding Message Record Specifications

Record: VENDOR

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	Y	
2	VENDOR_ID	Y	
3	VENDOR_NAME_SHORT	Y	
4	VNDR_NAME_SHRT_US R	Y	

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
5	VNDR_NAME_SEQ_NUM	<i>Y</i>	
6	NAME1	<i>Y</i>	
7	NAME2	<i>Y</i>	
8	VENDOR_STATUS	<i>Y</i>	
9	VENDOR_CLASS	<i>Y</i>	
10	VENDOR_PERSISTENCE	<i>Y</i>	
11	REMIT_ADDR_SEQ_NUM	<i>N</i>	Default from VENDOR_LOC
12	PRIM_ADDR_SEQ_NUM	<i>N</i>	Default from VENDOR_LOC
13	ADDR_SEQ_NUM_ORDR	<i>N</i>	Default from VENDOR_LOC
14	REMIT_SETID	<i>N</i>	Default from VENDOR_LOC
15	REMIT_VENDOR	<i>N</i>	Default from VENDOR_LOC
16	CORPORATE_SETID	<i>N</i>	VENDOR.SETID
17	CORPORATE_VENDOR	<i>N</i>	VENDOR.VENDOR_ID
18	CUST_SETID	<i>N</i>	VENDOR.SETID
19	CUST_ID	<i>N</i>	
20	ENTERED_BY	<i>Y</i>	
21	AR_NUM	<i>N</i>	
22	OLD_VENDOR_ID	<i>N</i>	
23	WTHD_SW	<i>N</i>	<i>N</i>
24	VAT_SW	<i>N</i>	<i>N</i>
25	VNDR_STATUS_PO	<i>N</i>	<i>Y</i>
26	REMIT_LOC	<i>N</i>	Default from VENDOR_LOC
27	DEFAULT_LOC	<i>Y</i>	
28	NAME1_AC	<i>N</i>	
29	NAME2_AC	<i>N</i>	
30	PRIMARY_VENDOR	<i>N</i>	Default from VENDOR_LOC

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
31	LAST_ACTIVITY_DT	N	%Date
32	WITHHOLD_LOC	N	
33	IN_PROCESS_FLG	N	N
34	PROCESS_INSTANCE	N	0
35	HUB_ZONE	N	
36	EEO_CERTIF_DT	N	
37	HRMS_CLASS	Y	

Record: VNDR_ADDR_SCROL

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	Y	
2	VENDOR_ID	Y	
3	ADDRESS_SEQ_NUM	Y	
4	DESCR	Y	
5	VNDR_ADDRESS_TYPE	Y	

Record: VENDOR_ADDR

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	Y	
2	VENDOR_ID	Y	
3	ADDRESS_SEQ_NUM	Y	
4	EFFDT	Y	
5	EFF_STATUS	Y	
6	NAME1	Y	
7	NAME2	Y	
8	COUNTRY	Y	
9	ADDRESS1	Y	
10	ADDRESS2	Y	
11	ADDRESS3	Y	
12	ADDRESS4	Y	
13	CITY	Y	
14	NUM1	Y	

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
15	NUM2	<i>Y</i>	
16	ADDR_FIELD1	<i>Y</i>	
17	ADDR_FIELD2	<i>Y</i>	
18	ADDR_FIELD3	<i>Y</i>	
19	HOUSE_TYPE	<i>Y</i>	
20	COUNTY	<i>Y</i>	
21	STATE	<i>Y</i>	
22	POSTAL	<i>Y</i>	
23	GEO_CODE	<i>Y</i>	
24	IN_CITY_LIMIT	<i>Y</i>	
25	EMAILID	<i>N</i>	

Record: VENDOR_ADDR_PHN

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	<i>Y</i>	
2	VENDOR_ID	<i>Y</i>	
3	ADDRESS_SEQ_NUM	<i>Y</i>	
4	EFFDT	<i>Y</i>	
5	PHONE_TYPE	<i>Y</i>	
6	COUNTRY_CODE	<i>Y</i>	
7	PHONE	<i>Y</i>	
8	EXTENSION	<i>Y</i>	

Record: VNDR_CNTCT_SCR

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	<i>Y</i>	
2	VENDOR_ID	<i>Y</i>	
3	CNTCT_SEQ_NUM	<i>Y</i>	
4	DESCR	<i>Y</i>	

Record: *VENDOR_CNTCT*

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	<i>Y</i>	
2	VENDOR_ID	<i>Y</i>	
3	CNTCT_SEQ_NUM	<i>Y</i>	
4	EFFDT	<i>Y</i>	
5	ADDRESS_SEQ_NUM	<i>Y</i>	
6	EFF_STATUS	<i>Y</i>	
7	CONTACT_NAME	<i>Y</i>	
8	CONTACT_TYPE	<i>Y</i>	
9	CONTACT_TITLE	<i>Y</i>	
10	PREFERRED_LANGUAG E	<i>N</i>	
11	URL	<i>N</i>	
12	DESCR	<i>N</i>	
13	EMAILID	<i>N</i>	

Record: *VENDOR_CNTCT_PHN*

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	<i>Y</i>	
2	VENDOR_ID	<i>Y</i>	
3	CNTCT_SEQ_NUM	<i>Y</i>	
4	EFFDT	<i>Y</i>	
5	PHONE_TYPE	<i>Y</i>	
6	COUNTRY_CODE	<i>Y</i>	
7	PHONE	<i>Y</i>	
8	EXTENSION	<i>Y</i>	

Record: *VENDOR_INVOICE*

The vendor subscription process will construct this record in the background:

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	<i>N</i>	VENDOR.SETID

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
2	VENDOR_ID	<i>N</i>	VENDOR.VENDOR_I D
3	EFFDT	<i>N</i>	%DATE
4	EFF_STATUS	<i>N</i>	<i>A</i>
5	DUP_INVOICE_IND	<i>N</i>	<i>D</i>
6	DUP_INVOICE_ACTION	<i>N</i>	<i>K</i>
7	DUP_INV_NUM_FLG	<i>N</i>	<i>N</i>
8	DUP_INV_VENDOR_NUM	<i>N</i>	<i>N</i>
9	DUP_INV_GROSS_AMT	<i>N</i>	<i>N</i>
10	DUP_INV_DT	<i>N</i>	<i>N</i>
11	DUP_INV_BUS_UNIT	<i>N</i>	<i>N</i>

Record: VNDR_LOC_SCROL

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	<i>Y</i>	
2	VENDOR_ID	<i>Y</i>	
3	VNDR_LOC	<i>Y</i>	
4	DESCR	<i>Y</i>	

Record: VENDOR_LOC

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	<i>Y</i>	
2	VENDOR_ID	<i>Y</i>	
3	VNDR_LOC	<i>Y</i>	
4	EFFDT	<i>Y</i>	
5	EFF_STATUS	<i>Y</i>	
6	CURRENCY_CD	<i>Y</i>	
7	CUR_RT_TYPE	<i>Y</i>	
8	FREIGHT_TERMS	<i>Y</i>	
9	SHIP_TYPE_ID	<i>Y</i>	
10	DISP_METHOD	<i>Y</i>	

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
11	PYMNT_TERMS_CD	<i>Y</i>	
12	MATCH_CNTRL_ID	<i>N</i>	
13	MATCH_OPT	<i>N</i>	<i>N</i>
14	ERS_ACTION	<i>N</i>	<i>N</i>
15	ERS_FLAG	<i>N</i>	<i>N</i>
16	VCHR_APPRVL_FLG	<i>N</i>	<i>D</i>
17	BUSPROCNAME	<i>N</i>	
18	APPR_RULE_SET	<i>N</i>	
19	VAT_DCLRTN_POINT	<i>N</i>	
20	VAT_CALC_TYPE	<i>N</i>	
21	VAT_TXN_TYPE_CD	<i>N</i>	
22	VAT_TOL_FLG	<i>N</i>	<i>D</i>
23	VAT_TOL_PCT	<i>N</i>	<i>0</i>
24	VAT_TOL_AMT	<i>N</i>	<i>0</i>
25	VAT_TOL_CUR_CD	<i>N</i>	
26	VAT_TOL_RT_TYPE	<i>N</i>	
27	VAT_USE_ID	<i>N</i>	
28	BUYER_ID	<i>N</i>	
29	REMIT_SETID	<i>Y</i>	
30	REMIT_VENDOR	<i>Y</i>	
31	REMIT_LOC	<i>Y</i>	
32	REMIT_ADDR_SEQ_NUM	<i>Y</i>	
33	ADDR_SEQ_NUM_ORDR	<i>Y</i>	
34	PRICE_SETID	<i>Y</i>	
35	PRICE_VENDOR	<i>Y</i>	
36	PRICE_LOC	<i>Y</i>	
37	RETURN_VENDOR	<i>Y</i>	
38	RET_ADDR_SEQ_NUM	<i>Y</i>	
39	DST_CNTRL_ID	<i>N</i>	
40	PREFERRED_LANGUAGE	<i>N</i>	

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
41	RFQ_DISP_MTHD	<i>Y</i>	
42	CNTRCT_DISP_MTHD	<i>N</i>	
43	PRIMARY_VENDOR	<i>Y</i>	
44	PRIM_ADDR_SEQ_NUM	<i>Y</i>	
45	SHIPTO_ID	<i>N</i>	
46	SUT_BASE_ID	<i>N</i>	
47	SALETX_TOL_AMT	<i>N</i>	<i>0</i>
48	SALETX_TOL_CUR_CD	<i>N</i>	
49	SALETX_TOL_PCT	<i>N</i>	<i>0</i>
50	SALETX_TOL_RT_TYPE	<i>N</i>	
51	SALETX_CD_ERS	<i>N</i>	
52	SALES_USE_TX_FLG	<i>N</i>	<i>N</i>
53	AUTO_ASN_FLG	<i>N</i>	<i>N</i>
54	SALETX_TOL_FLG	<i>N</i>	<i>D</i>
55	SHIP_LOC_FLG	<i>N</i>	<i>D</i>
56	WTHD_CD	<i>N</i>	
57	DOC_TYPE	<i>N</i>	
58	DOC_TYPE_FLG	<i>N</i>	<i>D</i>
59	RTV_DISPATCH_METH	<i>N</i>	<i>PRN</i> (Print)
60	RTV_NOTIFY_METH	<i>N</i>	<i>PHN</i> (Phone)
61	RTV_DEBIT_OPT	<i>N</i>	<i>D</i>
62	VNDR_SBI_FLG	<i>N</i>	<i>N</i>
63	SBI_APPROVAL_FLG	<i>N</i>	<i>A</i>
64	ACCOUNT	<i>N</i>	
65	ALTACCT	<i>N</i>	
66	OPERATING_UNIT	<i>N</i>	
67	DEPTID	<i>N</i>	
68	PRODUCT	<i>N</i>	
69	PROJECT_ID	<i>N</i>	
70	AFFILIATE	<i>N</i>	
71	CONSIGNED_FLAG	<i>N</i>	<i>N</i>

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
72	VCHR_CONSIGN_OPT	<i>N</i>	
73	ERS_INV_DT_OPT	<i>N</i>	
74	BANK_ACCT_SEQ_NBR	<i>N</i>	Set based on default in VNDR_BANK_ACCT
75	ACCT_TEMPL_FLG	<i>N</i>	<i>D</i>
76	PAY_TRM_BSE_DT_DFT	<i>N</i>	<i>B</i>
77	RECV_ONLY_MTCH_FLG	<i>N</i>	<i>N</i>
78	VCHR_MTCH_ADJ_DFLT	<i>N</i>	<i>D</i>
79	ERS_INV_DT_DFLT	<i>N</i>	<i>D</i>
80	ERS_TAX_TYPE_DFLT	<i>N</i>	<i>D</i>
81	ERS_TAX_CD_OPT	<i>N</i>	<i>D</i>
82	LAST_SBI_NUM	<i>N</i>	<i>0</i>
83	SBI_DOC_DFLT	<i>N</i>	<i>D</i>
84	SBI_PRINT_OPT	<i>N</i>	<i>R</i>
85	VCHR_TAX_ADJ_DFT	<i>N</i>	<i>D</i>
86	RTV_VCHR_ADJ_DFLT	<i>N</i>	<i>D</i>
87	VAT_SUSPENSION_FLG	<i>N</i>	<i>N</i>
88	VAT_ROUND_RULE	<i>N</i>	<i>N</i>
89	REPL_DISP_METHOD	<i>N</i>	
90	COMMENTS_2000	<i>N</i>	

Record: VENDOR_PAY

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	<i>Y</i>	
2	VENDOR_ID	<i>Y</i>	
3	VNDR_LOC	<i>Y</i>	
4	EFFDT	<i>Y</i>	
5	SEQ_NUM	<i>Y</i>	
6	EFF_STATUS	<i>Y</i>	
7	CURRENCY_CD	<i>N</i>	<i>USD</i>
8	CUR_RT_TYPE	<i>N</i>	

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
9	PYMNT_METHOD	<i>Y</i>	
10	PYMNT_HOLD	<i>Y</i>	
11	PYMNT_GROUP_CD	<i>Y</i>	
12	PYMNT_SEPARATE	<i>Y</i>	
13	PYMNT_HANDLING_CD	<i>Y</i>	
14	DSCNT_ALWAYS_FLG	<i>Y</i>	
15	DELAY_DAYS_FLG	<i>Y</i>	
16	DSCNT_DELAY_DAYS	<i>Y</i>	
17	PYMNT_DELAY_DAYS	<i>Y</i>	
18	BANK_CD	<i>Y</i>	
19	BANK_ACCT_KEY	<i>Y</i>	
20	CURRENCY_PYMNT	<i>Y</i>	
21	CUR_RT_TYPE_PYMNT	<i>Y</i>	
22	EFT_PYMNT_FMT_CD	<i>Y</i>	
23	EFT_RTNG_FLG	<i>Y</i>	
24	EFT_RTNG_STATUS	<i>N</i>	<i>I</i>
25	EFT_TRANS_HANDLING	<i>Y</i>	
26	PRENOTE_DATE	<i>N</i>	
27	PRENOTE_REQD	<i>N</i>	
28	PRENOTE_STATUS	<i>N</i>	
29	EFT_DOM_COSTS_CD	<i>Y</i>	
30	EFT_CORR_COSTS_CD	<i>Y</i>	
31	EFT_CROSSED_CHECK	<i>Y</i>	
32	EFT_CHECK_FWRD_CD	<i>Y</i>	
33	EFT_CHECK_DRAW_CD	<i>Y</i>	
34	EFT_PAY_INST_CD1	<i>Y</i>	
35	EFT_PAY_INST_CD2	<i>Y</i>	
36	EFT_PAY_INST_CD3	<i>Y</i>	
37	EFT_PAY_INST_CD4	<i>Y</i>	
38	EFT_PAY_INST_REF1	<i>Y</i>	
39	EFT_PAY_INST_REF2	<i>Y</i>	

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
40	FACTORING_FLG	<i>N</i>	<i>N</i>
41	HOL_PROC_OPT	<i>Y</i>	
42	HOL_PROC_DAYS	<i>Y</i>	
43	HOL_PROC_OVERFL	<i>Y</i>	
44	DFT_VDNR_PARAMS	<i>N</i>	<i>N</i>
45	DFT_OPT_FLG	<i>N</i>	<i>N</i>
46	DFT_MAX_NUM	<i>N</i>	
47	DFT_ROUND_FLG	<i>N</i>	<i>N</i>
48	DFT_AMT_POS	<i>N</i>	
49	DFT_REMAIN_OPT	<i>N</i>	<i>N</i>
50	PYMNT_METHOD_ALT	<i>N</i>	
51	GRP_PYMNT_DT	<i>Y</i>	<i>N</i>
52	APPLY_NETTING	<i>N</i>	<i>N</i>
53	DFT_SIGHT_CD	<i>N</i>	

Record: VNDR_BANK_ACCT

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
1	SETID	<i>Y</i>	
2	VENDOR_ID	<i>Y</i>	
3	VNDR_LOC	<i>Y</i>	
4	EFFDT	<i>Y</i>	
5	BANK_ACCT_SEQ_NBR	<i>Y</i>	
6	DESCR	<i>Y</i>	
7	DEFAULT_IND	<i>Y</i>	
8	BANK_ID_QUAL	<i>Y</i>	
9	BNK_ID_NBR	<i>Y</i>	
10	BRANCH_ID	<i>Y</i>	
11	BANK_ACCT_TYPE	<i>Y</i>	
12	BANK_ACCOUNT_NUM	<i>Y</i>	
13	CHECK_DIGIT	<i>Y</i>	
14	DFI_ID_QUAL	<i>Y</i>	

No.	Column	Pub/Sub (Yes/No)	Default if not exposed
15	DFI_ID_NUM	Y	
16	BENEFICIARY_BANK	Y	
17	BENEFICIARY_BNK_AC	Y	
18	BENEF_BRANCH	Y	
19	BENEF_BRANCH_AC	Y	
20	COUNTRY	Y	
21	ADDRESS1	Y	
22	ADDRESS2	Y	
23	ADDRESS3	Y	
24	ADDRESS4	Y	
25	CITY	Y	
26	NUM1	Y	
27	NUM2	Y	
28	ADDR_FIELD1	Y	
29	ADDR_FIELD2	Y	
30	ADDR_FIELD3	Y	
31	HOUSE_TYPE	Y	
32	COUNTY	Y	
33	STATE	Y	
34	POSTAL	Y	
35	GEO_CODE	Y	
36	IN_CITY_LIMIT	Y	
37	COUNTRY_CODE	Y	
38	PHONE	Y	
39	EXTENSION	Y	
40	FAX	Y	

CHAPTER 7

Entering and Processing Vouchers Online

This chapter provides an overview of voucher processing in PeopleSoft Payables and the voucher life cycle. It describes how to:

- Use source documents to create vouchers online.
- Enter vouchers online.
- Schedule and create voucher payments.
- Complete voucher attributes.
- Define voucher accounting options.

Understanding Voucher Processing

Once you have set up all your control information, established your Payables control hierarchy, and entered approved vendors in the system, you are ready to enter vouchers into the system.

This section discusses one method of entering vouchers into the system: the online Voucher component. The pages in this component are the equivalent of electronic voucher forms on which you can record invoice information from your vendors in the PeopleSoft Payables database. You can also quickly copy line item information from purchase orders and receivers from PeopleSoft Purchasing tables.

We also provide a batch process method called Voucher Build (APVCHRBLD) for creating vouchers. This process builds voucher records from various sources including Quick Invoice Entry pages that facilitate heads down data entry. The voucher records built by Voucher Build are then passed to Voucher Edit (APVCHREDT) for further default processing and field edits to create completed voucher record sets. These processes are discussed in other chapters of this PeopleBook.

This section gives an overview of the following:

- Voucher process flow.
- Voucher life cycle.
- Voucher processing overview.

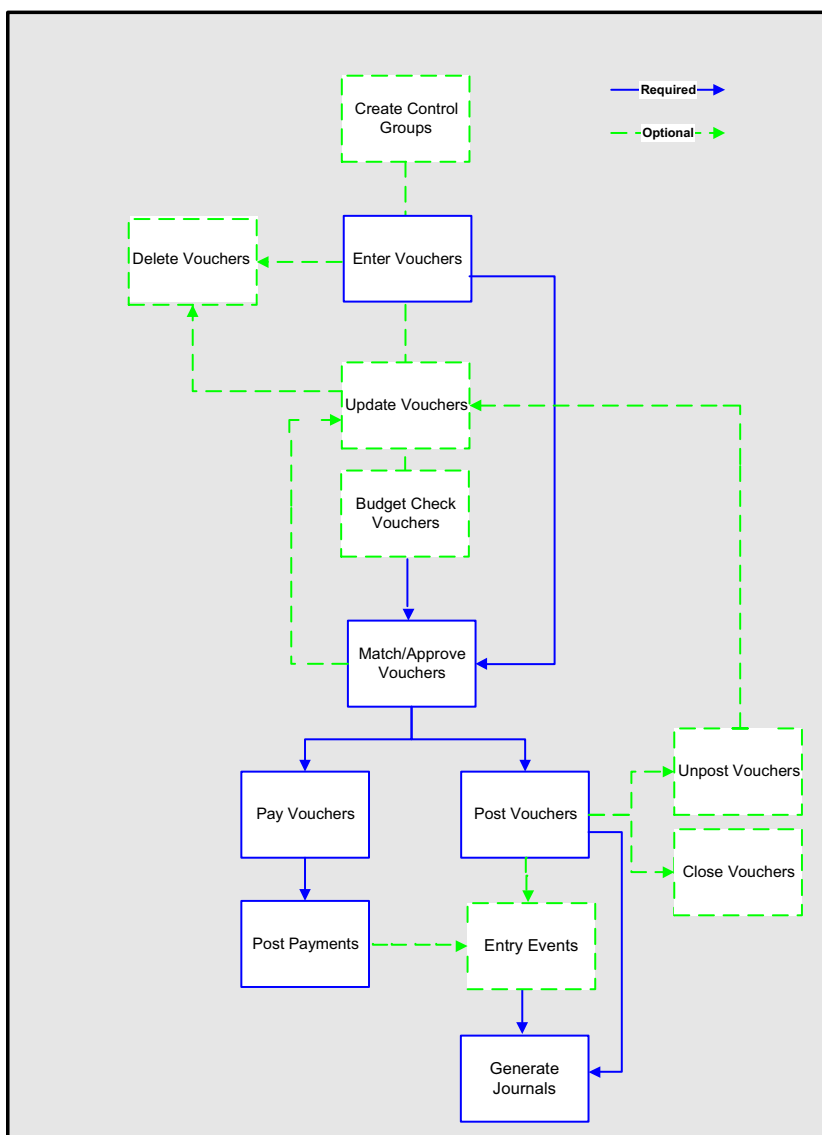
- Voucher validation.
- Voucher component overview.
- Deferred processing in the voucher component.
- Voucher component access.
- Template vouchers.
- Adjustment vouchers.
- Journal vouchers.
- Reversal vouchers.
- Third-party vouchers.
- Payment amounts other than gross or discount.

See Also

“Using the Voucher Batch Process”

Voucher Process Flow

To get a perspective on the processing routes a voucher can follow, take a look at the following flowchart. It includes optional stages of voucher processing, such as control group creation and applying matching rules to approve a voucher.



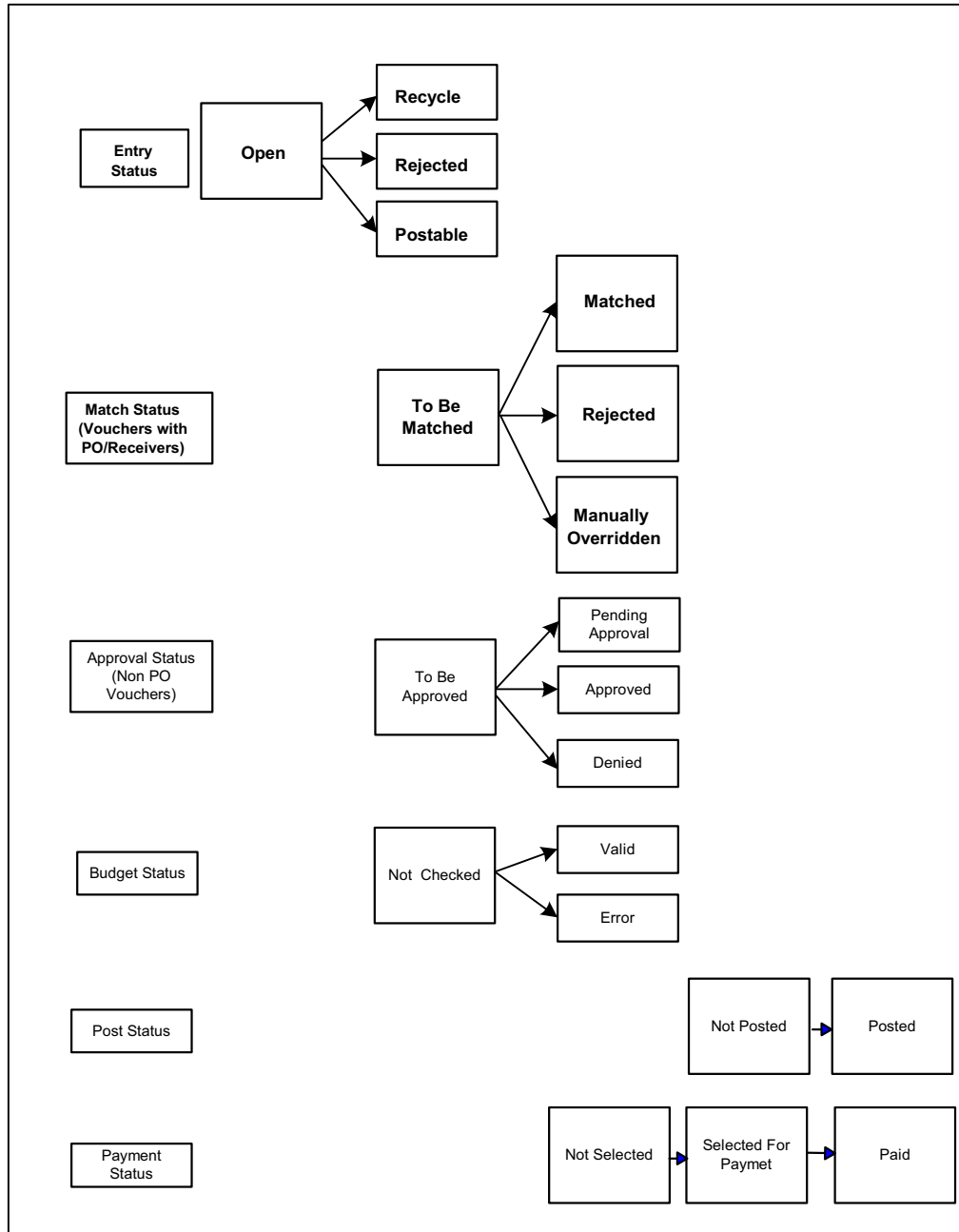
Voucher Processing Flow

Voucher Life Cycle

Vouchers go through several stages from initial entry to payment to posting. PeopleSoft Payables tracks these stages using a variety of statuses that relate to different aspects of a voucher:

- Entry status
- Match status
- Approval status
- Budget status

- Post status
- Payment status
- Payment post status



Voucher Life Cycle

When you first enter a voucher into the Payables system, it has an entry status of *open*. When you save it for the first time, the system validates your input with information defaulted from the control hierarchy to ensure correct entries. If the voucher passes all validations, it goes into a

postable state. The system generates accounting entries when the voucher posting process (AP_PSTVCHR) selects the voucher for posting. At this time, the voucher is available for distribution to the general ledger using the Journal Generator.

If one or more of the validations fail, a couple of events can happen. For some edits, the system does not allow you to save the voucher until the error condition is rectified. For example, if you do not enter a date on the voucher header, you cannot save the voucher.

For other edits you may choose a less restrictive error handling such as *recycle*, which lets you save the voucher. However, you cannot post or pay the voucher until you correct the error. You set these rules at the business unit level of the control hierarchy and may override them at other levels: voucher origin, control group, vendor, and, finally, voucher. With duplicate invoice checking, for example, you may choose Recycle which means that the system accepts the suspect vouchers but does not allow them to be posted or paid. To post and pay these vouchers, you must update the voucher with correct information.

Until a voucher has been reviewed for approval, or unless it is pre-approved, it has an approval status of *pending*. After that, a voucher can be *approved* or *denied*. A voucher cannot be paid unless it has been approved. However, you can post a voucher even though it has not been approved for payment, if your business unit definitions enable you to.

When you post a voucher in PeopleSoft Payables, the system creates balanced accounting entries to record your liability and sets the post status to *posted*. When a voucher is in a posted state, you can make only limited changes to it. Essentially, you can only change descriptive information that does not impact the numbers on the voucher. To change the numbers on a posted voucher, you must first unpost the voucher to create reversing entries. This action puts the voucher back into a postable state, as if it had never been posted. You can then change the necessary fields.

A voucher can have one or more payment records selected for payment based on their scheduled pay date and other parameters. The payment status is *unselected*, *selected for payment*, or *paid*.

Note. If you are using budget checking via the Commitment Control feature, you cannot post or pay a voucher until it has successfully passed budget checking.

See Also

“Defining PeopleSoft Payables Business Units,” Completing Vouchering Options

“Using Commitment Control with PeopleSoft Payables”

Voucher Processing Overview

Voucher processing accepts voucher input transactions manually or automatically, edits them for accuracy and completeness, verifies them to ensure accounting rules are followed, approves them for payment, posts them to accounts payable, and transfers them to general ledger in the form of journal entries. PeopleSoft Payables retains the original vouchers for reporting, analysis, and audit trail purposes.

PeopleSoft Payables provides a variety of methods for entering vouchers:

- Online voucher pages (described in this chapter).
- Quick Invoice Entry pages for heads down data entry (described in the Voucher Build chapter).
- Voucher Build and Voucher Edit batch processes for automatically creating vouchers from various source transactions (described in the Voucher Build chapter).

PeopleSoft Payables also features different voucher styles, each of which addresses a particular objective:

<i>Regular Voucher</i>	Enter standard vouchers (this is the default setting). This style is also used to enter PO vouchers and vouchers that require matching to purchase orders and receiving documents.
<i>Adjustments</i>	Enter adjustment vouchers for credit or debit memos, or for relating one voucher to another.
<i>Reversal voucher</i>	Create a new voucher with reversal accounting entries and back out encumbrances.
<i>Journal Voucher</i>	Enter vouchers for adjusting accounting entries.
<i>Prepaid Voucher</i>	Enter prepayments (down payments, progress payments or deposits).
<i>Register Voucher</i>	Accrue an individual voucher for which the expense distribution is not known or not yet approved.
<i>Template Voucher</i>	Create and enter multiple similar vouchers from a vendor.
<i>Third Party Voucher</i>	Enter vouchers for charges other than merchandise charges, for example freight-only vouchers.

Note. PO vouchers no longer exist as a separate style in PeopleSoft Payables. The purchase order and receiver copy function is available for any regular voucher entered into the system provided you have installed PeopleSoft Purchasing on the same database. You can copy purchase order and receiver information to create other voucher styles as well. The type of source documents available for copying depends on the style of voucher you create.

This chapter describes the online voucher pages, how to enter regular vouchers online as well as how to enter template, adjustment, journal, reversal and third party vouchers. The other methods of voucher entry and voucher styles are described in separate chapters of this PeopleBook.

See Also

“Processing Prepayments,” Entering Prepaid Vouchers Online

“Processing VAT Transactions in PeopleSoft Payables,” Entering Registered Vouchers

“Processing VAT Transactions in PeopleSoft Payables,” Entering Third-Party, VAT-Only Invoices

“Using the Voucher Batch Process,” Creating Vouchers with the Quick Invoice Entry Component

Voucher Validation

When you save vouchers, many edits and processes occur automatically. Any problems that PeopleSoft Payables detects with a voucher are brought to your attention so that you can fix them immediately.

The system performs a series of validation checks to ensure that you have completed all the fields correctly. Some of the validations that occur are:

- Duplicate invoice checking.
- Verifying the existence of a vendor ID.
- Verifying the existence of an invoice date and invoice ID.
- Balancing header amounts against voucher line amounts for both transaction and base currency amounts.
- Balancing voucher line amounts against distribution line amounts for both transaction and base currency amounts.
- Ensuring that the user ID approving the voucher is the same as the user logged on.
- Validating accounting distribution field values and combinations and error processing.
- Where appropriate, validating the calculation and proration of non-merchandise charges such as Sales and Use Tax, VAT, freight and miscellaneous charges.

Processing steps that occur when you save a voucher include:

- Assigning a voucher ID for auto-numbered vouchers.

You can pre-assign voucher IDs on the Add search page, as long as they are unique. In fact, if the auto-numbering option is disabled for the business unit, this is the only way to enter vouchers. Only the auto-numbered vouchers are assigned a Voucher ID at save time.

- Determining whether the status of the control group should be updated.
- Setting one-time vendors to inactive status.
- Calculating and prorating the discount amount, if any.
- Prorating sales tax, use tax, direct pay tax, and freight as applicable.
- Calculating and prorating VAT and/or SUT amount.
- Converting the transaction amount to the base currency.
- Determining payment net and discount due dates.

- Determining the scheduled payment date.
- Creating a payment record.
- Performing withholding processing, as applicable.
- Creating payment records for manual payments recorded on the voucher.
- Checking the voucher match override status. If the match status is set to *O* (override), the system creates entries in the Match Override table (PS_MTCH_RULE_OVRD). If the match status is set to *E* (error), the system deletes any entries from the Match Override table.

Voucher Component Overview

The pages in the Voucher component are in a format that is useful to a wide variety of businesses. As you gain experience with these pages, you may want to use PeopleTools to streamline them or develop enhanced versions to meet your operational requirements more closely. The following table lists the pages we deliver in the Voucher component.

Page	Usage
Invoice Information	Entering invoice information, including: • Invoice header information such as gross amount and vendor. • Non-merchandise charges such as sales tax and freight. • Invoice line and distribution information.
Payments	Overriding payment details and payment options, including payment methods and dates, and scheduling multiple payments. You can also record manual payments, create express payments, and enter internal payment comments.
Voucher Attributes	Viewing and, if applicable, changing voucher information and attributes including: • Overall voucher status, including entry, posting, approval, matching, and budget checking statuses. • Entry information on the voucher, including the voucher origin, the date entered, the user ID that entered the voucher, and the date the voucher was last updated. • Default transaction currency processing for the voucher. • Voucher approval setting of the voucher.

<i>Page</i>	<i>Usage</i>
	• Self-Billing Invoice, Prepayment, and Letter of Credit information for the voucher, where applicable. • Voucher processing options. • Tax group information.
Accounting Information	Viewing and, if applicable, changing default accounting entry template and accounting policy (net or gross) as well as the current match status of the voucher.

Deferred Processing in the Voucher Component

As you work with different pages in your application, you may notice that certain pages process data differently. For example, you may find that when you enter a date such as *1/1/01* into a field and press TAB to get to the next field, the date you enter is validated against the database and returns a full date of *01/01/2001*. And yet on another page with a date field, this type of validation does not occur. This means that the programmers have set what is called Deferred Processing on the fields and page so that the system does not validate the data for each field as you TAB through a page.

Deferred processing speeds up the data-entry process. You can enter in all the data for your page without unnecessary trips to the server for data validation. The system validates the data only when you navigate to another page in the component, click the Save button, or click the **Refresh** button (access key: ALT+0). If there are any errors in your data, you are notified at this time. Error messages indicate which field is invalid.

In PeopleSoft Payables, you can click the **Refresh** button at the bottom of the pages in the Voucher component at any time to immediately trigger any deferred edits or calculations. You might want to click it, for example, if you are in doubt as to the current data validity or balance status of the voucher.

Note. The **Refresh** button referred to here appears at the bottom of the page. We are not referring to the **Refresh** button in your browser.

Entering New Vouchers with Deferred Processing

The Voucher component in PeopleSoft Payables utilizes deferred processing. The search page that appears when you enter the voucher component enables you to add a new voucher, or search for an existing one. If you are adding a new voucher, you can use the fields on this page to pre-populate the new voucher and thus reduce the amount of prompting and editing you need to do on the new voucher.

If you are searching for an existing voucher, go to the Find an Existing Value tab where you can search for vouchers by voucher ID, invoice number, vendor short name, vendor ID, vendor name, or voucher style.

Voucher

[Find an Existing Value](#)
[Add a New Value](#)

Business Unit:

Voucher ID:

Voucher Style:

Control Group ID:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Total Voucher Lines:

[Find an Existing Value](#) | [Add a New Value](#)

Adding vouchers using the Add a New Value search page

Other fields that you can pre-populate with the search page include:

- Control Group ID
- Short Vendor Name
- Vendor ID
- Vendor Location
- Address Sequence Number
- Invoice Number

If you enable duplicate invoice checking for a business unit, the system performs a preliminary check when you add vouchers. The system checks against the voucher table to see if any existing vouchers already contain the entered invoice number. If it finds any that do, it issues a warning message before opening the Invoice Information page. This preliminary check should prevent the frustrating experience of finding out that you have duplicated an invoice number *after* adding all of your voucher information.

- Invoice Date

- Gross Invoice Amount
- Total Voucher Lines

This value defaults to 1, but you can enter an exact or estimated number of invoice lines for the voucher. When you save the voucher the system deletes any unused lines.

After you have selected or entered the desired information for your new voucher, click **Add** and the Invoice Information page appears, pre-populated with all of the information you entered on the search page.

Previously, the page elements on the Invoice Information page operated in immediate processing mode. When you modified them, they generated an immediate trip to the server. Many of these page elements still operate in immediate mode, but some of them have been switched to deferred processing mode.

Page Elements Operating in Deferred Processing Mode on the Invoice Information Page

Re-balancing does not take effect until you click the **Refresh** button, or generate a trip to the server through another user action such as transferring to another page, or inserting a voucher or distribution line.

When you enter or modify the Gross Amt, the voucher Balance (displayed in upper right corner of the page) is not immediately updated. The Invoice Line Amount fields are not re-balanced to reflect to the change either.

The same is true when you enter, or modify Non Merchandise Charges (Freight, Misc., Sales Tax, Use Tax), or when you enter Invoice Line Amount values.



The standard detail buttons next to the Non Merchandise Charges and VAT fields take you to detail pages where you can review the data you've entered. Previously, the buttons for these fields were only enabled when you entered values in the corresponding fields. With deferred processing, the buttons may be enabled even if no value is entered in the field. This means that you can now access the detail pages even though there is no detail to review, however, we recommend that you enter the value for non-merchandise amount on the voucher page rather than the detail page.

Refresh

Click to immediately trigger any deferred edits or calculations. (access key: ALT+0)

Page Elements Operating in Immediate Mode on the Invoice Information Page

Group Box	Fields in Immediate Mode
Vendor	• Vendor • Name • Location Note. If you enter values for these fields on the Add search record they only trigger a trip to the server if they are subsequently modified on the Invoice Information page.
Invoice	• The currency code field (to the right of the Total field). • SUT Exempt check box. Note. Because this check box directly affects your ability to enter Sales Tax amounts or to calculate Use Tax amounts, this check box remains in immediate mode.
Invoice Lines	• Dist by • SpeedChart check box
Distribution Lines	None. All of the fields in the Distribution grid operate in deferred processing mode except Finalize.

Note. All other page elements (hyperlinks, buttons, arrows on collapsible and expandable sections, scroll arrows and such) still generate an immediate trip to the server.

See Also

PeopleSoft PeopleTools PeopleBook: Using PeopleSoft Applications, “Working with Browser-Based Applications,” Using Keyboard Shortcuts

PeopleSoft PeopleTools PeopleBook: Application Designer, “Guidelines for Designing Pages”

Voucher Component Access

When you add a voucher within PeopleSoft Payables, the system displays the Payables business unit associated with the User ID of the person entering the voucher. The Voucher ID defaults to *NEXT* if the Payables business unit is set up to use auto numbering. In this case, PeopleSoft Payables assigns the next sequential Voucher ID when you save the voucher and it passes the system validations.

Note. If the Payables business unit is not set up to use automatic voucher numbering, *NEXT* displays but you get an error message unless you enter an alphanumeric Voucher ID.

You can change the default business unit as long as the user entering the voucher has permission to enter vouchers for that business unit.

Important! Each user who enters vouchers must be assigned to an active voucher origin. If the user is not assigned to a voucher origin or the voucher origin is inactive, the user cannot save the voucher. PeopleSoft Payables uses default information from the voucher origin table in conjunction with information from other default levels to determine how the system processes the voucher. Also, you cannot change the voucher origin of a voucher once it is entered into the system.

See Also

“Organizing Vouchers with Origins and Control Groups,” Defining Voucher Origins

PeopleSoft Application Fundamentals for FIN, ESA, and SCM, “Defining User Preferences,” Defining Procurement User Preferences

Template Vouchers

If you receive multiple similar vouchers from a vendor, you can set up a template voucher to improve data entry efficiency. Use a voucher for a particular vendor as a model for other vouchers that you will enter in the future for that same vendor by creating a template voucher. You can also update this voucher with changes as necessary. Creating a template voucher saves you lots of keystrokes. A template voucher is never paid or posted. It is a model for other vouchers.

Once you have created and saved the template voucher, it is available for use during the entry of other vouchers for the specific vendor. When you create the new voucher, select the *Template* option in the Worksheet Copy Option field on the Invoice Information page. Click the Copy from template link to copy the appropriate invoice header, line, and distribution information from the source template voucher onto the voucher you are adding.

Adjustment Vouchers

Adjustment vouchers are used to adjust existing vouchers or to relate two vouchers to each other. For example, let’s say you ordered food for your company meeting but did not receive all that you ordered. You can make an adjustment for the missing items using an adjustment voucher. Or if you are being billed in two parts for a major purchase, and you need to tie the two invoices together, enter the second invoice as an adjustment.

You can also use Adjustment vouchers to enter credit adjustment vouchers that reference purchase orders. Some credits from vendors for damaged merchandise, for example, are not reflected on Return to Vendor credits. You can use Adjustment vouchers to capture these credits.

You can enter adjustment information manually, or you can copy the voucher that you want to adjust right into the Adjustment voucher.

Creating Adjustment Vouchers

1. Select the Voucher Style *Adjustments* on the Voucher search page.
2. Enter the Voucher ID of the voucher you want to reverse in the Voucher ID field.
3. Click the Copy to Voucher button to copy the entire voucher.

Note. Source vouchers must have the same Business Unit, Vendor SetID, and Vendor ID as the Adjustment voucher you are creating.

4. To copy individual voucher lines, enter a vendor and click the Copy from Worksheet link.
5. (Optional) If you are adjusting a voucher that references a purchase order, you can update the prior quantity and amount matched against the purchase order by selecting the Reverse Qty/Amt field on the Voucher Lookup Criteria page. You can also have the Budget Processor restore/liquidate the encumbrance budget by selecting the Adjust Matched Values on the Voucher Lookup Criteria page.
6. Enter positive or negative adjustment lines.
7. The system populates the Related Voucher field on the Invoice Line with a voucher ID to link voucher lines to the vouchers you are adjusting.

The Related ID field is a reference field for tracking your adjustments; it is for informational purposes only. When you enter an adjustment amount, the system calculates whether the adjustment increases or decreases the vendor's balance. You may copy more than one voucher into an Adjustment voucher. The Related Voucher field appears on the voucher line so that each line can reference the voucher to which it is related.

8. You can access additional information for your adjustments on the remaining pages in the Voucher component. These pages are the same as those for regular voucher entry.

Note. Unposting a voucher in the system automatically creates the reversing accounting entries to achieve the same effect as creating an Adjustment voucher.

Adjusting Matched Values

If you select the Adjust Matched Values check box for any copied voucher lines when you create Adjustment vouchers, here is what happens:

- Any adjustment line with Adjust Matched Values check box selected forces the match status of the adjustment vouchers (MATCH_STATUS_VCHR) to be set to 'T' for Ready, even if the voucher total gross adjustment is negative.
- Adjustment lines have MATCH_LINE_OPT set to 'F' for Full Match. This type of adjustment voucher goes through Matching, which performs purchase order adjustments for the credit lines and performs regular Matching for the positive adjustment lines.

Reversing Quantities/Amounts for Purchase Order Information

If you select the Reverse Qty/Amt check box for any vouchers when you create Adjustment vouchers, here is what happens when the copied voucher is related to a purchase order:

1. Matching or Voucher Post verifies the credit adjustment of a voucher line does not exceed the purchase order schedule line total matched quantity (QTY_MATCHED and AMT_MATCHED in PS_PO_LN_SHIP_MTCH).
2. If the adjustments were to reduce the total purchase order matched quantities/amounts below zero, a system Match exception occurs - "RTV/Credit Adjustments are greater than the PO Matched Quantity/Amounts."
3. After the adjustments are validated against purchase order matched quantities/amounts, the following processing occurs:
 - a. New rows are inserted into PS_PO_LINE_MATCHED with PO, receivers and voucher lines information along with credit adjustment values.
 - b. PS_PO_LN_SHIP_MTCH is deleted for the same PO schedule line which was referenced on the credit voucher line.
 - c. An insert is performed to PS_PO_LN_SHIP_MTCH by totaling up the matched quantity and amount for the same PO schedule line from PS_PO_LINE_MATCHED.
 - d. PO header match status (MATCH_STATUS_PO) for the same PO is updated to 'P' as Partial.

Reversing Quantities/Amounts for Receipt Information

If you select the Reverse Qty/Amt check box for any vouchers when you create Adjustment vouchers, here is what happens when the copied voucher is related to a receipt. If any receiver information was found on the credit voucher lines, the system also adjusts receiver matched quantities/amounts:

1. Matching or Voucher Post verifies the credit adjustment of a voucher line does not exceed the receiver ship line total matched quantity (QTY_MATCHED and AMT_MATCHED in PS_RECV_LN_SHP_MTH).
2. If the adjustments were to reduce the total receiver ship line matched quantities/amounts below zero, a system Match exception will occur - "RTV/Credit Adjustments are greater than the Receiver ship line Matched Quantity/Amounts."
3. After the adjustments are validated against receiver ship line matched quantities/amounts, the following processing occurs:
 - a. New rows will be inserted into PS_RECV_VCHR_MTCH with PO, receivers and voucher lines information along with credit adjustment values.
 - b. PS_RECV_LN_SHP_MTH will be deleted for the same receiver ship line which was referenced on the credit voucher line.
 - c. An insert will be performed to PS_RECV_LN_SHP_MTH by totaling up the matched quantity and amount for the same receiver ship line from PS_RECV_VCHR_MTCH.

- d. Receiver header match status (MATCH_STATUS_RECV) for the same receiver will be updated to 'P' as Partial.

See Also

Copying Voucher Information

“Managing Vouchers,” Unposting Vouchers

Journal Vouchers

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid, and whose payments have also been posted.

For example, let's say a voucher has been entered using expense account 123. The voucher has been posted and paid, and the payment has been posted, when you discover that the expense should have used account 456. To avoid making a manual General Ledger entry, which would result in General Ledger and Payables being out of sync, or unposting the voucher, correcting the voucher and then reposting the voucher and payment, you simply enter a journal voucher. On the journal voucher, you reverse the amount to account 123 and add the amount to 456, keeping General Ledger and Payables in sync. Then post the journal voucher without having to post a payment.

To create an Journal voucher:

1. Select the Voucher Style *Journal Voucher* in the Voucher component.

Journal vouchers are zero-amount vouchers and you cannot copy any source documents.

2. Do not change any of the amounts on a Journal voucher. You are using it to back out accounting entries that were entered incorrectly.
3. (Optional) Enter a voucher ID in the Related Voucher field in the Invoice group box to link this voucher to the voucher you are adjusting. Use this field to associate the Journal voucher to the voucher whose accounting entries were entered incorrectly.
4. You can access additional information for your journal vouchers on the remaining pages in the Voucher component. These pages are the same as those for regular voucher entry.

Note. The Asset hyperlink is not enabled for Journal vouchers. This is because Journal vouchers do not retrieve distribution line information for the related voucher (which includes Asset information). Without distribution line information, the Asset information cannot be included on this page.

Reversal Vouchers

Reversal vouchers enable you to do several things. Primarily, Reversal vouchers let you back out incorrect vouchers and start over. Let's say you inadvertently enter the wrong amount on

the voucher, or reference the wrong purchase order. Rather than unposting, unmatching, and closing the voucher, you can simply enter a Reversal voucher, and the system does the rest of the work for you. You can even enter a Reversal voucher for a voucher that has already been paid. However, the system issues a warning message if the voucher you want to reverse has been paid or partially paid and you attempt to reverse more than the unpaid balance.

Reversal vouchers also enable you to restore the encumbrance for actuals and budgets and reduce the purchase order's matched quantity or amount. If you use Commitment Control, you must use a Reversal voucher to re-instate encumbrances. Closing a voucher does not re-instate the encumbrance, but Reversal vouchers do.

If you use matching and you opt to restore the encumbrance and reduce the purchase order's matched quantity or amount, the Matching process updates the purchase order and the receiver match statuses to *Partial*.

Note. The system prevents you from restoring the encumbrance on a voucher that you have partially paid. You must either cancel the payment or close only the remaining liability.

Reversal vouchers are similar to Adjustment vouchers in all aspects except for the following:

- Reversal vouchers are designed to correct only a single voucher.
- When creating Reversal vouchers by copying from a regular voucher, the freight, miscellaneous, sales tax/Use tax, and VAT related information from the regular voucher is copied to the correction voucher.
- Reversal vouchers are always credit vouchers. All voucher lines and distribution lines of correction vouchers must be the reverse sign of the original voucher.
- The transaction currency of the Reversal voucher must be equal to the source voucher.

Note. The system does not prevent users from reversing voucher line, distribution line, or quantity and amount more than the original value, and there is no validation to check the Reversal voucher gross amount. You can, however, enable security such that only authorized users can add/update Reversal vouchers.

Creating Reversal Vouchers

1. Select the Voucher Style *Reversal Voucher*, in the Voucher component.
2. Enter the Voucher ID of the voucher you want to reverse in the Voucher To Be Reversed field.
3. Click the Copy to Voucher button.

Note. Source vouchers must have the same Business Unit, Vendor SetID, and Vendor ID as the Reversal voucher you are creating. They must also be successfully budget checked and matched.

4. (Optional) Select the Reverse Remaining Vchr Balance check box to reverse the remaining voucher balance. This field is used with partially paid vouchers. For example, let's say a voucher of USD 1000.00 is to be paid in two installments of USD 700.00 and USD 300.00, and the first installment has been paid. By selecting the Reverse Remaining Vchr Balance check box, you reverse the remaining USD 300.00. This is akin to closing the remaining balance, however, it also reverses the related encumbrance, unmatches the voucher and so forth.
5. (Optional) If you do not select the Reverse Remaining Vchr Balance check box the system reverses the entire voucher.
6. (Optional) If the voucher you are reversing references a purchase order, and you are using Commitment Control, you can select the Adjust PO Amounts/Encumbrances check box to restore the encumbrance.
7. When you save the Reversal voucher, the system adds the Voucher ID of the Reversal voucher in the Cross Reference field on the Invoice line of the voucher you reversed to indicate that you have reversed the voucher.
8. You must run budget checking and Matching after creating Reversal vouchers.
9. The Reversal voucher goes through pay cycle as a credit memo. The offset is settled during payment creation. The referenced voucher and the Reversal voucher zero out.
10. If you use Reversal vouchers to close a voucher, the system does not create closure entries for the original voucher. The Reversal voucher entries should be sufficient for accounting purposes.

Closing Purchase Order-Related Vouchers

When commitment control is turned on, you must create a Reversal voucher to close the purchase order-related voucher so that the system can restore the encumbrance.

When commitment control is turned off, you can close both regular and purchase order-related vouchers through the process voucher close page, or with a Reversal voucher. Once the vouchers are marked for closure, you must re-post them to create the closure entries. The Voucher posting module does not unmatch the purchase order-related voucher in this scenario.

Third Party Vouchers

PeopleSoft Payables supports third party vouchers. These are invoices you receive that contain charges other than merchandise charges. There are no charges on these invoices for merchandise. The merchandise is billed separately on another invoice. Typically, these types of invoices occur for:

- Freight charges.
- Miscellaneous charges such as insurance.
- VAT-only invoices.

By using third party vouchers for these types of invoices, you can link the charges on the invoices to a merchandise invoice and prorate them across the voucher lines of the merchandise invoice. Furthermore, by linking these freight and miscellaneous charges to the merchandise invoice, the system can compute the landed cost for the merchandise.

Note. It is recommended that a VAT transaction type code be defined for Third Party VAT vouchers and that this value is manually overridden on the Third Party voucher to ensure that the Third Party voucher can be identified on VAT reports.

You enter Third-Party vouchers as follows:

1. Add a voucher selecting a voucher style of *Third Party Voucher*.
2. Select the vendor that is to be paid.
3. Use the Copy from a Source Document group box to copy information from the appropriate voucher, purchase order, or receiver.
4. Once you have done this, enter additional voucher lines for the purpose of prorating the third party charge to the distribution lines.

See Also

Creating Vouchers Online

“Processing VAT Transactions in PeopleSoft Payables,” Entering Third-Party, VAT-Only Invoices

Payment Amounts Other Than Gross or Discount

If you want to enter a payment that differs from the gross or discount amounts, you must enter additional payment schedules that add up to one of those amounts. You do this by inserting new rows for the payment and scheduling those payments for a later date.

For example, if the gross amount is USD 100.00 and you want to enter a manual payment of USD 70.00, you must also create two payment schedules for the voucher:

1. One for USD 70.00.
2. One for USD 30.00.

Change the gross amount on the existing payment schedule to USD 70.00 and then insert a new payment schedule row on the Payments page and enter a payment of USD 30.00 to equal the gross amount of the voucher. The system does not allow you to save the manual payment of USD 70.00 until the voucher balances to either the gross or discount amount.

Prerequisites

Before entering vouchers into the system, you must:

- Set up all control information.
- Establish your Payables control hierarchy.
- Enter approved vendors in the system.

Using Source Documents to Create Vouchers Online

Depending on your set up and business needs, you may create online vouchers by entering invoice information manually. In some cases you may also want to copy existing information (from a purchase order, receiver or another voucher) into the voucher you are creating. PeopleSoft Payables enables you to copy entire source documents, or portions of them, saving data entry time and reducing potential input errors.

The type of documents you can copy depends on the voucher style you select. The Copy from a Source Document group box on the Invoice Information page changes depending on the voucher style you select. It only offers you the types of source documents you are allowed to copy for that voucher style.

<i>Voucher Style</i>	<i>Source Transactions Available to Copy</i>
Regular	• <i>Non PO Receipt</i> • <i>PO Receipt</i> • <i>Purchase Order Only</i> • <i>Template</i>
Adjustment voucher	<i>Voucher</i> Note. The non-merchandise charges are only copied into the voucher if you copy the entire voucher. They are not copied if you copy select lines.
Journal voucher	None
Prepaid voucher	None
Register voucher	None
Reversal voucher	<i>Voucher</i>

Voucher Style	Source Transactions Available to Copy
Template voucher	• <i>Non PO Receipt</i> • <i>PO Receipt</i> • <i>Purchase Order Only</i> • <i>Template</i> • <i>Voucher</i> Note. When copying a voucher into the Template voucher, the non-merchandise charges are only copied if you copy the entire voucher. They are not copied if you copy select lines.
Third-party voucher	• <i>Non PO Receipt</i> • <i>PO Receipt</i> • <i>Purchase Order Only</i> • <i>Voucher</i>

This section describes how to copy:

- Purchase order information.
- Receiver information.
- Voucher information.
- Template information.

Pages Used to Copy Source Documents

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Entry, Regular Entry	Use the Copy from a Source Document group box to select the type of source document you want to copy.
PO Lookup Criteria	VCHR_LINE_PO_WRK	Select <i>Purchase Order Only</i> in the Worksheet Copy Option field on the Invoice Information page.	Select the lines from one or more purchase orders for copying to the Invoice Information page.

Page Name	Object Name	Navigation	Usage
Receiver Lookup Criteria	VCHR_LINE_RECV_WRK	Select <i>PO Receipt</i> or <i>Non PO Receipt</i> in the Worksheet Copy Option field on the Invoice Information page.	Select the lines from one or more receivers for copying onto the Invoice Information page.
Voucher Worksheet	VCHR_TP_VCHR_WRK	Select <i>Voucher</i> in the Worksheet Copy Option field on the Invoice Information page. Note. You can only select this option if you are creating Third Party, Adjustment, or Reversal vouchers.	Select the lines from one or more merchandise vouchers for the third party voucher you are entering.
Use Template	VCHR_TEMPLATE	Select <i>Template</i> in the Worksheet Copy Option field on the Invoice Information page.	Copy information from a template voucher.

Common Page Elements in this Section

Dt Opt

Use to limit your search to include source documents that fall within a selected date range. The available options are:

<=: The system searches for source documents dated before or on the date specified in the **Date** field (PO Date, Recv Date, or Voucher Date).

=: The system searches for source documents dated with a date equal to the date specified in the **Date** field (PO Date, Recv Date, or Voucher Date).

>=: The system searches for source documents dated after or on the date specified in the **Date** field (PO Date, Recv Date, or Voucher Date).

Copying Purchase Order Information

Access the PO Lookup Criteria page.

Unit: US001 Voucher: NEXT [Go To Voucher Header](#)

PO Lookup Criteria

PO Unit: US001 NEW YORK OPERATIONS PO: ☐ View Matched /Cancelled Only?

*PO Dt Opt: PO Date:

Select PO Lines [Find](#) | [View All](#) | First 1 of 4 Last

PO Unit: US001 PO: GSPO2W_01 PO Date: 11/09/2001

Vendor ID: USA0000001 Bay Area Electric

Select	Item ID	Description	Quantity Vouchered	UOM	Unit Price	Merchandise Amt	Currency	PO Qty	UOM PO	Purchase Order Price	Line Number	Schedule Number
☐	10002	Long Sleeve T-Shirt, Men's	10.0000	EA	15.00	150.00	USD	10.0000	EA	15.00	1	1
☐	10000	Long Sleeve Biking Jersey, Men	20.0000	EA	25.00	500.00	USD	20.0000	EA	25.00	2	1

PO Line Count: 2 PO Total: 650.00

PO Lookup page

Go To Voucher Header

Click to return to the Invoice Information page without copying any purchase order information.

PO Unit (purchasing business unit)

Search for purchase orders by purchasing business unit.

PO (purchase order)

Search for individual purchase orders.

View Matched/Cancelled Only?

Select to limit your search to include matched and cancelled purchase orders only.

PO Dt Opt

Use this field in conjunction with the **PO Date** field to limit your search to include purchase orders that fall within a selected date range.

Copy to Voucher

Click to copy selected purchase order lines onto the voucher. Enter search criteria in the PO Lookup Criteria group box to activate this button.

Search

Click to search for purchase orders that meet the criteria that you entered in the PO Lookup Criteria group box.

Select PO Lines

The system returns the purchase order(s) that match your criteria in the Select PO Lines grid.

Select

Select individual purchase order lines by selecting this check box in the appropriate row.

Quantity Vouchered

If you change the quantity vouchered, this value as well as the extended amount (quantity * unit price) is carried forward to the distribution line. However, you must change the voucher line manually on the Invoice Information page to match both the quantity and the extended amount.

Select All

Click to select all of the lines for a purchase order. Each purchase order that the system returns has a Select All button. You must click the button for each purchase order to select its lines.

Deselect All

Click to deselect all of the lines for a purchase order. Each purchase order that the system returns has a Deselect All button. You must click the button for each purchase order to select its lines.

Copying Receiver Information

Access the Receiver Lookup Criteria page.

Unit: US001 Voucher: NEXT [Return to Voucher Header](#)

Receiver Lookup Criteria

PO Unit: PO: *PO Dt Opt: No Date PO Date:

Recv Unit: Receipt No: *Recv Dt Opt: No Date Recv Date:

Ship To: Packing Slip: [Copy To Voucher](#)

Pro Number: Bill of Lading: [Search](#)

Carrier ID:

Select Receiver Lines [Find](#) | [View All](#) | First of 4 Last

PO Unit: US001 PO: GSPO2W_01 PO Date: 11/09/2001

BU Recv: US001 Receipt No: REC1 Recv Date: 11/09/2001 Ship To: US001

Bill of Lading: Packing Slip: Pro Number:

Carrier ID: Vendor ID: USA0000001 Bay Area Electric

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price	PO	Line	Sched Num	Recv Line Status
☐	1	1	10002	Long Sleeve T-Shirt, Men's	5.0000	EA	15.00	75.00	USD	5.0000	EA	15.00	GSPO2W_01	1	1	Received
☐	2	1	10000	Long Sleeve Biking Jersey, Men	5.0000	EA	25.00	125.00	USD	5.0000	EA	25.00	GSPO2W_01	2	1	Received

[Select All](#) [Deselect All](#)

Receiver Lookup Criteria page

Return To Voucher Header

Click to return to the Invoice Information page without copying any receipt information.

PO Unit (purchasing business unit)

Search for purchase orders by purchasing business unit.

Note. This field only appears if you selected *PO Receipt* as the Worksheet Copy Option on the Invoice Information page.

PO (purchase order)

Search for individual purchase orders.

Note. This field only appears if you selected *PO Receipt* as the Worksheet Copy Option on the Invoice Information page.

PO Dt Opt	Use this field in conjunction with the PO Date field to limit your search to include purchase orders that fall within a selected date range. Note. These fields only appear if you selected <i>PO Receipt</i> as the Worksheet Copy Option on the Invoice Information page.
Recv Unit (receiving business unit)	Search for the receipts by receiving business unit.
Receipt No (receipt number)	Search for individual receipts. You can further narrow your search by selecting a Ship To location, Packing Slip number, Pro Number , Bill of Lading , or Carrier ID .
Recv Dt Opt (receipt date option)	Use this field in conjunction with the Recv Date field to limit your search to include receipts that fall within a selected date range.
Copy to Voucher	Click to copy selected receiver lines onto the voucher. Enter search criteria in the Receiver Lookup Criteria group box to activate this button.
Search	Click to search for receipts that meet the criteria that you entered in the Receiver Lookup Criteria group box.

Select Receiver Lines

The system returns the receipt(s) that match your criteria in the Select Receiver Lines group box. If you are searching for *PO Receipts*, you can view both purchase order and receiver information for each receiver returned by your search. If you are searching for *Non PO Receipts*, only the receiver information displays.

Select	Select individual receipt lines by selecting this check box in the appropriate row.
Quantity	If you change the quantity, this value as well as the extended amount (quantity * unit price) is carried forward to the distribution line. However, you must change the voucher line manually on the Invoice Information page to match both the quantity and the extended amount.
Select All	Click to select all of the lines for a receipt. Each receipt that the system returns has a Select All button. You must click the button for each receipt to select its lines.
Deselect All	Click to deselect all of the lines for a receipt. Each receipt that the system returns has a Deselect All button. You must click the button for each receipt to select its lines.

Copying Voucher Information

Access the Voucher Worksheet page.

Voucher Worksheet [Go To Voucher Header](#)

Selection Criteria

Unit: US001 Voucher: NEXT

Vendor:

Voucher:

Voucher Dt Opt: No Date

Voucher Date:

Voucher Information [Find](#) [View All](#) First 1 of 37 Last

Unit: US001 Voucher: TR-300 Invoice: TR-300 Date: 08/16/2000

Vendor: USANETTING USANETTING

Unpaid: 5000.000

Select Voucher Lines [Customize](#) [Find](#) First 1 of 1 Last

Select	PO Unit	Purchase Order	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amt	Currency	Line
☐								5000.00	USD	1

Gross Invoice Amount: \$5,000.000 Lines Entered: 1

Voucher Worksheet page

Go To Voucher Header

Click to return to the Invoice Information page without copying any voucher information.

Vendor

Search for vouchers by vendor. The vendor's Short Name appears when you select the vendor.

Note. There is an edit check to ensure that you do not enter the same vendor as you have entered on the Invoice Information page.

Voucher

Search for individual vouchers. The voucher's **Invoice** number defaults in when you select the voucher ID.

Voucher Dt Opt

Use this field in conjunction with the **Voucher Date** field to limit your search to include vouchers that fall within a selected date range.

Copy to Voucher

Click to copy selected voucher lines onto the voucher. Enter search criteria in the Selection Criteria group box to activate this button.

Search

Click to search for vouchers that meet the criteria that you entered in the Selection Criteria group box.

Voucher Information

The system returns the voucher(s) that match your criteria in the Voucher Information group box.

Unpaid	Indicates the unpaid balance of the voucher being adjusted. The system issues a warning if the adjustment amount is greater than the unpaid balance of the voucher being adjusted.
Reverse Qty/Amt	If the voucher you are adjusting references a purchase order, select this check box to reverse matched quantities or amounts for the purchase order. This field is only available if you are creating a Reversal voucher.
Select	Select individual voucher lines by selecting this check box in the appropriate row.
Adjust Matched Values	If the voucher you are adjusting references a purchase order, the Budget Processor uses this field to restore/liquidate the encumbrance budget accordingly. This field is only available if you are creating an Adjustment voucher. This field will be unavailable for entry if the voucher lines have no related purchase order, or if the purchase order has been reconciled.
Select All	Click to select all of the lines for a voucher. Each voucher that the system returns has a Select All button. You must click the button for each voucher to select its lines.
Deselect All	Click to deselect all of the lines for a voucher. Each voucher that the system returns has a Deselect All button. You must click the button for each voucher to select its lines.

Copying Template Information

Access the Use Template page.

Unit:	US001	Invoice:		Vendor:	Bay Area Electric
Voucher:	NEXT	Date:		ID:	USA0000001
				Pay Group:	02
Select Template to Copy					
Template ID:				Copy from template	
Go To Voucher Header					

Use Template page

To copy a template voucher:

1. Add a voucher using any of the following the Voucher Styles: Adjustment, Prepaid Voucher, Regular Voucher, Register Voucher, Third Party Voucher.
2. On the Invoice Information page enter the Vendor ID and select the Template option in the Worksheet Copy Option field.
3. Select a **Template ID**.
4. Click **Copy from template** to copy the appropriate invoice header, line, and distribution information from the source template voucher onto the voucher you are adding.
5. Complete the voucher by adding the **Invoice Date** and **Invoice** number and save.

See Also

Template Vouchers

Entering Vouchers Online

This section describes how to:

- Create vouchers online.
- Create Template vouchers.
- Define date calculation for prompt pay due date.
- Defining payment terms.
- Enter non-merchandise charge details.
- Review non-merchandise charges.
- Enter VAT information.
- View purchase order and receiver references.
- Associate receivers to the voucher line.
- Associate receiver lines to the voucher line for matching.
- Enter voucher line tax information.
- Track Projects information.

See Also

Deferred Processing in the Voucher Component

Pages Used to Enter Vouchers

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Entry, Regular Entry	Enter or view invoice information, including invoice header information, non-merchandise charges, and voucher line and distribution information.
Voucher Comments	VCHR_COMMENTS_TXT	Click the Voucher Comments link on the Invoice Information page.	Enter internal voucher comments.
Date Calculation	VCHR_DT_CALC_SBP	Click the Calc Basis Date link on the Invoice Information page.	Define the date calculation basis for prompt payment due date requirements.
Payment Terms	VCHR_TERMS_EXP	Click the Terms button on the Invoice Information page.	View or change the default payment and discount terms for the voucher.
Freight Charges	VCHR_FRGHT_SEC	Enter a freight amount and select the Freight button on the Invoice Information page.	Allocate the freight charges for the voucher at a more detailed level.
Miscellaneous Charges	VCHR_MISC_SEC	Enter a miscellaneous charge amount on the Invoice Information page and select the Misc button.	Allocate the miscellaneous charges for the voucher at a more detailed level.
Voucher Sales Tax	VCHR_SALETX_SEC	Enter a sales tax amount on the Invoice Information page and select the Sales Tax button.	Allocate the sales tax amount at a more detailed level.
Voucher Use Tax	VCHR_USETAX_SEC	Click the Use Tax button on the Invoice Information page.	Specify the use tax to apply to this voucher.
Non-Merchandise Charges Summary	VCHR_LINE_MISC_CHG	Click the Non-Merchandise Summary link on the Invoice Information page.	View the miscellaneous amounts allocated to each voucher line. On this page you can also change the allocation for a particular voucher.

Page Name	Object Name	Navigation	Usage
VAT Header	VCHR_VAT_HD_EX P	Click the VAT link in the VAT group box on the Invoice Information page.	Review and, if applicable, override the voucher's VAT settings.
VAT Summary	VCHR_VAT_SM_EX P	Click the Summary link in the VAT group box on the Invoice Information page.	Review the VAT amounts summarized by VAT rate. This page provides a preliminary view of the VAT calculations based on the parameters that have defaulted (or been manually updated), as well as the amounts entered.
View Source PO/Recv	COPY_POLN_CONS	Click the View PO/Recv link in the Invoice Line group box on the Invoice Information page.	View references to purchase orders and receivers. View any comments associated with the purchase order line from which the voucher line information has been copied.
Associate Receiver	VCHR_RECV_MTCH	Click the Associate Receiver(s) link in the Invoice Line group box on the Invoice Information page.	Edit any of the receiver lines associated with the voucher line and delete a receiver line.
Associate Receiver Lines	RECEIVER_LOOKUP	Click the Associate Receiver Lines link on the Associate Receiver page.	Manually associate receiver lines to the voucher line for matching.
Voucher Line Tax Information	VCHR_LINE_TAX	Click the SUT/VAT/Intrastat link in the Invoice Lines group box on the Invoice Information page.	Override tax settings for the voucher line.
Projects Information	PC_FIELDS	Click the Projects link on the ChartFields tab on the Invoice Information page.	Enter Projects tracking information.

Creating Vouchers Online

Access the Invoice Information page.

Invoice Information page

The following page elements may or may not appear depending on your Payables setup and whether you are adding or updating a voucher:

Style	The style of this voucher.
Match Manager	Click to unmatch a voucher or to correct match errors. This link displays only for vouchers that have been matched or partially matched.
Entry Status	Displays the voucher's entry status, that is, the phase of the voucher's processing (for example, <i>Recycled</i> , <i>Approved</i> , <i>Open</i> , <i>Postable</i>).
Template ID	Click to create a template voucher. Note. This link only displays if you are entering a Template voucher.
Withholding	Click to access the Withholding Detail page. This link displays only if the voucher is associated with a vendor setup for withholding. If you are adding a voucher and select a withholding vendor, the link displays when you tab out of the Vendor field, if you chose to enter the vendor on the voucher page rather than having entered it on the search dialogue.
Comments	Click to enter comments for a voucher to explain payment schedules, issues with the vendor, or anything else you need to document the invoice. Any comments you enter in this field are meant for your reference only.

Doc Seq (Document Sequencing)

Click to view or override the Document Sequencing settings. This link displays only if you have implemented Document Sequencing.

Click the Budget Check button to run the Budget Processor (FSPKBDP1) on this voucher. This button displays only if you have enabled commitment control for Payables and the voucher has not been subjected to budget checking. This button is not available if the Budget Processor has already run on the voucher.

If commitment control and document tolerance checking are enabled for the business unit and you initiate the budget checking process, the system runs the document tolerance process and then runs the Budget Processor.

Note. You normally run the Budget Processor as a batch process from the Budget Checking Request page.



Click the Voucher Budget Exception button to view budget checking errors or warning messages for the voucher. This button displays only if the voucher has been subjected to budget checking and there were any exceptions. Users who have the authority can also override budget checking for the entire transaction on this page.



Click the Voucher NP Budget Exception button to review non-prorated budget status errors. This button displays only if the voucher has been subjected to budget checking and there were any exceptions. Users who have the authority can also override budget checking for the entire transaction on this page.



Click the Finalize Document button to finalize predecessor purchase order transaction. This button appears on the voucher header and the invoice lines.



Click the Undo Finalize button to undo finalize line. This button appears on the voucher header and the invoice lines.

Doc Tolerance Errors

Click to view document tolerance errors. This field only appears when the document tolerance status is *E*.

Unit

This voucher's Payables business unit.

Voucher ID

This voucher's ID.

Group

Select a control group for the voucher if applicable. If there are no assigned groups for your User ID, the Group field does not display.

Budget Status

Displays the overall budget checking status of the voucher if you are using commitment control. (That is, the component status of the Budget Header status and the Budget Misc status). The overall status displays one of the following:

Error: If either of the two component statuses is *Error*.

Not Check'd: If either of the two component statuses is *Not Check'd*.

Valid: If both component statuses is *Not Check'd*.

Note. You can view the individual Budget Header status and Budget Misc status values on the Attributes page.

Post Status

Displays the posting status of the voucher.

See Also

Creating Template Vouchers

Completing Voucher Attributes

“Running Matching,” Using the Match Manager and Managing Match Exceptions

“Processing Withholdings,” Entering Withholding Vouchers

“Processing Document Sequencing in PeopleSoft Payables”

“Using Commitment Control with PeopleSoft Payables”

“Organizing Vouchers with Origins and Control Groups”

Copy from a Source Document

The fields in this group box vary depending on the style of voucher you are entering.

PO Unit (Purchasing business unit)

If you want to copy all of the lines from a purchase order into the voucher, enter the PO Unit and the **Purchase Order** number for the purchase order you want to copy, and click the **Copy PO** button.

This option is only available if you are creating a Regular voucher, Template voucher or Third-Party voucher.

Voucher ID

If you want to copy all of the lines from another voucher into the voucher, enter the **Voucher ID** number you want to copy, and click the **Copy to Voucher** button.

To copy individual voucher lines, enter a vendor and click the **Copy from Worksheet** link.

This option is only available if you are creating an Adjustment voucher or Third-Party voucher.

Voucher to be Reversed

If you want to reverse a voucher, select the Voucher ID number of the voucher you want to reverse, and click the **Copy to Voucher** button. The system copies all information related to the selected voucher (such as voucher lines, distribution lines, freight/misc charges/sales tax, and VAT information) into the Reversal voucher.

	This option is only available if you are creating a Reversal voucher.
Reverse Remaining Vchr Balance (reverse remaining voucher balance)	Select to reverse only the unpaid voucher balance. This option is only available if you are creating a Reversal voucher.
Reverse Entire Voucher	Select to reverse the entire voucher balance regardless if the voucher has been partially paid/fully paid. This option is only available if you are creating a Reversal voucher.
Adjust PO/Restore Encumbrance	Select to restore the encumbrance and adjust the purchase order matched quantity/amount. This option is only available if you are creating a Reversal voucher, and if the related purchase order has not been reconciled. If the related purchase order on the voucher line has been reconciled, this flag is clear and unavailable for entry on the voucher line of the Invoice Information page.
Worksheet Copy Option	If you want to search for individual source documents to copy, select a range of source documents, or review individual source documents, select one of the options in this field.

See Also

Using Source Documents to Create Vouchers Online

Vendor

Advanced Vendor Search	Click to search for vendors using partial names and wildcard symbols. Note. If you find that the referenced vendor does not exist on the vendor table and you want to add the vendor, you do not have to cancel the voucher on which you are working. Access the Vendor Search page by clicking the vendor link and select the Add Vendor button. This takes you to the Vendors component, enabling you to add the vendor to the system. After saving the new vendor, close the newly opened browser session to return to the Vendor Search page. Once you are back on the Vendor Search page, select the new vendor.
Vendor	If you are adding a voucher, select the vendor by entering the vendor ID or short Name. After you tab out of either field, the system retrieves the full vendor name, primary address, default location

	information, and payment terms, and populates the Location, Address, and Terms fields. In addition, the system uses default information from the vendor table in conjunction with information from other default levels (business unit, origin, and control group) to determine how the system processes this voucher.
Location	Override the default location by selecting a new location. The vendor location controls much of the default voucher processing.
Address	Override the default address by selecting a new location.
Invoice	
Invoice No. (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 to be one of your match criteria. The Invoice No. is a required field.
Related Voucher	On Journal vouchers, use this field to associate the Journal voucher to the voucher whose accounting entries were entered incorrectly. For Third-Party vouchers, this field displays the regular voucher to which the Third-Party voucher is linked.
Invoice Date	The vendor's invoice date.
Calc Basis Date	Click to schedule the payment for this voucher on a Prompt Pay Basis.
Acctg Date (accounting date)	This is the accounting control date. It is based on the settings defined in the Payables default hierarchy. You can override it here on the voucher.
Pay Terms	Default payment terms. Click the Payment Terms button to override the defaults or change associated information.
Pay Schedule	Indicate a payment schedule type for this voucher. The system uses this information to group this voucher with others and assign it to the appropriate payment schedule. Select from the following: • <i>Manual</i> • <i>Other</i> • <i>Transport</i> (transportation)
Misc Amt (miscellaneous amount)	Enter any miscellaneous charge amount, Frgh Amt (freight amount), or Sales Tax amount. To allocate these charges at a more detailed level, click the buttons next to these fields to access detail pages.

It is best to enter any amounts on the voucher page first before accessing the detailed page. On saving the voucher, the system allocates the charges you enter to the voucher lines based on the defaults set on the Procurement Accounting Control page for the Payables business unit.

SUT Exempt

Select this check box if you want to override the default tax setup for this voucher and make it exempt from taxation.

Use Tax

Click the Use Tax button to access a detail page where you can allocate the Use tax charges at a more detailed level.

Non Merchandise Summary

Click to view the miscellaneous amount allocated to each voucher line for each charge code. This page is only useful after you enter or copy voucher line information.

VAT

If this is a VAT applicable voucher subject to exclusive VAT, enter the gross VAT amount. Click the **VAT** button to review and override the voucher's default VAT settings.

VAT Summary

Click to view the calculated VAT amount by VAT rate.

Total

This is the full amount and **Currency** of the voucher, including merchandise and service amounts (entered on the voucher line), freight, sales tax, and inclusive VAT. Enter the gross amount to ensure balancing between the voucher header and voucher lines. You can enter gross amounts only up to the limit specified on your Payables user profile.

Balance

The amount that you are currently out of balance from comparing the sum of the voucher lines and the entered gross amount (less tax, other miscellaneous charges, and VAT). If a voucher is in balance, no value displays.

See Also

Defining Payment Terms

Entering Non-Merchandise Charge Details

Reviewing Non-Merchandise Charges

“Defining PeopleSoft Payables Business Units,” Selecting Payment Options

“Defining PeopleSoft Payables Business Units,” Defining Payment Options

“Processing VAT Transactions in PeopleSoft Payables,” Entering VAT Header Information

“Processing VAT Transactions in PeopleSoft Payables,” Entering VAT Summary Information

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Searching for Vendors

Invoice Lines

Use the Invoice Line group box to enter information for each line on the invoice: the merchandise amount, the unit price, quantity, and description. You may enter as many lines as you need. The system assigns a line number to each voucher line you add to ensure that each voucher line is unique. The system also automatically calculates the line and distribution amounts based on the gross amount less taxes, freight, and miscellaneous invoice charges.

For example, if you enter a gross amount of USD 100.00 in the invoice group box and a sales tax of USD 10.00, the first line amount defaults to USD 90.00 as does the first distribution for the first voucher line. If you update the first voucher line to an amount of USD 70.00 and insert a new voucher line, the amount for the second line defaults to USD 20.00.

Note. If you are updating a voucher after initial entry, this automatic balancing does not take place. Also note that re-balancing and calculations are affected by deferred processing.

Dist by (distribute by)

Select a distribution method. Options include:

Amt (amount): You must enter the merchandise **Extended Amount** for the voucher line. You may also enter the **Quantity**, **Unit Price**, and **UOM** (unit of measure) on the voucher line and a **Quantity** on the distribution line for informational purposes only.

If you change the merchandise **Extended Amount**, the **Unit Price** is recalculated.

Note. If you enter a quantity on the voucher line, you must also enter quantities on the associated distribution lines, the total of which must equal the quantity on the parent voucher line. You receive an error message if there is an imbalance.

Qty (quantity): The system calculates the merchandise amount on the invoice lines and distribution lines based on the quantity and unit price. You must enter the **Quantity**, **Unit Price**, and **UOM** (unit of measure, and the **Extended Amount** field is not active.

Select the **Force Price** check box if you want to force the unit price based on the entered merchandise amount.

For example, let's say you enter five computers at a unit price of USD 1,000.00. You subsequently want to change the unit price to USD 1,100.00, but want to continue to distribute by quantity. In this case, select the Force Price check box. The Amount field becomes active. Enter the new total (USD 5,500.00) in the Amount field. The new Unit Price of USD 1,100.00 now displays in the Unit Price field.

SpeedChart

If you want to use a SpeedChart for this voucher, select this check box and select a valid SpeedChart.

Enter one SpeedChart per voucher line. When you tab out of the edit box, watch as prorated amounts and distribution ChartFields appear on voucher distribution lines before you. If the SpeedChart was defined with no proration percentages, you must enter the distribution amounts yourself.

View PO/Receiver

Click to view information about the source purchase order or receiver. This link displays only if you have PeopleSoft Purchasing installed on the same database.

View Associated Receiver(s)

Click to manually associate individual receivers with the voucher line for three-way matching. This link is active only if you have copied purchase order or receiver information onto the voucher using Copy Worksheet Option field, or if the vendor is set up for receipt-only matching.

Item

You may enter an item ID reference code and a line item **Description** of up to 30 characters. If you also have PeopleSoft Purchasing installed, you can use an existing item from the Purchasing item table. When you tab out of this field, the system populates the Description field with the associated description.

SUT/VAT/Intrastat

Click to override the default tax settings for the voucher line. This page displays the appropriate tax fields for your set up.

Force Price

Select if you want to force the unit price based on the entered merchandise amount. For example, let's say that you enter five computers at a unit price of USD 1,000.00. Subsequently you want to change the unit price to USD 1,100.00, but you want to continue to distribute by quantity. In this case, select the Force Price option.

This check box is only available for entry if you are distributing by quantity and copying from either a purchase order or a receiver.

Note. You must refresh the page to enable the Force Price check box. Refresh it by clicking the Refresh button (access key: ALT+0).

Related Voucher

For Adjustment vouchers, enter a related voucher to link this voucher to the voucher you are adjusting.

This is a reference field for tracking your adjustments; it is for informational purposes only. When you enter an adjustment amount, the system calculates whether the adjustment increases or decreases the vendor's balance.

For Reversal and Adjustment vouchers, when you copy a voucher, the system adds the Voucher ID of that voucher to this field to indicate which voucher you are reversing or adjusting.

See Also

Deferred Processing in the Voucher Component

Entering Voucher Line Tax Information

Viewing Purchase Order and Receiver References

Associating Receivers

Associating Receiver Lines

“Processing VAT Transactions in PeopleSoft Payables,” Entering Voucher Line VAT and Intrastat Information

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options,” Using SpeedCharts

Distribution Lines

For each voucher line you enter, you must also enter the distribution information in the Distribution Lines group box. Each voucher line can have more than one distribution line.

Chartfields Tab**Amount**

Enter the amount that you want to charge to the ChartField values that follow. The total of all amounts you enter on the distribution lines for a voucher line must equal the merchandise amount on the parent voucher line. You receive an error message if there is an imbalance.

Quantity

Enter the number of units purchased that should be associated with the distribution line. This field is required if you are distributing by quantity. It is optional if you are distributing by amount. If you have entered a quantity on the voucher line, the total of all quantities entered on the distribution lines for that voucher line must equal the quantity on the parent voucher line. If you are entering a voucher line for a fixed asset that you will send to Asset Management, you must enter a quantity for the asset.

GL Unit

Identifies the General Ledger business unit that will be charged with the expense coded on the distribution line.

The default value is the GL Unit of the Payables business unit under which the voucher is being entered. If you change the value to charge a different GL Unit, the system creates interunit accounting entries. This occurs during voucher and payment posting. In this case, ChartField validation occurs based on the ChartFields of the GL Unit.

Note. When you enter interunit vouchers on the Invoice Information page, the Header Budget Status field on the Voucher Attributes page changes from *Valid* to *Not*

Chck'd. You must run the Budget Check process to reset the status to *Valid* to make the voucher eligible for posting during Voucher Post.

Entry Event

Enter the entry event code for the voucher if applicable.

Account

You must enter an account. The system validates the account you enter along with any other ChartField values on saving the voucher. If the account you select has been set up as a statistical account, the **Amount** and **Quantity** fields on the invoice line become inactive and any values you may have already entered are deleted.

If the Installation option is enabled, the **Altacct** field displays right next to the **Account** field in the grid.

OpenItem

If the account you enter has been set up as an OpenItem account, you must enter an open item reference.

Select a reference by prompting. If you enter a reference for an account that is not an open item account, you receive an error message on save edit. You must remove the invalid reference before the voucher can be saved.

Budget Date

If you are using budget checking, this field displays next to the Account field. This is the budget date of the voucher line. You define which field the system uses for the budget date in a voucher in the source transaction definition.

Affiliate

If the vendor is an InterUnit vendor this field is not editable and defaults to the shared affiliate code.

The other fields on this tab are optional ChartFields delivered in the standard PeopleSoft Payables product. These fields all share the same validation error processing on saving the voucher.

See Also

“Running Voucher and Payment Posting,” Setting Up InterUnit Accounting in Payables

“Using Commitment Control with PeopleSoft Payables,” Budget Checking During Online Voucher Entry

“Managing Vouchers,” Using OpenItem Accounting

"Defining PeopleSoft Payables Business Units," Entry Events for Payables

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining and Using ChartFields”

Exchange Rate Tab

GL Unit	Identifies the General Ledger business unit that will be charged with the expense coded on the distribution line, and the Currency in which it will be charged.
Exch Rate (exchange rate)	Defaults in based on the default rate type from the market rate tables. You may override this value on the Voucher Attributes page. This field only appears when the interunit and distribution General Ledger business unit is different from the voucher's General Ledger business unit, or when the voucher is saved.

Statistics Tab

The Statistics Tab displays statistical quantity information.

If you are distributing by quantity, you may distribute that quantity using a **Statistics Code**. The system converts the distribution line quantity from the distribution line Unit of Measure to the standard **Unit of Measure** associated with the **Statistics Code**. The converted quantity is stored in the **Statistic Amount** field. The **Statistic Amount** and **Unit of Measure** fields are inactive.

If you enter a statistic account on a voucher line you need to refresh the page by hitting the **Refresh** button (access key: ALT+0) so that the merchandise amount and quantity fields on the invoice line are inactivated and zeroed out. You must enter a **Statistic Amount**. If you want to enter the Statistic Amount in a unit of measure that is different from the standard unit of measure associated with the statistic account, you may do so. After you enter the **Statistic Amount**, enter the **Unit of Measure** that corresponds to the entered **Statistic Amount**. The system converts the entered **Statistic Amount** back to the standard **Unit of Measure** associated with the statistic account. The **Statistics Code** field is inactivated.

Whether you are using a Statistic Account or a Statistics Code, if the system cannot find a conversion formula between the two units of measure in the unit of measure conversion table, you receive an error message. If you get this error message you must do the following:

- If you are using a **Statistic Account**, the system resets the unit of measure to the standard unit of measure for the account and you must modify the **Statistic Amount** manually so that it corresponds to the standard unit of measure.
- If you're using a **Statistics Code**, the system does not calculate a **Statistic Amount**. You must delete the **Statistic Code** or enter another one.

Assets Tab

The Assets Tab displays asset information for the distribution line.

Asset	Select to enter asset information. All the fields on this tab become active when you select this check box.
AM Unit (Asset Management business unit)	Enter a business unit and a Profile ID to indicate that the distribution line is related to an asset. These fields are required.

Note. Once the voucher has been sent to PeopleSoft Asset Management, you cannot change the AM Unit or Profile ID, unless you unpost the voucher.

Asset ID

This defaults to *Next*. The next sequential number in the Asset Management system is assigned automatically. PeopleSoft Asset Management uses the Asset ID to capture and track asset-related information.

Note. You cannot perform asset transfers in PeopleSoft Payables. You can make ChartField changes in Payables but you also need to have your Asset Manager make a corresponding change in the appropriate Asset Management page.

Cost Type

Select the Cost Type for the asset. The available values are:

A: Allowance for ADV Depr

C: Cost Type

G: Grant Reimbursements

M: Margin

P: Scrap on asset

R: Revaluation

S: Sale of assets

V: Reserve for ADV Depr

See Also

Sending Information to Asset Management

VAT Tab

This tab only displays if the voucher is subject to VAT.

VAT Tran Type (VAT transaction type)

Categorizes VAT amounts by business transaction types (for example, a domestic purchase, an import from another VAT country, or a purchase for resale).

These codes are required for reporting purposes and are defined under Administer VAT and Intrastat. They default onto the distribution line through the Payables control hierarchy and can be overridden here.

VAT Apport CF (VAT apportionment control)

If you are using VAT apportionment, you can override the VAT Apportionment Control that has defaulted onto the distribution line.

Note. VAT apportionment is used to process GST (Goods and Services Tax) transactions in Australia. You set up VAT apportionment on the Administer VAT and Intrastat

menu and define the settings as part of the Payables control hierarchy.

Recovery Source

Select one of the following values:

Automatic: The **Recovery Percent** field is unavailable for entry. The system determines which percentages to use based on the VAT Use Type.

Manual: Select if you want to override the percentage that defaults from the VAT Use Type. When you do, the **Recovery Percent** field is available for entry. You can enter the percentage of VAT entered that is recoverable, and use the calculator button to calculate the VAT recovery percentage.

Rebate Source

The **Rebate Source** and **Rebate Percent** fields apply only to Canadian Business Units. Select one of the following values:

Automatic: The **Rebate Percent** field is unavailable for entry. The system determines which percentages to use based on the VAT Use Type that has an associated Public Service Body code.

Manual: Select if you want to override the percentage that defaults from the VAT Use Type. When you do, the **Rebate Percent** field is available for entry and you can enter the percentage that is used to calculate the rebate.



Click to calculate the Recovery Percent. You can only use this button if you select *Manual* in the Recovery Source field. If you select *Automatic*, the system determines which percentages to use based on the VAT Use Type.

See Also

“Processing VAT Transactions in PeopleSoft Payables,” Rebates for the Canadian Public Sector

“Processing VAT Transactions in PeopleSoft Payables,” Apportionment Control

“Processing VAT Transactions in PeopleSoft Payables,” Entering a Regular Voucher With VAT

Creating Template Vouchers

Access the Create Template page.

Invoice Information [Payments](#) [Voucher Attributes](#) [Accounting Information](#)

Style: Template Entry Status: Open [Comments](#)
Unit: US001 Voucher ID: NEXT Post Status: Unposted

Copy from a Source Document
PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option:

Vendor [Advanced Vendor Search](#)
Vendor:
Name:
Location:
*Address:

Invoice
Invoice No:
Invoice Date: [Calc Basis Date](#) Acctg Date: 12/11/2001
*Pay Terms: Pay Schedule:
Misc Amt:
Frght Amt:
Sales Tax: [Non Merchandise Summary](#)
SUT Exempt ☐ Use Tax: ☐
Total: 0.00 *Curr: USD Balance: 0.00

Template ID: Description:

Creating a Template voucher on the Invoice Information page (VCHR_EXPRESS1) (1 of 2)

Invoice Lines Find | View All First 1 of 1 Last

1 *Dist by: Amt SpeedChart ☐

Item	Description	Quantity	Unit Price	UOM	Extended Amt
					0.00

[SUTA/AT/Intrastat](#)

▼ Distribution Lines Customize | Find | View All First 1 of 1 Last

[ChartFields](#) [Exchange Rate](#) [Statistics](#) [Assets](#)

Amount	Quantity	*GL Unit	Entry Event	*Account	OpenItem	Oper Unit	Fund	Department	Program
1	0.00	US001							

Creating a Template voucher on the Invoice Information page (VCHR_EXPRESS1) (2 of 2)

To create a template voucher:

1. Add a voucher using the voucher style *Template Voucher*.
2. Enter a **Template ID** and **Description**. The system selects the **Save as a Template Voucher** check box automatically.
3. Enter the remaining information for the template voucher you are creating.
4. Save the voucher.

See Also

Template Vouchers

Defining Date Calculation for Prompt Pay Due Date

Access the Date Calculation page.

Date Calculation
[Back to Invoice](#)
Date Calculation Basis: **Fed Pymnt Basis Date:**
Invoice Receipt Date: **Invoice Date:**
Goods Receipt Date: **Acceptance Date:**

Date Calculation page

Date Calculation Basis Determines the date calculation rules (if any) apply to a transaction under the U.S. Prompt Pay Act. These values are delivered with the system:

- *(none)*
- *Agricultural Commodities*
- *Dairy*
- *Meat*
- *Poultry*
- Prompt Pay Basis

Invoice Date The date the vendor wrote the invoice.

Invoice Receipt Date The date you received the invoice.

Goods Receipt Date The date you received the goods.

Acceptance Date The date you accepted the goods.

See Also

“Defining PeopleSoft Payable Business Units,” Selecting Payment Options

Defining Payment Terms

Access the Payment Terms Detail page.

[Back to Invoice](#)

Unit: US001 Invoice: Vendor: Bay Area Electric
 Voucher: NEXT Date: ID: USA0000001

*Payment Terms ID: 30   Net 30

*Due Date Control: Terms  *Discount Amount Control: Terms 

Basis Dt Type: Inv Date  Account At: Gross 

Basis Date:  Basis Amt: 0.00

Discount Due Date:  Discount Amount: 0.00

Due Date: 

Line	Description	Merchandise Amt	Apply Discount
1		0.00	☒

Customize | Find |  First 1 of 1 Last

Payment Terms Detail page

Payment Terms ID

Controls how the voucher is paid, including the discount date and discount amount. PeopleSoft Payables supports both single and multi-payment (installment) terms. You define payment terms through the Structure Procurement Options menu. The default setting on the voucher is based on the payment terms setup for the vendor location for this voucher.

Multi-payment terms generate multiple scheduled payment records when you save the voucher, by allocating the total payment amount for the voucher over these scheduled payments according to the percentages established in the terms definition.

With Multi-payment terms, you can also generate installment payment records (and review them and edit them, if necessary) in advance of committing them by saving the voucher. You can always edit the voucher immediately after saving, but this alternate method may offer more peace of mind.



Click to generate installment payment records in advance of saving the voucher. You can also do this by clicking the Schedule Payment button on the Payment page.

Due Date Control

You can either accept the default due dates, or enter user-specified amounts. Select from the following options:

Terms: This is the default setting. The Basis Dt Type field is available for entry but the Discount Due Date and Due Date fields are not.

User: When you select this option, the Discount Due Date and Due Date fields are available for entry and you can

Basis Dt Type (basis date type)

modify them. The Basis Dt Type field is unavailable for entry.

This field controls the basis date on which the payment terms are based. The system uses this date to calculate the discount due date and payment due date for the voucher.

The available values are:

Acct Date: The accounting date determines the payment basis date.

Doc Date (document date): The date the voucher is entered determines the payment basis date. If you select this value, the document date displays in the Basis Date field.

Inv Date: The invoice date determines the payment basis date.

Recpt Date: The receipt date determines the payment basis date.

Ship Date: The ship date determines the payment basis date.

User Date: The user-defined date entered in the Basis Date field determines the payment basis date.

Note: Just because you can select an alternate basis date source does not necessarily guarantee that the particular date is currently available for the voucher. For example, the Receipt Date and Ship Date choices would typically only be available if the invoice had first been matched to the purchase order and/or receiver. If you select a basis date option for which there is no corresponding date value populated, the system displays a warning asking you whether you would like to use the Invoice Date as the override basis date. If you select *Yes*, you can save the voucher and generate scheduled payment data. Until a voucher is posted and/or paid, you can always update the voucher for the intended basis date if it becomes available.

Basis Date

The date used to calculate the discount due date and payment due date for the voucher.

Discount Due Date

If you select *User* in the Due Date Control field, enter a discount due date.

Due Date

If you select *User* in the Due Date Control field, enter a due date.

Discount Amount Control

You can either accept the default discount amounts, or enter user-specified amounts. Select from the following options:

Terms: This is the default setting. The Account At field is available for entry but the Discount Amount field is not.

User: When you select this option, the Discount Amount field is available for entry and you can enter the amount for the discount in the Discount Amount field.

Account At

Determines whether the discount is accounted at gross or net. Select from the following options:

Net: Any discounts not taken are accounted for as discounts lost.

Gross: Any discounts taken are accounted for as discounts earned.

Basis Amt (basis amount)

The amount upon which the discount is calculated. This amount is the total of the merchandise amount for each line with the Apply Discount check box selected.

Discount Amount

If you select *User* in the Discount Amount Control field, enter a discount amount.

Apply Discount

Select to make individual voucher lines discount-applicable.

Back to Invoice

Click to return to the Invoice Information page.

Note. Payment Terms for a Third Party voucher cannot include a discount. For Third Party vouchers the payment terms default from the Prepay/Third Party Pay Terms option selected on the Payment Options page.

See Also

“Defining PeopleSoft Payables Business Units,” Selecting Payment Options

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options,” Defining Payment Terms

Entering Non-Merchandise Charge Details

Access the Miscellaneous Charges page.

Note. The fields on the non-merchandise charges detail pages (miscellaneous charges, freight, sales tax, and use tax) are similar. Rather than documenting all four pages, we have documented the Miscellaneous Charges page as an example of these detail pages.

Miscellaneous Charges		
Unit: US001	Voucher ID: NEXT	Vendor: USA00000001
Invoice:	Gross Amt:	Bay Area Electric
Miscellaneous:		0.00
Customize Find View All		
First ◀ 1 of 1 ▶ Last		
<u>Prorate</u>	<u>*Charge Type</u>	<u>Misc Charge Amount</u>
☐		

Miscellaneous Charges page

Use this page to add multiple miscellaneous charge codes to which to allocate the miscellaneous charge amount. The total of the separate miscellaneous charges you enter must equal the total miscellaneous amount entered on the Invoice Information page.

Note. You can add multiple charge codes on the freight and miscellaneous charges detail pages, but you can only enter one charge code on the sales tax and use tax detail pages.

Prorate

The Charge Type defaults in based on the defaults that you have set on the Non-Merch Charges page in the procurement accounting controls. If the default is to prorate the freight, the prorate check box is selected and unavailable for entry.

Charge Type

For each **Misc Charge Amount** you add, you must select a Charge Type. You define these codes on the Misc Charge/Landed Cost Defn page and set up the default charge codes for the Payables business unit on the Non-Merch Charges page.

If you select a non-prorate (*NP*) charge code the system uses the allocation option you selected on the Non-Merch Charges page to either allocate the charge to the distribution line, or expense it to the header.

Account

If you add a non-prorated charge code and do not allocate, the system requires an account. The value defaults from the Accounting Entry Template. You can override the default account and specify the other ChartField values if applicable.

If you add a prorated charge code, or if you add a non-prorated charge code and *do* allocate, no ChartFields will appear on this page.

If you are expensing, the Account and other ChartField values default in based on the inheritance rules. Balanced ChartFields are not modifiable.

The other fields on this tab are optional ChartFields delivered in the standard PeopleSoft Payables product. These fields all share the same validation error processing on saving the voucher.

Click **OK** to save your changes and return to the Invoice Information page.

See Also

“Defining PeopleSoft Payables Business Units,” Setting Up Non-Merchandise Charges

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options,” Defining Miscellaneous Charges and Landed Costs

Reviewing Non-Merchandise Charges

Access the Non-Merchandise Charges Summary page.

[Back to Invoice](#)

Unit: US001

Invoice:

Vendor: Bay Area Electric

Voucher: NEXT

Date:

ID: USA0000001

Refresh

Applicable Non-merchandise Charges							Find View All	First	1 of 1	Last
Line	Amount	Item	Description	Quantity	UOM	Unit Price				
1										
Line Charges Allocation							Customize Find	First	1 of 1	Last
Apply	Charge Code	Unit Price	Basis Amount	Allocated Amount	Type	Voucher				
☒						NEXT				

Non-Merchandise Charges Summary page

- Back to Invoice**

Click to return to the Invoice Information page.
- Refresh**

If you click this button, the system reallocates the unapplied amount to the other voucher lines.
- Apply**

Clear this check box to remove a particular charge for a given voucher line.

Entering VAT Information for Vouchers

The VAT Header page and VAT Summary page are discussed in the VAT chapter of this PeopleBook.

See “Processing VAT Transactions in PeopleSoft Payables,” Entering a Regular Voucher With VAT

Viewing Purchase Order and Receiver References

Access the View Source PO/Recv page.

View Source PO/Recv

Unit: US001 Voucher: ADJ3V1 Line: 1 *Line Match Option: Full Match

Purchase Order				Receipt Number			
PO Unit	PO	Line	Sched #	BU Recv	Receipt No	Line	Sched #
US001	ADJ3	1	1				

☒ PO Comments

PO Header Comments Find | View All First 1 of 1 Last

Comment Text: ☐ Send to Vendor

PO Line Comment Find | View All First 1 of 1 Last

Comment Text: ☐ Send to Vendor

OK Cancel Refresh

View Source PO/Recv page

Use this page to review references to purchase orders and receivers. To copy purchase order, receiver, or voucher information at the line level, use the fields in the Copy from a Source Document group box on the Invoice Information page.

PO Header Comments

In the PO Header Comments and **PO Line Comments** group boxes, you can view any comments associated with the purchase order line from which the voucher line information has been copied. The original comments would have been entered with the purchase order in PeopleSoft Purchasing.

Send to Vendor

This field is display only and indicates whether this comment has been sent to the merchandise vendor through PO Dispatch.

See Also

PeopleSoft Purchasing PeopleBook, “Creating Purchase Orders Online”

Associating Receivers

Access the Associate Receiver page.

Associate Receiver

Unit: US001 Voucher: ADJ3V1 Invoice: ADJ3V1

Voucher Line

Line: 1 Item: 10002
 Quantity: 50.0000 UOM: EA Unit Price: 15.00000 USD

Purchase Order

Unit: US001 PO: ADJ3 PO Line: 1 Sched Num: 1

Associated Receiver(s) [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Delete	Recv BU	Receipt No	Line	Seq	Qty to Match	UOM	Unmatched Qty (VUOM)	Unit Price	Merch Amt	Currency
☐										

OK Cancel [Associate Receiver Lines](#)

Associate Receiver page

Delete

Manually delete receiver lines associated with the voucher line by deleting a row. This field does not appear when you are creating Adjustment or Reversal vouchers.

Qty to Match

Edit the quantity to be matched for any of the receiver lines currently associated with the voucher line.

Note. You receive a warning message if the sum of the quantity to be matched does not equal the voucher line quantity.

Associate Receiver Lines

Click to manually associate receivers to the voucher line for matching. This link does not appear when you are creating Adjustment or Reversal vouchers.

Click **OK** to return to the invoice information page.

Associating Receiver Lines

Access the Associate Receiver Lines page.

Associate Receiver Lines

Unit: US001 Voucher: NEXT Line: 1 Invoice:

Item: 10000 Quantity: 20.0000 UOM: EA Unit Price: 20.00000 USD

PO Lookup Criteria

PO Unit: PO: Line: Sched Num:

Receiver Lookup Criteria

Recv BU: Receipt No:

Ship To: Recv Dt Opt: Recv Date:

Bill of Lading: Carrier ID:

Pro Number: Packing Slip Number:

Customize | Find | View All | First 1 of 1 Last

Select Unit	Receipt No	Line	Vendor	Name	Ship To	Bill of Lading	Carrier ID	Pro Number	PK Slip No	Recv Date	Quantity	UOM	Unit Price	Merch Amt
☐														

Associate Receiver Lines page

Using the search function provided, you can display all receivers related to the purchase order schedule line specified on the voucher line.

In the **Receiver Lookup Criteria** group box you can specify the following search criteria for the receivers: Receiving business unit, receipt number, Ship To location, Bill of Lading, Carrier ID, Pro Number, and Packing Slip Number.

Recv Dt Opt (receiver date option)

You can further narrow your search by specifying a receiver date. To do this, set the variable in the Recv Dt Opt field and enter a **Recv Date** (Receiver Date). The available values are:

No Date: This is the default setting. The date of the receiver is not included in the search.

<=: The system searches for receivers dated before or on the date specified in the **Recv Date** field.

=: The system searches for receivers with a date equal to the date specified in the **Recv Date** field.

>=: The system searches for receivers dated after or on the date specified in the **Recv Date** field.

Fetch

When you have entered the search criteria, select this button and the system returns all receivers related to the specified search criteria and the purchase order on the voucher line.

Select

Select the receiver or receivers you want to associate with the voucher line and click **OK**. The system associates the selected receiver or receivers' details to the voucher to be used when matching the voucher.

Entering Voucher Line Tax Information

Access the Voucher Line Tax Information page.

Note. This page displays different fields depending on the voucher set up. If you are set up for VAT processing, it displays VAT and Intrastat fields. If not, it displays sales and use tax fields. See “Processing VAT in PeopleSoft Payables” for the VAT and Intrastat information.

Voucher Line Tax Information

Voucher Line: 1

Ship To Location: US001

▼ Sales and Use Tax

Tax Destination: US001

Ultimate Use Code:

SUT Excpn Cert:

Tax Code SUT: NYC 0.000 4.2500

SUT Apply: Use Tax

OK Cancel Refresh

Voucher Line Tax Information page

Ship To Location

Defaults from the Payables hierarchy. This is a required field at the business unit level. On the Ship To Location page on the Structure Procurement Options menu, designate a Ship To Location as subject to direct pay tax. If a Ship To location is designated as direct pay, this can override the sales tax setting at the vendor level.

For example, if you have a sales tax applicable vendor and the ship to location that defaults in for that that line is direct pay applicable, the voucher line is direct pay applicable. In the case of direct pay, you are required to provide your vendor with an exception certification number. Select the certificate in the SUT Excpn Cert field.

Tax Destination

Override the SUT Destination here on the voucher.

Ultimate Use Code

You can change the Ultimate Use Code if it is defined in the Sales/Use Tax default table. The Ultimate Use Code allows a more dynamic method of applying sales and use tax logic.

SUT Excpn Cert (sales and use tax Exception Certificate)

Select a certificate type and enter the number in the adjacent field.

Tax Code SUT (sales and use tax code)

Defaults from the invoice header, but you can override it here.

SUT Apply

Defaults from the invoice header but you can override it here. Select from the following values:

Direct Pay: Apply direct pay sales tax. Do not enter the sales tax amount on the voucher header.

Exempt: Item is exempt from sales tax.

Exonerated: Purchaser is exonerated from sales tax.

Sales Tax: Apply sales tax. Enter the gross sales tax amount on the voucher header.

Use Tax: Apply use tax. Do not enter the tax amount on the voucher header.

See Also

“Processing VAT Transactions in PeopleSoft Payables,” Entering a Regular Voucher With VAT

Tracking Projects Information

Access the Project Information page.

The project information that you capture on vouchers is available to PeopleSoft Projects. If you add project information to a distribution line, you need at minimum to add the **PC Business Unit** (Projects business unit), **Project ID**, **Activity ID**, and **Resource Type**. The other fields are optional. By entering multiple distribution lines, you can add multiple project lines for each voucher line to categorize project costs.

Select **OK** to save your changes and return to the Invoice Information page.

See Also

PeopleSoft 8.4 Projects PeopleBook

Scheduling and Creating Voucher Payments

This section describes how to:

- Enter payment information for vouchers.
- Define payment options.
- Define the pay to bank account for the vendor.
- Override Late Charge information.
- Create payment messages.
- Enter draft settings for draft payments.

Pages Used to Schedule and Create Voucher Payments

Page Name	Object Name	Navigation	Usage
Payments	VCHR_PAYMENT_P NL	Accounts Payable, Vouchers, Entry, Regular Entry, Payments	View the payment schedule for a voucher and override payment settings. On this page, you can change the payment schedule, schedule multiple payments, schedule direct payment to an alternate vendor and/or vendor location, record a manual payment, and create an express payment.
Payment Options	PAY_OPT_SEC	Click the Payment Options link on the Payments page.	Override the default bank holiday processing options and currency options for the payment.
Pay To Bank Accounts	PAY_TO_BANK_SC HED	Click the Bank Accts link on the Payments page.	Set the pay to bank account for the remit to vendor.
Late Charge Information	LATE_CHRG_SBP	Click the Late Charge link on the Payments page.	Override late interest charge information.
Payment Message	PYMNT_VCHR_MSG	Click the Messages link on the Payments page.	Enter a payment message text or select a predefined payment message code to include on the payment remittance advice.
Draft Maturity Dates	APD_MATURIT_DT_ SEC	Click the Drafts link on the Payments page. This link is only active for a draft payment method.	Specify draft settings for a draft payment method.

Entering Payment Information

Access the Payments page.

Payments page

PeopleSoft Payables schedules payments for a voucher when you save the voucher. At that time the system processes the voucher fields against the Payment Terms table to determine the **Net Due**, **Discount Due**, and **Scheduled Due** dates for the payment.

Note. Keep in mind that if the vendor is on hold, the system does not select the voucher for payment until you remove the payment hold status for the vendor.

Unit	This scheduled payment's Payables business unit.
Voucher ID	This scheduled payment's Voucher ID.
Pay Terms	Modify the pay terms.
Schedule Payment	Click to schedule the payment before you save the voucher. This function enables you to preview the payment due dates and discount (if any). With multi-payment terms, you can also generate installment payment records (and review them and edit them, if necessary) in advance of committing them by saving the voucher. You can always edit the voucher immediately after saving, but this alternate method may offer more peace of mind.

Payment Information

Payment Inquiry	Click to view payment information. This link is only active if the voucher has been paid.

Holiday/Currency Options	Click to change the default bank holiday processing options and currency options for the payment.
Express Payment	Click to create an express payment. The system copies all relevant information on the voucher to the payment fields for creating an Express Payment.
Vendor Banks	Click to set the pay to bank and bank account number.
Late Charge	Click to access the Late Charge Information page where users can override the system-assigned Payment Reason Code. Users can override the Payment Reason Code after they have paid the voucher, but cannot change the Late Charge Option or the Late Charge Code after payment. Only user-defined codes appear.
Messages	Click to enter a payment message of up to forty characters as well as select predefined message codes that appear on the remittance advice (check stub). You can repeat this for each scheduled payment.
Drafts	Click to specify the Draft Maturity Date options for the payment. This link is only active if you select a Draft Payment Method.
Prepayments	Click to search for and apply eligible regular vouchers to a Prepaid voucher. This link is only active if you are entering a Prepaid voucher.
Comments	Click to enter voucher comments and internal payment comments of relevance to the voucher's processing. For example, you may want to indicate why a payment has been put on hold. This comment is for internal reference only and does not print on the remit advice.
Payee	
Remit to	The system automatically determines the appropriate remit to vendor for the payment based on the remit to vendor setup for the vendor on the Invoice Information page. Whereas in most cases you remit directly to the vendor that sent you the voucher, the system enables you to override the default choices for remit to vendor, Location, and Address. For example, if a vendor requires that payments be sent to its company corporate office rather than a local address, you can select the Location to which the payment should be sent. You can also change the remit to vendor to pay one vendor for the vouchers of another, as in factoring relationships, for example.

Payment Method

Bank	The bank from which the payment is issued. This defaults from the control hierarchy, but you may override these settings.
Account	The bank account from which the payment is issued. This defaults from the control hierarchy, but you may override these settings.
Method	The available payment methods are: <i>ACH</i>: Automated Clearing House <i>BEF</i>: Customer-initiated EFT draft <i>BOO</i>: Customer-initiated draft <i>CHK</i>: System check <i>DD</i>: Direct debit <i>DFT</i>: Vendor-initiated draft <i>EFT</i>: Electronic Funds Transfer <i>GE</i>: Giro EFT <i>GM</i>: Manual giro <i>LC</i>: Letter of credit <i>MAN</i>: Manual check <i>WIR</i>: Wire report
Pay Group	The pay group for this payment where applicable. Pay groups are used as part of the pay cycle selection criteria. You can use them to better control which payment schedules are selected when. You define vendor pay groups on the Vendor Pay Group Codes page.
Handling	The payment handling code defaults through the Payables control hierarchy. Each payment handling code has a sort sequence related to it that determines the order in which it prints. Checks are printed according to the sort sequence in ascending order: the lower the sort sequence number, the higher the sort priority. You must always have a payment handling code on a scheduled payment. You define payment Handling codes on the Payment Handling Codes page.
Netting	Shows the status for the netting auto selection process (TR_NET_ASEL). The available values are: <i>H (Hold)</i>: Net Payment is on hold for Netting Selection process in Treasury. This payment schedule is available for the Netting Selection process to select it.

N (Not Applicable): Netting does not apply to this payment. This vendor is not a netting vendor

S (Selected): Net payment is selected for payment. Payment has been processed by Treasury Netting Selection program and is now ready to be processed by Netting Close process in Pay Cycle processing.

Hold Payment

Enables you to place a payment on hold. If you select this check box for the payment, the system stores the scheduled payment but does not pay it.

When you select this check box, a **Reason** field to the right of the check box becomes active, enabling you to select a code to explain the payment hold. The reason codes are stored in a translate table. You can add more codes to the translate table using PeopleTools, but PeopleSoft Payables comes with the following codes:

AMT: Amount in Dispute

CRT: Contract Retention

Note. Retention from a recurring voucher contract will automatically be placed on hold.

GDS: Goods in Dispute

WTH: Withhold Hold

Note. A payment may be placed automatically on *WTH* based on the withholding setup.

When you are ready to take the payment off hold, clear the Hold Payment check box.

Separate Payment

Select this check box if you do not want this payment to be grouped with other payments for the remit to vendor.

Payment Details

Gross Amt (gross amount)

The payment amount for the scheduled payment if you do not take a discount. If you have multiple payments scheduled for the voucher, the sum of the gross amounts for each of these payments must equal the gross amount of the voucher on the Invoice Information page.

Discount

The amount of the discount that can be taken on the scheduled payment. If you have multiple payments scheduled for the voucher, the sum of all the discount amounts must equal the total discount amount available for the voucher. If you miss the Discount Due date and elect not always to take the discount, you cannot take advantage of this discount amount, unless you reschedule the payment with new dates.

Net Due	When PeopleSoft Payables automatically schedules payments, the system calculates the Net Due date by applying the appropriate net payment terms timing calculation for the payment terms on the Invoice Information page. If you have specified net delay days for the vendor or for the Payables business unit, the system adds that number of days to the date calculated from the payment terms to determine the Net Due date when the gross amount for the scheduled payment is due.
Discount Due	The system calculates the Discount Due date by applying the appropriate discount payment terms timing calculation for the payment terms on the Invoice Information page. If you have specified discount delay days for the vendor or for the Payables business unit, the system adds that number of days to the date calculated from the payment terms to determine the latest date that you can legitimately retain the discount amount for the scheduled payment.
Discount Denied	This check box is display only and is set by the Pay Cycle process. When the Evaluate Discount Rate feature is enabled at the Installation Options level, pay cycle determines whether the discount should be taken. If the discount is not taken, the Discount Denied check box is selected.
Scheduled Due	PeopleSoft Payables uses the Scheduled Due date to determine when to pay the scheduled payment. During payment selection, pay cycle compares the pay through date (entered as part of your payment selection criteria) to the scheduled pay date. If the scheduled pay date is less than or equal to the pay through date, the scheduled payment is a candidate for payment. When PeopleSoft Payables automatically schedules payments, the Scheduled Due date is set to one of these values: • Discount Due date: When there is a discount available and the Discount Due date is later than the current date. • Net Due date: When there is no discount available or the Discount Due date has passed. • Current date: If the net due date has passed. Users authorized to schedule payments manually can manipulate these dates and amounts to tailor the voucher's scheduled payments to meet your organization's cash flow requirements. Note. When bank holiday processing is enabled, the system adjusts the scheduled due date forward or backward according to whether the due date falls on a work day,

weekend, or holiday, depending on the parameters that are in effect.

Note. Once the Scheduled Due date has been populated for a payment (either by calculation or by direct user entry), that payment is considered “scheduled”. The payment schedule is not updated for any subsequent changes in payment terms or basis date/amount data. You must first remove the data from the Scheduled Due date field if you wish to "reschedule" an already scheduled payment.

Acctg Date (accounting date) This date is based on the settings defined in the Payables default hierarchy.

Payment Options

Action Select the payment action. The available options are:

Schedule: This is the default value for scheduled payments.

Record: Select this value to record a manual payment.

Note. You can also create manual payments using the Manual Payment Creation page.

Cancelled: Indicates that this payment has been cancelled. This value is display only; you cannot select it.

Prepaid: Indicates that this payment schedule was paid by a prepayment. This value is display only; you cannot select it.

Pay This field is only enabled if you have set the payment Action to *Record*. This field allows you to indicate that either the *Full* amount or the *Discounted* amount is being paid.

Reference Enter a reference number when recording a manual payment.

L/C ID (letter of credit ID) field This field is only active for a payment Method of *LC*. It shows the ID for the Letter of Credit.

Payment Date Defaults to today's date. You may change it to reflect the date of the manual payment.

Applied Voucher The voucher ID of the Prepaid voucher to which this regular voucher was applied. This field only displays on applied regular vouchers.

Record Payment Information

To track payments that were written manually (either by typewriter or by with pen and ink)

1. Create a voucher for the payment.
2. Select *Man* (manual) as the payment **Method**.
3. Select *Record* as the payment **Action**.

When you select Record, many fields on the page become unavailable for entry, including the **Gross Amt, Discount, Net Due, Discount Due, Scheduled Due, Handling, Pay Group, Hold Payment, and Separate Payment**.

4. Select *Full* (for a full payment), or *Discounted* (for a discount payment) in the **Pay** field.
5. When you record a payment, the **Accounting Date** field becomes active, enabling you to change the **Accounting Date** to reflect the actual date of the manual payment.
6. (Optional) If you have set up Document Sequencing for the General Ledger business unit associated with the Payables business unit, a **Doc Seq** link also displays at the top of the Payments page. Select this link to view or override the Document Sequencing settings.
7. Make sure that the **Remit To** vendor, vendor **Location**, and **Addr** (Address), as well as the **Bank** code and **Account** type match the manual payment that was made.
8. Enter a payment **Reference** number in the **Record Payment Information** group box.
9. (Optional) Modify the **Payment Date** to reflect the date of the manual payment.
10. Confirm the following things to ensure that your manual payments are recorded successfully:
 - The amount of the payments entered must add up either to the gross amount or to the gross less the discount as specified on the Invoice Information page.
 - The voucher must be approved in the system.
 - The bank account setup must support manual payments.

See Also

Payment Amounts Other Than Gross or Discount

Completing Voucher Attributes

Defining Payment Options

Creating Payment Messages

Defining the Pay to Bank Account

Entering Draft Settings

Overriding Late Charge Information

“Defining PeopleSoft Payables Business Units,” Selecting Payment Options

“Structuring Procurement Options,” Defining Payment Handling Codes

“Reviewing Voucher and Payment Information,” Reviewing Payment Information

“Additional Payment Processing Options,” Using Express Payments

“Additional Payment Processing Options,” Recording Manual Payments

“Additional Payment Processing Options,” Using the Manual Payment Creation Process

“Processing Prepayments,” Applying Prepayments and Final Invoices

“Overview of Available Payment Formats,” Understanding Letters of Credit

“Processing Document Sequencing in PeopleSoft Payables”

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Defining Withholding Options

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining User
Preferences,” Defining PeopleSoft Payables User Preferences

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options,”
Defining Vendor Pay Group Codes

PeopleSoft Cash Management PeopleBook, “Managing Bi-Lateral Netting”

PeopleSoft Deals Management PeopleBook, “Managing Letters of Credit and Collateral”

Defining Payment Options

Access the Payment Options page.

Payment Options

Holiday Processing Options

Holiday Options: Not Applicable

Days: ☐ **Allow due date in next month**

Currency Options

Payment Currency: USD

Rate Type: CRRNT

☐ **Specify Rate**

Exchange Rate:

Paid: USD

Payment Options page

Holiday Processing Options

The system calculates bank holidays using the business calendar.

Holiday Options

Select from the following:

Not Applicable: The system does not take bank holidays into consideration when it calculates the payment due dates.

Due After Holiday: The system takes any bank holidays into consideration when it calculates the payment due date and delays payment until after the bank holiday.

If you select this option, you can also select the **Allow due date in next month** check box to enable the payment to be made in the next month. If you don't select this option and the payment date after a holiday does fall in the next month, the system schedules the payment before the holiday. For example, you would not select this option if you generally want payments to be made after a holiday but not in the next month when a holiday falls at the end of a month.

Due Before Holiday: The system takes any bank holidays into consideration when it calculates the payment due date and makes the payment before the bank holiday.

Days

Enter the number of days after or before the holiday the payment can be made.

Currency Options

Payment Currency	Select the currency in which the payment is made.
Rate Type.	Select the rate type for the payment.
Specify Rate	Select if you want to enter a specific rate in the Exchange Rate field.
Paid	If you enter a specific rate, the amount that is paid is be calculated and reported in the Paid field. Note. This field is in deferred processing mode and a trip to the server is required to calculate the paid amount. You can invoke a trip to the server by clicking the Refresh button (access key: ALT+0).

Click **OK** to save your changes and return to the Payments page.

Defining the Pay to Bank Account

Access the Pay to Bank Accounts page.

Seq Nbr (bank account sequence number)	Select the sequence number for the pay to bank account you want to use. The pay to bank accounts that are available for selection on this page are defined on the Pay to Bank Accounts page.

Click **OK** to save your changes and return to the Payments page.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining Vendor Bank Accounts

Overriding Late Charge Information

Access the Late Charge Information page.

Late Charge Information

Late Charge

Payment Reason Code:

***Late Charge Option:** ▼

Late Charge Code:

Late Charge Amount: USD

Late Charge Denied: USD

Late Charge Information page

Payment Reason Code	You can override the system-assigned Payment Reason Code after you have paid the voucher.
Late Charge Option	Select either <i>Compute Charges</i> to have the system calculate late charges, or select <i>Not Applicable</i>. You cannot change this option after the voucher has been paid.
Late Charge Code	If you choose to compute late charges at the voucher level, set the Late Charge Code default on this page. You cannot change this option after the voucher has been paid.
Late Charge Amount	The amount of the late charge to be paid.
Late Charge Denied	If the system calculated late charge is below the minimum pay amount (as defined during late charge set up), the system does not pay the late charge. The late charge is denied. The system displays the denied amount in the Late Charge Denied field and the Late Charge Amount becomes zero. When the late charge is above the minimum pay amount, it appears in the Late Charge Amount field and the Late Charge Denied field becomes zero.

See Also

“Defining PeopleSoft Payables Business Units,” Late Interest Charges

Creating Payment Messages

Access the Payment Message page.

Payment Message	Enter a message (of up to seventy characters) that appears on the remittance advice (check stub).
Message	Select one or more predefined payment message codes to be included on the remittance advice. These codes are set up on the Payment Messages page.
Order-By	Indicates the order in which messages print on the vendor's pay statement.

Click **OK** to save your changes and return to the Payments page.

See Also

“Structuring Procurement Options,” Establishing Standard Payment Messages

Entering Draft Settings

Access the Draft Maturity Dates page.

Draft Sight	References the agreed upon payment terms between you and your vendor. It is very similar to accounts payable and accounts receivable payment terms, except that it does not use discounts. You maintain your default sight codes at the business unit, voucher origin, and vendor levels of the PeopleSoft control hierarchy. The system uses the Draft Sight code to calculate the Maturity Date.
Maturity Date	When you save a voucher with a payment method of draft, the system calculates the draft Maturity Date and the Scheduled Maturity Date using the scheduled due date, Draft Sight code and bank holiday processing options. You can override the Maturity Date in this field, but the voucher payment schedule due date must be less than or equal to the maturity date.
Scheduled Maturity Date	When you save a voucher with a payment method of draft, the system calculates the draft Maturity Date and the Scheduled Maturity Date using the scheduled due date, Draft Sight code and bank holiday processing options. You can override the Scheduled Maturity Date in this field, but the voucher payment schedule due date must be less than or equal to the maturity date.
Group Code	Use to group payment schedules manually into one draft.

Click **OK** to save your changes and return to the Payments page.

See Also

“Processing Drafts in PeopleSoft Payables,” Reviewing Drafts

Completing Voucher Attributes

This section describes how to view and modify voucher attributes.

Pages Used to Complete Voucher Attributes

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Voucher Attributes	VCHR_STATUS_IA	Accounts Payable, Vouchers, Entry, Regular Entry, Voucher Attributes	View the overall voucher status, view entry information on the voucher, view and if applicable change the default transaction currency processing for the voucher, change the voucher approval setting, select voucher processing options and enter comments. Where applicable you can also access SBI (Self Billing Invoice), prepayment, and Letter of Credit information on this page.

Viewing and Modifying Voucher Attributes

Access the Voucher Attributes page.

Invoice Information		Payments		Voucher Attributes		Accounting Information	
Unit:	US001	Invoice:		Vendor:	Bay Area Electric		
Voucher:	NEXT	Date:		ID:	USA0000001	Pay Group:	02
Status							
Entry Status:	Open	Close Status:	Open	Header Budget Status:	Valid		
Post Status:	Unposted	Match Status:	No Match	Non-Prorated Budget Status:	Valid		
Approval Status:	Approved						
ERS Type:		Voucher Source:	Online				
Entered							
Entered on:	12/11/2001	User ID:	VP1	Origin:	ONL		
Last Updated:		Updated By:	VP1				
Transaction Currency							
*Source:	Tables	*Currency:	USD	Rate Type:	CRRNT	Exchange Rate:	
Voucher Approval							
*Approval:	Pre-Approved	Business Process:					
		Approval Rule Set:					
Self Billing Invoice							
*SBI Num Option:	Group Vouchers (Auto-Nur)	SBI Number:					
Voucher Processing							
☒ Post Voucher	☐ Close Voucher						
☒ Revalue Voucher	☐ Delete Voucher						
Prepayment							
Prepayment Reference:		☒ Automatically Apply Prepayment	☐ Postpone Withholding?				

Voucher Attributes page (1 of 2)

Letter of Credit	
Letter of Credit ID:	 
Tax Group	
Tax Group:	Tax Pymnt Type:

Voucher Attributes page (2 of 2)

Status

The fields in this group box enable you to tell at a glance the extent of the processing that the system has performed on the voucher. You can easily identify if the voucher is postable, if it has already been posted, and if it is approved for payment. If applicable, you can also discern the budget checking status of the voucher.

Document Tolerance Status

If Document Tolerance checking is enabled, the system displays the Document Tolerance Status. The values are as follows:

V: Valid. The voucher has passed document tolerance checking.

N: Not checked. The voucher requires document tolerance checking. If any amounts, quantities or ChartFields are

modified after the document tolerance is checked, the system resets the document tolerance status to *Not Checked*.

E: Error. Exceptions were generated for the voucher during document tolerance checking. You can override document tolerance exceptions on the Document Tolerance Exception page.

ERS Type

Indicates the source for the ERS.

Voucher Source

Indicates the source used to create this voucher.

Entered

Entered on

The date the voucher was first entered into the system.

User ID

User ID of the user who entered the voucher.

Last Updated

The date the voucher was last updated.

Updated By

User ID of the user who last updated the voucher.

Origin

The origin for the voucher.

Transaction Currency

The fields in this group box enable you to view the default currency for the voucher and override the default settings before paying or posting the voucher.

Source

The source of the currency exchange rate. Select from the following:

Tables: The system determines the currency exchange rate automatically using the PeopleSoft Financials exchange rate tables.

If the system is assigning the exchange rate using the PeopleSoft Financials exchange rate tables, the voucher transaction currency, rate type, and invoice date determine which rate the system uses to perform currency conversion.

User: Enter your own **Exchange Rate** independent of the tables.

Currency

The currency and **Rate Type** default through the control hierarchy of business unit, origin, control group, and vendor. You can override these settings here on the voucher.

Voucher Approval

Approval

Set the approval status of the voucher. The available values are:

Default from Higher Level: The system looks to the next level in the Payables hierarchy for the voucher approval setting.

Pre-Approved: The voucher's approval status is set to approved. The voucher is not routed for approval and is immediately available for payment.

Specify at this level: Specify the **Business Process** and **Rule Set** to use for approving the voucher using the Virtual Approver.

Note. A voucher must be approved before it can be paid.

Self Billing Invoice

See "Processing Self Billed Invoices (SBI) "

Voucher Processing

The fields in this group box enable you to select various voucher processing options. Depending on the status of the voucher and its stage in the voucher life cycle, not all of these options may be available.

Post

Select to allow the voucher to post. The default for a voucher is derived from the control hierarchy: control group, origin, business unit. If the default is post, the check box is selected and the voucher is available to the voucher posting process (AP_PSTVCHR), assuming that all other edit, approval, and control group criteria are met.

To prevent the voucher from posting, clear the Post check box.

Revalue Voucher

This option is selected by default and must remain selected if the voucher is to be picked up by the revaluation process (AP_REVALUE).

Close Voucher

Enables you to relieve any outstanding liability on a voucher without paying it to the vendor. You might opt do this to ensure proper payment on a disputed vendor invoice. The posting process creates the accounting entries to close the voucher, and the reversals go back against the original expense account. This option is not available if the voucher has not been posted.

Delete Voucher

Enables you to delete a voucher from the Payables system. For control purposes you can only do this if the voucher is in an unposted state and no portion of the voucher has ever been paid.

Prepayment

See “Processing Prepayments”

Letter of Credit**Letter of Credit ID**

The Letter of Credit ID for the payment. This field is populated during voucher save based on the value in the L/C ID field on the Payments page.



Click to view letter of credit detail.

Tax Group

PeopleSoft Payables uses the **Tax Group** and **Tax Pymnt Type** fields to create payments, for example garnishment payments, for PeopleSoft Payroll.

See Also

Creating Payment Messages

“Managing Vouchers,” Approving Vouchers

“Running Document Tolerances”

“Using Commitment Control with PeopleSoft Payables”

“Overview of Available Payment Formats,” Understanding Letters of Credit

PeopleSoft Deals Management PeopleBook, “Managing Letters of Credit and Collateral”

Defining Voucher Accounting Options

This section describes how to enter accounting information for vouchers.

Pages Used to Complete Voucher Attributes

Page Name	Object Name	Navigation	Usage
Accounting Information	VCHR_ACCTG	Accounts Payable, Vouchers, Entry, Regular Entry, Accounting Information	View and override various accounting options for the voucher.

Entering Voucher Accounting Information

Access the Accounting Information page.

Invoice Information	Payments	Voucher Attributes	Accounting Information
Unit: US001	Invoice:	Vendor: Bay Area Electric	
Voucher: NEXT	Date:	ID: USA00000001	Pay Group: 02
Accounting Instructions			
*Accounting Template: STANDARD 			
Accounting Policy			
Account At: Gross 			
Match Action			
*Status: No Match 			
☐ Pay UnMatched Voucher			

Accounting Information page

The values default onto the page based on the Payables control hierarchy. You can override them.

Accounting Template

Identifies the Accounting Entry Template that is associated with this voucher. The Accounting Entry Template controls the offset accounts, for example the Sales Tax, Freight, and Discount accounts.

Accounting Policy

Determines how you view discounts. Select from the following options:

Net: Accounting at net assumes that you will always take a discount. If you don't it is a discount lost.

Gross: If you account at gross, it is a discount earned when you are able to take the discount.

Match Action

Status

The current matching status of the voucher. You can change the match status, but what you can change varies depending on where the voucher is in the matching process (AP_MATCHING).

For example, prior to running the matching process, you can change the matching status to *No Match* on a line by line basis, that is, you can indicate which lines require matching and which lines do not.

The User ID does not require match override authority to switch between a matching status of *Ready* and a status of *No Match*:

The match status options are:

Ready: Marks the voucher as ready for matching, so that it can be processed the next time the matching process is run.

If voucher lines exist that have been flagged as Full Match, the system sets the voucher matching status to *Ready* before the voucher can be saved. The system sets this value automatically when it copies voucher information from a purchase order or receiver.

You can set this option manually as well. The User ID does not require match override authority to switch between a matching status of *Ready* and a status of *No Match*.

No Match: Indicates that all voucher lines are flagged as Do Not Match.

If no lines are flagged for matching, the system sets voucher matching to *No Match*. The system sets this value automatically when it copies voucher information from a purchase order or receiver.

You can set this option manually as well.

Matched: Indicates that the voucher has successfully passed the matching process.

Exceptions: A voucher that fails the matching process initially has a status of *Exceptions*. In this case, you can select the **Match Errors** link on the Invoice Information page to transfer to the Match Exceptions Log page. Or you can override the match status on the Accounting Information page, provided your User ID has match override authority.

Once a voucher has failed the matching process, the matching status may be changed to:

Matching: Indicates that the matching process is currently being run for this voucher.

Overridden: Allows the voucher to pass matching by setting the match status to *Matched*, even though the voucher does not match specified purchase orders or receivers.

Rejected: Keeps the voucher in an unpayable state due to errors in the matching process. It will be posted.

Exceptions: If you had previously set the status to either *Overridden* or *Rejected*, you may change it back to *Exceptions*.

Pay UnMatched Voucher

Select to pay an unmatched voucher.

See Also

“Defining PeopleSoft Payables Business Units,” Selecting General Controls

“Running Matching”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining User Preferences,” Defining PeopleSoft Payables User Preferences

CHAPTER 8

Organizing Vouchers with Origins and Control Groups

This chapter provides an overview of origins and control groups and discusses how to:

- Define voucher origins.
- Define voucher control groups.

Understanding Voucher Origins and Control Groups

Voucher origins and control groups enable you to group vouchers to meet your business requirements.

Voucher Origins

Each voucher entered into PeopleSoft Payables must come from a valid origin. An origin identifies a specific entry point for online or batch entry, such as a department, a division, a company, or a specific user. An origin also stores validation rules and default information, which provide additional voucher entry controls. In PeopleSoft Payables, each user ID is associated with a valid origin.

For example, if you have automated systems that pass information to PeopleSoft Payables, you can set up different duplicate invoice criteria for these vouchers from those you might use for vouchers entered online. As another example, you might set up the payroll department as a separate origin so that users can only add vouchers that are for employees.

Each Payables user must be associated with an origin in order to process vouchers. As you set up processing options in levels below the business units, you will notice that the first option for most functions is Default. Selecting this option tells the system to point to the next higher level in the control hierarchy to get the value.

Control Groups

Control groups are not a required component of the control hierarchy. They can, however, provide security options and determine workloads for data entry operators. You can set up the system to process vouchers in groups to:

- Establish separate processing rules (different from those set up at the business unit and voucher origin levels).
- Specify when groups of vouchers should be posted or paid.
- Determine whether vouchers should be balanced or verified before they can be posted or paid.
- Divide vouchers among data entry clerks.
- Post several of these groups in one easy step.

If you set up control groups, the system can:

- Check for control groups assigned for each user's ID.
- Select the earliest group in the queue for multiple groups (they can override this feature if necessary by selecting the Lookup button to the right of the Control Group field).
- Keep track of running totals.
- Automatically put the balanced group in a Ready for Review status (if you enable this feature).
- Select the next group in the queue each time users finish a group.
- Provide autonumbering (the system displays *NEXT* in the **Group** field until you save the page and then increments by one the last ID number used to create the new Control Group ID).

Note. The system assigns Control Group IDs automatically if you chose this option for the business unit, or you can elect to enter them manually. You set up Control Group autonumbering on the Payables Definition – Numbering page. You can even enter combinations of letters and numbers to provide additional identification for your groups.

Supervisors can:

- Use the Run a Tape feature to ascertain the gross total and the number of invoices.
- Restrict Payables users so that they can only enter vouchers in control groups.

See Also

“Defining PeopleSoft Payables Business Units,” Setting Up Numbering

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining User Preferences,” Defining PeopleSoft Payables User Preferences

Common Elements Used in This Chapter

Default	If you leave the setting at Default, the system inherits the value from the next higher level in the control hierarchy.
Specify	The system overrides the value from the next higher level in the control hierarchy with the option that you specify at this level.
SetID	Each origin belongs to a SetID. This field displays the SetID you entered when accessing the page.
Unit	Each control group belongs to a Payables business unit. This field displays the business unit you entered when accessing the page.

Defining Voucher Origins

Here's how you define voucher origins:

- Specify accounting and payment options.
- Specify voucher approval, voucher currency, and document sequencing settings.
- Specify duplicate invoice checking, ChartField editing, and voucher balancing processing.
- Set sales and use tax-processing options.
- Define VAT processing options.

Prerequisites

Before you can complete your voucher origin setup, you must complete the following tasks:

- Complete your accounting, VAT, sales and use tax, and currency setup.
- Define your banks and counterparties.
- Define your payment terms and payment handling codes.
- Complete your Payables business unit setup.

Pages Used to Define Voucher Origins

Page Name	Object Name	Navigation	Usage
Voucher Origin – Account and Pay Options	ORIGIN_VCHR1	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin	Specify accounting and payment options for the voucher origin.
Voucher Origin – Vouchering Options 1	ORIGIN_VCHR2	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, Vouchering Options 1	Specify voucher approval, voucher currency, and document sequencing settings for the voucher origin.
Voucher Origin – Vouchering Options 2	ORIGIN_VCHR4	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, Vouchering Options 2	Specify duplicate invoice checking, ChartField editing, and voucher balancing processing settings for the voucher origin.
Voucher Origin – Sales/Use Tax Options	ORIGIN_VCHR_SUT	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, Sales/Use Tax Options	Specify sales and use tax-processing options for the voucher origin.
Voucher Origin - VAT Options	ORIGIN_VCHR_VAT 1	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, VAT Options	Define VAT processing options for the voucher origin.
List of Voucher Origins	RUN_APY0000	Set Up Financials/Supply Chain, Product Related, Procurement Options, Reports, Voucher Origins	Define run parameters for the List of Voucher Origins report (APY0000). Use this report to view the current options by the As of Date for each voucher origin in the SetID.

Specifying Accounting and Payment Options

Access the Voucher Origin - Account and Pay Options page.

Voucher Origin – Accounting and Pay Options page (1 of 2)

Voucher Origin – Accounting and Pay Options page (2 of 2)

The options on this page are the same as those defined in the Payables Options and Payables Definition components. In the Payables Options and Definitions components you define these options for the business unit; here, you define them for the voucher origin.

Note. The group boxes and fields that display for a particular origin depend on the options you have enabled. Not all page elements display for each origin.

See Also

“Structuring Procurement Options in PeopleSoft Payables,” Defining Payment Handling Codes

“Defining PeopleSoft Payables Business Units,” Defining Business Unit Parameters

“Defining PeopleSoft Payables Business Units,” Late Interest Charges

“Defining PeopleSoft Payables Business Units,” Federal Payment Schedules

“Defining PeopleSoft Payables Business Units,” Prompt Payment Due Dates

“Processing Drafts in PeopleSoft Payables”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

Specifying Voucher Approval and Currency Settings

Access the Voucher Origin – Vouchering Options 1 page.

The screenshot shows the 'Vouchering Options 1' page in PeopleSoft. At the top, there are tabs for 'Accounting and Pay Options', 'Vouchering Options 1' (selected), 'Vouchering Options 2', 'Sales/Use Tax Options', and 'VAT Options'. Below the tabs, the 'SetID' is 'SHARE' and the 'Origin' is 'ONL' (Online Entry). There is a search bar with 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'. The 'Effective Date' is '01/01/1900' and the 'Status' is 'Active'. The page is divided into three main sections: 'Voucher Approval', 'Voucher Currency', and 'Document Sequencing'. 'Voucher Approval' has three radio buttons: 'Default' (selected), 'Pre-Approved', and 'Specify Routing'. Below 'Specify Routing' are fields for 'Business Process' and 'Rule Set'. 'Voucher Currency' has two radio buttons: 'Default' (selected) and 'Specify'. Below 'Specify' are fields for 'Currency' and 'Rate Type'. 'Document Sequencing' has two radio buttons: 'Default' and 'Specify' (selected). Below 'Specify' are fields for 'Document Type' (AP-DOM) and 'Journal Code' (VOUCHER).

Voucher Origin – Vouchering Options 1 page

The options on this page are the same as those defined in the Payables Options component. In the Payables Options component you define these options for the business unit; here, you define them for the voucher origin.

See Also

“Defining PeopleSoft Payables Business Units,” Defining Business Unit Parameters

“Managing Vouchers”

“Processing Document Sequencing in PeopleSoft Payables”

Specifying Duplicate Invoice Checking, ChartField Editing, and Voucher Balancing Options

Access the Voucher Origin – Vouchering Options 2 page.

Accounting and Pay Options Vouchering Options 1 **Vouchering Options 2** Sales/Use Tax Options VAT Options

SetID: SHARE Origin: ONL Online Entry

Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

Duplicate Invoice Checking	ChartField Editing	Voucher Balancing
☒ Default	☒ Default	☒ Default
☐ Specify	☐ Reject	☐ Reject
☐ Invoice Number	☐ Recycle	☐ Recycle
☐ Gross Amount	☐ Warning	
☐ Invoice Date	☐ No Edits	
☐ Vendor Number		
☐ Business Unit	☐ Edit Combinations	
☐ Reject		
☐ Recycle		
☐ Warning		

Voucher Origin – Vouchering Options 2 page

The options on this page are the same as those defined in the Payables Options component. In the Payables Options component you define these options for the business unit; here, you define them for the voucher origin.

See Also

“Defining PeopleSoft Payables Business Units,” Defining Business Unit Parameters

“Preparing to Implement PeopleSoft Payables,” ChartField Combination Editing in Payables”

Setting Sales and Use Tax Options

Access the Voucher Origin – Sales/Use Tax Options page.

Accounting and Pay Options		Vouchering Options 1		Vouchering Options 2		Sales/Use Tax Options		VAT Options	
SetID: SHARE		Origin: ONL		Online Entry					
Find View All First 1 of 1 Last									
Effective Date: 01/01/1900		Status: Active							
Ship To Location									
☒ Default ☐ Specify Ship To Location: Tax Destination:									
Sales Tax Tolerance									
☒ Default ☐ Specify Currency Code: Amount: 0.000 Rate Type: Percent: 0.00									

Voucher Origin – Sales/Use Tax Options page

The options on this page are the same as those defined in the Payables Options and Payables Definition components. In the Payables Options and Definitions components you define these options for the business unit; here, you define them for the voucher origin.

See Also

“Defining PeopleSoft Payables Business Units,” Linking Payables Business Units with General Ledger Business Units

“Defining PeopleSoft Payables Business Units,” Setting Tax Options

Defining VAT Processing Options

Access the Voucher Origin – VAT Options page.

Voucher Origin – VAT Options page

The options on this page are the same as those defined in the Payables Options component. In the Payables Options component you define these options for the business unit; here, you define them for the voucher origin.

See Also

“Defining PeopleSoft Payables Business Units,” Choosing VAT Options

“Processing VAT Transactions in PeopleSoft Payables”

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Taxes (VAT)”

Defining Voucher Control Groups

Here’s how you define control groups:

- Assign control groups.
- Define accounting options for the control group.
- Establish vouchering options for the control group.
- Set sales and use tax options for the control group.
- Define VAT options for the control group.
- Review vouchers.
- Check the status of a group.

- Post control groups.
- (Optional) Delete control groups.

Pages Used to Set Up Control Groups

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Assignment	GRP_AP_HDR	Accounts Payable, Control Groups, Group Information	Enter control totals to verify that operator enters all vouchers for a group. Assign a specific user and a status to the control group.
Accounting	GRP_AP_ACCTG_OP T	Accounts Payable, Control Groups, Group Information, Accounting	Define accounting options, for example, the accounting date and the accounting entry template, at the control group level. Specify posting and payment timing and actions.
Vouchering Options	GRP_AP_VCHR_OPT 1	Accounts Payable, Control Groups, Group Information, Vouchering Options	Establish approval option, currency, and balancing for vouchers. Establish document sequencing, ChartField editing, and duplicate invoice checking at the control group level.
SUT Options	GRP_AP_VCHR_SUT	Accounts Payable, Control Groups, Group Information, SUT Options	Set sales and use tax options, for example, ship to location for sales and use taxes and for sales tax tolerance, at the control group level.
VAT Options	GRP_AP_VAT_OPT1	Accounts Payable, Control Groups, Group Information, VAT Options	Redefine VAT processing options for vouchers at the control group level.

Page Name	Object Name	Navigation	Usage
Vouchers	GRP_AP_VCHR_STATUS	Accounts Payable, Control Groups, Group Information, Vouchers	Review vouchers and change control totals. Caution: Anyone who has access to this page can change it.
Update Status - EntryPeople	GRP_AP_STATUS_DE	Accounts Payable, Control Groups, Group Information, Update Status	Check the status of groups, mark group as ready for review, or set a group aside.
Post Control Group	GRP_AP_POST	Accounts Payable, Control Groups, Group Information, Post Control Group	If you have set up Control Groups for processing vouchers, you can use the Post Control Group page to display a list of all the control groups that are postable for a particular business unit. The system displays only control groups that are verified.
Delete Control Group	GRP_AP_DELETE	Accounts Payable, Control Groups, Group Information, Delete Control Group	Delete Control Group IDs if you no longer want to track them as a group after they are entered or if you entered a control group inadvertently. You can also delete all or individual vouchers within a control group.
Control Group Register Report	RUN_APY1011	Accounts Payable, Reports, Vouchers, Control Group Register	Define run parameters for the Control Group Register report. Use the report to view vouchers entered into Payables by business unit, control group ID, date entered, and voucher ID.

Assigning Control Groups

Access the Group Information - Assignment page.

Assignment		Accounting	Vouchering Options	SUT Options	VAT Options	Vouchers													
Unit:	US001	Group:	0000000001																
Control Totals ☒ Run a Tape Gross Amt: 600.000 Nbr of Vouchers: 3		Adding Tape Find View All First 1- 3 of 3 Last <table border="1"> <tr> <td> 100.000 </td> <td> + </td> <td> - </td> </tr> <tr> <td> 200.000 </td> <td> + </td> <td> - </td> </tr> <tr> <td> 300.000 </td> <td> + </td> <td> - </td> </tr> </table>		100.000	+	-	200.000	+	-	300.000	+	-	Actual Totals <table border="1"> <tr> <th>Gross Amt</th> <th>Nbr of Vouchers</th> </tr> <tr> <td>0.000</td> <td>0</td> </tr> </table>			Gross Amt	Nbr of Vouchers	0.000	0
100.000	+	-																	
200.000	+	-																	
300.000	+	-																	
Gross Amt	Nbr of Vouchers																		
0.000	0																		
Status Open				Differences Gross Amount Difference 600.000 Voucher Totals Difference 3															
Assignment Assigned to: Q Assigned: Due: Completed:				Voucher Numbering ☒ Reserve Voucher Numbers Starting From: 00000087															

Group Information - Assignment page

Control Totals and Adding Tape**Run a Tape**

Provides a running gross amount total and counts the number of vouchers.

To run total offline, clear the Run a Tape check box and enter your totals in the **Gross Amt** (Gross Amount) and **Nbr of Vouchers** fields. If you run your voucher group totals offline instead of using the Run a Tape feature, enter the total number of vouchers in your group in the Vouchers field.

Adding Tape

The Run a Tape check box enables this feature. Enter values in the fields in this group box, and the Gross Amt totals them up. You can also run multiple sub-tapes.

Gross Amt

Equals the gross amount of all vouchers that you include in the Control Group, regardless of currency.

Note. If you select the Run a Tape check box, you will not be able to access the Nbr of Vouchers and Control Gross Amt fields on the Group Information – Vouchers page. After you total all the vouchers for the group, you can optionally turn off Run a Tape, and just store the totals in the database. This action deletes the detail entries in the tape and enables the **Control Totals** edit boxes. If you want to re-run the voucher amounts, you can erase the existing totals by clearing the Run a Tape check box and then reselecting it.

Actual Totals

Gross Amt	The real time amount totals which have actually been entered into the system for the control group.
Nbr of Vouchers	The real time total number of vouchers that have actually been entered into the system for the control group.

Differences

Gross Amount Difference	Contains the amount by which the control and actual totals differ. A control group is in balance when the Gross Amount Difference and Voucher Totals Difference both equal 0.
Voucher Totals Difference	Contains the number of vouchers by which the control and actual totals differ. A control group is in balance when the Gross Amount Difference and Voucher Totals Difference both equal 0.

Status

When a group is in balance and the data entry operator saves the last voucher, the system displays a message offering to automatically update the status to *Ready for Review*. Clicking *Yes* selects this option. Clicking *No* enables the user to manually update the status on the Update Status – EntryPeople page.

Status	Control Groups can have the following Status values: <i>Open</i> : Being created and can be assigned. <i>Assigned</i> : Ready for the assigned user to enter vouchers. In order for a user to enter vouchers into the Control Group, you must set the Status of the control group to <i>Assigned</i> . <i>Ready For Review</i> : Ready for review. After users enter all of the vouchers into a control group, they can use the Update Status-EntryPeople page to change the status to Ready for Review. <i>Verified</i> : Supervisor verified that the group has been entered correctly. <i>Entry Set Aside</i> : Assigned user placed the group on standby to work on other groups in the queue. Users use the Update Status-EntryPeople page to set their groups aside. <i>Supervisor Set Aside</i> : Supervisor placed the group on standby so that the assigned user could work on other groups in the queue.

Assignment**Assigned To**

User ID of whom you wish to assign this control group. You can assign multiple control groups to one user simultaneously.

Assigned

When you save the page, the system enters the date and time that you Assigned the control group. Override this setting by entering a different date and time before you save the control group.

If you assign a user to the group but you do not change the status to *Assigned*, the system asks you if you want to change the status of the group to *Assigned* when you save it.

Due

When you save the page, the system enters an estimated Due date and time. The system allows 6 minutes for each voucher in the control group. The total entry time is calculated and added to the assigned time to determine the due time.

Override this setting if you wish by entering a date and time before saving the control group. If you enter a Due time before saving, the system will accept it and not overwrite it.

Completed

Enter the date and time the voucher group was completed. You can use this information for user performance analysis.

Voucher Numbering

When you create a control group for a batch of vouchers, you can have the system allocate a series of voucher numbers in consecutive order for the group. By reserving groups of consecutive numbers, you can more easily file and retrieve the paper voucher documents, which you have grouped together. This capability is available only if you have selected autonumbering for the business unit for which you are creating a control group.

Reserve Voucher Numbers

Displays a field for the next autonumber available for the business unit. When you save the page, the system uses the number of vouchers in the **Control Totals** group box to reserve an equal number of voucher numbers. If users continue to enter vouchers for a control group after the last reserved number is assigned, the system gets the next available number, which might not be consecutive to the last voucher number. The system displays an informational message alerting you to the discontinuity.

If you increase the number of vouchers in the control group after it is saved, the system warns you that the added voucher IDs might not be in consecutive order. If you decrease the number of vouchers, the system will not reclaim the unused numbers. However, you could enter the unused numbers manually.

Starting From Displays the beginning voucher number for this group.

See Also

Checking the Status of a Control Group

“Defining PeopleSoft Payables Business Units,” Setting Up Numbering

Defining Accounting Options

Access the Group Information – Accounting page.

The screenshot shows the 'Group Information – Accounting' page. At the top, there are tabs: Assignment, Accounting (selected), Vouchering Options, SUT Options, VAT Options, and Vouchers. Below the tabs, the 'Unit' is 'US001' and the 'Group' is '0000000001'. The page is divided into four main sections:

- Accounting Date:** Contains three radio buttons: 'Default' (selected), 'Use Current Date', and 'Use Specific Date' (with an adjacent text input field).
- Posting Timing:** Contains two radio buttons: 'Post Vouchers Individually' (selected) and 'Post Only when Group Balanced'.
- Accounting Entry Template:** Contains two radio buttons: 'Default' (selected) and 'Specify' (with an adjacent text input field).
- Actions:** Contains two checkboxes: 'Post Group' (unchecked) and 'Only Pay Verified Groups' (checked).

Group Information – Accounting page

Accounting Date

The options in this group box are the same as those defined in the Payables Options component. In the Payables Options component you define these options for the business unit; here, you define them for the control group.

Accounting Entry Template

The options in this group box are the same as those defined in the Payables Options component. In the Payables Options component you define these options for the business unit; here, you define them for the control group.

Posting Timing

Posting Timing determines when to allow accounting entries to be generated for the vouchers that comprise a control group. Choose either:

Post Vouchers Individually Vouchers post as soon as each one is complete.

**Post Only when Group
Balanced** Group posts once the entire group is balanced.

Payment Timing

Payment Timing determines when to pay the vouchers that comprise a control group. Choose either:

Pay Vouchers Individually Vouchers are paid as soon as each one is complete.

**Pay Only when Group
Balanced** Group is paid after the entire group is balanced.

Actions

Use the options in the **Actions** group box to control whether vouchers in the control group as a whole can be posted or paid. The options you select override the options you selected in the Posting Timing and Payment Timing group boxes.

Post Group The default is No. If you clear the Post Group check box, the system will not post this control group, regardless of whether the control group is in balance or whether individual vouchers in the control group are ready to post.

Only Pay Verified Groups If you select this option the payment process only pays vouchers in this control group if they have been verified on the Group Information – Assignment page, regardless of whether the control group is in balance or whether individual vouchers in the control group are ready to be paid.

Supervisors can use these options to monitor posting in the system:

- Clear the Post Group check box so that the control groups cannot post without your approval.
- Review each group for completeness, update the status of each group to *Verified* (on the Group Information – Assignments page), and then select the Post Group option as you sign off on each control group.

To let control groups post as they balance, set the Posting Timing to Post Only when Group Balanced and select the Post Group check box. The voucher posting process (AP_PSTVCHR) detects groups that are verified and in balance and posts all vouchers in those groups.

If you are using control groups strictly as a means of equally dividing up work, select a Posting Timing of Post Vouchers Individually and select the Post Group check box. If a voucher in the group is postable, it posts regardless of the condition of other vouchers in the group or of the group as a whole.

Note. You can also set control groups to post on the Post Control Group page.

See Also

Posting Control Groups

“Defining PeopleSoft Payables Business Units,” Defining Business Unit Parameters

Establishing Vouchering Options

Access the Group Information – Vouchering Options page.

The screenshot shows the 'Group Information – Vouchering Options' page. At the top, there are tabs: Assignment, Accounting, Vouchering Options (selected), SUT Options, VAT Options, and Vouchers. Below the tabs, the 'Unit' is set to 'US001' and the 'Group' is '0000000001'. The main content area is divided into six sections:

- Voucher Approval:** Radio buttons for Default (selected), Pre-Approved, and Specify Routing. Below 'Specify Routing' are fields for 'Business Process' and 'Rule Set'.
- Voucher Currency:** Radio buttons for Default (selected) and Specify. Below 'Specify' are fields for 'Currency' and 'Rate Type'.
- Voucher Balancing:** Radio buttons for Default (selected), Reject, and Recycle.
- Document Sequencing:** Radio buttons for Default (selected) and Specify. Below 'Specify' are fields for 'Document Type' and 'Journal Code'.
- ChartField Editing:** Radio buttons for Default (selected), Reject, Recycle, and No Edits. A checkbox for 'Edit Combinations' is also present.
- Duplicate Invoice Checking:** Radio buttons for Default (selected) and Specify. Below 'Specify' are checkboxes for Invoice Number, Invoice Date, Gross Amount, Vendor ID, and Business Unit. To the right of these are radio buttons for Reject, Recycle, and Warning.

Group Information – Vouchering Options page

The options on this page are the same as those defined in the Payables Options component. In the Payables Options component you define these options for the business unit; here, you define them for the control group.

See Also

“Defining PeopleSoft Payables Business Units,” Defining Business Unit Parameters

Setting Sales and Use Tax Options

Access the Group Information – SUT Options page.

Assignment	Accounting	Vouchering Options	SUT Options	VAT Options	Vouchers
Unit: US001 Group: 0000000001					
Ship To Location ☒ Default ☐ Specify Ship To: Tax Destination:					
Sales Tax Tolerance ☒ Default ☐ Specify Currency Code: Amount: 0.000 Rate Type: Percent: 0.00					

Group Information – SUT Options page

The options on this page are the same as those defined in the Payables Options and Payables Definition components. In the Payables Options and Definitions components you define these options for the business unit; here, you define them for the control group.

See Also

“Defining PeopleSoft Payables Business Units,” Linking Payables Business Units with General Ledger Business Units

“Defining PeopleSoft Payables Business Units,” Setting Tax Options

Defining VAT Options

Access the Group Information – VAT Options page.

Assignment	Accounting	Vouchering Options	SUT Options	VAT Options	Vouchers
Unit: US001 Group: 0000000001					
Declaration Point ☒ Default ☐ Specify Declare At:		Calculation Type ☒ Default ☐ Specify ☐ Inclusive ☐ Exclusive	VAT Transaction Type ☒ Default ☐ Specify VAT Tran Type:		
VAT Tolerance Check Indicator ☒ Default ☐ Specify Percent: 0.00 Currency: Amount: 0.000 Rate Type:					

Group Information – VAT Options page

The options on this page are the same as those defined in the Payables Options component. In the Payables Options component you define these options for the business unit; here, you define them for the control group.

See Also

“Defining PeopleSoft Payables Business Units,” Choosing VAT Options

“Processing VAT Transactions in PeopleSoft Payables”

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Taxes (VAT)”

Reviewing Vouchers

Access the Group Information - Vouchers page.

Assignment	Accounting	Vouchering Options	SUT Options	VAT Options	Vouchers																														
Unit: US001 Group: 0000000001																																			
Assigned to:			Status: Open																																
Nbr of Vouchers 3		Control Gross Amount 600.000																																	
<table border="1"> <thead> <tr> <th colspan="6">Voucher Information</th> </tr> <tr> <th colspan="6"> Customize Find View All </th> </tr> <tr> <th colspan="6"> First 1 of 1 Last </th> </tr> <tr> <th>Voucher</th> <th>Entry Status</th> <th>Gross Invoice Amount</th> <th>Status</th> <th>Invoice Number</th> <th>Short Vendor Name</th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table>						Voucher Information						Customize Find View All						First 1 of 1 Last						Voucher	Entry Status	Gross Invoice Amount	Status	Invoice Number	Short Vendor Name						
Voucher Information																																			
Customize Find View All																																			
First 1 of 1 Last																																			
Voucher	Entry Status	Gross Invoice Amount	Status	Invoice Number	Short Vendor Name																														
Control Total:		3	600.000																																
Actual Total:		0	0.000																																
Difference:		3	600.000																																

Group Information - Vouchers page

Nbr of Vouchers

Correct the total of vouchers in the control group, if necessary. If you select the Run a Tape check box on the Group Information – Assignment page, this field is not available for entry.

Control Gross Amount

Correct the control group totals, if necessary. If you select the Run a Tape check box on the Group Information – Assignment page, this field is not available for entry.

Checking the Status of a Control Group

Access the Update Status - EntryPeople page.

Update Status																		
Unit: US001 Group: 0000000001																		
Date: 01/09/2002																		
<table border="1"> <thead> <tr> <th colspan="3">Totals</th> </tr> <tr> <th></th> <th>Gross Amt</th> <th>Nbr of Vouchers</th> </tr> </thead> <tbody> <tr> <td>Group Total:</td> <td>100.000</td> <td>1</td> </tr> <tr> <td>Voucher Total:</td> <td>0.000</td> <td>0</td> </tr> <tr> <td>Difference:</td> <td>100.000</td> <td>1</td> </tr> </tbody> </table>			Totals				Gross Amt	Nbr of Vouchers	Group Total:	100.000	1	Voucher Total:	0.000	0	Difference:	100.000	1	
Totals																		
	Gross Amt	Nbr of Vouchers																
Group Total:	100.000	1																
Voucher Total:	0.000	0																
Difference:	100.000	1																
<table border="1"> <thead> <tr> <th>Status</th> </tr> </thead> <tbody> <tr> <td>☒ Assigned</td> </tr> <tr> <td>☐ Ready for Review</td> </tr> <tr> <td>☐ Entry Set Aside</td> </tr> </tbody> </table>	Status	☒ Assigned	☐ Ready for Review	☐ Entry Set Aside	<table border="1"> <thead> <tr> <th colspan="2">Assignments</th> </tr> </thead> <tbody> <tr> <td>Assigned to: DVP1</td> <td>Name: Development User</td> </tr> <tr> <td>Assigned: 01/14/02 1:20PM</td> <td></td> </tr> <tr> <td>By: DVP1</td> <td>Name: Development User</td> </tr> <tr> <td>Due: 01/14/02 1:26PM</td> <td></td> </tr> <tr> <td>Completed:</td> <td></td> </tr> </tbody> </table>		Assignments		Assigned to: DVP1	Name: Development User	Assigned: 01/14/02 1:20PM		By: DVP1	Name: Development User	Due: 01/14/02 1:26PM		Completed:	
Status																		
☒ Assigned																		
☐ Ready for Review																		
☐ Entry Set Aside																		
Assignments																		
Assigned to: DVP1	Name: Development User																	
Assigned: 01/14/02 1:20PM																		
By: DVP1	Name: Development User																	
Due: 01/14/02 1:26PM																		
Completed:																		

Update Status – EntryPeople page

Date Date this control group was created.

Totals

Group Total Control total Gross Amt (gross amount) for the group, and the control total number of Vouchers in the group. This information comes from the Control Totals group box on the Group Information – Assignment page.

Voucher Total Gross Amt (gross amount) total for the vouchers that have been entered into the group, and the total number of Vouchers that have been entered into the group. This information comes from the Actual Totals group box on the Group Information – Assignment page.

Difference Difference between the Group Total and the Voucher Total.

Status

The options here are a subset of the Status options available on the Group Information – Assignment page. Most users will not have access to that page, so this page is the equivalent page for them. It displays only the options that users have the authority to select.

Assigned This option defaults from the Group Information – Assignment page, once the control group has been assigned to a user.

Ready for Review Select this option to put the group into the supervisor's review queue. When the supervisor opens the Group Information – Assignment page, this group will be ready for approval.

Entry Set Aside Select this option to put this group temporarily on hold to prevent the system from automatically assigning it during voucher entry.

Assignments

Assigned To User ID and description of the user to whom this group is assigned.

Assigned Date and time this group was assigned to the user.

By User ID and description of the supervisor who assigned this group to the user.

Due Date by which this group must be processed.

Completed Date this group was processed.

See Also

Assigning Control Groups

Posting Control Groups

Access the Post Control Group page.

The page displays the available verified controls groups for the entered Payables business Unit. Select the **Post** check box for each control **Group** that you want to post the next time the voucher posting program runs.

You can also determine whether vouchers in a control group can be posted as they are completed, or whether they are only postable once the entire group is in balance. You set these defaults on the Group Information – Accounting page.

See Also

Defining Accounting Options

“Running Voucher and Payment Posting”

Deleting Control Groups

Access the Delete Control Group page.

Delete Control Group

Unit:US001Group:0000000001

Assigned to:Development UserDate/Time Assigned:01/14/2002 1:20PMStatusReady for Review

Totals

	Gross Amt	Vouchers
Control Totals:	100.000	1
Voucher Totals:	450,000,000.000	9
Difference:	-449,999,900.000	-8

☒ ☐ ☐ Delete Vouchers in Group☐ Delete Control Group Record

Delete

Vouchers

Customize | Find | View All | First1-2 of 9Last

Delete	Voucher	Entry Status	Gross Amt Curr	Status	Invoice	Short Vendor Name
☐	30009	Postable	90,000,000.00 USD	Unposted	30009	TELECOMM-001
☐	30008	Postable	80,000,000.00 USD	Unposted	30008	TELECOMM-001

Delete Control Group page

Totals

Control Totals

Displays the control total Gross Amount for the group, and the control total number of Vouchers in the group. This information comes from the Control Totals group box on the Group Information – Assignment page

Voucher Totals

Displays the Gross Amount total for the vouchers that have been entered into the group, and the total number of

Vouchers that have been entered into the group. This information comes from the Actual Totals group box on the Group Information – Assignment page.

Difference

Displays the Difference between the Control Totals and the Voucher Totals.

At the bottom of the page, view the vouchers that have been processed for the Control Group. Also, review the Control Total for the Control Group, the Actual Total based on the vouchers entered, and the Difference between the two totals.



The **Select All** button deletes all the vouchers in the control group.



The **Deselect All** button clears the individual check boxes for the vouchers listed in the group.

Delete Vouchers in Group

Delete all or individual vouchers. To delete individual vouchers, individually select the check boxes for those vouchers.

Delete Control Group Record

Delete the control group from the database and remove the Control Group ID from each of the vouchers listed on this page. You can reuse a deleted control group ID if you enter it manually as you create a new control group. However, the system won't auto-assign a control group number that has already been used, even if you have deleted it.

Delete

Click to proceed with the delete action you've selected. You will be given a choice to continue or to cancel. Just clicking the **Save** button will not perform the delete action.

Note. You cannot delete posted vouchers or vouchers that are in the process of posting or those of which any portion has ever been paid.

See Also

Assigning Control Groups

CHAPTER 9

Managing Vouchers

This section describes how to process vouchers after they have been entered. It explains how to:

- Approve vouchers.
- Modify vouchers.
- Use Open Item Accounting.

See Also

“Reviewing Voucher and Payment Information”

Understanding Voucher Management

Entering vouchers online or in batch mode is only the first part of the payables life cycle. The full flexibility of PeopleSoft Payables comes into play as you manage approval processing, error correction, and OpenItem accounting for vouchers on their way to payment.

Overview of Voucher Approval Using Workflow

You can approve vouchers manually, or you can approve them through Workflow. If your business has a single approver, you may want to approve vouchers by accessing the Voucher Approval component directly. If your business has multiple levels of approval, you probably want to use Workflow.

Virtual Approver

The Virtual Approver watches for transactions that require approval before they can move on to the next step in a business process—such as purchase requisitions awaiting approval before becoming purchase orders or vouchers awaiting approval before they can be posted or paid. Application Engine routes lists of such transactions to the Component Interface that performs the processing to prepare the transactions for interaction with a user through the worklists. As users select transactions to work on in their worklists, they are presented with transaction data on the appropriate pages. Approving a transaction sends it on to the next step, such as additional user approvals, or to a final process, such as posting.

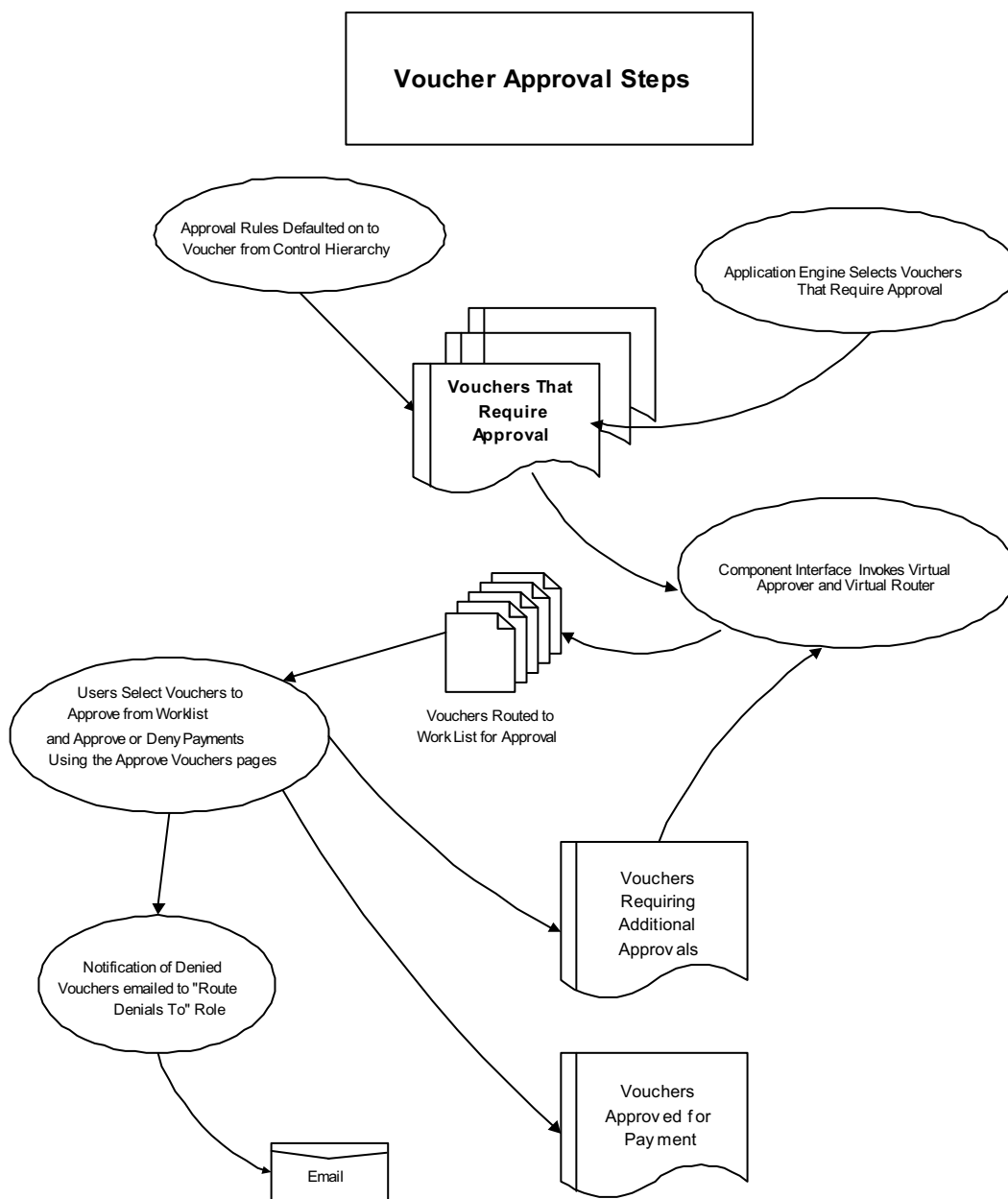
The advantages to using PeopleSoft Workflow in approval processing are:

- Multilevel parallel and sequential approval rules provide extensive processing flexibility.

- Integration with worklists and email systems automates the approval process and ensures timely actions.
- Common objects across PeopleSoft applications decrease the learning curve and time to implement.
- Efficient separation of data entry and approval tasks provides control where you need it and when you need it.
- Adaptability enables you to modify your processes as your business rules—and people—change.

Basic Components of the Workflow Approval Process

What we deliver with PeopleSoft Payables is a model (an example) of how you might set up your own approval workflow using the Virtual Approver. The model provides a starting point for your project team to understand and modify the approval process workflow to meet your needs.



Voucher approval process flow

To adapt the Virtual Approver model to fit your organization's business processes, you'll need a thorough understanding of the PeopleSoft Business Application Designer and Workflow Administrator. This includes the ability to carefully analyze the fundamental rules, roles, and routings that your departments use to carry out their day-to-day business routines such as approving requisitions, purchase orders, and vouchers in the procurement cycle. These are the processes that you want to automate using the Virtual Approver.

With the understanding of voucher approval processing presented in this section, and how to use Virtual Approver, you can configure PeopleSoft Payables Voucher Approval Workflow to meet the needs of your organization.

Approval During Voucher Entry and Update

During transaction entry, the system refers to the approval rules that govern processing for the different types of transactions. Voucher approval rules are stored on several levels of the control hierarchy: the business unit, origin, control group, vendor and the voucher itself.

When a voucher is saved during initial entry and is not preapproved, its status is set such that it is selected by the Voucher Approval Application Engine process to go through approval processing.

If a voucher has been approved but not paid, and changes are made to certain fields, the voucher is returned to a pending status—unless it was preapproved—and is sent back through the approval processing workflow.

The approval process establishes that the voucher has been approved for payment processing in the system. The approval process begins after a voucher has been edited online, or through the Voucher Edit process (APVCHREDT), and is in a postable status. A voucher that does not require matching can be in one of two postable states:

Preapproved	The voucher is automatically approved upon balancing and validation and is ready for payment processing.
Requires Payment Approval	The voucher must be approved for payment manually.

If you have the authority to approve vouchers, you can do so using the pages in the Voucher Approval component.

A voucher that requires matching has an additional requirement of going through the matching process (AP_MATCHING) to qualify as being ready for payment. After the voucher has successfully passed the matching requirements, it is approved for payment. If a voucher does not pass matching, it can still be paid by selecting the Pay Unmatch Voucher option on the User Preferences – Procurement page: Payables page, or by overriding the match exceptions.

Voucher Approval Workflow in Payables

When you save a voucher, the Voucher Approval Component Interface determines the current approval status for the voucher by calling a routine that is called Virtual Approver. The status of the voucher is updated based on what Virtual Approver concludes according to the approval rules defined in PeopleSoft Workflow Administrator.

The Voucher Approval Component Interface then determines which users (if any) to notify, through workflow worklists or email forms, of the pending approval. PeopleSoft Workflow routing is initiated by calling the Virtual Router routine that performs the needed action.

You can access the Voucher Approval page from your worklists, manually inspect the voucher information, and either approve or reject a voucher for payment.

When you enter the Voucher Approval component, the voucher is typically presented in a pending status—payment has not been approved or denied.

In Voucher Approval, both worklists and emails are generated as follows:

- If additional approvals are required—based on what the Virtual Approver concludes—the system generates appropriate worklists for the roles that are eligible to approve the voucher.
- If a voucher is denied approval, the system generates an email with voucher details to the role you define—such as a supervisor in charge of payables.

This person is identified from a role that is specified on the Payables Options – Vouchering Options 1 page as the person to whom all rejection emails should be forwarded. You can choose not to use email for rejections but to create an additional worklist to use for routing. We defined an email for rejections to provide examples of both worklists (approved vouchers are sent to a worklist) and emails (denials are sent by email).

- If the voucher passes all approvals, its comprehensive approval status is set to *Approved*, and it can be selected for payment.

Example: Using Worklists

Access the Worklist (PeopleTools, Worklist, Use, Worklist).

Worklist for VP1: Kenneth Schumacher					
From	Date From	Work Item	Link		
Payables Supervisor	10/09/2000	Route for Additional Approvals	US001_00000096.ilfbdb.12	Mark Worked	Reassign
Payables Analyst	10/10/2000	Route for Additional Approvals	US001_00000109.erer.16	Mark Worked	Reassign
Payables Analyst	10/10/2000	Route for Additional Approvals	US001_00000095.Test123.15	Mark Worked	Reassign
Payables Supervisor	10/10/2000	Route for Additional Approvals	US001_00000110.EIRUEU12.18	Mark Worked	Reassign
Theresa Monroe	08/16/2000	Routing Notification	SAMPLE_2000-08-16-14.03.41.000000_US008.MT2000.RW.1.PR	Mark Worked	Reassign
Theresa Monroe	08/16/2000	Routing Notification	SAMPLE_2000-08-16-14.12.21.000000_US008.LT5000.RW.1.PR	Mark Worked	Reassign
Theresa Monroe	08/16/2000	Routing Notification	SAMPLE_2000-08-16-14.25.00.000000_US008.LT5000.TD.1.PR	Mark Worked	Reassign
Theresa Monroe	08/16/2000	Routing Notification	SAMPLE_2000-08-16-15.53.08.000000_US008.HB7100.PR.1.PR	Mark Worked	Reassign
Theresa Monroe	08/16/2000	Routing Notification	SAMPLE_2000-08-16-15.53.33.000000_US008.MT2000.PR.1.PR	Mark Worked	Reassign
Theresa Monroe	08/16/2000	Routing Notification	SAMPLE_2000-08-16-15.53.51.000000_US008.MT3000.PR.1.PR	Mark Worked	Reassign

First 1-10 of 26 Last

Work List: Refresh Detail View

Viewing vouchers awaiting approval in worklist (WORKLIST)

The Worklist displays all items that the user needs to work on. In some cases, worklists can be defined so that individual tasks—workflow instances—are not displayed.

In Payables, you use the workflow Worklist to navigate to the Voucher Approval pages to inspect and take action on vouchers that must be approved for payment.

The first four items in the example above are vouchers awaiting approval. When you click the link for one of these vouchers, the system opens the Voucher Approval component. After reviewing the information, you can approve the voucher for payment, deny payment, or take no action, and leave the voucher in a pending status.

See Also

Using the Voucher Approval Component to Approve Vouchers

“Running Matching”

“Defining PeopleSoft Payables Business Units,” Defining Vouchering Options

Selective Line Update

Your system may have vouchers containing hundreds of thousands of voucher lines, typically from an electronic transmission. You can use the Selective Line Update page to quickly search for a range of lines for viewing, error correction, and updating.

See Also

Finding, Updating and Correcting a Range of Voucher Lines

Voucher Deletion

You delete vouchers using the Delete Voucher page. Before deleting the voucher, you can go to the Voucher Details Page to confirm that you have selected the correct voucher for deletion.

If you delete a voucher that was entered as a manual payment, the payment is *not* deleted—it remains in the system and can be applied to other vouchers.

Warning! Once you delete a voucher, you cannot retrieve it or undo the deletion. However, the data rows that are associated with the voucher remain in the tables, so you cannot reuse the voucher number.

See Also

Deleting Vouchers

OpenItem Accounting

OpenItem Accounting enables you to efficiently define, control, and maintain open accounts until all transactions for an OpenItem cause it to reach a zero balance. You can set up many

types of OpenItem Accounts on the Account Page. Once an OpenItem account is established, PeopleSoft Payables keeps track of the transactions that are posted to this account. Common examples of Open Accounts are employee advances, suspense accounts, and interunit accounts.

In general, OpenItem transactions remain in the system from which they originate and are not passed to PeopleSoft General Ledger. OpenItems remain open in the PeopleSoft Payables system—until they are closed—while the accounting entries that are associated with the OpenItems are sent to General Ledger.

If you distribute an OpenItem account to General Ledger, the status in General Ledger is always set to *N* (not open), regardless of the actual Open Item Status in Payables. This means that there can be a mismatch where the Payables Open Item Status is *O* (open) and the General Ledger Open Item Status is *N*. The General Ledger Open Item Status is most important when the item originates in General Ledger, and can mismatch if the item originates in Payables.

Note. If your organization is also using PeopleSoft General Ledger, it is advisable to manage OpenItem Accounting in General Ledger, rather than in Payables.

Example: Using OpenItem Accounting

1. Create an advance voucher:

Account	Debit	Credit
Emp Adv	1000.00	
APA		1000.00

2. Create an advance payment:

Account	Debit	Credit
APA	1000.00	
CASH		1000.00

3. Create expense report vouchers:

Account	Debit	Credit
Emp Adv		1000.00
EXP	1206.87	
APA		206.87

4. Create payment for expense report:

Account	Debit	Credit
APA	206.87	
CASH		206.87

5. Close open items when the balance reaches 0.

Note. Set up your advance accounts as OpenItem accounts.

OpenItem Accounting Terms

The following terms are used with Payables OpenItem accounting:

Account	Specifies the account that requires OpenItem Accounting, such as Employee Advances, CFO Suspense, and Due From/Due To Subsidiary.
Key Field	Determines the identifying or search key for OpenItems in an OpenItem Account. For an Employee Advances account, the OpenItem key field would typically be Employee ID or Social Security Number (SSN). This means that any voucher distribution that posts to the Employee Advances account would also carry an Employee ID or Social Security Number. This search key is required by the system.
Key	Specifies the value of the OpenItem key field. In our example, this is the employee ID (or SSN).
OpenItem	Each transaction that affects an OpenItem Account remains an OpenItem until all transactions for a given OpenItem Key add up to 0. For example, the first OpenItem in the Employee Advances account is normally the issuance of an advance. Vouchers entered against the initial advance become OpenItems also—until a final voucher brings the balance for a particular Employee ID to 0, at which point all OpenItems for the Employee ID are closed.
Closed Item	Transactions for an OpenItem Key become closed items when the total for the OpenItem Key is 0.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining and Using ChartFields,” Adding Account Values

PeopleSoft General Ledger PeopleBook, “Using Open Item Accounting”

Approving Vouchers

This section describes how to approve vouchers:

1. Set voucher approval rules.
2. (Optional) Run the Voucher Approval Application Engine process.

Only run this process if you are using Workflow to approve vouchers.

3. Use the Voucher Approval component to approve vouchers.

Pages Used to Approve Vouchers

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payables Options – Vouchering Options 1	BU_AP_OPT_VCHRI	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Vouchering Options 1	Enter voucher approval rules and currencies.
Voucher Approval Workflow	VCHR_APPROVE_W F	Accounts Payable, Vouchers, Approvals, Voucher Batch Approval Request	Run the Voucher Approval Application Engine. This program selects vouchers that require approval and passes this information on to the Component Interface, which invokes two routines, Virtual Approver and Virtual Router.
Voucher Approval - Approval	VCHR_APPRVL_WF	Accounts Payable, Vouchers, Approvals, Voucher Approval	Approve vouchers.
Remit Vendor Address	PYMNT_VCHR_VW_ SEC	 Click the related links button on the Voucher Approval - Approval page, and then click the Remit Address link.	Review the remit to vendor's address information.
Voucher Approval - Line Information	VCHR_APPRVL_LN	Accounts Payable, Vouchers, Approvals, Voucher Approval, Line Information	Review voucher line details for the selected voucher.
Voucher Approval - Charge Information	VCHR_APPRVL_DST _LN	Accounts Payable, Vouchers, Approvals, Voucher Approval, Charge Information	Review the accounting charges for each voucher line.

Setting Voucher Approval Rules

Access the Vouchering Options 1 page.

Payables Options Vouchering Options 1 Vouchering Options 2 Payment Options Tax Options VAT Options

SetID: SHARE CORPORATE SETID

Voucher Options Find | View All First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

Approval Rules

☐ Pre-Approved Business Process: PROCESS_VOUCHERS

☒ Specify Routing Rule Set: Payment Approval Rule Set 1

Route Denials To: MANAGER

Currency

*Currency: USD Dollar

*Rate Type: CRRNT Current

Setting approval rules at the Payables Business Unit level (BU_AP_OPT_VCHR1)

For voucher approval there are three approval fields to specify:

Business Process	Defines the purpose of the workflow; for example, process voucher approval.
Rule Set	The Rule Set is a group of rules that defines the steps that a voucher takes as it is processed for approval; for example, <i>Payment Approval Rule Set 1</i> .
Route Denials To	Determines the roles to which vouchers that are denied approval are routed. In the example above, the denied vouchers are routed to a manager's work list.

You can override these rules throughout the control hierarchy on the origin, the control group, the vendor and the voucher.

See Also

“Defining PeopleSoft Payables Business Units,” Defining Vouchering Options

Running the Voucher Approval Application Engine Process

Access the Voucher Approval Workflow page.

The Voucher Approval Application Engine process runs a query that looks for vouchers that are not yet approved and need to go through Approval Workflow.

The result set of the query is passed to the Voucher Approval Component Interface, which feeds unique key information—such as BUSINESS_UNIT and VOUCHER_ID—into the search record of the Voucher Approval page. The page becomes active automatically, pulling in data as dictated by the page definition. It saves automatically, using SaveEdit and workflow PeopleCode.

The Voucher Approval Component Interface runs the Voucher Approval page as a background process. Think of the Component Interface as a virtual data entry user running on a server. Just as a user would if he or she wanted to approve the vouchers manually, the Component Interface accesses the Voucher Approval pages and changes the approval information from *Pending* to *Approved*.

Using the Voucher Approval Component to Approve Vouchers

Access the Voucher Approval - Approval page.

Approval | [Line Information](#) | [Charge Information](#)

Unit: US003 **Invoice:** US3-9 **Vendor:** Quick Pace Couriers
Voucher: US3-9 **Date:** 08/07/2000 **ID:** USA0000009 **Pay Group:** 04

Approval Information		Voucher Details	
☒ Pending		Gross Amt:	7,280.76 USD Due Immediately
☐ Approved		Sales Tax:	412.12
☐ Denied		Freight:	0.00
		Use Tax:	0.00
		Entered VAT:	0.00

Details | [Customize](#) | [Find](#) | [View All](#) | First | 1 of 1 | Last

Remit SetID	Remit Vendor	Name 1	Name 2
SHARE	USA0000009	Quick Pace Couriers	

Voucher Approval - Approval page

Note. You can use the Voucher Approval component as part of Workflow, or you can use it to approve vouchers manually. Approval processing steps are the same, regardless of whether you arrived there through the Worklist or by navigating through the menus manually.

Approval Information

Displays the current approval status of the voucher:

Pending	The voucher is pending approval.
Approved	Select to approve the voucher.
Denied	The voucher has been rejected, or denied approval.

Note. If you have the authority, you can use this page to change a voucher's approval status even if you have previously approved or rejected a voucher.

Before you approve a voucher, you can also view line and charge information for the voucher on the Voucher Approval - Line Information page and the Voucher Approval - Charge Information page.

Details

This group box displays vendor details.



Click this button to view the vendor's address.

Modifying Vouchers

This section describes how to:

- Find, update and correct a range of voucher lines.
- Unpost vouchers.
- Close vouchers.
- Delete vouchers.

Pages Used to Modify Vouchers

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Selective Line Update	VCHR_HDR_STD_P ART	Accounts Payable, Vouchers, Review and Correction, Selective Line Update	Search for a range of voucher lines to view, update, or correct them.
Unpost Voucher	VCHR_UNPST1	Accounts Payable, Vouchers, Maintenance, Voucher UnPost	Unpost vouchers.
Close Voucher	VCHR_CLOSE1	Accounts Payable, Vouchers, Maintenance, Voucher Close	Close vouchers.
Delete Voucher	VCHR_DELETE1	Accounts Payable, Vouchers, Maintenance, Voucher Delete	Delete one voucher or several vouchers at the same time.

Page Name	Object Name	Navigation	Usage
Voucher Details	VOUCHER_DETAILS	Accounts Payable, Vouchers, Maintenance, Voucher Delete, Voucher Details	Confirm that you have selected the correct voucher for deletion. On this page, you can view the voucher details, including payment terms, discount information, amount of voucher, and tax information.

Finding, Updating and Correcting a Range of Voucher Lines

Access the Selective Line Update – Invoice Header Information page.

The Selective Line Update component provides the same pages that you use for entering vouchers. You can use it to locate voucher lines that you want to update, or to correct voucher lines that are in error. The Search page for this component enables you to search for the vouchers that have a status of *Recycle* or *Postable*. Using this component, you can quickly ferret out problem vouchers and correct them so that they can be posted.

The screenshot displays the 'Selective Line Update - Invoice Header Information' page. At the top, there are tabs for 'Invoice Header Information', 'Payments', 'Status', and 'Accounting Information'. Below these, a 'Style' dropdown is set to 'Regular', and 'Entry Status' is 'Recycle'. The 'Unit' is 'US001', 'Voucher ID' is '00000085', and 'Group' is empty. 'Budget Status' is 'Valid' and 'Post Status' is 'Unposted'. A 'Comments' link is visible.

The 'Vendor' section shows 'Vendor: AUS0000001', 'Name: COMP-UNLIM-001', 'Location: MAIN', and 'Address: 1'. Below this, the vendor name 'Computers Unlimited' and address 'City 1, ACT AUS' are listed.

The 'Invoice' section contains fields for 'Invoice No: GEP00093', 'Invoice Date: 09/15/2000', 'Calc Basis Date', 'Acctg Date: 09/15/2001', 'Pay Terms: Net 30', 'Pay Schedule', 'Misc Amt: 1.00', 'Frht Amt: 0.01', 'Sales Tax: 0.10', 'SUT Exempt', 'Use Tax', 'VAT', and 'Total: 10,100.01'. There are also links for 'Non Merchandise Summary' and 'VAT Summary'.

The 'Fetch Lines' section has 'From' and 'To' fields, 'Lines Entered: 1', 'Lines Fetched:', and a 'Fetch' button.

The 'Invoice Lines' section shows a table with columns: 'Item', 'Description', 'Quantity', 'Unit Price', 'UOM', and 'Extended Amt'. The first line is highlighted with 'Item: 2', 'Description: Dist by: Amt', 'Quantity: 1', 'Unit Price: 0.00', 'UOM: SpeedChart', and 'Extended Amt: 0.00'. There are also links for 'SUT/VAT/Intrastat' and 'In Error'.

Below the table, there are tabs for 'ChartFields', 'Exchange Rate', 'Statistics', 'Assets', 'VAT', and 'FEED'. A 'Customize' link is also present.

The bottom section shows a table with columns: 'In Error', 'Amount', 'Quantity', 'GL Unit', 'Account', 'OpenItem', 'Oper Unit', 'Fund', 'Department', 'Program', and 'Class'. The first row shows 'In Error: 1', 'Amount: 0.00', 'Quantity: 1', 'GL Unit: US001', and other fields.

Selective Line Update - Invoice Header Information page

The Invoice Header Information page displays the voucher header information and enables you to specify which lines of the voucher you want to inspect.

Fetch Lines

From Enter the From and **To** numbers of the voucher lines you want to view and update. The system checks to see if those lines are applicable for the voucher as you TAB out of the fields.

Select Lines with errors only If you select this check box the system retrieves only those lines with errors. If you are using this page to correct errors you must process the voucher again through the edit process.

Note. This check box only appears for *batch* vouchers with a status of *Recycle*.

Fetch Click to retrieve the rows you specified.

The detail information for each line appears in the **Invoice Lines** group box. Make updates as necessary and save the voucher.

Invoice Lines

In Error This check box is selected for any line that has errors. If the voucher in error has a balancing problem that is not a line error, the check box is unavailable for entry.

Note. This check box only appears for *batch* vouchers with a status of *Recycle*.

Distribution Line

In Error This check box is selected for any distribution line that has errors. If the voucher in error has a balancing problem that is not a distribution line error, the check box is unavailable for entry.

Note. This check box only appears for *batch* vouchers with a status of *Recycle*.

Note. You must click the **Save** button to determine what is wrong with the voucher. When you click **Save**, the system displays a message explaining which part of the voucher is in error.

See Also

Selective Line Update

“Entering and Processing Vouchers Online,” Creating Vouchers Online

Unposting Vouchers

Access the UnPost Voucher page.

When a voucher is posted, PeopleSoft Payables prevents changes from being made to critical fields by disabling those fields. This is an important control feature. But sometimes an error is detected after posting that requires that a change be made to that critical information. To reedit the field, you must first unpost the voucher.

Unposting a voucher instructs the Payables system to create adjusting entries that will undo the effects of the posting. Unposting happens immediately when you save the UnPost Voucher page.

UnPost Voucher page

Note. You can unpost a voucher even if the voucher has been fully paid, partially paid, or scheduled for payment.

Voucher Information

Invoice	Displays the invoice number for this voucher.
Origin	Displays the origin for this voucher.
Date	Displays the invoice date for this voucher.
Group	Displays the control group ID for this voucher.
Gross Amt (gross amount)	Displays the gross amount of this voucher.

Update Voucher

Accounting Date	Use this field to override the accounting date of the voucher. This is a required field.

Reversal Accounting Date

Business Unit Default	Select this option to accept the business unit default as the date the accounting reversal will occur. The system will check the accounting date indicator on the Payables Options page, and use the specified Accounting Date.
Current Date	Select this option to make the current date the date the accounting reversal will occur.
Specific Date	If you select this option, a new field becomes available for entry. Enter the Accounting Date to which the reversals will be posted.
Unpost	Click to start the unposting process. The system issues a message prompting you to confirm the unpost. If you wish to continue with the unpost, click OK. Select the Voucher Unpost – Voucher Details page to check the details related to the vendor or the voucher before you unpost the voucher.

Note. Now you can edit the voucher using the standard voucher pages in the Voucher component. However, not all fields on the standard voucher pages will be editable after unposting the voucher. Specifically, you will be able to edit the following distribution line fields on a non-VAT voucher regardless of the voucher's payment posting status:

1. All ChartFields.
2. All projects fields.
3. All asset management fields.
4. The statistics code and amount.

In addition, if a payment has been posted for the voucher, you will not be able to edit any of the amount fields on the distribution line.

Before saving the page, you can go to the Voucher Details page to view the details for the voucher.

See Also

“Defining PeopleSoft Payables Business Units,” Linking Payables Business Units with General Ledger Business Units

Closing Vouchers

Access the Voucher Close - Close Voucher page.

You close vouchers when you want the remaining liability to be “written off” the vendor balance and the voucher to be considered complete. Let’s say, for example, that you have items

in dispute and you have arranged with the vendor that you do not need to make a payment. You can now close the voucher to credit the expense accounts and debit the liability accounts.

To close a voucher, the voucher must be:

- Posted
- Not selected for payment
- Not fully paid

Close Voucher		Voucher Details	
Business Unit:	US001	Voucher:	TR-300
Vendor			
Vendor:	USANETTING	USANETTING	
ShortName:	USANETTING-001		
Voucher Information			
Invoice:	TR-300	Origin:	ONL
Date:	08/16/2000	Group:	
Gross Amount:	5,000.00 USD	Header Budget Status:	Valid
		Non-Prorated Budget Status:	Valid
		Entry Status:	Postable
Process Manual Close			
Manual Close Date:	01/14/2002	☐ Mark Voucher for Closure	

Voucher Close - Close Voucher page

Vendor

Vendor ID Displays the vendor ID of the vendor associated with this voucher.

ShortName Displays the ShortName of the vendor associated with this voucher.

Voucher Information

Invoice Displays the invoice number for this voucher.

Origin Displays the origin for this voucher.

Header Budget Status Displays the overall budget status for the voucher. Possible options include:

Not Checked: This voucher has not been budget checked.

Valid: This voucher passed budget checking.

Error: The system detected an error while performing budget checking on this voucher.

Date Displays the invoice date for this voucher.

Group	Displays the Control group ID for this voucher.
Non-Prorated Budget Status	Displays the non-prorated budget status of the voucher. The values are the same as those for the Header Budget Status.
Gross Amt (gross amount)	Displays the gross amount of this voucher.
Entry Status	Identifies if the voucher is postable (passed all online validation), or in a <i>Recycle</i> status (at least one validation failed).

Process Manual Close

Manual Close Date	Enter the date on which the expense will be credited and the liability debited.
Mark Voucher for Closure	Select to indicate that this voucher is to be closed with the next posting run for this business unit. Once you mark a voucher for closure and save the voucher, you need to run voucher posting to create the accounting entries to relieve the liability. The amount relieved is applied against the original accounts. You can remove the closure flag from the voucher at any time before posting is run by clearing the Mark Voucher for Closure check box.

Before saving the page, you can go to the Voucher Details page to view the details for the voucher.

Deleting Vouchers

Access the Delete Voucher page.

Delete Voucher
Voucher Details

Business Unit: US001 Voucher: WTHD4

Vendor

Vendor: USA0000012 Contra Costa Communications
ShortName: COMMUNIC-001

Voucher Information

Invoice: WTHD4	Origin: ONL	Header Budget Status: Valid
Date: 01/10/2002	Group:	Non-Prorated Budget Status: Valid
Gross Amount: 1,000.00 USD	Entry Status:	Postable

Delete

Delete Voucher page

Note. PeopleSoft Payables enables you to select only the vouchers that are eligible for deletion. They cannot be posted or selected for payment, nor can any portion of the voucher ever have been paid.

Voucher Information

Header Budget Status	Displays extent of the budget processing that the system has performed on the voucher you want to delete.
Date	The invoice date for the voucher you want to delete.
Group	The control group for the voucher you want to delete.
Non-Prorated Budget Status	Displays the extent of the budget processing that the system has performed on the voucher you want to delete.
Entry Status	Displays the entry status for the voucher you want to delete so that you can easily identify if the voucher is postable, if it has already been posted, and if it is approved for payment.
Delete	Click to delete the voucher. The system prompts you to confirm your action. If you choose to continue, the voucher is deleted from the database, and you receive another message verifying that fact.

Before saving the page, you can go to the Voucher Details page to view the details for the voucher.

See Also

Voucher Deletion

Using OpenItem Accounting

This section describes how to:

1. Set up OpenItem accounting.
2. Enter OpenItem accounts on vouchers.
3. Track OpenItem accounts.

See Also

OpenItem Accounting

Pages Used with Open Item Accounting

Page Name	Object Name	Navigation	Usage
Account	GL_ACCOUNT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, Account	Create account values and designate them as Open Item accounts:
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Entry, Regular Entry	Enter OpenItem account information.
OpenItem Update	OPEN_ITEM_UPDAT E	Accounts Payable, Vouchers, Maintenance, Open Item Update	Keep track of OpenItem Accounts. The OpenItem Update page displays each OpenItem account that is linked to the Business unit and Journal Line Reference. It displays a summary of the total amounts and the number of lines for both closed and open OpenItem accounts.

Setting Up an OpenItem Account

Access the Account page.

The screenshot shows the 'Account' page with the following details:

- Tabs:** Account (selected), VAT Options, Map to Alternate Account
- SetID:** SHARE **Account:** 600000
- Effective Date:** 01/14/2002 ***Status:** Active [Attributes](#) **+ -**
- *Description:** Employee Advances ☐ **Control Account**
- *Short Description:** EmpAdvance ☐ **Budgetary Only**
- ☐ **Statistical Account** **Unit of Measure:** []
- Monetary Account Type:** Asset **Book Code:** []
- *VAT Account Flag:** Non-VAT Related **Balance Sheet Indicator:** []
- ☒ **OpenItem Account**
- Edit Record:** PERSONAL_DATA **Description of OpenItem:** EmployeeID
- Edit Field:** EMPLID **Reconcile Tolerance:** []
- Prompt Table:** OI_EMPLID_VW **Reconcile Currency:** []
- Performance Measurement:**
 - ☒ **General Ledger Account**
 - ☐ **Performance Measurement Acct**
 - ☐ **ABM Account**

Creating an open item account on the Account page (GL_ACCOUNT)

To set up an open item account, enter information in to the following fields:

Monetary Account Type	Enter a monetary account type for the Open Item account.
VAT Account	Select if this is a VAT account.
OpenItem Account	Select to activate OpenItem processing. A number of edit boxes display.
Edit Record	Enter the record definition name of the prompt table you want to validate the OpenItem search key against. For example, if the OpenItem key is an employee ID, you enter the prompt table that contains a list of valid employee IDs, such as <i>EMPLOYEE_TBL</i> .
Description of OpenItem	Enter the description of the account that appears in prompt lists, reports, and online inquiries. This description is typically used to identify the OpenItem key that must be specified in the Ref (reference) field on the Journal Entry page or the OpenItem field on the Invoice Information page.
Edit Field	You must also specify the Edit Field within the OpenItem Edit Record that you want to use to validate the OpenItem search key against. This is the field that contains your employee IDs or Social Security Numbers.
Prompt Table	Enter the name of the prompt table that returns the current actual OpenItem rows for the account.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining and Using ChartFields,” Adding Account Values

PeopleSoft General Ledger PeopleBook, “Using Open Item Accounting”

Entering OpenItem Accounts on Vouchers

Here is an example of how you could use OpenItem Accounting to process an employee expense report against an employee advance.

Example: Creating an Advance Voucher

Access the Invoice Information page and enter a voucher for the employee advance.

Invoice Information | Payments | Voucher Attributes | Accounting Information

Style: Regular Entry Status: Open [Comments](#)
Unit: US001 Voucher ID: NEXT Budget Status: Valid Post Status: Unposted

Copy from a Source Document
PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option: None

Vendor [Advanced Vendor Search](#)
Vendor: USA0000002
Name: EB.TRAVEL-001
Location: 1
Address: 1
East Bay Travel
2598 Clayton Rd
Concord, CA 94528

Invoice
Invoice No: dos3
Invoice Date: 01/04/2002 [Calc Basis Date](#) Acctg Date: 01/14/2002
Pay Terms: Due Now Pay Schedule: Other
Misc Amt:
Frht Amt:
Sales Tax:
SUT Exempt ☐ Use Tax: ☐
Total: 1,000.00 *Curr: USD Balance: 0.00 [Non Merchandise Summary](#)

Invoice Lines Find | View All First 1 of 1 Last
+ -

Item	Description	Quantity	Unit Price	UOM	Extended Amt
1	*Dist by: Amt SpeedChart				1,000.00

[SUT/VAT/Intrastat](#)

Distribution Lines Customize | Find | View All First 1 of 1 Last

ChartFields	Exchange Rate	Statistics	Assets	...						
Amount	Quantity	GL Unit	Account	OpenItem	Oper Unit	Fund	Department	Program	Class	Bud Ref
1	1,000.00		US001	600000	TZ490					

Creating an advance voucher on the Invoice Information page (VCHR_EXPRESS1)

Charge the distribution line to the Employee Advance Account and select an OpenItem account number. This creates your advance. You must also create the check for the employee advance.

Enter an OpenItem account in the Account field on the distribution line (in our example, 600000), and select an **OpenItem** account number from the available options.

Example: Creating an Expense Report Voucher

Access the Invoice Information page.

Enter another voucher for the net amount of the expense report (the expense report amount minus the advance amount, which is 206.87 in this example). The voucher should have at least two distribution lines: one with a negative merchandise amount and one with a positive merchandise amount. Charge the negative merchandise amount to the Employee Advance account and the positive merchandise amount to an expense account.

Invoice Information		Payments	Voucher Attributes	Accounting Information																						
Style: Regular	Entry Status: Open	Comments																								
Unit: US001	Voucher ID: NEXT	Budget Status: Valid	Post Status: Unposted																							
Copy from a Source Document																										
PO Unit:	Purchase Order:	Copy PO	Worksheet Copy Option: None																							
Vendor		Invoice																								
Advanced Vendor Search Vendor: USA0000002 Name: EB.TRAVEL-001 Location: 1 Address: 1 East Bay Travel 2598 Clayton Rd Concord, CA 94528		Invoice No: dos3 Invoice Date: 01/04/2002 Calc Basis Date Acctg Date: 01/14/2002 Pay Terms: Due Now Pay Schedule : Other Misc Amt: Frght Amt: Sales Tax: SUT Exempt ☐ Use Tax: 42.50 Total: 206.87 *Curr: USD Balance: 1,206.87																								
Invoice Lines Find View All First 1 of 1 Last																										
1 *Dist by: Amt SpeedChart ☐ <table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Quantity</th> <th>Unit Price</th> <th>UOM</th> <th>Extended Amt</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-1,000.00 SUT/VAT/Intrastat</td> </tr> </tbody> </table>					Item	Description	Quantity	Unit Price	UOM	Extended Amt						-1,000.00 SUT/VAT/Intrastat										
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Distribution Lines Customize Find View All First 1 of 1 Last																										
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Amount	Quantity	GL Unit	Account	Open Item	Oper Unit	Fund	Department	Program	Class	Bud Ref																
-1,000.00		US001	600000	TZ490																						

Entering a negative amount on the voucher distribution line (VCHR_EXPRESS1)

Enter a negative amount on the distribution line and charge it to the Employee Advance account.

Access the Invoice Information page.

Invoice Information		Payments	Voucher Attributes	Accounting Information																						
Style: Regular	Entry Status: Postable	Comments																								
Unit: US001	Voucher ID: NEXT	Budget Status: Valid	Post Status: Unposted																							
Copy from a Source Document																										
PO Unit:	Purchase Order:	Copy PO	Worksheet Copy Option: None																							
Vendor		Invoice																								
Advanced Vendor Search Vendor: USA0000002 Name: EB.TRAVEL-001 Location: 1 Address: 1 East Bay Travel 2598 Clayton Rd Concord, CA 94528		Invoice No: dos3 Invoice Date: 01/04/2002 Calc Basis Date Acctg Date: 01/14/2002 Pay Terms: Due Now Pay Schedule : Other Misc Amt: Frght Amt: Sales Tax: SUT Exempt ☐ Use Tax: 8.79 Total: 206.87 *Curr: USD Balance: 0.00																								
Invoice Lines Find View All First 2 of 2 Last																										
2 *Dist by: Amt SpeedChart ☐ <table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Quantity</th> <th>Unit Price</th> <th>UOM</th> <th>Extended Amt</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1,206.87 SUT/VAT/Intrastat</td> </tr> </tbody> </table>					Item	Description	Quantity	Unit Price	UOM	Extended Amt						1,206.87 SUT/VAT/Intrastat										
Item	Description	Quantity	Unit Price	UOM	Extended Amt																					
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Distribution Lines Customize Find View All First 1 of 1 Last																										
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Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product																
1,206.87		US001	650000																							

Entering a positive amount on the voucher distribution line (VCHR_EXPRESS1)

Enter a positive amount on the distribution line and charge it to an expense account.

If the employee's expenses are greater than the amount of the outstanding advance amount, you enter a positive voucher rather than a zero-dollar voucher. The system creates a payment for the amount that is still owed to the employee.

Tracking OpenItem Accounts

Access the OpenItem Update page.

OpenItem Update

Unit: US001 OpenItem Reference: TZ490 Currency: Dollar

Total Open Amount		Amount: -1,000.00		Lines: 1
Total Closed Amount		Amount: 0.00		Lines: 0

Scroll Control - Open Items

- ☒ Show All Items
- ☐ Show Only Open Items
- ☐ Show Only Closed Items

Open Item Update Find | View All First 1 of 1 Last

Account: 600000 Employee Advances OpenItem: EmployeeID

Total Open Amount		Amount: -1,000.00		Lines: 1
Total Closed Amount		Amount: 0.00		Lines: 0

Details Customize | Find | View All First 1 of 1 Last

Main Information Additional Info

*Status	Reference	Voucher ID	Line	Description	Amount	Currency
Open	TZ490	00000157	1		-1000.00	USD

OpenItem Update page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document the fields that are common to all views first.

Common Page Information

Unit	The business unit to which each OpenItem account is linked.
OpenItem Reference	The associated Journal Line Reference of the OpenItem account. In the case of an employee advance, the Journal Line Reference might be an employee's Social Security Number or Employee ID.
Currency	The base currency for the OpenItem Reference.

Total Open Amount

Amount	The open balance amount for the OpenItem Reference.
Lines	The number of voucher lines that comprise the open item balance.

Total Closed Amount

Amount	The closed balance amount for the OpenItem Reference.
Lines	The number of voucher lines that comprise the closed item balance.

Scroll Control - Open Items

Show All Items	Select to display all items for the OpenItem Reference.
Show Only Open Items	Select to display only open items for the OpenItem Reference.
Show Only Closed Items	Select to display only closed items for the OpenItem Reference.

Open Item Update

This group box lets you view the various OpenItem accounts.

Account	The account number and description for which the open item was entered.
OpenItem	The key value field that was used for the open item. The most common values are <i>Employee ID</i> and <i>Social Security Number</i> .

Total Open Amount

Amount	The total open amount for the account number displayed.
Lines	The number of voucher lines that comprise the total open amount for the displayed account number.

Total Closed Amount

Amount	The total closed amount for the account number displayed.
Lines	The number of voucher lines that comprise the total closed amount for the displayed account number.

Details

The **Details** group box lets you see voucher line details for each line item under the account.

Main Information

Status	You can selectively close or open the items by changing the Status field. As you do so, the system updates the running totals fields.
Reference	Enter the OpenItem reference that you want associated with this voucher line.
Voucher ID	The voucher ID.
Line	The voucher line number.
Description	The description that was entered for the voucher line. You can use the description field along with the amount field to assist you in matching open items to one another to close them.
Amount	The amount of the voucher line.
Currency	The currency for the voucher line.

Additional Info Tab

Vendor ID	The vendor ID for the voucher line.
Name 1	The name 1 for the vendor for the voucher line.
Invoice Number	The invoice number for the voucher line.
Invoice Date	The invoice date for the voucher line.

CHAPTER 10

Using the Voucher Batch Process

This chapter provides an overview of the Voucher Batch process and describes how to:

- Set up the Voucher Build process.
- Create vouchers using the Quick Invoice Entry pages.
- Perform the Voucher Batch process.
- Review and correct Voucher Batch exceptions and errors.

Understanding the Voucher Batch Process

The Voucher Batch process is comprised of two interconnected processes, Voucher Build, and Voucher Edit. Voucher Build (AP_VCHRBLD) is a batch program that builds voucher record sets from limited information entered online or retrieved from other procurement processes. Once voucher record sets are successfully built, Voucher Build calls the Voucher Edit program (APVCHREDIT) to complete these record sets.

Note. Voucher Build creates skeleton voucher record sets that Voucher Edit can complete.

Voucher Edit (APVCHREDIT) is an Application Engine program that loads new voucher data from the Voucher Build temporary processing tables and/or any recycled vouchers from the online tables to the Voucher Edit work tables and performs the following:

- Updates the vouchers with default values for fields without data using the PeopleSoft Payables control hierarchy.
- Performs field-level, relational, and balancing edits for the voucher header, voucher line, voucher distribution line, and Scheduled payment records.
- Calculates net payment dues dates, discount due dates, and discount amounts according to the payment terms.
- Prorates freight, miscellaneous charges, sales tax, use tax, VAT, and discounts across distribution lines for applicable voucher lines.
- Schedules one or more payments according to payment terms and/or user-entered control data.

- Validates the vouchers, assigning document sequencing numbers and updating the status of one-time vendors, where appropriate.
- Moves the voucher data from the edit work tables to the online voucher tables.

At the end of the Voucher Edit process, error-free vouchers are set to a status of Postable. Vouchers that are flagged with errors during the APVCHREDT process are assigned a status of Recycle. You can inquire on vouchers with errors using Batch Voucher Error Detail component.

The APVEDTLOAD module called from APVCHREDT selects transactions from the following Voucher Build temporary processing tables:

- VCHR_HDR_TMP
- VCHR_LINE_TMP
- VCHR_DIST_TMP
- VCHR_PYMNT_TMP
- VCHR_MSCH_TMP
- VCHR_MSCL_TMP

See Also

Reviewing and Correcting Voucher Batch Exceptions and Errors

Source Transactions

Voucher Build creates voucher record sets from various sources. These sources include:

- Purchase orders and receivers entered utilizing the Quick Invoice Entry component by specifying purchase order and/or receiver information on the Quick Invoice transaction for association during the AP_VCHRBLD process.
- Invoices entered using the Quick Invoice Entry component.
- Evaluated Receipt Settlement (ERS) transactions based on purchase orders receipts and non-purchase order receipts.
- RTV (Return to Vendor) credit memos.
- Recurring Contract Vouchers.
- Recurring Purchase Order contracts (Purchase Order contract vouchers).
- PeopleSoft Promotions Management.
- Consigned inventory.

- EDI Formatted Transactions.
- PeopleSoft Payroll (using the Voucher Enterprise Integration Point).
- PeopleSoft Student Administration (using the Voucher Enterprise Integration Point).
- Procurement Card interface.

Voucher Build Process Flow

Voucher Build first populates temporary tables with Quick Invoices and other available Interface sources, depending upon Run Control Selection criteria. Staged Vouchers from prior Voucher Build processes that have been released for processing and Vouchers with Pre-Edit errors can also be selected for re-processing and are inserted into the temporary tables with the new transactions.

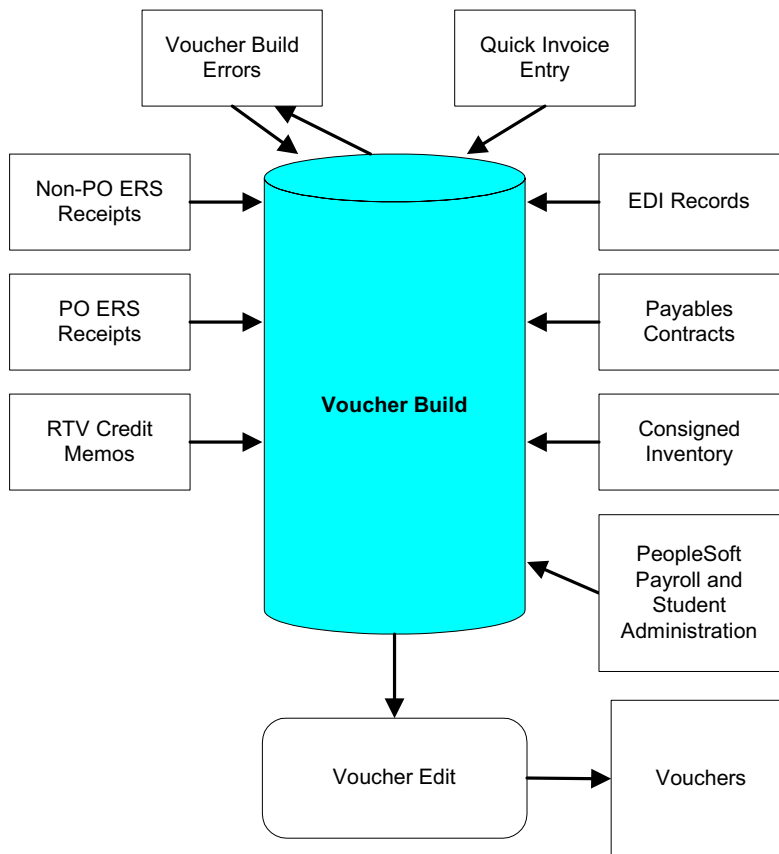
Once the temporary tables are populated, Voucher Build performs header error processing by checking for a valid business unit, invoice ID, invoice date, vendor ID, vendor location, address sequence number, and voucher Origin. The AP_VCHRBLD recycles vouchers with “Pre-Edit” errors and Interface transactions that are designated to be Staged for further review in the Voucher Build Error tables. These records are identical to the AP_VCHRBLD process temporary processing tables, and provide a staging area where pre-edit errors can be corrected and staged vouchers can be reviewed and subsequently released for further batch processing. The Staging records are VCHR_HDR_ERR, VCHR_LINE_ERR, VCHR_DIST_ERR, VCHR_PYMT_ERR, VCHR_MSCH_ERR, and VCHR_SLTX_ERR, VCHR_FRGH_ERR, and VCHR_MSCL_ERR.

Voucher Build associates purchase orders and receivers for vouchers based on the Voucher Build Criteria, creates any control groups, enters miscellaneous charges, checks header and line balances, and logs any errors. If applicable, it creates payment records. When Voucher Build associates purchase orders or receivers, it uses fields such as the purchase order ID, item ID, quantity, price, and so on, to find the key fields to the purchase order or receiver lines. It then uses those keys to create voucher distribution records and to copy purchase order and receiver fields to the voucher lines.

Note. Voucher Build (optionally) creates payment schedule records for Quick Invoice Entry vouchers. These records are created only if payment schedule information such as the bank or payment messages is input through the Quick Invoice Entry component.

Voucher Build stores successfully built voucher record sets in the Voucher Build temporary processing tables and calls the APVCHREDIT module for processing.

The following diagram illustrates the process:



Voucher Build process flow

Quick Invoice Entry Component

The Quick Invoice Entry component provides heads-down data entry functionality. It also supports copying Purchase Order and/or Receiver information, by specifying key field information for the Voucher Build process to use in associating Voucher Lines with specific Purchase Order or Receiver Schedule Lines.

The Quick Invoice Entry pages contain a minimal amount of PeopleCode, are easy to configure and upgrade, and offer improved performance on save. Vouchers input via the Quick Invoice Entry component are not required to enter all the information but can elect to have information default from the receivers or purchase orders. Quick Invoice Entry pages do not feature the field relational edits, balancing edits, or field defaulting found in the online Voucher component. Think of the Quick Invoice Entry component as online key punch cards. Editing and defaulting are performed by Voucher Edit.

The user has to enter only a business unit, vendor ID, invoice ID, invoice date, and merchandise amount on the invoice header and invoice lines, and distribution lines. The Voucher Build program completes all the other required fields for the voucher records.

The Quick Invoice Entry component can be used for entering vouchers without any purchase order or receiver data in the same manner as the Voucher component. You provide the invoice

header, line, and distribution information. In addition to the business unit, vendor ID, invoice ID, invoice date, and merchandise amount, you must enter ChartField values for the distributions.

The Quick Invoice Entry component can also be used for entering vouchers for which data is extracted from a purchase order or receiver as follows:

Enter a voucher, as mentioned above, and identify the purchase order and/or receiver on the voucher line, and ignore the Distribution information. Voucher Build then attempts to find the purchase order and/or receiver line. If it finds the purchase order and/or receiver line, Voucher Build retrieves the additional line information from the purchase order and/or receiver, as well as default voucher header data. Voucher Build first retrieves data from the purchase order, if it exists, and then from the receiver. If the voucher has multiple purchase orders, Voucher Build uses the information from the purchase order on the first voucher line. Voucher Build copies the distribution information from the purchase order (if the line is associated with a purchase order) or the receiver (if the line is associated with a receiver). The distributions are prorated from the amount on the invoice line.

Use a Voucher Build code to define how Voucher Build associates an invoice line with a purchase order and/or receiver. If the Voucher Build code is missing from the voucher header, Voucher Build uses the following default association logic:

- The Vendor ID on the Quick Invoice must be the same as the Vendor ID on the purchase order or receiver. Vendor ID can be blank only when associating to a purchase order, as the vendor can be populated from the purchase order when found.
- If a receipt is specified on the voucher line, Voucher Build attempts to find that receiver. If it does find the receiver, an association is made.
- Voucher Build then searches to find where the packing slip on the Quick Invoice voucher header is equal to the packing slip on the receiver line ship along with the item and quantity specified on the voucher line.
- Voucher Build then searches to find where the invoice ID on the Quick Invoice voucher header is equal to the packing slip on the receiver line ship along with the item and quantity specified on the voucher line.
- If a PO Schedule is on the invoice line, Voucher Build attempts to find that purchase order.
- Voucher Build then searches to find where the item and quantity on the invoice line exist on a purchase order schedule.
- If an association is still not found, Voucher Build sets the invoice line to *In Error*.

Note. If the preceding default association logic is not appropriate for your installation, set up your own Voucher Build codes, where you can specify your own association logic. This Voucher Build code has to appear on the Quick Invoice Entry header.

You also have the option of modifying the default association logic in the AP_VCHRBLD application as follows:

- To deactivate Voucher Build's defaulting logic, make section AP_VB_BLD CD.XUSRDFLT Step01 active.
- To have a separate defaulting logic for receivers, make section AP_VB_BLD CD.XUSRDFLTStep02 active and populate the PeopleCode clauses with dynamic SQL.
- To have a separate defaulting logic for purchase orders, make section AP_VB_BLD CD.XUSRDFLTStep03 active and populate the PeopleCode clauses with dynamic SQL.

Note. You must thoroughly test any dynamic SQL that you add.

See Also

“Structuring Procurement Options for PeopleSoft Payables,” Specifying Voucher Build Criteria

Quick Invoice Entry Page Configuration

You probably want to configure the Quick Invoice Entry component to meet your own unique needs. In fact, we have structured the delivered component to make this task as easy as possible.

The delivered Quick Invoice Entry component comprises the following pages:

Tab Name	Page Name
Header	VCHR_HEADER_QV
Payment	VCHR_PYMNT_QV
Status	VCHR_QUICK_STATUS

Note. A number of fields on these pages are the same as those on the online Voucher component and are not described in detail in this section.

In addition, the Quick Invoice Entry component contains other hidden pages. Two pages that may be important when configuring the component for your use are VCHR_QV_PNL_WRK and VCHR_USERWRKQV.

VCHR_QV_PNL_WRK contains work fields such as derived fields that do not exist on the actual quick invoice entry records.

VCHR_USERWRK_QV contains a work record where you can add your own specific PeopleCode functions. The VCHR_USERWRK_QV record contains three fields that you can use, or you can add your own fields. Putting any of your own PeopleCode on this record should simplify future upgrades. The fields are:

- USER_CD_FLD
- USER_FLG_FLD

- USER_OPT_FLD

Do not make any changes directly to the delivered Quick Invoice Entry component. First save the delivered component under another name and then make the changes. This makes upgrades much easier because you need to keep only the pages and components that you have adapted for your own use.

See Also

“Entering and Processing Vouchers Online,” Entering Vouchers Online

ERS Vouchers

Voucher Build creates Evaluated Receipt Settlement (ERS) vouchers from procurement receipt records. The receipts must be priced and have extended merchandise amounts. Voucher Build creates the Voucher ID number and completes the other fields that are required for creation of a voucher that can be processed by Voucher Edit.

Note. Matching does not create ERS vouchers in PeopleSoft Payables. However, you can elect (on the receiver) to require that ERS vouchers be matched after they have passed Voucher Edit. If you do not elect to require matching, the Voucher Edit process flags them as approved for payment.

Voucher Build creates ERS vouchers from receipts that reference a purchase order as well as receipts that do not reference a purchase order (also known as *non-PO receipts*). In the case of non-PO receipts, Voucher Build creates ERS vouchers only for receipt lines that have unit prices (priced receipts). These unit prices can be defaulted online from the item master or supplied by an external (receipt load) interface module.

To create ERS vouchers, the vendor location must be identified as an ERS vendor, and the PeopleSoft Payables business unit must be set up to allow ERS transactions. If the Payables business unit ERS option is set to default from a higher level, the procurement accounting controls must be set to allow ERS transactions.

Voucher Build creates separate ERS vouchers for each packing slip that is referenced on a single receipt and multiple ERS vouchers from a single receipt, as receipt lines are marked as received.

You have the option of either creating the ERS voucher invoice date from the receipt date or letting the freight terms on the ERS receipt determine whether to use the receipt of the shipment date as the invoice date.

In cases where the same packing slip number is used as the invoice number on multiple ERS vouchers (because an ERS receipt was partially invoiced), Voucher Build adds an ERS sequence number (ERS_INV_SEQ) to the ERS voucher header. This prevents Duplicate Invoice Checking from rejecting ERS vouchers that have the same packing slip number and that have been built from the same receipt.

Voucher Build places any ERS vouchers that fail Voucher Build edits into the Voucher Build Error tables for correction.

Return to Vendor Adjustments

Voucher Build creates adjustment vouchers for Return to Vendor (RTV) transactions. If an RTV adjustment does not reference a receipt, it is treated as a non-match RTV. You are given the option, through the PeopleSoft Payables default hierarchy, of either creating automatic adjustments for RTV transactions that require credit memos or passing those transactions to the Quick Invoice Entry tables. You can maintain pending adjustment transactions by adding a reference to vendor credit memo documents or by making other adjustments prior to having Voucher Build turn them into adjustment vouchers. The RTV transactions have a Vendor RTV action code that indicates whether the credit memo should be generated and the nature of the RTV transaction. The RTV action codes are:

- Issue Credit Only

Vendor issues credit memo only.

- Replace and Invoice

Vendor issues credit memo and re-invoices for replaced merchandise that was shipped against the original purchase order schedule. RTV credit vouchers for replacements are deducted from the matched quantities on the purchase order so that the replacements can be received against the original purchase order. These deductions occur from the Matching process (AP_MATCHING). All Replace and Invoice Return to Vendor Vouchers are created as requiring Matching.

- Exchange and Invoice

Vendor exchanges for like merchandise and issues credit for the returned merchandise and re-invoices for the new merchandise against the original purchase order. A Change Order is created against the original purchase order to add the new item being shipped by the vendor.

Voucher Build accesses the RTV tables (RTV_HDR, RTV_LN, RTV_LN_DISTRIB, and RTV_LN_FEE) to get all information that is required to create adjustment vouchers. Voucher Build places any RTV fees in the voucher miscellaneous charge table. Voucher Build processes the RTV records that require vouchers to be created and assigns the voucher ID number.

Before processing any RTV transactions, you must enable RTV Credit Memo processing at the PeopleSoft Payables business unit level. You must also specify the appropriate voucher adjustment option from the following:

- Don't create adjustments.
- Create adjustments.
- Create adjustments, but stage the resulting vouchers to the Voucher Build Error tables for further user review.

See Also

“Defining PeopleSoft Payables Business Units,” Setting Voucher Build Options

Payables Contracts

Voucher Build creates vouchers from Payables contracts established in the Administer Contracts menu. Voucher Build controls the release of the vouchers into the Payables system based on the contract release date on each Payables business unit. It compares this date to the accounting date on the contract. Set the release date to the Current Date, to a Specific Date, or to ignore the date as part of your Voucher Build setup.

Voucher Build selects data staged by the Administer Contracts functionality to the CNTRCT_RLS_HDR, CNTRCT_RLS_LN, and CNTRCT_RLS_DTL contract staging tables. It ensures that the total gross amount does not exceed the maximum limit for the contract. If it does, the record is in error and Voucher build does not process the contract. Once Voucher Build has processed the staged contracts, the cumulative total for the contract is increased by the total gross amount for the new vouchers, and the contract lines are registered by sending data to the CNTRCT_EVT_VCHR table.

The Voucher Build process will build the associated non-merchandise charge records for miscellaneous, freight, and tax charges associated with the Recurring Contract voucher.

If the contract has some retention amounts, Voucher Build creates a voucher with two scheduled payment records. One payment record is for the amount to be paid now and the second payment for the retention amount is created and placed on hold.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Using Voucher and Order Contracts”

Recurring Purchase Order Voucher Contracts

Using the Recurring PO Voucher Contracts functionality in Administer Contracts, customers can create Recurring PO Vouchers (that is, purchase orders that are recurring in nature). The Contracts functionality allows purchase orders to be copied over and subsequent PO Voucher(s) to be created accordingly.

This functionality enables you to:

- Create recurring voucher(s) based upon a purchase order.
- Release one purchase order from which users can create multiple recurring vouchers.
- Create multiple line purchase order information for the purposes of generating recurring PO vouchers from within the Contracts application.
- Verify recurring voucher amounts/quantities.

- Verify that total amounts of recurring voucher(s) do not exceed the purchase order gross amount.
- Generate only those vouchers that meet the limits of the purchase order.
- Utilize the Budget Checking functionality of the Payables system for liquidation of the purchase order's encumbrance amount.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Using Voucher and Order Contracts,” Using Recurring PO Vouchers

Promotions Management

The Promotions Management system enables a salesperson to authorize a scheduled payment or issue a Field Draft, or Manual Check, to customers who are also established vendors in the Payables system. The Promotions Management System sends Voucher Transactions to the Voucher Build Staging Tables for Promotions Management. The staging tables are VCHR_HDR_STG, VCHR_LN_STG, VCHR_DIST_STG, and VCHR_PYM_TD_STG.

Voucher Build selects data staged by the Promotions Management system and performs all of the standard Voucher Build processing. Manual payments from the Trade Promotions system can be processed by Batch Voucher Processing, however, the accompanying payment record must specify valid Bank Code, Bank Account, and Check Number.

With the introduction of the Record Payment functionality in Batch Voucher Processing, some limitations must be placed on these transactions. PeopleSoft Payables Online voucher processing does not allow Recorded Payment transactions to be saved with a status of Recycle. If a Recorded Payment transaction passes all Voucher Build's Pre-Edit validation, and receives an error such as an invalid chartfield combination, the transaction is modified from a Recorded payment to a Scheduled payment, with the payment placed on Hold. This error will need to be corrected utilizing the standard Voucher Component in order to record the payment information, or the Voucher will need to be deleted from the Payables system and re-submitted with valid information from the Promotions Management system.

See Also

PeopleSoft Promotions Management PeopleBook, “**Processing Payments for Promotions**”

Consigned Inventory

Consignment inventory is a supply chain management strategy in which you store goods in your business unit without paying the vendor until after the goods are consumed. The PeopleSoft consignment inventory feature, which enables you to implement this strategy across your entire enterprise, integrates a variety of functions within the PeopleSoft Purchasing, Inventory, Production Management, Cost Management, and Payables applications.

In PeopleSoft Payables, Voucher Build creates voucher record sets for consigned items that have been consumed and costed.

Voucher Build does this by extracting data from the Depletion Accounting Entry table (CM_DEPLETE), selecting rows for which the Voucher Build status is *T* (to be vouchered) or *E* (error) and processing these rows according to the selected Consign Voucher value set at the vendor location level. The available values are:

<i>Auto</i>	Voucher Build automatically creates vouchers (assuming that there are no Voucher Build errors).
<i>Manual</i>	Voucher Build sets the status of affected data on the CM_DEPLETE table to <i>N</i> (never to be vouchered). Voucher Build does not process these vouchers. This is because, in the case of rows with a Voucher Build status of <i>M</i> (manual), usage reports are provided to the vendor, and the invoice is not finalized until an invoice is received from the vendor.
<i>Stage</i>	Voucher Build creates vouchers and places the vouchers in the Voucher Build Error tables for further user review.

Once Voucher Build has processed a row on the CM_DEPLETE table by creating or staging a voucher, Voucher Build updates the status of that row to *V* (vouchered). If an error occurs during processing, Voucher Build changes the status to *E* (error).

Voucher details come from the following sources:

- The price is extracted from the purchase order or the receipt if there is no purchase order.
- Distribution information is extracted from the distribution lines on the receipt.
- Order detail is extracted from the SHIP_INF_INV.

Other voucher data extracted from the purchase order or receipt includes:

- Unit of measure (UOM) and UOM conversion rate.

Note. The Depletion Accounting Entry table stores data in the item's standard UOM; Voucher Build converts this to the receipt vendor's UOM.

- Invoice ID from the Packing Slip number referenced on the original receiver.
- Vendor and vendor location.
- Payables business unit.

CM_ACTUAL_COST identifies the receipt with the depleted transaction. For the same receiver line and/or distribution, it is summed for one voucher and/or distribution line.

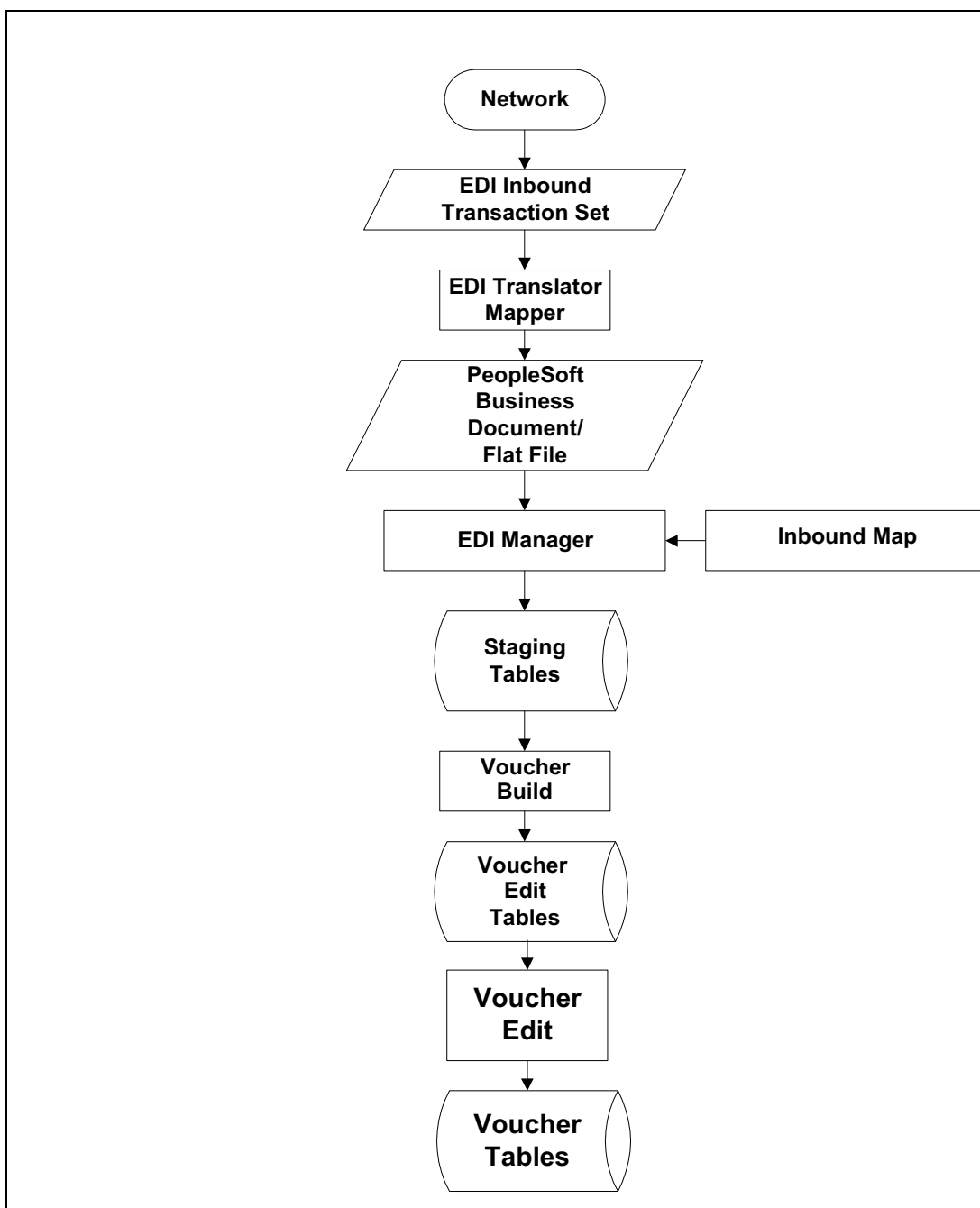
Voucher Build assigns voucher IDs for each voucher based on the next voucher ID that is available from the Payables business unit. Voucher Build uses the packing slip number on the

receiver as the invoice ID. To prevent duplicate invoice IDs, the ERS_INV_SEQ number field is incremented by one each time a packing slip is used as the invoice ID.

PeopleSoft Inventory PeopleBook, “Managing Consigned Inventory”

EDI Records

Voucher Build provides support for data interfaced through EDI. The following diagram shows how the process works:



PeopleSoft EDI and Voucher Build process flow

Typically you use a Value-Added Network (VAN) to exchange EDI transactions. A VAN is a private network used for exchanging EDI transactions. However, networks can also be the internet, a dedicated link, or a sole-source provider.

To process EDI transactions:

1. Translate the EDI file using a third-party translator. The translator converts the EDI transactions into a PeopleSoft business document format.

A PeopleSoft business document is a layout describing the fields that comprise the EDI file, including field name, type, length, format, short name, long name, and so on.

To translate a data file into a PeopleSoft business document, use a translation tool that prepares, parses, and maps the flat file into the PeopleSoft Business document format. Your company can build this tool or you can use third-party tools that are readily available.

2. Load the business document using the EDI Manager.

The EDI Manager uses a PeopleSoft-supplied EDI Agent (SQR) to import the electronic data flat file, translate the data using the PeopleSoft business document layout, and stage the data in the staging tables (VCHR_HDR_EC, VCHR_LINE_EC, VCHR_DISTRIB_EC, VCHR_PYMT_EC, VCHR_SLTX_EC, VCHR_FRGH_EC, and VCHR_MSCH_EC) in the PeopleSoft database.

Use the EC Agent - Run Control Parameters page in the PeopleTools EDI Manager to load the flat file with the invoice data into the staging tables.

3. Confirm that the data loaded into the staging tables successfully using the EDI Manager.

Use the Business Document Summary page to confirm that your data loaded successfully. Verify that the status is *Loaded*.

4. Run Voucher Build to create voucher record sets for Voucher Edit.

5. Run Voucher Edit to complete the vouchers and load them in the Voucher tables.

Voucher Build processes data loaded through EDI in the same way as the data is entered through the Quick Invoice Entry component.

Invoices that are entered into the system through the EDI Manager may contain a blank space or the word *Next* in the VOUCHER_ID field. The system automatically assigns voucher IDs for these vouchers. This occurs during Voucher Build, regardless of whether the Payables business unit is set up for autonumbering.

Once EDI transactions have been processed, they are deleted from the EDI staging tables. Voucher Build places any vouchers that receive Pre-Edit Validation errors in the Voucher Build Error tables for Data Entry Correction.

Voucher Build Minimum Data Requirements for EDI

The following table lists the minimum set of fields required by Voucher Build for a voucher when you are supplying the voucher header, voucher line, and distribution line information.

The fields listed in the table below vary for the following:

- When you are trying to associate invoice lines to a purchase order, the VENDOR_ID is not required, and the distribution line is optional. The rest of the required fields vary depending on the Voucher Build code.
- When you are trying to associate invoice lines to a receiver, the distribution line is optional, and the rest of the required fields vary depending on the Voucher Build code.

<i>Voucher Header</i>
ROW_ID
BUSINESS_UNIT
INVOICE_ID
INVOICE_DT
VENDOR_ID
OPRID
GROSS_AMT
<i>Voucher Line</i>
ROW_ID
BUSINESS_UNIT
MERCHANDISE_AMT
VOUCHER_LINE_NUM
<i>Distribution Line</i>
ROW_ID
BUSINESS_UNIT
VOUCHER_LINE_NUM
DISTRIB_LINE_NUM
ACCOUNT
MERCHANDISE_AMT
<i>Miscellaneous Charges</i>
ROW_ID
BUSINESS_UNIT
MISC_CHARGE_CODE
MISC_CHRG_AMT
<i>Freight Charges</i>
ROW_ID
BUSINESS_UNIT
MISC_CHARGE_CODE
MISC_CHRG_AMT
<i>Sales Tax Charges</i>
ROW_ID
BUSINESS_UNIT
MISC_CHARGE_CODE

Voucher Header
Payments
ROW_ID
BUSINESS_UNIT
PYMNT_CNT
PYMNT_GROSS_AMT

Note. The Distribution lines are optional because they can be created from the Voucher Line by specifying Business_Unit_GL and Account, and any additional desired ChartField information. The Miscellaneous Charge, Freight Charge, Sales Tax Charge, and Payment records are also optional, as they can be created from the Payables Default Hierarchy. If supplied, the data elements specified above must be populated or the Voucher will be Recycled.

See Also

Quick Invoice Entry Component

PeopleSoft PeopleTools PeopleBook: Supported Integration Technologies, PeopleSoft EDI Manager

Payroll and Student Administration Interface (Voucher Enterprise Integration Point)

PeopleSoft Payroll, or other payroll systems, can process payroll deductions through PeopleSoft Payables using PeopleTools Application Messaging technology. PeopleSoft Payables uses the batch subscribe methodology to populate the Voucher Build staging tables (VCHR_HDR_STG, VCHR_LINE_STG, and VCHR_DIST_STG) with the necessary information for building voucher record sets.

Another EIP, the Vendor EIP, enables PeopleSoft Payroll to transfer vendor information to PeopleSoft Payables.

PeopleSoft Student Administration also uses the Application Messaging technology to send Vendors and Vouchers to the PeopleSoft Payables system. It utilizes the same Message Definitions as the PeopleSoft Payroll transactions. Batch Voucher Processing treats the resulting Vouchers from both Payroll and Student Administration as a single Interface Integration point.

VOUCHER_BUILD Message Definition

The VOUCHER_BUILD message definition is structured as follows:

Message Version	Record(s)	Publish Field(s)	Message Channel
VERSION_1	VOUCHER	All	Voucher
	VOUCHER_LINE	All	

<i>Message Version</i>	<i>Record(s)</i>	<i>Publish Field(s)</i>	<i>Message Channel</i>
	DISTRIB_LINE	All	

VOUCHER_BUILD (Message)			
Field Name	Alias	Publis	
1 BUSINESS_UNI		☒	
2 VOUCHER_ID		☒	
3 VOUCHER_STY		☐	
4 INVOICE_ID		☒	
5 ERS_INV_SEQ		☐	
6 INVOICE_DT		☒	
7 VENDOR_SETI		☒	
8 VENDOR_ID		☒	
9 VNDR_LOC		☒	
10 ADDRESS_SE		☒	
11 GRP_AP_ID		☒	
12 ORIGIN		☒	
13 OPRID		☒	
14 VCHR_TTL_LIN		☒	
15 CLOSE_STATU		☐	

VOUCHER_BUILD Message

Voucher Channel Definition

The Voucher channel definition is structured as follows:

VOUCHER (Message Channel)

Messages Routing Rules

Messages:

VOUCHER

Use These Fields to Partition:

- ☐ BUSINESS_UNIT
- ☐ VOUCHER_ID
- ☐ VOUCHER_STYLE
- ☐ INVOICE_ID
- ☐ ERS_INV_SEQ
- ☐ INVOICE_DT
- ☐ VENDOR_SETID
- ☐ VENDOR_ID
- ☐ VNDR_LOC
- ☐ ADDRESS_SEQ_NUM
- ☐ GRP_AP_ID
- ☐ ORIGIN

Voucher Message Channel Definition - Messages

VOUCHER (Message Channel)

Messages **Routing Rules**

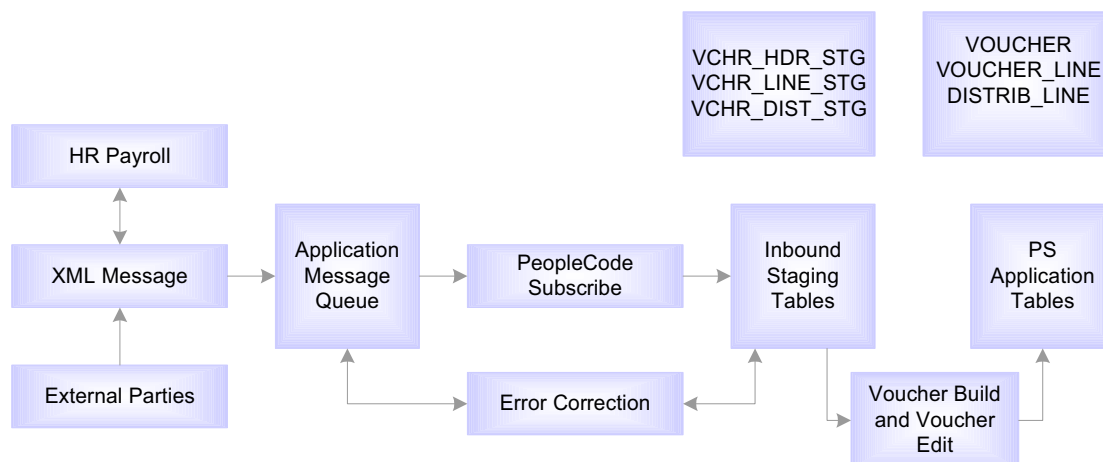
Direction	Message Node Name	Message Node Description
Subscribe from	PSFT_HR	PS HRMS - Local Node

Voucher Message Channel Definition - Routing Rules

Using the Message Subscription Process

Design Pattern	Message Name	Subscription Name
BS - Batch Subscribe	Voucher_Build	VoucherBuild

The VOUCHER_BUILD message subscription process enables you to subscribe to voucher data that is published by PeopleSoft Payroll or external payroll applications as follows:



Process flow for Voucher Build Subscribe

The subscription process transfers the contents of the message to the inbound staging tables (VCHR_HDR_STG, VCHR_LINE_STG, and VCHR_DIST_STG). Then Voucher Build and Voucher Edit move the data from these staging tables to the application tables (VOUCHER, VOUCHER_LINE, and DISTRIB_LINE).

If external parties send bad data (for example, an invalid business unit) as part of the message, the subscription process flags the message as being in error. Manual intervention is necessary to correct the data before the message can be processed successfully. Correct the data on the Administer Procurement, Enter Voucher Information, Inquire, Voucher Edit Messages page. On that page, you can search for the messages in error status. An error page lists all the voucher data that needs correction. When you save the message after correcting the data, the message status is automatically set to Reprocess.

Voucher Build assigns voucher IDs if they don't exist. Once Voucher Build has processed a staged record, it is deleted from the staging table.

Note. The subscription process accepts only data for adding new vouchers to the system. Changes to vouchers residing in the system have to be done manually using the online Voucher component.

Message Record Definitions

The following table lists the fields that are subscribed to from each of the records in the message.

Column Name	Data Type	Length/Precision
BUSINESS_UNIT	Char	5
VOUCHER_ID	Char	8
INVOICE_ID	Char	22

Column Name	Data Type	Length/Precision
INVOICE_DT	Date	10
VENDOR_SETID	Char	5
VENDOR_ID	Char	10
VNDR_LOC	Char	10
ADDRESS_SEQ_NUM	Number	3
GRP_AP_ID	Char	10
ORIGIN	Char	3
OPRID	Char	8
VCHR_TTL_LINES	Number	5
ACCOUNTING_DT	Date	10
POST_VOUCHER	Char	1
DST_CNTRL_ID	Char	10
VOUCHER_ID_RELATED	Char	8
GROSS_AMT	Signed decimal	23.3
DSCNT_AMT	Signed decimal	23.3
USETAX_CD	Char	8
SALETX_AMT	Signed decimal	23.3
SALETX_CD	Char	8
FREIGHT_AMT	Signed decimal	23.3
DUE_DT	Date	10
DSCNT_DUE_DT	Date	10
PYMNT_TERMS_CD	Char	5
ENTERED_DT	Date	10
TXN_CURRENCY_CD	Char	3
RT_TYPE	Char	5
RATE_MULT	Signed decimal	7.8
RATE_DIV	Signed decimal	7.8
VAT_ENTRD_AMT	Signed decimal	23.3

Column Name	Data Type	Length/Precision
MATCH_ACTION	Char	1
MATCH_STATUS_VCHR	Char	1
BCM_TRAN_TYPE	Char	2
CNTRCT_ID	Char	25
REMIT_ADDR_SEQ_NUM	Number	3
CUR_RT_SOURCE	Char	1
DSCNT_AMT_FLG	Char	1
DUE_DT_FLG	Char	1
VCHR_APPRVL_FLG	Char	1
BUSPROCNAME	Char	30
APPR_RULE_SET	Char	30
VAT_DCLRTN_POINT	Char	1
VAT_CALC_TYPE	Char	1
VAT_ENTITY	Char	20
VAT_TXN_TYPE_CD	Char	4
TAX_CD_VAT	Char	8
VAT_RCRD_INPT_FLG	Char	1
VAT_RCRD_OUTPT_FLG	Char	1
VAT_RECOVERY_PCT	Signed decimal	3.2
VAT_CALC_GROSS_NET	Char	1
VAT_RECALC_FLG	Char	1
VAT_CALC_FRGHT_FLG	Char	1
VAT_RGSTRN_SELLER	Char	12
COUNTRY_SHIP_FROM	Char	3
COUNTRY_SHIP_TO	Char	3
COUNTRY_VAT_BILLFR	Char	3
COUNTRY_VAT_BILLTO	Char	3
VAT_TREATMENT_PUR	Char	3
VAT_EXCPTN_TYPE	Char	1
VAT_EXCPTN_CERTIF	Char	20
VAT_USE_ID	Char	6

Column Name	Data Type	Length/Precision
DSCNT_PRORATE_FLG	Char	1
USETAX_PRORATE_FLG	Char	1
SALETX_PRORATE_FLG	Char	1
FRGHT_PRORATE_FLG	Char	1
IST_TXN_FLG	Char	1
DOC_TYPE	Char	8
DOC_SEQ_DATE	Date	10
DOC_SEQ_NBR	Char	12
DESCR254_MIXED	Char	254
EIN_FEDERAL	Char	9
EIN_STATE_LOCAL	Char	20
PROCESS_INSTANCE	Number	10
IN_PROCESS_FLG	Char	1
BUSINESS_UNIT_PO	Char	5
PO_ID	Char	10
PACKSLIP_NO	Char	22
SHIP_DATE	Date	10
RECEIPT_DT	Date	10
TAX_GRP	Char	4
TAX_PYMNT_TYPE	Char	5

See Also

Reviewing and Correcting Voucher Batch Exceptions and Errors

“Integrating With Other PeopleSoft Applications,” Using the Vendor Enterprise Integration Point (EIP)

PeopleSoft Enterprise Integration PeopleBook, “Introducing Enterprise Integration Points”

PeopleSoft Payroll for North America PeopleBook, “Administering Interfaces,” Using the PeopleSoft Payables Interface

Procurement Card Interface

The Procurement Card interface between Purchasing and Payables now supports encumbrance accounting and commitment control.

The process of creating payments and accounting entries that was previously performed in PeopleSoft Purchasing is now processed in Voucher Build. You can create both the expense accounting entries and the payment accounting entries from the Voucher transactions in the Payables system and can process Procurement Card transactions against purchase orders.

As a part of the Procurement Card Reconciliation process, Procurement Card vouchers will be staged in the Inbound Message Subscription Staging Tables for Voucher Build, VCHR_HDR_STG, VCHR_LINE_STG, and VCHR_DIST_STG. For purchase order related transactions, the merchandising vendor is retained on the Voucher Line to support the Matching process, if applicable.

See Also

PeopleSoft Purchasing PeopleBook “Managing Procurement Cards,” Running the Voucher Load Process

Setting Up Voucher Build

Before building vouchers using Voucher Build, you must:

- Set up all control information.
- Establish the PeopleSoft Payables control hierarchy.
- Enter approved vendors in the system.

To complete your setup for Voucher Build, you must:

- (Optional) Define the Voucher Build Criteria on the Structure Procurement Options - Voucher Build Criteria page. The criteria you define here determine how the system builds voucher record sets from purchase orders and receivers. If you don't specify any criteria, Voucher Build has a default hierarchy from which to associate the vouchers with purchase orders and receipts.
- Define ERS options in the Establish Business Units - Procurement Accounting Controls component.
- Define the Payables business unit Voucher Build criteria, contract release date, RTV adjustment option, and ERS options on the Establish Business Units, Payables Definition, Voucher Build page.

See Also

“Defining PeopleSoft Payables Business Units,” Defining Procurement Accounting Controls

“Defining PeopleSoft Payables Business Units,” Setting Voucher Build Options

“Structuring Procurement Options in PeopleSoft Payables,” Specifying Voucher Build Criteria

Creating Vouchers with the Quick Invoice Entry Component

The Quick Invoice Entry component provides heads-down data entry functionality with default and edit processing done on the back end.

This section describes how to:

- Enter voucher information (header, line, distribution, and sales tax).
- Enter session defaults.
- Enter payment terms details.
- Enter freight charges.
- Enter miscellaneous charges.
- Enter sales tax charges.
- Copy voucher information from purchase orders and receivers.
- Select purchase order lines to copy.
- Select receiver lines to copy.
- Enter voucher line details.
- Enter payment information
- View status information.

Pages Used to Create Vouchers with the Quick Invoice Entry Component

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Quick Invoice Entry - Header	VCHR_HEADER_QV	Accounts Payable, Vouchers, Entry, Quick Invoice Entry, Header	Enter required and optional invoice header, line, and distribution information.
Voucher Entry Default	VCHR_DFLT_PNL	Click the Session Defaults link on the Quick Invoice Entry - Header page.	Enter session defaults for the invoices that are being entered.
Terms Details	TERMS_QV_SEC	Click the Terms link on the Quick Invoice Entry - Header page.	Enter payment terms details.

Page Name	Object Name	Navigation	Usage
Quick Invoice Entry - Freight Charge	VCHR_FRGHTQV_SE	Enter a Freight amount and click the Freight link on the Quick Invoice Entry - Header page.	Designate the Miscellaneous Charge code(s) for the designated freight charges to define proration rules.
Quick Invoice Entry - Miscellaneous Charges	VCHR_MISCQV_SEC	Enter a Misc Charge amount and click the Misc Charge link on the Quick Invoice Entry - Header page.	Designate the Miscellaneous Charge code(s) for the designated miscellaneous charges to define the proration rules.
Quick Invoice Entry - Sales Tax Charges	VCHR_SLTXQV_SE	Enter a Sales Tax amount and click the Sales Tax link on the Quick Invoice Entry - Header page.	Designate the Sales Tax Charge Code for the designated sales tax charges to define the proration rules.
Voucher Line Details	VCHR_LINEQV_SEC	Click the Associate PO/Receipts link in the voucher line on the Quick Invoice Entry - Header page.	Specify purchase order and/or receiver details for this voucher line.
Quick Invoice Entry - Payment	VCHR_PYMNT_QV	Accounts Payable, Vouchers, Entry, Quick Invoice Entry, Payment	Enter any specific payment information. This page is optional.
Quick Invoice Entry - Status	VCHR_QUICK_STAT	Accounts Payable, Vouchers, Entry, Quick Invoice Entry, Status	View status information for the invoice.

Entering Voucher Information

Access the Quick Invoice Entry - Header page.

Quick Invoice Entry - Header page

Session Defaults

Click to set session defaults for the invoices you are entering. The system applies the session defaults that you enter on this page to each invoice entered until you exit from the current PeopleSoft session or clear the defaults.

Invoice Information

You must enter a **Vendor ID**, **Invoice No.** (number), invoice **Date**, and gross **Amount**. These are the only required fields in the Invoice Information group box.

Terms

Enter payment terms for the voucher. Click the Terms button to indicate term details.

Freight

Enter a freight amount. Click the Freight button to specify the Miscellaneous Charge code(s) used to define proration rules for the freight charges.

Misc Charge

Enter an amount for miscellaneous charges. Click the Misc button to specify the Miscellaneous Charge code(s) used to define proration rules for the freight charges.

Sales Tax

Enter a sales tax amount. Click the Sales Tax button to specify the Miscellaneous Charge code used to define proration rules for the sales tax charges.

VAT (Value Added Tax)

Enter a VAT amount.

PO/Receiver Information

Build Code	Defines how Voucher Build should associate invoice lines for the voucher with a purchase order or receiver. Once Voucher Build finds an association, the invoice line is joined with the purchase order and/or receiver lines to create the voucher line and accounting distributions.
PO Unit (purchase order business unit)	The system uses the PeopleSoft Purchasing PO unit, PO ID (purchase order ID) to default values onto the invoice lines.
Recv BU (receiving business unit)	The system uses the PeopleSoft Purchasing receiving business unit and Recv ID (receiver ID) to default values onto the invoice lines.
Carrier ID	Enter a carrier ID, PK Slip No (packing slip number), and Bill of Lading , if they are used by a Voucher Build code.

Voucher Line

Flag	Select a distribution method. Options include: <i>Amt</i> : Distribute by amount. <i>Qty</i> : Distribute by quantity.
Item ID	You may enter an item ID reference code and a line item Description of up to 30 characters.
Quantity	Depending on the distribution method you are using, enter the relevant voucher quantity, UOM (unit of measure), and Unit Price .
Extended Amt (extended amount)	The merchandise amount for the Voucher Line. This value is computed by the Batch Voucher process if Qty and Unit price are input or copied from a PO/Receiver.
Associate PO/Receipts	Click to enter PO and/or Receiver Line information.

Distribution

Enter distribution information on this page using the tabs in the Distribution group box. You can enter multiple distribution lines for each voucher line. You must enter a **GL Unit** (general ledger business unit) and **Account**, if the Voucher will not be associated with a purchase order or receiver.

These tabs function as they do in the online Voucher component with the exception of the ChartField and More ChartField tabs. These ChartFields have been divided between these two tabs to save keystrokes.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

Entering Session Defaults

Access the Voucher Entry Default page.

Voucher Entry Default

*Option: **No Default**

Invoice Defaults		PO/Receiver Defaults	
Unit:	US001	Build Code:	
Group:		PO Unit:	
Origin:		Recv Unit:	
Acctg Date:			
Vendor:		Location:	
Currency:		Address:	
Terms:		Rate Type:	

Distribution Line Defaults

Account: Dept:

Voucher Entry Default page

Specify session defaults for the invoices that you are adding. The system applies the defaults that you specify to each invoice entered until you exit the current PeopleSoft session or clear the session defaults by clicking the **Clear** button

This functionality proves useful if you enter high volumes of invoices for the same vendor. For example, if you are entering lots of invoices with the same invoice, PO/Receiver or distribution line information (such as the same vendor information, terms, or account) you can set defaults for these common fields and only enter the unique information for each voucher.

Option

Select from the following:

Default: Select this option to specify defaults.

No Default: The system ignores the values on this page, when you are entering invoices.

Invoice Defaults

Specify the Payables business **Unit**, control **Group**, voucher **Origin**, **Acctg Date** (accounting date), **Vendor ID**, vendor **Location**, and vendor **Address**. Also include the payment **Currency**, **Rate Type**, and **Terms**. These values default on the Quick Invoice Entry header.

PO/Receiver Defaults

Specify the voucher **Build Code**, **PO Unit** (purchasing business unit), and/or **Recv Unit** (receiving business unit). These values default on the Quick Invoice Entry header. The **PO Unit** and **BU Recv** fields on the header are used to control defaulting to the invoice lines.

Distribution Line Defaults

Enter a default **Account** and **Dept** (department ID).

Entering Payment Terms Details

Access the Terms Details page.

Discount Amount Control	Accept the default due dates, or enter user-specified amounts. Select from the following options: <i>T</i>: The system accepts the default due dates and the Discount Due Date and Due Date fields are not available for entry. <i>U</i>: When you select this option, the Discount Due Date and Due Date fields are available for entry and you can modify them. The system uses the dates you specify here.

Entering Freight Charges

Access the Freight Charges page.

This optional page provides for Miscellaneous Charge code(s) to be specified for the freight charges input for the voucher. Multiple freight charge codes can be specified, but the amounts attached to each charge code should total the Freight Amount for the voucher. The charge codes define the proration rules for the voucher freight amount.

Voucher Build and Voucher Edit provide this record if it is not entered and only the total freight amount is entered for the invoice.

See Also

“Entering and Processing Vouchers Online,” Entering Non-Merchandise Charge Details

Entering Miscellaneous Charges

Access the Miscellaneous Charges page.

This optional page provides for Miscellaneous Charge code(s) to be specified for the miscellaneous charges input for the voucher. Multiple Misc Charge codes can be specified, but the amounts attached to each charge code should total the Miscellaneous Amount for the voucher. The Charge codes define the proration rules for the Voucher Miscellaneous Amount.

Voucher Build and Voucher Edit provide this record if it is not entered and only the total freight amount is entered for the invoice.

See Also

“Entering and Processing Vouchers Online,” Entering Non-Merchandise Charge Details

Entering Sales Tax Charges

Access the Sales Tax Charges page.

This optional page provides for Sales Tax Charge code(s) to be specified for the Sales Tax Charges input for the voucher. Only one Sales Tax Charge code can be specified, which defines the proration rules for the Voucher Sales Tax charges.

Voucher Build and Voucher Edit provide this record if it is not entered and only the total freight amount is entered for the invoice.

See Also

“Entering and Processing Vouchers Online,” Entering Non-Merchandise Charge Details

Entering Voucher Line Details

Access the Voucher Line Details page.

Voucher Line Details

PO/Line	
PO Business Unit:	
Line Number:	
Purchase Order:	
Schedule Number:	

Receiver ID/Line	
Receiving Business Unit:	
Receiver No.:	
Receipt Line:	

Voucher Line Details page

Use this page to associate the voucher line to a purchase order or receiver. Enter the relevant criteria in the **PO/Line** or **Receiver ID/Line** group boxes.

Entering Payment Information

Access the Quick Invoice Entry - Payment page.

Quick Invoice Entry - Payment page: Main Information Tab

This page is optional and can be used to enter specific payment information.

Main Information Tab

Payment Count	Enter the Payment Count. Should be <i>1</i> unless there are multiple scheduled payments.
Scheduled	Enter the Scheduled Pay date if you want to specify the payment date rather than calculated from the Payment Terms.
Gross Amt	Gross Payment Amount.
Bank	Enter a bank code to override the PeopleSoft Payables Control Hierarchy.
Account	Enter a bank account to override the PeopleSoft Payables Control Hierarchy.
Handling	Enter a Payment Handling code to override the PeopleSoft Payables Control Hierarchy.

More Tab

Hold Payment	Enables you to place a payment on hold. If you select this check box for the payment, the system stores the scheduled payment but does not pay it.
Hold Reason	Select a code to explain the payment hold.
Message	Enter payment message.
Separate Payment	Select this option to indicate that the voucher should be paid on a separate check, or to split the voucher into two payment schedules.

See Also

“Entering and Processing Vouchers Online,” Scheduling and Creating Voucher Payments

Viewing Status Information

Access the Quick Invoice Entry - Status page.

Delete Voucher Select to delete the invoice, in which case the Quick Invoice will be deleted the next time the Voucher Build process is run for that business unit.

Voucher Build Information

Build Status Current build status of the voucher.

Datetime Created When the invoice was created.

Modified When the invoice was last modified.

Performing the Voucher Batch Process

This section describes how to:

- Run the Voucher Batch process.
- Define optional parameters.
- Review process messages.
- Review recycled vouchers.
- Review Pre-Edit Error vouchers.

Pages Used to Run the Voucher Batch Process

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Voucher Batch Req	VCHR_BATCH_RQS T	Accounts Payable, Batch Processes, Vouchers, Batch Voucher Request	Create a run control for the Voucher Build application engine process.
Optional Parameters	VCHR_BATCH_OPT _SEC	Click the Optional Parameters link on the Voucher Batch Req page.	Specify processing options for the run control, if any.
Process Messages	VCHR_EDIT_REQUE ST3	Accounts Payable, Batch Processes, Batch Voucher Request, Process Messages	Monitor the Voucher Edit process for the entered Run Control ID.

Page Name	Object Name	Navigation	Usage
Recycled Vouchers	VCHR_EDIT_REQUE ST4	Accounts Payable, Batch Processes, Batch Voucher Request, Recycled Vouchers	Review a log of any errors that may have occurred during the Voucher Edit process for the entered Run Control ID.
Pre-Edit Errors	VCHR_EDIT_REQUE ST5	Accounts Payable, Batch Processes, Batch Voucher Request, Pre-Edit Errors	Review a log of Pre-Edit errors that may have occurred during the Voucher Build Pre-Edit Process. Pre-Edit Errors must be corrected before submitting to the Voucher Edit portion of the Process.

Running the Voucher Batch Process

Access the Voucher Batch Req page.

Voucher Batch Req [Process Messages](#) [Recycled Vouchers](#) [Pre-Edit Errors](#)

Run Control ID: APBCM1 [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control Parameters

*Request ID:

*Voucher Process Option: [Optional Parameters](#)

*Voucher Edit Source:

Select Values

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	Vendor ID
1						

Interfaces

Voucher Batch Interfaces		*Stage Contract Vouchers?	
1	All Interfaces	Build Voucher	

Voucher Batch Req page

Run Control Parameters

Request ID

Enter a Request ID and a description for this process instance.

Voucher Process Option

You can process vouchers at many different levels. Indicate the level at which you want to process vouchers. Depending on the option you select, different fields become available for entry in the Select Values group box.

Select from the following.

Process All Units: The system processes all business units. No fields are available in the Select Values group box.

Process Business Unit: The system processes vouchers that belong to the **Business Unit** that you enter in the Select Values group box.

Process Contract: The system processes vouchers that belong to the **Contract ID** that you enter in the Select Values group box. You must also enter a business unit.

Process Group: The system processes vouchers that belong to the **Control Group ID** that you enter in the Select Values group box. You must also enter a business unit.

Process Origin: The system processes vouchers that belong to the **Origin** that you enter in the Select Values group box. You must also enter a **SetID**.

Process Vendor: The system processes vouchers that belong to the **Vendor ID** that you enter in the Select Values group box. You must also enter a business unit.

Process Voucher: The system processes the voucher with the **Voucher ID** that you enter in the Select Values group box. You must also enter a business unit.

You can only select this option if you have set the **Voucher Edit Source** to *New*, *Recycled*, or *Err/Staged*. It is not available if **Voucher Edit Source** is set to *All*.

Optional Parameters

Click to specify additional processing options for the run control.

Voucher Edit Source

You can opt to process the following:

All: Process both new and recycled vouchers.

Err/Staged: Process only vouchers that have Pre-Edit Errors from prior batch runs, or were staged during Prior batch run.

New: Process new transactions from selected Interface sources.

Recycled: Recycled system vouchers.

Interfaces

Voucher Batch Interfaces

Enables you to create vouchers from all or any one source. Select from the following:

All Interfaces: Create vouchers from all sources.

Consignment Inventory: Create vouchers from consignment inventory source transactions.

Contracts: Create vouchers from contracts source transactions.

EDI: Create vouchers from EDI source transactions.

Evaluated Receipts (ERS): Create vouchers from ERS source transactions.

HR-Payroll/Student Admin Interface: Create vouchers from Application Messaging source transactions from Payroll and Student Administration.

Procurement Card: Create vouchers from procurement card source transactions.

Quick Invoice: Create vouchers from quick invoice source transactions.

Return to Vendor: Create vouchers from return to vendor source transactions.

Trade Promotions Interface: Create vouchers from trade promotions interface source transactions.

Stage Contract Vouchers?

This field is enabled when you select the *All Interfaces* option or the *Contracts* option in the Voucher Batch Interfaces field. The system default is to stage Contract vouchers, but you can choose from the following options:

Build Voucher: Creates vouchers for the Voucher Edit process for all Contracts that are processed and successfully pass all of Voucher Build's editing requirements.

Stage Voucher: Instructs Voucher Build to stage all of the Contract vouchers created in the Pre-Edit Errors/ Staged Transactions tables for user review. Once the Contract vouchers have been staged in the Pre-Edit Error/Staged Voucher tables, they must be released for Voucher Build processing by selecting the Build Voucher option on the Review Pre-Edit Errors Component – Status Page.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler, Submitting and Scheduling a Process Request

Defining Optional Parameters

Access the Optional Parameters page.

Optional Parameters page

If you want to skip any of Voucher Edit's default processing and edits, do so by selecting the appropriate check box on this page. For example, if you are a U.S. corporation that never handles VAT transactions, it might make sense to select the **Skip VAT Applicable Processing** check box and speed up the Voucher Edit process by omitting VAT processing for your vouchers.

Also, if you are not using ChartField combination editing, you might elect to select the **Skip ChartField Combo Edits** check box.

Note. Take care with this feature. When you select any of the options on this page, the Voucher Edit program does not perform any default processing or edits for that option.

Optional Parameters

From Date Process vouchers that are dated within a specified date range by entering the **From Date** and **To Date** of the range.

Reviewing Process Messages

Access the Process Messages page.

Review the messages that are produced during the Voucher Edit run.

The **Request Status** group box shows the current status of the request. A **Process Instance** number appears after you run the request. The **Details** group box shows the **Time**, **Severity**, and text of the **Message**.

To display the messages that were generated during the run, select the **Refresh Log** button.

Reviewing Recycled Vouchers

Access the Recycled Vouchers page.

Voucher Batch Req | Process Messages | **Recycled Vouchers** | Pre-Edit Errors

User ID: DVP1 Run Control ID: APBCM1

Request ID: Description: [Refresh Log](#)

Request Status: Process Instance: 0

	Examine Error Messages	Correct Errors	Unit	Voucher	Origin	Group	Vendor	Buy Agree ID	Invoice	Invoice Date	Gross Amt
1	Examine Error Messages	Correct Errors									

Recycled Vouchers page

View any vouchers that are in error. For each voucher that is in error, you can see the business **Unit, Voucher ID, voucher Origin, Group, Vendor ID, Buy Agree ID, Invoice number, Invoice Date, Gross Amt** (gross amount), and **Currency**.

To display the messages that were generated during the run, select the **Refresh Log** button.

Note. The error messages for the current run display if you have already selected the **Refresh Log** button on the Process Messages page.

Examine Error Messages Select this link next to any of the vouchers listed to transfer to the Batch Voucher Error Detail component on which you can view the details for any of the errors.

Correct Errors Select this link to transfer to the appropriate correction component. Pre-Edit Voucher Build error Vouchers transfer you to the Review Pre-Edit Errors Component, while editing and validation errors transfer you to the regular Voucher Entry component.

The **Request Status** group box at the bottom of the page shows the current status of the request. A **Process Instance** number appears after you run the request.

See Also

Reviewing Voucher Header Errors

Reviewing Pre-Edit Errors

Access the Pre-Edit Errors page.

Voucher Batch Req

Process Messages

Recycled Vouchers

Pre-Edit Errors

User ID: DVP1

Run Control ID: APBCM1

Request ID:

Description:

Refresh Log

Request Status

Process Instance: 0

	Examine Error Messages	Go to Review Pre-edit Errors	Business Unit	Voucher ID	Origin	Control Group ID	Vendor ID	Buying Agreement ID	Invoice Number
1	Examine Error Messages	Go to Review Pre-edit Errors							

Pre-Edit Errors page

View any vouchers with Pre-Edit errors. Pre-Edit errors are errors that prohibit the transaction from being processed by Voucher Edit processing. For example, if the transaction has an invalid Vendor ID, Voucher defaulting cannot be processed correctly because Vendor ID is part of the Payables Control and Defaulting Hierarchy. For each voucher that has a Pre-Edit error, you can see the business **Unit**, **Voucher ID**, voucher **Origin**, **Group**, **Vendor ID**, **Buy Agree ID**, **Invoice** number, **Invoice Date**, **Gross Invoice Amount**, and **Transaction Currency**.

To display the messages that were generated during the run, select the **Refresh Log** button.

Note. The error messages for the current run display if you have already selected the **Refresh Log** button on the Process Messages page.

Examine Error Messages	Select this link next to any of the vouchers listed to transfer to the Header Errors page on which you can view the details for the error.
Go To Review Pre-edit Errors	Select this link to access the Batch Voucher Exceptions component, where you can review and correct the voucher errors.

The **Request Status** group box at the bottom of the page shows the current status of the request. A **Process Instance** number appears after you run the request.

Reviewing and Correcting Voucher Batch Exceptions and Errors

Use the Batch Voucher Error Detail and Batch Voucher Exceptions components to review the details of any errors that occurred during Voucher Edit for a particular voucher, including any header, line, distribution, or payment scheduling errors.

You can also use the Batch Voucher Exceptions component to update a voucher’s build status.

This section describes how to:

- Review voucher header errors.
- Review voucher line errors.
- Review distribution line errors.

- Review scheduled payment errors.
- Review miscellaneous charge errors.
- Review PreEdit errors.
- Update voucher build status.
- Review PreEdit error payments.

Pages Used to Review and Correct Voucher Batch Exceptions and Errors

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Header Errors	EDT_VCHR_ERROR S	• Accounts Payable, Vouchers, Review and Correction, Batch Voucher Error Detail, Header Errors • Click the Header Errors link on the Review PreEdit Errors Header page	Review and correct the details for any voucher header errors.
Line Errors	EDT_VCHRLN_ERR ORS	• Accounts Payable, Vouchers, Review and Correction, Batch Voucher Error Detail, Line Errors • Click the Line Errors link on the Review PreEdit Errors - Header page	Review and correct the details for any voucher line errors.
Distribution Line Errors	EDT_ACCTLN_ERR ORS	Accounts Payable, Vouchers, Review and Correction, Batch Voucher Error Detail, Distribution Line Errors	Review and correct the details for any distribution line errors.
Scheduled Payment Detail	EDT_SCHED_ERRO RS	Accounts Payable, Vouchers, Review and Correction, Batch Voucher Error Detail, Scheduled Payment Detail	Review and correct the details for any scheduled payment errors.

Page Name	Object Name	Navigation	Usage
Misc Charge Errors page	EDT_MISC_ERRORS	Accounts Payable, Vouchers, Review and Correction, Batch Voucher Error Detail, Misc Charge Errors	Review and correct the details for any miscellaneous charge errors.
Review PreEdit Errors - Header	VCHRHDR_BLG_ER R	Accounts Payable, Vouchers, Review and Correction, Review PreEdit Errors, Header	Review vouchers that generated exceptions during the Voucher Batch process.
Update Build Status	ERROR_UPDATE_SE C	Click the Update Bld Stat link on the Batch Voucher Exceptions - Header page.	Update a voucher's build status.
Review PreEdit Errors - Payment	PYMNT_BLD_ERR	Accounts Payable, Vouchers, Review and Correction, Review PreEdit Errors, Payment	Review payment information for the voucher.

Reviewing Voucher Header Errors

Access the Header Errors page.

Header Errors | [Line Errors](#) | [Distribution Line Errors](#) | [Scheduled Payment Detail](#) | [Misc Charge Errors](#)

Unit: US001 **Voucher:** 00000107
Invoice Date: 08/02/2000 **Invoice:**
Vendor: SCM0000003 TRAILBLAZERS

Voucher Errors [Find](#) | [View All](#) First ◀ 1 of 2 ▶ [Last](#)

Edit Type: Application Edit **Error Count:** 1 [Correct Errors](#)

Details [Find](#) | [View All](#) First ◀ 1 of 1 ▶ [Last](#)

Field Name	Message
	A voucher line is in error

Header Errors page

Error Count	The number of voucher header errors for each Edit Type .
Correct Errors	Click to access the voucher component where you can correct the errors.
Field Name	The field where the error exists.
Message	Explains the error. For example, the page might indicate that there are errors in the voucher, or that the value you selected does not exist in the prompt table for the field.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

Reviewing Voucher Line Errors

Access the Line Errors page.

Error Count	The number of voucher line errors for each Edit Type .
Correct Errors	Click to access the voucher component where you can correct the errors.
Field Name	The field where the error exists.
Message	Explains the error. For example, the page might indicate that there are errors in the voucher, or that the value you selected does not exist in the prompt table for the field.
Correct Line Errors	Click to access the Selective Line Update component where you can correct the line errors.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

“Managing Vouchers,” Finding, Updating and Correcting a Range of Voucher Lines

Reviewing Distribution Line Errors

Access the Distribution Line Errors page.

Line	The line number and Amount of the voucher line with which this distribution line is associated.
Correct Errors	Click to access the voucher component where you can correct the errors.

Error Count	The number of distribution line errors for each Edit Type .
Correct Line Errors	Click to access the Selective Line Update component where you can correct the line errors.
Field Name	The field where the error exists.
Message	Explains the error.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

“Managing Vouchers,” Finding, Updating and Correcting a Range of Voucher Lines

Reviewing Scheduled Payment Errors

Access the Scheduled Payment Detail page.

Error Count	The number of scheduled payment errors for each Edit Type .
Correct Errors	Click to access the voucher component where you can correct the errors.
Field Name	The field where the error exists.
Message	Explains the error.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

Reviewing Miscellaneous Charge Errors

Access the Misc Charge Errors page.

Error Count	The number of miscellaneous charge errors for each TSE Edit Type .
Correct Errors	Click to access the voucher component where you can correct the errors.
Field Name	The field where the error exists.
Message	Explains the error.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

Reviewing PreEdit Errors

Access the Review PreEdit Errors- Header page.

The screenshot displays the 'Review PreEdit Errors - Header' page. At the top, there are tabs for 'Header' and 'Payment'. Below these, the voucher information is shown: Unit: US001, Voucher: 00000107, Group: , Origin: ONL, Bld Status: To Build. There are links for 'Update Bld Stat', 'Header Errors', and 'Line Errors'. The page is divided into three main sections for pre-edit errors: 'Invoice - Pre-edit Errors', 'PO/Receiver Pre-edit Errors', and 'Contract Pre-Edit Errors'. The 'Invoice' section includes fields for Vendor (SCM0000003), Location (MAIN), Date (08/02/2000), Invoice, Terms (2D), Freight, Sales Tax, Currency, Gross (10000.000), Address, Acct. Date (08/02/2000), Misc, VAT, Rate Type, and SUT Exempt. The 'PO/Receiver' section includes Build Code, PO Unit (US001), PO ID (0000000025), Recv BU (US001), Recv ID (0000000016), Carrier ID, PK Slip No, and Bill of Lading. The 'Contract' section includes SetID and Contract. Below these sections is the 'Voucher Line' table, which shows a single line item with a quantity of 100.000, unit price of 6.00000, and extended amount of 600.000. The table also includes columns for Item ID, Description, Quantity, UOM, Unit Price, and Extended Amt. At the bottom, there is a 'Distributions' section with a table showing the distribution of the voucher line item across various accounts and units.

Review PreEdit Errors- Header page

The fields on this page are the same as those on the Quick Invoice Entry - Header page with a few exceptions:

- Bld Status** (build status) The status of the voucher after running the Voucher Build process.
- Update Bld Stat** (update build status) Click to update the build status of the voucher.
- Header Errors** Click to review voucher header errors, and correct them.
- Line Errors** Click to review voucher line errors, and correct them.

Contract - Pre-edit Errors

- SetID** The SetID and **Contract** number of vouchers built from contract source transactions.

See Also

Entering Voucher Information

Reviewing Voucher Header Errors

Reviewing Voucher Line Errors

Updating Voucher Build Status

Access the Update Build Status page.

Update Build Status

Update Build Status

☒ **Build Voucher**

☐ **Delete Voucher**

☐ **Voucher Staged**

OK Cancel

Update Build Status page

Build Voucher	The voucher will be ready for processing in the next Batch Voucher Process if the Run Control Parameters are met.
Delete Voucher	The voucher will be deleted from the Voucher Build Error tables the next time the Batch Voucher process runs.
Voucher Staged	Procurement Contracts, Return-To-Vendor, and Consignment Inventory Vouchers have the ability to be Staged for further review during the Voucher Build process. Staged Vouchers are written to the Voucher Build Error tables, so they can be reviewed and released for processing from the Review Pre-Edit Errors component.

Reviewing PreEdit Error Payments

Access the Review PreEdit Errors- Payments page.

The fields on this page are the same as those on the Quick Invoice Entry - Payment page.

See Also

Entering Payment Information

CHAPTER 11

Running Matching

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

- Perform the matching process.
- Use the Match Manager and manage match exceptions.
- Use matching options with purchase orders.

Understanding the Matching Process

Matching is a flexible process that compares vouchers with purchase orders and receiving documents to ensure that you are paying for what you ordered and received. To run matching, you must have PeopleSoft Payables and PeopleSoft Purchasing installed on the same database. The system automatically performs the required matching based on the document characteristics. Users need only choose STANDARD as the Match Control ID and the system does the rest.

Note. If you enable Commitment Control and want to use the voucher Match Status as a prerequisite for running the Budget Check process, you must modify the Selection Criteria page in the Commitment Control Source Transactions component to include the `MATCH_STATUS_VCHR` field as part of the Payable transactions. Select `MATCH_STATUS_VCHR` as the **Field Name**, and select *M* as the **Field Value**.

The system performs several types of matching:

- Two-way matching compares vouchers and purchase orders if receiving-required is not enabled on the purchase order.
- Three-way matching compares vouchers, purchase orders, and receipts if inspection-required is not enabled on the receiver.
- Four-way matching compares vouchers, purchase orders, receivers, and inspections if inspection is required.
- Receipt-only matching compares vouchers to receipts.

With Matching, you can:

- Match multiple receipts to a voucher line.

- Match multiple voucher lines to one receipt.
- Keep track of outstanding amounts (after matching) to support partial receipt matching.

See Also

PeopleSoft Commitment Control PeopleBook, “Setting Up Commitment Control Source Transaction Types”

Processing Overview

This section discusses the Matching Application Engine process (AP_MATCHING) which:

1. Selects parameters from the match run control record.
2. Updates vouchers to be processed based on the run control definition.
3. Selects voucher headers to be processed and places them in a temporary table.
4. Selects voucher lines to be processed and places them in a temporary table.
5. Displays a message with the number of vouchers being processed.
6. Identifies purchase orders to be processed and places the purchase order headers, purchase order lines, and purchase order schedules in separate temp tables.
7. Identifies receivers to be processed and populates the VCHR_RECV_MTCH table. If a receiver is specified on a voucher line and it is not in the table, the process inserts the receiver into the table.
8. Updates receivers to be processed:
 - For purchase order receipts, identifies all the receiver headers that have a receiver schedule for a purchase order that is being processed.
 - For non-purchase order receipts, identifies all the receiver headers that have a receiver schedule in VHCR_RECV_MTCH.
 - Selects receiver headers to be processed and places them in a temporary table.
 - Selects the receiver schedules to be processed and places them in a temporary table.
9. For each Payables business unit being processed, creates a voucher-driven table, MTCH_VCHR1_T, with header and line data for the vouchers being processed.
10. Deletes from the VCHR_MTCH_EXCPT table all the vouchers that are being processed.
11. Creates purchase order work records.
12. Creates receiver work records for purchase order and non-purchase order receipts. The Receipt Aware criteria are used to associate receipts to voucher lines.

13. Combines voucher, purchase order, and receiver data into one table, VCHR_MTCH_DETLS.
14. Calculates fields on VCHR_MTCH_DETLS.
15. Marks tolerance fields as percentages.
16. Identifies system errors (such as invalid match control ID, invalid purchase order, no voucher line unit of measure to purchase order unit of measure conversion rate, no voucher transaction currency to purchase order transaction currency rate, no voucher unit of measure to receiver unit of measure conversion rate, no voucher transaction currency to receiver currency conversion rate, multiple receiver unit of measures for a voucher line). Updates VCHR_MTCH_DETLS with MATCH_ERROR_FLG set to E for any row with a system exception.
17. Processes match rules for all rows in VCHR_MTCH_DETLS that have a MATCH_ERROR_FLG set to N.
18. Updates voucher status on VCHR_MTCH_DETLS by setting the MTCH_STATUS_VCHR to E for any voucher with an error and to M for any voucher without error.
19. Applies the voucher global tolerances.
20. Updates the voucher header with the status.
21. Updates the purchase order and receiver matching tables.
22. Updates each purchase order and receiver matched with match flags.
23. Sets the In Process Flag to N.
24. Displays a completion message with the number of vouchers matched and the number of vouchers with errors.
25. Deletes all temporary tables for vouchers, purchase orders, and receivers.
26. Cleans up the run control.
27. Deletes from the Worklist any vouchers that no longer have an exception status.

Matching Process Flow

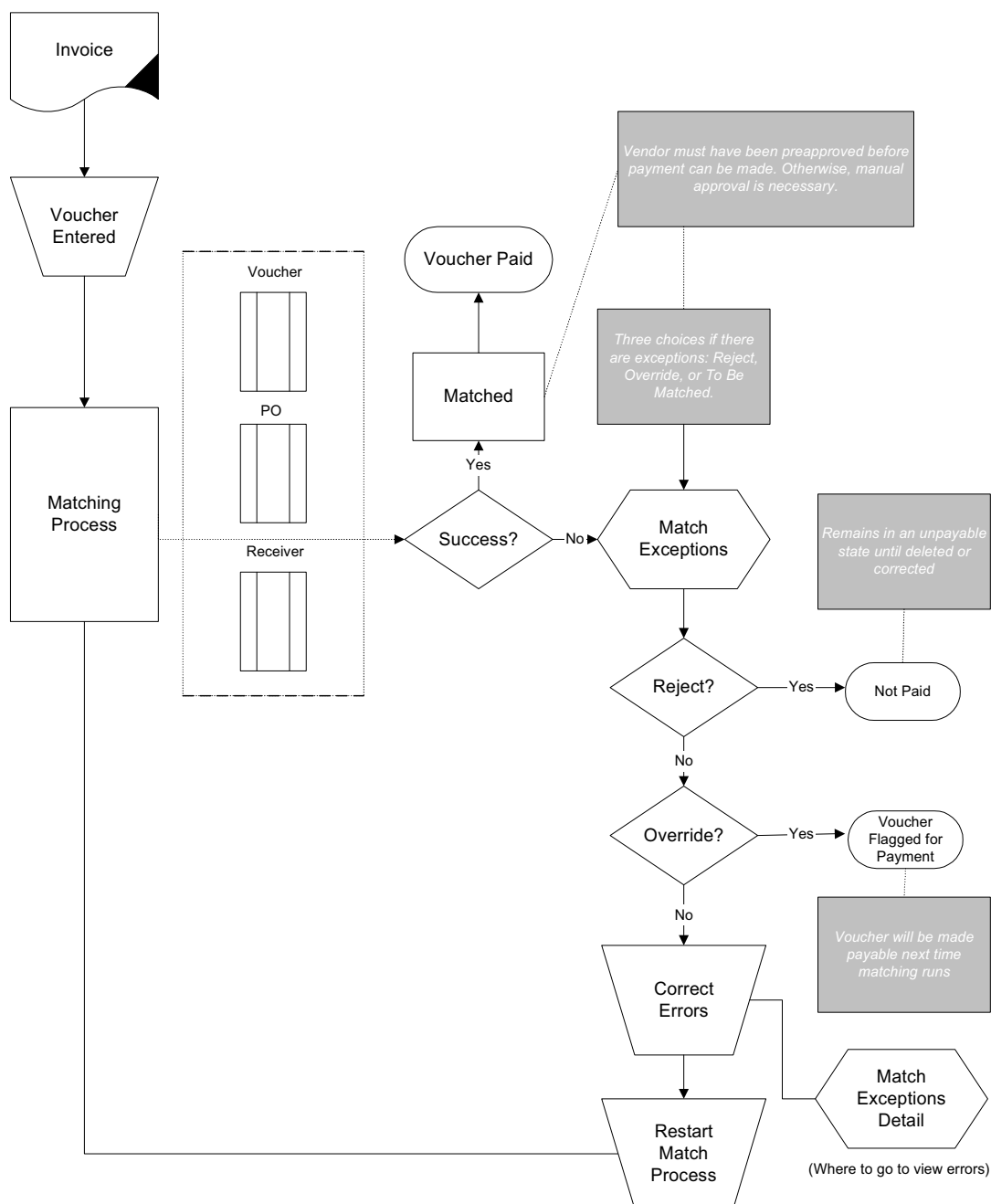
After you set up the Matching process (AP_MATCHING):

1. Specify the Matching run control options and run the process on the Match Request Page.
 - a. If vouchers match successfully, the system sets the status of these vouchers to *Matched* and flags the vouchers for payment.
 - b. If vouchers do not pass the matching process, the system flags them as exceptions. The system logs each match rule exception for the voucher in a voucher match exception log table that you can view on the Match Exceptions – Exceptions Log page.

2. View the exceptions on the Match Exceptions – Exceptions Log page, where you can opt to set the vouchers with match exceptions to *Rejected* or *Overridden*.
 - a. Rejected vouchers are not paid and remain in an unpayable state until you delete or correct them.
 - b. Overridden vouchers are flagged for payment and are paid the next time the pay cycle is run.
 - c. Individual match rules that you choose to override are bypassed by the system the next time matching runs.
 - d. The appropriate user is notified of the match exception using Workflow, based on the Exception Route you selected for each exception on the Match Rules page.
3. (Optional) Correct the errors and rerun the match process.

Note. It is the business standard to correct the problem instead of overriding it. We recommend that you rectify and re-process incorrect associations and vendor differences rather than override them.

To understand better how matching works, examine the following flowchart. An example of the three-way matching process, the flowchart shows how the matching process compares the entered voucher to the purchase order and receiving documents.



Three-Way Matching Example

Note. You have the option to pay unmatched vouchers at the user ID level. If you select this option, you can pay unmatched vouchers.

See Also

Running the Matching Process

Using the Match Manager and Managing Match Exceptions

Receipt Aware Criteria

Receipt awareness means the matching module finds receipts automatically for vouchers with a purchase order reference during the matching process. It uses a hierarchy of selection criteria, other than voucher quantity, including the packing slip, item IDs, and summary receipt quantities. Matching uses the criteria to identify which receivers go with which vouchers. Define your criteria on the Receipt Aware Criteria page, which provides you the flexibility to determine how you want to match receipts to voucher lines. The criteria you specify here determines how Matching associates receipts to your voucher lines.

Note. The receipt aware functionality does not associate a voucher line with a non-purchase order receipt.

See Also

“Structuring Procurement Options,” Establishing Receipt Aware Criteria

Manual Receipt Association

If the receipt aware functionality does not attach a receipt to a voucher line, you must use the Voucher component to manually associate the receipt with the voucher line by:

- Using the Copy from a Source Document functionality on the Invoice Information page.
- Manually associating individual receivers with the voucher line using the Associate Receivers page.

See Also

“Entering and Processing Vouchers Online,” Using Source Documents to Create Vouchers Online

“Entering and Processing Vouchers Online,” Associating Receivers

Delivered Match Rules

The system first checks for the following errors:

Rule ID	Short Description
RULE_S100	Invalid Match Control ID
RULE_S110	RTV/Credit Adjustments are greater than the PO Matched Quantity/Amounts
RULE_S120	RTV/Credit Adjustments are greater than the Receiver Matched Quantity/Amounts

Rule ID	Short Description
RULE_S200	Invalid PO ID
RULE_S300	Invalid UOM conversion for PO
RULE_S400	Invalid currency exchange rate for PO
RULE_S500	Invalid UOM conversion for receipt
RULE_S600	Invalid currency exchange rate for receipt
RULE_S700	Receipt for voucher line has multiple UOMs
RULE_S800	Receipt for voucher line has multiple transaction currencies

If no system errors exist, which would indicate missing data and would prevent the system from getting all of the voucher, purchase order, and receiver data, the system applies Matching Rules.

This table lists, defines, and explains the Matching Rules delivered with the system:

Rule ID	Short Description	Generates an exception when:
RULE-E100	Extended Price Tolerance	The voucher extended price exceeds the purchase order extended price +/- the extended price tolerance AND the tolerance ≤ 0 . It won't give an exception for non-purchase order receipt.
RULE-E200	Extended Price % Tolerance	The voucher extended price exceeds the purchase order extended price +/- the extended price % tolerance AND the tolerance ≤ 0 . It won't give an exception for non-purchase order receipt.
RULE E250	Voucher Ext Amt $\neq$ PO Ext Amt (No Tolerances Specified)	The voucher extended price does not equal the purchase order extended price when the extended % and price tolerances are zero. It won't give an exception for non-purchase order receipt.
RULE-H100	Voucher Pay Terms $\neq$ PO Pay Terms	The payment terms code on the purchase order does not equal the payment terms code on the voucher. It won't give an exception for non-purchase order receipt.
RULE-H200	Voucher Line Vendor/Loc $\neq$ PO Vendor/Loc	The vendor on the purchase order does not equal the vendor on the voucher. It won't give an exception for non-purchase order receipt.
RULE-H400	Voucher Line Vendor/Loc $\neq$ Receiver Vendor/Loc	The vendor on the voucher does not equal the vendor on the receipt.
RULE-I100	Inspection Required but not Complete	The item ordered requires inspection but inspection has not been completed.
RULE-L100	Voucher item $\neq$ PO item	The item on the voucher line does not equal the item on the purchase order line. It won't give an exception for Amt only purchase order and a non-purchase order receipt.

Rule ID	Short Description	Generates an exception when:
RULE-L200	Voucher item $\diamond$ Receiver item	The item on the voucher line does not equal the item on the receiver line.
RULE-P100	Voucher Price $\diamond$ PO Price (No Tolerances specified)	The voucher price does not equal the purchase order price when the unit price % and price amount tolerances are zero. It won't give an exception for non-purchase order receipt.
RULE-P400	Voucher Price $\diamond$ PO Price + % Unit Tolerance	The price % tolerance does not equal zero, and the voucher price (converted to the purchase order UOM) does not fall within the purchase order price range (calculated using price % tolerance). It won't give an exception for Amt only purchase order and a non-purchase order receipt.
RULE-P500	Voucher Unit Price $\diamond$ PO Price + Unit Tolerance	The unit price tolerance does not equal zero, and the voucher price does not fall within the purchase order price range (calculated using unit price tolerance). It won't give an exception for Amt only purchase order and a non-purchase order receipt.
RULE-R500	No receipts found	The matching process could not find any receipts for the purchase order specified on the voucher line that were available for matching (for example not matched, not on hold, and not cancelled).
RULE-R600	No receipt found, but unmatched ones exist	The matching process found receipts for this purchase order that were available for matching (for example not matched, not on hold, and not cancelled) but could not make an association to the voucher line using any of the receipt aware criteria.
RULE-R900	Total voucher received quantity > Accepted quantity	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. It won't give an exception for Amt only Receiver.
RULE-R950	Total Line Invoiced Qty $\diamond$ Sum of Associated Receipts Accepted Qty	Within the same matching process instance the total receiver quantity associated on the voucher line exceeds the remaining unmatched receipt quantity on the receiver line schedule.
RULE-V200	Life to Date Voucher Qty > PO Qty + % Tolerance	The receiving % tolerance does NOT equal zero, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order plus the allowed over-receiving quantity. It won't give an exception for Amt only purchase order and non-purchase order receipt.

Rule ID	Short Description	Generates an exception when:
RULE-V300	Life to Date Voucher Amount > PO Amount (No Price Tolerance Specified)	The receiving tolerance is zero and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order. An exception is not generated for an Amount Only purchase order or non-purchase order receipt.
RULE-V400	Life to Date Voucher Amt > PO Schedule Amt + % Tolerance	The extended price % tolerance is NOT zero, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price % tolerance). It won't give an exception for non-purchase order receipt.
RULE-V500	Life to Date Voucher Amt > PO Schedule Amt + Tolerance	The extended price tolerance is NOT zero, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price tolerance). It won't give an exception for non-purchase order receipt.

Delivered Match Rule Controls

PeopleSoft Payables delivers one match control, called STANDARD, which contains all of the delivered match rules.

Basically, the transaction itself determines which rules are applied. Apply or clear the applicable match rules using the Apply Rule check box next to each rule on the Match Rule Control Page.

Note. The SQL statements do *not* give an exception for a purchase order rule if the receipt doesn't belong to a purchase order. Certain quantity rules do not give an exception if the purchase order or receiver is amount only.

See Also

“Structuring Procurement Options for PeopleSoft Payables,” Defining Match Rule Controls

Matching Examples

The matching examples provided here are based on the following assumptions:

- The purchase order is selected for matching with receiving required and all tolerances set to zero.
- The voucher is created by copying from the purchase order (with no changes to the unit price or unit of measure).

- The purchase order, receiver, and voucher are in the same business unit.
- The received quantity and accepted quantity on the receiver are the same (unless otherwise noted).
- Matching is run for all business units.
- Delivered matching rule is selected for Standard matching.

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
1. Purchase order/Receiver / Voucher	Qty 1000; no receiving required identified on purchase order line.	None	Qty 1000	None	Voucher and purchase order are matched. Note. Although the purchase order is selected for three-way matching, receiving required was not selected on the purchase order line.
2. Purchase Order/Receiver/ Multiple Vouchers	Qty 1000	Qty 1000	Vchr 1: Qty 500 Vchr 2: Qty 500	None.	Note. Receipt Aware does not associate these. You must associate them manually.
3. Purchase Order/Multiple Receivers/ Voucher	Qty 1000	Recv 1: Qty 300 Recv 2 Qty 100 Recv 3 Qty 50	Qty 400	R600	Solution: manually associate receivers, Recv 1 and Recv 2, to the voucher line.
4. Purchase Order/Multiple Receivers/ Voucher	Qty 1000	Recv 1: Qty 300 Recv 2: Qty 150	Qty 450; Receipt Aware can associate both receivers with the voucher line.	None	Voucher and both receivers are matched; PO is partially matched.

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
5. Purchase Order/Receiver/ Voucher	Qty 1000	Qty 300	Qty 450	R600	Solution: resolve the differences in the quantities.
6. Purchase Order/Receiver/ Voucher	Qty 1000	Qty 300	Qty 450; manually associate the receiver with the voucher line.	R950	You can associate any receiver(s) for the PO Business Unit, PO ID, line number and schedule number specified on the voucher line, regardless of the received/ accepted quantity.
7. Purchase Order/Receiver/ Voucher	Qty 1000	Qty 300	Qty 300	None	Solution: associate the receiver to the voucher line manually or use Receipt Aware to associate them.
8. Purchase Order/Multiple Receivers/ Voucher	Qty 1000	Recv 1: Qty 300 Recv 2: Qty 150	Qty 450	None	Solution: associate both receivers manually to the voucher line or use Receipt Aware to associate them.
9. Purchase Order/Receiver/ Voucher	Qty 1000	Received Qty: 350 Accepted Qty: 300	Qty 300	None	Matching matches the voucher and receiver, and partially matches the PO.

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
10. Purchase Order/Receiver/ Voucher	Qty 1000	Received Qty: 350 Accepted Qty: 300	Qty 350	R600 or R950	Solution: associate the receiver to the voucher line manually or use Receipt Aware to associate them. Resolve the differences in quantity or override the exceptions.
11. Purchase Order/Multiple Receivers/ Voucher	Qty 1000	Recv 1: Qty 500 Recv 2: Qty 500	Qty 500	None	Matching matches the voucher and Recv 1, and partially matches the PO.
12. Purchase Order/Multiple Receivers/ Voucher	Qty 1000	Recv 1: Qty 500 Recv 2: Qty 500	Qty 1000	None	Solution: Use Receipt Aware to select the Sum Receipts by Quantity matching option.

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
13. Purchase Order/Multiple Receivers/Multiple Vouchers	Qty 1000, set receiving tolerance = 20%	Recv 1:	Vchr 1	None	Matching matches Vchr 1 and Recv 1, and partially matches the PO. Note. Matching does not know which receipt/voucher combination is correct because individually, both vouchers could be matched, but together they exceed the PO quantity. Solution: run matching for the correct voucher (it matches and the other voucher remains with exception V300).
		Qty 800	Qty 800		
		Recv 2:	Vchr 2:	V300	
		Qty 100	Qty 100		
		Recv 3:	Vchr 3:	V300	
		Qty 200	Qty 200		
14. Purchase Order/Multiple Receivers/Multiple Vouchers	BU US002, Qty 100	Recv 1:	Vchr 1:	None	Matching matches Vchr 1 and Recv 2, and partially matches the PO. Vchr 2 finds no receipts by accepted quantity. Solution: Use Receipt Aware to associate Recv 1 and Recv 3 with Vchr 2 or select the Match Sum option.
		BU US002,	BU US002,		
		Qty 30	Qty 30		
		Recv 2:	Vchr 2:	R600	
		BU US001,	BU US001,		
		Qty 30	Qty 70		
		Recv 3:			
		BU US001,			
		Qty 40			

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
15. Purchase Order/Receiver/ Voucher	Qty 1000	Received Qty: 1000 Accepted Qty: 900	Qty 1000	R950	The receiver is found for the voucher but still gets an exception R950 because accepted quantity < invoiced quantity.
16. Purchase Order/Multiple Receivers/ Multiple Vouchers	Qty 100	Recv 1: Qty 30, packing slip = 'TEST1' Recv 2: Qty 40, packing slip = 'TEST1' Recv 3: Qty 30 packing slip = 'TEST2'	Qty 70, invoice ID = 'INVOICE X'	R600	Solution: associate the correct receivers to the voucher manually and rerun matching.
17. Purchase Order/Multiple Receivers/ Multiple Vouchers	Qty 100	Recv 1: Qty 30, packing slip = 'TEST1' Recv 2: Qty 40, packing slip = 'TEST1' Recv 3: Qty 30, packing slip = 'TEST2'	Qty 70, invoice ID = 'TEST1'	None	Matching successfully matches the voucher, Recv 1 and Recv 2, and partially matches the PO. Recv 3 is not matched.

<i>Example</i>	<i>Purchase Order Data</i>	<i>Receiver Data</i>	<i>Voucher Data</i>	<i>Exceptions</i>	<i>Comments</i>
18. Purchase Order/Multiple Receivers/ Multiple Vouchers	BUUS002, Qty 100	Recv 1: BU US002, Qty 30 Recv 2: BU US001, Qty 30 Recv 3: BU US001, Qty 40	Vchr 1: BU US002, Qty 30 Vchr 2: BU US001 Qty 70	R600 R600	Matching does not associate any receivers to Vchr 1 or Vchr 2. It sums all of the receipts and is unable to make an association, (Vchr 1 30 < 100 and Vchr 2 70 < 100.) Solution: either associate the correct receiver to Vchr 1 manually or select the Find Receipts by Accepted Quantity matching option. Run matching for BU US002 first and then again for BU US001.

Prerequisites

To run matching, you must have PeopleSoft Payables and PeopleSoft Purchasing installed in the same database and you must complete the following setup:

1. View, clone and create new match rules on the Match Rules page. For each match rule you also specify to whom to route any exceptions using Workflow.
2. Define multiple match rule controls based on the match rules applicable for your organization, each with the applicable match rules for the vendor or Purchasing business unit on the Match Rule Control page.
3. Specify overrides to match exceptions for each Payables business unit on the Global Amt Tolerances and Global Qty Tolerances pages.
4. Define receipt aware criteria on the Receipt Aware Criteria page. These criteria determine how your system associates receivers with purchase orders and vouchers.
5. Specify the receipt aware criteria and overrides to match exceptions to be used by the Payables business unit on the Payables Definition Matching Options page.

6. Enable posting of unmatched vouchers for a business unit on the Payables Definition page.
7. Enable matching on the Vendor Location – Matching Options page. Where applicable you can also use this page to enable receipt-only matching for the vendor location.
8. Define price and receiving tolerances to be used in the matching process. You can do this by item or by item category. Specify default price tolerances in the Unit Price Tolerance, % Unit Price Tolerance, Ext (extended) Price Tolerance, and %Ext (extended) Price Tolerance fields. When you specify this category for a purchase order line, or item, these tolerances default to the purchase order line and the matching process uses them. You can also define default receiving tolerances by selecting Receiving Required enter a percentage for Qty Rcvd Tolerance %.
9. Associate receipts to vouchers using several pages that you access from the Voucher component.

See Also

“Defining PeopleSoft Payables Business Units,” Establishing Matching Options

“Defining PeopleSoft Payables Business Units,” Linking Payables Business Units with General Ledger Business Units

“Structuring Procurement Options for PeopleSoft Payables,” Viewing and Updating Match Rules

“Structuring Procurement Options for Peoplesoft Payables,” Defining Match Rule Controls

“Structuring Procurement Options for PeopleSoft Payables,” Specifying Voucher Amount Tolerances

“Structuring Procurement Options for PeopleSoft Payables,” Specifying Voucher Quantity Tolerances

“Structuring Procurement Options for PeopleSoft Payables,” Establishing Receipt Aware Criteria

“Entering and Processing Vouchers Online,” Creating Vouchers Online

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Maintaining Vendor Information,” Establishing Matching Options

PeopleSoft Purchasing PeopleBook, “Defining Purchasing Item Information,” Defining Purchasing Item Matching and Receiving Controls

Performing the Matching Process (AP_MATCHING)

This section provides a step-by-step example of the Matching Application Engine process and discusses how to:

1. Run the matching process.

2. View messages.

See Also

Matching Process Flow

Using the Match Manager and Managing Match Exceptions

“Structuring Procurement Options for PeopleSoft Payables,” Viewing and Updating Match Rules

Pages Used to Perform the Matching Process

Page Name	Object Name	Navigation	Usage
Match Request	MTCH_RUN_CNTRL	Accounts Payable, Batch Processes, Vouchers, Match Request	Define the run control for the Matching process.
Messages	AP_MESSAGE_LOG	Accounts Payable, Batch Processes, Vouchers, Match Request, Messages	View messages generated during Matching. The Application Engine Message Log page displays messages by process instance.

Running the Matching Process

Access the Match Request page.

Process Request Parameters

Options Select the hierarchy level for which you want to run matching: *All Business Units*, *Business Unit*, *Control Group*, *Origin*, and *Voucher*.

Match Manager Select to view the match status of vouchers.

Note. We don't recommend that you run more than one matching process simultaneously unless you have the data organized in such way that neither matching process needs the other's purchase orders and/or receivers.

When you click Run, you have three processing options on the Process Scheduler page, AP/PO Matching, Matching Workflow, and Process Match Exceptions.

Process Scheduler Request

User ID: VP1 Run Control ID: VP1

Server Name: RONS Run Date: 11/13/2001
 Recurrence: Run Time: 1:50:21PM [Reset to Current Date/Time](#)
 Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
☐	AP/PO Matching	AP_MATCHING	Application Engine	Web	TXT
☐	Matching Workflow	MTCHWF	PSJob	(None)	(None)
☐	Process Match Exceptions	MTCH_ERR_WF	Application Engine	Web	TXT

OK Cancel

Match Exception Processing Options on the Process Scheduler Request page (PRCSRQSTD LG)

AP/PO Matching

If you select this check box, the system runs the Matching Application Engine.

Matching Workflow

If you select this check box, the system runs the matching Application Engine and uses Workflow to route the match exceptions back to the user specified in the Exception Route field on the Match Rules page. The hyperlink takes you to the Job Detail page showing the processes included in the job.

Process Match Exceptions

If you select this check box, the system uses Workflow to route the match exceptions back to the user specified in the Exception Route field on the Match Rules page.

Job Detail Page

Job Detail
Main Job Name: MTCHWF
 Left | Right

Job Name: MTCHWF Matching Workflow

Process List				
Process Name	Description	Process Type	*Type	*Format
AP_MATCHING	AP/PO Matching	Application Engine	Web	TXT
MTCH_ERR_WF	Process Match Exceptions	Application Engine	Web	TXT

Viewing the processes in the MTCHWF job (PRCSRQSTITEMS_DLG)

See Also

Searching for Matched Vouchers

“Structuring Procurement Options for PeopleSoft Payables,” Viewing and Updating Match Rules

Viewing Messages

Access the Messages page.

View Messages

Use Latest Process Instance Select this option to view the most recent Matching Process Instance in the system.

Use Previous Select this option to view a previous Process Instance.
Enter the Process Instance number in the field to the right.

The group box at the bottom of the page displays the messages generated during the selected Process Instance. You can view the **Severity**, **Message Log Time**, and **Message** text. Select the **Explain** button alongside any **Message** to view more details about the message.

Using the Match Manager and Managing Match Exceptions

This section explains how to:

- Search for matched vouchers.
- Un-match vouchers.
- Review match exceptions.
- Review purchase order and receiver details.
- Review overridden match exceptions.

Pages Used with the Match Manager

Page Name	Object Name	Navigation	Usage
Match Manager	MATCH_MGR	Accounts Payable, Review, Vouchers, Match Manager	View a list of vouchers that require matching.
Voucher Inquiry page	AP_VOUCHER_INQUIRY	Click the Voucher ID link in Search Results on the Match Manager Search page.	Drill down to voucher information.
Matched Voucher/Purchase Order	MATCH_MGR_PO	Click the  button in the Purchase Orders field in Search Results on the Match Manager Search page.	View the Voucher Line and PO Line details side-by-side.
Matched Voucher/Receipt	MATCH_MGR_RECV	Click the  button in the Receipts field in Search Results on the Match Manager Search page.	View the Voucher Line and Receipt Line details side-by-side.
Match Exception Override	VCHR_MTCH_LOG	Click the  button in the Exceptions Log field in Search Results on the Match Manager page.	View match exceptions and to understand why the match exception occurred.
Match Exception Override History	VCHR_MTCH_OVRD_LOG	Click the  button in the Override History field in Search Results on the Match Manager Search page.	View match exceptions that have been overridden and see when and by whom the action was taken.

Page Name	Object Name	Navigation	Usage
Exception Voucher/Purchase Order	VCHR_MTCH_LOG_V AL1	Click the  button in the PurchaseOrders field in Search Results on the Match Manager Search page.	View voucher and purchase order details as well as miscellaneous information, including converted amounts, to help you determine why the Match Exceptions were generated. This page displays values from the VCHR_MTCH_DETL S record. This record is populated during matching if there are Match Exceptions for any voucher line. The values on this page correspond to values in the Match Rules.
Exception Voucher/Receipt	VCHR_MTCH_LOG_V AL2	Click the  button in the Receipts field in Search Results on the Match Manager Search page.	View voucher and receiver details as well as miscellaneous information, including converted amounts, to help you determine why the Match Exceptions were generated. This page displays values from the VCHR_MTCH_DETL S record. This record is populated during matching if there are Match Exceptions for any voucher line. The values on this page correspond to values in the Match Rules.

Page Name	Object Name	Navigation	Usage
Match Exceptions	RUN_APY1090	Accounts Payable, Reports, Vouchers, Match Exceptions	Define run parameters for the Match Exceptions report (APY1090). Use the report to review match exceptions with voucher data, purchase order data, receiver data, and match error information.

Searching for Matched Vouchers

Access the Match Manager page.

Match Manager Search

Match Manager

Search Criteria

From Business Unit:
US001

To Business Unit:
US001

From Voucher ID:

To Voucher ID:

*Voucher Style:
All Vouchers

From Invoice Number:

To Invoice Number:

*Match Status:
All

Buyer:

SetID:
SHARE

From Vendor Name:

To Vendor Name:

From Vendor ID:

To Vendor ID:

Vendor Location:

Voucher Date Type:

From Date:
01/01/2001

To Date:
01/15/2002

Search Clear Un-Match

Search Results

Customize Find View All First 1-3 of 6 Last

Voucher Info Unmatch Info

Un-Match	Business Unit	Voucher ID	Match Status	Vendor ID	Invoice Number	Gross Amt	Currency	Purchase Orders	Receipts
☐	US001	00000002	Matched	USA0000011	1234	1789.75	USD		
☐	US001	00000088	Ready	SCM0000001	HJVFNV	2000.00	USD		
☐	US001	00000089	Ready	SCM0000001	YWRHJGRN	2000.00	USD		

Match Manager

Search Criteria

Use the **Search Criteria** group box to enter search criteria for vouchers you want to view.

Buyer Name

Narrow your search by searching for a particular Buyer Name.

Search

When you have entered your search criteria, select the Search button. The vouchers returned by your search appear in the **Search Results** group box.

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Clear	Select the Clear button and enter new search criteria in the Search Criteria group box.
Un-Match	To un-match a voucher or vouchers, you must select the check box to the left of the voucher(s) you want to un-match (the vouchers are listed in the Search Results group box) and click the Un-Match button. This resets all statuses on the voucher, receiver, and purchase order.
Search Results	
Un-Match	The check box is available only for vouchers which are matched, not paid, and not posted, and which do not have related adjustment vouchers.
Voucher ID	Click to transfer to the Voucher Inquiry page.
Purchase Orders	Click the  button to transfer to the Match Exception Voucher/Purchase Order page on which you can view the details for the purchase orders associated with the voucher.
Receipts	Click the  button to transfer to the Matched Voucher/Receipt page on which you can view the details for the receipts associated with the voucher.
Exceptions Log	Click the  button to transfer to the Match Exception Override page.
Override History	Click the  button to transfer to the Exception Override History page.

See Also

Reviewing Purchase Order and Receiver Details

“Reviewing Voucher and Payment Information,” Reviewing Voucher Information

Un-Matching Vouchers

You can un-match selected vouchers after you run a matching process. *Un-matching* a voucher means resetting the match status of any purchase orders and receivers that were associated with and matched to a voucher. This enables you to match these purchase orders and receivers to other vouchers.

Note. You can only un-match a voucher if you have not yet paid or posted it.

To un-match a voucher, open the Match Manager page, select the vouchers you wish to un-match and click the Un-Match button.

See Also

Searching for Matched Vouchers

Reviewing Match Exceptions

Access the Match Exception Override page.

Match Exception Override

Unit:	US001	Voucher:	00000090	Group:		Origin:	ONL
Vendor:	USA0000001	Bay Area Electric					
Invoice:	EXCEPTION 01	Invoice Date:	11/09/2001	Gross Amt:	126,000.00	USD	
Due:	12/09/2001	Disc due:	11/19/2001	Dscnt Amt:	2520.00		

[View Purchase Order](#)
[View Receipt](#)

Match Status

☐ Rejected
 ☐ Overridden
 ☒ Exceptions

Voucher Post Status

Unposted

Details

Find | View All | First 1 of 2 Last

Voucher Line Number: 1

Match Exceptions

Find | View All | First 1 of 5 Last

Match Control: STANDARD Standard match rules
Match Rule: RULE_H100 **Match Level:** Standard

The terms on the PO do not match the terms on the Voucher

☐ Override

Match Exception Override page

Match Status**Rejected**

You can set the entire voucher to Rejected status.

Overridden

You can also set the entire voucher to Overridden. When you override the exceptions of a match, the system ignores match rules, and the next time matching runs for this voucher it is matched.

Exceptions

When the Match Exceptions – Exception Log page opens, the Match Status is set to Exceptions.

Note. If the user does not have authority to change these settings, you can make them unavailable through security settings.

Voucher Status

Vchr/Receivers
(Voucher/Receivers) Selecting the **Vchr/Receivers** button takes you directly to the Invoice Information page.

Details

Voucher Line Number Voucher line numbers of the match exceptions. You can view the match exceptions by voucher line.

Match Exceptions

Match Rules Match Rules to which the voucher is an exception. You can see the Match Rule that caused the exception as well as the Exception Message.

Rule Rule ID of the Match Rules that produced the exception.

Override You can override individual match exceptions on the voucher line by selecting the Override check box next to each exception you want to override. If you select this option, these match rules are bypassed the next time Matching runs.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

Reviewing Purchase Order and Receiver Details

These are the fields that appear on the Matched Voucher/Purchase Order page, Matched Voucher/Receipt page, Exception Voucher/Purchase Order page, and Exception Voucher/Receipt page. The page field label is displayed with the corresponding database fields from the record VCHR_MTCH_DETLS. Only those fields that are used in the Match Rules are included in this table:

Columns in VCHR_MTCH_DETLS	Description
PROCESS_INSTANCE	Identifies the run being processed
BUSINESS_UNIT	From VOUCHER
VOUCHER_ID	From VOUCHER
VOUCHER_LINE_NUM	From VOUCHER_LINE
BUSINESS_UNIT_PO	From VOUCHER_LINE
PO_ID	From VOUCHER_LINE
LINE_NBR	From VOUCHER_LINE
SCHED_NBR	From VOUCHER_LINE
BUSINESS_UNIT_RECV	From VCHR_RECV_MTCH

Columns in VCHR_MTCH_DTLS	Description
RECEIVER_ID	From VCHR_RECV_MTCH
RECV_LN_NBR	From VCHR_RECV_MTCH
RECV_SHIP_SEQ_NBR	From VCHR_RECV_MTCH
DESCR	From VOUCHER
INVOICE_ID	From VOUCHER
INVOICE_DT	From VOUCHER
VENDOR_SETID	From VOUCHER
VENDOR_ID	From VOUCHER
VNDR_LOC	From VOUCHER
ORIGIN_VCHR	ORIGIN from VOUCHER
PYMNT_TERMS_CD	From VOUCHER
PYMNT_TERMS_CD_PO	PYMNT_TERMS_CD from PO_HDR
TXN_CURRENCY_CD	From VOUCHER
MERCH_AMT_VCHR	MERCHANDISE_AMOUNT from VOUCHER
MERCH_AMT_VCHR_B	MERCHANDISE_AMOUNT from VOUCHER, converted to PO transaction currency
MERCH_AMT_VCHRR_B	MERCHANDISE_AMOUNT from VOUCHER, converted to Receiver transaction currency
INVOICED_AMT_B	For a PO, amount being invoiced in PO transaction currency
ITM_SETID	From VOUCHER_LINE
INV_ITEM_ID	From VOUCHER_LINE
QTY_VCHR	From VOUCHER_LINE
INVOICED_QTY_CNVT	For a PO, quantity being invoiced in PO unit of measure
UOM_VCHR	UNIT_OF_MEASURE from VOUCHER_LINE
UNIT_PRICE	From VOUCHER_LINE
DUE_DT	From PO_LINE_SHIP
MATCH_CNTRL_ID	From PO_HDR or RECV_HDR
VNDR_SETID_PO	VENDOR_SETID from PO_HDR
VENDOR_PO	VENDOR_ID from PO_HDR
VNDR_LOC_PO	VNDR_LOC from PO_HDR
TAX_EXEMPT	From PO_HDR

Columns in VCHR_MTCH_DTLS	Description
CNTRCT_ID_VCHR	CNTRCT_ID from PO_LINE
CNTRCT_ID	From PO_LINE
CTRCT_LINE_NBR	From PO_LINE
PO_DT	From PO_HDR
ITM_SETID_PO	ITM_SETID from PO_LINE
INV_ITEM_ID_PO	INV_ITEM_ID from PO_LINE
AMT_ONLY_FLG_PO	From PO_LINE
ITM_ID_VNDR	From PO_LINE
PRICE_PO	From PO_LINE_SHIP
UOM_PO	UNIT_OF_MEASURE from PO_LINE
BUYER_ID	From PO_HDR
RECV_REQ	From PO_LINE
UNIT_PRC_TOL	From PO_LINE_SHIP
PCT_UNIT_PRC_TOL	From PO_LINE_SHIP
EXT_PRC_TOL	From PO_LINE_SHIP
PCT_EXT_PRC_TOL	From PO_LINE_SHIP
UNIT_PRC_TOL_L	From PO_LINE_SHIP
PCT_UNIT_PRC_TOL_L	From PO_LINE_SHIP
EXT_PRC_TOL_L	From PO_LINE_SHIP
PCT_EXT_PRC_TOL_L	From PO_LINE_SHIP
INSPECT_CD	From PO_LINE
SHIPTO_ID	From PO_LINE_SHIP
ORIG_PROM_DT	From PO_LINE_SHIP
QTY_PO	From PO_LINE_SHIP
MERCH_AMT_PO	MERCHANDISE_AMOUNT from PO_LINE_SHIP
FREIGHT_TERMS	From PO_LINE_SHIP
VNDR_SETID_RECV	VENDOR_SETID from RECV_HDR
VENDOR_RECV	VENDOR_ID from RECV_HDR
VNDR_LOC_RECV	VNDR_LOC from RECV_HDR
ITM_SETID_RECV	ITM_SETID from RECV_LN_SHIP
INV_ITEM_ID_RECV	INV_ITEM_ID from RECV_LN_SHIP

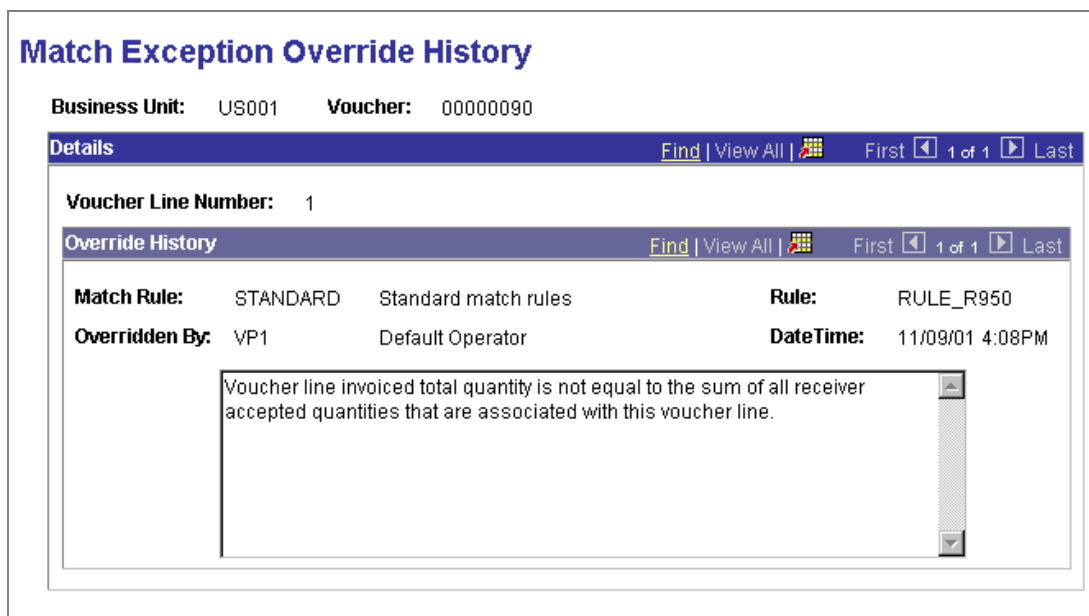
Columns in VCHR_MTCH_DTLS	Description
AMT_ONLY_FLG_RECV	From RECV_LN_SHIP
UOM_RECV	RECEIPT_UM from RECV_LN_SHIP
INSPECT_STATUS	From RECV_LN_SHIP
QTY_SH_RECVD_SUOM	From RECV_LN_SHIP
QTY_SH_RECVD_VUOM	From RECV_LN_SHIP
QTY_SH_ACCPT_SUOM	From RECV_LN_SHIP
QTY_SH_ACCPT_VUOM	From RECV_LN_SHIP
QTY_SH_INSPD_VUOM	From RECV_LN_SHIP
BILLED_QTY_PO	Quantity matched for PO
BILLED_QTY_RECV	Quantity matched for Receiver
BILLED_AMT_PO	Amount matched for PO
BILLED_AMT_RECV	Amount matched for Receiver
MERCH_AMT_RECV	MERCHANDISE_AMOUNT From RECV_LN_SHIP
TOTAL_RECV_QTY	Not Used
TOTAL_RECV_AMT	Not Used
TOTAL_RECV_QTY_PO	Not Used
TOTAL_RECV_AMT_PO	Not Used
CNVT_RT_PO	Conversion rate from voucher UOM to PO UOM
CNVT_RT_RECV	Conversion rate from voucher UOM to receiver UOM
QTY_RECEIVED_CNVT	QTY_SH_ACCPT_VUOM from RECV_LN_SHIP
QTY_ACCEPTED_CNVT	QTY_SH_ACCPT_VUOM from RECV_LN_SHIP
QTY_INSPECTED_CNVT	QTY_SH_INSPD_VUOM from RECV_LN_SHIP
QTY_VCHR_CNVT	Quantity from voucher in PO unit of measure
QTY_VCHR_CNVT_R	Quantity from voucher in Receiver unit of measure
UNIT_PRICE_CNVT	Price from voucher in PO unit of measure
UNIT_PRICE_CNVT_B	Price from voucher in PO unit of measure and transaction currency
UNIT_PRICE_CNVT_R	Price from voucher in Receiver unit of measure
UNIT_PRICE_CNVT_R_B	Price from voucher in Receiver unit of measure and transaction currency

Columns in VCHR_MTCH_DTLS	Description
PRICE_DIF	PRICE_PO – UNIT_PRICE_CNVT_B
QTY_DIF_RECV	QTY_RECEIVED_CNVT – QTY_VCHR_CNVT
MERCH_AMT_EXTND	QTY_VCHR_CNVT * UNIT_PRICE_CNVT
MERCH_AMT_EXTND_B	QTY_VCHR_CNVT * UNIT_PRICE_CNVT_B
MERCH_AMT_EXT_DIF	ABS(MERCH_AMT_EXTND_PO – MERCH_AMT_EXTND_B)
MERCH_AMT_EXTND_PO	QTY_VCHR_CNVT * PRICE_PO
MATCH_RECEIPT_REQ	RECV_REQ From PO_LINE
MATCH_LINE_OPT	From VOUCHER_LINE
MATCH_ERROR_FLG	Set to default of <i>N</i>
MATCH_STATUS_VCHR	From VOUCHER
ZERO_IND	Set to <i>Y</i> if PRICE_PO is zero
QTY_RECV_TOL_PCT	From PO_LINE_SHIP
TXN_CURRENCY_PO	CURRENCY_CD from PO_LINE_SHIP
TXN_CURRENCY_RECV	CURRENCY_CD from RECV_LN_SHIP
RT_TYPE	Rate type on voucher, used for currency translation
ACCOUNTINGT_DT	Accounting date, used for currency translation
PRICE_PO_RECV	Price on the receiver for non-PO receipt
QTY_ENTERED	Amount entered as received on voucher line
QTY_ENTERED_CNVT	Amount entered as received on voucher line, converted to PO UOM
TOTAL_RECV_ENT	Total amount received for all vouchers, converted to PO UOM
TOTAL_RECV_ENT_PO	Not Used
RECEIPT_DELAY_DAYS	From BUS_UNIT_TBL_AP
PO_TYPE_PO	From PO_HDR
PO_TYPE_RECV	From RECV_LN_SHIP
PRICE_CAN_CHANGE	From PO_LINE
ZERO_PRICE_IND	From PO_LINE_SHIP
ORIGIN_PO	From PO_HDR
ORIGIN_RECV	From RECV_HDR
FROZEN_FLG	From PO_LINE_SHIP

<i>Columns in VCHR_MTCH_DTLS</i>	<i>Description</i>
RJCT_OVER_TOL_FLAG	From PO_LINE_SHIP
PO_RECEIPT_FLG	From RECV_HDR
RECV_SOURCE	From RECV_HDR
MATCH_LINE_FLG	From RECV_LN_SHIP
PRICE_CAN_CHANGE_R	Not Used

Reviewing Overridden Match Exceptions

Access the Match Exception Override History page.



Match Exception Override History

Business Unit: US001 Voucher: 00000090

Details Find | View All | First 1 of 1 Last

Voucher Line Number: 1

Override History Find | View All | First 1 of 1 Last

Match Rule: STANDARD Standard match rules Rule: RULE_R950

Overridden By: VP1 Default Operator DateTime: 11/09/01 4:08PM

Voucher line invoiced total quantity is not equal to the sum of all receiver accepted quantities that are associated with this voucher line.

Match Exception Override History page

You must have overridden match exceptions on the Match Exceptions – Exception Log page first to use this page. View match exceptions that have been overridden and see when and by whom the action was taken. This page also displays the **Match Rule**, **Rule ID** and description of the rule for which this match is an exception.

Using Matching Options with Purchase Orders

Purchase order matching options enable you to:

- Use line level matching.
- Override match defaults.

Using Line Level Matching

The PeopleSoft flexible match rule controls and match rules enable you to use line level matching.

For example, you buy computer equipment and the services to install the equipment and want to generate one purchase order for both items using line level matching.

- Line 1 - Expense or inventory item - receiving required.
- Line 2 - Service item - no receiving required.

In this example:

1. The purchase order header sets the match control for all applicable lines. The match control (for example, standard) option defaults from the vendor table, but you can override the default if you like.
2. At the purchase order line schedule level, you can specify if matching is required. Do this on the Details for Schedule page. The line schedule level matching options are:

<i>Full Match</i>	Match this line based on the purchase order header match control. (<i>Full Match</i> is the default.)
<i>No Match</i>	Do not match this line.

3. At the PO line level, specify whether receiving is required on the Line Details Page. The Receiving Required option defaults from the item definition. If you have set the match control at the purchase order header for matching, the match rules then look to see if receiving is required for the purchase order line. If receiving is not required, as in the case of service items, the Receiving Required matching rules would apply to other lines, but that specific line is matched based upon purchase order to voucher.

Overriding Matching Defaults

Change matching settings for a purchase order at the purchase order header level or purchase order schedule level in the Manage Purchase Orders component.

Selecting Matching from the pull-down list of links at the bottom of the Purchase Order - Form page transfers you to the PO Matching Page, where you can change the type of Match Action and the Match Rules.

You can also change the Match Action on the Details for Schedule page. You can opt to have a *Full Match* or *No Match* for this schedule. This field defaults from the overall matching setup on the Purchase Order Header page.

You can also opt to change the price and tolerances (upper and lower limits) for matching in the Price Tol, Ext Tol, and their two Pcts fields. These represent the unit price tolerance, the total amount tolerance, and their respective percentages. These fields default from the item definition.

See Also

PeopleSoft Purchasing PeopleBook, “Creating Purchase Orders Online,” Entering PO Matching Information

PeopleSoft Purchasing PeopleBook, “Creating Purchase Orders Online,” Entering Schedule Details

PeopleSoft Purchasing PeopleBook, “Receiving Shipments,” Viewing Receipt Line Details

CHAPTER 12

Running Voucher and Payment Posting

This chapter provides an overview of the Voucher Posting process (AP_PSTVCHR) and the Payment Posting process (AP_PSTPYMNT) in PeopleSoft Payables. It explains how to:

- Set up the Voucher and Payment posting processes.
- Define inheritance options.
- Perform the Voucher Posting process.
- Perform the Payment Posting process.
- Review accounting entries.

Understanding the Voucher Posting and Payment Posting Processes

The PeopleSoft Payables Voucher Posting process (AP_PSTVCHR) creates accounting entries from vouchers. The system uses the Accounting Entry Template and Inheritance rules to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system as well as additional entries for the payables offset, VAT expense, non-prorated non-merchandise expenses, and closure expenses among others. These accounting entries are then available for General Ledger journal generation. Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

The PeopleSoft Payables Payment Posting process (AP_PSTPYMNT) creates accounting entries from payment-related transactions, such as system-created payments, manual payments, drafts, EFT payments, ACH payments, and cancelled payments. Payment posting also creates realized gain or loss offsets when a transaction is entered in a different currency than the base currency and the rates have fluctuated between the Invoice and Payment dates. These accounting entries are then available to the Journal Generator to pass to your general ledger.

There is a difference between running the voucher and payment posting processes and running the journal generator process. Before you can transfer a voucher or payment to the general ledger, it must be associated with accounts. The posting processes create all accounting lines, except for expense lines for vouchers. (Expense lines come from voucher entry)

These are examples of accounting lines that are created during the posting processes:

- Payables liability account.
- Discount loss.

- Realized gains and losses.
- Use tax liability.
- VAT accounting entries.

The posting processes also assign interunit document sequencing numbers.

If you have selected Multibook Accounting in the subsystem, the posting processes also post to the secondary ledgers in the default ledger group. If you set up Multibook Accounting using non-translate ledgers, then the accounting entries are calculated from the transaction currency. If you are using translate ledgers for your Multibook Accounting, then the accounting entries are calculated from the base currency of the primary ledger.

After you run the Payables posting processes, vouchers and payments remain in the Payables subsystem. You run Journal Generator to distribute the accounting lines to the General Ledger.

Overview of the Voucher Posting Process

To perform voucher posting:

1. Create vouchers using the online Invoice Information page or Quick Invoice Entry page.
2. Define a voucher posting request using the Voucher Posting Request page.
3. (Optional) If required, perform matching and budget checking use the Match Request page, the AP Voucher Exceptions page, and the AP Voucher (NP) Exceptions page.
4. Run voucher posting using the Process Scheduler.
5. Evaluate posting results using the Voucher Accounting Entries page.

Overview of the Payment Posting Process

To perform payment posting:

1. Create Payments using the Pay Cycle Manager page, Express Payments page, and Create Manual Draft page.
2. (Optional) Run voucher posting after the Pay Cycle process.
3. Define and verify a payment posting request using the Payment Posting Request page.
4. Run payment posting using the Process Scheduler.
5. Evaluate the results using the Voucher Accounting Entries page or Vendor Balance page.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Journal Generator”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Ledgers,” Using Multibook Ledgers

Accounting Methods for Non-Merchandise Charges

You must define a method of accounting for non-merchandise charges such as freight, sales tax, use tax and miscellaneous charges:

Prorate	Records the prorated amount along with the merchandise amounts on the distribution line. If you prorate non-merchandise amounts, the amounts charged to the distribution lines are added to merchandise amounts on the distribution lines and the total is posted to the distribution ChartFields.
Allocate	Creates separate accounting entries for the non-merchandise amount for the distribution line. If you allocate non-merchandise amounts, the amounts charged to the distribution lines are posted to the appropriate non-merchandise accounts from the accounting template and the other ChartField values are populated based on the inheritance rules. ChartField inheritance is defined at the ledger group level and on the ChartField Inheritance page.
Expense (non-prorate/non-allocate)	Records the amounts to summary expense accounts. If you are using Summary Control posting, you have two options for non-prorated charges. You can either expense the charges at the header, or allocate them to the distribution lines. You allocate them by selecting the Allocate check box on the Non-Merch Charges page in the Procurement Accounting Controls component. If you are using Detail Offset posting, you only have one option for non-prorated charges. You must allocate them. For this reason, the Allocate check box is selected and unavailable for entry on the Non-Merch Charges page in the Procurement Accounting Controls component.

See Also

“Defining PeopleSoft Payables Business Units,” Proration and Allocation of Non-Merchandise Charges

Setting Up the Voucher and Payment Posting Processes

Before you can use the voucher and payment posting processes, you must complete the following set up:

1. Complete General Ledger set up.

Before you set up inheritance in Payables, you must define SetIDs, General Ledgers, and General Ledger business units. Non-bank related inheritance options are maintained by SetID and Inheritance Group. Bank inheritance options are maintained by bank account.

2. Set up interunit accounting.
3. Define a posting method on the Installation Options - Payables page.
4. Define ChartFields in the Accounting Entry Template.
5. Define ChartFields for General Ledger business units.

See Also

PeopleSoft PeopleTools PeopleBook: Application Designer, “Planning Records, Control Tables, and TableSets,” Sharing Tables

PeopleSoft PeopleTools PeopleBook: Data Administration, “PeopleTools Utilities,” TableSet IDs

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Ledgers,” Linking Ledgers to a Ledger Group

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Ledgers,” Defining a Ledger Template

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Installation Options for PeopleSoft Applications,” Setting Up PeopleSoft Payables Installation Options

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Inter/IntraUnit Accounting and ChartField Inheritance,” Specifying Inter/IntraUnit Settings for General Ledger Business Units

Setting Up InterUnit Accounting in Payables

Payables uses the Centralized Inter/IntraUnit Processor (IU_PROCESSOR) to process intraunit and interunit accounting.

Interunit transactions enable you to balance by General Ledger business unit. Interunit due-to/from entries are generated with respect to an anchor business unit. Payables derives the anchor business unit from the context of the transaction.

Intraunit transactions enable you to balance on ChartFields other than the General Ledger business unit. You can select how many and which ChartFields require balancing. Intraunit balancing can be achieved through inheritance or due-to/from balancing.

Interunit and Intraunit accounting entries are generated for all PeopleSoft products by a central processor. In Payables, both posting programs, voucher post (AP_PSTVCHR) and payment post (AP_PSTPYMNT) call the central processor to process the interunit and intraunit accounting entries. To enable Payables to call the central processor, you must complete several set up pages in the InterUnits folder.

Interunit accounting tracks interunit payables and receivables among General Ledger business units. Interunit accounting occurs at the General Ledger business unit level, independent of the Payables business unit definition.

PeopleSoft Payables:

- Does not require netted interunit distribution and payments within the same general ledger account.
- Separates distribution and payment interunit entries.
- Supports interunit accounting among General Ledger business units with different base currencies.

When you enter invoices for a *vouchering* business unit (AP), the *charged-to* business unit (GL) associated with that vouchersing business unit defaults into the GL Unit field on the distribution lines of the voucher. You can override that General Ledger business unit.

Note. When you enter interunit vouchers on the Invoice Information page, the Header Budget Status field on the Voucher Attributes page changes from *Valid* to *Not Chck'd*. You must run the Budget Check process to reset the status to *Valid* to make the voucher eligible for posting during Voucher Post.

If you prorate or allocate the non-merchandise items, the system charges the charged-to business unit with both the merchandise costs and the non-merchandise costs. If you do not prorate, the system charges all non-merchandise items to the vouchersing business unit and the merchandise to the *charged-to* business unit.

You can set up either Direct Interunit accounting or Indirect Interunit accounting. If you use Direct Interunit accounting, the General Ledger business units use their own ChartFields. If you use Indirect Interunit accounting, the General Ledger business units use their affiliate's ChartFields.

Note. If your environment uses Alternate Accounts, you must use Direct Interunit accounting.

Voucher Accounting Entries

Note. The Affiliate ChartField displays the affiliate business unit that has been charged. If you change the General Ledger business unit on the distribution line on the Invoice Information page, the system populates the Affiliate ChartField during voucher posting.

If you are using Direct Interunit accounting, the accounting entries for the voucher look like this:

Description	Ledger	GL Unit	Affiliate	Acct.	AltAcct	Op. Unit	DeptID
Expense Distribution	ACTUAL	US001		631000			
InterUnit Payable	ACTUAL	US001	US003	100103			
InterUnit Receivable	ACTUAL	US003	US001	100105			
Accounts Payable	ACTUAL	US003		200000			

In Direct Interunit accounting, the system charges the business unit's own ChartFields. In the example above, General Ledger business Unit US001 uses account 100103 as its InterUnit Payable account. In Direct Interunit accounting, the system charges account 100103 (its own account).

Indirect Interunit accounting entries look like this:

Description	Ledger	GL Unit	Affiliate	Acct.	AltAcct	Op. Unit	DeptID
Expense Distribution	ACTUAL	US001		631000			
InterUnit Payable	ACTUAL	US001	US003	100105			
InterUnit Receivable	ACTUAL	US003	US001	100103			
Accounts Payable	ACTUAL	US003		200000			

When you use Indirect Interunit accounting, the system charges the *Affiliate* business unit's ChartFields instead of the business unit's own ChartFields.

The difference between the accounting entries for Direct and Indirect Interunit accounting is the Interunit accounting interface definition that is used. Direct Interunit accounting uses the business unit's own Interunit definition, and Indirect Interunit accounting uses the Affiliate business unit's Interunit definition.

Payment Accounting Entries

Direct Interunit accounting entries for payments:

Description	Ledger	GL Unit	Affiliate	Acct.	AltAcct	Op. Unit	DeptID
Accounts Payable	ACTUAL	US001		200000			
InterUnit Payment Due To	ACTUAL	US001	US003	1000105			

<i>Description</i>	<i>Ledger</i>	<i>GL Unit</i>	<i>Affiliate</i>	<i>Acct.</i>	<i>AltAcct</i>	<i>Op. Unit</i>	<i>DeptID</i>
InterUnit Payment Receivable	ACTUAL	US003	US001	1000103			
Cash Distribution	ACTUAL	US003		100041			

Indirect Interunit accounting entries for payments:

<i>Description</i>	<i>Ledger</i>	<i>GL Unit</i>	<i>Affiliate</i>	<i>Acct.</i>	<i>AltAcct</i>	<i>Op. Unit</i>	<i>DeptID</i>
Accounts Payable	ACTUAL	US001		200000			
InterUnit Payment Due To	ACTUAL	US001	US003	1000103			
InterUnit Payment Receivable	ACTUAL	US003	US001	1000105			
Cash Distribution	ACTUAL	US003		100041			

See Also

Reviewing Accounting Entries

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Installation Options for PeopleSoft Applications,” Setting Up PeopleSoft Payables Installation Options

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Inter/IntraUnit Accounting and ChartField Inheritance”

Defining a Posting Method

Payables supports two methods of balancing voucher accruals and payments entries. These flexible posting methods define which ChartField values are inherited from the corresponding accounting entries. You define a posting method on the Installation Options - Payables page. The two posting methods are:

- Summary Control posting balances at the voucher header level.
- Detail Offset posting balances at the voucher distribution line level.

Summary Control Posting Method

The Summary Control method balances vouchers with summary control accounts like the Accounts Payable Accrual account for each voucher. It also creates summary expense accounts for non-merchandise expenses like freight and Sales and Use Tax (if you elect not to prorate or allocate these non-merchandise amounts to the voucher distribution lines). Because it balances the voucher rather than the individual lines this method is referred to as the Summary Control Posting Method.

Summary Control creates one summary Accounts Payables Accrual entry for all of the distribution lines. See the example below.

Detail Offset Posting Method

The Detail Offset method balances each individual distribution line. During the posting processes, offsets to the distribution lines and cash entries inherit the non-account ChartField values based on the established inheritance rules.

Offsets to the distribution lines inherit the non-account ChartField values from the distribution line. Cash entries inherit these values from the payables entry generated during voucher posting. (The Summary Control method also has the Cash lines inherit values from the APA, but there is only 1 APA and 1 CAS). Also, because each distribution line is balanced with an offsetting Accounts Payable Liability account, payments must be allocated to the distribution lines to properly relieve the Accounts Payable Liability.

Note. The Detail Offset Posting method does not support the expensing of non-merchandise charges, early payment discounts, or discounts earned or lost. These charges are allocated, or prorated, back to the distribution line rather than being posted to summary accounts.

Detail Offset creates Accounts Payable Accrual entries for each distribution line. See the example below.

Using ChartField Inheritance with Posting Methods

The Detail Offset posting method can inherit Header Level ChartField values from the distribution line because each distribution line has its own APA entry.

The Summary Control posting method cannot utilize inheritance for Header Level ChartFields. Since the system creates only one APA entry for multiple distribution lines, it does not know which distribution line to inherit the ChartField values from.

Example 1: Summary Control Posting Inheritance (Allocate Freight)

This scenario assumes the following:

- Allocate freight.
- Only Fund Code is balanced.
- No InterUnit accounting.
- Payables Header Level Entries (such as APA) Inheritance Options:

<i>Field</i>	<i>Inheritance Option</i>
FUND_CODE	Use Unit Definition
DEPTID	Use Unit Definition
PRODUCT	Use Unit Definition
All Others	Do Not Inherit

- Payables Distribution Level Entries (such as FRG) Inheritance Options:

Field	Inheritance Option
OPERATING_UNIT	Always Inherit
FUND_CODE	Always Inherit
DEPTID	Use Unit Definition
PRODUCT	Inherit Within Unit
All Others	Do Not Inherit

Accounting Results After Running Voucher Post:

VOUCHER_LINE_NUM	DISTRIBUTION_NUM	DISTRIBUTION_TYPE	ACCOUNT	OPERATING_UNIT	FUND_CODE	DEPTID	PRODUCT	Others
1	1	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1	1	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/IntraUnit page in GL Definition.	Inherits from voucher distribution line.	Inherits from Accounting Entry Template.
1	2	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1	2	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/IntraUnit page in GL Definition.	Inherits from voucher distribution line.	Inherits from Accounting Entry Template.

VOUCHER_LINE_NUMBER	DISTRIBUTION_NUMBER	DISTRIBUTION_TYPE	ACCOUNT	OPERATING_UNIT	FUND_CODE	DEPTID	PRODUCT	Others
99999	1	APA	200000	Inherits from Accounting Entry Template	Inherits from Inter/Intra Unit page in GL Definition	Inherits from Inter/Intra Unit page in GL Definition.	Inherits from Inter/Intra Unit page in GL Definition.	Inherits from Accounting Entry Template.

Example 2: Summary Control Posting Inheritance (Expense Freight)

This scenario assumes the following:

- Expense freight.
- Only Fund Code is balanced.
- No InterUnit accounting.
- Payables Header Level Entries (such as APA) Inheritance Options:

Field	Inheritance Option
FUND_CODE	Use Unit Definition
DEPTID	Use Unit Definition
PRODUCT	Use Unit Definition
All Others	Do Not Inherit

- Payables Distribution Level Entries (such as FRG) Inheritance Options:

Field	Inheritance Option
OPERATING_UNIT	Always Inherit
FUND_CODE	Always Inherit
DEPTID	Use Unit Definition
PRODUCT	Inherit Within Unit
All Others	Do Not Inherit

Accounting Results After Running Voucher Post:

VOUCHER_LINE_NUM	DISTRIBUTION_LINE_NUM	DST_ACCT_TYPE	ACCOUNT	OPERATING_UNIT	FUND_CODE	DEPTID	PRODUCT	Others
1	1	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1	2	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
99999	1	APA	200000	Inherits from Accounting Entry Template.	Inherits from Inter/Intra Unit page in GL Definition.	Inherits from Inter/Intra Unit page in GL Definition.	Inherits from Inter/Intra Unit page in GL Definition.	Inherits from Accounting Entry Template.
99999	1	FRG	635000	Inherits from Accounting Entry Template.	Inherits from Inter/Intra Unit page in GL Definition.	Inherits from Inter/Intra Unit page in GL Definition.	Inherits from Inter/Intra Unit page in GL Definition.	Inherits from Accounting Entry Template.

Example 3: Detail Offset Posting Inheritance

This scenario assumes the following

- Allocate freight.
- No InterUnit accounting.
- Payables Header Level Entries (such as APA) Inheritance Options:

Field	Inheritance Option
FUND_CODE	Always Inherit
DEPTID	Inherit Within Unit
PRODUCT	Use Unit Definition
All Others	Do Not Inherit

- Payables Distribution Level Entries (such as FRG) Inheritance Options:

Field	Inheritance Option
OPERATING_UNIT	Always Inherit
FUND_CODE	Always Inherit
DEPTID	Use Unit Definition
PRODUCT	Inherit Within Unit
All Others	Do Not Inherit

Accounting Results After Running Voucher Post:

VOUCHER_LINE_NUM	DISTRIB_LINE_NUM	DST_ACCT_TYPE	ACCOUNT	OPERATING_UNIT	FUND_CODE	DEPTID	PRODUCT	Others
1	1	APA	200000	Inherits from Accounting Entry Template	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/Intra Unit page in GL Definition.	Inherits from Accounting Entry Template .
1	1	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1	1	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/Intra Unit page in GL Definition .	Inherits from voucher distribution line.	Inherits from Accounting Entry Template .
1	2	APA	200000	Inherits from Accounting Entry Template	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/Intra Unit page in GL Definition.	Inherits from Accounting Entry Template .
1	2	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.

VOUCHER_LINE_NUM	DISTRIBUTION_LINE_NUM	DST_ACCT_TYPE	ACCO UNT	OPERATING_UNIT	FUND_CODE	DEPTID	PRODUCT	Others
1	2	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/Intra Unit page in GL Definition	Inherits from voucher distribution line.	Inherits from Accounting Entry Template

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Installation Options for PeopleSoft Applications,” Setting Up PeopleSoft Payables Installation Options

Defining ChartFields in the Accounting Entry Template

When setting up inheritance for Payables, if you select Don’t Inherit as the inheritance option for an inheritance group, the system uses the ChartField values established on the Accounting Entry Template to generate the appropriate accounting entry lines.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

Defining ChartFields for General Ledger Business Units

When setting up inheritance for Payables, if you select Use Unit Default as the inheritance option for an inheritance group, the system uses the ChartField values established on the General Ledger Business Unit to generate the appropriate accounting entry lines.

If you select Inherit Within Unit as the inheritance option and the entries are for different General Ledger business units, the system also uses the ChartField values established on the General Ledger Business Unit to generate the appropriate accounting entry lines.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Inter/IntraUnit Accounting and ChartField Inheritance,” Specifying Inter/IntraUnit Settings for General Ledger Business Units

Defining Inheritance Options for Payables

Inheritance refers to the process by which transactions are forced to balance by automatically copying (or “inheriting”) ChartField values from one entry in the transaction to other entries in the transaction. Values for non-balancing ChartFields can also be inherited to provide additional detail for financial analysis. You can specify which ChartFields are automatically inherited for Payables.

ChartField Inheritance means that any offset entries created for distribution lines or payment entries inherit non-account ChartFields when they are created.

ChartField Inheritance enables the user to select the source of certain ChartField values on certain system generated accounting entries. For example, when posting Payables vouchers, the user can opt to have the Fund Code on the Vendor Liability entry come from either the Voucher Distribution Line, the General Ledger Business Unit Default values, or the Accounting Entry Template.

This section describes how to:

- Define non bank-related ChartField inheritance options (for voucher posting).
- Define bank-related ChartField inheritance options (for payment posting).
- Validate posting setup.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Inter/IntraUnit Accounting and ChartField Inheritance,” Using ChartField Inheritance

Pages Used to Set Up Inheritance for Payables

Page Name	Object Name	Navigation	Usage
ChartField Inheritance	CF_INHERIT	Setup Financials/Supply Chain, Common Definitions, Design ChartFields, ChartField Inheritance, ChartField Inheritance	Specify inheritance options for all non bank-related accounting entries, such as Vendor Liabilities, Customer Receivables, VAT, Expenses, etc.
ChartField Options	BNK_CF_OPTIONS_ SEC	 Click the Edit Inheritance Options button next to an Acct Type on the External Accounts page.	Specify inheritance options for Payables bank related accounting entries, such as Cash, Cash Clearing, Draft Control, etc.

Page Name	Object Name	Navigation	Usage
Posting Setup Validation	AP_VAL_INHRIT_RQST	Accounts Payable, Batch Processes, Validate Posting Set Up	Run Application Engine AP_VALCFINH to verify that you have set up inheritance correctly and completely for Payables. This process also validates correct Allocation policies in the Procurement Accounting Controls page.

Defining Non Bank-Related ChartField Inheritance Options

Access the ChartField Inheritance page.

ChartField Inheritance

SetID: PUBLIC

Inheritance Group: Payables Header Level Entries

Find | First 1-8 of 8 Last

ChartField	*Inheritance Option
Operating Unit	Do Not Inherit
Fund Code	Always Inherit
Department	Do Not Inherit
Program Code	Use Unit Default
Class Field	Do Not Inherit
Budget Reference	Do Not Inherit
Product	Do Not Inherit
Project	Do Not Inherit

Setting up Payables Inheritance Groups on the ChartField Inheritance page (CF_INHERIT)

Inheritance Group

Payables is delivered with three Inheritance Groups:

Payables Header Level Entries: Defines the inheritance to be used when generating entries for the vouchering General Ledger business unit. The AP liability entry uses this inheritance group.

Payables Distrib Level Entries: Defines the inheritance to be used when generating entries for the distribution line

General Ledger business unit. Allocated freight uses this inheritance group.

Payables VAT Non-Recoverable: Defines the inheritance to be used in generating non-recoverable VAT entries.

Note. To fully understand how these inheritance groups work, you must also understand how allocation and proration work in Payables.

Inheritance Option

Select an inheritance option for each **ChartField** within each of the three Payables Inheritance Groups. The options are:

Always Inherit: The ChartField value is always inherited from the Distribution entries on the transaction, regardless of whether or not it is in the same General Ledger business unit. This option should only be selected if all business units share the same ChartField values; otherwise, the inherited value could be invalid.

Do Not Inherit: The ChartField value is inherited from the Accounting Template for that DST_ACCT_TYPE. (Not from the transaction itself).

Inherit Within Unit: The ChartField value is inherited from the Distribution entries on the transaction, but only if the other entry is in the same General Ledger business unit. Otherwise, the system uses the business unit default (of the non-Distribution General Ledger business unit).

Use Unit Definition: The ChartField value is the default value that is associated with the General Ledger business unit.

Setting Up Inheritance Options

For inheritance to generate the appropriate accounting entry lines, you must set up your inheritance options using the following guidelines.

If you are using the Summary Control posting method your options for balanced and non-balanced ChartFields for each inheritance group are as follows:

Inheritance Group	Balance ChartField	Non-Balanced ChartField
Payables Header Level Entries	BU Defaults	BU Defaults, Don't Inherit
Payables Distrib Level Entries	Always Inherit	Any of the 4 options
Payables VAT Non-Recoverable	Always Inherit, Inherit w/in BU	Any of the 4 options

If you are using the Detail Offset posting method your options for balanced and non-balanced ChartFields for each inheritance group are as follows:

Inheritance Group	Balance ChartField	Non-Balanced ChartField
Payables Header Level Entries	Always Inherit, Inherit w/in BU	Any of the 4 options
Payables Distrib Level Entries	Always Inherit	Any of the 4 options
Payables VAT Non-Recoverable	Always Inherit, Inherit w/in BU	Any of the 4 options

You define ChartFields as balanced or non-balanced in the Detail Ledger Group component.

See Also

“Defining PeopleSoft Payables Business Units,” Proration and Allocation of Non-Merchandise Charges

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Ledgers,” Linking Ledgers to a Ledger Group

PeopleSoft Application Fundamentals for FSCM and ESA, “Using Inter/IntraUnit Accounting and ChartField Inheritance,” Specifying Inheritance Options

Defining Bank-Related ChartField Inheritance Options

Access the ChartField Options page.

Chartfield Options

Acct Type: Payables Cash Account

Chartfield Options
Personalize | Find | View All |
First ◀ 1-8 of 8 ▶ Last

Chartfield Name	*Inheritance Option
Budget Reference	Do Not Inherit ▼
Class Field	Do Not Inherit ▼
Department	Do Not Inherit ▼
Fund Code	Do Not Inherit ▼
Operating Unit	Do Not Inherit ▼
Product	Do Not Inherit ▼
Program Code	Do Not Inherit ▼
Project	Do Not Inherit ▼

OK
Cancel

Setting up Payables ChartField Options on the ChartField Options page
(BNK_CF_OPTIONS_SEC)

Acct Type

You must set up bank-related ChartField inheritance options for three Account Types (SetID/Bank/Account) for Payment Posting. You must use the same inheritance options for all three of these account types:

Payables Cash Account: The ChartFields used to process cash entries.

Payables Control Account: The ChartFields used with Cash Clearing and Disbursements in Transit.

Payables Draft Account: The ChartFields used to process drafts.

Inheritance Option

Select an inheritance option for each **ChartField Name** within each of the three Payables account types. The options are:

Always Inherit: Cash ChartFields come from the offsetting Accounts Payable Accrual entry.

Do Not Inherit: This is the default value. ChartField values are explicitly defined on the ChartFields tab of the External Accounts page by the user. If you change from Do not Inherit to another option, when you click **OK** and return to the External Accounts page, the ChartField you changed is no longer available for entry. When creating the Cash/Clearing entries during Payment Posting the system uses the default values from the External Account page for that SetID/Bank/Account/ Account Type.

Inherit Within Unit: Cash ChartFields come from the offsetting entry if it is within the same business unit. If the entry is not from the same General Ledger business unit, values come from the BU Defaults for the General Ledger Business Unit associated with the Bank.

Use Unit Definition: Default values come from the values on the Inter/IntraUnit page in the General Ledger Definition component regardless of the offsetting transaction. This is based on the General Ledger business unit of the Bank.

See Also

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Bank Account ChartField Inheritance

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Defining ChartField Inheritance Options

Validating Posting Setup

Access the Posting Setup Validation page.

Posting Setup Validation

Run Control ID: VALCF [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Request ID: VALCF

*Description: VALCF

*Process Frequency: Always Process

Posting Setup Validation page

Use this page to run the Validate ChartField Inheritance program (AP_VALCFINH), which checks to make sure you have set up your ChartField inheritance correctly. This program finds any set up issues that may cause problems for the Payables Posting processes, and posts them to the Process Message Log. Potential issues are as follows:

- Any SetID/AP Inheritance Group combinations in which ChartField Inheritance has not been defined.
- Any Bank ChartField Inheritance that has not been defined for banks with Payables setup.
- Any SetID/AP Inheritance Group that has been defined but has an invalid option chosen.
- Any Procurement Accounting Controls Business Units with invalid Allocation chosen.

To view the error messages:

1. Click the **Process Monitor** link on the Posting Setup Validation page.
2. Click the **Details** link on the Process List page.
3. Click the **Message Log** link on the Process Details page.
4. Click the **Explain** button on the Message Log page.

Explain**Message:**

SQL Object 'FS_CFI_FLST_CONSL_APCA' does not exist. Please setup Inheritance for SETID 'CONSL' and Inheritance Group 'APCA'.

Description:

Posting may possibly fail without this setup.

Please go to the Inheritance Setup page:

Setup Financials/Supply Chain -> Common Definitions -> Design Chartfields -> ChartField Inheritance

and setup the Inheritance options for the SETID and Inheritance Group listed before running Posting.

INHERITANCE GROUP KEY:

 APCA = Payables Header Level Entries
 APEA = Payables Distrib Level Entries
 APVN = Payables VAT Non-Recoverable

[Return](#)

Viewing posting setup issues on the Explain page (PMN_MSG_EXPLAIN)

Performing the Voucher Posting Process

This section describes the Voucher Posting process. You can post vouchers by:

- Business unit
- Origin
- Control group
- Contract
- Voucher

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Journal Generator

Pages Used to Run the Voucher Posting Process

Page Name	Object Name	Navigation	Usage
Voucher Posting Request	PST_VCHR_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Posting Request	Initiate the Voucher Posting process (AP_PSTVCHR).

Defining a Voucher Posting Request

Access the Voucher Posting Request page.

Note. If required, you must run programs such as matching and budget checking before running the Voucher Posting process.

Voucher Posting Request page

Request ID

Specify a request ID and a description. The system uses these IDs to track each posting request; however, the Request ID can be used over and over again. The Process Scheduler Request ID is the unique number.

Post Voucher Option

For each option that you select, different fields are available for entry in the grid at the bottom of the page. Regardless of the option you select, the system posts only those vouchers that are eligible to post. The options are as follows:

Post All Units: Post all eligible vouchers for all of the business units in the system.

Post Business Unit: Enter a business unit. Select this option to post all eligible vouchers within that payables business unit.

Post Contract: Enter a business unit and contract ID to post all eligible transactions covered by the contract.

Post Group: Specify the business unit and control group ID. The control group must be ready to post; otherwise no vouchers in the group are posted. You can select Groups for posting on the Post Control Group page.

Post Origin: Enter a SetID and origin to post all eligible vouchers from the Origin that you specify.

Post Voucher: Enter a business unit and a voucher ID to post an individual voucher.

Initiate Entry Event Generator

Select this field to run the Entry Events process (FS_EVENTGEN) for the vouchers being posted. This field only appears if you have enabled Entry Events (as either Required or Optional) at the Installation Options level.

Prepayment Application Method

Indicate which vendor the system should use when applying prepaid vouchers to regular vouchers. Select from the following:

Invoicing Vendor: The system performs application based on the invoicing vendor of the prepaid and regular voucher. This is the default value.

Remit Vendor: The system performs application based on the remit vendor of the prepaid and regular voucher.

Note. The exact procedure for running a process on a server depends on the type of server you are using and your organization's standards. For example, if you are running PeopleSoft Payables in a DB2 environment, you or your mainframe administrator submits JCL to initiate the program. If you do initiate the posting program from the server, the program retrieves its processing options from the Voucher Posting Run Control record that you already set up in the online pages.

See Also

“Organizing Vouchers with Origins and Control Groups,” Posting Control Groups

Performing the Payment Posting Process

This section describes the Payment Posting process. You can post payments by:

- Bank Account
- Payment Method
- Individual payment

Page Used to Run Payment Posting

Page Name	Object Name	Navigation	Usage
Payment Posting Request	PST_PYMNT_RQST	Accounts Payable, Batch Processes, Payment, Payment Posting Request	Initiate the payment posting process.

Creating Payment Accounting Entries

Access the Payment Posting Request page.

Note. If required, you must run programs such as matching and budget checking before running the Voucher Posting process. You must also pay vouchers before you can post payments.

Payment Posting Request page

Post Option

For each option you select, different entry fields appear for you to complete. The system saves these settings with the Run Control ID:

Post all Banks: Posts all eligible payments that belong to any of the bank accounts in the system. Because you are posting payments for all banks, no data populates the Payment Options group box.

Post Bank Account: Posts all eligible payments for the specified bank account. The SetID, Bank Code, and Bank Account fields become available for entry.

Post Payment: Posts only the payment that you specify. The SetID, Bank Code, Bank Account, Payment Method, and Payment Reference fields become available for entry.

Post Payment Method: Posts all payments using the specified payment method for the bank account you enter. The SetID, Bank Code, Bank Account, and Payment Method fields become available for entry.

Initiate Entry Event Generator

Select this field to run the Entry Events process (FS_EVENTGEN) for the payments being posted. This field only appears if you have enabled Entry Events (as either Required or Optional) at the Installation Options level.

Payment Options

The system returns multiple rows of data under the Payment Options group box if you select *the Post Bank Account*, *Post Payment*, or *Post Payment Method* options. No Payment Option data is returned, if you select the *Post All Banks* option.

After you define the process parameters for a new run control, click the Process Request button to access the Process Scheduler Request page. On the Process Scheduler Request page, specify when and where you want the process to run and change the Run Location, Run Recurrence, Run Output, or the Run Date and Time.

Note. Regardless of the option that you select when the posting program runs, it posts only those payments that are eligible to post. So, if you choose to post payments for a specific bank account, and you have entered a manual payment on that account that has not yet been applied to one or more vouchers, the system will not post that payment.

See Also

Reviewing Accounting Entries for the Posting Processes

“Overview of PeopleSoft Payables Accounting Entries”

Reviewing Accounting Entries

This section discusses how to:

- Review accounting entries for the posting processes.
- Review the journal detail for a general ledger journal.

Pages Used to Review Accounting Entries

Page Name	Object Name	Navigation	Usage
Voucher Accounting Entries	VCHR_ACTG_ENTRIES	Accounts Payable, Review, Vouchers, Voucher Accounting Entries	Review the results of the Voucher Posting process.
Unbalanced Accounting Entries	VCHR_ACCTG_UNBAL	Accounts Payable, Review, Vouchers, Unbalanced Accounting Entries	Review any unbalanced accounting entries (including Inter/IntraUnit setup error vouchers).
Journal Drill Down	AP_GL_DRILL	Accounts Payable, Review, Vouchers, Journal Drill Down	Review the journal detail for a general ledger journal. You can view the journal information by journal line.
Posted Voucher Listing	RUN_APY1020	Accounts Payable, Reports, Voucher, Posted Voucher Listing	Define run parameters for the Posted Voucher Listing report (APY1020). Use this report to review all posted vouchers for a given business unit and date range.

Reviewing Accounting Entries for the Posting Processes

Access the Voucher Accounting Entries: Main Information page.

Voucher Accounting Entries

*Business Unit: Voucher ID: Invoice Number:

*Accounting Line View Option: ☐ Show Foreign Currency

Invoice Date: Vendor ID: Vendor Name:

Accounting Information Find | View All First 1 of 1 Last

Posting Process: GL Dist Status:

Main Information Chartfield Journal

Description	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	*GL Unit

Voucher Accounting Entries: Main Information page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Common Page Information

Business Unit	Select the business unit for the voucher whose accounting entries you want to review. You must also select a voucher ID or invoice number or the system does not return any data.
Voucher ID	Select the voucher ID of the voucher whose accounting entries you want to review.
Invoice Number	Select the invoice number of the voucher whose accounting entries you want to review.
Accounting Line View Option	If you have not enabled Entry Events, <i>Standard</i> is selected for you and is your only option. If you have enabled Entry Events, select one of the following options: <i>Standard:</i> The system displays non Entry Event accounting entries. <i>Supplemental:</i> The system displays only Entry Event accounting entries. <i>View Both:</i> The system displays both Entry Event and non-Entry Event accounting entries.
Show Foreign Currency	Displays the foreign currency of the transaction lines in addition to the monetary amount.
Search	Click to initiate your search.
Reset	Click to reset the Business Unit, Voucher ID and Invoice Number fields to their default settings.
Invoice Date	Displays the invoice date, Vendor ID and Vendor Name of the voucher your search returns.

Accounting Information

Posting Process	Displays the posting process for the specific entry. Note. Each posting process appears on its own view in the Accounting Information grid. The different views appear as view 1 of 2, view 2 of 2, and so on. To see the Accrual, Payment, Cancel, and Closure definitions, you must either click View All, or scroll through each of these views.
GL Dist Status	Displays the General Ledger distribution status.

Main Information Tab

Description	The type of Account to which this accounting entry has been charged. The expense distribution displays either the item description on the voucher or the default value of <i>Expense Distribution</i> .
Monetary Amount DR (monetary amount debit)	The monetary amount debit associated with the GL Unit of the accounting entry. This field only appears if the if the Display Debit/Credit Amounts in Subsystems check box is selected on the User Preferences – Overall Preferences page.
Monetary Amount CR (monetary amount credit)	The monetary amount credit associated with the GL Unit of the accounting entry. This field only appears if the if the Display Debit/Credit Amounts in Subsystems check box is selected on the User Preferences – Overall Preferences page.
Monetary Amount (monetary amount debits and credits)	The monetary amount (debits as positive numbers and credits as negative numbers) associated with the GL Unit of the accounting entry. This field appears If the Display Debit/Credit Amounts in Subsystems check box is <i>not</i> selected on the User Preferences – Overall Preferences page.
Currency Code	The currency associated with the GL Unit of the accounting entry.
Ledger	The General Ledger ledger and GL Unit (General Ledger business unit) to which this accounting entry has been charged.

ChartField Tab

Schedule ID	Schedule IDs are only populated when they are associated with a payment (including cancellations, and so on). This field only appears if Federal Payments is enabled at the Installation Options level.
Tax Authority	The Tax Authority code charged for the Use Tax Liability lines.
Entry Event	The Entry Event code and EE Line Number associated with the transaction line. These fields only appear if you have enabled Entry Events.
Account	The account and other ChartFields to which this accounting entry has been charged.

Journal Tab

Journal Line	The General Ledger journal line number and Journal Date assigned by the Journal Generator for this accounting entry.

If these fields are blank, then this accounting entry has not been journal generated.

Document Type The document type, **DocSeqNb** (document sequence number) and **Doc Seq Date** (document sequence date) for this accounting entry.

Budget Date The date which the commitment control module uses to determine which budget period to check.

Status The budget status for this accounting entry. Possible options include:

Not Checked: This accounting entry has not been budget checked.

Valid: This accounting entry passed budget checking.

Error: The system detected an error while performing budget checking on this accounting entry.

Primary Indicates whether or not this is the primary ledger.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining User Preferences,” Defining Overall User Preferences

Reviewing the Journal Detail for a General Ledger Journal

Access the Journal Drill Down page.

Journal Drill Down														
Journal ID														
Unit	Journal	Date	Ledger	Line	Line Descr									
FRA01	AP00005309	06/07/2000	CORPORATE	1										
Account	Alt Acct	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project					
200000	401001													
CR Amount		DR Amount		Credit Amount		Currency:								
49471.80		USD		0.00		USD		299000.00				FRF		
Detail														
Chartfields														
Voucher Information														
Document Information														
Unit	Acctg Date	Fund Code	Department	Program Code	Class Field	Budget Reference	Product	Project	Affiliate	Affiliate	Fund Affiliate			
FRA01	06/07/2000													
FRA01	06/07/2000													
FRA01	06/07/2000													

Journal Drill Down: Main Information page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Common Page Information

Unit	The General Ledger business unit to which this accounting entry has been charged.
Journal	The General Ledger journal ID that was assigned by the Journal Generator for this accounting entry.
Date	The Date this journal was created.
Ledger	The General Ledger ledger that is assigned to this accounting entry.
Line	The line number of the journal line that you are viewing.
Go to GL journal	Click to view the entire journal entry to which this line belongs.
Account	The General Ledger account and other ChartFields to which this accounting entry has been charged.
Stat Amt (statistics amount)	The statistics amount associated with this journal line.
CR Amount (credit amount)	The credit amount of the line in the General Ledger base currency. The base currency code is also displayed.
DR Amount (debit amount)	The debit amount of the line in the General Ledger base currency. The base currency code is also displayed.
Credit Amount	The entered credit amount of the line along with the entered currency.
Debit Amount	The entered debit amount of the line along with the entered currency.

Main Information Tab

Unit	The Payables business unit to which this accounting entry has been charged.
Acctg Date (accounting date)	The accounting date for the accounting entry.
Fund Code	The Fund Code and any other ChartFields to which this accounting entry has been charged.

Voucher Information Tab

Voucher ID	The voucher ID and description of the voucher with which this journal line is associated. Click to access the Voucher Accounting Entries page, where you can view accounting details for the voucher.
Vchr Line (voucher line)	The voucher line number with which this journal line is associated.
Distrib Line (distribution line)	The distribution line number of the voucher with which this journal line is associated.

Amount The distribution line amount of the voucher with which this journal line is associated.

Base Amount The amount of the distribution line with which this journal line is associated in the base currency.

Document Information Tab

Document Type The document type for this voucher line.

Journal Code The journal code associated with the document type for this accounting entry.

Doc Sequence # The document sequence number for this voucher line.

Doc Seq Date The document sequence date for this voucher line.

See Also

Reviewing Accounting Entries for the Posting Processes

PeopleSoft General Ledger PeopleBook, “Processing Journals,” Viewing Journal Line Details

CHAPTER 13

Running Document Tolerances

This chapter provides an overview of document tolerance checking in PeopleSoft Payables and describes how to:

- Set up Document Tolerances.
- Run Document Tolerances with Budget Checking.
- Run Document Tolerances without Budget Checking.
- Review Document Tolerance Exceptions and Overrides.

Understanding Document Tolerances

Document tolerances are allowable percentages or amounts by which related procurement documents can differ. You can set dollar tolerances between pre-encumbrances and encumbrances, encumbrances and expenses. If these tolerances aren't met, the system creates a document tolerance exception. For example, let's say that:

- The encumbrance for a purchase order is USD 100.00.
- The expenditure for a voucher is USD 150.00.
- The document tolerance percentage is 10.

When the voucher is Document Tolerance Checked, it will fail document tolerance checking. You will not be able to post a voucher if its Document Tolerance status is not valid. You will not be able to create system payments for a voucher if its Document Tolerance status is not valid. (Manual payments can still be created for vouchers that have an invalid Document Tolerance status). If you have the proper authorization, you can override the document tolerance checking errors and continue processing the voucher.

You can run the Document Tolerance process either with or without Commitment Control enabled.

Note. If you enable Commitment Control and want to use the voucher Document Tolerance Status as a prerequisite for running the Budget Check process, you must modify the Selection Criteria page in the Commitment Control Source Transactions component to include the `DOC_TOL_HDR_STATUS` field as part of the Payable transactions. Select `DOC_TOL_HDR_STATUS` as the **Field Name**, and select *V* as the **Field Value**.

Setting Up Document Tolerances

The set up for document tolerances is the same for both PeopleSoft Payables and PeopleSoft Purchasing.

See *PeopleSoft Setting Up Procurement Options PeopleBook*, “Defining Procurement Options,” Defining Document Tolerances

Running Document Tolerances with Budget Checking

If commitment control is enabled and document tolerance is enabled for the business unit, you run document tolerance by initiating the budget checking process on the Invoice Information page. The system runs the document tolerance process and then runs the Budget Processor.

This section describes how to:

- Run the Document Tolerance process from the Invoice Information page.
- Verify the voucher’s Document Tolerance status on the Voucher Attributes page.

Pages Used to Run Document Tolerances with Budget Checking

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Entry, Regular Entry	Run Document Tolerances with Budget Checking.
Voucher Attributes	VCHR_STATUS_IA	Accounts Payable, Vouchers, Entry, Regular Entry, Voucher Attributes	Check the Document Tolerance status of the voucher.

Running the Document Tolerance Process from the Invoice Information Page

Access the Invoice Information page.



Click to run the Budget Processor (FSPKBDP1) on this voucher. This button displays only if you have enabled commitment control for Payables and the voucher has not been subjected to budget checking. This button is not available if the Budget Processor has already run on the voucher.

If commitment control and document tolerance checking are enabled for the business unit and you initiate the budget checking process, the system runs the document tolerance process and then runs the Budget Processor.

Note. You normally run the Budget Processor as a batch process using the Budget Checking Request page.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

Verifying the Document Tolerance Status on the Voucher Attributes Page

Access the Voucher Attributes page.

Status

Document Tolerance Status If Document Tolerance checking is enabled, the system displays the Document Tolerance Status. The values are as follows:

V: Valid. The voucher has passed document tolerance checking.

N: Not checked. The voucher requires document tolerance checking. If any amounts, quantities or ChartFields are modified after the document tolerance is checked, the system resets the document tolerance status to *Not Checked*.

E: Error. Exceptions were generated for the voucher during document tolerance checking. You can override document tolerance exceptions on the Document Tolerance Exception page.

See Also

“Entering and Processing Vouchers Online,” Completing Voucher Attributes

Running Document Tolerances without Budget Checking

If commitment control is not enabled and document tolerance is enabled, you initiate document tolerance checking using the Document Tolerance Request page.

Pages Used to Run Document Tolerances without Budget Checking

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Document Tolerance	DOC_TOL_RUN_CN TRL	Accounts Payable, Batch Processes, Vouchers, Request Document Tolerance	Run document tolerance without budget checking. Request that the system check the transaction for document tolerance exceptions.

Reviewing Document Tolerance Exceptions and Overrides

This section explains how to:

- View and override document tolerance exceptions.
- View document tolerance override history.

Pages Used to Review Document Tolerance Exceptions and Overrides

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Doc Tol Exception (Document Tolerance Exception)	DOC_TOL_EXCPT	Accounts Payable, Vouchers, Review and Correction, Document Tolerance Exceptions	View and override document tolerance exceptions.
Override Log	DOC_TOL_OVR_LO G	Accounts Payable, Review, Vouchers, Document Tolerance Override	View the override history of document tolerance exceptions.

Viewing and Overriding Document Tolerance Exceptions

Access the Doc Tol Exception page.

Doc Tol Exception			
Business Unit: US001		Document Type: Voucher	ID: DOC_TOL2
Source line		Find View All First 1 of 1 Last	
Line: 1	Sched:	Distrib: 1	
Exceptions		Find View All First 1 of 1 Last	
Rule ID: E100 Description: Document exceeds predecessor by more than allowable tolerance.			
Details			
Predecessor Business Unit:	US001	Defined Tolerance Amount:	100.00
Pred Doc ID:	DOC_TOL1	Defined Tolerance Percentage:	10.00
Pred Line Nbr:	1	Calculated Doc Tol Amt Amount:	2300.00
Pred Sched Nbr:	1	Calculated Doc Tol Percent Amt:	2420.00
Pred DistIn Num:	1	Source Doc Monetary Amt:	2500.000
Pred Doc Amt:	2200.00	Source Doc Converted Amt:	2500.00
Life-to-Date Liquidated Amt:	2500.00	Predecessor GL Base Currency:	USD
		Transaction Currency:	USD

Doc Tol Exception page

Exceptions

Rule ID Rule ID and description of the Document Tolerance rule that produced the exception.

Details

Pred Doc Amt (predecessor document amount) The amount of the predecessor document (purchase order).

Life-to-Date Liquidated Amt The sum total of all source documents (vouchers) linked to the predecessor document. If you have multiple vouchers tied to the same purchase order, the Document Tolerance process calculates the tolerance against the sum total of all of the vouchers tied to this purchase order rather than the amounts of the individual vouchers. An individual voucher may be within the tolerance, but if the sum total of the linked vouchers exceeds the tolerance, the voucher will not pass document tolerance checking.

Defined Tolerance Amount The tolerance amount defined on the Document Tolerance page.

Defined Tolerance Percentage The tolerance percent defined on the Document Tolerance page.

Note. The system uses whichever value is lower (either the defined amount or the defined percentage) to calculate the

	tolerance. If the amount of the source document exceeds the lower defined amount, the voucher does not pass document tolerance checking and the system generates an exception.
Calculated Doc Tol Amt Amount (calculated document tolerance amount amount)	The amount of the source document (voucher) plus any defined tolerance amount.
Calculated Doc Tol Percent Amt (calculated document tolerance percent amount)	The amount of the source document (voucher) plus any defined tolerance percentage amount.
Source Doc Monetary Amt (source document monetary amount)	The amount of the source document (voucher).
Source Doc Converted Amt (source document converted amount)	The converted amount of the source document (voucher). The system converts the source document to the predecessor document's General Ledger business unit base currency to calculate the tolerance.
Predecessor GL Base Currency	The predecessor document's General Ledger business unit base currency.
Transaction Currency	The currency of the source document (voucher).
Override	Select to override this exception and make the transaction available for further processing.

Viewing Document Tolerance Override History

Access the Override Log page.

The fields on this page are the same as the fields on the Doc Tol Exception page except for User ID and DateTime, which provide an audit trail of exceptions that have been overridden.

User ID	Indicates the user who overrode this exception on the Doc Tol Exception page.
DateTime	Indicates the date and time that the designated user overrode this exception on the Doc Tol Exception page.

CHAPTER 14

Processing Self Billed Invoices (SBI)

This chapter provides an overview of self-billed invoices (SBIs), describes the prerequisite tasks to process SBIs, and explains how to:

- Perform SBI processing.
- Review SBIs.

Understanding SBI Processing

PeopleSoft Payables supports self-billed invoices or SBIs. SBIs are invoices created from Evaluated Receipt Settlement (ERS) data that are sent to the supplier (vendor) to provide tax details. Self-billed invoices contain all of the information that the vendor would have provided on an actual invoice. In business environments that use ERS and VAT, for example, there is typically a requirement to provide an invoice containing all the VAT details that can be returned to the vendor. Customers can send the vendor an SBI with all of the VAT details.

You can also combine data from multiple vouchers on one invoice to meet the requirements of businesses that process large volumes of receipts using ERS.

Here is how you create SBIs:

1. Create a Receiver on the Receiving page.
2. Run the Voucher Batch process with the *Evaluated Receipts (ERS)* option selected as the Voucher Batch Interface on the Voucher Batch Req page.
3. Review the Voucher on the Voucher Attributes page.
4. (Optional) Change SBI options on the Voucher Attributes page.
5. Run Matching from the Match Request page.
6. Run Posting on the Voucher Posting Request page. (The voucher must be posted before running the SBI process).
7. Run the SBI Process (APSBIPRC) in Selection Mode.
8. Review the SBI vouchers.
9. Run the SBI Process in either Commit Mode or Rollback Mode.
10. Print the SBIs.

Note. When you build the ERS voucher using the Voucher Build process, the system populates the invoice number field with the packing slip number from the receiver.

See Also

“Entering and Processing Vouchers Online,” Completing Voucher Attributes

“Using the Voucher Batch Process,” Running the Voucher Batch Process

“Running Matching,” Running the Matching Process

“Running Voucher and Payment Posting,” Defining a Voucher Posting Request

PeopleSoft Purchasing PeopleBook, “Receiving Shipments,” Entering Receipts

SBI Numbering Options

At each of the levels in the control hierarchy there are four numbering options for SBIs. Two options for individual vouchers meet European requirements. The difference between these options is the method used to generate the SBI Number. In Europe, customers must generate unique SBI Numbers that differ from the Invoice Numbers. In the U.S., some customers use the Invoice Number as the SBI Number. The formulas used to create these options are listed in the table below:

Value	Description	Definition	Numbering Formula
<i>D</i>	Default	Defaults to whatever value you selected at the next highest level in the control hierarchy. This option is not available at the General Ledger business unit level because it is the highest level in the control hierarchy.	N/A
<i>G</i>	Group Vouchers (Auto-Num)	Enables you to group vouchers that satisfy a set of criteria onto a single SBI. This is particularly useful for customers who process large volumes of receipts using ERS.	GL Business Unit + Vendor ID + Vendor Location + ERS Sequence Number

Value	Description	Definition	Numbering Formula
<i>I</i>	Individual Voucher (Auto-Num)	Allows only one voucher for each SBI. If the SBI Numbering Option is <i>I</i> , the system assigns the next available SBI number to the invoice based on the invoicing location.	GL Business Unit + Vendor ID + Vendor Location + ERS Sequence Number
<i>P</i>	Individual Voucher–Invoice Number	Allows only one voucher for each SBI. If the SBI Numbering Option is set to <i>P</i> , the system generates the SBI number by combining the invoice number with the ERS sequence number.	Invoice Number + ERS Sequence Number

Group Vouchers

If the SBI Numbering Option is set to *G* (Group), the system uses the following criteria to group vouchers:

Field	Record Field
Vendor	VOUCHER.VENDOR_SETID, VOUCHER.VENDOR_ID
Vendor Location	VOUCHER.VNDR_LOC
Transaction Currency	VOUCHER.TXN_CURRENCY_CD
GL Business Unit	VOUCHER.BUSINESS_UNIT_GL
Payment Due Date	VOUCHER.DUE_DATE
VAT Registration Number	VOUCHER.VAT_RGSTRN_SELLER

The system assigns the next available SBI number for the vendor location to vouchers that are grouped using the above criteria. The SBI numbers are unique and sequential.

ERS Vouchers for SBI Vendors

When the Payables system generates ERS vouchers for SBI vendors using Voucher Build and then edits them through Voucher Edit, the following actions occur:

1. The SBI flag on the appropriate voucher records is set to *Y*. The SBI Application Engine process processes all posted and matched vouchers marked as SBI.
2. The SBI number is set to zero or blank.
3. The system determines the SBI Numbering Option based on the Payables hierarchy. First, the system takes the option defined for the invoicing vendor using the location on the

voucher. If the vendor is set to *Default From Higher Level*, the system gets the option from the Payables business unit on the voucher. If the Payables business unit is set to *Default From Higher Level*, it then gets the setting from the General Ledger business unit.

4. The SBI in process flag is set to *N* and the SBI process ID is set to zero.

SBI Voucher Status Summary

Use the Voucher Attributes Page to review a voucher's SBI status before and after you run vouchers through the SBI process. Before processing the voucher through SBI, use the Voucher Attributes page to override the SBI Numbering Option (SBI Num Option field) at the voucher level. After running the SBI process, use this page to review the SBI Numbers for your vouchers. The SBI number is populated and displayed only after the SBI process is complete.

If the voucher does not qualify for SBI, then the SBI Num Option and SBI Number fields are unavailable for entry.

See Also

“Entering and Processing Vouchers Online,” Completing Voucher Attributes

Prerequisites

Before you can process SBIs, you must:

- Enable ERS

Before setting up SBI processing for a business unit, you must enable ERS for that business unit. You can enable ERS at the General Ledger business unit, Payables business unit, and Vendor Location levels.

Note. You can use ERS with non-purchase order receipts, however, you must price the receipts first or Voucher Build process (APVCHRBLD) fails them.

- Define SBI vendors

Before you can process an SBI invoice for a vendor, you must also define that vendor as an SBI vendor on the Self-Billed Invoice Options Page.

- Specify SBI options

As with many other features in Payables, you can specify the SBI processing options at various levels in the default hierarchy. You can set them at the General Ledger business unit, the Payables business unit, Vendor Location, and Voucher levels.

See Also

“Defining PeopleSoft Payables Business Units,” Selecting ERS Options

“Defining PeopleSoft Payables Business Units,” Setting Voucher Build Options

“Entering and Processing Vouchers Online,” Completing Voucher Attributes

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Overriding Self-Billed Invoice Options

Performing SBI Processing

You perform SBI processing as follows:

1. Run the SBI Application Engine process (APSBIPRC) in Selection Mode.
2. Review the selected SBI data.
3. Run the SBI Application Engine process in Commit Mode.
4. Roll back SBI data.
5. Print Self Billed Invoices.

Pages Used to Process SBIs

Page Name	Object Name	Navigation	Usage
SBI Creation Request	SBI_CREATE_REQU EST	Accounts Payable, Batch Processes, Vouchers, Create Self-Billed Invoices	Specify the SBI selection parameters.
SBI Creation Request - Message Log	AP_MESSAGE_LOG	Accounts Payable, Batch Processes, Vouchers, Create Self-Billed Invoices, Message Log	Review the process message log for information on the records that were selected or rejected. This page lists the messages for the process you just ran. This is a standard page in PeopleSoft Payables.

Page Name	Object Name	Navigation	Usage
SBI Voucher Review	VCHR_SBI_REVIEW	Accounts Payable, Review, Vouchers, Self-Billed Invoice Creation	Review the SBIs selected by the SBI process. You can also use this page to put SBI vouchers on hold, to look up purchase order or receipt information, and to search for SBIs by vendor or vendor location.
SBI Review Request	RUN_APY1065	Accounts Payable, Reports, Vouchers, Self-Billed Invoices Review	Define run parameters for the Self-Billed Invoices Review report (APY1065). Use the report to review selected SBI data.
SBI Print	VCHR_SBI_PRINT	Accounts Payable, Reports, Vouchers, Self-Billed Invoices	Define run parameters for SBI Print report (APY1060). View all SBI process cycles which have SBIs pending print, and print the SBIs. The SBI Print Report lists all of the Documents that comprise an SBI.

Running the SBI Application Engine in Selection Mode

Access the SBI Creation Request page.

SBI Creation Request page

Note. The ERS vouchers must be posted and matched before you can run the SBI Application Engine (APSBIPRC).

Run Control ID

When you add a new run control ID, the SBI process is set to run in Selection mode and all run mode-related fields are unavailable for entry. The SBI Selection Process check box is selected, but both this check box, and the Commit and Rollback check boxes are unavailable for entry until you have run the SBI process in Selection mode.

The mode in which the Application Engine process runs is always controlled through PeopleCode.

SBI Process Cycle ID.

Enter a new process cycle ID.

SBI Selection Process

Runs the SBI process in Selection mode rather than Commit or Rollback mode. When you enter a new Run Control ID, the system defaults to the Selection process for you and you cannot change the field.

Commit

Runs the SBI process in Commit mode rather than Selection or Rollback mode. You can only select this option after you have run the SBI process in Selection mode.

After you run the SBI process in Selection mode, the system defaults to the Commit mode for you.

Rollback

Runs the SBI process in Rollback mode rather than Selection or Commit mode. You can only select this option after you have run the SBI process in Selection mode.

Date Range

Restricts the vouchers selected for the SBI process using the invoice date. Select from the following:

Select All: Selects all the vouchers regardless of date range.

Specify: Enter a date range in the **From** and **To** fields.

During the SBI Selection process the system:

1. Identifies candidate vouchers.
 - SBI_Flag = 'Y'
 - SBI_In_Process_Flag = 'N'
 - Voucher_Type = 'E'
 - Post_status_AP = 'P'
 - SBI_Num = 0 or ' '
 - SBI_Doc_Opt = 'G'/'I'/'P'
 - Invoice_Date between From_Date and Through_Date from request page and also satisfying BU and vendor selection options.
 - MATCH_STATUS_VCHR = 'M'
2. Updates vouchers as SBI is in process.
3. Processes vouchers with SBI_Doc_Opt as *I* or *P*.
4. Processes vouchers with SBI_Doc_Opt = *G*. Group them using criteria mentioned in Voucher Creation/Process section.
5. Assigns sequentially generated dummy SBI numbers starting with 1 for SBIs under each vendor/location regardless of SBI_Doc_Opt.
6. Creates data in VCHR_SBI_P and VCHR_SBI_DATA_P.
7. Sets the initial approval status for these SBIs based on vendor/location approval status.
8. Marks SBI_CREATE_RQST to indicate selection process is complete.

Reviewing Selected SBI Data

Access the SBI Voucher Review page.

SBI Voucher Review

User ID: DVP1 Run Control ID: SBI

Search Criteria

Vendor: Location:

Search Results Find | View All First 1 of 1 Last

Vendor ID: Location: ☐ SBI Hold

SBI Number: Creation:

SBI Vouchers Find | View All First 1 of 1 Last

SBI Hold	Unit	Voucher ID	Invoice	Gross Amt	Voucher Type	PO Count	Recv Count
☐						0	0

SBI Gross Amt:

SBI Voucher Review page

After the SBI process completes its run in Selection mode, SBI data are created in VCHR_SBI_P and VCHR_SBI_DATA_P with dummy SBI numbers. The dummy SBI numbers are sequentially generated (starting from 1) under each vendor location.

Search Criteria

Vendor Search for a vendor by selecting a vendor setID and name and then clicking the **Search** button.

Location Search for a vendor by selecting a vendor and location and then clicking the **Search** button. You must enter a value for Vendor ID or you cannot select a location value.

Search Results

SBI Hold Select this check box to hold the entire SBI.

You can also hold individual vouchers by selecting the SBI Hold check box in the SBI Vouchers group box.

If you put SBI vouchers on hold, the system skips them during the Commit process and picks them up during the next run of the SBI Selection process.

Creation Creation date for each SBI associated with the vendor you selected for your search.

SBI Vouchers

SBI Hold Select this check box to hold any of the individual vouchers that comprise the SBI.

Invoice	Invoice number of the SBI vouchers that your search produced.
PO Count 	Click to view the details for the purchase orders associated with the voucher. Review purchase order information before you make a final decision to hold, commit, or roll back these SBI vouchers.
Recv Count 	Click to view the details for the receipts associated with the voucher. Review receipt information before you make a final decision to hold, commit, or roll back these SBI vouchers.
SBI Gross Amt	Gross amount of the entire SBI.

See Also

“Running Matching,” Using the Match Manager and Managing Match Exceptions

Running the SBI Process in Commit Mode

After you review the SBI vouchers, return to the SBI Creation Request Page to run the SBI process again in Commit mode.

Once the SBI Selection process is complete, all the fields on the SBI Creation Request page are unavailable except the Commit and Rollback options. Once you commit the selection, you can modify run parameters for the process cycle for the next run or to define a new process cycle.

If you run the SBI Process in Commit Mode, the data is moved from VCHR_SBI_P and VCHR_SBI_DATA_P to VCHR_SBI and VCHR_SBI_DATA with real SBI numbers. Also, a copy of the data is inserted in VCHR_SBI_R and VCHR_SBI_DATA_R for reporting purposes to speed up the SBI print process.

During the SBI Commit process, the system:

1. Deletes data from VCHR_SBI_P and VCHR_SBI_DATA_P that are in hold status and updates their status in VOUCHER records so that they can be processed in subsequent runs.
2. Assigns real SBI numbers. Gets a count of SBIs (SBI_Doc_Opt = G/I) under each vendor/location and gets the next block of numbers needed from VENDOR_LOC. The SBI numbers are of the form GL Business Unit-Vendor ID-Vendor Location-Sequential Number (For ex. M04A-0000000046-1-56).
3. Assigns real SBI numbers to SBIs whose SBI_Doc_Opt = P. These SBI numbers are generated by concatenating Invoice_Number and ERS_INV_SEQ.
4. Inserts data into VCHR_SBI and VCHR_SBI_DATA.
5. Inserts data into VCHR_SBI_R and VCHR_SBI_DATA_R with Cycle ID as one of the keys. (This enables printing SBIs generated for a particular process cycle).
6. Updates voucher tables with the real SBI numbers and marks SBI processing as completed.

7. Deletes data from VCHR_SBI_P and VCHR_SBI_DATA_P.
8. Marks SBI_CREATE_RQST to indicate that the commit process is complete.

See Also

Running the SBI Application Engine in Selection Mode

Rolling Back the SBI Data

After you review the SBI vouchers, return to the SBI Creation Request Page to run the SBI process again Rollback mode.

Once the SBI Selection process is complete, all the fields on the SBI Creation Request page are unavailable except for the Commit and Rollback options. Once you roll back the selection, you can modify run parameters for the process cycle for the next run or to define a new process cycle.

During the SBI Rollback process, the system:

1. Deletes data from VCHR_SBI_P and VCHR_SBI_DATA_P.
2. Updates vouchers so that they can be processed in the next run.
3. Marks SBI_CREATE_RQST to indicate rollback process is complete.

See Also

Running the SBI Application Engine in Selection Mode

Printing Self Billed Invoices

Access the SBI Print page.

SBI Process Cycle ID	Lists all process cycles with SBIs pending print.
SBI Print	Select the SBI Print check box next to the SBI Process Cycle ID that you want to print.
Process Reissue	Select to process the reissued SBIs.

The SBI Print report is a printed version of the SBI Print Process (APY1060.SQR). APY1060.SQR has two types of output: report only or report and files. You define the output at the vendor location level on the Self-Billed Invoice Options page.

When you initiate the print process, the system:

1. Removes any data from VCHR_SBIRPT_TBL for the run control from previous run.

2. Loops through and loads fresh data into VCHR_SBIRPT_TBL for all process cycles that need to be printed and creates another record for reissue if reprints have been requested.
3. Refreshes the page.
4. Starts up the SQR report to print SBIs.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Overriding Self-Billed Invoice Options

Reviewing SBIs

You can review SBI data using several inquiry pages and reports.

You can:

- Approve unapproved SBIs.
- Review SBI vendors.

Pages Used to Review SBIs

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Self-Billed Invoice Inquiry	VCHR_SBI_INQUIRE	Accounts Payable, Review, Vouchers, Self-Billed Invoice Inquiry	Search for SBIs by Vendor location, SBI Number, SBI Creation date, SBI Print status and Reissue status for the selected vendor. Approve unapproved SBIs and generate reissue requests on certain SBIs. Drill down to view SBI details.
SBI Voucher Data	VCHR_SBI_DATA_SE	Click the Related Links button on the Self-Billed Invoice Inquiry page.	View all of the vouchers that make up an SBI by their Business Unit ID and Voucher ID.

Page Name	Object Name	Navigation	Usage
SBI Vendor Listing	RUN_APY1070	Accounts Payable, Reports, Vendor, SBI Vendor Listing	Define run parameters for the SBI Vendor Listing report (APY1070). Use the report to review details of selected SBI vendors.
Unapproved SBI by Vendor	RUN_APY1080	Accounts Payable, Reports, Vouchers, Unapproved SBIs by Vendor	Define run parameters for the Unapproved SBIs by Vendor report (APY1080). Use the report to review unapproved SBIs by vendor.

Approving Unapproved SBIs

Access the SBI Voucher Inquiry page.

SBI Voucher Inquiry

SetID: SHARE **Vendor ID:** AUS0000001 Computers Unlimited

Search Criteria

Location: **SBI Number:**

SBI Print: **Reissue:**

Creation Date Range: **To:**

Search Results [Find](#) | [View All](#) First 1 of 1 Last

Location:

SBI Number	Creation Date	*Approval	SBI Print	SBI Reissue
		v		☐

[Find](#) | [View All](#) First 1 of 1 Last

Self-Billed Invoice Inquiry page

Note. This page shows committed SBI data, so it should be used only after you have run the SBI process in Commit Mode.

Search Criteria

SBI Print

Search for SBIs by print status.

Reissue	Search for SBIs by reissue status.
Search	Click to initiate your search.
Creation Date Range	Search for SBIs created within a certain date range by entering the start date for the range. Enter the end date in the To field.
Search Results	
SBI Number	Displays the SBI number of the SBIs that your search produced. After the data is returned, a link appears next to the SBI Number. Click the link to look up all of the vouchers that make up an SBI.
Approval	You can change the status of an SBI from <i>Approved</i> to <i>Unapproved</i> while the SBI print status is pending, but not after the print process has completed.
SBI Print	Displays the print status of the SBIs that your search produced. The SBI print status is always updated by the system.
SBI Reissue	You can only select the SBI Reissue check box for SBIs that have a print status of completed. When the SBI Reissue check box is selected, data is created in VCHR_SBI_R and VCHR_SBI_DATA_R with process cycle as <i>REISSUE</i> and system maintained as <i>Y</i> .

Reviewing SBI Vendors

Access the SBI Vendor Listing page.

Vendor Status	Select from the following values: <i>Approved:</i> If a user has the authority to approve vendors as defined on the Procurement User Preferences, the system automatically assigns a status of <i>Approved</i> to the vendor. The system does not recognize a vendor as approved unless an authorized payables, or purchasing user enters or approves it. <i>Inactive:</i> Users cannot enter new vouchers for this vendor. <i>To Archive:</i> Users cannot enter new vouchers for this vendor; the vendor will be purged from the system during archiving. <i>Unapproved:</i> An authorized payables, or purchasing user must approve the vendor before users can enter vouchers into the system for this vendor.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining User Preferences,” Pages Used To Define Application-Specific, User Preferences

CHAPTER 15

Sending Information to Asset Management

This chapter gives an overview of sending information to PeopleSoft Asset Management and describes how to:

- Create asset applicable vouchers.
- Send voucher information to Asset Management using the load assets process.
- Understand technical details of the load assets process.

Understanding the Load Assets Process

With a focus on providing enterprise-wide solutions, PeopleSoft Payables includes integration with PeopleSoft Asset Management and PeopleSoft Purchasing.

One advantage of this interface is that it eliminates the need for dual maintenance of receipts/vouchers and their corresponding asset data:

- PeopleSoft Payables and Purchasing send all asset additions, adjustments, and retirements to PeopleSoft Asset Management.
- PeopleSoft Asset Management receives information from both systems in a consistent manner.
- PeopleSoft Purchasing can simultaneously send receipts to PeopleSoft Asset Management as either capitalized or non-capitalized assets. If non-capitalized assets are created from PeopleSoft Purchasing, these assets can be capitalized when the voucher information comes from Payables.

Another advantage of this interface is its flexibility.

- You can establish the point in the purchase process when you want to send information to Asset Management. You may want to share data when the merchandise is received, or you may prefer to communicate the data at the time of payment.
- You can also unitize or consolidate assets from subsystems. You can unitize one load line into many, or consolidate many load lines into one in the Interface Asset Information component in PeopleSoft Asset Management.

PeopleSoft Payables and Purchasing pass asset acquisition information to PeopleSoft Asset Management, including processing changes to assets if receivers or vouchers are modified or, if subsequent receivers or vouchers are added for existing assets.

For example, PeopleSoft Payables creates new voucher accounting lines when a voucher for an asset is posted or unposted and subsequently distributes the accounting information to PeopleSoft Asset Management. The voucher posting process (AP_PSTVCHR) creates voucher accounting lines, and the voucher unposting process creates reversal entries. An Application Engine process distributes the information to Asset Management from Payables through the Load Assets Request page.

New accounting entries are also made during payment posting for discount earned/lost. If the original accounting entries were asset-applicable, these new entries are distributed to Asset Management as well.

See Also

PeopleSoft Asset Management PeopleBook, "Integrating With Other Applications"

Eligibility Criteria for Distribution to Asset Management

Vouchers must meet the following conditions before you can send voucher information to Asset Management:

1. Vouchers must have at least one asset applicable distribution line to be selected for processing by the Load Assets process. The asset-applicable voucher distribution lines and any discounts earned/lost for those vouchers are sent to Asset Management.
2. If matching is required for a voucher, it must have a match status of *Matched* or *Overridden* before it can be selected for processing by the Load Assets process. The associated receiver (if applicable) must also have a status of fully matched.
3. All vouchers must be posted in Payables prior to running the Load Assets process. This is because the information distributed to Asset Management is obtained from the voucher accounting entries.
4. Voucher accounting lines are flagged for distribution to Asset Management whenever an asset applicable voucher is posted, or reposted after being unposted:
 - a. If a voucher has previously been distributed to Asset Management and is then unposted, the unposting process creates reversal entries for the voucher accounting lines. The voucher accounting lines are sent over to Asset Management with an interface type of *RET* (retirement).
 - b. If a voucher was posted and subsequently unposted without being distributed to PeopleSoft General Ledger, Asset Management, or any other subledger, the voucher accounting entries previously created by the posting process are deleted and no reversing voucher accounting entries are created by the unposting process. Therefore, this voucher will not be distributed to Assets Management until it has been reposted as there are no accounting entries.

5. Voucher accounting lines are also flagged for distribution to the PeopleSoft Asset Management system when discounts are earned or lost, or when vouchers are closed.

Warning! If the Profile ID, Asset Management business unit and/or ChartFields are changed after a voucher has already been distributed to Asset Management, the system does not automatically handle the asset transfer. This change is ignored, and you have to make this change manually in the Asset Management system.

Interface Types

Payables sends voucher accounting entries for several different interface types to Asset Management:

<i>INTFC_TYPE</i>	<i>Criteria</i>	<i>Description</i>
<i>RET</i>	AM_DISTRI_STATUS = 'M'	Retirement. This interface type occurs when a voucher is unposted.
<i>CLS</i>	AM_DISTRI_STATUS = 'N' and CLOSE_STATUS = 'C'	Closed. This interface type occurs when a voucher marked for closure is posted.
<i>ADJ</i>	AM_DISTRI_STATUS = 'N' and CLOSE_STATUS <> 'C' and DST_ACCT_TYPE IN ('DSE', 'DSL')	Discount Lost/Earned. This interface type occurs when a voucher with a discount earned or lost is posted.

Discounts Earned and Lost

PeopleSoft Payables sends discounts earned and lost to Asset Management so that Asset Management can add/subtract the amount from the asset cost. The following examples illustrate this process.

These scenarios assume the following:

- Voucher Gross Amount: USD 2000.00
- Potential Discount (if paid within discount period): 2%
- Possible Discount Earned or Lost/Not Taken: USD 40.00

You run the Load Asset Information process (INTFAPAM) to send information to Asset Management after voucher posting and again after payment posting. The following information is sent to record.INTFC_PRE_AM after each of these posting processes.

Note. These entries are generated during each posting process and are not dependent on whether the voucher is paid prior to or after voucher posting.

Example 1: Accounting at Net

1. Discount Available At Voucher Posting.

DSCNT_AMT holds the discount available at voucher posting:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry	1960.00	2000.00	40.00

2. Discount Taken At Payment Posting.

If the voucher is paid within the discount period or manually taken after the discount period, the discount is taken, but the INTFAPAM does not need to process this voucher since the system accounts at net and the discount is already accounted for. There is no entry for record.INTFC_PRE_AM

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry			

3. Discount Lost At Payment Posting.

If the voucher is either not paid within the discount period, or if the discount is not taken, INTFAPAM sends a cost of USD 40.00 to Asset Management to adjust for the discount lost:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
ADJ	40.00	2000.00	0.00

Example 2: Accounting at Gross

1. Discount Available At Voucher Posting.

The DSCNT_AMT is zero:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry	2000.00	2000.00	0.00

2. Discount Taken At Payment Posting.

If the voucher is paid within the discount period or manually taken after the discount period, the discount is taken and INTFAPAM sends a cost of USD -40.00 to Asset Management to adjust for the discount taken:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
ADJ	-40.00	2000.00	0.00

3. Discount Lost At Payment Posting.

If the voucher is either not paid within the discount period, or if the discount is not taken, INTFAPAM does not need to process the discount for the voucher. There is no entry for record.INTFC_PRE_AM:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry			

Creating Asset Applicable Vouchers

You create asset applicable vouchers by clicking the Asset tab on the Invoice Information page. If the voucher is created by copying from a purchase order or receipt, the asset information is also copied. If asset information was not entered on the purchase order or receipt, then it must be entered manually during voucher creation. Regardless of how you create the voucher, you must access the Assets tab if you want to make the voucher asset-applicable.

You can also create asset-applicable vouchers by entering data on the Quick Invoice Entry - Header page.

Note. The Asset tab is not enabled for Journal vouchers. This is because Journal vouchers do not retrieve Distribution Line information for the related voucher (which includes Asset Information). Without Distribution Line information, the asset information cannot be included on this page.

Here's what you do to create asset applicable vouchers:

- Use the Assets tab to create asset applicable vouchers.
- Copy asset applicable vouchers from purchase orders and receipts.

See Also

"Entering and Processing Vouchers Online," Creating Vouchers Online

"Using the Voucher Batch Process," Entering Voucher Information

Pages Used to Create Asset Applicable Vouchers

Page Name	Object Name	Navigation	Usage
Invoice Information – Asset Tab	VCHR_EXPRESS1	• Accounts Payable, Vouchers, Entry, Regular Entry • Click the Asset tab on the distribution line.	Enter asset information on an invoice and create asset applicable vouchers.

Page Name	Object Name	Navigation	Usage
Quick Invoice Entry – Distribution page	VCHR_DIST_QV	- Accounts Payable, Vouchers, Entry, Quick Invoice Entry - Click the Assets Data tab on the distribution line.	Enter asset information on a quick invoice and create asset applicable vouchers.

Using the Assets Information Tab

Access the Assets tab on the Invoice Information page or the Assets Data tab on the Quick Invoice - Header page to create asset applicable vouchers.

Asset	Select to make this distribution line asset applicable. This field does not display for quick invoices.
AM Unit	The Asset Management business unit to which this asset will be distributed. This is field required.
Profile ID	The Profile ID is a broad category that this asset will be assigned to. This field is required.
Asset ID	Defaults to <i>NEXT</i>. You may either enter an Asset ID or leave it as <i>NEXT</i> so that the system will automatically generate the Asset ID after you send the asset to Asset Management. If you enter an existing Asset ID, the costs for this subsequent voucher are added to the Asset ID entered on the page.
Cost Type	An asset ChartField that is used to derive the General Ledger accounts for any given financial transaction.
Quantity	For each asset-applicable distribution line you must enter a Quantity on the ChartFields tab and on the parent voucher line. The total of all quantities on the distribution lines must equal the quantity entered on the parent voucher line.

Note. If you copy the voucher information from the purchase order or receiver, these fields may already be populated with information from the purchase order or receiver line.

Copying Asset Applicable Vouchers from Purchase Orders and Receivers

If the voucher data you send to PeopleSoft Asset Management relates to previous assets that were created from Purchasing, the voucher *must* be matched to the purchase order and receiver. We suggest that when you create vouchers for asset-related items, you copy the voucher

information from the receiver. (You can only copy information on the Invoice Information page, not the Quick Invoice pages).

If asset information has been specified on a purchase order or receiver, you can:

- Copy this information to the voucher using the Copy From a Source Document group box on the Invoice Information page.
- Copy the entire purchase order or receiver, or use the PO Lookup Criteria or Receiver Lookup Criteria pages to select specific information you want to copy onto the voucher.
- Process the data through Voucher Build, Voucher Edit and Matching.

The Payables matching process (AP_MATCHING) attempts to find receiver information for a voucher that contains only purchase order information. However, it can only do so if there is a one-to-one relationship between the purchase order and the receiver. If there are multiple receivers for the purchase order, the Load Assets process gets the receiver information from the PO_LINE_MATCHED table, which is populated during the matching process.

See Also

“Entering and Processing Vouchers Online,” Using Source Documents to Create Vouchers Online

“Entering and Processing Vouchers Online,” Viewing Purchase Order and Receiver References

Sending Voucher Information to Asset Management: The Load Assets Process

To send voucher information to Asset Management using the Load Asset process, access the Load Assets Request page.

Pages Used to Send Voucher Information to Asset Management

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Load Assets Requests	INTFC_APAM_RQST	Accounts Payables, Batch Processes, Interfaces, Load Assets Request	Copy the voucher information from the selected vouchers, populate the Asset Management pre-interface table, and update the AM Distribution Status on the distribution lines for the selected vouchers to Distributed.

Running the Load Assets Process

Access the Load Assets Request page.

Interface Asset Information Select this link to preview the data in the Pre-Interface Pre - AM 1 table.

Process Option Depending on the Process Option you select, different fields in the group box below become available for entry. If you select a process option of *Process All Business Units*, no additional information is required. However, each of the other options requires additional parameters such as **Business Unit, Voucher ID, Buying Agreement ID, Vendor ID, or Origin.**

If you specify **Vendor ID** or **Origin**, you also need to enter the associated **SetID**.

See Also

PeopleSoft Asset Management PeopleBook, "Integrating with Other Applications," Previewing Data in the Pre-Interface Table (Pre – AM 01 Page)

Understanding Technical Details of the Load Assets Process

The Load Assets process selects all voucher accounting lines with these values:

Field	Description	Value	Definition
VCHR_ACCTG_LINE .ASSET_FLG	Asset	Y Note: This flag must be Y for each accounting entry to be distributed to Asset Management.	Yes

Field	Description	Value	Definition
VOUCHER.AM_DIST RIB_STATUS	Asset Management Distrib Status	<i>N</i> or <i>M</i>	<i>N</i>: The Voucher Posting process creates voucher accounting lines with this status meaning 'Not yet distributed to Asset Management.' This status indicates that the accounting lines have been posted. <i>M</i>: The Voucher Unposting process creates reversal entries with this status meaning 'Modified.' This status indicates that the accounting lines have been unposted.
VCHR_ACCTG_LINE .POST_STATUS_AP	Account Payable Posting Status	<i>P</i>	Posted
VCHR_ACCTG_LINE .PRIMARY_LEDGER	Primary Ledger	<i>Y</i> Note: This flag must be Y for each accounting entry to be distributed to Asset Management.	Yes

Note. For vouchers with receiving required, only vouchers with FULLY MATCHED receivers are sent to Asset Management.

The process copies the following information from the voucher distribution level in Payables to the Asset Management Pre-Interface table:

Description	Field Name
Invoice Date	VOUCHER.INVOICE_DT
Accounting Date	VCHR_ACCTG_LINE.ACCOUNTING_DT
PO Keys (if the voucher is a PO Voucher):	
• PO Business Unit	VCHR_ACCTG_LINE.BUSINESS_UNIT_PO
• PO ID	VCHR_ACCTG_LINE.PO_ID
• PO Line Number	VCHR_ACCTG_LINE.LINE_NBR
• PO Schedule Number	VCHR_ACCTG_LINE.SCHED_NBR
• PO Distribution Line Number	VCHR_ACCTG_LINE.PO_DIST_LINE_NUM

Description	Field Name
Receiver Keys:	
• Receiver Business Unit	VCHR_ACCTG_LINE.BUSINESS_UNIT_RECV
• Receiver ID	VCHR_ACCTG_LINE.RECEIVER_ID
• Receiver Line Number	VCHR_ACCTG_LINE.RECV_LN_NBR
• Receiver Ship Sequence Number	VCHR_ACCTG_LINE.RECV_SHIP_SEQ_NBR
• Receiver Distribution Line Number	VCHR_ACCTG_LINE.RECV_DIST_LINE_NUM
AP Business Unit	VCHR_ACCTG_LINE.BUSINESS_UNIT
Voucher ID	VCHR_ACCTG_LINE.VOUCHER_ID
Voucher Line Number	VCHR_ACCTG_LINE.VOUCHER_LINE_NUM
Voucher Distribution Line Number	VCHR_ACCTG_LINE.DISTRIB_LINE_NUM
AM Business Unit	VCHR_ACCTG_LINE.BUSINESS_UNIT_AM
Asset ID	VCHR_ACCTG_LINE.ASSET_ID
Profile ID	VCHR_ACCTG_LINE.PROFILE_ID
Cost Type	VCHR_ACCTG_LINE.COST_TYPE
Operating Unit	VCHR_ACCTG_LINE.OPERATING_UNIT
Department ID	VCHR_ACCTG_LINE.DEPTID
Product	VCHR_ACCTG_LINE.PRODUCT
Project ID	VCHR_ACCTG_LINE.PROJECT_ID
Description	VCHR_ACCTG_LINE.DESCR
Vendor ID	VOUCHER.VENDOR_ID
Voucher Quantity	VCHR_ACCTG_LINE.QTY_VCHR
Cost in GL BU's base currency	VCHR_ACCTG_LINE.MONETARY_AMOUNT + VCHR_ACCTG_LINE.VAT_INV_AMT – VCHR_ACCTG_LINE.VAT_RCVRY_AMT Note. Monetary amount is calculated as follows: Merchandise Amount + Sales Tax (if prorating Sales tax) + Use Tax (if prorating Use tax) + Freight (if prorating freight) + Miscellaneous Charges + Non-recoverable prorated VAT - Discount (if accounting at net).
Sales Tax Amount in GL BU's base currency	VCHR_ACCTG_LINE.SALETX_AMT_BSE* VCHR_ACCTG_LINE.RATE_MULT Note. Zero amount is sent when the prorate flag VOUCHER.SALETX_PRORATE_FLG is set to N.

Description	Field Name
Sales Tax Code	VOUCHER.SALETX_CD
Use Tax Amount in GL BU's base currency	VCHR_ACCTG_LINE.USETAX_AMT_BSE* VCHR_ACCTG_LINE.RATE_MULT) Note. Zero amount is sent when the prorate flag VOUCHER.USETAX_PRORATE_FLG is set to N.'
Use Tax Code	VOUCHER.USETAX_CD
Freight Amount in GL BU's base currency	VCHR_ACCTG_LINE.FREIGHT_AMT_BSE * VCHR_ACCTG_LINE.RATE_MULT Note. Zero amount is sent when the prorate flag VOUCHER.FRGHT_PRORATE_FLG is set to N.
Discount Amount	VCHR_ACCTG_LINE.DSCNT_AMT
Invoice ID	VOUCHER.INVOICE_ID
GL BU's base currency code	VCHR_ACCTG_LINE.CURRENCY_CD
Transaction currency code	VCHR_ACCTG_LINE.FOREIGN_CURRENCY
PC Business Unit	VCHR_ACCTG_LINE.BUSINESS_UNIT_PC
Activity ID	VCHR_ACCTG_LINE.ACTIVITY_ID
Analysis Type	VCHR_ACCTG_LINE.ANALYSIS_TYPE
Resource Type	VCHR_ACCTG_LINE.RESOURCE_TYPE
Resource Category	VCHR_ACCTG_LINE.RESOURCE_CATEGOR Y
Resource Subcategory	VCHR_ACCTG_LINE.RESOURCE_SUB_CAT
Merchandise Amount	VCHR_ACCTG_LINE.MERCH_AMT_VSE
VAT Invoice Amount	VCHR_ACCTG_LINE.VAT_INV_AMT_BSE
VAT Recovery Amount	VCHR_ACCTG_LINE.VAT_RCVRY_AMT_BS E
VAT Non-recoverable Amount	VCHR_ACCTG_LINE.VAT_INV_AMT_BSE – VCHR_ACCTG_LINE.VAT_RCVRY_AMT_BS E

Note. After the system copies the voucher information to the Pre-interface table, the INFAPAM process sets the AM_DISTRIB_STATUS on the voucher accounting line for all the selected vouchers to *D* (Distributed).

Once the voucher has been pre-loaded into the INTFC_PRE_AM table you can view the information on the Pre-Interface Table (Pre-AM01) page.

The next step is to complete the asset loading process by running the Payables/Purchasing Interface (AMPS1000) and Transaction Loader (AMIF1000) processes. The

Payables/Purchasing Interface process creates interface IDs. The Transaction Loader process uses the interface IDs and creates an acquisition row for each asset. After you run the two processes you can view the asset cost in the Asset Cost Adjust/Transfer page.

See Also

PeopleSoft Asset Management PeopleBook, "Integrating with Other Applications," Previewing Data in the Pre-Interface Table (Pre – AM 01 Page)

PeopleSoft Asset Management PeopleBook, "Integrating With Other Applications"

PeopleSoft Asset Management PeopleBook, "Adjusting and Transferring Assets"

CHAPTER 16

Processing Prepayments

This section gives an overview of prepayments, describes the prerequisites and describes how to:

- Enter prepaid vouchers online.
- Apply prepayments to final invoices.
- Generate final payments.
- Review prepayments.

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 vendor, the vendor may require prepayment on the first one or two orders before extending credit to the buyer. In PeopleSoft Payables, the Prepayment feature does the following:

- Allows a payment to be made to a vendor without an invoice.
- Creates accounting entries for the prepayment.
- Applies VAT and withholdings to the prepayment.
- Facilitates the application of the prepayment to the final voucher.

You use prepayments to create payments for vendors before receiving an invoice as follows:

- Enter and pay a Prepaid voucher immediately.
- When the invoice is received, enter it as a regular voucher.
- Prior to payment of the regular voucher, apply or link the prepaid voucher and regular voucher.

The system deducts the payment made on the prepaid voucher from the regular voucher's scheduled payment and remits the balance to the vendor.

- Once the prepayment has been made, post both the prepayment voucher and the prepayment to create the appropriate accounting entries.

The posting programs reverse the prepayment entries and charge the final accounts when the regular voucher is posted.

The prepayment voucher has all the attributes of a regular voucher, including document sequencing, VAT, and withholding. The actual prepayment has all the attributes of a regular payment with the exception of discounts and split payments.

Prepayment application can be done in batch processing (part of voucher posting), or manually using the Apply Vouchers to Prepayment page. You can apply multiple prepayments to one voucher as well as one prepayment to multiple vouchers.

The order in which you process prepayment application is flexible. A regular voucher can be entered and posted before the Prepaid voucher is entered. When voucher posting is run, the two transactions will be applied (assuming they meet the application criteria). Or, you can manually apply the regular voucher to the prepaid voucher, immediately after the prepaid voucher has been paid.

Note. For automatic application, either the Prepaid voucher or the regular voucher must be picked up by the Voucher Posting process to be applied. If both vouchers are already posted, voucher posting does not process them, and no apply will occur. In this scenario, you can manually apply the regular voucher to the prepaid voucher using the Apply Vouchers to Prepayment page. Voucher posting will create the apply accounting entries the next time it is run for that business unit.

See Also

Accounting Entry Example 1: Prepayment without VAT or Withholding

Accounting Entry Example 2: Prepayment with 100% VAT on Regular Voucher

Accounting Entry Example 3: Prepayment with 100% VAT on Payment

Accounting Entry Example 4: Prepayment with 5% Prorated, Non-recoverable VAT

Accounting Entry Example 5: Prepayment with Withholding

Applying Prepayments and Final Invoices

Prepayment Application and Payment

You apply and pay Prepaid and regular vouchers as follows:

1. Create Prepaid voucher.
2. Pay the Prepaid voucher.

Note. Prepaid vouchers must be paid before they can be applied to a regular voucher. They do not need to be payment posted.

The accounting entries created for prepaid voucher during voucher posting are:

- Prepaid Expense account (122000): 1000.00 Debit
- Accounts Payable account (200000): 1000.00 Credit

3. Create a regular voucher.

Note. Regular vouchers must be *approved* before they can be applied to Prepaid vouchers using either the batch or manual application processes.

4. (Optional) Manually apply regular voucher to prepaid voucher.
5. Create a voucher posting request for the regular voucher. (For more detail, see Prepayment Posting).
6. Run pay cycle to pay the regular voucher payment.
 - Pay cycle pays the regular voucher payment schedule, which was reduced in prepayment application.
 - An advice routine selects invoice information from applied prepaid vouchers, so they appear on the payment advice. This advice lists prepayments that are applied to the regular voucher.

Note. If you run pay cycle before running voucher post for the regular voucher, the regular voucher is paid in full because the AP_PPAY_APPL process won't have been run. Use the manual application process if you want to run pay cycle before voucher post.

Prepayment Posting

When you create a voucher posting request for the regular voucher:

1. Voucher posting kicks off the prepayment application batch process (AP_PPAY_APPL), which processes the vouchers in the following order:
 - a. Auto-apply prepayments with matching references.
 - b. Auto-apply prepayments with auto-apply check box selected.
2. The prepayment batch process loops through the available prepaid vouchers by invoice date (oldest first).
3. For each prepaid voucher, the process loops through the regular vouchers that are being processed in the current run, or were previously posted but are not fully paid/applied. It looks for vouchers that match the invoicing vendor and transaction currency of the prepaid voucher, and processes regular vouchers by scheduled payment date (oldest first).

Note. The auto-apply process does not update application links that have been made manually. For example, if you have partially applied a prepayment to a regular voucher, the system does not apply the rest of the prepayment when you run auto-apply.

4. When a match is found, rows are created in the PS_VCHR_PPAY_XREF table that link to prepaid and regular vouchers.

Note. Vouchers with payment schedules on hold are not applied.

5. The scheduled payment (PS_PYMNT_VCHR_XREF) on the regular voucher is reduced by the amount of the applied prepaid voucher.
6. To balance the payment amounts on PS_PYMNT_VCHR_XREF to the voucher gross amount, a row is inserted into PS_PYMNT_VCHR_XREF with PREPAID_STATUS of *A* (applied), and the amount is applied against the prepaid voucher.
7. If voucher posting encounters regular vouchers which are applied to prepaid vouchers, reversal accounting entries are created for the prepaid vouchers.
8. A posting status field (REV_POST_STATUS) on PS_VCHR_PPAY_XREF keeps track of whether the reversing accounting entries have been created.

Note. In the case where the regular voucher is *smaller* than the prepaid voucher, voucher posting prorates the prepayment reversals so that only the portion of the prepaid voucher which is applied to the regular payment is reversed.

9. The accounting entries created for the posted, applied regular vouchers during voucher posting are:

Description	Account	Debit	Credit
Expense	631000	5000.00	
Accounts Payable	200000		5000.00
Prepaid Account	122000		1000.00
Accounts Payable	200000	1000.00	

Unposting Prepaid and Applied Vouchers

When a regular voucher that is applied to a prepaid voucher is unposted, the system updates PS_VCHR_PPAY_XREF to show that the reversing accounting entries for the prepaid voucher are not posted.

There are no additional restrictions on voucher unpost for prepayments.

PS_VCHR_PPAY_XREF Record

Record PS_VCHR_PPAY_XREF stores the linkage between prepaid vouchers and regular vouchers which have been applied to each other. Information is processed in this record as follows:

1. A row is inserted into PS_VCHR_PPAY_XREF when a new prepaid voucher is entered.
2. This row is updated with the relevant linkage data when the prepaid voucher is applied to a regular voucher.
3. Additional rows are added to PS_VCHR_PPAY_XREF if and when the prepaid voucher is applied to additional regular vouchers.
4. When application occurs, PS_PYMNT_VCHR_XREF for the regular voucher is also updated.

The existing scheduled payment is updated to reflect the reduced payment that is remitted to the vendor. For each prepaid voucher that is applied, a row is inserted with `prepaid_status A` (applied). This row is used to keep PS_PYMNT_VCHR_XREF in balance with the voucher gross; the row is not used to generate a payment.

5. When payments are created, the scheduled payment generates a payment that has already been reduced by the applied prepaid vouchers.
6. When a regular voucher is posted, unposted rows in PS_VCHR_PPAY_XREF generate a set of reversal accounting entries for the prepaid voucher.
7. When a scheduled payment is fully applied (there is nothing left to pay the vendor), the `prepaid_status` is set to F (fully applied), and the `pymnt_selct_status` is set to S (settled). No additional row is inserted into PS_PYMNT_VCHR_XREF.

Viewing the Record Definition for PS_VCHR_PPAY_XREF

	Num	Field Name	Type	Len	Format	Short Name	Long Name
	1	BUSINESS_UNIT	Char	5	Upper	Unit	Business Unit
	2	VOUCHER_ID	Char	8	Upper	Voucher	Voucher ID
	3	PYMNT_CNT	Nbr	5		Payments	Payments
	4	SEQNUM	Nbr	3		SeqNum	Sequence number
	5	REMIT_SETID	Char	5	Upper	SetID	Remit Setid
	6	REMIT_VENDOR	Char	10	Upper	Remit Vndr	Remit Vendor
	7	VNDR_LOC	Char	10	Upper	Location	Vendor Location
	8	BANK_SETID	Char	5	Upper	SetID	Bank SetID
	9	BANK_CD	Char	5	Upper	Bank	Bank Code
	10	BANK_ACCT_KEY	Char	4	Upper	Account	Bank Account
	11	PYMNT_ID	Char	10	Upper	Payment	Payment Number
	12	PYMNT_SELCT_STATUS	Char	1	Upper	Status	Payment Selection Status
	13	PAID_AMT	Sign	23.3		Amount	Paid Amount
	14	PYMNT_GROSS_AMT	Sign	23.3		Gross Amt	Gross Payment Amount
	15	AVAILABLE_AMT	Sign	23.3		Available Amt	Prepayment Available Amount
	16	CURRENCY_PYMNT	Char	3	Upper	Currency	Payment Currency
	17	WTHD_AMT	Sign	23.3		Amount	Withholding Amount
	18	PREPAID_STATUS	Char	1	Upper	Prepaid Status	Prepaid Status
	19	PREPAID_APPLIED_BU	Char	5	Upper	Applied BU	Applied Business Unit
	20	PREPAID_APPL_VCHR	Char	8	Upper	Applied Voucher	Applied Voucher ID
	21	PREPAID_APPL_PYMNT	Nbr	5		Appl PYMNT CNT	Applied Payment Count
	22	APPLIED_AMT_PPAY	Sign	23.3		Applied Amount	Amount Applied to Prepayment
	23	APPLIED_PCT	Sign	3.8		Applied Pct	Percent Applied to Prepayment
	24	CF_BAL_LINE_NUM	Nbr	5		CF Bal Num	Chart Field Balancing Line Num
	25	DSCNT_PAY_AMT	Sign	23.3		Pay Disc	Payment Discount Amount
	26	PAID_AMT_DSCNT	Sign	23.3		Discount	Discount on Paid Amount
	27	WTHD_PREPAY_OPT	Char	1	Upper	Postpone Wthd	Postpone Withholding?
	28	WTHD_ADDTL_GROSS	Sign	13.2		Addtl Withheld	Additional Withheld Gross Amt
	29	REV_POST_STATUS	Char	1	Upper	Rev Post Status	Reversal Posting Status
	30	PROCESS_INSTANCE	Nbr	10		Instance	Process Instance

Viewing the record definition for PS_VCHR_PPAY_XREF

Discounts and Prepayment Application

Prepayment application evaluates regular vouchers that are fully applied by prepayments to determine if they are eligible for a payment discount. If the regular voucher is fully applied by a prepayment and is eligible for a payment discount, the application is performed at the discounted amount. The appropriate discount accounting entries are created when the apply accounting entries are created in voucher posting.

Prepayment Cancellation

You can perform payment cancellation on prepaid vouchers and unposted regular vouchers that are applied to prepaid vouchers.

During payment cancellation, the PS_PYMNT_VCHR_XREF prepaid application rows are processed as well as the regular payment schedule rows.

Canceling and Reissuing

The original payment schedule is marked cancelled (PYMNT_SELECT_STATUS = X) and a new payment schedule is inserted. The prepaid application rows (PREPAID_STATUS = A) are also cancelled. New application rows are inserted into PS_PYMNT_VCHR_XREF, identical to the cancelled rows, except that the ORIG_PYMNT_CNT on the new applied rows is the PYMNT_CNT of the new payment schedule.

For prepayments, the payment can be cancelled as long as it is not applied. PYMNT_VCHR_XREF is updated normally. If the option to reissue the payment is selected, PS_VCHR_PPAY_XREF is updated to point to the payment count of the newly scheduled payment rather than the cancelled one.

Canceling and Closing

If you cancel a payment for a regular voucher that has prepaid vouchers applied to it, and you choose the option to close the voucher, only the unapplied portion of the regular voucher is closed. When you save, a warning message advises you that if you want to close the entire voucher you should not proceed.

Note. Applied prepayments *cannot* be cancelled. The prepaid voucher must be unapplied before its associated payment can be cancelled. Applied prepayments do not appear in the Payment Cancellation search view.

Prepaid and Applied Voucher Closure

If you attempt to close a regular voucher that is applied to one or more Prepaid vouchers, a warning message advises you of the following: Prepaid vouchers (or portions of Prepaid vouchers) that have been applied to regular voucher payment schedules *cannot* be closed.

Unpaid regular payment schedules that are applied to Prepaid vouchers *can* be closed, but only the unpaid and unapplied portion of the payment schedule (the amount remaining to be paid) is closed.

If a regular voucher is applied to one or more prepaid vouchers and you want to close out the entire regular voucher, you must unapply it first.

Example: Closing Prepaid and Regular Vouchers

This example assumes the following:

- A Prepaid voucher for USD 1000.00 is posted and paid.
- A regular voucher for USD 5000.00 is created.
- The Prepaid and regular vouchers are applied to each other (manually, or using batch).
- The regular voucher's payment schedule is reduced to USD 4000.00.

In this example, you *can* close the regular voucher, but only USD 4000.00 is closed. However, if you unapply the vouchers and then close the regular voucher, the entire USD 5000.00 is closed.

Note. Prepaid vouchers that are applied to regular vouchers must also be unapplied prior to closure. Applied prepaid vouchers do not appear in the Voucher Closure search view.

Manual Prepayment Application Example

Let's say you have scheduled payments for two regular vouchers (REG-A and REG-B) and you want to apply some of each of them to the scheduled payment for a Prepaid voucher (PP-1).

Voucher ID	Scheduled Payment Amount
PP-1	USD 2000.00
REG-A	USD 1000.00
REG-B	USD 3000.00

If you apply USD 300.00 of REG-A to PP-1, the remaining balance of PP-1 is USD 1700.00. You could then apply USD 1700.00 of REG-B to PP-1, and PP-1 is fully applied. The resulting final payments would be USD 700.00 for voucher REG-A and USD 1300.00 for voucher REG-B.

Accounting Entry Example 1: Prepayment without VAT or Withholding

This scenario assumes the following:

- Prepayment: USD 1000.00
- Regular voucher: USD 5000.00

Prepaid Voucher

Accrual (Voucher Posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00	
Accounts Payable	200000		1000.00

Payment (Payment Posting):

Description	Account	Debit	Credit
Accounts Payable	200000	1000.00	

<i>Description</i>	<i>Account</i>	<i>Debit</i>	<i>Credit</i>
Cash	100001		1000.00

Applied Regular Voucher

Accrual (Voucher Posting):

<i>Description</i>	<i>Account</i>	<i>Debit</i>	<i>Credit</i>
Expense	631000	5000.00	
Accounts Payable	200000		5000.00
Prepaid Expense	122000		1000.00
Accounts Payable	200000	1000.00	

Payment (Payment Posting):

<i>Description</i>	<i>Account</i>	<i>Debit</i>	<i>Credit</i>
Accounts Payable	200000	4000.00	
Cash	100001		4000.00

Accounting Entry Example 2: Prepayment with 100% VAT on Regular Voucher

This scenario assumes the following:

- Prepayment for FRF 1196.00
- Applied Regular Voucher for FRF 3588.00
- VAT Declaration Point is Invoice

Prepaid Voucher

Accrual (Voucher Posting):

<i>Description</i>	<i>Account</i>	<i>Debit</i>	<i>Credit</i>
Prepaid Expense	122000	1000.00	
VAT Input Recoverable	206103	196.00	
Accounts Payable	200000		1196.00

Payment (Payment Posting):

<i>Description</i>	<i>Account</i>	<i>Debit</i>	<i>Credit</i>
Accounts Payable	200000	1196.00	

Description	Account	Debit	Credit
Cash Distribution	100001		1196.00

Applied Regular Voucher

Accrual (Voucher Posting):

Description	Account	Debit	Credit
Expense Account	631000	3000.00	
VAT Input Recoverable	206103	588.00	
Accounts Payable	200000		3588.00
Prepaid Expense	122000		1000.00
VAT Input Recoverable	206103		196.00
Accounts Payable	200000	1196.00	

Payment to vendor for FRF 2392.00.

Payment (Payment Posting):

Description	Account	Debit	Credit
Accounts Payable	200000	2392.00	
Cash Distribution	100001		2392.00

Accounting Entry Example 3: Prepayment with 100% VAT on Payment

This scenario assumes the following:

- Prepayment for FRF 1000.00
- Applied Regular Voucher for FRF 11960.00
- VAT Declaration Point is Payment

Prepaid Voucher

Accrual (Voucher Posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00	
VAT Intermediate Recoverable	206300	196.00	
Accounts Payable	200000		1196.00

Payment (Payment Posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300		196.00
VAT Input Recoverable	206103	196.00	
Accounts Payable	200000	1196.00	
Cash Distribution	100001		1196.00

Applied Regular Voucher

Accrual (Voucher Posting):

Description	Account	Debit	Credit
Expense Account	631000	10000.00	
VAT Intermediate Recoverable	206300	1960.00	
Accounts Payable	200000		11960.00
Prepaid Expense	122000		1000.00
VAT Intermediate Recoverable	206300		196.00
Accounts Payable	200000	1196.00	

Payment to vendor for FRF 10764.00

Payment (Payment Posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300		1764.00
VAT Input Recoverable	206103	1764.00	
Accounts Payable	200000	10764.00	
Cash Distribution	100001		10764.00

Accounting Entry Example 4: Prepayment with 5% Prorated, Non-recoverable VAT

This scenario assumes the following:

- Prepayment for FRF 1000.00
- Applied Regular Voucher for FRF 11960.00

- VAT Declaration Point is Payment
- VAT Type: Prorate Non-Recoverable

Prepaid Voucher

Accrual (Voucher Posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1186.20	
VAT Intermediate Recoverable	206300	9.80	
Accounts Payable	200000		1196.00

Payment (Payment Posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300		9.80
VAT Input Recoverable	206103	9.80	
Accounts Payable	200000	1196.00	
Cash Distribution	100001		1196.00

Applied Regular Voucher

Accrual (Voucher Posting):

Description	Account	Debit	Credit
Expense Account	631000	11862.00	
VAT Input Recoverable	206103	98.00	
Accounts Payable	200000		11960.00
Prepaid Expense	122000		1186.20
VAT Input Recoverable	206103		9.80
Accounts Payable	200000	1196.00	

Payment to vendor for FRF 10764.00

Payment (Payment Posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300		88.20
VAT Input Recoverable	206103	88.20	
Accounts Payable	200000	10764.00	
Cash Distribution	100001		10764.00

Accounting Entry Example 5: Prepayment with Withholding

This scenario assumes the following:

- Vendor is subject to 31% withholding
- Prepayment for USD 1000.00 Gross
 - Withholding is not postponed
 - Payment to vendor is USD 690.00
 - Withholding payment is scheduled for USD 310.00
- Regular voucher for USD 5000.00
 - USD 1000.00 of Prepaid voucher is applied
 - Payment to vendor is USD 2760.00
 - Withholding payment is scheduled for USD 1240.00

Prepaid Voucher

Accrual (Voucher Posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00	
Accounts Payable	200000		1000.00

Payment (Payment Posting):

Description	Account	Debit	Credit
Accounts Payable	200000	310.00	
Withholding Liability	203000		310.00
Accounts Payable	200000	690.00	
Cash	100001		690.00

Applied Regular Voucher

Accrual (Voucher Posting):

Description	Account	Debit	Credit
Expense	631000	5000.00	
Accounts Payable	200000		5000.00
Prepaid Expense	122000		1000.00
Accounts Payable	200000	1000.00	

Payment (Payment Posting):

Description	Account	Debit	Credit
Accounts Payable	200000	1240.00	
Withholding Liability	203000		1240.00
Accounts Payable	200000	2760.00	
Cash	100001		2760.00

Prerequisites

To process prepayments, you must set up a default Prepaid Expense account and give users the authority to prepay vouchers. You set up a default Prepaid Expense account in the Accounting Entry Template page. The account you enter here defaults to the Account field on the distribution line for Prepaid vouchers.

Note. Since prepayments are created immediately, the open liability should never be overstated. For this reason, the liability account is the Accounts Payable account.

You give users the authority to prepay vouchers on the Voucher Styles Page. Select the Allow Prepay Voucher check box to give the user the authority to enter a prepayment voucher. Once you select the check box, the Prepay Limit field (in the Online Voucher Processing group box on the User Preferences – Procurement: Payables page) becomes available for entry, and you can specify a maximum amount for each prepayment the user can enter. You must also specify a currency and rate type for this amount.

Note. If you do not enter an amount, the user may enter a prepayment for any amount.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining User Preferences,” Defining PeopleSoft Payables User Preferences

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Pages Used To Define Application-Specific, User Preferences

Entering Prepaid Vouchers Online

This section describes how to:

- Create prepaid vouchers.
- Set batch prepayment processing options.
- Specify VAT and withholding on prepayments.
- Schedule and record prepayments.

Pages Used to Enter Prepaid Vouchers Online

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Entry, Regular Entry, Invoice Information	Enter a voucher of voucher style <i>Prepaid</i> .
Voucher Attributes	VCHR_STATUS_IA	Accounts Payable, Vouchers, Entry, Regular Entry, Voucher Attributes	Set batch processing options for prepayments and determine VAT and withholding.
Payments	VCHR_PAYMENT_PNL	Accounts Payable, Vouchers, Entry, Regular Entry, Payments	Schedule and record prepayments.

Creating Prepaid Vouchers

Access the Invoice Information page.

Create prepayment vouchers by selecting a Voucher Style of *Prepaid Voucher*.

Note. Be careful when you select a vendor for your Prepaid voucher. You may have one vendor to whom you send invoices and another to whom you remit payment. Make sure to select the correct vendor for the payment.

When you select a Voucher Style of *Prepaid Voucher*, the Invoice Information page looks a little different than it does when you select *Regular Voucher*. The fields that differ are:

Terms	The Payment Terms Code defaults from the Payables business unit. The payment terms can be overridden on the voucher, but only single payment terms with no discount are allowed. The payment term is validated when you click Refresh, or Save.
Non Merchandise Charges	For Prepaid vouchers, the non-merchandise charges (Freight, Misc Charges and taxes) do not appear.
Account	For Prepaid vouchers, the account in the distribution line defaults from the Prepaid Expense field on the Accounting Entry Template page. You can override this account with any other valid account.

Note. Prepaid vouchers can only contain a single voucher line and a single distribution line. The ability to insert and delete voucher lines and distribution lines is disabled for Prepaid vouchers.

See Also

“Defining PeopleSoft Payables Business Units,” Selecting Payment Options

“Entering and Processing Vouchers Online,” Creating Vouchers Online

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

Setting Batch Prepayment Processing Options

Access the Voucher Attributes page.

You establish the processing options for the batch prepayment application process (AP_PPAY_APPL) on the Prepayments portion of the Voucher Attributes Page. The two options are:

Prepayment Reference	This is a free-form (10-character) field used to match up Prepaid vouchers with unapplied vouchers. You can enter this reference number on both the Prepaid voucher and the unapplied voucher so that the system can match them up.
Automatically Apply Prepayment	Select this check box to have the system apply prepayments to unapplied vouchers automatically during Pay Cycle processing.

These fields work together to determine if the prepayment is to be applied to a specific voucher and/or whether or not it can be applied automatically to any other open voucher for that vendor.

Note. It is important to point out that you can also apply the regular vouchers and Prepaid vouchers manually using the Apply Vouchers to Prepayment page. Changes made on this page are updated in the VCHR_PPAY_XREF record immediately.

Batch Prepayment Application Process Processing Logic

The applying which you do using the Prepayment Reference and Automatically Apply Prepayment fields is processed by the AP_PPAY_APPL application engine process. This program applies prepaid vouchers and regular vouchers to each other using the Prepayment Reference field first, and then using the Auto-Apply feature. As discussed below, you cannot *turn off* both the Prepayment Reference and Auto-Apply features on Prepaid vouchers. You must select one, or both of them.

On Prepaid vouchers, the Automatically Apply Prepayment check box is selected by default, and is unavailable for entry. Once you enter a Prepayment Reference, the Auto Apply Prepayment check box becomes available for entry and is clear. You now have the option to select the Automatically Apply Prepayment check box, or to leave it clear.

You may want to use the Prepayment Reference field to match your prepayments to unapplied vouchers. If you do, you may or may not want to use the auto-apply feature. If you do not use the Prepayment Reference field to match prepayments and vouchers, you must select the auto-apply feature.

On regular vouchers, the Automatically Apply Prepayment check box is selected by default, and is available for entry. You can enter a Prepayment Reference and/or select the Automatically Apply Prepayment check box. By leaving the Prepayment Reference blank and clearing the Automatically Apply Prepayment check box, you can set the regular voucher to be ignored by Auto-Apply, in which case, no Prepaid vouchers are applied to it by auto-apply.

Having the Automatically Apply Prepayment check box selected as the default enables the system to attempt to match Prepaid vouchers with unapplied vouchers for you unless you tell it not to do so.

A prepaid voucher can have one of three possible combinations of settings for these fields. The following table lists these combinations from most to least restrictive and shows how the system applies prepayments for each one:

<i>Prepayment Reference</i>	<i>Auto Apply Prepayments Check Box</i>	<i>Prepayment Rule Applied</i>
Entered	Clear	The system applies prepayments only where the Prepayment Reference on the Prepaid voucher is equal to the Prepayment Reference on the unapplied voucher.

Prepayment Reference	Auto Apply Prepayments Check Box	Prepayment Rule Applied
Entered	Selected	The system first applies prepayments where the Prepayment Reference on the Prepaid voucher is equal to the Prepayment Reference on the unapplied voucher. If no matches exist, or if after completing the applications there is still a remaining prepayment to be applied or remaining unapplied voucher amounts, the system applies prepayments automatically.
Blank	Selected	The system applies prepayments to unapplied vouchers automatically.

See Also

Applying Prepayments and Final Invoices

“Entering and Processing Vouchers Online,” Completing Voucher Attributes

Specifying VAT and Withholding on Prepayments

Access the Voucher Attributes page.

VAT and withholding work much the same way with Prepaid vouchers as they do with regular vouchers with a few exceptions.

Withholding on Prepayments

You can postpone the withholding on a Prepaid Voucher by selecting the **Postpone Withholding?** check box on the Prepayments portion of the Voucher Attributes page.

Postpone Withholding? You can either withhold on the Prepaid voucher, or postpone withholding until you process the final invoice.

This field is also stored on the PS_VCHR_PPAY_XREF table.

If withholding is postponed (that is, withholding does not occur on the prepaid voucher), withholding occurs on the regular voucher using the total of the regular schedule rows and the related applied rows.

If withholding is not postponed, (that is, if withholding occurs on the prepaid voucher) when the regular voucher is processed, only the non-applied rows are used as a basis for withholding.

Note. When there is withholding on a Prepaid voucher (that is, when withholding is *not* postponed), the full gross amount of the Prepaid voucher (not the amount of the payment to the vendor) is available for application to regular vouchers.

VAT on Prepayments

The accounting entries for prepayments also differ when they involve VAT. When the applied regular voucher is posted, all of the accounting entries for the associated prepayment vouchers are reversed, including the VAT accounting entries.

See Also

Accounting Entry Example 1: Prepayment without VAT or Withholding

Accounting Entry Example 2: Prepayment with 100% VAT on Regular Voucher

Accounting Entry Example 3: Prepayment with 100% VAT on Payment

Accounting Entry Example 4: Prepayment with 5% Prorated, Non-recoverable VAT

“Entering and Processing Vouchers Online,” Completing Voucher Attributes

Scheduling and Recording Prepayments

Access the Payments page.

PeopleSoft Payables treats the Prepaid vouchers like regular vouchers with some slight modifications with respect to payments. You schedule payments for Prepaid vouchers using the Payments Page and then the Pay Cycle process picks up the scheduled payment and generates an actual check.

You can also record payments for Prepaid vouchers using the Payments page. The Record Payment feature is used to record checks that were cut outside PeopleSoft Payables.

To schedule the payment for a prepayment

1. Enter a Prepaid voucher for USD 1000.00 using a unique prepayment reference number in the Prepayment Reference field.
2. Run pay cycle and the system produces a check that you can mail to the vendor.
3. Receive a final voucher for USD 2001.00.
4. Enter a regular voucher using the same Prepayment Reference number you used on the Prepaid voucher.
5. When you initiate Voucher Posting, AP_PPAY_APPL automatically applies the two vouchers to each other and then pay cycle creates a second check for USD 1001.00. You can also manually apply the vouchers and pay cycle creates the second check.

To record the payment for a prepayment

1. Write a check and give it to the vendor. (Assume a vendor needs a check for a deposit of USD 1000 right away).

2. Enter a Prepaid voucher. On the Payments page, change the Action field to Record and enter the check number of the manual check.
3. Enter the final voucher when it comes in and, if you are using the Prepayment Reference field, AP_PPAY_APPL applies the two vouchers to each other during Voucher Posting.
4. The system issues a check to the vendor for the remainder amount when you run pay cycle.

Fields that Differ on the Payments page

Prepayment

Click to transfer to the Apply Vouchers to Prepayment page, where you can search for and apply eligible regular vouchers to a Prepaid voucher.

Discount

Discounts are not permitted on the payment for a Prepaid Voucher, so the Discount, **Net Due** and **Discount Date** fields are unavailable for entry when you are entering a Prepaid Voucher.

Note. Prepaid vouchers can only be paid with a single payment. The ability to insert and delete payments is disabled for Prepaid vouchers. Also note that Prepaid vouchers cannot be paid with an express payment.

See Also

“Entering and Processing Vouchers Online,” Scheduling and Creating Voucher Payments

Applying Prepayments and Final Invoices

Normally, some time after the prepayment occurs, you receive a final invoice or actual invoice from the vendor. You enter this invoice as a regular voucher.

There are two methods available for applying the regular voucher to the prepayment, batch application or manual application. The vouchers must meet several requirements before you can use either method to apply them to each other:

- Prepaid vouchers must be paid before they can be applied to regular vouchers.
- Prepaid vouchers must have the same Payables Business Unit, invoicing vendor, and transaction currency as the regular voucher to be applied to it.
- Regular vouchers must be approved.
- The payment schedules for the regular vouchers must not be subject to Treasury netting, and cannot be on hold.

This section describes how to:

- Apply prepaid vouchers using AP_PPAY_APPL.

- Apply prepaid vouchers manually.
- Search for eligible vouchers.

See Also

“Defining PeopleSoft Payables Business Units”

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties”

Pages Used to Apply Prepayments and Final Invoices

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Apply Vouchers to Prepayment	PPAY_MANUAL_APPLY	Accounts Payable, Payments, Manual Payment and Prepayment, Apply Vouchers to Prepayment	Apply and unapply vouchers to prepaid vouchers manually.
Voucher Prepayment Search	VCHR_PPAY_SRCH	Click the Apply new vouchers to prepayment link on the Apply Vouchers to Prepayment page.	Search for regular vouchers that are eligible for application to a Prepaid voucher.

Applying Prepaid Vouchers Using AP_PPAY_APPL

You can set AP_PPAY_APPL to apply vouchers and prepaid voucher to each other in several ways using the Auto Apply and the Apply via Prepayment Reference features.

See Also

Setting Batch Prepayment Processing Options

Applying Prepaid Vouchers Manually

Access the Apply Vouchers to Prepayment page.

Apply Vouchers to Prepayment

Prepayment

Business Unit:US001

Currency:USD

[Prepaid Voucher](#)

Voucher ID:00000087

Gross Amt:1000.000

Vendor:SHARE USA0000001 BAELECTRIC-001

Total applied:0.00

Pending Application:0.00 USD

Available Amt:1000.00 USD

Applied Voucher

Customize | Find | View All |  First 1 of 1 Last

Unit	Applied Voucher	Payment Count	Schedule Amount	Applied Amount	Select for Unapply	Reversal Posting Status
US001	00000087	1	USD	USD	☐	Payment Not Applied 

Apply Vouchers to Prepayment page

Note. Prepaid vouchers must be paid before you can apply regular vouchers to them. Also note that if you apply vouchers manually, the reversal accounting entries are *not* created at the time of application; they are not created until you run voucher post.

PrePayment

The **PrePayment** group box contains details for the prepaid voucher.

- Prepaid Voucher

Click to transfer to the Invoice Information page where you can view the Prepaid voucher.
- Total applied

The total amount of the regular voucher(s) that you have applied to the Prepaid voucher.
- Pending Application

The amount of the regular voucher(s) that you have copied from the Voucher Prepayment Search page, but which you have not yet applied to the Prepaid voucher.
- Available Amt (amount)

The amount of the Prepaid voucher that is still available for application to a regular voucher.

Applied Voucher

The Applied Voucher group box contains details for the regular applied voucher.

- Applied Voucher

The voucher ID for the regular voucher.
Click to transfer to the Invoice Information page where you can view the regular voucher.
- Payment Count

The payment count of the scheduled payment for this regular voucher.
- Schedule Amount

The amount and currency of the scheduled payment for this regular voucher.

Applied Amount	When you copy the voucher from the Voucher Prepayment Search page, this field is available for entry. You can enter the amount of the regular voucher that you want to apply to the Prepaid voucher. You can apply a partial amount, or the full amount of the voucher. Once you apply the regular voucher to the Prepaid voucher, this field becomes display-only, and shows you the amount and currency of the regular voucher that you have applied to the Prepaid voucher.
Select for Unapply	Select to unapply a regular voucher from the Prepaid voucher. Note. You must unpost regular vouchers before you can unapply them. The Select for Unapply check box is unavailable for regular voucher payment schedules that have been fully paid. Note. You must cancel the payment before you can unapply the regular voucher payment schedule.
Reversal Posting Status	The status of the reversal accounting entries for the applied voucher: <i>Not Applied:</i> (payment not applied): The regular voucher has not been applied to the Prepaid voucher. <i>Unposted:</i> The regular voucher has been applied but no reversal accounting entries have been created for it. <i>Posted:</i> The regular voucher has been applied to the Prepaid voucher and reversal accounting entries have been generated for it. Note. You must unpost regular vouchers before you can unapply them.
	You can only delete rows that have <i>not</i> been applied to a Prepaid voucher. Click to transfer to the Voucher Prepayment Search page, where you can search for regular vouchers that are eligible to be applied to the selected Prepaid voucher. This link becomes unavailable once the Available Amt is 0.00.
Apply new vouchers to payment	
Apply All	Click to apply all of the vouchers pending application. Note. The sum of the vouchers selected for application cannot exceed the Available Amt of the Prepaid voucher.
Unapply	Click to unapply the vouchers with the Select for Unapply check box selected.

Note. When you click the Apply All or Unapply buttons, the system saves the page and applies/unapplies the selected vouchers accordingly. If you save the page without clicking the Apply or Unapply buttons, the system does not apply or unapply the selected regular vouchers.

Searching for Eligible Vouchers

Access the Voucher Prepayment Search page.

Unit: US001 Vendor: SHARE USA0000001 BAELECTRIC-001 Transaction Currency: USD [CopyBack](#)

Search Criteria

Voucher ID: Invoice: *Apply Method:

Date From: Date To:

No vouchers with late charges found. [Find](#) First 1 of 1 Last

Voucher ID: 00000081 Invoice: Invoice Date:

Gross Amt: Entry Status: Post Status:

Payment Information [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

Select	Payments	Gross Amt	Discount	Status	Payment	Remit Vendor	Short Vendor Name	Bank	Account
☐	1								

Voucher Prepayment Search page

The system only searches for regular vouchers with the same business unit, invoicing vendor, and transaction currency as the Prepaid voucher.

Additional Eligibility Criteria for Regular Voucher

- Approved
- Entry status of *Postable*
- Valid budget status
- Voucher style of *Regular*

Additional Eligibility Criteria for Regular Voucher's Payment

- Available for payment
- Prepaid status of *Unapplied*
- Not on hold or on withhold hold
- Netting select status of *Applicable*
- Gross amount of greater than zero

The business **Unit**, invoicing **Vendor**, and **Transaction Currency** of the Prepaid voucher display at the top of this page.

Copy/Back Click to copy selected regular vouchers to the Apply Vouchers to Prepayment page.

Search Criteria

Voucher ID You can search for eligible regular vouchers by voucher ID, or **Invoice ID**.

Apply Method Indicate which vendor the system should use when applying prepaid vouchers to regular vouchers. Select from the following:

Invoicing Vendor: The system performs application based on the invoicing vendor of the prepaid and regular voucher. This is the default value.

Remit Vendor: The system performs application based on the remit vendor of the prepaid and regular voucher.

Date From Use the Date From and **Date To** fields to search for eligible vouchers whose invoice date falls within a specified range of time.

Search Click to generate your search.

Voucher

The **Voucher** group box displays details about the regular voucher(s) that your search produced.

Payment Information

The **Payment Information** group box displays details about the scheduled payments for the regular voucher(s) that your search produced.

Select Select for the scheduled payments that you want to copy to the Apply Vouchers to Prepayment page. The selected rows are copied when you click the Copy/Back button at the top of the page.

Generating the Final Payment

After you apply the Prepaid vouchers to the regular vouchers, run pay cycle to create the final payment. The system treats the applied voucher just as it treats any other regular voucher during payment selection.

You can also pay the balance of an applied regular voucher with a manual check. Use the Payments page to record manual payments.

Applied prepaid vouchers appear on the payment advice for the applied regular voucher.

See Also

“Running Pay Cycles”

“Entering and Processing Vouchers Online,” Entering Payment Information

Reviewing Prepayments

You can review prepayments using several inquiry pages and reports.

This section describes how to:

- Inquire on prepayments.
- Report on prepayment settlements.

Pages Used to Review Prepayments

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Prepay Inquire	PREPAYMENT_INQ	Accounts Payable, Review, Vouchers, Prepayment Inquiry,	Review regular vouchers that have been applied to a prepayment.
Open Prepayments Report	RUN_APY2100	Accounts Payable, Reports, Prepayments, Open Prepayments	Define run parameters for the Open Prepayments report (APY2100). Use this report to review unapplied prepaid vouchers.
Prepayment Settlements Report	RUN_APY2101	Accounts Payable, Reports, Prepayments, Prepayment Settlements	Define run parameters for the Prepayment Settlement report (APY2101). Use this report to review regular voucher payment schedules that have been settled (fully applied).

Inquiring on Prepayments

Access the Prepay Inquire page.

Payment

The **Payment** group box displays information associated with the prepayment voucher.

Business Unit	The business unit used when the prepayment voucher was entered.
Bank SetID	The bank SetID associated with the Bank Code and Account that was used for this prepayment.
Payment Amount	The amount of the prepayment that was created for this voucher.
Voucher ID	The voucher ID associated with the prepayment voucher.
Bank Code	The bank code for the account on which the prepayment was drawn.
Payment Date	The date the prepayment was processed.
Bank Account	The account on which the prepayment was drawn.
Balance	The balance remaining on the prepayment. (That is, the prepayment amount less the applied amounts).
Reference	The check number of the prepayment.

Applied Voucher

The **Applied Voucher** group box displays information related to the regular applied vouchers.

Applied BU	The business unit in which the applied voucher was entered.
Applied Voucher	The voucher ID for the applied voucher(s)
Gross Invoice Amount	The gross amount of the applied voucher.
Payment Date	If paid, the date the applied voucher's payment was processed.
Payment Reference	If paid, the check number of the applied voucher's payment.
Applied Amount	The amount of the regular voucher that has been applied to the Prepaid voucher.
Reversal Posting Status	Displays the status of the reversal accounting entries for the applied voucher

Reporting on Prepayment Settlements

Access the Prepayment Settlements Report page.

Vendor Range

SetID	To report by setID, select the setID on which on which you want to report.

From

To restrict the report to a certain range of vendors, enter the first and last vendors of the range in the From and **To** fields respectively.

Date Range**From Date**

To report by voucher payment schedules paid within a certain date range, enter the From Date and **Through Date** for the range.

CHAPTER 17

Processing Landed Cost Transactions

In order to run Landed Cost Extraction, you must have PeopleSoft Payables, PeopleSoft Purchasing, and PeopleSoft Cost Management installed on the same database.

This chapter describes the Landed Cost Extraction process and how to:

- Enter landed cost transactions online.
- Run the landed cost extraction process.
- Review landed cost exceptions.

Understanding the Landed Cost Extraction Process

Landed cost includes all charges associated with getting an inventory item into your warehouse and available for use or sale. These charges may include material, freight, insurance, duty, and handling. PeopleSoft Payables features a landed cost extraction module that will extract landed cost data from vouchers, purchase orders and receivers and pass the data to Cost Management.

Note. In PeopleSoft Payables, these charges can be attached to vouchers as non-merchandise charges. These non-merchandise charges are freight, sales tax, use tax and miscellaneous charges.

Freight, sales tax, use tax and other miscellaneous charges entered on the voucher or copied from a receiver are associated with Landed Cost codes. Landed Cost codes define whether a particular landed cost is to be prorated to the voucher distribution lines or charged to separate expense accounts. The Landed Cost code is also associated with an inventory item and indicates if the charge is to be accrued to an inventory account. Prorate for landed cost items in AP also means accrual to the inventory accounts.

Landed cost extraction is a separate process run on matched and posted vouchers. Purchase Price Variance and Exchange Rate Variance as well as other required elements are passed to Cost Management as part of Landed Cost Extraction. Cost Management calculates and reports on Purchase Price and Exchange Rate Variances.

The Landed Cost extraction process is a way to pass all receipt-matched information and matched miscellaneous charges (freight, sales tax, use tax, etc) to Inventory.

The Landed Cost Extraction program processes inventory items in the following ways:

- Flags eligible vouchers (matched, posted and not land cost extracted).
- Finds the corresponding receivers (putaway into Inventory, fully matched and not extracted).

Note. Receivers will not be processed through landed cost until they are fully matched. The receiver is only fully matched once all associated vouchers have been matched to it; it is considered partially matched until then.

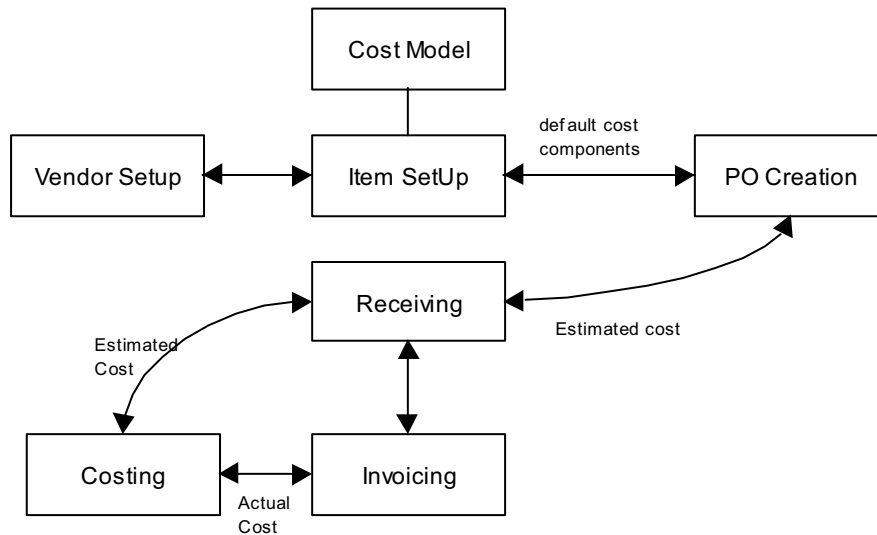
- Converts the voucher quantities (RECV_VCHR_MTCH) into the Inventory business unit's standard unit of measure. This is significant because the Matching process converts voucher quantities to the PO unit of measure; this unit of measure might differ from the Inventory business unit's standard unit of measure.
- Sums the vouchers with the same receiver line information (BUSINESS_UNIT, RECEIVER_ID, RECV_LN_NBR, RECV_SHP_SEQ_NBR).
- Calculates the average unit price using the quantity accepted on the receiver converted to the Standard Unit of Measure (QTY_SH_ACCPT_SUOM). The system calculates the average unit price using the gross amount of all of the matched vouchers and the quantity from the receiver to account for any quantity variance between the voucher(s) and the receiver.
- Converts the calculated unit price into the Inventory business unit base currency. Again, this calculation will only take place once the receiver is fully matched. As each voucher in another currency is matched to the receiver, the exchange rate may vary. Landed cost waits until the receiver is fully matched and then converts the gross amount of all of the matched vouchers into the Inventory business unit's base currency.
- Calculates the different landed cost values, such as the unit price on the purchase order (CM_UNIT_COST_PO), the unit price on the voucher (CM_UNIT_COST_VO), and on CM_UNIT_COST_POVO.
- Populates receiving shipment and distribution tables with the actual vouchered miscellaneous charges.
- If a charge is vouchered which was not on the purchase order, a line is added to the receiving tables with a zero amount to alert analysts of a discrepancy between the expected and vouchered miscellaneous charges.

Note. This step is important because if voucher charges are not on the purchase order, the Miscellaneous Charge codes could be different. For example, let's say that the purchase order indicated that there would be a UPS charge for delivering a material. This information would be entered into the RECV_LN_SHP_LC and RECV_LN_DISTRB_LC tables as miscellaneous charges for the purchase order. If the vendor used UPS and the voucher reflected this, the RECV_LN_SHIP_VC and RECV_LN_DISTRB_VC would be populated with the same information, and the _VC tables would match the _LC tables. Analysts would have nothing to worry about. If, however, the vendor used Fed Ex instead of UPS, the _VC tables would be out of sync with the _LC tables (they would have different miscellaneous charge codes for the delivery charges associated with this material) and the analyst should be made aware of this discrepancy. The Landed Cost process populates the _VC tables with actual amounts from the voucher and then populates the _LC tables with zero amount rows for any charges it finds in the _VC tables that do not exist in the _LC tables. (In the example above, it would populate the _LC tables with a row for the FedEx charge with a zero amount).

- Populates CM_MATCHED_COST record for Material Amount and Miscellaneous Charges.
 - Populates CM_RMATCH_COST record for Return to Vendor (RTV) items.
 - Writes one row to CM_MATCHED_COST for each receiver distribution line.
 - The CM_MATCHED_COST and CM_RMATCH_COST records are used by Cost Management to create variance cost transactions.
 - Creates one row for each Cost Element for each receiver distribution line
 - Updates the voucher and receiver tables by flagging the processed vouchers and receivers with the landed cost extracted flag.
-

Note. Landed Cost supports multicurrency, sales tax, and non recoverable VAT. You can also have multiple vouchers for each receiver line.

To understand better how the Landed Cost Extraction process works, look at the following flowchart:



Landed Cost Extraction Process

Miscellaneous charges may be entered on the purchase order. Charges entered on the purchase order are copied onto receivers associated with that purchase order. During voucher entry, miscellaneous charges can be entered on vouchers received from the merchandise vendor or from third-party vendors. Material charges are matched to the purchase order and receipt using the Payables/Purchasing matching process. Miscellaneous charges, whether vouchered from merchandise vendors or from third-parties, are matched to the receivers by the Landed Cost Extract process. The Extract Process calculates Purchase Price Variance and Invoice Price Variance for matched material and miscellaneous charges. The variance is passed to Costing where it is associated to the appropriate inventory transactions.

See Also

“Entering and Processing Vouchers Online,” Entering Non-Merchandise Charge Details

PeopleSoft Cost Management PeopleBook, “Structuring Landed Costs,” Running the Landed Cost Extract Process

Prerequisites

Landed Cost Extraction is not set up in PeopleSoft Payables. You set the parameters in PeopleSoft Purchasing and Cost Management.

Define the landed cost component parameters such as:

- Cost elements (types of costs such as freight or handling)
- Extended amount tolerances
- Quantity received tolerances on the Misc. Charge/Landed Cost Defn page

Define landed cost groups on the Misc. Chg/Landed Cost Template page. This page essentially enables you to group miscellaneous charge types together so that they can be applied together to a vendor item definition.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options,” Defining Miscellaneous Charges and Landed Costs

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options,” Defining Miscellaneous Charge and Landed Cost Templates

Entering Landed Cost Transactions Online

Unlike other processes in PeopleSoft Payables Landed Cost transactions are not actually entered on a particular page in the application. Instead, you define certain Miscellaneous Charge codes as having a Landed Cost Element by selecting the Landed Cost Component check box on the Misc. Charge/Landed Cost Defn Page.

Each time you use these Miscellaneous Charge codes on a regular voucher or a third party voucher and then run the Landed Cost Extraction process, the system recognizes these charges as Landed Cost. It will extract them and send them on to Cost Management where users can analyze and report on them.

See Also

“Entering and Processing Vouchers Online,” Third Party Vouchers

Running the Landed Cost Extraction Process

The Landed Cost Extraction Application Engine process (LC_EXTRACT) extracts landed cost data from matched and posted regular and third-party vouchers and writes data to the Cost Management CM_MATCHED_COST table for further processing. You run this process from the Landed Cost Extraction - Landed Cost Extract page.

Pages Used to Run the Landed Cost Extraction Process

Page Name	Object Name	Navigation	Usage
Landed Cost Extract	LC_RUN_CNTRL	Accounts Payable, Batch Processes, Interfaces, Landed Cost Extraction	Runs the Landed Cost Extraction Application Engine process (LC_EXTRACT), which can be run for all business units, specific business units, or specific vouchers.

Page Name	Object Name	Navigation	Usage
Landed Cost Extraction – Messages	AP_MESSAGE_LOG	Accounts Payable, Batch Processes, Interfaces, Landed Cost Extraction, Messages	View error messages associated with previous landed cost extraction requests.

Running the Landed Cost Extract Application Engine

Access the Landed Cost Extract page.

Landed Cost Options

Select the hierarchy level for which you want to run the Landed Cost Extraction process: *All Business Units*, *Specific Business Units*, or *Specific Vouchers*.

Reviewing Landed Cost Exceptions

Use the Landed Cost Extract Exceptions Page to view exceptions from the Landed Cost Extract process. The system generates exceptions if the tolerances established on the Misc. Charge/Landed Cost Defn page are exceeded. For example, if the extended price for order items differs from your purchase order extended price by more than your percentage tolerance, or if the number of items you receive differs from your purchase order quantity by more than your percentage tolerance, exceptions will be generated.

CHAPTER 18

Overview of Available Payment Formats

This chapter provides an overview of available payment formats and describes how they are processed in PeopleSoft Payables. The formats discussed in this chapter include:

- System and manual checks.
- EFT and ACH payments.
- Drafts.
- Giros.
- Letters of credit.

Understanding Payables Payment Formats

In your business relationships, your vendors might require specific methods of making payments. The format of these payments could range from issuing a check to sending payments electronically using a specific electronic file format. PeopleSoft Payables currently supports the following five payment methods and formats:

System and Manual Check	Printed payment format for regularly scheduled payments.
Electronic Funds Transfer (EFT) and Automated Clearing House (ACH)	Electronic payment file formats for regularly scheduled payments.
Draft	Internationally accepted printed and electronic payment format that adheres to a specific maturity date agreement between you and your vendor.
Giro	Printed and electronic payment format primarily used in the Netherlands and Singapore for regularly scheduled payments.
Letter of Credit	Electronic payment format supported by a signed agreement between you, your bank, and your vendor for scheduled payments.

Prerequisites

Before you can use a payment format, you must associate it with a bank account. You specify the type of payment method on the Payables Option page, Vendor Payment Options page, or the Pay to Bank Account page.

You must also set up your payment relationships when you define your vendors.

See Also

“Defining PeopleSoft Payables Business Units,” Selecting Payment Options

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties”

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information”

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining Payment Options

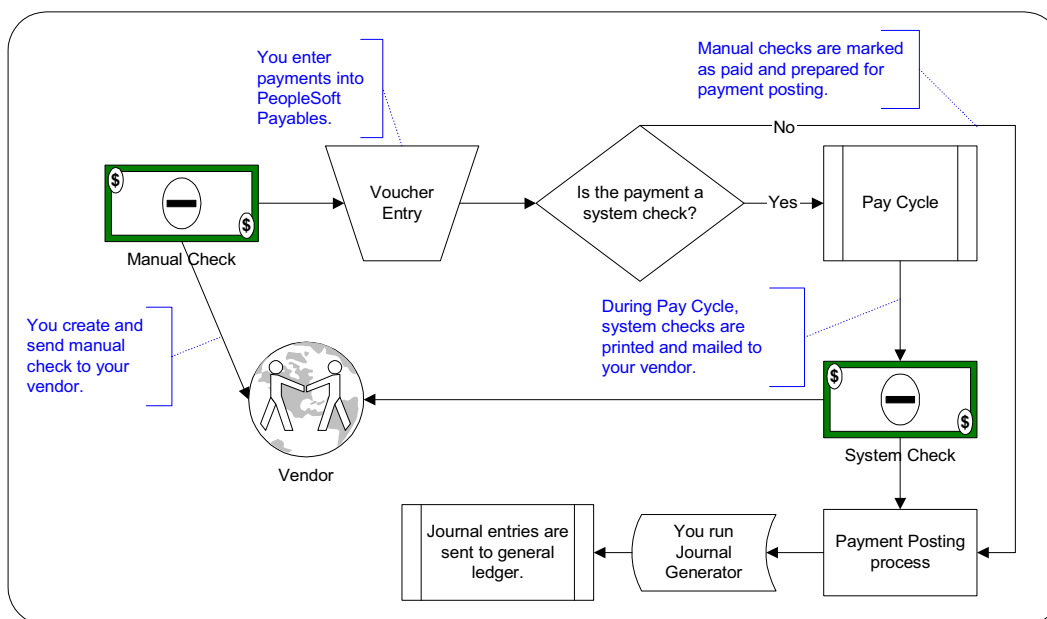
PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining Vendor Bank Accounts

Understanding System and Manual Checks

In PeopleSoft Payables, system and manual checks are those payments that require a printed paper check and remittance advice. System checks are scheduled payments that you generate and print online. At voucher entry, indicate that the payment is a system check. During the next pay cycle, PeopleSoft Payables selects your payment and creates your system checks.

Manual checks are usually issued for those payments that you have already made by physically writing a check. You create a voucher and indicate that the payment is a manual check. PeopleSoft Payables immediately marks your payment as paid but does not print a paper check because it assumes that you have previously created and issued the check.

Once you create system and manual payments, you can run the payment posting process to create accounting entries, then run Journal Generator (FSPGJEN) to pass the accounting entries to the general ledger. After you create system or manual checks, you can view inquiries for these payments by vendor, bank or bank account, payment method, reference number, or voucher number.



Process Flow for System and Manual Checks

See Also

“Establishing Pay Cycles”

“Running Voucher and Payment Posting,” Performing the Payment Posting Process

“Reviewing Voucher and Payment Information”

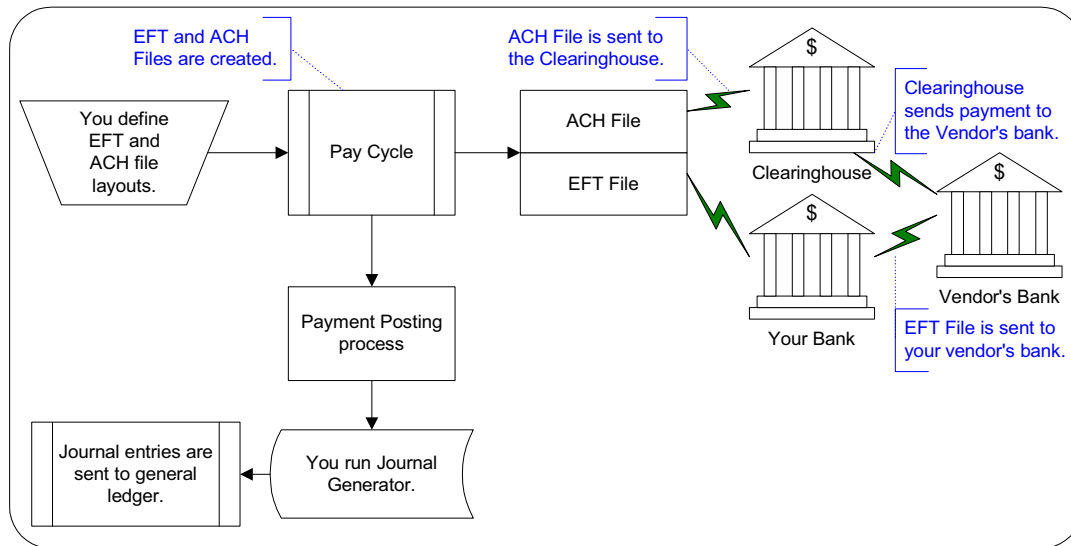
PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Journal Generator”

Understanding EFT and ACH Payments

Both EFT and ACH are paperless payment formats. Both require that you create an electronic file that contains the required bank or clearinghouse information. The electronic layout and data requirements for EFTs and ACH payments are set up for PeopleSoft Payables when you set up your banks and counterparties.

Before sending EFT and ACH payments, you establish a prenote test to verify that the data is received and in the correct format. The difference between the EFT and ACH payment formats lies in who processes the payments. For EFT, you send all applicable payments in one file to your bank for payment. The bank then sends the payments to your vendor’s bank. For ACH, you send all applicable payments in one file to a clearinghouse. The clearinghouse then sends the payments to your vendor’s bank for payment.

Once the payment files are sent to the bank or clearinghouse, the payments are posted and accounting entries are generated and sent to the general ledger.



Process Flow for EFT and ACH Payments

See Also

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Files for Electronic File Transfers,” Setting Up EFT Processing

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Files for Electronic File Transfers,” Defining ACH Layouts

Understanding Drafts

Drafts are used throughout the world in commercial transactions for which a customer or vendor agrees to pay a specified amount on a certain day. Drafts are payments that are dated for sometime in the future, usually 20, 60, 90, or 120 days. PeopleSoft Payables currently supports vendor-initiated drafts, customer-initiated drafts, and customer-initiated EFT drafts and enables you to manage and process these draft payments efficiently.

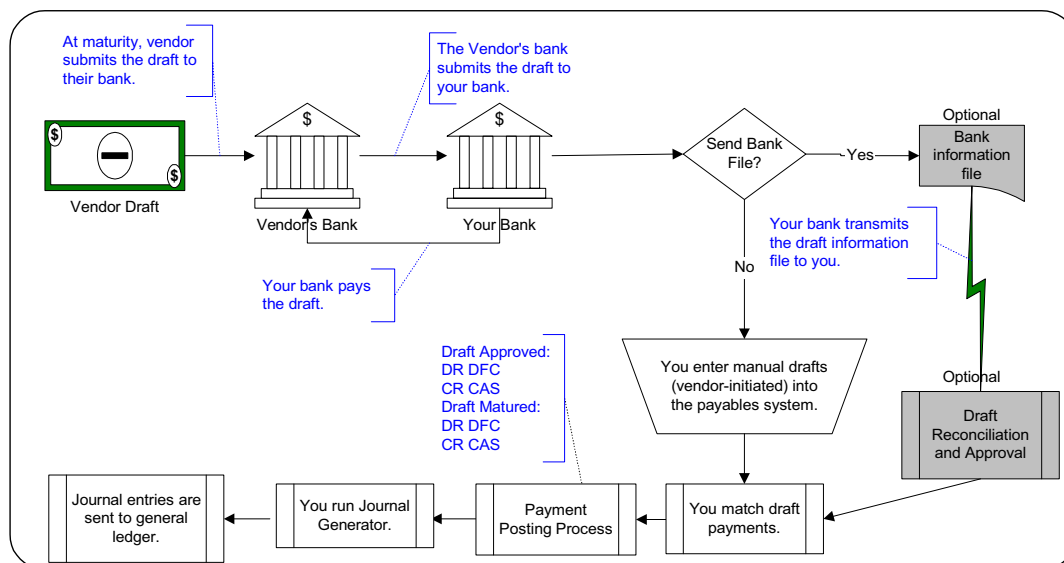
See Also

“Processing Drafts in PeopleSoft Payables”

“Establishing Pay Cycles”

Vendor-Initiated Drafts

You always create Bill of Exchange (BOE) or vendor-initiated draft payments manually. After you record the draft information, the payables system creates the draft payment and generates the accounting entries.



Vendor-Initiated Draft Payment Process

See Also

“Processing Drafts in PeopleSoft Payables,” Vendor-Initiated Draft Process

Customer-Initiated Drafts

Bills of Order (BOO) or customer-initiated draft payments are usually created during an automatic batch process that you schedule to run according to your needs. If stamp tax minimization is applicable, PeopleSoft Payables splits the draft master and assigns sibling system draft identification numbers.

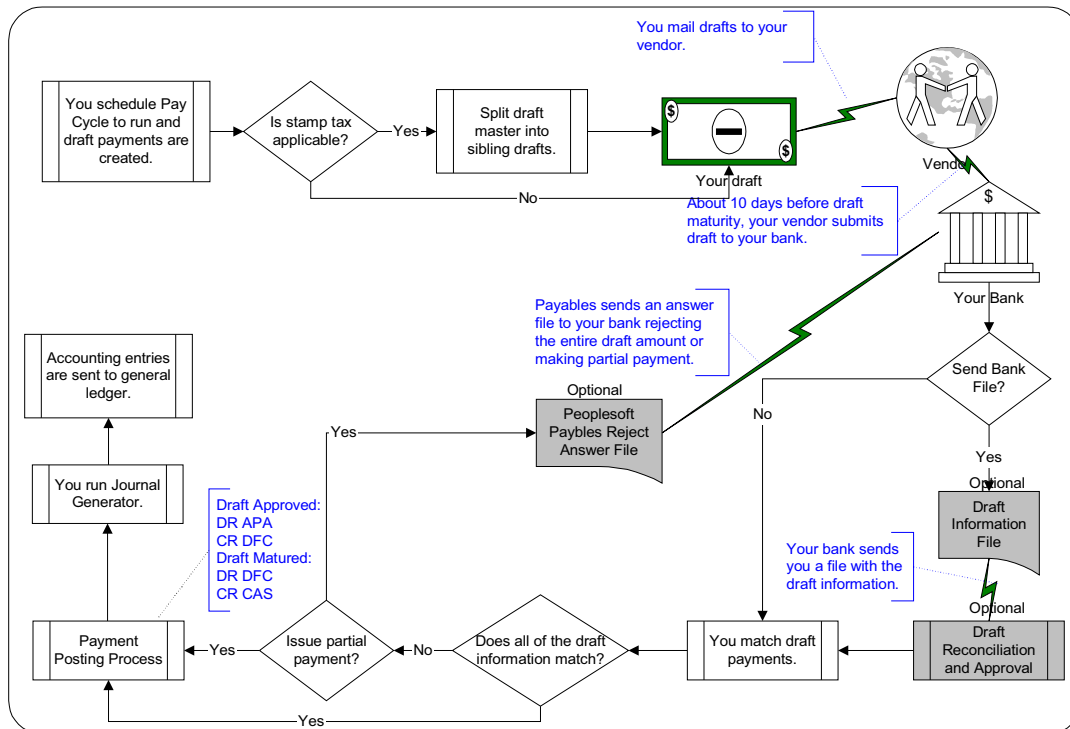
You can also create customer-initiated drafts manually.

See Also

“Processing Drafts in PeopleSoft Payables,” Customer-Initiated Draft Process

Customer-Initiated EFT Drafts

Customer-initiated EFT drafts are processed in PeopleSoft Payables much the same way that customer-initiated drafts are processed, except that you don't print out the drafts. Instead of printing drafts, you send an EFT file to your bank when the draft payment is due. Your bank pays the draft on the draft maturity date.



Customer-Initiated Draft Payment Process

See Also

“Processing Drafts in PeopleSoft Payables,” Customer-Initiated EFT Draft Process

“Processing Drafts in PeopleSoft Payables,” Draft Staging Process

“Processing Drafts in PeopleSoft Payables,” Draft Optimization (Stamp Tax Minimization)

“Processing Drafts in PeopleSoft Payables,” Draft Rounding Calculation

“Running Pay Cycles,” Reviewing Draft Payments

Understanding Giros

The Giro is a common international payment method prevalent in the customer to business relationship because it capitalizes on efficiency with high volumes of transactions. In PeopleSoft Payables, the Giro is similar to Manual and EFT payment methods, but it is uniquely identified for reporting and analytical purposes.

Giro-Manual Payments

In PeopleSoft Payables, the Giro (GM-Manual) is a type of remittance slip that is handled like a manual payment. Accept Giro is a standard format used in the Netherlands that has an invoice with a tear-off portion. The tear-off section displays all of the information necessary to execute

a payment. You detach the tear-off portion and send it to your bank for payment to your vendor. Your bank sends payment to the vendor's bank, and the vendor's account information is updated. There is no need to run a Pay Cycle process because you use the information on the tear-off section to record the payment on the Payments page of the Voucher component.

In some instances, you may send an electronic payment file to your bank.

See Also

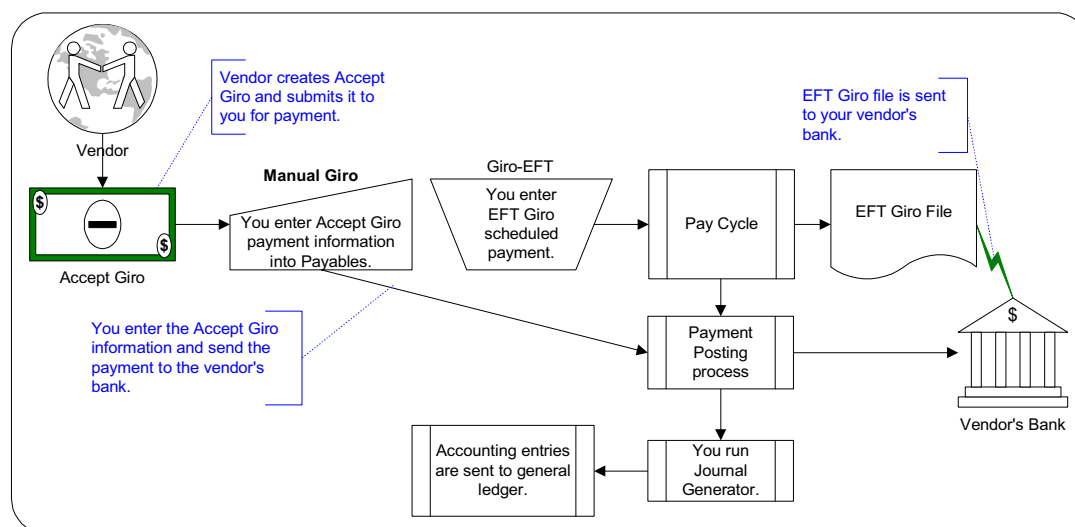
“Entering and Processing Vouchers Online,” Scheduling and Creating Voucher Payments

Giro-EFT Payments

In PeopleSoft Payables, the EFT Giro (GE-EFT) is handled like an EFT payment. It is a standard payment format used in Singapore for performing direct debits and credits. It is often used to make payments that recur within a set time period and has been used to make direct deposits of employee payroll checks and expense reimbursements. The EFT Giro File Layout is formatted when you set up your banks and counterparties and is set up according to the local requirements of your vendor. For EFT Giro payments in Singapore, you can use the sample file layout called FEDI. Giro Authorizations are specific to a particular vendor, containing standard data elements according to the Giro requirements. They contain your bank account information and the vendor's account information.

For the EFT Giro, the vendor directly debits your bank account for their remittances. During voucher entry, you specify a bank account sequence number to associate vendor's bank information with the voucher.

In the Payment Selection Criteria component, you specify EFT Giro on the Bank/Method page. During Pay Cycle, PeopleSoft Payables collects all EFT Giro transactions and creates an output data file containing the payment information. You send the output data file to the bank electronically or on taped media.



Giro Payment Process

See Also

“Establishing Pay Cycles,” Specifying Bank and Payment Methods Criteria

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Files for Electronic File Transfers,” Setting Up EFT Processing

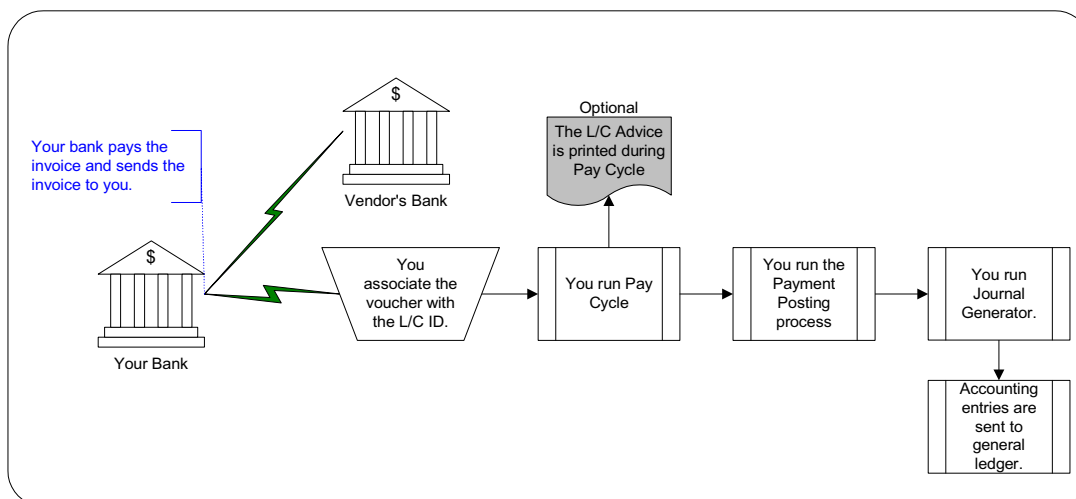
Understanding Letters of Credit

A Letter of Credit is commonly used in international trade as one of the safest means for establishing your payment terms. It is an agreement issued by a bank at the request of its client and adds the bank’s promise of payment to your promise. The Letter of Credit frequently requires congruity with a number of terms, conditions, or events before the vendor can collect payment.

Since most invoices go directly to your bank and the bank handles approval and electronic fund transfers directly to the vendor’s bank, your bank often pays invoices before you receive them. When you select the Letter of Credit payment method, the Letter of Credit identification number is added to the L/C ID field on the Voucher component Payments page. The L/C ID can also be copied from a purchase order at voucher entry. If the L/C ID is on a purchase order, it is carried over to the Voucher component Invoice Information page when you select the Voucher Copy PO/Recv option.

Since you sometimes remit vouchers to multiple vendors, the Letter of Credit identification number is validated when you change the Remit to field on the Payments page. During voucher entry, PeopleSoft Payables validates the L/C ID against the Treasury table to make sure that the identification number exists and that the status is open. Once you select a payment scheduled for Pay Cycle, you cannot edit the Letter of Credit identification number on the Voucher – Payments page.

Note. All details relating to the Letter of Credit terms, agreements, expiration date, and related bank documents are maintained in PeopleSoft Treasury documentation.



Letter of Credit Payment Process

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

“Entering and Processing Vouchers Online,” Scheduling and Creating Voucher Payments

PeopleSoft Deals Management PeopleBook, “Managing Letters of Credit and Collateral”

Letter of Credit Detail

Letters of Credit may contain multiple vouchers; therefore you may need to see the specific details regarding which voucher is related to a Letter of Credit. You view these details by clicking on the related links icon next to the L/C ID field on the Voucher component Payments page and selecting the Letter of Credit Doc link or the Letter of Credit Details link.

See Also

“Entering and Processing Vouchers Online,” Scheduling and Creating Voucher Payments

Letter of Credit Advice

During pay cycle, all vouchers that have the same L/C ID are grouped together and a single payment is issued. A printed Letter of Credit Advice is created for those payments for which you have selected the L/C Advice option on the Payment Selection Criteria component Preference page. The Letter of Credit Advice shows all vouchers paid under a specific letter of credit identification number.

See Also

“Establishing Pay Cycles,” Setting Pay Cycle Preferences

Letter of Credit Inquiry

Since letters of credit can be made up of many vouchers, you may need to review the details for individual vouchers paid by one letter of credit. You use the L/C Inquiry page to verify payment entries, payment totals, and the payment status of vouchers associated with a letter of credit. You can obtain more information about vouchers and payments from the L/C Inquiry page by clicking on the related links button and selecting the Voucher Inquiry or Payment Inquiry option.

See Also

PeopleSoft Deals Management PeopleBook, “Managing Letters of Credit and Collateral”

Letter of Credit Accounting Entries

At payment posting, only those letter of credit payments that have a valid L/C ID and status are posted. During payment posting the following accounting entries are generated:

- DR AP Liability (APA)
- CR L/C Payable (LCP)

When the Letter of Credit payment is made, PeopleSoft Treasury module enters the following accounting entries:

- DR L/C Payable (LCP)
- CR Cash (CAS)

Note. If the Treasury module is not installed, then accounting entries are made through a Journal Voucher or General Ledger Journal entry.

See Also

“Entering and Processing Vouchers Online,” Journal Vouchers

PeopleSoft Deals Management PeopleBook, “Managing Letters of Credit and Collateral”

PeopleSoft General Ledger PeopleBook, “Making General Ledger Journal Entries”

CHAPTER 19

Using the Payables Payment Interface

This section provides an overview of the Payables Payment Interface and explains how to set up the Payment Interface.

Understanding the Payables Payment Interface

As delivered, the Payment Interface supports the following payments:

- PeopleSoft Payables vouchers.
- PeopleSoft Expenses expense sheet and cash advance payments.
- PeopleSoft Treasury settlement payments.
- PeopleSoft Purchasing procurement card payments.

In addition, the PeopleSoft Payables Payment Interface enables you to produce payments from other sources (either PeopleSoft products or external products). By using the Payment Interface to make your payments from other sources, you can ensure consistent processing of all your payments. You can take advantage of the Payables Pay Cycle Manager, and can see all your payments in one place, regardless of the source system of the transaction.

To process your payments, PeopleSoft Payables needs to know certain information, for example, whom to pay and when to make the payment. You also need PeopleSoft Payables to indicate if the payment has been made and how much was paid. You do this by creating a mapping definition that maps the data between your system and PeopleSoft Payables.

Fields Used to Map Definitions

For all PeopleSoft supplied source definitions, the necessary mapping has already been done to support the various required system functions. The following information is useful when you create new mapping definitions and you must have a corresponding input map from your source for all of those required fields. You may optionally choose from the other fields that are not required, based on your needs.

The following table lists the Pay Cycle fields in the Payables PS_PYCYCL_DATA table.

Field	Description	Populated by	Required	Input or Output	Format	Length
ACCOUNTING_DT	Carries the accounting date for the transaction. This date is entered on the Pay Cycle definition.	Payment Selection	No	Output	Date	10
ADDRESS_SEQ_NUM	Specifies which address is used for a remittance. This is only necessary if you are using a PeopleSoft vendor.	Source System	No	Input	Number	3
ADDRESS1	Carries the first line of the address information. This address shows on all payments and must be the mailing address of the payee.	Source System	Yes	Input	Char	55
ADDRESS2	Carries the second line of the address information.	Source System	No	Input	Char	55
ADDRESS3	Carries the third line of the address information.	Source System	No	Input	Char	55
ADDRESS4	Carries the fourth line of the address information.	Source System	No	Input	Char	55
ADDR FIELD1	Additional field to qualify the address (part of the ADDRESS_SBR).	Source System	No	Input	Char	2
ADDR FIELD2	Additional field to qualify the address (part of the ADDRESS_SBR).	Source System	No	Input	Char	4
ADDR FIELD3	Additional field to qualify the address (part of the ADDRESS_SBR).	Source System	No	Input	Char	4
BANK_ACCT_KEY	Part of the key to the PeopleSoft bank tables. Combined	Source System, but may be	Yes	Both	Char	4

Field	Description	Populated by	Required	Input or Output	Format	Length
	with the other 2 parts of the key, it uniquely specifies from which bank account payment is made.	changed by Payment Creation, if you are using bank account replacement .				
BANK_ACCT_SEQ_NUM	Specifies a unique number to differentiate banks when a single vendor uses EFT payments and has many banks.	Input	No	Input	Number	3
BANK_CD	Part of the key to the PeopleSoft bank tables. Combined with the other two parts of the key, it uniquely specifies from which bank account payment is made.	Source System, but may be changed by Payment Creation, if you are using bank account replacement .	Yes	Both	Char	5
BANK_SETID	Part of the key to the PeopleSoft bank tables. Combined with the other two parts of the key, it uniquely specifies from which bank account payment is made.	Source System, but may be changed by Payment Creation, if you are using bank account replacement .	Yes	Both	Char	5
BASE_CURRENCY	Identifies the currency used on General Ledger to report this transaction.	Source System	Yes	Input	Char	3
BASE_CURRENCY_BNK	Identifies the currency used on General Ledger to report the payment. This currency is the	Payment Creation	Yes	Output	Char	3

Field	Description	Populated by	Required	Input or Output	Format	Length
	base currency of the General Ledger business unit specified for the paying bank account.					
BNK_RATE_DIV	Carries the divisor component of the exchange rate from BASE_CURRENCY to BASE_CURRENCY_BNK.	Payment Creation	No	Output	Number	7.8
BNK_RATE_MULTI	Carries the multiplier component of the exchange rate from BASE_CURRENCY to BASE_CURRENCY_BNK.	Payment Creation	No	Output	Number	7.8
BUSINESS_UNIT	Identifies the business unit to which the transaction belongs. This field is part of the key that uniquely identifies the transaction.	Source System	Yes	Both	Char	5
BUSINESS_UNIT_GL	Identifies the General Ledger business unit associated with the paying bank account.	Payment Creation	No	Output	Char	5
CITY	Identifies the city of the payee.	Source System	No	Input	Char	30
COUNTRY	Identifies the country of the payee.	Source System	Yes	Input	Char	3
COUNTY	Identifies the county of the payee.	Source System	No	Input	Char	30
CUR_RT_TYPE	Carries the type used to determine the exchange rate from TXN_CURRENCY_CD to	Source System	Yes	Input	Char	5

<i>Field</i>	<i>Description</i>	<i>Populated by</i>	<i>Required</i>	<i>Input or Output</i>	<i>Format</i>	<i>Length</i>
	BASE_CUR-RENCY.					
CUR_RT_TYPE_BNK	Carries the type used to determine the exchange rate from CURRENCY_PYMNT to BASE_CUR-RENCY_BNK. This value comes from the PeopleSoft bank account definition.	Payment Creation	No	Output	Char	5
CUR_RT_TYPE_PAID	Carries the type used to determine the exchange rate from the TXN_CURRENCY_CD to CURRENCY_PYMNT.	Payment Selection	No	Both	Char	5
CUR_RT_TYPE_PYMNT	Carries the type used to determine the exchange rate from CURRENCY_PYMNT to BASE_CUR-RENCY at payment time. This value comes from the PeopleSoft bank account definition.	Payment Selection	No	Output	Char	5
CURRENCY_PYMNT	Identifies the currency used for the payment. This value comes from the PeopleSoft bank account definition.	Payment Selection	No	Output	Char	3
DESCR254_MIXED	Carries a free-form description of the transaction. This is used only for information purposes and is not included on the actual payment.	Source System	No	Input	Char	254

Field	Description	Populated by	Required	Input or Output	Format	Length
DFT_SIGHT_CD	Applies only to draft payments. Carries the draft term payment terms that are used for determining draft maturity. This value is maintained at the Business Unit and Vendor levels.	Payment Selection	Yes	Input	Char	5
DFT_MT_DT	Applies only to draft payments. Carries the Draft Maturity Date.	Payment Selection	Yes	Input	Date	10
DFT_SCHD_MAT_DT	Applies only to draft payments. Carries the adjusted draft maturity date if the DFT_MT_DT falls on a holiday.	Payment Selection	Yes	Input	Date	10
DFT_GROUP_CD	Applies only to draft payments. Carries the group code that a user can specify on the Schedule Payment page. This is for grouping drafts during the Payment Creation process.	Payment Creation	No	Input	Char	5
DFT_MASTER_ID	Applies only to draft payments. Carries the Draft Master identification number. The DFT_MASTER_ID identifies the scheduled payments that are included in a draft payment.	Payment Creation	Yes	Output	Char	10
DFT_CREATE_KEY	Applies only to draft payments. Identifies the sequence number of	Payment Creation	Yes	Output	Char	10

<i>Field</i>	<i>Description</i>	<i>Populated by</i>	<i>Required</i>	<i>Input or Output</i>	<i>Format</i>	<i>Length</i>
	the DFT_MASTER_ID . It is a part of the unique draft payment identification number.					
DOC_SEQ_DATE	Carries the date used for Document Sequencing. This field is only used if the General Ledger business unit defined in PeopleSoft has Document Sequencing active.	Payment Creation	No	Output	Date	10
DOC_SEQ_NBR	Carries the number used for Document Sequencing. This field is only used if the General Ledger business unit defined in PeopleSoft has Document Sequencing active.	Payment Creation	No	Output	Char	12
DOC_SEQ_STATUS Values: A GL business unit undefined B GL business unit blank C Accounting date is blank D Document type is blank E Journal type and code undefined	Used internally by the Document Sequencing process. This field is only used if the General Ledger business unit defined in PeopleSoft has Document Sequencing active.	Payment Creation	No	Output	Char	1

Field	Description	Populated by	Required	Input or Output	Format	Length
F Range undefined G Max. sequence reached H Manual number specified for auto-numbering type I No manual payment entered J Duplicate manual number						
DOC_TYPE	Carries the type used for Document Sequencing. This field is only used if the General Ledger business unit defined in PeopleSoft has Document Sequencing active.	Source System	No	Input	Char	8
DSCNT_AMT_BASE	Carries the value of the payment discount in BASE_CURRENCY.	Payment Selection	No	Output	Signed Number	23.3
DSCNT_DUE_DATE	Carries the due date for any discount on the transaction.	Source System	No	Input	Date	10
DSCNT_PAY_AMOUNT	Carries the value of the discount to pay.	Source System	No	Input	Signed number	23.3
DUE_DT	Carries the date on which the transaction is due to be paid.	Source System	Yes	Input	Date	10
EFT_CHECK_DRAW_CD Values: 1 Payer's bank	Indicates if this is the bank upon which the payment is drawn. This is used for some international EFT	Source System	No	Input	Char	1

Field	Description	Populated by	Required	Input or Output	Format	Length
2 Payee's bank	formats.					
EFT_CHECK_FWRD_CD Values: 1 Payer's bank 2 Payer 3 Payee 4 Payee's bank	Carries the EFT payment forwarding code used in some international EFT formats.	Source System	No	Input	Char	1
EFT_CORR_COSTS_CD Values: 1 Payer's domestic account 2 Payer's foreign account 3 Payee's account	Identifies the code for the correspondent's costs used in some international EFT formats.	Source System	No	Input	Char	1
EFT_CROSSED_CHECK Values: Y/N	Indicates a crossed payment used in some international EFT formats.	Source System	No	Input	Char	1
EFT_DOM_COSTS_CD Values: 1 Payer's domestic account 2 Payer's foreign account 3 Payee's account 4 Transfer expense to payer and the rest to payee	Identifies the domestic cost code used in some international EFT formats.	Source System	No	Input	Char	1
EFT_KEY_FIELD1	Applies only to EFT payments.	Source System	No	Input	Char	5

Field	Description	Populated by	Required	Input or Output	Format	Length
	User-defined field that uniquely identifies the transaction.					
EFT_KEY_FIEL D2	Applies only to EFT payments. User-defined field that uniquely identifies the transaction.	Source System	No	Input	Char	11
EFT_KEY_FIEL D3	Applies only to EFT payments. User-defined field that uniquely identifies the transaction.	Source System	No	Input	Char	10
EFT_KEY_FIEL D4	Applies only to EFT payments. User-defined field that uniquely identifies the transaction.	Source System	No	Input	Char	10
EFT_KEY_FIEL D5	Applies only to EFT payments. User-defined field that uniquely identifies the transaction.	Source System	No	Input	Char	3
EFT_KEY_FIEL D6	Applies only to EFT payments. User-defined field that uniquely identifies the transaction.	Source System	No	Input	Char	3
EFT_PAY_INST_CD1 Values: ACC /ACC/ BEN /BENON LY/ CHK /CHECK / COR	Identifies the first EFT payment instruction code.	Source System	No	Input	Char	3

<i>Field</i>	<i>Description</i>	<i>Populated by</i>	<i>Required</i>	<i>Input or Output</i>	<i>Format</i>	<i>Length</i>
/CORPT RAD/ HLD /HOLD/ INT /INT/ IRR PAYME NT IRREVO CABLE PHB /PHONE BEN/ PHI /PHONI BK/ PHN /PHON/ RC1 ADV BEN W/CHA RGES RC2 ADV BEN W/O CHARG ES RCB /RCB/ REC /REC/ REJ /REJT/ RET BEN UNKNOWN RETUR N TEB /TELEB EN/ TEI /TEKEU BK/ TEL /TELE/ XFR INTERC OMPANY TRANSF ER						
EFT_PAY_INST_CD2 Values: Same as EFT_PAY_INST_CD1	Identifies the second EFT payment instruction code.	Source System	No	Input	Char	3

Field	Description	Populated by	Required	Input or Output	Format	Length
EFT_PAY_INST_CD3 Values: Same as EFT_PAY_INST_CD1	Identifies the third EFT payment instruction code.	Source System	No	Input	Char	3
EFT_PAY_INST_CD4 Values: Same as EFT_PAY_INST_CD1	Identifies the fourth EFT payment instruction code.	Source System	No	Input	Char	3
EFT_PAY_INST_REF1	Provides any payment instruction reference data.	Source System	No	Input	Char	40
EFT_PAY_INST_REF2	Provides any payment instruction reference data.	Source System	No	Input	Char	40
EFT_PYMNT_FMT_CD Values: 00 Standard SWIFT 10 transfer Urgent SWIFT 15 Euro transfer 21 Check with receipt confirmation 22 Check, urgent 23 Check, urgent with receipt 40 Postal order CTX Corporate trade exchange PBC Check, standard PPD Prearran	Carries the EFT payment format code. This code must be defined in Payables.	Source System	No	Input	Char	3

Field	Description	Populated by	Required	Input or Output	Format	Length
ged payment and deposit WRT Wire transfer						
EFT_RTNG_FLG Values: D Use DFI ID N None R Use complex routing	Identifies the type of EFT routing used by the payment.	Source System	No	Input	Char	1
EFT_RTNG_STA TUS Values: C Comple I Incomple te	Identifies whether the EFT routing information is complete and approved.	Source System	No	Input	Char	1
EFT_TRANS_H HANDLING Values: D Payment only P Prenotifi cation X Payment and advice	Carries the EFT transaction handling code.	Source System	No	Input	Char	1
EMPLID	Carries the employee number for the payee.	Source System	No	Input	Char	11
GEO_CODE	Carries the payee's tax jurisdiction code. This field is solely informational and is not provided with the payment.	Source System	No	Input	Char	11
GROSS_AMT_B SE	Carries the total amount of the	Source System	Yes	Input	Signed number	13.2

Field	Description	Populated by	Required	Input or Output	Format	Length
	transaction stated in the currency specified by BASE_CURRENCY.					
GRP_AP_ID	Identifies the ID of the voucher control group.	Source System	No	Input	Char	6
GRP_PYMNT_DT	Allows payments to be grouped by date.	Payment Selection and Creation	No	Input	Char	1
HOL_PROC_OPT Values: A Due After Holiday B Due Before Holiday N Not Applicable	Carries the holiday processing option.	Source System	No	Input	Char	1
HOL_PROC_DAYS	Applicable only when HOL_PROC_OPT is selected. Carries the number of days before or after the holiday payments are processed.	Source System	No	Input	Number	3
HOL_PROC_OVERFL	Applicable only when HOL_PROC_OPT value is 'A'. Specifies if the scheduled payment date can be carried over to the next month.	Source System	No	Input	Char	1
HOUSE_TYPE Values: AB Houseboat WW reference House	Carries the housing type of the payee. This field is used for some international addresses.	Source System	No	Input	Char	2

Field	Description	Populated by	Required	Input or Output	Format	Length
WW House trailer reference						
IN_CITY_LIMIT Values: Y/N	Identifies if the payee's address falls within the city limits. This is solely informational and is not provided on the payment.	Source System	No	Input	Char	1
INVOICE_ID	Carries the invoice number of the transaction.	Source System	No	Input	Char	16
LC_ID	Carries the Letter of Credit identification number.	Source System	No	Input	Char	12
NAME1	Identifies the first line of the payee's name.	Source System	Yes	Input	Char	40
NAME1_AC	Carries the alternate character spelling of the first line of the payee's name. This is commonly used in Asian countries.	Source System	No	Input	Char	40
NAME2	Identifies the second line of the payee's name.	Source System	No	Input	Char	40
NAME2_AC	Carries the alternate character spelling of the second line of the payee's name. This is commonly used in Asian countries.	Source System	No	Input	Char	40
NUM1	Identifies the additional numbers in the payee's address. This is used for certain international addresses and is	Source System	No	Input	Char	6

Field	Description	Populated by	Required	Input or Output	Format	Length
	always used in conjunction with HOUSE_TYPE					
NUM2	Identifies the additional numbers in the payee's address. This is used for certain international addresses and is always used in conjunction with HOUSE_TYPE	Source System	No	Input	Char	4
PAID_AMT	Carries the actual amount of the payment in the currency specified by CURRENCY_PYMNT.	Payment Selection	No	Output	Signed number	13.2
PAID_AMT_BNK_BSE	Carries the amount of the payment in the currency specified by BASE_CURRENCY_BNK.	Payment Creation	No	Output	Signed number	13.2
PAID_AMT_BSE	Carries the amount of the payment in the currency specified by BASE_CURRENCY.	Payment Selection	No	Output	Signed number	13.2
PAID_AMT_DS_CNT	Carries the amount of any discount paid in the currency specified by CURRENCY_PYMNT.	Payment Selection	No	Output	Signed number	13.2
PAID_AMT_DS_CNT_BSE	Carries the amount of any discount paid in the currency specified by BASE_CURRENCY.	Payment Selection	No	Output	Signed number	13.2
PAID_AMT_GROSS	Carries the total amount of the payment before	Payment Selection	No	Output	Signed number	13.2

Field	Description	Populated by	Required	Input or Output	Format	Length
	deducting any discounts. It is stated in the currency specified by CURRENCY_PYMNT.					
PAID_AMT_GROSS_BSE	Carries the total amount of the payment before deducting any discounts. It is stated in the currency specified by BASE_CURRENCY.	Payment Selection	No	Output	Signed number	13.2
PAID_RATE_MULT	Carries the multiplier portion of the exchange rate from TXN_CURRENCY_CD to CURRENCY_PYMNT.	Payment Selection	No	Input	Number	7.8
PAID_RATE_DIV	Carries the divisor portion of the exchange rate from TXN_CURRENCY_CD to CURRENCY_PYMNT.	Payment Selection	No	Input	Number	7.8
PAY_CYCLE	Identifies the payment cycle that paid the transaction.	Payment Selection	No	Output	Char	6
PAY_CYCLE_SEQUENCE_NUM	Identifies the sequence number of the payment cycle that paid the transactions.	Payment Selection	No	Output	Number	6
PAY_DOC_DT	Carries the transaction date.	Source System	No	Output	Date	10
PAY_DOC_ID	Provides the number of the transaction. It is part of the unique identification of the transaction.	Source System	Yes	Both	Char	20
PAY_DOC_SEQ	Identifies the speci-	Source	No	Both	Number	5

Field	Description	Populated by	Required	Input or Output	Format	Length
	fic payment request associated with the document number. It is part of the unique identification of the transaction.	System				
POSTAL	Stores the postal code of the payee.	Source System	No	Input	Char	12
PREFERRED_LANGUAGE	Provides the language code in which the payee prefers to receive the payment remittance. If it is not specified, the field defaults to the database base language.	Source System	No	Input	Char	3
PRENOTE_STATUS Values: C Confirmed N New P Pending R Rejected	Identifies if the prenote process has been completed for the payee.	Source System	No	Input	Char	1
PROCESS_INSTANCE	Carries the process instance number.	Payment Selection	No	Output	Number	10
PYCYCL_FIELD1	User-definable field.	Source System	No	Input	Char	10
PYCYCL_FIELD10	User-definable field	Source System	No	Input	Char	10
PYCYCL_FIELD2	User-definable field	Source System	No	Input	Char	10
PYCYCL_FIELD3	User-definable field	Source System	No	Input	Char	10
PYCYCL_FIELD4	User-definable field	Source System	No	Input	Char	10
PYCYCL_FIELD5	User-definable field	Source System	No	Input	Char	10
PYCYCL_FIELD	User-definable field	Source	No	Input	Char	10

Field	Description	Populated by	Required	Input or Output	Format	Length
6		System				
PYCYCL_FIELD 7	User-definable field	Source System	No	Input	Char	10
PYCYCL_FIELD 8	User-definable field	Source System	No	Input	Char	10
PYCYCL_FIELD 9	User-definable field	Source System	No	Input	Char	10
PYCYCL_KEY_FIELD1	User-definable field to uniquely define the transaction.	Source System	No	Both	Char	20
PYCYCL_KEY_FIELD2	User-definable field to uniquely define the transaction.	Source System	No	Both	Date	10
PYCYCL_KEY_FIELD3	User-definable field to uniquely define the transaction.	Source System	No	Both	Number	15
PYMNT_DT	Carries the date of the payment.	Payment Selection	No	Output	Date	10
PYMNT_GROSS_AMT	Stores the gross amount to be paid stated in the currency identified by TXN_CUR-RENCY.	Source System	Yes	Input	Signed number	23.3
PYMNT_GROUP_CD	Identifies the payment group to which the transaction belongs.	Source System	No	Input	Char	2
PYMNT_HANDLING_CD	Carries the handling code for the payment. This code must be defined in the PeopleSoft Payables system.	Source System	Yes	Input	Char	2
PYMNT_ID	Carries the internally generated payment sequence used to uniquely identify the payment in the table PAYMENT_TBL.	Payment Creation	No	Output	Char	10

Field	Description	Populated by	Required	Input or Output	Format	Length
PYMNT_MESS GE	Carries any free-form text that is to be included on the payment remittance.	Source System	No	Input	Char	70
PYMNT_METH OD Values: ACH Automated Clearing House BEF Draft – Customer EFT BOO Customer-Initiated Draft CHK System Check DD Direct Debit EFT Electronic Funds Transfer DFT Draft – Vendor Initiated GE Giro-EF T GM Giro-Manual LC Letter of Credit MAN Manual Check WIR Wire	Identifies the method of payment. The specified payment bank account must be authorized to use this method in the PeopleSoft bank setup.	Source System, but may be overwritten by Payment Creation	Yes	Both	Char	3
PYMNT_RATE_ DIV	Carries the divisor portion of the exchange rate from CURRENCY_ PYMNT to	Payment Selection	No	Output	Number	7.8

Field	Description	Populated by	Required	Input or Output	Format	Length
	BASE_CUR- RENCY.					
PYMNT_RATE_ MULT	Carries the multi- plier portion of the exchange rate from CURRENCY_ PYMNT to BASE_CUR- RENCY.	Payment Selection	No	Output	Number	7.8
PYMNT_SELECT _STATUS Values: C Closed D Negative payment I In Process EFT N Not selected for payment P Paid R Selected for payment V Conversi on error X Canceled Y Prepaid	Identifies the cur- rent status of the transaction in the payment process.	Source System, then updated by Payment Selection and Payment Creation	Yes	Both	Char	1
PYMNT_SEPAR ATE Values: Y/N	Indicates whether the transaction should remain on a separate payment or may be combined with other transactions.	Source System	Yes	Input	Char	1
RATE_DIV	Carries the divisor portion of the ex- change rate from TXN_CURRENCY to BASE_CUR- RENCY.	Source System	Yes	Input	Number	7.8
RATE_MULT	Carries the multi- plier portion of the exchange rate from TXN_CURRENCY to BASE CUR-	Source System	Yes	Input	Number	7.8

Field	Description	Populated by	Required	Input or Output	Format	Length
	RENCY.					
REMIT_BANK_CD	Carries the bank code for the payee's bank account as set up in the PeopleSoft bank tables. This is used only for EFT payments.	Source System	No	Input	Char	5
REMIT_BANK_SETID	Carries the SetID of the payee's bank account as set up in the PeopleSoft bank tables. This is used only for EFT payments.	Source System	No	Input	Char	5
REMIT_BNK_A CCT_KEY	Carries the account code of the payee's bank account as set up in the PeopleSoft bank tables. This is used only for EFT payments.	Source System	No	Input	Char	4
REMIT_SETID	Carries the SetID of the payee, if a vendor is set up in the PeopleSoft Payables tables.	Source System	No	Input	Char	5
REMIT_VENDOR	Carries the Vendor ID of the payee, if the payee is set up as a vendor in the PeopleSoft Payables tables.	Source System	No	Input	Char	10
SCHEDULED_PAY_DT	Stores the date on which the payment is scheduled to be made. This is used as part of the selection criteria for payment.	Source System	Yes	Input	Date	10
SOURCE_TXN	Identifies the source system of the data. This is used internally.	Payment Selection	No	Output	Char	4

Field	Description	Populated by	Required	Input or Output	Format	Length
SPEC_PYMNT_EX_RT	Identifies if the Payment Exchange rate has been specified by the source, so that payment processing doesn't override the data with information from the exchange rate tables.	Payment Selection	No	Input	Char	1
STATE	Identifies the state or province of the payee.	Source System	No	Input	Char	6
STTLMNT_DT_EST	Carries the estimated date that the payment will clear if paid electronically.	Payment Creation	No	Output	Date	10
TXN_CURRENCY_CD	Identifies the currency code of the transaction.	Source System	Yes	Input	Char	3
VENDOR_NAME_SHORT	Carries the short name of the payee.	Source System	No	Input	Char	14
VNDR_LOC	Identifies the vendor location, if the payee is set up as a vendor in PeopleSoft Payables.	Source System	No	Input	Char	10
VNDR_SERVICE_TYPE	Identifies the service type of the payee.	Source System	No	Input	Char	3
VOUCHER_ID	Identifies the PeopleSoft Payables voucher ID of the transaction.	Source System	No	Input	Char	8
WITHD_SW	Identifies if Withholding is applicable for the payment.	Payment Selection	No	Input	Char	1

Common Elements Used in This Chapter

Source Transaction	The source of the transaction you are defining, for example, refunds, accounts payables vouchers, expense sheets, and so on.
Map Type	The type of map you are creating for the source transaction.

Setting Up the Payables Payment Interface

To set up Payables to process payments from another source, define the payment source you are using in the Payment Source component.

To process payments for any new payment source that you define, the Pay Cycle Manager needs to know where your payment data is staged and how to map the data to the corresponding table in PeopleSoft Payables. You define this information using the Pay Cycle Mapping component.

After mapping your Pay Cycle, you can define your Pay Cycle in the Payment Selection Criteria component.

Here's how you set up the Payables Payment Interface:

1. Define payment sources.
2. Enter search records.
3. Set up pay cycle mapping.
4. Map fields.

See Also

“Establishing Pay Cycles”

Pages Used to Set Up the Payables Payment Interface

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payment Source	PYMNT_SOURCE_D EFN	Accounts Payable, Administration, Pay Cycle, Payment Source	Add a new payment source.
Source Search Definition	PYMNT_SOURCE_D EFN2	Accounts Payable, Administration, Pay Cycle, Payment Source, Source Search Definition	Enter the search record for the inquiry page you specified on the Payment Source Definition page.

Page Name	Object Name	Navigation	Usage
Pay Cycle Mapping Definition	PYCYCL_MAP	Accounts Payable, Administration, Pay Cycle, Pay Cycle Mapping	Set up the pay cycle mapping for your payment source.
Mapping Detail	PYCYCL_MAP_DTL	Accounts Payable, Administration, Pay Cycle, Pay Cycle Mapping, Mapping Detail	Specify the mapping of the fields in your staging table to the corresponding fields in the Payables PS_PYCYCL_DATA table.

Defining Payment Sources

Access the Payment Source page.

Payment Source **Source Search Definition**

Source Transaction: VCHR

Description: Accounts Payable Vouchers

***Source Type:** PeopleSoft

Product: Payables

***Business Unit Table:** BUS_UNIT_TBL_AP

Menu Name: CREATE_PAYMENTS

Menu Bar Name: INQUIRE

Item Name: VOUCHER_INFORMATION

Page Name: VOUCHER_INQUIRY

Payment Source page

Source Type

Select the origin for the source transaction. The available options are:

External: A non-PeopleSoft product. This identifies the payment source as external to the PeopleSoft product. This is helpful when you customize the payment process for source specific processing needs.

PeopleSoft: A supported PeopleSoft product.

Product

If you select *PeopleSoft* as the Source Type, select the applicable PeopleSoft product from the drop-down list.

Business Unit Table

This is a required field. To process your payments, you must set up a Business Unit Table record before you can add your payment source.

Only three fields are required on the Business Unit Table record:

- BUSINESS_UNIT
- LOCATION
- BUSINESS_UNIT_GL

BUSINESS_UNIT is the value that is used to select the data. For example, in Payables, this is the AP Business Unit. LOCATION contains the address information for the Business Unit, and BUSINESS_UNIT_GL is the General Ledger business unit.

Menu Name

If you are processing payments from another PeopleSoft product or are using the same database as PeopleSoft Payables, enter the Menu Name for the page you are using in that product to inquire about payments.

The system uses this field in conjunction with the **Menu Bar Name**, **Item Name**, and **Page Name** fields to identify the page where users can inquire about payments for these source transactions.

See Also

PeopleSoft General Ledger PeopleBook, “Defining Your Operational Structure,” Defining a General Ledger Business Unit

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

Entering Search Records

Access the Source Search Definition page.

Payment Source		Source Search Definition	
Source Transaction:	VCHR Accounts Payable Vouchers		
Record (Table) Name:	VCHR_SRCH_WW1		
Business Unit Field:	BUSINESS_UNIT		
Payment Document ID Field:	VOUCHER_ID		
Payment Document Seq Field:			

Source Search Definition page

You can only define a search definition on this page if you have entered a Menu Name, Menu Bar Name, Item Name, and Page Name on the Payment Source page. To create a search definition, define the fields on this page.

If you use the source search definition default values for Payables vouchers, the search is based on Business_Unit and Voucher_ID.

Note. You only need to add a **Payment Document Seq Field** (Payment Document Sequence field) if you are using Document Sequencing.

Setting Up Pay Cycle Mapping

Access the Pay Cycle Mapping Definition page.

Pay Cycle Mapping		Mapping Detail	
Source Transaction:	VCHR Accounts Payable Vouchers		
Map Type:	Data		
Description:	Pay Cycle Data Mapping Defn		
*Record (Table) Name:	PYMNT_VCHR_STG		
*Record to Update:	PYMNT_VCHR_XRE		
*Copy of Record to Update:	PYMNT_VCHX_TMP		
Select Where Clause:	 		

Pay Cycle Mapping page

Record (Table) Name	Specify the staging table for your payment data. This is the table from which you want Payables to select the payment data.
Record to Update	Enter the name of the table you want Payables to update with payment information after Payables completes payment processing. You can enter the same table name that you specified in the Record (Table) Name field.
Copy of Record to Update	Specify a name for a copy of the Record to Update table. PeopleSoft Payables uses this table internally to process the updates to the Record to Update table.
Select Where Clause	If your staging table contains transaction records that can be selected for payment next to transactions that cannot be selected, specify a Where Clause to prevent the Pay Cycle from paying transactions that you do not want paid. Note. You are advised to move only selectable data to your staging table, in which case you do not need to enter a where clause.

Note. Once you set up Pay Cycle Mapping for your source, you can use the payment source you have defined at any time without having to redefine it.

Mapping Fields

Access the Mapping Detail page.

Pay Cycle Mapping **Mapping Detail**

Source Transaction: VCHR Accounts Payable Vouchers

Map Type: Payment Data Pay Cycle Data Mapping Defn

Mapping Detail Find | View All First 1 of 141 Last

Field Name: ACCOUNTING_DT Accounting Date

***Mapping Action:** None

Input

*Map Type: Field

Fieldname:

*Const Type: Character

Constant:

Output

Fieldname:

☐ Key Field

Pay Cycle Mapping - Mapping Detail page

Mapping Detail

Field Name	The name of the field being mapped.
Mapping Action	For each Payables Field Name, specify the Mapping Action. The available options are: <i>None:</i> The field isn't mapped. <i>Input:</i> The field is an input field. Selecting this option enables you to complete the values in the Input group box. <i>Output:</i> The field is an output field. Selecting this option enables you to complete the values in the Output group box. <i>Both:</i> The field is both an input and output field. Selecting this option enables you to complete values in both the Input and Output group boxes.

Input

Map Type	Select from the following options: <i>Constant:</i> Allows you to specify a constant field name. You must select a value from the Const Type drop-down list and enter a value in the Constant field. <i>Field:</i> Select the appropriate field from the Record (Table) Name that you entered on the Pay Cycle Mapping page. You must enter a value the Fieldname text box.

Fieldname	If you select the <i>Field</i> option from the Map Type drop-down list, specify the appropriate Fieldname from the staging table.

Const Type (constant type)	Specify what type of data the field contains. The available options are: <i>Character:</i> The values entered into the field are characters. <i>Numeric:</i> The values entered into the field are numbers.

Constant	If you select <i>Constant</i> from the Map Type drop-down list, enter the constant value that the field displays.

Output

Fieldname	If you select either the <i>Both</i> option or the <i>Output</i> option from the Mapping Action drop-down list, this field is enabled. Specify the name of the output field from the Record to Update table you specified on the Pay Cycle Mapping page.

Key Field	Indicates if the mapped field is a key field in the source system. When you save the mapping, the system generates

a SQL statement that correctly updates the unique key field source information.

CHAPTER 20

Establishing Pay Cycles

This chapter provides an overview of establishing pay cycles and discusses how to:

- Tailor a pay cycle.
- Create, update, and reuse pay cycles.
- Certify federal payment schedules.
- Save pay cycles.

Understanding How to Set Up Your Pay Cycles

The ultimate goal of any accounts payable system is to produce payments, either by printing a paper check, sending an electronic funds transfer, or processing a draft. The key is to make payments on time to take advantage of discounts and maintain strong vendor relations, while achieving optimal cash flow. Since you've set up your control hierarchy and vendor information, you've formed the foundation for exceptional cash management by establishing many of the payment variables. Now it's time to tailor your pay cycle and set up your payment selection cycles before actually generating payments for your vendors.

Processing a Pay Cycle can be a time-consuming process that requires you to manually advance the process from step to step. To minimize user intervention, the payment selection and payment creation processes are integrated so that they can run together, if there is no need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you don't have to delay payment processing because you can continue the current pay cycle, resolve exceptions, then process the payments in a different pay cycle run. There are two kinds of exceptions: discount alerts and withholding exceptions. You can view exceptions after the selection process until the pay cycle process is complete and the next run is started.

With Pay Cycle you can perform the following functions:

- Add user-defined steps to pay cycle processing.
- Divide the Pay Cycle process (AP_APY2015) into functions, such as processing, approval, and exception processing, which can be administered separately.

See Also

“Running Pay Cycles”

“Using the Payables Payment Interface,” Setting Up Pay Cycle Mapping

“Global Withholding Requirements,” Generating Payments to Inland Revenue

Pay Cycle Steps

Pay Cycle Manager enables you to insert custom processes into the Pay Cycle process. Consider the following before configuring the process:

- When does the process need to run?
- Is the process required or optional?
- Is the process applicable to all pay cycles or only specific instances?

Identify at what status of the Pay Cycle process your custom job is eligible to execute. The PeopleSoft Application Engine program (AP_APY2015) exclusively handles the Pay Cycle process, from Payment Selection through Payment Creation. This Application Engine program requires the pay cycle status to be set to specific values when processing specific steps. Because of this requirement, adding a new status, for example, between the Payment Selection and Payment Creation process, requires that you modify the Application Engine program.

Important! If you add a custom process that is run at a pay cycle level, PeopleSoft recommends that you create a hyperlink or button on the Pay Cycle Manager page. A hyperlink can transfer you to a custom run control record, or you can create PeopleCode that enables the button to initiate the process. Use the PYCYCL_WORK.TRIAL_REGISTER_PB field as an example.

Adding a custom process at the bank account level is a bit more involved, because the Pay Cycle Manager component is doing most of the status progression for the overall pay cycle. Processes are directly linked to a specific button in the Pay Cycle Manager component. Therefore, you can associate only one process with a bank account and payment method combination for each bank status. Because of the way that the processes are associated with a particular pay cycle status, the simplest way to create a new process in the payment cycle is to create a new status and associate your custom process with the new status.

To add a new status to the Pay Cycle process, review and modify the PeopleCode behind the Pay Cycle Manager component. You should consider the new status in relation to the overall progression of the pay cycle status. The following PeopleCode programs reference the pay cycle status that you may need to review to determine if a modification is required:

- PYCYCL_WORK.PYCYCL_REFRESH_STS FIELDCHANGE
- PYCYCL_STATRPT.PAY_RUN_AP_STATUS ROWINIT

These are the steps to create a new pay cycle status:

1. Create a new translate value for the field PAY_RUN_AP_STATUS.
2. Create a new pay cycle step definition.

3. Add the new pay cycle step to a pay cycle step group.
4. Associate the step with a particular bank account status, payment method, and document type.
5. Review PYCYCL_WORK.PYCYCL_REFRESH_STS FIELDCHANGE and PYCYCL_STATRPT.PAY_RUN_AP_STATUS ROWINIT to determine if modifications are required to advance the pay cycle bank account statuses in accordance with your new pay cycle status.

If your new process requires runtime variables, such as pay cycle, bank account, payment method, and so on, use the following variables in the Pay Cycle Manager component as command line parameters for your new process definition in the Process Scheduler tables:

Process Name	Value
Pycycl_Pnl_Wrk4.Oprid	User ID
Pycycl_Pnl_Wrk4.Pay_Cycle	Pay cycle name
Pycycl_Pnl_Wrk4.Pay_Cycle_Seq_Num	Pay cycle sequence number
Pycycl_Pnl_Wrk4.Bank_Setid	Bank setID
Pycycl_Pnl_Wrk4.Bank_Cd	Bank code
Pycycl_Pnl_Wrk4.Bank_Acct_Key	Bank account
Pycycl_Pnl_Wrk4.Pymnt_Method	Payment method

Review the following PeopleCode programs for any special considerations for your new process when you launch the processes from the Pay Cycle Manager:

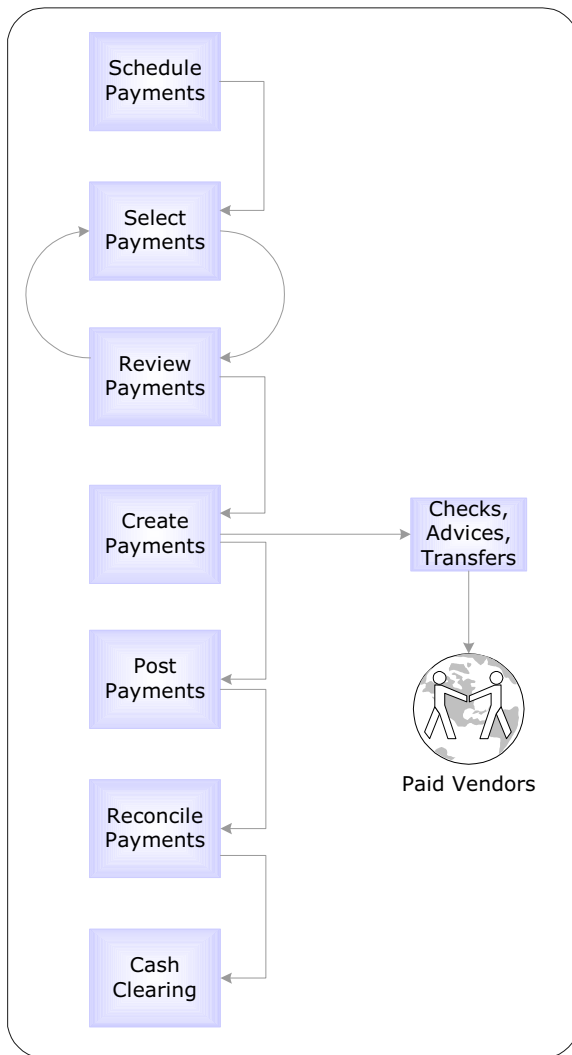
- PYCYCL_WRK_OVRD.PROCESS_RPT_PB FIELDCHANGE
- PYCYCL_WRK_OVRD.REPROCESS_RPT_PB FIELDCHANGE

See Also

“Running Pay Cycles,” Pay Cycle Status

Payment Process

After you set up your Step Definitions and enter, approve, and schedule vouchers for payment in PeopleSoft Payables, you can begin the payment process.



Payment creation

To give you maximum control over which vouchers you want to pay and when, the payment process has several steps.

Payment Process Steps

1. Scheduling payments

You can configure the system to automatically select scheduled payments, or you can manually select them any time. You provide necessary information, such as vendor payment terms, due dates, or business calendar, as part of the control hierarchy or at voucher entry. If the voucher is to be paid in one payment, the system automatically schedules the payment. If you decide to pay the voucher in multiple payments, you can apply split payment terms to the voucher, and the system automatically creates multiple payment schedules. You can also schedule the payments manually using the Payments page.

2. Selecting payments

You create, run, and update pay cycles that select vouchers for payment. Pay cycles are payment selection templates that store the criteria the system uses to select vouchers for payment. These are some of the criteria:

- Pay through date.
- Vendor pay group.
- Business unit.
- Bank account.
- Payment method.

If you want to schedule a pay cycle to run automatically, use the Payment Selection Criteria pages to set up the criteria and schedule the process. Once you set up your standard pay cycles, you can run them repeatedly by manually or automatically updating the pay through and payment dates.

3. Reviewing payments

You review payments online in a number of ways before you create the actual checks and payment advice. During this iterative process, you evaluate whether any payments should be put on hold, determine how to deal with payments that require special handling, and schedule multiple payments for each invoice. You also analyze potential vendor issues by monitoring the payment statuses. PeopleSoft Payables alerts you to potential lost discounts if you leave a voucher payment schedule unpaid until the next payment run. You can find the online components for reviewing payments on the Payment Inquiry page.

4. Creating payments

Once you define your pay cycle criteria, you run a process (AP_APY2015), from the Pay Cycle Manager to select eligible payments and generate the required payment records. This process enables you to flag vouchers as paid and then run the print job separately. In addition, if something does go wrong with your printer, you can elect to restart the check run at a specific number. If you are using preprinted check stock, void any numbered checks that were mangled and renumber the check run starting at the next available check. For system-numbered checks, select the Use Same Check Reference check box to reuse the check numbers.

5. Posting payments

You run the payment posting process (AP_PSTPYMNT) on the Payment Posting Request page to create accounting entries based on your payments. You can run posting using PeopleSoft Process Scheduler.

6. Reconciling payments

Bank Account Reconciliation supports both manual and electronic entry of bank reconciliation data. Transactions can be automatically matched and reconciled, or you can manually match and force them to reconcile. Online inquiries and reports are available to review the results of the reconciliation process. You initiate the reconciliation process (FSPRECON) from the Reconciliation page.

7. Cash clearing

Use cash clearing to track cleared and uncleared amounts in the banking system. The more often you reconcile payment information from your bank, the more accurate your cash account balances are. To use this feature, define a cash clearing account and a cash account for each bank account. Payment posting creates accounting entries that credit the cash clearing account. You run the Cash Clearing process (AP_APCSHCLR) from the Cash Clearing Request page.

See Also

Creating, Updating, and Reusing Pay Cycles

“Managing Vouchers”

“Running Cash Clearing”

“Running Pay Cycles,” Understanding Pay Cycle Manager

“Running Voucher and Payment Posting,” Performing the Payment Posting Process

PeopleSoft Bank Setup and Processing PeopleBook, “Reconciling Statements,” Processing Reconciliations

Other Payment Options

After you’ve gone through the payment processing routine a few times, you’ll find that it runs easily. However, there might be times when you have payments that need to be paid outside of the regular payment processing routine. You can use express payments to create manual payments or record payments on the Payments page.

See Also

“Additional Payment Processing Options”

Payment Forecasting

To see the expected cash requirements for upcoming payment cycles, go to the Forecast by Bank Account page. You can also see the different time intervals for payments on the Forecast Cycle page. You can run the Payment Forecast report (APY2040), which enables you to see your cash requirements by business unit, vendor, bank, or payment method.

See Also

“Running Pay Cycles”

“Additional Payment Processing Options”

“Using the Payables Payment Interface,” Setting Up Pay Cycle Mapping

“Appendix A: PeopleSoft Payables Reports”

Netting

Netting offsets accounts receivable and accounts payable transactions with a customer who is also a vendor. It decreases the number of transactions between you and your customer/vendor and, by reducing banking fees, saves you business costs. The Netting Bank is a virtual bank account meaning that no funds are actually paid into or out of the netting account. It is debited and credited by the netted amount of the accounts payable and accounts receivable transactions.

Netting Example

Suppose that you are both a customer and vendor to Company A and that you set up a contractual netting relationship. You agree on certain intervals to conduct netting and zero out your respective accounts. At netting closing time, you might have the following transactions:

<i>Accounts Payable Transactions (in US Dollars)</i>	<i>Accounts Receivable Transactions (in US Dollars)</i>
100.00	150.00
200.00	50.00
Total: 300.00	Total: 200.00
<200.00>	
Net: 100.00	

Instead of performing three accounts payable transactions and two accounts receivable transactions after the netting closing process, you pay a single outstanding payment of USD 100.00 to balance your account. In this example, the books for both you and Company A mirror each other.

Netting closing can be run manually from the Manual Netting Selection component, or it can be run automatically during Pay Cycle. You specify the automatic netting parameters in the Automatic Netting Selection component.

Enter the netting reference ID to specify which vendor accounts to run the netting process on. The system creates the netting reference ID when you define your PeopleSoft Payables netting relationship with your vendor. The netting reference ID is a unique identifier that contains information such as the netting date, status, bank, and settlement information.

The Netting Closing process bases the settlement on information contained in the netting contract, maintained in PeopleSoft Treasury. All balanced payments go through the normal payment selection process and are consolidated as a single payment. The netting payment currency and rate are automatically set to match the transaction currency and rate type.

See Also

PeopleSoft Cash Management PeopleBook, “Managing Bi-Lateral Netting”

Discount Alert Dates

The discount alert dates work with the Lost Discount Alert page. The system checks the next pay through date and the next payment date against any vendor discount restrictions. If the next scheduled payment date is not within the period eligible for the discount, the system flags the row and displays it on the Lost Discount Alert page, which you can review to determine exceptions so that you can take advantage of any applicable discounts.

Note. The discount for the current pay cycle is lost if the discount due date is earlier than the payment date. In this case, the payment is paid on the next due date. This typically happens if you ignored an earlier discount alert. The payment is paid in the next pay cycle where the pay from and pay through dates include the net due date of the payment.

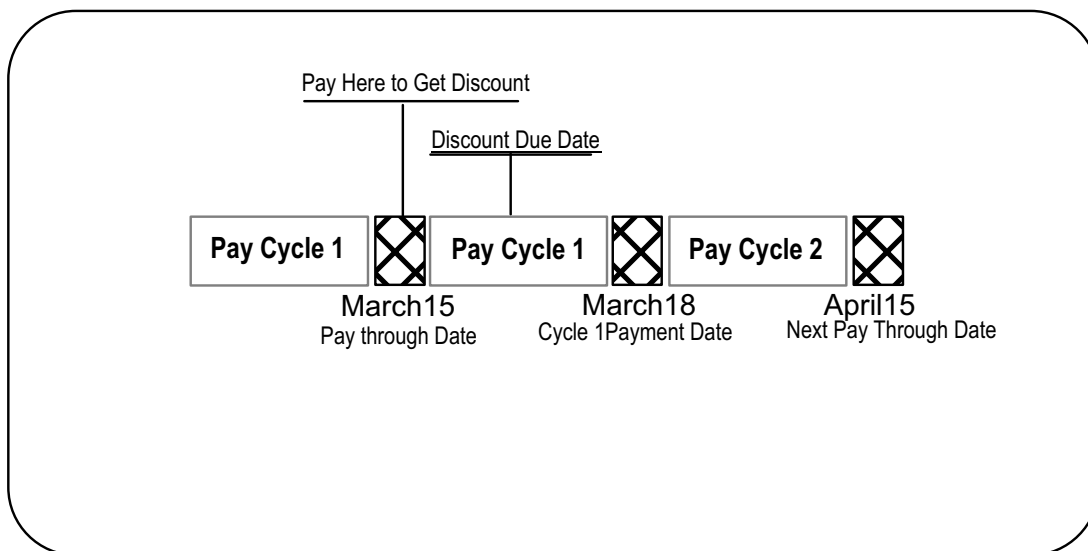
The following example illustrates how the system alerts you to potential lost discounts.

Lost Discounts Example

Suppose that a voucher has a discount due date of March 21. The pay cycle has a pay through date of March 15 and a pay date of March 18. The following pay cycle has a pay through date of March 31 with a pay date of April 15.

- With the Include Discount Alert flag turned on, the system automatically includes the item for payment in the current pay cycle.
- With the Include Discount Alert flag turned off, the system alerts you that you have a potential lost discount only if it makes economic sense to take the discount.

If the voucher fails that evaluation, the system doesn't take the discount and doesn't alert you.



Considering discount due dates in the pay cycle

Pay Cycle Mapping Example

To process payments for any new payment source that you define, the Pay Cycle Manager needs to know where you staged your payment data and how to map the data to the corresponding table in PeopleSoft Payables. Define this information in the Pay Cycle Mapping component.

The screenshot shows the 'Pay Cycle Mapping' component with the 'Mapping Detail' tab selected. The fields are as follows:

- Source Transaction:** EXPN Expense Sheet Definition
- Map Type:** Data
- Description:** Expense Sheet Pay Cycle Map
- *Record (Table) Name:** EX_SHEET_PYMNT
- *Record to Update:** EX_SHEET_PYMNT
- *Copy of Record to Update:** EX_SHEET_COPY
- Select Where Clause:** PYMNT_HOLD = 'N' AND PS_EX_SHEET_PYMNT.SEQ_NBR = (SELECT MAX (A.SEQ_NBR) FROM PS_EX_SHEET_PYMNT A WHERE A.SHEET_ID=PS_EX_SHEET_PYMNT.SHEET_ID AND

Creating expense sheet definition on the Pay Cycle Mapping page (PYCYCL_MAP)

In this example, the Source Transaction *EXPN* designates the Expenses staging table *EX_SHEET_PYMNT* as the table from which PeopleSoft Payables selects payment data for an expense sheet. When Payables completes payment processing, it changes the appropriate values in the Record to Update field, which also happens to be *EX_SHEET_PYMNT*.

You view the pay cycle map in greater detail on the Mapping Detail page. .

The screenshot shows the 'Pay Cycle Mapping' application with the 'Mapping Detail' tab selected. The 'Source Transaction' is 'EXPN' (Expense Sheet Definition) and the 'Map Type' is 'Payment Data' (Expense Sheet Pay Cycle Map). The 'Mapping Detail' table shows a mapping for 'BUSINESS_UNIT_GL' (General Ledger Unit) with a mapping action of 'Output'. The 'Input' group box contains fields for '*Map Type' (Field), 'Fieldname' (BUSINESS_UNIT_GL), '*Const Type' (Character), and 'Constant'. The 'Output' group box shows the 'Fieldname' as 'BUSINESS_UNIT_BANK' and a checkbox for 'Key Field'.

Creating expense sheet definition on the Pay Cycle Mapping Detail page (PYCYCL_MAP_DTL)

In the example, each field in EX_SHEET_PYMNT displays in the Input group box with the corresponding PeopleSoft Payables field in the Output group box. Scrolling reveals each field in the table. For example, the field *BUSINESS_UNIT_GL* in EX_SHEET_PYMNT maps to the Payables field *BUSINESS_UNIT_BANK*. In many cases, the field names are identical. But, in some cases, field names do differ, and therefore mapping is very important for creating the correct link between the source system and PeopleSoft Payables.

See Also

“Using the Payables Payment Interface,” Setting Up Pay Cycle Mapping

Value Dates

You may choose to select a different date, a few days before or after the actual transfer date, to make funds available. The date on which funds are available (either as a deposit or a settlement) is known as the *value date* of a transaction.

Banks negotiate the value date to be a specified number of days before or after the business date of a transaction. For payments or settlements, set the value date to a specified number of days *before* the business date. This means the check must clear the bank prior to settling with the individual beneficiary. For deposits, set the value date to a specified number of days *after* the business date. This is similar to the concept of *float* used in the United States.

The decisions you make about value dates, coupled with holiday options, influence your cash flow.

Tailoring a Pay Cycle

You create the pay cycle processes by defining steps and specifying the order in which the specific processes within the step run during the Pay Cycle process. The manner in which you arrange the steps determines which process is available for processing at any given time during the Pay Cycle process.

This section discusses how to:

- Define pay cycle steps.
- Define step groups.

Pages Used to Tailor a Pay Cycle

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Pay Cycle Step Definition	PYCYCL_STEP_DFN	Accounts Payable, Administration, Pay Cycle, Pay Cycle Step Definition	• Define all possible steps for a pay cycle. • Update or add process steps to a pay cycle.
Pay Cycle Step Table	PYCYCL_STEP_TBL	Accounts Payable, Administration, Pay Cycle, Pay Cycle Step Table	Define step groups.

Defining Pay Cycle Steps

Access the Pay Cycle Step Definition page.

Pay Cycle Step Definition

Step Name: Draft Staging

Job Type: Process

Process Schedule Definition

Process Type: Application Engine

Process Name: AP_APY2015

Pay Cycle Step Definition page

Step Name

Describes what the process performs during this stage of the pay cycle. For example, the Payment Selection and

Creation step executes both the Payment Selection and Payment Creation processes. When a process is eligible or required to process, the step name appears in the Pay Cycle Manager component. Associate step names with pay cycle status to define the order in which each process runs.

Job Type

Select from the following options:

Info (information): Defines the step as an informational type of process that links the Pay Cycle Manager component to other pay cycle components for additional processing. For example, Payment Reference Confirmation is a required pay cycle step, but not an actual Process Scheduler-defined process, that links the Pay Cycle Manager component to the Payment Reference Confirmation component.

Process: Defines the step as a Process Scheduler-defined process.

Process Schedule Definition

Process Type

Type of process. The delivered pay cycle steps use PeopleSoft Application Engine, SQR processes, and Crystal check process types. You must define this information in the Process Scheduler Manager tables before creating a pay cycle step process.

Process Name

Description of the process type. You must define this information in the Process Scheduler tables before creating a pay cycle step process.

Defining Step Groups

Access the Pay Cycle Step Table page.

Pay Cycle Step Table

Step Group: Model **Description:** All pay cycle steps

Find | View All First 1-8 of 32 Last

*Step Name	*Status	*Run Level	Document		
Draft Staging	Exceptions found	Pay Cycle		+	-
Payment Creation	Exceptions found	Pay Cycle		+	-
Payment Selection	Nothing to process	Pay Cycle		+	-
Payment Selection & Crea	Nothing to process	Pay Cycle		+	-
Payment Creation	Selected/Staged	Pay Cycle		+	-
Payment Selection	Completed	Pay Cycle		+	-
Payment Selection & Crea	Completed	Pay Cycle		+	-
Payment Selection	Reset	Pay Cycle		+	-

Pay Cycle Step Table page

A step group contains all the possible steps that might be run during the processing. Each step is associated with a pay cycle status that indicates the order in which the steps are run.

Step Group

Displays the step group name.



Click to copy another step group. Copying step groups deletes the current step group and replaces all existing steps.

Step Name

Enter the step name defined on the Pay Cycle Step Definition page.

Status

Represents each possible state of the pay cycle. The statuses are provided with the system. A typical check-only pay cycle follows this sequence of statuses: *(Complete), New, Selected, Created, Approved, Complete*.

Run Level

Determines if the job affects the entire pay cycle or just a specific bank, account, and payment method combination. For instance, Payment Creation affects the entire pay cycle, but Print Checks affects only one bank, account, and payment method combination at a time. These are the available options:

Pay Cycle: Processes all transactions associated with the pay cycle, depending on the date selection criteria, payment source, business unit, bank account, and payment method. The Pay Cycle Manager processes the pay cycle-level processes until the payments are created and approved. Then, each bank, account, and payment method combination is processed to create all files and documents for the pay cycle. If you select the pay cycle run level, the **Document** field does not apply and is unavailable.

Bank: Processes the created payments for a specific bank account only. This process creates negotiable documents and payment files for bank processing.

Document

This option is only applicable for step names defined with a run level of *Bank*. This option identifies specifically what payment method and document type combination is processed. Available options are a combination of all the document types for all payment methods defined in the system, such as *Check*, *EFT Advice* (electronic funds transfer advice), *Draft*, *ACH* (automated clearinghouse), and *Letter of Credit* advices.

Creating, Updating, and Reusing Pay Cycles

You establish pay cycles to pay groups of vouchers that share certain characteristics. You can run the Pay Cycle process over and over again, using the same criteria to select payments, by updating the date information. Think of a Pay Cycle as a payment selection criteria template.

For example, you might want to create two types of pay cycles: one for regular vendors, the other for employees set up as vendors. Or, you might want to create checks for each of your business units separately. In this case, you could set up a separate pay cycle for each business unit. PeopleSoft Payables creates payments only for the business unit or units specified in the pay cycle. You can also select payments based on bank information, vendor pay groups, or payment method.

Your pay cycle definition controls the scheduled payments that are eligible for payment in each cycle. Each individual voucher scheduled for payment within the cycle contains information that ultimately determines its selection. To create or update a pay cycle, you use the Payment Selection Criteria component. Each page of the Payment Selection Criteria component defines different aspects of the payment selection cycle.

This section discusses how to:

- Define pay cycle date criteria.
- Set pay cycle preferences.
- Specify source criteria.
- Specify bank and payment methods criteria.
- Specify pay group and netting criteria.
- Replace bank accounts.

Pages Used to Create, Update, and Reuse Pay Cycles

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Dates	PYCYCL_DEFN_DT	Accounts Payable, Payments, Define Pay Cycle, Payment Selection Criteria	Define pay cycle dates.
Preferences	PYCYCL_DEFN_OPT	Accounts Payable, Payments, Define Pay Cycle, Payment Selection Criteria, Preferences	- Set pay cycle general options. - Set Draft rounding and optimization options. - Specify the step group name.
Source/BU	PYCYCL_DEFN_SRC	Accounts Payable, Payments, Define Pay Cycle, Payment Selection Criteria, Source/BU	Define the pay cycle by source transaction and business unit.
Bank/Method	PYCYCL_DEFN_BNK	Accounts Payable, Payments, Define Pay Cycle, Payment Selection Criteria, Bank/Method	Specify bank information and payment methods.
Pay Group/Netting	PYCYCL_DEFN_PYGRP	Accounts Payable, Payments, Define Pay Cycle, Payment Selection Criteria, Pay Group/Netting	Specify the pay groups to include in the pay cycle. Restricts the selection of payments to the pay group specified.
Replacement	PYCYCL_DEFN_BNKOVR	Accounts Payable, Payments, Define Pay Cycle, Payment Selection Criteria, Replacement	Set up an alternate bank or bank account to use for this pay cycle.

Defining Pay Cycle Date Criteria

Access the Dates page.

Dates	Preferences	Source / BU	Bank / Method	Pay Group / Netting	Replacement
Pay Cycle: MNTHLY MONTHLY PAY RUN ▲ ▲ ▼ ▼ Go To Pay Cycle Manager					
Pay Cycle Selection Dates					
Pay From Date: 01/01/1900 BT ▲ Mon		*Next Pay Through Date: 04/23/2000 BT ▲ Sun			
Pay Through Date: 04/16/2000 BT ▲ Sun		*Next Payment Date: 04/23/2000 BT ▲ Sun			
Payment Date: 04/16/2000 BT ▲ Sun					
Accounting Date			Date Change Increment		
*Accounting Date: Current ▼ 04/16/2000			1 ☐ Days ☐ Weeks ☒ Months		
Withholding Date: Current ▼ 04/16/2000					
Business Day Validation					
☒ No Validation			☐ Validate Pay Through Dates		
☐ Use Standard Week			☐ Validate Payment Dates		
☐ Use Holiday Calendar Holiday List ID:					

Dates page

Pay Cycle



Enter a description for the pay cycle.

Click to advance all dates based upon the criteria you set in the Data Change Increment group box.



Click to advance all dates by one day.



Click to decrease all dates by one day.



Click to decrease all dates based upon the criteria you set in the Data Change Increment group box.

Go To Pay Cycle Manager

Click to save the pay cycle and open the Pay Cycle Manager, where you initiate and control processing for the pay cycle.

Pay Cycle Selection Dates

Pay From Date

Beginning date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is equal to or greater than the pay from date, the voucher payment schedule can be paid in the current pay cycle if the schedule meets the other payment selection criteria.

Pay Through Date

Ending date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is on or before the pay through date, the voucher payment schedule can be paid in the current pay cycle if the schedule meets the other payment selection criteria.

Payment Date The system tags all payments created in the pay cycle with this date and prints it on checks or shows it on other payment methods. It can differ from the pay through date. The scheduled pay date has to be between the pay from date and the pay through date so that it is included in the pay cycle.

Next Pay Through Date Enter the end date for the next pay cycle payment period.

Next Payment Date Enter the payment date for the next scheduled pay cycle. You may enter a hypothetical date.

Accounting Date

Accounting Date Determines the fiscal year and period to which the payment accounting entries are posted. There are three options for the date that the system uses as the accounting date for the payments created in the pay cycle:

Current: The current date.

Payment: The value in the Payment Date field.

Specific: The specific value that you enter. When you select this option, the date field next to the Accounting Date field is activated. Enter the specific date in the date field.

Withholding Date Reporting period in which a withholding amount is reported for a vendor. There are three options for the date that the system uses as the withholding date for withholdings associated with payments created in the pay cycle:

Current: The current date.

Payment: The value in the Payment Date field.

Specific: The specific value that you enter. When you select this option, the date field next to the Withholding Date field is activated. Enter the specific date in the date field.

Date Change Increment

The Date Change Increment group box values work with the double up and down arrow buttons at the top of the Dates page. All dates on the page increase by the number you specify in the text field, either by days, weeks, or months, depending on which option you select. For example, if you want to advance the date by two days, type the number 2 in the text field, then select the Days option.

Days Increases or decreases dates on the Dates page by the specified number of days.

Weeks Increases or decreases dates on the Dates page by the specified number of weeks.

Months	Increases or decreases dates on the Dates page by the specified number of months.

Note. These settings also control the automatic date advance that occurs at the end of the pay cycle when you select the Automatically Increment Dates option in the General Options group box on the Preferences page.

Business Day Validation

Business calendars enable you to verify that transaction processing dates are valid working days. The business calendar is used throughout PeopleSoft applications to define nonworking days and holidays. You must identify open period start and end dates and, optionally, a transaction type for each business unit. Specify open period date ranges when you set up your business units.

No Validation	No holidays or weekends are considered when determining payment and discount due dates.
Use Standard Week	Uses business days from Monday through Friday to determine valid payment dates. You can select Validate Pay Through Dates and Validate Payment Dates , if you select this option.
Use Holiday Calendar	Uses both business days and holidays to determine valid discount and payment dates. If you select this option, you must select an appropriate holiday business calendar from the Holiday List ID field. You can select Validate Pay Through Dates and Validate Payment Dates , if you select this option.
Validate Pay Through Dates	Validates the pay through date that you enter, ensuring that the date falls on a valid business day.
Validate Payment Dates	Validates the payment date you enter, ensuring that the date falls on a valid business day.

See Also

Discount Alert Dates

“Running Pay Cycles,” Creating Pay Cycles

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Accounting Calendars”

Setting Pay Cycle Preferences

Access the Preferences page.

Dates	Preferences	Source / BU	Bank / Method	Pay Group / Netting	Replacement
Pay Cycle: MNTHLY MONTHLY PAY RUN Pay From Date: 01/01/1900 Pay Through Date: 04/16/2000 Payment Date: 04/16/2000					
General Options ☐ Use Vendor Pay Group ☐ Include Lost Discount ☐ Use Bank Acct Replacement ☐ Process Bank Charges ☒ Process EFT Pre-Notes ☐ Calculate Value Date ☒ Print LC Advice ☐ Use Recipient's Pref. Lang. ☒ Automatic Increment Dates Preferred Language: English ▼ *Approval: None ▼ Certifier: 🔍 *Netting Option: N 🔍 Not Applicable *Step Group: Model 🔍 All pay cycle steps			Draft Options ☐ Process Optimization Use Pay Cycle Default ☐ Enable Max # of Drafts: ☐ Process Draft Rounding Use Pay Cycle Default ☐ Enable Rounding Position: *Remaining Amount Action: Do not issue Draft ▼ Payment Method: ▼ ☐ Preapprove		
Credit Options ☒ Process Credit Vouchers *Date Limit: Pay Cycle Selection Dates ▼					
Check Payment Message Message:					

Preferences page

Pay From Date	Start date of the pay cycle.
Pay Through Date	End date of the pay cycle.
Payment Date	Date that appears on the payment.

General Options

Use Vendor Pay Group	Includes vendor pay group information as part of your pay cycle selection criteria. Selecting this check box enables the vendor pay group information on the Pay Group/Netting page. The fields on the Pay Group/Netting page are not enabled unless you select this check box. Also, if you clear this check box after specifying vendor pay groups, the system doesn't select the pay groups, even if you have pay groups defined for the pay cycle.
Use Bank Acct Replacement	Enables you to specify alternate bank accounts on the Replacement page in this component. If you clear this check box, the fields on the Replacement page are disabled. Also, if you clear this check box after specifying replacement banks, the system doesn't perform bank account replacement, even if you have replacement banks defined for the cycle.
Process EFT Pre-Notes (process electronic funds transfer prenotes)	Enables you to include any electronic funds transfer (EFT) prenotes in this pay cycle.

Print LC Advice (print letter-of-credit advice)	Enables a process that prints advices for letter-of-credit payments.
Automatic Increment Dates	Automatically advances the Pay From Date, Pay Through Date, Payment Date, Next Pay Through Date, and Next Payment Date fields on the Dates page. The new dates are validated, based upon the calendar and validation options set on the Dates page. Pay through dates automatically advance, taking into account non-work days (holidays, weekends) when such days immediately follow the calculated pay through date. The next pay cycle run date advances to the next working day. The increment is controlled on the Dates page and may be any number of days, weeks, or months.
Include Lost Discount	Automatically processes scheduled payments with available discounts that you might lose based on the next pay through date and the next payment date specified on the Dates page.
Process Bank Charges	If enabled, the system calculates the actual payment amount by deducting the bank transfer charge from the payment amount when the charge is to be paid by the vendor. The operation takes place during the pay cycle process and only applies to EFT payments.
Calculate Value Date	Select to turn on value dates.
Use Recipient's Pref. Lang. (preferred language)	Prints or sends payments in the vendor's preferred language. If it is not selected, the payments are printed or sent in the language used for the pay cycle.
Preferred Language	Select the vendor's preferred language.
Approval	Identify whether approvals are necessary, and if so, by whom: <i>User</i> or <i>Certifier</i>. There are three values: <i>Certifier</i>, <i>None</i>, <i>User</i>. Choosing <i>Certifier</i> or <i>User</i> makes the pay cycle remain in Unapproved status until the pay cycle is approved on the Pay Cycle Approval page. If you do not select this option, the pay cycle advances to <i>Approved</i> status without requiring approval. The <i>Certifier</i> option is for federal payment only where <i>Certifier</i> is required. Note. Payments for pay cycles with the <i>User</i> as the Approval option selected are not eligible for posting until the pay cycle has been approved.
Certifier	Designate a user to certify payment schedules. This field only displays if you enable federal payment schedules.
Netting Option	Enables you to include the AR/AP Netting Close (accounts receivable-accounts payable netting close) process in this pay cycle. There are three values:

N: Not Applicable. The netting close process doesn't run.

A: Process All Netting IDs. The netting close process runs for all vendors and customers.

S: Specify Netting ID. Runs the netting close process based on the netting ID you specify on the Pay Group/Netting page. Selecting this option activates the fields in the Netting Group box on the Pay Group/Netting page.

Step Group

Choose which group of steps to use for this pay cycle. You must define these groups beforehand on the Pay Cycle Definition page.

Note. PeopleSoft supplies a standard step group, or you can create your own pay cycle step group.

Credit Options

Process Credit Vouchers

Select to automatically apply credit vouchers during the Pay Cycle process. The system applies the credits by amount from greatest to smallest. If credits exceed debits, the system issues a zero-amount check and, on the check advice, identifies the debit vouchers applied against the credit. The system reschedules any unapplied credit for the next pay cycle.

Debit and credit vouchers must have the same:

- Transaction currency.
- Pay-to bank.
- Remit-to vendor (must have same location and address).
- Payment method.
- Payment handling.

If you do not select the check box, the system issues payments for outstanding debit voucher even though you may have a credit balance with the vendor.

Date Limit

Select from the following values:

Pay Cycle Selection Dates: Limits the search for credit vouchers to the pay cycle dates.

No Date Limit: The system applies all outstanding credit vouchers, regardless of date.

Draft Options

Draft optimization, or Stamp Tax Minimization, in PeopleSoft Payables is primarily applied to Japanese domestic drafts that are created during the customer-initiated Draft Staging process (AP_DFT_PROC). Draft rounding enables you to control at what point a draft is issued for

payment and what alternate payment method is used for those payments that do not meet your specifications.

Process Optimization	Enables you to process draft optimization for the pay cycle. If this check box is cleared, then the check boxes in the Process Optimization: Use Pay Cycle Default group box are not active.
Enable	Enables you to specify the maximum number of drafts that are created during the pay cycle. If this check box is cleared, the Max # of Drafts (maximum number of drafts) field is not active. This field is not active unless you select the Process Optimization check box.
Max # of Drafts	Specify the maximum number of drafts that are created during the pay cycle by entering a value in this field. This field is not active unless you select the Enable check box.
Process Draft Rounding	Enables you to process draft rounding for the pay cycle. If this check box is cleared, then neither the Process Draft Rounding check box nor the accompanying check boxes in the Process Draft Rounding: Use Pay Cycle Default group box are available.
Enable	Enables you to specify the draft rounding options for the pay cycle. If this check box is cleared, then the Rounding Position and Remaining Amount Action fields are not available. If you clear this check box, the draft rounding information is taken from your vendor definitions.
Rounding Position	Rounds the draft payment amount down to the whole value that you set. For example, if you enter 4, then the draft payment must be equal to or greater than 1,000 before a draft is created. All amounts above 1,000 are rounded down to the nearest 1,000, and the remaining amount is handled according to the remaining amount action that you specify.
Remaining Amount Action	Specifies the handling of the remaining draft amount after draft rounding is complete. These are the available values: <i>Do not issue Draft:</i> Holds the remaining draft amount and adds it to the next draft payment. A draft payment for the remaining amount is not issued. Because the remaining draft amount is not paid on this pay cycle, it is available for payment in the next pay cycle, provided that the selection criteria are met. <i>Alternate Pay Mthd</i> (alternate pay method): You specify by what payment method the remaining draft amount is paid. Selecting this option activates the Payment Method field.
Payment Method	Select the payment methods by which the amount left after rounding calculation is paid. You can only select a

payment method if you specify *Alternate Pay Mthd* in the Remaining Amount Action field.

Preapprove

Creates draft payments with a status of *Approved*. If this check box is cleared, draft payments are created with a status of *Created*. If the status is *Created*, then you must either manually approve drafts on the Draft Approval page or run the Draft Recon and Approval (draft reconciliation and approval) process. A status of *Approved* is required before accounting entries can be generated in the Payment Posting process.

See Also

Defining Pay Cycle Steps

Specifying Pay Group and Netting Criteria

Value Dates

“Overview of Available Payment Formats”

“Processing Drafts in PeopleSoft Payables”

“Processing Drafts in PeopleSoft Payables,” Understanding Draft Processing

“Processing Drafts in PeopleSoft Payables,” Stamp Tax Calculation

“Running Pay Cycles,” Reviewing Draft Payments

Specifying Source Criteria

Access the Source/BU page.

Dates	Preferences	Source / BU	Bank / Method	Pay Group / Netting	Replacement												
Pay Cycle: MNTHLY MONTHLY PAY RUN Pay From Date: 01/01/1900 Pay Through Date: 04/16/2000 Payment Date: 04/16/2000																	
Source Find View All First 1-2 of 2 Last																	
<table border="1"> <thead> <tr> <th>Process</th> <th>*Source Transaction</th> <th></th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>EXPN Expense Sheet Definition</td> <td>+ -</td> </tr> <tr> <td>☒</td> <td>VCHR Accounts Payable Vouchers</td> <td>+ -</td> </tr> </tbody> </table>						Process	*Source Transaction		☒	EXPN Expense Sheet Definition	+ -	☒	VCHR Accounts Payable Vouchers	+ -			
Process	*Source Transaction																
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Business Unit Find View All First 1-3 of 4 Last																	
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Process	*Business Unit																
☒	FRA01 FRANCE OPERATIONS	+ -															
☒	FRA02 FRANCE OPERATIONS	+ -															
☒	FRA03 FRANCE OPERATIONS - SOUTH	+ -															

Source/BU page

Source

The Source Transactions define the types of payments processed in a pay cycle. You can model source transaction definitions on the Payment Source Definition page and source transaction mapping detail on the Pay Cycle Mapping Definition page. Select or clear each source transaction by selecting the **Process** check box next to the appropriate source transaction. These are the available values:

<i>EXAD</i>	Employee Advance definition
<i>EXPN</i>	Employee Expense Sheet definition
<i>PO</i>	Purchasing Procurement Card
<i>TR</i>	Treasury Settlement Payments
<i>VCHR</i>	Accounts Payable vouchers

Note. You must select a least one source. At a minimum, you should select the Accounts Payable Vouchers source transaction.

View payment source transaction definitions on the Payment Source Definition page.

View the payment source search definition for any of the payment transaction sources on the Source Search Definition page.

Note. If you create a new payment source, you must map it in the Pay Cycle Mapping component.

Business Unit

You can select multiple business units on the Source/BU page. For example, your regular pay cycle can include all business units. Select the Process check box for each business unit that you want to include during the pay cycle to narrow the selection criteria. Only vouchers for the business units that you specify are included in the pay cycle. The system uses the vendor and voucher information at the business unit level unless you override that information. If you don't want to process a particular business unit during a specific run of the Pay Cycle process, clear the Process check box for that business unit.

Note. You must select at least one business unit for the pay cycle to create any payments.

See Also

Pay Cycle Mapping Example

“Using the Payables Payment Interface”

Specifying Bank and Payment Methods Criteria

Access the Bank/Method page.

The screenshot displays the 'Bank / Method' configuration page. At the top, there are tabs for 'Dates', 'Preferences', 'Source / BU', 'Bank / Method' (which is active), 'Pay Group / Netting', and 'Replacement'. Below the tabs, the 'Pay Cycle' is set to 'MNTHLY' and 'MONTHLY PAY RUN'. The 'Pay From Date' is '01/01/1900', 'Pay Through Date' is '04/16/2000', and 'Payment Date' is '04/16/2000'. The 'Bank Account' section includes fields for '*SetID' (SHARE), '*Bank' (FRBNK - FRENCH BANK), '*Account' (CHQ1 - Checking Account), and 'Currency' (French Franc). There are 'Find | View All' and 'First | 1 of 1 | Last' navigation links. The 'Payment Method' section has a table with three rows: 'Draft - Customer EFT', 'Draft - Customer Initiated', and 'System Check'. Each row has a 'Process' checkbox checked and '+' '-' buttons. The 'Payment Method' section also has 'Find | View All' and 'First | 1-3 of 5 | Last' navigation links.

Bank/Method page

Bank Account

You can enter multiple bank accounts for a pay cycle.

SetID	Specify the setID for the vendor's account. This is a required field.
Process	Selects the specified bank account for payments during pay cycle processing.
Bank	Specify the vendor's bank that receives the payment.
Account	Specify the type of bank account that the vendor has with the bank. This is a required field.
Currency	Shows the vendor's bank default currency. This field defaults from a higher level in the control hierarchy.

Payment Method

If the payment method for scheduled payments is the same as the pay cycle payment method, the voucher is a candidate for selection. For each bank account, you can specify multiple payment methods. Specify the payment method to be processed during the pay cycle by selecting the **Process** check box next to the appropriate payment method. You can specify that all payments with one type of payment method be processed during the Pay Cycle process. These are the available payment method values:

<i>Automated Clearing House</i>	The Pay Cycle process creates an electronic file containing the required clearinghouse information. You send all applicable payments in one file to a clearinghouse. The clearinghouse then sends the payments to your vendor's bank.
<i>Draft-Customer EFT</i> (draft-customer electronic funds transfer)	The Pay Cycle process creates an EFT file instead of printed drafts. You send the file to your bank when the draft payment is due.
<i>Draft - Customer Initiated</i>	The Pay Cycle process creates customer-initiated draft payments before the draft due date that details the draft identification number, the draft amount, and the draft maturity date. You send the draft to your vendor.
<i>Electronic Funds Transfer</i>	The Pay Cycle process creates an electronic file containing the required bank and payment information. You send all applicable payments in one file to your bank for payment. The bank sends the payments to your vendor's bank.
<i>Giro-EFT</i>	The Pay Cycle process collects all EFT Giro transactions and creates an output data file containing the payment information. You send the output data file to the bank electronically or on taped media. This payment method is primarily used in Singapore.
<i>Letter of Credit</i>	The Pay Cycle process groups all vouchers that have the same letter of credit ID into a single payment. Only those payments for which you have selected the L/C Advice option on the Preference page have a printed letter of credit advice.

System Check

System checks are scheduled payments that require a printed paper check and remittance advice. At voucher entry, indicate that the payment is a system check. When you run the Pay Cycle process, it creates system checks.

Wire Report

During the Pay Cycle process, the Wire Report payment method generates a remittance advice for paying by wire.

See Also

Setting Pay Cycle Preferences

“Designing Payment Forms”

“Overview of Available Payment Formats”

Specifying Pay Group and Netting Criteria

Access the Pay Group/Netting page.

You must select the Use Vendor Pay Group check box and enter a netting option on the Preferences page before you can access this page.

Pay Group

Restrict the selection of payments by selecting the Use Vendor Pay Group option on the Preferences page. Enter the setID and pay group code for each pay group you want to process. Select or clear the **Process** check box, depending on whether you want to include the pay group in the current cycle. If you have pay groups selected, only scheduled payments that contain one of the selected pay groups are paid. Use the row insert function to add more pay groups to the pay cycle.

Netting

For each qualified netting reference ID, the Pay Cycle process processes netting closing for both accounts payable and accounts receivable transactions. Select the **Process** option to indicate that the Pay Cycle process needs to run the Netting Closing process. During the Pay Cycle process, the Payables Netting Closing process (TR_NET_CLOSE) starts and selects those vouchers that fall within the netting date range with a netting status of *A* (approved). The system then launches the Receivables Netting Closing process (TR_NET_ARCLS). After processing the Receivables transactions, the process returns to the PeopleSoft Payables netting process, which updates the netting status to *C* (closed).

Note. If you disable the Use Vendor Pay Group option on the Preferences page for a pay cycle, any information you enter on this page will not apply as payment selection criteria for that pay cycle.

See Also

Netting

Setting Pay Cycle Preferences

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Defining Payment Options

PeopleSoft Setting Up Procurement Options PeopleBook, “Defining Procurement Options,”
Defining Vendor Pay Group Codes

Replacing Bank Accounts

Access the Replacement page.

You must first select the Use Permit Bank Acct Replacement check box on the Preferences page before using this page.

For each row that you add, enter the setID, bank, and account for both the bank to be replaced and the one that is replacing it. Select the **Replace** check box if you want to replace the first bank with the second bank for this pay cycle. Indicate the payment method for both banks.

Important! Both bank accounts must use the same base currency.

Note. Bank account replacement occurs when the Payment Creation process is run from the Pay Cycle Manager. After the Selection process, the system displays the vouchers selected for payment with the original bank account. After you run the Payment Creation process, you can view the effect of the bank account replacement. The Payment Creation process and the Selection process are both part of the PeopleSoft Application Engine program AP_APY2015.

See Also

Specifying Bank and Payment Methods Criteria

Setting Pay Cycle Preferences

“Running Pay Cycles,” Viewing Withholding Alerts

“Designing Payment Forms”

“Overview of Available Payment Formats”

Certifying Federal Payment Schedules

The U.S. federal government requires some agencies to certify payment schedules, attaching the name of the individual who certifies a payment schedule (thereby authorizing payment) to that document. Payment schedule certification takes place after Payment Selection in the Pay Cycle process and can only be executed by a designated certifier. The certifier has the ability to

include or exclude vouchers from the pay cycle and then approve the overall run of payments. That certifier's name is permanently attached to each payment schedule, along with the date of certification.

This section describes how to certify vouchers in payment schedules.

Pages Used to Certify Payment Schedules

Page Name	Object Name	Navigation	Usage
Pay Cycle Certification	GFAP_CERT_PYCYCL	Accounts Payable, Payments, Approve Pay Cycle, Pay Cycle Certification	Determine which vouchers are included in a payment schedule and certify the schedule.

Certifying Vouchers in Payment Schedules

Access the Pay Cycle Certification page.

You must designate a payment schedule certifier on the Pay Cycle Selection - Preferences page.

Pay Cycle Certification page: Schedule Payment tab

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields that are common to all views first.

Common Page Information

# of Sched Pymnts	The number of scheduled payments currently grouped in this payment schedule.
Pay Cycle Manager	Click to return to the Pay Cycle Manager page.
Reject	Click to reject all payment schedules in the pay cycle. When payment schedules are rejected and saved, the pay

cycle cannot continue to process them. However, you can reset the pay cycle. If you reject and then reset the pay cycle, it is just like resetting a pay cycle.

Status	Status of the pay cycle: <i>Certifying, Rejected</i> or <i>Selected</i> .
Payable	Total amount of the pay cycle.
Certify	Click to certify all of the payment schedules in the pay cycle. You can continue with Payment Creation after schedule payment is certified.
Exclude All	Click to exclude all listed vouchers in a payment schedule.
Include All	Click to include all listed vouchers in a payment schedule.

Voucher Details Tab

Exclude	You can exclude individual vouchers in the payment schedule from processing by selecting the Exclude check box on that voucher's line; the system removes selected scheduled payments from the current pay cycle so that these schedule payments can be selected in the next pay cycle.
Voucher	The voucher ID number for the scheduled payment.
Pymnt Cnt	Sequence number of the scheduled payment. The system generates this number when you add a new scheduled payment on a voucher.
Scheduled Pay Date	The scheduled due date of the scheduled payment.
Separate	Indicates the option you selected in the Separate Payment field on the Payments page in the Voucher component. If you selected this check box this payment is not grouped with other payments for the remit to vendor.
On Hold	Indicates the option you selected in the Hold Payment field on the Payments page in the Voucher component. If you selected this check box for the payment, the system stores the scheduled payment but does not pay it.
Gross Amount	The payment amount for the scheduled payment if you do not take a discount.
Paid Amount	The actual payment amount and Currency and Rate Type of the scheduled payment; this can be either the gross or discount amount.

Payment Details Tab

Pay Cycle Certification									
Pay Cycle: BTDFT		Approved By:		# of Sched Pymnts: 1		Pay Cycle Manager		Reject	
Status: Certifying		Approval Date:		Payable: 0.000				Certify	
Schedule ID Find View All First 1 of 1 Last									
SetID:		Bank:		Account:		Schedule ID:		Exclude All Include All	
Details Personalize Find View All First 1 of 1 Last									
Schedule Payment Additional Info Payment Message									
Exclude	Voucher	Pymnt Cnt	Vendor	Remit Vndr	Advice Date	Invoice	Handling	Reason	
☐									

Pay Cycle Certification page: Additional Info tab

- Vendor** The name of the vendor that is associated with this payment.
- Remit Vndr** The vendor ID that is associated with this payment.
- Advice Date** The invoice date for this scheduled payment.
- Invoice** The invoice number for the scheduled payment.
- Handling** Indicates the option you selected in the Handling field on the Payments page in the Voucher component.
- Reason** The reason code explaining why the payment is on hold.

Payment Message Tab

Pay Cycle Certification									
Pay Cycle: BTDFT		Approved By:		# of Sched Pymnts: 1		Pay Cycle Manager		Reject	
Status: Certifying		Approval Date:		Payable: 0.000				Certify	
Schedule ID Find View All First 1 of 1 Last									
SetID:		Bank:		Account:		Schedule ID:		Exclude All Include All	
Details Personalize Find View All First 1 of 1 Last									
Schedule Payment Additional Info Payment Message									
Exclude	Voucher	Pymnt Cnt	Payment Message						
☐									

Pay Cycle Certification page: Payment Message tab

- Payment Message** Displays any message you entered on the Payment Message page in the Voucher component.

Saving Pay Cycles

To initiate the pay cycle and save the settings, click the Process button on the Dates page. The system saves the settings and opens the Pay Cycle Manager page, where you can initiate and control processing for the pay cycle.

See Also

Defining Pay Cycle Date Criteria

“Running Pay Cycles”

CHAPTER 21

Running Pay Cycles

This chapter provides an overview of pay cycle manager and discusses how to:

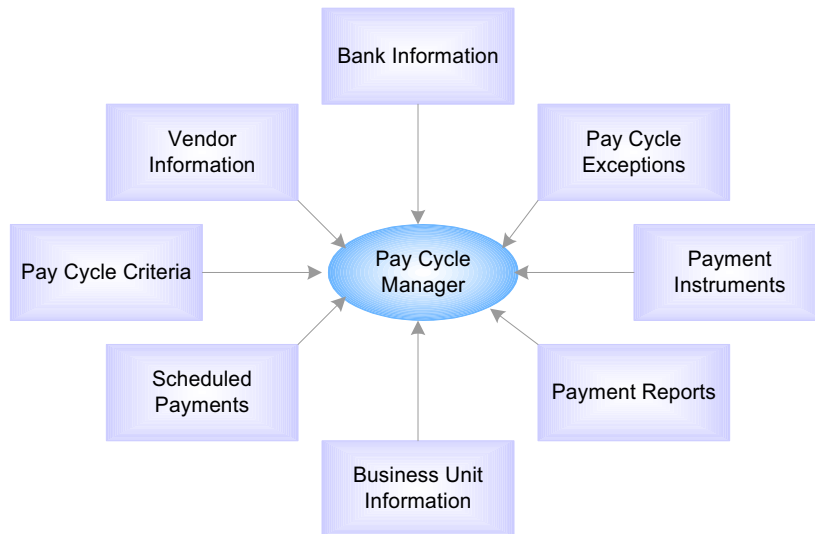
- Run pay cycles.
- Recreate checks.
- Review vouchers selected for payment.
- Review draft payments.
- Approve or certify the pay cycle.
- Verify payment references.

Understanding Pay Cycle Manager

Pay Cycle Manager is the focal point of PeopleSoft Payables. From the Pay Cycle Manager page, you process each of the steps necessary to turn bank account, vendor, voucher, and business unit information into actual payments. Use Pay Cycle Manager to create, view, and send payments to a printer or a file, and create ACH files, drafts, EFT files, wire transfer reports, and positive payment files.

The Pay Cycle Manager integrates much of the data entered into Payables. Then, this payment data not only creates the negotiable documents, but also provides information for reports. Many of the activities of Payables lead to or come from the Pay Cycle Manager.

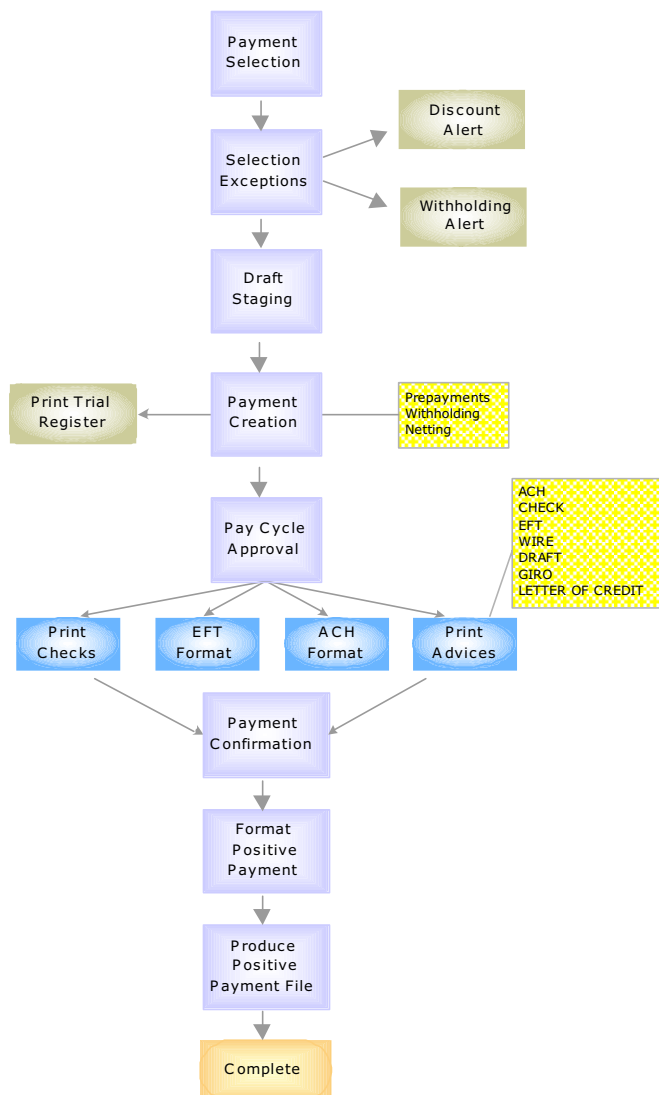
The following diagram illustrates the Pay Cycle Manager:



The Pay Cycle Manager

Pay Cycle Process Flow

The individual processes—such as, Payment Selection, Payment Creation, EFT Formatting, Printing Checks, and creating Positive Payment files—that turn vouchers into payments are referred to collectively as the Pay Cycle. Using all of these processes might look like this:



Paying Your Vendors

Exceptions

The Pay Cycle Manager is the place to go any time during the process of creating payments. The Pay Cycle Manager tells you exactly where your payments are in the payment process.

It even notifies you of any exceptions that might occur during processing and transfers you to the appropriate page so that you can decide how best to handle these conditions.

Creating Checks Immediately

Suppose, for example, that the president of your company needs a check immediately. In this case, waiting for the next check run is not an option, so we also provide features that enable you to:

- Create express payments
- Enter and apply manual payments
- Cancel a payment

Payments for Other Applications

The Payables Pay Cycle Manager also creates payments for PeopleSoft Treasury, PeopleSoft Expenses, and PeopleSoft Purchasing Procurement Cards, based on predefined Source Transactions. When you set up a Pay Cycle, select the Source Transactions you want to process on the Source/BU page.

See Also

“Additional Payment Processing Options,” Using Express Payments

“Additional Payment Processing Options,” Recording Manual Payments

“Additional Payment Processing Options,” Canceling Payments

Pay Cycle Status

The Pay Cycle Manager page keeps you informed of the current status of the Pay Cycle.

Status	Meaning
Approved	Pay Cycle has been approved.
Completed	The Pay Cycle is finished. You can start payment selection again using the next payment dates.
Confirmed	You have successfully confirmed that the payment references are correct on the Confirm Payment Reference page.
Created	Payments are ready to print. If EFT payments are being processed, the files are ready to format or be sent through the approval process.
Exceptions	Pay cycle exceptions have been found.
Formatted	The formatting process for the positive payment file has completed successfully.
New	The first time you create a Pay Cycle its status is New.
No work	No payments have been selected or created for processing.
Printed	Payments are printed or data has been written to a file.
Rejected	The Pay Cycle has been rejected.
Reset	The Pay Cycle has been reset. Payment Selection can be run again.

Status	Meaning
Restarted	The Pay Cycle has been restarted and is ready for Payment Creation.
Running	One of the Pay Cycle processes is currently running.
Selected	Payment selection has completed successfully.
Staged	Payment selection has completed successfully and Draft payments have been successfully staged.

Vouchers Selected for Payment

Not only can you view information on the two inquiry pages that PeopleSoft Payables provides, which enable you to view the vouchers selected for payment, but you can search selected payments by different criteria, such as bank, bank account, payment handling code, remit vendor, payment method, and invoice through these pages as well.

After completing the payment selection process, you might find it necessary to place certain payments on hold, temporarily exclude them from the Pay Cycle, or review the total and amount for the Pay Cycle by business unit or by bank account before you proceed with payment creation and printing. You can view:

- Cash requirements, either by business unit or bank account.
- Vouchers by vendor or business unit to determine if individual vouchers should be paid separately or placed on hold. You can change information or add information, such as a payment message, before the payment creation process. You can also exclude individual payments from the Pay Cycle.
- Payment requirements for vendors by bank account.
- The number of scheduled payments and the total dollar amount by business unit or bank account that has selected payments in the Pay Cycle.

Draft Payments

During the Pay Cycle process, draft payments go through three steps:

Payment Selection	You select draft payments when you define your payment selection criteria. The batch process sequentially evaluates the vouchers and selects the payment schedules to be processed using the criteria you established.
Draft Staging	Draft Staging (AP_DFT_GRP) creates a temporary or virtual view of split draft payments. After payment selection, drafts are created and grouped by Draft ID. If you select draft optimization or draft rounding, the system creates a Draft Master ID for all split payments. The system assigns sibling Draft Create keys and groups all

split payments under the Draft Master ID. You approve or reject scheduled draft payments in Draft Staging Approval before they are created on the Draft Staging Approval page at the Draft Master ID level.

Payment Creation

After you approve the drafts, the payment creation process (AP_APY2015) creates draft payments. Draft payments can then be printed or EFT drafts can be generated before the draft due date. Drafts contain the draft identification number, the draft amount, and the draft maturity date.

See Also

“Establishing Pay Cycles”

“Overview of Available Payment Formats,” Understanding Drafts

“Processing Drafts in PeopleSoft Payables,” Understanding Draft Processing”

Payment Posting

To send payment information to the general ledger, you must first post the payments in PeopleSoft Payables.

The process of posting payments in PeopleSoft Payables creates accounting entries from payment-related transactions, for example, system created payments, manual payments, drafts, EFTs, ACH payments, and cancelled payments. Posting also creates realized gain or loss offsets for payments in currencies other than your base currency. These accounting entries are then available to the Journal Generator to pass to your general ledger. A similar posting process creates balanced accounting entries for vouchers.

After you create payments, you can post them. We recommend that you finish an entire pay cycle before posting the payments in case you need to reset the cycle before printing. After you post payments, you cannot reset a pay cycle unless you void each payment first to unpost the accounting entries. If you do that, you can reselect the payments for processing in another pay cycle. The pay cycle status should be *Complete* before you post the payments.

The usual sequence for posting is:

1. Define and verify a Payment Posting Request.
2. Run posting using Process Scheduler.
3. Evaluate the results.

See Also

“Running Voucher and Payment Posting”

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Journal Generator”

Check Sorting

PeopleSoft Payables sorts checks by:

- Bank account
- Sort Sequence Code, as defined in your Payment Handling Code table.
- Sort Fields defined on your check form:
 - Remit Zip Code
 - Payment Handling
 - Bank SetID
 - Bank Code
 - Account (such as CHCK, defined on the Bank Information page)
 - Payment Method
 - Sort Code
 - Remit SetID
 - Remit Vendor
 - Name 1

Large Amount Checks

The Payables system provides an extra sort category for large amount checks: the amount limit on each bank account. You can sort large amount checks anywhere in the output for a given bank account and detach them together for manual signatures.

Typically, multiple scheduled payments to one vendor in a payment cycle are bundled into one payment. This is not the case when the vendor payment options specify separate payments for each scheduled payment; scheduled payments specify a separate payment; or the scheduled payments have different handling codes. In the last instance, the system produces one payment for each handling code.

Payment Formatting

PeopleSoft Payables provides powerful payment formatting capabilities that let you build a variety of payment forms to meet your business needs. The following table lists the standard payment formatting programs that PeopleSoft Payables provides:

<i>Description</i>	<i>Process Name</i>	<i>Type of Process</i>
Draft EFT File	FIN2025	SQR
Draft EFT Advice	APY2027	Crystal Check

Description	Process Name	Type of Process
Stub Over Check with Advice	APY2021	Crystal Check
Check with Separate Advice	APY2021	Crystal Check
Check Over Stub with Overflow	APY2021	Crystal Check
Stub over Draft with Advice	APY2021	Crystal Check
EFT File	FIN2025	SQR
EFT Advice	APY2027	Crystal Check
File Copy Form	APY2021	Crystal Check
Giro-EFT File	APY2021	Crystal Check
Giro-EFT Advice	APY2027	Crystal Check
Letter of Credit Advice	APY2021	Crystal Check
Positive Payment Form	APY2055	Crystal Check
Wire Advice	APY2027	Crystal Check

See Also

“Designing Payment Forms”

Discount Evaluation

The Discount Evaluation feature compares the interest-income with the discount amount and determines if taking a discount is economically feasible.

Payables uses the Number of Days in Year to compute the annual discount effective rate. PeopleSoft Payables is delivered with a default number of 360 days, in accordance with U.S. federal specifications; but you can override that default on the External Accounts – Accounts Information page.

During the pay cycle, the system calculates the due dates for vouchers based on the invoice date, invoice receipt date, acceptance date, or constructive receipt date, in conjunction with the payment terms (interest rates versus payment discounts).

If the bank interest income is greater than the amount of the discount, the pay cycle drops the voucher from the process. If a payment is denied, the system provides a discount denied alert so that you can choose to pay the voucher on the basis of cost-effective strategy.

See Also

Acting on Potential Lost Discounts

Acting on Discounts Denied

“Entering and Processing Vouchers Online,” Entering Payment Information

“Establishing Pay Cycles,” Setting Pay Cycle Preferences

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Installation Options for PeopleSoft Applications,” Setting Up PeopleSoft Payables Installation Options

PeopleSoft Bank Setup and Processing PeopleBook, “Banks and Counterparties,” Defining Account Information

Payments that Never Reach the Banking System

After the system creates payments, it automatically marks as reconciled those payments that never reach the banking system, such as:

- Voided checks
- Canceled overflows
- Alignment checks
- Overflow checks

Common Elements Used in This Chapter

Pay Cycle	Shows the number of the Pay Cycle that is being processed.
Remit Vendor	Number of the Remit Vendor.
Total	Total dollar amount of the selected payments.
Voucher	Voucher ID.
Date Range	Select either Date range or From Ref/To Ref Reference Number range from the drop-down list. In the Fields below the drop-down box, enter the beginning date or beginning reference number in the first field: enter the ending date or ending reference number in the second field.
Sched Pymnts (scheduled payments)	Total number of scheduled payments.
Seq Number (sequence number)	Pay Cycle Sequence Number. Each time you process a Pay Cycle, it is assigned the next sequence number.
Status	Status of the pay cycle.
Approve All	Click to approve all scheduled draft payments shown.
Reject All	Click to reject all scheduled draft payments shown.

Display Only Not Approved	Click to see only those scheduled draft payments that are not approved.
Display All	Click to see all scheduled draft payments, whether they are approved or not.
Currency	Currency code.
Rate Type	Conversion rate type.

Running Pay Cycles

This section discusses how to:

- Create pay cycles.
- Use the Submit Job page to run a pay cycle.
- Act on potential lost discounts.
- Act on denied discounts.
- View withholding alerts.
- Complete Pay Cycle.

Pages Used to Run a Pay Cycle

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Pay Cycle Manager	PYCYCL_MGR	Accounts Payable, Payments, Define Pay Cycle, Pay Cycle Manager	After you select, review, and create the scheduled payments, you can create all of your payment outputs, for any payment method, whether they are system-generated checks, EFT or ACH payments, or letter of credit advice.
Submit Job	AP_PCJOB_CREATE	Accounts Payable, Payments, Define Pay Cycle, Pay Cycle Job	Submit a Pay Cycle Job to run on Process Scheduler.

Page Name	Object Name	Navigation	Usage
Report List	CDM_CONTLIST	Click the Report List link on the Pay Cycle Manager page.	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).
Lost Discount Alert	PYCYCL_DSCNT_ALRT	- Accounts Payable, Payments, Pay Cycle, Exceptions, Review Lost Discount Alert - Click the Discount Alert Detail link on the Pay Cycle Manager page.	View scheduled payments that you have not included in the current Pay Cycle with earned discounts that you may lose if you don't pay them before the next payment date.
Discount Denied	PYCYCL_DSCNT_DENY	- Accounts Payable, Payments, Pay Cycle, Exceptions, Review Discount Denied Alert - Click the Discount Denied link on the Pay Cycle Manager page.	View scheduled payments for which the system has denied a discount because it is better to wait for the due date and earn the interest income during that time.
Withd Exception	WTHD_EXCEPTION	- Accounts Payable, Payments, Pay Cycle Exceptions, Review Withholding Alert - Click the Withholding Exceptions link on the Pay Cycle Manager page.	View payments where the system encountered withholding errors during Pay Cycle.

Creating Pay Cycles

Access the Pay Cycle Manager page.

Pay Cycle Manager

Pay Cycle: LL1 DAILY RUN 3

[Selection Criteria](#) [Approve](#) [Trial Register](#) [Report List](#) [Process Monitor](#) [Reference Confirmation](#)

Pay Cycle Status

Status: Completed [Refresh](#)

Pay From Date: 01/01/1900

Pay Through Date: 07/30/2000

Payment Date: 07/30/2000

Sched Payment Selected: 0 [Summary](#) [Details](#)

Pay Cycle Exceptions

[Discount Lost](#) [Withholding Exceptions](#) [Discount Denied](#)

Pay Cycle Reset

Server: [Reset](#)

Pay Cycle Results [Customize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

Main Information [Additional Info](#) [Help](#)

Process	Recreate	Pay Status	Instance Bank	Account	Server	Output Type	Output Destination
Process	Recreate	Completed	1279 USBNK	CHK		File	

Pay Cycle Manager - Main Information page

Starting the Pay Cycle

Start the Pay Cycle by clicking the process button on either Payment Selection or Payment Selection & Creation. The Pay Cycle Manager searches for all banks and payment methods defined for the Pay Cycle. Each type of output is placed in a row in the bottom of the page. You can enter an Output Destination for each row or accept the Output Destination that defaults from the User Preferences.

Pay Cycle Processes and Output Processes

Pay cycle processes are the applications that must run before you start getting output from each bank account or payment method. These processes can consist of Payment Selection, Draft Staging, and Payment Creation, individually. Or, you can run them all together by selecting Payment Selection & Creation.

Click the Process button for each row to perform the processes you defined on the Payment Selection Criteria page. The Process button remains active on the row until all payment processes are executed. This means that you might have to click the Process button for a row more than one time to perform all processes.

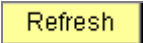
After all pay cycle processes are executed, the Pay Status changes to Created or Approved, depending on whether User Approval is required. Then, you are ready to produce an output file. All output processes are listed on Pay Cycle Result near the bottom of the page. There is a Process button for each output process (for example, printing a check for a different bank account, printing advice, or generating EFT files). After you have run the process once, the Process button changes to Recreate. If you want to reprint checks, you must use the Recreate Checks page. The Pay Cycle status does not change to *Complete* until you have finished running all output processes.

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields that are common to all views first.

Common Page Information

Selection Criteria	Takes you to the Pay Cycle Definition component where you can Create or update a Pay Cycle.
Approve	Transfers you to the Pay Cycle Approval component. The link is active when the Pay Cycle requires User Approval and the Pay Cycle status is <i>Created</i> .
Trial Register	Transfers control to the Trial Register Report run control component.
Reference Confirmation	Confirm that the system reference number matches the reference number on your preprinted check stock.

Pay Cycle Status

Status	Current status of the pay cycle. If the status is <i>New</i> , then this is the first time that the Pay Cycle is being run.
Pay Through Date	Scheduled pay date for the voucher payment schedule. If the scheduled pay date is on or before the Pay Through Date, the voucher payment schedule can be paid in the current pay cycle, if it meets the other payment selection criteria.
Payment Date	Date that prints on checks or shows on other payment methods in the pay cycle. It can differ from the Pay Through Date.
Sched Payment Selected	Displays the number of scheduled payments to be processed.
	Refreshes the Pay Cycle Manager page, displaying the most current status. Some Pay Cycle processes must complete before the next process can start. While these processes are running, the status for the Pay Cycle is <i>Running</i> . Clicking the Refresh link updates the page, so that you can see if the Pay Cycle is ready to advance to the next step.
Summary	Click to transfer to the Pay Cycle Summary Data page, where you can view summary information about scheduled payments by each bank account.
Details	Click to transfer to the Pay Cycle Detail Data page, where you can search scheduled payments by different search criteria, such as business unit, invoice, or vendor ID.

Process

Some process buttons are only available if you are creating related types of payments. For example, Draft Staging is only available if you are processing draft payments.

Process Payment Selection

Runs the Payment Selection process only so that you can review payment exceptions and the Trial Payment Register.

Process Payment Selection & Creation

Runs all processes in one step, including Pay Cycle Selection, Draft Staging (if necessary), and Payment Creation.

Process Draft Staging

Runs the Draft Staging process. Draft staging groups the draft payments, then performs draft rounding and draft optimization, as applicable. You can approve or reject the draft payments on the Draft Staging Approval page. You must either approve or reject draft payments before the Payment Creation process. This link is active if you are processing draft payments and you selected the Payment Selection option.

Server

Select a server from the available options. The prompt only shows servers that have a status of *Running* on the Process Monitor Server List page. The system performs validation before a process is initiated to ensure that the Process Scheduler server is currently running.

Pay Cycle Exceptions**Discount Lost**

Opens the Lost Discount Alert page, so that you can review Lost Discount Alert exceptions generated during Pay Cycle processing.

Withholding Exceptions

Opens the Wthd Exception page, so that you can review Withholding exceptions generated during Pay Cycle processing.

Discount Denied

If the bank interest earned on the net voucher amount is greater than the amount of the discount you gain by paying early, the system issues a Discount Denied exception and the Discount Denied link becomes active. Click to review and to override if necessary.

Pay Cycle Reset**Server**

Select a server from the available options.

Reset

Initiates a process to clear all of the scheduled payments currently being processed in the pay cycle. This link is active when payments are created, selected, and rejected. It remains active until the Pay Cycle has been *Approved*.

Pay Cycle Results - Main Information tab

The Main Information and Additional Information tabs only show a list of output processes, resulting from a Payment Selection and Payment Creation of a Pay Cycle.

Process	Click to initiate a process, such as creating an EFT file, or printing checks or advice.
Recreate	Click to recreate a process, such as recreating an EFT file.
Pay Status	Current status for the Pay Cycle's bank account or payment method.
Instance Bank	Process instance for the latest process you initiated for the bank account or payment method.
Account	Bank Account that is being processed for the Pay Cycle.
Server	Specify a specific Process Scheduler server from which to execute the Pay Cycle Output process.
Output Type	Select from the following: <i>File:</i> Specifies that the Pay Cycle Output is created in a file format. This is used for electronic payment formats, such as EFT or ACH payments. <i>Printer:</i> Specifies that the output is printed on the selected printer. This is used for printed payment formats, such as for system checks or advices. <i>Web:</i> Specifies that the output file is sent to the Report Repository and authorized users can download the output file via the Report Manager. You do not need to specify an Output Destination if you select this option. If you distribute output files using the <i>Web</i> option, you must set up distribution options using the Process Schedule Manager. Once the report/output file is generated in the report repository, select the View link on the Report List page in the Report Manager to access the Report/Log Viewer. Click the report link on the Report/Log Viewer and you will have the option to open the file online, or download the report file.
Output Destination	Specifies the Output File directory or the Printer name for the output file creation. If the <i>File</i> option is selected, the Output Destination field defaults from the Server File Destination specified on the User Preferences- PayCycle page. You can override the default with a valid directory path, but remember that a meta string (such as %%OutputDirectory%%) is not permitted. You must specify a full directory path with a backslash at the end (for example: C:\TEMP\).

Pay Cycle Results - Additional Information tab

Pay Cycle Manager	
Pay Cycle:	LL1 DAILY RUN 3
Selection Criteria Approve Trial Register Report List Process Monitor Reference Confirmation	
Pay Cycle Status	
Status:	Completed Refresh
Pay From Date:	01/01/1900
Pay Through Date:	07/30/2000
Payment Date:	07/30/2000
Sched Payment Selected:	0 Summary Details
Process Server Process Payment Selection Process Payment Selection & Creation	
Pay Cycle Exceptions	
Discount Lost Withholding Exceptions Discount Denied	
Pay Cycle Reset	
Server: Reset	
Pay Cycle Results	
Customize Find	
First ◀ 1 of 1 ▶ Last	
Main Information Additional Info [...]	
Pay File	Form ID
Positive Pymnt	Copy Frm
First Payment	
Checks	CHECK1 000006

Pay Cycle Manager - Additional Info (information) page

Pay File	Name of the payment output file that is created.
Form ID	Form ID specified on the bank account definition for the document formatting.
Positive Pymnt (payment)	Specifies the Positive Payment Form ID on the bank account definition for formatting the Positive Payment file. This applies only to system checks.
Copy Frm (form)	Form ID specified on the Bank Account definition for formatting Check Copy files.
First Payment	Beginning payment reference number for the pay cycle.

Resetting Pay Cycles

You can reset a payment cycle in the Pay Cycle Manager if you decide against creating any payments for the selected vouchers. This option gives you the flexibility to deselect vouchers for payment after you run a Pay Cycle, but before you print the checks. You can reset a pay cycle after Payment Selection, but to reset after Payment Creation requires extra steps. To reset after Payment Creation, go through Pay Cycle Approval to reject the pay cycle. Then, perform the reset.

Note. PeopleSoft Payables marks vouchers as selected once Payment Selection runs. No other transactions may occur on the selected vouchers. If you decide not to print checks for these vouchers, you want to reset the selection so that a later Pay Cycle can reselect the vouchers.

Warning! Resetting a Pay Cycle that is using bank account replacement does not reverse the bank replacement. For example, let us suppose that a payment is coming from bank SB, and that during the Pay Cycle, bank WF replaces bank SB. If you reset the Pay Cycle for this payment, the payment still shows bank WF, and not bank SB.

What you do to reset depends on which process you have run:

- To reset after running the Payment Selection process, click the Reset button on the Pay Cycle Manager page.
- After running the Payment Creation process, use the Reject link on the Pay Cycle Approval page to discard a Pay Cycle. Click the Reset link on the Pay Cycle Manager page after you have rejected a pay cycle.

See Also

Pay Cycle Status

Staging Draft Approvals

Reviewing Vouchers Selected for Payment

Approving or Certifying the Pay Cycle

Verifying Payment References

“Establishing Pay Cycles,” Creating, Updating, and Reusing Pay Cycles

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining User Preferences,” Understanding User Preferences

PeopleSoft PeopleTools PeopleBook: Process Scheduler, “Submitting and Scheduling a Process Request,” Setting Report Distribution

Using the Submit Job Page to Run Pay Cycle

Pay Cycle Job streamlines the two main Pay Cycle processes, Select and Create process (AP_APY2015) and Output File process (FIN2025.SQR), so they run as a job without user intervention. If users choose, they can run a Pay Cycle Job at a designated time.

Access the Submit Job page.

Submit Job

Run Control ID: MH1 [Report Manager](#) [Process Monitor](#)

Job Info

Pay Cycle: DAILY 1 Instance: 177

Job Status: Processing [Refresh](#)

Output Destination

*Server Name: [Submit Job](#)

Output Destination: [Finalize Job](#)

Job History [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Job Item	Job Instance	Detail	Pay Cycle	Job Status	User ID	Run Date/Time
1	177		DAILY1	Processing	DVP1	11/26/2001 7:32:25PM

Submit Job page

To Run a Pay Cycle Job

1. Enter vouchers.
2. Create a new Pay Cycle.
3. Set up payment selection criteria.
4. Turn off User Approval in the Preference tab.

For Pay Cycle Job, User Approval is not allowed in Preference tab in Payment Selection Criteria; nor is Express Payment Pay Cycle allowed. Also, the Pay Cycle status must be New, Reset, No Work, or Completed.

5. (Optional) Turn on Auto Increment flag.
6. On the Submit Job page, fill in the required information and submit a job.
 - a. Enter a Pay Cycle ID (created in Payment Selection Criteria).
 - b. Enter a Server Name (server name defaults from User Preference page).
 - c. Enter an Output Destination, a directory path such as, C:\temp\.
7. Review all the outputs to make sure checks are printed—or EFT files are generated—correctly.
8. Press Finalize Job.

Once you press Finalize, the system enables the Auto Increment flag and increments the date range accordingly. The pay cycle advances to *N* (new) status and you cannot reset it.

9. On the Submit Job page, check the status.

Acting on Potential Lost Discounts

Access the Lost Discount Alert page.

Lost Discount Alert

Pay Cycle: M1 Test [Go To Pay Cycle Manager](#)

Bank Find | View All First 1 of 1 Last

Bank Code: USBNK Bank Account: CHCK

Vendor Find | View All First 1 of 1 Last

Vendor: USA0000001 Bay Area Electric

Voucher Information Find | View All First 1 of 1 Last

Voucher: 00000081	Invoice Amounts
Invoice: 34343433	Gross: 10,000.00 USD
Appr Stat: Approved	Discount Avail: 200.00
Invoice Date: 01/30/2002	Net: 9,800.00
Bank/Acct: USBNK CHCK Dollar	
Pay Date: 03/01/2002	
Handling: RE	

☐ Separate Payment ☐ Hold Payment **Hold Reason:** **Alert Reason:** Failed Discount Evaluation

Payment Message: [Include](#)

Lost Discount Alert page

This page alerts you to any discount lost on a pay cycle. It works in association with the Include Discount flag on Pay Cycle Selection Criteria and is only applicable if Include Discount is not turned on.

Note. All discount alerts are cleared automatically when you re-run a completed pay cycle.

Voucher Information

Invoice	Description of the Invoice.
Appr Stat (approval status)	Voucher scheduled payment approval status.
Invoice Date	Date of the invoice.
Bank/Acct	Bank, account type, and currency for the scheduled payment.
Pay Date	Current payment date for the voucher.
Handling	Special handling code for the payment schedule.
Separate Payment	Specifies whether the scheduled payment is a separate payment and prevents it from being grouped with any other payment. If this option is not selected, the scheduled payment is combined with other scheduled payments that

are being paid from the same bank account using the same payment method.

By default, the system groups all payments for a vendor by the payment method, even if the payments are for different business units. In addition to the standard payment groupings, draft payments have added groupings, such as, draft maturity date, sight code, or scheduled payment date. You can overrule the default grouping criteria if you set up the Do Not Mix with Other Business Units option for a particular business unit or when you select the Separate payment option.

Hold Payment

Specifies if the payment schedule is on hold, so that it is not picked up by the pay cycle. The holding option can be set manually or by a scheduled process. For example, the withholding process places on hold those vouchers with withholding exceptions.

Hold Reason

Reason that the scheduled payment is on hold.

Alert Reason

Indicates why the alert was issued for the payment.

Payment Message

Shows any payment message for the payment schedule.

Include

Includes the payment in the current Pay Cycle. This button is only active after you run Payment Selection.

Invoice Amounts

Gross

Amount of the payment if a discount is not applied.

Discount Avail

Amount you are in danger of losing if you don't include this payment in the cycle.

Net

Amount of the payment if the discount is taken.

See Also

Discount Evaluation

Acting on Discounts Denied

Access the Discount Denied Alert page.

The fields on this page are the same as the fields on the Lost Discount Alert page.

See Acting on Potential Lost Discounts.

See Also

Discount Evaluation

Viewing Withholding Alerts

Access the Wthd Exception page.

Wthd Exception

Business Unit: US001 Voucher ID: 00000102 Invoice: WH

Scroll Area View All First 1 of 1 Last

Payee

Remit to: USA0000018 Ronald Rives
 Location: 1 Addr: 1 909 Hacienda

Withholding Information

Voucher Line Number:	Entity:	Type:	Jurisdiction:	Class:
	IRS	1099	FED	07

Exception

Could not find Withholding Rule Tier for Rule RULE1, Amount 1253 Effective on 2000-08-22.
 (7400,44)

Wthd (withholding) Exception page

Remit to	Remit-to vendor.
Location	Vendor location.
Addr (Address)	Vendor location Address.
Entity	Withholding Entity or tax authority.
Type	Withholding type for the vendor.
Jurisdiction	Withholding jurisdiction. The jurisdiction defines the different withholding percentages based on where the vendor is located as well as on the classification (or activity) of a given transaction.
Class	Withholding Class that is associated with the withholding type.
Exception	Contains information relating to the withholding exception.

Completing Pay Cycle

When you have successfully selected your payments, viewed and processed any exceptions, generated payments, approved the Pay Cycle, printed payments, confirmed payment reference numbering, and formatted and produced the positive payment file, the Pay Cycle Manager shows a status of *Completed*.

Recreate

Only visible after a process for the output row is executed. Click the Recreate button to recreate the Pay Cycle for bank

level processes. If you want to reprint checks, click **Recreate** to go to the **Recreate Checks** page. The **Pay Cycle** status does not change to *Complete* until you have finished running all the processes once for all output rows.

Recreating Checks

This section discusses how to recreate and reprint checks.

Page Used to Recreate Checks

Page Name	Object Name	Navigation	Usage
Recreate Checks	PYCYCL_RSTRT	Accounts Payable, Payments, Define Pay Cycle, Check Restart	Restart or reprint checks for a Pay Cycle when you have already printed checks.

Recreating Checks

Access the **Recreate Checks** page.

Recreate Checks

*Pay Cycle: DAILY RUN 3

*Seq Num: Status: Completed

Select	Bank SetID	Bank Code	Bank Account	Payment Method	Form ID	First Payment	Last Payment	Status
☒	SHARE	USBNK	CHCK	CHK	CHECK2	000006	000008	Completed

Customize | Find | View All | First 1 of 1 Last

Check Reprint Parameters

From Payment Ref: Payment Date:

To Payment Ref: Alignment Count:

☐ Recreate with new reference ☒ Re-Print using same reference

Recreate Checks page

Pay Cycle

Enter the Pay Cycle. If you transfer from the Pay Cycle Manager using the **Recreate** button, the Pay Cycle field is populated with the current Pay Cycle.

Select

Selecting this check box makes **Check Reprint Parameters** available for entry.

Payment Method

The available payment methods are:

CHK (check): You can recreate a check using the same reference number or a new reference number.

BOO (customer-initiated draft): You can only reprint a customer-initiated draft using the same reference number.

Form ID

Form ID used for the printing format.

First Payment

First payment reference number in the pay cycle.

Last Payment

Last payment reference number in the pay cycle.

Check Reprint Parameters**From Payment Ref**

Defaults to the first payment reference of the pay cycle range to the last (in the **To Payment Ref** field). These are the original reference numbers of the payments you are recreating. Reprint only part of a pay cycle by selecting just some of the reference numbers.

Payment Date

Defaults to current date, which you can change, if necessary.

Alignment Count

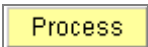
Number of test forms that generate before the system prints the first check.

Recreate with new reference

Select to void the original reference numbers (for checks, they are the check numbers) and recreate the payments with new numbers.

Re-Print using same reference

Select to reprint the payments using the original reference numbers. For the BOO Payment Method, only this option is available.


 A rectangular button with a yellow background and a black border, containing the word "Process" in black text.

Click to accept the parameters and initiate the check process.

Note. If you are using preprinted check forms, you have to restart the printing and then, after the forms are printed, transfer to the Confirm Payment References page to update the system-assigned reference numbers to match those of the payment forms.

When you do a restart for the Pay Cycle, the system assigns the name for the new Pay Cycle based on the following logic:

- The name format is RSTRT#, where # is a number from 1 to 9.
- If it is a restart of the original Pay Cycle, the system scans Pay Cycles RSTRT1 through RSTRT9 and assigns the first one that it finds unused or with a status of *Completed*. For example, the restart of paycycle=MTHLY is any of RSTRT1 through RSTRT9.
- If this is a subsequent attempt at restarting, the system assigns the same Pay Cycle name it did for the first restart instance and increases the pay_cycle_seq_num by one. For example, the restart for paycycle=RSTRT3 with pay_cycle_seq_num=1 is paycycle=RSTRT3 with pay_cycle_seq_num=2.

Note. There can be only nine restarted Pay Cycles running at any given time. You will be unsuccessful in any attempt to restart another Pay Cycle, after there are already nine restarted Pay Cycles with a status other than *Completed*.

Reprinting Checks

You may need to recreate payments, if your printer jams, for example. One way to access the Recreate Checks page is by clicking the Recreate button from the Pay Cycle Manager page. (This button is only active if the Pay Cycle status is *Complete*.)

You have two options for recreating your checks:

- Reprint using new reference numbers.
- Reprint using the same reference numbers.

To reprint using new reference numbers:

1. Using the From Payment Ref and To Payment Ref fields on the Recreate checks page, select the range of original references for the payments you want to recreate.

The default is the entire pay cycle range, but you may modify the range if necessary.

2. To specify a different payment date (from the default of today's date) for your checks, enter a new date in the Payment Date field.
3. (Optional) Use the Alignment Count option to produce as many test checks as necessary to check the alignment before you print your actual checks.
4. Select the Recreate with new reference radio button.

The system voids the payment reference numbers (check numbers, in the case of checks) you created earlier and creates new payments with new references.

5. Click the Process button to restart the pay cycle and transfer to the Pay Cycle Manager page.
6. Confirm that the Pay Cycle status is *Approved*.

The Payment Creation process runs in the background. After Payment Creation is complete, you can reprint your checks.

The transfer to the Pay Cycle Manager page is necessary to ensure security, to prevent people who are not authorized to do so from using the Recreate Checks page to reprint checks. We strongly recommend that you use security measures to control user access to the Recreate Checks page.

To reprint using the same reference numbers:

1. Using the From Payment Ref and To Payment Ref fields on the Recreate checks page, select the range of original references for the payments you want to recreate.

2. Select the Re-print using same reference radio button.

The system reuses the original reference numbers.

3. Follow steps 5 and 6 in To reprint using new reference numbers.

See Also

Confirming Payment References

Check Sorting

Creating Pay Cycles

“Designing Payment Forms”

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Files for Electronic File Transfers,” Setting Up EFT Processing

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Files for Electronic File Transfers,” Defining ACH Layouts

Reviewing Vouchers Selected for Payment

This section discusses how to:

- Review pay cycle data.
- Review summary data.

Pages Used to Review Vouchers Selected for Payment

Page Name	Object Name	Navigation	Usage
Pay Cycle Detail Data	PYCYCL_DATA_INQ	• Accounts Payable, Review, Pay Cycle, Pay Cycle Data Inquiry • Click on the Summary link on the Pay Cycle Manager page. • Click on the Summary link on the Pay Cycle - Express Payments page.	View pay cycle details by using criteria you choose.

Page Name	Object Name	Navigation	Usage
Pay Cycle Summary Data	PYCYCL_DATA_SUM	- Accounts Payable, Review, Pay Cycle, Pay Cycle Summary Data - Click on the Summary link on the Pay Cycle Manager page. - Click on the Summary link on the Pay Cycle - Express Payments page.	View pay cycle summary data by using criteria you choose.

Reviewing Pay Cycle Data

Access the Pay Cycle Detail Data page.

Pay Cycle Detail Data

Pay Cycle Data

Pay Cycle: DAILY RUN 3 [Pay Cycle Summary](#) [Pay Cycle Manager](#)

Business Unit: Advice ID: Invoice:

Remit SetID: Remit Vendor: Address: Location:

Bank SetID: Bank Code: Bank Account: Method:

Payment Currency: Payment Handling:

Customize Find View All First 1-2 of 2 Last													
Results		More Details											
*Action	Source	Unit	Advice ID	Invoice	Pymnt Cnt	Bank	Account	Remit Vendor	Paid Amount	Gross	Discount	Late Charge	Currency
None	VCHR	US002	00000007	US2-1	1	USBNK	CHCK	USA0000005	4381.13	4381.13			USD
None	VCHR	US002	00000009	US2-3	1	USBNK	CHCK	USA0000002	461805.00	461805.00			USD
Total Paid Amount:						466186.13		USD					
Total Gross Amount:						466186.13		USD					
Total Discount Amount:						0.00		USD					
Total Late Charge Amount:						0.00		USD					

Pay Cycle Detail Data

Select a pay cycle and click the Search button to view details of your current pay cycle. You can limit your search using the other fields. For example, you might want to limit your search to a certain business unit.

Pay Cycle Data

Pay Cycle Summary

Click to transfer to the Pay Cycle Summary Data page.

Pay Cycle Manager

Click to transfer to the Pay Cycle Manager page.

Reviewing Summary Data

Access the Pay Cycle Summary Data page.

Pay Cycle Summary Data

Pay Cycle: LL1 DAILY RUN 3 [Go To Pay Cycle Data](#) [Go To Pay Cycle Manager](#)

Pay Cycle Summary [Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Bank SetID: SHARE **Bank:** USBNK **Bank Account:** CHCK **Currency:** USD

Payment Method Summary [Customize](#) | [Find](#) | [View All](#) | First ◀ 1 of 1 ▶ Last

<u>Payment Method</u>	<u>Currency</u>	<u>Sched Pymnts</u>	<u>Paid Amount</u>	<u>Gross Paid Amount</u>	<u>Discount</u>	<u>Late Charge</u>
CHK	USD	10	566313.00	566313.00	0.00	
Totals		10	566313.00	566313.00		

Pay Cycle Summary Data page

Select a pay cycle and click the Search button to view details of your current pay cycle. You can limit your search using the other fields. For example, you might want to limit your search to a certain business unit.

Payment Method Summary

Payment Method

Click to transfer to the Pay Cycle Detail Data page and display the scheduled payment details of this payment method.

Totals

Click to transfer to the Pay Cycle Detail Data page and display the scheduled payment details of the totals.

See Also

Check Sorting

Reviewing Draft Payments

This section discusses how to:

- Stage draft approvals.
- View details about draft payments.
- View details about draft vouchers.

Pages Used to Review Draft Payments

Page Name	Object Name	Navigation	Usage
Draft Staging Approval	APD_APPROVE_PNL	Accounts Payable, Payments, Drafts, Draft Staging Approval	Approve or reject Draft payments that are created during the staging process in Pay Cycle.
Draft Inquire	APD_APPROVE_PNL2	- Accounts Payable, Payments, Drafts, Draft Staging Inquiry - Click the Draft Staging Key button on the Draft Staging Approval – Main Information page.	View a listing of draft payments created in the Draft Staging table.
Draft Inquire (Voucher)	APD_APPROVE_PNL3	Accounts Payable, Payments, Drafts, Draft Staging Inquiry	View the scheduled draft payments by Draft Master ID.

Staging Draft Approvals

Access the Draft Staging Approval page.

Draft Staging Approval

Pay Cycle: BT1 Seq Num: 2 Status: Sel & Stg

View All First 1 of 1 Last

Main Information Additional Info

Master ID	# of Draft	*Master Status	Payment Method	Draft Amount	Amount(NonDft)	Remit Vendor	Maturity Dt
0000000005	1	Not Apprv	BOO	123,000.00 USD	0.00	USA0000001	12/09/2000

[Approve All](#) [Reject All](#) [Display All](#) [Display Not Approved](#)

Draft Staging Approval – Main Information page

Note. You must either approve or reject draft payment before the Payment Creation process. Approving or rejecting payments has no effect on the draft payment's status, however. If you selected the Preapprove option on the Preferences page of the Payment Selection Criteria component, then the draft payment status is changed to *Approved*. If you did not select this option, the drafts you approve from this page have a draft status of *Created*.

Draft Approve – Main Information Tab



Click the Draft Staging Key button to transfer to the Draft Staging Inquiry page, where you can review details about the draft payment and the vouchers associated with the draft payment.

Master ID

Draft Master ID for a set of scheduled payments.

Master Status

Select the option that indicates the status of the draft master:

Not Apprv (approved): Indicates that the scheduled draft payment has not been approved.

Approve: Creates draft payments for the scheduled draft payments that are attached to the Master Draft ID.

Reject: Clears the draft payments that are grouped into the Draft Master ID. The scheduled payments are rejected or unselected so that no payments are created.

Payment Method

Indicates whether the draft is a customer-initiated or customer-initiated EFT draft payment.

Draft Amount

Amount of the draft payment.

Amount (NonDft) (non-draft)

Displays any payment amount that is being paid by an alternate payment method, if you specify draft rounding on the Payment Selection Criteria page.

of Draft (number of draft)

The number of the draft that will be created for the draft master if you selected draft optimization.

Remit Vendor

Name of the Remit Vendor.

Maturity Dt (date)

Draft Maturity Date.

Draft Approve – Additional Information Tab

Sch Maturity Dt (scheduled maturity date)

Draft Scheduled Maturity Date, if the Maturity Date is adjusted as a result of the bank holiday and business calendar options you selected.

Viewing Details About Draft Payments

Access the Draft Inquire page.

Draft Master ID	Scheduled draft payment Draft Master ID.
Bank	Vendor's Bank.
Bank Account	Vendor's Bank Account.
Separate	Indicates if the scheduled payment is grouped with other scheduled payments that are also selected for the vendor in the same pay cycle.
Draft Group CD (code)	Draft payment group code number.
Draft Create Key	System-assigned sequence number. It is a child key of Draft Master ID.
Draft Amount	Total amount of the draft payment.
Stamp Tax	Amount of any applicable Stamp Tax.
Alt Pymnt Mthd (alternate payment method)	Payment method by which the draft rounding remaining amount is paid.
Excluded	Indicates whether draft will be excluded: Y if the draft amount is <i>not</i> to be paid. N if the draft amount <i>is</i> to be paid and will use an alternate payment method if one is specified.

Viewing Details About Draft Vouchers

Access the Draft Inquire (Voucher) page.

Draft Master ID	Draft Master ID.
Unit	Business Unit.
Voucher	Voucher number.
Pymnt Nbr (payment number)	Sequence Number of Scheduled.
Gross Amount	Gross amount of the draft payment, excluding any applicable stamp tax minimization amounts.

Approving or Certifying the Pay Cycle

This section discusses how to:

- Use a trial register.
- Approve the pay cycle.

If you've checked the Require User Approval check box on the Pay Cycle Preferences page, then you can prepare your Pay Cycle for approval after you've completed payment creation.

Note. Payments for pay cycles with the Require User Approval option selected on the Payment Selection Criteria - Preferences page are not eligible for posting until the pay cycle has been approved.

Pages Used to Approve or Certify the Pay Cycle

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Trial Register	RUN_APY2030	Click the Trial Register link from the Pay Cycle Manager.	Define run parameters for the Trial Register report (APY2030). Use the report to examine or print a summary of payments by bank account, after payment selection and creation, but before you print checks or create EFT or ACH files.
Pay Cycle Approval	PYCYCL_APPROVAL	- Accounts Payable, Payments, Approve Pay Cycle, Pay Cycle Approval - Click the Approve link on the Pay Cycle Manager page.	Verify and approve payments. As a part of Pay Cycle processing, you have the option to go through an approval step. Select this option by checking the Require User Approval check box on the Payment Selection Criteria - Preferences page.

Using a Trial Register

Access the Trail Register page.

After viewing the Trail Register report in the menu, you have two options:

- Print it out for your records.
- Close it and return to the Pay Cycle Manager page to proceed with check printing.

If you find discover an error in the register:

1. Reset the Pay Cycle.
2. Rectify the problem in the Pay Selection Criteria page.

Approving the Pay Cycle

Access the Pay Cycle Approval page.

Pay Cycle Approval

Pay Cycle: LL1 DAILY RUN 3

[Pay Cycle Manager](#)

Pay Through Date: 07/30/2000

Payment Date: 07/30/2000

Sched Pymnts: 0 

Status: Completed

Approve

Reject

Find | View All |  First 1 of 1 Last

Bank Account	Pay File	Form ID	Positive Payment Form	File Copy Form	First Payment	Status
SHARE USBNK CHCK	Checks	CHECK1			000006	Completed

Pay Cycle Approval page

Pay Through Date	Pay through date for the pay cycle.
Payment Date	Payment date for the pay cycle.
	Click to access the Pay Cycle Summary page where you can see details for the Pay Cycle.
Status	Status of the pay cycle.
Approve	Click to approve the Pay Cycle and continue processing.
Reject	Click to force the Pay Cycle to be reset.
Pay File	Description of payment form.
Form ID	Form ID used for the check printed format.
Positive Payment Form	Form ID used for printing positive payments.
File Copy Form	Form ID used for printing the file copy.
First Payment	First payment reference.
Status	Status of the individual report.

See Also

- Recreating Checks
- Reviewing Pay Cycle Data
- “Establishing Pay Cycles,” Defining Pay Cycle Date Criteria

Verifying Payment References

When you use pre-printed stationery, use the Confirm Payment References page and the Unconfirm Payment References page to verify that the system is assigning the correct check numbers. The system assigns the check numbers, based on the last check number used, so you might need to verify that the system is using the correct number. If it isn't, then you might need to change the payment reference number to match the number used on your pre-printed form.

This section discusses how to:

- Confirm payment references.
- Unconfirm payment references.
- Produce positive payment files.

Pages Used to Verify Payment References

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Confirm Payment References	PYMNT_CNFRM	• Accounts Payable, Payments, Approve Pay Cycle, Reference Confirmation • Click the Reference Confirmation link on the Pay Cycle Manager page.	Confirm that the system reference number matches the reference number on your preprinted check stock. Or renumber the system-assigned reference numbers.
Unconfirm Payment References	PYMNT_CNFRM	Accounts Payable, Payments, Approve Pay Cycle, Reference Unconfirmation	Unconfirm any payment references that you have previously confirmed.
Manual Positive Payment	PYCYCL_POS_PAY	Accounts Payable, Payments, Define Pay Cycle, Manual Positive Payment	Create a manual positive payment file to send to your bank.

Confirming Payment References

Access the Confirm Payment References page.

You must select the Confirm Numbers option on the Payment Methods page for the bank account from which the payments are being drawn.

Confirm Payment References					
Search Criteria					
SetID:	Bank:	Account:	Payment Method:	From Ref/To Ref	
SHARE	USBNK	CHCK	Check		
				Search	
Actions					
				Renumber All...	Confirm All
				Pay Cycle Manager	
Search Results					
Find View All First 1 of 1 Last					
✓	Reference	Payee Name	Payment Amount	Payment Date	Pay Status

Confirm Payment References page

Search Criteria

SetID	Bank SetID.
Bank	Bank code.
Account	Bank account key.
Payment Method	Available choices are <i>ACH, Check Cust Draft, Direct DB, EFT, EFT Draft, Giro-EFT, Giro-Man, LC, Manual, Treas Wire, Vndr Draft, and Wire.</i>
From Ref/To Ref	Choose references or From Date/Thru Date and fill in the boxes.
Search	Click to query the database and view the selected payment references.

Actions

Renumber All...	Click to renumber the payment references if there is a discrepancy in the payment references.
Confirm All	Click to confirm that the payment reference numbers match those of the printed checks.
Pay Cycle Manager	Click to transfer to the Pay Cycle Manager.

Search Results

Reference	Payment reference number.

Occasionally you might want to confirm individual reference numbers one at a time. Do this by selecting the appropriate Confirm boxes for each payment reference and then saving the page.

Unconfirming Payment References

Access the Unconfirm Payment References page.

Note. Clear the check box for each payment you want to unconfirm, or click the Unconfirm All button to clear all the payments in the page.

See Also

Confirming Payment References

Producing Positive Payment Files

Access the Manual Positive Payment page.

If a bank account is flagged as one that requires a positive payment file, after printing or confirming payment references, you must format positive payment files.

A formatting program is run for each bank account in a Pay Cycle, one at a time. The output file is a text file that your clearinghouse bank can import into its own payment tables.

Manual Positive Payment

*Bank SetID:

*Bank Code:

*Bank Account:

*Step Group Name:

Options

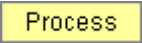
☒ **Format and File**

☐ **File Only**

Process

Manual Positive Payment page

Bank SetID	Specify for the payment.
Bank Code	Specify for the payment.
Bank Account	Specify for the payment.

Step Group Name	Specify for the payment.
Format and File	Runs the positive payment process and creates an output file.
File Only	Creates a positive payment output file. This is useful for those times when you selected the Format and File option, but for some reason the file was not successfully created.
	Click to create the positive payment file.

See Also

“Designing Payment Forms”

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,”
Defining Payment Methods for External Accounts

CHAPTER 22

Additional Payment Processing Options

This chapter provides an overview of payment processing options you can use independent of the pay cycle. It explains how to:

- Use express payments.
- Record manual payments.
- Use the Manual Payment Creation process.
- Cancel payments.
- Escheat payments.
- Forecast payments.
- Perform the bank transfer charge process.
- Process split multiple payment terms.
- Create federal payment schedule transaction files.

Understanding Additional Payment Processing Options

The payment process routine should satisfy your business needs, but there may be times when you need additional options. If you need to print a check immediately, for example, you cannot wait for the next pay cycle run. For this reason, PeopleSoft Payables provides additional payment processing options.

Express Payments

PeopleSoft Payables Express Payments enable you to quickly create payments outside of your regular payment cycles. Vouchers must be entered into the system and be approved for payment before you can create an Express Payment. You may also enter a voucher and record a manual payment at the same time.

Important! Express Payments do not support overflow advice.

Manual Payment Creation

The Manual Payment Creation feature enables you to track manual payments in your Payables system by creating manual payment worksheets and applying one or more vouchers to them. For example, if you write a check to a vendor outside the system, you can record that manual payment in Payables and apply vouchers for that vendor against the payment so that your balance with the vendor reflects the manual payment.

You can also record manual payments in Payables using prepayments or by recording a payment in the voucher component. Manual Payment Creation provides different functionality than either of these other features.

When you record manual payments in the voucher component you create a voucher for the payment just as you would for a normal invoice and select *Record* as the payment Action on the Payments page. Basically, you create a voucher and a payment for that voucher simultaneously. With Manual Payment Creation, you create a payment, but you apply it to existing vouchers rather than creating a voucher specifically for the payment.

These features provide different benefits. Decide on a case by case basis which feature meets your business needs.

Recording a payment only allows you to associate one scheduled payment for one voucher, while Manual Payment Creation enables you to associate multiple scheduled payments for multiple vouchers.

When you record manual payments, you can toggle back and forth between the *Record* and *Schedule* options on the Payments page. If you decide not to record the payment you can switch from *Record* to *Schedule* and the payment is deleted in the PAYMENT_TBL at save time.

When you use Manual Payment Creation, once you save the manual payment you cannot delete it. You cannot toggle between these options. You can, however, cancel the manual payment using payment cancellation.

Also, with the Manual Payment Creation method, the payments are not created in PAYMENT_TBL until they are fully applied. This means that you can only create a manual payment for amounts equal to existing scheduled payments, or the sum of two or more scheduled payments. For example, if you create a payment for USD 5000.00, but you only have voucher scheduled payments for this vendor equal to USD 4500.00, you cannot fully apply the manual payment and therefore the payment cannot be created. Likewise, if you have one scheduled payment equal to USD 4000.00 and another equal to USD 2000.00, you cannot partially apply either of the scheduled payments and again, cannot fully apply the manual payment.

You can, however, save the manual payment worksheet and modify it later. When the worksheet is saved and retrieved again, the system syncs up the listed scheduled payments and makes sure they are still available for application (that is, they have not been paid by another process).

When you create the worksheet, it is inserted into the worksheet tables, APD_MANDFT_SRCH and APD_MANDFT_WS. Once you successfully create the manual payment in PAYMENT_TBL, worksheet data is deleted from the worksheet tables.

Payment posting, reissuing, closing and voiding work the same for manual payments as they do for payments created with the Pay Cycle.

See Also

Recording Manual Payments

Canceling Payments

“Processing Prepayments”

“Entering and Processing Vouchers Online,” Entering Payment Information

Manual Payment Eligibility Requirements

Scheduled payments are only available for application on the Apply Voucher page if they meet certain eligibility requirements.

- Voucher Style: Regular, Registered Voucher, Third-Party Voucher or Adjustment Voucher.
- Voucher: Approved, Budget approved, and postable.
- Scheduled Payment: No netting and no payment hold.
- Match status: Matched, N/A, or Match Overridden

Business Unit and Currency Considerations

Depending on your set up, the list on the Apply Voucher page may contain scheduled payments from multiple business units with multiple payment methods or multiple payment currencies.

If you select the Do not mix payment across BU option for the selected vendor on the Payables Definition - Definition page, the list contains scheduled payments for other business units, but you can only select and apply scheduled payments that have the same business unit.

If the vendor has scheduled payments with different payment currencies, the system converts the amount to the currency of the manual payment and displays it in the Paid Amount field. At save time, if the payment amount is fully applied, the payment is created and scheduled payments are updated with appropriate paid information, converted currency amounts and status.

See Also

“Defining PeopleSoft Payables Business Units,” Defining Payment Options

Payment Cancellation

With PeopleSoft Payables, you can record:

- Stop Payments, which are checks that you have already sent out but ask the bank to stop the payment on.
- Void Payments, which are payments that you decide to cancel before you send them out. The system automatically reconciles a voided payment.

PeopleSoft Payables backs out all payment information for the vouchers affected by a canceled payment. You can optionally reopen or close those vouchers the next time you run voucher and payment posting. If you reopen vouchers for payment, you can specify whether to pay the same amount or to recalculate the payment amount.

You can only cancel reconciled payments if you have the Federal Payments feature enabled. If you do not have this feature enabled, the Payment Cancellation Search page only returns unreconciled payments.

Important! You cannot cancel prepayments, nor can you cancel a payment if it is for a regular voucher that you have applied to a prepayment.

See Also

Canceling Payments

Payment Escheatment

Occasionally, an organization issues a check to a vendor, but the vendor does not deposit it. Perhaps the vendor goes out of business. Whatever the reason, the check becomes stale-dated. In rare cases, a stale-dated check must revert to the state if no legal heirs or claimants exist.

When users mark a check as stale-dated, it is informational only. When users decide to escheat a stale-dated check, they must return to the Payment Escheatment page and change the radio button from State Dated Payment to Escheated.

PeopleSoft Payables enables you to reclassify the stale-dated check to an escheat liability account by debiting Cash and crediting Escheatment Liability. When users escheat payments, they enter an escheatment date. The system uses the date to control the accounting date for the escheatment entry.

Payment Posting treats an escheated payment like a voided payment except that there is no option to close or restate the voucher liability.

When users escheat a payment, the Payment Posting program creates accounting entries that reverse the cash entries to an escheatment liability account, which users pre-define on the Accounting Entry Template. The system records the escheatment liability account to the vouchering GL business unit and the cash entry to the bank's cash GL business unit. If they are different business units, the system generates InterUnit entries.

See Also

Escheating Payments

Payment Forecasting

PeopleSoft Payables provides Payment Forecasting, which enables you to view expected cash disbursements over a longer time span than the next Pay Through Date.

See Also

Forecasting Payments

The Bank Transfer Charge Process

PeopleSoft Payables provides Bank transfer charge processing for businesses in which vendors are often responsible for the bank transfer charge that is deducted from the payment. The system automatically calculates and creates Electric Funds Transfer (EFT) payments and creates reports of bank transfer charge transactions.

The bank transfer charge process calculates the actual payment amount by deducting the bank transfer charge from the payment amount in cases when the vendor pays the charge. This operation is processed only for EFT payments and takes place within the pay cycle. The system generates the EFT file using the adjusted payment amount. The applicable amount of the bank transfer charge is defined in the Bank Transfer Charge Code and identified by the combination of bank and file layout. Alternatively, the amount of the charge can be a unique specified amount at the vendor location. This process is enabled at the bank and vendor location levels.

Bank Transfer Charge Auto-Deduction

If you enable the bank transfer charge option, the system creates a transaction for the charge during the pay cycle, and generates the accounting entry for the charge at the payment posting.

Consider the following during auto-deduction:

- Calculation Basis
- Separate Payments, Pay Groups and Mixing with Other Business Units
- Canceling payments
- Non-EFT payments

Bank Transfer Charge Calculation Basis

When you enable the bank transfer charge option using the Bank Transfer Charge table, the system calculates the amount of the charge based on the payment amount.

Separate Payments, Pay Groups and Mixing with Other Business Units

The bank transfer charge is calculated based on the payment. If one voucher has separate payment check box selected, the bank transfer charge of this payment is calculated separately from other payments.

The process is the same for calculations based on the pay group. When the payments are grouped using group IDs, the charge will be calculated for each group ID.

In the same manner, if one business unit has the *Do Not Mix with other Business Units* option selected, and if payment for this business unit is made separately, the bank transfer charge is also calculated separately based on the payment amount of the business unit.

On the other hand, if one business unit has the *Do Not Mix with other Business Units* option disabled (which means that the transactions of this business unit can be paid with the transactions of other business units), the bank transfer charge is calculated based on the payment amount that includes the transactions of other business units.

Canceling Payments

The accounting entry for a bank transfer charge suspense is created during payment posting. At this point, the gross amount is divided into two parts: the actual payment and the bank transfer charge. If this payment is canceled, there will be reverse accounting generated for all entries, including the bank transfer charge.

Non-EFT Payments

The bank transfer charge is processed only for EFT payments. (EFT does not include Draft EFT.)

Important! If there are any setup steps missing, the bank charge is not deducted. For instance, if vendor location is set up to use the Bank Transfer Charge table but the table was not found during the payment process, the pay cycle completes without errors but the bank transfer charge is not deducted from the payment amount. In this case, a message is logged to the process monitor.

See Also

Setting Up the Bank Transfer Charge Process

Split Multiple Payment Terms Process

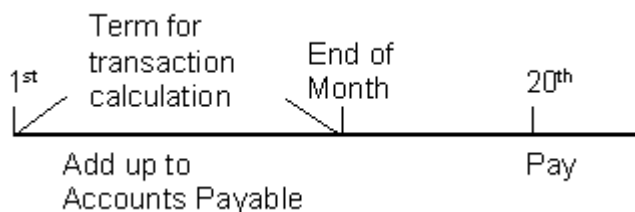
Split multiple payment terms is a common business process in some countries. The Split Multiple Payment Terms process provides the functionality in PeopleSoft Payables.

To run the Split Multiple Payment Terms process, set up Split Multiple Payment Terms conditions—which define agreements between you and vendors—and Split Condition Options for vendors—which associate vendors with the Split Multiple Payment Terms process.

Generally, Split Multiple Terms is a settlement method that profiles the payment methods, conditions, and amounts, depending on the total number of transactions in a certain period of time.

In some countries, like Japan for example, customers usually do not issue a payment to their vendors for each transaction. Instead, the vendor summarizes the transactions and charges for

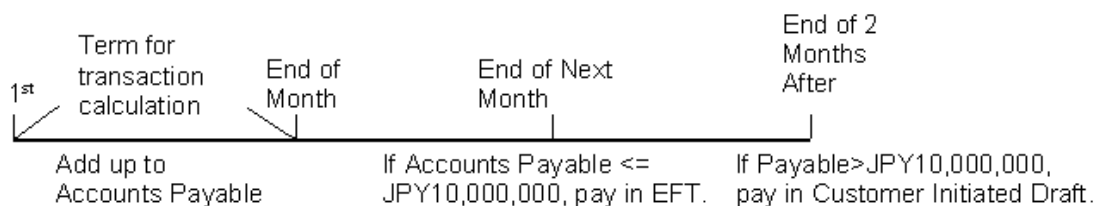
the total amount of the transactions based on prior agreements. The vendor summarizes the transactions and charges for the total amount of the transactions. Then, the customer issues a payment to the vendor on a specific date. Suppose you made an agreement with a vendor that you issue a payment on the 20th day of the next month for all transactions in that month. The vendor charges you for the total amount of transactions in the month, and you issue a payment on the 20th day of the next month. The period of time for transactions is usually one month, which can start on any day (the 1st, 15th, 20th, 25th, and so forth).



Different payment conditions and methods are applied depending on the total amount of the invoices, as illustrated by the following examples.

Example 1

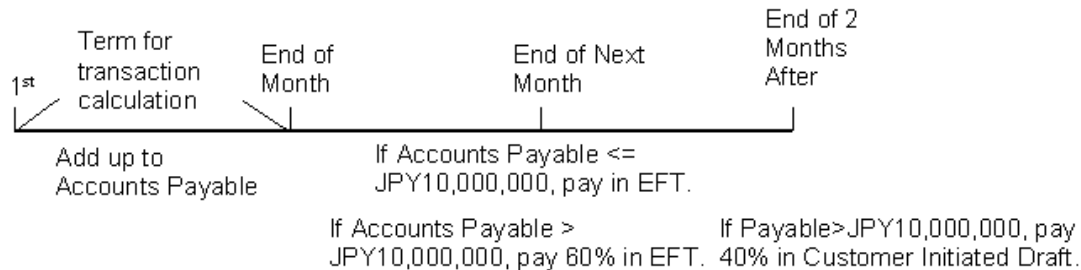
If the total amount of the invoices is less than or equal to JPY10,000,000, pay in EFT (Electronic Funds Transfer) at the end of the next month. If the total amount of the invoices is over JPY10,000,000, pay in Customer Initiated Draft (Cust Draft) at the end of the next month.



Example 2

You could choose to split the total amount of invoices and apply different payment methods and conditions to each amount.

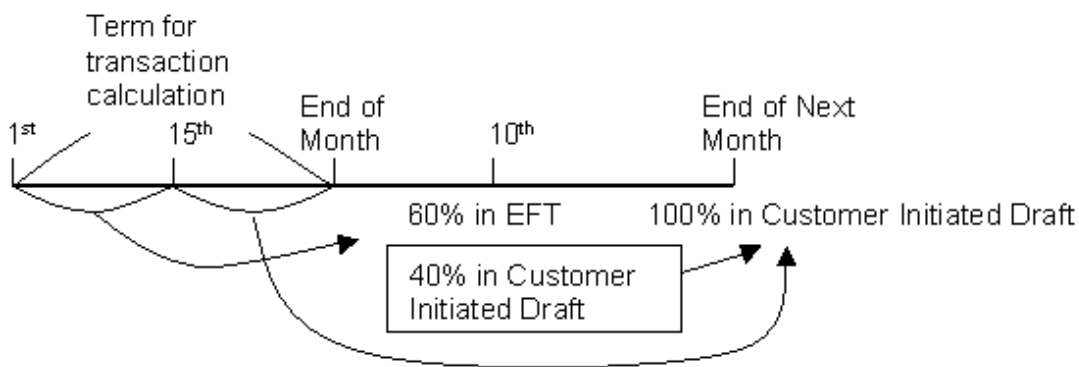
If the total amount of the invoices is less than or equal to JPY10,000,000, pay in EFT at the end of the next month. If the total amount of the invoices is over JPY10,000,000, split the total amount into portions of 60% and 40%. Then pay the 60% amount in EFT at the end of the next month and pay the 40% amount in Customer Initiated Draft at the end of 2 months.



Example 3

In a more complicated scenario, you might run the Split Multiple Payment Terms process several times in a certain period of time.

You run it on the 15th and at the end of the month. On the 15th, you split the total amount of the invoices into two portions: you pay in EFT for 60%, and you then pay in Customer Initiated Draft for 40% with a due date of the 10th of the next month. At the end of the next month, you pay the sum of the amount corresponding to 40% in the previous process and the amount of the invoices that come after the 15th in Customer Initiated Draft.



Processing Vouchers with Split Multiple Payment Processing

Suppose you run Split Multiple Payment Terms twice every month (on the 15th and at the end of the month) for the vouchers with due dates in the month you run it. Use the 10th as the basis date when you run the process on the 15th and use the 20th as the basis date when you run it at the end of month.

Suppose also that the total amount of vouchers for a vendor that you process with Split Multiple Payment Terms is JPY15,000,000 on 7/15/2001. In this case, the process splits the total amount into portions of 60% and 40% because the basis date is 7/10/2001. For vouchers for 60% (JPY9,000,000), the end of the month(7/31/2001) is set as the payment condition and EFT is set as the payment method. For vouchers for 40% (JPY6,000,000), the end of the month(7/31/2001) is set as the payment condition, Customer Initiated Draft is set as the payment method, and MONT3(10/31/2001) is set as the draft sight. The due date, scheduled pay date, and draft maturity date are recalculated based on the basis date of 7/10/2001.

Next, suppose new vouchers worth JPY14,000,000 are entered after 7/15/2001. Because the Reusable check box for vouchers for 40% (JPY6,000,000) was selected in the previous process, the vouchers worth JPY6,000,000 plus newly entered vouchers worth JPY14,000,000 are

processed by Split Multiple Payment Terms this time. Therefore, the vouchers worth JPY20,000,000 are split into halves and the following conditions are set because the basis date is 7/20/2001: the 10th of the next month(8/10/2001) is set as the payment condition and CHK is set as the payment method for one half; the 10th of the next month(8/10/2001) is set as the payment condition, Customer Initiated Draft is set as the payment condition, and MONT3(11/10/2001) is set as the draft sight for the other half. The due date, scheduled pay date, and draft maturity date are recalculated based on the basis date of 7/20/2001.

Using Express Payments

This section discusses how to:

- Create express payments.
- Review express payments.

See Also

Manual Payment Creation

Pages Used to Create and View Express Payments

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Express Payment	PYMNT_EXPRESS	Accounts Payable, Payments, Express Payments, Express Payment	Create a payment for one or multiple vouchers for one specific vendor.
Pay Cycle – Express Payments	EXP_PYCYCL_MGR	• Accounts Payable, Payments, Express Payments, Express Payment Manager • Click the Create Payment button on the Express Payment page.	Review and process Express Payments. You can only review express payments being processed from the Express Payment Manager.

Creating Express Payments

Access the Express Payment page.

Note. Only one payment is created for the vendor, unless the Separate Payment option or the Do Not Mix Business Unit options are selected. In those cases, more than one payment can be created to pay the vendor.

Express Payment

Payor
 US001 NEW YORK OPERATIONS
 144 North Street
 New York, NY 10168

Bank and Payee Information
 Bank SetID: SHARE USA BANK
 Bank: USBK 111 Montgomery Street
 Account: CHCK San Francisco, CA 94601
 Payment Currency: USD
 Pay Method: CHK
 Vendor Set ID: SHARE East Bay Travel
 Vendor: USA0000002 2598 Clayton Rd
 Address: 1 Concord, CA 94528

Payment Details
 Date: 01/16/2002
 Amount: 16,140.46 USD
 Reference: NEXT

Select Vouchers
☐ On Hold ☐ Evaluate Discount Rate **Add All Vouchers** **Create Payment** Server:

Select Voucher Customize | Find | View All | First 1 of 3 Last

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount
US00	00000058	1	System Check	US1-3	07/25/2000	☐

Express Payment page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Payor

This group box displays the payor information.

Change Payor

Click to access a search page where you can select a different business unit to charge the payment to.

If you change the business unit associated with a payment, the system automatically creates interunit accounting entries when you run Payment Posting.

Payment Details

Date

Specify the date that prints on the check.

Amount

The system calculates the amount of the payment, based upon the vouchers that are selected in the Select Voucher group box.

Reference

Specifies the number of the check. *NEXT* indicates that the system generates the number, incrementing the reference number based on the last number it used for a check in the specified bank account.

Bank and Payee Information

Once you select a bank setID and a vendor setID, the system displays the name and address of the bank and vendor information in this group box.

Bank SetID	Specify the Bank SetID, Bank and Bank Account from which the payment is drawn.
Payment Currency	Specify the payment currency.
Payment Method	Specify the payment method.
Vendor Set ID	Specify the setID, Vendor ID and Address of the vendor you are paying.

Select Vouchers

On Hold	Specifies if the payment scheduled is on hold. The holding option can be set manually or by a scheduled process. For example, the withholding process places those vouchers with withholding exceptions on hold.
Evaluate Discount Rate	If enabled, the system compares where you will get the most benefit, paying a discounted voucher early and taking the discount or waiting for the due date and earning the interest income during that time.
Add All Vouchers	Click to automatically enter all outstanding payments for the vendor to this payment.
Create Payment	Generates a pay cycle with the Name <i>Quick 1</i> through <i>Quick 9</i> , and transfers you to Express Payment Manager page to complete your check processing.
Server	Select from the available options. The prompt only shows servers that have a status of <i>Running</i> on the Process Monitor Server List page. The system performs validation before a process is initiated to ensure that the Process Scheduler server is currently running.
Pay Cycle	The Pay Cycle ID appears for you after you click the Create Payment button.

Main Information Tab

Use this section to choose the payment schedules that you want to pay.

Unit	Select the business unit for the payment schedule that you want to pay.
Voucher	Select the voucher ID for the payment schedule that you want to pay.

Payments	Select the payment schedule number associated with the payment schedule that you want to pay.
Payment Method	Select payment method for the payment schedule that you want to pay.
Invoice Number	Invoice number associated with the voucher you select.
Invoice Date	Invoice date associated with the voucher you select.

Additional Information Tab

Gross	Displays the gross amount for the selected payment schedule.
Amount	Displays the payment amount for the selected payment schedule. This amount differs from the gross amount when there is a discount available.

See Also

“Running Pay Cycles,” Recreating Checks

“Running Voucher and Payment Posting,” Performing the Payment Posting Process

“Running Voucher and Payment Posting,” Setting Up InterUnit Accounting in Payables

Reviewing Express Payments

Access the Pay Cycle – Express Payments page.

Pay Cycle - Express Payments

Pay Cycle: QUICK3 Express Check

Pay Cycle Status

Status: Approved [Refresh](#) [Trial Register](#) [Report List](#) [Process Monitor](#)

Pay From Date: 08/09/2000

Pay Through Date: 08/24/2000

Payment Date: 01/16/2002

Sched Payment Selected: 3 [Summary](#) [Details](#)

Pay Cycle Exceptions

[Discount Lost](#) [Withholding Exceptions](#) [Discount Denied](#)

Pay Cycle Reset

Server: [Reset](#)

Pay Cycle Results [Customize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

Main Information [Additional Info](#) [...](#)

Process	Pay Status	Instance Bank	Account	Server	*Output Type	Output Destination
Process	Approved	Print Checks	USBK CHCK			

Pay Cycle - Express Payments: Main Information page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Pay Cycle Status

Status	Displays the current status of the Express Payment pay cycle. Options include: <i>New:</i> The first time that the Express Payment pay cycle runs. <i>Approved:</i> Ready to run. Express Payments are pre-approved by definition. <i>Running:</i> Currently running. <i>Complete:</i> Complete.
Refresh	Refreshes the Express Payment Manager page, displaying the most current status. Some Express Payment processes must complete before the next process can start. While these processes are running, the status for the Express Payment is <i>Processing</i>. Clicking the Refresh button updates the page, so that you can see if the Express Payment is ready to advance to the next step.
Pay From Date	The scheduled pay date for the voucher payment schedule. If the scheduled pay date is between the pay from and pay through dates, the voucher payment schedule can be paid in the current Express Payment pay cycle.
Payment Date	The date that prints on payments. It can differ from the Pay Through Date.
Sched Payment Selected	Number of scheduled payments selected to be processed.
Summary	Click to transfer to the Pay Cycle Summary Data page, where you can view summary information about scheduled payments by each bank account.
Details	Click to transfer to the Pay Cycle Detail Data page, where you can search scheduled payments by different search criteria, such as business unit, invoice, or vendor ID.
Pay Cycle Exceptions	
Discount Lost	Opens the Lost Discount Alert page, so that you can review Lost Discount Alert exceptions generated during Pay Cycle processing.
Withholding Exceptions	Opens the Wthd Exception page, so that you can review Withholding exceptions generated during Pay Cycle processing.

Discount Denied

If the bank interest earned on the net voucher amount is greater than the amount of the discount you gain by paying early, the system issues a Discount Denied exception and the Discount Denied link becomes active. Click to review and to override if necessary.

Pay Cycle Reset**Server**

Select a server from the available options.

Reset

Click to initiate a process to clear all of the scheduled payments currently being processed in the pay cycle. This link is active when payments are created, selected, and rejected. It remains active until the Pay Cycle has been *Approved*.

Main Information Tab

The Main Information and Additional Information tabs only show high-level information about the scheduled payments in the pay cycle. For detailed information about both electronic and non-electronic payments, click the Summary and Detail links in the Pay Cycle Status group box.

Process

Click to initiate the next step of the Express Payment pay cycle.

Pay Status

Displays the current status for the pay cycle's bank account or payment method.

Instance Bank

Displays the process instance for the latest process you initiated for the bank account or payment method.

Account

Displays the Bank Account that is being processed for the pay cycle.

Server

Specify a specific Process Scheduler server from which to execute the pay cycle Output process.

Output Type

Select this option to create your Express Payments in a file format. This is useful if the printer is not attached to the server that creates the checks. You may send the checks to a file and later copy this file to another machine where the check could be printed.

Output Destination

Specifies the Output File directory or the Printer name for the output file creation.

If the File checkbox is selected, the Output Destination field defaults from the Server File Destination specified on the User Preferences- PayCycle page. You can override the default with a valid directory path, but remember that a meta string (such as %%OutputDirectory%%) is not permitted. You must specify a full directory path with a backslash at the end (for example: C:\TEMP\).

Note. Only the system check payment method is processed by Express Payment.

Additional Information Tab

Pay File	Name of the payment output file that is created.
Form ID	Form ID specified on the bank account definition for the document formatting.
Positive Pymnt (payment)	Specifies the Positive Payment Form ID on the bank account definition for formatting the Positive Payment file. This applies only to system checks.
Copy Frm (form)	Form ID specified on the Bank Account definition for formatting Check Copy files.
First Payment	Beginning payment reference number for the pay cycle.

See Also

“Running Pay Cycles,” Reviewing Pay Cycle Data

Recording Manual Payments

This section discusses how to:

- Record manual checks.
- Assign special check numbers to manual payments.

Pages Used to Record Manual Payments

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payments	VCHR_PAYMENT_PNL	Accounts Payable, Vouchers, Entry, Regular Entry, Payments	Record a manually issued payment by changing the Action field to Record.

Recording Manual Checks

To record a manual payment within the system, (enter a voucher and then change the Action field to Record on the Payments page.

Note. Use the Create Manual Draft page to enter vendor-initiated drafts.

See Also

- “Entering and Processing Vouchers Online,” Creating Vouchers Online
- “Processing Drafts in PeopleSoft Payables,” Creating Drafts Manually

Assigning Special Check Numbers to Manual Payments

The flexibility of assigning special check numbers to manual payments can result in your losing the ability to update the Last Reference Number Used on the Payment Methods page. This flexibility enables you to assign check numbers from a different number range than the one used for Pay Cycle processing. So, if the check number you assign to a manual payment is different by more than 100 from the Last Reference Number Used, the system assumes that a different check number range is being used, and it does not update the Last Reference Number Used.

See Also

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Defining Payment Methods for External Accounts

Using the Manual Payment Creation Process

This section explains how to:

- Set auto numbering for manual payments.
- Build manual payment worksheets.
- Enter manual payments.
- Apply vouchers to manual payments.

See Also

- Manual Payment Creation
- Manual Payment Eligibility Requirements

Pages Used to Create Manual Payments

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Auto Numbering	AUTO_NUM_PNL	Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Auto Numbering	Define automatic numbering specifications for Manual Payment.

Page Name	Object Name	Navigation	Usage
Man Pay Selection	AP_MAN_SEL	Accounts Payable, Payments, Manual Payment and Prepayment, Create Manual Payment	Enter criteria to build the manual payment worksheet.
Man Pay Worksheet	AP_MAN_ENTRY	- Accounts Payable, Payments, Manual Payment and Prepayment, Update Payment Worksheet - Click the Build Worksheet button on the Man Pay Selection page.	Enter manual payment information.
Apply Voucher	AP_MAN_APPLY	- Accounts Payable, Payments, Manual Payment and Prepayment, Update Payment Worksheet - Click the Build Worksheet button on the Man Pay Selection page.	Apply scheduled vouchers to the manual payment.

Setting Auto Numbering for Manual Payments

Access the Auto Numbering page.

Auto Numbering

SetID: SHARE CORPORATE SETID

Number Type: MANP AP Manual Pymnt Worksheet ID

*Field Name: WS_ID Length: 15

*Start Seq	*Max Length	*Description	Last Number Issued	Default?
001	10	Manual / Draft Payment WS ID	12	☒

Setting up Manual Payments on the Auto Numbering page (AUTO_NUM_PNL)

Number Type

Add number type *MANP* to auto-increment the worksheet ID for Create Manual Payments.

This worksheet number is shared with Manual Draft Payment worksheets.

See Also

PeopleSoft Application Fundamentals for FIN, ESA and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Automatic Numbering

Building Manual Payment Worksheets

Access the Man Pay Selection page.

Man Pay Selection			
Bank/Account			
Bank SetID:	SHARE	Bank ID:	121042882 USA BANK
Bank Code:	USBNK	Account #:	0741-256458 USBNK CHECKING ACCT
Bank Account:	CHCK		
Payment Method:	MAN	Payment ID:	NEXT Worksheet ID: NEXT
Enter Selection			
*Remit SetID:	SHARE		
*Remit Vendor:			
*Vendor Location:			
*Payment Currency:		☒ Match Currency	
Optional Criteria			
Pay to Bank Nbr:		Build Worksheet	
Scheduled Pay From Date:			
	Scheduled Pay To Date:		

Man Pay Selection page

Enter the requested vendor and payment criteria for the manual payment. When you click the **Build Worksheet** button, the system uses the information entered here to return a list of eligible voucher scheduled payments that you can apply to the manual payment. You can use the fields in the **Optional Criteria** group box to limit the vouchers that the system returns. For example, you can limit the search to vouchers with the same pay to bank, or to vouchers with specific scheduled pay dates.

Remit SetID

Enter the setID, **Remit Vendor** ID and **Location** for the vendor to whom you remit the manual payment. When you build the worksheet, the system returns eligible scheduled payments with the same vendor information.

Payment Currency

You must select a currency for the manual payment.

Match Currency

Select if you want the system to return scheduled payments with the same payment currency. If you do not select this option the system returns all eligible scheduled payments, regardless of their payment currency and converts them to the selected vendor's currency.

Pay to Bank Nbr (pay to bank number)	Enter a vendor bank number if you want the system to return eligible vouchers whose schedule payments have the same vendor pay to bank.
Scheduled Pay From Date	Use the Scheduled Pay From Date and Scheduled Pay To Date fields to limit the search to eligible vouchers whose scheduled pay dates falls within a specified range of time.

Entering Manual Payments

Access the Man Pay Worksheet page.

The screenshot shows the 'Man Pay Worksheet' page with two tabs: 'Man Pay Worksheet' and 'Apply Voucher'. The 'Remit Details' section contains the following information:

- Remit SetID:** SHARE
- Remit Vendor:** USA0000001 Bay Area Electric
- Vendor Location:** 1
- Bank SetID:** SHARE
- Bank Code:** USBNK
- Bank Account:** CHCK
- Payment Method:** MAN
- Worksheet ID:** 0010000018

The 'Payment Details' section contains the following information:

- Payment Date:** 01/16/2002
- Accounting Date:** 01/16/2002
- Payment Ref:** NEXT
- Amount:** [Text Box] USD ☒ **Apply Discount** **Refresh**
- Comment:** [Text Box]

At the bottom, the summary information is displayed:

- Number of Payments:** 0
- Total Applied:** 0.00
- Balance:** 0.00

Man Pay Worksheet page

Payment Date	Enter the actual payment date, for example, the date you wrote the manual check.
Document Sequencing	This link only displays if document sequencing is enabled. Click it to access document sequencing information.
Accounting Date	Posting date. You can override this value.
Payment Ref	Defaults to <i>NEXT</i> and the system generates a new number at save time based on the next sequential number in the bank account. You can manually override this entry and the system validates it at save time. The Payment Ref must be a numeric value.
Amount	Enter the manual payment amount.

Apply Discount	If selected, the system checks the discount date against the creation date of the manual payment. If the scheduled payment for the voucher qualifies for the discount, the Paid Amount field on the Apply Voucher page displays the discount amount for the scheduled payment instead of the gross amount.
Refresh	Click to calculate the Total Applied and Balance amounts, check for discount situations and update the voucher list on the Apply Voucher page.
Number of Payments	The number of scheduled payments currently applied to this manual payment.
Total Applied	The total amount of the scheduled payments currently applied to this manual payment.
Balance	The difference between the manual payment amount and the total amount of the applied scheduled payments. Note. The manual payment is only created in PAYMENT_TBL when the balance is 0.00, that is, when the payment is <i>fully applied</i> to scheduled payments. Otherwise, only the manual payment worksheet is saved.

Applying Vouchers to Manual Payments

Access the Apply Voucher page.

Man PayWorksheet

Apply Voucher

Build Worksheet Parameters

Scheduled Pay From Date:

TV

Scheduled Pay To Date:

TV

Match Currency

Search

Select All

Unselect All

Refresh

Select Vouchers

Customize | Find | View All |

Main Information

Additional Info

PDF

Select	Bus. Unit	Voucher ID	Pymnt Nbr	Paid Amount	Payment Currency	Apply Discount	Payment Method	Due Date	Scheduled Pay Date	Gross Payment Amount	Transaction Currency	Discount
☐	US004	00000001	1	1,062.50	USD	☐	Check	07/06/2000	07/06/2000	1,062.50	USD	
☐	US005	00000001	1	1,060.00	USD	☐	Check	07/06/2000	07/06/2000	1,060.00	USD	

Payment Amount:

Total Applied: 0.00

Balance: 0.00

Apply Voucher page: Main Information tab

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields that are common to all views first.

Common Page Information

Scheduled Pay From Date	The Scheduled Pay From Date, Scheduled Pay To Date and Match Currency field provide the same functionality as they do on the Man Pay Selection page. We include them here so that you can refine the list of eligible vouchers without having to leave this page.
Search	Rebuilds the voucher list with any modifications you've made to the search criteria (for example, new Scheduled Pay To and From dates). This function unselects all of your previously selected schedule payments.
Select All	Selects all listed scheduled payments.
Unselect All	Unselects all listed scheduled payments.
Refresh	Applies selected scheduled payments to the manual payment and calculates the Total Applied and Balance amounts.

Main Information Tab

Select	Select this option and click Refresh to apply this scheduled payment to the manual payment. Once you select the scheduled payments, they are placed on hold even if you do not fully apply and create the manual payment. Click Rebuild Voucher List to take them off hold.
Bus Unit (business unit)	The business unit of the selected payments.
Voucher ID	The voucher ID of the selected payments. Click to view the voucher details on the Voucher Inquiry page.
Pymnt Nbr (payment number)	The number of the scheduled payment. If there are multiple scheduled payments for a voucher they each have a unique payment number.
Paid Amount	The actual payment amount and currency of the scheduled payment; this can be either the gross or discount amount. Note. If you selected the Apply Discounts check box on the Manual Payment Worksheet, and if the scheduled payment is eligible for the discount, this field displays the discount amount instead of the gross amount.
Apply Discount	Indicates whether or not you selected the Apply Discounts check box on the Manual Payment Worksheet.
Payment Method	The payment method for the scheduled payment.
Due Date	The Net due date of the scheduled payment.
Scheduled Pay Date	The scheduled due date of the scheduled payment.
Gross Payment Amount	Gross amount and currency of the scheduled payment.

Discount	The discount amount of the scheduled payment.
Discount Due Date	The discount due date of the scheduled payment.
Payment Amount	The payment amount currently entered on the Man Pay Worksheet page.
Total Applied	The total amount of the scheduled payments currently applied to this manual payment.
Balance	The difference between the manual payment amount and the total amount of the applied scheduled payments. Note. The manual payment is only created in PAYMENT_TBL when the balance is 0.00, that is, when the payment is <i>fully applied</i> to voucher scheduled payments. Otherwise, only the manual payment worksheet is saved.

Additional Information Tab

Bank	The bank, type of bank Account , and Bank Account # from which you are creating this payment.
Pay to Bank Nbr	The vendor bank number. (If you entered one on the Man Pay Selection page).
Do No Mix BU	Indicates the option you selected on the Payables Definition - Payments page. If this option is selected, you can only select vouchers with the same Payables business unit as the payment you are creating.
Separate Payment	Indicates the option you selected on the Payments page in the Voucher component. You can select a scheduled payment that has the Separate Payment flag enabled. However, you cannot select any other scheduled payments along with this one. The system displays an error message if you try to do this.

See Also

“Defining PeopleSoft Payables Business Units,” Defining Payment Options

“Entering and Processing Vouchers Online,” Scheduling and Creating Voucher Payments

Canceling Payments

This section discusses how to cancel payments.

See Also

Payment Cancellation

Page Used to Cancel Payments

Page Name	Object Name	Navigation	Usage
Cancel a Payment	PYMNT_CANCEL	Accounts Payable, Payments, Cancel/Void Payments, Payment Cancellation	Cancel payments, reverse a cancellation, or view previously canceled payments.

Canceling a Payment

Access the Cancel a Payment page.

Cancel a Payment

Enter Cancel Payment

Bank Set ID: SHARE
Reference ID: 00001

Bank: USBNK USA,BANK
Creation Date: 01/16/2002

Account: CHCK 0741-256458
Payment Date: 01/16/2002

Payment Method: Manual Check
Payment Amount: 100.00 USD

Remit Vendor: USA0000001 Bay Area Electric

Date Cancelled: 01/16/2002

Payment Status
☒ Void
☐ Stop
☐ Undo Cancel

Cancel Action
☒ Re-Open Voucher(s)/Re-Issue
☐ Re-Open Voucher(s)/Put on Hold
☐ Do Not Reissue/Close Liability

Description:

Payment Cancellation - Cancel a Payment page

Bank Set ID Your bank setID, **Bank** code and **Account** number and descriptions.

Remit Vendor Remit Vendor number and description.

Reference ID Payment reference ID.

Creation Date Date the payment was created.

Payment Date Date the payment was issued.

Date Cancelled Specify the date you want to cancel the payment.

Payment Status

Void Select to void the payment.

Stop Select to stop the payment.

Undo Cancel You can undo any cancellation until you post the canceled payment.

Warning! After posting, you cannot undo the cancellation.

Cancel Action

Re-Open Voucher(s)/Re-Issue

Enables you to reselect the scheduled payments and reissue them the next time that you execute a Pay Cycle, assuming that the vouchers meet the selection criteria for that Pay Cycle.

Re-Open Voucher(s)/Put on Hold

Enables you to re-open the scheduled payments, but places the reopened scheduled payments on hold for your review. You typically select this option if you need to perform additional investigation or revise voucher information before proceeding with payment. A Pay Cycle process doesn't select the scheduled payments until the hold is removed on the Payments page of the Voucher component.

Do Not Reissue/Close Liability

Use this option to cancel the payment and close any liabilities associated with it. The amount of the liability to close is calculated as the amount of unpaid liability remaining. The system takes into account whether the business unit is accounting at gross or net. The posting program flags the voucher as process manual close, and the amount of the outstanding liability is reversed the next time the voucher posting program runs. The posting program obtains the AP Control account from the Accounting Entry Template.

Warning! Only use the Do Not Issue/Close Liability option if you do not intend to reissue the voucher.

Description

Add comments or an explanation for the cancellation.

Document Sequencing

If you have document sequencing enabled, click the Document Sequence link to access the Document Sequence page, where you can change the payment Document Type.

Note. If you choose to reopen vouchers and reissue, remember that you must run the payment posting process to record the reversal before those vouchers are available for a new payment selection. You can undo your cancel, as long as the canceled payment is not posted.

See Also

“Processing Drafts in PeopleSoft Payables”

Escheating Payments

This section discusses how to escheat payments.

See Also

Payment Escheatment

Page Used to Escheat Payments

Page Name	Object Name	Navigation	Usage
Payment Escheatment	PYMNT_ESCHEAT	Accounts Payable, Payments, Cancel/Void Payments, Escheat Payment	Escheat payments.

Escheating a Payment

Access the Payment Escheatment page.

Payment Escheatment

Escheat Payment

Bank Set ID:

SHARE

Bank:

USBK

USA BANK

Account:

CHCK

0741-256458

Payment Method:

System Check

Remit Vendor:

USA0000001

Bay Area Electric

Reference ID:

000001

Creation Date:

08/09/2000

Payment Date:

07/30/2000

Payment Amount:

1,042.50

USD

Payment Status

☒ **Escheated**

Date Escheated:

☐ **Stale Dated Payment**

Stale Date:

☐ **Undo Escheatment**

Cancel Action

☒ **Escheated**

Description:

Payment Escheatment page

Payment Status

Escheated

Selecting causes today's date to default into **Date Escheated**.

Stale Dated Payment

Selecting causes today's date to default into **Stale Date**.

Undo Escheatment

Select to remove the escheatment classification.

Cancel Action**Escheated**

When users select Escheated in Payment Status, the system populates the Escheated radio button in Cancel Action.

Forecasting Payments

This section discusses how to:

- Define forecast cycles.
- Review payment forecasts by bank account.
- Reset a forecast cycle.

Pages Used to Forecast Cycles

Page Name	Object Name	Navigation	Usage
Forecast Cycle	PYFRCST_CYCLE	Accounts Payable, Reports, Forecast, Forecast Cycle	Define forecast cycles that determine the universe of scheduled payments that can be selected for a payment forecast.
Forecast by Bank Account	PYFRCST_BANK	Accounts Payable, Reports, Forecast, Forecast by Bank Account	Review payment forecasts by bank. See summarized amounts for each period in your forecast cycle. If a category does not appear, no payments are scheduled for that period.
Reset Forecast Cycle	PYFRCST_DELETE	Accounts Payable, Reports, Forecast, Reset Forecast Cycle	Reset the forecast cycle and adjust the parameters to review various what-if scenarios.
Forecast Report Request	PYFRCST_RQST	Accounts Payable, Reports, Forecast, Forecast Report Request	Define run parameters for the Payment Forecast Report (APY2040). Use the report to examine your payment forecasts.

Defining Forecast Cycles

Access the Forecast Cycle page.

Forecast Cycle

Forecast Cycle: YEAR

Forecast Selection Criteria

*Pay From Date: 01/01/1994

Created: 11/28/1994

*Thru Date: 12/31/1994

User: FS

☐ Create Forecast Now

Selection

Find | View All First 1-5 of 8 Last

Category	From	To	Description	
1	0	10	0 to 10 Days	+ -
2	11	20	11 to 20 Days	+ -
3	21	30	21 to 30 Days	+ -
4	31	45	31 to 45 Days	+ -
5	46	90	46 to 90 Days	+ -

Forecast Cycle page

Forecast Cycle Displays the name of the Forecast Cycle.

Forecast Selection Criteria

Pay From Date Enter the beginning date for your forecast cycle. All payment schedules pay date equal to or greater than the Pay From Date are included in your forecast.

Created Displays the date for the last time that this forecast cycle was processed.

Thru Date Enter the ending date for your forecast cycle. All payment schedules with a scheduled pay date equal to or less than the pay Thru Date are included in your forecast.

User Displays the User ID of the user who ran this forecast cycle the last time that it was processed.

Create Forecast Now Initiates the Payment Forecast Process. The system evaluates your unpaid payment schedules and summarizes the data for your review on the Forecast by Bank Account page.

Selection

Category Defines the time interval in which the forecast results can be viewed and reported upon. Your categories can be of

different lengths. For example, the forecast calendar could start on a daily basis for two weeks, continue to a weekly basis for eight weeks, and then switch to a monthly basis for the next twelve months.

From Enter the first day for the time span and the last in the **To** field. Subsequent intervals build upon each other.

Reviewing Forecast by Bank

Access the Forecast by Bank Account page.

Forecast Cycle	Name of the forecast cycle.
Bank SetID	SetID associated with the Bank Code and Account that has payments scheduled within the Forecast Cycle timeframe.
Bank Code	Bank Code associated with the Bank Account that has payments scheduled within the Forecast Cycle timeframe.
Bank Account	Bank Account that has payments scheduled within the Forecast Cycle timeframe.
Created By	Name of the user who ran this forecast cycle the last time the forecast cycle was processed.
Created	Date the forecast cycle was created.
From	Beginning date for your forecast cycle.
Through	Ending date for the forecast cycle.

Forecast by Period

From	Date associated with the first day for the time span.
Through	Date associated with the last day for the time span.
Amount	Total amount for the scheduled payments due within the date range listed. The currency for the scheduled amount also displays.
Scheduled Payments	Total number of scheduled payments that are due within the date range listed.

Resetting the Forecast Cycle

Access the Reset Forecast Cycle page.

Payment Forecast Cycle	Name of the Payment Forecast Cycle.
Do Not Delete	Ensures that if you click Save, nothing related to the Forecast Cycle definition you created is deleted.

Delete Forecast Results Only Erases the results of a forecast so that you can run it again.

Delete Both Results and Cycle Deletes the results and the definition of the forecast cycle.

Performing the Bank Transfer Charge Process

This section discusses how to:

- Set up the bank transfer charge process.
- Enable bank transfer charge processing at the bank level.
- Define bank charge options at the vendor level.
- Perform bank transfer charge auto-deduction.

See Also

The Bank Transfer Charge Process

Pages Used to Perform the Bank Transfer Charge Process

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Bank Transfer Charge Code	BCH_CHARGE_CD	Banking, Banks and Branches, Bank Transfer Charge Code	Define a set of bank charge amounts to be used in the Bank Transfer Charge table. The bank charge amounts are set up according to the bank account of the addressee and the range of payment amounts.
Bank Transfer Charge	BCH_BANK_CHRG	Banking, Banks and Branches, Bank Transfer Charge	Define the bank charge code according to the interbank/intrabank remittance.
External Accounts	BANK_PNL2	Banking, Bank Accounts, External Accounts	Set up external accounts.
Vendor Information – Location: EFT Payment Options	VNDR_EFT_OPT_SEC1	Click the EFT Options link on the Vendor Location page.	Define the person to whom the bank transfer charge is charged.

Page Name	Object Name	Navigation	Usage
Bank Charge Inquiry	BCH_BNKCHRG_INQ	Accounts Payable, Review, Payments, Bank Transfer Charge	View bank transfer charges that have been deducted from the prepayment. All search fields are required.
EFT Remittance Advice	APY2027	Accounts Payable, Reports, Payments, EFT Remittance Advice Letter	Define run parameters for the EFT Remittance Advice report (APY2027). Use the report to review selected EFT remittance. If you install the bank transfer charge option, two new fields for information related to bank transfer charges are added to this report.
Bank TRF Charge Detail	BCH_RUN_1000	Accounts Payable, Reports, Payments, Bank TRF Charge Detail	Define run parameters for the Bank Transfer Charge Detail report (BCH1000). Use the report to review a list of all EFT payments processed in a specified period of time shown with bank charge information. This report supports GENX only.

Setting Up the Bank Transfer Charge Process

To set up bank transfer charge processing:

1. Create bank transfer charge codes (which are used to create the Bank Transfer Charge table) on the Bank Transfer Charge Code page.
2. Define charge codes according to the interbank/intrabank remittance on the Bank Transfer Charge page.
3. Select the processing options at the external bank account and vendor location levels.

See Also

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,”
Defining Bank Transfer Charges

Enabling Bank Transfer Charge Processing at the Bank Level

Access the External Accounts page.

Enabling Bank Transfer Charge Processing on the External Accounts page (BANK_PNL2)

To enable bank transfer charge processing:

1. Select the **TRF Charge by Vendor** check box in the **Account Use** group box.
The system inserts a new row in the Chartfields tab.
2. *Bnk Charge* (bank charge) defaults in as the account type in the **Acct Type** field in the Chartfields tab.
3. Enter the account code used for suspense accounting for the bank transfer charge in the **Account** field in the Chartfields tab.

During payment posting, the system uses this code to hold the bank transfer charge deducted from the vendor payment.

See Also

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Defining External Accounts Information

Defining Bank Charge Options at the Vendor Level

Access the Vendor Information - Location: EFT Payment Options page.

Use this page to define the person to whom the bank transfer charge is charged. Bank transfer charges are based on either the Classified Charge Amount table, or a user-specified amount.

Transfer Cost Code

Select from the following options:

Payer: If you select this option, this function is not activated regardless of the Bank Charge source. The bank transfer charge is not considered during payment processing, and no accounting entry for the bank transfer charge is generated.

Payee: If you select this option one of two things happens depending on the option you select in the Bank Charge source field.

Bank Charge source

Select from the following options:

Table: If you select this field in conjunction with the *Payee* option in the Transfer Cost Code field, the system looks for the amount of charge defined in the table based on the payment condition and deducts that amount from the payment. The system also creates an accounting entry for this charge at the time of payment posting.

User: If you select this field in conjunction with the *Payee* option in the Transfer Cost Code field, the system deducts the amount entered in the **Amount** field.

Warning! When the Bank Charge source is *User*, the bank transfer charge setting is not mandatory because the payment process does not look at the Bank Transfer Charge table. It will, however, use the table to output the difference between the assumable charge calculated from the table and the actual deducted amount at the payment. Thus, for reporting purposes, the Bank Transfer Charge table must exist even though the Bank Charge source is *User*; otherwise, the assumable charge amount will be shown as 0.

Note. Within pay cycle, payment is excluded when the amount of the charge exceeds the amount of the remittance. The system will generate a message log if there was any transaction not selected because of this reason.

See Also

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Defining Bank Transfer Charges

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining Vendor Bank Accounts

Performing Bank Transfer Charge Auto-Deduction

Access the Bank Charge Inquiry page.

This page displays payment information according to the search criteria that you enter. Only the payments for which bank transfer charges were deducted appear in the **Payment Data** group box.

Search Criteria (all search fields are required)

SetID	Bank SetID.
Bank Code	Bank code of payment bank.
Bank Account	Bank account of payment bank.
Currency	Currency code of the transaction.
From Date/Thru Date	Date range of the payment dates.

Payment Data

Remit SetID	SetID of remit to vendor.
Remit Vendor	Vendor ID of the vendor to whom the payment was transferred.
Location	Vendor location of remit vendor.
Payment Amount	Actual payment amount transferred to the remit vendor.
Bank Charge	Amount of bank transfer charge deducted.
Post Status	<i>N</i> : Not posted. <i>U</i> : Unposted. <i>P</i> : Posted.
Name	Name of remit vendor.

Processing Split Multiple Payment Terms in PeopleSoft Payables

This section discusses how to:

- Set Up the split multiple payment terms process.
- Set Up split condition options for vendors.
- Run the split multiple payment terms process.
- Inquire on multiple payment terms errors.
- Cancel the split multiple payment terms process.

See Also

Split Multiple Payment Terms Process

Pages Used to Process Split Multiple Payment Terms

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Split Condition	SMT_SPLIT_CDTN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Split Payment Terms Conditions	Add, update, and correct split conditions that define agreements with your vendors.
Payment Options	VNDR_PAY_OPT_SEC1	Select the Payment Options link on the Payments page.	Access split condition options.
Split Request	SMT_SPLIT_REQ	Accounts Payable, Payments, Define Pay Cycle, Split Payment Terms Request	Set parameters and to execute the Split Multiple Payment Terms process.
Multiple Payment Terms Error	SMT_ERROR_PNL	Accounts Payable, Payments, Pay Cycle Exceptions, Split Payment Terms Error	Inquire about errors in the Split Multiple Payment Terms process.
Cancel Multiple Payment Terms	SMT_CANCEL_PNL	Accounts Payable, Payments, Pay Cycle Exceptions, Cancel Split Payment Terms	Cancel Split Multiple Payment Terms processing.

Setting Up the Split Multiple Payment Terms Process

Access the Split Condition page.

Split Condition

Maintain Split Id View All First 1 of 1 Last

SetID: SHARE Split ID: SMT03 Currency: JPY

*Effective Date: 01/01/1900 *Status: Active

Split Id Header

*Descr: Process on 15 and EOM. *Short Desc: 15, EOM

Amount: 10,000,000 Terms SetID: SHARE Terms: EM

Pay Method: EFT Sight SetID: SHARE Draft Sight:

Split Id Control View 1 First 1-2 of 2 Last

Basis From Day: 1 Basis To Day: 15

Split Id Detail View All First 1-2 of 2 Last

Split%	Method	SetID	Terms	SetID	Draft Sight	Reusable
60.0000000	EFT	SHARE	EM	SHARE		☐
40.0000000	BOO	SHARE	EM	SHARE	MONT3	☒

Basis From Day: 16 Basis To Day: 31

Split Id Detail View All First 1-2 of 2 Last

Split%	Method	SetID	Terms	SetID	Draft Sight	Reusable
50.0000000	CHK	SHARE	10N	SHARE		☐
50.0000000	BOO	SHARE	10N	SHARE	MONT3	☐

Split Condition page

Effective Date	Select the beginning date on which the split ID is in effect.
Status	Select the status of the split ID: <i>Active</i> or <i>Inactive</i> .
Descr (description)	Enter the description of the split ID.
Short Descr (short description)	Enter the short description of the split ID.
Amount	Enter the amount. The condition in the Split ID Header group box is applied if the total amount of vouchers is less than or equal to this amount. Otherwise, conditions in the Split Id Control scroll area are applied.
Terms SetID	Displays the SetID for payment terms.
Terms	Select the payment terms.
Pay Method	Select the payment method.
Sight SetID	Displays the SetID for draft sight code. You can only modify this field when any kind of Draft (<i>BEF</i> , <i>BOO</i> , or <i>DFT</i>) is specified as payment method, which requires draft sight code.
Draft Sight	Select the draft sight code when the payment method is <i>BEF</i> , <i>BOO</i> , or <i>DFT</i> . This field is disabled when the specified payment method

is non-Draft. It is enabled and also becomes mandatory when any kind of Draft (*BEF*, *BOO* or *DFT*) is specified as payment method.

Basis From Day/Basis To Day	Enter the range of dates for conditions in the Split Id Control group box. When the Split Multiple Payment Terms process refers to conditions in Split ID Control, it refers to a split condition that the basis date on the Split Multiple Payment Terms Request page is between the Basis From Day and Basis To Day. For example suppose three conditions are in Split ID Control with the following Basis From Day and Basis To Day: 1st to 10th, 11th to 20th, 21st to 31st. If the basis day on the Split Multiple Payment Terms Request page is 1/5/2000, a condition in Split ID Control with Basis From Day and Basis To Day of 1st to 10th is referred.
Split %	To split payments into parts, enter the percentage of the total amount of vouchers.
Method	Select the payment method for Split ID Control.
SetID	Select the SetID of the payment terms for Split ID Control.
Terms	Select the payment terms for Split ID Control.
SetID	Displays the SetID of the draft sight for Split ID Control. You can only modify this field when the payment method is <i>BEF</i> , <i>BOO</i> , or <i>DFT</i> .
Draft Sight	Select the draft sight when the payment method is <i>BEF</i> , <i>BOO</i> , or <i>DFT</i> .
Reusable	Once the Split Multiple Payment Terms process generates vouchers, the vouchers usually will not be processed again. This option enables you to process the vouchers another time. Select this check box when you run the process several times in a certain period and you want the vouchers to be processed the next time you run the process.

Using the example in the screen shot above, we see that the following conditions apply:

- When the total amount of vouchers in a certain period of time is less than or equal to JPY10,000,000, pay the full amount with EFT at the end of month.
- When the total amount of vouchers in a certain period of time is over JPY10,000,000 and the basis date is between the 1st and the 15th, pay for 60% of the total in EFT at the end of the month and pay for 40% of the total in Customer Initiated Draft with draft sight three months at the end of the month. Process 40% of the total the next time you run Split Multiple Payment Terms.
- When the total amount of vouchers in a certain period of time is over JPY10,000,000 and the basis date is between the 16th and the 31st, pay for 50% of the total with a check on the 10th of the next month and pay for 50% of the total in Customer Initiated Draft with draft sight 3 months on the 10th of the next month.

Setting Up Split Condition Options for Vendors

Access the Payment Options page.

Payment Split ID Enter the split ID you want apply to this vendor location. Entering an ID here enables the vendor location to be processed by Split Multiple Payment Terms, which processes vouchers of only those vendor locations with an ID in this field.

Note. If you select the Withholding Tax option, Split Multiple Payment Terms does not process vouchers of the vendor even if split condition options are enabled.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining Payment Options

Running the Split Multiple Payment Terms Process

Access the Split Request page.

Split Request

Run Control ID: DVP1 [Report Manager](#) [Process Monitor](#) [Run](#)

Request Options

Request ID: SMT Due Date From: 01/01/1900 *Date To: *Process Frequency: Always Process *Base Date:

Business Unit Customize | Find | View All | First 1 of 1 Last

*Business Unit JPN01 JAPAN OPERATIONS + -

Bank Account Customize | Find | View All | First 1 of 1 Last

*SetID *Bank Code *Bank Account SHARE JPBK CHCK JPBK CHECKING ACCT + -

Split Request page

The system displays the Run Control ID you entered to access the page.

Request ID Specify the Request ID to describe this process.

Due Date From/To Select the terms of the due date on vouchers to be processed. Split Multiple Payment Terms processes and summarizes the amount of vouchers with due dates between these dates.

Base Date	Specify the Base Date used by the Split Multiple Payment Terms process. The due date and scheduled pay date of vouchers are recalculated based on this date. Split Multiple Payment Terms refers to a split condition that Base Date is between Basis From Day/Basis To Day as defined on the Split ID Control group box on the Split Condition page.
Business Unit	Specify the Business Unit to be processed by Split Multiple Payment Terms.
SetID/Bank Code/Bank Account	Specify the SetID, Bank Code, and Bank Account of vouchers to be processed by Split Multiple Payment Terms.

Split Multiple Payment Terms processes only those vouchers that meet the following conditions:

Page/Field	Condition
Vendor	The Payment Split ID is selected and the Withholding Tax option is clear.
Voucher Style	Split Multiple Payment Terms processes vouchers with the following voucher styles: <i>Adjustments</i> , <i>Regular Voucher</i> , <i>Register Voucher</i> . It does not process the following voucher styles: <i>Journal Voucher</i> , <i>Prepaid Voucher</i> , <i>Third Party Voucher</i> , and <i>Template Voucher</i> .
Currency Code of Gross Amt/Payment Currency	Currency Code of Gross Amount on the Invoice Information page and Payment Currency on the Voucher - Payments: Payment Options page need to be the same code. Split Multiple Payment Terms will not process vouchers if different currency codes are used in these fields.
Discount	Split Multiple Payment Terms does not process vouchers with discount amounts.
Netting Select Status	Split Multiple Payment Terms processes vouchers that have a Netting Select Status of <i>Not Applicable</i> . It also processes vouchers that have a Netting Select Status of <i>Selected</i> if the payments for these vouchers are netting balance. Vouchers that are not netting balance will not be processed even if the Netting Select Status is <i>Selected</i> . Note. You set the Netting Select Status on the Payment Information page.
Hold Payment	The Hold Payment check box on the Payment Information page needs to be clear.
Separate Payment	The Separate Payment check box on the Payment Information page needs to be clear.

Page/Field	Condition
Group Code	The Group Code field on the Voucher-Payments: Draft page needs to be clear.

Note. Split Multiple Payment Terms in PeopleSoft Payables does not does not process vouchers that are selected for payment, or establish pay cycles.

Inquiring on Multiple Payment Terms Errors

Access the Multiple Payment Terms Error page.

After running the Split Multiple Payment Terms process, check the status of the process in Process Monitor. If you find any errors there, use the Multiple Payment Terms Error page to inquire about errors. If any errors are found, you need to correct them according to the error messages.

Note. The system does not complete the process for vouchers with errors. After you correct the errors, you need to run the process again.

Search Options
Run Control ID:
Process Instance: Request Date From: To:

Search Results View All First 1-5 of 5 Last
Main Information **Additional Info**

Run Control ID	Instance Unit	Voucher	Payments Bank	Account	Vendor	Location	Currency	Split ID	Status
SMT	1 JPN01	00000001	1 JPBK	CHCK	JPN0000001	MAIN	JPY	SMT03	Bank Account SEQ NBR Not Found
SMT	2 JPN01	00000002	1 JPBK	CHCK	JPN0000001	MAIN	JPY	SMT03	Invalid Split ID
SMT	3 JPN01	00000003	1 JPBK	CHCK	JPN0000001	MAIN	JPY	SMT03	Invalid Payment Method
SMT	4 JPN01	00000004	1 JPBK	CHCK	JPN0000001	MAIN	JPY	SMT03	Invalid Sight Code
SMT	5 JPN01	00000005	1 JPBK	CHCK	JPN0000001	MAIN	JPY	SMT03	Invalid Term Code

Multiple Payment Terms Error page

To inquire about errors in the Split Multiple Payment Terms process:

1. Enter the **Run Control ID** that you used when you ran the process, then click the search button.
2. Error messages appear in the **Search Results** group box for the process with that **Run Control ID**.
3. To narrow the search results, enter specific values in the **Process Instance**, **Request Date From**, and **To** fields and click the search button again.

Search Results

The page displays information about the vouchers for the Run Control ID you enter. The following error statuses can appear in the Status field:

Status	Descriptions
Invalid Bank Account SEQ NBR not Found	If there is an error in Bank Account information, this message appears. Make sure that there are no inconsistencies in the Bank Account information.
Invalid Split ID	If the Split ID is invalid, this message appears. Check that the effective date of the Split ID is not in the future compared to the Base Date on the Split Request page.
Invalid Payment Method	If the Payment Method is invalid, this message appears. Check that the Payment Method defined on the Split Condition page is in the Bank Account of the Remit Vendor.
Invalid Draft Sight Code	If the Sight Code is invalid, this message appears. Check that the effective date of the Sight Code is not in the future compared to the Base Date on the Split Request page.
Invalid Term Code	If the Term Code is invalid, this message appears. Check that the effective date of the Terms Code is not in the future compared to the Base Date on the Split Request page. Make sure that the Terms Code is not Discount Terms Code.

Canceling the Split Multiple Payment Terms Process

Access the Cancel Multiple Payment Terms page.

Search Options

Run Control ID:
SetID: SetID: Request Date From: To:
Bank: Remit Vendor:
Bank Account:

Search Results
View All First 1 of 1 Last

Main Information Additional Info

Run Control ID	Instance Group ID	Unit Bank	Account	Vendor	Location	Amount
☐						

Select All Unselect All

Cancel Multiple Payment Terms page

This page lets you cancel a process that you have already run. Because the Split Multiple Payment Terms process groups vouchers together, you can cancel processes by group ID.

Note. When you cancel processes, Payment Method, Payment Condition, Due Date, Scheduled Pay Date, Draft Maturity Date, and Draft Scheduled Maturity Date are restored to their former settings or values.

To cancel the Split Multiple Payment Terms process:

1. Enter the **Run Control ID** that you used when you ran the process you want to cancel. Then click the search button.
2. The system displays the search results for the **Run Control ID** you entered.
3. To narrow the search result, enter specific values in **SetID** for a **Bank Code**, **Bank Account**, **Remit SetID**, **Remit Vendor** and **Request Date** period and click the search button again.
4. Select the check boxes of groups you want to cancel.
5. Click Save to cancel the process you specified.

Creating Federal Payment Schedule Transaction Files

Agencies use the Electronic Certification System (ECS) to send payment schedule data to the U.S. Treasury for processing. If the agency has a reasonable volume of payment schedules, the certifying officer may enter detailed payment information directly into the ECS. If the agency has a high volume of payment schedules, however, the certifying officer may choose to send a Bulk Payment File to the Treasury and then submit a summary ECS file to certify the payments.

To submit ECS Summary information to the U.S. Treasury:

1. The agency creates a Bulk Payment File and sends the file to the US Treasury.
2. The U.S. Treasury confirms that they received the file and loads it in their system providing summary information back to the agency.

At the Treasury, the data file is catalogued and stored on tape reels for subsequent processing. Treasury provides the agency with basic information about the receipt and storage of the bulk data file, including the tape reel numbers on which the data was stored.

3. The agency fills in the ECS Summary page, with the information from the Treasury.
4. The agency uses the ECS Summary Totals page to generate a file that is uploaded to the ECS system.

This section describes how to enter ECS summary information.

Pages Used to Create Transaction Files

Page Name	Object Name	Navigation	Usage
ECS Summary	GFAP_ECS_SUMMARY	Accounts Payable, Payments, Define Pay Cycle, ECS Summary Data	Enter payment information for the summary file.
ECS Summary Totals	GFAP_RUN_ECS	Accounts Payable, Payments, Define Pay Cycle, Generate ECS Summary File	Generate the file that is uploaded to the ECS system.

Entering ECS Summary Information

Access the ECS Summary page.

ECS Summary page

After you receive data from the Treasury, use the ECS Summary page to enter the payment information relevant to creating the summary file for each payment schedule. This information includes:

Schedule ID Select a schedule ID. You can use the Payment Inquiry page to determine Schedule IDs.

Summary Payment Type 1: Select a payment type from the following options:

- *B = Benefit*
- *C = Claim Files*
- *D = Daily Benefits*
- *I = IDRS Daily*

- *G = Bonds*
- *M = Miscellaneous*
- *P = Pre-Authorized Debit*
- *S = Salary*
- *T = Travel*
- *V = Vendor*
- *X = Tax Refunds*

Summary Payment Type 2: Select a payment type from the following options:

- *C = Check*
- *E = EFT*
- *M = Mixed Check/ACH*
- *F = FEDLINE/FEDWIRE*

Regional Financial Center Select the Regional Financial Center for the payment schedule.

MAC for Payment Type ECS calculates and validates a cryptographic Message Authentication Code (MAC) for each payment schedule. This code is provided by the Treasury.

Payment Date The requested payment date.

Tape Reel Numbers Enter the Reel Numbers provided by the Treasury.

EDI Comments Enter any summary remarks.

See Also

“Reviewing Voucher and Payment Information,” Reviewing Payment Information

CHAPTER 23

Processing Drafts in PeopleSoft Payables

This section provides an overview of drafts and explains how to:

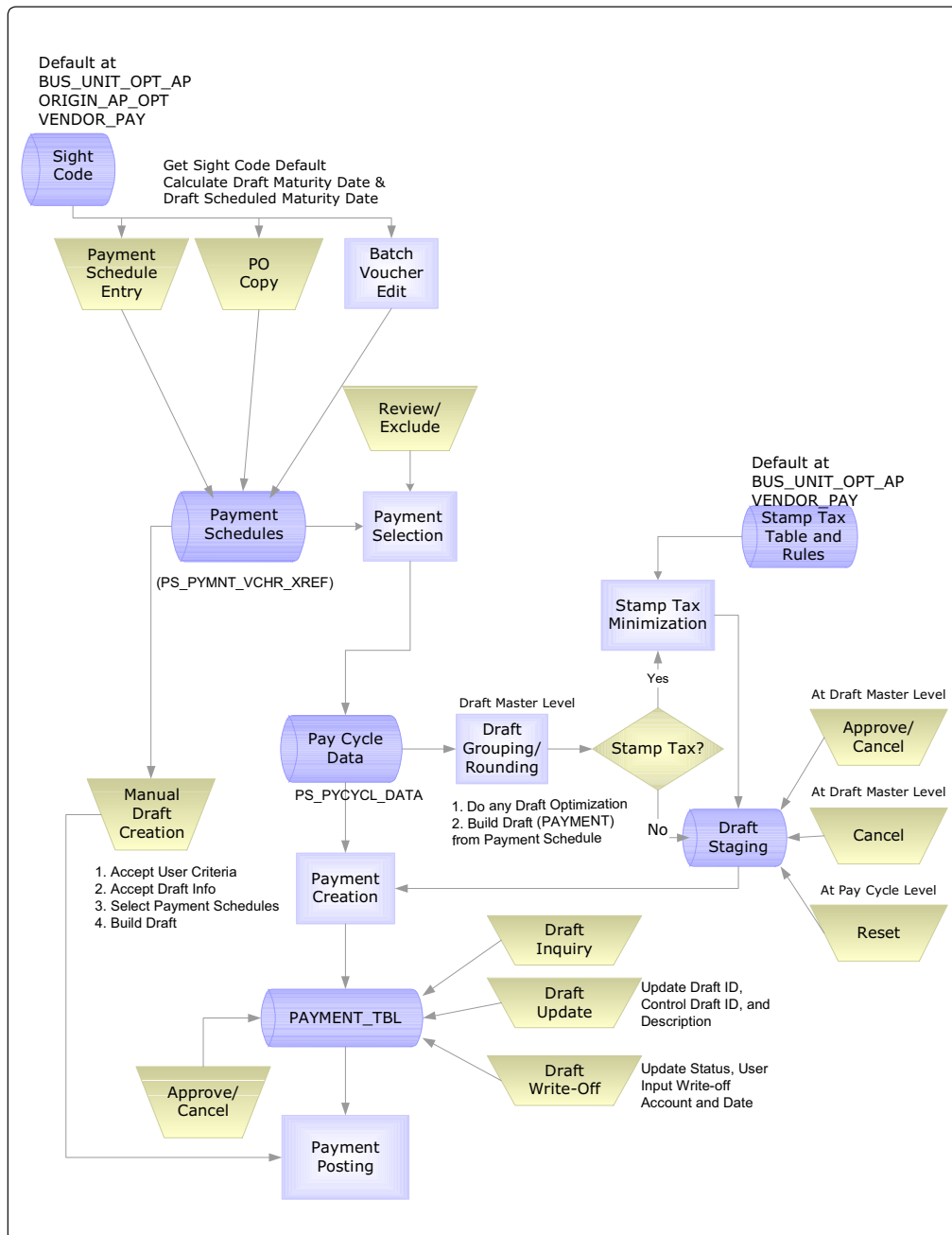
- Set up draft processing.
- Create drafts manually.
- Manage drafts.
- Reconcile and approve drafts.
- Review drafts.

Understanding Draft Processing

Drafts are used throughout the world in commercial transactions for which a customer or vendor agrees to pay a specified amount on a certain day. Drafts are payments that are dated for sometime in the future, usually 20, 60, 90, or 120 days. PeopleSoft Payables currently supports customer-initiated, customer-initiated EFT, and vendor-initiated drafts, and enables you to manage and process these draft payments efficiently.

The system produces a draft before the draft due date that details the draft identification number, the draft amount, and the draft maturity date. You send this draft to your vendor. About ten days before the draft maturity date, the vendor submits the draft to its bank for collection and the vendor's bank asks your bank to honor the draft. On the draft maturity date, the vendor submits the draft to its bank and the vendor's bank submits the draft to your bank for verification. Once your bank verifies the funds, it pays the draft. PeopleSoft Payables checks for drafts that have matured at payment posting and changes the draft status from *Approved* to *Due* for those drafts that have matured.

The following graphic illustrates the draft payment process in PeopleSoft Payables:



Draft Payment Process

See Also

“Running Pay Cycles”

“Overview of Available Payment Formats”

Sight Codes

The sight code references the agreed upon payment terms between you and your vendor. It is very similar to accounts payable and accounts receivable payment terms, such as NET30, except that it does not use discounts. You can maintain your default sight codes at the Business Unit, Origin, and Vendor levels of the PeopleSoft default hierarchy.

Vendor-Initiated Draft Process

You always create Bill of Exchange (BOE) or vendor-initiated draft payments manually. After you record the draft information, the payables system creates the draft payment and generates the accounting entries. To create drafts manually, first create a draft identification number (draft ID) on the Create Manual Draft page and select the vendor. Draft Build identifies scheduled payments that can be included on the draft. After draft build, you select the scheduled payment to include for the draft.

Note. Pay Cycle Manager does not process vendor-initiated drafts.

Vendor-initiated drafts differ from the check payment method, because your vendor initiates payment, and the draft is drawn against your bank account with a future due date, typically payable in 90 days. Upon the settlement date of the draft (90 days), you may assume that the whole amount of the draft has been withdrawn from your account.

There are two types of vendor initiated drafts: unapproved and pre-approved. When unapproved, the vendor must send you the draft; however, when approved, no action is required on your part. You assume that your vendor will still send you a non-negotiable draft as information.

A draft is not always sent along with the invoice it pays. In fact, a draft might be issued for several hundred individual invoices. This means that the invoices might have been entered some time before the draft is ever received. In this case, upon receiving the draft, you have to associate the draft payment to the appropriate invoices. You assume that your vendor always informs you about which invoices are being paid by the draft.

When vendor-initiated drafts are processed, a voucher might or might not be sent by the vendor, because a draft notice can suffice for a voucher. If you receive a voucher, you enter the voucher and select the *Vendor Draft* payment method. The scheduled due date, maturity date, scheduled maturity date is computed, based upon the usual terms and the sight code (if used). This might not be the actual date of the draft when it is issued, but it gives an estimate for forecasting. When you manually create draft payments, you enter the actual draft issue date and the draft settlement date.

Note. If you haven't prearranged with your bank to receive a bank information file, you do not need to run Draft Reconciliation and Approval. Depending on the Draft Issue Approval Required flag at Payables Option, however, you may need to run Draft Approval to promote the draft status from *C* (created) to *A* (approved) before you can run Payment Posting.

See Also

Creating Drafts Manually

“Overview of Available Payment Formats,” Understanding Drafts

“Running Pay Cycles,” Reviewing Draft Payments

Customer-Initiated Draft Process

Bills of Order (BOO), or customer-initiated draft payments, are usually created during the Pay Cycle automatic batch process that you schedule to run according to your needs. Pay Cycle sequentially evaluates the vouchers (PS_PYMNT_VCHR_XREF table), selects the payment schedules to be processed using the criteria you established, and then creates draft payments. If stamp tax minimization is applicable, PeopleSoft Payables splits the draft master and assigns sibling system draft identification numbers.

Customer-initiated drafts are most often processed during pay cycle and go through the approval process at that time. Drafts need to be either in the *Approved* or *Created* status before they can be paid and accounting entries can be generated. You can select the *Preapprove* option on the Preference page of the Payment Selection Criteria component before you start Pay Cycle. Pre-approved drafts are created in the *Approved* status during the pay cycle process.

You can also create customer-initiated drafts manually on the Create Manual Draft Page. You create manual customer-initiated drafts the same way that you create vendor-initiated drafts.

Note. If draft approval is not required, you can select the *Preapprove* option on the Preference page of the Payment Selection Criteria component before you start Pay Cycle.

See Also

Creating Drafts Manually

“Establishing Pay Cycles,” Setting Pay Cycle Preferences

“Running Pay Cycles,” Understanding Pay Cycle Manager

“Running Pay Cycles,” Reviewing Draft Payments

Customer-Initiated EFT Draft Process

Customer-initiated EFT drafts are processed in PeopleSoft Payables much the same way that customer-initiated drafts are processed, except that you don't print the drafts. Instead of printing drafts, you send an EFT file to your bank when the draft payment is due. Your bank pays the draft on the draft maturity date.

Note. If you haven't prearranged with your bank to receive a bank information file, you do not need to run Draft Reconciliation and Approval; however, you do need to run Draft Approval to promote the draft status from *C* (created) to *A* (approved).

See Also

Draft Approval

Draft Numbering

PeopleSoft Payables assigns a reference identification number to each draft that is similar to a check number. This reference number varies by draft type and business unit. PeopleSoft Payables prints this number on drafts, and you use it in your communication with your vendor to identify the draft. However, if you use preprinted stationery or vendor-initiated drafts, the number is already printed on the draft. In this case, you manually enter the preprinted number in the system as the draft identification number. You set up the Draft Reference Number in Define Business Rules, Define Banks/Counterparties, Use, External Accounts, Payment Methods page.

Understanding Automatic Draft Master Numbering

After you define the Draft Master ID, the Draft Staging process uses it to identify the payment schedule for a vendor for group of drafts. To find the next Master ID, you can use Auto Numbering (Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Auto Numbering) to search for a DTFP (Master Draft ID). You set up your draft numbering scheme using Define Business Rules, Define General Options, Use A-D, Automatic Numbering page.

Understanding Draft Control Numbering

The Draft Control number is a system-assigned number that you use for auditing or internal control. During payment creation, the system assigns the Draft Control Number, which is usually the same as the Draft Reference number. You can manually modify or override these numbers on the Draft Info Update page.

See Also

Draft Optimization (Stamp Tax Minimization)

Updating Draft Information

Creating Drafts Manually

"Processing Document Sequencing in PeopleSoft Payables"

"Running Pay Cycles," Understanding Pay Cycle Manager

PeopleSoft Bank Setup and Processing PeopleBook, "Setting Up Banks and Counterparties,"
Defining Payment Methods for External Accounts

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Automatic Numbering

Draft Maturity Date Calculation and Processing

When you save a voucher, PeopleSoft Payables automatically calculates the Draft Maturity Date and the Draft Scheduled Maturity Date using the scheduled due date, sight code, and holiday options.

For example, suppose your vendor’s sight code is 2 months. The basis date for this sight code is the Draft Issue Date, which is the same as the scheduled due date. The scheduled due date for the payment is March 21. After the system performs the maturity date calculation, the maturity date is May 21 (March 21 plus two months). Because May 21 is a bank holiday, the scheduled maturity date is adjusted one day, making the adjusted maturity date May 22. The scheduled maturity date is used during payment posting, to create settlement accounting entries, to debit draft clearing accounts, and to credit cash accounts.

Or, let’s say you have two vouchers from the same vendor with the following:

Description	Field Name	Date
Scheduled Pay Date	SCHEDULED_PAY_DT	10/05/01
Draft Maturity Date	DFT_MAT_DT	11/05/01
Draft Scheduled Maturity Date	DFT_SCHED_MAT_DT	11/06/01 (assuming the maturity date 11/05 is a Sunday).

You create a payment for these 2 vouchers in pay cycle. The payment will have the following dates:

Description	Field Name	Date
Draft Issue Date	CREATION_DT	10/05/01
Draft Maturity Date	DFT_MAT_DT	11/05/01
Payment Date	PYMNT_DT	11/06/01

Note. You can manually override the maturity date and the adjusted maturity date during scheduled payment, but the voucher payment schedule due date must be less than or equal to the maturity date or the adjusted maturity date.

See Also

Creating Draft Sight Codes

“Running Voucher and Payment Posting,” Performing the Payment Posting Process

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Accounting Calendars,” Defining Business Calendars

Draft Staging Process

During Pay Cycle, the Draft Staging process (AP_DFT_GRP) can occur between payment selection and the Payment Creation process (AP_APY2015). Draft Staging groups together scheduled payments and creates a temporary or virtual view of split draft payments. If you start the pay cycle process with Payment Selection, you must run Draft Staging as a next process. If you start the pay cycle process with Payment Selection & Creation, Draft Staging runs automatically. Depending on the Preapprove check box on the Preference page of the Payment Selection Criteria component, draft payment can ultimately be created with a C (created) or A (approved) status. After Draft Staging, you review the scheduled payments on the Draft Staging Approval page, where you can approve or reject draft payments at the draft master level.

Because payments shown in Draft Staging have not yet been physically created or split (if you are using Draft Optimization), you can still reject the draft. If you approve the payment from the staging table, then Payment Creation creates a physical payment record, entering drafts with a status of C (created) or A (approved), based upon the approval option you selected in the Payment Selection Criteria component Preferences page. For rejected draft payments, the status is returned to *Unselect* and can be picked up during the next Pay Cycle.

See Also

Draft Statuses

Canceling Manual Drafts

“Establishing Pay Cycles,” Defining Pay Cycle Date Criteria

“Establishing Pay Cycles,” Setting Pay Cycle Preferences

“Running Pay Cycles,” Staging Draft Approvals

Draft Rounding Calculation

Draft rounding enables you to control at what point a draft is issued for payment and what alternate payment method is used for those payments that do not meet your specifications. Draft Rounding is specified on the Preferences page of the Payment Selection Criteria component or on the Vendor component, Location - Payment Options page. During pay cycle, draft rounding rounds down to the whole value you specified in the Number of Rounding Positions field. You select draft rounding by selecting the Process Draft Rounding and Enable check boxes on the Payment Selection Criteria - Preferences page. Once you select the Enable check box you can specify the pay cycle rounding defaults. (Before you can select the Enable check box you must predefine vendors by selecting *Use Pay Cycle Default* as the Draft Rounding option on the Payment Options page in the Vendor component).

If you select draft rounding, the system totals the amount of scheduled payments then rounds to the whole number, based on the number of positions you specify. Any remaining amount is not paid during the pay cycle or is scheduled for payment by an alternate payment method. During the Draft Staging process (AP_DFT_PROC), the system performs draft rounding calculation.

As an example of how draft rounding calculation works, let's say that you have two vendors that you pay by draft.

You have specified the following rounding options for Vendor A:

- Number of Rounding Positions: 5.
- Remaining Amount Action: Do not issue Draft.

You specified the following rounding options for Vendor B:

- Number of Rounding Positions: 4.
- Remaining Amount Action: Alternate Pay Mthd.
- Payment Method: Check

During the pay cycle, the following scheduled payments are found for the vendors:

Remit Vendor	Draft Master ID	Scheduled Payment
Vendor A	0001	3,000
Vendor B	0002	1,000,000
Vendor B	0002	3,001,500

When draft rounding calculation occurs, it determines if the total payment amount is over the rounding position value and, if so, what happens to the remaining amount. For the purposes of our example, draft rounding totals the scheduled payment amount for Vendor B and determines that the draft payment is over the rounding position value. After rounding, these are the scheduled payments:

Remit Vendor	Draft Master ID	Scheduled Payment	Issue Draft?	Alternate Payment Method
Vendor A	0001	3,000	No	None
Vendor B	0002	1,000,000	Yes	None
Vendor B	0002	3,000,000	Yes	None
Vendor B	0002	1,500	No	Yes (Check)

- Since Vendor A's rounding position is set at 5, no draft is issued for the scheduled payment until the payment amount is equal to or greater than 100,000.
- Since Vendor B's rounding position is set at 4, drafts are issued for the scheduled payments, because they are greater than the rounding position of 4. Because the scheduled payment amount of 1,500 is exactly 4 positions, it is paid by check, because the alternate payment method option is selected.

See Also

"Establishing Pay Cycles," Setting Pay Cycle Preferences

*PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Defining Payment Options*

Draft Optimization (Stamp Tax Minimization)

Draft Optimization, or Stamp Tax Minimization, in PeopleSoft Payables is primarily applied to Japanese domestic drafts and is performed during the Draft Staging process (AP_DFT_PROC). Stamp Tax Minimization reduces tax liability by splitting draft payments and determining the optimum number and denominations of drafts. Currently, the Stamp Tax Minimization process uses the Japanese yen as the payment currency, and it uses the current Stamp Tax Table maintained by Japan’s Ministry of Finance to determine the stamp tax amount. You maintain the stamp tax table on the Stamp Tax page.

During draft staging, PeopleSoft Payables summarizes the payment schedule information, based upon the criteria you specified in your Pay Cycle Selection criteria. The optimal number of drafts is determined by using the draft master amount, the Stamp Tax Table, and the maximum number of drafts you specified. The Draft Staging process (AP_DFT_PROC) runs draft rounding, if applicable, and then runs stamp tax minimization. Drafts are then put into the staging table.

Note. You utilize the Group Code flag when you want to group payment schedules manually into one draft. You use the Separate Payment flag when you want to create one draft for one payment schedule. You can preview, approve, or reject split draft payments on the Draft Staging Approval page.

See Also

Creating Stamp Tax Definition

Draft Staging Process

“Entering and Processing Vouchers Online,” Entering Draft Settings

“Entering and Processing Vouchers Online,” Scheduling and Creating Voucher Payments

“Establishing Pay Cycles,” Setting Pay Cycle Preferences

“Running Pay Cycles,” Staging Draft Approvals

*PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Defining Payment Options*

Stamp Tax Calculation

Stamp Tax calculation is based upon the rules you specified on the Stamp Tax Component, Stamp Tax Rule page and the stamp tax table associated with those rules on the Stamp Tax page. For a better understanding of the stamp tax calculation, let’s create a sample tax table with the following values:

<i>Draft Amount From</i>	<i>Draft Amount To</i>	<i>Stamp Tax Amount</i>
1	99,999	0
100,000	1,000,000	200
1,000,001	2,000,000	400
2,000,001	3,000,000	600
3,000,001	5,000,000	1,000
5,000,001	10,000,000	2,000
10,000,001	20,000,000	4,000

And let's say that these are your stamp tax rules for your stamp table:

<i>Draft Amount From</i>	<i>Draft Amount To</i>	<i>Draft Split?</i>	<i>Draft Split Amount</i>
1	2,999,999		
3,000,000	4,099,999	Yes	3,000,000
4,100,000	4,999,999		
5,000,000	9,099,999	Yes	5,000,000

Now, let's look at two stamp tax scenarios:

Scenario A

The scheduled payment is for 8,400,000 yen with a maximum number of drafts set to 4. When draft optimization is performed for the scheduled payment, the following drafts are created:

<i>Number of Drafts</i>	<i>Draft Amount</i>	<i>Stamp Tax Amount</i>
1	5,000,000	1,000
2	3,000,000	600
3	400,000	0
Total	8,400,000	1,600

1. Draft optimization looks at the total value of the scheduled payment, then finds the stamp tax rule that applies to the total amount.
2. The total amount falls between the 5,000,000 to 9,099,999 range. Drafts in this range are split at 5,000,000, giving us one 5,000,000 draft.
3. Draft optimization looks on our stamp tax table and determines that drafts for 5,000,000 are subject to stamp tax minimization in the amount of 1,000.
4. This leaves a sum of 3,400,000.

5. Again, draft optimization looks at the stamp tax rules and finds that this amount falls within the 3,000,000 to 4,999,999 range. Drafts in this range are split at 3,000,000, giving us another draft of 3,000,000.
6. Draft optimization looks on the stamp tax table and determines that this amount is subject to stamp tax minimization in the amount of 600.
7. This leaves a sum of 400,000.
8. Drafts optimization looks at the stamp tax rules and sees that drafts in this amount are not split. Because the draft is not split, it is not subject to any stamp tax minimization, so a final draft is issued for the total amount.

Scenario B

The scheduled payment is for 8,400,000 yen with a maximum number of drafts set to 2. When draft optimization is performed for the scheduled payment, the following drafts are created:

Number of Draft	Draft Amount	Stamp Tax Amount
1	5,000,000	1,000
2	3,400,000	600
Total	8,400,000	1,600

1. Draft optimization looks at the total value of the scheduled payment, then finds the stamp tax rule that applies to the total amount.
2. The total amount falls between the 5,000,000 to 9,099,999 range. Drafts in this range are split at 5,000,000, giving us one 5,000,000 draft.
3. Draft optimization looks on our stamp tax table and determines that drafts for 5,000,000 are subject to stamp tax minimization in the amount of 1,000.
4. This leaves a sum of 3,400,000.
5. Again, draft optimization looks at the stamp tax rules and finds that this amount falls within the 3,000,000 to 4,999,999 range. Drafts in this range are split at 3,000,000, giving us another draft of 3,000,000.
6. Draft optimization looks on the stamp tax table and determines that this amount is subject to stamp tax minimization in the amount of 600.
7. Because you specified that the maximum number of drafts for this vendor is two, the payment is not split any further.

Your vendor pays the stamp tax to the appropriate taxing authority. You can view stamp tax detail on the Draft Payment inquire component, on the Draft Payment Inquiry - Draft Detail page or on the Draft Stamp Tax Summary Report (APY2054), Draft Create Detail Report (APY2053), and Draft Create Summary Report (APY2056).

Note. You review drafts after they are split on the Draft Staging Approval page. After a draft has been split, the system assigns the split drafts with the same draft master number. You cannot delete just one of the split payments created as a result of draft optimization: you must delete the entire payment by draft master number. So, for our example with two drafts created after draft optimization, you could not delete draft number 2 alone. You would need to delete the entire draft payment.

See Also

Creating Stamp Tax Definition

Specifying Stamp Tax Rules

Approving Unposted Draft Payments

Searching for Draft Payments

Reviewing Drafts

“Establishing Pay Cycles,” Setting Pay Cycle Preferences

“Running Pay Cycles,” Staging Draft Approvals

“Running Pay Cycles,” Reviewing Draft Payments

Draft Approval

Draft approval is performed for vendor-initiated drafts, customer-initiated drafts, as well as customer-initiated EFT drafts. You can review and approve draft payments either before or after payment creation. If you select the Preapprove check box on the Payment Selection Criteria - Preferences page, the system sets the draft status to ‘A’ (approved) after the payment is created. If you do not select the Preapprove check box, the system sets the draft status to ‘C’ (created) and you must approve the draft manually.

Reviewing and Approving Drafts Before Payment Creation

1. During pay cycle, select the *Payment Selection* option on the Pay Cycle Manager - Main Information page.
2. After Payment Selection, run the draft staging process to group drafts together and perform draft optimization and rounding.
3. After draft staging go to the Draft Staging Approval page where you can review the draft payments and approve them before payment creation.

Reviewing and Approving Drafts After Payment Creation

If your bank does not send you a bank file containing draft details, you can approve drafts as follows:

1. After you run pay cycle or create drafts manually, use the Draft Approval page to manually update the draft status from *Created* to *Approved*.

Depending on the option you select on the Payables Options - Payment Options page, the system may require a status of *Approved* before it can generate accounting entries in the Payment Posting process.

2. Run the Payment Posting (AP_PSTPYMNT) process to create accounting entries.

If your bank does send you a bank file containing draft details, you can approve drafts as follows:

1. When your bank transmits an electronic file to you that contains the draft detail, use the Draft Reconciliation and Approval - Draft Approval page to perform draft approval.
2. Review draft payments that the automatic reconciliation process matched.
3. Accept, reject or partially pay payments.
4. The approval process updates the status for all accepted drafts with the *Approved* status so that payment posting can generate accounting entries.
5. Use the Prepare Bank Answer File page to create a bank answer file for those draft payments with exceptions, and send it to your bank.
6. Run the Payment Posting (AP_PSTPYMNT) process to create accounting entries.

See Also

Understanding Draft Processing

Draft Staging Process

Approving Unposted Draft Payments

Approving Drafts During Bank Reconciliation

Preparing Bank Answer Files

Draft EFT Bank Files and EFT Answer Files

“Defining PeopleSoft Payables Business Units,” Selecting Payment Options

“Running Pay Cycles,” Running Pay Cycles

“Running Pay Cycles,” Staging Draft Approvals

“Running Voucher and Payment Posting,” Performing the Payment Posting Process

Draft Bank Reconciliation and Approval

When you receive your bank statements, reconciling draft payments is no different from reconciling any other payment type within PeopleSoft Payables. During bank reconciliation, you reconcile the payment information with the actual bank remittance.

If you have made arrangements with your bank to receive an electronic bank file containing the details relating to draft payments, you can use the Draft Recon (Reconciliation) and Approval component to review and approve those draft payments that are coming due. If your bank does not send you a bank file containing draft details, you approve your drafts manually. When the draft is due, you review it on the Draft Approval page and manually change the draft status to *Approved* by selecting the Approve check box.

Automatic draft reconciliation and approval is done when your bank transmits an electronic bank file to you that contains the draft detail. You import the bank file through PeopleTools, EDI Manager, Process, Inbound EC Agent. Draft Reconciliation and Approval does matching against the bank file by flagging each draft payment, then updates the status for all accepted drafts with the *Approved* status so that payment posting can generate accounting entries. The Draft Reconciliation and Approval process automatically matches drafts with the following equivalent parameters:

- Draft Number on the payment in the Payables system must exactly match the draft number in the bank file.
- Due Date in Payables can be less than or equal to the Due date in the bank file.
- Amount.

The matching process populates the Draft Reconciliation page with draft data and marks those drafts that do not match, citing a reason code. If the draft number and amount match, and the due date is greater or equal to the due date in Payables, then the draft is marked as *Approved*.

Note. A reject code is required for drafts that are not matched or that are rejected.

See Also

Draft Approval

Approving Unposted Draft Payments

PeopleSoft Bank Setup and Processing PeopleBook, “Reconciling Statements”

PeopleSoft PeopleTools PeopleBook: Support Integration Technologies, “PeopleSoft EDI Manager”

Draft EFT Bank Files and EFT Answer Files

If you have agreed with your bank to process drafts electronically, your bank sends you an EFT file containing the payment information and requests confirmation within a specified time. Use PeopleTools, EDI Manager, Process, Inbound EC Agent to load the EFT file from the bank into

Payables. The Draft Reconciliation and Approval process matches drafts in the Payables system against drafts in the bank file.

You review exceptions on the Draft Recon and Approval - Draft Exceptions Page. When reviewing draft payment exceptions, you have two choices:

- You can reject the entire amount.
- You can pay only the amount entered in the Payables system, rejecting the remaining balance.

After you review draft exceptions, use the Prepare Bank Answer File page to create a Bank Answer file. Use PeopleTools, EDI Manager, Process, Outbound EC Agent respond to your bank by the deadline. If you don't send the Bank Answer file to your bank, your bank assumes that you agree that the draft information is correct and pays your vendor.

Note. If the Draft Maturity date is equal to or before the date specified in the bank file, the Draft Maturity Date criteria are met.

See Also

Reviewing Draft Payment Exceptions

Preparing Bank Answer Files

Draft Bank Reconciliation and Approval

PeopleSoft Third-Party Applications PeopleBook, “Electronic Data Interchange Messaging”

Draft Statuses

This table lists draft statuses and their meanings:

Draft Status	Meaning
Create	The draft master is created and waiting to mature or be printed. During payment posting, the AP Liability account is debited, and the draft payable account is credited.
Approve	The draft has been manually or automatically approved during Pay Cycle.
Due	The draft has reached maturity. During payment posting, the draft payable account is debited, and the cash account is credited.
Reconcile	Bank reconciliation has been done, and the draft has been date stamped.
Cancel	The draft has been canceled, and no accounting entries have been created.
Write Off	The draft has been approved and posted, but there is a draft collections or exchange of draft before the Maturity Date Settlement. You can specify the write-off account and write-off date. The maturity date settlement does not happen once the draft is written-off.

The draft status determines the processing characteristics for the draft and also determines how the system generates accounting entries. Drafts in PeopleSoft Payables have their own type of accounting entries, because your Cash account should not be credited immediately. When a draft is created, a temporary account (Draft Payable) is credited until the draft is due or reconciled.

The Accounting Entry Template defines draft payables accounts, such as Draft-Normal and Draft-fixed asset, because you can associate multiple accounts with one bank or bank account. Draft accounts are defined at the bank account or bank account payment level.

PeopleSoft Payables assigns a document sequencing number to a draft whenever there is an accounting entry for a draft, so that you can track the life cycle of the draft payment.

See Also

Draft Accounting Entries

“Running Voucher and Payment Posting,” Understanding the Voucher Posting and Payment Posting Processes

Draft Accounting Entries

You run the Payment Posting process (AP_PSTPYMNT) on the draft issue date to generate accounting entries for drafts with the *Approved* or *Created* status. If the draft issue date is equal to or less than today's date, then payment posting debits the Accounts Payable Liability account and credits the Drafts Payable account. If the draft payment date (maturity date) is equal to or less than today's date, then payment posting debits the Draft Payable account and credits the Cash account.

This table describes the accounting entries that are created as each accounting even occurs:

Draft Status	Accounting Entries
Approved or Created	DR AP Liability (APA) CR Draft Payable (DFC)
<i>Cancellation entries</i>	DR Draft Payable (DFC) CR AP Liability (APA)
Approved/Due	With cash clearing: DR Draft Payable (DFC) CR Cash Clearing (CAC)
	No cash clearing: DR Draft Payable (DFC) CR Cash (CAS)
<i>Cancellation entries</i>	With cash clearing: DR Cash Clearing (CAC) CR AP Liability (APA)

Draft Status	Accounting Entries
	No cash clearing: DR Cash (CAS) CR AP Liability (APA)
Due/Reconciled	DR Cash Clearing (CAC) CR Cash (CAS)

See Also

Draft Statuses

“Running Voucher and Payment Posting,” Performing the Payment Posting Process

“Overview of PeopleSoft Payables Accounting Entries,” Accounting Entries for Draft Payments

Draft Accounting Entries for VAT

VAT (value added tax) is recorded at draft payment posting if you enter a VAT Declaration Date on the invoice associated with the Payment. The VAT amount is calculated based on the VAT rate that was effective on the invoice date. The following table shows the accounting entries that are generated when payments include VAT:

If the VAT recovery is 100 percent	DR VAT Input Recoverable (VIR) CR VAT Intermediate Recoverable (VIIR)
If the VAT recovery is less than 100 percent	DR VAT Input Recoverable (VAT Amount * (100 – Recoverable %)) (VIR) DR VAT Input Non-Recoverable (VAT Amount * (100 – Recoverable %)) (VIN) CR VAT Intermediate (VIIR) CR VAT Intermediate Non-Recoverable (VIIN)
If the VAT recovery percent equal to zero	DR VAT Input Non-Recoverable (VIN) CR VAT Intermediate Non-Recoverable (VIIN)
If the VAT Recalculate at Payment option is set	DR Discount Taken (VIDA) CR VAT Input Recoverable (VIDR) and/or CR VAT Input Non-Recoverable (VIDN)

See Also

Draft Accounting Entries

“Processing VAT Transactions in PeopleSoft Payables”

“Overview of PeopleSoft Payables Accounting Entries,” Accounting Entries for Draft Payments

Draft Write-Offs

After a draft has been approved and posted, but before the maturity date settlement, you can apply a write off, so that the maturity date settlement does not occur. Use the Draft Write-Off page to specify the write off account and the write off date. PeopleSoft Payables does not delete drafts that are written off from the payables system. When you run the Payment Posting process (AP_PSTPYMNT), it automatically creates accounting entries.

See Also

Understanding Draft Processing

Writing Off Draft Payments

“Running Voucher and Payment Posting,” Performing the Payment Posting Process

Common Elements Used in This Chapter

Bank SetID	The bank SetID for your bank account.
Bank Code	The bank code for your bank account.
Bank ID	Your bank’s identification number.
Payment ID	The number of the draft. <i>NEXT</i> indicates that the system generates the number, incrementing the Payment ID based on the last number it used for a draft.
Remit Setid	The Remit Set ID for the vendor.
Remit Vendor	The name of the remit vendor.
Draft Ref (reference)	The reference number for the draft payment. The system assigns the Draft Reference number during Pay Cycle or during manual draft creation. You can manually override the Draft Reference number on the Draft Info Update page. <i>NEXT</i> indicates that the system generates the number based on Last Ref Number on the Payment Method page in the External Bank component.
Draft Control ID	Specify the draft control ID. The system assigns the same number that it uses for the Draft Reference number; however, you can override the Draft Control ID on the Draft Info Update Page. You use this number for internal auditing purposes.
Draft Status	Search by draft payment status by selecting from the following options: <i>Approved:</i> Searches for only those drafts with an approved status that meet your other search criteria.

	<i>Created:</i> Searches for only those drafts with a created status that meets your other search criteria. <i>Both:</i> Searches for drafts with a status of either approved and created that meet your other search criteria.
Payment Method	The payment method for the draft. These are the available options: <i>Cust Draft</i> (customer draft): Customer-initiated draft payments. <i>EFT Draft:</i> EFT customer-initiated draft payments. <i>Vndr Draft</i> (vendor draft): Vendor-initiated draft payments.
Settlement Date	The draft payment settlement date.
Queue Inst (instance)	Shows the Queue Instance number that is generated by the system when you run the EDI Manager Inbound EC Agent process.
Draft Maturity Date	The date the draft matures.
Reject Code	The current reason that the draft payment is rejected. You can change the reason by entering a different reject code from the list of valid values: <i>13:</i> Draft ID not clear enough <i>19:</i> Remitted to another bank <i>39:</i> Do not pay non-appv (approve) draft <i>70:</i> Litigation <i>71:</i> Already paid <i>72:</i> Wrong Acceptance Code <i>73:</i> Amount Disputed <i>74:</i> Disagreement on Due date <i>75:</i> Extended due date request <i>76:</i> Late Claim <i>90:</i> Partial payment of the drawee
Bank Report Num	The Bank Report number from the bank file.
Branch ID	The vendor's bank branch identification number.
Last Date to Respond	The last day that you can respond to the bank file. If you do not respond by this date, the bank assumes that you agree that the payment amount is correct.

Setting Up Draft Processing

This section describes how to:

- Create draft sight codes.
- Create stamp tax definition.
- Specify stamp tax rules.

See Also

Sight Codes

Draft Optimization (Stamp Tax Minimization)

Stamp Tax Calculation

Pages Used to Set Up Draft Processing

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Sight Codes - Maintain Sight Code	APD_SIGHT_CODE_PNL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Sight Codes	Create, modify, or view available draft sight codes.
Stamp Tax	APD_STAMP_TAX_PNL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Management, Stamp Tax	Create, modify, or view the stamp tax definition.
Stamp Tax Rule	APD_STAMP_TAXR_PNL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Management, Stamp Tax, Stamp Tax Rule	Create, modify, or view the stamp tax minimization rules.

Creating Draft Sight Codes

Access the Sight Codes - Maintain Sight Code page.

Maintain Sight Code Find | View All First 1 of 1 Last

SetID: SHARE Draft Sight Code: DAY90

*Effective Date: 01/01/1900 *Status: Active

Sight Code Detail

*Description: Day 90 basis Issue Date *Short Description: Day 90

*Basis Date Code: Issue Date Number of Days: 90 Number of Months: 0

Sight Codes - Maintain Sight Code page

SetID	Bank setID for the vendor's bank account.
Draft Sight Code	The sight code is a user-defined value that represents the draft payment terms to which you and your vendor agreed.
Effective Date	Specify the beginning date that the sight code is in effect.
Status	Specify whether the status of the sight code is Active or Inactive.
<i>Sight Code Detail</i>	
Basis Date Code	Specifies the scheduled due date for the draft. It is used to calculate the draft maturity date. These are the available options: <i>Invoice Date:</i> Uses the invoice date on the voucher as the basis date. <i>Issue Date:</i> Uses the scheduled due date as a basis date.
Number of Days	Enter the number of days from the basis date that the draft matures.
Number of Months	Enter the number of months from the basis date that the draft matures.

Creating Stamp Tax Definition

Access the Stamp Tax page.

Stamp Tax		Stamp Tax Rule		
StampTax Definition Find View All First 1 of 1 Last				
Draft Tax ID:	JAPAN	Description:	Japanese Stamp Tax	
		Short Desc:	JAPAN	
		Effective Date:	01/01/1900	
		*Status:	Active	
Stamp Tax Amounts Customize Find View All First 1-7 of 15 Last				
	Draft Amount From	Draft Amount To	Stamp Tax Amount	Currency
1	1	99,999	0	JPY
2	100,000	1,000,000	200	JPY
3	1,000,001	2,000,000	400	JPY
4	2,000,001	3,000,000	600	JPY
5	3,000,001	5,000,000	1,000	JPY
6	5,000,001	10,000,000	2,000	JPY
7	10,000,001	20,000,000	4,000	JPY

Stamp Tax page

You can view default settings for draft optimization, including a description for the tax table, the stamp tax amount range, the stamp tax minimization amount for each range and stamp tax currency, the draft amount range, the applicable currency, and the maximum value of the draft before it is split.

During the Draft Staging process, the values in the Stamp Tax Table determine where the draft payment is split. When you define your **Stamp Tax Amounts**, the system calculates the **Draft Amount From** value based upon the **Draft Amount To** value that you enter, plus one. In the **Stamp Tax Amount** field, enter the amount of the Stamp Tax that you want applied to drafts in the desired Draft Amount From and Draft Amount To range.

The **Currency** field displays the payment currency.

Specifying Stamp Tax Rules

Access the Stamp Tax Rule page.

Stamp Tax **Stamp Tax Rule**

StampTax Definition Find | View All First 1 of 1 Last

Draft Tax ID: JAPAN **Description:** Japanese Stamp Tax + -

Short Desc: JAPAN

Effective Date: 01/01/1900 ***Status:** Active

Stamp Tax Minimization Rules Customize | Find | View All | First 1-7 of 23 Last

	Draft Amount From	Draft Amount To	Split	Draft Split Amount	Currency		
1	1	2,999,999	☐		JPY	+	-
2	3,000,000	4,099,999	☒	3,000,000	JPY	+	-
3	4,100,000	4,999,999	☐		JPY	+	-
4	5,000,000	9,099,999	☒	5,000,000	JPY	+	-
5	9,100,000	9,999,999	☐		JPY	+	-
6	10,000,000	19,099,999	☒	10,000,000	JPY	+	-
7	19,100,000	19,999,999	☐		JPY	+	-

Stamp Tax Rule page

Stamp Tax Minimization Rules

The **Draft Amount From** field contains the beginning amounts for draft payments. The system calculates the **Draft Amount From** value based upon the **Draft Amount To** value that you enter, plus one. Selecting the **Split** option activates the **Draft Split Amount** field, where you enter maximum value that the draft in the selected draft amount range should reach before it is split.

The **Currency** field displays the payment currency.

Creating Drafts Manually

When you receive the draft (or draft notice for pre-approved drafts), you enter the draft on the Create Manual Draft page. The payment date is the draft due date. When you apply the draft to the appropriate vouchers, the scheduled due date, net due date, and payment method for each voucher are corrected to match the draft issue date, maturity date, and the draft payment method, then the vouchers are marked paid. With this process, you can apply multiple vouchers to a single draft.

This section describes how to:

- Manually create drafts.
- Review manually created drafts.
- Apply vouchers to manual drafts.

Pages Used to Create Drafts

Page Name	Object Name	Navigation	Usage
Create Manual Draft	APD_MANDFT_SEL	Accounts Payable, Payments, Drafts, Manual Draft Creation	Manually create customer-initiated or vendor-initiated drafts.
Manual Draft Entry	APD_MANDFT_ENTRY	- Accounts Payable, Payments, Drafts, Manual Draft Worksheet - Click the Build button on the Create Manual Draft page.	Review drafts you created on the Create Manual Draft page.
Manual Draft Apply page	APD_MANDFT_APPLY	Accounts Payable, Payments, Drafts, Manual Draft Worksheet, Manual Draft Apply	Apply vouchers to manual drafts.

Manually Creating Drafts

Access the Create Manual Draft page.

Enter Selection

Bank SetID: SHARE

Bank Code: USBNK

Bank ID: 121042882

USA BANK

Bank Account: DRAF

Account #: 0741-256416

Draft Account

Payment Method: DFT

Payment ID: NEXT

*Remit SetID:

*Remit Vendor:

*Vendor Location:

*Payment Currency:

☒ Match Currency

Pay to Bank Nbr:

Build

Create Manual Draft page

Bank Account	Your bank that receives payment.
Account #	Your bank account number and the type of account.
Payment Currency	The payment currency for the draft payment.

Match Currency

If selected, the system displays scheduled payments that have the same payment currency of the draft payment and allows for payment application. If it is not selected, the system converts scheduled payments into the same payment currency as the draft payment.

Pay to Bank Nbr (number)

Specify the bank to which the draft payment is being made. The Pay to Bank Number is used as one of the matching criteria for the scheduled payments that you want to apply to the draft payment. Only those scheduled payments that have the Pay to Bank Number you specify are displayed after you click the **Build** button.

The Pay to Bank Number is a system created value that is associated with each Vendor bank account you define on the Pay to Bank Accounts page.


 A yellow rectangular button with the word "Build" in black text.

Click to create a temporary worksheet for the manual draft payment, based upon the Remit Vendor, Vendor Location, and Payment Currency that you specified. Assign a draft worksheet ID search for scheduled payments that match the criteria you specified. The system transfers you to the Manual Draft Entry page, where you can enter the payment amount, draft drawee, payment description, and draft maturity date.

When you save manual drafts, the status of the draft can vary depending on the options you select on the Payables Options - Payment Options page:

- If you select the Draft Issue Approval Required check box, the status of the manual draft is *Approved*.
- If you do not select the Draft Issue Approval Required check box, the status of the manual draft is *Created*.

Note. After the system builds a draft worksheet, if you decide that you don't want to create the manual draft, you can remove the draft worksheet from the Delete Worksheets page. You cannot delete a draft worksheet if you have applied scheduled payments to your manual draft and saved the draft worksheet. After you have applied scheduled payments to the manual draft, you can cancel the manual draft payment from the Cancel Manual Draft page.

See Also

Deleting Posted Manual Draft Worksheets

Canceling Manual Drafts

PeopleSoft Setting Up Procurement Options PeopleBook, "Maintaining Vendor Information,"
Defining Vendor Bank Accounts

Reviewing Manually Created Drafts

Access the Manual Draft Entry page.

Manual Draft Entry		Manual Draft Apply	
Remit SetID:	SHARE	Remit Vendor:	USA0000001 Bay Area Electric
Bank SetID:	SHARE	Bank Code:	USBK
Bank Account:	DRAF	Payment ID:	NEXT
Vendor Loc:		1	
Enter Manual Draft Information			
Draft Ref:	NEXT		Issue Date:
Draft Control ID:	NEXT		01/16/2002
Payment Method:	DFT Draft - Vendor Initiated		Draft Maturity Date:
Payment Amount:			01/16/2002
Draft Drawee:			Stamp Tax:
Descr:			0.00
Totals			
Total Applied:	0.00	Sched Count:	0
Amount Left to Apply:		0.00	

Manual Draft Entry page

Note. You must have previously created a manual draft payment to access this page.

If you clicked the Build button on the Manual Draft Creation page, and saved the worksheet without completing the draft information, you can use this page to edit or complete the Manual Draft payment information. If you previously created and completed information for the draft payment, you cannot edit any of the draft payment information. In this circumstance, this page is for information only.

Bank Account Your bank account that issues the payment.

Enter Manual Draft Information

Draft Issue Date Specify the draft issue date. (This is the same as the draft creation date).

Payment Amount Enter the amount of the draft payment. The currency in which the draft payment is paid displays. This value derives from the vendor's bank account. You can specify a different currency on the Create Manual Draft page.

Draft Drawee Enter the name of the entity to whom the draft payment is made.

Stamp Tax Displays the amount of any applicable stamp tax for the draft.

Totals

Totals Applied The amount of the payment applied to the draft.

Sched Count	Number of scheduled payments that apply to this payment.
Amount Left to Apply	The payment amount remaining that is not applied to the draft payment.

Applying Vouchers to Manual Drafts

Access the Manual Draft Apply page.

Manual Draft Entry Manual Draft Apply

Payment Amount: Total Applied: 0.00 Amount Left to Apply: 0.00

Select All Unselect All Refresh

Select Vouchers Customize | Find | View All | First 1-2 of 2 Last

Main Information Additional Info

Select	Business Unit	Voucher	Pymnt Nbr	Paid Amount	Payment Currency	Payment Method	Due Date	Scheduled Pay Date	Maturity Date
☐	US004	00000001	1	1,062.50	USD	Check	07/06/2000	07/06/2000	
☐	US005	00000001	1	1,060.00	USD	Check	07/06/2000	07/06/2000	

Manual Draft Apply page

Note. Vouchers must exist so that they can be applied to the draft.

Payment Amount	The amount of the payment that you specified on the Manual Draft Entry page.
Total Applied	The total amount of the payment applied to the draft payment. Click the Refresh button to update the amount after you select or clear vouchers.
Amount Left to Apply	The amount of the payment that isn't applied to the draft payment. Click the Refresh button to update the amount after you select or clear vouchers.
	Click to select all of the vouchers on the page so that they are applied to the draft.
	Click to clear the check marks for all selected vouchers on the page so that they are not applied to the draft.
	Click to update the Totals Applied and the Amount Left to Apply fields after you select or clear vouchers.
Select Vouchers	
Select	Click this check box next to vouchers that you want to include in the draft payment. Clear the check box if you do not want the voucher to be included in the draft payment.

Business Unit	The business unit for the scheduled payment.
Voucher	Click the voucher ID to review the voucher and payment details.
Pymnt Nbr	The number of vouchers included in the scheduled payment.
Paid Amount	The amount of the payment and the Payment Currency .
Payment Method	The payment method for the voucher.
Due Date	The voucher payment due date.
Scheduled Pay Date	The payment scheduled due date. This date adjusts, according to the bank calendar options you specified at setup.
Maturity Date	The payment's maturity date.
Bank	The bank code for your bank.
<i>Additional Info Tab</i>	
Account	Your bank account number.
Pay to Bank#	The Pay to Bank Number is a system created value that is associated with each Vendor bank account you define on the Pay to Bank Accounts page.
Gross Payment Amount	Gross amount and Transaction Currency of the scheduled payment.
Do Not Mix BU	Indicates the option you selected on the Payables Definition - Payments page. If this option is selected, you can only select vouchers with the same Payables business unit as the payment you are creating.
Separate Payment	Indicates the option you selected on the Payments page in the Voucher component. You can select a scheduled payment that has the Separate Payment flag enabled. However, you cannot select any other scheduled payments along with this one. The system displays an error message if you try to do this.

Managing Drafts

This section describes how to:

- Cancel manual drafts.
- Delete posted manual draft worksheets.
- Approve unposted draft payments.
- Update draft information.

- Write off draft payments.
- Enter draft write off details.

Pages Used to Manage Drafts

Page Name	Object Name	Navigation	Usage
Cancel Manual Draft	APD_MANDFT_CAN CEL	Accounts Payable, Payments, Drafts, Manual Draft Cancellation	Cancel a manual draft after it has been created.
Cancel Manual Draft Detail	APD_XREF_SEC	 Click the Detail button on the Manual Draft Cancellation page.	View a list of the vouchers that you applied to the draft payment that you want to cancel.
Delete WS (After Posting)	APD_MANDFT_DEL ETE	Accounts Payable, Payments, Drafts, Delete Draft Worksheet	Delete manual draft worksheets and work tables after you have posted the manual draft using the Payment Posting process.
Delete WS (Before Posting)	APD_DELETE_WS	Accounts Payable, Payments, Drafts, Delete Draft Worksheet	Delete a manual draft worksheet. Manual drafts can be created with no voucher applied. Therefore, deleting the draft worksheet enables you to clear those worksheets that you do not use. For manual drafts that have vouchers applied, use the Manual Draft Cancellation.
Draft Approval	PYMNT_MAN_APPR	Accounts Payable, Payments, Drafts, Draft Approval	Manually approve unposted draft payments.
Draft Info Update	APD_DRAFT_UPD	Accounts Payable, Payments, Drafts, Draft Information Update	Update the Draft Reference number, the Draft Control number, and the payment message.

Page Name	Object Name	Navigation	Usage
Draft Info Update Details	APD_DRAFT_UPD_SE	 Click the Details button on the Draft Info Update page.	Modify the draft reference number and the draft control identification number. The draft reference and draft control numbers are system generated, based upon the last number the system used for a draft payment.
Draft Write Off	APD_DRAFT_WO	Accounts Payable, Payments, Drafts, Draft Write-Off	Write off draft payments and enter write-off information for draft payments that you have posted.
Draft Write Off Details	APD_DRAFT_WO_SE	 Click the Details button on the Draft Write Off page.	Enter the write-off account and write-off date.

Canceling Manual Drafts

Access the Cancel Manual Draft page.

A manual draft must be created and fully applied before you can access this page.

Cancel Manual Draft / Payment

Bank SetID: 
Bank: 
Account: 

From Date: 
To Date: 
Payment ID: 

Remit SetID: 
Remit Vendor: 
Currency: 

*Sort By:
*Order By:

Select Payments
Customize | Find | View All | 
First Last

Select	Bank	Bank Account #	Remit Vendor	Payment ID	Payment Amount	Curr	Draft Maturity Date	Payment Date
☐					0.000			

Cancel Manual Draft page

Cancel Manual Draft/Payment

Account

Specify your bank account.

From Date

To search by payment date, enter the first and last dates of the range in the From Date and **To Date** fields.

Sort By

Select the value by which you want to sort your search

results. You can sort results by bank, currency, maturity date, paid amount, payment ID, settlement date, and vendor.

Order By

Select whether to order the results in ascending or descending order.

Search

Click to find all draft payments within the parameters you specified.

Select Payments

Select

Selects the draft payment and flags it for cancellation.

Bank Account

Shows your bank account to receive the payment.

Payment Date

Shows the date the payment is to be paid or settled.



Click to view a list of the vouchers that you applied to the draft.

Cancel

After selecting the check box next to the draft payments, click to cancel the selected draft payments.

Deleting Posted Manual Draft Worksheets

Access the Delete WS (After Posting) page.

A manual draft must be posted during the Payment Posting process before you can access this page.

Delete WS (After Posting) page

The search functionality of this page is similar to that of the Cancel Manual Draft page. See that page for a description of the functionality.

Select Payments

Select

Selects the draft payment and flags it for deletion.

Bank Account

Displays your bank account that issues the payment.

- Payment Date

Displays the date the payment would be paid or settled.
- Delete

Click to remove the selected draft worksheets.
- Select All

Click to select all of the draft worksheets on the page so that they are deleted.
- Unselect All

Click to remove the check mark from all of the selected draft worksheets on the page, so that they are not deleted.

See Also

Canceling Manual Drafts

Approving Unposted Draft Payments

Access the Draft Approval page.

The draft payments must be created but not posted before you can access this page.

When pay cycle runs without the *Preapprove* option selected on the Preferences page of the Payment Selection Criteria component, the draft payment is created with a status of *Created*. If you selected the *Preapprove* option, draft payments are created with a status of *Approved*.

Draft Approval

Search Criteria

SetID:

Currency:

*Selection Mode:

From Date/Thru Date

Bank:

*Payment Method:

ALL

From Date:

Account:

*Draft Status:

Created

To Date:

Search

Total

Total Amount: 0.000

Select All

Unselect All

Search Results

Customize | Find | View All |

First 1 of 1 Last

Main Information

Additional Info

Date

Draft Ref

Approve

Short Name

Name

Amount

Currency

Draft Approval: Main Information page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Common Page Information

- SetID

Search by bank setID.
- Selection Mode

Search by either

From Date/Thru Date: Searches by payment date range.

	<i>From Ref/To Ref:</i> Searches by a reference number range for drafts.
From Date/Payment Ref	Enter the beginning date or reference number.
To Date/Payment Ref	Enter the ending date or reference number.
Bank	Search by bank.
Account	Search by bank account.
Method	Search by payment method for the voucher.
Draft Status	Search by current Draft Status. Drafts with the <i>Approved</i> or <i>Created</i> draft status can be posted during the Payment Posting process.
Search	Click to search for drafts based upon the criteria you defined.
Total	
Total Amount	The total amount for the draft payments that met your search criteria.
Select All	Click to select and approve all of the draft payments that met your search criteria. The Draft Status is changed to <i>Approved</i> .
Unselect All	Click to deselect all of the draft payments that you previously selected for approval. The Draft Status is changed to <i>Created</i> .

Search Results - Main Information Tab

Date	The draft payment date.
Draft Ref	The draft reference number.
Approve	Select the payment for approval. When you click the Save button, the system changes the draft payments status to <i>Approved</i> .
Name	The vendor's name.
Amount	The amount and Currency of the draft payment.

Search Results - Additional Information Tab

Pay Status	The payment status of the draft. Possible statuses include: <i>Alignment:</i> The payment is used for alignment purposes. <i>Pre-Note:</i> The data is a bank pre-note. Pre-notes are usually performed when setting up electronic banking. <i>Overflow:</i> The payment printed on an overflow advice.

Replaced: The payment was replaced. For example, when a check is reprinted with a new check number, the check number is given the status of *Replaced*.

Stopped: The payment was reversed. Use the Payment Cancellation page to stop a canceled payment.

Undo: The canceled payment was undone. Use the Payment Cancellation page to undo a canceled payment.

Void: The payment is void. Use the Payment Cancellation page to void a canceled payment.

Deleted: The payment was deleted.

See Also

- Draft Approval
- “Additional Payment Processing Options,” Canceling Payments

Updating Draft Information

Access the Draft Info Update page.
You must have already have created a draft to access this page.

Enter Selection

Draft Ref:

Draft Control ID:

Search

Results

Customize | Find | View All | 

First  1 of 1  Last

Draft Ref	Draft Control ID	Bank Account #	Remit Vendor	Draft Amount	Currency	Details	Payment ID
				0.000			

Draft Info (information) Update - Draft Update page

Enter Selection

Search

Click to find all draft payments within the parameters you specified.

Results

Draft Amount

Displays the total amount of the draft payment.



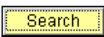
Click to update the draft reference number and the draft control identification number.

Writing Off Draft Payments

Access the Draft Write Off page.

Draft Write Off

Enter Selection

Draft Ref:  Draft Control ID:  

Results [Customize](#) | [Find](#) | [View All](#) |  First  1 of 1  Last

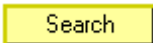
Draft Ref	Draft Control ID	Bank Account #	Remit Vendor	Draft Amount	Currency	Details	Payment ID
000001	000001	00000000001	FRA0000001	2,392.00	FRF		0000000005

Draft Write Off page

Prerequisites

Drafts have a status of Approved or Posted, but have not yet reached the maturity date.

Enter Selection



Click to find all draft payments within the parameters you specified.

Results

Draft Amount

Displays the total amount of the draft payment.



Click to enter the write-off account and write-off date.

See Also

Draft Write-Offs

Entering Draft Write Off Details

Access the Draft Write Off Details page.

Draft Write Off

Draft Write Off

Draft Ref: 000001 Control ID: 000001 Payment: 0000000005

Master ID: 0000000004 Creation Date: 08/09/2000 Amount: 2,392.00 FRF

Vendor ID: FRA0000001 Axis Systems Settlement Date: 02/08/2002

Bank Information

Bank: FRBNK Account: CHQ1 Account #: 00000000001

Enter Account

GL Unit: FRA01 Write Off Acct: 

Draft Status: Approved Alternate Acct: 

Write Off Date:  [Document Sequencing](#)

Draft Write Off Details page

Master ID	The draft master identification number.
Creation Date	The payment creation date.
Amount	The amount and currency of the draft payment.
Account	Your bank account.
Account # (number)	Your bank account number.
GL Unit	The general ledger business unit for the draft payment.
Write Off Acct (account)	Select the account from which you want the draft payment written off.
Alternate Acct	(Optional) Enter a statutory account.
Write Off Date	Specify the effective date for the draft payment write-off.

Reconciling and Approving Drafts

During bank reconciliation, you reconcile the payment information with the actual bank remittance from the Draft Recon and Approval page. Before you can reconcile and approve drafts, you must have created draft payments in the Manual Draft Creation component or in Pay Cycle. The bank file is imported through PeopleTools, EDI Manager, Process, Inbound EC Agent.

After reconciling your draft payments you may want to submit a bank answer file to your bank regarding the draft payments.

Note. If you haven't prearranged with your bank to receive a bank information file, you do not need to run Draft Reconciliation and Approval; however, you do need to run Draft Approval to promote the draft status from *C* (Created) to *A* (Approved).

This section describes how to:

- Reconcile drafts.
- Approve drafts during bank reconciliation.
- Review payment and bank details.
- Review draft payment exceptions.
- Review draft payment totals.
- Prepare bank answer files.
- Delete imported bank data.

See Also

Draft Bank Reconciliation and Approval

Draft EFT Bank Files and EFT Answer Files

Pages Used to Reconcile and Approve Drafts

Page Name	Object Name	Navigation	Usage
Draft Reconciliation	PYMNT_AUTO_REC	Accounts Payable, Payments, Drafts, Draft Recon and Approval	Perform automatic draft reconciliation and approval when your bank transmits an electronic bank file to you that contains the draft detail. Draft Reconciliation and Approval does matching against the bank file by flagging each draft payment as Approved.
Draft Approval	PYMNT_AUTO_APPR	Accounts Payable, Payments, Drafts, Draft Recon and Approval, Draft Approval	Review draft payments that the automatic reconciliation process matched. You can accept, reject or partially pay payments. The approval process updates the status for all accepted drafts with the Approved status so that payment posting can generate accounting entries.
Payment/Bank Details	PYMNT_APPR_DTL	 Click the Detail button on the Draft Approval page of the Draft Recon and Approval component. This button is only available if you selected the Details check box.	Review draft payment information from the imported bank file.
Draft Exceptions	PYMNT_AUTO_EX	Accounts Payable, Payments, Drafts, Draft Recon and Approval, Draft Exceptions	Review automatic bank reconciliation draft payment exceptions and the reason code that states why the payment is marked as not payable.

Page Name	Object Name	Navigation	Usage
Reconciliation Summary	PYMNT_AUTO_SUM M	Accounts Payable, Payments, Drafts, Draft Recon and Approval, Reconciliation Summary	View a summary of the draft payment totals after reviewing the automatic draft payment reconciliation and approval results.
Prepare Bank Answer File	PYMNT_AUTO_OUT P	Accounts Payable, Payments, Drafts, Prepare Bank Answer File	Prepare a bank answer file before sending the file using PeopleTools, EDI Manager, Process, Outbound EC Agent.
Delete Imported Bank Data	PYMNT_AUTO_DEL	Accounts Payable, Payments, Drafts, Prepare Bank Answer File, Delete Imported Bank Data	Delete bank file data that you imported into the Payables system.

Reconciling Drafts

Access the Draft Reconciliation page.

Draft Reconciliation		Draft Approval	Draft Exceptions	Reconciliation Summary
Queue Inst:	2	Bank ID:	BR023	Creation Date: 01/24/1999
		Bank File Total:	1,017,001.71 FRF	
Bank Account		Customize Find View All First 1-2 of 2 Last		
Reconcile	Drawee Acct Num	Branch ID	Bank Report Num	Total Amount Currency Last Date to Respond
Reconcile	00000000001	SB01	RPT00001	1,002,001.700 FRF 01/25/1999
Reconcile	02233-05678	SB02	RPT00001	15,000.010 FRF 02/25/1999

Draft Recon (reconciliation) and Approval – Draft Reconciliation page

Creation Date

The draft payment creation date.

Bank File Total

The total amount of all payments listed in the transmitted in the bank file.

Reconcile

Click to match the bank file by flagging each draft payment and updating the status for all accepted drafts. The system transfers you to the Draft Reconciliation and Approval - Draft Approval page, where you can review the matched draft payments.

Drawee Acct Num (account number)

The vendor's bank account number.

Total Amount The total amount of the payment for the row.

Approving Drafts During Bank Reconciliation

Access the Draft Approval page.

The screenshot shows the 'Draft Approval' page. At the top, there are four tabs: 'Draft Reconciliation', 'Draft Approval' (selected), 'Draft Exceptions', and 'Reconciliation Summary'. Below the tabs, there's a header section with 'Queue Inst: 1', 'Bank ID: BR023', and 'Creation Date: 01/24/1999'. Underneath, 'Drawee Account Number' is followed by 'Pay Total: 0.00 FRF'. There are buttons for 'Display Detail', 'Approve All', and 'Unapprove All'. A 'Draft Payment' section contains links for 'Customize', 'Find', 'View All', and navigation buttons 'First', '1 of 1', and 'Last'. Below this is a table with columns: 'Detail', 'Draft Ref', 'Approve', 'Draft Status', 'Reject Code', 'Name', 'Draft Amount', and 'Currency'. The table has one row with a draft amount of '0.000'.

Draft Recon and Approval: Draft Approval page – Main Information page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Common Page Information

Creation Date	The draft payment creation date from the bank file.
Drawee Account Number	Your bank account number.
Pay Total	The matched payment total amount.
Approve All	Click to approve all of the draft payments you select.
Unapprove All	Click to reverse the approval of selected payments that you previously approved.
Display Detail	Click to view the Payment/Bank Details page. This button is only available if you select the Detail check box.

Draft Payment - Main Information Tab

Detail	Select to activate the Draft Payment Details button. Click the Display Detail button to view draft payment information from the imported bank file.
Approve	Selects the payment for approval. When you click the Save button, the system changes the draft status from <i>Created</i> to <i>Approved</i> .
Name	The vendor's name.

Draft Amount

The draft amount and **Currency** of the draft payment.

Draft Payment - Additional Information Tab

Draft Reconciliation		Draft Approval		Draft Exceptions		Reconciliation Summary	
Queue Inst:	1	Bank ID:	BR023	Creation Date:	01/24/1999		
Drawee Account Number:		Pay Total:	0.00 FRF	Approve All		Unapprove All	
Display Detail							
Draft Payment Customize Find View All							
Main Information		Additional Info					
<u>Detail</u>	<u>Draft Ref</u>	<u>Payment Method</u>	<u>Remit Vendor</u>				
☐							

Draft Recon and Approval: Draft Approval – Additional Information page

Detail

Select this option to activate the Draft Payment Details button. Click the **Display Detail** button to view draft payment information from the imported bank file.

Review Payment and Bank Details

Access the Payment/Bank Details page.

Payment/Bank Details	
Source = AP	Source = Bank
Payment Reference:	Drawer Ref:
DFT0001	DFT0001
Name 1:	Drawer Name:
Bay Area Electric	ETS DURATON
Payment Date:	Draft Due Date:
08/07/2000	08/07/2002
Payment Amount:	Draft Amount:
11.960	11.960
Currency:	Currency Index:
FRF	F
Payment Method:	Accept Code:
Vndr Draft	2
Payment:	Drawee Reference:
0000000010	DFT0001
Remit Setid:	Remit Person Reference:
SHARE	260FJFZ3
Remit Vendor:	Brief Description:
USA0000001	AMIENS CENTRE
No Cancel	Creation Date:
01/01/1900	05/24/2000

Payment/Bank Details page

Source = AP

Payment Reference	The draft reference number.
Name 1	The vendor's name.
Payment Date	The payment due date.
Payment Amount	The amount of the payment.
Currency	The payment currency.
Payment Method	The payment method for the payment.
Payment	The draft payment ID.
Remit SetID	The Remit vendor's SetID.
Remit Vendor	The name of the remit vendor, if the payment is canceled or not, and the effective date.

Source = Bank

Drawer Ref	The reference ID that a Drawer uses to identify the draft.
Drawer Name	The Drawer's name.
Draft Due Date	The draft due date.
Draft Amount	The draft payment amount.
Currency Index	The Currency Index listed in the bank file.
Accept Code	The Accept Code from the bank file.
Drawee Reference	Your payment number.
Remit Person Reference	The reference number for the Remit Person listed in the bank file.
Brief Description	A short description of the payment.
Creation Date	The draft creation date.

Reviewing Draft Payment Exceptions

Access the Draft Payment Exceptions page.

Draft Reconciliation		Draft Approval		Draft Exceptions		Reconciliation Summary	
Queue Inst:	2	Bank ID:	00001	Creation Date:	06/01/2000		
Drawee Account Number:	000000000001	Partial Pay Total:	0.00	Reject Total:	360.96		
Draft Exception				Find View All		First 1-4 of 7 Last	
Main Information		Additional Info					
Drawer Ref	Drawer Name	Due Date	Approve	Draft Amount	Partial Pay Amt	Reject Amount	Curr
DFT0001	ETS DURATON	08/07/2002	☐	11.960	0.00	11.96	
DFT0002	STE EPIS D OR	08/07/2002	☐	50.000	0.00	50.00	
DFT0007	ETS DUPONT	08/07/2002	☐	119.600	0.00	119.60	
DFT0010	ETS FATAL	08/07/2002	☐	11.960	0.00	11.96	

Draft Recon and Approval: Draft Exceptions – Main Information page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Common Page Information

Creation Date	The draft payment creation date from the bank file.
Drawee Account Number	Your bank account number.
Partial Pay Total	The partial payment amount.
Reject Total	The rejected payment amount.

Draft Exceptions - Main Information Tab

Drawer Ref	The vendor's draft payment reference number.
Drawer Name	The entity to whom the draft payment is made out.
Due Date	The draft due date, or maturity date.

Note. The draft due date is usually the same as the maturity date. However, if the maturity date falls on a holiday day, or non-business day, the due date is different than the maturity date. For example, if the maturity date falls on a Saturday and the due date might be set to the following Monday depending on the holiday rules.

Approve	Selects the payment for partial payment and rejects the balance. This option is only available if the bank file payment amount is greater than the payment amount in the payables system.
Draft Amount	The draft amount.

Partial Pay Amount	The partial payment amount.
Reject Amount	The rejected payment amount.
Curr (currency)	The payment currency.

Draft Exceptions - Additional Information Tab

Draft Reconciliation		Draft Approval		Draft Exceptions		Reconciliation Summary	
Queue Inst:	2	Bank ID:	00001	Creation Date:	06/01/2000		
Drawee Account Number:	000000000001	Partial Pay Total:	0.00	Reject Total:	360.96		
Draft Exception				Find View All First ◀ 1-4 of 7 ▶ Last			
Main Information		Additional Info					
Drawer Ref	Drawer Name	Reject Code					
DFT0001	ETS DURATON	13	Draft ID not clear enough				
DFT0002	STE EPIS D OR	13	Draft ID not clear enough				
DFT0007	ETS DUPONT	13	Draft ID not clear enough				
DFT0010	ETS FATAL	13	Draft ID not clear enough				

Draft Recon and Approval: Draft Exceptions – Additional Info page

Drawer Ref	The customer draft payment reference number.
Drawer Name	The entity to whom the draft is made out.

Reviewing Draft Payment Totals

Access the Reconciliation Summary page.

Draft Reconciliation		Draft Approval		Draft Exceptions		Reconciliation Summary	
Queue Inst:	8	Bank ID:	00001	Creation Date:	06/01/2000		
Drawee Acct Num: 000000000001							
Pay Total:		11.96					
Partial Pay Total:		0.00					
Reject Total:		349.00					
Total Amount:		360.96					

Draft Recon and Approval: Reconciliation Summary page

Creation Date	The draft payment creation date from the bank file.
Drawee Acct Num (account number)	Your bank account number.
Pay Total	The matched payment total.
Partial Pay Total	The partial payment total.
Reject Total	The rejected payment total.
Total Amount	The total payment amount.

Preparing Bank Answer Files

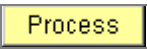
Access the Prepare Bank Answer File page.

You must complete draft reconciliation and approval before you can access this page.

Prepare Bank Answer File – Main Information page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Common Page Information

Creation Date	The draft payment creation date from the bank file.
	Click to begin preparing the data for the bank answer file for the output instances you selected.

Bank Account - Main Information Tab

Select	Click to select the output instance that you want to process.
Output Inst (instance)	The Output Instance that appears after you run the EDI Manager Outbound EC Agent process.

Output File Status

The status of the output file:

E: An *Error* has occurred during the process.

L: The output file was *Loaded*.

P: The output file was *Processed*.

Filename

The file name that the EDI Manager Outbound EC Agent process created.

SIREN Number

The SIREN Number.

Bank Account - Additional Information Tab

Drawee Account Number	Branch ID	Bank Report Num	Total Amount	Last Date to Respond
01212-05670	SB01	RPT00001	1002001.700	01/25/1999
02233-05678	SB02	RPT00001	15000.010	02/25/1999

Prepare Bank Answer File – Additional Info page

Drawee Account Number

The vendor's bank account number.

Total Amount

The total amount to be paid into the vendor's bank account.

Deleting Imported Bank Data

Access the Delete Imported Bank Data page.

At least one bank file must be imported into the system before you can access this page.

Delete Imported Bank Data page

Delete this Queue Instance

Select to flag the Queue Instance for deletion.



Click to delete all bank file data associated with the selected Queue Instance.

Reviewing Drafts

PeopleSoft Payables includes several inquiry pages and reports that enable you to view and manage your draft payments. You can define draft payment selection criteria that enables you to inquire on draft payments at various stages of the draft life cycle. You can also view draft payments details by vendor or bank account, over a period of time, by specifying a payment date range.

The Draft Payment Inquiry component shows the aggregate amount listed by sibling system draft identification number. This inquiry also shows a draft’s voucher payment schedule. You can view details by vendor, draft maturity date, payment amount, bank, draft master identification number, and subtotal by date.

This section describes how to use the draft inquiry pages to:

- Search for draft payments.
- View detail information for draft payments.
- View details for canceled or deleted draft payments.
- View a summary of the draft payments.

Note. Draft payments must have been created or have a status of approved, due, or reconciled before you can use the pages in the inquiry component.

Common Elements Used in this Section



Click to return to the Selection Criteria page, where you can specify different search criteria.



Click to open the Payment Inquiry page, where you can view the voucher.

Reference	The draft payment bank account reference number.
Remit Vendor	The Vendor ID of the Remit Vendor.
Name	The name of the Remit Vendor.
Currency	The draft payment currency.
Amount	The amount of the draft Payment.
Method	The draft payment method: <i>Customer-Initiated</i> , <i>EFT Draft</i> , or <i>Vendor-Initiated</i> .
Bank Account #	Shows the Remit Vendor’s bank account number.

Master ID	This is useful if you specify Draft Optimization on the Payment Selection Criteria page.
Control ID	The system automatically assigns this number during pay cycle to group a list of scheduled payments.
Draft Status	The draft status.

Pages Used to Review Draft Payment Information

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Draft Payment Inquiry - Selection Criteria	PYMNT_DFT_INQ1	Accounts Payable, Review, Payments, Draft Payment Inquiry	Create a draft payment inquiry. Enter the parameters for your inquiry on the Selection Criteria page and search for draft payments that match your specifications. You can view details relating to the draft payment on the other pages of the component.
Draft Payment Inquiry - Draft Detail: Main Information	PYMNT_DFT_INQ2	Accounts Payable, Review, Payments, Draft Payment Inquiry, Draft Detail	View detail information for draft payments, based upon the selection criteria you specified on the Selection Criteria page.
Draft Payment Inquiry - Cancel/Delete Payment:	PYMNT_DFT_INQ3	Accounts Payable, Review, Payments, Draft Payment Inquiry, Cancel/Delete Payment	View details about any canceled or deleted draft payments.
Draft Payment Inquiry - Draft Summary	PYMNT_DFT_INQ4	Accounts Payable, Review, Payments, Draft Payment Inquiry, Draft Summary	View a summary of the draft payments that resulted from the search results you specified on the Selection Criteria page.
Pymnt Control Rpt	RUN_APY2050	Accounts Payable, Reports, Vendor, Payment Hist by Pymnt Method	Define run parameters for the Payment History by Payment report (APY2050). Use this report to review a list of drafts issued but remaining unpaid by the due date.

Page Name	Object Name	Navigation	Usage
Pymnt Aging - Bank	RUN_APY2051	Accounts Payable, Reports, Vendor, Payment Aging by Bank	Define run parameters for the Payment Aging by Bank report (APY2051). Use this report to review a summary aging of drafts still payable analyzed by bank account and sorted by date. These are the report details: • Balance as of the end of the previous month. • Aggregate amount that increased in the current month. • Aggregate amount that decreased in the current month.
Pymnt Aging - Vndr	RUN_APY2052	Accounts Payable, Reports, Vendor, Payment Aging by Vendor	Define run parameters for the Payment Aging by Vendor report (APY2052). This report provides a summary aging of drafts still payable to each vendor by the period range you specify. These are the report details: • Balance as of the end of the previous month. • Aggregate amount that increased in the current month. • Aggregate amount that decreased in the current month.

Page Name	Object Name	Navigation	Usage
Draft Create Detail	RUN_APY2053	Accounts Payable, Reports, Payments, Draft Create Detail	Define run parameters for the Draft Create Detail report (APY2053). Use this report to review detail for draft payments based on the issue date or the due date.
Draft Create Summary	RUN_APY2056	Accounts Payable, Reports, Payments, Draft Create Summary	Define run parameters for the Draft Create Summary report (APY2056). Use this report to review a summary by bank for draft payments.
Dft Stamp Tax Rpt	RUN_APY2054	Accounts Payable, Reports, Payments, Drafts Stamp Tax Summary	Define run parameters for the Draft Stamp Tax Summary Report (APY2054). Use this report to review a summary of the draft stamp tax associated with draft payments.

Searching for Draft Payments

Access the Draft Payment Inquiry - Selection Criteria page.

Selection Criteria			
Draft Detail Cancel/Delete Payment Draft Summary			
Search Options			
SetID:	From Date:	To:	
Bank:	From Master ID:	To:	
Account:	From Payment Ref:	To:	
Currency:	From Vendor ID:	To:	
*Method:	*Amount Rule:	Amount:	
*Draft Status:	Search		
Summary Options			
Subtotal By:	Count:		
Totals			
Amount:	Count:		
Unpaid Amount:	Count:		

Draft Payment Inquiry - Selection Criteria page

SetID	Specify the Bank SetID.
From Date	Your inquiry can include draft payments that fall within a date range. Specify the first day that the inquiry range should include.
To	Specify the last day of the inquiry range that should be included.
Bank	Specify the bank.
From Master ID	Your inquiry can include draft payments that fall within a range of draft Master ID numbers. Specify the first draft Master ID that the inquiry range should include. In the To field, specify the last draft Master ID number that should be included.
Account	Specify the bank account under the specified SetID that you want included in your inquiry.
From Payment Ref (reference)	Your inquiry can include draft payments that fall within a range of Payment Reference numbers. Specify the first Payment Reference number that the inquiry range should include. In the To field, specify the last Payment Reference number that should be included.
From Vendor ID	Enter a Vendor ID to specify a specific vendor to include in your inquiry. Your inquiry can include draft payments for a range of draft vendors. Specify the first vendor that the inquiry range should include. In the To field, specify the last vendor that should be included.
Method	Specify the draft payment method that you want to inquire about: <i>All:</i> Includes all draft payment methods in the inquiry, based upon the selection criteria you specify. <i>Cust Draft:</i> Includes all customer-initiated draft payments based upon the selection criteria you specify. <i>EFT Draft:</i> Includes all EFT customer-initiated draft payments based upon the selection criteria you specify. <i>Vndr Draft:</i> Includes all vendor-initiated drafts, based upon the selection criteria you specify.
Amount Rule	Enter an Amount and specify the amount rule that draft payments included in your inquiry should meet: <i>Any:</i> Includes draft payments that meet your selection criteria in any amount. <i>Less than:</i> Includes draft payments less than the amount you specified in the field that meet your selection criteria.

Less than or equal to: Includes draft payments less than or equal to the amount you specified in the field that meet your selection criteria.

Greater than: Includes draft payments greater than the amount you specified in the field that meet your selection criteria.

Greater than or equal to: includes draft payments greater than or equal to the amount you specified in the field that meet your selection criteria.

Draft Status

Specify the draft payment status about which you want to inquire:

All: Includes all draft payments, regardless to their status, as long as they meet your selection criteria.

Approved: Includes only those draft payments with a status of Approved that meet your selection criteria.

Created: Includes only those draft payments with a status of Created that meet your selection criteria.

Due: Includes only those draft payments with a status of Due that meet your selection criteria.

Reconciled: Includes only those draft payments with a status of Reconciled that meet your selection criteria.

Search

Click this button to initiate your inquiry. Draft payments that meet your selection criteria are summarized in the **Totals** group box. You can see the total number of draft payments included for each row that met your specified criteria and the total draft payment amount. The **Summary Options** group box enables you to specify how the draft payment details are listed on the Draft Summary page.

Summary Options

Subtotals By

Use this option to sort the results of your inquiry:

Bank Account Number: Sorts the draft detail by bank account number.

Due Date: Sorts the draft detail by due date.

Remit Vendor: Sorts the Draft Detail by remit vendor.

Count

Shows the number of draft payments included in the payment subtotal.



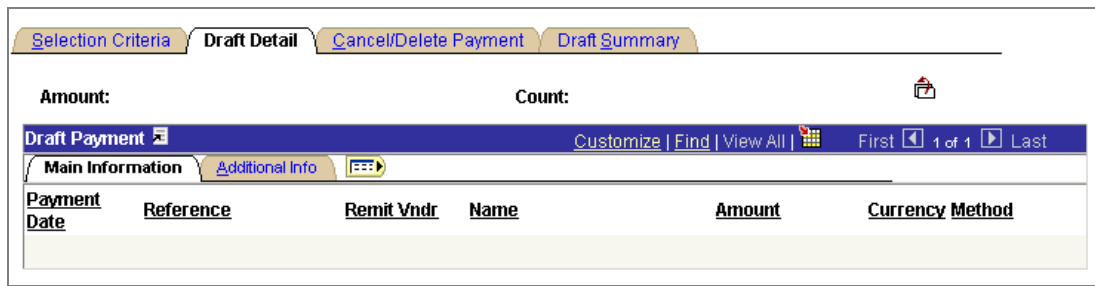
Click to view inquiry subtotal details sorted according to the option you specify.

Totals

Amount	Shows the total amount of the draft payment.
Count	Shows the number of drafts included in the payment total.
Unpaid Amount	Shows any payment amount that is not included in the draft payment.
	Click this button in the Amount row to review the detailed information about the draft total. Click this button in the Unpaid Amount row to view details about the total payment amount.

Viewing Detail Information for Draft Payments

Access the Draft Payment Inquiry - Draft Detail page.



Draft Payment Inquiry - Draft Detail: Main Information page

Common Page Information

Amount	The total amount of the draft payment.
Count	The number of drafts included in the payment total.

Main Information Tab

Payment Date	The draft issue date.

Additional Information Tab

Stamp Tax	The amount of Stamp Tax, if applicable. Stamp tax is applicable if you use Stamp Tax Minimization.

See Also

Reviewing Drafts

Draft Optimization (Stamp Tax Minimization)

Stamp Tax Calculation

Viewing Details for Canceled or Deleted Drafts Payments

Access the Draft Payment Inquiry - Cancel/Delete Payment page.

Unpaid: Count:

Cancel/Delete Payment Customize | Find | View All | First 1 of 1 Last

Main Information Additional Info

Pay Status	Payment Date	Reference	Remit Vendor Name	Currency Amount	Method

Draft Payment Inquiry - Cancel/Delete Payment: Main Information page

Common Page Information

Unpaid	The total amount of the unpaid draft payments.
Count	The number of unpaid drafts that are not included in the payment total.

Main Information Tab

Pay Status	The status for the unpaid amount.
Pay Date	The date that the unpaid amount is due.

Additional Information Tab

Cancel Status	Indicates whether the unpaid amount has been canceled.
Date Cancelled	The date the unpaid amount was cancelled.

Viewing a Summary of Draft Payments

Access the Draft Payment Inquiry - Draft Summary page.

Amount: Count:

Draft Summary Customize | Find | View All | First 1 of 1 Last

Payment Date	Bank Account #	Remit Vendor Name	Amount	Count

Draft Payment Inquiry - Draft Summary page

Payment Date

Shows the draft due or settlement date.

Count

Shows the number of drafts included in the payment total.

CHAPTER 24

Using Commitment Control with PeopleSoft Payables

This chapter provides an overview of the Commitment Control feature in PeopleSoft Payables and discusses how to:

- Set up Commitment Control for PeopleSoft Payables.
- Budget-check Payables transactions during online voucher entry.
- Budget-check Payables transactions in batch mode.
- Perform partial and final liquidations.
- Handle budget-checking exceptions for Payables transactions.
- Post vouchers after budget checking.
- Modify, delete, and close vouchers after budget checking.
- Make payments after budget checking.

Understanding Commitment Control Processing in PeopleSoft Payables

PeopleSoft Commitment Control is an optional feature of the PeopleSoft Financials, ESA, and Supply Chain Management product lines that enables you to control commitments and expenditures automatically by checking them against predefined, authorized budgets. It is a subsystem of PeopleSoft General Ledger that you can activate for specific products and business units.

From the Commitment Control perspective, the procure-to-pay cycle is populated with pre-encumbrances, encumbrances, and expenditures, all of which are tracked against a designated budget. Here is a high-level overview of the procure-to-pay cycle in Commitment Control:

1. When you generate a requisition, a pre-encumbrance is created in your budget records by the budget-checking process.
2. When a requisition becomes a purchase order, Commitment Control relieves the pre-encumbrance and creates an encumbrance.

3. When the purchased goods or services are delivered and the purchase order becomes a voucher, Commitment Control relieves the encumbrance and creates an expenditure.

Commitment Control deducts each type of financial obligation from the available budget amount and tracks them by obligation type so that you can see how much money you have committed in pre-encumbrances, encumbrances, and expenditures.

Commitment Control enables you to have advance warning about all activities that threaten to send your controlled budgets over their approved amounts and to have any transactions that go over budget stopped. When transactions exceed budget amounts, Commitment Control issues exceptions, which trigger workflow so that responsible parties can take corrective action. You can specify the degree of control and corrective action you want to allow individual users to exercise over exceptions.

In PeopleSoft Payables, budget checking occurs at voucher creation, deletion, closing, and posting. You also perform budget checking after the payment posting process to check exchange rate realized gains or losses and earned or lost discounts. You can run budget checking for a single voucher during voucher entry or for many vouchers using a batch process. In any case, when you enable Commitment Control for Payables, you cannot pass a voucher to the general ledger until it has been budget-checked and posted. And you cannot post a voucher if it is over budget (although you can give certain users the security clearance to override budget-checking for over-budget vouchers).

See Also

PeopleSoft Commitment Control PeopleBook, “Understanding PeopleSoft Commitment Control”

PeopleSoft Commitment Control PeopleBook, “Processing Source Transactions Against Control Budgets”

Payables Transactions Subject to Budget Checking

There are three Commitment Control source transaction types used by PeopleSoft Payables:

Vouchers (AP_VOUCHER)	Budget checking checks the distribution line’s merchandise amount plus any prorated non-merchandise amounts. The currency value is the general ledger business unit’s base currency.
Non-prorated (AP_VCHR_NP)	Budget checking processes non-prorated, non-merchandise amounts, or sales/use tax, for the distribution lines. A sibling table of the distribution line joins the amounts with the accounts from the charge header table. The currency value is the general ledger business unit’s base currency.
Voucher Accounting (AP_ACCT_LN)	Budget checking processes entries from the accounting line table for closed vouchers, realized gains or losses, and discounts earned or lost. The closed amounts will be checked against the original distribution line. The realized

gains or losses and discounts earned or lost will be checked against the accounts that are posted to GL.

Note. You must budget-check this transaction type using the batch Budget Processor. Note also that, since closing vouchers and making payments may create voucher accounting lines, you should budget-check any such accounting lines after closing vouchers or making payments.

See Closing Vouchers after Budget Checking.

See Making Payments after Budget Checking.

See Also

Setting up Payables for Commitment Control Accounting

PeopleSoft Commitment Control PeopleBook, “Setting Up Commitment Control Source Transaction Types”

Budget Checking Vouchers

The Budget Processor COBOL process checks vouchers and voucher accounting lines against all control budgets they are subject to, updates the Commitment Control ledger (LEDGER_KK), and updates the budget-checking status of the transactions.

You can budget-check individual vouchers when you create them online or you can budget-check multiple vouchers and voucher accounting lines in batch mode. The online version of Budget Processor (FSPKBDP1) performs exactly the same tasks as the batch version (FSPKBDP3). Batch mode, being more efficient, is recommended, and is required if you are budget-checking voucher accounting lines.

See Also

Budget Checking During Online Voucher Entry

Budget Checking Payables Transactions in the Batch Mode

Document Tolerances

Document tolerances are percentages or amounts by which related procurement documents (such as purchase orders and vouchers) are allowed to differ. The Document Tolerance process enables you to set document tolerances between pre-encumbrances and encumbrances or encumbrances and expenses. If these tolerances aren't met, the system creates a document tolerance exception.

If Commitment Control and document tolerance checking are enabled for the business unit and you initiate the budget checking process using the button on the Invoice Information page, the system runs the document tolerance process and then runs the Budget Processor.

If you run the Budget Processor as a batch process using the Budget Checking Request page, you must run the Document Tolerance process independently.

See Also

“Running Document Tolerances”

Exception Handling

Transactions that fail budget checking are flagged by the system as exceptions. Exceptions fall into two categories: errors and warnings.

Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Errors are not allowed to continue through the system. This is a form of tight control. Errors stop at the budget-check stage and do not proceed until they are corrected. Most errors occur when a transaction has at least one line that exceeds at least one budget and is over tolerance. Depending on the configuration of your control budgets, the exact reason for a budget to have insufficient funds varies from budget to budget. The budget may be on hold, closed, or simply lacking a sufficient available budget amount.

Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along through the system anyway. They function as exceptions that are automatically overridden, as well as issues that do not conform to the use of the budget. For example, you receive a warning if the budget and accounting dates differ. This is a form of loose control. Warnings are allowed through the system because you have already determined that these transactions only require some type of audit trail. You don't want to stop them—you only want a chance to examine them and see exactly what is going on. If the control option for the control budget definition is *Track without Budget*, you will receive only warning exceptions. If the control option for the control budget definition is *Track with Budget*, you will receive only warning exceptions, except when there is no budget for a transaction, in which case you will receive an error exception.

You are notified of exceptions in two ways: online and through workflow notification.

In an online situation, you receive a message regarding a transaction's status when the budget-checking process finishes. The message indicates what type of exception the transaction created and enables you to transfer directly to the appropriate transaction exception header page, where you can either view the warnings generated or view and override the errors.

In a batch budget-checking situation, users are notified of exceptions through workflow, based on their individual security profiles in the system. The system generates an appropriate Worklist for each user and may also generate an email message. Your users will have access to a list of budgets that caused exceptions or a list of transactions with exceptions. These two options are available through the PeopleSoft menus or through the Worklist. This enables two different ways of accessing exceptions and overriding them. As a user, you can choose a particular budget from a Worklist and transfer to the Budget Exception page to see a list of all transactions that have failed for that budget. Alternatively, you can choose a particular transaction on a Worklist and transfer to the appropriate transaction exception header page to view a list of all budgets that have caused exceptions on that transaction. The Worklist contains

a complete list of exceptions, stating the exact cause of the error or warning. These two pages enable you to inquire about exceptions and to perform overrides.

Correcting Errors

You can correct errors for transactions by taking one or more of the following actions:

- Change the amount on the transaction lines to conform to budget limits and re-budget-check.
- Change the budget amounts to allow the transactions to pass budget checking.
- Override the budget for a particular transaction.
- Override the entire transaction for all affected budgets.

In each case, the user must have appropriate security clearance to perform the change or override.

In PeopleSoft Payables, you must pay a voucher even if you are over budget. Because you can't adjust the voucher, unless the voucher is itself in error, usually you must make adjustments to your budget or perform an override.

Security for Adjusting Budgets and Budget Overrides

The security profile of each of your users determines which budgets they can adjust and which budgets and transactions they have the authority to override. You set up this authority when you set up Commitment Control. Only Super Users have budget and transaction override authority. A user ID and date/time stamp show on the inquiry pages when a budget or transaction has been overridden.

Performing Overrides

The actual process of overriding a budget is as easy as selecting a check box on the appropriate page. A Super User can access either the Budget Exceptions page, the transaction header and line exceptions pages, or the exception details page for any transaction header to override a budget or transaction.

See Also

Handling Budget Exceptions

PeopleSoft Commitment Control PeopleBook, "Managing Budget Exceptions"

PeopleSoft Commitment Control PeopleBook, "Setting Up Commitment Control Security"

Setting up Payables for Commitment Control Accounting

To use PeopleSoft Commitment Control in PeopleSoft Payables, you follow the usual Commitment Control set up procedure, including the following Payables-specific steps:

1. Enable Commitment Control for Payables on the Installation Options - Installed Products page.

See *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Defining Options for Installed PeopleSoft Applications

2. Specify the default values for Payables source transactions in the Source Transactions component, Definition, Selection Criteria, Referenced Record Keys, and Options pages.

There are three Commitment Control source transaction types used by Payables: vouchers (AP_VOUCHER), non-prorated amounts (AP_VCHR_NP), and voucher accounting lines (AP_ACCT_LN).

Note. Only in rare circumstances should the default definitions for these source transaction types be changed, and then only by programmers with extensive experience in PeopleSoft application code.

See Payables Transactions Subject to Budget Checking.

See *PeopleSoft Commitment Control PeopleBook*, “Setting Up Commitment Control Source Transaction Types”.

3. If you choose to have balanced entries for budget checking, set up an offset account for each Payables source transaction type for each control budget definition you set up on in the Budget Definitions component.

See *PeopleSoft Commitment Control PeopleBook*, “Setting Up Basic Commitment Control Options,” Defining Offsets.

Budget Checking During Online Voucher Entry

When you create online transactions, you can budget-check them in real time by invoking the Commitment Control Budget Processor (FSPKBDP1) from the Voucher Invoice Information page.

To budget check vouchers during online voucher entry:

1. Access the Voucher component, create a voucher, and save.
See “Entering and Processing Vouchers Online.”
2. Use the Voucher Attributes page to check that the following conditions have been met:
 - The voucher has been saved and edited with an approval status of *Approved* and an entry status of *Postable*.
 - The Header Budget Status and Non-prorated Budget Status is *Not Chk'd* (not checked).

Note that the voucher header maintains two budget-checking statuses: one for the overall status of the distribution line amounts and one for the non-prorated non-merchandise amounts. You can also view the overall budget-checking status on the Invoice Information page.

The budget-checking status of the voucher will be *Not Chk'd* if the voucher has not already been budget-checked or if fields on the voucher that could affect budget-checking have been changed. The status will be *Valid* if the voucher has already been budget checked successfully and *Error* if the voucher has been budget-checked and failed. Note that you must re-run budget-checking any time you change a budget-checked voucher.

Note. When you enter interunit vouchers on the Invoice Information page, the Header Budget Status field on the Voucher Attributes page changes from *Valid* to *Not Chk'd*. You must run the Budget Check process to reset the status to *Valid* to make the voucher eligible for posting during Voucher Post.

3. On the Invoice Information page, click the Budget Checking button to run the Budget Processor (FSPKBDP1) on the voucher.

The button is not available if the Budget Processor has already run on the voucher.

4. On the Voucher Attributes page, check the Header Budget Status and Non-prorated Budget Status.

The Budget Processor returns a status of *Valid* if the voucher passes the budget check. If the distribution line fails budget-checking, the Budget Processor returns a budget header status of *Error*. If the non-prorated charges fail budget-checking, the Budget Processor returns a budget non-prorate status of *Error*.

To view details about budget-checking errors, click the appropriate Budget Checking Option button (either the Header or Non-prorated option) on the Invoice Information page. This links you to the Commitment Control page, where you can override and budget-check the voucher again, if you have budget override security access. You can also access the appropriate transaction exceptions component and Budget Processor activity log from this page.

See *PeopleSoft Commitment Control PeopleBook*, “Processing Source Transactions Against Control Budgets,” Using the Commitment Control Page.

See Handling Budget Exceptions.

Budget Checking Payables Transactions in the Batch Mode

This section describes how to run the Budget Processor COBOL process (FSPKBDP3) in batch mode. This is the most efficient way to budget-check payables transactions and is required if you want to budget check Voucher Accounting Lines.

Note. Running budget checking in batch mode is a two-step process. Both the voucher and the non-prorated, non-merchandise charges should be checked together. If you perform budget checking on the voucher only, and there are non-prorated charges, then the voucher won't be postable, because only half of the voucher will have been checked. You don't need to run budget checking on non-prorated, non-merchandise charges if you prorate all of your charges.

Page Used to Budget Check Payables Transactions in Batch Mode

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Budget Check	AP_KK_CHECK_RE Q	Accounts Payable, Batch Processes, Vouchers, Budget Check	Request a run of the Budget Processor COBOL process (FSPKBDP3) in batch mode.

Running Budget Processor in Batch Mode

Access the Budget Check page.

Transaction Type

Select the type of source transaction on which you want to run the Budget Processor:

AP ACCT LN: Budget check closed vouchers, or lines with Realized Gain/loss and Discount earned/lost.

AP VCHR NP: Budget-check non-prorated items on a voucher.

AP VOUCHER: Budget-check the expense distributions as well as prorated charges for a voucher.

Unit Option

Select one of the following business unit options:

All: The Budget Processor checks all business units.

Value: The Budget Processor checks the business unit that you specify in the **Unit** field.

Voucher ID Option

Select one of the following values:

All: The Budget Processor checks all vouchers.

Some: The Budget Processor checks a range of voucher IDs entered using the **From/To** fields.

Value: The Budget Processor checks the voucher that you specify in the **Voucher ID** field.

Performing Partial and Final Liquidations

If you use Commitment Control and have both PeopleSoft Purchasing and PeopleSoft Payables installed, you can use the finalize function on the Invoice Information page to show that the current distribution line on the voucher represents a final liquidation of the predecessor PO transaction. This eliminates the need to run the PO/Requisitions reconciliation processes to determine that you can close a PO or Requisition, giving you more control over your budget by quickly freeing up money. The reduced amount can be either monetary or numeric.

To liquidate a predecessor document for an amount lower than the original:

1. Access the Invoice Information page and create or modify a voucher for the reduced amount.
2. Select the Finalize check box or button.
 - For individual lines, select the Finalize check box on the distribution line.
 - For all distribution lines, click the Invoice Lines Finalize Line button, which populates the Finalize check boxes.
 - For an entire document, click the Finalize Document button in the header.
3. Save the voucher.
4. After the voucher is approved, run budget checking on the voucher to confirm the correction.

To reverse a reduction:

1. Access the Invoice Information page.
2. Clear the Finalize check box for the affected lines. For an entire document, click the Undo Finalize button in the header.
 - For individual lines, clear the Finalize check box on the distribution line.
 - For all distribution lines, click the Invoice Lines Undo Finalize Line button.
 - For an entire document, click the Undo Finalize button in the header.
3. Save the voucher.
4. Run budget checking on the voucher to confirm the correction.

See Also

PeopleSoft Purchasing PeopleBook, “Using Commitment Control,” Using Partial and Final Liquidation

Adjusting Prior Year Encumbrance

If you use the Final field to fully liquidate a predecessor purchase order for less than the original amount, you may alter prior year budget information. PeopleSoft Payables can alert you to this if you select the Edit For Prior Year Encumbrance check box on the Payables Installation Options page.

If a current year voucher liquidates a prior year budget period purchase order, and the voucher is for less, a warning message appears alerting you that you may need to make a manual adjustment to the controlled budget ledger.

The system does not generate any of the necessary accounting entries and does not provide additional checks to ensure that users make these budget ledger adjustments. The warning message contains the adjustment amount, but you must make the adjustment manually.

See Also

PeopleSoft Application Fundamentals for FIN, ESA and SCM PeopleBook, “Setting Up Installation Options for PeopleSoft Applications,” Setting Up PeopleSoft Payables Installation Options

Handling Budget Exceptions

This section discusses how to view and override budget-checking exceptions for Payables transactions.

Note. Many pages in this section are very similar. Most fields are documented in Common Elements Used in This Section.

See Also

Exception Handling

Common Elements Used in This Section

Advanced Budget Criteria	Select to access the Budget Exceptions - Refine Inquiry Criteria page, where you can restrict rows to specific business units, ledger groups, and accounts. Leave these fields blank to return all values.
Budget Date	Budget date of the transaction line. You define which field the system uses for the budget date for the transaction in the source transaction definition.
Exception Type	The budget checking status of the transaction.

	On some pages, you use this field to limit the exception rows retrieved to transactions with either an <i>Error</i> or <i>Warning</i> exception.
Foreign Amount	The amount of the line in the entry currency.
Ledger	The ledger to which the accounting entry was made.
Ledger Group	Commitment Control ledger group for the transaction header exception or transaction line exception.
Line From/Line Thru	To view a range of lines, enter the voucher line numbers in these fields. The prompt list shows only voucher lines with exceptions.
Line Status	The budget checking status of the transaction line. On some pages, you use this field to limit the selected rows to lines with either <i>Error</i> or <i>Warning</i> exceptions.
Maximum Rows	Select the maximum number of rows to display in the scroll area.
Monetary Amount	The amount in the base currency of the primary ledger.
More Budgets Exist	If selected, the transaction has more exceptions than the number you entered in the Maximum Rows field.
More Lines Exist	If selected, the transaction has more transaction line exceptions than the number you entered in the Maximum Rows field.
Override Budget	Select to update the control budget ledger, even though the transaction exceeds the budget. This field is available only if the budget transaction failed budget checking and if you have authority to override a budget entry. It is not available if the source transaction type does not allow overrides and the Budget Header Status is <i>Not Checked</i> . If the Budget Header Status is <i>Not Checked</i> , you changed the source transaction after the Budget Processor issued the error exceptions, and you have not run the Budget Processor again. When you override the budget, the system populates the Override User ID field with the user ID for the user who overrode budget checking and the Override Date field with the date and time the budget was overridden. After you override a budget with exceptions, change the budget available amount, or change the transaction amount, the transaction will pass budget checking.
Override Transaction	Select to enable the entire transaction to update the control budget, even if error exceptions exist. This option is available only for users with appropriate security access. This option is not available if the transaction passed budget checking with only warning exceptions. You can select it

Payments

prior to budget checking or after you run the Budget Processor process and it returns errors.

Template

The payment count number.

Transfer

Indicates whether this is a payment or closure entry.

On the Budget Override tab for the Voucher page, the Voucher (NP) Exceptions page, and the Voucher (Acct Ln) Exceptions page, click the **View Related Links** button to open a page with the following options:

Click **Go to Budget Exception** to open the Budget Exceptions page, where you can view other transactions that have exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

Click **Go to Budget Inquiry** to open the Budget Details page, where you can view the budget details, such as the available amount remaining, the attributes, and the amounts used by each ledger (encumbrance, pre-encumbrance, and so on) in the budget. You must have authority to inquire on the budget to open the page.

Type

Type of entry being budget checked.

See **Exception Type**.



Click the **Budget Override Available Info** (budget override available information) button to determine why you can't override a single budget entry.



Click the **Tran Override Available Info** (transaction override available information) button to determine why you can't override the entire transaction.



Click the **Budget Check** button to run the Budget Processor again, after you override the transaction or a budget. Also run the process again if you changed the voucher.



Click the **Budget Check Details** button to open the Commitment Control page, where you can see the source transaction type and the amount type for the voucher.



Click the **Fetch Selection** button on a transaction exceptions page (such as the Voucher Header Exceptions page) to refresh the Budgets with Exceptions scroll area. Select on a line exceptions page (such as the Voucher Line Exceptions page) to refresh the Transaction Lines with Budget Exceptions scroll area.



Click to access detail pages, where you can view the reasons for the exceptions.

Pages Used to Handle Budget Exceptions for Vouchers

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Voucher Exceptions	KK_XCP_HDR_API	- Commitment Control, Review Budget Check Exceptions, Voucher - Click Budget Check Options on the Voucher Information Page to access the Commitment Control page, then click Go to Transaction Exceptions.	View budget checking errors or warning messages for vouchers. Lists budgets for the transaction lines with exceptions. Users who have authority can override the budget exceptions on this page.
Voucher - Exception Details	KK_XCP_TRAN_SEC 2	 Click the View Exception Details button next to a budget line on the Voucher Exceptions page.	View line details for vouchers with budget exceptions.
Payables Voucher Line Drill Down	KK_DRL_API_SEC	 Click the Drill Down button next to a voucher line on the Voucher - Exception Details page.	View additional details relating to the voucher transaction line budget exceptions.
Voucher - Line Exceptions	KK_XCP_LN_API	- Commitment Control, Review Budget Check Exceptions, Voucher - Click Budget Check Options on the Voucher Information Page to access the Commitment Control page, then click Go to Transaction Exceptions	View individual voucher lines with budget- checking errors or warning messages.

Page Name	Object Name	Navigation	Usage
Voucher Line - Exception Details	KK_XCP_TRAN_SEC 3	 Click the View Exception Details button next to a voucher line on the Voucher - Line Exceptions page.	View details for voucher lines with budget exceptions.
Voucher (NP) Exceptions (voucher non-prorated exceptions)	KK_XCP_HDR_AP1N	- Commitment Control, Review Budget Check Exceptions, Voucher (NP) - Click Budget Check Options on the Voucher Information Page to access the Commitment Control page, then click Go to Transaction Exceptions	View budget checking errors or warning messages for vouchers with non-prorated, non-merchandise amounts or sales/use tax. Lists budgets for the transaction lines with exceptions. Users who have authority can override the budget exceptions on this page.
Voucher (NP) - Exception Details	KK_XCP_TRAN_SEC 2	 Click the View Exceptions Details button next to a budget line on the Voucher (NP) Exceptions page.	View line details for non-merchandise, non-prorated vouchers charges with budget exceptions.
Payables Non-Prorated Voucher Line Drill Down	KK_DRL_AP1N_SEC	 Click the Drill Down button next to a voucher line on the Voucher (NP) - Exception Details page.	View additional details relating to the voucher non-prorated transaction line budget exceptions.
Voucher (NP) - Line Exceptions	KK_XCP_LN_AP1N	- Commitment Control, Review Budget Check Exceptions, Voucher (NP) - Click Budget Check Options on the Voucher Information Page to access the Commitment Control page, then click Go to Transaction Exceptions	View individual voucher lines in a voucher with non-prorated transaction lines and budget checking errors or warning messages.

Page Name	Object Name	Navigation	Usage
Voucher (NP) Line - Exception Details	KK_XCP_TRAN_SEC 3	 Click the View Exception Details button next to a voucher line on the Voucher (NP) - Line Exceptions page.	View details for non-prorated voucher lines with budget exceptions.
Voucher (Gain/Loss) Exceptions	KK_XCP_HDR_AP2	Commitment Control, Review Budget Check Exceptions, Voucher (Acct Line).	View individual accounting lines for closed vouchers and realized gains or losses. Lists budgets for the transaction lines with exceptions. Users who have authority can override the budget exceptions on this page.
Voucher (Gain/Loss) Exceptions - Exception Details	KK_XCP_TRAN_SEC 2	 Click the Drill Down button next to a budget line on the Voucher (Gain/Loss) Exceptions page.	View line details for accounting line charges with budget exceptions.
Payables Accounting Line Voucher Line Drill Down	KK_DRL_AP2_SEC	 Click the Drill Down button next to a voucher line on the Voucher (Gain/Loss) Exceptions - Exception Details page.	View additional details relating to the voucher accounting line budget exceptions.
Voucher (Acct Line) - Line Exceptions	KK_XCP_HDR_AP2	Commitment Control, Review Budget Check Exceptions, Voucher (Acct Line).	View individual accounting lines for closed vouchers and realized gains or losses with budget checking errors or warning messages.
Voucher (Acct Line) - Line Exception Details	KK_XCP_TRAN_SEC 3	 Click the Drill Down button on the Voucher (Acct Line) - Line Exceptions page next to each voucher line.	View individual accounting lines for closed vouchers and realized gains or losses with budget checking exceptions.

Handling Voucher Header Exceptions

Access the Voucher Exceptions page.

Voucher Exceptions Line Exceptions

Business Unit: US005 **Voucher ID:** AP-00001

*Exception Type: Error ☐ Override Transaction [Advanced Budget Criteria](#)

Maximum Rows: 100 ☐ More Budgets Exist

Budgets with Exceptions View All First 1 of 1 Last

Budget Override	Budget Chartfields		
Business Unit	Ledger Group	Override Budget	Transfer
1 US005	CC_DIV	☐	Go To ...

Voucher Exceptions page: Budget Override tab



Click the **View Related Links** button to open a page with the following options:

Go to Source Entry opens the Voucher component where you can view or change the voucher.

Go to Source Inquiry opens the Voucher Inquiry component where you can view the voucher.

Budget Override Tab



Click the **View Exception Details** button to access the Voucher - Exception Details page, where you can view the reason for the exception for each line and drill down to line details.

Budget ChartFields Tab

The Budget ChartFields tab displays the ChartField values for the budgets with exceptions.

Posting Vouchers after Budget Checking

When you run the Voucher Posting process (AP_PSTVCHR), only vouchers that have passed budget checking are posted. Voucher posting checks the budget-checking statuses (header and non-prorated) of the voucher. If both the statuses are *Valid*, the voucher is posted.

If Commitment Control is on, posting creates accounting entries with necessary information about the budget date and status to check the realized gain/loss and discount earned/lost and the closed voucher entries. You need to run the Commitment Control module in batch mode to process voucher accounting line (AP_ACCT_LN) source transactions.

Each accounting line contains both the header and line status flag. The Budget Processor sets the flags to the appropriate settings.

Modifying, Deleting, and Closing Vouchers After Budget Checking

When you alter, delete, or close a voucher or voucher accounting line transaction after budget checking, you must re-budget-check the altered, deleted, or voucher-closing transaction.

This section discusses how to:

- Modify vouchers after budget checking.
- Delete vouchers after budget checking.
- Close vouchers after budget checking.

Modifying Vouchers After Budget Checking

When you budget-check a modified voucher, the Budget Processor deletes any exception rows from the first budget-checking. This includes the deletion of override marks for any budgets listed on the altered transactions. You see a message informing you of this when you mark the budget for override and save the page. In effect, altering a transaction after it has been budget-checked forces the Budget Processor to treat the transaction as if it were new when budget checking is done again.

To make changes to budget-checked transactions, do the following:

1. Open the voucher and make your changes to the particular transactions.
2. Save your changes.
3. Run the Budget Processor again to check the budget.

The Budget Processor deletes the original transactions (including liquidations) from the Commitment Control ledger data table (LEDGER_KK) and posts the new transactions.

Deleting Vouchers after Budget Checking

When you delete vouchers, you must reverse the amounts in the Commitment Control ledger data table to accommodate the changes.

Before you delete the voucher, the budget statuses and the voucher entry status appear on the Delete Voucher page. The Budget Check button is not shown as long as the budget status is *Valid*. Once you delete the voucher, the Budget Check button appears, the budget status changes to *Not Chk'd* (not checked), and the Entry Status changes to *Deleted*. At this point, you must click the Budget Check button to adjust the budget, so that your budget accounts for the deleted voucher amount.

Warning! Make sure that the Entry Status is changed to *Deleted* before budget checking. If you run budget checking and the Entry Status is not changed to *Deleted*, the Budget Processor will treat the vouchers as if they have not been checked. *If you do not run the Budget Processor before exiting the page, you will not be able to reverse the voucher!*

See Also

“Managing Vouchers,” Deleting Vouchers

Closing Vouchers after Budget Checking

When you close vouchers, the voucher is marked for closure. Posting the closed voucher will create accounting lines for the portion of the voucher being closed. Run the Budget Processor from the Budget Check page, using the Voucher Accounting Line (AP_ACCT_LN) transaction type so that the Budget Processor adjusts the budget for the closed voucher amounts.

To close a voucher that references a purchase order, you must create a reversal voucher so that the Budget Processor can restore the encumbrance.

See Also

Budget Checking Payables Transactions in the Batch Mode

“Managing Vouchers,” Closing Vouchers

“Entering and Processing Voucher Online,” Reversal Vouchers

Making Payments after Budget Checking

If Commitment Control is enabled for PeopleSoft Payables, the Pay Cycle process selects for payment only those vouchers that have passed budget checking. During payment selection, it doesn't matter if Budget Control is *On* or *Off*, because the flags are set correctly in both cases.

Payment posting may create realized gains and losses or earned or lost discounts accounting entries. Run the Budget Processor on your payments after you have posted them and created accounting entries. Set up the budget check run control to process the AP_ACCT_LN transaction type, so that the Budget Processor adjusts the budget for the payment realized gains and losses or earned or lost discount amounts.

See Also

Budget Checking Payables Transactions in the Batch Mode

“Running Voucher and Payment Posting,” Performing the Payment Posting Process

CHAPTER 25

Overview of PeopleSoft Payables Accounting Entries

This section provides examples of the types of accounting entries created by the Voucher Posting and Payment Posting processes. It illustrates accounting entries for the following:

- Regular vouchers.
- Prepayments.
- Draft payments.
- Letter of credit payments.
- Withholding payments.
- Voucher with Multiple freight charges.
- Voucher closure.
- Voucher unpost.
- Canceled or voided payment.
- InterUnit vendors.
- VAT transactions.

Understanding PeopleSoft Payables Accounting Entries

The following accounting entry examples are based upon certain assumptions.

- Examples are based upon a single line voucher with the following details:
 - Business Unit DEU01
 - Gross Amount 10000
 - Transaction Currency is DEM
 - Base Currency is DEM
 - Payment Terms 2D – 2%

- Distribution GL DEU01
- Payments are made in the same currency as the voucher.
- Payments are made from a bank owned by the vouchering business unit.
- Accounting is at gross.
- Two sets of payment posting results are shown, first discount not taken and then discount taken. In actual posting, only one entry is created.

Common Elements Used in this Chapter

Discount

The discount transaction accounts for discounts that are taken (or not taken) at the time of payment. The two discount distribution account types are mutually exclusive. The setting of the Account At field on the General Controls page determines which discount distribution account type is used:

Gross: If the Account At field is set to *Gross* the system makes the accounting entry to Discount Earned account when a discount is taken.

Net: If the Account At field is set to *Net* the system makes the accounting entry to the Discount Lost account when a discount is not taken. The standard transaction accounts for the liability, the expense distribution, and the cash payment.

See Also

“Structuring Procurement Options for PeopleSoft Payables,” Selecting General Controls

Accounting Entries for Standard Vouchers

The following examples illustrate accounting entries for regular vouchers.

Action: Voucher entered and posted.

There are two accounting entries for the voucher transaction: the Expense Distribution and the Accounts Payable. The Expense Distribution entry tracks who should incur the expense and applies to the distribution GL business unit(s) entered on the voucher. The Accounts Payable entry accounts for what is owed to the vendor and applies to the vouchering business unit. For this voucher transaction, both of these entries are made to GL business unit DEU01.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Expense Distribution	10000	DEM	10000	DEM
DEU01	Accounts Payable	(10000)	DEM	(10000)	DEM

Action: Payment entered and posted. Discount not taken.

There are two accounting entries for the voucher transaction at payment time: the Accounts Payable and the Cash Distribution. The Accounts Payable entry removes the liability that was created when the voucher was posted. The Cash Distribution represents the actual cash payment and the reduction to the cash account. For this voucher transaction, both of these entries are made to GL business unit DEU01.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Accounts Payable	10000	DEM	10000	DEM
DEU01	Cash Distribution	(10000)	DEM	(10000)	DEM

Action: Payment entered and posted. Discount taken.

The new entry on this example is the entry to the Discount Earned account. Because accounting is set at Gross and our liability is the gross amount of the voucher, it is necessary to make an entry to Discount Earned, gross at payment time to maintain a balanced entry.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	10000	DEM	10000	DEM	
DEU01	Cash Distribution	(9800)	DEM	(9800)	DEM	$10000 - (10000 * 2\%)$
DEU01	Discount Earned	(200)	DEM	(200)	DEM	$10000 * 2\%$

Accounting Entries for Prepayments

Prepayments are possible through the use of prepaid vouchers. For accounting purposes, the net effect of a prepaid voucher is a merchandise voucher paid or partially paid by a prepaid voucher. Thus, instead of crediting a cash account, the expense account for the prepaid voucher is used.

The following accounting entry examples are based upon these assumptions:

- The prepayment voucher is applied to the voucher described above

- Business Unit DEU01
- Prepayment Amount 1000

Action: Prepaid voucher entered and posted.

The two accounting entries for the prepayment are: The Prepaid Expense and the Accounts Payable. The account for the Prepaid Expense is defaulted from the Accounting Entry Template during voucher creation. It is reversed when the prepayment is applied to the merchandise voucher.

<i>GL BU</i>	<i>Distribution Account Type</i>	<i>Foreign Amount</i>	<i>Foreign Curr</i>	<i>Monetary Amount</i>	<i>Curr Code</i>
DEU01	Prepaid Expense	1000	DEM	1000	DEM
DEU01	Accounts Payable	(1000)	DEM	(1000)	DEM

Action: Payment created and posted for prepayment.

Prepayments are never discounted. Posting the prepayment releases the payables liability, leaving the Prepaid Expense open.

<i>GL BU</i>	<i>Distribution Account Type</i>	<i>Foreign Amount</i>	<i>Foreign Curr</i>	<i>Monetary Amount</i>	<i>Curr Code</i>
DEU01	Accounts Payable	1000	DEM	1000	DEM
DEU01	Cash Distribution	(1000)	DEM	(1000)	DEM

Action: Invoice received. Voucher entered and posted.

When the invoice is received, it is entered with no special processing.

<i>GL BU</i>	<i>Distribution Account Type</i>	<i>Foreign Amount</i>	<i>Foreign Curr</i>	<i>Monetary Amount</i>	<i>Curr Code</i>
DEU01	Expense Distribution	10000	DEM	10000	DEM
DEU01	Accounts Payable	(10000)	DEM	(10000)	DEM

Action: Prepayment applied to voucher and posted with the payment for the invoice balance. Discount not taken.

Posting the applied the prepayment creates the following entries:

- The Prepayment Expense that has been applied to the merchandise voucher.
- Cash entry for the balance of the merchandise voucher.

- Two Accounts Payable entries to fully reverse the liability.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	1000	DEM	1000	DEM	
DEU01	Prepayment Expense	(1000)	DEM	(1000)	DEM	
DEU01	Accounts Payable	9000	DEM	9000	DEM	10000 - 1000
DEU01	Cash Distribution	(9000)	DEM	(9000)	DEM	10000 - 1000

Action: Prepayment applied to voucher and posted with the payment for the invoice balance. Discount taken.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	1000	DEM	1000	DEM	
DEU01	Prepayment Expense	(1000)	DEM	(1000)	DEM	
DEU01	Accounts Payable	9000	DEM	9000	DEM	10000 - 1000
DEU01	Cash Distribution	(8800)	DEM	(8800)	DEM	10000 - 1000 - (10000 * 2%)
DEU01	Discount Earned	(200)	DEM	(200)	DEM	10000 * 2%

Accounting Entries for Draft Payments

When a payment is made with the Draft (EFT, Customer, or Vendor) payment method, it's necessary to post accounting entries to the Draft Clearing account. This should only be done when the payment has a post status of *U* (Unposted) and has a draft status of *C* (Created) or *A* (Approved).

Action: Voucher entered and posted.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Expense Distribution	10000	DEM	10000	DEM
DEU01	Accounts Payable	(10000)	DEM	(10000)	DEM

Action: Payment entered and posted. Discount not taken.

The system credits the Draft Clearing account instead of the Cash account.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Accounts Payable	10000	DEM	10000	DEM
DEU01	Draft Clearing	(10000)	DEM	(10000)	DEM

Action: Payment Settlement Date reached. Discount not taken.

Once the draft reaches the settlement date, the draft clearing account is reversed and the Cash account is credited. This is only done when the payment has a posted status of *P* (Posted), a draft status of *A* (Approved), and the Settlement Date is on or before the posting date.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Draft Clearing	10000	DEM	10000	DEM
DEU01	Cash Distribution	(10000)	DEM	(10000)	DEM

Action: Payment entered and posted. Discount taken.

When a discount is taken, the discount amount is subtracted from the Draft Clearing amount and the difference is posted to the Discount Earned account.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	10000	DEM	10000	DEM	
DEU01	Draft Clearing	(9800)	DEM	(9800)	DEM	10000 - (10000 * 2%)
DEU01	Discount Earned	(200)	DEM	(200)	DEM	10000 * 2%

Action: Payment Settlement Date reached. Discount taken.

Once the draft reaches the settlement date the draft clearing account is reversed and the Cash account is credited. This is only done when the payment has a post status of *P* (Posted), has a draft status of *A* (Approved), and the Settlement Date in on or before the posting date.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Draft Clearing	9800	DEM	9800	DEM	10000 - (10000 * 2%)
DEU01	Cash Distribution	(9800)	DEM	(9800)	DEM	10000 - (10000 * 2%)

Accounting Entries for Letter of Credit Payments

When a payment is made with the Letter of Credit payment method, it is necessary to post accounting entries to the Line of Credit account. This should only be done when the payment has a post status of *U* (Unposted) and has a payment method of *LC* (Letter of Credit).

Action: Voucher entered and posted.

<i>GL BU</i>	<i>Distribution Account Type</i>	<i>Foreign Amount</i>	<i>Foreign Curr</i>	<i>Monetary Amount</i>	<i>Curr Code</i>
DEU01	Expense Distribution	10000	DEM	10000	DEM
DEU01	Accounts Payable	(10000)	DEM	(10000)	DEM

Action: Payment entered and posted. Discount not taken.

The system credits the Letter of Credit account instead of the Cash account.

<i>GL BU</i>	<i>Distribution Account Type</i>	<i>Foreign Amount</i>	<i>Foreign Curr</i>	<i>Monetary Amount</i>	<i>Curr Code</i>
DEU01	Accounts Payable	10000	DEM	10000	DEM
DEU01	Letter of Credit	(10000)	DEM	(10000)	DEM

Action: Payment entered and posted. Discount taken.

When a discount is taken, the discount amount is subtracted from the Letter of Credit amount and the difference is posted to the Discount Earned account.

<i>GL BU</i>	<i>Distribution Account Type</i>	<i>Foreign Amount</i>	<i>Foreign Curr</i>	<i>Monetary Amount</i>	<i>Curr Code</i>	<i>Calculation</i>
DEU01	Accounts Payable	10000	DEM	10000	DEM	
DEU01	Letter of Credit	(9800)	DEM	(9800)	DEM	10000 - (10000 * 2%)
DEU01	Discount Earned	(200)	DEM	(200)	DEM	10000 * 2%

Accounting Entries for Withholding Payments

It is possible to have amounts withheld from a check. The withholding payments are separate checks that make up a portion of the liability to be paid. At voucher post, there is no recognition of the withholding, but at payment post the system accounts for the portion of the liability that is for the withholding.

Our example is for a 1099 vendor with the following withholding defaults:

- Entity: IRS
- Jurisdictions: FED – 7.5% and CAL 2.5%

Action: Voucher entered and posted.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Expense Distribution	10000	DEM	10000	DEM
DEU01	Accounts Payable	(10000)	DEM	(10000)	DEM

Action: Regular payment entered and posted. Discount not taken.

The withholding entries are grouped by entity and jurisdiction. In the following example two separate withholding entries are created.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	9000	DEM	9000	DEM	$10000 - (10000 * .075) - (10000 * .025)$
	Cash Distribution	(9000)	DEM	(9000)	DEM	$10000 - (10000 * .075) - (10000 * .025)$
	Accounts Payable	750	DEM	750	DEM	$10000 * .075$
	Withholding Liability	(750)	DEM	(750)	DEM	$10000 * .075$
	Accounts Payable	250	DEM	250	DEM	$10000 * .025$
	Withholding Liability	(250)	DEM	(250)	DEM	$10000 * .025$

Action: Regular payment entered and posted. Discount taken.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	9000	DEM	9000	DEM	$10000 - (10000 * .075) - (10000 * .025)$
	Cash Distribution	(8800)	DEM	(8800)	DEM	$10000 - (10000 * .075) - (10000 * .025) - (10000 * .02)$

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
	Discount Earned	(200)	DEM	(200)	DEM	10000 * .02
	Accounts Payable	750	DEM	750	DEM	10000 * .075
	Withholding Liability	(750)	DEM	(750)	DEM	10000 * .075
	Accounts Payable	250	DEM	250	DEM	10000 * .025
	Withholding Liability	(250)	DEM	(250)	DEM	10000 * .025

Accounting Entries for Vouchers with Multiple Freight Charges

This example used the settings from above with the following changes:

- Merchandise Amount 9000
- Air Freight Amount 700
- Land Freight Amount 300

In the above example we have different accounts defined for air freight and land freight. Voucher posting creates the following entries:

Action: Voucher entered and posted.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Expense Distribution	9000	DEM	9000	DEM
DEU01	Freight Expense	700	DEM	700	DEM
DEU01	Freight Expense	300	DEM	300	DEM
DEU01	Accounts Payable	(10000)	DEM	(10000)	DEM

There are no differences with the payment posting.

Accounting Entries for Voucher Closure

Action: Voucher entered and posted then closed and the closed voucher posted.

When closing a voucher the voucher is marked so payments cannot be made for the voucher. The original voucher must be posted before the reversing entries can be created. So if the above voucher was closed the entries are:

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Expense Distribution	(9000)	DEM	(9000)	DEM
DEU01	Freight Expense	(700)	DEM	(700)	DEM
DEU01	Freight Expense	(300)	DEM	(300)	DEM
DEU01	Accounts Payable	10000	DEM	10000	DEM

However, if the voucher had been partially paid, then only the portion remaining open is closed. So if the vendor paid 5,000, the remaining 5000 would be closed.

Action: Voucher entered and posted, 50% of the voucher is closed and the closed voucher posted.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Expense Distribution	(4500)	DEM	(4500)	DEM
DEU01	Freight Expense	(350)	DEM	(350)	DEM
DEU01	Freight Expense	(150)	DEM	(150)	DEM
DEU01	Accounts Payable	5000	DEM	5000	DEM

Accounting Entries for Unposted Vouchers

The system creates reversing entries and archives the original entries. The UNPOST_SEQ for the archived entry is one higher than for the reversal entry. Nothing is deleted.

The reversing accounting entry is as follows:

Action: Post Voucher

Account	Unpost Sequence	Debit	Credit
Expense Account	0	785.00	
AP Liability	0		785.00

Action: Unpost Voucher

Account	Unpost Sequence	Debit	Credit
Expense Account	1		785.00
AP Liability	1	785.00	
Expense Account	2	785.00	
AP Liability	2		785.00

Reversing entries only pass to the appropriate ledgers.

Accounting Entries for Canceled or Voided Payments

Payments are canceled or voided with re-issue or close liability. When canceled or voided then re-issued, the voucher becomes available for repayment. When the liability is closed, the voucher is marked and payment can no longer be made for the voucher. Payments can be made up of one or more voucher, so all the vouchers for the payment are either reopened or closed.

Action: Payment entered and posted, then canceled and the cancelled payment posted.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Accounts Payable	10000	DEM	10000	DEM
DEU01	Cash Distribution	(10000)	DEM	(10000)	DEM

If the payment had be discounted the discount is also reversed.

Accounting Entries for InterUnit Vendors

InterUnit vendors enable you to eliminate transactions between legal entities that belong to the same financial group. The affiliate ChartField is populated on all accounting lines for the vendor master data. This is a standard accounting entry.

In the following example, PeopleSoft France buys some licenses from PeopleSoft Inc. Vendor US0000001 is also identified as BU US001 and then as an InterUnit vendor.

Action: PeopleSoft France buys some licenses from PeopleSoft Inc.

Account	Affiliate	Business Unit	Debit	Credit	DST_ACCOUNT_TYPE
200000	US001	FRA01		2000	APA
631000	US001	FRA01	2000		DST

Accounting Entries for VAT Transactions

There are several types of VAT transactions. The following examples VAT accounting entries not only make the same assumptions stated at the beginning of the section, but they also make the following assumptions, unless otherwise stated:

- Voucher Gross Amount 10000
- Payment Terms 2D – 2%
- Record Input VAT is checked
- VAT Calculate at Gross
- VAT Calculation Type Exclusive
- VAT Declaration Point is Invoice
- VAT Tax Rate of 10%
- VAT is 100% recoverable

VAT Calculate at Gross or Net

Discounts determine the difference between VAT Calculate at Gross and VAT Calculate at Net. Calculate at Gross uses the gross amount that you enter on the voucher when determining the VAT basis amount. Calculate at Net assumes discounts are always taken. The VAT amount is the gross amount minus the net discounts.

VAT Calculate at Gross

- Gross amount = 10000
- Discount = 2%
- Gross = 10000 (VAT basis amount)

VAT Calculate at Net

- Gross amount = 10000
- Discount = 2%
- Net = $10000 - (10000 * 2\%) = 9800$ (VAT basis amount)

Note. You cannot use the *Recalculate* flag on a payment when you have selected the *Calculate at Net* option.

VAT Calculation Types

There are two types of VAT calculation methods, Exclusive and Inclusive.

- VAT Exclusive: the VAT amount reported on the vendor's invoice and entered into Payables from the merchandise amount. The system generates a calculated VAT amount that is used for to check tolerances. The system calculated amount is the Gross (Merchandise Amount) * VAT Code %.
- VAT Inclusive: the VAT amount is not reported separately on the vendor's invoice, but is included in the merchandise amount. Since the VAT amount is included in the Gross amount it is necessary to determine the expense distribution portion using the following equation:
 - a. $\text{Gross} - \text{VAT Code \%}(\text{Dist. Expense}) = \text{Dist. Expense}$
 - b. We get the distribution expense substituting in the appropriate values:
 - c. $\text{Gross Amount} = 10000$
 - d. $\text{VAT Code} = 10\%$
 - e. $\text{Expense Distribution} = x$
 - f. $10000 - .1x = x$
 - g. $10000 = x + .1x$
 - h. $10000 = 1.1x$
 - i. $x = 10000 / 1.1$
 - j. The Include Freight and Include Misc Charges options are not valid if VAT Calculation Type is Inclusive.

VAT Declaration Point

The VAT Declaration Point determines the date on which VAT Input is recognized. There are three possible dates:

- Invoice
- Delivery
- Payment

The *Record Input VAT* option must be selected. For accounting purposes, Invoice and Delivery create the same entries; an entry is made to a *VAT Input* account when the voucher is posted.

Payment generates an accounting entry to a *VAT Input Intermediate* account when the voucher is posted. This entry is reversed and posted to the *VAT Input* account at when the payment is posted

The VAT Use Type determines the percentage of the VAT Input that is recoverable and the percentage that is a non-recoverable amount. The *Record Input VAT* option must be selected.

This section illustrates accounting Entries for vouchers with:

- Recoverable VAT calculated at gross.
- Recoverable VAT calculated at net.
- Recoverable inclusive VAT.
- Recoverable inclusive VAT calculated at net.

Accounting Entries for Voucher with Recoverable VAT calculated at Gross

In the following examples, *Record Input VAT* has been selected.

Action: Voucher entered and posted.

The system calculates a VAT amount using the VAT Basis amount (10000), the VAT rate (10%), and Recoverable percentage (100%). The VAT Calculation Type is Exclusive, therefore you must enter a VAT amount on the Voucher Invoice Information page, or on the VAT Header page.

<i>GL BU</i>	<i>Distribution Account Type</i>	<i>Foreign Amount</i>	<i>Foreign Curr</i>	<i>Monetary Amount</i>	<i>Curr Code</i>	<i>Calculation</i>
DEU01	Expense Distribution	10000	DEM	10000	DEM	
DEU01	VAT Input Recoverable	1000	DEM	1000	DEM	10000 * 10%
DEU01	Accounts Payable	(11000)	DEM	(11000)	DEM	

Action: Payment entered and posted. Discount not taken.

The payment accounting entries for this example are no different from those for the Standard Voucher Example. The difference is a balance exists in the VAT Input Recoverable account.

<i>GL BU</i>	<i>Distribution Account Type</i>	<i>Foreign Amount</i>	<i>Foreign Curr</i>	<i>Monetary Amount</i>	<i>Curr Code</i>
DEU01	Accounts Payable	11000	DEM	11000	DEM

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Cash Distribution	(11000)	DEM	(11000)	DEM

Action: Payment entered and posted. Discount taken.

The payment accounting entries for this example are no different than those in the Standard Voucher Example. The differences are the calculation of the discount, based on the total merchandise amount including the VAT, and a balance exists in the *VAT Input Recoverable* account.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculations
DEU01	Accounts Payable	11000	DEM	11000	DEM	
	Cash Distribution	(10800)	DEM	(10800)	DEM	$11000 - ((11000 - 1000) * 2\%)$
	Discount Earned	(200)	DEM	(200)	DEM	$(11000 - 1000) * 2\%$

Action: Payment entered and posted. Discount taken. Recalculate at Payment.

Recalculate at Payment allows for the creation of adjusting entries to reduce the amount of recorded VAT based on payment discounts. This is only true when VAT is set to calculate at Gross. The system assumes 100% recoverability of VAT unless setup differently.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	11000	DEM	11000	DEM	
DEU01	Cash Distribution	(10780)	DEM	(10780)	DEM	$11000 - (11000 * 2\%)$
DEU01	Discount Earned	(220)	DEM	(220)	DEM	$11000 * 2\%$
DEU01	Discount Earned Adjust Due to VAT	20	DEM	20	DEM	$1000 * 2\%$
DEU01	VAT Input Rec. Discnt Adjust	(20)	DEM	(20)	DEM	$1000 * 2\%$

Accounting Entries for Voucher with Recoverable VAT calculated at Net

The following examples illustrate accounting entries for vouchers with recoverable VAT calculated at net.

Action: Voucher entered and posted. VAT calculated at Net.

Calculate at Net assumes discounts are always taken. In this example, the entry to VAT Input Recoverable is net of the discount. Based on the amount and tax code specified on the voucher line, less the discount, the system calculates a VAT amount; but given the VAT Calculation Type is Exclusive, the user must enter a VAT amount.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Expense Distribution	10000	DEM	10000	DEM	
DEU01	VAT Input Recoverable	980	DEM	980	DEM	$(10000 - (10000 * 2\%)) * 10\%$
DEU01	Accounts Payable	(10980)	DEM	(10980)	DEM	

Action: Payment entered and posted. Discount not taken. VAT calculated at Net.

Since the discount is not taken, and the VAT Input is calculated net of the discount, you would think it is necessary to account for the difference at payment time. Because you enter the VAT amount on the header, the system has no way of knowing if a discount should be added back. The system treats it as if you entered the full VAT amount.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Accounts Payable	10980	DEM	10980	DEM
DEU01	Cash Distribution	(10980)	DEM	(10980)	DEM

Action: Payment entered and posted. Discount taken. VAT calculated at Net.

Because the discount is taken, but the VAT Input is already calculated net of the discount, you would think the accounting entry for the discount would only be for the difference. But because the VAT amount really is a user-entered amount, the system has no way of knowing if a portion of the discount should be subtracted. Therefore, the entire discount amount is deducted.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	10980	DEM	10980	DEM	
DEU01	Cash Distribution	(10780)	DEM	(10780)	DEM	
DEU01	Discount Earned	(200)	DEM	(200)	DEM	$10000 * 2\%$

Accounting Entries for Voucher with Recoverable Inclusive VAT

The following examples illustrate accounting entries for vouchers with recoverable inclusive VAT.

Action: Voucher entered and posted. VAT Calculation Type Inclusive.

The Inclusive calculation assumes the VAT amount is included in the Gross amount you entered on the voucher header. The system automatically makes the calculations.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Expense Distribution	9090.91	DEM	9090.91	DEM	10000 / 1.1
	VAT Input Recoverable	909.09	DEM	909.09	DEM	9090.91 * 10%
	Accounts Payable	(10000)	DEM	(10000)	DEM	

Action: Payment entered and posted. Discount not taken. VAT Calculation Type Inclusive.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Accounts Payable	10000	DEM	10000	DEM
DEU01	Cash Distribution	(10000)	DEM	(10000)	DEM

Action: Payment entered and posted. Discount taken. VAT Calculation Type Inclusive.

Because the discount is taken, and the system is set to *Account At Gross*, it is necessary to account for the discount at time of payment. The VAT amount is not adjusted by the discount.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	10000	DEM	10000	DEM	
	Cash Distribution	(9818.18)	DEM	(9818.18)	DEM	10000 – ((100000 / 1.1) * 2%)
	Discount Earned	(181.82)	DEM	(181.82)	DEM	(100000 / 1.1) * 2%

Action: Payment entered and posted. Discount taken. Recalculate at Payment. VAT Calculation Type Inclusive.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	10000	DEM	10000	DEM	
	Cash Distribution	(9800)	DEM	(9800)	DEM	10000 – (10000 * 2%)
	Discount Earned	(200)	DEM	(200)	DEM	10000 * 2%
	Discount Earned Adjust Due to VAT	18.18	DEM	18.18	DEM	909.09 * 2%
	VAT Input Rec. Disent Adjust	(18.18)	DEM	(18.18)	DEM	909.09 * 2%

Accounting Entries for Voucher with Recoverable Inclusive VAT calculated at Net

Action: Voucher entered and posted. VAT calculated at Net. VAT calculation type Inclusive.

The system performs the calculation for us, assuming the discount is taken and the VAT amount is included in the header Gross amount.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Expense Distribution	9107.47	DEM	9107.47	DEM	
	VAT Input Recoverable	892.53	DEM	892.53	DEM	8925.32 * 10%
	Accounts Payable	(10000)	DEM	(10000)	DEM	

Action: Payment entered and posted. Discount not taken. VAT calculated at Net. VAT calculation type Inclusive.

The VAT is not adjusted, even though it is calculated at Net (minus the discount).

GL BU	Ledger	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code
DEU01	Primary	Accounts Payable	10000	DEM	10000	DEM
	Primary	Cash Distribution	(10000)	DEM	(10000)	DEM

Action: Payment entered and posted. Discount taken. VAT calculated at Net. VAT calculation type Inclusive.

Because the discount is taken, and the system is set to Account At Gross, it is necessary to account for the discount at time of payment. The VAT amount is not adjusted by the discount.

GL BU	Distribution Account Type	Foreign Amount	Foreign Curr	Monetary Amount	Curr Code	Calculation
DEU01	Accounts Payable	10000	DEM	10000	DEM	
	Cash Distribution	(9817.85)	DEM	(9817.85)	DEM	
	Discount Earned	(182.15)	DEM	(182.15)	DEM	

Accounting Controls and Balancing

This chapter provides an overview of accounting controls and balancing and describes how to:

- Update the AP Liability Report tables.
- Create reconciliation reports.

Understanding Open Liability Reporting

PeopleSoft Payables provides reports that enable you to view open liabilities in and compare these open liabilities with those reflected in People Soft General Ledger. These reports enable you to find unbalanced liabilities easily and take corrective action as necessary.

Updating the AP Liability Report Tables

Before running your reports, you need to process liability report requests to update the AP Liability Report tables. Once you have done this, you can use other pages to generate specific reports.

To load the report tables you must run the following Application Engine processes:

1. AP Open Liability Request Application Engine process (AP_APGLOPEN) populates the PS_APGL_OPEN_SUM, PS_APGL_OPEN_DET and PS_AP_OPEN_LIAB tables with accounting activity for accounts payable transactions.
2. AP/GL Account Reconciliation Request Application Engine process (AP_APGLREC�) populates the PS_APGL_REC�_TBL table with data related to the journal.
3. AP/GL Journal Reconciliation Request Application Engine process (AP_APGLREC�) populates the PS_APGL_REC�_TBL table with data related to the General Ledger and accounts.

Note. Before you generate Aged Liability reports, you must also define aging categories.

Here's how you update the report tables:

- Define aging categories for Aged Liability reports.
- Load data to the AP Liability Report tables.

- Load account data to the AP/GL Reconciliation table.
- Load journal data to the AP/GL Reconciliation table.

Pages Used to Report on Open Liabilities

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
AP Aging Cycle	AP_AGING_CYCLE	Accounts Payable, Administration, Aging, Define Aging Categories	Define aging categories. The Aging Cycle must be defined before you can create Aging Liability reports.
AP Open Liability Request	APGL_OPEN_REQUEST	Accounts Payables, Reports, Voucher Reconciliation, AP Open Liability Request	Run an Application Engine process (APGLOPEN) that updates the AP Liability Report table with a list of all vouchers that have an open liability balance and the reason for the open liability. Vouchers with an open liability are included, even if the balance has been reported to the General Ledger.
AP/GL Account Recon Request	APGL_REC_N_REQ2	Accounts Payables, Reports, Voucher Reconciliation, AP/GL Account Recon Request	Run an Application Engine process (AP_APGLREC_N) that loads the AP/GL Reconciliation table used by the AP/GL Account Reconciliation report.
AP/GL Journal Recon Request	APGL_REC_N_REQ1	Accounts Payables, Reports, Voucher Reconciliation, AP/GL Journal Recon Request	Run an Application Engine process (AP_APGLREC_N) that loads the AP/GL Reconciliation table used by the AP/GL Journal Reconciliation report.

Defining Aging Categories

Access the AP Aging Cycle page.

Category	Enter a category number. Each category number relates to a time period that classifies invoices that are due for payment. The report includes five columns: one column containing information for invoices that are not due and four columns classified by aging category containing information about overdue amounts. Each of these four columns corresponds to an aging category. If you define the following three aging categories: • Category 1 = 1 to 30 days • Category 2 = 31 to 60 days • Category 3 = 61 to 90 days The Aged Liability report includes the following five columns: • Invoices not yet due. • Invoices overdue since 1 to 30 days. • Invoices overdue 31 to 60 days. • Invoices overdue 61 to 90 days. • Invoices overdue more than 90 days.
From	Enter the beginning value for the Category period. All invoices that are overdue as of the From date you specify are printed in the corresponding Aging Category column of the Aged Liability Report.
To	Enter an ending value for the Category period. All invoices that are overdue up to the To date you specify are printed in the corresponding Aging Category column of the Aged Liability Report.
Held Items Aging Option	Select one of these options to determine how invoices that are on hold for payment print on the Aged Liability report: <i>Normal:</i> Specifies that all invoices on hold are classified into Aging Categories in exactly the same way as invoices that are not on hold. All invoices on hold are printed in the appropriate Aging Category column in the Aging Liabilities report. <i>Categorize:</i> Enables you to specify where held invoices are printed in the Aging Liabilities report. For example, you might want to print all held invoices in the fourth Aging Category column. If this option is selected, the Held Items Aging Bucket becomes active. Enter the Aging Category that you want to contain held invoice amounts. <i>Exclude:</i> Specifies that no held invoices are included on the Aged Liabilities report.

Held Items Aging Bucket

Enter the Aging Category number into which you want held items to be printed on the Aging Liabilities report. This option is only available if you select the Categorize option as the Held Items Aging Option.

Loading Data to the AP Liability Report Tables

Access the AP/GL Open Liab (liability) page.

The screenshot displays the 'AP/GL Open Liab' page with the following elements:

- Run Control ID:** AP
- Report Manager** and **Process Monitor** links, and a **Run** button.
- *Request ID:** [Text Field] **Description:** [Text Field]
- *Process Frequency:** Don't Run (dropdown)
- *As of Date:** 12/17/2001 (calendar icon)
- *Option:** All BUs (dropdown)
- GL Unit:** [Text Field]
- AP/GL Open Liability Option** section:
 - ☐ AP/GL Open Liability Reconciliation
 - ☐ Age AP Open Liabilities
 - Aging Cycle ID:** [Text Field]
 - As Of Date Type:** Accounting Date (dropdown)
 - ☐ Include Unposted
- Currency Options** section:
 - ☒ Base Currency
 - ☐ Selected
 - Currency:** [Text Field] [Search Icon]
 - Exchange Rate Type:** [Text Field] [Search Icon]
 - Currency Effective Date:** 12/17/2001 (calendar icon)

AP/GL Open Liab page

Request ID

Enter a request identification that represents a set of selection criteria for the report and a description up to 36 characters of free-flow text that describes Request ID.

Option

Select a business unit option for processing:

All Bus (businesses): Creates a report for all business units for the time span you specified.

One BU (business unit): Enables you to specify one business unit for which to create a report. If you specify this option, the GL Unit field becomes active.

GL Unit

Select the General Ledger business unit whose tables you want to update.

AP/GL Open Liability Option

AP/GL Open Liability Reconciliation	Select to create a report that lists totals by GL Business Unit, Account, AP Business Unit, and Vendor. You can print a report for all accounts payable transactions for each vendor. You can use the report to validate the AP Open Liability to the general ledger.
Age AP Open Liabilities	Select to create a report that lists all vouchers with an open liability balance, even if the balance has been reported to the General Ledger. You can print a report with totals by GL Business Unit and Vendor. The status explains why the voucher has an open liability. If you select this option, the Aging Cycle ID field becomes active.
Aging Cycle ID	The Aging Cycle identifies the aging categories for the report that you defined on the AP Aging Categories page.
As of Date Type	Select the type of date you want to use as the As of Date. You can use the following: • <i>Accounting Date</i> • <i>Due Date</i> • <i>Invoice Date</i>
Include Unposted	Select to include unposted vouchers in the report data. You may want to include unposted vouchers when running the Aged Vendor Liability reports since unposted vouchers still represent a liability.
Currency Options	
Base Currency	When updating the liability reporting table, use the Business Unit base currency for each voucher.
Selected	When updating the liability reporting table, use the currency specified here.
Currency	Specify the currency.
Exchange Rate Type	The exchange rate type for the specified currency. Conversion from the Business Unit base currency of each voucher to the specified currency uses this rate type.
Currency Effective Date	The effective date for the specified currency. Conversion from the Business Unit base currency of each voucher to the specified currency uses this effective date for the rate.

See Also

Defining Aging Categories

Loading Account Data to the AP/GL Reconciliation Table

Access the AP/GL Account Reconciliation Request page.

Business Unit	Enter the business unit for which you want to create a report.
Ledger	Select the General Ledger and Account for the journal entries you want to include in your report.
Accounting Period	Enter the accounting period for which you want to create a report.
Fiscal Year	Enter the four-digit fiscal year for the accounting period for which you want to create a report.

Loading Journal Data to the AP/GL Reconciliation Table

Access the AP/GL Journal Reconciliation Request page.

Report Option	Specify how you want your report data organized by selecting one of the following: <i>Journal ID:</i> Includes detail in your report by journal ID. If you select this option, the GL Journal ID field becomes active. <i>Journal Date:</i> Includes detail in your report by journal date. If you select this option, the Journal Date field becomes active. <i>Accounting Period:</i> Includes detail in your report by accounting period. If you select this option, the Accounting Period and the Fiscal Year fields become active.
GL Journal ID	Enter the 10-character alphanumeric General Ledger journal ID for which you want to create a report. This field is active only if you select the Journal ID Report Option.
Journal Date	Enter the journal date for which you want to create a report. This field is active only if you select the Journal Date Report Option.
Accounting Period	Enter the accounting period for which you want to create a report. This field is only active if you select the Accounting Period Report Option.
Fiscal Year	Enter the four-digit fiscal year for the accounting period for which you want to create a report. This field is only active if you select the Accounting Period Report Option.

Creating Reconciliation Reports

You can generate the following AP Liability reports:

- The AP Open Liability report shows accounting activity that has been journal-generated to the General Ledger. You can also create a detail report that shows all accounting activity for accounts payable transactions for each voucher. Use the detail report validate the AP Open Liability balance to the General Ledger.
- The Aged Vendor Liability reports list all vouchers that have not been paid as of the date you specify.
- The Aged Vendor w/Grouping Option report also lists all vouchers that have not been paid as of the date you specify, but it enables you to group the data by business unit or vendor.
- The AP/GL Account Reconciliation report prints totals by Journal ID and Account.
- The AP/GL Journal Reconciliation report prints totals by Journal Line and Journal ID.

This section describes how to:

- Run AP open liability reconciliation reports.
- Run aged vendor liability reports.

Pages Used to Create Reconciliation Reports

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
AP Open Liability Recon	RUN_APY1400	Accounts Payables, Reports, Voucher Reconciliation, AP Open Liability Recon	Define run parameters for the AP/GL Open Liability Report (APY1400). Use this report to review the accounting activity that has been journal generated to General Ledger.
Aged Vendor Liab	RUN_APY1408	Accounts Payables, Reports, Voucher Reconciliation, Aged Vendor Liability	Define run parameters for the Aged Vendor Liability Report (APY1408) and the Aged Vendor w/Grouping Option report (APY1430). Use these reports to review all vouchers that have not been paid by the As of Date. You can run the reports in either summary or detail

Page Name	Object Name	Navigation	Usage
			format for specific vendors. The reports exclude vouchers that are in the <i>Recycled</i> status and categorized scheduled payments on hold or on hold for withholding.
AP/GL Account Reconciliation	RUN_APY1420	Accounts Payables, Reports, Voucher Reconciliation, AP/GL Account Reconciliation	Define run parameters for the AP/GL Account Reconciliation report (APY1420). Use this report to review account totals by Journal ID and Account.
AP/GL Journal Reconciliation	RUN_APY1410	Accounts Payables, Reports, Voucher Reconciliation, AP/GL Journal Reconciliation	Define run parameters for the AP/GL Journal Reconciliation report (APY1410). Use this report to review totals by Journal Line and Journal ID.

Running AP Open Liability Reconciliation Reports

Access the AP Open Liability Reconciliation page.

Option

Select a business unit option for processing from the list of available options:

All Business Units: Creates a report for all business units for the **As of Date** you specified.

One Business Unit: Enables you to specify one business unit for which to create a report. If you specify this option, the **GL Unit** field becomes active.

Running Aged Vendor Liability Reports

Access the Aged Vendor Liability page.

Aged Vendor Liab

Run Control ID: OPEN [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Request ID: OPEN liability **As of Date** 01/16/2002

*Grouping Option: Business Unit / Vendor

*Detail or Summary: Summary

*Vendor Select Option: Select All

Vendor [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Vendor Set ID	Vendor ID	Name
SHARE		

Aged Vendor Liab page

Use this page to run either APY1430 or APY1408. Click the Run button to access the Process Scheduler Request page where you can select which report you want to run.

Grouping Option

This field is used for report APY1430. Select how you want the data grouped on the report:

Business Unit/Vendor: Groups the data by business unit and then vendor.

Vendor/Business Unit: Groups the data by vendor and then business unit.

Detail or Summary

For APY1430: Specify if you want to create a *Detail* report or a *Summary* report. The *Detail* report lists all accounting activity for accounts payable transactions for each grouping. The *Summary* report lists totals by grouping.

For APY1408: Specify if you want to create a *Detail* report or a *Summary* report. The *Detail* report lists all accounting activity for accounts payable transactions for each vendor. The *Summary* report lists totals by GL Business Unit, Account, AP Business Unit, and Vendor.

Vendor Select Option

For both reports: Choose *Select All* to run the report for all vendors, or choose *Specify* to run the report by specific vendors. If you choose *Specify*, you must complete the fields in the **Vendor** grid.

See Also

“Appendix A: PeopleSoft Payables Reports”

CHAPTER 27

Running Cash Clearing

This chapter provides an overview of the cash clearing process in PeopleSoft Payables and describes how to run the cash clearing process in PeopleSoft Payables.

Understanding Cash Clearing in PeopleSoft Payables

The cash clearing process in PeopleSoft Payables creates accounting entries to record the actual settlement or clearing of payment transactions at the bank of issue. It creates the entries based on payments that have cleared the bank and been reconciled as cleared by the bank reconciliation process. The system does not create cash clearing accounting entries for unreconciled payments.

Cash clearing enables you to track amounts that have actually cleared your bank versus amounts still floating in the banking system. The more often you reconcile payment information from your bank, the more accurate your cash account balances.

To use this feature, you need a bank account for which:

- Cash Clearing option has been selected.
- Cash Account ChartFields entries exist for both a cash account and a cash-clearing control account. The Account Types that you define on the External Accounts page are Cash - AP and Cntrl (Control) - AP, respectively.

It is advisable to have a GL business unit that is used in voucher and payment entry, with a Payables Journal Template for cash clearing account defined. Although this is not a strict processing requirement, it helps to identify the cash clearing accounting entries and guarantee their uniqueness from other transaction accounting entries.

Cash clearing creates accounting entries for each scheduled payment that has been paid, reconciled, and cleared for cash clearing-eligible bank accounts. These accounting entries are then available to the Journal Generator to pass to the General Ledger.

See Also

“Running Voucher and Payment Posting,” Understanding the Voucher Posting and Payment Posting Processes

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using Journal Generator”

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties”

*PeopleSoft Bank Setup and Processing PeopleBook, “Reconciling Statements”***Cash Clearing Accounting Examples**

Cash clearing accounting for payments is a two-step process.

1. It focuses on the use of a special cash-clearing control account to help provide an accurate cash-on-hand balance by including the effect of payment transactions that have been issued, but have not yet cleared the bank.
2. When the payment is issued and posted, the AP Liability account is debited, and the cash clearing control account—as opposed to the actual cash account—is credited for the payment amount.

Payment Posting Accounting Entries

ChartField	Debit	Credit
Accounts Payable	999	
Cash Clearing		999

Later, when the cash clearing request is processed, a pair of balanced accounting entries is created to clear the net cash amount of the issued payment for each payment that has been reconciled.

Cash Clearing Accounting Entries

ChartField	Debit	Credit
Cash Clearing	999	
Cash		999

Add any debit or credit residue in the cash clearing control account from payment or deposit amounts that have not yet been cleared to the cash account balance to determine the actual cash balance.

See Also

“Running Voucher and Payment Posting,” Understanding the Voucher Posting and Payment Posting Processes

Entering a Cash Clearing Request

Cash Clearing creates accounting entries to record the actual settlement or clearing of payment transactions at the bank of issue. To perform cash clearing, run the cash clearing process.

Pages Used to Enter a Cash Clearing Request

Page Name	Object Name	Navigation	Usage
Cash Clearing Request	CASH_CLRG_REQU EST	Accounts Payable, Batch Processes, Payment, Cash Clearing Request	Predefine your cash clearing requests and run them as necessary.

Running Cash Clearing

Access the Cash Clearing Request page.

Cash Clearing Request

Run Control ID: DVP1
[Report Manager](#)
[Process Monitor](#)

*Request ID:

*Process Frequency:
Initiate Entry Event Generator ☐

*Pay Dt Option:

*Acctg Dt Option:

Bank Account					Customize Find View All	First	1-3 of 17	Last
	Bank SetID	Bank Code	Bank Account	Bank Account #	Description			
☐	SHARE	AUBNK	CHCK	45700899	CHECKING ACCT			
☐	SHARE	BLBNK	CHCK	0347134	Checkig Acct			
☐	SHARE	FDBNK	CHCK	131415511	Checking			

Cash Clearing Request page

Request ID

Enter a request ID and a description of up to 36 characters.

Pay Dt (date) Option

Specify which payments to include in the cash clearing process by selecting one of the available options:

All Reconciled Payments: Runs cash clearing on all payments that you have reconciled.

Clearing Date Range: Runs cash clearing on reconciled payments in the clearing date range that you specify. The Clearing Date is the date that the payment clears the bank. Enter the beginning date of the Clearing Date Range in the first text box. Enter the ending date of the Clearing Date Range in the second text box.

Payment Date Range: Runs cash clearing on reconciled payments based on the payment date range you specify. The Payment Date is the date that the Payables created the payment. Enter the beginning date of the Payment Date Range in the first text box. Enter the ending date of the Payment Date Range in the second text box.

Accounting Dt (date) Option Specify the accounting date to be used for the cash clearing accounting entries that the system creates.

Use Clearing Bank: Uses the accounting date you specified for the bank.

Use Payment Date: Uses the Payment Date as the accounting date for.

Use Specific Date: Enables you to specify the accounting date in the text box next to the field.

Initiate Entry Event Generator Select this field to run the Entry Events process. This field only appears if you have made Entry Events Required or Optional at the Installation Options level.

Bank Account

In the **Bank Account** group box, select the check box for each bank account on which you want to run cash clearing. For each row, you can view the bank account **Bank SetID**, the **Bank Code**, the **Bank Account** name, the **Bank Account #** (number), and the bank account **Description**.

You must select at least one bank account for processing.

CHAPTER 28

Processing Sales and Use Tax Transactions in PeopleSoft Payables

This chapter provides an overview of sales and use tax processing in PeopleSoft Payables and discusses how to:

- Set up sales and use tax defaults and options.
- Utilize ultimate use codes.
- Set up sales and use tax defaulting logic.
- Understand sales and use tax calculations.

Understanding Sales and Use Tax Processing

In Payables, control tables default sales and use tax (SUT) data elements to minimize repetitive data entry. After the set up, you only need to enter exceptions to the defined default rules. Sales and use tax defaults and calculations depend on the following data elements:

- Default hierarchy for the Ship To ID and the SUT Destination (SUT_BASE_ID) fields.
- Default hierarchy for sales/use tax applicability and codes.
- Ultimate use codes.
- Sales tax tolerance options.
- Sales tax calculation difference accrual options.

Setting Up Sales and Use Tax Defaults and Options

In PeopleSoft Payables, the SUT destination is the primary data element used for sales and use tax defaults for applicability and the corresponding tax code. SUT destination values are the same as Ship To ID's. However, the SUT destination lets you specify a taxing jurisdiction that is different from the jurisdiction of the ship to location.

Setting up sales and use tax defaults and options requires that you define the:

- Defaulting hierarchy for Ship To ID and SUT Destination

- Defaulting hierarchy for Sales/Use Tax Applicability and Codes
- Tax exceptions
- Sales Tax Tolerances

Defining the Defaulting Hierarchy for Ship To ID and SUT Destination

The PeopleSoft Payables control hierarchy has five levels highest to lowest:

- Business unit
- Voucher origins
- Control group
- Vendor
- Voucher

You can specify your defaults for Ship To ID and SUT Destination at these levels.

Define the default Ship To ID for each Payables business unit, the highest level in the hierarchy. The SUT Destination is not defined at this level, and the SUT Destination defaults equal to the Ship To ID when defaulted from the Payables business unit.

At each subsequently lower level in the default hierarchy, you can specify different default Ship To IDs and SUT Destinations. At each level, your choices override the higher level defaults. The SUT Destination defaults to the Ship To ID, but you can specify a different value than the Ship To ID, if they are not equal.

See Also

“Defining PeopleSoft Payables Business Units,” Linking Payables Business Units with General Ledger Business Units

“Organizing Vouchers with Control Groups,” Setting Sales and Use Tax Options

“Organizing Vouchers with Control Groups,” Setting Sales and Use Tax Options

“Entering and Processing Vouchers Online,” Entering Voucher Line Tax Information

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining Sales and Use Tax Options

Defining the Defaulting Hierarchy for Sales/Use Tax Applicability and Codes

Once you choose the defaulting scheme for the Ship To ID and the SUT destination, use the SUT destination to determine the default scheme for sales/use tax applicability and codes.

Define the defaulting scheme for sales/use tax applicability and codes on the ShipTo Sales/Use Tax Default page in the Ship To Locations component. You can define sales tax codes and use tax codes as default tax codes, dependent upon various combinations of Vendor ID, Vendor Location, Inventory Item ID, and Ultimate Use Code. Add a new row for each combination you want to create.

Note. If you will use a vendor across several business units in which a variety of tax laws apply, either allow the Ship To ID and the SUT destination to default from the transaction business unit or create a location with a Ship To ID and SUT destination specified for each.

For each combination specified on the page, you can define SUT Applicability as applicable or exempt. If you designate the combination as tax-applicable, you must input tax codes for sales tax and use tax. The tax codes determine the appropriate tax rate to be applied to voucher lines. The sales tax code defaults onto the voucher if there is sales tax input; otherwise the use tax code defaults onto the voucher.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Procurement Options,” Specifying Ship To Location Sales and Use Tax Defaults

Defining Tax Exceptions

You can also identify tax exceptions in the Ship To Location component on the Ship To Tax Exception Information page. Use this page to identify a ship to location as exempt, enabling a tax exempt ID to be associated with the Ship To Location. You can also identify the Ship To Location as Direct Pay. The system handles direct pay the same as use tax except that it uses a different value for the Tax Applicability. This means that you can track direct pay transactions separately from use tax. Voucher lines designated as direct pay require a use tax code on the voucher line. If you specify an end date for tax exceptions, defaulting tax code reverts to the standard sales/use tax code and applicability defaulting method on that end date.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Procurement Options,” Creating Ship To Locations

Defining Sales Tax Tolerances

In addition to sales and use tax defaulting schemes, PeopleSoft Payables also has sales tax calculation options that are associated with each Payables Business Unit Definition. When defining your Payables business unit, use the Payables Definition - Tax Options page to specify options for how sales tax tolerance checking and sales tax calculation differences are handled when sales tax is calculated on a voucher.

The SUT Edit Msg field offers three different options when specified tolerances are exceeded. These are the valid options:

Error	A message describes the tolerance amounts exceeded, along with the calculated sales tax amount, and places the voucher in a Recycle status.
Warning	An informational message appears when sales tax tolerance levels are exceeded, but the system allows the user to save and process the voucher as is.
No Message	Tolerance checking will not be performed.

For differences between user-entered sales tax on the voucher and the calculated sales tax, the SUT Difference Opt field offers two options:

Not Applicable	Differences between input sales tax and calculated sales tax are reported as informational messages to the user if Sales Tax Tolerance levels are exceeded.
Accrue	The system accrues use tax charges whenever the sales tax calculated on the voucher is greater than the sales tax amount input by the user. The system processes accrued use tax entries the same as calculated use tax charges.

See Also

“Defining PeopleSoft Payables Business Units,” Completing Tax Options

Understanding Ultimate Use Codes

Ultimate use codes are a new element of the voucher line that enable you to choose different tax rate defaults for the voucher line. In some cases, how and where the purchased materials will be used affects the tax rate. For example, an item might be taxable at a different rate when it is used as a maintenance purchase for the production of manufacturing materials than it is when it is used for government contractual work. You define ultimate use codes on the Ultimate Use Codes page in the General Options menu.

Although they are defined on the Ultimate Use Codes page, Ultimate Use Codes don’t appear in the prompt lists on any of the lower levels of the control hierarchy unless they have been defined for a Ship To Location on the ShipTo Sales/Use Tax Default page.

See Also

PeopleSoft Application Fundamentals for Financials and Supply Chain, “Defining Financials and Supply Chain Management Common Definitions,” Defining Ultimate Use Codes

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Procurement Options,” Specifying Ship To Location Sales and Use Tax Defaults

Understanding Sales and Use Tax Defaulting Logic

Tax applicability and tax codes are derived by ship to location. The value of the SUT Destination field is the value used to look up the default values. The default values for tax applicability and tax codes are defined with Ship To Locations on the Ship To Locations page.

When you select the Tax Exempt check box on the Voucher component, the system sets all voucher lines that are designated as sales or use tax applicable to exempt and removes the sales/use tax code from the voucher line. The sales tax amount is set to 0 and the field is unavailable for entry. Additional voucher lines aren't processed through the sales and use tax code defaulting; these new lines are set to exempt.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Procurement Options,” Creating Ship To Locations

Examining Default Logic for Tax Applicability and Codes

This is the logic that the system uses to default tax applicability and tax codes onto the voucher line. You can override them at any time and the system calculates them based on your new choices, not the original defaults.

This defaulting logic is the only mechanism for defaulting tax applicability and tax codes and it works as follows:

1. If the voucher has values populated for Inventory Item ID and Ultimate Use Code, a match is attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Vendor ID, Vendor Location, Inventory Item ID, and Ultimate Use Code.

If a match is found, the tax applicability is defaulted. If it is taxable and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.

2. If the voucher has values populated for Inventory Item ID and Ultimate Use Code, a match is attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Vendor ID, Inventory Item ID, and Ultimate Use Code.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.

3. If the voucher has a value populated for Inventory Item ID and None for Ultimate Use Code, a match is attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Vendor ID, Vendor Location, and Inventory Item ID.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.

4. If the voucher has a value populated for Inventory Item ID and None for Ultimate Use Code, a match is attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Vendor ID and Inventory Item ID.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.

5. If the voucher has a value populated for Ultimate Use Code and None for Inventory Item ID, a match is attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Vendor ID, Vendor Location, and Ultimate Use Code.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.

6. If the voucher has a value populated for Ultimate Use Code and None for Inventory Item ID, a match is attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Vendor ID and Ultimate Use Code.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.

7. A match is then attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Vendor ID and Vendor Location.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.

8. A match is then attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Vendor ID.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.

9. If the voucher has values populated for Inventory Item ID and Ultimate Use Code, a match is attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Inventory Item ID and Ultimate Use Code.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.

10. If the voucher has a value populated for Inventory Item ID and None for Ultimate Use Code, a match is attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Inventory Item ID.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.

11. If the voucher has a value populated for Ultimate Use Code and None for Inventory Item ID, a match is attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with matching Ultimate Use Code.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.
12. A match is then attempted against the SUT Default Tables for the Ship To ID = SUT Destination for a row with blank Vendor ID, Vendor Location, Inventory Item ID, and Ultimate Use code.

If a match is found, the tax applicability defaults. If it is taxable, and sales tax has been entered on the voucher, the sales tax code defaults. If it is taxable, and no sales tax has been entered on the voucher, the use tax code defaults.
13. If no match has been made, the tax code defaults to blank with an exempt tax applicability.

Understanding Sales and Use Tax Calculations

The system calculates sales and use tax by applying the tax rate for the tax code on each voucher line against the taxable basis amount. After the system calculates all of the voucher lines, it compares the calculated sales tax amount against the amount of sales tax input on the Voucher Invoice Information page. When there is a difference between calculated sales tax and input sales tax, the system prorates the sales tax amount entered on the voucher over the sales tax applicable lines.

When the calculated sales tax amount is zero, the system prorates sales tax entered on the voucher by the percentage of each voucher line's basis amount, divided by the total sales tax basis amount of all voucher lines that have been designated as sales tax applicable. If a sales tax amount is calculated using the applicable tax rate, the sales tax input on the voucher is prorated by the percentage of the calculated sales tax for that line, divided by the total calculated sales tax amount for the voucher.

When there is a difference between calculated sales tax amount and the sales tax amount entered on the voucher, the SUT Difference Option for the Payables business unit is evaluated. If the Accrue Sales Tax Differences as Use Tax option is set, the difference between calculated sales tax and the prorated sales tax amount is applied to the voucher line as use tax.

Once these calculations have been made, the Sales Tax tolerance checking option for the Payables Business Unit is evaluated. What happens next depends on the options you set on the Payables Definition – Tax Option page.

See Also

Defining Sales Tax Tolerances

Processing VAT Transactions in PeopleSoft Payables

This chapter provides an overview of Value Added Tax (VAT) in Payables and describes how to:

- Set up your VAT environment.
- Complete VAT set up in the Payables control hierarchy.
- Enter regular vouchers with VAT.
- Enter registered vouchers.
- Enter Third-Party, VAT-Only vouchers.

Understanding VAT Processing

To use VAT in your PeopleSoft applications, you must first set up your environment and enable your business units for VAT. You can then create VAT documents—whether those are bills, vouchers, purchase orders, requisitions, or sales orders.

The VAT on these documents is calculated based on the information you enter. For instance, the VAT codes you enter determine the VAT rates that the system uses to derive a VAT amount. In PeopleSoft Purchasing and Payables, the VAT Use Types that you enter determine the percentage of VAT that is recoverable.

You can print VAT amounts on your customer invoices, sales orders, or purchase orders, as needed. The VAT information on your transactions is loaded into the VAT transaction table and then into the VAT reporting tables, from which you can create VAT returns and other VAT reports.

VAT Calculations in Payables

Exclusive VAT Vouchers

In the case of exclusive VAT vouchers, when you save the voucher, a VAT confirmation process takes place. The system calculates the VAT amount for each line based on entered VAT values and stores that amount on the voucher line. The system compares the amount to the amount of VAT that you entered on the Voucher Header. If there is a discrepancy, the system

compares the amount of difference against the VAT tolerance rules, as defined in your PeopleSoft Payables control hierarchy. If the difference is within tolerance, the voucher is accepted. If the difference is out of tolerance, the system alerts you with a warning message to check for input errors. The system stores the calculated VAT amount on the voucher header, but the payment is always based on the VAT amount shown on the vendor's invoice.

Inclusive VAT Vouchers

Another common processing scenario generally occurs with low monetary value invoices. In this case, known as VAT inclusive, the amount of VAT is not explicitly detailed on the voucher, but is included in the gross amount of the voucher. The system calculates the amount of VAT for the voucher and stores the amount for reporting purposes. The system calculates the VAT at the line level and stores the sum of all VAT amounts, on all lines, on the voucher header.

Vouchers with No VAT Implication

Another scenario is that the voucher has no VAT implication. Such a situation occurs either because of the nature of the buying organization (a VAT-exempt organization) or the nature of the goods (VAT-exempt). In this case, you cannot enter VAT amounts on the page, and VAT amounts are not calculated or stored.

Postponed/Self-Imposed VAT

In some cases, you are required to record both input and output VAT on a voucher. In this case, VAT is due on your purchase but has not been charged by the vendor. Instead of including the VAT in your payment to the vendor, you pay it to your country's VAT authorities. Examples of this include EC Acquisitions and Reverse Charge transactions in Europe and self-assessed GST in Canada. This may also be referred to as *postponed VAT* or *self-imposed VAT*. In this situation, no VAT amount is entered; the system calculates the VAT amount for each line and stores the total on the voucher header.

Rebates for the Canadian Public Sector

The Use Type selected on a voucher determines the split between recoverable (taxable) and nonrecoverable (nontaxable) VAT. For the Canadian Public Sector, the Use Type also determines the rebate of the nonrecoverable VAT. VAT rebates are calculated based on statutory rebate rates that are established for each Public Service Body.

VAT Use Type

SetID: SHARE VAT Use Type: CTAX

VAT Use Type Information [Find](#) [View All](#) First 1 of 1 Last

*Effective Date: 01/01/1900 *Status: Active + -

*Description: Charities - taxable Short Desc: CTAX

Use Type: Use

VAT Taxable Activity Percent

VAT Taxable %: 100.00 VAT Exempt %:

VAT Public Service Body Type

VAT PSB Type: Charitable

Determining rebates for the Canadian Public Sector on the VAT Use Type page (VAT_USE_ID)

To calculate a rebate on a transaction, the **VAT PSB Type** (Public Service Body Type) must be associated with a **VAT Use Type**. Use the VAT Use Type page to establish a **VAT Use Type** for each public service body code selected.

The option that you select in the Allow Override Recvry/Rebate% group box on the Payables Options - VAT Options page has an important effect on the Canadian Public Sector. It enables you to override the recoverable and rebate percent that defaults into the voucher on the distribution line. The options include:

<i>Both</i>	Enable override of both rebate and recovery percentages.
<i>No overrid</i> (no override)	No override.
<i>Rebate %</i> (rebate percentage)	Override rebate percentage only. See the calculation below and remember that when you are overriding the percentage, the <i>Rebate %</i> that you enter is the exempt percentage for the use type.
<i>Recry %</i> (recovery percentage)	Override recovery percentage only.

Example: Determining Rebates for the Canadian Public Sector

Assuming that the **VAT Taxable%** (recoverable) on the VAT Use Type page is *100.00* (percent) and the **VAT Exempt%** (nonrecoverable) is *0.00* (percent), the entire VAT amount that is entered would be nonrecoverable. The rebate percentage is then multiplied by the recoverable amount to calculate the rebate.

For example, let's say that the entered VAT is CAD 1,066.47, the Use Type is 100.00 percent taxable, and the Rebate is 83.00 percent.

The rebate would be $(1066.47 * 83.00\%) = \text{CAD } 885.17$

The nonrecoverable VAT would be $\text{CAD } 1066.47 - \text{CAD } 885.17 = \text{CAD } 181.30$

Apportionment Control

Apportionment is a mechanism that allows recoverability to be determined based on the ChartField combination to which a transaction is posted. To enable apportionment, you must enter a taxable (nonrecoverable) percentage and an exempt (recoverable) percentage for your ChartField combination. Added together, these percentages must total 100. When this ChartField is used together with a VAT Use Type that indicates that *Mixed Apportionment* is applicable, these values are used to calculate recoverable and nonrecoverable VAT.

You select *Mixed Apportionment* in the Use Type field on the VAT Use Type page. You can override the VAT Use Type on the Voucher Line VAT Information page.

When you select *Use* in the Use Type field, you can enter values in the VAT Taxable % and VAT Exempt % fields on the VAT Use Type page. However, when you select *Mixed Apportionment* as the Use Type, those fields become unavailable for entry.

When you are using Apportionment Control, you define the Taxable Activity % and Exempt Activity % on the VAT Apportionment page.

You select the type of Apportionment Control you want to use in the VAT Apportionment Control field on the Payables Definition - Tax Options page. You can override these values on the Voucher Distribution Line VAT Information page. Your options are:

<i>None</i>	There is no VAT apportionment for this distribution line.
<i>Dist GL BU</i> (distribution General Ledger business unit)	If you select this value, and if the Use Type on the voucher line is <i>Mixed Apportionment</i> , the system uses the General Ledger business unit on the distribution line to search for the taxable and exempt percentages.
<i>Txn BU</i> (transaction business unit)	If you select this value, and if the Use Type on the voucher line is <i>Mixed Apportionment</i> , the system uses the Payables transaction business unit on the distribution line to search for the taxable and exempt percentages.
<i>Txn GL BU</i> (transaction General Ledger business unit)	If you select this value, and if the Use Type on the voucher line is <i>Mixed Apportionment</i> , the system uses the General Ledger business unit to which the Payables transaction business unit is mapped on the distribution line to search for the taxable and exempt percentages.

In most countries, the recoverability is controlled based on where the purchased item is used, rather than on who controls the purchasing. The value you select in the VAT Apportionment Control field is the business unit that is used to search for the ChartField combination. The system uses the ChartField combinations you set up for the selected business unit on the VAT Apportionment page.

Example: Determining Apportionment Control

The Payables transaction business unit is CAN01.

The General Ledger business unit to which the payables transaction business unit is mapped is CAN02.

The General Ledger business unit on the distribution line is AUS01.

If the Dist GL BU option is selected in the VAT Apportionment Control field, the system uses AUS01 to search for the taxable and exempt percentages.

If the Txn BU option is selected in the VAT Apportionment Control field, the system uses CAN01 to search for the taxable and exempt percentages.

If the Txn GL BU option is selected in the VAT Apportionment Control field, the system uses CAN02 to search for the taxable and exempt percentages.

See Also

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Taxes (VAT),” Defining VAT Use Types and Apportionment

Vouchers With VAT and Sales Tax

In Canada it is common to receive an invoice with both VAT and sales tax. Some provinces calculate sales tax on top of the VAT (entered VAT or self-assessed VAT). Some provinces have a blended rate for sales tax that includes VAT. Other provinces treat the two taxes separately; that is, the VAT is not considered a component of the sales tax calculation.

To accommodate a situation where you have invoices with both sales tax and VAT, configure the calculation parameters to include VAT on the Sales - Use Tax Code page. Select the Include VAT check box in the Calculation Parameters group box.

See Also

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Taxes (VAT),” Setting Up VAT Authorities and Tax Codes

Vouchers With VAT and Withholding

In the European Community, it is common to have a voucher with both VAT and a portion that is withheld. The amount that is withheld is calculated at the time of payment, rather than scheduling a separate payment for the amount that is withheld. When you are configuring withholding, you can specify whether VAT should be included or excluded from the withholding calculation.

You set up the parameters for calculating withholding on the Withholding Options page (which you access through the Misc. Setup (miscellaneous setup) hyperlink from the Withholding Entities page). Select the Apply VAT check box on this page if the VAT should form part of the basis for calculation. For example, let's say that the merchandise amount is USD 1000.00 and the VAT is USD 70.00. If the withholding should be on USD 1070.00, you should check this check box.

See Also

“Processing Withholding,” Defining Withholding Options

Registered Vouchers

Generally, the practice of registering a voucher is required for goods or services that are purchased without generating a purchase order. Therefore, payment authorization is required. You register a voucher in the system when it is received, not when the account distribution is known. You record it against a suspense account for tracking purposes and send it to the approval officer. When accounting entries for the registered voucher have been generated and posted, the VAT transactions are created. By registering the voucher, you can recover the VAT and post the payables accrual, sales tax, use tax and any other non-merchandise charges as early as possible in the processing cycle.

The approval officer authorizes the voucher, provides the ChartFields, and then returns the voucher to PeopleSoft Payables for final processing.

To complete the processing of registered vouchers, you then enter the correct voucher costing details through the registered voucher pages. The system generates entries to reverse the suspense account and to charge the appropriate expense account.

Third-Party, VAT-Only Vouchers

Generally, a third-party VAT-only invoice is received following a purchase outside of the European Union. A VAT-only invoice (perhaps with freight and miscellaneous charges as well) arrives after the purchase, probably from a customs agent of the country that received the goods.

For example, let's say that you make an original purchase of USD 10,000.00 and that the invoice and goods are shipped to France. You enter the original invoice into the system as a regular voucher in U.S. dollars.

Later, you receive an invoice in the local currency; in this example, the local currency is French francs. The invoice is usually from a customs agent who charges for the VAT (perhaps freight and miscellaneous charges as well). The customs agent should identify the original purchase so that the receiver of the goods can associate this Customs invoice with the original import. You can then use the Voucher Lookup Criteria page to link the regular voucher that you originally entered to the invoice that you have just received. You enter the Customs invoice by selecting *Third Party Voucher* as the Voucher Style in the Voucher component.

Suspended Lines on Third-Party, VAT-Only Invoices

The following criteria illustrate a situation that can arise when copying regular vouchers into a Third-Party, VAT Only voucher:

1. The merchandise invoice received from a foreign supplier has at least one line where the VAT applicability is flagged as suspended, exempt or exonerated.

2. The VAT transaction type on both the merchandise vendor and the Third-Party voucher are the same and the VAT transaction type is included in the VAT reporting parameters.
3. If you copy the merchandise amount from either a receiver or a purchase order it is assumed the lines would have been selected on a regular voucher when the foreign supplier's invoice was received. The voucher transaction, while not selected on the Third party voucher, will have been written to the VAT transaction table and subsequently reported on a VAT return.

Blocking the voucher line from being copied would provide the desired result on the VAT return, however, this line may be one over which freight or another miscellaneous charge may need to be prorated.

In this scenario, the system flags the lines that are copied into the Third party voucher so that Voucher Posting process excludes them from the VAT_TXN_TBL, thus eliminating the risk of double counting a VAT_BASIS_AMOUNT on the VAT return.

Exempt

An exempt transaction is recorded for an item or product, which is non-taxable or exempt. No VAT code (VAT percentage) is associated with the transaction; the VAT applicability is *Exempt*. While no VAT is calculated a VAT basis amount and a VAT transaction amount are calculated and written to the VAT Transaction table. The VAT basis amount is reported on the VAT return.

Exonerated

An exonerated VAT transaction is recorded when for a single business transaction the purchaser is not subject to VAT. The exonerated certificate number is tied to the transaction as proof of exoneration. While no VAT is calculated a VAT basis amount and a VAT transaction amount are calculated and written to the VAT Transaction table. The transaction is reported on the VAT return with a VAT basis amount and no Gross VAT amount.

Suspended

A suspended VAT transaction is recorded when the purchaser is temporarily not subject to VAT. While no VAT is calculated a VAT basis amount and a VAT transaction amount are calculated and written to the VAT Transaction table. The transaction is reported on the VAT return with a VAT basis amount, VAT code (percentage that would have been applicable) and no Gross VAT amount.

Example 1: Third-Party Suspended Line Scenario

The following example illustrates a scenario where you could potentially double count a VAT_BASIS_AMOUNT on the VAT return.



Report ID: VAT1003

PeopleSoft Financials - VAT Return

Selection Criteria:

From 01-Apr-2000 Through 30-Apr-2000

NLD

James Wattstraat

Amsterdam 1097 DM

Netherlands

	<u>VAT Basis Amount</u>	<u>Gross VAT Amount</u>	<u>Recoverable VAT</u>
L1A Taxed at 17.5%	31,633.82	4,955.92	4,955.92
L1B Taxed at 6%	1,000.00	76.25	76.25
L1C Other Tariffs except Zero	500.00	76.25	76.25
L1E Taxed at Zero - NonTaxable	582.50	0.00	0.00
L2A Services Recd from EU	24,857.00	4,314.98	4,314.98
L4B EU Goods	100.00	17.50	17.50
L5B Vat on Purchases L2A+L4B	24,757.00	4,332.48	4,332.48

Sample VAT Return

The fourth line of the return is non-taxable, or exempt. It reports a VAT basis amount of USD 582.50 for Non-taxable transactions while the Gross VAT amount and the recoverable VAT are both USD 0.00.

If one of these lines was later selected to be copied into a Third Party voucher, it would be marked as *VAT Only*. The VAT USE type defaults in from the original transaction and the VAT treatment is *Domestic* on the Third Party voucher. The original transaction is marked as an *Import*.

Using the zero-rated line as an example (L1E Taxed at Zero) you would have reported a VAT basis amount of USD 582.50 in April 2000. If you later receive a VAT only invoice from customs in June 2000 and this line is selected to be copied into the Third-Party voucher, you once again report a VAT basis amount of \$582.50, thereby double counting the VAT_BASIS_AMOUNT on the VAT return.

Example 2: Third-Party Suspended Line Scenario

The following example illustrates another scenario where you could potentially double count a VAT_BASIS_AMOUNT on the VAT return.

A merchandise invoice is received from a US vendor in a Canadian business unit. The vendor is not registered to collect VAT; therefore there is no VAT charge. The VAT treatment is *IMP*; the VAT transaction type will default to all the lines from the Vat Entity, *CSTD*.

The VAT entity was not set up to provide separate VAT transaction types for each of the following:

Line 1 Suspended	USD 450.00
Line 2 Exempt	USD 250.00
Line 3 Out of Scope	USD 300.00

These lines are written on the VAT_TXN_TBL as follows:

<i>Tax_ basis_ amt_ txn</i>	<i>Tax_ basis_ amt_ bse</i>	<i>Tax_a mn</i>	<i>Tran s_a mt</i>	<i>Trans _amt_ bse</i>	<i>Rcv y</i>	<i>Rcv y_b se</i>	<i>VAT_C D</i>	<i>VAT_ TXN_ CD</i>	<i>%</i>	<i>VAT Treat ment</i>	<i>VAT Applic ability</i>
450	572.5	0	450	572.5	0	0	CA8	CSTD	0	IMP	T
250	318.06	0	250	318.06	0	0		CSTD	0	IMP	E
300	381.67	0	300	381.67	0	0		CSTD	0	IMP	O

A VAT only invoice is received from a courier who cleared the merchandise through customs. The invoice is for both a VAT and an administrative fee (Misc. charge). The administrative fee is prorated to all lines. The VAT treatment on this invoice is *DOM*. The VAT transaction type defaults from the vendor which is set to default (VAT entity) *CSTD*. For a courier, it is not likely that a separate VAT transaction type would be established to distinguish *VAT only* transactions. The original US voucher is copied into the Third Party voucher the lines are written on the VAT_TXN_TBL as follows:

<i>Tax_ basis_ amt_ txn</i>	<i>Tax_ basis_ amt_ bse</i>	<i>Tax_a mn</i>	<i>Tran s_a mt</i>	<i>Trans _amt_ bse</i>	<i>Rcv y</i>	<i>Rcv y_b se</i>	<i>VAT_C D</i>	<i>VAT_ TXN_ CD</i>	<i>%</i>	<i>VAT Treat ment</i>	<i>VAT Applic ability</i>
1000	1000	80	1000	1000	80	80	CA1	CSTD	7	DOM	T

In this example the VAT return parameters are set to pick up all transaction with a VAT transaction type of *CSTD*.

VAT Report Definition **Line Criteria**

Report ID: CAVATRPT VAT Report - Canada

VAT Reporting Definition - Lines Find | View All First 1 of 7 Last

Line: 101 Sales and Other Revenue + -

VAT Reporting Definition - Fieldnames Find | View All First 1 of 1 Last

*Field Name: VAT Transaction Type + -

VAT Reporting Definition - Field Values Customize | Find | View All First 1 of 1 Last

VAT Tran Type

CSTD Canada - All VAT Transactions + -

Defining VAT Reporting Parameters on the VAT Report Definition - Line Criteria page(VAT_RPT_ID2)

The VAT basis amount of USD 1000.00, in this example, will be reported twice on the VAT return.

If the third party voucher had been from Canadian customs rather than a courier, you may have anticipated that the majority of invoices received would be *VAT only*. A separate VAT transaction type may have been attached to the vendor. The VAT transaction type would default in from the vendor. As this transaction type is not included in the reporting definition it would be excluded from the VAT return.

Sample Canadian custom vendor:

VAT Transaction Type

SetID: SHARE **VAT Transaction Type:** CCVO

*Description: Canadian Customs VAT Only

Short Description: VAT Only

Report Control

*EC Sales List Type: Not Applicable

Sample Transaction Type on the VAT Transaction Type page (VAT_TXN_CD)

VAT Options	
Use VAT Suspension ☐ VAT Suspension	Ship To Location *Ship: Specify Ship To: MANITOBA
VAT Transaction Type *Tran Option: Specify Type: CCVO	VAT Use Type *Use Option: Default Use Type:
VAT Calculation Type *VAT Calculation Option: Default Calculation Type:	
VAT Declaration Point *VAT Declaration Option: Default Declaration Point:	
VAT Rounding Rule *VAT Rounding Option: Default VAT Rounding Rule:	
VAT Tolerance Check Indicator *VAT Tolerance Option: Default Currency: Amount: 0.000 Rate Type: Percent: 0.00	

Sample Vendor VAT defaulting on the VAT Options page (VNDR_VAT_OPT_SEC1)

VAT Accounting Entries in Payables

VAT accounting entries are created by voucher posting and payment posting, when applicable, for each combination of VAT entity, VAT code, and VAT transaction type that exists in the voucher distribution. Several factors affect how VAT can be accounted for, as follows:

- If you are recording Input VAT only, where VAT is included on the invoice and the VAT amount is payable to the vendor, the VAT amount is included in the accounts payable entry during voucher posting.
- If you are recording both Input and Output VAT, where VAT is not included on the invoice and you may be liable for VAT, but it is not payable to the vendor, the system creates a separate VAT liability entry during voucher posting.
- The VAT declaration point determines the date on which VAT is recognized. If VAT is declared at time of payment, intermediate VAT accounting entries are created by voucher posting. Payment posting reverses the intermediate entries and creates the VAT accounting entries against the final VAT accounts. If VAT is declarable at invoice time, the VAT accounting entries for the final VAT accounts are created by voucher posting; no intermediate accounts are used.

- If VAT is initially calculated at gross and then recalculated at the time of payment, and a cash discount is being taken, adjusting VAT accounting entries are created by payment posting to reduce the amount of VAT that is recorded, based on the amount of the discount.
- Voucher posting and payment posting create separate entries for recoverable VAT and nonrecoverable VAT. If you are prorating nonrecoverable, the nonrecoverable VAT is applied to the expense accounts specified for each VAT-applicable line. If you're not prorating nonrecoverable VAT, the nonrecoverable VAT is applied to the nonrecoverable VAT account specified for each VAT code and VAT transaction type.
- VAT can be charged to the GL of the voucher or the GL of the distribution, depending on the VAT interunit setting.

See Also

"Running Voucher and Payment Posting," Setting Up InterUnit Accounting in Payables

"Overview of PeopleSoft Payables Accounting Entries," Accounting Entries for VAT Transactions

Setting Up Your VAT Environment

To set up a VAT environment for PeopleSoft Payables you must define:

- VAT entities.
- VAT defaults.
- VAT countries.

Pages Used to Set Up Your VAT Environment

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
VAT Entity - Identification	VAT_ENTITY_ID	Set Up Financials/Supply Chain, VAT and Intrastat, Basic VAT Set Up, VAT Entity	Define VAT entities. You can specify one VAT entity for multiple PeopleSoft General Ledger business units, or you can define a one-to-one relationship between entities and business units depending upon your reporting needs. You cannot, however, link a single General Ledger business unit to multiple VAT entities.

Page Name	Object Name	Navigation	Usage
VAT Entity - VAT Default	VAT_ENTITY_OPT	Set Up Financials/Supply Chain, VAT and Intrastat, Basic VAT Set Up, VAT Entity, VAT Defaults	Indicate how you want the system to process your VAT transactions. Establish these defaults for every country in which the VAT entity is registered.
VAT Country Definition	COUNTRY_VAT_PNL	Set Up Financials/Supply Chain, VAT and Intrastat, Basic VAT Set Up, VAT Country	Define countries in which you or your trading partners are located and which have VAT.

Defining VAT Entities

Access the VAT Entity - Identification page.

To enable VAT in an Accounts Payable business unit, you must map it to a General Ledger business unit that is included in a VAT entity. The VAT Entity is the level within your organization at which the VAT return is filed. You can include one or more PeopleSoft General Ledger business units on the VAT Entity page, and all PeopleSoft Payables business units that are mapped to those General Ledger business units are also included as part of the VAT Entity.

Because the VAT entity is the *reporting* entity, the VAT Entity page also enables you to set parameters that are related to filing the VAT return. You can access the pages where you set those parameters by clicking the Intrastat Report Details link and the VAT Report Details link.

See Also

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Tax (VAT),” Setting Up VAT Entities

Defining VAT Defaults

Access the VAT Entity - VAT Default page.

Most of the defaults that you encounter again and again in the PeopleSoft Payables control hierarchy are established on either the VAT Entity - VAT Default page or the VAT Country Definition page.

Establish the following defaults on the VAT Entity - VAT Default page:

- VAT Transaction Types
- VAT Declaration Point
- Calculation Policy (gross or net)

- Include Freight Charges (yes or no)
- Include Miscellaneous Charges (yes or no)
- Include VAT on Advance Payments (yes or no)

See Also

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Tax (VAT),” Defining VAT Entity Defaults

Defining VAT Countries

Access the VAT Country Definition page.

You establish the following defaults on the VAT Country Definition page:

- VAT SetID for VAT setup.
- VAT Code (VAT tax rate).

This is used most frequently on domestic transactions.

- VAT Suspension (whether or not suspension applies).
- Track VAT by County (whether you track VAT by county or by province).
- VAT Rounding Rules.

The rounding rule default can be overridden on the Accounts Payable Business Unit, on the vendor, and on the voucher.

The countries on the VAT Country Definition page are associated with the VAT Entity. When you create the VAT Entity, you must enter the corresponding country code.

Note. We recommend that you use only *one* SetID to set up the configurations for all VAT systems.

See Also

PeopleSoft Global Options and Reports PeopleBook, “Understanding Value Added Tax (VAT),” Setting Up VAT Countries

Completing VAT Setup in the Payables Control Hierarchy

Set up VAT defaults and options throughout the control hierarchy to process VAT transactions in PeopleSoft Payables. At the top of the control hierarchy are the VAT entity and VAT Country.

Here is how you complete your setup in PeopleSoft Payables:

- Link your Payables business units to a VAT entity through the General Ledger business unit.
- Set VAT options at the General Ledger business unit.
- Set VAT options at the Payables business unit.
- Complete VAT options at the Payables business unit.
- Set VAT options at the Voucher Origin.
- Set VAT options at the Control Group.
- Set VAT options at the Vendor.
- Record VAT registration information for vendors that are subject to VAT.

Pages Used to Complete VAT Setup in Payables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payables Definition –Definition	BUS_UNIT_TBL_AP1	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition	Link a Payables business unit with a General Ledger business unit and assign a location code to the unit. Also, select the accounting template and posting options for the business unit.
Procurement Acctg Control – Non-Merch Charges	BUS_UNIT_INTFC3	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Accounting Control	Determine the proration/allocation options for the General Ledger business unit.
Payables Options - VAT Options	BU_AP_OPT_VAT1	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, VAT Options	Specify business unit VAT options.
Payables Definition – Tax Option	BUS_UNIT_TBL_AP2	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Tax Option	Specify sales and use tax options, and VAT options for the business unit.

Page Name	Object Name	Navigation	Usage
Voucher Origin – VAT Options	ORIGIN_VCHR_VAT1	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, VAT Options	Define VAT processing options for the voucher origin.
Group Information – VAT Options	GRP_AP_VAT_OPT1	Accounts Payable, Control Groups, Group Information, VAT Options	Redefine VAT processing options for vouchers at the control group level.
VAT Options	VNDR_VAT_OPT_SE C1	Click the VAT Options link on the Vendor Information – Location Page.	Define Value Added Tax (VAT) information if it is applicable for this vendor location.
VAT Registration Details	VNDR_VAT_RGSTR N	Click the Details link next to the VAT Registration check box on the Vendor Information – Identifying Information Page.	Enter the VAT registration information for all the countries with which this vendor is registered to do business.

Linking Payables Business Units to VAT Entities

Access the Payables Definition – Payables Definition page.

Specify a General Ledger business unit for your Payables business unit.

Setting VAT Options at the General Ledger Business Unit

Access the Procurement Acctg Control – Non-Merch Charges page.

Establish the Non-Recoverable Prorate policy in the Procurement Accounting Controls component. The prorate policy that you establish there is inherited by all PeopleSoft Payables business units that are mapped to this General Ledger business unit.

The following fields appear at the bottom of the page in the VAT Non-Recoverable Policy group box:

VAT Non-Recovery Charge Select from the following:

NRVATPR (prorate non-recoverable VAT): VAT is expensed to the ChartFields on the distribution line.

NRVATNP (do not prorate non-recoverable VAT): Non-recoverable (taxable) VAT is *not* pro-rated to the distribution line ChartFields.

Allocate Non-Recoverable VAT

If you select this check box, non-recoverable VAT is prorated to the expense account(s) on the distribution line(s). The other ChartField values are taken from the VAT accounting entry template, not from the distribution line(s). (This is known as allocating).

If you do not select this check box, the system uses the VAT account(s) as defined on the VAT accounting entry template. (The accounting entry template is attached to the VAT code). (This is known as prorating).

See Also

“Defining PeopleSoft Payable Business Units,” Proration and Allocation of Non-Merchandise Charges

Setting VAT Options at the Payables Business Unit

Access the Payables Options - VAT Options page.

Establish many of the PeopleSoft Payables VAT defaults on this page. Several of the defaults can be overridden at the Voucher Origin level, Control Group level, Vendor level, and on the Voucher itself:

- Declaration Point
- Calculation Type
- VAT Transaction Type

Others can only be overridden at certain points in the control hierarchy:

- The VAT Tolerance Check Indicator parameters can be overridden at the Voucher Origin level, Control Group level, and Vendor level, but not on the Voucher itself.
- The VAT Use Type parameters can be overridden only on the Vendor and the voucher.
- The Allow Override Recvry/Rebate% parameters can be overridden only on the voucher.

Note. The option that you select here has an important effect on the Canadian Public Sector.

See Also

Rebates for the Canadian Public Sector

“Defining PeopleSoft Payables Business Units,” Choosing VAT Options

Complete VAT Options at the Payables Business Unit

Access the Payables Definition - Tax Options page.

You complete the Payables business unit VAT definition on the Payables Definition - Tax Options page as follows:

- Select the VAT Edit Message that is to appear when the tolerances set on the Payables Options - VAT Options page are exceeded.
- Do not hide the Value Added Tax (do not select the Hide Value Added Tax check box).
- Determine the VAT Apportionment Control.

Note. The Hide Sales Use Tax check box on this page is selected for all VAT countries except Canada.

See Also

Apportionment Control

“Defining PeopleSoft Payables Business Units,” Completing Tax Options

Setting VAT Options at the Voucher Origin

Access the Voucher Origin – VAT Options page.

If you are using voucher origins, you can use the default values established in the control hierarchy, or you can override the defaults by specifying a value.

See Also

“Organizing Vouchers with Origins and Control Groups,” Defining VAT Processing Options

Setting VAT Options at the Control Group

If you are using control groups, you can use the default values established in the control hierarchy, or you can override the defaults by specifying a value.

See Also

“Organizing Vouchers with Origins and Control Groups,” Defining VAT Options

Setting VAT Options at the Vendor

Access the VAT Options page.

For many of the fields on this page, you can use the default values established in the control hierarchy, or you can override the defaults by specifying a value. These fields include:

- VAT Transaction Type
- VAT Use Type
- VAT Calculation Type
- VAT Declaration Point
- VAT Tolerance Check Indicator

Other fields default from various other pages (you can accept the defaults or override them):

- VAT Suspension defaults from the VAT Country page.
- Ship To Location defaults from the Payables Definition - Definition page.
- VAT Rounding Rule defaults from the VAT Entity page and the VAT Country Defaults page.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Defining VAT Options

Recording VAT registration information for VAT Vendors

Access the VAT Registration Details Page.

To enable a Vendor for VAT, the vendor must be registered for VAT in at least one country. Use this page to record VAT registration information for vendors that are subject to VAT. Specify a country and, if applicable, a VAT Registration ID (optional).

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Entering VAT Registration Details

Entering a Regular Voucher With VAT

This section describes how to:

- Enter regular vouchers with VAT.
- Enter VAT header information.
- Enter VAT summary information.

- Enter voucher line VAT and Intrastat information.
- Enter voucher distribution line VAT information.

Pages Used to Enter a Regular Voucher With VAT

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Entry, Regular Entry	Enter a voucher of voucher style <i>Regular</i> and select a VAT-applicable vendor. Also, override the VAT settings on the VAT tab of the voucher distribution line.
VAT Header	VCHR_VAT_HD_EX P	Select the VAT link in the VAT group box on the Invoice Information page.	Review and, if applicable, override the voucher's VAT settings.
VAT Summary	VCHR_VAT_SM_EX P	Select the Summary link in the VAT group box on the Invoice Information page.	Review the VAT amounts summarized by VAT rate. This page provides a preliminary view of the VAT calculations based on the parameters that have defaulted (or been manually updated), as well as the amounts entered.
Voucher Line Tax Information	VCHR_LINE_SUT	Click the SUT/VAT/Intrastat link in the Invoice Lines group box on the Invoice Information page.	Override default VAT settings and VAT applicability. Specify Intrastat details for the voucher line.
Voucher VAT Details	VCHR_VAT_INFO	Accounts Payable, Review, Vouchers, Voucher VAT Details	Review VAT details for a VAT-applicable voucher.

Entering Regular Vouchers with VAT

Access the Invoice Information page.

Enter a voucher of voucher style *Regular* and select a VAT-applicable vendor.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

Entering VAT Header Information

Access the VAT Header page.

[Back to Invoice](#)

Unit: GBR01 Invoice: Vendor:
 Voucher: NEXT Date: ID:

VAT Reporting Entity: GBR01V Entered VAT Amount: 0.00

VAT Entry Control

☐ Record Input VAT ☐ Record Output VAT

VAT Calculation Rules

VAT Calculation Type: Exclusive
 Calculate at Gross or Net: ☐
 VAT Rounding Rule: ☐
☐ Include Freight
☐ Include Miscellaneous
☐ Recalculate at Payment
☒ VAT on Advance Payments

VAT Reporting Control

VAT Declaration Point: Invoice
 Buyer's VAT Rgstrn Country: ☐
 VAT Declaration Date:
☐ Reset Seller Reg Country
☐ Reset Buyer Reg Country
☐ Amounts in Reporting Currency

Vendor VAT Information

Seller's VAT Rgstrn Country: ☐
 Seller's VAT Registration:
 Ship From Country:

Voucher Line Defaults

Tax Code:
 VAT Transaction Type:
 VAT Use Type: COMM
 VAT Non-Recovery Charge: NRWATNP
☐ Prorate Non-Recoverable VAT
☐ Allocate Non-Recoverable VAT

VAT Header page

VAT Reporting Entity Entity for whom you are reporting VAT.

Entered VAT Amount The amount of VAT, if any, entered on the Invoice Information page.

VAT Entry Control

This group box displays whether you are recording input or output VAT on the voucher.

Record Input VAT Must be selected for all VAT-applicable vouchers.

Record Output VAT You can also select the Record Output VAT check box to enable entry of vouchers where VAT is not included on the invoice but is payable to your VAT authority rather than the vendor. This is generally the choice when the vendor is not

registered to collect VAT. This is sometimes referred to as *self-assessing* for VAT.

If you select the Record Output VAT check box, the Entered VAT Amount field becomes inactive.

VAT Calculation Rules

VAT Calculation Type

Defaults to *Inclusive* or *Exclusive* based on your setup:

Inclusive: Use with Input VAT.

The VAT amount is included in the merchandise amount and is not stated separately.

Exclusive: Use with Input and Output VAT.

In the case of *Exclusive* VAT with Input VAT, you must enter the VAT amount in the **VAT** group box on the Invoice Information page. You can update the amount entered in the Entered VAT Amount field on this page.

Calculate at Gross or Net

Defaults to *G* (Gross) or *N* (Net) depending on your setup:

Gross: VAT calculates on the gross merchandise amount before applying any prompt payment discount. You can select the **Recalculate at Payment** check box if you are calculating at gross and want to recalculate at the time of payment to account for any prompt payment discount.

Net: VAT calculates on the merchandise amount less any applicable prompt payment discount. This option is not available if you are recording Input and Output VAT, and you should not select the **Recalculate at Payment** check box.

VAT Rounding Rule

Override the rounding rule. The options include:

D: Round down. VAT calculations that need to be rounded are always rounded down regardless of the amount.

N: Natural round. This value causes the system to evaluate the VAT amount. If it is five or below, the VAT is rounded down, if it is six or above it is rounded up.

U: Round up. VAT calculations that need to be rounded are always rounded up regardless of the amount.

Include Freight

The system includes any freight amounts in the VAT basis by calculating VAT on the merchandise amount plus any freight amount. This option is only available for *Exclusive* VAT calculation.

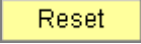
Include Miscellaneous

The system includes any miscellaneous charge amounts in the VAT basis by calculating VAT on the merchandise amount plus any miscellaneous charge amount. This option is only available for *Exclusive* VAT calculation.

VAT on Advance Payments	The system calculates VAT on any prepayments.
VAT Reporting Control	
VAT Declaration Point	May be set at <i>Delivery</i>, <i>Invoice</i>, or <i>Payment</i>. These values control the VAT Declaration Date. These values also control VAT posting.
VAT Declaration Date	The date on which the VAT is recognized.
Buyer's VAT Rgstrn Country (buyer's VAT registration county)	Defaults to the country associated with the VAT Entity location. If you do change the Buyer's VAT Rgstrn Country or Seller's VAT Rgstrn Country and subsequently decide to reinstate them and repopulate the fields, select the Reset Seller Reg Country and Reset Buyer Reg Country check boxes. The system uses the default hierarchy to set the fields back to their original values.
Ship to Country	Defaults to the country associated with the Payables business unit location.
VAT Treatment	The system determines VAT Treatment based on the Ship to Country and Buyer's VAT Rgstrn Country, as well as the Seller's VAT Rgstrn Country and the Ship From Cntry displayed in the Vendor VAT Information group box. The valid translate values are: <i>DOM</i>: Domestic VAT (within the country). This is the default value when the trading partners (for example, vendor and Payables transaction business unit) are located in the same country or the foreign vendor has sufficient presence in the country to have registered to collect VAT. <i>EUA</i>: Intra-European Union acquisition. This is the default value when the trading partner is located in a VAT country within the EU, as long as it is not the same country as the Payables transaction business unit. <i>IMP</i>: Import This is the default value when the vendor is from a non-VAT country, for example the USA. <i>OOS</i>: Outside scope of VAT This is the default value for domestic trading partners when the business transaction is not taxable.

Amounts in Reporting Currency

Accesses a detail page on which you enter the amount in the local currency. When you save the voucher the system calculates the exchange rate.


 Reset

Select to reset the VAT Treatment.

If you reset the VAT Treatment without selecting the Reset Seller Reg Country or Reset Buyer Reg Country check boxes, the system re-determines the VAT Treatment based on the new country settings.



Select to record the VAT entered in the currency of the business unit.

Example: Determining VAT Treatment

The system is designed to default to the correct treatment for VAT transactions and documents based on:

- The combination of countries involved in the transaction
- The taxable status of the trading partners
- The types of business transactions being entered
- The individual products and items entered on those transactions

For example, if the Ship To Country, Ship From Cntry, Buyer's VAT Rgstrn Country, and Seller's VAT Rgstrn Country all have the same values, the VAT Treatment would be *DOM*.

Vendor VAT Information

The system uses these fields along with the Buyer's VAT Registration Country and Ship to Country values in the group box above to determine the VAT Treatment.

Seller's VAT Rgstrn Country (seller's VAT registration country)

Defaults based on the vendor's VAT registration as set up in the Vendor component.

If you do change the Buyer's VAT Rgstrn Country or Seller's VAT Rgstrn Country and subsequently decide to reinstate them and repopulate the fields, select the **Reset Seller Reg Country** and **Reset Buyer Reg Country** check boxes. The system uses the default hierarchy to set the fields back to their original values.

Seller's VAT Registration

Seller's VAT Registration number. Defaults based on the vendor's VAT registration as set up in the Vendor component.

Ship From Cntry (ship from country)

Defaults to the country specified in the vendor's default address.

Voucher Line Defaults

Tax Code	Defaults based on the VAT Treatment, and is affected by the interplay between the VAT Treatment and the VAT exception type.
VAT Transaction Type	Defaults based on the VAT Treatment, and is affected by the interplay between the VAT Treatment and the VAT exception type.
VAT Non-Recovery Charge	Select the charge code for the non-recoverable VAT: <i>NRVATPR</i> (prorate non-recoverable VAT): VAT is expensed to the ChartFields on the distribution line. <i>NRVATNP</i> (do not prorate non-recoverable VAT): Non-recoverable (taxable) VAT is <i>not</i> pro-rated to the distribution line ChartFields.
Prorate Non-Recoverable VAT	This check box is selected if you select a code that is set up for proration, and the system uses the VAT account(s) as defined on the VAT accounting entry template. (The accounting entry template is attached to the VAT code). (This is known as prorating).
Allocate Non-Recoverable VAT	This check box is selected if you select a code that is set up for proration, and non-recoverable VAT is prorated to the expense account(s) on the distribution line(s). The other ChartField values are taken from the VAT accounting entry template, not from the distribution line(s). (This is known as allocating).
VAT Use Type	Determines the recoverable and non-recoverable percentages. If you chose to override the default value it overrides the VAT Use Type on the voucher lines as well.

Select the **Back to Invoice** link at the top of the page to return to the Invoice Information page.

Example: Determining VAT Tax Codes and Transaction Types

If the VAT Treatment Type is *DOM* and the VAT exception type is *S*, the system populates the VAT Tax Code and VAT Transaction Type fields with the corresponding suspended values, which are set up on the VAT Entity page. Additionally, if the VAT Treatment is *DOM*, the exception type is *S*, and the vendor VAT registration flag is set to *No*, the VAT exception type is set to *No*.

If the VAT Treatment is *DOM* and the VAT exception type is *E* or *N*, the VAT applicability is set to taxable and the system populates the VAT Tax Code and VAT Transaction Type fields with the corresponding exonerated values set up in the VAT Entity page.

The following table shows how the VAT Treatment value changes the defaulting for the VAT Tax Code and VAT Transaction Type:

<i>VAT Treatment Value</i>	<i>VAT Header Defaulting</i>
Blank	If the VAT Treatment is blank, the Record Input VAT and Record Output VAT check boxes are not selected. The VAT applicability check box, VAT Tax Code, and VAT Transaction Type are all set to blank.
<i>DOM</i>	The VAT Tax Code and VAT Transaction Type are determined based upon the VAT exception type.
<i>EUA</i>	The VAT Transaction Type is set to the EU acquisition transaction type set up in the VAT Entity. The VAT Tax Code defaults from the VAT Country table.
<i>IMP</i>	The VAT Transaction Type is set to the import transaction type set up in the VAT Entity. The VAT Tax Code defaults to the import tax code set up in the VAT Entity.
<i>OOS</i>	The VAT Transaction Type is set to the out of scope type set up in the VAT Entity and the VAT Tax Code field is blank.

Manually Changing VAT Header Defaults

Because complex algorithms are used to obtain VAT header defaults, avoid manually changing these values. However, if the algorithms encounter problems in finding defaults, then manual intervention is necessary. For this reason, we don't protect any of the VAT Header fields. For example, if you do not enter a vendor's VAT registration information when you enter the vendor into the system, these fields are blank on the VAT Header enabling you to add this information.

Note. When are adding a voucher and you change a VAT header default value, the change populates onto any existing voucher lines where the value has not been modified. When you update a voucher, any change you make to a header default value only populates onto any new voucher lines you may be adding. Existing voucher lines are not updated.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Entering VAT Registration Details

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining VAT Options

Entering VAT Summary Information

Access the VAT Summary page.

[Back to Invoice](#)

Unit: FRA01 **Invoice:** APAM02 **Vendor:** Informatique -Paris
Voucher: APAM02 **Date:** 06/07/2000 **ID:** FRA0000002

Gross Amount:	119,600.00	Taxable Amount:	100,000.00	VAT on Invoice:	19,600.00
Discount Amount:	0.00	Recoverable VAT:	980.00	VAT Not on Invoice:	0.00
Freight Amount:	0.00	VAT Non Recv:	18,620.00	Entered VAT:	19,600.00
Misc. Amount:	0.00	VAT Rebate:	0.00	Calculated VAT:	19,600.00

VAT Information								First	1 of 1	Last
Code	Percent	VAT Basis	Calculated VAT	Invoiced VAT	Recoverable VAT	VAT Non Recoverable	VAT Rebate			
FR1	19.6000	100,000.00	19,600.00	19,600.00	980.00	18,620.00	0.00	+	-	

VAT Summary page

When you first open this page, it displays the Gross Amount of the invoice, and the amount of any Discount, Freight Amount, Misc. Amount and Entered VAT.

The system typically calculates VAT on saving the voucher, but you can also validate and calculate VAT by clicking the VAT Calculation button.



When you click this button, the following fields are populated: Taxable Amount, **Recoverable VAT**, **VAT Non-Recv**, **VAT Rebate**, **VAT on Invoice** or **VAT not on Invoice**, and **Calculated VAT**.

The VAT Information group box is also populated.

If you change any of the amounts or VAT parameters before saving the voucher, you may access the VAT Summary page again and select the VAT Calculation button.

The calculated recoverable VAT and non recoverable VAT display in the **VAT Information** group box. The **Recoverable VAT** is the amount of VAT that is taxable; the **VAT Non Recoverable** is the amount of VAT that is exempt.

If you are looking at information for a Canadian business unit, you may also see a **VAT Rebate** on this page. This field is for the Canadian public sector only.

Select the **Back to Invoice** link at the top of the page to return to the Invoice Information page.

Entering Voucher Line VAT and Intrastat Information

Access the Voucher Line Tax Information page.

Voucher Line Tax Information

Voucher Line: 1

Ship To Location: GBR01

Value Added Tax

Use Type: COMM

Txn Type:

VAT Code:

Applicability:

Intrastat

Nature of Transaction 1:

Nature of Transaction 2:

Fiscal Regime:

OK Cancel Refresh

Voucher Line Tax Information page

Value Added Tax

Ship To

Override the default settings for the Ship To location.

Use Type,

Override the default settings for the VAT Use Type.

Txn Type (Transaction Type).

Override the default settings for the VAT Transaction Type.

VAT Code

Override the default settings for the VAT code.

Applicability

If you are overriding the Applicability, you can select from the following values:

Exempt: Item is exempt from VAT. This value defaults in if you selected *E* (exonerated) on the VAT Entity - Exceptions page.

N/A: VAT is not applicable for this item.

Outside: Item is outside the scope of VAT.

Suspend: Item is subject to VAT suspension. This value defaults in if you selected *S* (suspended) on the VAT Entity - Exceptions page.

Taxable: Item is taxable.

VAT Only: This is a valid value for Third Party voucher only. If you select this value on a voucher style other than Third Party, you receive an error message.

Intrastat**Nature of Transaction 1**

In some countries, you can't fully recover the VAT paid for specific items, regardless of how they are used. For example, in the U.K., you are unable to recover input VAT incurred on business entertainment expenses regardless of the taxable status of your business activities. The Nature of Transaction 1 and **Nature of Transaction 2** fields enable users in these countries to identify the nature of their transactions.

Fiscal Regime

Determines the type of transaction that will be reported on the Intrastat report. You may override the value on this page.

A value only defaults into this field on the voucher line if the Intrastat Reporting Required check box on the VAT entity is selected.

See Also

PeopleSoft Global Options and Reports PeopleBook, "Setting Up and Running Intrastat Reports"

Entering Voucher Distribution Line VAT Information

Access the VAT tab on the Invoice Information page.

See "Entering and Processing Vouchers Online," Creating Vouchers Online

Entering Registered Vouchers

Here is how you enter registered vouchers:

- Create registered vouchers.
- Unpost registered vouchers.
- Run the Registered Voucher Listing report.
- Complete registered vouchers.

See Also

Registered Vouchers

Pages Used to Enter Registered Vouchers

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Entry, Regular Entry	Enter a voucher of voucher style <i>Register Voucher</i> .
Voucher Unpost – UnPost Voucher	VCHR_UNPST1	Accounts Payable, Vouchers, Maintenance, Voucher UnPost	View critical information for a voucher to verify that it is the voucher that you want to unpost.
Registered Voucher Listing - Parameters	RUN_APYVR_LC	Accounts Payable, Reports, Vouchers, Registered Voucher Listing	Define run parameters for the Registered Voucher Listing report (APYCR_LC). Use this report to review all registered vouchers that have not been completed, that is, those that have been posted but not unposted so that the distribution has not been adjusted to reflect the correct ChartField distribution.
Complete Register Voucher - Invoice Information	VCHR_HDR_CMP	Accounts Payable, Vouchers, Entry, Complete Register Voucher	Complete registered vouchers.

Creating Registered Vouchers

Access the Invoice Information page.

Enter a voucher of voucher style *Register Voucher*.

The registered voucher differs from a regular voucher in that it can have only one distribution line, and the suspense account for a register voucher defaults from the Accounting entry template. This value can be overridden. Defaulting on all levels, voucher header, line and distribution is the same as for a regular voucher.

Note. The VAT declaration point for a registered voucher is usually *Invoice*.

After you enter the appropriate information for the registered voucher, you post it. The voucher posting process (AP_PSTVCHR) is the same as for any other voucher.

See Also

“Running Voucher and Payment Posting,” Performing the Voucher Posting Process

Unposting Registered Vouchers

Access the Voucher Unpost – UnPost Voucher page.

Once the authorization officer returns the authorized registered voucher with the correct ChartField distribution, you must unpost the registered voucher to reverse the entry against the suspense account.

You can select the vouchers that you want to unpost by voucher style. For a registered voucher, you select *Register Voucher*.

See Also

“Managing Vouchers,” Unposting Vouchers

Running the Registered Voucher Listing Report

Access the Registered Voucher Listing - Parameters page.

Date Range**From/Thru Date**

If you want to report on registered vouchers with an Accounting Date within a certain date range, enter the start and end dates of the range.

Completing Registered Vouchers

Access the Complete Register Voucher - Invoice Information page.

Invoice Information | Payments | Status | Accounting Information

Style: **Register** Entry Status: Postable Match Manager Comments
Unit: US001 Voucher ID: 00000081 Group: Budget Status: Valid Post Status: Unposted

Vendor | Advanced Vendor Search
Vendor: USA00000001
Name: BAELECTRIC-001
Location: 1
Address: 1
Bay Area Electric
998 Powel St.
San Francisco, CA 94001

Invoice
Invoice No: kTest
Invoice Date: 01/16/2002 Acctg Date: 01/16/2002
Pay Terms: Net 30
Misc Amt:
Frht Amt:
Sales Tax:
SUT Exempt Use Tax: 42.50
Total: 1,000.00 *Curr: USD Balance: 0.00

Invoice Lines Find | View All First 1 of 1 Last
1 *Dist by: Amt SpeedChart 1,000.00 SUT/VAT/Intrastat

Distribution Lines Customize | Find | View All First 1 of 1 Last
ChartFields Exchange Rate Statistics Assets

Amount	Quantity	*GL Unit	*Account	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product
1	1,000.00	US001	899980							

Complete Register Voucher - Invoice Information page

Only registered vouchers that have been unposted are available for selection in the Complete Register Voucher component. Because the registered voucher has been unposted, all fields on this voucher are available for modification. Normally, you update only the distribution lines to record account distribution as it has been approved on the invoice.

The fields on the pages in the Complete Register Voucher component are the same as those on the pages in the Voucher component.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

Entering Third-Party, VAT-Only Invoices

Here’s how you enter third-party, VAT-Only invoices:

1. Create the original regular voucher.
2. Create a third-party, VAT-Only voucher (use voucher style *Third Party Voucher*).
3. Link the regular voucher to the third-party voucher.
4. Review the third-party, VAT-Only voucher.
5. (Optional) Create unlinkable third-party voucher.

Note. This section discusses VAT-Only third-party vouchers; other types of third-party vouchers are discussed in the chapter called Entering and Processing Vouchers Online.

See Also

Third-Party, VAT-Only Vouchers

“Entering and Processing Vouchers Online,” Third Party Vouchers

Pages Used to Enter Third-Party, VAT-Only Invoices

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Entry, Regular Entry	Enter a voucher of voucher style <i>Third Party Voucher</i> .
Voucher Lookup Criteria	VCHR_TP_VCHR_WRK	Select <i>Voucher</i> in the Worksheet Copy Option field on the Invoice Information page.	Select the lines from one or more merchandise vouchers for the third party voucher you are entering.

Creating the Original Regular Voucher

Access the Invoice Information page.

The screenshot displays the 'Invoice Information' page in the PeopleSoft Payables system. The page is divided into several sections:

- Header Section:** Includes tabs for 'Invoice Information', 'Payments', 'Voucher Attributes', and 'Accounting Information'. Fields include 'Style: Regular', 'Entry Status: Postable', 'Unit: CAN01', 'Voucher ID: REGULAR1', 'Group:', 'Budget Status: Valid', and 'Post Status: Unposted'.
- Copy from a Source Document:** Includes fields for 'PO Unit:', 'Purchase Order:', 'Copy PO' button, and 'Worksheet Copy Option: None'.
- Vendor Section:** Includes 'Advanced Vendor Search' link, 'Vendor: USA0000001', 'Name: BAELECTRIC-001', 'Location: 1', and 'Address: 1'. The vendor details listed are 'Bay Area Electric', '998 Powell St.', and 'San Francisco, CA 94001'.
- Invoice Section:** Includes 'Invoice No.' (Import US goods into Canada), 'Invoice Date: 12/20/2001', 'Acctg Date: 12/20/2001', 'Pay Terms: Net 30', 'Misc Amt:', 'Frht Amt:', 'Sales Tax:', 'SUT Exempt' checkbox, 'Use Tax' checkbox, 'VAT:', 'Total: 1,150.00', 'Curr: USD', and 'Balance: 0.00'. There are also links for 'Non Merchandise Summary' and 'VAT Summary'.
- Invoice Lines Section:** Includes a table with columns: Item, Description, Quantity, Unit Price, UOM, and Extended Amt. The first line item is '1', 'Dist by: Amt', 'SpeedChart', with a quantity of 1 and an extended amount of 1,150.00. The description is 'SUT/VAT/Intrastat'.
- Distribution Lines Section:** Includes a table with columns: Amount, Quantity, GL Unit, Account, Oper Unit, Fund, Department, Program, Class, Bud Ref, and Product. The first line item is '1', with an amount of 1,150.00, GL Unit 'CAN01', and Account '635000'.

Entering an invoice in U.S. dollars for a Canadian business unit (VCHR_EXPRESS1)

Let's say that you make an original purchase of USD 1,150.00 and that the invoice and goods are shipped to Canada. You enter the original invoice into the system as a regular voucher in

U.S. dollars. The following screen shots illustrate what happens on the VAT pages when you create a voucher in US dollars for a Canadian business unit.

Modifications on the VAT Header page

[Back to Invoice](#)

Unit: CAN01 **Invoice:** import US goods into Canada **Vendor:** Bay Area Electric

Voucher: REGULAR1 **Date:** 12/20/2001 **ID:** USA0000001

VAT Reporting Entity: CAN01V **Entered VAT Amount:** 0.00

VAT Entry Control

☒ Record Input VAT ☐ Record Output VAT

VAT Calculation Rules

VAT Calculation Type: Exclusive ☒ Include Freight

Calculate at Gross or Net: G ☒ Include Miscellaneous

VAT Rounding Rule: N ☐ Recalculate at Payment

☒ VAT on Advance Payments

VAT Reporting Control

VAT Declaration Point: Invoice **Buyer's Registration Country:** CAN ☐ Reset Seller Reg Country **Reset**

VAT Declaration Date: 12/20/2001 **Ship to Country:** CAN ☐ Reset Buyer Reg Country

VAT Treatment: IMP ☐ Amounts in Reporting Currency

Vendor VAT Information

Seller's Registration Country: **Seller's VAT Registration:** **Ship From Country:** USA

Voucher Line Defaults

Tax Code: CA8 **VAT Transaction Type:** CSTD **VAT Use Type:** COMM

VAT Non-Recovery Charge: NRVATPR ☒ Prorate Non-Recoverable VAT

☐ Allocate Non-Recoverable VAT

Entering an invoice in U.S. dollars for a Canadian business unit (VCHR_VAT_HD_EXP)

VAT Treatment

Defaults in as *IMP* to identify this purchase as an import.

Modifications on the Voucher Line Tax Information page

Voucher Line Tax Information

Voucher Line: **1**

Ship To Location: 

▼ Sales and Use Tax

Tax Destination: 

Ultimate Use Code: 

SUT Excpth Cert: 

Tax Code SUT:  0.000

SUT Apply: 

▼ Value Added Tax

Use Type: 

Txn Type: 

VAT Code: 

Applicability: 

▼ Intrastat

Nature of Transaction 1: ☐

Nature of Transaction 2: ☐

Fiscal Regime: ☐ 

Entering an invoice in U.S. dollars for a Canadian business unit (VCHR_LINE_TAX)

Use Type

Defaults through the control hierarchy from the VAT Entity, control group, origin and vendor.

Note. The VAT rate will probably be 0 percent for this voucher. If this business transaction should not be recorded on a VAT report, the transaction type could be changed to exclude this invoice from that report.

Creating the Third-Party VAT-Only Invoice

Access the Invoice Information page.

Once you receive an invoice in the local currency (in this example, Canadian dollars) from a customs agent who charges for the VAT, enter a voucher of voucher style *Third Party Voucher*.

On the Invoice Information page, select the vendor for the third-party voucher that you are adding. Once you enter the vendor, the currency defaults in based on the third-party vendor. Select *Voucher* in the Worksheet Copy Option field and select the regular voucher to link to this third-party voucher.

If you don't have enough information to associate third-party VAT-only invoices to the original vouchers, follow the instructions Entering Unlinkable Third-Party Vouchers.

Note. The example below illustrates how to copy regular vouchers into third-party vouchers, but you can also copy purchase orders and receivers into third-party vouchers.

See Also

Creating Unlinkable Third-Party Vouchers

Linking the Regular Voucher to the Third-Party Voucher

Access the Voucher Worksheet page.

Selection Criteria

Unit: CAN01 Voucher: NEXT
Vendor: USA0000001 Bay Area Electric **Copy To Voucher**
Voucher: Invoice: **Search**
Voucher Dt Opt: No Date
Voucher Date:

Voucher Information
Find | View 1 First 1-2 of 2 Last

Unit: CAN01 Voucher: REGULAR2 Invoice: US import paid-Canadian dollar Date: 12/20/2001
Vendor: USA0000001 Bay Area Electric
Unpaid: 2500.000

Select Voucher Lines
Customize | Find | First 1-2 of 2 Last

Select	PO Unit	Purchase Order	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amt	Currency	Line
☒								1000.00	CAD	1
☒								1500.00	CAD	2

Select All **Unselect All** Gross Invoice Amount: \$2,500.00 Lines Entered: 2

Unit: CAN01 Voucher: REGULAR1 Invoice: import US goods into Canada Date: 12/20/2001
Vendor: USA0000001 Bay Area Electric
Unpaid: 1150.000

Select Voucher Lines
Customize | Find | First 1 of 1 Last

Select	PO Unit	Purchase Order	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amt	Currency	Line
☒								1150.00	USD	1

Select All **Unselect All** Gross Invoice Amount: \$1,150.00 Lines Entered: 1

Selecting vouchers to copy into a third-party VAT-only invoice on the Voucher Worksheet page (VCHR_TP_VCHR_WRK)

Note. Regular, Prepaid and Adjustment vouchers are the only voucher styles into which you can copy a third-party voucher.

To link a regular voucher to the third-party voucher:

1. Enter the vendor name in the **Vendor** field.

In the **Voucher** field, you are provided with a list of the vouchers entered for this vendor in this business unit.

Note. An edit ensures that the vendor selected here is not the same vendor that was entered on the Invoice Information page. As the name of this voucher indicates, it must be a payment to a Third Party.

2. Select the voucher you that originally created in the **Voucher** field.
3. (Optional) If you want to copy the entire voucher into the third-party voucher, click **Select All** and then **Copy to Voucher**. If you select this option, it also copies the voucher ID as the Related Voucher on the Invoice Information page.
4. (Optional) Alternately, you can select individual voucher line(s) by selecting the **Select** check box in the row of the line(s) you want to copy.
5. (Optional) You can also select a range of vouchers for a single vendor, based on the voucher date using the **Voucher Dt Opt** field. However, all vouchers selected must have been entered in the same currency.

Note. We recommend that you set the VAT tolerance checking very high for a customs agent, and any other vendor that is typically third-party, to take into consideration the currency differences between the import vendor and the customs agent.

Currency Conversion for Third-Party Vouchers

Generally a VAT only invoice is received following a purchase of goods from a foreign country. The country that shipped the goods will not have billed for VAT. Their invoice will have been entered and paid for in their currency. The recipient of the goods, however, is still responsible for paying the applicable VAT.

A VAT only invoice (perhaps with freight and misc handling charges) will arrive later probably from a Customs Agent or perhaps a freight courier who cleared the goods through customs. The customs invoice, the "Third Party invoice", will be in the local currency.

Customs generally uses their own rate to translate from a foreign currency to the local currency, therefore making it impossible for the system to accurately translate the line and distribution line amounts to the local currency. Rather than attempting to translate the foreign currency to the local currency the system does not copy an amount to the line when the source document and the Third party vendor's currency differ.

In the case where the currency of the source document differs from that of the Third Party voucher, all line information is copied but the amount on both the line and the distribution line is 0.00. The system issues a warning message indicating that 0.00 will be copied to the lines as the currency of the source document does not equal that of the Third Party vendor.

See Also

“Entering and Processing Vouchers Online,” Finding, Updating and Correcting a Range of Voucher Lines

“Entering and Processing Vouchers Online,” Using Source Documents to Create Vouchers Online

“Defining PeopleSoft Payables Business Units,” Completing Tax Options

Reviewing the Third-Party VAT-Only Invoice

Access the Invoice Information page.

Invoice Information | Payments | Voucher Attributes | Accounting Information

Style: Third Prty Entry Status: Open [Comments](#)
Unit: CAN01 Voucher ID: NEXT Budget Status: Valid Post Status: Unposted

Copy from a Source Document
PO Unit: Purchase Order: [Copy PO](#) Worksheet Copy Option: None

Vendor
Vendor: CAN0000001
Name: TANDEM-001
Location: MAIN
Address: 1
Tandem Computers
Address 1
City 1, MB CAN

Invoice
Invoice No: Invoice Date: Acctg Date: 12/20/2001
Pay Terms: Due Now
Misc Amt: Freight Amt: 100.00
Sales Tax: [Non Merchandise Summary](#)
SUT Exempt ☒ Use Tax: [VAT Summary](#)
VAT: 175.00
Total: 275.00 Curr: CAD Balance: 0.00

Invoice Lines Find | View 1 First 1-3 of 3 Last

1 Dist by: Amt SpeedChart ☐

Item	Description	Quantity	Unit Price	UOM	Extended Amt
					1,000.00

[SUT/VAT/Intrastat](#)

Distribution Lines Customize | Find | View All First 1 of 2 Last

ChartFields	Exchange Rate	Statistics	Assets	VAT						
Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product
1	500.00		CAN01	635000						

Reviewing an invoice in U.S. dollars for a Canadian business unit (VCHR_EXPRESS1) (1 of 2)

2 'Dist by: Amt SpeedChart ☐

Item	Description	Quantity	Unit Price	UOM	Extended Amt
					1,500.00

SUT/VAT/Intrastat

▼ Distribution Lines Customize | Find | View All | First 1 of 1 Last

ChartFields	Exchange Rate	Statistics	Assets	VAT
Amount	Quantity	'GL Unit	'Account	Oper Unit
1	1,500.00	CAN01	615000	

3 'Dist by: Amt SpeedChart ☐

Item	Description	Quantity	Unit Price	UOM	Extended Amt
					0.00

SUT/VAT/Intrastat

▼ Distribution Lines Customize | Find | View All | First 1 of 1 Last

ChartFields	Exchange Rate	Statistics	Assets	VAT
Amount	Quantity	'GL Unit	'Account	Oper Unit
1	0.00	CAN01	635000	

Reviewing an invoice in U.S. dollars for a Canadian business unit (VCHR_EXPRESS1) (2 of 2)

The third-party voucher is now linked to a regular voucher, and the system has modified data on several pages as a result of this linkage.

Related Voucher

This field is only populated if the third-party voucher line and distribution lines are populated based on a single voucher.

Amount

Defaults from the original, regular vouchers. The amounts for the regular voucher created in Canadian dollars copy successfully. The amounts for the regular voucher created in US dollars are zeroed out.

Account

Defaults from the original, regular voucher.

Freight

Freight amounts are in Canadian francs.

VAT

VAT amounts are in Canadian francs.

Note. To ensure that the VAT basis amount is correct, you must manually translate the amount that is copied into the distribution from the regular voucher.

Modifications on the VAT Header page

[Back to Invoice](#)

Unit: CAN01	Invoice:	Vendor: Tandem Computers
Voucher: NEXT	Date:	ID: CAN0000001

VAT Reporting Entity: CAN01V **Entered VAT Amount:** 175.00

VAT Entry Control

☒ Record Input VAT ☐ Record Output VAT

VAT Calculation Rules

VAT Calculation Type: Exclusive

Calculate at Gross or Net: G

VAT Rounding Rule: N

☒ Include Freight

☒ Include Miscellaneous

☐ Recalculate at Payment

☒ VAT on Advance Payments

VAT Reporting Control

VAT Declaration Point: Invoice **Buyer's Registration Country:** CAN ☐ Reset Seller Reg Country

VAT Declaration Date: **Ship to Country:** CAN ☐ Reset Buyer Reg Country

VAT Treatment: DOM ☐ Amounts in Reporting Currency

Vendor VAT Information

Seller's Registration Country: CAN

Seller's VAT Registration: CA 550911895 **Ship From Country:** CAN

Voucher Line Defaults

Tax Code: CA1 **VAT Transaction Type:** CSTD **VAT Use Type:** VAT2

VAT Non-Recovery Charge: NRVATPR ☐ Prorate Non-Recoverable VAT

☐ Allocate Non-Recoverable VAT

Reviewing an invoice in U.S. dollars for a Canadian business unit (VCHR_VAT_HD_EXP)

On the VAT Header page, the VAT values default from the vendor.

Modifications on the Voucher Line Tax Information page

Voucher Line Tax Information

Voucher Line: 1

Ship To Location: B.COLUMBIA

▼ Sales and Use Tax

Tax Destination: ONTARIO

Ultimate Use Code:

SUT Excpth Cert:

Tax Code SUT: 0.000

SUT Apply: Exempt

▼ Value Added Tax

Use Type: COMM

Txn Type: CSTD

VAT Code: CA1

Applicability: VAT Only

▼ Intrastat

Nature of Transaction 1: ☐

Nature of Transaction 2: ☐

Fiscal Regime: ☐

OK Cancel Refresh

Reviewing an invoice in U.S. dollars for a Canadian business unit (VCHR_LINE_TAX)

Use Type

Defaults from the regular voucher (not the third-party vendor) because the Use Type entered on the regular voucher captures the details of the purchase.

Txn Type (transaction type)

It is recommended that a VAT transaction type code be defined for third-party VAT vouchers and that this value be manually overridden on the third-party voucher to ensure that the third-party voucher can be identified on VAT reports.

Applicability

Defaults as *VAT Only*. *Taxable* is not a valid value for third-party vouchers.

Modifications on the VAT Summary page

[Back to Invoice](#)

Unit: CAN01 Invoice: Vendor: Tandem Computers
 Voucher: NEXT Date: 12/20/2001 ID: CAN0000001

Payment Amount:	275.00	Taxable Amount:	2,600.00	VAT on Invoice:	175.00
Discount Amount:	0.00	Recoverable VAT:	175.00	VAT Not on Invoice:	0.00
Freight Amount:	100.00	VAT Non Recv:	0.00	Entered VAT:	175.00
Misc. Amount:	0.00	VAT Rebate:	0.00	Calculated VAT:	182.00

VAT Information [Customize](#) | [Find](#) | First 1 of 1 Last

Code	Percent	VAT Basis	Calculated VAT	Invoiced VAT	Recoverable VAT	VAT Non Recoverable	VAT Rebate
CA1	7.0000	2,600.00	182.00	175.00	175.00	0.00	0.00

Reviewing an invoice in U.S. dollars for a Canadian business unit (VCHR_VAT_SM_EXP)

The calculated VAT is based on the amount that is reported on the regular voucher. (Remember, if the VAT is in a currency other than that of the third party, it needs to be calculated and entered). If freight or miscellaneous charges are included on the third-party voucher, and the Voucher VAT Header page indicates that freight or miscellaneous charges should be included, these amounts are added to the amount that is reported on the regular voucher.

Creating Unlinkable Third-Party Vouchers

Access the Invoice Information page.

Invoice Information [Payments](#) [Voucher Attributes](#) [Accounting Information](#)

Style: Third Party Voucher [Doc Seq](#) [Voucher Comments](#)
 Unit: FRA01 Voucher ID: NEXT Budget Status: Not Chk'd Post Status: Unposted

Copy from a Source Document
 PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor [Advanced Vendor Search](#)
 Vendor: FRA0000001
 Name: AXIS-SYSTEM-001
 Location: MAIN
 Address: 1
 Axis Systems
 998 Rue de Courcelles
 Paris FRA

Invoice
 Invoice No: Related Voucher:
 Invoice Date: Acctg Date: 11/14/2001
 Pay Terms: Due Now
 Misc Amt:
 Freight Amt:
 VAT: VAT Summary
 Total: 0.00 *Curr: FRF Balance: 0.00

[Non Merchandise Summary](#)

Invoice Lines [Find](#) | [View All](#) | First 1 of 1

1 *Dist by: Amt SpeedChart View PO/Receiver View Associated Receiver(s)

Item	Description	Quantity	Unit Price	UOM	Extended Amt	Tax	Force Price	In Error	Related Voucher
1					0.00				

Distribution Lines [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1

ChartFields	Exchange Rate	Statistics	Assets	VAT	Entry Event	*Account	Alt Acct	OpenItem	Open Unit
In Error	Amount	Quantity	*GL Unit	Budget Date					
1		0.00	FRA01	11/14/2001		122000	666800	899996	

Entering an unlinkable invoice in U.S. dollars for a French business unit (VCHR_EXPRESS1)

If you receive a voucher that does not provide enough information to link it to another voucher, you enter a third-party voucher. However, you don't follow the hyperlink to copy the original, regular voucher. Instead, complete the following:

Currency	Defaults in from the vendor.
Account	Enter the Rounding Suspense Account from the Accounting Entry template.
Amount	There is no value in the Amount field on the distribution line. To save the voucher and calculate a VAT basis amount, you must enter the distribution amount manually. You can also enter the account number manually.

Note. If you need to prorate nonrecoverable VAT, miscellaneous, or freight, you need an account number. If you are not prorating, the account number that defaults in does *not* need to be changed. If you need to prorate, this account number should be changed to the appropriate expense account.

Here is what happens on the various VAT options pages in the Voucher component:

- The values on the VAT Header page default in based on the defaulting hierarchy.
- Once you have entered the freight, VAT and distribution line amounts, you can calculate the VAT on the VAT Summary page.
- The VAT Use Type on the Voucher Line VAT Information page defaults from the vendor. To ensure that accounting entries are calculated correctly, you must also enter the VAT Applicability as *Taxable* on this page.

See Also

Linking the Regular Voucher to the Third-Party Voucher

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

CHAPTER 30

Processing Withholding in PeopleSoft Payables

This chapter provides an overview of withholding and describes how to:

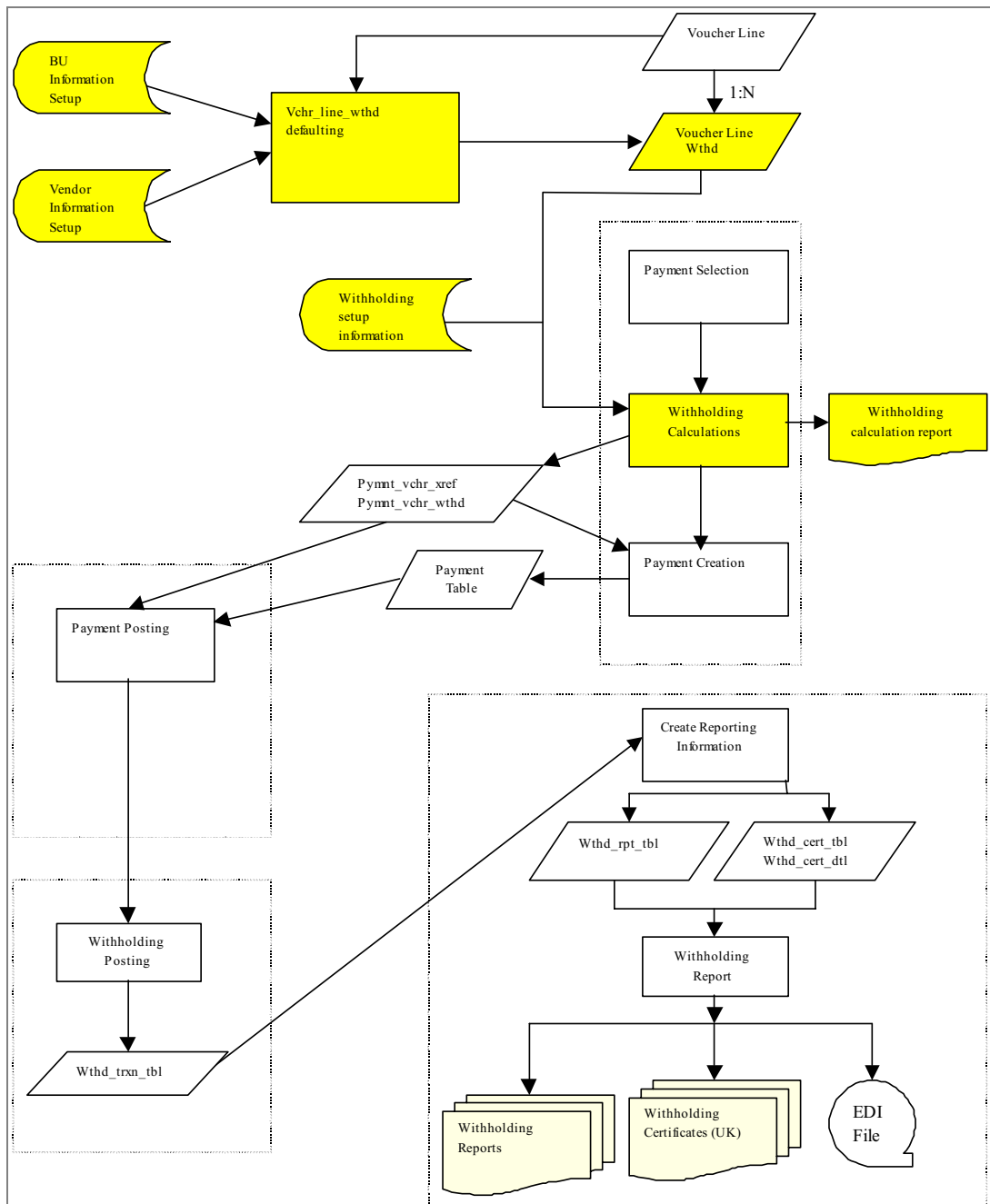
- Set up your withholding environment.
- Defining withholding reports.
- Enter withholding transactions.
- Calculate withholding.
- Post withholding transactions.
- Adjust withholding manually.
- Generate withholding reports.
- Review withholding information.

Understanding the Withholding Process

Our withholding architecture enables you to meet the varying withholding requirements of different countries. To use withholding in PeopleSoft Payables, you must first set up your withholding environment, complete your business unit withholding setup, and set up your withholding vendors. The setup information you provide defaults onto the applicable voucher lines.

The system calculates the actual withholding amounts as part of the Pay Cycle. To generate withholding reports, you need to post your payments and then post your withholding transactions. The system creates reporting information from the posted withholding transactions, enabling you to generate withholding reports, withholding certificates, and/or files as applicable.

Although 1099 reporting differs slightly, the following diagram generally illustrates the withholding process:



Withholding Process Flow diagram

You complete the withholding process as follows:

1. Set up your withholding environment under Withholding (Accounts Payable, Administration, Withholding).

Set up the appropriate withholding rules, classes, types, jurisdictions and entities. Under the withholding entity, combine the withholding rules and types and define the type of control information required from the vendor to process the withholding. You can also combine different withholding entities with different sets of withholding rules and types in a

withholding code. For example, a U.S. vendor may be subject to state withholding in addition to federal withholding. As a final step, set up the withholding reports to meet your reporting requirements.

2. Enter withholding vendors.

Make any vendor a withholding vendor by selecting the Withholding check box on the Vendor Information – Identifying Information Page, and by transferring to the Withholding Vendor Information page, or the 1099 page where you select the appropriate withholding entity and enter the associated withholding control information.

3. Enter withholding vouchers.

The type of withholding that you define for the vendor defaults to each voucher line. So, any vouchers you enter for a vendor that you have defined as a withholding vendor are subject to withholding. If the voucher is for a withholding vendor, you can click the Withholding link on the Voucher – Invoice Information page to access the Withholding Detail page, where you can view the withholding for each voucher line and make the lines not withholding applicable, or make adjustments as needed.

4. Pay the vouchers.

Depending on your withholding setup, the system may generate a separate withholding payment to the tax authority when the voucher is paid, or just calculate the withholding for reporting to the tax authority. During payment posting, a liability is created for the withholding portion. As you pay the withholding portion, the liability is reduced based on your General Ledger setup.

5. Post the withholding.

Posting combines voucher and payment information into transaction tables.

6. View withholding balances online.

7. Complete the required set up for generating your withholding reports by entering your withholding control information and running a withholding control report.

Once you have completed these steps you can run your withholding reports based on the requirements of your tax authority.

See Also

Entering Withholding Vouchers

“Global Withholding Requirements”

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Creating Vendor Records

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Defining Withholding Options

Business Unit Categories and Vendor Categories

As we have seen, the withholding percentage depends on jurisdiction as well as on the classification (or activity) for a given transaction. Furthermore the withholding percentage depends on the relationship that exists between you (your business unit) and your vendor. In some countries, whether or not your vendor is registered through the proper authorities may influence the withholding percentage for a given transaction. Also, the way you operate your business (from your tax authority's point of view) further influences what percentage you use for withholding purposes.

Taking Ganancias (an Argentine Withholding Type) as an example, there are several different possible withholding percentages that you may use for an activity, depending on the relationship you have with your vendor:

- Business Unit Centralized and Vendor Registered.
- Business Unit Centralized and Vendor Not Registered.
- Business Unit Decentralized and Vendor Registered.
- Business Unit Decentralized and Vendor Not Registered.

For Ganancias, those four different possibilities need to be accounted for and each may have different withholding rules associated with them.

To accommodate these possibilities, we built two tables (WTHD_BU_CAT and WTHD_VNDR_CAT). The first one represents the possible business unit categories for withholding taxes, and the second one represents the possible vendor categories for those same withholding taxes.

For each business unit, you can define the possible categories that would yield different withholding calculation. Here are some example categories that could be set for Ganancias:

Withholding Tax	Category
Ganancias	Centralized
Ganancias	Decentralized

For each vendor, you can define the possible categories that would yield different withholding calculations. Here are some categories that could be set for Ganancias:

Withholding Tax	Category
Ganancias	Registered
Ganancias	Not Registered

You can define these categories at the business unit and vendor level, and can set up withholding entities with different withholding rules for each permutation of those categories.

We have created a child table to the current WTHD_ENTITY_DTL record called WTHD_CATEGORY for this purpose. Here is a depiction of this new record:

<i>Entity</i>	<i>Type</i>	<i>Jurisdiction</i>	<i>Class</i>	<i>BU Category</i>	<i>Vendor Category</i>	<i>Wthd Rule</i>
Arg. Govt	Ganancias	Buenos Aires	Lawyer fees	Centralized	Registered	10%Rule
				Centralized	Not Registered	12%Rule
				Decentralized	Registered	5%Rule
				Decentralized	Not Registered	7%Rule

See Also

Defining Withholding Entities

Common Elements Used in This Chapter

Entity	Tax authority.
Type	Defines withholding at the highest level in Payables. For example, in the U.S. 1099 is a withholding type.
Jurisdiction	Jurisdictions introduce an additional level of classification between the withholding type and class.
Class	For each withholding type, you can define subdivisions or classes, such as Rent, or Royalties.

Prerequisites

There is some set up information required at the General Ledger business unit level. While set up at the Payables level serves internal purposes, set up at the General Ledger level provides information to the tax authorities on behalf of whom you withhold. These authorities want a Tax ID Number, Type, and Jurisdiction information, and they want to know whether or not you are a collecting agent for them.

When you enter a voucher in Payables, the system determines for which charges the vendor is withholdable, and also checks to see for whom (which tax authorities/entities) the General Ledger business unit is a collection agent.

Set up withholding for the General Ledger business unit on the Procurement Acctg Control – Withholding page. You must set up withholding entities, types, and jurisdictions, as well as Business Unit categories in Withholding (Accounts Payable, Administration, Withholding) before you can complete the set up for General Ledger.

See Also

“Defining PeopleSoft Payables Business Units,” Choosing Withholding Options

Setting up Your Withholding Environment

We provide a withholding architecture that enables you to meet the varying withholding requirements of the different countries with which you do business. As a first step, ensure that your withholding is correctly set up by doing the following:

- Define withholding rules.
- Define withholding types and classes.
- Define withholding jurisdictions.
- Define business unit categories.
- Define vendor categories.
- Define withholding entities.
- Define withholding options.
- Define vendor information for the entity.
- Define business unit information for the entity.
- Specify withholding ChartFields.
- Define withholding codes.

Pages Used to Set Up Your Withholding Environment

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Withholding Rule	WTHD_RULE	Accounts Payable, Administration, Withholding, Rules	Establish rules that determine the actions to be taken during withholding. For example, you can create rules to define the amount of withholding and to determine different percentages based on the size of the transaction amount. You can also create tiered-based withholding on this page.

Page Name	Object Name	Navigation	Usage
Rule	RUN_APY7010	Accounts Payable, Reports, Withholding, Rules	Define run parameters for the Withholding Rules Report (APY7010). Use this report to review withholding rules.
Withholding Type	WTHD_TYPE	Accounts Payable, Administration, Withholding, Types and Classes	Define withholding at the highest level in Payables. For example, in the U.S. 1099 is a withholding type. For each withholding type, you can define subdivisions or classes, such as Rent, or Royalties.
Type	RUN_APY7020	Accounts Payable, Reports, Withholding, Types	Define run parameters for the Withholding Types Report (APY7020). Use this report to review withholding types.
Withholding Jurisdictions	WTHD_JURISDICTION	Accounts Payable, Administration, Withholding, Jurisdictions	Define withholding jurisdictions for this withholding Type. Jurisdictions introduce an additional level of classification between the withholding type and class. Jurisdiction also enables you to define different withholding percentages based on where the vendor is located as well as on the classification (or activity) of a given transaction.
Business Unit Categories	WTHD_BU_CAT	Accounts Payable, Administration, Withholding, Business Unit Categories	Define the relationship that exists between you (your business unit) and your withholding entity. As jurisdiction and classification do, this relationship affects your withholding percentages.

Page Name	Object Name	Navigation	Usage
Vendor Categories	WTHD_VNDR_CAT	Accounts Payable, Administration, Withholding, Vendor Categories	Define the relationship that exists between the withholding entity and your vendor. As jurisdiction and classification do, this relationship affects your withholding percentages.
Withholding Entity	WTHD_ENTITY	Accounts Payable, Administration, Withholding, Withholding Entities, Withholding Entity	Define your withholding entities (tax authorities). Enter the vendor information for the entity, define the file layout, currency code and rate, and applicable withholding rules and types. You can also create a separate withholding payment, and tie Business Unit and Vendor Categories to the entity.
Withholding Options	WTHD_FLAGS	Click the Misc. Setup link on the Withholding Entity page.	Determine what constitutes the basis for your withholding, and specify how to apply the withholding balance.
Entity Fields – Vendor	WTHD_ENTITY_FIELDS	Accounts Payable, Administration, Withholding, Withholding Entities, Entity Fields - Vendor	Indicate which information the tax authority (entity) requires for your vendors.
Entity Fields – Business Unit	BU_WTHD_ENT_FIELDS	Accounts Payable, Administration, Withholding, Withholding Entities, Entity Fields – Business Unit	Indicate which information the tax authority (entity) wants to know about your business units.

Page Name	Object Name	Navigation	Usage
ChartFields	WTHD_CF	Accounts Payable, Administration, Withholding, Withholding Entities, ChartFields	Set up accounting ChartField parameters. Specify General Ledger information for each Withholding Class; indicate where the withholding amounts are going with respect to General Ledger.
Entity	RUN_APY7030	Accounts Payable, Reports, Withholding, Entities	Define run parameters for the Withholding Entity Report (APY7030). Use this report to review withholding entities.
Withholding Codes	WTHD_CODE	Accounts Payable, Administration, Withholding, Withholding Codes	Define withholding codes. A withholding code represents a set of withholding entity types, jurisdictions, and classes that you want to apply at the same time. For example, you may want to apply both a federal and local withholding. In this case, you can define a withholding code to combine the two withholding entities and use this code when you override withholding information at the voucher line level.
Code	RUN_APY7040	Accounts Payable, Reports, Withholding, Codes	Define run parameters for the Withholding Codes Report (APY7040). Use this report to review withholding codes.

Defining Withholding Rules

Access the Withholding Rule page.

Withholding Rule

Withholding Rule: ARG04

Description: Ganancias tiered

Rule Information Find First 1 of 1 Last

***Effective Date:** 01/01/1900  ***Status:** Active   

Rule Details Customize | Find | View All  First 1-3 of 3 Last

From Basis Amount	To Basis Amount	Percent Withheld	Additional Amount		
0.00	5000.00	1.00	0.00		
5000.01	10000.00	1.50	50.00		
10000.01	9999999999.99	2.00	125.00		

Withholding Rule page

From Basis Amount	Enter the lower amount of a range for which you want to define a percentage to be withheld.
To Basis Amount	Enter the upper amount of a range for which you want to define a percentage to be withheld.
Percent Withheld	Enter the percentage to be withheld for the range you defined.
Additional Amount	The amount to be added to the withholding calculation.

See Also

“Resolving Complex Withholding Scenarios,” Using Tiered-Based Withholding

“Resolving Complex Withholding Scenarios,” Using Period-Based Withholding

Defining Withholding Types and Classes

Access the Withholding Type page.

Class	Specify any classes that belong to this withholding type, and enter a description for each class that you add.

Defining Withholding Jurisdictions

Access the Withholding Jurisdictions page.

Withholding Jurisdiction Specify any withholding jurisdictions that belong to this withholding type, and enter a description for each jurisdiction that you add.

Defining Business Unit Categories

Access the Business Unit Categories page.

Category Specify any category that belongs to this withholding type, and enter a description for each category you add.

See Also

Business Unit Categories and Vendor Categories

Defining Vendor Categories

Access the Vendor Categories page.

Vendor Category Specify any vendor category that belongs to this withholding type, and enter a description for each vendor category that you add.

See Also

Business Unit Categories and Vendor Categories

Defining Withholding Entities

Access the Withholding Entities page.

Withholding Entity [Entity Fields - Vendor](#) [Entity Fields - Business Unit](#) [Chartfields](#)

Entity: IRS
Description: Internal Revenue Service Last Report Date:

Withholding Entity [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 01/01/1900 Status: Active
*Vendor: SHARE USA0000064 B2B Solutions *Currency Code: USD Dollar
*Location: MAIN *Rate Type: CRRNT Current
*Address: 1 File Layout: US 1099 Misc *Round Option: Natural

Withholding Class [Find](#) | [View All](#) First 1 of 11 Last

*Type: 1099 *Jurisdiction: FED *Class: 01 Min Amt to Rpt: 600.00
[Misc. Setup](#)

Withholding Categories [Customize](#) | [Find](#) | [View All](#) First 1-2 of 3 Last

[Main Information](#) [Additional Info](#)

*Business Unit Category	*Vendor Category	*Withholding Rule	Description	Create Pmnt	*Hold
NONE	HOLD	RULE0	Zero Percent Withholding rule	☐	Hold Both
NONE	RPT	RULE0	Zero Percent Withholding rule	☐	No Hold

Withholding Entity page

Note. You must define the vendor information for the withholding entity in the Maintain Vendors component before you can complete the Withholding Entity page. Your entities are vendors, just as is every other payee in your system. Set the entity up as a vendor so that you know to whom to send the withholdings. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Withholding Entity

Vendor	Select the entity's SetID and vendor ID number.
Currency Code	Specify the reporting currency code for the entity.
Location	Select the entity's location.
Rate Type	Specify the reporting rate type for the entity.
Address	Select the entity's address.
File Layout	Select the appropriate reporting file layout.
Round Option	Select the appropriate rounding option:
	<i>Down:</i> Round all decimals down to the next whole number.
	<i>Natural:</i> Round normally. If the calculated withholding amount is less than five, round down; if it is five or above, round up.
	<i>Up:</i> Round all decimals up to the next whole number.

Withholding Class

Specify all the possible combinations of withholding types, jurisdictions, and classes for this entity.

Misc. Setup	Click to select options that determine what constitutes the basis for your withholding.
Min Amt to Rpt (minimum amount to report)	Used as a minimum for creating reporting information for a vendor.

Withholding Categories

Tie the Business Unit Categories and the Vendor Categories to your Withholding Rules. Different combinations of Business Unit Categories and Vendor Categories may require different withholding rules.

Entities may categorize your business units differently. For example, in Argentina, one business unit may be considered *centralized* while another is considered *decentralized*. Different withholding parameters may be offered for each based on the type of business unit. Likewise, your vendors may also be categorized differently, depending on whether the vendors are *registered* or *non-registered*. Again, their withholding parameters may vary depending on the type of vendor with which you conduct transactions. The fields in the Withholding Categories group box enable you to capture all of the different possible relationships you may have with your entities and your vendors, and the resultant withholding percentages, or rules which apply when you transact with them.

Main Information Tab

Business Unit Category	Select the business unit category for this entity.
Vendor Category	Select the vendor category for this entity.
Withholding Rule	Select the withholding rule for this entity.
Create Pmnt (Payment)	Select if you want to create separate payments for the withholding. Otherwise, withholding is not calculated, although basis amounts are reported. (Creating a zero percent withholding rule accomplishes the same result).
Hold	Select to hold these payments. The available options are: <i>Hold Both</i>: Hold both the payment and the withholding amount. <i>Withd Only</i>: Hold the withholding amount only. <i>No Hold</i>: Do not hold the payment or withholding amount. You can override the option you select here at the vendor level on the Withholding Vendor Information page. Tip: If you wish to hold the vendor's payment, you can set the rule at zero percent and set the hold option to <i>Hold Both</i>.

Additional Info Tab

Withholding Entity Entity Fields - Vendor Entity Fields - Business Unit Chartfields

Entity: IRS
 Description: Internal Revenue Service Last Report Date:

Withholding Entity Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 Status: Active + -
 *Vendor: SHARE USA0000064 B2B Solutions *Currency Code: USD Dollar
 *Location: MAIN MAIN *Rate Type: CRRNT Current
 *Address: 1 File Layout: US 1099 Misc *Round Option: Natural

Withholding Class Find | View All First 1 of 11 Last

*Type: 1099 *Jurisdiction: FED *Class: 01 Min Amt to Rpt: 600.00 + -
[Misc. Setup](#)

Withholding Categories Customize | Find | View All First 1-2 of 3 Last

Main Information Additional Info

Min Basis	Min Withhold	Appl. 1st Pmnt	Calendar Setid	Calendar ID
		☐		
		☐		

Withholding Entity: Additional Info page

Min (Minimum) Basis

Enables you to prevent withholding if the transaction is less than a set amount.

Indicate the minimum amount of a transaction for which you process withholding. If the transaction is less than the amount you indicate here, the system does not process the withholdings for it.

This amount is assumed to be in the currency of the entity to which you report withholding, and is based on the setting from the Withholding Options Page.

Example: Using Minimum Basis for Transaction Amount

This type of restriction means that unless the transaction amount is greater than a set fixed amount, the system does not apply any withholding.

Let's say, for example, that you withhold at 10% and have your fixed amount set at USD 1000. If the transaction amount is USD 700, the system does not perform any withholding on this transaction. However if the transaction amount is USD 1500, the withholding is calculated as 10% on the entire USD 1500 and is equal to USD 150.

Min (Minimum) Withhold

Enables you to prevent withholding if the withholding amount is less than a set amount.

Indicate the minimum amount of withholdings for which you process withholding. If the calculated withholdings are less than the amount you indicate here, the system does not process the withholdings.

This amount is assumed to be in the currency of the entity to which you report withholding.

Example: Using Minimum Basis for Withholding Amount

This type of restriction means that unless the calculated withholding amount is greater than a set fixed amount, the system does not apply this calculated withholding.

Let's say, for example, that you withhold at 10% and have your fixed amount set at USD 100. If the transaction amount is USD 700, the system does not perform any withholding on this transaction since it would amount to USD 70. However, if the transaction amount is USD 1500, the withholding is calculated as USD 150 and is withheld.

Note. With period-based withholdings, it is possible that the withholding can exceed the payment amount.

Appl. 1st Pmnt (apply first payment)

Select if you want to apply the entire withholding amount to the first payment when the payments are split up into multiple installments.

If you do not select this check box, the system treats each payment separately and splits the withholding across the payments.

Some tax types specify that the full amount of the withholding (for a given voucher) be paid entirely on the first installment paid to the vendor.

Example: Using Apply First Payment

This example assumes a 10% withholding.

Voucher #00000120 is scheduled to be paid in two equal installments of USD 500.00 each. In this case, the payment of both installments would be as follows:

- January 1999. First payment is made to the vendor.

Payment is for USD 400 and withholding is for USD 100 (10% of the whole transaction).

- February 1999. Second payment is made to the vendor.

Payment is for USD 500 and no withholdings occur.

Note. Whenever you apply this method, you run the risk that the withholding will be greater than the payment amount, in which case the system rejects the transaction by throwing an exception. You then have to increase the size of the first payment manually so that the transaction can be processed.

Calendar SetID

If you are using period-based withholding, select the SetID of the calendar you want to use.

Calendar ID

If you are using period-based withholding, select the ID of the calendar you want to use.

See Also

Defining Withholding Options

Business Unit Categories and Vendor Categories

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Defining Withholding Options

Defining Withholding Options

Access the Withholding Options page.

Withholding Options

Withd Basis Amt Determination

☒ Apply Net ☒ Apply Misc Chg

☐ Apply Sales/Use Tax ☐ Apply Discount

☒ Apply Freight ☐ Apply VAT

Apply Withholding Balance to

☒ Remit to vendor

☐ Invoicing Vendor

OK Cancel

Withholding Options page

Withd Basis Amt Determination (Withholding Basis Amount Determination)

Select the checkboxes to apply these amounts to the withholding basis amount. (Apply Net applies the merchandise amount).

Note. Withholding is calculated as the payment occurs, and the system calculates withholding when discounts are taken, if the **Apply Discount** check box is selected.

Apply Withholding Balance To

These fields are used to determine the proper vendor during reporting and also to determine the vendor for whom you accumulate basis amounts and withholdings on period-based withholding. Select either the **Remit to vendor** or the **Invoicing Vendor**.

Note. Some countries report withholdings according to their remit-to vendors; other countries, such as France, report the withholdings according to the invoicing vendor. For 1099 reporting, the vouchering vendor will be used to report to the IRS.

Defining Vendor Information for the Entity

Access the Entity Fields – Vendor page.

Entity: IRS Internal Revenue Service			
Vendor Fields			
	Required	Optional	Withhold
_ Date of Birth	☐	☐	☐
_ Birth Location	☐	☐	☐
_ Certificate Expiration	☐	☐	☐
_ Certificate Number	☐	☐	☐
_ Certificate type	☐	☐	☐
_ Company	☐	☐	☐
_ Direct Sales of \$5000 or More	☒	☒	☐
_ Number of children	☐	☐	☐
_ Profession	☐	☐	☐

Entity Fields – Vendor page

Required

Select to specify that this information is *required* when users enter vendor information.

Optional

Select to specify that this information is *optional* when users enter vendor information.

Withhold

Select to specify whether optional fields are subject to withholding if they are missing. For example, if a given field is optional and you've opted to withhold for this field, the vendor is automatically flagged as withholdable if this given field is not entered at the vendor level. An example of this in the U.S. is the Taxpayer Identification Number (TIN).

Define Business Unit Information for the Entity

Access the Entity Fields – Business Unit page.

Currently there is only one field on this page (for Argentine purposes), but you can add your own fields here if you find information which tax authorities in the countries you do business with may want to know about your business units. Adding new fields requires that you add the

field to the BU_WTHD_FLD_SBR and BU_WTHD_JUR page as well as building the WTHD_BU_JUR record from Application Designer.

Note. This information shows up on the Procurement Acctg Control – Withholding Page.

See Also

“Defining PeopleSoft Payables Business Units,” Choosing Withholding Options

Specifying Withholding ChartFields

Access the ChartFields page.

Type	Jurisdiction	Class	*Account	Alternate Account	Oper Unit	Fund	Department	Program	Class
1099	FED	01	100004						
1099	FED	02	100001						

ChartFields page

Account

Select the account to be used as the withholding liability account in General Ledger. Select the ChartFields associated with the account you selected.

Defining Withholding Codes

Access the Withholding Codes page.

Withholding Codes

SetID: SHARE CORPORATE SETID
 Code: 01
 Description: Rents

Withholding Codes							Customize	Find	View All	First	1 of 1	Last
*Entity	*Type	Withhold Type Description	Jurisdiction	Jurisdiction Description	Class	Description						
IRS	1099	1099 Withholding	FED	Federal	01	Rents						

Withholding Codes page

Create withholding codes by selecting entities, types, jurisdictions and classes that you want to apply at the same time. For example, you can select federal and local entities and withhold for both simultaneously.

You can select the Withholding Codes that you create here on the Withholding Detail page.

See Also

Entering Withholding Vouchers

Defining Withholding Reports

Withholding reporting is processed from the Withholding Report table.

Here is how to define withholding reports:

- Specify withholding selection criteria.
- Specify process type and name.

Pages Used to Define Withholding Reports

Page Name	Object Name	Navigation	Usage
Report Definition 1	WTHD_RPT_DFN	Accounts Payable, Administration, Withholding, Report Definition, Report Definition 1	Specify selection criteria for withholding reports. Define the layout of the withholding reports based on your tax authority's reporting and filing requirements.

Page Name	Object Name	Navigation	Usage
Report Definition 2	WTHD_RPT_DFN2	Accounts Payable, Administration, Withholding, Report Definition, Report Definition 2	Specify the type and name of the process you are using to populate the Withholding Report table for each withholding report you define.

Specifying Withholding Selection Criteria

Access the Report Definition 1 page.

The screenshot shows the 'Report Definition 1' page. At the top, there are tabs for 'Report Definition 1' and 'Report Definition 2'. Below the tabs, the 'Report ID' is 'PPS2'. The 'Description' field contains 'PPS - Annual reconciliation'. The 'Entity' is 'ATO' (Australian Tax Office). Below this is the 'Report Line' section, which has a table with one row: 'Line Number' 1, 'Description' 'PPS - Annual reconciliation'. Below the 'Report Line' section is the 'Report Line Definition' section, which has a table with one row: 'Include' checked, 'Type' 'PAYG', 'Description' 'PAYG', 'Jurisdiction' 'AUSTF', 'Class' '01'. The table has columns for 'Include', 'Type', 'Description', 'Jurisdiction', 'Class', and 'Description'.

Report Definition 1 page

Note. When you are defining report lines, it helps to think of each line as a box on the government withholding forms.

Entity Select the withholding entity whose report you are defining.

Report Line

Line Number Enter a report line number for the line.

Report Line Definition

Include Select this check box at the beginning of the line for each type you are including in the report.

Type Select the withholding type you want to include in that line on the report.

Jurisdiction	Select the withholding jurisdiction you want to include in that line on the report.
Class	Select the withholding class you want to include in that line on the report.

Specifying Process Type and Name

Access the Report Definition 2 page.

Report ID: PPS2 PPS - Annual reconciliation

Reporting Processes			Customize	Find	View All	First	1 of 1	Last
Process Type	Process Name	Description						
Crystal	APY8048-	Withholding for Australia						

Report Definition 2 page

Specify the process type and process name you are using to generate the report.

Entering Withholding Vouchers

This section explains how to enter withholding vouchers.

Prerequisites

You must set up withholding vendors before entering withholding vouchers. Set up withholding for vendors at the Vendor Location level.

Any vendor entered into the system can be a withholding vendor. Flag a vendor as withholding-applicable on the Vendor Information - Identifying Information page by selecting the Withholding check box. From this component, you can then transfer to the Withholding Vendor Information page, using the Location page. Using the Withholding Vendor Information page or the 1099 page, select the withholding entity and enter the required control information.

You must also enter the tax authority or authorities to which you are reporting withholding, or making withholding payments as vendors.

During voucher entry, PeopleSoft Payables marks any vouchers for a withholding vendor as withholding-applicable. On the Voucher Invoice – Information page, click the Withholding link to transfer to a related withholding page on which you can override the withholding for the individual voucher lines.

If you try to save a vendor that has been flagged as withholding but which has insufficient information, the system issues a warning. Likewise, if a vendor wasn't set up completely and you create a withholdable voucher for the vendor with insufficient information, the system issues a warning upon save.

Note. You must select a withholding-applicable vendor to activate the Withholding link on the Voucher – Invoice Information page.

See Also

“Defining PeopleSoft Payables Business Units,” Choosing Withholding Options

“Entering and Processing Vouchers Online,” Creating Vouchers Online

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Creating Vendor Records

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining Withholding Options

Pages Used to Enter Withholding Vouchers

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Withholding Detail page	VCHR_WTHD_EXP	Click the Withholding link on the Voucher – Invoice Information page.	Override the withholding for the individual voucher lines.

Entering Withholding Vouchers

Access the Withholding Detail page.

[Back to Invoice](#)

Unit: US001 Invoice: Vendor: Withholding Applicable vendor
 Voucher: NEXT Date: ID: AUS0000080

Prepayment Options

Postpone Withholding? ☐

Line	Descr	Withholding Code	Withholding Applicable
1			☒

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Rule Ovr	Applicable
1						☐

Withholding Detail page

Postpone Withholding?

Select this check box to postpone withholding for Prepaid Vouchers. If you select this option, withholding is *not* calculated when the Prepaid voucher is paid. It is calculated when the regular voucher is created.

Line

Displays the line number for the voucher line whose withholding information you are viewing.

Withholding Code

If you are using Withholding Codes to combine a set of withholding entity types, jurisdictions, and classes that you want to apply at the same time, you can select a withholding code for this voucher line.

You can utilize Withholding Codes, but you may choose instead to utilize the options in the grid which enable you to create the combinations you need.

Withholding Applicable

Clear this check box to override all the withholding for the individual voucher lines.

Entity

The entity, **Type**, **Jurisdiction** and **Class** that you selected for the vendor default here at the voucher line level. You can override the defaults by selecting new values on this page.

**Withholding Basis Amt
Override**

If you need to withhold on the basis of an amount other than the amount you established as the basis for withholding on the Withholding Options page, enter that amount here.

If you don't enter an amount here, the system accepts the defaults you established on the Withholding Options Page.

Rule Ovr (Override)

Select a Withholding Rule to override the rule that defaults automatically from the Entity set up during payment processing.

Note. Users typically leave this field blank.

Applicable

Use this check box to control withholding applicability at the entity level for a specific voucher line. If multiple entities are listed you can choose to clear this check box for one, or more of them so that withholding does not occur for the entity on this voucher line.

Note. For the withholding to default properly, you must set up Vendor and Business Unit information accordingly on the Procurement Acctg Control – Withholding Page. Also, if there are no values here withholding does not occur.

See Also

Defining Withholding Options

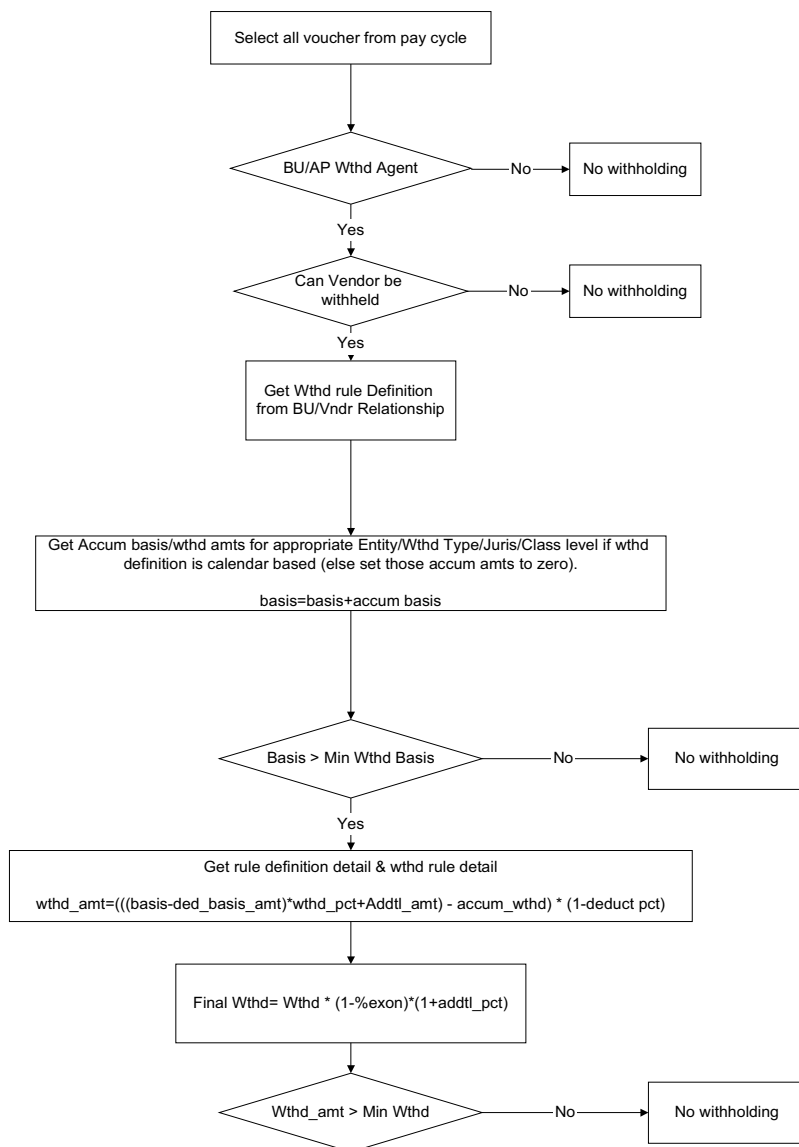
“Defining PeopleSoft Payables Business Units,” Choosing Withholding Options

Calculating Withholding

The PeopleSoft Payables calculation module calculates withholdings during the pay cycle. This module is an integral part of the pay cycle and does not require users to generate the process.

This section describes how the calculation module works, and how to review withholding calculations made during the pay cycle.

The following diagram illustrates how the calculation model works:



Withholding Calculation Procedure Flowchart

Pages Used to Review Withholding Calculations

Page Name	Object Name	Navigation	Usage
Withd (Withhold) Calc (Calculation) Report	RUN_APY7050	Accounts Payable, Reports, Withholding, Withhold Calculation Report	Review calculations made during the pay cycle that pertain to withholding.

Posting Withholding Transactions

You must post the withholding transactions before creating withholding reports. Posting withholding combines the voucher and payment information in withholding transaction tables. The system uses these tables to generate the withholding reports.

This section explains how to run the withholding posting process.

Pages Used to Post Withholding Transactions

Page Name	Object Name	Navigation	Usage
Withholding Post	WTHD_TRXN_POST	Vendors, Withholdings, Post Withholdings	Run the withholding posting process.

Running the Withholding Posting Process

Access the Withholding Post page.

Withholding Post page

Post Option

Select from the following options:

Post All Transactions: The payables system posts all eligible withholding for all the business units in the system.

Post by Business Unit: You select the business unit or units for which you want to post all eligible withholding.

Through Date

Select the date through which you wish to post withholding.

Business Units

Business Unit

If you select the *Post by Business Unit* option in the Post Option field, select the business units for which you want to post withholding.

If you have multiple business units in the list, you can select the check box next to the business units for which you want to post.

Adjusting Withholding Manually

Once you have posted the withholding data, you may need to make adjustments to the withholding transactions.

Pages Used to Adjust Withholding Manually

Page Name	Object Name	Navigation	Usage
Adjustments	WTHD_ADJUSTMEN T	Vendors, Withholdings, Withholding Adjustment	View withholding balances online, once you have posted the withholding data, and make manual adjustments to your withholding transactions.

Manually Adjusting Withholding Transactions

Access the Withholding Adjustments page.

Adjustments

Vendor: SHARE AUS0000080 MAIN Withholding Applicable vendor

Search Criteria

Unit:

Entity: Type: Jurisdiction: Class:

Start Date: End Date: Search

Adjustments Customize | Find | View All | First 1 of 1 Last

Main Information **Transaction Info** **Payment Information**

	*Unit	*Entity	*Type	*Jurisdiction	*Class	*Rule
Legacy						

Withholding Adjustments page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields common to all views first.

Common Page Information

Enter search criteria for the withholding transactions you want to adjust and click the **Search** button.

Main Information Tab

View the results of your search in the three tabs in the Adjustments group box.

Transaction Info Tab

Adjustments

Vendor: SHARE AUS0000080 MAIN Withholding Applicable vendor

Search Criteria

Unit:

Entity: **Type:** **Jurisdiction:** **Class:**

Start Date: **End Date:** **Search**

Adjustments Customize | Find | View All | First 1 of 1 Last

Main Information **Transaction Info** **Payment Information**

Basis Amt	Liability Amt	Paid Amount	Payment Date	Declarat. Date
0.000	0.000	0.000	01/16/2002	01/16/2002

+ **-**

Adjustments – Transaction Info page

Basis Amt The amount on which the withholding was calculated.

Liability Amt The amount of the withholding.

Paid Amount Shows how much of the withholding has been paid to the tax authority.

An amount of 0.00 means that no withholding has been paid.

Payment Date The date on which the payment was made.

Declarat. Date (declaration date) The date on which the withholding is declared.

Payment Information Tab

Adjustments

Vendor: SHARE AUS0000080 MAIN Withholding Applicable vendor

Search Criteria

Unit:

Entity: Type: Jurisdiction: Class:

Start Date: End Date:

Adjustments Customize | Find | View All | First 1 of 1 Last

Main Information Transaction Info **Payment Information**

Bank SetID	Bank Code	Bank Account	Method	Payment Reference	Currency	Posted Date
						01/16/2002

Adjustments – Payment Information page

This tab displays payment information for the withholding transactions that your search produced.

Generating Withholding Reports

PeopleSoft Payables provides withholding reporting capabilities. Throughout the year, PeopleSoft Payables tracks all withholding vendor information. When it is time to send your withholding reports, PeopleSoft Payables extracts all the withholding balances from vouchers in the period, business units, and vendors you specify, and prepares a report or electronic file for transmission to the tax authority, based on your setup.

Here's how you generate withholding reports:

- Enter Transmitter and Payor data.
- Select vendors and business units.
- Enter Piggyback States/Numbers.
- Run the Create Reporting Information process.
- Review Create Reporting Information data.
- Run withholding reports.

Prerequisites

To prepare for withholding reporting, set up withholding control information in the Report Control Information component. The control information includes transmitter and payor data as defined by your tax authority and the vendors and business units you want to include in the report.

Withholding control information is keyed by setID and control ID. This enables you to define several control information IDs to run different withholding reports. You may wish to run separate reports based on business units, vendors, or payors. Typically you have one Control ID set up for each government reporting entity.

Note. For 1099 reporting in the U.S., there is also a third page in this component that enables you to include the piggyback states to which the IRS distributes duplicate 1099 report files.

Pages Used to Generate Withholding Reports

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payor Data	WTHD_CONTROL	Accounts Payable, Administration, Withholding, Report Control Information, Payor Data	Enter transmitter and payor data as defined by your tax authorities.
Report Control Information – Transmitter Address	WTHD_CNTL_ADDR_SEC	In the Transmitter Information group box, click the  button on the Payor Data page.	Enter the transmitter address data, formatted as required by your tax authority
Report Control Information – Transmitter Telephone Information	WTHD_CNTL_PHN_SEC	In the Transmitter Information group box, click the  button on the Payor Data Page.	Enter the transmitters' phone information and your contact person's phone information.
Report Control Information – Payer Address	PAYER_ADDRESS_SEC	In the Payer Information group box, click the  button on the Payor Data page.	Enter the payer's address data, formatted as required by your tax authority.
Report Control Information – Payer Telephone Information	PAYER_PHONE_SEC	In the Payer Information group box, click the  button on the Payor Data Page.	Enter the payer's phone information.
Vendors and Business Units	WTHD_CNTL_VNDR_BU	Accounts Payable, Administration, Withholding, Report Control Information, Vendors and Business Units	Specify which withholding vendors you want to include as well as the payables business units from which you want the system to select paid vouchers for each payer.

Page Name	Object Name	Navigation	Usage
Piggyback States/Numbers	WTHD_CNTL_STAT E	Accounts Payable, Administration, Withholding, Report Control Information, Piggyback States/Numbers	The IRS forwards copies of your 1099 Report Tape to the state governments who have an interest in your vendors' 1099 earnings. Use the Piggyback States/Numbers page to enter the information the IRS requires to have them do this for you.
Withholding Control Report – Parameters	RUN_APY3012	Accounts Payable, Reports, Withholding, Withhold Control Report	Define run parameters for the Withholding Control Report (APY3012). This report is an optional process that enables you to track withholding activity for internal audits. It is advisable to run the report on a regular basis to check the withholding summaries.
Create Reporting Information	WTHD_RPT_POST	Vendors, Withholdings, Create Reporting Information	Run the Create Reporting Information process to populate the withholding report table with data from the withholding transaction table based on your report setup.
Withholding Report Info	WTHD_RPT_PNL	Vendors, Withholdings, Withholding Report Information	Review the information you generated during the Create Reporting Information process.
Withholding Report	WTHD_RPT_RUN	Accounts Payable, Reports, Withholding, Withholding Report	Define run parameters to run the withholding reports.

Entering Transmitter and Payor Data

Access the Payor Data page.

Payor Data		Vendors and Business Units	Piggyback States/Numbers
SetID:	SHARE	Control ID:	CORP
Transmitter Information			
  ☒ Vendor Software Indicator			
Transmitter Name 1:	US MANUFACTURING LOCATION A		
Transmitter Name 2:			
Tax ID:	88922132		
TCC:	99871		
*Contact Name1:			
Payer Information Find View All First 1 of 1 Last			
  ☒ Combined Federal State Filing Participant  			
Payer Name 1:	US MANUFACTURING LOCATION A		
Payer Name 2:			
Control ID:	M04A		
Payer Tax ID:	88922132		

Payor Data page

Transmitter Information

Vendor Software Indicator

Defaults to yes to inform the IRS that the electronic file was generated via outside vendor software.



Click to enter the transmitter's address data, formatted as required by your tax authority.



Click to enter telephone, fax information and contact information.

Name 1 & 2

Enter the Transmitter's name.

Control ID

Enter a control ID. This could be a business unit.

Tax ID

Enter your Tax ID for this Transmitter.

TCC (Transmitter Control Code)

If applicable, enter your Transmitter Control Code.

Contact Name1

Enter the name of a contact person for this Transmitter.

Payer Information

Combined Federal State Filing Participant



Check this flag if the payer is participating in the Combined Federal State Filing program.

Click to enter the payer address data, formatted as required by your tax authority.



Click to enter telephone and fax information.

Name 1 & 2

Enter the payer's name.

Control ID

Enter a control ID. This could be a business unit.

Tax ID

Enter your Tax ID for this payer.

Selecting Vendors and Business Units

Access the Vendors and Business Units page.

Vendors and Business Units page

All Vendors

Select if you want to process all withholding vendors that are associated with the business units you specify.

If you only want to process specific withholding vendors, clear the All Vendors check box and enter the individual Vendor IDs in the Vendors group box.

Vendors

Select the withholding vendors (that are associated with the business units you specify) on which you want to report.

Include Vendors with Direct Sales

Select to have the reporting process list all vendors having the Direct Sales flag selected and having no vouchers for the reporting year. Only select this for one payer, not for all. Otherwise, the system reports vendors several times.

Business Units

You must also specify one or more business units to process. The business units must be associated with the selected SetID. If you fail to specify any business units, the system does not find any withholding transactions to report.

If you specify multiple business units, the system consolidates the balances of vendors that have vouchers spread out over the selected business units.

Entering Piggyback States/Numbers

Access the Piggyback States/Numbers page.

The screenshot shows the 'Piggyback States/Numbers' page. At the top, there are tabs for 'Payor Data', 'Vendors and Business Units', and 'Piggyback States/Numbers'. Below the tabs, the 'SetID' is 'SHARE' and the 'Control ID' is 'CORP'. The page is divided into two main sections: 'Piggyback States' and 'State Tax ID Numbers'.

Piggyback States: This section has a table with columns for 'State', 'State Name', and 'Process?'. The 'Process?' column contains checkboxes. To the right of each row are '+' and '-' buttons. The table lists states from AK to IA.

State	State Name	Process?	+	-
AK	Alaska	☒	+	-
AR	Arkansas	☒	+	-
AZ	Arizona	☒	+	-
CA	California	☒	+	-
DC	District of Columbia	☒	+	-
DE	Delaware	☒	+	-
GA	Georgia	☒	+	-
HI	Hawaii	☒	+	-
IA	Iowa	☒	+	-

State Tax ID Numbers: This section has a 'Payer State Numbers' field. It contains a search icon, the state abbreviation 'CA', and the number '6821'. To the right are '+' and '-' buttons.

Piggyback States/Numbers page

Note. This page applies only to 1099 reporting in the U.S.

Piggyback States

Process?

Select next to each relevant state name to tell the IRS which states need copies.

State Tax ID Numbers

Payer State

Enter the standard 2-character alpha state abbreviation for the payer state.

Numbers

Enter the state number. This is the ID number that is assigned by individual states. This number is used on the forms (Copy B) that you send to your vendors, but is not included on the tape you send to the IRS.

Running the Create Reporting Information Process

Access the Create Reporting Information page

Create Reporting Information

Run Control ID: DVP1 [Report Manager](#) [Process Monitor](#) [Run](#)

*Request ID: TEST Test-1

*Process Frequency: Always Process

*Report ID: US_REPORT 1099 Reporting

*Report Date: 01/17/2002

*Control ID: SHARE CORP US MANUFACTURING LOCATION A

*Calendar ID: SHARE A1 Annual

*Fiscal Year: 2001

*Period: 1 2001 - Entire Year

Create Reporting Information page

Fiscal Year

Enter the fiscal year for the report.

Period

Enter the period for the report.

The fiscal year and period determine the date range used to select vendor payments for withholding reporting.

Note. Before you can run a report post, you must define the withholding control information on the pages in the Report Control Information component.

Reviewing the Create Reporting Information Data

Access the Withholding Report Info page.

Report Information					
Withholding Report ID: WTH					
Entity	Vendor ID	Name	Location Tax ID	Description	Basis Amt
WHT	JPN0000005		MAIN	Royalties on Copyright	
WHT	JPN0000005		MAIN	Test Data	1112110

Withholding Report Info page

Entity	Entity for whom the withholding in this report was withheld.
Vendor ID	Vendor ID of the vendor from whom the withholding in this report was withheld.
Name	Name of the vendor from whom the withholding in this report was withheld.
Location	Location of the vendor from whom the withholding in this report was withheld.
Tax ID	Tax ID of the vendor from whom the withholding in this report was withheld.
Description	Description of the Tax ID.
Basis Amt (Amount)	Basis amount on which the withholdings were calculated.
Liability Amt (Amount)	The amount of the withholding.
Paid Amount	How much of the withholding has been paid to the tax authority.
Currency	Currency of the amounts.
Report Date	Date on which you created your reporting information.

Running Withholding Reports

Access the Withholding Report page.

You must run the Create Reporting Information process before you can generate withholding reports.

Withholding Report page

Note. Do not use this page for 1099 reporting. Use the Withhold 1099 Report page instead.

Run Report

Note. You must enter a **Withholding Report ID** to activate this button.

Report Request Parameters**Withholding Report ID**

Select the Withholding Report ID of the withholding report you want to generate. The type of reporting options that display in the Report Processes group box vary depending on the report you select.

Report Processes**Type of File/Return**

You can change the Type of File/Return. For example, you may want to generate an *Original*, *Test*, or *Correction* file or return. You can also elect to *Replace* a file or return.

Note. This information only displays for process APY8060.

Reporting Option

Choose whether to generate a *File*, *Report* or *Both* a file and report.

Note. This information only displays for process APY8060.

Process Name

Displays the name of the process that you run.

The following table lists the sample global withholding reports we provide with PeopleSoft Payables.

Report ID	Report Type	Country	Description
APY8025	Crystal	Japan	PPS Remittance Advice
APY8030	Crystal	Spain	190 IRPF sample form
APY8035	Crystal	France	DAS-2 sample form
APY8045	Crystal	Australia	PPS Remittance Advice

Report ID	Report Type	Country	Description
APY8048	Crystal	Australia	PPS Annual Reconciliation Statement
APY8049	Crystal	Australia	PPS Payment Summary
APY8050	Crystal	Canada	T4A
APY8051	Crystal	Canada	Releve 2
APY8060	SQR	Spain and UK	Generates a flat file for the Spanish and UK tax authorities

See Also

“Global Withholding Requirements,” Generating 1099 Reports

“Appendix A: PeopleSoft Payables Reports”

Reviewing Withholding Information

You can review withholding information using several inquiry pages.

Pages Used to Review Withholding Information

Page Name	Object Name	Navigation	Usage
Vendor Balance	WTHD_BAL_VNDR	Vendors, Withholdings, Vendor Balances by Class, Vendor Balance	View the totals for all of a vendor's withholding transactions over a specified period of time.
Vouchers by Vendor	WTHD_VCHR_VNDR	Vendors, Withholdings, Vouchers by Vendor	View a vendor's withholding transactions.

CHAPTER 31

Resolving Complex Withholding Scenarios

This chapter describes how to:

- Exonerate vendors from withholding.
- Use tiered-based withholding.
- Use period-based withholding.
- Manage period-based withholding.
- Override withholding amounts on voucher lines.
- Specify the Withholding Date.
- Calculate withholding on prepayments.
- Apply withholding to the first payment only.
- Create accounting entries for withholding.
- Calculate withholding on payment cancellations.
- Group withholding accounting entries for payment posting.

Understanding How to Resolve Complex Withholding Scenarios

Withholding is a complex process that presents unique accounting challenges. PeopleSoft Payables enables you to meet many of these challenges.

We discuss how to set up and process withholding transactions in the chapter called Processing Withholding Transactions in PeopleSoft Payables.

This chapter addresses some of the more unique withholding situations you may face and explains how to use PeopleSoft Payables to resolve them.

See Also

“Processing Withholding in PeopleSoft Payables”

Exonerating Vendors

PeopleSoft Payables also enables you to exonerate a vendor from withholding on a percentage basis. Some vendors enjoy special privileges when it comes to withholding. This privilege is termed exoneration and enables this vendor to be withheld less than other vendors. For instance, a vendor may have a condition that stipulates that it be withheld half of the regular amount during the first six months of the year. To support this feature, we have provided a way of specifying an exoneration percentage and an expiration date for this exoneration at the vendor level. This information needs to be tracked at the jurisdiction level as well, and it is stored in the VENDOR_WTHD_JUR table.

Example: Vendor Exoneration

Let's assume that you bought USD 55,000 from an exonerated vendor. Let's also assume that the withholding amount calculated prior to any exoneration is USD 3600 (see the example below in Using Tiered-Based Withholding). If this vendor had an effective exoneration of 25%, you would withhold USD 2700 instead of USD 3600.

See Also

Using Tiered-Based Withholding

PeopleSoft Setting Up Procurement Options PeopleBook, "Maintaining Vendor Information," Defining Withholding Options

Using Tiered-Based Withholding

To support tiered-based withholding, we must be able to determine a withholding percentage that depends on the basis amount. Just as in an IRS income tax bracket system, the bigger the amount the higher the withholding percentage becomes. Here is an example:

From Amount	To Amount	Percentage	Additional Amount
0	9,999	5%	0
10,000	19,999	6%	500
20,000	49,999	7%	1100
50,000	99,999	8%	3200
100,000	100,000+	9%	7200

If, for example, your transaction amount were USD 55,000 you would calculate your withholding in the following manner. Since USD 55,000 falls into the 50,000-99,999 bracket, you would subtract the amount from the From Amount of that bracket, multiply this by the corresponding percentage, and add the Additional Amount. Here is how it would look:

1. USD 55,000 - USD 50,000 (From Amount of bracket) = USD 5000
2. USD 5000 * 8% = USD 400

3. USD 400 + 3200 = USD 3600

In this case, the withholding on this USD 55,000 transaction would be USD 3600.

In addition to this tiered method some customers also need withholding that is figured on a certain period of time as opposed to a transaction-by-transaction basis; this involves period-based withholding.

See Also

“Processing Withholding in PeopleSoft Payables,” Defining Withholding Rules

Using Period-Based Withholding

This section explains how to:

- Set up period-based withholding.
- Calculate period-based withholding.
- Compare credit notes for period-based and voucher withholding.

Setting Up Period-Based Withholding

To handle period-based withholding calculations, we have introduced the notion of time to our current withholding rules through the use of the current Business Calendar in PeopleSoft Financials. The calendar information enables you to determine a period for your withholding rule.

Example: Setting Up Period-Based Withholding

In the case of Ganancias, you determine withholding depending on the total you bought from a vendor for a given month. This means that if you paid three different checks totaling USD 25,000 for January, you would withhold a different percentage than if those checks totaled USD 10,000. For this reason, keep track of the calendar used to determine the start and end dates to total up paid amounts for a period.

PeopleSoft added this calendar information to the WTHD_CATEGORY record:

Withholding Rule	Calendar SetID	Calendar ID
Regular 10%		
Regular 12%		
Regular 14%		
Ganancias	Model	01 (Monthly)

Preventing Withholding if the Transaction or Withholding Amount is Less Than a Set Amount

To support amount-related constraints on a withholding, we have also added two fields to the WTHD_CATEGORY table:

Withholding Rule	Calendar SetID	Calendar ID	Withhold only if basis amt is >	Withhold only if wthd amt is <
Regular 10%				
Regular 12%				
Regular 14%			2000	
Ganancias	Model	01 (Monthly)		3.75

See Also

Reviewing Period-Based Withholding

Calculating Period-Based Withholding

As with tiered withholding, these calculations are not based on one transaction but rather on all transactions that have occurred during a certain period of time (a month, a week, a year, and so on). However, these calculations occur at payment time and must be calculated for each individual transaction.

Example: Calculating Period-Based Withholding

Let's assume that you receive a second transaction from a vendor following the one discussed earlier in Using Tiered-Based Withholding. The second transaction's amount is USD 50,000. Here is how the withholding on the second payment would be calculated:

1. $\text{USD } 50,000 + \text{USD } 55,000$ (Previous monthly balance from first transaction) = USD 105,000
2. $\text{USD } 105,000 - \text{USD } 100,000$ (From Amount of bracket) = USD 5000
3. $\text{USD } 5000 * 9\%$ = USD 450
4. $\text{USD } 450 + 7200$ = USD 7,650
5. $\text{USD } 7650 - \text{USD } 3,600$ (Amount already withheld) = USD 4,050

In this case, the withholding on the second transaction of USD 50,000 would amount to USD 4,050. The same methodology would then apply to all subsequent payments to this vendor.

See Also

"Processing Withholding in PeopleSoft Payables," Defining Withholding Entities

Comparing Credit Notes for Period-Based and Voucher Withholding

Credit notes for period based withholding are accounted for during withholding and payment calculations and therefore reduce the amount of the withholding for a given payment. Here are some incremental examples (assuming a 10% withholding):

Payment #1:

Period balance for basis amount: 300.

Period balance for withholding amount: 30.

Voucher #	Applicable?	Basis Amount	Withholding
00000100	Y	250.00	25
00000101	Y	-50.00	-5

Result: Payment is for USD 200.00 to the vendor and the withholding is USD 20.00.

Payment #2:

Period balance for basis amount: 500.

Period balance for withholding amount: 50.

Voucher #	Applicable?	Basis Amount	Withholding
00000102	Y	100.00	10

Result: Payment is for USD 90.00 to the vendor and the withholding is USD 10.00.

Payment #3:

Period balance for basis amount: 600.

Period balance for withholding amount: 60.

Voucher #	Applicable?	Basis Amount	Withholding
00000103	Y	250.00	25
00000104	N	-50.00	0

Result: Payment is for USD 175.00 to the vendor and the withholding is USD 25.00.

Payment #4:

Period balance for basis amount: 850.

Period balance for withholding amount: 85.

Voucher #	Applicable?	Basis Amount	Withholding
00000105	N	500.00	0
00000106	Y	100.00	10
00000107	Y	-200.00	-10 (adjusted to make sure you do not go below zero!)

Result: Payment is for USD 400.00 to the vendor and the withholding is USD 0.00.

Managing Period-Based Withholding

Since your withholdings can be period-based, Payables enables you to update the current withholding totals for period-based withholding using the Withholding Period Adjustment page. This feature handles the possibility that you may issue a manual check and need to take this manual transaction into account for withholding calculations of subsequent transactions for the same period. Corrections to period-based withholding amounts update the table the system uses to accumulate period totals, called WTHD_PERIOD_LOG.

This section explains how to:

- Update period-based withholding.
- Review period-based withholding.

Pages Used to Manage Period-Based Withholding

Page Name	Object Name	Navigation	Usage
Wthd Period Adjustment	WTHD_PERIOD_PNL	Vendors, Withholdings, Period Accumulation Adjustment	Update the current withholding totals when you issue a manual check while using period-based withholding.
Period Accumulation Inquiry	WTHD_PER_TOT_IN Q	Vendors, Withholdings, Period Accumulation Log	Review transaction logs used in period-based withholding.

Updating Period-Based Withholding

Access the Wthd Period Adjustment Page.

Withd Period Adjustment			
GL Unit: US001	US001 NEW YORK OPERATIONS	BU Tax ID:	
Vendor: AUS0000080	Withholding Applicable vendor	Location: MAIN	Tax ID:
Entity: ATO	Type: PPS	Jurisdiction: AUSTR	Class: 01
			Declarat. Date: 08/30/2000
Accounting Period			
Calendar Setid:	SHARE	Accounting Period:	8
Calendar ID: 01		Fiscal Year:	2000
Withholding Basis Amount			
Withholding Basis Amount:	50000.000		Withholding Rule: PAYG
Withholding Amount:	10000.000		Payment Date: 08/30/2000 

Withd Period Adjustment page

Tax ID	Displays the vendor's tax ID.
Declarat. Date (declaration date)	This is the date on which your withholdings are going to be declared for reporting purposes.
Accounting Period	
Calendar SetID	SetID and ID of the calendar you are using to calculate period-based withholding for this withholding setup.
Accounting Period	Accounting period and Fiscal Year you are using to calculate period-based withholding.
Withholding Basis Amount	
Withholding Basis Amount	Enter the withholding basis amount for the manual payment or other transaction.
Withholding Rule	If necessary, correct the withholding rule.
Withholding Amount	Enter the withholding amount from the manual payment or other transaction.
Payment Date	If necessary, correct the payment date.

Reviewing Period-Based Withholding

Access the Period Accumulation Inquiry page.

Period Accumulation Inquiry

Selection Criteria

Vendor SetID: Vendor ID: Location: Business Unit:
 Entity: Type: Jurisdiction: Class:
 Calendar Setid: Calendar: Fiscal Year: Period: **Fetch**

Business Unit & Vendor Information Find | View All First 1 of 1 Last

SetID: SHARE Vendor: Location:
 Unit: US001

Transaction Log Find | View All First 1 of 1 Last

Entity:	Type:	Jurisdiction:	Class:
BU Tax ID	Vendor Tax ID	Setid	Calendar
		Year	Period
		Accum. Basis	Accum. Wthd

Period Accumulation Inquiry Page

Selection Criteria

Enter search criteria for the withholding period transactions and click the **Fetch** button.

Business and Vendor Information

View the results of your search in the three tabs in the **Business Unit & Vendor Information** and **Transaction Log** group boxes.

Accum. Basis (Accumulated Basis) Displays the accumulated basis amount of the withholding transaction that your search produced.

Accum Wthd (Accumulated Withholding) Displays the accumulated withholding amount of the withholding transaction that your search produced.

Overriding Withholding Amounts on the Voucher Line

In PeopleSoft Payables, all withholdings for a given voucher transaction are visible and you can override the basis amount and withholding percentage for the withholding determination on any given voucher line for each of the withholding types.

We have added a child to the Voucher Line table to store the amount and percentage for each different withholding type and jurisdiction on a given voucher. This table is called VCHR_LINE_WTHD.

We have also made it possible to have multiple jurisdictions associated with a particular withholding tax on any voucher line. Here is an example:

Example: Multiple Jurisdictions with Withholding Tax

Voucher Line 1 (for 1000):

Entity	Type	Jurisdiction	Class	Basis Amt Override	Rule Ovr
National Bureau	VAT Withholding	Northern Province	Employee Compensation		10% Rule
National Bureau	VAT Withholding	Southern Province	Employee Compensation		
Provincial Bureau	Income Withholding	Northern Province	Lawyer Fees	900	

In this example the vendor would be withheld for three different types of withholding:

- On the first line, you are withholding VAT from the vendor and overriding the Withholding Rule that usually applies (as set on the Withholding Entity page). For example, the usual rate might be 21%, but here you are overriding the usual rate to specify another withholding rule (which in this case translates to 10%).
- On the second line, you are withholding VAT again, but for a different Jurisdiction (Southern Province). In this case, the Withholding Rule (as set on the Withholding Entity Page) is fine so there is no reason to enter any override for the Withholding Rule.
- On the third line, you are withholding Income for the Provincial Bureau (a different Entity than the previous two lines). Notice the Basis Amount Override of 900. This means that the basis for calculating the withholding is 900 instead of the calculated amount (as set on the Withholding Options page). In other words, if the Withholdings Options specify that the Withholding Basis amount is calculated strictly from the Net (or merchandise) amount, our basis for withholding calculations would be 900 instead of 1000.

Note. You can deselect any of these entities by clearing the Applicable check box on the Withholding Detail page.

See Also

“Processing Withholding in PeopleSoft Payables,” Entering Withholding Vouchers

Specifying the Withholding Date

PeopleSoft Payables has a field which enables you to specify withholding dates much in the same way you specify a Payment Accounting Date. This field is called Withholding Date and it is located in the Accounting Date group box at the bottom of the Pay Cycle Selection - Dates page. As with Payment Accounting Dates, your options are: *Current*, *Payment*, or *Specific*. This field allows you to specify the date at which withholdings are going to be declared for reporting purposes. For instance, you could be running a Pay Cycle run for December 31st but actually want the withholdings to be reported for the following year. To do so you would specify January 1st as the Withholding Date and the withholdings would be declared the following year. This date is also used on period based withholdings to figure out which period is going to be used to properly calculate withholdings.

See Also

“Establishing Pay Cycles,” Defining Pay Cycle Date Criteria

Calculating Withholding on Prepayments

Prepayments enable you to pay for goods or services before an invoice is received. You can choose to withhold on the prepaid voucher, or postpone withholding until you process the final invoice. If you postpone withholding, the withholding is *not* calculated when the Prepaid voucher is paid. It is calculated when the regular voucher is created.

You can postpone withholding for prepayments by selecting the Postpone Withholding check box on either the Withholding Details page, or on the Voucher – Voucher Attributes page.

Here are some examples of withholding on prepayments. If your supplier asked you for a pre-payment of USD 1000.00 on merchandise worth USD 10,000.00 you would have the following two options given a 5% withholding:

Example 1: Apply Withholding on the Prepayment (Withholding is Not Postponed)

This option would mean that withholding would occur on the prepayment and the following PYMNT_VCHR_XREF rows would have been generated—assuming backup withholding—after this pre-payment is paid:

Vchr ID	Payment Type	PYMNT_GROSS_AMT	Prepaid Status	Prepaid Applied BU	Prepaid Applied Vchr	Prepaid Applied Pymnt	Reason
00000001	Regular	USD 950.00	P			0	
00000001	Withholding	USD 50.00	P			0	

When the prepayment is applied to the regular voucher, the following rows get written to the PYMNT_VCHR_XREF table.

Vchr ID	Payment Type	PYMNT_GROSS_AMT	Prepaid Status	Prepaid Applied BU	Prepaid Applied Vchr	Prepaid Applied Pymnt	Reason
00000001	Regular	USD 950.00	P			0	Nothing changes
00000001	Withholding	USD 50.00	P			0	Nothing changes
00000002	Regular	USD 9000.00	U			0	Adjusted original entry after prepaid applied.

Vchr ID	Payment Type	PYMNT_GROSS_AMT	Prepaid Status	Prepaid Applied BU	Prepaid Applied Vchr	Prepaid Applied Pymnt	Reason
00000002	Regular	USD 1000.00	A	US001	00000001	1	New entry after prepaid applied.

After the regular voucher is paid, the entries look as follows (the withholding calculations are performed during pay cycle):

Vchr ID	Payment Type	PYMNT_GROSS_AMT	Prepaid Status	Prepaid Applied BU	Prepaid Applied Vchr	Prepaid Applied Pymnt	Reason
00000002	Regular	USD 950.00	P			0	Nothing changes from original entries.
00000002	Withholding	USD 50.00	P			0	Nothing changes from original entries.
00000002	Regular	USD 8550.00	U			0	Modified row from withholding calculations.
00000002	Withholding	USD 450.00					Newly created row from withholding calculations 5% of USD 9,000.00
00000002	Regular	USD 1000.00	A	US001	00000001	1	

Example 2: Postpone Withholding on a Prepayment

This option means that withholding is not calculated for a prepayment and that, instead, withholdings are calculated on the full USD 10,000 when the regular voucher is paid. When the prepayment is paid, the PYMNT_VCHR_XREF entries for the prepayment would look like this (no withholding at this point):

This is what PYMNT_VCHR_XREF looks like after the prepayment is paid:

Vchr ID	Payment Type	PYMNT_GROSS_AMT	Prepaid Status	Prepaid Applied BU	Prepaid Applied Vchr	Prepaid Applied Pymnt	Reason
00000001	Regular	USD 1000.00	P			0	

This is what PYMNT_VCHR_XREF looks like after the prepayment has been applied:

Vchr ID	Payment Type	PYMNT_GROSS_AMT	Prepaid Status	Prepaid Applied BU	Prepaid Applied Vchr	Prepaid Applied Pymnt	Reason
00000001	Regular	USD 1000.00	P			0	This does not change.
00000002	Regular	USD 9000.00	U			0	Original from voucher save re-adjusted by prepayment application.
00000002	Regular	USD 1000.00	A	US001	00000001	1	Prepaid adjustment.

This is what PYMNT_VCHR_XREF looks like after the regular voucher has been paid:

Vchr ID	Payment Type	PYMNT_GROSS_AMT	Prepaid Status	Prepaid Applied BU	Prepaid Applied Vchr	Prepaid Applied Pymnt	Reason
00000001	Regular	USD 1000.00	P			0	This does not change.
00000002	Withholding	USD 500.00	U			0	Newly create row from withholding calculations 5% of USD 10,000.00.
00000002	Regular	USD 1000.00	A	US001	00000001	1	Does not change from above.

<i>Vchr ID</i>	<i>Payment Type</i>	<i>PYMNT_GROSS_AMT</i>	<i>Prepaid Status</i>	<i>Prepaid Applied BU</i>	<i>Prepaid Applied Vchr</i>	<i>Prepaid Applied Pymnt</i>	<i>Reason</i>
00000002	Regular	USD 8500.00	U			0	Adjusted regular payment – withholding (withholding actually generates this row not prepayment)

See Also

“Processing Prepayments,” Specifying VAT and Withholding on Prepayments

Applying Withholding to First Payment Only

In cases where you have scheduled multiple payments for a voucher for a withholding vendor, you have the option to apply the entire withholding amount to the first payment. To do this the system checks the total basis amount for the voucher when the first payment is being issued. It then checks that the first installment amount is greater than the total withholding amount for the voucher. If the first installment amount is greater, the system withholds the total withholding; if it is not, the system creates an exception and rejects the transaction. Make a correction at the voucher level and reschedule at a later time.

You can specify this option on the Withholding Entities Page by selecting the Appl. 1st Pmnt check box. This information is stored on the WTHD_CATEGORY table.

See Also

“Processing Withholding in PeopleSoft Payables,” Defining Withholding Entities

Creating Accounting Entries for Withholding

Depending on your withholding setup, PeopleSoft Payables either generates a separate withholding payment when the voucher is paid, or tracks the withholding for reporting purposes. During payment posting, a liability is created for the withholding portion as the vendor portion is paid. As you pay the withholding portion, the liability is reduced based on the General Ledger setup.

The following example shows the accounting for a USD 100 voucher subject to 1099 withholding. The withholding portion is USD 33 and the non-withholding portion USD 67.

To set up this accounting entry for withholding:

1. Post the voucher.

Account	Debit	Credit
Expense Account	100.00	
AP Liability		100.00

2. Pay and post the non-withholding portion.

Account	Debit	Credit
AP Liability	100.00	
Cash		67.00
Withholding Liability		33.00

3. Pay and post the withholding.

Account	Debit	Credit
Withholding Liability	33.00	
Cash		33.00

See Also

“Processing Withholding in PeopleSoft Payables,” Specifying Withholding ChartFields

“Establishing Pay Cycles,” Understanding How to Set Up Your Pay Cycles

Calculating Withholding on Payment Cancellations

PeopleSoft Payables handles reversals for withholdings on payment cancellations. Withholding calculations occur at payment time, so the system needs to know not to calculate withholdings again. After canceling, run payment and withhold posting. The system creates a new entry in the XREF for the regular amount (gross amount - withholding = regular amount) and a reversal entry on the WTHD_TRXN_TBL so you will not report withholding twice.

Here is an example of how it works.

Example

Some of the associated withholdings are not in Not Selected status (one is in Paid status).

After Payment and Withholding Posting:

PYMNT_VCHR_XREF (after payment and withholding calculations):

<i>PYMNT_CNT</i>	<i>PYMNT_T_TYP_E</i>	<i>PYMNT_GROSS_AMT</i>	<i>PYMNT_SELCT_STAT_US</i>	<i>PYMNT_ID</i>	<i>ORIG_PYMNT_CNT</i>	<i>WTHD_PYMNT_CNT</i>	<i>WTHD_POST_STATUS_STATUS</i>
1	R	900.00	P	150	0	0	P
2	W	75.00	P	151	1	1	P
3	W	25.00	N		1	2	U

PYMNT_VCHR_WTHD:

<i>PYMNT_CNT</i>	<i>WTHD_PYMNT_CNT</i>	<i>WTHD_ENTITY</i>	<i>WTHD_TYPE</i>	<i>WTHD_JUR_CD</i>	<i>WTHD_CLASSES</i>	<i>WTHD_AMT</i>
1	1	IRS	1099	FED	01	75.00
1	2	IRS	1099	FED	02	25.00

WTHD_TRXN_TBL:

<i>PYMNT_ID</i>	<i>WTHD_ENTITY</i>	<i>WTHD_TYPE</i>	<i>WTHD_JUR_CD</i>	<i>WTHD_CLASS</i>	<i>WTHD_BASE_AMT</i>	<i>WTHD_LIABILITY_AMT</i>	<i>PAID_AMT</i>
150	IRS	1099	FED	01	1000.00	75.00	0.00
150	IRS	1099	FED	02	1000.00	25.00	0.00
151	IRS	1099	FED	01	0.00	0.00	75.00

After Payment Cancellation, Payment Posting, and Withd Posting

PYMNT_VCHR_XREF:

<i>PYMNT_CNT</i>	<i>PYMNT_T_TYP_E</i>	<i>PYMNT_GROSS_AMT</i>	<i>PYMNT_SELCT_STAT_US</i>	<i>PYMNT_ID</i>	<i>ORIG_PYMNT_CNT</i>	<i>WTHD_PYMNT_CNT</i>	<i>POST_STATUS_WTHD</i>
1	R	900.00	X	150	0	0	X
2	W	75.00	P	151	4	1	P
3	W	25.00	N		4	2	U
4	R	900.00	N		0	0	U

PYMNT_VCHR_WTHD:

<i>PYMNT_CNT</i>	<i>WTHD_PYMNT_CNT</i>	<i>WTHD_ENTITY</i>	<i>WTHD_TYPE</i>	<i>WTHD_JUR_CD</i>	<i>WTHD_CLASSES</i>	<i>WTHD_AMT</i>
1	1	IRS	1099	FED	01	75.00

PYMNT_CNT	WTHD_PYMNT_CNT	WTHD_ENTITY	WTHD_TYPE	WTHD_JUR_CD	WTHD_CLASS	WTHD_AMT
1	2	IRS	1099	FED	02	25.00
4	1	IRS	1099	FED	01	75.00
4	2	IRS	1099	FED	02	25.00

WTHD_TRXN_TBL:

PYMNT_ID	WTHD_ENTITY	WTHD_TYPE	WTHD_JUR_CD	WTHD_CLASS	WTHD_BASIS_AMT	WTHD_LIABILITY_AMT	PAID_AMT
150	IRS	1099	FED	01	1000.00	75.00	0.00
150	IRS	1099	FED	02	1000.00	25.00	0.00
151	IRS	1099	FED	01	0.00	0.00	75.00
150	IRS	1099	FED	01	-1000.00	-75.00	0.00
150	IRS	1099	FED	02	-1000.00	-25.00	0.00

Note. If withholding has been paid and needs to be canceled as well, you must cancel this separately. It will not be canceled just because the regular payment is canceled. Alternatively, you may use the Withholding Adjustment page to adjust withholding.

Grouping Withholding for Payment Posting

In PeopleSoft Payables, accounting entries are written for withholding during payment posting, and withholding entries are grouped by: WTHD_ENTITY, WTHD_TYPE, WTHD_JUR_CD, WTHD_CLASS, and WTHD_RULE.

The linking of a withholding PYMNT_VCHR_XREF (PYMNT_TYPE = W) to its PYMNT_VCHR_WTHD entries is 1 to 1 and is linked as follows for backup withholding:

PYMNT_VCHR_XREF.BUSINESS_UNIT	=	PYMNT_VCHR_WTHD.BUSINESS_UNIT
PYMNT_VCHR_XREF.VOUCHER_ID	=	PYMNT_VCHR_WTHD.VOUCHER_ID
PYMNT_VCHR_XREF.ORIG_PYMNT_CNT	=	PYMNT_VCHR_WTHD.PYMNT_CNT
PYMNT_VCHR_XREF.WTHD_PYMNT_CNT	=	PYMNT_VCHR_WTHD.WTHD_PYMNT_CNT

Example #1: Two-Line Voucher with Single Payment

Total 1000: Line 1: 500 Line 2: 500.

Line 1 withholding 31%

Line 2 withholding 20%

PYMNT_VCHR_XREF:

<i>PYMNT_CNT</i>	<i>PAID_TYPE</i>	<i>PYMNT_GROSS_AMT</i>	<i>ORIG_PYMNT_CNT</i>	<i>WTHD_PYMNT_CNT</i>
1	R	745.00	0	0
2	W	155.00	1	1
3	W	100.00	1	2

PYMNT_VCHR_WTHD:

<i>PYMNT_CNT</i>	<i>WTHD_PYMNT_CNT</i>	<i>ENTITY</i>	<i>TYPE</i>	<i>JURIS</i>	<i>CLASS</i>	<i>RULE</i>	<i>WTHD_BASIS_AMT</i>	<i>WTHD_AMT</i>
1	1	CA	1099	North	04	RULE 4	500.00	155.00
1	2	IRS	1099	South	02	RULE 2	500.00	100.00

VCHR_ACCTG_LINE:

<i>POSTING PROCESS</i>	<i>PYMNT_CNT</i>	<i>TYPE</i>	<i>ACCOUNT</i>	<i>FOREIGN_AMT</i>
PYMN	1	APA	200000	745.00
PYMN	1	CAS	100001	745.00
WTHA	1	WTH	100011	155.00
WTHA	1	WTH	100012	100.00
WTHA	1	APA	200000	155.00
WTHA	1	APA	200000	100.00

Example #2: Two-Line Voucher with Split Payments

Total 1000: Line 1: 700 Line 2: 300. Payment split 600/400.

PYMNT_VCHR_XREF:

<i>PYMNT_CNT</i>	<i>PAID_TYPE</i>	<i>PYMNT_GROSS_AMT</i>	<i>ORIG_PYMNT_CNT</i>	<i>WTHD_PYMNT_CNT</i>
1	R	433.80	0	0
2	R	289.20	0	0
3	W	130.20	1	1

<i>PYMNT_CNT</i>	<i>PAID_TYPE</i>	<i>PYMNT_GROSS_AMT</i>	<i>ORIG_PYMNT_CNT</i>	<i>WTHD_PYMNT_CNT</i>
4	W	36.00	1	2
5	W	86.80	2	1
6	W	24.00	2	2

PYMNT_VCHR_WTHD:

<i>PYMNT_CNT</i>	<i>WTHD_PYMNT_CNT</i>	<i>ENTITY</i>	<i>TYPE</i>	<i>JURIS</i>	<i>CLASS</i>	<i>RULE</i>	<i>WTHD_BASIS_AMT</i>	<i>WTHD_AMT</i>
1	1	CA	1099	NORTH	04	RULE 4	420.00	130.20
1	2	IRS	1099	SOUTH	02	RULE 2	180.00	36.00
5	1	CA	1099	NORTH	04	RULE 4	280.00	86.80
5	2	IRS	1099	SOUTH	02	RULE 2	120.00	20.00

VCHR_ACCTG_LINE:

<i>POSTING_PROCESS</i>	<i>PYMNT_CNT</i>	<i>TYPE</i>	<i>ACCOUNT</i>	<i>FOREIGN_AMT</i>
PYMN	1	APA	200000	433.88
PYMN	1	CAS	100001	433.88
WTHA	1	WTH	100011	130.40
WTHA	1	WTH	100012	36.00
WTHA	1	APA	200000	130.40
WTHA	1	APA	200000	36.00
PYMN	2	APA	200000	289.20
PYMN	2	CAS	100001	289.20
WTHA	2	WTH	100011	86.80
WTHA	2	WTH	100012	24.00
WTHA	2	APA	200000	86.80
WTHA	2	APA	200000	24.00

Global Withholding Requirements

PeopleSoft Payables provides a flexible global withholding architecture to enable you to set up and implement withholding to meet your own needs and reporting requirements, whether you are processing withholding for 1099 vendors in the United States, or for vendors in the United Kingdom and Japan, or many other countries around the world.

This chapter describes how to meet:

- United States withholding requirements.
- United Kingdom withholding requirements.
- Japanese withholding requirements.

Understanding United States 1099-Misc Withholding Requirements

In the U.S., accounts payable departments create 1099-Misc forms and electronic files each calendar year to report various tax liabilities for vendors. 1099 income encompasses multiple categories, although the primary category for PeopleSoft Payables is likely to be non-employee compensation.

PeopleSoft enables you to provide the IRS with withholding information based on the transactions that occurred during the reporting year.

Note. Refer to IRS Publication 1220 as the definitive resource for 1099-MISC rules and regulations. You can also access the IRS website at <http://www.irs.ustreas.gov>.

Ease of Use

The 1099 page on the Vendor component allows easy access to information you need for 1099 reporting.

Identifying Information Address Location Contacts 1099

SetID: SHARE Vendor: 1099-1 Cubs

Vendor Location Find | View All | First | Last

Location: 1 Descr: 1 + -

Location 1099 Detail Find | View All | First | Last

Effective Date: 09/28/2001 Active

1099 Information Find | View All | First | Last

Main Information Overrides Remit

*Entity	*Type	*Jurisdiction	Default Jur	*Default Class	*Vendor Category
IRS	1099	FED	☒	01	RPT

+ -

1099 Reporting Information View All | First | Last

*Entity	*Address	TIN Type	Taxpayer Identification Number	Direct Sales of \$5000 or More	IRS Notified Twice of Invalid	State Income Tax Withheld	Withholding Control Name
IRS	1	S	985785125	☒	☒	\$12.00	ERNI

+ -

Entering 1099 Information on the 1099 page in the Vendor Component (NEW_1099)

Alternate Name Functionality

Payment/Withholding Alternate Names

Payment/Withholding Alt Names

Name 1:

Name 2:

OK Cancel Refresh

Entering 1099 Information on the Payment//Withhold Alternate Names page (VNDR_ADDR_NAME)

If the vendor has an alternate name, the system uses it as the vendor name on the 1099 reports when generating the IRS file. If the alternate name does not exist, the system uses the vendor name.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Entering 1099 Withholding Information

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,”
Entering Alternate Payment/Withholding Names

Voucher Line Withholding Correction

Occasionally, you may discover that a vendor's withholding setup was incorrect during the year and that you must correct it before sending the final 1099 report to the IRS.

Updating Single Voucher Lines

You may find, for example, that originally a vendor was not setup for withholding, but that the vendor changed to withholding-applicable in mid-year. Perhaps you created several vouchers with the wrong withholding information and you need to update them. In a case such as this one, use the Wthd Line Updt (withholding line update) page to update the voucher lines that have the wrong withholding flag or class.

View each voucher line for a specified vendor, business unit and payment date on the Wthd Line Updt page. You can update the withhold flag or the withhold class for a single voucher line. At save, the system stores the changes in a pre-processing table until you run the Update Withholding process. During that process, the system makes the changes to the voucher lines and transaction tables.

Updating All Voucher Lines

You can easily update individual lines using the Wthd Line Updt page, but what if you need to update all vouchers lines for a vendor? Perhaps you discover that a vendor, for whom you did not set up withholding originally is, in fact, withholding-applicable. In this case, update all voucher lines for the vendor using the new Wthd Vndr Updt page.

Use the Wthd Vndr Updt page only if you intend to update all voucher lines with the same withholding information. If you want to specify different withholding information for different voucher lines for one vendor location, use the Wthd Line Updt page. The Wthd Line Updt page enables you to select voucher lines and update them individually.

Using the Withholding Update ID, you can use the Wthd Vndr Updt page to change information before you run the Update Withholding process.

To change a vendor's voucher lines to withholdable, you must first ensure that the withholding information on the vendor is correct before running the Update Withholding process.

Note. This page is intended for 1099 withholding purposes and should not be used with other types of withholding.

Adjustments

Adjustments are made on the Withholding Adjustments page.

You cannot modify system-generated rows on the WTHD_TRXN_TBL. These system-generated rows are labeled *Original* and are unavailable for entry. Adjustment rows, labeled *Legacy*, are available.

To modify a vendor's withholding, add new rows as adjustments. If there are no adjustments for the chosen vendor and all of the rows on the page are unavailable for entry, insert a new row.

See Also

"Processing Withholding in PeopleSoft Payables," Adjusting Withholding Manually

1099 Reporting Process Flow

For efficient withholding processing, run payment and withholding posting throughout the year.

To create your 1099 files for the Internal Revenue Service and Copy B reports for your vendors:

1. Run 1099 Withholding Voucher/Vendor Mismatch report. This report shows all mismatched voucher lines for the selected vendor location.
2. Manually update incorrect withholding on voucher lines by setting up the vendor correctly and using the Wthd Line Updt page or the Wthd Vndr Updt page.
3. Rerun the Withholding Voucher/Vendor Mismatch report.
4. Run the Duplicate Vendor report.
5. Run Withhold 1099 Report Post to populate the withholding 1099 table.
6. Run Withholding 1099 report.
7. Generate a Withholding to Send Detail report. This report is a summary of the data stored in the withholding detail table (WTHD_TO_SND_DTL). It is a replica of the file you are sending to the IRS.
8. Print 1099 Copy B.
9. Run the Withholding Sent File process once you have sent your file to the IRS. This process records all of the data you sent to the IRS.
10. Correct the transaction data in the Payables system, if necessary
11. Run Withhold 1099 Report Post.
12. Run Withholding 1099 report.
13. Print new Copy Bs, if necessary.
14. Run the Withholding Sent File process.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, "Maintaining Vendor Information,"
Reviewing Duplicate Vendors

Filing Requirements

Since IRS filing requirements are subject to change, please refer to IRS publication 1220 for the current requirements.

Magnetic or Electronic Filing

The IRS enables you to file—report to them—using magnetic or electronic media. PeopleSoft Payables automatically formats the files according to the latest IRS requirements.

State Filing

In certain cases, the IRS acts as a forwarding agent for states that participate in the Combined Federal/State Filing Program. Consult current IRS publications for information.

Test Files

The IRS enables you to send a test file before you send your regular file. Test files should contain a sample of each record you are required to file. You can create test files using PeopleSoft Payables.

Taxpayer Identification Number (TIN)

Every vendor in the U.S. must have a Taxpayer Identification Number (TIN). For individuals, this is their Social Security Number (SSN). For businesses, this is a Federal EIN. For sole proprietorships and partnerships, you have a choice between the person's SSN or the Federal EIN.

Prerequisites

- Define a withholding calendar and the withholding controls.
- Set up withholding vendors.
- Enter, post, and pay vouchers; run Payment Post and Withhold Post.

See Also

“Processing Withholding in PeopleSoft Payables,” Posting Withholding Transactions

Common Elements Used in this Section

Vendor ID	Enter to specify a particular vendor.
Start Date	Limit a search to information between the start and End Date .
Control ID	Generate a different IRS file with each control ID.
Report ID	Defaults as <i>US_REPORT</i> .

Meeting United States 1099-Misc Reporting Requirements

This section describes how to:

- Confirm and correct vendor withholding information manually.
- Update a vendor's vouchers.
- Run the 1099 Report Post process.
- Generate 1099 reports.
- Run the Withholding To Send Detail report.
- Generate the 1099 Copy B.
- Run the Withholding Sent File process.
- Process correction files.
- Process replacement files.
- View 1099 piggyback states for 1099 reporting.

Pages Used to Meet United States 1099-Misc Reporting Requirements

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Wthd Mismtch Rqst	WTHD_MISMTCH_RQST	Vendors, Withholdings, Wthd Voucher/Vendor Mismatch	Define run parameters for the Mismatch report (APY9010). Use the report to identify all voucher lines on which the withholding applicable flag does not match the withholding flag on the vendor. The report does not compare the withholding code on the vendor to the withholding code on the voucher lines. It only checks the withholding flag.
Wthd Line Updt	WTHD_LINE_UPDT	Vendors, Withholdings, Update Vchr Line Withholdings	Stores the updated voucher line withholding information which will be used to update the transaction tables later using the Update Withhold AE process.
Wthd Vndr Updt	VNDR_UPDT	Vendors, Withholdings, Update Voucher Withholdings	Stores the updated voucher withholding information for a vendor which will be used to update the transaction tables later.
Updt Wthd Rqst	UPDT_WTHD_RQST	Vendors, Withholdings, Update Withholdings	Update the transaction tables in the database.
Duplicate Vendors	DUP_RPT_POST	Vendors, Vendor Setup/Maintenance, Duplicate Vendor Report	Returns any TINs, names, addresses, and so forth, that are shared with more than one vendor for a specified entity over a specified period.

Page Name	Object Name	Navigation	Usage
1099 Rpt Post	1099_RPT_POST	Vendors, Withholdings, Withhold 1099 Report Post	Populates the withholding 1099 table by extracting data from the withhold transaction table and inserting it into the withholding 1099 table. Later, the system uses that data to create a file for the IRS and forms for your vendors, and to process corrections.
Withhold 1099 Report	WTHD_1099_RUN	Vendors, Withholdings, Withhold 1099 Report	Generates the IRS file.
1099 to Send Detail	TO_SEND_RPT	Vendors, Withholdings, 1099 to Send Detail	Define run parameters for the To Send report (APY8056). Use the report to review a summary of the data stored in the withholding detail table (WTHD_TO_SND_DT L). The report lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS.
Run 1099 Copyb Rpt	RUN_1099_COPYB_RPT	Vendors, Withholdings, Print 1099 Copy B	Prints Copy B for you to send to vendors.
Wthd Sent	WTHD_SENT	Vendors, Withholdings, Withholding Sent File	The final step to the process, it records all the data you sent. Do not run this process until you send your file to the IRS. You can only run it once for each time you run the withholding report APY1099.SQR. The system uses this information when creating correction or replacement files.

Page Name	Object Name	Navigation	Usage
1099 Piggyback States	WTHD_STATE_TABLE	Accounts Payable, Administration, Withholding, 1099 Piggyback States	View and update each state's Minimum Amount to Report For requirement.

Confirming and Correcting Vendor Withholding Information Manually

Access the Wthd Line Updt page.

Wthd Line Updt page

Vendor Location	Vendor location for the set of voucher lines.
Business Unit	Select the business unit from which to select voucher lines.
Vouchers	Click to refresh the list of voucher lines if you change criteria.
Set All Lines to Wthd	Click to set all voucher lines to withholding applicable using the withholding information specified in the Withholding Type, Jurisdiction, and Withholding Class fields.
Set All Lines to No Wthd	Click to set all voucher lines to withholding NOT applicable.
Withholding Type	Specify the type of withholding for all voucher lines.
Jurisdiction	Specify the withholding jurisdiction for all voucher lines.
Withholding Class	Specify the withholding class for all voucher lines.
Clear Updated Withholding	Select to delete all the previously updated voucher lines from the staging table upon save. This does not delete the voucher lines from the transaction table. It is for cleaning up previous update requests.
Curr W/H	Indicates that the voucher line is currently withholdable.
W/H	Change the withholding on a voucher line, <i>Y</i> for withholding applicable and <i>N</i> for no withholding.

Class	Change the withhold class for a withholding applicable voucher line.
Pymnt Date	Displays the voucher payment date. Vouchers must be paid before you can update voucher lines.
Voucher	Displays the voucher ID.
Line No.	Displays the voucher line number.
Invoice	Displays the voucher invoice ID.
Status	If this field is blank, the line is not selected for update. Update Status options: <i>P</i> (pending) means that an update occurs the next time you run the Update Withholding process. <i>U</i> means the Update Withholding process has run and the transaction tables are updated.
New Wthd	Displays the new withholding flag that is pending or has been updated.
New Class	Displays the new withholding class, New Type , and New Jurisdiction that are pending or have been updated.

Updating a Vendor's Vouchers

Access the Wthd Vndr Updt page.

Wthd Vndr Updt page

Business Unit	You must select a business unit.
Curr Wthd	<i>Y</i> if the vendor location is currently withholding applicable; <i>N</i> if not withholding applicable.

New Wthd	Select <i>Y</i> if the vendor location is withholding applicable; <i>N</i> for withholding not applicable.
New Type	Select the 1099 withhold type, New Class , and Jurisdiction to use to update voucher lines. Note: These fields are only available if the New Withholding Flag field is <i>Y</i> .

Warning! If you change the Vendor SetID, the system deletes all the information in the grid. This is necessary to ensure that only vendors for the specified SetID exist in the grid.

Note. We recommend that you rerun the Withholding Voucher/Vendor Mismatch report after you complete your updates on the Wthd Line Updt and Wthd Vndr Updt pages and run the Update Withholdings process to make sure that you saved your changes.

See Also

Updating a Vendor's Vouchers

Running the 1099 Report Post Process

Access the 1099 Rpt Post page.

The screenshot shows the '1099 Rpt Post' page. At the top, there is a tab labeled '1099 Rpt Post'. Below the tab, the 'Run Control ID' is set to 'TEST'. To the right of this are two links: 'Report Manager' and 'Process Monitor', followed by a yellow 'Run' button. The main form contains several fields: '*Request ID' is '1099', 'Description' is '1099 REPORT POST', 'Process Frequency' is 'Always Process' (with a dropdown arrow), 'Report ID' is 'US_REPORT', 'Report Date' is '01/16/2002' (with a calendar icon), and there is an unchecked checkbox for 'Include Manual Overrides'. Below these are fields for '*Control SetID' (SHARE), '*Control ID' (CORP), and a text label 'US MANUFACTURING LOCATION A'. Further down are '*Calendar Setid' (SHARE), '*Calendar ID' (A1), and the text 'Annual'. At the bottom are '*Fiscal Year' (2001) and '*Period' (1). Each of these bottom four fields has a magnifying glass icon next to it.

1099 Rpt Post page

Include Manual Overrides	Select if you want to include manually adjusted or updated withholding transactions. Otherwise, the system only includes the transactions that Withhold Post automatically generates.

Control ID	Determines which business units and vendors to include.
Calendar ID, Fiscal Year, and Period	System uses to determine which transactions to include in the posting. It selects all transactions with a payment date less than or equal to the last day of the specified period. You can create an annual calendar to use for 1099 Report Posting from which the system picks up all transactions for the year specified.

Note. The payor data for the Control ID you enter on the Payor Data page must match the information the IRS has on file. In particular, the Tax ID, TCC and Name 1 data should be the same, since the 1099 reporting process pulls the header information for the IRS file from this page. Also, you must enter a valid state.

The system extracts the withholding transaction data and populates the Withholding 1099 Report table.

See Also

"Processing Withholding in PeopleSoft Payables," Entering Transmitter and Payor Data

Generating 1099 Reports

Access the Withhold 1099 Report page.

To create a file for the IRS and 1099 forms for your vendors, run the Withholding Report SQR process.

The Withholding Report SQR process compares information in the withholding transaction tables to the information that you have already sent to the IRS and populates a third table with the information that needs to be sent to the IRS for the current year. This enables you to process corrections and replacements in addition to original submissions.

The SQR process configures your 1099 data into the IRS format and produces a flat file for the IRS as well as 1099 data for Copy B for your vendors.

Withhold 1099 Report page

Type of File/Return

Select:

C for correction, that is, you sent a file to the IRS but, later, discovered an error.

O for original, that is, you have not yet sent a file to the IRS.

R for replacement, that is, the IRS requests a replacement file..

T for test, that is, you are sending a test file.

Replacement Character

If you need to send a replacement file, the IRS first sends you a replacement character to include in the file.

The withholding report process creates the file for the IRS and stores it in the directory specified on the Process Scheduler. You can send the file to the IRS using the new FIRE (Filing Information Returns Electronically) system.

The Withholding Report SQR program automatically produces an electronic file and moves data to a reporting table to allow for the use of added multiple Copy B reporting options.

Note. The Withhold 1099 Report page is for US reporting. The Withholding Reports page is for global reporting. The person who controls security for your PeopleSoft pages defines security for these pages so that your users can access whichever reports are applicable for your company.

See Also

Generating the 1099 Copy B

Running the Withholding To Send Detail Report

Access the To Send Rpt page.

To Send Rpt page

The Withholding To Send Detail Report page enables you to generate a summary of the data stored in the withholding detail table (WTHD_TO_SND_DTL). The report lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS. You must complete the 1099 reporting process—with the exception of sending the file—for the report to accurately summarize your data.

Note. This report will be blank if you do not run the Withholding report APY1099.sqr first. Also, be aware that the balances on this report may not balance against the information provided in the Withhold Control report (APY3012), since the Withhold Control report does not reflect any of the changes you may have made to the voucher lines and vendor setup via the Update Withholdings process, or any legacy withholding data you may have added.

Generating the 1099 Copy B

Access the Run 1099 Copyb Rpt page.

Run 1099 Copyb Rpt page

To Generate Copy B:

1. Select the necessary criteria.

The Withholding Report ID defaults as US_REPORT.

For Vendor Select, choose *Select All* or *Specify* the ones you want.

2. Click Run.

The system prompts you to select the application engine AP_COPYB_RPT, the Crystal report APY1099, or the CopyB **Report** job. Selecting the CopyB **Report** job runs both the

application engine and the Crystal report in the correct order. To ensure the most up-to-date Copy B information, you must run the application engine first and then the report.

Save the report to an RPT file format and print it using Crystal to retain formatting and page breaks.

In addition to selecting vendors you must choose how you want the Copy Bs sorted. Select a drop down in the **Sort Option** group box. You can sort the Copy Bs by **TIN**, by **Name**, or by **Vendor ID**.

Running the Withholding Sent File Process

Access the Wthd Sent page.

As a final step, run the Withholding Sent File process. This process finalizes the 1099 reporting and file creation process. It records all the data in the file you have sent. Do not run this process until you send your file to the IRS. You can only run it once for each time you run the withholding report APY1099.SQR. The system uses this information when creating correction or replacement files.

Wthd Sent page

Click the **Run** button to run the WTHD_SNT Application Engine process.

You do not need to run this process if you sent a test file to the IRS. The test file is a viable IRS file, but the information generated for the test does not need to be stored in the online system.

Processing Correction Files

If you determine that you reported incorrect data for a vendor or a group of vendors, produce a correction file. To correct the transaction data within the Payables system, do one of the following:

- Adjust the individual voucher lines for the vendor.

- Enter an adjustment on the Withholding Adjustments page.
- Enter a new voucher.

To complete the correction process:

1. Run Withhold 1099 Report Post.
2. Run Withholding reports.
3. Print Copy Bs.
4. Run Withholding Sent File.

Processing Replacement Files

Once you send your file to the IRS and run the Withholding Sent File process, you are finished with the 1099 reporting process unless the IRS rejects your file because of formatting errors. In that case, the IRS tells you what is invalid in your file either through contact information you provide or on their Internet page where your file is stored. Make the necessary changes and resubmit your file.

To do this, open the Withhold **Reports** page, select *Replace* in the **Type of File/Return** field, and enter the Replacement Character provided to you by the IRS. The system generates a new file that you can send to the IRS.

Note. You can only create a replacement file if only one original file has been sent to the IRS.

Viewing 1099 Piggyback States for 1099 Reporting

Access the 1099 State Table page.

The 1099 Piggyback States table contains entries for every state that participates in the IRS program for sharing 1099 reporting information. When you send your annual 1099-MISC report to the IRS, you can specify to which states you want the report forwarded.

1099 State Table	
State: CA California	Minimum Amount to Report For: 0

1099 State Table page

State	Displays the state you selected.
Minimum Amount to Report For	Updates the minimum amount to report for each state. This amount is assumed to be in U.S. dollars since 1099 piggyback states only apply to 1099 reporting in the U.S.

Understanding United Kingdom Withholding Requirements

This section describes how to implement Construction Industry Scheme (CIS) using the Global Withholding features in PeopleSoft Payables.

In the United Kingdom (UK), payments to suppliers for construction operations fall within the scope of the Construction Industry Scheme (CIS). This scheme states that suppliers (referred to in the scheme as subcontractors) who operate in the construction industry can be paid only if they are holders of either a Registration Card or a Subcontractors Tax Certificate. Registration Card holders have amounts deducted from their payments for labor on account of their tax and National Insurance Contribution (NIC) liability. Certificate holders can be paid gross, but details of all the payments must be retained for reporting to the Inland Revenue.

Note. Detailed Inland Revenue specifications are available at the following web address:
<http://www.inlandrevenue.gov.uk/ebu/ebu4.htm>.

CIS Sample Data

The withholding setup for the UK is delivered with the sample data shown in the following table:

Type	Value
Withhold Entity	<i>IR</i>
Withholding Rule	<i>GBR01</i>
	<i>GBR02</i>
	<i>GBR03</i>
Withholding Type	<i>CIS</i>
Withholding Class	<i>CIS4</i>
	<i>CIS4M</i>
	<i>CIS5</i>
	<i>CIS6</i>
Withholding Jurisdiction	<i>UKWTA</i>
Withholding Code	<i>CIS4</i>
	<i>CIS4M</i>

Type	Value
	CIS5
	CIS6

Note. Jurisdiction is a new data object that has been added to the global withholding data model. This is not needed for CIS processing, but it is a required object in the data structure. We have delivered a dummy jurisdiction of UKWTA with the sample data.

Subcontractor Tax Certificates

There are two types of subcontractor certificates. These are issued only to qualifying businesses that satisfy the stringent qualifying criteria that are laid down by the Inland Revenue. The certificates are as follows:

CIS6 - Subcontractors Tax Certificate	This certificate is issued to individuals, partners, directors, or company secretaries of qualifying businesses or organizations.
CIS5 - Construction Tax Certificate	This certificate is issued to larger companies that can present an adequate business case for the Inland Revenue not to issue a CIS6 Certificate. This has recently been extended to partners who are issued the certificate along with a CIS5(P) certificate.

Both certificate types permit payments to be made in gross (that is, with no deductions for tax and NIC). However, CIS operates differently for each type of certificate. CIS6 subcontractors generate their own paperwork with respect to payments received, whereas CIS5 subcontractors receive paperwork from the contractor. In other words, PeopleSoft Payables generates monthly returns for CIS5 subcontractors and annual returns for CIS5 and CIS6 subcontractors. No monthly system processing is required for CIS6 subcontractors. However, a query that reports the payments that are made to CIS6 subcontractors is provided, to enable you to keep track of the CIS24 vouchers that are sent in by the subcontractor. The query is called APY8032_CIS6_PAYMENTS. You can send the output from the query to a spreadsheet, where the corresponding CIS24 voucher numbers can be recorded.

In PeopleSoft Payables, the distinction between the certificate types is handled by the withholding code. You can still identify the differences on the vendor's withholding attributes (on the Withholding Reporting Information page), but these are not used to determine the processing that is required. Therefore, we recommend that certificate holders use the following delivered sample withholding codes (or their equivalents) when setting up the Withholding Codes page.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Recording Withholding Reporting Information

Registration Cards

Registration cards, of which there are two types, are issued to those that do not qualify for a subcontractor tax certificate. For holders of these cards, a deduction must be made on payments at the prevailing rate that is specified by the government. The two types of registration cards are as follows:

CIS4(P) - Permanent Card	This bears the National Insurance number of the card holder. It has no expiration date.
CIS4(T) - Temporary Card	This does not bear the National Insurance number and has an expiration date.

In PeopleSoft Payables, no distinction is made between the two types of registration cards. This is because withholding is triggered by the withholding code and its associated rule, not by attributes that are assigned to the vendor. We recommend that registration card holders use the delivered sample withholding codes (or their equivalents).

Small Payments

Subject to approval by your local tax office, you may be able to make payments in gross (that is, with no deductions) to CIS4 registration card holders on small contracts that are less than GBP 1000.00 (excluding the cost of materials). This scheme applies only to local managers of decentralized premises who make small one-off payments.

If you are granted approval, then you can set up the suppliers to whom this ruling applies as normal vendors. You do this by clearing the Withholding check box on the Identifying Information page.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Creating Vendor Records

Expired Card Holders

Temporary Registration Cards (CIS4T) and Subcontractor Tax Certificates (CIS5 and CIS6) have an *Expires End* date. When this date is reached, no further payments should be made until a new card or certificate is produced. To prevent payments from being made to these vendors, you can create an effective-dated vendor location record with an effective date that is equal to the first day following the *Expires End* date. On this record, you set the Hold Payment option to *Hold Both*. When the supplier shows a new card with a new *Expires End* date, you set the Hold Payment option back to *No Hold*.

For example, if the *Expires End* date is December 31, 2001, you create an effective-date record for January 1, 2002 with the Hold Payment option set as shown in the following exhibit:

Withholding Vendor Information

SetID: SHARE Vendor: GBR0000005 Location: MAIN Eff Date: 01/01/1900

Reporting Info

Withholding Jurisdiction Customize | Find | View All | First 1 of 1 Last

Main Information Hold/Condition Remit

*Entity	*Type	*Jurisdiction	*Hold Pay Ind	*Hold Payment	*Vendor Category	*Withd Condition	Percent	Valid Until
IR	CIS	UKWTA	Specify	Hold Both	NONE	None		

Setting the Hold Payment option on the Withholding Vendor Information - Hold/Condition page (VNDR_WTHD_JUR)

Ideally, suppliers that have an approaching *Expires End* date are reported ahead of time so that they can be contacted to furnish new details. There are currently no standard reports for this. This would need to be done by creating queries or custom reports. For example:

- Withholding vendors where expiration date is not null and expiration date has expired or close to expiration.
- Withholding vendors whose expiration date has expired and scheduled payments exist.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining Withholding Options

Meeting United Kingdom Withholding Requirements

Here is how you process withholding for CIS:

- Define CIS Withholding Requirements for the Entity.
- Set up withholding entities.
- Define entities as collection agents.
- Define withholding codes.
- Set up withholding rules.
- Set up withholding vendors.
- Define reporting information.
- Enter alternate payment names for CIS vendors.
- Set up contractor details.
- Set up tax calendars.

- Generate reports.
- Generate payments to the Inland Revenue.

Pages Used to Meet United Kingdom Withholding Requirements

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Entity Fields - Vendor	WTHD_ENTITY_FIE LDS	Accounts Payable, Administration, Withholding, Withholding Entities, Entity Fields - Vendor	Indicate which information the tax authority (entity) requires for your vendors.
Withholding Entity	WTHD_ENTITY	Accounts Payable, Administration, Withholding, Withholding Entities	Define your withholding entities (tax authorities).
Procurement Acctg Control – Withholding	BU_WTHD_JUR	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Acctg Control, Withholding	Specify General Ledger business unit withholding setup.
Withholding Codes	WTHD_CODE	Accounts Payable, Administration, Withholding, Withholding Codes	Define withholding codes.
Withholding Rule	WTHD_RULE	Accounts Payable, Administration, Withholding, Rules	Establish rules that determine the actions to be taken during withholding.
Withholding Vendor Information	VNDR_WTHD_JUR	Click the Withholding Setup link on the Vendor Information – Location Page.	Define withholding information for the vendor location.
Withholding Reporting Information	VNDR_WTHD_SBP	Click the Reporting Info button from the Withholding Vendor Information Page.	Record reporting information for this vendor location.
Payment/Withholding Alternate Names	VNDR_ADDR_NAM E	Click the Payment Alt Names link on the Vendor Information – Address Page.	Enter an alternate name to be used on payments.

Page Name	Object Name	Navigation	Usage
Payor Data	WTHD_CONTROL	Accounts Payable, Administration, Withholding, Report Control Information, Payor Data	Enter payor data as defined by your tax authorities.
Report Control Information – Address	WTHD_CNTL_ADDR_SEC	Click the  button on the Payor Data page.	Enter the payor address data, formatted as required by your tax authority.
Calendar Builder	CALENDAR_BUILDER	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Calendar Builder	Create and maintain unlimited calendars.
Create Reporting Information	WTHD_RPT_POST	Vendors, Withholdings, Create Reporting Information	Run the Create Reporting Information process to populate the withholding report table with data from the withholding transaction table based on your report setup.
Pay Cycle Selection - Dates	PYCYCL_DEFN_DT	Accounts Payable, Payments, Define Pay Cycle, Payment Selection Criteria	Define a pay cycle.

Defining CIS Withholding Requirements for the Entity

Access the Entity Fields - Vendor page.

Withholding Entity **Entity Fields - Vendor** Entity Fields - Business Unit Chartfields

Entity: IR Inland Revenue - UK

Vendor Fields			
	Required	Optional	Withhold
_ Date of Birth	☐	☐	☐
_ Birth Location	☐	☐	☐
_ Certificate Expiration	☒	☒	☐
_ Certificate Number	☒	☒	☐
_ Certificate type	☒	☒	☐
_ Company	☐	☐	☐
_ Direct Sales of \$5000 or More	☐	☐	☐
_ Number of children	☐	☐	☐
_ Profession	☐	☐	☐

Find | View 9 First 1-16 of 16 Last

Clearing the Withhold check boxes on the Entity Fields - Vendor page (WTHD_ENTITY_FIELDS)
(1 of 2)

_ IRS Notified Twice of Invalid	☐	☐	☐
_ Gender	☐	☐	☐
_ State Income Tax Withheld	☐	☐	☐
_ Tax District Reference	☐	☐	☐
_ Taxpayer Identification Number	☒	☒	☐
_ TIN Type	☐	☐	☐
_ Withholding Control Name	☐	☐	☐

Clearing the Withhold check boxes on the Entity Fields - Vendor page (WTHD_ENTITY_FIELDS)
(2 of 2)

In PeopleSoft Payables, you set up the system to perform withholding processing based on the **Withhold** check box on the Entity Fields - Vendor page. To do this, we recommend that you mark the vendor as a withholding vendor and clear all the **Withhold** check boxes. You should mark the **Certificate Number**, **Certificate Expiration**, **Certificate Type** and **Taxpayer Identification Number** fields as optional.

See Also

“Processing Withholding in PeopleSoft Payables,” Defining Vendor Information for the Entity

Setting Up Withholding Entities for CIS

Access the Withholding Entity page.

Withholding Entity Entity Fields - Vendor Entity Fields - Business Unit Chartfields

Entity: IR
 Description: Inland Revenue - UK Last Report Date:

Withholding Entity Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 Status: Active
 *Vendor: SHARE GBR0000090 UK Withholding Tax Authority *Currency Code: GBP Pound
 *Location: MAIN Main Location *Rate Type: CRRNT Current
 *Address: 1 File Layout: Construction Industry *Round Option: Natural

Withholding Class Find | View All First 1 of 4 Last

*Type *Jurisdiction *Class Min Amt to Rpt
 CIS UKWTA CIS4 Misc. Setup

Withholding Categories Customize | Find | View All First 1 of 1 Last

Main Information Additional Info

*Business Unit Category	*Vendor Category	*Withholding Rule	Description	Create Pmnt	*Hold
NONE	NONE	GBR01	CIS4 Registration Card Holders	☒	No Hold

Setting up the withholding entity for withholding class CIS4 on the Withholding Entity page (WTHD_ENTITY)

The system creates scheduled payments for amounts that are deducted from payments to registration card holders. These payments must be made to the Inland Revenue within 14 days of the end of the tax month. We recommend that you create a vendor that represents the Accounts Office of the Inland Revenue to which these deducted amounts can be remitted. To ensure that scheduled payments are made to the Inland Revenue vendor, you enter the vendor details on the Withholding Entity page.

To ensure that deductions from payments made to Registration Card holders are kept as a separate payment that can be made at the end of the month to the Inland Revenue, select the **Create Pmnt** (create payment) check box for the CIS4 withholding class. Then, in the **Round Option** field, select *Natural* as the rounding option. (You must not leave this field blank). Set the **Hold** field to *Withd Only* (withhold only) or *No Hold*.

See Also

Registration Cards

Generating Payments to Inland Revenue

“Processing Withholding in PeopleSoft Payables,” Defining Vendor Information for the Entity

Defining Entities as Collection Agents for CIS

Access the Procurement Acct Control - Withholding page.

General Controls | Non-Merch Charges | GL Templates | ERS Options | **Withholding**

Business Unit Interface

Unit: GBR01 BRITAIN OPERATIONS

Withholding Class Find | View All First 1 of 1 Last

*Effective Date: 01/01/1900 Status: Active

Customize | Find | View All | First 1 of 1 Last

*Entity	*Type	*Jurisdiction	Tax Identification Type	Tax Identification Number	*Category	Collection Agent Flag	Last Certificate Number	Codigo DGR
IR	CIS	UKWTA			NONE	☒		

Ensuring that vendor defaults pass to vouchers on the Procurement Acct Control - Withholding page (BU_WITH_JUR)

To ensure that the vendor withholding defaults are passed to the voucher, select the **Collection Agent Flag** check box for your business unit.

See Also

“Defining PeopleSoft Payables Business Units,” Choosing Withholding Options

Defining Withholding Codes for CIS

Access the Withholding Codes page.

Withholding Codes

SetID: SHARE CORPORATE SETID

Code: CIS5

Description: Contractors

Withholding Codes Customize | Find | View All | First 1 of 1 Last

*Entity	*Type	Withhold Type Description	Jurisdiction	Jurisdiction Description	Class	Description
IR	CIS	Construction Industry Scheme	UKWTA	UK Jurisdiction	CIS5	Contractors

Setting up the withholding code for CIS on the Withholding Codes page (WTHD_CODE)

There are several different classes you can use for CIS withholding:

CIS5

Use on all voucher lines (both goods and labor) for subcontractors that hold the CIS5 Certificate.

CIS6	Use on all voucher lines for subcontractors that hold the CIS6 Certificate.
CIS4	Identifies labor items on the voucher and is subject to a deduction when the payment is created.
CIS4M	Identifies non-labor items (such as goods and materials) on the voucher. These items are not subject to a deduction at payment but must still be identified for inclusion on the monthly and annual reports that are submitted to the Inland Revenue.

See Also

“Processing Withholding in PeopleSoft Payables,” Defining Withholding Codes

Setting Up Withholding Rules for CIS

Access the Withholding Rule page.

Withholding Rule

Withholding Rule: GBR02

Description: CIS5 & CIS6 Non Deduction Rule

Rule Information Find First 1 of 1 Last

***Effective Date:** 01/01/1900 ***Status:** Active + -

Rule Details Customize | Find | View All | First 1 of 1 Last

From Basis Amount	To Basis Amount	Percent Withheld	Additional Amount
0.00	9999999999.99	0.00	0.00 + -

Setting up the withholding rule for CIS5 and CIS6 on the Withholding Rule page (WTHD_RULE)

There are several different rules you can use for CIS withholding:

GBR01	Associated with withholding code CIS4.
GBR02	Associated with both CIS5 and CIS 6. It withholds 0 percent and ensures that payments are paid gross.
GBR03	Associated with withholding code CIS4M.

See Also

“Processing Withholding in PeopleSoft Payables,” Defining Withholding Rules

Setting Up Withholding Vendors for CIS

Access the Withholding Vendor Information page.

Withholding Vendor Information

SetID: SHARE Vendor: GBR0000002 Location: MAIN Eff Date: 01/01/1900

Reporting Info

Withholding Jurisdiction Customize | Find | View All | First 1 of 1 Last

Main Information Hold/Condition Remit

*Entity	*Type	*Jurisdiction	Default Jur	*Default Class	*Rule Indicator	Rule	Withhold
IR	CIS	UKWTA	☒	CIS6	Default		☒

Setting up certificate withholding on the Withholding Vendor Information page (VNDR_WTHD_JUR)

Withhold

Select when setting up certificate information or registration card information for the vendor.

Default Class

Select from the following options:

CIS5: Enter certificate information for a vendor using certificate type CIS5.

CIS6: Enter certificate information for a vendor using certificate type CIS6.

CIS4: Enter registration card information for a vendor using certificate type CIS4.

Default Jur

Select to ensure that the withholding defaults are copied to the invoice.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining Withholding Options

Defining Reporting Information for CIS

Access the Withholding Reporting Information page.

Withholding Reporting Information

SetID: SHARE Vendor ID: GBR0000002 Location: MAIN Eff Date: 01/01/1900

Customize | Find | View All | First 1 of 1 Last

*Entity	*Address	Taxpayer Identification Number	Certificate type	Certificate Number	Certificate Expiration
IR	1	AC020202A	6	5432109876101	31/03/2003

Setting up CIS details on the Withholding Reporting Information page (VNDR_WTHD_SBP)

Entering Subcontractor Tax Certificate Details

Set the **Certificate type** to 5 or 6 to identify CIS5 or CIS6 Certificate holders, respectively, so that you can do your own custom reporting with respect to the different types of subcontractors. This information is printed on some of the standard PeopleSoft reports (for example, the Withholding Control report) and is used as a parameter in the APY8032_CIS6_PAYMENTS query.

You must enter the certificate number in the **Certificate Number** field for monthly and annual reporting purposes. You should also enter the *Expires End* date in the **Certificate Expiration** field and the *NI Number* in the **Taxpayer Identification Number** field.

Entering Subcontractor Registration Card Details

Set the **Certificate type** to 4 to identify registration card holders (that have a withholding class of CIS4) so that you can do your own custom reporting with respect to the different types of subcontractors. This information is also printed on some of the standard PeopleSoft reports (such as the Withholding Control report).

For monthly and annual reporting purposes, you must enter the registration card number in the **Certificate Number** field. If the subcontractor holds a permanent registration card, then also enter the subcontractor's National Insurance Number in the **Taxpayer Identification Number** field. For temporary card holders, leave the **Taxpayer Identification Number** field blank and enter the *Expires End* date in the **Certificate Expiration** field.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, "Maintaining Vendor Information," Recording Withholding Reporting Information

Entering Alternate Payment Names for CIS Vendors

Access the Payment Alternate Names page.

Payment/Withholding Alternate Names

Payment/Withholding Alt Names	
Name 1:	Bluestone Consulting
Name 2:	

Entering vendor names on the Payment/Withholding Alternate Names page (VNDR_ADDR_NAME)

The name you enter on this page is the name that appears on the withholding document.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Entering Alternate Payment Names

Note. When you enter the vendor's address, make sure that you include the county. The program that extracts withholding data requires the county field to be filled in.

Setting Up Contractor Details for CIS

Access the Payor Data page.

Payor Data	Vendors and Business Units	Piggyback States/Numbers
SetID:	SHARE	Control ID: GBR-REPORT
Transmitter Information		
☒ Vendor Software Indicator		
Transmitter Name 1:	UK Withholding Report	
Transmitter Name 2:		
Tax ID:	1000000061012	
TCC:	0174	
*Contact Name1:	John Smith	
Payer Information		
☐ Combined Federal State Filing Participant		
Payer Name 1:	PEOPLESOFT UK LIMITED	
Payer Name 2:		
Control ID:		
Payer Tax ID:		

Setting up contractor details on the Payor Data page (WTHD_CONTROL)

Before you generate the monthly and annual returns, you must enter your own company's tax information (contractor details) on the Payor Data page.

Payer Name 1 and **Payer Name 2** are optional fields, but they are used on the EDI file that is submitted to the Inland Revenue. Ideally, you should enter at least **Payer Name 1**. You should enter your Contractor tax reference in the **Tax ID** field. If you are using EDI to submit your returns, enter the EDI ID that is issued to you by the Inland Revenue in the **TCC** field.

It is also important that you enter your business address on the address page. Access this page by clicking the **Envelope** button.

Setting Up Tax Calendars for CIS

UK reporting consists of monthly and annual returns. You are obliged to report all payments that are made to CIS4 and CIS5 subcontractors within 14 days of the end of the tax month.

In the UK, the tax year runs from April 6 to April 5 of the following year. Each tax month starts on the sixth day of the month. To ensure that payments that are subject to withholding processing are reported in the correct tax month, create a monthly calendar for the UK tax year.

To produce the annual return, create an annual calendar.

Monthly Calendar

Calendar Builder

SetID: SHARE Calendar ID: TM *Description: UK Monthly Tax Calendar Periods in a Year: 12

*Begin Date: 04/06/2002 *End Date: 04/05/2003 *Fiscal Year: 2002

Long Description:

☐ Daily
 ☐ Weekly
 ☐ Bi-weekly
☒ Monthly
☐ Bi-monthly
☐ Quarterly
☐ Semi-Annual
☐ Yearly Calendar

Monthly Allocation Type: 12 period Calendar ☐ Used for depreciation **Generate**

▼ Detail Periods [Customize](#) | [Find](#) | [View All](#) | First 1-12 of 12 Last

Year	Period	Begin Date	End Date	Period Name	Abbreviation
2002	1	04/06/2002	05/05/2002	Period 1 - 2002-04-06	1
2002	2	05/06/2002	06/05/2002	Period 2 - 2002-05-06	2
2002	3	06/06/2002	07/05/2002	Period 3 - 2002-06-06	3
2002	4	07/06/2002	08/05/2002	Period 4 - 2002-07-06	4
2002	5	08/06/2002	09/05/2002	Period 5 - 2002-08-06	5
2002	6	09/06/2002	10/05/2002	Period 6 - 2002-09-06	6
2002	7	10/06/2002	11/05/2002	Period 7 - 2002-10-06	7
2002	8	11/06/2002	12/05/2002	Period 8 - 2002-11-06	8
2002	9	12/06/2002	01/05/2003	Period 9 - 2002-12-06	9
2002	10	01/06/2003	02/05/2003	Period 10 - 2003-01-06	10
2002	11	02/06/2003	03/05/2003	Period 11 - 2003-02-06	11
2002	12	03/06/2003	04/05/2003	Period 12 - 2003-03-06	12

▶ Adjustment Periods

Setting up the monthly calendar for CIS reporting on the Calendar Builder page (CALENDAR_BUILDER)

Annual Calendar

Calendar Builder

SetID: SHARE Calendar ID: TY *Description: UK Annual Tax Calendar Periods in a Year: 1

*Begin Date: 04/06/2002 *End Date: 04/05/2003 *Fiscal Year: 2002

Long Description:

☐ Daily
 ☐ Weekly
 ☐ Bi-weekly
☒ Monthly
☐ Bi-monthly
☐ Quarterly
☐ Semi-Annual
☒ Yearly Calendar

Generate

▼ Detail Periods [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Year	Period	Begin Date	End Date	Period Name	Abbreviation
2002	1	04/06/2002	04/05/2003	Period 1 - 2002-04-06	1

▼ Adjustment Periods [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Accounting Period	Period Name	Abbreviation
998		

+ -

Setting up the annual calendar for CIS reporting on the Calendar Builder page (CALENDAR_BUILDER)

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Accounting Calendars,” Setting Up Calendar Builder

Generating Reports for CIS

Access the Withhold Report Post page.

Create Reporting Information

Run Control ID: CIS_MONTHLY [Report Manager](#) [Process Monitor](#) [Run](#)

*Request ID: CIS CIS MONTHLY REPORTING

*Process Frequency: Always Process

*Report ID: CIS UK Construction Industry Scheme

*Report Date: 05/07/2002

*Control ID: SHARE GBR-REPOR UK Withholding Report

*Calendar ID: SHARE TM UK Monthly Tax Calendar

*Fiscal Year: 2002

*Period: 1 Period 1 - 2002-04-06

Extracting monthly withholding details using the Create Reporting Information page (WTHD_RPT_POST)

Generating Monthly Reports

You are obliged to report all payments that are made to CIS4 and CIS5 subcontractors during the tax month. This can be done using preprinted, multi-part stationery or through EDI. PeopleSoft provides for the EDI solution. The system generates a flat file that conforms to the file that is specified in the Inland Revenue Message Implementation Guide. SQR APY8032 produces both the flat file and the report output. We produce two files, as follows:

Construction Gross Payment Vouchers	This file contains details of payments that are made to CIS5 certificate holders. The file that is produced is called APY8032.23E (or APCIS23E.DAT on IBM OS390 servers).
Tax Payment Vouchers	This file contains details of payments that are made to CIS4 registration card holders. The file produced is called APY8032.25E (or APCIS25E.DAT on IBM OS390 servers). In addition to producing the flat file, you must also print a copy of the Tax Payment Voucher (form CIS25E). This single-part document is sent to the subcontractor to provide a record of the amounts that have been deducted from the subcontractor's payments during the tax month.

To create the files, you must first post the withholding details into the transaction table. You then need to extract the data from the transaction table into the reporting tables, using the Withhold Report Post page. For the monthly returns, you must select the UK monthly tax calendar.

After you extract the data to the report files, you create the output files and the CIS25E report by running the withholding reports.

You must send the files that are produced into the EDI translation software of your choice. This software converts the flat file into EDI messages. A list of third-party EDI translation and submission software providers is available from the Inland Revenue.

There are no monthly reporting requirements for CIS6 certificate holders. However, you are obliged to ensure that subcontractors of this type send you a CIS24 voucher either for each payment or for all payments made during the tax month. You can use query APY8032_CIS6_PAYMENTS to assist in this process.

Generating Annual Reports

All payments that are made to CIS4, CIS5, and CIS6 subcontractors during the tax year must be reported to the Inland Revenue. This can be done using preprinted, multi-part stationery or through EDI. PeopleSoft provides for the EDI solution. The system generates a flat file that conforms to the file that is specified in the Inland Revenue Message Implementation Guide. We produce a single file:

End of Year Payments. The file that is produced is called APY8032.36E (or APCIS36E.DAT on IBM OS390 servers).

To create the files, all the withholding details for the year must have been posted to the transaction table using the Withholding Post page.

Then, extract the data from the transaction table into the reporting tables using the Withhold Report Post page. For the annual returns, select the UK annual tax calendar.

After you extract the data to the report table, you create the output file by running the Withholding Reports.

You must send the files that are produced to the EDI translation software of your choice. This software converts the flat file to EDI messages. A list of third-party EDI translation and submission software providers is available from the Inland Revenue.

See Also

“Processing Withholding in PeopleSoft Payables,” Posting Withholding Transactions

“Processing Withholding in PeopleSoft Payables,” Running the Create Reporting Information Process

“Processing Withholding in PeopleSoft Payables,” Generating Withholding Reports

Generating Payments to Inland Revenue

There are two ways in which you can set up the system to generate the payment to the Inland Revenue. The method you select depends on the volume of CIS transactions and the way in which you run your pay cycle.

Method 1 - Placing Inland Revenue Payments on Hold

With this method, you set up the system to place the Inland Revenue scheduled payments on hold automatically. Then within 14 days after the end of the tax month, you take the scheduled payments off hold. Set up a pay cycle that includes scheduled payment dates within the tax period range (for example, from the sixth of the previous month to the fifth of the current month). Then a single payment to the Inland Revenue can be generated for all withheld amounts.

To place the withheld scheduled payments on hold:

1. Set the Hold option to *Withd Only* (withhold only) on the Withholding Entity page for withholding Class CIS4.
2. Set the Withholding Date option to *Payment* on the Pay Cycle Selection - Dates page. This sets the scheduled due date on the payment so that it is equal to the payment date, making it easier to select only the withheld payments that were made during the tax month.

A variation of this method is to place the Inland Revenue vendor on hold. With this approach, you leave the vendor on hold until just prior to running a pay cycle that selects Inland Revenue scheduled payments. You take the vendor off hold before running the pay cycle and place the vendor back on hold immediately after the completion of the pay cycle. To do this, you select the Hold Payments check box on the Vendor Payment Options page.

Method 2 - Using Pay Groups

If the volume of withheld payment is too great to permit resetting the Hold option manually, then you can use Pay Groups. You define one set of pay groups for your regular payments and another pay group that is used exclusively for payments that are made to the Inland Revenue. Then you assign the Inland Revenue pay group to your Inland Revenue vendor. When scheduled payments are created for the withheld amount, the system assigns the Inland Revenue pay group to it. When payment to the Inland Revenue is due, you either temporarily include the Inland Revenue pay group in your Payment Selection Criteria or create a new pay cycle ID. To prevent the Inland Revenue payments from being selected during the tax month, use different pay groups for all of your other voucher payments.

See Also

“Processing Withholding in PeopleSoft Payables,” Defining Withholding Entities

“Processing Withholding in PeopleSoft Payables,” Defining Vendor Information for the Entity

“Establishing Pay Cycles,” Defining Pay Cycle Date Criteria

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Defining Payment Options

Understanding Japanese Withholding Requirements

To meet one of the Japanese income tax reporting requirements PeopleSoft provides a supporting summary sheet report (WTP2_001) corresponding to the year-end Withholding

report (APY8025), which is printed per vendor. The summary sheet has both detailed and summarized information for the applicable withholding transactions that are processed (paid) in the Payables module.

Information includes payment and withholding amount summarized by:

- Set of withholding classes defined for each reporting line
- Vendor category
- Vendor

Each of these summaries has a subtotal line indicating the number of payments made, total payment amount, and total withholding amount. The lines for categories, defined classes, and report totals also display the number of payees.

Meeting Japanese Withholding Requirements

This section explains how to:

- Set up the Withholding Summary Sheet.
- Generate the Withholding Summary Sheet.

Prerequisites

Because this report is a summary sheet attached to the Withholding report, every step that must be completed for the Withholding report also becomes a prerequisite for this summary sheet. All transaction information used in the summary sheet is based on the detailed information used for the Withholding report. You can select a portion of the report's information and then output a partial summary sheet, but you cannot include any additional transactions that are not in the report.

To produce the Withholding report and its summary sheet:

1. Register withholding (create voucher).
2. Create Payments.
3. Post Payments.
4. Post Withholdings.
5. Run the Create Reporting Information process.
6. Produce the Withholding report (not required).
7. Create the summary sheet.

You must run the Create Reporting Information process before you can produce the Withholding report. Because the summary sheet is calculated based on the information shown

on the Withholding report, the Create Reporting Information process is also required to create the summary sheet. The summary sheet consequently cannot include any transaction that is not processed for the withholding report, but it is possible to produce the report for a subset of this information.

Important! When there are more than two lines in one voucher and withholding tax is applied to both lines using the *gross amount* (that is, when the Withholding Basis Amt Override field is blank), the summary sheet double-counts the gross amount in the Payment Amount field. If you want to automatically calculate withholding tax based on the line amount, make sure you have the correct amount in the Withholding Basis Amt Override field on the voucher.

See Also

“Processing Withholding in PeopleSoft Payables,” Running the Create Reporting Information Process

Pages Used to Meet Japanese Withholding Requirements

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Report Definition 1	WTHD_RPT_DFN	Accounts Payable, Administration, Withholding, Report Definition	Specify selection criteria for withholding reports. Define the layout of the withholding reports based on your tax authority's reporting and filing requirements.
Withholding Report by Class	WTP2_RUN_WTP2_001	Accounts Payable, Reports, Withholding, Withholding Report by Class	Generate the summary sheet for the Withholding report by class.

Setting Up the Withholding Summary Sheet

Access the Report Definition 1 page

Report Definition 1 **Report Definition 2**

Report ID: WTH

Description: Japanese Withholding Report

***Entity:** WHT Japan withholding entity

Report Line Find | View All First 1 of 1 Last

***Line Number:** 1 ***Description:** Royalties on Copyright + -

Report Line Definition Customize | Find | View All | First 1 of 1 Last

Include	*Type	Description	*Jurisdiction	Description	Class	Description
☒	WHT	Japan withholding	JAPAN	Japan	04	Recording fee + -

Defining reporting requirements for APY8025 and the Summary Sheet on the Report Definition 1 page (WTHD_RPT_DFN)

You set up the withholding summary sheet by defining a set of withholding classes per reporting line on the Report Definition 1 page. There is no setup requirement specifically for generating the summary sheet. However, the setup and processing requirements for the Withholding report are prerequisites for generating the summary sheet.

Entity	The withholding entity of the information to be extracted.
Line Number	The reporting line number that indicates the sequence for output. This is the largest summary level of this report. Multiple withholding classes can be set up on one line.
Type	Withholding type of the information to be extracted.
Jurisdiction	Jurisdiction of the information to be extracted.
Class	Class of the information to be extracted.

See Also

“Processing Withholding in PeopleSoft Payables,” Specifying Withholding Selection Criteria

“Processing Withholding in PeopleSoft Payables,” Specifying Process Type and Name

Generating the Withholding Summary Sheet

Access the Withholding Report by Class page.

Withholding Report by Class

Run Control ID: WTP2
[Report Manager](#)
[Process Monitor](#)

Language:

Report Request Parameters

*Withholding Report ID:

*Withholding Entity:

*From Payment Date:

*To Payment Date:

Withholding Report by Class page

Report Request Parameters

Withholding Report ID	Select the Withholding Report ID created in the Report Definition component.
Withholding Entity	The Entity whose transactions are included in the report output.
From Payment Date	Select the date for which the report should begin the output of data. Note. This is the date a payment was made to a vendor for whom an amount was withheld, not the date a payment was made to the withholding entity.
To Payment Date	Select the date for which the report should end the output of data.

Note. If you are generating this summary sheet with the Withholding report (per vendor), the date range must be from the first day of the accounting period you specified on the Withholding Report page to the last day of the same accounting period. This will most likely be January 1 to December 31 of the reporting year.

All payment and withholding amounts are converted into the currency defined in the withholding entity, using the exchange rate type defined during the Post Withholdings process.

Important! The currency used in this report is that of the currently effective, single currency code defined for the withholding entity. If there were more than two currencies used to post withholding transactions for the same withholding entity during the selected period of the report, amounts of all transactions that were posted in a currency different from the currently effective currency of the withholding entity does not appear on this report.

Processing Document Sequencing in PeopleSoft Payables

This chapter provides an overview of document sequencing in PeopleSoft Payables and how to:

- Assign document types to types of accounting entries.
- Use document sequencing with various transactions.

Understanding Document Sequencing

Statutory requirements in some countries require that all financial transactions (*documents*) be classified into different transaction types and that within each transaction type, all documents entered be numbered sequentially. The Document Sequencing feature helps you maintain established business practices by meeting both of these requirements.

Document sequencing is available for documents that you create either online or through background (batch) processing. When you activate Document Sequencing, the PeopleSoft system automatically assigns a sequence number to each document (invoice, voucher, journal, and so on) that you create. You can also enter sequence numbers manually. When you delete, change, or unpost a document, the system may generate additional document sequence numbers, as appropriate.

Defining Payables Document Types

Once you have set up your system for document sequencing, you can define your payables document types using the Document Type page in the Set Up Financials/Supply Chain, Common Definitions, Document Sequencing menu.

Assigning Document Types to Payables Journals

You use the Journal Generator Template - Defaults page and Summarization page on the Define Business Rules, Define General Options menu to assign a document type to the accounting entries that PeopleSoft Payables generates. Journal Generator uses this information to assign a document sequence number when you create journals through the Journal Generator.

When you have finished working with the Journal Generator Template - Defaults page, select the tab for the Summarization page. To retain and pass the document sequence numbers to PeopleSoft General Ledger, select *Retain Detail* in the How Default Specified field.

See Also

PeopleSoft Global Options and Reports PeopleBook, “Defining Document Sequencing”

PeopleSoft Global Options and Reports PeopleBook, “Defining Document Sequencing,”
Defining Document Types

PeopleSoft Global Options and Reports PeopleBook, “Defining Document Sequencing,”
Defining Sequencing Options for Accounting Entries

Document Sequence Header table (VCHR_DOCSEQ_HDR)

PeopleSoft Payables uses a Document Sequence Header table, VCHR_DOCSEQ_HDR, to store document sequence numbers for each new set of accounting entries. This table is a child of the voucher table. Where possible, the data for VCHR_DOCSEQ_HDR is populated online. For example, when a voucher is closed, the voucher close document sequence number is generated or validated on saving the page. The Voucher Posting program then copies the document sequencing information to the closure accounting lines.

In other cases, however, document sequence numbers have to be generated in a batch process. In these instances, the necessary information is bulk-inserted into VCHR_DOCSEQ_HDR. The document sequencing routine is invoked to create a new document sequence number for each row in VCHR_DOCSEQ_HDR. The PeopleSoft Payables process then copies the document sequence information from VCHR_DOCSEQ_HDR to the accounting entry table. For example, when a payment is canceled, and the associated vouchers are closed, a closure document sequence number is generated for each voucher that is associated with the payment.

The following table lists the various events in PeopleSoft Payables that generate document sequence numbers, and it details whether document sequencing occurs online or as a batch process as well as which pages and processes are involved.

Event	Type of Processing	Pages / Processes
New voucher	Online	Voucher component
	Batch	Voucher Edit (APVCHREDIT)
Voucher Closure	Online	Voucher Close component
	Batch	Voucher Posting (AP_PSTVCHR)
Voucher Unpost	Online	Voucher Unpost component
Voucher Delete	Online	Voucher Delete component
New Payment	Online or Batch	Express Payment page Payment Creation (APY2010) Voucher component (Record Payment page)
Pay Cycle Reset	Online	Pay Cycle Manager page
Cancel Payment	Online	Payment Cancellation page

Event	Type of Processing	Pages / Processes
Cancel Payment Voucher Close	Batch	Payment Posting (APPSTPAY)
Manual Draft	Online	Manual Draft Entry page
Draft Write-Off	Online	Draft Write-Off page
Cash Clearing	Batch	Cash Clearing (APCLSCHR)
Revaluation	Batch	Revaluation (APPSTRVL)

Prerequisites

Before you can begin using Document Sequencing in PeopleSoft Payables, you must:

- Enable Document Sequencing at the system level.
- Enable Document Sequencing at the PeopleSoft General Ledger business unit level.
- Specify a document sequence range.
- Define the journal types and journal codes.

See Also

PeopleSoft Global Options and Reports PeopleBook, “Defining Document Sequencing,”
Setting Up Your System for Document Sequencing

Assigning Document Types to Types of Accounting Entries

You need to assign document types for each accounting entry type in Payables at the General Ledger business unit level on the Document Types page in the Procurement Accounting Control component.

You set up the default document type setup for the various payment methods on the Payment Methods page in the External Accounts component. From this page, you can access a Document Sequence page for assigning the default document type for that payment method, if the bank account is tied to a General Ledger business unit for which Document Sequencing has been enabled.

Here’s what you do to assign document types to types of accounting entries:

- Assign document types to accounting entry types.
- Assign default document types to payment methods.

See Also

“Defining PeopleSoft Payables Business Units,” Defining Procurement Accounting Controls

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,”
Defining Payment Methods for External Accounts

Pages Used to Assign Document Types

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Procurement Accounting Control – Document Types	BUS_UNIT_INTFC4	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Acctg Control, Document Types	Assign document types to each accounting entry type in Payables.
Payment Methods – Document Sequence	PYMNT_BANK_DOC_SEC	Select the Document Sequencing link on the Payment Methods page. <i>Note.</i> This link appears only if the bank belongs to a General Ledger business unit that is set up for document sequencing.	Assign default document types for payment methods.

Assigning Document Types to Accounting Entry Types

Access the Document Types page and fill out the applicable fields.

Assigning Default Document Types for Payment Methods

Access the Document Sequence page and fill in the applicable fields.

Using Document Sequencing with Various Transactions

This section describes how document sequencing affects various transactions and activities in PeopleSoft Payables processing.

Here’s how you create accounting transactions and document sequencing:

- Change document types and document sequence numbers.
- Enter vouchers with document sequencing.
- Close vouchers with document sequencing.
- Unpost vouchers with document sequencing.

- Repost vouchers with document sequencing.
- Delete vouchers with document sequencing.
- Cancel payments with document sequencing.
- Create manual drafts with document sequencing.
- Write off drafts with document sequencing.
- Use document sequencing with Interunit transactions.
- Process cash clearing entries with document sequencing.
- Use document sequencing with revaluation entries.

Pages Used to Create Accounting Transactions and Document Sequencing

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Document Sequence	PYMNT_BANK_DOC_SEC	Click the Document Sequencing link from the Payment Methods page.	Set up tracking individual documents back to invoices.
Invoice Information - Document Sequence	DOC_SEQ_AP_SEC	Select the Doc Seq (document sequence) link on the Invoice Information page.	Override the default document type and enter a document sequence number, if applicable.
Voucher Close – Document Sequence	DOC_SEQ_CLOSE_SEC	Select the Document Sequencing link from the Voucher Close page.	Override the default document type and enter a document sequence number, if applicable.
Voucher Unpost – Unpost Document Sequence	DOC_SEQ_UNPST_SEC	Select the Unpost Document Sequencing link from the UnPost page.	Override the default document type and enter a document sequence number, if applicable.
Voucher Unpost – Repost Document Sequence	DOC_SEQ_REPST_SEC	Select the Repost Document Sequencing link from the Voucher UnPost page	Override the default document type and enter a document sequence number, if applicable.

Page Name	Object Name	Navigation	Usage
Delete Document – Document Deletion Reason	SEQ_NBR_DEL_TBL	A prompt is displayed when you select the delete button from the Voucher Delete component.	Enter a deletion reason when you select the Delete button.
Payment Cancellation – Document Sequence	DOC_SEQ_CANCEL_SEC	Select the Document Sequencing link from the Cancel a Payment page.	Override the default document type and enter a document sequence number, if applicable.
Manual Draft Entry – Document Sequence	DOC_SEQ_PY_REC_SEC	Select the Document Sequencing link from the Manual Draft Entry page.	Override the default document type and enter a document sequence number, if applicable.

Changing Document Types and Document Sequence Numbers

Access the Document Sequence page.

For any documents that you enter online (for example, vouchers), you can use the Document Sequence page (accessed through a Document Sequencing link) to override the default sequencing values for your documents.

On the Document Sequence page, you will find the following fields:

Document Type	The system automatically assigns the default document type for each transaction based on your setup. You can override this setting by selecting a new value from the available types.
Journal Code	This display-only field displays the associated Journal Code for the selected Document Type.
Document Sequence Number	If you have opted to use automatic numbering, this field is display-only, and <i>NEXT</i> appears in this field until you save the transaction. When you save the transaction, the system assigns the next available sequence number. If you have not opted to use automatic numbering, you use this field to enter the document sequence number.
Document Sequence Date	When you save the transaction, the system automatically records the current date in the Document Sequence Date field.

See Also

PeopleSoft Global Options and Reports PeopleBook, “Defining Document Sequencing”

Entering Vouchers with Document Sequencing

Access the Document Sequencing page.

When you enter a voucher online that is associated with a business unit setup for document sequencing, a Document Sequencing link displays on the Invoice Information page, enabling you to access the Document Sequence page. On that page, you can override the default Document Type and enter a Document Sequence Number, if applicable.

For vouchers that are created with the batch processes Voucher Build (APVCHRBLD) and Voucher Edit (APVCHREDT), Voucher Edit assigns the document type, document sequence number, and document sequence date as part of its process.

See Also

Changing Document Types and Document Sequence Numbers

“Entering and Processing Vouchers Online,” Creating Vouchers Online

Closing Vouchers with Document Sequencing

Access the Voucher Close – Document Sequence page.

Voucher closure creates a new document sequence number and document sequence date for the closure accounting entries that are created by Voucher Posting. If you are closing a voucher manually using the online Voucher Close component, you can access a document sequence page where you can override the default document type and/or enter a manual document sequence number.

When you save the Voucher Close component, the online document sequencing routines are invoked. If the edit is successful, a row is inserted into the VCHR_DOC_SEQ_HDR table for the closure event. This row contains the Document Type, Document Sequence Number, and the Document Sequence Date for the closure event. When Voucher Posting (AP_PSTVCHR) processes the closed voucher, it copies this new document sequence information to the closure accounting entries.

Note. If you are using document sequencing and have saved the voucher on the Voucher Close page with the Close check box selected, you cannot access the voucher again to reopen it.

See Also

Changing Document Types and Document Sequence Numbers

“Managing Vouchers” Closing Vouchers

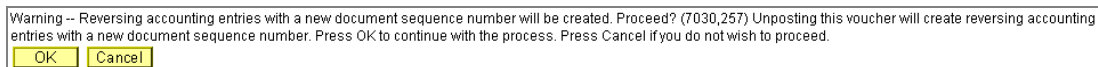
Unposting Vouchers with Document Sequencing

Access the Voucher Unpost – Unpost Document Sequence page.

Voucher Unpost creates reversal accounting entries for any vouchers with document sequence numbers, regardless of whether the vouchers have been distributed to PeopleSoft General Ledger. In addition, Voucher Unpost creates a new document sequence number and document sequence date for the reversing accounting entries that it generates. Voucher Unpost also creates a new accrual document sequence number for the unposted voucher. If the unposted voucher is reposted, Voucher Posting creates new accounting entries with the new accrual document sequence number and date, based on the setup specified on the Procurement Acctg Control - Document Types Page.

In the Voucher Unpost component, you can access two document sequence pages for processing document sequencing as part of unpost and repost.

When you select the **Unpost** button on the UnPost Voucher page, the following warning message appears:



Unposting Warning Message

If you click **OK**, the original accrual accounting entries in VCHR_ACCTG_LINE are not deleted. Instead, new accounting entries with a new document sequence number and date are created, based on the setup specified on the Procurement Acctg Control - Document Types Page.

See Also

Changing Document Types and Document Sequence Numbers

“Managing Vouchers,” Unposting Vouchers

Reposting Vouchers with Document Sequencing

Access the Voucher Unpost – Repost Document Sequence page and fill in the applicable fields.

See Changing Document Types and Document Sequence Numbers.

Deleting Vouchers with Document Sequencing

Access the Delete Document – Document Deletion Reason prompt and fill in the applicable field.

See Also

“Managing Vouchers,” Deleting Vouchers

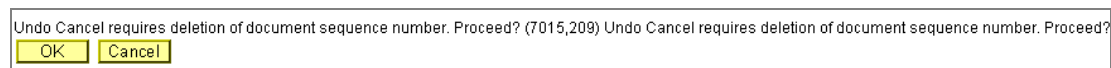
Canceling Payments with Document Sequencing

Payment Cancellation creates a new document sequence number and date for the cancellation accounting entries that are created by Payment Posting. Payment Posting also generates new closure document sequence numbers for all the vouchers that are associated with the canceled payment.

In the Payment Cancellation component, you can access a document sequence page on which you can override the document type for the cancellation accounting entries and enter a document sequence number, if applicable.

When Payment Posting processes the cancelled payment, Payment Posting generates a closure document sequence number and document sequence date for the voucher closure entries.

If you choose to undo a payment cancellation for a payment with a document sequence number by selecting Undo Cancel on the Payment Cancellation page, the following warning message appears:



Undo Cancel warning message

If you click **OK**, the Delete Document - Document Deletion Reason dialog box appears.

Note. This is possible only if you have not run Payment Posting on the payment.

See Also

Changing Document Types and Document Sequence Numbers

“Additional Payment Processing Options,” Canceling Payments

Creating Manual Drafts with Document Sequencing

When you create manual drafts for a bank that is tied to a General Ledger business unit enabled for document sequencing, the system assigns the draft that you create a document sequence type, document sequence number, and date.

From the Manual Draft Worksheet component, you can access a document sequence page on which you can override the document type for the cancellation accounting entries and enter a document sequence number, if applicable.

See Also

Changing Document Types and Document Sequence Numbers

Writing Off Drafts with Document Sequencing

When you are writing off drafts for a bank that is tied to a General Ledger business unit enabled for document sequencing, the system assigns the draft you are writing off a document sequence type, document sequence number, and date.

From the Draft Write-Off page, you can access a document sequence page on which you can override the document type for the cancellation accounting entries and enter a document sequence number, if applicable.

The document sequence page that you access from the Draft Write-Off page is the same as the document sequence page that you access from the Manual Draft Worksheet component.

Using Document Sequencing with InterUnit Transactions

This section describes how PeopleSoft Payables handles document sequencing for interunit transactions.

InterUnit Vouchers

There are cases when the distribution lines for a voucher are tied to a General Ledger business unit (or units) that is different from the General Ledger business unit that is tied to the Payables business unit of the voucher. The accounting entries created for this type of voucher by Voucher Posting go to more than one General Ledger business unit. This type of transaction is called an *interunit voucher*. Because document sequencing is based on the General Ledger business unit, there are some additional complexities for document sequencing.

If the voucher's Payables business unit is tied to a General Ledger business unit enabled for document sequencing, Voucher Posting assigns the *intraunit* accounting entries for that General Ledger business unit the document sequence type and number created on saving the voucher or during Voucher Edit.

Voucher Posting sequences the *interunit* accounting entries for any applicable General Ledger business units separately. Voucher Posting takes the document type from the default Accrual Interunit document type specified on the Procurement Acctg Control - Document Types Page for those General Ledger business units.

Note. This document type must be set for autonumbering because the interunit accounting entries are created during the Voucher Posting batch process without any user interaction.

InterUnit Payments

Interunit payments occur when a payment is created for a bank that is tied to a different General Ledger business unit than the associated voucher's Payables business unit.

When Payment Posting creates accounting entries for an interunit payment, it:

- Gives the accounting entries, which go to the General Ledger business unit of the payment's bank, the document sequence type and number generated at the time the payment was created.
- Sequences the other accounting entries to the General Ledger business unit tied to the associated voucher's Payables business unit separately, taking the document type from the default Payment Interunit document type specified on the Procurement Acctg Control - Document Types Page.

Note. This document type must be set for autonumbering because the interunit accounting entries are created during the Payment Posting batch process (APPSTPAY) without any user interaction.

Processing Cash Clearing Entries with Document Sequencing

For accounting entries created by cash clearing, the Cash Clearing process (APCSHCLR) creates a new document sequence number and updates the Cash Clearing (CASHCLR) accounting entries with the new document sequence data. The cash clearing document type defaults from the setup specified on the Procurement Acctg Control - Document Types Page.

See Also

“Running Cash Clearing”

Using Document Sequencing with Revaluation Entries

For accounting entries that are created by revaluation, the Revaluation process (APPSTRVL) creates a new document sequence number for the revaluation accounting entries on the Revaluation Accounting Line (RVL_ACCTG_LN_AP). The revaluation document type defaults from the setup specified on the Procurement Acctg Control - Document Types Page.

See Also

“Processing Multiple Currencies in PeopleSoft Payables,” Payables Revaluation Processing

Processing Multiple Currencies in PeopleSoft Payables

This chapter provides an overview of how to use multiple currencies in PeopleSoft Payables and explains how to:

- Set up multicurrency tables.
- Set up multiple currencies in the Payables control tables.
- Perform the Revaluation process.

Understanding Multiple Currencies in PeopleSoft Payables

PeopleSoft offers a uniquely flexible structure that enables you to manage financial information in multiple currencies. You can use a *ChartField* to designate different currency codes within a ledger or, as required, store each currency in a different *ledger*.

PeopleSoft also provides specific input, processing, and reporting features that satisfy the most demanding requirements of multinational financial management. It supports the European Common Currency (Euro), as well as currency conversions, remeasurement, revaluation, and translation. It also provides a complete audit trail of all multicurrency processing.

This section describes:

- Multicurrency terminology in Payables.
- Voucher processing in a multicurrency environment.
- Payment processing in a multicurrency environment.
- Payables Revaluation processing.
- Multibook in Payables.

Multicurrency Terminology in Payables

Below are some key terms and concepts you encounter when you use PeopleSoft Financials multicurrency applications. We've made an effort to use these terms consistently to coincide

with generally accepted accounting terms and FASB (Financial Accounting Standards Board) rules.

Types of Currency

Currency refers to the denomination of a monetary transaction. PeopleSoft applications use a currency code to identify and track individual currencies. Though the system does not require it, we suggest you use the International Standards Organization (ISO) currency codes supplied with the application. You may use an unlimited number of currencies in PeopleSoft applications.

Base Currency

The base currency is the primary currency used for a business unit, and is sometimes referred to as the unit's *book* currency. A business unit can have one and only one base currency. This is generally the local currency for the organization, however, accounting rules or other circumstances might dictate otherwise.

In PeopleSoft Payables, you assign a base currency to each business unit on the General Ledger Definition – Definition page. Payables business units use the base currency of their associated general ledger business units. Once established, the base currency of a General Ledger business unit cannot be changed.

Transaction and Payment Currency

Any currency with which a business unit interacts, other than its base currency, is a foreign currency. In PeopleSoft Payables, we refer to foreign currency as the *transaction currency* when describing the currency of the invoice, and as the *payment currency* when describing the currency in which payments are made.

The system stores all distribution accounting data in three currencies: the base currency of the General Ledger business unit on the distribution line, the Payables business unit base currency, and the transaction currency.

Currency Calculations

The system performs several calculations when it works with multicurrency transactions.

Conversion

Conversion is the exchange of one currency for another. In PeopleSoft Payables, this refers to expressing the value of foreign currency transactions in terms of the base currency. Conversion occurs in many places in your Payables system.

When receiving vouchers from a vendor, you can enter a transaction amount in a foreign currency. The system uses an exchange rate to convert the transaction amount to the Payables business unit base currency and the General Ledger business unit base currency.

When you create payments in one currency for vouchers in a different currency, the system performs currency conversion as necessary to enable payment creation. It uses either the currency rate type, or override to convert the payment currency into the voucher's base currency, and the bank's General Ledger base currency. During the revaluation of your current payables balance, the process revalues unpaid vouchers, based on business unit's base currency.

Exchange Rate

An exchange rate is the value of one currency expressed in terms of another. Actual exchange rates vary based on the currency rate type you use. There are several recognized currency rate types, including spot (immediate), current, negotiated (discount and premium forward rates), average, and historical rates. The system supports any number of exchange rates.

Unrealized Gains and Losses

An unrealized gain or loss represents the difference between the amount you would pay in your base currency if your outstanding foreign currency accounts liability balance were paid now and the amount you would have paid if payment was made when the items were created. If the exchange rate is more favorable now than when items were created, you have an unrealized gain. If the exchange rate is less favorable now, you have an unrealized loss.

Realized Gains and Losses

Realized gains or losses represent the actual increase or decrease, due to exchange rate fluctuations, or rate type changes in the amount of money paid in the base currency. The system determines realized gain or loss only at payment time.

See Also

PeopleSoft General Ledger PeopleBook, "Defining Your Operational Structure," Defining General Ledger Business Units

Voucher Processing in a Multicurrency Environment

Multicurrency affects voucher processing at all levels: entering and validating vouchers, scheduling payments, using control groups, and posting vouchers.

Entering Multicurrency Vouchers

Each voucher has a transaction currency denomination. The currency code for the transaction defaults through the Payables control hierarchy (business unit, voucher origin, control group, and vendor). If required, you can change the currency and rate type on the voucher. You can change the currency code for the voucher on the Voucher - Invoice Information page, or on the Voucher - Attributes page, and you can change the rate type for the voucher on the Voucher - Attributes page.

For each voucher, the system converts the transaction currency to the voucher base currency using the exchange rate and exchange rate type. By specifying the exchange rate source, you can enter a specific exchange rate or have the system determine the exchange rate from the exchange rate tables. If you select *User* as the source, you enter the exchange rate yourself. If you select *Table* as the source, the system uses the invoice date of the voucher and the exchange rate tables to determine the exchange rate to use.

The transaction currency code applies to all amounts entered onto the voucher. At save time, the system performs a conversion to the base currency defined for the business unit and to the General Ledger base currency for the distribution line on interunit accounts.

Transaction balancing occurs on both the transaction and the base amounts. Base amount rounding differences are added to the largest expense accounting lines for each voucher line.

Scheduling Payments for Multicurrency Vouchers

Payment scheduling creates scheduled payment records for each voucher. Each scheduled payment has a gross payment amount and a discount payment amount. The scheduled payment amounts are converted based upon the currency exchange rate of the voucher transaction currency. The currency rate, or rate type, can be overridden on the Payment Options page. When you enter a specific rate, the rate is used to convert the currency between the voucher transaction currency and the payment currency. When you override the rate type, the new rate type is used to convert from the transaction currency to the payment currency and from the payment currency to the bank's base currency and the voucher's base currency.

Note. If you use a rate type on the payment that is different from the rate type on the voucher, realized gain and loss may occur.

See Also

“Entering and Processing Vouchers Online,” Completing Voucher Attributes

“Entering and Processing Vouchers Online,” Scheduling and Creating Voucher Payments

Payment Processing in a Multicurrency Environment

Payment Selection

From a multicurrency perspective, PeopleSoft Payables determines the amount of a given currency required to pay a scheduled payment. The payment currency does not have to be the same as the voucher transaction currency. In fact, the payment currency can be in any currency that you have set up for the Bank. You can either accept the default, or select another valid currency code.

Payment Creation

During the payment creation process, the system converts the voucher transaction currency to the payment transaction currency for the payment, and converts the payment transaction

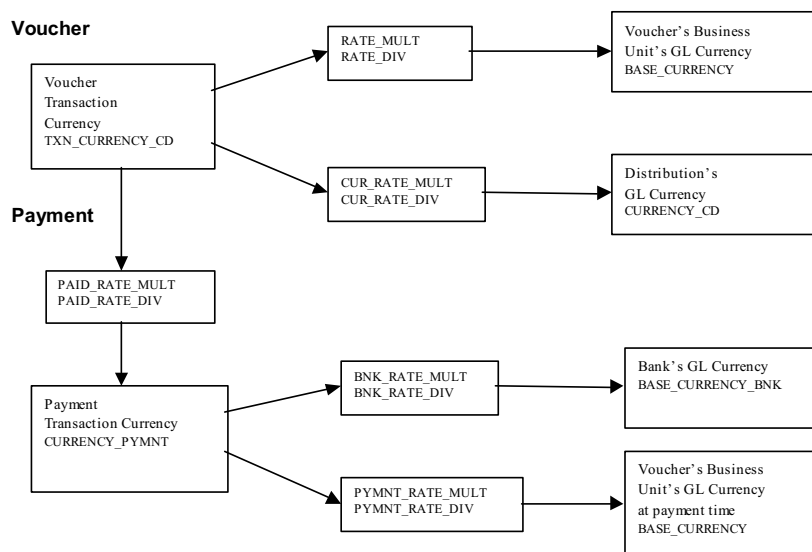
currency to the voucher base currency and bank base General Ledger currency for posting. The amounts form the basis of realized gain and loss accounting entries created in payment posting.

PeopleSoft Payables supports checks, ACH, direct debits, wire transfers, electronic funds transfers, drafts, and bank transfers. The payment creation and print process consists of one process that creates payments on the payment table, and one process that prints checks and creates output files.

The payment creation program populates payment amount and bank base amount of the payment. The payment table also holds the corresponding currency codes and rates. The check print program accesses the currency code table to get symbols and descriptive information to print on the check and remittance advice.

The Trial Payment Register, the Payment Register, and the Payment Forecast reports all reflect multicurrency payments.

Note. During payment creation, the system calculates the payment transaction currency from the voucher *transaction* currency.



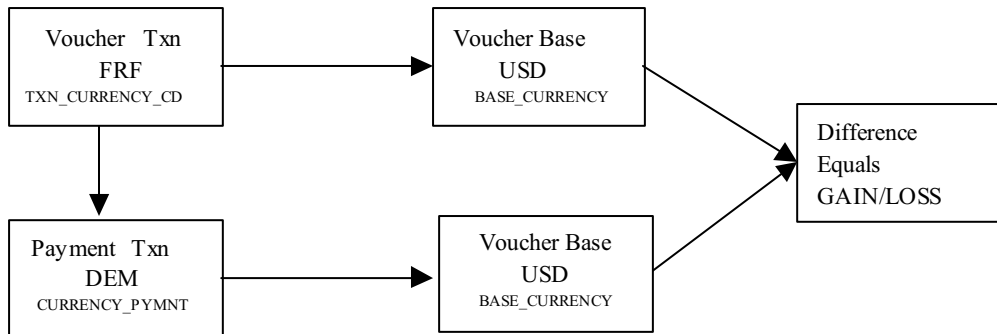
Reviewing Currency Conversion

Note. If the voucher transaction currency and the payment transaction currency are not equal, you should not use the General Ledger Balance By All Currencies function.

Payment Posting

The payment posting program creates accounting entries that relieve liabilities and record payments, as well as discounts taken or lost, VAT, Withholding and realized gains and losses. Payment posting also creates accounting entries resulting from canceled payments (void and stop checks). The system calculates the exchange rate gain/loss by subtracting the

BASE_CURRENCY at payment time from the BASE_CURRENCY at voucher entry time. If the voucher's transaction currency is different from the payment's transaction currency, the gain/loss is an overall gain/loss and not a gain/loss between the voucher's transaction currency at voucher entry time and payment time.



Reviewing Exchange Rate Gain/Loss

If a situation arises where the Voucher is in currency A, the Payment is in currency B, and the voucher's base is in currency C, you have a potential realized Gain/Loss. In this situation, the accounting entry foreign currency is the currency of the payment. However, if the payment currency equals the voucher base currency, the accounting entry foreign currency is the voucher's transaction currency.

When rounding errors occur during the generation of accounting entries, the amounts are posted to the Rounding Suspense account. Rounding Suspense account entries can be reclassified in General Ledger for any ledgers.

See Also

“Entering and Processing Vouchers Online,” Defining Payment Options

“Running Pay Cycles,” Running Pay Cycles

Payables Revaluation Processing

Revaluation is used to adjust the domestic currency value of asset and liability account balances that are maintained in foreign currencies. It is necessary to reflect the actual value of these assets and liabilities in the *domestic* currency, because the exchange rates fluctuate between the domestic currency and the foreign currencies. Revaluation is generally performed at the end of each accounting period and results in a domestic currency adjustment to the account being revalued, with an offsetting entry being made to the revaluation gain/loss accounts. The currency revaluation process determines the revaluation adjustment required for the balance sheet account and creates a journal entry for this adjustment and its offsetting gain/loss amounts.

You might need to revalue your open payables for financial reporting purposes. PeopleSoft Payables enables you to create summarized revaluation accounting entries and input these entries to the Journal Generator. You can run the revaluation for one or many Payables business units.

You revalue transactions as follows:

1. Run the Revaluation Process (AP_REVALUE).

The revaluation process creates the unrealized gains and loss entries for selected Payables business units for a given period. The revaluation process inspects the transaction tables and applies a specified exchange rate to each unpaid, scheduled payment which has a voucher transaction currency that is *not in the business unit's base currency*. It then applies the exchange rate to create a revaluation base amount, which it uses to create a revaluation accounting line.

2. Run the Journal Generator.

The Journal Generator creates journals from the revaluation accounting lines. Make sure that you have set up an accounting definition to relate the revaluation accounting lines to journal lines. You also need a Journal Generator template that specifies that a reversing journal be created for revaluation.

If you run revaluation in Payables, rather than in General Ledger, the process happens at a specified level of detail. This provides more flexible results if your exchange rates are volatile. If you do run the process in Payables for the accounts you use here, you don't want to run the General Ledger revaluation against the same account balances in General Ledger, because you would be double counting.

Note. Vouchers must be posted before you can run revaluation.

See Also

Performing the Revaluation Process (AP_REVALUE)

"Defining PeopleSoft Payables Business Units," Linking Payables Business Units with General Ledger Business Units

Multibook in Payables

Multibook functionality supports multiple base currencies, each in the form of a ledger, defined for a business unit. Optionally, you can post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (individual ledgers).

With multibook, several ledgers are grouped together within a ledger group. Ledgers within the group share the same physical structure, but each ledger can have its own base currency. The ledger group controls how transactions post—to all ledgers within the group or to an individual ledger. The system automatically converts transactions to the applicable base currency and then posts to the corresponding ledger. This gives you full, drilldown support and cross-currency comparisons at both the summary and transaction levels.

You enable the Multibook feature on the Installation Options - Products Page, by selecting the Create Multibook Accounting Entries in Subsystems check box. If this check box is selected, and if your ledger group is set up for secondary ledgers, the PeopleSoft Payables posting programs and Revaluation program create the accounting entries for those ledgers.

You set up ledger groups on the Ledger Group -- Definition page.

The calculations for secondary ledgers are dependent upon whether you are using Translation, or non-Translation ledgers:

Non-Translation ledgers	The system creates accounting entries by converting from the transaction currency to the base currency.
Translation ledgers	The system creates accounting entries by converting from the Primary Ledger base currency to the Translate Ledger base currency.

Using the Multibook feature enables you to maintain the real-time balance of certain accounts in the ledger. It also enables you to track gain and loss for secondary ledgers more accurately (when they are non-Translation ledgers).

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Installation Options for PeopleSoft Applications,” Defining Options for Installed PeopleSoft Applications

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Ledgers,” Setting Up for Multibook Processing

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Setting Up Ledgers,” Defining a Ledger Group

Setting Up Multicurrency Tables

The pages that define the currency codes, rate types, and exchange rates used for currency conversion are common to all PeopleSoft Financials, Manufacturing, and Distribution applications. You set up the currency tables once for use by all applications.

Before you can process vouchers and payments in multiple currencies, you must:

- Define currency codes.
- Assign realized gain/loss ChartFields.
- Specify a journal template.

See Also

PeopleSoft Global Options and Reports PeopleBook, “Processing Multiple Currencies”

Pages Used to Set Up Multicurrency Tables

Page Name	Object Name	Navigation	Usage
Currency Code	CURRENCY_CD_TABLE	Set Up Financials/Supply Chain, Common Definitions, Currency, Currency Code	Add or update a currency code.
Accounting Entry Template	ACCTG_TEMPLATE_AP	Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Templates	Define or modify an accounting entry template.
Accounting Entry Definition	JRNL_GEN_ACCTG_DEF	General Ledger, Journals, Subsystem Journals, Accounting Entry Definition	Identify the system source that distributes data to your general ledger and the record and field names for the Accounting Entry Table.

Defining Currency Codes

Access the Currency Code page and confirm that the currencies you use in your business are already defined.

PeopleSoft Payables uses currency codes in reporting and displays them on pages throughout the system to identify the currency of vouchers, payment, and base currency amounts. We deliver this table populated with many of the common currencies in use, using the ISO code as the identifier. The currency codes are also used to determine precision for rounding.

See Also

PeopleSoft Global Options and Reports PeopleBook, “Processing Multiple Currencies,” Maintaining Currency Tables

Assigning Realized Gain/Loss ChartFields

Access the Accounting Entry Template page and assign ChartFields for realized gain, realized loss, unrealized gain, and unrealized loss to each Payables business unit.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

Specifying a Journal Template

Access the Accounting Entry Definition page and specify the journal template to use when transferring revaluation information to general ledger for each Payables business unit.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using the Journal Generator,” Defining Accounting Entries

Setting Up Multiple Currencies in Payables Control Tables

You must set up your Payables control tables before you can process vouchers and payments in multiple currencies. Among other things, the control tables that you establish in PeopleSoft Payables define currency codes, rate types, and exchange rates for multicurrency processing.

To establish multicurrency considerations for the control tables you must define currency options for:

- General Ledger business units.
- Payables business units.
- Voucher origins.
- Banks.
- Vendors.
- Control groups.

Pages Used to Set Up Multiple Currencies in Payables Control Tables

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
General Ledger Definition – Definition	BUS_UNIT_TBL_GL1	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition	Define currency options for the General Ledger business unit.
Payables Options - Vouchering 1	BU_AP_OPT_VCHR1	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Vouchering Options 1	Define currency options for the Payables business unit.

Page Name	Object Name	Navigation	Usage
Voucher Origin – Vouchering Options 1	ORIGIN_VCHR2	Set Up Financials/Supply Chain, Product Related, Procurement Options Vouchers, Voucher Origin, Vouchering Options 1	Define currency options for the voucher origin.
External Accounts	BANK_PNL2	Banking, Bank Accounts, External Accounts	Define currency options for the bank.
Procurement Options	VNDR_PROC_OPT_S EC1	Click the Procurement Options link on the Vendor Information – Location Page.	Define currency options for the vendor.
Group Information - Vouchering Options	GRP_AP_VCHR_OPT 1	Accounts Payable, Control Groups, Group Information, Vouchering Options	Define currency options for the control group.

Defining Currency Options at the General Ledger Business Unit

Access the General Ledger Definition – Definition page and assign a base currency to the General Ledger business unit(s) with which your Payables business unit(s) is associated. The base currency for a Payables business unit is defined by the General Ledger business unit with which it is associated, and cannot be changed.

PeopleSoft Payables processing supports interunit accounting, which enables you to track accounting transactions among General Ledger business units with *different base currencies*. You can separate distribution and payment interunit entries.

See Also

“Running Voucher and Payment Posting, ”Setting Up InterUnit Accounting in Payables”

PeopleSoft General Ledger PeopleBook, “Defining Your Operational Structure,” Defining General Ledger Business Units

Defining Currency Options at the Payables Business Unit

Access the Payables Options - Vouchering 1 page and designate a default transaction currency and rate type for vouchers. The currency that you choose here can be different from the General Ledger business unit base currency, if necessary.

See Also

“Defining PeopleSoft Payables Business Units, ”Defining Vouchering Options

Defining Currency Options at the Voucher Origin

Access the Voucher Origin – Vouchering Options 1 page to override the business unit default currency and rate type. The control hierarchy is applied during voucher entry. Using this capability, you can define an origin, such as a user in a foreign subsidiary, to enter vouchers in a currency different from the business unit’s normal default transaction currency.

You can enter a rate type directly when specifying a Voucher Currency that is different from the control hierarchy default.

See Also

“Organizing Vouchers with Origins and Control Groups,” Specifying Voucher Approval and Currency Settings.

Defining Currency Options at the Bank

Access the External Accounts page.

Each Bank Code can cover multiple bank accounts, and each bank account can have multiple currencies. All payments from a specific bank account must be made in one of the valid currencies set up for that bank account. During payment selection, the system alerts you if you’ve scheduled payments on a bank account in a currency other than the valid bank account currencies. You’ll also receive an error message when you save a voucher online.

See Also

PeopleSoft Bank Setup and Processing PeopleBook, “Setting Up Banks and Counterparties,” Defining External Accounts Information

Defining Currency Options at the Vendor

Access the Procurement Options page to override the voucher transaction currency and rate type in the control hierarchy that is applied during voucher entry.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Determining Invoice and Purchase Order Processing Options

Defining Currency Options at the Control Group

Access the Group Information - Vouchering Options page to override the default voucher entry transaction currency code for a group of vouchers. You can use control groups to group together vouchers of like currencies to ensure that the user applies the proper currency code.

You can also use control groups to create groups of vouchers for data entry purposes. The key control elements on the record are the control amount and the control totals. Control amount totals are not sensitive to the transaction currency; you can enter vouchers of different currencies in the same control group. The system tallies the transaction amounts of all vouchers in the control group to determine whether the group is in balance.

Note. The Control Group Total adds amounts only and does not convert currencies.

The Control Group Register report displays currency information for individual vouchers in the control group.

See Also

“Organizing Vouchers with Origins and Control Groups,” Establishing Vouchering Options

Performing the Revaluation Process (AP_REVALUE)

The revaluation process finds all unpaid, posted vouchers for the specified business units as of the specified date whose transaction currency is not the same as the ledger currency. For each unpaid voucher, it uses the specified exchange rate and calculates a revaluation amount. The accounting entry consists of an unrealized gain or loss entry with a matching offset on the payables account.

This section explains how to set up and run the revaluation process:

- Specify Unrealized Gain and Loss account numbers.
- Select a reversal code.
- Select a revaluation posting option.
- Mark vouchers for revaluation.
- Run the Revaluation process.
- Review the revaluation.

See Also

Payables Revaluation Processing

Pages Used to Perform the Revaluation Process

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Accounting Entry Template	ACCTG_TEMPLATE_AP	Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Templates	Define unrealized gain and loss account numbers.
Journal Generator Template — Defaults	JRNL_GEN_DEFAULTS	General Ledger, Journals, Subsystem Journals, Journal Generator Template, Defaults	Select a reversal code.
Payables Definition - Definition	BUS_UNIT_TBL_API	Set Up Financials/Supply Chain, Business Unit Related, Payables Definition	Select a revaluation posting option.
Voucher Attributes	VCHR_STATUS_IA	Accounts Payable, Vouchers, Entry, Regular Entry, Voucher Attributes	Mark vouchers for revaluation.
Payables Revaluation	RVL_RUN_CNTL_AP	General Ledger, Process Multi-Currency, Revaluation, Revalue Payables	Run the revaluation process.
AP Revaluation Entries	RVL_AP_ACCTG_ENTS	General Ledger, Process Multi-Currency, Revaluation, Review Payables Revaluation	Review the results of the Revaluation process.

Specifying Unrealized Gain and Loss Account Numbers

Access the Accounting Entry Template page and specify account numbers for Unrealized Gain and Loss.

Having unique account numbers enables the revaluation process to post gains and losses to separate accounts.

Note. Since each vendor can be associated with a different accounting template, each vendor can have a different set of accounts for posting gains and losses.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

Selecting a Reversal Code

Access the Journal Generator Template — Defaults page and select a reversal code.

General Ledger uses the Journal Generator Template to handle reversals. The Payables revaluation routing does not reverse entries because of document sequencing. Therefore, you must select a General Ledger Reversal Code of either: Beginning of Next Period, End of Next Period, or Next Day.

You should not select Do Not Generate Reversal, or your revaluation will be overstated.

See Also

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Using the Journal Generator,” Defining Journal Generator Templates

Selecting a Revaluation Posting Option

Access the Payables Definition - Definition page and select a revaluation posting option to determine how the transactions you are revaluing are grouped

You can group the transactions as follows:

Business Unit	The Revaluation process creates one accounting entry for each business unit/transaction currency combination.
Vendor	The Revaluation process creates one accounting entry for each vendor/business unit/ transaction currency combination. Grouping doesn't cross business units. For a vendor that has both gains and losses, only the net gain/loss is posted to Accounts Payable and then to General Ledger.
Voucher	The Revaluation process creates one accounting entry for each voucher.

Example: Defining Revaluation Posting Options

Let's say we have the following data:

Business Unit	Vendor	Voucher	Loss/Gain	Transaction Currency
GBR01	VND1	VCHR1	100	FRF
GBR01	VND2	VCHR2	(50)	FRF
GBR01	VND2	VCHR3	25	FRF

Depending on the Revaluation Option you select, the system generates the following entries:

1. For the Business Unit.

There is one balanced entry per business transaction currency combination. In our example, both vendors have the same currency so there is only one entry. If they had different currencies there would have been two entries.

<i>Business Unit</i>	<i>Vendor</i>	<i>Voucher</i>	<i>Loss/Gain</i>	<i>Transaction Currency</i>
GBR01			75	FRF

2. For the Vendor.

There is be one balance entry per vendor, business unit, currency combination. The summation does not cross business units.

<i>Business Unit</i>	<i>Vendor</i>	<i>Voucher</i>	<i>Loss/Gain</i>	<i>Transaction Currency</i>
GBR01	VND1		100	FRF
GBR01	VND2	VCHR2	(25)	FRF

3. For the Voucher.

Each voucher creates a set of accounting entries; there is no summation.

<i>Business Unit</i>	<i>Vendor</i>	<i>Voucher</i>	<i>Loss/Gain</i>	<i>Transaction Currency</i>
GBR01	VND1	VCHR1	100	FRF
GBR01	VND2	VCHR2	(50)	FRF
GBR01	VND2	VCHR3	25	FRF

See Also

“Defining PeopleSoft Payables Business Units,” Linking Payables Business Units with General Ledger Business Units

Marking Vouchers for Revaluation

Access the Voucher - Attributes page and select the Revalue Voucher check box to mark vouchers for revaluation.

The system defaults to marking all vouchers for revaluation, but you can mark, or unmark transactions to be revalued at the voucher level. The revaluation process recognizes transactions that are marked for revaluation and ignores the unmarked transactions.

See Also

“Entering and Processing Vouchers Online,” Completing Voucher Attributes

Running the Revaluation Process

Access the Payables Revaluation page.

Parameters

Run Control ID: Test [Report Manager](#) [Process Monitor](#) [Run](#)

Revaluation Request Parameters

*As of Date: 01/17/2002 ☐ Check Only ☐

Rate Type:

Revaluation Accounting Values

*Accounting Date: 01/17/2002 ☐ Account:

Business Units

Business Unit	Description
1	Q

Payables Revaluation - Parameters page

Prerequisites

Vouchers must be posted before you can run revaluation, and they must be marked for revaluation to be selected by the revaluation process.

Revaluation Request Parameters**As of Date**

Enter an As of Date for the period you are processing. Generally this is the same as your period start date.

Check Only

Select to run the Revaluation process without distributing the accounting entries to the General Ledger.

When the Check Only check box is selected, accounting entries are created, but are marked *Ignore*, and so are not available for distribution to the General Ledger. As long as this check box is selected, you can run this process as many times as needed to evaluate results using various rate types. Each time you run the process, it deletes any entries marked *Ignore* from the previous run and creates new entries.

Note. No document sequencing is generated when running revaluation in check only mode.

Rate Type

Choose a currency rate type to determine the exchange rate to be used in revaluation. The value you select here overrides the rate type from the original voucher. If you leave this field blank, the revaluation process uses the voucher’s rate type to calculate the revalued base currency and the accounting lines.

Revaluation Accounting Values

Accounting Date

Specify the accounting date that is used as the date for each revaluation entry generated. The system stores the accounting date with the revalued amount of each item.

Account

Use to override the offset account for unrealized gain/loss. The default is the Accounts Payable chartfields, as defined on the Accounting Entry Template.

Note. Only the account is overridden; all other ChartFields remain. If you are using alternate accounting the alternate account is blank.

Business Units

Business Unit

Select the business unit(s) that you want to process for this revaluation period.

Reviewing the Revaluation Process

Access the AP Revaluation Entries page.

AP Revaluation Entries

Business Unit: FRA01FRANCE OPERATIONSRevaluation Process Instance: 1038

Accounting Information

Transaction Currency: GBPAccounting Date: 08/31/2000

☐ Distributed to GL

Vendor ID	Voucher ID	Ledger	Account	Alternate Account	Fund Code	Operating Unit	Department	Program Code	Class Field	Budget Reference	Product
GBR0000001		Accounts Payable	EURO	200000	401001						
GBR0000001		Unrealized Gain	EURO	110100	477000						

Tot Open: 1Unrealized Gain: 339.48Unrealized Loss: 0.00Net: 339.48

AP Revaluation Entries page

Unit

The business unit(s) that you selected to process for this revaluation period.

Revaluation Process Instance

The Revaluation Process Instance that you created for this Revaluation process.

Accounting Information

Transaction Currency	The transaction currency of the vouchers. Transaction currencies are not combined.
Accounting Date	The accounting date for the Revaluation process.
Distributed to GL	Displays whether or not the Revaluation accounting entries were distributed to General Ledger.
Vendor ID	The vendor ID for the accounting entry. The Revaluation process groups the business unit by vendor ID.
Voucher ID	The voucher ID for the accounting entry.
Ledger	The General Ledger business unit ledger to which this accounting entry has been charged.
Account	The account and other ChartFields to which this accounting entry has been charged.
Affiliate	The affiliate account to which this accounting entry has been charged. You create an Affiliate Account by overriding the default General Ledger business unit for the Payables business unit in the GL Unit field on the Invoice Information Page.
Monetary Amount DR (monetary amount debit)	If you select Display Debit/Credit Amounts in Subsystems on the User Preferences – Overall Preferences page, this field displays the Monetary Amount DR associated with the GL Unit of the accounting entry.
Monetary Amount CR (monetary amount credit)	If you select Display Debit/Credit Amounts in Subsystems on the User Preferences – Overall Preferences page, this field displays the Monetary Amount CR associated with the GL Unit of the accounting entry.
Monetary Amount (monetary amount debits and credits)	If you don't select Display Debit/Credit Amounts in Subsystems on the User Preferences – Overall Preferences page, this field displays the Monetary Amount (debits as positive numbers and credits as negative numbers) associated with the GL Unit of the accounting entry.
Currency Code	The currency code associated with the GL Unit of the accounting entry.
Tot Open (total open)	The total number of open entries for the page.
Unrealized Gain	The unrealized gain for the accounting entry.
Unrealized Loss	The unrealized loss for the accounting entry.
Net	The Net Gain or Loss (Unrealized Gain plus Unrealized Loss) for the page.

See Also

“Entering and Processing Vouchers Online,” Creating Vouchers Online

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, “Defining User Preferences,” Defining Overall User Preferences

Archiving Transactions in PeopleSoft Payables

In this chapter, we provide an overview of archiving and discuss how to:

- Archive payments to history tables.
- Remove payment archives to flat files.
- Archive vouchers to history tables.
- Remove voucher archives to flat files.
- Archive vendors to history tables.
- Remove vendor archives to flat files.
- Restore archived data.

Understanding Archiving

In PeopleSoft Payables, you can archive payments, vouchers, and vendors to remove them from the production transaction tables, yet keep them online in history tables where they are available for queries and reporting. Removing them from your production tables helps maintain speedy daily processing activities, while still retaining online access to information.

In addition, you can copy data from the history tables that you no longer need for online reporting to flat files and delete them from the online system. Archived reports provide the necessary tracking information for your regulatory agencies, and the data stays available if you need to reload it for an audit.

To archive data in PeopleSoft Payables, you'll complete the same procedures for payments, vouchers, and vendors. Payments that are cleared, or canceled must be archived to history tables and deleted from the transaction tables before you can begin to archive the related vouchers. Likewise, before you can archive vendors, closed vouchers must be archived to history tables and deleted from the transaction tables.

When you archive, you first move transactions out of the main online tables into online history tables where you can still query them for information about the transactions. Later, when you no longer need to reference those transactions, you can move them to flat files and delete them completely from the online system.

Note. We recommend that you use unique run control IDs for each archive process. That is, have separate run control IDs for payment archive, payment history, payment history export, voucher archive, voucher history, voucher history export, vendor archive, vendor history, and vendor history export.

When you archive your transactions, you'll need to enter an Archive ID. Archive IDs provide a method of identifying a group of transactions during the archiving process. The combination of Archive ID and Archive Date that you specify during Archive Selection is then used as the key when you run the Selection Report, Rollback, or Deletion processes. Similarly, the Archive ID and Archive Date used for History Selection are then used to track the History Report, File Creation, Rollback, and Deletion processes. The Archive ID need not be predefined for use in Archive and History Selection. However, when you perform the subsequent Archive and History processes, you need to use the Archive ID and Archive Date specified during Selection.

The following procedures provide an overview of the archiving procedure in Payables.

Archive transactions as follows:

1. Run Payment, Voucher, or Vendor Archive Selection.

In the Create Payments, Enter Voucher Information, or Maintain Vendors components, you'll run a selection that picks payments, vouchers, or vendors that are eligible for archiving and copies them to history tables. To select vouchers for archiving, all payments for the vouchers must be archived beforehand. Likewise, all vouchers for a vendor must be archived before you can archive that vendor.

You'll use an Archive ID, the Archive Date, and the applicable archive processing parameters.

2. Run the Payment, Voucher, or Vendor Archive Selection Report.

This report lists all the selected data, so you can verify that you're archiving the correct transactions. You'll probably want to run this report every time you run a Payment, Voucher, or Vendor Archive Request.

3. Run Payment, Voucher, or Vendor Archive Rollback.

If the report reveals that you have selected the wrong set of data, you can run a rollback. This clears the records, enabling you to rerun the Archive Selection process with different parameters.

4. Run Payment, Voucher, or Vendor Archive Delete.

This removes the records from the transaction tables.

Archive history as follows:

1. Run Payment, Voucher, or Vendor History Selection.

Based on the date parameters you enter, this process flags transactions in the history table for reporting, moving to flat files, and subsequently deleting.

2. Run the Payment, Voucher, or Vendor History Selection Report.

Use this report to verify that all the payments, vouchers, or vendors selected in the history tables are indeed the ones you want to archive to a flat file. The report also provides you with all the details you may need for regulatory audits.

3. Run Payment, Voucher, or Vendor History Rollback.

If the report reveals that you have selected the wrong set of data in the history tables, the rollback clears the records from history tables so that you can rerun the History Selection process again with different parameters.

4. Run Payment, Voucher, or Vendor History File Creation.

The system takes data selected for history archiving and writes it to a flat file.

5. Run Payment, Voucher, or Vendor History Delete.

This deletes data from the history tables once it has been successfully archived to flat files.

An Archiving Example

To help you to understand the multifaceted archiving process, let's step through an example of archiving a set of payments and related vouchers. We'll take a representative subset of payments and vouchers for the month of January 1998, which we will archive three months later in April 1998. Of the many vouchers available for archiving, let's look at three in particular. All vouchers have the same Invoice Date of 1/15/98. But not all of them were cleared, or canceled, in January.

<i>Voucher ID</i>	<i>Invoice Date</i>	<i>Clear/Cancel Date</i>
1000	1/15/98	1/30/98
1001	1/15/98	2/27/98
1002	1/15/98	3/30/98

For the first archive selection from the transaction tables, you might select all payments and vouchers that meet archive qualifications—cleared, or canceled as of 1/31/98. The archive process examines the payment and voucher tables and selects voucher 1000 as a voucher that has been cleared, or canceled by 1/31/98.

The Payment Archive Selection selects and copies the payment information into the payment history tables. All payments for the specified bank and bank account with a payment clear, or cancel date equal or prior to the Archive As Of Date are selected for archiving.

1. You can run the Payment Archive Report to view the results of the selections. You can also run the appropriate Selection Rollback if the results are not what you expected.
2. After transactions are copied to History tables, run Payment Archive Delete to remove transactions from the Payment tables. This step enables you to run Voucher Archive Selection.
3. Voucher Archive Selection selects the voucher information to copy from the transaction tables to the history tables.

4. You can run the Voucher Archive Report to view the results of the selections. You can also run the Selection Rollback if the results are not what you expected.
5. Voucher Archive Delete removes the voucher information from the transaction tables.

Later in the year, you run the same selection processes but with an As Of Date equal to 2/28/98. Repeating the voucher archive steps, the system selects voucher 1001 from the transaction table and moves it to the history table. The Voucher Archive Report again shows you the results of the selection process.

Still later in the year, you again run the selection process using the As Of Date equal to 3/31/98. The Archive Reports once again show you which transactions were selected in the process—in this case, the last voucher with an Invoice Date of 1/15/98 has finally been cleared and archived as a payment, so the voucher can be archived as well.

When all available Payment and Voucher transactions are selected and archived to history tables, and they are no longer needed for reporting in the online system, you complete the process by performing Archive History to files.

Archive Tables

This section lists the payment, voucher, and vendor tables that are archived and the corresponding history table names.

PAYMENT ARCHIVE (3 TABLES):

	FROM	TO
1.	PAYMENT_TBL	PYMNT_TBL_HST
2.	PAYMENT_RCN_TBL	PYMNT_RCN_HST
3.	PYMNT_ADVICE	PYMNT_ADV_HST

VOUCHER ARCHIVE (14 TABLES):

	FROM	TO
1.	VOUCHER	VCHR_HST
2.	VOUCHER_LINE	VCHR_LN_HST
3.	DISTRIB_LINE	VCHR_DSTLN_HST
4.	VCHR_DOCSEQ_HDR	VCHR_DOCSEQ_HST
5.	VCHR_ACCTG_LINE	VCHR_ACCTLN_HST
6.	PYMNT_VCHR_XREF	PYMNT_VCHR_HST
7.	VCHR_FRGH_CHRG	VCHR_FRGCHG_HST
8.	PYMNT_VCHR_WTHD	PYMNT_VCHWH_HST
9.	VCHR_MISC_CHRG	VCHR_MISC_HST

	FROM	TO
10.	VCHR_SALETX_CHG	VCHR_SALETX_HST
11.	VCHR_USETAX_CHG	VCHR_USETAX_HST
12.	VCHRLN_MISC_CHG	VCHRLN_MISC_HST
13.	VCHR_LINE_WTHD	VCHRLN_WTHD_HST
14.	DISTRIB_LINE_NP	DIST_LN_NP_HST

VENDOR ARCHIVE (26 TABLES):

	FROM	TO
1.	VENDOR	VNDR_HST
2.	VNDR_ADDR_SCROL	VND_ADR_SCR_HST
3.	VENDOR_ADDR	VNDR_ADDR_HST
4.	VENDOR_ADDR_PHN	VND_ADR_PHN_HST
5.	VNDR_CNTCT_SCR	VND_CTC_SCR_HST
6.	VENDOR_CNTCT	VNDR_CNTCT_HST
7.	VNDR_CNTCT_PHN	VND_CTC_PHN_HST
8.	VNDR_LOC_SCROL	VND_LOC_SCR_HST
9.	VENDOR_LOC	VNDR_LOC_HST
10.	VENDOR_TYPE	VNDR_TYPE_HST
11.	VNDR_BANK_ACCT	VND_BNK_ACC_HST
12.	VNDR_LOC_ID_NBR	VND_LOC_ID_HST
13.	VNDR_URL	VNDR_URL_HST
14.	VENDOR_PAY	VNDR_PAY_HST
15.	VNDR_IND_CLASS	VND_IND_CLS_HST
16.	VNDR_IBANK_ACCT	VND_IBNKACC_HST
17.	VNDR_RTV_FEE	VND_RTV_FEE_HST
18.	VENDOR_ID_NBRS	VND_ID_NBR_HST
19.	VENDOR_INVOICE	VNDR_INV_HST
20.	VNDR_VAT_RGSTRN	VND_VAT_RGS_HST
21.	VENDOR_WTHD	VND_WHD_DTL_HST
22.	VENDOR_WTHD_JUR	VND_WHD_JUR_HST
23.	VENDOR_CONVER	VNDR_CONVER_HST
24.	VNDR_HDR_IND_CL	VNDR_IND_CL_HST
25.	VNDR_GOV_SRC	VND_GOV_SRC_HST

	<i>FROM</i>	<i>TO</i>
26.	VNDR_GOV_CERT	VND_GOV_CER_HST

Record ID Assignments for Payments, Vouchers, and Vendors

When you export payment, voucher, or vendor data from history tables to files, the system assigns record IDs to help you identify them. Following the list of Payment Record IDs is an example of how the process works for payments. The same pattern holds true for exporting vouchers and vendors.

Payment Record IDs

<i>Record ID</i>	<i>History Table</i>
00	PYMNT_TBL_HST
01	PYMNT_ADV_HST
02	PYMNT_RCN_HST

Here is an example of how the file export process works. Suppose that there are two payments to export (payments A and B) from a history table to a file. The system writes all the data for payment A (from PYMNT_TBL_HST, PYMNT_ADV_HST, and PYMNT_RCN_HST) to the file first before any of the data for payment B is processed.

So in the file, you will see the following Record IDs:

- 00
- 01
- 02
- 00
- 01
- 02

The first 00, 01, 02 are for payment A, the second 00, 01, 02 are for payment B, and so on.

Voucher Record IDs

<i>Record ID</i>	<i>History Table</i>
0000	VCHR_HST
0100	VCHR_LN_HST
0200	VCHR_ACCTLN_HST
0300	VCHR_FRGCHG_HST
0400	VCHR_MISC_HST

Record ID	History Table
0500	VCHR_SALETX_HST
0600	VCHR_USETAX_HST
0700	VCHR_DOCSEQ_HST
0110	VCHR_DSTLN_HST
0120	PYMNT_VCHR_HST
0130	PYMNT_VCHWH_HST
0140	VCHRLN_MISC_HST
0150	VCHRLN_WTHD_HST
0111	DIST_LN_NP_HST

Vendor Record IDs

Record ID	History Table
001	VNDR_HST
101	VND_ID_NBR_HST
102	VND_GOV_SRC_HST
103	VNDR_INV_HST
104	VNDR_IND_CL_HST
105	VND_VAT_RGS_HST
106	VNDR_CONVER_HST
107	VND_ADR_SCR_HST
108	VND_LOC_SCR_HST
109	VND_CTC_SCR_HST
201	VND_GOV_CER_HST
202	VNDR_ADDR_HST
203	VNDR_LOC_HST
204	VNDR_CNTCT_HST
301	VND_ADR_PHN_HST
302	VNDR_PAY_HST
303	VND_BNK_ACC_HST
304	VND_LOC_ID_HST
305	VND_IND_CLS_HST
306	VND_RTV_FEE_HST
307	VNDR_TYPE_HST

<i>Record ID</i>	<i>History Table</i>
308	VND_WHD_DTL_HST
309	VNDR_URL_HST
310	VND_CTC_PHN_HST
401	VND_IBNKACC_HST
402	VND_WHD_JUR_HST

Common Elements Used in This Chapter

File Path Type

When you run the process on the server, make sure that the directory is valid and that the proper permissions are set.

Select from the following values:

Absolute: Whatever path you specify is used verbatim. Specify a drive letter as well as the complete path. Do not use any wildcards when you specify a path.

Relative: The file name will be appended to the TEMP or PS_SERVDIR variable (depending on where your process executes). Make sure not to include a drive letter when you use a *Relative* path.

Open Mode

Select from the following values:

Append: Opens the file for writing, starting at the end. Any existing content is retained.

New: Opens the file for writing only if it doesn't already exist.

Overwrite: Opens the file for writing.

Warning! When you specify Overwrite mode, any existing content in the file is discarded.

Status

Displays the current processing status of a particular history archive group. It lets you know what has already been processed and what remains to be processed so that you can decide whether the history records can now be deleted from the tables.

These statuses include:

Not Processed: The history archive group is *new* and ready for processing; that is, it has not already been written to a flat file.

Export Complete: The history records represented by the item have already been successfully written to a flat file. Processed items can be requested again for flat file

processing; there is no limit to the number of times they can be exported.

Error: The system encountered an error while attempting to write the records to a flat file.

Archiving Payments to History Tables

Before you can archive vouchers and vendors, you must archive payments that have been cleared (if applicable), or canceled.

Here's how you'll archive payments:

1. Select payments and copy them from online tables to history tables.
2. Run the Payment Archive Selection report.
3. Determine whether the selected payments are correct.
 - a. If incorrect, request a payment archive rollback.
 - b. If correct, request a payment archive deletion.

Pages Used to Archive Payments

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payment Archive Request	PYMNT_ARCH_RQST	Accounts Payable, Administration, Archive Payments, Payment Archive Request	Select and copy payments from the online tables to the history tables.
Payment Archive Selection	PYMNT_ARCH_REPT	Accounts Payable, Administration, Archive Payments, Payment Archive Selection	Define run parameters for the Payment Archive Selection report (APY6000). Use the report to check that the correct payments have been selected for archiving. (Do this after you run the Payment Archive Selection, but before you actually archive the payments).

Selecting and Copying Payments to Archive

Access the Payment Archive Request page.

Payment Archive Request		Message Log
Run Control ID:	Test	Report Manager Process Monitor Run
*Request ID:		Description: Refresh
Archive Process		
☒ Selection ☐ Rollback ☐ Delete		
Archive Selection Parameters		
Archive ID:		Archive As Of Date:
Archive Date:	01/17/2002	Archive Count: 0
Bank SetID:		
Bank Code:		
Bank Account:		

Payment Archive Request page

Archive Process**Selection**

Verify that the Selection radio button is selected to begin the process.

Rollback

You may use this option later to rollback payment archive selections if the system selects the wrong data.

Delete

You will use this option later to delete the payment information from the online tables once it is in the history tables.

Archive Selection Parameters**Archive ID**

Enter an Archive ID that you want associated with this archive process.

Archive As of Date

Enter an Archive As Of Date. Payments cleared or cancelled prior to this date will be archived.

Archive Date

Provide an Archive Date that indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.

Archive Count

Once you've run the selection process, the page changes to display the number of payments selected in the Archive Count field.

Bank SetID

Select the Bank SetID of the payments you wish to archive.

Bank Code

Select the Bank Code of the payments you wish to archive. If you leave this field blank the system will process all values.

Bank Account Select the Bank Account of the payments you wish to archive. If you leave this field blank the system will process all values.

Save your parameters and click the Process Request button.

Once the process has run, click the Refresh button on the Payment Archive Request page. The page changes to display the number of payments selected in the Archive Count field, and a link to the archive selection report page.

Running a Payment Archive Selection Report

Access the Payment Archive Selection page.

Payment Archive Selection

Run Control ID: Test [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Select Payment Archive Groups					Find View All	First	1-2 of 2	Last
Archive ID	Archive Date	Bank Account	As Of Date	Archive Count				
☐ STAC2	01/16/2002	SHARE USBNK CHCK	01/16/2002	14				
☐ STAC3	01/16/2002	SHARE FRBNK CHQ1	01/16/2002	8				

Payment Archive Selection page

Language Select the language in which you wish the report to print from the drop-down list box.

Select Payment Archive Groups

Select the check box for the **Archive ID** on which you want to run the report.

Archive ID The Archive ID for the payment selection processes that have been run but not completed.

Archive Date The Archive Date for the payment selection processes that have been run but not completed.

Bank Account The Bank Account for the payment selection processes that have been run but not completed.

As Of Date	The As Of Date for the payment selection processes that have been run but not completed.
Archive Count	The Archive Count for the payment selection processes that have been run but not completed.

Requesting a Payment Archive Rollback

Access the Payment Archive Request page.

If the Payment Archive Selection report indicates that the payments selected are inappropriate or incomplete, you can rollback the selection process before deleting transactions. Rollback cancels the current selections and enables you to reselect payments for archiving.

To rollback a payment archive request:

1. Open the Payment Archive Request page.
2. Select the Rollback radio button.

The Archive Disposition Parameters group box appears.
3. Select the check box for the Archive ID you want to rollback.
4. Click the Refresh button on the Payment Archive Request page to verify the processing results.

Archive Disposition Parameters

Archive ID	ID for the payment selection processes that have been run but not completed.
Archive Date	Date for the payment selection processes that have been run but not completed.
Bank Account	Bank Account for the payment selection processes that have been run but not completed.
As Of Date	As Of Date for the payment selection processes that have been run but not completed.
Archive Count	Archive Count for the payment selection processes that have been run but not completed.

See Also

Selecting and Copying Payments to Archive

Requesting a Payment Archive Deletion

After you review the reports and you know the selected payments are correct, run the deletion process to physically produce the archive.

Run the deletion process only after you confirm that the selected payments are appropriate for archival.

To run the deletion process:

1. Access the Payment Archive Request page.

This page is the same as the Payment Archive Selection report page.
2. Enter a Request ID and a Description.
3. Select the Delete radio button in the Archive Process group box, and select the check box for the Archive ID you want to delete.
4. Run the process.

This moves the payment data from the Payment tables to the Payment History tables.
5. Once the process runs, click the Refresh button on the Payment Archive Request page to verify the processing results.

See Also

Selecting and Copying Payments to Archive

Removing Payment Archives to Flat Files

To remove payment archives to flat files:

1. Select a set of payments from the history tables.
2. Run a Payment History Selection report to determine if the selections are correct.
3. (Optional) Rollback the selection process before you delete payments from the history tables.
4. Write payment history archives to a flat file.
5. Request payment history deletion.

Pages Used to Remove Payment Archives to Flat Files

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payment History Request	PYMNT_HST_RQST	Accounts Payable, Administration, Archive Payments, Payment History Request	Select a set of payments from the history tables for reporting, copying to flat files, and subsequently deleting from the system.
Payment History Selection	PYMNT_HST_REPT	Accounts Payable, Administration, Archive Payments, Payment History Selection	Define run parameters for the Payment History Selection report (APY6010). Use the report to check that the correct payments have been selected for archiving to a flat file. The Payment History Selection report lists all payment selected for archiving to flat file and provides details for regulatory audits.
Payment History Export	PYMNT_HST_EXPT	Accounts Payable, Administration, Archive Payments, Payment History Export	Move payment history transactions to the flat files using the AP_PYMTHSTFLEXP Application Engine process..

Selecting a Set of Payments from the History Tables

Access the Payment History Request page.

Payment History Request [Message Log](#)

Run Control ID: Test [Report Manager](#) [Process Monitor](#) [Run](#)

*Request ID: Description: [Refresh](#)

Archive Process

☒ Selection ☐ Rollback ☐ Delete

Archive Selection Parameters

Archive ID: History Start Date:

Archive Date: 01/17/2002 History End Date:

Bank SetID: History Count: 0

Bank Code:

Bank Account:

Payment History Request page

Archive Process**Selection**

Verify that the Selection radio button is selected to begin the process.

Rollback

You may use this option later to rollback payment selections from the history tables if the system selects the wrong data.

Delete

You will use this option later to delete the payment information from the history tables once you have created the flat file.

Archive Selection Parameters**Archive ID**

Enter an Archive ID that you want associated with this archive process.

History Start Date

If you want to archive payment transactions from the history tables that were paid within a certain date range, enter the Start Date for the range.

Archive Date

Provide an Archive Date that indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.

History End Date

If you want to archive payment transactions from the history tables that were paid within a certain date range, enter the End Date for the range.

Archive Count

Once you've run the selection process, the page changes to display the number of payments selected in the Archive Count field.

Bank SetID	Select the Bank SetID of the payments you wish to archive from the history tables.
Bank Code	Select the Bank Code of the payments you wish to archive from the history tables. If you leave this field blank the system will process all values.
Bank Account	Select the Bank Account of the payments you wish to archive from the history tables. If you leave this field blank the system will process all values.

Running a Payment History Selection Report

Access the Payment History Selection page.

Payment History Selection

Run Control ID: BK1 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Select Payment History Groups					Find View All	First	1 of 1	Last
	Archive ID	Archive Date	Bank Account	History Start-End Dates	Archive Count			
☒	PYMTHST1	08/01/2000	SHARE USBNK CHCK	08/01/2000 08/09/2000	1			

Payment History Selection page

Select Payment History Groups

Select the check box for the **Archive ID** on which you want to run the report.

Archive ID	The Archive ID for the payment history selection processes that have been run but not completed.
Archive Date	The Archive Date for the payment history selection processes that have been run but not completed.
Bank Account	The Bank Account for the payment history selection processes that have been run but not completed.
History Start-End Dates	The Start and End Dates for the range of payment transactions you are archiving from the history tables.
Archive Count	The Archive Count for the payment history selection processes that have been run but not completed.

The Payment History Selection report lists all payment selected for archiving to flat file and provides details for regulatory audits.

Requesting a Payment History Rollback

Access the Payment History Request page.

If the Payment History Selection report indicates that the payments selected are inappropriate or incomplete, you can rollback the selection process before you delete payments from the history tables.

Rollback cancels the current selections and enables you to reselect payments for archiving.

When you select the **Rollback** radio button, the **Archive Disposition Parameters** group box appears.

Archive Disposition Parameters

Select the check box for the **Archive ID** you want to rollback.

Archive ID	The Archive ID for the payment history selection processes that have been run but not completed.
Archive Date	The Archive Date for the payment history selection processes that have been run but not completed.
Bank Account	The Bank Account for the payment history selection processes that have been run but not completed.
History Start-End Dates	The Start and End Dates for the range of payment transactions you are archiving from the history tables.
Archive Count	The Archive Count for the payment selection processes that have been run but not completed.

Once the process has run, click the Refresh button on the Payment History Request page to verify the processing results.

See Also

Selecting a Set of Payments from the History Tables

Writing Payment History Archives to a File

Access the Payment History Export page.

After you run a Payment History Selection process and the Payment History Selection reports confirm that the data you selected in the history tables is correct, you can download your data to a flat file.

Payment History Export page

File Information

File Name Enter the name of the file to which you want to write these payment history transactions.

Select Select to choose one or more of the rows from the list of available payment history archive groups. Each selection identifies a group of history records that were created from the Payment History Request.

Archive ID For the payment history selection processes that have been run but not completed.

Arch Date For the payment history selection processes that have been run but not completed.

SetID For the payment history selection processes that have been run but not completed.

Bank For the payment history selection processes that have been run but not completed.

Account For the payment history selection processes that have been run but not completed.

Start Date For the range of payment transactions you selected for archiving from the history tables.

End Date For the range of payment transactions you selected for archiving from the history tables.

See Also

Record ID Assignments for Payments, Vouchers, and Vendors

Common Elements Used in This Chapter

Requesting a Payment History Deletion

Access the Payment History Request page.

After you review the reports and you know the selected payments are correct, run the deletion process to delete the archived payment transactions physically from the history tables.

Run the deletion process only after you confirm that the selected payments are appropriate and the selected payment data is successfully exported to a file.

To run the deletion process:

1. Access the Payment History Request page.
2. Select the Delete radio button in the Archive Process group box.
3. Select the check box for the Archive ID you want to delete.
4. Run the process.

Doing so deletes the archived payment transactions physically from the history tables.

5. After the process runs, click the Refresh button on the Payment History Request page to verify the processing results.

See Also

Selecting a Set of Payments from the History Tables

Archiving Vouchers to History Tables

Before you can archive vouchers, you must archive the payments for those vouchers.

To archive vouchers:

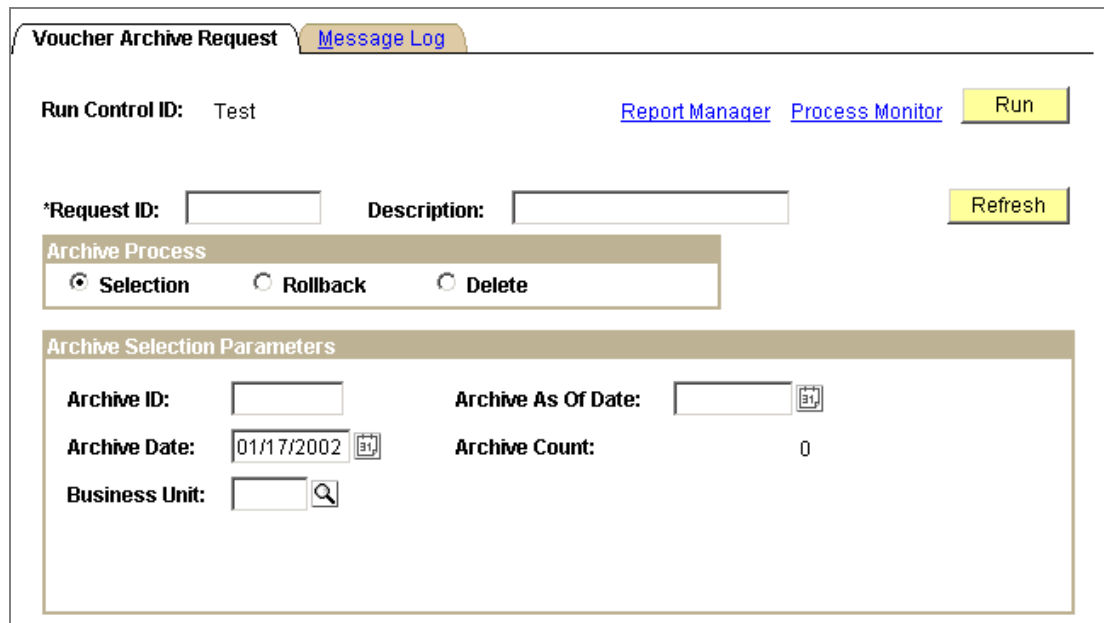
1. Select vouchers and copy them from online tables to history tables.
2. Run the Voucher Archive Selection report.
3. Determine whether the select vouchers are correct.
 - a. If incorrect, request a voucher archive rollback.
 - b. If correct, request a voucher archive deletion.

Pages Used to Archive Vouchers

Page Name	Object Name	Navigation	Usage
Voucher Archive Request	VCHR_ARCH_RQST	Accounts Payable, Administration, Archive Vouchers, Voucher Archive Request	Select and copy vouchers from the online tables to the history tables.
Voucher Archive Selection	VCHR_ARCH_REPT	Accounts Payable, Administration, Archive Vouchers, Voucher Archive Selection	Define run parameters for the Voucher Archive Selection report (APY6001). Use the report to check that the correct vouchers have been selected for archiving.

Selecting and Copying Vouchers to Archive

Access the Voucher Archive Request page.



Voucher Archive Request [Message Log](#)

Run Control ID: Test [Report Manager](#) [Process Monitor](#) [Run](#)

*Request ID: Description: [Refresh](#)

Archive Process

☒ Selection ☐ Rollback ☐ Delete

Archive Selection Parameters

Archive ID: Archive As Of Date: 

Archive Date:  01/17/2002 Archive Count: 0

Business Unit: 

Voucher Archive Request page

Archive Process

Selection

Verify that the Selection radio button is selected to begin the process.

Rollback	You may use this option later to rollback voucher selections if the system selects the wrong data.
Delete	You will use this option later to delete the voucher information from the online tables once it is in the history tables.

Archive Selection Parameters

Archive ID	Enter an Archive ID that you want associated with this archive process.
Archive As of Date	Enter an Archive As Of Date. Vouchers with an invoice date prior to this date will be archived.
Archive Date	Provide an archive date that indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.
Archive Count	Once you've run the selection process, the page changes to display the number of vouchers selected in the Archive Count field.
Business Unit	Select the Business Unit whose vouchers you want to archive.

Save your parameters and click the Process Request button.

Once the process has run, click the Refresh button on the Voucher Archive Request page. The page changes to display the number of vouchers selected in the Archive Count field, and a link to the archive selection report page.

Running a Voucher Archive Selection Report

Access the Voucher Archive Selection page.

Voucher Archive Selection

Run Control ID: ARCH [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Select Voucher Archive Groups					
Find View All					
First 1 of 1 Last					
	Archive ID	Archive Date	Business Unit	As Of Date	Archive Count
☒	ARCHIVE3	08/24/2000	US001	08/24/2000	1

Voucher Archive Selection page

Select Voucher Archive Groups

Select the check box for the **Archive ID** on which you want to run the report.

Archive ID	The Archive ID for the voucher selection processes that have been run but not completed.
Archive Date	The Archive Date for the voucher selection processes that have been run but not completed.
Business Unit	The Business Unit for the voucher selection processes that have been run but not completed.
As Of Date	The As Of Date for the voucher selection processes that have been run but not completed.
Archive Count	The Archive Count for the voucher selection processes that have been run but not completed.

Requesting a Voucher Archive Rollback

Access the Voucher Archive Request page.

If the Voucher Archive Selection report indicates that the vouchers selected are inappropriate or incomplete, you can rollback the selection process before you delete transactions. Rollback cancels the current selections and enables you to reselect vouchers for archiving.

To rollback a voucher archive request:

1. Open the Voucher Archive Request page.
2. Select the Rollback radio button.

The Archive Disposition Parameters group box appears.

3. Select the check box for the Archive ID you want to rollback.
4. Click the Refresh button on the Voucher Archive Request page to verify the processing results.

Archive Disposition Parameters

Select the check box for the **Archive ID** you want to rollback.

Archive ID	The Archive ID for the voucher selection processes that have been run but not completed.
Archive Date	The Archive Date for the voucher selection processes that have been run but not completed.
Business Unit	The Business Unit for the voucher selection processes that have been run but not completed.
As Of Date	The As Of Date for the voucher selection processes that have been run but not completed.
Archive Count	The Archive Count for the voucher selection processes that have been run but not completed.

Once the process has run, click the Refresh button on the Voucher Archive Request page to verify the processing results.

See Also

Selecting and Copying Vouchers to Archive

Requesting a Voucher Archive Deletion

After you review the reports and you know the selected vouchers are correct, run the deletion process to physically produce the archive.

Run the deletion process only after you confirm that the selected vouchers are appropriate for archival.

To run the deletion process:

1. Access the Voucher Archive Request page.
This page is the same as the Voucher Archive Selection report page.
2. Enter a Request ID and a Description.
3. Select the Delete radio button in the Archive Process group box, and select the check box for the Archive ID you want to delete.

4. Run the process.

This moves the voucher data from the Voucher tables to the Voucher History tables.

5. Once the process runs, click the Refresh button on the Voucher Archive Request page to verify the processing results.

See Also

Selecting and Copying Vouchers to Archive

Removing Voucher Archives to Flat Files

To remove voucher archives to flat files:

1. Select a set of vouchers from the history tables.
2. Run a Voucher History Selection report to determine if the selections are correct.
3. (Optional) Rollback the selection process before you delete vouchers from the history tables.
4. Write voucher history archives to a flat file.
5. Request voucher history deletion.

Pages Used to Remove Voucher Archives to Flat Files

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Voucher History Request	VCHR_HST_RQST	Accounts Payable, Administration, Archive Vouchers, Voucher History Request	Select a set of vouchers from the history tables for reporting, copying to flat files, and subsequent deletion from the system.

Page Name	Object Name	Navigation	Usage
Voucher History Selection	VCHR_HST_REPT	Accounts Payable, Administration, Archive Vouchers, Voucher History Selection	Define run parameters for the Voucher History Selection - Voucher Distribution report (APY6011), Voucher History Selection - Voucher Payments report (APY6012), or the Voucher History Selection - Voucher Accounting Entries report (APY6013). Use these reports to check that the correct vouchers have been selected for archiving to a flat file
Voucher History Export	VCHR_HST_EXPT	Accounts Payable, Administration, Archive Vouchers, Voucher History Export	Move voucher history transactions to flat files using the AP_VCHRHSTFLEXP Application Engine process.

Selecting a Set of Vouchers from the History Tables

Access the Voucher History Request page.

Voucher History Request
[Message Log](#)

Run Control ID: Test
[Report Manager](#)
[Process Monitor](#)

*Request ID:
Description:

Archive Process

☒ Selection
☐ Rollback
☐ Delete

Archive Selection Parameters

Archive ID:
History Start Date:

Archive Date:
History End Date:

Business Unit:
History Count: 0

Voucher History Request page

Enter a **Request ID** and a **Description**.

Archive Process

Selection	Verify that the Selection radio button is selected to begin the process.
Rollback	You may use this option later to rollback voucher selections from the history tables if the system selects the wrong data.
Delete	You will use this option later to delete the voucher information from the history tables after it has been copied to a flat file.

Archive Selection Parameters

Archive ID	Enter an Archive ID that you want associated with this archive process.
History Start Date	If you want to archive voucher transactions from the history tables with an invoice date within a certain date range, enter the Start Date for the range.
Archive Date	Provide an Archive Date that indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.
History End Date	If you want to archive voucher transactions from the history tables with an invoice date within a certain date range, enter the End Date for the range.
Business Unit	Select the Business Unit for which you want to run the voucher history selection process.
Archive Count	Once you've run the selection process, the page changes to display the number of vouchers selected in the Archive Count field.

Save your parameters and click the Process Request button.

Once the process has run, click the Refresh button on the Voucher History Request page. The page changes to display the number of vouchers selected in the Archive Count field, and a link to the history selection report page.

Running the Voucher History Report

Access the Voucher History Report page.

Voucher History Report

Run Control ID: BK1 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Select Voucher History Groups						Find View All	First	1 of 1	Last
	Archive ID	Archive Date	Business Unit	History Start-End Dates		Archive Count			
☒	VCHHST-1	08/01/2000	US001	08/01/2000	08/10/2000	1			

Voucher History Report page

Select Voucher History Groups

Select the check box for the **Archive ID** on which you want to run the report.

Archive ID	The Archive ID for the voucher history selection processes that have been run but not completed.
Archive Date	The Archive Date for the voucher history selection processes that have been run but not completed.
Business Unit	The Business Unit for the voucher history selection processes that have been run but not completed.
History Start-End Dates	The Start and End Dates for the range of voucher transactions you are archiving from the history tables.
Archive Count	The Archive Count for the voucher history selection processes that have been run but not completed.

The Voucher History Selection report lists all vouchers selected for archiving to a flat file and retrieves information from PS_VCHR_HST, PS_VCHR_LN_HST and PS_VCHR_DSTLN_HST.

When you run the Voucher History Selection report, the system gives you a choice of three reports to run: APY6011, APY6012, and APY6013.

- APY6011 reports voucher header and voucher line distribution information for each archived voucher; it retrieves information from the VCH_HST, VCHR_LN_HST, and VCHR_DSTLN_HST tables.
- APY6012 reports voucher payment information for each archived voucher; it retrieves information from VCHR_HST and PYMNT_VCHR_HST.

- APY6013 reports voucher accounting entry information for each archived voucher; it retrieves information from VCHR_HST and VCHR_ACCTLN_HST.

Ultimately, you need to run all three of these reports in order to retrieve all the voucher information, but you can run only one of them at a time. Select one of the reports and click **OK**.

Requesting a Voucher History Rollback

Access the Voucher History Request page.

If the Voucher History Selection reports indicate that the vouchers selected are inappropriate or incomplete, you can rollback the selection process before you delete vouchers from the history tables.

Rollback cancels the current selections and enables you to reselect vouchers for archiving.

When you select the **Rollback** radio button, the **Archive Disposition Parameters** group box displays.

Archive Disposition Parameters

Select the check box for the **Archive ID** you want to rollback.

Archive ID	The Archive ID for the voucher history selection processes that have been run but not completed.
Archive Date	The Archive Date for the voucher history selection processes that have been run but not completed.
Business Unit	The Business Unit for the voucher history selection processes that have been run but not completed.
History Start-End Dates	The Start and End Dates for the range of voucher transactions you are archiving from the history tables.
Archive Count	The Archive Count for the voucher selection processes that have been run but not completed.

Once the process has run, click the Refresh button on the Voucher History Request page to verify the processing results.

See Also

Selecting a Set of Vouchers from the History Tables

Writing Voucher History Archives to a File

Access the Payment History Export page.

After you run a Voucher History Selection process, and the Voucher History Selection reports confirm that the data you selected in the history tables is correct, you can download your data to a flat file.

Voucher History Export page

File Information

File Name	Enter the name of the file to which you want to write these voucher transactions.
Select	Select this check box to select one or more of the rows from the list of available voucher history archive groups. Each selection identifies a group of history records that were created from the Voucher History Request.
Archive ID	The Archive ID for the voucher history selection processes that have been run but not completed.
Arch Date	The Archive Date for the voucher history selection processes that have been run but not completed.
Business Unit	The Business Unit for the voucher history selection processes that have been run but not completed.
Start Date	The Start Date for the range of voucher transactions you archived from the history tables.
End Date	The End Date for the range of voucher transactions you archived from the history tables.

See Also

Record ID Assignments for Payments, Vouchers, and Vendors

Common Elements Used in This Chapter

Requesting a Voucher History Deletion

Access the Voucher History Request page.

After you review the reports and you know the selected vouchers are correct, run the deletion process to delete the archived voucher transactions physically from the history tables.

Run the deletion process only after you confirm that you have selected the appropriate vouchers from history tables and the selected data has been successfully exported to a file.

To run the deletion process:

1. Access the Voucher History Request page.
2. Select the Delete radio button in the Archive Process group box.
3. Select the check box for the Archive ID you want to delete.
4. Run the process.

Doing so deletes the archived voucher transactions physically from the history tables.

5. After the process runs, click the Refresh button on the Voucher History Request page to verify the processing results.

See Also

Selecting a Set of Vouchers from the History Tables

Archiving Vendors to History Tables

Before you can archive a vendor, you must first archive the payments and then the related vouchers for that vendor.

To archive vendors:

1. Select vendors and copy them from online tables to history tables.
2. (Optional) Select additional vendor criteria.
3. Run the Vendor Archive Selection report.
4. Determine whether the select vendors are correct.
 - a. If incorrect, request a vendor archive rollback.
 - b. If correct, request a vendor archive deletion.

Pages Used to Archive Vendors

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Vendor Archive Request	VNDR_ARCH_RQST	Accounts Payable, Administration, Archive Vendors, Vendor Archive Request	Select and copy vendors from the online tables to the history tables.
Vendor Section	VND_ARC_OPT_PNL	Click the  button on the Vendor Archive Request page.	Select additional criteria for selecting vendors and to process subsets of your vendor population. If you do not specify specific values for the optional criteria, the system will process all values.
Vendor Archive Selection	VNDR_ARCH_REPT	Accounts Payable, Administration, Archive Vendors, Vendor Archive Selection	Define run parameters for the Vendor Archive Selection report (APY6002). Use this report to check that the correct vendors have been selected for archiving.

Selecting and Copying Vendors to Archive

Access the Vendor Archive Request page.

Vendor Archive Request [Message Log](#)

Run Control ID: Test [Report Manager](#) [Process Monitor](#) [Run](#)

*Request ID: Description: [Refresh](#)

Archive Process

☒ Selection ☐ Rollback ☐ Delete

Archive Selection Parameters

Archive ID: Archive As Of Date:

Archive Date: 01/17/2002 ☐ Optional Criteria

Vendor Set ID: Archive Count: 0

Vendor Archive Request page

Archive Process**Selection**

Verify that the Selection radio button is selected to begin the process.

Rollback

You may use this option later to rollback vendor information if the system selects the wrong data.

Delete

You will use this option later to delete the vendor information from the online tables once the data is in the history tables.

Archive Selection Parameters**Archive ID**

Enter an Archive ID that you want associated with this archive process.

Archive As of Date

Enter an Archive As Of Date. Vendors whose last activity date was prior to this date will be archived. Activity could either be a voucher or a payment.

Archive Date

Provide an Archive Date that indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.

Optional Criteria

Click the button to transfer to the Optional Criteria - Vendor Selection page.

Vendor SetID

Select a Vendor SetID for the vendors you wish to archive.

Archive Count

Once you've run the selection process, the page changes to display the number of vendors selected in the Archive Count field.

Save your parameters and click the Process Request button.

Once the process has run, click the Refresh button on the Vendor Archive Request page. The page changes to display the number of vendors selected in the Archive Count field, and a link to the archive selection report page.

Selecting Additional Vendor Criteria

Access the Optional Criteria - Vendor Selection page.

Optional Criteria - Vendor Selection page

Classification	Select to archive <i>Employees</i> or <i>HRMS</i> payees, or <i>Suppliers</i> .
Persistence	Select to archive <i>Permanent</i> or <i>Regular</i> vendors.
Vendor Status	Use to select only vendors with a status of <i>Approved</i> , <i>Unapproved</i> or <i>To Archive</i> .
Vendor Type	Use to select vendors based on the vendor type. Use the Lookup button to select a value.
Pay Group Code	Use to archive vendors belonging to a particular pay group. Use the Lookup button to select a value.
Remit Vendor	Select this check box if you only want to archive Remit Vendors.
Corporate Vendor	Select this check box if you only want to archive Corporate Vendors.
Customer Vendor	Select this check box if you only want to archive Customer Vendors.
Withholding Vendor	Select this check box to only archive withholding vendors.
VAT Vendor	Select this check box to only archive vendors subject to VAT.

When you have selected the optional criteria, click OK to return to the Vendor Archive Request page.

See Also

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information”

Running a Vendor Archive Selection Report

Access the Vendor Archive Selection page.

Select Vendor Archive Groups						Find View All	First 1 of 1 Last
	Archive ID	Archive Date	Vndr SetID	As Of Date	Opt Criteria	Archive Count	
☒	VNDARC-2	08/01/2000	SHARE	08/01/2000	Y	1	

Vendor Archive Selection page

Select Vendor Archive Groups

Select the check box for the **Archive ID** on which you want to run the report.

Archive ID	The Archive ID for the vendor selection processes that have been run but not completed.
Archive Date	The Archive Date for the vendor selection processes that have been run but not completed.
Vndr SetID (Vendor SetID)	The Vendor SetID for the vendor selection processes that have been run but not completed.
As Of Date	The As Of Date for the vendor selection processes that have been run but not completed.
Opt Criteria (Optional Criteria)	The Optional Criteria you used to create the vendor selection processes that have been run but not completed.
Archive Count	The Archive Count for the vendor selection processes that have been run but not completed.

Requesting a Vendor Archive Rollback

Access the Vendor Archive Request page.

If the Vendor Archive Selection report indicates that the vendors selected are inappropriate or incomplete, you can rollback the selection process before you delete transactions. Rollback cancels the current selections and enables you to reselect vendors for archiving.

To rollback a vendor archive request:

1. Open the Vendor Archive Request page.
2. Select the Rollback radio button.
The Archive Disposition Parameters group box appears.
3. Select the check box for the Archive ID you want to rollback.
4. Click the Refresh button on the Vendor Archive Request page to verify the processing results.

Archive Disposition Parameters

Select the check box for the **Archive ID** you want to rollback.

Archive ID	The Archive ID for the vendor selection processes that have been run but not completed.
Archive Date	The Archive Date for the vendor selection processes that have been run but not completed.
Vndr SetID (Vendor SetID)	The Vendor SetID for the vendor selection processes that have been run but not completed.
As Of Date	The As Of Date for the vendor selection processes that have been run but not completed.
Opt Criteria (Optional Criteria)	The Optional Criteria for the vendor selection processes that have been run but not completed.
Archive Count	The Archive Count for the vendor selection processes that have been run but not completed.

Once the process has run, click the Refresh button on the Vendor Archive Request page to verify the processing results.

See Also

Selecting and Copying Vendors to Archive

Requesting a Vendor Archive Deletion

After you review the reports and you know the selected vendors are correct, run the deletion process to physically produce the archive.

Run the deletion process only after you confirm that the selected vendors are appropriate for archival.

To run the deletion process:

1. Access the Vendor Archive Request page.

This page is the same as the Vendor Archive Selection report page.

2. Enter a Request ID and a Description.

1. Select the Delete radio button in the Archive Process group box, and select the check box for the Archive ID you want to delete.

2. Run the process.

This moves the vendor data from the Vendor tables to the Vendor History tables.

3. Once the process runs, click the Refresh button on the Vendor Archive Request page to verify the processing results.

See Also

Selecting and Copying Vendors to Archive

Removing Vendor Archives to Flat Files

To remove vendor archives to flat files:

1. Select a set of vendors from the history tables.
2. (Optional) Select additional vendor history criteria.
3. Run a Vendor History Selection report to determine if the selections are correct.
4. (Optional) Rollback the selection process before you delete vendors from the history tables.
5. Write vendor history archives to a flat file.
6. Request vendor history deletion.

Pages Used to Remove Vendor Archives to Flat Files

Page Name	Object Name	Navigation	Usage
Vendor History Request	VNDR_HST_RQST	Accounts Payable, Administration, Archive Vendors, Vendor History Request	Select a set of vendors from the history tables for reporting, copying to flat files, and subsequent deletion from the system.
Optional Criteria – Vendor Selection	VND_HST_OPT_PNL	Click the  button on the Vendor History Request page.	To select additional criteria for selecting vendors and to process subsets of your vendor population.
Vendor History Selection	VNDR_HST_REPT	Accounts Payable, Administration, Archive Vendors, Vendor History Selection	Define run parameters for the Vendor History Selection report (APY6021). Use this report to check that the correct vendors have been selected for archiving to a flat file.
Vendor History Export	VNDR_HST_EXPT	Accounts Payable, Administration, Archive Vendors, Vendor History Export	Move vendors from the history tables to a flat file using the AP_VNDRHSTFLEX P Application Engine process.

Selecting a Set of Vendors from the History Tables

Access the Vendor History Request page.

Vendor History Request [Message Log](#)

Run Control ID: Test [Report Manager](#) [Process Monitor](#) [Run](#)

*Request ID: Description: [Refresh](#)

Archive Process

☒ Selection ☐ Rollback ☐ Delete

Archive Selection Parameters

Archive ID: History Start Date:

Archive Date: 01/17/2002 History End Date:

Vendor Set ID: ☐ Optional Criteria

History Count: 0

Vendor History Request page

Archive Process**Selection**

Verify that the Selection radio button is selected to begin the process.

Rollback

You may use this option later to rollback vendor selections from the history tables if the system selects the wrong data.

Delete

You will use this option later to delete the vendor information from the history tables after it has been copied to flat files.

Archive Selection Parameters**Archive ID**

Enter an Archive ID that you want associated with this archive process.

History Start Date

If you want to archive vendors from the history tables whose last activity date was within a certain date range, enter the Start Date for the range.

Archive Date

Provide an Archive Date that indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.

History End Date

If you want to archive vendors from the history tables whose last activity date was within a certain date range, enter the End Date for the range.

Vendor SetID

Select a Vendor SetID for the vendors you wish to archive from the history tables.

Optional Criteria

Click the  button to transfer to the Optional Criteria - Vendor (History) Selection Page.

Archive Count

Once you've run the selection process, the page changes to display the number of vendors selected in the Archive Count field.

Save your parameters and click the Process Request button.

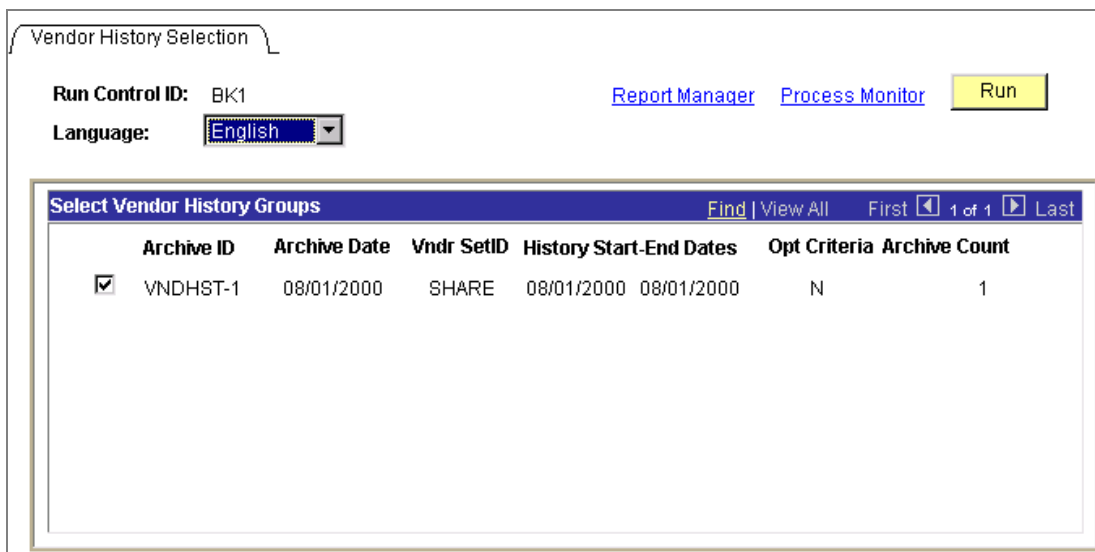
Once the process has run, click the Refresh button on the Vendor History Request page. The page changes to display the number of vendors selected in the Archive Count field, and a link to the history selection report page.

Selecting Additional Vendor (History) Criteria

See Selecting Additional Vendor Criteria

Running a Vendor History Selection Report

Access the Vendor History Selection page.



Vendor History Selection

Run Control ID: BK1 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: [English](#)

Select Vendor History Groups						Find View All	First 1 of 1 Last
	Archive ID	Archive Date	Vndr SetID	History Start-End Dates	Opt Criteria	Archive Count	
☒	VNDHST-1	08/01/2000	SHARE	08/01/2000 08/01/2000	N	1	

Vendor History Selection page

Select Vendor History Groups

Select the check box for the **Archive ID** on which you want to run the report.

Archive ID

The Archive ID for the vendor history selection processes that have been run but not completed.

Archive Date	The Archive Date for the vendor history selection processes that have been run but not completed.
Vndr SetID (Vendor SetID)	The Vendor SetID for the vendor history selection processes that have been run but not completed.
History Start-End Dates	The Start and End Dates for the range of vendors you are archiving from the history tables.
Opt Criteria (Optional Criteria)	The Optional Criteria for the vendor history selection processes that have been run but not completed.
Archive Count	The Archive Count for the vendor history selection processes that have been run but not completed.

The Vendor History Selection report lists all vendors selected for archiving to a flat file.

Requesting a Vendor History Rollbacks

Access the Vendor History Request page.

If the Vendor History Selection report indicates that the selected vendors are inappropriate or incomplete, you can rollback the selection process before you delete vendors from the history tables.

Rollback cancels the current selections and enables you to reselect vendors for archiving.

When you select the **Rollback** radio button, the **Archive Disposition Parameters** group box displays.

Archive Disposition Parameters

Select the check box for the **Archive ID** you want to rollback.

Archive ID	The Archive ID for the vendor history selection processes that have been run but not completed.
Archive Date	The Archive Date for the vendor history selection processes that have been run but not completed.
Vndr SetID (Vendor SetID)	The Vendor SetID for the vendor history selection processes that have been run but not completed.
History Start-End Dates	The Start and End Dates for the range of vendor you are archiving from the history tables.
Archive Count	The Archive Count for the vendor selection processes that have been run but not completed.

Once the process has run, click the Refresh button on the Vendor History Request page to verify the processing results.

See Also

Selecting a Set of Vendors from the History Tables

Writing Vendor History Archives to a File

Access the Vendor History Export page.

After you run a Vendor History Selection process, and the Vendor History Selection reports confirm that the data you selected in the history tables is correct, you can download your data to a flat file.

Vendor History Export page

File Information

File Name	Enter the name of the file to which you want to write these vendors.
Select	Select this check box to select one or more of the rows from the list of available vendor history archive groups. Each selection identifies a group of history records that were created from the Vendor History Request.
Archive ID	The Archive ID for the vendor history selection processes that have been run but not completed.
Arch Date (Archive Date)	The Archive Date for the vendor history selection processes that have been run but not completed.
SetID	The SetID for the voucher history selection processes that have been run but not completed.
Start Date	The Start Date for the range of vendors you archived from the history tables.
End Date	The End Date for the range of vendors you archived from the history tables.

See Also

Record ID Assignments for Payments, Vouchers, and Vendors
Common Elements Used in This Chapter

Requesting a Vendor History Deletion

Access the Vendor History Request page.

After you review the reports and you know the selected vendors are correct, run the deletion process to delete the archived vendors physically from the history tables.

Run the deletion process only after you confirm that you have selected the appropriate vendors from history tables and the selected data has been successfully exported to a file.

To run the deletion process:

1. Access the Vendor History Request page.
2. Select the Delete radio button in the Archive Process group box.
3. Select the check box for the Archive ID you want to delete.
4. Run the process.

Doing so deletes the archived vendor transactions physically from the history tables.
5. After the process runs, click the Refresh button on the Vendor History Request page to verify the processing results.

See Also

Selecting a Set of Vendors from the History Tables

Restoring Archived Data

Restore archived data to the history tables using the History File Import page.

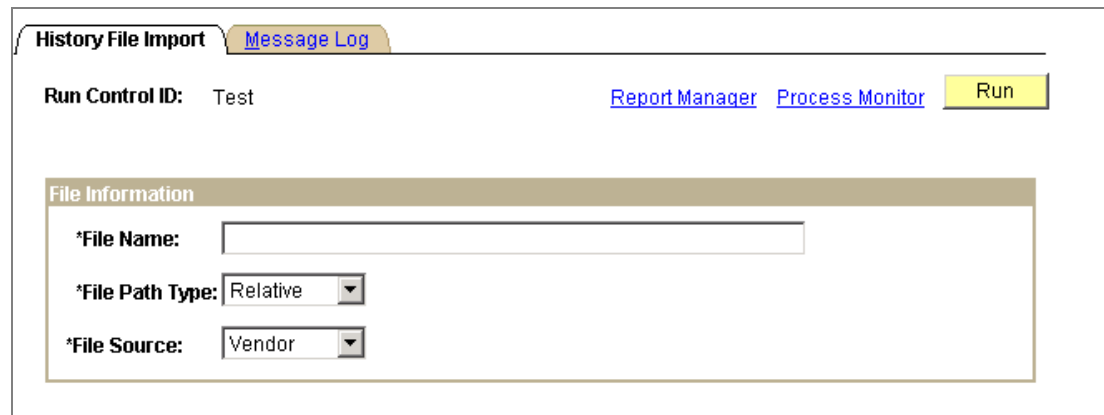
Page Used to Restore Archived Data

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
History File Import	VNDR_HST_IMP	Accounts Payables, Administration, Archive Vendors, History File Import.	To restore data to the history tables from the file

Restoring Archived Data to the History Tables

Access the History File Import page.

Note. The history import process is a generic one that can be used to import payment, voucher and vendor data into their respective history tables even though the process is located under Archive Vendors



History File Import [Message Log](#)

Run Control ID: Test [Report Manager](#) [Process Monitor](#) [Run](#)

File Information

*File Name:

*File Path Type:

*File Source:

History File Import page

File Information

File Name	Enter the name of the file to which you want to restore the data.
File Source	Select the type of data you want to import. Your options are: <i>Payment</i> , <i>Voucher</i> , and <i>Vendor</i> .

See Also

Common Elements Used in This Chapter

Reviewing Voucher and Payment Information

This section describes how to use PeopleSoft Payables inquiry pages and reports to review voucher and payment information. It explains how to:

- Review voucher information.
- Review payment information.
- Locate related procurement documents.

Understanding How to Review Voucher and Payment Information

PeopleSoft Payables provides numerous inquiry pages and reports that enable you to access your voucher and payment information how and when you need it. The inquiry pages in particular can be very useful when your customers call and want you to track down information for them.

Using Voucher Information to Access Payment Detail

What if a vendor calls looking for an outstanding invoice? The vendor won't have any of the information that has become part of the voucher (such as Voucher ID), but only raw data as it appears on their invoice. How do you find the information they are requesting? In this instance, you would:

1. Use the Voucher Inquiry page to search for vouchers by vendor and vendor invoice number.
2. Drill down to the Vendor Schedule Payment Inquiry page to view the scheduled payment details for the vouchers (such as payment method, scheduled pay date, and approval status).
3. Drill down to the Voucher Inquiry Lines page to view invoice and distribution line level detail for the vouchers (such as General Ledger business unit, ChartFields, and line amounts).
4. Drill down to the Voucher Payment Detail page to access detail on the payment itself (such as bank, payment date, payment amount and currency).
5. Drill down to the Payment Inquiry page to see a listing of transactions that were included as part of the payment (such as transaction number, date, paid amount and currency).

Using Payment Information to Access Voucher Detail

What if a vendor calls and asks you which invoices were included on a check they have received? The advice may have become separated from the check itself, making it impossible for them to enter reconciling entries in Account Receivable. In this instance you would:

1. Use the Payment Inquiry page to search for payments by vendor name and check amount, or payment method.
2. Drill down to the Payment Voucher Detail page to view payment details (such as transaction number, date, paid amount and currency).
3. Drill down to the Voucher Inquiry page to view voucher details (such as voucher ID and invoice information).

In addition to being interconnected, enabling you to access payment information for a voucher, or voucher information for a payment, these interconnected pages also enable you to:

- Enter ranges to limit the data returned.
- Personalize sorts by field or in ascending or descending order.
- Navigate back and forth between pages quickly with hyperlinks.

Reviewing Voucher Information

You can review vouchers using several inquiry pages and reports.

This section describes how to:

- Review voucher details.
- Review voucher payment details.

Pages Used to Review Vouchers

Page Name	Object Name	Navigation	Usage
Voucher Inquiry	AP_VOUCHER_INQUIRY	Accounts Payable, Review, Vouchers, Voucher Inquiry	Search for and review status of a voucher and any payment information.
Voucher Line Display	AP_VCHR_LN_DET_DSP	Click the Detail Lines button on the Voucher Inquiry Lines page.	View voucher and detail line information.
Voucher Payment Detail	VCHR_PYMNT_INQ	Click the Payment Information button on the Voucher Inquiry page.	View information about the payments that make up a voucher.

Page Name	Object Name	Navigation	Usage
Rejected Vouchers	VNDR_PAYINQ_RJCT	Accounts Payable, Review, Vendor, Rejected Vouchers	View vouchers that have a status of <i>Rejected</i> .
Voucher Register Report	RUN_APY1010	Accounts Payable, Reports, Vouchers, Voucher Register	Define run parameters for the Voucher Register report (APY1010). Use this report to review vouchers by business unit, date entered, and voucher ID.

Reviewing Voucher Details

Access the Voucher Inquiry page.

Voucher Inquiry

▼ Search Criteria

From Business Unit: To Business Unit: From Voucher ID: To Voucher ID: *Voucher Style:

From Invoice: To Invoice: Post Status: Approval Status: Voucher Balance:

SetID: From Vendor Short Name: To Vendor Short Name: Voucher Date Type:

From Vendor ID: To Vendor ID: Vendor Location: From Date: To Date:

*Amount Rule: Voucher Gross Amount: Transaction Currency:

▼ Sort Criteria

*Sort By: *Sort Asc/Dsc:

▼ Display Currency Criteria

*Currency: *Rate Type: As of Date:

☐ Show Display Currency

▼ Late Interest Analysis

Payment Date:

Voucher Inquiry page (1 of 3)

Voucher Inquiry Results										
Voucher Details		More Details								
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Payment Lines	Information	Scheduled Transaction Payments Currency
US001	00000001	BAE0000045	06/06/2000	USA0000001	BAELECTRIC-001	1	Regular			USD
US001	00000002	1234	07/12/2000	USA0000011	EASTBAY-001	MAIN	Regular			USD
US001	00000056	US1-1	05/15/2000	USA0000002	EB.TRAVEL-001	1	Regular			USD
US001	00000057	US1-2	07/30/2000	USA0000002	EB.TRAVEL-001	1	Regular			USD
US001	00000058	US1-3	07/25/2000	USA0000002	EB.TRAVEL-001	1	Regular			USD

Voucher Inquiry page (2 of 3)

Customize Find View All  First 1-76 of 76 Last						
Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
1,042.50			42.50		1,042.50	1,042.50
1,789.75	1,789.75					
1,414.66			57.67		1,414.66	1,414.66
2,049.88			83.57		2,049.88	2,049.88
2,685.09	2,685.09		109.46			

Voucher Inquiry page (3 of 3)

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields that are common to all views first.

Search Criteria

Enter search criteria to create your request.

From Business Unit

A business unit is required for your search.

To search on one business unit, enter that business unit in both the From Business Unit field and the **To Business Unit** field.

To search on a range of business units, enter the first business unit of your range in the From field and enter the last business unit of your range in the To field.

If you search on a range of business units, you cannot search on either a Voucher ID or an Invoice number.

From Voucher ID

To search on one voucher ID, enter that voucher ID in both the From Voucher ID field and the **To Voucher ID** field.

To search on a range of voucher IDs, enter the first voucher ID of your range in the From field and enter the last voucher ID of your range in the To field.

From Invoice	To search on one invoice number, enter that invoice number in both the From Invoice field and the To Invoice field. To search on a range of invoice numbers, enter the first invoice number of your range in the From field and enter the last invoice number of your range in the To field.
Post Status	Search for vouchers that have the following post statuses: <i>Payment not Applied:</i> Payments that are not applied. <i>Posted:</i> Payments that are posted. <i>Unposted:</i> Payments that are unposted.
Approval Status	Search for vouchers that have the following approval status: <i>Approved, Denied, or Unapproved.</i>
Voucher Balance	Search by voucher balance. Select from the following: <i>Balance Remains:</i> Vouchers with an unpaid remaining balance. <i>No Balance Remains:</i> Vouchers that are paid with no remaining outstanding balance.
From Vendor Short Name	Once a name is entered in the From Vendor Short Name field, the To Vendor Short Name field is populated and available for entry. To search on a range of vendor names, enter the first vendor name of your range in the From field and enter the last vendor name of your range in the To field. Once you enter a name in the From Vendor Short Name field, both vendor ID fields are populated but are unavailable for entry. If you search for a range of vendor short names you cannot search on a Vendor Location in the same search.
From Vendor ID	Once a number is entered in the From Vendor ID field, the To Vendor ID is populated and available for entry. To search on a range of vendor ID numbers, use both fields. To search on one vendor ID number, use the From field and leave the To field blank. Once you enter a name in the From Vendor ID field, the vendor name fields are not populated but are unavailable for entry. If you search for a range of vendor IDs, you cannot search on a Vendor Location in the same search.
Voucher Date Type	You can search for vouchers by <i>Accounting Date, Due Date, Entered Date, or Invoice Date.</i>

	Once you select the Voucher Date Type, use the From Date and To Date fields to search on a range of dates. Note. When you edit the From Date field, the To Date field does not automatically change. Be sure to look at both dates to prevent receiving no results for your inquiry.
Amount Rule	To search on a particular voucher amount, specify how you are comparing your search to that amount. Options are as follows: <i>Any:</i> Select if you are not using the gross amount as part of your search criteria. <i>Equal to:</i> Select to search for an amount that is equal to the amount you specify. <i>Greater than:</i> Select to search for an amount that is greater than the amount you specify. <i>Greater than or equal to:</i> Select to search for an amount that is greater than or equal to the amount you specify. <i>Less than:</i> Select to search for an amount that is greater than or equal to the amount you specify. <i>Less than or equal to:</i> Select to search for an amount that is less than or equal to the amount you specify.
Voucher Gross Amount	Enter the voucher amount once you have specified a particular Amount Rule.
Transaction Currency	Search on a currency type.
Search	Click to generate your search. If no data that matches your search criteria is found, the message “No vouchers found” appears in the lower-left corner of the page.
Reset Criteria	Click to clear all of your search criteria choices and go back to the default choices.
Sort Criteria	
Sort By	To sort your results, select the field you want to sort by and select a sort order of <i>Ascending</i> or <i>Descending</i> .
Sort	Click to sort the data.
Display Currency Criteria	
Currency Code	The type of currency in which you want your data to display. This field is populated from the operator preferences but you can edit it. The system converts all of the payments shown to this currency.

Rate Type	Select to convert the amounts that use the exchange rate for the type of currency you selected.
Show Converted Currency	Select if you want to convert all amounts to one consistent currency type for display purposes.
Convert	Click to activate the search on the payments that match your selection criteria and to convert the display, if you chose to.

Late Interest Analysis

Payment Date	Enter a “what-if” payment date.
Calculate	Click to calculate late interest charges for overdue vouchers.

Voucher Inquiry Results

Once you generate your search, the results appear at the bottom of the page.

Voucher Details Tab

Voucher Style	The voucher style type of <i>Regular, Adjustment, Journal Voucher, Prepaid Voucher, Register Voucher, Template Voucher, or Third-Party Voucher</i> .
Detail Lines	Click the button to view voucher and detail line information.
Payment Information	Click the button to view more detailed information about a payment voucher.
Scheduled Payments	Click the button to view scheduled payment information for a vendor or a group of vendors.
Transaction Currency	The transaction currency for the payment.
Gross Invoice Amount	The total invoice amount, including any non-merchandise amounts.
Voucher Unpaid Balance	The unpaid portion of the voucher.
Unapplied Prepayments	The amount of the invoice that will be paid by prepayments that are not yet applied.
Total Non-Merch (total non-merchandise)	Total amount of gross invoice amount allocated to sales tax, use tax, freight tax, and miscellaneous tax.
Entered VAT	The VAT amount entered on the voucher header.
Gross Amount Paid	The actual amount paid on this voucher.
Net Amount Paid	The gross amount paid on this voucher, less any discount.

More Details Tab

Post Status	The various statuses of the voucher (post status, Appr Stat (approval status), Match Status , Close Status).
Due Date	The date the voucher is due to be paid.
Acctg Date (accounting date)	The accounting date for this voucher.
Entered on	The date on which the voucher was entered.
Bdgt Hdr Status (budget header status)	The budget header status for this voucher.
Bdgt Misc Status (budget miscellaneous status)	The budget miscellaneous status for this voucher.
Doc Seq (document sequence)	If document sequencing is enabled, the document sequence number appears in this field.

See Also

Reviewing Payment Voucher Details

“Defining PeopleSoft Payables Business Units,” Late Interest Charges

“Entering and Processing Vouchers Online,” Entering Vouchers Online

PeopleSoft Setting Up Procurement Options PeopleBook, “Maintaining Vendor Information,” Reviewing Vendor Schedule Payment Information

Reviewing Voucher Payment Details

Access the Voucher Payment Detail page.

[Back To Voucher Inquiry](#)

Business Unit:

US001

Voucher ID:

00000076

Invoice Number:

US1-21

Vendor Name:

Quick Pace Couriers

Vendor Location:

1

Gross Invoice Amount:

9,899.83

Transaction Currency:

USD

Details

[Customize](#) | [Find](#) | [View All](#) | 

First

1 of 1

Last

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
SHARE	USBK	CHK	000005			07/30/2000	29,346.65	USD	9,899.83	Paid

Voucher Payment Detail page

Click the **Payment Reference ID** link to go to the Payment Inquiry Page.

Applied Business Unit and **Applied Voucher ID** only display information if the payment was made by the application of a Prepaid voucher. These prepayment application lines do not have a **Payment Reference ID** or a **Payment Date**.

Click the **Back To Voucher Inquiry** link to return to the Voucher Inquiry page.

Reviewing Payment Information

PeopleSoft Payables includes several inquiry pages and reports that enable you to examine the detail associated with your payments. The inquiry pages are just a starting point. You might find that you want to use PeopleTools to create additional inquiry pages that contain the data that you need organized in the manner that you desire.

This section describes how to use inquiry pages and reports to review:

- Payment information.
- Payment voucher details.
- Replaced payments.
- Scheduled payments on hold.
- Overdue scheduled payments.

Pages Used to Review Payment Information

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Payment Inquiry	PYMNT_INQ_SRCH	Accounts Payable, Review, Payments, Payment Inquiry	Search on payments, using specific search criteria, and to create a list of detailed information about those payments.
Payment Voucher Detail	PYMNT_VCHR_DET_SE	Click the Payment Reference ID link on the Payment Inquiry page.	View more detailed information about a payment voucher.
Replaced Payments	PYMNT_RPLCD	Accounts Payable, Review, Payments, Replaced Payments	View those payments for which you have replaced the payment reference number. You most often replaced reference numbers when you restart checks.
Scheduled Payments on Hold	VNDR_PAYINQ_HLD	Accounts Payable, Review, Vendor, Scheduled Payments on Hold	View vouchers that are scheduled for payment, yet are on hold.

Page Name	Object Name	Navigation	Usage
Overdue Scheduled Payments	VNDR_PAYINQ_OVRD UE	Accounts Payable, Review, Vendor, Overdue Scheduled Payments	View vouchers that are overdue for a vendor.
Payment History by Bank	RUN_APY2004	Accounts Payable, Reports, Vendor, Payment History by Bank	Define run parameters for the Payment History by Bank report (APY2004). Use this report to view a register of the payments for a bank. You can generate either a detail, or a summary version of this report.
Payment History by Vendor	RUN_APY2000	Accounts Payable, Reports, Vendor, Payment History by Vendor	Define run parameters for the Payment History by Vendor report (APY2000). Use this report to view a register of payments for a vendor. You can generate either a summary or detail version of this report.
Payment Register by Payment	RUN_APY2001	Accounts Payable, Reports, Vendor, Payment History by Payment	Define run parameters for the Check Register report (APY2001). Use this report to view a register of payments by Pay Cycle, run date, and payment method. You can generate either a detail, or a summary version of this report.

Reviewing Payment Information

Access the Payment Inquiry page.

Payment Inquiry

Search Criteria

Payment Reference ID: Payment Status: Payment Method:

Bank SetID: Bank Code: Schedule ID:

Bank Account: Bank Account #:

Pay Cycle: Pay Cycle Seq #:

Remit SetID: Remit Vendor:

Vendor Name: Vendor Location:

*Amount Rule: Amount: Currency:

From Date: To Date:

Sorting Criteria

*1st sort: *Sort Type:

*2nd sort: *Sort Type:

Payment Inquiry Result

Payment Details **Additional Info** **Vendor Details**

Payment Reference ID	Payment Method	Schedule ID	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
000001	Check		1,042.50	USD	08/09/2000	07/30/2000	Paid	Unrecon	
000002	Check		24,087.50	USD	08/09/2000	07/30/2000	Paid	Unrecon	
000003	Check		15,677.87	USD	08/09/2000	07/30/2000	Paid	Unrecon	
000004	Check		40,783.64	USD	08/09/2000	07/30/2000	Paid	Unrecon	
000005	Check		29,346.65	USD	08/09/2000	07/30/2000	Paid	Unrecon	
000006	Check		524,574.29	USD	08/09/2000	07/30/2000	Paid	Unrecon	
000007	Check		4,381.13	USD	08/09/2000	07/30/2000	Paid	Unrecon	
000008	Check		37,357.58	USD	08/09/2000	07/30/2000	Paid	Unrecon	

Payment Inquiry page: Payment Details Tab

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields that are common to all views first.

Search Criteria

Payment Reference ID

The payment reference ID number. Click to view information on the different vouchers that, together, make up this payment.

Payment Status

The status of the payment. Options are as follows:

Alignment: The payment is used for alignment purposes.

Deleted: The payment was deleted.

Overflow: The payment was printed on an overflow advice.

Paid: The payment was paid.

Pre-Note: The data is a bank pre-note. Pre-notes are usually performed when setting up electronic banking.

Replaced: The payment was replaced. For example, when a check is reprinted with a new check number, the check number is given the status of *Replaced*.

Stopped: The payment was reversed. Use the Payment Cancellation page to stop, void or, undo a canceled payment.

Undo: The canceled payment was undone. Use the Payment Cancellation page to stop, void, or undo a canceled payment.

Void: The payment is void. Use the Payment Cancellation page to stop, void, or undo a canceled payment.

Payment Method

The payment method.

Bank SetID

The setID that is associated with the bank account.

Bank Code

The bank's code.

Schedule ID

Enter a schedule ID number to review payments in a payment schedule. This field only displays if you enable federal payment schedules.

Bank Account

The type of bank account.

Bank Account # (bank account number)

The bank account number.

Remit SetID

The setID that is associated with this payment.

Remit Vendor

The vendor that is associated with this payment.

Vendor Name

The vendor name that is associated with this payment.

Vendor Location

The vendor's location.

Amount

To search by comparing to a particular amount, specify how you are comparing your search to that amount, and then specify the amount. Options are as follows:

Any: Select this option if you are not using the gross amount as a search criterion.

Equal to: To search for an amount that is equal to the amount that you specify.

Greater than: To search for an amount that is greater than the amount that you specify.

Greater than or equal to: To search for an amount that is greater than or equal to the amount that you specify.

Less than: To search for an amount that is greater than or equal to the amount that you specify.

Less than or equal to: To search for an amount that is less than or equal to the amount that you specify.

Enter the amount that you are comparing your search to in the field to the right of the **Amount** field.

Currency

The currency type.

From Date	To search for a payment that was issued on a particular date, enter that date in the From Date field. To search for a payment that was issued during a range of dates, enter the first date of the range in the From Date field and the last date of the range in the To Date field.
Search	Click to activate your inquiry.
Reset Criteria	Click to clear all of your search criteria choices and go back to the default choices.
Sort Criteria	
1st sort	Specify how your inquiry results will be sorted. The options are <i>Account</i> , <i>Amount</i> , <i>Currency</i> , <i>Date</i> , <i>Paycycle</i> , <i>Pymnt Ref</i> (payment reference), <i>Remit Vndr</i> (remit vendor), and <i>Vendor</i> . Select whether the data is to be sorted in <i>Asc</i> (ascending) or <i>Desc</i> (descending) order.
2nd sort	For a more detailed sort within your first sort, select a field to sort by in the 2nd sort field. Available choices are the same as for the first sort. Again, select whether the data is to be sorted in ascending or descending order.
Sort	Click to sort your results.
Payment Details Tab	
Payment Reference ID	The payment reference ID number.
Payment Method	The method of payment.
Schedule ID	The schedule ID of payment. This field only displays if you enable federal payment schedules.
Amount	The amount of this payment.
Currency	The currency type that is used for this payment.
Creation Date	The date the payment was created.
Payment Date	The date that this payment was issued.
Payment Status	The payment status of the payment.
Recon Status (reconciliation status)	Indicates whether the payment has been reconciled.
Reconcile Date	If the payment has been reconciled, the reconciliation date appears in this field.
Additional Info Tab	
Post Status	Indicates whether the payment has been through the Payment Posting process.

Cancel Action	Indicates whether the payment has been cancelled.
Cancel Date	If the payment has been cancelled, the date of cancellation appears in this field.
Pay Cycle	The pay cycle that is used to generate this payment.
Seq Num (sequence number)	The sequence number that is used to generate this payment.
Bank Account	The type of bank account to which this payment was issued.
Bank Account # (bank account number)	The bank account number to which this payment was issued.
Description	The name of the bank through which this payment was issued.

Vendor Details Tab

Vendor Name	The name of the vendor to which this payment was issued.
Vendor ID	The ID of the vendor to which this payment was issued.

See Also

“Processing Document Sequencing in PeopleSoft Payables”

“Additional Payment Processing Options,” Canceling Payments

Reviewing Payment Voucher Details

Access the Payment Voucher Detail page.

[Back To Payment Inquiry](#)

Bank Name:	USA BANK	Schedule ID:	00000011	Pyment Ref ID:	000001
Bank Account #:	0741-256458	Approved By:		Accounting Date:	
Pay Cycle:	LL1	Seq Num:	2	Approval Date:	
Vendor Name:	Bay Area Electric	Payment Date:	07/30/2000	Days Outstanding:	557
Address:	998 Powel St.	Payment Clear Date:		Reconcile Date:	
	San Francisco	Value Date:	07/30/2000	Treasury Chk #:	
	CA				
	94001				
	USA				
Payment Amount:	1,042.50	Currency:	USD	Payment Method:	CHK

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
US001	00000001	1	06/06/2000	BAE000045	1,042.50	1,042.50	USD			Accounts Payable Vouchers

Payment Voucher Detail page

Back to Payment Inquiry	Click to return to the Payment Inquiry page.
Days Outstanding	For unreconciled payments, this is the number of days difference between the payment date and the due date. For

	reconciled payments, this is the number of days difference between the payment date and the payment clear date.
Value Date	When the funds actually clear the bank.
Approved By	The person who approves the pay cycle. This is for Federal only and is set at the Pay Cycle Certification page.
Approval Date	The date the pay cycle was approved. This field only displays when you enable the Federal Payments feature.
Treasury Chk #	The check number that the U.S. Treasury issued to pay an obligation on behalf of an agency. This can also represent an electronic payment number issued by the U.S. Treasury via electronic funds transfer. This field only displays when you enable the Federal Payments feature.
Business Unit	The business unit for this payment.
Voucher ID	Click to view the voucher details for this payment on the Voucher Inquiry page.
Advice Seq (advice sequence)	The advice sequence for this payment.
Advice Date	The advice date for this payment.
Gross Paid Amount	The original paid amount.
Paid Amount	The actual paid amount less any discounts. (For example, if the gross paid amount is USD 1000.00 and the discount is USD 20.00, the paid amount would be USD 980.00).
Currency	The currency in which this payment was made.
Source	The source of this payment.

Reviewing Replaced Payments

Access the Replaced Payments page.

You must recreate checks in a pay cycle before using this page.

Replaced Payments	
SetID:	SHARE
Bank:	USBNK
Account:	CHCK
Payment Method:	System Check
Old Payment Ref:	000009 
New Payment Ref:	000013 

Replaced Payments page

Old Payment Ref (reference) Shows the payment reference number that was changed.

New Payment Ref (reference) Shows the current payment reference number.



Click to access the Payment Inquiry page. Clicking this button next to the Old Payment Reference number transfers you to the Payment Inquiry page for that Reference number. Clicking this button next to the New Payment Reference number transfers you to the Payment Inquiry page for the current reference number.

See Also

Reviewing Payment Information

“Running Pay Cycles,” Recreating Checks

Reviewing Scheduled Payments on Hold

Access the Scheduled Payments on Hold page.

Vouchers that have been placed on hold must exist before you can access this page.

Scheduled Payments on Hold			
SetID:	SHARE	Vendor:	USA0000002 East Bay Travel
ShortName:	EB.TRAVEL-001	Status:	Approved
		Vouchers:	1
Voucher Information Find View All First 1 of 1 Last			
Invoice:	US5-7	Date:	07/08/2000
Scheduled Payment:	1 Full		
Unit:	US005	Voucher:	US5-7
Gross Amt:	4,450.94 Dollar	Due Date:	07/08/2000
Dscnt Amt:	0.00	Discount Due Date:	
Days Overdue:	558	Scheduled to Pay:	08/09/2000
Voucher Comments:			
☐ On Hold ☐ Wthd Hold		Approval Status: Pending	

Scheduled Payments on Hold page

Status	The status of the payment.
Vouchers	The number of vouchers on hold for this vendor.
Invoice	The invoice number of the voucher that is on hold.
Date	The invoice date of the voucher that is on hold.
Scheduled Payment	The ID of the payment that is on hold and whether full or partial payment will be made.
Unit	The business unit for which the voucher was entered.
Voucher	The voucher ID.
Gross Amt (amount)	The gross amount of the payment without any discounts, as well as the voucher currency.
Due Date	The date the payment is due.
Dscnt Amt (discount amount)	The applicable discount amount.
Discount Due Date	The applicable discount due date.
Days Overdue	The number of days that the payment is overdue.
Scheduled to Pay	The date that the payment is scheduled to be paid. This could be the Due Date, the Discount Due Date, or a more current date, if the voucher was entered after both of these dates.
Voucher Comments	Any comments related to the voucher.
On Hold	If selected, indicates that the payment is on hold.
Approval Status	The approval status of the voucher.

Wthd (withhold) Hold

If selected, indicates that the payment is on hold for withholding.

See Also

“Processing Withholding in PeopleSoft Payables”

Reviewing Overdue Scheduled Payments

Access the Overdue Scheduled Payments inquiry page.

Overdue scheduled payments must exist before you can access this page.

The fields on this page are the same as those on the Scheduled Payments on Hold page. See that page for definitions of these fields.

See Also

Reviewing Scheduled Payments on Hold

Locating Related Procurement Documents

With both Payables and Purchasing installed, you can inquire and cross-reference related documents across the procure-to-pay business cycle, to tie all documents together for the same transaction flow. You have quick access to requisitions, purchase orders, receivers, and vouchers/payments associated with the requested voucher or payment ID. You can also see such things as post status, budget check status, match status, and gross amount.

This section describes how to:

- Locate documents from a voucher ID.
- Locate documents from a payment ID.

Pages Used to Locate Related Procurement Documents

<i>Page Name</i>	<i>Object Name</i>	<i>Navigation</i>	<i>Usage</i>
Voucher DOC Status	PRCR_DOCSTAT_VCH R	Accounts Payable, Review, Vouchers, Document Status	Locate related documents starting from a voucher number.
Payment DOC Status	PRCR_DOCSTAT_PYM T	Accounts Payable, Review, Payments, Document Status	Locate related documents starting from a payment number.

Locating Document from a Voucher ID

Access the Voucher DOC Status page.

Voucher DOC Status							
Business Unit:	US001		Voucher ID:	00000076		Document Type:	Voucher
Invoice ID:	US1-21		Invoice Date:	07/13/2000		Document Tolerance Status:	Valid
Gross Amount:	9899.83	USD	Approval Status:	Approved		Budget Status:	Valid
Vendor ID:	USA0000009		Location:	1		QUICKPACE-001	
Associated Document							Customize Find View All First 1 of 1 Last
Documents Related Info							
SetID	DOC ID	Document Type	Status	Document Date	Vendor ID	Location	
SHARE	0000000005	Payment	Posted	07/30/2000	USA0000009	1	

Voucher DOC Status

Voucher ID

Click to go to the Voucher Inquiry page in a separate browser.

Match Manager

Click to go to the Match Manager page in a separate browser. This hyperlink is only active for vouchers that require matching.

Documents Tab

DOC ID

Click to go to the inquiry page for that document in a separate browser. For a PO, it takes you to PO Inquiry, but for a receipt, it takes you to Receiver Inquiry.



Click to go to the Document Status page for that document in a separate browser. For a PO, for example, it takes you to PO Document Status, which has links to related documents.

Related Info Tab

Accounting Entries

Click to go to the Accounting Entries Inquiry page in a separate browser. Payment Accounting Entries are based on vouchers.

Locating Documents from a Payment ID

Access the Payment DOC Status page.

Payment DOC Status						
Bank SetID:	SHARE	Bank Code:	UKBNK	Bank Account:	CHCK	Payment ID: 0000000001
Payment Method:	Manual	Payment Status:	Paid	Payment Reference:	APG03	
Payment Date:	07/12/2000	Amount:	45.79	GBP	Document Type:	Payment
Remit Vendor:	JPN0000001	Location:	MAIN	NISHIMURA-001		
Associated Document Customize Find View All First 1 of 1 Last						
Documents Related Info						
Business Unit	DOC ID	Document Type	Status	Document Date	Vendor ID	Location
GBR01	APG03	Voucher	Posted	06/20/2000	JPN0000001	MAIN

Payment DOC Status

Payment ID

Click to go to the Payment Inquiry page in a separate browser instance.

Documents Tab

DOC ID

Click to go to the inquiry page for that document in a separate browser. For a voucher, for example, it takes you to Voucher Inquiry.



Click to go to the Document Status page for that document in a separate browser. For a voucher, it takes you to Voucher DOC Status.

Related Info Tab

Match Manager

Click to go to the Match Manager page in a separate browser. This hyperlink is only active for related vouchers that require matching.

Accounting Entries

Click to go to the Accounting Entries Inquiry page in a separate browser.

Appendix A: PeopleSoft Payables Reports

This chapter lists all the reports provided with PeopleSoft Payables and includes:

- General information about reports.
- An alphanumeric list of report IDs with information about some of the reports that aren't documented elsewhere in this PeopleBook.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

See Also

"Designing Payment Forms"

"Processing Withholding in PeopleSoft Payables," Generating Withholding Reports

PeopleSoft Setting Up Procurement Options PeopleBook, "Appendix A: PeopleSoft Procurement Reports"

PeopleSoft Global Options and Reports PeopleBook, "Appendix B: PeopleSoft Financial Global Reports"

PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, "Appendix A: PeopleSoft Application Fundamentals for FIN, ESA, and SCM Reports"

PeopleSoft PeopleTools PeopleBook: Submitting and Scheduling a Process Request

PeopleSoft Payables Reports: General Description

This table provides general information about delivered Payables reports. For more information about a report, click the link to navigate to information about the process where the report is used or the alphanumeric list of reports at the end of this chapter.

PeopleSoft Payables Reports

Report ID	Descriptions	Navigation	Run Control Page
APC8053 Schedule and Appropriation Symbol Report	Lists voucher distribution lines by federal schedule and appropriation symbol. Because each distribution line of a voucher references a different appropriation symbol, the detailed level of this report shows individual voucher distribution lines.	Accounts Payable, Reports, Payments, Schedule and Approp Symbol	RUN_APC8053
APS2001 Prompt Pay Report	Summarizes how efficiently a government agency made their vendor payments for a year. (SQR Report)	Accounts Payable, Reports, Payments, Prompt Pay Report	RUN_APS2001
APS8001 Voucher Activity	Lists voucher activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code.	Accounts Payable, Reports, Vouchers, Voucher Activity Report	RUN_APS8001
APS8002 Disbursement Activity Report	Lists disbursement activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code.	Accounts Payable, Reports, Payments, Disbursement Activity Report	RUN_APS8002
APY0000 List of Voucher Origins Report	Lists the voucher origin options by SetID. (Crystal Report)	Set Up Financials/Supply Chain, Product Related, Procurement Options, Reports, Voucher Origins	RUN_APY0000
APY0010 Payables Business Unit Listing Report	Lists all the Payables business units and their operating parameters. (Crystal Report)	Set Up Financials/Supply Chain, Business Unit Related, Reports, Payables Units	RUN_APY0010

Report ID	Descriptions	Navigation	Run Control Page
APY0011 Payables Business Unit Options Report	Lists the Payables business unit options by SetID. (Crystal Report)	Accounts Payable, Reports, Vouchers, Control Group Register	RUN_APY0011
APY1010 Voucher Register	Lists vouchers by business unit, date entered, and Voucher ID. (Crystal Report)	Accounts Payable, Reports, Vouchers, Voucher Register	RUN_APY1010
APY1011 Control Group Register Report	Lists vouchers entered into Payables by business unit, control group ID, date entered, and voucher ID. For each Business Unit and Control Group ID combination, the report lists all the vouchers that meet these criteria by their Date Entered. For each Voucher, the report lists Voucher Header Information, Voucher Line Information, and Distribution Line Information. (Crystal Report)	Accounts Payable, Reports, Vouchers, Control Group Register	RUN_APY1011
APY1020 Posted Voucher Listing Report	Lists all posted vouchers for a given business unit and date range. For each Voucher ID, the report lists Document Type, Document Date, Document Sequence, Ledger, Accounting Date, Application Journal, Dist Type, Vchr Line, Dist Line, GL Unit, Account, Dept, Product, Project, Debit Amount, Credit Amount, Currency Code, and Unpost Seq#. (Crystal Report)	Accounts Payable, Reports, Vouchers, Posted Voucher Listing	RUN_APY1020
APY1060 Self Billed Invoice	Lists all of the Documents that comprise an SBI. For each Document, the report lists Item, Quantity, UOM, Price, Amount, Tax Amount, Tax%, VAT Amount, VAT%, and Total. (SQR)	Accounts Payable, Reports, Vouchers, Self-Billed Invoices	VCHR_SBI_PRINT

Report ID	Descriptions	Navigation	Run Control Page
APY1065 Self-Billed Invoices Review	Lists SBI data that has been selected by the SBI process. For each Dummy SBI Number, the report lists SBI Hold, Unit, Voucher, Invoice, Invoice Date, Item, Quantity, Merchandise Amount, VAT Amount, Tax Amount, and Total Amount. (Crystal Report)	Accounts Payable, Reports, Vouchers, Self-Billed Invoices Review	RUN_APY1065
APY1070 AP SBI Vendors	Lists the available SBI vendors you selected on the SBI Vendor Listing page. For each Vendor ID, the report lists Vendor Name, Remit, Corporate, AR Customer Number, Entered By, Location, SBI Option, SBI Approval, and Last SBI Number. (Crystal Report)	Accounts Payable, Reports, Vendor, SBI Vendor Listing	RUN_APY1070
APY1080 Unapproved SBIs by Vendor Report	Lists unapproved SBIs by vendor. For each SBI Number, the report lists Creation Date, Business Unit, and Voucher ID. (Crystal Report)	Accounts Payable, Reports, Vouchers, Unapproved SBIs by Vendor	RUN_APY1080
APY1090 Match Exception Report	Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information. For each Buyer Name, the report lists Voucher Data (Unit, Voucher, Line Vchr Qty, Vchr Price, Vchr Amt); Purchase Order Data (Unit, PO ID, Line, Sched, PO Qty, PO Price, PO Amt); Receiver Data (Unit, Recv ID, Line, Seq); and Match Error information (Match Control ID, Match Rule). (Crystal Report)	Accounts Payable, Reports, Vouchers, Match Exceptions	RUN_APY1090
APY1099 Copy B	IRS Form 1099-MISC for your vendors.	Vendors, Withholdings, Print 1099 Copy B	RUN_1099_COPYB_RPT

Report ID	Descriptions	Navigation	Run Control Page
APY1400 AP/GL Open Liability Report	Compares the AP Open Liability balance to the GL Open Liability balance. Run AP_APGLOPEN from AP Open Liability Request to generate three other reports in addition to APY1400: APY1405, APY1406, and APY1407. (Crystal Report)	Accounts Payable, Reports, Voucher Reconciliation, AP Open Liability Recon	RUN_APY1400
APY1405 Detail AP/GL Open Liability Account Reconciliation Report	Shows all accounting activity for accounts payable transactions for each voucher. Use the detail report to validate the AP Open Liability balance to the General Ledger. (Crystal Report) See APY1400.	Accounts Payable, Reports, Voucher Reconciliation, AP Open Liability Recon	RUN_APY1400
APY1406 Open Liability Report	Lists all open liabilities by business unit. (Crystal Report) See APY1400.	Accounts Payable, Reports, Voucher Reconciliation, AP Open Liability Recon	RUN_APY1400
APY1407 Unrecorded Liability Report	Lists all unposted transactions (such as, vouchers, closures, and payment cancellations), transactions that have not been journal generated and, therefore, not visible to GL. (Crystal Report) See APY1400.	Accounts Payable, Reports, Voucher Reconciliation, AP Open Liability Recon	RUN_APY1400

Report ID	Descriptions	Navigation	Run Control Page
APY1408 Aged Vendor Liability	Lists all vouchers that have not been paid by the As of Date. You can run the report in either summary or detail format for specific vendors. The report excludes vouchers that are in the <i>Recycled</i> status and categorized scheduled payments on hold or on hold for withholding. (Crystal Report).	Accounts Payable, Reports, Voucher Reconciliation, Aged Vendor Liability. Click the Run button and select APY1408 or APY1430 or both.	RUN_APY1408
APY1410 AP/GL Journal Reconciliation Report	Lists totals by Journal Line and Journal ID. (Crystal Report). Run AP_APGLREC from AP/GL Journal Recon Request. Then click AP/GL Journal Reconciliation to generate report.	Accounts Payable, Reports, Voucher Reconciliation, AP/GL Journal Reconciliation	RUN_APY1410
APY1420 AP/GL Account Reconciliation Report	Lists account totals by Journal ID and Account. (Crystal Report). Run AP_APGLREC to populate the reporting table.	Accounts Payable, Reports, Voucher Reconciliation, AP/GL Account Reconciliation	RUN_APY1420
APY1430 Vendor Aging Report	Lists all vouchers that have not been paid at the date you specify. Provides similar information to APY 1408, but with more flexibility. See APY1408.	Accounts Payable, Reports, Voucher Reconciliation, Aged Vendor Liability.	RUN_APY1408
APY2000 Summary Payment History by Vendor	Provides a register of payments for a vendor. Using the Print Options radio buttons on the Payment History by Vendor page, you can generate either a Detail, or a Summary version of this report. (Crystal Report)	Accounts Payable, Reports, Vendor, Payment History by Vendor	RUN_APY2000

Report ID	Descriptions	Navigation	Run Control Page
APY2001 Summary Check Register	Provides a register of payments by Pay Cycle, run date, and payment method. Using the Print Options radio buttons on the Payment Register by Payment page, you can generate either a Detail, or a Summary version of this report. (Crystal Report)	Accounts Payable, Reports, Vendor, Payment History by Payment	RUN_APY2001
APY2004 Detail Payment History by Bank	Provides a register of the payments for a bank. Using the Detail/Sum field on the Pymnt Control Rpt page, you can generate either a Detail, or a Summary version of this report. (Crystal Report)	Accounts Payable, Reports, Vendor, Payment History by Bank	RUN_APY2004
APY2021 Check Overflow Payment Advice	Produced only from the Pay Cycle Manager, generates the overflow payment advice for payment forms Check1, Check2, Check3, and LC1. You do not access a report page to generate this or other payment advices. (Crystal Check)	Accounts Payable, Payments, Define Pay Cycle, Pay Cycle Manager	
APY2027 EFT/Giro/Wir e Advice	Produced only from the Pay Cycle Manager, creates checks, letters of credit, and payment advice when you run the pay cycle. Note. If you install the bank transfer charge option, two new fields for information related to bank transfer charges are added to this report. (Crystal Check)	Accounts Payable, Payments, Define Pay Cycle, Pay Cycle Manager	
APY2030 AP Trial Payment Register	Provides a printable summary of payments by bank account, after payment selection and creation, but before you print checks or create EFT or ACH files. (Crystal Report)	Accounts Payable, Reports, Payments, Trial Register	RUN_APY2030

Report ID	Descriptions	Navigation	Run Control Page
APY2040 Payment Forecast Report Request Report	List of your payment forecasts. (Crystal Report)	Accounts Payable, Reports, Forecast, Forecast Report Request	PYFRCST_RQST
APY2050 Payment History by Payment Report	Provides a history of payments by payment method. (Crystal Report)	Accounts Payable, Reports, Vendor, Payment Hist by Pymnt Method	RUN_APY2050
APY2051 Payment Aging by Bank	Provides a listing of payments aging by bank. (Crystal Report)	Accounts Payable, Reports, Vendor, Payment Aging by Bank	RUN_APY2051
APY2052 Payment Aging by Vendor	Provides a report listing payments aging by vendor. (Crystal Report)	Accounts Payable, Reports, Vendor, Payment Aging by Vendor	RUN_APY2052
APY2053 Draft Create Detail Report	Provides a detail report for created draft payments. (Crystal Report)	Accounts Payable, Reports, Payments, Drafts Create Detail	RUN_APY2053
APY2054 Draft Stamp Tax Summary Report	Provides a summary of the draft stamp tax associated with draft payments. (Crystal Report)	Accounts Payable, Reports, Payments, Draft Stamp Tax Summary	RUN_APY2054
APY2056 Draft Create Summary Report	Provides a summary report for created draft payments. (Crystal Report)	Accounts Payable, Reports, Payments, Drafts Create Summary	RUN_APY2056

Report ID	Descriptions	Navigation	Run Control Page
APY2060 Agency Location Codes	Lists the ALC's defined in the Agency Location Code setup table for federal customers.	Accounts Payable, Reports, Payments, Agency Location Code	RUN_APY2060
APY2100 Open Prepayments	Lists unapplied prepaid vouchers. (Crystal Report)	Accounts Payable, Reports, Prepayments, Open Prepayments	RUN_APY2100
APY2101 Prepayment Settlements	Lists regular voucher payment schedules that have been fully applied. (Crystal Report)	Accounts Payable, Reports, Prepayments, Prepayment Settlements	RUN_APY2101
APY3012 Vendor Withholding Balances Control Report	Lists withholding activity for internal audits. We recommend that you run the report on a regular basis to check the withholding summaries. (Crystal Report)	Accounts Payable, Reports, Withholding, Withhold Control Report	RUN_APY3012
APY3020 Outstanding Balance by Vendor	Lists the gross amount of all the outstanding vouchers for the specified vendor.	Accounts Payable, Reports, Vendor, Vendor Balance	RUN_APY3020
APY3215 Duplicate Vendors	Shows vendors that erroneously have duplicate TINs, withholding names, withholding addresses, vendor names, vendor short names, or vendor addresses. (Crystal Report)	Vendors, Vendor Setup/Maintenance, Duplicate Vendor Report	DUP_RPT_POST

Report ID	Descriptions	Navigation	Run Control Page
APY6000 Payment Archive Selection	Shows payment transactions selected for archiving by Payment ID, Payment ID Reference, Name, Payment Amount, Payment Date, Clear Date, Reconcile Different Amount, Business Unit, Invoice ID, Paid Amount, and Paid Amount Discount, so you can check that the correct payments have been selected. (Crystal Report)	Accounts Payable Administration, Archive Payments, Payment Archive Selection	PYMNT_ARCH_REPT
APY6001 Voucher Archive Selection	Lists vouchers selected for archiving by Voucher ID, Vendor ID, Invoice ID, Invoice Date, Gross Amount, Merchandise Amount, Currency Code, Payment ID, Paid Amount, and Paid Amount Discount, so you can check that the correct vouchers have been selected for archiving. (Crystal Report)	Accounts Payable Administration, Archive Vouchers, Voucher Archive Selection	VCHR_ARCH_REPT
APY6002 Vendor Archive Selection	Lists vendors selected for archiving by Vendor ID, Short Name, Name, Vndr Status, Vndr Class, Vndr Persist, Remit Vndr, Corp Vndr, Cust ID, Wthd Sw, VAT Sw, and Lst Activ Dt, so you can check that the correct vendors have been selected. (Crystal Report)	Accounts Payable Administration, Archive Vendors, Vendor Archive Selection	VNDR_ARCH_REPT
APY6010 Payment History Selection	• Lists all payments selected for archiving so you can check that the correct payments have been selected for the flat file. • Provides details for regulatory audits. (Crystal Report)	Accounts Payable Administration, Archive Payments, Payment History Selection	PYMNT_HST_REPT

Report ID	Descriptions	Navigation	Run Control Page
APY6011 Voucher History Archive Selection – Voucher Distribution	Lists all payments selected for archiving so you can check that the correct vouchers have been selected for the flat file.. For each Voucher ID, the report lists all voucher detail information. (Crystal Report)	Accounts Payable, Administration, Archive Vouchers, Voucher History Selection	VCHR_HST_REPT
APY6012 Voucher History Archive Selection – Voucher Payments	Lists all payments selected for archiving so you can check that the correct vouchers have been selected for the flat file.. For each Voucher ID, the report lists all voucher payment history detail information. (Crystal Report)	Accounts Payable, Administration, Archive Vouchers, Voucher History Selection	VCHR_HST_REPT
APY6013 Voucher History Archive Selection – Voucher Accounting Entries	Lists all vouchers selected for archiving so you can heck that the correct vouchers have been selected for the flat file.. For each Voucher ID, the report lists all voucher accounting distribution information. (Crystal Report)	Accounts Payable, Administration, Archive Vouchers, Voucher History Selection	VCHR_HST_REPT
APY6021 Vendor History Archive Selection	Lists all vendors selected for archiving to a flat file so you can check that the correct vendors have been selected for archiving to a flat file.. For each Vendor ID, the report lists all vendor detail information. (Crystal Report)	Accounts Payable, Administration, Archive Vendors, Vendor History Selection	VNDR_HST_REP
APY7010 Withholding Rules	Shows the information entered on the withholding rule page. For each As of Date, the report lists Withholding Rule, VAT, Freight, Sales/Use Tax, Discount, Payment, Hold, Percent, and Minimum Amount. (Crystal Report)	Accounts Payable, Reports, Withholding, Rules	RUN_APY7010

Report ID	Descriptions	Navigation	Run Control Page
APY7020 Withholding Types	Shows the information from the Withholding Type page. For each Withholding Type, the report lists Class and Description. (Crystal Report)	Accounts Payable, Reports, Withholding, Types	RUN_APY7020
APY7030 Withholding Entities	Shows the information from the Entity page. For each entity, the report lists vendor SetID, vendor ID, location, currency, rate type, last report date, file layout, type, jurisdiction, class, rule, business unit, account, department, product, and project ID. (Crystal Report)	Accounts Payable, Reports, Withholding, Entities	RUN_APY7030
APY7040 Withholding Codes	Shows information entered on the Withholding Code page. For each code, the report lists entity, type, jurisdiction, and class. (Crystal Report)	Accounts Payable, Reports, Withholding, Codes	RUN_APY7040
APY7050 Withholding Calculations Verification Report	Shows calculations made during the pay cycle that pertain to withholding. For each voucher ID, the report lists detail withholding calculation information, including withholding entity, withholding type, and withholding rules that applied to the voucher. (Crystal Report)	Accounts Payable, Reports, Withholding, Withholding Calculation Report	RUN_APY7050
APY8056 1099 to Send Detail	Lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS.	Vendors, Withholdings, 1099 to Send Detail	TO_SEND_RPT

Report ID	Descriptions	Navigation	Run Control Page
APY9010 Withholding Mismatch Report	Identifies all voucher lines on which the withholding applicable flag does not match the withholding flag on the vendor. The report does not compare the withholding code on the vendor to the withholding code on the voucher lines. It only checks the withholding flag.	Vendors, Withholdings, Withd Voucher/Vendor Mismatch	WTHD_MISMTCH_RQ ST
APYVR_LC Registered Voucher Listing Report	Lists all registered vouchers that have not been completed. For each vendor, the report lists voucher, invoice, accounting date, VAT amount, gross amount, and voucher status. (Crystal Report)	Accounts Payable, Reports, Vouchers, Registered Voucher Listing	RUN_APYVR_LC
BCH1000 EFT Bank Transfer Charge Detail	Provides a list of all EFT payments processed in a specified period of time shown with bank charge information. This report supports GENX only. (Crystal Report)	Accounts Payable, Reports, Payments, Bank TRF Charge Detail	BCH_RUN_1000
FIN2027 EFT Bank Advice Letter	Provides advice for your EFT payments. (Crystal Report)	Accounts Payable, Reports, Payments, EFT Remittance Advice Letter	RUN_FIN2027
FIN2028 EFT Remittance Advice Letter	Provides advice for your EFT payments. (Crystal Report)	Accounts Payable, Reports, Payments, EFT Remittance Advice Letter	RUN_FIN2027

Report ID	Descriptions	Navigation	Run Control Page
WTP2_001 Withholding Summary Sheet for the Year-End Withholding Report	Corresponds to the year-end Withholding report (APY8025), which is printed per vendor. The summary sheet has both detailed and summarized information for the applicable withholding transactions that are processed (paid) in the Payables module. (Crystal Report)	Accounts Payable, Reports, Withholding, Withholding Report by Class	WTP2_RUN_WTP2_001

PeopleSoft Payables Reports: A to Z

This section provides information about some reports that are not essential to completing a business process. The reports are listed alphanumerically according to report ID.

APY2050 - Payment History by Payment Report

Access the Pymnt Control Rpt page.

Pymnt Control Rpt

Run Control ID: CJM1 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

SetID: SHARE Due Date: From: 07/28/2000 Thru: 07/28/2000

Run Option: Bank Accounts

*Payment Method: Cust Draft

Draft Payment Status: ALL *Detail/Sum: Detail Currency:

Bank Account Find | View All First 1 of 1 Last

SHARE					

Payment History by Payment Method - Pymnt (payment) Control Rpt (report) page

SetID Specify the Bank SetID.

Run Option Specify the scope of the report output:

	<i>All Banks:</i> Select this option to create a report that includes detail about aging payments for all bank accounts during the time period you specified. <i>Bank Accounts:</i> Select this option to create a report that includes detail for specific bank accounts during the time period that you specify. If you select this option, the options in the Bank Account group box become active. Enter the bank account information in the Bank Account group box.
Payment Method	Specify the payment method from the following options: <i>All Methods (Methods):</i> The report includes all payment methods meeting your criteria. <i>All Drafts, Cust Draft, EFT Draft, or Vndr Draft:</i> If you select one of these options, the Draft Payment Status field becomes active.
Draft Payment Status	Specify the status of the draft payments you want to include in your report: <i>All:</i> Includes all draft payments that meet your selection criteria, regardless to their status. <i>Approved:</i> Includes only those draft payments that meet your selection criteria and that are Approved. <i>Created:</i> Includes those draft payments that meet your selection criteria and that have a draft status of Created. <i>Due:</i> Includes those draft payments that meet your selection criteria and that have a draft status of Due. <i>Reconciled:</i> includes those draft payments that meet your selection criteria and that have a draft status of Reconciled.
Detail/Sum (summary)	Specify if the report output shows payment <i>Detail</i> or a <i>Summary</i> of the payments that meet your report criteria by the Due Date range you specify.
Currency	Specify the payment currency by selecting a currency code from the drop-down list.
Due Date	
From	Your report can include draft payment information that falls within a specified date range. Specify the first draft payment date that the report range should include.
Thru	Specify the last draft payment date that the report range should include. Payments that meet your selection criteria within the date range you specify are included in your report.

Bank Accounts

SetID	If you selected <i>Bank Accounts</i> as the Run Option , then you should enter the specific bank accounts for which you want to create report. The SetID for the bank you specified displays for each row.
Bank	Specify the bank Code for the specific bank account for which you want a report to be created.
Account	Specify the bank account under the specified SetID for which you want a report to be created.

APY2051 - Payment Aging by Bank Report

Access the Pymnt (payment) Aging - Bank page.

Pymnt Aging- Bank

Run Control ID: PAYCYCLE [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

SetID: SHARE [Aging Pre-process](#)

Run Option: All Banks

*Payment Method: All Methds

*Detail/Sum: Summary

Currency: As of Date: 07/27/2000

Bank Account
SetID Bank Code Bank Account
SHARE

Find | View All First 1 of 1 Last

Pymnt (payment) Aging - Bank page

Payment Method Specify the payment method. If you select *All Methds*, then the report includes all payment methods meeting your criteria by the As of Date you specified.

[Aging Pre-process](#)

Click this button to calculate and sort the data based upon your report criteria.

Detail/Sum Specify if the report output shows payment *Detail* or a *Summary* of the payments that meet your report criteria by the As of Date.

As of Date Specify the last date that your report should include. Data meeting your selection criteria prior to this date is included in your report.

See Also

APY2050 - Payment History by Payment Report

APY2052 - Aging by Vendor Report

Access the Pymnt Aging - Vndr page.

Pymnt Aging- Vndr

Run Control ID: PAYCYCLE [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

SetID: SHARE [Aging Pre-process](#)

*Vendor Select: Select All Vendors

*Payment Method: All Methds

*Detail/Sum: Summary

Currency: As of Date: 07/27/2000

Vendor	Find	View All	First	1 of 1	Last
SetID Vendor ID Name					
SHARE					

Pymnt (payment) Aging - Vndr (vendor) page

Vendor Select

Specify the scope of the report output:

Select All Vendors: Select this option to create a report that includes detail about payment aging for all vendors by the As of Date you specified.

Specify Vendors: Select this option to create a report that includes aging payment detail for specific vendors by the As of Date you specified. If you select this option, the options in the **Vendor** group box become active. Specify the Vendor ID in the **Vendor** group box.

Vendor**Vendor ID**

Specify the Vendor ID Code for the specific aging payment for which you want a report to be created.

Name

The name of the vendor you specified is shown after you specify the Vendor ID.

See Also

APY2050 - Payment History by Payment Report

APY2053 - Draft Create Detail Report

Access the Draft Create Dtl page.

Draft Create Dtl

Run Control ID: PAYCYCLE [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

SetID: SHARE

Run Option: Bank Account

Issue Date Option

From: 31

To: 31

Due Date Option

From: 31

To: 31

Bank Account [Find](#) | [View All](#) First 1 of 1 Last

SetID	Bank	Account
SHARE		

+

-

Draft Create Dtl (detail) page

SetID

Specify the Bank SetID.

Run Option

Specify the scope of the report output:

All Banks: Select this option to create a report that includes detail about draft payments for all bank accounts during the time period you specified.

Bank Accounts: Select this option to create a report that includes detail for specific bank accounts during the time period that you specified. If you select this option, the options in the **Bank Account** group box become active. Enter the bank account information in the **Bank Account** group box.

Issue Date Options**From**

Your report can include draft payments that fall within a date range, based upon the draft issue date. Specify the first day that the report range should include, based upon the draft issue date.

To Specify the last day of the report range that should be included, based upon the draft issue date.

Due Date Options

From Your report can include draft payments that are due within a specified date range. Specify the first day of the report range, based upon the draft due date.

To Specify the last day of the report range that should be included, based upon the draft due date.

Bank Accounts

SetID If you select the *Bank Accounts* as the Run Option, then you should enter the specific bank accounts for which you want to create report. The SetID for the bank you specified displays for each row.

Bank Specify the bank code for the specific bank account for which you want a report to be created.

Account Specify the bank account under the specified SetID for which you want a report to be created.

Glossary

The terms in this glossary are used among multiple Financials and Supply Chain Management applications.

Numbers

401(a)(17) Limits

The limitations on the earnings that may be included in the calculation of benefits under qualified U.S. pension plans.

1st Year Amount

In PeopleSoft Workforce Analytics, 1st Year Amount is an employee-level compensation amount, totaling the calculations for the first calendar year's worth of accounting periods, in a compensation scenario.

A

Abend

Abnormal End (to a process).

ABM (Activity-Based Management)

See PeopleSoft Activity-Based Management.

ABPS (Activity-Based Planning and Simulation)

See Activity-Based Planning and Simulation.

Absence

An absence occurs when an employee is not at work (absent) during a normally scheduled work period. Absences may be scheduled or non-scheduled, compensated or uncompensated, excused or unexcused. An absence may occur for a variety of reasons like illness, family emergency, civic obligations (e.g. Military duty or jury duty), or vacation.

Absence Entitlement

Element which defines the rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

Absence Take

Element which defines the conditions that must be met before a payee is entitled to take paid time off.

Accepted Exception

An exception that has been reviewed and validated (see Time Management).

Accommodations

Accommodations are efforts your organization is able to make for employees or applicants with disabilities, such as purchasing special equipment or making structural changes to a work environment.

Account Management

In PeopleSoft Demand Planning, a feature that enables you to divide a centrally held corporate forecast into multiple subsections for easier maintenance and management. These subsections are separate databases that can be distributed to account managers for use and updates, then rejoined with the main database at a later date.

Account

A code for recording and summarizing financial transactions as expenditures, revenues, assets, or liabilities balances. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by the organization during implementation of PeopleSoft General Ledger.

Account Type

A name for one of the different kinds of accounts used in a PeopleSoft General Ledger, such as Asset, Liability, Equity, Revenue, and Expense.

Accounting Class

In PeopleSoft Enterprise Performance Management, an attribute that defines how the particular resource would be treated for generally accepted accounting practices. Inventory denotes whether a Resource will become part of a balance sheet account such as inventory or fixed assets, while Non-inventory denotes that the Resource will be treated as an expense of the period during which it occurs.

Accounting Date

The date that a transaction is recognized as opposed to the date the transaction actually occurred—the **Transaction Date** (although the two dates can be the same). The accounting date determines the period in the general ledger to which the transaction is to be posted. You

can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date. In PeopleSoft Asset Management, the difference between accounting date and transaction date determines whether prior period depreciation must be calculated, and how much. Accounting Date must be later than or equal to Transaction Date.

Accounting Entry

A set of related debits and credits. An Accounting Entry is made up of multiple ***Accounting Lines***. In most PeopleSoft applications, accounting entries are always balanced (debits = credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in general ledger, and so forth (depending on the application).

Accounting Entry Template

A user-defined table that controls the use of system-generated accounting lines in the posting processes.

Accounting Split

Method indicating how expenses are allocated or divided among one or more sets of accounting ChartFields.

Accredited Education

Education above the high school level completed in a U.S. college, university, or other educational institution that has been credited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education.

Accrual

Any hours that employees accumulate for use at another time in the form of earned vacation time or sick leave, for example.

Accrual Basis Accounting

Accounting that records the impact of a business event as it occurs, regardless of whether the transaction affected cash.

Accrual Class Codes

Classes or categories of accruals.

Accrual Type

Defines an accrual such as annual leave or sick leave.

Accumulate Demand

In PeopleSoft Demand Planning, a transfer process function that adds demand quantities for an item to any quantities that already exist for the period.

Accumulator

Element which allows you to combine several elements. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated. See also Time Administration.

Accumulator [Global Payroll]

Element which provides a means for storing the cumulative values of defined items as they are processed. As you make payments, take deductions, and perform calculations, you'll use accumulators to track accumulated amounts, or balances. You can accumulate a single value over time or multiple values over time, as your requirements specify. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

Action

In PeopleSoft Deduction Management, a task that you perform to obtain information required to resolve a deduction.

Action and Conditions

A process that defines actions and conditions independently of one another and then combines them to create a complete rule (see Rule Creation).

Action Code

In PeopleSoft Engineering, a user-defined code associated with an event/action triggered by the implementation of an engineering change order (ECO). Actions could include analyzing an item's existing quantity on hand, scrapping existing inventory, or modifying current documentation.

In PeopleSoft Product Configurator, a 2-character code that identifies rule types. For example, **FP** is the action code for the Finalize Price rule, and **CN** is the action code for the Condition rule. The rules control the processing path for configured items.

Action List

An online list of customers who meet predefined credit management criteria. The list also includes appropriate procedures for each action and contact information for the customer.

Action Owner

In PeopleSoft Deduction Management, the individual assigned a task to obtain information to resolve a deduction.

Action Reason

The reason an employee's job or employment information is updated. The action reason is entered in two parts: a *personnel action*, such as a promotion, termination, or change from one paygroup to another—and a *reason* for that action. Action Reason is used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

Active Control

A target control requiring that the user validate the budget against the planning targets before submitting it. If the budget totals are not within the tolerance levels, the system indicates that the status is invalid and the user cannot submit their budget until the budget is modified and the amount is within the tolerance range of the planning target.

Activity

In PeopleSoft Receivables and Deduction Management, an action taken on an item, such as creating an item, unposting an item, or writing off an item.

In PeopleSoft Projects, the unit of work that provides a further breakdown of projects—usually into specific tasks. Resources are assigned directly to activities within a project, not directly to projects.

A self-contained task that is part of one or more business processes. Business process maps display the activities that make up the process. An activity consists of steps representing the pages the user needs to complete and events representing the workflow routings triggered by the user's actions.

In PeopleSoft Enterprise Warehouse, the work of an organization and the aggregation of actions used for Activity-Based Costing.

Activity Attributes

Activity Attributes provide pieces of activity information. For example: capacity and performance, cost drivers, cycle time and performance measures.

Activity-Based Costing (ABC)

A methodology that measures the cost and performance of activities, resources and cost objects, assigns resources to activities and activities to cost objects based on their use and recognizes the causal relationships of cost drivers to activities.

Activity-Based Management (ABM)

See PeopleSoft Activity-Based Management (ABM).

Activity-Based Planning and Simulation (ABPS)

ABPS, a feature of PeopleSoft Activity-Based Management, calculates resource demands, new rates, costs, and activity volumes based on demand forecasts. It converts the new

resource demands into new cost requirements at the General Ledger item level to feed as input for budgeting.

Activity Driver

An Activity Driver indicates the amount of demand there is for a particular activity and it is used to assign cost to cost objects. In some instances, an activity driver may represent the yield of an activity.

Activity Fragmentation

The part of the Employee Profile feature that provides information about the number of employees that is involved in completing a particular activity on a full or part-time basis.

Activity ID

A unique 15-character alphanumeric identifier given to each activity within a project. Activity IDs need only be unique within a single project.

Activity List

In PeopleSoft Pension Administration, a checklist used to monitor pension-related activities.

Activity Type

A user-definable identifier for grouping activities.

Activity Type

Also known as Activity Code. A categorization of work effort. Typically work effort is categorized as productive or non-productive; Repair, Maintenance, Enhancement, or Improvement; or Development or Construction. Activity type is usually required to support cost accounting or financial accounting (recording) functions. It may also be required to support some organizational administration requirements such as organizational productivity goals, or employee performance measurement. In some companies, activity type is inferred from job function, work group affiliation, or organization.

Activity Use

An attribute used to describe the behavior of an Activity as defined within PeopleSoft Enterprise Performance Management. A Primary Activity is an activity that is performed for the purpose of directly generating revenue within the course of business. A Secondary Activity is generally performed in direct support of a Primary Activity such as activities related to human resources or MIS.

Actual Base Hours

This defines the number of hours that an employee is expected to work within a given period under analysis within PeopleSoft Enterprise Performance Management. Hours worked in excess of Actual Base Hours are generally considered overtime, while hours worked less than Actual Base Hours would illustrate that the employee is working part-time.

Actual Contribution Percentage (ACP)

The amount of an employee's after-tax or employer matching contributions made in a Section 401(m) plan on behalf of highly compensated plan participants, divided by the employee's annual compensation, or an amount determined in the same manner with respect to non-highly compensated employees. The Base Benefits business process is set up to perform ACP nondiscrimination tests for Section 401(m) plans. See Nondiscrimination Tests and Highly Compensated Employee.

Actual Date

Calendar date in which a punch occurred (see Time Reporting).

Actual Deferral Percentage (ADP)

The amount of salary reduction contributions made by an employee to a Section 401(k) plan for a year, divided by the employee's total compensation for that year. The Base Benefits business process is set up to perform ADP nondiscrimination tests for Section 401(k) plans. See Nondiscrimination Tests and Highly Compensated Employee.

Actual Demand

In PeopleSoft Demand Planning, an **Array** of demand by historical period imported from an external system. The demand figures are determined by imported values and typically include shipments, orders booked, orders booked by requested ship date, or shipments.

Actual Rates

An Actual Rate is the rate that your business currently uses for its business practice.

Actuarial Assumptions

Any assumptions used to calculate an equivalent benefit for an optional form of payment or an alternative retirement date.

Actuarial Valuation

A comparison of a pension plan's assets and liabilities.

Actuarial Valuation Extract

A PeopleSoft Pension Administration data extract containing data that a plan actuary needs in order to determine the plan's assets and liabilities.

Address Type

A high-level address classification that identifies addresses associated with a **Material Issue**. Examples include Ship To Address, Bill To Address, and Ship Notification Address.

Adjusted

In the Enterprise Planning and Simulation forecasting process, in addition to versions of the statistical forecast, there is an adjusted version of the forecast. Managers create this version by reviewing the forecasts and entering adjustments that cannot be inferred statistically. For example, there may be a promotional campaign next quarter that is expected to boost volume for certain products over several weeks.

Adjusted Demand

In PeopleSoft Demand Planning, an **Array** of demand after adjustments have been made to the actual demand values. The adjusted figures may include both manual and system-generated changes, such as demand filtering and depromotion. The system uses adjusted demand rather than actual demand in the Forecasting Reset process and in the recalculation of model components during period-end processing.

Adjusted Forecast

In PeopleSoft Demand Planning, a **Statistical Forecast** that has been adjusted using management overrides, proration, or summarization.

Adjustment

See **Bill Adjustment** or **Inventory Adjustment**.

Adjustment Voucher

A PeopleSoft Payables voucher that enables you to apply an adjustment to an existing voucher or to relate one voucher to another.

Advice

The Form that employees who choose direct payroll deposit receive in lieu of a check.

Affiliate

A control person of a corporation. Generally, an officer, director, or major shareholder that has the ability to influence the corporate management decisions.

After-tax Deductions

Deductions that reduce net pay. These deductions are subtracted from gross pay after taxes have been taken out. Also called “post-tax” deductions.

Agency

Any Department or independent establishment of the Federal Government, including a government-owned or -controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive services.

Aggregated

In Enterprise Planning and Simulation, each period the statistical forecast is calculated automatically by the system. A forecast for each individual product can be computed using history for that product. Then these forecasts can be aggregated (that is, summarized) into forecasts for the product family.

Aggregate Reporting

The ability to report time as a collection or mass. In Time and Labor aggregate time reporting features include the ability to report time in a lump sum, as a pattern, in a range of dates, or for an entire crew.

Aging Data

Updating data from separate sources, and separate dates, to a common date using an annualized factor.

Aging ID

A code representing rules for aging open items.

Alias

Any of several PeopleSoft Pension Administration utilities that look up or calculate employee information.

Allocated

In Enterprise Planning and Simulation, the computed forecast and the summarized forecast are two different versions of the statistical forecast. In addition, the forecast at the product family level can be allocated down to the individual products. Usually this allocation is done in proportion to the calculated product forecasts at that level. This version of the (statistical) forecast is called the allocated or prorated statistical forecast.

Allocated Inventory

The inventory assigned to a specific stock request.

Allocation Manager

Perform allocations using the Allocation Manager. Allocations enable you to distribute revenue, expense, and statistical quantities across business units, departments, and so on. You can allocate budget planning to detail levels so that you may perform detailed budgeting. The type of allocation you select determines the output.

Allocation Manager Rules

In the PeopleSoft Enterprise Warehouse, Allocation Manager rules allow you to specify the basis as well as the target tables for moving, aggregating, or multidimensionalizing your output. Rules use Allocation Manager methods to enrich the PeopleSoft Enterprise Warehouse data. *See* Allocation Manager Methods.

Allocation Manager Methods

There are several methods: Arithmetic Operation, Prorata, and Spread Even. Each method enables you to move and/or enrich output.

Allocations

A process of distributing budget amounts to and from other Budget Centers. Budget amounts are allocated to cover, or offset, the costs in one Budget Center by charging them to another Budget Center. An allocation is also the budget amount that is distributed to or from a Budget Center. A budget amount that is charged to another Budget Center appears as a negative amount. This same budget amount appears as a positive amount in the other Budget Center receiving the allocation. PeopleSoft Budgeting-specific.

Allotment

This is a voluntary deduction from pay. Employees may elect up to two allotments from pay, transmitted to a financial institution to the employee's checking or savings account.

ALM (Asset Liability Management)

See PeopleSoft Asset Liability Management.

Allowances

The amount owed to an employee in addition to base salary and which is not defined as part of gross salary. For example, vacation can be considered an allowance. PeopleSoft Budgeting-specific.

Alternate Account

A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level as required for recording and reporting by some national governments.

Alternate BOM

Identifies the multiple ways in which an item can be produced. The primary production BOM is designated as BOM code 1. By using BOM codes, you can associate up to 98 other alternate BOMs with the item.

Alternate Routing

A routing, usually less preferred than the primary routing, but resulting in an identical item. You can specify up to 98 alternate routings for production routing types by entering additional Routing Codes (greater than 1) for the same routing type.

Alternative Minimum Tax (AMT)

AMT is calculated by adjusting the taxpayer's regular taxable income with a number of tax preference items and adjustments. Tax preference items are positive items increasing

Alternative Minimum Taxable Income (AMTI) and are excluded from regular taxable income. Tax preference items include gain from the exercise of incentive stock options.

Amount Type

In PeopleSoft Workforce Analytics, the Amount Type specifies whether a benefits compensation amount is a value or expense, to the employee or the employer.

Analysis Base

Defined static, historical data used both to seed and compare against proposed budgets.

Analysis Group

A grouping of analysis types. Analysis groups can be used for project analysis and grouping or for mapping analysis types.

Analysis Template

A set of pre-defined reports that you can view and publish online. These templates access data in the Enterprise Warehouse tables, and organize it by function, role and industry. The templates allow you to pivot, sort, rank, drill and chart the data, for your analysis needs.

Analysis Type

A 3-character, user-definable identifier that enables you to label the different types of costs. For example, you might want to track budgeted costs (BUD), committed costs (COM), and actual costs (ACT).

Analytical Applications

See PeopleSoft Analytic Applications.

Analytic Forecasting

Analytic Forecasting is the part of the Planning and Simulation feature that creates forecasts for your business requirements.

Annual Amount

In PeopleSoft Workforce Analytics, Annual Amount is an employee-level compensation amount, totaling the calculations for a full fiscal year's worth of accounting periods, in a compensation scenario.

Annual Declaration Report

The French Annual Declaration report is a payroll report which checks establishment profiles to see whether an establishment has to produce the report, and then calculates the amount of all the social security contributions for this establishment.

Annual Leave

Annual leave is absence from work with pay and must be approved by the employee's supervisor in advance. This type of leave (Plan Type 51) is accrued based on years of service: Full-time Permanent/Full-time Seasonal employees ...0-3 years - 4 hours per biweekly pay period; 3-15 years - 6 hours per biweekly pay period (plus an additional 4 hours in the final pay period of the leave year); and 15+ years - 8 hours per biweekly pay period. Part-time Permanent/Part-time Seasonal employees...0-3 years - 1 hour for every 20 hours worked; 3-15 years - 1 hour for every 13 hours worked; 15+ years - 1 hour for every 10 hours worked. Generally, there is a leave year ceiling of 240 hours on accrual; amounts accrued in excess of the ceiling and not used prior to leave year-end are forfeited.

Annual Shareholders Meeting

A meeting of corporation's directors, officers, and shareholders held for the purpose of communicating the operating and financial results for the prior year, the prospects for the future and major decisions of management.

Annual Workforce Survey by Nationality and Professional Category (Enquête sur l'activité et les conditions d'emploi de la main d'oeuvre)

In France, companies are required to submit the Annual Workforce Survey by Nationality and Professional Category to the Ministry of Labor. This report provides an analysis of the company's foreign workforce, which includes any employee who does not have French citizenship.

Annualized Tax Method

A payroll tax calculation method that divides the tax on an annualized amount by the number of pay periods in the year to find withholding for a given pay period, based on the number of withholding allowances. Annualized is the most common tax method.

Annuitant Amount

The gross monthly annuity a federally retired employee receives.

Annuitant CSA Number

A unique number assigned by OPM for a retired employee.

Annuitant Indicator

A code used to indicate the status of an annuitant appointed to a position in the Federal civilian service. Text for the codes is as follows:

1. Reemployed annuitant - Civil Service/FERS
2. Retired military officer receiving pay
3. Retired military non-officer (enlisted) receiving pay
4. Retired military officer receiving pay and a reemployed annuitant - Civil Service

5. Retired military non-officer (enlisted) receiving pay and a reemployed annuitant - Civil Service
6. Not applicable (none of the above)

Annuitant Indicator (cont)

- A. Reemployed Annuitant – FERS
- B. Former Annuitant - FERS
- C. Retired Officer/Reemployed Annuitant - FERS
- D. Retired Officer/Former Annuitant - FERS
- E. Retired Enlisted/Reemployed Annuitant - FERS
- F. Retired Enlisted/Former Annuitant - FERS

Annuity

A series of periodic payments made to an individual. Under a pension plan, these payments are generally made monthly.

Anti-Dilutive

Typically, options or shares where the price is greater than the current fair market value of the security.

APE (Activité Principale Exercée) Codes

APE codes classify the type of industry or activity your French company is in, such as software, banking or insurance. The APE codes are a normalized set of codes that are required by law and are used in regulatory reporting.

API

An Application Programming Interface (API) is the technology that a software product supplies so you can control it or communicate with it from another application. PeopleSoft APIs enable the user to perform desired actions upon PeopleSoft data without having to know the internal logic or rules of the program.

Applicant Hire Process

The procedure of hiring an applicant who has been tracked and administered in the Recruitment pages. Once you assign an Employee ID, the system uses recruitment data to populate the fields in the Personal Data pages.

Application agent

An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.

Application Designer

The integrated development environment used to develop PeopleSoft applications.

Application Engine

PeopleTools batch processes consisting of a set of defined SQL statements. Application Engine processes is more efficient than COBOL or SQR, since they operate within the database system, and don't rely on external processing.

Application Journal Template

A set of rules and default values to control the creation of journals from accounting entries.

Application Processor

The Application Processor is the PeopleTools runtime engine that controls processing of the application from the time the user requests a panel group from an application menu through the time that the database is updated and processing of the panel group is complete.

Application Server

The application server is the centerpiece of PeopleSoft's three-tier architecture. It utilizes Tuxedo, BEA Systems' transaction monitor, to manage client transactions and provide the business rules and workflow capabilities of PeopleSoft's enterprise applications.

Application Server Domain

The collection of server processes and associated resource managers defined by a single PSTUXCFG configuration file. Each application server domain is configured to connect to a single database. Multiple application server domains can exist on the same server machine.

Appointing Authority

The basis that authorized the appointing officer to effect personnel actions on an employee.

Appointing Officer

Denotes if the employee has appointment authority based on laws and regulations.

Approve Time

The Time and Labor feature that approves all employee daily time before it can be sent to payroll for processing. You can approve time by group or by individual employee. You can also unapprove previously approved time.

Approving Official

Individual with the delegated authority responsible for signing the action(s) taken on an employee.

Array

An ordered grouping of data by period and year. PeopleSoft Demand Planning uses arrays in forecasting demand.

Array

Element which enables you to extract information based on a column value. One way of thinking of an array is that it is a SQL statement that retrieves data from an existing table.

Array Dimension

Determines which inventory-stocking possibilities are included in a **Cube View**. This standard one-level dimension consists of the key fields that include, for example, order quantity, safety stock, and turn rate.

Arrears Balance

An amount owed to either the employer or employee, usually the result of a deduction not fully taken.

Ask Price

The price at which someone who owns a security offers to sell it; also known as the asked price.

As-of-Dated

Refers to a snapshot of the data at a given point in time.

Asset Assignment

A streamlined means of associating project costs to assets or asset profiles within PeopleSoft Projects.

Asset Budgeting

Budget for planned asset acquisitions and the associated depreciation expense that can be associated with a Capital Acquisition Plan (CAP).

Asset Catalog

A list of asset profiles which includes information about that asset type, including Cost, Life, Salvage Value, Depreciation Method, Currency Code, and Asset and Depreciation Account.

Asset Category

A standard group of assets. Typical asset categories include Furniture and Fixtures, Machinery and Equipment, Land, Buildings, Leasehold Improvements, and the like. These generally correspond to General Ledger asset accounts. Assets in one category usually share some depreciation characteristics, such as estimated service life and depreciation limits.

Asset Class

An asset group used for reporting purposes. It can be used in conjunction with Category to refine asset classification.

Asset Liability Management

See PeopleSoft Asset Liability Management.

Asset Life

The number of years an asset will depreciate, after which time it might be kept or sold for its Salvage Value. Also *see* Useful Life.

Asset Profile

A template that contains standard depreciation criteria for an asset type and its corresponding asset books. You can use the information in asset profiles as default values when adding assets.

Assignment of Life Insurance

Effective 10/3/94, Federal employees can assign their Basic, Option A and Option B insurance to another person(s), firm(s), or trust(s); Option C is excluded. The assignment of benefits transfers ownership of the FEGLI coverage to the assignee(s). The insured no longer has control over his/her insurance coverage and can no longer designate beneficiaries.

Assignment is irrevocable. Either all or none of the insurance can be assigned. Assignment does not have to be to the same person or firm. Assignments must be made in percentages of total insurance versus an assignment of Basic Insurance to one person and Option A to another. Additionally, terminally ill employees can assign their insurance to a Viatical Settlement Firm in exchange for cash (approx. 60% - 85% of the face value of the coverage). Life Expectancy is usually 24 months or less for a Viatical Settlement Agreement.

Assignment Type

This defines the behavior of the object, (resource, activity, or cost object) within PeopleSoft Activity-Based Management. If the object is identified as a source then costs may be allocated from that object to another object, which must be identified as a target. If an object ID is identified as a target it may be allocated costs from another object ID but may not allocate costs. An object ID can be both a source and a target, thereby having the functionality of each.

Associated Primary BOM

With multiple outputs, it's possible that a given co-product can be created in more than one way – in other words, an item is a co-product on more than one items' primary BOM. By assigning an associated primary BOM to a co-product, you are telling the system which BOM to use in exploding the co-product to the next level.

AT Section

In France, this stands for Section Accident du Travail, or Work Accident Section. It is information needed to identify the establishment risk code for insurance purposes.

ATP Reserved Order

An order that has been promised against future supply. The user has an obligation to the customer to fulfill the order quantity by a certain date. ATP-reserved orders are also referred to as *promised orders*.

Attendance

A component of time reporting application whose purpose is to apply business rules related to Benefit Entitlement and Administration and Organizational Administration to time reported as worked or not worked, and to satisfy a variety of reporting needs.

Attendance Reporting

A Time and Labor report that indicates an employee's attendance record. It includes sick leave, vacation time, and other leaves taken.

Attribute

An attribute is an element within a dimension. For example, the element "Store" is an attribute of the dimension "Geography" for the retail industry. An attribute is also a column heading on an analysis and reporting template.

Audit Trail

See Drill-Back Calculation.

Auditor

Person designated to review expense sheets and cash advances before payment.

Automatic Revision Incrementing (Auto Rev)

The ability to automatically set up revision control and generate revisions for revision-controlled items at the business unit level. This includes setting up a revision scheme or a predetermined, ordered list of revision names.

Automatic Spouse Benefit

A joint and survivor pension benefit provided without any actuarial reduction to a pension benefit. The automatic benefit is a n% joint and survivor; the employee is still entitled to choose any optional form of payment and any beneficiary for the remainder of the benefit.

Availability Date

The date a lot becomes acceptable for fulfillment in PeopleSoft Inventory or for consumption in PeopleSoft Production Management. (Availability Date = Creation Date + Availability Lead Time)

Available to Promise (ATP)

The projected supply of a product less the actual demand, which informs the sales and marketing department of the products that can still be sold without modifying the master schedule. ATP isn't cumulative – it's calculated for each period.

Average Daily Balancing

A feature in PeopleSoft General Ledger that enables you to target the ChartFields on which you base average balance calculations, summarize amounts for selected ChartField values according to your reporting requirements, and define the periods for these calculations.

Used by the financial analytic applications in Enterprise Performance Management. For a reporting period (usually monthly) this refers to the average daily balance of an account as opposed to the month-end-balance, which is the balance as of the last day of the month.

Average Daily Balance Ledger (ADB_Ledger)

In the PeopleSoft Enterprise Warehouse, the Average Daily Balance Ledger table (PF_ADB_LEDGER_F00) is similar to the functionality of the PF Ledger table (PF_LEDGER_F00), in that it too supports reporting. However, the Average Daily Balance Ledger is used for average daily balances. It is a table that is used mostly for processes associated with the financial services industry.

Average Inventory

In PeopleSoft Inventory Planning, one half of the average lot size plus the safety stock when demand and lot sizes are expected to be relatively uniform over time. When demand and lot sizes are not uniform, the stock level versus time can be charted to determine the average.

Average Price

The average price derived from either the bid and ask prices (for bid/ask/average) or from the high and low prices (for high/low/average).

Average Static Calc Flag

In PeopleSoft Inventory Planning, a method used with static policies. The average method sets the static policy equal to the weighted-average, time-phased policy over the next argument periods.

Award

A special payment to an employee for certain prescribed kinds of activities or accomplishments.

B

Back Pay Interest

Under certain circumstances, an employee can be eligible to receive additional pay relative to a delayed receipt in salary caused by administrative error in processing a personnel action. The U.S. Office of Personnel Management has established guidelines for Federal agencies on when and how to make these calculations.

Background Process

Any task or process that is grouped with another and runs in the background. Background processes are usually scheduled to run on a regular basis. All background processes are executed through process-specific COBOL programs run outside the Windows environment.

Backlog Reason Code

An identifier indicating the reason an item could not be shipped. Example codes might include out of stock, discontinued, or seasonal.

BAD Forecast Ratio

In PeopleSoft Demand Planning, the maximum acceptable value of the ratio of the and the base component (Standard Deviation/Base Component). When this value is exceeded, the system automatically resets forecast model parameters. The higher the value, the less likely it is that the system will reset the parameters. In most organizations, a BAD ratio of 1.00 or lower is appropriate for most items.

Balance Segmentation

Balance Segmentation is used in Funds Transfer Pricing to divide balances in deposit accounts between core (stable) and non-core (volatile) segments. Core funds represent the minimum balances that are retained on a long-term basis, building a relatively reliable source of funding to the bank. Non-core funds are temporary in nature due to their volatility caused by customer preferences for liquidity, and cannot be utilized on a long-term basis.

Balance Type

Balance Type is a lookup code used to define the type of instrument balances that will be stored in the PeopleSoft Enterprise Warehouse and processed by the analytic applications. Examples of different Balance are Current Balance, Average Daily Balance, Period Ending Balance, or Commitment Balance.

Balanced Scorecard

See PeopleSoft Balanced Scorecard.

BAM

Business Analysis Model. XXX I think this term is incorrect because we use BAM to refer to the application. If we were referring to the business analysis model, we would say BAM model (that is, Business Analysis Modeler model.)

BAM Model

The BAM database published from the template. The model contains both the data and analytic structure used in the application. The BAM database is physically separate from the Enterprise Warehouse database. Data is sent to the model through migration processes.

BAM Template

A file created using BAM design tools, representing the model prior to its creation as a database. This file has an extension of .MDL. This file is published to a BAM database once the model design process is complete. Each application using BAM will deliver templates which the customer will review and publish to a database in their environment.

Bank Identification Number (BIN)

In PeopleSoft Payables, a part of the bank information that identifies business unit banks.

Base Budget

The initial budget defined by the Budget Coordinator. The base budget is distributed as a starting point for Budget to review and edit. The base budget can be zero-based or incremental.

Base Compensation

In PeopleSoft Workforce Analytics, Cash Compensation that is typically categorized as fixed. It includes base pay and shift differentials as well as associated merit, equity, and step increases.

Base Currency

Base Currency is used to consolidate and report financial results of a multinational company. When a company transacts its business operations in different transaction currencies, those currencies are translated to the base currency for reporting purposes.

Base Currency Equivalent (BCE) Amount

If the monetary amount is in a currency other than the base currency, either the Extract-Transform-Load (ETL) process or the Multi Currency Engine can be used to convert the monetary amount to the Base Currency Equivalent (BCE) Amount.

Base Factor

In PeopleSoft Demand Planning, an element of a smoothing constant simulation set that controls base component smoothing in the Model Reset Simulation process.

Base Metric

Metric found on a fact table. A base metric usually contains an aggregate operator, for example “sum” or “count”.

Base Pay

A pay component included in the job comp (job compensation rate) calculation. It is pay for a regularly assigned workweek. For example, you can set up a regular hourly rate plus a shift rate, a union-negotiated rate for hazardous work, and so on.

Base Pay Structure

A PeopleSoft Workforce Rewards module you use to create or revise pay structures, and to assess the cost and impact of implementing new structures.

Base Time Zone

Customer defined time zone used for converting reported time to a common time zone for ease of applying rules (see Time Administration).

Batch

Batch systems are used when realtime updates are not needed. Batch-oriented data collection applications, developed in-house or by a third-party vendor, produce transactions that are collected in an ASCII text file. The text file is fed to a PeopleSoft SQR program that loads the transactions into the database.

Batch Processes

Any of the background programs in the client/server environment of PeopleSoft applications. Batch processes perform operations—such as pay confirmation, deduction calculation, and so forth—on groups of records, and are usually scheduled to run on a regular basis. You run these processes from the Process Scheduler, and they are executed through process-specific COBOL programs.

Before-Tax Deduction

Deduction that reduces net pay and FWT taxable gross, applied prior to the calculation of federal and state/provincial withholding taxes. Also called “pre-tax” deductions.

Begin Calc Date

The date on which PeopleSoft Asset Management begins to deduct from an asset's life.

Begin Depr Date

The date on which PeopleSoft Asset Management begins to calculate depreciation for an asset. Begin Depr Date is calculated using In-Service Date and Prorate convention.

Benchmark Job

In PeopleSoft Workforce Analytics, this refers to a Job Code for which there is corresponding salary survey data from published, third party sources. Jobs for which there is no corresponding salary survey data are referred to as non-benchmark jobs.

Benefit Commencement Date (BCD)

The date on which a pension payee elects to begin receiving payments.

Benefit Deduction

Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.

Benefit Eligibility

The PeopleSoft Pension Administration function that determines if an employee is eligible for retirement or ancillary benefits. A plan may have several retirement types—normal, early, late, death, and disability—each with its own eligibility criteria.

Benefit Entitlement

Any rules governing the circumstances under which employees are entitled to receive certain benefits. Typically, entitlement to benefits is based on type of employee (for example, full time, part time, occasional), length of employment, and specific rules which apply thereto, i. e., work group affiliation, and compensation base. Other criteria may also apply, such as reasons-for-claiming or job performance.

Benefit Formula

The formula that determines a participant's pension benefit in a defined benefit plan, as well as the PeopleSoft Pension Administration function that calculates the benefit.

Benefit Group

Part of a group of defaults assigned to job codes. Benefit group may include medical, dental, and health benefits dependent on individual company parameters.

Benefit Plan

A specific benefit within a plan type. For example, your company's life plan type might include benefit plans of one times salary, two times salary, and three times salary.

Benefit Plan Type

Any category of benefit, such as health, life, or savings.

Benefit Program

A set of benefits and deductions valid for an employee or group of employees. A single company may have any number of programs. An individual employee may belong to only

one program; the deductions and benefits contained in that program are the only valid deductions and benefits for that employee.

Benefit Tables

Any of the tables that contain employee benefits information. These are often relevant to payroll processing.

Benefits Base

The salary used for benefit calculations. The benefits base will be either the employee Annual Rate or Annual Benefits Base Rate.

Benefits Compensation

In PeopleSoft Workforce Analytics, Benefits Compensation is value associated with employment benefits. It can include benefits types for Health and Welfare (Medical, Life Insurance), Retirement (annuities, savings plans, pensions), and Paid Time Off (Vacation Leave, Sick Leave). Benefits compensation is sometimes fixed, and sometimes variable, depending upon the benefit type.

Betriebszählung (Company Statistics Report)

Also called the OFIAMT report. This report provides statistics required by the Swiss Federal Department of Statistics (BFS).

Bias Signal Limit

In PeopleSoft Demand Planning, a number between one and six that indicates how many **Forecast Period** to test for bias. If the bias test is violated, the system records a **Tracking Signals** error in the period up to the number of periods determined by the bias signal limit.

Bias Test

In PeopleSoft Demand Planning, a forecasting test that sets the limit for tripping a **Tracking Signals**. The lower the value, the more likely it is that a tracking signal is set.

Bid Price

The price a prospective buyer is prepared to pay at a particular time for trading a unit of a given security.

BIF file

This is the bulk insert file (input.bif) used with the Verity search engine to specify the documents to be submitted to a collection (search index). It contains a unique key, document size (in bytes), field names and values, and document location in the file system.

Bilan Social Report

See Employee Survey Report.

Bill

In PeopleSoft Billing, any group of bill lines.

Bill Adjustment

The process of making credit or credit and rebill adjustments to an invoiced billing activity.

Bill By Identifier

The Bill By Identifier is used to define how billing activity is grouped when added to a bill through the billing interface or the Populate Billing process.

Bill Header

The record containing information that pertains to the bill as a whole. Each bill has a unique bill header that identifies it within the system.

Bill Inquiry Phone

Bill Inquiry Phone is the number printed on your invoices for your customers to call if they have any questions about their bill.

Bill Line

The basic unit of billing activity representing a billable charge, including the charge identifier, quantity, price, and any other information regarding an individual transaction. Every bill line is related to a bill header that may have one or more bill lines related to it.

Bill Search

A method of finding a bill or bill line when you don't have enough information to call up the bill directly. **Customer Bill Search** enables you to locate a bill by Customer Name. You can also choose other parameters to limit your search. With **Bill Line Search** you first search for a particular bill and then a line on that bill. Parameters for bill line search include Reference, Date, and Amount.

Bill Source

The point where billing activity originates. Bill sources may be external to the system (imported through the billing interface) or entered directly online. Examples of bill sources include order management, project costing, and contract administration.

Bill To Customer

A customer who receives an invoice.

Bill Type

A category of billing activity variety. Examples of Bill Types include standard and custom order activities.

Bill Update

The process that adjusts bills that have either been entered manually or generated within the system.

Billable Indicator

A status flag that identifies an item as eligible for billing to a customer.

Billback Discount (BB)

A per unit discount which typically requires a customer to perform one or more merchandising activities to receive the discount. A BB discount is not deducted from the customer invoice, but once the customer performs the merchandising activity, a sales representative or broker can approve payment for the discount amount. Billback discounts can originate from a National Allowance or Customer Promotion, and are passed to PeopleSoft Order Management for informational purposes only. Billback discounts are recognized as a liability when the product is shipped.

Billing Location

A number identifying a customer address. Each customer may have multiple locations, but must have one *Primary Location* at which you contact them.

Blackout Period

The period of time, determined by the company, which prohibits certain activity in the company stock. Blackout Periods can affect the trading of some key individuals or can be placed on the entire company.

Bonus Tax Method

Annualizes your year-to-date earnings by multiplying them by the number of pay periods in the year. This method is used for Canadian tax processing.

Book

In PeopleSoft Asset Management, a data location storing financial information—like cost, depreciation attributes, and retirement information—on assets.

Borrow/Loan

The temporary reassignment of an employee to other task reporting or compensation requirements to allow the business to meet unexpected, short-term, fluctuations in staffing or work load. Typically, this kind of reassignment is done informally at a local level, where HR isn't involved and a new job record isn't created. Companies may have specific rules about how long an employee may be borrowed/loaned, how and where productive, non-productive, and compensated absence time will be charged, and what business rules to apply to the borrowed employee's time for the purpose of compensation and benefit entitlement and administration. See also Casual work Assignment.

Bracket

Brackets are a way to look up and retrieve database table values. After you've defined a table, the system finds a corresponding row on that table and returns the value of the bracket. The result is then available for use in other items such as formulas.

Branch

A tree node that rolls up to nodes above it in the hierarchy, as defined in the Tree Manager.

Branch Of Military Service

Identifies, if any, military service in which the employee served.

Breadcrumbs

Breadcrumbs show the navigation path to the current web page location. As you drill down through the different levels of the registry, a “breadcrumb trail” appears that shows the path you’ve selected. Each registry level is separated by an angled brace (>), and you can select any level to navigate directly back to that level.

A typical Breadcrumb would look like this:

Home > HR > Administer Workforce > Benefits

Break Funding

Charges assessed for mortgages that are paid off before maturity. In the Funds Transfer Pricing (FTP) application, Break Funding charges are factored into the transfer price for a loan that may be prepaid.

Break in Service

A period of time for which an employee does not meet stated service requirements.

Break Price

The price used to determine which options are eligible for repricing. For example, if the break price is \$36, then all outstanding option with a grant price of \$36 and greater are eligible for repricing.

Break Punch

An in/out punch of when a time reporter takes a break.

Brokers

Individuals or organizations who buy and sell securities. Often they are account executives who work for firms registered with the Stock Exchanges and the SEC. Unlike Transfer Agents, (who are not responsible for sales) Brokers do not maintain records on all your company’s certificates. They maintain only sales records and stocks for their clients.

BSC (Balanced Scorecard)

See PeopleSoft Balanced Scorecard.

Budget Activity

A type of activity performed using PeopleSoft Budget Planning. Budget activities include Line Item Budgeting, Line Item Mass Adjustments, Budget Allocations, and Position Budgeting. PeopleSoft Budget Planning-specific.

Budget Amount Ledger

Stores budget amounts and is updated by posting budget entries, transfers, and adjustments.

Budget Analyst

A role within PeopleSoft Budgeting. Budget Analysts are typically people within an organization responsible for reviewing and analyzing a prepared budget before submitting it to the Budget Coordinator. PeopleSoft Budgeting-specific.

Budgetary Account Only

An account used by the system only and not by users; this type of account will not accept transactions. You can only budget with this account. Formerly called “system-maintained account.”

Budget Category

A set of related expenses that are accumulated for proposal budgets and reporting to a sponsor. The estimated cost for a set or class of accounts.

Budget Category

Numeric/alpha identification given to each category of positions.

Budget Center

In PeopleSoft Budgets, any entity responsible for producing or reviewing budget data. For example, a Budget Center might be the individual departments responsible for producing budgets.

Budget Center Dimension

In PeopleSoft Budgets, the dimension by which you distribute budget data. If you budget by department, your department dimension will be your Budget Center Dimension. You'll assign Budgets Users to the nodes and detail values on the tree you use to build your Budgets Center Dimension.

Budget Check

In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

Budget Check Override

Selective suspension of Budget Processing. With this feature you can override the controlled budget for a transaction that failed budget checking due to insufficient funds; or override the tolerance limits for a transaction rejected due to exceeded tolerance limits. When you push the Override button, the system flags the transaction to allow the Budget Processor to process successfully regardless of available funding. You can cancel the override any time before the Budget Processor is run by clicking the Cancel Override button.

Budget Control

In commitment control, it ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and abort a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

Budget Coordinator

A role within PeopleSoft Budgeting. Budget coordinators are responsible for monitoring the budget process. The Budget Coordinator is typically located within an organization's central budget office and builds the budgeting model. PeopleSoft Budgeting-specific.

Budget Detail

A level of itemization that when combined makes up a major budget category.

Budgeted Rates

In PeopleSoft Activity-Based Management, the rate your organization uses based on the budget.

Budget Error Exception

A transaction that fails budget checking, causing an Error or Warning to be issued. See **Error Exception** and **Warning Exception**.

Budgeting Functions

PeopleSoft Budgeting's six main action categories, including: system administration, budgeting setup, budgeting preparation, budgeting analysis, data integration and my profile. Your user role determines how many of these functions display and are available.

Budgeting Model

The framework for an organization's budget development process. Business unit defines a Budgeting Model. The Budget Coordinator typically defines the model and includes the time period of a budget cycle, time period for phases within a budget cycle, the sources of data that will be available to budget users, the methods that will apply to line-item budgets, and other budget options and control parameters. PeopleSoft Budgeting-specific.

Budgeting Type

Associated with the budget ledger type set definition, a budget type is an indication of whether the organization uses a standard budget ledger, project budget ledger, or controlled budget ledger for budgeting.

Budget Justification

Written explanation further defining the what and why of a budget category.

Budget Period

The period in which you define plans to meet your organizations training requirements.

The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary, and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

Budget Phase

In PeopleSoft Budgets, a span of time during which a budget or portion of a budget is to be completed. You'll filter dimensions, assign alternate Budgets Users, enable Position and Asset budgeting, and specify Budgets User notification options at the Phase level.

Budget Plan

In PeopleSoft Workforce Rewards, when working with a Compensation Planning BAM model. A budget plan is a rollup of like compensation rules. For example, for base pay rules budget plans are a rollup of values for like Action Reasons. For variable pay rules budget plans are a rollup of the values for like Variable Compensation Plan IDs.

Budget Preparer

A role within PeopleSoft Budgeting. Budget preparers are typically people within an organization responsible for developing the detailed budget for a Budget Center and submitting it to a Budget Reviewer or Analyst for review and approval. PeopleSoft Budgeting-specific.

Budget Reviewer

A role within PeopleSoft Budgeting. Budget reviewers are typically people within an organization responsible for reviewing and approving a prepared budget submitted by a Budget Preparer. PeopleSoft Budgeting-specific.

Budget Seeding

Represents a new budget or forecast, such as historical data that is manipulated to develop a more current representation for a proposed budget. Uses detail data as the budget seed or basis to create the base budget that represent the level of detail in which budget numbers are prepared.

Budget Translation Trees

Trees translate (summarize) source transactions into the appropriate levels for processing against control budgets. This is because you usually budget above the level of your source transaction ChartFields on a tree.

Budget Type

Indicates whether a budget is for expenditures or revenues.

Budget Warning

See **Warning Exception**.

Budgets User

In PeopleSoft Budgets, any user who needs to gain access to the Budgets. You'll designate Budgets Users on the Budgets Users page through the Coordinate Budgets window. You'll also assign these users to the tree representing your Budget Center Dimension.

Budget View

A user-defined view where selected dimensions, columns and rows of data determine the layout of line-item budgets affecting the view or entry of data.

Budget Year

The institutionally defined, consecutive, 12-month period to which a financial transaction or summary applies.

Build Option

A detailed PeopleSoft Planning model that specifies a method of building an assembly item. This model specifies the routing, resources, and materials that are necessary to produce the item.

Built-in function

Prior to PeopleTools 8.0, there were only built-in functions, like FetchValue, ScrollSelect, etc. A built-in function, in your code, is on a line by itself, and doesn't (generally) have any dependencies. You don't have to instantiate anything before you can use a built-in.

Business Interlink Definition

A definition encapsulating an external Transaction or Query and providing a set of generically typed input/outputs that can be assigned to PeopleCode variable or Record Fields at runtime. A Business Interlink Definition is added to the Application Designer's objects at the same level as Fields, Records, Panels, etc.

Business Interlink Design-Time Plug-in

An XML file that, when coded for an external system, encapsulate that external system and provide a catalog of Transactions, Classes and Criteria specific and meaningful to that external system.

Business Interlink Framework

The framework for integrating any external system with PeopleTools application objects. It is composed of the following components:

1) An External System, 2) Generic definitions for a Transaction/Query command interfaces, 4) Business Interlink Definitions, 4) Business Interlink Plug-in.

Business Interlink Object

An instantiation based on a Business Interlink Definition. Actual data can be added to the inputs of the Business Interlink Objects once the appropriate bindings are provided. The Business Interlink Object can be executed to perform the external service. Once a Business Interlink Object is executed, the user of that object can retrieve the outputs of the external service. The Business Interlink Objects use buffers to receive input and send output. When a Business Interlink Object is executed, the transaction/query/class associated to the Business Interlink Object will be executed once per each row of the input buffers corresponding to the input Records. If there is only one row, after appropriate substitution by the driver, it is executed only once.

Business Interlink Runtime Plug-in

A set of C++, Visual Basic, or other high-level language methods that, when coded for an external system, encapsulate that external system and provide the execution methods to match the Business Interlink Design-Time Plug-in. (The catalog of Transactions, Classes and Criteria provided by the Design-Time Plug-in can also be provided by the Runtime Plug-in.)

Business Objects

A way of identifying those mass changes that have been designed to be referenced by a flexible formula and provide them with a shorter name to simplify the creation of flexible formulas.

Business Planning

The type of planning that focuses on elimination activities that are not needed by changing the drivers.

Business Rules

Rules that can process information differently depending on the values of data in the PeopleSoft Enterprise Warehouse.

Business Unit

A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions. PeopleSoft General Ledger business units typically comprise individual entities for accounting purposes.

Business units in PeopleSoft Projects represent operational structures but not necessarily independent financial units.

PeopleSoft Payables business units are either *Vouching* (have payables accrued to them) or *Charge to* (have voucher expense distributions charged to them), and pass journals to general ledger units.

PeopleSoft Purchasing business units share vendor, purchase order, and receiving information with PeopleSoft Payables units in the same SetID.

A PeopleSoft Inventory business unit is a storage facility that maintains its own replenishment and costing methods, as well as its own definitions and guidelines.

The Manufacturing business unit must be identical to the Inventory business unit in order to link the manufacturing and inventory processes.

The Order Management business unit controls certain order processing parameters (tax and freight calculation methods, base currency, credit card hold options, and so on) for its associated PeopleSoft eStore and Mobile Order Management merchant variants.

Business Unit Audit List

One or more business units specifically targeted for expense report and cash advance audits.

Buying Agreement

You can structure flexible and easy-to-use buying agreements for customers or groups of customers. You can set up maximum amounts and specify the minimum dollar value per order placed against it. You can automatically generate sales orders or create sales orders online from buying agreements. Rebate and penalty calculations can be implemented for buying agreements.

C**Cafeteria-Style Benefits**

Any programs offering several benefit plans from which participants make elections. Cafeteria-style benefits may or may not include flexible credits.

Calculation

In PeopleSoft Pension Administration, the determination of a participant's pension benefit.

Calculation Rule

Criteria for calculating benefits, including as-of dates for age, service, premium, and coverage calculations; rounding rules; and minimum and maximum coverage amounts. Any number of program and plan combinations can use a single set of calculation rules.

Calculation Rule [Global Payroll]

Any rule you develop using combinations of elements to command the system to perform a type of calculation.

Calendar

In PeopleSoft Manufacturing, a list defining the days your enterprise is available and the hours of operation for each day. The system first looks to see whether you are using a work center specific calendar. If none is defined, it looks at the production calendar. If no production calendar is defined, planning and scheduling functions base start and due dates on a five-day workweek.

In PeopleSoft Demand Planning and Inventory Planning, a list defining the start and end dates for each time-phased period. It also contains daily weights for distributing raw data into different period buckets.

In PeopleSoft General Ledger, your accounting calendar defines the time periods to which you post transactions for different ledger group and business unit combinations. You can have multiple calendars, so you can keep a calendar for actuals, another for budget and forecast activity, and still others for special reporting or transitional needs.

Calendar Group ID

Allows you to group together multiple Calendars that you want to run together at the same time. It also controls the order in which the Calendars are processed. You can only group calendars together that are for the same country (based on pay entity country).

Calendar Scope

A time period type (Day-Factored, Month-Factored, or Week-Factored) for use in building your time period calendar.

Canada Academic Teaching Surveys

Statistics Canada requires that all Canadian universities (all degree granting institutions) produce full-time and part-time *Canada Academic Teaching Surveys*. These reports are a legislative requirement. PeopleSoft HRMS 8 provides you with the functionality to code HRMS information using Statistics Canada codes and create both the full-time and part-time Academic Teaching Surveys.

Canadian Industrial Sector

The Canadian industrial classification code with which employees are associated for Canadian employment equity reporting purposes.

Canadian National Occupational Classification (NOC) Codes

NOC codes are occupational classification codes for Canadian companies provided by the government.

Canadian Standard Occupational Classification (SOC) Codes

SOC codes are occupational classification codes for Canadian companies provided by the government.

Cancellation

A process that terminates stock fulfillment requests, allowing reserved and allocated items to be returned to inventory.

Cancellation

In the context of an employee stock plan, a transaction (usually triggered by a specific event, such as a termination of employment) in which outstanding securities are declared void and inactive and returned to the pool of securities reserved for issuance under the plan or retired.

Candidate Keys

In PeopleSoft Demand Planning, elements of data that can be used to construct the **Forecast Item** key field at different levels of the forecast.

Capacity Rate

A rate you assign to a capacity cost object. This enables you to track and report on excess capacity.

Capacity Fence

A time fence that indicates that date and time after which PeopleSoft Enterprise Planning or Production Planning solvers ignore capacity violations. The solvers do not use this date in processing capacity violations.

Capacity Multipliers

A multiple used in PeopleSoft Enterprise Planning and Production Planning to determine the available capacity on a resource. Since a capacity multiplier is effective-dated, you can use it to vary the resource's available capacity over time.

Capital Acquisition Plan (CAP)

A method of projecting and tracking capital expenditures for a project. Budgeted assets and actual expenditures can be associated with a CAP Plan so the owner can track planned against actual costs.

Capital Gain

The difference between an asset's purchase price and selling price, when the difference is positive. Capital gains can be either short-term (where the capital asset was held for 12 months or less) or long-term (where the capital asset was held for 12 months or more).

Capital Gains Tax

A tax on profits from appreciation in owned real property, recognized at the time the property is sold; real property includes owned company shares.

Capitalization

The total types and amount of the outstanding securities that have been issued by a corporation. Generally includes both equity and debt securities.

Capital Markets Instrument

In the financial services industry, Capital Market Instruments are assorted financial instruments issued by organizations to raise capital for funding operations. Participants are made up of interested parties that choose to supply or acquire the capital funding through such vehicles. Derivatives, debt instruments, equities and foreign exchange instruments that are traded in highly liquid markets represent the instruments. In the PeopleSoft financial analytic applications, Capital Market securities refer to instruments that are bought/sold by the institution for its own investment account. The capital markets set the product prices and interest rates.

CAP Sequence Number

The number that distinguishes a small project belonging to a CAP plan. Budgeted assets can be associated with an overall CAP Plan and a CAP Sequence, if that level of detailed tracking is desired.

Carry-Forward

Residual contributions that remain in a stock purchase participant's account after the purchase of shares that are used toward future purchases.

Carrying Cost

In PeopleSoft Inventory Planning, a value that shows the cost associated with holding a dollar of inventory for one year. The value is presented as a percentage.

Case Officer

In Germany employees in your company are designated as Case Officers, and have responsibilities for handling health and safety incidents.

Cash Balance Accounts

The PeopleSoft Pension Administration function that tracks the activity in an employee's hypothetical account under a cash balance plan.

Cash Balance Plan

A defined benefit plan designed to look like a defined contributory plan. The plan periodically credits a percentage of pay to each employee's hypothetical account.

Cash Compensation

In PeopleSoft Workforce Analytics, Cash Compensation is a component of direct compensation. Cash Compensation consists of direct cash payments made to an employee for base compensation and short-term variable compensation.

Cash Exercise

At the time of exercise, the optionee is required to pay in cash the total option price plus any withholding taxes due to the company.

Cash Flow Generator

This is a support module for the PeopleSoft financial services analytic applications. It generates actual and projected cash flows for financial instruments by using output from the other support modules, such as loan prepayment rates, deposit runoff rates, product pricing indices, discount rates, and product definitions (such as start and end dates, balance amount, interest rate, term, payment dates, repricing and compounding frequency, and accrual basis) to generate the cash flows. The Financial Performance Measures module accesses the cash flow results to calculate the required financial measures.

Casual Preparer

An additional user role at the lowest level of budget preparation for a budget center. This user performs the same activities as the Budget Preparer role when access is granted. The system does not, however, enable the Casual Preparer role to define their own private views for line-item budgeting.

Casual Work Assignment

The temporary assignment of an employee to a work position or location to meet the needs of the business. Typically, there is no Human Resource activity to support the work assignment (that is, a new Job record is NOT created). Often compensation rules that accrue to the temporary assignment override the compensation rules that apply to the employee's normal work assignment. See also Borrow/Loan.

Catalog

The list of transactions, classes, and queries used to interface to the external system. Integration users are presented with this list when they pick the type of Business Interlink Plug-in they are going to use. There are four types of catalogs: transaction, class, operator, and configuration parameter.

Catalog

A way of organizing your training courses into classifications for increased flexibility. Catalogs consist of categories and subcategories.

Category

Categories are the primary level of a two-tier structure of training courses. Categories can consist of subcategories that provide further course definition.

Category Tree

A hierarchical structure that groups products by category to control how they are displayed in PeopleSoft eStore web pages. Used also by Mobile Order Management to enable product information to be accessed by a wireless device.

CBM

See PeopleSoft Customer Behavior Modeling.

Census Metropolitan Area (CMA) Code

In Canada this code is prescribed by the government and refers to the area of an urbanized core with a population of at least 100,000.

Central Personnel Data File (CPDF)

Two types of reporting made by agencies to the OPM include the Dynamic and Status files (quarterly and monthly, respectively) covering a range of employee personnel/payroll data.

Certain and Continuous Payment Option

A form of pension payment where the benefit is paid out for the lifetime of the participant with a specified number of payments guaranteed so that a beneficiary will receive payments until the end of the guarantee period if the employee dies before the guaranteed payments are complete. For example, under a ten-year certain and continuous payment option, a retiree who lives less than ten years receives payments until death, then the retiree's beneficiary continues to receive payments for the remainder of the ten year period. A retiree who lives longer than ten years continues receiving payments after the ten year period until death. Also known as a "Term Certain and Continuous" payment option.

Certain Only Payment Option

A form of pension payment where the benefit is paid out entirely over a specified period of time—usually five, ten, or fifteen years—with no ongoing payments after the specified period. If the retiree dies before payment period is over, the remaining payments are made to a beneficiary. Also known as a "Term Certain" payment option.

Change To Lower Grade

- For positions under the General Schedule or under the same wage grade schedule, a change-to-lower grade changes the employee to a lower grade; and
- When both the old and new positions are under the same type ungraded wage schedule, or in different pay-method categories, a change-to-lower grade changes the employee to a position with a lower rate of basic pay.

Charge Out

A **Material Issue** used when the item is scheduled for future return.

ChartField

A field storing a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField Balancing

PeopleSoft enables you to set up ChartFields and indicate that you want specific ChartFields to match (balance) on the debit and the credit side of a transaction. When you work with Controlled Budgets, the Fund and Budget Period are already set up in the system to balance (match). For example, suppose you want to balance by Class and Program. You indicate that these on a panel that these ChartFields are required, along with Fund and Budget Period which should already be selected. When you enter a transaction, you must enter the same Class, Program, Fund, and Budget Period ChartFields on both sides of the accounting entry. but you can modify any ChartFields, other than these four, on the user-defined line. The system always requires that total debits equal credits.

ChartField Combination Edit

Also called *Combo Edit*. The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey

One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

ChartViews

Charts of data in the model, presented through the Worksheet which retains the ability to drag dimensions on the chart as desired.

Check In/ Check Out

The process of retrieving planning activities from the BAM database (check out) and posting changes and results back into the database (check in).

Child

A node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes—projects, customers, and so on—can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.

Child

A node or detail of a tree linked to another, higher-level node referred to as the parent. Child nodes can be rolled up into their parent. A node can be a child and a parent at the same time depending on its location within the tree.

Chunking

Chunking is a PeopleSoft Enterprise Warehouse mechanism that makes voluminous processing easier through the use of multiple small parallel processes. By enabling chunking, multiple jobs are spawned from one Jobstream. These jobs run in parallel (behind the scenes) to process data efficiently.

Citizenship Code

Numeric indicator as to whether the employee is a U.S. citizen or a foreign national serving in the U.S. The codes are:

- citizen
- other

Civil Service Retirement System (CSRS)

A retirement plan available to employees of the federal government. CSRS covers all employees appointed to a position in the federal government before January 1, 1984. Coverage includes a basic annuity plan with employee contributions and the Medicare Hospital Insurance component (1.45%) of the Social Security tax.

Class catalog

Lists classes used to interface to an external system. A class contains data members of basic types and/or objects that are typed after another class. A Class can also contain lists of basic types or objects.

Class ChartField

A ChartField value that identifies a unique appropriation budget key when you combine it with a Fund, DeptID, and Program Code as well as a Budget Period. Formerly called “sub-classification.”

Classification Code

Need App A code that categorizes an engineering change. Example classification codes include the following: Mandatory, Optional, Upgrade, Quality, and Safety.

Clock Hour Reporting

Method of reporting time by recording actual times in and out (start and stop) (see Time Reporting).

Clone

To create a unique copy of an object. When used in PeopleCode, clone will always mean to make a unique copy. Copy, on the other hand, may or may not mean making a unique copy. Copy may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

Cloning

The process that enables you to copy run controls to create employee schedules from existing Run Control ID's that have already been executed and saved.

Close Date

The date in which time entry is no longer allowed for a given pay period. Defined as an offset number of days to the pay period end date.

Close Price

The price of the final trade for a security at the end of the trading day.

Closure Calendar

A calendar that establishes closure dates for shipping, receiving, and materials management operations for a specific **Business Unit**. Typically, application processes account for these closure dates when determining Lead Time and dates for anticipated fulfillment processing dates (scheduled shipment dates, scheduled arrival dates, and lot retest dates, for example).

CMA (Census Metropolitan Area) Code

In PeopleSoft Workforce Analytics, the CMA code is prescribed by Statistics Canada, and refers to the main labor market area of an urbanized core with a population of at least 100,000.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

In PeopleSoft Workforce Analytics, this refers to legislation that requires employers to offer continued health care coverage to employees, and their dependents, who lose benefits coverage under certain defined conditions such as voluntary termination, divorce, becoming an overage dependent, or retirement. Any individual, whether employee or dependent, that is covered under a health plan at the time of a qualifying event, has the option to elect COBRA coverage.

Codepage

One character set.

Collection

To make a set of documents available for searching in Verity, you must first create one or more collections. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents matching various search criteria. A collection is a set of statistics and pointers to the source documents, stored

in a proprietary format on a file server. Since a collection can only store information for a single locale, PeopleSoft maintains a set of collocations (one per language code) for each search index object.

Combined Federal Campaign (CFC)

A vehicle used by federal employees to contribute to a charity or charities of their choice.

Commercial-Off-The-Shelf (COTS)

Equipment or software that is currently sold commercially to at least one customer.

Commission Tax Method

A payroll tax calculation method that adds year-to-date earnings to earnings for this pay period and finds the annualized gross by multiplying by the number of pay periods in the year; the gross is then divided by the number of tax periods specified on the paysheet. This method is used for Canadian processing only.

Commitment Control

Commitment control includes budget control and commitment accounting functionality.

Common Shares Issued and Outstanding

Represents the residual ownership interests in the corporation. This is the composite number of shares available and tradable on the open market.

Community Background

In the United Kingdom Community Background refers to the religious category, such as Catholic or Protestant, of employees, job applicants or appointees. See the Northern Ireland Report for more information.

Compa-Ratio

In PeopleSoft Workforce Analytics, Compa-Ratio is most commonly defined as the relationship between current pay and the midpoint calculated as: $(\text{Incumbent Pay} / \text{Midpoint}) * 100$. Usually expressed in whole numbers, or in percentage form by dropping the multiplication operation. Much less common is the use of a compa-ratio calculation as: $\text{range midpoint} / \text{market rate}$.

Compensation Frequency

In PeopleSoft Workforce Analytics, this is the frequency at which a job is paid. This is the value you use for reporting or quoting pay. Examples include Annually, Monthly and Weekly.

Compensation Planning

In PeopleSoft Workforce Analytics, this is the process through which employee compensation plans are defined, and compensation budgets are allocated throughout an organization. Major components of compensation planning include designing pay structures, setting individual pay levels, and budgeting and forecasting compensation spending.

Compensation Rate

In PeopleSoft Workforce Analytics, this is the compensation rate for a job. This is the rate the company uses for quoting and reporting pay.

Comp time (compensatory time)

A PeopleSoft Time and Labor-managed employee benefit where time off is granted in exchange for time worked based on customer-defined criteria; is associated with an expiration and is used as reported time (see Attendance).

Compensation

The process by which a worker is remunerated for services rendered to, or work performed on behalf of a business entity.

Compensation Package

All of the base and non-base components on a job row.

Compensation Rules

Business methodology or logical process that is applied to reported time in order to determine payable time (see Time Administration).Competency

In PeopleSoft Workforce Analytics, Competency is a knowledge, ability, skill, accomplishment, or National Vocational Qualification (NVQ).

Competency Inventory

All of the roles, tasks, competencies and accomplishments possessed by the workers in the current workforce. This data is migrated from internal source systems into the data warehouse tables of the PeopleSoft Enterprise Warehouse.

Competency Strategy

The type and number of roles, tasks, competencies and accomplishments essential to accomplishing a business scenario based on your strategic business goals.

Competitive Appointment

An appointment to a position in the competitive service following open competitive examination or under direct-hire authority. The competitive examination, that is open to all applicants, may consist of a written test, an evaluation of an applicant's education and

experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

Competitive Service

All positions as defined by 5 USC 2102 in the executive branch of the Federal Government are in the competitive service unless they are specifically excluded from it. Positions in the legislative and judicial branches are outside of the competitive service unless they are specifically included.

Compress

The act of placing a Planning task as early as possible in the schedule without violating any constraints.

Compressed Split

In PeopleSoft Demand Planning, an optional function that allows a split database to be compressed so it can be transferred to an account manager's computer.

Concurrent Offerings

Multiple stock purchase offerings that are active and outstanding at the same time. The end date is measured from the employee's grant date.

Concurrent Processing

The situation in which you run multiple batch processes at a time. In PeopleSoft Benefits Administration, for example, simultaneous open enrollment and event maintenance qualifies as concurrent processing.

Configuration Code

A unique 50-character identification code that accurately tracks and costs inventory with the PeopleSoft Product Configurator. It corresponds to a lot number for a non-configured item.

Configuration Costing

The overall process of reviewing and evaluating anticipated cost data for a configured item.

Configuration parameter catalog

Used to configure an external system with PeopleSoft. For example, it might set up configuration and communication parameters for an external server.

Consolidate Assets

In PeopleSoft Asset Management, the process of consolidating multiple load lines, usually coming from a separate application, into one asset.

Consolidate Depreciation

In PeopleSoft Asset Management, the process of summing all open Add and Adj transactions by transaction type, **Transaction Date**, and accounting date for all composite members reporting to one composite asset.

Consolidated Bill

A grouping of bills gathered together for invoice presentation. The bills belonging to a consolidated bill are invoiced and printed together, with a page summarizing the bills as a group.

Consolidations

The PeopleSoft Pension Administration functions that accumulate hours, earnings, and pension contributions based on payroll data.

Consolidations-Elimination Set

A related group of intercompany accounts that is processed during consolidations. Once eliminated, this group of accounts should normally net to zero.

Constraint

A limit to a schedule, that, when violated, must be repaired to produce a valid schedule. User-configurable Planning constraints include Missed Request Dates, Missed Promise Dates, BI Shortages, RM Shortages, Capacity Overloads, Missed Inventory Targets, Changeovers, and Excess Inventory. See also **Temporal Constraint**.

Constraints

In the PeopleSoft Enterprise Warehouse, a constraint can consist of one or more filters and is used to define complex business logic. Constraints are based on DataMaps.

Consumption Pattern

In PeopleSoft Activity-Based Management, an attribute used to describe how an activity interacts with the cost objects to which it has been assigned. A unit type activity can expect to be performed on a regular basis so that each time a product is produced. A batch type activity may only be performed periodically for a given range of transactions. For example, each time a machine is setup to produce another product type. Sustaining type activities generally occur to support the overall operation of a company unrelated to products produced or customers served.

Contact

A person associated with a Customer ID. Contacts can be internal contacts or external contacts. Internal contacts are your employees who manage the relationship with your customers, from handling billing inquiries to product/warranty questions, to basic product/service questions. Interactions with customers can be recorded via PeopleSoft Conversations. Self service interactions can be recorded through PeopleSoft Contact Us. External contacts are your customer's representatives who can access self-service transactions

and receive documents such as sales order acknowledgements. Contacts must have a User ID to access self-service transactions.

Contact Us

A method by which customers and unregistered guest users send email messages to specific addresses or members of the merchant's organization. Merchants can also define automatic response messages.

Container

An Inventory stock unit for receiving, putaway, bin to bin transfers, picking, shipping, adjustments, and physical accounting. Each container is associated with a unique container ID.

Content Reference

Content references are pointers to some kind of content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three broad categories: target content, templates, and template pagelets.

Contextual reference

PeopleCode refers to a row or buffer field determined by the current context; that is, the context in which the PeopleCode program is currently executing.

Contingent Beneficiary

In PeopleSoft Pension Administration, any non-spouse pension beneficiary, including a child, other relative, or a trust. Spousal consent is required in order for an employee to name a contingent beneficiary.

Contracting Officer (CO)

Individual who has the authority and the official responsibility to produce a sound acquisition document.

Contracting Officer's Technical Representative (COTR)

Individual responsible for monitoring a contract and its associated tasks and deliverables.

Contractor

Any individual or non-employee reporting time that will not be paid through the payroll system.

Contribution

Represents money a stock purchase participant elects to contribute to the plan. Contributions are deducted from the participant's paycheck and used to purchase stock pursuant to the offering and purchase period they are enrolled.

Contributory Plan

A Pension plan to which employees contribute. Contributions are typically a percentage of pay deducted from the employees' paychecks.

Control Budget

Commitment control enables you to establish budgets that provide extensive, active budgetary controls over transactions, rather than just passively recording transactions.

Control ChartField

A control ChartField is a key ChartField that you designate to be the control field. Designating a ChartField as the control allows you to set attributes for a specific value of the ChartField that are different from the attributes specified for the budget type in general. For example, if the tolerance for a Projects budget type is set to 10% in general, you can override this value, making it higher or lower for specific projects.

Control Group

A mechanism to relate vouchers together for the purpose of controlling voucher input into PeopleSoft Payables. Generally used for assigning vouchers to data entry personnel and for reviewing input.

A set of parameters that determines the major forecast process options. The Control Group code is assigned to a group of **Forecast Item** and controls the forecast development and tracking for each item in the group.

Control groups are used by the Analytic Forecast Component to govern particular properties of the forecast rule, such as what accuracy to expect and what statistical method to apply. Forecast elements are assigned to exactly one control group. They manage differences among forecasts within a set.

Control Hierarchy

The relationship between business units, origins, vendors, and control groups in PeopleSoft Payables that defines which processing data will be automatically entered on each voucher.

Control Number

A sequential identifying number used to identify an exercise.

Control Plan

In PeopleSoft Quality, a plan that brings together application, measurement, and control and response criteria for a specific product and process.

Conversation

Any notes, transcript, or detail of a telephone call between an employee and a customer. Conversations may be tied to items, payments, purchase orders, document references, or bills of lading.

Conversion data profile

A conversion data profile takes the values from a particular PeopleSoft database table (such as the table holding bank transaction codes) and specifies how that value appears in PeopleSoft Business Documents.

Conversion data profile

A conversion data profile takes the values from a particular PeopleSoft database table (such as the table holding bank transaction codes) and specifies how that value appears in PeopleSoft Business Documents.

Conversion Loader

A sample SQR delivered with PeopleSoft Asset Management that transfers data from multiple fixed-length ASCII files into sample, relational conversion tables.

Copy Bill

In PeopleSoft Billing, the online environment providing for the replication of a single bill, generating a new bill with its own unique invoice number.

Core Functionality

Core functionality is the set of information in PeopleSoft HRMS that is common to your entire global workforce tracking needs—and is always displayed on the primary page.

Core hours

The hours a workday, workweek or pay period in which a time reporter must be present for work in a flexible work schedule (see Scheduling).

Corporate Account

In PeopleSoft applications, this is equivalent to the Account (ACCOUNT) ChartField. The term is used to make a distinction between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (Alternate) accounts required by a regulatory authority for recording and reporting financial information.

Corporate Reporting

Companies with more than \$10 million in assets whose securities are held by more than 500 owners must file annual and other periodic reports. Publicly held companies are required to file documents with the SEC which include:

- Registration statements for newly-offered securities
- Annual and quarterly filings (Forms 10-K and 10-Q)
- Proxy materials sent to shareholders before an annual meeting

- Annual reports to shareholders
- Documents concerning tender offers (a tender offer is an offer to buy a large number of shares of a corporation, usually at a premium above the current market price)
- Filings related to mergers and acquisitions

Corporate Repurchase

When a corporation elects to repurchase some of its own securities. This reduces the Common Shares Issued and Outstanding. Typically, used to improve the valuation of the company's common securities outstanding as well as the Earnings Per Share (EPS).

Correction to IRR

An IRR type used when corrections need to be made to an original IRR that has already been submitted to the Office of Personnel Management (OPM). Federal employees covered by the CSRS retirement plan require SF-2806-1. Federal employees covered by the FERS retirement plan require SF-3101. A Correction IRR is also used if original retirement deductions were over-reported. See also Individual Retirement Record (IRR).

Correspondence Customer

A customer to whom all correspondence (statements) is addressed, often a corporate customer receiving correspondence for associated child customers.

Cost Accounting

A method where business costs are accumulated and distributed to products, processes, or discrete undertakings on an equitable basis. There are a variety of cost accounting methods, but they all share the same basic functions: classifying costs, recording costs, allocating costs to products or activities, summarizing and reporting costs to management. Cost accounting requirements and financial accounting requirements are not necessarily synonymous.

Cost Assignment

Resources assigned to cost objects or activities.

Cost Basis

Typically, this refers to the original price of an asset used in determining capital gains. However, in the case of death of an optionee, the appraised value of the asset at the time of death is the cost basis.

Cost Center

A Time and Labor Business Unit, in which all related costs attributable to some center within a business (such as an activity, an organization, or a program), are segregated for accounting or reimbursement purposes.

Cost Element

See **Inventory Cost Element** and **Manufacturing Cost Element**.

Cost Flow

Determines how depletions will occur for purposes of costing a transaction. Cost flows available include Specific Lot ID, Specific Serial ID, FIFO, and LIFO.

Cost Objects

Cost objects represent cost information about products, customers, and channels. They are the final results of the activities performed by your business, representing the focal point of costing and profitability analysis. Examples are products, customers and channels. They are the final results of the activities performed by your business. Your model's resources and activities are linked to the cost objects. They are often the focal point of profitability analysis.

Cost of Capital

An attribute used to describe the behavior of a particular cost object. A primary cost object is typically the main focus of the activity-based management analysis. This may be a product, customer or channel that you wish to calculate cost for. A support cost object may be used in a similar manner but may be further allocated to other support cost objects or primary cost objects.

Cost Of Living Allowance (COLA), Non-Foreign

A cost-of-living allowance payable to an employee at a location in a non-foreign area where living costs are substantially higher than those in the Washington, DC area.

Cost Profile

A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

Cost Profile Group

A grouping of items for the purpose of costing transactions and valuing inventory for a given book. Assigning an item to a cost profile group determines the books used by the item when accounting for that item.

Cost Roll-up

A process for calculating item costs. Cost roll-up provides a summation of all of the costs associated with the bill of material structure and the routing used in producing the item.

Cost Row

A cost transaction and amount for a set of ChartFields.

Cost Template

A collection of cost components that you can apply to a group of purchased items.

Cost Type

A user-defined method of categorizing item costs in Manufacturing for simulations and what-if analysis. Examples of cost types include current costs (which reflect the item's current bill of material or routing), proposed costs (which could be used in preparation for the next standard cost period), or activity-based costs (which include costs for items that consume a given activity).

Cost Version Type

A combination of cost types and cost versions used in cost rollups. Valid values include production (rolls up only manufacturing data and uses only the primary BOM and routing, each with a code of 1), engineering (can roll up with either manufacturing or engineering data, with any combination of BOM/routing codes), or simulation (only rolls up with manufacturing data, but can use any combination of BOM/routing codes).

Count Grade

A user-defined evaluation of a counting event.

Count Point

A predefined step on a routing or operation list where you can gather operation completion information. You define the appropriate points on the routing, record completions at these count points, and the system automatically backflushes the prior operations. This is only used on production IDs.

Counts

Count elements allow you to count the number of days or hours from a specific period of time. Counts are used primarily during proration calculations, but can potentially be utilized in other situations as well.

Court-Ordered Benefits Coverage

As prescribed in Title 5, United States Code and Title 5, Code of Federal Regulations, court orders that stipulate that an employee must continue or begin the coverage features for all employee benefits must be enforced. Federal employees are mandated by court orders to continue covering or begin covering their former spouses and/or children under their federal employee benefit programs (health, life, and thrift savings).

Court-Ordered Garnishments

As prescribed in Title 5, United States Code and Title 5, Code of Federal Regulations, court orders enforcing child support, alimony, or collection of commercial indebtedness are served on the appropriate entity within the Federal agency and implemented as offsets against the employee's salary.

Coverage

An employee's chosen benefit plan and coverage level; that is, what sort of benefit is provided as well as the value.

CPAM (Caisse Primaire d'Assurance Maladie)

In France, CPAMs are the local social security offices that manage health coverage for French workers. CPAMs are regulated and established by the French government. If you're managing a French workforce you'll need to identify and track the CPAM offices that impact your enterprise.

CRAM (Caisse Régionale d'Assurance Maladie)

In France, CRAM is the regional social security body which oversees the running of CPAMs. CRAM offices work with companies to both prevent and compensate workers for industrial injury.

Create Date

The date that you extracted a deduction or offset to PeopleSoft Deduction Management or created a split deduction.

Create Missing Items

In PeopleSoft Demand Planning and Inventory Planning, a feature that enables automatic system generation of master records that don't exist in the system.

Created Time

Time collecting device time or elapsed time generated by the system based on the time reporter's schedule (see Time Administration)

Creating Time

The preliminary generation of time segments as close as possible to their likely values when you officially report time—so that the information on the time records is as fresh and current as possible. The system shows you time that has already been created, rather than you having to create it “on the fly” when you come in to report. The process fills in reporting day gaps as defined by work schedules.

Credit Analyst

A required field used in PeopleSoft Receivables, Billing, Order Management, and Deduction Management when working with items. Each item must be assigned to a credit analyst. If no credit analyst is assigned to an item, the credit analyst assigned to the customer is used as the default.

Credit Risk Spreads

In the financial services industry, the additional charge to a risk-free interest rate, based on a riskier credit rating.

Credits

See Flexible Credits.

CREF

Acronym for Content Reference.

Crew Reporting

A Time and Labor process that enables you to report the earnings which consist of one or several time reporting codes and associated quantities of hours, amounts, or units, and task information for one date under report for a user-defined crew. The system transforms the information into instances of daily time for each crew member for the entered date.

Critical Success Factors (CSFs)

In PeopleSoft Balanced Scorecard, things that an organization must do well or excel at to achieve its goals. One or more key factors or objectives that must be accomplished for a particular strategic thrust. Key Performance Indicators are attached to CSFs.

CRM Warehouse

See Warehouses.

Cross Border Walker

This term is used in Europe for an employee who lives near a border in one country and works in another country. Such employees are subject to different tax and social security rules.

Cross-Plan Validation

The process by which the PeopleSoft Benefits Administration determines enrollment prerequisites for benefit plans. You can define four types of cross-plan validation prerequisites: prerequisites based on plan types, benefit plans, dependent enrollments, and coverage percentage limits for Life and AD/D plans.

Cross-View Reconciliation

In PeopleSoft Demand Planning, a process that enables the balancing of forecasts between selected levels of related views with the same **Forecast Item** key. The process is used when adjustments have been made to a working view and are then required in a related view.

Cube

See **Multidimensional Database (MDDB)**.

Cube View

In PeopleSoft Demand Planning, defines the user's own view of a forecast. The parent working view and dimensions determine what forecast data is included and how aggregates are formed.

Cumulative Tax Method

A payroll tax calculation method that adds together year-to-date earnings and earnings for the current pay period, then annualizes the result before calculating tax. This method is useful when Payrolls vary greatly in amounts from pay period to pay period, such as in the case of sales commissions.

Currency Calendar

In the financial services industry, business calendars for markets outside the organization's domestic operations that reflect the foreign markets' holiday schedules.

Currency Conversion Engine

A PeopleSoft Enterprise Warehouse Engine that processes financial information in multiple currencies.

Current Period

The earliest pay period for which the close date has not passed (see Time Reporting).

Current Period (Time and Labor)

In Time and Labor, the employee's current pay period which will be determined via the employee's Pay Group affiliation. Although there can be only one definition of Current Period per installation, the user can change it manually.

Current View

A reporting screen in Time and Labor whose effective date is within the date boundaries of an employee's current pay period, and for which pay has not yet been confirmed. A *Future Time Reporting Transaction* is one that has an effective date after the last day of the employee's current pay period. An *Historical Time Reporting Transaction* is one that has an effective date before the first day of the employee's current pay period.

Current Year

A period for event maintenance processing.

Curve Generator

A supporting module (common to financial services industry applications) that enables you to construct curves used to determine appropriate interest rates for given maturities and / or time periods. You can import market data from outside sources such as Bloomberg, upload the data from a spreadsheet, or manually enter the data. You can then build configured curves from segments or combinations of other curves.

CUSIP Number

A nine digit alphanumeric number associated with issuers' securities. CUSIP (Committee on Uniform Securities Identification Procedures). A uniform numbering system widely used to identify specific securities and their issuers.

Custom Statement

A user-created logical or mathematical expression that determines information about an employee in PeopleSoft Pension Administration. Custom Statements commonly define employee groups and benefit formulas.

Customer Inquiry

A window containing options to review customer balances, aging, history, items, actions, and conversations.

Customer Scorecard

See PeopleSoft Customer Scorecard.

Customer Tree

A user-defined graphical representation of your current sales organization. A customer tree is used to establish and distribute funds and to determine authority levels for promotional activities.

Cut Session

Cut sessions are a means of dividing a course session. You use cut sessions where a course session does not run on consecutive days from start to finish, or if there are multiple instructors or locations. Each cut session has its own start/end date, location, and instructor. For example, if you have a course that runs for two days a week for a month, you would divide the course session into four cut sessions, each of which is two days long.

Cycle Count

A manual counting event that does not cover an entire inventory business unit. Usually includes every item (and lot, if applicable) in a location or family.

Cycle Interval

The number of days between cycle counts.

Cycle Procedures

Inventory planning tasks that need to be performed on a regular basis to ensure an up-to-date **Inventory Policy**. The tasks can be performed either at the end of a processing period or within the period, and should always be performed if the forecast or **Control Group** or **Policy Item** parameters change. Tasks include generating a policy and reviewing **Work Queue** messages.

D

DAT file

A text file (input.dat) used with the Verity search engine that contains all of the information from documents that will be searchable but not returned in the results list.

Data Elements

Data elements, at their most simple level, define a subset of data and the rules by which to group it.

For PeopleSoft Balanced Scorecard, data elements are used as the basis for key performance indicators, and as target values for Key Performance Indicator (KPI) objects.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

Data Entry Access List

Used to present a concise list of often-performed data entry tasks to a user. You can assign multiple control plans to a single data entry access list.

Data Extract

A report that creates a file used to transmit data to a third party on magnetic media. There is no meaningful printed output for this type of report.

Data Loader

Data Loader is a PeopleSoft Enterprise Warehouse utility that moves data from the Operational Data Store staging area to either the ODS reporting area or the Data Warehouse. The Data Loader utility is made up of several pages that allow you to enter Metadata to define your source and target records and your transformation rules and then perform the load by running an Application Engine.

Data Loader Map

Defines how to extract data from the Operational Data Store (ODS), transform it, and load to a Target Table. The target table can reside in the warehouse or the ODS layer.

Data Manager

A PeopleSoft Enterprise Warehouse engine that distributes revenue, expense, analytical application engine results, statistical quantities and other measures across business units, departments, products, customers and channels—any field or logical group in the chart of accounts. You can define a number of types and options within this engine. It is also used as a means of posting to the Performance Ledger.

Data Manager Rules

In the PeopleSoft Enterprise Warehouse, Data Manager rules use Constraints to specify the source as well as the target tables for moving, aggregating, or multidimensionalizing your engine output. Rules use Data Manager methods to enrich the PeopleSoft Enterprise Warehouse data.

See Data Manager Methods.

Data Manager Methods

There are several methods: Copy, GL Mapper, Prorata, Spread Even, and Tree Aggregation. Each method enables you to move and/or enrich engine output.

Data Mart

A Data Mart is a data structure that uses a central fact table and related dimension tables to generate a “relational cube” or directly generate an Insight report.

Data Mart Builder

The Data Mart Builder is a multiple Application Engine (AE) process, that is, a framework of procedural programs, that creates a Data Mart.

DataMaps

Information that builds upon the data captured in the TableMap records. DataMaps enable you to define a logical view of the physical PeopleSoft Enterprise Warehouse tables. DataMaps bring together information from many different tables and fields and define it all as one entity or table.

Data Row

Contains the entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table.

DataSet

DataSets are used as input for various engines and processes, for instance, the Analytic Forecasting component, the Data Manager, user defined functions, drivers in Activity-Based Management, and data elements in the Key Performance Indicator Manager. DataSets provide a user defined set of information to the engines. DataSets use Constraints to restrict used columns and restrict returned rows. Each DataSet is created by a process specific setup. However, the underlying logic is the same, enabling you to more easily understand the functional aspects of the process.

Data Warehouse

A large database containing data summarized from one or more transactional systems, optimized to support the analysis needs of the enterprise. An ideal data warehouse contains all the data necessary to make business decisions. Users analyze the data in the warehouse using Online Analytical Processing (OLAP) tools and ad hoc query/reporting tools. An increasing

number of organizations have "virtual" data warehouses, where the data warehouse is not one physical database, but rather a collection of specialized (and distributed) data marts.

See also PeopleSoft Enterprise Warehouse.

Data Warehouse Tables

Data Warehouse tables act as the portal for getting data into the PeopleSoft Enterprise Warehouse from PeopleSoft, OLTP applications or other "outside" sources. These tables are used:

- As targets for loading operational data.
- For error detection and handling
- For data validation.
- For aggregation.

Database Alias

The PeopleSoft Pension Administration utility that looks up employee data.

Dataset

A file containing data to be analyzed by the Quality Server program. The dataset is similar in content to a spreadsheet.

In PeopleSoft Planning, a file that stores schedule information such as tasks, resources, calendars, and so on.

Date

See **Accounting Date** **Transaction Date** or **Effective Date**.

Date

If you want to either include a date in a calculation, or determine a new date by taking a starting date and either adding or subtracting a period of time to come up with another date, you use a date element.

Date Classified

Date the Position Description is approved by Management/Position Management.

Date Eligible To Retire

Date an employee is eligible to optionally retire based on the combination of age and service that meets legal requirements.

Date Under Report

The date (day) in PeopleSoft Time and Labor for which time is being reported. The Date Under Report does not have to equal today's date.

Day Breaker

Customer defined time that is used to determine when one day becomes the next. It's used to determine the "logical" date of a punch. (See Understanding Workgroups.)

Days Supply

In PeopleSoft Inventory Planning, a method that can be used with several types of **Inventory Policy**. Using this method, a specific number of days of supply for an item should be used to calculate the item's inventory policy.

Deal Type

PeopleSoft Treasury has categorized deals into several basic deal types from which you can choose when defining an instrument.

Death Coverage

The PeopleSoft Pension Administration function that determines the factor used to reduce an employee's benefit when the plan charges for PRSA coverage.

Decompressed Split

In PeopleSoft Demand Planning, a function for returning a compressed split database to its original form. See also Compressed Split.

Deduction

Any amount taken from an employee's pay check each pay period. Deductions may include health or medical benefits, union dues, and so on. See also Benefit Deduction and General Deduction.

Deduction Date

The as of date for the deduction item in PeopleSoft Receivables.

Deduction Item

An individual item that you created in receivables and is an open receivable on the customers account due to a deduction that they took in a payment for a receivable item.

Deduction Reason

Code that describes the type of deduction. When assigned to a write-off resolution, it determines what accounting entries to create.

Deduction Specialist

The individual responsible for tracking and resolving deductions in PeopleSoft Deduction Management.

Deduction Subset

A group of deductions selected from a company's standard set of deductions. Deduction subsets minimize data entry time in special processing situations such as bonus check runs.

Default Mode (DM) model

In the financial services industry, an approach used by financial institutions to predict a decline in portfolio value. Only two outcomes are considered – default or non-default. If the debt does not default, there is no change in the value. If the debt does default, then the loss is calculated as the difference between what was contractually owed and the value of any collateral recovered.

Defection Analysis

In PeopleSoft Workforce Analytics, the identification of employees who are likely to leave the organization based on predefined assessment criteria.

Deferred Compensation

Compensation payments that are payable to an individual in the future such as pension plan payments, annuities, stock awards and profit sharing. Note: Profit sharing can be considered direct pay if paid out in cash on a periodic basis or deferred pay if cumulative with the intention of payment in the long-term future.

Deferred Vesting

The adjustment made to the original option's vesting schedule that pushes the vesting into the future.

Defined Benefit Plan (DB Plan)

A retirement income plan (usually called a pension plan) where the employee's benefit is definitely determinable based on a plan-specified benefit formula.

Definition or Function Definition

The parameters for any of PeopleSoft Pension Administration's nineteen core functions. A definition has to be explicitly associated with an employee Group Definition before it can be applied.

Dekit

The ability to return material issued in kits to inventory. This is used when entire kits need to be returned; individual components are handled through kit issues/returns.

Delete Non-Matching Items

In PeopleSoft Inventory Planning, an option used in the Generation process to delete Inventory Planning items that don't have corresponding items in Demand Planning. The item deletion occurs when the system generates the policy.

Delta

When retroactive processing occurs for a given payee, the system recalculates each element generated for the payee. The system compares the recalculated results to the original results. The difference between these results is typically referred to as the retro "delta." A retro delta can represent either an underpayment or an overpayment that results in an adjustment to the payee's earnings.

Demand

Collection of training requests. This could be an employee demand, a departmental one or a company-wide demand.

Demand Filter Width

In PeopleSoft Demand Planning, specifies the confidence interval within which demand is considered to be reasonable. Actual demand that is outside the confidence interval is automatically filtered and replaced by the value at the edge of the interval. The value is expressed as a percentage.

Demand Filtering

In PeopleSoft Demand Planning, provides a way to detect and highlight unusual demands and forecast errors. If the demand falls outside of a band that is considered reasonable, the system automatically adjusts it to the level of the boundary and logs a message to the **Work Queue**.

Demand Number

The configured product sub-component sequence number.

Demand Planning

In PeopleSoft Activity-Based Management, this type of planning focuses on studying the impact of cost objects and activity volumes.

Demand Priority

The placing of importance on independent demand. The Planning engine uses the demand priority value to determine the order in which you fulfill the demand. You can set a demand priority from 1 to 998 with 1 being the most important level. The priority value of 999 is reserved for the system.

Demand Priority Rules

In PeopleSoft Inventory, a set of rules that will sort demand so the most important demand will have the first opportunity to reserve available inventory. If demand priority rules have

been defined, the Material Reservations process (INPLDMND) sequences orders by priority rank, processing those with the lowest rank value first.

Deplete Cost Method

Determines how you cost a depletions transaction within a book. The deplete cost methods available include Actual, Non-Cost, Perpetual Weighted Average, Periodic Weighted Average, and Value at Current Standard.

Depreciate When in Service

A switch that indicates whether PeopleSoft Asset Management should allocate depreciation as of the date an asset was placed in service. This is valid only in the year the asset was acquired.

Depreciation - Declining Balance

Budgeting calculates this as: Cost minus Accumulated Depreciation divided by Life divided by number of periods per year. It results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depreciation - Double Declining Balance

Budgeting calculates this as: Cost minus Accumulated Depreciation multiplied by 2 divided by Life divided by number of periods per year. It results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depreciation Methods

The various methods of spreading the acquisition cost across the life of an asset rather than expense the full value of an asset at the time you acquire it. The value of the asset consequently decreases (or depreciates) through time. The four depreciation formulas delivered with PeopleSoft Budgeting include: declining balance, double declining balance, straight line, and sum of the years.

Depreciation - Straight Line

A method of depreciating asset value in equal amounts across the life of the asset. Per-Period Straight-Line depreciation is calculated as the cost of an item minus the salvage value divided by the number of periods to depreciate.

Depreciation - Sum of the Years

A depreciation method equal to the value of the remaining years of life divided by the sum of the years remaining is multiplied by the Net Book Value. This figure is then multiplied by the percent of years to depreciate. This results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depromote

In PeopleSoft Demand Planning, the process of making an adjustment to actual demand data that removes the effect of a promotion during a defined period. As a promoted period moves into history, the system creates an adjusted demand entry that is equal to the **Prorated Forecast**.

DeptID

A ChartField that defines departments or administrative offices that have operational, fiscal and/or budgetary responsibility for specific sets of activities.

Derived Metric

The result of a calculation on a report of base metrics.

Detail

A temporary assignment to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. This employee is considered for pay and strength count purposes to be permanently occupying his/her regular position. Unless the agency chooses to use an SF50, a detail is documented with an SF52.

Detail Tree

A tree that employs ranges of detail values under each node; you must manually specify the detail values.

DFI ID (Depository Financial Institution ID)

A PeopleSoft Payables bank identifier, consisting of Transit Number, Swift ID, or CHIPS ID.

Dimension

A single element of a business model, such as product, department, or location. Cube Manager uses the term Conforming Dimension.

In terms of data analysis, dimensions can be thought of as criteria, such as time, product, and location, used to pinpoint a particular piece of data. For example, in the retail industry a set of dimensions could be geography, product, time, customer, and vendor. The geography dimension would include company, chain, region, district, and finally store attributes. A dimension is also a column heading on an analysis and reporting template which you can drill through or roll up to the multiple levels.

In PeopleSoft Budgeting, a view option that assists in summarizing the rows of data in line-item budgeting.

A single element of a budgeting model, such as account, product, project, department, or operating unit. In PeopleSoft Budgeting, these dimensions typically represent the ChartFields used by your organization during your budgeting process.

Dimension Table

In the PeopleSoft Enterprise Warehouse, Dimension Tables store additional attributes or data about Facts. Some example dimensions include Customer, Channel, Geography and Product.

Direct Compensation

In PeopleSoft Workforce Analytics, Direct Compensation is payment made to workers in exchange for their contributions to the organization. Direct Compensation is typically categorized as including Cash Compensation and Long-term Variable Compensation.

Cash payments made to workers in exchange for their contributions to the organization. Direct pay is typically categorized as fixed pay (for example, base pay, shift differentials) and variable pay (for example, profit sharing, incentive, bonus). Note: Profit sharing can be considered direct pay if paid out in cash on a periodic basis or deferred pay if cumulative with the intention of payment in the long-term future.

Direct Calculation

Calculate actual and directly assigned dollars.

Direct Cost

In PeopleSoft Workforce Analytics, a direct cost of an activity or a cost object. An example is the salary cost of employees working on a project.

Director

An affiliate of the company who holds a seat on the Board of Directors for the corporation. A Director, generally, is not an employee of the corporation.

Disability and Discrimination Act of 1995

In the United Kingdom this act makes it unlawful to discriminate against individuals on the basis of their disability in relation to recruitment, promotion, training, benefits, terms and conditions of employment, and dismissal.

Disability Rate Code

The desired percentage of disabled persons that should be employed by French employers, as mandated by the French government.

Disbursement View

In PeopleSoft Demand Planning, a **Forecast View** that allows the forecast from a working view to be reported on using an alternate key. Disbursement views are built directly from the working views and inherit many working view attributes, including time period and associated user data definitions, from the parent working view.

Discounted Stock Option

Rights to a stock option at a price less than 100 percent of fair market value at the time of grant.

Discretionary Plan

In PeopleSoft Workforce Analytics, this is a plan for distributing compensation awards that provide managers the ultimate discretion over a pool of money which is either funded based on company, group, or employee performance, or it's budgeted. The discretionary award determination is sometimes guided by a pre-determined percent of the participant's salary, expressed as an opportunity. This figure can then be modified based upon management's perception of actual value created by the group or employee.

Disqualifying Disposition (DD)

When an optionee sells or otherwise disposes of the shares of stock acquired through the exercise of an incentive stock option or through an employee stock purchase plan before the holding period for preferential tax treatment has lapsed.

In the case of Incentive Stock Options, the holding period is one year of the date of exercise and two years of the date of grant. At the time of disposition, the individual recognizes compensation income equal to the difference, if any, between the option price and the fair market value of the corporation's stock on the date of exercise. If the sale price is less than the fair market value of the stock on the date of exercise, the compensation income is limited to the total sales price less the total option price, less any fees.

In the case of purchases through an employee stock purchase plan, the holding period is one year from the purchase date and two years from the enrollment date. Compensation income in a disqualifying disposition is equal to the difference between the total fair market value on the purchase date and the total purchase price.

Distribution

Provide a repository of time and associated estimated and actual allocated labor costs to other systems

The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.

Distribution Network

A distribution network is a prioritized list of Inventory business units (IBUs). When a customer orders a product, the system uses this network to determine which warehouse the stock ships from.

Distribution Profile

A definition of ChartField distributions assigned for compensation costs. A distribution profile can be used to set up defaults for how the system should distribute costs associated with a position's salary, benefits, and earnings. PeopleSoft Budgeting-specific.

Distribution Rule

You use distribution rules to determine the order in which the system searches for matches against the distribution sets matrix when sales orders are entered.

Distribution Set

Distribution Sets assign account distribution information to combinations of defining elements used on sales orders.

Distribution Type

An identifier that defines one of the different transactions that move an item into or out of an inventory business unit. Distribution types are used to create debit and credit transactions to the general ledger via the Journal Generator.

Dividend

Distribution of earnings back to shareholders, prorated by the class of security and paid typically in the form of money or stock. The amount of a dividend is decided by the Board of Directors and is usually paid quarterly.

Document Management

The process through which a user has complete control of document version including the ability to view, query, and edit documents in a secure vault. Document management enables you to seamlessly perform online document queries and view documents directly, launching them from within PeopleSoft applications. You can associate pertinent documents with engineering change requests (ECR), engineering change orders (ECO), item revisions, bills of material, manufacturing and engineering routings, production component lists, and production operation lists.

Document Sequence Number

A value that the PeopleSoft system assigns to a document (such as an invoice, voucher, or journal) when you create a document for a business unit that you have enabled for document sequencing. The system determines the number by the values of the business unit, accounting date, and document type.

Document Sequencing

A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in your system for the purpose of statutory reporting and tracking of commercial transaction activity. Document sequencing requires that you classify all financial transactions into three transaction types—journal type, journal code, and document type—and that within each transaction type, all documents you enter are numbered sequentially. When you create a document (such as an invoice, voucher, or journal), the PeopleSoft system assigns a document sequence number to that document.

Document Type

The final level of three categories for defining a financial transaction (or document), necessary when using document sequencing. It represents the business purpose of a financial transaction, such as domestic customer invoice or customer credit memo. Document type is within one and only one journal code; journal code is within one and only one journal type. Document type is the only required category, because the values of the other two categories can be derived from document type.

Dollar Tolerance

In PeopleSoft Inventory, the acceptable cost difference between expected cycle count quantities and actual quantities counted. This value allows a margin of error for an item during cycle count reconciliation based on item cost.

Domestic Relations Order (DRO)

A preliminary version of a court order (usually stemming from a divorce settlement) ordering a division of a participant's pension benefits. The order is not in effect until it is determined to be "qualified" by virtue of meeting certain requirement. At that point it becomes a Qualified Domestic Relations Order, or QDRO.

Double Byte Characters

If you're working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].

Draft Worksheet

A work space used in PeopleSoft Receivables to track a draft through its processing life cycle.

Drill-Back Calculation

Assigns indirect dollars and Drill-Back calculations. Also, this picks-up all costs in the Calculations Detail (CALC_DETAIL_F00) that was assigned during direct calculations.

Drill Down

The ability to go down to the next level of detail in a set of data. For instance, if you're looking at an expense figure for a division, you can drill down to the expenses for each department in the division.

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Driver Lookup Table

Tables associated with a driver that enable different rates and amounts unique to a budget center.

Drivers

In PeopleSoft Activity Based Management, drivers are a means of assigning dollar amounts from resources, activities, and cost objects to other resources, activities, and cost objects throughout the model in PeopleSoft Activity-Based Management. Drivers can also be assigned across business units. There are different types of driver categories (transactional, duration, and intensity), and different ways of specifying how those dollar amounts are calculated (amount, percentage, spread even, and direct), as well as different ways that dollar amounts are assigned (depending on assignment type and object type).

In PeopleSoft Business Planning, a driver can be defined as a set of values that are used as an input to another process. In this context, a driver should be interpreted as a projection of external factors and other indicators. The user can then define a relationship between the driver and a financial result. The driver values and the defined relationship then combine to produce a projection of the financial result. For example, a projection of the number of square feet used (driver) and the price per square foot paid in rent (driver) can combine to produce a projection of rent expense (financial result).

DRO

See Domestic Relations Order.

DSS (Decision Support System)

A DSS is a workstation-based analysis and reporting system, typically aimed at analysts and line managers. OLAP tools provide a powerful DSS.

Duration

In PeopleSoft Pension Administration, the utility that calculates the length of time between two dates.

Duration [Global Payroll]

An element type that calculates a period of time between two dates. For example, if you want to determine a payee's age, you can calculate the duration between his birth date and the calendar period end date.

Dynamic Group

A group in Time and Labor that enables you to establish criteria or attributes for a group of employees. All employees who fit this criteria at processing time belong to the group.

Dynamic Tree

A tree that takes its detail values—*Dynamic Details*—directly from a table in the database, rather than from a range of values entered by the user.

Dynamic Views

In PeopleSoft Demand Planning, a **Forecast View** that allows interaction with the forecast data using an alternate key structure. By using dynamic views, you streamline the working view and can complete the working-view design without having to anticipate all conceivable adjustments.

E***Earliest Change Date***

Determines both the range of dates and the amount of data that will be processed for each time reporter (see Batch Processing)

Early Punch

A punch that is more than the predefined number of hours/minutes before a scheduled punch where a time reporter is warned

Early Retirement Date (ERD)

A retirement date earlier than a plan-specified “normal” retirement date. Employees usually must meet age and/or service requirements to be eligible for early retirement, and early retirement benefits are often reduced to compensate for the longer duration of payments.

Early Retirement Factor

The reduction made to an employee's benefit if the employee elects for early retirement.

Early Warning

In commitment control, warning of possible future budget exceptions. You can specify that you are to receive a warning when commitments and expenditures reach a predetermined percentage of budget. For example, you can instruct the system to let you know when commitments and expenditures reach 50%, 80%, or some other percent of a budget.

Early/Late Adjustments

The PeopleSoft Pension Administration function that calculates early retirement factors or late retirement factors.

Earning Group

Part of a group of defaults assigned to job codes. Earnings group may include non-salaried items such as holidays and bonus pay dependent on individual company parameters.

Earnings

The amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, vacation, and bonus pay.

Earnings [Global Payroll]

An element type that defines the different types of compensation that are added to a person's pay. Examples include salary, commission, bonuses, and retirement pay.

Earnings Accrual Class

Categorizes a set of accruable earnings.

Earnings Code

Codes that represent the various types of earnings such as regular, overtime or leave.

Earnings Per Share (EPS)

The portion of a company's profit allocated to each outstanding share of common stock. Net income (reported or estimated) for a period of time is divided by the total number of shares outstanding during that period.

Earnings Type

An abbreviated and encrypted set of business instructions containing compensation instructions. Earnings Type may also contain Benefit Entitlement and Administration instructions, taxation instructions, Financial Accounting instructions, Organizational Administration instructions, work group and labor affiliation instructions, and other instructions.

Economic Loss

In Funds Transfer Pricing, this refers to the break fund economic loss, calculated by applying the theoretical value of the interest rate differential (IRD) against a cash flow stream, based on the amount of the prepayment or cancelled draw-down.

Economic Value Added

In the financial services industry, Economic Value Added is a financial metric that factors into the measurement of an activity's profitability the cost of economic capital assigned to that activity.

EDGAR (Electronic Data Gathering, Analysis, and Retrieval)

An electronic system implemented by the SEC that enables companies to file documents in conjunction with disclosure requirements mandated by the SEC.

EDI Agent

Used in EDI processing, the inbound EDI Agent loads trading partner data (flat files) into the PeopleSoft database using transaction, map, and trading partner definitions set up using EDI Manager. The outbound EDI Agent extracts information from the PeopleSoft database and generates data files that can then be processed for transmission to a trading partner.

EDI Manager

A suite of online pages used to define transaction sets, trading partner profiles, and translation maps for EDI transactions.

Edit Table

A table on the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

EEO Company Code

In the United States companies are assigned this federal code for EEO and VETS100 reporting.

Effective Date

A method of dating information in your system. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect.

Effective Date

A method of dating information in your system. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. The Effective Date usually defaults to your system's current date.

Effective Periods

In PeopleSoft Demand Planning, the number of periods of historical demand used in the Model Reset process. The value can be used to exclude older, possibly unrepresentative historical demand data from model **Optimization**.

Effective Sequence

A system-generated number assigned to distinguish between two job entries with the same effective date.

Effective Tax Rate

The ratio of income tax paid over gross income, showing the percentage of income actually paid in taxes.

Effectivity Date

The date on which a component can be added or substituted in production, typically specified on an item's bill of material.

EIS (Executive Information System)

An EIS is a workstation-based analysis and reporting system for executives. An EIS provides a higher-level view of the data than a DSS, and typically requires less knowledge about the underlying transactional systems. OLAP tools provide a powerful EIS.

Elapsed Schedule

A method of scheduling a time reporter's time that is based on TRC and duration. This method can be used for scheduling of elapsed time reporters (see Scheduling.)

Elapsed Time

Reporting non-clock time in increments of hours or partial hours (see Managing Time / Understanding Time Reporting).

Elapsed Time Service

A method of calculating a period of service that uses only the start and end dates of the period to determine the amount of service. Hours worked or other measures of the actual work performed during the period are not taken into account.

Electronic Certification System (ECS)

An automated Payment Voucher authorized by the Certifying Officer for use within the Treasury Department, Financial Management Service's financial system. PeopleSoft provides a method to record and generate data files for on- and off-cycle processed payments.

Element

In PeopleSoft Global Payroll, an element refers to both primary elements and supporting elements. Primary elements are comprised of earnings, deductions, absence entitlements, and absence take elements. Supporting elements are element components that are combined to create primary elements.

In PeopleSoft Enterprise Performance Management, elements are used to create a Profile. An Element can be one or more columns of data in an Enterprise Warehouse table, associated with a single dimension (for example, Customer, Product, Department, or Channel). An Element can also be KPI, Population, subscription data from a third party, preexisting Profiles, and data mining scores.

Element Group

Element Group identifies a group of elements to provide eligibility. You can then use this as a notational shortcut—instead of having to list each element, you can use the element group name. Element Group's expedite the process of manipulating earnings and deductions.

Element Name

Name assigned by the user for data fields, rules, formulas, and tables. For example, the names you give to new rules, elements, or objects.

Element Segment

When an element changes mid-period, requiring the affected element (and perhaps a subset of other elements) to be calculated multiple times on either side of the date on which the change takes place, element segmentation is used. Unlike period segmentation, the system segments only the elements you select, and creates separate result columns only for the specified elements. In element segmentation, there is only one gross-to-net result set.

Eligibility Group

Eligibility groups define the possible earnings, deduction, absence entitlement, and absence take elements that a payee might be eligible to receive. This enables you to group payees so as to assign eligibility for certain pay elements.

Eligibility Rule

PeopleSoft Benefits Administration uses eligibility rules during Benefits Administration processing to determine which benefit programs and options an employee is eligible for. Eligibility rules are closely associated with event rules: they determine what options an employee can *have*, while event rules determine which of those options an employee will actually be able to *choose*.

Elimination Set

See **Consolidations-Elimination Set**.

Email Template

Pre-defined parameters that establish automatic email generation during budget submittal, rejection, publishing, and/or targeting.

Employee

An individual employed by an organization and administered as an employee in the PeopleSoft Human Resources system.

Employee Accounts

The PeopleSoft Pension Administration function that tracks employee contributions to a pension plan.

Employee ID

A unique identification code for an individual associated with your organization.

Employee Paid Benefit

The portion of a pension benefit funded by the employee's own contributions to the pension plan. Also, the PeopleSoft Pension Administration function that determines this amount.

Employee Profile

This PeopleSoft Activity-Based Management feature enables time and labor information to be part of an analysis.

Employee Stock Purchase Plan

A type of statutory stock option plan through which employers grant options to their employees in order to provide them with additional forms of compensation.

Employee Survey

In PeopleSoft Workforce Analytics, a method for capturing information about the activities performed by a given employee as well as the amount of time they spend performing each activity to perform activity-based management.

Employee Survey Report

The Employee Survey Report is an annual regulatory report that the French government requires from employers with more than 200 employees. In French it is called "Le Bilan Social". The report is communicated to both labor unions and the government. It provides a snapshot view of the company over the past 3 years for about 200 indicators.

Employee Training Cost

Amount budgeted to pay for students' salaries while on training courses.

Employer Identification Number (EIN)

In the United States a company is typically defined as a business enterprise that has a unique federal Employer Identification Number (EIN) for payroll tax reporting purposes.

Employer's Liability Insurance Associations (Berufsgenossenschaften)

Social Insurance in Germany is maintained and administered by private organizations that act as employer's liability insurance associations. Employers pay out premiums to these associations, who administer and pay out funds to workers who are injured on the job.

Employment Cost Index (ECI) Adjustment

Annual increase to wages established/permitted by statute.

Employment Equity Computerized Reporting System (EECRS)

Canadian companies are required to report to the Federal Government on employment equity. PeopleSoft Human Resources contains the Canadian Employment Equity report (PER101CN), which creates a data interface file to the federal government's Employment Equity Computerized Reporting System (EECRS).

Employment Record Number (EMPL RCD#)

A field in PeopleSoft Human Resources Management Systems and PeopleSoft Workforce Analytics that indicates an employee has multiple job records in the system. A numeric value (0, 1, 2) is assigned to each job as a way to uniquely identify that job record.

Encumbrance

A claim against funds. It is a projection of future expenses based on the situation, as we know it today. Encumbering funds is not the same as spending them or even guaranteeing that you will spend them. It just means that if the situation as it exists today does not change, you will spend all of those funds by the end of the fiscal year.

Engineering Bill of Material (EBOM)

A listing of all the parts, raw materials, and subassemblies that form the basis of all item and product structures. EBOMs differ from MBOMs (Manufacturing Bills of Material) in that they are not visible within Production Planning or Production Management and are isolated from Manufacturing.

Engineering Change Order (ECO)

A revision to a blueprint or design, released by engineering to modify or correct a part and/or bill of material. PeopleSoft Engineering uses ECOs to manage and document required assembly and component changes.

Engineering Change Request (ECR)

A document that allows you to request manufacturing process improvements and report product defects directly to the engineering department. When workflow is enabled, ECRs can also be routed for review and approval, after which they change into ECOs.

Engineering Cost Version

The process of generating cost versions for new and modified configurations based on engineering bills of material (EBOM) and costing data.

Engineering Workbench

An engineering environment, separate from production, consisting of engineering bills of material (EBOM), engineering change requests, engineering change orders, EBOM cost roll-up capability, online BOM comparisons, and seamless integration to a document management vault.

Engineering Workbench

An engineering environment, separate from production, consisting of engineering bills of material (EBOM), engineering routings, engineering change requests, engineering change orders, EBOM cost roll-up capability, online BOM comparisons, and seamless integration to a document management vault.

Enterprise

In PeopleSoft Time and Labor, all of the business units of the installation site.

Enterprise Performance Management (EPM)

See PeopleSoft Enterprise Performance Management

Enterprise Portal

The PeopleSoft Enterprise Portal is a separate product offering purchased independently of any other PeopleSoft applications. It can be used with or without any PeopleSoft application. It can be used as a standalone corporate portal that does not access PeopleSoft data at all.

Enterprise Resource Planning (ERP)

The encompassing term for all the transaction-oriented database applications an organization deploys across its business enterprise. The term includes financial, manufacturing and supply chain, human resources, and payroll applications, among others.

Enterprise Warehouse (EW)

See PeopleSoft Enterprise Warehouse

Entry Authority

Authorization granted by employees to specific user IDs for entering expense data on their behalf.

Entry Currency

The currency used to enter budget data.

Entry Event

An automated process that generates multiple debits and credits resulting from single transactions, to produce standard supplemental accounting entries.

Entry Event Code

Designation of an Entry Event; an identifier or label.

Entry Event Generator

A mechanism that generates standard, supplemental accounting entries based on Entry Event codes.

Entry Event Process

An accounting transaction. Entry Event processes combine to form Entry Events. For example, requisition posting is a Purchasing process, and cash clearing is a Payables process. Each process can involve one or several Entry Event Steps.

Entry Event Step

Part of an accounting transaction. For example, the BUDG process includes these steps, among others: prepare allotment budgets, prepare organization budgets, and prepare revenue estimates. Entry Event steps combine to form Entry Event processes.

Entry On Duty Date (EOD)

Date that indicates when an employee started to work at his/her current agency.

Entry Type

Any activity that creates or updates an item.

EPM (Enterprise Performance Management)

See PeopleSoft Enterprise Performance Management

Equal Employment Opportunity Commission (EEOC)

In the United States the EEOC requires that most companies file one or more reports from a series named EEO-1 through EEO-9. These reports include counts by federal employment categories of male and female employees in certain ethnic groups.

Equitization

A process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations. For organizations with complicated parent/subsidiary business unit relationships, this automated process reduces the process time and reduces the possibility for errors.

Equity Increase

In PeopleSoft Workforce Analytics, Equity Increases are base pay increases granted to bring an employee's pay up to some internally specified standard for your organization.

Equivalent Standard Deviation

In PeopleSoft Demand Planning, a **Standard Deviation** developed during the Model Reset process that enables you to compare standard deviations from different models. The deviation is calculated by multiplying the **Model Equivalency Factors** defined on the **Control Group** by the standard deviation.

ERISA (Employee Retirement Income Security Act of 1974)

The U.S. Federal legislation enacted to prevent abuses of employee pension rights by employers.

Error Exception

A transaction that is stopped because the budget limits would be exceeded if it continued. For the transaction to proceed, action must be taken, such as canceling or reducing the transaction amount, increasing the budget amount, overriding the budget limits, or transferring available funds from another budget.

Error Ratio

The ratio of the statistical Standard Deviation to the base component that gives an indication of the accuracy of the forecast. The ratio is presented in the PeopleSoft Demand Planning Audit and Accuracy Review and is calculated during the **Forecast Calculation Process**.

Estimated Gross

Estimated labor cost associated with reported time (see Managing Time, Understanding time Reporting Codes).

Estimated Shipments

A group of shipment schedules used to manage sales order requested shipment data and actual shipment data. Used in conjunction with weight and volume pricing and freight charge calculations.

Ethnic Code

The Federal Office of Management and Budget (OMB) racial and ethnic census categories used for classifying individuals in U.S. Government reports.

ETL (Extract-Transform-Load)

See Extract-Transform-Load.

ETL maps

ETL maps provide rules for importing your source data to the data warehouse tables.

Evaluated Receipts Settlement (ERS)

A PeopleSoft Payables feature that matches receipts against purchase orders and generates vouchers without requiring an invoice.

Evaluations Periods

In PeopleSoft Demand Planning, indicates the number of future periods to use for the calculation of forecast errors. For example, if the number of evaluation periods is two, then the forecast error in April 2001 (after posting demand for April) would be determined by comparing the actual demand for April and the April forecast generated in February 2001. Evaluation periods are set separately for each view.

Event

Events are predefined points either in the Application Processor flow or in the program flow. As each point is encountered, the event fires on each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, OnRouteSubscription, and so on.

Event

Occurrence or happening.

Event Class

An event or type of event that results in a change of benefits eligibility for an employee or dependent. Event classes are prominently used in COBRA and Benefits Administration processing.

Event Maintenance

The process that enables you to manage ongoing enrollments during a plan year. Changes involving maintenance include new hires and re-hires, terminations, family status changes, and changes to benefits eligibility.

Event Rule

Used by PeopleSoft Benefits Administration to determine how events are processed by the system. Event rules look at the benefit plan options an employee is eligible for and determine which options the employee can actually *choose*. Event rules are closely associated with eligibility rules but it is important to note that they are not the same. Event rules *should not* be used to determine eligibility.

Event Trigger

You use triggers to tell the system that when a change takes place to certain data (an event), it should perform an action automatically. When the event occurs, the system writes a line to a trigger table. Then when it's time for the action, the system reads the data from the trigger table and performs the appropriate action.

EW (Enterprise Warehouse)

See PeopleSoft Enterprise Warehouse.

See also PeopleSoft Enterprise Performance Management (EPM).

Expected Losses

In the financial services industry, the amount the institution predicts it will lose in portfolio value. Loan loss reserves are set aside to cover the expected losses.

Excepted Service

As defined by 5 USC 2103, the Excepted Service consists of those civil service positions that are not in the competitive service or Senior Executive Service.

Exception

User or system delivered, defined conditions applied to scheduled, reported or payable time that require audit or review (see Time Management)

Exception Rules

A rule (s) that is applied to scheduled, reported time, and payable time in order to determine conditions which require audit or review (see Time Administration).

Exception Severity

The degree of importance associated with an exception. For example, in exception which is a result of an employee clocking in late may have a Medium severity, while an exception which is a result of an employee not clocking in has a High severity (see Time Management).

Exception Time Reporting

A method of time reporting where only differences to the schedule are provided (see Time Reporting).

Excess Plan

A pension plan where the benefit formula provides an increased benefit for Final Average Earnings above a specified integration level. This compensates for the fact that Social Security benefits are based only on earnings up to a specified maximum.

Exchange Rate Variance

In PeopleSoft Cost Management, the change in currency exchange rate between the time the item is received into inventory and vouchered in Accounts Payable.

In PeopleSoft Payables, a matching feature that compares the exchange rate on the purchase order and the invoice and then copies any variance to PeopleSoft Inventory tables for analysis and accounting purposes.

Exclusive Pricing

Supersedes all pricing structures in effect for customers and products, except **Buying Agreement**, and enables you to drive pricing with a promotional structure. Exclusive pricing can be set up for a specific time frame and associated with particular orders.

Executive Schedule (EX)

Compensation and pay plan used by the Executive Branch of the federal government. Statutory pay limits are derived from several of the pay levels within this plan and imposed on the General Schedule and other existing pay plans throughout the Federal government.

Exercisable

The option shares that are available to the optionee to exercise.

Exercise

The transaction in which an individual purchases or “exercises” the right to purchase the option shares. The IRS refers to the purchase of company stock in an employee stock purchase plan as an exercise.

Exercise Date

The date on which an individual purchases underlying shares from and option grant or transacts a simultaneous purchase and sale of underlying option shares through a cashless exercise and collects option profit in cash or shares.

Exercise Price

The price per share required to exercise a stock option.

Exercise Proceeds

Cash, stock or other recognition received by a company as a result of option exercises, including cash or stock paid by individuals to exercise options and cash company tax savings from deducting non-statutory option profits at exercise.

Expense Location

Geographic area defined to enable the recording, tracking, and reporting of expense activity.

Expense Location Amount

Authorized spending defined for an expense type in a particular expense location and currency.

Expense Location Group

Collection of expense locations based on a common classification such as state, country, or continent.

Expense Type

Means of itemizing various kinds of business expenses. Examples are hotel, dinner, or ground transportation.

Expense Type Edit

User-defined requirement that mandates input of additional data—such as an airline ticket number or number of nights in a hotel—when an expense type is selected in an expense report.

Expense Type Group

Expense types that are classified together for reporting and tracking.

Expensed Item

Non-inventory item which may represent software, manuals, documentation, or any item for which no quantity on hand is maintained, but which can be specified on a bill of material (BOM). Expensed items can only exist as components on a BOM and cannot have a BOM, routing, or production area/item definition.

Expiration

The process by which the outstanding shares of an option cease to be exercisable, generally at the end of the option term. The length of the option term and the date of expiration are established in the Grant Agreement.

Expiration Date

In PeopleSoft Inventory, the date a lot exceeds its Shelf Life and is no longer acceptable for fulfillment or consumption. (Expiration Date = Creation Date + Shelf Life)

Expiration Date

The last day of an option term in which the option is canceled and no longer exercisable.

Expiration Grace Period

When you enter a stock action allows the exercise of the already vested shares as of the action date, the system will calculate the date these shares expire based on the grace period defined on the Stock Action Rules page for that stock action. The system will automatically cancel vested shares not exercised at the end of the expiration grace period.

Express Customer

A customer for whom the minimum necessary information is entered.

Expressions

Expressions enable you to create pseudo-columns made up of mathematical calculations based on actual fields on a table. Since expressions are resolved at run-time, duplicate information is not stored on the database.

Express Order

An order entry shortcut in PeopleSoft eStore and Mobile Order Management whereby the customer populates the shopping cart and goes directly to the order summary to checkout, bypassing any billing or shipment modification screens. Billing and shipping information defaults in as previously entered.

External Data

Data from external sources. For instance, in PeopleSoft Workforce Analytics, external data may include third party salary surveys and benchmark metric surveys.

External Scheme

In the United Kingdom an External Scheme is a vocational training, education and job placement program involving an employee, an employer and the government.

External System

Any system that is not directly compiled with the PeopleTools servers.

Extra Time

Any hours worked outside of an employee's normal (scheduled/shift) hours or days. Extra time may be scheduled in advance of when it is worked, and may be subject to special compensation rules. It may be treated differently than standard time for purposes of Benefit Entitlement and Administration.

Extraction

A reusable query that specifies what information should be retrieved from the Quality database.

Extract-Transform-Load (ETL)

The extraction and transport of data from one server to another remote server. In PeopleSoft budgeting ETL specifically refers to the process by which financial and human resource data is extracted from PeopleSoft Financials and HRMS and transferred to the PeopleSoft Enterprise Warehouse which PeopleSoft Budgeting uses to access and record data transactions. Within PeopleSoft Enterprise Warehouse, data migration typically refers to information moved from outside sources into the Operational Data Store tables.

Extrinsic Rewards

Tangible rewards that can be given to the individual. Typically categorized as financial and non-financial rewards. Financial rewards would include direct compensation, indirect compensation and deferred compensation. Non-financial rewards are provided to the individually and viewed as a benefit by the individual based on the culture of the organization such as the size or location of one's office.

In PeopleSoft Workforce Analytics, tangible rewards given to an individual. Typically categorized as financial and non-financial rewards. Financial rewards would include direct compensation, indirect compensation and deferred compensation. Non-financial rewards are provided to the individually and viewed as a benefit by the individual based on the culture of the organization such as the size or location of one's office.

F

Fact

Facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

Fact Table

A fact table is where facts are stored in the PeopleSoft Enterprise Warehouse.

Fair Labor Standards Act (FLSA)

A federal regulation governing several time and labor issues. *FLSA Overtime* requires that all nonexempt employees be paid at a rate of time-and-one-half for all hours over 40 physically worked during a workweek. This requirement may be superseded by state or local laws when the lesser law is to the greater benefit of the employee, or by union contract. An *FSLA Workweek* is a permanently established, regular workweek for a group of employees.

Fair Market Value (FMV)

The price of a company stock based on the current market value as determined by supply and demand, or a valuation method. The stock market sets the fair market value for a public company. For a private company the fair market value is more subjective, but typically determined by financial factors or set by an outside valuation company.

Fair Market Value Tracking Methods

Methods used to track and report trading activity on various exchanges (i.e. NYSE, AMEX, NASDAQ, etc...).

Family Medical Leave Act (FMLA)

A federal regulation that protects health benefits and job restoration for employees who must take a leave from work to care for themselves or family members. FMLA regulations contain provisions regarding employer coverage, employee eligibility and entitlement, notice and certification, continuation of health benefits, and job restoration. PeopleSoft Benefits applications offer FMLA Plans that help employers and employees determine FMLA eligibility and schedule and track FMLA leave requests.

Federal Employee Group Life Insurance Program (FEGLI)

Generally, if the employee has Federal retirement coverage or is on a temporary appointment exceeding one year, he/she is eligible to participate in the FEGLI program. Once eligible, he/she is covered automatically for Basic Life Insurance and premiums will be deducted from gross salary unless coverage is waived within the first period of eligibility. The program offers Basic Insurance coverage and three types of optional coverage: Option A (Standard), Option B (Additional), and Option C (Family).

Federal Employee Pay Comparability Act (FEPCA)

This law provides a structure and methodology to determine and authorize locality-based pay adjustments to Federal employees in order to elevate their basic pay to be commensurate with private sector employees working in the same occupations in the same geographic localities. It also includes a feature to authorize agencies to make advance salary payments to attract candidates for open positions which have consistently been hard-to-fill in certain geographic areas.

Federal Employees' Compensation Act (FECA)

This law provides compensation and medical benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. A feature of this law provides for the continuation of pay (COP) without charge to leave for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury. Employees file claims with the U.S. Department of Labor, Office of Worker's Compensation, which adjudicates the claims and compensates the employing agencies for the employee's pay and benefits during the claim period.

Federal Employees Health Benefits (FEHB)

Generally, the employee is entitled to coverage by the FEHB program if appointed to a position with Federal retirement coverage or has been on the rolls on a temporary appointment for more than one year. The Federal employer shares the cost of the premium (about 75%); actual premiums depend on the plan selected. If under a temporary appointment, the employee pays both the employer and employee shares. If the position is part-time, the employee pays the employee share and a portion of the employer's share.

Federal Employees Retirement System (FERS)

A retirement plan available to employees of the federal government. FERS covers all employees appointed to a position in the federal government after January 1, 1987. Coverage includes Social Security, a basic annuity plan, and a TSP.

Federal Employer Identification Number (EIN)

Used to identify the tax accounts of businesses. Businesses, which have employees or operate business as a partnership or corporation, must obtain an EIN.

Federal Insurance Compensation Act (FICA)

Employee and employer contributions to Social Security.

Federal Reserve Transit Number

A unique identifier for U.S.-based banks, allowing banks to transfer funds within the Federal Reserve system.

Feeder Line

A type of production line replenishment used in PeopleSoft Flow Production. If you are using feeder line replenishment, smaller production lines create subassemblies that feed directly to your production line.

FEGLI Living Benefits Act

Beginning 7/25/95, a Federal employee who is terminally ill may elect to receive a lump-sum payment equal to the full amount of basic life insurance only, or a limited portion designated in multiples of \$1000. An election to receive this benefit is irrevocable; the individual is considered terminally ill if his /her life expectancy is 9 months or less.

FICA (Federal Insurance Contributions Act)

FICA consists of both a Social Security (retirement) payroll tax and a Medicare (hospital insurance) tax. The tax is levied on employers, employees, and certain self-employed individuals.

Fictitious Calculations

Fictitious calculation rules perform temporary calculations. A fictitious calculation is a sub-calculation run during a normal calculation to determine a net that would have been computed if certain parameters were used. This result is then used for further processing in the normal calculation. A fictitious calculation is always started from inside a normal calculation, run for one payee, and run for a specified set of periods.

FIFO (First In First Out)

Method used by companies to record Disqualifying Disposition Income. If a company uses this method they record the optionees disposition of shares by attributing the shares to the earliest exercise, purchase or release dates for which shares remain available for sale.

Fill-In Employment

Employment held by persons during the time period after leaving their regular occupation in anticipation of, but before entering, military service.

Filter

A filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.

Final Average Earnings (FAE)

The PeopleSoft Pension Administration function that averages earnings from a specified period of an employee's career. The result is used as a component of the pension benefit formula.

Final Forecast

The final forecast is the prorated version of the adjusted forecast, summarized to all levels of the product hierarchy. This is the best-guess version of the forecast that is used to make all decisions dependent on the forecast.

Final Table Merge Engine

Final Table Merge Engine is used by the PeopleSoft Enterprise Warehouse; it moves enriched data from one table into another. When you run a job in a jobstream, the immediate results are stored in temporary tables. At the end of the jobstream, the Merge Engine runs and merges the output temporary tables into the final tables, where processing can continue.

Financial Accounting

The accounting for a business entity's assets, liabilities, revenues, and expenses to determine its net worth and to produce financial statements. Within Generally Accepted Accounting Principles, a business has some latitude as to when and how to record its financial transactions, as long as it continues to meet its legal and regulatory requirements. A business' financial accounting requirements are not necessarily the same as its cost accounting requirements. The one should not be mistaken for the other (i.e. the extent to which a company's financial accounting system meets its cost accounting needs depends on how it has chosen to describe its chart of accounts and the level at which it has chosen to record financial transactions.

Financial Instrument

In the financial services industry, a specific product or service sold by a financial institution to its customers. In terms of the reporting hierarchy, a product falls under a ledger account, while an instrument falls under a product. A product may be treated like a generic description or category, while an instrument is a specific instance of a category.

Financial Performance Measures (FPM)

For the financial services industry, the Financial Performance Measures program performs calculations on financial instruments based on the rules defined in the Financial Calculation Rules module, and using input from the Cash Flow Generator, Stratification engine, Product Pricing, and Curve Generator. Its calculations include: measures of duration, option-adjusted spread and option-adjusted cost for PeopleSoft Funds Transfer Pricing, and Monte Carlo simulation for PeopleSoft Asset Liability Management.

Financial Product

In the financial services industry, a product or service sold by a financial institution to its customers. In terms of the reporting hierarchy, a product falls under a ledger account, while an instrument falls under a product. A product may be treated like a generic description or category, while an instrument is a specific instance of a category.

Financial Services Instrument

In the financial services industry, products created by financial institutions and sold to retail customers. Product prices and interest rates are set by the financial institutions and take into account its customers' behavioral models.

Financial Statement Simulation

A facility within Planning & Simulation which establishes rules for simulating future period, or pro-forma, financial statements. The user defines corporate financial policies, such as corporate tax rates, dividend distribution frequency, and force balancing rules, which are then applied to cash flows for a given future accounting period. The Financial Statement Simulator engine drives costs and revenues to accounts on PF_LEDGER_F00 via a scenario.

Financials Warehouse

See Warehouses.

First Year Amount

See 1st Year Amount.

Fixed Basis

The basis option enables you to create the data for the Basis online, as part of the rule. Fixed Basis is used with the Allocation Manager only. It is available with all methods except when Period-Based Allocation is being used. The Fixed Basis is a predetermined table that can be populated online.

Fixed Offering

The offering type is fixed when the end date of each offering is the same for all employees regardless of the employee's grant dates.

Fixed Percentage

A fixed percentage value. The source pool amount will be split based on this percentage to get the target amount. Used with the Allocation Manager.

Fixed Period Requirements

In PeopleSoft Enterprise Planning and Production Planning, a lot-sizing technique that sets the order quantity to the demand for a given length of time.

Fixed Picking Bin

A dedicated picking location for an inventory item. Fixed picking bins are replenished from bulk locations when the available quantity falls below the optimal quantity.

Fixed Plan

A stock purchase offering period where the ending offering date will be the same as the purchase date. Eligible employees will always purchase stock on the specific purchase dates and by the purchase rules you define.

Fixed Quantity

An **Inventory Policy** method that defines a fixed amount of an item to be ordered to meet replenishment needs. This method can be selected as an inventory policy for order quantity, safety stock, **Reorder Point**, and minimum and maximum parameters.

Fixed Source

The fixed source option enables you to create the data for the Source online, as part of the rule. Fixed Source is used with the Allocation Manager only. It is available with all methods except when Period-Based Allocation is being used. The Fixed Source is a predetermined table that can be populated online.

Flexible Credit

Any credit associated with a given benefits program, plan, or type of coverage. Credits based on an entire program can be applied toward the benefit costs however the employee chooses.

Flexible Hours

Hours during the workday, workweek or pay period during which a time reporter covered by a flexible work schedule may choose to vary his times of arrival and departure from the worksite (see Scheduling)

Flexible Spending Account (FSA)

An account to which an employee and (optionally) an employer pledge an annual amount for a plan year. The employee then submits claims for authorized expenses.

Flexible TimeSpan

A user-defined period into which costs can be collected. Flexible TimeSpans can be as long or as short as you like—covering multiple years or a single day. The main purpose of Flexible TimeSpans is to assist you in analyzing costs.

Flexible Work Schedule

A method of scheduling a time reporter's time that is based on a range of flex hours of start and stop times and core work hours. This method can be used for scheduling clock and elapsed time reporters (see Scheduling)

FLSA Status

A PeopleSoft Human Resources term that is used to indicate whether a job is exempt or nonexempt according to the Fair Labor Standards Act. All employees associated with a

particular job will receive that job's FLSA Status. FLSA Status is an eligibility determination factor for PeopleSoft Benefits Administration.

Forecast Attribution

A FSI (financial services industry) transformation process through which forecasted product originations are pooled and run through the cash flow engine for future periods.

Forecast Calculation Process

In PeopleSoft Demand Planning, the process by which a **Statistical Forecast** is generated for each item at each level of the view. When a **Forecast Item** is set to recalculate, the system tries several forecast calculation methods and picks the one with the least amount of error. This process also makes adjustments for promotions and filters for abnormal demand.

Forecast Definition

Forecast definitions are a set of forecasting rules that generally govern multiple forecasts distinguished by key properties such as products, customers, channels, and so forth.

Forecast Element

Each forecast within a single definition is called a Forecast Element.

Forecast Fulfillment

In PeopleSoft Demand Planning, a process used to manage forecasted demand over a period of time. The process makes it possible to divide the total forecast demand into portions so that certain portions can be met, even if the total forecast cannot be met entirely.

Forecast Item

In PeopleSoft Demand Planning, a logical item used as the basis to forecast demand. The components of a forecast item key are defined for each level in a forecast view.

Forecast Level

See Level.

Forecast Period

A period in time as defined by the calendar for which data is processed through the PeopleSoft Demand Planning model.

Forecast Start Period/Year

Determines the most recent period for which demand data is available for a forecast view. This period can also be described as the last actual demand period to have had an impact on the forecast.

Forecast View

See **View**.

Foreign Education

Education acquired outside of any state of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.

Form 10-K

A form used for annual reports pursuant to Section 13 or 15(d) of the Securities Exchange Act of 1934 for which no other form is prescribed.

Form 10-Q

A form used for quarterly reports under Section 13 or 15(d) of the Securities Exchange Act of 1934, filed pursuant to Rules 13a-13 or Rule 15d-13. This report, which public companies are required to file quarterly with the SEC, provides unaudited financial information and other selected material.

Form 5500 Participant Count Extract

A PeopleSoft Pension Administration data extract containing data that a plan administrator needs in order to complete IRS Form 5500, used to report on the number of plan participants.

Form S-8

A form used to register securities offered by a reporting company under its employee benefits plans, including stock option plans. Also called the Registration Statement under the Securities Act of 1933.

Form W-2

A form used by employers to provide workers with a statement of wages, tips and other compensation from the previous year. This form, distributed employees by January 31 of each year, reflects state and federal taxes, social security, Medicare wages, and tips withheld.

Formula

Element which enables you to define your own formulas for use—gives further flexibility to define complex organizational needs.

Formula Plan

This compensation distribution plan type is based on a pay out rule, as the pay out rule is defined. The pay out rule can be based on a flat amount, a percentage, or a data element. Whereas a Target Plan distributes pay out based on a comparison of a performance measure against a target, in a Formula Plan the pay out is based just on the pay out rule.

French Professional Elections

French companies employing a certain number of employees must hold elections for selecting personnel representatives (Délégués du personnel), and members of the Work Council (Comité d'Enterprise).

Frozen Rate

A rate that is applied to allocate resources to activities in place of the actual, budgeted and capacity rates calculated by the Activity-Based Management (ABM) Engine.

FTE (Full Time Equivalency)

FTE is the percent of full time the employee should normally work in this job. Full time is defined by the Standard Hours specified in either the Salary Plan Table or the Default Standard Hours specified in the Installation Table.

FTP (Funds Transfer Pricing) Adjustments

Adjustments made to the PeopleSoft Funds Transfer Pricing (FTP) base rate, for such factors as geographic premiums, liquidity premiums, embedded options, or incentive programs.

FTP (Funds Transfer Pricing) Base Rate

In PeopleSoft Funds Transfer Pricing (FTP), this refers to the basic charge or credit that is applied to a ledger account, a product, or an off-balance sheet position.

FTP (Funds Transfer Pricing)

See PeopleSoft Funds Transfer Pricing.

Full-Time Equivalent

See FTE.

Function

A category of pension calculation. PeopleSoft Pension Administration divides a pension calculation into nineteen “core functions” such as Service, Final Average Earnings, and Benefit Formula.

Function Result

The calculation rules for any of PeopleSoft Pension Administration’s nineteen core functions. These rules match Definitions—the specific parameters for the function—to the Groups of employees that use that particular definition. Function Result also refers to the value produced by the rules.

Fund ID

In the financial services industry, Fund ID is a lookup code used to track investment funds associated with a financial instrument or account. Provided primarily by the financial analytic applications to track investment funds for insurance policies.

Funds Transfer Pricing (FTP)

See PeopleSoft Funds Transfer Pricing.

Fungible

This term describes a resource used for multiple activities.

Future Period

Any pay period which is not current and whose close date hasn't passed (see Time Reporting).

Future Periods

The number of periods of future forecasts maintained by the PeopleSoft Demand Planning system.

G**Gang Reporting**

See Crew Reporting.

General Deduction

Any non-benefit deduction. Examples include charitable deductions, union dues, parking, garnishments, and bonds. General Deductions are calculated from the General Deduction Table; Benefit Deductions draw on one of the benefits tables.

General Ledger Distribution

The process and guidelines by which accounting information is transferred from your PeopleSoft Receivables or Deduction Management system to a general ledger system.

General Schedule (GS)

Compensation and pay plan used by the Executive Branch of the federal government.

Generation Control

Generation control elements allow you to indicate to the system whether to process an element based upon criteria you define. There are six parameters that control this function and comprise the definition of the generation control element—HR Status, HR Action/Reason, Segment Status, Frequency, Formula, and Run Types.

Generic Conversion Factor

A conversion factor that applies universally between two units of measure. The factor is used in the conversions between levels of PeopleSoft Demand Planning **Forecast Items** and Inventory Planning **Policy Item**.

Generic Process Type

This term applies to Process Scheduler. Process types are identified by a generic process type. For example, the generic process type "SQR" includes all SQR process types, such as "SQR Process," "SQR Report," and so on.

Geo RSZ Code

This code is for Belgian employers to track the geographical location for RSZ codes.

Geographic Location Code

In Canada this code is prescribed by the government and refers to the location a business is in.

Giveaway Adjustment Type

In PeopleSoft Order Management, the price break tables are set up to indicate what product the user receives as a free premium based on defined quantities or prices. The giveaway item does not have to be the same product that the customer is purchasing. For instance, you may set up a price break that indicates that a purchase of 100 widgets entitles the customer to one or more free T-shirts. The system automatically adds an order line for the free item. Giveaways cannot be applied to the total order.

Goals Matrix

In PeopleSoft Workforce Analytics, a matrix used to create calculation rules for group or employee performance goals. You can combine and standardize multiple performance goals into a single, weighted, goal score, against which actual performance is compared. A Goals Matrix can be used to in conjunction with a pay out distribution plan called a Target Plan.

Grace Period

A period that is a number of hours or minutes before or after a scheduled punch where a time reporter's punch is accepted. For Stock Administration, the period of time an optionee has to exercise an option after termination and before the option expires.

Grade

A range of pay in a graduated scale that includes positions of different occupational groups. The work performed should be equivalent as to the level of difficulty and responsibility and the level of qualification requirements of the work. The levels are established and designated within a specific pay plan by law or regulation.

Graduate Education

Successfully completed education in a graduate program for which a bachelor's or higher degree is normally required for admission. To be creditable, such education must show evidence of progress through a set curriculum, i.e., it is part of a program leading to a master's or higher degree, and not education consisting of undergraduate and/or continuing education courses that do not lead to an advanced degree.

Grandfathered Benefit

A benefit that an employee was entitled to prior to a change in the plan and that defines the employee's new minimum level of benefits. The change might be caused by a plan merger, new legislation, or a plan amendment.

Grant

A contractual right giving an individual the option to purchase a specified number of shares of stock through an Equity Compensation Plan. Also known as an option.

Grant Agreement

The legal document issued by a company defining the number of shares granted, grant price, vesting schedule and other terms and conditions of the stock option or stock award.

Grant Date

The date the individual begins participating in a stock purchase offering. The date on which an option or other award is granted. The date the company enters into the grant agreement. The underlying stock's fair market value on this date generally derives the option price.

Grant Price

The price per share at which the stock option was granted. This is the price per share the individual must pay when exercising the option.

Gross Salary

The sum of an employee's salary and earnings defined as part of gross salary. The gross salary is used to calculate budget amounts for benefit plans defined as a percentage of an employee's salary.

Gross-up

The process used to calculate taxes and resultant gross pay from a check for an exact net amount.

Group

In PeopleSoft Billing, a specific term for a posting entity composed of one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

Group

Any set of records associated under a single name or variable in order to run various calculations in PeopleSoft Business Processes. In Time and Labor, for example, employees are placed in groups for time reporting purposes, while in Administer Variable Compensation, groups identify which employees are eligible for what forms of compensation. In PeopleSoft Pension Administration, you'll use Custom Statements to define criteria for grouping employees, then by associating calculation rules (Definitions) with specific Groups, you can vary rules for different classes of employees.

Group Asset

A financial asset with no cost information. It is used to depreciate the sum of the costs of its associated group member assets.

Group Asset Depreciation

The depreciation of a group asset calculated using an average service life set by a local regulatory agency and a calculated group depreciation rate.

Group Coverage (Or Generic) Qualification Standards

Standards prescribed for groups of occupational series that have a common pattern of education, experience, and/or other requirements.

Group Member Asset

A financial asset with cost information. Cost information for all group members of a group asset is summed up to the group asset level, where depreciation is calculated.

Group Security

The ability to grant or deny access to groups. You can set up group security by Group ID or by user ID.

Group Security [Time and Labor]

The ability to grant access to employee time, by providing security through Time and Labor's groups functionality. For example, you might want your employees to only access their own records, or allow your supervisors who handle all of the time input for have access to specific groups. You can restrict the user from accessing everyone, or allow the user to be able to access only their own records, or only a specific group. This feature also provides the ability for employees to report their own time.

Group Type

An indicator of the activity that created the billing group: billing, maintenance, payment, transfers, or unposted.

H

Handicap Code

A code that identifies a type of physical or mental impairment that substantially limits one or more of an employee's major life activities.

Hazard/Disposal Code

An inventory item group sharing a disposal routine.

Headcount

The number of people represented by a given Employee Survey record in the PeopleSoft Enterprise Performance Management product line.

Health and Safety Executive (HSE)

Health and Safety reporting for your UK operations is sent to the local office of the HSE per the requirements of the RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).

Health Benefits Code

An alpha/numeric code that identifies each Health Benefit plan.

Health Benefits Effective Date

Date the health benefit plan goes into effect or the effective date of cancellation.

Hierarchy

Hierarchy refers to the relationship between the levels in a dimension.

Highly Compensated Employee (HCE)

An IRS employee category applied to employees who are considered “highly compensated” according to a federally set standard. This distinction is used for the purposes of nondiscrimination tests, to determine that Section 401 and Section 129 plans do not discriminate in favor of highly compensated employees.

HIPAA

The Health Insurance Portability and Accountability Act of 1996. PeopleSoft Benefits applications enable you to comply with this act, which requires that employers provide Certificates of Group Health Plan Coverage to employees who have their health coverage terminated. This certificate lists group health coverage an employee had for the twelve month period prior to the date coverage ended as a result of termination of coverage. The HIPAA certificate will be used by subsequent health coverage carriers to evaluate pre-existing condition clauses, if applicable.

Historical Periods

In PeopleSoft Demand Planning, a component that indicates the maximum number of periods of historical demand maintained for a **Forecast Item** within a **Forecast View**. Historical periods must be a minimum of two years in order to support the development of seasonal models based on an item's demand history.

Historical Rules

An element used to set up rules that retrieve data from prior periods. Historical rules can be used in formulas and fictitious calculations.

Historical Usage Calculation Method

In PeopleSoft Inventory Planning, a method that defines the set safety stock or minimum inventory level. The usage is based on the review of historical demand over the number of effective periods. The historical demand quantity is determined by one of four methods; maximum possible usage, Lead Time, estimated daily or period use, and static values calculations.

Hold Grade/Step

Grade/step the employee was in prior to receiving a temporary promotion.

Hold Last Equivalent Increase (LEI)

Date held by an employee for this event prior to receiving a temporary promotion. Necessary in order to establish the WGI due date if returning to original grade/step.

Hold Position Description

The new position description number that is the result of a reclassification action prior to the NOA being processed.

Hold Purchase

A flag that tells the system to keep this participant in the purchase process. The hold flag is maintained at the contribution page.

Hold Within Grade Increase (WGI) Due Date

WGI due date prior to an employee receiving a temporary promotion.

Holding Period

Typically refers to the holding period required for ISO's and Qualified Section 423 Purchase Plans, to receive preferential tax treatment on a disposition of shares. See Disqualifying Disposition.

Hours Counting Service

A service calculation that uses actual or generated hours to determine the service credited to a pension plan participant.

Hours Equivalence Service

A service calculation that uses hours to determine service, but that uses a set number of hours per day, week, or other period worked rather than counting actual hours.

HR Action/Reason Category

A group of related job actions—for example, hire and rehire—treated similarly for pension purposes in PeopleSoft Pension Administration.

HRMS Warehouse

See Warehouses.

I***Ignore Plan***

Complex event processing feature of PeopleSoft Benefits Administration that enables the user to designate plan types linked to a particular Event Rules/Event Classification combination as being unaffected by Benefits Administration processing.

Ignore Violations

The ability to report over capacity violations but not to score or repair them during the optimization process.

Imputed Income

Theoretical income that a company pays on behalf of an employee but the individual does not actually receive. This “theoretical income” must be added to the employee’s gross wages. In general, imputed income refers to the value of excess Group Term Life or Dependent Life coverage.

In Punch

Indicates start of a shift.

In the Money Option

When the fair market value of the stock is greater than the grant price of an option.

INAIL code

In Italy, the INAIL code is used to classify jobs according to the level of risk associated with the job and the related risk insurance required by the employer. INAIL codes are defined by the employer.

Incentive Pay Plans

In PeopleSoft Workforce Analytics, pay plans that are formula-driven based on the expected results defined at the beginning of a performance cycle. Incentive plans are designed for the individual worker, or for group levels such as teams, business units, divisions, or company-wide. Incentive plans are used for a variety of reasons; including cost control, alignment of employee and shareholder interests, and increased focus on specific performance indicators.

Incentive Plans

Pay plans that are formula-driven based on the expected results defined at the beginning of a performance cycle. Incentive plans can be designed for the individual worker or at group levels such as teams, business units, divisions or company wide.

Incentive Stock Option (ISO)

For an option to be considered an Incentive Stock Option, it must have the following characteristics:

- The option must be granted pursuant to a plan which includes the aggregate number of shares which may be issued under options and the employees (or class of employees) eligible to receive options, and which is approved by the stockholders of the granting corporation within 12 months before or after the date such plan is adopted;
- The option must be granted within 10 years from the date such plan is adopted, or the date such plan is approved by stockholders, whichever is earlier;
- The option is not exercisable after the expiration of 10 years from the date such option is granted;
- The option price is not less than the fair market value of the stock at the time such option is granted;
- The option is not transferable by such individual otherwise than by will or the laws of descent and distribution, and is exercisable, during his lifetime, only by him, and;
- The optionee, at the time the option is granted, does not own stock possessing more than 10% of the total combined voting power of all classes of stock of the employer corporation or of its parent or subsidiary corporation.

Incomplete Punch

A punch that cannot be processed (i.e. missing employee ID, invalid date or time).

Incremental Budgeting

A budgeting option during budget development that uses prior year actual or budget values as a basis and then applies a percentage that increments the base. PeopleSoft Budgeting-specific.

Incumbent

An employee currently assigned to a position.

Indirect Compensation

Typically involves non-cash types of compensation awarded to the individual in exchange for their contribution to the organization. Common types of indirect pay include health and welfare benefits (for example, medical, dental, vision, long-term disability, short-term disability, unemployment insurance), payment for time not worked (for example, holiday, vacation, sick), and employee services and perquisites (for example, club memberships, parking, holiday gifts).

Indirect Cost

A cost that is assigned by management to an activity or a cost object. An example is the cost of office space assigned to an activity.

Individual Occupational Requirements

Requirements, e.g., experience or education, for particular occupational series of positions within a series and are used in conjunction with a group coverage (generic) standard.

Individual Retirement Record (IRR)

Used by the Office of Personnel Management (OPM) as the basic record for determining the retirement benefits payable to separated federal employees and their survivors. Employees covered by the CSRS retirement plan require SF-2806. Employees covered by the FERS retirement plan require SF-3100. In addition, the SF-2806-1 and SF-3101 are used for corrections to the IRR. See also Correction to IRR.

Inherit Control Group Policies

In PeopleSoft Inventory Planning, a feature that controls whether the policy for an item is set explicitly or defaults from the associated **Policy Control Group**. A series of check boxes enable you to define which policies to inherit.

Initial COBRA Events

The event which makes an individual eligible for COBRA coverage. Typical initial COBRA events include loss of benefits eligibility due to termination, reduction in hours, retirement, and military leave, as well as divorce, death of employee, and Medicare entitlement. See COBRA and Secondary COBRA Events.

INSEE (National Institute for Statistical and Economical Studies) Codes

INSEE is an official statistics and economics organization in France. INSEE codes for your French company's organizations are used in regulatory reporting.

INSEE PCS (Classification par Catégorie Socio-Professionnelle) Code

Each PeopleSoft Human Resources French Jobcode is linked to a four-digit INSEE PCS, or social/professional classification code.

In-Service Date

In PeopleSoft Asset Management, the date upon which an asset is placed in service. In-service date is used in conjunction with an asset's prorate convention to determine Begin Depr Date.

Inservice Placement

Includes a noncompetitive action in which a position is filled with a current or former competitive service employee through promotion, reassignment, change to lower grade, transfer, reinstatement, reemployment, or restorations. Inservice placement also includes noncompetitive conversion of appointees whose Federal excepted positions are brought into the competitive service under Title 5 CFR 316.702, and Department of Defense/Nonappropriated Fund (DOD/NAF) and Coast Guard NAF employees whose positions are brought into the competitive service.

Insider

An officer, director or principal shareholder of a publicly owned company and members of his or her immediate family. This category may also include other employees of the company and people who obtain nonpublic information about the company.

Insider Trading

When a person trades a security while in possession of material non-public information in violation of a duty to withhold the information or refrain from trading. The securities law broadly prohibits fraudulent activities of any kind in connection with the offer, purchase, or sale of securities.

Instance

A row of data on the Positive Input table. Instances of positive input can be entered manually, or can be system generated. They can also be received from other applications, such as PeopleSoft Time and Labor.

Integration Level

The salary level in a defined benefit excess plan at which a higher benefit rate becomes applicable. For example, the following formula uses a \$10,000 integration level: 1% of Final Average Earnings up to \$10,000 plus 1.75% of Final Average Earnings over \$10,000.

Integration Template

A high-level template that defines the integration between PeopleSoft Projects and your other financial applications. Each integration template you create defines a specific set of business units from your other financial applications. Each project is then assigned an integration template containing this preset integration information. You can use Integration Templates to set up joint ventures, and new transactions added to that project will reflect the business units defined in the integration template.

Intensity

The cost for each unit of the activity driver.

Interest

Some companies pay interest on the monies that are being withheld from employees' paychecks. The interest plus the employees' stock purchase contributions are used to purchase stock at the end of the purchase period.

Interest Rate Modeling

An FSI feature that allows you to model interactively interest rate scenarios for Asset Liability Management, and to run rate scenarios and analysis in real time.

Interest Rate Sensitivity Model

In the financial services industry, this support module describes in granular terms how a group of customers holding a specific type of instrument with a particular interest rate will respond to changes in interest rates in the market.

Interface Loader

An SQR delivered with PeopleSoft Asset Management that is used to transfer load lines into the PeopleSoft Asset Management loader tables.

Internal Data

Data from PeopleSoft ERP systems, or other legacy ERP systems used by your organization.

Interpolation

To calculate a value of a function, or series, between two known values.

Interunit Account

The account for each business unit to which other business units in the same corporation refer when they need to distribute amounts across business units. These accounts are used to keep the individual ledgers in balance when a single transaction affects multiple business units.

Inter-Unit Drivers

Drivers that provide a means of establishing relationships between the cost objects of one organization with the supporting activities of the organizations that share business units and models.

Interunit Transaction

A transaction that involves moving amounts from an account in one PeopleSoft General Ledger business unit to an account in another General Ledger business unit.

InterUnit Transfer

A transfer that occurs between different business units.

IntraUnit Transfer

A transfer that occurs within one business unit.

Intrinsic Rewards

A reward that is generated by the worker internally such as job satisfaction, as opposed to Extrinsic Rewards which are tangible rewards.

Inventory Adjustment

A process that enables you to change the quantity of an item in the inventory system to match the actual physical quantity found in the **Storage Location**.

Inventory Business Unit

Usually a warehouse. You establish a separate inventory business unit (IBU) for any one of the following reasons: 1) You want on hand visibility to a specific location of your business that manages inventory. 2) You want to define replenishment rules for a specific location of your business that manages inventory. 3) You maintain standard and average costs in a specific location of your business that manages inventory.

Inventory Cost Element

A cost that can be associated with inventory items and inventory transactions. Examples include freight, overhead, and transportation. Each cost element has a unique cost code.

Inventory Item

A tangible commodity that is stored in an Inventory business unit (Ship From warehouse).

Inventory Location

See **Storage Location**.

Inventory Policy

In PeopleSoft Inventory Planning, a set of rules that controls how inventory policy values are calculated for items. Inventory policy is defined at the **Policy Control Group** and stockkeeping-unit levels. The elements that make up inventory policy are order quantity, safety stock, **Reorder Point**, and minimum and maximum policies.

Inventory Transaction

An event that moves inventory into, within, or out of the inventory business unit. Examples include material transfers, inventory adjustments, and standard issues.

Inventory Transaction Group

An identifier that categorizes transactions by type for costing purposes. For example, you can group all types of interunit transfers together.

Invoice Format Identifier

An identifier for the formatting options that determine the sorting and summarization levels of invoice information.

IRC 423 (Internal Revenue Code 423)

The section of the IRC that defines a Qualified Employee Stock Purchase Plan.

IRR Fiscal Data Accumulation

This report accumulates all retirement deductions for employees, as well as any LWOP and any basic pay that was received when an employee was not covered by the CSRS or FERS retirement plans.

IRR Remarks

Special remarks that are documented on an employee's IRR. IRR Remarks can be set up ahead of time and can be system-entered text or employee-specific.

IRR Status

IRRs can be in pending or final status. Those in pending status can be updated and corrected. A final status indicates that the IRR has been processed and can't be updated or corrected except through a Correction IRR or a Supplemental IRR.

IRR Worksheet

A preliminary IRR form that enables an agency to print a pending IRR for a separated employee, review it and make corrections, if necessary. Agencies can also use the IRR Worksheet to view a current IRR for an active employee.

ISO IRS \$100K Limit

The limit the IRS places on the exercisable value of Incentive Stock Options (ISOs) of \$100K per calendar year based upon the fair market value at the time of grant (Section 422 of the Internal Revenue code).

ISO to NQ Grace Period

The period of time after which an Incentive Stock Option is treated as a Non-Qualified Stock Option for tax purposes upon the termination of employment according to Internal Revenue Code Sections 421 and 422. Depending on the termination reason the option is treated:

- If the termination reason is for any reason other than death or disability, and an exercise occurs more than three months from the termination date, the system withholds taxes as if the option is a non-qualified stock option.
- If the termination reason is disability, the system withholds taxes if an exercise occurs more than twelve months from the termination date.
- If the termination reason is death, the system always treats the option as an ISO.

Issue

See **Material Issue**.

Issuer

A legal entity that has the power to issue and distribute a security.

Item

See **Inventory Item Planning Item** or **Receivables Item**.

Item Content Provider

Third-party software consisting of web-based catalogs of item and price information. These systems benefit the design and purchasing of new products by accelerating item location, maximizing design reuse, and reducing acquisition costs. PeopleSoft Purchasing, Engineering, and Inventory integrate to Item Content Providers, and the information is used by many other PeopleSoft applications.

Item Rounding Rules

A set of rules determining how fractional values are rounded so that calculations result in whole numbers. Rounding rules are used in conjunction with **Quantity Precision Rules**.

Item Simulation

In PeopleSoft Demand Planning, a process that enables you to interact with the forecast in a manageable manner and perform "what-if" analysis by comparing the effects of different forecast models.

Item Type

An identifier that defines inventory items at a very high level, and may include sets of Item Families. For example, the families Computer Items and Office Furniture might be categorized by types like Outside Manufacturing, Finished Goods, and Work In Progress.

Item-Specific Conversion Factor

A conversion between the same two units of measure when the measurements have a different value for an item. For example, a conversion between packaging unit and stocking unit.

Iterative Processing

Refers to a concept on only re-calculating those payees who have had changes and need to be recalculated (if you choose to run your payroll multiple times before actually finalizing it). This concept saves you a lot of time as you only have to recalculate those payees who have had a data change or who you indicate you would like to be recalculated.

J***Java Server Handlers (JSH)***

The JSH manages network connectivity, making service requests from the Jolt Repository, and translating Tuxedo buffer data into the Jolt buffer.

Java Station Listeners (JSL)

The JSL handles the work of the client connection, tracking client messages, and session handoff.

Job Code

An ID for a job as defined on the Job Code table.

Job Code Components

The pay components assigned to a job code by associating rate codes with job codes on the Default Compensation page or the Non-Base Compensation page of the Job Code table.

Job Code Cost

Evaluation of salaries for specific job codes.

Job Compensation Rate

The compensation rate of the corresponding job row.

Job Events

Actions relevant to an employee's employment—such as a hire, transfer, or termination—that can affect benefit program or plan eligibility. Used by PeopleSoft Benefits Administration. See Event Class.

Job Order Cost Accounting

A cost accounting method that attempts to develop a discrete cost for each job performed or product produced. Only the material, labor, and overhead required to complete the job are attributed to the job cost.

Joint and Survivor Payment Option

A form of pension payment in which benefits are paid for the life of the participant and a beneficiary. Should the beneficiary outlive the participant, the benefit continues (often in a reduced amount) for the life of the beneficiary.

Joint Staffing Report

In the United Kingdom governmental agencies are required submit the Joint Staffing Report. Although it is mainly designed for government sector organizations, commercial organizations may also use this SQR to provide a summary of their staffing by department, job code, gender and full/part time employment status.

Jolt

A BEA/Tuxedo companion product that runs on an application server domain and is used to listen for Web Client Java requests and transfer them to Tuxedo.

Journal Code

The second highest level of three categories for defining a financial transaction (or document), necessary when using document sequencing. Examples of journal code are domestic sales and export sales. This category is preceded by journal type and followed by document type.

Journal Generator Template

A table containing defaults to be used in journal generation. PeopleSoft Asset Management and Billing require one journal generator template for each transaction type.

Journal Line

A record storing a double-sided, balanced entry for a given journal. A single journal usually includes multiple lines. The sum of the monetary amounts for the journal lines in one journal totals zero (debits = credits).

Journal Template

A list of the characteristics of the general ledger journal entries that will be created from your PeopleSoft Receivables system.

Journal Type

The highest level of three categories for defining a financial transaction (or document), necessary when using document sequencing. Examples of journal types are sales journal and purchase journal. This category is followed by journal code, then document type within the journal code.

Journal Voucher

A PeopleSoft Payables voucher that enables you to make accounting entry modifications while keeping your PeopleSoft General Ledger and Payables systems in sync. Like the adjustment voucher, the journal voucher is linked to an existing voucher.

K***Kanban ID***

A unique identifier used to track Kanban cards and replenishment requests when using PeopleSoft Flow Production.

Keep Ledgers in Sync

An option in PeopleSoft General Ledger that defines how a transaction should be posted—to all ledgers in a ledger group as opposed to only a single specified ledger.

Key

See **ChartKey**.

Key

One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

Key Performance Indicator (KPI)

KPI is used by the PeopleSoft Performance Management analytical applications. KPIs are high-level measurements of how well an organization is doing in achieving critical success factors. A KPI defines the data value or calculation from the Data Warehouse tables upon which an assessment is determined.

KPI (Key Performance Indicator)

See Key Performance Indicator.

Knowledge, Skills, And Abilities (KSA)

Also known as Competencies, these are attributes required to perform a job and are generally demonstrated through qualifying experience, education, or training. *Knowledge* is a body of information applied directly to the performance of a function. *Skill* is an observable

competence to perform a learned psychomotor act. *Ability* is competence to perform an observable behavior or a behavior that results in an observable product.

L

Labor Costs

Actual expenditures associated with *salary* portion of time reporter expense.

Labor Dilution

A process that occurs after the Labor Distribution process in PeopleSoft Time and Labor. The labor dilution process takes the costs that the payroll system has calculated for payable time, determines an average or rate per hour, and applies the average amount evenly across all reported hours for the day.

Labor Distribution

The process of distributing payroll expense to the corresponding payable time entries generated in PeopleSoft Time and Labor.

Labor Distribution Amount

An actual labor cost associated with reported time.

Last Equivalent Increase (LEI)

Reflects the effective date of the last step received in grade or the last promotion, whichever is most current (does not include QSI). Used as the basis to establish an employee's WGI due date.

Last Physical Counting Event

The last date the inventory item was counted. This information is stored with each inventory item.

Last Purchase Date

The item's most recent purchase date in the inventory business unit.

Last Putaway Date

The item's most recent putaway date in the inventory business unit.

Last Putaway Document Number

The item's most recent putaway document identification number in the inventory business unit.

Last Receiving Date

The item's most recent receipt date in the inventory business unit.

Last Shipping Date

The item's most recent ship date in the inventory business unit.

Last Shipping Document Number

The item's most recent shipping document identification number in the inventory business unit.

Law Enforcement Officers (LEOs)

Positions within the Federal government involving law enforcement. Under FEPCA, many of these positions are entitled to additional special pays.

Lead-Time Estimated Usage

An inventory planning method for calculating historical usage of an item. The historical demand is prorated on a daily basis and then multiplied by the number of days lead time for each effective historical period. The maximum period value is then used as the safety stock or minimum stock level. This method should be used for items that have a steady demand pattern throughout each period.

Lead-Time Period Usage

An inventory planning method for calculating historical usage of an item. The purchase lead time is rounded up to a specified number of periods. The historical demand is calculated as the maximum usage during these periods and the safety stock or minimum-stock level is set to this value.

Leave

Time entitled to an employee as a benefit, such as, Sick, Vacation, STD, and LTD. This process is managed by HRMS (see Time Reporting).

Leave Accrual Processing

Processing of leave accruals is used to maintain employee leave balances. All leave benefit plans accrue leave by length of service or number of hours worked. Leave accrual processing is used to determine the employee's leave accrual award and resulting leave balance.

Leave Accruals

Hours that employees earn to use at another time, such as annual leave and sick leave.

Leave Plan

A method for earning and managing leave time.

Leave Without Pay (LWOP) Total (Cumulative)

An employee's cumulative number of hours of leave without pay (LWOP).

Ledger Group

In PeopleSoft General Ledger, a group of ledgers consisting of one primary ledger and secondary ledgers.

Ledger Mapping

Ledger mapping is a process that enables you to relate expense data from your general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as rates) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In the PeopleSoft Enterprise Warehouse (EW), Ledger Mapping enables you to map general ledger accounts to the EW Ledger table.

Ledger Template

A table containing records and fields common to all ledgers that ensures that all ledgers specified in a ledger group share the same physical layout.

Ledger Type

The unique combination of a single ledger, scenario, and fiscal year. Multiple ledger types make up a ledger type set.

Ledger Type Set

A collection of ledger types, the members of which will represent the members of your ledger type dimension.

Legend ID

A way of recording information that is displayed upon the Issuance Instruction Report. Can be used to record a notice that should appear on the back of a stock certificate indicating that the shares represented are "Restricted Securities." Can also be used to indicate how shares should be processed, as in the case of Swaps, Trades, Repurchases and SAR Exercises.

Level

A section of a tree that organizes groups of nodes.

Defines a set of **Forecast Item** with a common key structure. Each level is related in a hierarchical definition with other levels in the view. A level definition contains descriptive and control data that relates to the operation of the forecast at each level within the view.

Level

The section of a tree that organizes groups of nodes.

Level Income Payment Option

An annuity form of pension payment in which payments are increased in early years (prior to eligibility for Social Security benefits) and decreased in later years when Social Security benefits are also received. The goal is to provide a relatively constant total retirement income both before and after Social Security eligibility.

Life Profile

In PeopleSoft Demand Planning, a feature that enables you to establish product forecasts based on predefined patterns in an item's life cycle.

Lifecycle (of Reported Time)

A representation of time through the various stages of Time and Labor; includes processing of current, future, and previous period time from scheduling and time capture through Time Administration and distribution.

LIFO (Last In First Out)

Method used by companies to record Disqualifying Disposition Income. If a company uses this method they record the optionees disposition of shares by attributing the shares to the most recent exercise, purchase or release dates for which shares remain available for sale.

Line-Item Budgets

The budget amounts associated with ChartField distributions that make up an organization's budget. Line-item budgets include personnel costs as well as operating and maintenance costs. They also include revenue estimates. PeopleSoft Budgeting-specific.

Line Schedule Editor (LSE)

PeopleSoft Production Planning utility or tool that displays production tasks for multiple products on multiple resources across multiple periods of time.

Literal Mapping

In PeopleSoft Demand Planning, a mapping option for formatting data that is common to all records being imported. This enables you to set an available field value for all the loaded rows.

Load

The feature that initiates a process to automatically load information into a PeopleSoft application—for example, populating the PeopleSoft Benefits database with plan-level election information.

Load Activation

Load Activation enables you to specify exactly which part of your Data Mart to build, including security. You set up load activation on the Load Activation page.

Load Planning

The PeopleSoft Inventory feature that picks, packs, and ships orders by Load ID. Load Planning is also used to estimate shipping weight, volume, and charges.

Loader Table

Any table in PeopleSoft Asset Management used to store load lines before they are loaded into the system as open transactions. The loader tables comprise INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B.

Loan Exercise

A form of cash exercise, typically requiring a loan agreement and a promissory note.

Local Code

In PeopleSoft Demand Planning, a type of validation used for a user-defined field code. If a user-defined field is marked to require local table validation, **User-Field Code** are used to determine the list of valid values for the field.

Local Functionality

Local functionality is the set of information in PeopleSoft HRMS that is available for a specific country. You can access this information when you click on the appropriate country flag push button in the global window, or when you access it by a local country menu.

Location Accounting

An accounting method that captures and records material movement within the warehouse, providing accounting visibility based on where the inventory resides. You can designate certain **Storage Area** as raw material, WIP, or finished goods by assigning the corresponding account ChartField (account, department, product, and project ID) to the storage area. All inventory locations in a storage area use the storage area account.

Location Code

Locations enable you to indicate the different types of addresses a company has—for example, one to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each of these addresses has a different location number. Every customer role must have a primary location, which will be used throughout the system on all panels that display a customer address. The primary location—indicated by a *1*—is the address you use most often when contacting the customer, and may be different from the customer's main address.

Location Summary

A Picking Plan option that sorts the picking plan according to the highest-level sort options defined and prints the order lines and the total item quantity to pick from each **Storage Location**. Because the layout of the printed report reflects the actual positions of stock to be picked, personnel can follow a serpentine path through the warehouse, fulfilling all orders on the picking plan without revisiting locations.

Lock for Confirm

A flag on the Pay Line record that enables users to access the database 7 days a week, 24 hours a day, without affecting or interrupting payroll processing. Issues a warning message "A payroll is currently in process for this employee. This data will not be processed until the next payroll."

Log file

One way that you can monitor the build process is to review the log files that the build process automatically generates. Keep in mind that the log file is entirely separate from the script file; do not confuse the two. How much information that the log file contains is up to you. You can set up your logging so that all status (both good and bad) appears in the log, or you can specify that just the errors or warnings appear in the log. This section describes the options you can specify in regards to the Build log file.

Long-Term Variable Compensation

In PeopleSoft Workforce Analytics, a component of direct compensation that consists of long-term payments to an employee in the form of stock programs, and deferred compensation.

Lookup Codes

In the financial services industry, these are user-defined codes that enable the system to define and categorize incoming Instrument table information. They also provide a means for you to report on specific data, such as treasury position, balance type, and ledger account.

Lot Status

The status assigned to a lot. In PeopleSoft Inventory, a lot's status can be Hold, Open, Rejected, or Restricted.

Lump Sum

A tax method that determines withholding based on the Canadian Lump-Sum tax table.

Lump Sum Payment Option

A form of pension payment in which some or all of a participant's benefit is paid as a single sum.

Lump Sum Reporting

A Time and Labor process that enables you to report time in a lump sum of hours or units for a single Time Reporting Code, and quantities of time. The system uses a batch process to gather the information you enter, perform edits, and update the daily time tables. The system uses the default assignments you establish for workgroups, taskgroups, shifts and so on.

M***Maintenance Worksheet***

A work space for creating write-offs, matches, or adjustments to clean up posted items.

Manage Base Pay Structure

See Base Pay Structure

Manage Compensation Planning

A PeopleSoft Workforce Rewards module that facilitates modeling and analysis of compensation costs across organization units, specific job classifications, or groups. You can focus on the impact of changes to workforce size, or on changes to fixed and variable compensation elements, and determine their effects on current and future payroll costs.

Manage Market Compensation

A PeopleSoft Workforce Rewards module you use to match your company's jobs to similar jobs found in published market compensation surveys. You then calculate a target market rate based on a weighted average from multiple surveys. This market rate is then used to assess your company's gap to market and to perform cost impact analysis.

Manage Retention Planning

A PeopleSoft Workforce Rewards module that enables organizations to analyze the factors that lead to employee turnover, and how retention of key employees affects business performance and goals.

Manual Checks

Any checks calculated and prepared outside of the PeopleSoft Payroll system that you must enter into the system manually.

Manual Count

A PeopleSoft Inventory procedure in which you enter the actual count data and then create the counting event with its header, item records, and count quantities.

Manual Events

Events that are inserted by the user manually through the BAS Activity table. Events are actions that occur, which potentially change employee benefit coverage eligibility—see Event Class for more information. Used by PeopleSoft Benefits Administration.

Manufacturing Cost Element

A particular category of an item's cost. For example, when you produce a subassembly that has a cost of \$100, the cost can be broken down further into material costs, labor costs, and overhead costs.

Manufacturing Execution Systems (MES)

Third-party system that enables detailed planning and execution of production activities from production order release to completing finished goods. PeopleSoft Manufacturing integrates to MES.

Manufacturing Task

Any job that can be performed within your manufacturing facility. A manufacturing task is associated with the work center in which the task is completed.

Map File

A file that defines the relationship between fields in a third-party system and PeopleSoft Demand Planning tables.

Mapper Type

This defines whether you are mapping actual or budgeted general ledger line items to resource ID within PeopleSoft Enterprise Performance Management.

Marginal Tax Rate

The tax rate that applies to the next dollar of income generated.

Market Compensation

A compensation review process in which you match your company's jobs to similar jobs found in published market compensation surveys, for the purpose of establishing new target market rates. Also referred to as Market Based Pricing or Market Analysis.

Market Capitalization

The value of a corporation as determined by the fair market value of its issued and outstanding common stock. It is calculated by multiplying the number of outstanding shares by the current fair market value of a share. Analysts look at market capitalization in relation to book, or accounting, value for an indication of how investor's value a company's future prospects.

Market Rate

Compensation rates, usually for regular base compensation or total cash compensation, found in published salary surveys. You use the Market Compensation module in PeopleSoft Workforce Rewards to age and weight this data, to create market rates you can compare against your organization's current pay rates.

Mark-to-Market (MTM) Model

In the financial services industry, the reevaluation of a portfolio's position at current market levels.

Market Variance

A comparison of the difference between an individual's, or group's, actual compensation, and available market compensation data for a comparable population in industry. Market compensation data is usually tied to job codes, and comparisons are usually made between similar jobs. Although the variance to market can be evaluated for any of the compensation components in the Compensation tree hierarchy (such as Total, Direct, or Base), market compensation data is most typically available for, and used in evaluating Base Pay (Base Salary). The main point of reviewing the market variance is to evaluate how well your workforce is paid in comparison to both prevailing compensation in industry, and your own organization's compensation strategy.

Mass Adjustment

A process of applying an amount or percentage change to one or many line item budgets at once. PeopleSoft Budgeting-specific.

Mass Cancellation of Requisitions and Purchase Orders

A utility that allows you to select and cancel groups of requisitions and purchase orders. You can use this utility during the year as well as at year-end in preparation for closing. The utility enables you to specify ChartField criteria for selecting documents for cancellation. For example, you can select all requisitions or purchase orders for a particular fund and organization, which have a remaining balance. Then you may select a subset of those records to approve for cancellation.

Mass Change

A user-configurable entity that defines the movement of data between the tables that store your business information. Mass Changes enable you to define the criteria by which you move or replace data in your tables. Based on the configuration of your system, Mass Change dynamically builds data access and gives you complete control over your system processing.

Mass Change Template

The foundation for defining mass changes. Mass change templates enable you to control which fields will be available for the operator to specify when defining a mass change, and whether those fields will be used as selection criteria or defaults.

Mass Change Type

The building blocks used in defining mass change templates. Mass change types specify which records the resulting mass change will select from the database, alter, and subsequently write back to the database. They also set up system field defaults that run behind the scenes to ensure that this mass change is processed correctly.

Mass Validate Metadata Utility

A PeopleSoft Enterprise Warehouse utility that enables you to validate, but not compile, Metadata objects. Mass Validate certifies all “as of dates” created for Filters, Constraints and DataSets for the specified run date. This utility helps ensure that your Metadata is valid at run time and increases your chance of a successful engine run.

Match

A process in PeopleSoft Workforce Planning, by which the system compares the roles, competencies, and accomplishments in the current competency inventory, with the requirements of a given competency strategy.

Matched Punches

A period between two consecutive punches during which some activity happens measured intervals.

Match-Funding

In the financial services industry, Match Funding refers to funding an asset with a like (term to maturity) liability. This helps an organization apply the appropriate funds transfer price. Although the actual asset might be funded with shorter-term liabilities, it does provide a better measure of financial performance for that asset, such as Risk Adjusted Return on Capital.

Material Costing

An inventory accounting method that assigns a cost to items in inventory. These costs can be assigned equally across all items or tracked individually for each item.

Material Issue

An event that triggers stock fulfillment requests for items in inventory.

Material News

Company news that could be expected to affect the value of a company's securities or influence investors' decisions. Material news includes information regarding corporate events of an unusual and non-recurring nature, news of tender offers, unusually good or bad earnings reports, and a stock split or stock dividend.

Material Release

A PeopleSoft Manufacturing process that—after material has been picked—decrements on hand inventory balances for the inventory storage areas and increments inventory to the WIP

locations defined by the routing or production area. The process also changes the production ID's or production schedule's status from Released to In Process.

MAX Method

See Maximum Method Policy.

Maximum Compensation Hours

The greatest number of hours to be paid for a specified TRC (see Time Reporting).

Maximum Lead-Time Usage

In PeopleSoft Inventory Planning, a policy control value that sets the safety stock level to the maximum quantity required during the lead time. This method is normally used when the demand for an item is low or intermittent but sufficient stock must always be available.

Maximum Method Policy

In PeopleSoft Inventory Planning, a policy that controls the way in which the system determines a reasonable high limit for the maximum inventory level of an item. The system provides warning messages when the inventory level exceeds the maximum level.

Maximum Taxable Wage Base

An annual earnings threshold used for Social Security purposes. Pension plans sometimes provide different levels of pension benefits for earnings above and below the Maximum Taxable Wage Base.

Measure

A measure represents the amounts brought into a cube—the numerical data.

In data warehousing, a Measure is a field type used interchangeably with fact. Measures are types of amounts. Any numeric field you want to apply a Data Manager rule against should be a measure.

Measure ID

In the Define Market Compensation module of PeopleSoft Workforce Rewards, a Measure ID is the identification code for a measure. For market compensation surveys, the Measure ID describes the percentile for each type of pay, as well as the regression statistic type. In PeopleSoft Workforce Analytics, for Benchmark Surveys, the Measure ID describes the type of benchmark.

Measure Value

In PeopleSoft Workforce Rewards, Measure Value is the calculated market rate value from market compensation surveys for a given percentile of a market rate, and for a given scenario and job code. This is the annual rate you compare against the compensation paid for similar jobs in your company. The Measure value can also be the regression statistic value used for

Regressing Market rates. In PeopleSoft Workforce Analytics, for Benchmark Surveys, the Measure Value is the delivered Benchmark Ratio.

Member

A member is the OLAP equivalent of a node or detail value on a PeopleSoft tree. A member is a single item within a dimension, such as a single product name, department ID, or part number. Member names must be unique, even across dimensions. Cube Manager uses the term Dimension Field Mapping to identify members, dimension parents, and label mappings.

Merchant

In PeopleSoft eStore and Mobile Order Management, a level of online (web or wireless device) display and order processing controls set by the seller. See also Merchant Variant.

Merchant Variant

Associated with a user ID, a subordinate level of merchant controls that enable customers to access different variations of the same PeopleSoft eStore website. In PeopleSoft Mobile Order Management, variations are primarily used to differentiate order processing options and fulfillment methods or locations.

Merit Matrix

In PeopleSoft Workforce Analytics, a matrix used to define the amount rules for base compensation increases for your workers. A Merit Matrix provides the salary increase parameters for each review rating in a rating scale. The salary increase parameters are expressed in terms of a percentage. The percentage increase amounts are usually structured to express the company's pay strategy relative to employee performance, and the employee's degree of range penetration in their salary range.

Merit Matrix Increase

In PeopleSoft Workforce Analytics, an increase to an employee's base pay awarded based upon a Merit Matrix.

Message definition

The object definition specified in Application Designer which contains message information for PeopleSoft's Application Messaging system.

Metadata

Information about data. Metadata is the information a database or application stores to describe your business data. At its simplest, metadata defines the structure of a data field—its data type and size, for example. Metadata can also describe more complex data relationships, such as the rollup structure for a chart of accounts. Reporting and analysis tools should be able to use this metadata to let users access data just as they would from within the application, without having to understand how it is stored.

For Enterprise Performance Management, metadata is used to describe the data stored in the PeopleSoft Enterprise Warehouse. There are different types of metadata, for example, TableMaps, DataMaps, and constraints. You typically define these when you set up the warehouse; however, Metadata (particularly constraints and DataMaps) is used to develop business rules that manage aspects of the dimensional models. Metadata enables technical users to define relationships between warehouse tables and enables business users to easily identify the data that interests them without having to know the database structure.

Meta-SQL

Meta-SQL: Meta-SQL constructs expand into a platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, Application Engine programs, and so on.

Metastring

Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

Method

A method can only be executed from an object, using dot notation. You have to instantiate the object first, before you can use the method.

For Enterprise Relationship Management, a method is the algorithm or formula that defines how the budget amount for a line-item budget is calculated or how it is derived if a calculation is not necessary. Types of methods include amount per FTE, itemization, annual percent growth rate based on a historical figure, and number of units multiplied by cost per unit. PeopleSoft Budget Planning-specific.

Method Amount

The amount for a line item budget resulting from the application of a method. It represents the budget amount after the method is applied to a line-item budget but before any adjustments or allocations are applied. PeopleSoft Budgeting-specific.

Method Base

The defined value to which a method is applied, if applicable. Not all methods require a base. PeopleSoft Budgeting-specific.

Method Driver

The factor used in a method's algorithm. For the method, amount per FTE, FTE is considered the driver. PeopleSoft Budgeting-specific.

Method of Payment

In PeopleSoft Grants, designates whether a payment is to be through a cost invoice or a Letter of Credit.

Method Parameter

A defined and derived value within a method, which drives an expense or revenue calculation. For the method, Amount per FTE, the number of FTEs is considered the driver parameter. PeopleSoft Budgeting-specific.

Metric

A metric is a calculation of facts. A metric is usually a number, but can be anything you want to measure.

Metric Object Security

Metric Object Security determines whether an individual can see a metric object in a Data Mart.

Midpoint (Pay Range Midpoint)

In PeopleSoft Workforce Analytics, the middle value in a pay range, halfway between the minimum and the maximum, calculated as $(\text{Minimum} + \text{Maximum})/2$.

Midpoint Progression

In PeopleSoft Workforce Analytics, the percentage difference from one grade midpoint to the next higher-grade midpoint, calculated as $(\text{Midpoint2} - \text{Midpoint1})/\text{Midpoint1}$.

MIN Method

See Minimum Method Policy.

Minimum Benefit

See Grandfathered Benefit.

Minimum Compensation Hours

The lowest number of hours to be paid for a specified TRC (see Time Reporting).

Minimum Method Policy

In PeopleSoft Inventory Planning, a policy that controls the way in which the system determines a reasonable low limit for the minimum inventory level of an item. The system provides warning messages when the inventory level drops below the minimum level.

Missed Punch

A punch that is not entered at the scheduled time (see Time Reporting).

mkvdk

Verity's command-line tool used to index a collection, insert new documents, perform simple maintenance tasks like purge and delete a collection, and control indexing behavior/performance.

MLS

Multilingual support.

Modal transfer

Modal transfers allow you to transfer an operator from one component to another component (the modal component) modally; that is, requiring the operator to OK or Cancel the modal component before returning to the originating component.

Modal transfers give you some control over the order in which the operator fills in pages. They are useful for finite tasks related to the main transaction. They are particularly useful in cases where data in the originating component can be derived from data entered by the operator into the modal component.

Model Equivalency Factors

In PeopleSoft Demand Planning, factors that adjust model errors to allow a fair comparison. During the Model Reset process, the errors associated with each of the models are multiplied by their associated factors. The factored errors are then compared to select the model with minimum errors.

Models

In the PeopleSoft Enterprise Warehouse, Models enable replication of an organization's business processes for analysis of cost flow through customers, departments, and channels.

Model Recalculation

In PeopleSoft Business Planning, users may checkout slices of the entire model for their appropriate role. This requires the entire model to be periodically recalculated to incorporate the users changes for dependencies in other areas of the model.

Morphing

Morphing is a technique of automatically transforming the look and feel of an interface based on the needs of an active object. The Application Designer toolbar and menus dynamically transform based upon the type of object definition that is active.

Mortality Table

A table showing rates of death by age. Mortality tables are part of a pension plan's actuarial assumptions.

Moving Average

In PeopleSoft Demand Planning, a model that averages a selected number of the most recent demand periods and creates a forecast of demand for the next and subsequent periods.

Multibook

A functionality supporting the requirement of a company to carry one set of books in their local currency (functional currency) and another set of books in the currency of their parent company (reporting currency). In PeopleSoft General Ledger, multibook functionality is multiple ledgers having multiple-base currencies defined for a business unit, and the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers). Also commonly known as dual-book.

Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.

Multicurrency

The ability to process transactions in a currency other than the business unit's base currency.

Multidimensional Analysis

A type of analysis that enables you to look at data from many different dimensions, or attributes. You identify the dimensions of the data, then combine the dimensions in various ways. For example, you might identify five dimensions of your sales data: sales, region, channel, product line, and time. Once you've identified the dimensions, you can "slice and dice" the data based on combinations of these dimensions, such as sales in the Western region for the last quarter.

Multidimensional Database (MDDb)

A database that stores data for multidimensional analysis in a proprietary multidimensional format. Users access MDDBs exclusively for reporting and analysis, never transaction processing, so they are optimized for retrieval speed.

For Enterprise Performance Management, a Multidimensional Database stores data for multidimensional analysis in a proprietary multidimensional format. These databases are used exclusively for reporting and analysis, and never transaction processing, so they are optimized for retrieval speed.

Multiple Jobs

Multiple jobs allow you to hire an employee into more than one concurrent job and have them processed through Payroll, Benefits, and Pension. In order to enable this feature, the Multiple Jobs check box must be selected in the PeopleTools Options page.

Multiple-table dynamic tree

The user drills down through a hierarchy of parent and child records.

Multivariate Forecasting Techniques

In Enterprise Planning and Simulation, this is a forecasting method that uses both the recorded history for the target value and the history and forecasts for other variables (causal factors) to infer, not only a forecast for the target value, but also a functional relationship between the causal factors and the target value.

N***National Association of Securities Dealers, Inc. (NASD)***

Self-regulatory organization of the securities industry responsible for the regulation of The NASDAQ Stock Market and the over-the-counter markets. The NASD operates under the authority granted it by the 1938 Maloney Act Amendment to the Securities Exchange Act of 1934.

National ID Number

Different countries track some form of National ID for payroll, identification or benefits purposes. For example, German workers are assigned a Social Insurance Number, UK workers have a National Insurance Code, and US laborers have a Social Security Number. Each of these different types of National IDs has unique formatting requirements associated with them as well.

Nature Of Action (NOA) Code

Indicates the type of personnel action being processed.

Nature Of Action Description

Describes the NOA code.

Nature Of Action Effective Date

The date the personnel action is effective.

Negative Amortization

Occurs when a loan payment does not cover the interest due on the loan payment, resulting in an increase of the principal amount.

Net-To-Zero Adjustment

A prior period adjustment where no compensation affecting fields on the pre-existing (original) record are changed by the adjustment.

New Hire Report

In the United States the Personal Responsibility and Work Opportunity Act of 1996 (the so-called Deadbeat Dads law) requires employers to report new hires to specified agencies within a pre-determined number of days from the hire date.

Next Level Item

In PeopleSoft Demand Planning, the **Forecast Item** at the next level that contains the current item as a child. This is the key of the group item at the next level up and is always within the same view.

Next Year

PeopleSoft Benefits term referring to the next open enrollment processing year.

NIC (Numéro Interne de Classement) Code

In France NIC numbers identify the entities inside the same enterprise, and represent an Internal Filing Number.

No Control

A target control that allows the user to submit a budget even if it is not within the planning target and the tolerance levels. The system tracks the budget against the defined planning targets but does not generate any warnings or validations. Users can still compare their planning targets against their budget amounts on the Planning Targets page in Line Item Budgeting.

Node

An individual item on a tree. Nodes summarize detail values or other nodes, and may or may not roll up into other nodes or levels.

Node

A node is a name that you can use to refer to some source of HTML content. In more practical terms, a node is a URI string that defines the database and server to be used when the portal servlet attempts to retrieve content, proxy addresses, and assemble pages.

Non-Base Pay

A pay component not included in the job comp rate calculation. It is used by payroll only in the paysheet calculation. For example, non-base pay can be set up for additional work, holiday pay, bonuses, and so on.

Non-Benchmark Jobs

See Benchmark Jobs.

Noncompetitive Action

An appointment or placement in a position in the competitive service that is not made by selection from an open competitive examination, and that is usually based on current or prior Federal service. A noncompetitive action includes:

- All of the types of actions described under inservice placement, above
- Appointments of non-Federal employees whose public or private enterprise positions brought into the competitive service under Title 5 CFR 316.701; and
- Appointments and conversions to career and career-conditional employment made under special authorities covered in 5 CFR 315, Subpart F.

Nondiscrimination Tests (NDT Tests)

Tests used to help employers ensure that their organization's 401(k), 401(m), and Section 129 dependent care reimbursement plans do not discriminate in favor of highly compensated employees. See Highly Compensated Employees.

Non-Employee

Those workforce resources hired to perform a specific job and/or hired for a specific period of time. Although non-employee time will be entered into Time and Labor for the purposes of managing their Task time, non-employee earnings will not be updated to Payroll and they will not be paid through the Payroll system.

Non-HR Employee [Time and Labor]

An individual employed by the corporation who is administered outside of the PeopleSoft Human Resources system.

Non-Job Event

Actions which result in changes to an employee's personal or demographic information that also affect benefit program and plan eligibility—such as an a state or postal code change, a family status change like a divorce, or a birthdate change. Used by PeopleSoft Benefits Administration. See Event Class.

Non-Productive Time

Any employee scheduled work time spent on tasks (or non-tasks) other than those which the employee was hired to perform. This could include time spent in training, time spent in meetings, travel time, and time spent reporting time.

Non-Qualified Dependent

Dependents such as domestic partners, their children, and other people who do not meet the definition of qualified dependents as presented in IRS Section 152. PeopleSoft Benefits applications enable the creation of benefit programs that offer health and life coverage to non-qualified dependents.

Nonqualified Plan

A plan that doesn't conform to ERISA rules. Employers cannot take a tax deduction for contributions to a nonqualified plan; instead, plan benefits are generally paid directly from the employer's assets.

Nonqualified Stock Option (NQ)

Any option that does not satisfy the conditions of a statutory stock option under the Internal Revenue Code and therefore does not qualify for preferential tax treatment. Generally, companies can design nonqualified options in almost any way they like. Features are:

- The grant price may be less than fair market value (with some exceptions under state law).
- Grants are not limited to employee of the company or subsidiary.
- No taxable income is recognized at the time of grant.
- Options can be granted to anyone (Employees, Consultants and Board of Directors).
- Difference between the fair market value on the date of exercise and the grant price is treated as compensation income.
- In the U.S., withholding tax obligation arises at the time of exercise.
- Company receives a tax deduction equal to the compensation income recognized.

Nontaxable Benefits

Any employer contributions that are not subject to Federal Withholding Tax, such as an employer's portion of a 401(k) plan.

Normal Form of Payment

The payment form associated with the amount calculated by the benefit formula. Pension Administration uses it as a basis for converting to optional forms of payment.

Normal Hours

The hours an employee is normally expected to be at work for any given workweek.

Normal Line Of Promotion (Career Ladder)

The pattern of upward movement from one grade to another for a position or group of positions in an organization.

Normal Retirement Date (NRD)

The date on which an employee is eligible to retire and begin receiving pension benefits. Eligibility for normal retirement is typically based on age only.

Normalized database

A normalized table adheres to certain standards designed to improve the productivity of the database user. Normalization makes the database much more flexible, allowing data to be combined in many different ways.

The standards for a normalized database are called forms, such as first normal form, second normal form, and so on.

Normalized Loss

In the financial services industry, Normalized Loss is the expected loss on a loan and is netted out of the profit and loss statement for management accounting or profitability measurement purposes. Similar to the bank's loan loss reserve, it enables the institution to analyze and account for expected losses on a more detailed level, by financial product.

Northern Ireland Report

In the United Kingdom the Fair Employment (Northern Ireland) Act of 1989 requires private sector employers with more than 10 employees to submit the Northern Ireland report to the Fair Employment Commission annually. The report indicates the religious composition (referred to as Community Background—Catholic, Protestant, Other) of the workforce, job applicants and appointees.

Not To Exceed (NTE) Date

Types are as follows:

- Appointment NTE Date: Indicates the length of time a person may serve in a position.
- Classification Temporary NTE Date: Established temporary date that is used for a temporary classification of a unique position.
- Hospitalization coverage.
- LWOP NTE Date: NTE date is the last day the employee is in leave without pay status. The employee is scheduled to return to duty the next workday.
- Position NTE Date: Indicates the length of time a position is available for use.
- Promotion NTE Date: Specific NTE Date: Specific time for an increase in grade on a temporary basis.
- Suspension NTE Date: Specific time an employee is to be on suspension. No salary is paid for the period.

nPlosion

A PS/ nVision feature that enables you to expand rows and columns in your spreadsheet to underlying details, as in drilldown.

Numeric constant

Numeric constants are any decimal number used in PeopleCode.

O**Object-Based Modeling**

Object-Based modeling technology enables you to create parent and child models. In the PeopleSoft Enterprise Warehouse, you set up such models using the Scenario Manager.

Object reference

An object reference is one that uses the current object. For example, in the case of a component, pages within the component are related objects. The menus that use the component are its object references.

Occupant Of Position/Vice

Indicates new position or former occupant of a position.

Occupational Series Code

Designates a grouping of positions similar in work and qualification requirements. They are designated by a title and four digit number (e.g., the Accounting Series, GS-0510).

Off Date

A specific date that is defined as an off day (see Scheduling).

Off Day

A 24-hour period rounded by daybreaker with no associated shifts (see Scheduling).

Off Day Type

A classification of off days (i.e. holiday, plant shutdown) (see Scheduling).

Off-Cycle Processing

The process of calculating and creating a paycheck for one or more employees aside from the normally-scheduled (*on-cycle*) payroll run for their pay group. You typically use off-cycle payroll processing for employees who are being terminated, new hires who weren't entered into the system in time for the last on-cycle payroll run, and employees who received an incorrect paycheck during a normal on-cycle payroll.

Offer Period

This is the period of time in which an employee's ESPP share price is determined.

Officer

An insider who sits on the Board of Directors and who is also an employee of the corporation. Examples include CEO, CIO, CTO, CFO, COO, Corporate Secretary, and Treasurer.

Official Forwarding Address

An employee's mailing address following separation.

Official Languages Act (OLA)

Canadian federal institutions are required to report on the official languages used in their departments, in accordance with the Official Languages Act (OLA).

Official Personnel Folder (OPF)

The repository of a Federal employee's official documents related to Personnel history.

Official Personnel Folder (OPF) Address

Indicates the address where the Official Personnel Folder is maintained.

Off-Invoice Discount (OI)

A per unit discount deducted from the customer invoice and given by a manufacturer for promotional activities. Off-invoice discounts can originate from a National Allowance or Customer Promotion, and are passed to PeopleSoft Order Management so the discounts are applied correctly during order entry.

Offset Plan

A pension plan where the benefit formula includes an offset of a portion of the participant's Social Security benefits.

OLAP

Online Analytical Processing. OLAP is the multidimensional analysis of application data, performed interactively. The acronym contrasts with OLTP (Online Transaction Processing), which is what most production business application systems do.

OLTP (Online Transaction Processing)

OLTP refers to the applications that perform the business transactions that keep your company running, such as processing invoices or enrolling employees in benefits programs.

Ontario Employment Equity Commission (OEEC)

The OEEC requires employers in Ontario to complete workforce surveys.

Open Enrollment

The scheduled annual re-enrollment of plan participants into appropriate benefit programs and, within those programs, benefit options.

Open Price

The price at which a security starts a trading day.

Open Season

A time period during which Federal employees are open to re-enroll in a specific benefit plan and option. Open Seasons can be scheduled at varying times throughout the year and multiple Open Seasons can occur concurrently with each other. For FEHB processing, it is generally the time period from mid-November through mid-December. For Thrift Savings Plan (TSP) processing, these are semi-annual and are generally held from May 15 - July 31 and November 15 - January 31. Open seasons for FEGLI are infrequent and special notification from the OPM would be issued to all Federal employees should they occur.

Open Transaction

A transaction that has not yet been processed in PeopleSoft Asset Management.

Operation

In PeopleSoft Manufacturing, a job or task performed in a specified amount of time, done in one work center, and using one or more resources.

Operational Data Store (ODS)

A staging area in PeopleSoft Enterprise Warehouse for source application data and pre-processed data for tables optimized for reporting.

OPF Code

Indicates where the OPF is maintained.

OPM

Office of Personnel Management.

Optimization

In PeopleSoft Demand Planning, the process of evaluating and improving forecast model parameters.

Optimize

The process of creating a new PeopleSoft Planning schedule by repairing the violated constraints in a schedule automatically. The Optimizer can be prioritized for meeting due dates, for minimizing overtime costs, and so on.

Option

A contractual right that gives the individual the option to purchase a specified number of shares of stock through an Equity Compensation Plan. Also known as a grant. Regulatory agencies also refer to an option as the right to purchase stock in an employee stock purchase plan. These options are considered granted on the offering begin date.

Option Adjusted Cost (OAC)

In the financial services industry, the difference in the average expected return between an instrument without embedded options that are otherwise identical to the fully loaded instrument and the instrument fully loaded with embedded options.

Option Adjusted Spread (OAS)

In the financial services industry, the average return expected for an instrument, over the short-term risk-free rate, for all projected interest rate paths generated using Monte Carlo simulation.

Option Types

Types of stock options. PeopleSoft Stock Administration supports the following stock option types. Incentive Stock Options (ISO), Nonqualified Stock Options (NQ), Tandem Incentive Stock Options/Stock Appreciation Right (ISO/SAR), Tandem Nonqualified Stock Option/Stock Appreciation Right (NQ/SAR), Restricted Stock Award (RSA).

Optional Forms of Payment

Any alternative forms of payment available to a participant retiring under a pension plan. These can include: annuity options paid over the participant's (and possibly a beneficiary's) lifetime; certain term options paid over a specified number of years; and lump sum options paid out in a single payment.

Options Outstanding

The total number of option shares held by optionees. It is the number of Grants less the number of Exercises, Cancellations, and Expirations.

Order Group

Order groups link order terms that default into sales orders and quotes when you select an order group code.

Order Line Number

The line associated with an order identification number. The order line identifies an item and the requested quantity.

Order Quantity Policy

In PeopleSoft Inventory Planning, a policy that determines how replenishment order quantities are calculated for an item. For example, you can use a static number, provide upper and lower limits, or use an economic order quantity calculated by the system.

Ordinary Income Tax

An individual's tax on earnings from wages, tips, and all other sources except capital gains. Includes option profits upon exercise of non-statutory options.

Origin ID

A code that identifies the location of a payment deposit in PeopleSoft Billing. Origin ID also distinguishes the method of the payment's entry: online, external, or lock box interface. Billing origin ID identifies the remit to origin for billing. This function is mainly used for specifying where the customer should send payment.

Original Option

A stock option that is eligible for repricing. This option has a grant price greater than the current FMV.

OSHA 200 Occupational Injury and Illness Recordkeeping Log

In the United States this record-keeping logbook meets reporting requirements for reporting occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA). It lists the case numbers and details of each injury and illness that occurred during a calendar year.

Out Punch

Indicates the end of a shift.

Out-of-the-Money

A term used to describe an employee stock option when the current market price is below the option grant price. When an option is out-of-the-money, it costs more to exercise than the underlying stock is worth. Such options are also described as being "underwater."

Output Result Tables

Refer to the database tables that are populated with information at the end of each pay calculation.

Output VAT

VAT collected on sales or outputs.

Outside Scope of VAT

A transaction determined as not subject to VAT. No VAT code is associated with this type of transaction. The transaction is still logged in the VAT transaction table, but no tax is applied.

Outside The Register Appointment

An appointment in the competitive service made under an agency's applicant supply system because either there is not a sufficient number of eligibles on the appropriate register or no competitor inventory exists. Agencies are also authorized to make temporary limited appointments outside the register at grades GS-12 and below.

Outstanding Option

A stock option that still has unexercised (vested or unvested) uncanceled or unexpired shares. Options with a "pending" status are not included. Only options with a status of 'active' or 'suspended' are considered outstanding.

Overlapping Promotions

Multiple customer promotions related to the same customer, and the same product, at the same time.

Override Rate

Cost per hour or unit reported with time used to replace the time reporter's default rate. (see Time Reporting)

Override text

Text not derived from field descriptions.

P***Package level***

The top level of organization is the package level. The package is the entire transaction set file, addressed to your company much as a mail package would be.

Page

A page defined in Application Designer as part of a PeopleSoft Internet Architecture application.

Page Assembly

Page assembly is one of the functions of the portal servlet. Page assembly involves intercepting the user's content request, retrieving the content, and properly formatting it using a pre-defined portal template. To complete the page assembly process, the portal servlet merges content from any HTML documents that it retrieves along with the defined template

HTML. The assembled page is then sent back to the user's web browser as a single HTML document.

Page buffer

Consists of rows of buffer fields that hold data for the various records associated with page controls, including the primary records, related display records, derived/work records, and translate table records.

Pagelet

A page designed to appear on a customized homepage. A pagelet is smaller than the typical page dimensions in many PeopleSoft applications. It can be based on either a page designed in Application Designer or on an iScript.

Paired Punches

Two punches for the same employee in chronological order that exists for the purpose of determining the duration between the punches.

Par Value

The nominal or face value of a security. It establishes a price floor below which shares may not be issued. With common stock, the company issuing the stock sets par value. Par value has no relation to fair market value. Some companies issue no par value stock.

Parallel Processing

In the PeopleSoft Enterprise Warehouse, parallel processing is a system function that "locks in" the information you use for processing. This enables the system to run identical or similar processes at the same time without impacting your results. Running concurrent processes greatly reduces the amount of time it takes to run within the system.

Parent Budget

In commitment control, you can build a hierarchy between different budgets, such as summary and detail budgets. Specifying a relationship of parent and child between a summary and a detail budget for purposes of budget inquiries enables you to retrieve information about either budget through the other.

Parent/Child Models

Object based modeling technology enables you to create parent and child models. In the PeopleSoft Enterprise Warehouse, you set up such models using the Scenario Manager.

Parent node

A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.

Parent Task

A higher-level Planning task in a schedule's hierarchy that drills down into subtasks. Its start time is the start time of its earliest subtask, and its end time is the end time of its latest subtask. Planning tasks are distinct from Manufacturing tasks.

Partial Pay

The pay processed whenever a job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee mid-period.

Participants

Individuals who elect to participate in the stock purchase plan.

Participation

The PeopleSoft Pension Administration function that determines whether an eligible employee has met the plan's rules for joining the plan. Generally, these rules are based on age and service criteria.

Participation ID

In the financial services industry, this is a lookup code used by the financial analytic applications to identify the participants (syndicators) involved in, or responsible for, a financial instrument or group of instruments.

Passive Control

A target control allowing the user to submit a budget even if it is not within the planning target and tolerance rules. The system responds by sending an email to the user of the next budget center level indicating that the budget exceeded planning target tolerance levels.

Passive Events

Events that are initiated by a change that has taken place over time, rather than by a direct data entry action. Events are actions that potentially change benefit coverage eligibility. Examples of passive events include an employee's reaching the age of retirement. See Event Class for more information.

Pattern Reporting

A Time and Labor process that enables you to report a start and stop date, a pattern of one or several time reporting codes, associated hours, amounts, or units and task information once for an employee. The system transforms the information into instances of daily time for each scheduled employee work day based on the employee's schedule.

Pay

Types of "pay" are as follows:

- **Basic Pay:** generally, the total amount of pay received during any one calendar year at the rate fixed by law or administrative action for the position held by the employee or judicial official prior to any deductions and not including any special payments or premium pay.
- **Gross Pay:** total compensation earned by an employee, annuitant, or survivor of a judicial official prior to any deductions. Includes basic pay plus locality pay; availability pay (if any) for LEOs; special payments (if any); an annuity (if any); plus awards (if any).
- **Premium Pay:** pay provided to an employee as a regular addition to basic pay (e.g., administratively uncontrollable overtime (AUO), availability pay, overtime, night differential, holiday pay, etc.).

Pay Basis

A code indicating the principal condition in terms of time, procedures or criteria, that serves as a basis for computing an employee's pay.

Pay Calculation

Formula that calculates an employee's gross to net.

Pay Calendar

Payroll processing cycle for a given pay group.

Pay Components.

Rows in the compensation record. They build the compensation packages in the compensation record.

Pay Confirmation

Process in which the system updates all to-date totals on the database for earnings, deductions, and taxes for pay groups assigned to a given Pay Run ID.

Pay Entity

A pay entity is the organization responsible for making payments to payees. You can also use a pay entity to define the type of currency to be used when processing calculations. The pay entity is a legal definition of an organization from a payroll perspective. In many cases, an organization and a pay entity are the same. However, PeopleSoft Global Payroll does not define a relationship between an organization and a pay entity.

Pay Frequency

Defines how often employees in a pay group are paid—weekly, biweekly, monthly, and so on.

Pay Group

A set of employees grouped together for payroll processing. It's a way of "bundling" payees for more efficient processing. A pay group is made of payees that the system processes at the same time during a pay run.

Pay Period

The established time segments for which employees in a pay group are paid. Pay Periods are defined by their beginning and ending dates.

Pay Plan

A code that denotes the pay schedule under which an employee is paid , e.g., JS, UG, UJ, etc.

Pay Slip

Either an actual check or an advice notice of a direct deposit. You build these to match your organization's needs. A pay slip is the details of a payment you've made.

Pay Structure

In PeopleSoft Workforce Analytics, Pay Structure consists of a series of pay ranges or grades, each with a minimum and maximum. You develop pay structures to support and reinforce your company's pay strategy (for example, to target the market 50th percentile).

Payable Date

The date that a corporate distribution, such as a dividend, is payable to the record holders of a corporation's securities.

Payable Time

Time that is ready to be collected by the payroll system (see Time Reporting).

PayCycle

A set of rules that define to PeopleSoft Payables the criteria by which it should select scheduled payments for payment creation.

Payee

Any payroll recipient. A payee can be an employee or a non-employee of an organization.

Payee Process Stat Record

A record created for each payee during the payroll process. The system creates one Process Stat record per payee for each calendar.

Payee Section

Type of section that can be added to a process list. A payee section defines a set of elements that is to be resolved for a particular payee.

Payline

Record containing standard payroll information for an employee, such as the amount of regular pay, number of regular hours, additional pay (if any), and tax information and job data.

Payment Interface

An Application Engine process that loads payment information from the Banks Statement tables and the Staging tables to the Application tables and performs various checking and default operations.

Payment Predictor

PeopleSoft Receivables' automatic cash application feature that pairs open items with unapplied payments based on predefined algorithms.

Payment Schedule

A schedule of payment dates for leased assets.

Payment Selection

A process by which PeopleSoft Payables selects scheduled payments that are eligible to be paid in a pay cycle.

Payment Worksheet

The work space in which open items are paired with unapplied payments.

Payroll Certifying Officer

The individual with the delegated authority for approving all items relating to payroll for those employees under his/her authority.

Payroll Process Tables.

Records holding data necessary to process a payroll, such as employee, company, and tax information.

Paysheets

Repository for the raw data necessary to calculate pay for employees, including earnings, hours, deductions, taxes, and accounting data.

PBGC Rates and PBGC Grading

The interest rates published monthly by the Pension Benefit Guaranty Corporation. There is an "immediate" rate that applies once benefits commence as well as a series of "graded" rates—calculated based on the immediate rate—that are used during the time between benefit determination and a deferred benefit commencement.

Pegged Chain

A method the PeopleSoft Enterprise Planning and Production Planning solvers use to determine feasible plans. The method ties tasks together in order to explicitly record which supplies are being used to satisfy which demands. Through this process, the Planning engine first determines which independent demand has the highest priority. Then, it determines the lateness preference ranking for dependent demand tasks.

Penalty

A user-assigned value for constraints that can be violated, determining how the schedule's score will be calculated. Setting the penalty configures the constraint to your priority. Use the Control Page to assign a higher penalty to violations that are more critical to your schedule or a lower penalty to constraints that you can deal with externally.

Pending Exception

Any known exception to an employee's scheduled workday. Pending Exceptions are future dated (future is defined to be for a date under report beyond the last date of the employee's current pay period).

Pending Item

Information in PeopleSoft Receivables that has been entered in or created by the system, but hasn't yet been posted. During the Receivable Update process, the system uses the pending items to update customer balances—either by creating new items or by adding item activity lines to existing items.

Pending Time

Time that has been reported or is assumed to have been reported (based on employee work schedule and calendar date) that has not been used by the business entity. Pending Time may be for past, current, and future pay periods. It is the label for those time transactions that are waiting to be used by the business (for example, approved and unapproved time not yet updated to Paysheets).

Pension Status

An employee's standing with regard to a particular pension plan. For example, employees can be active participants, terminated deferred vested, or in pay status.

PeopleCode

PeopleSoft's proprietary language; it is executed by the PeopleSoft Application Processor. PeopleCode generates results based upon specific actions, based upon existing data or the

actions of a user. Business Interlink Objects are executed by calling the `execute()` method from PeopleCode. This makes external services available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode Event

An action that an end-user takes upon an object, usually a Record Field, that is referenced within a PeopleSoft page.

PeopleSoft Activity-Based Management (ABM)

A PeopleSoft Analytic Application that aligns organizational costs with operational activities, enabling a coordinated approach to expense and PeopleSoft Activity-Based Management. PeopleSoft Activity-Based Management identifies and assigns operational activities to products, customers, or services.

PeopleSoft Analytic Applications

These are applications within Enterprise Performance Management (EPM) that help you enrich the data in the PeopleSoft Enterprise Warehouse and perform forward looking simulations and scenarios. These applications include: PeopleSoft Activity-Based Management (ABM), PeopleSoft Asset Liability Management (ALM), PeopleSoft Balanced Scorecard (BSC), PeopleSoft Funds Transfer Pricing (FTP), PeopleSoft Risk Weighted Capital (RWC), and PeopleSoft Workforce Rewards. PeopleSoft Funds Transfer Pricing and PeopleSoft Risk Weighted Capital are applications that target the financial services industry (FSI).

PeopleSoft Asset Liability Management (ALM)

PeopleSoft Asset Liability Management provides financial service institutions with the analytical tools to define, measure, monitor and manage interest rate risk, liquidity risk, options risk, and to some extent exchange rate risk. The primary audience for PeopleSoft Asset Liability Management is the financial institution's Asset/Liability Committee (ALCO).

PeopleSoft Balanced Scorecard (BSC)

PeopleSoft Balanced Scorecard converts an organization's vision and strategy into a comprehensive set of performance and action measures that provide the basis for a strategic management system.

PeopleSoft Budgeting

A budgeting application that is a combination of Education and Government (E&G) Budget Planning and Budgets (commercial). This application resides on the EPM database, primarily using the ODS layer of the PeopleSoft Enterprise Warehouse for its data.

PeopleSoft Business Analysis Modeler (BAM)

A multi-dimensional modeling tool used to support several analytic applications.

PeopleSoft Business Planning

A planning application that enables financial executives to model various alternatives and set corporate financial targets to achieve their strategic goals. PeopleSoft Business Planning integrates with PeopleSoft Analytic Forecasting, PeopleSoft Activity Based Management, PeopleSoft Workforce Analytics, and PeopleSoft Budgeting applications.

PeopleSoft Customer Behavior Modeling

A PeopleSoft application that enables you to: a) create a customer profile by extracting customer data from the Enterprise Warehouse; b) create segments and samples from the profile to efficiently target marketing campaigns and further analyze customer behavior; c) append to it additional data from external sources such as demographic, credit or psychographic information; d) use a data mining tool to create a predictive model; e) score the customers in your profile using the predictive model. You can then publish the results to another transactional application.

PeopleSoft Customer Scorecard

A product that provides a pre-defined set of customer-oriented key performance indicators (KPIs), to help you build a scorecard specific to your organization. This scorecard facilitates the measurement and communication of customer satisfaction, customer activity, and objectives across your organization.

See also PeopleSoft Balanced Scorecard

PeopleSoft Enterprise Performance Management (EPM)

Enterprise Performance Management is a comprehensive, integrated analytic business solution designed to increase the value of organizations by enabling people to make better decisions. The PeopleSoft Enterprise Performance Management product line consists of the PeopleSoft Enterprise Warehouse and optional analytic applications and Data Mart products.

PeopleSoft Enterprise Warehouse (EW)

PeopleSoft's data warehousing solution. The PeopleSoft Enterprise Warehouse provides the tools necessary to query, analyze, and present information to provide the optimal environment for business intelligence. It is the central repository for data that will be used with the analytic applications in the Enterprise Performance Management product line, and can also serve as a standalone data warehouse. The PeopleSoft Enterprise Warehouse consists of dimension, fact, reference, and error tables, reporting and ETL tools (Informatica PowerMart), as well as the Operational Data Store (ODS). The tables in the PeopleSoft Enterprise Warehouse are maintained separately from your transaction-based systems to allow for comprehensive analysis of data originating from any Online Transaction Processing (OLTP) or legacy system.

PeopleSoft Funds Transfer Pricing (FTP)

A PeopleSoft Analytic Application that enables an institution to accurately measure and tune profitability. PeopleSoft Funds Transfer Pricing is an interest rate that represents the value of an asset or liability to the institution. PeopleSoft Funds Transfer Pricing is based on market rates, adjusted for risk and cost variables, specific to the institution. By assigning PeopleSoft Funds Transfer Pricing to each item on the balance sheet, the institution can remove the

effects of interest rate volatility from business units, so that profitability measurements are based on factors within their control, that is, credit quality, pricing and product strategy.

PeopleSoft Operations Data Stores (PODS)

See Data Warehouse Tables

PeopleSoft Marketing Insight

A tool that helps you analyze your marketing campaigns and activities. It helps you determine the effectiveness of marketing events based on factors such as number of leads generated, profiles of respondents, campaign return on investment, and campaign forecasted costs to complete.

PeopleSoft Risk Weighted Capital (RWC)

A PeopleSoft Analytic Application that enables the financial services industry to accurately measure capital that has accounted for risk. RWC allocates capital to various levels within a financial institution according to risk, providing the opportunity to measure performance based on how well each business unit, product, customer, or transaction generates income given its perceived level of risk as quantified by the allocation of capital.

PeopleSoft Sales Activity Insight

A tool that helps you analyze key components of the sales process, such as pipeline status, discount analysis, and sales process.

PeopleSoft Support Insight

A tool that helps you determine the effectiveness of your customer service organization. It helps you answer questions such as: Are we effectively handling customer issues? Has contact center performance changed from last year to this year? Which product quality issues are most prevalent?

PeopleSoft Workforce Analytics (WFA)

PeopleSoft's complete workforce analysis solution, which includes the PeopleSoft Workforce Rewards analytical application and the PeopleSoft Workforce Analysis Insight. The complete solution set includes the PeopleSoft Enterprise Warehouse and PeopleSoft Balanced Scorecard products. It helps to manage strategic employee compensation, goals, and competencies, as well as retention.

PeopleSoft Workforce Rewards

PeopleSoft Workforce Rewards is an analytical application you use to align your workforce compensation and retention initiatives with the strategic objectives of your organization. Modules include Market Compensation, Base Pay Structure, Compensation Planning, Workforce Simulation, and Retention Management. You integrate data from multiple internal and external sources, enrich it using rules you define based on any data in your PeopleSoft Enterprise Warehouse, and simulate multiple scenarios of future workforce compensation and

retention activity. You then analyze and evaluate your scenarios, and make actionable decisions you can communicate back to your PeopleSoft ERP systems for execution.

PeopleSoft Portal

The portal bundled with every PeopleSoft 8 application. It provides a simple navigation system, based on existing menu definitions that have been imported into the portal registry. Navigation to content outside of PeopleSoft applications is not provided.

Percent Cycles Without a Shortage

In PeopleSoft Inventory Planning, a method used with safety stock policies. The value is derived from the percentage of replenishment cycles that will complete without a stockout.

Percent Demand Fill

In PeopleSoft Inventory Planning, a method that can be used with safety stock policies. This method defines the percentage of the total quantity ordered that must be filled without a backorder.

Percentage Tolerance

The acceptable percentage difference between expected cycle count quantities and actual quantities counted in PeopleSoft Inventory. This value provides a margin of error for an item during cycle count reconciliation count quantities.

Performance Appraisal Code

Indicates the level of performance of an employee.

Performance Appraisal Due Date

Date established based on the WGI or LEI for the yearly appraisal of an employee.

Period Closing Offset

In Time and Labor, the closing date beyond which this pay period is not considered current any longer, if the period's closing date is different from its end date. You can enter a positive or negative number of days.

Period Method

In PeopleSoft Inventory Planning, a method used to determine how a single static policy value is to be calculated from time-phased results with static policies.

Period of Interest

The maximum period of time containing the data needed to run all the rules in a rule program (see Batch Processing)

Period Segmentation

When an element (like compensation rate) changes mid-period, requiring all other elements in the process list to be calculated multiple times on either side of the date on which the change took place, period segmentation is used. The system calculates each element more than once, using the components that were effective during the different time slices. The system keeps the results of these calculations separate with the object of creating two gross-to-net result sets.

Periodic Processing

In PeopleSoft Pension Administration, any of several batch processes that a plan administrator must run on a regular basis—for example, consolidation of payroll data.

Personal List

A user-created list of products defined in PeopleSoft eStore, used to quickly populate the shopping cart when creating a new order in either PeopleSoft eStore or Mobile Order Management.

Personal Register (Registre Unique du Personnel)

In France, companies are required to be able to produce, at any given time, a Personal Register. For a given establishment, this report lists current employees and employees who left up to 5 years ago.

Personnel Action

Personnel actions are changes to employee data or status resulting from such activities as promotions, transfers, terminations, salary increases, and leaves of absence.

Personnel Representatives (Délégués du personnel)

In France it is mandatory for companies with more than 11 employees to elect personnel representatives who will represent all of the employees before management.

Perspective

In PeopleSoft Balanced Scorecard, a category for organizing critical success factors and key performance indicators. Usually there are four: financial, customer, internal process, learning and growth.

PF Ledger

The PF Ledger (PF_LEDGER_F00) is an important fact table within the PeopleSoft Enterprise Warehouse. The primary function of the PF Ledger table is to support PeopleSoft Enterprise Performance Management reporting. The data that gets posted to the PF Ledger must be accurate and clean.

PF Business Unit

PF Business Units differ from other PeopleSoft Business Units in that they represent functional or strategic areas of an organization, rather than separate legal entities.

Phase Type

A label for the different phases you want to define for a project. Costs can then be calculated by project phases. Examples include planning, startup, construction, and cleanup.

Physical Accounting

The PeopleSoft Inventory feature that updates tables based on count result input, regardless of how the count was created or the data collected.

Physical Inventory Process

In PeopleSoft Asset Management, the process by which you extract asset data from the Asset Management database to load into your bar code scanning device. You then scan the assets and load the data gathered during the actual physical inventory into Asset Management, enabling you to generate physical inventory results for review. You perform matching and generate transactions to reconcile the data in Asset Management with the results of your physical inventory.

PIA

PeopleSoft Internet Architecture. This is the fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an RDBMS, an application server, a web server, and a browser.

Piece Work

Method of compensating time reporters based on units completed rather than hours worked

PIN

Technical term for an element. In PeopleSoft Global Payroll, PIN is often referred to in the online object names and within the batch code. PIN stands for Pay Item Name.

Placeholder

A temporary location designator in an engineering bill of material for a component item that has yet to exist. These temporary placeholders have to change into approved items before transferring engineering bills of material (EBOM) to manufacturing bills of material (MBOM).

Plan Administrator

The person selected by the employer to perform the administration of a plan under PeopleSoft Pension Administration.

Plan Eligibility

The PeopleSoft Pension Administration function that uses job data to determine whether an employee may participate in a pension plan. An employee can be eligible based on job data but not be participating because of an unmet service or age requirement.

Plan Type

A unique ranges of codes used during payroll calculation to determine deduction processing rules. See also Benefit Plan Type.

Plan Year

The annual period that a pension plan uses to measure service, earnings, and benefits. Generally, the pension plan year will match the fiscal year of the plan sponsor.

Planning Item

A non-inventory item designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material or planning routing, and can exist as a component on a planning bill of material. A planning item cannot be specified on a production or engineering BOM or routing, nor used as a component in production. Quantity on hand will never be maintained.

Planning Level

The level on a dimension's tree used for planning. Typically, a customer will choose not to plan at the lowest level of available detail, such as the individual product level. Instead, the individual products are mapped to their corresponding product group and the planning is done at the product group level.

Planning Targets

The amount the budget must equal, such as a budget spending limit or cap for expenses where users can not exceed the amount. Planning Targets are presented at a summary level. This term is interchangeable with Spending Limits.

Planning Target Tolerance

The percentage and/or amount a user can be over or under the planned budget target.

Planning Target Control

Values set at the user role level, including no control, active control, and passive control. For more information see no control, active control, and passive control.

Planning Task

Any activity in PeopleSoft Planning that creates a schedule.

PODS (PeopleSoft Operations Data Stores)

See Data Warehouse Tables

POI. Personnel Office Identifier.

Also known as Submitting Office Number (SON). These are codes assigned by the OPM to the office(s) delegated authority within an agency to process personnel actions on Federal employees.

Pointers

A pointer is an "address" of a driver quantity, or value, within the Enterprise Performance Management product line. Pointers are used as a means of defining where driver quantities exist in tables that reside in the PeopleSoft Enterprise Warehouse. Pointers enable you to extract values from any location in the warehouse and then use these values as driver quantities. There are three different kinds of pointers: explicit, implicit, and multidimensional.

Policy Control Group

In PeopleSoft Inventory Planning, a feature for setting up order quantity, safety stock, reorder quantity, and maximum and minimum policies. The **Control Group** is assigned to a set of **Planning Item**. The policies of the associated planning items can be set explicitly or defaulted from the policies on the policy control group.

Policy Generation

In PeopleSoft Inventory Planning, a set of run options used to control the functions and behavior of the Policy Generation program.

Policy Item

An item record which is related to a location and for which **Inventory Policy** is held. A policy set, **Planning Item** ID, and Location ID uniquely identify a policy item. The combination of an item and a location is called a stockkeeping unit.

Policy Set

Defines a set of the items for which **Inventory Policy** is to be calculated. Each policy set is assigned a unique ID and includes information that defines, for example, the associated **Forecast View**, time periods, and planning horizon.

Policy Simulation

In PeopleSoft Inventory Planning, a feature that simulates the effects of various stocking scenarios, compares current policy with simulated policy, and determines the best inventory investment strategy.

Population

A Population is defined on top of DataMaps created using Enterprise Warehouse metadata. The Population builder allows you to easily format a SQL statement, using filters, to select

rows from one or more tables joined together in a DataMap. You can view the results of a Population directly from the browser.

Pop Up Payment Option

A variation on a joint and survivor payment option under which the benefit payable to the participant is increased if the beneficiary should die prior to the participant.

Portal

A portal is a web site that helps you navigate to other web-based applications and content. Users often consider a portal their “entry point”—the place they typically visit first after launching their web browser.

Portal Registry

The portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of “folders” useful for organizing and securing content references.

Portal Registry API

The Registry API is provided for accessing each portal registry from PeopleCode, COM, Java, or C programs. Providing the same kind of registry management capability as the online administration pages, it can be used by external systems to update the registry to reflect changes in the content reference URL, taxonomy, and effective dates. The Registry API is fully described in the PeopleCode documentation.

Portal Servlet

A Java servlet that runs on a web server. The portal servlet intercepts user requests for content, retrieves content, and builds a single HTML document to be displayed in the user’s browser.

Portal Solutions

Portal Solutions are separate product offerings from PeopleSoft that consist of pre-built, packaged solutions focused at different audiences (customers, suppliers, and employees). Because they are both pre-built, supported application products, Portal Solutions can be deployed swiftly and easily, saving significant resources when compared to other custom-built solutions.

Position

The officially assigned duties and responsibilities that make up the work performed by an employee. Positions are linked to Job Codes, which can be considered the electronic version of the Position Description. There can be a many-to-one relationship between the Position and Job Code.

Position Budgeting

The budget amounts (salary, benefits, and earnings) associated with positions within an organization. Position budgeting can be calculated based on position information loaded from a human resource system. Position budgets are used to generate line-item budgets for personnel costs. PeopleSoft Budgeting-specific.

Position Change

A move by an employee to another position during the employee's continuous service under the same appointment within the same agency.

Position Date Created

Date the position was created for use in the agency.

Position Description (PD)

In accordance with OPM guidelines, an official description, authorized and approved by an agency official, describing duties and responsibilities to be performed. Position classification standards are used to describe the work, classify the work components by occupational series, and factors (e.g. supervisory control, scope, complexity, competencies required) are used to determine the grade level (i.e., salary range) for the position.

Position Description Number

A number assigned to identify various types of Position Descriptions.

Position Description Required

Identifies those positions for which a position description must be maintained.

Position Number

A number that identifies an authorized Position.

Positive Input

Data such as hours worked or a bonus amount entered for elements that change each pay period. Positive input can be entered manually, generated by the system, or received from other applications.

Positive Task Reporting

A method of time reporting in which all required task elements must be provided (see Time Reporting)

Positive Time Reporting

A method of time reporting in which all elements of time must be provided (see Time Reporting)

Post Differential Percent

Additional compensation that may be paid to certain employees who work in Guam or the Northern Mariana Islands.

Post Differential, Non-Foreign

A differential payable to an employee at a location in a non-foreign area if conditions of environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive.

Post-56 Military Deposit

The OPM provides guidelines to Federal agencies on how to calculate and process these voluntary employee deductions from pay toward the employee's current retirement fund for those periods of eligible military service.

Posting

In PeopleSoft the process by which accounting entries are created or updated based on user transaction input and accounting entry templates. In PeopleSoft Receivables, posting is also known as Receivable Update.

These posted accounting entries in the feeder systems, such as accounts receivable or accounts payable, must be further processed by the Journal Generator to create journal entries before posting to the General Ledger occurs.

Post-Tax Deductions

See After-Tax Deductions

Pre-encumbrance

An encumbrance that occurs before an employee/employer relationship exists. You encumber funds for an employee you have on staff; you pre-encumber funds for an employee that you anticipate hiring. For example, you would pre-encumber funds for a new position that has just been approved but not filled.

Pre-encumbrance Ledger

Stores pre-encumbrance amounts. Updated by posting pre-encumbrances, such as purchase- or hiring-requisition source transactions (including journal entries).

Premium

Any additional compensation for extra hours worked, often expressed in terms of factor-above-normal-per-hour pay, such as time and a half (where one-half is premium pay), double time or triple time. Also, any additional pay provided to a time reporter based on compensation rules (see Time Administration in your *PeopleSoft Time and Labor* PeopleBook).

Prenote

A prenotification or waiting period requested by banks before processing payroll direct deposits.

Pre-Retirement Survivor Annuity (PRSA)

A benefit paid to a beneficiary if a pension plan participant dies before commencing benefits. Qualified plans must offer a pre-retirement survivor annuity, although the employee can be required to pay for the coverage with a reduction in the benefit.

Pre-Tax Deductions

See Before-Tax Deductions

Previous Day's Close

The previous trading day's last reported trade.

Price Break

Defined in PeopleSoft Order Management, and linked with price sets, a price break defines the actual adjustments that are made to the list price. They are valid only within a time frame you establish.

Price Rule

Used in conjunction with price sets, rules are essentially a decision tree that establishes the search order the system uses in reviewing sets for a match on the variables they reference for price adjustments.

Price Set

Linked with price breaks, a price set specifies the parameters for your price adjustment. It establishes selection criteria, determines whether the break is based on quantity or price, and defines how the adjustment is applied.

Price Source

A service provider or publication that reports the trading activity for a stock traded on stock exchanges. Examples include Wall Street Journal and Bloomberg.

Primary event code

Primary event codes, also called purpose codes, specify the status of the transaction: whether it's a new transaction, a cancellation, a duplicate, a status request, and so on. Every transaction has a primary event code assigned to it.

Primary Insurance Amount (PIA)

The benefit amount calculated under the Social Security benefit formula.

Primary scroll record

Primary scroll records are the principal SQL table or view associated with a page scroll level. A primary scroll record uniquely identifies a scroll level in the context of its page: each scroll level can have only one primary scroll record; and the same primary scroll record cannot occur on more than one scroll at the same level of the page.

Prior Period

In Time and Labor, any payroll period before the current one.

Prior Period Adjustment

A change or correction to previously reported time or task information, or an insertion of time or task information. Often requires the original report to be offset (reversed) and the correct information to be recorded. (see Time Reporting)

Priority Rank

The numeric value assigned to inventory **Demand Priority Rules**. The lower the number, the higher priority of the rule and the orders matching that rule.

Private

A tracking method used by a privately held company to track their daily prices. The Board of Directors typically establishes a price for a period of time. Stock of a privately held company is not traded on an exchange.

Private Views

User-defined views available only to the user who created them. For more information, *see* Budget Views.

Process

See Batch Processes.

Process Definition

Process Definitions are created in the Process Scheduler Manager pages to define each specific run request. A Process Definition is comprised of a variety of variables including panels associated with a request, Process Groups, output parameters, run locations, and many more.

Process Group

Used to associate specific Process Definitions with a Class Profile in Security Administrator. This allows administrators to restrict an operator's ability to initiate requests.

Process Instance

A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

Process Job

Multiple Process Definitions can be logically linked into a job request to process each request serially or in parallel, and optionally initiate subsequent processes based on the return code from each prior request.

Process List

The set of instructions the system uses during a payroll process to determine which elements to resolve. A process list is comprised of sections that identify the sets of elements to be resolved. You build process lists and attach them to calendars.

Process List Manager

The program used during batch processing that reads the Process List and calls the PIN Manager to resolve elements on the list.

Process Request

A single "run request," such as an SQR, a COBOL program, or a Crystal report that you run through Process Scheduler.

Process Run Control

A PeopleTools variable used to retain Process Scheduler-defined values needed at runtime for all requests referencing a run control ID. This is not to be confused with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

Process Scheduler

A PeopleTool that performs tasks behind the scenes of your application. It can run several kinds of processes, such as COBOL, SQR, and Application Engine programs. You can schedule processes to run on a regular schedule or at your request. Processes can run on your workstation or on a server.

Process Scheduler Server Agent

The server-based program (PTPUPRCS) that manages the selection, validation, and initiation of all queued requests for each defined server within your batch environment (Process Scheduler).

Process Type

A global process definition under which related process definitions are grouped. This allows for easy maintenance of Process Definitions that share common parameters.

Processing group

In order to partition application processing between the client and the application server, it is necessary to define units that, as a whole, run in one location or the other. We call these units processing groups.

Processing groups can encompass one or more PeopleCode events. Some processing groups can run either on the client or on the application server, such as Component Build and Component Save.

Product

A commodity primarily defined in PeopleSoft Order Management. It may be: 1) The Order Management view of an inventory item that has attributes the same as or different from those of its inventory counterpart. 2) A commodity that is not a stocked inventory item such as a product kit or a service. 3) A tangible commodity that is drop shipped from another vendor and is never stocked in inventory.

Product Alternate

Alternative products that can replace the product ordered when it's out of stock or a problem with a particular product temporarily prevents shipment.

Product Catalog

A configurable list of available products that may be of interest to a specific customer. You can create two types of catalogs—inclusive catalogs that contain all the products you want made available to a customer and exclusive catalogs that contain the products you want to withhold from your customer. By attaching product catalogs to a Sold To customer, you define the products they can buy.

Product Definitions

This support module describes how other support modules process the instruments that belong to a particular product. For example, different products have different cash flow characteristics and may be stratified differently, or may react differently to changes in interest rates. This module enables you to specify each of these actions for each instrument.

Product Kit

A commodity that consists of a fixed set of components that are sold together. It appears as a single line on an order, but is represented by multiple lines on shipping documents. Product kits may comprise inventory items, non-stockable products, or a combination of both.

Product Kit Component

A commodity that is part of a product kit. It may be an inventory item or a non-stockable product such as a service.

Product Pricing Model

In the financial services industry, this defines models that describe indices upon which future rates are paid or charged for an individual product.

Product Tree

A user-defined graphical representation of a company's product structure. A product tree defines how products are promoted and determines what users have authority to promote those products.

Production Maintenance Spreadsheets

A set of spreadsheets generated by an nVision process, containing production ID and production schedule data extracted from PeopleSoft Production Management. You can add and maintain production quantity data using these spreadsheets and then import the data back to Production Management.

Production Option

Effective-dated combinations of BOM codes and routing codes. You can create multiple effective-dated BOM code/routing code combinations (or production options) for an item. These combinations can be extracted to PeopleSoft Production Planning. They enable the specification of multiple production variations for an item and provide control of seasonal variations by effective date.

Production Option Cost

A cost based on a specific BOM/routing combination (also known as a production option). The Production Option Cost utility rolls up production options costs based on specific BOM/routing combinations, enabling you to cost individual production options and later to have the DataLink pass this cost to the Planning engine. If this utility isn't run, the Planning engine will use the standard item cost based solely on the primary BOM and routing instead.

Productive Time

Employee scheduled time spent performing any task for which a position was created; work performed on behalf of a business entity that is required for that entity to fulfill its business purpose. Employees doing the work they or someone else was hired to do.

Productive Unit

In Italy employers organize employees into productive units based on agreements between the unions and the employer.

Profile

A data set that you aggregate from the Enterprise Warehouse, according to the filters you specify, the Key Performance Indicators you select, and the 3rd party demographic data you include.

Profile Factor

In PeopleSoft Demand Planning, the weight index assigned to each **Forecast Period** to take into account seasonal fluctuations in demand. The factor or index typically measures the percentage of difference between the base demand and the expected actual demand in the period.

Profiles

Group of employees defined according to a list of job codes and departments. You can use these profiles to ascertain training demands within your organization based on set criteria.

Profit Manager

The Profit Manager is a set of integrated tools that enable true profitability reporting. Profit Manager features are tightly integrated with the PeopleSoft Analytic Applications and provide you with ways to ensure data integrity, edit data, and post data to the Performance Ledger table.

Project

The highest level of hierarchical organization within PeopleSoft Projects. Projects provide the structure to which activities and resources are added. Each node on a Projects tree represents a project. Projects can contain other projects as well as activities and resources. This provides a hierarchical relationship between projects and facilitates cost roll-ups.

In Enterprise Performance Management you use a Project to create or modify a Profile. A Project contains pointers to data elements that you include in a Profile.

Project

In PeopleSoft Time and Labor, a specific endeavor undertaken to achieve a specific goal. Typically, projects are approved and undertaken with level of cost, schedule, and performance already agreed upon. A project is composed of a set of tasks, each of which requires staffing, provisioning, and/or scheduling. Project progress is often measured in terms of task completion.

Project ID

The name or number by which a project is to be identified in all tables and pages.

Project Type

A user-definable grouping of projects. Project types are optional.

Projected Run Date

In PeopleSoft Demand Planning, a calculation made that projects a life volume for a period based on a calculated run rate or performance ratio.

Projection.

An estimated pension benefit calculated as of a future date or any estimated data used as the basis for such a calculation.

Promotion

- For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a Promotion NTE;
- When the old and new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a Promotion NTE.

Promotion Pattern

In PeopleSoft Demand Planning, an **Event** function that enables you to apply weights to promotions across a range of **Forecast Period**.

Prompting Profile

A task profile usually used by account managers as a way of creating task profiles for employees who report task time differently by customer. For example, you might have an account manager who has fifty customers; when the account manager comes in each day to report time, the system will display all the customers, and indicate which customers it will use as a default if she doesn't manually report time.

Prorated

In Enterprise Planning and Simulation, prorated is when the computed forecast and the summarized forecast are two different versions of the statistical forecast. In addition, the forecast at the product family level can be allocated down to the individual products. Usually this allocation is done in proportion to the calculated product forecasts at that level. This version of the (statistical) forecast is called the allocated or prorated statistical forecast.

Pro-Rate Purchase

A purchase in which the number of shares to be purchased is prorated according to a specified factor. This may occur when the total number of shares to be purchased is greater than the number of shares allocated to the stock plan from the treasury.

Prorated Forecast

In PeopleSoft Demand Planning, a forecast developed by factoring the group forecast down one level at a time to make the sum of the item forecast equal to the aggregate forecast. The prorated forecast tends to be more accurate than the **Statistical Forecast**.

Proration Rule

Element that defines how you want to prorate an item. You use proration rules in numerous places—for instance you could prorate an earning, deduction, or many of the elements that make up an earning or deduction.

Proration Threshold Ratios

In PeopleSoft Demand Planning, the upper and lower ratios used as thresholds for **Reasonableness** checks when a forecast is developed using proration.

Provider

An entity, such as an insurance company, that provides one or more of the benefits your company offers. For example, Metropolitan Life Insurance Company is a provider to companies that use a Metropolitan life plan.

Proxy Person

A highly compensated executive. Corporations must include information regarding the most highly compensated executive officers in their proxy reporting.

Proxy Statement

The document that must accompany a solicitation of proxy appointment under SEC regulations. The purpose of a proxy statement is to provide shareholders with the appropriate information to make an intelligent decision.

PSADMIN

A PeopleSoft utility providing a menu interface to create, configure and administer application server domains and the Process Scheduler Server Agent (Batch Server).

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A PeopleSoft utility providing a menu interface to create, configure and administer application server domains and the Process Scheduler Server Agent (Batch Server).

PSAPPSRV

PSAPPSRV is the main server process running within a domain. PSSAPPSRV performs the functional requests, such as building and loading components. It also manages the memory and disk-caching for PeopleTools objects on the application server. Each PSAPPSRV process maintains its own memory and disk cache.

It provides authentication services for incoming users. For instance, it checks the PeopleSoft OPRID against the directory server or PSOPRDEFN table.

PSQCKSRV

Essentially, PSQCKSRV is a copy of the PSAPPSRV. It performs quick, read-only SQL requests. It is an optional Server Process designed to improve performance by handling items in the PSAPPSRV transaction request queue.

PSQRYSRV

Like the PSQCKSRV server process, PSQRYSRV is designed to alleviate the workload of PSAPPSRV. PSQRYSRV is designed to specifically handle all user-generated queries submitted by PeopleSoft Query (PSQED.EXE). This server process is designed to improve overall application server performance whether or not you have PSQCKSRV configured. It is specifically, and exclusively designed to process PeopleSoft Query transactions, which can be very SQL intensive.

PSSAMSRV

It processes conversational SQL transactions primarily for Application Designer.

Public Company

A company that has held an initial public offering and whose shares are traded on a stock exchange or in the over-the-counter market. Public companies are subject to periodic filing and other obligations under the federal securities laws.

Public Views

Coordinator-defined views, available to anyone using the application. For more information, *see* Budget Views.

Publish/Subscribe

Publish/Subscribe type messaging is performed with PeopleTools Application Messaging technology. You can send data from one PeopleSoft system to another in an asynchronous mode—meaning the two systems don't have to be sending and receiving at the same time. This is possible because the message transfer is accomplished through a Web server with an "http: gateway."

Pull List

Similar to a pick list, a pull list contains multiple replenishment requests, including the location, quantity, and item quantity required in a specific sorting sequence. You use pull lists in PeopleSoft Flow Production with Inventory replenishment.

Pull Ticket

A document containing the details of a single request replenishment request, including Kanban ID, item, quantity, source, and To locations. You use pull tickets in PeopleSoft Flow Production with Inventory replenishment.

Punch

Precise instances of date and time recorded for a user and measured in seconds, minutes, hours, day, month and year and time zone (see Time Reporting)

Punch Duration

Length of time between two punches in increments of hours or partial hours (see Time Reporting)

Punch Matching

Area of the application which converts paired punches to punch duration by processing rounding rules and assigning the tasks to the appropriate logical day based on rules established by the user

Punch Restriction

The facility to constrain a time reporter's ability to create a punch that deviates from the schedule (see Time Reporting)

Punch Type

A user defined classification of punches, i.e. In, Out, Start, Stop (see Time Reporting)

Purchase

The issuance or purchase of shares through a stock purchase program. The purchase is made using current contributions from a participant and any carry-forward remaining for the participant from previous purchases.

Purchase Price

The discounted price paid for the shares at the end of a purchase period.

Purchase Price Variance

A PeopleSoft Payables matching feature that compares purchase order and inventory prices for any variance in the prices.

Purge Rules

The rules that define criteria to clear data you no longer need from previous open enrollment processing cycles in PeopleSoft Benefits Administration.

Pyramiding

A computer calculation enabling an individual owner of one share of stock to use the stock-swap technique to exercise a stock option of any size without using cash. Not many corporations permit pyramiding.

Q

QDRO

See Qualified Domestic Relations Order.

QDRO Alternate Payee

A former spouse who is entitled to a portion of a participant's pension benefits as a result of a court order.

QJSA (Qualified Joint and Survivor Annuity)

A post-retirement death benefit for a spouse. Plans subject to this requirement must provide an annuity for the life of the participant with a survivor annuity for the life of the participant's spouse.

QMCSO (Qualified Medical Child Support Order)

A QMCSO is a court order that requires a group health care plan to provide benefits to the child of a participant as part of a child support arrangement on the behalf of that participant. Base Benefits enables the tracking of QMCSOs for dependents.

Qualified Domestic Relations Order (QDRO)

A court order ordering a division of a participant's pension benefits. This is normally the result of a divorce and gives a portion of the pension benefits to the former spouse.

Qualified Plan

A pension plan for which the employer can take tax deductions for contributions to the plan. Investment income of the plan trust fund is not taxable to the employer. Tax law places restrictions on the plan rules.

Qualifying Dispositions

A transaction whereby a participant sells shares acquired through a stock purchase plan two years after the grant date and one year after the purchase date.

Quality Function

A level of configuration that enables you to define the fields and attendant information that provides a base level for inspection plan and integration. Quality functions enable you to map process-specific field information into PeopleSoft Quality for identification, tracking, and analysis.

Quality Ranking Factors

Knowledge, skills, and abilities that could be expected to enhance significantly performance in a position, but are not essential for satisfactory performance. Applicants who possess such

KSAs may be ranked above those who do not, but no one may be rated ineligible solely for failure to possess such KSAs.

Quality Server

A PeopleTools-based analysis and graphing program.

Quality Step Increase (QSI)

A step increase awarded to an employee for sustained high quality performance.

Quantity Allocation Method

In PeopleSoft Inventory, the method used to determine how available quantity will be allocated to prioritized demand lines when using the online reservations page.

Quantity Precision Rules

A set of rules specifying whether item quantities for a given unit of measure are expressed as whole numbers or as decimals. Quantity precision is set at the inventory **SetID** and item-UOM levels.

Query

A set of data members that are selected from a Class catalog (provided by the Business Interlink Plug-in) as well as a generic form of Criteria. The criteria are composed of <left-hand-side> <Relational Operator> <right-hand-side> statements that can be concatenated using a set of logical operators. All operators and class catalogs are dynamically provided through the Business Interlink Plug-in.

R

Race And National Origin Code

A code that identifies the employee's basic racial and national origin category.

Range of Dates Reporting

A Time and Labor process that enables you to report a start and stop date, a time reporting code and task information for a single employee. The system transforms the information into instances of daily time based on the employee's schedule or default work schedule, replacing the scheduled time with the entered Time Reporting code and the number of scheduled hours on a day-to-day basis.

Range Penetration

In PeopleSoft Workforce Analytics, Range Penetration is the degree to which an employee's actual pay has progressed through their salary grade, and is expressed as a percentage. The calculation is:

Range penetration = (Employee Base Pay – Range Minimum)/(Range Maximum – Range Minimum).

Range Width

In PeopleSoft Workforce Analytics, the difference between the maximum and the minimum values of the pay range calculated using the following formula (and expressed as a percentage):

(Maximum – Minimum)/Minimum.

Rapid Time Entry

The process that enables you to enter daily time for single employees without the system editing your field entries. The system populates temporary tables, which are used by a batch process that reads, edits and moves the data into the appropriate time and labor tables. You cannot prompt for valid values in any of the fields, and the online system does not edit any of the data you enter against other tables.

Rate Code

Alphanumeric reference to the cost per hour or unit of time reported to a specific TRC.

Rate Code [Global Payroll]

IDs for pay components. Rate codes define rates of pay and are set up in the Comp Rate Code table. Rate codes are then used to represent pay components in pages and when you configure compensation packages in the compensation record.

Rate Code Group

A rate code group is a number of pay components (represented by rate codes) bundled into a subset of a compensation package. The rate code group is used to calculate percentage-based components that do not apply the percentage to all pay components in the compensation package. Rate code groups are constructed on the Rate Code Groups page.

Rate Code Type

Defines how the monetary value of the rate code is calculated. The compensation rate code type is defined on the Comp Rate Code table. Valid values are Flat Amount, Hourly Rate + Flat Amount, Hourly Rate, Percent, and Points.

Rate Combinations

The combination of rate types and conversion rates with account types that is linked to your budgeting model. Typical rate types are current, commercial, floating, average, and historical. Effective dates define different rates for different budget periods. There are several conversion rates for any pair of currencies including not only the current rate, but others rates such as average, historical, asking, and so on. These different types of rates are appropriate for different types of accounts.

Rates

The arrays of values used to calculate the cost of a plan to an employee. Rates can be age-graded, service-related, or general, depending upon the benefit plan type. Any number of benefit program and benefit plan combinations can use each set of rates.

In Enterprise Performance Management, a rate is determined by the user and specifies the dollar amounts to be calculated for each model. This is a financial services industry term.

Rating Model

The scale used by your company to measure competency proficiency. The default rating model is the PSCM (PeopleSoft Competency Management) Rating Model that PeopleSoft delivers with your PeopleSoft Human Resources System.

Raw Punches

See Actual Punch; typically this is distinguished from a rounded punch (see Time Reporting)

Reason Code

Reason Codes provide explanations for occurrences such as returned stock and changes to order headers, lines, or schedules.

Reason Code

A code describing employee time such as comments for sick time or travel time.

Reasonableness

In PeopleSoft Demand Planning, a technique that checks the trend and projected annual growth to make sure that a forecast is realistic. If a forecast falls outside either boundary, the system automatically adjusts it and sends a warning message.

Reassignment

Change of an employee from one position to another without promotion or change to lower grade.

Recalculate Forecast

In PeopleSoft Demand Planning, a forecasting feature that uses the existing model and its associated parameters to create a new forecast.

Recalculate VAT at Payment

Allows the VAT amount to be adjusted at the time of payment if an early payment discount is taken. This calculation option is only valid when VAT is calculated at Gross.

Receipt Cost Method

Determines how you cost receipts. Receipt cost methods include Actual, Non-Cost, and Standard.

Receipt Line

A line associated with a Receipt ID that identifies an item and quantity. If the respective tracking is activated, the lot, lot suffix, and serial number are also identified.

Receivable Update

See **Posting**

Receivables Item

An individual receivable. An item can be an invoice, credit memo, or debit memo. Items and payments combined comprise a customer's balance.

Reconciliation

Within PeopleSoft Enterprise Performance Management, reconciliation differs slightly when it is performed within the PeopleSoft Enterprise Warehouse and when it is performed within the PeopleSoft Analytic Applications.

In PeopleSoft Funds Transfer Pricing (FTP) and PeopleSoft Risk Weighted Capital (RWC), reconciliation identifies differences between Performance Ledger balances and the instrument or position balances, which are risk weighted according to the basis rules you have assigned. The first step in reconciling basis rule balances is to reconcile the individual balances for accounts, instruments, and positions. Reconciling the total balances is the second step. This means that you reconcile the difference between Account/Instrument balances, and the difference between Account/Position balances.

In the PeopleSoft Enterprise Warehouse, reconciliation is a period-end process that posts journal entries to the Performance Ledger for the discrepancies found when you reconciled the individual balances. Typically, you'll run the PF Reconciliation engine after a period to compare "to and from amounts" between tables such as REVENUE_F00 and PF_LEDGER, or the GL_LEDGER and the PF-LEDGER.

Record Date

The date a stockholder must officially own shares in order to vote at the meeting or to derive an adjustment resulting from a stock split or a stock dividend. The Board of Directors sets the Record Date.

Record Definition

A logical grouping of data elements.

Record field

Once a field is inserted into a record definition it becomes known as a Record Field within the record.

Record Group

A set of logically and functionally related control tables and views. Record groups exist for two basic reasons:

- To save you time—with Record Groups, TableSet sharing can be accomplished quickly and easily, eliminating an enormous amount of redundant data entry
- To act as a safety net—Record Groups ensure that that TableSet sharing is applied consistently across all related tables and views in your system.

Record Input VAT Flag

Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the Record Output VAT Flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is being tracked on a transaction, this flag is always set to Yes. This flag is not used in Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in Employee Expenses, where it is assumed that you are always recording only input VAT.

Record Output VAT Flag

For certain transactions within PeopleSoft Purchasing, Payables, and General Ledger, it may be necessary to record both input VAT and output VAT on the same transaction. Generally, this would be a situation where the purchaser was required to self-assess VAT. Within these situations, this flag indicates that you are recording output VAT on the transaction. This flag, in conjunction with the Record Input VAT Flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. This flag is not used in Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in Employee Expenses, where it is assumed that you are always recording only input VAT.

Record Owner

The "Stockholder of Record" of the stock. This may be different from the "Beneficial Owner" of the stock.

Record Suites

Record suites are temporary tables that enable the system to track how many processes are running. These temporary tables leave the fact tables accessible for processing other jobs simultaneously without impacting your processing.

Reduction In Force (RIF)

Method used to reduce the number of government workers in an agency.

Reemployed Annuitant

An employee who has retired from Federal employment and is receiving an annuity. His/her salary is reduced by the amount of the annuity.

Reference Designators

A user-defined alphanumeric identifier that determines where a component is placed in an assembly.

Reference Transaction

In People Soft commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

Referential Integrity

Issues that occur when an update to an instance of one object invalidates one or more instances in a related object. In other words, when you make a change to one area of the application, referential integrity makes sure the changes do not adversely affect another area of the application.

Refresh Time

The process that retrieves the appropriate current version of objects related to employee time (such as task profiles or work schedules) and associates them with that time.

Region Codes

Regions may or may not be physical entities, they may simply be another way to geographically categorize an area. When a region does represent a physical entity, the region code has the same characteristics as a business, that is, an address and a language spoken.

Register of Separations and Transfers (ROST)

The ROST is a regulatory compliance document used by federal agencies to summarize the information in an employee's Individual Retirement Record (IRR). The ROST is a one-page cover sheet that accompanies a batch of IRRs being submitted to the Office of Personnel Management (OPM) at the time of an employee's separation from a federal agency. Employees covered by the CSRS retirement plan require SF-2807. Employees covered by the FERS retirement plan require SF-3103.

Registration

The name or names that appear on the stock certificate to indicate who owns the stock.

Registration Statement

The document that must be filed to permit registration of an issue of securities under the Securities Act of 1933. A major component of the registration statement is the prospectus that is to be supplied to prospective purchasers of securities.

Regression Analysis

A statistical technique that determines the relationship between two or more variables. Regression predicts the value of one variable (the dependent variable) based on one or more independent variables.

Regular Base Compensation

In PeopleSoft Workforce Analytics, the annualized, quoted, compensation rate for a job. Consists of fixed compensation, does not include variable compensation.

Regular Time

An employee's normal (scheduled/shift) work hours.

Regular Time

In PeopleSoft Workforce Analytics, an employee's normal (scheduled/shift) work hours.

Regulation T

Federal Reserve Board regulations governing the extension of credit by brokers or dealers, including their participation in same-day sale transactions and sell to cover exercise.

Regulatory Region

The Regulatory Region functionality in PeopleSoft HRMS is designed for use in performing regulatory and regional edits. You'll use Regulatory Region to drive PeopleCode edits, perform set processing, and control what codes and values the operator sees. A Regulatory Region can be any country (or province or state) where there are specific laws and regulations addressed by functionality in PeopleSoft HRMS.

In Enterprise Performance Management, a Regulatory Region is a region with a common regulatory framework; such as a country (CAN for Canada), or a smaller state or provincial entity (CANBC for British Columbia).

Related Education

Education above the high school level that has equipped the applicant with the KSAs to perform successfully the duties of the position being filled. Education may relate to the duties of a specific position or to the occupation, but must be appropriate for the position being filled.

Release

An industry standard term associated with the lifting of a company's Repurchase Option from a portion or all shares from a Restricted Stock Award (RSA). RSA's are subject to release schedules, similar to vesting schedules.

Relevant Constraint

A constraint PeopleSoft Planning considers when it calculates a score and when it optimizes the schedule. See also **Scorecard** and **Optimize**.

Reloads

Some stock option plans provide for the grant of a "reload" stock option in connection with stock option exercises, typically by means of stock swaps. A reload option feature provides that upon a stock exercise, the employee will receive an automatic grant of a new stock option at the then-current fair market for the shares that they exercised or for the shares that they used to swap.

Remark Codes

Codes that cause the printing of pre-set text passages on a notice of action form. Some passages are general purpose and others are specific to the personnel action being processed.

Remit From Customer

A customer who is responsible for payments billed to other customers. During cash application, it's useful to look at open items for the Remit From group.

Remittance Worksheet

A work space in PeopleSoft Receivables used to select drafts for remittance to the bank.

Reorder Point

The identifier that automatically locates a replenishment need for an inventory item. When the physical quantity in a location falls below the reorder point, a replenishment request can be created.

Reorder Point Policy

In PeopleSoft Inventory Planning, a policy that determines when a replenishment order is launched for an item. The policy has several methods that include days supply, lead time demand, and **Fixed Quantity**.

Replacement Option

The "new" "replacement" stock option that will replace the original stock option. This option will have a grant price lower than the original stock option.

Replenish

A process that indicates when items need to be resupplied from external sources. In PeopleSoft Inventory, the process can occur on an ad hoc basis or at predefined reorder points.

Replenishment Request

In PeopleSoft Flow Production, an online request for material made when the material is needed. You can generate replenishment requests manually or automatically using backflushing. You can communicate that request using pull lists, pull tickets, or Workflow notifications.

Report Scope

A feature that creates multiple instances of an nVision report using a single report request. Each instance contains data specific to an individual ChartField, such as a business unit or department, or for a group of ChartFields, such as all sales departments. Using Scope, each report instance can share the same layout while containing data unique to these particular ChartFields.

Reported Time

Clock time or elapsed time provided to the system by the user (see Time Reporting)

Reporting Person

An insider that is regularly considered by the SEC to have material information and policy-making authority for the corporation. These individuals are subject to the reporting requirements promulgated by Section 16 of the Securities Exchange Act of 1934. Reporting Persons typically include Directors, Officers, and shareholders with 10% holding interest in the equity of the registrant's securities.

Repricing

An agreement between the corporation and the optionee that allows the optionee to cancel an outstanding high-priced, usually "Out-of-the-Money" stock options for lower-priced options.

Repricing Election

Eligible optionees can choose (elect) to accept the corporation's repricing offer or choose to decline the offer.

Repurchase

The reacquisition of shares of stock from an individual by a corporation. This usually occurs when an individual fails to meet the vesting requirements on a RSA or option that is exercised before it vested. The corporation might pay the original cost of the shares to the individual or the fair market value of the shares at the time of repurchase.

Repurchase Option

An irrevocable, exclusive option to repurchase up to the number of shares that constitute Unreleased Shares at the original purchase price per share. The Company shall exercise said option. The repurchase of outstanding shares is regulated under the laws of all states (except Massachusetts). Under some laws, as under the Model Business Corporation Act, the repurchase is prohibited unless the corporation remains solvent, in both the equitable and bankruptcy senses of insolvency and after taking any liquidation preferences of other outstanding stock into account.

Repurchase Right

A company's contractual right to buy back from an employee any stock resulting from the exercise of the option. The buy back can be at fair market value, book value, or the original purchase price.

Reservation Method

The method used to reserve soft reservation items — either batch COBOL reservations or on-line allocation and reservation.

Reserved

A flag indicating that the inventory item is reserved for stock fulfillment in the inventory business unit.

Reserved Orders

Orders that have been reserved against on-hand available quantity at the business unit-item level. Reserved orders are found in the DEMAND_INV table.

Reset

In PeopleSoft Demand Planning, a function of the **Forecast Calculation Process** that determines which forecast model will produce the best forecast, meaning the model with the lowest ratio of error.

Resolution

An activity that closes or partially closes a deduction, such as matching it to a deduction authorization, writing it off, or sending it back to PeopleSoft Receivables.

Resolution Entry Type

Code that identifies how to process activities for items in PeopleSoft Deduction Management and how to create accounting entries.

Resolution Method

A set of rules that defines how to automatically match or write-off deductions in PeopleSoft Deduction Management.

Resolution Worksheet

The workspace in which deduction items are paired with offset items and resolved or written off in PeopleSoft Deduction Management.

Resource

In PeopleSoft Manufacturing, any crews, machines, and tools that can optionally be used at work centers to complete tasks. In PeopleSoft Performance Measurement, any homogeneous grouping of general ledger line items.

Resources

Resources are the economic elements that are required to perform the activities associated with your business. Resources are consumed in the performance of these activities, and thus denote operating costs. In PeopleSoft Activity-Based Management, resources are typically regarded as the groupings of one or more general ledger accounts. In a service business, resources might include salaries, office rentals, and costs of capital such as information systems, depreciation, real estate taxes, and other associated costs.

Resource Amount

The monetary amount of a single, specific resource transaction. The Resource Amount maps to the Posted Total Amount when posted to the general ledger.

Resource Category

A field for defining individual resource types more specifically. For example, if you have a resource type of labor but want to break it down further for tracking purposes, you might define resource categories of architect hours, carpenter hours, plumber hours, and electrician hours. Resource categories are optional.

Resource Driver

In Activity-Based Management, a Resource Driver defines the quantity of resources used by an activity.

Resource Group

A category of resource types. You can define relationships between the resource types within a resource group to facilitate analysis of project costs. For example, if you had resource types for standard labor and overtime labor, you could group them together in a resource group to calculate total labor.

Resource Planning

In PeopleSoft Activity-Based Management, Resource Planning focuses on resources allocations that create expected results like driver rates and cost object costs.

Resource Quantity

A field on each resource transaction that identifies nonmonetary quantity. For example, on a resource line for 12 ball valves the quantity would be 12.

Resource Source

A field on each resource transaction that identifies the system in which the cost originated. For example, PeopleSoft Payables would be the resource source for a resource transaction created from a voucher in that system.

Resource Subcategory

A field for defining individual resource types and categories more specifically. For example, if you have a resource type of labor, and resource categories of architect hours, carpenter hours, and plumber hours, you might want resource subcategories of regular hours and overtime hours. Resource subcategories are optional.

Resource Supplied

An attribute that enables you define a resource as committed or flexible. A committed resource is one that will not likely change in the short term. A flexible resource is more likely to change within the short term.

Resource Transaction

An individual cost line within PeopleSoft Projects. It is through resource transactions that individual costs and types of costs are tracked. Each resource transaction contains a cost and a quantity and as many identifiers of that cost as necessary. Resource transactions are created when you receive information from other systems, run allocations with project resources as the target, or perform internal transactions such as billing, project closure, or adjustments.

Resource Type

The resource transaction field in PeopleSoft Projects that identifies the resource associated with a given cost. Resource types may be very general or very specific depending on your needs; they are used in conjunction with resource categories, resource subcategories, and resource groups.

Resource Use

Resource Use defines the behavior of a resource within PeopleSoft Enterprise Performance Management. An intermediate resource is a grouping of general ledger line items that may be allocated to another intermediate resource or to a primary resource.

Restricted Punch

A punch which is not accepted because it occurs outside of the predefined number of hours and minutes before or after a scheduled (Understanding Time Collecting Device)

Restricted Securities

Securities issued privately by the company, without the benefit of a registration statement. Restricted securities are subject to a holding period before they can be sold under Rule 144.

Restricted Stock Awards (RSA)

An award of shares of stock to an individual, typically granted at the par value or for no consideration. The shares are awarded on the basis of some future performance goal, either the passage of time (vesting) or the attainment of a specific goal. When the goal is achieved, the vesting occurs. The individual, typically, has all other shareholder rights over these shares such as, voting and dividend rights. The shares are issued in the name of the individual at the time of the award and are held in escrow until vesting occurs. If an employee terminates prior to the vesting of the shares then the company normally repurchases the unvested shares.

Retained Grade Effective Date

Date employee became eligible or began receiving a retained grade and pay.

Retained Grade Expiration Date

Expiration date of an employee's retained grade and pay.

Retest Date

In PeopleSoft Inventory, the date a lot should be inspected to determine whether it is still acceptable for fulfillment or consumption. (Retest Date = Creation Date + Retest Lead Time)

Retirement

Types of retirement are:

- Mandatory Retirement.
- Disability Retirement.
- Voluntary Retirement.
- Special Option Retirement.
- ILIA (In Lieu of Involuntary Action) Retirement.

Retirement Coverage Code

A code used to denote an employee's retirement coverage. The major ones include the following:

- Civil Service (CSRS)
- Federal Employees Retirement System (FERS) and FICA
- Foreign Service (FS)

- CSRS Offset
- CSRS - Special (for LEOs)
- FERS and FICA - Special (for LEOs)
- Social Security System
- None

Retroactive Benefits/Deductions

Deductions taken or benefits granted due to a recalculation of previous benefits and deductions. Late or modified union contracts, late paperwork, and delays in benefit enrollment processing may all result in a need for benefit/deduction recalculation.

Return Type Code

A designator on returned material authorizations (RMAs) that indicates what actions the return initiates. This may include replacement of the product or the creation of a credit memo in PeopleSoft Billing.

Reverse Split

A reduction in the number of outstanding shares of a corporation's stock, with a corresponding increase in the stock's value.

Reversionary Annuity

A form of pension payment where the retiree foregoes all benefit during his or her lifetime so that the entire benefit is paid as an annuity to a beneficiary after the retiree's death. If the beneficiary predeceases the retiree, the benefit is forfeited.

RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations)

Health and safety regulations in the United Kingdom requiring employers to report certain types of health and safety incidents to the Health and Safety Executive (HSE).

Rider

A special court-ordered or regulatory provision that may be applied to an enrollment to expand or limit any dependent or beneficiary coverage.

Risk Function

In Risk Weighted Capital, this is a user-defined formula that the system uses to derive risk weights.

Risk RuleSet

Used to assign a number of rules to a basis, for processing by the PeopleSoft Risk Weighted Capital Application. Used to group together a number of rules that frequently apply to the same type of balance.

Risk Type

In Risk Weighted Capital, this defines the types of risk associated with your business or activity. For example catastrophic, credit, legal, operational, regulatory, foreign exchange, market, interest rate.

Risk Weight

In Risk Weighted Capital, the risk weight is assigned by risk type, and is used to calculate capital allocation or normalized loss for the account or activity.

Risk Weighted Capital (RWC)

See PeopleSoft Risk Weighted Capital

RIZIV Code

This code is for Belgian employers to track the Federal Institute for Illness and Disability Insurance category.

ROE (Record of Employment) Reason Codes

ROE codes are defined by the Canadian government for employers to record employment actions such as Return to School or Pregnancy Leave.

ROLAP (Relational Online Analytical Processing)

ROLAP refers to the analytical processing and analysis of a relational Data Mart cube. ROLAP, is a form of OLAP that leverages the power and flexibility of relational databases.

Role

A role consists of a designated set of tasks, competencies and accomplishments required for a job code or a position.

Role user

A PeopleSoft Workflow user. A person's Role User ID serves much the same purpose as their Operator ID does in other parts of the system. It allows the system to uniquely identify the user and to determine what data the user has access to.

PeopleSoft Workflow uses Role User IDs rather than Operator IDs because it needs different kinds of user information than the rest of the system does. Specifically, it needs to know how to route work items to the user---an email address, for example---and what role the user plays in the workflow. Plus, you can include role users in your workflow who aren't PeopleSoft application users and who don't have Operator IDs.

Roles

Roles describe how people fit into the workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

Roll Forward

In commitment control, rolling budget balances forward from the budget ledger you are closing (the source budget ledger) into the new (target) budget ledger.

In PeopleSoft Enterprise Planning and Production Planning, a utility that moves tasks from the past to a valid point in the future using time periods rather than fixed dates.

Roll Up

The act of totaling sums based on information tree hierarchies. You can roll up data for any group of details that you have defined as dependent with the Tree Manager.

Rolling Plan

An ESPP offering period where the purchase date is measured from the offer start date. If at the purchase date, the current stock price is lower than the last stock purchase price, you may elect to reset your employees to the new lower purchase price. The offering period is now based of the new purchase date.

Rollup

In PeopleSoft Demand Planning, the process of adding up the demand and forecast **Array** from one level to the next from child to parent. Information such as caption, description, and unit of measure can also be rolled up. The process is also referred to as summarization.

Rounded Punch

A punch that has a company's rounding requirements applied to it (see Time Administration)

Rounding Rule

Defines a rounding rule. You use rounding rules in numerous places—for instance you could round an earning, deduction, or many of the elements that make up an earning or deduction.

Routing (Manufacturing and Engineering)

A set of information detailing the method to manufacture a particular item. It consists of sequentially numbered operations that reference the task to be performed, the work center in which the task is to be performed, the resources to be used, and the time required to complete the task. Engineering Routings differ from Manufacturing Routings in that they are not visible within Production Planning or Production Management and are isolated from Manufacturing.

Routing Option

In PeopleSoft Planning, a valid method for replenishing supply for an item. There are two types of routing options: build options and purchase options. An item may have more than one routing option.

Routing Transit Number (RTN)

A number that identifies the financial institution to which an electronic payment should be sent for deposit.

Routings

Routings connect the activities in the workflow. They are the system's means of moving information from one place to another, from one step to the next. Routings specify where the information goes and what form it takes—email message, electronic form, or worklist entry.

RSZ (Rijksdienst Sociale Zekerheid) Category Codes

These government defined Social Insurance category codes are used to maintain social security records for your Belgian employees. RSZ Categories are associated with a Contract Type, Statute and Substitute for Claey's Formula calculations.

Rule

Representation of a company's compensation, task allocation, or exception requirements (see Creating Rule)

Rule 10b-5

A SEC rule that prohibits trading by insiders on material non-public information. This is also the rule under which a company may be sued for false or misleading disclosure.

Rule 144

A SEC rule that applies to public re-sales of restricted securities as well as all sales by affiliates. The requirements include (1) current public information about the issuer, (2) a one-year holding period for "Restricted Securities," (3) unsolicited brokers' transactions, (4) an amount limitation. the greater of 1% of the outstanding stock or the average weekly trading volume may be sold during any three-month period, and (5) a Form 144 filing.

Rule Actions

Functions that can be used in the creation and application of a rule (see Time Administration)

Rule Elements

Customer defined pieces of information which are passed to Time Administration in order to apply and evaluate rules (see Time Administration)

Rule Period

A Time & Labor period used in the evaluation and application of a rule (see Time Administration).

Rule Program

Specifies the set of rules the Time Administration process will execute and the order in which it will execute the rules.

Rule Results

Net effect of the application of a rule; for instance, the creation of time, initiation of workflow, modification of reported tasks (see Time Administration)

Rule Templates

Templates used to quickly create a variety of rules for the Time Administration program to execute when processing reported and/or scheduled time. Some examples are. compensation rules for overtime and holidays, notification rules for irregular attendance, and rules for just about any other time-reporting situation that requires special processing.

Rules

Rules are your company's business practices captured in software. Rules determine what activities are required to process your business data.

Rule Set

Rule Sets enable you to apply basis rules to your PeopleSoft Analytic Application in the sequence that you prefer. This is particularly helpful if there are multiple basis rules for the same account node, product node, or position source code. Rule Sets can control the execution sequence of your rule combinations, filter combinations, or both. The first occurrence on the node will be applied and any other occurrence will be ignored. Rule Sets are also used with the Data Manager, and with the Currency Conversion engine.

Rules/Time Administration

A physical implementation or execution of a company's compensation, exception and task rules (see Time Administration)

Run Control

A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start some type of program that manipulates data in some way.

Run Control ID

A unique ID to associate each operator with their own run control table entries. Process Scheduler.

Run ID

Code that uniquely identifies a Run Control for batch processes.

RWC (Risk Weighted Capital)

See PeopleSoft Risk Weighted Capital

S**Safety Stock Policy**

In PeopleSoft Inventory Planning, a policy that determines how safety stock quantities are calculated for an item. The policy has several methods that include days supply and percentage of demand fill.

Salary

Rate of compensation received by an employee.

Salary Group

Part of a group of defaults assigned to job codes. A salary group may include items such as steps and grades dependent on individual company parameters.

Salary Plan

A plan of salary defaults, grades, and step components

Salary Step Components

Pay components assigned to a salary step by entering the corresponding rate codes on the Salary Step Components page.

Salvage Value

An estimate of the amount of money one might receive upon selling an asset once that asset reaches its useful life. Salvage value is used in several depreciation calculations, including Straight Line.

Sales Order Rebate and Penalties

Rebates or penalties that are calculated against sales orders independent of **Buying Agreement**.

Sales Person

A required field used in PeopleSoft Receivables, Billing, Order Management, and Deduction Management when working with items. Each item must be assigned to a credit analyst. If no

credit analyst is assigned to an item, the credit analyst assigned to the customer is used as the default.

Sales UOM

The only units of measure that can be referenced on sales orders and quotes. You establish them on the Product Attributes by UOM page.

Same-Day Sale

An exercise and sale occurring on the same day. The exercise of the option and sale of the underlying shares take place simultaneously. The broker uses the proceeds of the sale to pay the company the exercise price and any tax withholding and the optionee the net cash (less any brokerage commission/fees).

Sample Method

One method of entering characteristic readings for a quality control plan. Using this method, for one given control plan you inspect all the characteristics for the first sample, then all the characteristics for the next sample and so on.

Scale

On a Goals Matrix (In PeopleSoft Workforce Analytics), a scale that defines the lowest, middle, and highest levels of performance needed to achieve associated minimum, midpoint, and maximum levels of compensation pay out. These are referred to as the Threshold, Target, and Stretch levels, respectively. The scale can be used to standardize multiple performance goals to a common scale of measurement.

Scenario

A scenario is a particular outcome you are analyzing when you run in Scenario Manager. Scenarios enable you to study various changes in organization models you created. For each parent and child model you want to study, you create a scenario ID that you use with all run controls.

There are two types of scenarios defined in the Scenario Manager: Historical and Forecast. In the case of an Historical Scenario all future looking fields will be display only and the Scenario Manager component serves as a wrapper to run any analytic engines. In the case of a Forecast Scenario, the Scenario Manager refers to all the business rules, forecasts, and economic assumptions that make up the scenario.

In PeopleSoft Budgeting a scenario is a ChartField used in PeopleSoft Budgeting to identify different budget iterations that use different assumptions.

Schedule

Specific task, date, and time to be worked by a Time Reporter (see Scheduling)

Schedule 13D or 13G

Disclosure forms required to be filed with the SEC and the company by a shareholder (or shareholders) that own(s) more than 5% of a public company. Schedule 13G is a short-form version of the 13D and may generally (but not always) be used only by institutional investors.

Schedule Group

A category of employees or employee groups associated for purposes of time scheduling.

Schedule Line Number

The line associated with an Order ID. The schedule line identifies an item and scheduled ship quantity that may be different from the requested quantity due to item availability.

Schedule Number

A number identifying the salary table form that an employee's pay is computed. Also has a second meaning related to the Payment Voucher processing for the ECS.

Schedule Reconciliation

In PeopleSoft Payables, the process of reconciling scheduled payments by Payment Schedule ID. Schedule Reconciliation helps U.S. federal agencies meet their requirement to schedule or group together payment orders for submission to the Treasury Disbursing Office.

Schedule Template

An ordered pattern of workday(s) and/or off day(s) used in scheduling (see Scheduling)

Schedule Type

In PeopleSoft Payables, an indicator of the nature of items purchased with a Payment Schedule.

Scheduled Punch.

A time reporter's expected punch (see Scheduling)

Scheduling

A function of PeopleSoft Time and Labor and PeopleSoft Global Payroll that enables you to create work schedules and assign them to employees.

Scorecard

A weighted sum of constraint violations in a schedule that evaluates the schedule's validity (that is, acceptability). The score is calculated by adding the value for each relevant violated constraint. See also **Penalty**, **Weight** and **Relevant Constraint**.

In PeopleSoft Balanced Scorecard, views of a strategy tree's components and Key Performance Indicators with red, yellow, or green scores that show its assessments.

Scrap

Any material outside of specifications and possessing characteristics that make rework impractical.

SearchIndex

A set of objects that give the programmer the ability to create, delete, insert, and update a search index and the items within it. Search index items contain a set of statistics about the document that has been indexed (keywords, number of occurrences, proximity to other words, and so on) as well as a key that can be used to point to the document (a URL, database key, or file path).

SearchQuery

A set of objects that allow the programmer to pass a query string and operators to the search engine and receive a set of matching results with keys to the source documents from the search index in return.

Seasonal Index

In PeopleSoft Demand Planning, measures the amount by which a forecasting period is influenced by seasonal effects. The index typically measures the percentage of difference between the base demand in the period and the expected actual demand in the period. An index of 100 indicates an average period in a seasonal cycle.

Seasonal Profile

In PeopleSoft Demand Planning, identifies the weight index assigned to a forecast time period to take in account seasonal fluctuations in the demand.

Seasonality Group

In PeopleSoft Demand Planning, a group of **Forecast Items** with a repetitive pattern of demand from year to year where some periods are higher than others. Typically a group of items is designated as a contributor to the seasonality group. Contributors are chosen because they are representative of the group, are stable, and have at least two years of demand history. The seasonality group profile is more stable than individual profiles of the contributors because the Aggregation process smoothes out random errors.

In Enterprise Planning and Simulation, a Seasonality group is a group of items with similar seasonal patterns. To determine if a forecast element is seasonal or nonseasonal, by averaging their history values over a year and determining where they were above and below average. Seasonality groups capture means seasonal behavior among related products.

Secondary COBRA Events

COBRA qualifying events that extend the amount of time a participant is eligible for COBRA coverage. For an event to qualify as a secondary COBRA event, it must fulfill the following qualifications: The participant must already be enrolled in COBRA coverage as a result of an initial COBRA event, the initial COBRA event must be one that is associated with a change to the employee's job status (such as a reduction in hours, termination, or retirement), and the

secondary event must be one of the COBRA event classifications that involves loss of coverage for the dependent (such as divorce, marriage of dependent, or death of employee). See COBRA and Initial COBRA Events.

Secondary event code

Secondary event codes, also called transaction codes, specify the type of transaction in detail. For example, a transaction's secondary event code could say that the transaction is a catalog order, a rush order, or a request for a sample. Not all transaction types include secondary event codes.

Section

A set of logically related elements that are to be resolved during the payroll process. You define your payroll process by creating sections and adding them to process lists. You can create four different types of sections: standard, generate positive input, sub-process, and payee.

Section 16(a)

Provision of the Securities Exchange Act of 1934 that requires company insiders to file changes in beneficial ownership of the company's equity securities and periodic reports disclosing their holdings.

Section 16(b)

Provision of the Securities Exchange Act of 1934 that requires that any profit realized by a company insider from the purchase and sale, or sale and purchase, of the company's equity securities within a period of less than six months must be returned to the company. It is also known as the "short-swing profit" rule.

Section 423

The Internal Revenue Code section that regulates Employee Stock Purchase Plans.

Section 83(b) Election

A tax filing within 30 days of grant that allows employees granted restricted stock to pay taxes on the exercise date, rather than the date when restrictions lapse. If an employee files the election, taxes are based on the fair market value on the exercise date, with any future appreciation taxed as a capital gain. If the employee does not file an election, taxes are based on the fair market value on the date the restrictions lapse, which will be higher assuming the stock has appreciated in value.

Securities Act of 1933

Often referred to as the "truth in securities" law, the act requires that investors receive financial and other significant information concerning securities being offered for public sale; and prohibits deceit, misrepresentations, and other fraud in the sale of securities.

Securities Exchange Act of 1934

The Congressional act that created the Securities and Exchange Commission. The Act empowers the SEC with broad authority over all aspects of the securities industry. This includes the power to register, regulate, and oversee brokerage firms, transfer agents, and clearing agencies as well as the nation's securities self regulatory organizations (SROs). The various stock exchanges, such as the New York Stock Exchange, and American Stock Exchange are SROs. The National Association of Securities Dealers, which operates the NASDAQ system, is also an SRO. The Act also identifies and prohibits certain types of conduct in the markets and provides the Commission with disciplinary powers over regulated entities and persons associated with them. The Act also empowers the SEC to require periodic reporting of information by companies with publicly traded securities.

Security Clearance

Security Clearances (Classified, Secret, Top Secret) are granted to employees by government agencies and are usually associated with jobs that bring employees into contact with classified government projects or sensitive technologies.

Security Event

In commitment control, events that trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

Segmentation

You can “segment” components of pay based on such events as changes in compensation, employee status, or job changes during a pay period. For example, if an individual changes jobs in the middle of a pay period and your organization has a practice of separating components earned in the first job from those earned in the second job, you can set up your system to trigger segmentation of earnings results on the pay slip when there is a change to the job change action/reason field.

Selective Factors

Knowledge, skills, abilities or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

Selective Merge

In PeopleSoft Enterprise Warehouse the selective merge allows for an additional WHERE clause when you delete a merge.

Self-Service Application

Another name for PeopleSoft's HRMS and ERP applications accessed using a browser.

Sell to Cover Exercise

When an optionee sells a portion of the option shares to cover the exercise cost and any applicable taxes.

Seniority Pay

A premium paid for seniority or for the length of time an employee works for an organization.

Seniority Pay Components

Pay components whose rate codes are assigned to the seniority rate code class SENPAY (provided by PeopleSoft) on the Comp Rate Code page, allowing you to access the seniority pay functionality.

Seniority Rate Codes

A premium paid for seniority or for the length of time an employee works for an organization.

Separate Debit and Credit

A feature in PeopleSoft General Ledger that captures and reports in greater detail the accounting information that resides in balance sheet accounts. It shows the gross debit/credit balances in addition to the net balance for each account stored in the ledger. This feature also supports reversing—debit and reversing—credit journal entries for error correction.

Server Process

A server process is executable code that receives incoming client requests on the application server. The server process carries out a client request by making calls to a service that executes SQL against the database.

Service

A service performs a particular task of an application. Examples of services are MgrGetObj, SQLAccess, RemoteCall, and so on. When a client workstation sends a request to the application server, it sends a service name and a set of parameters, such as "MgrGetObject + parameters". The application server associates the service request with the appropriate server process to complete the transaction.

Service

The PeopleSoft Pension Administration function that determines how much service credit an employee has accrued.

Service Buy Back

The process by which an employee repays a pension plan in order to restore service credit that was forfeited when the employee withdrawal previous contributions. Typically, employees withdraw contributions upon termination and initiate service buy back processing upon rehired.

Service Purchase

The process by which an employee gets additional pension service credit for periods not normally considered eligible. The employee “purchases” this service by paying into the plan.

Service Schedule

A table showing how much service an employee earns based on the number of hours the employee worked during the year or month.

SetID

The label that identifies a TableSet.

Sex Code

Used to indicate gender.

Shape

For a transaction, the set of inputs and outputs for that transaction. For a class, the data members of that class.

Share

A share of a company's stock. Stock options give you the option to purchase a certain number of shares of company stock.

Share Price

The price per share of a company's stock. See, also, "stock price."

Shareholder

Owner of one or more shares of stock in a corporation. Also known as a stockholder or investor.

Shares Available to Issue

The total number of shares authorized, less shares granted, plus cancellations that revert to the Plan pool.

Shares Cancelled

This is usually triggered by a specific event, such as termination of employment in which the unvested shares as of the date of termination are no longer available for future vesting and exercise. These shares are therefore canceled from the option and can be returned to the plan, retired to treasury or allocated back to a group.

Shares Exercisable

The number of shares that are vested and available for exercise.

Shares Exercised

The number of shares purchased upon exercise of a stock option.

Shares Expired

Option shares that no longer are exercisable at the end of the option term. The length of the option term is defined in option agreement. This date is usually the earlier of the exercise period for vested shares after termination of employment or the full length of the option term.

Shares Outstanding

The number of company shares currently held by shareholders, as tracked by the transfer agent

Shift [Time and Labor]

The block of hours that an employee works in a day, such as nine to five, four to eleven, or ten to six. In PeopleSoft Time and Labor, Shift is used as a template of clock hours for scheduling an employee or group of employees to be at work or available to work (on call). Shifts may be constant, rotating, repeating, and/or split; any given shift may or may not have an associated Shift Differential or Bonus. A shift is always associated with a Work Schedule, and consists of clock hour Start and Stop times (two to allow for split shifts), meal periods (two) and relief periods (two).

In PeopleSoft Workforce Analytics, the block of hours that an employee works in a day such as nine to five, four to eleven, or ten to six.

Shift Bonus

A fixed amount (either a flat dollar figure or stated in terms of an employee's rate) paid for working a particular Shift.

Shift Code

A numerical shift identifier that is unique within a SetID.

Shift Differential

Additional compensation paid an employee for time worked during certain shifts. Typically, shift differential is administered as a flat amount per shift, hour worked, and/or as a percentage of the amount paid per shift hour or shift worked.

In PeopleSoft Workforce Analytics, a premium paid for work over regular pay, for which employees on certain shifts may be eligible, such as double-time for late night shifts. Shift differentials are usually stated as an additional rate or factor.

Shift Elements

Individual components of a shift such as TRC start and stop time, duration (see Scheduling)

Shift Name

Customer defined nomenclature for a shift (see Scheduling)

Shift Type

A customer-defined classification associated with a shift. The shift type can be used in the evaluation of rules or exceptions (i.e. On Call) (see Scheduling)

Shift Type [Time and Labor]

Time and Labor defined classification of shifts. Valid shift categories include Flex, General and Elapsed. Shift categories are used in the creation of time reporter schedules (see Scheduling)

Shipping Priority Code

Shipping Priority Codes act as tie breakers during order reservation in PeopleSoft Inventory when different orders are scheduled for the same delivery date and time. When the reservation process in Inventory encounters a situation where there are more orders than available stock, the system reserves the order with the highest priority. If schedules are encountered with the same priority, orders are then considered by order date.

Short Sale

The sale of a security that is not owned or is not delivered at the time of the trade, necessitating its purchase or delivery some time in the future to "cover" the sale. A short sale is usually made with the expectation that the stock value will decline, so that the short seller can eventually cover at a price lower than the original sale, thus realizing a profit. At the time of the short sale, the broker borrows stock to deliver on the settlement date. A short sale can be "naked," in which case the seller does not deliver the shares being sold short and must provide the broker with collateral. Or the short sale can be "against the box," in which case the seller delivers the shares being sold short for the broker to hold "in the box" until the seller chooses to close out the short position.

Short-Swing Transaction

A purchase and sale, or sale and purchase, of the issuer's equity securities by an insider within a period of less than six months. See "Section 16(b)" above.

Short-term Variable Compensation

In PeopleSoft Workforce Analytics, this is cash compensation paid to a worker that is not fixed; includes bonuses and commissions.

Sibling

A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.

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Sick Leave

Sick leave is accrued by full-time permanent/seasonal employees at the rate of 4 hours every biweekly pay period; for part-time permanent/seasonal employees, it is accrued at one hour for every 20 hours worked.

Simulated Workforce

In the PeopleSoft Workforce Rewards product, Manage Compensation module, the calculated Simulated Workforce = Existing Employees + New Simulated Employees + Reduced-Employees.

Single Life Annuity

A benefit payable during the lifetime of the participant, with no payments made after the death of the participant. Also referred to as a “life only annuity” or a “straight life annuity.”

Single Signon

This refers to the process by which a user can, after being authenticated by one PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

SIREN Code (Système Informatique pour le Répertoire des Entreprises)

This stands for the Electronic List of Enterprises. The SIREN code is assigned to a company when it registers as a business with the French government, and identifies the purpose of the establishment for regulatory reporting purposes in France.

SIRET (Système Informatique pour le Répertoire des Établissements)

This stands for Electronic List of Entities. In France the SIRET is an identifying number given to a French business by the INSEE, an official statistics and economics organization in France. The SIRET number is a combination of the SIREN and NIC numbers. This number is used by the tax and social security authorities to identify a business enterprise and its entities.

Site Tree

In PeopleSoft eStore, a hierarchical structure that controls navigation, as well as content and behavior within the header, footer, and left margin areas of the web page template.

Slice

The span of time into which an element is segmented as a result of element segmentation. Unlike a segment (or period), a slice does not represent a separate gross-to-net process since it affects only a limited set of elements within a period or segment. Like segments, slices have their own begin and end dates.

Slice Dimension

A model dimension used to restrict user access to the system. For example, a product manager's access to the system can be restricted to only the products he or she is responsible for by defining "Products" as a slice dimension, and assigning this person the members of the "Products" dimension he or she can access.

Slice and Dice

Another term for multidimensional analysis. When your data has three (or more) dimensions, you can think of it as being arranged in a cube (or hypercube), with each side representing a dimension. When you analyze the data, you "slice" off part of the cube or "dice" it to get to an individual cell.

Slotting

In PeopleSoft Workforce Rewards, a process by which the system establishes the target market compensation rates to use for compensating workers in non-benchmark jobs.

Social Security Number

Nine numeric digits assigned to an individual by the Social Security Administration. Also known as a Taxpayer Identification Number (TIN).

Source

The Source table stores valid journal entry and posting sources. These can include job titles (such as CFO), user IDs (such as CLERK123), PeopleSoft General Ledger processes (such as Consolidations), or other applications (such as PeopleSoft Payables).

Source Transaction

In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control, and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue or collected revenue transaction.

Sparsity/Density

A multi-dimensional concept of whether data exists at intersections of dimensions. If a cube has many dimensions, but little or no data in some of those dimensions, the cube is considered sparse. Sparse cubes take up unnecessary disk space and reduce calculation performance. The goal is to create dense cubes and only use dimension intersections where data actually exists.

Special Accumulator

A device that accumulates earnings from different sources for a specific purpose. 401(k), pension and retirement plans use special accumulators. A 401(k) plan might use a special accumulator to calculate a deduction using regular, vacation, and overtime earnings. Special accumulators can add to or subtract from a pool of earnings.

Special Payments

A payment that occurs once or under special circumstances (e.g., back pay interest, lump sum leave, bond refund, longevity bonus, compensatory time reimbursement, death payment, severance pay, separation bonus, etc.).

Special Rates

Higher salary rates for specific grade levels and occupational groups determined by OPM for employees working in specific geographic areas. Each area is assigned a separate Schedule Number.

Specialist

A member of a stock exchange who maintains a fair and orderly market in one or more securities. A specialist or specialist unit performs two main functions. executing limit orders on behalf of other exchange members for a portion of the floor broker's commission, and buying or selling for the specialist's own account to counteract temporary imbalances in supply and demand, preventing wide swings in stock prices.

Specialized Experience

Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled.

SpeedChart

A user-defined shorthand key designating several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a speedchart definition.

SpeedType

A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

Spending Limits

See Planning Targets.

Split and Join

In PeopleSoft Demand Planning, the process of subdividing a forecast so that multiple users can make changes to their portions of the forecast. After changes are complete, the portions are joined back into a single forecast.

Split Deduction

Deduction that you create by splitting an existing deduction into two deduction items. The new deduction retains the original item ID with an added suffix number.

Split Shift

Periods of productive time split up by period of non-working time; example. a time reporter comes to work as a busboy for the lunch shift from 12-2 p.m. and then returns to work from 6-8 for the dinner shift (see Scheduling)

Split Stream Processing

The matching of a payment's cash information with the payment advice information when they have been received as separate transmissions through EDI and lockbox.

The uniting of the payment cash with the payment advice when they have been received as separate information through EDI.

Spokesmen Committee (Sprecherausschusse)

In Germany the Spokesmen Committee represents the interest of the management in your company before the ownership. The Spokesmen's Committee is consultative in nature, although they play a co-determination role on individual employment contracts, hiring, and dismissals. They also play a role in monitoring employment fairness, equity, and non-discrimination in terms of nationality, race, religion, sex, and age.

Spouse Demonstration J&S

In the PeopleSoft Pension Administration system, an informational-only form of pension payment that tells what the spouse's total benefit would have been if the retiree had chosen the spouse as the beneficiary rather than a nonspouse beneficiary. You cannot pay pension benefits based on this form because it is informational only.

Spouse Eligibility Alias

In PeopleSoft Pension Administration, a Custom Statement that defines any criteria that must be met before the plan will provide an Automatic Spouse Benefit. For example, the plan may require that the employee and spouse be married a full year before they are eligible for an automatic spouse benefit.

Spouse Eligibility Statement

See Spouse Eligibility Alias.

Spread

Depending on the context, either (1) the difference between the bid and asked prices for an over-the-counter stock, or (2) the difference between an option's exercise price and the market price at the time of exercise (i.e., the profit component of the exercise).

SQL Objects

Used to create rules that are more complicated than templates or actions and conditions allow—select statements, insert statements, table joins, and sub-queries

ST (Strategic Trust)

See Strategic Thrust

Staged Date

The date an item was received into the inventory business unit.

Staging ID

An identifier for a putaway plan. The inventory system sequentially assigns Staging IDs when it creates the putaway plan.

Standard Cost

A predetermined, fixed cost associated with an **Inventory Item** or **Forecast Item**, representing detailed estimates of each element of cost entering into the purchasing or manufacturing of an item. Standard cost is used when minor variations in an item's cost are not needed. The use of standard costs also enables management to determine how much an item should cost (Standard), look at how much it does cost (Actual), analyze the differences between the two and their causes (Variances), and compute economic order quantity.

Standard Form (SF)

A standardized form for interagency use by the Federal government. The SF prefix is the most common but not exclusive one in usage.

Standard Price

In PeopleSoft Demand Planning, the standard selling price associated with a **Forecast Item**. The price can be introduced into the system directly in forecast item maintenance or indirectly using the demand transfer interface. At higher levels in the view where there is no standard price available, the summarization function can be set up to develop one.

Standard Unit of Measure

The smallest unit of an item that a PeopleSoft application tracks.

Startup Data

In PeopleSoft Pension Administration, accrued Service, Cash Balance Account, or Employee Account data loaded into the system in the form of an opening balance and “as of” date. The alternative would be to load the entire accrual history.

State Record

The State Record is a PeopleSoft record, keyed by process instance, that must be created and maintained for each Application Engine program. The State Record defines the fields that an Application Engine program uses to pass values from one SQL statement to another.

Static Group

An employee group in Time and Labor that enables you to control its creation and maintenance. The group remains the same at all times until you change it.

Static Policy Controls

Determines how a static (versus time-phased) **Inventory Policy** is to be calculated. Static controls use period and average methods and their arguments.

Statistical Account

An account that has an associated unit of measure, used for tracking and monitoring statistical data. For example, the Workstations account uses EA (each) as a generic unit of measure, while the Floor Space statistical account might use square feet and the Work Days account would use days.

Statistical Code

The unit of measure used for tracking and monitoring statistical data. For example, using a statistical code of WS may represent the number of Workstations.

Statistical Forecast

In PeopleSoft Demand Planning,, a forecast developed at each level of the forecast pyramid and that considers the item’s history in isolation.

Status Checking

In PeopleSoft Projects, a control feature that can be applied to transactions coming into Projects from cost feeder systems. If the incoming transaction does not conform to predetermined status and analysis conditions, an online warning will display or the transaction will be rejected.

Status Position Code

A code that identifies the various conditions of a position, e.g., frozen, classified, etc.

Statutory Account

Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

Step

A secondary level or subcategory within the primary pay level (depending upon pay plan, different employees may have a different number of steps within their primary pay level).

Step Progression

In PeopleSoft Workforce Analytics, a pay increase granted to an employee or group whose salary plan includes steps within grades. Each step increase is a step up the pay range for the employee.

Stock

In corporate finance, the form in which an owner's interest is represented, distributed in units known as shares.

Stock Administrator

An individual who administers and manages the corporation's benefits and/or equity compensation plans. This individual serves as the contact for transfer agent and broker inquiries. Stock Administrators manage Stock Option Plans, Employee Stock Purchase Plans, Restricted Stock Award Plans, and Stock Bonus Plans.

Stock Appreciation Rights (SAR)

A contractual right to receive, either in cash or employer stock, the appreciation in the value of the employer's stock over a certain period of time. A SAR can be used alone or in tandem with Incentive Stock Options (ISO/SAR) or Nonqualified Stock Options (NQ/SAR). PeopleSoft Stock Administration supports only tandem SAR's.

Stock Awards

Stock allocations that are processed in the Manage Variable Compensation business process. Stock Administration creates stock grants from finalized stock awards.

Stock Exchange

An organized marketplace in which bonds, stocks, and common stock equivalents are traded by members of the exchange, acting as agents (brokers) and as principals (dealers or traders). Such exchanges have a physical location where brokers and dealers meet to execute orders to buy and sell securities. Each exchange sets its own requirements for membership.

Stock Option

A contractual right granted by the company, generally under a stock option plan, to purchase a specified number of shares of the company's stock at a specified price (the exercise price) for a specified period of time (generally five or ten years). Assuming that the exercise price is the

same as the fair market value on the grant date, the option will become more valuable if the fair market value goes up, because the option effectively gives the optionee the right to buy stock in the future at a discount.

Stock Price

The price per share of a company's stock. See, also, "share price."

Stock Purchase Participant

An individual who participates in the corporation's Stock Purchase Plan.

Stock Purchase Plan

A type of broad-based stock plan that permits participants to use payroll deductions accumulated over a period of time to acquire stock from the company.

Stock Split

A change in the capitalization of an issuer that increases or decreases the number of securities outstanding, and adjusts the value of the securities accordingly, without a corresponding change in the assets or capital of the issuer. For example, if an employee has options to purchase 25 shares at \$10 per share and the company has a 2-for-1 stock split, the employee thereafter has the option to purchase 50 shares at \$5 per share.

Stock Swaps

A payment method that can be used to cover the cost of the exercise price and taxes depending on whether it is allowed by the plan. When an employee elects to exercise a stock option by means of a stock swap, they surrender already-owned shares of stock to pay the total required option exercise price and/or taxes for the option being purchased. The surrendered shares are usually valued at the fair market value of the company's stock on the date of exercise.

Stock Trading Symbol

The three or four letter symbol used to identify a company's stock on the stock exchange where it trades. Also known as a "ticker symbol".

Stock Withholding

A cashless method of satisfying the withholding taxes due upon the exercise of a stock option by authorizing the company to withhold from the shares being exercised a number of shares equal to the taxes.

Stockholder of Record

Person or entity, often a broker or the Depository Trust Company, named on the issuer's or transfer agent's stock record books as the owner of shares held in "street name." The stockholder of record acts in part as a way of safekeeping stock certificates that might otherwise be lost by the beneficial owner, and also in order to keep the identity of the beneficial owner confidential from the company.

Stock-In Probability

A replenishment option for defining transfer parameters for PeopleSoft Demand Planning or Inventory Planning upload files. The option is the percentage of time you want to have the item on hand for the **Business Unit** and is used to calculate safety stock.

Stop Time

Out punch

Storage Area

A division of a **Business Unit** used to store material and to track **Inventory Transaction**. Storage areas might include shipping and receiving docks, staging areas, warehouse zones, and inspection and quality control departments. Each storage area can be divided into a maximum of four levels, with each level representing a physical subdivision of the area.

Storage Level

A hierarchical subdivision of a storage area.

Storage Location

The combination of a storage area and that area's most detailed storage level. This is the smallest definable physical space within an **Inventory Business Unit**.

Strategic Initiatives

In PeopleSoft Balanced Scorecard, actions the organization must take to implement strategy. May be temporary or short-term in nature.

Strategic Thrust (ST)

In PeopleSoft Balanced Scorecard, four to five statements or paragraphs that summarize the core components of an organization's strategy. Strategic thrusts describe the key areas across which a scorecard is balanced. They are themes or goals your organization is striving to achieve; more specific descriptions of what you must do to achieve that goal are defined by critical success factors. Key performance indicators may be attached to strategic thrusts as long as there aren't critical success factors below them, but typically strategic thrusts aren't directly associated with key performance indicators.

Strategy Tree

In PeopleSoft Balanced Scorecard, the hierarchical relationships of the objectives your organization is striving to achieve. Used as the foundation for a scorecard, and typically balanced across four major categories: Financial, Customer, Learning and Growth, and Internal Processes. These are made up of Vision, Strategic Thrusts, and Critical Success Factors.

Stratification Engine

A support module that structures the volume of financial accounts and balances at a large financial institution to a manageable scale for processing by the PeopleSoft Funds Transfer Pricing (FTP) and PeopleSoft Risk Weighted Capital (RWC) applications. It categorizes data by a range of values and summarizes data based on rules you define for FTP and RWC.

Stratification Wizard

Stratification Wizard is a tool you can use to quickly create new stratification rules or update the existing rules. Stratification Wizard prompts you for each of the possible source and destination fields, grouping operations, and summarization actions to be performed. Stratification Wizard enables you to stratify your data according to tiers, discrete values, periodic increments, and numeric increments. It also enables you to leave the data aggregated.

Streams

An optional feature that enables you to reduce processing time by processing groups of payees simultaneously.

Street Name

See "Stockholder of Record".

Stretch

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the level of performance for which an employee achieves maximum pay out. Performance above this level receives no greater pay out.

Strike Price

The price per share which must be paid in order to exercise the stock option. The strike price is typically the fair market value of the stock on the grant date. Also known as the "exercise" or "grant" price.

String constant

String constants are delimited in PeopleCode by using either single (') or double (") quote marks.

Strip Funding

One of several methodologies used by PeopleSoft Funds Transfer Pricing (FTP) to derive maturity when calculating FTP rates based on matched maturity funding. This approach matches the projected cash for the instrument in each time period, with a specific cost of funds rate for that cash flow. The FTP rate for the instrument is then calculated by weighting the cost of funds rate for the cash flow in each time period by the term of the cash flow.

Structured Query Report (SQR)

A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.

Style File (Verity)

Collection style refers to a set of configuration options that are used to create the indexes associated with a collection. A collection has one collection style and it is defined in a set of style files before creating the collection.

SubCustomer Qualifier

A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Sub-Process Section

A type of section you can add to a process list. Sub-process sections are especially useful for performing iterative processes such as gross ups (calculating the gross amount for a given net amount). You can include conditional logic within a sub-process section.

Subscription

The process of mapping fields, selecting data parameters and submitting the information to an outside vendor.

Substitute Item

In PeopleSoft Manufacturing, an item that can be used when there are no primary components available in inventory or when there is a long-term shortage of the original item. The substitute item can be defined at three levels: setID, business unit/item, and bill of material/engineering bill of material.

Subtask

A lower-level Planning task in a schedule's hierarchy that rolls up into a parent task. For example, an operation performed on a production ID would be a subtask of the production order.

Summarization Process

See Rollup.

Summary ChartField

A feature for creating summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

Summary Forecast

In PeopleSoft Demand Planning, a type of forecast that results from adding up the adjusted forecast totals from the next lower level, meaning the sum of the children's forecasts for the parent. The summary forecast at level one (1) is always zero since there is not a logical lower level.

Summary Ledger

An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. They increase the speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

Summary Tree

A tree used to roll up accounts for each type of report in summary ledgers. In effect, summary trees enable you to define "trees on trees." In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

Summed Adjustment Type

When the system finds multiple summed discounts, they are added together, and applied once.

Super Tree Utility

A PeopleSoft Enterprise Warehouse utility that enables you to combine multiple effective dates of a tree into one. This super tree contains all tree changes for a certain period of time enabling you to analyze effective dated trees more easily.

Supplemental IRR

An IRR type used when a federal employee's retirement deductions were originally under-reported. An agency can create a Supplemental IRR to report the difference in the retirement deduction amount to the Office of Personnel Management (OPM).

Supplemental Tax Method

A payroll tax calculation method that uses a straight percent rather than allowances. The percentage depends on state requirements.

Supply Chain Warehouse

See Warehouses.

Support Costs

Activity costs not directly connected to production.

Support Modules

The support modules are a collection of engines and analysis models that derive values, rates, financial calculations, and prices. PeopleSoft Analytic Applications take this data and use it for further processing. The support modules perform processes that are used in the financial services industry. They are only utilized by two of the PeopleSoft Analytic Applications: Risk Weighted Capital (RWC) and Funds Transfer Pricing (FTP).

Support Team

A group of people working together to sell to and/or support a customer. You can assemble support teams and associate them with ship to customers, quotes, sales orders, and **Buying Agreement**.

Supporting Element Overrides

Provide a mechanism to override various supporting element types, such as brackets, dates, durations, formulas, and variables, at various different levels.

Supporting Elements

Supporting elements are building blocks for other elements. In PeopleSoft Global Payroll, they are used in combination with other elements to create rules. They are not stand-alone. Typical supporting elements are arrays, brackets, rounding rules, and fictitious calculations.

Suspend Exercise

As a condition of a leave of absence, a company may stipulate to restrict the exercise of shares during the leave or for a period of time. Only applicable if the Stock Action is LOA.

Suspend Vesting

As a condition of a leave of absence, a company may stipulate to suspend vesting of shares. Only applicable if the Stock Action is LOA. If a company does not Suspend Vesting then the Vest Deferral Grace Period and Service Rule are not applicable.

Suspended Item

In PeopleSoft Demand Planning, an item suspended by the system. The suspension is due to the lack of demand for the number of periods defined for the item's **Control Group**.

System Element

In PeopleSoft Global Payroll, system elements are delivered and maintained by Peoplesoft. There are two types of system elements: database system elements and system-computed elements. Database system elements contain payee-related data that can be used frequently in a calculation, such as department ID, location, and personal data. System-computed elements are automatically populated by the payroll process.

System Functions

A list of all activities that the system supports, along with their associated General Ledger distributions.

System-Defined Count

The PeopleSoft Inventory feature that employs user-defined criteria to begin the count creation process.

System-Defined History

Any statistical information updated by the posting and aging programs, maintained to reflect customer credit standing.

T**T+3**

The obligation in the brokerage business to settle securities trades by the third day following the trade date. "Settlement" occurs when the seller receives the sales price (less the broker's commission) and the buyer receives the shares.

Table

The underlying format in which data is stored by columns (fields) and rows (records, or instances).

Table Lookup

A utility in PeopleSoft Pension Administration that finds an unknown value based on a known one in your data set. For example, you can look up an interest rate based on a year, or an actuarial factor based on an employee's age.

TableMaps

In the PeopleSoft Enterprise Warehouse, TableMaps define the physical relationships between related tables. TableMaps allow you to define "families" of related tables and the columns that define the key relationships between the tables.

TableSet

A group of rows across control tables identified by the same SetID.

TableSet Sharing

Specifying the control table data for each business unit so that redundancy is eliminated.

Tardy

The circumstance when a time reporter reports for work after the scheduled start time

Target

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the performance level your organization establishes as the norm for performance and pay out.

Target Cost

A desired target cost (for production, engineering or marketing) is found by subtracting the desired profit margin from a competitive or estimated price.

Target Currency

The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

Target End Date

The intended end date for employee schedules in Time and Labor reporting. You establish a target end date, and depending on the work schedule templates, the application determines what the actual end date should be.

Target Grade

Highest obtainable grade for a position.

Target Matrix

In PeopleSoft Workforce Rewards, the Target Matrix defines the level of award to be paid based upon a predetermined level of performance that a defined measure is evaluated against.

Target Plan

In PeopleSoft Workforce Rewards, a plan for distributing compensation awards, in which the level of the award is linked directly to a predetermined level of performance that a defined measure is evaluated against. For example, a Target Plan for a Sales group might be as follows: “As a group, increase the business unit’s net income by 10% and each member of the group will be eligible for an award equal to 5% of base pay.”

Target Rate

In PeopleSoft Workforce Rewards, calculated market rates you choose to use as new target pay rates for the jobs in your organization. Think of these target rates as pay guidelines, in support of your company’s overall pay strategy.

Target View

In PeopleSoft Demand Planning, the of the views being reconciled during the **Cross-View Reconciliation** process. During the process, fields for reconciliation are defined for both a source and target view.

Tariff

In Germany a Tariff is a contract between the employee's unions and the employers' association, defining labor agreements on issues such as standard working hours, income, and vacation. This contract is valid for all of Germany for the business or industrial sector the company is working in (such as **Banking** or **Metal**).

Tariff Area

In Germany, additional labor agreement terms beyond those in the Tariff, such as salary plans or employee reviews, can also be applied based upon the Tariff Area. The Tariff Area is often split along regional lines (such as **Bavaria** or **Berlin**).

Task

See **Manufacturing Task** and **Planning Task**

Task

A piece of work assigned to or demanded of a person; a unit of work (see Time Reporting)

Task Entity

Individual component of a task; for example, Project ID, Activity ID, Work order, Department, Company, Business Unit (see Time Reporting).

Task Profile

A way of viewing or establishing where to allocate employee task information for a day and time. The task profile fields that appear on the page are established by the *Task Profile Template*.

Task Profile

Entity that establishes the default values for optional and required task elements. This can be for single or multiple tasks. (i.e. default values based on hours allocation, percentage distribution, equally distributed or by prompt) (see Time Reporting)

Task Rules

A methodology that is applied to scheduled, reported and payable time to allocate or redistribute task assignments (see Time Administration)

Task Transfer

Department transfer

Task Values

The customer defined value for a specific task element i.e. Customer 1, project 1, etc (see Time Reporting)

Taskgroup

Identifies the default time reporting templates, task template, and task profile(s) for time reporters that share the same task reporting requirements.

Taxable Benefits

Any employer contributions that are subject to Federal Withholding Tax.

TDS (Transfert de Données Sociales)

In France the TDS is a social security transfer report, submitted on magnetic media to the government.

Team Member

An individual who is part of a support team. Each team member may be in a commissionable or non-commissionable role.

Technical Scenario

In PeopleSoft Enterprise Warehouse technical scenarios allow you to set up the object type values that the Resolver uses to chunk the record/TableMap you'll resolve. Technical scenarios allow technical users to define chunking criteria that enable chunks to run in parallel. This allows for parallel data processing.

Template

A portal template is simply HTML code, associated with a web page, to define the style and layout of the page. Templates allow a developer to build an HTML page by combining HTML from a number of sources. Templates do two basic things: define the layout of the page, and define where to get HTML for each part of the page.

Template Pagelet

One piece of an overall template. For example, in a given template, there may be one template pagelet for the universal navigation header and one template pagelet for the target content.

Temporal Constraint

A relationship between Planning tasks that defines their sequence and timing in a schedule. Temporal constraints cannot be violated by the Optimizer. PeopleSoft Planning constraints include finish to start, start to start, finish to finish, start to finish.

Temporary Continuation of Coverage (TCC)

The TCC program, as prescribed by the OPM, requires Federal agencies to provide to separating Federal employees the opportunity to temporarily continue their FEHB coverage for up to 18 months (unless involuntarily separated because of gross misconduct), provided the individual pays the full cost of coverage, including both the employee and government share and a two percent administrative charge. Agencies may elect to provide this service in-house or enter into cross-servicing agreements with another Federal agency.

Tenor

Used by the PeopleSoft Funds Transfer Pricing (FTP) application to refer to the maturity of an instrument. It represents the length of time an instrument is available as either a source or use of funds. The FTP application calculates the transfer price for an instrument, based on the marginal cost of funds of similar liquidity and tenor.

Term Certain and Continuous Payment Option

See Certain and Continuous Payment Option.

Term Certain Payment Option

See Certain Only Payment Option.

Termination

A transaction in which an employee ceases to be an employee of the corporation.

Threshold

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the minimum threshold for adequate performance, the designated level of performance below which it is inappropriate to pay incentives.

Think-time process

Think-time functions suspend processing either until the user has taken some action (such as clicking a button in a message box), or until an external process has run to completion (for example, a remote process).

Three-Tier

A three-tier architecture introduces an intermediary application server between the client workstation and the database server to improve performance. Within PeopleSoft, the application server sends the SQL to the database and then returns results to the client in the form of lightweight Tuxedo messages.

Threshold Checking

In PeopleSoft Projects, a control feature that can be applied to transactions entered directly into Projects or integrated into Projects via the INTFC_PROJ_RES table. If the transaction exceeds a predefined tolerance, a warning will display or the transaction will be rejected.

Thrift Savings Plan (TSP)

A voluntary retirement savings and investment plan for Federal employees administered by the Federal Thrift Investment Board.

Ticker Symbol

The three or four letter symbol used to identify a company's stock on the stock exchange where it trades. Also known as a "stock trading symbol".

Tiers

In the financial services industry, Tiers are ranges that you set up for stratifying your instrument data (such as amounts, rates, and numbers) into specific groups. You define Tiers within Stratification Engine.

Time Administration

A process which provides four [separate] different online tools for creating, maintaining, and applying an organization's compensation, task, and exception rules to both reported and scheduled time. templates, actions and condition, SQL objects, and user exits

Time and Labor Period

A distinct, configurable period of time used by all the PeopleSoft Time and Labor processes (see Time Reporting)

Time and Labor User

Either a Time Reporter or a Time Manager

Time Capture Device

Third party system or methodology for collecting elapsed or time capture device time, i.e., time capture device, IVR, Fax, etc. (see Time Reporting)

Time Collection

A Time and Labor feature that collects positive and exception time reports, applies appropriate business rules and edits to the reported time to ensure validity and reasonableness, and returns errors and questionable items to the time reporter for correction or scrutiny. Time collection is also responsible for scrutinizing future (previously) posted time information for correctness when those reports are ready for use.

Time Collection Device

A group of time collection device lumped together and named for ease of assignment to employees. In other words. clock group 1 is made up of clock 1, and clock 2. Employee 123 is assigned to clock group 1 and can then punch in at either clock 1 or clock 2. (see Understanding Time Collection Device)

Time Collection Device time

Reporting time by recording actual starts and stop times (see Time Reporting)

Time Dimension

Determines how date-related information is presented in a **Cube View**. This dimension defaults to a two-level hierarchy consisting of the **Inventory Policy** year and a standard period, such as monthly.

Time Fence

In PeopleSoft Planning, a user-defined parameter that specifies the business rules to be used in the generation of the plan. PeopleSoft Planning time-fence types include start of time, end of time, planning close date (demand time fence), purchase order fence, leveling fence, action message cutoff, and planning time fence.

Time Manager

An individual who supervises Time Reporters

Time Period

A period of Time used in Time and Labor rules processing. You can categorize time periods in terms of days, weeks, or months. You establish day, week, or month-type periods for use when you apply rules for compensation, holidays, and so on.

Time Report

A payroll time and/or labor distribution time report for an employee for any date within the employee's current period.

Time Reporter

Any employee or contractor for who time is reported or generated in PeopleSoft Time and Labor.

Time Reporter Information

Values associated with the Time Reporter that are displayed when entering or viewing reported time and facilitate the processes of Time Reporting and Time Management (see Time Reporting)

Time Reporting

Any information required by a business unit that can be attributed to an individual employee (worker/contractor) and can be expressed in hours.

Time Reporting Code

A hybrid of two PeopleSoft objects: the Payroll Earnings Type and the Human Resources Absence Type. The Time Reporting Code represents the level at which a business actually needs to track employee time to support all of its administrative and compensation needs.

Time Reporting Code Type

Categorization of a time reporting code. Valid categories include: units, amounts, hours or a combination of hours and amounts (see Time Reporting)

Time Reporting Group

See Group [Time and Labor].

Time Segment

For Service, Cash Balance Accounts, and Employee Accounts, employees can accrue benefits differently at different times. The period of time during which employees use a particular rule is that rule's time segment.

TimeSpans

Relative periods, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a "rolling" time frame, rather than a specific date, is required. TimeSpans can also be used with Flexible Formulas in PeopleSoft Projects.

Tolerance

In PeopleSoft Projects, a value that is defined at either the project or activity level as either a percentage of a project's funding or an actual amount.

In commitment control, the percentage over budget that you allow, excluding revenues applied to increase budget limits, before the system creates an exception.

Total Authorized But Unissued

The combined total number of shares from Shares Available to Issue plus Total Options Outstanding.

Total Compensation

In PeopleSoft Workforce Analytics, this is generally the officially recognized compensation provided an employee in the course of their employment with an organization; includes both direct compensation and benefits compensation.

Total Compensation Management

The ability to track and report on all types of cash programs, non-cash programs, benefits and deferred compensation for all current workers, ex-workers and individuals associated with ex-workers who receive compensation due to the employment of the ex-worker.

Total Non-Compensation

In PeopleSoft Workforce Analytics, generally, this is the often unrecognized compensation an employee receives in the course of their employment with an organization; it includes Learning and Development compensation such as training, and Workplace Environment Compensation such as telecommuting privileges or other prerequisites.

Total Options Outstanding

The number of company shares currently held by shareholders as tracked by the transfer agent. Derived by using the number of Prior Outstanding plus Grants, less Exercises and less Cancellations.

Total Rewards

In PeopleSoft Workforce Analytics, this is the total rewards provided to an employee by their employment with an organization; it includes their officially recognized total compensation, and less often recognized total non-compensation.

Tour of Duty

The scheduled days and hours per day of attendance at a duty station for an employee.

Tracking Signals

PeopleSoft Demand Planning, a forecasting tool that detects bias in the forecast and provides an early warning of an unstable forecast. There are six tracking signals associated with each **Forecast Item** that correspond to the six most recent historical periods.

Trade Payment

An authorization for a customer deduction in a Promotion application.

Training Report 2483

The Training Report 2483 is a French regulatory report used to declare vocational training your company has provided to your employees. It is also known as the Declaration 2483 Report. The purpose of the report is to receive tax deductions from the government based upon the amount of money your company has spent on training.

Transaction

A named command with optional named and typed inputs and outputs. The associated external system or the Business Interlink Plug-in understands this command. The types of inputs and outputs are based on a set of generic types.

Transaction

A named command with optional named and typed inputs and outputs. The associated external system or the Business Interlink Plug-in understands this command. The types of inputs and outputs are based on a set of generic types.

See also **Inventory Transaction** or, for PeopleSoft Projects, **Resource Transaction**.

Transaction catalog

Lists transactions used to interface to the external system.

Transaction Code

In PeopleSoft Projects, an additional field on each resource transaction that is used in conjunction with accounting entry templates. Transaction codes enable you to deal with exceptions to your accounting entry templates without having to create additional transaction types. You can set up separate accounting entry templates for resource transactions containing the transaction codes you create. The accounting entry templates for those resource transactions lines can then use the same transaction types, but specify different accounts.

In PeopleSoft Asset Management, transaction codes identify special asset transactions and are used in conjunction with transaction type to create accounting entries.

Transaction Code

Identifies what action has taken place against the position.

Transaction Costing

See Multidimensional Costing

Transaction Currency

In the financial services industry, the original currency in which a company conducts its business activities. When a company has multinational operations, it may use different transaction currencies. These are translated to the base currency for consolidation and reporting of financial results.

Transaction Date

The date a transaction actually occurred as opposed to the date the transaction is recognized—the accounting date (although the two dates can be the same).

Transaction Dated

Data aggregated over a date range.

Transaction group

The package can contain one or more transaction groups. Each transaction group is a set of transactions of the same type, with the same trading partners involved.

Transaction Loader

The SQR in PeopleSoft Asset Management that transfers load lines from the Loader tables into the PeopleSoft Asset Management Tables as assets and open transactions.

Transaction Tables

In the PeopleSoft Enterprise Warehouse, these are tables that contain dynamic information and are keyed by business units.

Transaction Type

The building blocks of accounting entry templates in PeopleSoft Asset Management and Projects. For each transaction type you create you define specific transaction lines. The transaction lines are then transferred into accounting entry templates. In the accounting entry templates each transaction line is assigned a specific general ledger account.

Transactional System

A business application for performing the business transactions that keep your company running. Transactional applications, and the databases that support them, are optimized for quick transaction processing. Because they are constantly changing and are not optimized for data retrieval, transactional system databases are not usually the best source of data for analysis.

Transfer Agent

An individual or firm who that keeps a record of your shareholders and the number of shares they own. Transfer Agents also issue new share certificates and cancel old certificates. Unlike Brokers, Transfer Agents are not responsible for selling stocks. Instead they are primarily concerned with maintaining records on all stocks which your company has issued.

Transfer Forecast

In PeopleSoft Inventory Planning, a Generation process option that transfers the forecast from the target view in Demand Planning forecasts. The process only transfers items from Demand Planning that have been set to update the **Inventory Policy**.

Transfer Punch

The start of a work period that specifically denotes a change in task and usually compensation-related characteristics

Transfer Type

An interunit transfer setting PeopleSoft Production Planning and Enterprise Planning use to determine where it will obtain item data for transfer tasks. If the type is a supply or demand transfer task, the Planning engine only processes the transfer item for a single location, reducing the time for plan processing. If the transfer type value is both, the Planning engine processes the transfer item using data from both the To and From units.

Transfer Worksheet

A work space for transferring an open item from one customer to another.

Transferable Stock Options

Options that may be transferred by the optionee, generally only to a family member or to a trust, limited partnership or other entity for the benefit of family members, or to a charity.

Translate Table

A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own.

Translate Table

A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own. In most cases PeopleSoft maintains the Translate Table.

Transport Rate

The Transport is a statutory deduction in France. Each establishment has a rate, and the URSSAF notifies establishments of this rate on a yearly basis. This deduction is used by the region to subsidize transportation, and maintain and build roads.

Transportation Lead Times

The transportation lead time is the in-transit interval from the date and time a shipment leaves your warehouse (**Inventory Business Unit**) to the date and time it arrives at your customer's receiving dock. The transportation lead time is used in calculating the scheduled shipment and scheduled arrival dates on the order when you enter either a requested arrival date or a requested shipment date.

Travel And Relocation Date

Length of time an employee must remain in the Government after the Government has paid to relocate him/her from one official duty station to another or for initial appointment.

TRC Program

A program that runs the level at which an organization actually needs to track employee time to support all of its administrative and compensation needs. TRCs are assigned to TRC Programs, which are ultimately assigned to workgroups. Multiple Workgroups can share these TRC Programs.

Treasury Interface files

These are DOS-based files generated by PeopleSoft in accordance with FMS file layouts for transmission of payment data to one of the FMS' Regional Financial Centers.

Treasury Position Code

In the financial services industry, this is a lookup code used for off-balance sheet treasury position accounts, such as foreign exchange, derivatives, precious metals, or any other account position that is the result of trading room and treasury operations.

Treasury Stock

Shares of a company's stock that have been repurchased or otherwise reacquired by the company and are "held in treasury." Whether the treasury shares count as "issued" or as "outstanding" shares of the company is a matter of state corporate law. Generally, a company may not vote its own shares held in treasury.

Treasury Stock Method

The method of calculating primary and fully diluted earnings per share when common stock equivalents such as unexercised stock options exist. Required under generally accepted accounting principles.

Tree

The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

Tree Compare Utility

A PeopleSoft Enterprise Warehouse utility that enables you to compare effective dates for trees. The results page shows nodes that have been added, deleted, or moved from one parent to another. You may also view the detail objects that have changed.

Tree control

Tree Control is a hierarchical search tool that you can embed in a panel. Tree Controls give the user a view of hierarchical data structures and enable them to drill down through the hierarchy to a particular row of data.

Tree Denormalizer

The Tree Denormalizer Application Engine process converts trees into multi-column data format so they can be used by third-party OLAP or ROLAP tools.

Trigger

See Event Trigger.

Trustee Extract

A PeopleSoft Pension Administration data extract containing data that a third party needs in order to produce pension checks.

Turnover Costing

In PeopleSoft Workforce Analytics, this is a calculation of the cost to the organization of employee turnover, in dollars.

Turnover Rate

In PeopleSoft Workforce Analytics, the rate that employee's are leaving the company.

TUXEDO

BEA's middleware product used to manage transaction queues, server process initiation, system administration, time-outs, data encryption, compression, logging and other application server processing.

Two-Tier

A two-tier architecture refers to the traditional client/server model in which a client workstation connects to and sends SQL directly to the database server.

Type of Appointment

Indicates the specific type of appointment, e.g., part-time permanent, full time temporary, etc.

U**Underlying Security**

The security underlying a stock option that an optionee has the right to buy, or the security underlying a convertible security.

Underpayment Adjustment Limit

The maximum amount or percent above which underpayment adjustments are not allowed for a given business unit.

Underwater Option

When the current market price is below the option exercise price. When an option is underwater, it would cost more than the underlying stock is worth to exercise the option. Such options are also described as being "out-of-the-money."

Underwriter

An investment banking firm that actually buys the shares from the company in a public offering and then resells them (at a slightly higher price) to its customers.

Unexpected Losses

In the financial services industry, these occur when the economic capital is exhausted and the insolvency rate is exceeded. Unexpected losses are determined by a targeted insolvency rate (confidence level); for example, a 99.7% confidence level indicates that there is a 0.03% estimated probability that the unexpected losses will exceed economic capital (or shareholder equity).

Union Code

Part of a group of defaults assigned to job codes. Union code may be used by human resources to group similar jobs or bargaining units together, dependent on individual company parameters.

Unit Code

In the financial services industry, Unit Code is used as an alternate means of measuring the relative size of companies participating in external surveys. A typical measure would be the number of employees in a company. The concept of unit is generic enough that the units can be other measures besides number of employees. For example, in the hospital industry the unit could be the number of hospital beds. Or in the hotel industry the unit could be the number of rooms.

Unit of Measure (UOM)

A type of unit used for quantifying in PeopleSoft systems. Depending on the application, units of measure might describe dimensions, weights, volumes, or amounts of locations, containers, or business activities. Examples include inches, pounds, workhours, and standard cost dollars.

Unit of work

Each transaction group includes one or more individual units of work. A unit of work is a single transaction that you want to commit or rollback as a whole.

Unitize Assets

The process of unitizing a single load line, usually originating from a different application, into multiple assets in PeopleSoft Asset Management.

Univariate Forecasting Technique

In Enterprise Planning and Simulation, the Univariate Forecasting Technique is a forecasting method that uses only the recorded history for the value to forecast its future.

Universal Navigation Header

Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

Unscheduled Punch

A punch that is made by a time reporter who was not scheduled (see Time Reporting)

Unvested Shares

Unvested stock options are options that have not vested and, therefore, are not exercisable.

URI

A URI does not include the query string (the text following a ? on the URL). You can think of it as a subset of the URL that points to the resource, but does not include any parameters being passed to that resource. From the above example, the URI portion of the URL is as follows:

`http://serverx/InternetClient/InternetClientServlet`

URL

In this document, the term URL refers to the entire query string. The following is an example of a URL:

`http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=W
EBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k`

URSSAF Code

The URSSAF is the body responsible for ensuring payment of Social Security contributions by all French employers.

Useful Life

The amount of time an asset may be depreciated.

User Data

PeopleSoft Demand Planning, data held in user-defined fields. These fields provide for storage of additional data that is not supplied by the standard set of fields in the system. The fields can also become part of the key for the **Forecast Item** at each level within the **Forecast View**.

User-Defined History

A summary of customer receivables activity that is defined by the user.

User-Field Code

PeopleSoft Demand Planning, a definition of a set of user-defined fields that contain data specific to the installation.

V**Valuation**

The way a company represents the value of a non-monetary award such as stock.

Value allocation

A process in PeopleSoft Workforce Planning, by which you assign an overall monetary value to a competency strategy for your organization, and assign a weight or importance to the roles,

competencies and accomplishments in the strategy. The system then allocates a breakdown of the value to roles, competencies, and accomplishments in the strategy based on their relative weighting or importance.

Value Object

In the PeopleSoft Enterprise Warehouse, Value Objects are a metadata layer that provides descriptive information about fields and values. Value Objects are used as constants in Data Manager target object definition.

Variable

Temporary storage for use or defined information used in the creation and application of rules (see Time Administration)

Variable [Global Payroll]

An element type that defines and stores values such as a character, date, or number. You can use variables to create generic formulas for situations where you use the same values over and over again in a calculation.

Variable Compensation

In PeopleSoft Workforce Analytics, direct compensation that is not fixed, that is paid out in variable amounts, such as bonuses and commissions.

Variable Plan.

A plan in which either the number of shares and/or the price at which they will be issued is not known on the grant date.

VAT Account Type

A code that identifies the different types of accounting entries that must be created for VAT transactions. These codes are also used to categorize transactions in the VAT transaction table. The account type is used in conjunction with the VAT code and VAT transaction type to determine the VAT ChartFields used for a given VAT accounting entry.

VAT Apportionment

For mixed activity, VAT apportionment is the mechanism that allows you to specify the ratio of taxable activity to exempt activity for individual ChartFields.

VAT Calculation Method

Options are Net or Gross. When calculating VAT at net, the early payment discount is applied to the goods amount before calculating the VAT. The amount of VAT calculated using this method is the amount that is to be paid, regardless of whether the early payment discount is actually taken at time of payment. When calculating VAT at gross, the VAT is initially calculated based on the gross transaction amount. The early payment discount is not taken

into account at this point. However, in some countries an adjustment is made to the VAT amount at the time of payment, if the early payment discount is taken.

VAT Calculation Type

Options include Exclusive or Inclusive. If exclusive, the VAT amount is stated separately from the goods amount. If inclusive, the VAT is not stated separately but is included with the goods amount.

VAT Code

The tax code used to define a percentage the system uses to determine the VAT amount. The VAT code is similar to the sales and use tax code, with a few exceptions. The tax authority tied to the VAT code generally consists of a single authority, and the ChartFields for a VAT code don't reside with the tax authority but are determined by the combination of the VAT code, VAT account type, and VAT transaction type.

VAT Declaration Point

When VAT transaction information is declarable for reporting purposes. Options include Invoice or Payment. If you choose invoice, the system will recognize VAT at invoice time; if you choose payment, the system will recognize VAT at the time of payment.

VAT Entity

The level or entity within an organization at which VAT reporting is performed. VAT entities can be registered for VAT in multiple countries, but only one country can be designated as the VAT entity's home country. VAT and Intrastat reporting information and VAT default information are defined for each country in which the VAT entity is registered. You may also specify any VAT exceptions—either exoneration or suspension from paying VAT—for any country in which the entity is registered.

VAT Exempt Supply or Purchase

A transaction where the product or item is non-taxable or exempt from VAT. No VAT code is associated with the transaction. Although no tax is applied to the transaction, the transaction is still logged in the VAT transaction table.

VAT Exonerated

A transaction where the purchaser has been determined as not subject to VAT. For these cases, there may be an exoneration certificate number tied to the purchasing entity (either the customer or the VAT entity) as proof of exoneration. A zero-rated VAT code should be associated with transactions where exoneration applies. The transaction is still logged in the VAT transaction table, but no tax is applied.

VAT Rebate Percent

Within Canada, for Public Service Bodies, the percentage of VAT that is not normally recoverable but which may be refunded in the form of a tax rebate.

VAT Recoverability Percent

The percent of VAT that's recoverable.

VAT Registration Countries

Country codes associated with a VAT registration number for a particular customer or VAT entity.

VAT Transaction Table

Stores detailed transaction information for VAT reporting. It is the primary source of information for all VAT reports. Each application is responsible for writing to this table and also to a cross-reference table used to link entries in the VAT transaction table with entries within each application.

VAT Transaction Type

Used to categorize VAT transactions according to particular VAT accounting and reporting requirements. The VAT code and the VAT transaction type are used in conjunction with the VAT account type to obtain the ChartFields for accounting entries.

VAT Treatment

A description of how the transaction must be treated for VAT purposes. This is used to determine how VAT defaults are applied, what accounting entries are required, and how and if the transaction is reported on the VAT return.

VAT Use ID

A code used to identify the type of activity in which a purchased good or service will be used, and therefore to determine a recoverability percent and a rebate percent (when applicable) that will be applied to a transaction line. Activities are categorized as taxable, exempt, or mixed. Where activity is mixed, you may associate either the ratio of taxable activity to exempt activity directly with the Use ID, or you may indicate that this ratio is determined at the ChartField level.

VdkVgwKey

A key within a Verity BIF file for every document to be indexed. VdkVgwKey values must be unique across all collections that will be searched in any one application.

Vendor Draft

A draft issued by a vendor. PeopleSoft Receivables generates vendor drafts, provides a flexible worksheet environment for approval management, and enables discounted or standard submission for bank processing. PeopleSoft Payables receives vendor drafts and associates the appropriate vouchers.

Verity

The third-party search engine integrated with the PeopleSoft Portal.

Verity Fields

Verity fields are stored in the collection for retrieval and searching, and can be returned on a results list. Fields are defined in the BIF file and stored in the collection for retrieval and searching, and can be returned on a results list. Fields, like date and numeric fields can be used with the comparison operators (<,<=,>,>=).

Verity Thesaurus

The custom thesaurus consists of lists of synonyms defined in a synonym control file and can be used for synonym searching. After defining synonym lists in the control file, you use the mkisyd utility to create a custom thesaurus (a control file which has the .syd extension) that the search engine uses.

Verity Topics

Verity applications can provide end users with predefined search criteria called *topics*. A topic is a named object that represents a concept, or subject area and can be used for synonym searching. It consists of words and phrases grouped together using the Verity query language in a tree-like structure. When provided, topics can be shared by all users.

Verity Zones

Zones are specific regions of a document to which searches can be limited. When the zone filter is used, the Verity engine builds zone information into the collection's full-word index. The index, enhanced with zone information, permits quick and efficient searches over zones. Searching a zone is faster than field searching. Zones are defined in the DAT file. The contents of a zone cannot be returned in the results list of an application.

Version

There can be up to five budget versions for each Budget Center level in a Budgeting Model. Budget versions are used to perform what-if analysis and comparisons of budget amounts before the user selects one version to submit as the Budget Center's budget plan. PeopleSoft Budgeting-specific.

Vest Deferral Grace Period

The specified period of time within which an optionee must return from leave to avoid having the vesting deferred. Only applicable if the Stock Action is LOA. Suspend Vesting must be selected for this rule to be applicable.

Vest Deferral Grace Period Service Rule

If the company provides a vest deferral grace period, they may stipulate that only certain individuals are eligible for the grace period based on service with the company. Only applicable if the Stock Action is LOA. Suspend Vesting must be selected for this rule to be applicable.

Vest Immediately

A stock option plan may provide that upon specific types of terminations, or upon a case by case scenario, all unvested shares held by an individual can be made immediately vested as of a specific date. Some companies' plans provide that under certain circumstances, such as retirement, the vesting of option shares accelerates upon termination of employment. When this occurs, you must modify the vesting schedule before you terminate the individual.

Vested Shares

Option shares that are free of any ownership restriction. Generally, vested exercised shares are fully owned by the optionee, free from restrictions and freely tradable.

Vested Termination

The termination of an employee who has a vested benefit. The benefit is deferred until the participant reaches retirement age. The employee is considered "Terminated Vested," "Term Vested," or simply "TV."

Vesting

The method by which a granted option becomes free of all restrictions and the Optionee has full rights to the shares.

Vesting Schedule (Template)

A convenient way to set up the framework for a vesting schedule that can be uniformly applied to individual options. When you grant stock options, you define a vesting schedule to determine the default-vesting schedule for the option.

Vesting Service

The service used to determine an employee's vesting percentage. Rules for accruing vesting service may be different from rules for accruing other plan service credits.

VETS-100 Federal Contractor Report

This report is required of employers in the United States. It lists federal job classifications, and the number of employees and new hires in the last 12 months who are special disabled military veterans or Vietnam era military veterans. It also provides totals for each job classification of both veterans and non-veterans who hold these jobs.

View

PeopleSoft Demand Planning, a multilevel forecast structure. Each view is associated with a unique view ID and includes information that defines the view and structure type. The three types of views are working, disbursement, and dynamic.

For PeopleSoft Budgeting see Budget View.

Virtual Tasks

In Time and Labor, Virtual task data is associated with a taskgroup profile that defines common characteristics for a given Taskgroup and Task Profile ID. A single row of data is linked to multiple Earnings records for multiple employees. By minimizing the physical storage of daily task data we provide enhanced performance without limiting its functionality.

Vision

In PeopleSoft Balanced Scorecard, the overall mission of an organization. Usually the highest level on a strategy tree. Vision is optional; you aren't required to have a vision component on each strategy tree.

See also Strategy Tree

Volume

Total share volume traded in a stock during market hours.

W**WA (Workforce Analytics)**

See PeopleSoft Workforce Analytics

Waiver Of An OPM Qualification Standard

Involves setting aside requirements in a published standard to place an employee in a particular position, usually to avoid some kind of hardship to the employee, such as in cases of RIF or administrative error on part of the agency. Extra training and/or skills development may be needed to help the employee adjust to the new position. Waivers are granted by OPM or an agency, as appropriate, on a case-by-case basis, and do not directly affect other positions in the organization.

Warehouses

A warehouse reporting and analysis solution that supports the specific PeopleSoft business application that warehouse is using. It consists of predefined ETL maps, data warehouse tools, and Data Mart definitions. The warehouses we deliver are: PeopleSoft Financials Warehouse, PeopleSoft HRMS Warehouse, PeopleSoft CRM Warehouse, and PeopleSoft Supply Chain Warehouse.

Warning Exception

A transaction that exceeds the available funds but is allowed to continue to be posted against the budget. Warnings are informational only.

Warrant

A type of security, usually issued together with a bond or preferred stock, that entitles the holder to buy a proportionate amount of common stock at a specified price, usually higher than the market price at the time of issuance, for a period of years or to perpetuity. A warrant is usually issued as a sweetener, to enhance the marketability of the accompanying fixed income securities. Warrants are freely transferable and are traded on the major exchanges.

WCB

In Canadian provinces the Worker's Compensation Board (WCB) operates as an independent board, and thus would have different requirements in each province. For example, in British Columbia the organization is called the Worker's Compensation Board of British Columbia and in the Province of Quebec, the board is known as Commission de la Santé et de la Sécurité du Travail (CSST).

Weight

In PeopleSoft Planning, a user-defined value for the constraints that can be violated, determining how the schedules score will be calculated. Violations that are more critical to your schedule merit a higher weight.

Weight and Volume Pricing

You can price shipments by weight or volume to create price prices. Weight and Volume pricing requires using estimated shipments.

Weighted Average Cost of Funds

The projected principle payments for an instrument are used to derive a series of matched maturity funding rates, which in turn are used to calculate the overall base PeopleSoft Funds Transfer Pricing (FTP) rate. The Weighted Average Cost of Funds (WACF) method calculates a weighted average FTP rate where each of the funding rates is weighted by the principle payment amount and the term to maturity of the payment.

WFA (Workforce Analytics)

See PeopleSoft Workforce Analytics

WGI Due Date

Identifies the date of an employee's next within grade increase. Current policy is that the step increase is implemented on this date automatically unless prevented by the processing of an unsatisfactory performance appraisal.

WGI Non-Creditable Days

Total number of days that cause the WGI due date to be adjusted forward.

Whole Calendar Month

An instruction telling the system to use every day in each month for this time period. The system fills in the last day of the period according to the information you have entered.

Wildcard

You can replace the right-hand characters in a search field with a percent (%) wild card to query a range of values beginning with the remaining, left-hand characters. For example, by entering '2%' in a six-character field, you will receive a range of available values, such as 200000 through 299999 or 2aaaaa through 2zzzzz.

Window Period

The ten-day period, from the third to twelfth day after public release of a company's financial statement, when insiders may exercise their stock-appreciation rights without violating Securities and Exchange Commission rules for short-term trading.

Windows Client

Traditional PeopleSoft 32-bit client. Windows clients connect to the application server domain (Tuxedo) using a port number (or connection string) specified in PeopleSoft Configuration Manager.

WIP Replenishment Method

Designates how the PeopleSoft Flow Production request is communicated. For a replenishment method of Inventory, the Workflow, Pull Ticket, and Pull List replenishment methods are available. With feeder line replenishment, you can only use Pull Tickets.

WIP Replenishment Mode

Determines how PeopleSoft Flow Production is triggered to generate a replenishment request for an item. Replenishment options include Backflush, Manual, and Kanban Card.

WIP Replenishment Source

Determines where you send your PeopleSoft Flow Production replenishment request and what source supplies your WIP location. Options include Feeder, Inventory, and Vendor.

Withdrawal

An election not to continue participation in a stock purchase plan.

Withdrawal of Contributions

In a pension plan, the act of returning pension contributions, with interest, to an employee who is terminating. An employee who withdraws contributions typically forfeits all service associated with those contributions. If the employee is later rehired, repayment of contributions and interest typically reinstates the forfeited service.

Withholding

A deduction taken by employers out of taxable income of an individual. Typical withholding taxes include federal income taxes, federal social security, Medicare taxes, and state and local income taxes.

Within Grade Increase (WGI)

A longevity-based increase in salary based on predetermined time in grade requirements and acceptable performance.

Work Council (Comité d'Enterprise)

In France it is mandatory for companies with more than 50 employees to elect a Work Council to represent the employees in negotiations with management.

Work Effort

See Activity Type.

Worker

In PeopleSoft Workforce Analytics, workers are defined as anyone who performs functions for the organization, and receives compensation from the organization's operating expense funds in return. Workers can be direct employees or independent contractors. This includes individuals contracting business directly from the company or through an agency.

Work Group

In PeopleSoft Enterprise Performance Management, the work group is a grouping of employees that share a similar activity profile.

Work Period

A Days On/Days Off template; the smallest unit of time that a business uses to communicate with their employees regarding when to be and/or not to be at work (that is, time working and time not working). The work period can be any number of hours. Until clock hour reporting is implemented, the application does not care about the number of hours. The initial Time and Labor product will apply the work period to a calendar day.

Work Queue

In PeopleSoft Demand Planning and Inventory Planning, a feature for reviewing and working with exceptions created during the processing of forecasting and inventory data.

Work Schedule

A template consisting of a sequence of work periods (days) on and off, and the number of scheduled hours per work period. Work Schedules and Work Periods should not be confused with calendar days.

Worksheet

A way of presenting data to the user through a BAM interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

Work Templates

Work templates describe your employee's work patterns. Work templates could apply to individuals or entire organizations. For instance, 9 AM to 5 PM, Monday through Friday is a fairly standard working week in organizations.

Workday

A 24-hour period rounded by daybreaker with one or more associated shifts (see Scheduling)

Workday Override

A function that allows a Time Manager to override a Time Reporter's schedule for a single workday. For example, Jane's long-term schedule assignment is Monday – Friday, 8.00 to 17.00. Due to an increase in production demand, her manager needs to schedule her to work 7.00 to 18.00 on Thursday, 16 March 2000. Her manager needs to be able to make this change to her schedule in the PeopleSoft Time and Labor system, so when Jane checks her schedule for this week, she'll see the revised schedule.

Worker

Workers can be defined as anyone who performs functions for the organization and receives compensation from the organization's operating expense funds in return. Workers can be direct employees or independent contractors (includes individuals contracting business directly from the company or through an agency).

Workers Compensation

The days an employee is on LWOP due to sustaining an injury or illness while on the job.

Workflow

The background process that creates a list of administrative actions based on your selection criteria and specifies the procedure associated with each action.

Workflow

The background process that creates a list of administrative actions based on your selection criteria and specifies the procedure associated with each action.

Workforce Monthly Report (Déclaration Mensuelle Obligatoire des Mouvements de Main D'oeuvre)

In France, companies that employ 50 or more employees are required to submit the Workforce Monthly Report to the Administrative Division of the Ministry of Work and Social Relations. The report contains workforce information for a given establishment of a company, including

the total number of employees and details of employees who have joined or left the establishment during the month.

Workgroup

A user-defined group of employees who share identical compensation rules. A workgroup may be equivalent to all the employees in a business enterprise, all employees in a Paygroup, all employees belonging to the same Union or Union Local, or all employees who work at a specific work location.

Worklist

The automated "to do" list that Workflow creates. From the Worklist you can directly access the panels you need to perform the next action, and then return to the Worklist for another item.

Worklist

The automated "to do" list which Workflow creates. From the worklist you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

Works Councils (Betriebsrat)

In Germany, the works councils for your company are internal committees elected by the employees that represent the interests of salaried and hourly paid employees, other than management. Every work location in your company has its works council (this would be the local works council) and the company as a whole has a central works council.

Work-Study Program

Government or non-government programs supervised work experience related to a student's course of study and are a part of, or a supplement to, education. Federal student-trainee programs are examples of such programs.

X

Y

Yearly Maximum Pensionable Earnings (YMPE)

Amount set by the government upon which Canadian Pension Plan (CPP) contributions are made.

Z

Zero-Based Budgeting

A budgeting option that builds a budget from the ground up starting with zero values. This is in contrast to an incremental budget that is based upon using prior year actual or budget values as starting point. PeopleSoft Budgeting-specific.

Zero-Rated VAT

A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged.

Zip Code

The term for postal codes in the United States.

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