PeopleSoft®

# PeopleSoft Enterprise Payables 8.9 PeopleBook

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# About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

**Note.** PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

## PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

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

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

## PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

**Note.** Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

# Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

## Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft 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 that is delivered on your PeopleBooks CD-ROM.

**Important!** Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

### See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

## Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes 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 these methods:

- Web
- Telephone
- Email

### Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

### Telephone

Contact MMA Partners at 877 588 2525.

### Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

### See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

## Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

| Resource | Navigation |
|---|---|
| Application maintenance information | Updates + Fixes |
| Business process diagrams | Support, Documentation, Business Process Maps |
| Interactive Services Repository | Interactive Services Repository |
| Hardware and software requirements | Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements |
| Installation guides | Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes |
| Integration information | Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications |
| Minimum technical requirements (MTRs) (EnterpriseOne only) | Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms |
| PeopleBook documentation updates | Support, Documentation, Documentation Updates |
| PeopleSoft support policy | Support, Support Policy |
| Prerelease notes | Support, Documentation, Documentation Updates, Category, Prerelease Notes |
| Product release roadmap | Support, Roadmaps + Schedules |
| Release notes | Support, Documentation, Documentation Updates, Category, Release Notes |

| Resource | Navigation |
|---|---|
| Release value proposition | Support, Documentation, Documentation Updates, Category, Release Value Proposition |
| Statement of direction | Support, Documentation, Documentation Updates, Category, Statement of Direction |
| Troubleshooting information | Support, Troubleshooting |
| Upgrade documentation | Support, Documentation, Upgrade Documentation and Scripts |

# Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

## Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

| Typographical Convention or Visual Cue | Description |
|---|---|
| **Bold** | Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call. |
| *Italics* | Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.<br>We also use italics when we refer to words as words or letters as letters, as in the following: Enter 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 the W key. |
| `Monospace font` | Indicates a PeopleCode program or other code example. |

| Typographical Convention or Visual Cue | Description |
|---|---|
| “ ” (quotation marks) | Indicate chapter titles in cross-references and words that are used differently from their intended meanings. |
| . . . (ellipses) | Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax. |
| { } (curly braces) | Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( \| ). |
| [ ] (square brackets) | Indicate optional items in PeopleCode syntax. |
| & (ampersand) | When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.<br>Ampersands also precede all PeopleCode variables. |

# Visual Cues

PeopleBooks contain the following visual cues.

## Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

**Note.** Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

**Important!** Example of an important note.

## Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

***Warning!*** Example of a warning.

## Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

## Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

### Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

### Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

### Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

## Currency Codes

Monetary amounts are identified by the ISO currency code.

# Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

# Common Elements Used in PeopleBooks

| | |
|---|---|
| **As of Date** | The last date for which a report or process includes data. |
| **Business Unit** | An ID 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** | Enter up to 30 characters of text. |
| **Effective Date** | The date on which a table row becomes effective; the date that an action begins. For example, 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. |
| **Once, Always,** and **Don't Run** | Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.<br>Select Always to run the request every time the batch process runs.<br>Select Don't Run to ignore the request when the batch process runs. |
| **Process Monitor** | Click to access the Process List page, where you can view the status of submitted process requests. |
| **Report Manager** | Click to access 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). |
| **Request ID** | An ID that represents a set of selection criteria for a report or process. |
| **Run** | Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. |
| **SetID** | An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group. |
| **Short Description** | Enter up to 15 characters of text. |
| **User ID** | An ID that represents the person who generates a transaction. |

## See Also

*Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler*

*Enterprise PeopleTools 8.46 PeopleBook: Using PeopleSoft Applications*

# PeopleSoft Enterprise Payables Preface

This preface discusses:

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

## PeopleSoft Products

This PeopleBook refers to these products:

- PeopleSoft Enterprise Asset Management.
- PeopleSoft Enterprise Billing.
- PeopleSoft Enterprise Cost Management.
- PeopleSoft Enterprise eSettlements.
- PeopleSoft Enterprise Expenses.
- PeopleSoft Enterprise General Ledger.
- PeopleSoft Enterprise Inventory.
- PeopleSoft Enterprise PeopleTools Integration Broker.
- PeopleSoft Enterprise Pay/Bill Management.
- PeopleSoft Enterprise Payroll.
- PeopleSoft Enterprise Project Costing.
- PeopleSoft Enterprise Promotions Management.
- PeopleSoft Enterprise Purchasing.
- PeopleSoft Enterprise Real Estate Management.
- PeopleSoft Enterprise Receivables.
- PeopleSoft Enterprise Student Administration Solutions.
- PeopleSoft Enterprise Treasury Management.
- PeopleSoft Enterprise PeopleTools Workflow Technology.

# PeopleSoft Application Fundamentals

The *PeopleSoft Enterprise Payables PeopleBook* provides you with implementation and processing information for your PeopleSoft Enterprise 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 Payables.

- *PeopleSoft Enterprise Application Fundamentals PeopleBook*
- *PeopleSoft Enterprise Global Options and Reports PeopleBook*
- *PeopleSoft Enterprise General Ledger PeopleBook*
- *PeopleSoft Enterprise Source to Settle Common Information PeopleBook*
- *PeopleSoft Enterprise Bank Setup and Processing PeopleBook*
- *PeopleSoft Enterprise Managing Items PeopleBook*
- *PeopleSoft Enterprise Commitment Control PeopleBook*
- *PeopleSoft Enterprise Supply Chain Management Integration PeopleBook*

# Pages With Deferred Processing

Several pages in 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*

# Common Elements Used in This PeopleBook

**As of Date** The last date for which a report or process includes data.

**Business Unit** An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.

**Description** Freeflow text up to 30 characters.

**Effective Date** Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can

| | |
|---|---|
| | view and change the information. Pages or panels and batch processes that use the information use the current row. |
| **EmplID (employee ID)** | Unique identification code for an individual associated with your organization. |
| **Gross Amount** | The full amount of the voucher, including merchandise and service amounts (entered on the voucher line), freight, sales tax, and inclusive VAT. |
| **Invoice ID** or **Invoice Number** | Typically, this is the invoice number or some other control number from the voucher's supporting document. The system uses this number as a reference for duplicate invoice checking if you have selected it as one of your match criteria. |
| **Invoice Date** | The vendor's invoice date. |
| **Language or Language Code** | The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee. |
| **Location** | A vendor location is not a physical address. It is a default set of rules, or attributes, which define how you conduct business with a particular vendor. A vendor's location comprises information such as procurement options (including payment terms, currency information, shipping method), VAT options, payment options, withholding options, pay to bank accounts, and so on. |
| **Process Frequency** | Designates the appropriate processing frequency:<br>*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*.<br>*Always*: Executes the request every time the batch process runs.<br>*Don't Run*: Ignores the request when the batch process runs. |
| **Report ID** | The report identifier. |
| **Report Manager** | This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list). |
| **Payment Count** | For each voucher you can have multiple payments. For example, let's say you have one voucher for 1000.00 USD and you split the payments into 600.00 USD and 400.00 USD. The 600.00 USD would have a payment count of *1* and the 400.00 USD would have a payment count of *2*. Also, if the payment is cancelled and reissued, the system assigns a payment count of *3*, and so on. |
| **Process Monitor** | This button takes you to the Process List page, where you can view the status of submitted process requests. |
| **Run** | This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format. |
| **Run Control ID** | An identification code that identifies the run parameters for a report or process. |
| **SetID** | An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options. |
| **Short Description** | Freeflow text up to 15 characters. |

| | |
|---|---|
| **Status** | Indicates whether a row in a table is *Active* or *Inactive*. You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail. |
| **User ID** | The system identifier for the individual who generates a transaction. |
| **Vendor ID** | The system-assigned or user-defined identification number given to a vendor when it is created. |
| **Voucher ID** | The system-assigned or user-defined identification number given to a voucher when it is created. |

# PART 1

# General Setup

**Chapter 1**
**Getting Started With PeopleSoft Enterprise Payables**

**Chapter 2**
**Navigating in Payables**

**Chapter 3**
**Understanding Payables Implementation**

**Chapter 4**
**Setting Up Payables Business Units**

**Chapter 5**
**Organizing Vouchers with Origins and Control Groups**

**Chapter 6**
**Setting Up Payment Formats and Payment Forms**

**Chapter 7**
**Configuring the Payables Payment Interface**

**Chapter 8**
**Establishing Pay Cycles**

**Chapter 9**
**Setting Up Draft, Payment, and Voucher Processing**

**Chapter 10**
**Setting Up Payables Accounting**

**Chapter 11**
**(USF) Setting Up Payables for U.S. Federal Agencies**

**Chapter 12**
**Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)**

**Chapter 13**
**Setting Up Payables Withholding**

CHAPTER 1

# Getting Started With PeopleSoft Enterprise Payables

This chapter provides an overview of PeopleSoft Enterprise Payables and discusses:

- Payables business processes.
- Payables integration touchpoints.
- Payables implementation tasks.

## Payables Overview

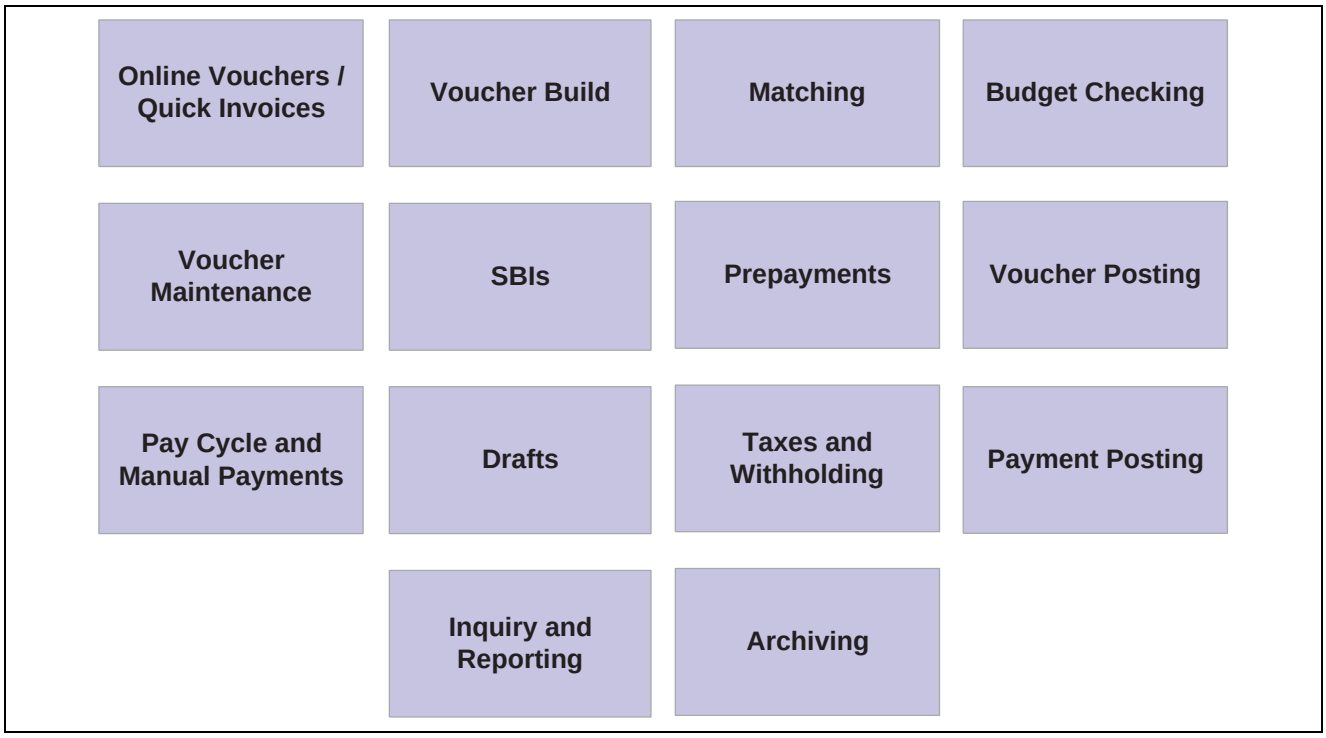
Efficient and effective cash management is more than just paying bills. Payables provides the integration and flexibility you need to optimize your accounts payable process.

Payables enables you to:

- Create vouchers and payments using manual and automatic processes.
- Establish country-specific tax and withholding requirements.
- Match vouchers with purchase orders and receipts.
- Post vouchers and payments.
- Maintain vouchers throughout their life cycle.
- Create drafts, single voucher payment, prepayments, and self-billed invoices. Optionally, send electronic payments to Financial Gateway.)
- Analyze accounts payable information using online inquiries, and by generating reports.
- Archive accounts payable data.

## Payables Business Processes

The following diagram lists Payables business processes. We discuss these business processes in the business process chapters in this PeopleBook.




Payables business processes

# Payables Integration Touchpoints

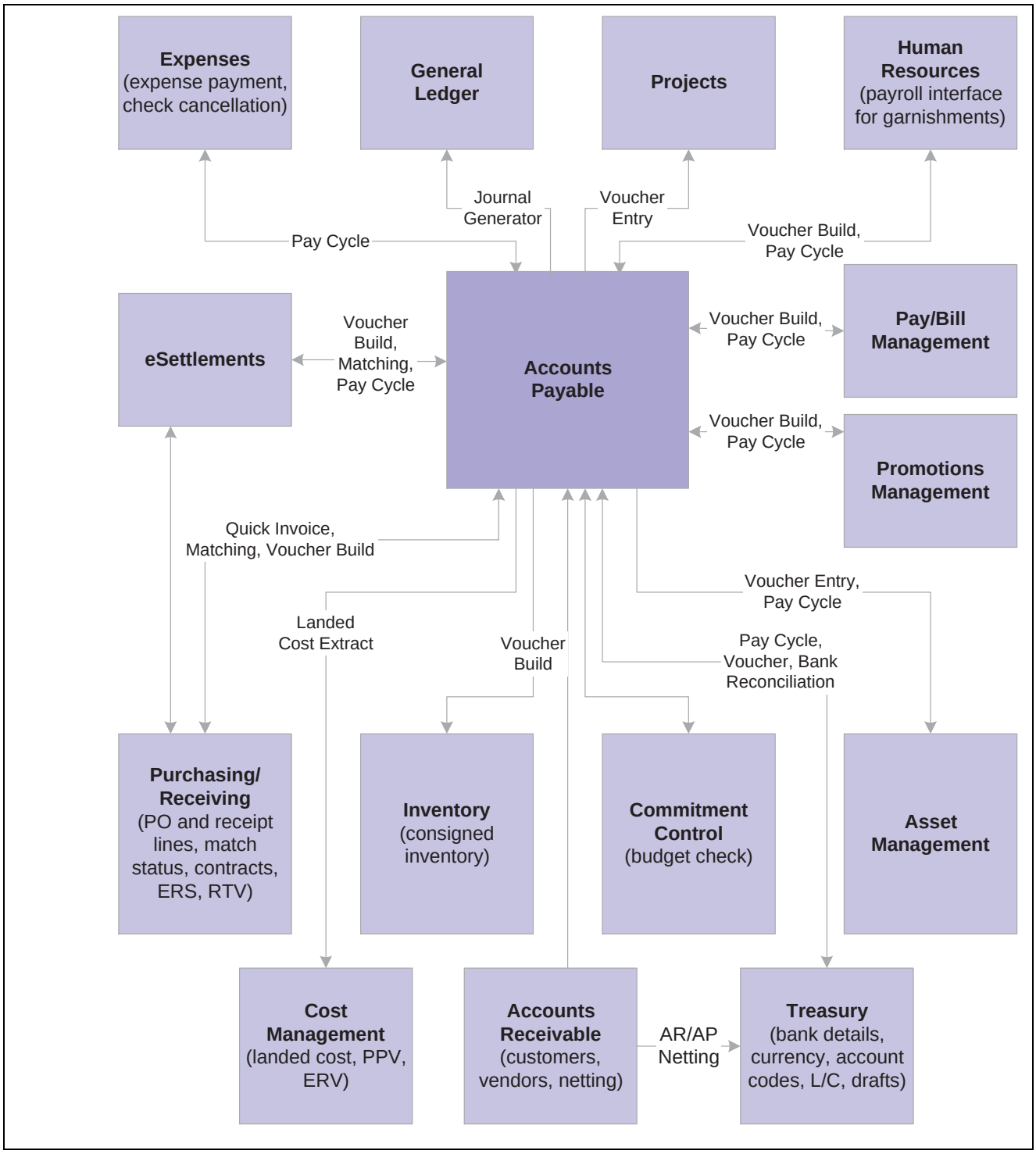
To fully take advantage Payables, it is important to understand the points of integration between Payables and the other PeopleSoft applications you have purchased, such as:

- PeopleSoft Enterprise Asset Management.
- PeopleSoft Enterprise Billing.
- PeopleSoft Enterprise Claims Management
- PeopleSoft Enterprise Cost Management.
- PeopleSoft Enterprise eSettlements.
- PeopleSoft Enterprise Expenses.
- PeopleSoft Enterprise General Ledger.
- PeopleSoft Enterprise Inventory.
- PeopleSoft Enterprise Pay/Bill Management.
- PeopleSoft Enterprise Payroll.
- PeopleSoft Enterprise Project Costing.
- PeopleSoft Enterprise Promotions Management.
- PeopleSoft Enterprise Purchasing.
- PeopleSoft Enterprise Real Estate Management.
- PeopleSoft Enterprise Receivables.

- PeopleSoft Enterprise Student Administration.
- PeopleSoft Enterprise Treasury Management.
- PeopleSoft Enterprise Work Order Management

Because applications share information, you must plan to work closely with the implementation teams that install other PeopleSoft applications to ensure that PeopleSoft provides the full functionality and efficiency that your company requires.

We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is on the PeopleSoft Customer Connection website.




Payables integrations

**Important!** You should disable products that you don't have installed on the system on the Installed Products page. Disabling products that you do not have installed on the system improves performance.

### Asset Management

Along with Purchasing, Payables is a key collection point for asset information that flows into 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 Purchasing to ensure accurate and up-to-date records.

See *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 8.9 PeopleBook*, "Integrating Asset Management with Other Products," Processing Purchasing and Payables Transactions with Asset Management.

### Billing

Billing uses Payables to process interunit invoices.

See Chapter 16, "Processing Batch Vouchers," page 353.

See *PeopleSoft Enterprise Billing 8.9 PeopleBook*, "Integrating with Receivables, General Ledger, and Accounts Payable," Running the Generate AP Vouchers Process (BIGNAP01).

### Claims Management

Payables integrates with Claims Management and Receivables to generate claimbacks. You use claimback vouchers to adjust VAT amounts for specific settlement methods.

See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Modifying Claim Vouchers, page 337.

### Cost Management

Payables sends purchase price variance and exchange rate variance for matched material and miscellaneous charges to Cost Management, where they are associated with the appropriate inventory transactions.

See Chapter 33, "Processing Landed Cost Transactions," page 831.

### eSettlements

eSettlements leverages nearly 80 percent of its functionality from the Payables and Purchasing business processes.

Whether capturing an XML invoice or creating an invoice through eSettlements, you run the Payables Voucher Build process to create invoices in eSettlements. Next, run the Payables Matching process against your vouchers, purchase orders, and receipts to ensure accurate payments. Finally, use the Payables Pay Cycle process for generating those payments.

See *PeopleSoft Enterprise eSettlements 8.9 PeopleBook*, "Understanding eSettlements".

### Expenses

The Payables payment interface enables you to produce payments for Expenses transactions.

See Chapter 7, "Configuring the Payables Payment Interface," page 121.

### General Ledger

Payables sends accounting entries to General Ledger through the Journal Generator process (FS_JGEN).

Payables interfaces with General Ledger for budget checking and commitment control.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Journal Generator".

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications," Integration of Commitment Control with PeopleSoft Applications.

### 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 Purchasing, Inventory, Production Management, Cost Management, and Payables applications.

See Chapter 16, "Processing Batch Vouchers," page 353.

See *PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Managing Consigned Purchases Inventory".

### Pay/Bill Management

Pay/Bill Management generates payable time information for contractors that the Payables Voucher Build process can build into vouchers. The Front Office to AP Application Engine process (FO_TO_AP) submits contractors' payable time to the voucher staging tables for voucher build processing.

See *PeopleSoft Enterprise Pay/Bill Management 8.9 PeopleBook*, "Working With Staffing Vendors".

### Payroll

It is standard practice for payroll deductions to be paid through an accounts payable system. Payables enables you to accept third-party payments from Payroll.

See Chapter 16, "Processing Batch Vouchers," page 353.

### Project Costing

When you enter voucher information in Payables, you can also enter information that is picked up by Project Costing. A project manager using Project Costing can review costs to keep complete financial control of a project.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257.

### Promotions Management

Promotions Management enables a salesperson to authorize a scheduled payment or issue a field draft—or manual check—to customers who are established vendors in Payables. Promotions Management sends voucher transactions to the Voucher Staging tables, from which the Payables Voucher Build process selects data and processes it.

See *PeopleSoft Enterprise Promotions Management 8.9 PeopleBook*, "Processing Payments for Promotional Activity".

### Purchasing

Vouchers can be built from various sources in Purchasing, including purchase order and receiver lines, evaluated receipt settlement (ERS) vouchers, return to vendor (RTV) transactions, and procurement card system vouchers. You can perform matching among vouchers, purchase orders, receivers, and inspection status to improve control and accuracy. The system can automatically create debit memos to handle discrepancies between vouchers, purchase orders, and receivers. You view related documents across the entire procure-to-pay process. Using Payable's integration with Purchasing, you can process vendor rebates using the rebate calculation functionality, which also integrates with Receivables.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257.

See Chapter 16, "Processing Batch Vouchers," page 353.

See Chapter 20, "Running the Matching Process," page 473.

See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Understanding Vendor Rebates," Understanding Vendor Rebates.

### Real Estate Management

Real Estate Management generates information that the Payables Voucher Build process can build into lease payment vouchers, and the Payables inquiry functionality can use for inquiries.

See Chapter 16, "Processing Batch Vouchers," Real Estate Management Data, page 367.

See *PeopleSoft Enterprise Real Estate Management 8.9 PeopleBook*, "Processing Payments for Payables Leases," Running Manage Interface to AP/Billing.

### Receivables

The refund process in Receivables adds rows to tables that are used by Payables to build a voucher.

See *PeopleSoft Enterprise Receivables 8.9 PeopleBook*, "Maintaining Customer Account Balances," Processing Refunds.

### Student Administration

Payables generates refund tuition checks for Student Administration.

See Chapter 16, "Processing Batch Vouchers," page 353.

### Treasury Management

The Payables payment interface enables you to produce payments for Treasury settlement transactions. And the integration with the Financial Gateway feature enables you to submit electronic payments to a financial institution for settlement, without the need of a third-party integration tool.

Payables also integrates with Cash Management through the Treasury Netting Center. You must use Cash Management with Receivables to use the bilateral netting functionality that offsets open items with open vouchers in Payables. This functionality is useful when you have customers that are also vendors.

See Chapter 7, "Configuring the Payables Payment Interface," page 121.

See *PeopleSoft Enterprise Cash Management 8.9 PeopleBook*, "Managing Bilateral Netting".

See Chapter 21, "Processing Pay Cycles," Pay Cycle Processing using the Financial Gateway, page 550.

### Work Order Management

Payables vouchers record the actual procurement cost of external resources. You transmit this cost data back to Work Order Management for work order completion and analysis.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Understanding Source Document Copy Functionality, page 295.

# Payables Implementation Tasks

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

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

| Component | Component Interface | Reference |
|---|---|---|
| Account (GL_ACCOUNT) | ACCOUNT_CF | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Account Values. |
| Alternate Account (ALTACCT) | ALTACCT_CF | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Alternate Account". |
| Operating Unit (OPERATING_UNIT) | OPER_UNIT_CF | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Operating Unit Values. |
| Department (DEPARTMENT) | DEPT_CF | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Department Values. |
| Project ID (PROJECT) | PROJECT_CF | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Project Values and Grant Values. |
| Product (PRODUCT) | PRODUCT_CF | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Product Values. |
| Fund Code (FUND_DEFINITION) | FUND_CF | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Fund Code Values. |
| Statistics Code (STATISTICS_TBL) | STATISTICS_CODE | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Statistics Code Values. |

| Component | Component Interface | Reference |
|---|---|---|
| Class Field (CLASS_PNL) | CLASS_CF | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Class Field Values. |
| Budget Reference (BUDREF_PNL) | BUDGET_REF_CF | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Budget Reference Values. |
| Program Code (PROGRAM_ DEFINTION) | PROGRAM_CF | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Program Code Values. |
| Scenario (BD_SCENARIO) | BUDGET_SCENARIO | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Scenario Values. |
| Chartfield 1 (CHARTFIELD1) | CHARTFIELD1 | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3. |
| Chartfield 2 (CHARTFIELD2) | CHARTFIELD2 | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3. |
| Chartfield 3 (CHARTFIELD3) | CHARTFIELD3 | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3. |
| InterUnit Template (IU_INTER_ TMPLT) | IU_INTER_TMPLT | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit Templates. |
| IntraUnit Template (IU_INTRA_ TMPLT) | IU_INTRA_TMPLT | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates. |

| Component | Component Interface | Reference |
|---|---|---|
| InterUnit Pair Maintenance (IU_INTER_PR_BASIC) | IU_INTER_PR_BASIC | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Interunit Pairs. |
| Ledgers for a Unit (BUSINESS_ UNIT_LED) | EM_BUS_UNIT_LED | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit. |
| Value Added Tax Code (TAX_CODE_VAT) | TAX_CODE_VAT | See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Defining VAT Codes Using the Value Added Tax Code Page. |
| VAT Accounts by Business Unit (TAX_BU_CODE_VAT) | TAX_BU_CODE_VAT | See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Defining VAT Accounts by General Ledger Business Unit (Optional). |
| VAT Entity (VAT_ENTITY_ID) | VAT_ENTITY_ID | See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Setting Up VAT Entities. |
| Vat Defaults CI Component (VAT_DEF_CI) | VAT_DEF_CI | See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults. |
| Bank Branch Information (BANK_BRANCHPNL) | TR_BANK_BRANCH_CI | See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Banks," Defining Bank Information. |
| External Accounts (BANK_E XTERNAL) | TR_EXTERNAL_ACCOUNTS_CI | See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information. |
| Netting Accounts (BANK_PNLNET) | TR_NETTING_ACCOUNTS_CI | See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Netting Accounts. |
| Payables Options (BU_CTLB) | EM_BU_CTLB | See Chapter 4, "Setting Up Payables Business Units," Defining Payables Business Unit Options by SetID, page 60. |

| Component | Component Interface | Reference |
|---|---|---|
| Business Unit Interface (BUS_UNIT_INTFC2) | EM_BUS_UNIT_INTFC | See Chapter 4, "Setting Up Payables Business Units," Defining Procurement Controls for General Ledger Business Units, page 28. |
| Payables Business Unit (BUS_UNIT_TBL_AP) | EM_BUS_UNIT_AP | See Chapter 4, "Setting Up Payables Business Units," page 25. |
| SUT Ultimate Use Code (SUT_USE_CD) | SUT_USE_CI | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Ultimate Use Codes. |
| Vendors (VNDR_ID) | VNDR_ID_EXCEL | See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information". |
| User Preferences (OPR_DEFAULT) | OPR_DEFAULT_FIN | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Cross-Application User Preferences. |
| Tax Authority (TAX_AUTHORITY) | TAX_AUTHORITY_CI | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Sales and Use Tax Authorities and Codes. |
| Tax Code (TAX_CODE) | TAX_CD_CI | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Sales and Use Tax Authorities and Codes. |

## Other Sources of Information

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

## See Also

*PeopleTools PeopleBook: PeopleSoft Component Interfaces*

# CHAPTER 2

# Navigating in Payables

This chapter discusses how to navigate in Payables.

## Navigating in Payables

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

**Note.** In addition to the Payables custom navigation center pages, PeopleSoft provides menu navigation and standard navigation pages.

### See Also

*Using PeopleSoft Applications PeopleBook*

## Pages Used to Navigate in Payables

This table lists the Custom Navigation Center pages that are used to navigate in Payables.

| Page Name | Navigation | Usage |
|---|---|---|
| Accounts Payable Center | Accounts Payable, Accounts Payable Center | Access the Accounts Payable Center. |
| Vouchers | Click the Vouchers link on the Accounts Payable Center page. | Add, maintain, and approve vouchers. |
| Review | Click the Review link on the Accounts Payable Center page. | Run inquiries on vendors, vouchers, payments, integrations, and metrics. |
| 1099 | Click the 1099 link on the Accounts Payable Center page. | Configure, maintain, review, post and report on 1099 withholding. |
| Vendors | Click the Vendors link on the Accounts Payable Center page. | Add, maintain, and approve vendors. |
| Reports | Click the Reports link on the Accounts Payable Center page. | Run reports on vendors, vouchers, payments, reconciliation. |
| Global Withholding | Click the Global Withholding link on the Accounts Payable Center page. | Configure, maintain, review, post and report on global withholding. |

| Page Name | Navigation | Usage |
|---|---|---|
| Payments | Click the Payments link on the Accounts Payable Center page. | Create and manage the pay cycle. |
| Definitions | Click the Definitions link on the Accounts Payable Center page. | Define and maintain data and options for the Payables system. These definitions include the components necessary to configure Payables, and appear in installation sequence order. |
| Batch Processes | Click the Batch Processes link on the Accounts Payable Center page. | Process vouchers, payments, accounting entries, clearing, and revaluation. |
| Archiving | Click the Archiving link on the Accounts Payable Center page. | Archive payment, voucher, and vendor information. |
| Control Groups | Click the Control Groups link on the Accounts Payable Center page. | Add, review, and maintain control groups. |
| Related Pages | Click the Related Pages link on the Accounts Payable Center page. | Access pages in General Ledger, Purchasing, Treasury, and eSettlements. |

# CHAPTER 3

# Understanding Payables Implementation

This chapter discusses:

- Implementation considerations.
- Definition of the business units.
- Payables control hierarchy.
- Definition of the accounting environment.
- Voucher and payment processing.

## Implementation Considerations

To implement a PeopleSoft application for an organization, you design the system's business structure and then you apply that structure to the system. Before you can do that, you must determine the best way to map the new system to the business structures, practices, and procedures.

Begin by examining the organization's needs thoroughly before entering data and transactions. You should:

- Analyze the payables processing requirements according to the business and organizational needs.
- Review the current environment and consider the changes that might be made now and in the future.

Because Payables is sophisticated and configurable, there are a number of steps involved in implementing new system. These are the key steps:

1. Determine the organization's payables requirements.
2. Configure Payables to meet those requirements.
3. Set up the control tables.
4. Set up PeopleSoft security.
5. Convert data from existing systems.
6. Process vouchers and payments.
7. Generate reports and inquiries.

# Definition of the Business Units

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

When deciding on the business units for the organization, take a close look at the existing structure of the system. Examine the organizational elements (such as company codes, organization codes, and division codes) and relate them to business units. Consider whether you can simply map existing structures to business units or whether you need to modify structures to make the best use of Payables.

For example, suppose that an organization has multiple subsidiaries. Each subsidiary operates as a separate entity with its own payables department and its own rules for invoicing and for tracking payables transactions. In such a case, it makes sense to set up separate payables business units for each subsidiary.

First, determine how many business units to use for the organization. Then consider the various payables processing rules and reporting requirements of the organization. Ask yourself whether you need to report some transactions separately from others. Also, consider whether some transactions must be reported together.

As you determine the optimal business unit structure for the organization, keep in mind that certain features such as the Interunit Accounting feature require multiple business units. You may decide to set up separate business units even if you do not need them for processing reasons. For example, you may want to maintain accounting control and balances at a level lower than the company level.

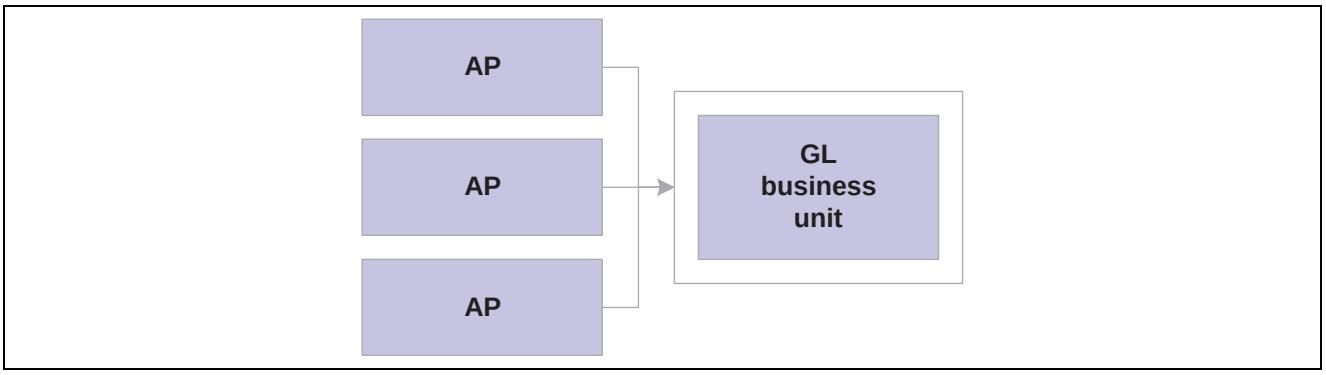
### See Also

Chapter 4, “Setting Up Payables Business Units,” page 25

## General Ledger Distribution Considerations

Be sure to consider general ledger distribution as you determine how many business units you need. Before establishing payables business units, you must establish general ledger business units. If you use only PeopleSoft financial applications, generally the Payables business units are the same as the General Ledger business units. You set up the general ledger first and then set up Payables to mirror the general ledger. If you use a different general ledger system, then you cannot use business units. In that case, you must carefully consider how to distribute from Payables to the general ledger.

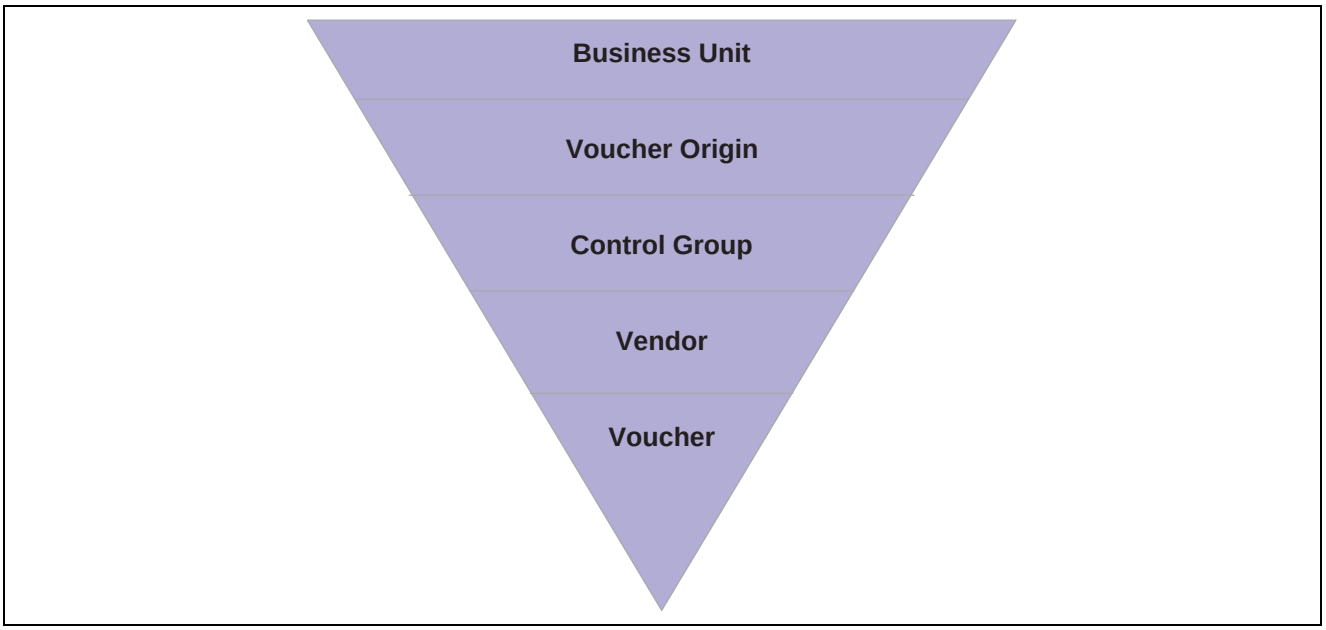
Once you create your business units, you then associate the payables business units with the general ledger business units. The association does not need be one-to-one; you can consolidate multiple payables business units in one general ledger business unit. However, you cannot associate a single payables business unit with multiple general ledger business units. That is, you cannot have one payables business unit that distributes to multiple general ledger business units (with the exception of interunit accounting entries). This diagram illustrates this concept:




Business unit relationships

# Payables Control Hierarchy

In Payables, business units are the highest level of a hierarchy of defaults, called the *control hierarchy,* which facilitates both voucher entry and payment processing. As you formulate the Payables structure, consider the five components of the control hierarchy that are key to Payables:




Levels of the Payables control hierarchy

Default values entered at the business unit level appear automatically at the voucher level, unless you override the defaults with values stored at an intermediate level (namely, the voucher origin, control group, or vendor level). This hierarchy provides increased flexibility and control to fit unique business needs. For example, instead of requiring a Payables user to enter the same default values repeatedly on vouchers, the system uses the control hierarchy to enter the predetermined values automatically. Then the user can override these values on the voucher.

When you enter default values and select processing rules at the levels that govern the control hierarchy, the system initially validates the information for you. The system then validates the data again during transaction processing to verify that it has the correct values assigned at the level that you designate.

This section reviews the components of the control hierarchy and their role in a Payables implementation. As you set up control tables and prepare to process vouchers and payments, you need to understand how the control hierarchy works.

This section discusses:

- Business units
- Voucher origins
- Control groups
- Vendors
- Vouchers

# 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.

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

### See Also

*PeopleSoft PeopleTools PeopleBook: Application Designer*

Chapter 4, "Setting Up Payables Business Units," page 25

# Voucher Origins

Each transaction entered into Payables must have a valid origin, such as online or batch processing, that you define in the Voucher Origin table. You must have at least one origin, and each user must be associated with an origin. You can set up control values at the voucher origin level to override business unit defaults and automatically appear lower levels in the control hierarchy.

For example, if you have automated systems that pass information to Payables—such as an electronic data interchange (EDI) interface—you might define an origin specific to those systems. Or you might set up and assign particular origins to individual data entry clerks, associating each voucher origin with a specific group of approved vendors and allowing each data entry clerk to create vouchers for those vendors only. For example, suppose that certain foreign invoices have distinct payment terms and other processing rules; you could set up a voucher origin with those default values and assign the origin to the data entry clerk who handles foreign vendors.

### See Also

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Defining Voucher Origins, page 75

# Control Groups

Use control groups to maintain control over vouchers. Control groups enable you to:

- Post several groups of vouchers in one step.
- Divide large numbers of vouchers among data entry clerks while retaining centralized control over voucher processing.

- Use separate processing rules for a particular vendor's vouchers within a business unit.

### See Also

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Defining Voucher Control Groups, page 80

## Vendors

You can define a set of vendors for each business unit or share vendors across multiple business units. You can also associate vendors with other vendors in the system and—if you use 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; a *location* corresponds to 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 matching options if matching is used to approve vouchers for payment.

At the location level, for example, you specify the number of days to delay discounted payment after the discount payment date has been reached—as well as the number of days to delay net payment after the net due date has been reached. This provides additional payment flexibility based on how well you know vendors. For example, you can indicate how long a vendor typically waits for payment while still giving a discount.

Maintaining vendor data is simple 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 value-added tax (VAT) information.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information"

## Vouchers

The lowest level of the control hierarchy is vouchers. Vouchers are supplier invoices with system applied defaults. You can enter them either manually using the online pages or automatically using the Voucher Build Application Engine process (AP_VCHRBLD). Each voucher is assigned a unique identifier—a voucher ID—either automatically or manually; the voucher ID provides a means for tracking all invoices, adjustments, and payments through the system.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257

Chapter 16, "Processing Batch Vouchers," page 353

Chapter 17, "Using Quick Invoices," page 381

# Definition of the Accounting Environment

Payables uses tables to store not only the data for business transactions but also the accounting environment and processing rules that drive the system and provide consistency while minimizing data entry. Before you can begin processing vendors, vouchers, and payments, you must set up the accounting framework, which includes calendars, ChartFields, ChartField values, currency types, user profiles, general ledger journal information, and so on.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*

*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*

Chapter 4, "Setting Up Payables Business Units," Defining Procurement Controls for General Ledger Business Units, page 28

## ChartField Combination Editing

You track payables transactions based on the ChartField combinations that you define when you set up ChartField combination editing in General Ledger. General Ledger uses your accounts in combination with other ChartFields to create journal entries. In 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 ledgers, saving 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 Application Engine process (GL_JEDIT) performs the final validation of journal entries before you post them to the ledger.

You can set up ChartField combination editing to reject vouchers with ChartField combination editing errors, recycle them, provide a warning, or perform no ChartField combination editing at all. You can set these options at the business unit, origin, control group, and vendor levels of the Payables control hierarchy.

### See Also

Chapter 4, "Setting Up Payables Business Units," Defining Procurement Controls for General Ledger Business Units, page 28

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields"

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Editing ChartField Combinations"

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Journal Generator"

# Voucher and Payment Processing

This section discusses:

- Voucher processing.
- Payment processing.

# Voucher Processing

Payables provides control over voucher processing and enables you to control voucher header information. The system:

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

You also have control over voucher line items. The system assigns numeric line numbers 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 the system responds—either rejecting or recycling vouchers until they are correct.

## Approving Vouchers

All vouchers must be approved before they can be paid. There are three ways to approve vouchers:

- 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. If the voucher does not successfully match and requires an adjustment, the system can automatically create a debit memo.

  If a voucher does not pass matching, you can still pay it if you have selected the Pay Unmatch Voucher option on the User Preference - Procurement: Payables page for your user ID. If do not select the Pay Unmatch Voucher option, you can only pay vouchers with a *Matched* or *No Match* match status.

- Routing vouchers through worklists and email using Workflow.

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

- Manually approving individual vouchers online.

## Posting Vouchers

The Voucher Posting Application Engine process (AP_PSTVCHR) 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 and ChartField inheritance rules—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 Process Scheduler. You can continue to process new transactions online during posting.

Payables also enables you to unpost vouchers—that is, you can back out the accounting entries made to accrue the liability and reopen the vouchers for amendment or closure.

Once vouchers are posted, the information created is available for distribution to other business processes, such as the Journal Generator Application Engine process (FS_JGEN), which converts payables accounting entries to general ledger journal entries.

### See Also

Chapter 19, “Managing Vouchers,” Approving Vouchers, page 421

Chapter 23, “Running Voucher and Payment Posting,” Running the Voucher Posting Application Engine Process (AP_PSTVCHR), page 630

## Payment Processing

The payment processing included in Payables enables you to create disbursements for transactions that flow through Payables.

Payables supports a number of payment formats: system check, automated clearinghouse (ACH), electronic funds transfers (EFTs), 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 Treasury to make settlement payments and by Expenses to make expense payments. The interface integrates with the Financial Gateway functionality, enabling another means of electronic payment processing for EFT, ACH, and wire transfers. You can also use the interface to process payments for other in-house systems.

As part of the voucher entry process, the system schedules vouchers to be paid based on the pay terms and holiday options. If pay terms include discounts, the system also calculates a discount due date. You create pay cycles to group types of vouchers to be paid in a single payment run. For example, you might want to have one payment cycle for regular vendors and another for employee reimbursements or check requests.

Each pay cycle that you create is essentially a reusable payment selection template that specifies the selection criteria the system uses to determine which approved vouchers 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, among others.

### 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 the Voucher Posting process, the Payment Posting Application Engine process (AP_PSTPYMNT) is a batch process that runs in the background.

### See Also

Chapter 8, “Establishing Pay Cycles,” page 129

Chapter 21, “Processing Pay Cycles,” page 543

Chapter 23, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT), page 632

Chapter 21, “Processing Pay Cycles,” Pay Cycle Processing using the Financial Gateway, page 550

# CHAPTER 4

# Setting Up Payables Business Units

This chapter provides an overview of Payables business units and discusses how to:

- Define procurement accounting controls for general ledger business units.
- Define Payables business units.
- Define Payables business unit options by setID.

## Understanding Payables Business Units

This section discusses:

- Payables business unit overview.
- Responsibilities.
- General Ledger business unit considerations.
- TableSets.
- Payables control hierarchy.
- Questions to ask.
- Payables business unit setup steps.

### Payables Business Unit Overview

In a PeopleSoft system, a *business unit* is an operational subset of an organization that enables you to plan operations based on the way the organization functions.

Before you implement an application for an organization, determine how the business operates. To make the most of the PeopleSoft system's flexibility, you have to decide how to map operational business structures to the PeopleSoft application.

Some of the characteristics of Payables business units can affect how you define them in the implementation of the application. This section discusses some of these key traits of business units so that you can decide the best way to use them.

#### See Also

Chapter 3, "Understanding Payables Implementation," page 17

## Responsibilities

You can set up separate business units even if you don't need them for processing. For example, one department in an organization may be responsible for a particular group of vendors, or particular types of vouchers, and you might want a separate business unit for that department. Alternatively, you might group certain types of vendors for analytical reasons, even though the vendors' payables are processed in the same way as other vendors' payables. Or you might want to maintain control and balances at a lower level than the entire organization level.

## General Ledger Business Unit Considerations

You must define each business unit in Payables and in General Ledger or the third-party general ledger system that 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 few accounting controls; they have mostly operational defaults and controls.

The association does not need to be one-to-one; you can consolidate multiple Payables business units in one general ledger business unit. However, you cannot have a single Payables business unit that is associated with multiple general ledger business units.

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

## TableSets

Before you set up the business units, decide on the TableSet structure and establish setIDs.

When you plan the business unit structure, you need to understand TableSets, which are used in all PeopleSoft Financials applications.

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

Several business units can share the control data in a TableSet; for example, vendors are defined by setID, and you can set up any number of business units to share the vendors in a setID.

Consider this relationship in simplified terms: the business unit contains all the actual data, and 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 having numerous setIDs makes TableSet sharing more complex. Create at least one setID even if you do not take advantage of TableSet sharing. Some organizations need only one setID.

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***Warning!*** In general, create setIDs and business unit names that are five characters long. Performance degradation can occur (depending on the operating system) if setIDs or business units have fewer than five characters.

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### See Also

*PeopleSoft PeopleTools PeopleBook: Application Designer*

# Payables Control Hierarchy

A business unit is the broadest element in the Payables system. All other entities fall beneath it in the control hierarchy. It is therefore the highest level from which default information can be derived. The system automatically uses the information that you specify at the business unit level unless you override it at lower levels in the application, such as the origin, control group, vendor, or voucher levels.

As you set up processing options at levels below the business unit level, notice that the first option for most functions is *Default*. Selecting this option points the Payables system to the next higher level in the control hierarchy to obtain the value. For example, when you define voucher and payment options for voucher origins, you can have each category obtain the default values from the rules that are already defined at the business unit level.

### See Also

Chapter 3, "Understanding Payables Implementation," Payables Control Hierarchy, page 19

# Questions to Ask

Every organization has different requirements. However, after you review this chapter, you must examine the organization's existing structures and determine how many business units you need. Then ask yourself the following questions:

- Is there any reason why the proposed business unit structure cannot work?
- Does this structure preclude the organization from using any functionality?
- Does the structure restrict reporting capabilities?
- Does the structure require too much data to be processed on a given night?
- Is the level of data processing acceptable?

# Payables Business Unit Setup Steps

Use the following steps to set up Payables business units:

1. Define general ledger business units.

   (This is a prerequisite; consequently, it is not discussed in this chapter.)

   See *PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Defining Your Operational Structure," Defining General Ledger Business Units.

2. Set up procurement accounting controls for general ledger business units using the Procurement Controls component (BUS_UNIT_INTFC2).

   See Chapter 4, "Setting Up Payables Business Units," Defining Procurement Controls for General Ledger Business Units, page 28.

3. Define the Payables business unit in the Payables Definition component (BUS_UNIT_TBL_AP).

   See Chapter 4, "Setting Up Payables Business Units," Defining Payables Business Units, page 42.

4. Define Payables options for Payables business units by setID in the Payables Options component (BU_CTLB).

   See Chapter 4, "Setting Up Payables Business Units," Defining Payables Business Unit Options by SetID, page 60.

# Defining Procurement Controls for General Ledger Business Units

Once you have defined the general ledger business units, you must define the procurement accounting controls for each general ledger business unit that is associated with the Payables business units. These settings determine how the Payables business units interfaces with the general ledger. You define these controls in the Procurement Control component.

To set up your procurement controls, use the Procurement Control component (BUS_UNIT_INTFC2).

To load data into the tables for the Procurement Control component, use the EM_BUS_UNIT_INTFC component interface.

This section provides an overview of discount accounting controls for discounts, lists prerequisites, and discusses how to:

- Select general controls.
- Set up nonmerchandise charges.
- Define general ledger templates.
- Select evaluated receipt settlement (ERS) options.
- Select withholding options.

**Note.** The Document Types page appears only if document sequencing is enabled for the general ledger business unit.

## Understanding Discount Accounting Controls

The General Controls page in the Procurement Control component contains numerous options for setting up accounting controls for discounts lost. This section discusses how to use some of these options.

### Discount Lost Accrual

The Accrue Discounts Lost check box on the General Controls page in the Procurement 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.

If you account for lost discounts during payment posting, 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 beyond 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:

| Event | Account | Debit Amount | Credit Amount |
|---|---|---|---|
| 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 | |

If you account for lost discounts during voucher posting, the accounts payable offset account is booked at the gross amount, while the expense distribution accounts are booked at the net amount. This method of accounting is specifically designed to meet German and Austrian accounting requirements, but other countries may need to use it as well. The difference is booked to the discount lost control account. If the discount is not taken, no additional entries are necessary beyond the normal payment entries, because the discount lost has already been booked. If the discount is taken, then an offset to the discount lost must be created to ensure that 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 | |

| Event | Account | Debit Amount | Credit Amount |
|---|---|---|---|
| | Cash | | 1,078 |
| | Discount Expense | | 20 |
| | VAT Adjustment | | 2 |

## Discount Memo Account

The Record Discount Memo Account check box on the General Controls page in the Procurement 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.

You can post discount entries using memo accounts in one of two ways:

- Accounting at gross.
- Accounting at net.

If you account 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 | |
| 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 |

If you select accounting at net for a general ledger business unit (using the vouchering general ledger business unit), the system uses the Record Discount Memo option in conjunction with the Accrue Discount Lost option to determine the accounting entries:

*Example 1: Voucher Entered at Net with 2 Percent Discount:*

In this scenario, it is assumed 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 Percent Discount:*

In this scenario, it is assumed 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 |

| Event | Account | Debit Amount | Credit Amount |
|---|---|---|---|
| Payment with discount taken | Accounts Payables | 1,000 | |
| | Cash | | 980 |
| | Discount Lost | | 20 |
| | Discount Earned | | 20 |
| | Discount Earned Memo | 20 | |

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

# Prerequisites

Before defining procurement accounting controls for Payables business units, you must:

- Define a posting method on the Installation Options - Payables page.
- Define journal templates on the Journal Generator Templates pages.
- Define a combination edit template for vouchers and set up ChartField combination editing.
- Define standard cost charges on the Misc Charge / Landed Cost Defn (miscellaneous charge/landed cost definition) page.
- Set up withholding entities, types, and jurisdictions, as well as withholding business unit categories

## See Also

Chapter 13, “Setting Up Payables Withholding,” Setting Up the Payables Withholding Environment, page 239

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Using Journal Generator,” Setting Up for Journal Generator

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Editing ChartField Combinations”

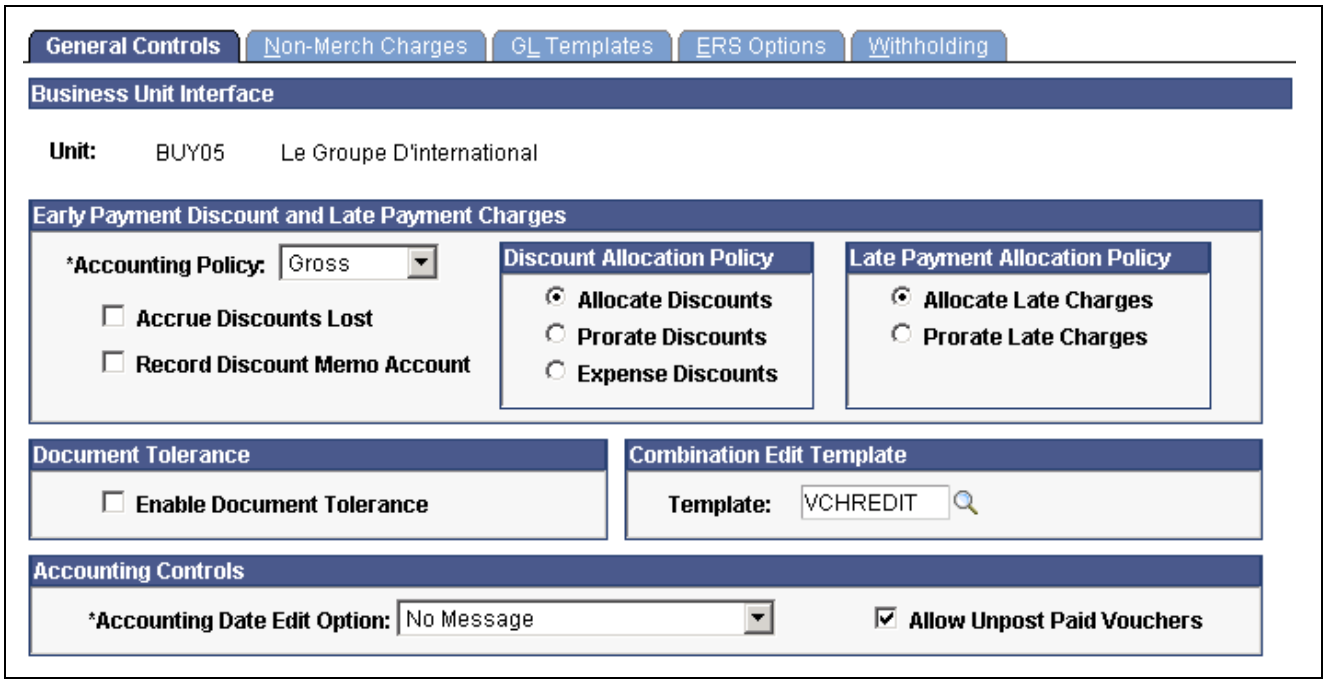
*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Miscellaneous Charges and Landed Costs

# Pages Used to Define Procurement Controls for General Ledger Business Units

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Procurement Control - General Controls | BUS_UNIT_INTFC1 | Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, General Controls | Specify how accounting entries are processed. |
| Procurement Control - Non-Merch Charges (procurement control - nonmerchandise charges) | BUS_UNIT_INTFC3 | Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Non-Merch Charges | Define proration, allocation, and expensing options for nonmerchandise charges. |
| Procurement Control - GL Templates (procurement control - general ledger templates) | BUS_UNIT_INTFC6 | Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, GL Templates | Specify the payables journal templates. |
| Procurement Control - ERS Options (procurement control - evaluated receipt settlement options) | BUS_UNIT_INTFC5 | Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, ERS Options | Enable ERS processing for the general ledger business unit and select the self-billed invoice (SBI) document option. |
| Procurement Control - Withholding | BU_WTHD_JUR | Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Withholding | Specify general ledger business unit withholding setup options. The withholding process uses this information to determine the withholding entities to which you report or for which you act as a collection agent. |

# Selecting General Controls

Access the Procurement Control - General Controls page.




Procurement Control - General Controls page

## Early Payment Discount and Late Payment Charges

All of the fields in this group box are used during posting and none can 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. Options are:

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

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

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

**Record Discount Memo Account** Select this option to record both discount earned and discount lost at payment creation regardless of whether you account at net or gross.

See Chapter 4, "Setting Up Payables Business Units," Understanding Discount Accounting Controls, page 28.

## Discount Allocation Policy

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

**Allocate Discounts** Select to have the system use the account from the accounting entry template and create all other ChartFields based on the inheritance rule for the setID associated with the general ledger business unit of the distribution line. (The system uses the Payables distribution-level entries inheritance group).

The discount lines inherit the general ledger business unit of the distribution lines.

**Prorate Discounts** Select to have the system create discount entries on separate lines using the account and all other ChartFields on the distribution lines for the voucher.

The discount lines inherit the general ledger business unit of the distribution lines.

**Expense Discounts** Select to have the system use the account from the accounting entry template and create all other ChartFields based on the inheritance rule for the setID associated with the general ledger business unit of the vouchering business unit. (The system uses the Payables header-level entries inheritance group).

The discount line uses the general ledger business unit of the vouchering business unit.

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**Note.** This option is available only if you use the summary control posting method.

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## Late Payment Allocation Policy

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

**Allocate Late Charges** Select to allocate late interest charges.

If you select this option, the system uses the late interest charges 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. (The system uses the Payables distribution-level entries inheritance group).

The late charge lines inherit the general ledger business unit of the distribution lines.

**Prorate Late Charges** Select to prorate late interest charges.

If you select this option, the system creates late interest charge entries on separate lines using the account and all other ChartFields on the distribution lines for the voucher.

The late interest lines inherit the general ledger business unit of the distribution lines.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Late Interest Charges.

## Document Tolerance

**Enable Document Tolerance** Select to enable document tolerance checking for the selected general ledger business unit.

See Chapter 28, "Running Document Tolerances," page 727.

### Combination Edit Template

**Template** Select the combination edit template that the Voucher Build Application Engine process (AP_VCHRBLD) uses. This is used only for batch voucher editing and is not necessary for online voucher entry because the system handles combination editing for online entry differently.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Editing ChartField Combinations," Setting Up Combination Editing.

### Accounting Controls

**Accounting Date Edit Option** Specify whether future-dated accounting entries are allowed. Options are:

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

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

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

**Allow Unpost Paid Vouchers** Select to enable users to unpost vouchers that have been partially or fully paid.

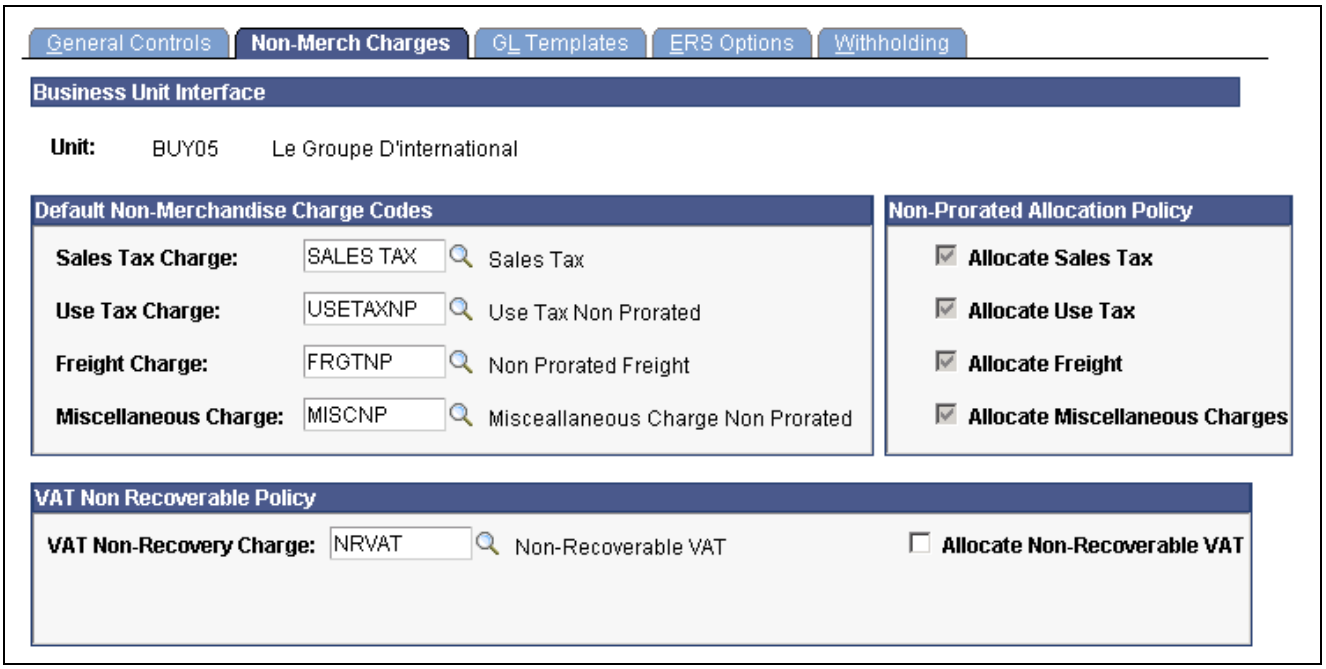
See Chapter 19, "Managing Vouchers," Unposting Vouchers, page 427.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Payables User Preferences

## Setting Up Nonmerchandise Charges

Access the Procurement Control - Non-Merch Charges page.




Procurement Control - Non-Merch Charges page

## Proration and Allocation of Nonmerchandise Charges

To understand the options on this page, you need to understand how proration and allocation of nonmerchandise amounts work.

During voucher entry, nonmerchandise 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, or they are not prorated. This depends on the charge code, which you set up in the Misc Charge/Landed Cost Defn (miscellaneous charge/landed cost definition) component (CM_LC_COMPONENT). If non merchandise amounts are not prorated, you can specify on the Procurement Control - Non-Merch Charges page whether to allocate them to separate accounting lines or to record them to summary expense accounts. This table describes what happens when you prorate, allocate, or expense (neither prorate or allocate) nonmerchandise charges:

| Action | Result |
|---|---|
| Prorate | Records the prorated amount along with the merchandise amounts on the distribution line.<br><br>If you prorate nonmerchandise 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. |

| Action | Result |
| --- | --- |
| Allocate | Creates separate accounting entries for the nonmerchandise amount for the distribution line.<br><br>If you allocate nonmerchandise amounts, the amounts charged to the distribution lines are posted to the appropriate nonmerchandise accounts from the accounting template, and the other ChartField values are 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.<br><br>If you use summary control posting, you have two options for nonprorated 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.<br><br>If you use detail offset posting, you have only one option for nonprorated 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. |

## Default Non-Merchandise Charge Codes

Use the fields in this group box to set the defaults for the nonmerchandise charges on the voucher. The charge codes that you select here are automatically populated in the vouchers that you create for the business unit. They determine where the nonmerchandise 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 nonmerchandise charge. You define the codes for these nonmerchandise 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 that 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 nonprorated nonmerchandise charge is allocated or charged as a nonprorated expense for a particular general ledger business unit.

If you use detail offset posting, this check box is automatically selected and display-only because you cannot expense nonmerchandise amounts with detail offset posting.

If you use summary control posting, you can select this check box to allocate the nonmerchandise charges to the distribution line, or you can clear the check box to expense the charges to the header.

**Note.** Unlike the charge codes, the allocation options *cannot* be overridden at voucher creation time. If you select a nonprorate option as the default here or on the voucher, the system uses the allocation option that you select here to either allocate or expense the nonmerchandise amount.

**Allocate Sales Tax** Select to have the system create separate accounting entries for nonprorated sales tax amounts for the distribution line; the appropriate ChartFields are inherited.

**Allocate Use Tax** Select to have the system create separate accounting entries for nonprorated use tax amounts for the distribution line; the appropriate ChartFields are inherited.

**Allocate Freight** Select to have the system create separate accounting entries for nonprorated freight amounts for the distribution line; the appropriate ChartFields are inherited.

**Allocate Miscellaneous Charges** Select to have the system create separate accounting entries for nonprorated miscellaneous charge amounts for the distribution line; the appropriate ChartFields are inherited.

## VAT Non Recoverable Policy

Use the fields in this group box to set the defaults for the nonrecoverable VAT charges on the voucher. The charge code that you select here automatically appears on the vouchers that you create for the business unit. You can override it on the voucher.

**VAT Non-Recovery Charge** Select from the delivered options or additional charge codes that you define on the Misc Charge/Landed Cost Definition page. Options are:

- *NRVATPR* (prorate nonrecoverable VAT): Nonrecoverable VAT is prorated to the ChartFields on the distribution line.
- *NRVATNP* (do not prorate nonrecoverable VAT): Nonrecoverable (taxable) VAT is not prorated to the distribution line ChartFields.

**Allocate Non-Recoverable VAT** Select to have the system create separate accounting entries for the nonrecoverable VAT amount for the distribution line. This check box applies only to nonprorated nonrecoverable VAT charge codes.

The VAT nonrecoverable amount is posted to the account defined on the VAT accounting template (VAT Code - Accounting Information page), and the other ChartField values appear automatically based on the ChartField inheritance rules.

If you are using summary control posting and you want to expense nonprorated nonrecoverable VAT charges at the voucher header, then do not select this check box.

You can override this option when creating vouchers.

## See Also

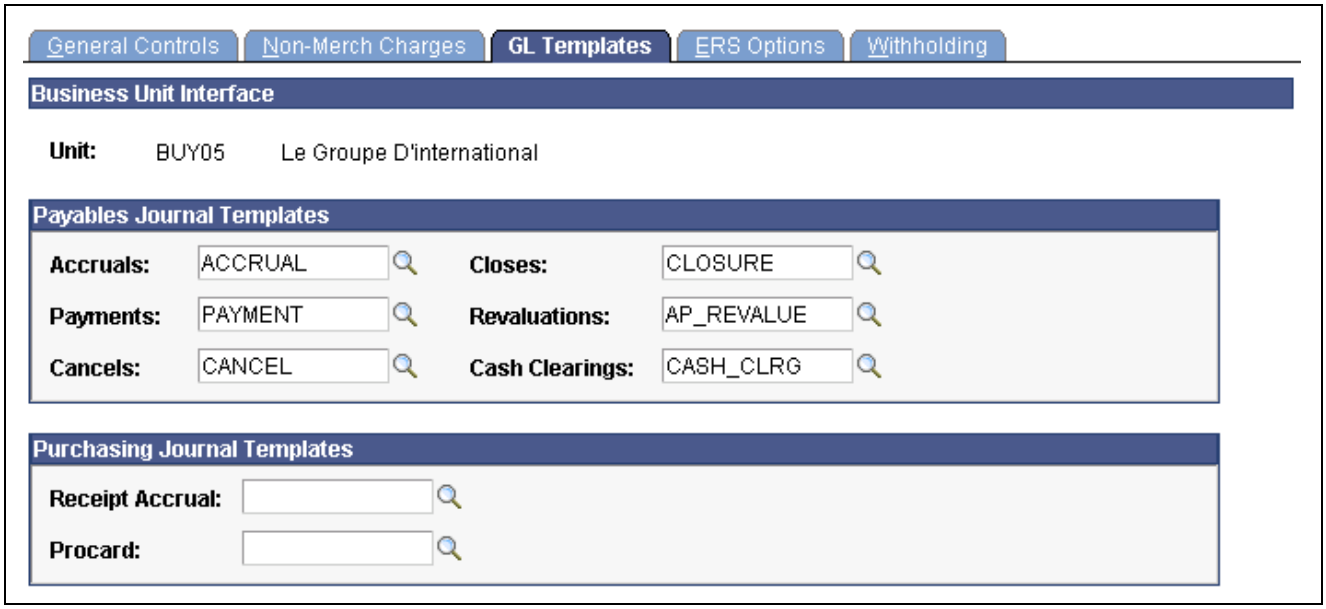
Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Entering Non-Merchandise Charge Details, page 289

Chapter 12, “Setting Up Sales and Use Taxes and Value-Added Taxes (VAT),” Establishing the Payables VAT Default Hierarchy, page 233

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Miscellaneous Charges and Landed Costs

# Defining General Ledger Templates

Access the Procurement Control - GL Templates page.




Procurement Control - GL Templates page

## Payables Journal Templates

Specify the Payables journal templates to use for the general ledger business unit. These templates define the summarization rules for creating journals that are passed to the 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 to use for receipt accrual in Purchasing. The standard template that is provided for receipt accrual is REC_ACCRUE.

**Procard** Select the journal template to use for procurement card processing in Purchasing. The standard template provided for procurement card is ProCard.

## See Also

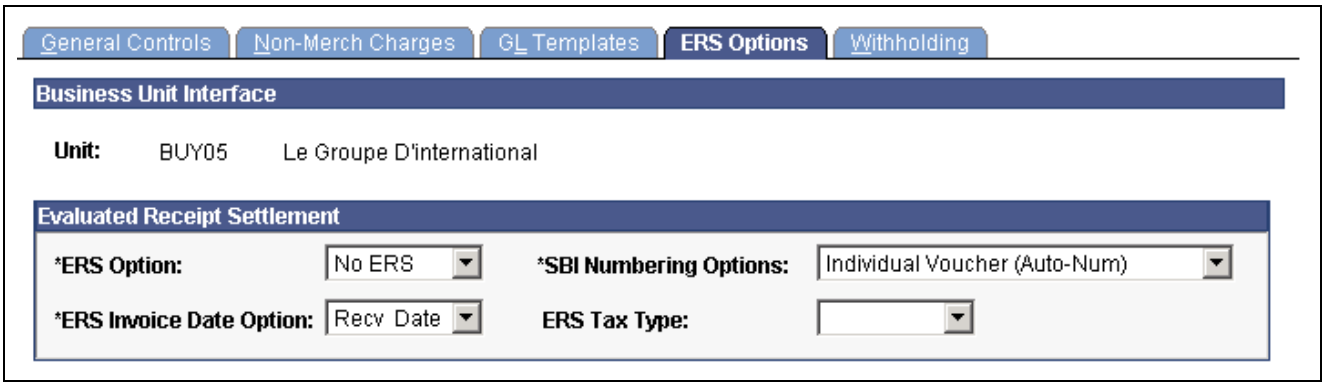
*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Using Receipt Accrual"

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Using Procurement Cards"

*PeopleSoft Enterprise Application Fundamentals 8.9 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 Control - ERS Options page.




Procurement Control - ERS Options page

**ERS Option** ERS is a process by which the Voucher Batch process builds vouchers from procurement receipt records. If you plan to use the Voucher Batch process to create ERS vouchers for business units associated with this general ledger business unit, then you need to set the ERS option to *Allow ERS.*

**ERS Invoice Date Option** Select the method that the system uses to create the ERS voucher invoice date. Options are:

*Recv Date* (receiver date): The system uses the receiver data.

*Frt Terms* (freight terms): The freight terms determine whether to use the receipt or the shipment date as the invoice date.

**SBI Numbering Options** Select to define how the system groups SBIs. Options are:

*Individual Voucher (Auto-Num)* (individual voucher [autonumber]): The SBI contains information from only a single voucher. The system assigns the next available SBI number based on the invoicing location.

*Individual Vchr - Invoice Number* (individual voucher - invoice number): The SBI contains information from only a single voucher. The system generates the SBI number by combining the invoice number with the ERS sequence number.

*Group Vouchers (Auto-Num)* (group [autonumber]): The system groups ERS vouchers in a single SBI voucher.

**ERS Tax Type** Select to indicate the type of tax to which the vouchers are subject. Options are *No Taxes, Sales Tax, Use Tax,* and *VAT.*

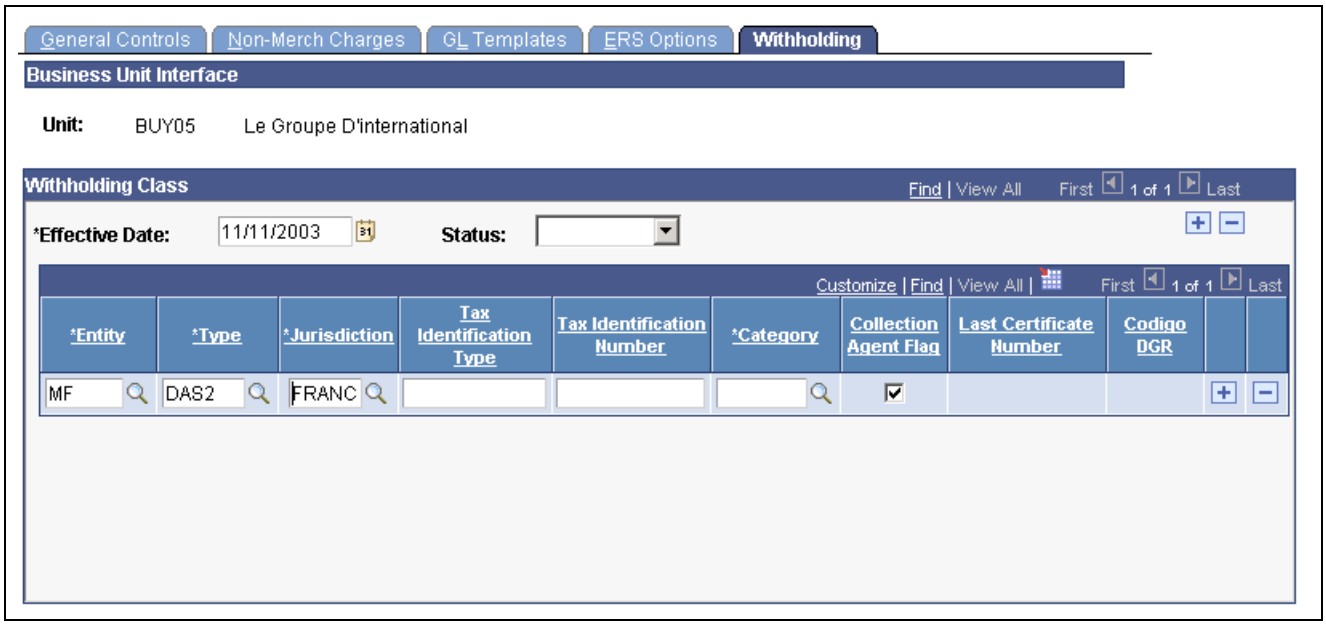
### See Also

Chapter 32, “Processing Self-Billed Invoices,” page 817

Chapter 16, “Processing Batch Vouchers,” page 353

## Selecting Withholding Options

Access the Procurement Control - Withholding page.




Procurement Control - Withholding page

Specify the general ledger business unit's relationship to the various withholding entities for whom you withhold. These tax authorities use this information to determine your relationship with them. Enter the applicable information for each combination of withholding entity, type, jurisdiction, and business unit category.

**Collection Agent Flag** Select if you are a collection agent for the entity.

**Last Certificate Number** Enter the last certificate number for the entity.

**(ARG) Codigo DGR** Used exclusively in Argentina. This field is for information purposes only and does not trigger any action.

### See Also

Chapter 41, "Processing Withholding in Payables," page 955

# Defining Payables Business Units

To set up your Payables business units, use the Payables Definition component (BUS_UNIT_TBL_AP).

To load data into the tables for the Payables Definition component, use the EM_BUS_UNIT_AP component interface.

This section describes how to:

- Create a new Payables business unit.
- Link a Payables business unit with a general ledger business unit.
- Update open periods for a business unit.
- Establish tax options.
- Set options for the Voucher Build process.

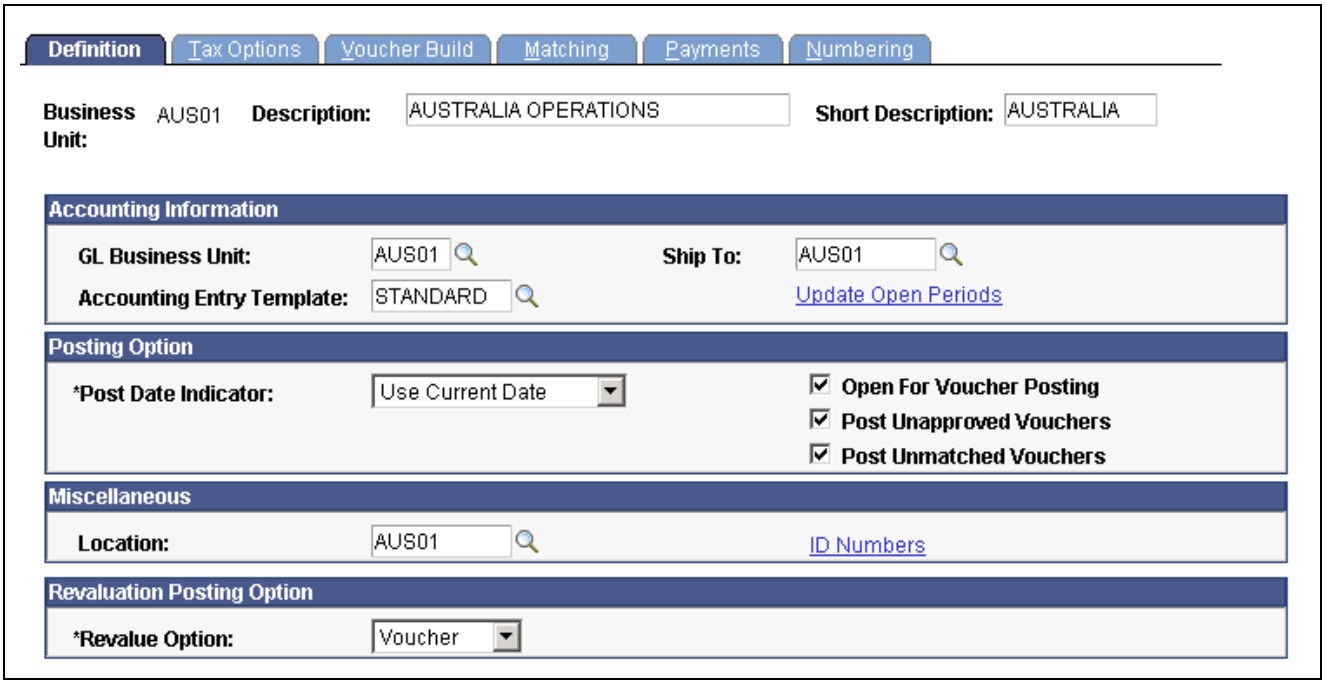
- Establish matching options.
- Define payment options.
- Set up numbering.
- Define summary invoice controls.

# Page Used to Define Payables 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, link it with a general ledger business unit, and assign a location code to the unit. Select the accounting template and posting options for the business unit. |
| Business Unit ID Numbers | BU_ID_NBRS_AP_SEC | Click the ID Numbers link on the Payables Definition - Payables Definition Page. | Specify ID numbers to associate with the business unit. |
| Open Period Update | OPEN_PERIOD_SINGLE | • Click the Update Open Periods link on the Payables Definition - Definition page.<br>• Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Open Period Update | Update the open periods for a business unit. |
| Payables Definition - Tax Options | BUS_UNIT_TBL_AP2 | Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Tax 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 default options for the Voucher Build Application Engine process (AP_VCHRBLD) for the business unit. |
| 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. |
| Payables Definition - Summary Invoice | BUS_UNIT_TBL_AP7 | Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Summary Invoice | Specify summary invoice tolerance controls for the business unit. |

# Creating a New Business Unit

Access the Payables Definition - Definition page.




Payables Definition - Definition page

To create a new Payables business unit:

1. On the Add Search page in the Payables Definition component, enter the business unit ID for the Payables business unit that you want to create, and click Add.

   **Note.** Use business unit IDs that are five characters long to optimize system performance.

2. Enter a description and short description of the business unit and specify a default setID.

   The setID can be the value of another existing business unit whose setID you want to copy for the business unit that you are adding. Alternatively, by entering the ID of the new business unit that you are creating, you can also establish a new empty setID having the same name as the business unit.

   See Chapter 4, “Setting Up Payables Business Units,” TableSets, page 26.

   **Note.** Most other fields on the page are unavailable and must be completed after you have finished creating the business unit.

3. Click Create BU to create the Payables business unit and, if applicable, the new setID.

   The system automatically creates the business unit. If you have completed the general ledger business unit setup, the procurement controls, and other relevant control table data, you can continue to complete the business unit definition.

## See Also

Chapter 4, “Setting Up Payables Business Units,” Linking Payables Business Units with General Ledger Business Units, page 46

Chapter 4, “Setting Up Payables Business Units,” Understanding Payables Business Units, page 25

# Linking Payables Business Units with General Ledger Business Units

Access the Payables Definition - Definition page.

Enter the general ledger business unit information on the Payables Definition - Definition page.

## Accounting Information

**GL Business Unit** (general ledger business unit)
Select the general ledger business unit to which you want to assign the Payables business unit.

Each line of distribution that you enter for a voucher can be charged to this general ledger business unit—the *charge to* business unit. The charge to business unit automatically appears as 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 distribution line.

When the charge to general ledger business unit differs from the general ledger business unit of the vouching business unit, 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 enables 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 general ledger business unit.

**Accounting Entry Template**
Select the template to associate with the Payables business unit. The accounting entry template identifies the offset accounts that the system uses to balance payables transactions. It also identifies the accounts that the system uses to allocate nonmerchandise charges. You set it up on the Accounting Entry Template page. Other ChartField values can be inherited from the accounting entry template depending on the ChartField inheritance setup.

**Ship To**
Enter the default ship to location. The ship to location determines how the sales and use tax appear by default on the voucher in a sales and use tax environment, and how the VAT appears by default on the voucher in a VAT environment. You define ship to locations in the Ship To Locations component.

You can override this default at lower levels in the Payables control hierarchy.

**Update Open Periods**
Click to access the Open Periods Update page, where you can specify open and closed periods for this business unit that differ from that of the general ledger business unit.

See Chapter 4, "Setting Up Payables Business Units," Updating Open Periods, page 48.

## Posting Option

**Post Date Indicator**
Select to identify which transactions are eligible for posting. Options are:

*Post All Transactions*: The system posts all transactions eligible for posting.

*Use Accounting Date*: The system selects transactions for posting based on the accounting date option specified on the Payables Options - Payables Options Page.

*Use Current Date*: The system selects transactions for posting based on the date of the transaction.

*Use Specific Date*: The system uses the date that 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 have the same accounting date.

**Open for Voucher Posting** Select to post any vouchers or payments in the business unit.

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

**Post Unmatched Vouchers** Select to 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 check box.

## Miscellaneous

**Location** Enter a code to indicate which address defined on the Location Definition page prints on payment forms for the business unit.

**ID Numbers** Click to access the Business Unit ID Numbers page, where you can associate various ID numbers with the Payables business unit.

You select an identifier type, such as *Dun & Bradstreet Number,* from a drop-down list in the Standard ID Qualifier field, and enter the ID number for each identifier type that you select.

## Revaluation Posting Option

**Revalue Option** Select to specify the level of detail for revaluation entries. 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

Chapter 23, “Running Voucher and Payment Posting,” page 627

Chapter 39, “Managing Voucher Line Tax Information with Taxware and Vertex,” page 925

Chapter 40, “Processing Value Added Tax (VAT) in Payables,” page 929

Chapter 34, “Processing Multiple Currencies in Payables,” page 839

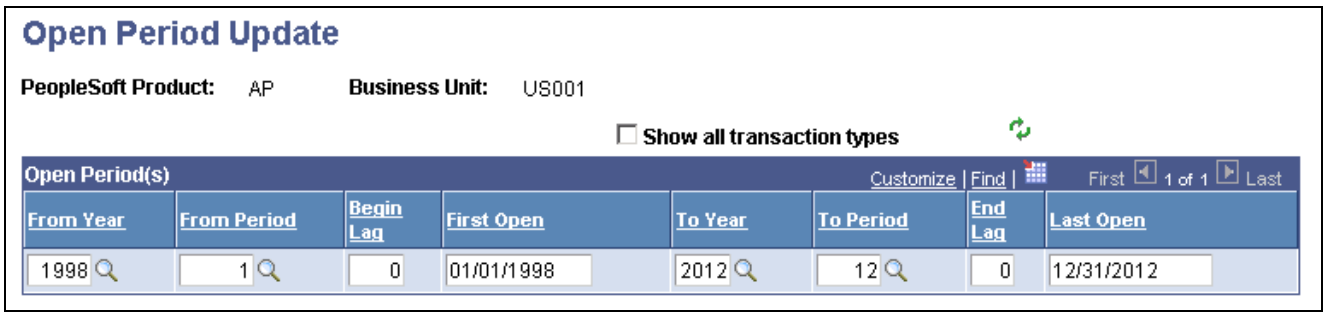
*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Ship To Locations

## Updating Open Periods

Access the Open Period Update page.




Open Period Update page

The normal default open 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 General Ledger.

**From Year** and **To Year** — Define the open period dates by entering a fiscal year (or fiscal year calendar ID number) in the From and To fields.

**From Period** and **To Period** — Define the open periods by entering an accounting period in both the From Period and To Period fields.

**Begin Lag** and **End Lag** — Enter the lag days for the beginning and end of the open periods. Lag days must be entered as a negative number.

To understand how Payables calculates lag days, assume that period 2 begins February 1, 2003, and you enter *−3* in the Begin Lag field. The system calculates the first open date to be January 29, 2003. If you were to define your lag days in this way, a voucher entered into the system on January 29, 2003 would get a default accounting date of February 1, 2003 instead of January 29, 2003. If you really want it to be January 29, you can override the default at entry time. The accounting date on the voucher is the accounting date the Voucher Posting process and the Journal Generator process will use to calculate the accounting period. The system uses the end lag days to close the open period prior to the actual end of the period. Use lag days to close the

accounts payable month to transactions before you close the general ledger month. Lag days only apply to the first and last open accounting periods.

**Important!** Lag days functionality only applies when you use a voucher's current date as the accounting date. If you override the current date on a voucher, lag days functionality is disabled for that transaction. Likewise, if you select a specific accounting date at any of the following Payables hierarchy levels—business unit (Payables Options), voucher origin, or control group—and that specific date prepopulates the voucher, lag days functionality is disabled for that voucher.

**First Open** and **Last Open** The system calculates these dates based on the beginning and end of the open periods and the lag days. The system uses these dates to determine the first and last valid dates for transactions for the period.

The first open date is based on the beginning date for the from year and from period, plus lag days. For example, suppose that the period starts April 1 and you specify –3 as the Begin Lag value, the system calculates the first open date of the period to be March 29. The last open date is calculated similarly.

You can override the first open and last open dates. Changing the date does not change the lag days. This enables you to override the calculated period start date for one time only. When the next mass update occurs, the first open date is calculated as defined.

***Warning!*** 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 is not transferred to the general ledger.

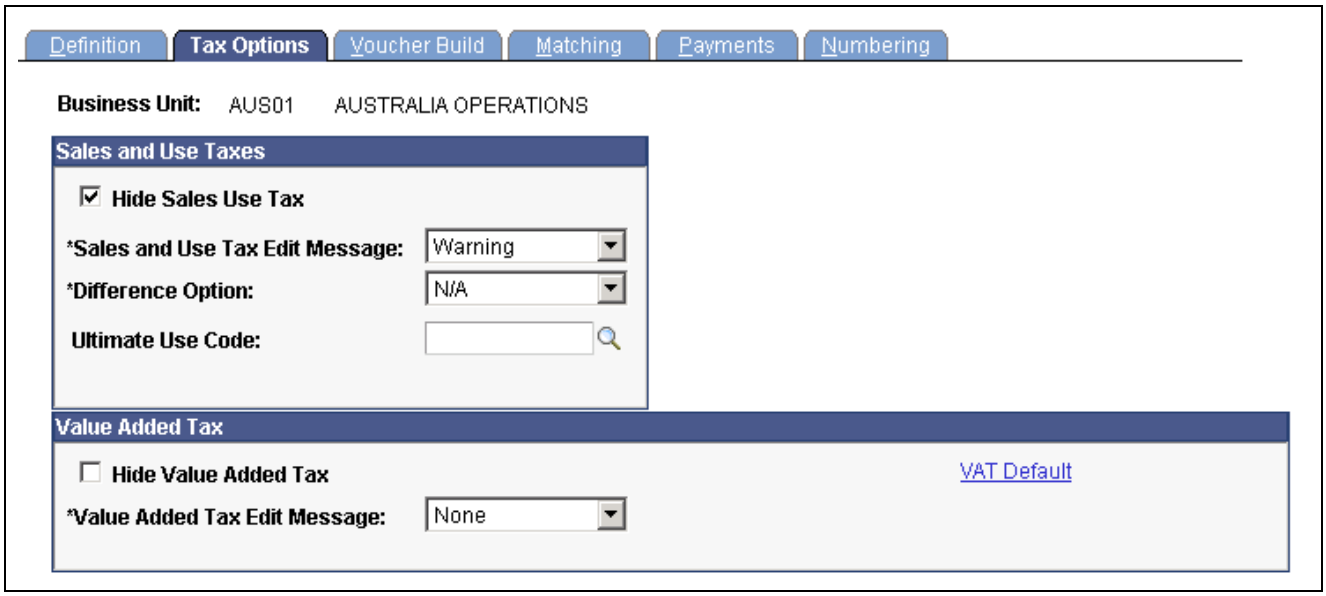
### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Accounting Calendars," Defining and Updating Open Periods and Adjustment Periods

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Accounting Calendars," Understanding Accounting Calendars Based on Open and Close Periods

## Establishing Tax Options

Access the Payables Definition - Tax Options page.




Payables Definition - Tax Options page

## Sales and Use Taxes

**Hide Sales Use Tax**

Select to prevent the sales and use tax fields from appearing on any vouchers for the business unit. You can use this option if this business unit does not process sales and use tax transactions.

**Sales and Use Tax Edit Message**

This message appears if there is a discrepancy between entered and calculated sales tax amounts on the voucher. Options are:

*Error*: The system displays an error message describing the exceeded tolerance amounts and the calculated sales tax amount, and it places the voucher in a recycle status. You must accept the calculated amount.

*No Message:* No message appears. 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 still save the voucher with the exceeded amount.

You set up sales tax tolerance amounts or percentages on the Payables Options - Tax Options page.

**Difference Option**

Select to specify how discrepancies are addressed between tax amounts that are entered by users and tax amounts that are calculated by the system. Options are:

*N/A* (not 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. The system does not calculate use tax. If you use Taxware or Vertex software, you must select this option.

*Accrue:* The system creates use tax charges for the voucher line whenever the calculated sales tax is greater than the sales tax input. This option enables both sales tax and use tax to be applied to a voucher line.

**Ultimate Use Code** Enter a code to override the default tax rate that is based on the ship to location. Entering a value indicates that the final use of the taxed item results in a different tax rate within the same ship to or usage destination.

## Value Added Tax

**Hide Value Added Tax** Select to prevent the VAT fields from appearing on any vouchers for the business unit. You can use this option if the business unit does not process VAT transactions.

**Note.** Leave this check box cleared 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.

**Value Added Tax Edit Message** Select to determine whether a message appears when tolerances set at the payables options level are exceeded. Options are:

*Error*: An error message appears when you save the voucher.

*No Message*: No message appears, and you can save the voucher.

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

**VAT Default** Click to access the VAT Defaults Setup page.

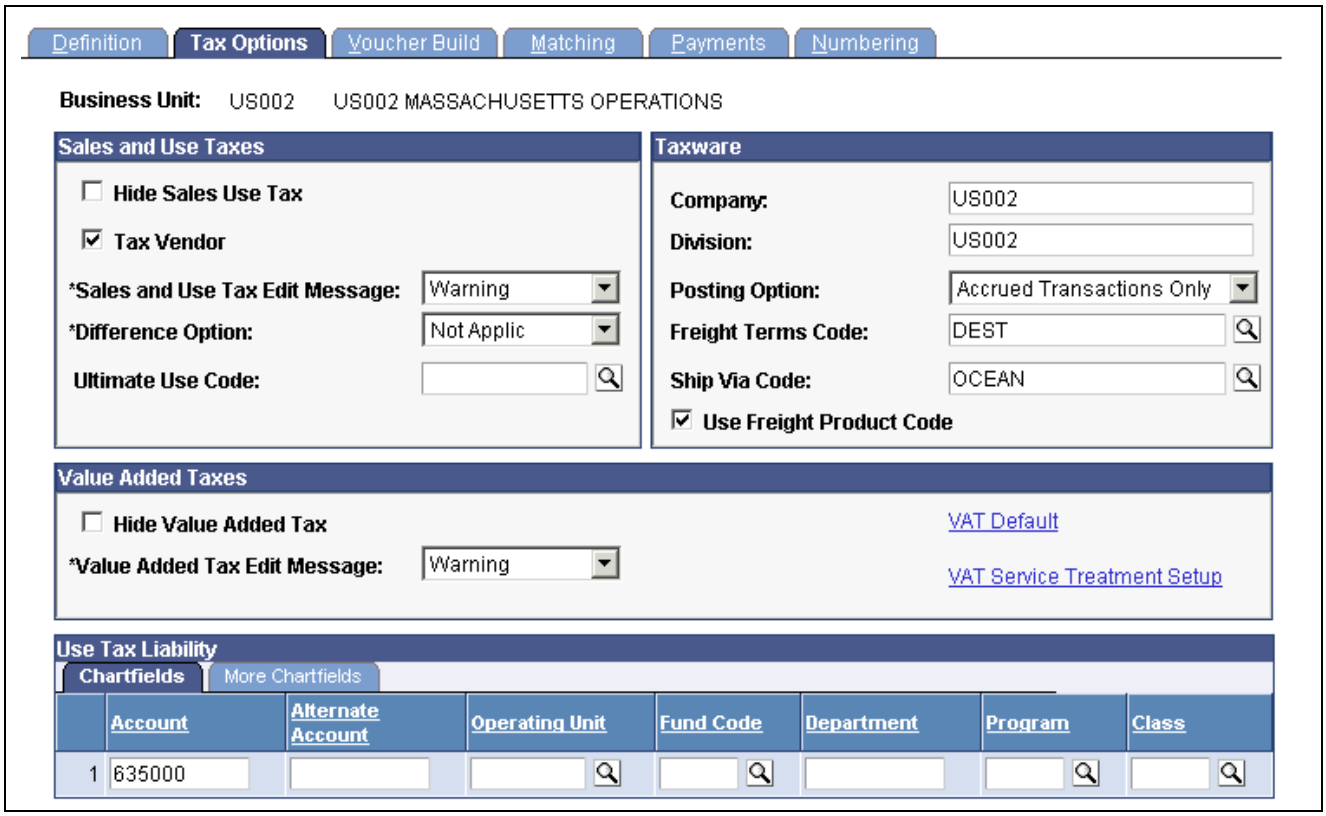
The VAT Defaults Setup page is a common page used to set up VAT defaults for all PeopleSoft applications that process VAT transactions. You can define Payables VAT business unit defaults, specifically, VAT apportionment control.

**Note.** These settings can also be set by accessing the VAT Defaults component directly and selecting the AP Business Unit driver.

**Note.** There is also VAT default setup by setID on the Payables Options - Tax Options page.

## Taxware or Vertex

If you have installed a third-party tax application, the Sales and Use Taxes group box contains a Tax Vendor check box. If you select this option, an additional group box appears, labeled either Taxware or Vertex, depending on the third-party application that you have installed and selected on the Installation Options - Overall page.




Payables Definition - Tax Options page with Taxware enabled

The Taxware or Vertex group box enables you to enter tax application data. In addition, a row of use tax liability ChartFields also appears. The values that you enter in these group boxes are passed to Taxware or Vertex and used in their respective tax calculation algorithms.

**Company** and **Division** — Enter the business unit in these fields. You must ensure that the business unit in the PeopleSoft system is identical to the company and division in Taxware or Vertex.

**Posting Option** — Select to designate which transactions are posted to the register in Taxware or Vertex. Options are:

*Accrued Transactions Only:* Use tax transactions.

*All Transactions:* All taxable and exempt transactions.

*Taxable Transactions Only:* Sales and use tax transactions.

**Freight Terms Code** — Select to determine the point of order origin. This field is used only by Taxware. These codes are defined by the user on the Freight Terms page. You must ensure that the freight terms code is identical in Taxware and in the PeopleSoft system.

**Ship Via Code** — These codes are defined by the user on the Ship Via Codes page and are used by both Taxware and Vertex. You must ensure that the PeopleSoft code is identical to the code in Taxware or Vertex.

**Use Freight Product Code** — Select only if the tax vendor is Taxware. This field indicates that Taxware uses a freight product code from the Taxware application.

**Freight Product Code** Enter a value only if the tax vendor is Vertex. Enter a code from the Vertex application.

### Use Tax Liability

This is used only when Payables is integrated with Taxware or Vertex. All accrued use taxes are posted to one account, and you determine which tax agencies to pay by using the register in Taxware or Vertex. Enter the ChartField values that define the accounting distribution line for use tax.

### See Also

Chapter 12, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)," Establishing Taxware and Vertex Sales and Use Tax Processing, page 229

Chapter 40, "Processing Value Added Tax (VAT) in Payables," page 929

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Freight Terms

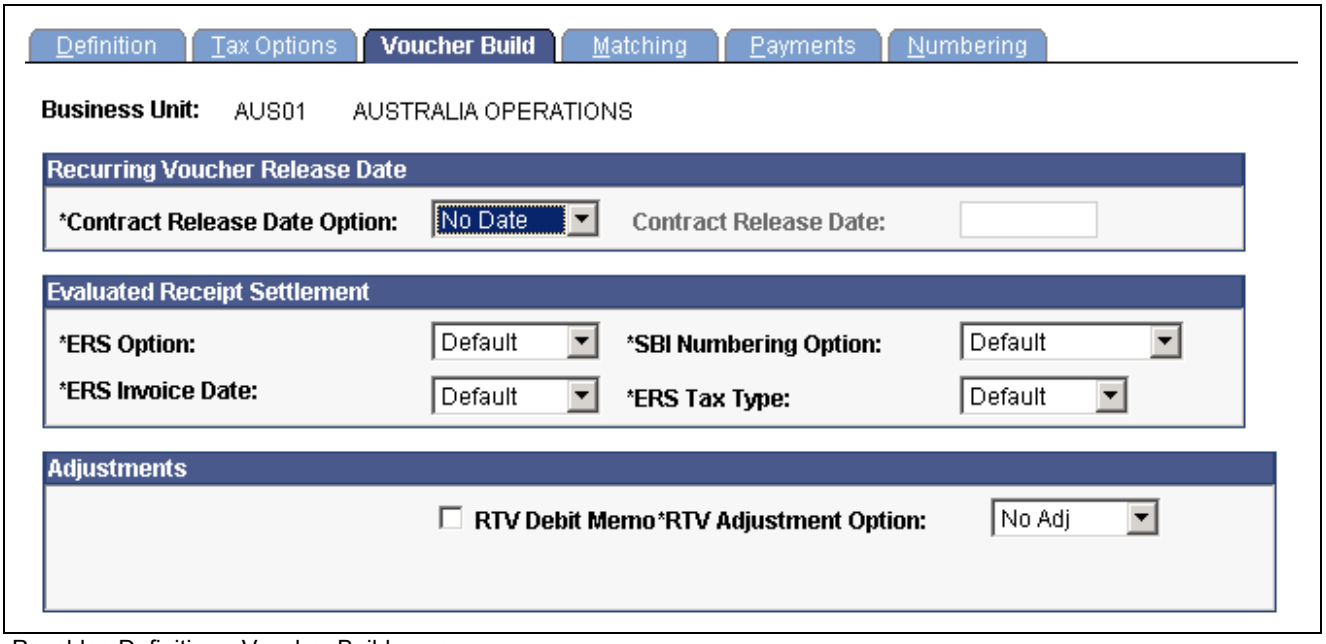
*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Shipping Codes

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT"

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Sales and Use Tax Options

## Setting Voucher Build Options

Access the Payables Definition - Voucher Build page.




Payables Definition - Voucher Build page

## Recurring Voucher Release Date

**Contract Release Date Option** Select to specify which date the system uses to determine whether to build vouchers for contracts. The Voucher Batch process builds vouchers for contracts with dates on or before the date generated by the contract date option.

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 the business unit. The defaults are set on the Procurement Control - ERS Options page for the general ledger business unit associated with the Payables business unit.

## Adjustments

**RTV Debit Memo** (return to vendor debit memo) Select to indicates how return to vendor debit adjustments are handled for the business unit.

If you select this check box, 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.

*No Adj* (no adjustment): No automatic adjustments are created. You must manually create a voucher to create a credit payment.

*Stage*: Vouchers with automatic adjustments are first staged in the quick invoice tables, enabling you to review the voucher for pre-edit errors prior to actual voucher creation.

---

**Note.** With the Commitment Control feature enabled and the RTV Debit Memo check box selected, you cannot select *No Adj* (no adjustment). Doing so causes the system to generate an invalid combination warning message.

Selecting options here also determines how the Purchasing's RTV Reconciliation Application Engine process (PO_RTVRECON) handles asset retirement transactions to the Asset Management interface. If you select *No Adj* (no adjustment option), the RTV Reconciliation Application process generates the asset retirement transactions received by Asset Management. However, if you select *Create* (create adjustment) or *Stage Voucher* (stage to pending file), Payables generates the asset retirement transactions received by Asset Management.

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### See Also

Chapter 4, "Setting Up Payables Business Units," Selecting ERS Options, page 40

Chapter 16, "Processing Batch Vouchers," page 353

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Using Voucher and Order Contracts"

Chapter 17, "Using Quick Invoices," Reviewing and Updating Quick Invoices, Staged Vouchers, and Vouchers with Pre-Edit Errors, page 402

## Establishing Matching Options

Access the Payables Definition - Matching page.




Payables Definition - Matching page.

**Note.** You must establish document association criteria on the Document Association Rules page before you can select options here.

### Matching Criteria

**Document Association** Enter a value to determine how the system associates purchase orders and receipts to vouchers. Set up the document association criteria on the Document Association Rules page.

**Match Delay Days** Enter the number of days the system waits to include EDI and XML invoices in the Matching Application Engine process (AP_MATCH). The system adds the number of match delay days to the entry date to determine the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date.

**Note.** Match delay days are only applicable to EDI and XML invoices. Override the number of match delay days at the origin, control group, vendor, or voucher level.

**Matching for Voucher Approval** Select to have the Matching process set matched vouchers to *Approved* and bypass the voucher approval process.

**Note.** If you undo a matched voucher with this option selected, the Matching process updates the approval status on that voucher to *Pending*.

### Additional Page Elements

**Copy Gross Amount to Voucher**

Select to have the system copy the total merchandise amount from a purchase order or receiver to the gross amount field on the voucher when you use a copy worksheet or the Copy PO function to copy a purchase order or receiver to a voucher.

By selecting this option, you indicate that, for all vouchers in the business unit, the system displays in the voucher header the corresponding total merchandise amount for the receiver or purchase order lines copied to the voucher lines. If you clear this check box, the gross amount is blank for vouchers in this business unit after you copy predecessor documents to the voucher. In that case, you enter the gross amount from the vendor's invoice.

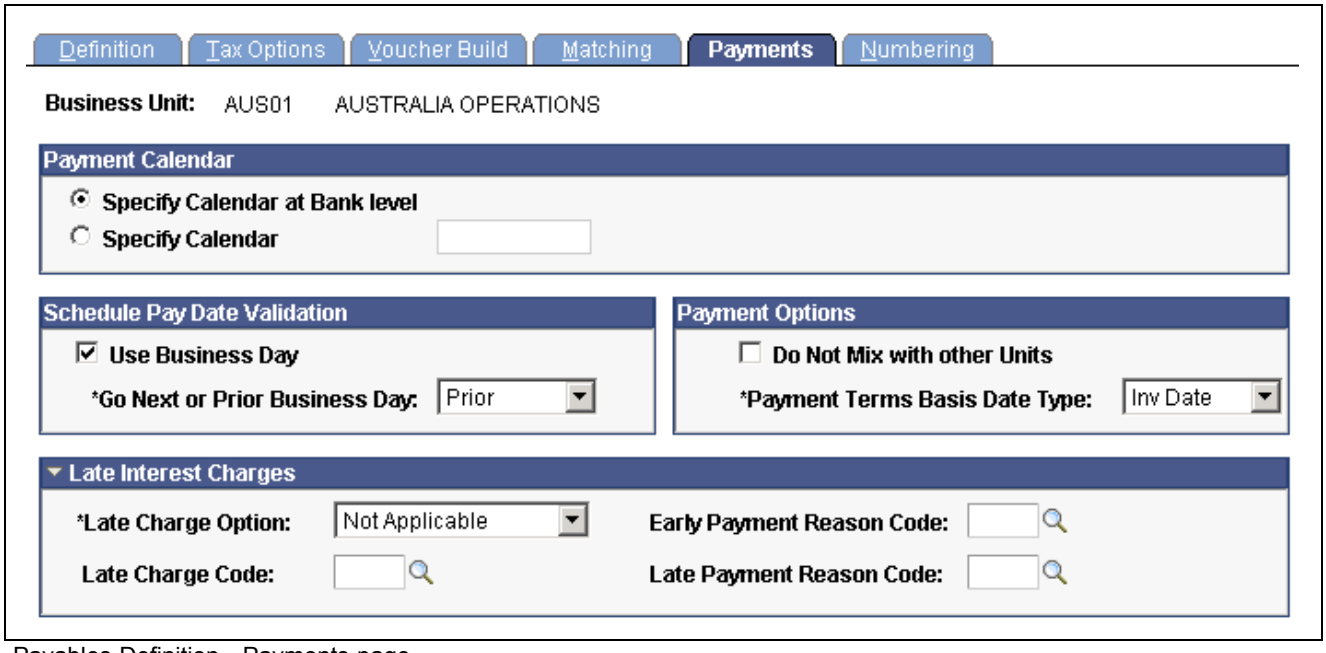
**Note.** Sales tax, use tax, and VAT amounts are not included in the total amount copied to the voucher's gross amount field.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Viewing and Updating Document Association Rules

## Defining Payment Options

Access the Payables Definition - Payments page.




Payables Definition - Payments page

## Payment Calendar

**Specify Calendar at Bank Level** Select to have the system use the payment calendar specified at the bank level to process all vouchers for the business unit. If you process payments for the business unit from multiple banks that use different calendars, this option provides more flexibility than specifying a calendar.

**Specify Calendar** Select to have the system use the calendar that you specify here to process all payments for the 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 the business unit falls on a nonbusiness day in the business calendar, the system schedules the date as the next or prior day, according to the business day option that you select. Then, if the holiday option is also enabled, the system schedules the date as due after the holiday or due before the holiday, according to the holiday option that you select.

When the Use Business Day check box is not selected 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.

## Payment Options

**Do Not Mix with other Units** Select to keep the 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.

---

**Important!** This option applies *only* to payments handled through the regular paycycle processes. During the Payment Selection process, the system checks for items marked with this option. As such, this option does not apply to express payments as they are created outside of the regular paycycle schedule.

---

**Payment Terms Basis Date Type** The system uses the date that 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.

Options are:

- *Acct Date* (accounting date).
- *Doc Date* (document date) date voucher is entered.
- *Inv Date* (invoice date).
- *Recpt Date* (receipt date).
- *Ship Date*.
- *User Date* user-specified date.

### Late Interest Charges

**Late Charge Option** Select to determine whether late charges are applied. Options are:

*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.

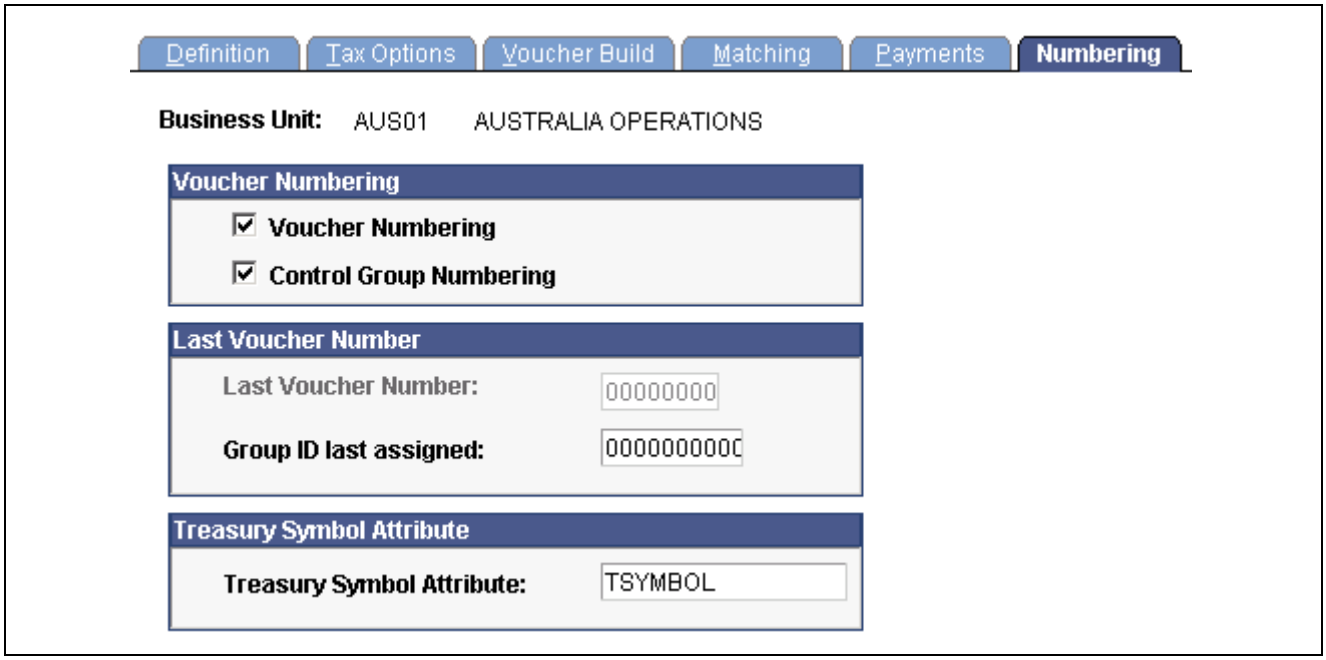
**Early Payment Reason Code** and **Late Payment Reason Code** Select an early and late payment reason code. You set these up on the Payment Reason Code page.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Payment Reason Codes

## Setting Up Numbering

Access the Payables Definition - Numbering page.




Payables Definition - Numbering page

### Voucher Numbering

**Voucher Numbering** Select to have the system number all vouchers automatically.

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

**Control Group Numbering** Select this option to have the system number all control groups automatically.

When you add a control group, the ID field appears automatically as *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.

**Note.** Suppose that you have a legacy system, and you want to adjust the autonumbering to begin at a specific ID to accommodate this. To do so, write-enable the Last Voucher Number field, the Group ID last assigned field, or both. Use Application Designer to open the BUS_UNIT_TBL_AP6 page and use the Change Use dialog box to clear Display Only. Save the 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 Application Designer and reselect Display Only. The autonumbering function begins at the number that you entered, and the system increments it by one for the next voucher or control group that you enter.

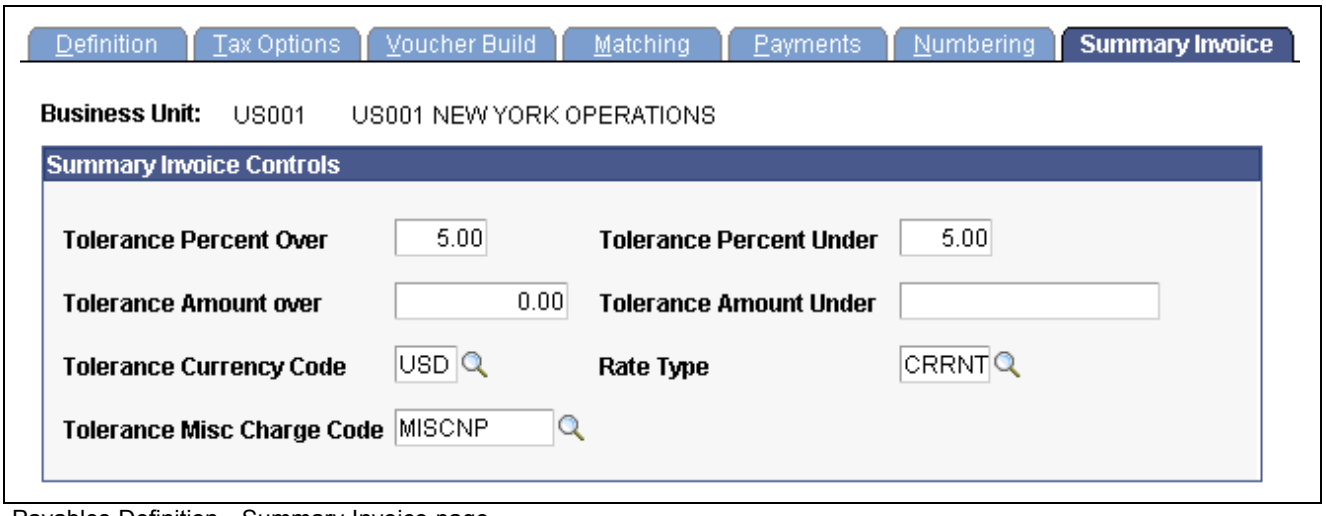
### (USF) Treasury Symbol Attribute

**Treasury Symbol Attribute** The treasury symbol attribute is a ChartField attribute that you can use to associate treasury account symbols with specific fund codes, using the ChartField Attribute page and the ChartField Attribute Values pages. When you perform this setup, treasury account symbols are stored for all transactions that are associated with fund codes.

Treasury account symbols represent summary accounts established by the U.S. Treasury Department 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.

## Defining Summary Invoice Controls

Access the Payables Definition - Summary Invoice page.




Payables Definition - Summary Invoice page

**Tolerance Percent Over** Specify the percent acceptable for the input merchandise amount to exceed the merchandise amount copied from the source document.

| | |
|---|---|
| **Tolerance Percent Under** | Specify the percent acceptable for the input merchandise amount to be less than the merchandise amount copied from the source document. |
| **Tolerance Amount Over** | Specify the amount acceptable for the input merchandise amount to exceed the merchandise amount copied from the source document. |
| **Tolerance Amount Under** | Specify the amount acceptable for the input merchandise amount to be less than the merchandise amount copied from the source document. |
| **Tolerance Currency Code** | Specify the currency code for the tolerance amounts. Foreign currency transactions will be converted to the specified currency for tolerance comparison. |
| **Rate Type** | Specify the currency rate type to use for converting foreign currency transactions to the specified tolerance currency code. |
| **Tolerance Misc Charge Code** (tolerance miscellaneous charge code) | Specify the miscellaneous charge code to use for applying differences that are within tolerance. The miscellaneous charge code defines whether the tolerance amount is a nonprorated charge or prorated to the expense distribution lines. |

**Note.** You must define a unique miscellaneous charge code on the Misc Charge/Landed Cost Defn page prior to specifying the tolerance miscellaneous charge code. If you define the miscellaneous charge code as nonprorated, define the chartfield to distribute the tolerance amounts on the Accounting Template Entry page.

### See Also

Chapter 17, "Using Quick Invoices," Entering Summary Invoices, page 405

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

# Defining Payables Business Unit Options by SetID

To set up your Payables business unit options by SetID, use the Payables Options component (BU_CTLB).

To load data into the tables for the Payables Options component, use the EM_BU_CTLB component interface.

This section provides an overview of payables business unit setup by setID and discusses how to:

- Establish accounting date options.
- Define the voucher approval rules, default currency, and single payment master vendor.
- Define voucher error-handling options.
- Selecting payment options.
- Selecting tax options.

## Understanding Payables Business Unit Setup by SetID

You continue the business unit setup by defining business unit parameters in the Payables Options component, which defines the defaults at the setID level. All business units assigned to the setID use the defaults that you specify in this component.

**Note.** Before you can complete the business unit setup in the Payables Options component, you must set up the control tables common to all PeopleSoft applications and use the Payables Definition component to establish the Payables business units.

**Note.** You must also define processing options for the Payables business units.

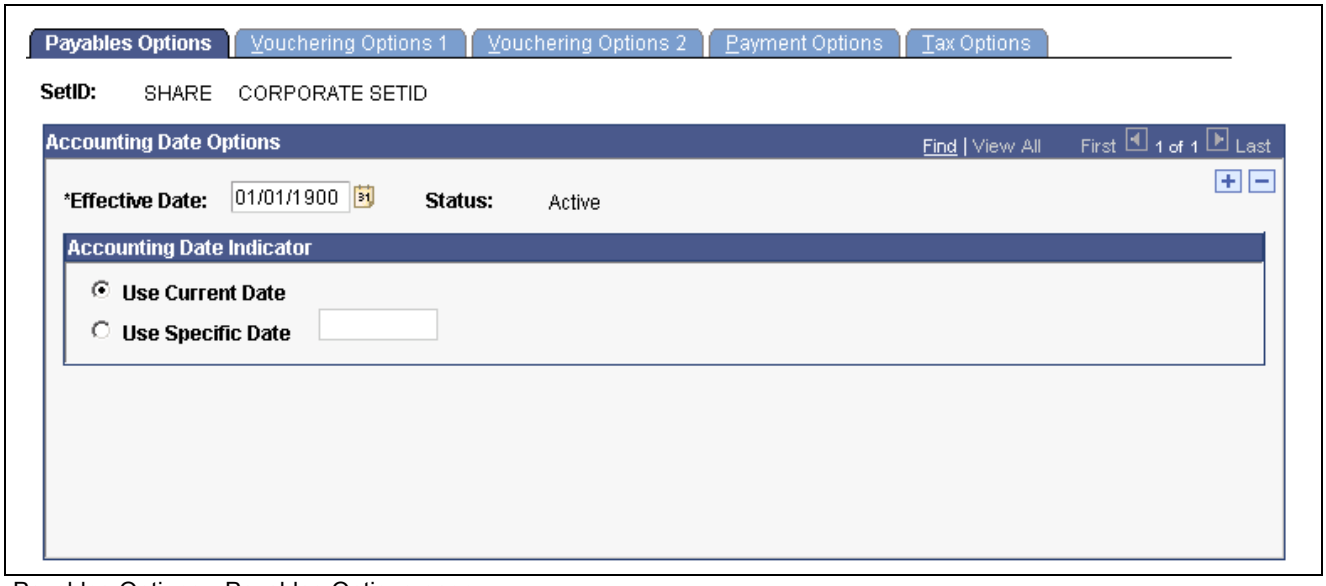
See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options".

## Pages Used to Define Payables Business Unit Options by SetID

| 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 for Payables business units sharing the setID. |
| Payables Options - Vouchering Options 1 | BU_AP_OPT_VCHR1 | Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Vouchering Options 1 | Enter the voucher approval rules, currencies, and single payment master vendor for the setID. |
| 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 that 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 for the setID. These options control the defaults for vendors and individual vouchers. |
| Holiday Processing Options | HOL_PROC_SEC | Click the Holiday Options link on the Payables Options - Payment Options page. | Specify the holiday processing options for the setID. |
| Payables Options - Tax Options | BU_AP_OPT_TAX | Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Tax Options | Specify sales tax, use tax, and VAT options for the setID. |

# Establishing Accounting Date Options

Access the Payables Options - Payables Options page.




Payables Options - Payables Options page

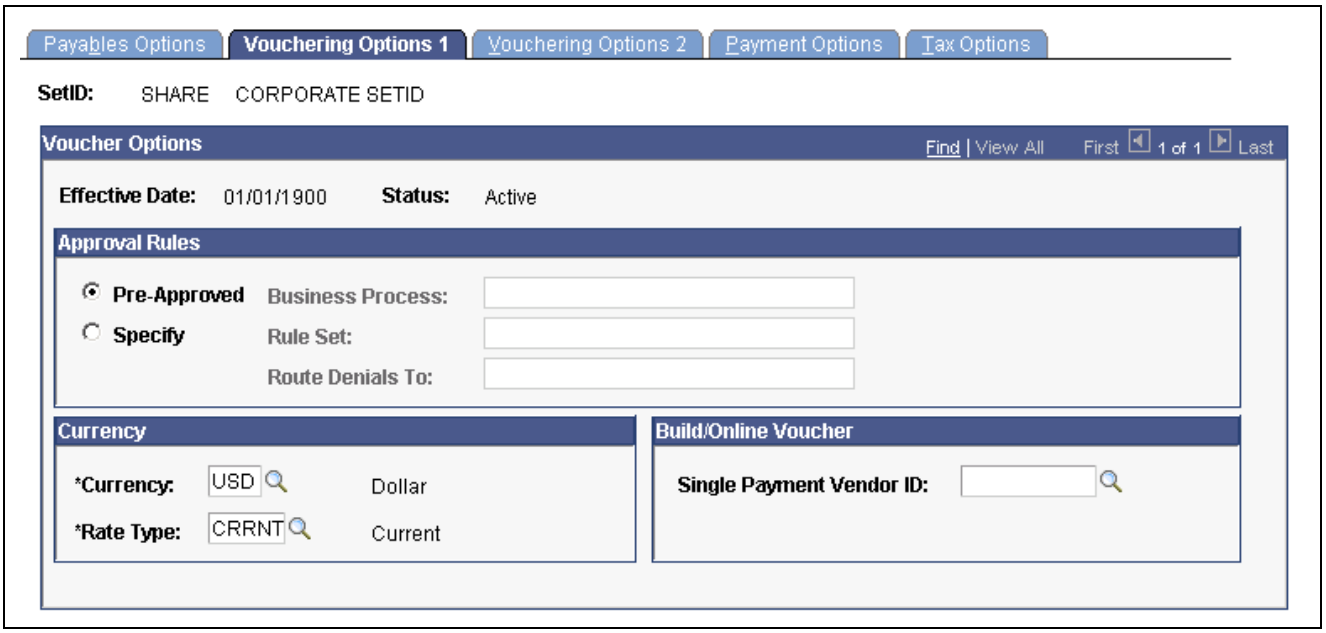
Specify the accounting date option that the system uses for the setID. This setting controls default values (through the default hierarchy) on individual vouchers. The accounting date controls the period in which the accounting entry information appears in the general ledger. It largely determines when an accounting entry is selected for journal generation.

**Use Current Date** Select to have the system apply the date of the transaction as the accounting date.

**Use Specific Date** Select to have the system use the date that 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 the setID will have the same accounting date.

# Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor

Access the Payables Options - Vouchering Options 1 page.




Payables Options - Vouchering Options 1 page

**Pre-Approved** Select to implement voucher preapproval 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 level of the control hierarchy.

**Specify** Select to implement voucher approval using Workflow. If you select this option, you can use the business processes and rule sets supplied with the system. However, may need to modify the rules, roles, and routings to suit the organization. You set up business processes, rule sets, and routings using the Virtual Approver feature.

**Business Process** Enter a business process name to identify the purpose of the workflow; for example, *process voucher approval*.

**Rule Set** Enter a rule set name to identify the steps of the process that a voucher undergoes as it is processed by workflow for approval; for example, *Payment Approval Rule Set 1*.

**Route Denials To** Enter the roles to which denied vouchers are routed through workflow.

**Currency** Enter 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 vendor information. The vendor currency then appears by default on vouchers that are entered into the system for a particular vendor.

**Rate Type** Enter the rate type that the system uses for all vouchers generated for business units using the setID. Rate types are defined on the Market Rate Type page.

**Single Payment Vendor ID** Enter the single payment vendor ID, or master vendor, that the business units using the setID use on vouchers for one-time vendors who are not set up in the system. You set up the single payment vendor by setID in the Vendor Information component (VNDR_ID).

This single-payment vendor defaults onto the voucher. For online vouchers, you can override it when you enter the voucher. For vouchers processed by the Voucher Build process, you can override it by specifying a single payment master vendor ID as the vendor in the source data that you stage be processed.

You can override most of these options throughout the control hierarchy at the origin, control group, vendor, and voucher level.

### See Also

Chapter 19, "Managing Vouchers," Approving Vouchers, page 421

Chapter 33, "Processing Landed Cost Transactions," page 831

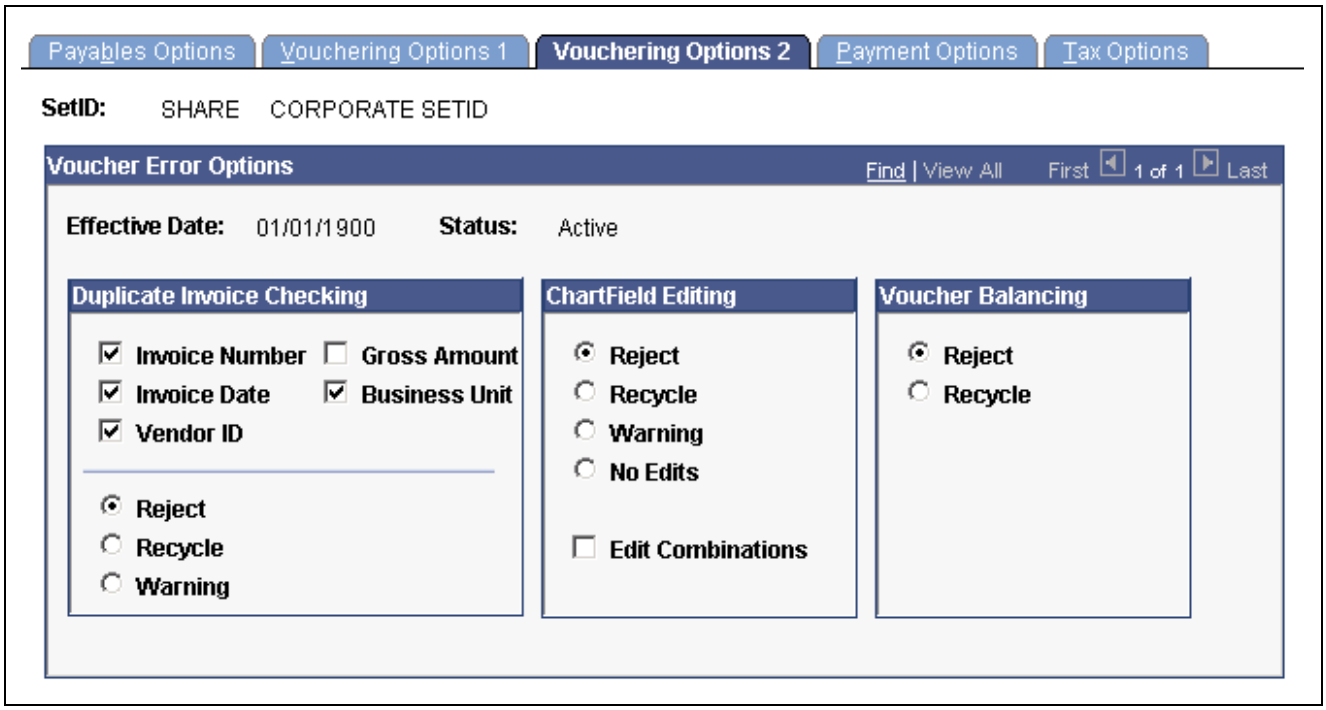
Chapter 35, "Processing Document Sequencing in Payables," page 851

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Single Payment Vendors

*PeopleSoft PeopleTools PeopleBook: PeopleSoft Workflow*

## Defining Voucher Error-Handling Options

Access the Payables Options - Vouchering Options 2 page.




Payables Options - Vouchering Options 2 page

Select one of the following actions to indicate how the system handles errors when checking for duplicate information, validating ChartFields and ChartField combinations, or balancing vouchers:

**Reject** Select to have the system reject the voucher; you cannot save the voucher until the error is fixed.

**Note.** The Voucher Build process treats rejected vouchers as recycle vouchers.

**Recycle** Select to save your work without enabling the voucher to be posted until the error is corrected. The system displays a message to this effect.

**Note.** You can search for and correct vouchers in recycle status in both the online Voucher component (VCHR_EXPRESS) and the Voucher Maintenance component (VCHR_CORRECTION).

**Warning** The system issues a warning but enables you to save, post, and pay the voucher.

**Note.** The Voucher Build process passes vouchers that fail warning edits without providing a warning.

**No Edits** Select to bypass ChartField editing.

## Duplicate Invoice Checking

Depending on the options that you select here, the system checks 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 that 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 displaying the Invoice Information page. This preliminary check ensures that you do not discover a duplicate invoice number after you enter all of the voucher information.

**Note.** Duplicate invoice checking is *not* case-sensitive when matching invoice IDs.

## ChartField Editing

Select the appropriate ChartField editing options to determine the action that the system takes when a voucher's ChartFields do not match the ChartFields available to the business unit.

**Edit Combinations** Select to use ChartField combination editing.

**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 that you define during setup. If this option is not selected, and you have only selected the reject, recycle or warning option, ChartField combination editing checks only that you entered valid, single ChartField values on the vouchers.

### Voucher Balancing

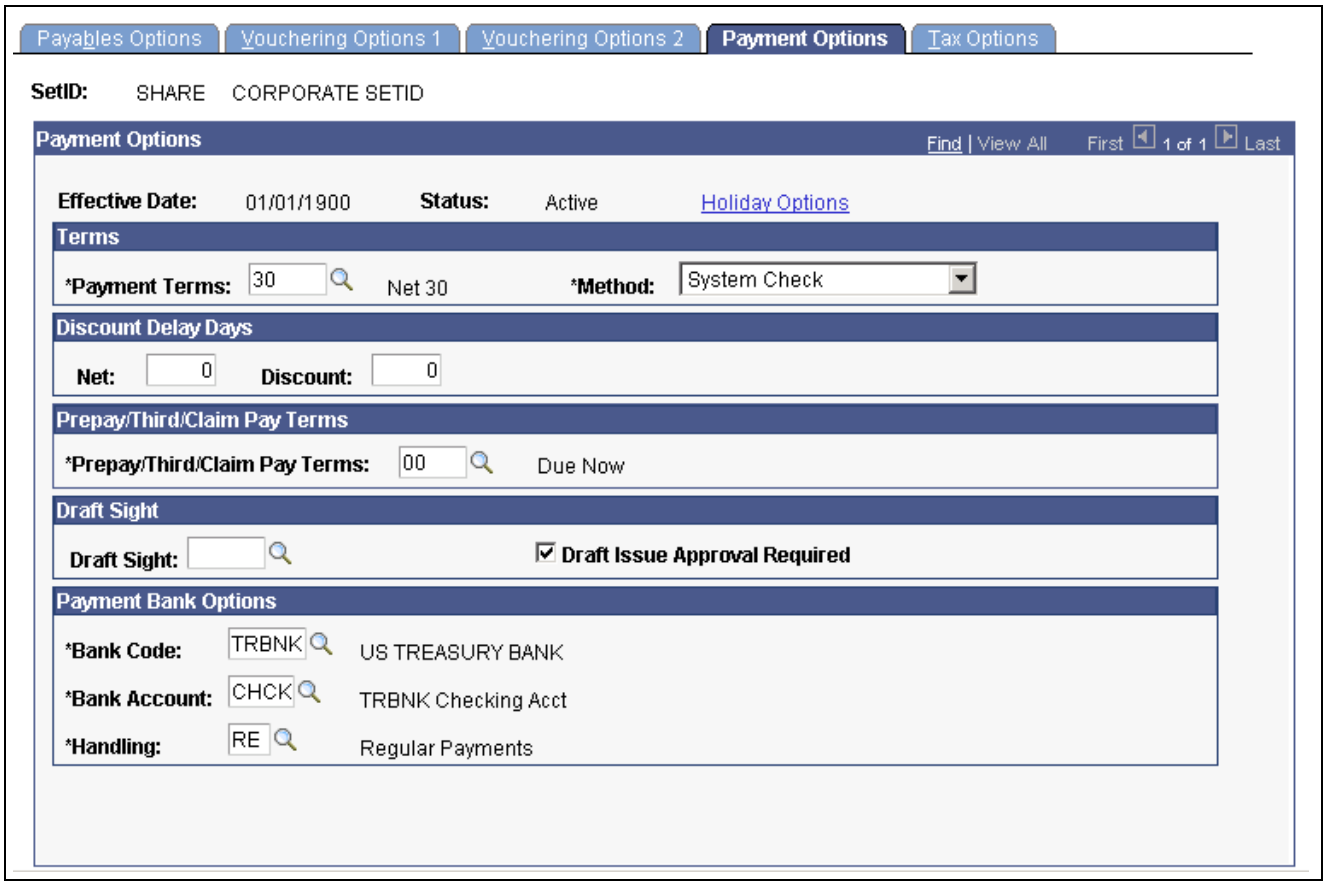
Specify whether the system should reject or recycle vouchers that are not in balance.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Editing ChartField Combinations"

## Selecting Payment Options

Access the Payables Options - Payment Options page.




Payables Options - Payment Options page

**Holiday Options** Click to open the Holiday Processing Options page, where you can establish bank holiday processing for this setID.

The system calculates bank holidays using the business calendar defined on the Business Calendars page. Options for holiday processing are:

- *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. Use the Days field to enter the number of days after the holiday that the payment can be made.

- *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. Use the Days field to enter the number of days before the holiday that the payment can be made.

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 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 appear by default from the Payables business unit level and are carried over to the vendor level and then to the voucher level. However, if a user specifies holiday options during the bank account setup, the bank account options override the default value on the voucher.

## Terms

Select the default payment terms ID and payment method for the setID. The preferred payment method options are:

***Automated Clearing House*** Select to create 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 the vendor's bank.

***Direct Debit*** Select to make a payment directly to the 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 EFT*** (draft - customer electronic funds transfer) Select to create EFT files instead of printed drafts. You send the file to your bank when the draft payment is due.

***Draft - Customer Initiated*** Select to have the system produce a draft before the draft due date. It details the draft identification number, the draft amount, and the draft maturity date, and you send it to the vendor. About 10 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. The vendor submits the draft to your bank for verification. Once your bank verifies the funds, it pays the draft.

***Draft - Vendor Initiated*** Select to have the vendor initiate payment and have the draft drawn against your bank account with a future due date. Upon the settlement date of the draft, you can assume that the whole amount of the draft has been withdrawn from your account.

***Electronic Funds Transfer (EFT)*** Select to create 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

***Giro - EFT*** Select to create 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.

***Giro - Manual*** Select to use 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 the vendor. Your bank sends payment to the vendor's bank, and the vendor's account information is updated.

***Letter of Credit*** Select to use an agreement issued by a bank at the request of its client and add 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 letter of credit ID are grouped in 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 (PYCYCL_DEFN) have a printed letter of credit advice.

***Manual Check*** Select to use the manual payment functionality, which records into the system a check that was typed or handwritten outside of the system.

***System Check*** Select to use scheduled payments that require a printed paper check and remittance advice.

***Treasury Wire*** Select to use 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 feature.

***Wire Report*** Select to create an electronic payment from your bank account to the vendor's bank account.

See Chapter 6, "Setting Up Payment Formats and Payment Forms," page 95.

## Discount Delay Days

Discount delay days enable you to specify extra days to process checks when you know that most or all of the vendors for these business unit are lenient with due dates. In calculating the due date for discount and net, the system checks 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** Enter the number of delay days for net payment. A delay of *5* days provides extra time to make the net payment.

**Discount** Enter the 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/Claim Pay Terms

**Prepay/Third-Party/Claim Pay Terms** Use to specify the default prepayment, third-party, or claim (claimback) payment terms ID for the setID.

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

**Note.** If you do not populate this field, the payment terms for prepaid vouchers for the setID appear as blank in 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** Enter the sight code. This code references the agreed upon payment terms between you and the vendor for draft payments. It is 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 establish sight codes.

**Draft Issue Approval Required** Select to specify that the status *Approved* 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 draft status of either *C* (created) or *A* (approved).

## Payment Bank Options

Select a default payment bank, bank account, and handling code for the setID. You define these codes on the Payment Handling Codes page. Some examples are:

| Handling Code | Name | Short Name |
|---|---|---|
| *HD* | High Dollar Payment | High $ |
| *IN* | Internal Distribution | Internal |
| *PO* | Route to Purchasing | Purchasing |
| *RE* | Regular Payments | Regular |

## (USF) Pay Sched/Date Calculation

**Pay Schedule Type** Select the default schedule payment type for the business units sharing the setID. You can override this setting at the origin, vendor, and voucher levels of the control hierarchy. Options are:

*Manual:* Indicates that the agency can cut checks to pay the vendor directly. If you select this option, the Pay Cycle Application Engine process (AP_APY2015) does not process payment schedules for this business unit.

*Other:* Indicates that the payments cover nontransportation expenses.

*Transport:* Indicates that the payments cover transportation expenses.

**Date Calculation Basis** Specify whether the system calculates the payment date using the federal prompt payment criteria. The following values are delivered with the system:

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

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Accounting Calendars," Defining Business Calendars

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Collection Methods

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options"

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 307

Chapter 30, "Processing Drafts," Sight Codes, page 762

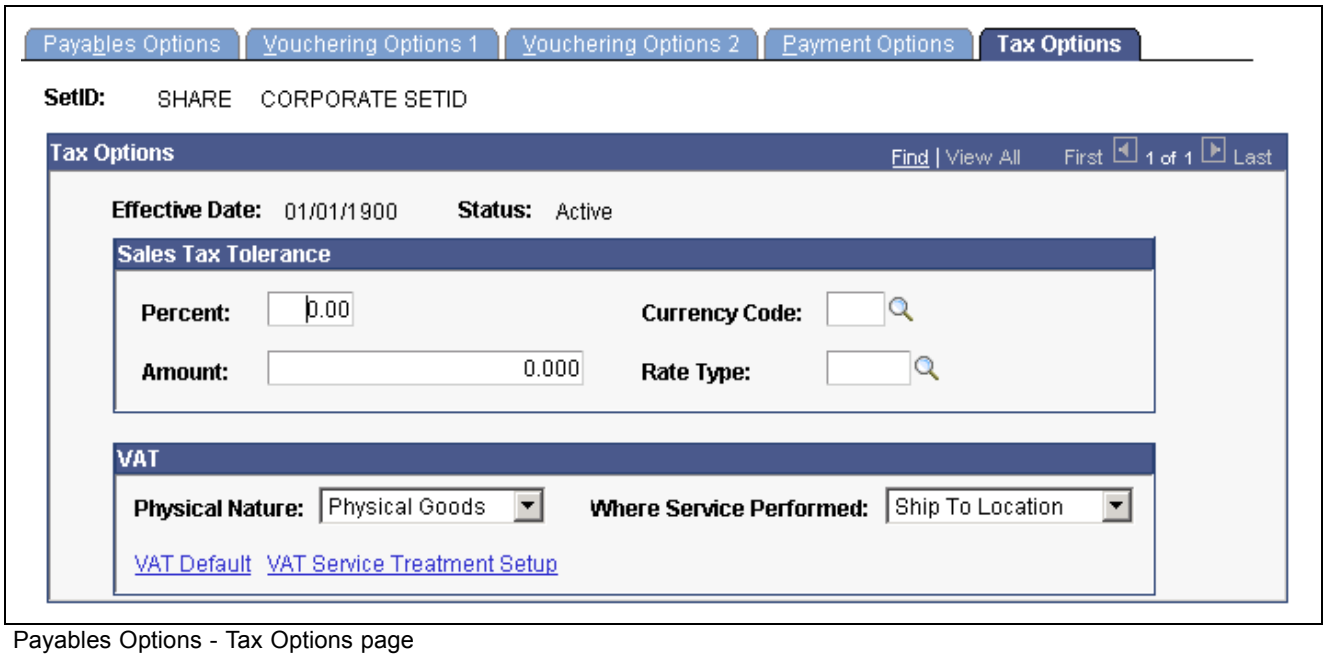
Chapter 8, "Establishing Pay Cycles," Setting Pay Cycle Preferences, page 153

Chapter 6, "Setting Up Payment Formats and Payment Forms," page 95

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865

## Selecting Tax Options

Access the Payables Options - Tax Options page.




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 in the voucher header. If there is a discrepancy, the system compares the amount of difference against the sales tax tolerance rules that you specify here. You determine how the system handles such discrepancies for a Payables business unit on the Payables Definition - Tax Options page. On the same page, you can also determine whether to handle any discrepancy in entered and calculated sales tax by accruing the difference as use tax.

**Percent** Enter a value to define the tolerance as a percent of the gross amount. Enter a percent value in this field.

**Amount** Enter a value to define the tolerance as a fixed amount. Enter an amount in this field.

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 or error is issued (according to the discrepancy handling that you set up on the Payables Definition - Tax Options page). 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** and **Rate Type** Enter the currency code and rate type for the tolerance amount.

## VAT Options

In this groupbox, you establish the following defaults for all Payables business units that share the setID:

- Physical nature (whether the default is for goods or services).
- Where services performed (the country in which services purchased by the business unit are most often performed).

**Physical Nature** Select the default physical nature for transactions. Options are *Physical Goods* and *Intangible/Services.* For many countries, you must report the sale or purchase of goods separately from services.

**Where Service Performed** Enter the default location for where a service is most often performed; that is, the place at which the VAT liability is incurred. Options are *Buyer's Location, Ship From Location, Ship To Location,* and *Supplier's Location.*

**VAT Default** Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaults for all PeopleSoft applications that process VAT transactions. On this page, you can define Payables VAT defaults for the business units sharing the setID (as applicable).

In Payables, several of these defaults can be overridden at the voucher origin level, control group level, vendor level, and the voucher itself. Defaults are defined by VAT reporting country and defaulting state. These defaults include:

- VAT applicability.
- VAT declaration point
- Goods declaration point.
- Services declaration point.
- VAT use type.

- VAT tolerance currency, rate, amount, percentage.
- VAT calculation type.
- VAT transaction type defaults.
- VAT code defaults.

Other options 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 allow override recovery/rebate parameters cannot be overridden at any lower level in the hierarchy.

**Note.** These settings can also be set by accessing the VAT Defaults component directly and selecting the AP Options driver.

**VAT Service Treatment Setup**

Click to access the Services VAT Treatment Drivers Setup page.

The Services VAT Treatment Drivers Setup page is a common page used to set up VAT services treatment for all PeopleSoft applications that process VAT transactions. If you are required to implement special handling for services, you can specify Payables VAT service treatment defaults on this page (as applicable).

Establish the following Payables VAT defaults for the business units shared by the setID:

- VAT service type (freight or other).
- VAT place of supply driver.

Services VAT defaults are defined by the seller's location country and state.

**Note.** These settings can also be set by accessing the VAT Service Treatment Setup component directly and selecting the AP Options driver.

## See Also

Chapter 12, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)," Establishing the Payables VAT Default Hierarchy, page 233

# CHAPTER 5

# Organizing Vouchers with Origins and Control Groups

This chapter provides an overview of voucher 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.

This section discusses:

- Voucher origins.
- Control groups.

### Voucher Origins

Each voucher entered into Payables must come from a valid origin. An origin identifies a specific entry point for online or batch entry, such as a department, division, company, or specific user. An origin also stores validation rules and default information, which provide additional voucher entry controls. In Payables, each user ID is associated with a valid origin.

For example, if you have automated systems that pass information to Payables, you might set up different duplicate-invoice criteria from the criteria that you use for vouchers entered online. Likewise, you might set up the payroll department as a separate origin so that users can add only vouchers for employees.

Each Payables user must be associated with an origin in order to process vouchers. When you set up processing options in levels below the business units, the first option for most functions is *default*. Selecting this option directs the system to the next higher level in the control hierarchy to obtain 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, including assigning a block of voucher numbers.
- 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.

  (You 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 set the balanced group to *Ready for Review* status (if you enable this feature).
- Select the next group in the queue each time that users finish a group.
- Provide autonumbering.

  The system displays *NEXT* in the Group field until you save the page, and then the system increments by one the last ID number used to create the new control group ID.

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**Note.** The system assigns control group IDs automatically if you select this option for the business unit. Alternatively, you can enter them manually. You set up control group autonumbering on the Payables Definition - Numbering page. You can enter combinations of letters and numbers to provide additional identification for 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

Chapter 4, "Setting Up Payables Business Units," Setting Up Numbering, page 58

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Payables User Preferences

# Common Elements Used in This Chapter

| | |
|---|---|
| **Default** | Select to have the system inherit the value from the next higher level in the control hierarchy. |
| **Specify** | Select to have the system override the value from the next higher level in the control hierarchy with the option that you specify at this level. |
| **SetID** | Displays the setID that you entered to access the page. Each origin belongs to a setID. |
| **Unit** | Displays the business unit that you entered to access the page. Each control group belongs to a Payables business unit. |

# Defining Voucher Origins

To define your voucher origins, use the Voucher Origin component (ORIGIN1).

This section lists prerequisites and discusses how to:

- Specify accounting and payment options.
- Specifying voucher approval, matching, currency, and document sequencing settings.
- Specify duplicate invoice checking, ChartField editing, and voucher balancing processing.
- Set tax processing options.

## Prerequisites

Before you can complete the voucher origin setup, you must complete the following tasks:

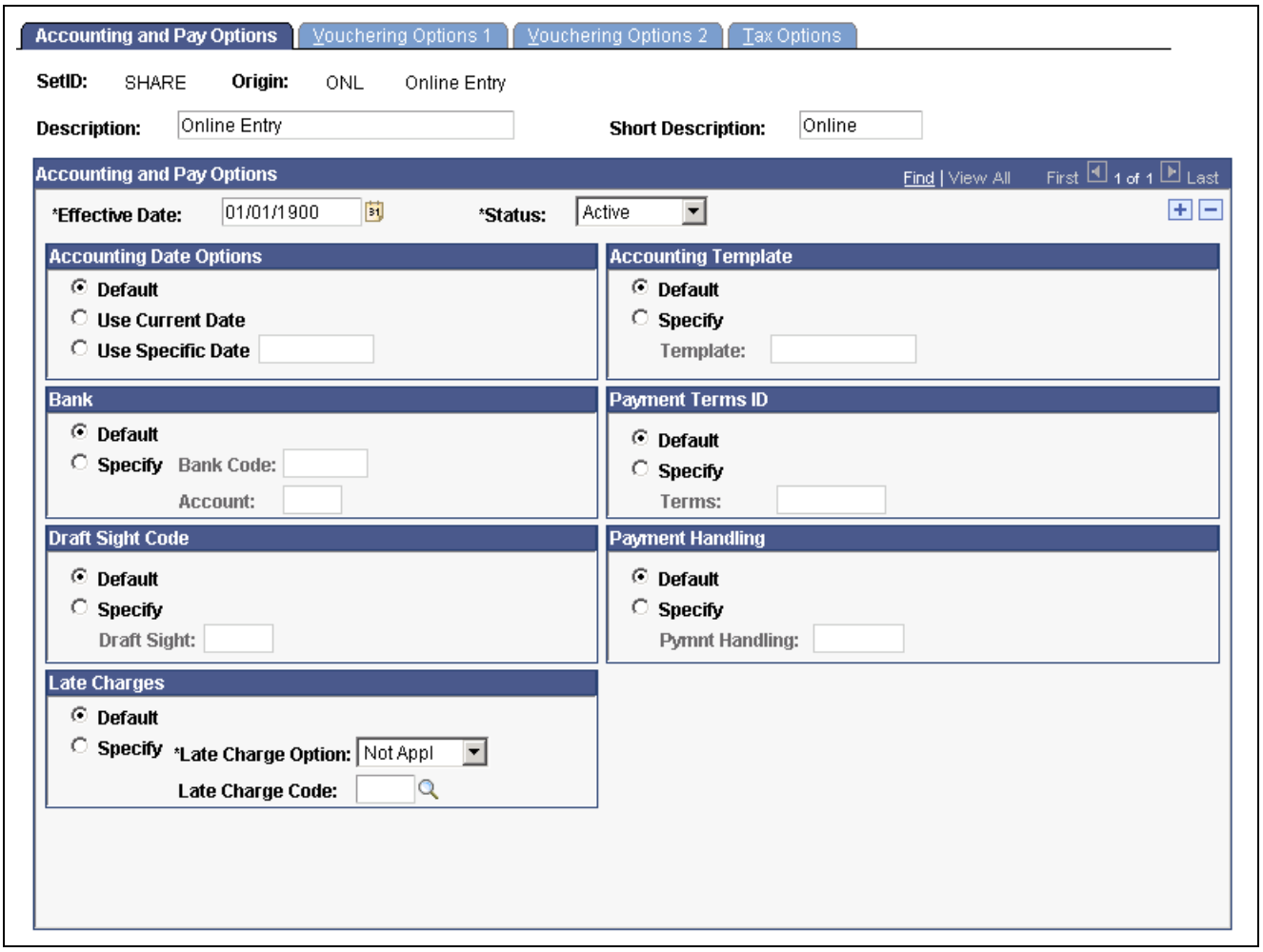
- Define the accounting and pay options, including accounting templates, banks, payment terms, payment handling codes, and draft sight codes.
- Define the vouchering option details, including voucher approval processes, match delay days for EDI and spreadsheet vouchers, currencies, and document sequencing.
- Define the tax options, including ship to locations, ultimate use codes, sales tax tolerances, and value-added tax (VAT) setup.
- Complete the Payables business unit setup.

# Pages Used to Define Voucher Origins

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Origin - Accounting and Pay Options | ORIGIN_VCHR1 | Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, Accounting and Pay Options | 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, match delay days, 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 - Tax Options | ORIGIN_VCHR_TAX | Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, Tax Options | Specify sales and use tax and VAT processing options for the voucher origin. |
| 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 - Accounting and Pay Options page.




Voucher Origin - Accounting and Pay Options page

The options on this page are the same as those defined in the Payables Definition component (BUS_UNIT_TBL_AP) and the Payables Options component (BU_CTLB). In the Payables Options and Definitions components, you define these options for the business unit; here, you define them for the voucher origin.

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**Note.** The group boxes and fields that appear for a particular origin depend on the options you have enabled. Not all page elements appear for each origin.

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## See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Payment Handling Codes

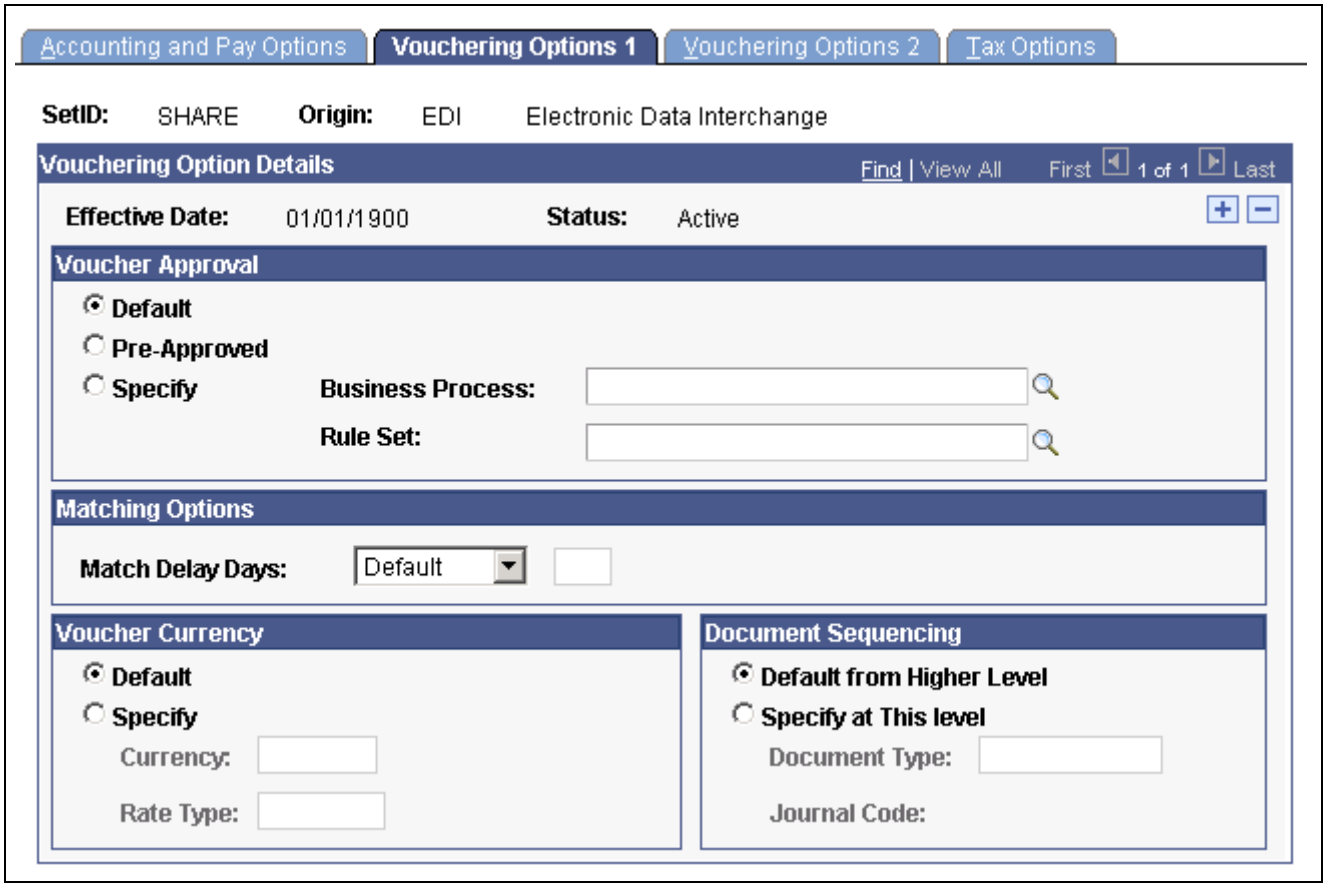
Chapter 4, "Setting Up Payables Business Units," Defining Payables Business Units, page 42

Chapter 30, "Processing Drafts," page 759

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

# Specifying Voucher Approval, Matching, Currency, and Document Sequencing Settings

Access the Voucher Origin - Vouchering Options 1 page.




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

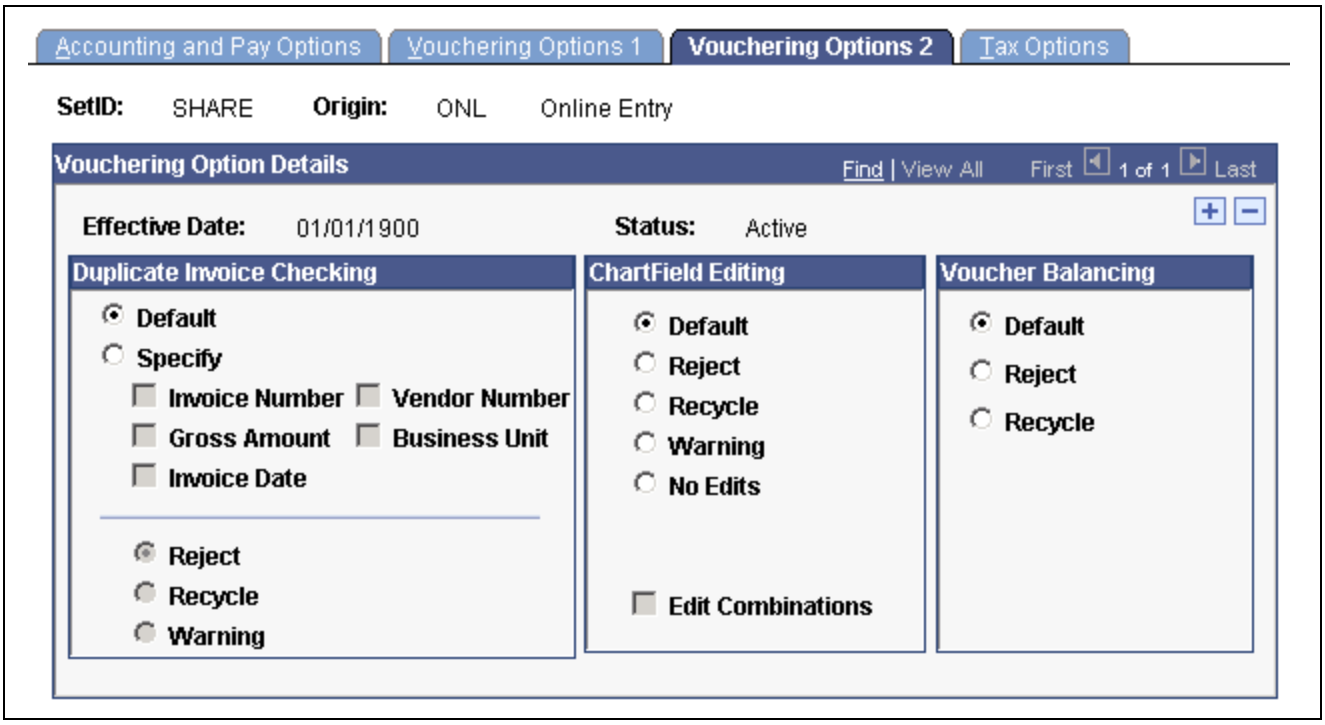
Chapter 19, “Managing Vouchers,” page 419

Chapter 20, “Running the Matching Process,” Understanding the Matching Process, page 473

Chapter 35, “Processing Document Sequencing in Payables,” page 851

# Specifying Duplicate Invoice Checking, ChartField Editing, and Voucher Balancing Options

Access the Voucher Origin - Vouchering Options 2 page.




Voucher Origin - Vouchering Options 2 page

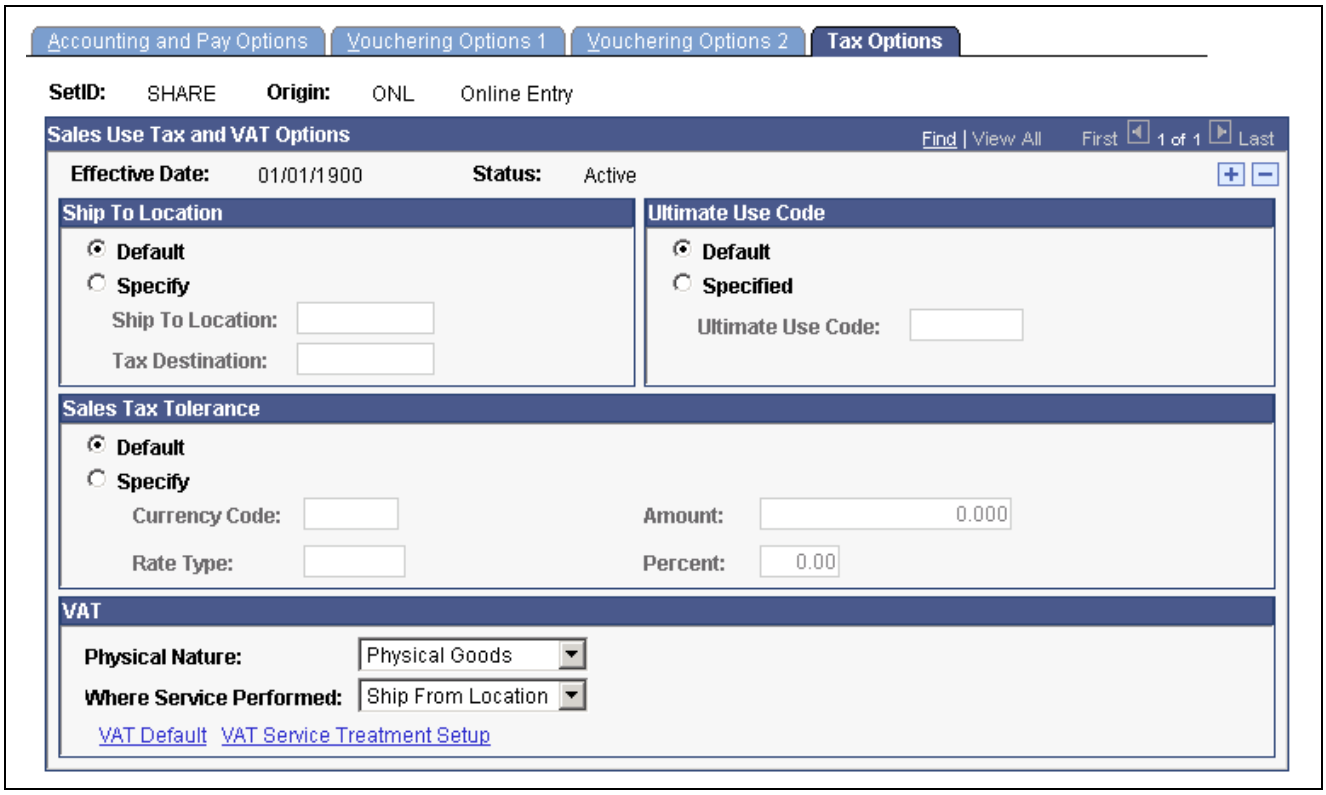
The options on this page are the same as those defined in the Payables Options component. In the Payables Options component, you define these options for the business unit; here, you define them for the voucher origin.

### See Also

Chapter 3, “Understanding Payables Implementation,” ChartField Combination Editing, page 22

## Setting Tax Options

Access the Voucher Origin - Tax Options page.




Voucher Origin - 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

Chapter 40, "Processing Value Added Tax (VAT) in Payables," page 929

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Understanding VAT

# Defining Voucher Control Groups

To set up your voucher control groups, use the Group Information component (GRP_AP_CTL).

This section discusses how to:

- Assign control groups.
- Define accounting options.
- Establish vouchering options.
- Review vouchers.
- Set tax options.
- Check the status of a control group.
- Post control groups.

- (Optional) Delete control groups.

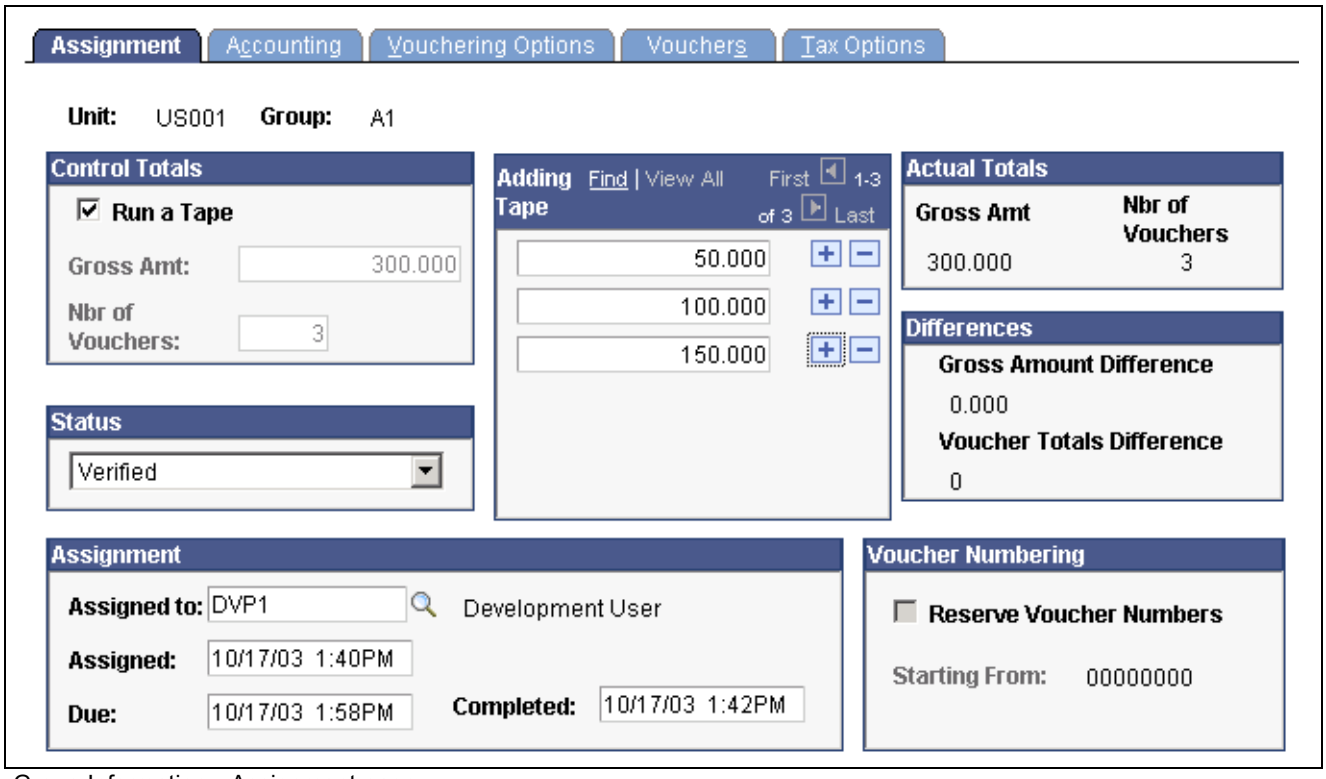
## Pages Used to Define Voucher Control Groups

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Group Information - Assignment | GRP_AP_HDR | Accounts Payable, Control Groups, Group Information, Assignment | Enter control totals to verify that users enter all vouchers for a group. Assign a specific user and a status to the control group. |
| Group Information - Accounting | GRP_AP_ACCTG_OPT | 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. |
| Group Information - Vouchering Options | GRP_AP_VCHR_OPT1 | Accounts Payable, Control Groups, Group Information, Vouchering Options | Establish approval option, currency, and balancing for vouchers. Establish matching options, document sequencing, ChartField editing, and duplicate-invoice checking at the control group level. |
| Group Information - Vouchers | GRP_AP_VCHR_STATUS | Accounts Payable, Control Groups, Group Information, Vouchers | Review vouchers and change control totals.<br>**Important!** Anyone who has access to this page can change it. |
| Group Information - Tax Options | GRP_AP_VCHR_TAX | Accounts Payable, Control Groups, Group Information, Tax Options | Set sales and use tax and VAT processing options at the control group level. |
| Control Group Update Status | GRP_AP_STATUS_DE | Accounts Payable, Control Groups, Update Status, Control Group Update Status | Check the status of groups, mark groups as ready for review, or set a group aside. |
| Post Control Group | GRP_AP_POST | Accounts Payable, Control Groups, Post Control Group | View a list of all the control groups that are postable for a particular business unit. The system displays only control groups that are verified. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Delete Control Group | GRP_AP_DELETE | Accounts Payable, Control Groups, 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 | RUN_APY1011 | Accounts Payable, Reports, Vouchers, Control Group Register | Define run parameters for the Control Group Register report (APY1011). Use the report to view vouchers by business unit, control group ID, date entered, and voucher ID. |

# Assigning Control Groups

Access the Group Information - Assignment page.




Group Information - Assignment page

## Control Totals and Adding Tape

**Run a Tape** Select to obtain a running gross amount total and have the system count the number of vouchers.

To run the total offline, clear this check box and enter the totals in the Gross Amt (gross amount) and Nbr of Vouchers (number of vouchers) fields.

**Adding Tape** Enter values in this groupbox, which appears after selecting the Run a Tape check box. The total appears in the Gross Amt (gross amount) field.

---

**Note.** If you select the Run a Tape check box, you cannot access the Nbr of Vouchers and Gross Amt fields on the Group Information - Vouchers page. After you total all the vouchers for the group, you can clear the Run a Tape check box, and simply store the totals in the database. This action deletes the detail entries in the tape and enables the Control Totals edit boxes. To run the voucher amounts again, you can erase the existing totals by clearing the Run a Tape check box and then reselecting it.

---

## Actual Totals

**Gross Amt** (gross amount) Displays the real-time amount totals that have been entered into the system for the control group.

**Nbr of Vouchers** (number of vouchers) Displays the real-time total number of vouchers that have been entered into the system for the control group.

## Differences

**Gross Amount Difference** Displays 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** Displays 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 user 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 Control Group Update Status page.

**Status** Control groups can have the following status values:

*Assigned*: The control group is ready for the assigned user to enter vouchers. For a user to enter vouchers into the control group, you must set the status of the control group to *Assigned.*

*Entry Set Aside*: The assigned user has placed the group on standby to work on other groups in the queue. Users use the Control Group Update Status page to set their groups aside.

*Open*: The control group is in the process of being created, and it can be assigned.

*Ready for Review*: The group is ready to be reviewed.

*Supervisor Set Aside*: The supervisor has placed the group on standby so that the assigned user can work on other groups in the queue.

*Verified*: The supervisor has verified that the group has been entered correctly.

### Assignment

**Assigned To** Enter the user ID of the user to which this control group is assigned. You can assign multiple control groups to one user simultaneously.

**Assigned** Override the system-recorded date and time 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 prompts you whether to change the status of the group to *Assigned* when you save it.

**Due** Override the system-specified due date by entering a new date and time before saving the control group. If you enter a due time before saving, the system accepts it and does not overwrite it. By default, the system allows six minutes for each voucher in the control group.

**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 easily file and retrieve the paper voucher documents that 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** Select to display 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 uses the next available number, which may not follow consecutively after the preceding 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 does not reclaim the unused numbers. However, you can enter the unused numbers manually.

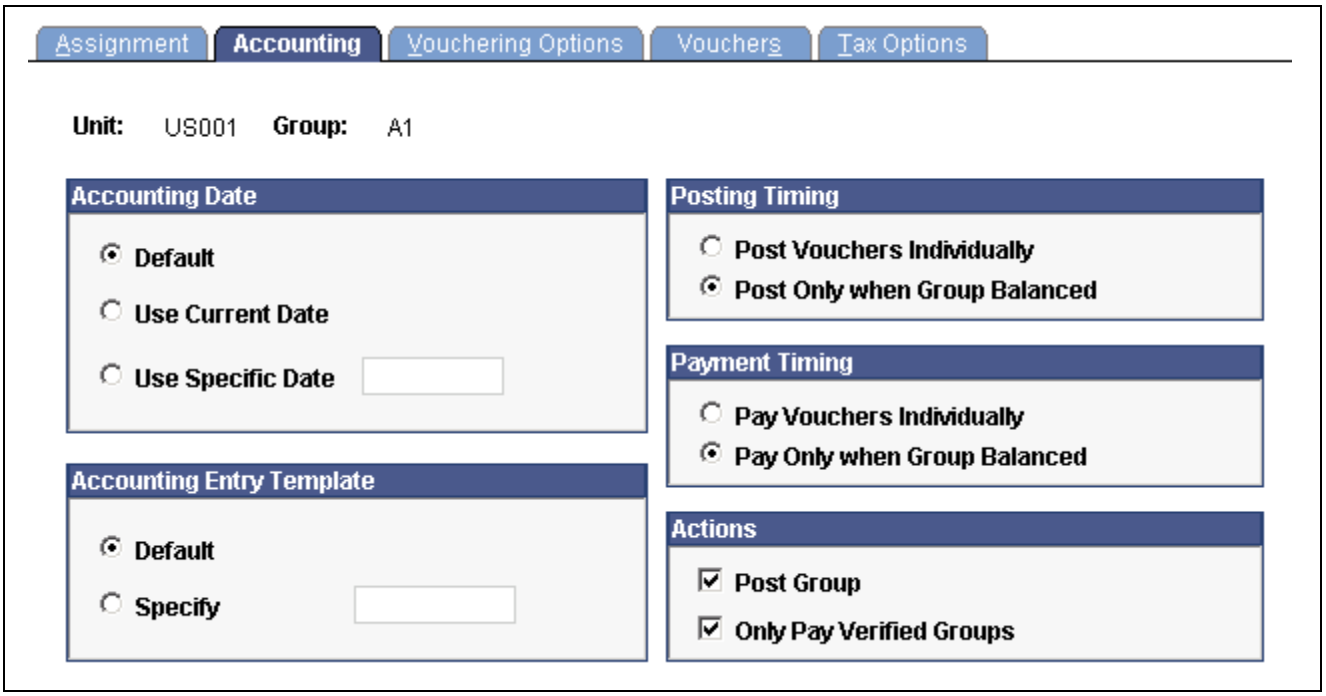
**Starting From** Displays the beginning voucher number for this group.

### See Also

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” Checking the Status of a Control Group, page 89

## Defining Accounting Options

Access the Group Information - Accounting page.




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. Options are:

**Post Vouchers Individually** Vouchers can be posted as soon as each one is complete.

**Post Only when Group Balanced** The group of vouchers can be posted once the entire group is balanced.

## Payment Timing

Payment timing determines when to pay the vouchers that comprise a control group. Options are:

**Pay Vouchers Individually** Vouchers can be paid as soon as each one is complete.

**Pay Only when Group Balanced** Vouchers in the group can be paid after the entire group is balanced.

### Actions

Use the options in the Actions group box to specify whether vouchers in the control group as a whole can be posted or paid. The options that you select override the options that you select in the Posting Timing and Payment Timing group boxes.

**Post Group** Clear to prevent the system from posting 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** Select to have the payment process pays vouchers in this control group only 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 the following options to monitor posting in the system:

- Clear the Post Group check box so that the control groups cannot post without 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 allow control groups to 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 use 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.

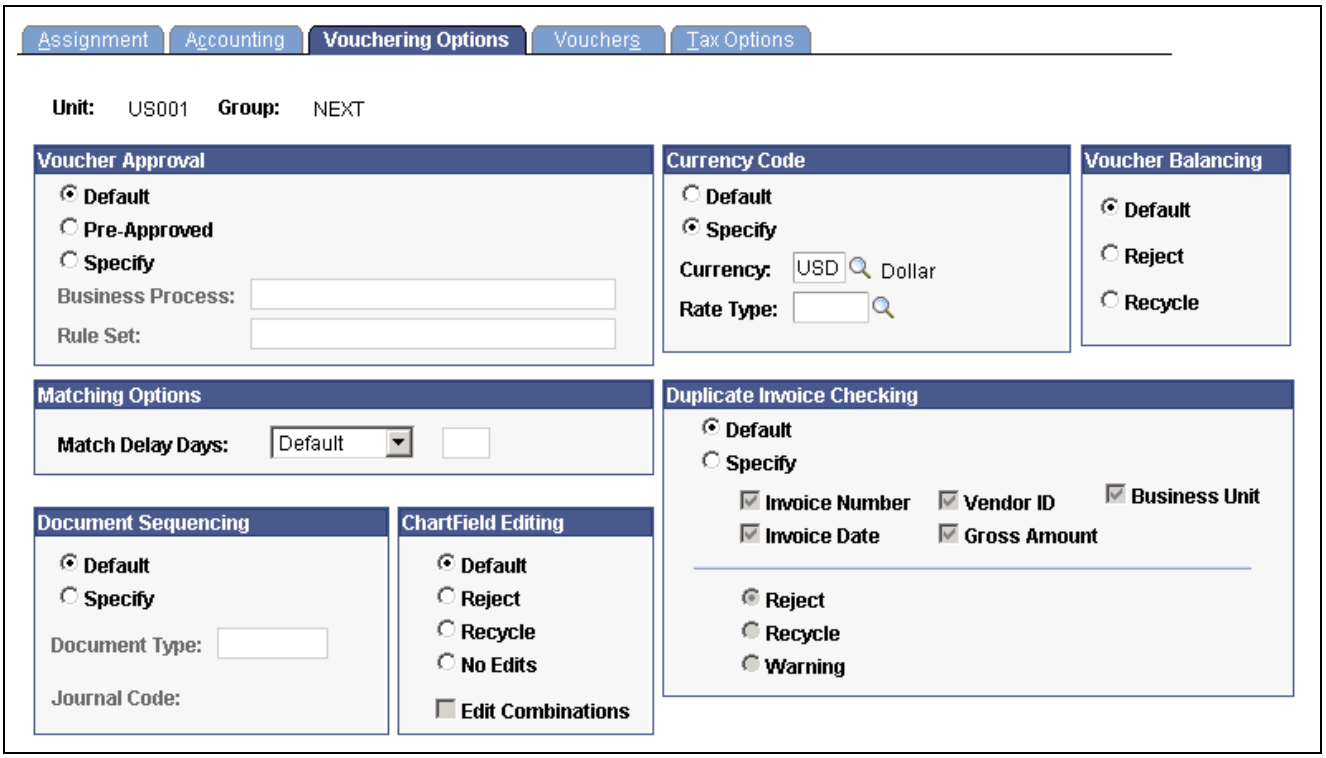
### See Also

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” Posting Control Groups, page 91

Chapter 4, “Setting Up Payables Business Units,” Defining Payables Business Units, page 42

## Establishing Vouchering Options

Access the Group Information - Vouchering Options page.




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

Chapter 19, “Managing Vouchers,” page 419

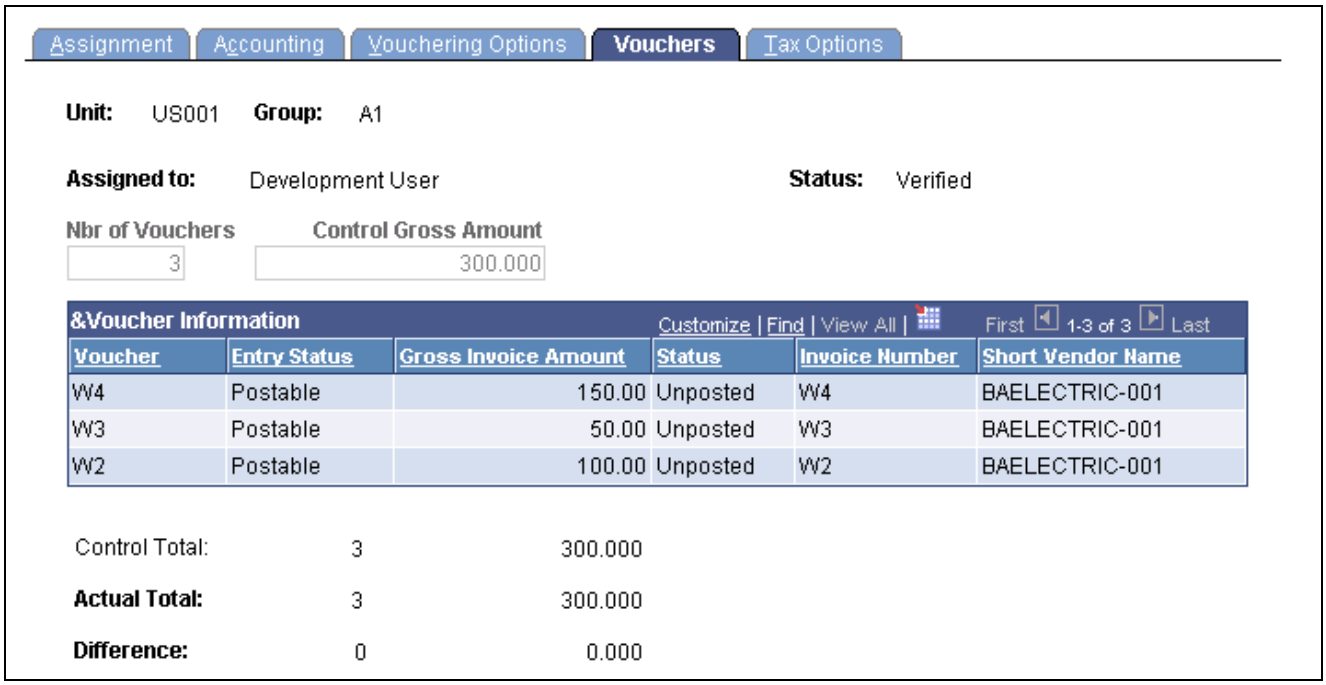
Chapter 20, “Running the Matching Process,” Understanding the Matching Process, page 473

Chapter 35, “Processing Document Sequencing in Payables,” page 851

Chapter 3, “Understanding Payables Implementation,” ChartField Combination Editing, page 22

## Reviewing Vouchers

Access the Group Information - Vouchers page.



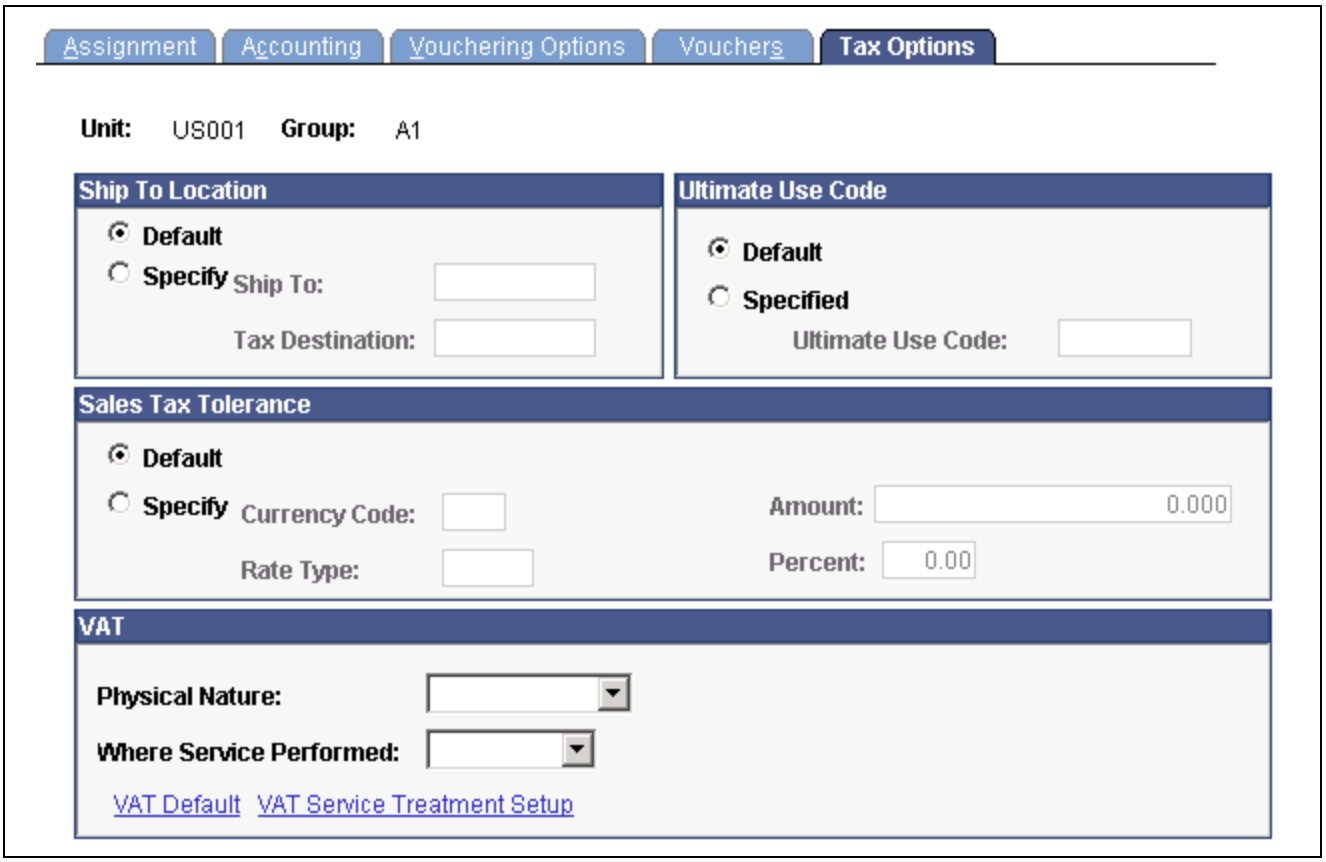

Group Information - Vouchers page

**Nbr of Vouchers** (number of vouchers) Enter the correct total number 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** Enter the correct 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.

## Setting Tax Options

Access the Group Information - Tax Options page.




Group Information - 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 control group.

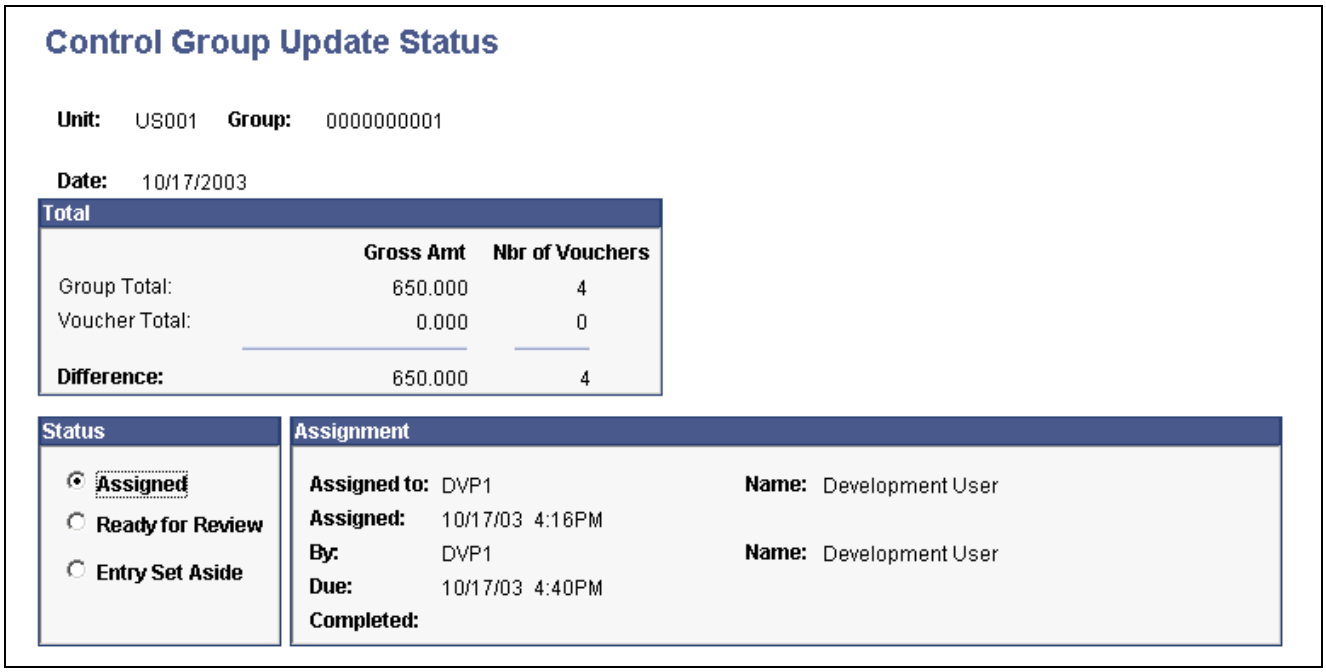
### See Also

Chapter 40, "Processing Value Added Tax (VAT) in Payables," page 929

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Understanding VAT

## Checking the Status of a Control Group

Access the Control Group Update Status page.




Control Group Update Status page

**Date** Displays the date that the control group was created.

## Total

**Group Total** 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 Total** 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** 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 cannot access that page, so this page is the equivalent page for them. It displays only the options that users have the authority to select.

**Assigned** Indicates assignment status by default from the Group Information - Assignment page after the control group has been assigned to a user.

**Ready for Review** Select to place the group in the supervisor's review queue. When the supervisor opens the Group Information - Assignment page, this group is ready for approval.

**Entry Set Aside** Select to place this group temporarily on hold to prevent the system from automatically assigning it during voucher entry.

### Assignment

| | |
|---|---|
| **Assigned To** | Displays the user ID and description of the user to whom this group is assigned. |
| **Assigned** | Displays the date and time that the group was assigned to the user. |
| **By** | Displays the user ID and description of the supervisor who assigned this group to the user. |
| **Due** | Displays the date and time by which this group must be processed. |
| **Completed** | Displays the date and time that the group was processed. |

### See Also

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” Assigning Control Groups, page 82

## 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.

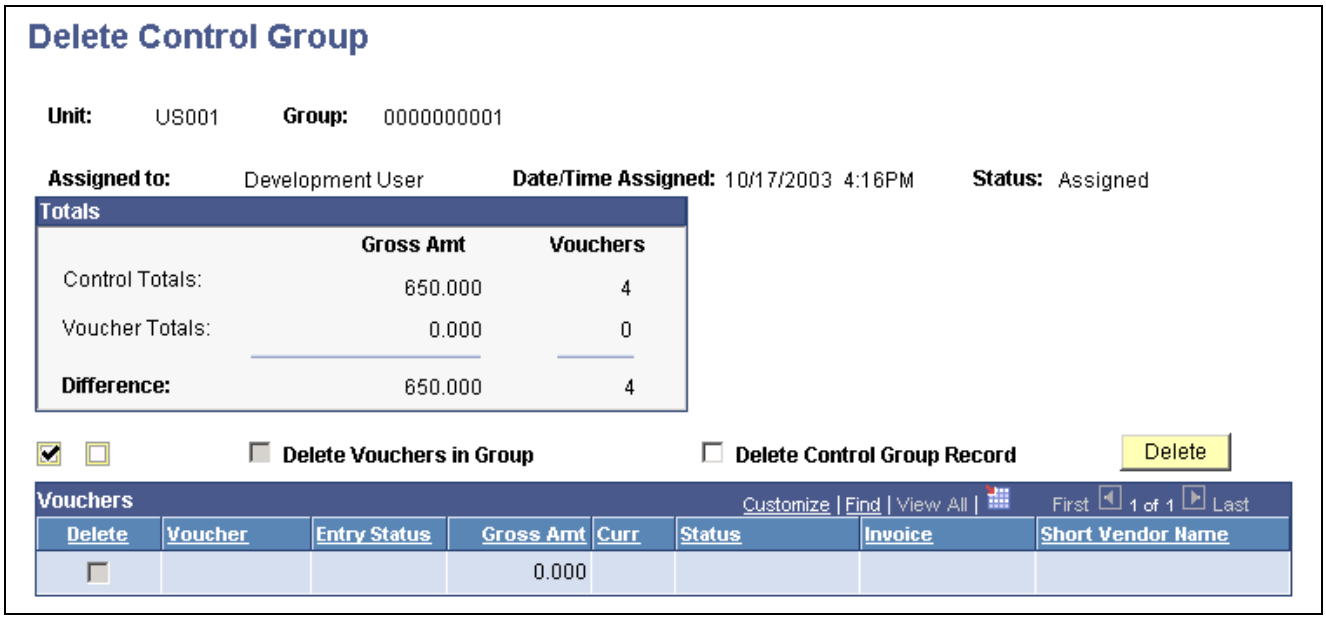
### See Also

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” Defining Accounting Options, page 84

Chapter 23, “Running Voucher and Payment Posting,” page 627

## Deleting Control Groups

Access the Delete Control Group page.




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.

**Select All** Click to select all the vouchers in the control group for deletion.

**Deselect All** Click to clear all selected check boxes for the vouchers listed in the group

**Delete Vouchers in Group** Select to delete all vouchers or only specified vouchers. To delete specified vouchers, individually select the check boxes for those vouchers.

**Delete Control Group Record** Select to 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 does not automatically assign a control group number that has already been used, even if you have deleted it.

**Delete** Click to delete vouchers after you've selected the Select All, Delete Vouchers in a Group, or Delete Control Group Record option. The system then prompts you to continue or cancel with the specified deletion. If you select OK to

continue the deletion, the system automatically saves the page information. You must use the Delete button to perform the specified delete action in the system. Selecting a delete option and clicking the Save button does not perform a delete action.

---

**Note.** You cannot delete posted vouchers, vouchers that are in the process of posting, or those that have been partially paid.

To delete vouchers that have been budget-checked, use the Delete Voucher page.

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## See Also

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Assigning Control Groups, page 82

# CHAPTER 6

# Setting Up Payment Formats and Payment Forms

This chapter provides an overview of Payables payment formats and discusses how to:

- Decide which payment forms you need.
- Specify payment form attributes.
- Assign payment forms to bank accounts.
- Modify payment forms.
- Specify magnetic ink character recognition (MICR) fonts.
- Print logos and signatures with Crystal checks.
- Set up workstations to view Crystal 9.0 checks and drafts from the process monitor using the web function.
- Test checks.

## Understanding Payables Payment Formats

This section discusses available payment formats and provides overviews of:

- Available Payables payment formats.
- System and manual checks.
- Wire transfers.
- Electronic funds transfer (EFT) and automated clearinghouse (ACH) payments.
- Drafts.
- Giros.
- Letters of credit.
- Direct debits.

### Available Payables Payment Formats

Vendors might require specific methods of making payments, such as issuing a check or sending payments electronically using a specific electronic file format. Payables currently supports the following payment methods and formats:

| | |
|---|---|
| **System and manual check** | Printed payment format for regularly scheduled payments. |
| **Wire transfer** | A transaction that you initiate through your bank. Printed remittance advice is the only format available for paying by wire. |

| | |
|---|---|
| **EFT** and **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 the buyer and vendor. |
| **Giro** | Printed and electronic payment format primarily used in the Netherlands and Singapore for regularly scheduled payments. |
| **Letter of credit** | Electronic payment format for scheduled payments that is supported by a signed agreement between you, your bank, and your vendor. |
| **Direct debit** | Payment method in which the buyer and vendor create a contract that enables the vendor to collect an amount due for specific goods or services directly from the buyer's bank through EFT. |

Before you can use a payment format, you must associate it with a bank account. You specify the payment method on the Payables Options - Payment Options page, the Vendor Payment Options page, or the Pay to Bank Account page.

You must also set up payment relationships when you define vendors.

### See Also

Chapter 4, "Setting Up Payables Business Units," Defining Payment Options, page 56

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Banks"

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information"

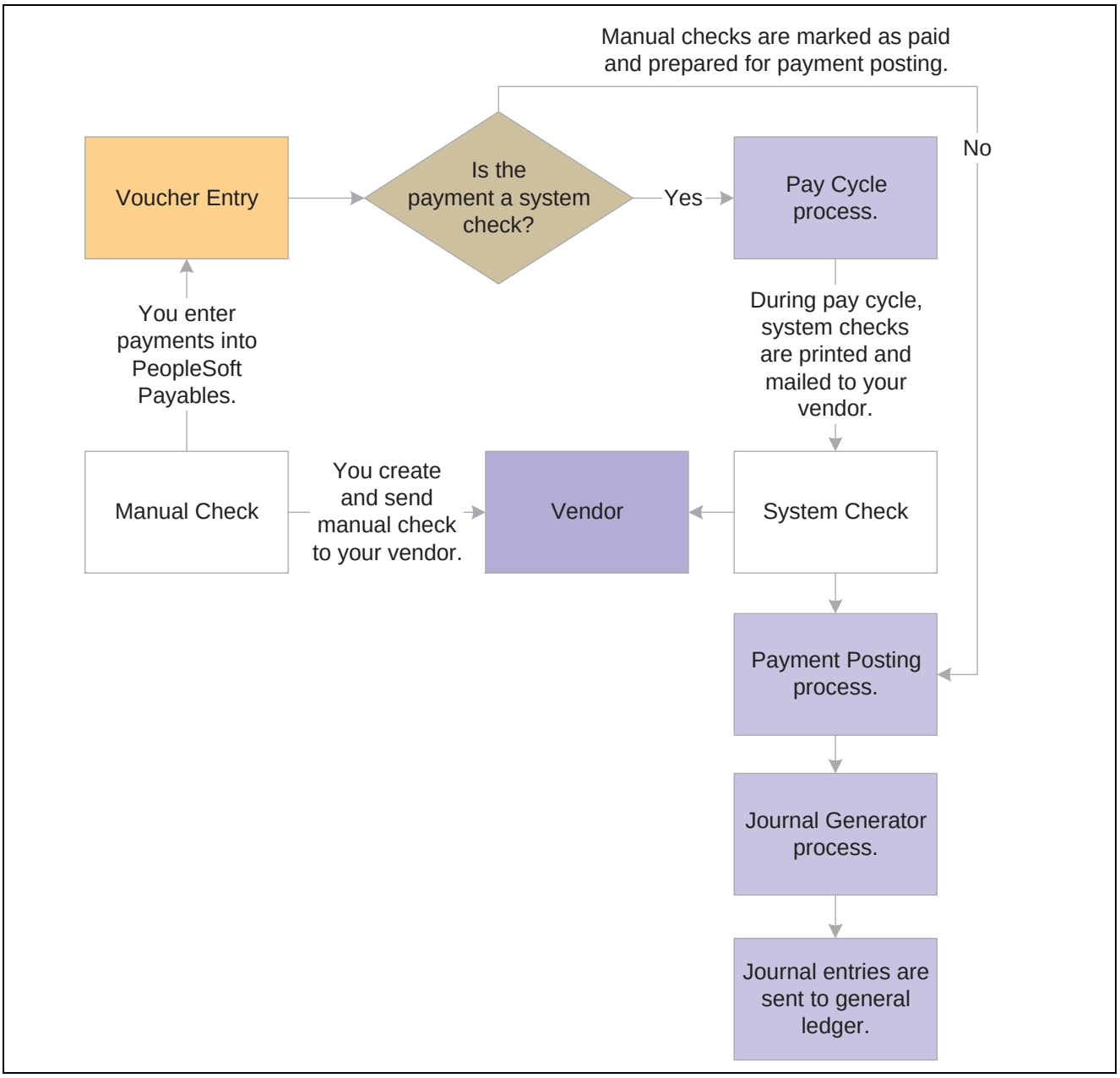
## System and Manual Checks

In Payables, system and manual checks 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, Payables selects the payment and creates system checks. You can select to have the system generate a positive pay file and report for the system checks.

Manual checks are usually issued for payments that you have already made by physically writing a check. You create a voucher and indicate that the payment is a manual check. Payables immediately marks your the payment as paid but does not print a paper check because 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 the Journal Generator Application Engine process (FS_JGEN) to pass the accounting entries to the general ledger. After you create system or manual checks, you can view inquiries for the payments by vendor, bank or bank account, payment method, reference number, or voucher number.

This diagram shows the process flow for system and manual checks:




System and Manual Checks process flow

## See Also

Chapter 8, “Establishing Pay Cycles,” page 129

Chapter 23, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT), page 632

Chapter 26, “Reviewing Voucher, Payment, and Vendor Information,” page 679

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Using Journal Generator”

# Wire Transfers

A wire transfer is a transaction that you initiate through your bank. You can create a manual payment, and run pay cycle processes to process your wire transfer payments. During pay cycle processing, you can generate a remittance advice only report (WIRE1) for paying by wire.

Wires can also be processed through Pay Cycle Manager using the Financial Gateway functionality.

As with system and manual checks, once you create your wire payments, you can run the payment posting process to create accounting entries, then run the Journal Generator process to pass the accounting entries to the general ledger.

### See Also

Chapter 22, "Using Additional Payment Processing Options," Using the Manual Payment Creation Process, page 603

Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," Setting Up the Financial Gateway Integration, page 187

Chapter 21, "Processing Pay Cycles," Pay Cycle Processing using the Financial Gateway, page 550

# EFT and ACH Payments

Both EFT and ACH are paperless payment formats. Both require that you create an electronic file that contains the necessary bank or clearinghouse information. The electronic layout and data requirements for EFTs and ACH payments are set up for Payables when you set up banks and counterparties.

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**Note.** Before sending EFT payments, you can establish a prenote test to verify that the data is received in the correct format.

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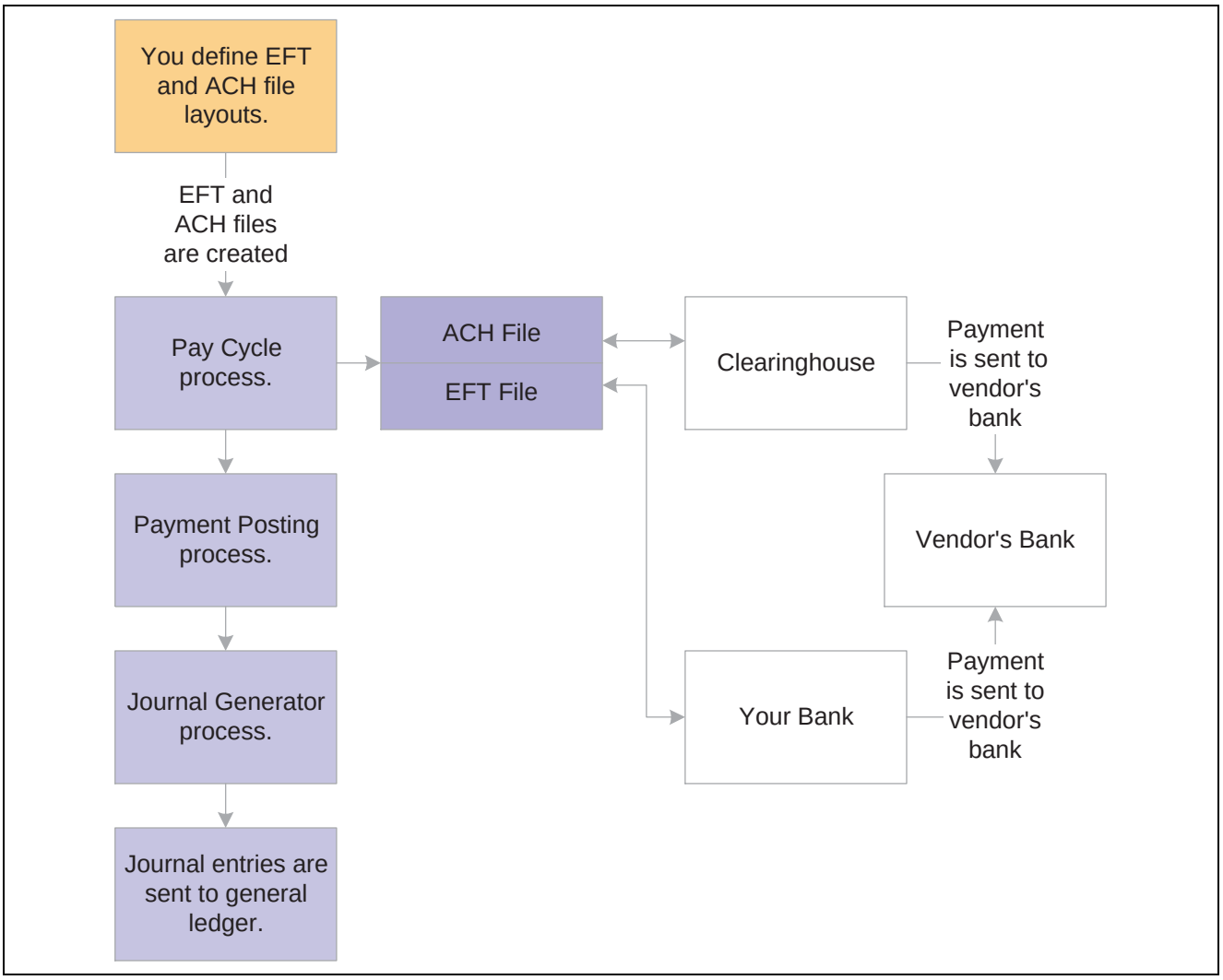
EFT and ACH payments differ primarily with regard to the party who processes the payments.

- EFT involves the movement of funds by a non-paper means (meaning, electronically) usually through a payment system such as the ACH network or Fedwire. The four largest EFT systems are Fed Wires, ACHs, Swift, and Chips. For EFT, you send all applicable payments in one file to your bank for payment. The bank then sends the payments through the appropriate ACH payment system to the vendor's bank.
- For ACH, you send all applicable payments in one file to your financial institution. If the financial institution is a member of a clearinghouse, then the clearinghouse sends the payments to the vendor's bank for payment.

EFT and ACH payments can also be processed through Pay Cycle Manager using the Financial Gateway functionality. In this case, the Financial Gateway functionality handles sending the payment to the applicable party for processing.

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.

This diagram shows the process flow for EFT and ACH payments:




EFT and ACH Payments process

**Note.** If you run Payables on a DB2 database on a Windows NT or OS390 server, you must manually insert an owner ID parameter into the list of parameters for the process definition before you can run the Format EFT Files SQR process (FIN2025) to create EFT files.

To do so, select PeopleTools, Process Scheduler, Processes. On the search page, enter FIN2025 for the Process Name. On the Override Options tab, under the *Prepend* Parameter List, add the following text to the beginning of the list of parameters: *%%OWNERID%%.* Be sure to leave a space between the owner ID parameter and *:EFT_WRK_PARM1*.

## See Also

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Files for Electronic Funds Transfers"

Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," Setting Up the Financial Gateway Integration, page 187

Chapter 21, "Processing Pay Cycles," Pay Cycle Processing using the Financial Gateway, page 550

*PeopleSoft PeopleTools PeopleBook: PeopleSoft Process Scheduler*

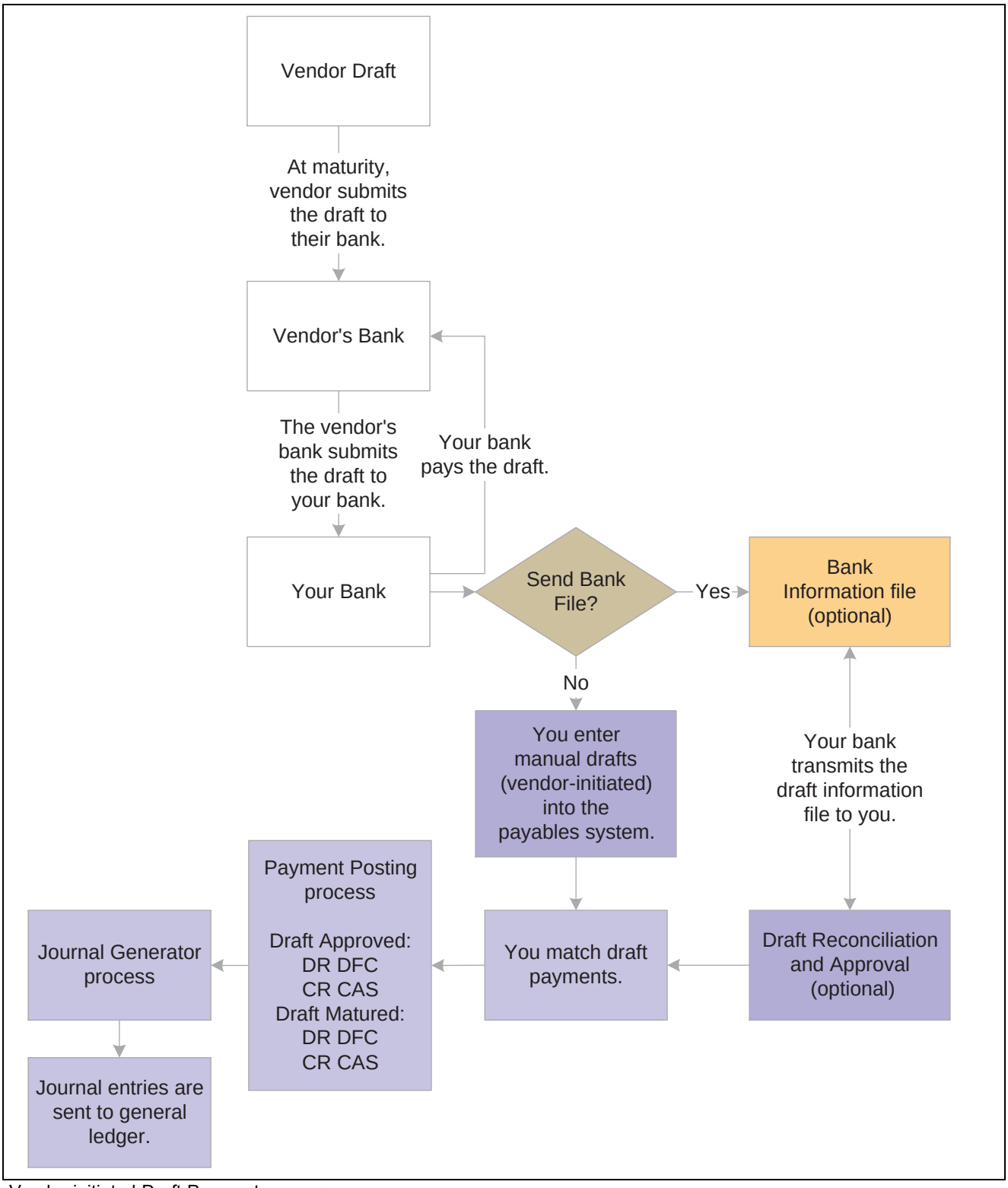
# Drafts

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 a time in the future—usually 20, 60, 90, or 120 days later. Payables currently supports vendor-initiated drafts, customer-initiated drafts, and customer-initiated EFT drafts, enabling you to manage and process these draft payments efficiently.

## Vendor-Initiated Drafts

You manually create bills of exchange (BOE), which are vendor-initiated draft payments. After you record the draft information, the Payables system creates the draft payment and generates the accounting entries.

This diagram shows the process flow for vendor-initiated drafts:




Vendor-initiated Draft Payment process

## Customer-Initiated Drafts

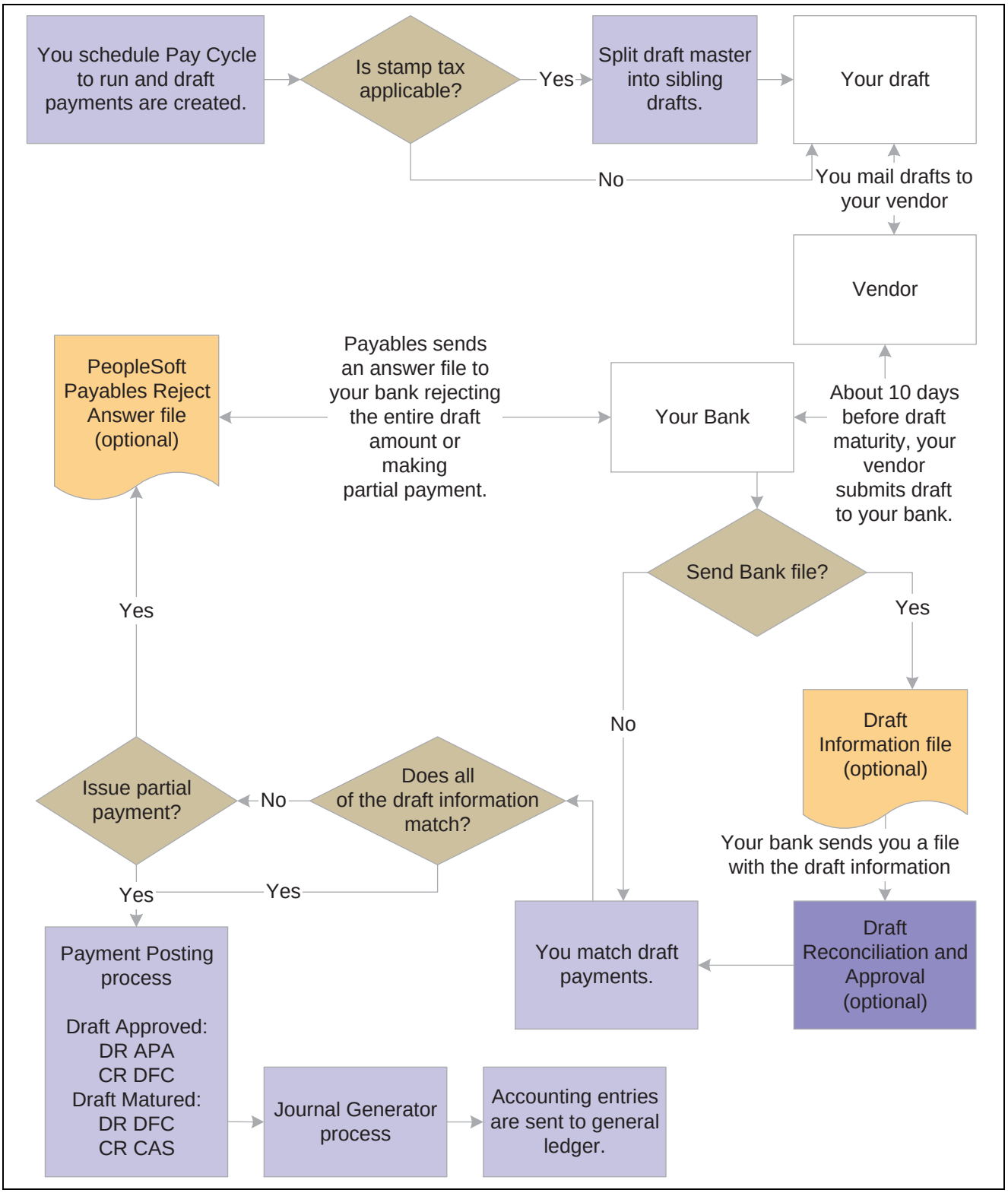
Bills of order (BOO), which are customer-initiated draft payments, are usually created during an automatic batch process. If stamp tax minimization is applicable, Payables splits the draft master and assigns sibling system draft identification numbers.

You can also create customer-initiated drafts manually.

## Customer-Initiated EFT Drafts

Customer-initiated EFT drafts are processed in Payables much the same way as customer-initiated drafts, except that you send an EFT file to your bank when the draft payment is due. You don't print the drafts. Your bank pays the draft on the draft maturity date.

This diagram shows the process flow for customer-initiated drafts:




Customer-initiated Draft Payment process

### See Also

Chapter 30, “Processing Drafts,” page 759

Chapter 8, “Establishing Pay Cycles,” page 129

Chapter 21, “Processing Pay Cycles,” Reviewing Draft Payments, page 574

## Giros

The giro is a common international payment method prevalent in the customer-to-business relationship because it provides efficiency with high volumes of transactions. In Payables, the giro is similar to manual and EFT payment methods, but it is uniquely identified for reporting and analytical purposes.

### Manual Giro Payments

In Payables, the giro payment method (*GM-Manual*) is a type of remittance slip that is handled like a manual payment. The *Accept Giro* is a standard format used in the Netherlands that has an invoice with a tear-off portion. The tear-off section displays the information necessary to process a payment. You detach the tear-off portion and send it to your bank for payment to the vendor. Your bank sends payment to the vendor’s bank, and the vendor’s account information is updated. There is no need to run the Pay Cycle Application Engine process (AP_APY2015) 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.

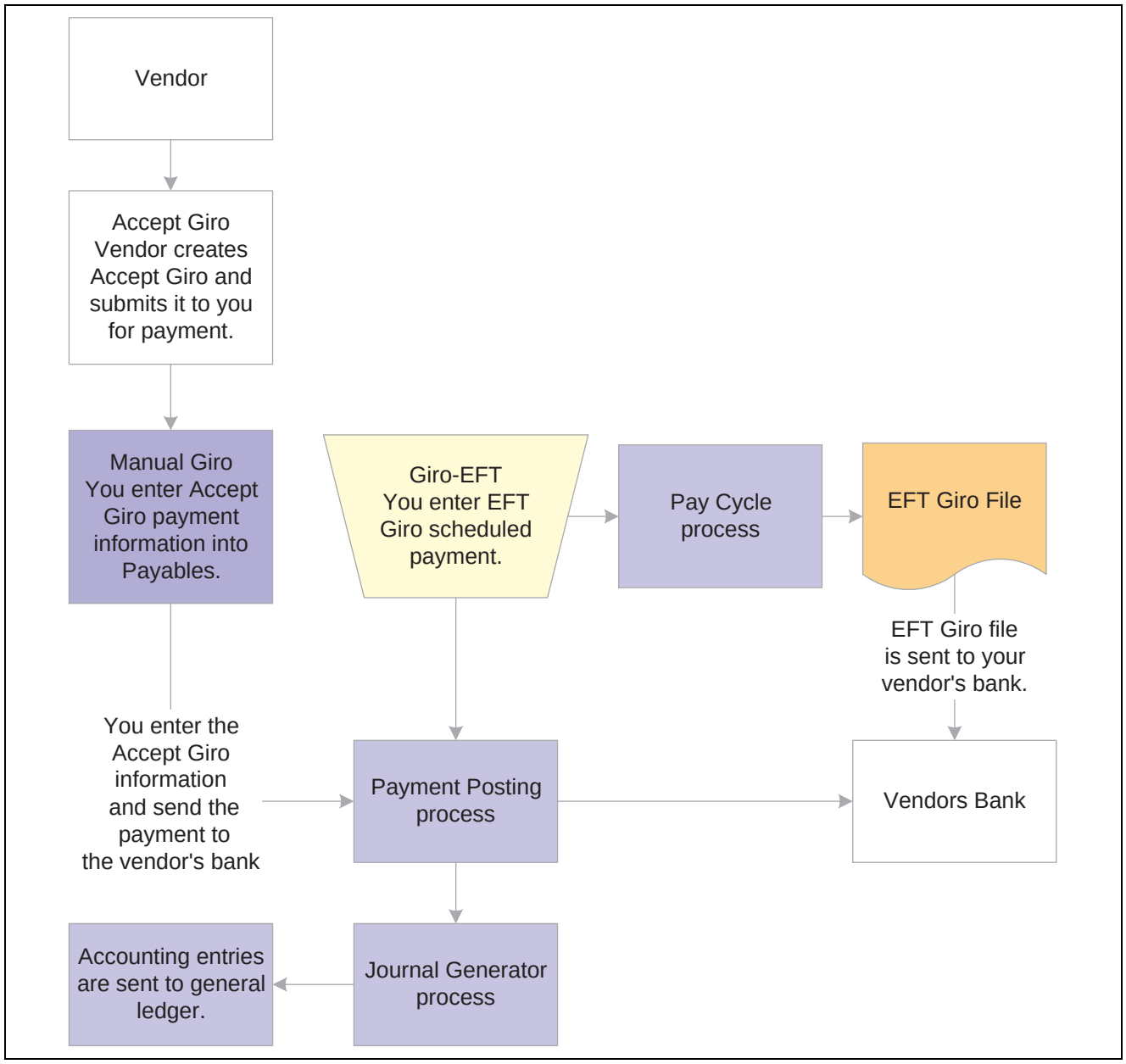
### EFT Giro Payments

In Payables, the EFT giro payment method (*GE-EFT*) is handled like an EFT payment. This standard payment format is 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 banks and counterparties, and it is set up according to the local requirements of the 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 remittances. During voucher entry, you specify a bank account sequence number to associate the vendor’s bank information with the voucher.

In the Payment Selection Criteria component (PYCYCL_DEFN), you specify Giro - EFT on the Bank/Method page. During the Pay Cycle process, 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.

This diagram shows the process flow for giro payments:




Giro Payment process

## See Also

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Scheduling and Creating Voucher Payments, page 307

Chapter 8, “Establishing Pay Cycles,” Specifying Bank and Payment Methods Criteria, page 159

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, “Setting Up Files for Electronic Funds Transfers,” Setting Up EFT Processing

# Letters of Credit

Letters of credit are commonly used in international trade as one of the safest means for establishing 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 the client's promise. The letter of credit frequently requires congruity with a number of terms, conditions, or events before the vendor can collect payment.

Because most invoices are sent 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 (letter of credit ID) field on the Payments page in the Voucher component. The letter of credit ID can also be copied from a purchase order at voucher entry. If the letter of credit ID appears on a purchase order, it is carried over to the Invoice Information page in the Voucher component (VCHR_EXPRESS) when you select the worksheet copy option *PO Receipt.*

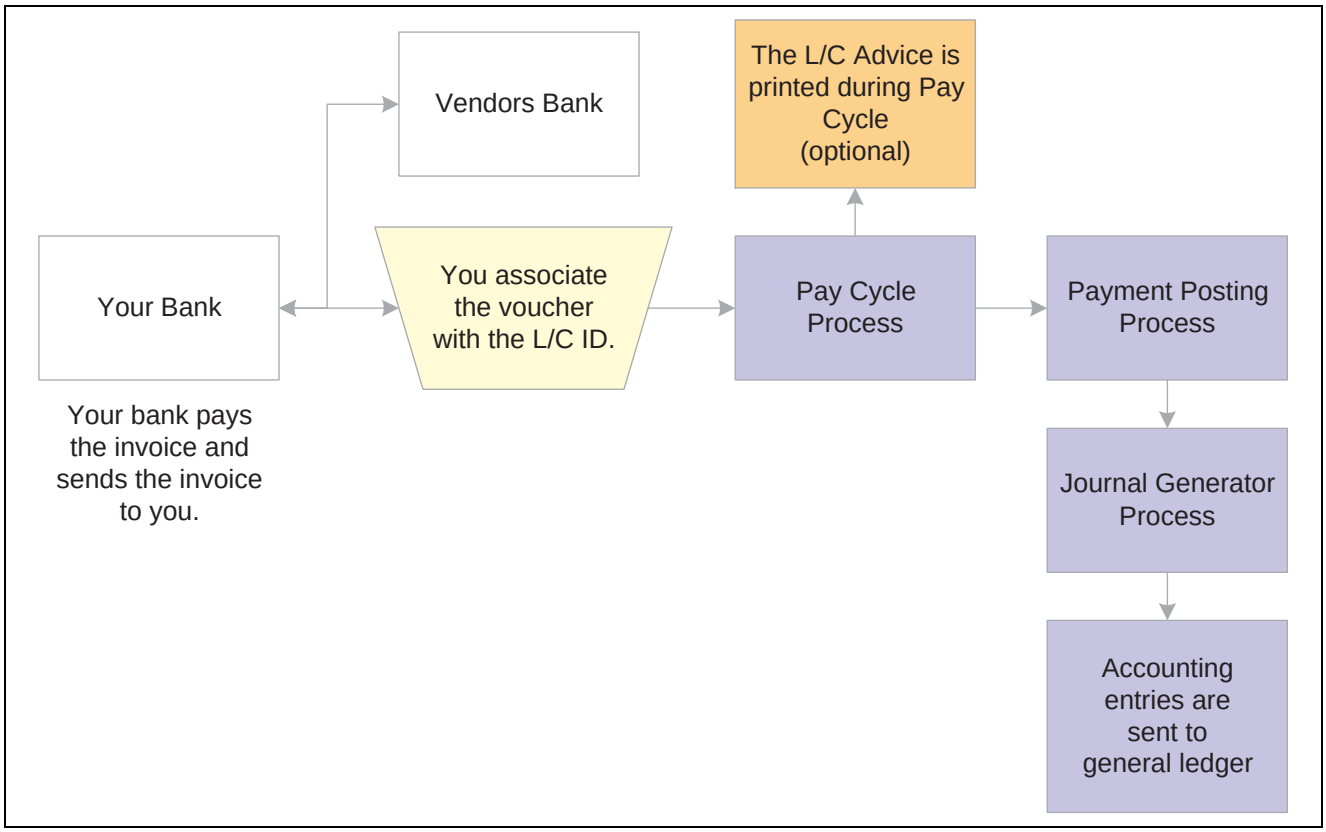
Because you might sometimes remit vouchers to multiple vendors, the letter of credit identification number is validated when you change the Remit to field on the Payments page. During voucher entry, Payables validates the letter of credit ID against the Treasury table (LC_HDR) to make sure that the identification number exists and that the status is open. Once you select a payment scheduled for the Pay Cycle process, you cannot edit the letter of credit identification number on the Payments page in the Voucher component.

---

**Note.** All details pertaining to the letter of credit terms, agreements, expiration date, and related bank documents are maintained in Treasury documentation.

---

This diagram shows the process flow for letters of credit:




Letter of Credit Payment process

### Letter of Credit Details

Letters of credit can contain multiple vouchers; therefore, you might need to view the specific details regarding a particular voucher to which a letter of credit pertains. You view these details by clicking the related links button next to the L/C ID field on the Payments page in the Voucher component and clicking the Letter of Credit Doc (letter of credit document) link or the Letter of Credit Details link.

### Letter of Credit Advice

During the Pay Cycle process, all vouchers that have the same letter of credit ID are grouped, and a single payment is issued. A printed letter of credit advice is created for payments for which you have selected the L/C Advice option on the Payment Selection Criteria - Preference page. The letter of credit advice shows vouchers paid under a specific letter of credit identification number.

### Letter of Credit Inquiry

Because letters of credit can comprise 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 the related links button and selecting the Voucher Inquiry option or the Payment Inquiry option.

### Letter of Credit Accounting Entries

At payment posting, only letter of credit payments that have a valid letter of credit 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, you must manually enter the following journal entries in PeopleSoft General Ledger:

- DR L/C Payable (LCP)
- CR Cash (CAS)

---

**Note.** PeopleSoft Treasury Management does not perform any accounting calculations for Payables letter of credit payments, regardless of whether you have or have not installed Treasury Management. The Treasury Management system only retains Payables letter of credit entry definitions as data items for inquiries.

---

### See Also

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 257

Chapter 8, “Establishing Pay Cycles,” Setting Pay Cycle Preferences, page 153

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, “Managing Letters of Credit”

*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, “Making General Ledger Journal Entries”

### Direct Debits

Direct debits are a contractual method for collecting payment and receipts. You and your vendor set up a contract that enables the vendor to collect an amount due for specific goods or services directly from your bank through EFT. Some banks require a cover letter for the EFT files that they receive. The direct debit is entered as a manual payment in Payables. Once you create the manual payment, you can run the payment posting process to create the accounting entries, then run the Journal Generator process to pass the accounting entries to the general ledger.

## Deciding Which Payment Forms You Need

Payment formatting capabilities provide a variety of payment form layouts. You can use the delivered forms, modify the delivered forms, or build your own payment forms; however, creating a new form requires in-depth knowledge of Crystal Reports software and PeopleSoft Query. Typically, you select one of the delivered forms and use it as is, or you modify it according to the guidelines in this chapter.

The PeopleSoft system comes with the following basic payment form types:

| Form Type | Description |
|---|---|
| ASCII file | For electronic payments, such as EFT, EFT draft, or EFT giro. Also for positive payment files. |
| Prenumbered form | For printed payments on custom or standard check stock that have preprinted identification numbers. |
| Remittance advice only | For EFT, wire transfer, and printed payments. |
| System-numbered form | For drafts and checks printed on plain check stock for which Payables assigns an identification number. |

With magnetic toner in a laser printer and MICR fonts, you can print checks that magnetic scanners can process.

**Note.** Payables does not deliver MICR fonts.

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

This section discusses:

- Questions to ask when deciding on payment forms.
- Procedure for selecting and configuring payment forms.

## Questions to Ask When Deciding on Payment Form Layouts

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

- 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 will you 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 Reports 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 need to print checks at all?

  You may decide to make all payments electronically.
- If you don't send a printed check, do you need to supply your vendor with an advice?

**Note.** If you modify the delivered payment forms extensively in Crystal Reports, strictly follow the local rules for check layout. You must exactly follow field dimensions—such as bank account MICR lines—so that banks can successfully process your forms. In the U.S., 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. Because customizing forms can be a lengthy process, you should do it early in an implementation.

## Procedure for Selecting and Configuring Payment Forms

To set up payment forms:

1. Specify each payment form's attributes, such as how the advice is handled and how the payments are sorted for printing.
2. Specify the payment form to use for each bank account.
3. (Optional) Modify Crystal reports for any delivered payment forms that do not meet your needs.
4. (Optional) Add signatures or logos to Crystal checks.
5. Test the checks.

# Specifying Payment Form Attributes

This section provides an overview of payment form attribute specifications and discusses how to:

- Set form and advice attributes to link payment layouts to data.
- Select payment sort fields.

# Understanding Payment Form Attribute Specification

To link the layout of a payment form to the data that the Pay Cycle - Payment Creation subprocess (AP_APY2015) generates, you must specify attributes for each payment form ID that determine, for example, whether the payment prints on check stock or is an electronic file, and whether the advice starts directly after the check or on another page. These attributes do not control the actual printing of the payment form, but rather 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.

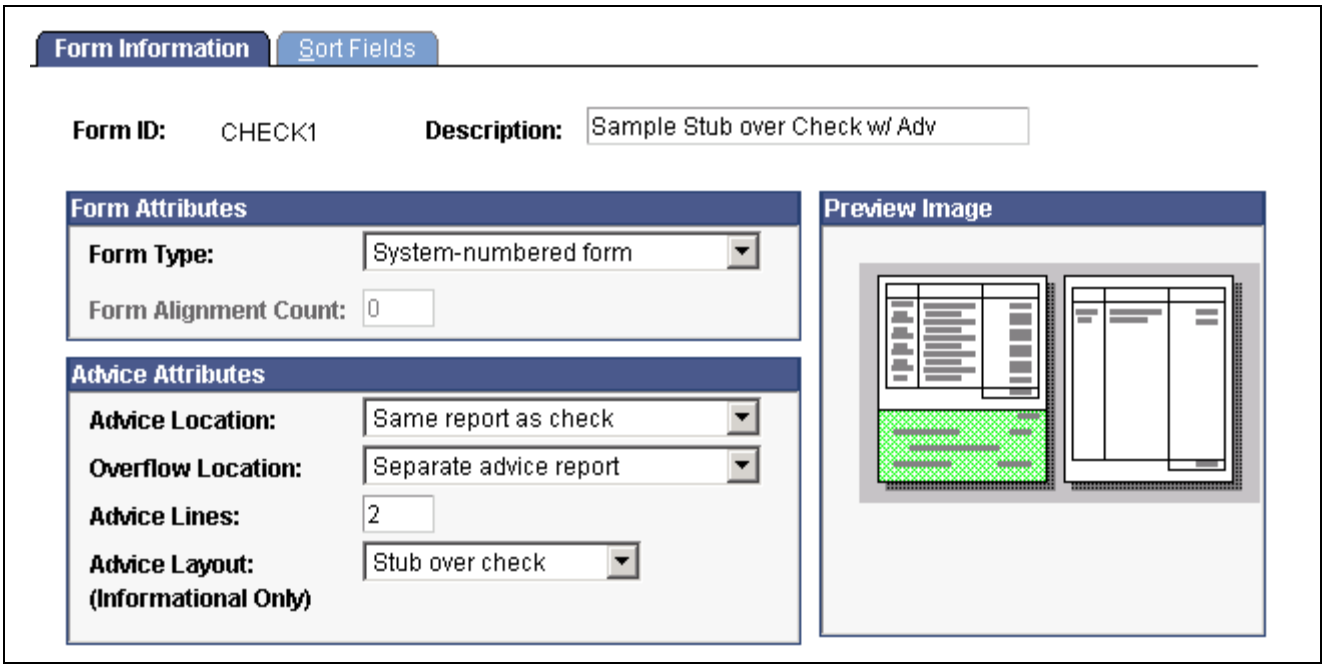
You can also specify the payment fields, such as the Bank Code field and the Payment Method field, that determine the order in which the Pay Cycle - Payment Creation subprocess generates payments forms.

# Pages Used to Specify Payment Form Attributes

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Form Information | PYMNT_FORM | Banking, Banks and Branches, Payment Forms, Form Information | Set form and advice attributes, and add payment forms. Link the layout of a payment form in Crystal Reports to the data that the Pay Cycle - Payment Creation subprocess generates. |
| Sort Fields | PYMNT_FORM_SORT | Banking, Banks and Branches, Payment Forms, Sort Fields | Indicate the sort level that determines the order in which payments and advices print. |

# Setting Form and Advice Attributes to Link Payment Layouts to Data

Access the Form Information page.




Form Information page

## Form Attributes

After you enter a form ID and description, select a form type to define during file creation if the Crystal report prints check numbers and advices or only an ASCII file.

**Form Type** Select the form type. Options are:

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

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

*ASCII file:* Use for EFT or positive payment files.

*Remittance Advice only:* Use for WIRE (wire transfer) reports and letters of credit.

**Note.** You must customize the Crystal report layout to match the form type that you specify if it differs from the form type that comes with Payables.

**Form Alignment Count** Select to align the printer head with the first row of the form so that checks and advices print correctly. You use this field with system-numbered forms only.

## Advice Attributes

**Advice Location** Select the location of the advice. Options are:

*Same report as check:* The advice prints below or above the check on the same form.

*Separate advice report:* The advice prints in a separate job from the check. You need to load two different forms: one for the checks and one for the advices. You can also select this option to create an advice report for EFT payments.

*No advice:* No advice lines print.

**Overflow Location** Select to indicate where any information that does not fit on one page prints. Options are:

*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 forms: one for the checks and one for the advices. Separate reports are created. You can also select this option to create an advice form for overflow for EFT payments.

*No advice report:* No advice lines are printed.

**Advice Lines** Enter the total 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. The information that you assign must fit on the Crystal check space.

---

**Note.** If the first invoice has payment messages that exceed the number that you enter, voucher information prints on both the regular check and the overflow advice. The system, however, sets the payment amount to 0 on the overflow advice.

---

**Advice Layout** Select to indicate 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. Options are:

*Check over stub:* Position the check over the advice.

*Stub over check:* Position the advice over the check.

*Full page:* Send 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.

| Description | Format Name and Layout |
|---|---|
| Draft EFT file | BEF1 generates an ASCII file that your bank uses to make the appropriate EFTs for vendor payments. This format is used with the draft payment method. |
| 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. |

| Description | Format Name and Layout |
|---|---|
| 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 and 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. |
| File copy | COPY1 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. |
| 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 uses to make the appropriate transfers for vendor payments. This format is used with the EFT payment method. |
| 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. |
| Check file layout | 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 uses 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, which you can send to vendors. This format is used with the letter-of-credit payment method. |

| Description | Format Name and Layout |
|---|---|
| Positive payment form | POS1file generates an ASCII file that contains payment information for checks that can be paid. You send the file to your bank. The bank compares the data on the file against the data on the checks that your vendors submit. Only checks that match are paid. |
| Wire report | WIRE1 generates a remittance advice only for paying by wire. |

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Banks," Establishing Payment Forms

## Selecting Payment Sort Fields

Access the Sort Fields page.

Activate each sort field that you want to use to sort the check output. For each sort field that you select, enter a unique sort sequence number.

Payment handling codes take priority over the sort sequence; the sort order is the handling code followed by the sort fields that you specify on this page.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Payment Handling Codes

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Banks," Establishing Payment Sort Fields

# Assigning Payment Forms to Bank Accounts

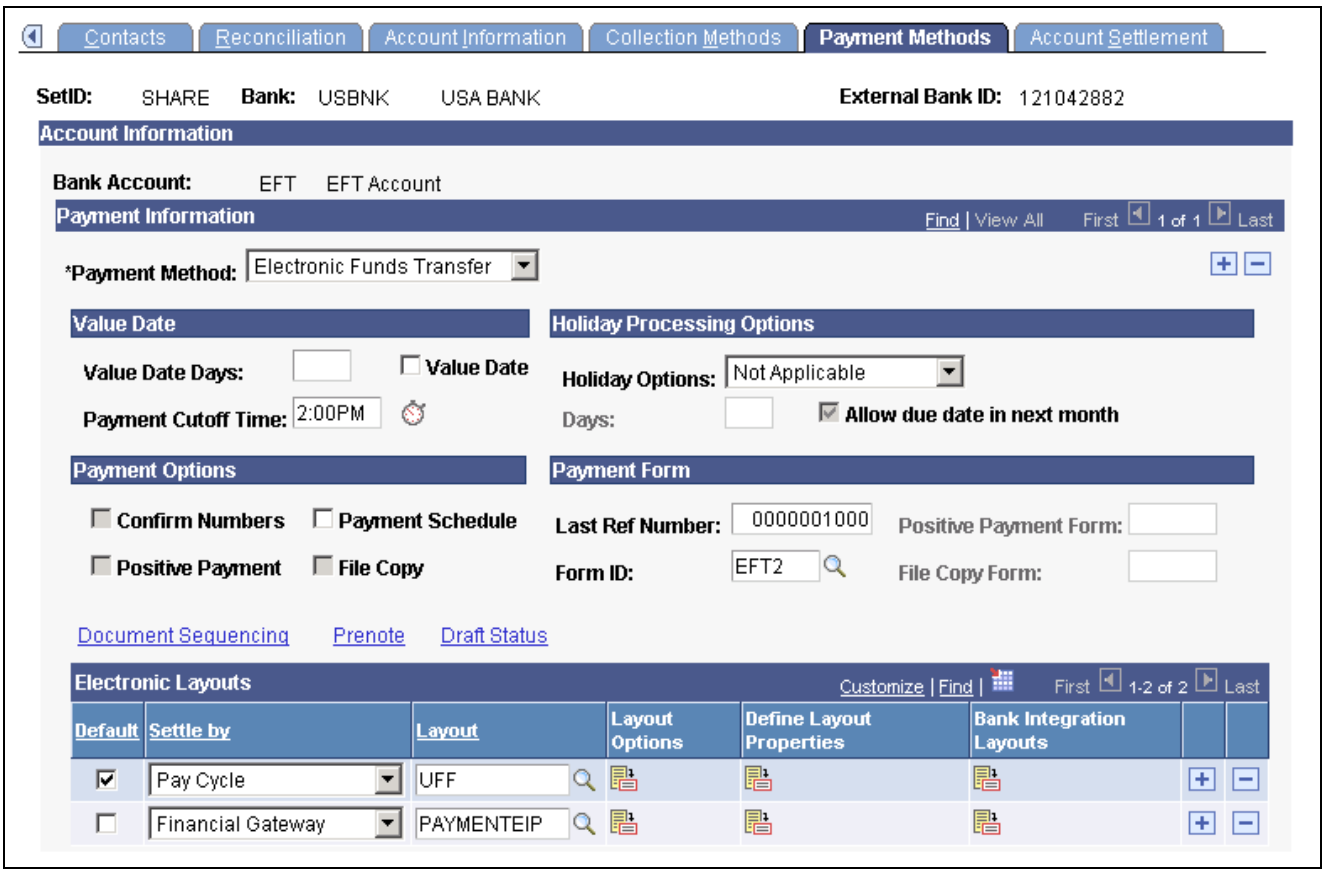
Each bank account that you use to pay vendors must have a payment form specified for it. This section discusses how to specify payment form IDs for bank accounts.

## Page Used to Assign Payment Forms to Bank Accounts

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Methods | PYMNT_BANK | • Banking, Bank Accounts, External Accounts, Payment Methods<br>• Banking, Bank Accounts, Netting Accounts, Payment Methods | Specify which payment form to use for each bank account. |

# Specifying Payment Form IDs for Bank Accounts

Access the Payment Methods page.




External Accounts – Payment Methods page

## 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 in the Payment Form group box.

## Payment Form

**Form ID** For each bank account, specify the form ID for the payment method that you are using.

**Positive Payment Form** Select to have the system create a payment file for every pay cycle using this bank account. The system formats the file to the specifications of the positive payment form that you select.

**EFT Layout** For EFT payment methods, specify an EFT layout, such as *EDI, KIJ,* or *UFF.*

The payment method must be an EFT method in order to select an EFT layout.

---

**Note.** Merely specifying a file type does not ensure that the output is sent to a file. The output destination is controlled by the run control ID on the User Preference - Pay Cycle page.

---

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences"

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

## Modifying Payment Forms

To configure the payment forms that come with Payables to meet your specific needs, you must modify the Crystal report for the form and ensure that the form ID matches the output configuration. Extensive modifications require an advanced understanding of Crystal reports.

A payment form consists of these sections:

- Page header.
- Check body–group header #1 for the payment ID reference (PYMNT_ID_REF).
- Details.
- Group footer #1.
- Page footer.

View the payment form fields in Crystal reports layouts by opening the appropriate check and selecting 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 form.
4. Open the Banks and Branches, Payment Forms component in Add mode to add the name of a new payment form.

### See Also

*PeopleSoft PeopleTools PeopleBook: Crystal Reports*

## Specifying MICR Fonts

To use the Payables MICR font printing capability, make sure that the MICR fonts are loaded on the workstations where you use Crystal reports to print payment forms. The specified check lines print then correctly when you print payment forms through Crystal reports. To make the forms machine-readable, use special magnetic toner in the laser printer. (You can order the toner from most standard toner suppliers.)

**Note.** Work with your bank to make sure that the check formatting and magnetic readability are acceptable before you start printing large numbers checks.

**Note.** Payables does not deliver MICR fonts.

# Printing Logos and Signatures with Crystal Checks

With Crystal checks, you can easily add a check signature or any other graphic, such as a company logo.

First, determine where to 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 that you can maintain control over them. The manufacturer of the printer can provide information about creating a custom font.

The specialized font comes with instructions containing two important pieces of information:

- Directions for installing the font and making the font available to applications such as Microsoft Word, Crystal Checks, and so on.
- Directions for printing the signature.

Once you have installed the signature font, you can add the signature to the Crystal checks. To do this, create the signature first in a word processor such as Microsoft Word and then include this document as an OLE object in Crystal Checks.

Alternatively, you can add an embedded Crystal formula.

This section discusses how to:

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

## Creating a Signature File

To create a Crystal formula signature file:

1. Open a new document in a word processor and select the 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.

   The signature may not appear correctly on the screen, unless the signature font is stored on the workstation. You might need to enter characters like the following for the signature character sequence:

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

3. Print the document to verify that it appears the way that you want.

   If the signature doesn't appear properly, first check the character sequence. One character in the wrong place can change the signature dramatically. If white lines appear in the signature, adjust formatting options such as line spacing, font size, margins, and so on. The signature's appearance reflects 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 check forms that you use.

   Payables comes with sample forms: check1.rpt, check2.rpt, check3.rpt, and draft1.rpt. If you edit any of these reports in Crystal Reports, the following text appears above the signature line: “Insert your signature.” This is only a placeholder, which you should delete.

To use the U.S. Postal Service bar code, install a TrueType bar code font. Payables provides a predefined formula on the check layouts for Postnet. To use it, install the bar code font and use that font.

## Adding a Signature to Checks

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

1. Select Insert, OLE Object.
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 every time the signature changes.
4. Click OK.

   The system opens Crystal and inserts the object file into the report.
5. Position the signature object where you want it on the form.

   Remember, if your the signature font is not stored on the workstation, the signature does not appear on the screen.
6. After you position the signature, save the form and print a test check.

To add a signature to Crystal checks (second method), on the Insert menu, select to 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 the control characters are *!ab* and this must be enclosed in ESC characters, the 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 procedure to add any other digitized graphic object, such as a corporate logo, to the check.

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**Note.** Signature fonts and logos are not provided with the PeopleSoft system. Typically, you purchase them separately from a third party, such as Hewlett-Packard. For additional information on troubleshooting signature fonts and logos, please consult the vendor from which they were purchased.

---

# Setting up Workstations to View Crystal 9.0 Checks and Drafts from the Process Monitor Using the Web Function

To view the following Crystal 9.0 report layouts using the web function from the process monitor, you must configure your workstation:

- check1.rpt
- check2.rpt
- check3.rpt

- draft1.rpt
- copy1.rpt

To configure your workstation:

1. Install Crystal 9.0 on the client workstation.
2. Access the Client Setup tab in PeopleSoft Configuration Manager.
3. Select the Install Workstation option, click the OK button, and exit Configuration Manager.
4. Copy the following DLL files from the PeopleTools directory (\bin\client\winx86) to the your \apps\Crystal9 directory:
   - psicuuc22.dll
   - psicuin22.dll
   - psicudt22l.dll

   **Note.** If you install Crystal 9.0 on another directory, you must copy these 3 DLL files into the directory where crw32.exe resides.

### See Also

*PeopleSoft PeopleTools PeopleBook: PeopleSoft Administration Tools*

# Testing Checks

There are two methods for testing the check printing:

- Create an express payment by adding a voucher in the Voucher component and clicking the Express Payment link on the Payment page.

  (This opens the Express Payment Manager page).
- Run a pay cycle to test the sorting and printing for a batch of checks.

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

### See Also

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 257

Chapter 16, “Processing Batch Vouchers,” page 353

Chapter 21, “Processing Pay Cycles,” page 543

# CHAPTER 7

# Configuring the Payables Payment Interface

This chapter provides an overview of the Payables Payment Interface feature, lists common elements, and discusses how to set up the Payment Interface feature.

## Understanding the Payables Payment Interface

As delivered, the Payment Interface feature supports these payments:

- Payables vouchers.
- Expenses expense sheet and cash advance payments.
- Treasury settlement payments.

In addition, the Payment Interface feature enables you to produce payments from other sources (either PeopleSoft applications or third-party products). By using the Payment Interface feature to make payments from other sources, you can ensure consistent processing of all payments. You can also take advantage of the Pay Cycle Manager component (PYCYCL_MGR) in Payables, which enables you to view all payments in one place, regardless of the source system of the transaction.

To process payments, Payables needs certain information—for example, the recipient and the date of the payment. The PeopleSoft system must also indicate whether a payment has been made and, if so, how much was paid. You enable the system to do this by creating a mapping definition that maps the data between the source system of the transaction and Payables.

For all source definitions that come with the PeopleSoft system, the necessary mapping has already been performed to support the required system functions. When you create new mapping definitions, you map the fields in a staging table to the corresponding fields in the PeopleSoft Payables PS_PYCYCL_DATA table using the Pay Cycle Mapping - Mapping Detail page.

## Common Elements Used in This Chapter

| | |
|---|---|
| **Source Transaction** | Select the source of the transaction that you are defining; for example, refunds, accounts payable vouchers, expense sheets, and so on. |
| **Map Type** | Select the type of map that you are creating for the source transaction. |

# Setting Up the Payables Payment Interface

To set up Payables to process payments from another source, use the Payment Source component (PYMNT_SOURCE) to define the payment source.

To process payments for any new payment source that you define, the Pay Cycle Manager component needs information about where the payment data is staged and how to map the data to the corresponding table in Payables. You define this information using the Pay Cycle Mapping component (PYCYCL_MAP_DEFN).

After mapping the pay cycle, you can define the pay cycle in the Payment Selection Criteria component (PYCYCL_DEFN).

To set up the Payables Payment Interface feature, use these components:

- Payment Source
- Pay Cycle Mapping

This section discusses how to:

1. Define payment sources.
2. Enter source search definitions.
3. Set up pay cycle mapping.
4. Map fields.

### See Also

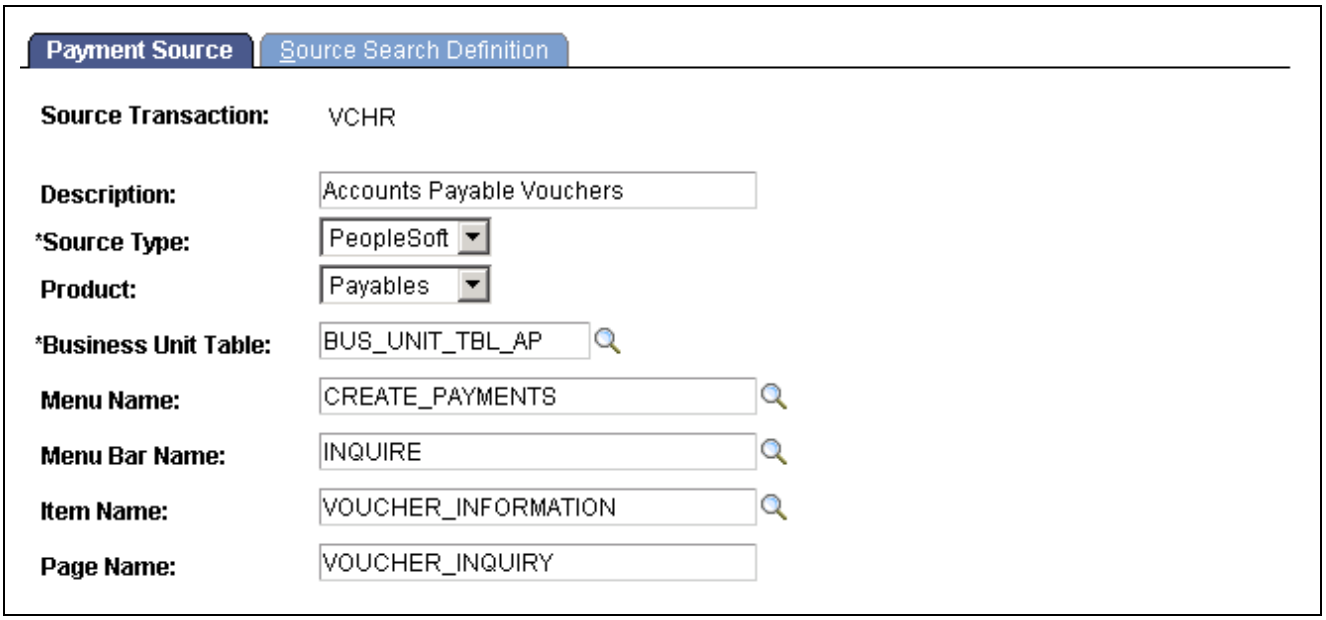
Chapter 21, “Processing Pay Cycles,” page 543

## Pages Used to Set Up the Payables Payment Interface

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Source | PYMNT_SOURCE_DEFN | Accounts Payable, Payments, Pay Cycle Definition, Payment Source | Add a new payment source. |
| Source Search Definition | PYMNT_SOURCE_DEFN2 | Accounts Payable, Payments, Pay Cycle Definition, Payment Source, Source Search Definition | Enter the search record for the inquiry page that you specify on the Payment Source Definition page. |
| Paycycle Map | PYCYCL_MAP | Accounts Payable, Payments, Pay Cycle Definition, Mapping | Set up the pay cycle mapping for the payment source. |
| Mapping Detail | PYCYCL_MAP_DTL | Accounts Payable, Payments, Pay Cycle Definition, Mapping, Mapping Detail | Specify the mapping of the fields in the staging table to the corresponding fields in the Payables PS_PYCYCL_DATA table. |

## Defining Payment Sources

Access the Payment Source page.




Payment Source page

**Important!** Before you establish sources, disable products that you don't have installed on the system on the Installed Products page. Disabling products that you do not have installed on the system improves performance.

**Source Type**

Select the origin for the source transaction. Options are:

*External:* A third-party product. This identifies the payment source as external to the PeopleSoft system. Use this setting to configure the payment process for source-specific processing needs.

*PeopleSoft:* A supported PeopleSoft product.

**Product**

Select the applicable PeopleSoft product from the drop-down list if you select *PeopleSoft* as the source type.

**Business Unit Table**

Enter a value to set up a business unit table record. To process payments, you must set up a business unit table record before you can add the payment source. This is a required field.

Only three fields are required for the business unit table record:

- BUSINESS_UNIT

  The value that is used to select the data. For example, in Payables, this is the accounts payable business unit.

- LOCATION

  Contains the address information for the business unit.

- BUSINESS_UNIT_GL

  The General Ledger business unit.

**Menu Name**

Enter the menu name for the page that you use to run inquiries on payments if you process payments from another PeopleSoft application or if you use the same database as Payables.

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 run inquiries on payments for the source transactions.

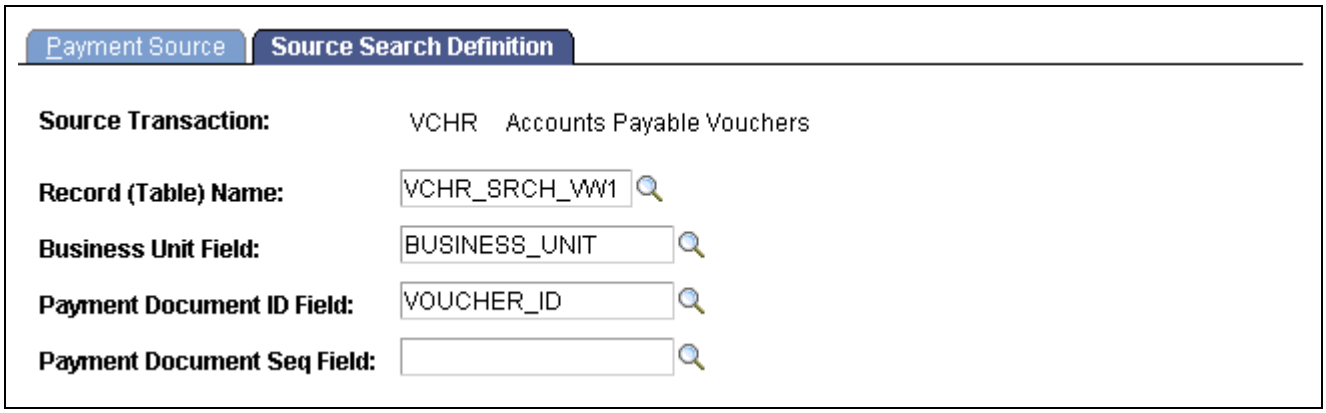
### See Also

*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Defining Your Operational Structure," Defining General Ledger Business Units

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations

## Entering Source Search Definitions

Access the Source Search Definition page.




Source Search Definition page

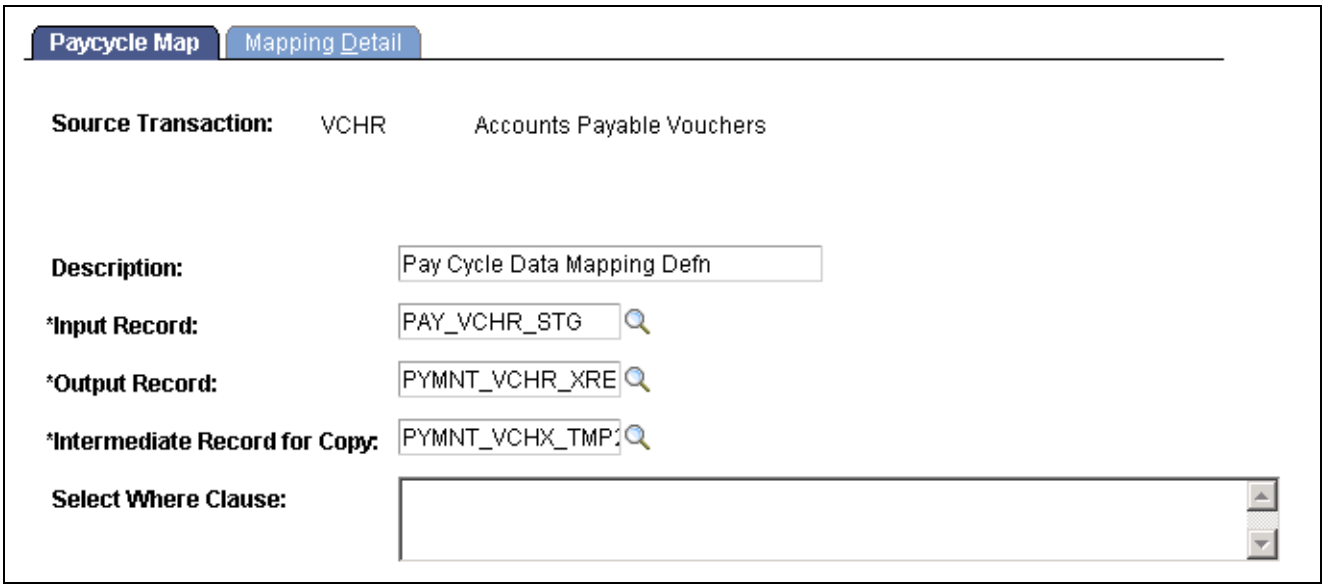
You can define a search definition on this page only if you have entered a menu name, menu bar name, item name, and page name on the Payment Source page. To create a search definition, define the fields on this page.

If you use the source search definition default values for Payables vouchers, the search is based on the business unit and voucher ID.

**Note.** You only need to add a Payment Document Seq (payment document sequence) field if you are using the Document Sequencing feature.

## Setting Up Pay Cycle Mapping

Access the Paycycle Map page.




Paycycle Map page

**Input Record** Specify the staging table for the payment data. This is the table from which Payables selects the payment data.

**Output Record** Enter the name of the table that Payables updates with payment information after the system completes payment processing. You can enter the same table name that you specified in the Record (Table) Name field.

**Intermediate Record for Copy** Specify a name for a copy of the output record table. Payables uses this table to process the updates to the output record table.

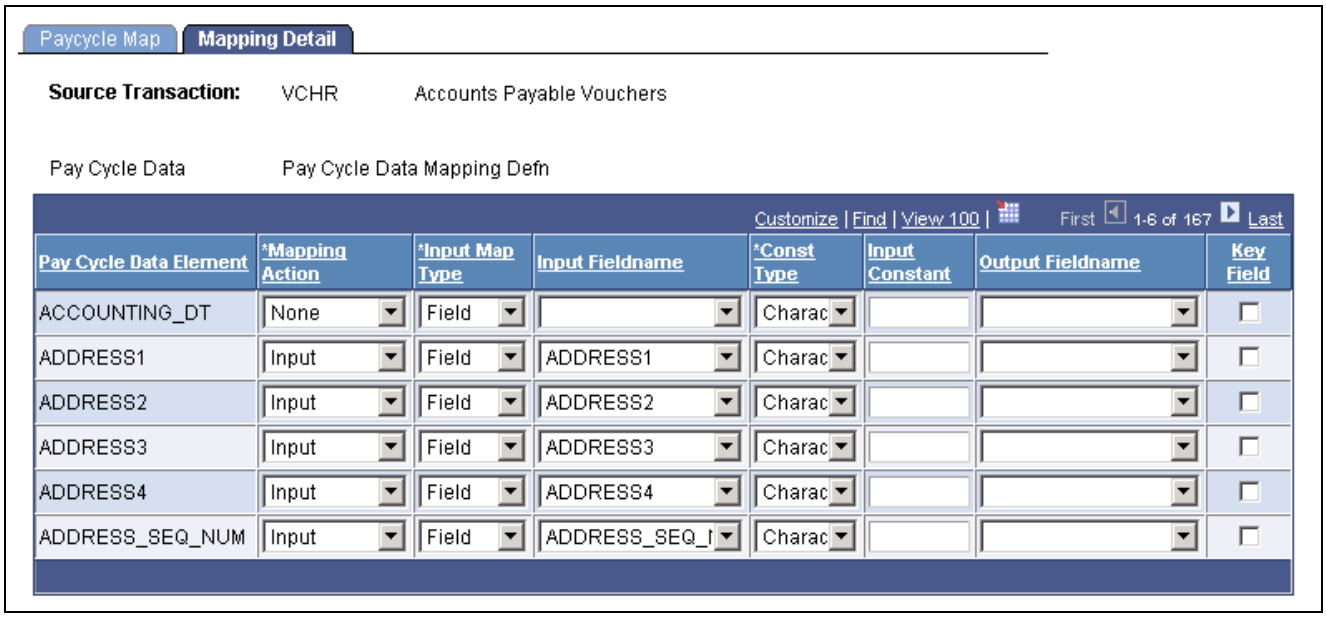
**Select Where Clause** If the staging table contains transaction records that can be selected for payment as well as transactions that cannot be selected, specify a Where clause to select paying transactions that you want to pay.

**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 the source, you can use the payment source at any time without having to redefine it.

## Mapping Fields

Access the Mapping Detail page.




Pay Cycle Mapping - Mapping Detail page

**Pay Cycle Data Element** Displays the name of the field being mapped.

**Mapping Action** Specify the mapping action for each Payables field name. Options are:

*None:* Select if the field isn't mapped.

*Input:* Select if the field is an input field, and specify a corresponding value in the Input Fieldname field. Any field marked *Input* is selected into the pay cycle record.

*Output:* Select if the field is an output field, and specify a corresponding value in the Output Fieldname field. Any field marked *Output* is included in the output record.

*Both:* Select if the field is both an input and output field. Selecting this option enables you to complete values in both the Input Fieldname and Output Fieldname fields. Any field marked *Both* is selected into the pay cycle record and included in the output record.

**Input Map Type** Select from the following options:

*Constant:* Enables you to specify a constant field name. You must select a value from the constant type list and enter a value in the Input Constant field.

*Field:* Select the appropriate field from the record (table) name that you entered on the Pay Cycle Map page. You must enter a value in the Input Fieldname field.

**Input Fieldname** Specify the appropriate field name from the staging table if you select the *Input* mapping action value and also the *Fieldinput* map type value.

**Const Type** (constant type) Specify the type of data that the field contains. Options are:

*Character:* The values entered into the field are characters.

*Numeric:* The values entered into the field are numbers.

**Input Constant** Enter the constant value that the field displays if you select *Constant* as the input map type.

**Output Field Name** Specify the appropriate output field name from the output record that you specified on the Pay Cycle Map page. You must complete this field when you specify either the *Both* or *Output* field values from the Mapping Action field.

**Key Field** Select to indicate if the mapped field is a key field in the source system. When you save the mapping, the system generates SQL statements that update the unique key field source information.

# CHAPTER 8

# Establishing Pay Cycles

This chapter provides an overview of pay cycle processing and discusses how to:

- Create a pay cycle.
- Define bank replacement rules.
- Create, update, and reuse pay cycles.
- Configure pay cycles for Financial Gateway processing.

## Understanding Pay Cycle Processing

The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the payment selection and payment creation processes 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 do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, then process the payments in a different pay cycle run.

The centerpiece of payment processing in Payables is the Pay Cycle Application Engine process (AP_APY2015), which creates the payments. Various output process then transform these payments to flat files that are sent to the financial institution for settlements.

Pay Cycle is also integrated with Financial Gateway processing. Financial Gateway handles electronic settlements between Payables and financial institutions, formatting payments, and sending acknowledgement messages between the systems.

Setup for pay cycle processing comes in two stages:

1. First, and optionally, you tailor your Pay Cycle processing to your needs by defining processing steps that you can administer separately.

   Although the delivered steps satisfy most users' needs, you can also configure and add your own user-defined steps to the Pay Cycle process.

2. Second, you create reusable sets of payment selection criteria, called pay cycles.

**Note.** If you want the Pay Cycle process to process payment information from sources other than Payables, you perform an additional setup step: configuring the Payables payment interface to accept those outside payment sources.

If you want the Pay Cycle process to replace bank accounts automatically for payments that meet certain selection criteria, you must define bank replacement rules.

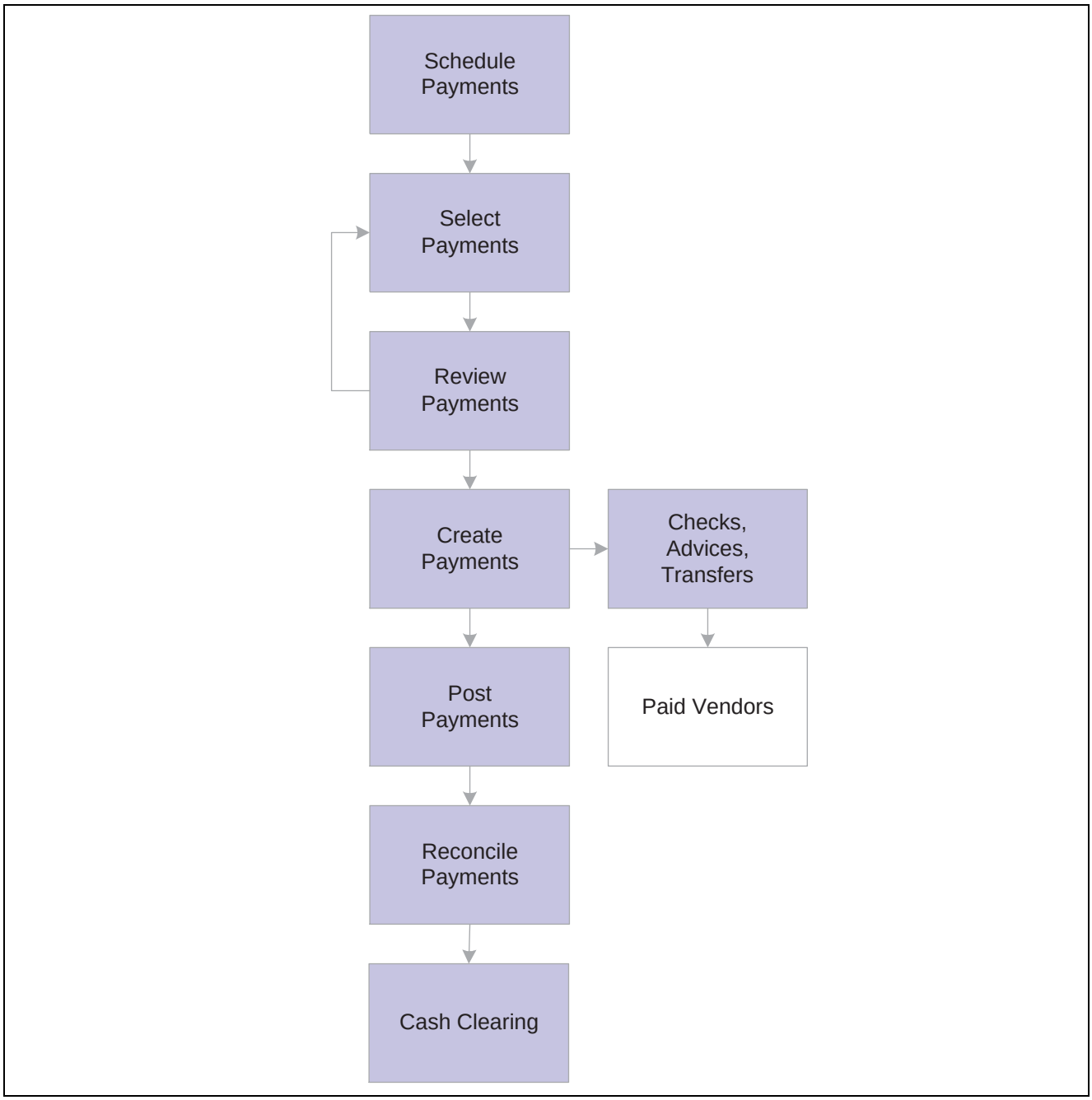
### See Also

Chapter 7, “Configuring the Payables Payment Interface,” page 121

Chapter 21, “Processing Pay Cycles,” page 543

## Payment Process Flow

To understand how to set up the Pay Cycle process to meet your organization’s needs, it is helpful to see how the Pay Cycle process fits in the larger Payables payment process flow:




Payment process flow

## Payment Process Steps

To give you maximum control over which vouchers you want to pay and when, the payment process has several 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
   - Netting options
   - Draft options

   If you want to schedule a pay cycle to run automatically, use the Payment Selection Criteria component 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 can review payments online on the Pay Cycle Manager page after payment selection before you create the actual checks and payment advice. During this review 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. Payables alerts you to potential lost discounts if you leave a voucher payment schedule unpaid until the next payment run.

4. Creating payments

   Once you define your pay cycle criteria, you run the Pay Cycle process 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 Re-Print using the same reference radio button 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.

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 Application Engine process (FSPRECON) from the Process 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 Application Engine process (AP_APCSHCLR) from the Cash Clearing Request page.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 307

Chapter 8, "Establishing Pay Cycles," Creating, Updating, and Reusing Pay Cycles, page 145

Chapter 21, "Processing Pay Cycles," page 543

Chapter 23, "Running Voucher and Payment Posting," page 627

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Reconciling Statements"

# Creating a Pay Cycle

Use the following components to setup your pay cycle:

- Pay Cycle Step Definition (PYCYCL_STEP_DFN)
- Pay Cycle Step Table (PYCYCL_STEP_TBL)

This section provides an overview of pay cycle configuration and discusses how to:

- Define pay cycle steps.
- Define step groups.
- Add user-defined pay cycle steps.

## Understanding Pay Cycle Configuration

You can create your Pay Cycle processing by:

- Dividing the Pay Cycle process into functions, or steps, such as processing, approval, and exception processing, which can be administered separately.

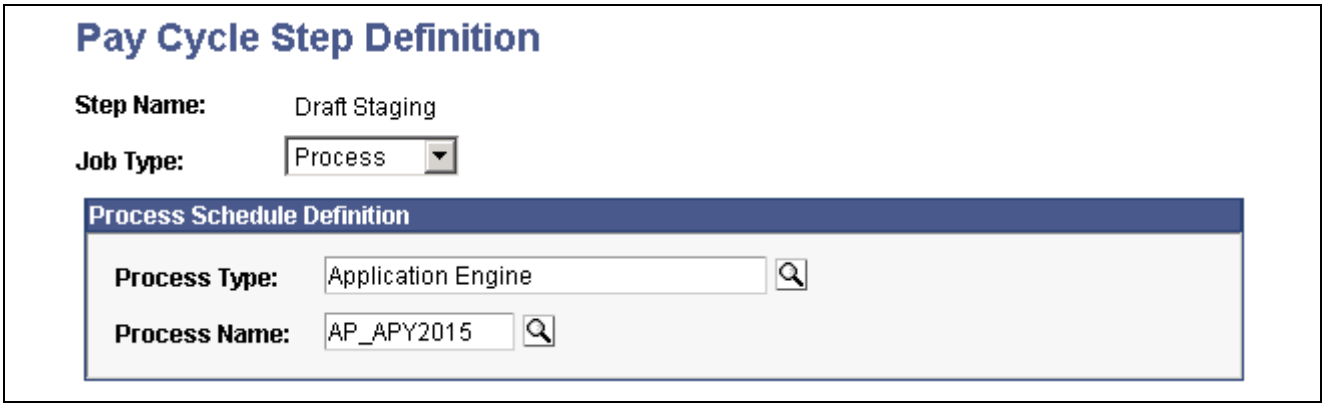
  The manner in which you arrange the steps determines which process is available for processing at any given time during the Pay Cycle process.
- Adding user-defined steps to the Pay Cycle process.

# Pages Used to Create a Pay Cycle

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pay Cycle Step Definition | PYCYCL_STEP_DFN | Accounts Payable, Payments, Pay Cycle Definition, Step, Pay Cycle Step Definition | To create a pay cycle:<br>• Define all possible steps for a pay cycle.<br>• Update or add process steps to a pay cycle.<br>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. |
| Pay Cycle Step Table | PYCYCL_STEP_TBL | Accounts Payable, Payments, Pay Cycle Definition, Step Table, Pay Cycle Step Table | Define step groups. A step group contains all the possible steps that might be run during Pay Cycle processing. Each step is associated with a pay cycle status that indicates the order in which the steps are run. |

# Defining Pay Cycle Steps

Access the Pay Cycle Step Definition page.




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 on the Pay Cycle Step Table page 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.

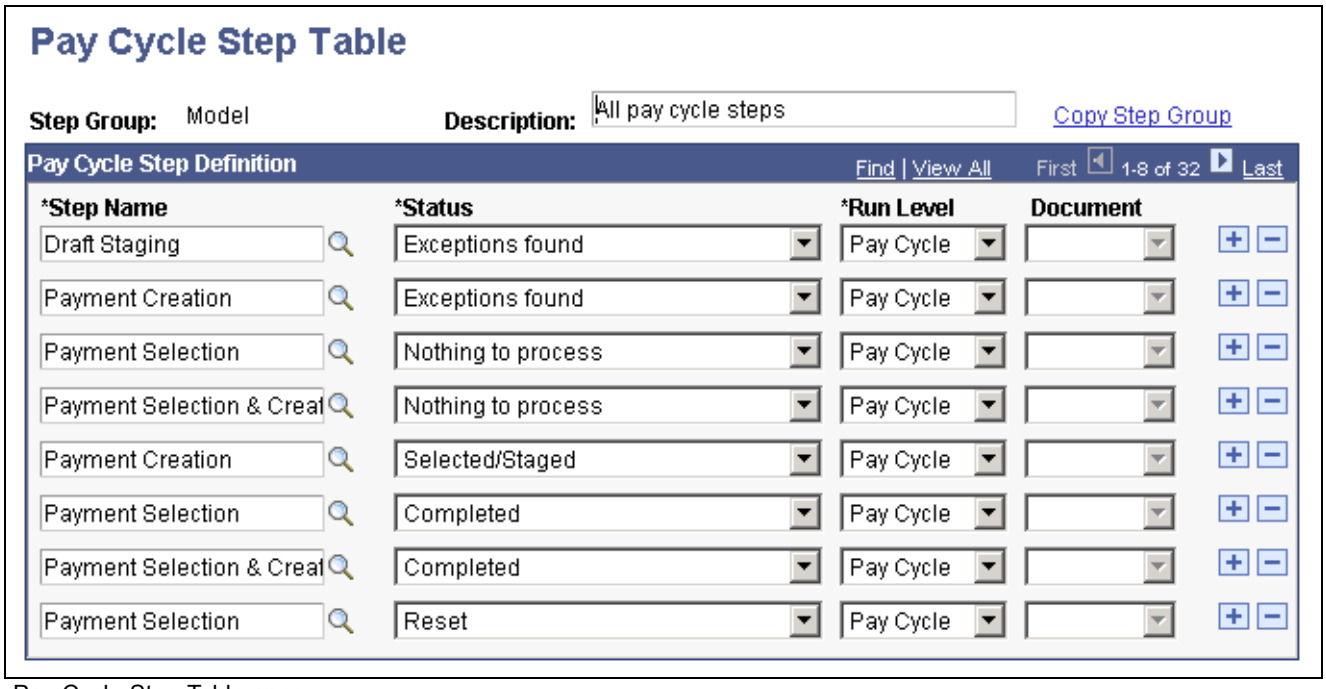
### Process Schedule Definition

**Process Type** Enter the type of process. The delivered pay cycle steps use Application Engine, Structured Query Reports (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** Enter a 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 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.

**Copy Step Group** 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 an output process (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 the user can choose the output processes 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 applicable only 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.*

### See Also

Chapter 21, "Processing Pay Cycles," Pay Cycle Statuses, page 546

## Adding User-Defined Pay Cycle Steps

Pay Cycle Manager enables you to insert custom processes into the Pay Cycle process using the Pay Cycle Step Definition and Pay Cycle Step Table pages. 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 a reusable pay cycle or only specific pay cycle processing instances?

Identify the pay cycle status at which your custom job is eligible to execute. The Pay Cycle process requires that the pay cycle status 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 steps—requires that you modify the Application Engine program.

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**Important!** If you add a custom process that is run at a pay cycle level, PeopleSoft *strongly* 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. Also, you should perform comprehensive testing to ensure that all data and processes are not compromised.

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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.

These are the steps to create a new pay cycle status:

1. Analyze your existing implementation and determine all affected PeopleCode and PeopleCode objects.
2. Modify all affected PeopleCode and PeopleCode objects.
3. Create a new translate value for the field PAY_RUN_AP_STATUS.
4. Create a new pay cycle step definition.
5. Add the new pay cycle step to a pay cycle step group.
6. Associate the step with a particular bank account status, payment method, and document type.
7. Review the Pay Cycle Manager page PeopleCode to determine if modifications are required to advance the pay cycle bank account statuses in accordance with your new pay cycle status.
8. Perform comprehensive testing of the new pay cycle status working within the pay cycle process to ensure processing validity

**Important!** These sorts of modifications should only be made by PeopleTools experts proficient in PeopleCode.

### See Also

Chapter 21, "Processing Pay Cycles," Pay Cycle Statuses, page 546

# Defining Bank Replacement Rules

Use the Bank Replacement Rules component (BANK_RPL_RULE_DEFN) to define bank replacement rules.

This section provides an overview of bank replacement processing and discusses how to define bank replacement rules.

## Understanding Bank Replacement Processing

Payables enables you to use alternate bank accounts to replace the original bank accounts defined for a pay cycle according to bank replacement rules that you define on the Bank Replacement Rules page and select for a pay cycle on the Payment Selection Criteria - Preferences page.

The replacement options that can make up a bank replacement rule are of five different types:

1. *Replace All Payments:* Replace the original bank accounts for all payments in a pay cycle with one alternate bank account.

   This option also allows all payments to be reassigned to an alternate currency and payment method.
2. *Replace Bank with Another Bank:* Replace a particular original bank account or payment method with an alternate bank account or payment method.
3. *Replace by Currency:* Assign an alternate bank account, payment method, and currency to all payments scheduled to be made with a particular original currency.

4. *Replace by Individual Payment Limit:* Assign an alternate bank account to any individual payment that exceeds a monetary amount limit that is predefined for the original bank account.

5. *Replace by Bank Maximum Limit:* Assign an alternate bank account to any payments that remain after the monetary total of accumulated payments from a single bank account exceeds a defined monetary limit for that bank account. Note that the Pay Cycle process processes payments in order of amount, with the highest amount payments processed first.

   For example, let's say you have ten payments in a pay cycle that are scheduled to be drawn from bank account A, as illustrated in the following table:

| No. | Payment Amount | Bank Account |
|---|---|---|
| 1 | 30,000.00 EUR | A |
| 2 | 20,000.00 EUR | A |
| 3 | 20,000.00 EUR | A |
| 4 | 20,000.00 EUR | A |
| 5 | 20,000.00 EUR | A |
| 6 | 20,000.00 EUR | A |
| 7 | 20,000.00 EUR | A |
| 8 | 20,000.00 EUR | A |
| 9 | 20,000.00 EUR | A |
| 10 | 20,000.00 EUR | A |

   Let's say you have defined a limit for bank account A of 100,000.00 EUR. You define a bank replacement rule dictating that once the accumulated payments in a single pay cycle exceed that amount, then all remaining payments scheduled to be paid out of that account will now be paid by bank account B. Since the fifth payment would bring the payment total to 110,000.00 EUR—over that 100,000.00 EUR limit—only the first four payments will be paid out of bank account A and the remaining six will be paid out of bank account B, as illustrated in this table:

| No. | Payment Amount | Bank Account |
|---|---|---|
| 1 | 30,000.00 EUR | A |
| 2 | 20,000.00 EUR | A |
| 3 | 20,000.00 EUR | A |
| 4 | 20,000.00 EUR | A |
| 5 | 20,000.00 EUR | B |
| 6 | 20,000.00 EUR | B |
| 7 | 20,000.00 EUR | B |

| No. | Payment Amount | Bank Account |
|---|---|---|
| 8 | 20,000.00 EUR | B |
| 9 | 20,000.00 EUR | B |
| 10 | 20,000.00 EUR | B |

You can indicate more than one alternate bank account to replace a bank account that reaches its maximum payment total for a pay cycle. You establish a priority for each alternate bank, such that once the first-priority replacement bank reaches its maximum payment total, the Pay Cycle process turns to the second priority replacement bank to pay the remaining payments, and so forth until all the payments have been made.

For example, let's say bank account B in the scenario above was the first priority replacement bank and had a maximum payment total of 80,000.00 EUR, and you also included a second priority replacement bank account C in your rule, with a maximum of 100,000.00 EUR. Your first four payments, totalling 90,000.00 EUR, would be made from the original bank, with its 100,000.00 EUR maximum, and the next four payments, totalling 80,000.00 EUR, would be made from bank account B, whose maximum would then be reached exactly. The remaining two payments, totalling 40,000.00 EUR, would be paid from bank account C, as shown in this table:

| No. | Payment Amount | Bank Account |
|---|---|---|
| 1 | 30,000.00 EUR | A |
| 2 | 20,000.00 EUR | A |
| 3 | 20,000.00 EUR | A |
| 4 | 20,000.00 EUR | A |
| 5 | 20,000.00 EUR | B |
| 6 | 20,000.00 EUR | B |
| 7 | 20,000.00 EUR | B |
| 8 | 20,000.00 EUR | B |
| 9 | 20,000.00 EUR | C |
| 10 | 20,000.00 EUR | C |

The fact that the Pay Cycle processes highest-amount payments first means that it sometimes uses a lower priority replacement bank account before it uses a first priority replacement bank account—or even before it uses the original bank account. For example, if we change the scenario above to add a payment in the amount of 10,000.00 EUR, then that eleventh payment would be processed last because it is least, but would be paid out of bank account B—the first priority replacement bank account—because bank account B still has 10,000.00 EUR available before it reaches its maximum.

**Note.** The maximum amount defined for a bank account decreases with each pay cycle run that creates payments from that bank account, but you can adjust a bank account's maximum amount definition at any time.

**Note.** The Pay Cycle process will not split a payment among multiple banks when performing bank replacement.

## Processing Order When a Bank Replacement Rule Includes Multiple Bank Replacement Options

You can define a bank replacement rule that combines more than one of these five bank replacement option types, subject to the following conditions.

1. If you select *Replace All Payments* to replace the original bank accounts for all payments in a pay cycle with one alternate bank account, you cannot select any of the other four bank replacement option types.

   This replacement occurs during the Payment Selection subprocess.

2. The other four—numbers 2 through 5 in the list above—are processed in order (2 through 5).

   This processing occurs during the Payment Creation subprocess.

Here's an example of processing if your bank replacement rule has definitions for option two through five. Let's say you have the following bank replacement rule (the example is an unlikely one in actual practice, but it is designed to demonstrate the point simply):

| Option type | Condition |
|---|---|
| Replace bank with another bank. | Replace bank account A with bank account B. |
| Replace by currency. | Assign payments in Swedish kronor (SEK) to bank account C. |
| Replace by individual payment limit. | Assign any payment in bank account C over 10,000.00 SEK to bank account D.<br><br>Assign any payment in bank account B over 5,000.00 EUR to bank account E. |
| Replace by bank maximum limit. | Assign any payment that causes bank account D to go over a 100,000.00 SEK threshold for the pay cycle to bank account F. |

Now let's say you have two vouchers with the following payment amount and bank account information:

1. 7,000.00 EUR, Bank account A.
2. 11,000.00 SEK, Bank account A.

The first voucher would be paid out of bank account E, since the replacement processing would happen in the following order:

1. Replace by bank account: bank account A replaced by bank account B.
2. Replace by currency: no action.
3. Replace by individual payment limit: 7,000.00 EUR is over the individual payment limit for bank account B, so bank account B is replaced by bank account E.

The second voucher would be paid out of bank account D, since the replacement processing would happen in the following order:

1. Replace by bank account: bank account A replaced by bank account B.

2. Replace by currency: since the payment is in SEK, bank account B is replaced by bank account C.
3. Replace by individual payment limit: 10,000.00 SEK is over the individual payment limit for bank account C, so bank account C is replaced by bank account D.

Now, if voucher two was, let's say, one of ten vouchers in SEK in the pay cycle which together totalled over 100,000 SEK, and if it was processed by the pay cycle after the 100,000.00 SEK threshold was reached, then it would be paid out of bank account F.

## Payment Method Replacement Considerations

When you replace the bank for all payments, replace a bank with another bank, or replace the bank for payments with a particular currency, you can specify the payment method for the payments drawn on the replacement bank account. If the original *and* replacement payment methods are one of the following, then pay cycle will apply the replacement payment method to the payments:

- System check.
- Electronic funds transfer (EFT).
- Giro electronic funds transfer (Giro EFT).
- Automated Clearing House (ACH).

Scheduled payments with a payment method other than these four will *not* be assigned a replacement payment method, but will keep the original payment method, regardless of the replacement payment method indicated in the bank replacement rule. For example, if the payment method for a voucher is Draft-Customer EFT and the bank rules specifies a replacement payment method of EFT, the pay cycle will still generate a Draft-Customer EFT payment for that voucher, even if the bank account is slated for replacement. If the replacement bank does not support the original payment method, in these cases, then the payment generates a bank replacement exception.

If the replacement payment method is EFT, ACH, or Giro EFT and the original payment method on a voucher is System Check, then the Payment Selection subprocess validates that a remit-to bank account exists and routing information is set up for the remit to vendor for the voucher. If not, the payment generates a bank replacement exception.

---

**Note.** The Pay Cycle process does not recalculate payment dates when payment methods are replaced. The original scheduled payment date remains the payment date, regardless of any new payment method.

---

## Currency Considerations

If the default currency for an original bank account is different from that of the replacement bank account, then the Pay Cycle process converts the original currency into the replacement bank account's default currency when it is comparing payment amounts to bank account maximum amounts. The exchange rate is based on the payment date.

If a replacement bank does not have a valid payment currency, the Pay Cycle process drops the payment and generate a bank replacement exception.

## Bank Replacement Exceptions

Any voucher payments that fail bank replacement processing during pay cycle processing are logged on the Bank Replacement Exceptions page. These vouchers return to their original state, with their original bank account, payment methods, and payment currency intact, waiting to be run in the next pay cycle.

When processing pay cycles through the Financial Gateway functionality, the system verifies that a payment's layout code is valid for the replacement bank. If the layout code is not valid, the system logs a bank replacement exception. You can resolve or avoid exceptions, as follows:

- To resolve these exception types, add the appropriate layout code to the replacement bank external account definition (on the External Accounts – Payment Methods page). Then rerun the Pay Cycle process.
- To avoid these exception types, confirm that the origin bank and the replacement bank are defined with the appropriate layouts before processing pay cycles.

### See Also

Chapter 21, "Processing Pay Cycles," Pay Cycle Exceptions, page 547

Chapter 21, "Processing Pay Cycles," Viewing Bank Replacement Exceptions, page 573

## Prerequisites

To use the Replace by Individual Payment Limit and Replace by Bank Maximum Limit options, you must define individual payment limits and bank account maximums in the PayCycle Amount Limits group box on the External Accounts - Account Information page when you set up bank accounts.

### See Also

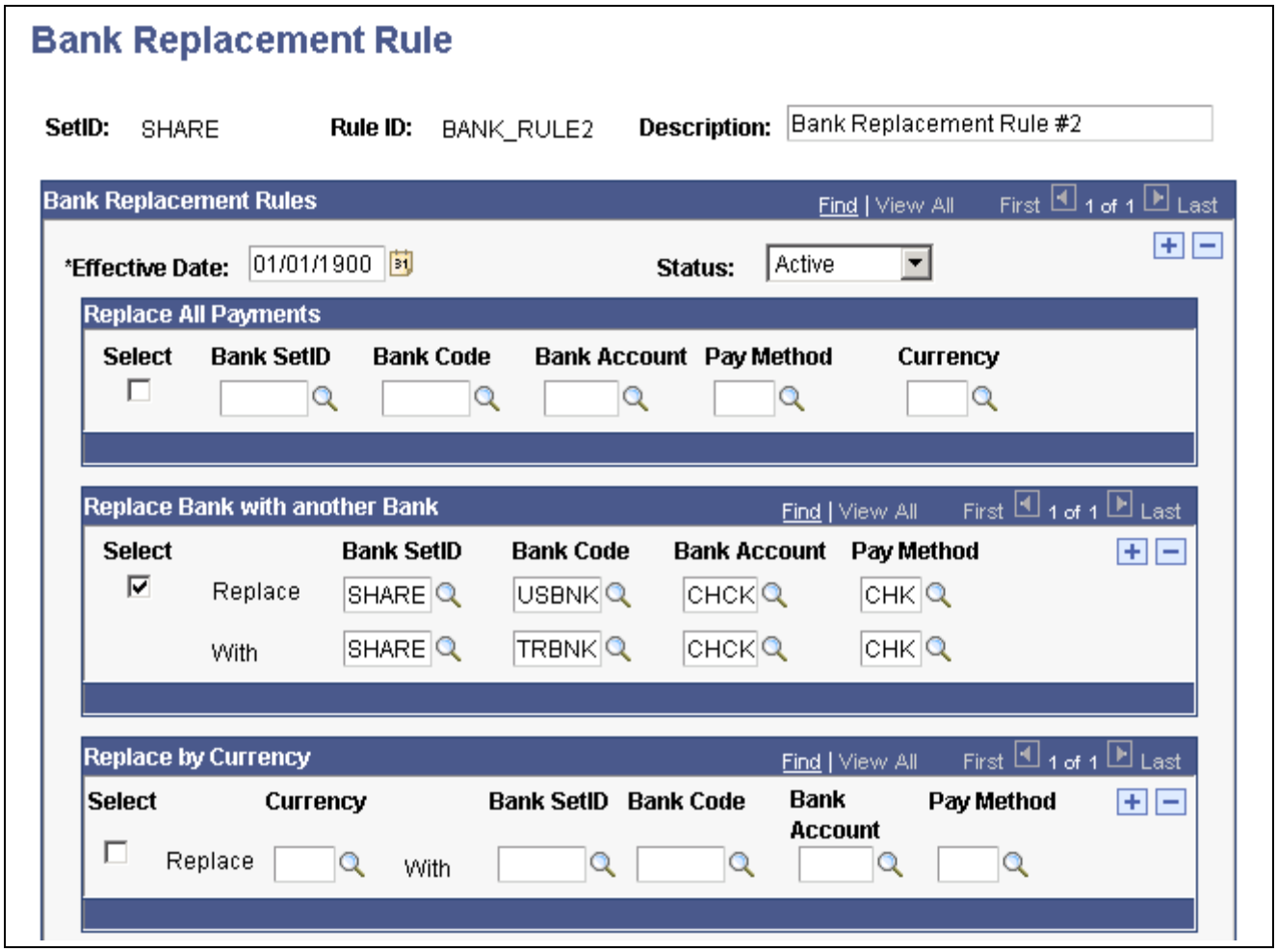
*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Account Information

## Page Used to Define Bank Replacement Rules

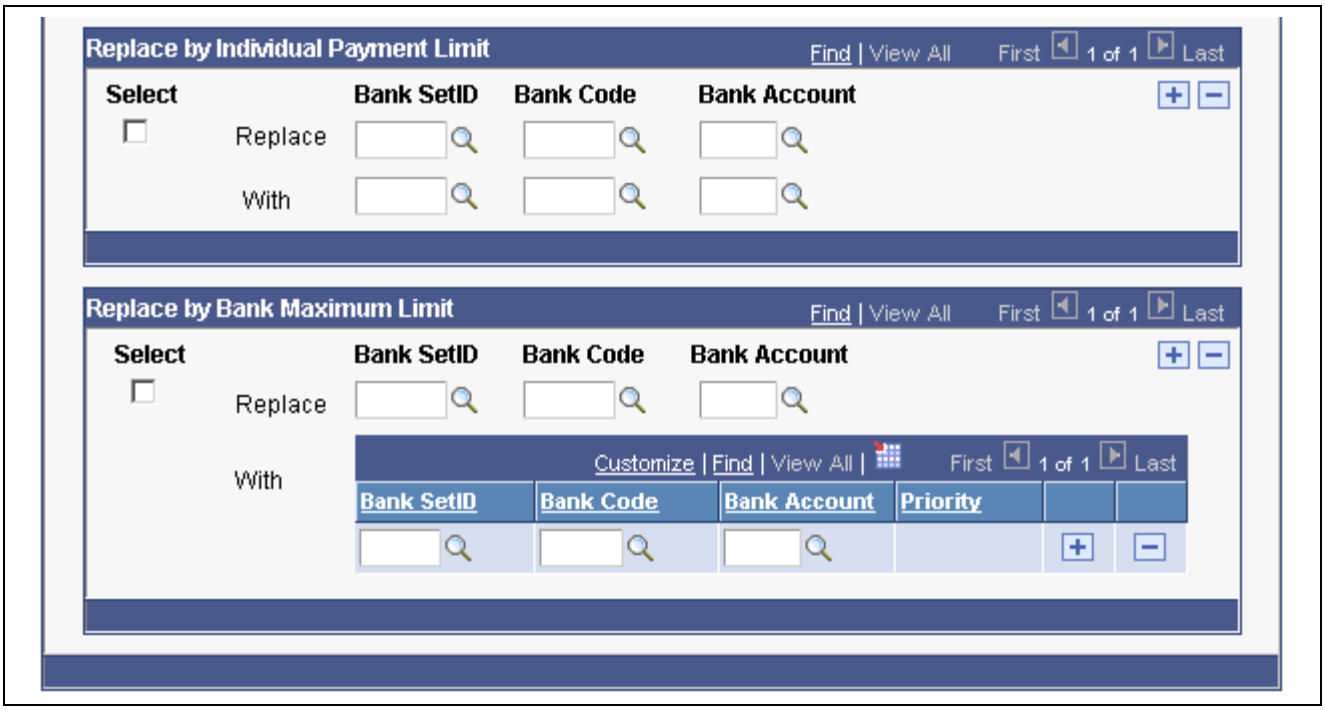
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Bank Replacement Rule | BANK_RPL_RULE_DEFN | Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Define Bank Replacement Rules, Bank Replacement Rule | Define bank replacement rules. |

## Defining Bank Replacement Rules

Access the Bank Replacement Rule page.



Bank Replacement Rule page (1 of 2)




Bank Replacement Rule page (2 of 2)

Use the Select checkbox to select the bank replacement options you want to include in the bank replacement rule.

## Replace All Payments

**Bank SetID, Bank Account, Account Code**

Enter the identifying information for the bank account from which you want to pay all payments in the pay cycle. This bank account will replace all original bank accounts for the payments selected to run in the pay cycle.

**Pay Method**

(Optional) Select a replacement payment method. Available payment methods include:

- System Check
- EFT
- ACH
- Giro-EFT

This payment method will replace the original payment method on all payments selected for the pay cycle, as long as the original payment method is System Check, EFT, ACH, or Giro-EFT. Payments with any other original payment method specified will still be paid in that original payment method.

If you do not specify a payment method, the payments will be made using the payment method specified on the voucher.

---

**Note.** If the payment will be made using the original payment method, and that payment method is not available for the replacement bank, the system will generate a bank replacement exception and the payment will be dropped from the pay cycle.

---

See Chapter 8, "Establishing Pay Cycles," Specifying Bank and Payment Methods Criteria, page 159.

**Currency** (Optional) Specify a replacement currency. This currency will replace the original currencies specified on all payments selected for the pay cycle. The currency conversion uses the payment date to determine the exchange rate.

If you do not specify a currency, the payments will be made in the currency specified on the voucher.

**Note.** If you do not specify a replacement currency and the currency on the voucher is not valid for the replacement bank, the system will generate a bank replacement exception and the payment will be dropped from the pay cycle.

**Note.** You cannot select any other replacement options when you select Replace All Payments.

### Replace Bank with Another Bank

Select to have all payments from a specified bank account (and, optionally, payment method) paid from a replacement bank account (and, optionally, payment method).

In the Replace row, enter the identifying information for the original bank account that you want to replace. Do the same in the With row for the replacement bank account.

The bank setID, bank code, and bank account are required, but the payment method is optional. If you opt to replace the payment method, the same conditions apply as when you specify a replacement payment method for the Replace All Payments option.

**Note.** The replacement bank account must support the currencies supported by the original bank account. If the original currency on a voucher is not valid for the replacement bank, the system will generate a bank replacement exception and the payment will be dropped from the pay cycle.

### Replace by Currency

Select to have all payments in a specified currency paid from a replacement bank account.

Enter the currency and the identifying information for the replacement bank account. Payment method is optional, and if you opt to replace the payment method, the same conditions apply as when you specify a replacement payment method for the Replace All Payments option.

**Note.** The currency must be valid for the replacement bank account.

### Replace by Individual Payment Limit

Select to assign an alternate bank account to any individual payment that exceeds a monetary amount limit that is predefined for the original bank account.

Enter the identifying information for the original bank account in the Replace row, and enter the identifying information for the replacement bank account in the With row.

**Note.** You set up the maximum amount for an individual payment from a bank account on the External Accounts - Account Information page.

### Replace by Bank Maximum Limit

Select to assign an alternate bank account to any payments that remain after the monetary total of accumulated payments from a single bank account exceeds a defined monetary limit for that bank account.

Enter the identifying information for the original bank account in the Replace row, and enter the identifying information for the replacement bank accounts in the With grid. You may enter multiple replacement bank accounts for each original bank account you specify. The Pay Cycle process assigns payments to each replacement bank account in the order that you add them to the grid, moving on to the next replacement bank account once an earlier bank account in the order has reached its maximum payment limit.

When you save or refresh the page, the Priority field is populated with a number indicating the processing order. The first row has priority 1, the second has priority 2, and so forth.

### See Also

Chapter 8, "Establishing Pay Cycles," Understanding Bank Replacement Processing, page 136

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Account Information

# Creating, Updating, and Reusing Pay Cycles

Use the Payment Selection Criteria component (PYCYCL_DEFN) to define pay cycles.

This section provides an overview of pay cycle definition and 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.

## Understanding Pay Cycle Definition

This section provides an overview of pay cycle creation and discusses:

- Other payment options.
- Payment forecasting.
- Netting.
- Lost discount alert dates.

### Overview

In Payables, a pay cycle is a set of payment selection criteria that you use to pay groups of vouchers that share certain characteristics. You can run the Pay Cycle process over and over again, using the same pay cycle 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.

## Other Payment Options

After you have gone through the payment processing routine a few times, you will 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 the manual payment creation process or express payments to create manual payments, or you can create record-only payments on the Voucher - Payments page.

See Chapter 22, “Using Additional Payment Processing Options,” page 587.

## 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 Chapter 22, “Using Additional Payment Processing Options,” Forecasting Payments, page 619.

## Netting

When you create a pay cycle, you can specify that you want to use the netting process to offset accounts receivable and accounts payable transactions for a customer who is also a vendor. Netting 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.

For 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:

| Accounts Payable Transactions (in US Dollars) | Accounts Receivable Transactions (in US Dollars) |
|---|---|
| 100.00 | 150.00 |
| 200.00 | 50.00 |
| Total: 300.00 | Total: 200.00 |

| Accounts Payable Transactions (in US Dollars) | Accounts Receivable Transactions (in US Dollars) |
|---|---|
| <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 Select Netting 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 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 Application Engine processes (TR_NET_CLOSE and TR_NET_ARCLS), which are kicked off by the Pay Cycle process, base the settlement on information contained in the netting contract, maintained in Cash Management. 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.

**Important!** You must have Cash Management and Receivables installed to use the netting functionality. However, if your organization is *not* using the Payables netting functionality, you generally do not need Cash Management installed on your system. Confirm that your implementation does not need Cash Management installed, and then disable it on the Installed Products page. Disabling products that you do not have installed on the system improves performance.

**Note.** You can exclude certain vouchers from netting by setting up netting exclusion rules on the Netting Exclusion Parameters page in Cash Management. The parameters that can determine exclusion include vendor ID, vendor location, vendor classification, and ChartField value.

See *PeopleSoft Enterprise Cash Management 8.9 PeopleBook*, “Managing Bilateral Netting”.

## Lost Discount Alert Dates

When you create a pay cycle, you can use the Include Lost Discounts option on the Payment Selection Criteria - Preferences page to elect to include in the current pay cycle any payments which would potentially lose discounts if paid in the next pay cycle. If you do not select the Include Lost Discounts option, the system alerts you to lost discounts using the Lost Discount Alert page when you run the pay cycle, after you run Payment Selection. You can only use the Lost Discount Alert page if you run Payment Selection and Payment Creation separately. Using the Lost Discount Alert page, you can manually include payments with potential lost discounts in the pay cycle before you run Payment Creation. Selecting the Include Lost Discounts option, however, is the only way to include payments with potential lost discounts in a pay cycle if you run Payment Selection and Payment Creation together.

The system calculates whether there is a potential lost discount by comparing the discount terms on the voucher to the next payment through date (the last scheduled payment date that will be included in the next pay cycle) and next payment date (the actual payment date that will be recorded for the payments made in the next pay cycle) that you enter on the Payment Selection Criteria - Dates page. If the following criteria are met for a voucher, then the system includes the payment in the current pay cycle (if you selected the Include Lost Discounts checkbox) or lists it on the Lost Discount Alerts page (if you didn't select Include Lost Discounts and you run Payment Selection separately from Payment Creation):

- The payment due date on a voucher is greater than the pay through date for the current pay cycle, and indicates that it should be included in a later pay cycle.
- The discount terms on the voucher are such that the discount due date is earlier than the next payment due date, and thus a payment made in the next pay cycle would cause a lost discount.
- The potential lost discount outweighs the potential interest earned on the payment amount if the payment is paid on the due date rather than the discount due date.

  You set up discount evaluation criteria, including interest percentage, when you set up bank accounts.

If you lose discounts by not selecting Include Lost Discounts and not manually including payments with potential lost discounts in the pay cycle after running Payment Selection separately, the lost discounts are reported on the Discounts Denied page.

---

**Note.** Rebate terms on a voucher are evaluated in the same way as discount terms. However, vouchers that would lose rebates if they aren't paid in the current pay cycle (and pass the interest amount versus rebate amount evaluation) are always automatically taken during Pay Cycle processing, irrespective of whether you select Include Lost Discounts. Rebates are not tracked and don't appear on the Lost Discount Alert page.

---

The following example illustrates how the system handles you to potential lost discounts:

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.

- If you selected the Include Lost Discount option, the system automatically includes the item for payment in the current pay cycle.
- If you cleared the Include Lost Discount option, the system alerts you on the Lost Discount Alerts page that you have a potential lost discount.

### See Also

Chapter 21, "Processing Pay Cycles," Understanding Alerts, page 567

## Prerequisites

Before you can create pay cycles using the Payment Selection Criteria component, you must:

- Set up banks and bank accounts.
- (Optional) Define bank replacement rules.
- (Optional) Set up vendor pay groups.
- (Optional) Set up netting reference codes and exclusion parameters.
- (Optional) Tailor your pay cycle definition.

Before you use a pay cycle, you must complete all Payables setup and create vouchers with scheduled payments or define payment sources for the Payables payment interface.

## See Also

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*

Chapter 8, “Establishing Pay Cycles,” Defining Bank Replacement Rules, page 136

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Vendor Pay Group Codes

*PeopleSoft Enterprise Cash Management 8.9 PeopleBook*, “Managing Bilateral Netting”

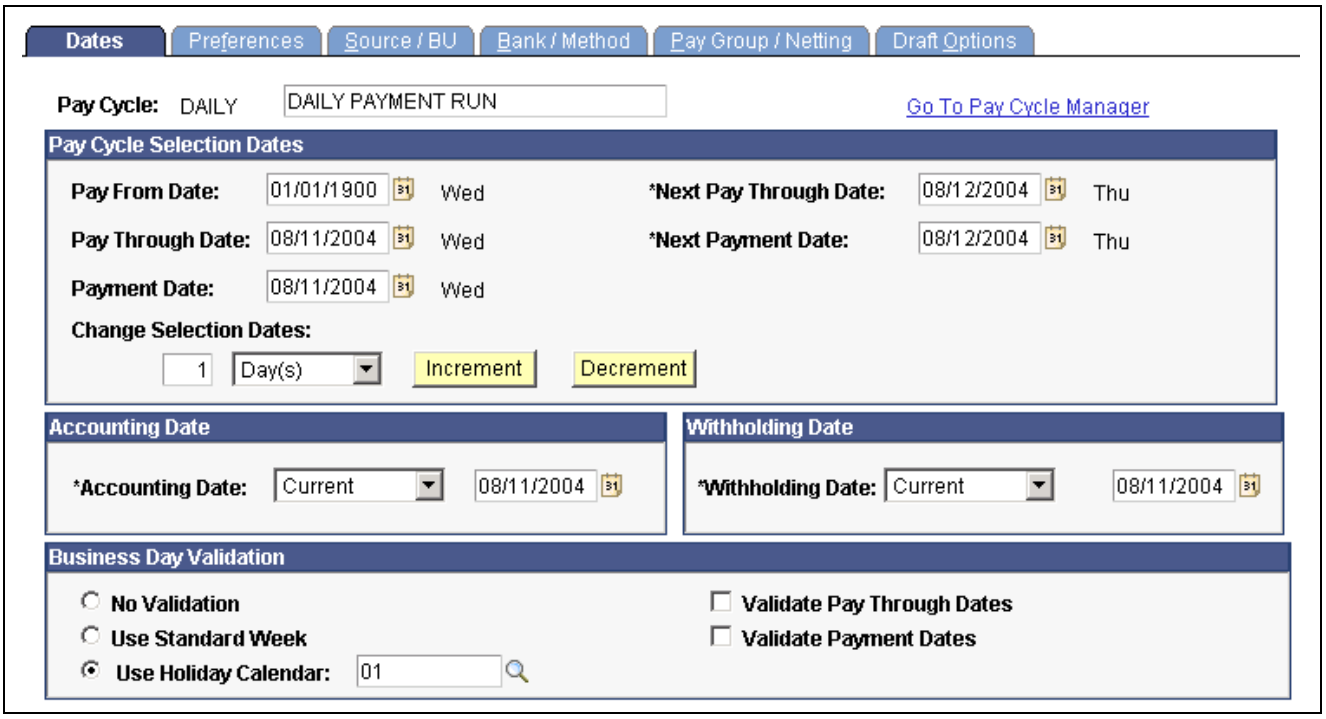
Chapter 8, “Establishing Pay Cycles,” Creating a Pay Cycle, page 132

# Pages Used to Create, Update, and Reuse Pay Cycles

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Selection Criteria - Dates | PYCYCL_DEFN_DT | Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Dates | Define pay cycle dates. |
| Payment Selection Criteria - Preferences | PYCYCL_DEFN_OPT | Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Preferences | Set pay cycle general options. |
| Source / BU | PYCYCL_DEFN_SRC | Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Source/BU | Define the pay cycle by source transaction and business unit. |
| Bank/Method | PYCYCL_DEFN_BNK | Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Bank/Method | Specify bank information and payment methods. |
| Pay Group / Netting | PYCYCL_DEFN_PYGRP | Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Pay Group/Netting | Specify pay groups to include in the pay cycle and netting reference codes to use in performing payables/receivables netting. Specifying pay groups restricts the selection of payments to the pay group specified. The fields on this page are available for entry only if you select Use Vendor Pay Groups or specify a netting option of *S* on the Preferences page. |
| Draft Options | PYCYCL_DFT_OPT | Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Draft Options | Set Draft rounding and optimization options. |

# Defining Pay Cycle Date Criteria

Access the Payment Selection Criteria - Dates page.



Payment Selection Criteria - Dates page

**Pay Cycle** Enter a description for the pay cycle.

**Go To Pay Cycle Manger** 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** Enter the 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** Enter the 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** Enter the 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 estimated end date for the next pay cycle payment period. This estimate is used to help determine whether or not discounts will be lost if a payment is made in the next pay cycle.

**Next Payment Date** Enter the estimated payment date for the next scheduled pay cycle. This estimate is used to help determine whether or not discounts will be lost if a payment is made in the next pay cycle.

See Chapter 8, "Establishing Pay Cycles," Understanding Pay Cycle Definition, page 145.

**Change Selection Dates** Change the specified payment dates by *Day(s), Month(s) or Week(s)*. Click Increment to advance all dates by that amount, or click Decrement to decrease all dates by that amount.

## Accounting Date and Withholding 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** Enter the date that determines the 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.

For example, you could be running a pay cycle 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.

## 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.

Select from the following options:

**No Validation** Select when no holidays or weekends are considered when determining payment and discount due dates.

**Use Standard Week** Select to use 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** Select to use 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** Select to validate the pay through date that you enter, ensuring that the date falls on a valid business day.

**Validate Payment Dates** Select to validate the payment date you enter, ensuring that the date falls on a valid business day.

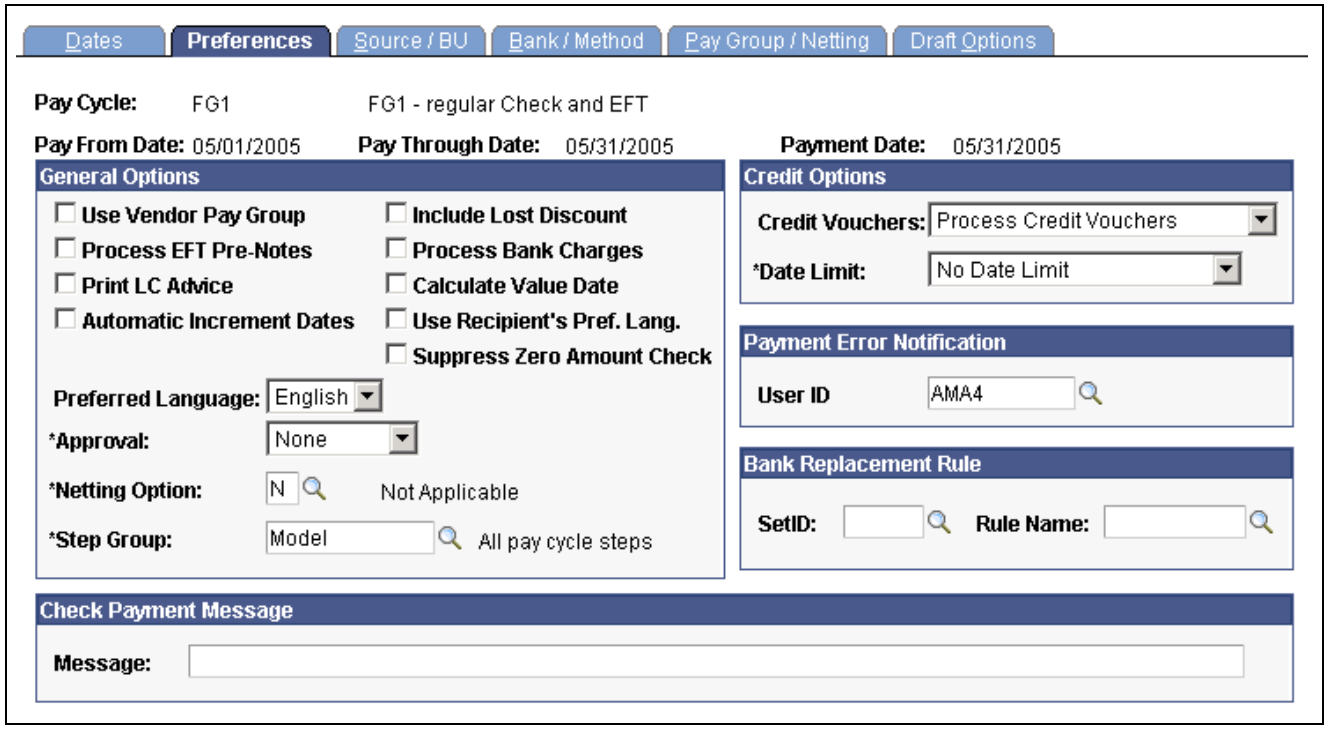
### See Also

Chapter 21, "Processing Pay Cycles," Running and Managing Pay Cycles, page 555

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Accounting Calendars," Defining Business Calendars

## Setting Pay Cycle Preferences

Access the Payment Selection Criteria - Preferences page.




Payment Selection Criteria - Preferences page

### General Options

**Use Vendor Pay Group** Select to 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 does not select the pay groups, even if you have pay groups defined for the pay cycle.

**Note.** The Pay Cycle process uses vendor pay groups as selection criteria only for vouchers that were input through Payables. The Pay Cycle process ignores any vendor pay group selection criteria when selecting payments from non- Payables sources that are interfaced through the Payables Payment Interface, such as Expenses.

**Process EFT Pre-Notes** (process electronic funds transfer prenotes)

Select to include any electronic funds transfer (EFT) prenotes in this pay cycle.

**Note.** The system only generates prenotes for banks that have at least one EFT payment in that pay cycle. To avoid generating prenotes for a bank that may or may not be set up for EFT and also does not have any EFT vouchers in that pay cycle, the system creates prenotes for all of the vendors from the first bank that the pay cycle processes that has an EFT payment created. In addition, the system generates a prenote only if the remit location for the vendor is the same as its main vendor location.

**Print LC Advice** (print letter-of-credit advice)

Select to enable a process that prints advices for letter-of-credit payments.

**Automatic Increment Dates**

Select to enable a process that 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.

**(USF) Workflow Certification**

For U.S. federal agencies only. Select to enable workflow notification of payment schedules requiring certification. Select *Certifier* as the Approval option and enter the user ID of the Certifier.

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Certifying Federal Payment Schedules, page 876.

**Include Lost Discount**

Select to process scheduled payments automatically if you will earn a discount for the payment in the current pay cycle but might lose it if the payment is processed in the next pay cycle, as indicated by the next pay through date and the next payment date specified on the Dates page.

See Chapter 8, "Establishing Pay Cycles," Understanding Pay Cycle Definition, page 145.

**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.

You may choose to select a 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.

You set up value date calculation for bank accounts on the External Accounts - Payment Methods page.

See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods.

**Use Recipient's Pref. Lang.** (use recipient's 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.

Select the vendor's preferred language in the Preferred Language field.

**Suppress Zero Amount Check**

Select to process zero-amount checks without attaching a payment reference ID (check number).

---

**Note.** The payment will have a payment ID (system identifier) associated with it.

---

**Approval**

Identify whether approvals are necessary, and if so, by whom: *User* or *Certifier.* There are three values: *Certifier, None, User.* Choosing *Certifier* or *User* 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 *Approved* status without requiring approval. The Certifier option is for U.S. federal agencies only.

---

**Note.** Payments for pay cycles with the *User* as the Approval option selected are not eligible for posting until the pay cycle has been approved.

---

See Chapter 21, "Processing Pay Cycles," Approving the Pay Cycle, page 577.

**(USF) Certifier**

Designate a user to certify payment schedules. This field displays only if you enable federal payment schedules on the installment options.

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**Note.** The certifier cannot be the same user as the initiator of the pay cycle.

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See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Certifying Federal Payment Schedules, page 876.

**Netting Option**

Enables you to include the AR/AP Netting Close (accounts receivable-accounts payable netting close) processes in this pay cycle. There are three values:

*N:* Not Applicable. The netting close processes don't run.

*A:* Process All Netting IDs. The netting close processes run for all vendors and customers.

*S:* Specify Netting ID. Runs the netting close processes 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.

See *PeopleSoft Enterprise Cash Management 8.9 PeopleBook*, "Managing Bilateral Netting".

**Step Group** Choose which group of steps to use for this pay cycle. You must define these groups beforehand on the Pay Cycle Step Table page.

**Note.** PeopleSoft supplies a standard step group, or you can create your own pay cycle step group.

## Credit Options

Define processing options for credit vouchers.

**Credit Vouchers** Select from the following values:

- *Do Not Process Credit Vouchers:* Select to prevent the Pay Cycle process from including credit vouchers when creating payments. The system issues payments for outstanding debit vouchers even though you may have a credit balance with a vendor.
- *Process Credit Vouchers:* Select to apply credit vouchers automatically 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.
- *Process When DRs Exceed CRs:* Select to apply credit vouchers only if the sum of debit voucher amounts exceeds the sum of credit voucher amounts for the payments selected in the pay cycle. If credits equal or exceed debits, no payment is issued. Debit and credit vouchers must match according to the same criteria listed for the *Process Credit Vouchers* selection.

**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.

### Payment Error Notification

**User ID** Enter the user ID the system uses to route Financial Gateway payment errors email notification. This field is part of the Financial Gateway integration functionality. If the Financial Gateway encounters errors when processing payments, defined users receive an email containing payment error summary information and a link to the Pay Cycle Error page.

**Note.** To select a user ID here, you must first enter a valid email address on the User Preferences – PayCycle page.

See Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," Setting Up the Financial Gateway Integration, page 187.

### Bank Replacement Rules

**SetID** Select a bank replacement SetID for this pay cycle.

**Rule Name** Select a bank replacement Rule Name for this pay cycle.

Bank replacement rules identify alternate bank accounts to replace the bank account specified on the voucher. They also identify the criteria that must be met for bank replacement to occur. You define bank replacement rules on the Bank Replacement Rules page.

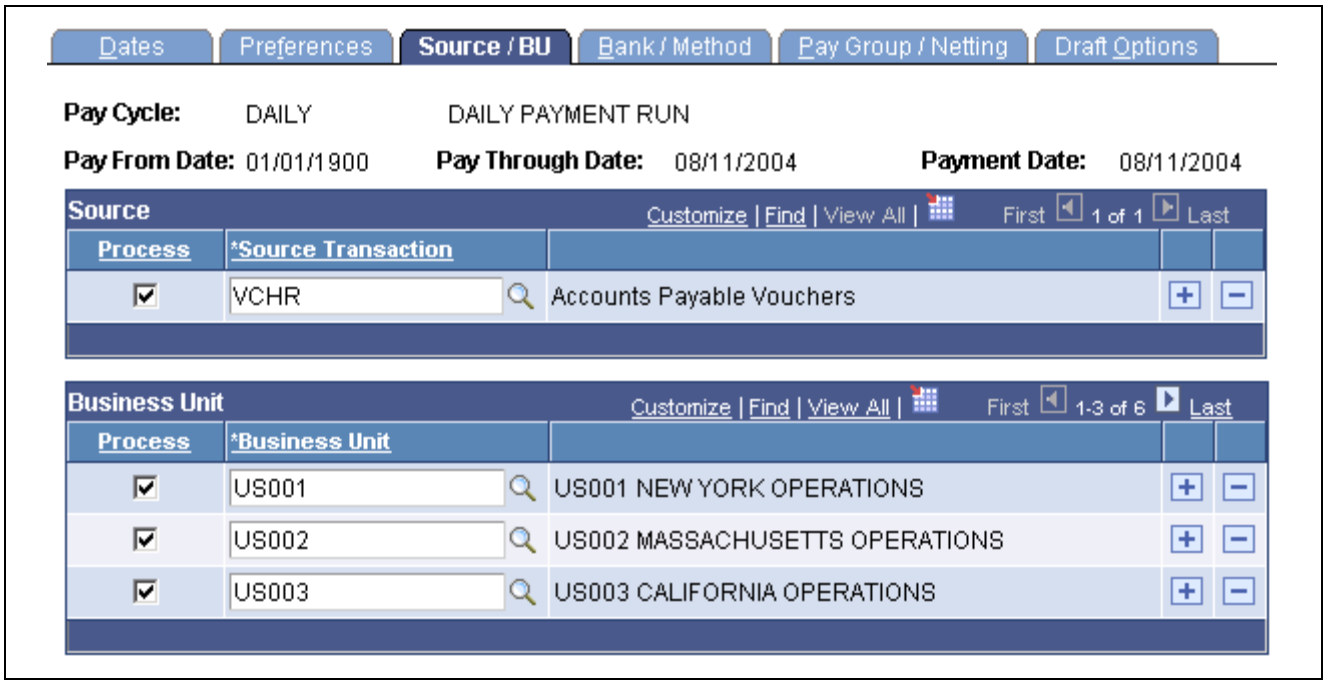
### See Also

Chapter 8, "Establishing Pay Cycles," Defining Bank Replacement Rules, page 136

Chapter 6, "Setting Up Payment Formats and Payment Forms," page 95

## Specifying Source Criteria

Access the Source / BU page.




Source / BU page

## Source

The Source Transactions define the types of payments processed in a pay cycle. You set up new or review delivered source transaction definitions on the Payment Source and Payment Source Search Definition pages, and source transaction mapping detail on the Pay Cycle Mapping and Pay Cycle Mapping Detail pages. If you set up a new payment source, you must map it to the payables payment tables using the mapping pages.

Select or clear each source transaction by selecting the Process check box next to the appropriate source transaction. These are the delivered values:

| | |
|---|---|
| ***EXAD*** | Employee Advances Definition. |
| ***EXPN*** | Employee Expense Sheet Definition. |
| ***TR*** | Treasury Settlement Payments. |
| ***TRET*** | Treasury EFT Settlement Payments. |
| ***VCHR*** | Accounts Payable Vouchers. |

**Note.** You must select a least one source. At a minimum, you should select the Accounts Payable Vouchers source transaction.

**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. 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 do not 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.

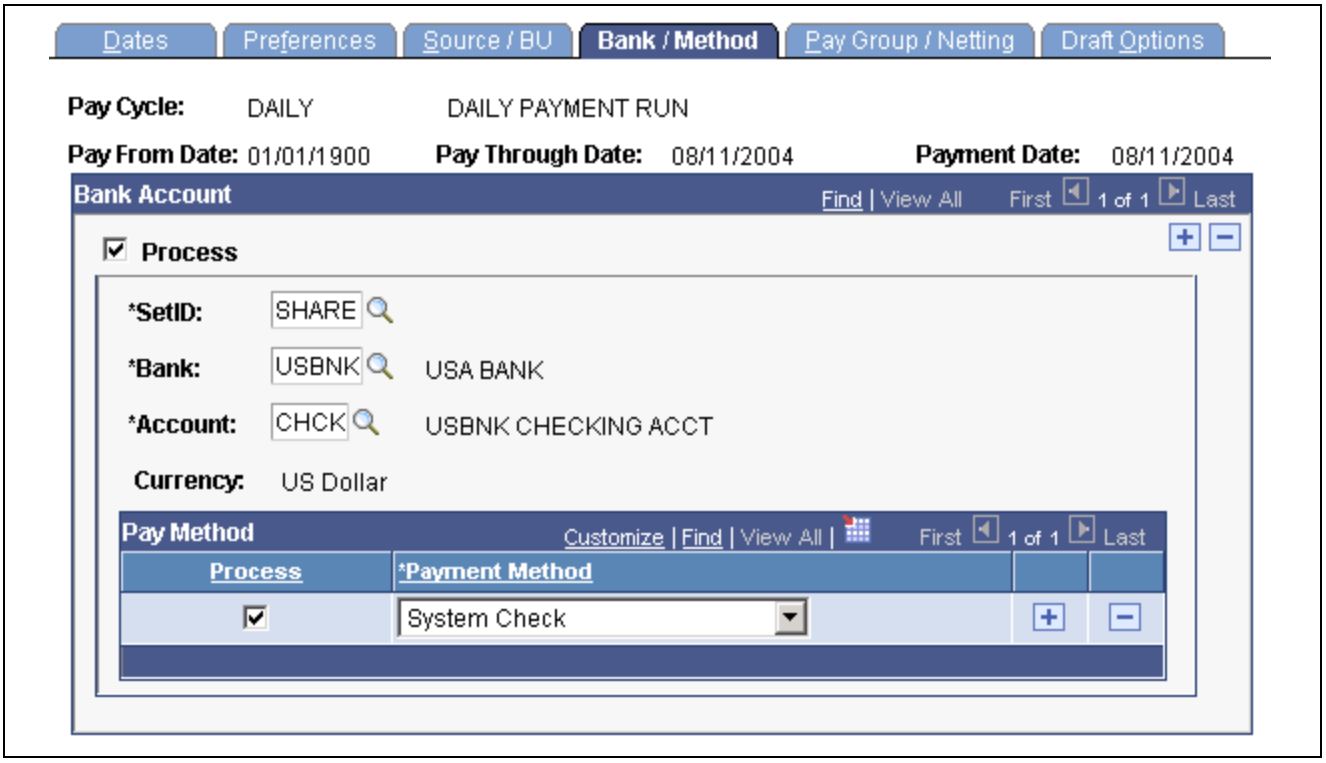
**Note.** You must select at least one business unit for the pay cycle to create any payments.

### See Also

Chapter 7, "Configuring the Payables Payment Interface," page 121

## Specifying Bank and Payment Methods Criteria

Access the Bank / Method page.




Bank / Method page

### Bank Account

Enter banks and bank accounts from which to draw payments in the pay cycle. Every voucher that has a scheduled payment from a bank, bank account, and payment method that matches the ones you specify here becomes eligible for payment in this pay cycle. You can enter multiple banks and accounts.

**Note.** You can specify replacement bank accounts for a pay cycle if a voucher or set of vouchers meet certain criteria, by selecting a bank replacement rule on the Payment Selection Criteria - Preferences page. You set up bank replacement rules on the Bank Replacement Rules page.

**Process** Selects vouchers with scheduled payments drawn on the specified bank account for pay cycle processing.

**Currency** Shows the default currency for the bank account.

### Pay Method

If the payment method for a voucher's 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 methods to be processed during the pay cycle by selecting the Process check box next to the appropriate payment method. These are the available payment method values:

***Automated Clearing House*** 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.

***Draft-Customer EFT*** (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.

***Draft-Customer Initiated*** 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.

***Electronic Funds Transfer*** 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.

***Giro-EFT*** 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.

***Letter of Credit*** 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

Chapter 8, "Establishing Pay Cycles," Defining Bank Replacement Rules, page 136

Chapter 6, "Setting Up Payment Formats and Payment Forms," page 95

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts"

## Specifying Pay Group and Netting Criteria

Access the Pay Group / Netting page.

You must select the Use Vendor Pay Group check box or enter a netting option on the Preferences page in order to enter values on this page.

### Pay Group

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.

---

**Note.** If you disable the Use Vendor Pay Group option on the Preferences page for a pay cycle, any information you enter in this grid will not apply as payment selection criteria for that pay cycle.

---

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**Note.** The Pay Cycle process uses vendor pay groups as selection criteria only for vouchers that were input through Payables. The Pay Cycle process ignores any vendor pay group selection criteria when selecting payments from non- Payables sources that are interfaced through the Payables Payment Interface, such as Expenses.

---

### 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 processes. 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 Payables netting process, which updates the netting status to *C* (closed).

### See Also

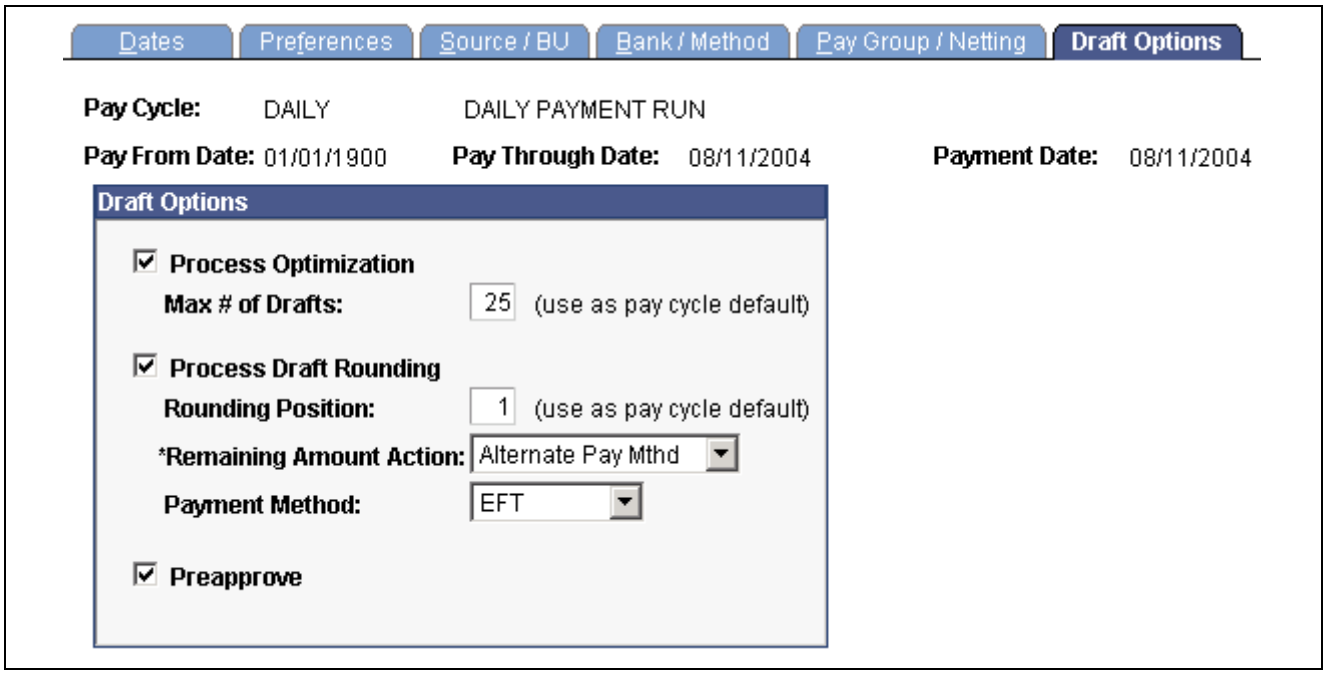
Chapter 8, “Establishing Pay Cycles,” Understanding Pay Cycle Definition, page 145

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Defining Vendor Pay Group Codes

*PeopleSoft Enterprise Cash Management 8.9 PeopleBook*, “Managing Bilateral Netting”

## Setting Pay Cycle Draft Options

Access the Draft Options page.




Draft Options page

Draft optimization, or stamp tax minimization, in Payables is primarily applied to Japanese domestic drafts that are created during the customer-initiated Draft Staging Application Engine 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** Select to enable draft optimization processing for the pay cycle.

**Max # of Drafts** If you have selected Process Optimization, you can either leave this blank to have the system use the default specified at the vendor, or you can specify the maximum number of drafts that are created during the pay cycle by entering a value in this field.

---

**Note.** At the vendor level, you can specify either a maximum number of drafts or you can select the *Pay Cycle Default* value. If you select *Pay Cycle Default* for a vendor, then Pay Cycle processing uses the value of the maximum number of drafts you enter here. If you enter a maximum number of drafts for the vendor and leave the Max # of Drafts field blank on this page, then Pay Cycle processing uses the number for the vendor.

---

**Process Draft Rounding** Select to enable draft rounding for the pay cycle.

**Rounding Position** If you have selected Process Draft Rounding, you can either leave this blank to have the system use the default specified at the vendor, or you can specify the rounding position used during the pay cycle by entering a value in this field.

The 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.

**Note.** At the vendor level, you can specify either a rounding position or you can select the *Pay Cycle Default* value. If you select *Pay Cycle Default* for a vendor, then Pay Cycle processing uses the value of rounding position you enter here. If you enter a rounding position value for the vendor and leave the Rounding Position field blank on this page, then Pay Cycle processing uses the rounding position value for the vendor.

**Remaining Amount Action** Specifies the handling of the remaining draft amount after draft rounding is complete. These are the available values:

*Do not issue Draft:* 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.

*Alternate Pay Mthd* (alternate pay method): You use the Payment Method field to specify by what payment method the remaining draft amount is paid.

**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. Depending on the Payables Definition setup, status of *Approved* may be required before accounting entries can be generated in the Payment Posting process.

### See Also

Chapter 30, "Processing Drafts," page 759

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Additional Payment Processing Options

# Configuring Pay Cycles for Financial Gateway Processing

This section provides an overview of pay cycle for Financial Gateway processing and discusses how to define Financial Gateway mapping details.

## Understanding Pay Cycle and Financial Gateway Integration

During pay cycle processing, Payables communicates with the Financial Gateway to process the specific payments marked for Financial Gateway processing. However, you must first configure the pay cycle functionality to enable this process.

Enabling pay cycles for Financial Gateway functionality involves the following steps:

1. Access the Source Registration page in the Financial Gateway functionality.

2. Enter Payables (*AP*) as source system, and verify that the correct setup displays (such as dispatch status and last payment number). If you want the Financial Gateway functionality to handle expense payments, you must also verify the Expense ( *EX*) source system.
3. Access the External Bank Account page, and define the Settle By and Layout code for a bank account's electronic payment method. .
4. (Optional) Set up the EFT vendor with the correct default EFT layout.
5. Enter a voucher with an EFT scheduled payment, and ensure that the Financial Gateway functionality settles the scheduled payment.
6. (Optional) At Payment Selection Criteria page, specify an user id for payment error notification. (Note: a valid email address is required in User Preference page.)
7. Run the pay cycle process to verify that the configuration works properly.

### See Also

Chapter 21, "Processing Pay Cycles," Pay Cycle Processing using the Financial Gateway, page 550

*PeopleSoft Enterprise Financial Gateway 8.9 PeopleBook*, "Working with Payments in Financial Gateway"

## Pages Used to Configure Pay Cycles for Financial Gateway Processing

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pay Cycle Step Definition | PYCYCL_STEP_DFN | Accounts Payable, Payments, Pay Cycle Definition, Step, Pay Cycle Step Definition | To create a pay cycle:<br>• Define all possible steps for a pay cycle.<br>• Update or add process steps to a pay cycle.<br>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. |
| Mapping Detail | PYCYCL_MAP_DTL | Accounts Payable, Payments, Pay Cycle Definition, Mapping, Mapping Detail | Specify the mapping of the fields in the staging table to the corresponding fields in the Payables PS_PYCYCL_DATA table. |

## Defining Financial Gateway Mapping Details

Access the Mapping Detail page.

We deliver the pay cycle data elements *EFT_LAYOUT_CD* and *STL_THROUGH*. Ensure that the following information displays for these elements on the Accounts Payable Voucher (VCHR) map:

| Pay Cycle Data Element | Mapping Action | Input Map Type | Input Fieldname | Const Type |
|---|---|---|---|---|
| *EFT_LAYOUT_CD* | *Input* | *Field* | *EFT_LAYOUT_CD* | *Character* |
| *STL_THROUGH* | *Input* | *Field* | *STL_THROUGH* | *Character* |

## See Also

Chapter 7, “Configuring the Payables Payment Interface,” Setting Up the Payables Payment Interface, page 122

CHAPTER 9

# Setting Up Draft, Payment, and Voucher Processing

This chapter discusses how to:

- Set up bank transfer charges.
- Set up payment rescheduling.
- Set up vendor liability aging reports.
- Set up draft processing.
- Set up multicurrency tables.
- Set up multiple currencies in Payables control tables.
- Set up the Payables revaluation process.
- Set up the Financial Gateway integration.
- Set up inquiry search criteria.

## Setting Up Bank Transfer Charges

This section provides an overview of bank charge transfer setup and discusses how to:

- Enable bank transfer charge processing at the bank level.
- Define bank charge options at the vendor level.

### Understanding Bank Transfer Charge Setup

To set up bank transfer charge processing:

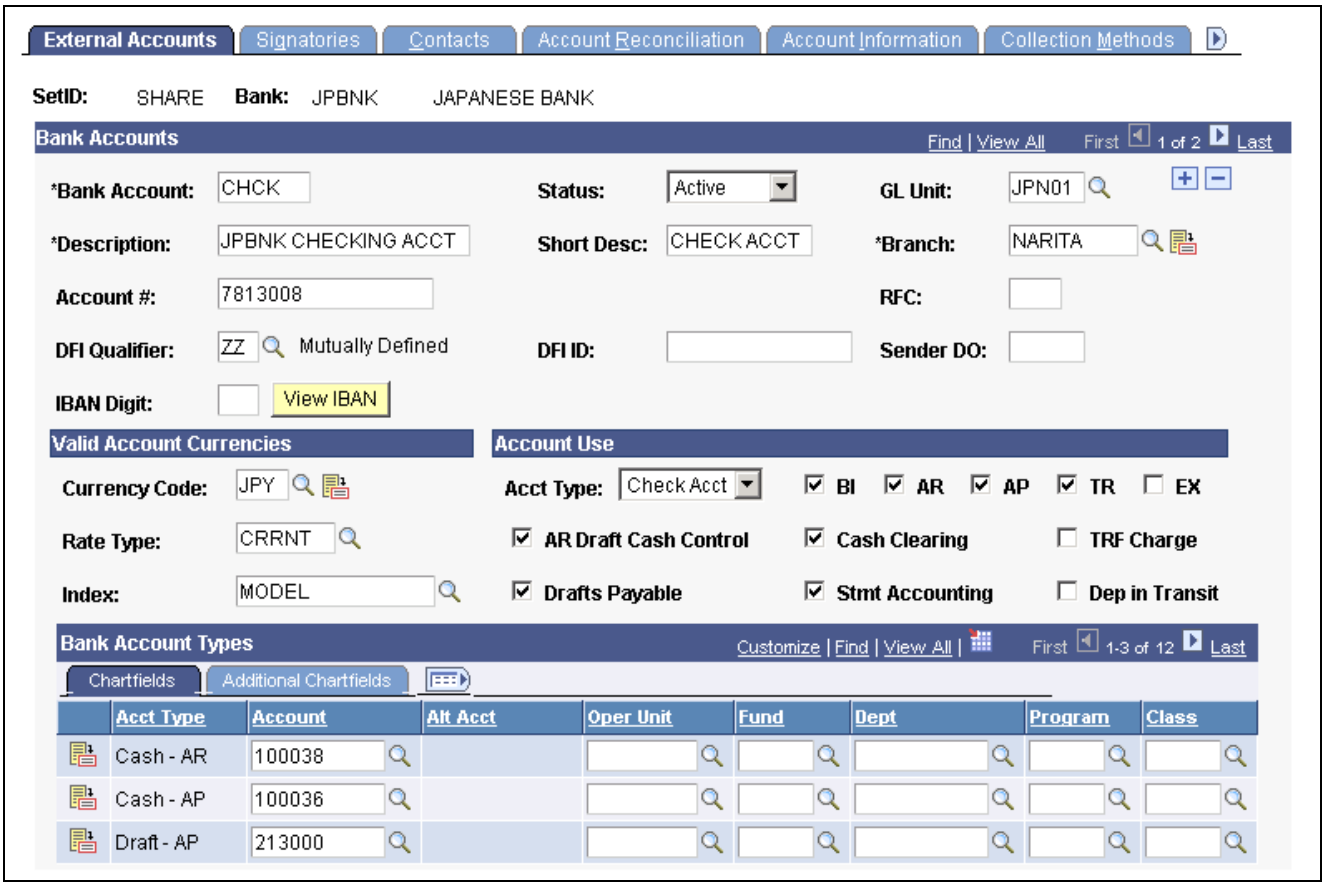
1. Create bank transfer charge codes (which are used to create the Bank Transfer Charge table) on the Bank Transfer Charge Code page.
2. Define charge codes according to the interbank and intrabank remittance on the Bank Transfer Charge page.
3. Define the processing options at the external bank account level.
4. Define the processing options at the vendor location level.

## Pages Used to Perform the Bank Transfer Charge Process

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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.<br><br>See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Additional Banking Information," Defining Bank Transfer Charges. |
| Bank Transfer Charge | BCH_BANK_CHRG | Banking, Banks and Branches, Bank Transfer Charge | Define the bank charge code according to the interbank and intrabank remittance.<br><br>See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Additional Banking Information," Defining Bank Transfer Charges. |
| External Accounts | BANK_PNL2 | Banking, Bank Accounts, External Accounts | Set up external accounts. |
| Vendor Information - Location: Payables / EFT Options | VNDR_PAY_OPT_SEC | Vendors, Vendor Information, Add/Update, Vendor, Location<br><br>Click the Payables link on the Vendor Location page. Expand the EFT Options groupbox. | Define the party to whom the bank transfer charge is charged. |

## Enabling Bank Transfer Charge Processing at the Bank Level

Access the External Accounts page.



External Accounts page

To enable bank transfer charge processing:

1. Select the TRF Charge check box in the Account Use group box.

   The system inserts a new row in the Chartfields tab.

2. *Bnk Charge* (bank charge) appears by default as the account type in the Acct Type (account type) field in the Chartfields tab.

3. Enter the account code 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 Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

## Defining Bank Charge Options at the Vendor Level

Access the Vendor Information - Location: Payables page.

Expand the EFT Options collapsible section.

Use this page to define the party to whom the bank transfer 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* value in the Transfer Cost Code field, the system deducts the amount that you 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 access the Bank Transfer Charge table. However, the system uses the table to output the difference between the assumable charge, which is calculated from the table, and the actual deducted amount of the payment. For reporting purposes, the Bank Transfer Charge table must exist even though the bank charge source is *User.* Otherwise, the assumable charge amount appears as *0.*

**Note.** Within the pay cycle, the system does not select scheduled payment when the amount of the charge exceeds the amount of the remittance.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Vendor Bank Accounts

# Setting Up Payments Rescheduling

To set up your payments rescheduling, use the Reschedule Payments component (SMT_SPLIT_CDTN_COM).

This section discusses how to:

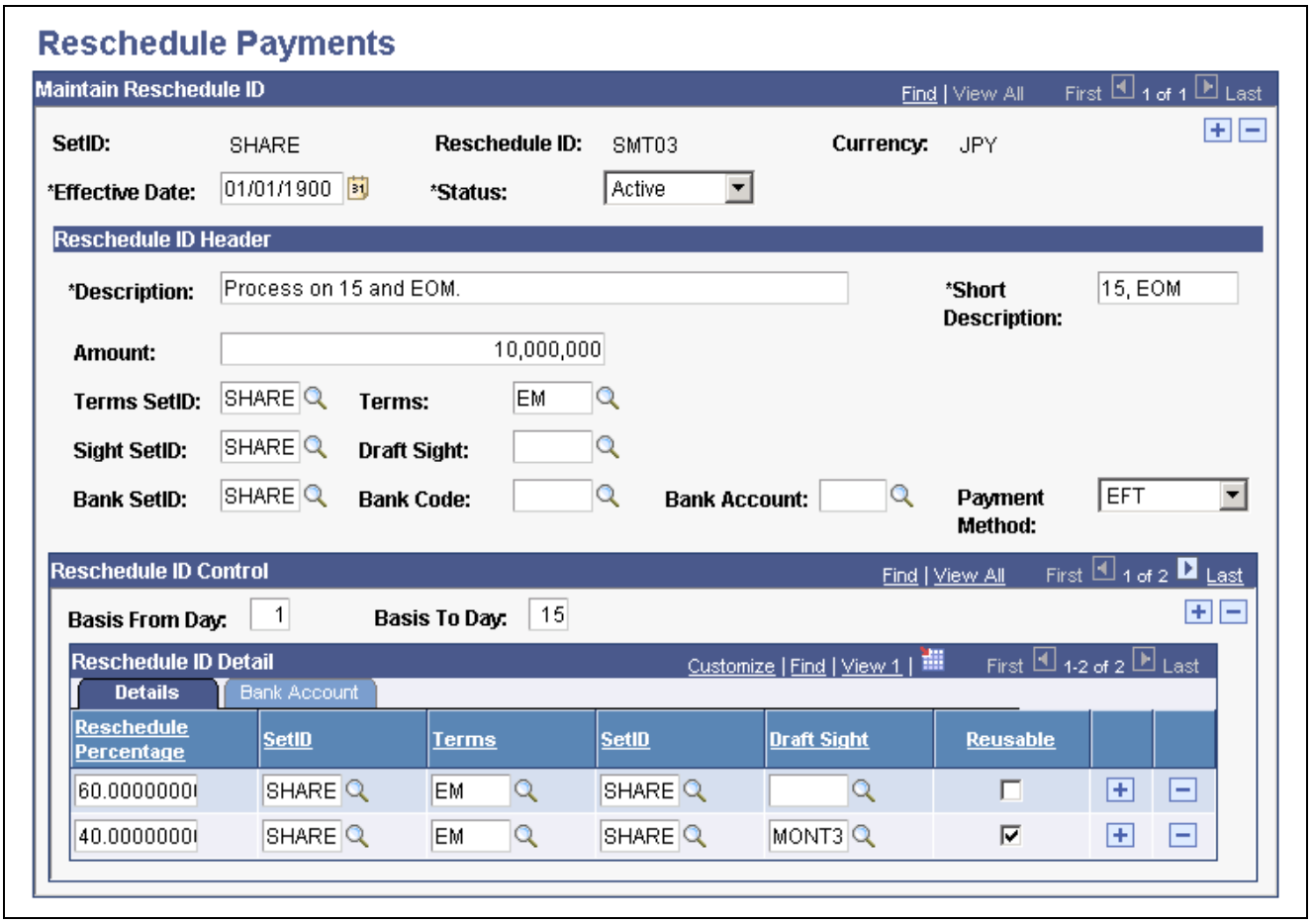
- Set up the reschedule payments conditions.
- Set up reschedule payments options for vendors.

# Pages Used to Process Reschedule Payments

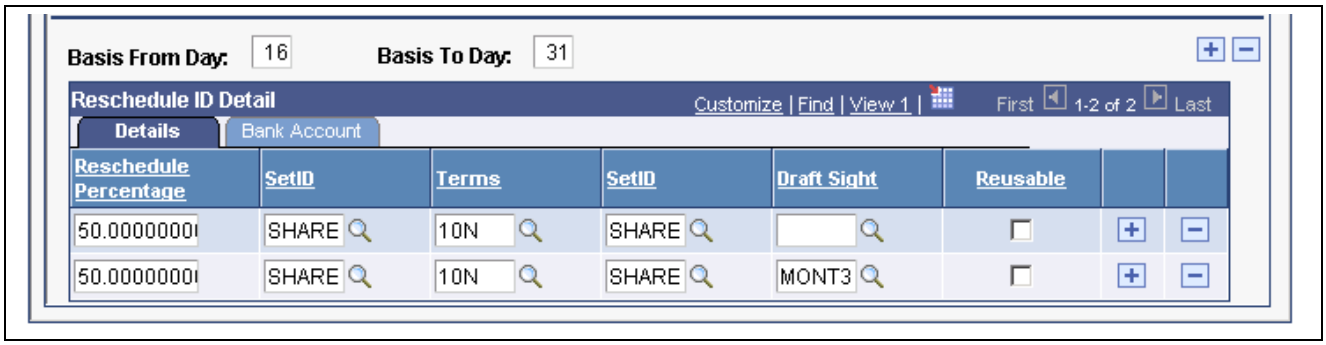
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Reschedule Payments | SMT_SPLIT_CDTN | Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Reschedule Payment Conditions, Reschedule Payments | Add, update, and correct reschedule conditions that define agreements with your vendors. |
| Vendor Information - Location: Payables / Additional Payables Options | VNDR_PAY_OPT_SEC | Vendors, Vendor Information, Add/Update, Vendor, Location<br>Click the Payables link on the Vendor Information - Location page. Expand the Additional Payables Options groupbox. | Access reschedule payment option. |

# Setting Up the Reschedule Payments Conditions

Access the Reschedule Payments page.




Reschedule Payments page (1 of 2)




Reschedule Payments page (2 of 2)

**Amount** Enter the amount. The system applies the condition in the Maintain Reschedule ID group box, if the total amount of vouchers is less than or equal to this amount. Otherwise, the system applies the conditions in the Reschedule ID Control group box.

**Terms SetID** Displays the setID for payment terms.

**Sight SetID** Displays the setID for draft sight code. You can only modify this field when any kind of draft (such as *BEF, BOO,* or *DFT*) is specified as payment method that requires draft sight code.

**Draft Sight** Select the draft sight code when the payment method is *BEF, BOO,*or *DFT.* This field is disabled when the specified payment method is nondraft. It is enabled and also becomes required when any kind of draft *(BEF, BOO,* or *DFT)* is specified as payment method.

**Payment Method** Select the payment method, such as *ACH, EFT,* or *Manual.*

Using the example in the screen shot, the following conditions apply:

- When the total amount of vouchers in a certain period of time is less than or equal to 10,000,000 JPY, 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 10,000,000 JPY and the basis date is between the 1st and the 15th, pay for 60 percent of the total in EFT at the end of the month and pay for 40 percent of the total in customer initiated draft with draft sight three months at the end of the month.

  Notice that in this screen shot, the Reusable check box is selected for the 40 percent line. That means that the system evaluates scheduled payments every time that you run the Reschedule Payments process.
- When the total amount of vouchers in a certain period of time is over 10,000,000 JPY and the basis date is between the 16th and the 31st, pay for 50 percent of the total with a check on the 10th of the next month and pay for 50 percent of the total in customer initiated draft with draft sight 3 months on the 10th of the next month.

## Reschedule ID Control

Select the Details tab.

**Basis From Day** and **Basis To Day** Enter the range of dates for conditions. When the Reschedule Payments process (AP_SMT_SPLIT) refers to conditions in the Reschedule ID Control group box, it refers to a reschedule condition that the base date on the Reschedule Payments Request page is between the Basis From Day and Basis To Day that you enter here. For example, suppose three conditions are specified in the Reschedule ID Control group box with the following Basis

From Day and Basis To Day values: 1st to 10th, 11th to 20th, and 21st to 31st. If the base date on the Reschedule Payments Request page is 1/5/2005, the system refers a condition with Basis From Day and Basis To Day of 1st to 10th.

**Reschedule Percentage** To reschedule payments into parts, enter the percentage of the total amount of vouchers.

**SetID** Select the setID of the payment terms for the reschedule ID control.

**Terms** Select the payment terms for the reschedule ID control.

**SetID** Displays the setID of the draft sight for the reschedule ID control. You can only modify this field when the payment method is *BEF, BOO,* or *DFT.*

**Draft Sight** Select the draft sight when the payment method is *BEF, BOO,* or *DFT.*

**Reusable** Select this check box if you run the Reschedule Payments process several times in a certain period and want to process the vouchers each time that you run the process. Once the process generates vouchers, the system does not typically process the vouchers again. This option enables you to process the vouchers at another time.

Select the Bank Account tab.

**Bank SetID, Bank Code,** and **Bank Account** Enter information in these fields to replace the payment bank and account information on the selected scheduled payment information. When you run the Reschedule Payment process, the system replaces the bank account information on scheduled payments with the bank account information that you specify here.

**Note.** You can specify only one reschedule payment code per vendor.

**Payment Method** Select the payment method for the reschedule ID control.

# Setting Up Reschedule Options for Vendors

Access the Vendor Information - Location: Payables page.

Expand the Additional Payables Options collapsible section.

## Additional Payment Information

**Reschedule ID** Enter the reschedule ID to apply to this vendor location. Entering an ID here enables the Reschedule Payments process to process the vendor location. The Reschedule Payments process processes vouchers of only those vendor locations with an ID in this field.

**Note.** If you select the Withholding check box on the Identifying Information page, the Reschedule Payments process does not process vouchers for the vendor even if you enable reschedule options.

## See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information"

# Setting Up Aging Categories for Vendor Liability Aging Reports

To set up your aging categories for vendor liability aging reports, use the AP Aging Cycle component (AP_AGING_CYCLE).

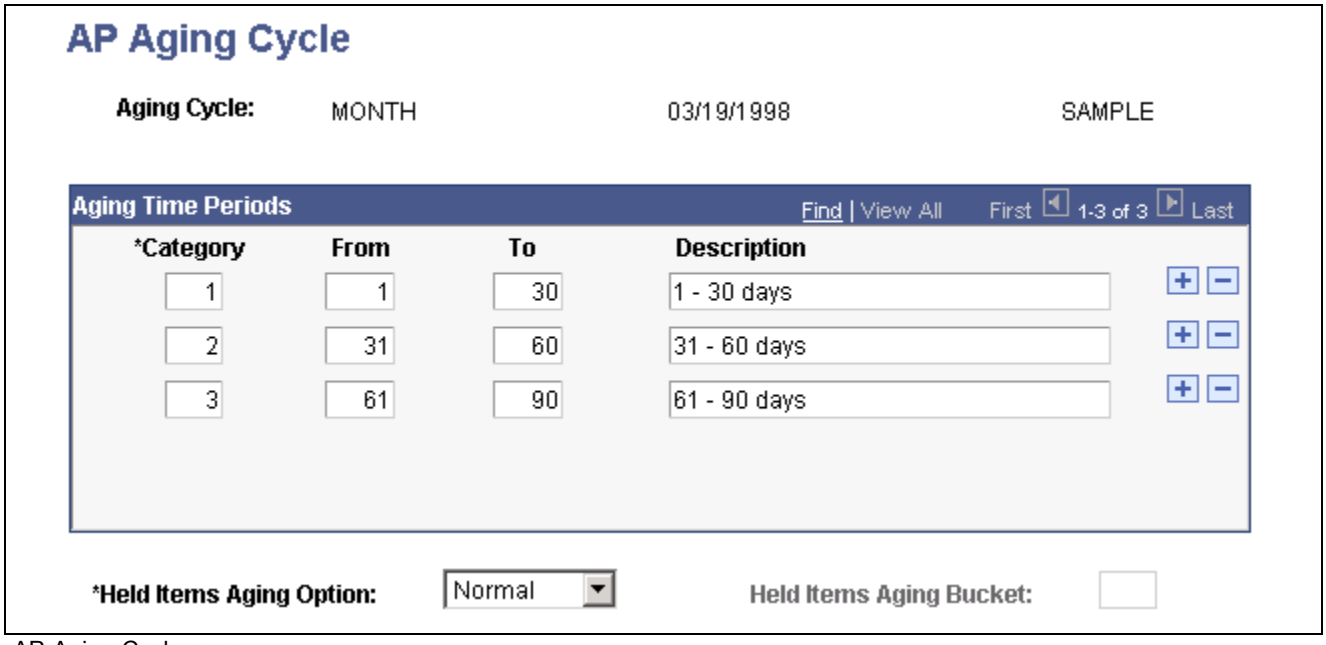
This section discusses how to set up aging categories for vendor liability aging reports.

## Pages Used to Set Up Aging Categories for Vendor Liability Aging Reports

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| AP Aging Cycle (accounts payable aging cycle) | AP_AGING_CYCLE | Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Define Aging Categories, AP Aging Cycle | Define aging cycles with aging time periods that specify a numerical range representing days, weeks, and so forth. Aging cycles are used in Vendor Liability Aging (APY1408) reports. |

## Setting Up Aging Categories for Vendor Liability Aging Reports

Access the AP Aging Cycle page.




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. An aged liability report includes a column for invoices that are not yet due followed by four columns, which are classified by aging category for overdue amounts. Each of the four overdue columns corresponds to an aging category.

For example, define the following three aging categories:

- Category *1 = 1 to 30 days.*
- Category *2 = 31 to 60 days.*
- Category *3 = 61 to 90 days.*

When the aged liability report is generated, it includes the following five columns:

- Invoices not yet due.
- Invoices overdue from 1 to 30 days.
- Invoices overdue from 31 to 60 days.
- Invoices overdue from 61 to 90 days.
- Invoices overdue more than 90 days.

**From** Enter the beginning value for the category aging period. All invoices that are overdue as of the date that is specified in this field are printed in the corresponding aging category column of the aged liability report.

**To** Enter an ending value for the category aging period. All invoices that are overdue up to the date specified in this field are printed in the corresponding aging category column of the aged liability report.

**Held Items Aging Option** Select to determine how invoices that are on hold for payment appear on the aged liability report. Options are:

*Categorize:* Select to specify where held invoices are printed in the aged liability report. For example, you might print all held invoices in the fourth aging category column. If this option is selected, the Held Items Aging Bucket field becomes active. Enter the aging category that you want to contain held invoice amounts.

*Exclude:* Select to exclude held invoices on the aged liabilities report.

*Normal:* Select to have all invoices on hold classified by 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 aged liability report.

**Held Items Aging Bucket** Enter the aging category number into which you want held items to appear on the aged liabilities report. This field is available only if you select *Categorize* in the Held Items Aging Option field.

# Setting Up Draft Processing

To set up your draft processing, use the following components:

- Draft Sight Codes (APD_SIGHT_CODE_COM)
- Stamp Tax (APD_STAMP_TAX_COM)

This section lists common elements and discusses how to:

- Create draft sight codes.

- Create stamp tax definition.
- Specify stamp tax modification rules.

## Common Elements Used in This Section

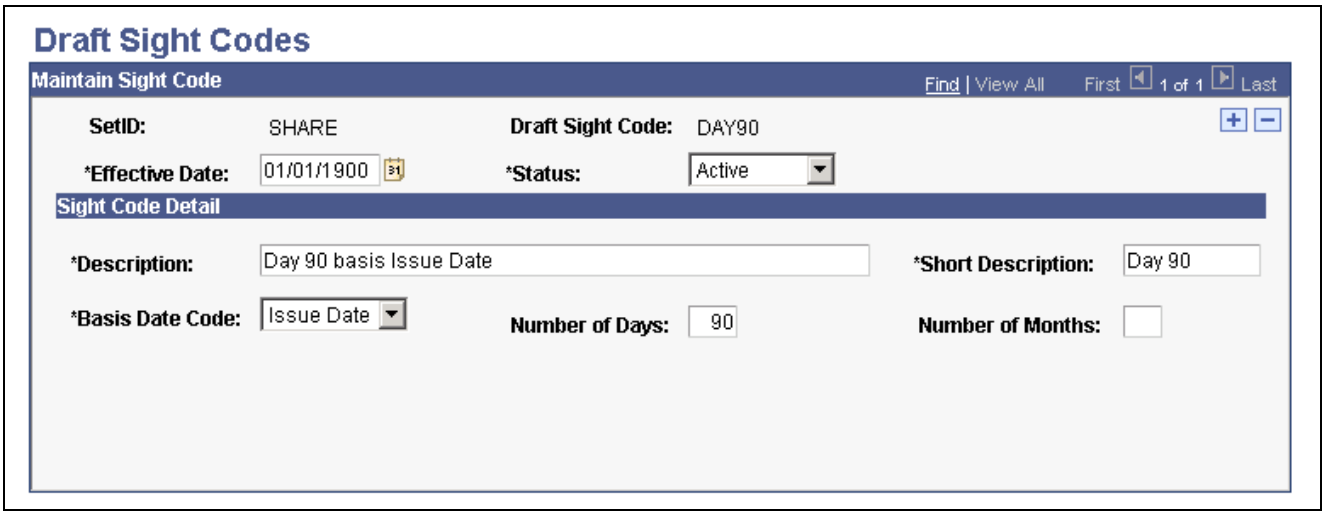
**Currency** Displays the payment currency.

## Pages Used to Set Up Draft Processing

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Draft Sight Codes | APD_SIGHT_CODE_PNL | Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Sight Codes, Draft 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 | 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. |
| 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 Draft Sight Codes page.




Draft Sight Codes page

**SetID** Displays the bank setID for the vendor's bank account.

**Draft Sight Code** Displays a user-defined value that represents the draft payment terms to which you and your vendor agree.

**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.

### Sight Code Detail

**Basis Date Code** Specifies the scheduled due date for the draft. It is used to calculate the draft maturity date:

*Invoice DT* (basis date): Uses the invoice date on the voucher as the basis date.

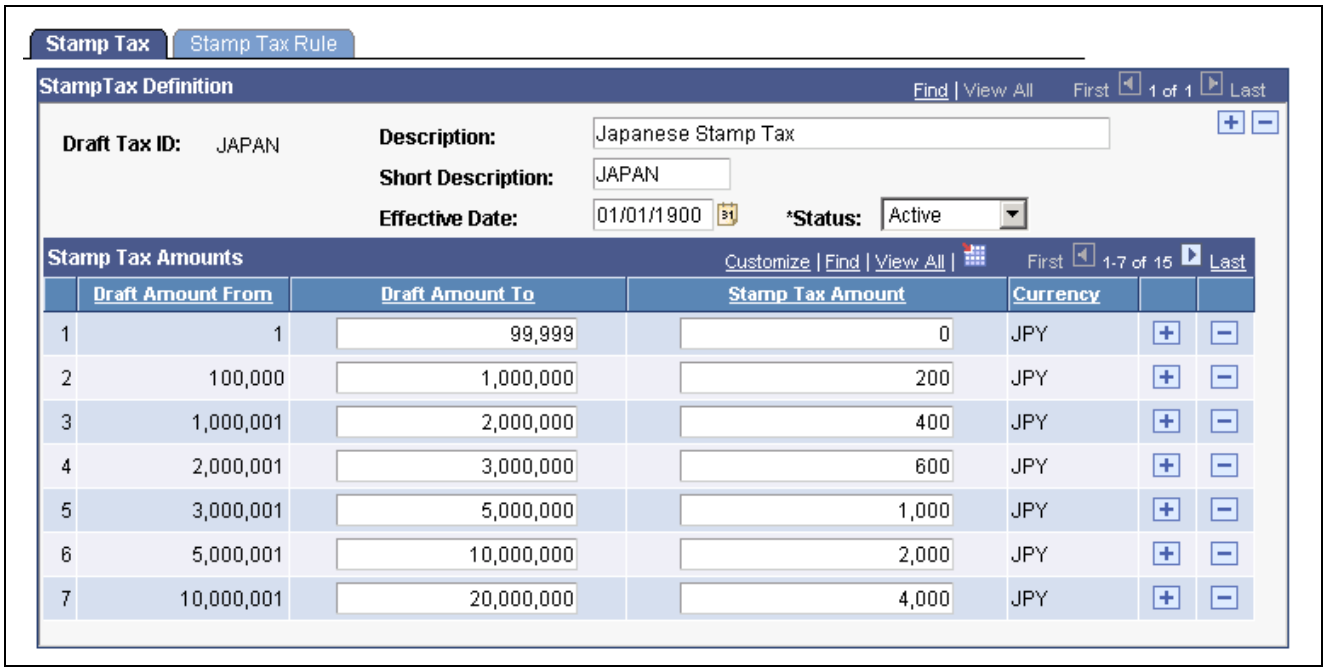
*Issue Date:* Uses the scheduled due date as a basis date.

**Number of Days** Enter the number of days from the basis date on which the draft matures.

**Number of Months** Enter the number of months from the basis date on which the draft matures.

## Creating Stamp Tax Definition

Access the Stamp Tax page.



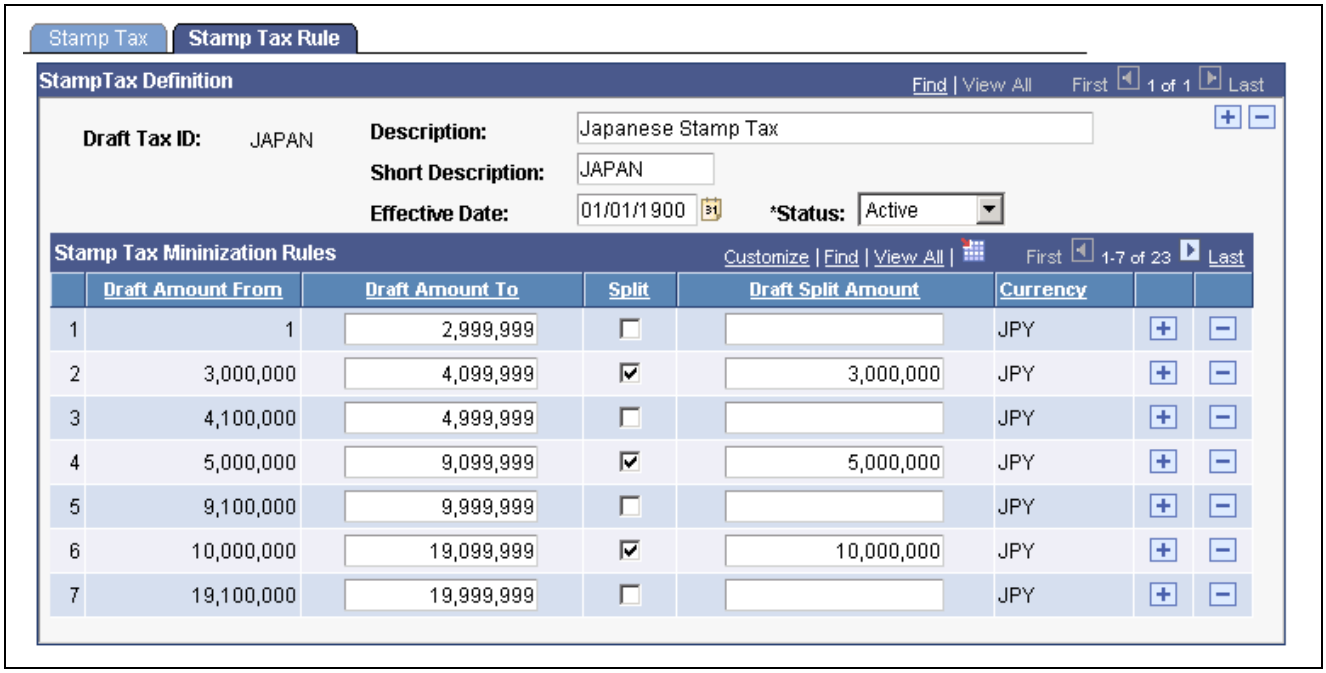

Stamp Tax page

**Draft Amount From** When you define the stamp tax amounts, the system calculates the value in this field based on the value that you enter in the Draft Amount To field, plus one.

**Stamp Tax Amount** Enter the amount of the stamp tax that the system applies to drafts in the desired draft amount from and draft amount to range.

# Specifying Stamp Tax Minimization Rules

Access the Stamp Tax Rule page.




Stamp Tax Rule page

### Stamp Tax Minimization Rules

During the Draft Staging process, the values in the Stamp Tax table determine where the draft payment is split.

**Split** Selecting this check box activates the Draft Split Amount field, where you enter the maximum value that the draft in the selected draft amount range should reach before it is split.

## Setting Up Multicurrency Tables

The pages that define the currency codes, rate types, and exchange rates that are used for currency conversion are common to all financial, manufacturing, and distribution applications. Set up the currency tables once for use by all applications.

To set up your multicurrency tables, use the following components:

- Currency Code (CURRENCY_CD_TABLE).
- Accounting Entry Template (ACCOUNTINGENTRY).
- Accounting Entry Definition (JRNLGEN_DEFN).

This section discusses how to:

- Define currency codes.
- Assign gain or loss ChartFields.
- Specify a journal template.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 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, and confirm that the currencies that you use in your business are already defined.<br><br>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. PeopleSoft populates this table with many of the common currencies in use, using the International Standards Organization (ISO) code as the identifier. The system also uses currency codes to determine precision for rounding.<br><br>**Note.** If you change the number of decimal places for a currency code definition—for example, three decimal places instead of two decimal places—you must also restart the Application Server to see this change on the voucher component.<br><br>See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Processing Multiple Currencies," Maintaining Currency Tables. |
| Accounting Entry Template | ACCTG_TEMPLATE_AP | Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Templates, Accounting Entry Template | 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. |

## Assigning Gain or Loss ChartFields

Access the Accounting Entry Template page.

Assign ChartFields for realized gain, realized loss, unrealized gain, and unrealized loss to each Payables business unit.

Unique account numbers enable the PS/AP Revaluation process to post gains and losses to separate accounts.

**Note.** Because you associate each vendor with a different accounting template, each vendor can have a different set of accounts for posting gains and losses.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

## Specifying a Journal Template

Access the Accounting Entry Definition page.

Specify the journal template to use when transferring revaluation information to general ledger for each Payables business unit.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Journal Generator," Defining Accounting Entries

# Setting Up Multiple Currencies in Payables Control Tables

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 Payables define currency codes, rate types, and exchange rates for multicurrency processing.

To set up your multiple currencies in Payables control tables, use these components:

- General Ledger Definition (BUS_UNIT_TBL_GL).
- Payables Options (BU_CTLB).
- Voucher Origin (ORIGIN1).
- External Accounts (BANK_EXTERNAL).

This section discusses how to:

- Define currency options for General Ledger business units.
- Define currency options for Payables business units.
- Define currency options for voucher origins.
- Define currency options for control groups.
- Define currency options for vendors.
- Define currency options for banks.

# Pages Used to Set Up Multiple Currencies in Payables Control Tables

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| General Ledger Definition - Definition | BUS_UNIT_TBL_GL1 | Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Definition | Define currency options for the General Ledger business unit. |
| Payables Options - Vouchering Options 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. |
| 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. |
| Group Information - Vouchering Options | GRP_AP_VCHR_OPT1 | Accounts Payable, Control Groups, Group Information, Vouchering Options | Define currency options for the control group. |
| Vendor Information - Procurement Options | VNDR_PROC_OPT_SEC | Vendors, Vendor Information, Add/Update, Vendor, Vendor Information, Location<br>Click the Procurement link on the Vendor Information - Location page.<br>Expand the Additional Procurement Options group box. | Define currency options for the vendor. Override the voucher transaction currency and rate type in the control hierarchy that is applied during voucher entry. |
| External Accounts | BANK_PNL2 | Banking, Bank Accounts, External Accounts | Define currency options for the bank. |

# Defining Currency Options for General Ledger Business Units

Access the General Ledger Definition - Definition page.

Assign a base currency to the General Ledger business units with which your Payables business units 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.

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

Chapter 10, “Setting Up Payables Accounting,” Understanding the Accounting Environment Setup, page 193

*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, “Defining Your Operational Structure,” Defining General Ledger Business Units

## Defining Currency Options for Payables Business Units

Access the Payables Options - Vouchering Options 1 page.

Designate a default transaction currency and rate type for vouchers. The currency that you select here can be different from the General Ledger business unit base currency, if necessary.

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**Note.** Currency option rules follow the Payables control hierarchy. Default values that you enter at the business unit level automatically change to the transaction level, unless you override the defaults with values stored at an intermediate level, such as voucher origin, control group, or vendor.

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### See Also

Chapter 4, “Setting Up Payables Business Units,” Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor, page 62

## Defining Currency Options for Voucher Origins

Access the Voucher Origin - Vouchering Options 1 page.

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

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” Specifying Voucher Approval, Matching, Currency, and Document Sequencing Settings, page 78

## Defining Currency Options for the Control Groups

Access the Group Information - Vouchering Options page.

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.

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**Note.** The control group total adds amounts only and does not convert currencies.

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The Control Group Register report displays currency information for individual vouchers in the control group.

### See Also

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Establishing Vouchering Options, page 86

## Defining Currency Options for the Vendors

Access the Procurement Options page.

Expand the Additional Procurement Options group box to override the default currency and rate type.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Specifying High-Level Procurement Processing Options

## 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 that is set up for that bank account. During payment selection, the system alerts you if you have 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 Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

# Setting Up the PS/AP Revaluation Process

To set up your PS/AP Revaluation process, use the following components:

- Accounting Entry Template (ACCOUNTINGENTRY).
- Journal Generator Template (JRNLGEN_APPL_ID).
- Procurement Control (BUS_UNIT_INTFC2).
- Payables Definition (BUS_UNIT_TBL_AP).

This section discusses how to:

- Specify unrealized gain and loss account numbers.
- Select a reversal code.
- Specify Payables journal templates.
- Select a revaluation posting option.

## Understanding the PS/AP Revaluation Process

The PS/AP 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 base currency of the general ledger business unit. 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.

## Prerequisite

Specify account numbers on the accounting entry template for unrealized gain and loss.

### See Also

Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," Assigning Gain or Loss ChartFields, page 180

## Pages Used to Setup the PS/AP Revaluation Process

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Journal Generator Template - Defaults | JRNL_GEN_DEFAULTS | General Ledger, Journals, Subsystem Journals, Journal Generator Template, Defaults | Select a reversal code. |
| Procurement Control - GL Templates | BUS_UNIT_INTFC6 | Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, GL Templates | Attach Payables journal generator templates to General Ledger business units. |
| Payables Definition - Definition | BUS_UNIT_TBL_AP1 | Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Definition | Select a revaluation posting option. |

## Selecting a Reversal Code

Access the Journal Generator Template - Defaults page.

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 one of these General Ledger reversal codes: *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 Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Journal Generator," Defining Journal Generator Template Defaults

## Specify Payables Journal Templates

Access the Procurement Control - GL Templates page.

Specify the Payables journal generator templates for the General Ledger business units. Journal generator templates include accruals, payments, cancels, closes, revaluations, and cash clearings.

### See Also

Chapter 4, "Setting Up Payables Business Units," Defining General Ledger Templates, page 40

## Selecting a Revaluation Posting Option

Access the Payables Definition - Definition page.

Select a revaluation posting option to determine how the transactions that you are revaluing are grouped.

**Unit** (business unit) The PS/AP Revaluation process creates one accounting entry for each business unit/transaction currency combination.

**Vendor** The PS/AP Revaluation process creates one accounting entry for each vendor/business unit/transaction currency combination. Grouping does not cross business units. For a vendor that has both gains and losses, only the net gain or loss is posted to Payables and then to General Ledger.

**Voucher** The PS/AP Revaluation process creates one accounting entry for each voucher.

### Example: Defining Revaluation Posting Options

This table lists sample data for our example:

| Business Unit | Vendor | Voucher | Loss/Gain | Transaction Currency |
|---|---|---|---|---|
| GBR01 | VND1 | VCHR1 | 100 | GBP |
| GBR01 | VND2 | VCHR2 | (50) | GBP |
| GBR01 | VND2 | VCHR3 | 25 | GBP |

Depending on the revaluation option that 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.

| Business Unit | Vendor | Voucher | Loss/Gain | Transaction Currency |
|---|---|---|---|---|
| GBR01 | | | 75 | GBP |

2. For the vendor.

   There is one balanced entry per vendor, business unit, currency combination. The summation does not cross business units.

| Business Unit | Vendor | Voucher | Loss/Gain | Transaction Currency |
|---|---|---|---|---|
| GBR01 | VND1 | | 100 | GBP |
| GBR01 | VND2 | | (25) | GBP |

3. For the voucher.

   Each voucher creates a set of accounting entries; there is no summation.

| Business Unit | Vendor | Voucher | Loss/Gain | Transaction Currency |
|---|---|---|---|---|
| GBR01 | VND1 | VCHR1 | 100 | GBP |
| GBR01 | VND2 | VCHR2 | (50) | GBP |
| GBR01 | VND2 | VCHR3 | 25 | GBP |

### See Also

Chapter 4, “Setting Up Payables Business Units,” Linking Payables Business Units with General Ledger Business Units, page 46

# Setting Up the Financial Gateway Integration

This section provides an overview of the Financial Gateway integration setup and discusses how to:

- Register Payables with Financial Gateway.
- Establish payment errors email notification.

## Understanding Financial Gateway Integration Setup

Payables integrates with the Financial Gateway functionality as an alternate electronic payment processing method. Financial Gateway acts as a broker between Payables and a financial institution, formatting payments and managing payment messages between the systems.

For Payables, integration with the Financial Gateway functionality involves the following steps:

1. Registering Payables as a source subsystem with Financial Gateway.
2. (Optional) Defining payment errors email notification defaults.

Source registration is a required implementation step. Once registered as a source subsystem, Payables uses the existing Financial Gateway infrastructure during pay cycle processing to settle Financial Gateway-specific payments.

Registering Payables also enables eSettlements to integrate with Financial Gateway. eSettlements leverages both the Financial Gateway and Payables infrastructures to manage Financial Gateway-specific payments. As eSettlements uses the existing architecture, it does not need to be registered as an independent source.

We deliver default source registration data, applicable to most organization's needs.

**Important!** You should carefully analyze the delivered data with your organization's business needs before changing any values. Editing certain registration values might adversely affect payments' settlement through the applications. Also, system administrators should configure the appropriate security for this page, limiting user access to avoid accidental edits.

After registering as a source, you can optionally set up payment errors email notifications. This alerts designated users when payments cannot be settled through Financial Gateway.

### See Also

Chapter 21, "Processing Pay Cycles," Pay Cycle Processing using the Financial Gateway, page 550

## Prerequisite

To process payments through the Financial Gateway, you must correctly configure and activate payments' bank accounts using the External Accounts - Payment Methods page. On the page, you must specify at least one layout that is settled by Financial Gateway.

### See Also

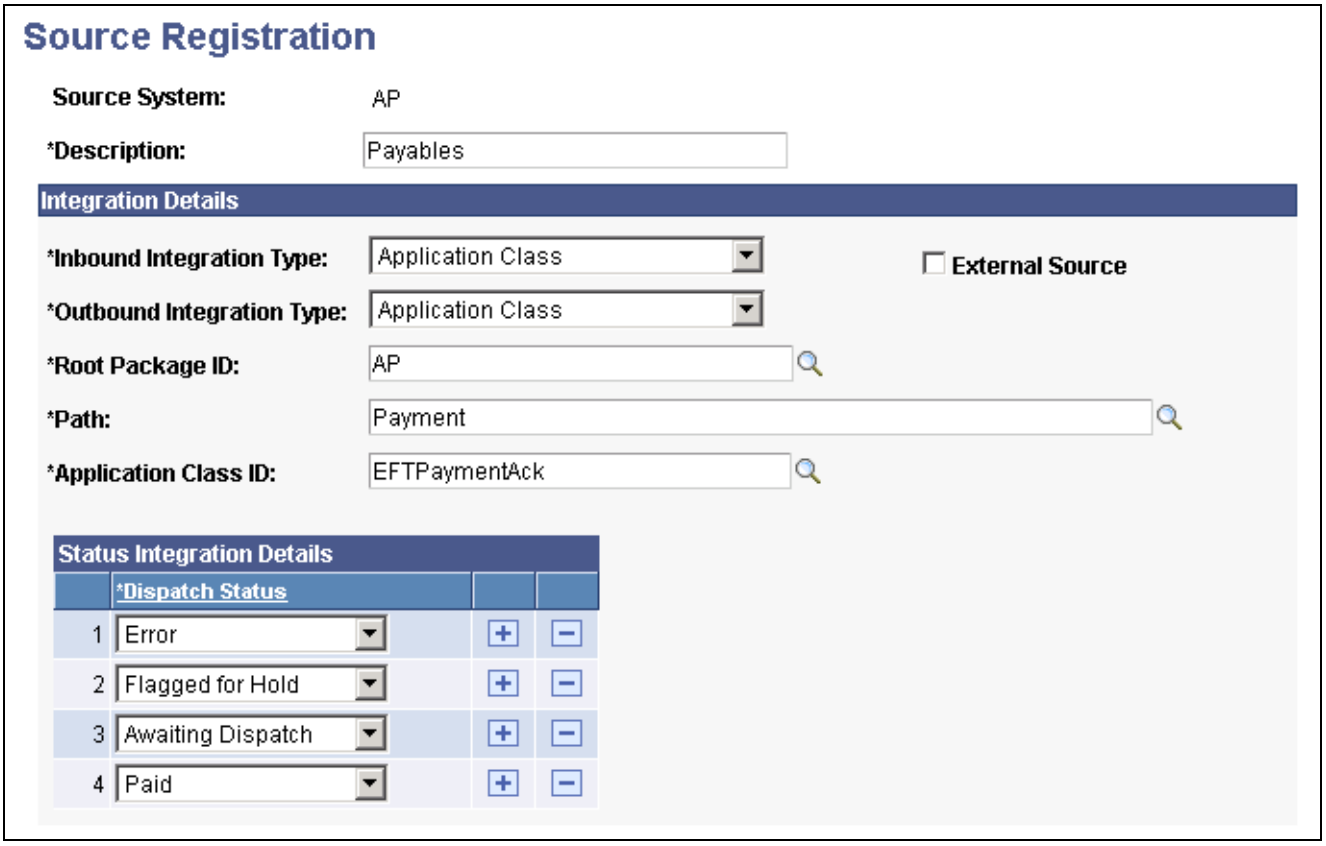
*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

## Pages Used to Set Up the Financial Gateway Integration

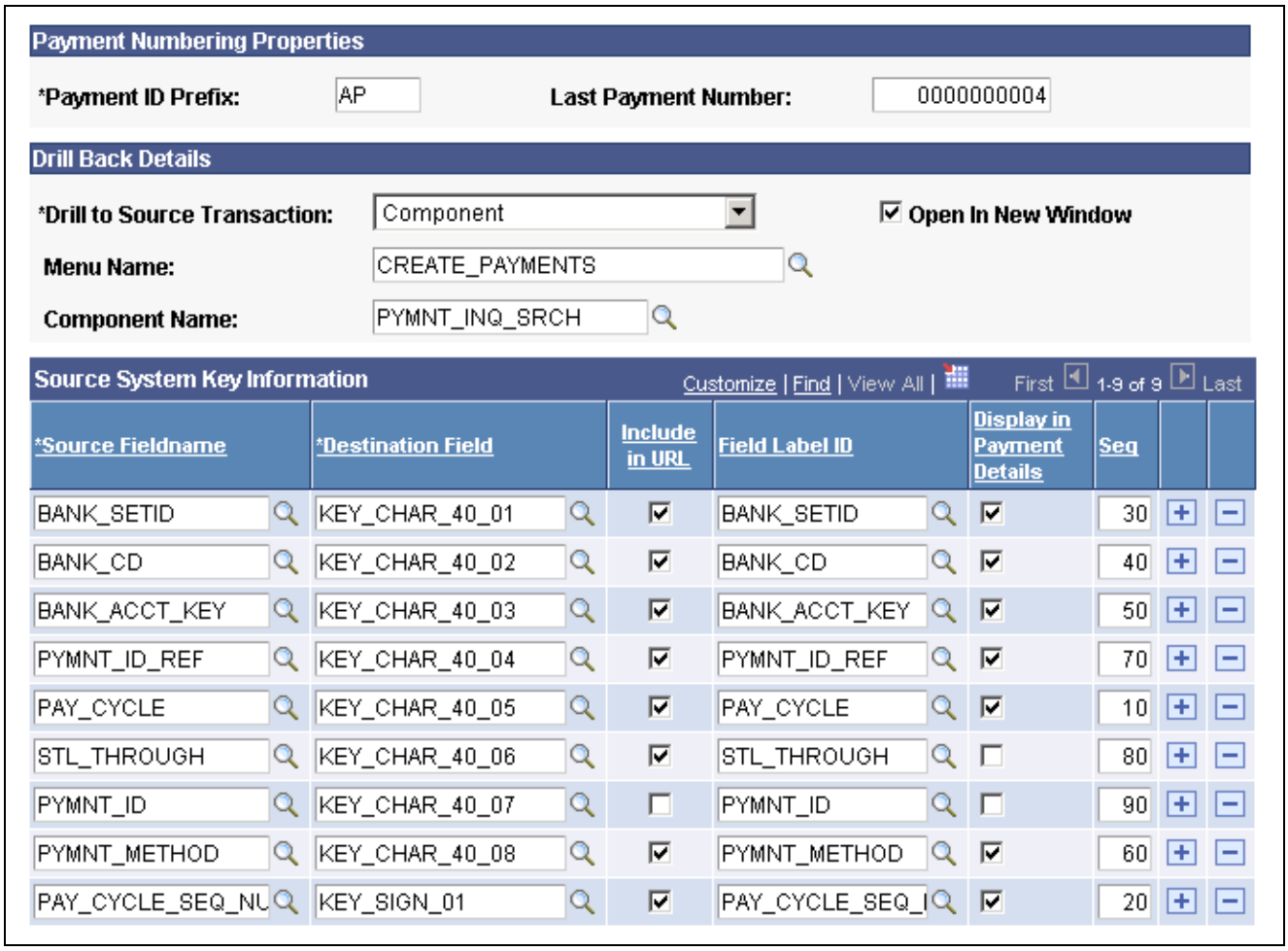
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Source Registration | PMT_REGISTRATION | Financial Gateway, Administration, Source Registration | Register a subsystem to integrate with Financial Gateway, and define high-level registration details. |
| Paycycle | OPR_DEF_TBL_PYCYCL | Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Paycycle | Define default output destinations for the Pay Cycle Manager and the Express Check Manager components. These default values are not required to perform any pay cycle process. |
| Payment Selection Criteria - Preferences | PYCYCL_DEFN_OPT | Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Preferences | Set pay cycle general options. |

# Registering Payables with Financial Gateway

Access the Source Registration page.




Source Registration page (1 of 2)




Source Registration page (2 of 2)

We deliver Payables with defined integration values, as shown in the page screenshots. Your organization's integration values may be different, based on your business needs.

You should avoid editing any of the delivered values, except for these:

- Dispatch Status: Add any required payment dispatch statuses.
- Display in Payment Details: Select or clear check boxes to determine field display on the Review Payment Details page.
- Seq (sequence): If you select a field for display, entering a sequence value determines the display order. You can edit this value.

### See Also

*PeopleSoft Enterprise Financial Gateway 8.9 PeopleBook*, "Defining Financial Gateway Integration Options"

## Establishing Payment Errors Email Notification

Access the PayCycle page, and the Payment Selection Criteria - Preference page.

To establish payment error notification emails for user IDs:

1. Define an email address on the User Preferences - PayCycle page.

2. Define a payment error notification user ID on the Payment Selection Criteria - Preference tab.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Pay Cycle User Preferences.

See Chapter 8, "Establishing Pay Cycles," Setting Pay Cycle Preferences, page 153.

# Setting Up Inquiry Search Criteria

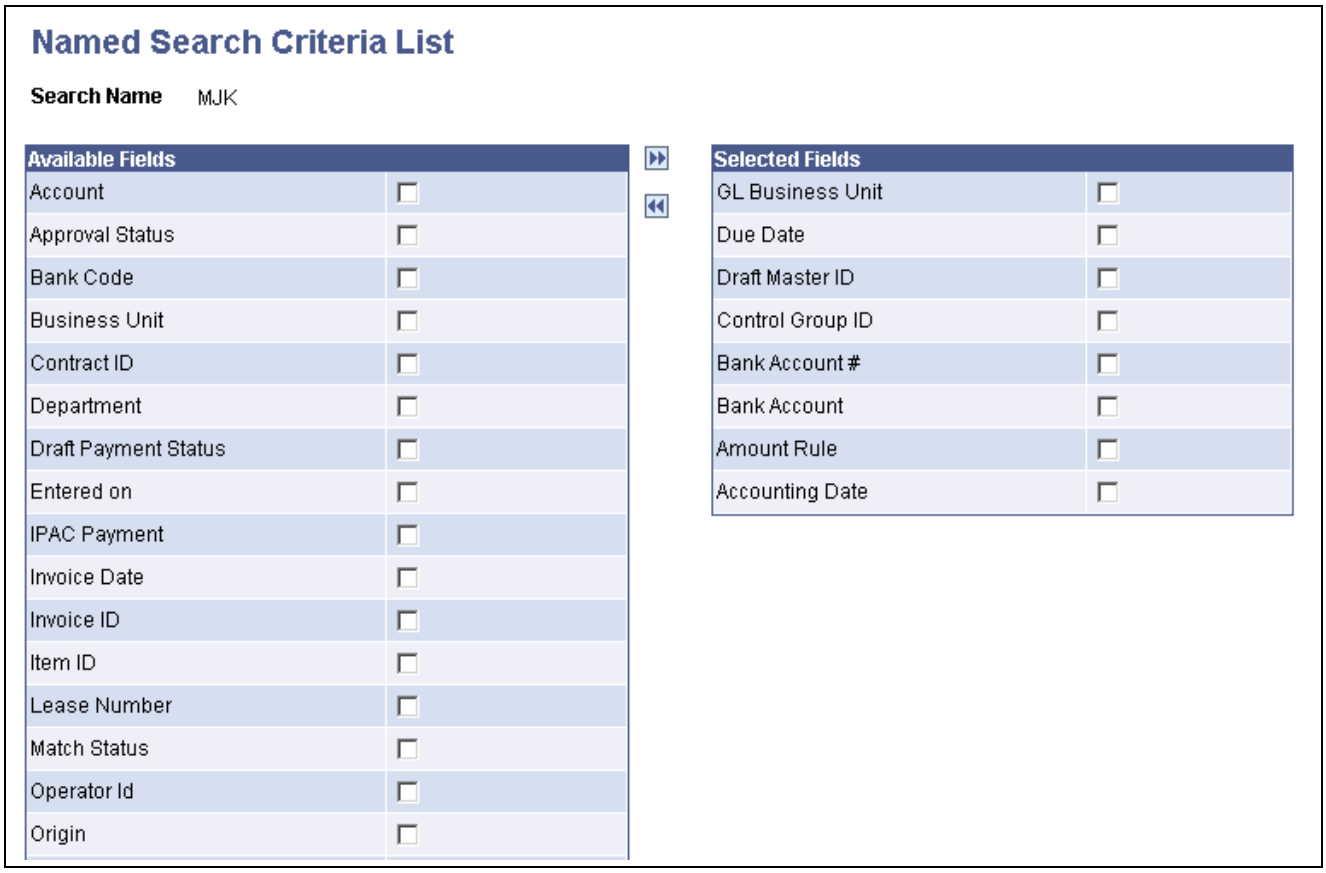
This section discusses how to define search criteria for Payables inquiry pages.

## Pages Used to Set Up Inquiry Search Criteria

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Named Search Criteria List | AP_SRCH_CRIT_DEFN | Accounts Payable, Review Accounts Payable Info, Payables Search Criteria, AP Search Criteria | Create a search criteria definition for a user profile (used by one user or multiple users), and define the search criteria fields that display on specific Payables inquiry components. When users access the system using the user profile, the system displays the defined search criteria for the Draft Inquiry, Payment Inquiry, Vendor Aging Inquiry, Vendor Balance Inquiry, Vendor Scheduled Payments Inquiry, and Voucher Inquiry search pages. |

## Defining Inquiry Search Criteria

Access the Named Search Criteria List page.




Named Search Criteria List page

**Refresh** Select an available field's checkbox and click this button to move the field to the Selected Fields region. This adds the field to the defined user's search criteria for Payables inquiry pages.

**Move Selected Lines Down** Select fields and click this button to remove fields from the Selected fields region; this removes them from the inquiry search criteria.

# CHAPTER 10

# Setting Up Payables Accounting

This chapter provides an overview of the Payables accounting environment and discusses how to set up ChartField inheritance options:

## Understanding the Accounting Environment Setup

This section discusses:

- Interunit accounting setup in Payables.
- Posting method definition.
- ChartFields definitions in the accounting entry template.
- ChartFields definitions for General Ledger business units.

### Interunit Accounting Setup in Payables

Interunit transactions enable you to balance by the General Ledger business unit. The system generates interunit due-to and due-from entries 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. You can achieve Intraunit balancing through inheritance or due-to and due-from balancing.

Payables uses the Centralized Inter/IntraUnit Application Engine process (IU_PROCESSOR) to process intraunit and interunit accounting. This central processor generates interunit and intraunit accounting entries for all PeopleSoft financial products. In Payables, both the Voucher Posting and Payment Posting processes call the central processor to process the interunit and intraunit accounting entries. To enable Payables to call the Centralized Inter/IntraUnit processor, you must complete several set up pages in the Inter/IntraUnits component.

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.

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 (Payables) business unit, the charged-to distribution (General Ledger) business unit associated with that vouchering business unit appears by default in the GL Unit field on the distribution lines of the voucher. You can override that General Ledger business unit. The Payables business unit is the entity to which the vendor liability is recorded. The General Ledger business unit is the entity to which the distribution line is recorded.

**Note.** When you enter interunit vouchers on the Invoice Information page, the header budget status changes from *Valid* to *Not Chck'd* (not checked). Run the Budget Processor COBOL process (FSPKBDP) to reset the status to *Valid* to make the voucher eligible for the Voucher Posting process.

If you prorate or allocate the non-merchandise items, the system charges the General Ledger business unit with both the merchandise costs and the non-merchandise costs. If you do not prorate or allocate, the system charges all non-merchandise items to the Payables business unit and the merchandise to the General Ledger business unit.

Balancing ChartFields and their relationship to a balanced set of accounts or books is central to interunit and intraunit processing, as well as ChartField inheritance. You can set up direct, indirect, or pairs balancing methods. If you use the direct balancing method, the system retrieves the due-to and due-from ChartFields that are used to balance each business unit in the transaction are retrieved the business unit's own inter/intraunit template definition. If you use the indirect balancing method, the system retrieves the due-to and due-from ChartFields from the affiliate business unit's inter/intraunit template definition. If you use the pairs balancing method, the system retrieves the due-to and due-from ChartFields from a definition for the pair of business units that are involved in the transaction. Pairs are defined on the InterUnit Pair Maintenance page.

**Note.** If your environment uses alternate accounts, use the direct balancing method.

## Voucher Accounting Entries

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 the Voucher Posting process.

This table lists accounting entries for the voucher when you are using the direct balancing method:

| Descr | Ledger | GL Unit | Affiliate | Acct |
|---|---|---|---|---|
| Expense Distribution | ACTUAL | US001 | | 631000 |
| InterUnit Payable | ACTUAL | US001 | US003 | 100103 |
| InterUnit Receivable | ACTUAL | US003 | US001 | 100105 |
| Accounts Payable | ACTUAL | US003 | | 200000 |

In the direct balancing method, the system charges the business unit's ChartFields. In the previous table, General Ledger business unit US001 uses account 100103 as its interunit payable account. In the direct balancing method, the system charges account 100103 (its own account).

This table lists the accounting entries for the voucher when you are using the indirect balancing method:

| Descr | Ledger | GL Unit | Affiliate | Acct |
|---|---|---|---|---|
| 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 balancing method, the system charges the affiliate business unit's ChartFields instead of the business unit's ChartFields.

This table lists the accounting entries for the voucher when you are using the pairs balancing method:

| Descr | Ledger | GL Unit | Affiliate | Acct |
|---|---|---|---|---|
| Expense Distribution | ACTUAL | US001 | | 631000 |
| InterUnit Payable | ACTUAL | US001 | US003 | *100103* |
| InterUnit Receivable | ACTUAL | US003 | US001 | *100105* |
| Accounts Payable | ACTUAL | US003 | | 200000 |

In the pairs balancing method, the system charges the business units that are defined for the pair of business units involved in the transaction. In the previous table, the interunit payable account is defined as account 100103 for the US001:US003 pair, and the interunit receivable account is defined as account 100105.

## Payment Accounting Entries

This table lists the accounting entries for the payments when you are using the direct balancing method:

| Descr | Ledger | GL Unit | Affiliate | Acct |
|---|---|---|---|---|
| Accounts Payable | ACTUAL | US001 | | 200000 |
| InterUnit Payment Due To | ACTUAL | US001 | US003 | 100103 |

| Descr | Ledger | GL Unit | Affiliate | Acct |
|---|---|---|---|---|
| InterUnit Payment Receivable | ACTUAL | US003 | US001 | 100105 |
| Cash Distribution | ACTUAL | US003 | | 100041 |

This table lists the accounting entries for the payments when you are using the indirect balancing method:

| Descr | Ledger | GL Unit | Affiliate | Acct |
|---|---|---|---|---|
| Accounts Payable | ACTUAL | US001 | | 200000 |
| InterUnit Payment Due To | ACTUAL | US001 | US003 | 100105 |
| InterUnit Payment Receivable | ACTUAL | US003 | US001 | 100103 |
| Cash Distribution | ACTUAL | US003 | | 100041 |

This table lists the accounting entries for the payments when you are using the pairs balancing method:

| Descr | Ledger | GL Unit | Affiliate | Acct |
|---|---|---|---|---|
| Expense Distribution | ACTUAL | US001 | | 631000 |
| InterUnit Payable | ACTUAL | US001 | US003 | 100103 |
| InterUnit Receivable | ACTUAL | US003 | US001 | 100105 |
| Accounts Payable | ACTUAL | US003 | | 200000 |

## See Also

Chapter 23, “Running Voucher and Payment Posting,” Reviewing Posted Accounting Entries, page 635

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Setting Up Payables Installation Options

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

# Posting Method Definition

Payables supports two posting methods of balancing voucher accruals and payments entries. These flexible posting methods define which ChartField values are inherited from the corresponding accounting entries. Define a posting method on the Installation Options - Payables page. The two posting methods are:

- Summary Control posting method.
- Detail Offset posting method.

## Summary Control Posting Method

The Summary Control posting method balances vouchers at the voucher header level, rather than the individual lines, with summary control accounts such as the accounts payable accrual account for each voucher. It also creates summary expense accounts for nonmerchandise 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. The Summary Control posting method creates one summary accounts payables accrual entry for all of the distribution lines.

The Summary Control posting method creates one summary cash distribution entry for each cash account defined on the External Banks page.

---

**Note.** The Payment Posting process is not dependent on the Voucher Posting process.

---

## Detail Offset Posting Method

The Detail Offset posting method balances each individual voucher distribution line. During the posting processes, offsets to the distribution lines and cash entries inherit the nonaccount ChartField values based on the established inheritance rules.

Offsets to the distribution lines inherit the nonaccount ChartField values and any other balanced ChartField values from the distribution line. Nonbalancing and nonaccount ChartFields also follow inheritance rules. The Detail Offset posting method creates accounts payable accrual entries for each distribution line.

Because each distribution line is balanced with an offsetting accounts payable accrual account, payments must be allocated to the distribution lines to properly relieve the accounts payable liability. This is done during the Payment Posting process.

---

**Note.** The Payment Posting process does not depend on the Voucher Posting process.

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.

---

## 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 accounts payable accrual (APA) entry.

The Summary Control posting method cannot use inheritance for header level ChartFields. Because the system creates only one APA entry for multiple distribution lines, it does not know from which distribution line to inherit the ChartField values.

## Example 1: Summary Control Posting Inheritance (Allocate Freight)

This scenario assumes:

- Allocate freight.

- Only the 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 freight (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* |

This table illustrates the accounting results after running the Voucher Posting process:

| Vchr /Distr Line Num | Distr Acct Type | Acct | Op 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. |

| Vchr /Distr Line Num | Distr Acct Type | Acct | Op Unit | Fund Code | DeptID | Product | Others |
|---|---|---|---|---|---|---|---|
| 1 / 1 | FRG | 635000 | Inherits from voucher distribution line. | Inherits from voucher distribution line. | Inherits from Inter /IntraUnit page in the General Ledger Definition component (BUS_ UNIT_ TBL_GL). | 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 General Ledger Definition component. | Inherits from voucher distribution line. | Inherits from accounting entry template. |
| 99999 / 1 | APA | 200000 | Inherits from accounting entry template | Inherits from Inter /IntraUnit page in the General Ledger Definition component. | Inherits from Inter /IntraUnit page in the General Ledger Definition component. | Inherits from Inter /IntraUnit page in the General Ledger Definition component. | Inherits from accounting entry template. |

### Example 2: Summary Control Posting Inheritance (Expense Freight)

This scenario assumes:

- Expense freight.
- Only the 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* |

This table lists the accounting results after running the Voucher Posting process:

| Vchr /Distr Line Num | Distr Acct Type | Acct | Op 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. |

| Vchr /Distr Line Num | Distr Acct Type | Acct | Op Unit | Fund Code | DeptID | Product | Others |
|---|---|---|---|---|---|---|---|
| 99999 / 1 | APA | 200000 | Inherits from accounting entry template. | Inherits from Inter /IntraUnit page in the General Ledger Definition component. | Inherits from Inter /IntraUnit page in the General Ledger Definition component. | Inherits from Inter /IntraUnit page in the General Ledger Definition component. | Inherits from accounting entry template. |
| 99999 / 1 | FRG | 635000 | Inherits from accounting entry template. | Inherits from Inter /IntraUnit page in the General Ledger Definition component. | Inherits from Inter /IntraUnit page in the General Ledger Definition component. | Inherits from Inter /IntraUnit page in the General Ledger Definition component. | Inherits from accounting entry template. |

### Example 3: Detail Offset Posting Inheritance

This scenario assumes:

- 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* |

| Field | Inheritance Option |
|---|---|
| DEPTID | *Use Unit Definition* |
| PRODUCT | *Inherit Within Unit* |
| All Others | *Do Not Inherit* |

The accounting results after running the Voucher Posting process:

| Vchr /Distr Line Num | Distr Acct Type | Acct | Op 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 /IntraUnit page in the General Ledger Definition component. | 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 /IntraUnit page in the General Ledger Definition component. | 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 /IntraUnit page in the General Ledger Definition component. | Inherits from accounting entry template. |

| Vchr /Distr Line Num | Distr Acct Type | Acct | Op Unit | Fund Code | DeptID | Product | Others |
|---|---|---|---|---|---|---|---|
| 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 the General Ledger Definition component. | Inherits from voucher distribution line. | Inherits from accounting entry template. |

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Payables Installation Options

## ChartFields Definitions in the Accounting Entry Template

When setting up inheritance for Payables, if you select *Do Not Inherit* as the inheritance option for an inheritance group, the system uses the ChartField values that were established on the accounting entry template to generate the appropriate accounting entry lines.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

## ChartFields Definitions 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 that were established on the General Ledger business unit to generate the appropriate accounting entry lines.

If you select *Inherit Within Unit* as the inheritance value and the entries are for different General Ledger business units, the system also uses the ChartField values that were established on the General Ledger business unit to generate the appropriate accounting entry lines.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Specifying Interunit and Intraunit Settings for General Ledger Business Units

# Prerequisites

Before you can use the voucher and payment posting processes, you must:

1. Complete general ledger setup.

   Before you set up inheritance in Payables, define setIDs, 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 accounting entry templates on the Accounting Entry Template page.
5. Define ChartFields for General Ledger business units.
6. Define inheritance options.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up Ledgers"

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Payables Installation Options

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Specifying Interunit and Intraunit Settings for General Ledger Business Units

# Setting Up ChartField Inheritance Options

This section provides an overview of ChartField inheritance setup discusses how to:

- Define non bank-related ChartField inheritance options.
- Define bank-related ChartField inheritance options.
- Validate posting setup.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Using ChartField Inheritance

## Understanding ChartField Inheritance Setup

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 nonbalancing 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 nonaccount 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 choose 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.

**Important!** When balancing by ChartFields, you must first establish inheritance options for each ChartField during implementation. Doing this prevents the system from posting the balancing entries to a rounding account. To correct entries posted to a rounding account, you must manually create General Ledger journal entries to the appropriate ChartField accounts.

See Chapter 10, "Setting Up Payables Accounting," Defining Bank-Related ChartField Inheritance Options, page 207.

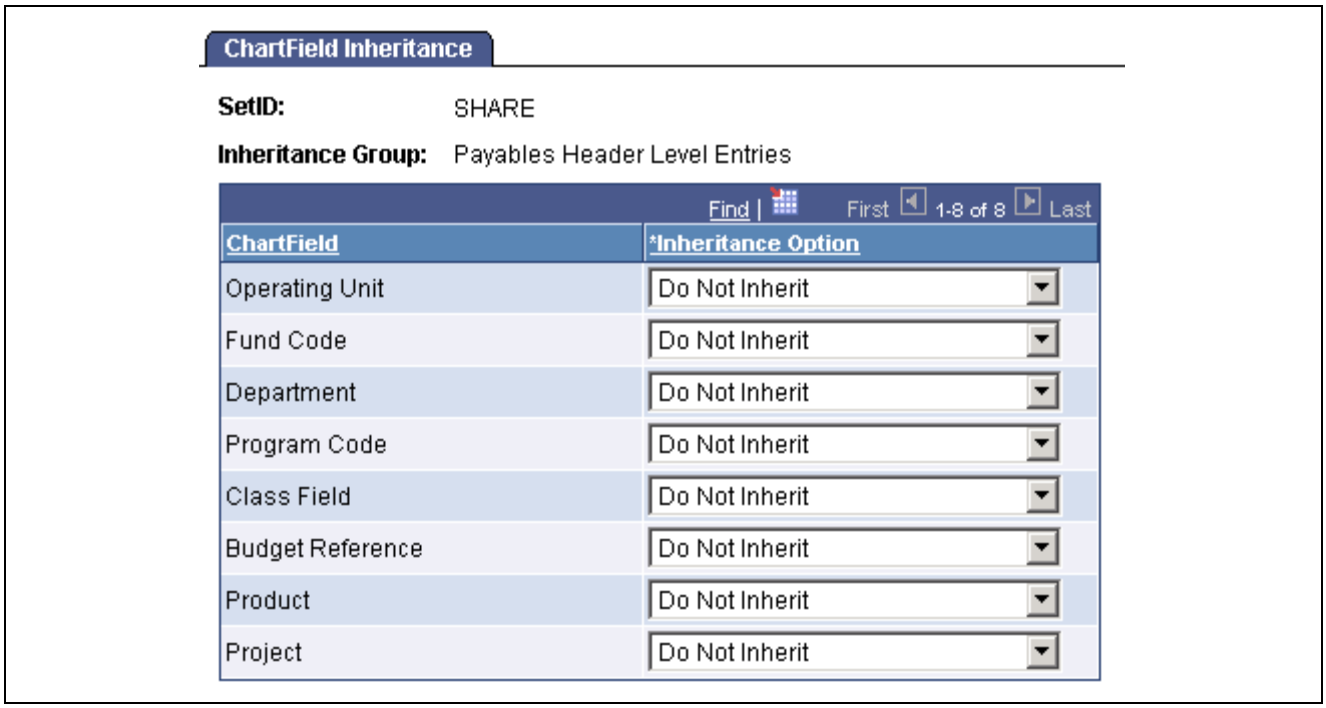
**Note.** If you implement the Project Costing application, the system displays an additional six project that are related ChartFields. If you do not install PeopleSoft Project Costing, only the Project ChartField appears.

## Pages Used to Set Up Inheritance Options

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| ChartField Inheritance | CF_INHERIT | Setup Financials/Supply Chain, Common Definitions, Design ChartFields, ChartField Inheritance | Specify inheritance options for all non bank-related accounting entries, such as vendor liabilities, customer receivables, VAT, expenses, and so on. |
| External Accounts | BANK_PNL2 | Banking, Bank Accounts, External Accounts | Define each bank and its general characteristics. |
| ChartField Options | BNK_CF_OPTIONS_SEC |  Click the Edit Inheritance Options button next to an account type field on the External Accounts page. | Specify inheritance options for Payables bank-related accounting entries, such as cash, cash clearing, draft control, and so on. |
| Posting Setup Validation | AP_VAL_INHRIT_RQST | Accounts Payable, Batch Processes, Validate Posting Set Up, Posting Setup Validation | Run the Validate Posting Setup Application Engine process (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 page

**Inheritance Group**

Payables is delivered with three inheritance groups:

*Payables Header Level Entries:* Defines the inheritance to use when generating entries for the vouchering General Ledger business unit. The Payables liability entry uses this inheritance group.

*Payables Distrib Level Entries* (payables distribution level entries): Defines the inheritance to use 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 use in generating nonrecoverable 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. Values are:

*Always Inherit:* The ChartField value is always inherited from the distribution entries on the transaction, regardless of whether the ChartField value is in the same General Ledger business unit. Select this value only 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 distribution account type (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 nondistribution General Ledger business unit).

*Use Unit Definition:* The ChartField value is the default value that is associated with the General Ledger business unit. Default values come from the values on the Inter/IntraUnit page in the General Ledger Definition component.

### Setting Up Inheritance Options

For inheritance to generate the appropriate accounting entry lines, set up your inheritance options using the following guidelines.

This table lists the options for balanced and nonbalanced ChartFields for each inheritance group when you use the Summary Control posting method:

| Inheritance Group | Balance ChartField | Nonbalanced ChartField |
|---|---|---|
| Payables header level entries | *Use Unit Definition* | *Use Unit Definition, Do Not Inherit* |
| Payables distribution level entries | *Always Inherit* | Any of the four options |
| Payables VAT nonrecoverable | *Always Inherit, Inherit Within Unit* | Any of the four options |

This table lists the options for balanced and nonbalanced ChartFields for each inheritance group when you use the Detail Offset posting method:

| Inheritance Group | Balance ChartField | Nonbalanced ChartField |
|---|---|---|
| Payables header level entries | *Always Inherit, Inherit Within Unit* | Any of the four options |
| Payables distribution level entries | *Always Inherit* | Any of the four options |
| Payables VAT nonrecoverable | *Always Inherit, Inherit Within Unit* | Any of the four options |

Define ChartFields as balanced or nonbalanced in the Ledger Group component.

### See Also

Chapter 4, “Setting Up Payables Business Units,” Setting Up Nonmerchandise Charges, page 36

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Setting Up Ledgers,” Linking Ledgers to a Ledger Group

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Using ChartField Inheritance

## Defining Bank-Related ChartField Inheritance Options

Access the ChartField Options page.

The ChartField Options page is similar to the ChartField Inheritance page except that you specify options for bank-related accounting entries.

**Acct Type** (account type)

You must set up bank-related ChartField inheritance options for three account types (setID, bank, and account) for payment posting. 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:

*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 value, when you click OK and return to the External Accounts page, the ChartField that you changed is no longer available for entry. When creating the cash clearing entries during the Payment Posting process, the system uses the default values from the External Account page for that setID, bank, account, and distribution account type.

*Inherit Within Unit:* Cash ChartFields come from the offsetting entry if the ChartField is within the same business unit. If the entry is not from the same General Ledger business unit, values come from the business unit that appears by default for the General Ledger business unit that is 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 Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

## Validating Posting Setup

Access the Posting Setup Validation page.

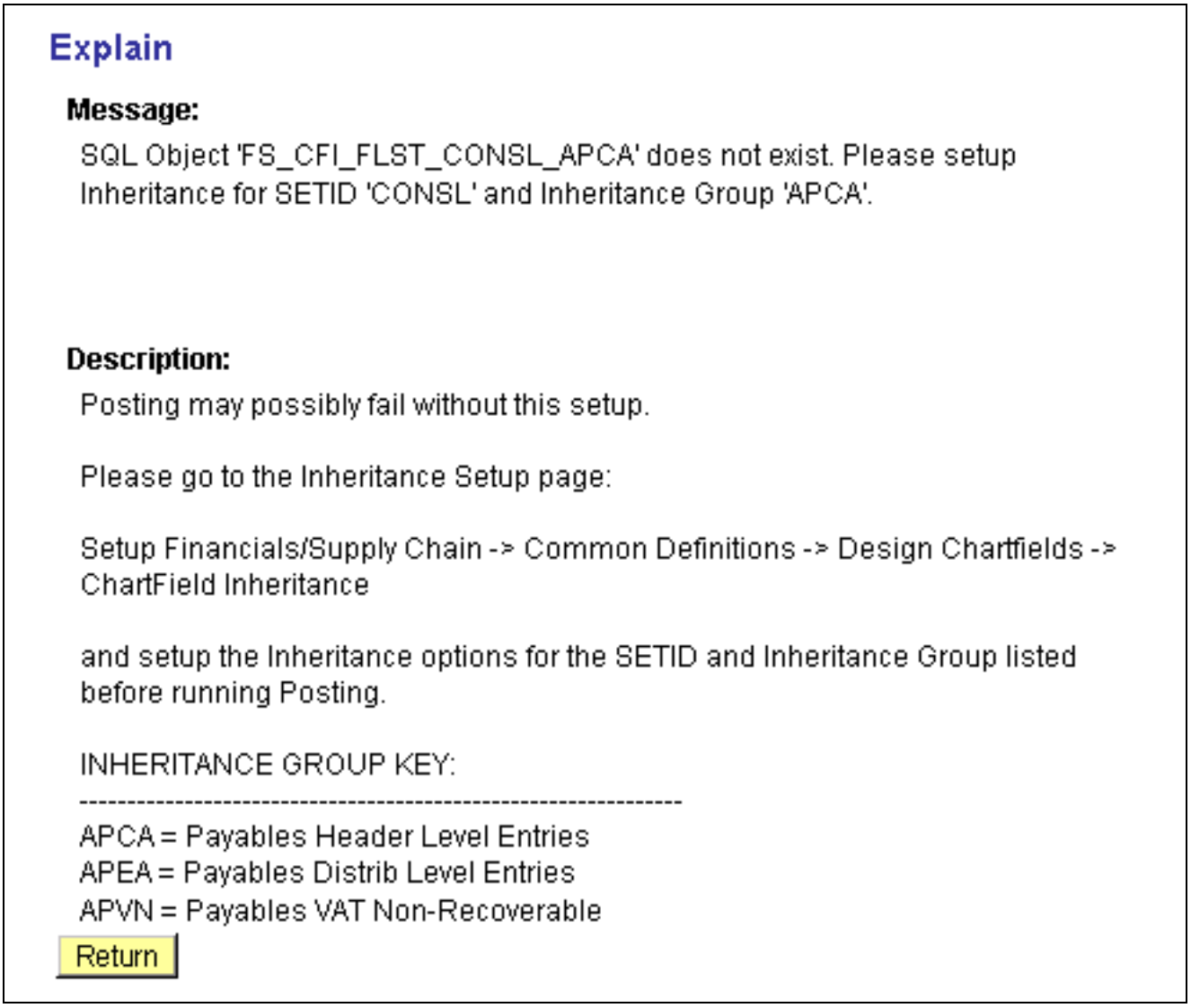
Use this page to run the Validate Posting Setup process, which verifies that you have set up your ChartField inheritance correctly. This process finds any set up issues that might cause problems for the Payables voucher and payment posting processes and posts them to the Process Message Log. Potential issues include:

- 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.
- Any procurement accounting controls for business units with invalid allocations.

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.




Viewing posting setup issues on the Explain page (PMN_MSG_EXPLAIN)

# CHAPTER 11

# (USF) Setting Up Payables for U.S. Federal Agencies

This chapter discusses how to:

- Set up EFT and ACH payment formats.
- Define agency location codes.
- Set up vendors for federal payment processing.
- Define federal spending regions.
- Define regional financial codes.
- Specify restrictions for federal payment schedules.
- Configure workstations for Intra-governmental Payment and Collection (IPAC) System inbound processing.
- Set up Central Contractor Registry processing.

## Setting Up EFT and ACH Payment Formats

This section provides an overview of EFT and ACH payment format setup and discusses how to set up EFT and ACH Payment formats.

### Understanding EFT and ACH Payment Format Setup

The PeopleSoft system provides a number of EFT and ACH layouts for transmitting U.S. federal payments:

| Format | Layout Name |
|---|---|
| CTX (Corporate Trade Exchange) flat file payment order | CTX |
| CTX ASC X12 820 payment order | CTX820FED |
| ECS vendor check payment | ECSCHK |
| ECS vendor ACH payment (CCD+) | ECSVNDR |
| ECS travel ACH payment (PPD+) | ECSTRVL |

| Format | Layout Name |
|---|---|
| ECS same day payment request (SDPR) | ECSSDPR |
| Bulk vendor check payment | SF1166SCHK |
| Bulk vendor ACH payment (CCD+) | SF1166VNDR |
| Bulk travel ACH payment (PPD+) | SF1166TRVL |
| IPAC (Intra-Governmental Payment and Collections) | IPAC |

When you set up each format on the EFT File Layouts and ACH File Layout pages, you can indicate if the payment format applies to employee payments, non-employee payments, or both. This allows an edit upon saving a voucher that enforces the following U.S. federal rules:

- Employee ACH payments are generated as PPD or PPD+ payments only.
- Non-employee ACH payments are generated as CCD, CCD+, or CTX payments only.

**Note.** It is up to you to select whether a payment format applies to employee payments, non-employee payments, or both, but you should select these values based on the requirements laid out by the U.S. Department of Treasury, which, as of 2003, are those listed above.

Payables also enforces that all EFT/ACH payments contain a bank ID, bank routing number (DFI ID), and bank account number.

## See Also

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, “Setting Up Files for Electronic Funds Transfers,” (USF) US Federal ACH and EFT Layouts

## Pages Used to Set Up EFT and ACH Payment Formats

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| EFT File Layout | EFT_LAYOUT | Set Up Financials/Supply Chain, Common Definitions, EFT, EFT File Layout | View, modify, and add any EFT layouts.<br><br>See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Files for Electronic Funds Transfers," Managing EFT File Layouts. |
| ACH Layout | ACH_LAYOUT | Set Up Financials/Supply Chain, Common Definitions, EFT, ACH Layout | Create identifying information for ACH files.<br><br>See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Files for Electronic Funds Transfers," Defining ACH Layouts. |

# Defining Agency Location Codes

To set up agency location codes, use the Agency Location component (AGENCY_LOC_CD).

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Banks," Defining Bank Information

## Understanding Defining 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 TDOs with Agency Location Codes (ALC). Define an eight-digit ALC for each TDO you set up and assign it to the TDO on the Bank Information page. If you represent a U.S. federal agency that does not disburse through a TDO, you can set up ALCs that bypass the voucher save edit that enforces eight-digit ALCs.

If you represent a U.S. federal agency that uses the IPAC System, then you must also define an ALC for each of the vendors you pay through IPAC.

## Page Used to Set Up Agency Location Codes

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Agency Location Code | AGENCY_LOC_CD | Set Up Financials/Supply Chain, Common Definitions, Agency Location Codes, Agency Location | Create agency location codes for federal payment schedules. |

## Defining Agency Location Codes

Access the Agency Location Code page.

**Non-Treasury Disbursed ALC** Select if this ALC does not disburse payments through a U.S. Federal TDO. This enables the vouchers paid from this ALC to bypass the edit for an eight-digit numeric ALC, which means that you can enter an ALC of one to eight alphanumeric values.

# Setting Up Vendors for Federal Payables Processing

When you, as a U.S. federal agency, set up vendors for payment processing, you may want to specify the default payment schedule type and date basis calculation type for the vendor, along with the standard vendor setup. You can also set up these options at other levels in the Payables control hierarchy: business unit, origin, and control group.

For vendors, you enter this information on the Federal page in the Vendor Information component, which is available only when you have Enable Federal Payments selected on the Installation Options - Payables page.

When you set up other U.S. federal agencies as vendors, you may also identify the vendors as federal agencies and enter the vendor's ALC and trading partner code. The ALC is required if the vendor is used for inbound or outbound IPAC processing. You enter this information on the Vendor Information - Federal page, as well.

Specific federal payment processes may require particular vendor setup. See the sections of this book that discuss those processes.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information"

# Defining Federal Spending Regions

To define federal spending regions, use the following components:

- Spending Region Installation (SPNDNG_REG_INST)
- ChartField Values (FS_CF_VALUE_HOME)
- Spending Region Definition (SPNDNG_REG_DFN)

This section discusses how to:

- Specify the federal spending region ChartField and processing options.
- Define spending region ChartField values.
- Associate spending region codes with states.

## Prerequisite

To define spending region ChartField values, you must first define them on the ChartField Attributes page.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Creating Generic ChartField Attributes

## Pages Used to Define Federal Spending Regions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Spending Region Install Option | SPNDNG_REG_INST | Set Up Financials/Supply Chain, Product Related, Procurement Options, Federal Spending Region, Spending Region Installation | Specify the ChartField to be used for spending region codes and select processing options. |
| ChartField Values | FS_CF_VALUE_HOME | Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values | Access ChartFields to define spending region codes for your established spending region ChartField. |
| ChartField Attribute Values | CF_ATTRIB_VALUES | Click the Attributes link from the applicable ChartField Values page. | Select user-defined values to support intraunit consolidations and Federal requirements for reporting and payment processing. |
| Spending Region Definition | SPNDNG_REG_DFN | Set Up Financials/Supply Chain, Product Related, Procurement Options, Federal Spending Region, Spending Region Definition | Link spending region codes to the appropriate state. You set up one spending region definition (with one or many spending region codes) for each state. You must enter the country and state codes to access the page. |

## Specifying the Federal Spending Region Chartfield and Processing Options

Access the Spending Region Installation page.

**Spending Region** Enter the ChartField that will store your spending region codes. This should be a ChartField that is not used for other types of values.

**Purchasing/Accts. Payable Edit** Select the option to use for validating spending regions on purchase orders and vouchers:

- *No Edit:* the system does not edit for the correct spending region ChartField value on purchase orders or vouchers.
- *Required:* the system performs an edit requiring that you enter a spending region ChartField value on the distribution lines and that this value matches a spending region defined for the state indicated on the address for the vendor location.

  If the spending region ChartField value is not one of those defined for the state and setID, then you can save the voucher but the system displays an error message and the voucher is placed in *Recycle* status until you correct it.

- *Optional:* the system edits for the correct spending region ChartField value (as with the *Required* option) only if you enter one.
- *Prohibited:* the system validates that no spending region ChartField value is entered in the document. If a value is present, then you can save the document but the system displays an error message and the document is placed on hold until you correct it.

## Defining Spending Region ChartField Values

Access the ChartField Values page.

To define spending region ChartField values:

1. Select your spending region ChartField on the ChartField Values page.

   This is the ChartField you defined on the Spending Region Installation page.
2. Access the respective ChartField definition page, and click Attributes.
3. Select the appropriate ChartField attributes and ChartField attribute values for the spending regions.

## Associating Spending Region Codes with States

Access the Spending Region Definition page.

Enter a setID and spending region ChartField value for each spending region code you want to associated with the state. You can link multiple spending regions codes to a state, and link the same spending region code to multiple states.

Note that each spending region ChartField value row is keyed by setID. Therefore, if your vendor-to-ChartField relationships involve multiple setIDs, you should add a row for each setID and spending region code combination. For example, assume you are setting up a spending region definition for the state of Alaska, and you have one spending region code—6—for the state. If the vendors in setID US001 share access to one set of ChartField values and the vendors in setID US002 share access to another set of ChartField values, then you should enter two rows:

1. Set ID US001; spending region code *6.*
2. Set ID US002; spending region code *6.*

# Define Regional Financial Codes

To set up regional financial codes, use the Regional Financial Code component (RFC_CODE).

This section discusses how to define regional financial codes.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, “Setting Up External, Internal, and Netting Accounts,” Defining External Account Information

Chapter 36, “(USF) Processing Payables for U.S. Federal Agencies,” Creating Electronic Certification System Bulk Payment Summary Certification Files, page 879

## Understanding Regional Finance Code Definition

You define regional financial codes to produce federal ECS summary data files. First you create a regional financial code, then specify it on the External Accounts page. Next, on the ECS Summary Total (electronic certification system summary total) page, you specify the code before generating the summary data file to send to the Department of Treasury.

## Page Used to Define Regional Financial Codes

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Regional Financial Code | RFC_CODE_TBL | Set Up Financials/Supply Chain, Product Related, Procurement Options, Management, Regional Financial Code | Define regional finance codes. |

# Specifying Restrictions for Federal Payment Schedules

To set up federal payment schedule restrictions, use the Payment Schedule component (SCHD_PYMNT_MTHD).

This section discusses how to set up these restrictions.

## Understanding Federal Payment Schedule Restrictions

If you use federal payment schedules you must define the maximum number of payments and maximum number of appropriations you want included on each payment schedule. When the maximum number of payments or appropriations is reached, the system assigns the remaining payments in a pay cycle to a new Treasury schedule ID.

## Page Used to Specify Federal Payment Schedule Restrictions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Schedule Restrictions | SCHD_PYMNT_MTHD | Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Federal Payment Schedule, Payment Schedule Restrictions | Apply restrictions to the number of payments and appropriations per federal payment schedule for each payment method and EFT layout combination that will use federal payment schedules.<br><br>**Note.** In add mode, if you enter an EFT or ACH payment method, you must also enter an EFT layout code. You are not required to enter an EFT layout code if you enter a non-EFT payment method. |

## Specifying Federal Payment Schedule Restrictions

Access the Payment Schedule Restrictions page.

**Apply Restriction** Check to restrict the number of payments and appropriations per payment schedule.

**Payments Per Schedule** Enter the maximum number of payments you want included on each payment schedule. Payables refers to this setting during the Pay Cycle selection process as it creates schedules. Once the number of payments reaches the number you set, the system generates a new schedule ID.

**Appropriations per Schedule** Enter the maximum number of appropriations the system may generate on a payment schedule.

# Configuring Workstations for IPAC Inbound Processing

This section discusses how to configure workstation variables to enable IPAC inbound processing.

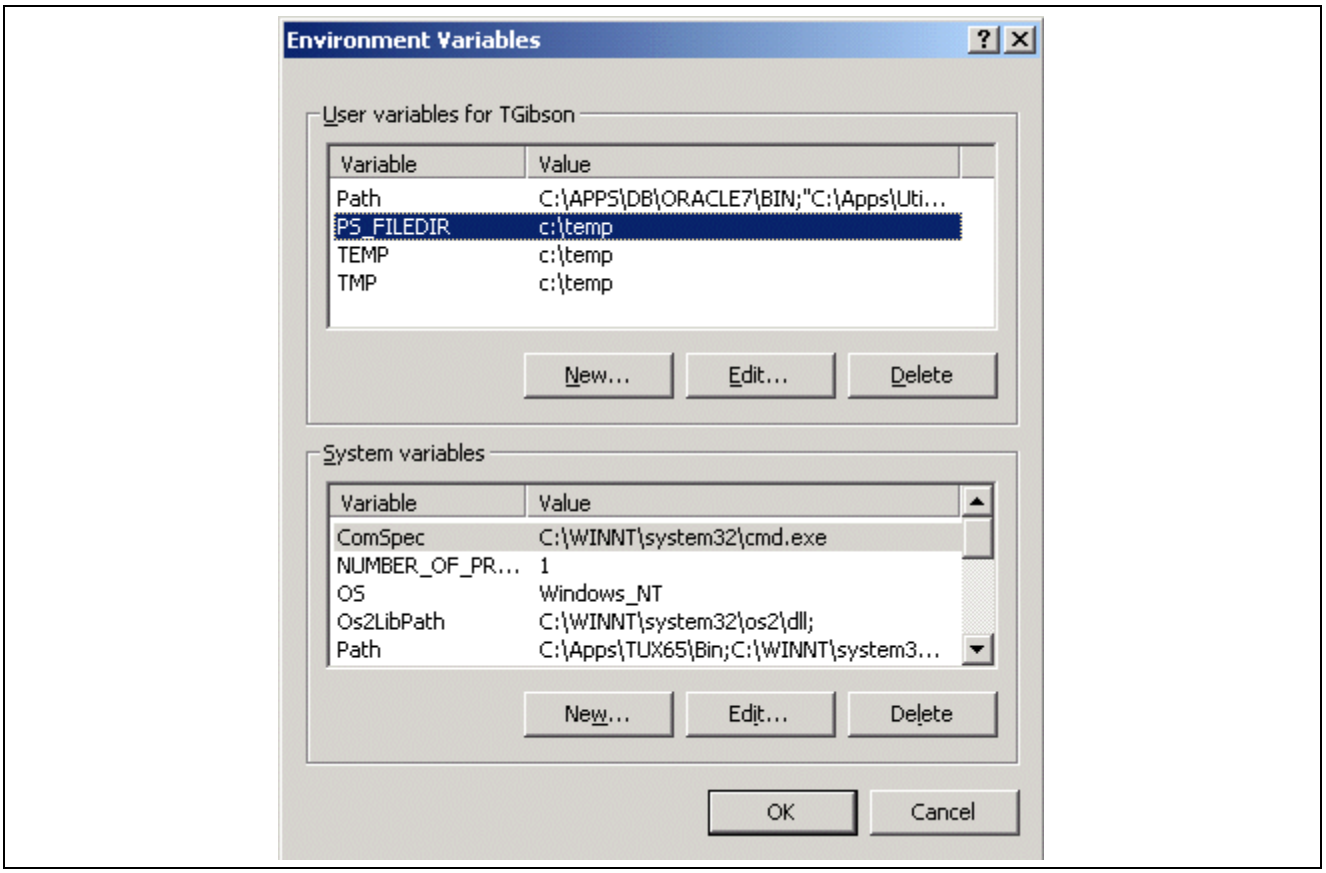
## Configuring Workstations for IPAC Inbound Processing

To configure a workstation for IPAC inbound processing:

1. On the workstation, go to Windows Start, Settings, System, Advanced, and click the Environment Variables button to access the Environment Variables dialog box.
2. In the Environment Variables dialog box, enter a new user variable of *PS_FILEDIR* with a value of *c:\temp.*

   Although the value is *c:\temp,* the flat file does not need to be located in the c:\temp file.
3. Click OK.

See the following screenshot:




Configuring a workstation for loading inbound IPAC flat files to Payables

# Setting Up Central Contractor Registry Processing

This section provides an overview of Central Contractor Registry (CCR) processing setup, and discusses how to:

- Enable CCR processing.
- Establish CCR codes.
- Define CCR registration status and Dun & Bradstreet suffixes.
- Define CCR ID numbers.

## Understanding CCR Processing Setup

The CCR database is a common vendor database used for the U.S. Federal Government.

**Note.** While CCR is used by many federal agencies, some agencies do not use CCR.

Setting up Payables for CCR processing involves:

- Establishing CCR and related CCR codes as an installation to the system.
- Establishing vendors as CCR vendors.

Payables currently does support the use of SIC (Standard Industrial Classification) and NAICS (North American Industry Classification System) codes. However, it is critical for CCR processing that these codes are updated and kept current. Codes that are not maintained can cause processing problems between the Payables system and the CCR database. We have added functionality to automatically add updated code information when this information is not regularly maintained. To ensure that the system uses the updated code information, leave the applicable check boxes clear on the Installation Options - Payables page.

After you have established the installation options, you can establish CCR vendor information and assign one of four status values, depending on each vendor's registration status with the government. This status determines if vendors can submit CCR vouchers.

### See Also

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," CCR Voucher and Vendor Processing, page 867

## Pages Used to Set Up CCR Processing

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Installation Options - Payables | INSTALLATION_AP | Set Up Financials/Supply Chain, Install, Installation Options<br>Click the Payables link. | Activate CCR and related installation options. |
| Maintain CCR Codes | CCR_CD_TBL | Vendors, Central Contractor Registry, Maintain CCR Codes | Maintain government mandated code types with the corresponding CCR code and description for your installation. |
| Vendor - Identifying Information | VNDR_ID1 | Vendors, Vendor Information, Add/Update, Vendor.<br>Click the Identifying Information tab.<br>Click to expand the Additional ID Numbers region. | Define CCR registration status and applicable CCR codes for a vendor. Also add Dun & Bradstreet suffix information for a vendor. |
| Central Contractor Registry Id Numbers | CCR_VNDR_CD_SEC | Vendors, Vendor Information, Add/Update, Vendor.<br>Click the Identifying Information tab.<br>Click the Review CCR Information link. This link appears only for active CCR vendors. | Define all valid ID numbers for a vendor. The system uses these numbers to classify vendors for informational purposes only. |

## Enabling CCR Processing

Access the Installation Options - Payables page.

**Enable CCR** (enable Central Contractor Registration) Select to enable CCR processing for the implementation, and optionally enable the Update SIC Codes CCR Interface and Update NAICS Codes CCR Interface check boxes.

**Use SIC Code Functionality** (Standard Industrial Classification) Select to indicate that your Payables implementation already has updated SIC codes, and that the system should use these updated codes for CCR processing. When this check box is enabled, the system retrieves the updated SIC codes from existing vendor information. If you do not select this option, the system adds the correct, updated code information directly to the Central Contractor Registry ID Numbers page.

**Use NAICS Code Functionality** (North American Industry Classification System) Select to indicate that your Payables implementation already has updated NAICS codes, and that the system should use these updated codes for CCR processing. This field's functionality is similar to the Use SIC Code Functionality field.

---

**Note.** Failure to maintain your implementation's SIC and NAICS codes can cause synchronization problems between the system and the CCR database. Select the check boxes only when you are certain your organization regularly maintains the implementation's SIC and NAICS codes. If you are uncertain, leave these check boxes clear, as the system will automatically implement and use the correct, updated codes.

---

## Maintaining CCR Codes

Access the Maintain CCR Codes page.

**Code Type** Select a code type from the following, and enter the corresponding CCR code and description:

- *BUS:* Business Types
- *FSC:* Federal Supply Class
- *ORG:* Organization Codes
- *PSC:* Public Service Codes
- *SIC:* Standard Industry Codes
- *USA:* NAICS Code

## Defining CCR Registration Status and Dun & Bradstreet Suffixes

Access the Vendor - Identifying Information page.

**CCR Status** Select the applicable registration status:

- *Active:* Select if the vendor has an active CCR registration.
- *Exempt:* Select if the vendor is exempt from CCR registration requirements.
- *Expired:* Displays when the CCR sets a vendor's status to expired.

  The system automatically updates this field during the inbound CCR file update process.
- *UnReg* (unregistered): Select if this vendor is pending registration with CCR.

  This status is for CCR vendors created in the system using staged data.

**Review CCR Information** Click to access the Central Contractor Registry Id Numbers page, and define valid CCR codes for a vendor.

**DUNS Number** Select the ID number type *DP4* to store the Dun & Bradstreet +4 suffix. The system uses this number to identify different CCR records for the same vendor at the same physical location; for example, in identifying two separate bank accounts.

## Defining CCR ID Numbers

Access the Central Contractor Registry Id Numbers page.

To define CCR ID numbers for a vendor:

1. Select a Code Type value and corresponding CCR Vendor Code field value.
2. Add rows to establish all applicable ID numbers for the vendor.

# CHAPTER 12

# Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)

This chapter discusses how to:

- Establish PeopleSoft-only sales and use tax processing.
- Establish Taxware and Vertex sales and use tax processing.
- Establish the Payables VAT default hierarchy.

## Establishing PeopleSoft-Only Sales and Use Tax Processing

This section provides an overview of PeopleSoft-only sales and use tax processing, and discusses how to set up processing options.

### Understanding PeopleSoft-Only Sales and Use Tax Processing

This section discusses:

- Default logic for tax applicability and codes.
- Sales and use tax calculations.
- Calculation examples.

Tax applicability and tax codes are derived by ship to location, item, ultimate use code, and vendor. The value of the Tax Destination field is used to look up default values. The default values for tax applicability and tax codes are defined with ship to locations on the Ship To Locations page.

#### Default Logic for Tax Applicability and Codes

The following table describes the logic that the system uses to populate the tax applicability and tax codes onto the voucher line. You can override these default values at any time, and the system recalculates the values based on your new choices rather than the original defaults.

This defaulting logic is the only mechanism for defaulting tax applicability and tax codes.

When the system finds a match, it uses the matching row and exits the routine. If no match is found, the routine continues to the next step.

| Condition | Logic |
|---|---|
| If voucher line has an item, ultimate use code, and category: | 1. Looks for match in default table with the vendor ID and vendor location on the voucher header.<br>2. Looks for match on vendor only. |
| If voucher line has an item and ultimate use code: | 1. Looks for match in default table with the vendor ID and vendor location on the voucher header.<br>2. Looks for match on vendor only. |
| If voucher line has a category and ultimate use code: | 1. Looks for match in default table with the vendor ID and vendor location on the voucher header.<br>2. Looks for match on vendor only. |
| If voucher line has an item and category: | 1. Looks for match in default table with the vendor ID and vendor location on the voucher header.<br>2. Looks for match on the vendor only. |
| If voucher line has an item: | 1. Looks for match in default table with the vendor ID and vendor location on the voucher header.<br>2. Looks for match on vendor only. |
| If voucher line has a category: | 1. Looks for match in default table with the vendor ID and vendor location on the voucher header.<br>2. Looks for match on vendor only. |
| If voucher line has an ultimate use code: | 1. Looks for match in default table with the vendor ID and vendor location on the voucher header.<br>2. Looks for match on vendor only. |
| Action: | 1. Match on vendor ID and vendor location on voucher header.<br>2. Match on vendor ID on voucher header. |
| If voucher line has an item, ultimate use code, and category: | Looks for match in default table with no vendor and vendor location. |
| If voucher line has an item and ultimate use code: | Looks for match in default table with no vendor and vendor location. |
| If voucher line has a category and ultimate use code: | Looks for match in default table with no vendor and vendor location. |
| If voucher line has an item and category: | Looks for match in default table with no vendor and vendor location. |
| If voucher line has an item: | Looks for match in default table with no vendor and vendor location. |
| If voucher line has a category: | Looks for match in default table with no vendor and vendor location. |

| Condition | Logic |
|---|---|
| If voucher line has an ultimate use code: | Looks for match in default table with no vendor and vendor location. |
| Action: | 1. Match on all default rules for the ship to location.<br>2. Set voucher line to exempt if no default row found. |

## 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 on the voucher across voucher lines that are sales tax applicable.

When the calculated sales tax amount is zero, the system prorates sales tax 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.

The system accrues the difference between calculated sales tax and the voucher sales tax amount as use tax if the Sales and Use Tax Edit Message field on the Payables Definition - Tax Options page is set to *Warning* and the sales tax tolerance levels are exceeded. The system processes accrued use tax entries in the same way as calculated use tax charges. No amount is accrued if the sales tax tolerance levels are not exceeded.

## Calculation Examples

This section discusses:

- Example 1
- Example 2

The following examples are based upon certain assumptions.

Tax codes and rate includes:

| Tax Code | Tax Rate |
|---|---|
| Sales1 | 2% |
| Sales2 | 4% |
| Sales3 | 6% |
| Sales4 | 8% |
| Use1 | 1% |

Ship to A:

| Appl | Sales Tax Code | Use Tax Code | Ultimate Use Code | Category | Item | Vendor | Location |
|---|---|---|---|---|---|---|---|
| Taxable | Sales1 | Use1 | | | | | |
| Direct Pay | Sales2 | Sales2 | MFG | | | | |
| Exempt | | | RSCH | | ItemA | | |
| Taxable | Sales3 | Sales3 | | | | VendorA | Main |
| Exempt | | | RSL | | | | |
| Taxable | Sales4 | Sales4 | | | ItemA | VendorA | Main |

Ship to B:

| Appl | Sales Tax Code | Use Tax Code | Ultimate Use Code | Category | Item | Vendor | Location |
|---|---|---|---|---|---|---|---|
| Exonerated | | | | | | | |

## Example 1

This example is based upon the following assumptions:

- Accrue difference is not applicable.
- Tolerance checking is not performed.

| Vchr ID | Total | Entered Tax | Vendor | Loc | Ship To | Item | Use Code | Tax Code | Calc Sales Tax | Calc Use Tax |
|---|---|---|---|---|---|---|---|---|---|---|
| A | 1000 | 10 | VendorB | Main | A | | | Sales1 | 20.00 | 0.00 |
| B | 1000 | | VendorB | Main | A | | MFG | Sales2 | 0.00 | 40.00* |
| C | 1000 | | VendorB | | A | ItemA | RSCH | | 0.00 | 0.00 |
| D | 1000 | 10 | VendorA | Main | A | | | Sales3 | 60.00 | 0.00 |
| E | 1000 | | VendorB | | A | | RSL | | 0.00 | 0.00 |
| F | 1000 | 10 | VendorA | | A | ItemA | | Sales4 | 80.00 | 0.00 |
| G | 1000 | | VendorB | | B | | | | 0.00 | 0.00** |

* The direct pay certificate is copied onto the voucher. The sales tax rate is used and the use tax is calculated.

** The exoneration certificate is copied onto the voucher. No tax is calculated.

**Note.** It is your organization's responsibility to provide the appropriate certificates when claiming an exemption. The system only displays a warning message if this field is left blank in the shipping information groupbox.

### Example 2

This example is based upon the following assumptions:

- Accrue difference is selected.
- Tolerance checking is not performed or set to warning.

  If tolerance checking is not performed, 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. If tolerance checking is set to warning and the sales tax tolerance levels are exceeded, the system accrues the difference as use tax charges.

| Vchr ID | Total | Ent Tax | Vendor | Loc | Ship To | Item | Use Code | Tax Code | Calc Sales Tax | Calc Use Tax |
|---|---|---|---|---|---|---|---|---|---|---|
| A | 1000 | 10 | VendorB | Main | A | | | Sales1 | 20.00 | 10.00 |
| B | 1000 | | VendorB | Main | A | | MFG | Sales2 | 0.00 | 40.00* |
| C | 1000 | | VendorB | | A | ItemA | RSCH | | 0.00 | 0.00 |
| D | 1000 | 10 | VendorA | Main | A | | | Sales3 | 60.00 | 50.00 |
| E | 1000 | | VendorB | | A | | RSL | | 0.00 | 0.00 |
| F | 1000 | 10 | VendorA | | A | ItemA | | Sales4 | 80.00 | 70.00 |
| G | 1000 | | VendorB | | B | | | | 0.00 | 0.00** |

* The direct pay certificate is copied onto the voucher. The sales tax rate is used and the use tax is calculated.

** The exoneration certificate is copied onto the voucher. No tax is calculated.

**Note.** You must accept the calculated tax amount if tolerance checking is set to error.

### See Also

Chapter 4, "Setting Up Payables Business Units," Establishing Tax Options, page 49

Chapter 4, "Setting Up Payables Business Units," Selecting Tax Options, page 70

# Setting Up PeopleSoft-Only Sales and Use Tax Processing Options

In Payables, sales and use tax data elements are defaulted from the control tables to minimize repetitive data entry. After the setup, you only enter exceptions to the default rules that you have defined. Sales and use tax default rules follow the Payables control hierarchy. Values 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. Sales and use tax defaults and calculations depend on how you set up the following data elements in the table below:

| Task | PeopleSoft Page | Comments | Hierarchy Level |
|---|---|---|---|
| 1. Define tax authority codes. | Tax Authorities page | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Sales and Use Tax Authorities and Codes. | |
| 2. Define sales and use tax codes. | Tax Codes page | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Sales and Use Tax Authorities and Codes. | |
| 3. Define Ultimate Use codes (optional). | Ultimate Use Codes page | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Ultimate Use Codes. | |
| 4. Define sales and use tax defaults for ship to locations. | Ship To Locations page<br><br>Click the Sales/Use Tax link to access the Sales and Use Tax Defaults page. | See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Specifying Ship To Location Sales and Use Tax Defaults and Exceptions. | |

| Task | PeopleSoft Page | Comments | Hierarchy Level |
|---|---|---|---|
| 5. Define sales and use tax options for the business unit. | Payables Definition - Tax Options page | See Chapter 4, "Setting Up Payables Business Units," Establishing Tax Options, page 49. | Business unit |
| 6. Specify sales tax tolerances for the business unit. | Payables Options - Tax Options page | See Chapter 4, "Setting Up Payables Business Units," Selecting Tax Options, page 70. | Business unit |
| 7. Specify sales and use tax parameters for voucher origins. | Voucher Origin − Tax Options page | See Chapter 5, "Organizing Vouchers with Origins and Control Groups," Setting Tax Options, page 79. | Voucher origin |
| 8. Specify sales and use tax parameters for control groups. | Group Information − Tax Options page | See Chapter 5, "Organizing Vouchers with Origins and Control Groups," Setting Tax Options, page 88. | Control group |
| 9. Define sales and use tax defaults for vendors. | Vendor Information - Location page<br>Click the Procurement link to define Ordering and Ship From location addresses.<br>Click the Sales/Use Tax link to define sales and use tax options. | See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Sales and Use Tax Options. | Vendor |
| 10. Specify sales and use tax options for vouchers. | Invoice Information page<br>Click the Sales/Use Tax link to access the Invoice Line Tax Information page. | See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265. | Voucher |

# Establishing Taxware and Vertex Sales and Use Tax Processing

This section discusses Taxware and Vertex sales and use tax setup.

# Setting Up Taxware and Vertex Processing Options

Taxware and Vertex are third-party applications that calculate sales and use tax with procurement data from . Payables integration makes it possible for these applications to use the same hierarchical default structure that is applied to PeopleSoft processing. To successfully implement a third-party application with the Payables system, you must complete setup tasks in addition to the setup tasks for PeopleSoft only sales and use tax processing. These tasks are also in addition to installing Taxware or Vertex:

| Task | PeopleSoft Page | Comments | Hierarchy Level |
|---|---|---|---|
| 1. Enable Taxware or Vertex for your PeopleSoft system. | Installation Options - Overall page<br>Tax Provider Installation page | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Overall Installation Options.<br>See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Tax Provider Installation Options. | |
| 2. Assign geocodes to location codes. | Location Definition page<br>Click the Lookup link to select a geocode on the Tax GeoCode Selection page. | You must select a geocode for each location definition. Geocodes are only required for locations that will interface with Taxware and Vertex.<br>See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations. | |
| 3. Define Ultimate Use codes (optional). | Ultimate Use Codes page | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Ultimate Use Codes. | |

| Task | PeopleSoft Page | Comments | Hierarchy Level |
|---|---|---|---|
| 4. Define sales and use tax defaults for ship to locations. | Ship To Locations page<br><br>Click the Sales/Use Tax link to access the Sales and Use Tax Defaults page.<br><br>Calculation parameters are only applicable to Taxware and Vertex. | See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Specifying Ship To Location Sales and Use Tax Defaults and Exceptions. | |
| 5. Define Taxware and Vertex options for the business unit. | Payables Definition - Tax Options page<br><br>Select the Tax Vendor option to display additional fields for specifying Taxware or Vertex defaults. | See Chapter 4, "Setting Up Payables Business Units," Establishing Tax Options, page 49. | Business unit |
| 6. Specify sales tax tolerances for the business unit. | Payables Options - Tax Options page | See Chapter 4, "Setting Up Payables Business Units," Selecting Tax Options, page 70. | Business unit |
| 7. Specify sales and use tax parameters for voucher origins. | Voucher Origin − Tax Options page | See Chapter 5, "Organizing Vouchers with Origins and Control Groups," Setting Tax Options, page 79. | Voucher origin |
| 8. Specify sales and use tax parameters for control groups. | Group Information − Tax Options page | See Chapter 5, "Organizing Vouchers with Origins and Control Groups," Setting Tax Options, page 88. | Control group |

| Task | PeopleSoft Page | Comments | Hierarchy Level |
|---|---|---|---|
| 9. Define sales and use tax defaults for vendors. | Vendor Information - Address page<br><br>Click the Lookup link to select a geocode on the Tax GeoCode Selection page.<br><br>Geocodes are only required for addresses that will interface with Taxware and Vertex.<br><br>Vendor Information - Location page<br><br>Click the Procurement link to define Ordering and Ship From location addresses.<br><br>Click the Sales/Use Tax link to define sales and use tax options. | See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Sales and Use Tax Options. | Vendor |

| Task | PeopleSoft Page | Comments | Hierarchy Level |
|---|---|---|---|
| 10. Specify sales and use tax parameters for a voucher line. | Invoice Information page<br>Click the Sales/Use Tax link to access the Invoice Line Tax Information page.<br>Additional fields appear depending on if you have installed and enabled Taxware or Vertex.<br>GeoCodes and Addresses page<br>Click the Override Tax Location link on the Invoice Line Tax Information page.<br>Fields vary depending on if you use Taxware or Vertex. | See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265. | Voucher |
| 11. Run the GeoCode Update Application Engine process (PO_UPDGEO) to populate the geocodes for locations and addresses. | Geo Code Update page | See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Updating Geocodes for Locations and Addresses. | |

# Establishing the Payables VAT Default Hierarchy

This section discusses setting up the Payables VAT default hierarchy.

## Setting Up the Payables VAT Default Hierarchy

Setting up VAT for Payables involves first establishing the general VAT environment, then establishing the Payables VAT default hierarchy.

To set up a VAT environment for Payables, you need to access pages in the Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat menu. These pages, the VAT components, and VAT setup are described in detail in the *PeopleSoft Enterprise Global Options and Reports PeopleBook.* It is essential that you read the information in this PeopleBook prior to setting up your VAT environment.

After you set up your VAT environment, you set up VAT defaults and options throughout the Payables control hierarchy to determine how to process Payables VAT transactions. At the top of the control hierarchy are the VAT entity and VAT country. From there, you set the processing options according to the following hierarchy:

- General Ledger business unit.
- Payables business unit.
- Voucher origin.
- Control group.
- Vendor.
- Vendor location.
- Inventory item.
- Voucher.
- Voucher line.

At each of these levels, you might be required to specify values for certain VAT options and you will also have access to the VAT Defaults and Services VAT Treatment Setup pages. Use these pages to specify values for both required and optional VAT defaults for that level. Note that the fields available on the VAT Defaults and Services VAT Treatment Setup pages vary by the level in the hierarchy from which you access them. The VAT Defaults and Services VAT Treatment Setup pages are documented in full in the *PeopleSoft Enterprise Global Options and Reports PeopleBook.*

The following tables lists the pages on which you establish VAT options and from which you access the VAT Defaults Setup and Services VAT Treatment Drivers Setup components.

| Payables Hierarchy | VAT Options Pages or Defaults Links | Usage |
|---|---|---|
| General Ledger business unit | Procurement Control - Non-Merch Charges<br><br>See Chapter 4, "Setting Up Payables Business Units," Setting Up Nonmerchandise Charges, page 36. | On the Procurement Control - Non Merch Charges page, you establish the non-recoverable VAT prorate policy by General Ledger business unit. The prorate policy that you establish here defaults to all Payables business units that are mapped to this general ledger business unit. |

| Payables Hierarchy | VAT Options Pages or Defaults Links | Usage |
|---|---|---|
| Payables business unit | Payables Options - Tax Options<br><br>See Chapter 4, "Setting Up Payables Business Units," Selecting Tax Options, page 70.<br><br>See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults.<br><br>Payables Definition - Tax Options<br><br>See Chapter 4, "Setting Up Payables Business Units," Establishing Tax Options, page 49.<br><br>See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults. | You set up VAT options for Payables business units by setID on the Payables Options – Tax Options page and by business unit on the Payables Definition - Tax Options page. You also use the VAT Defaults and Services VAT Treatment Setup components, either by accessing them from the Payables Options – Tax Options page and Payables Definition - Tax Options page or by accessing them directly from the menu, selecting the AP Options and AP Business Unit drivers.<br><br>On the Payables Definition - Tax Options page, you complete the Payables business unit VAT definition by selecting the type of VAT edit message that is to appear when the tolerances set on the Payables Options - Tax Options page are exceeded. |
| Voucher origin | Voucher Origin - Tax Options<br><br>See Chapter 5, "Organizing Vouchers with Origins and Control Groups," Setting Tax Options, page 88. | You can establish default VAT physical nature and service location performance defaults on this page for the Payables control hierarchy. These defaults can be overridden at the voucher origin level. |
| Control group | Group Information – Tax Options<br><br>See Chapter 5, "Organizing Vouchers with Origins and Control Groups," Setting Tax Options, page 88. | You can establish default VAT physical nature and service location performance defaults on this page for the Payables control hierarchy. These defaults can be overridden at the control group level. |

| Payables Hierarchy | VAT Options Pages or Defaults Links | Usage |
|---|---|---|
| Vendors and Vendor Locations | Enter VAT for vendors on the following pages:<br>• Vendor Information – Identifying Information<br>• VAT Registration Details<br>• VAT Default Setup<br>• Service VAT Treatment Drivers Setup<br>See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Vendor Identifying Information.<br>Vendor Information – Location<br>See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering High-Level Information for Vendor Locations. | You can set up VAT options at the vendor and vendor location levels of the Payables control hierarchy. Most of these options can in turn be overridden on the voucher. |
| Inventory Item | Inventory Definition - Business Unit Definition<br>See *PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Defining Your Operational Structure in PeopleSoft Inventory," Defining Basic Business Unit Attributes. | You can establish default VAT options for inventory items. |
| Vouchers and Voucher Lines | Enter VAT for vouchers and voucher lines on the following pages accessed from the Voucher – Invoice Information page:<br>• VAT Header<br>• VAT Summary<br>• Voucher Distribution Line VAT Information<br>See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 270. | You can set up VAT options at the voucher and voucher line levels of the Payables control hierarchy. Most of these options can in turn be overridden on the voucher. |

**Note.** Vouchers that are created through the Voucher Build process apply the VAT defaults populated by the Payables control hierarchy, unless VAT information is specified on the staged source transaction. For quick invoices, you can specify VAT apportionment control on the delivered Quick Invoice complete worksheet page.

## See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults

Chapter 16, "Processing Batch Vouchers," page 353

Chapter 17, "Using Quick Invoices," page 381

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT"

# CHAPTER 13

# Setting Up Payables Withholding

This chapter discusses how to:

- Set up the Payables withholding environment.
- Set up Payables withholding reports.

## Setting Up the Payables Withholding Environment

To set up your withholding environment, use the following components:

- Rules (WTHD_RULE).
- Types and Classes (WTHD_TYPE).
- Jurisdictions (WTHD_JURISDICTION).
- Business Unit Categories (WTHD_BU_CAT).
- Vendor Categories (WTHD_VNDR_CAT).
- Withholding Entities (WTHD_ENTITY).
- Procurement Control (BUS_UNIT_INTFC2).
- Wthd Code (withholding code) (WTHD_CODE).

This section provides an overview of business unit categories and vendor categories for withholding entity setup, and discusses how to:

- 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.
- Set up withholding at the general ledger business unit level.
- Define withholding codes.

# Understanding Business Unit Categories and Vendor Categories for Withholding Entity Setup

The withholding percentage depends on the withholding entity, type, jurisdiction and class (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 provide 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 up 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 up 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 record:

| Entity | Type | Jurisdiction | Class | BU Category | Vendor Category | Wthd Rule |
|---|---|---|---|---|---|---|
| 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

Chapter 13, "Setting Up Payables Withholding," Defining Withholding Entities, page 246

Chapter 13, "Setting Up Payables Withholding," Defining Business Unit Categories, page 245

Chapter 13, "Setting Up Payables Withholding," Defining Vendor Categories, page 245

## Pages Used to Set Up Your Withholding Environment

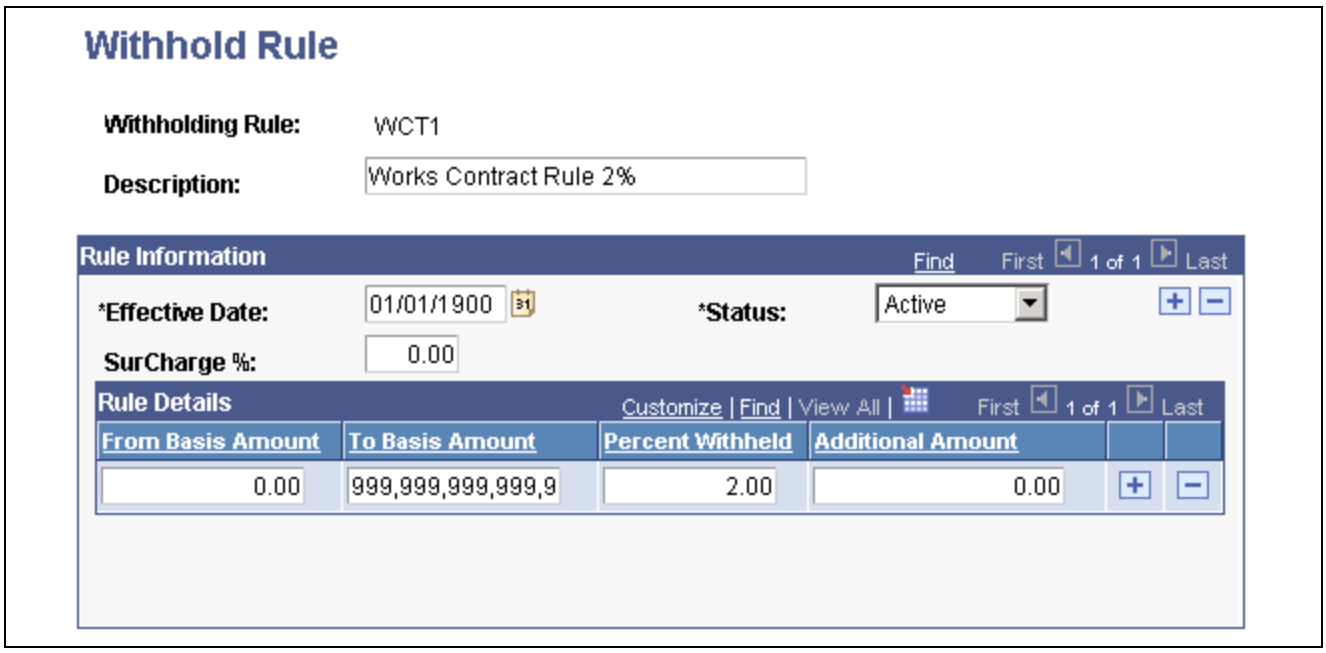
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withhold Rule | WTHD_RULE | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Rules | Establish rules that determine the actions to be taken during withholding. For example, you can create rules to define 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. |
| Withhold Rule request | RUN_APY7010 | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Rules Report | Define run parameters for the Withholding Rules Report (APY7010). Use this report to review withholding rules by as of date. |
| Withhold Type | WTHD_TYPE | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Types and Classes | Define withholding at the highest level. 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withhold Type request | RUN_APY7020 | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Types Report | Define run parameters for the Withholding Types report (APY7020). Use this report to review withholding types and classes. |
| Withhold Jurisdiction | WTHD_JURISDICTION | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Jurisdictions | Define withholding jurisdictions for a 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 | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Business Unit Categories | Define the relationship that exists between you (your business unit) and your withholding entity. As with jurisdiction and classification, this relationship affects your withholding percentages. |
| Vendor Categories | WTHD_VNDR_CAT | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Vendor Categories | Define the relationship that exists between the withholding entity and your vendor. As with jurisdiction and classification, this relationship affects your withholding percentages. |
| Withholding Entity | WTHD_ENTITY | Set Up Financials/Supply Chain, Product Related, Procurement Options, 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 (miscellaneous setup) link on the Withholding Entity page. | Determine what constitutes the basis for your withholding, and specify how to apply the withholding balance. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Entity Fields - Vendor | WTHD_ENTITY_FIELDS | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Entity Fields - Vendor | Indicate which information the tax authority (entity) requires for your vendors. |
| Entity Fields - Business Unit | BU_WTHD_ENT_FLDS | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Entity Fields - Business Unit | Indicate which information the tax authority (entity) wants to know about your business units. |
| ChartFields | WTHD_CF | Set Up Financials/Supply Chain, Product Related, Procurement Options, 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. |
| Withholding Entity request | RUN_APY7030 | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Entities Report | Define run parameters for the Withholding Entity report (APY7030). Use this report to review withholding entities you have set up. |
| Procurement Control - Withholding | BU_WTHD_JUR | Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Withholding | Set up withholding options at the general ledger business unit level. |
| Withhold Code | WTHD_CODE | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Codes | Create withholding codes. A withholding code represents a set of withholding entity types, jurisdictions, and classes that you want to apply to a voucher 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. |
| Withhold Code request | RUN_APY7040 | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Codes Report, Withhold Code | Define run parameters for the Withholding Codes report (APY7040). Use this report to review withholding codes. |

# Defining Withholding Rules

Access the Withhold Rule page.




Withhold Rule page

**(IND) SurCharge %** Enter any surcharge percentage as applicable. Surcharges are for Indian withholding and represent a percentage of the calculated tax amount which is add to the calculated tax amount for withholding.

You can use the Rule Details group box to define the withholding percentage within specific amount ranges, enabling you to specify tiered withholding.

**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** Enter any additional amount to be added to the withholding calculation, as appropriate. This field is used for tier-based withholding.

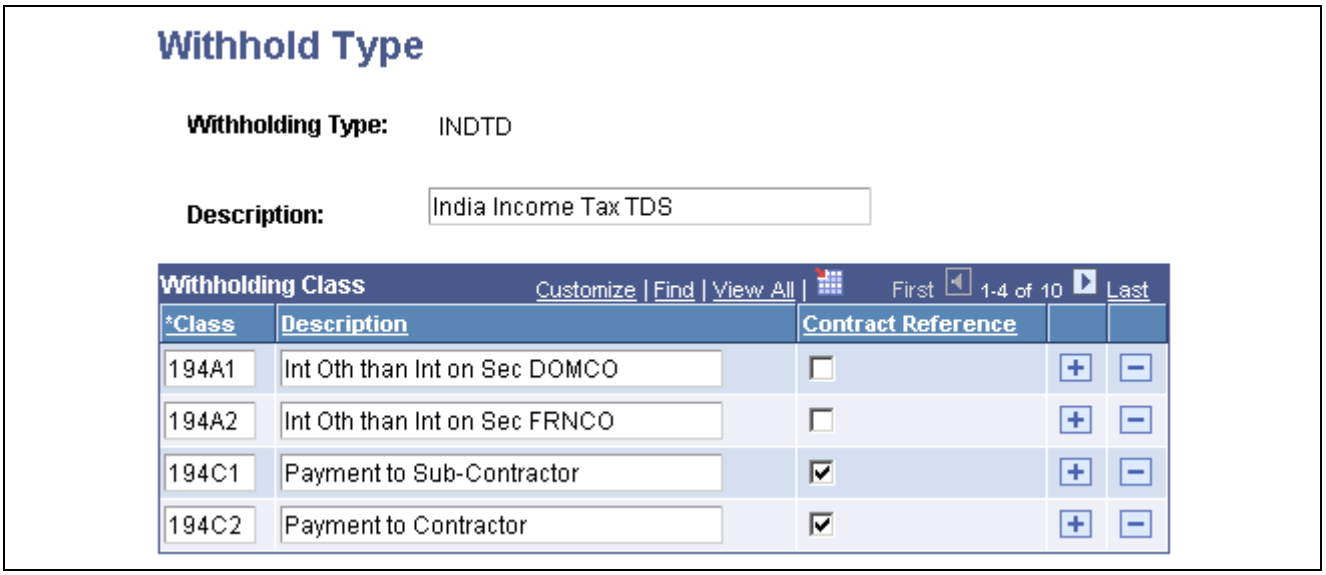
### See Also

Chapter 42, “Resolving Complex Withholding Scenarios,” Using Tiered-Based Withholding, page 988

Chapter 42, “Resolving Complex Withholding Scenarios,” Using Period-Based Withholding, page 988

# Defining Withholding Types and Classes

Access the Withhold Type page.




Withhold Type page

Use the Withholding Class grid to specify the withholding classes.

**Class** and **Description** — Specify any classes that belong to this withholding type, and enter a description for each class that you add.

**(IND) Contract Reference** — Select to require a contract reference when creating a voucher with this withholding class. This feature is for Indian withholding only.

### See Also

Chapter 45, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 1047

## Defining Withholding Jurisdictions

Access the Withhold Jurisdiction page.

When you enter the page, select the withholding type for which you are defining the jurisdiction.

**Withholding Jurisdiction** and **Description** — 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.

When you enter the page, select the withholding type for which you want to define business unit categories.

**Category** — Specify any category that belongs to this withholding type, and enter a description for each category you add.

## Defining Vendor Categories

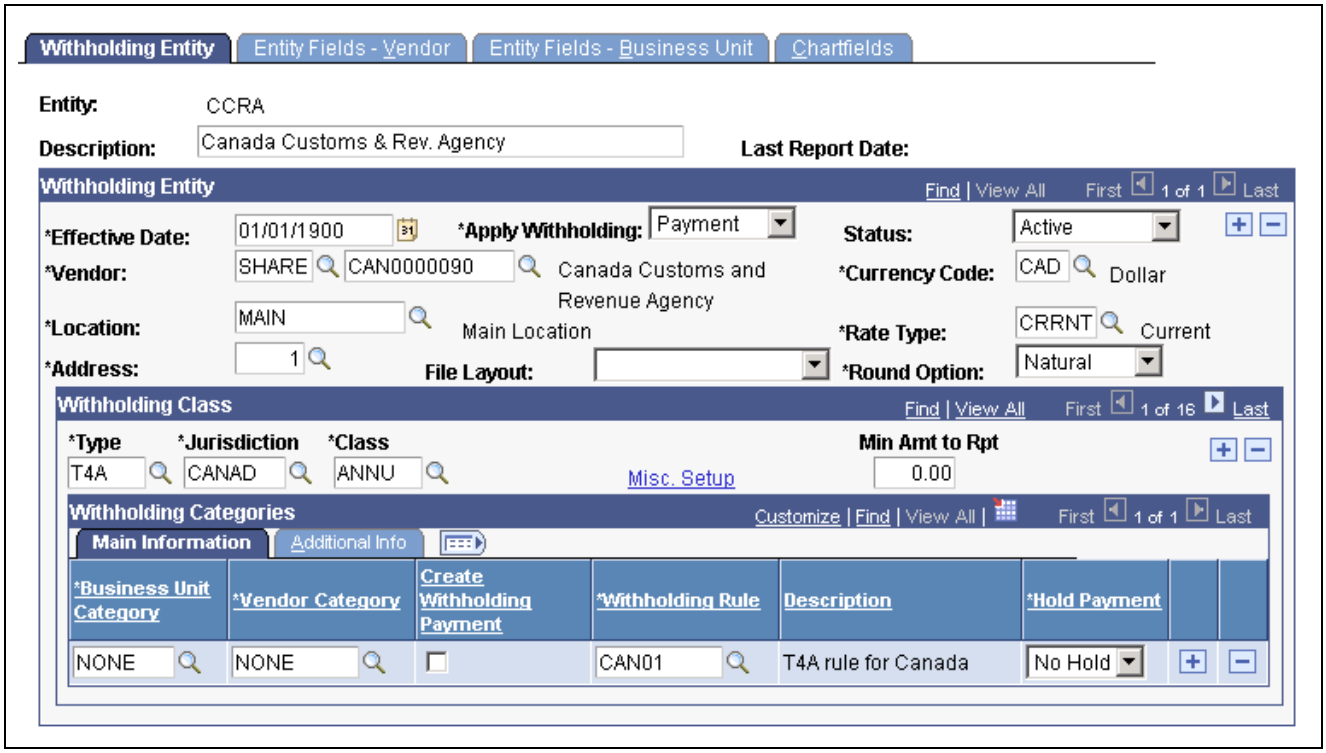
Access the Vendor Categories page.

When you enter the page, select the withholding type for which you want to define vendor categories.

**Vendor Category** Specify any vendor categories that belong to this withholding type, and enter a description for each vendor category that you add.

# Defining Withholding Entities

Access the Withholding Entity page.




Withholding Entity page

**Note.** You must define the vendor information for the withholding entity in the Vendor Information component before you can complete the Withholding Entity page. Your entities are entered as 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.

## Withholding Entity

**Apply Withholding** Use this field to determine whether the withholding calculation for any withholding belonging to this entity should occur at *Vchr Post* (voucher post) or at *Payment.*

If you select *Payment* as the withholding calculation setting, this setting can be overridden by users with the appropriate authority on the voucher Withholding Information page provided the voucher has not been posted and a payment has not been made.

**Note.** You set up the security for overriding withholding calculation using the User Preferences component.

**Vendor** and **Location** Select the entity vendor's setID, vendor ID number, and vendor location.

**Currency Code** and **Rate Type** Specify the reporting currency code and exchange rate type for the entity.

**File Layout** Select the appropriate reporting file layout.

**Round Option** Select the appropriate rounding option:

*Down:* Round all decimals down to the next whole number.

*Natural:* Round normally. If the calculated withholding amount is less than five, round down; if it is five or above, round up.

*TDS:* Selecting this value rounds decimal amounts to the appropriate zero decimal, regardless of the installed currency configuration.

*Up:* Round all decimals up to the next whole number.

## Withholding Class

Use this group box to specify all the possible combinations of withholding types, jurisdictions, and classes for this entity.

---

**Note.** For the sake of brevity, we sometimes refer to the combination of withholding entity, type, class, and jurisdiction as a *withholding class combination.*

---

**Misc. Setup** Click to access the Withholding Options page, where you can select options that determine what constitutes the basis for your withholding.

**Min Amt to Rpt** (minimum amount to report) Enter a minimum withheld amount above which you create reporting information for a vendor.

## Withholding Categories

Use this group box to tie any business unit and vendor categories to your withholding rules. Different combinations of business unit 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.

See Chapter 13, "Setting Up Payables Withholding," Understanding Business Unit Categories and Vendor Categories for Withholding Entity Setup, page 240.

## Main Information Tab

**Business Unit Category** Select the business unit category for this entity, as applicable.

**Vendor Category** Select the vendor category for this entity, as applicable.

**Create Withholding Payment** Select if you want to create separate payments for the withholding.

Otherwise, withholding is not calculated, although basis amounts are reported.

---

**Note.** Creating a zero percent withholding rule accomplishes the same result.

---

**Withholding Rule** Select the withholding rule to which these categories apply.

**Hold Payment** Select to hold these payments. The available options are:

*Hold All:* Hold both the payment and the withholding amount.

*Wthd Only* (withhold only): Hold the withholding amount only.

*No Hold:* 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.

**Note.** If you wish to hold the vendor's payment, you can set the rule at zero percent and set the hold option to *Hold All.*

## Additional Info Tab

**Min Basis** (minimum basis) Indicate the minimum accumulated withholding basis amount below which no back-up withholding will be processed. If the accumulated withholding basis amount during a withholding period (identified by the calendar ID you enter) is less than this amount, the system does not create back-up withholding.

Let's say, for example, that you have back-up withholding at 10% and have your minimum basis amount set at 1000 USD. The first voucher you enter is for 700 USD, so no back-up withholding is calculated. The second voucher is for 400 USD. The accumulated total is now 1100 USD, so backup withholding is now calculated at 110 (10% of the accumulated amount) for the second voucher.

**Note.** If you do not specify a calendar ID (or you do not use period based withholding), the current withholding basis amount is used instead of the accumulated total. For example, if the minimum basis is 1000 USD and period based withholding is not used, every voucher whose calculated withhold basis amount is less than 1000 USD will have no back-up withholding. The same rules apply to the minimum withhold amount explained below.

**Note.** The amount you enter here is assumed to be in the currency of the entity to which you report withholding.

**Min Withhold** (minimum withhold) Indicate the minimum accumulated withholding amount below which no back-up withholding will be processed. If the accumulated withholding amount during a certain period is less than this amount, the system does not create back-up withholding.

Let's say, for example, that you have back-up withholding at 10% and your minimum withhold amount set at 1000 USD. The first voucher you enter is for 9000 USD and the system calculates 900 USD for the back-up withholding. 900 is less than 1000, so no back-up withholding is applied to this voucher. The second voucher you enter is for 2000 USD and the system calculates 200 USD for the back-up withholding. Now, the accumulated back-up withholding is 1100 USD (900 + 200). Therefore, back-up withholding will be applied to the second voucher at 1100.

**Note.** With period-based withholdings, it is possible that the back-up withholding can exceed the payment amount.

**Note.** The amount you enter here is assumed to be in the currency of the entity to which you report withholding.

**Appl. 1st Pmnt** (apply first payment)

Select if you want to apply the entire back-up 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.

Here's an example of applying the entire withholding amount to the first payment:

Withholding is at 10%. Voucher #00000120 is scheduled to be paid in two equal installments of 500.00 USD each. In this case, the payment of both installments would be as follows:

- January 2004. First payment is made to the vendor.

  Vendor payment is for 400 USD and back-up withholding is for USD 100 (10% of the whole transaction).

- January 2004. Second payment is made to the vendor.

  Vendor payment is for 500 USD 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.

**Note.** 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.

**Calendar SetID** and **Calendar ID**

If you are using period-based withholding, select the setID and ID of the calendar you want to use.

**Payment Terms ID**

Specify the payment terms for creating the withholding payment schedule.

**(IND) Cumulative**

For Indian withholding only.

See Chapter 45, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 1047.

### See Also

Chapter 42, "Resolving Complex Withholding Scenarios," Using Period-Based Withholding, page 988

## Defining Withholding Options

Access the Withholding Options page.

### Wthd Basis Amt Determination (Withholding Basis Amount Determination)

Select the appropriate amount check boxes to apply these amounts to the withholding basis amount.

**Apply Net**

Applies the merchandise amount to the withholding basis amount.

**Apply Sales Tax** Applies the sales tax amount to the withholding basis amount.

**Apply Freight** Applies the freight amount to the withholding basis amount.

**Apply Misc Chg** (apply miscellaneous charges) Applies the miscellaneous charge amount to the withholding basis amount.

**Apply Discount** Applies the discount amount to the withholding basis amount.

**Note.** Withholding is calculated as the payment occurs (or when the voucher is posted, depending on the Apply Withholding option on the Withholding Entity page) and the system calculates withholding when discounts are taken, if the Apply Discount check box is selected.

**Apply VAT** Applies the VAT amount to the withholding basis amount.

### Apply Withholding Balance To

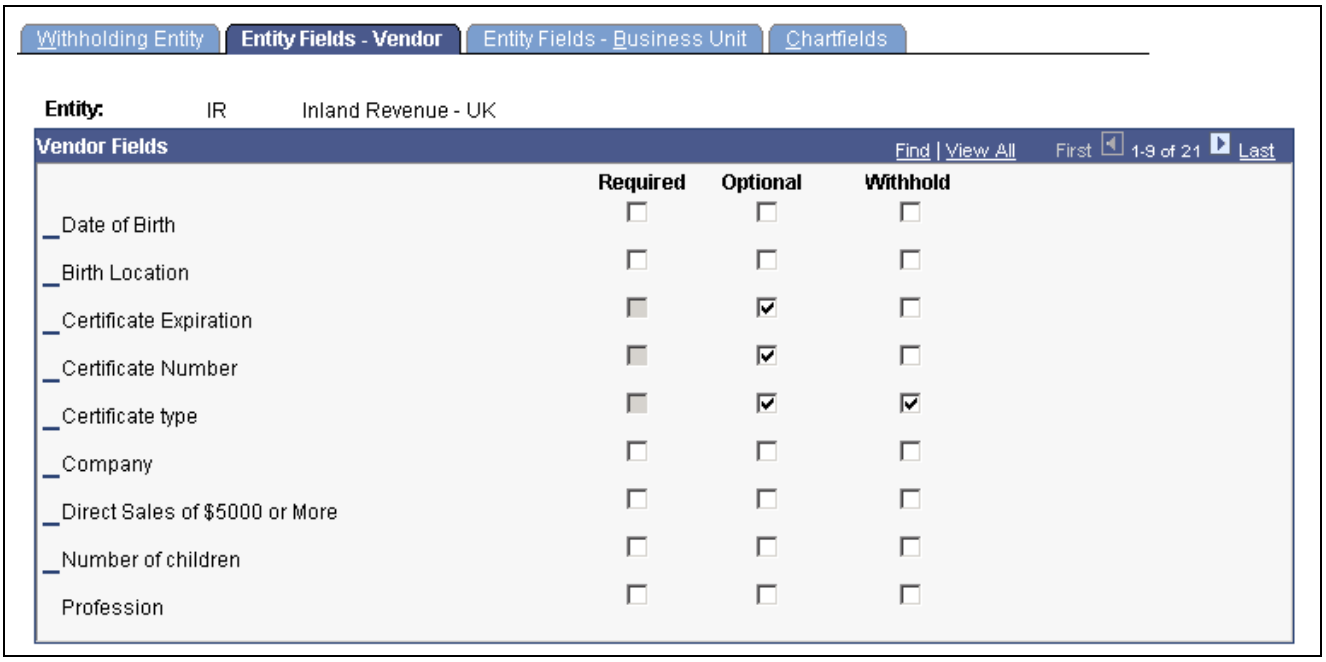
**Remit to vendor** or **Invoicing Vendor** Select to determine the proper vendor during reporting and also to determine the vendor for whom you accumulate basis amounts and withholdings on period-based withholding.

**Note.** Some countries report withholding according to their remit-to vendors, while other countries report withholding according to the invoicing vendor. On a voucher, the withholding information is always defaulted from the invoice vendor setup; using the remit vendor options is not recommended because you will have to remember to modify the withholding information on a voucher if the remit vendor has a different withholding treatment than the invoice vendor. Also, the invoice vendor determines the withholding applicability of a voucher. This means that both vendors must be defined as withholding vendors and have the same classes set up on the Withholding Information page.

**Note.** Do not use the remit vendor option if you are calculating withholding at voucher posting. Using this option will create unexpected results if you try to change remit vendors on a voucher after posting.

## Defining Vendor Information for the Entity

Access the Entity Fields - Vendor page.




Entity Fields - Vendor page

For each of the vendor fields listed you can select whether it is Required or Optional when users enter vendor information.

The Withhold field is delivered as a non functional field. You may want to configure it to your particular withholding requirements.

## Defining Business Unit Information for the Entity

Access the Entity Fields - Business Unit page.

There is only one field delivered 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 table.

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**Note.** This information appears on the Procurement Control − Withholding Page for the general ledger business unit.

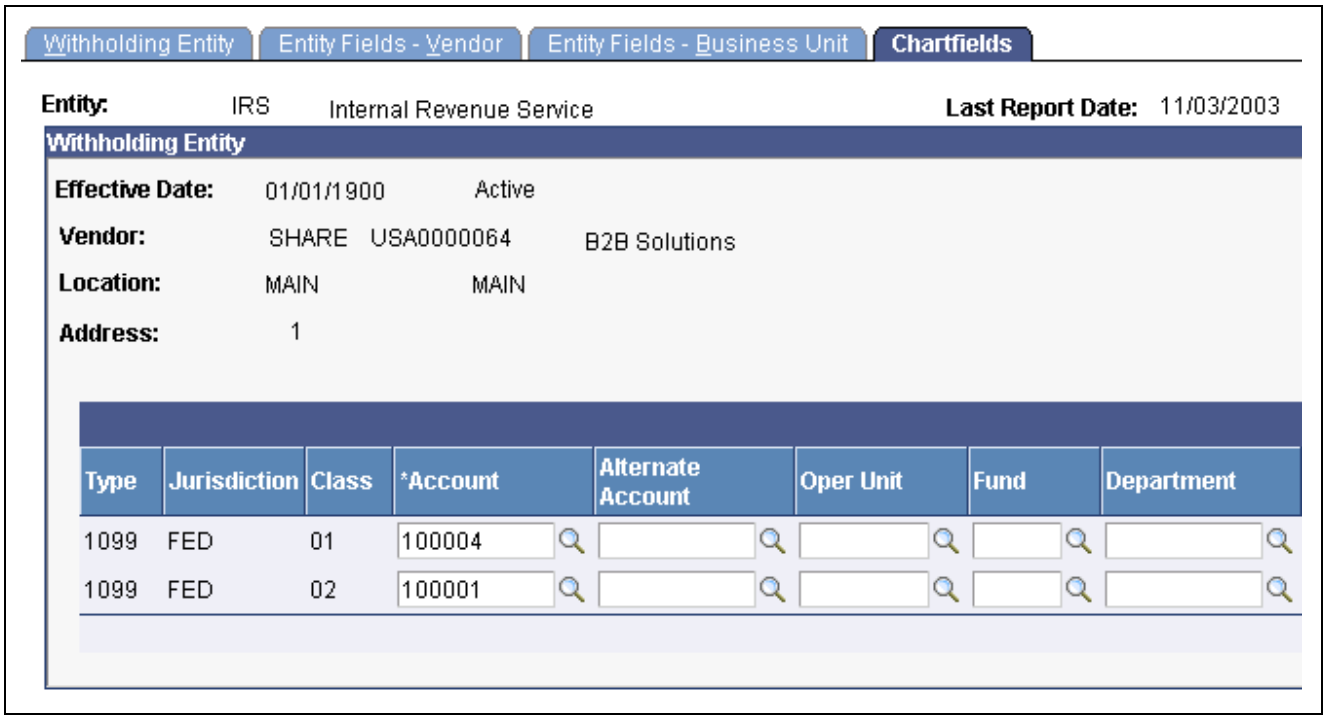
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### See Also

Chapter 42, “Resolving Complex Withholding Scenarios,” Using Period-Based Withholding, page 988

## Specifying Withholding ChartFields

Access the Withholding Entities - ChartFields page.




Withholding Entities - ChartFields page

For each withholding type, jurisdiction, and class, you must specify the:

**Account** Select the account to be used as the withholding liability account in general ledger. You can also select the ChartFields associated with the account you selected, as appropriate.

**Note.** The account must have the setID associated with the TableSet sharing for the setID of your entity vendor.

# Setting Up Withholding at the General Ledger Business Unit Level

Access the Procurement Control - Withholding page.

Here you can define the information for the tax authorities on behalf of whom you withhold. For each combination of withholding entity, type, jurisdiction, and business unit category, you provide a tax ID number and specify 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.

### See Also

Chapter 4, “Setting Up Payables Business Units,” Selecting Withholding Options, page 41

# Defining Withholding Codes

Access the Withhold Code page.

The withholding code represents combinations of withholding entities, types, jurisdictions, and classes that you want to apply to a voucher to override the withholding information that defaults from the vendor. You can include multiple withholding class combinations.

You can select the withholding codes that you create here on the Withholding Information page for a voucher. Withholding codes are *not* used to specify withholding information for vendors.

### See Also

Chapter 41, "Processing Withholding in Payables," Reviewing and Entering Withholding Information for Vouchers, page 959

# Setting Up Payables Withholding Reports

Withholding reporting is processed from the Withholding Report table. We deliver with the system a number of predefined reports for use with various types of withholding. You can access these reports via the Report Definition component.

**Note.** (USA) Do not modify delivered U.S. 1099 reports.

To set up withholding reporting, use the Report Definition component (WTHD_RPT_DFN).

This section discusses the following steps you take to define withholding reports:

- Specify withholding report selection criteria.
- Specify process type and name.

### See Also

Chapter 43, "Processing Special Withholding Requirements," page 1005

Chapter 45, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 1047

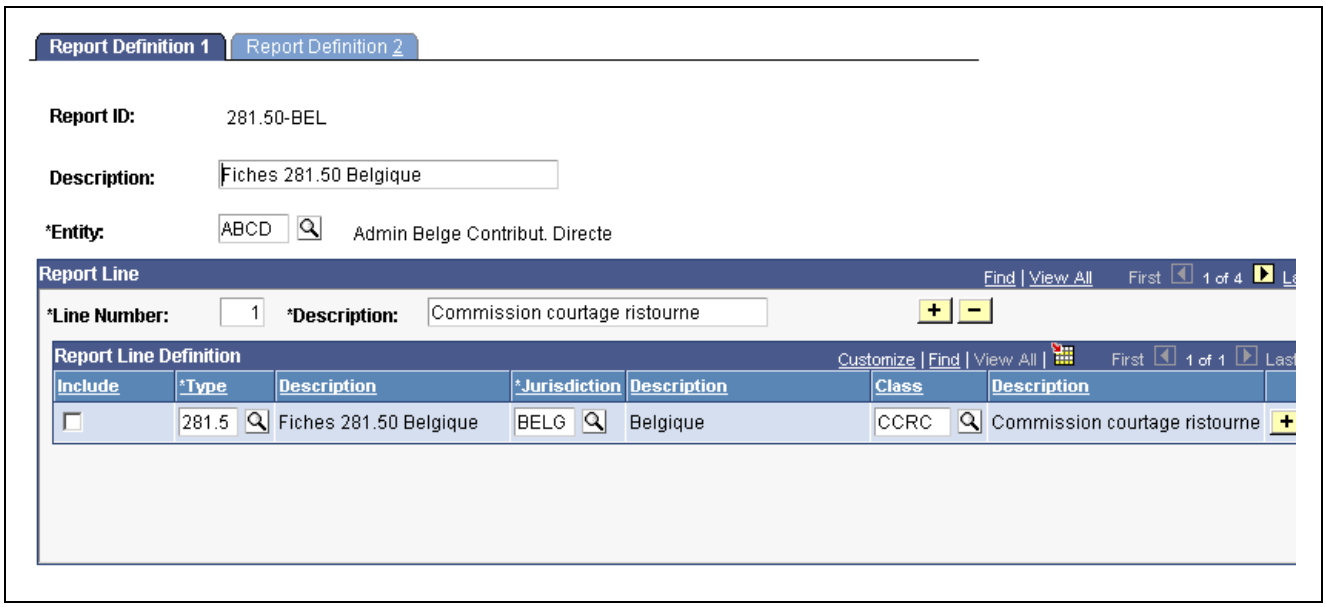
Appendix C, "Payables Reports," page 1067

## Pages Used to Define Withholding Reports

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Report Definition 1 | WTHD_RPT_DFN | Set Up Financials/Supply Chain, Product Related, Procurement Options, 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. |
| Report Definition 2 | WTHD_RPT_DFN2 | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Definition, Report Definition 2 | Specify the process type and name of the process you are using to populate the Withholding Report table for each withholding report you define. |

# Specifying Withholding Report Selection Criteria

Access the Report Definition 1 page.




Report Definition 1 page

Each report line is generally equivalent to a “box” on the withholding entity’s withholding form. Enter a line for each withholding class combination you report separately on the report.

**Include** Select this check box at the beginning of the line for each withholding class combination you are including in the report.

# Specifying Process Type and Name

Access the Report Definition 2 page.

Specify the process type and process name you are using to generate the report.

---

**Note.** (USA) For U.S. withholding, you must use the system-delivered report IDs US_REPORT, US_REPORTG, and US_REPORTI for 1099–Misc, 1099–G, and 1099–INT respectively.

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# PART 2

# Basic Voucher and Payment Processing

**Chapter 14**
**Entering and Processing Vouchers Online: General Voucher Entry Information**

**Chapter 15**
**Entering and Processing Vouchers Online: Specific Voucher Styles**

**Chapter 16**
**Processing Batch Vouchers**

**Chapter 17**
**Using Quick Invoices**

**Chapter 18**
**Entering and Importing Spreadsheet Vouchers**

**Chapter 19**
**Managing Vouchers**

**Chapter 20**
**Running the Matching Process**

**Chapter 21**
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**Using Additional Payment Processing Options**

**Chapter 23**
**Running Voucher and Payment Posting**

**Chapter 24**
**Reviewing Payables Accounting Entries Examples**

**Chapter 25**
**Reporting and Reconciling Open Liabilities**

**Chapter 26**
**Reviewing Voucher, Payment, and Vendor Information**

# CHAPTER 14

# Entering and Processing Vouchers Online: General Voucher Entry Information

This chapter provides an overview of voucher processing and the voucher life cycle and discusses how to:

- Enter invoice information for online vouchers.
- Use source documents to create vouchers online.
- Schedule and create voucher payments for online vouchers.
- Complete voucher attributes.
- View voucher summary information.
- View voucher error information.
- Run on-demand voucher processes as a batch request.

---

**Note.** Since the online voucher component is used to enter all voucher styles, but behaves differently depending on the voucher style, this chapter provides sections that discuss how the Voucher component works generally. Discussions about how to enter and update each voucher style specifically are provided in other chapters in this PeopleBook.

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### See Also

Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," page 333

Chapter 29, "Processing Prepayments," page 733

Chapter 17, "Using Quick Invoices," page 381

Chapter 18, "Entering and Importing Spreadsheet Vouchers," page 409

## Understanding Voucher Processing and the Voucher Life Cycle

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: using the online Voucher component (VCHR_EXPRESS). The pages in this component are the equivalent of electronic voucher forms on which you can record invoice information from your vendors in the Payables database. You can also quickly copy line item information from purchase orders and receivers from Purchasing tables.

We also provide the Voucher Build Application Engine process (AP_VCHRBLD) for creating vouchers. This process builds and edits voucher records from various sources, including the Quick Invoice Entry component (VCHR_QUICK_PNL) and the Spreadsheet Voucher workbook. The Voucher Build process, the Quick Invoice Entry component, and the Spreadsheet Voucher feature are discussed elsewhere in this PeopleBook.

This section lists prerequisites and discusses:

- Voucher process flow.
- Voucher life cycle.
- Voucher styles.
- Voucher validation.
- Processing initiated by the Voucher component.
- (USA) Vouchers for HIPAA payments.

### See Also

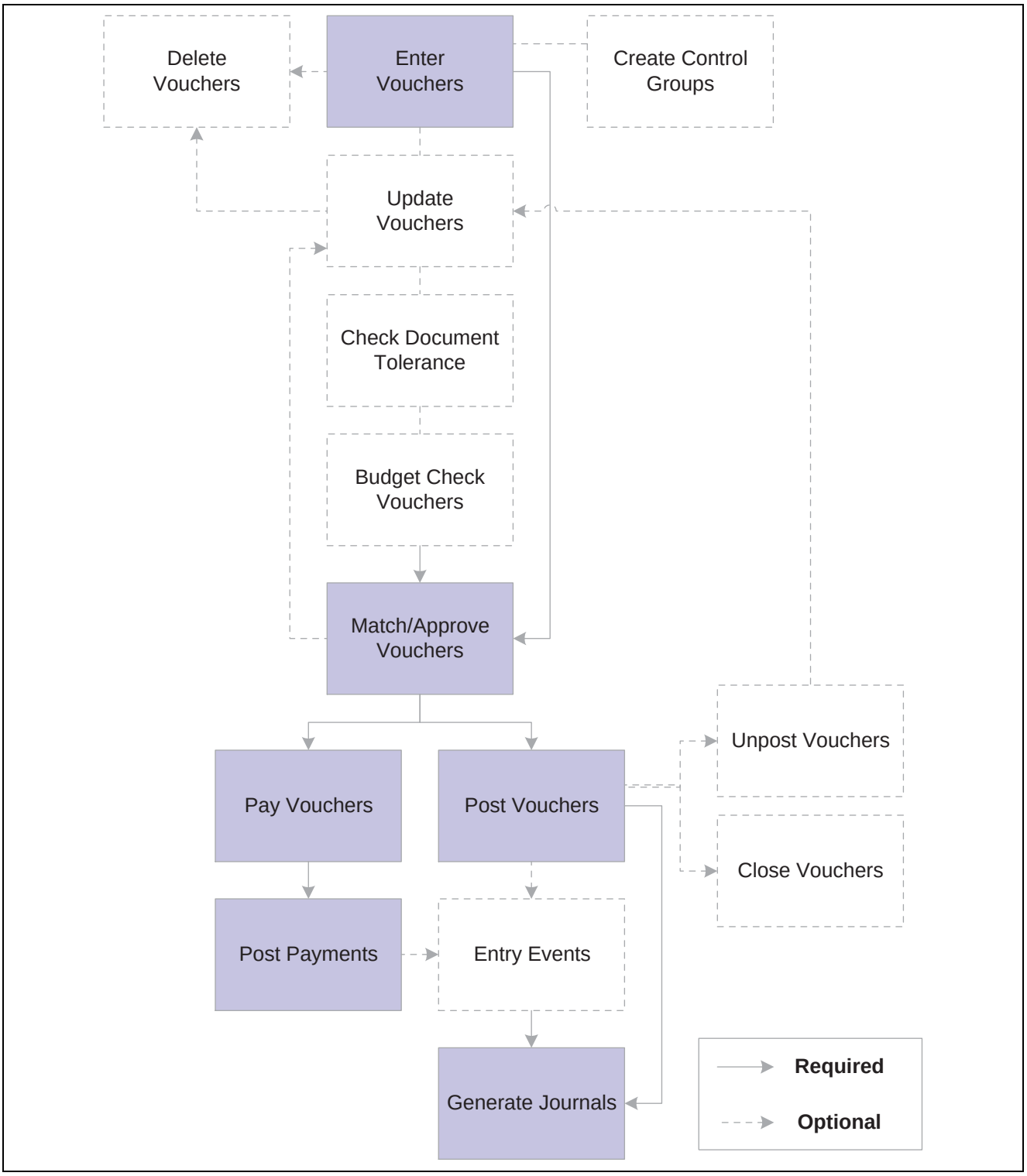
Chapter 16, “Processing Batch Vouchers,” page 353

Chapter 17, “Using Quick Invoices,” page 381

Chapter 18, “Entering and Importing Spreadsheet Vouchers,” page 409

## Voucher Process Flow

The following flowchart illustrates the processing routes a voucher can follow. It includes optional stages of voucher processing, such as creating control groups 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. Payables tracks these stages using a variety of statuses that relate to various actions and processes that can be run on a voucher:

- Entry status.
- Match status.
- Approval status.
- Budget status.
- Document tolerance status.
- Post status.
- Payment status.
- Payment post status.

This table illustrates the values—before and after processing—for each voucher status:

| Status Type | Process | Initial Status | Post-Processing Statuses |
|---|---|---|---|
| Entry Status | Voucher Entry | Open | Deleted<br>Recycle<br>Postable |
| Match Status | Matching | To Be Matched | Exception<br>Manually Overridden<br>Manually Set to Credit Note<br>Matched<br>Match - Dispute<br>No Match |
| Approval Status | Voucher Approval | To Be Approved | Pending Approval<br>Approved<br>Denied |
| Budget Status | Budget Processor<br>(Budget checking) | Not Checked | Valid<br>Error |
| Document Tolerance Status | Document Tolerance Checking | Not Checked | Valid<br>Error |
| Post Status | Voucher Posting | Not Posted | Posted |
| Payment Status | Pay Cycle<br>Payment Selection subprocess | Not Selected | Selected for Payment |

| Status Type | Process | Initial Status | Post-Processing Statuses |
|---|---|---|---|
| Payment Status | Pay Cycle<br>Payment Creation subprocess | Selected for Payment | Paid |
| Payment Post Status | Payment Posting | Not posted | Posted |

When you first enter a voucher into Payables, it has an entry status of *open.* When you save the voucher for the first time, the system validates the input with information provided by default 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 Application Engine Process (FS_JGEN).

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 corrected. For example, if you do not enter a date on the voucher header, you cannot save the voucher.

For other edits, you may choose 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 voucher. With duplicate invoice checking, for example, you may choose recycle error handling, which means that the system accepts the suspect vouchers but does not enable 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 preapproved, 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, if your business unit definitions enable you to, you can post a voucher even though it has not been approved for payment.

When you post a voucher in Payables, the system creates balanced accounting entries to record the 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 change only descriptive information that does not affect 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.*

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**Note.** If you are using budget checking (through the Commitment Control feature), you cannot post or pay a voucher until it has successfully passed budget checking.

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### See Also

Chapter 4, "Setting Up Payables Business Units," Defining Voucher Error-Handling Options, page 64

Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," page 711

Chapter 35, "Processing Document Sequencing in Payables," page 851

Chapter 20, "Running the Matching Process," page 473

Chapter 19, "Managing Vouchers," Approving Vouchers, page 421

Chapter 23, "Running Voucher and Payment Posting," page 627

Chapter 21, "Processing Pay Cycles," page 543

## Voucher Styles

Payables features various voucher styles, each of which addresses a particular objective:

**Adjustments** Enter adjustment vouchers for credit or debit memos, or for relating one voucher to another. This style is also used for debit memo adjustment vouchers created by the Matching Application Engine process (AP_MATCH).

See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Adjustment Vouchers, page 333.

See Chapter 20, "Running the Matching Process," Processing Debit Memo Adjustment Vouchers, page 533.

**Journal Voucher** Enter vouchers for adjusting accounting entries.

See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Journal Vouchers, page 340.

**Prepaid Voucher** Enter prepayments (down payments, progress payments, or deposits).

See Chapter 29, "Processing Prepayments," page 733.

**Register Voucher** Accrue an individual voucher for which the expense distribution is not known or not yet approved.

See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Registered Vouchers, page 341.

**Regular Voucher** Enter standard vouchers (this is the default setting). This style is also used to enter purchase order vouchers and vouchers that require matching to purchase orders and receiving documents.

**Reversal voucher** Create a new voucher with reversal accounting entries and back out encumbrances.

See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Reversal Vouchers, page 344.

**Single Payment Voucher** Enter a voucher for a one-time vendor without having to define the vendor in the system.

See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Single Payment Vouchers, page 346.

**Template Voucher** Create a voucher that can be used as a template for generating regular vouchers that share voucher data.

See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Template Vouchers, page 350.

**Third-Party Voucher** Enter vouchers for charges other than merchandise charges—for example, freight-only vouchers.

See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Third-Party Vouchers, page 350.

This chapter describes the online voucher pages and how to enter regular vouchers online. The other methods of voucher entry and voucher styles are described in separate chapters of this PeopleBook.

### See Also

Chapter 17, "Using Quick Invoices," page 381

Chapter 18, "Entering and Importing Spreadsheet Vouchers," page 409

## Voucher Validation

When you save vouchers, many edits and processes occur automatically. Any problems that 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 nonmerchandise charges, such as sales and use taxes, value-added taxes (VAT), freight charges, and miscellaneous charges.
- Validating the bank ID, bank account number, and DFI ID.

Other edits specific to particular voucher styles, payment terms, and other circumstances are discussed in the sections or chapters that deal with those styles and circumstances.

## Processing Initiated by the Voucher Component

Processing steps that occur when you save a voucher include:

- Assigning a voucher ID for auto-numbered vouchers.

  You can preassign 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, using the Add search page 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, freight, and miscellaneous charges, as applicable.
- Calculating and prorating VAT and sales and use tax (SUT) amounts.
- Converting the transaction amount to the base currency.
- Determining payment net and discount due dates.
- Determining the scheduled payment date.
- Creating payment records.
- Performing withholding processing, as applicable.
- Creating payment records for manual payments recorded on the voucher.
- Checking the voucher match status.

Voucher component-initiated processing specific to particular circumstances (such as integration with third-party tax applications or federal payment schedule processing) is discussed in the chapters that cover those circumstances.

## (USA) Vouchers for HIPAA Payments

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a set of regulations from the U.S. Department of Health and Human Services. One of HIPAA's primary concerns is to restrict the use of individually identifiable health information to protect the privacy of healthcare consumers. In addition to the privacy rules, HIPAA includes regulations that establish national standards for the format and structure of electronic communications between covered entities.

Payables generates HIPAA payments for only two transaction handling codes: Payment Only, and Payment + Advice.

HIPAA entails communication protocol and standards for several business documents. Payables supports Electronic Data Interchange (EDI) Format 820 (OUTBOUND), specifically designed for HIPAA required fields and values. To fully employ HIPAA functionality, you must use a third-party vendor to process the generated electronic funds transfer (EFT) file and transform it to the HIPAA 820 EDI format.

The HIPAA information you define at the vendor level (in the HIPAA Information collapsible region on the Vendor Information - Payables Options page) appears by default on the HIPAA page in the Voucher component if the payment method for the voucher has an EFT layout of *HIPAA*. The system performs validation during online voucher entry and as part of the Voucher Build process, which checks for the HIPAA payment designation and marks such vouchers as *Payment Separate.*

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," (USA) Entering HIPAA Information, page 319

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," (USA) Defining HIPAA Information

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Files for Electronic Funds Transfers"

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Bank Account Payment Methods

## 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.
- Specify user preferences for online voucher entry on the Define User Preferences - Payables Online Vouchering page.

### See Also

Chapter 4, "Setting Up Payables Business Units," page 25

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Payables User Preferences

Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," page 167

## Entering Invoice Information for Online Vouchers

This section provides an overview and discusses how to:

- Access the Voucher component.
- Create vouchers online.
- Define payment terms.
- Enter nonmerchandise charge details.
- View purchase order and receiver references.
- Associate receivers to voucher lines.
- Associate receiver lines to voucher lines for matching.
- Enter voucher line tax information.

# Understanding Voucher Dependencies and Balancing Functionalities

This section discusses the following:

- Voucher component's dependencies on voucher style and other factors.
- Voucher balancing.

## Voucher Component's Dependencies on Voucher Style and Other Factors

The Voucher component looks and acts differently for each voucher style. It also displays different fields and provides different processing depending on:

- Tax environment (sales and use tax, VAT, Indian excise and customs duty, installed third-party tax applications, and so forth).
- Your installation options (such as whether you are a U.S. federal agency, for example).
- Various processing and display options you can select at each level of the Payables control hierarchy.

For this reason, the description of the Voucher component that follows here includes page elements that you may not see or use for a particular voucher style or that you may not see or use in your implementation of Payables. Whenever a page element has such dependencies, these are documented, except in the case of tax environment. The tax environment—whether VAT, sales and use tax, or Indian excise, sales tax, or customs duty—is usually reflected in the field labels themselves.

For discussions of specific voucher styles, see the chapters that discuss those styles.

## Voucher Balancing

The Voucher component has various functions that enable you to view and correct balance discrepancies.

- Balancing groupbox: displays totals of separate voucher regions—header, lines, and charges and taxes—enabling you to quickly identify the unbalanced area.
- Calculate buttons: located at the header and Balancing groupbox level, these buttons enable you to perform on-demand balance calculations.
- Highlighted fields: displays out of balance information highlighted in red in two areas of the voucher component:
  - Fields at the header and line level.
  - Fields in the Balancing groupbox.

When the voucher is in balance, the system displays an amount of 0.00 in the Total fields located at the header level and in the Balancing groupbox.

We discuss three common out-of-balance scenarios.

The first scenario is a regular voucher with the header out of balance to the distribution lines. In this example, a regular voucher has a header total of 1500.00 USD, but distribution lines totaling 1505.00 USD. The system displays discrepancies between the header and the lines in the Difference field at the header level, and the Difference Amount field in the Balancing region.

The next scenario is a regular voucher with the distribution lines out of balance to the invoice line. This regular voucher has a header total of 2000.00 USD, an invoice line total of 2000.00 USD, but the distribution lines total 2002.00 USD. When the invoice lines and distribution lines are out of balance, the system displays the discrepancy in the Difference groupbox, located between the Invoice Line and Distribution Lines regions.

The third scenario is a purchase order voucher with distributions that balance to the line, but the voucher has multiple lines that do not balance to the header. The purchase order voucher has a header total of 2100.00 USD, but the invoice line total and the distribution lines total 500.00 USD. The Difference field at the header and in the Balancing region level display the 1600.00 USD discrepancy between the header amount and the lines amount. The Difference field at the invoice and distribution line level displays a 0.00 USD discrepancy between the merchandise amount and the distributed amount, but it appears highlighted in red, as the voucher is out-of-balance. The Balancing region displays the difference amount of 1600.00 USD.

### See Also

Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," page 333

Chapter 39, "Managing Voucher Line Tax Information with Taxware and Vertex," page 925

Chapter 40, "Processing Value Added Tax (VAT) in Payables," page 929

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865

## Common Elements Used in This Section

**Action** Select to run the Voucher Build process after you have saved a voucher, and create the voucher.

## Pages Used to Enter Invoice Information for Online Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information | Enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information. |
| Vendor Lookup | VNDR_LOOKUP_WRK | Click the Advanced Vendor Search link on the Invoice Information page. | Enter search criteria to retrieve vendor address information.<br><br>**Note.** Selecting an address here does not automatically change the vendor location to any default location associated with the address. The system uses different defaults for the vendor location value. Change the default location value using the Location field on the Invoice Information page. |
| Voucher Comments | VCHR_COMMENTS_TXT | Click the Comments link on the Invoice Information page. | Enter internal voucher comments. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Date Calculation | VCHR_DT_CALC_SBP | Click the Basis Date Calculation link on the Invoice Information page. | (USF) Define the date calculation basis for U.S. federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers. |
| Payment Terms | VCHR_TERMS_EXP | Click the Transfer to Payment 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 Transfer to Freight Detail 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 Transfer to Misc. Chrg Details (transfer to miscellaneous charges details) button. | Allocate the miscellaneous charges for the voucher at a more detailed level. |
| Sales Tax Charges | VCHR_SALETX_SEC | Enter a sales tax amount on the Invoice Information page and select the Transfer to Sales Tax Detail button. | Allocate the sales tax amount at a more detailed level. |
| Use Tax Charges | VCHR_USETAX_SEC | Click the Transfer to Use Tax Detail button on the Invoice Information page. | Specify the use tax to apply to this voucher. |
| Non Merchandise Charges Summary Information | 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. |
| Invoice Header VAT Information | VCHR_VAT_HD_EXP | Click the VAT Summary link on the Invoice Information page.<br>Click the Transfer to VAT Header link on the Invoice VAT Summary Information page. | Review and, if applicable, override the voucher's VAT settings. |
| Invoice Line VAT Information | VCHR_LINE_VAT_SEC1 | Click the Invoice Line VAT link in the Invoice Lines scroll area on the Invoice Information page. | Review and, if applicable, override VAT defaults for the distribution line. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Distribution Line VAT Information | DISTRIB_LN_VAT_SEC | Click the VAT link on the VAT tab in the Distribution Lines scroll area on the Invoice Information page. | Review and, if applicable, override VAT defaults for the distribution line. |
| Invoice VAT Summary Information | VCHR_VAT_SM_EXP | Click the Transfer to VAT Summary link 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. You can also link from this page to the VAT header, line, and distribution line defaults pages. |
| View Source PO/Receiver Information | VCHR_PO_INFO | Click the Purchase Order and Receiver Info 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 or receiver header or line from which the voucher and voucher line information has been copied. |
| Associate Receiver | VCHR_RECV_MTCH | Click the Associate Receiver(s) link in the Invoice Lines 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. |
| Invoice Line Tax Information | VCHR_LINE_TAX | Click the Sales/Use Tax link in the Invoice Lines group box on the Invoice Information page. | Review and, if applicable, override tax settings for the voucher line. |
| GeoCodes and Addresses | VCHR_LINE_TXGEO | Click the Override Tax Location link on the Invoice Line Tax Information page. | Define a new tax location for vouchers. Taxware or Vertex users only. |

## Accessing the Voucher Component

The Voucher component in Payables uses deferred processing. If you are adding a new voucher, you can use the fields on the add and search page for the component to prepopulate the new voucher and reduce the amount of prompting and editing you need to do on the new voucher. Note also that:

- The voucher style you select on the add and search page determines how the system displays, edits, and processes the voucher.

  The default voucher style is *Regular*.

The selected voucher style also determines what nonmerchandise and tax-exempt fields appear on the add and search page. These fields are Miscellaneous Amount, Freight Amount, Sales Tax Amount, Tax Exempt, and VAT Amount. The selected business unit determines if the latter three fields display.

**Important!** When copying purchase order vouchers, *do not* enter gross, nonmerchandise, and tax-exempt amount information in the fields on the add and search page. Be sure to use the Copy PO functionality on the Invoice Information page, which ensures that the system provides these amounts by default into the appropriate fields and creates the correct voucher lines.

- The system prepopulates the control group on the add and search page with the earliest assigned group for the business unit and user ID.
- Payables functionality performs duplicate invoice checking using the information you add on the add and search page.

  If the system finds any vouchers that appear to be duplicates, it issues a warning before you enter the Invoice Information page. It also performs duplicate invoice checking when you save a voucher. However, the more information you enter on the add search page, the more likely you will catch a duplicate invoice before you create another duplicate voucher.
- Payables uses default information from the voucher origin table and information from other default levels to determine how the system processes the voucher.

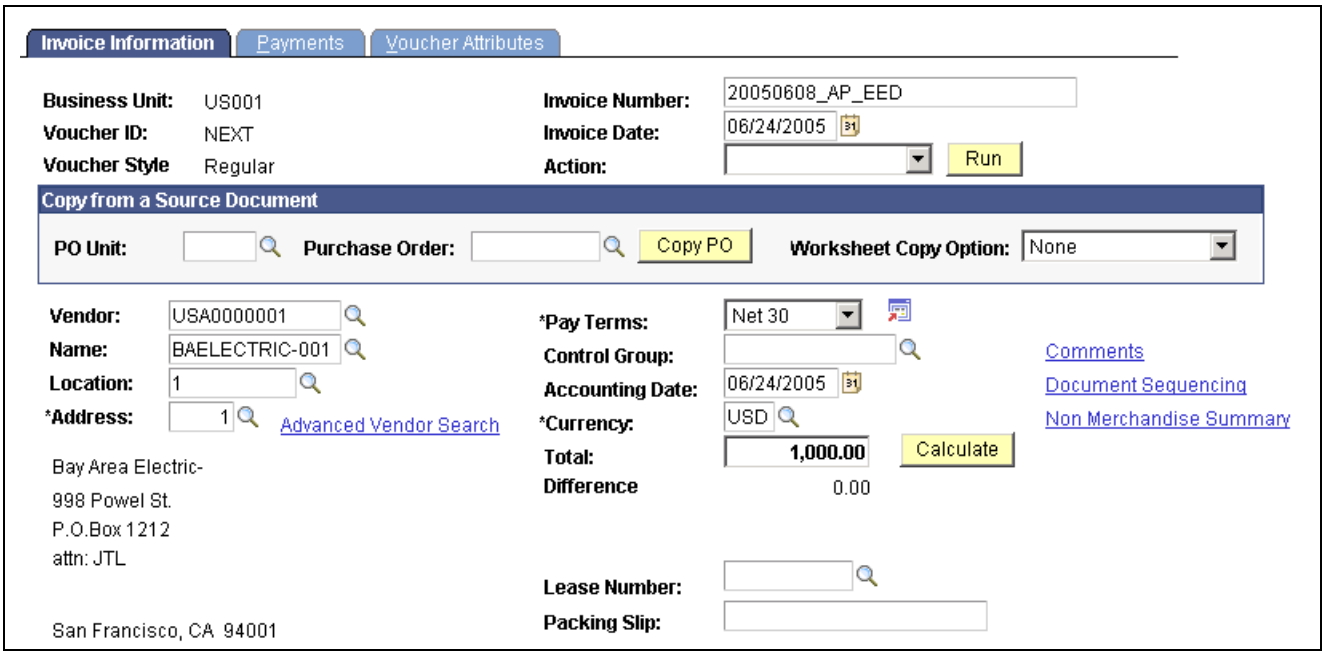
  Each user who enters vouchers must be assigned to an active voucher origin. If the user is not assigned to a voucher origin or the voucher origin is inactive, the user cannot save the voucher. Also, you cannot change the voucher origin of a voucher once it is entered into the system.
- The system automatically populates ChartField values defined at the vendor location level into the voucher distribution lines.
- Entering the estimated number of invoice lines in the Estimated No. of Invoice Lines field enables you to enter lines on the Invoice Information page without repeatedly having to click the Add button in the Invoice Lines scroll area.

  Any lines that you leave blank are automatically deleted when you save.
- When you enter gross amount and nonmerchandise amount values on the add and search page, the system populates the difference by default on the first voucher line and distribution line.

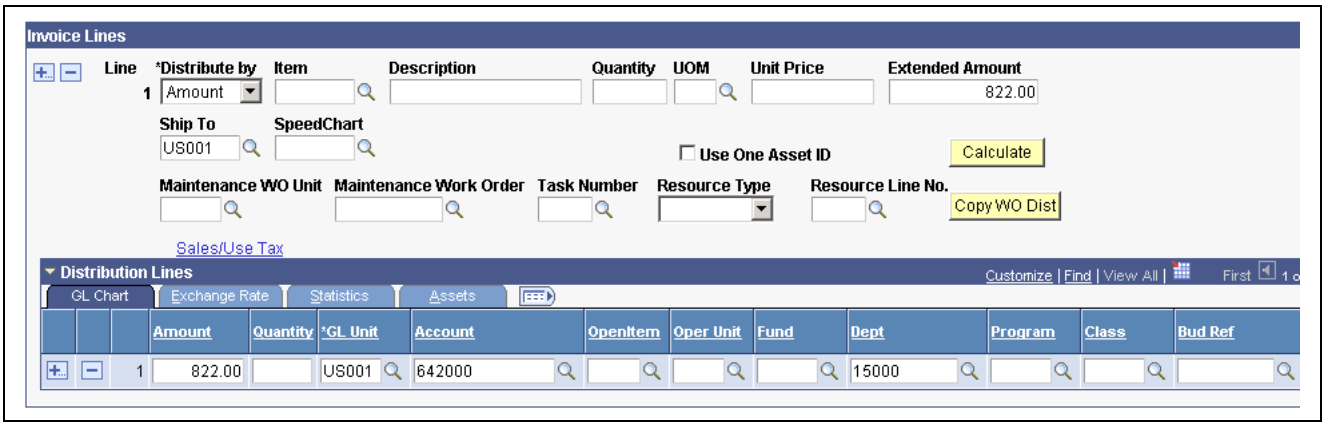
**Note.** If you are adding a voucher, the Invoice Information page appears when you have entered data on the add and search page and clicked Add. If you are accessing a voucher that already exists in the system, then the Voucher - Summary page appears when you have entered the search information and clicked Search.

## Creating Vouchers Online

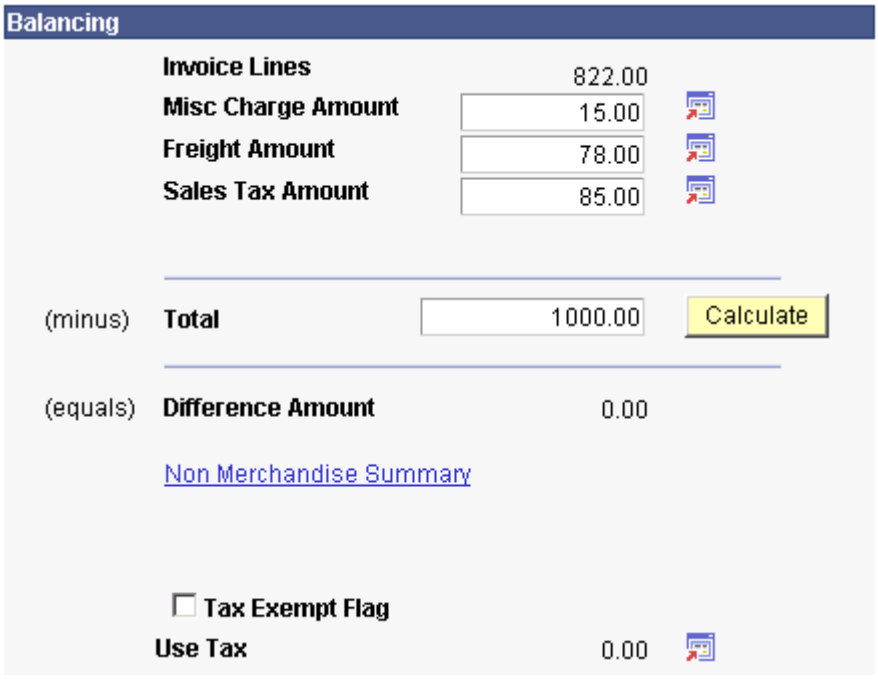
Access the Invoice Information page.




Invoice Information page for regular voucher style (1 of 3)




Invoice Information page for regular voucher style (2 of 3)




Invoice Information page for regular voucher style (3 of 3)

## Vendor Information

**Vendor** and **Name** — Select the vendor by entering the vendor ID or short name.

After you press TAB to exit either field, the system retrieves and populates the voucher with the full vendor name, primary address, default location information, and payment terms. 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 address.

**Advanced Vendor Search** — Click to search for vendors using partial names and wildcard symbols.

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**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 then selecting the Add Vendor button. This takes you to the Vendor Information 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.

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**Lease Number** — Enter the lease number for a lease payment voucher. This field displays only when you have also installed the Real Estate Management module.

**Pay Terms**

Select the payment terms. These terms are populated from the Payables default hierarchy. Click the Payment Terms button to access the Payment Terms page, where you can override the defaults or change associated information.

**(USF) Pay Schedule**

Indicate a federal 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:

- *Manual*
- *Other*
- *Transport* (transportation)

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865.

**Group**

Select a control group for the voucher if applicable. The default is the earliest assigned group for the business unit and user ID. If there are no assigned groups for your user ID, the Group field does not appear.

## Invoice Information

**Invoice Number**

Enter 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.

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**Note.** For evaluated receipt settlement (ERS) vouchers built by the Voucher Build process, the invoice number is appended with the ERS invoice sequence number suffix.

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**Related Voucher**

Journal vouchers only.

Use this field to associate the journal voucher to the voucher whose accounting entries you are correcting.



Click the Finalize Document icon to finalize the predecessor PO. This icon also appears in the Invoice Lines scroll area as theFinalize Line icon, which you can click to finalize the predecessor PO line.



Click the Undo Finalize icon to undo the finalization of the predecessor PO. This icon also appears in the Invoice Lines scroll area as the Undo Finalize Line icon, which you can click to undo finalization of the predecessor PO line.

See Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Performing Partial and Final Liquidations, page 719.

**Misc Amount** (miscellaneous amount), **Freight Amount,** and **Sales Tax**

Enter any miscellaneous charge amount, freight amount, or sales tax amount. To allocate these charges at a more detailed level, click the icons next to these fields to access detail pages (the Miscellaneous Charges, Freight Charges, and Sales Tax Charges pages).

It is best to enter any amounts on the voucher page first before accessing the detail page. When you save the voucher, the system allocates the charges you enter to the voucher lines based on the defaults that you set in the Procurement Control component for the Payables business unit.

**Note.** If you override the default tax information on the Invoice Line Tax Information page and then change the sales tax amount in this field, the overridden tax information will revert to the default. Enter a tax amount here before you update any tax information on the Invoice Line Tax Information page.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Non-Merchandise Charge Details, page 289.

See Chapter 44, "(IND) Processing Excise Duty, Sales Tax, and Customs Duty for India in Payables," page 1039.

**VAT** (value-added tax)

If this is a VAT-applicable voucher subject to exclusive VAT, enter the gross VAT amount. Click the VAT icon to access the Invoice Header VAT Information page if you need to review and override the voucher's default VAT settings. When you click this link, the system retrieves the VAT defaults based on your VAT setup and entered vendor and vendor location information.

**Note.** If your voucher is in a VAT environment and you do not enter any of the VAT pages for your voucher before saving it, the process to retrieve the VAT defaults is triggered automatically at save time.

See Chapter 40, "Processing Value Added Tax (VAT) in Payables," Entering Online Vouchers With VAT, page 932.

**Total** and **Currency**

Enter the full amount of the voucher, including merchandise and service amounts (entered on the voucher lines), freight, and tax. 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.

See Chapter 44, "(IND) Processing Excise Duty, Sales Tax, and Customs Duty for India in Payables," page 1039.

**Balance**

The amount that you are currently out of balance. To arrive at this figure, the system compares the sum of the voucher lines and the entered gross amount (less tax and other miscellaneous charges).

**SUT Exempt**

Select this check box if you want to override the default sales and use tax setup for this voucher and make it exempt from taxation.

**Use Tax**

The system calculates the use tax either from:

- A use tax code entered on the Invoice Line Tax Information page.
- The difference between the sales tax entered on the voucher header and the sales tax entered or calculated for the voucher lines, if the voucher lines are tax applicable but the header sales tax amount is less than the total for the lines.

Click the icon to the right to access the Use Tax Charges page, where you can specify how to allocate the use tax charges.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Non-Merchandise Charge Details, page 289.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Voucher Line Tax Information, page 293.

**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.

***Warning!*** For claim vouchers, the system populates this field with identification information necessary for processing. Do not edit or delete any existing information in this field.

**Accounting Date** Displays the accounting control date, which is based on the settings defined in the Payables default hierarchy. You can override it here on the voucher.

**Dispatch Method** Debit Memo adjustment vouchers only.

Select a dispatch method for this debit memo adjustment voucher. This field is only available if the voucher style is *Adjustment* and the voucher source is *Match Adjustment.* You can override the dispatch method defined in the Debit Memo Options collapsible region on the Vendor Information Payables Option page. Options include *Blank, EDI/XML, Email, Fax, Phone,* and *Print.*

See Chapter 20, "Running the Matching Process," Processing Debit Memo Adjustment Vouchers, page 533.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Specifying Debit Memo Options.

**Packing Slip** Enter a packing slip number from the supplier's invoice. The packing slip number can be used by the Matching process to associate the voucher to the receiver if the document association rule is set up to use this criteria.

This field also appears for vouchers with the ERS or Quick Invoice source type.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Viewing and Updating Document Association Rules.

See Chapter 16, "Processing Batch Vouchers," ERS Vouchers, page 364.

## The Action Field

When you have finished entering your voucher and saved it, you have three options for processing it:

1. Perform budget-checking, matching, document tolerance checking, asset loading, posting, and journal generation on this and other vouchers in batch from the batch request pages for those processes.
2. Process the voucher on demand, directly from the Invoice Information page, using the Action field.
3. Process this and other vouchers in batch from the Voucher On-Demand Processes batch request page using on-demand process groups.

The first option is generally the most efficient, but the second option is handy when you must process a voucher immediately, on demand. The third option is convenient when you want to perform multiple sequential processes—such as matching, asset loading, voucher posting, and journal generation—on a batch of vouchers.

If you want to process a voucher on demand from the Invoice Information page:

1. Save the voucher.
2. Select an on-demand process group in the Action field.
3. Click Run to initiate processing.

   While the voucher is being processed, the fields on the Voucher component will be grayed out and unavailable for entry. Click Refresh to view the processing status of the voucher on the Voucher Summary page.

The process groups available depend on your user ID and whether or not your voucher requires the processing. If budget-checking isn't applicable to a voucher, for example, the Budget Checking process group will not be available. Process groups that may be available include:

- Budget Checking (BUDGET_CHK).
- Document Tolerance (DOC_TOL).
- Matching (MATCHING).
- Matching, Doc Tolerance, Budget Check (MTCH_DT_BC).
- Voucher Post (PST_VCHR).
- Journal Generate (PST_VCHRGL).
- Voucher Post Load AM (POSTAPAM).
- Journal Gen, Load AM (POSTAPGLAM).

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up On-Demand Processing".

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Running On-Demand Voucher Processes as a Batch Request, page 330.

## Other Header Information

**(USF) Basis Date Calculation**

Click to access the Date Calculation page, where you can enter information that enables you to schedule the payment for this voucher on a U.S. federal prompt payment basis. You can also use the Date Calculation page to enable enforcement of valid reimbursable periods for project-related vouchers.

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Applying Prompt Payment Protocols, page 871.

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Enforcing Valid Reimbursable Periods for Project-Related Vouchers, page 875.

**Doc Seq** (document sequencing)

Click to access the Document Sequence page, where you can view or override the document sequencing settings. This link appears only if you have implemented document sequencing.

See Chapter 35, "Processing Document Sequencing in Payables," page 851.

**Non Merchandise Summary**

Click to access the Non-Merchandise Charges Summary Information page, where you can view the miscellaneous amount allocated to each voucher line for each charge code. This page is useful only after you enter or copy voucher line information.

**Withholding**

Click to access the Withholding Detail page, where you can view or override the default withholding details for the voucher. This link appears only if the voucher is associated with a vendor setup for withholding. If you are adding a

voucher and enter the vendor on this page rather than the add and search page, the link appears when you press TAB to move out of the Vendor field.

See Chapter 41, "Processing Withholding in Payables," Reviewing and Entering Withholding Information for Vouchers, page 959.

**VAT Summary**

Click to access the Invoice VAT Summary Information page, where you can view the calculated VAT totals for the invoice by VAT code.

You can also link from the VAT Summary page to the VAT default pages if you need to review or override VAT defaults for the voucher.

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**Note.** If the voucher is in a VAT environment and you do not enter any of the VAT default pages for the voucher before you save it, the process to retrieve VAT defaults is triggered automatically at save time.

---

See Chapter 40, "Processing Value Added Tax (VAT) in Payables," Reviewing VAT Summary Information for a Voucher, page 947.

**Calculate** (calculate on-demand balancing)

Click to perform on-demand balancing calculations and check if the voucher is in or out of balance. The system displays an amount of *0.00* in the Total field when the voucher is in balance.

These buttons are located at the header and line level and in the Balancing groupbox.

## (USF) Advance Payment Option

If you are creating a prepayment voucher and you are a U.S. federal agency with Enable Federal Payments selected on the Installation Options - Payables page, the Advance Payment Option group box appears. When you select Use Advance Payment in that group box, you are required to associate the prepayment with a purchase order.

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**Note.** The voucher component does not copy lines from the associated purchase order when you enter the PO Number here.

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See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Handling Advances for Federal Agencies, page 902.

## Copy from a Source Document

Use the following fields for copying from a source document. The voucher style determines which fields appear here:

**PO Unit** (Purchasing business unit) and **Purchase Order**

If you want to copy all of the lines from a purchase order into the voucher, enter the Purchasing business unit and the PO ID for the purchase order you want to copy. Then click the Copy PO (copy purchase order) button.

This option is available only if you are creating a regular voucher, template voucher, or third-party voucher.

---

**Important!** When copying a purchase order into a voucher, *do not* begin by entering nonmerchandise and tax-exempt information on the add and search page. Use the Copy PO button to ensure that the system provides these amounts by default to the appropriate fields.

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**Voucher ID**

If you want to copy all of the lines from another voucher into the voucher, enter the voucher ID number that you want to copy. Then click the Copy to Voucher button.

To copy individual voucher lines, enter a vendor and click the Copy from Worksheet link.

This option is available only if you are creating an adjustment 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/miscellaneous charges/sales tax, and VAT information) into the reversal voucher.

This option is available only 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 available only if you are creating a reversal voucher.

**Adjust PO/Restore Encumbrance** (adjust purchase order/restore encumbrance)

Select to restore the encumbrance and to adjust the purchase order matched quantity or amount.

This option is available only 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 check box 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, to select a range of source documents, or to review individual source documents, select one of the options in this field to access the appropriate Copy Worksheet:

- *Non PO Receipt*
- *None*
- *PO Receipt*
- *Purchase Order Only*
- *Template*
- *Voucher*

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Using Source Documents to Create Vouchers Online, page 295.

## Invoice Lines

Use the Invoice Lines scroll area to enter information for each line on the invoice: the merchandise amount, unit price, quantity, and description. Initially, at least one line automatically appears; enter as many additional lines as needed. The system assigns a line number to each voucher line that 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 100.00 EUR in the Invoice Lines scroll area and a sales tax of 10.00 EUR, the first line amount of 90.00 EUR appears by default, as does the first distribution for the first voucher line. If you update the first voucher line to an amount of 70.00 EUR and insert a new voucher line, the amount for the second line of 20.00 EUR appears by default.

**Note.** Rebalancing and calculations are affected by deferred processing.

**Note.** You may not enter or adjust voucher lines after a voucher has been payment posted.

**Note.** You cannot combine replacement type return-to-vendor (RTV) vouchers with credit or exchange type RTV vouchers (vouchers having credit and replacement type lines, or exchange and replacement type lines). Doing so causes match exceptions, as these differing voucher types are created with dissimilar statuses. The Voucher Build process builds replacement RTV debit memos with a *To Be Matched* status, so that the matching process correctly updates the matched amounts between the purchase order, the receiver and the voucher. However, the system receives credit and exchange RTV vouchers already configured with a *Matched* status. They do not need to be run through the matching process as their totals do not affect quantities that need to be matched.

**Distribute by**

Select a distribution method:

*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 value in the merchandise Extended Amount field, the Unit Price field is recalculated.

**Note.** Any changes in the extended amount will be reflected in the distribution. The system adjusts the distribution line that has the maximum distribution line number. If you reduce the amount below the original PO amount, then the only adjustment is to set the amount to zero on the distribution line which has the maximum distribution line number. In this case, you must still adjust the distribution amounts so that they tie back to the voucher line amount. In addition, any change to the merchandise amount will be accompanied by a corresponding change to unit price. If the original distribution method on the purchase order was quantity and you change the method to amount, then the distribution as well as the voucher line information remains unchanged. Even under the amount distribution method, the voucher line quantity should equal to the sum of distribution line quantity. If they are not equal then an error message is issued.

*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. The Extended Amount field is not available for entry.

Select the Force Price option if you want to force the unit price based on the entered merchandise amount. This option is described below.

**Note.** If you change voucher line quantity, the system does not adjust the distribution lines in response. Therefore, if you change the voucher line quantity, you must adjust the corresponding distribution level quantity. There is a validation to check if the voucher line quantity is equal to the sum of distribution quantities. In addition, if you change the quantity on the copy worksheet (either PO or receiver), then the changed quantity is copied onto the voucher line whereas the distribution still retains the original PO quantity. You should manually adjust the distribution quantity such that the sum of distribution quantity equals the voucher line quantity. If the original distribution method on the purchase order was amount and if you change the method to quantity, then the system recalculates the distribution amounts using the quantity on the distribution line and the unit price on the voucher line. There is also an option of forcing the price that is available under this method. Selecting this option will force the system to calculate the price based on the extended amount. When you select this option, the unit price field is grayed out.

**SpeedChart**

Enter a SpeedChart. When you press TAB to move out of the edit box, prorated amounts and distribution ChartFields appear on the voucher distribution lines. If the SpeedChart was defined with no proration percentages, you must enter the distribution amounts yourself.

Speedchart is not available on the reversal or prepaid voucher, as these voucher styles do not enable you to add voucher lines.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining SpeedCharts.

**Use One Asset ID**

Select to override all assets on the voucher line to use the same asset ID.

Selecting this option causes the system to update all of the asset IDs for all asset-applicable distribution lines under the voucher line to *NEXT,* each Sequence Number to *1,* and the Profile ID to the profile ID of the first distribution line.

You can override these values on individual distribution lines.

See *PeopleSoft Enterprise Asset Management 8.9 PeopleBook*, "Adding and Maintaining Assets".

**View PO/Receiver** (view purchase order/receiver)

Click to access the View Source PO/Receiver Information page, where you can view information about the source purchase order or receiver, including comments of various types, including header, line, and ship-to comments. This link appears only if you have Purchasing installed on the same database.

**Associate Receiver(s)**

Click to access the Associate Receiver page and Associate Receiver Lines page, where you can 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 the Copy Worksheet Option field and the purchase order requires matching, or if the vendor is set up for receipt-only matching.

See Chapter 20, "Running the Matching Process," page 473.

**Item**

You may enter an item ID reference code and a line item description of up to 30 characters. If you also have Purchasing installed, you can use an existing item

from the Purchasing item table. When you press TAB to move out of this field, the system populates the Description field with the associated description.

**Sales/Use Tax** Click to access the Invoice Line Tax Information page, where you can override the default tax settings for the voucher line.

**Invoice Line VAT** or **VAT and Intrastat** Click to access the Invoice Line VAT Information page, if you need to review and override the default VAT and Intrastat settings for the voucher line. The VAT and Intrastat link appears only on VAT-applicable adjustment vouchers.

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**Note.** If your voucher is in a VAT environment and you do not enter any of the VAT pages for your voucher before saving it, the VAT defaulting process is triggered automatically at save time.

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See Chapter 40, "Processing Value Added Tax (VAT) in Payables," Reviewing and Overriding Voucher Line VAT Defaults, page 940.

**Force Price** Select if you want to force a change to the unit price to achieve the entered extended amount. Use when the sum of the merchandise amounts on the distribution lines don't match, usually because of rounding. Selecting Force Price enables you to change the extended amount and have the unit price recalculated to achieve that extended amount.

---

**Note.** This check box is available only if you are distributing by quantity and copying from either a purchase order or a receiver. You must refresh the page to enable the Force Price check box.

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**Related Voucher** For reversal and adjustment vouchers, displays the voucher ID of the voucher line being reversed or adjusted.

## Work Order Management Resources

If this invoice line is for a Work Order Management external resource, use these fields to enter the actual resource procurement cost. You then transfer the information back to Work Order Management to help determine the actual cost.

These fields appear only if your organization has installed Work Order Management. If the system populates these fields with data copied from a purchase order, you cannot edit the information.

---

**Important!** If you are creating a non-purchase order voucher for items *already entered* in the Inventory application, *do not* enter work order information here. Doing so creates a duplicate charge situation, as Payables and Inventory will individually send work order charges for the same item to Work Order Management.

If you create new (meaning, not already entered in Inventory) non-purchase order vouchers associated to a work order, you can choose to distribute the invoice line by quantity or amount, but you must specify values for the Quantity, UOM (unit of measure), and Unit Price fields on the related invoice lines.

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**Maintenance Work Order** Select the specific work order for the invoice line.

**Task Number** Select a work order task for the invoice line. Available tasks depend on the selected maintenance work order.

**Resource Type** Select *Labor, Material,* or *Tools.*

**Resource Line No** (resource line number) Select a specific resource line number for this invoice line. Available resource line numbers depend on the selected resource type.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Understanding Source Document Copy Functionality, page 295.

## Distribution Lines

For each voucher line that you enter, you must also enter the distribution information in the Distribution Lines grid. Each voucher line must have one or more distribution lines.

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**Note.** You may not enter or adjust distribution lines after a voucher has been payment posted.

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You can enter projects information on distribution lines, and the project information that you capture on vouchers is available to Project Costing. By entering multiple distribution lines, you can add multiple project lines for each voucher line to categorize project costs. If you have implemented Project Costing during installation and add project information to a distribution line, you need at minimum to add the projects business unit, project ID, activity ID, and resource type. The other fields are optional. If you have not installed Project Costing, you are not required to enter a projects business unit.

See *PeopleSoft Enterprise Project Costing 8.9 PeopleBook*, "Tracking Procurement Costs," Understanding Integration with Payables.

## ChartFields Tab

Fields on this tab that are not documented here are optional ChartFields delivered with Payables. These fields share the same validation error processing upon saving the voucher as do the fields described here.

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**Important!** ChartFields that display here depend on how you configure options on the Standard Chartfield Configuration page.

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See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Configuring ChartFields," Completing the Standard ChartField Configuration Page.

**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. An error message appears 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** (General Ledger business unit) Identifies the General Ledger business unit that will be charged with the expense coded on the distribution line.

The default value is the General Ledger business unit of the Payables business unit under which the voucher is being entered. If you change the value to charge a different General Ledger business 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 General Ledger business unit.

---

**Note.** When you enter interunit vouchers on the Invoice Information page, the value for the Budget Status field on the Voucher Summary page changes from *Valid* to *Not Budget Checked.* You must run the budget checking 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. This field's display is dependent on your organization's configuration of the Standard ChartField Configuration page.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Configuring ChartFields," Completing the Standard ChartField Configuration Page.

See Chapter 37, "Using Entry Events in Payables," page 907.

**Account**

Enter an account. When you save the voucher, the system validates the account you enter along with any other ChartField values. 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 appears 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, an error message appears on save edit. You must remove the invalid reference before you can save the voucher.

See Chapter 19, "Managing Vouchers," Using OpenItem Accounting in Payables, page 465.

**Project ID**

Enter a project identifier. This field appears if you do not have Project Costing installed on your database.

**Budget Date**

Displays the budget date of the distribution line, if the Commitment Control feature is enabled. You define which field the system uses for the budget date on a voucher in the Source Transactions component when you set up the Commitment Control feature in General Ledger. You can also specify at the installation options whether the default budget date is the accounting date of the voucher or of the predecessor document (purchase order).

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Commitment Control Source Transaction Types".

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Options for Installed PeopleSoft Applications.

**Affiliate**

If the vendor is an interunit vendor, this field is not editable and the affiliate code appears by default.

## Exchange Rate Tab

**GL Unit** (general ledger business unit) and **Currency** — Identifies the general ledger business unit that is charged with the expense coded on the distribution line, as well as the currency in which it will be charged.

**Exch Rate** (exchange rate) — Appears automatically based on the default rate type from the market rate tables. You may override this value on the Voucher Attributes page. This field appears only when the distribution general ledger business unit is different from the voucher's general ledger business unit, or when the voucher is saved.

## Statistics Tab

This page 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 UOM to the standard UOM associated with the Statistics Code field. 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 must refresh the page by clicking the Refresh button (access key: ALT+0) so that the merchandise amount and quantity fields on the invoice line are unavailable and zeroed out. You must enter a statistic amount. If you want to enter the statistic amount in a UOM that is different from the standard UOM associated with the statistic account, you may do so. After you enter the statistic amount, enter the corresponding UOM. The system converts the statistic amount that you enter back to the standard UOM associated with the statistic account. The Statistics Code field becomes unavailable for entry.

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, an error message appears. If you receive this error message:

- If you are using a statistic account, the system resets the UOM to the standard UOM for the account, and you must modify the Statistic Amount field manually so that it corresponds to the standard unit of measure.
- If you are using a statistics code, the system does not calculate a statistic amount; you must delete the Statistic Code field value or enter another one.

## Assets Tab

**Asset** — Select to enter asset information for the distribution line. All the fields on this tab become active when you select the Asset check box.

**Business Unit** (Asset Management business unit) and **Profile ID** — Enter a business unit and a profile ID to indicate that the distribution line is related to an asset. These fields are required.

---

**Note.** You cannot assign the same asset ID to different profile IDs.

Once the voucher has been sent to Asset Management, you cannot change the Asset Management business unit or Profile ID fields unless you unpost the voucher.

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**Asset ID** — Enter an asset ID. Otherwise, the field value *NEXT* appears by default. This value indicates that the next asset ID value in the Asset Management system is assigned automatically. When you accept *NEXT* as the default, you can use the Sequence Number field to make more than one distribution line share the same automatically incremented asset ID.

The system validates that a unique asset ID has only one profile ID associated with it for a given voucher line.

**Note.** You cannot perform asset transfers in Payables. You can make ChartField changes in Payables, but you must also have your asset manager make a corresponding change in the appropriate Asset Management page.

**Sequence Number**

If you have accepted the default asset ID value of *NEXT,* you can enter a sequence number to indicate an asset grouping of voucher distribution lines.

If the asset ID is *NEXT,* you can enter any numeric value in this field. The unique combination of *NEXT* in the Asset ID field and the sequence number you enter here cause a unique asset ID to be generated when the information is processed by Asset Management.

For example, if you have four distribution lines for assets that you want to assign to two separate asset IDs, you can specify an asset ID of *NEXT* and a sequence number of *1* for the first two lines and an asset ID of *NEXT* and a sequence number of *2* for the next two. Each group of two lines is assigned its own asset ID number.

Leave this field blank if you entered a known asset ID. If the asset ID is *NEXT* and the *Sequence Number* field is blank, the system generates a unique number.

If you selected the Use One Asset ID check box for the voucher line, the system populates the Asset ID field with *NEXT* and the Sequence Number field with *1* for each asset-applicable distribution line, and causes Asset Management to assign all distribution lines to the same Asset ID.

**Cost Type**

Select the cost type for the asset:

*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 Chapter 31, "Sending Information to Asset Management," page 803.

## VAT Tab

This page appears only for business units enabled for VAT.

Click the VAT link to access the Invoice Distribution Line VAT Information page, if you need to review or update the VAT control settings for the distribution line.

**Note.** If your voucher is in a VAT environment and you do not enter any of the VAT pages for your voucher before saving it, the VAT defaulting process is triggered automatically at save time.

See Chapter 40, "Processing Value Added Tax (VAT) in Payables," Reviewing and Overriding Voucher Distribution Line VAT Defaults, page 944.

## Balancing

The system automatically defaults values entered for miscellaneous charges, freight charges, VAT, and taxes on the add and search page into the appropriate fields. You can edit these amounts.

In addition, field display in this group box varies depending on entered add and search page values. For example, when you use a *Prepaid*voucher style, the system disables the Misc Charge Amt (miscellaneous charge amount), Freight Amount, and Sales Tax Amount fields. And if you select a VAT-applicable business unit, the system enables VAT fields on the voucher.

---

**Note.** The system exhibits different behavior when calculating VAT depending on whether you are in the Add mode or the Update/Display mode. When you enter a VAT amount using the add and search page, the system populates the VAT line amount on the Invoice Information page, and if edited, correctly recalculates this amount. However, when you modify an existing voucher VAT amount using the Update/Display mode, the system *does not* recalculate the VAT line amount. Instead, it displays the difference between the header and line amounts in Difference Amount field.

---

**Misc Charge Amount** (miscellaneous charge amount) — Displays the miscellaneous charge amount.

**Freight Amount** — Displays the freight charge amount.

**Sales Tax** — Displays the sales tax charge amount.

**Total Amount Due** — Displays the combined total of the miscellaneous, freight, and sales tax charge amounts.

**Tax Exempt Flag** — Select to disable entry into the Sales Tax and Use Tax fields.

**Use Tax** — Displays the total use tax charge amount.

**VAT** — Displays the entered VAT amount.

**VAT Not on Invoice** — Displays VAT amounts not included on the invoice.

**Calculate** (calculate on-demand balancing) — Click to calculate the combined total of the miscellaneous, freight, and sales tax charge amounts subtracted from the total amount due. The total appears in the Invoice Lines field; this amount should be equal to the subtotal amount on the vendor's invoice.

 **Transfer to Misc Chrgs Detail** (transfer to miscellaneous charges detail page) — Click to access the Miscellaneous Charges page, and define miscellaneous charges.

 **Transfer to Freight Detail** — Click to access the Freight Charges page, and define freight charges.

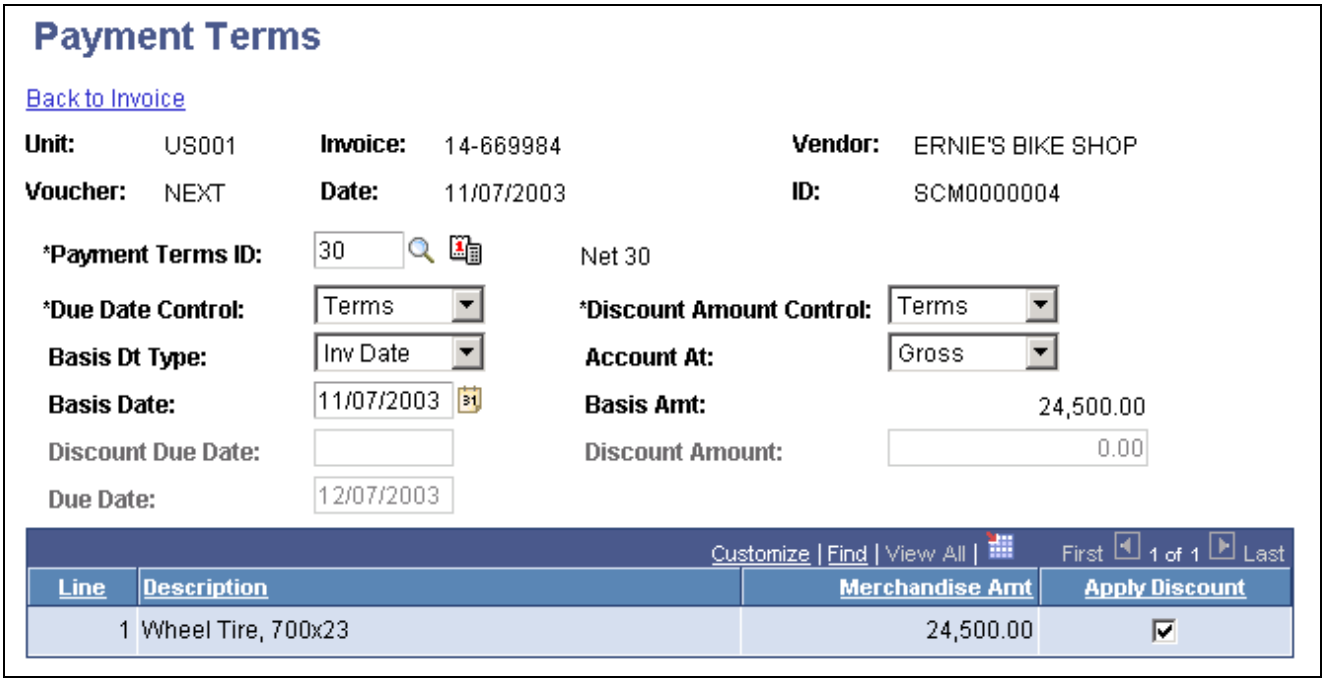
 **Transfer to Sales Tax Detail** — Click to access the Sales Tax Charges page, and define sales tax charges.

**Transfer to Use Tax Detail** Click to access the Use Tax Charges page, and define prorated or nonprorated use tax charges.

**VAT** Click to access the Invoice Header VAT Information page, and define VAT defaulting information for this voucher.

## Defining Payment Terms

Access the Payment Terms page.




Payment Terms page

**Payment Terms ID** Controls how the voucher is paid, including the discount date and discount amount. Payables supports both single and multi-payment (installment) terms. You define payment terms on the Payment Terms - Multi Payment or Payment Terms - Single Payment pages. The default setting on the voucher is based on the payment terms established 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 the Schedule Payments icon to generate payment records in advance of saving the voucher. For multi-payment terms, this prepopulates multiple schedule payments records (installments). For single payment terms, this calculates and populates the Net Due Date, and the Discount Amount, and the Discount Due Date, if the terms are discount-applicable. You can also do this by clicking the Schedule Payment button on the Payments page.

**Due Date Control**

Either accept the default due dates, or enter user-specified amounts. Select from the following:

*Terms:* This is the default setting. When you select this value, the Basis Dt Type (basis date type) field is available for entry but the Discount Due Date and Due Date fields are not.

*User:* When you select this value, the Discount Due Date and Due Date fields are available for entry and you can modify them. The Basis Dt Type field is unavailable for entry.

**Basis Dt Type** (basis date type)

Enter the date for the system to use to calculate the discount due date and payment due date for the voucher. This field controls the basis date on which the payment terms are based.

Values are:

*Acct Date* (account date): The accounting date determines the payment basis date.

*Doc Date* (document date): The date the voucher is entered, which determines the payment basis date. If you select this value, the document date appears in the Basis Date field.

*Inv Date* (invoice date): The invoice date determines the payment basis date.

*Recpt Date* (receipt 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 values would typically be available only if the invoice had first been matched to the purchase order and/or receiver. If you select a basis date value for which there is no corresponding date value populated, a warning appears 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**

Select the date used to calculate the discount due date and payment due date for the voucher.

This basis date is not the same as the federal payment basis date on the Date Calculation page.

**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:

*Terms:* This is the default setting. When you select this value, the Account At field is available for entry but the Discount Amount field is not.

*User:* When you select this value, 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:

*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) Displays 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.

---

**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 for the SetID on the Payables Options - Payment Options page.

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### See Also

Chapter 4, "Setting Up Payables Business Units," Selecting Payment Options, page 66

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Payment Terms

## Entering Non-Merchandise Charge Details

Access the Miscellaneous Charges page.

---

**Note.** The fields on this and the other nonmerchandise charges detail pages (Freight Charges page, Sales Tax Charges page, and Use Tax Charges page) are similar. Rather than documenting all four pages, we have documented the Miscellaneous Charges page as an example of these detail pages.

---

Use this page to allocate your miscellaneous charges to multiple charge codes. 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 enter only one charge code on the sales tax and use tax detail pages.

---

**Prorate** The charge code appears based on the defaults that you have set on the Procurement Control - Non-Merch Charges page. If the default is to prorate the freight, the Prorate check box is selected. This field is unavailable for entry.

**Charge Type** For each miscellaneous charge amount that you add, you must select a charge code. 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 Procurement Control - Non-Merch Charges page.

If you select a nonprorate 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** and other ChartFields

If you add a prorated charge code, no ChartFields appear on this page.

If you add a nonprorated charge code and allocate, the system requires an account. The value appears by default from the Accounting Entry Template. You can override the account.

If you are expensing, the account and other ChartField values appear by default based on the inheritance rules. You cannot modify balanced ChartFields.

### See Also

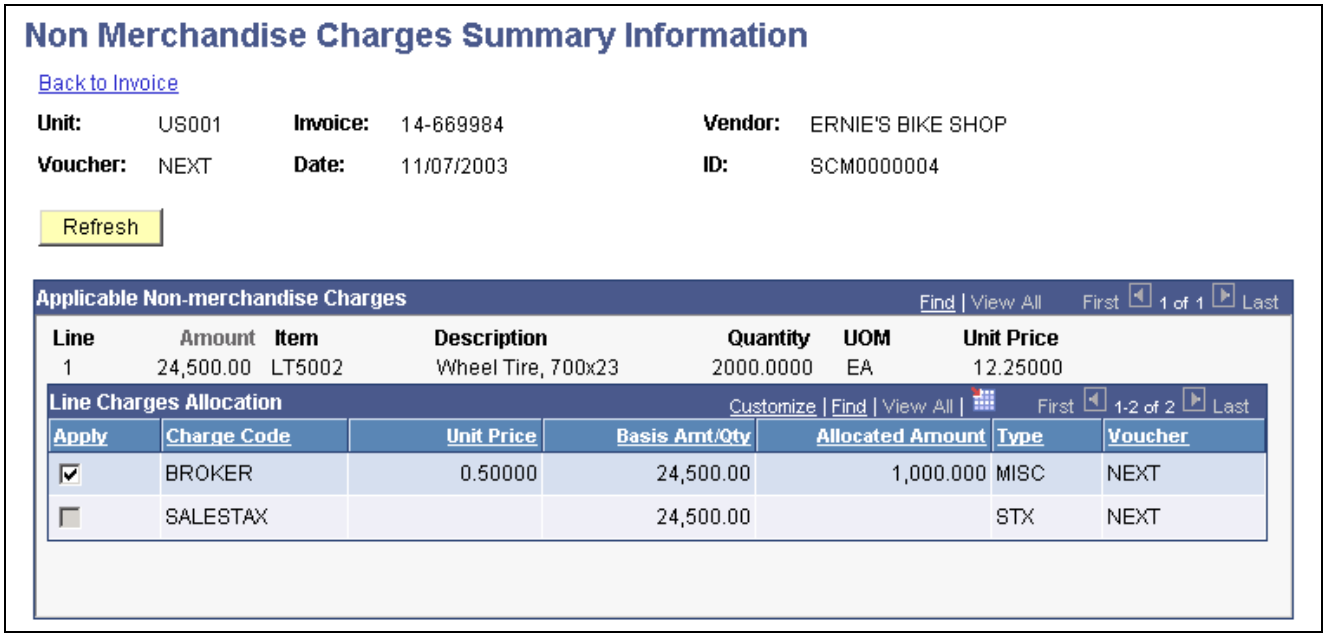
*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

Chapter 4, "Setting Up Payables Business Units," Setting Up Nonmerchandise Charges, page 36

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

## Reviewing Non-Merchandise Charges

Access the Non Merchandise Charges Summary Information page.




Non Merchandise Charges Summary Information page

**Back to Invoice** Click to return to the Invoice Information page.

**Refresh** Click to reallocate the unapplied amount to the other voucher lines.

**Apply** Clear this option to remove a particular charge for a given voucher line.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Non-Merchandise Charge Details, page 289

## Viewing Purchase Order and Receiver References

Access the View Source PO/Receiver Information page.

**Line Match Option** Select a matching option for the line:

*Full Match:* requires matching.

*No Match:* does not require matching.

**PO/Receipt Header Comments** and **PO/Receipt Line Comments** Use these group boxes to view any comments associated with the purchase order or receiver line from which the voucher line information has been copied. The original comments were entered with the purchase order or receiver in Purchasing. The Comment Type field indicates whether the comment is a ship-to comment, PO header comment, and so forth.

**Send to Vendor** Indicates whether this comment has been sent to the merchandise vendor through PO Dispatch.

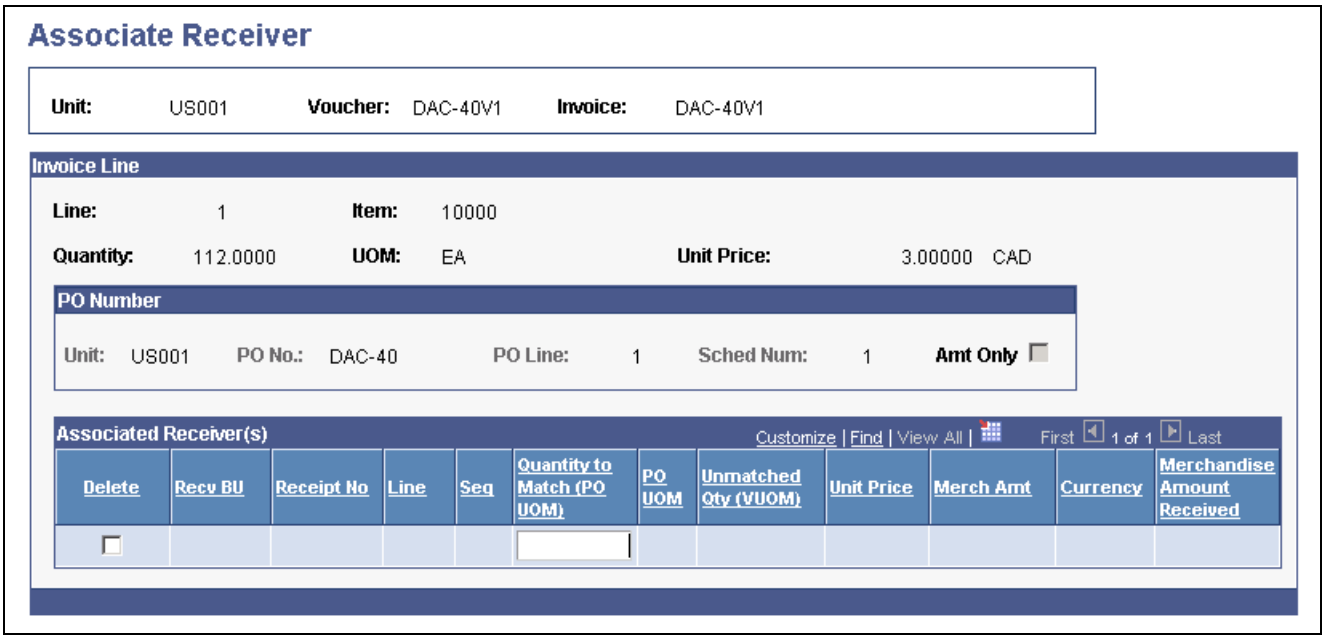
### See Also

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Creating Purchase Orders Online"

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Receiving Shipments"

## Associating Receivers to Voucher Lines

Access the Associate Receiver page.




Associate Receiver page

**Amt Only** (amount only) Displays as checked if the purchase order is an amount only PO. For amount only POs you can modify the Merch Amt (merchandise amount) field, but you can not modify the Quantity to Match (PO UOM) field.

**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.

**Quantity to Match (PO UOM)** (quantity to match (purchase order unit of measure) Edit the quantity in the purchase order unit of measure to be matched for any of the receiver lines currently associated with the voucher line. You cannot modify this field if the receiver is associated with an amount only PO.

**Note.** A warning message appears if the sum of the quantity to be matched does not equal the voucher line quantity.

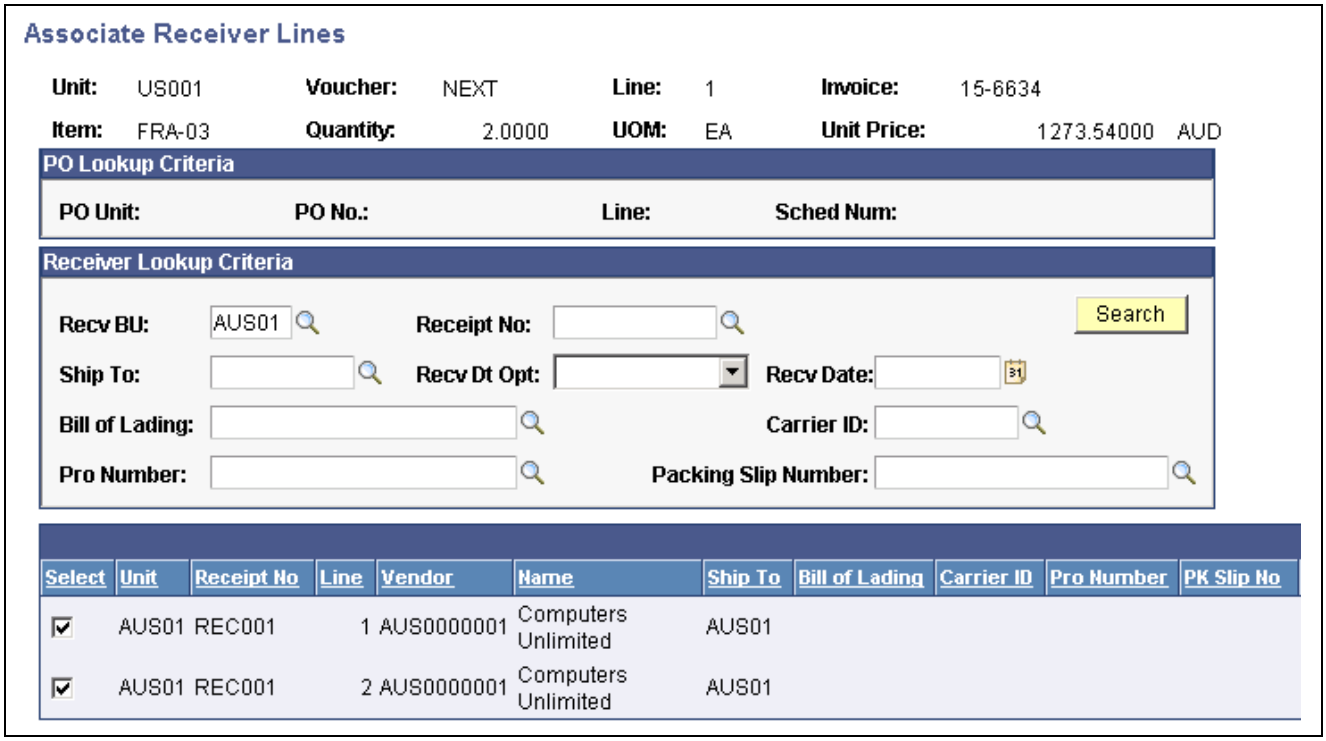
**Merch Amt** (merchandise amount) Enter the merchandise amount for amount only POs to be matched for any of the receiver lines currently associated with the voucher line.

**Merchandise Amount Received** Displays the amount received for the receiver line.

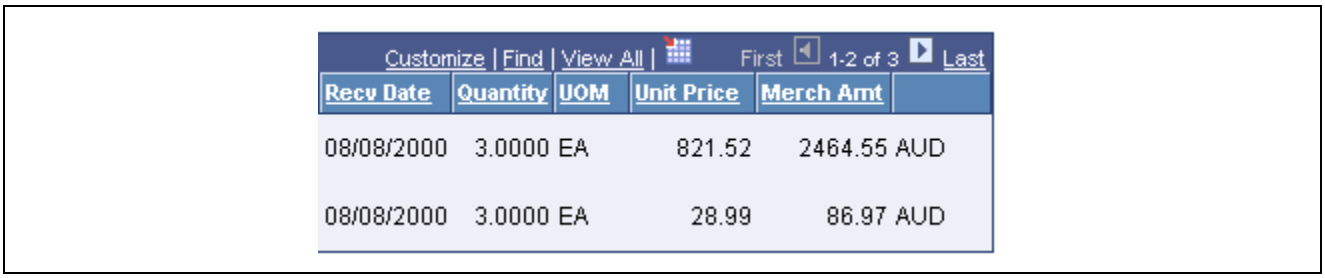
**Associate Receiver Lines** Click to access the Associate Receiver Lines page, where you can manually associate receivers to the voucher line for matching. This link does not appear when you are creating adjustment or reversal vouchers.

# Associating Receiver Lines to Voucher Lines for Matching

Access the Associate Receiver Lines page.




Associate Receiver Lines page (1 of 2)




Associate Receiver Lines page (2 of 2)

Using the search function provided, you can display all receivers related to the purchase order schedule line specified on the voucher line.

**Recv Dt Opt** (receiver date option) and **Recv Date** (receiver date)

You can further narrow your search by selecting from the following values and then specifying a receiver date:

*No Date:* The date of the receiver is not included in the search. The default setting.

*<=:* 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.

**Search**

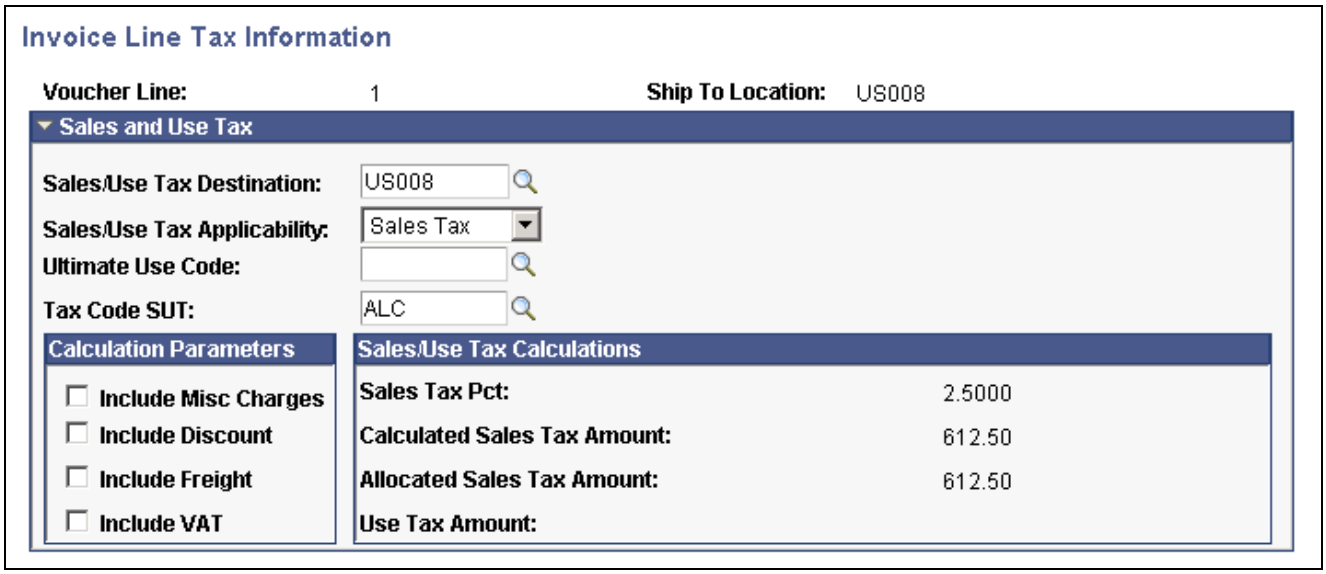
When you have entered the search criteria, select this button and the system returns all receivers related to the specified search criteria and the purchase order on the voucher line.

**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 Invoice Line Tax Information page.



Invoice Line Tax Information page

The fields on this page display values that are passed to the voucher line through the Payables default hierarchy. If the voucher was created by copying a purchase order, purchase order values override the Payables default hierarchy, so the voucher inherits sales and use tax data from the purchase order. When you create a new voucher, all of the fields on this page can be overridden for the voucher line.

This page includes different fields than those described here if you have installed and enabled a third-party tax application, like Taxware or Vertex.

See Chapter 39, "Managing Voucher Line Tax Information with Taxware and Vertex," Managing Voucher Line Tax Information with Taxware and Vertex, page 925.

**Sales/Use Tax Destination** Indicates the location for which a sales or use tax is applicable. This value is defined as a ship to location, but it does not have to be the same as the ship to location defined in the Payables control hierarchy.

**Sales/Use Tax Applicability** Indicates the tax that applies to the tax destination. Select one of the following options:

*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.

**Ultimate Use Code** Enter a code to override the default tax rate that is based on the ship to location. This field is available for entry only if an ultimate use code is defined for the ship to location on the Ship To Sales/Use Tax Default page.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Ultimate Use Codes.

**Tax Code SUT** (sales and use tax code) The tax code that applies to this voucher line. A tax code consists of a group of tax authorities. For example, if a certain locality has a city tax, trade use tax, county tax, and state tax, you can create four tax authorities and group

them into a single tax code. The tax code that defaults here depends on a number of factors.

See Chapter 12, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)," Understanding PeopleSoft-Only Sales and Use Tax Processing, page 223.

### Calculation Parameters

**Include Misc Charges** (include miscellaneous charges) — Select to indicate that any additional charges must be taxed and added to the net-extended amount before calculating sales/use tax.

**Include Discount** — Select to have the system calculate any applicable discount and subtract it from the net-extended amount before calculating sales/use tax.

**Note.** If the discount is lost, the system *does not* automatically recalculate and adjust any tax amounts.

**Include Freight** — Select to indicate that any freight amount must be taxed and added to the net-extended amount before calculating sales/use tax.

**Include VAT** — Select to indicate that any VAT amount must be taxed and added to the net-extended amount before calculating sales/use tax.

**Note.** The values in these fields default from the tax code in a PeopleSoft–only tax calculation environment and from the Ship To Location if you are using a third-party tax application.

### See Also

Chapter 39, "Managing Voucher Line Tax Information with Taxware and Vertex," page 925

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Ship To Locations

# Using Source Documents to Create Vouchers Online

This section provides an overview of source document copy functionality and discusses how to:

- Copy purchase order information.
- Copy receiver information.
- Copy voucher information.
- Copy template information.

## Understanding Source Document Copy Functionality

This section discusses:

- Source document copy functionality.

- Defaulting logic.
- Copying sales and use tax information from source documents.
- Procurement card payment method considerations.
- Work order data integration.

## Source Document Copy Functionality

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. Payables enables you to copy entire source documents, or portions of them, saving data entry time and reducing potential input errors.

The types of documents that you can copy depend on the voucher style that you select. The Copy from a Source Document group box on the Invoice Information page changes depending on the voucher style you select. The group box offers only the types of source documents that you are allowed to copy for that voucher style.

This table lists source transactions available for a particular voucher style:

| Voucher Style | Source Transactions Available to Copy |
|---|---|
| Regular | • *Non PO Receipt* (non purchase order receipt).<br>• *PO Receipt* (purchase order receipt).<br>• *Purchase Order Only.*<br>• *Template.* |
| Adjustments | *Voucher.*<br>**Note.** The nonmerchandise charges are copied into the voucher only if you copy the entire voucher. They are not copied if you copy select lines. |
| Claim<br>**Note.** You cannot manually create claim vouchers, but you can update existing claim vouchers. | • *Non PO Receipt.*<br>• *PO Receipt.*<br>• *Purchase Order Only.*<br>• *Template.*<br>• *Voucher.* |
| Journal | None. |
| Prepaid | None. |
| Register | None. |
| Reversal | *Voucher.* |

| Voucher Style | Source Transactions Available to Copy |
|---|---|
| Single-payment | None. |
| Template | • *Non PO Receipt.*<br>• *PO Receipt.*<br>• *Purchase Order Only.*<br>• *Template.*<br>• *Voucher.*<br>**Note.** When copying a voucher into the template voucher, the nonmerchandise charges are copied only if you copy the entire voucher. They are not copied if you copy select lines. |
| Third-party | • *Non PO Receipt.*<br>• *PO Receipt.*<br>• *Purchase Order Only.*<br>• *Voucher.* |

## Defaulting Logic

When you copy individual source documents to a voucher, the voucher inherits the source document header, line, and distribution information. When you copy multiple purchase orders or multiple receipts to a voucher, the voucher inherits the first instance of the source document's header information. As an example, if you copy multiple lines from different purchase orders to a voucher, the first purchase order's header information will be copied to the voucher.

---

**Note.** The match rule control and accounting template from the purchase order is copied to the voucher similar to other header fields.

---

## Copying Sales and Use Tax Information From Source Documents

Whenever you copy purchase order information to a voucher, you copy over only the sales and use tax codes and other processing parameters, not the calculated amounts. The calculated amounts on the voucher may therefore differ from those on the purchase order if, for example, a tax rate has changed for a tax code between the time a purchase order was entered and the time you copy it to the voucher.

See Chapter 12, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)," page 223.

## Procurement Card Settlement Method Considerations

Procurement cards (PCards) are used by authorized staff to buy small purchases of regularly consumed supplies and services, such as supplies (office, maintenance, computer), conference/registration fees, subscriptions, repairs, services, and so on. The card provider makes settlements for all transactions made with PCards directly to suppliers. The organization then makes a single monthly payment to the card provider.

Purchasing has added PCards settlement functionality to requisitions and their associated purchase orders, enabling organizations to streamline the payment process. Using PCards reduces the amount of paperwork involved in receiving invoices, creating vouchers and mailing or dispatching payments individually to suppliers.

Payables handles PCard transaction settlements differently than other payments. The system processes PCard settlements through the PCard interface, as follows:

1. The card provider is paid immediately by a prepayment voucher.
2. Each cardholder's individual transactions are then paid by a regular voucher that clears the outstanding prepayment.
3. The prepayments are submitted monthly; one or more regular vouchers will clear the prepayment.

As PCard settlements must be processed through the PCard interface, the system prevents purchase orders or receivers marked with this payment method from being copied to a voucher or a quick invoice, or selected by the voucher build association logic. The system excludes purchase orders and their associated receivers marked for PCard settlement from displaying on these pages:

- Associate Receiver Lines (RECEIVER_LOOKUP).
- Copy Worksheet for purchase orders (VCHR_LINE_PO_WRK).
- Copy Worksheet for receiver lookup criteria (VCHR_LINE_RECV_WRK).
- Invoice Information (VCHR_EXPRESS1).
- Quick Invoice (VCHR_HEADER_QV).

## Work Order Data Integration

Payables integrates with Work Order Management to record the actual cost of external resources. If your organization installs the Work Order Management application, this integration occurs during the following scenarios:

- When you copy purchase order or receiver associated with a work order into a regular voucher or a Quick Invoice voucher.
- When you manually enter work order data into a regular voucher.
- When the Voucher Build process creates vouchers with copied work order-associated purchase orders from the following voucher sources:
  - EDI
  - ERS
  - Quick Invoice
  - RTV
  - XML

At voucher save, the system retrieves default distribution data from Work Order Management and automatically populates the distribution line level. This information includes Project ChartField information, and is not editable.

If you are associating a non-purchase order voucher to a work order, enter the work order data using the Invoice Information or Quick Invoice pages.

**Important!** If you are creating a non-purchase order voucher for items already entered in the Inventory application, *do not* enter work order information on these pages. Doing so creates a duplicate charge situation, as Payables and Inventory will individually send work order charges for the same item to Work Order Management.

Run the Payables to Projects Cost Collection Application Engine program (PC_AP_TO_PC), which retrieves the distribution and line information from Voucher Line table and creates entries in the Project Transactions table (PROJ_RESOURCE).

### See Also

Chapter 16, "Processing Batch Vouchers," Procurement Cards, page 366

Chapter 17, "Using Quick Invoices," Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines, page 384

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Managing Procurement Cards"

## Pages Used to Copy Source Documents

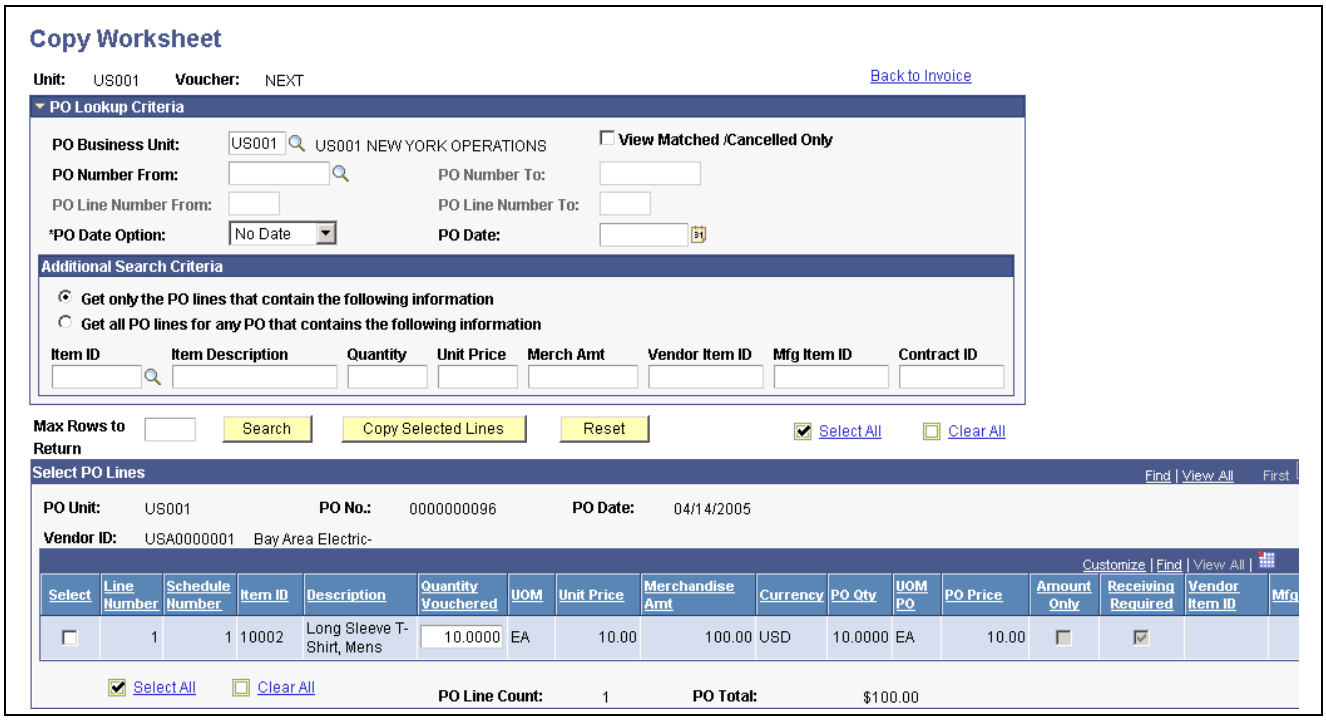
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry | Select the type of source document you want to copy. |
| Copy Worksheet (purchase order) | VCHR_LINE_PO_WRK | Select *Purchase Order Only* 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. |
| Copy Worksheet (receiver) | VCHR_LINE_RECV_WRK | Select *PO Receipt* or *Non PO Receipt* 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 *Voucher* 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. You can select this option only if you are creating template, third-party, adjustment, or reversal vouchers. |
| Voucher Template | VCHR_TEMPLATE | Select *Template* in the Worksheet Copy Option field on the Invoice Information page | Copy information from a template voucher |

## Copying Purchase Order Information

Access the Copy Worksheet (purchase order) page.

**Note.** To copy a purchase order, you can enter the PO Unit and Purchase Order on the Invoice Information page and click Copy PO, or you can select *Purchase Order Only* in the Worksheet Copy Option field to access the Copy Worksheet page for purchase orders.

**Note.** You cannot copy from a purchase order that is associated with a PCard transaction.



Copy Worksheet (purchase order) page

**Note.** When you use the PO worksheet copy functionality, the system always uses the first listed PO to derive payment term information, regardless of whether you define only one PO or multiple POs. It does not derive payment term information from the Payables default hierarchy.

## PO Lookup Criteria

**PO Business Unit** — Search for purchase orders by purchasing business unit. You must enter a purchasing business unit.

**View Matched/Cancelled Only** — Select to limit the search to include matched and cancelled purchase orders only.

You must have authority to copy matched and cancelled purchase orders. You set this up in Defining User Preferences.

**PO Number From** and **PO Number To** — Enter a PO number in the PO Number From field to search for individual purchase orders. Search for a range of purchase orders by entering PO numbers in the PO Number From and the PO Number To fields. You must also enter a purchasing business unit.

**PO Line Number From** and **PO Line Number To** — Enter a PO line number in the PO Line Number From field to search for individual purchase order lines by . Search for a range of purchase order lines by entering PO line numbers in the PO Line Number From and the PO Line

Number To fields. You must also enter a PO number. These fields are not available if you select a range of PO numbers.

**PO Date Option** and **PO Date** — Enter the PO Date Option field in conjunction with the PO Date field to limit your search to purchase orders that fall within a selected date range.

## Additional Search Criteria

This section initially appears as collapsed; you must expand this section to access these optional fields. You can specify additional criteria with PO lookup criteria or with only the PO Business Unit defined. However, any information you define in this groupbox overrides the values specified in the PO Lookup Criteria groupbox.

**Get only the PO lines that contain the following information** — Select to include only the PO lines that contain the data specified in the additional search criteria. This field is set as the default.

**Get all PO lines for any PO that contains the following information** — Select to include all purchase order lines for purchase orders that contain the data specified in the additional search criteria.

**Item ID, Item Description, Quantity, Unit Price, Merch Amt** (merchandise amount), **Vendor Item ID, Mfg Item ID** (manufacturing item identification), and **Contract ID** — Enter data to further refine your search. You can enter data in more than one field. When you search for quantity, unit price, or merchandise amount, you should also enter at least one of the following fields: Item ID, Item Description, Vendor Item ID, Manufacturing ID or Contract ID.

## Search and Copy

**Search** — Click Search to populate the Select PO Lines scroll area with the purchase orders that match your search criteria. This button is not available until you enter a purchasing business unit.

**Copy Selected Lines** — Click Copy Selected Lines to copy selected purchase orders lines onto the voucher. This field is not available until you select Search to display PO lines.

**Note.** If the Copy Matched and Closed PO option is selected for your user preferences and you create a voucher that references a PO that has a matched line (because an earlier voucher also referenced the PO) and an unmatched line, then when you copy the PO to the voucher, the matched PO line will copy with both the amount and the quantity at zero.

**Reset** — Click Reset to remove the Select PO Lines scroll area and clear selection criteria.

**Select All** — Click to select all of the lines for all purchase orders displayed.

**Clear All** — Click to deselect all of the lines for all purchase orders displayed.

## Select PO Lines

**Select** — Select individual purchase order lines by selecting this check box in the appropriate row.

**Quantity Vouchered** Displays the quantity on the PO line. This field can be modified if the PO line is not an amount only PO line. If you change the quantity vouchered, this value and the extended amount (quantity × unit price) are carried forward to the voucher line. However, you must change the distribution line manually on the Invoice Information page to match both the quantity and the extended amount.

**Merchandise Amt** (merchandise amount) Displays the merchandise amount on the PO line. This field can be modified if the PO line is an amount only PO line.

**Select All** Click to select all of the lines for a single 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.

**Clear All** Click to deselect all of the lines for a single purchase order. Each purchase order that the system returns has a Clear All button. You must click the button for each purchase order to deselect its lines.

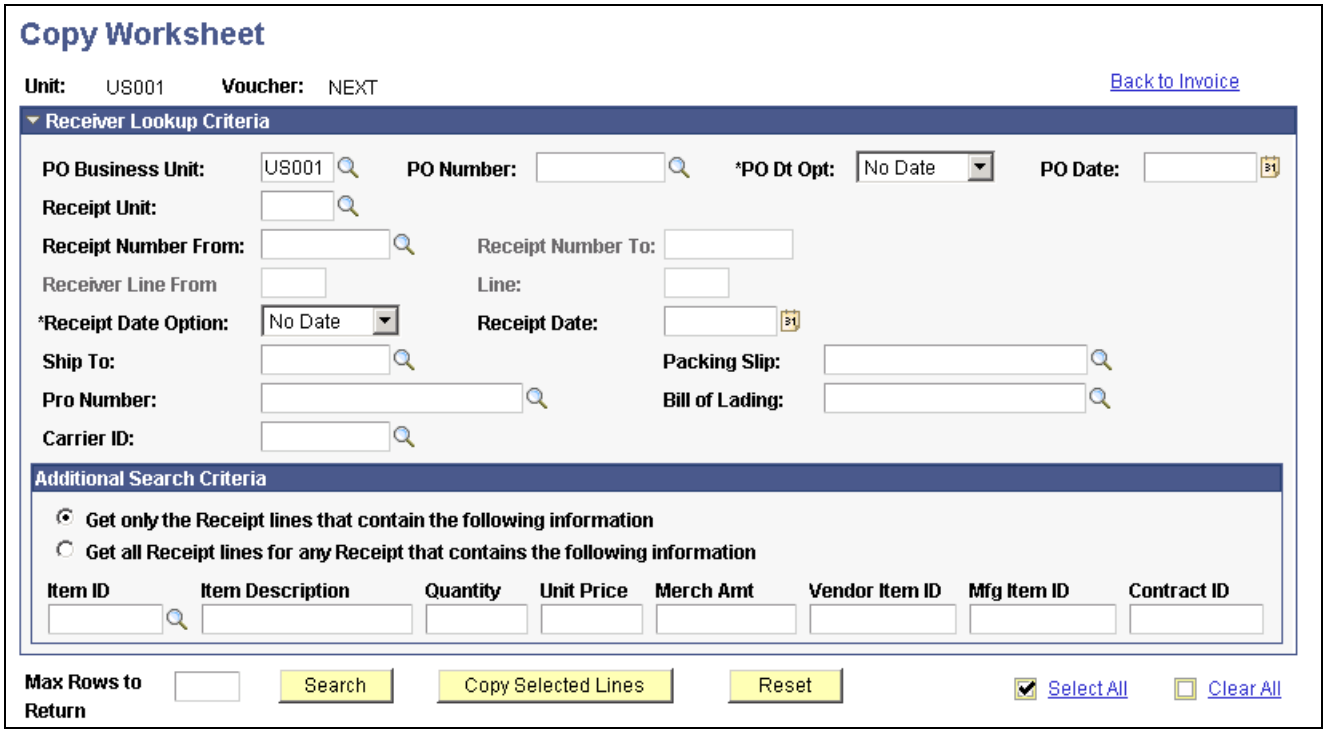
### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Pages Used to Define Application-Specific User Preferences

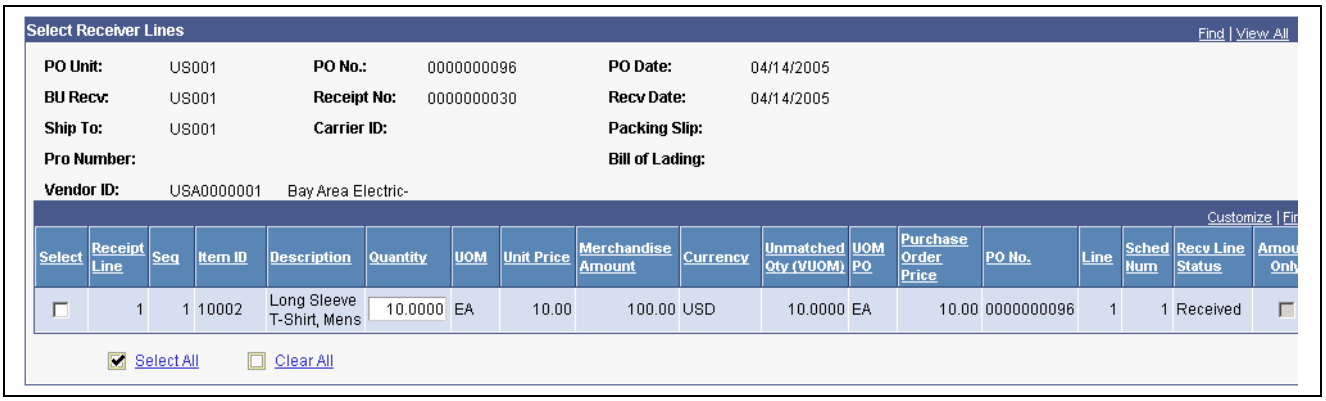
## Copying Receiver Information

Access the Copy Worksheet (receiver) page.

**Note.** You cannot copy from a receipt on a purchase order that is associated with a PCard transaction.



Copy Worksheet (receiver) page (1 of 2)




Copy Worksheet (receiver) page (2 of 2)

## Receiver Lookup Criteria

**PO Business Unit**

Search for purchase orders by purchasing business unit. You must enter a purchasing business unit, a receiving business unit, or both.

**Note.** This field appears only if you selected *PO Receipt* in the Worksheet Copy Option field on the Invoice Information page.

**PO Number**

Enter a PO number to search for individual purchase orders. You must also enter a purchasing business unit.

**Note.** This field appears only if you selected *PO Receipt* in the Worksheet Copy Option field on the Invoice Information page.

**PO Dt Opt** (purchase order date option) and **PO Date**

Enter the PO date option in conjunction with the PO Date field to limit your search to purchase orders that fall within a selected date range.

**Note.** This field appears only if you selected *PO Receipt* in the Worksheet Copy Option field on the Invoice Information page.

**Receipt Unit**

Search for the receipts by receiving business unit. You must enter a purchasing business unit, a receiving business unit, or both.

**Receipt Number From** and **Receipt Number To**

Enter a receipt number in the Receipt Number From field to search for individual receipts. Search for a range of receipts by entering receipt numbers in the Receipt Number From and the Receipt Number To fields. You must also enter a receiving business unit.

**Receiver Line From** and **Line**

Enter a receiver line number in the Receiver Line From field to search for individual receiver lines. Search for a range of receiver lines by entering receiver line numbers in the Receiver Line From and the Line fields. You must also enter a receipt number. These fields are not available if you select a range of receipt numbers.

**Receipt Date Option** and **Receipt Date**

Enter the Receipt Date Option field in conjunction with the PO Date field to limit your search to receipts that fall within a selected date range.

**Ship To, Packing Slip, Pro Number, Bill of Lading,** and **Carrier ID**

Enter data in these fields to further refine your search. You can enter data in more than one field. You must enter a Receipt Unit if you use these fields to limit your search results.

## Additional Search Criteria

This section initially appears as collapsed; you must expand this section to access these optional fields. You can specify additional criteria with receiver lookup criteria or with only the Receipt Unit defined. However, any information you define in this groupbox overrides the values specified in the Receiver Lookup Criteria groupbox.

**Get only the Receipt lines that contain the following information** — Select to include only the receiver lines that contain the data specified in the additional search criteria. This field is set as the default.

**Get all Receipt lines for any Receipt that contains the following information** — Select to include all receiver lines for receipts orders that contain the data specified in the additional search criteria.

**Item ID, Item Description, Quantity, Unit Price, Merch Amt** (merchandise amount), **Vendor Item ID, Mfg Item ID** (manufacturing item identification), and **Contract ID** — Enter data to further refine your search. You can enter data in more than one field. When you search for quantity, unit price, or merchandise amount, you should also enter at least one of the following fields: Item ID or Item Description.

## Search and Copy

**Search** — Click Search to populate the Select Receiver Lines scroll area with the purchase orders that match your search criteria. This button is not available until you enter a purchasing or receiving business unit.

**Copy Selected Lines** — Click Copy Selected Lines to copy selected receiver lines onto the voucher. This field is not available until you select Search to display receiver lines.

**Reset** — Click Reset to remove the Select Receiver Lines scroll area and clear selection criteria.

**Select All** — Click to select all of the lines for all receipts displayed.

**Clear All** — Click to deselect all of the lines for all receipts displayed.

## Select Receiver Lines

If you are searching for purchase order receipts, you can view both purchase order and receiver information for each receiver returned by your search. If you are searching for non purchase order receipts, only the receiver information appears.

**Select** — Select individual receiver lines by selecting this check box in the appropriate row.

**Quantity** — Displays the unmatched quantity (in the voucher unit of measure) on the receiver line. This field can be modified if the receiver line is not an amount only line. If you change the quantity, this value and the extended amount (quantity × unit price) are carried forward to the voucher line. However, you must change the distribution line manually on the Invoice Information page to match both the quantity and the extended amount.

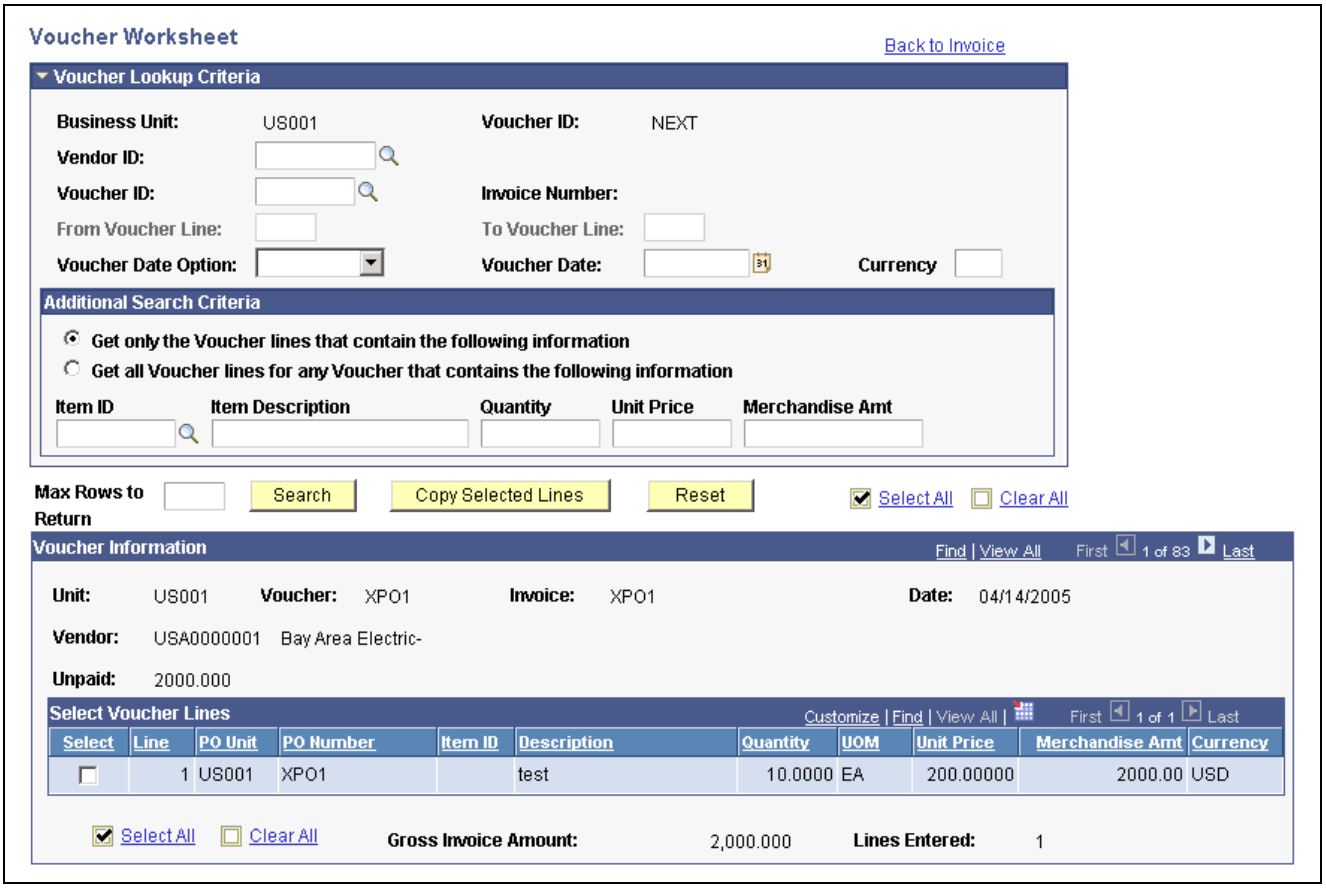
**Merchandise Amount** — Displays the merchandise amount on the receiver line. This field can be modified if the receiver line is an amount only line.

**Select All** Click to select all of the lines for a single receipt. Each receipt that the system returns has a Select All button. You must click the button for each receipt to select its lines.

**Clear All** Click to deselect all of the lines for a single receipt. Each receipt that the system returns has a Clear All button. You must click the button for each receipt to deselect its lines.

# Copying Voucher Information

Access the Voucher Worksheet page.




Voucher Worksheet page

**Vendor ID** Search for vouchers by vendor. The vendor's short name appears when you select the vendor.

**Note.** For third-party vouchers, there is an edit check to ensure that you do not enter the same vendor that you entered on the Invoice Information page.

**Voucher ID** Search for individual vouchers. The voucher's invoice number appears when you select the voucher ID.

**From Voucher Line** and **To Voucher Line** Enter a voucher line number in the From Voucher Line field to search for individual voucher lines. Search for a range of voucher lines by entering voucher line numbers in the From Voucher Line and the To Voucher Line fields. You must also enter a voucher ID.

**Voucher Date Option** and **Voucher Date** — Enter the Voucher Date Option field in conjunction with the Voucher Date field to limit your search to vouchers that fall within a selected date range.

**Currency** — Search for vouchers by voucher currency.

## Additional Search Criteria

This section initially appears as collapsed; you must expand this section to access these optional fields. You can specify additional criteria with receiver lookup criteria or with only the Receipt Unit defined. However, any information you define in this groupbox overrides the values specified in the Voucher Lookup Criteria groupbox.

**Get only the Voucher lines that contain the following information** — Select to include only the voucher lines that contain the data specified in the additional search criteria. This field is set as the default.

**Get all Voucher lines for any Voucher that contains the following information** — Select to include all voucher lines for vouchers that contain the data specified in the additional search criteria.

**Item ID, Item Description, Quantity, Unit Price,** and **Merchandise Amount** — Enter data to further refine your search. You can enter data in more than one field. When you search for quantity, unit price, or merchandise amount, you should also enter at least one of the following fields: Item ID or Item Description.

## Search and Copy

**Search** — Click Search to populate the Voucher Information scroll area with the voucher lines that match your search criteria.

**Copy Selected Lines** or **Copy Entire Document** — Click to copy voucher information onto the voucher. This button is not available until you select Search to display returned voucher information results. When the system retrieves multiple vouchers, you can copy selected voucher lines. When the system retrieves only one document, you can copy the entire document.

**Reset** — Click Reset to remove the Voucher Information scroll area and clear selection criteria.

**Select All** — Click to select all of the lines for all vouchers displayed.

**Clear All** — Click to deselect all of the lines for all vouchers displayed.

## Voucher Information

**Unpaid** — Displays the unpaid balance of the voucher being adjusted. This field is displayed only if you are creating an adjustment voucher.

The system issues a warning if the adjustment amount is greater than the unpaid balance of the voucher being adjusted.

**Reverse Qty/Amt** (reverse quantity/amount) — 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 available only if you are creating an adjustment voucher.

See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Adjustment Vouchers, page 333.

**Select** Select individual voucher lines by selecting this check box in the appropriate row.

**Adjust Matched Values, Restore Encumbrance** or **Adjust Mtch Value/Encumbrance** This field is available only if you are creating an adjustment voucher and the original voucher has an unreconciled related purchase order. The field label and action of this field change depending on the following factors:

- Adjust Matched Values: Commitment Control is not enabled for the business unit and the purchase order copied to the voucher requires matching. Select to adjust the matched value on the purchase order.
- Restore Encumbrance: Commitment Control is enabled for the business unit and the purchase order copied to the voucher does not require matching. Select to have the Budget Processor process restore or liquidate the encumbrance budget.
- Adjust Mtch Value/Encumbrance: Commitment Control is enabled for the business unit and the purchase order copied to the voucher requires matching. Select to restore or liquidate the encumbrance budget and to adjust the matched value on the purchase order.

See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Adjustment Vouchers, page 333.

**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.

**Clear All** Click to deselect all of the lines for a voucher. Each voucher that the system returns has a Clear All button. You must click the button for each voucher to select its lines.

## Copying Template Information

Access the Voucher Template page.

**Note.** You must enter a vendor ID on the Invoice Information page before you can access the Voucher Template page by selecting the Worksheet Copy Option.

**Template ID** Select a template ID. If only one template ID is defined for the vendor, that template ID will prepopulate this page field.

**Copy from Template** 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. This action returns you to the Invoice Information page.

# Scheduling and Creating Voucher Payments

This section discusses how to:

- Enter payment information for vouchers.
- Define payment options.

- Override late charge information.
- Enter draft settings for draft payments.
- Entering vendor bank account and EFT layout information.
- Enter HIPAA information.

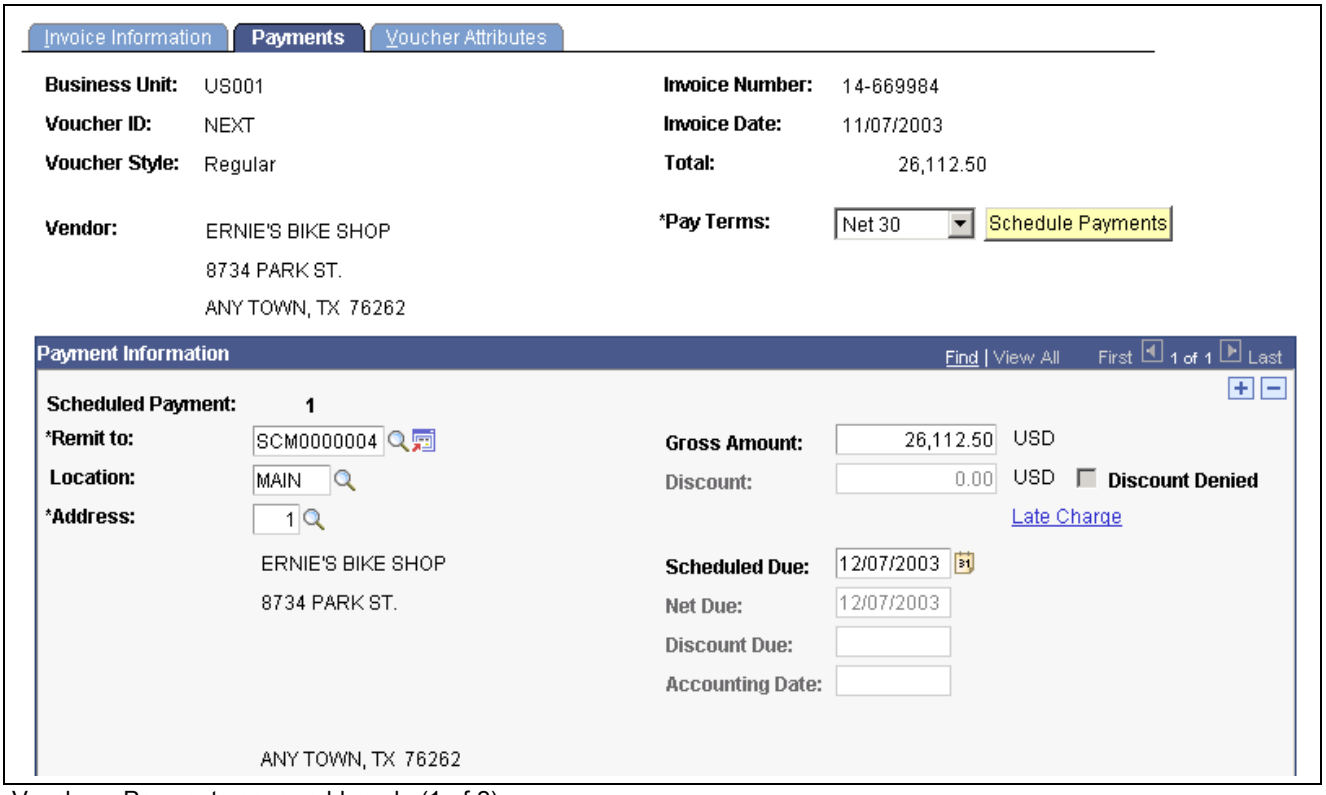
## Pages Used to Schedule and Create Voucher Payments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher - Payments | VCHR_PAYMENT_PNL | Accounts Payable, Vouchers, Add/Update, 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 or vendor location, record a manual payment, and create an express payment. |
| Holiday/Currency Options | PAY_OPT_SEC | Click the Holiday/Currency Options link on the Voucher - Payments page. | Override the default bank holiday processing options and currency options for the payment. |
| Vendor Bank Account | PAY_TO_BANK_SCHED | Click the Vendor Bank Account link on the Voucher - 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 Voucher - Payments page. | Override late interest charge information. |
| Payment Message | PYMNT_VCHR_MSG | Click the Messages link on the Voucher - 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 Voucher - Payments page. This link is active only for a draft payment method. | Specify draft settings for a draft payment method. |
| Letter of Credit Details | LC_AP_INQ1 | Click the View Related Links icon next to the Letter of Credit ID field on the Voucher - Payments page or the Voucher Attributes page. | View details about a letter of credit. |
| Letter of Credit Doc (letter of credit document) | LC_AP_INQ2 | Click the View Related Links icon next to the Letter of Credit ID field on the Voucher - Payments page or the Voucher Attributes page. | View details about a letter of credit document. |

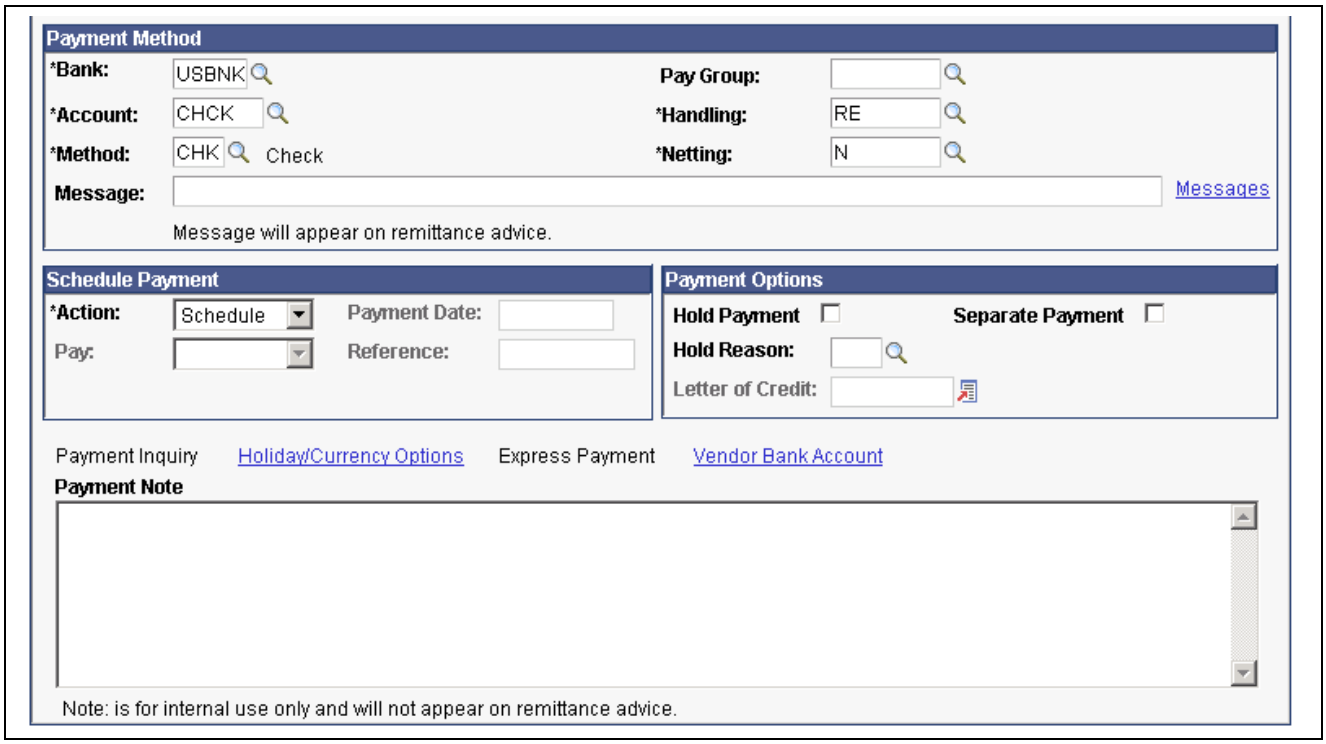
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Layout | AP_EFT_LYT_SEC | Click the Layout link on the Voucher - Payments page. | Enter information to settle a payment through Financial Gateway or Pay Cycle Manager functionality. |
| HIPAA | VCHR_HIPAA_SEC | Click the HIPAA link on the Voucher - Payments page. | (USA) Enter information for Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance. The link and page appear only if the voucher's payment method has an EFT layout of *HIPAA*. |

# Entering Payment Information for Vouchers

Access the Voucher - Payments page.




Voucher - Payments page, add mode (1 of 2)




Voucher - Payments page, add mode (2 of 2)

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.** Remember 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.

**Note.** If a payment has been reconciled, the fields on this page are grayed out and unavailable.

## Header

**Pay Terms** Modify the payment terms.

**Schedule Payment** Click this button 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 and edit them, if necessary) in advance of committing them when saving the voucher. You can always edit the voucher immediately after saving, but this alternate method may offer more peace of mind.

**HIPAA** Click this link to access the HIPAA page, where you can enter HIPAA information for the voucher.

This link appears only if the voucher's payment method has an EFT layout of *HIPAA*.

## Payment Information

**Scheduled Payment** Displays the scheduled payment number.

**Remit to, Location,** and **Address**

Displays the appropriate remit to vendor for the payment based on the remit to vendor established for the vendor on the Invoice Information page. This value defaults from values established at the vendor location level. 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 to a local office 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 is the case with factoring relationships, for example.



Click the Alternate Names icon to enter alternate names for the remit-to vendor.

**(USF) Schedule ID**

U.S. federal payment schedule ID. This field is populated only after you have run the Pay Cycle process for the payment.

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865.

**Gross Amount**

Enter 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**

Enter 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.

**Late Charge**

Select to access the Late Charge Information page, where you can review and override the system-assigned payment reason code and the late charge information that appears by default through the Payables control hierarchy.

You can override the payment reason code after you have paid the voucher, but you cannot change the Late Charge Option or the Late Charge Code fields after payment. Only user-defined codes appear.

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**Note.** This page is available only if you have enabled late charge calculation on the Installation Options - Payables page.

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**Net Due**

Displays the net due date. When 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, the Pay Cycle process determines whether the discount should be taken. If the discount is not taken, the Discount Denied check box is selected.

**Scheduled Due** Determines when to pay the scheduled payment. During the payment selection step of the Pay Cycle process, the system 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 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 want to *reschedule* an already scheduled payment.

**Accounting Date** The accounting date is based on the settings defined in the Payables default hierarchy.

## Payment Method

**Bank** and **Account** Select the bank and bank account from which the payment is issued. This appears by default from the control hierarchy, but you may override these settings.

**Method** Select a payment method:

*ACH:* Automated Clearing House.

*BEF:* Customer-initiated EFT draft.

*BOO:* Customer-initiated draft.

*CHK:* System check.

*DD:* Direct debit.

*DFT:* Vendor-initiated draft.

*EFT:* Electronic Funds Transfer.

*GE:* Giro EFT.

*GM:* Manual giro.

*LC:* Letter of credit.

*MAN:* Manual check.

*WIR:* Wire report.

**Drafts** Click to access the Draft Maturity Dates page, where you can specify the draft maturity date options for the payment. This link is active only if you select a draft payment method.

See Chapter 30, "Processing Drafts," page 759.

**Pay Group** Select 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.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Vendor Pay Group Codes.

**Handling** Displays the payment handling code, which appears by default from 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.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Payment Handling Codes.

**Netting** Displays the status for the netting auto selection process (TR_NET_ASEL):

*H* (hold): Net payment is on hold for the netting auto 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 the netting selection process and is now ready to be processed by the Netting Close process in pay cycle processing.

See *PeopleSoft Enterprise Cash Management 8.9 PeopleBook*, "Managing Bilateral Netting".

**Message** Enter a payment message of up to 70 characters to appear on the remittance advice (check stub). You can also click the Messages link to access the Payment Message page, where you can select message codes for predefined messages to appear on the remittance advice and specify the order in which they appear. You can repeat this for each scheduled payment.

You define message codes on the Payment Messages page in the Procurement Options menu.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Standard Payment Messages.

## Schedule Payment

**Action** Select the payment action:

- *Schedule:* This is the default value for scheduled payments.
- *Record:* Select to record a manual payment.

  Today's date populates the Payment Date field.

  **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.
- *Escheated:* Indicates that this payment has been escheated. 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.

See Chapter 22, "Using Additional Payment Processing Options," page 587.

See Chapter 29, "Processing Prepayments," page 733.

**Pay** This field is only enabled if you have set the payment action to *Record.* This field enables 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.

**Payment Date** The default is today's date. You can change it to reflect the date of the manual payment.

**Applied Voucher** Displays the voucher ID of the prepaid voucher to which this regular voucher was applied. This field appears only on regular vouchers applied to prepayments.

See Chapter 29, "Processing Prepayments," page 733.

## Payment Options

**Hold Payment** Select this option to place a payment on hold. The system stores the scheduled payment but the Pay Cycle process does not pay it.

When you are ready to take the payment off hold, clear the check box.

**Hold Reason** Select a code to explain the payment hold:

- *AMT:* Amount in Dispute.
- *CRT:* Contract Retention.

---

**Note.** Retention from a recurring voucher contract is automatically placed on hold.

---

- *GDS:* Goods in Dispute.
- *IPC:* Inbound IPAC Required
- *QTY:* Quantity in Dispute
- *WTH:* Withhold Hold.

---

**Note.** A payment may be automatically placed on Withhold Hold, depending on the withholding setup.

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The reason codes are stored in a translate table. You can add more codes to the translate table using PeopleTools.

**Letter of Credit** Displays the ID for the letter of credit. This field is only active for a payment method of *LC*.

Click the View Related Links icon to view the Letter of Credit Details page and the Letter of Credit document page.

See Chapter 6, "Setting Up Payment Formats and Payment Forms," Letters of Credit, page 106.

**Separate Payment** Select this check box if you do not want this payment to be grouped with other payments for the remit to vendor.

**(USF) Inbound IPAC** Select to indicate that this voucher is to be applied to an inbound IPAC transaction. This places the voucher payment on hold with a Hold Reason of *IPC,* IPAC hold, until the inbound IPAC data has been staged and is ready for you to associate with the voucher.

This field is available only if you have enabled federal payments on the Installation Options - Payables page.

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Processing Inbound IPAC Transactions, page 896.

**(USF) Select IPAC** Click to access the Inbound IPAC Stage Selection page, where you can search for and select staged inbound IPAC transactions to associate with the voucher.

This field is available only if you have enabled federal payments on the Installation Options - Payables page.

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Processing Inbound IPAC Transactions, page 896.

## Other Links

**Payment Inquiry** Click to access the Payment Inquiry page to view payment information. This link is active only if the voucher has been paid.

See Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Payment Information, page 690.

**Holiday/Currency Options** Click to access the Holiday/Currency Options page, where you can change the default bank holiday processing and currency options for the payment.

**Express Payment** Click to access the Express Payment page, where you can create an express payment. The system copies all relevant information on the voucher to the payment fields for creating an express payment.

See Chapter 22, "Using Additional Payment Processing Options," Using Express Payments, page 596.

**Vendor Bank Account/Layout** Click to access the Vendor Bank Account/EFT Layout page, where you can select the bank account sequence number, payment settlement method, and EFT layout for a payment.

See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining EFT Options for Payment Methods.

**Prepayment** Select to search for and apply eligible regular vouchers to a prepaid voucher. This link is active only if you are entering a prepaid voucher.

See Chapter 29, "Processing Prepayments," page 733.

**(USF) IPAC** Click to access the IPAC page, where you can enter and review IPAC information for the voucher. This link is active only if you have enabled federal payments on the Installation Options - Payables page and the payment method you selected is defined as an IPAC EFT layout for the bank you have selected.

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Processing Outbound Intra-Governmental Payment and Collection System Transactions in Payables, page 886.

## 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. Do this by inserting new rows for the payment and scheduling those payments for a later date.

For example, if the gross amount is 100.00 EUR, and you want to enter a manual payment of 70.00 EUR, you must create two payment schedules for the voucher:

1. One for 70.00 EUR.
2. One for 30.00 EUR.

Change the gross amount on the existing payment schedule to 70.00 EUR, and then insert a new payment schedule row and enter a payment of 30.00 EUR to equal the gross amount of the voucher. The system does not allow you to save the manual payment of 70.00 EUR until the voucher balances to either the gross or discount amount.

### Vouchers with Payment Terms that Include Rebate Processing

Some vendors provide a rebate rather than a discount for payments made early. You can set up such payment terms on the Payment Terms - Single Payment page.

When the Voucher component processes vouchers with rebate terms, it performs the following validations:

- Accounting policy must be gross.
- Discount due date and scheduled due date must be today's date.
- All voucher lines must be set to discount applicable.
- Only one scheduled payment per voucher.

There is no discount calculation when you save the voucher. Rebate calculation takes place in the payment selection step of the Pay Cycle process.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Single Payment Terms.

## Defining Holiday Processing and Currency Options

Access the Holiday/Currency 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 value, 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 check box, 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 value 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 converting the invoice currency to the payment currency.

**Specify Rate** Select if you want to enter a specific rate for converting the invoice currency to the payment currency in the Exchange Rate field.

**Paid** If you enter a specific exchange rate, the amount in the payment currency is calculated and reported here.

**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).

## Overriding Late Charge Information

Access the Late Charge Information page.

**Payment Reason Code** Displays the system-assigned payment reason code; you can override this value after you have paid the voucher.

You set up payment reason codes on the Payment Reason Codes page. The system-applied reason code that you attach to the SetID for this business unit on the Payables Options - Payments page defaults into this field.

**Late Charge Option** Select either *Compute Charges* to have the system calculate late charges, or select *Not Applicable.*

You cannot change this value after the voucher has been paid.

**Late Charge Code** If you choose to compute late charges at the voucher level, set the value here.

You cannot change this value after the voucher has been paid.

You set up late charge codes on the Late Interest Charges page.

**Late Charge Amount** Displays 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

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options”

## Entering Draft Settings for Draft Payments

Access the Draft Maturity Dates page.

**Draft Sight** References the agreed upon payment terms between you and your vendor. These terms are 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 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 field here, 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 field here, 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.

### See Also

Chapter 30, "Processing Drafts," page 759

## Entering Vendor Bank Account and EFT Layout Information

Access the Layout page.

To enable editing of the Bank Account Sequence Number and Layout fields, you must first specify a payment method of *ACH:* Automated Clearing House, *BEF:* Customer-initiated EFT draft, *EFT:* Electronic Funds Transfer, *GE:* Giro EFT, or *WIR:* Wire report.

**Bank Account Sequence Number** Displays a bank account sequence number. The system then automatically populates settlement method and layout code values, if defined.

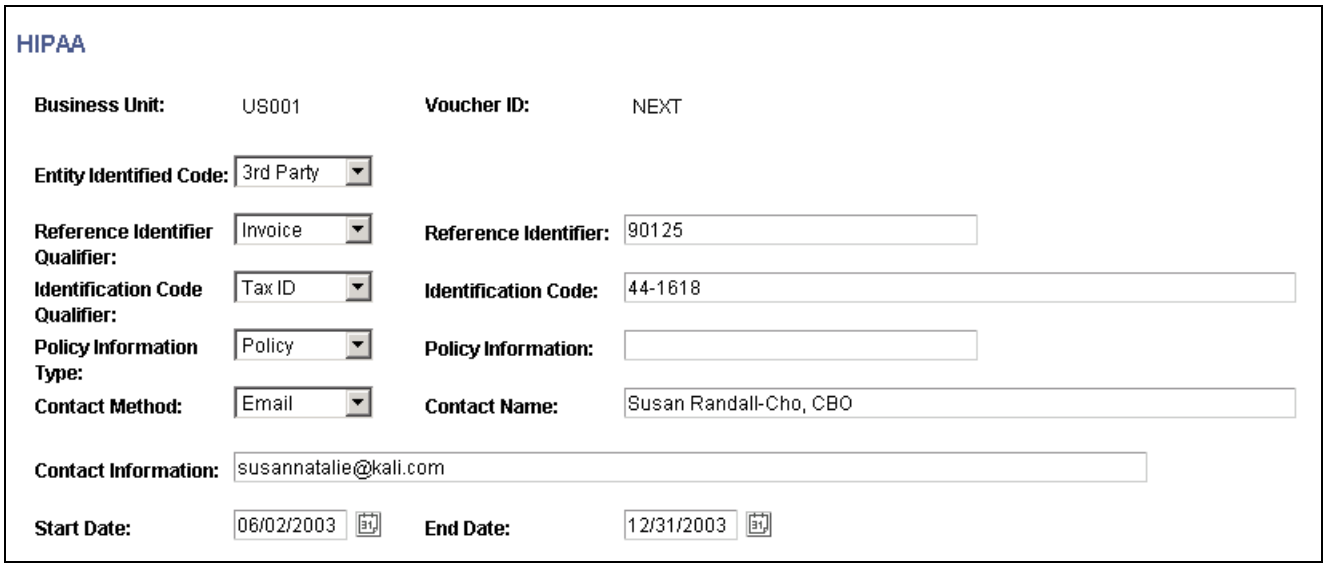
**Layout** Select an applicable layout code. The system displays codes depending on the bank code, bank account, and payment method defined on the Payments page. When you click Save, the system validates layout codes against those defined at the bank account level.

**Settle by** Displays the settlement method of the selected layout, either *Financial Gateway* or *Pay Cycle Manager*.

**Note.** You must select layouts settled through Pay Cycle Manager for federal payments, single payment vouchers, and (USA) HIPAA payments.

## (USA) Entering HIPAA Information

Access the HIPAA page.




HIPAA page

**Entity Identified Code** Enter a code to identify the organizational entity, physical location, property, or individual: *3rd Party* or *Payer*.

**Reference Identifier Qualifier** and **Reference Identifier** Enter a qualifier to indicate against which the payment is to be applied: *Invoice, Master,* or *Plan,* and a corresponding identifier number from the agency authorizing the payment.

**Identification Code Qualifier** and **Identification Code** Enter a qualifier to indicate the code structure method of the Identification Code: *D&B* (Dun and Bradstreet), *D&B + Sfx* (Dun and Bradstreet plus 4-character suffix), *Insurance, Plan ID,* or *Tax ID,* and enter the corresponding code.

**Policy Information Type** and **Policy Information** Enter *Account, Contract, Invoice,* or *Policy* to define the policy type, and additional information, such as the policy number.

**Contact Method** and **Contact Name** Enter the preferred contact method: *Email, Fax,* or *Telephone,* and the contact person's name.

**Contact Information** Enter specific contact information, such as email address.

**Start Date** and **End Date** Enter the dates to define the duration of the policy.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," (USA) Vouchers for HIPAA Payments, page 264

# Completing Voucher Attributes

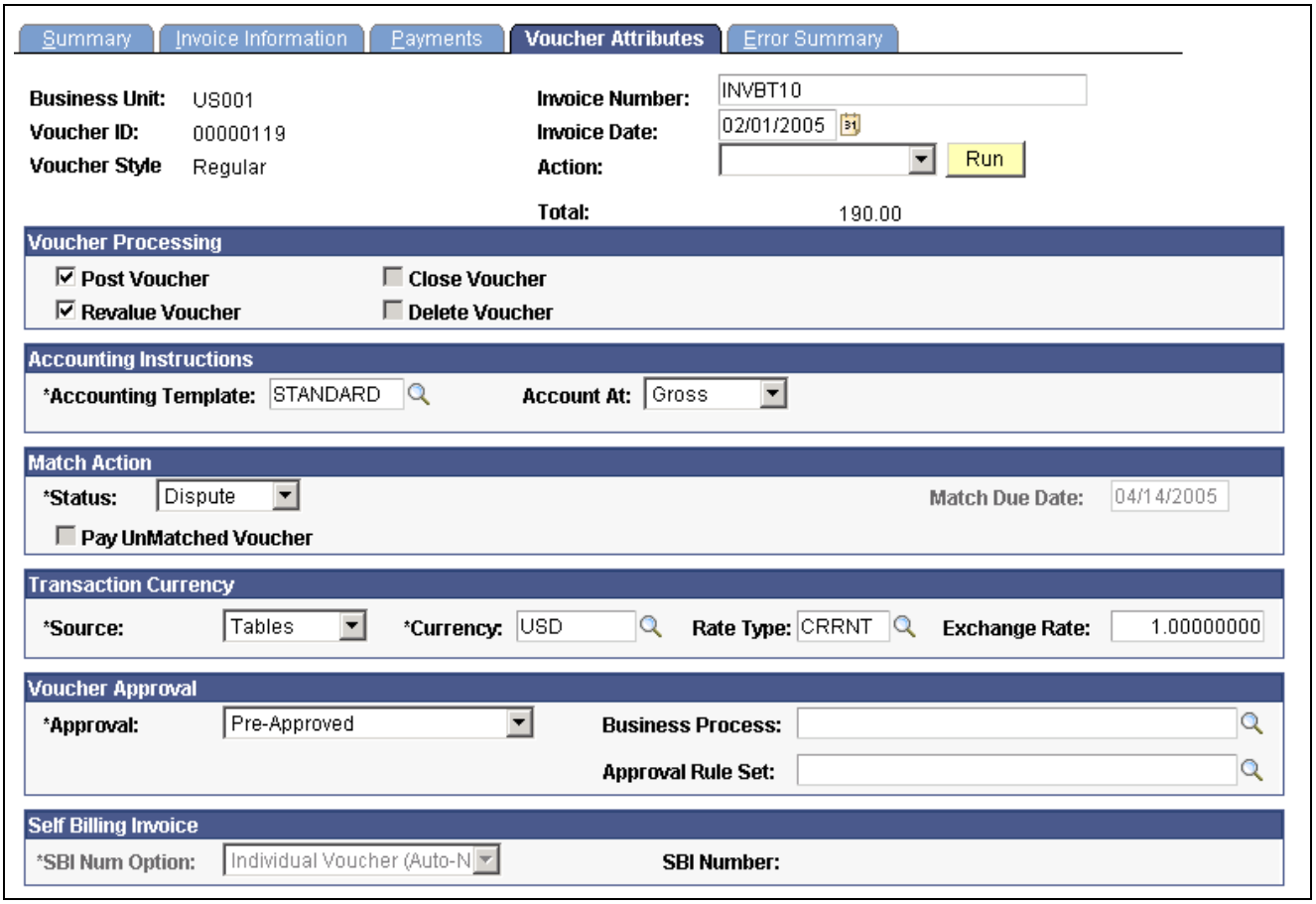
This section discusses how to view and modify voucher attributes.

# Page Used to Complete Voucher Attributes

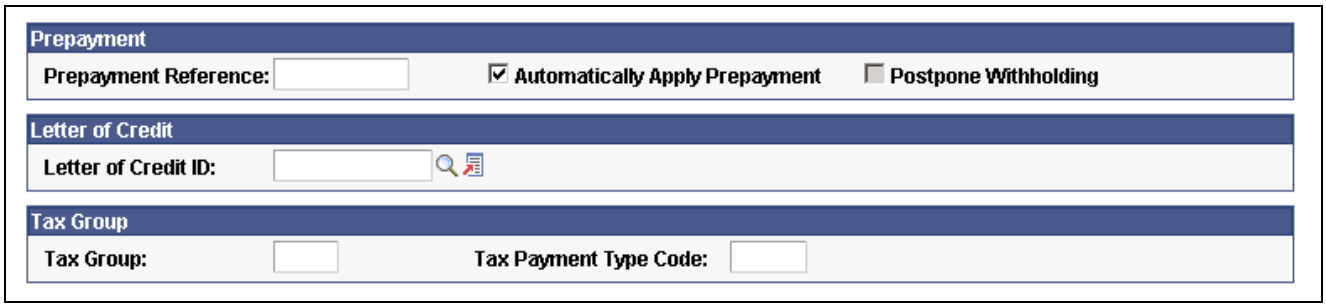
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Attributes | VCHR_STATUS_IA | Accounts Payable, Vouchers, Add/Update, Regular Entry, Voucher Attributes | View and, if applicable, override the default transaction currency processing, the match status, the voucher approval setting, voucher processing options, tax group, and accounting instructions. Where applicable you can also pay unmatched vouchers and access SBI (Self Billing Invoice), prepayment, and Letter of Credit information on this page. |

# Viewing and Modifying Voucher Attributes

Access the Voucher Attributes page.




Voucher Attributes page in add mode (1 of 2)




Voucher Attributes page (2 of 2)

## Voucher Processing

The fields in the Voucher Processing 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 Voucher** 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, assuming that all other edit, approval, and control group criteria are met.

To prevent the voucher from posting, clear this check box.

**Revalue Voucher** This check box is selected by default and must remain selected if the voucher is to be picked up by the PS/AP Revaluation process (AP_REVALUE).

See Chapter 34, "Processing Multiple Currencies in Payables," Performing the PS/AP Revaluation Process, page 846.

**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 voucher posting process creates the accounting entries to close the voucher, and the reversals go back against the original expense account. This check box is not available if the voucher has not been posted.

**Delete Voucher** Enables you to delete a voucher from Payables. For control purposes, you can do this only if the voucher is in an unposted state and no portion of the voucher has ever been paid.

See Chapter 23, "Running Voucher and Payment Posting," page 627.

## Accounting Instructions

The values appear by default 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.

**Account At** Determines how you view discounts. Select from:

*Net:* Accounting at net assumes that you will always take a discount. If you don't, the discount is lost.

*Gross:* If you account at gross, the discount is earned when you are able to take it.

## Match Action

**Status**

Displays 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.

For example, before 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 values are:

*CreditNote:* Marks the voucher as being matched with a credit memo adjustment voucher.

*Dispute:* Indicates that the voucher is on hold from further matching processing.

*Exceptions:* A voucher that fails the matching process initially has a status of *Exceptions.* In this case, you can select the Exceptions link on the Voucher - Summary page to transfer to the Match Exception Workbench Details page. Or you can override the match status here, provided your user ID has match override authority.

*Matched:* Indicates that the voucher has successfully passed the matching process.

*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 value manually as well.

*Overridden:* Enables the voucher to pass matching by setting the match status to *Matched,* even though the voucher does not match specified purchase orders or receivers.

If you had previously set the status to *Overridden* you may change it back to *Exceptions.*

*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 value 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.*

**Match Due Date** Edit the match due date for this specific voucher. The Matching process selects only the vouchers that are ready to be matched as of that date.

**Pay UnMatched Voucher** Select to pay an unmatched voucher. You must have authority, defined in user preferences, to do this.

See Chapter 20, "Running the Matching Process," page 473.

## Transaction Currency

The fields in the Transaction Currency group box enable you to view and override the default voucher transaction currency and the rate type (or user-defined exchange rate) that is used to convert the voucher transaction currency into the business unit's base currency when you post the voucher. You can override the default settings before posting the voucher.

---

**Note.** The exchange rate you view or enter here has no effect on the payment currency. To convert the invoice currency to a different payment currency, use the Holiday/Currency Options page, accessed from the Voucher - Payments page.

---

**Source** Select the source of the currency exchange rate:

*Tables:* The system determines the currency exchange rate automatically using the PeopleSoft Financials exchange rate table.

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 convert amounts to the business unit's base currency.

*User:* Enter your own exchange rate (independent of the tables) in the Exchange Rate field.

**Currency, Rate Type,** and **Exchange Rate** The currency and rate type appear by default from 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:

*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.

---

See Chapter 19, "Managing Vouchers," Approving Vouchers, page 421.

## Self Billing Invoice

Enter a self-billing invoice number option and number.

See Chapter 32, "Processing Self-Billed Invoices," page 817.

### Prepayment

Enter prepayment information.

See Chapter 29, "Processing Prepayments," page 733.

### Letter of Credit

**Letter of Credit ID** Select 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 the View Related Links icon to view the Letter of Credit Details page and the Letter of Credit document page.

See Chapter 6, "Setting Up Payment Formats and Payment Forms," Letters of Credit, page 106.

### Tax Group

**Tax Group** and **Tax Payment Type Code** Payables uses these fields to create payments, for example garnishment payments, for Payroll.

# Viewing Voucher Summary Information

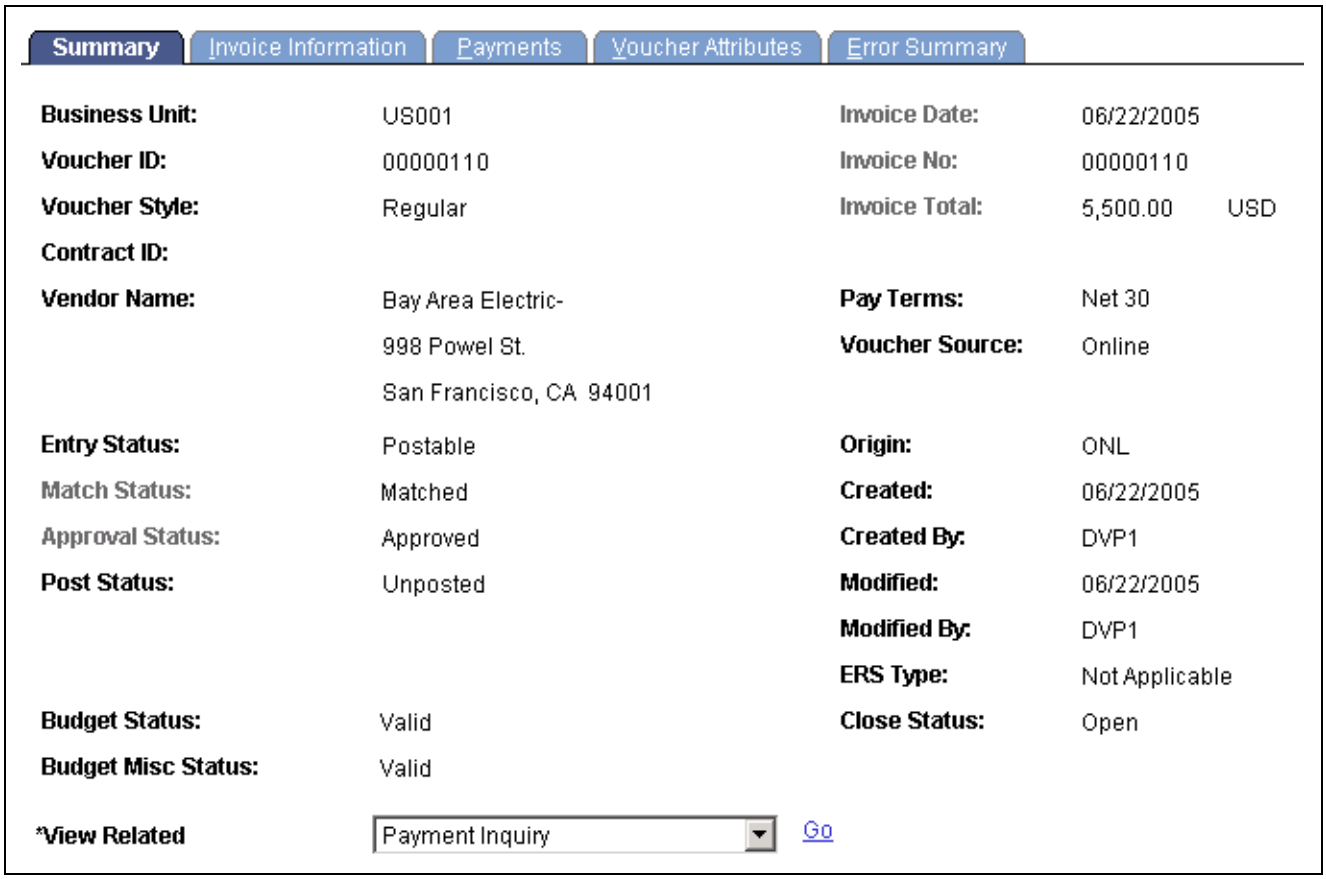
This section discusses how to view voucher summary information.

## Page Used to View Voucher Summary Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher - Summary | VCHR_SUMMARY_PG | Accounts Payable, Vouchers, Add/Update, Regular Entry, Summary<br>Appears only after you save the voucher. | View important voucher information, summarized from the other three primary pages, such as voucher header information, various statuses, and payment terms. Also view voucher entry information, such as the voucher source, the date entered, the user ID that entered the voucher, and the date the voucher was last updated. |

## Viewing Voucher Summary Information

Access the Voucher - Summary page.




Voucher - Summary page

**Contract ID** Displays the contract ID associated with this voucher.

**Entry Status** Displays the phase of the voucher's processing. Values include *Recycled, Approved, Open,* and *Postable.*

**Match Status** Values include *Exception, Manually Overridden, Manually Set to Credit Note, Matched, Match - Dispute, No Match, To Be Matched.*

If there are match exceptions, click the *Exceptions* link to access the Match Exception Workbench Details page.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 320.

See Chapter 20, "Running the Matching Process," page 473.

**Budget Status** and **Budget Misc Status** (budget miscellaneous status) Displays the budget checking status of the voucher total amount and nonprorated miscellaneous charges, respectively, if you are using Commitment Control. Values include:

*Error in Budget Check*: When this value appears, the Budget Check Exception link also displays. Click the link to access the one of following two exception pages and review the error:

- When budget header status is in error, the link accesses the Voucher Exceptions page.

- When the budget miscellaneous status is in error, the link accesses the Voucher (NP) Exceptions (voucher nonprorated exceptions) page.

*Not Budget Checked*

*Valid Budget Check*

See Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," page 711.

**Post Status** Voucher posting status:

*Posted:* the Voucher Posting process has run successfully.

*Unposted:* the Voucher Posting process has not been run.

See Chapter 23, "Running Voucher and Payment Posting," page 627.

**ERS Type** Indicates the source for the ERS (evaluated receipt settlement) voucher .

See Chapter 16, "Processing Batch Vouchers," ERS Vouchers, page 364.

**Document Tolerance Status** If Document Tolerance checking is enabled, the system displays the Document Tolerance Status field. Values are:

*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. Click the link to access the Document Tolerance page, and override document tolerance exceptions.

See Chapter 28, "Running Document Tolerances," page 727.

**Voucher Source** Indicates the source used to create this voucher.

See Chapter 16, "Processing Batch Vouchers," Understanding Voucher Build Processing, page 353.

**Origin** Displays the voucher origin.

See Chapter 5, "Organizing Vouchers with Origins and Control Groups," page 73.

**View Related** Select from the following values and click Go to view related invoice information. The system opens the inquiry pages in new browser windows, so you can review both the invoice and the related information at the same time.

- *Accounting Entries Inquiry:* Select to access the Accounting Entries Inquiry page and view accounting entries for posted vouchers. If a voucher has not yet been posted, the page does not display accounting entries.
- *Payment Inquiry:* Select to access the Payment Inquiry page and search for related payments.
- *Purchase Order Inquiry:* Select to access the Purchase Order Inquiry page and search for related purchase orders.
- *Voucher Inquiry:* Select to access the Voucher Inquiry page and search for related vouchers.

# Viewing Voucher Errors

Payables logs errors for any vouchers in recycle status—whether you entered the voucher online or built it through the Voucher Build process—and lists them on the Error Summary page in the voucher component. To find vouchers with errors, enter *Recycle* in the Entry Status field on the add search page. You can also use the Voucher Maintenance component to review and correct voucher errors and the Voucher Mass Maintenance component to correct batches of vouchers that share the same error. These components are designed expressly for voucher error review or modification.

This section discusses how to view voucher errors using the Voucher component.

### See Also

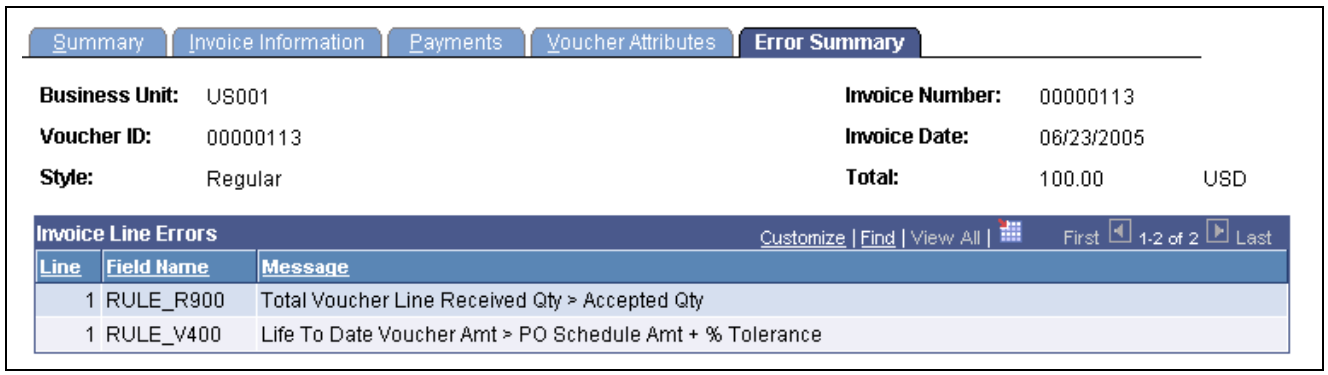
Chapter 19, "Managing Vouchers," page 419

## Pages Used to View Voucher Errors Using the Voucher Component

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher - Error Summary | VCHR_ERRORSMMRY_PG | Accounts Payable, Vouchers, Add/Update, Regular Entry, Error Summary<br><br>Appears only after you save the voucher. | View any Voucher Build processing errors, matching errors, duplicate invoices, and out of balance and combination edit errors on the voucher. |
| Header Errors for Business Unit *x,* Voucher *y* | VCHRHDR_ERRORS_SEC |  Click the Go To Review Errors icon in the header section on the Invoice Information page. | View errors on the voucher header. |
| Errors for Invoice Line *x* | VCHRLN_ERRORS_SEC |  Click the Go To Review Errors icon in the Invoice Lines scroll area on the Invoice Information page. | View errors on a voucher line. |
| Errors for Distribution Line *x* in Invoice Line *y* | VCHRDST_ERRORS_SEC |  Click the Go To Review Errors icon in the Distribution Lines grid on the Invoice Information page. | View errors on a voucher distribution line. |
| Miscellaneous Charges Errors for Business Unit *x*, Voucher *y* | VCHRMSC_ERRORS_SEC |  Click the Go To Review Errors icon next to the Misc. Amount field on the Invoice Information page. | View miscellaneous charge errors for a voucher. |
| Errors for Scheduled Payment *x* | VCHRSCH_ERRORS_SEC |  Click the Go To Review Errors icon on the Voucher - Payments page. | View errors for a scheduled payment. |

# Viewing Voucher Errors Using the Voucher Component

Access the Voucher - Error Summary page.




Voucher - Error Summary page

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**Note.** Five different scroll areas can appear on this page: Header Errors, Miscellaneous Charge Errors, Invoice Line Errors, Distribution Line Errors, and Scheduled Payment Errors. Only scroll areas that contain errors appear.

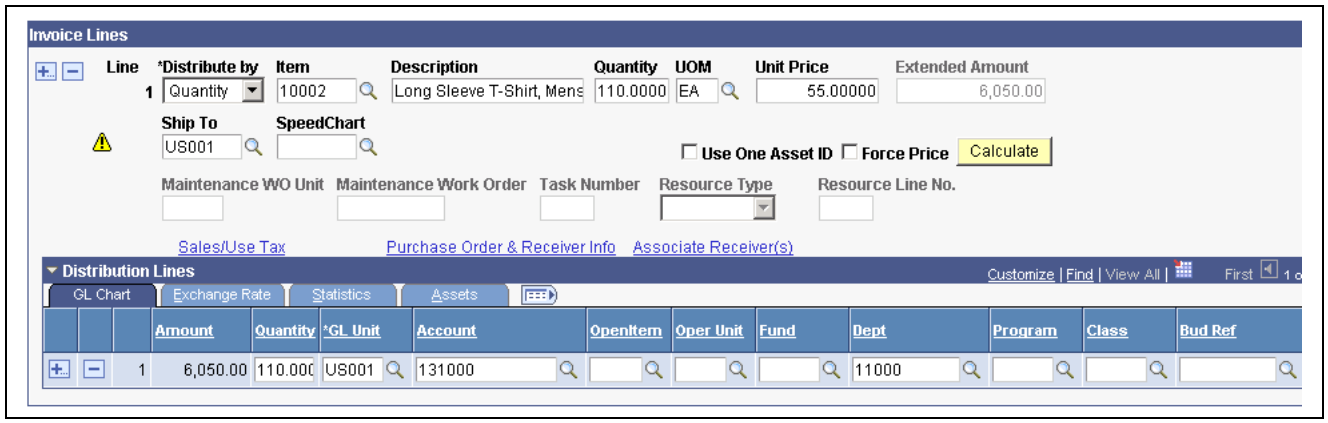
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**Field Name** Displays the field where the error exists.

**Message** Displays an explanation of the error.

## Viewing Voucher Errors from the Invoice Information page and Payments page

You can also view voucher errors directly from the Invoice Information page and Payments page.




Invoice Lines scroll area on the Invoice Information page, showing Go to Review Errors icon



Click the Go to Review Errors icon to view a description of a voucher error:

- For voucher header errors, this icon appears next to the Voucher ID field on the Invoice Information page header, and takes you to the Header Errors for Business Unit *x,* Voucher *y* page, where you can view a description of the voucher header error.
- For miscellaneous charge errors, this icon appears next to the Misc Amount field, and takes you to the Miscellaneous Charges Errors for Business Unit *x,* Voucher *y* page, where you can view a description of the miscellaneous charge errors.

- For voucher line errors, this icon appears in the Invoice Lines scroll area, and takes you to the Errors for Voucher Line *x* page, where you can view a description of the voucher line errors.
- For voucher distribution line errors, this icon appears in the Distribution Lines grid, and takes you to the Errors for Distribution Line *x* in Voucher Line *y* page, where you can view a description of the voucher distribution line errors.
- For scheduled payment errors, this icon appears on the Voucher - Payments page, and takes you to the Errors for Scheduled Payment *x*page, where you can view a description of the scheduled payment errors.

# Running On-Demand Voucher Processes as a Batch Request

If your user ID has access to the appropriate on-demand process group, you can process a voucher on demand, directly from the Invoice Information page, after you save the voucher. You also have the option of running on-demand voucher processes from a batch request page. The advantage of this option over regular batch processing is that you can run a sequential group of processes on a batch of vouchers without having to enter multiple batch requests.

This section discusses how to run on-demand voucher process groups as a batch request.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 270

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up On-Demand Processing"

## Page Used to Run Batch On-Demand Voucher Processes

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher On-Demand Processes | VCHR_STM_RQST | Accounts Payable, Batch Processes, Vouchers, Voucher On-Demand Process | Run on-demand process groups (predefined groups of multiple, sequential voucher processes) for a batch of vouchers. |

## Running Batch On-Demand Voucher Processes

Access the Voucher On-Demand Processes page.

**Voucher Process Option** Select from the following:

- *Process All Units:* process all available vouchers in all business units.
- *Process Business Unit:* process all available vouchers in a specific business unit, which you enter in the Business Unit field.
- *Process Voucher:* process a specific voucher, which you enter in the Voucher field.

**Initiate Entry Event Generator**

Select to initiate the FS_EVENTGEN Application Engine process to generate entry events when running the on-demand process group.

See Chapter 37, "Using Entry Events in Payables," page 907.

**Action**

Select one of the following on-demand process groups:

- *Journal Generate* (PST_VCHRGL).
- *Journal Gen, Load AM* (POSTAPGLAM).
- *Voucher Post Load AM* (POSTAPAM).
- *Voucher Post* (PST_VCHR).

**Note.** The process groups available depend on your user ID.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up On-Demand Processing".

# CHAPTER 15

# Entering and Processing Vouchers Online: Specific Voucher Styles

This chapter discusses how to:

- Enter regular vouchers.
- Enter adjustment vouchers.
- Modify claim vouchers.
- Enter journal vouchers.
- Enter prepaid vouchers.
- Enter register vouchers.
- Enter reversal vouchers.
- Enter single payment vouchers.
- Enter template vouchers.
- Enter third-party vouchers.

## Entering Regular Vouchers

Follow the instructions provided for entering vouchers in the general voucher entry information chapter. Unless a page element, edit, or process is explicitly described as applying only to another voucher style, you can assume that it applies to the regular voucher style.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257.

## Entering Adjustment Vouchers

This section provides an overview of adjustment vouchers and discusses how to:

- Create adjustment vouchers.
- Create credit memo adjustment vouchers
- Adjust matched values.
- Reverse quantities or amounts for purchase order information.
- Reverse quantities or amounts for receipt information.

# Understanding Adjustment Vouchers

Use adjustment vouchers to adjust existing vouchers or to relate two vouchers to each other. You can manually enter adjustment vouchers or automatically create a debit memo adjustment voucher through the Matching Application Engine process (AP_MATCH). Enter adjustment vouchers to capture credits or to increase the initial voucher.

This section discusses entering adjusting information manually or copying the voucher that you want to adjust into the adjustment voucher. Payables also provides the use of the Matching process to automatically create debit memos to resolve matching exceptions between the voucher and the purchase orders and receivers. The debit memo adjustment voucher is discussed elsewhere in this PeopleBook.

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**Note.** If you are manually creating a credit memo adjustment for matching exceptions, use the copy function to copy the original voucher into the adjustment voucher. Run the Matching process to properly match the credit memo to the original voucher. This results in the credit memo adjustment voucher with a match status of *Matched*.

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### See Also

Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Creating Credit Memo Adjustment Vouchers, page 335

Chapter 20, "Running the Matching Process," Processing Debit Memo Adjustment Vouchers, page 533

# Pages Used to Enter Adjustment Vouchers

Adjustment vouchers use the same pages as regular vouchers, although the pages contain some different fields, field values, and processing.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257.

# Creating Adjustment Vouchers

To create adjustment vouchers:

1. Select *Adjustments* in the Voucher Style field on the add search page for the Voucher component, and click Add.
2. (Optional) On the Invoice Information page, in the Copy from a Source Document group box, enter the voucher ID of the voucher that you want to reverse in the Voucher ID field, and click the Copy to Voucher button to copy the entire voucher.

   These fields appear only for adjustment vouchers.

   ---

   **Note.** Source vouchers are regular vouchers and must have the same business unit, vendor setID, and vendor ID as the adjustment voucher that you are creating.

   ---

3. (Optional) To copy individual voucher lines, enter a vendor on the Invoice Information header, and click the Copy From Worksheet link in the unlabeled group box above the Invoice Lines scroll area.

   This accesses the Voucher Worksheet page, where you can search for and copy voucher lines to your adjustment voucher.

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 Worksheet page. You can also have the Budget Processor restore or liquidate the encumbrance budget by selecting Adjust Matched Values on the Voucher Worksheet page.

Click Copy to Voucher to copy selected voucher lines to the adjustment voucher and return to the Invoice Information page.

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**Note.** You can create an adjustment voucher by copying a regular voucher, regardless of the match status on the regular voucher.

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See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Copying Voucher Information, page 305.

4. On the Invoice Information page, whether you use the Copy to Voucher button or the Voucher Worksheet page to copy voucher information to the adjustment voucher, the system populates the Related Voucher field on the invoice line with the adjusted voucher's voucher ID to link the adjustment voucher lines to the voucher that you are adjusting.
5. On the Invoice Information page, enter positive or negative adjustment lines as appropriate.
6. 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.

### See Also

Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Reversal Vouchers, page 344

## Creating Credit Memo Adjustment Vouchers

To manually create a credit memo adjustment for matching exceptions:

1. Place the original voucher on match hold by selecting *Match Dispute* in the Voucher Match Action field on the Match Exception Workbench Details page.

   No further match processing is done on this voucher until you change the match status.

   See Chapter 20, "Running the Matching Process," Reviewing Match Exceptions, page 526.
2. Create an adjustment voucher for the credit memo invoice that you received from your vendor by copying the original voucher on the Voucher component.

   See Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Creating Adjustment Vouchers, page 334.
3. Override the original voucher with a credit memo by selecting *Credit Note* as the Voucher Match Action on the Match Exception Workbench Details page.

   See Chapter 20, "Running the Matching Process," Reviewing Match Exceptions, page 526.
4. Run the Matching process.

   The Matching process applies the match status of *Matched* and the match type of *Auto - Matched* to the credit memo adjustment voucher if there are no other match exceptions. The Matching process applies the match status of *Matched* and the match type of *Matched With Credit Note* to the original voucher.

   See Chapter 20, "Running the Matching Process," Initiating the Matching Application Engine Process, page 511.

# Adjusting Matched Values

If you select the Adjust Matched Values check box on the Voucher Worksheet page for any copied voucher lines when you create adjustment vouchers, here is what happens:

- Any adjustment line with the 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.

  A full match adjustment voucher goes through matching, which performs purchase order adjustments for the credit lines and performs regular matching for the positive adjustment lines.

If the check box is labeled Restore Encumbrance, then you are in a Commitment Control environment, and there is a related, unreconciled purchase order. If you select it, the system restores or liquidates the encumbrance amount in the budget ledger by the amount of the adjustment. The Budget Status field is changed to *Not Checked.*

If the check box is labeled Adjust Mtch Value/Encumbrance, then the voucher is subject to matching and Commitment Control, and selecting it causes both the matching status adjustment and the encumbrance restoration to occur.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Copying Voucher Information, page 305

# Reversing Quantities or Amounts for Purchase Order Information

If you select the Reverse Qty/Amt (reverse quantity/amount) check box on the Voucher Worksheet for any vouchers when you create adjustment vouchers, here is what happens when the copied voucher is related to a purchase order:

1. The Matching process or Voucher Posting Application Engine process (AP_PSTVCHR) verifies that 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: the RTV/credit adjustments are greater than the purchase order 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 purchase order, receiver, and voucher line information, as well as credit adjustment values.
    b. PS_PO_LN_SHIP_MTCH is deleted for the same purchase order schedule line that was referenced on the credit voucher line.
    c. An insert is performed to PS_PO_LN_SHIP_MTCH by adding the matched quantity and amount for the same purchase order schedule line from PS_PO_LINE_MATCHED.
    d. Purchase order header match status (MATCH_STATUS_PO) for the same purchase order is updated to *P*for partial.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Copying Voucher Information, page 305

## Reversing Quantities or Amounts for Receipt Information

If you select the Reverse Qty/Amt check box on the Voucher Worksheet 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. The Matching process or the Voucher Posting process verifies the credit adjustment if 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 occurs: 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 are inserted into PS_RECV_VCHR_MTCH with purchase order, receiver, and voucher lines information, as well as credit adjustment values.

    **Note.** If you undo matching for an adjustment voucher, the rows in PS_VCHR_RECV_MTCH are not deleted. The receipt information is still associated to the adjustment voucher.

    b. PS_RECV_LN_SHP_MTH is deleted for the same receiver ship line that was referenced on the credit voucher line.
    c. An insert is performed to PS_RECV_LN_SHP_MTH by adding 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 is updated to *P* for partial.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Copying Voucher Information, page 305

# Modifying Claim Vouchers

This section provides an overview of claim vouchers and discusses how to modify claim vouchers.

## Understanding Claim Vouchers

Payables integrates with Claims Management and Receivables to process claim vouchers. Claims are used to adjust VAT accounting entries for the following settlement methods: checks, drafts, EFTs, and direct debits. Claims vouchers are posted but not paid.

Claims are first processed between the Receivables and Claims Management applications. Claims Management then populates Payables staging tables (VCHR_HDR_STG, VCHR_LINE_STG and VCHR_DIST_STG) with the claim voucher information for the Voucher Build Application Engine process (AP_VCHRBLD), using the Claims Management Process Claims Application Engine program (PO_PRCSCLAIM). The Voucher Build process performs various edits to ensure the claim voucher is in compliance (such as verifying that the VAT Declaration Point field is set for *Invoice,* and that there is only one payment schedule). If the process builds the voucher with a *Recycle* status, the claim appears on the Voucher Build Error component. Correct recycled claims by using the voucher component. If there is a pre-edit error on this voucher (for example, an invalid vendor), you can access and correct it on the complete worksheet of the quick invoice.

**Note.** You cannot create or import claim vouchers. They can enter the Payables system only through the Claims Management application, which transmits information to the Payables staging tables.

You can perform the following edits to claim vouchers in the Update/Display mode:

- Edit the VAT amount.
- Adjust the line and distribution line amounts to remain in balance with the total amount.
- Change VAT parameters on the header, line, and distribution line.
- Add additional voucher comments.

***Warning!*** The system populates the Comments field with identification information necessary for processing. Do not edit or delete any existing information in this field.

You can approve, close, delete, and archive claims. In addition, the system includes claims in the budget checking document sequence numbering processes, as per established parameters for the transaction business unit. You can also use the on-demand processing functionality, located on the voucher component.

When posting claims, the system uses the Receivables Rebate Control account to post the accounting entries. Review the following example:

Voucher Header: 220 EUR as gross amount and 20 EUR of VAT.

Voucher Line 1: 200 EUR and 20 EUR of VAT, distributed as follows:

| Lines | Merchandise | VAT |
|---|---|---|
| Distribution 1: Rebate Account 1 | 60 EUR | 6 EUR |
| Distribution 2: Rebate Account 2 | 40 EUR | 4 EUR |
| Distribution 3: Rebate Account 3 | 100 EUR | 10 EUR |

Payables posts the following accounting entries:

| Account | Debit | Credit |
|---|---|---|
| AR Rebate Control | | 220 |
| Rebate Account 1 | 60 | |
| Rebate Account 2 | 40 | |

| Account | Debit | Credit |
|---|---|---|
| Rebate Account 3 | 100 | |
| VAT Input | 20 | |

With claims, you cannot perform the following functions and processes:

- Association with a purchase order or receipt.
- Application to an advance payment.
- Copying into another voucher style (for example, third party vouchers, reversal vouchers, and adjustment vouchers).
- Matching.
- Modification on the voucher mass maintenance or voucher maintenance component.
- Unposting.
- Withholding.

In addition, you can view claim information only on these inquiries and reports:

- Rejected Vouchers (VNDR_PAYINQ_RJCT).
- Voucher Accounting Entries (VCHR_ACTG_ENTRIES ).
- Voucher Detail Lines Display (AP_VCHR_LN_DET_DSP).
- Voucher Inquiry (AP_VOUCHER_INQUIRY).
- Voucher Register (APY1010)
- Posted Voucher Listing (APY1020).

### See Also

Chapter 4, “Setting Up Payables Business Units,” Selecting Payment Options, page 66

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining User Preferences,” Defining Payables User Preferences

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Using Vendor Rebates”

## Pages Used to Modify Claim Vouchers

You modify claim vouchers using the same pages as regular vouchers, although the pages contain some different fields, field values, and processing. Use the Complete Worksheet of the Quick Invoice feature to correct pre-edit errors.

See Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 257.

See Chapter 17, “Using Quick Invoices,” Entering Quick Invoices Using the Complete Worksheet, page 390.

# Entering Journal Vouchers

This section provides an overview of journal vouchers and discusses how to create journal vouchers.

## Understanding Journal Vouchers

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid and for vouchers whose payments have also been posted.

For example, let's say a voucher has been entered using expense account 123000. The voucher has been posted and paid, and the payment has been posted, when you discover that the expense should have used account 456000. To avoid making a manual general ledger entry, which would cause General Ledger and Payables to get out of sync, and to avoid unposting the voucher, which involves correcting the voucher and then reposting it for payment, you simply enter a journal voucher. On the journal voucher, you reverse the amount to account 123000 and add the amount to account 456000, keeping General Ledger and Payables in sync. Then you post the journal voucher without having to post a payment.

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**Note.** Only when you use the summary control posting method can you use journal vouchers to correct voucher accounting entries. For vouchers posted using the detail offset method, you must use a manual journal entry in the general ledger to correct accounting entries. You set up the posting method on the Installation Options - Payables page.

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### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Payables Installation Options

## Pages Used to Create Journal Vouchers

Journal vouchers use the same pages as regular vouchers—with the exception of some secondary pages—although some fields, field values, and processing are different.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257.

## Creating Journal Vouchers

To create a journal voucher:

1. Select *Journal Voucher* as the voucher style on the add page for the Voucher component.
2. Enter your new distribution lines.

   Journal vouchers are zero-amount vouchers; you cannot copy any source documents.

   Do not change any of the amounts on a journal voucher. You are using the journal voucher to back out accounting entries that were entered incorrectly.
3. (Optional) To link this voucher to the voucher that you are adjusting, enter a voucher ID in the Related Voucher field in the Invoice Information page header.

   Use the Related Voucher field to associate the journal voucher to the voucher whose accounting entries were entered incorrectly.
4. Access additional information for your journal vouchers on the remaining pages in the Voucher component.

# Entering Prepaid Vouchers

Prepaid vouchers are discussed in another chapter.

See Chapter 29, "Processing Prepayments," page 733.

# Entering Registered Vouchers

This section provides an overview of registered vouchers, lists prerequisites, and discusses how to:

- Create registered vouchers.
- Unpost registered vouchers.
- Complete registered vouchers.

## Understanding Registered Vouchers

Generally, the practice of registering a voucher is required for goods or services that are purchased without generating a purchase order, in which case payment authorization is required. In the case of a good or services that is VAT-applicable, for example, you may need to report the VAT amounts on the correct month's VAT report, before you receive distribution line information. Register vouchers enable you to do this.

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 accounting transactions are created. By registering the voucher, you post the payables accrual, any tax, and any other non-merchandise charges as early as possible in the processing cycle.

When the approval officer has authorized the voucher and provided you with the ChartFields, you unpost the voucher and use the Complete Register Voucher component to enter the correct voucher costing details. The system generates entries to reverse the suspense account and to charge the appropriate expense account.

## Prerequisites

You must define a Voucher Registration suspense account on the Accounting Entry Template page.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates.

## Pages Used to Enter and Complete Registered Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information | Create a register voucher by entering the voucher using a voucher style of *Register Voucher*. |
| UnPost Voucher | VCHR_UNPST1 | Accounts Payable, Vouchers, Maintain, UnPost Voucher, UnPost Voucher | View a listing of register vouchers for unposting. Unpost applicable register vouchers to reverse the entry against the suspense account. |
| Registered Voucher Listing | RUN_APYVR_LC | Accounts Payable, Reports, Vouchers, Registered Voucher, 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, Add/Update, Complete Register Voucher, Invoice Information | Complete registered vouchers. This page has most of the same fields as the Voucher - Invoice Information page.<br>The remainder of the Complete Register Voucher component is identical to the Voucher component. |

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257

## Creating Registered Vouchers

To create a registered voucher:

1. On the add page for the Voucher component, enter a voucher using a voucher style of *Register Voucher*.
2. Enter the appropriate information for the registered voucher.

   The Account field on the distribution lines prepopulates with the Voucher Registration suspense account from the accounting entry template. You can override this value.

   **Note.** If you are creating a registered voucher for a vendor that requires matching, you must turn matching off on the Voucher Attributes page.

**Note.** The VAT declaration point for a registered voucher is usually at invoice.

3. Save the voucher.
4. Use the on-demand or batch processing functionality to process the registered voucher.
   - Select to run the *Voucher Post* or *Journal Generator* process on demand from the Action field.
   - Click Yes at the prompt to run the process in the active window.
   - Click No to run the process in the background; a new window appears when the process is complete.
   - Post the voucher using the Voucher Posting batch process.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257

Chapter 23, "Running Voucher and Payment Posting," page 627

## Unposting Registered Vouchers

Access the 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.

Enter *Register Voucher* on the add search page to select only registered vouchers for unposting.

### See Also

Chapter 19, "Managing Vouchers," Unposting Individual Vouchers, page 427

## Completing Registered Vouchers

To complete a registered voucher:

1. Access the Complete Register Voucher - Invoice Information page for the registered voucher.

   Only registered vouchers that have been unposted are available for selection.
2. Update the distribution lines to record account distribution as it has been approved on the invoice.

   Because the registered voucher has been unposted, you may modify any other appropriate fields on the voucher as well, using this and the remaining pages in the Complete Register Voucher component. These pages are essentially the same as those in the Voucher component.

   **Note.** If the registered voucher has been payment posted, any updates that you make to distribution lines may result in incorrect payment accounting entries. Verify the accounting entries that were created during the Payment Posting Application Engine process (AP_PSTPYMNT) and correct them with a journal entry, if necessary.
3. Save the voucher.

**Important!** After you enter VAT information for a register voucher on the Voucher component, you cannot edit VAT-related fields using the Complete Register Voucher component. However, you can edit certain fields on registered vouchers. To do this, first unpost the voucher, then access the voucher using the Complete Register Voucher component. To inquire on registered vouchers, use the Complete Register Voucher component or the Scheduled Payment Inquiry page.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257

# Entering Reversal Vouchers

This section provides an overview of reversal vouchers and discusses how to create reversal vouchers.

## Understanding 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 that you inadvertently enter the wrong amount on the voucher or reference the wrong purchase order. Rather than unposting, undoing the match, 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.

**Important!** Normally, you should use the PO voucher close functionality instead of the reversal voucher functionality, as the PO voucher close functionality is more sophisticated and efficient. In general, use the reversal voucher feature only when your organization has existing reversal vouchers to manage.

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 are using General Ledger's Commitment Control feature to check transactions against control budgets, you can use a reversal voucher to reinstate encumbrances, though using the PO voucher close functionality is more efficient.

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 status changes to *Partial.*

**Note.** The system provides a warning when you attempt to restore the encumbrance on a voucher that you have partially paid.

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 reversal 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, and all voucher lines that reference a purchase order must be less than zero.
- The transaction currency of the reversal voucher must be equal to the source voucher.

**Note.** The system does not prevent users from reversing the 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 and update reversal vouchers.

When General Ledger's Commitment Control is not enabled, you can close both regular and purchase order-related vouchers using the Voucher Mass Maintenance component, the PO voucher close functionality, or with a reversal voucher. Once the vouchers are marked for closure, you must repost them to create the closure entries.

**Note.** The PO voucher close functionality is integrated with the Voucher Posting process. When you close and post vouchers using this functionality, the Voucher Posting process activates the Undo Matching process, which automatically unmatches purchase order related vouchers that meet certain criteria. The reversal voucher feature does not have this functionality.

When Commitment Control feature is enabled, you can create a reversal voucher to close purchase order-related vouchers so that the system can restore the encumbrance. However, using the PO voucher close functionality here is more efficient.

### See Also

Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Adjustment Vouchers, page 333

Chapter 19, "Managing Vouchers," Closing Vouchers, page 434

## Pages Used to Enter Reversal Vouchers

Reversal vouchers use the same pages as regular vouchers, although the pages contain some different fields, field values, and processing.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257.

## Creating Reversal Vouchers

To create a reversal voucher:

1. Select *Reversal Voucher* as the voucher style on the Add a New Value page for the Voucher component.
2. Enter the voucher ID of the voucher that you want to reverse in the Voucher To Be Reversed field.

   This field is located on the Invoice Information page in the bottom group box.

   **Note.** Source vouchers must have the same business unit, vendor setID, and vendor ID as the reversal voucher that you are creating. They must also be successfully budget checked and matched.

   You also have the following options:

- Select the Reverse Remaining Vchr Balance (reverse remaining voucher) check box to reverse the remaining voucher balance.

  This field is used with partially paid vouchers. For example, let's say a voucher of 1000.00 EUR is to be paid in two installments of 700.00 EUR and 300.00 EUR, and the first installment has been paid. By selecting the Reverse Remaining Vchr Balance check box, you reverse the remaining 300.00 EUR. This is similar to closing the remaining balance; however, it also reverses the related encumbrance, unmatches the voucher, and so on.

  If you do not select the Reverse Remaining Vchr Balance check box, the system reverses the entire voucher.

- If the voucher that you are reversing references a purchase order, and you are using Commitment Control, select the Adjust PO Amounts/Encumbrances check box to restore the encumbrance.

3. Click the Copy to Voucher button.
4. Save the reversal voucher.

   When you save the reversal voucher, the system automatically populates the Related Voucher field (in the Invoice Lines region) with the original voucher ID.
5. (Optional) Run the Budget Processor and Matching processes.

   If you have enabled Commitment Control or matching, you must run these processes after creating reversal vouchers.

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**Note.** The reversal voucher goes through the Pay Cycle Application Engine process (AP_APY2015) as a credit memo. The offset is settled during payment creation. The referenced voucher and the reversal voucher zero out.

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.

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# Entering Single Payment Vouchers

This section provides an overview of single payment vouchers, lists prerequisites, and discusses how to:

- Enter vendor information for a single payment voucher.
- Complete the single payment voucher.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Single Payment Vendors

## Understanding Single Payment Vouchers

When you must make a payment for a one-time vendor without having to create and store the vendor in the system—such as when you want to pay a rebate or refund—you can create a single payment vendor voucher. The system uses the settings you establish for the single payment vendor to default information such as payment terms and taxes onto the voucher.

These are the basic setup and processing steps:

1. Set up a single payment vendor as a master vendor ID in the Vendor Information component.
2. Specify the default single payment vendor ID for your business unit on the Payables Options - Voucher Options 1 page.

3. Enable single payment vendor processing for users on the Define User Preferences - Payables Online Vouchering page.
4. Select a voucher style of *Single Payment Voucher* and enter the single payment vendor ID in the Vendor ID field on the add search page when you enter the Voucher component.
5. Enter the vendor details on the Single Payment Vendor page.
6. Complete the voucher using the Invoice Information, Payments, and Voucher Attributes pages.

Single payment vendor vouchers have some restrictions:

- No prepayment.
- No receivables/payables netting.
- No copying from a source.
- No withholding.
- No matching.
- No document tolerance checking.
- Only one payment schedule per voucher.
- Amount must be positive.
- No late charge calculation, but discount evaluation is supported.
- You cannot apply single payment vendor vouchers to manual payments using the manual payment worksheet, but you can use the Voucher component to record a manual payment to single payment vendor.
- (USF) Checks are the only payment method available for U.S. federal agencies.
- (JPN) No bank load or alternate character enabled functionality.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Payables User Preferences

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Single Payment Vendors

Chapter 4, "Setting Up Payables Business Units," Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor, page 62

## Prerequisites

To set up your system to create vouchers for single payment vendors:

- Perform all setup required for regular vouchers.
- Enable single payment voucher processing in the user preferences for your user ID.
- Set up a single payment vendor to use as a blank master vendor ID.
- Set up the default single payment vendor ID for your business units.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Payables User Preferences

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Single Payment Vendors

Chapter 4, "Setting Up Payables Business Units," Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor, page 62

## Pages Used to Enter Single Payment Vouchers

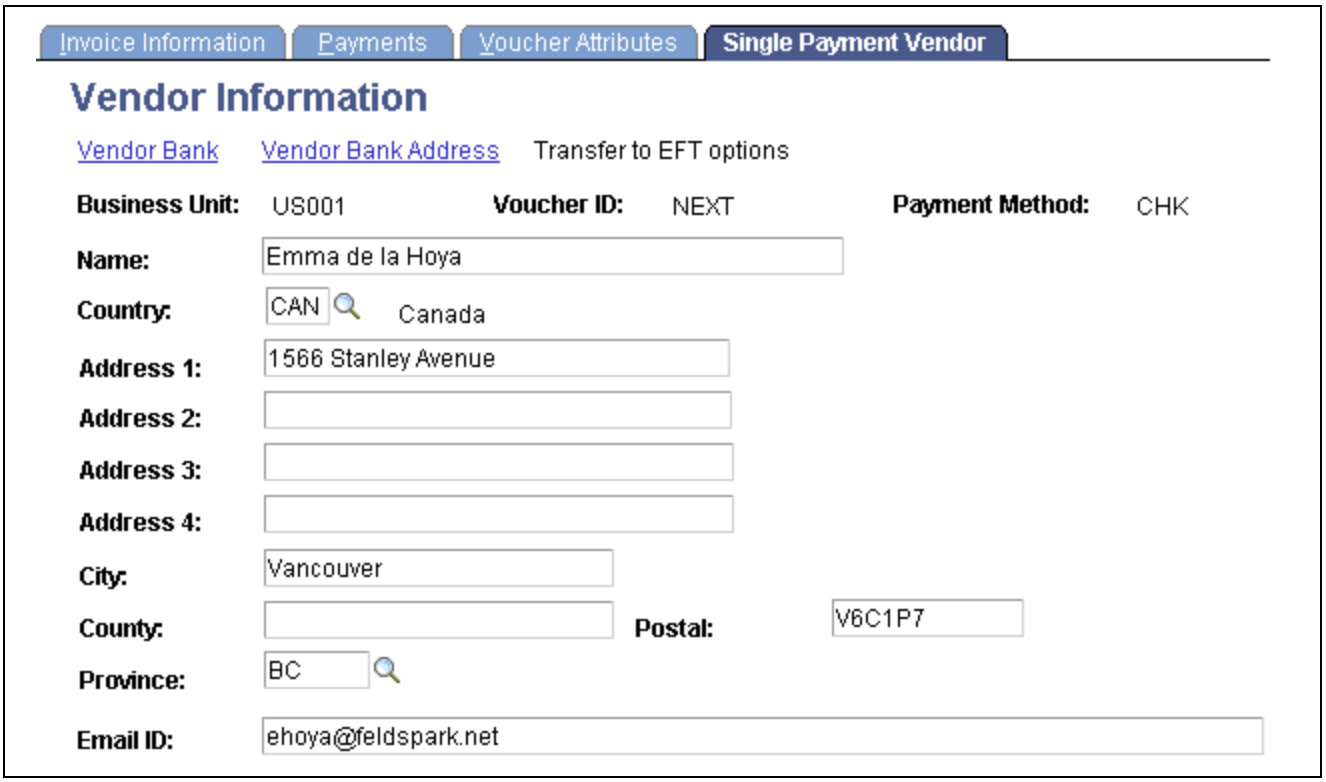
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher - Single Payment Vendor | VCHR_VNDR_INFO | Accounts Payable, Vouchers, Add/Update, Regular Entry<br>You must select a voucher style of *Single Payment Voucher* and enter a single payment vendor ID on the add search page. | Create a voucher for a payment to a one-time vendor, such as a rebate or refund recipient, without having to create and store the vendor in the system |
| Vendor Bank | VCHR_VNDR_BANK_SEC | Click the Vendor Bank link on the Voucher - Single Payment Vendor page. | Enter bank account information for a single payment vendor. |
| Vendor Bank Address | VCHR_VNDR_BANK_ADR | Click the Vendor Bank Address link on the Regular Entry - Single Payment Vendor page. | Enter bank address information for a single payment vendor. |
| Transfer to EFT Options (transfer to electronic funds transfer options) | VCHR_VNDR_EFT_SEC | Click the EFT Options/Routings link on the Voucher - Single Payment Vendor page. | Enter EFT and intermediary bank routing information for a single payment vendor. |

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257

## Entering Vendor Information for a Single Payment Voucher

Access the Voucher - Single Payment Vendor page.




Voucher - Single Payment Vendor page

**Vendor Bank** Click to access the Vendor Bank page, where you can enter the vendor's bank account information.

**Vendor Bank Address** Click to access the Vendor Bank Address page, where you can enter the vendor's bank address information.

**Transfer to EFT Options** (transfer to electronic funds transfer options) Click to access the Transfer to EFT Options page, where you can enter EFT and intermediary bank routing information. This link is available only if you have selected an EFT payment method on the Voucher - Payments page.

(USF) EFT payments to single payment vendors are not available for U.S. federal agencies.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Vendor Locations.

## Completing the Single Payment Voucher

Access the Invoice Information, Payments, and Voucher Attributes pages to complete the voucher. These pages operate just as they do for regular vouchers, within the restrictions described in another section of this chapter.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Understanding Single Payment Vendors.

# Entering Template Vouchers

This section provides an overview of template vouchers and discusses how to create template vouchers.

## Understanding 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 as necessary. A template voucher is never paid or posted; it is used only as 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 *Template* 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 that you are adding.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Copying Template Information, page 307

## Pages Used to Enter Template Vouchers

Template vouchers use the same pages as regular vouchers, although the pages contain some different fields, field values, and processing.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257.

## Creating Template Vouchers

To create a template voucher:

1. Select *Template Voucher* as the voucher style on the add page for the Voucher component.
2. On the Invoice Information page, enter a Template ID and description.

   These fields appear only if you are creating a template ID.
3. (Optional) Click the Copy PO button or the Worksheet Copy Option field below the Invoice Information page header to copy information from the appropriate voucher, purchase order, receiver, or other template.
4. Enter the remaining information for the template voucher that you are creating, using the Invoice Information and remaining Voucher component pages.
5. Save the voucher.

# Entering Third-Party Vouchers

This section provides an overview of third-party vouchers and discusses how to create third-party vouchers.

## Understanding Third-Party Vouchers

Payables supports third-party vouchers, which are invoices that 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.
- (IND) Customs duty (India only).

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. Linking these freight and miscellaneous charges to the merchandise invoice enables the system to compute the landed cost for the merchandise.

---

**Note.** We recommend that you define a VAT transaction type code for third-party VAT vouchers and that you manually override this value on the third-party voucher to ensure that the third party voucher can be identified on VAT reports.

---

## Pages Used to Enter Third-Party Vouchers

Third-party vouchers use the same pages as regular vouchers, although the pages contain some different fields, field values, and processing.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257.

## Creating Third-Party Vouchers

To enter third-party vouchers:

1. Add a voucher with a voucher style of *Third Party Voucher.*
2. Either on the add page or the Invoice Information page, enter the vendor that is to be paid.

   This vendor cannot be the same as the vendor for the source document that you copy in the next step.
3. Click the Copy PO button or use the Worksheet Copy Option field below the Invoice Information page header to copy information from the appropriate voucher, purchase order, or receiver.

   ---

   **Note.** To get vouchered amounts for third-party charges into Inventory, you must copy these charges from a receiver. Otherwise, the charges will not be picked up by the Landed Cost Extract Application Engine process (LC_EXTRACT).

   ---
4. Enter additional voucher lines for the purpose of prorating the third-party charge to the distribution lines.
5. Complete the voucher using the remaining pages in the Voucher component.

### See Also

Chapter 33, “Processing Landed Cost Transactions,” page 831

Chapter 44, “(IND) Processing Excise Duty, Sales Tax, and Customs Duty for India in Payables,” Creating Third-Party Vouchers with Customs Duty, page 1039

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Using Source Documents to Create Vouchers Online, page 295

Chapter 40, “Processing Value Added Tax (VAT) in Payables,” Entering Third-Party, VAT-Only Invoices, page 950

# CHAPTER 16

# Processing Batch Vouchers

This chapter provides overviews of voucher build processing and voucher build source transactions, lists prerequisites, and discusses how to:

- Run the Voucher Build Application Engine process (AP_VCHRBLD) and review messages.
- Review Voucher Build process errors.

## Understanding Voucher Build Processing

Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.

This section discusses:

- Voucher Build process flow.
- Tables accessed and updated by the Voucher Build process.
- Voucher Build process errors.

### Voucher Build Process Flow

The Voucher Build process comprises two subprocesses, pre-edit and voucher edit. The pre-edit subprocess builds skeleton voucher record sets from limited information that you enter online using the Quick Invoice Entry component (VCHR_QUICK_PNL) or the Summary Invoice Entry component (VCHR_SUMM_PNL), or that it retrieves from other sources. Once the pre-edit subprocess builds voucher record sets successfully, it calls the voucher edit subprocess to complete these record sets.

#### Pre-Edit Process Flow

The pre-edit subprocess works as follows:

1. It accesses and retrieves invoice data from the source transaction tables or staging tables, and it uses the data to populate the Voucher Build temporary tables.

   **Note.** The specific source tables and data that the subprocess retrieves depends on the run control selection criteria that you specify on the Voucher Build Request page.

   Vouchers from prior Voucher Build process instances that have been staged for review and released for processing—as well as vouchers with corrected pre-edit errors—can also be selected for reprocessing and are inserted into the temporary tables with the new transactions.

   See Chapter 16, "Processing Batch Vouchers," Tables Accessed by the Voucher Build Process, page 355.

2. It 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 invoice data from some source transactions receive additional error checks.

   See Chapter 16, "Processing Batch Vouchers," Voucher Build Process Errors, page 357.

3. The subprocess verifies that voucher headers have voucher lines and voucher lines have distribution lines.

   If applicable, the subprocess creates control groups, builds miscellaneous charge records if absent (based on business unit defaults), and creates payment records.

   ---

   **Note.** The pre-edit subprocess can create payment schedule records only if payment schedule information such as the bank or a payment message is input through the source transaction component. Quick invoices and voucher data staged to the voucher staging tables enable the entry of payment schedule information. For all other source transaction types, the payment records must be created by the voucher edit subprocess using the Payables control hierarchy defaults.

   ---

4. The subprocess copies purchase order and receiver fields to voucher lines and creates distribution lines, based on either the default voucher build criteria or the voucher build code specified in the voucher header.

   This applies when voucher lines reference a purchase order, receiver, packing slip, or bill of lading, and contain no distribution lines.

   If a voucher line has ChartField information and no associated distribution lines, the subprocess creates distribution lines for the voucher line.

   You define voucher build codes in the Voucher Build Criteria component.

   See Chapter 17, "Using Quick Invoices," Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines, page 384.

5. It stores successfully built voucher record sets in the voucher build temporary tables and calls the voucher edit subprocess.

   If the skeleton voucher fails any of the header error checks, or if the purchase order and receiver association for a quick invoice, summary invoice, or spreadsheet voucher fails, the subprocess marks the voucher as having a *pre-edit error.* Such errors prevent the vouchers from being processed by the voucher edit subprocess, and the pre-edit subprocess writes these vouchers with pre-edit errors to the quick invoice tables.

   You can review vouchers with pre-edit errors using the Build Errors page and the Voucher Build Error Detail page. From these pages you can link directly to the Quick Invoice Entry component, where you can correct the vouchers and release them for reprocessing.

   Voucher contracts, ERS vouchers, and RTV vouchers may be designated as *staged for review.* The pre-edit subprocess also writes these to the quick invoice tables instead of passing them to the voucher edit subprocess, and these must be reviewed and released for further voucher build processing by using the Quick Invoice Entry component.

## Voucher Edit Process Flow

The voucher edit subprocess works as follows:

1. It loads newly built voucher data from the Voucher Build temporary processing tables to the Voucher Edit work tables.

   If specifically requested on the run control, the voucher edit subprocess also loads any vouchers in the online voucher tables that match the run control criteria. These could be recycled vouchers or vouchers modified using the Voucher Mass Maintenance component or the Voucher Maintenance component.

2. It performs the following tasks:
   - Uses the Payables control hierarchy to determine the default values with which to populate voucher fields that don't contain data.
   - Performs field-level, relational, and balancing edits for the voucher header, voucher line, voucher distribution line, and scheduled payment records.
   - Calculates net payment due dates, discount due dates, and discount amounts according to the payment terms.
   - Prorates freight, miscellaneous charges, sales tax, use tax, value-added tax (VAT), and discounts across distribution lines for applicable voucher lines.
   - Schedules one or more payments according to payment terms and user-entered control data.
   - Validates the vouchers, assigning document sequencing numbers and updating the status of one-time vendors, where appropriate.
3. It moves the voucher data from the voucher edit work tables to the online voucher tables.

   At the end of the voucher edit subprocess, error-free vouchers are set to the status *Postable.* Vouchers that are flagged with errors during the voucher edit subprocess are assigned the status *Recycle.* You can inquire on and correct batch-processed vouchers with voucher edit errors by using the Build Errors page, the Voucher Build Error Detail page, the Voucher Maintenance Search component, the Voucher Maintenance component and the Voucher component.
4. It publishes an XML message with voucher details if you select the Publish Voucher Messages option on the Voucher Build page.

   You can notify vendors that you have received their invoices for any sources transactions. The XML message structure is defined in the message AP_VCHR_MESSAGE_OUT.

### See Also

Chapter 16, "Processing Batch Vouchers," Reviewing Voucher Build Process Errors, page 377

Chapter 20, "Running the Matching Process," Understanding Debit Memo Processing, page 533

## Tables Accessed by the Voucher Build Process

The following table lists the tables that the Voucher Build process accesses for each source transaction:

| Source Transactions | Tables Accessed |
|---|---|
| • eSettlements self-service invoices.<br>• Summary invoices.<br>• Quick invoices.<br>• XML invoices. | Quick invoice tables:<br>• VCHR_HDR_QV<br>• VCHR_LINE_QV<br>• VCHR_DIST_QV<br>• VCHR_PYMT_QV<br>• VCHR_MSCH_QV |

| Source Transactions | Tables Accessed |
|---|---|
| • Billing (interunit) invoices.<br>• Debit memo vouchers.<br>• Electronic data interchange (EDI) invoice transactions.<br>• Pay/Bill Management transactions.<br>• Procurement card invoices.<br>• Promotions Management transactions.<br>• Receivables refunds.<br>• Spreadsheet vouchers.<br>• Voucher enterprise integration point (EIP) transactions. | Voucher staging tables:<br>• VCHR_HDR_STG<br>• VCHR_LINE_STG<br>• VCHR_DIST_STG<br>• VCHR_PYMNT_STG<br>• VCHR_MSCH_STG<br>• VCHR_BANK_STG<br>• VCHR_IBANK_STG<br>• VCHR_VNDR_STG |
| Evaluated receipt settlement (ERS) vouchers. | Receiver and purchase order tables:<br>• RECV_HDR<br>• RECV_LN_SHIP<br>• RECV_LN_DISTRIB<br>• PO_HDR<br>• PO_LINE<br>• PO_LINE_SHIP |
| Return to vendor (RTV) adjustments. | RTV tables:<br>• RTV_HDR<br>• RTV_LN<br>• RTV_LN_DISTRIB<br>• RTV_LN_FEE |
| Voucher contracts. | Contract staging tables:<br>• CNTRCT_RLS_HDR<br>• CNTRCT_RLS_LN<br>• CNTRCT_RLS_DTL |
| Purchase order (PO) voucher contracts. | Contract staging tables and PO tables:<br>• CNTRCT_RLS_HDR<br>• CNTRCT_RLS_LN<br>• CNTRCT_RLS_DTL<br>• CNTRCT_EVT_PO<br>• PO_HDR<br>• PO_LINE<br>• PO_LINE_SHIP<br>• PO_LINE_DISTRIB |

| Source Transactions | Tables Accessed |
|---|---|
| Consigned inventory items. | • CM_DEPLETE<br>• CM_ACTUAL_COST<br>• RECV_HDR<br>• RECV_LN_SHIP<br>• RECV_LN_DISTRIB<br>• VENDOR_LOC<br>• BUS_UNIT_TBL_IN |
| • Real Estate Management vouchers.<br>• Vendor Rebate transactions. | Voucher staging tables:<br>• VCHR_HDR_STG<br>• VCHR_LINE_STG<br>• VCHR_DIST_STG<br>• VCHR_PYMT_STG |
| Order Management claim transactions. | Voucher staging tables:<br>• VCHR_HDR_STG<br>• VCHR_LINE_STG<br>• VCHR_DIST_STG |

# Voucher Build Process Errors

The Voucher Build process can result in pre-edit errors, stored in the quick invoice tables, or vouchers in recycle status, stored in the online voucher tables.

## Pre-edit Errors

Pre-edit errors prohibit the transaction from being processed by voucher edit processing. For example, if the transaction has an invalid vendor ID, the voucher edit subprocess cannot process default values correctly, because vendor ID is part of the Payables control hierarchy. The following general conditions result in pre-edit errors:

- Invalid business unit.
- Invalid vendor.
- No default location for vendor.
- Blank invoice ID, and auto-assign option is not selected on the run control page.
- No invoice date, and auto-assign option is not selected on the run control page.
- Invalid vendor location (if specified).
- Invalid vendor address (if specified).
- Invalid voucher origin (if specified).
- No association of purchase order or receiver lines with voucher lines, and distribution information is absent.
- No voucher line information.

The following pre-edit error conditions are specific to Promotions Management transactions:

- Payment action is *Record,* and there is no payment reference (check number).
- Payment action is *Record,* and the payment method is not manual payment.
- Payment action is *Record,* and bank information is missing or invalid.
- Payment action is *Record,* and a duplicate payment reference exists.

### Recycled Vouchers

Vouchers without pre-edit errors pass to the voucher edit subprocess. The voucher edit subprocess marks any vouchers that fail its edits as *Recycled.* The edits performed by the voucher edit process are essentially the same as those performed by the Voucher component.

---

**Note.** Any voucher validations that you can set up to pass and provide a warning during online voucher entry—such as duplicate invoice checking or sales tax tolerance—pass the voucher edit process without warning.

Any voucher validations that you set up to *reject* an online voucher that fails—such as duplicate invoice checking or ChartField editing—are set to *recycle* by the Voucher Build process. If the Voucher Build process finds duplicate vouchers, it sets both to recycle status.

---

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**Note.** Because VAT calculation, rebate, and recovery details for procurement card vouchers are maintained in Purchasing, procurement card vouchers in a VAT environment can produce Voucher Build process errors. These are reported on the Build Errors and Voucher Build Error Detail pages like other Voucher Build process errors. However, unlike other Voucher Build process errors, you correct procurement card voucher errors using the Reconcile Statement page in Purchasing.

---

### See Also

Chapter 16, “Processing Batch Vouchers,” Reviewing Voucher Build Process Errors, page 377

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Understanding Voucher Processing and the Voucher Life Cycle, page 257

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Managing Procurement Cards,” Reconciling Procurement Card Transactions Manually

Chapter 4, “Setting Up Payables Business Units,” Defining Voucher Error-Handling Options, page 64

# Understanding Voucher Build Source Transactions

The Voucher Build process creates voucher record sets from the following sources:

- Claims Management data.
- Consigned inventory items.
- Customer refunds from Receivables.
- Debit memo vouchers created by the Matching Application Engine process (AP_MATCH).
- EDI-formatted transactions.

- ERS transactions that are based on PO receipts and non-PO receipts.
- Interunit invoices from Billing.
- Invoices that you enter in the Spreadsheet Voucher worksheet.
- Invoices that you enter in the Summary Invoice Entry component.
- Invoices that you enter in the Quick Invoice Entry component.
- Pay/Bill Management contractor payment transactions.
- Procurement cards.
- Promotions Management field drafts and scheduled payments.
- Real Estate Management lease payment data.
- Recurring contract vouchers and PO contract vouchers.
- Return-to-vendor (RTV) credit memos.
- Self-Service invoices from eSettlements.
- Voucher EIP application messages (including voucher data from Payroll, Student Administration, and any other sources interfaced through the Voucher EIP).
- XML invoices.

These source transactions are discussed in detail in the sections that follow.

**Important!** If your organization is not using certain types of source transactions (for example, claim transactions from Order Management) you should disable the respective applications that you don't have installed on the system on the Installed Products page. Disabling products that you do not have installed on the system improves performance.

## Claims Management Data

Use Purchasing's vendor rebate functionality to create and manage rebate claims with vendors, then use Payables to settle the claim vouchers for Order Management and Receivables.

Purchasing's Process Claims Application Engine process (PO_PRCSCLAIM) initiates the Claim Settlement Process for AP Application Engine process (PO_CLMSETTLE_AP), which in turn populates the voucher staging tables with claim voucher data for processing by the Voucher Build process.

### See Also

Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Modifying Claim Vouchers, page 337

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Using Vendor Rebates"

## Consigned Inventory

Consignment inventory is a supply chain management strategy in which you store goods in a business unit without paying the vendor until after the goods are consumed. The Consignment Inventory feature, which enables you to implement this strategy across an entire enterprise, integrates a variety of functions within Purchasing, Inventory, Production Management, Cost Management, and Payables.

In Payables, the Voucher Build process creates voucher record sets for consigned items that have been consumed and costed. It 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 processing option set for vendor location (using the Consign Voucher field on the Vendor Information - Procurement Options page at the vendor location level. Processing options are:

| | |
|---|---|
| ***Auto*** | The Voucher Build process automatically creates vouchers (assuming that there are no Voucher Build errors). |
| ***Manual*** | The Voucher Build process sets the status of affected data on the Depletion Accounting Entry table to *N* (never to be vouchered). The Voucher Build process does not process these vouchers because, in the case of rows with a Voucher Build status of *M* (manual), usage reports are provided to the vendor, and the invoice is not finalized until an invoice is received from the vendor. |
| ***Stage*** | The Voucher Build process creates vouchers and places them in the quick invoice entry tables for further user review. |

Once the Voucher Build process finishes processing a row in the Depletion Accounting Entry table by creating or staging a voucher, the process updates the status of that row to *V* (vouchered). If an error occurs during processing, the Voucher Build process changes the status to *E*.

Voucher details come from these 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 table.

Other voucher data that is 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; the Voucher Build process converts this to the receipt vendor's UOM.

- Invoice ID from the packing slip number that is referenced on the original receiver.
- Vendor and vendor location.
- Payables business unit.

The CM_ACTUAL_COST table identifies the receipt with the depleted transaction. For the same receiver line or distribution, it is summed for one voucher or distribution line.

The Voucher Build process assigns voucher IDs for each voucher based on the next voucher ID that is available from the Payables business unit. The process uses the packing slip number on the receiver as the invoice ID. To prevent duplicate invoice IDs, the process increments the ERS_INV_SEQ number field by one each time a packing slip is used as the invoice ID.

Voucher Build pre-edit errors for Consigned Inventory vouchers are logged on the Consigned Inventory Voucher Exceptions page.

## See Also

*PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Managing Consigned Purchases Inventory"

## Customer Refunds from Receivables

Payables generates refund checks for Receivables. The Receivables Refund Application Engine process (AR_REFUND) populates the voucher staging tables with refund voucher data for processing by the Voucher Build process.

### See Also

*PeopleSoft Enterprise Receivables 8.9 PeopleBook*, "Maintaining Customer Account Balances," Processing Refunds

## Debit Memo Vouchers

The Matching process calls the Voucher Build process to automatically create debit memo adjustment vouchers to resolve matching exceptions between the amount on a voucher and the purchase orders and receivers associated with that voucher. You can dispatch debit memo information to the vendor via print, phone, fax, email, or electronic data exchange (EDX). The creation of the debit memo voucher requires:

- An agreement with the vendor that allows the adjustment to the voucher.

  You define this agreement on the Vendor component (VNDR_ID).

- A match rule that allows debit memo vouchers.

  Match rules are defined on the Match Rule Type page, the Match Rules page, and the Match Rule Control page.

- The Matching process is run.

  You can run the Matching process in batch or you can initiate the Matching process from the Match Workbench.

---

**Note.** You cannot select debit memos as a voucher build interface from the Voucher Build page . The Matching process calls the Voucher Build process to create the debit memo adjustment vouchers.

Once the Voucher Build process is initiated, debit memo adjustment vouchers are handled identical to other voucher build source transactions.

---

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Matching and Document Association Options

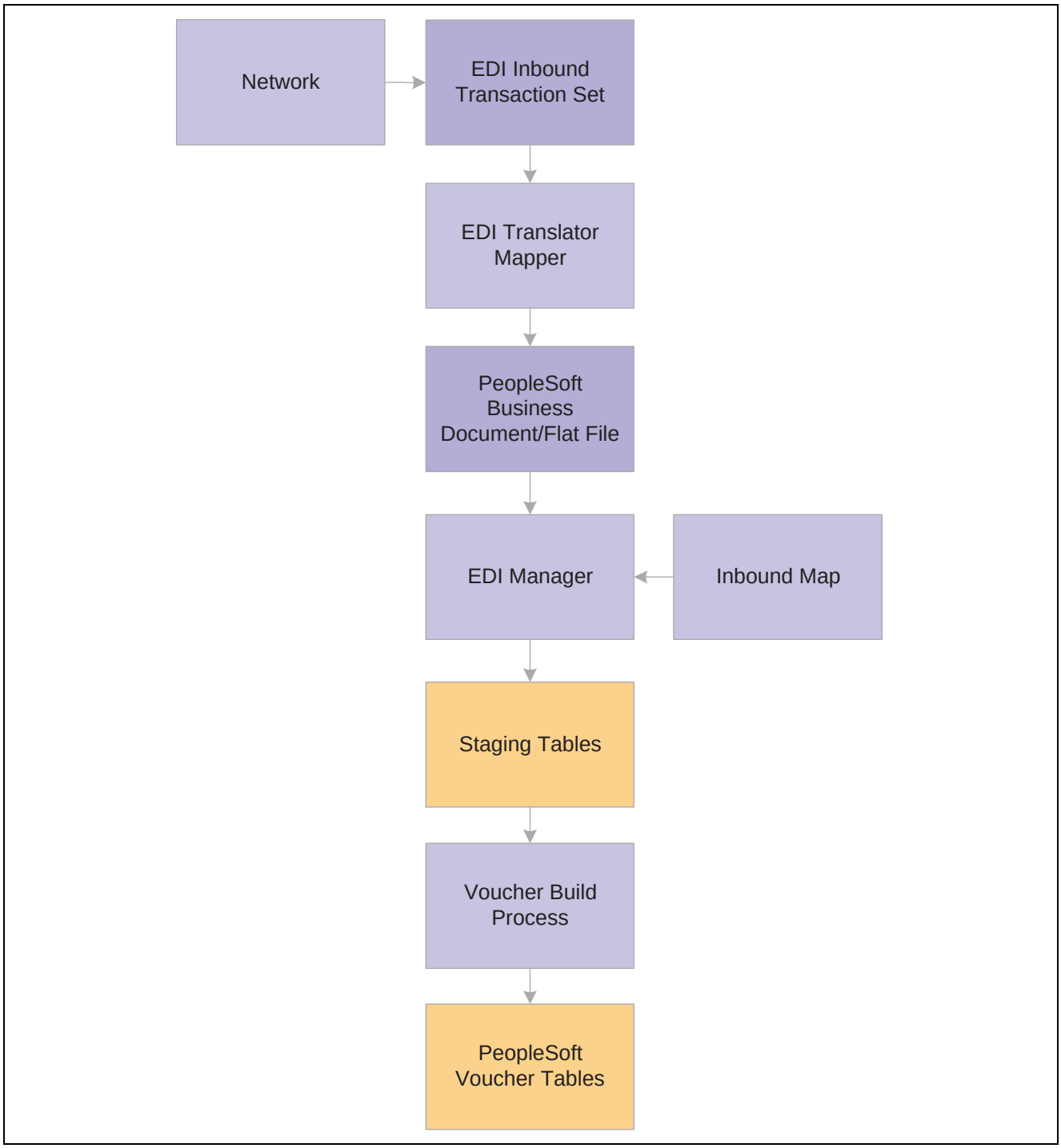
*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Specifying Debit Memo Options

Chapter 20, "Running the Matching Process," Managing Matches and Match Exceptions, page 516

Chapter 20, "Running the Matching Process," Processing Debit Memo Adjustment Vouchers, page 533

## EDI Records

The Voucher Build process provides support for data that is interfaced through EDI. This flowchart illustrates how the EDI Manager integrates with the Voucher Build process:




EDI Manager and Voucher Build process flow

Typically, you use a private value-added network (VAN) to exchange EDI transactions. However, you can also use the internet, a dedicated link, or a sole-source provider.

## EDI Transaction Processing

To process EDI transactions:

1. Translate the EDI file.

The translator converts the EDI transactions into a PeopleSoft business document format. A PeopleSoft business document is a layout that describes the fields—including name, type, length, format, short name, and long name—that make up the EDI file.

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. You can develop this tool yourself, or you can use third-party tools that are readily available.

2. Use EDI Manager to load the business document.

   EDI Manager uses a supplied EDI agent Structured Query Report (SQR) to import the electronic data flat file, translate the data using the PeopleSoft business document layout, and stage the data in the Voucher Staging tables in the PeopleSoft database.

   Use the Schedule Inbound EC Agent - Run Control Parameters page in 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.

   Use the Business Document Summary page in EDI Manager to confirm that the status is *Loaded.*

4. Run the Voucher Build process to create voucher records and load them in the Voucher tables.

   Use the outbound AP_VCHR_MESSAGE_OUT EIP initiated in the Voucher Build process to send verification messages to the sender.

Invoices that are entered into the system through EDI Manager might contain a blank space or the word *Next* in the Voucher ID field. The system automatically assigns voucher IDs for these vouchers during the Voucher Build process regardless of whether the Payables business unit is set up for autonumbering.

The Voucher Build process assigns match delay days to EDI transactions that require matching based on the Payables hierarchy, business unit, origin, control group, vendor, and the ability to override on the voucher. If you do not define match delay days on the Payables hierarchy the Voucher Build process will not assign match delay days. As an example, if the match delay days are five days, the system adds five days to the entry date to determine the match due date. On the Match Request page enter the As of Date field to work in conjunction with the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date. Match delays days are only applicable to EDI transactions and XML transactions. These types of transactions usually are processed in the system before the lines are received. Using match delay days enables you to wait to include these transactions in the Matching process.

Once EDI transactions have been processed, they are deleted from the voucher staging tables. The Voucher Build process places any vouchers that receive pre-edit validation errors in the quick invoice entry tables for review and correction using the Quick Invoice Entry component.

## Voucher Build Minimum Data Requirements for EDI

The following lists show the minimum sets of fields that the Voucher Build process requires when you supply the voucher header, voucher line, and distribution line information:

- Voucher header:
  - ROW_ID
  - BUSINESS_UNIT
  - INVOICE_ID
  - INVOICE_DT
  - VENDOR_ID
  - OPRID

  - GROSS_AMT
- Voucher line:
  - ROW_ID
  - BUSINESS_UNIT
  - MERCHANDISE_AMT
  - VOUCHER_LINE_NUM
- Distribution line:
  - ROW_ID
  - BUSINESS_UNIT
  - VOUCHER_LINE_NUM
  - DISTRIB_LINE_NUM
  - ACCOUNT
  - MERCHANDISE_AMT

The particular fields that are required for any given run of the Voucher Build process can vary depending on the following circumstances:

- When you are trying to associate invoice lines to a purchase order, the vendor ID is optional and the distribution line should be absent.

  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 should be absent and the rest of the required fields vary depending on the Voucher Build code.

You can build distribution lines from voucher line information without associating purchase order or receiver lines by specifying the general ledger business unit and account, at a minimum—along with any additional ChartField information—on the voucher line.

### See Also

Chapter 20, “Running the Matching Process,” Initiating the Matching Application Engine Process, page 511

*PeopleSoft PeopleTools PeopleBook: Supported Integration Technologies*

## ERS Vouchers

The Voucher Build process creates ERS vouchers from procurement receipt records. The receipts must be priced and have extended merchandise amounts.

The Voucher Build process creates ERS vouchers from receipts that reference a purchase order, as well as receipts that do not (non-PO receipts). For non-PO receipts, the process creates ERS vouchers only for receipt lines that have unit prices (priced receipts). These unit prices can be populated online from the item master or supplied by an external receipt load interface module.

To create ERS vouchers, you must identify the vendor location as an ERS vendor and set up the Payables business unit (on the Payables Definition - Voucher Build page) to allow ERS transactions. You establish ERS options on the Procurement Control - ERS Options page, but you can also override them on the Payables Definition - Voucher Build page.

The Voucher Build process 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 can either create the ERS voucher invoice date from the receipt date or let the freight terms on the ERS receipt determine whether to use the receipt of the shipment date as the invoice date.

If the same packing slip number is used as the invoice number on multiple ERS vouchers (because an ERS receipt was partially invoiced), the pre-edit subprocess adds an ERS sequence number (ERS_INV_SEQ) to the ERS voucher header. This prevents the Duplicate Invoice Checking feature from rejecting ERS vouchers that have the same packing slip number and have been built from the same receipt.

You can search using packing slip number information on two voucher entry pages:

- Regular voucher entry, on vouchers with an ERS source type.
- Summary Invoice Entry voucher.

---

**Note.** Matching does not create ERS vouchers in Payables. However, on the receiver you can require that ERS vouchers be matched after they pass the voucher edit subprocess. If you do not require matching, the voucher edit subprocess flags the receipts as approved for payment.

---

### See Also

Chapter 4, "Setting Up Payables Business Units," Setting Voucher Build Options, page 53

Chapter 4, "Setting Up Payables Business Units," Selecting ERS Options, page 40

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Accessing the Voucher Component, page 269

## Interunit Invoices from Billing

The Billing Generate AP Vouchers SQR process (BIGNAP01) initiates the creation of Payables vouchers for interunit bills. The process takes interunit billing information from the Billing tables and populates the Payables voucher staging tables with voucher data for processing by the Voucher Build process.

### See Also

*PeopleSoft Enterprise Billing 8.9 PeopleBook*, "Integrating with Receivables, General Ledger, and Accounts Payable," Running the Generate AP Vouchers Process (BIGNAP01)

## Invoices from Spreadsheet Vouchers

The Spreadsheet Voucher feature provides an offline entry component that you use to enter invoice data. The Voucher Build process handles the defaults and edit processing, similarly to quick invoice processing. PeopleSoft provides you with an Excel file that you can use to create multiple voucher entry worksheets.

The Voucher Build process assigns match delay days to XML transactions that require matching based on the Payables hierarchy, business unit, origin, control group, vendor, and the ability to override on the voucher. As an example, if the match delay days are five days, the system adds five days to the entry date to determine the match due date. If you do not define match delay days on the Payables hierarchy the Voucher Build process will not assign match delay days and use the entry date as the match due date. On the Match Request page enter the As of Date field to work in conjunction with the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date. Match delays days are only applicable to EDI transactions and XML transactions. These types of transactions usually are processed in the system before the purchase order lines are received. Using match delay days enables you to wait to include these transactions in the Matching process.

### See Also

Chapter 20, “Running the Matching Process,” Initiating the Matching Application Engine Process, page 511

Chapter 18, “Entering and Importing Spreadsheet Vouchers,” page 409

## Invoices from Summary Invoices

The Summary Invoice Entry component enables you to enter minimal invoice and purchase order information, such as vendor, PO number, invoice number, invoice date, nonmerchandise amounts, and gross amount, to create a voucher. The Voucher Build process builds the voucher, including the voucher lines and distribution lines, from the selected purchase order and associated receipts.

### See Also

Chapter 17, “Using Quick Invoices,” Entering Summary Invoices, page 405

## Invoices from Quick Invoice Entry

The Quick Invoice Entry component provides efficient data entry for large volumes of similar invoices or invoices for which you can rely on defaults to complete most of the voucher details. The Quick Invoice Entry component contains minimal online edits; default and edit processing is handled by the Voucher Build process.

### See Also

Chapter 17, “Using Quick Invoices,” page 381

## Pay/Bill Management Transactions

Pay/Bill Management generates payable time information for contractors that the Voucher Build process can build into vouchers. The Front Office to AP Application Engine process (FO_TO_AP) submits contractors’ payable time to the voucher staging tables for voucher build processing.

### See Also

*PeopleSoft Enterprise Pay/Bill Management 8.9 PeopleBook*, “Working With Staffing Vendors”

## Procurement Cards

As a part of the procurement card reconciliation process, Purchasing stages PCard prepayment voucher and regular voucher data in the voucher staging tables. The Voucher Build process then creates payments and accounting entries for the PCard transactions. You can create both the expense and payment accounting entries from the PCard transactions in Payables, and you can process PCard transactions against purchase orders.

For purchase-order-related transactions, the merchandising vendor is retained on the voucher line to support the matching process, if applicable.

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**Note.** The PCard interface between Purchasing and Payables supports encumbrance accounting and Commitment Control budget-checking.

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**Note.** Because VAT calculation, rebate, and recovery details for PCard vouchers are maintained in Purchasing, PCard vouchers in a VAT environment can produce Voucher Build process errors. These are reported on the Build Errors page and the Voucher Build Error Detail page like other Voucher Build process errors. However, unlike other Voucher Build process errors, you correct PCard voucher errors using the Reconcile Statement page in Purchasing.

PCard vouchers are excluded from these Voucher Build process pages

- Voucher Build (VCHR_BATCH_RQST).
- Voucher Build Application Engine Process (AP_VCHRBLD).

### See Also

Chapter 16, "Processing Batch Vouchers," Voucher Build Process Errors, page 357

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Managing Procurement Cards," Loading Procurement Card Statements to Application Tables

## Promotions Management Data

Promotions Management enables a salesperson to authorize a scheduled payment or issue a field draft—or manual check—to customers who are established vendors in Payables. Promotions Management sends voucher transactions to the Voucher Staging tables, from which the Voucher Build process selects data and processes it.

To process manual payments from Promotions Management using the Voucher Build process, you must specify a valid bank code, bank account, and check number on the accompanying payment record.

Payables online voucher processing does not allow recorded payment transactions to be saved with the status *Recycle.* If a recorded payment transaction passes the Voucher Build process 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. You must correct this error in the online Voucher component, or delete the voucher from Payables and resubmit it with valid information from Promotions Management.

### See Also

Chapter 22, "Using Additional Payment Processing Options," Recording Manual Payments, page 601

*PeopleSoft Enterprise Promotions Management 8.9 PeopleBook*, "Processing Payments for Promotional Activity"

## Real Estate Management Data

Real Estate Management generates lease payment information that the Voucher Build process can build into vouchers. The Voucher Build – Staged Voucher Selection process (AP_VB_STGVCH) transmits the lease payment data to voucher staging tables. The process applies Payables defaulting logic, and then calculates the appropriate VAT and sales and use taxes. Though the process can create positive or negative vouchers, it does not create pre-payment vouchers.

If the real estate transaction is withholding applicable but the vendor is not configured for withholding, the process generates an exception. You must correct the errors—by defining withholding values for the vendor and the voucher—to continue processing the voucher.

The Voucher Build process also updates the detailed lease payment transactions with the associated voucher ID after this ID has been assigned by the Voucher Build process. Real Estate Management appends a three-digit sequence number to the lease payment number. This number is handled by the system as a voucher ID number, not as an invoice number. Because of this functionality, you must ensure that the Assign Invoice ID option is selected for these vouchers, so the system assigns the voucher ID number as the invoice ID number.

### See Also

*PeopleSoft Enterprise Real Estate Management 8.9 PeopleBook*, "Processing Payments for Payables Leases," Running Manage Interface to AP/Billing

## Recurring Voucher Contracts

The Voucher Build process creates vouchers from recurring voucher contracts established using the contracts functionality in Purchasing.

The Voucher Build process controls the release of the vouchers based on the contract release date option specified for the Payables business unit on the Payables Definition - Voucher Build page.

The Voucher Build process selects contract data that is staged to the contract staging tables. In addition to the general Voucher Build edits, the process also ensures that the total gross amount does not exceed the maximum limit for the contract. If the voucher exceeds the limit, the Voucher Build process logs an error in the contract tables and does not process the voucher. Once Voucher Build processes the staged contracts, it increases the cumulative total for the contract by the total gross amount for the new vouchers and registers the contract lines by sending data to the CNTRCT_EVT_VCHR table.

The Voucher Build process builds the associated nonmerchandise charge records for miscellaneous, freight, and tax charges that are associated with the recurring contract voucher.

If the contract has some retention amounts, the Voucher Build process creates a voucher with two scheduled payment records—one for the amount to be paid now and one for the retention amount that is created and placed on hold.

### PO Voucher Contracts

For recurring PO voucher contracts, which reference purchase orders, the Voucher Build process also accesses the PO tables in addition to the contract staging tables.

### See Also

Chapter 4, "Setting Up Payables Business Units," Setting Voucher Build Options, page 53

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Using Voucher and Order Contracts"

## RTV Adjustments

The Voucher Build process creates adjustment vouchers for RTV transactions created in Purchasing. If an RTV adjustment does not reference a receipt, it is treated as a nonmatch RTV. Through the Payables default hierarchy, you can either create automatic adjustments for RTV transactions that require credit memos or pass those transactions to the Quick Invoice Entry tables for review before further processing. You can maintain pending adjustment transactions by adding a reference to vendor credit memo documents or by making other adjustments before having the Voucher Build process 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. This table lists the RTV action codes:

| Action Code | Description |
|---|---|
| Issue Credit Only | The vendor issues a credit memo only. |
| Replace and Invoice | The vendor issues a credit memo and reinvoices for replaced merchandise that was shipped against the original PO schedule. RTV credit vouchers for replacements are deducted from the matched quantities on the PO, so that the replacements can be received against the original PO. These deductions occur from the Matching process. All replace and invoice RTV vouchers are created as requiring matching. |
| Exchange and Invoice | The vendor exchanges for like merchandise, issues credit for the returned merchandise, and reinvoices for the new merchandise against the original PO. A change order is created against the original PO to add the new item that the vendor ships. |

Before processing RTV transactions, you must enable RTV credit memo processing for Payables business units on the Payables Definition - Voucher Build page and specify the voucher adjustment option.

The Voucher Build process accesses the RTV tables to obtain the information that is required to create adjustment vouchers and creates miscellaneous charges for any RTV fees. Sales tax and VAT applicability codes are taken from the original voucher, if they are available. The Voucher Build process accesses the RTV records that require vouchers to be created and assigns the voucher ID number.

When the Voucher Build process creates an RTV credit voucher that must be rematched, the following fields or sets of fields in the Voucher component are unavailable for modification:

- Advanced Vendor Search
- Invoice ID
- Invoice Date
- Payment Terms
- Vendor
- Voucher line amount

If the RTV credit voucher does not have to be rematched, the Invoice ID and Invoice Date fields are available for edit.

The following Voucher component fields or sets of fields are always available for modification, regardless of whether the RTV credit voucher needs to be rematched or not:

- Voucher header amounts, including freight, miscellaneous, sales and use tax, and VAT, when applicable.
- Invoice ID
- Invoice Date
- Distribution line amounts.

### See Also

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Managing Vendor Returns"

Chapter 4, "Setting Up Payables Business Units," Setting Voucher Build Options, page 53

## Self-Service Invoices from eSettlements

eSettlements loads self-service invoices to the quick invoice entry tables for processing by the Voucher Build process.

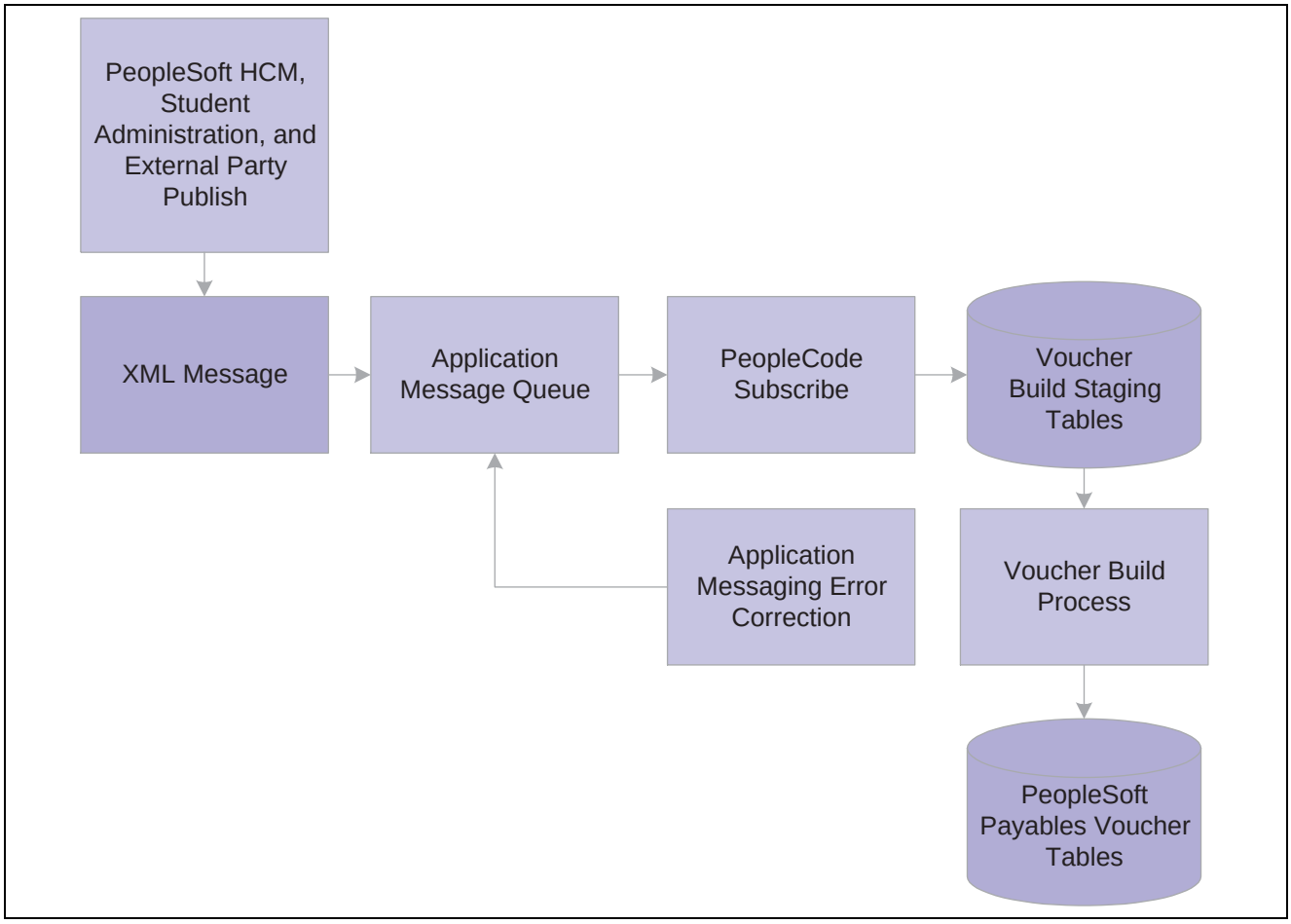
### See Also

*PeopleSoft Enterprise eSettlements 8.9 PeopleBook*, "Processing Invoices"

## Voucher EIP

Payroll, Student Administration, and other external systems can process vendor payments, such as payroll deductions, through Payables using the inbound Voucher EIP. The Voucher EIP uses Application Messaging and the VOUCHER_BUILD message definition to populate the voucher staging tables with the necessary information for building voucher record sets.

The VOUCHER_BUILD message subscription process is illustrated in this flowchart:




VOUCHER_BUILD message subscription inbound process flow

To view the VOUCHER_BUILD application message definition in detail, see the Enterprise Integration Point Catalog.

Payroll and Student Administration, as well as third-party applications, publish voucher data to the application message, and Payables subscribes to it. The subscription process transfers the contents of the message to the inbound voucher staging tables. The Voucher Build process then builds voucher records from the staged data and writes them to the Payables voucher tables.

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. You must intervene manually using the application messaging error correction feature to correct the data before the message can be processed successfully. When you save the message after correcting the data, the message status is automatically set to *Reprocess.*

The Voucher Build process assigns voucher IDs if they aren't passed by the application message. Once the Voucher Build process finishes processing a staged record, the record is deleted from the staging table.

**Note.** The subscription process accepts data for new vouchers only. Vouchers that already exist in the Payables voucher tables must be updated online using the Voucher component or the Voucher Maintenance component.

**Note.** You can use the outbound AP_VCHR_MESSAGE_OUT EIP to dispatch voucher and debit memo adjustment voucher information to vendors.

**Note.** You use the Vendor EIP to transfer vendor information to Payables from Payroll, Student Administration, and other external systems.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Importing Vendor Information," Importing Vendors Using the Vendor EIP

Chapter 20, "Running the Matching Process," Dispatching Debit Memo Information, page 539

*PeopleSoft Enterprise Global Payroll PeopleBook*

*PeopleSoft Enterprise Integration Point Catalogue*

*PeopleSoft PeopleTools PeopleBook: Integration Broker*

## XML Invoices

There are two ways to interface XML invoices to the Voucher Build process:

- Using XML invoices that are mapped to the VOUCHER_BUILD message definition for interfacing to the Voucher Staging tables using Application Messaging.

  This process is also known as the Voucher EIP.

  **Note.** The Spreadsheet Voucher feature uses the Voucher EIP process (VOUCHER_BUILD) to import files to the PeopleSoft systems.

- Using XML invoices defined in the Open Applications Group (OAG) standardized format, which are handled in Integration Broker, mapped to the PeopleSoft invoice structures by the Transform OAG to PSFT Invoice Application Engine process (EM_INV_OAG), and interfaced to the quick invoice tables using the EM_INVOICE_IN application message definition.

**Important!** When building XML invoices using Integration Broker, the date format must be YYYY/MM/DD, or the subscription process fails.

The OAG XML invoice interface with the Voucher Build process is discussed in full in separate documentation.

See *PeopleSoft Enterprise eSettlements 8.9 PeopleBook*, "Processing Invoices".

Payables users should also know that:

- Payables users may need to define codesets in Integration Broker that differ from those used by eSettlements.
- OAG XML invoices must use the GL_Element tag to identify the Account ChartField if the invoice includes distribution information.

  The Voucher Build process assigns match delay days to XML transactions that require matching based on the Payables hierarchy, business unit, origin, control group, vendor, and the ability to override on the voucher. If you do not define match delay days on the Payables hierarchy the Voucher Build process will not assign match delay days. As an example, if the match delay days are five days, the system adds five days to the entry date to determine the match due date. On the Match Request page enter the As of Date field to work in conjunction with the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date. Match delays days are only applicable to EDI transactions and XML transactions. These types of transactions usually are processed in the system before the lines are received. Using match delay days enables you to wait to include these transactions in the Matching process.

### See Also

Chapter 16, "Processing Batch Vouchers," Voucher EIP, page 370

Chapter 18, "Entering and Importing Spreadsheet Vouchers," page 409

Chapter 20, "Running the Matching Process," Initiating the Matching Application Engine Process, page 511

# Prerequisites

Before using the Voucher Build process, you must set up the standard procurement control tables and establish the Payables control hierarchy, including entering approved vendors in the system. In addition, you:

- (Optional) Define Voucher Build criteria on the Voucher Build Code Definition page if you want to use voucher build codes.
- Define Payables business unit Voucher Build options on the Payables Definition - Voucher Build page.
- (Optional) Define the business unit combination edit template for the Voucher Build process on the Procurement Control - General Controls page, if you want to use ChartField combination editing.

Setup that is specific to each source transaction is discussed in the source transaction overviews.

### See Also

Chapter 16, “Processing Batch Vouchers,” Understanding Voucher Build Source Transactions, page 358

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options,” Specifying Voucher Build Criteria

Chapter 4, “Setting Up Payables Business Units,” Defining Procurement Controls for General Ledger Business Units, page 28

Chapter 4, “Setting Up Payables Business Units,” Setting Voucher Build Options, page 53

# Running the Voucher Build Process and Reviewing Messages

This section discusses how to:

- Run the Voucher Build process.
- Review process messages.
- Review vouchers with errors.

### See Also

Chapter 16, “Processing Batch Vouchers,” Understanding Voucher Build Processing, page 353

## Common Elements Used in This Section

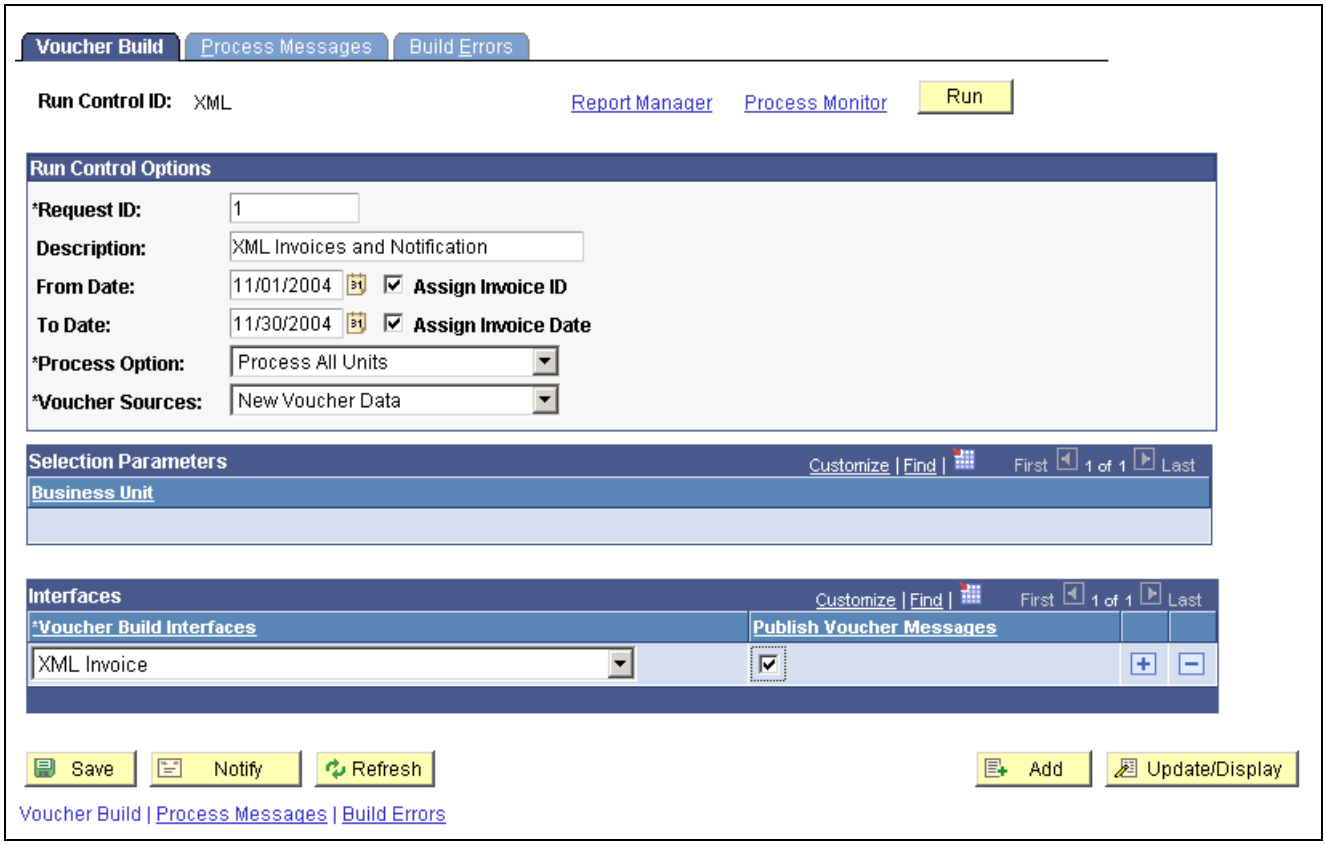
**Request ID** and **Description** Identifies the current run of the run control.

## Pages Used to Run the Voucher Build Process and Review Messages

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Build | VCHR_BATCH_RQST | Accounts Payable, Batch Processes, Vouchers, Voucher Build, Voucher Build | Create a run control and request a run of the Voucher Build process. |
| Process Messages | VCHR_EDIT_REQUEST3 | Accounts Payable, Batch Processes, Vouchers, Voucher Build, Process Messages | Monitor a voucher build processing run. |
| Build Errors | VCHR_EDIT_REQUEST4 | Accounts Payable, Batch Processes, Vouchers, Voucher Build, Build Errors | Review a log of any voucher errors that occur during a voucher build processing run. Link to pages where you can view error details and correct errors. Errors logged include both pre-edit errors and recycled vouchers. |

# Running the Voucher Build Application Engine Process (AP_VCHRBLD)

Access the Voucher Build page.




Voucher Build page

## Run Control Options

**From Date** and **To Date** Enter dates to have the Voucher Build process select vouchers whose invoices are dated within the specified range.

**Assign Invoice ID** Select to have the Voucher Build process assign an invoice ID to vouchers built from voucher sources that have no invoice ID or an invoice ID value of *NEXT*. The process assigns the voucher ID as the invoice ID.

**Note.** You must select this option when the Invoice ID field on Real Estate Management invoices is blank to prevent the Voucher Build process from having build errors.

**Assign Invoice Date** Select to have the Voucher Build process assign the current date as the invoice date to vouchers built from voucher sources that have no invoice date.

**Process Option** Select the level at which to process vouchers. Depending on the option that you select, different fields become available in the Selection Parameters group box. Values are:

*Business Unit:* The system processes vouchers that belong to the business unit that you enter in Selection Parameters.

*Process All Units:* The system processes all business units. No fields are available in Selection Parameters.

*Process Contract:* The system processes vouchers that belong to the contract ID that you enter in Selection Parameters. You must also enter a business unit.

*Process Group:* The system processes vouchers that belong to the control group ID that you enter in Selection Parameters. You must also enter a business unit.

*Process Origin:* The system processes vouchers that belong to the origin that you enter in Selection Parameters. You must also enter a setID.

*Process Vendor:* The system processes vouchers that belong to the vendor ID that you enter in Selection Parameters. You must also enter a business unit.

*Process Voucher:* The system processes the voucher with the voucher ID that you enter in Selection Parameters. You must also enter a business unit. This value is valid only for quick invoices and transactions in the online voucher tables. This value does not appear if you have selected a Voucher Edit Source of *All* .

**Voucher Sources**

Select the status of the sources that you want to process:

*All (Unrestricted):* Both new and recycled vouchers.

*Errors/Staged Vouchers:* Only vouchers that have pre-edit errors from prior Voucher Build process runs or that were staged for review during a prior run.

*New Voucher Data:* New transactions from selected interface sources.

*Recycled Vouchers:* Recycled vouchers in the online voucher tables.

*Voucher Maintenance:* Vouchers that have been modified using the Voucher Maintenance component.

*Voucher Mass Maintenance:* Vouchers that have been modified using the Voucher Mass Maintenance component.

See Chapter 19, “Managing Vouchers,” page 419.

## Interfaces

**Voucher Build Interfaces**

Select a source from which to create vouchers. Options are:

*All Interfaces:* All sources.

*Billing Vouchers:* Source transactions created through the Billing Generate AP Vouchers SQR process (BIGNAP01).

*Consignment Inventory:* Consignment inventory source transactions.

*Contracts:* Source transaction created through the Purchasing voucher contracts functionality.

*Custom:* Voucher EIP source transactions from customized external interfaces. This value is delivered as inactive and must be activated to appear.

*EDI:* EDI source transactions.

*Evaluated Receipts (ERS):* ERS source transactions.

*Lease Payments:* Real Estate Management lease payment transactions.

*Pay/Bill Management:* Contractors' payable time transactions from Pay/Bill Management.

*Payroll Interface:* Voucher EIP source transactions from Payroll.

*Procurement Card:* Procurement card source transactions from Purchasing.

*Promotions Management:* Promotions Management source transactions.

*Quick Invoice:* Quick invoice entry source transactions. The system considers summary invoices as quick invoices once they are saved.

*Receivables Customer Refunds:* Refund source transactions created in Receivables.

*Return to Vendor:* RTV source transactions.

*Self-Service Invoices:* Self-service invoice transactions from eSettlements.

*Services Procurement:* Services Procurement transactions.

*Student Administration:* Voucher EIP source transactions from Student Administration.

*Vendor Rebates/Claimbacks:* Voucher source transactions and claim vendor rebate transactions from Purchasing, and indirectly from Receivables.

*XML Invoice:* Spreadsheet vouchers and XML invoices interfaced using the EM_INVOICE_IN application message definition.

**Publish Voucher Messages** Select check box to publish the voucher message in XML format once the Voucher Build process successfully creates the voucher and the data exists in the PS_VOUCHER table. The outbound AP_VCHR_MESSAGE_OUT EIP dispatches the voucher information to a predefined location that the vendor can access to retrieve their voucher information.

See *PeopleSoft Enterprise Integration Point Catalogue*

See *PeopleSoft PeopleTools PeopleBook: Integration Broker*

**Contract Voucher Action** This field is enabled when you select *All Interfaces* or *Contracts* in Voucher Build Interfaces. The default is to stage contract vouchers. Values are:

*Build Voucher:* Create vouchers for all contracts that are processed and successfully pass all Voucher Build process editing requirements.

*Stage Voucher:* Stage all contract vouchers that have been created in the pre-edit step of the Voucher Build process in the quick invoice entry tables for user review. Before you can run the voucher edit step of the Voucher Build process for these vouchers, you must release them by reviewing them in the Quick Invoice Entry component, modifying them as needed, and setting their build status to *To Build.*

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**Important!** You can specify up to a maximum of twenty-seven (27) business units to run in a single run control; to process more than twenty-seven business units, create additional run controls. You can process multiple run controls concurrently.

After saving the run control, editing the business units (such as deleting business units and adding new business units) may cause display issues. Click the Refresh button or exit and reenter the page to avoid this display issue.

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### See Also

Chapter 16, “Processing Batch Vouchers,” Understanding Voucher Build Processing, page 353

## Reviewing Process Messages

Access the Process Messages page.

Review the messages that the Voucher Build process produces. These are the same messages that appear in the Process Monitor.

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. Click Refresh Log to display the messages that the run generated.

## Reviewing Vouchers with Errors

Access the Build Errors page.

**Refresh Log** Click to display the messages that the run generated.



Click the Examine Error Messages button to access the Voucher Build Error Detail page, where you can view Voucher Build process error details for the voucher and transfer to the appropriate error correction component:

- Quick Invoice Entry component for vouchers with pre-edit errors.
- Voucher component for vouchers in recycle status.



Click the Correct Errors button to access the appropriate error correction component directly.

### See Also

Chapter 16, “Processing Batch Vouchers,” Understanding Voucher Build Processing, page 353

Chapter 17, “Using Quick Invoices,” page 381

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 257

# Reviewing Voucher Build Process Errors

This section provides an overview of reviewing voucher build errors and discusses how to review Voucher Build process error details.

## Understanding Voucher Build Error Review

There are two kinds of Voucher Build process errors: pre-edit errors for vouchers that cannot be passed to the voucher edit subprocess, and recycle status for vouchers that have gone through the voucher edit subprocess but failed at least one validation. You correct pre-edit errors in the Quick Invoice Entry component and vouchers in recycle status in the online Voucher component or the Voucher Maintenance component.

**Note.** You correct Voucher Build errors for procurement card vouchers in a VAT environment on the Reconcile Statement - Procurement Card page in Purchasing.

There are several ways to search for and review vouchers with Voucher Build process errors:

- You can view a list of vouchers with pre-edit errors and vouchers in recycle status for a particular processing run of the Voucher Build process on the Build Errors page, included in the Voucher Build run control component.

  The Recycle Vouchers page contains links to the Voucher Build Error Detail page, where you can view error details and access the appropriate voucher correction component or page—the Quick Invoice Entry component, the online Voucher component, or the Reconcile Statement - Procurement Card page. The Build Errors page also contains direct links to the appropriate voucher correction component.
- You can use the Voucher Build Error Detail page to search for vouchers with Voucher Build errors and link from there to the appropriate voucher correction component.
- You can use the Voucher Maintenance Search page to search for vouchers in recycle status and correct them in the Voucher Maintenance component.

**Note.** Consigned Inventory vouchers with Voucher Build errors do not appear in the pages and components described here. You can view them on the Consigned Inventory Voucher Exceptions page and correct them in PeopleSoft Supply Chain Management.

## See Also

Chapter 16, “Processing Batch Vouchers,” Voucher Build Process Errors, page 357

Chapter 16, “Processing Batch Vouchers,” Reviewing Vouchers with Errors, page 377

Chapter 17, “Using Quick Invoices,” page 381

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 257

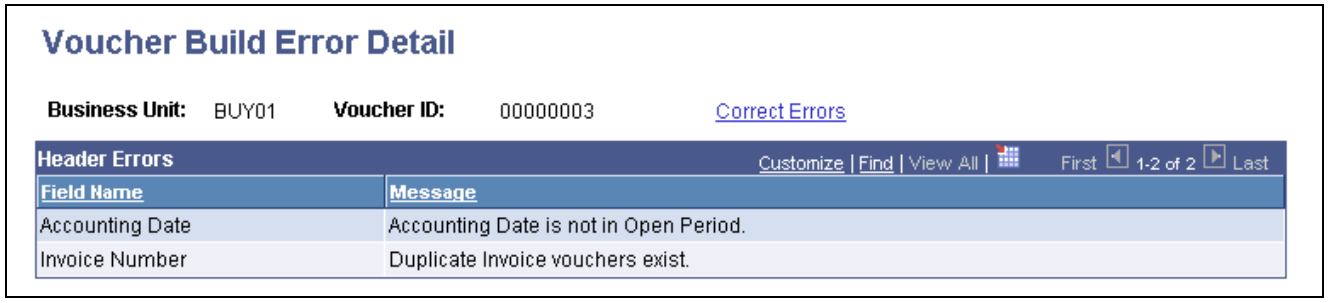
Chapter 19, “Managing Vouchers,” page 419

# Pages Used to Review Voucher Build Process Errors

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Build Error Detail | VCHR_BATCHERR_PG | • Accounts Payable, Vouchers, Maintain, Voucher Build Error Detail<br>• Accounts Payable, Batch Processes, Vouchers, Voucher Build, Build Errors<br>Click the Examine Error Messages button on the Build Errors page. | Review the details for any Voucher Build process errors on a voucher. Access the appropriate error correction component or page—the Quick Invoice Entry component, the online Voucher component, or the Reconcile Statement - Procurement Card page—depending on the type of voucher and error. |
| Consigned Inventory Voucher Exceptions | AP_CONS_INV_ERRINQ | Accounts Payable, Vouchers, Maintain, Consigned Item Errors | Review consigned inventory items with Voucher Build process errors. View the Payables business unit, vendor ID, vendor location, item ID, receiving business unit, receipt number, base quantity and standard unit of measure for the consigned inventory item with Voucher Build process errors.<br>See *PeopleSoft Enterprise Inventory 8.9 PeopleBook*, "Managing Consigned Purchases Inventory". |

# Reviewing Voucher Build Process Error Details

Access the Voucher Build Error Detail page.




Voucher Build Error Detail page

**Note.** Five scroll areas can appear on this page: Header Errors, Miscellaneous Charge Errors, Invoice Line Errors, Distribution Line Errors, and Scheduled Payment Errors. Only scroll areas that contain errors appear.

**Correct Errors** Click to access the appropriate error correction component or page:

- For pre-edit errors, you access the Quick Invoice Entry component.
- For vouchers in recycle status, you access the online Voucher component.

- For procurement card vouchers in a VAT environment with Voucher Build errors, you access the Reconcile Statement - Procurement Card page.

**Field Name** Displays the field where the error exists.

**Message** Displays an explanation of the error.

## See Also

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 257

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Managing Procurement Cards,” Reconciling Procurement Card Transactions Manually

# CHAPTER 17

# Using Quick Invoices

This chapter provides an overview of quick invoices and summary invoices and discusses how to:

- Enter and update quick invoices.
- Enter summary invoices.

## Understanding Quick Invoices and Summary Invoices

This section discusses:

- Quick invoice overview.
- Purchase order and receiver copy functionality for quick invoices.
- Summary invoice processing.
- Voucher build processing logic for associating voucher lines with purchase order and receiver lines.
- Quick Invoice Entry component configuration.

### Quick Invoice Overview

The Quick Invoice Entry component (VCHR_QUICK_PNL) provides efficient data entry for large volumes of similar invoices and invoices for which you can use defaults to complete most of the voucher details. The Quick Invoice Entry component contains minimal online edits; default and edit processing are handled by the Voucher Build Application Engine process (AP_VCHRBLD). This makes the component easy to configure and upgrade and offers improved performance when saving data.

The Quick Invoice Entry component enables you to enter minimal invoice information, such as the business unit, vendor ID, invoice ID, invoice date, and merchandise amount. The Voucher Build process completes the other required fields for the voucher records using defaults from the Payables control hierarchy. You can also use the Quick Invoice Entry component to copy purchase order and receiver information to create vouchers—either by copying purchase orders and receivers directly to the quick invoice at the time of entry, or by specifying key field information for the Voucher Build process to use in associating voucher lines with specific purchase order or receiver schedule lines. You can also set up session defaults that automatically populate voucher fields for an entire session, and you can override those defaults for a particular voucher.

The Quick Invoice Entry component comes with two templates: the complete worksheet and the simple worksheet.

The add and search page of both worksheets display the Freight Amount, Misc Charge Amount (miscellaneous charge amount) and Sales Tax Amount fields. When you complete these fields, the system uses the values to automatically populate the worksheet's Balancing region.

Both worksheets display four invoice lines by default; the system automatically deletes any unused lines when you click Save. Use the Session Defaults page to modify the number of lines that display.

The complete worksheet enables you to enter more voucher line information than the simple worksheet. If you have a purchase order-related voucher and want to copy from a purchase order or receiver, select the complete worksheet. On the complete worksheet, you can enter multiple invoice and distribution lines. In addition, you can copy purchase orders (POs) and receivers to the voucher lines or specify PO and receiver default information for the Voucher Build process to use in locating POs and receivers for completing the voucher. The complete worksheet also enables you to limit the number of voucher lines and distribution lines called up when you open a quick invoice voucher in update mode.

The simple worksheet is the default worksheet. It provides minimal voucher header and voucher line entry, leaving it up to the Voucher Build process to use the session defaults and the Payables control hierarchy to fill in the rest. The combined voucher line and distribution line facilitate data entry for supplier invoices that have a limited number of ChartField distributions requiring entry. You should use the simple worksheet for vouchers with no associated purchase order. The simple worksheet also has these restrictions:

- A single distribution line per voucher line.
- No copying of purchase orders or receivers.

Both simple and complete worksheets enable you to:

- Enter and apply prepayment vouchers.
- Use on-demand processing functionality, running processes such as the Voucher Build process (VCHR_BLD) and the Journal Generator process (PST_VCHRGL).
- Perform on-demand combination-edit and balancing functions above and below the invoice line level.

You can configure either worksheet to your organization's particular needs.

You also use the Quick Invoice Entry component in the update/display mode for reviewing vouchers staged by the Voucher Build process to Payables from external sources, as well as for correcting Voucher Build process pre-edit errors.

### See Also

Chapter 17, "Using Quick Invoices," Entering Quick Invoices Using the Complete Worksheet, page 390

Chapter 17, "Using Quick Invoices," Entering Quick Invoices Using the Simple Worksheet, page 396

Chapter 16, "Processing Batch Vouchers," page 353

## Purchase Order and Receiver Copy Functionality for Quick Invoices

There are two ways to use purchase order and receiver information to complete quick invoice vouchers:

- Copy information directly to the quick invoice.
- Specify information for the Voucher Build process to use in building voucher lines.

### Copy Purchase Orders or Receivers to the Quick Invoice

To copy a purchase order or receiver directly to the quick invoice voucher at the time of entry, use the Copy PO or Copy Worksheet feature, just as you would in the Voucher component. You must use the complete worksheet.

**Note.** If you voucher only a partial quantity of a purchase order line that you have copied, the Voucher Build process prorates the partial quantity down to the voucher distribution lines.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Using Source Documents to Create Vouchers Online, page 295.

### Specify Purchase Order and Receiver Information for the Voucher Build Process to Use in Building Voucher and Distribution Lines

To specify purchase order and receiver field values for the Voucher Build process to use in locating and copying purchase order and receiver lines to the voucher:

1. Enter a voucher in the Quick Invoice Entry component using the complete worksheet, and specify identifying information about the purchase order or receiver (or both) on the voucher line and in the PO/Receiver defaults fields, ignoring the distribution information.

   See Chapter 17, "Using Quick Invoices," Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines, page 384.

2. Save the voucher.
3. Run the Voucher Build process.

   The Voucher Build process attempts to find the purchase order or receiver line.

   If it finds the information, the process retrieves the additional line information from the purchase order or receiver, as well as default voucher header data.

   If the voucher has multiple purchase orders, the Voucher Build process uses the information from the purchase order on the first voucher line to populate voucher header information.

   The system uses similar copy logic when copying purchase order payment terms and accounting template information. When you select multiple lines from different purchase order at the same time, the data (payment term and/or accounting entry template data values) from the first purchase order is copied into voucher. However, for any subsequently copied purchase order lines, the data values of the first purchase order line overwrites the existing data (payment terms and/or accounting entry template) in the voucher.

   If the Voucher Build process fails to match the voucher line to a purchase order or receiver line, the process generates a pre-edit error, which you can review on the Voucher Build Error Detail page.

The process copies the distribution information from the purchase order or the receiver. The process then prorates the distributions from the amount on the invoice line.

### See Also

Chapter 16, "Processing Batch Vouchers," page 353

## Summary Invoice Processing

The Summary Invoice Entry component enables you to enter minimal invoice and purchase order information, such as vendor, PO number, invoice number, invoice date, nonmerchandise amounts, and gross amount, to create a voucher. You do not enter voucher line or distribution line information. The Voucher Build process builds the voucher from the selected purchase order and associated receipts.

Establish tolerance levels to validate the source document's merchandise amount against the invoice's merchandise amount. If the differences falls within the tolerance levels, the system applies the difference to a tolerance miscellaneous charge code specified on the Payables Definition - Summary Invoice page. This reconciliation allows the summary invoice to be balanced and the Voucher Build process to create a voucher. If the difference falls outside the tolerance levels, the system assigns the summary invoice a voucher build status of *Tolerance.* The Voucher Build process does not select invoices with a voucher build status of *Tolerance.* Use the Quick Voucher Entry component to resolve these differences.

To create a voucher using the Summary Invoice Entry component:

1. Enter invoice and purchase order information in the add and search page or the Summary Invoice Entry page.
2. Copy receiver or purchase order information to the summary invoice.

   The system first searches for receiver information to copy. If it cannot locate this information, it then searches for and copies purchase order information.
3. Compare input invoice information with the purchase order and receiver information.
4. Save the voucher.

   Once you save the summary invoice, access the summary invoice using the Quick Invoice Entry component for further updating before the Voucher Build process creates the voucher.
5. Run the Voucher Build process.

   The Voucher Build process uses the same logic for copying a single purchase order and receiver information to the voucher as the it does for creating vouchers from the Quick Invoice Entry component.

---

**Note.** The system does not copy sales tax, use tax, and value-added tax (VAT) amounts from the purchase order. You must enter these amounts. Also, if you enter freight and miscellaneous amounts, these amounts override any amounts that were entered on the purchase order.

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### See Also

Chapter 17, "Using Quick Invoices," Entering Summary Invoices, page 405

## Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines

When the Voucher Build process builds voucher records from purchase orders and receivers, it uses default processing logic to match the voucher line information it has received with purchase orders and receivers. When you use the Quick Invoice Entry component to enter basic voucher information for the Voucher Build process to build into voucher records, you can accept this default processing logic or specify a voucher build code that identifies special processing logic for the Voucher Build process to follow. These voucher build codes specify how the Voucher Build process finds matches between voucher line information and receivers or purchase orders. You define voucher build codes using the Voucher Build Criteria component.

There are two ways of building vouchers from purchase orders or receivers:

- You can copy purchase orders or receivers directly to the voucher, either by using the Copy PO function or a copy worksheet.
- You can enter identifying information about the purchase order or receiver (or both) in the other PO/Receiver default fields (and on the voucher header and lines).

The Voucher Build process uses this information to locate purchase order and receiver lines and builds the voucher from them. The fields required to successfully build voucher lines from receiver and purchasing order lines depend on the processing logic used by the Voucher Build process—either the logic defined by the voucher build code that you enter or, if you don't enter a voucher build code, the default processing logic.

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**Note.** You copy and associate purchase order and receiver information to the summary invoice using the Summary Invoice Entry component (VCHR_SUMM_PNL).

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If you do not specify a voucher build code for the quick invoice, the following default association criteria apply:

1. The Voucher Build process attempts to match voucher lines to receivers before purchase orders:
   - The voucher line matches if the receiver business unit, receiver ID, and receiver line number are specified on the voucher and match the receiver.
   - If no receiver line number is specified on the voucher line, the voucher line can still match to a receiver if the receiver business unit, receiver ID, inventory item ID, and quantity are specified and match.
   - If no receiver ID or receiver line number is specified on the voucher line, the voucher line can still match to a receiver if the packing slip, carrier ID, bill of lading, or invoice ID from the voucher header is specified and matches the receipt line *and both* the inventory item ID and quantity are specified and match.
   - If the quantity is specified on the voucher line, it must match the quantity on the receiver line.
   - If a unit of measure is specified on the voucher line, it must match the receiver line.
2. If there is no match to a receiver, the Voucher Build process attempts to match a purchase order:
   - The voucher line matches if the PO business unit, PO ID, PO line number, and PO schedule are specified on the voucher and match the purchase order.
   - If no PO line number or PO schedule is specified on the voucher line, the voucher line can still match a purchase order if the PO business unit, PO ID, inventory item ID, and quantity are specified and match.
   - If the quantity is specified on the voucher line, it must match the quantity on the PO schedule.
   - If a unit of measure is specified on the voucher line, it must match the PO schedule.

---

**Note.** Purchase orders and their associated receivers that are marked with the procurement card (PCard) settlement method cannot be processed through Voucher Build association logic.

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See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Understanding Source Document Copy Functionality, page 295.

If this default association logic does not meet the organization's needs and you do not want to rely solely on voucher build codes to override the logic, you can modify it by using these tools:

- To deactivate the default logic, make section AP_VB_BLDCD.XUSRDFLTStep01 active.
- To have separate default logic for receivers, make section AP_VB_BLDCD.XUSRDFLTStep02 active and populate the PeopleCode clauses by using dynamic SQL code.
- To have separate default logic for POs, make section AP_VB_BLDCD.XUSRDFLTStep03 active and populate the PeopleCode clauses by using dynamic SQL code.

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**Note.** Test any new dynamic SQL thoroughly.

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### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Specifying Voucher Build Criteria

## Quick Invoice Entry Component Configuration

Configuring the Quick Invoice Entry component is relatively simple. For example, there are fields in the table structure underlying the component (such as VAT-related fields) that are not included in the component but which you can easily add if they suit your business requirements.

Component configuration should only be performed by persons with PeopleTools training and experience.

# Prerequisites

Before entering and processing quick invoices and summary invoices, you must set up the standard procurement control tables and establish the Payables control hierarchy, including entering approved vendors in the system. In addition, you:

- (Optional) Define summary invoice tolerance levels on the Payables Definition - Summary Invoice page.
- (Optional) Define tolerance miscellaneous charge codes on the Misc Charge/Landed Cost Defn (miscellaneous charge/landed cost definition) page if you use summary tolerances.
- (Optional) Define tolerance chartfields on the Accounting Entry Template page for nonprorated tolerance miscellaneous charge codes.
- (Optional) Define voucher build criteria on the Voucher Build Code Definition page if you want to use voucher build codes.
- (Optional) Define the business unit combination edit template for the Voucher Build process on the Procurement Control - General Controls page, if you want to use ChartField combination editing.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Specifying Voucher Build Criteria

Chapter 4, "Setting Up Payables Business Units," Selecting General Controls, page 33

# Entering and Updating Quick Invoices

This section discusses how to:

- Enter quick invoices using the complete worksheet.
- Enter distribution line information.
- Enter quick invoices using the simple worksheet.
- Enter session defaults.
- Override defaults.

- Enter payment information.
- Enter prepayment vouchers using the Quick Invoice Entry component.
- Review and update quick invoices, staged vouchers, and vouchers with pre-edit errors.

## Common Elements Used in This Section

**Action**

Select to run an on-demand Application Engine process after you have saved the quick invoice. Available processes depend on your implementation and the quick invoice's processing status.

Select from the following:

*Budget Checking:* This option appears only when Commitment Control is installed. Select this option to run the Voucher Build, Matching, Document Tolerance, and Budget Checking (BUDGET_CHK) processes.

*Doc Tolerance* (document tolerance): Select this option to run the Voucher Build, Matching, and Document Tolerance (DOC_TOL) processes. This option displays only if you activate it at the installation level.

*Journal Generator:* Select this option to run the Voucher Build, Matching, Document Tolerance, Budget Checking , Voucher Posting, and Journal Generator (PST_VCHRGL) processes.

*Matching:* Select this option to run the Voucher Build and Matching (MATCHING) processes.

---

**Note.** This option always appears. However, the system runs the Matching Application Engine process (AP_MATCH) only when the quick invoice voucher includes copied purchase order information.

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*Voucher Build:* Select this option to launch the Voucher Build process (VCHR_BLD).

*Voucher Post:* Select this option to run the Voucher Build, Matching, Document Tolerance, Budget Checking, and Voucher Post (PST_VCHR) processes.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up On-Demand Processing".

# Pages Used to Enter and Update Quick Invoices

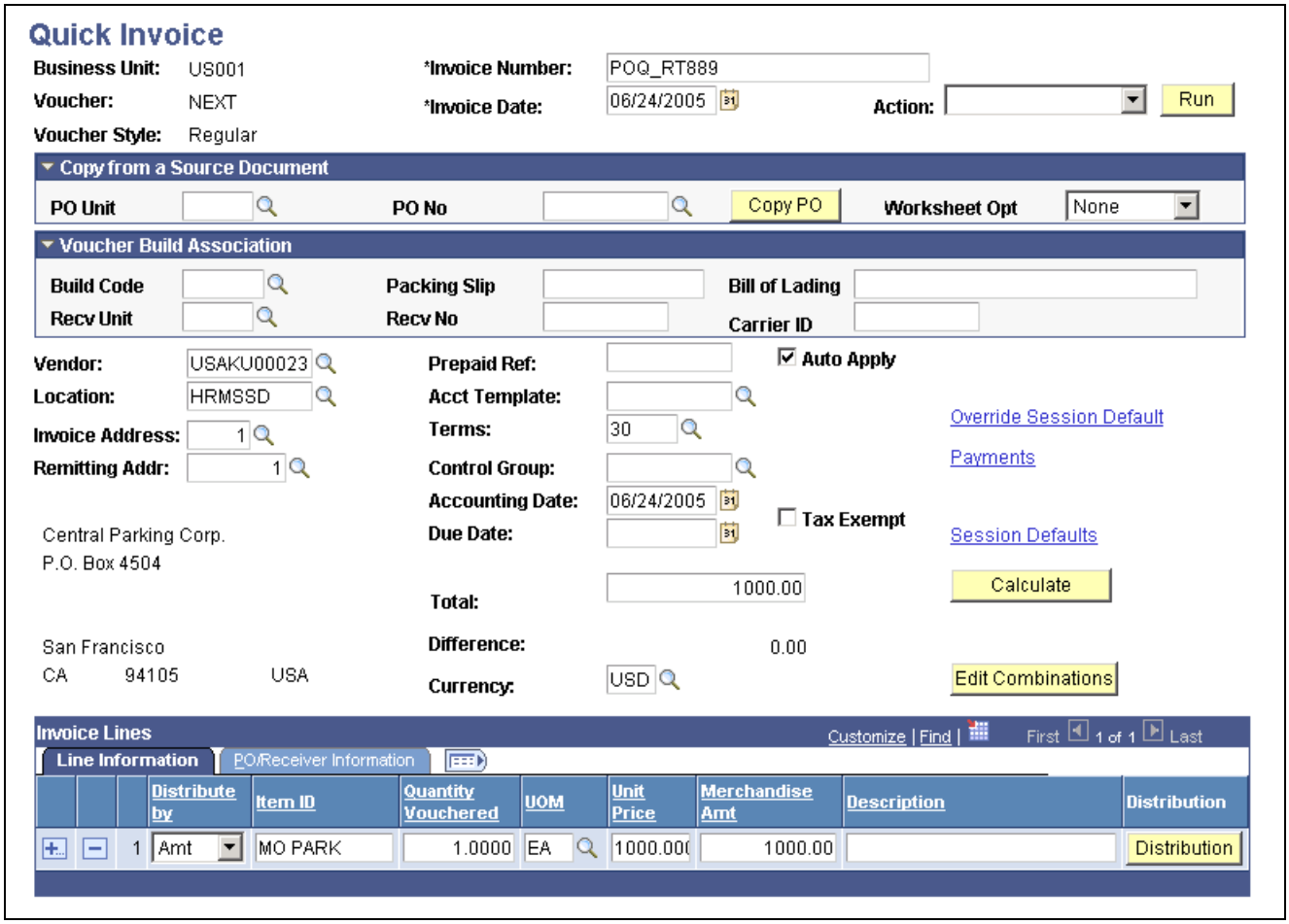
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Quick Invoice (complete worksheet) | VCHR_HEADER_QV | • Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry, Quick Invoice<br>Select *Complete* in the Quick Invoice Template on the Add Search page.<br>• Click the Examine Error Messages button for a voucher with Voucher Build pre-edit errors on the Build Errors page to access the Quick Invoice page in update/display mode.<br>• Click the Correct Errors link on the Voucher Build Error Detail page to access the Quick Invoice page in update/display mode. | Enter and update invoice header, line, and distribution information, along with PO and receiver details for the Voucher Build process to use in building a voucher.<br>When you enter the page in update/display mode from the Find an Existing Value page, you can search for vouchers by build status, including vouchers that have been staged for review by the Voucher Build process, vouchers with Voucher Build process pre-edit errors, or vouchers to be built. |
| Copy Worksheet (purchase order) | VCHR_QVLN_PO_WRK | Select *PO Only* in the Copy information from a worksheet into this invoice field on the Quick Invoice page (complete worksheet). | Select the lines from one or more purchase orders for copying to the Quick Invoice page (complete worksheet). |
| Copy Worksheet (receiver) | VCHR_QVLN_RECV_WRK | Select *PO Receipt* or *Recp Only* in the Copy information from a worksheet into this invoice field field on the Quick Invoice page (complete worksheet). | Select the lines from one or more receivers for copying onto the Quick Invoice page (complete worksheet). |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Quick Invoice Entry - Miscellaneous Charges | VCHR_MISC_QV | • Click the Miscellaneous Charges link in the Invoice Information group box on the Quick Invoice complete worksheet page to access the Miscellaneous Charges page for the invoice header.<br>• Click the Miscellaneous Charges link on an invoice line on the Quick Invoice complete worksheet page to access the Miscellaneous Charges page for invoice lines.<br>• The link appears only if you have copied a purchase order with freight or miscellaneous charges. | This page applies only when you have copied a purchase order with freight or miscellaneous charges. For invoice headers, review or override the miscellaneous charge codes, accounting entry type, and charge amounts for the invoice. For invoice lines, select whether or not to apply the miscellaneous charges to the line. |
| Quick Invoice Entry – Review Errors | VCHR_PREEDERR_PG | Click the Review Errors link on the complete or simple worksheet. This link appears only when the worksheet has build errors. | Review and correct worksheet errors. |
| Distribution Lines, | VCHR_QUICK_SBP2 | Click the Distribution button on the Quick Invoice page (complete worksheet). | Enter distribution information for a specific invoice line. |
| Quick Invoice (simple worksheet) | VCHR_HEADER_QV2 | Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry, Quick Invoice Entry<br>Select *Simple* in the Quick Invoice Template field on the Add Search page. | Enter and update invoice header, line, and distribution information for the Voucher Build process to build into a voucher. The simple worksheet requires minimal voucher data entry. You can only enter the simple worksheet in update/display mode if you have not yet run the Voucher Build process for the voucher. |
| Quick Invoice Entry - Session Defaults | VCHR_DFLT_PNL | Click the Session Defaults link on the Quick Invoice page (complete or simple worksheet). | Enter voucher defaults for a user-entry session. These defaults override the values that the system applies using the Payables control hierarchy. |
| Override Session Default | VCHR_HDR_QV_SEC | Click Override Session Default on the Quick Invoice page (complete or simple worksheet). | Override optional voucher header defaults for the current quick invoice. |

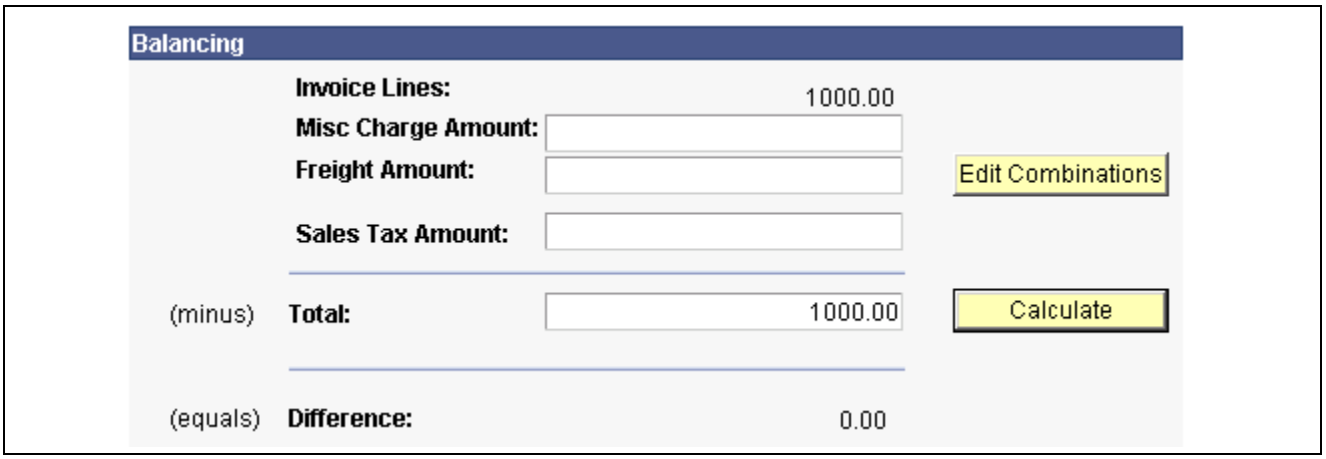
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Quick Invoice Entry - Payment Details | VCHR_PYMNT_QV_SEC | Click Payments on the Quick Invoice page (complete or simple worksheet). | Enter and update specific payment information for a quick invoice. |

# Entering Quick Invoices Using the Complete Worksheet

Access the Quick Invoice page for complete worksheets.




Quick Invoice page for complete worksheets (page 1 of 2)




Quick Invoice page for complete worksheets (page 2 of 2)

## General Invoice Information

You must enter a vendor ID, invoice number, invoice date, and total amount. Other fields are optional. If you leave the optional fields blank, the Voucher Build process completes the voucher according to the defaults that you set up in the Payables control hierarchy or the session defaults.

**Payments** Click to access the Quick Invoice - Payment Details page, where you can enter payment information for the voucher.

**Session Defaults** Click to access the Quick Invoice Entry Defaults page, where you can set default values for all of the invoices that you enter in the current session. These defaults override the defaults that the system applies using the Payables control hierarchy.

**Override Session Defaults** Click to access the Override Defaults page, where you can override the session defaults for the current invoice and specify optional voucher header field values.

**Miscellaneous Charges** Click to access the Miscellaneous Charges page for the voucher header, where you can review or override the miscellaneous charge codes, accounting entry type, and charge amounts for the invoice.

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**Note.** This field appears only if you have copied a purchase order with freight or miscellaneous charges.

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**Note.** You can click the Miscellaneous Charges link on each voucher line to access the voucher line Miscellaneous Charges page, where you can select whether or not to apply the miscellaneous charges to the line.

---

**Tax Exempt** Select to override the default sales and use tax setup for the voucher and make it exempt from sales and use tax.

## Copy From a Source Document

In add mode, this group box provides fields for indicating purchase orders or receivers that you want to copy to the voucher or that you want the Voucher Build process to build into a voucher.

In update/display mode, this group box also includes fields for delimiting the number of voucher lines that appear in the Voucher Lines scroll area.

See Chapter 17, "Using Quick Invoices," Reviewing and Updating Quick Invoices, Staged Vouchers, and Vouchers with Pre-Edit Errors, page 402.

**Important!** If you intend to copy information from a purchase order or a receiver, *do not* begin by entering information on the add and search page. Leave these fields blank. Also ensure that the line entry default is one (1).

**Note.** The fields in this group box are not available for entry if the voucher style is *Prepaid.* You cannot copy a purchase order or receiver to a prepaid voucher.

Any values that you enter in this group box are copied to the voucher and distribution lines, where you can override them.

See Chapter 17, "Using Quick Invoices," Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines, page 384.

**PO Unit** (purchase order business unit) and **PO No.** (purchase order number)

Enter a Purchasing PO business unit and PO ID. You can either copy the purchase order information onto the voucher lines by clicking Copy PO, or you can let the Voucher Build process use the PO business unit and PO ID (along with appropriate PO information you enter on the voucher lines) to locate the purchase order lines and build the voucher and distribution lines from them.

If you enter a PO business unit only, the Voucher Build process uses the PO IDs that you enter on the voucher lines to locate the purchase order lines.

**Copy PO** (copy purchase order)

Enter a PO business unit and PO ID in the PO Unit and PO No fields and click this button to copy purchase order fields onto the voucher. If you don't know the PO business unit, use the Copy information from a worksheet into this invoice field to access the appropriate copy worksheet, where you can search for a purchase order to copy.

**Note.** The system behaves differently when you have one (1) or multiple lines specified on the search dialogue. After entering the PO values and clicking the Copy button, when there is only one line, the functionality copies the PO into the quick invoice. When the number of lines on the search dialogue is greater than one, the system accesses the Copy Worksheet page. If you primarily use the quick invoice to copy POs into vouchers, consider defining a one line default in your session defaults for efficiency's sake.

**Worksheet Opt** (worksheet option)

Select a value to access the appropriate copy worksheet for copying purchase orders and receivers onto a voucher. The copy worksheets enable you to search for purchase orders and receivers and select the lines that you want to copy to the voucher. Options are:

- *None:* Do not copy information.
- *PO Only:* Access the copy worksheet for purchase orders (that is, the Copy Worksheet - PO Lookup Criteria page).
- *PO Receipt:* Access the copy worksheet for receivers (that is, the Copy Worksheet - Receiver Lookup Criteria page). When you select this option,

you can search for receivers by purchase order and receiver information and the system returns only receivers that reference purchase orders.

- *Recp Only* (receipt only): Access the copy worksheet for receivers (that is, the Copy Worksheet - Receiver Lookup Criteria page). When you select this option, you can search for receivers by receiver information only, and the system returns only receivers that do not reference purchase orders.

These copy worksheets function as they do in the Voucher component.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Using Source Documents to Create Vouchers Online, page 295.

## Voucher Build Association

**Build Code**

Enter a voucher build code, which defines how the Voucher Build process associates invoice lines for the voucher with a PO or receiver. Once the process finds an association, it uses the PO and receiver lines to complete the voucher line and accounting distributions.

If you don't enter a voucher build code, default association processing logic applies. The processing logic—whether defined by a voucher build code or by default—determines the fields that you are required to enter in this group box and on the voucher lines in order for the Voucher Build process to locate a purchase order or receiver and build a voucher from it.

You set up voucher build codes on the Voucher Build Code Definition page.

**Recv Unit** (receiving business unit) and **Recv No** (receiver number)

Enter a Purchasing receiving business unit and receiver ID. The Voucher Build process uses these values, along with the other receiver information that you enter in this group box and on the voucher lines, to locate the receiver lines and build the voucher and distribution lines from them.

If you enter a receiving business unit only, the Voucher Build process uses the receiver IDs that you enter on the voucher lines to locate the purchase order lines.

**Carrier ID, Packing Slip,** and **Bill of Lading**

Enter the relevant receiver data. The Voucher Build process uses these values, along with the other receiver information you enter in this group box and on the voucher lines, to locate receiver lines and build the voucher and distribution lines from them.

## Invoice Lines

Most of the fields in this scroll area are identical to those in the Invoice Lines scroll area on the Invoice Information page in the Voucher component. Any differences are documented here.

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**Note.** The purchase order- and receiver-related fields in this scroll area are not available for entry if the voucher style is *Prepaid.*

---

**Item ID** and **Description**

If you enter an item ID reference code, the Voucher Build process uses this value to match voucher lines to receiver and purchase order lines.

**Extended Amt** (extended amount)

Displays the merchandise amount for the voucher line. The Voucher Build process computes this value if you enter the quantity and unit price or copy the voucher line from a purchase order or receiver.

**PO Unit** (purchase order business unit), **PO ID** (purchase order number), **Line Nbr** (purchase order line number), and **Sched** (purchase order schedule number)

Enter values to identify the related purchase order. The Voucher Build process uses this information to locate the purchase order line and build the voucher and distribution lines from it.

**BU Recv** (receiver business unit), **Recv Nbr** (receiver number), and **Recv Line** (receiver line number)

Enter values to identify the related receiver. The Voucher Build process uses this information to locate the receiver line and build the voucher and distribution lines from it.

**Matching**

Select whether to use matching. Options are:

- *Full Match*
- *No Match*

See Chapter 20, "Running the Matching Process," page 473.

**Miscellaneous Charges**

Click to access the Miscellaneous Charges page for the voucher line, where you can select whether or not to apply the miscellaneous charges to the line.

**Note.** This field appears only if you have copied a purchase order with freight or miscellaneous charges.

**Note.** You can click the Miscellaneous Charges link on the invoice header to access the header Miscellaneous Charges page, where you can review or override the miscellaneous charge codes, accounting entry type, and charge amounts for the invoice.

**Discount**

Select to make the voucher line discount-applicable. By default, this check box is selected.

**Distributions**

Click to access the Distribution Lines page, where you can enter distribution information.

## Balancing

The system automatically defaults values entered for miscellaneous charges, freight charges, VAT, and taxes on the add and search page into the appropriate fields. You can edit these amounts.

Field display in this groupbox varies, depending on values entered on the add and search page. For example, when you use a *Prepaid* voucher style, the system disables the Misc Charge Amt (miscellaneous charge amount), Freight Amount, and Sales Tax Amount fields. And if you select a VAT-applicable business unit, the system enables VAT fields on the voucher.

**Note.** The system automatically balances vouchers that have a single invoice line only when you have entered the charge and tax amounts on the add and search page.

**Invoice Lines**

Displays the combined total of the invoice line amounts.

| | |
|---|---|
| **Misc Charge Amount** (miscellaneous charge amount) | Displays the miscellaneous charge amount. |
| **Freight Amount** | Displays the freight charge amount. |
| **Entered VAT Amount** | Displays the entered VAT amount. |
| **Sales Tax Amount** | Displays the sales tax charge amount. |
| **Calculate** (calculate on-demand balancing) | Click to perform on-demand balancing validation, which calculates the difference between the applicable charge amounts and the gross invoice amount. This amount appears in the Difference field when the voucher is out of balance.<br><br>The Calculate buttons are located above and below the Invoice Line region for your convenience. |
| **Edit Combinations** | Click to perform on-demand combination edit validation, which audits ChartField combinations. |
| **Total** | Displays *0.00* when the voucher is in balance, at both the header and Balancing groupbox level. |

## Entering Distribution Line Information

Access the Distribution Lines page.

Use the Distributions scroll area to enter multiple distribution lines for each voucher line. To avoid recycle status, you must enter at least an account if the voucher is not associated with a PO or receiver. For prepayment vouchers, you can leave the Account field blank, and the Voucher Build process will supply the prepayment account from the Accounting Entry Template.

Most of the fields are identical to those on the Invoice Information page in the Voucher component, except that there are no edits against these fields in the Quick Invoice Entry component. Any other differences are documented here.

---

**Note.** The system does not recalculate balancing differences when exiting the page; you must select the balancing calculation button to refresh the totals. For example, if you short distribution line field amounts here, they remain out of balance on the Quick Invoice page until you click the On Demand Balance button.

---

---

**Important!** Chartfields that display here depend on how you configure options on the Standard Chartfield Configuration page.

---

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Configuring ChartFields,” Completing the Standard ChartField Configuration Page.

| | |
|---|---|
| **Reference** | Enter an open item reference if the account that you enter has been set up as an open item account. |
| **VAT Apport CF** (VAT apportionment ChartField) | If you use VAT apportionment to track the organization’s recoverability, select the business unit whose ChartField values the system uses for VAT apportionment control: |

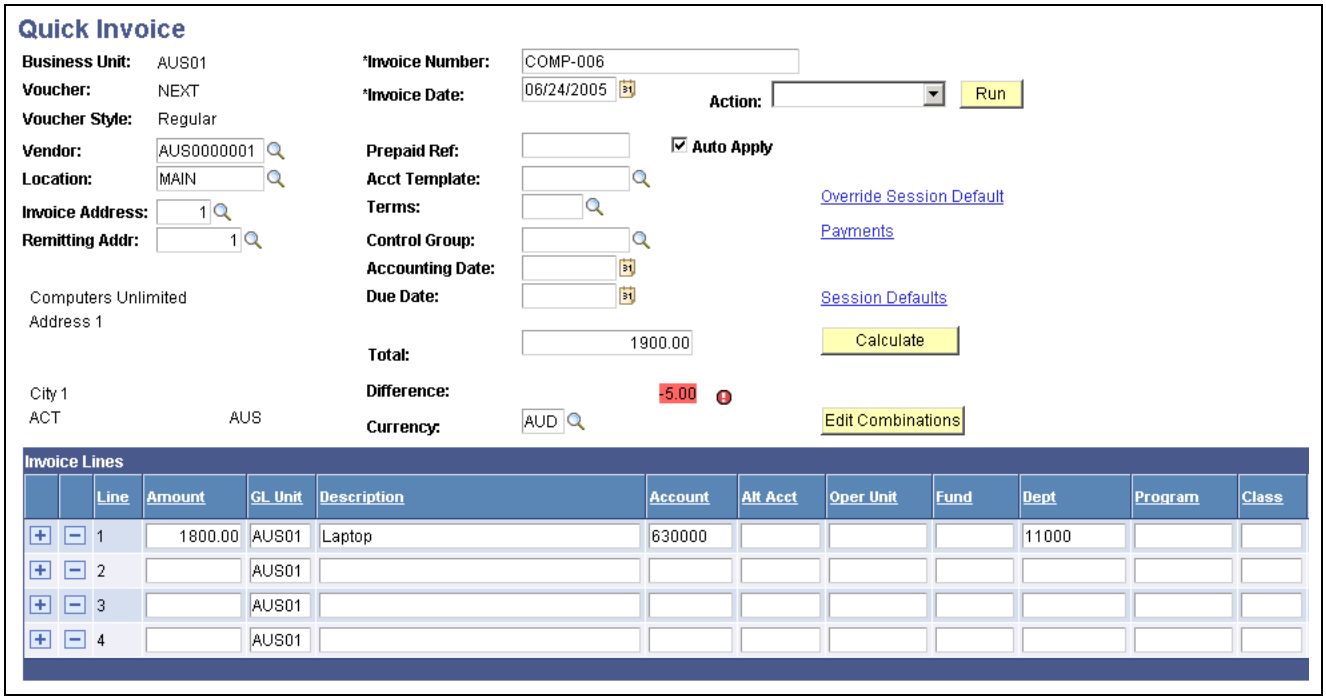
- *Dist GL BU* (distribution general ledger business unit): The system uses the general ledger business unit on the voucher distribution line to determine the VAT apportionment.
- *Txn BU* (transaction business unit): The system uses the Payables business unit in which the voucher is entered to determine 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.

See Chapter 12, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)," Establishing the Payables VAT Default Hierarchy, page 233.

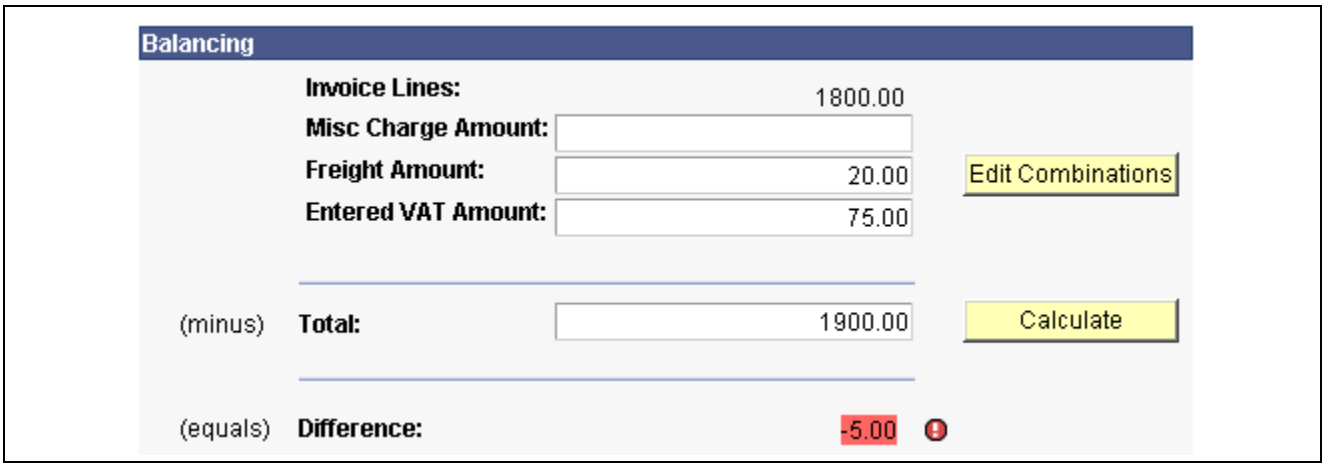
See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Defining VAT Use Types and Apportionment.

# Entering Quick Invoices Using the Simple Worksheet

Access the Quick Invoice page for simple worksheets.




Quick Invoice page for simple worksheets (1 of 2)




Quick Invoice page for simple worksheets (2 of 2)

**Note.** Descriptions of many of the fields on this page can be found in the discussion of the Quick Invoice complete worksheet page and in other chapters in this PeopleBook.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257.

You must enter a vendor ID, invoice number, invoice date, and total amount. Other fields are optional. If you leave the optional fields blank, the Voucher Build process completes the voucher according to the defaults that you set up in the Payables control hierarchy or the session defaults.

**Prepaid Ref** (prepaid reference) and **Auto Apply** (automatically apply payment)

See Chapter 17, "Using Quick Invoices," Entering Prepayment Vouchers Using the Quick Invoice Entry Component, page 401.

**Invoice Lines**

Enter the extended amount and distribution information for each voucher line. You can enter one combined distribution line per voucher line.

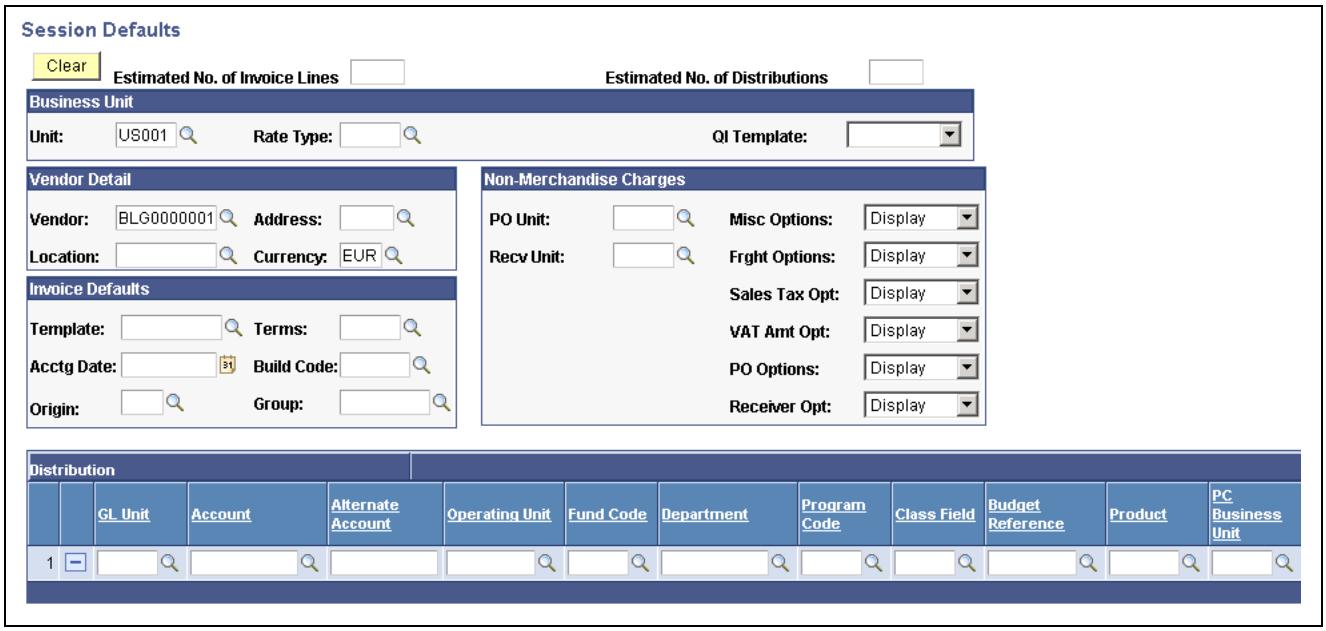
### Balancing

Balancing functionality here works similar to balancing functionality of the complete worksheet.

See Chapter 17, "Using Quick Invoices," Entering Quick Invoices Using the Complete Worksheet, page 390.

## Entering Session Defaults

Access the Quick Invoice Entry - Session Defaults page.




Quick Invoice Entry - Session Defaults page

Most of the fields on this page are defined in other chapters of this PeopleBook. Only fields that are particular to this page or behave in ways that are particular to this page are documented here.

**Option** and **Clear**

Select a value in the Option field:

*Default:* Specify defaults.

The system applies the defaults that you specify on this page to each invoice that you enter until you exit the current session or clear the session defaults by clicking Clear.

Default values are useful if you create large numbers of vouchers for the same vendor. For example, if you are entering multiple invoices with the same invoice or distribution line information (such as the same vendor information, terms, or account), you can set default values for these common fields and enter only the unique information for each voucher.

*No Default:* The system ignores the values on this page when you enter invoices.

## Business Unit

**Quick Invoice Template**

Select the worksheet that is the default for this session. Options are:

- *Complete:* Establish the Quick Invoice complete worksheet page as the default. On this page, you can copy purchase orders and receivers and specify more voucher details.
- *Simple:* Establish the Quick Invoice simple worksheet page as the default. On this page, you can quickly enter basic voucher information.

## Invoice Defaults

**Template**

Enter the accounting entry template default for this session.

**Build Code**

Enter the voucher build code for the session.

### Non- Merchandise Charges

**PO Unit** (purchase order business unit) and **Recv Unit** (receiver business unit)

Enter a default PO business unit or receiver business unit (or both). The Voucher Build process uses this information, along with appropriate PO or receiver information that you enter on the voucher lines, to locate the purchase order or receiver lines and build the voucher and distribution lines from them.

**Note.** This functionality applies to the complete worksheet only.

Select how to display the following options on the Quick Invoice pages (including the simple and complete worksheets, the Payment Details page, and the Override Defaults page). Values are *Display, Gray,* and *Hide* for these options:

**Misc Options** (miscellaneous charge options)

Controls display of miscellaneous amount and miscellaneous charge code fields.

**Frght Options** (freight charge options)

Controls display of freight amount and freight charge code fields.

**Sales Tax Opt** (sales tax charge options)

Controls display of sales tax amount, sales tax charge code fields, tax exempt fields.

**VAT Amt Opt** (VAT amount options)

Controls display of VAT amount and VAT Apport CF (VAT apportionment ChartField) fields.

**PO Options** (purchase order options)

Controls display of all purchase order-related fields.

**Receiver Opt** (receiver options)

Controls display of all receiver-related fields.

### Distribution

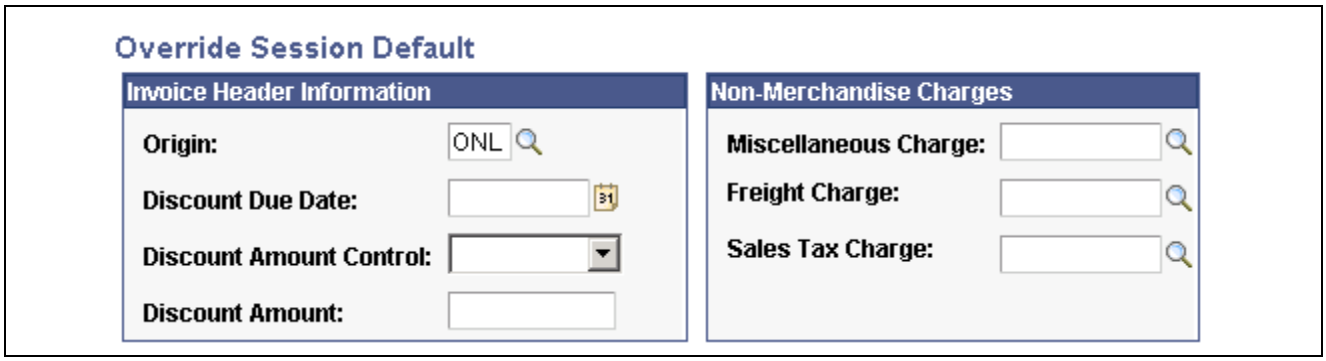
Enter default general ledger and project ChartField values in this region.

**Important!** Chartfields that display here depend on how you configure options on the Standard Chartfield Configuration page.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Configuring ChartFields,” Completing the Standard ChartField Configuration Page.

## Overriding Defaults

Access the Override Session Default page.




Override Session Default page

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257.

**Note.** The fields that appear in the Non-Merchandise Charges group box—and the presence of the Non-Merchandise Charges group box itself—depend on the display options that you select on the Quick Invoice Entry Defaults page. The Misc. Charge, Freight Charge, and Sales Tax Charge fields do not appear if you are entering a prepaid voucher.

### Discount Terms

Use the Discount Amount Control field to specify whether or not to accept the default payment terms or to enter your own due date and discount information. Values are:

- *Terms:* The system uses the calculated discount amount.

  The system calculates the discount amount according to the payment terms, due date, and discount due date that you enter here. If you leave these blank, the system calculates the discount amount according to the payment terms that are populated by default through the Payables control hierarchy.
- *User:* The system uses the discount amount that you enter in the Discount Amounts field.

**Note.** The system does not use any discount amount you enter here if you select *Terms* as the discount amount control value.

**Note.** Discount terms fields are grayed out if you are entering a prepaid voucher. If you enter discount terms or multipayment terms in the Terms field for a prepaid voucher, the voucher will fail voucher build processing.

## Entering Payment Information

Access the Quick Invoice - Payment Details page.

**Note.** Each row in the Payment Details scroll region is a payment schedule, and each schedule can be defined with only one payment message. When you add rows in this area, this indicates that the system (during the Voucher Build process) should create additional payment schedules, which can each have a different payment message. Remember that even though each payment schedule can be defined with one message, you can create and use payment message codes defined with multiple messages. This enables you to have multiple payment messages display on the check advice.

Most of the fields on this page are identical to those on the Payments page in the Voucher component. Only fields that differ are discussed here.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Payment Information for Vouchers, page 309.

**Payment Message** Enter a payment message of up to 70 characters to appear on the remittance advice (check stub), or select a message code for a predefined message to appear on the remittance advice.

You define message codes on the Payment Messages page.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Standard Payment Messages

## Entering Prepayment Vouchers Using the Quick Invoice Entry Component

Access the Quick Invoice page for a complete or simple worksheet.

You can enter and apply prepayment vouchers using either the complete or simple worksheets.

### Entering Prepayments

To enter prepayment vouchers using the complete worksheet:

1. Select a voucher style of *Prepaid* on the add search page.
2. Enter your voucher information, session defaults, and session default overrides.

   **Note.** You cannot copy POs or receivers. Nor can you enter non-merchandise amounts (except VAT), discount terms, or multipayment terms.

3. Access the Override Session Default page.
4. (Optional) Enter a prepayment reference in the Prepaid Ref field.
5. Select or clear the Auto Apply option.
   - The Auto Apply option is selected and grayed out by default.

     If you enter a prepayment reference and select Auto Apply, then, if the next entered invoice with that prepayment reference has a total amount less than the prepayment amount, the system automatically applies the remaining amount of the prepayment voucher to a subsequent invoice with that prepayment reference.

     If you enter no prepayment reference and select the Auto Apply option, then the next invoices from the vendor on the prepayment voucher are applied to the prepayment until the prepayment amount is fully applied.
   - To clear the Auto Apply option, click the Refresh button after you enter the prepayment reference to make the field enterable, and clear it.

     If you enter a prepayment reference and clear the Auto Apply option, then only the next entered invoice that references the prepayment will have the prepayment applied. The prepayment will not be applied to any subsequent invoices. You must use the Prepayments Inquiry page to handle any remaining unapplied prepayment amounts.

To enter prepayment vouchers using the simple worksheet:

1. Select a voucher style of *Prepaid* on the add search page.
2. Enter your voucher information, session defaults, and session default overrides, as necessary.
3. (Optional) Enter a prepayment reference in the Prepaid Ref field.

   **Note.** You can also enter prepayment references and select the Auto Apply option on the Override Session Default page, as you do for the complete worksheet.

4. Select or clear the Automatically Apply Prepayment option.

   This option functions the same way as the Auto Apply option on the Override Session Default page for the complete worksheet.

### Applying Prepayments

To apply regular vouchers to a prepayment using the complete or simple worksheets if you entered a prepayment reference on the prepayment voucher, enter a prepayment reference for the regular voucher. The regular voucher will be applied to the prepayment, subject to the conditions described in the discussion of entering prepayment vouchers.

To apply regular vouchers to a prepayment using the complete or simple worksheets if you did not enter a prepayment reference on the prepayment voucher, you do not need to enter a prepayment reference for the regular voucher.

### See Also

Chapter 17, "Using Quick Invoices," Entering Quick Invoices Using the Complete Worksheet, page 390

Chapter 17, "Using Quick Invoices," Entering Quick Invoices Using the Simple Worksheet, page 396

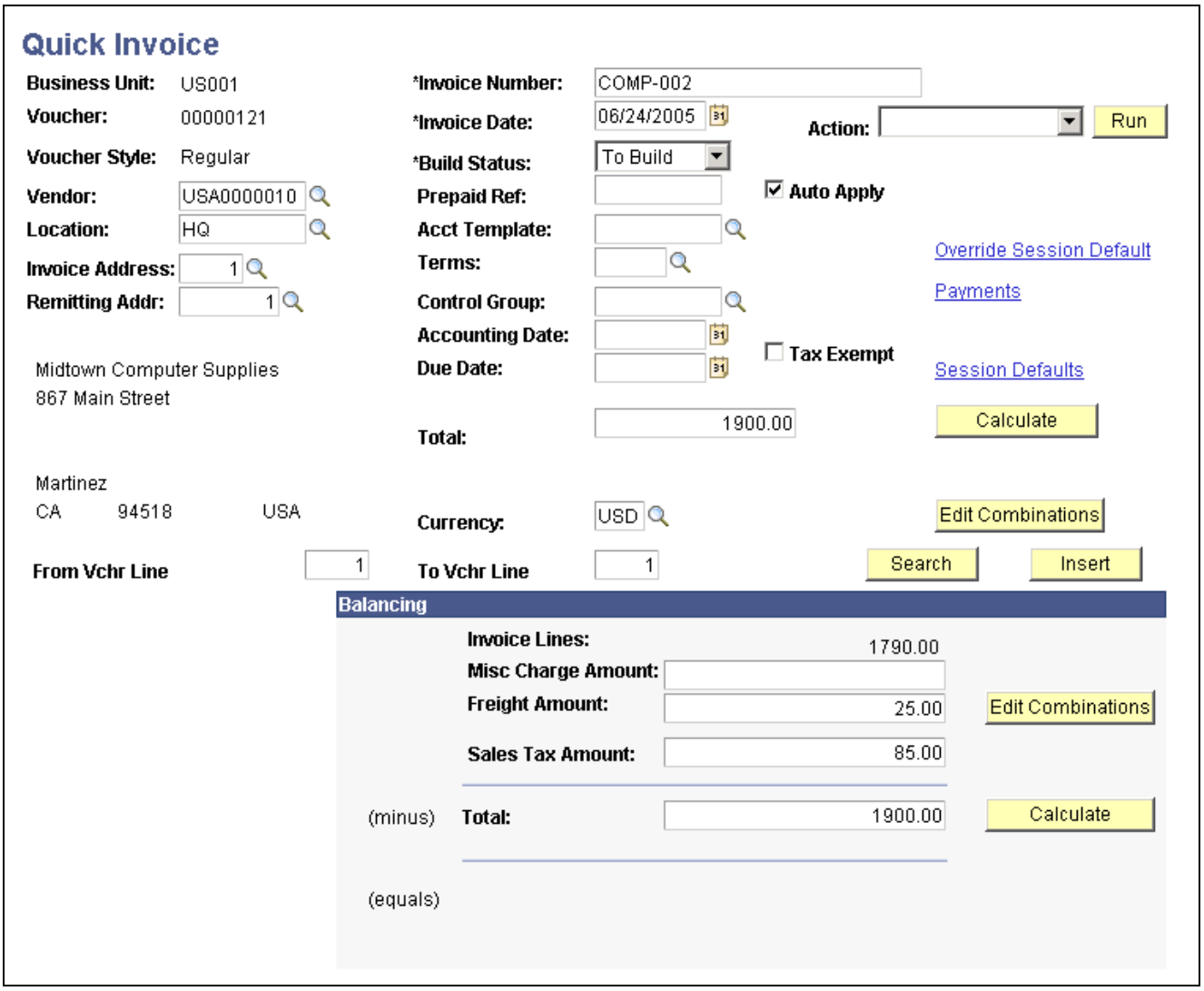
Chapter 17, "Using Quick Invoices," Overriding Defaults, page 399

Chapter 29, "Processing Prepayments," page 733

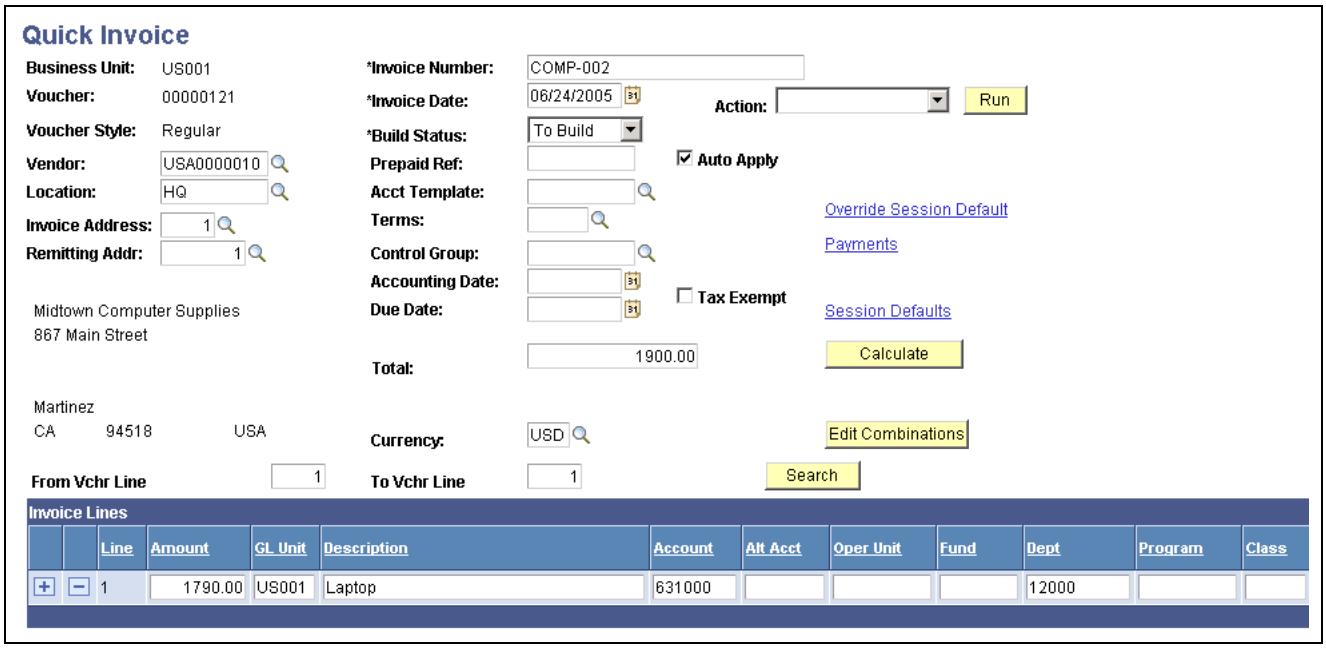
## Reviewing and Updating Quick Invoices, Staged Vouchers, and Vouchers with Pre-Edit Errors

Access the Quick Invoice page for a complete or simple worksheet in update/display mode.

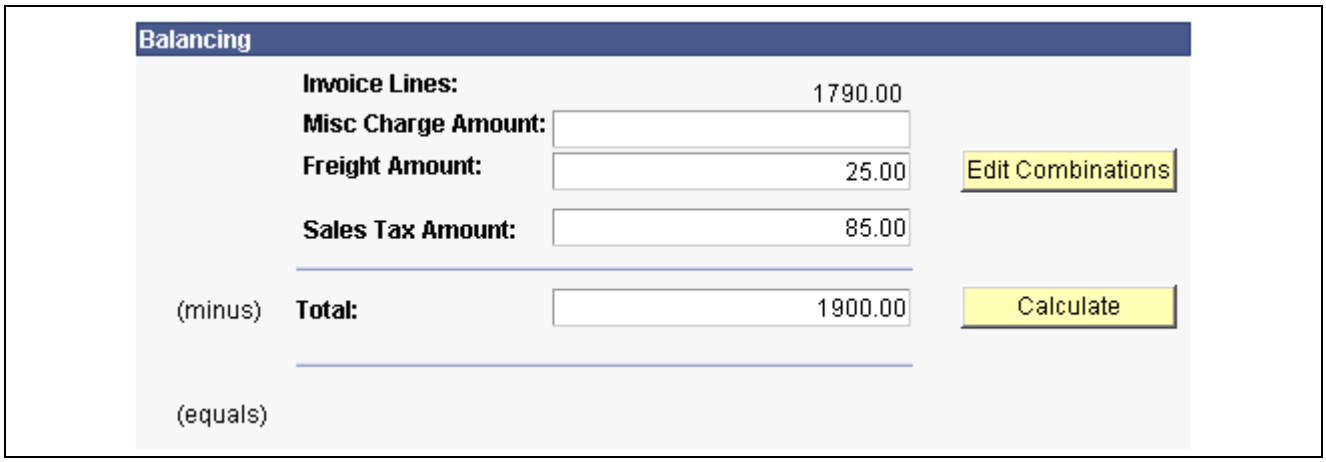
**Note.** All quick invoice vouchers staged by the Voucher Build process appear in the complete worksheet. Those entered in the Quick Invoice Entry component and not yet processed by Voucher Build appear in the worksheet of entry.




Quick Invoice page for a complete worksheet in update/display mode, before inserting or fetching voucher lines




Quick Invoice page for a complete worksheet in update/display mode, after fetching voucher lines (1 of 2)




Quick Invoice page for a complete worksheet in update/display mode, after fetching voucher lines (2 of 2)

The Quick Invoice Entry component is used for reviewing and updating vouchers staged for review by the Voucher Build process, as well as for correcting vouchers that have Voucher Build process pre-edit errors. For this reason, the Quick Invoice Entry component provides the following special functions when accessed in update/display mode:

- When you access the page, voucher lines are not called up and the Invoice Lines scroll area does not appear; this enables you to open a voucher with a large number of lines without taking unnecessary processing time.
  - To view existing voucher lines, enter a range of voucher lines in the From Vchr Line and To Voucher Line fields and click the Search button to view and update the lines in the Voucher Lines scroll area.
  - The default from and to values are the first and last lines in the voucher; to view all lines in a voucher, simply click Search.

- To insert a voucher line without calling up existing lines, click the Insert button to display the Invoice Lines scroll area, where you can add voucher line information.

**Note.** Once you've inserted a voucher line, you must save the voucher and access it again through the search page to fetch additional voucher lines.

- You can change the build status of the voucher:
  - When you have reviewed and, if necessary, updated a voucher that has been staged for review, you can change the build status from *Staged* to *To Build* to mark the voucher for another run of the Voucher Build process.
  - When you have corrected a voucher with pre-edit errors, you can change the build status from *Error* to *To Build* to mark the voucher for another run of the Voucher Build process. If you modify the voucher, its status changes to *To Build* upon saving.
  - To mark a voucher for deletion the next time you run the Voucher Build process, select *To Delete* as the build status.

**Note.** Quick invoices created with the simple worksheet are converted to complete worksheets by the Voucher Build process.

**Note.** In all other respects, the Quick Invoice page and the other pages in the Quick Invoice Entry component—the Session Defaults page, the Override Session Default page, the Payment Details page, and the Miscellaneous Charges page—function the same way in update/display mode and add mode.

### See Also

Chapter 16, "Processing Batch Vouchers," Voucher Build Process Errors, page 357

Chapter 16, "Processing Batch Vouchers," Reviewing Voucher Build Process Errors, page 377

# Entering Summary Invoices

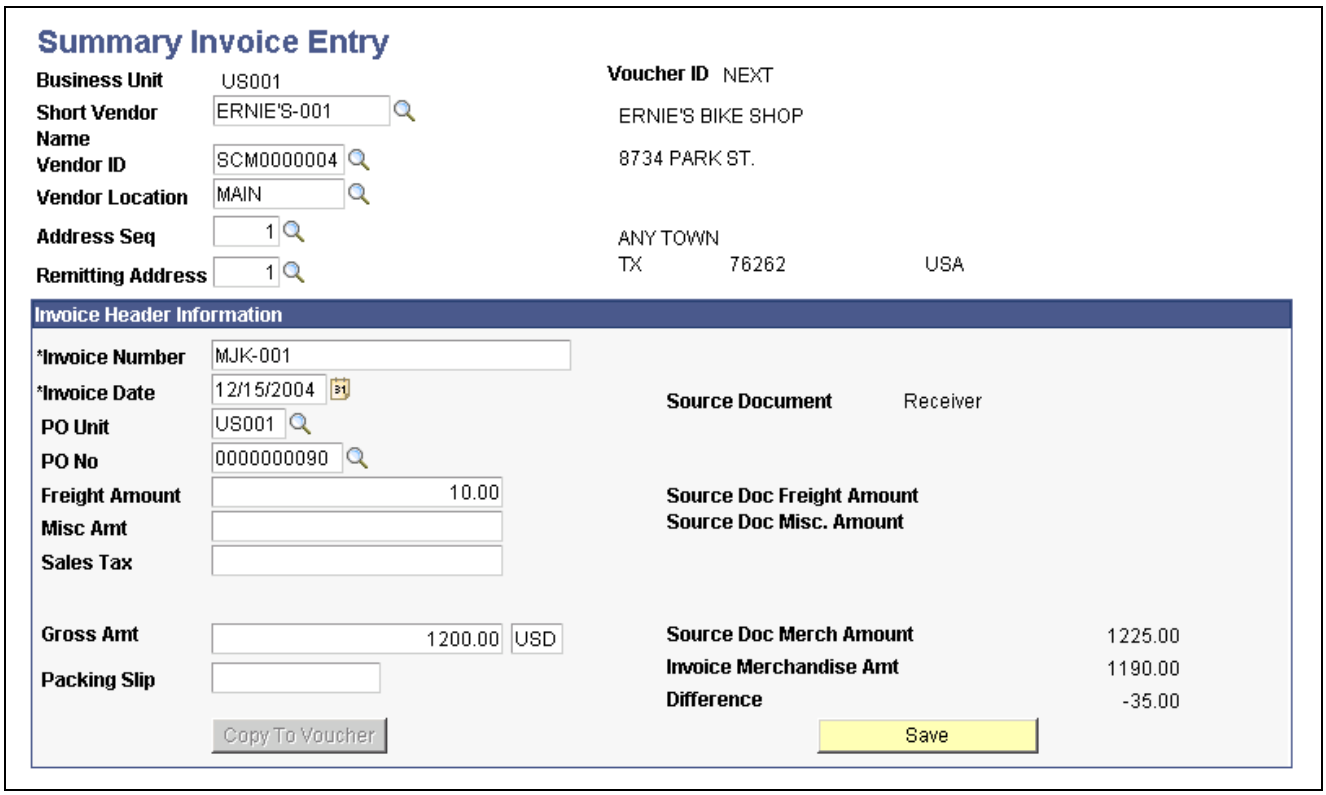
This section discusses how to enter summary invoices.

## Page Used to Enter Summary Invoices

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Summary Invoice | VCHR_HEADER_QV3 | Accounts Payable, Vouchers, Add/Update, Summary Invoice Entry, Summary Invoice Entry | Enter invoice and purchase order information, such as vendor, PO number, invoice number, invoice date, nonmerchandise amounts, and gross amount, for the Voucher Build Application Engine process (AP_VCHRBLD) to use in building a voucher. |

# Entering Summary Invoices

Access the Summary Invoice Entry page.




Summary Invoice Entry page

When you are adding a new voucher, you can use the fields on the add and search page for the Summary Invoice Entry component to prepopulate the new voucher.

**Business Unit** — Displays the Payables business unit. You must enter the Payables business unit on the add and search page.

**Vendor ID** — Select the vendor by entering the vendor ID or short vendor name. The system populates the transaction currency from the vendor. Selecting a vendor filters the selection of a purchase order.

**PO Unit** (purchase order unit) — Enter a Purchasing business unit. This field is required in order to display a list of available purchase orders.

**PO No** (purchase order number) — Enter a purchase order number to be copied into the summary invoice.

**Freight Amount** — Enter the freight charges from the invoice. This amount overrides the freight amount from the purchase order.

**Misc Amt** (miscellaneous amount) — Enter the miscellaneous charges from the invoice. This amount overrides the miscellaneous amount from the purchase order.

**Sales Tax, Use Tax,** and **VAT** (value added tax) — Enter the applicable tax charges from the invoice. The Payables business unit's settings determine what tax fields are displayed.

**Gross Amt** (gross amount) — Enter the total invoice amount.

**Packing Slip** Enter the packing slip number to further limit possible receipts for copying.

**Build Status** Displays the build status after you save the summary invoice. The system assigns the summary invoice a voucher build status of *Build* if the difference between the document source merchandise amount and the invoice merchandise amount is within the tolerance levels or if tolerance levels are not defined. The system assigns the summary invoice a voucher build status of *Tolerance* if the difference falls outside the tolerance levels. The Voucher Build process does not select invoices with a voucher build status of *Tolerance*.

**Source Document** Displays the source document that is being copied. Options include *Purchase Order* or *Receipt*.

**Source Doc Freight Amount** (source document freight amount) Displays the freight amount on the source document. If you do not enter a freight amount on the summary invoice, the system copies the freight amount from the source document.

**Source Doc Misc Amount** (source document miscellaneous amount) Displays the miscellaneous amount on the source document. If you do not enter a miscellaneous amount on the summary invoice, the system copies the miscellaneous amount from the source document.

**Source Doc Merch Amount** (source document merchandise amount) Displays the merchandise amount on the source document.

**Invoice Merchandise Amt** (invoice merchandise amount) Displays the merchandise amount on the invoice. The system subtracts the freight amount, miscellaneous amount, and the tax amount from the gross amount to determine the merchandise amount.

**Difference** Displays the difference between the source document merchandise amount and the invoice merchandise amount. The system compares the difference with the tolerance levels established and determines whether to apply the difference to miscellaneous charges or put the voucher in a *Tolerance* voucher build status for further review.

After you save the summary invoice, access the Quick Invoice Entry component for further updating.

# CHAPTER 18

# Entering and Importing Spreadsheet Vouchers

This chapter provides an overview of spreadsheet vouchers, lists prerequisites, and discusses how to:

- Set up spreadsheet vouchers.
- Enter and import spreadsheet vouchers.
- Review spreadsheet vouchers.

## Understanding Spreadsheet Vouchers

This section discusses:

- Spreadsheet voucher processing.
- Spreadsheet voucher flow.
- Spreadsheet voucher data fields.
- Spreadsheet voucher process edits.

### Spreadsheet Voucher Processing

The Spreadsheet Voucher workbook lets you enter vouchers offline using Microsoft Excel and then import the vouchers into your PeopleSoft database. It supports regular voucher additions. Once you import the spreadsheet vouchers, the Voucher Build Application Engine process (AP_VCHRBLD) builds and edits the vouchers.

**Note.** The spreadsheet voucher process supports MicroSoft Excel formats as input. If you use a non-Excel spreadsheet, you must convert the data file to an Excel format before importing.

#### PeopleSoft Voucher Workbook: ExcelUploadforVoucher.xls

The ExcelUploadforVoucher.xls workbook is the PeopleSoft Spreadsheet Voucher Import user interface. You use it to prepare and enter vouchers and import them into your PeopleSoft database.

The ExcelUploadforVoucher.xls workbook comprises two worksheets, the Template worksheet and the Data Sheet worksheet. The Template worksheet contains all of the available fields that you can configure for data entry. You can configure the spreadsheet for simple one line express vouchers to complex multiple line purchase order (PO) related vouchers. You enter the transaction data on the Data Sheet worksheet. You can create multiple versions of the Excel spreadsheet, all with different templates if required.

### Spreadsheet Voucher Flow

To create spreadsheet vouchers:

1. Enter the data into the spreadsheet voucher using a format that includes the minimum data requirements for a Payables voucher.
2. Generate XML and post the file from the spreadsheet voucher options.

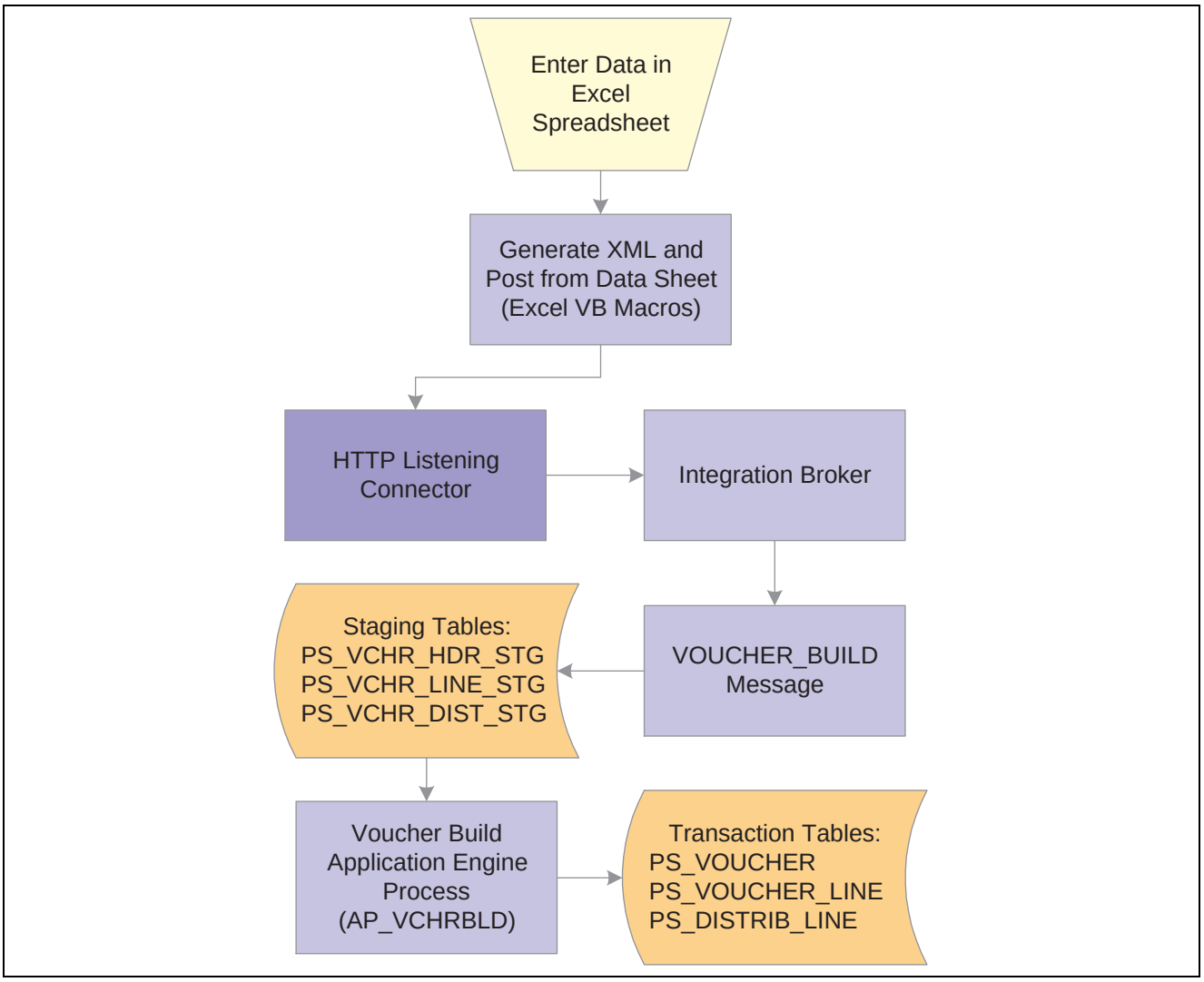
   A Visual Basic (VB) macro built in the spreadsheet converts the spreadsheet data into an XML format that is readable by the Integration Broker. Also, a VB macro posts the file to a URL available to PeopleSoft systems.

After you generate XML and post your file, PeopleSoft systems:

1. Retrieves the data from the XML file and validates the data.

   If there are errors in the data the VOUCHER_BUILD message flags the data as being in error. You must correct the data using the application messaging error correction feature before the data can be processed successfully.
2. Copies the data into the voucher staging tables if there are no data errors.
3. Selects the vouchers based on the Voucher Build Application Engine process (AP_VCHRBLD) run control parameters and builds and edits them.
4. Updates the voucher transaction tables.
5. Deletes the record from the voucher staging tables.

The following graphic illustrates the flow for processing spreadsheet vouchers.




Spreadsheet voucher process flow

## Spreadsheet Voucher Data Fields

All data fields in the regular voucher entry process are included in the spreadsheet voucher. You can configure the voucher spreadsheet for the appropriate data entry required. However, certain fields must contain data in order to properly convert the data into an XML file.

The fields requiring data are:

| Record Type | Field |
|---|---|
| Voucher Header | • BUSINESS_UNIT<br>• INVOICE_ID<br>• INVOICE_DT<br>• VENDOR_ID<br>• GROSS_AMT |

| Record Type | Field |
|---|---|
| Voucher Line | • BUSINESS_UNIT<br>• VOUCHER_LINE_NUM<br>• MERCHANDISE_AMT |
| Voucher Distribution | • BUSINESS_UNIT<br>• VOUCHER_LINE_NUM<br>• DISTRIB_LINE_NUM<br>• ACCOUNT<br>• MERCHANDISE_AMT |

**Note.** You do not have to enter voucher line numbers or distribution line numbers. VB macros generate that data based on the location of the data.

# Spreadsheet Voucher Process Edits

Spreadsheet voucher edits exist in the spreadsheet, the VOUCHER_BUILD message, and the Voucher Build process. Valid data must exist in each stage of the process before further processing is performed.

## Spreadsheet Voucher Edits

The spreadsheet voucher does not perform major editing. In addition to basic Excel spreadsheet validation edits, the spreadsheet voucher edits include:

- Control Group ID always defaults to *NEXT*.
- Voucher Style always defaults to *REG* (regular).
- Voucher Source always defaults to *XML*.
- Voucher ID always defaults to *NEXT*.
- Required fields contain data.

See Chapter 18, "Entering and Importing Spreadsheet Vouchers," Spreadsheet Voucher Data Fields, page 411.

## VOUCHER_BUILD Message Edits

You must correct VOUCHER_BUILD message errors before the data passes to the Voucher Build process. Edits include data type validations (for example, format, field characters, and file length). The VOUCHER_BUILD message also validates that the business unit entered on the spreadsheet is a valid Payables business unit.

## Voucher Build Process Edits

The Voucher Build process can result in pre-edit errors or vouchers in recycle status. Pre-edit errors prohibit the transaction from being processed by voucher edit processing. Vouchers without pre-edit errors pass to the voucher edit subprocess. The voucher edits are the same edits performed by the Voucher component (VCHR_EXPRESS).

Some of the pre-edits include:

- Valid business unit.
- Valid vendor.

- Valid default location for vendor.
- Invoice ID required.
- Invoice date required.
- Voucher line information present.
- Distribution information present.

### See Also

Chapter 16, “Processing Batch Vouchers,” Voucher Build Process Errors, page 357

Chapter 16, “Processing Batch Vouchers,” Understanding Voucher Build Processing, page 353

## Prerequisites

Before you can enter and import spreadsheet vouchers, you must:

- Copy the voucher workbook file (ExcelUploadforVoucher.xls) to a folder on your workstation.

  The Excel file is located in the core\build\excel folder of the shipped PeopleSoft software.
- Install MicroSoft delivered XML library file MSXML.DLL on your workstation.
- Set up your Microsoft Excel to accept macros.
- Configure Integration Broker for the Voucher EIP (enterprise integration point).

  The web server and the application server should be configured for setting up the Integration Gateway. Also, the application server should be configured to have the Pub/Sub servers established before bringing up the application server.

  Determine your default local node for the Integration Broker to receive the data and run the application message. PeopleSoft defines the default local node as PSFT_EP, but you can change it to your default local node.

  Configure your browser to automatically detect LAN settings. From your browser, navigate to Tools > Internet Options. Select the Connections tab and click the LAN Settings button. Select Automatically detect settings in the Automatic configuration group box.
- Create a Voucher Build process run control and request a run of the Voucher Build process.

### See Also

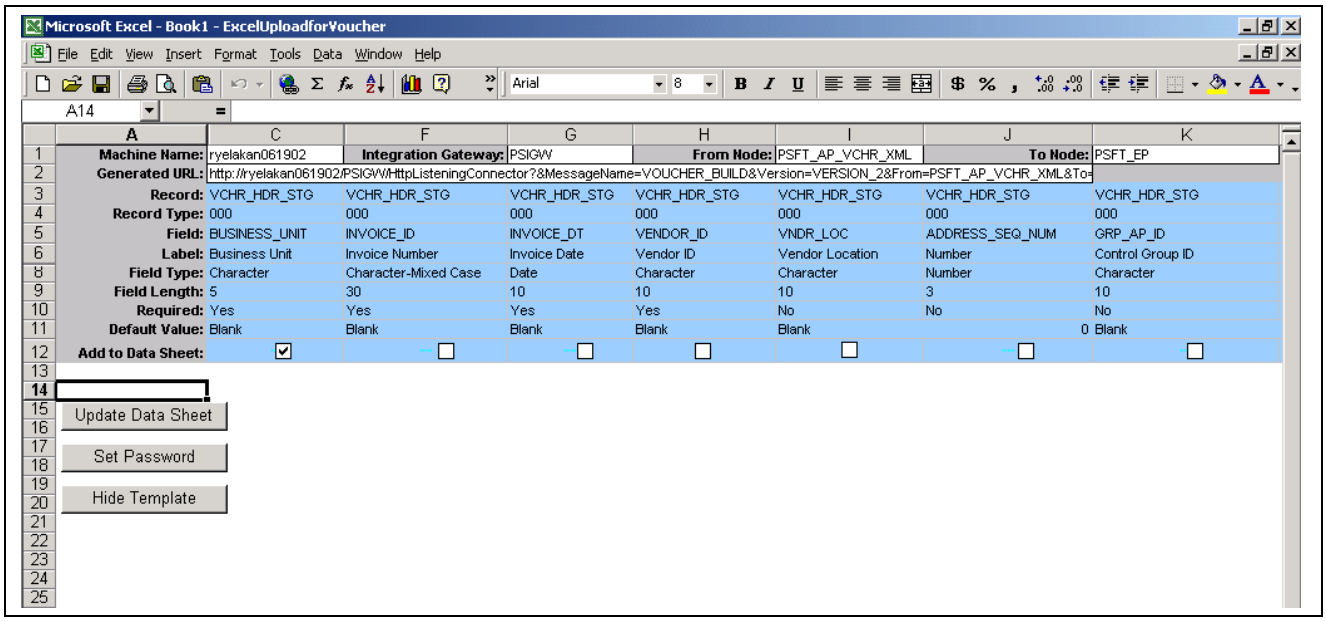
Chapter 16, “Processing Batch Vouchers,” Running the Voucher Build Process and Reviewing Messages, page 373

*PeopleSoft PeopleTools PeopleBook: Integration Broker*

## Setting Up Spreadsheet Vouchers

This section discusses how to set up spreadsheet vouchers.

Access the Spreadsheet Voucher - Template worksheet by clicking the ExcelUploadforVoucher.xls file delivered with your PeopleSoft products. You set the defaults and set up your voucher spreadsheets for importing into Payables on the Template worksheet.




Spreadsheet Voucher - Template worksheet

The Template worksheet contains all the available fields that you can input to populate the voucher data.

**Machine Name, Integration Gateway, From Node,** and **To Node**

Enter machine name, integration gateway, and the from and to nodes. The data entered in these fields create a URL string.

**Note.** PeopleSoft delivers the From Node as *PSFT_AP_VCHR_XML*.The Integration Broker subscribes only to a single default local node. PeopleSoft delivers the To Node as *PSFT_EP*. You can change it to your default local node.

See *PeopleSoft PeopleTools PeopleBook: Integration Broker*

**Generated URL**

Displays URL generated from the host name, integration gateway, and node entered. The XML file created is posted to the defined URL.

**Record**

Displays the staging table record associated with the field.

**Record Type**

Displays the record type associated with the field:

- *000* - voucher header. The voucher header fields are highlighted in blue.
- *001* - voucher line. The voucher line fields are highlighted in yellow.
- *002* - voucher distribution. The voucher distribution fields are highlighted in purple.

Voucher header, line, and distribution fields are color coded to differentiate the various sets of data.

**Field**

Displays the name of the field.

**Label**

Displays the label of the field.

**Field Type**

Displays the type of the field. Types include *Character, Date,* and *Number.*

**Field Length** Displays the length of the field.

**Required** Displays a value of *Yes* or *No* depending on if the field is required during data entry.

**Default Value** Enter the default value for the field. The value entered in the Template worksheet will be the field value displayed on the Data Sheet worksheet. You can override the default value on the Data Sheet worksheet.

**Note.** You can enter default values for fields not included in the Data Sheet worksheet. The default values will become part of the transaction data, but will not be visible on the Data Sheet worksheet.

**Add to Data Sheet** Select the check box to include the field on the Data page.

**Note.** You must enter minimal information, such as the business unit, vendor ID, invoice ID, invoice date, and merchandise amount in order to properly convert the data to XML and build the voucher in the Voucher Build process.

**Update Data Sheet** Click to update the Data Sheet worksheet with the selected fields.

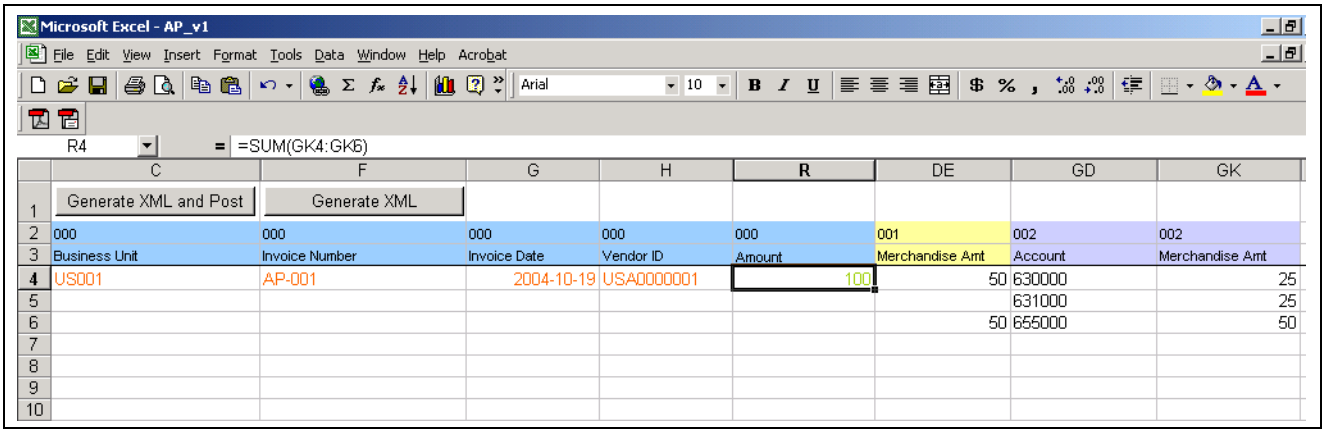
**Set Password** Click to enter or change a password associated with this spreadsheet file.

**Hide Template** Click to hide the Template worksheet for this spreadsheet file. You will be prompted to enter a password if one has not been defined. You can navigate back to the Template worksheet by selecting from your Excel Tools menu, Macro, Macros. A window pops up listing all the macros. Select the *ShowAdminSheet* macro and click Run. The system prompts you for a password before displaying the Template worksheet.

# Entering and Importing Spreadsheet Vouchers

This section discusses how to enter and import spreadsheet vouchers

Access the Spreadsheet Voucher - Data Sheet worksheet by clicking the ExcelUploadforVoucher.xls file delivered with your PeopleSoft products. You use the Data Sheet worksheet to create and import voucher data.




Spreadsheet Voucher - Data Sheet worksheet

Enter voucher data and import the voucher data into Payables using the Data Sheet worksheet. The Data Sheet worksheet is designed to display only the fields selected in the Template worksheet. You can use Excel functionality to populate data in the Data Sheet worksheet. For example, you can enter a formula in the gross amount field in the voucher header that sums up the amount fields on the voucher distribution line.

**Note.** You are required to enter data in at least one row in the voucher header and the voucher distribution line. If no data is entered in the voucher line, VB macros create data from the fields entered in the voucher header. You are not required to enter the same voucher header data for multiple voucher lines. Also, you are not required to enter the same voucher line data for multiple distribution lines.

**Record Type** (line 2) Displays the record type associated with the field.

- *000* - voucher header. The voucher header fields are highlighted in blue.
- *001* - voucher line. The voucher line fields are highlighted in yellow.
- *002* - voucher distribution. The voucher distribution fields are highlighted in purple.

**Description** (line 3) Displays the description of the field.

**Generate XML and Post** Click to create an XML file and instantly post the file to the URL defined in the Template worksheet. The Excel Save As window appears when you click the Generate XML and Post button. Save the XML file to the same folder where the actual spreadsheet resides to instantly post the XML file to the URL.

**Note.** The URL string must be valid to post the XML data. The VOUCHER_BUILD message retrieves the XML data from the URL site once it is posted.

**Generate XML** Click to create an XML file. The Excel Save As window appears when you click the Generate XML button. Indicate the file name and where you want to save it.

As an example, you can write the data to an FTP site and create another process to post the XML file to the URL separately. When the Integration Broker is active, the VOUCHER_BUILD message will pick up the XML data.

# Reviewing Spreadsheet Vouchers

This section provides an overview of how to review spreadsheet vouchers and lists the pages used to review spreadsheet vouchers.

## Understanding How to Review Spreadsheet Vouchers

Use the Quick Invoice Entry component (VCHR_QUICK_PNL) to review and update vouchers staged for review by the Voucher Build process, as well as to correct vouchers that have Voucher Build process pre-edit errors.

Use the Voucher component to review and update spreadsheet vouchers with no pre-edit errors and recycle errors. Correct any errors resulting from voucher edit processing in the Voucher component. Once imported, you handle spreadsheet vouchers similarly to regular vouchers entered in the Voucher component.

You can view all corrected spreadsheet vouchers using the various online inquires and reports.

### See Also

Chapter 16, "Processing Batch Vouchers," Reviewing Voucher Build Process Errors, page 377

Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," page 679

## Pages Used to Review Spreadsheet Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Quick Invoice | VCHR_HEADER_QV | • Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry, Quick Invoice Entry<br>• Accounts Payable, Vouchers, Maintain, Voucher Build Error Detail<br>Click the Correct Errors link on the Voucher Build Error Detail page.<br>• Accounts Payable, Batch Processes, Vouchers, Voucher Build, Build Errors<br>  Click the Correct Errors button on the Build Errors page. | Review and update voucher header, line, and distribution information. When you enter the page in update/display mode from the Add Search page, you can search for vouchers by build status, including vouchers that have been staged for review by the Voucher Build process and vouchers with Voucher Build process pre-edit errors.<br>See Chapter 17, "Using Quick Invoices," Reviewing and Updating Quick Invoices, Staged Vouchers, and Vouchers with Pre-Edit Errors, page 402. |
| Voucher - Summary | VCHR_SUMMARY_PG | Accounts Payable, Vouchers, Add/Update, Regular Entry, Summary | View voucher information, summarized from the three primary pages, such as header information, various statuses, and payment terms. Also view voucher entry information, such as the voucher source, the date entered, the user ID, and the date that the voucher was last updated.<br>See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Viewing Voucher Summary Information, page 325. |
| Voucher - Error Summary | VCHR_ERRORSMMRY_PG | Accounts Payable, Vouchers, Add/Update, Regular Entry, Error Summary | View any Voucher Build processing errors.<br>See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Viewing Voucher Errors, page 328. |

# CHAPTER 19

# Managing Vouchers

This chapter provides an overview of voucher management and discusses how to:

- Approve vouchers.
- Unpost individual vouchers.
- Close individual vouchers.
- Delete individual vouchers
- Search for and correct individual vouchers.
- Modify, unpost, delete, and close multiple vouchers.
- Use OpenItem accounting in Payables.

### See Also

Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," page 679

## Understanding Voucher Management

Entering vouchers online or in batch mode is only the first part of the payables life cycle. The full flexibility of Payables comes into play as you manage approval processing, error correction, and OpenItem accounting for vouchers on their way to payment.

This section discusses:

- Voucher approval.
- Voucher deletion, closure, and unposting.
- Voucher correction and mass maintenance.
- OpenItem accounting.

### Voucher Approval

You can approve vouchers manually, or you can approve them through workflow. If your organization has a single approver, you may want to approve vouchers by accessing the Voucher Approval component (VCHR_APPROVE) directly. If your organization has multiple levels of approval, you probably want to use workflow.

#### See Also

Chapter 19, "Managing Vouchers," Approving Vouchers, page 421

# Voucher Deletion, Closure, and Unposting

You can delete, close, and unpost individual vouchers using the Delete Voucher, Close Voucher, and Unpost Voucher pages. Deleting a voucher removes the voucher from your system irreversibly (although the voucher remains in the voucher tables marked as deleted, and thus available only for audit trail purposes). Closing a voucher "writes off" the remaining liability on a voucher that you are not going to pay. And unposting a voucher reverses the accounting entries that have been posted to the voucher accounting entry tables so that you can modify the voucher (usually just distribution line information) and repost.

To unpost, close, and delete a selected set of multiple vouchers at once, use the Voucher Mass Maintenance component (VCHR_MASS_MAINT).

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**Note.** When you close vouchers that are associated with purchase orders, and/or you have installed Commitment Control, the system performs specific closure logic that can also restore encumbrances for fully paid vouchers. This functionality exists only for the voucher close component; you cannot restore encumbrances for vouchers closed with the mass maintenance component.

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### See Also

Chapter 19, "Managing Vouchers," Unposting Individual Vouchers, page 427

# Voucher Correction and Mass Maintenance

Payables provides two methods for correcting unpaid vouchers:

1. The Voucher Maintenance Search component (VCHR_CORRECT_SRCH) and Voucher Maintenance component (VCHR_CORRECTION).

   These components enable you to search for vouchers by a number of voucher fields and error criteria, and then search for the exact voucher lines, distribution lines, or scheduled payments that you want to correct.

   The Voucher Maintenance component enables you to handle modifications and add voucher and distribution lines to unposted vouchers of any size, without the burden of calling up the entire voucher. It is particularly useful for modifying large vouchers with many voucher or distribution lines.

2. The Voucher Mass Maintenance component.

   This component enables you to search for vouchers by a number of voucher fields and then update specific fields across all of the vouchers that meet your criteria.

   You can also use the Voucher Mass Maintenance component to close, delete, and unpost multiple vouchers that share particular field values.

   The Voucher Mass Maintenance component is ideal for situations such as a reorganization that results in a department ID change: you search for all unpaid vouchers with distribution lines that include the old department ID and update them all at once with the new department ID.

### See Also

Chapter 19, "Managing Vouchers," Searching for and Correcting Individual Vouchers, page 437

Chapter 19, "Managing Vouchers," Modifying, Unposting, Deleting, and Closing Multiple Vouchers, page 449

## 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 when you define accounts on the Account page. Common examples of OpenItem accounts are employee advances, suspense accounts, and interunit accounts. Once an OpenItem account is established, you can keep track of the Payables transactions that are posted to this account using the OpenItem Update page.

### See Also

Chapter 19, "Managing Vouchers," Using OpenItem Accounting in Payables, page 465

# Approving Vouchers

This section provides an overview of voucher approval, lists prerequisites, and discusses how to:

1. (Optional) Run the Voucher Approval Workflow Application Engine process (VCHR_APRV_WF).
2. Use the Voucher Approval component (VCHR_APPROVE) to approve vouchers.

## Understanding Voucher Approval

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.

### Workflow Approval: Virtual Approver

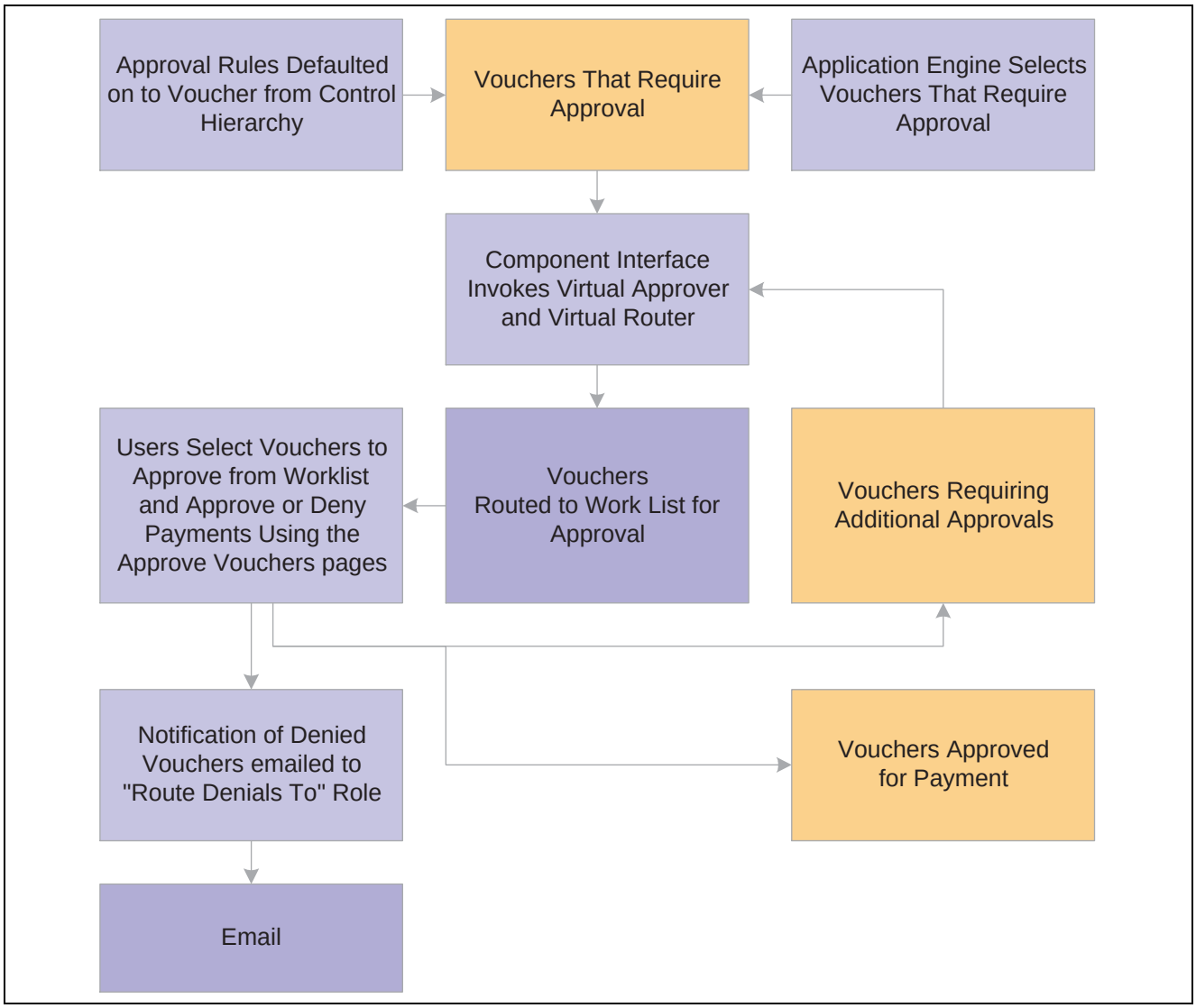
Voucher approval through workflow uses Virtual Approver. Virtual Approver watches for transactions that require approval before they can move on to the next step in a business process—such as purchase requisitions awaiting approval before they can become purchase orders or vouchers awaiting approval before they can be posted or paid. An application engine process routes lists of such transactions to Component Interfaces, which perform 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 acquiring additional user approvals) or on to a final process (such as posting).

Using workflow in approval processing has these advantages:

- 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 applications decrease the learning curve and time needed for implementation.
- Efficient separation of data entry and approval tasks provides control where 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

Payables delivers a model (or example) of how you might set up your own voucher approval workflow using the Virtual Approver. This 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, a thorough understanding of Application Designer and Workflow Administrator is necessary. 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—processes you'll want to automate using the Virtual Approver.

## Workflow 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 Workflow 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 picks up a voucher after it has been edited online or through the Voucher Build Application Engine process (AP_VCHRBLD) 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 manually approved for payment. |

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 must also go through the Matching Application Engine process (AP_MATCH) to qualify as ready for payment. After the voucher has successfully passed the matching requirements, it is approved for payment. If a voucher does not pass matching, you can still pay it if you have selected the Pay Unmatch Voucher option on the User Preferences - Procurement: Payables page for your user ID, or by overriding the match exceptions.

## Workflow Approval After Voucher Entry

You should have the Voucher Approval Workflow process scheduled to run regularly. After you have saved a voucher, the Voucher Approval Workflow process determines the current approval status for the voucher by calling the Virtual Approver routine. The status of the voucher is updated based on what Virtual Approver concludes according to the approval rules defined in Workflow Administrator.

The Voucher Approval Workflow process in Component Interfaces then determines which users (if any) to notify, through workflow worklists or email forms, of the pending approval. 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.

---

**Note.** The Voucher Approval page displays vouchers whose approval status is *Pending* and whose match status is *Matched.*

---

In the Voucher Approval Workflow process, 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, the system sends an email with voucher details to the role you define on the Payables Options - Vouchering Options 1 page.

  The person you define as the one to whom all rejection emails should be forwarded receives these voucher details. You can choose not to use email for rejections but to instead 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).

  See Chapter 4, “Setting Up Payables Business Units,” Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor, page 62.
- If the voucher passes all approvals, its comprehensive approval status is set to *Approved,* and you can select it for payment.

### Worklists for Voucher Approval

Your worklist displays all items that have been routed to you to work on. In Payables, use the workflow worklist to navigate to the Voucher Approval pages to inspect and take action on vouchers that must be approved for payment.

### See Also

Chapter 20, “Running the Matching Process,” page 473

*PeopleTools PeopleBook: PeopleSoft Workflow*

## Prerequisites

You must perform the following setup before using voucher approval:

- (For workflow approval only) Set up Virtual Approver for voucher approval. PeopleSoft delivers business process definitions, rule sets, and approver roles, but you may need to modify these or add your own.
- Set up voucher approval rules for Payables business units and, as necessary, at lower levels in the Payables control hierarchy.

### See Also

Chapter 4, “Setting Up Payables Business Units,” Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor, page 62

Appendix B, “Delivered Workflows for Payables,” page 1065

*PeopleTools PeopleBook: PeopleSoft Workflow*

## Pages Used to Approve Vouchers

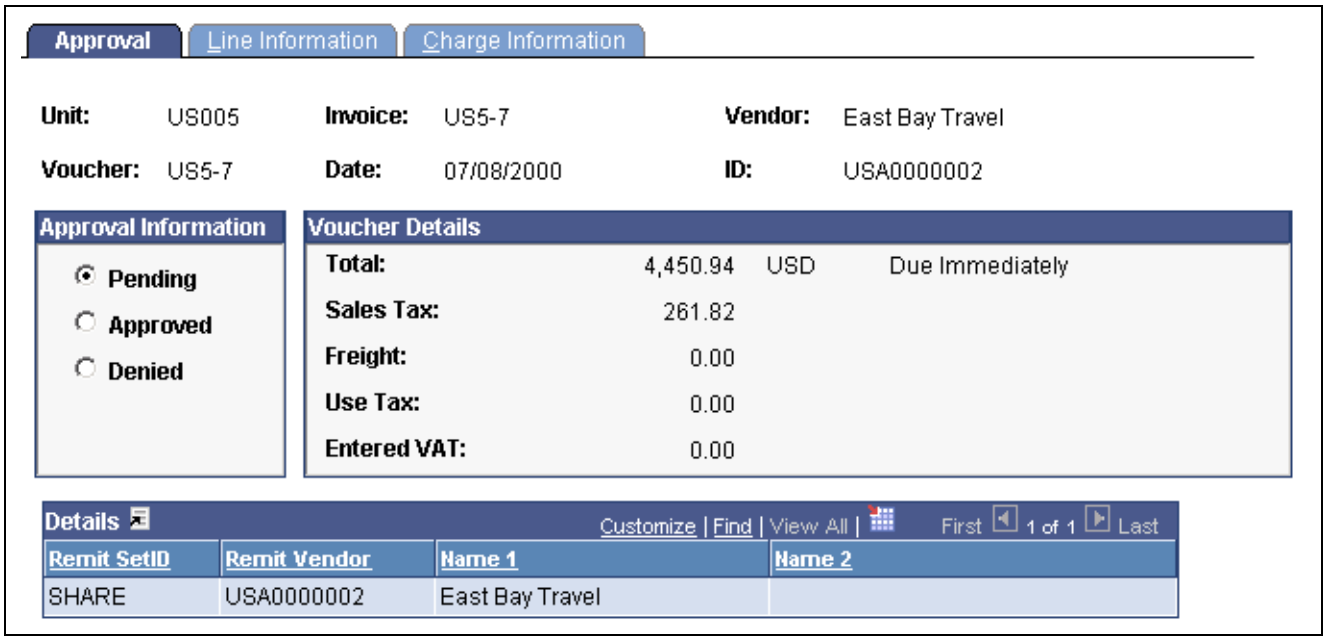
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Approval Workflow | VCHR_APPROVE_WF | Accounts Payable, Vouchers, Approve, Request Voucher Batch, Voucher Approval Workflow | Run the Voucher Approval Workflow process (VCHR_APRV_WF ) if you are using workflow to approve vouchers. This Voucher Approval Workflow process selects vouchers that require approval and passes them on to Component Interfaces, which invokes two routines: Virtual Approver and Virtual Router. |
| Voucher Approval - Approval | VCHR_APPRVL_WF | Accounts Payable, Vouchers, Approve, Approve Voucher, Approval | Approve vouchers. |
| Remit Vendor Address | PYMNT_VCHR_VW_SEC | Click the View Related Links button on the Voucher Approval - Approval page and click the Remit Address link. | Review the remit to vendor's address information. |
| Voucher Approval - Line Information | VCHR_APPRVL_LN | Accounts Payable, Vouchers, Approve, Approve Voucher, Line Information | Review voucher line details for the selected voucher. |
| Voucher Approval - Charge Information | VCHR_APPRVL_DST_LN | Accounts Payable, Vouchers, Approve, Approve Voucher, Charge Information | Review the accounting charges (distribution lines) for each voucher line. |

## Running the Voucher Approval Workflow Process

Access the Voucher Approval Workflow page and click the Process button to initiate the Voucher Approval Workflow process. You may want to have this process run on a regular schedule.

## Using the Voucher Approval Component to Approve Vouchers

Access the Voucher Approval - Approval page.




Voucher Approval - Approval page

---

**Note.** The Voucher Approval page displays vouchers whose approval status is *Pending* and whose match status is *Matched.*

---

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

The Approval Information group box displays the current approval status of the voucher: Pending, Approved, or Denied.

---

**Note.** If you have the authority, you can deny or approve vouchers. Vouchers do not display on this page after you have approved and saved them. Also, if you do not have the authority to change voucher status, you can only route vouchers to an authorized approver.

---

Before you approve a voucher, you can also view voucher line and distribution line information on the Voucher Approval - Line Information page and the Voucher Approval - Charge Information page.

## Voucher Details

The Voucher Details group box displays voucher header totals.

## Details

The Details group box displays vendor details.

Click the View Related Links button to access the Remit Vendor Address page, where you can view the vendor's address.

# Unposting Individual Vouchers

This section discusses how to unpost vouchers.

### See Also

Chapter 19, “Managing Vouchers,” Modifying, Unposting, Deleting, and Closing Multiple Vouchers, page 449

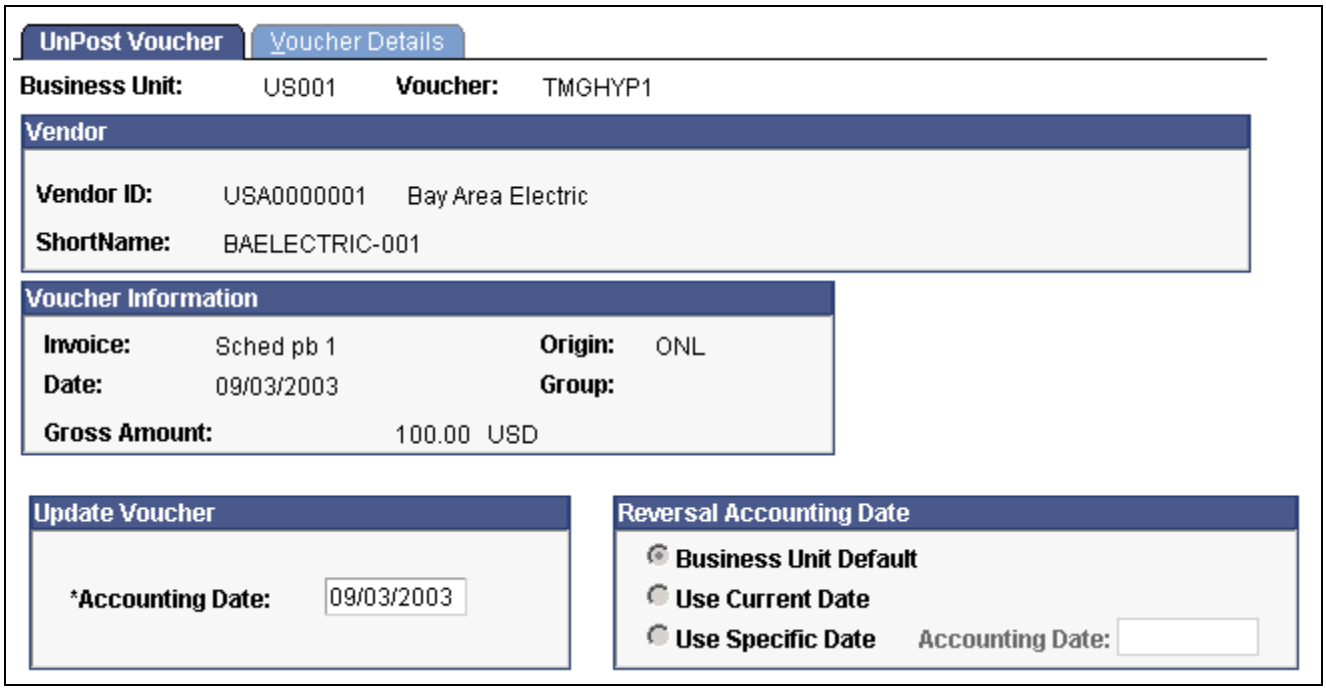
Chapter 19, “Managing Vouchers,” Voucher Deletion, Closure, and Unposting, page 420

## Pages Used to Unpost Individual Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| UnPost Voucher | VCHR_UNPST1 | Accounts Payable, Vouchers, Maintain, UnPost Voucher, Unpost Voucher | Unpost vouchers. |
| Document Sequence (Unpost) | DOC_SEQ_UNPST_SEC | Click the Unpost Document Sequencing link on the UnPost Voucher page. | Specify document sequencing information for the unposting transaction. |
| Document Sequence (Repost) | DOC_SEQ_REPST_SEC | Click the Repost Document Sequencing link on the UnPost Voucher page. | Specify document sequencing information for the voucher reposting transaction. |
| Voucher Details | VOUCHER_DETAILS | Accounts Payable, Vouchers, Maintain, UnPost Voucher, Voucher Details | Confirm that you have selected the correct voucher for unposting, closing, or deletion. View the voucher details, including payment terms, discount information, amount of voucher, and tax information. |

## Unposting Vouchers

Access the UnPost Voucher page.




UnPost Voucher page

After a voucher is posted using the Voucher Posting Application Engine process (AP_PSTVCHR), Payables prevents you from changing distribution line fields by disabling those fields on the online Voucher component (VCHR_EXPRESS). If you must update distribution line information after posting, you must first unpost the voucher.

Unposting a voucher instructs the Payables system to create reversing entries that undo the effects of the posting. Unposting happens immediately when you save the UnPost Voucher page.

---

**Note.** Any unpaid voucher can be unposted. Fully or partially paid vouchers can be unposted only if you select Allow Unpost Paid Vouchers on the Procurement Controls - General Controls page for the related general ledger business unit.

---

## Update Voucher

**Accounting Date** Override the accounting date, which defaults from the original voucher. This field is required.

## Reversal Accounting Date

**Business Unit Default** Select this option to accept the business unit default as the date of the accounting reversal. The system checks the accounting date indicator on the Payables Options page and uses the specified accounting date.

**Current Date** Select this option to make the current date the date of the accounting reversal.

**Specific Date** Select this option if you want to enter the accounting date to which the reversals will post.

## Document Sequencing Links

The following links appear only if document sequencing is enabled for the business unit.

**Unpost Document Sequencing** Click to access the Document Sequence page, where you can specify document sequencing information for the unposting transaction.

**Repost Document Sequencing** Click to access the Document Sequence page, where you can specify document sequencing information for the reposting transaction.

### Unposting Action

**Unpost** Click to start the unposting process. The system issues a message prompting you to confirm the unpost. If you want to continue with the unpost, click OK.

Before you unpost the voucher, view voucher details on the Voucher Details page.

Once you have unposted the voucher, you can update it using the Voucher component or the Voucher Maintenance component and repost it. If the voucher is unpaid, then all voucher fields are available for updating (unless it is a register voucher, in which case only voucher line and distribution lines fields can be updated). However, if the voucher has been paid or partially paid, only a limited set of fields is available for modification: accounting date, tax codes, and all invoice line and distribution line fields. Any changes to sales tax, line, and distribution line amounts must balance to the total amount on the header, which cannot be modified. Payment fields are completely unavailable.

**Note.** The unposting process is not integrated with Vertex and Taxware tax functionality, and the process does not call the Vertex or Taxware functionality to recalculate sales and use tax amounts. This means if you have these third party tax applications installed and create a voucher with erroneous tax amounts, you *cannot* unpost the voucher, correct the tax amounts, and repost the voucher. Instead, you must create a reversal voucher to reverse all the accounting entries in the system, then recreate the voucher with the correct tax amounts.

### See Also

Chapter 4, “Setting Up Payables Business Units,” Selecting General Controls, page 33

Chapter 4, “Setting Up Payables Business Units,” Establishing Accounting Date Options, page 62

Chapter 35, “Processing Document Sequencing in Payables,” page 851

Chapter 19, “Managing Vouchers,” Searching for and Correcting Individual Vouchers, page 437

# Closing Individual Vouchers

This section gives an overview of voucher close functionality discusses how to:

- Close vouchers.
- Restore encumbrances.

## Understanding Voucher Close Functionality

This section discusses:

- Voucher Close functionality.
- PO Voucher Close Functionality and Commitment Control integration.

- Voucher closure processing sequence.

## Voucher Close Functionality

You close vouchers when you want the remaining liability to be "written off" the vendor balance and the voucher to be considered complete. For example, when you have items in dispute that you and the vendor have agreed that you will not make a payment on these items. Close the voucher to credit the expense accounts and debit the liability accounts for the portion of the voucher that remains unpaid.

To close a voucher, the voucher must be:

- Posted.
- Not selected for payment.
- Not fully paid.

To close vouchers:

- Create the vouchers.
- Run the budget checking process.
- Run the matching process.
- Run the document tolerance process.
- Run the voucher posting process.
- Close vouchers after the system completes the voucher posting process.

  For matched vouchers, voucher posting process reverses the matching, provided the voucher meets certain requirements.

Payables voucher close logic handles increasingly complex voucher close scenarios, such as the following:

- Basic voucher closures.
- Voucher closures involving associated purchase orders (PO).
- Voucher closures involving associated purchase orders and Commitment Control integration.

The Payables PO voucher close functionality gives you options by which to make further adjustments to a PO voucher transaction after it has been matched, budget checked, and posted. The PO voucher close functionality enables you to either restore the encumbrance and reopen a purchase order (PO) or to liquidate the remaining liability on a purchase order.

The PO voucher close enhancement offers greater flexibility with exception processing of PO vouchers. For example, if you match a PO voucher to the wrong purchase order or PO line/schedule, the PO Voucher Close option enables you to restore the encumbrance back to the purchase order. However, if you do not want to pay the remaining unpaid amount of a PO voucher, you can close the voucher without restoring the purchase order encumbrance.

The PO Voucher Close option generates a new message asking if you wish to restore the encumbrance and reopen the purchase order. Select *Yes* to restore the encumbrance and reopen the purchase order. Select *No* and the system only liquidates the liability.

After closing the PO voucher, you must run the Voucher Posting process, as running this process triggers the system to concurrently run the Budget Processor Application Engine process (FS_BP). If you use matching and you opted to restore the encumbrance and reopen the purchase order, the system automatically unmatches the voucher after the Voucher Posting process, which updates the purchase order and the receiver match statuses to Partial.

The system performs various edits when you save voucher closures. Note the following restrictions for vouchers with associated purchase orders:

- You cannot close PO vouchers when the voucher is associated with a debit memo or reversal voucher.
- You cannot reverse encumbrances on partially paid vouchers. You must either cancel the payment or close only the remaining liability.
- You cannot reverse encumbrances if the associated purchase order has been reconciled.

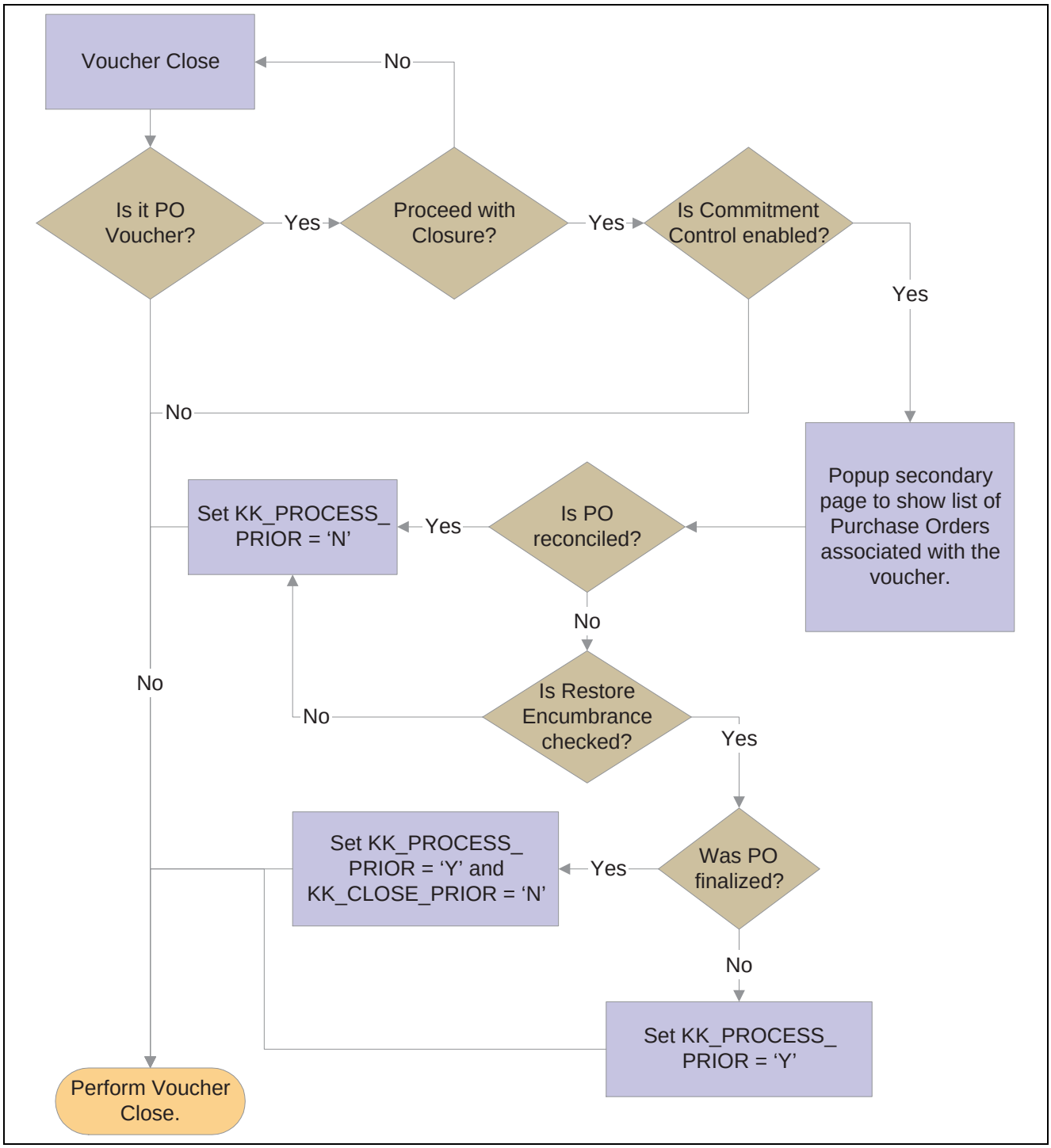
For vouchers without associated purchase orders, you cannot close non-PO vouchers when the voucher is associated with a adjustment voucher or reversal voucher. Vouchers associated with adjustment vouchers cannot be closed unless all related vouchers are closed first.

Note the following limitations for voucher payments:

- You cannot close vouchers having multiple payment schedules, with one of the schedules already paid.
- You cannot cancel a voucher payment if the voucher is associated with a debit memo or a reversal voucher.

## PO Voucher Close Functionality and Commitment Control Integration

If purchase orders are associated with a voucher marked for closure, the system must adjust the matched quantities before proceeding. And if your organization has enabled Commitment Control, you must restore encumbrances before closing the voucher. The following diagram illustrates the Payables voucher closure processing logic for these scenarios.




Payables voucher close processing logic, for scenarios involving associated purchase orders and Commitment Control integration

- When the closure includes purchase orders associated with vouchers, but Commitment Control is not enabled, the system simply closes the voucher.

  If this purchase order voucher PO voucher has no associated partial payments, the system also performs undo matching functionality before closing the PO voucher. If the system determines associated partial payments exist, it does not perform the undo matching functionality.

- When the voucher is associated with purchase orders, and Commitment Control is enabled, the system performs further logic.

  This logic determines if the purchase order has been reconciled and finalized, and if encumbrances are established. The system uses these results to ensure field value synchronization between source transactions and referenced transactions, which are used in Commitment Control's Budget Processor Application Engine process (FS_BP).

Similar functionality exists in the payment cancellation and payment schedule cancellation functionality for payments associated with PO vouchers. This functionality enables you to cancel payments with associated liabilities.

See Chapter 22, "Using Additional Payment Processing Options," Understanding Payment Cancellation With Associated Liabilities, page 610.

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Processing Source Transactions Against Control Budgets".

### Voucher Closure Processing Sequence

The following is the sequence of processes you perform to successfully close a PO voucher that has not been paid:

1. Create a PO voucher.
2. Run the Commitment Control process.
3. Run the Matching process.
4. Run the Voucher Posting process.
5. Close the voucher.
6. Run the Voucher Posting process again to unmatch any matched items.

## Pages Used to Close Individual Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Close Voucher | VCHR_CLOSE1 | Accounts Payable, Vouchers, Add/Update, Close Voucher, Close Voucher | Mark a voucher for closure by the Voucher Posting process. You can close vouchers associated with POs or not associated with POs. |
| Document Sequence (Close) | DOC_SEQ_CLOSE_SEC | Click the Document Sequencing link on the Close Voucher page. | Specify document sequencing information for the voucher closing transaction. |
| Voucher Details, | VOUCHER_DETAILS | Accounts Payable, Vouchers, Add/Update, Close Voucher, Voucher Details | Confirm that you have selected the correct voucher for unposting, closing, or deletion. View the voucher details, including payment terms, discount information, amount of voucher, and tax information |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| PO Associated with a Voucher | AP_VCLOSE_PO_DET | Click the Associated POs link on the Close Voucher page. | View purchase orders associated with the selected voucher. This link is conditional, and the page appears only when the following three conditions exist:<br>• The voucher is associated with a PO.<br>• You have enabled Commitment Control.<br>• You close the voucher with liabilities. |
| PO Schedules tied to the Voucher | AP_VCLOSE_PO_DET1 | Click the Associated PO Schedules link on the Close Voucher page. | View purchase order schedules associated with the selected voucher, and determine if you want to restore its encumbrance. The system displays purchase order and voucher quantities and amounts in the Purchase Order Schedule group box and PO ChartFields in the PO Distribution group box.<br>This link is conditional, and the page appears only when the following three conditions exist:<br>• The voucher is associated with a PO.<br>• You have enabled Commitment Control.<br>• You close the voucher with liabilities. |
| Voucher Inquiry | AP_VOUCHER_INQUIRY | Accounts Payable, Review Accounts Payable Info, Vouchers, Voucher, Voucher Inquiry | Search for and review status of a voucher and any payment information. |

# Closing Vouchers

Access the Voucher Close - Close Voucher page.

### 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.

If the voucher is a direct voucher, no further change is needed. If the voucher is a PO voucher and Commitment Control is enabled, the system displays a message regarding reversing encumbrances.

- Select Yes to restore the encumbrance and reopen the purchase order.

  When you select Yes to restore the encumbrance, the system determines if the purchase order linked to the voucher is reconciled. If the purchase order is reconciled, the PO Voucher Close feature prevents you from reopening the purchase order and restoring the encumbrance; the system liquidates only the remaining liability on the PO voucher. If the PO is not reconciled, the system displays the PO Associated with the Voucher page

- Select No and the system only liquidates the liability.

**Note.** Once you mark a voucher for closure and save the voucher, you must run the Voucher Posting process to create the accounting entries to relieve the liability and activate the Commitment Control process. The amount relieved is applied against the original accounts.

**Important!** If your organization that Commitment Control is required, saving a voucher marked for closure is irreversible; you cannot undo this action. You should carefully review all vouchers marked for closure before saving.

**Action** Select to run one of the following processes, after dating and marking the voucher for closure. Options are:

- *Voucher Post:* Run this process to create the accounting entries to relieve the liability.
- *Voucher Post and GL:* (Voucher Posting process and Journal Generator Application Engine process (FS_JGEN). Run this process to perform the actions of the Voucher Posting process and create General Ledger journal entries.

Before saving the page, you can go to the Voucher Details page to view the details for the voucher.

### See Also

Chapter 23, “Running Voucher and Payment Posting,” page 627

## Restoring Encumbrances

Access the PO Associated with a Voucher page.

The system lists all purchase orders linked to the PO voucher on this page, including reconciled purchase orders, which are unavailable for selection.

**Reverse Enc** (reverse encumbrance) Select the checkbox for the purchase orders that you want to restore the encumbrance on. The system updates Commitment Control field flags for the POs you selected in the DISTRIB_LINE, DISTRIB_LINE_NP, and PO_LINE_DISTRIB tables, depending on whether the PO line distribution has been finalized, or closed or cancelled. The Budget Checking and Voucher Posting processes then use these flag values to generate the appropriate budget and actuals entries.

**Note.** Be aware that if the selected purchase order has a status of *Finalized*, the system changes the status to *Partial* and adds the delta amount to the encumbrance.

Also, if you use matching and you opted to restore the encumbrance and reopen a completely closed purchase order (one without partial payments), then the Voucher Posting process automatically invokes the undo matching process, which reopens the PO Line/Schedule for further invoicing.

# Deleting Individual Vouchers

This section discusses how to delete vouchers.

## Pages Used to Delete Individual Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Delete Voucher | VCHR_DELETE1 | Accounts Payable, Vouchers, Maintain, Delete Voucher, Delete Voucher | Delete vouchers. |
| Voucher Details, | VOUCHER_DETAILS | Accounts Payable, Vouchers, Maintain, Delete Voucher, Voucher Details | Confirm that you have selected the correct voucher for unposting, closing, or deletion. View the voucher details, including payment terms, discount information, amount of voucher, and tax information. |

## Deleting Vouchers

Access the Delete Voucher page.

**Note.** Payables enables you to select only those vouchers that are eligible for deletion. The vouchers cannot have been posted or selected for payment, nor can any portion of the vouchers ever have been paid.

**Delete** Click to delete the voucher. The system prompts you to confirm your action. If document sequencing is enabled for the business unit, the system also prompts you to enter a deletion reason. If you choose to continue, the voucher is deleted from the database, and you receive another message verifying this.

If you are using General Ledger's Commitment Control feature, the Budget Processor is automatically invoked after you confirm deletion.

Before saving the page, you can go to the Voucher Details page to view the details for the voucher.

***Warning!*** Once you delete a voucher, you cannot retrieve it or undo the deletion. The data rows that are associated with the voucher remain in the tables so that you cannot reuse the voucher number.

**Note.** 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.

Vouchers associated with debit memo adjustment vouchers cannot be deleted unless all related vouchers are deleted first.

# Searching for and Correcting Individual Vouchers

This section provides an overview of the Voucher Maintenance Search and Voucher Maintenance components and discusses how to:

- Search for vouchers needing correction or updating.
- View voucher summary information.
- View and modify voucher header information.
- Search for and modify voucher lines.
- Search for and modify distribution lines.
- Search for and modify scheduled payments.
- View summarized voucher errors.

## Understanding the Voucher Maintenance Search and Voucher Maintenance Components

The Voucher Maintenance Search component enables you to search for unpaid and unposted vouchers by a variety of criteria. When the component retrieves the vouchers that meet your criteria, you can link directly from the search results grid to the Voucher Maintenance component for the voucher you want. On that component, you can use various search tools to identify the voucher header, line, distribution, and scheduled payment information you want to modify, as well as view error summaries for the whole voucher.

If you know the voucher you want to modify, you can skip the Voucher Maintenance Search component and go directly to the Voucher Maintenance component to perform the modification.

You can also use the search page for the Voucher component to find vouchers in recycle status and correct errors on a voucher; the advantage of the Voucher Maintenance component is that it enables you to view only the voucher lines, distribution lines, or scheduled payments that have the errors you want to update or the field values you want to modify. It also allows you to add voucher or distribution lines without opening the entire voucher. For vouchers with multiple voucher lines and distribution lines, this can save time.

### Errors That You Can View and Correct in the Voucher Maintenance Component

The Voucher Maintenance component displays the following types of voucher errors:

- Matching errors.
- ChartField and combination edit errors.
- Out of balance errors.
- Duplicate invoice errors.

### Restrictions on Vouchers That You Can View and Correct in the Voucher Maintenance Component

The following factors restrict the vouchers that you can access through the Voucher Maintenance component:

- Vouchers must be unpaid and unposted.
- Vouchers entered within control groups must be in *Assigned* or *Ready for review* status.
- Template and third-party vouchers are not accessible.
- Registered vouchers cannot be in *Complete* status.
- Vouchers must be of a voucher style accessible to your user ID.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Payables User Preferences

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Viewing Voucher Errors, page 328

Chapter 19, "Managing Vouchers," Modifying, Unposting, Deleting, and Closing Multiple Vouchers, page 449

## Common Elements Used in This Section

**Action** Select to run the Voucher Build process after you have updated any voucher information and have saved the voucher. The Voucher Build process validates the changes.

## Pages Used to Search for and Correct Individual Vouchers

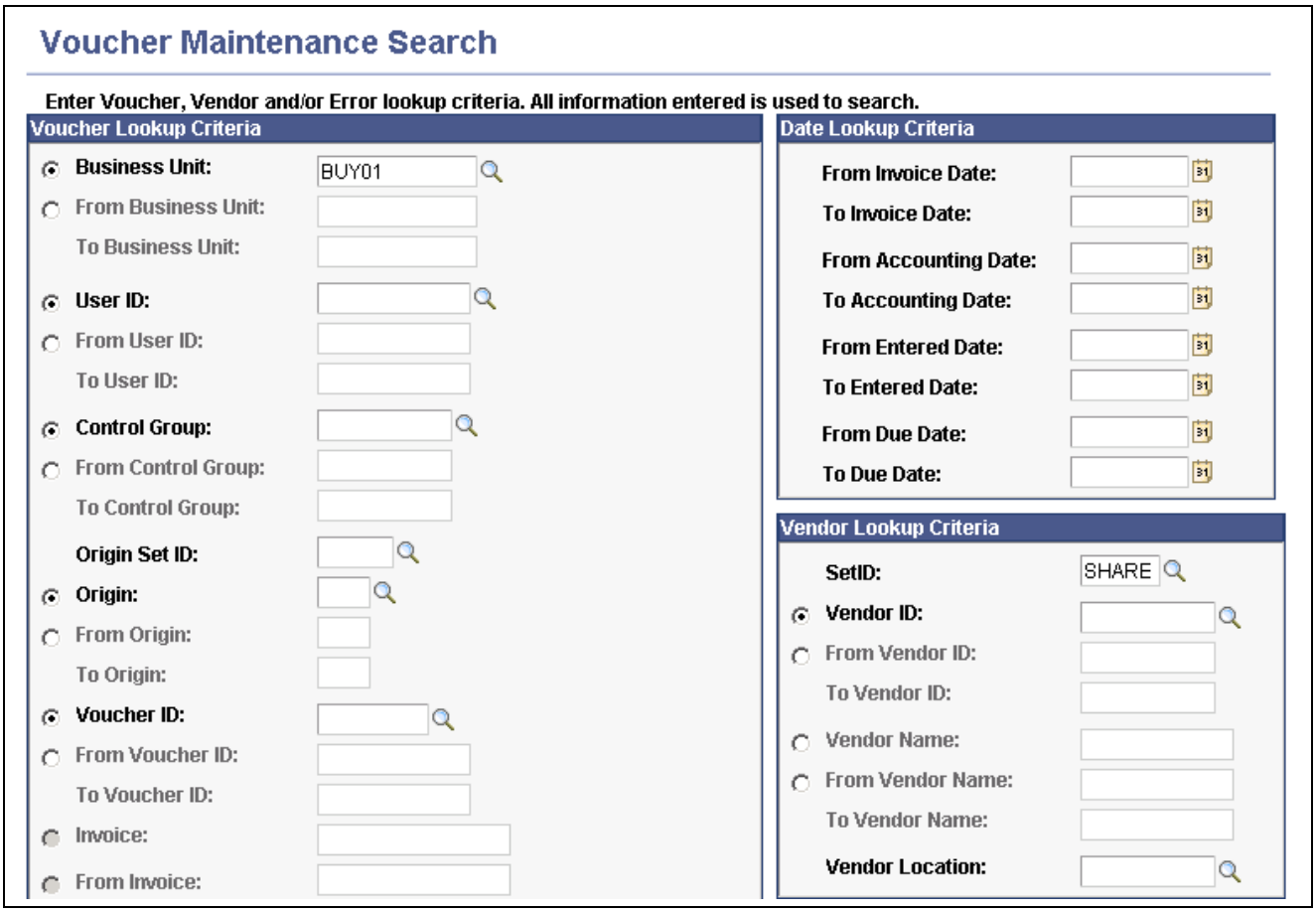
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Maintenance Search | VCHR_CRRCTSRCH_PG | Accounts Payable, Vouchers, Maintain, Voucher Maintenance Search, Voucher Maintenance Search | Search for unpaid and unposted vouchers that require maintenance (subject to restrictions).<br><br>See Chapter 19, "Managing Vouchers," Understanding the Voucher Maintenance Search and Voucher Maintenance Components, page 437. |
| Voucher Maintenance - Summary | VCHR_CRRCTSMMRY_PG | Accounts Payable, Vouchers, Maintain, Voucher Maintenance, Summary<br><br>Click the voucher ID in the Search Results grid on the Voucher Maintenance Search page. | View summary information about a voucher. This page is identical to the Summary page in the Voucher component. |
| Voucher Maintenance - Invoice Header | VCHR_HDRCORRECT_PG | Accounts Payable, Vouchers, Maintain, Voucher Maintenance, Invoice Header | View and modify voucher header information. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Maintenance - Invoice Lines | VCHR_LNCORRECT_PG | Accounts Payable, Vouchers, Maintain, Voucher Maintenance, Invoice Lines | Search for voucher lines by various criteria and modify, add, and delete voucher line information, along with distribution line information for the voucher lines you call up. |
| Voucher Maintenance - ChartFields | VCHR_DSTCORRECT_PG | Accounts Payable, Vouchers, Maintain, Voucher Maintenance, ChartFields | Search for distribution lines by various criteria and modify, add, and delete distribution line information. Use this page to search for and correct ChartField combination edit errors. |
| Voucher Maintenance - Scheduled Payments | VCHR_SCHCORRECT_PG | Accounts Payable, Vouchers, Maintain, Voucher Maintenance, Scheduled Payments | Search for a voucher's scheduled payments by various criteria and modify scheduled payment information. |
| Voucher Maintenance - Error Summary | VCHR_ERRSMMRY_PG | Accounts Payable, Vouchers, Maintain, Voucher Maintenance, Error Summary | View all errors for a voucher. |
| Errors for Invoice Line *x* | VCHRLN_ERRORS_SEC | Click the Review Errors button in the Correct Invoice Lines scroll area on the Voucher Maintenance - Voucher Lines page. | View error messages by field for a voucher line. |
| Errors for Distribution Line *x* in Invoice Line *y* | VCHRDST_ERRORS_SEC | Click the Review Errors button on a distribution line in the Correct Distribution Lines scroll area on the Voucher Maintenance - ChartFields page. | View error messages by field for a distribution line. |
| Errors for Scheduled Payment *x* | VCHRSCH_ERRORS_SEC | Click the Review Errors button on a scheduled payment in the Correct Scheduled Payments scroll area on the Voucher Maintenance - Scheduled Payments page. | View error messages for a scheduled payment. |
| Voucher Maintenance - Miscellaneous Charges | VCHR_MCCRRCT_SEC | Click the Transfer to Misc Chrgs Detail (transfer to miscellaneous charges detail) button on the Voucher Maintenance - Invoice Header page. | View miscellaneous charge codes and amounts for a voucher. |

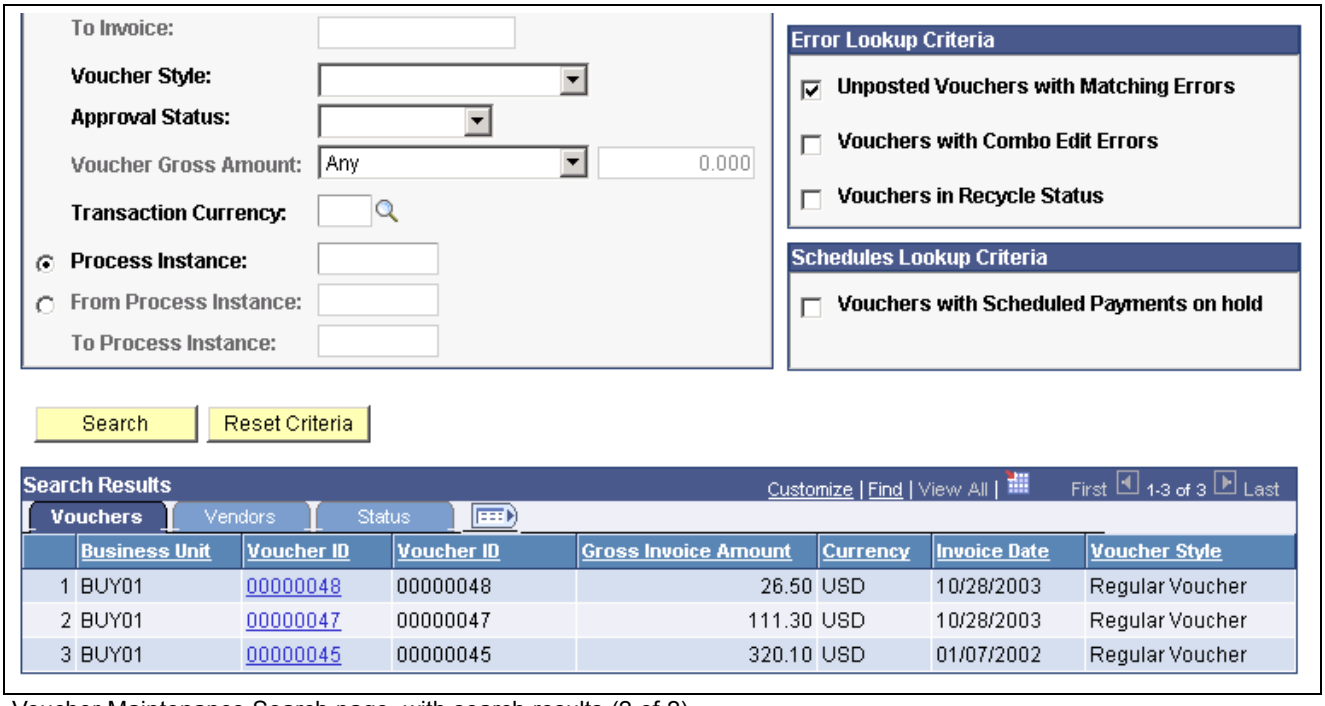
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Maintenance - Freight Charges | VCHR_FRGCRRCT_SEC | Click the Transfer to Freight Detail button on the Voucher Maintenance - Invoice Header page. | View and modify freight charge codes and amounts for a voucher. |
| Voucher Maintenance - Sales Tax Charges | VCHR_STXCRRCT_SEC | Click the Transfer to Sales Tax Detail button on the Voucher Maintenance - Invoice Header page. | View and modify sales tax charge information and amounts for a voucher. |
| Voucher Maintenance - Use Tax Charges | VCHR_UTAXCRRCT_SEC | Click the Transfer to Use Tax Detail button on the Voucher Maintenance - Invoice Header page. | View use tax charge information and amounts for a voucher. |
| Invoice VAT Summary Information | VCHR_VAT_SMC_EXP | Click the VAT Summary link on the Voucher Maintenance - Invoice Header page. | View the calculated VAT totals for the invoice by VAT code. You must select VAT-applicable invoice lines on the Voucher Maintenance - Invoice Lines page before you can view the detail grids on this page. |

## Searching for Vouchers Needing Correction or Updating

Access the Voucher Maintenance Search page.




Voucher Maintenance Search page (1 of 2)




Voucher Maintenance Search page, with search results (2 of 2)

### Entering Your Search Criteria

Enter your search criteria and click Search to retrieve a list of vouchers that meet your criteria. Click Reset Criteria to clear the search results and enter new search criteria.

Most of these search fields enable you to search by a specific value or a range of values (in the From and To fields), but not both. Select the radio button next to the field name (such as Business Unit) to enter a specific value. Select the radio button next to the From field (such as From Business Unit) to enter a range of values using the From and To fields. The page also allows open-ended ranges using either From or To values.

Search fields without radio buttons allow specific values only.

**Note.** Restrict your search as narrowly as possible to increase the speed with which you retrieve your search.

**Voucher Lookup Criteria** There are some dependencies between search fields:

- You must enter a business unit before you can specify voucher IDs or invoice numbers.
- You must enter a business unit and user ID before you can specify control groups.
- You must enter an Origin SetID before you can specify voucher origins.

**Date Lookup Criteria** Enter date ranges of various types to restrict your search. To specify a range that is up to and including the current date, you need only enter the From date. To specify a single date, enter it in the From and To fields.

**Vendor Lookup Criteria** There are some dependencies between search fields:

- You must enter a SetID before you can specify vendor search criteria.
- You must enter a single Vendor ID or a single Vendor Name before you can specify a vendor location.

**Error Lookup Criteria** Select the error types you want to see.

**Schedules Lookup Criteria** Select vouchers with scheduled payments on hold.

### Viewing the Search Results

Each voucher that meets your search criteria appears in the Search Results grid. To clear the grid and perform a new search, click Reset Criteria.

**Vouchers** tab Displays basic voucher information. Click the voucher ID to access the Voucher Maintenance component for the voucher in a new browser window, where you can view and modify the voucher. Return to the original browser window to select any other vouchers you want to view and modify.

**Vendors** Displays vendor information for the voucher.

**Status** Displays the following statuses for the voucher: approval status, match status, entry status (overall voucher status), and duplicate invoice status.

## Viewing Voucher Summary Information

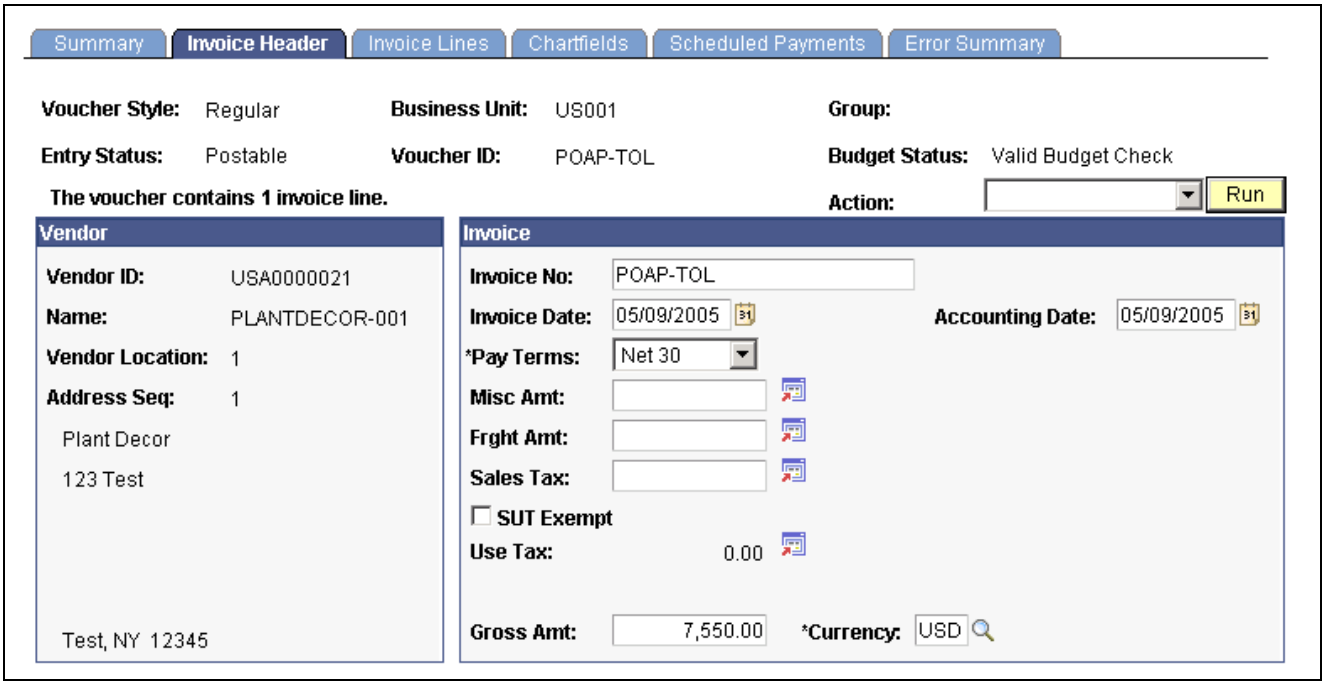
Access the Voucher Maintenance - Summary page.

This page is identical to the Summary page in the Voucher component.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Viewing Voucher Summary Information, page 325.

# Viewing and Modifying Voucher Header Information

Access the Voucher Maintenance - Invoice Header page.




Voucher Maintenance - Invoice Header page

With the exception of those in the Header Errors grid, the fields on this page also appear on the header section of the Invoice Information page in the Voucher component.

See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265.

Click the icon to the right of the Misc Amt (miscellaneous amount), Frght Amt (freight amount), Sales Tax, and Use Tax fields to access the Miscellaneous Charges page, Freight Charges page, Sales Tax Charges page, and Use Tax Charges page where you can view details for these non-merchandise charges.

**Header Errors** Displays any errors on the invoice header. These are identified by the affected field and a descriptive error message.

**Vendor** Vendor fields cannot be modified.

**Invoice** Invoice fields can be modified.

 Click the Transfer icon to the right of the Misc Amt (miscellaneous amount), Frght Amt (freight amount), Sales Tax, and Use Tax fields to access the Miscellaneous Charges page, Freight Charges page, Sales Tax Charges page, and Use Tax Charges page, respectively, where you can view details for these non-merchandise charges.

**VAT Summary** Click to view the Invoice VAT Summary Information page, where you can view the calculated VAT totals for the invoice by VAT code.

**Note.** You must select VAT-applicable invoice lines on the Voucher Maintenance - Invoice Lines page before you can view the detail grids on this page.

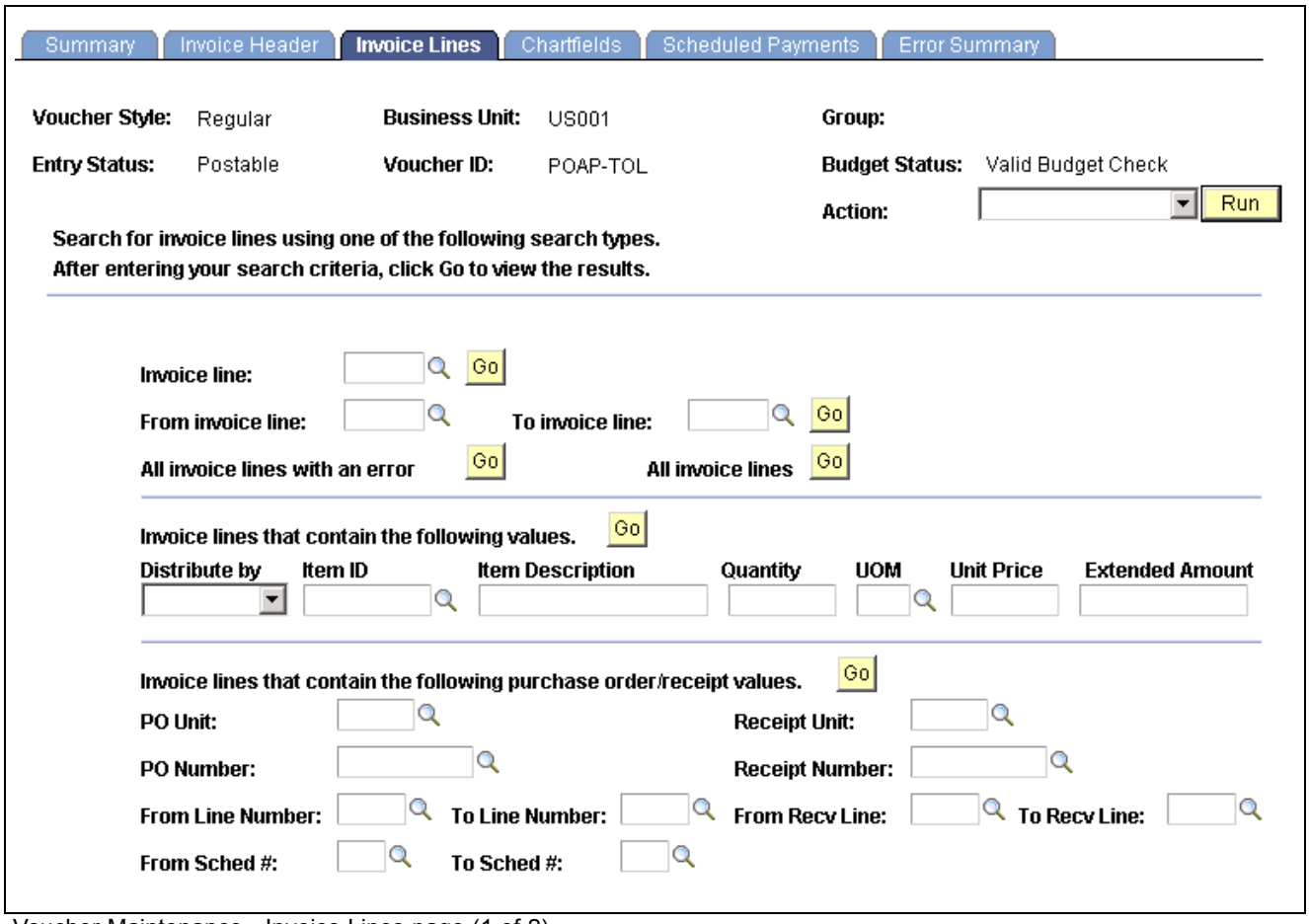
See Chapter 40, "Processing Value Added Tax (VAT) in Payables," Reviewing VAT Summary Information for a Voucher, page 947.

### See Also

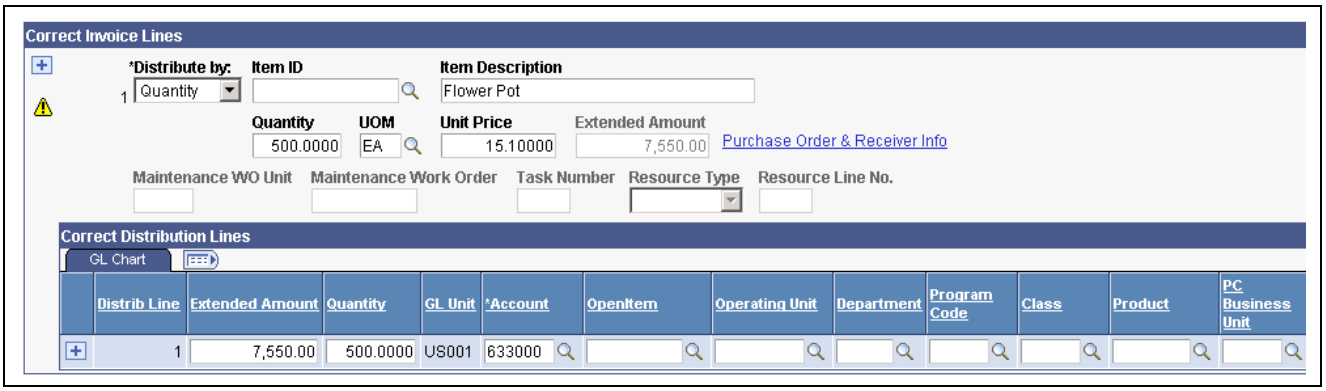
Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265

## Searching for and Modifying Voucher Lines

Access the Voucher Maintenance - Invoice Lines page.




Voucher Maintenance - Invoice Lines page (1 of 2)




Voucher Maintenance - invoice Lines page, after clicking the Go button for All invoice lines with an error (2 of 2)

## Entering Your Search Criteria

Enter your search criteria and click the associated Go button to display the voucher lines you want to modify. The voucher lines appear in the Correct Invoice Lines scroll area.

There is a Go button for each field or set of related fields that constitutes a mutually exclusive set of search criteria. In other words, you can search by any *one* of the following fields or set of fields:

- Invoice Line.
- From Invoice Line and To Invoice Line.
- All invoice lines with an error.
- All invoice lines.
- All invoice lines that contain the following values:
  - Distribute by
  - Item ID
  - Item Description
  - Quantity
  - UOM
  - Unit Price
  - Extended Amount
- Invoice lines that contain the following purchase order/receipt values:
  - PO Unit.
  - PO Number.
  - Receipt Unit.
  - Receipt Number.
  - From Line Number (from PO line number).
  - To Line Number (to PO line number).
  - From Recv Line (from receiver line).
  - To Recv Line (to receiver line).
  - From Sched# (from PO schedule number).

- To Sched# (to PO schedule number).

### Viewing and Correcting Selected Invoice Lines

The fields in the Correct Invoice Lines scroll area also appear on the Invoice Lines scroll area on the Invoice Information page in the Voucher component, with the following exception:



Click the Review Errors button to access the Errors for Invoice Line *n* page, where you can view voucher line error messages by field.

---

**Note.** If you search for voucher lines with errors, the Correct Invoice Lines scroll area displays only voucher lines with voucher line-level errors. For example, if a voucher line has distribution line errors but no voucher line-level errors, it will not appear here if you search by invoice line with errors. And if you search by other criteria and the voucher line does appear here, there will be no Review Errors button for the voucher line, even if it has distribution line errors. You must use the Voucher Maintenance - ChartFields page to search for and correct distribution line errors.

---

**Note.** If you modify, add, or delete a voucher or distribution line on this page, you must save your changes before you can make modifications on the Voucher Maintenance - Chartfields page. If you do not save first, the ChartFields page appears in display-only mode and you will be prompted to save your changes. The same is also true if you made modifications to the distribution lines retrieved on the Voucher Maintenance - ChartFields page and you attempt to make changes using the Voucher Maintenance - Invoice Lines page.

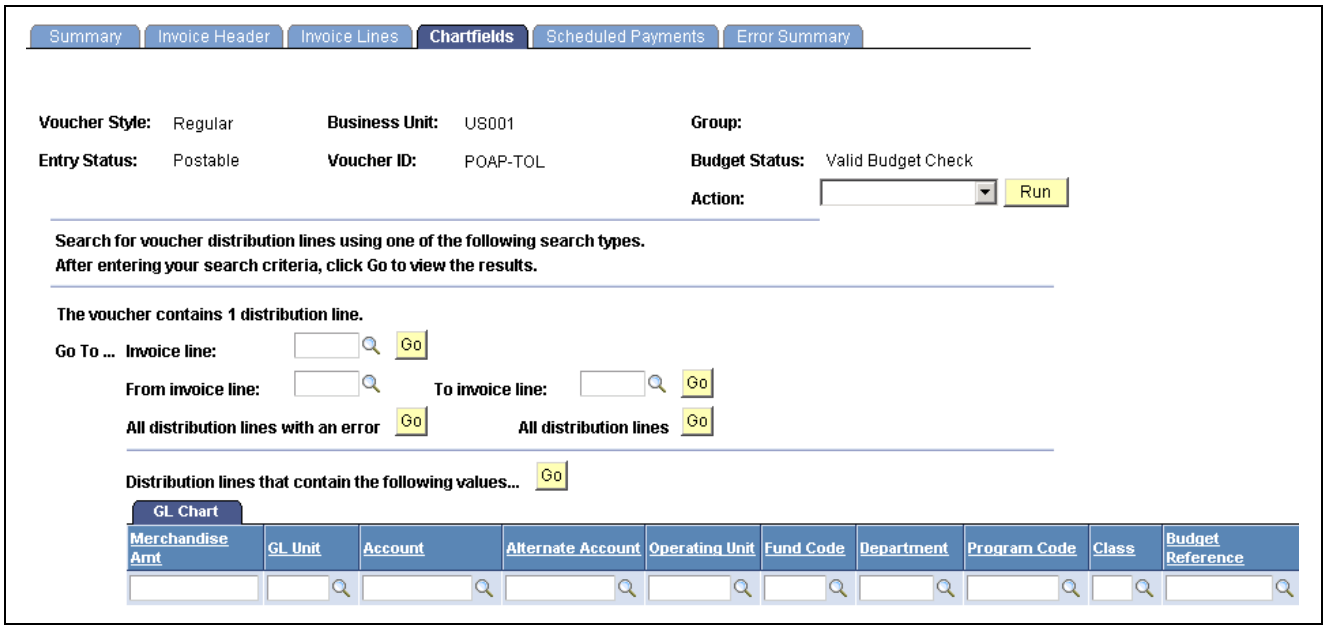
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### See Also

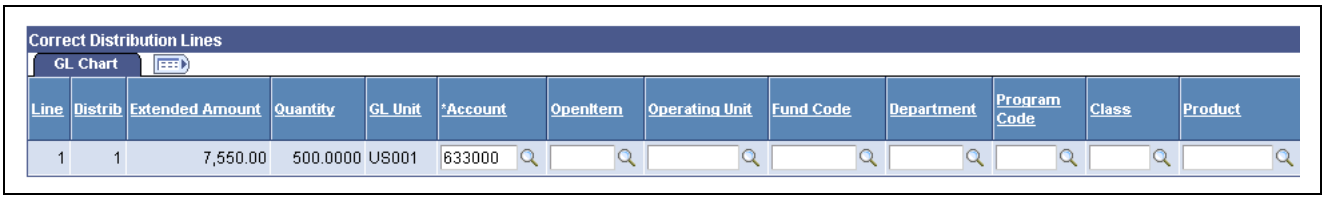
Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265

## Searching for and Modifying Distribution Lines

Access the Voucher Maintenance - ChartFields page.




Voucher Maintenance - ChartFields page, before clicking the Go button




Voucher Maintenance - ChartFields page, after clicking the Go button for invoice line 1

### Entering Your Search Criteria

Enter your search criteria and click the associated Go button to display the distribution lines you want to modify. The distribution lines appear in the Correct Distribution Lines scroll area.

There is a Go button for each field or set of related fields that constitutes a mutually exclusive set of search criteria. In other words, you can search by any *one* of the following fields or set of fields:

- Invoice Line.
- From Invoice Line and To Invoice Line.
- All distribution lines with an error.
- All distribution lines.
- The ChartFields and project-related fields in the GL Chart tab.

---

**Important!** Chartfields that display here depend on how you configure options on the Standard Chartfield Configuration page.

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See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Configuring ChartFields," Completing the Standard ChartField Configuration Page.

### Viewing and Correcting Selected Distribution Lines

The fields in the Correct Distribution Lines scroll area also appear on the Distribution Lines scroll area on the Invoice Information page in the Voucher component, with the following exception:



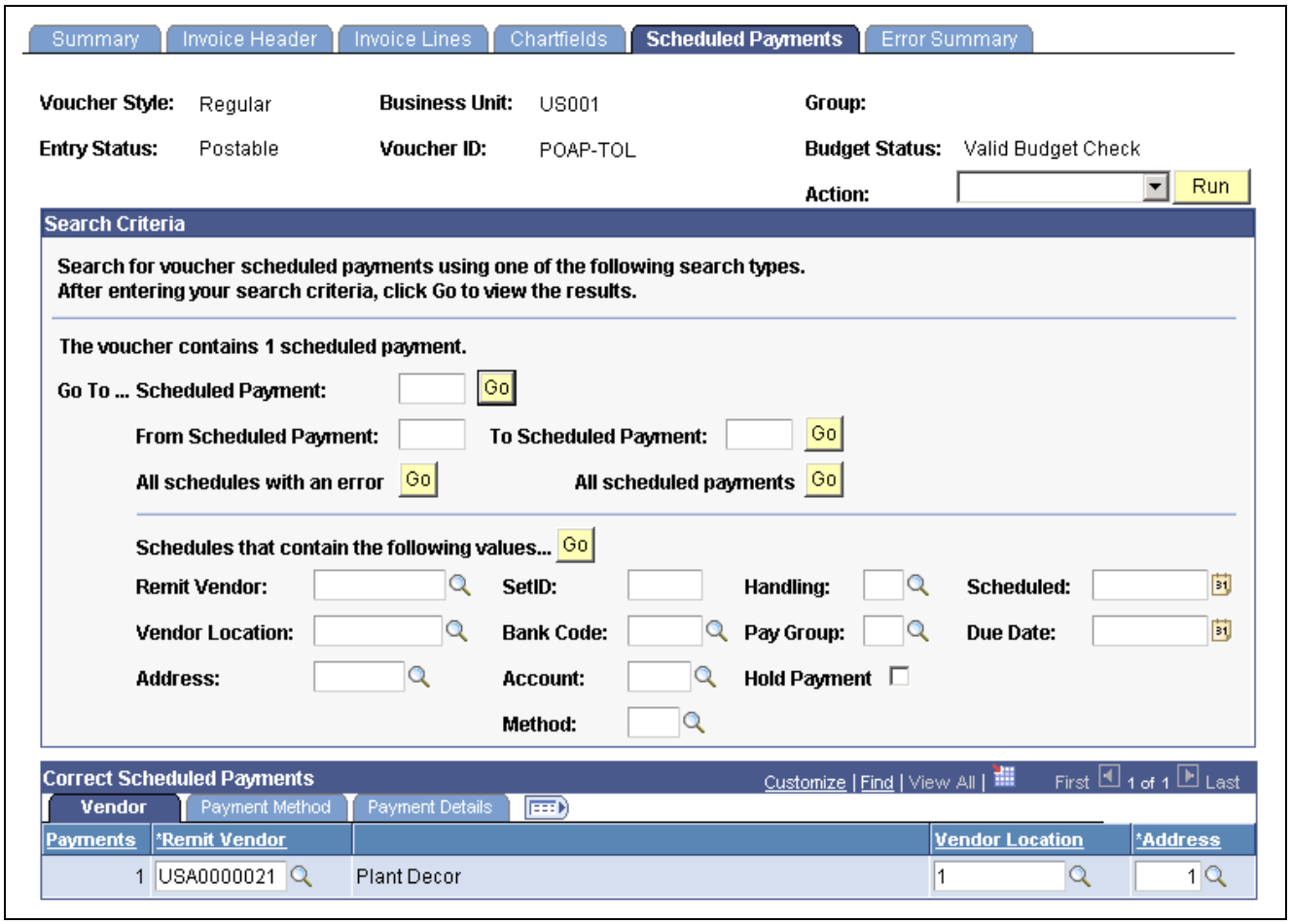
Click the Review Errors button to access the Errors for Distribution Line *x* in Invoice Line *y* page, where you can view distribution line error messages by field.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265

## Searching for and Modifying Scheduled Payments

Access the Voucher Maintenance - Scheduled Payments page.



Voucher Maintenance - Scheduled Payments page

## Entering Your Search Criteria

Enter your search criteria and click the associated Go button to display the scheduled payments you want to modify. The scheduled payments appear in the Correct Scheduled Payments scroll area.

There is a Go button for each field or set of related fields that constitutes a mutually exclusive set of search criteria. In other words, you can search by any *one* of the following fields or set of fields:

- Scheduled Payment.
- From Scheduled Payment and To Scheduled Payment.
- All schedules with an error.
- All scheduled payments.
- Remit Vendor, Vendor Location, Address, SetID, Bank Code, (bank) Account, (payment) Method, (payment) Handling, Pay Group, Hold Payment, Scheduled (date), Due Date.

## Viewing and Correcting Selected Scheduled Payments

The fields in the Correct Scheduled Payments scroll area also appear on the Payments page in the Voucher component, with the following exception:



Click the Review Errors button to access the Errors for Scheduled Payment *x* page, where you can view scheduled payment error messages by field.

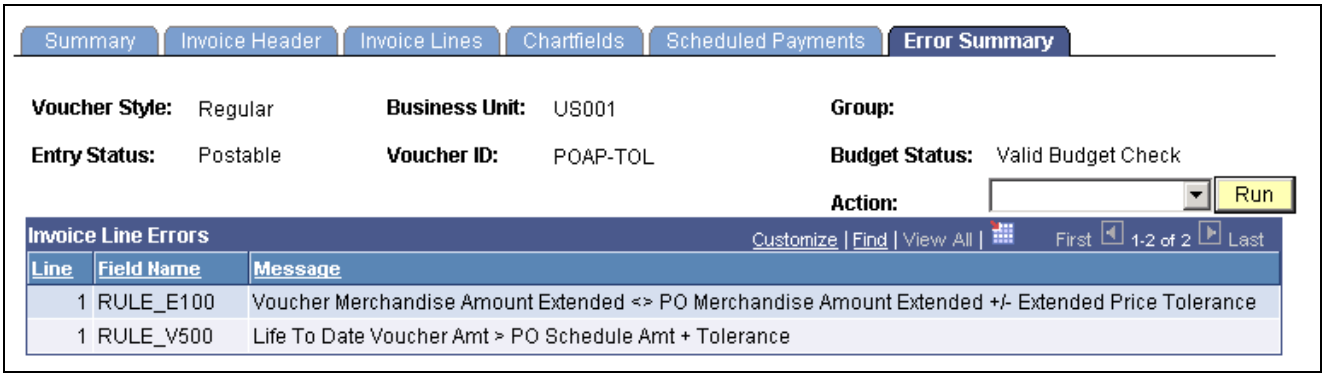
**Note.** If you use scheduled payments with errors as a search criterion, the Correct Scheduled Payments scroll area only displays scheduled payments that have payment-related errors. A scheduled payment for a voucher with other kinds of errors will not appear in the scroll area.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 307

## Viewing Summarized Voucher Errors

Access the Voucher Maintenance - Error Summary page.




Voucher Maintenance - Error Summary page

View error messages by field name, organized by Header Errors, Invoice Line Errors, Distribution Line Errors, and Scheduled Payment Errors.

# Modifying, Unposting, Deleting, and Closing Multiple Vouchers

This section provides an overview of voucher mass maintenance and discusses how to:

- Search for vouchers and select the maintenance operation.
- Perform mass field replacement.
- Perform mass voucher closure.
- Perform mass voucher unposting.
- Perform mass voucher deletion.
- View mass maintenance request information.

## Understanding Voucher Mass Maintenance

The Voucher Mass Maintenance component enables you to search for vouchers by a number of voucher fields and then update specific fields across all of the vouchers that meet your criteria.

You can also use the Voucher Mass Maintenance component to close, delete, and unpost multiple vouchers that share particular field values.

These mass changes are performed in real time by the Voucher Mass Maintenance Application Engine process (APVCHMASSMNT) when you save the component. For field-changed vouchers, you must then run the Voucher Build process to validate those changes and make the vouchers available for further processing.

---

**Note.** The Voucher Mass Maintenance component is intended as a safer alternative to using a database tool to make mass row updates to the voucher tables. By running all field-changed vouchers through the Voucher Build process, you ensure the integrity of your data. Still, we recommend that you provide access to this component only to system administrators or other users, and that users with access to this component also have access to *all voucher styles*.

---

This section discusses:

- Voucher mass maintenance processing of field replacement.
- Voucher mass maintenance processing of voucher closure.
- Voucher mass maintenance processing of voucher unposting.
- Voucher mass maintenance processing of voucher deletion.
- Fields to search by and replace.
- Eligibility for voucher mass maintenance.

### Voucher Mass Maintenance Processing of Field Replacement

The Voucher Mass Maintenance process performs the following processing for field replacement:

- Selects and updates voucher tables with the new field values.
- Sets the voucher entry status to *M* or modified.
- Resets budget checking status to *Not Budget Checked* (only when Commitment Control is enabled).
- Resets the document tolerance status to *Not Checked* (only when document tolerance checking is enabled).
- Deletes scheduled payments records (only for a Payment Terms field replacement).

You must run the Voucher Build process to edit the replaced field values and complete the vouchers.

### Voucher Mass Maintenance Processing of Voucher Closure

The Voucher Mass Maintenance process calls the Voucher Close Application Engine process (APVCHRCLOSE) to perform the following processing:

- Updates the voucher close status to closed and updates manual close date entered on the Voucher Mass Maintenance - Close page for the selected vouchers.
- Updates document sequencing numbers (only if document sequencing is enabled).

You must run the Voucher Posting process to create the closure accounting entries, and create matching adjustment entries for vouchers with associated PO vouchers.

### Voucher Mass Maintenance Processing of Voucher Unposting

The Voucher Mass Maintenance process calls the Voucher UnPost Application Engine process (APVCHRUNPOST) to perform the following processing:

- Updates voucher status to unposted and updates the accounting date.

- Posts reversal entries (with the reversal accounting date selected on the Voucher Mass Maintenance - UnPost page) to the voucher accounting tables.
- Updates the ENTRY_STATUS from *D* or Defaulted to *M* or Modified.
- Updates document sequencing numbers (only if document sequencing is enabled).
- Updates Entry Event codes (only if Entry Event processing is enabled).

### Voucher Mass Maintenance Processing of Voucher Deletion

The Voucher Mass Maintenance process calls the Voucher Delete Application Engine process (APVCHRDELETE) to perform the following processing:

- Deletes vouchers from the voucher tables.

  The voucher row remains in the voucher tables, but the voucher ID is marked as unavailable. This is irreversible.
- Deletes corresponding match exceptions and match details records.
- Deletes corresponding duplicate invoice records.
- Deletes corresponding doc sequencing records (only if document sequencing is enabled).
- Resets the budget checking status of the voucher to *Not Checked* (only if Commitment Control is enabled).

  The voucher is backed out of the budget ledger upon the next run of the Budget Processor.

See Chapter 19, "Managing Vouchers," Unposting Individual Vouchers, page 427.

### Fields to Search By and Replace

Not all search fields are available for replacement, including key fields, processing status fields, critical date fields, and other fields that affect defaulting. The following table lists the voucher fields you can search by and indicates which of these are available for replacement:

| Search-by Field | Replace? |
|---|---|
| Account | Y |
| Accounting Date | Y |
| Address Sequence Number | Y |
| Affiliate | Y |
| Alternate Account | Y |
| Bank Account | Y |
| Bank Code | Y |
| Bank SetID | N |

| Search-by Field | Replace? |
|---|---|
| Budget Reference | Y |
| Business Unit | N |
| ChartField 1 | Y |
| ChartField 2 | Y |
| ChartField 3 | Y |
| Class Field | Y |
| Contract ID | Y |
| Department | Y |
| Entered On | N |
| Entry Event | Y |
| Fund Affiliate | Y |
| Fund Code | Y |
| General Ledger business unit | Y |
| Hold Payment | Y |
| Hold Reason | Y |
| Invoice Date | N |
| Invoice Number | N |
| Operating Unit | Y |
| Operating Unit Affiliate | Y |

| Search-by Field | Replace? |
|---|---|
| Origin | N |
| Pay Group Code | Y |
| Payment Method | Y |
| Payment Terms ID | Y |
| Post Status | Y |
| Process Instance | N |
| Product | Y |
| Program Code | Y |
| Project | Y |
| Remit SetID | N |
| Remit Vendor | Y |
| Remit to Location | Y |
| Remitting Address | Y |
| Vendor ID | N |
| Vendor Location | N |
| Vendor Set ID | N |
| Voucher ID | N |
| Voucher Style | N |

## Eligibility for Voucher Mass Maintenance

The following table lists the eligibility criteria for each voucher mass maintenance operation:

| Mass Maintenance Operation | Eligibility Requirements |
|---|---|
| All operations | The following vouchers are excluded:<br>• Vouchers currently in process.<br>• Vouchers with an entry status of *Scheduled* or *Modified* (the status after field replacement is performed but before the Voucher Build process successfully builds the modified voucher).<br>• Template vouchers. |
| Field replacement | The following vouchers are excluded:<br>• Vouchers that have been approved, posted, selected for payment, or paid, fully or in part.<br>• Third Party Vouchers.<br>• Uncompleted registered vouchers.<br>• Vouchers in a control group in *Verified* status. |
| Closure | Vouchers must meet the following requirements:<br>• Vouchers must be posted, *not* matched, and *not* yet selected for payment or fully paid.<br>• Vouchers cannot have a manual closed date assigned (cannot be marked for closure manually, but not yet posted).<br>• Vouchers cannot have document sequencing enabled, if the default *Close* document type (at the voucher header's general ledger business unit) has not been set up for auto-number assignment.<br>• Vouchers enabled for Commitment Control cannot reference a receiver. With Commitment Control enabled, you can close PO vouchers with the Mass Maintenance functionality, but you cannot restore encumbrances.<br>• Vouchers cannot be associated with a debit memo adjustment voucher if the debit memo adjustment voucher has not been closed. |

| Mass Maintenance Operation | Eligibility Requirements |
|---|---|
| Deletion | The following vouchers are excluded:<br>• Vouchers that are posted, selected for payment, or paid in part or full.<br>• Vouchers in *Matched* status.<br>• Vouchers having any scheduled payments selected by the Pay Cycle process or on hold for netting processing.<br>• Vouchers currently being processed in a workflow worklist.<br>• Vouchers that are associated with a debit memo adjustment voucher if the debit memo adjustment voucher has not been deleted. |
| Unposting | Vouchers must meet the following requirements:<br>• Vouchers must be posted; approval and payment status are not a factor.<br>• Vouchers cannot have document sequencing enabled, if the default *Accrual* or *Voucher Unpost* document type (at the voucher header's general ledger business unit) has not been set up for auto-number assignment, or if the *Interunit* document type (at a distribution line's general ledger business unit, if different from the voucher header general ledger business unit) has not been set up for auto-number assignment. |

User voucher style restrictions are also enforced for field replacement, but not for closure, deletion, or unposting.

**Note.** You can perform only one mass maintenance operation on a voucher until it has gone through all post-maintenance operations (such as running the Voucher Posting process or the Voucher Build process).

## On-Demand Processing

Use the on-demand processing functionality to perform Application Engine processes. The following on-demand processes are available to the Voucher Mass Maintenance component:

| Field Value Displays As | Name | Application Engine Program |
|---|---|---|
| *Voucher Mass Maint*<br>or<br>*Mass Maint*<br>or<br>*Maint* | Voucher Mass Maintenance Application Engine process<br>**Note.** This application engine only applies the changes to the record. Vouchers with these field values are in a modified status and unavailable for any other processes except the Voucher Build process. | APVCHMASSMNT |
| *Vchr Bld* | Voucher Build Application Engine process | AP_VCHRBLD |
| *Vchr Pst*<br>or<br>*Post* | Voucher Posting Application Engine process | AP_PSTVCHR |
| *GL*<br>or<br>*Jrnl Gen* | Journal Generator Application Engine process | FS_JGEN |

### See Also

Chapter 19, "Managing Vouchers," Unposting Individual Vouchers, page 427

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Application-Specific User Preferences

## Common Elements Used in This Section

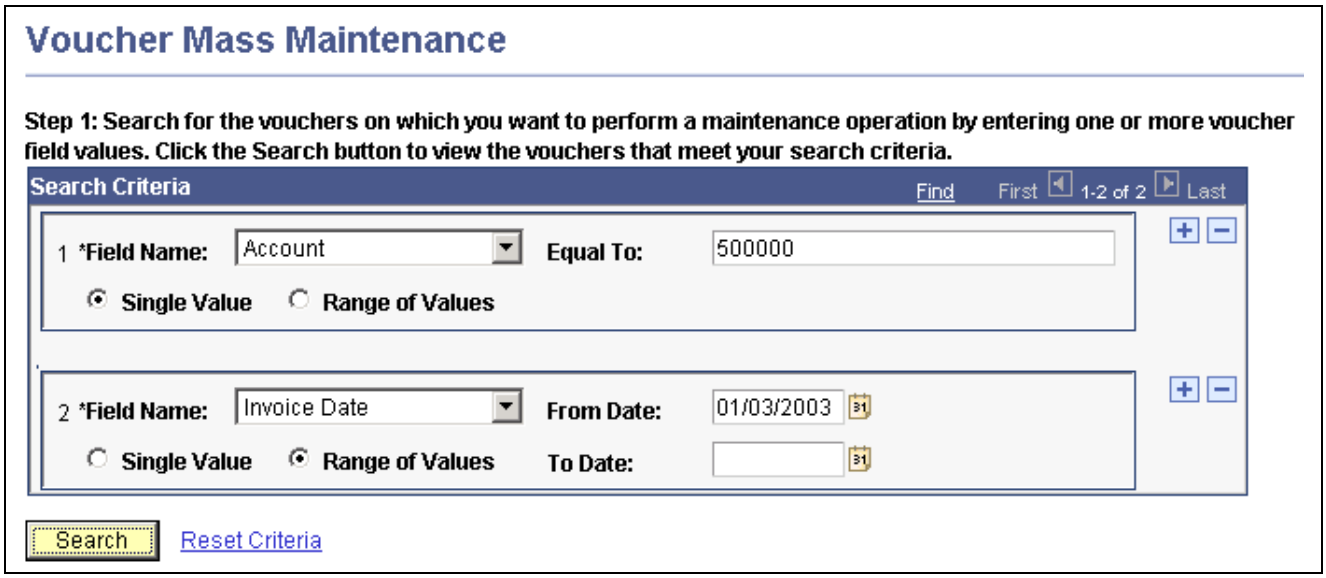
**Cancel** Click to return to the Voucher Mass Maintenance page. Clicking this link does not cancel or undo an action *that has already been performed.* For example, if you delete a voucher and then click Cancel, the system only returns you to the Voucher Mass Maintenance page. It does not restore the deleted voucher to an active status.

# Pages Used to Modify, Unpost, Delete, and Close Multiple Vouchers

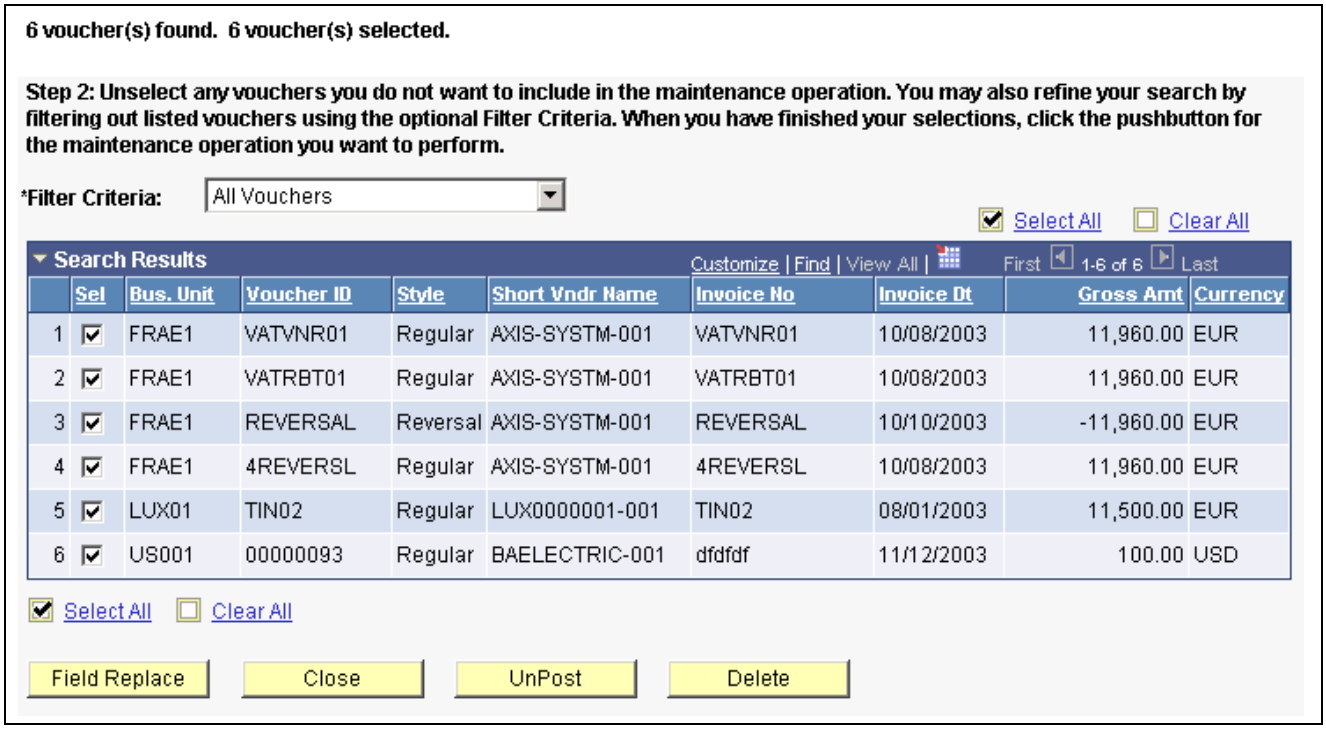
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Mass Maintenance | VCHR_MASS_MAINT | Accounts Payable, Vouchers, Maintain, Voucher Mass Maintenance | Search for multiple vouchers for mass maintenance and select the maintenance operation you want to perform: field replacement, unposting, closing, or deleting. |
| Voucher Mass Maintenance - Field Replace | VCHR_MMT_RPLC_SEC1 | Select vouchers on the Voucher Mass Maintenance page and click the Field Replace button. | Select the fields you want to replace, their replacement values, and a request ID, and run the Voucher Mass Maintenance process to perform the field replacement. |
| Voucher Mass Maintenance - Close | VCHR_MMT_CLSE_SEC1 | Select vouchers on the Voucher Mass Maintenance page and click the Close button. | Enter the manual close date and request ID and run the Voucher Mass Maintenance process to close the selected vouchers. |
| Voucher Mass Maintenance - UnPost | VCHR_MMT_UNPS_SEC1 | Select vouchers on the Voucher Mass Maintenance page and click the UnPost button. | Enter the unposting accounting date, reversal accounting date, and request ID and run the Voucher Mass Maintenance process to unpost the selected vouchers. |
| Voucher Mass Maintenance - Delete | VCHR_MMT_DLTE_SEC1 | Select vouchers on the Voucher Mass Maintenance page and click the Delete button. | Enter the request ID and run the Voucher Mass Maintenance process to delete the selected vouchers. |

# Searching for Vouchers and Selecting the Maintenance Operation

Access the Voucher Mass Maintenance page.




Voucher Mass Maintenance page with a search on an account and an open-ended invoice date range (1 of 2)




Voucher Mass Maintenance page: search results (2 of 2)

To select vouchers for mass maintenance:

1. Enter one or more voucher field values or ranges of values.

   **Note.** Restrict your search as narrowly as possible to increase the speed with which you retrieve your search.

2. Click the Search button to retrieve the vouchers that meet your search criteria. The vouchers appear in the Search Results grid.

   Select the Reset Criteria link to clear the search results and enter new search criteria.

3. (Optional) In the Step 2 region of the page, which appears after you click Search,you can filter the retrieved vouchers by the following Filter Criteria:
   - *All Vouchers.*
   - *Vchrs that can be Fld Replaced* (vouchers that can be field replaced).
   - *Vouchers that can be Closed.*
   - *Vouchers that can be Deleted.*
   - *Vouchers that can be UnPosted.*

   Each of these filter criteria is associated with its own set of eligibility requirements.

   See Chapter 19, "Managing Vouchers," Understanding Voucher Mass Maintenance, page 449.

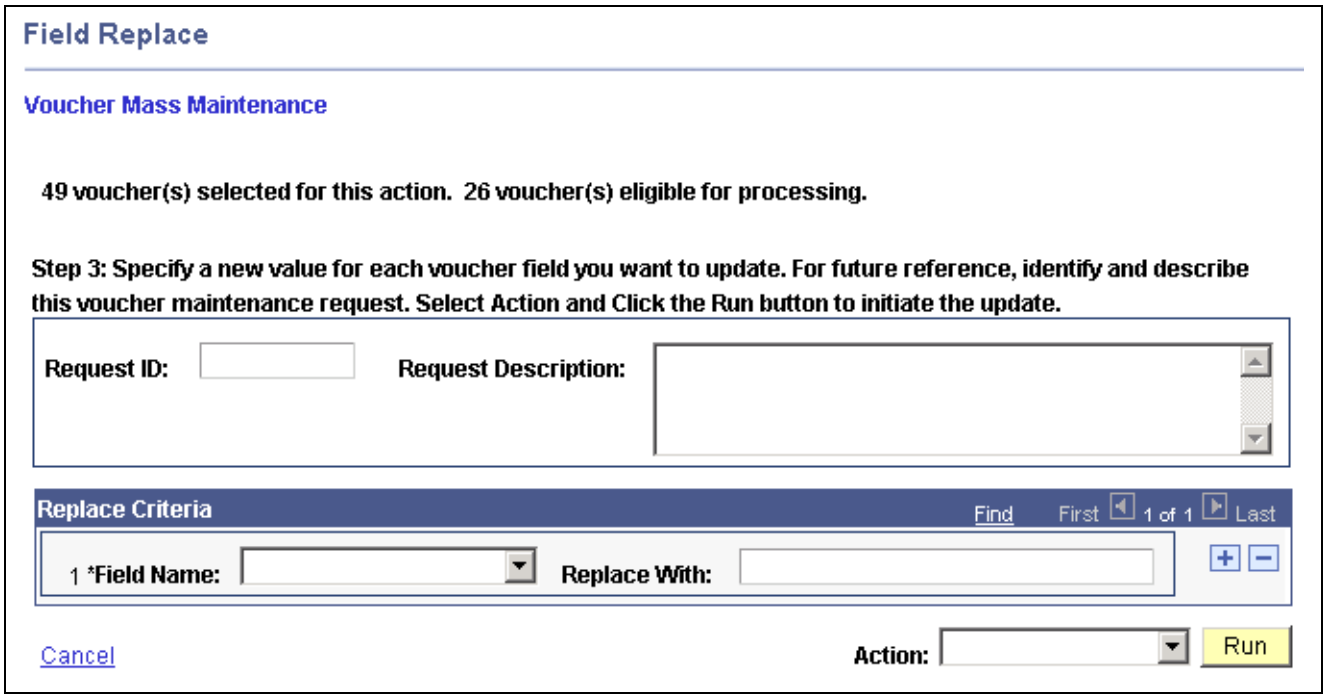
   **Note.** If you do not apply filter criteria here, the system still filters out the vouchers by the appropriate eligibility criteria when you select the maintenance operation and open the page for that operation. The filter criteria here enable you to filter the vouchers before you begin selecting them individually.

   Note also that the vouchers available for field replacement depend on the voucher styles you have access to, as defined for your user preferences. If you select a filter criterion of *All Vouchers,* the results grid shows vouchers of all styles, regardless of your voucher style access. When you select field replacement as the maintenance operation to perform on your selected vouchers, however, only the vouchers whose style you have access to will be available on the Field Replace page.

4. Select the vouchers you want to perform maintenance on by checking or clearing the Sel (select) options.
5. Click the button for the maintenance operation you want to perform:
   - The Field Replace button accesses the Voucher Mass Maintenance - Field Replace page.
   - The Close button accesses the Voucher Mass Maintenance - Close page.
   - The UnPost button accesses the Voucher Mass Maintenance - UnPost page.
   - The Delete button accesses the Voucher Mass Maintenance - Delete page.

## Performing Mass Field Replacement

Access the Voucher Mass Maintenance - Field Replace page.




Voucher Mass Maintenance - Field Replace page

**Note.** If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for field replacement. The page informs you of the number of vouchers you selected and the number of these which are eligible for field replacement.

To replace fields on the selected vouchers:

1. (Optional) Identify and describe the field replacement request.
2. Enter the fields whose values you want to replace and the new values.

   There are selection fields that are not available for replacement.

   See Chapter 19, "Managing Vouchers," Understanding Voucher Mass Maintenance, page 449.

   **Note.** The only online validation of field values is for field length and data type. The Voucher Build process edits field values for field-replaced vouchers.

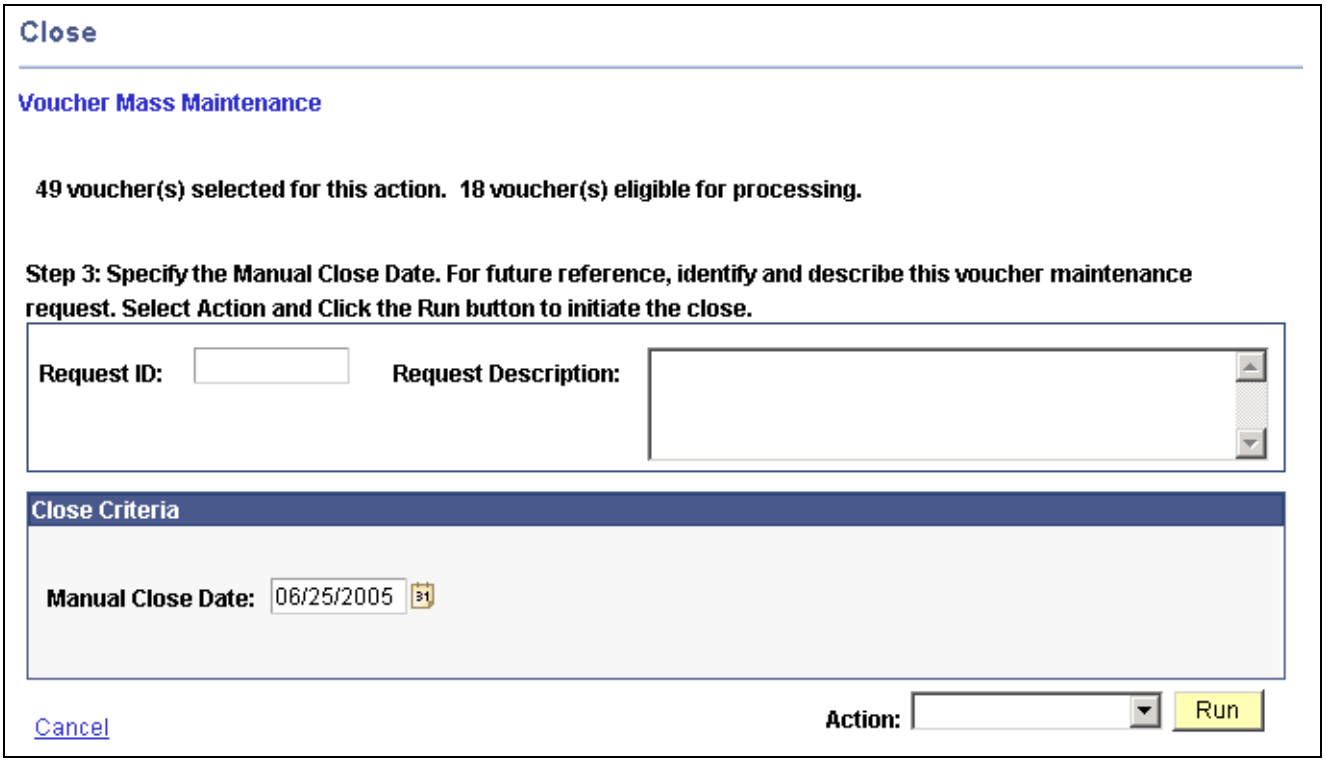
3. Select to run one of the following on-demand processes.
   - Select *Voucher Mass Maint* (Voucher Mass Maintenance process) to update the voucher tables and sets the voucher entry status to *M* or modified.
   - Select *Mass Maint & Vchr Bld* (Voucher Mass Maintenance and Voucher Build processes), which performs the Voucher Mass Maintenance process tasks, and also runs the Voucher Build process to edit the vouchers and update the voucher tables.

## See Also

Chapter 16, "Processing Batch Vouchers," Running the Voucher Build Process and Reviewing Messages, page 373

# Performing Mass Voucher Closure

Access the Voucher Mass Maintenance - Close page.




Voucher Mass Maintenance - Close page

**Note.** If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for closure. The page informs you of the number of vouchers you selected and the number of these which are eligible for closure.

To close the eligible vouchers:

1. (Optional) Identify and describe the closure request.
2. Accept today's date, which is the default, or enter another date as the Manual Close Date.

   The system validates that the close date occurs in an open accounting period.
3. (Optional) Review any associated purchase orders.
4. (Optional) Select the Restore Encumbrances checkbox for vouchers with associated PO vouchers.

   If your organization has implemented Commitment Control, when you close vouchers having associated PO vouchers the system *does not*restore encumbrances.
5. Select to run one of the following on-demand processes.
   - Select *Voucher Mass Maint* (Voucher Mass Maintenance process) to update the voucher tables and mark the vouchers for closure.
   - Select *Mass Maint & Vchr Pst* (Voucher Mass Maintenance and Voucher Posting processes) to perform the Voucher Mass Maintenance process tasks, and also run the Voucher Posting process to close the vouchers and update the voucher tables.

- *Maint., Post & GL* (Voucher Mass Maintenance, Voucher Posting, and Journal Generator processes) to perform the Voucher Mass Maintenance and the Voucher Posting processes tasks, and also run a process that creates General Ledger journal entries.

After the process completes, a message appears informing you that it was successful.

**Note.** When closing vouchers, run the Voucher Posting process to automatically create match adjustment entries for any associated PO vouchers.

**Note.** For document sequence-enabled vouchers, the system uses the default document type of *Close* to auto-generate a new document sequence number.

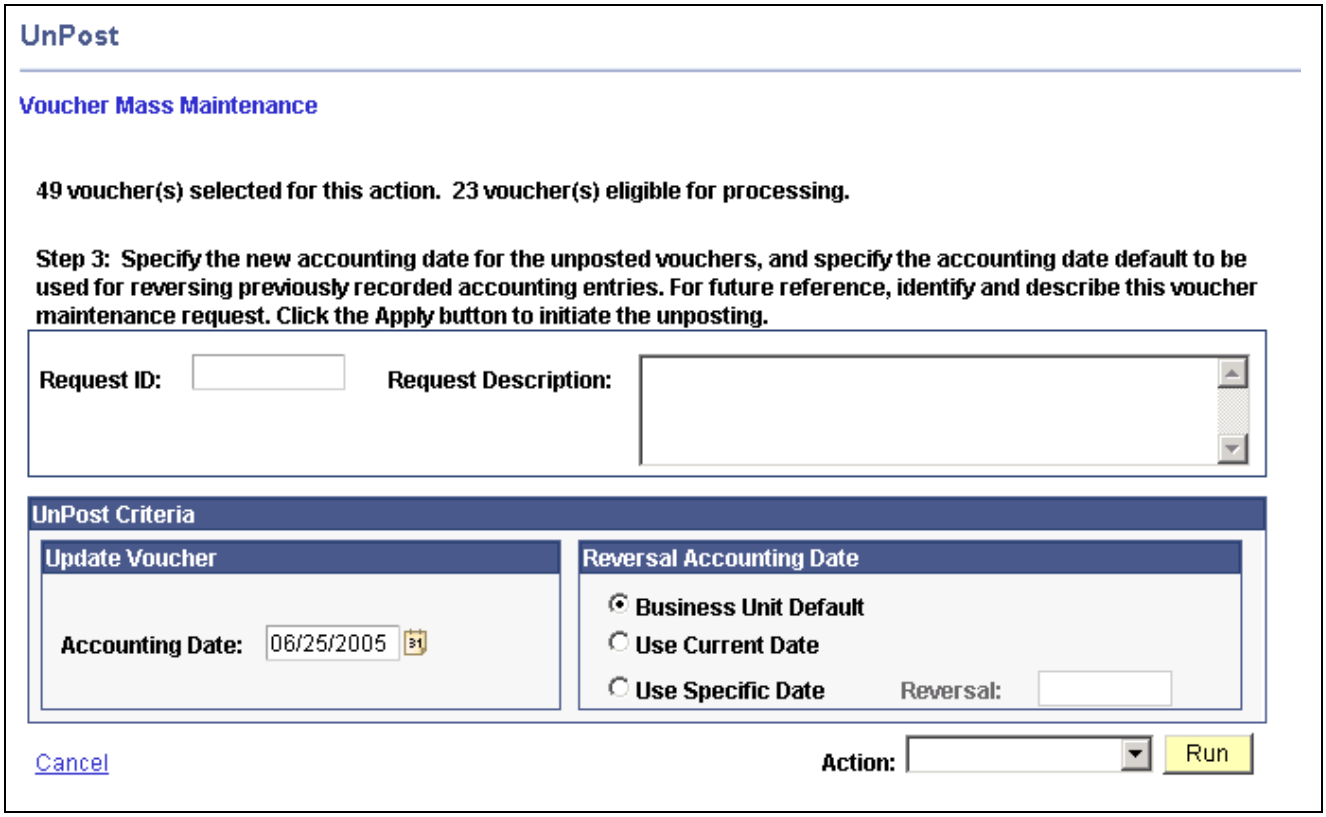
### See Also

Chapter 19, "Managing Vouchers," Understanding Voucher Mass Maintenance, page 449

Chapter 23, "Running Voucher and Payment Posting," page 627

## Performing Mass Voucher Unposting

Access the Voucher Mass Maintenance - UnPost page.




Voucher Mass Maintenance - UnPost page

**Note.** If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for unposting. The page informs you of the number of vouchers you selected and the number of these which are eligible for unposting.

To unpost the eligible vouchers:

1. (Optional) Identify and describe the unposting request.
2. Select a new accounting date for the unposted vouchers in the Update Voucher group box.

   The system validates that the date occurs in an open accounting period.
3. Select the accounting date for the reversal accounting entries in the Reversal Accounting Date group box.

   This group box appears only if:

   - One of the vouchers you are unposting has had its accounting entries journal-generated to the general ledger, loaded to asset management, distributed to the Project Costing tables, or distributed to the VAT subsystem.
   - One of the vouchers is enabled for document sequencing.

   If there are any vouchers that are ineligible for the reversal accounting date option that you select, the system will apply the original voucher accounting date to the reversal entries.

   If you select either the *Use Current Date* or *Use Specific Date* option, the system validates that the date occurs in an open accounting period.

   The business unit default accounting date is set up on the Payables Options - Payables Options page.
4. Select to run one of the following on-demand processes.
   - Select *Voucher Mass Maint* (Voucher Mass Maintenance process) to update the voucher tables and unpost the vouchers.
   - Select *MassMaint & Jrnl Gen* (Voucher Mass Maintenance and Journal Generator processes) to perform the Voucher Mass Maintenance process tasks, and also run a process that creates General Ledger journal entries.

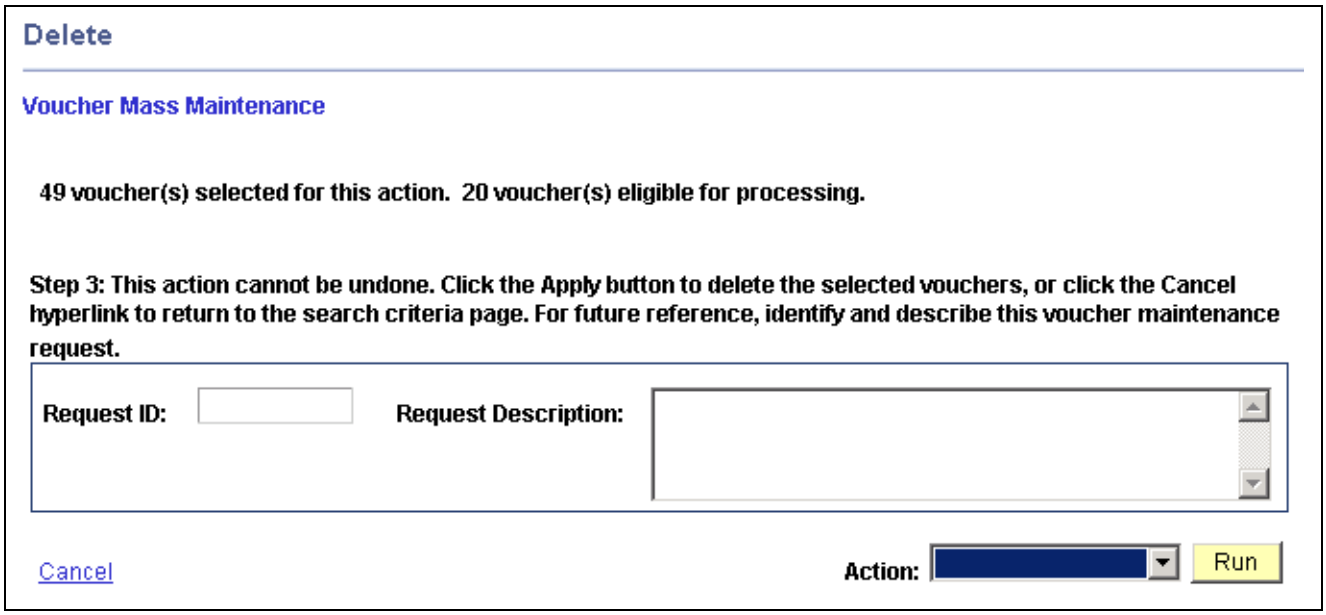
After the process completes, a message appears informing you that it was successful.

### See Also

Chapter 19, “Managing Vouchers,” Understanding Voucher Mass Maintenance, page 449

## Performing Mass Voucher Deletion

Access the Voucher Mass Maintenance - Delete page.




Voucher Mass Maintenance - Delete page

**Note.** If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for deletion. The page informs you of the number of vouchers you selected and the number of these which are eligible for deletion.

To delete the eligible vouchers:

1. (Optional) Identify and describe the deletion request.

   This is required if any of the vouchers on your list are enabled for document sequencing.

2. Select *Voucher Mass Maint* (Voucher Mass Maintenance process) to update the voucher tables and delete the vouchers.

   ***Warning!*** Once you click this button, the vouchers will be deleted immediately from the system.

   After the process completes, a message appears informing you that it was successful.

### See Also

Chapter 19, "Managing Vouchers," Understanding Voucher Mass Maintenance, page 449

## Viewing Voucher Mass Maintenance Request Information

When you perform a voucher mass maintenance operation, the system logs your User ID, the Request ID and description you entered on the Voucher Mass Maintenance operation page, the date, and the time that you requested the operation.

To view this audit information, run a query on the VCHR_MMT_RQS_HT table.

# Using OpenItem Accounting in Payables

This section provides an overview of OpenItem accounting and discusses how to:

- Enter OpenItem accounts.
- Enter OpenItem transactions on vouchers.
- Track OpenItem accounts.

### See Also

*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Using Open Item Accounting"

## Understanding 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 in the ChartField Values component (GL_ACCOUNT). Common examples of OpenItem accounts are employee advances, suspense accounts, and interunit accounts. Once an OpenItem account is established, you can keep track of the Payables transactions that are posted to this account using the Open Item Update page.

### OpenItem Accounting Terms

The following terms are used with OpenItem accounting:

**OpenItem Account** Specifies the account that requires OpenItem accounting, such as Employee Advances, CFO Suspense, and Due From/Due To Subsidiary. You set up OpenItem accounts on the Account page in the ChartField Values component.

**OpenItem Key** Determines the identifying or search key for open items in an OpenItem account. For an Employee Advances account, the OpenItem key field would typically be the Employee ID or Social Security Number. 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 and enables the association of multiple vouchers with the open item.

**OpenItem** Each transaction that affects an OpenItem account remains an open item until all transactions for a given OpenItem key add up to 0. For example, the first open item in the Employee Advances account is normally the issuance of an advance. Vouchers entered against the initial advance become open items also, until a final voucher brings the balance for a particular employee ID to 0, at which point all open items 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.

### OpenItem Accounting Setup and Processing

To use OpenItem accounting:

1. Set up an OpenItem account on the Account page in the ChartField Values component.

   For example, you could set up an employee advance account as an OpenItem account, using the Employee ID field (EMPLID) from the PERSONAL_DATA table as the open item key.

See Chapter 19, "Managing Vouchers," Entering OpenItem Accounts, page 468.

2. Create an advance voucher.

   On the distribution line, enter the employee ID (the open item key value) in the OpenItem field. In our example, we'll enter a voucher for an advance in the amount of 1000 EUR.

   See Chapter 19, "Managing Vouchers," Entering OpenItem Transactions on Vouchers, page 469.

3. Post the advance voucher and journal-generate it.

   Here are the accounting entries for an advance in the amount of 1000 EUR.

| Account | Debit | Credit |
|---|---|---|
| Emp Adv | 1000.00 | |
| APA | | 1000.00 |

4. (Optional) View the OpenItem account using the Open Item Update page.

   In our example, one line for the advance voucher, in the amount of 1000 EUR, appears.

   You can also view the OpenItem account in General Ledger using the Open Items - Review Status Online page.

   See Chapter 19, "Managing Vouchers," Tracking OpenItem Accounts, page 470.

   See *PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Using Open Item Accounting," Reviewing Reconciled Open Items.

5. Run the Pay Cycle process or create a manual payment to pay the advance:

| Account | Debit | Credit |
|---|---|---|
| APA | 1000.00 | |
| CASH | | 1000.00 |

6. Enter a voucher for an expense against the advance.

   Again, enter the employee ID in the OpenItem field on the distribution line for the open item account.

   In this example, we enter an expense of 1100 EUR and schedules a payment of 100 EUR.

   See Chapter 19, "Managing Vouchers," Entering OpenItem Transactions on Vouchers, page 469.

7. Post the voucher and journal-generate it.

   Here are the accounting entries for the expense voucher:

| Account | Debit | Credit |
|---|---|---|
| Emp Adv | | 1000.00 |

| Account | Debit | Credit |
|---|---|---|
| EXP | 1100.00 | |
| APA | | 100.00 |

8. Create a payment for any remaining expense amount.

   In this case, we create a payment of 100 EUR.

| Account | Debit | Credit |
|---|---|---|
| APA | 100.00 | |
| CASH | | 100.00 |

9. View the OpenItem account balance using the Open Item Update page.

   In our example, the OpenItem balance is zero, as the expense entry has balanced out the advance entry, and the OpenItem is closed in Payables.

10. Run the PS/GL Open Item Reconciliation process (GLPPOITM) or perform open item reconciliation manually in General Ledger to reconcile and close open items in the general ledger.

---

**Note.** OpenItem transactions are passed to General Ledger when they are journal-generated, and can be viewed on the OpenItems - Review Status Online page. However, General Ledger updates the status of OpenItems independently of Payables. Payables reconciles open items by open item key reference and account, while the PS/GL Reconciliation process in General Ledger reconciles by account. An OpenItem that is balanced and closed in Payables can, therefore, remain open in General Ledger if OpenItem transactions for another open item key reference on the account remain open. Likewise, an OpenItem that is closed in General Ledger does not automatically update the OpenItem as closed in Payables. The latter situation is usually not an issue, however, as Payables OpenItems are automatically marked as closed in the Payables distribution line table once the OpenItem balance reaches zero.

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## See Also

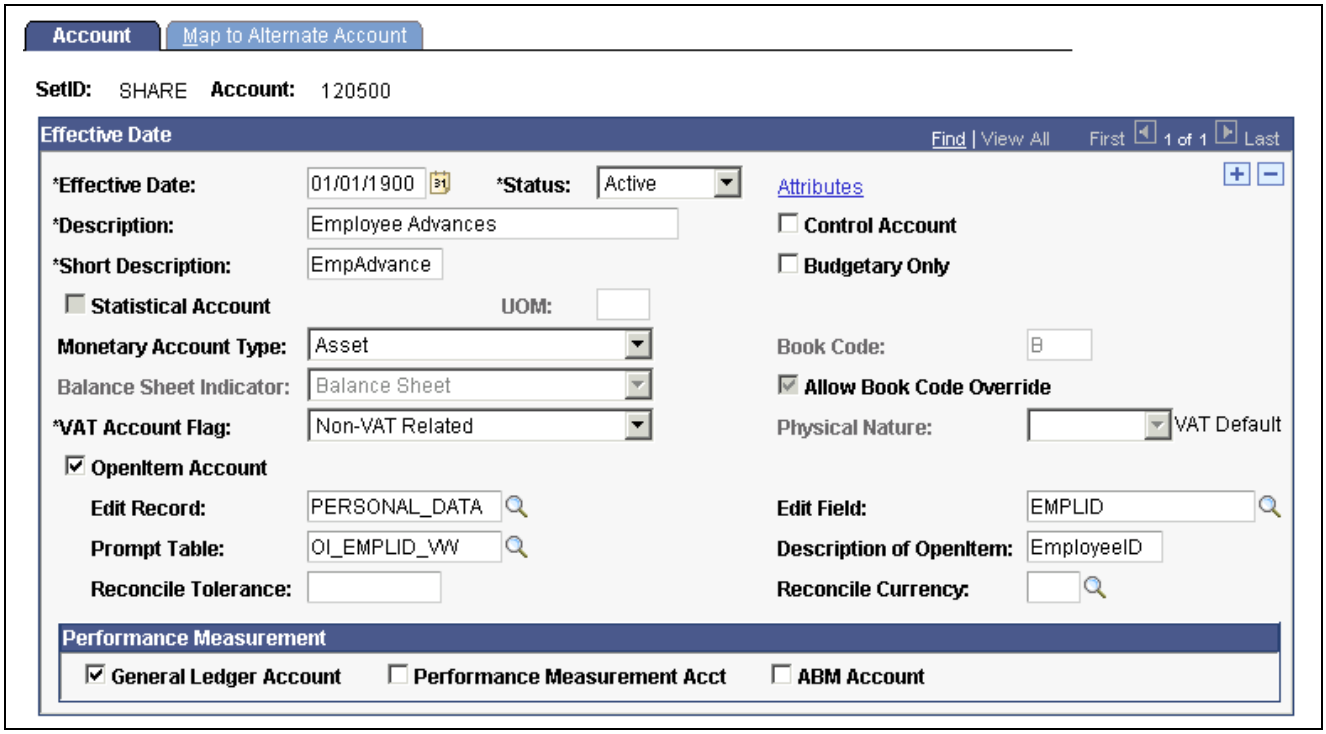
*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Using Open Item Accounting"

# Pages Used with OpenItem Accounting in Payables

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Account | GL_ACCOUNT | Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values, Account | Create account values and designate them as OpenItem accounts. |
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information | Enter a voucher charged to an OpenItem account. |
| OpenItem Update | OPEN_ITEM_UPDATE | Accounts Payable, Vouchers, Maintain, Update Open Item, Open Item Update | Keep track of OpenItem accounts. View each OpenItem account that is linked to the business unit and journal line reference, as well as a summary of the total amounts and the number of lines for both closed and open OpenItem accounts. |

# Entering OpenItem Accounts

Access the Account page.




Account page, showing account definition for an OpenItem account

**Note.** This page is described at length elsewhere. Only fields of particular importance to OpenItem accounts are discussed here.

| | |
|---|---|
| **OpenItem Account** | Select to activate OpenItem processing.<br>A number of edit boxes appear. |
| **Edit Record** | Enter the record definition name of the prompt table against which you want to validate the OpenItem key. For example, if the OpenItem key is an employee ID, enter the prompt table that contains a list of valid employee IDs, such as *EMPLOYEE_TBL*. |
| **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** | Specify the field within the OpenItem Edit Record against which you want to validate the OpenItem key. If you are using employee ID the OpenItem key, 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 Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Adding Account Values

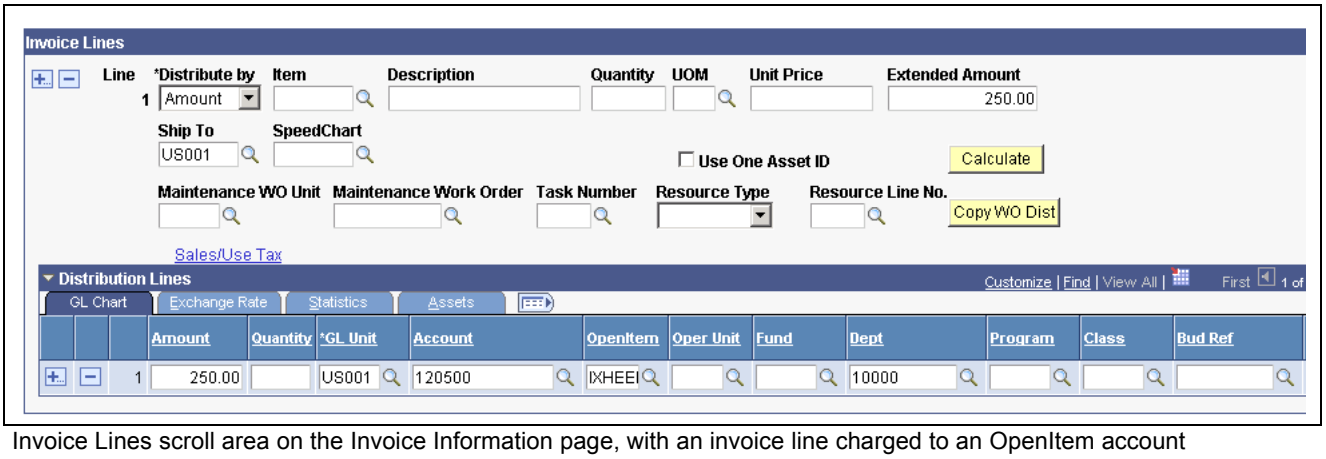
*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Using Open Item Accounting"

## Entering OpenItem Transactions on Vouchers

This section describes both how to enter an advance against an OpenItem account and how to enter an expense against that advance.

### Creating the Advance Voucher

Access the Invoice Information page and enter a voucher for the advance.

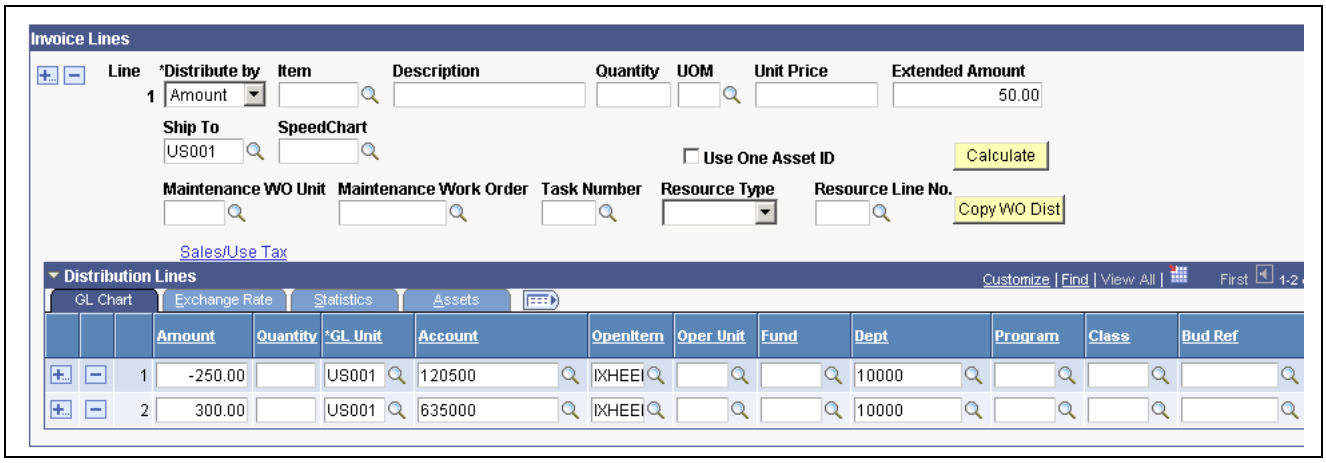



Invoice Lines scroll area on the Invoice Information page, with an invoice line charged to an OpenItem account

Enter an OpenItem account in the Account field on the distribution line (in our example, *120500),* and select an OpenItem key reference (in this example, employee ID *IXHEE10)* in the OpenItem field.

### Creating an Expense Report Voucher

Access the Invoice Information page.




Invoice Lines scroll area on the Invoice Information page, with distribution lines for an expense charged against an OpenItem employee advance account

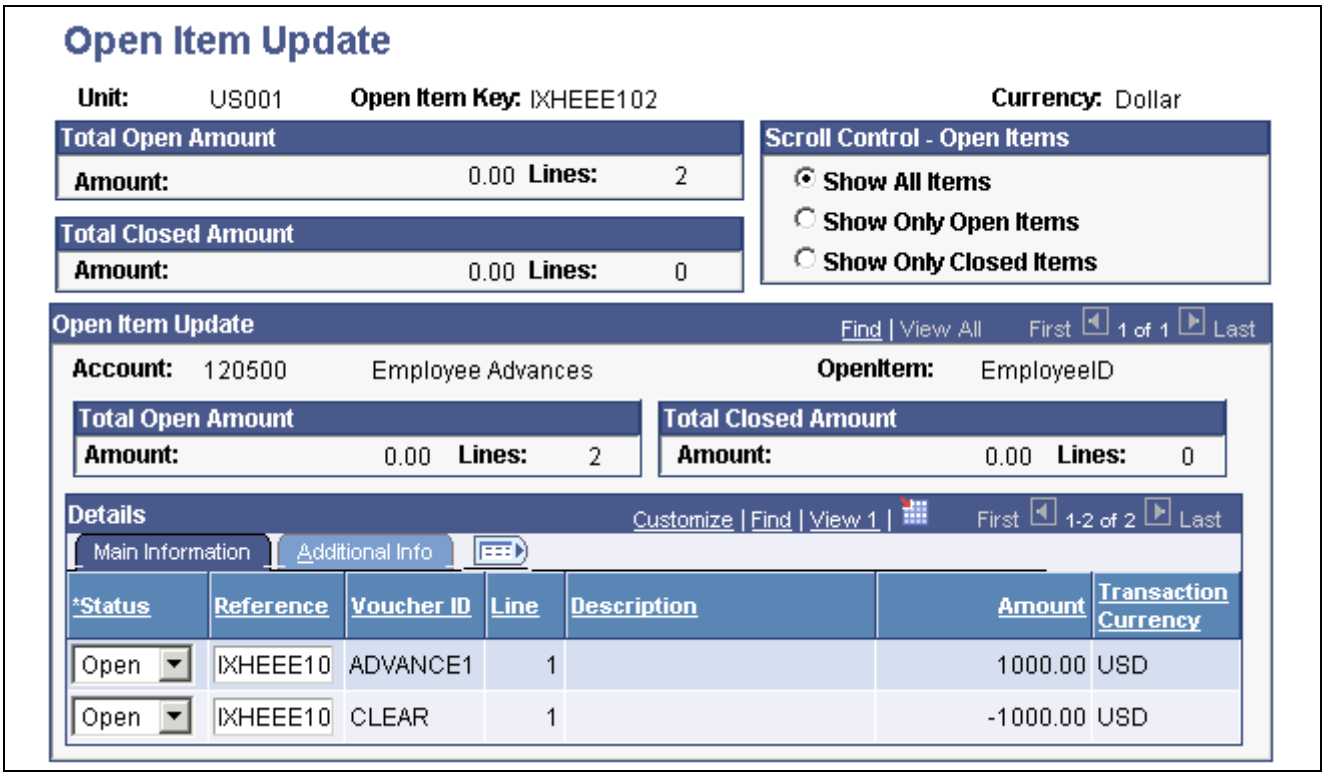
When you enter a voucher for an expense charged against the advance, the voucher should have at least two distribution lines: one with a negative merchandise amount and one with a positive merchandise amount. Charge the negative merchandise amount to the OpenItem account (in this case, the employee advance OpenItem account, 120500) and the positive merchandise amount to an expense account. Specify the OpenItem key reference on the negative distribution line for the OpenItem account.

### See Also

Chapter 19, “Managing Vouchers,” Understanding OpenItem Accounting, page 465

## Tracking OpenItem Accounts

Access the Open Item Update page.



Open Item Update page after expense voucher was entered against the advance

**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

**Open Item Key** Displays the OpenItem key reference. In the case of an employee advance, the OpenItem key might be an employee's social security number or employee ID.

**Currency** Displays the base currency for the OpenItem key reference.

## Total Open Amount

**Amount** Displays the open balance amount for the OpenItem reference.

**Lines** Displays the number of voucher lines that comprise the open item balance.

## Total Closed Amount

**Amount** Displays the closed balance amount for the OpenItem reference.

**Lines** Displays the number of voucher lines that comprise the closed item balance.

## Scroll Control - Open Items

Select one of the following to control which items appear in the Open Item Update scroll area:

- Show All Items
- Show Only Open Items

- Show Only Closed Items

## Open Item Update

The Open Item Update scroll area lets you view the various OpenItem accounts for the OpenItem reference, including the total open and closed amounts for the account.

**Account** Displays the OpenItem account number and description.

**OpenItem** Displays the OpenItem key field that for the open item. The most common values are *Employee ID* and *Social Security Number*. You define the OpenItem key field when you define the OpenItem account on the Account page in the ChartField Values component.

## Details

The Details group box displays voucher line details for each line item under the OpenItem account, including the following.

**Status** View or change the open or closed status of the item. When you update the status, the system updates the running totals fields.

**Reference** View or update the OpenItem key reference associated with this voucher line.

**Line** Displays the voucher line number.

**Description** Displays the description that was entered for the voucher line. Use this field, along with the Amount field, to match open items to one another in order to close them.

## See Also

Chapter 19, “Managing Vouchers,” Understanding OpenItem Accounting, page 465

# CHAPTER 20

# Running the Matching Process

This chapter provides an overview of the matching process, lists prerequisites, and discusses how to:

- Initiate the Matching Application Engine process (AP_MATCH).
- Manage matches and match exceptions.
- Process debit memo adjustment vouchers.

## Understanding the Matching Process

Use the Matching process to compare vouchers with purchase orders and receiving documents. That way, you can ensure that you pay for only the goods and services that you order and receive. To run the Matching process, you must have installed Payables and Purchasing. The system automatically performs the required matching based on the document characteristics. Users simply select a match rule control ID; the system handles all of the comparison. Use the matching exceptions workflow, provided with Payables, to route match exceptions to specified users. eSettlements also uses the Matching process to compare invoices with purchase orders and receipts.

**Note.** If you enable the Commitment Control feature and you want to use the voucher match status as a prerequisite for budget-checking transactions, you must modify the Selection Criteria page in the Source Transactions component (KK_SOURCE_TRAN) to include the MATCH_STATUS_VCHR field as part of the Payables transactions. Select *MATCH_STATUS_VCHR* in the Field Name field, and select *M* in the Field Value field.

This section discusses:

- Matching types.
- Matching process flow.
- Matching options with purchase orders.
- Matching tolerances.
- Matching workflow.
- Delivered document association groups.
- Delivered document association rules.
- Delivered match rule types.
- Delivered match rules.
- Delivered match rule controls.
- Matching examples.

### See Also

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Commitment Control Source Transaction Types"

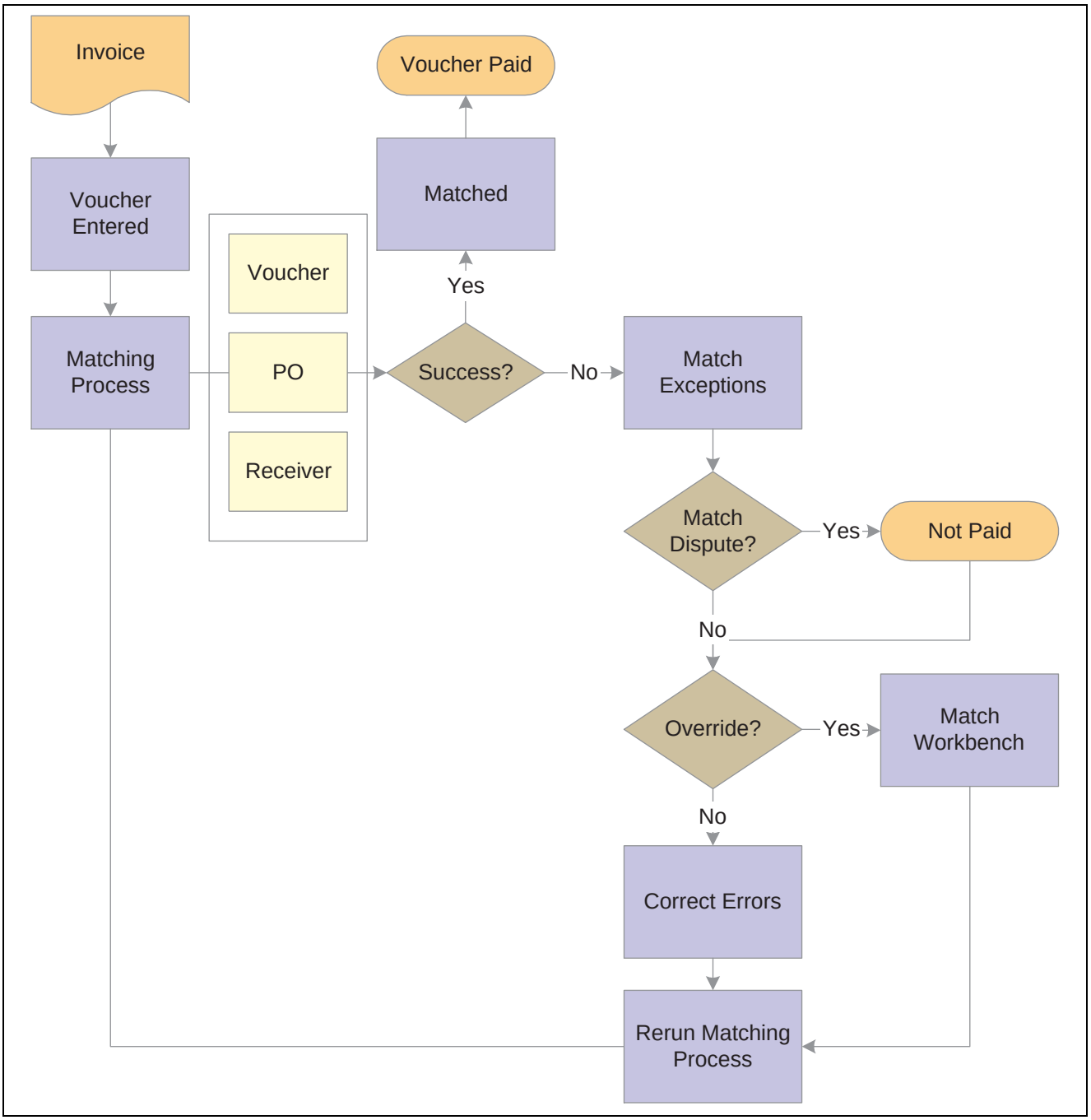
Appendix B, "Delivered Workflows for Payables," page 1065

## Matching Types

The system performs several types of matching:

- Two-way matching compares vouchers and purchase orders if the Receiving Required option for the purchase order is *Do Not Receive* or *Optional.*
- Three-way matching compares vouchers, purchase orders, and receipts if the Receiving Required option is *Required* and the Inspection Required option is not selected for the receiver.
- Four-way matching compares vouchers, purchase orders, receivers, and inspections if receiving is required and inspection is required.
- Receipt-only matching compares vouchers to non-purchase order receipts.

This flowchart provides an example of the three-way matching process, illustrating how the Matching process compares the entered voucher to the purchase order and receiving documents:




Three-way matching example

## Matching Process Flow

After you set up the Matching process and create vouchers to be matched:

1. Specify the matching run control options and run the process on the Match Request page, from the Action field on the Invoice Information page in the Voucher component (VCHR_EXPRESS), or from the Match Workbench.
    a. If vouchers match successfully, the system sets the status of these vouchers to *Matched* and the voucher is available 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 using the Match Workbench. You can access the Match Workbench from the Match Request page, by clicking the Exceptions link on the Voucher Summary page in the Voucher component, or through general navigation.

2. View the exceptions on the Match Exception Workbench Details page, where you can set the vouchers that have match exceptions to *Credit Note, Match Dispute,* or *Override.*

You can also select a match rule action of *Debit Memo* if you specified it as an action on the Match Rule Type page and associated it to the match rule. The Matching process creates a debit memo adjustment voucher to resolve the matching exception.

---

**Note.** Users need to have authority to override match exceptions to select match actions of *Credit Note, Match Dispute,* or *Override.* Define authority to override match exceptions on the User Preference - Procurement: Payables Online Vouchering page.

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- Vouchers with a match status of *Match Dispute* are not paid and remain in an unpayable state until you delete or correct them.
- The next time that the Matching process runs, the system bypasses the individual match rules that you override.
- Overridden vouchers are available for payment and are paid the next time the pay cycle is run.

---

**Note.** Organizations typically correct a problem instead of overriding it. In general, it is best to rectify and reprocess incorrect associations and vendor differences rather than override them.

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**Note.** You can pay unmatched vouchers at the user ID level if you select the Pay Unmatch Voucher option on the User Preference - Procurement: Payables Online Vouchering page.

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- Workflow notifies the appropriate user about the match exception, based on the route that you specify for the exception on the Match Rule Type page or the Match Rules - Workflow page.

3. Correct the errors and rerun the Matching process.
4. (Optional) You can undo selected matched vouchers after you run the Matching process.

When you undo a matched voucher, you reset the match status of any purchase orders and receivers that are associated with and matched to a voucher. This enables you to match these purchase orders and receivers to other vouchers.

- You can undo a matched voucher only if you have not yet paid or posted it.
- You cannot undo a credit or exchange return to vendor (RTV) matched voucher.
- You cannot undo a matched voucher if the related purchase order is closed.
- You cannot undo a matched voucher if one of the receipts is associated with a voucher that is closed.
- You cannot undo a matched voucher that is related to another voucher, unless the original voucher has been deleted.

- You can undo a matched voucher and associated debit memo adjustment voucher if the vouchers have not been paid or posted and they do not require budget-checking.

**Note.** If you try and undo a matched voucher that requires budget-checking, the system displays an error message indicating that you need to delete the debit memo adjustment voucher before you undo the matched voucher.

### See Also

Chapter 20, "Running the Matching Process," Initiating the Matching Application Engine Process, page 511

Chapter 20, "Running the Matching Process," Managing Matches and Match Exceptions, page 516

Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Creating Credit Memo Adjustment Vouchers, page 335

Chapter 20, "Running the Matching Process," Undoing Matched Vouchers, page 524

Chapter 20, "Running the Matching Process," Understanding Debit Memo Processing, page 533

## Matching Options with Purchase Orders

This section discusses:

- Line level matching.
- Purchase order matching defaults.

### Line Level Matching

The flexibility of match rules and match rule controls enable you to use line level matching.

For example, suppose that you buy computer equipment and the services to install the equipment, and you 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.

Here is the sequence of events in this example:

1. The purchase order header sets the match control for all applicable lines.

   The match control option (for example, standard) appears by default from the vendor table, but you can override the default.

2. At the purchase order line schedule level, you can specify whether matching is required (by using the Details for Schedule page).

   The line schedule level matching options are:

| | |
|---|---|
| ***Full Match*** | The system matches the line based on the purchase order header match control. (*Full Match* is the default.) |
| ***No Match*** | The system does not match the line. |
| ***ERS*** (evaluated receipt settlement) | The system matches the line based on the purchase order header match control. |

**Note.** The Voucher Build Application Engine process (AP_VCHRBLD) creates ERS vouchers from receipts.

See Chapter 32, "Processing Self-Billed Invoices," Understanding SBI Processing, page 817.

3. At the purchase order line level, you specify whether receiving is required, not required, or optional (by using the Line Details page).

   The Receiving Required option appears by default from the item definition. If you have set the match control at the purchase order header for matching, the match rules then determines whether 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 apply to other lines; however, the particular line is still matched based on the comparison of the purchase order to the voucher. Similarly, if receiving is optional, the Receiving Required matching rules do not apply.

### Purchase Order Matching Defaults

Define matching rule controls at the business unit and vendor level. You can override these matching defaults at the purchase order header level or purchase order schedule level in the Maintain Purchase Orders component (PURCHASE_ORDER).

Select the Matching link on the Purchase Order - Form page to access the PO Matching page, where you can change the type of match action and the match rules.

You can also change the Match Action field on the Details for Schedule page. You can select either a full match or no match for the schedule. The Match Action field value appears by default from the overall matching setup on the Purchase Order Header page.

You can also change the price and tolerances (upper and lower limits) for matching in the Price Tol (unit price tolerance), Ext Tol (total amount tolerance), and Pct (percentage) fields. The values for these fields appear by default from the item definition.

### See Also

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Creating Purchase Orders Online"

## Matching Tolerances

You can define value and percent tolerances to override exceptions generated by the match rules. The Matching process uses match tolerances when comparing the prices and amounts. If a match exception exists, and the voucher is within the tolerances established in these components, the Matching process automatically overrides the exception. There are two ways you define match tolerances, they are:

- On the match rule.
- On the purchase order.

Define the value or percent match tolerances for each match rule on the Match Rule Control page. In order to define match tolerances, you must first indicate on the Match Rules - Rule Definition page to use match tolerances at the match rule control level.

Define value or percent match tolerances at the purchase order level on the Item Categories component (ITEM_CATEGORIES) and the Purchasing Attributes component (PURCH_ITEM_ATTR). These match tolerances can be overridden on the Maintain Purchase Orders component.

PeopleSoft delivers match rule controls that apply matching tolerances either at the PO level or at the match rules level. You should apply tolerances at the PO level or at the match rule level, but not both. To modify or add match rule controls with tolerances, you must understand the Matching process and how tolerances work.

- The *Standard Match Rules Using PO Tolerances* match rule control applies matching tolerances at the PO level.
- The *Standard Match Rules Using Rules Tolerances* match rule control applies matching tolerances at the match rules level.
- The *Standard* match rule control applies matching tolerances at the PO level.
- The *Debit Memo* match rule control applies matching tolerances at the match rules level.
- The *Basic* match rule control applies matching tolerances at the PO level.

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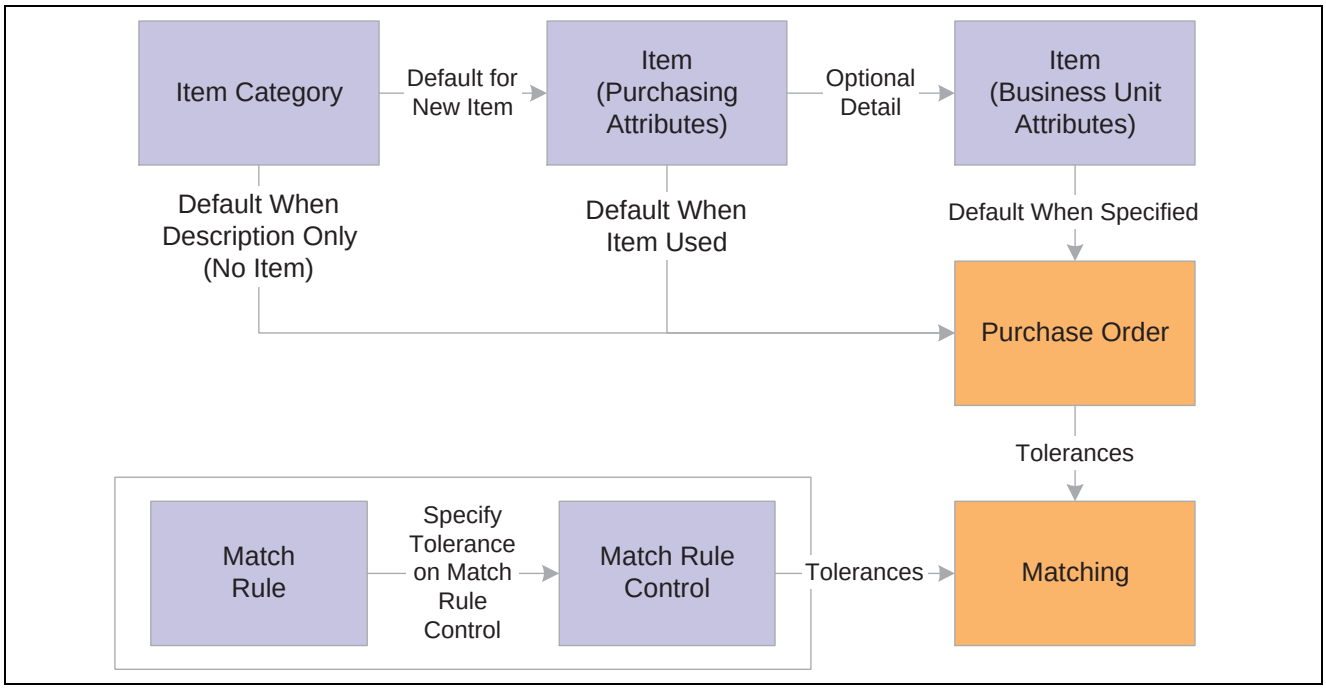
**Note.** For example, you may use a match rule tolerance if you have a simple organization policy that states specific tolerance on all purchases. If tolerances vary by item category or item, then consider using tolerances at the PO level.

---

See the following scenarios that illustrate how the two matching tolerance are applied:

| Scenario | PO | Voucher | Match Rule Control | Expected Result |
|---|---|---|---|---|
| PO tolerance | • Item 10000 has a unit price tolerance of 2.00 USD.<br>• PO has a quantity of 1.00 and unit price of 100.00 USD. | • The voucher is entered by copying from the PO.<br>• The unit price is changed to 103.00 USD. | The match rule control uses PO tolerances. | The voucher fails matching because the unit price is greater than the PO unit price + PO tolerance (100.00 + 2.00). |
| Match rule tolerance | • Item 10000 has a unit price tolerance of 2.00 USD.<br>• PO has a quantity of 1.00 and unit price of 100.00 USD. | • The voucher is entered by copying from the PO.<br>• The unit price is changed to 103.00 USD. | • The match rule control uses match rule tolerances.<br>• The match rule unit price tolerance is 5.00 USD. | The voucher successfully matches because the unit price is less than the PO unit price + match rule tolerance (100.00 + 5.00). |

This diagram illustrates the matching tolerance default logic. The scenario displays using either the tolerances defined at the match rule level or at the PO level.




Matching tolerance defaults diagram

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Matching and Document Association Options

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Defining Purchasing Item Information," Defining Purchasing Controls

## Matching Workflow

You can access match exceptions using the Match Workbench. You can also use workflow worklists and email notifications to route the match exceptions to the user or users specified on the Match Rules Type and Match Rules - Workflow pages.

Workflow parameters are defined at the match rules type level and they can be overridden at the match rules level. You define workflow parameters by:

1. Selecting the Workflow Flag field or the Send Email Notification field or both fields on the Match Rules Type page.
2. Defining the User List Source fields on the Match Rules Type page.
3. (Optional) Overriding the email notification parameters and user lists on the Match Rules - Workflow page.

Create workflow worklists and email notifications by selecting *Workflow/Email Notify* as the Match Action on the Match Request page or by selecting *Send Notification* as the Action on the Match Workbench. When you initiate these actions, the system:

1. Executes the Matching process which calls the Matching Notification Application Engine process (AP_MTH_NOTFY) to create email notifications.
2. Calls the Process Match Exceptions Application Engine process (MTCH_ERR_WF) from the Matching Notification process to create workflow worklist items.

**Note.** Set up users to receive worklist items or email notifications or both on the User Profiles - Workflow page before you route match exceptions to them.

**Note.** The Process Match Exceptions process and the Matching Notification process still generate worklist items and workflow notifications for exceptions to users even if they do not have authority to override the exception. The user is not able to override the exception, but is notified of the exception.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Establishing Matching and Document Association Options

Chapter 20, "Running the Matching Process," Initiating the Matching Application Engine Process, page 511

## Delivered Document Association Group

The document association group defines the types of match associations and the sequence that the Matching process performs. PeopleSoft delivers three document associations that include:

- Voucher and PO matching (VP).
- Voucher and receiver matching (VR).
- Voucher, PO, and receiver matching (VPR).

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Viewing and Updating the Document Association Group

## Delivered Document Association Rules

The document association rules defines how the Matching process associates purchase orders and receivers to vouchers. PeopleSoft delivers Standard and Receipt document association rules.

- The Standard document association rules associate vouchers and receivers based on exact and summed quantities.
- The Receipt document association rules associate vouchers and receivers based on exact and summed quantities using the invoice number equal to the packing slip number.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Viewing and Updating Document Association Rules

## Delivered Match Rule Types

Match rule types are categories that determine the match actions that can be performed. Since these match rule types are set up at the system level, they are not tied to any setID or business unit. You can create new match rule types or modify delivered match rule types. PeopleSoft delivers the following match rule types:

- Data Entry
- Merchandise - Amount

- Merchandise - Quantity
- Merchandise - Unit Price
- Summary/Global Match Only
- System

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Viewing and Updating Match Rule Types

## Delivered Match Rules

PeopleSoft delivers match rules that most organizations need. Use the match rule set that best meets your organization's requirements. You can also create new match rules or modify delivered match rules.

Match rules are applied at either the header summary level or the line summary level. Define what level to apply the match rule on the Match Rules - Rule Definition page.

### System Match Rules

System errors indicate that data is missing and prevents the system from retrieving all of the voucher, purchase order, and receiver data. If no system errors exist, the system applies matching rules.

This table describes the system match rules delivered with the system:

| Rule ID | Description | Long Description |
|---|---|---|
| RULE_S100 | Invalid Match Control ID. | Invalid Match Control ID. |
| RULE_S110 | Credit Adjustment Quantity > PO Matched Quantity. | RTV/Credit Adjustment Quantity is greater than the PO Matched Quantity. |
| RULE_S111 | Credit Adjustment Amount > PO Matched Amount. | RTV/Credit Adjustment Amount is greater than the PO Matched Amount. |
| RULE_S120 | Credit Adjustment Quantity > Receiver Match Qty. | RTV/Credit Adjustment Quantity is greater than the Receiver Matched Quantity. |
| RULE_S121 | Credit Adjustment Amount > Receiver Match Amount. | RTV/Credit Adjustment Amount is greater than the Receiver Matched Amount. |
| RULE_S122 | Credit Adjustment Quantity > Receiver Match Qty. | RTV/Credit Adjustment Quantity is greater than the Receiver Matched Quantity. |

| Rule ID | Description | Long Description |
|---|---|---|
| RULE_S123 | Credit Adjustment Amount > Receiver Match Amount. | RTV/Credit Adjustment Amount is greater than the Receiver Matched Amount. |
| RULE_S200 | Invalid PO ID exists not set for match. | Invalid PO ID exists but not set for matching. |
| RULE_S201 | Invalid Receiver exists but not set for matching. | Invalid Receiver exists but not set for matching. |
| RULE_S210 | Invalid PO Status. | Invalid PO Status. |
| RULE_S300 | Invalid UOM conversion for PO. | Invalid UOM conversion for PO. |
| RULE_S400 | Invalid currency exchange rate for PO. | Invalid currency exchange rate for PO. |
| RULE_S500 | Invalid UOM conversion for Receipt. | Invalid UOM conversion for receipt. |
| RULE_S600 | Invalid currency exchange rate for Receipt. | Invalid currency exchange rate for receipt. |
| RULE_S700 | Invalid Global exchange rate conversion error. | Invalid Global exchange rate conversion error. |

## Standard Match Rules

PeopleSoft delivers standard match rules that are similar to the match rules delivered in previous releases.

This table describes the standard match rules delivered with the system:

| Rule ID | Description | Long Description |
|---|---|---|
| RULE_E100 | Extended Price Tolerance. | The voucher extended price exceeds the purchase order extended price plus or minus (+/-) the extended price tolerance, *and* the tolerance is not equal to (<>) 0. |
| RULE_E200 | Extended Price % Tolerance. | The voucher extended price exceeds the purchase order extended price plus or minus the extended price percentage tolerance, *and* the tolerance does not equal 0. |

| Rule ID | Description | Long Description |
|---|---|---|
| RULE_E250 | Voucher Ext Amt <> PO Ext Amt (No Tolerances). | The voucher extended price does not equal the purchase order extended price when the extended percentage and price tolerances are 0. |
| RULE_H100 | Voucher Pay Terms <> PO Pay Terms. | The payment terms code on the purchase order does not equal the payment terms code on the voucher. |
| RULE_H200 | Voucher Vendor/Loc<>PO Vendor/Loc. | The vendor on the purchase order does not equal the vendor on the voucher. |
| RULE_H400 | Voucher Vendor/Loc<>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 <> PO item. | The item on the voucher line does not equal the item on the purchase order line. |
| RULE_L200 | Voucher item <> Receiver item. | The item on the voucher line does not equal the item on the receiver line. |
| RULE_P100 | Voucher Unit Price <> PO Unit Price (No Tolerance). | The voucher price does not equal the purchase order price when the unit price percentage and price amount tolerances are 0. |
| RULE_P400 | Voucher Unit Price <> PO Unit Price + % Unit Tol. | The price percentage tolerance does not equal 0, and the voucher price (converted to the purchase order UOM) does not fall within the purchase order price range (calculated using price percentage tolerance).<br>The rule does not generate an exception for an amount-only purchase order and a non-purchase order receipt. |

| Rule ID | Description | Long Description |
|---|---|---|
| RULE_P500 | Voucher Unit Price <> PO Unit Price + Unit Price Tolerance. | The unit price tolerance does not equal 0, and the voucher price does not fall within the purchase order price range (calculated using unit price tolerance). |
| 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 canceled). |
| 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 canceled) but could not make an association to the voucher line using any of the document association criteria. |
| RULE_R650 | Voucher line amt > Sum of received amount. | Voucher line amt > Sum of associated receiver line amt (Amount Only Matching) |
| RULE_R651 | Voucher line amt > Sum of received amount. | Voucher line amt > Sum of associated receiver line amt (Amount Only Matching). |
| RULE_R900 | Total voucher received quantity > Accepted Qty | The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. |
| RULE_R901 | Total voucher received quantity > Accepted Qty. | The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. |
| RULE_R950 | Voucher Quantity greater than Assoc. Receipt Qty. | The quantity on the voucher line exceeds the remaining unmatched quantity on the associated receipt(s). |

| Rule ID | Description | Long Description |
|---|---|---|
| RULE_R951 | Voucher Quantity greater than Assoc. Receipt Qty. | The quantity on the voucher line exceeds the remaining unmatched quantity on the associated receipt(s) (non-PO Receipt). |
| RULE_V200 | Life to Date Voucher Qty > PO Qty. | The receiving percentage tolerance does not equal 0, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order plus the allowed over-receiving quantity |
| RULE_V300 | Life to Date Voucher Amount > PO Amount. | The receiving tolerance is 0 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 > Sched Amt + % ext tol. | The extended price percentage tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price percentage tolerance). |
| RULE_V500 | Life to Date > Sched Amt + ext amt tol. | The extended price tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price tolerance). |

## Merchandise Match Rules

Merchandise match rules verify that the organization receives the goods or services and that the price matches the price on the purchase order.

This table describes the merchandise match rules delivered with the system:

| Rule ID | Description | Long Description |
|---|---|---|
| 200 | Merch amt = PO merch amt with rule amt tol. | Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the POs less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts. |
| 210 | Merch amount = PO merch amt with rule % tol. | Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the POs less any previously matched amounts. Include percent tolerance from the rule. |
| 220 | Merch amount = recv merch amt with rule amt tol. | Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the receipts less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts. |
| 221 | Merch amt = non PO recv merch amt w rule amt tol. | For non PO receipts, compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the non PO receipts less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts. |
| 230 | Merch amount = recv merch amt with rule % tol. | Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the receipts less any previously matched amounts. Include percent tolerances from the rule, if any, when comparing the amounts. |

| Rule ID | Description | Long Description |
|---|---|---|
| 231 | Merch amt = non PO recv merch amt w rule % tol. | For non PO receipts, compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the non PO receipts less any previously matched amounts. Include percent tolerances from the rule, if any, when comparing the amounts. |
| 240 | Merch amount not = PO merch amt with rule amt tol. | Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the POs less any previously matched amounts. Include amount tolerance from the rule and create an exception when the difference exceeds the tolerance. |
| 250 | Line amount not = PO line amt with PO amt tol. | Compare the voucher line amount to the PO line schedule amount less any previously matched amounts. Include amount tolerances from the PO, if any, when comparing the amounts. |
| 260 | Line amount not = PO line amt with PO % tol. | Compare the voucher line amount to the PO line schedule amount less any previously matched amounts. Include percent tolerances from the PO, if any, when comparing the amounts. |
| 270 | Line amount not = recv line amt with PO amt tol. | Compare the voucher line amount to the receipt line amount less any previously matched amounts. Include amount tolerances from the PO, if any, when comparing the amounts. |
| 280 | Line amount not = recv line amt with PO % tol. | Compare the voucher line amount to the receipt line amount less any previously matched amounts. Include percent tolerances from the PO, if any, when comparing the amounts. |

| Rule ID | Description | Long Description |
|---|---|---|
| 290 | Line amount not = PO line amt with rule amt tol. | Compare the voucher line amount to the PO line schedule amount less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts. |
| 300 | Line amount not = PO line amt with rule % tol. | Compare the voucher line amount to the PO line schedule amount less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts. |
| 310 | Line amount not = recv line amt with rule amt tol. | Compare the voucher line amount to the receipt line amount less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts. |
| 311 | Line amt not = non PO recv line amt w rule amt tol. | For non PO receipts, compare the voucher line amount to the non PO receipt line amount less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts. |
| 320 | Line amount not = recv line amt with rule % tol. | Compare the voucher line amount to the receipt line amount less any previously matched amounts. Include percent tolerances from the rule, if any, when comparing the amounts. |
| 321 | Line amt not = non PO rec line amt with rule % tol. | For non PO receipts, compare the voucher line amount to the non PO receipt line amount less any previously matched amounts. Include percent tolerances from the rule, if any, when comparing the amounts. |

| Rule ID | Description | Long Description |
|---|---|---|
| 330 | LTD vchr qty greater than PO qty with receipt tol. | Current voucher quantity plus previously matched voucher quantities, if any, greater than PO line schedule quantity. Include quantity received percent over, if any, from the PO when comparing the values. |
| 340 | LTD vchr amt greater than PO amt with PO amt tol. | Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include amount tolerances from the PO, if any, when comparing the values. |
| 350 | LTD vchr amt greater than PO amt with PO % tol. | Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include percent tolerances from the PO, if any, when comparing the values. |
| 380 | LTD vchr amt greater than PO amt with rule amt tol. | Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include amount tolerances from the rule, if any, when comparing the values. |
| 390 | LTD vchr amt greater than PO amt with rule % tol. | Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include percent tolerances from the rule, if any, when comparing the values. |
| 400 | LTD vchr qty greater than receipt qty with PO % to. | Current voucher quantity plus previously matched voucher quantities, if any, greater than receipt line quantity. Include quantity received percent over, if any, from the PO when comparing the values. |
| 410 | LTD vchr amt greater than rec amt with PO amt tol. | Current voucher line amount plus previously matched voucher line amounts, if any, greater than receipt line amount. Include amount tolerances from the PO, if any, when comparing the values. |

| Rule ID | Description | Long Description |
|---|---|---|
| 420 | LTD vchr amt greater than recv amt with PO % tol. | Current voucher line amount plus previously matched voucher line amounts, if any, greater than receipt line amount. Include percent tolerances from the PO, if any, when comparing the values. |
| 450 | LTD vchr amt greater than recv amt w rule amt tol. | Current voucher line amount plus previously matched voucher line amounts, if any, greater than receipt line amount. Include amount tolerances from the rule, if any, when comparing the values. |
| 460 | LTD vchr amt greater than rec amt with rule % tol. | Current voucher line amount plus previously matched voucher line amounts, if any, greater than receipt line amount. Include percent tolerances from the rule, if any, when comparing the values. |
| 470 | Line price not = PO price with PO price amt tol. | Compare voucher price with PO price. Include price amount tolerances, if any, from the PO when comparing the values. |
| 480 | Line price not = PO price with PO price % tol. | Compare voucher price with PO price. Include price percent tolerances, if any, from the PO when comparing the values. |
| 490 | Line price not = PO price + rule amt tol. | Compare voucher price with PO price. Include price amount tolerances, if any, from the rule when comparing the values. |
| 500 | Line price not = PO price with rule % tol. | Compare voucher price with PO price. Include price percent tolerances, if any, from the rule when comparing the values. |
| 510 | Line price not = receipt price with rule amt tol. | Compare voucher price with receipt price. Include price amount tolerances, if any, from the rule when comparing the values. |

| Rule ID | Description | Long Description |
|---|---|---|
| 520 | Line price not = receipt price with rule % tol. | Compare voucher price with receipt price. Include price percent tolerances, if any, from the rule when comparing the values. |
| 550 | Line qty not = PO line qty with PO received % tol. | Compare voucher quantity with PO line schedule quantity. Include quantity received percent over, if any, from the PO when comparing the values. |
| 580 | Line qty not = recv qty with PO received % tol. | Compare voucher quantity with receipt line quantity. Include quantity received percent over, if any, from the PO when comparing the values. |

## Non-merchandise Match Rules

Non-merchandise match rules verify non-merchandise data, such as freight, on the purchase order.

**Note.** The system assumes that for Match Rule ID 700, Freight not Allowed but Included on Voucher, the freight terms are configured and used properly on the purchase order.

This table describes the non-merchandise match rules delivered with the system:

| Rule ID | Description | Long Description |
|---|---|---|
| 700 | Freight not allowed. | PO freight terms = paid by seller but voucher includes freight cost. |

## Data Accuracy Match Rules

Data accuracy match rules verify data entry accuracy. These match rules include comparisons on vendor IDs and item IDs.

This table describes the data accuracy match rules delivered with the system:

| Rule ID | Description | Long Description |
|---|---|---|
| 100 | No Receipts Found. | No available receipts (not matched, not on hold, and not canceled) were found for the purchase order specified on the voucher line. |
| 120 | Pay terms not = PO pay terms. | The payment terms code on the purchase order does not equal the payment terms code on the voucher. |

| Rule ID | Description | Long Description |
|---|---|---|
| 130 | Vendor/Loc not = PO Vendor/Loc. | The vendor or vendor location on the purchase order does not equal the vendor or vendor location on the voucher. |
| 140 | Voucher item not = PO item. | The item on the voucher line does not equal the item on the purchase order line. |
| 150 | Inspection required but not completed. | The item ordered requires inspection but inspection has not been completed. |
| 160 | Vendor/Loc not = Receiver Vendor/Loc. | The vendor or vendor location the voucher does not equal the vendor or vendor location on the receipt. |
| 170 | Voucher item not = receiver item. | The item on the voucher line does not equal the item on the receiver line. |

## Organization Limits and Global Tolerances Match Rules

The organization limits match rules applies tolerances to successfully match exceptions.

**Note.** To successfully match vouchers based on organization limits, match rules 800, 810, or 811 should follow system rules in the rule order of the match rule control.

This table describes the organization limits and global tolerances match rules delivered with the system:

| Rule ID | Description | Long Description |
|---|---|---|
| 800 | Small dollar purchase; match automatically. | For small amount purchases, automatically match the voucher. |
| 810 | Cost exception less than minimum rule tol. | Ignore exceptions when the exception amount is less than the cost of processing the exception. |
| 811 | Cost exception less than min rule tol non PO recv. | For non PO receipts, ignore exceptions when the exception amount is less than the cost of processing the exception. |
| 820 | Global Amount Tolerance. | Match when voucher line amount greater than or equal to PO line amount - rule under amount and less than or equal to PO line amount + rule over amount. |
| 830 | Global Percent Tolerance. | Match when voucher line amount greater than or equal to PO line amount - rule under % and less than or equal to PO line amount + rule over %. |

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Viewing and Updating Match Rule Definitions

## Delivered Match Rule Controls

PeopleSoft delivers different match controls to handle your organization's requirements. You can create new match rule controls or modify delivered match rule controls.

### Standard Match Rule Control

PeopleSoft delivers a standard match rule control that are similar to the match rule control delivered in previous releases.

This table describes the standard match rule control delivered with the system:

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 1 | RULE_S100 | Invalid Match Control ID | Exception | Continue If False |
| 2 | RULE_S110 | Credit Adjustment Quantity > PO Matched Quantity | Exception | Continue If False |
| 3 | RULE_S111 | Credit Adjustment Amount > PO Matched Amount | Exception | Continue If False |
| 4 | RULE_S120 | Credit Adjustment Quantity > Receiver Match Qty | Exception | Continue If False |
| 5 | RULE_S121 | Credit Adjustment Amount > Receiver Match Amount | Exception | Continue If False |
| 6 | RULE_S122 | Credit Adjustment Quantity > Receiver Match Qty | Exception | Continue If False |
| 7 | RULE_S123 | Credit Adjustment Amount > Receiver Match Amount | Exception | Continue If False |
| 8 | RULE_S200 | Invalid PO ID exists not set for match | Exception | Continue If False |
| 9 | RULE_S201 | Invalid Receiver exists but not set for matching | Exception | Continue If False |
| 10 | RULE_S210 | Invalid PO Status | Exception | Continue If False |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 11 | RULE_S300 | Invalid UOM conversion for PO | Exception | Continue If False |
| 12 | RULE_S400 | Invalid currency exchange rate for PO | Exception | Continue If False |
| 13 | RULE_S500 | Invalid UOM conversion for Receipt | Exception | Continue If False |
| 14 | RULE_S600 | Invalid currency exchange rate for Receipt | Exception | Continue If False |
| 15 | RULE_S700 | Invalid Global exchange rate conversion error | Exception | Continue If False |
| 16 | RULE_E100 | Extended Price Tolerance | Exception | Always Continue |
| 17 | RULE_E200 | Extended Price % Tolerance | Exception | Always Continue |
| 18 | RULE_E250 | Voucher Ext Amt <> PO Ext Amt (No Tolerances) | Exception | Always Continue |
| 19 | RULE_H100 | Voucher Pay Terms <> PO Pay Terms | Exception | Always Continue |
| 20 | RULE_H200 | Voucher Vendor/Loc <> PO Vendor/Loc | Exception | Always Continue |
| 21 | RULE_H400 | Voucher Vendor/Loc <> Receiver Vendor/Loc | Exception | Always Continue |
| 22 | RULE_I100 | Inspection Required but not Complete | Exception | Always Continue |
| 23 | RULE_L100 | Voucher item <> PO item | Exception | Always Continue |
| 24 | RULE_L200 | Voucher item <> Receiver item | Exception | Always Continue |
| 25 | RULE_P100 | Voucher Unit Price <> PO Unit Price (No tolerance) | Exception | Always Continue |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 26 | RULE_P400 | Voucher Unit Price <> PO Unit Price + % Unit Tol | Exception | Always Continue |
| 27 | RULE_P500 | Voucher Unit Price <> PO Unit Price + Unit Tol | Exception | Always Continue |
| 28 | RULE_R500 | No receipts found | Exception | Always Continue |
| 29 | RULE_R600 | No receipt found, but unmatched ones exist | Exception | Always Continue |
| 30 | RULE_R650 | Voucher line amt > Sum of received amount | Exception | Always Continue |
| 31 | RULE_R651 | Voucher line amt > Sum of received amount | Exception | Always Continue |
| 32 | RULE_R900 | Total voucher received quantity > Accepted Qty | Exception | Always Continue |
| 33 | RULE_R901 | Total voucher received quantity > Accepted Qty | Exception | Always Continue |
| 34 | RULE_R950 | Voucher Quantity greater than Assoc. Receipt Qty | Exception | Always Continue |
| 35 | RULE_R951 | Voucher Quantity greater than Assoc. Receipt Qty (non PO receipt) | Exception | Always Continue |
| 36 | RULE_V200 | Life to Date Voucher Qty > PO Qty | Exception | Always Continue |
| 37 | RULE_V300 | Life to Date Voucher Amount > PO Amount | Exception | Always Continue |
| 38 | RULE_V400 | Life to Date > Sched Amt + % ext tol | Exception | Always Continue |
| 39 | RULE_V500 | Life to Date > Sched Amt + ext amt tol | Exception | Always Continue |

## Basic Match Rule Control

Enable merchandise matching using the minimum number of match rules with the basic match rule control. Match rule IDs 250 and 260 allow for non-receipt required matching. Delete these match rules if you require all purchase orders to be received.

This table describes the basic match rule control delivered with the system:

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 1 | RULE_S100 | Invalid Match Control ID | Exception | Continue If False |
| 2 | RULE_S110 | Credit Adjustment Quantity > PO Matched Quantity | Exception | Continue If False |
| 3 | RULE_S111 | Credit Adjustment Amount > PO Matched Amount | Exception | Continue If False |
| 4 | RULE_S120 | Credit Adjustment Quantity > Receiver Match Qty | Exception | Continue If False |
| 5 | RULE_S121 | Credit Adjustment Amount > Receiver Match Amount | Exception | Continue If False |
| 6 | RULE_S122 | Credit Adjustment Quantity > Receiver Match Qty | Exception | Continue If False |
| 7 | RULE_S123 | Credit Adjustment Amount > Receiver Match Amount | Exception | Continue If False |
| 8 | RULE_S200 | Invalid PO ID exists not set for match | Exception | Continue If False |
| 9 | RULE_S201 | Invalid Receiver exists but not set for matching | Exception | Continue If False |
| 10 | RULE_S210 | Invalid PO Status | Exception | Continue If False |
| 11 | RULE_S300 | Invalid UOM conversion for PO | Exception | Continue If False |
| 12 | RULE_S400 | Invalid currency exchange rate for PO | Exception | Continue If False |
| 13 | RULE_S500 | Invalid UOM conversion for Receipt | Exception | Continue If False |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 14 | RULE_S600 | Invalid currency exchange rate for Receipt | Exception | Continue If False |
| 15 | RULE_S700 | Invalid Global exchange rate conversion error | Exception | Continue If False |
| 16 | 100 | No receipts found | Exception | Continue If False |
| 17 | 250 | Line amount not = PO line amt with PO amt tol | Exception | Continue If False |
| 18 | 260 | Line amount not = PO line amt with PO % tol | Exception | Continue If False |
| 19 | 270 | Line amount not = recv line amt with PO amt tol | Exception | Continue If False |
| 20 | 280 | Line amount not = recv line amt with PO % tol | Exception | Continue If False |
| 21 | 240 | LTD vchr amt greater than PO amt with PO amt tol | Exception | Continue If False |
| 22 | 350 | LTD vchr amt greater than PO amt with PO % tol | Exception | Continue If False |

## Standard Match Rules Using Rules Tolerances Match Rule Control

PeopleSoft delivers a complete match rule control that includes all match rules using tolerances from the match rules.

This table describes the standard match rules using rules tolerances match rule control delivered with the system:

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 1 | RULE_S100 | Invalid Match Control ID | Exception | Continue If False |
| 2 | RULE_S110 | Credit Adjustment Quantity > PO Matched Quantity | Exception | Continue If False |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 3 | RULE_S111 | Credit Adjustment Amount > PO Matched Amount | Exception | Continue If False |
| 4 | RULE_S120 | Credit Adjustment Quantity > Receiver Match Qty | Exception | Continue If False |
| 5 | RULE_S121 | Credit Adjustment Amount > Receiver Match Amount | Exception | Continue If False |
| 6 | RULE_S122 | Credit Adjustment Quantity > Receiver Match Qty | Exception | Continue If False |
| 7 | RULE_S123 | Credit Adjustment Amount > Receiver Match Amount | Exception | Continue If False |
| 8 | RULE_S200 | Invalid PO ID exists not set for match | Exception | Continue If False |
| 9 | RULE_S201 | Invalid Receiver exists but not set for matching | Exception | Continue If False |
| 10 | RULE_S210 | Invalid PO Status | Exception | Continue If False |
| 11 | RULE_S300 | Invalid UOM conversion for PO | Exception | Continue If False |
| 12 | RULE_S400 | Invalid currency exchange rate for PO | Exception | Continue If False |
| 13 | RULE_S500 | Invalid UOM conversion for Receipt | Exception | Continue If False |
| 14 | RULE_S600 | Invalid currency exchange rate for Receipt | Exception | Continue If False |
| 15 | RULE_S700 | Invalid Global exchange rate conversion error | Exception | Continue If False |
| 16 | 100 | No receipts found | Exception | Continue If False |
| 17 | 120 | Pay terms not = PO pay terms | Exception | Continue If False |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 18 | 130 | Vendor/Loc not = PO Vendor/Loc | Exception | Continue If False |
| 19 | 140 | Voucher item not = PO item | Exception | Continue If False |
| 20 | 150 | Inspection required but not completed | Exception | Continue If False |
| 21 | 160 | Vendor/Loc not = Receiver Vendor/Loc | Exception | Continue If False |
| 22 | 170 | Voucher item not = receiver item | Exception | Continue If False |
| 23 | 200 | Merch amt = PO merch amt with rule amt tol | Match | Continue If False |
| 24 | 210 | Merch amount = PO merch amt with rule % tol | Match | Continue If False |
| 25 | 220 | Merch amount = recv merch amt with rule amt tol | Match | Continue If False |
| 26 | 230 | Merch amount = recv merch amt with rule % tol | Match | Continue If False |
| 27 | 240 | Merch amount not = PO merch amt with rule amt tol | Exception | Always Continue |
| 28 | 290 | Line amount not = PO line amt with rule amt tol | Exception | Always Continue |
| 29 | 300 | Line amount not = PO line amt with rule % tol | Exception | Always Continue |
| 30 | 310 | Line amount not = recv line amt with rule amt tol | Exception | Always Continue |
| 31 | 320 | Line amount not = recv line amt with rule % tol | Exception | Always Continue |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 32 | 380 | LTD vchr amt greater than PO amt with rule amt tol | Exception | Always Continue |
| 33 | 390 | LTD vchr amt grater than PO amt with rule % tol | Exception | Always Continue |
| 34 | 450 | LTD vchr amt greater than recv amt w rule amt tol | Exception | Always Continue |
| 35 | 460 | LTD vchr amt greater than rec amt with rule % tol | Exception | Always Continue |
| 36 | 490 | Line price not = PO price + rule amt tol | Exception | Always Continue |
| 37 | 500 | Line price not = PO price with rule % tol | Exception | Always Continue |
| 38 | 700 | Freight not allowed | Exception | Always Continue |

## Standard Match Rules Using PO Tolerances Match Rule Control

PeopleSoft delivers a complete match rule control that includes all match rules using tolerances from POs.

This table describes the standard match rules using PO tolerances match rule control delivered with the system:

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 1 | RULE_S100 | Invalid Match Control ID | Exception | Continue If False |
| 2 | RULE_S110 | Credit Adjustment Quantity > PO Matched Quantity | Exception | Continue If False |
| 3 | RULE_S111 | Credit Adjustment Amount > PO Matched Amount | Exception | Continue If False |
| 4 | RULE_S120 | Credit Adjustment Quantity > Receiver Match Qty | Exception | Continue If False |
| 5 | RULE_S121 | Credit Adjustment Amount > Receiver Match Amount | Exception | Continue If False |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 6 | RULE_S122 | Credit Adjustment Quantity > Receiver Match Qty | Exception | Continue If False |
| 7 | RULE_S123 | Credit Adjustment Amount > Receiver Match Amount | Exception | Continue If False |
| 8 | RULE_S200 | Invalid PO ID exists not set for match | Exception | Continue If False |
| 9 | RULE_S201 | Invalid Receiver exists but not set for matching | Exception | Continue If False |
| 10 | RULE_S210 | Invalid PO Status | Exception | Continue If False |
| 11 | RULE_S300 | Invalid UOM conversion for PO | Exception | Continue If False |
| 12 | RULE_S400 | Invalid currency exchange rate for PO | Exception | Continue If False |
| 13 | RULE_S500 | Invalid UOM conversion for Receipt | Exception | Continue If False |
| 14 | RULE_S600 | Invalid currency exchange rate for Receipt | Exception | Continue If False |
| 15 | RULE_S700 | Invalid Global exchange rate conversion error | Exception | Continue If False |
| 16 | 100 | No receipts found | Exception | Continue If False |
| 17 | 120 | Pay terms not = PO pay terms | Exception | Continue If False |
| 18 | 130 | Vendor/Loc not = PO Vendor/Loc | Exception | Continue If False |
| 19 | 140 | Voucher item not = PO item | Exception | Continue If False |
| 20 | 150 | Inspection required but not completed | Exception | Continue If False |
| 21 | 160 | Vendor/Loc not = Receiver Vendor/Loc | Exception | Continue If False |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 22 | 170 | Voucher item not = receiver item | Exception | Continue If False |
| 23 | 200 | Merch amt = PO merch amt with rule amt tol | Match | Continue If False |
| 24 | 210 | Merch amount = PO merch amt with rule % tol | Match | Continue If False |
| 25 | 220 | Merch amount = recv merch amt with rule amt tol | Match | Continue If False |
| 26 | 230 | Merch amount = recv merch amt with rule % tol | Match | Continue If False |
| 27 | 240 | Merch amount not = PO merch amt with rule amt tol | Exception | Always Continue |
| 28 | 250 | Line amount not = PO line amt with PO amt tol | Exception | Always Continue |
| 29 | 260 | Line amount not = PO line amt with PO % tol | Exception | Always Continue |
| 30 | 270 | Line amount not = recv line amt with PO amt tol | Exception | Always Continue |
| 31 | 280 | Line amount not = recv line amt with PO % tol | Exception | Always Continue |
| 32 | 330 | LTD vchr qty greater than PO qty with receipt tol | Exception | Always Continue |
| 33 | 340 | LTD vchr amt greater than PO amt with PO amt tol | Exception | Always Continue |
| 34 | 350 | LTD vchr amt greater than PO amt with PO % tol | Exception | Always Continue |
| 35 | 400 | LTD vchr qty greater than receipt qty with PO % to | Exception | Always Continue |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 36 | 410 | LTD vchr amt greater than rec amt with PO amt tol | Exception | Always Continue |
| 37 | 420 | LTD vchr amt greater than recv amt with PO % tol | Exception | Always Continue |
| 38 | 470 | Line price not = PO price + PO price amt tol | Exception | Always Continue |
| 39 | 480 | Line price not = PO price with PO price % tol | Exception | Always Continue |
| 40 | 510 | Line price not = receipt price with rule amt tol | Exception | Always Continue |
| 41 | 520 | Line price not = receipt price with rule % tol | Exception | Always Continue |
| 42 | 550 | Line qty not = PO line qty with PO received % tol | Exception | Always Continue |
| 43 | 580 | Line qty not = recv qty with PO received % tol | Exception | Always Continue |
| 44 | 700 | Freight not allowed | Exception | Always Continue |

## Debit Memo Match Rule Control

Use the debit memo match rule control to allow the system to create debit memo adjustment vouchers for match exceptions.

This table describes the debit memo match rule control delivered with the system:

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 1 | RULE_S100 | Invalid Match Control ID | Exception | Continue If False |
| 2 | RULE_S110 | Credit Adjustment Quantity > PO Matched Quantity | Exception | Continue If False |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 3 | RULE_S111 | Credit Adjustment Amount > PO Matched Amount | Exception | Continue If False |
| 4 | RULE_S120 | Credit Adjustment Quantity > Receiver Match Qty | Exception | Continue If False |
| 5 | RULE_S121 | Credit Adjustment Amount > Receiver Match Amount | Exception | Continue If False |
| 6 | RULE_S122 | Credit Adjustment Quantity > Receiver Match Qty | Exception | Continue If False |
| 7 | RULE_S123 | Credit Adjustment Amount > Receiver Match Amount | Exception | Continue If False |
| 8 | RULE_S200 | Invalid PO ID exists not set for match | Exception | Continue If False |
| 9 | RULE_S201 | Invalid Receiver exists but not set for matching | Exception | Continue If False |
| 10 | RULE_S210 | Invalid PO Status | Exception | Continue If False |
| 11 | RULE_S300 | Invalid UOM conversion for PO | Exception | Continue If False |
| 12 | RULE_S400 | Invalid currency exchange rate for PO | Exception | Continue If False |
| 13 | RULE_S500 | Invalid UOM conversion for Receipt | Exception | Continue If False |
| 14 | RULE_S600 | Invalid currency exchange rate for Receipt | Exception | Continue If False |
| 15 | RULE_S700 | Invalid Global exchange rate conversion error | Exception | Continue If False |
| 16 | 100 | No receipts found | Exception | Continue If False |
| 17 | 490 | Line price not = PO price + rule amt tol | Debit Memo | Always Continue |

| Rule Order | Match Rule ID | Description | If Rule is True Take Action | Continue to Next Rule |
|---|---|---|---|---|
| 18 | 500 | Line price not = PO price with rule % tol | Debit Memo | Always Continue |
| 19 | 580 | Line qty not = recv qty with PO received % tol | Debit Memo | Always Continue |

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Viewing and Updating Match Rule Controls

## Matching Examples

The document association and matching examples provided here are based on the following assumptions:

- The delivered Standard document association group is used.
- The delivered Standard document association rules is used for all business units.
- The document source is the voucher and the association document is the receiver for document association examples.
- The delivered Basic match rule control is used unless otherwise specified.
- 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).
- The Matching process is run for all business units.

### Document Association Examples

This table represents various document association scenarios and associated receipt results. Scenarios are at the line summary level unless otherwise specified.

| Scenario | Document Association Algorithm | Voucher | Receiver | Associated Receipt? |
|---|---|---|---|---|
| Voucher / Receiver | Sum Up To | Voucher 1 = 100 | Receiver 1 = 100 | Receiver 1: Yes |
| Voucher / Multiple Receivers | Sum Up To | Voucher 1 = 100 | Receiver 1 = 70<br>Receiver 2 = 30 | Receiver 1: Yes<br>Receiver 2: Yes |
| Voucher / Receiver | Sum Up To | Voucher 1 = 100 | Receiver 1 = 90 | Receiver 1: Yes |
| Voucher / Receiver | Sum Up To | Voucher 1 = 100 | Receiver 1 = 110 | Receiver 1 = 100: Yes<br>Receiver 1 = 10: No |
| Voucher / Receiver | Equal | Voucher 1 = 100 | Receiver 1 = 100 | Receiver 1: Yes |

| Scenario | Document Association Algorithm | Voucher | Receiver | Associated Receipt? |
|---|---|---|---|---|
| Voucher / Receiver | Equal | Voucher 1 = 100 | Receiver 1 = 110 | Receiver 1: No |
| Voucher / Receiver | Equal | Voucher 1 = 100 | Receiver 1 = 90 | Receiver 1: No |
| Voucher / Multiple Receivers | Equal | Voucher 1 = 100 | Receiver 1 = 100<br>Receiver 2 = 100<br>Receiver 3 = 100 | Receiver 1: Yes<br>Receiver 2: No<br>Receiver 3: No |
| Voucher / Multiple Receivers | Equal Sum | Voucher 1 = 100 | Receiver 1 = 70<br>Receiver 2 = 30 | Receiver 1: Yes<br>Receiver 2: Yes |
| Voucher / Multiple Receivers | Equal Sum | Voucher 1 = 100 | Receiver 1 = 70<br>Receiver 2 = 40 | Receiver 1: No<br>Receiver 2: No |
| Voucher / Receiver | Equal Sum | Voucher 1 = 100 | Receiver 1 = 100 | Receiver 1: No<br>Receiver 1 is associated using *Equal* algorithm. |
| Voucher / Receiver | Select All | Voucher 1 = 100 | Receiver 1 = 1000 | Receiver 1: Yes |
| Voucher / Multiple Receivers | Select All | Voucher 1 = 100 | Receiver 1 = 70<br>Receiver 2 = 30<br>Receiver 3 = 90 | Receiver 1 = Yes<br>Receiver 2 = Yes<br>Receiver 3 = Yes |
| Voucher / Receiver | Select All | Voucher 1 = 100 | Receiver 1 = 10 | Receiver 1: Yes |
| Voucher / Receiver | Select If One | Voucher 1 = 100 | Receiver 1 = 100 | Receiver 1: Yes |
| Voucher / Multiple Receivers | Select If One | Voucher 1 = 100 | Receiver 1 = 50<br>Receiver 2 = 50 | Receiver 1: No<br>Receiver 2: No |

## Matching Examples

This table represents various matching scenarios and expected results. Scenarios are at the line summary level unless otherwise specified.

| Scenario | Data | Document Association Results | Matching - Expected Results |
|---|---|---|---|
| Purchase Order / Voucher | • PO quantity = 1000.<br>• No receiver required on PO line.<br>• Voucher quantity = 1000. | Purchase order and voucher associated. Tables updated. | Purchase order and voucher matched after all match rules applied. |
| Purchase Order / Receiver / Multiple Vouchers | • PO quantity = 1000.<br>• Receiver quantity = 1000.<br>• Voucher 1 quantity = 500.<br>• Voucher 2 quantity = 500. | No association performed. No tables updated. | Exception created for match rule 100 - no receipts found. No further match rules are applied.<br>Solution: Manually associate receiver to the vouchers. |
| Purchase Order / Multiple Receivers / Voucher | • PO quantity = 1000.<br>• Receiver 1 quantity = 300.<br>• Receiver 2 quantity = 100.<br>• Voucher quantity = 400. | Purchase order is partially associated. Voucher and both receivers associated. Tables updated. | Purchase order is partially matched and voucher and receivers are fully matched after all match rules applied. |
| Purchase Order / Voucher | • PO amount = 100. PO matching tolerance is 10%.<br>• No receiver required on PO line.<br>• Voucher amount = 120. | Purchase order and voucher associated. Tables updated. | Exception created for match rule 260 - line amount not = PO line amount with PO % tolerance. No further match rules are applied. |
| Purchase Order / Multiple Receivers / Multiple Vouchers | • PO amount = 1000.<br>• Receiver 1 amount = 800.<br>• Receiver 2 amount = 200.<br>• Voucher 1 amount = 800.<br>• Voucher 2 amount = 220.<br>• Match rule tolerance amount is 10. | Purchase order and Receiver 1 associated to Voucher 1. No purchase order and receiver association for Voucher 2. Tables updated. | Purchase order is partially matched. Voucher 1 and Receiver 1 are fully matched after all match rules applied.<br>Exception created for Voucher 2 for match rule 100 - no receipts found. No further match rules are applied. |

| Scenario | Data | Document Association Results | Matching - Expected Results |
|---|---|---|---|
| Purchase Order / Receiver / Voucher (header summary level) | • The delivered Standard Match Rules Using Rules Tolerance match rule control is used.<br>• PO merchandise amount = 2000.<br>• Receiver amount = 2000.<br>• Voucher merchandise amount = 1900. | No association performed. No tables updated. | Exception created for match rule 100 - no receipts found. No further match rules are applied. |
| Purchase Order / Voucher (header summary level) | • The delivered Standard Match Rules Using Rules Tolerance match rule control is used.<br>• PO merchandise amount = 2000.<br>• No receiver required.<br>• Voucher merchandise amount =1900.<br>• Match rule tolerance is 10%. | Purchase order and voucher associated. Tables updated. | Purchase order and voucher matched after applying match rule 210 - merchandise amount = PO merchandise amount with rule % tolerance. No further match rules are applied. |

# Prerequisites

To run the Matching process, you must have installed Payables and Purchasing and you must complete the following setup:

1. View and define new match rule types if necessary on the Match Rule Type page.

   Use workflow user lists to specify the routing recipients of any exceptions.

   Indicate that the match rule type allows debit memo creation to have the system automatically create debit memo adjustment vouchers for match exceptions.

2. View, clone, and create new match rules on the Match Rules component (AP_MTCH_RULES).

   Override the workflow user lists defined at the match rule type level for individual match rules.

   Specify amount or percent tolerances at the match rule control level.

3. View and define new match rule controls if necessary on the Match Rule Control page.

   Each match rule control has the applicable match rules for the vendor or Purchasing business unit.

   Specify amount or percent tolerances for individual match rules. These tolerances appear by default on the purchase order line, and the Matching process uses them. You can also include matching tolerances in the SQL statement at the match rule level, or define matching tolerances at the purchase order level.

4. View and add document association criteria on the Document Association Rules page.

   The rules determine how the system associates receivers with purchase orders and vouchers.

Specify that the document association criteria applies to amount only purchase orders.

5. View and modify the document association group on the Document Association Group page.
6. Specify the document association group to use in the Matching process on the Installation Options - Payables page.
7. Establish the matching options, document association rules, and enable posting of unmatched vouchers for a business unit on the Payables Definition component (BUS_UNIT_TBL_AP).
8. (Optional) Override the match delay days defined at the Payables business unit level on the Voucher Origin - Vouchering Options 1 page or the Group Information - Vouchering Options page.
9. Specify matching options and enable the Matching process on the Matching/Approval Options collapsible region on the Vendor Information - Payables Options page.

   If applicable, you can also use this page to enable receipt-only matching for the vendor location.

   Override the match delay days defined at the Payables business unit level, the voucher origin level, or the group level.
10. (Optional) Specify debit memo options for vendor locations on the Debit Memo Options collapsible region on the Vendor Information - Payables Options page.
11. (Optional) Define price and receiving tolerances at the purchase order level on the Item Categories component and the Purchasing Attributes component.

    You can do this by item or by item category.
12. (Optional) Configure Integration Broker for the AP_VCHR_MESSAGE_OUT EIP (enterprise integration point).

    Use the AP_VCHR_MESSAGE_OUT EIP to publish debit memo and voucher information to a predefined site where the vendors can access the information. The web server and the application server should be configured for setting up the Integration Gateway. Also, the application server should be configured to have the Pub/Sub servers established before bringing up the application server.
13. (Optional) Install Merkur DeliveryWare and Merkur Connector software for fax and email notification.

    Merkur Group provides Merkur DeliveryWare and Merkur Connector, third-party software applications that are required for dispatching debit memo and voucher information via fax or email. Please consult with Merkur Group for installation instructions.

## See Also

Chapter 4, “Setting Up Payables Business Units,” Establishing Matching Options, page 55

Chapter 4, “Setting Up Payables Business Units,” Linking Payables Business Units with General Ledger Business Units, page 46

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Creating Vouchers Online, page 270

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information,” Defining Vendor Locations

*PeopleSoft PeopleTools PeopleBook: Integration Broker*

# Initiating the Matching Application Engine Process

This chapter provides an overview of the matching engine and discusses how to:

- Run the Matching process in batch.
- Run the Matching process from the Voucher component.
- Run the Matching process from the Match Workbench.

## Understanding the Matching Engine

The Matching process runs through various steps. These steps are part of the Matching engine and include:

- Match run control.
- Document association module.
- Rule application processor.
- Status update validation.
- Final update maintenance engine.
- Notification and routing.

These steps are discussed in detail in the sections that follow.

### Match Run Control

The first step in the Matching process is the match run control. The match run control uses the criteria defined on the Match Request page, on the Match Workbench, or on the Voucher component, to select vouchers. The match run control:

1. Selects vouchers based on the selection parameters specified by the user.
2. Populates the voucher match table (AP_MTVCHR_T) with all eligible vouchers selected for the Matching process.

### Document Association Module

The next step in the Matching process is the document association module. When the Matching process runs, the document association module finds receipts automatically for vouchers that have a purchase order reference. The document association module uses the criteria you define on the Document Association page to associate receivers to voucher lines. In addition to defining document association rules to handle exact matches, you can define rules to handle non exact match and amount only purchase order scenarios.

The document association module steps are included in the AP_DAM Application Engine library which is called from the Matching process. The AP_DAM library calls the AP_DAM_ALG library which contains all of the necessary steps for algorithms that are specified on the document association rule.

Prior to associating documents, the system deletes records from the following tables: AP_MTCH_EXCPTN, VCHR_MTCH_DETLS, AP_VCHR_LN_SUM, AP_VCHR_HDR_SUM, TSE_VCHRLN_FLD, TSE_VCHR, and VCHR_RECV_MTCH.

**Note.** The system deletes the records from the VCHR_RECV_MTCH table only if they were associated earlier by the document association process. If you manually associated the receipts, the system does not delete those records.

Document association is comprised of three major functions:

1. Association preprocessing populates the voucher, purchase order, and receiver match temporary tables (AP_DAMVLINE_T, AP_DAMPOLN_T, and AP_DAMRCVLN_T).
2. Unit of measure and currency conversion logic converts voucher data to the purchase order unit of measure and currency or to the receiver unit of measure and currency for non purchase order receipts.

   **Note.** These steps are contained in the AP_MTCHCOM library since unit of measure and currency conversions are common activities.

3. Document association rules logic associates the voucher, purchase order, and receiver lines and populates header and line level summary tables (AP_VCHR_HDR_SUM and AP_VCHR_LN_SUM) and the voucher match details table (VCHR_MTCH_DETLS).

Once the system finds an association the process is complete. If the document association functionality does not associate a receipt with a voucher line, you can use the Voucher component to manually associate the receipt with the voucher line by:

- Using the Copy from a Source Document option on the Invoice Information page to copy a PO receipt or a non PO receipt.
- Manually associating individual receivers with the voucher line by using the Associate Receivers page.

## Rule Application Processor

Following the document association module step in the Matching process is the rule application processor. During the rule application processor step, the Matching process determines if the voucher lines and their associated purchase orders and receivers satisfy all the match conditions.

The rule application processor steps are included in the AP_MATCH_RAP Application Engine library which is called from the Matching process.

Prior to applying match rules, the system populates header summary and line summary temporary tables (AP_VCHRHSUM_T and AP_VCHRLSUM_T). These temporary tables contain the copy of all vouchers selected in the current match run control.

The rule application processor:

1. Determines the match rule level.

   If the match rule level is at the header summary level, the system inserts all the records from the AP_VCHRHSUM_T table into the AP_MTHSUM_T table for the condition specified on the match rule.

   If the rule is at the line summary level, the system inserts all the records from the AP_VCHRLSUM_T table into the AP_MTLSUM_T table for the condition specified on the match rule.

2. Determines the action applicable to the match rule.

   If the action is *Debit Memo,* the system sets DBMEMO_FLAG to *Y,* and either DMEMO_CAT_PRICE to *Y,* or DMEMO_CAT_QTY to *Y* on the AP_VCHRLSUM_T table.

   If the action is *Exception,* the system sets EXCEPTION_FLAG to *Y* on the AP_VCHRHSUM_T table or the AP_VCHRLSUM_T table depending on the level of the match rule. The system retrieves the necessary fields based on the fields that are specified on the Match Rules - Workbench page for the Match Workbench and populates the AP_MTCH_EXCPTN table.

## Status Update Validation

Following the rule application processor is the status update validation step. The status update validation step determines the match action applicable to the voucher line.

The status update validation steps are also included in the AP_MATCH_RAP Application Engine library which is called from the Matching process.

Status update validation applies the final match action to the voucher line. Final match actions include *Debit Memo, Exception, Match, Override,* and *Warning.*

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**Note.** If the action is *Debit Memo,* the Matching process determines if the vendor is set up for debit memo processing. If so, the system creates a debit memo adjustment voucher. If not, the system sets the debit memo flags to *N* and no debit memo adjustment voucher is created.

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## Final Update Maintenance Engine

After the status update validation step, the final update maintenance engine populates the appropriate voucher, purchase order, and receiver tables.

The final update maintenance engine steps are in the AP_MTCH_FUME Application Engine library which is called from the Matching process. The AP_MTCH_FUME library calls the AP_MTCH_DM library which contains all of the necessary steps to perform debit memo processing.

The final update maintenance engine:

1. Populates the voucher information in the voucher table (VOUCHER)
2. Populates the purchase order information in the PO line ship table (PO_LINE_SHIP) and the PO header table (PO_HDR).
3. Populates the receiver information in the receiver line ship table (RECV_LN_SHIP) and the receiver header table (RECV_HDR).
4. Populates the matching information in the receiver voucher match table (RECV_VCHR_MTCH), the receiver line ship match table (RECV_LN_SHP_MTH), the PO line match table (PO_LINE_MATCHED), and the PO line ship match table (PO_LINE_SHIP_MTCH).
5. Populates the debit memo information in the VCHR_HDR_STG, VCHR_LINE_STG, VCHR_DIST_STG, and VCHR_PYMT_STG staging tables.

## Notification and Routing

As a final step, notification and routing use the workflow parameters defined at the match rule type and match rule levels to generate worklist entries and email notifications.

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**Note.** You can also dispatch debit memo information to notify your vendors that adjustments were made to their invoices. Dispatch debit memo information from the Dispatch Debit Memo page or the Voucher component.

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## Pages Used to Initiate the Matching Process

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Match Request | MTCH_RUN_CNTRL | Accounts Payable, Batch Processes, Vouchers, Matching, Match Request | Define the run control for the Matching Application Engine process (AP_MATCH). |
| Messages | AP_MESSAGE_LOG | Accounts Payable, Batch Processes, Vouchers, Matching, Match Request - Messages | View messages generated during the Matching process. The Message Log page displays messages by process instance. |
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information | Enter voucher information. |
| Match Workbench | AP_MTCH_WB | Accounts Payable, Review Accounts Payable Info, Vouchers, Match Workbench, Match Workbench | View a list of vouchers and match information, according to specified search criteria. You can override exceptions, correct errors, create debit memos, put vouchers on a match hold, initiate the Matching process, undo matched vouchers, and send notifications. |

## Running the Matching Process in Batch

Access the Match Request page.

**Match Workbench** Click to access the Match Workbench page to view voucher match information. You can override exceptions, correct errors, create debit memos, put vouchers on a match hold, initiate the Matching process, undo matched vouchers, and send notifications.

**Match Action** Select a match action to run. Options include:

*Matching:* Executes the Matching process and matching is performed. No email notification or workflow worklist items are created.

*Workflow/Email Notify:* Executes the Matching process only to call the Matching Notification process. The Matching Notification process calls the Process Match Exceptions process if workflow worklist items exist. No matching is performed.

**Note.** The Matching Notification and Process Match Exceptions processes generate workflow notifications and worklist items based on the workflow parameters defined on the Match Rule Type and Match Rules - Workflow pages. You can also run these processes from the Match Workbench.

**Options** Select the level at which the system runs the Matching process. Options are *All Business Units, Business Unit, Control Group, Origin,* and *Voucher.*

**As of Date** Enter the date for which the Matching process includes data. The system selects vouchers with a match due date on or before the as of date.

**Note.** If you enter an as of date, the Matching process uses that date until you manually change it. If you leave the As of Date field blank, the system uses the current date every time you run the Matching process, but the system does not actually populate the field.

**Run Document Association Only** Click to run the document association subprocess only.

**Note.** For improved efficiency, PeopleSoft recommends running the document association subprocess more frequently than the entire Matching process.

**Note.** Do not run more than one Matching process simultaneously unless the data is organized so that neither Matching process needs the other's purchase orders or receivers.

When you click Run, the matching processing option appears on the Process Scheduler Request page:

**AP_MATCH** (accounts payable matching) Select to run the Matching process and all associated subprocesses.

### See Also

Chapter 20, "Running the Matching Process," Understanding the Matching Engine, page 511

Chapter 20, "Running the Matching Process," Searching for Vouchers To Be Matched, page 520

Chapter 20, "Running the Matching Process," Matching Workflow, page 480

## Running the Matching Process from the Voucher Component

Access the Invoice Information page.

Run the Matching process as part of a real-time process group, using the Action field on the Invoice Information page.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 270

## Running the Matching Process from the Match Workbench

Access the Match Workbench.

Run the Matching process real-time using the action fields on the Match Workbench page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page.

### See Also

Chapter 20, "Running the Matching Process," Managing Matches and Match Exceptions, page 516

# Managing Matches and Match Exceptions

This chapter provides an overview of the Match Workbench and discusses how to:

- Search for vouchers to be matched.
- Search for matched vouchers.
- Undo matched vouchers.
- Review matches.
- Review match exceptions.
- Review suppliers disputed vouchers and match history.

## Understanding the Match Workbench

The Match Workbench comprises of various associated pages that enable you to query match information, override exceptions, correct errors, create debit memos, put vouchers on a match hold, and initiate the Matching process on demand. Configure the Match Workbench according to your business requirements:

- Specify what match actions are allowed on the Match Workbench on the Match Rule Type page.
- Define the workbench details for each match rule on the Match Rules - Workbench page.
- Define the match rule processing order on the Match Rule Control page which is the order match rules are displayed on the Match Workbench.
- Create personalized search parameters that you can use to query match information.

### Match Workbench Search Fields

You can create personalized search parameters from the fields in the following list:

- *Business Unit* (required).
- *Match Status* (required).
- *Approval Status.*
- *Control Group ID.*
- *Entered on.*
- *Gross Invoice Amount.*
- *Invoice Date.*
- *Invoice Number.*
- *Item ID.*
- *Item SetID.*
- *Last User to Update.*
- *Match Due Date.*
- *Match Rule ID.*
- *Match Type.*
- *Origin.*

- *Packing Slip Number.*
- *Voucher ID.*
- *PO Business Unit.*
- *PO Number.*
- *Receiving Business Unit.*
- *Receipt Number.*
- *Scheduled to Pay.*
- *Vendor Location.*
- *Vendor SetID.*
- *Vendor ID.*
- *Voucher Source.*
- *Voucher Style.*
- *User ID.*

**Note.** Certain fields have other field dependencies. As an example, if you select *Vendor ID* the system warns you that *Vendor SetID* is a prerequisite field for *Vendor ID* and requires you to also select it.

## Pages Used to Manage Matches and Match Exceptions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Match Workbench | AP_MTCH_WB | Accounts Payable, Review Accounts Payable Info, Vouchers, Match Workbench, Match Workbench | View a list of vouchers and match information, according to specified search criteria. This page and the pages accessible from it enable you to override exceptions, correct errors, create debit memos, put vouchers on a match hold, initiate the Matching process, undo matched vouchers, and send notifications. |
| Matched Vouchers | AP_MTCH_WB_SUCCESS | Click a Matched link for a match type of Auto - Matched on the Match Workbench page. | View match information for associated vouchers, purchase orders, and receipts. You can initiate the Matching process to undo a matched voucher. |

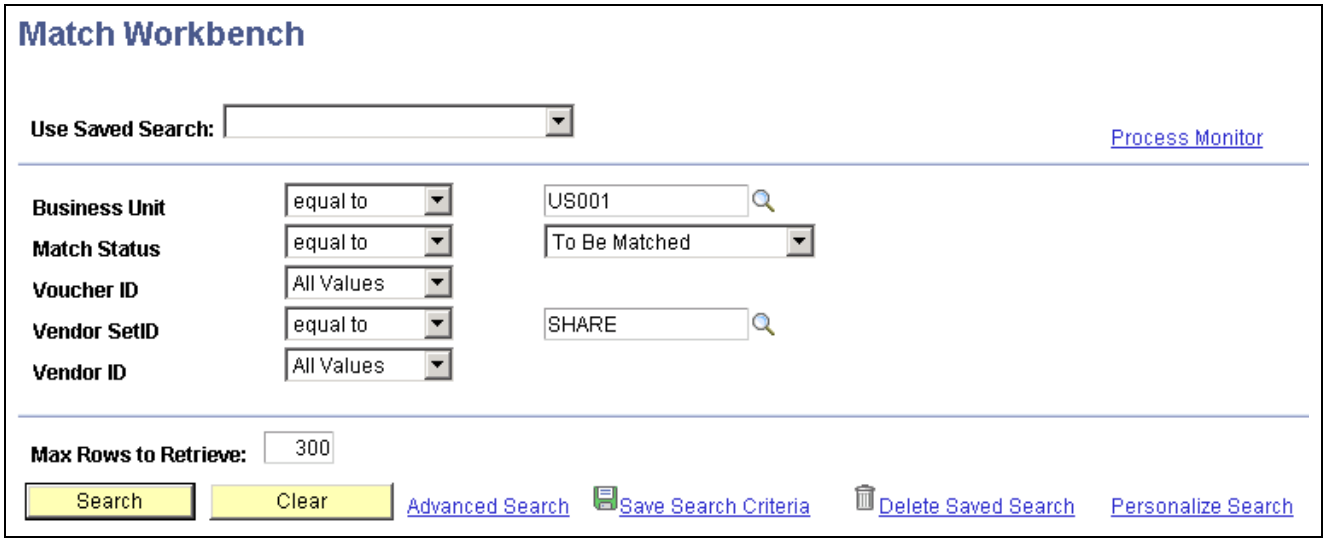
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Match Exception Workbench Details | AP_MTCH_WB_EXCPTN | Click a Match Exceptions Exist or a Match Dispute link on the Match Workbench page. | View match information for associated vouchers, purchase orders, and receipts. You can override exceptions, correct errors, create debit memos, put vouchers on a match hold, initiate the Matching process. |
| Match Overridden Workbench Details | AP_MTCH_WB_OVRD | Click a Manually Overridden or Overridden - Credit Note link on the Match Workbench page. | View match override information for associated vouchers, purchase orders, and receipts. You can indicate an override reason and initiate the Matching process.<br>**Note.** The voucher displayed on this page has not gone through the Matching process. |
| Match Overridden Workbench Details | AP_MTCH_WB_MOVRD | Click a Matched link for a match type of Matched with Override, Matched with Debit Memo, Matched with Credit Note on the Match Workbench page. | View match override information for associated vouchers, purchase orders, and receipts.<br>**Note.** The voucher displayed on this page has gone through the Matching process and resulted in a successful match. |
| Header Match Rules | AP_WB_HDRRULE_SEC | Click the Header Match Rules link on the Matched Vouchers page. | View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule. |
| Header Match Rules | AP_WB_HEADER_EXPTN | Click the Header Match Rules link on the Match Exception Workbench Details page. | View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule. |
| Header Match Rules | AP_WB_HDR_OVRD_SEC | Click the Header Match Rules link on the Match Overridden Workbench Details page. | View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Header Match Rules | AP_WB_HD_MOVRD_SEC | Click the Header Match Rules link on the Match Overridden Workbench Details page. | View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule. |
| Match Exception Workbench Summary | AP_WB_EXCPTN_SUM | Click the Match Exception Summary link on the Match Exception Workbench Details page. | View all invoice line errors. |
| Match Override Workbench Summary | AP_WB_EXCPTN_OVRD | Click the Match Override Summary link on the Match Overridden Workbench Details page. | View voucher information for match exceptions that are overridden. Also view the match rule ID, match rule, and the override reason associated with the match exception.<br>To use this page, you must have overridden match exceptions on the Match Exception Workbench Details page. |
| Match Rule Details | AP_WB_RULE_SEC |  Click the details button on the Matched Vouchers page, the Match Exception Workbench Details page, or the Match Overridden Workbench Details page. | Displays the full description of the match rule. |
| Associated Document Information | AP_WB_VCHRLNPO_SEC | Click the Document Details link on the Matched Vouchers page, the Match Exceptions Workbench Details page, or the Match Overridden Workbench Details page. | View voucher, purchase order, and receiver attributes for all lines. |
| Associated Document Information | AP_WB_ASSTNLN_SEC | Click the Line Document Detailslink on the Matched Vouchers page, the Match Exceptions Workbench Details page, or the Match Overridden Workbench Details page. | View voucher, purchase order, and receiver attributes for a specific line. |
| 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, purchase order, and receiver information, and match error information. |

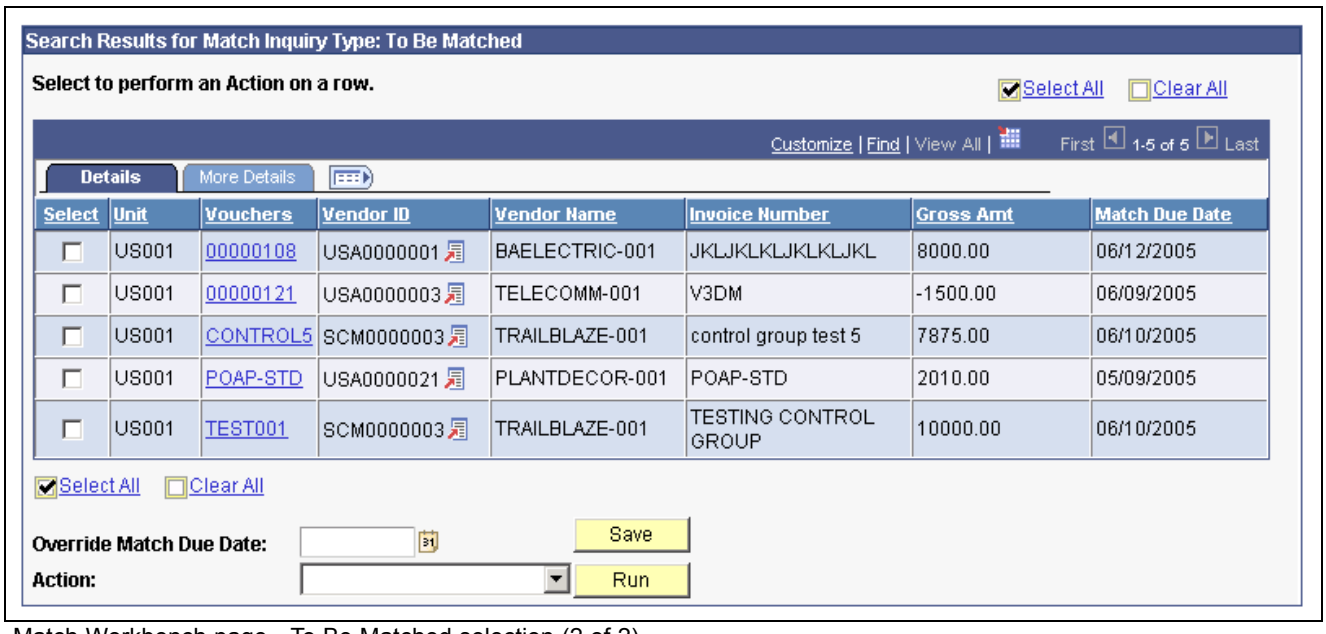
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor Match Metrics | AP_VCHR_MATCH_INQ | Accounts Payable, Review Accounts Payable Info, Vendor, Vendor Match Metrics, Vendor Match Metrics | Define parameters to create Excel download reports for analyzing vouchers with various match statuses. |

# Searching for Vouchers To Be Matched

Access the Match Workbench page.




Match Workbench page - To Be Matched selection (1 of 2)




Match Workbench page - To Be Matched selection (2 of 2)

**Match Status** Select *To Be Matched* to include in the search results only vouchers that have not been matched.

**Personalize Search** Click to access search fields that you can select for display on the Match Workbench page. Warnings appear if you select fields that have other field dependencies that have not been selected. You can save your search criteria and use it again by selecting it from the saved search list.

Enter search criteria for vouchers that you want to view.

### Search Results

Displays voucher information for selected unmatched vouchers.

**Note.** Security controls access to associated inquiry pages.

**Vouchers** Displays the voucher ID. Click the link to access the voucher using the Voucher component.

**Vendor ID** Displays the vendor ID. Click the View Related Links button to access the Vendor Information page, the Conversations page, or the Contact page.

**Match Due Date** Displays the match due date for the voucher. If you click the Select check box, the Match Due Date field becomes available. Enter a date and click the Save button to override the match due date. Use this field to individually override match due dates.

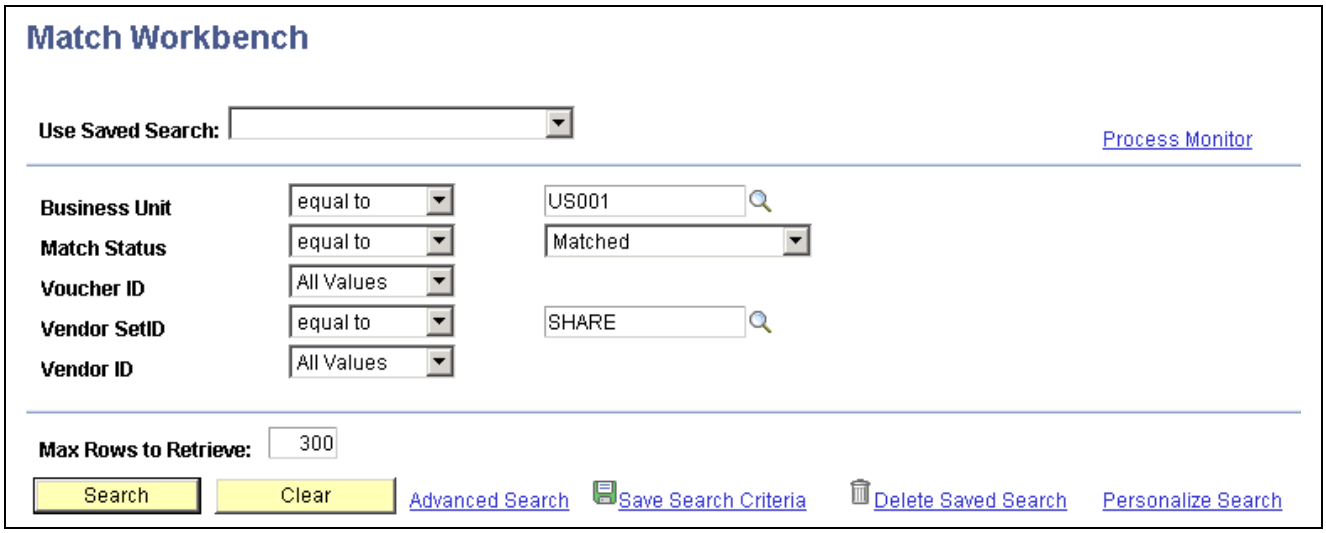
**Note.** Match delay days are only applicable to EDI and XML invoices. You usually receive electronic invoices prior to receiving items purchased. Using match delay days allow for this timing difference so receipt not found match exceptions are reduced. The system uses the entry date as the match due date for all other invoices.

**Override Match Due Date** Enter a date to use as the Match Due Date for vouchers selected. The match due dates change accordingly when you save the Match Workbench page. Use this field to override several match due dates with the same date.

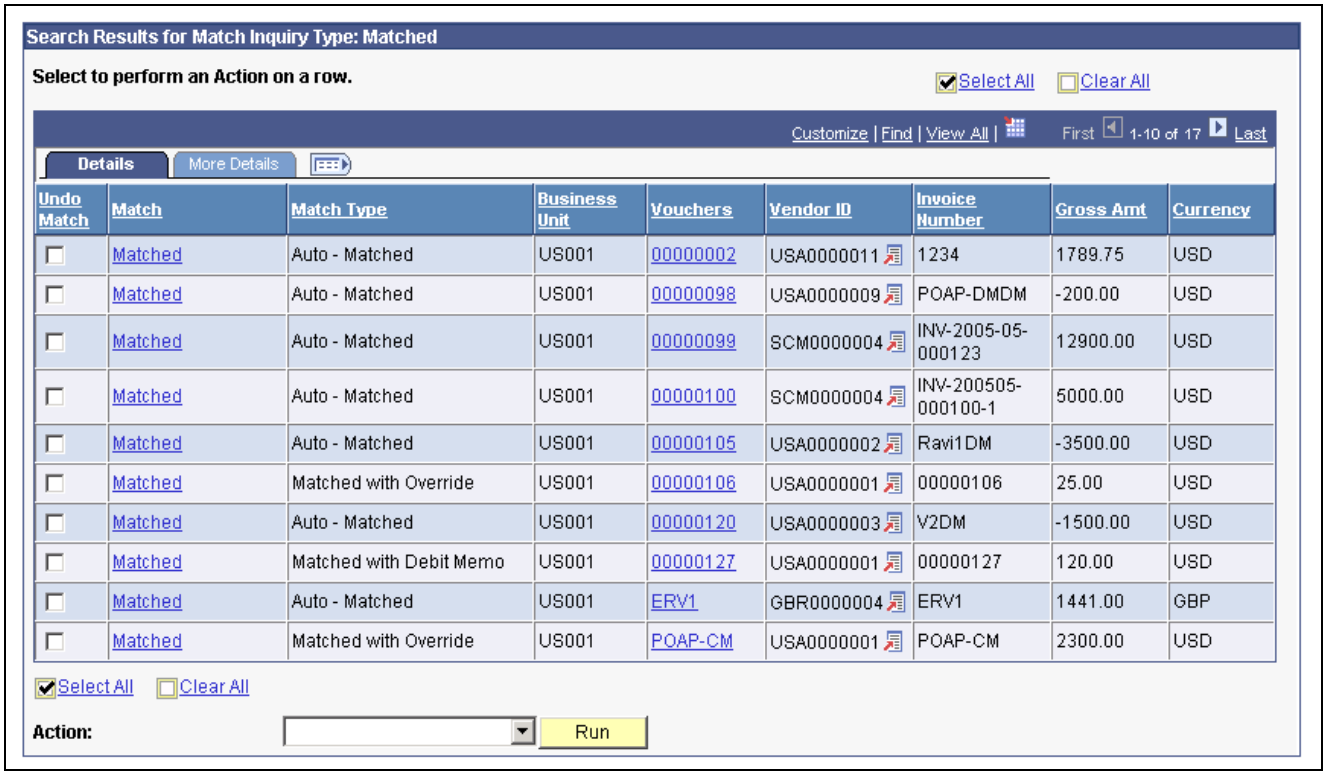
**Action** Select the process to be run on-demand for vouchers selected. For vouchers to be matched, the option is *Matching*. When you click the Run button, the Matching process runs.

## Searching for Matched Vouchers

Access the Match Workbench page.




Match Workbench page - Matched selection (1 of 2)




Match Workbench page - Matched selection (2 of 2)

**Match Status**

Select a match status to include only vouchers with that status in the search results. Match statuses include *Manually Overridden, Match Dispute, Match Exceptions Exist, Matched, Overridden - Credit Note,* and *To Be Matched*.

**Note.** The search results appear in different formats depending on the match status you select.

See Chapter 20, "Running the Matching Process," Searching for Vouchers To Be Matched, page 520.

**Personalize Search** Click to access search fields that you can select for display on the Match Workbench page. Warnings appear if you select fields that have other field dependencies that have not been selected. You can save your search criteria and use it again by selecting it from the saved search list.

Enter search criteria for vouchers that you want to view.

## Search Results

Displays voucher information for selected vouchers that have gone through the Matching process.

---

**Note.** Security controls access to associated inquiry pages.

---

**Undo Match** Select the check box to mark the voucher to be unmatched. This option appears only when you select *Matched* in the Match field.

When you select the check box to undo a matched voucher, the system verifies whether the voucher is available to be unmatched. If the voucher is not available to undo a match, an error message appears. Because the verification occurs when you select the check box, you may need to wait a few seconds before proceeding. Select the *Undo Matching* option in the Action field and click the Run button to initiate the Matching process to undo the match. Undoing a matched voucher resets all statuses on the voucher, receiver, and purchase order.

**Select** Select the check box to mark the voucher for further processing. This option appears when you select *Manually Overridden, Match Dispute, Match Exceptions Exist,* and *Overridden - Credit Note.*

Choose an option in the Action field to apply to the vouchers selected.

**Match** Displays the match status of the voucher. Match statuses include:

*Manually Overridden*: You manually assign this status on the Match Exception Workbench Details page to indicate that the match exception has been overridden. Click the *Manually Overridden* status link to access the Match Overridden Workbench Details page.

*Match Dispute*: You manually assign the Match Dispute status to vouchers on the Match Exception Workbench Details page. No further match processing is done on these vouchers until you change the match status. Click the *Match Dispute* status link to access the Match Exception Workbench Details page.

*Match Exceptions Exist*: Exceptions occurred when applying the match rules to the voucher. Click the *Match Exceptions Exist* status link to access the Match Exception Workbench Details page.

*Matched*: The voucher is successfully matched. Click the *Matched* status link to access the Matched Vouchers page.

*Overridden - Credit Note*: You manually assign this status on the Match Exception Workbench Details page to indicate that the voucher has been matched with a credit memo adjustment voucher. Click the *Overridden - Credit Note* status link to access the Match Overridden Workbench Details page.

*To Be Matched*: Vouchers have not gone through the Matching process or vouchers have been unmatched.

**Match Type** Displays further details of the match status. This option appears only when you select *Matched* in the Match Status field. Match types include *Auto - Matched, Matched with Debit Memo, Matched with Override, Matched with Credit Note*.

**Vouchers** Displays the voucher ID. Click the link to access the Voucher component.

**Vendor ID** Displays the vendor ID. Click the icon to access the Vendor Information page, the Conversations page, or the Contact page.

**Action** Select the process to be run on-demand for vouchers selected. Options depend on the match status you selected:

*Undo Matching:* This option is available only for vouchers with a match status of *Matched.*

*Matching:* This option is available for vouchers with a match status of *Manually Overridden, Match Exceptions Exist,* and *Overridden - Credit Note.*

*Send Notification:* This option is available for vouchers with a match status of *Match Dispute* and *Match Exceptions Exist.*

# Undoing Matched Vouchers

Access the Match Workbench page.

To undo a matched voucher:

1. Select the vouchers with a match status of *Matched* that you want to undo matching.
2. Select the *Undo Matching* option in the Action field
3. Click the Run button

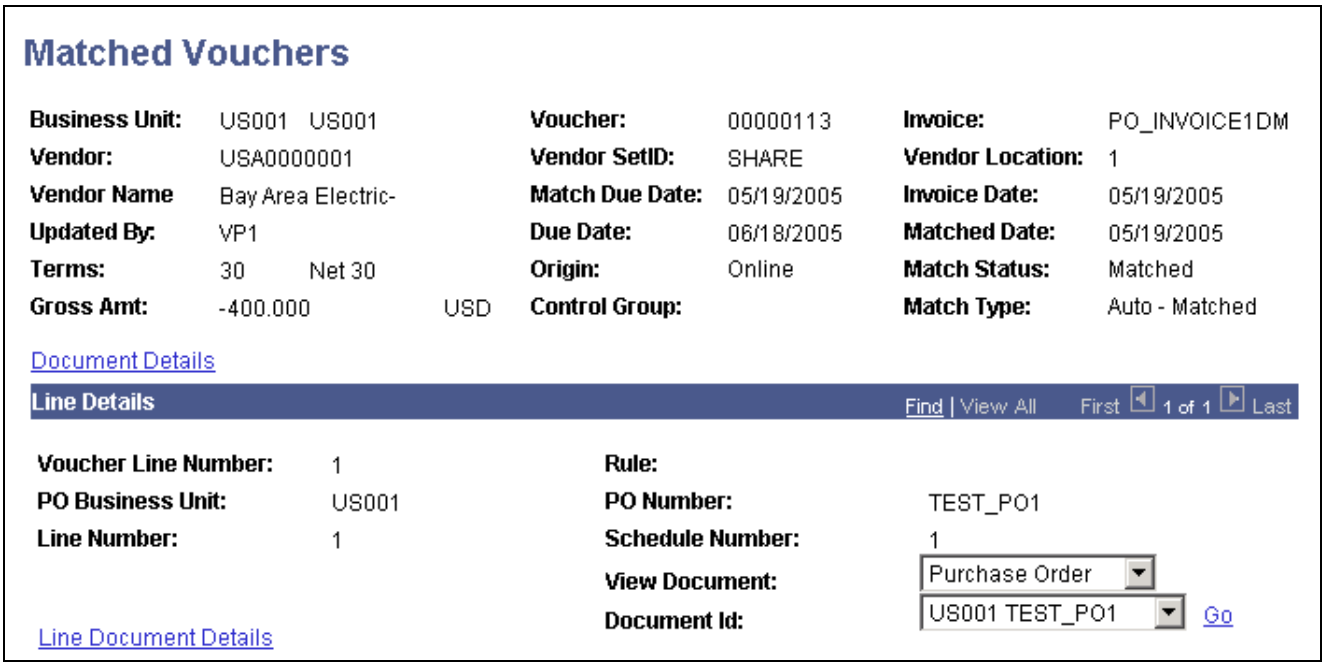
### See Also

Chapter 20, “Running the Matching Process,” Matching Process Flow, page 475

Chapter 20, “Running the Matching Process,” Searching for Matched Vouchers, page 521

# Reviewing Matches

Access the Matched Vouchers page.



## Matched Vouchers

| | | | | | |
|---|---|---|---|---|---|
| **Business Unit:** | US001 US001 | **Voucher:** | 00000113 | **Invoice:** | PO_INVOICE1DM |
| **Vendor:** | USA0000001 | **Vendor SetID:** | SHARE | **Vendor Location:** | 1 |
| **Vendor Name** | Bay Area Electric- | **Match Due Date:** | 05/19/2005 | **Invoice Date:** | 05/19/2005 |
| **Updated By:** | VP1 | **Due Date:** | 06/18/2005 | **Matched Date:** | 05/19/2005 |
| **Terms:** | 30 Net 30 | **Origin:** | Online | **Match Status:** | Matched |
| **Gross Amt:** | -400.000 USD | **Control Group:** | | **Match Type:** | Auto - Matched |

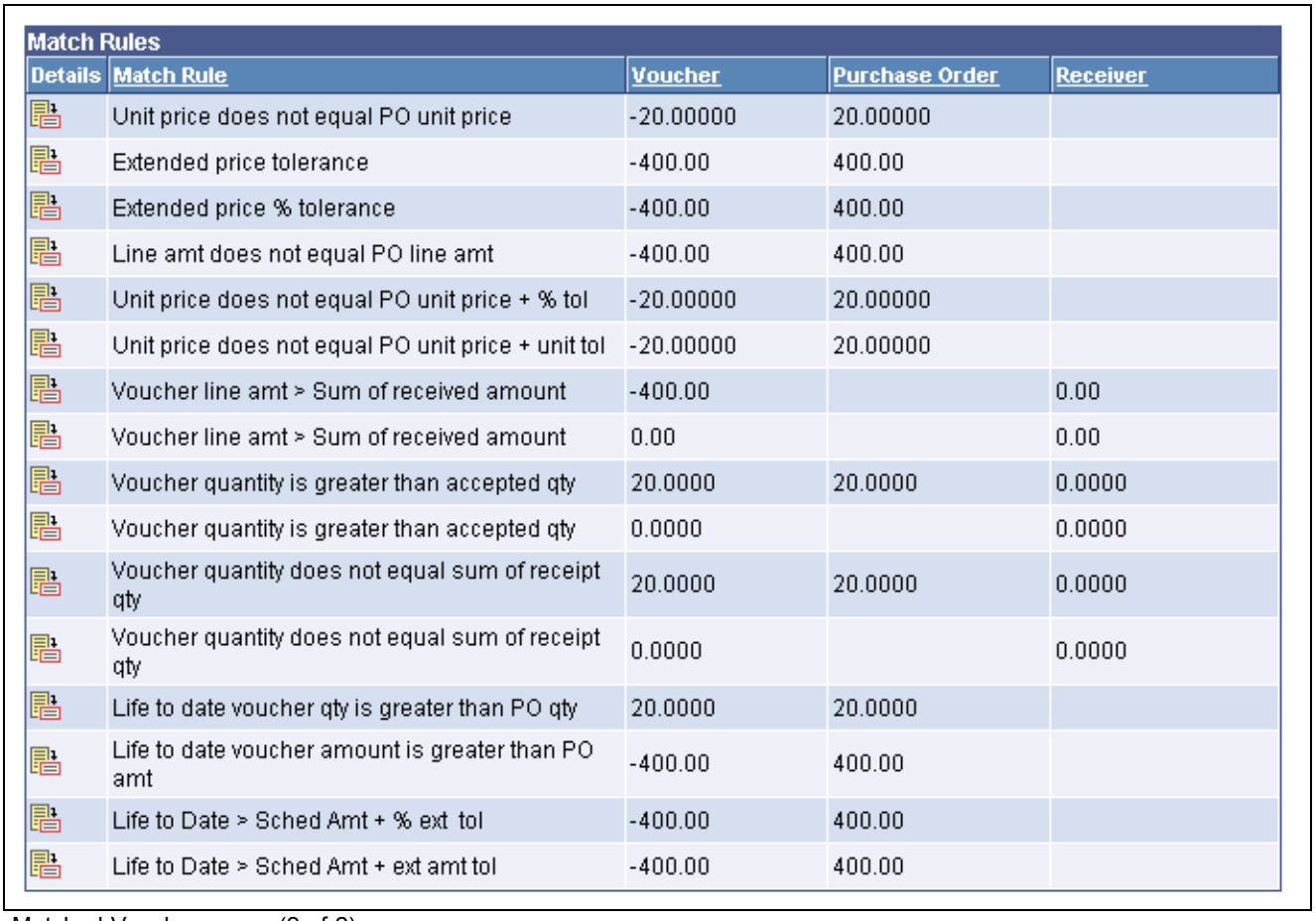
Document Details

**Line Details** Find | View All First 1 of 1 Last

| | | | |
|---|---|---|---|
| **Voucher Line Number:** | 1 | **Rule:** | |
| **PO Business Unit:** | US001 | **PO Number:** | TEST_PO1 |
| **Line Number:** | 1 | **Schedule Number:** | 1 |
| | | **View Document:** | Purchase Order |
| | | **Document Id:** | US001 TEST_PO1 Go |

Line Document Details

Matched Vouchers page (1 of 2)



**Match Rules**

| Details | Match Rule | Voucher | Purchase Order | Receiver |
|---|---|---|---|---|
| | Unit price does not equal PO unit price | -20.00000 | 20.00000 | |
| | Extended price tolerance | -400.00 | 400.00 | |
| | Extended price % tolerance | -400.00 | 400.00 | |
| | Line amt does not equal PO line amt | -400.00 | 400.00 | |
| | Unit price does not equal PO unit price + % tol | -20.00000 | 20.00000 | |
| | Unit price does not equal PO unit price + unit tol | -20.00000 | 20.00000 | |
| | Voucher line amt > Sum of received amount | -400.00 | | 0.00 |
| | Voucher line amt > Sum of received amount | 0.00 | | 0.00 |
| | Voucher quantity is greater than accepted qty | 20.0000 | 20.0000 | 0.0000 |
| | Voucher quantity is greater than accepted qty | 0.0000 | | 0.0000 |
| | Voucher quantity does not equal sum of receipt qty | 20.0000 | 20.0000 | 0.0000 |
| | Voucher quantity does not equal sum of receipt qty | 0.0000 | | 0.0000 |
| | Life to date voucher qty is greater than PO qty | 20.0000 | 20.0000 | |
| | Life to date voucher amount is greater than PO amt | -400.00 | 400.00 | |
| | Life to Date > Sched Amt + % ext tol | -400.00 | 400.00 | |
| | Life to Date > Sched Amt + ext amt tol | -400.00 | 400.00 | |

Matched Vouchers page (2 of 2)

Displays match information for the selected voucher.

**Header Match Rules** Click the link to access the Header Match Rules page to view all the header match rules applied to the voucher, purchase order, and receiver. This link appears if there are summary level match rules applied to the voucher.

**Document Details** Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the first line of the voucher. All lines are available for viewing.

### Line Details

**View Document** and **Document ID** Select the type of document, the document ID, and click Go to access detailed information for the associated document. Options appear if documents exist and include:

*Purchase Order:* Select to access the Purchase Order Inquiry - Purchase Order page.

*Receiver:* Select to access the Receipts page.

*Voucher:* Select to access the Voucher component.

**Line Document Details** Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the specific voucher line.

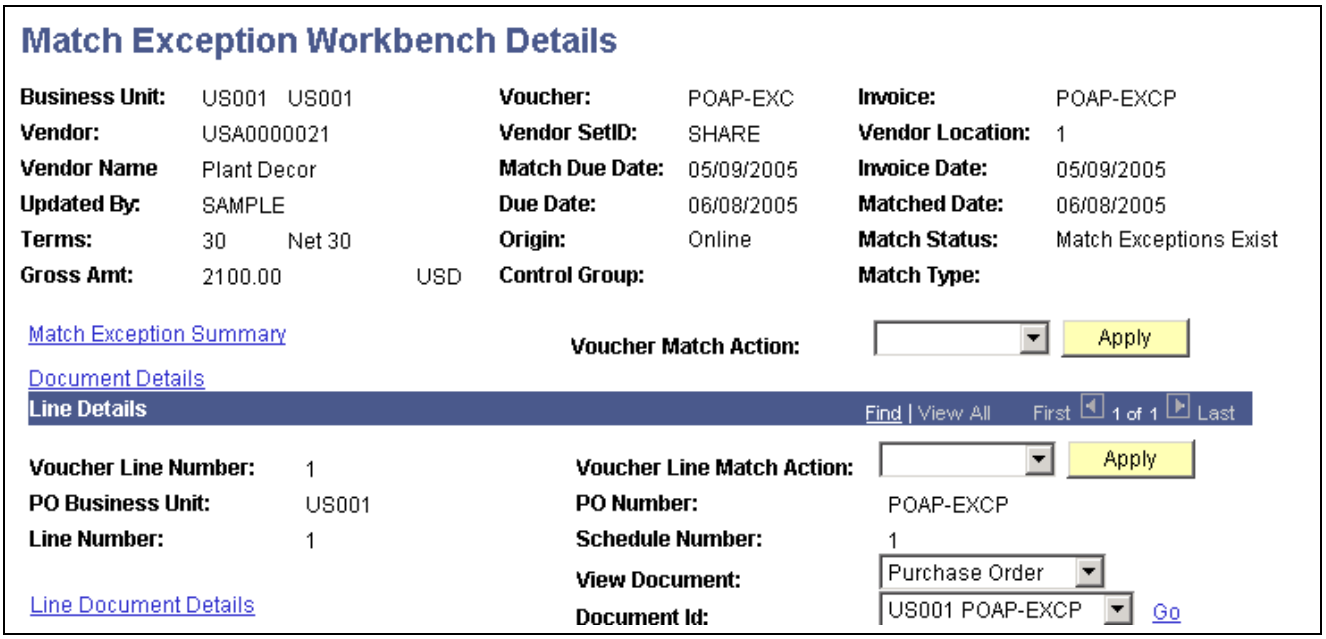
### Match Rules

 Click the match details button to access the Match Rule Details page to view a detailed description of the match rule.

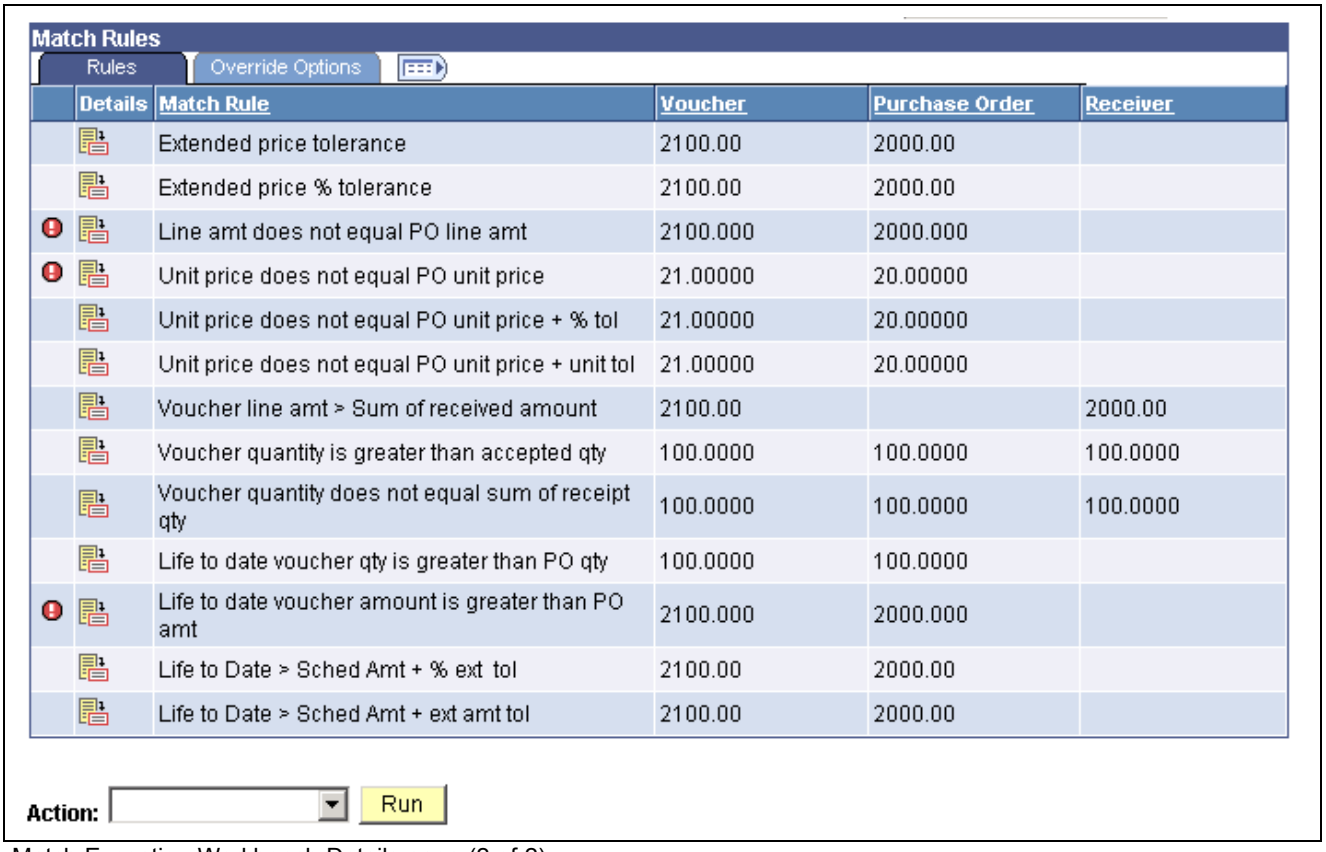
**Match Rule** Displays the match rule in the order match rules are defined in the match rule control.

## Reviewing Match Exceptions

Access the Match Exception Workbench Details page.




Match Exception Workbench Details page (1 of 2)




Match Exception Workbench Details page (2 of 2)

Displays voucher information for the selected voucher.

**Header Match Rules** Click the link to access the Header Match Rules page to view all the header match rules applied to the voucher, purchase order, and receiver. This link appears if there are summary level match rules applied to the voucher.

**Match Exception Summary** Click the link to access the Match Exception Workbench Summary page. You can view all header level exceptions associated with this voucher.

**Document Details** Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the first line of the voucher. All lines are available for viewing.

**Voucher Match Action** Select an option to apply a voucher match option to the header level. Click the Apply button to apply the action to the header, line, and match rule levels. Options include:

*Credit Note*: Changes the match status on the voucher to *Overridden - Credit Note*. Once the Matching process runs, the system changes the match status to *Matched* and the match type to *Matched with Credit Note.*

When you click the Apply button, the system applies *Credit Note* to the header level and *Override* to the line and match rule levels. The override reason indicates it is a credit note from a higher level.

---

**Note.** To properly match the credit memo to the original voucher PeopleSoft recommends that you use the adjustment voucher style and copy the original voucher. This results in the credit memo adjustment voucher with a match status of *Matched* and the match type of *Auto - Matched* if there are no other match exceptions.

---

*Match Dispute*: Places the entire voucher on hold. No further match processing is done on these vouchers until you change the match status to *Override* or *To Be Matched*.

When you click the Apply button, the system applies *Match Dispute* to the header level and no action to the line and match rule levels.

*Override*: Changes the match status on the voucher to *Manually Overridden.* Once the Matching process runs, the system changes the match status to *Matched* and the match type to *Matched with Override.*

When you click the Apply button, the system applies *Override* to the header, line, and match rule levels. The override reason indicates it is overridden from a higher level.

---

**Note.** You can override header level match options at the line level and the match rule level. If you select only a voucher match action at the header level, the system overrides all exceptions at the header level and the line level.

---

## Line Details

**Voucher Line Match Action** Select to apply *Override* at the line level.

---

**Note.** You can override line level match actions at the match rule level. Voucher match actions at the line level override voucher match actions set at the header level.

---

**View Document** and **Document ID** Select the type of document, the document ID, and click Go to access detailed information for the associated document. Options appear if documents exist and include:

*Purchase Order:* Select to access the Purchase Order Inquiry - Purchase Order page.

*Receiver:* Select to access the Receipts page.

*Voucher:* Select to access the Voucher component.

**Line Document Details** Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the specific voucher line.

### Match Rules



Indicates that the voucher line has a match exception.



Click the match details button to access the Match Rule Details page to view a detailed description of the match rule.

**Match Rule** Displays the match rule in the order match rules are defined in the match rule control.

**Action** Select an option to apply at the match rule level. Options available are dependant on the actions specified on the Match Rule Type page and associated to the match rule. They include:

*Debit Memo*: The Matching process creates a debit memo adjustment voucher to resolve the matching exception. The Matching process changes the match status on the original voucher to *Matched* and the match type to *Matched with Debit Memo*. The Matching process creates the debit memo adjustment voucher with a match status of *Matched* and the match type with *Auto - Matched*.

*Override*: Overrides the match exception and the Matching process changes the match status on the voucher to *Matched* and the match type to *Matched with Override*.

Select the reason for overriding the match exception using the Override Reason field's drop down list . Click the Comments button to access the Match Rule Override Reason page where you can enter a free-form override reason.

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**Note.** For new override reasons, add translate values to the OVRD_REASON field.

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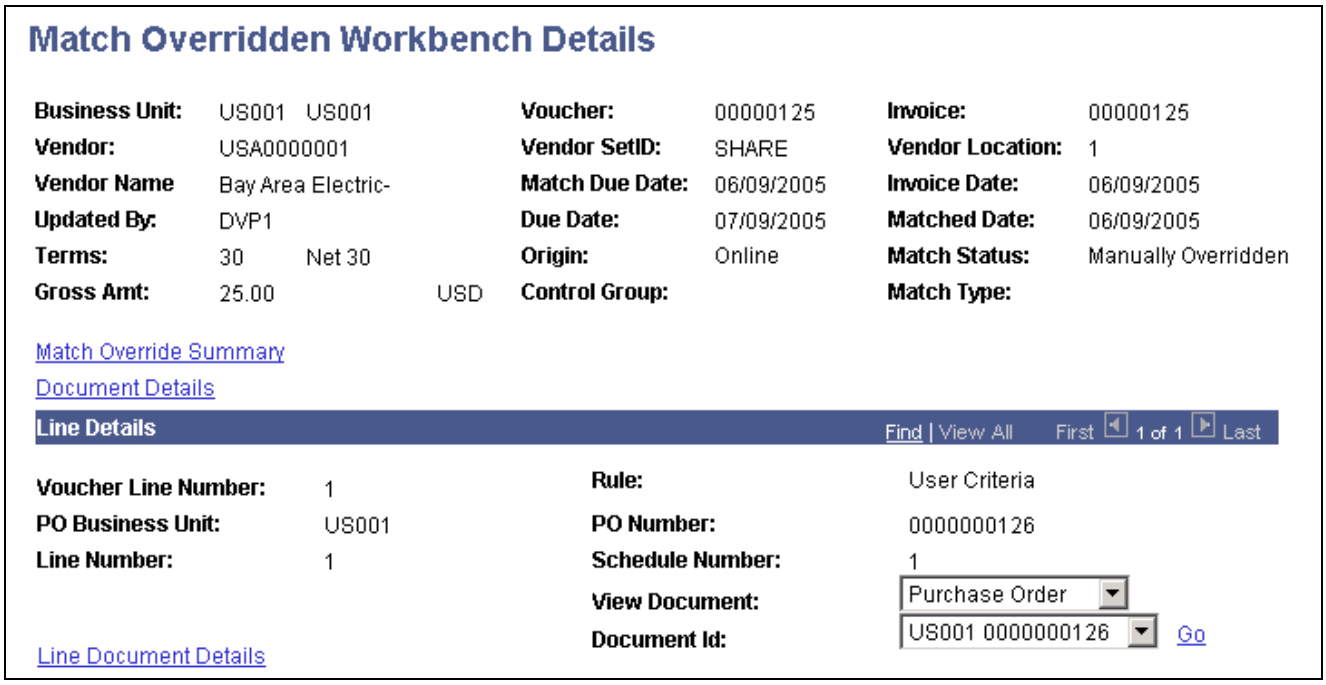
**Note.** Voucher match actions at the match rule level override voucher match actions set at the header level and the line level.

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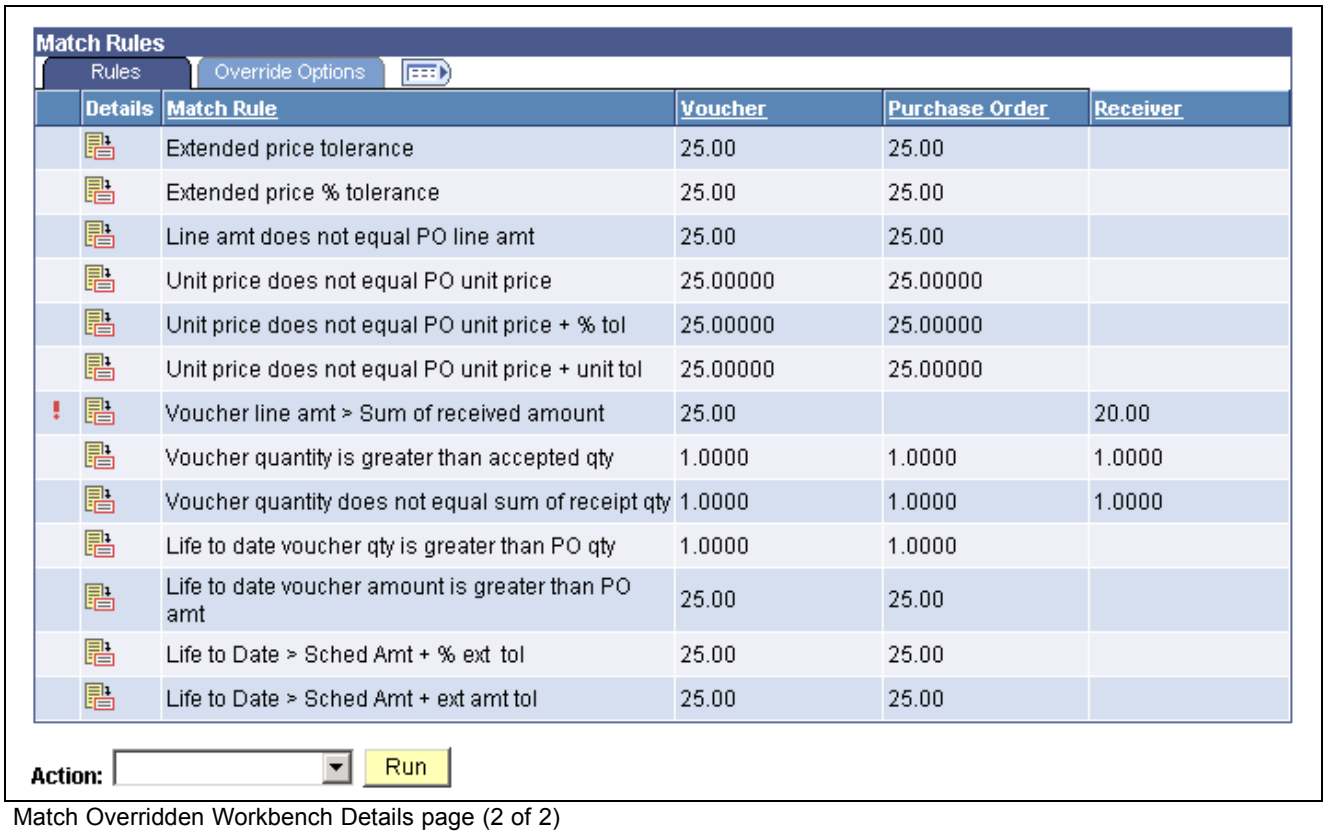
**Action** Select the *Matching* option to run the process on-demand. When you click the Run button, the Matching process runs.

## Reviewing Overridden Match Exceptions

Access the Match Overridden Workbench Details page.




Match Overridden Workbench Details page (1 of 2)




Match Overridden Workbench Details page (2 of 2)

Displays voucher information for the selected voucher.

**Note.** There are two versions of the Match Overridden Workbench Details page. One displays voucher information for a voucher that has gone through the Matching process. The Match Status field displays *Matched.* The other version displays voucher information for a voucher that has not gone through the Matching process. The Match Status field displays *Manually Overridden.* The *Manually Overridden* match status is a temporary status until the Matching process changes it to *Matched.*

**Header Match Rules** Click the link to access the Header Match Rules page to view all the header match rules applied to the voucher, purchase order, and receiver. This link appears if there are summary level match rules applied to the voucher.

**Match Override Summary** Click the link to access the Match Override Workbench Summary page to view voucher information for match exceptions that are overridden.

**Document Details** Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the first line of the voucher. All lines are available for viewing.

## Line Details

**View Document** and **Document ID** Select the type of document, the document ID, and click Go to access detailed information for the associated document. Options appear if documents exist and include:

*Debit/Credit:* Select to access the related debit memo or credit memo adjustment voucher using the Voucher component.

**Note.** This option appears only for a voucher with a match status of *Matched* and the match type of *Matched with Debit Memo* or *Matched with Credit Note.*

*Purchase Order:* Select to access the Purchase Order Inquiry - Purchase Order page.

*Receiver:* Select to access the Receipts page.

*Voucher:* Select to access the Voucher component.

**Line Document Details** Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the specific voucher line.

## Match Rules

 Indicates that the voucher line match exception was overridden.

 Click the match details button to access the Match Rule Details page to view a detailed description of the match rule.

**Match Rule** Displays the match rule in the order match rules are defined in the match rule control.

**Override Reason** Displays the reason for overriding the match exception. The system also displays who it was overridden by, if it was a debit memo, and the date it was overridden.

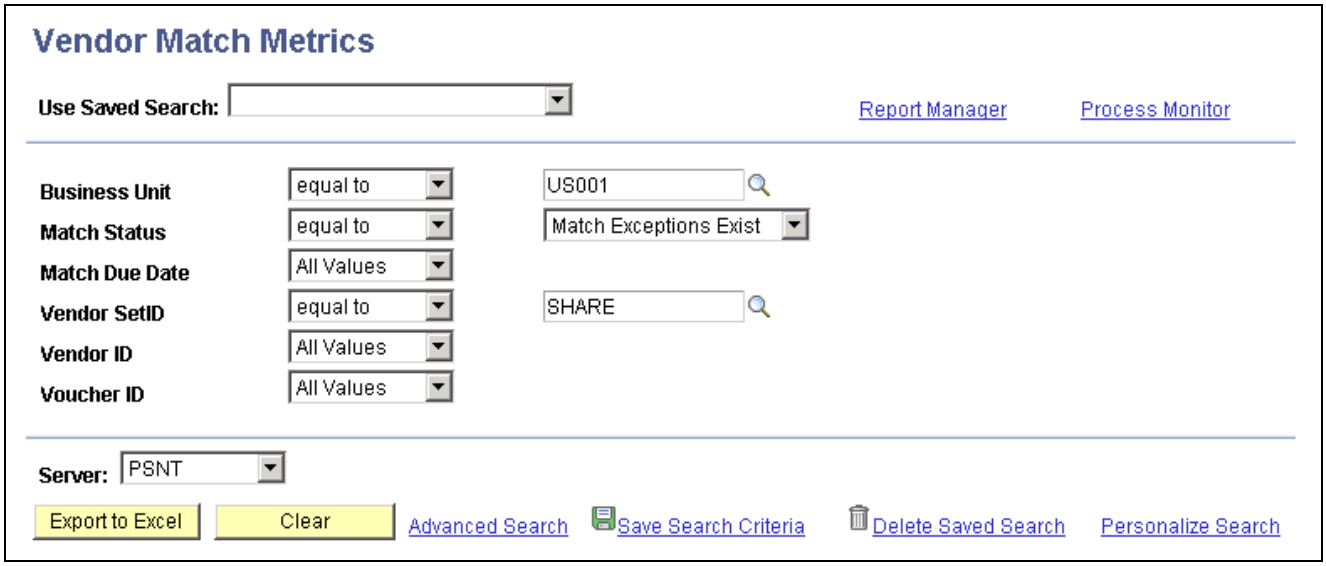
**Action** Select the *Matching* option to run the process on-demand. When you click the Run button, the Matching process runs.

This field is available if the voucher has not gone through the Matching process and the voucher is in the match status of *Manually Overridden* or *Overridden - Credit Note.*

**Note.** You manually assign the match statuses of *Manually Overridden* and *Overridden - Credit Note.* Once you run the Matching process against these vouchers, the system changes the match status to *Matched.* The system assigns the match type to *Matched with Override* and *Matched with Credit Note,* respectively.

## Reviewing Suppliers Disputed Vouchers and Match History

Access the Vendor Match Metrics page.




Vendor Match Metrics page

This page is similar to the search parameters on the Match Workbench page. The following fields are unique to the Vendor Match Metrics page.

See Chapter 20, "Running the Matching Process," Searching for Matched Vouchers, page 521.

**Report Manager** Click to access the Excel file that the query generates. Only Excel files are generated from the data retrieval process. No search results are listed.

**Server** Select the server to process the query.

**Export to Excel** Click to create the Excel file containing voucher information from the parameters defined.

**Note.** The system generates an error message if the row count exceeds Excel's limit of 65000.

# Processing Debit Memo Adjustment Vouchers

This section provides an overview of debit memo processing and discusses how to dispatch debit memo information.

## Understanding Debit Memo Processing

The Matching process calls the Voucher Build Application Engine process (AP_VCHRBLD) to automatically create debit memo adjustment vouchers to resolve matching exceptions between the amount on a voucher and the purchase orders and receivers associated with that voucher. The Matching process determines if a debit memo should be created based on the match rule or rules applied to the voucher.

**Note.** Debit memo adjustment vouchers are created for credit adjustments only.

The Matching process creates the debit memo as an adjustment voucher style and links it to the original voucher using the voucher related field (VOUCHER_ID_RELATED) on the voucher line record (VOUCHER_LINE). The debit memo inherits the purchase order lines or the receiver lines depending on the match rules. Debit memo adjustment vouchers include adjustments to the merchandise amount and adjustments to sales or use tax or VAT amounts based on the tax code specified on the original voucher. The system does not include any adjustments for freight and miscellaneous charges from the original voucher. Manually enter any freight and miscellaneous adjustments using the Voucher component before the Matching process runs. The system creates the debit memo adjustment voucher with a match status of *Ready*.

**Note.** The Landed Cost Extraction Application Engine process (LC_EXTRACT) includes debit memo adjustment vouchers after they are matched and posted.

Because debit memos adjust the amounts paid to vendors, you can dispatch debit memo information to the vendors via print, phone, fax, email, or electronic data exchange (EDX).

### Debit Memo Adjustment Vouchers

Debit memo adjustment vouchers are handled similar to other vouchers that the Voucher Build process creates. In addition, debit memo adjustment vouchers inherit the associated vouchers' processing. For example, if budget-checking is required for the original voucher, budget-checking is required for the debit memo adjustment voucher.

This table discusses various processes and the actions you take with debit memo adjustment vouchers.

| Process | Debit Memo Action |
|---|---|
| Voucher build and pre-edit | Use the Quick Invoice Entry component (VCHR_QUICK_PNL) to review and correct debit memo adjustment vouchers with pre-edit errors.<br><br>See Chapter 16, "Processing Batch Vouchers," Reviewing Voucher Build Process Errors, page 377.<br><br>See Chapter 17, "Using Quick Invoices," Reviewing and Updating Quick Invoices, Staged Vouchers, and Vouchers with Pre-Edit Errors, page 402. |

| Process | Debit Memo Action |
| --- | --- |
| Voucher edit | Use the Voucher component (VCHR_EXPRESS) to review and update debit memo adjustment vouchers with no pre-edit errors. You can override the dispatch method on the Voucher Information page.<br><br>See Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 270. |
| Budget-checking | The debit memo voucher requires budget-checking if the associated voucher requires budget-checking. The voucher header and distribution line records are flagged as not budget-checked. If the purchase order distribution line is finalized the expense ledger is affected. There is no impact on the encumbrance ledger. If the purchase order distribution line is not finalized the encumbrance ledger is affected.<br><br>See Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," page 711. |
| Voucher close | The process of closing debit memo adjustment vouchers is similar to closing other vouchers. However, you cannot close vouchers associated with debit memo adjustment vouchers unless you close all related vouchers first.<br><br>The process of closing debit memo adjustment vouchers associated with PO vouchers is similar to closing regular PO vouchers. You cannot close PO vouchers or debit memo adjustment vouchers if they are partially paid.<br><br>See Chapter 19, "Managing Vouchers," Closing Individual Vouchers, page 429. |
| Voucher delete | A warning message appears when you delete a debit memo adjustment voucher informing you that the debit memo is tied to a regular voucher. You cannot delete vouchers associated with debit memo adjustment vouchers unless you delete all related vouchers first.<br><br>See Chapter 19, "Managing Vouchers," Deleting Individual Vouchers, page 436. |
| Voucher mass maintenance | Close or delete debit memo adjustment vouchers using the voucher mass maintenance functionality. Vouchers associated with the debit memo adjustment vouchers are excluded from the selection when you use voucher mass maintenance to close or delete debit memo adjustment vouchers.<br><br>See Chapter 19, "Managing Vouchers," Modifying, Unposting, Deleting, and Closing Multiple Vouchers, page 449. |
| Tax calculation | The Voucher Build process calculates sales and use tax and VAT amounts based on the tax code specified on the original voucher. |

| Process | Debit Memo Action |
|---|---|
| Discount, freight, and miscellaneous charge calculations | Debit memo adjustment vouchers do not contain payment terms with discount terms or freight and miscellaneous charges. |
| Undo voucher match | If you undo matching on a regular voucher, the system deletes the debit memo adjustment voucher provided the debit memo adjustment voucher has not gone through the Matching process. If the regular voucher requires budget-checking, the system does not delete the debit memo adjustment voucher. You need to manually delete the debit memo adjustment voucher before undoing the regular voucher match. If the debit memo adjustment voucher has gone through the matching, payment, or posting processes, you must reverse those processes and then undo the regular voucher match.<br><br>See Chapter 20, "Running the Matching Process," Undoing Matched Vouchers, page 524. |
| Payment selection | The payment process includes debit memo adjustment vouchers if the match status on the voucher is *Matched* and the AP match type is *Auto - Matched*. Also, you can pay debit memo adjustment vouchers manually or with drafts.<br><br>See Chapter 21, "Processing Pay Cycles," Processing and Managing Pay Cycles, page 556. |
| Archiving | The archival process includes debit memo adjustment vouchers.<br><br>See Chapter 38, "Archiving Transactions," Archiving Data, page 917. |
| Asset Management interface | The process of handling debit memo adjustment vouchers is similar to adjustment vouchers.<br><br>See Chapter 31, "Sending Information to Asset Management," Sending Voucher Information to Asset Management, page 814. |

## Debit Memo Notification

It may be necessary to notify your vendors that adjustments were made to their invoices. The Dispatch Debit Memo Application Engine process (AP_DM_DSP) produces a paper or electronic document that contains the reason and the amount of the adjustment. You can dispatch debit memo information to the vendors via print, phone, fax, email, or electronic data exchange (EDX). You can dispatch debit memo information from the Dispatch Debit Memo page or the Voucher component.

Use third-party applications, Merkur DeliveryWare and Merkur Connector, to fax or email information to your vendors. Merkur DeliveryWare and Merkur Connector are products of the Merkur Group. The Dispatch Debit Memo Application Engine process (AP_DM_DSP) creates the Dispatch Memo report (APY1100) in addition to four hidden fields that Merkur DeliveryWare uses. The Dispatch Memo process populates:

- The #PHONE_MERKUR field based on the delivery method.

The field contains the email address, the fax number, or a blank. You define the email address and fax number on the Vendor component (VNDR_ID). The Dispatch Memo process creates a print file if data is missing in the appropriate field.

- The #USER_MERKUR field with the assigned operator ID.

  You can set up rules to determine how system notifies the assigned operator in case of a failed fax transmission, invalid email address, or a successful transmission.

- The #TITLE_MERKUR field with *Debit Memo Notification* that becomes the subject line for the email or the header page for the fax.
- The #EndofDoc_MERKUR field with *#LAST_DOCPAGE#* indicating the end of the document.

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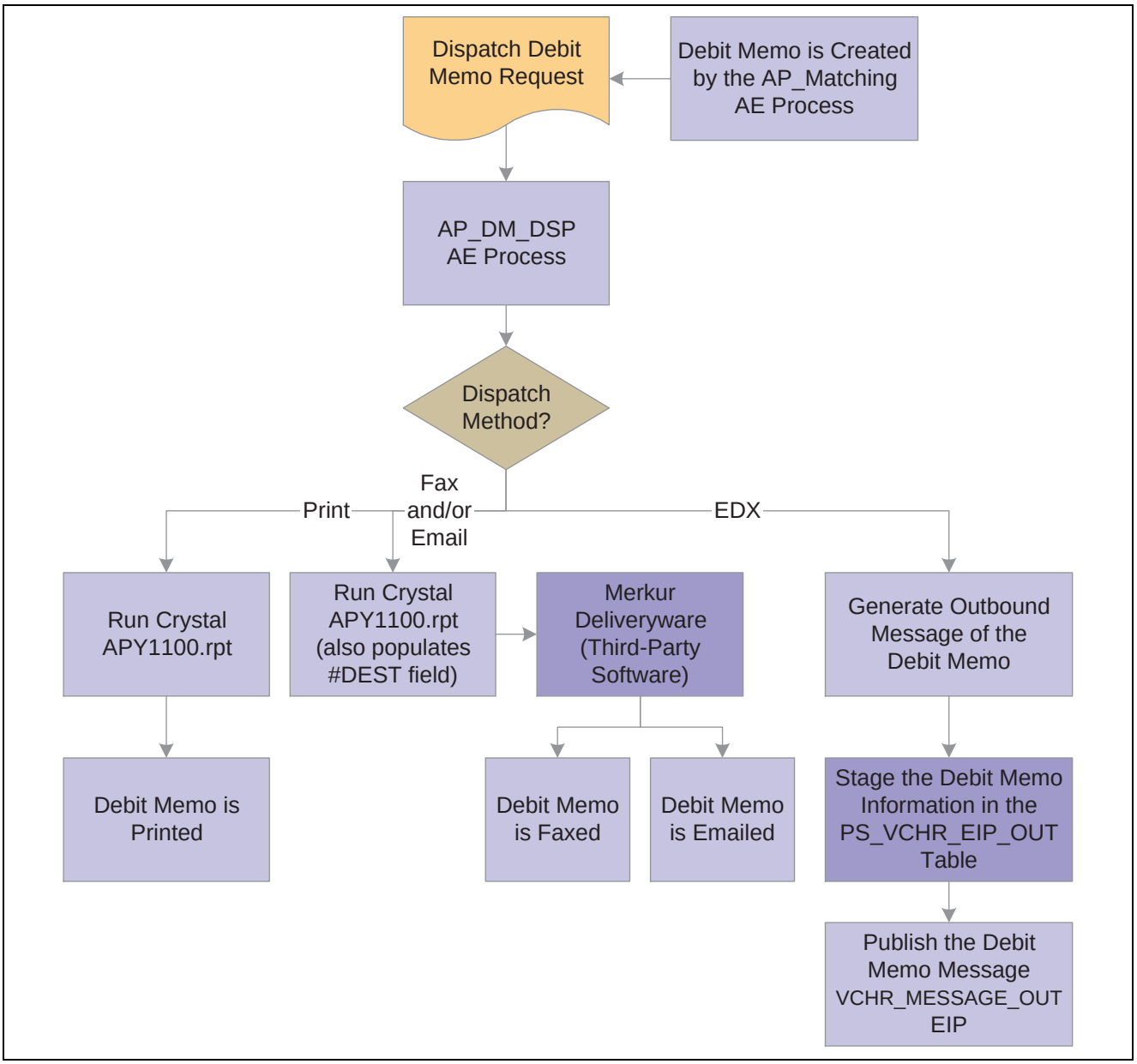
**Note.** To print to the Merkur printer, you must ensure that the windows service BEA ProcMGR's Log On value is *This Account* . The specified windows user account should then have printing permission to the printer where the reports are printed. You also must define the appropriate paper size in the Crystal process type definition.

---

See *Enterprise PeopleTools PeopleBook: Crystal Reports for PeopleSoft, "Printing Reports"*

Payables delivers the Dispatch Memo report as a template report that you can use to provide debit memo information to vendors. You can modify the report using Crystal Reports software. Payables also provides an output file in the PS_VCHR_EIP_OUT staging record that you can use to electronically send debit memo information to vendors. You can modify the output file using PeopleTools.

This graphic illustrates the notification process for debit memo adjustment vouchers.




Debit memo notification process

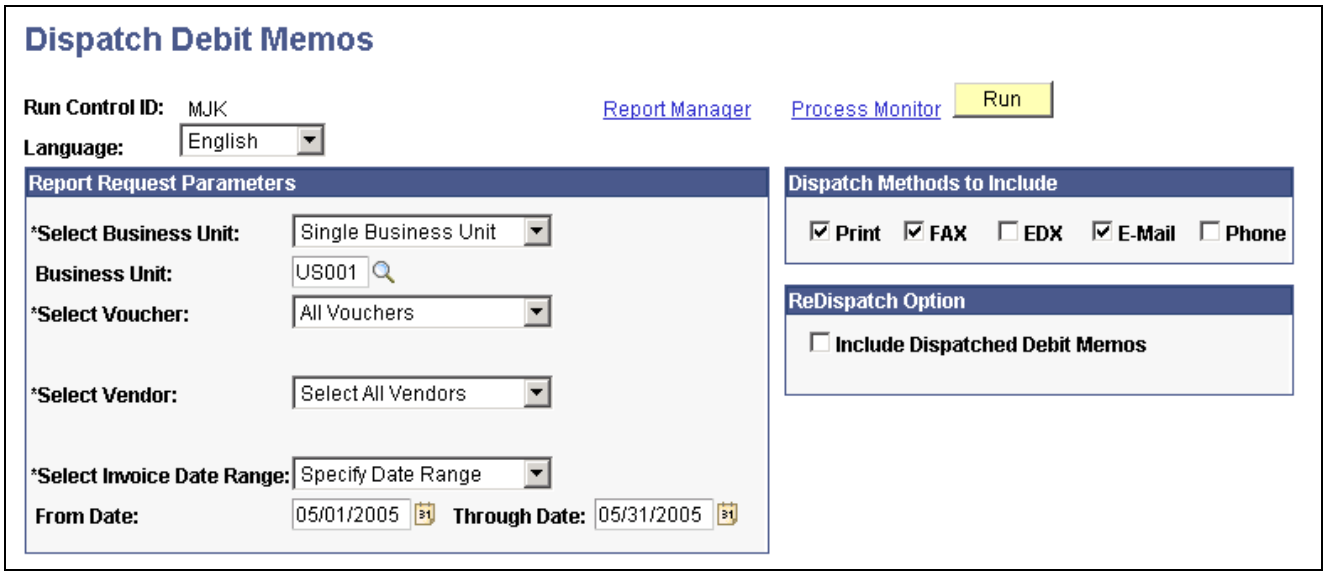
# Pages Used to Process Debit Memo Adjustment Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Match Request | MTCH_RUN_CNTRL | Accounts Payable, Batch Processes, Vouchers, Matching, Match Request | Define the run control for the Matching Application Engine process (AP_MATCH). You can also use the Match Workbench to initiate the Matching process.<br><br>The Matching process calls the Voucher Build Application Engine process (AP_VCHRBLD) to automatically create debit memo adjustment vouchers based on the match rules applied to the voucher. |
| Match Workbench | AP_MTCH_WB | Accounts Payable, Review Accounts Payable Info, Vouchers, Match Workbench, Match Workbench | View a list of vouchers and match information, according to specified search criteria. This page and the pages accessible from it enable you to override exceptions, correct errors, create debit memos, put vouchers on a match hold, initiate the Matching process, undo matched vouchers, and send notifications. |
| Quick Invoice | VCHR_HEADER_QV | • Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry, Quick Invoice Entry<br>• Accounts Payable, Vouchers, Maintain, Voucher Build Error Detail<br>Click the Correct Errors link on the Voucher Build Error Detail page.<br>• Accounts Payable, Batch Processes, Vouchers, Voucher Build, Build Errors<br>  Click the Correct Errors icon on the Build Errors page. | Use the Quick Invoice component to correct vouchers that have Voucher Build process pre-edit errors. Review and update debit memo adjustment voucher header, line, and distribution information. When you enter the page in update/display mode from the Add Search page, you can search for vouchers by build status, including vouchers that have been staged for review by the Voucher Build process and vouchers with Voucher Build process pre-edit errors. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information | Use the Voucher component to review and update debit memo adjustment vouchers with no pre-edit errors. Correct any errors resulting from voucher edit processing in the Voucher component. Use the Invoice Information page to override the dispatch method for providing vendors with debit memo information. |
| Voucher - Summary | VCHR_SUMMARY_PG | Accounts Payable, Vouchers, Add/Update, Regular Entry, Summary | View voucher information, summarized from the three primary pages, such as header information, various statuses, and payment terms. Also view voucher entry information, such as the voucher source, the date entered, the user ID, and the date the voucher was last updated. |
| Voucher - Error Summary | VCHR_ERRORSMMRY_PG | Accounts Payable, Vouchers, Add/Update, Regular Entry, Error Summary | View any Voucher Build processing errors. |
| Dispatch Debit Memos | RUN_DBMEMO_DSP | Accounts Payable, Batch Processes, Vouchers, Dispatch Debit Memos, Dispatch Debit Memos | Define run control parameters for the Dispatch Debit Memo Application Engine process (AP_DM_DSP) and the Dispatch Memo Report (APY1100). Use the report to provide debit memo information to vendors. |

## Dispatching Debit Memo Information

Access the Dispatch Debit Memos page.




Dispatch Debit Memos page

Specify the report request parameters.

## Dispatch Methods to Include

You can select more than one dispatch method option.

**Print** Select to create the Dispatch Memo report that can be mailed to the vendor. Define the output format on the Job Detail page.

**FAX** Select to create the Dispatch Memo report that you can fax to the vendor. The Dispatch Debit Memo process interfaces with Merkur DeliveryWare software to transmit the information via fax. Define the output format on the Job Detail page.

**Note.** To interface with Merkur DeliveryWare software select *Printer* as the Type and enter the Merkur printer information in the Output Destination field for the APY1100 process.

**EDX** (electronic data exchange) Select to create a debit memo message that the system publishes to the vendor using the AP_VCHR_MESSAGE_OUT EIP.

**E-Mail** Select the email option to create the Dispatch Memo report that can be emailed to the vendor. The Dispatch Debit Memo process interfaces with Merkur DeliveryWare software to transmit the information via email. Define the output format on the Job Detail page.

**Note.** To interface with Merkur DeliveryWare software select *Printer* as the Type and enter the Merkur printer information in the Output Destination field for the APY1100 process.

**Phone** Select the phone option to create the Dispatch Memo report that you can use to call the vendor with the debit memo details.

To access the Job Detail page select the Debit Memo dispatch job link on the Process Scheduler Request page.

## ReDispatch Option

**Include Dispatched Debit Memos** Select to include previously dispatched debit memos for the parameters specified in this run control. You can use this option to recreate debit memo information.

**Note.** Depending on how you define your report request parameters, including already dispatched debit memos could result in a significant amount of records.

# CHAPTER 21

# Processing Pay Cycles

This chapter provides an overview of pay cycle manager and discusses how to:

- Run pay cycles.
- Review vouchers selected for payment.
- Handle pay cycle exceptions and alerts.
- Review draft payments.
- View the trial register.
- Approve the pay cycle.
- Verify payment references.
- Produce manual positive payment files.
- Recreate checks.
- Run the Pay Cycle job.

### See Also

Chapter 8, "Establishing Pay Cycles," page 129

Chapter 6, "Setting Up Payment Formats and Payment Forms," page 95

Chapter 7, "Configuring the Payables Payment Interface," page 121

Chapter 22, "Using Additional Payment Processing Options," page 587

Chapter 29, "Processing Prepayments," page 733

Chapter 30, "Processing Drafts," page 759

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865

## Understanding Pay Cycle Manager

This section discusses:

- Pay Cycle process flow.
- Pay Cycle statuses.
- Pay Cycle exceptions.
- Draft payments.

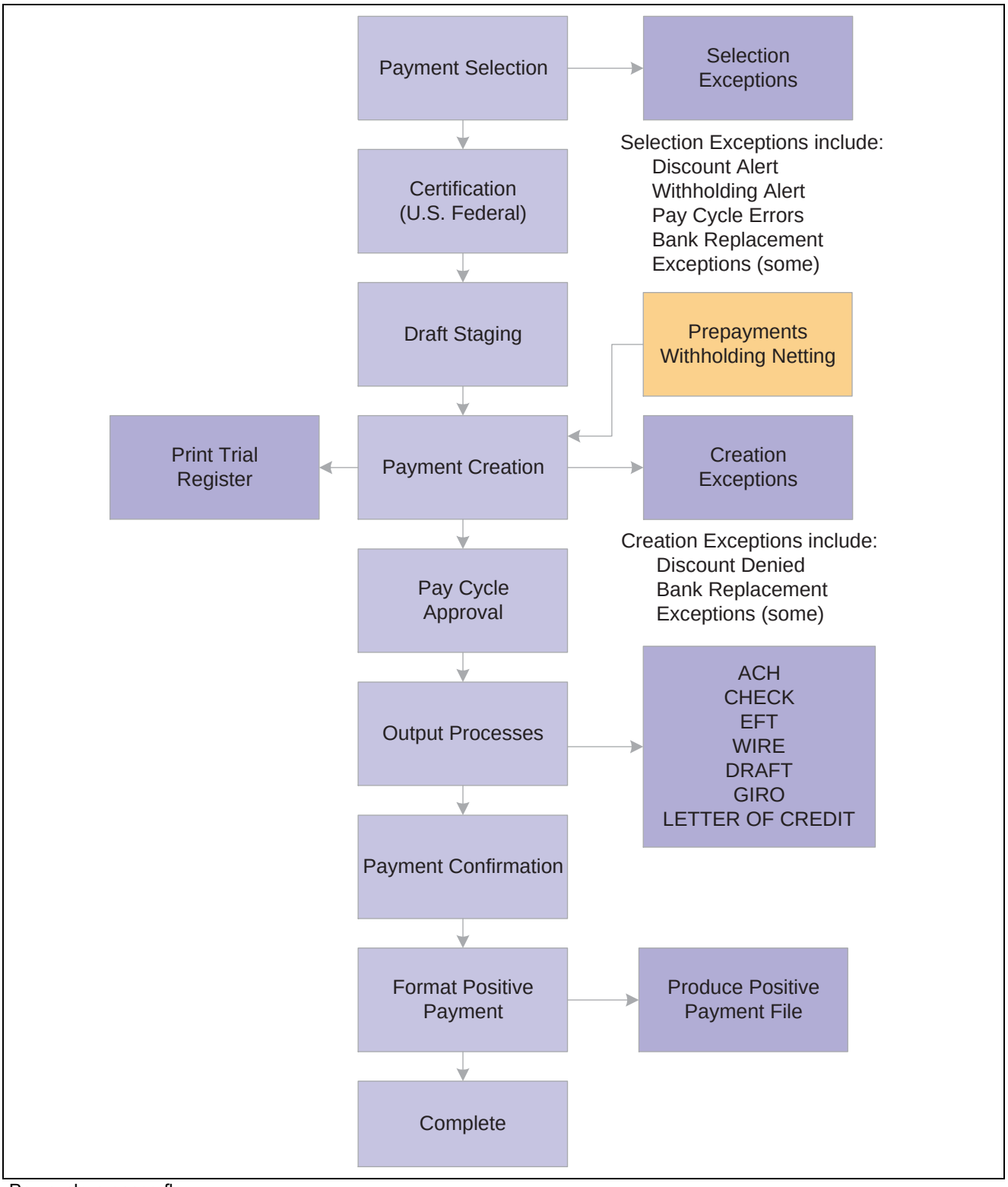
- Payment formatting.
- Separate payments.
- Payment sorting.
- Check payments that never reach the banking system.
- Pay Cycle processing using the Payables Payment Interface.
- Pay Cycle processing using the Financial Gateway.

Pay Cycle Manager is the focal point for managing payments in Payables. From the Pay Cycle Manager page, you process each of the Pay Cycle Application Engine process (AP_APY2015) steps necessary to turn bank account, vendor, voucher, and business unit information into actual payments. Use Pay Cycle Manager to initiate the Pay Cycle process, 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 and uses this payment data not only to create the negotiable documents but also to provides information for reports. Many of the activities of Payables lead to or come from 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 and are all processed by the Pay Cycle process. Here is a diagram of the process flow for the Pay Cycle process (not all of the processes indicated would necessarily be included in a single pay cycle):




Pay cycle process flow

## See Also

Chapter 8, “Establishing Pay Cycles,” page 129

# Pay Cycle Statuses

The Pay Cycle Manager is the place to go any time during this process of creating payments. It tells you exactly where your payments are in the payment process and keeps you informed of the current status of a pay cycle.

| Status | Meaning |
|---|---|
| Approved | Pay cycle has been approved. |
| Certified | (USF) Pay cycle has been approved by an authorized certifier. For U.S. federal agencies only. |
| 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 | Pay cycle has been rejected. |
| Reset | Pay cycle has been reset. Payment Selection can be run again. |
| Restarted | Pay cycle has been restarted and is ready for Payment Creation. |
| Running | One of the Pay Cycle processes is currently running. |

| Status | Meaning |
|---|---|
| Selected | Payment selection has completed successfully. |
| Staged | Payment selection has completed successfully and Draft payments have been successfully staged. |
| To Be Certified | (USF) Pay cycle awaiting approval by authorized certifier. U.S. federal agencies only. |

# Pay Cycle Exceptions

The Pay Cycle Manager page 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. These exceptions pages include:

- Pay Cycle Errors page.
- Lost Discount Alert page.
- Discounts Denied page.
- Withholding exception page.
- Bank Replacement Exceptions page.

### See Also

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865

# 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** The Draft Staging Application Engine process (AP_DFT_PROC) is called by the Pay Cycle process and 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 Maser ID level.

**Payment Creation** After you approve the drafts, the payment creation process 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

Chapter 30, “Processing Drafts,” page 759

Chapter 21, “Processing Pay Cycles,” Reviewing Draft Payments, page 574

## Payment Formatting

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 forms that Payables provides, along with the output processes called by the Pay Cycle process to produce the payment file:

| Description | Output Process Name | Type of Process |
|---|---|---|
| Draft EFT File | FIN2025 | SQR |
| Draft EFT Advice | APY2027 | Crystal Check |
| 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 Check with Overflow | 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

Chapter 6, “Setting Up Payment Formats and Payment Forms,” page 95

## Separate Payments

Typically, multiple scheduled payments to one vendor in a pay cycle are bundled into one payment. This is not the case when the vendor payment options specify separate payments for each scheduled payment,

You can specify:

- Separate payments for a scheduled payment upon voucher entry.
- Separate payments for a scheduled payment on the Pay Cycle Data Details page after Payment Selection processing.
- That the scheduled payments have different payment handling codes. In this scenario, the system produces one payment for each handling code.

## Payment Sorting

Payables sorts payments at two hierarchical levels, payment handling code sequence and sort field sequence.

The first in priority is the payment handling code sequence, which you set up on the Payment Handling Codes page. If you give a high sequence number (the delivered number is 99) to the payment handling code *HD,* or *High Dollar Payment* (which is applicable not just to dollars, but to any large amount payment), any payment that is assigned a payment handling code of *HD* will be among the last to be produced by your output process (that is, printed last), and will therefore be at the top of your pile of checks, ready for any special handling, such as special signatures. This functionality works in conjunction with your bank account setup; when you set up bank accounts, you can select to override the payment handling code on a voucher with the *High Dollar Payment* code for any voucher that exceeds a specified amount.

The second in priority is the sort sequence by payment field that you define for each form ID on the Sort Fields page. You can define check sorting sequence by any of the following payment fields:

- Remit Zip Code
- Payment Handling
- Bank SetID
- Bank Code
- Bank Account
- Payment Method
- Remit SetID
- Remit Vendor
- Name 1

---

**Note.** To print payments in dollar amount order, you must first run a script and configure fields on the Sort Fields page. This is fully discussed in the Specifying Payment Form Attributes documentation.

---

### See Also

Chapter 6, "Setting Up Payment Formats and Payment Forms," Specifying Payment Form Attributes, page 109

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Payment Handling Codes

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Banks," Establishing Payment Sort Fields

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Account Information

## Check Payments that Never Reach the Banking System

After the system creates payments, it automatically marks as reconciled those check payments that never reach the banking system, such as:

- Voided checks
- Alignment checks
- Overflow checks

## Pay Cycle Processing using the Payables Payment Interface

When you process pay cycles that include payments interfaced through the Payables Payment Interface, such as payments sourced from Expenses and Treasury, you must process the pay cycles serially, one pay cycle at a time. If multiple pay cycles that include interfaced payments from the same source are run at the same time, payments may be generated more than once for the same source document.

If you are using Expenses to generate cash advance and expense report payments, after Pay Cycle Manager has completed, you can also opt to perform Expenses' Consolidate Vendor Payment process. This process includes the following tools that enable you to review and manage the vendor consolidated payment reconciliation process:

- Vendor Payments Crystal report (EXC9000) that contains summarized information of payments for corporate card vendors.
- Vendor Payments Export to File Application Engine process (EX_VNDPT_EXP) that creates a flat file of corporate card vendors payments, which can be saved as a spreadsheet.

### See Also

Chapter 7, "Configuring the Payables Payment Interface," page 121

*PeopleSoft Enterprise Expenses 8.9 PeopleBook*, "Running Expense Transaction Processes"

## Pay Cycle Processing using the Financial Gateway

This section discusses:

- Pay Cycle processing through Financial Gateway.
- Payment cancellation.
- Payments in error.

## Pay Cycle Processing through Financial Gateway

You can submit approved payments electronically through the Financial Gateway, using Pay Cycle Manager. The Financial Gateway can be considered a web service agent or service oriented architecture (SOA). It provides certain PeopleSoft financial applications with payment processing capabilities, such as formatting payments, message acknowledgement, security features, and direct communication to financial institutions.

The Pay Cycle Manager only settles payments of EFT, ACH, and WIR payment methods through Financial Gateway.

For wires, how you settle wires causes different results. When the system settles wires through Pay Cycle Manager, it results in the Pay Cycle process producing just an advice. If the system settles wires through Financial Gateway, the system uses the defined form ID and layout for the electronic settlement. In addition, the system changes the wire label from *wire report* to *wire* as it is no longer simply producing a hard-copy report.

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**Note.** You control whether an approved payment is processed through the Financial Gateway by selecting a check box on the External Accounts – Payment Methods page. If you do not want a payment settled through Financial Gateway, you should clear this check box prior to scheduling payments on the voucher.

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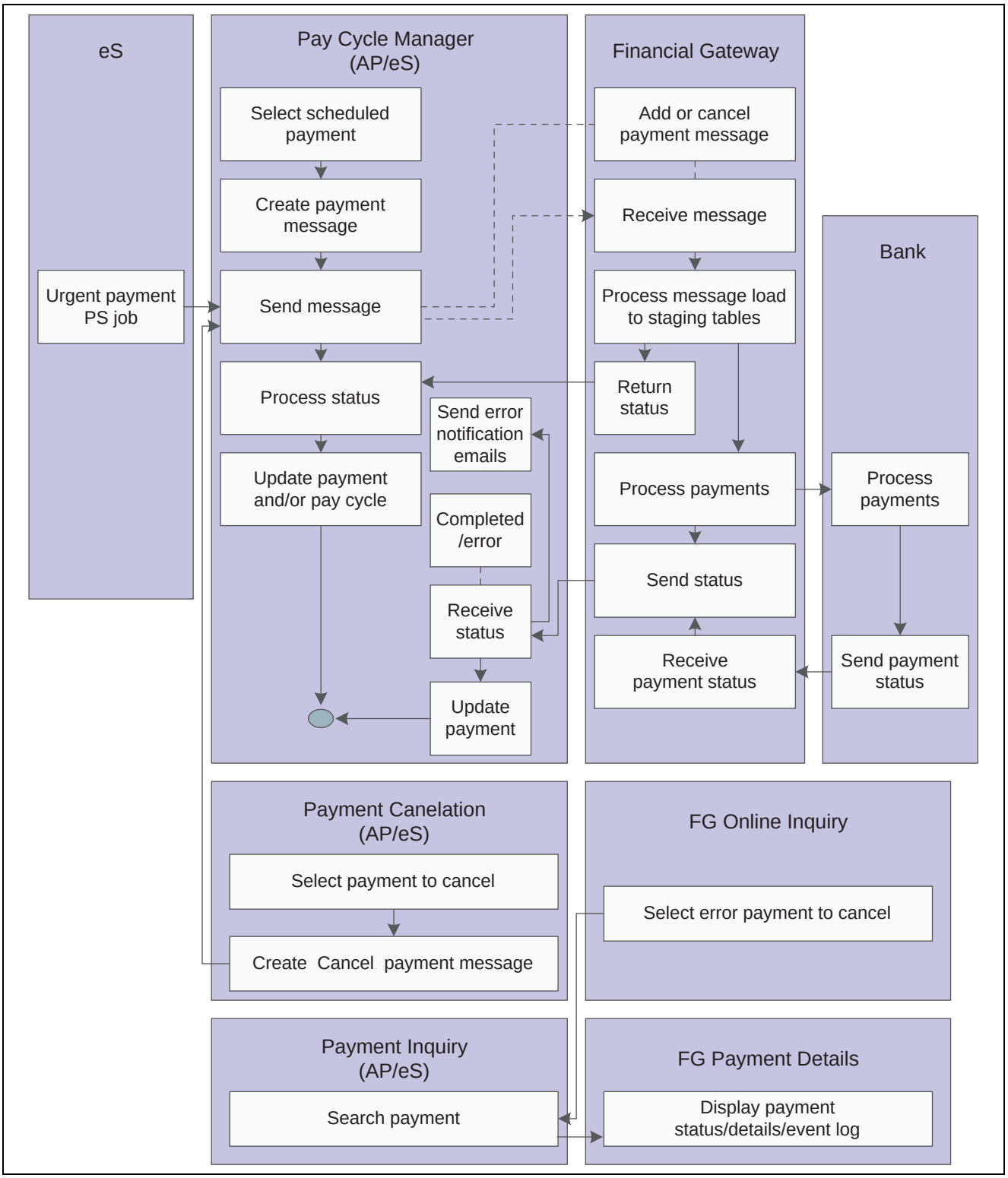
Certain Payables processes help create the Financial Gateway specific payments:

- During the Pay Cycle payment selection and creation process (AP_APY2015), the system flags all payments marked for Financial Gateway settlement. This process also does the following:
  - Groups payments based on certain criteria, which includes layout code and settle through field information.
  - Validates that the correct payment layout code is used if the bank replacement functionality is used.
- During the Voucher Build process (AP_VCHRBLD), the system validates the correct layout code.
  - If the layout code is undefined on the Vendor Pay table (VENDOR_PAY), the process retrieves the default value from the Bank Payment Layout table (BANK_PYMNT_LYT).
  - If the layout code is defined on the Vendor Pay table, the process validates this value against values stored in the Bank Payment Layout table and ensures that the layout can be settled by Financial Gateway.

After payment selection and creation, the system inserts these Financial Gateway specific payments into a new pay cycle process row in the pay cycle result grid (PYCYCL_STATRPT) in Pay Cycle Manager. Clicking the Process button triggers the following system actions:

1. Invokes the Payables Financial Gateway Application Engine process (AP_FG_PROC), which creates payment messages. Payment messages hold both the general settlement information (such as bank, routing, vendor bank, and payment advice information) and payment information. In addition to exchanging messages with the Financial Gateway, the Payables Financial Gateway Application Engine process and the AP Payment online Application Class handle various background processing tasks for payments; for example, populating temporary and staging tables with payment data and updating payment statuses.
2. Assigns a unique Financial Gateway payment ID number.
   - Based on the number defined in maximum transactions per message in Financial Gateway Installation table (INSTALLATION_FG), the system limits the number of payments held in each payment message . Exceeding this limit triggers the next payment ID's creation.
   - You set the payment ID on the Source Registration page in the Financial Gateway functionality. The batch name is an identification number to represent all the payments for a pay cycle, consisting of a concatenated string of the pay cycle ID number and the pay cycle sequence number.
3. After Financial Gateway receives the payment message from Payables, the system loads payments to Financial Gateway tables for further processing and transmittal to the bank.

4. Financial Gateway sends acknowledgement messages to Payables indicating if the payment dispatch process is successful or not.
   - If successful, Payables updates the payments' status to *Loaded.* When requested by the Financial Gateway, the status is then updated.
   - If unsuccessful, Financial Gateway sends error messages to Payables. Payables consolidates the messages before sending error notification to user through email (You enable the error notification function by entering an user ID on the Payment Selection Criteria page.)
5. Financial Gateway schedules and transmits the payments to the bank, sending asynchronous acknowledgement messages back to Payables containing payment information. Payables uses this information to update the payments' status to *Paid, Error,* or other statuses. During this part of the process, the Financial Gateway payment information displays on various Financial Gateway and Payables inquiry pages.




Payables and eSettlements payment processing with Financial Gateway

**Note.** If the Financial Gateway Application Engine process abends during processing, you can restart the process using the Process Monitor in the Process Scheduler. The process begins again from where it abended (or ended).

Once the payment processing is complete, you can use the following pages to review information:

Payables pages:

- Pay Cycle Details (PYCYCL_DATA_INQ).
- Pay Cycle Approval (PYCYCL_APPROVAL).
- Payment Inquiry (PYMNT_INQ_SRCH).

Financial Gateway pages:

- Review Payments (PMT_INQUIRY).
- Review Payment Details (PMT_LIFE_CYCLE_INQ).
- Review Payment Files (PMT_FILE_DEFN).
- Review Acknowledgement Files (PMT_FILE_ACK_DEFN).

## Payment Cancellation

You can cancel payments that display a settlement status of *Loaded, Hold,* or *Error.* Canceling a Financial Gateway payment triggers the following system actions:

1. The system sends a cancel message to Financial Gateway.
2. Financial Gateway receives the message, and manages the cancel request depending on the settlement status.
   - *Loaded:* Payments with a loaded status may be on the staging table and pending transmission to the bank, or they may be in active transmission to the bank.

     If the payment is still pending transmission, Financial Gateway removes the payment from the staging tables and sends an acknowledgement message back to Payables. Payables then updates the payment's status to *Canceled.*

     If the payment is in active transmission, Financial Gateway prohibits the cancellation and sends an error message to Payables. For these situations, you must wait for Payables to display a payment status of *Paid,* and then cancel the payment.
   - *Hold:* For held payments, Financial Gateway removes the payment from the staging tables and sends an acknowledgement message to Payables. Payables then updates the payment's status to *Canceled.*
   - *Error:* Financial Gateway holds payments on the staging tables due to errors encountered during Financial Gateway or bank processing. To cancel payments in error, Financial Gateway updates the staging and update error tables and sends an acknowledgement message to Payables. Payables then updates the payment's status to *Canceled.*

In some cases, payment statuses may be out of synchronicity between Payables and Financial Gateway. When a payment has a *Canceled* status in Payables, no messages are transmitted between Payables and Financial Gateway. "Out of synch" payment statuses generally occur when users reverse and save a canceled payment. At Save, the system displays a warning message stating that saving the reverse canceled payment may disrupt the synchronization between the two systems.

### Payments in Error

During processing through the Financial Gateway functionality, the system marks payments that have processing errors, and sends individual or batch messages to Payables that the payments cannot be settled. The system then sends payment error notification emails to specified user IDs if you define the required notification parameters, such as user's email address in user preference and user ID in the payment selection criteria. This payment error notification email contains payment error summary information and a link to the Pay Cycle Error page for error correction.

As error payments can be related to different pay cycles, the system first determines if the payment requires email notification, then bundles those errors requiring notification together into a single email.

See Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," Setting Up the Financial Gateway Integration, page 187.

## Common Elements Used in This Chapter

| | |
|---|---|
| **Pay Cycle** | Displays the ID and description of the pay cycle that is being processed. |
| **Remit Vendor** | Displays the Remit Vendor number. |
| **Total** | Displays the total dollar amount of the selected payments. |
| **Voucher** | Displays the Voucher ID. |
| **Sched Pymnts** (scheduled payments) | Displays the total number of scheduled payments. |
| **Seq Number** (sequence number) | Displays the Pay Cycle Sequence Number. Each time you process a pay cycle, it is assigned the next sequence number. |
| **Status** | Displays the status of the pay cycle. |

## Running and Managing Pay Cycles

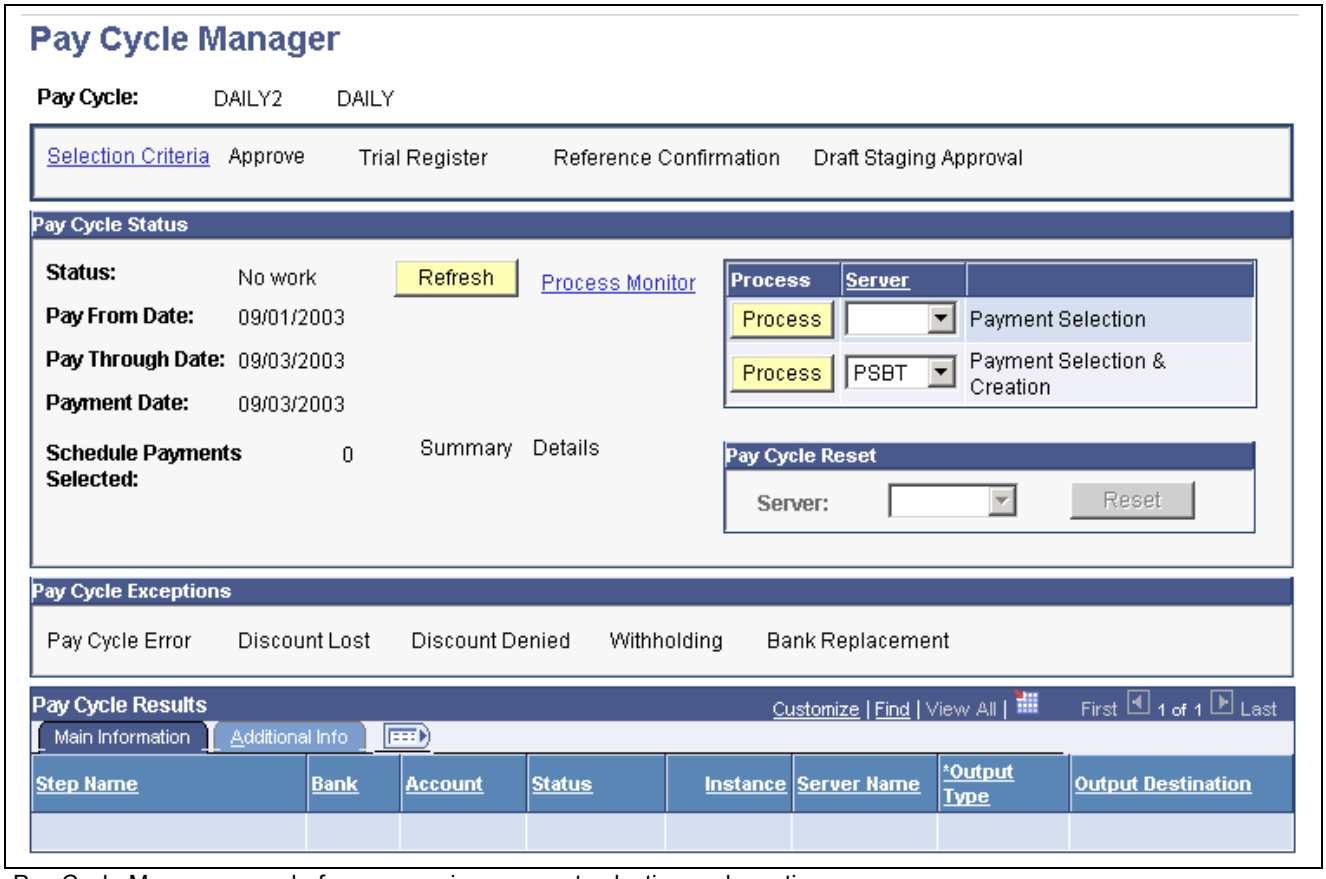
This section discusses how to process and manage pay cycles.

# Pages Used to Run and Manage a Pay Cycle

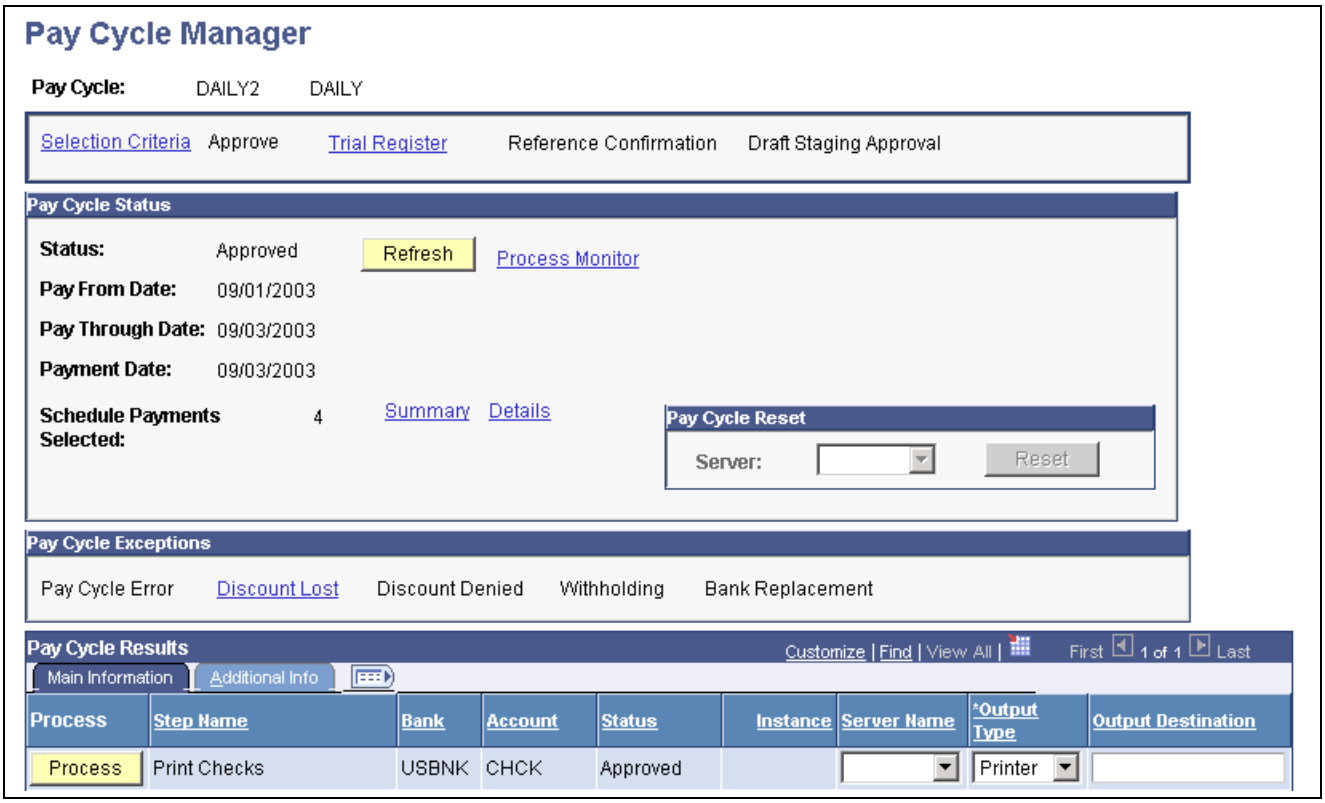
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pay Cycle Manager | PYCYCL_MGR | Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager | Run and manage the Pay Cycle process, from Payment Selection through output processing (printing checks and advices, producing EFT files, and so forth). Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results. |

# Processing and Managing Pay Cycles

Access the Pay Cycle Manager page.




Pay Cycle Manager page before processing payment selection and creation



Pay Cycle Manager page after processing payment selection and creation and before processing output processes

## Starting the Pay Cycle

Start the pay cycle by clicking the process button for 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 Pay Cycle Results grid after Payment Creation process has completed. 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 receiving output from each bank account or payment method. These processes can consist of Payment Selection, Draft Staging, and Payment Creation, individually. You can run them all together by selecting Payment Selection & Creation. Click the Process button next to the process you want to perform.

After all pay cycle processes are executed, the Pay Status changes to *Created* or *Approved,* depending on whether user approval is required. If approval is required, you perform approval at this point. You are now ready to produce an output file. All output processes are listed in the Pay Cycle Result grid near the bottom of the page. There is a process button for each output process that can be generated for the pay cycle (for example, printing a check for a different bank account, printing an advice, or generating EFT files). After you have run the output process once, the Process button changes to Recreate, which links you to the Recreate Checks page, where you can recreate payments. The Pay Cycle status does not change to *Complete* until you have finished running all output processes.

---

**Note.** (USF) If you are a U.S. federal customer that requires payment schedule certification , this certification must occur after Payment Selection. This means you must run Payment Selection and Payment Creation separately.

---

**Note.** When running multiple pay cycles in parallel and in large volume, we recommend that you set up different business units and banks in pay cycles to avoid contention issues. Running several pay cycles in parallel for the same bank may cause processing issues.

## Common Page Information

**Selection Criteria** Click to access the Payment Selection Criteria component where you can create or update a pay cycle.

**Approve** Click to access the Pay Cycle Approval component. The link is active when the pay cycle requires user approval and the pay cycle status is *Created.*

**Trial Register** Click to access the Register run control component. This link is active after you run both the Payment Selection and Payment Creation subprocesses.

**Reference Confirmation** Click to access the Payment References page, where you can confirm that the system reference number matches the reference number on your preprinted check stock.

**Draft Staging Approval** Click to access the Draft Staging Approval page, where you can approve or reject a draft payment before running Payment Creation. The link is active after you process Draft Staging.

**(USF) Pay Cycle Certification** Click to access the Pay Cycle Certification page, where you can certify or reject a payment schedule before running Payment Creation. For U.S. federal agencies only. You must enable certification for the pay cycle on the Payment Selection Criteria - Preferences page.

See Appendix B, "Delivered Workflows for Payables," page 1065.

## Pay Cycle Status

**Status** Displays the current status of the pay cycle. A *New* status indicates that this is the first time that the pay cycle is being run.

See Chapter 21, "Processing Pay Cycles," Pay Cycle Statuses, page 546.

**Pay Through Date** Displays the last scheduled payment date that a voucher can have to be included for payment in the pay cycle.

**Payment Date** Displays the date that prints on checks or shows on other payment methods in the pay cycle. It can differ from the Pay Through Date.

**Schedule Payments Selected** Displays the number of scheduled payments to be processed.

**Refresh** Refreshes the Pay Cycle Manager page, displaying the most current status. Some Pay Cycle processes must be complete before the next process can start. While these processes are running, the status for the pay cycle is *Running.* 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 page, where you can view payment information about scheduled payments, summarized by bank account and payment method. This link becomes available after Payment Selection is complete.

**Details** Click to transfer to the Pay Cycle Details page, where you can search scheduled payments by various search criteria, such as business unit, invoice, or vendor ID. You can also hold individual scheduled payments, exempt them from pay cycle processing, or flag them as separate payments. This link becomes available after Payment Selection is complete.

## Process

Each row contains a Process button, a Server field, and a display-only description of an available pay cycle process. Some processes are available only if you are creating certain types of payments. For example, Draft Staging is only available if you are processing draft payments.

Processes are not available and no longer appear once they have been completed.

To run a process, select a server and click the process button for the process row. The server drop-down list shows only 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.

The standard processes are:

**Payment Selection** Runs the Payment Selection process only, so that you can review and handle pay cycle exceptions, take action on individual scheduled payments using the Pay Cycle Details page, and certify payment schedules (for U.S. federal agencies only) before you run the Payment Creation process.

If you are processing drafts, run the Payment Selection process alone to enable you to then run the Draft Staging process alone. This enables you to use Draft Staging Approval before you run the Payment Creation process.

**Payment Selection & Creation** Runs all processes in one step, including Payment Selection, Draft Staging (if necessary), and Payment Creation. You cannot perform any exception handling, take action on individual scheduled payments, certify payment schedules (U.S. federal only), or use draft staging approval.

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**Note.** This option is unavailable for U.S. federal agencies or for eSettlements users if Pay Cycle Payment Approval is enabled at buyer registration.

---

**Draft Staging** Runs the Draft Staging process. Draft staging groups the draft payments, then performs draft rounding and draft optimization, according to your payment selection criteria. 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 option is only active if you are processing draft payments and you have run the Payment Selection option.

**Payment Creation** Runs the Payment Creation process to prepare payments for output processing. This option is available only after you have run the Payment Selection process—or, if there are draft payments in your pay cycle, after you have run the Draft Staging process.

## Pay Cycle Exceptions

The links in this group box become active only if there are pay cycle exceptions after the Payment Selection and/or Payment Creation processes have been run. If a payment is marked with an exception (except for discounts lost exceptions), it is rejected for further processing within the pay cycle. You must either correct or override the exception and run the payment as part of another pay cycle.

**Pay Cycle Error** Click to access the Pay Cycle Error page, where you can view errors encountered during this pay cycle run.

**Discount Lost** Click to access the Lost Discount Alert page, where you can review and handle potential lost discounts calculated during the Payment Selection process.

**Discount Denied** Click to access the Discounts Denied page, where you can review discounts that were not taken because they failed discount evaluation (that is, the bank interest earned on the net voucher amount is greater than the amount of the discount you would gain by paying early).

**Withholding Exceptions** Click to access the Withholding Exception page, so that you can review and handle withholding exceptions generated during pay cycle processing.

**Bank Replacement** Click to access the Bank Replacement Exceptions component, where you can review bank replacement exceptions generated during pay cycle processing. Some bank replacement exceptions appear after Payment Selection; others appear only after Payment Creation.

## Pay Cycle Reset

**Server** Select a server on which to run the pay cycle reset process.

**Reset** Initiates a process to clear all of the scheduled payments currently being processed in the pay cycle. This link is active during Payment Selection, if the pay cycle is rejected, or if a system error is encountered, such as a server running out of storage memory or the occurrence of a power failure. The link remains active until the Pay Cycle status is *Approved.*

## Pay Cycle Results - Main Information tab

Once the Payment Creation process is complete, the Pay Cycle Results grid displays a row of data for each output process that must be run to generate payment files and negotiable documents. For EFT payments, as all payments regardless of bank account run as one output process, only one EFT row can appear. For checks, advices, positive payment files, and file copies, each bank account and payment method combination runs as a separate output process. This means multiple check rows, positive payment rows, and so forth, can appear in the grid.

**Process** Click to initiate an output process, such as creating an EFT file, or printing checks or advices.

**Note.** Depending on the output process, you may need to click the Process button repeatedly as each subprocess within the output process is run.

**Recreate** Click to access the Recreate Checks page, where you can recreate an EFT file or reprint checks.

When the button is labeled Recreate Positive Pay, you can click it to recreate a positive payment file.

**Status** Displays the current pay cycle status for the row.

**Instance** Displays the process instance for the latest process you initiated for the row.

**Server** Select a specific Process Scheduler server from which to execute the pay cycle output process.

**Output Type** Displays the resulting output type. Select from the following:

*File:* 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.

*Printer:* Specifies that the output is printed on the selected printer. This is used for printed payment formats, such as for system checks or advices.

*Web:* 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 *Web* option, you must set up distribution options using the Process Schedule Manager.

Once the report or 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 *File* option is selected, the Output Destination value 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 Info tab

**Payment File** Displays the name of the payment output file that is created.

**Form ID** Displays the Form ID specified on the bank account definition for the document formatting.

**Positive Pymnt** (positive payment) Specifies the Positive Payment Form ID on the bank account definition for formatting the Positive Payment file. This applies only to system checks.

**File Copy Form** Displays the Form ID specified on the bank account definition for formatting check copy files. You enable file copying and specify the file copy form ID on the External Accounts - Payment Methods page.

**First Payment** Displays the 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.

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**Note.** Payables marks vouchers as selected once Payment Selection runs. No other transactions may occur on the selected vouchers. If you decide not to produce payment files or print checks for these vouchers, reset the selection so that a later pay cycle can reselect the vouchers.

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**Note.** Resetting a pay cycle that is using bank account replacement reverses the bank replacement. For example, say that a payment is coming from bank account A, and that during the pay cycle, bank account B replaces bank account A. If you reset the pay cycle for this payment, the payment reverts to the original account, which is bank account A.

### Completing the Pay Cycle

When you have successfully selected your payments, viewed and processed any exceptions, generated payments, approved the pay cycle, produced payment outputs, confirmed payment reference numbering, and formatted and produced the positive payment file (if required), the Pay Cycle Manager shows a status of *Completed.*

### See Also

Chapter 8, "Establishing Pay Cycles," page 129

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865

## Reviewing Vouchers Selected for Payment

This section discusses how to:

- Review pay cycle data.
- Review summary data.
- Review summary data by bar chart.

After you complete the Payment Selection process, you might find it necessary to review the voucher payments that have been selected for payment, place certain payments on hold, temporarily exclude some from the pay cycle, enforce separate payments for some, or review total payment amounts for the pay cycle by various criteria before you proceed with the Payment Creation process and your output processes.

### See Also

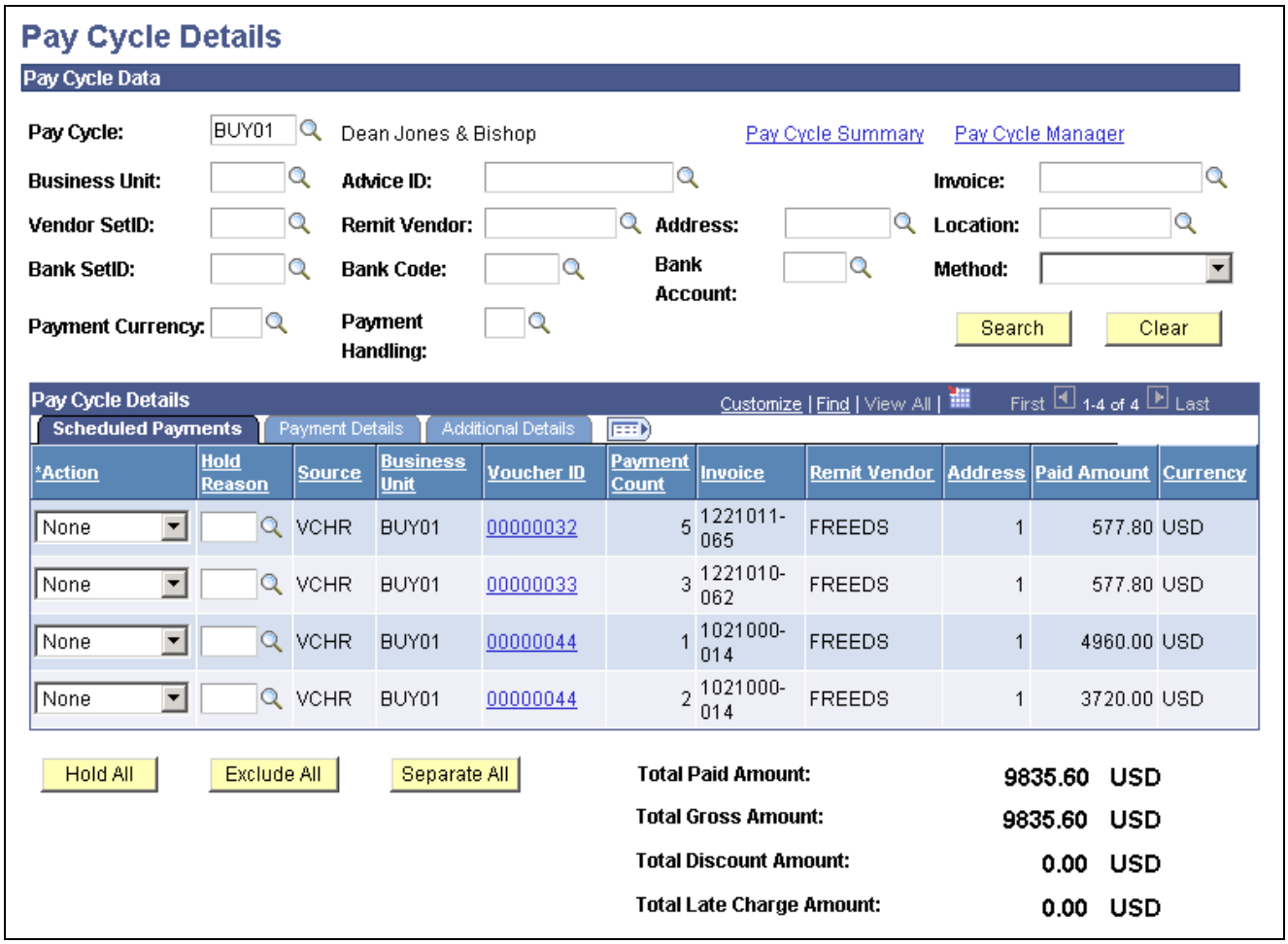
Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," page 679

## Pages Used to Review Vouchers Selected for Payment

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pay Cycle Details | PYCYCL_DATA_INQ | • Accounts Payable, Review Accounts Payable Info, Payments, Detail Data, Pay Cycle Details<br>• Click on the Details link on the Pay Cycle Manager page.<br>• Click on the Details link on the Pay Cycle - Express Payments page. | View pay cycle payments using various search criteria, and, as long as Payment Creation has not been run, select individual payments for exemption from the pay cycle, place payments on hold, or flag them for separate payment. |
| Pay Cycle Summary | PYCYCL_DATA_SUM | • Accounts Payable, Review Accounts Payable Info, Payments, Summary Data, Pay Cycle Summary<br>• Click on the Summary link on the Pay Cycle Manager page.<br>• Click on the Summary link on the Pay Cycle - Express Payments page. | View pay cycle data summarized by bank account and payment method. |
| Pay Cycle Summary Metric | MTRC_AP_PYCYCL | Accounts Payable, Review Accounts Payable Info, Payments, Summary Metric, Pay Cycle Summary Metric | View pay cycle data summarized by bank account and payment method in a bar chart. |

## Reviewing Pay Cycle Data

Access the Pay Cycle Details page.




Pay Cycle Details page

Select a pay cycle and click the Search button to view all scheduled voucher payments selected for 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.

## Scheduled Payments

You can view selected scheduled payments and take action to hold, exempt, flag as a separate payment, or hold and flag as separate.

**Advice ID** Click the advice ID (which is the same as the voucher ID for the scheduled payment) to access the Voucher Inquiry page, where you can view details for the voucher.

**Action** Select an action to perform on a selected scheduled payment. This field is available only after you run Payment Selection and before you run Payment Creation. Actions include:

- *Exclude:* Excludes the scheduled payment from the pay cycle. Unless you run a future pay cycle with a pay-from date that precedes the payment date on the excluded scheduled payment (and the payment meets the other selection criteria), this payment will not be picked up by a pay cycle again.
- *Hold:* Holds the payment from continued processing by the pay cycle. This payment will not be selected by a pay cycle again until you release the hold.

- *Hold & Separate:* Places the scheduled payment on hold and separate from any other payments to be paid to the same vendor from the same bank account and payment method.
- *None:* Takes no action. The payment remains selected and subject to processing in the current pay cycle run.
- *Separate:* Marks the scheduled payment to be paid separately from any other payments to this vendor from this bank account and payment method.

**Note.** The system automatically sets all prepayment vouchers with an action value of *None* to ensure correct processing. You cannot change this default setting.

### Payment Details

This section displays general payment information, such as bank, account, payment method, and payment date.

### Additional Details

This section displays additional payment information, such as pay group ID, EFT layout, and settle by method.

### Action Buttons

**Hold All** Click to hold all scheduled payments in the pay cycle. These payments will not be selected by a pay cycle until you release the hold.

**Exclude All** Click to exclude all scheduled payments in the pay cycle. These payments will not be selected by a pay cycle unless that pay cycle has a pay-from date that precedes the payment date on the excluded scheduled payment (and the payment meets the other selection criteria).

**Separate All** Click to mark all payments in the pay cycle for separate payment.

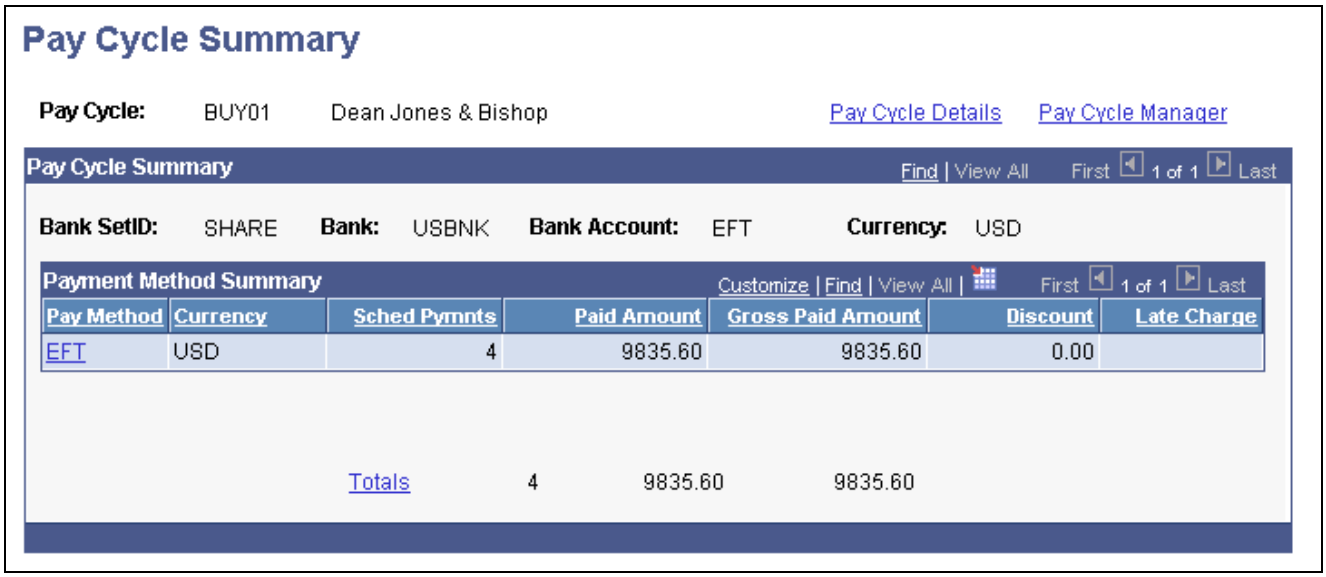
### Other Links

**Pay Cycle Summary** Click to transfer to the Pay Cycle Summary page, where you can view pay cycle data summarized by bank account and payment method.

**Pay Cycle Manager** Click to transfer to the Pay Cycle Manager page.

## Reviewing Summary Data

Access the Pay Cycle Summary page.




Pay Cycle Summary page

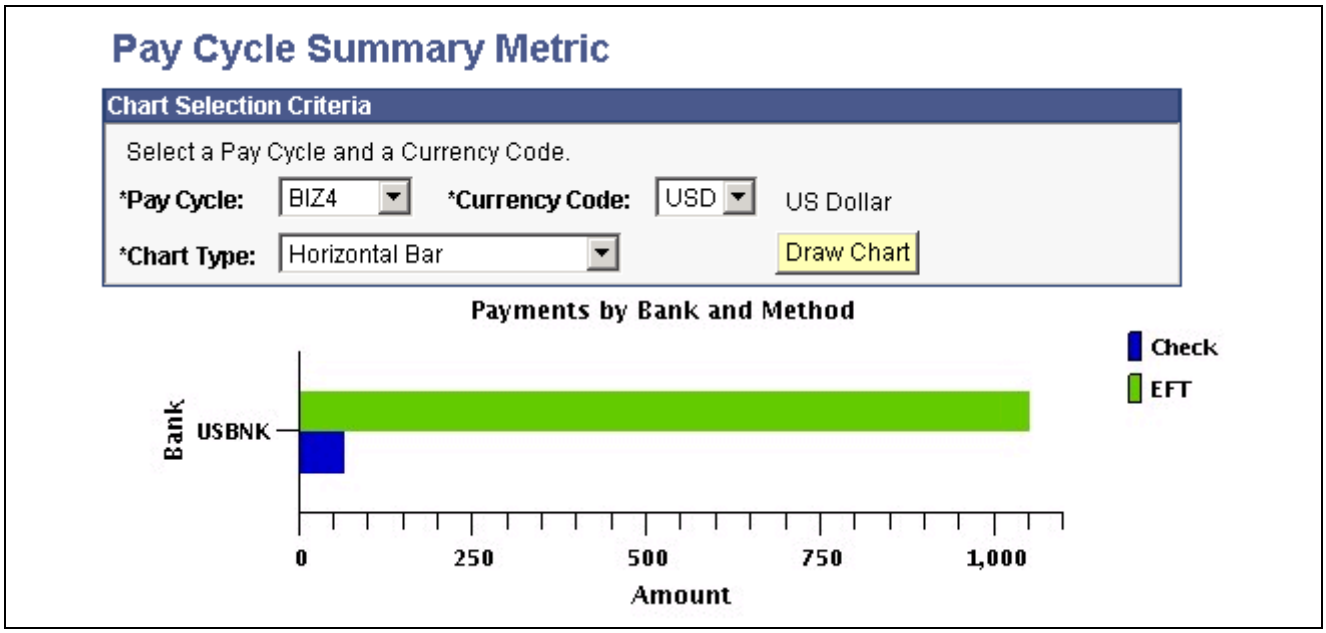
### Payment Method Summary

**Pay Method** Click the payment method code to transfer to the Pay Cycle Details page, where you can view the selected scheduled payments for this payment method.

**Totals** Click to transfer to the Pay Cycle Details page and display all the scheduled payments paid from this bank account.

## Reviewing a Pay Cycle Summary Data Chart

Access the Pay Cycle Summary Metric page.




Pay Cycle Summary Metric page

The Payments by Bank and Method chart is available for a pay cycle once Payment Selection has run, and displays all payment amounts for a single currency in the pay cycle, summarized by bank account and payment method. Clicking a bar on the chart displays the list of vouchers that are summarized and represented on the chart.

| | |
|---|---|
| **Pay Cycle** | Select a Pay Cycle to display its summary data in a chart. |
| **Currency Code** | Select the currency of the pay cycle payments you want to view. Only one currency can be displayed at a time. |
| **Chart Type** | Select what kind of chart you want to display. The options are: *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar,* and *Stacked Bar.* After the chart displays, you can change this option and click the Draw Chart button to display the new chart type. |
| **Draw Chart** | Clicking this button displays the Pay Cycle Summary chart using the parameters that you specified. |

# Handling Pay Cycle Exceptions and Alerts

This section provides an overview of pay cycle alerts and discusses how to:

- Handle potential lost discounts.
- Handle denied discounts.
- View withholding alerts.
- View Pay Cycle errors.
- View bank replacement exceptions.

## Understanding Alerts

This section discusses general pay cycle alerts and discount evaluation alerts.

After you run the Payment Selection and Payment Creation processes, you may find that one or more of the links in the Pay Cycle Exceptions group box in Pay Cycle Manager becomes available. This means you have an exception or an alert to view and handle. Some of these exceptions are logged after Payment Selection has completed; you can usually take immediate action to handle these exceptions before continuing with pay cycle processing. Others are logged only after Payment Creation is completed; these can be viewed as informational only, and usually require handling outside of the pay cycle pages before running them in a later pay cycle.

### Discount Evaluation Alerts

The Discount Evaluation feature compares the potential 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. 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 pay the voucher if you choose to.

### See Also

Chapter 8, "Establishing Pay Cycles," Creating, Updating, and Reusing Pay Cycles, page 145

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Account Information

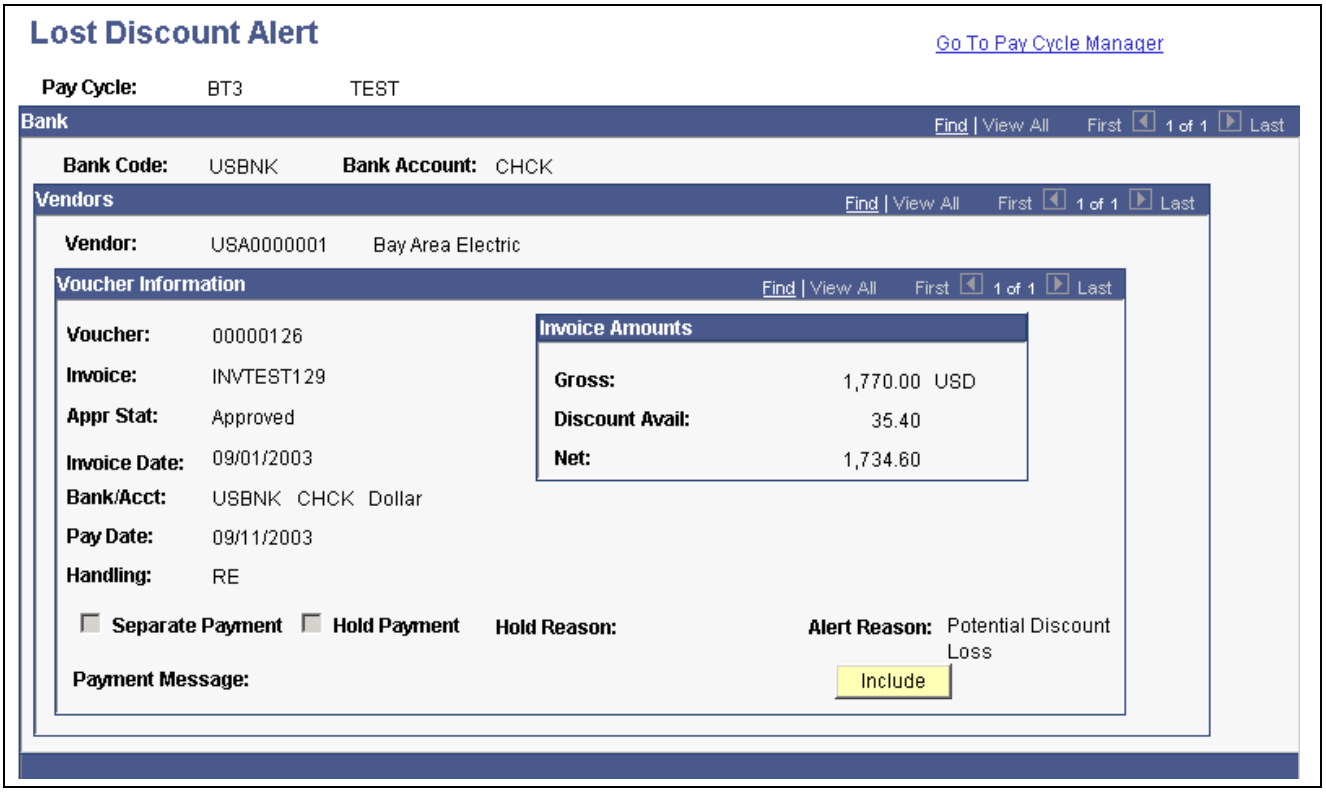
## Pages Used to Handle Pay Cycle Exceptions and Alerts

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Lost Discount Alert | PYCYCL_DSCNT_ALRT | • Accounts Payable, Payments, Pay Cycle Exceptions, Review Discount Lost Alert, Lost Discount Alert<br>• Click the Discounts Lost 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, Discount Denied<br>• 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. |
| Withholding Exception | WTHD_EXCEPTION | • Accounts Payable, Payments, Pay Cycle Exceptions, Review Withholding Alert, Withholding Exception<br>• Click the Withholding Exceptions link on the Pay Cycle Manager page. | View payments for which the system encountered withholding errors during pay cycle processing. |
| Pay Cycle Errors | PYCYCL_ERR | • Accounts Payable, Payments, Pay Cycle Exceptions, Review Pay Cycle Errors, Pay Cycle Errors<br>• Click the Pay Cycle Error link on the Pay Cycle Manager page. | View pay cycle processing errors for a pay cycle. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Bank Replacement Exceptions - Schedule Exceptions | PYCYCL_BANK_EXPTN | • Accounts Payable, Payments, Pay Cycle Exceptions, Review Bank Replacement<br>• Click the Bank Replacement link on the Pay Cycle Manager page. | Review bank replacement exceptions created during the Payment Selection process. These occur only when you apply a bank replacement rule to replace the bank account (optionally including payment method and currency) for all payments in a pay cycle. |
| Bank Replacement Exceptions - Payment Exceptions | PYCYCL_BANK_EXPTN1 | • Accounts Payable, Payments, Pay Cycle Exceptions, Review Bank Replacement<br>• Click the Bank Replacement link on the Pay Cycle Manager page. | Review bank replacement exceptions created during the Payment Creation process. These occur when you apply a bank replacement rule that includes any of the following options: Replace Bank with Another Bank, Replace by Currency, Replace by Individual Payment Limit, and Replace by Bank Maximum Limit. |

## Handling Potential Lost Discounts

Access the Lost Discount Alert page.




Lost Discount Alert page

This page alerts you to any discount lost on a pay cycle. If you selected the Include Discount flag on Payment Selection Criteria for the pay cycle, then all payments with potential lost discounts are automatically paid in the pay cycle, and this page is not applicable. You must view this page after Payment Selection has run and before you run Payment Creation to use the Include button to include a payment with a potential lost discount.

**Note.** All discount alerts are cleared automatically when you rerun a completed pay cycle.

**Note.** Lost rebates are not tracked and don't appear on this page.

## Voucher Information

**Appr Stat** (approval status) Displays the voucher scheduled payment approval status.

**Handling** Displays the Payment Handling Code. You set up Payment Handling Codes on the Payment Handling Codes page.

See Chapter 21, "Processing Pay Cycles," Payment Sorting, page 549.

**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 to a vendor 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 hold 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** Displays the 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** Click to includes the payment in the current pay cycle. This button is only active after you run Payment Selection and before you run Payment Creation.

## Invoice Amounts

**Gross** Displays the amount of the payment if a discount is not applied.

**Discount Avail** (discount available) Displays the amount you are in danger of losing if you don't include this payment in the cycle.

**Net** Displays the amount of the payment if the discount is taken.

### See Also

Chapter 21, “Processing Pay Cycles,” Understanding Alerts, page 567

## Handling 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, except that this page shows discounts that were evaluated as not worth taking. If you access the page after running Payment Selection and before running Payment Creation, you can click the Include button to include the scheduled payment in the current pay cycle and take the discount.

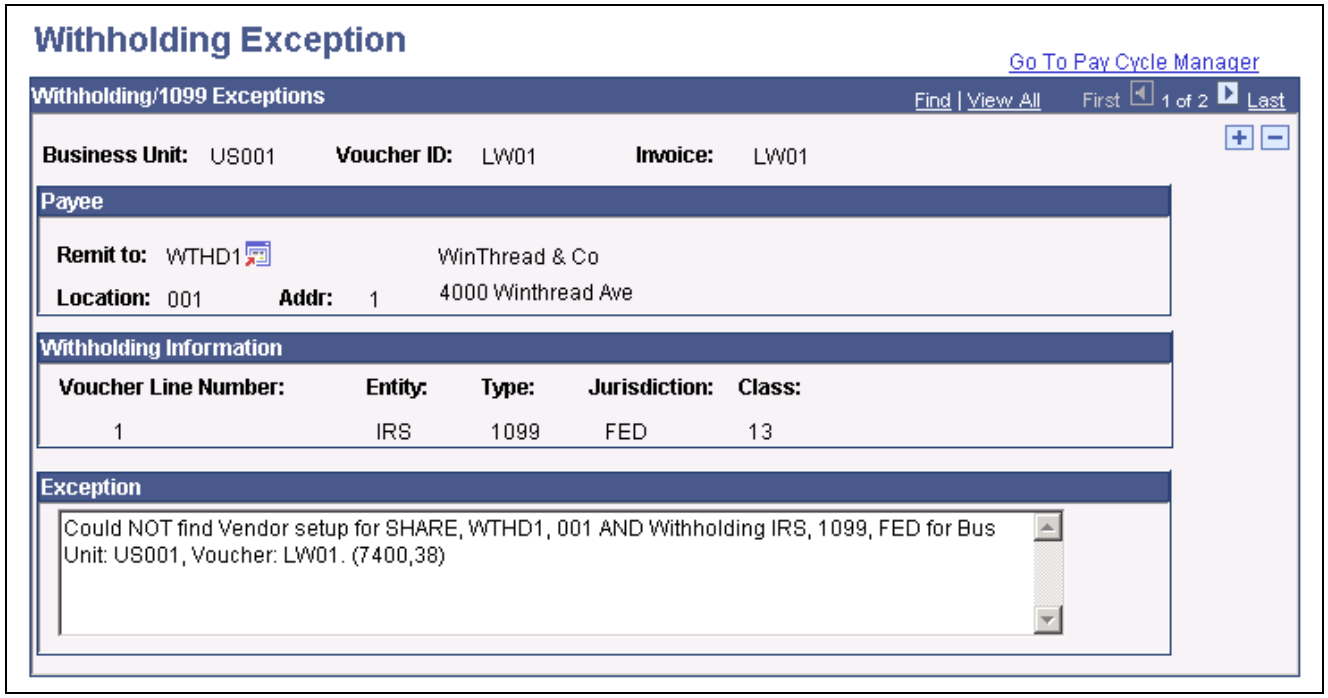
### See Also

Chapter 21, “Processing Pay Cycles,” Handling Potential Lost Discounts, page 569

Chapter 21, “Processing Pay Cycles,” Understanding Alerts, page 567

## Viewing Withholding Alerts

Access the Withholding Exception page.




Withholding Exception page

**Note.** Scheduled payments with withholding exceptions are automatically placed on hold. To make a payment with withholding exceptions available for pay cycle processing, you must modify the voucher or the withholding setup, take the scheduled payment off of hold, and run the payment in a new pay cycle.

**Entity** Displays the Withholding Entity or tax authority.

**Type** Displays the withholding type for the vendor.

**Jurisdiction** Displays the 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** Displays the withholding class that is associated with the withholding type.

**Exception** Contains information relating to the withholding exception.

### See Also

Chapter 41, "Processing Withholding in Payables," page 955

## Viewing Pay Cycle Errors

Access the Pay Cycle Errors page.

### Search Criteria

**Error Type** Select the error type you want to view, and click the Search button:

- *All Error Types:* This is the default.
- *Currency Conversion Related:* Payment source transaction currency not defined for translation to payment currency.
- (USF) *Federal Payment:* Possible errors include:

  The last manual ID number, last transportation ID number, or last other ID number is out of the range established on the Payables installation options.

  A scheduled payment has caused the number of appropriations per payment schedule to exceed the limit defined on the Schedule Payment Restrictions page.

  For U.S. federal agencies only.
- *Financial Gateway Staging:* Payment settled through the Financial Gateway process could not be transmitted.
- (USF) *IPAC Information:* IPAC information was not found. For U.S. federal agencies only.
- *Negative Payment:* A scheduled payment selected by the pay cycle is a negative amount payment.
- *Payment Error:* Payments are in error.
- *Vendor Bank:* Bank routing information was not found for an electronic payment to a vendor.

### Search Results

The search results grid displays the error type for each error, along with the source of the error (such as voucher entry), the advice ID and advice sequence (which are identical to the voucher ID and payment count), key fields, and, in the Message Text field, a description of the error.

### See Also

Chapter 21, "Processing Pay Cycles," Pay Cycle Processing using the Financial Gateway, page 550

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865

# Viewing Bank Replacement Exceptions

Access the Bank Replacement Exceptions - Schedule Exceptions and Bank Replacement Exceptions - Payment Exceptions pages.

Schedule exceptions occur during the Payment Selection process, and payment exceptions occur during the Payment Creation process. Schedule exceptions occur only if your bank replacement rule consists of the option to replace all bank accounts in the pay cycle.

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**Note.** Scheduled payments with bank replacement exceptions are dropped from the pay cycle and revert to their original bank account, payment method, and currency upon completion of the pay cycle. They remain available in their original state for future pay cycles.

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## Viewing Schedule Exceptions

**Exception Type** Select the exception type you want to view:

- *All:* All exceptions. This is the default.
- *Invalid SetID:* The replacement bank account does not match the bank SetID on the bank replacement rule.
- *Pay To Bank:* Remit-to vendor bank routing information for an electronic payment is missing.
- *Payment Currency:* The replacement bank does not have a valid currency.
- *Payment Method:* The replacement payment method is not valid for the replacement bank account.

**Exceptions** Displays details about each scheduled payment that has a payment exception of the type indicated in the Exception Type field.

## Viewing Payment Exceptions

**Exception Type** Select the exception type you want to view. These are the same as those available on the Bank Replacement Exceptions - Schedule Exceptions page, with the addition of the following:

- *Currency Conversion:* Indicates the conversion from the payment currency to the replacement bank account default currency failed.
- *Insufficient Funds:* Indicates the amount limit on all available replacement bank accounts has been reached, or a large-amount payment exceeds the amount limit of each available replacement bank account.

**Exceptions** Displays details about each created payment that has a payment exception of the type indicated in the Exception Type field, along with details about each scheduled payment included in the created payment.

## See Also

Chapter 8, “Establishing Pay Cycles,” Defining Bank Replacement Rules, page 136

# Reviewing Draft Payments

This section discusses how to:

- Approve staged draft payments.
- View details about draft payments.
- View details about draft vouchers.

### See Also

Chapter 30, "Processing Drafts," page 759

## 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<br>• Click the Draft Staging Approval link on the Pay Cycle Manager page. | Approve or reject draft payments that are created during the Draft Staging Application Engine process (AP_DFT_PROC) in the Pay Cycle process. |
| Draft Inquire | APD_APPROVE_PNL2 | • Accounts Payable, Payments, Drafts, Draft Staging Inquiry<br>• Click the Draft Staging Key button on the Draft Staging Approval 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. |

## Approving Staged Drafts

Access the Draft Staging Approval page.

**Note.** You must either approve or reject draft payments before you run the Payment Creation process. However, approving or rejecting payments has no effect on the draft payment's status. 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.*

### 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** Displays the draft master ID for a set of scheduled payments.

**# of Draft** (number of draft) Displays the number of the draft that will be created for the draft master if you selected draft optimization.

**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** Displays the amount of the draft payment.

**Amount (NonDft)** (amount 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.

**Maturity Dt** Displays the draft maturity date.

### Additional Information Tab

**Sch Maturity Dt** (scheduled maturity date) Displays the draft scheduled maturity date, if the maturity date is adjusted as a result of the bank holiday and business calendar options you selected.

### Additional Page Elements

**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.

## Viewing Details About Draft Payments

Access the Draft Inquire page.

**Draft Master ID** Displays the scheduled draft payment draft master ID.

**Bank** Displays the vendor's bank.

**Bank Account** Displays the 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** (draft group code) Displays the draft payment group code number.

**Draft Create Key** Displays the system-assigned sequence number. It is a child key of Draft Master ID.

**Draft Amount** Displays the total amount of the draft payment.

**Stamp Tax** Displays the amount of any applicable Stamp Tax.

**Alt Pymnt Mthd** (alternate payment method) Displays the payment method by which the draft rounding remaining amount is paid.

**Excluded** Indicates whether draft will be excluded:

*Y* if the draft amount is *not* to be paid.

*N* if the draft amount *is* 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** Displays the Draft Master ID.

**Pymnt Nbr** (payment number) Displays the sequence number of scheduled payment.

**Gross Amount** Displays the gross amount of the draft payment, excluding any applicable stamp tax minimization amounts.

# Viewing the Trial Register

This section discusses how to run and use the Trial Register report.

## Pages Used to View the Trial Register

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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. |

## Using a Trial Register

Access the Trial Register page and run the Trial Register report.

After viewing the Trial Register report, 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 Payment Selection Criteria component.

### See Also

Chapter 21, "Processing Pay Cycles," Running and Managing Pay Cycles, page 555

Chapter 8, "Establishing Pay Cycles," page 129

# Approving the Pay Cycle

This section discusses how to approve the pay cycle.

If you have selected user approval on the Payment Selection Criteria - Preferences page, then your pay cycles must be approved after you have completed payment creation and before you run your output processes.

**Note.** Payments for pay cycles that require user approval are not eligible for posting until the pay cycle has been approved.

**Note.** (USF) U.S. federal agencies use payment schedule certification rather than approval. You certify payment schedules after payment selection and before payment creation.

### See Also

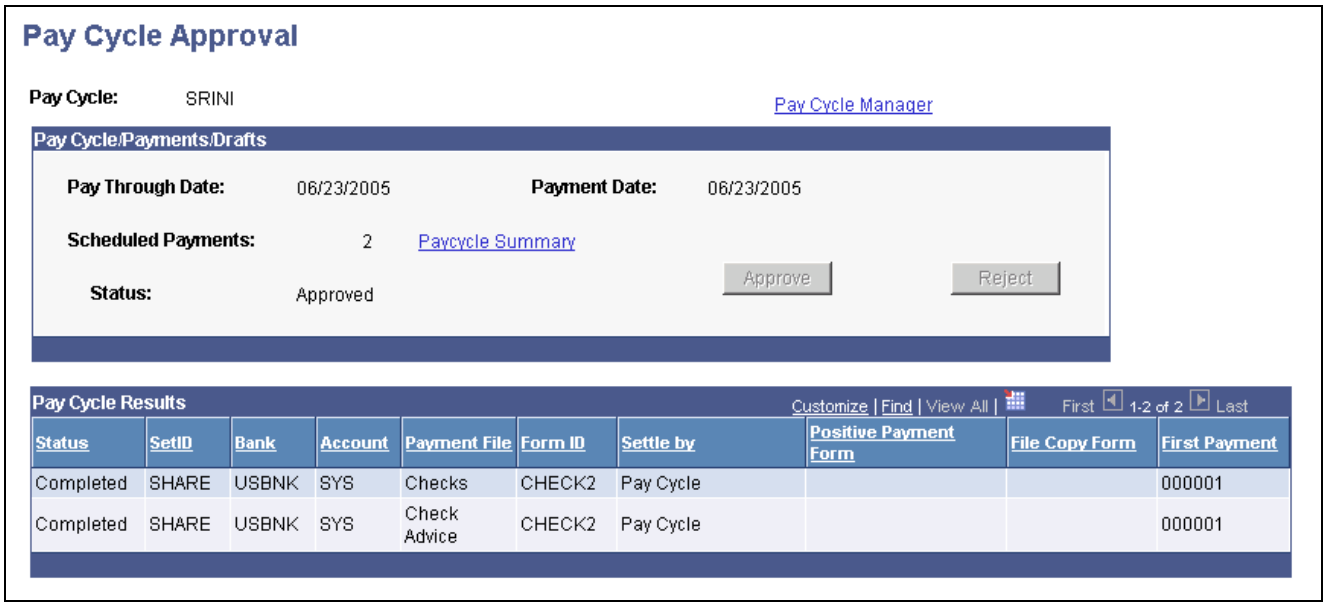
Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Certifying Federal Payment Schedules, page 876

## Pages Used to Approve the Pay Cycle

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pay Cycle Approval | PYCYCL_APPROVAL | • Accounts Payable, Payments, Pay Cycle Approvals, Pay Cycle, Pay Cycle Approval<br>• Click the Approve link on the Pay Cycle Manager page. | Verify and approve payments for a pay cycle if your payment selection criteria include a user approval requirement. |

## Approving the Pay Cycle

Access the Pay Cycle Approval page.




Pay Cycle Approval page

## Pay Cycle/Payments/Drafts

**Scheduled Payments** Displays the number of scheduled payments in the pay cycle.

**Paycycle Summary** Click to access the Pay Cycle Summary page where you can see details for the pay cycle.

**Approve** Click to approve the pay cycle and continue processing.

**Reject** Click to reject the pay cycle. The Reset button on the Pay Cycle Manager page becomes active, and you can reset the pay cycle.

## Pay Cycle Results

The grid displays a row of data for each output process that must be run to generate payment files and negotiable documents. For EFT payments, as all payments regardless of bank account run as one output process, only one EFT row can appear. For checks, advices, positive payment files, and file copies, each bank account and payment method combination runs as a separate output process. This means multiple check rows, positive payment rows, and so forth, can appear in the grid.

**Status** Displays the pay cycle status of the payment.

**Payment File** Describes the payment form.

**Form ID** Displays the payment Form ID.

**Settle by** Displays the settle through method, either *Financial Gateway* or *Pay Cycle.*

**Positive Payment Form** Displays the Form ID used for printing a positive payment file.

**File Copy Form** Displays the Form ID used for printing the file copy.

**First Payment** Displays the first payment reference.

### See Also

Chapter 21, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 555

Chapter 21, “Processing Pay Cycles,” Restarting Pay Cycles and Recreating Checks, page 582

# Verifying Payment References

This section discusses how to:

- Confirm payment references.
- Unconfirm payment references.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, “Setting Up External, Internal, and Netting Accounts,” Defining Payment Methods

Chapter 22, “Using Additional Payment Processing Options,” Using Express Payments, page 596

## Understanding Payment Reference Verification

When you use preprinted stationery, use the Payment Reference 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.

**Note.** In order to use payment reference confirmation for a bank account, you must select the Confirm Numbers option on the External Accounts - Payment Methods page

**Note.** You cannot use the Confirm Payment References feature with Express Payments. The Confirm Payment References feature can only be used with regular pay cycle payments.

# Pages Used to Verify Payment References

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Reference | PYMNT_CNFRM | • Accounts Payable, Payments, Pay Cycle Approvals, Reference Confirmation, Payment References<br>• Accounts Payable, Payments, Pay Cycle Approvals, Reference Unconfirmation, Payment References<br>• Click the Reference Confirmation link on the Pay Cycle Manager page. | Access through the Pay Cycle Manager or Reference Confirmation component to confirm that the system reference number matches the reference number on your preprinted check stock or to renumber the system-assigned reference numbers.<br>Access through the Reference Unconfirmation component to unconfirm any payment references that you have previously confirmed. |

# Confirming Payment References

Access the Reference Confirmation - Payment Reference page.

### Search Criteria

Enter your search criteria and click search to view payment references. Bank setID, bank code, and bank account are required fields.

**From Ref/To Ref** and **From Date/Thru Date** — Select to view a range of payment references or a date range. Enter the from and to references or dates in the fields below.

### Actions

**Renumber All . . .** — Click to renumber the payment references if there is a discrepancy between the system payment references and your pre-printed stationery.

**Confirm All . . .** — Click to confirm that the system payment reference numbers match those of the printed checks.

### Search Results

This grid displays the payment reference, payee name, payment amount, payment date, and pay cycle status of each payment that meets your selection criteria.

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 Reference Unconfirmation - Payment Reference page.

This page is identical to the Reference Confirmation - Payment Reference page, except that it enables you to unconfirm payments you have already confirmed. There are two ways to unconfirm payment references:

- Clear the check box for each payment you want to unconfirm and save the page.

- Click the Unconfirm All button to clear all of the payments on the page.

# Producing Manual Positive Payment Files

This section discusses how to manually produce a positive payment file.

## Understanding Manual Positive Payment Files Production

If a payment in your pay cycle is paid from a bank account that requires positive payment files, you will see a positive payment output process row for that bank account on the Pay Cycle Manager page after you run Payment Creation for that pay cycle. All you need to do is run the positive payment output process to produce your positive payment file.

Occasionally you may want to produce a positive payment file outside of the normal pay cycle process, such as when you've created manual payments that you want to appear in the positive payment file. In those cases, you use the Manual Positive Payment page to initiate the production of a positive payment file.

## Page Used to Manually Produce a Positive Payment File

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Manual Positive Payment | PYCYCL_POS_PAY | Accounts Payable, Payments, Pay Cycle Processing, Manual Positive Payment, Manual Positive Payment | Create a manual positive payment file to send to your bank. This is a text file that your clearinghouse bank can import into its own payment tables. |

## Producing Positive Payment Files

Access the Manual Positive Payment page.

Specify the bank setID, bank code, and bank account for which want to produce the positive payment file. In addition, specify the following:

**Step Group Name** Specify the step group—or the list of pay cycle processes that you want the Pay Cycle process to run to produce the positive payment file. The positive payment output process is part of the Pay Cycle process, although in this case you can run it without running a full pay cycle.

See Chapter 8, "Establishing Pay Cycles," Creating a Pay Cycle, page 132.

Select one of the following processing options:

**Format and File** Select to run the positive payment output process and create an output file.

**File Only** Select to create the positive payment output file without rerunning the positive payment output process. This is useful for those times when you previously selected the Format and File option, but for some reason the file was not successfully created.

Click the Process button to create the positive payment file. This transfers you to the Pay Cycle Manager page, where you complete the positive payment file output process.

### See Also

Chapter 21, "Processing Pay Cycles," Running and Managing Pay Cycles, page 555

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

# Restarting Pay Cycles and Recreating Checks

This section provides an overview of restarting a pay cycle and discusses how to recreate and reprint checks.

## Understanding Pay Cycle Restart

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 sequence number by one. For example, the restart for pay cycle RSTRT3 with pay cycle sequence number 1 is pay cycle RSTRT3 with sequence number 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.*

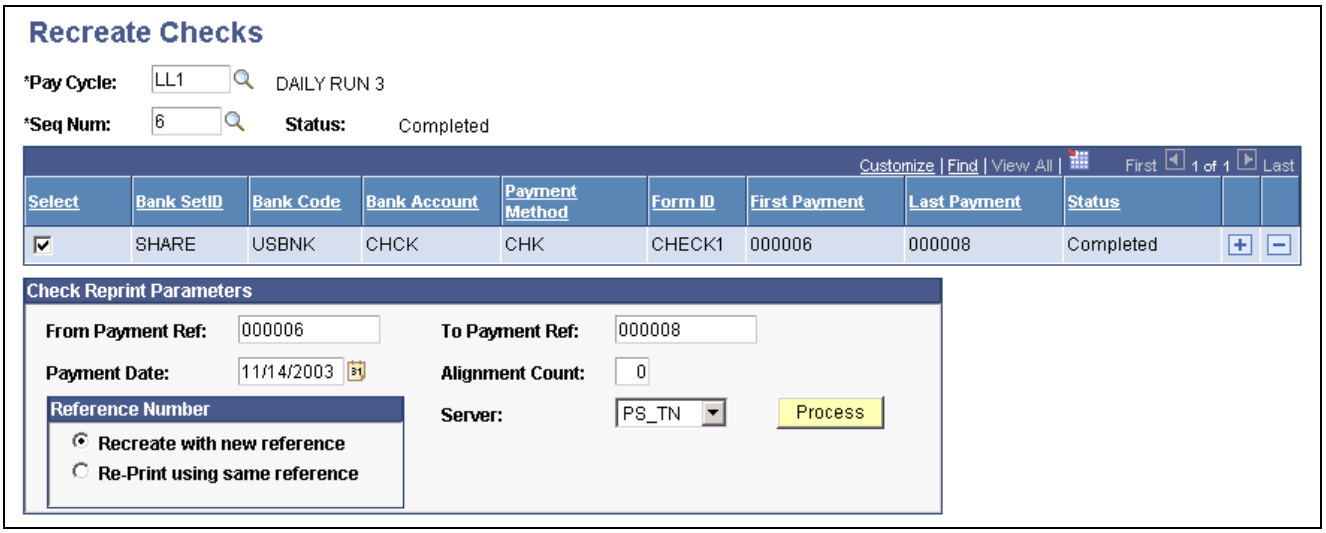
**Note.** You cannot restart the original pay cycle more than once for the same set of payment reference numbers, whether or not you choose to recreate the checks using new reference numbers.

## Page Used to Recreate Checks

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Recreate Checks | PYCYCL_RSTRT | Accounts Payable, Payments, Pay Cycle Processing, 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 page

**Pay Cycle** and **Seq Num** Enter the pay cycle and pay cycle sequence number. Every time you run a given pay cycle, the Pay Cycle process increments the sequence number.

If you transfer to this page from the Pay Cycle Manager using the Recreate button, the Pay Cycle field is populated with the current pay cycle.

The sets of payments represented by the pay cycle and pay cycle sequence number appear in the unlabeled grid below.

**Select** Selecting this check box for a row of printed payments makes the Check Reprint Parameters group box available for entry.

**Payment Method** Displays the available payment methods, which 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** Displays the form ID used for the printing format.

**First Payment** Displays the first payment reference number in the set of payments.

**Last Payment** Displays the last payment reference number in the set of payments.

## Check Reprint Parameters

**From Payment Ref** and **To Payment Ref** Defaults to the original first and last payment references. Reprint only part of a pay cycle by selecting just some of the reference numbers.

**Payment Date** Defaults to the current date, which you can change, if necessary.

**Alignment Count** Displays the 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, these are the check numbers) and recreate the payments with new numbers.

**Note.** When you select this option, both the Summary and Details links are grayed out on the Pay Cycle Manager page.

**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.

**Server** Select the server to run the process from.

**Process** Click to restart the pay cycle and initiate the check reprint process. This transfers you to the Pay Cycle Manager page, where you monitor the process:

- 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.

**Note.** If you are using preprinted check forms, you must restart the printing and then, after the forms are printed, transfer to the Payment Reference page to update the system-assigned reference numbers to match those of the payment forms.

### See Also

Chapter 6, "Setting Up Payment Formats and Payment Forms," page 95

# Running the Pay Cycle Job

This section discusses how to run the Pay Cycle job (APPCJOB), which enables you to run the pay cycle from Payment Selection through the output processes without user intervention.

## Page Used to Run the Pay Cycle Job

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pay Cycle Job Request | AP_PCJOB_CREATE | Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Job, Pay Cycle Job Request | Submit a Pay Cycle job to run on Process Scheduler. The Pay Cycle job consists of a lights-out run of the Payment Selection and Payment Creation processes. |

## Running the Pay Cycle Job

To Run a Pay Cycle job:

1. When setting up the payment selection criteria for the pay cycle in the Payment Selection Criteria component, select an Approval value of *None.*

To process a pay cycle using the Pay Cycle job, the status of the pay cycle must be *New, Reset, No Work,* or *Completed.* If you select the Automatic Increment Dates option for the pay cycle in the Payment Selection Criteria component, you avoid having to increment the dates for a pay cycle before running the job.

2. Access the Pay Cycle Job Request page and enter the required information:
    a. Enter a Pay Cycle ID (created in Payment Selection Criteria component).
    b. Enter an Output Server Name (server name defaults from User Preferences page).
    c. Enter an Output Destination.

       This should be a valid directory path. 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\).
3. Click the Submit Job button to initiate processing.
4. Once the process is complete (the Job status is *Processed),* review all the output files to ensure that they were generated correctly.

   The Pay Cycle job produces only outputs to files; any files that require printing must be printed independently after the job is complete.
5. If the Job status is *No success,* view the pay cycle using the Pay Cycle Manager page for more details.
6. When the Job status is *Processed,* click Finalize Job.

   When 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.

**Note.** We recommend that you use the Pay Cycle Manager page to confirm that all output processes are complete before clicking the Finalize Job button.

**Note.** We do not recommend that you create a run control for the Pay Cycle job to run on a recurring basis without any oversight, since you must return to the Pay Cycle Job Request page once you've submitted the job in order to finalize the pay cycle.

## See Also

Chapter 8, "Establishing Pay Cycles," Setting Pay Cycle Preferences, page 153

Chapter 21, "Processing Pay Cycles," Running and Managing Pay Cycles, page 555

# CHAPTER 22

# Using Additional Payment Processing Options

This chapter provides an overview of additional payment processing options and discusses 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 reschedule payments.

## 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, Payables provides additional payment processing options.

This section discusses the following:

- Express payments.
- Manual payments.
- Manual payment eligibility requirements.
- Payment cancellation.
- Payment escheatment.
- Payment forecasting.
- Bank transfer charge process.
- Reschedule payments process.

# Express Payments

Payables express payments enable you to create payments quickly 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. Express payments offer you a lot of flexibility on paying your vendors on demand. You can pay a single voucher or you can search other vouchers for that vendor and select only those that you want paid. If there are multiple payment schedules within a voucher, you can select all or just the payment schedule numbers that you want to pay.

In addition, you identify the payment details, such as the date that prints on the check, and the number of the check. You can use the system generated number, *NEXT,* or define the reference number yourself. You can also specify the bank information and pay method associated with the express payment.

You can also enter a voucher and record a manual payment at the same time.

---

**Important!** Express payments do not support overflow advice.

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# Manual Payments

There are two ways of creating manual payments in Payables:

1. Using the online voucher entry component.
2. Using the Manual Payment Creation feature.

## Manual Payments Using Online Voucher Entry

When you record manual payments in the online voucher entry 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, but the system does not generate a check or other payment form.

Payment posting, reissuing, closing, and voiding all work the same as they do for payments created with the pay cycle.

## Manual Payments Using the Manual Payment Creation Feature

Using the Manual Payment Creation feature, you create a payment, but you apply it to existing vouchers rather than creating a voucher specifically for the payment. 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.

Payment posting, reissuing, closing, and voiding work the same as they do for payments created with the pay cycle.

## Manual Payment Methods Compared

These features provide different benefits. Decide on a case by case basis which feature meets your business needs.

| Manual Payment Creation Process | Recording Manual Payments Using Online Voucher Entry |
|---|---|
| Enables you to associate multiple scheduled payments for multiple vouchers. | Enables you to associate only one scheduled payment for one voucher. |
| Once you save the manual payment, you cannot delete it. You can, however, cancel the manual payment using payment cancellation. | You can toggle back and forth between the *Record* and *Schedule* options on the Voucher - Payments page. If you decide not to record the payment, you can switch from *Record* to *Schedule* and the system deletes the payment from the PAYMENT_TBL at save time. |
| Payments are not created in the 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 5000 USD, but you only have voucher scheduled payments for this vendor equal to 4500 USD, you cannot fully apply the manual payment and therefore the payment cannot be created. Likewise, if you have one scheduled payment equal to 4000 USD and another equal to 2000 USD, you cannot partially apply either of the scheduled payments and cannot fully apply the manual payment. You can, however, save the manual payment worksheet and modify it later. When you save the worksheet, Pay Cycle Manager and Express Check bypass any voucher checked for select on the Apply Vouchers page of the worksheet, so that those vouchers remain available for application to manual payments. 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, the system deletes the worksheet data from the worksheet tables. | Payments selected as *Record* are created in the PAYMENT_TBL at save time, as long as the amount of the payments entered adds up either to the gross amount or to the gross less the discount, as specified on the Invoice Information page. |

## Withholding On Manual Payments

In Payables, you can elect to calculate withholding at payment time or at voucher posting time via a setting on the withholding entity. This withholding calculation setting appears by default onto the voucher. If withholding for a voucher is set to be calculated at payment time, users with the appropriate authority can override this setting to have withholding calculated at voucher posting time.

In the case of manual payments, the system invokes the withholding calculation routine for any payments applied to withholding applicable vouchers. The withholding reporting tables are updated accordingly.

On the Create Manual Payment page, you can apply manual payments to vouchers that have already had withholding calculated at voucher posting time. If the Withholding Calculated field is selected (the default setting), the system allows you to apply manual payments to vouchers that are set to withhold at voucher post and have been posted.

You also have the option of clearing this check box, in which case the system allows you to apply manual payments to all withholding applicable vouchers for the remit vendor, regardless of whether or not withholding has been calculated. The only exception are vouchers requiring withholding calculation at voucher post that have not been posted as of yet. In this case, the system does not physically withhold, but does update the withholding reporting table with the applicable withholding transaction amount for reporting purposes.

### See Also

Chapter 22, “Using Additional Payment Processing Options,” Recording Manual Payments, page 601

Chapter 22, “Using Additional Payment Processing Options,” Using the Manual Payment Creation Process, page 603

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Scheduling and Creating Voucher Payments, page 307

Chapter 41, “Processing Withholding in Payables,” page 955

## 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, Register Voucher, Reversal Voucher, Third-Party Voucher, or Adjustment Voucher.

  Prepaid vouchers are not eligible.
- Voucher: Approved, budget-checked, and postable.
- Scheduled Payment: No netting and no payment hold.
- Match status: Matched and no match.

---

**Note.** If you select the Pay Unmatched Voucher option on the Procurement - Payables Online Vouchering page, vouchers with the following match statuses are also available for payment: manually overridden, match dispute, match exceptions exist, overridden - credit note, and to be matched.

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### Business Unit and Currency Considerations

Depending on your setup, 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

Chapter 4, “Setting Up Payables Business Units,” Defining Payment Options, page 56

## Payment Cancellation

With Payables, you can record:

- Stop payments: Checks that you have already sent out for which you have asked the bank to stop the payment.
- Void payments: Payments that you decide to cancel before you send them out.

  The system automatically reconciles a voided payment.

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 that 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.

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**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.

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When you cancel a payment, select one of two processing options to create the necessary accounting information:

- For canceled payments marked with the *Do Not Reissue/Close Liability* option, run both the Payment Posting Application Engine process (AP_PSTPYMNT) and the Voucher Posting Application Engine process (AP_PSTVCHR), which creates accounting entries from both payment-related transactions and vouchers.
- For all other canceled payments, run the Payment Posting Application Engine process (AP_PSTPYMNT), which creates accounting entries from payment-related transactions.

## Payment Cancellation and Financial Gateway

When you cancel payments that are settled through Financial Gateway, the system creates and sends a cancel payment message to Financial Gateway.

To cancel a payments settled through Financial Gateway, the payment's settlement status must have a value of *Error, Hold,* or *Loaded.*

The system handles Financial Gateway payment cancellation in one of two ways, depending on if the payment is processed or not. Assuming that a payment is pending processing—meaning, it has a *Loaded* status in the Financial Gateway staging tables—one of the following two scenarios happens:

1. If Financial Gateway receives the cancellation message in time, it removes the payment from the staging table and sends it back to the Payables system. Payables then updates the payment's status to *Canceled.*
2. If Financial Gateway does not receive the cancellation message in time—meaning, Financial Gateway is currently processing the payment—the system prevents payment cancellation, even though payment displays only a *Loaded* status. In this scenario, Financial Gateway sends an error acknowledgement message to Payables. Until Payables receives another message and updates the payment status to *Paid,* you cannot cancel the payment.

Financial Gateway payments can also be out of synchronization ("out of sync") between Financial Gateway and Payables. This occurs when you attempt to reverse (or undo) a canceled payment, as no message is sent to Financial Gateway to keep the systems synchronized. The system displays a warning message when you try to save these types of reversed canceled payments.

## See Also

Chapter 22, "Using Additional Payment Processing Options," Canceling Payments, page 610

Chapter 23, "Running Voucher and Payment Posting," Understanding the Voucher Posting and Payment Posting Processes, page 627

# 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 identify 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 select Escheated instead of Stale Dated Payment.

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 you escheat a payment, you then select options to run the just the Payment Posting Application Engine process (AP_PSTPYMNT), or both the Payment Posting Application Engine process and Journal Generator Application Engine process (FS_JGEN).

- Running only the Payment Posting Application Engine process creates accounting entries that reverse the cash entries to an escheatment liability account, which users predefine 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.
- Running both processes does the accounting entry work (discussed in the first bullet point) and also creates the General Ledger journals.

### See Also

Chapter 22, "Using Additional Payment Processing Options," Escheating Payments, page 617

Chapter 23, "Running Voucher and Payment Posting," Understanding the Voucher Posting and Payment Posting Processes, page 627

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Journal Generator"

# Payment Forecasting

Payables provides payment forecasting, which enables you to view expected cash disbursements over a longer time span rather than the next pay through date.

### See Also

Chapter 22, "Using Additional Payment Processing Options," Forecasting Payments, page 619

# Bank Transfer Charge Process

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 Autodeduction

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 autodeduction:

- 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 the Separate Payment check box selected on the Voucher component (VCHR_EXPRESS), 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 is calculated for each group ID.

In the same manner, if one business unit has the *Do Not Mix with other Units* option selected on the Payables Definition component (BUS_UNIT_TBL_AP), 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 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, reverse accounting will generate 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 and Giro 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 and the bank transfer charge is not deducted from the payment amount. In this case, a message is logged to the Process Monitor.

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### See Also

Chapter 22, "Using Additional Payment Processing Options," Performing the Bank Transfer Charge Process, page 622

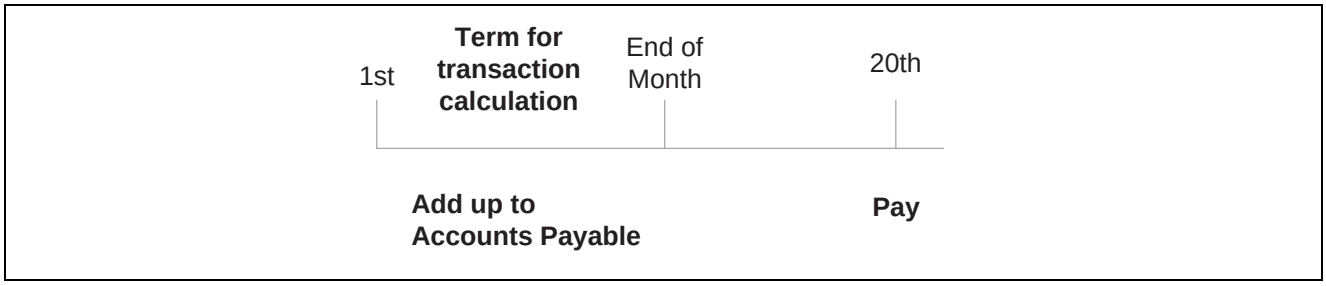
## Reschedule Payments Process

Rescheduling payments is a common business process in some countries. The Reschedule Payments Application Engine process (which includes both the AP_SMT_SEL and AP_SMT_SPLIT Application Engine processes) provides the functionality in Payables.

To run the Reschedule Payments process, first set up reschedule payments conditions—which define agreements between you and vendors—and reschedule payments options for vendors—which associate vendors with the Reschedule Payments process.

Generally, reschedule payments 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, such as Japan, 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 that you made an agreement with a vendor to 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).

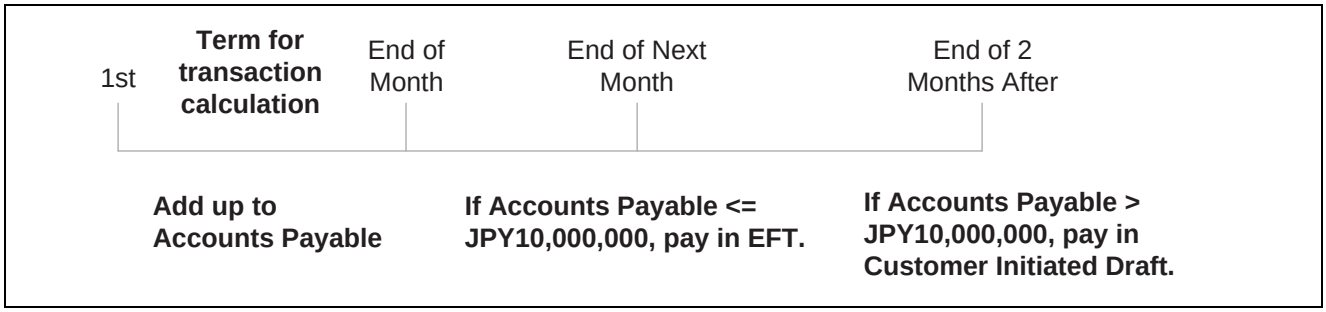



Split Multiple Payment Terms diagram

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 10,000,000 JPY, pay in EFT at the end of the next month. If the total amount of the invoices is over 10,000,000 JPY, pay in customer initiated draft at the end of the next month.

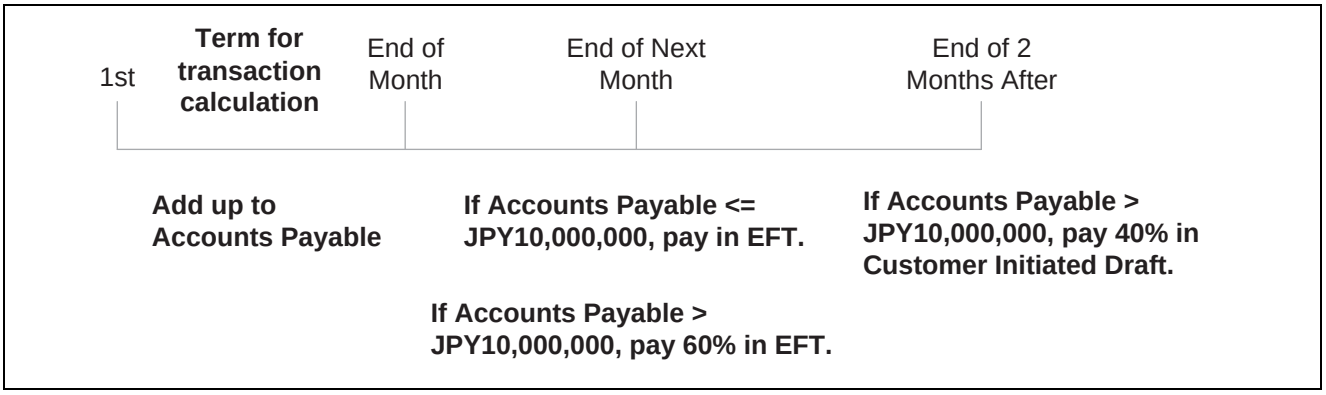



Example 1

## Example 2

You could choose to reschedule 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 10,000,000 JPY, pay in EFT at the end of the next month. If the total amount of the invoices is over 10,000,000 JPY, reschedule the total amount into portions of 60 percent and 40 percent. Then pay the 60 percent amount in EFT at the end of the next month and pay the 40 percent amount in customer initiated draft at the end of two months.

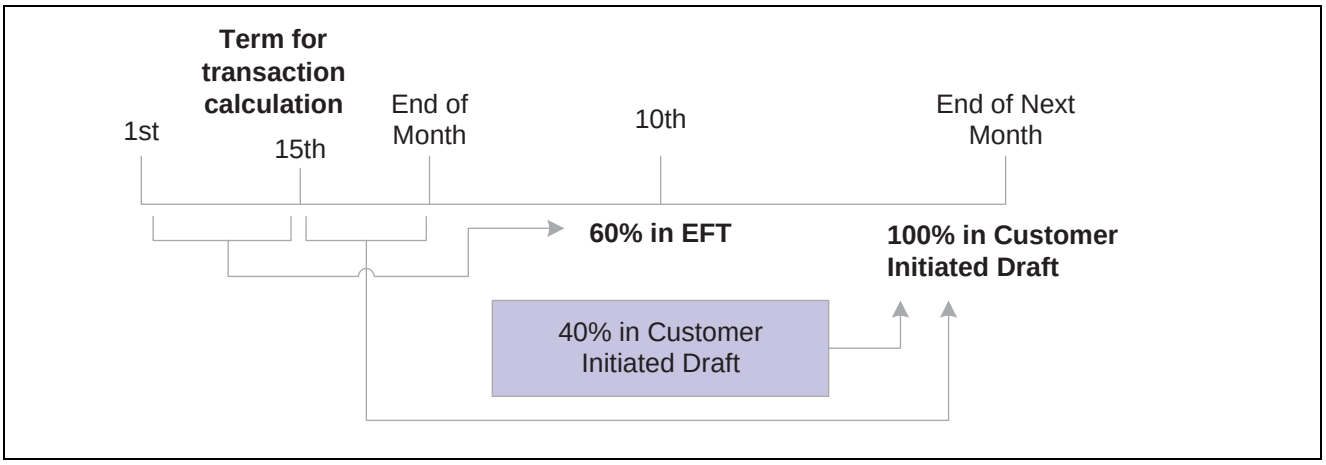



Example 2

## Example 3

In a more complicated scenario, you might run the Reschedule Payments process several times in a certain period of time.

Run it on the 15th and at the end of the month. On the 15th, reschedule the total amount of the invoices into two portions: pay in EFT for 60 percent, and then pay in customer initiated draft for 40 percent 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 percent in the previous process and the amount of the invoices that come after the 15th in customer initiated draft.




Example 3

## Processing Vouchers with Reschedule Payments Processing

For example, you run the Reschedule Payments process twice every month (on the 15th and at the end of the month) for the vouchers with due dates in the month that you run it. Use the 10th as the basis date when you run the Reschedule Payments process on the 15th and use the 20th as the basis date when you run it at the end of month.

The total amount of vouchers for a vendor that you process with the Reschedule Payments process is 15,000,000 JPY on 7/15/2003.

In this case, the Reschedule Payments process reschedules the total amount into portions of 60 percent and 40 percent because the basis date is 7/10/2003. For vouchers for 60 percent (9,000,000 JPY), the end of the month (7/31/2003) is set as the payment condition and EFT is set as the payment method. For vouchers for 40 percent (6,000,000 JPY), the end of the month (7/31/2003) is set as the payment condition, customer initiated draft is set as the payment method, and MONT3 (10/31/2003) is set as the draft sight. The system recalculates the due date, scheduled pay date, and draft maturity date based on the basis date of 7/10/2003.

New vouchers worth 14,000,000 JPY are entered after 7/15/2003. Because the Reusable check box for vouchers for 40 percent (6,000,000 JPY) was selected in the previous process, the vouchers worth 6,000,000 JPY plus newly entered vouchers worth 14,000,000 JPY are processed by the Reschedule Payments process this time. Therefore, the vouchers worth 20,000,000 JPY are split into portions of 50%, because the basis date is 7/20/2003. For vouchers for one half (10,000,000 JPY), the 10th of the next month (8/10/2003) is set as the payment condition and CHK is set as the payment method. For vouchers of the other half (10,000,000 JPY), the 10th of the next month (8/10/2003) is set as the payment condition, the customer initiated draft is set as the payment method, and MONT3 (11/10/2003) is set as the draft sight. The due date, scheduled pay date, and draft maturity date are recalculated based on the basis date of 7/20/2003.

### See Also

Chapter 22, “Using Additional Payment Processing Options,” Processing Reschedule Payments, page 623

# Using Express Payments

This section discusses how to:

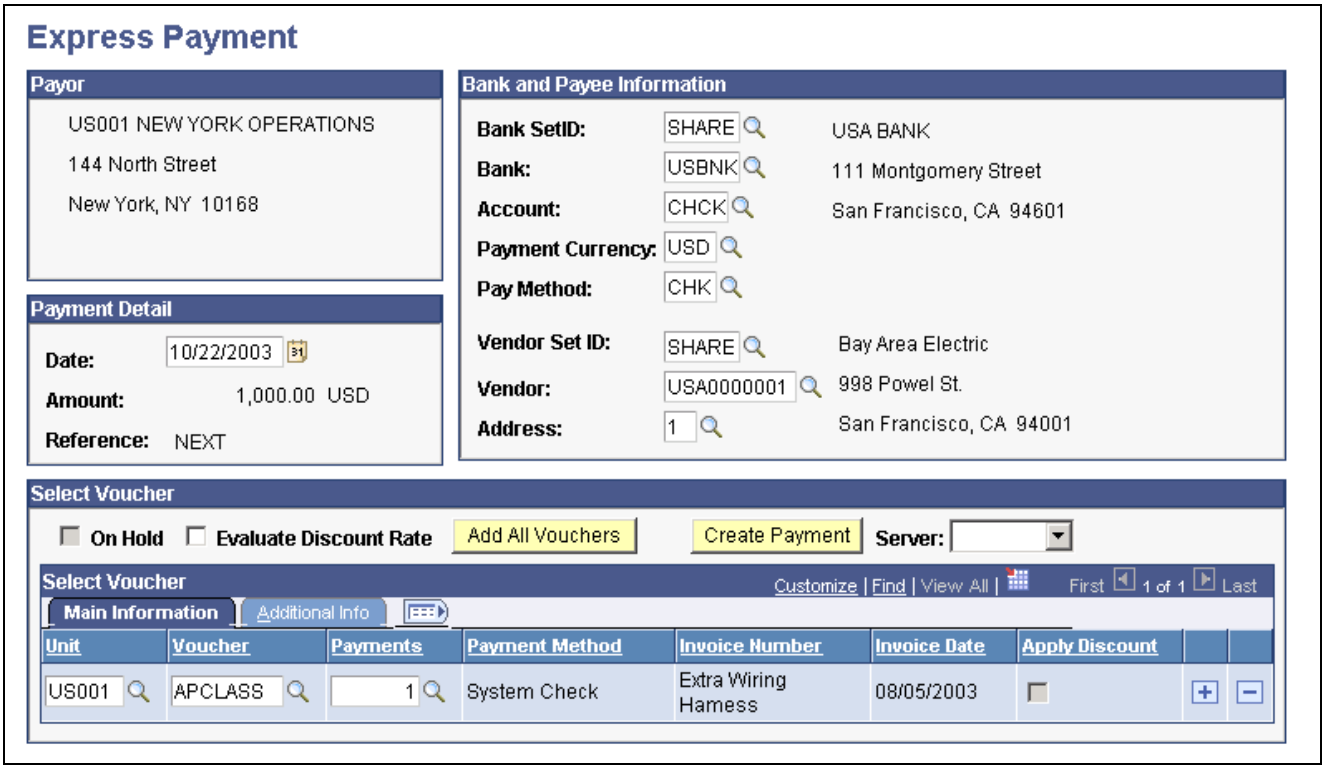
- Create express payments.
- Review express payments.

## Pages Used to Create and View Express Payments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Express Payment | PYMNT_EXPRESS | Accounts Payable, Payments, Express Payments, Create Express Payment, Express Payment | Create a payment for one or multiple vouchers for one specific vendor. |
| Express Payment Manager - Pay Cycle | EXP_PYCYCL_MGR | • Accounts Payable, Payments, Express Payments, Manage Express Payment, Express Payment Manager - Pay Cycle<br>• 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.




Express Payment page

**Note.** Multiple views of this page are available by clicking the tabs in the scroll area.

**Note.** Only one payment is created for the vendor, unless the Separate Payment option or the Do Not Mix Units options are selected. In those cases, more than one payment can be created to pay the vendor.

## Payor

This group box displays the payor information. If you have multiple payments being paid for the same bank, it is possible that the payor could be different than what appears on the page.

## Bank and Payee Information

The bank and payee information appears by default from the schedule payment selected on the Voucher - Payments page.

## Payment Detail

**Date** Enter the date that prints on the check.

**Amount** Displays the amount of the payment, based upon the vouchers that are selected in the Select Voucher group box.

**Reference** Displays the number of the check. *NEXT* indicates that the system generates the number, incrementing the reference number based on the last number that 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** Enter the bank setID, bank, and bank account from which the payment is drawn.

**Payment Currency** Enter the payment currency.

**Pay Method** Enter the pay method.

**Vendor Set ID** Enter the setID, vendor ID, and address of the vendor you are paying.

### Select Vouchers

**On Hold** Specifies whether 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** Select for the system to compare where you receive the most benefit, such as 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** Click to generate a pay cycle with the name *Quick 1* through *Quick 9,* and transfers you to the 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 *Running* on the Process Monitor Server List page. The system performs validation before a process is initiated to ensure that Process Scheduler server is currently running.

**Pay Cycle** Appears after you click the Create Payment button.

---

**Note.** If you reach a Quick 9 pay cycle you can process the existing express pay cycles and then create a new express pay cycle or use the regular pay cycle and select only those payments you want to process.

---

### Main Information Tab

Select the Main Information tab.

Choose the payment schedules that you want to pay.

**Unit** Enter the business unit for the payment schedule that you want to pay.

**Voucher** Enter the voucher ID for the payment schedule that you want to pay.

**Payments** Enter the payment schedule number associated with the payment schedule that you want to pay.

**Payment Method** Displays the payment method for the payment schedule that you want to pay.

**Invoice Number** Displays the invoice number associated with the voucher that you select.

**Invoice Date** Displays the invoice date associated with the voucher that you select.

**Apply Discount** Select to apply the discount to the payment.

### Additional Information Tab

Select the Additional Information tab.

**Gross** Displays the gross amount for the selected payment schedule.

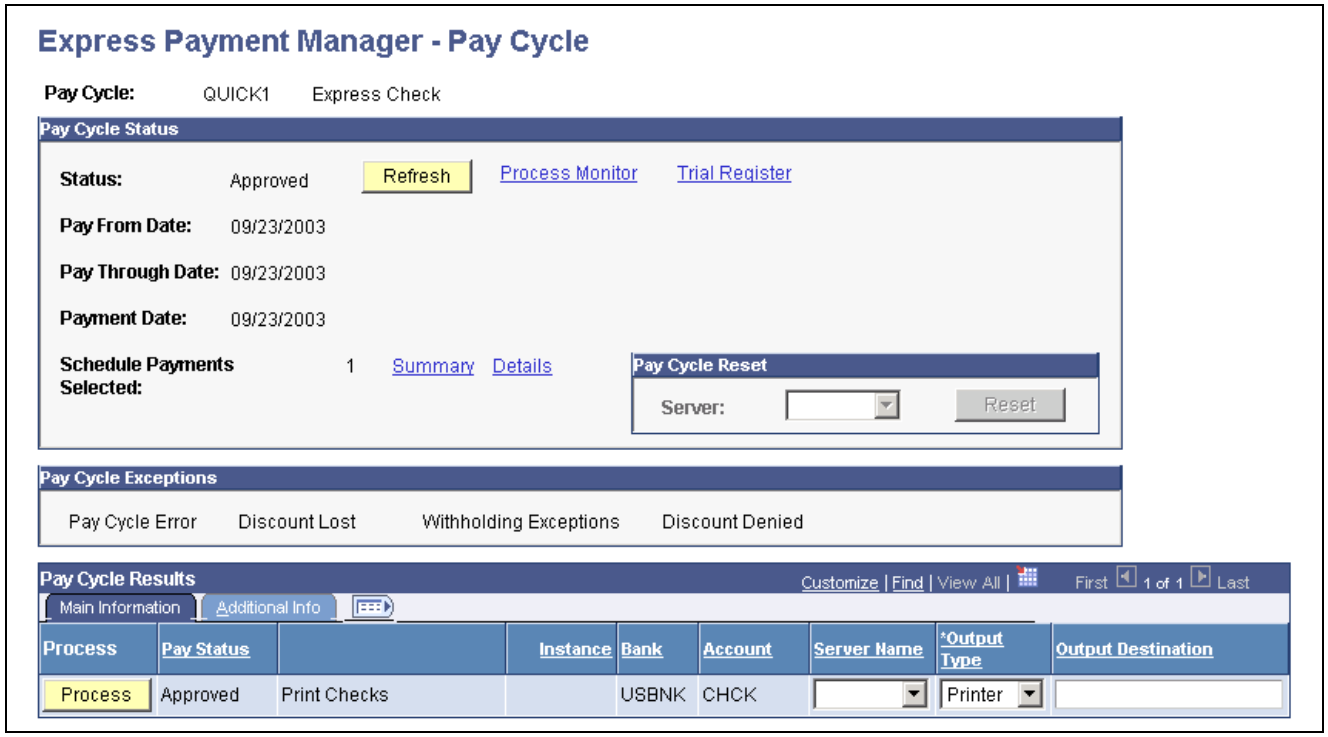
**Amount** Displays the payment amount for the selected payment schedule. This amount differs from the gross amount when there is a discount available.

### See Also

Chapter 21, "Processing Pay Cycles," Running and Managing Pay Cycles, page 555

## Reviewing Express Payments

Access the Express Payment Manager - Pay Cycle page.




Express Payment Manager - Pay Cycle page

**Note.** Multiple views of this page are available by clicking the tabs in the scroll area.

### Pay Cycle Status

**Status** Displays the current status of the express payment pay cycle. Options include:

*New:* The first time that the express payment pay cycle runs.

*Approved:* Ready to run. express payments are preapproved by definition.

*Running:* Currently running.

*Complete:* Complete.

**Refresh** Click to refresh the Express Payment Manager page to display 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 *Processing.* Click the Refresh button to update the page, so that you can view whether the express payment is ready to advance to the next step.

**Pay From Date** Displays 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** Displays the date that prints on payments. It can differ from the pay through date.

**Schedule Payments Selected** Displays the number of scheduled payments selected to be processed.

**Summary** Click to access the Pay Cycle Summary Data page, where you can view summary information about scheduled payments by each bank account.

**Details** Click to access 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 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.*

## 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 (withholding exception) page, so that you can review withholding exceptions generated during pay cycle processing.

**Discount Denied** Click to review and to override discount denied information.

If the bank interest earned on the net voucher amount is greater than the amount of the discount that you gain by paying early, the system issues a discount denied exception and the Discount Denied link becomes active.

## Main Information Tab

Select the 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 nonelectronic 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** Displays the process instance for the latest process that you initiated for the bank account or payment method.

**Bank** and **Account** Displays the bank and account that is being processed for the pay cycle.

**Server Name** Select a specific Process Scheduler server from which to run 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** Specify the output file directory or the printer name for the output file creation.

If the File check box is selected, the Output Destination field appears by default 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

Select the Additional Information tab.

**Pay File** Displays the name of the payment output file that is created.

**Form ID** Displays the Form ID specified on the bank account definition for the document formatting.

**Positive Pymnt** (positive payment) This does not apply to express payment processing.

**Copy Frm** (copy form) Displays the Form ID specified on the bank account definition for formatting check copy files.

**First Payment** Displays the beginning payment reference number for the pay cycle.

### See Also

Chapter 21, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 555

# Recording Manual Payments

This section discusses how to:

- Record manual payments.
- Assign special check numbers to manual payments.

# Page Used to Record Manual Payments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher - Payments | VCHR_PAYMENT_PNL | Accounts Payable, Vouchers, Add/Update, Regular Entry, Voucher - Payments | Record a manually issued payment by changing the value in the Action field to *Record.* |

# Recording Manual Payments

To record a manual payment within the system:

**Note.** Both the Manually Schedule Payments option and the Record Payment option must be selected in the User Preferences - Payables Online Vouchering (OPR_DEF_TABLE_AP1) page in order to access the payment options section on the Voucher - Payments page.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Payables User Preferences.

1. Access the Voucher component.
2. Create a voucher for the payment.
3. On the Voucher - Payments page, select *Man* (manual) as the payment method.
4. Select *Record* as the payment action.

   When you select *Record,* many fields in the component become unavailable for entry, including the Gross Amount, Discount, Scheduled Due, Net Due, Discount Due, Pay Group, Handling, Hold Payment, and Separate Payment.
5. Select *Full* (for a full payment) or *Discounted* (for a discount payment) in the Pay field.

   When you record a payment, the Accounting Date field becomes active, enabling you to change the Accounting Date field 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 appears at the top of the Payments page; click this link to view or override the document sequencing settings.
7. Make sure that the remit to vendor, vendor location, and 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 Schedule Payment group box.
9. (Optional) Modify the Payment Date field to reflect the date of the manual payment.
10. Confirm the following items 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.

**Note.** Use the Create Manual Draft page to enter vendor-initiated drafts.

### See Also

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Entering Invoice Information for Online Vouchers, page 265

Chapter 30, “Processing Drafts,” Creating Drafts Manually, page 777

## 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 method table in External bank account page, This flexibility enables you to assign check numbers from a different number range other than the one used for pay cycle processing. If the check number that 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 Enterprise Banks Setup and Processing 8.9 PeopleBook*, “Setting Up External, Internal, and Netting Accounts,” Defining Payment Methods

# Using the Manual Payment Creation Process

To set up your autonumbering for manual payments, use the Auto Numbering component (AUTO_NUM_PNL).

This section discusses how to:

- Set autonumbering for manual payments.
- Build manual payment worksheets.
- Enter manual payments.
- Apply vouchers to manual payments.
- Delete manual payment worksheets.

# Pages Used to Create Manual Payments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Auto Numbering | AUTO_NUM_PNL | Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Auto Numbering | Define automatic numbering specifications for manual payments using the Manual Payment Creation component. |
| Manual Pay Selection (manual payment selection) | AP_MAN_SEL | Accounts Payable, Payments, Manual Payment and Prepayment, Create Manual Payment, Manual Pay Selection | Enter criteria to build the manual payment worksheet. |
| Man Pay Worksheet (manual payment worksheet) | AP_MAN_ENTRY | • Accounts Payable, Payments, Manual Payment and Prepayment, Update Payment Worksheet, Man Pay Worksheet<br>• Click the Build Worksheet button on the Manual Pay Selection page | Enter manual payment information. |
| Apply Voucher | AP_MAN_APPLY | • Accounts Payable, Payments, Manual Payment and Prepayment, Update Payment Worksheet, Apply Voucher<br>• Click the Build Worksheet button on the Manual Pay Selection page. | Apply scheduled vouchers to the manual payment. |
| Delete Payment Worksheet | APD_DELETE_WS | Accounts Payable, Payments, Manual Payment and Prepayment, Delete Payment Worksheet | Delete manual payment worksheets. |

# Setting Autonumbering for Manual Payments

Access the Auto Numbering page.

**Number Type** Create a number type to autoincrement the manual payment worksheet ID for the creation of manual payments.

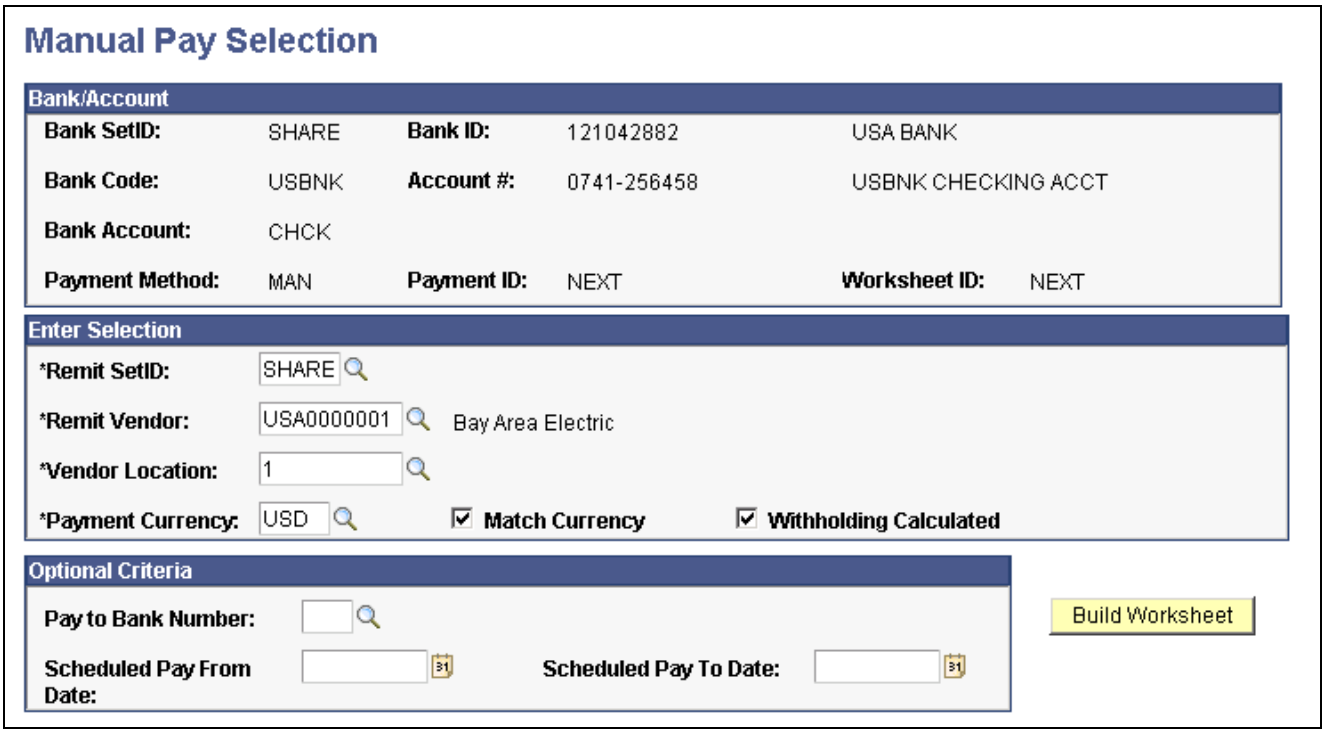
This worksheet number is shared with manual draft payment worksheets.

## See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Automatic Numbering

# Building Manual Payment Worksheets

Access the Manual Pay Selection page.




Manual Pay Selection page

Enter the bank code and account information.

**Remit SetID, Remit Vendor** and **Vendor Location** — Enter the setID, remit vendor ID, and vendor 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** — Enter 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 for the remit vendor, regardless of their payment currency and converts them to the selected vendor's currency.

**Withholding Calculated** — Select for the manual payment worksheet functionality to only return those vouchers for the remit vendor that have had withholding calculated (meaning, those vouchers for which withholding has been calculated at voucher posting time and have been posted).

If this check box is not selected, all vouchers for the remit vendor are available on the manual payment worksheet excluding all paid payment schedules and vouchers that are set to have withholding calculated at voucher posting and have not yet been posted. The Withholding tab on the Manual Pay Worksheet - Apply Voucher page displays whether the voucher is withholding applicable and whether withholding has been calculated.

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.

**Pay to Bank Number** Enter a vendor bank number for the system to return eligible vouchers whose schedule payments have the same vendor pay to bank.

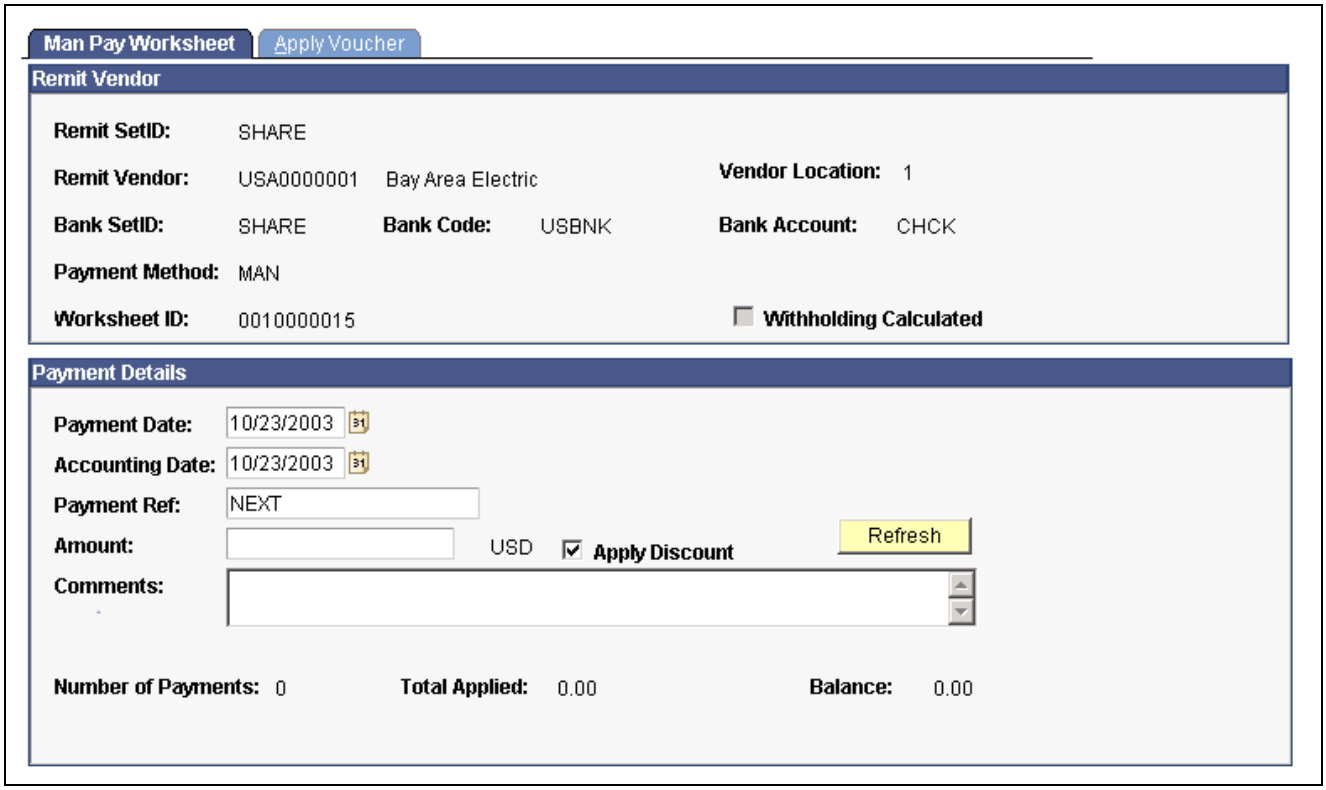
**Scheduled Pay From Date** and **Scheduled Pay To Date** Use these fields to limit the search to eligible vouchers whose scheduled pay dates falls within given date range.

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. Once a worksheet is built, you can remove it using the Delete Payment Worksheet page.

**Note.** Only scheduled voucher payments that are regular vouchers, registered vouchers, reversal vouchers, third-party vouchers, or adjustment vouchers are returned for application to manual payments.

## Entering Manual Payments

Access the Man Pay Worksheet page.




Man Pay Worksheet page

**Payment Date** Enter the actual payment date, for example, the date that you wrote the manual check.

**Document Sequencing** Click this link to access document sequencing information. This link only appears if document sequencing is enabled.

The document type and journal type are viewable at any time, but the document sequence number and document sequence date are updated only when the payment is created in PAYMENT_TBL.

**Accounting Date** Displays the posting date. You can override this value.

**Payment Ref** (payment reference) Defaults to *NEXT* 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 with a numeric value. The system validates it at save time.

**Amount** Enter the manual payment amount.

**Apply Discount** Select for the system to check 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** Displays the number of scheduled payments currently applied to this manual payment.

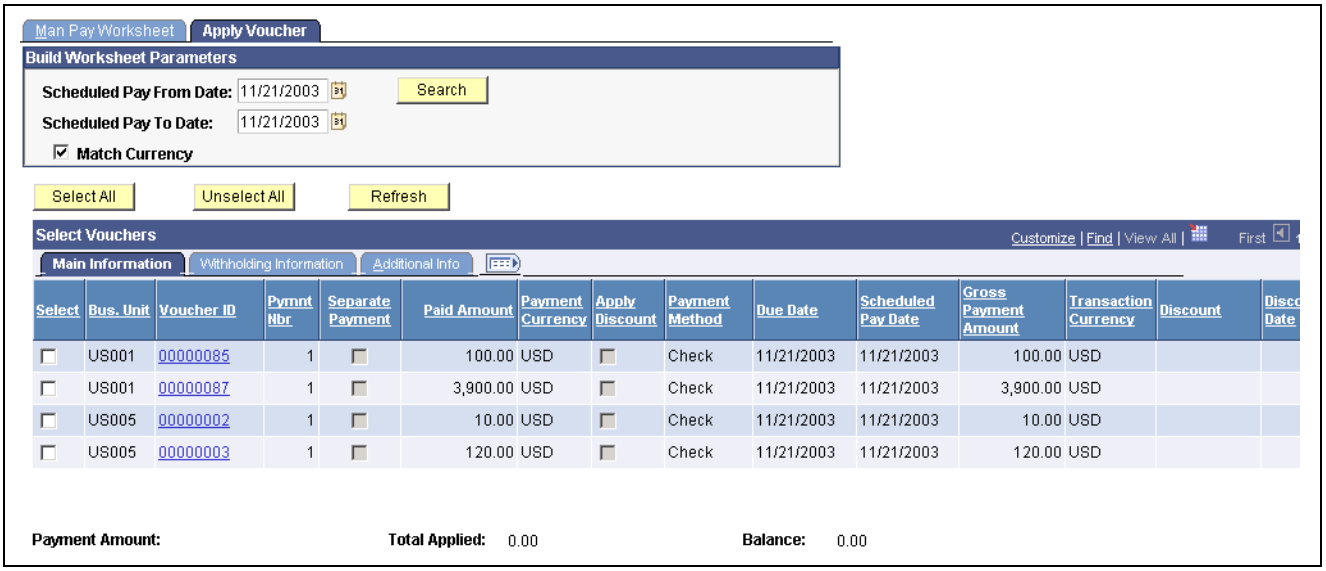
**Total Applied** Displays the total amount of the scheduled payments currently applied to this manual payment.

**Balance** Displays the difference between the manual payment amount and the total amount of the applied scheduled payments.

**Note.** The manual payment is only created in the PAYMENT_TBL when the balance is 0.00, that is, when the payment is *fully applied* to scheduled payments. Otherwise, only the manual payment worksheet is saved.

## Applying Vouchers to Manual Payments

Access the Apply Voucher page.




Apply Voucher page

**Note.** Multiple views of this page are available by clicking the tabs in the scroll area.

## Common Page Information

**Scheduled Pay From Date, Scheduled Pay To Date,** and **Match Currency** — These fields have the same functionality as on the Manual Pay Selection page. Use them to further limit the vouchers that appear based on the payment date range and currency of the payment.

**Payment Amount** — Displays the payment amount currently entered on the Man Pay Worksheet page.

**Total Applied** — Displays the total amount of the scheduled payments currently applied to this manual payment.

**Balance** — Displays the difference between the manual payment amount and the total amount of the applied scheduled payments.

**Note.** The manual payment is only created in the PAYMENT_TBL when the balance is 0.00, that is, when the payment is *fully applied* to voucher scheduled payments. Otherwise, only the manual payment worksheet is saved.

## Main Information Tab

Select the Main Information tab.

**Select** — Select this check box to individually select scheduled payments and then click the Refresh button to apply the manual payment and recalculate the total applied and balance amounts.

Once you select the scheduled payments, they are placed on hold even if you do not fully apply and create the manual payment. Click the Search button in the Build Worksheet Parameters group box to take them off hold.

**Bus Unit** (business unit) — Displays the business unit of the selected payments.

**Voucher ID** — Displays the voucher ID of the selected payments. Click any of the voucher IDs listed to access the Voucher Inquiry page for that voucher.

**Pymnt Nbr** (payment number) — Displays the number of the scheduled payment. If there are multiple scheduled payments for a voucher, they each have a unique payment number.

**Separate Payment** — Indicates the option you selected on the Payments page in the Voucher component. You can select a scheduled payment that has Separate Payment 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.

**Paid Amount** — Displays 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 page, 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 page.

**Payment Method** — Displays the payment method for the scheduled payment.

**Due Date** — Displays the net due date of the scheduled payment.

**Scheduled Pay Date** Displays the scheduled due date of the scheduled payment.

**Gross Payment Amount** Displays the gross amount of the scheduled payment.

**Transaction Currency** Displays the transaction currency of the scheduled payment.

**Discount** Displays the discount amount of the scheduled payment.

**Discount Due Date** Displays the discount due date of the scheduled payment.

### Withholding Information Tab

Select the Withholding Information tab.

In addition to the select, business unit, voucher number, and payment number fields, this tab displays:

**Withholding Applicable** Displays whether or not a voucher is withholding applicable.

**Withholding Calculated** Displays whether or not a voucher has had withholding calculated, for example at voucher post. If you select a voucher which is withholding applicable but has not had withholding calculated, the system does not physically withhold for the voucher. Instead it creates withhold transactions based on the amount paid or amount subject to withholding for reporting purposes only. In other words the voucher is treated as 0% withholdable.

This ensures that the paid amount is reported for withholding.

**Note.** For vendors that require physical withholding, a withholding amount is not withheld.

### Additional Information Tab

Select the Additional Information tab.

In addition to the select, business unit, voucher number, and payment number fields, this tab displays:

**Bank** and **Account** Displays the bank and type of bank account from which the scheduled payment is being created.

**Pay to Bank Number** Displays the remit vendor's bank number, if you entered one on the Manual Pay Selection page.

**Bank Account #** (bank account number) Displays the bank account number.

**Do Not Mix BU** (do not mix business unit) Select to restrict your voucher selection to only those vouchers with the same Payables business unit as the payment that you are creating.

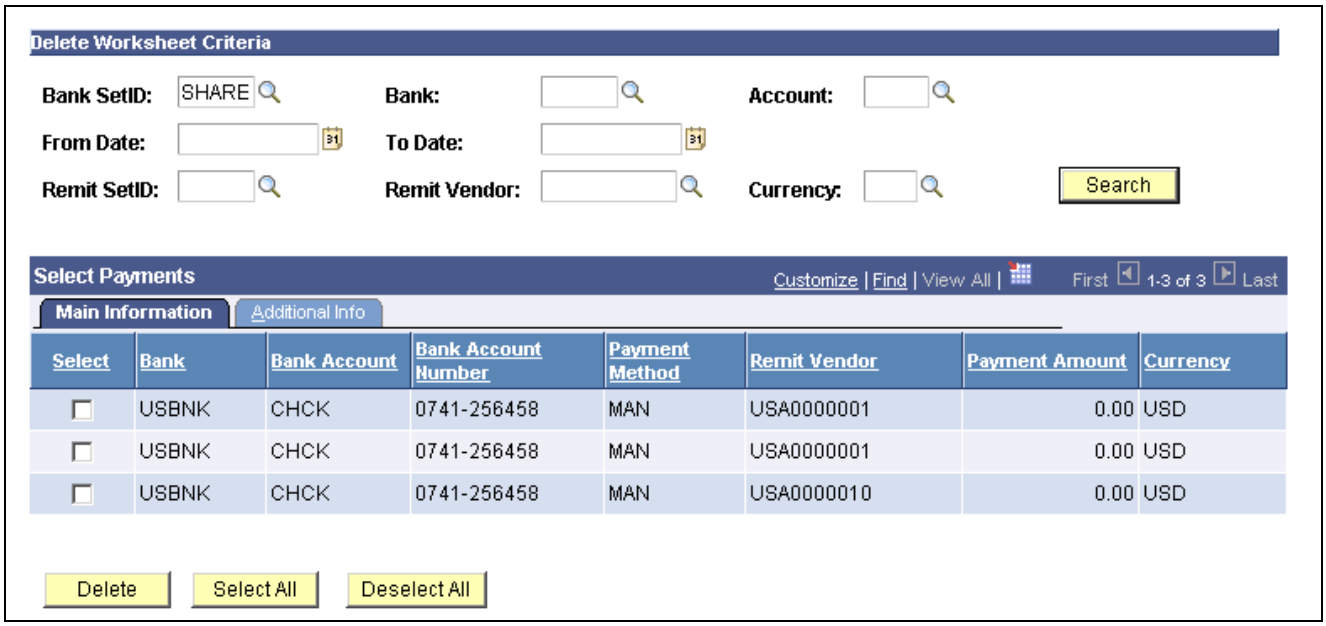
### See Also

Chapter 4, "Setting Up Payables Business Units," Defining Payment Options, page 56

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 307

## Deleting Manual Payment Worksheets

Access the Delete Payment Worksheet page.




Delete Payment Worksheet page

Enter the criteria to display selected payments.

### Main Information Tab

Select the Main Information tab.

**Select** Select this check box to individually select manual payments and then click the Delete button to delete the manual payment.

Displays the bank information, remit vendor, and payment amount associated with the manual payments.

### Additional Information Tab

Select the Additional Information tab.

Displays the worksheet and payment date information.

# Canceling Payments

This section discusses how to cancel payments.

## Understanding Payment Cancellation With Associated Liabilities

This section discusses how to:

- Cancel payments with associated liabilities.
- Cancel payment schedules with associated liabilities.
- Payment Cancellation and Commitment Control integration.
- Payment Cancellation processing sequence.

## Cancel Payments With Associated Liabilities

To cancel payments and close any associated liabilities, select the Do Not Reissue/Close Liability option. The system determines if vouchers associated with the payment are direct vouchers or PO vouchers. If the payment cancellation action meets three conditions—you are cancelling the payment with the close liabilities option, the associated voucher is a PO voucher, and Commitment Control is installed—the system displays a message with Yes and No options. These options perform the following actions:

- If you select *No,* the system only liquidates the liability for the vouchers.
- If you select *Yes,* the system allows you to restore the encumbrance, liquidate the liability, and reopen the PO/Line Schedule for future invoicing for unreconciled purchase orders.

  After you select Yes to restore the encumbrance, the system determines if all purchase orders have been reconciled. If all purchase orders have been reconciled, then the system prevents you from reopening the purchase orders and restoring the encumbrances and the system advises you that only the remaining liability can be restored.

  Next, the system determines if the unreconciled PO vouchers have multiple payment schedules and if two or more payment schedules have been paid. The system *does not* restore the encumbrance when there is an active payment schedule. For the system to restore encumbrances, the following conditions must be met: associated payment schedules must either be not paid *or* paid and cancelled, and the entire voucher amount must be available.

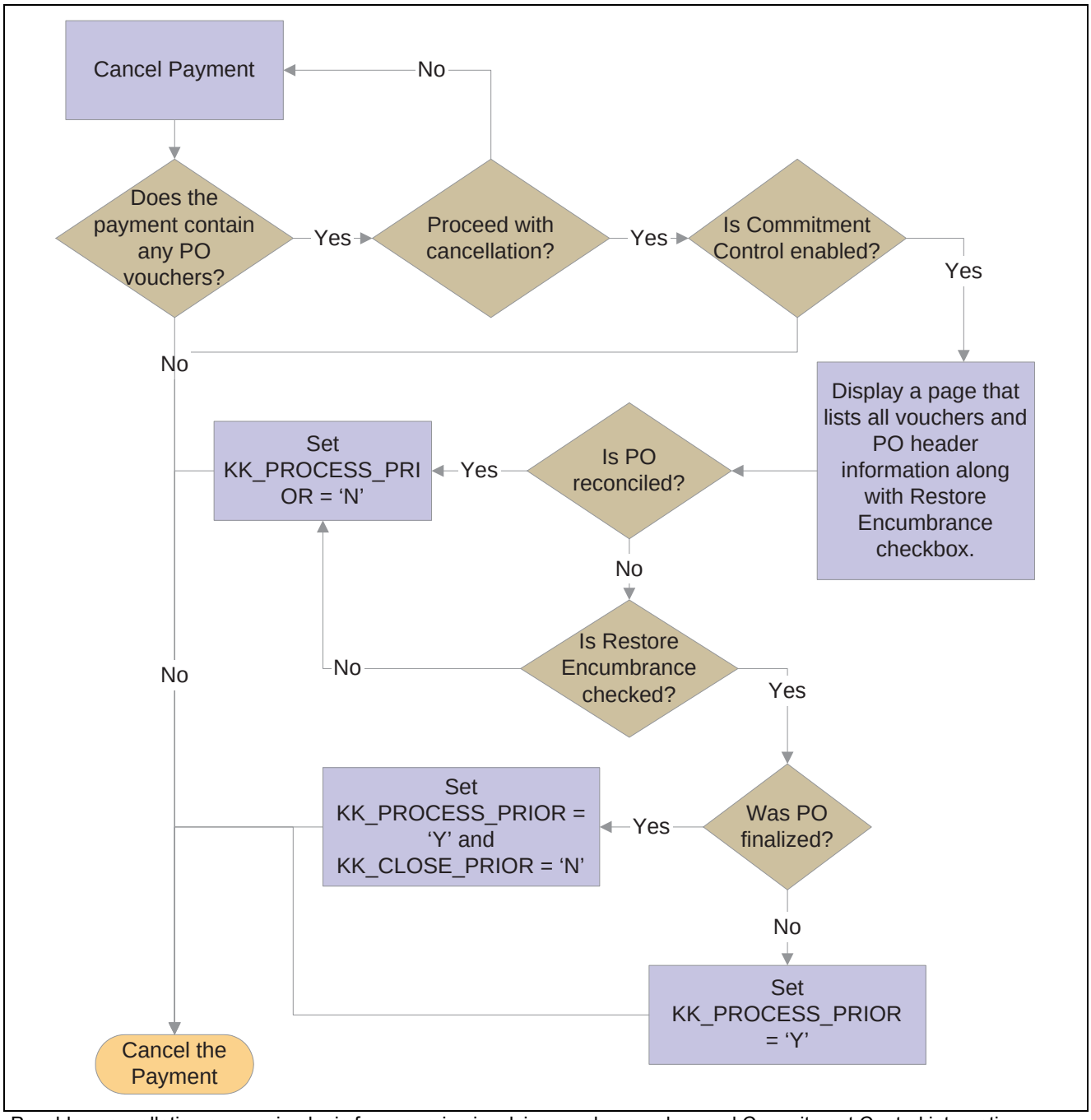
  If all the system checks pass, the system displays the PO Associated with the Voucher page.

## Cancel Payment Schedules With Associated Liabilities

For payments defined with payment schedules, select the Do Not Reissue/Close Liability option. The system functions like it does when canceling a payment using the close option, except that it cancels a payment schedule and closes any liabilities associated with that payment schedule. The other difference between canceling a payment schedule and canceling a payment is that the pages list the schedule ID number instead of the reference number, and the PO Associated with the Voucher page displays all the vouchers associated with the payment schedule.

## Payment Cancellation and Commitment Control Integration

If purchase orders are associated with the canceled payment, the system must adjust the matched quantities before proceeding. And if your organization has enabled Commitment Control, you must restore encumbrances before canceling the payment. The following diagram illustrates the Payables payment cancellation processing logic for these scenarios.




Payables cancellation processing logic for scenarios involving purchase orders and Commitment Control integration

- When the payment includes purchase orders associated with vouchers, but Commitment Control is not enabled, the system simply cancels the payment.
- When the payment includes purchase orders associated with vouchers, and Commitment Control is enabled, the system performs further logic. This logic determines if the purchase order has been reconciled and finalized, and if encumbrances are established. The system uses these results to ensure field value synchronization between source transactions and referenced transactions, which are used in Commitment Control's Budget Processor (FS_BP).

See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Processing Source Transactions Against Control Budgets".

## Payment Cancellation Processing Sequence

The following is the sequence of processes you perform to successfully close a PO voucher that has not been paid:

1. Create a PO voucher.
2. Run the Matching process.
3. Run the Commitment Control process.
4. Run the Voucher Posting process.
5. Pay the voucher.
6. Run the Payment Posting process.
7. Cancel and close the payment.
8. Run the Payment Posting process again.
9. Run the Voucher Posting process again to unmatch any matched items.

## See Also

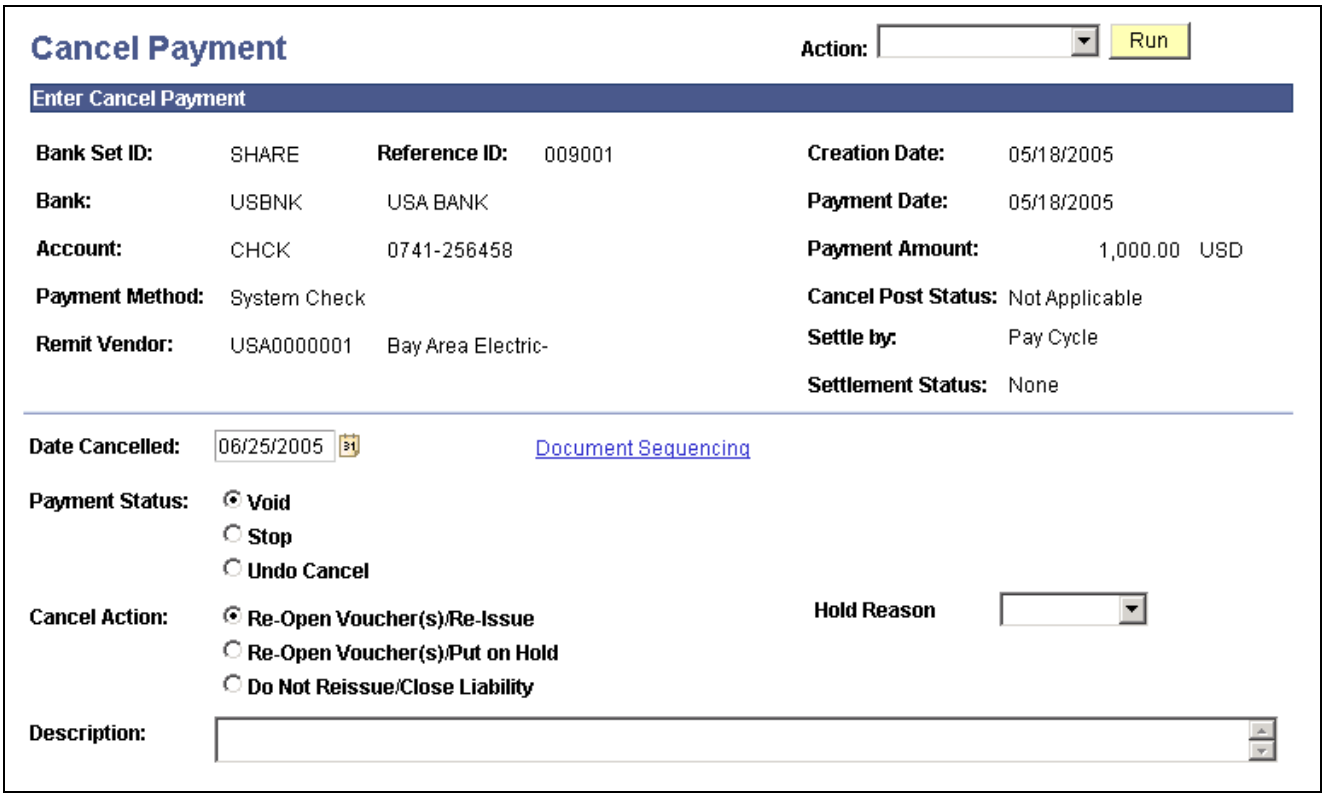
Chapter 19, “Managing Vouchers,” Understanding Voucher Close Functionality, page 429

## Page Used to Cancel Payments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Cancel Payment | PYMNT_CANCEL | Accounts Payable, Payments, Cancel/Void Payments, Payment Cancellation, Cancel Payment | Cancel payments, reverse a cancellation, or view previously canceled payments. |
| PO Associated with a Voucher | AP_PO_VCH_PYMT_DT | Click the Associated POs link on the Close Voucher page. | View purchase orders associated with the selected payment. This link is conditional, and the page appears only when the following three conditions exist:<br>• The payment is associated with a PO voucher.<br>• You have enabled Commitment Control.<br>• You close the payment with liabilities.<br>See Chapter 19, "Managing Vouchers," Restoring Encumbrances, page 435. |
| PO Schedules tied to the Voucher | AP_PYMTCL_PO_DET1 | Click the Associated PO Schedules link on the Close Voucher page. | View purchase order schedules associated with the selected payment. This link is conditional, and the page appears only when the following three conditions exist:<br>• The payment is associated with a PO voucher.<br>• You have enabled Commitment Control.<br>• You close the payment with liabilities. |

## Canceling a Payment

Access the Cancel Payment page




Cancel Payment page

**Action**

Select to run one of the following processes after you have marked and saved the cancellation. This creates the necessary accounting entries.

Displayed processes depend on the selected Payment Status and Cancel Action values. For example, if you select Void and Re-Open Voucher(s)/Re-Issue, only the *Payment Post* and *Payment Post & GL* values appear.

- *Payment Post*: Selecting this option runs the Payment Posting Application Engine process (AP_PSTPYMNT).
- *Payment Post & GL* (payment posting and general ledger): Selecting this option runs the Payment Posting process and updates the general ledger.
- *Payment & Voucher Pst* (payment posting and voucher posting ): Selecting this option runs two processes: first, the Payment Posting Application Engine process, followed by the Voucher Posting Application Engine process (AP_PSTVCHR).
- *Payment, Vchr Post, & GL* (payment posting, voucher posting, and general ledger): Selecting this option runs the individual payment and voucher posting processes, and updates the general ledger.

See Chapter 22, "Using Additional Payment Processing Options," Payment Cancellation, page 590.

**Bank Set ID**

Your bank setID, bank code, and account number and descriptions.

**Remit Vendor**

Displays remit vendor number and description.

**Reference ID**

Displays payment reference ID.

**Creation Date** Displays the date the payment was created.

**Payment Date** Displays the date the payment was issued.

**Settle by** Displays whether the payment was settled through *Financial Gateway* or *Pay Cycle* functionality.

**Settlement Status** Displays the settlement status of *Error, Hold, Loaded, Paid, Canceled,* or *None.*

**Date Cancelled** Enter the date that you want to cancel the payment.

**Payment Status** Options include:

*Void:* Select to void the payment. You void a payment when it has not been released.

*Stop:* Select to stop the payment. You stop a payment when it has been released.

*Undo Cancel:* You can undo any cancellation until you post the canceled payment.

***Warning!*** After posting, you cannot undo the cancellation.

**Cancel Action** Options include:

*Re-Open Voucher(s)/Re-Issue:* Use to reselect the scheduled payments and reissue them the next time that you run a pay cycle, assuming that the vouchers meet the selection criteria for that pay cycle.

**Important!** If you reopen and reissue the voucher, the existing schedule payment will be cancelled in the Payment Posting process and a new schedule is added.

**Note.** If you decide to reopen vouchers and reissue, remember that you must run the Payment Posting process *twice* to record the reversal before those vouchers are available for a new payment selection. You can undo your cancellation, as long as the canceled payment is not posted.

*Re-Open Voucher(s)/Put on Hold:* Use to reopen the scheduled payments, but places the reopened scheduled payments on hold for your review. Select this option if you need to perform additional investigation or revise voucher information before proceeding with payment. A pay cycle process does not select the scheduled payments until the hold is removed on the Payments page of the Voucher component.

If you select this value, you must also select a reason code in the Hold Reason field.

*Do Not Reissue/Close Liability:* Use 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 Payment Posting process identifies the voucher as process manual close, and the amount of the outstanding liability is reversed the next time the Voucher Posting process runs.

See Chapter 22, "Using Additional Payment Processing Options," Understanding Payment Cancellation With Associated Liabilities, page 610.

**Hold Reason** Specify a hold reason for payment cancellations placed on hold. The system defaults this hold reason onto the cancelled payment's new payment schedule. Select from the following: *Accounting, Amount, CCR Expire* (Central Contractor Registry vendor expiration), *Cntrct Ret* (contract return), *Goods, IPAC* (Intra-Governmental Payment and Collection System ), *Other, Quantity,* and *Wthd hold* (withholding hold).

**Description** Enter 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.

### See Also

Chapter 30, "Processing Drafts," page 759

Chapter 22, "Using Additional Payment Processing Options," Payment Cancellation, page 590

# Escheating Payments

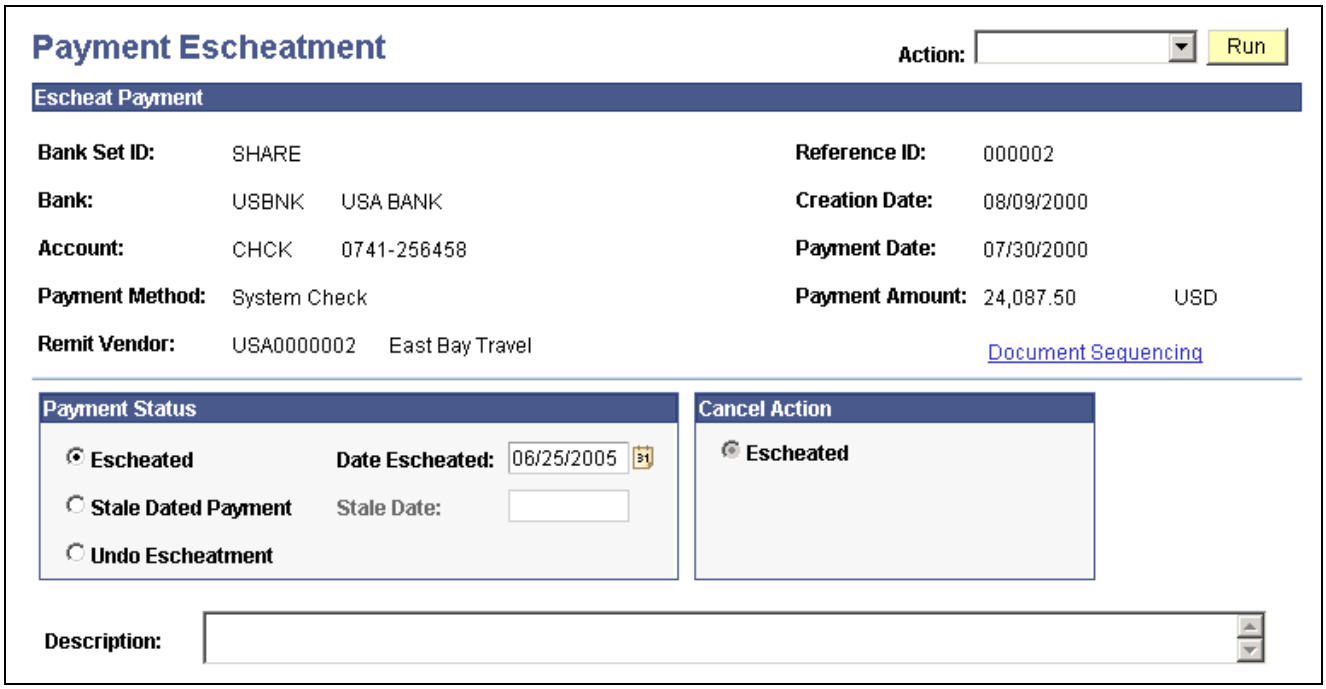
This section discusses how to escheat payments.

## Page Used to Escheat Payments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Escheatment | PYMNT_ESCHEAT | Accounts Payable, Payments, Cancel/Void Payments, Escheat Payment, Payment Escheatment | Escheat payments. |

## Escheating a Payment

Access the Payment Escheatment page.



Payment Escheatment page

## Payment Status

**Action** Select to run one of the following processes after you have marked and saved the escheatment. This creates the necessary reversal accounting entries.

- *Payment Post:* Selecting this options runs the Payment Posting Application Engine process (AP_PSTPYMNT).
- *Journal Generate:* Selecting this option runs the Generator Application Engine process (FS_JGEN).

See Chapter 22, "Using Additional Payment Processing Options," Payment Escheatment, page 592.

**Escheated** Select to cause today's date to change into date escheated.

**Stale Dated Payment** Select to cause today's date to change into stale date.

**Undo Escheatment** Select to remove the escheatment classification.

## Cancel Action

**Escheated** When users select Escheated in the Payment Status group box, the system selects the Escheated option in the Cancel Action group box.

The Payment Posting process creates accounting entries that reverse the cash entries to an escheatment liability account, which users predefine on the Accounting Entry template.

# Forecasting Payments

This section discusses how to:

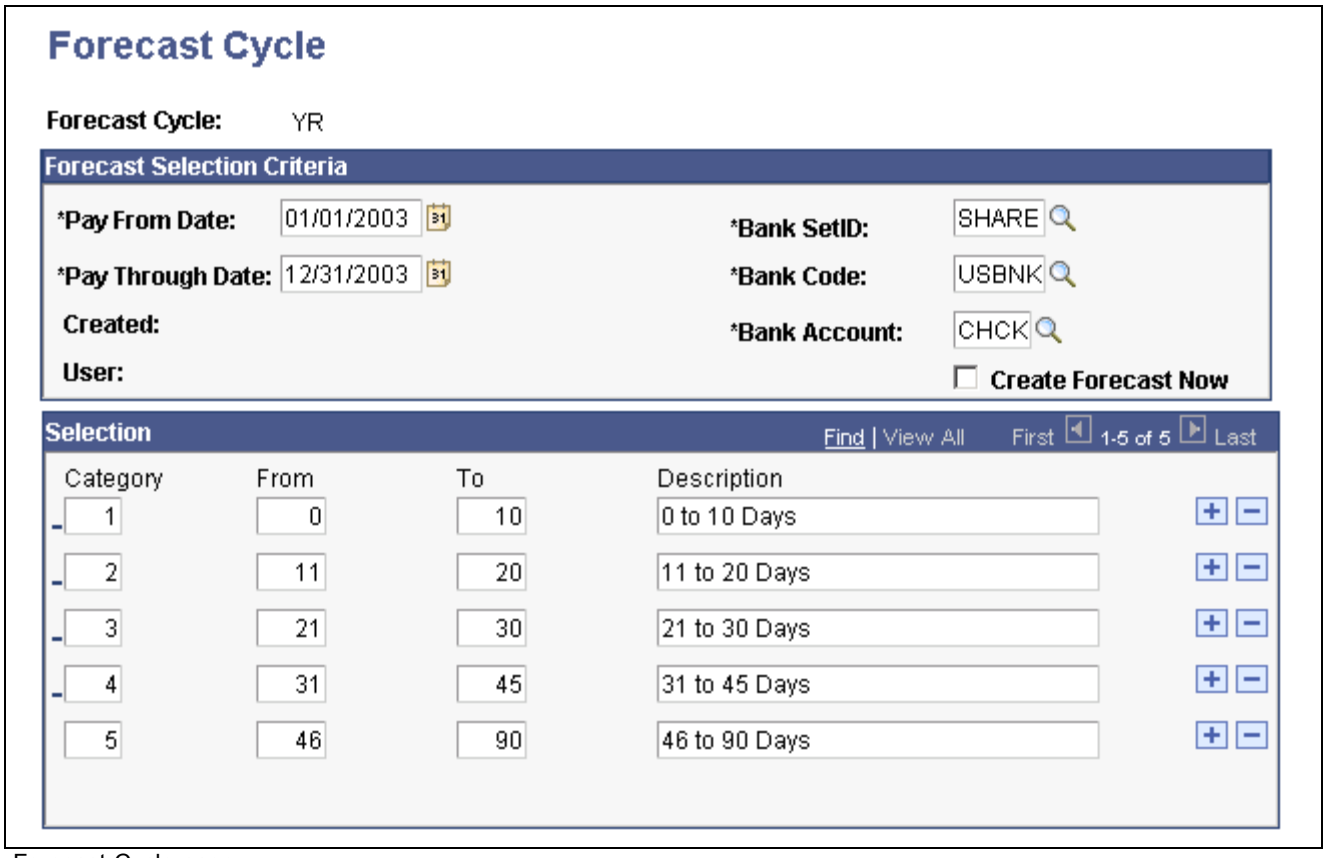
- Define forecast cycles.
- Review payment forecasts by bank account.
- Reset a forecast cycle.

## Pages Used to Forecast Payments

| 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. Review 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 page

## Forecast Selection Criteria

**Pay From Date** Enter the beginning date for your forecast cycle. All payment schedules pay dates equal to or greater than the pay from date are included in your forecast.

**Pay Through Date** Enter the ending date for your forecast cycle. All payment schedules with a scheduled pay date equal to or less than the pay through date are included in your forecast.

**Created** Displays the date for the last time that this forecast cycle was processed.

**User** Displays the user ID of the user who ran this forecast cycle the last time that it was processed.

**Bank Set ID** Enter your bank setID, bank code, and bank account number.

**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 Account

Access the Forecast by Bank Account page.

**Forecast Cycle** Displays the name of the forecast cycle.

**Bank SetID** Displays the SetID associated with the bank code and account that has payments scheduled within the forecast cycle timeframe.

**Bank Code** Displays the bank code associated with the bank account that has payments scheduled within the forecast cycle timeframe.

**Bank Account** Displays the bank account that has payments scheduled within the forecast cycle timeframe.

**Created By** Displays the user name who ran this forecast cycle the last time the forecast cycle was processed.

**Created** Displays the date that the forecast cycle was created.

**Pay From Date** Displays the beginning date for your forecast cycle.

**Pay Through Date** Displays the ending date for the forecast cycle.

### Forecast by Period

**From** Displays the date associated with the first day for the time span.

**Through** Displays the date associated with the last day for the time span.

**Amount** Displays the total amount for the scheduled payments due within the date range listed. The currency for the scheduled amount also appears.

**Scheduled Payments** Displays 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** Displays the name of the payment forecast cycle.

**Do Not Delete** Ensures that if you click Save, nothing related to the forecast cycle definition that 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 perform bank transfer charge autodeduction.

## Pages Used to Perform the Bank Transfer Charge Process

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Bank Charge Inquiry | BCH_BNKCHRG_INQ | Accounts Payable, Review Accounts Payable Info, Payments, Bank Transfer Charge, Bank Charge Inquiry | View bank transfer charges that have been deducted from the prepayment. All search fields are required. |
| EFT Remittance Advice Letter | RUN_FIN2027 | Accounts Payable, Reports, Payments, EFT Remittance Advice Letter | Define run parameters for the EFT Remittance Advice letter (FIN2028) or the EFT Bank Advice letter (FIN2027). Use the report to review selected EFT remittance.<br>If you install the bank transfer charge option, the system adds two new fields for information related to bank transfer charges to this report. |
| Process Bank Charges | BCH_RUN_1000 | Accounts Payable, Reports, Payments, Bank TRF Charge Detail, Process Bank Charges | 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. |

## Performing Bank Transfer Charge Autodeduction

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 of these 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** and **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** *N:* Not posted.

*U:* Unposted.

*P:* Posted.

# Processing Reschedule Payments

This section discusses how to:

- Run the Reschedule Payments process.
- Inquire about reschedule payments errors.
- Cancel the Reschedule Payments process.

## Pages Used to Process Reschedule Payments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Reschedule Payments Request | SMT_SPLIT_REQ | Accounts Payable, Payments, Pay Cycle Processing, Reschedule Payment Request | Set parameters for and run the Reschedule Payments Application Engine process (AP_SMT_SEL). |
| Reschedule Payments Error | SMT_ERROR_PNL | Accounts Payable, Payments, Pay Cycle Exceptions, Reschedule Payment Error | Inquire about errors during the Reschedule Payments process. |
| Cancel Rescheduled Payments | SMT_CANCEL_PNL | Accounts Payable, Payments, Pay Cycle Processing, Cancel Rescheduled Payments | Cancel reschedule payments processing. |

## Running the Reschedule Payments Process

Access the Reschedule Payments Request page.

The system displays the run control ID that you entered to access the page.

**Due Date From** and **Date To** — Select the terms of the due date on vouchers to be processed. The Reschedule Payments process summarizes the amount of vouchers with due dates between these dates.

**Base Date** — Specify the base date used by the Reschedule Payments process. The system recalculates the due date and scheduled pay date of schedule payments based on this date.

Reschedule payments refers to a condition in which the base date is between the basis from day and the basis to day as defined in the Reschedule ID Control group box on the Reschedule Payments page.

**Business Unit** — Specify the business unit to be processed by the Reschedule Payments process.

**SetID, Bank Code,** and **Bank Account** — Specify the setID, code, and account of vouchers to be processed by the Reschedule Payments process.

The Reschedule Payments Application Engine process (AP_SMT_SPLIT) processes only those vouchers that meet the following conditions:

| Page | Condition |
|---|---|
| Identifying Information | The Withholding check box is clear. |
| Payables Options | A Reschedule ID is specified in the Additional Payment Information group box. |
| Invoice Information | The Voucher Style must be: *Adjustments, Regular,* or *Register Voucher.*<br>The Reschedule Payments process does *not* process the following voucher styles: *Journal Voucher, Prepaid Voucher, Third Party Voucher,* and *Template Voucher.* |
| • Invoice Information<br>• Payments | The currency code on the Invoice Information page and the payment gross amount currency on the Payments page must be the same.<br>The Reschedule Payments process does not process vouchers if different currency codes are specified in these fields. |

| Page | Condition |
| --- | --- |
| Payments | • There is no discount amount for the voucher. The Reschedule Payments process does not process vouchers with discount amounts.<br>• A netting status of *N* (not applicable), or a netting status of *S* (selected), if the payments for these vouchers are netting balance. Vouchers that are not netting balance are not processed even if the netting status is *S*.<br>• The Hold Payment check box is clear.<br>• The Separate Payment check box is clear. |
| Draft Maturity Dates | The Group Code field is clear.<br>**Note.** This condition is only applicable when the payment method is a draft type. When the method is a draft type, a Draft link appears in the Payment Methods group box on the Payments page. |

**Note.** The Reschedule Payments process in Payables does not process vouchers that are selected for payment.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Vendor Identifying Information

## Inquiring About Reschedule Payments Errors

Access the Reschedule Payments Error page.

After running the Reschedule Payments process, check the status of the process in Process Monitor. If you find any errors there, use the Reschedule Payments Error page to inquire about the errors. You must correct any errors.

**Note.** The system does not complete the process for vouchers with errors. After you correct the errors, run the process again.

To inquire about errors in the Reschedule Payments 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 Date fields, and click the Search button.

### Search Results

The page displays information about the vouchers for the run control ID that you enter. The following error statuses can appear in the Status column:

| 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 Reschedule ID | If the reschedule ID is invalid, this message appears. Check that the effective date of the reschedule ID is not in the future compared to the base date on the Reschedule Payments Request page. |
| Invalid Payment Method | If the payment method is invalid, this message appears. Check that the payment method defined on the Reschedule Payments 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 Reschedule Payments Request page. |
| Invalid Term Code | If the term code is invalid, this message appears. Check that the effective date of the terms code on the Reschedule Payments page is not in the future compared to the base date on the Reschedule Payments Request page. Make sure that the terms code is not a discount terms code, such as *2D* (2 percent discount in 10 days, net 30). |

## Canceling the Reschedule Payments Process

Access the Cancel Reschedule Payments page.

This page enables you to cancel a process that you have already run. Because the Reschedule Payments process groups vouchers together, you can cancel processes by group ID.

**Note.** When you cancel processes, the system restores the bank code, bank account, payment method, payment condition, due date, scheduled pay date, draft maturity date, and draft scheduled maturity date to their former settings or values.

To cancel the Reschedule Payments process:

1. Enter the run control ID that you used when you ran the process that you want to cancel. Then click the Search button.
2. The system displays the search results for the Run Control ID that you entered.
3. To narrow the search results, enter specific values in the SetID field for a bank code, bank account, remit setID, remit vendor and request date period and click the Search button.
4. Select the check boxes of groups that you want to cancel.
5. Click Save to cancel the process that you specified.

# CHAPTER 23

# Running Voucher and Payment Posting

This chapter provides an overview of the voucher posting and the payment posting processes, and discusses how to:

- Run the Voucher Posting Application Engine process (AP_PSTVCHR).
- Run the Payment Posting Application Engine process (AP_PSTPYMNT).
- Run the Cash Clearing Application Engine process (AP_APCSHCLR).
- Review posted accounting entries.

## Understanding the Voucher Posting and Payment Posting Processes

The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages 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, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

The Payment Posting process creates accounting entries from payment-related transactions, such as system-created payments, manual payments, drafts, electronic file transfer (EFT) payments, ACH payments, and canceled payments. The Payment Posting process 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 process to pass to your general ledger.

There is a difference between running the Voucher Posting 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. Voucher accounting lines are created based on the distribution lines from voucher entry. However, proration of nonmerchandise charges result in accounting lines that are different from what was actually entered in the distribution lines.

Here are examples of accounting lines that are created during the posting processes:

- Payables liability account.
- Discount earned.
- Discount lost.
- Late charge.

- Realized gains and losses.
- Use tax liability.
- VAT accounting entries.

The posting processes also assign interunit document sequencing numbers.

To improve system processing time, each posting program calls the InterUnit Processor to function only when the following scenarios exist:

Voucher Posting process:

- The general ledger unit is different between the voucher distribution level and the voucher header level.
- The balancing ChartField value is different between the expense (DST) and liability (APA) line under the summary control posting option method. (This does not apply to the detail-offset posting option; in that method, balance chartfields are always inherited.)

Payment Posting process:

- The general ledger business unit is different between the liability (APA) and the cash (CAS/CAC) lines.
- The balancing ChartField value is different between the AP liability (APA) and cash (CAS/CAC) lines.

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**Note.** An exception to this process is when you post using the detail offset posting method. In this method, balance ChartFields are always inherited.

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See Chapter 10, "Setting Up Payables Accounting," Posting Method Definition, page 197.

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 nontranslate 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 posting processes, vouchers and payments remain in the Payables subsystem. Run the Journal Generator process to distribute the accounting lines to the general ledger.

## Voucher Posting Process

To run the voucher posting process:

1. Create vouchers using the online Voucher component (VCHR_EXPRESS) or Quick Invoice Entry component (VCHR_QUICK_PNL).
2. (Optional) If required, run the Document Tolerance Checking Application Engine process (FS_DOC_TOL) and Budget Processor Application Engine process (FS_BP).
3. (Optional) If required, run the Matching Application Engine process (AP_MATCH) and approve voucher.
4. Define a voucher posting request using the Voucher Posting Request page.
5. Run the Voucher Posting process using Process Scheduler.
6. Evaluate posting results using the Voucher Accounting Entries page.

## Payment Posting Process

To run the payment posting process:

1. Create payments using the Pay Cycle Application Engine process (APY2015), the Pay Cycle Manager page, Express Payments page, Create Manual Draft page, Regular Entry - Payments page (record a manual payment), or the Man Pay Worksheet (manual payment worksheet) page.
2. (Optional) Run the Voucher Posting process after running the Pay Cycle process.

   The Voucher Posting process is not required to be run prior to creating payments.
3. Define and verify a payment posting request using the Payment Posting Request page.
4. Run the Payment Posting process using Process Scheduler.
5. Evaluate the results using the Voucher Accounting Entries page or Vendor Balance page.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Journal Generator"

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up Ledgers," Setting Up and Using Multibook Ledgers

Chapter 34, "Processing Multiple Currencies in Payables," Multibook in Payables, page 845

## Accounting Methods for Nonmerchandise Charges

There are three methods of accounting for nonmerchandise charges, such as freight, sales tax, use tax, and miscellaneous charges:

- Prorate
- Allocate
- Expense (non-prorate and non-allocate)

### Prorate

If you prorate nonmerchandise 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.

Prorated discounts and late interest charges do not generate separate accounting lines during the Voucher Posting process.

### Allocate

If you allocate nonmerchandise amounts, the amounts charged to the distribution lines are posted to the appropriate nonmerchandise 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.

Allocated nonmerchandise amounts generate separate accounting lines during the Voucher Posting process.

### Expense (non-prorate and non-allocate)

If you are using Summary Control posting, you have two options for nonprorated charges. You can either expense the charges at the header or allocate them to the distribution lines. Allocate them by selecting the Allocate check box on the Non-Merch Charges page in the Procurement Control component (BUS_UNIT_INTFC2). If you expense the charges at the header, the nonmerchandise accounting entry is shown in summary and is charged to the General Ledger business unit related to the voucher's Payables business unit. The account and alternate account are derived from the accounting template. The other ChartFields are derived from the ChartField inheritances defined for the setID associated with the General Ledger business unit related to the voucher's Payables business unit.

If you are using Detail Offset posting, you have only one option for nonprorated 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 Control component.

### See Also

Chapter 4, "Setting Up Payables Business Units," Setting Up Nonmerchandise Charges, page 36

## Running the Voucher Posting Application Engine Process (AP_PSTVCHR)

This section discusses how to define a voucher posting request.

You can post vouchers according to:

- Business unit
- Origin
- Control group
- Contract
- Voucher

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Journal Generator"

## Page 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, Voucher Posting Request | Define a request for a run of the Voucher Posting Application Engine process (AP_PSTVCHR).<br>You may be required to run the Matching and Budget Processor processes, among others, before running the Voucher Posting process. |

## Defining a Voucher Posting Request

Access the Voucher Posting Request page.

**Post Voucher Option** For each value that you select, different fields are available for entry in the grid at the bottom of the page. Regardless of which value you select, the system posts only those vouchers that are eligible to post. Values are:

*Post All Units:* Post all eligible vouchers for all of the business units in the system.

*Post All Vchrs for Closed Pymt* Post all eligible vouchers for closed payments.

*Post Business Unit:* Enter a business unit 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 voucher to post. Multiple vouchers can be selected.

**Initiate Entry Event Generator** Select this check box to run the Entry Events Application Engine process (FS_EVENTGEN) for the vouchers being posted. This field appears only 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. Values are:

*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 that you are using and your organization's standards. For example, if you are running 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

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Posting Control Groups, page 91

# Running the Payment Posting Application Engine Process (AP_PSTPYMNT)

You can post payments by:

- Bank account
- Payment method
- Individual payment

This section discusses how to create payment accounting entries.

## Page Used to Run the Payment Posting Process

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Posting Request | PST_PYMNT_RQST | Accounts Payable, Batch Processes, Payment, Payment Posting, Payment Posting Request | Create payment accounting entries by running the Payment Posting Application Engine process (AP_PSTPYMNT).<br><br>You may be required to run the Matching and Budget Processor processes, among others, before running the Payment Posting process. You must also pay vouchers before you can post payments. |

## Creating Payment Accounting Entries

Access the Payment Posting Request page.

**Post Payment Option** For each value that 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, the Payment Options group box shows no data.

*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 that you enter. The SetID, Bank Code, Bank Account, and Payment Method fields become available for entry.

**Note.** Regardless of the option that you select when the Payment Posting process runs, it posts only those payments that are eligible to post. Therefore, 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 does not post that payment.

### See Also

Chapter 23, "Running Voucher and Payment Posting," Reviewing Posted Accounting Entries, page 635

Chapter 24, "Reviewing Payables Accounting Entries Examples," page 641

# Running the Cash Clearing Application Engine Process (AP_APCSHCLR)

This section provides an overview of the cash clearing process in Payables and discusses how to enter cash clearing requests.

## Understanding the Cash Clearing Process in Payables

The Cash Clearing Application Engine process (AP_APCSHCLR) 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.

The Cash Clearing process 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 process, you need a bank account for which:

- The cash clearing option has been selected.
- Account ChartFields 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 (cash accounts payable) and Cntrl - AP (control accounts payable), respectively.

It is advisable to have a General Ledger 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 guarantees their uniqueness from other transaction accounting entries.

The Cash Clearing process creates accounting entries for each scheduled payment that has been paid, reconciled, and cleared for bank accounts eligible for cash clearing. These accounting entries are then available to the Journal Generator process to pass to the general ledger.

## 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 accounts payable liability account is debited, and the cash clearing control account (as opposed to the actual cash account) is credited for the payment amount.

This table lists 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.

This table lists cash clearing accounting entries:

| ChartField | Debit | Credit |
|---|---|---|
| Cash Clearing | 999 | |
| Cash | | 999 |

To determine the actual cash balance, 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.

## See Also

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, “Setting Up External, Internal, and Netting Accounts”

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, “Reconciling Statements”

## Page Used to Enter a Cash Clearing Request

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Cash Clearing Request | CASH_CLRG_REQUEST | Accounts Payable, Batch Processes, Payment, Cash Clearing, Cash Clearing Request | Define a request for a run of the Cash Clearing Application Engine process (AP_APCSHCLR). |

## Entering Cash Clearing Requests

Access the Cash Clearing Request page.

**Pay Date Option** Specify which payments to include in the Cash Clearing process:

*All Reconciled Payments:* Runs the Cash Clearing process on all payments that you have reconciled.

*Clearing Date Range:* Runs the Cash Clearing process 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 and ending dates of the clearing date range in the From and To Date fields.

*Payment Date Range:* Runs the Cash Clearing process on reconciled payments based on the payment date range that you specify. The payment date is the date that Payables created the payment. Enter the beginning and ending dates of the clearing date range in the From and To Date fields.

**Acctg Date Opt** (accounting 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 that you specified for the bank.

*Use Payment Date:* Uses the payment date as the accounting date.

*Use Specific Date:* Enables you to specify the accounting date in the Acctg Date field.

**Initiate Entry Event Generator** Select this check box to run the Entry Events process. This check box appears only 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 the Cash Clearing process. For each row, you can view the bank account bank setID, bank code, bank account, bank account number, and bank account description.

Select at least one bank account for processing.

# Reviewing Posted Accounting Entries

This section discusses how to:

- Review posted accounting entries.

- Review journal detail for a general ledger journal.

## Pages Used to Review Posted Accounting Entries

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Accounting Entries | VCHR_ACTG_ENTRIES | • Accounts Payable, Review Accounts Payable Info, Vouchers, Accounting Entries, Voucher Accounting Entries<br>• Accounts Payable, Review Accounts Payable Info, Vouchers, Voucher, Voucher Inquiry<br>Click the Accounting Entries button on the Voucher Inquiry page. | Review the results of the Voucher Posting Application Engine process (AP_PSTVCHR). |
| Unbalanced Accounting Entries | VCHR_ACCTG_UNBAL | Accounts Payable, Review Accounts Payable Info, Vouchers, Unbalanced Accounting Entries | Review any unbalanced accounting entries (including interunit and intraunit setup error vouchers). |
| Drill to Source | AP_GL_DRILL | Accounts Payable, Review Accounts Payable Info, Vouchers, Journal Drill Down, Drill to Source | 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, Vouchers, Posted 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 Posted Accounting Entries

Access the Voucher Accounting Entries page.



Voucher Accounting Entries page

**Note.** Multiple views of this page are available by selecting the tabs in the scroll area.

## 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, *Standard* is selected for you and is the only available value. If you have enabled entry events, select one of the following values:

*Standard:* The system displays nonentry event accounting entries.

*Supplemental:* The system displays only entry event accounting entries.

*View Both:* The system displays both entry event and nonentry event accounting entries.

**Show Foreign Currency** Select to display the foreign currency of the transaction lines in addition to the monetary amount.

**Invoice Date** Displays the invoice date, vendor ID, and vendor name of the voucher that 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 region. 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, click View All, or scroll through each of these views.

**GL Dist Status** (general ledger distribution status) Displays the General Ledger distribution status.

## Main Information Tab

Select the Main Information tab.

**Monetary Amount DR** (monetary amount debit) Displays the monetary amount debit associated with the General Ledger business unit of the accounting entry. This field appears only 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) Displays the monetary amount credit associated with the General Ledger business unit of the accounting entry. This field appears only if the Display Debit/Credit Amounts in Subsystems check box is selected on the User Preferences - Overall Preferences page.

**Monetary Amount** Displays the monetary amount (debits as positive numbers and credits as negative numbers) associated with the General Ledger business unit of the accounting entry. This field appears only if the Display Debit/Credit Amounts in Subsystems check box is *not* selected on the User Preferences - Overall Preferences page.

**Currency Code** Displays the currency associated with the General Ledger business unit of the accounting entry.

**Ledger** Displays the general ledger and General Ledger business unit to which this accounting entry has been charged.

## ChartField Tab

Select the ChartField tab.

**(USF) Schedule ID** Schedule IDs are only populated when they are associated with a payment (including cancellations, and so on). This field only appears if the federal payments option is enabled at the Installation Options level.

**Tax Authority** Displays the tax authority code charged for the use tax liability lines.

**Entry Event** Displays the entry event code and EE line number associated with the transaction line. These fields appear only if you have enabled entry events.

**Account** Displays the account and other ChartFields to which this accounting entry has been charged.

### Journal Tab

Select the Journal tab.

**Journal ID, Line,** and **Journal Date** — Displays the general ledger journal ID, line number, and journal date assigned by the Journal Generator process for this accounting entry. If these fields are blank, then this accounting entry has not been journal generated.

**Doc Type** (document type) — Displays the document type, document sequence number, and document sequence date for this accounting entry.

**Budget Date** — Displays the date that the Budget Processor process uses to determine which budget period to verify.

**Budget Status** — Displays the budget status for this accounting entry. Possible values 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 running the Budget Processor process on this accounting entry.

**Primary** — Indicates whether this is the primary ledger.

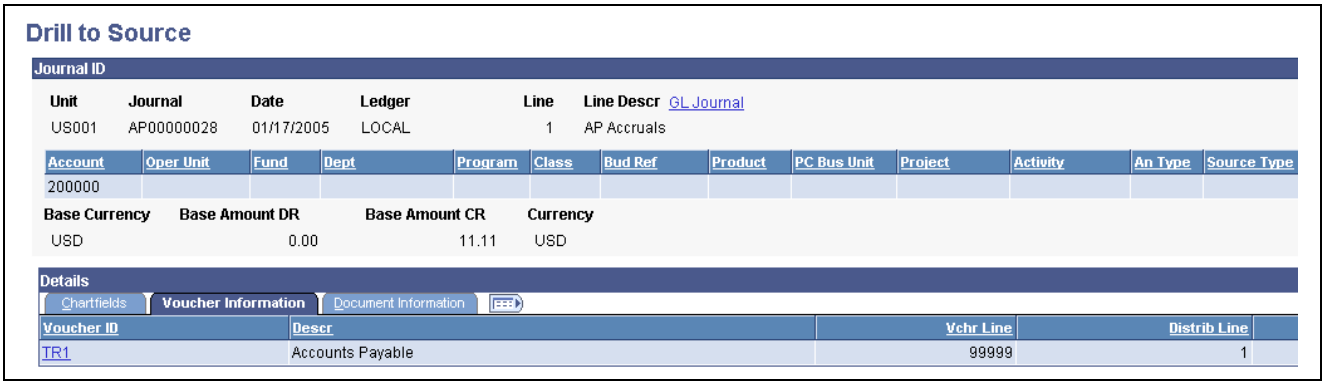
### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Overall User Preferences

## Reviewing Journal Detail for a General Ledger Journal

Access the Drill to Source page.




Drill to Source page

**Note.** Multiple views of this page are available by selecting the tabs in the scroll area.

### Common Page Information

**GL journal** (general ledger journal) — Click to view the entire journal entry to which this line belongs.

**Account** Displays the general ledger account and other ChartFields to which this accounting entry has been charged.

**Base Amount DR** (base amount debit) Displays the debit amount of the line in the general ledger base currency. The base currency code also appears.

**Base Amount CR** (base amount credit) Displays the credit amount of the line in the general ledger base currency. The base currency code also appears.

**Transaction Amount DR** (transaction amount debit) Displays the entered debit amount of the line.

**Transaction Amount CR** (transaction amount credit) Displays the entered credit amount of the line.

### Chartfields Tab

Select the Chartfields tab.

**Unit** Displays the Payables business unit to which this accounting entry has been charged.

**Fund Code** Displays the fund code and any other ChartFields to which this accounting entry has been charged.

### Voucher Information Tab

Select the Voucher Information tab.

**Voucher ID** Displays 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.

**Amount** Displays the distribution line amount of the voucher with which this journal line is associated.

**Base Amount** Displays the amount of the distribution line with which this journal line is associated in the base currency.

### Document Information Tab

Select the Document Information tab.

**Document Type** Displays the document type for this voucher line.

**Journal Code** Displays the journal code associated with the document type for this accounting entry.

### See Also

Chapter 23, "Running Voucher and Payment Posting," Reviewing Posted Accounting Entries, page 635

*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Reviewing Financial Information," Viewing Detail Journal Header and Journal Lines

# CHAPTER 24

# Reviewing Payables Accounting Entries Examples

This chapter lists common elements and discusses:

- Payables accounting entries.
- Accounting entries for standard vouchers.
- Accounting entries for debit memo adjustment vouchers.
- Accounting entries for prepayments.
- Accounting entries for draft payments.
- Accounting entries for letter of credit payments.
- Accounting entries for withholding payments.
- Accounting entries for vouchers with multiple freight charges.
- Accounting entries for claim vouchers.
- Accounting entries for voucher closure.
- Accounting entries for unposted vouchers.
- Accounting entries for canceled or voided payments.
- Accounting entries for interunit vendors.
- Accounting entries for value-added tax (VAT) transactions.

## 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:
  - The business unit is DEU01.
  - The gross amount is 10,000.
  - The transaction currency and base currency is EUR.
  - Discount is 2 percent.
  - Distribution general ledger 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.

- The Summary Control value is specified as the default posting method.
- Two sets of payment posting results are shown: discount not taken and 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:* The gross amount of vouchers is used as the basis for accounting. Any discounts taken are recognized as discounts earned. Discounts not taken are not reflected.

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

Discounts are charged depending on the option selected in the Discount Allocation Policy group box on the General Controls page. Options include: Allocate Discounts, Prorate Discounts, and Expenses Discounts.

The standard transaction accounts for the liability, the expense distribution, and the cash payment.

### See Also

Chapter 4, "Setting Up Payables Business Units," Selecting General Controls, page 33

# 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: expense distribution and accounts payable. The expense distribution entry tracks who should incur the expense and applies to the distribution general ledger business units that you entered on the voucher. The accounts payable entry accounts for what is owed to the vendor and applies to the vouchering payables business unit. For this voucher transaction, both of these entries are recorded to the general ledger business unit DEU01.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Expense Distribution | 10000 | EUR | 10000 | EUR |
| DEU01 | Accounts Payable | (10000) | EUR | (10000) | EUR |

## Action: Payment Entered and Posted, Discount Not Taken

There are two accounting entries for the voucher transaction at payment time: accounts payable and cash distribution. The accounts payable entry removes the liability that was created when the voucher was posted. The cash distribution entry represents the actual cash payment and the reduction to the cash account. For this voucher transaction, both of these entries are recorded to general ledger business unit DEU01.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR |
| DEU01 | Cash Distribution | (10000) | EUR | (10000) | EUR |

## Action: Payment Entered and Posted, Discount Taken

The new entry in this example is for the discount earned account. Because accounting is set at gross and our liability is the gross amount of the voucher, it is necessary to create an entry for the discount earned account to maintain a balanced entry.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR | |
| DEU01 | Cash Distribution | (9800) | EUR | (9800) | EUR | 10000 - (10000 * .02) |
| DEU01 | Discount Earned | (200) | EUR | (200) | EUR | 10000 * .02 |

# Accounting Entries for Debit Memo Adjustment Vouchers

Debit memo adjustment vouchers can automatically be created for discrepancies between the voucher and the purchase orders and receivers.

The following accounting entry examples are based upon these assumptions in addition to the assumptions made in the prior section:

- The purchase order amount is 10,000 EUR.
- The receiver amount is 8000 EUR.
- The Matching Application Engine process (AP_MATCH) is run.

**Note.** The Matching process creates debit memos for merchandise amounts and tax amounts only. No miscellaneous charges, freight charges, or discounts are applied to the debit memo vouchers. The system calculates sales and use tax amounts and VAT amounts based on the tax codes specified on the voucher line.

### Action: Voucher Entered and Matched, Debit Memo Created and Posted

The two accounting entries for the debit memo are accounts payable and expense distribution. The debit memo voucher will inherit the distribution line information.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Account Payable | 2000 | EUR | 2000 | EUR |
| DEU01 | Expense Distribution | (2000) | EUR | (2000) | EUR |

# 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, use the expense account for the prepaid voucher.

The following accounting entry examples are based upon these assumptions in addition to the assumptions made in the prior section:

- The prepayment voucher is applied to the voucher described above (10,000 EUR).
- The business unit is DEU01.
- The prepayment amount is 1000 EUR.

### Action: Prepaid Voucher Entered and Posted

The two accounting entries for the prepayment are prepaid expense and accounts payable. The accounting entry template populates the account for the prepaid expense entry during voucher creation. It is reversed when the prepayment is applied to the merchandise voucher.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Prepaid Expense | 1000 | EUR | 1000 | EUR |
| DEU01 | Accounts Payable | (1000) | EUR | (1000) | EUR |

### Action: Payment Created and Posted for Prepayment

Prepayments are never discounted. Posting the prepayment releases the payables liability and leaves the prepaid expense entry open.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 1000 | EUR | 1000 | EUR |
| DEU01 | Cash Distribution | (1000) | EUR | (1000) | EUR |

### Action: Invoice Received, Voucher Entered, Prepayment Applied to Voucher, and Posted

Posting the invoice and applied prepayment creates the following entries:

- Accounts payable entry and expense entry for the merchandise voucher.
- Accounts payable entry and expense entry to reverse the prepayment.

Payment processing:

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Expense Distribution | 10000 | EUR | 10000 | EUR |
| DEU01 | Accounts Payable | (10000) | EUR | (10000) | EUR |

Prepayment processing:

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 1000 | EUR | 1000 | EUR |
| DEU01 | Prepayment Expense | (1000) | EUR | (1000) | EUR |

### Action: Payment Created and Posted for the Invoice Balance, Discount Not Taken

Posting the payment creates the following entries:

- Cash entry for the balance of the merchandise voucher.
- Accounts payable entry to fully reverse the liability balance.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 9000 | EUR | 9000 | EUR | 10000 - 1000 |
| DEU01 | Cash Distribution | (9000) | EUR | (9000) | EUR | 10000 - 1000 |

### Action: Payment Created and Posted for the Invoice Balance, Discount Taken

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 9000 | EUR | 9000 | EUR | 10000 - 1000 |
| DEU01 | Cash Distribution | (8800) | EUR | (8800) | EUR | 10000 - 1000 - (10000 * .02) |
| DEU01 | Discount Earned | (200) | EUR | (200) | EUR | 10000 * .02 |

## 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 Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Expense Distribution | 10000 | EUR | 10000 | EUR |
| DEU01 | Accounts Payable | (10000) | EUR | (10000) | EUR |

### Action: Payment Entered and Posted, Discount Not Taken

The system credits the draft clearing account instead of the cash account.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR |
| DEU01 | Draft Clearing | (10000) | EUR | (10000) | EUR |

### Action: Payment Settlement Date Reached, Discount Not Taken

Once the draft reaches the settlement date, the system reverses the draft clearing account and credits the cash account. 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 Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Draft Clearing | 10000 | EUR | 10000 | EUR |
| DEU01 | Cash Distribution | (10000) | EUR | (10000) | EUR |

### Action: Payment Entered and Posted, Discount Taken

When a discount is taken, the system subtracts the discount amount from the draft clearing amount and posts the difference to the discount earned account.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR | |
| DEU01 | Draft Clearing | (9800) | EUR | (9800) | EUR | 10000 - (10000 * .02) |
| DEU01 | Discount Earned | (200) | EUR | (200) | EUR | 10000 * .02 |

### 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 is on or before the posting date.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Draft Clearing | 9800 | EUR | 9800 | EUR | 10000 - (10000 * .02) |
| DEU01 | Cash Distribution | (9800) | EUR | (9800) | EUR | 10000 - (10000 * .02) |

# Accounting Entries for Letter of Credit Payments

When a payment is made with the letter of credit payment method, 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 a payment method of *LC* (letter of credit).

### Action: Voucher Entered and Posted

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Expense Distribution | 10000 | EUR | 10000 | EUR |
| DEU01 | Accounts Payable | (10000) | EUR | (10000) | EUR |

### Action: Payment Entered and Posted, Discount Not Taken

The system credits the letter of credit account instead of the cash account.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR |
| DEU01 | Letter of Credit | (10000) | EUR | (10000) | EUR |

### Action: Payment Entered and Posted, Discount Taken.

When a discount is taken, the system subtracts the discount amount from the letter of credit amount and posts the difference to the discount earned account.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR | |
| DEU01 | Letter of Credit | (9800) | EUR | (9800) | EUR | 10000 - (10000 * .02) |
| DEU01 | Discount Earned | (200) | EUR | (200) | EUR | 10000 * .02 |

# Accounting Entries for Withholding Payments

Depending on your withholding setup, Payables either generates a separate withholding payment when the voucher is paid, or tracks the withholding for reporting purposes. During payment posting or voucher posting (depending on whether you selected to have withholding calculated at voucher posting or at payment time), a liability is created for the withholding portion as the vendor portion is paid. As you pay the withholding portion, the liability reduces based on the setup in General Ledger.

Our example is for a 1099 vendor with the following additional information and withholding defaults:

- The business unit is US001.
- The transaction currency and the base currency is USD.
- The entity is the IRS.
- Federal withholding is 33 percent.

### Action: Voucher Entered and Posted, Withholding Calculated at Voucher Posting

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| US001 | Expense Distribution | 10000 | USD | 10000 | USD | |
| US001 | Accounts Payable | (6700) | USD | (6700) | USD | 10000 - (10000 * .33) |
| US001 | Withholding Liability | (3300) | USD | (3300) | USD | 10000 * .33 |

### Action: Voucher Entered and Posted, Withholding Calculated at Payment Posting

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| US001 | Expense Distribution | 10000 | USD | 10000 | USD |
| US001 | Accounts Payable | (10000) | USD | (10000) | USD |

### Action: Regular Payment Entered and Posted for the Nonwithholding Portion, Withholding Calculated at Payment Posting, Discount Not Taken

The payment is made only to the vendor and a withholding liability is created for the withholding portion. The withholding entries are grouped by entity and jurisdiction. When the withholding portion is paid to the taxing entity, the withholding liability is debited and the cash distribution account is credited.

Payment processing:

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| US001 | Accounts Payable | 6700 | USD | 6700 | USD | 10000 - (10000 * .33) |
| US001 | Cash Distribution | (6700) | USD | (6700) | USD | 10000 - (10000 * .33) |

Withholding processing:

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| US001 | Accounts Payable | 3300 | USD | 3300 | USD | 10000 * .33 |
| US001 | Withholding Liability | (3300) | USD | (3300) | USD | 10000 * .33 |

### Action: Regular Payment Entered and Posted, Withholding Calculated at Payment Posting, Discount Taken

Payment processing:

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| US001 | Accounts Payable | 6700 | USD | 6700 | USD | 10000 - 10000 * .33) |
| US001 | Cash Distribution | (6500) | USD | (6500) | USD | 10000 - (10000 * .33) + (10000 * .02) |
| US001 | Discount Earned | (200) | USD | (200) | USD | 10000 * .02 |

Withholding processing:

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| US001 | Accounts Payable | 3300 | USD | 3300 | USD | 10000 * .33 |
| US001 | Withholding Liability | (3300) | USD | (3300) | USD | 10000 * .33 |

# Accounting Entries for Vouchers with Multiple Freight Charges

This example uses the following additional information:

- The merchandise amount is 9000.
- The air freight amount is 700.
- The land freight amount is 300.

Different accounts are defined for air freight and land freight. Voucher posting creates the following entries:

### Action: Voucher Entered and Posted

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Expense Distribution | 9000 | EUR | 9000 | EUR |
| DEU01 | Freight Expense | 700 | EUR | 700 | EUR |
| DEU01 | Freight Expense | 300 | EUR | 300 | EUR |
| DEU01 | Accounts Payable | (10000) | EUR | (10000) | EUR |

There are no differences with the payment posting.

# Accounting Entries for Claim Vouchers

Processing claims vouchers result in accounting entries between the payables and receivables systems, as shown in this table:

### Action: Claim Voucher Generated from the Claims Workbench, but not Posted

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Receivable | 220 | EUR | 220 | EUR |
| DEU01 | Accounts Receivable Rebate Control | (220) | EUR | (220) | EUR |
| DEU01 | Cash | 220 | EUR | 220 | EUR |
| DEU01 | Accounts Receivable | (220) | EUR | (220) | EUR |

### Action: Voucher Posted, Claim Voucher Closed

Continuing with the current example, this table shows the resulting accounting entries after voucher closure:

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Receivable Rebate Control | 220 | EUR | 220 | EUR |
| DEU01 | Rebate Account 1 | (60) | EUR | (60) | EUR |
| DEU01 | Rebate Account 2 | (40) | EUR | (40) | EUR |
| DEU01 | Rebate Account 3 | (100) | EUR | 100) | EUR |
| DEU01 | VAT Input | (20) | EUR | (20) | EUR |

When you process claim settlements from the Claims Workbench that are debit memos, the voucher posting process closes the claim voucher, debiting the payables account and crediting the rebate account.

Claim settlements that are a payment type other than debit memos (for example, checks) are handled by the Receivables Update process. Here, the update process closes the voucher by debiting the receivables account and crediting the rebate account.

For both processes, the system derives the rebate account information from the rebate agreement.

# Accounting Entries for Voucher Closure

When closing a voucher, the voucher is identified to prevent payments from being made for the voucher. The original voucher must be posted before the reversing entries can be created.

### Action: Voucher Entered and Posted, Then Closed, Closed Voucher Posted

If the above voucher closes, the entries are:

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Expense Distribution | (9000) | EUR | (9000) | EUR |
| DEU01 | Freight Expense | (700) | EUR | (700) | EUR |
| DEU01 | Freight Expense | (300) | EUR | (300) | EUR |
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR |

However, if the voucher has been partially paid, then only the portion remaining open is closed. Therefore if the vendor pays 5000 EUR, the remaining 5000 EUR closes.

### Action: Voucher Entered and Posted, 50 Percent of the Voucher Closed, Closed Voucher Posted

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Expense Distribution | (4500) | EUR | (4500) | EUR |
| DEU01 | Freight Expense | (350) | EUR | (350) | EUR |
| DEU01 | Freight Expense | (150) | EUR | (150) | EUR |
| DEU01 | Accounts Payable | 5000 | EUR | 5000 | EUR |

## 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 | |

| Account | Unpost Sequence | Debit | Credit |
|---|---|---|---|
| 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 reissue or closed liability. When canceled or voided and then reissued, the voucher becomes available for repayment. When the liability closes, the voucher is identified, and payment can no longer be made for the voucher. Payments can be made up of multiple vouchers; therefore, all the vouchers for the payment are either reopened or closed.

### Action: Payment Entered and Posted, Then Canceled and Marked Reissue, and the Canceled Payment Posted

Payment processing:

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR |
| DEU01 | Cash Distribution | (10000) | EUR | (10000) | EUR |

If the payment has been discounted, the discount is also reversed.

Cancellation processing:

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | (10000) | EUR | (10000) | EUR |
| DEU01 | Cash Distribution | 10000 | EUR | 10000 | EUR |

# 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.

### Action: PeopleSoft France Buys Licenses from PeopleSoft, Inc.

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.

| Account | Affiliate | Business Unit | Debit | Credit | DST_ACCT_TYPE |
|---|---|---|---|---|---|
| Account Payable | US001 | FRA01 | | 2000 | APA |
| Expense Account | US001 | FRA01 | 2000 | | DST |

# Accounting Entries for VAT Transactions

There are several types of VAT transactions. The following examples use this additional information:

- Record Input VAT is selected.
- VAT is calculated at gross.
- The VAT calculation type is Exclusive.
- The VAT declaration point is *Invoice Date*.
- The VAT tax rate is 10 percent.
- VAT is 100 percent recoverable.

## VAT Calculated at Gross or Net

Discounts determine the difference between VAT calculated at gross and VAT calculated at net. Calculating at gross uses the gross amount that you enter on the voucher when determining the VAT basis amount. Calculating at net assumes discounts are always taken. The VAT amount is the gross amount minus the net discounts.

Calculating VAT at gross:

- Gross amount = 10000
- Discount = 2 percent
- Gross = 10000 (VAT basis amount)

Calculating VAT at net:

- Gross amount = 10000
- Discount = 2 percent
- Net = 10000 - (10000 * .02) = 9800 (VAT basis amount)

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**Note.** You cannot select the Recalculate check box on a payment when you are calculating at net.

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## 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 to check tolerances. The system calculated amount is 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.

  Because the VAT amount is included in the gross amount, it is necessary to determine the expense distribution portion using the following equation:

  Gross - (VAT Code % * distribution expense) = distribution expense

  PeopleSoft calculates the distribution expense by substituting in the appropriate values:

  Gross Amount = 10000

  VAT Code = 10%

  Expense Distribution = x

  10000 - .1x = x

  10000 = x + .1x

  10000 = 1.1x

  x = 10000 / 1.1

  x = 9090.91

  The Include Freight and Include Misc Charges (include miscellaneous charges) options are not valid if the 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 posts.

Payment generates an accounting entry to a VAT input intermediate account when the voucher posts. This entry reverses and posts to the VAT input account at when the payment posts

The VAT use type determines the percentage of the VAT input that is recoverable and the percentage that is a nonrecoverable amount. The Record Input VAT option must be selected.

This section discusses 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 Vouchers with Recoverable VAT Calculated at Gross

In the following examples, Record Input VAT is selected.

### Action: Voucher Entered and Posted

The system calculates the VAT amount using the VAT basis amount (10000), the VAT rate (10 percent), and recoverable percentage (100 percent). 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.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Expense Distribution | 10000 | EUR | 10000 | EUR | |
| DEU01 | VAT Input Recoverable | 1000 | EUR | 1000 | EUR | 10000 * .1 |
| DEU01 | Accounts Payable | (11000) | EUR | (11000) | EUR | |

### 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, but a balance exists in the VAT Input Recoverable account.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 11000 | EUR | 11000 | EUR |
| DEU01 | Cash Distribution | (11000) | EUR | (11000) | EUR |

### 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 the balance in the VAT Input Recoverable account.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 11000 | EUR | 11000 | EUR | |
| DEU01 | Cash Distribution | (10800) | EUR | (10800) | EUR | 11000 - ((11000 - 1000 ) * .02) |
| DEU01 | Discount Earned | (200) | EUR | (200) | EUR | (11000 - 1000 ) * .02 |

### Action: Payment Entered and Posted, Discount Taken, Recalculate at Payment

When you recalculate at payment, you can create 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 percent recoverability of VAT unless set up differently.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 11000 | EUR | 11000 | EUR | |
| DEU01 | Cash Distribution | (10780) | EUR | (10780) | EUR | 11000 - (11000 * .02) |
| DEU01 | Discount Earned | (220) | EUR | (220) | EUR | 11000 * .02 |
| DEU01 | Discount Earned Adjust Due to VAT | 20 | EUR | 20 | EUR | 1000 * .02 |
| DEU01 | VAT Input Rec. Discnt Adjust | (20) | EUR | (20) | EUR | 1000 * .02 |

# Accounting Entries for Vouchers 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

Calculating at net assumes discounts are always taken. In this example, the entry to the VAT Input Recoverable account 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; as the VAT calculation type is Exclusive, the user must enter a VAT amount.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Expense Distribution | 10000 | EUR | 10000 | EUR | |
| DEU01 | VAT Input Recoverable | 980 | EUR | 980 | EUR | (10000 - (10000 * .02)) * .1 |
| DEU01 | Accounts Payable | (10980) | EUR | (10980) | EUR | |

### Action: Payment Entered and Posted, Discount Not Taken, VAT Calculated at Net

Because the discount is not taken, and the VAT input is calculated net of the discount, it appears necessary to account for the difference at payment time. However, because you enter the VAT amount on the header, the system has no way of knowing whether a discount should be added. The system proceeds as if you entered the full VAT amount.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10980 | EUR | 10980 | EUR |
| DEU01 | Cash Distribution | (10980) | EUR | (10980) | EUR |

### Action: Payment Entered and Posted, Discount Taken, VAT Calculated at Net

Because the VAT amount is user-entered, the system has no way of knowing whether a portion of the discount should be subtracted. Therefore, the entire discount amount is deducted.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10980 | EUR | 10980 | EUR | |
| DEU01 | Cash Distribution | (10780) | EUR | (10780) | EUR | |
| DEU01 | Discount Earned | (200) | EUR | (200) | EUR | 10000 * .02 |

## Accounting Entries for Vouchers with Recoverable Inclusive VAT

The following examples illustrate accounting entries for vouchers with recoverable inclusive VAT.

### Action: Voucher Entered and Posted

The calculation assumes the VAT amount is included in the gross amount that you entered on the voucher header. The system automatically makes the calculations.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Expense Distribution | 9090.91 | EUR | 9090.91 | EUR | 10000 / 1.1 |
| DEU01 | VAT Input Recoverable | 909.09 | EUR | 909.09 | EUR | 9090.91 * .1 |
| DEU01 | Accounts Payable | (10000) | EUR | (10000) | EUR | |

## Action: Payment Entered and Posted, Discount Not Taken

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR |
| DEU01 | Cash Distribution | (10000) | EUR | (10000) | EUR |

## Action: Payment Entered and Posted, Discount Taken

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 Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR | |
| DEU01 | Cash Distribution | (9818.18) | EUR | (9818.18) | EUR | 10000 - ((100000 / 1.1) * .02) |
| DEU01 | Discount Earned | (181.82) | EUR | (181.82) | EUR | (100000 / 1.1) * .02 |

### Action: Payment Entered and Posted, Discount Taken, Recalculated at Payment

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR | |
| DEU01 | Cash Distribution | (9800) | EUR | (9800) | EUR | 10000 - (10000 * .02) |
| DEU01 | Discount Earned | (200) | EUR | (200) | EUR | 10000 * .02 |
| DEU01 | Discount Earned Adjust Due to VAT | 18.18 | EUR | 18.18 | EUR | 909.09 * .02 |
| DEU01 | VAT Input Rec. Discnt Adjust | (18.18) | EUR | (18.18) | EUR | 909.09 * .02 |

## Accounting Entries for Vouchers with Recoverable Inclusive VAT Calculated at Net

The following examples illustrate accounting entries for vouchers with recoverable inclusive VAT calculated at net.

### Action: Voucher Entered and Posted

In performing the calculation, the system assumes that the discount is taken and the VAT amount is included in the header gross amount.

| GL Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code | Calculation |
|---|---|---|---|---|---|---|
| DEU01 | Expense Distribution | 9107.47 | EUR | 9107.47 | EUR | |
| DEU01 | VAT Input Recoverable | 892.53 | EUR | 892.53 | EUR | 8925.32 * .1 |
| DEU01 | Accounts Payable | (10000) | EUR | (10000) | EUR | |

### Action: Payment Entered and Posted, Discount Not Taken

The VAT is not adjusted, even though it is calculated at net (minus the discount).

| GL Business Unit | Ledger | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|---|
| DEU01 | Primary | Accounts Payable | 10000 | EUR | 10000 | EUR |
| DEU01 | Primary | Cash Distribution | (10000) | EUR | (10000) | EUR |

### Action: Payment Entered and Posted, Discount Taken

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 Business Unit | Distribution Account Type | Foreign Amount | Foreign Currency | Monetary Amount | Currency Code |
|---|---|---|---|---|---|
| DEU01 | Accounts Payable | 10000 | EUR | 10000 | EUR |
| DEU01 | Cash Distribution | (9817.85) | EUR | (9817.85) | EUR |
| DEU01 | Discount Earned | (182.15) | EUR | (182.15) | EUR |

# CHAPTER 25

# Reporting and Reconciling Open Liabilities

This chapter provides an overview of open liability and reconciliation reporting and discusses how to:

- Create open liability reports.
- Create reconciliation reports.

## Understanding Open Liability and Reconciliation Reporting

Payables provides reports to view open liabilities and compare them to the open liabilities in PeopleSoft General Ledger. These reports enable you to find unbalanced liabilities easily and correct them as necessary. Payables also provides a report that enables you to age vendors' liabilities.

Creating an open liability or reconciliation report involves specifying both report parameters and run control parameters on a single page. Initiating an Application Engine process from the page accesses the Process Scheduler, from which you can select options to populate the appropriate report tables and generate reports to your specifications.

The following open liability and reconciliation reports are delivered with Payables:

| Report Name | Application Engine Process | Report Description |
|---|---|---|
| Payables Open Liability (APY1406) | AP_APY1406 | This report lists posted (recorded) open liabilities in the Payables tables as of a specific date. You can also specify whether to include unrecorded (unposted) liabilities, prepayments, unmatured drafts paid, and available discounts. |
| Vendor Liability Aging (APY1408) | AP_APY1408 | This report lists all posted (recorded) open liabilities in Payables as of a specific date and grouped by the aging cycle bucket. You can also specify whether to include unrecorded (unposted) liabilities, prepayments, unmatured drafts paid, and available discounts. |

| Report Name | Application Engine Process | Report Description |
|---|---|---|
| Summary AP/GL Open Liability (APY1400)<br>Detail AP/GL Open Liability (APY1405) | AP_APY1405 | These reports list accounting activity that has been processed by the Journal Generator Application Engine process (FS_JGEN). |
| AP/GL Account Reconciliation Report (APY1410) | AP_APGLRECN | This report lists account totals by journal ID and account. |
| AP/GL Journal Reconciliation Report (APY1420) | AP_APGLRECN | This report lists account totals by journal line and journal ID. |

**Note.** Data that appears in open liability and reconciliation reports is accurate as of the time you run the Application Engine process that loads the report tables, based on the requested as-of date and as-of date type parameters that you select. However, if the report tables already have the data that you want, you can run multiple reports by changing the report request parameters and running the reports only.

### See Also

Appendix C, “Payables Reports,” page 1067

# Creating Open Liability Reports

This section discusses how to:

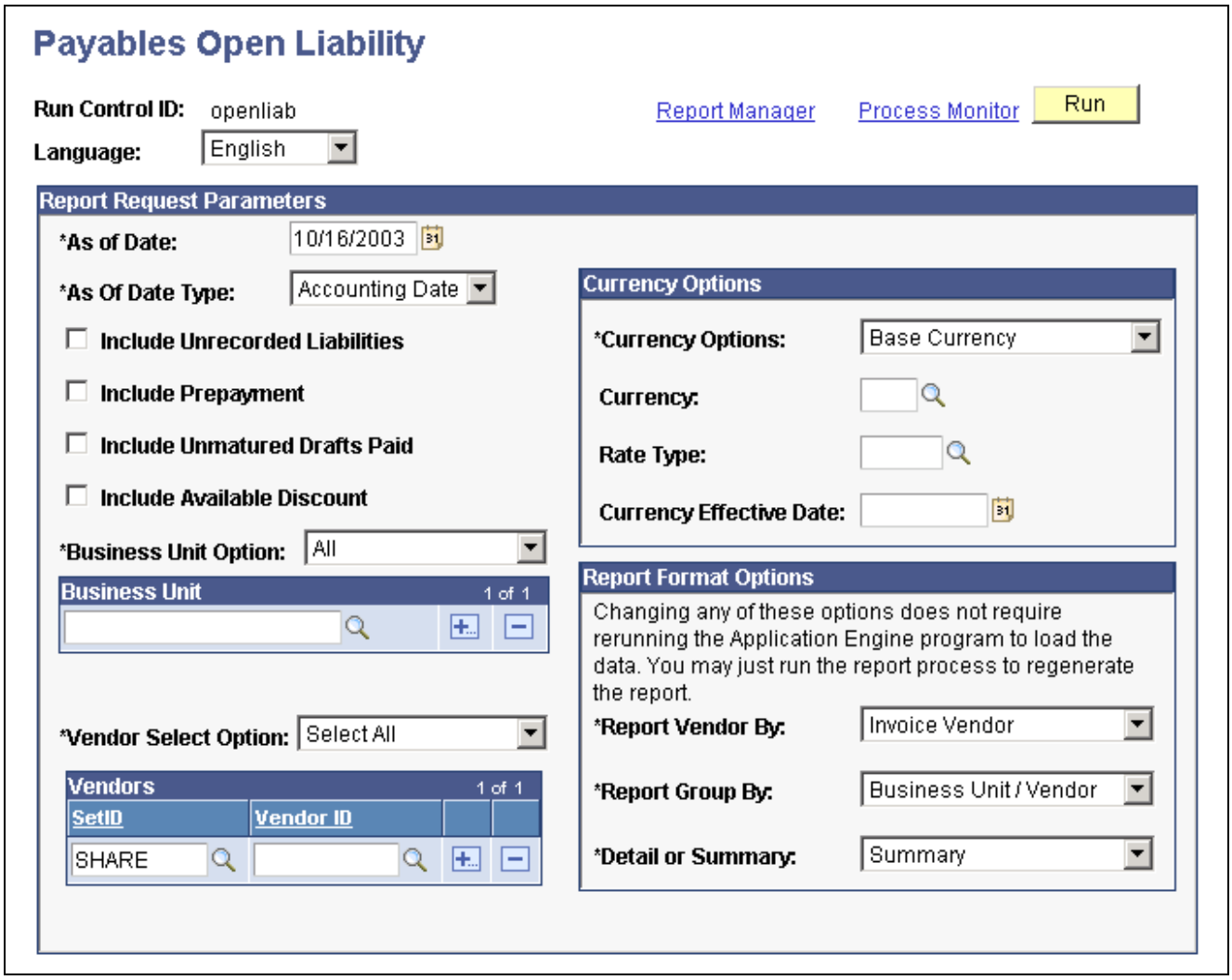
- Generate open liability reports.
- Generate vendor liability aging reports.

## Pages Used to Create Open Liability Reports

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payables Open Liability | RUN_APY1406 | Accounts Payable, Reports, Voucher Reconciliation, Payables Open Liability | Specify run control and reporting parameters to generate Payables Open Liability (APY1406) reports. |
| Vendor Liability Aging | RUN_APY1406 | Accounts Payable, Reports, Voucher Reconciliation, Vendor Liability Aging | Specify run control and reporting parameters to generate Vendor Liability Aging (APY1408) reports. The reporting parameters are similar to the Payables Open Liability (APY1406) reports, except that you specify an aging cycle ID.<br><br>**Note.** The Vendor Liability Aging and Payables Open Liability pages access the same run control page (RUN_APY1406). However, the available Application Engine processes depend on the selected report functionality. |

## Generating Open Liability Reports

Access the Payables Open Liability page.




Payables Open Liability page

Use this page to generate the Payables Open Liability report.

**As Of Date** Enter the end date for the period that you are processing.

**As Of Date Type** Select either the accounting date or the invoice date. The report output is based on either the accounting date or the invoice date of the voucher.

The report includes data based on the combination of the values in the As Of Date field and the As Of Date Type field. For example, suppose that you enter *07/31/2003* as the as-of date and select the accounting date as the as-of date type. All vouchers with open liabilities with the accounting date of July 31, 2003 or earlier will be included in the report.

**Include Unrecorded Liabilities** Select this option to include vouchers that have not been paid and voucher posted. Selecting this option also includes those vouchers that have not been processed through the Journal Generator, which means they are not recorded in the General Ledger.

**Include Prepayment** Select this option to include prepaid vouchers that have available amounts to be applied.

If you select to include prepayments, the report displays the Prepayments column that includes both prepaid vouchers that have been paid but are not fully applied and any prepaid vouchers that have not been paid. Prepaid vouchers that have been paid but are not fully applied will appear as a negative (−) amount. Prepaid vouchers that have not been paid appear as a positive amounts.

If you do not select this check box, the Prepayments column does not appear in the report, and the report Totals field displays the total amount of the prepayments that are not fully applied

**Include Unmatured Drafts Paid** Select this option to include vouchers that are paid by a draft method when the payment date is not due yet. Also, this option includes drafts that have been written off after the as-of date.

**Include Available Discount** Select this option to include vouchers that reduce the liability. If you do not select to include available discounts, the prepayments column will not appear in the report.

**Business Unit Option** Select *All* to create a report for all business units for the time period you specified.

Select *Value* to specify any number of business unit rows on which to report.

**Vendor Select Option** Select *Select All* to create a report for all vendors for the time period that you specify.

Select *Specify* to specify any number of vendor ID rows on which to report.

**Currency Options** Options are:

- *Base Currency:* The report uses the base currency of the business unit for each voucher.
- *Selected Foreign Currency:* The report uses the currency defined in the Currency, Rate Type, and Currency Effective Date fields.
- *Transaction Currency:* The report uses the currency in which the procurement took place.

## Report Format Options

You have the flexibility to group reporting results in a number of ways. In particular, the Report Group By field, in combination with the Currency Options field, determine how the report displays currency groups, subtotals, and grand totals. The possible combinations are described in the following table:

| Report Group By Option | Currency Option | Currency Grouping | Subtotals | Grand Totals |
|---|---|---|---|---|
| Business Unit /Vendor | Base Currency | No grouping is required because a business unit has one base currency. | Calculated for each vendor. | Calculated for each business unit. |

| Report Group By Option | Currency Option | Currency Grouping | Subtotals | Grand Totals |
|---|---|---|---|---|
| Business Unit /Vendor | Transaction Currency | Vouchers are grouped by currency because they can have different transaction currencies. | Calculated for each transaction currency. | No grand totals are calculated because each transaction can be in a different currency. |
| Business Unit /Vendor | Selected Foreign Currency | No grouping is required because all vouchers are converted into the selected foreign currency. | Calculated for each vendor. | Calculated for each business unit. |
| Vendor/Business Unit | Base Currency | No grouping is required because a business unit has one base currency. | Calculated for each business unit. | No grand totals are calculated because each business unit may use a different currency. |
| Vendor/Business Unit | Transaction Currency | Vouchers are grouped by currency because they can have different transaction currencies. | Calculated for each transaction currency. | No grand totals are calculated because there are multiple transaction currencies. |
| Vendor/Business Unit | Selected Foreign Currency | No grouping is required because all vouchers are converted into the selected foreign currency. | Calculated for each business unit. | Calculated for each vendor. |

## Process Scheduler Options

When you click the Run button, the Process Scheduler Request page lists the processes that generate a liability report. You can load data and generate a report or merely generate the report. This table lists the options, depending on the report that you select:

| Process List Option | Description |
|---|---|
| Open Liability Data & Reports | Loads data into the report tables based upon run request parameters and generates the Payables Open Liability report. |
| Open Liability Report Only | Generates the Payables Open Liability report using data that is already loaded into report tables. Use this option when data is already loaded and when only the report format options have been changed since the last data load.<br>**Note.** You must run the Open Liability Data Application Engine process (AP_APY1406) if the as-of date, as-of date type, business unit options, or vendor options parameters change. |

# Generating Vendor Liability Aging Reports

Access the Vendor Liability Aging page.

**Note.** This page is similar to the Payables Open Liability page, with the exception of the Aging Cycle ID field and the report table and report generated.

**Aging Cycle ID** Select an aging cycle to specify the aging categories that group overdue columns in the report.

## Process Scheduler Options

When you click the Run button, the Process Scheduler Request page lists the processes that generate a liability report. You can load data and generate a report or just generate the report. This table describes options, depending on the report that you select:

| Process List Option | Description |
|---|---|
| Vendor Liab Aging Data & Report | Loads data into the report tables based upon run request parameters and generates the Vendor Liability Aging report. |
| Vendor Liab Aging Report Only | Generates the Vendor Liability Aging report using data that is already loaded into report tables. Use this option when data is already loaded and when only the report format options have been changed since the last data load.<br>**Note.** You must run the Vendor Liab Aging Data Application Engine process (AP_APY1408) if the as-of date, as-of date type, business unit options, or vendor options parameters change. |

### See Also

Chapter 25, "Reporting and Reconciling Open Liabilities," Generating Open Liability Reports, page 669

# Creating Reconciliation Reports

This section discusses how to:

- Generate payables open liability reconciliation reports.
- Generate payables and general ledger account reconciliation reports.
- Generate payables and general ledger journal reconciliation reports.

## Pages Used to Create Reconciliation Reports

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payables Open Liability Reconciliation | RUN_APY1405 | Accounts Payable, Reports, Voucher Reconciliation, Open Liability Reconciliation, Payables Open Liability Reconciliation | Specify run control and reporting parameters to generate Payable Open Liability Reconciliation (APY1400 and APY1405) reports. Create a detail report, a summary report, or both during processing. |
| AP/GL Account Reconciliation (accounts payable and general ledger account reconciliation) | APGL_RECN_REQ2 | Accounts Payable, Reports, Voucher Reconciliation, AP/GL Account Recon Request, AP/GL Account Reconciliation | Specify run control and reporting parameters to generate AP/GL Account Reconciliation (APY1420) reports. |
| AP/GL Journal Reconciliation (accounts payable and general ledger journal reconciliation) | APGL_RECN_REQ1 | Accounts Payable, Reports, Voucher Reconciliation, AP/GL Journal Recon Request, AP/GL Journal Reconciliation | Specify run control and reporting parameters to generate AP/GL Journal Reconciliation (APY1410) reports. |

## Generating Payables Open Liability Reconciliation Reports

Access the Payables Open Liability Reconciliation page.

**Request ID** Enter an ID that comprises any combination of characters.

**As Of Date** Enter a date for the period that you are processing. This field is compared to the journal date.

**Business Unit Option** Select *All* to create a report for all business units for the time period you specified.

Select *Value* to specify any number of general ledger business unit rows on which to report.

### Process Scheduler Options

When you click the Run button, the Process Scheduler Request page lists the processes that generate an open liability reconciliation report. The following options enable you to load data and generate a report or merely generate a report:

| Process List Option | Description |
|---|---|
| APGL Open Liab Recon Data/Rept | Loads data into the report tables based upon run request parameters and generates both summary and detail versions of the Payables Open Liability Reconciliation report. |
| Summary AP/GL Open Liability | Generates a summary version of the Payables Open Liability Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded. |
| Detail AP/GL Open Liability | Generates a detailed version of the Payables Open Liability Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded. |

## Generating Payables and General Ledger Account Reconciliation Reports

Access the AP/GL Account Reconciliation page.

**Business Unit** Select a business unit for the time period that you specify.

**Ledger** and **Account** Select the general ledger and account for the journal entries that you want to include in the 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.

### Process Scheduler Options

When you click the Run button, the Process Scheduler Request page lists the processes that generate a reconciliation report. The following options enable you to load data and generate a report or merely generate a report:

| Process List Option | Description |
|---|---|
| AP GL Accnt Recon Data & Rept | Loads data into the report tables based upon run request parameters and generates the AP/GL Account Reconciliation report. |
| AP/GL Account Reconciliation | Generates the AP/GL Account Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded. |

# Generating Payables and General Ledger Journal Reconciliation Reports

Access the AP/GL Journal Reconciliation page.

**Report Option** Specify how you want to organize the report data. Options are:

*Accounting Period:* Include detail in the report by accounting period. If you select this option, the Accounting Period and the Fiscal Year fields become active.

*Journal Date:* Include detail in the report by journal date. If you select this option, the Journal Date field becomes active.

*Journal ID:* Include detail in the report by journal ID. If you select this option, the GL Journal ID field becomes active.

**Journal ID** Enter the 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 active only 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 active only if you select the *Accounting Period* report option.

## Process Scheduler Options

When you click the Run button, the Process Scheduler Request page lists the processes that generate a reconciliation report. The following options enable you to load data and generate a report or merely generate a report:

| Process List Option | Description |
| --- | --- |
| AP GL Journal Recon Data & Rpt | Loads data into the report tables based upon run request parameters and generates the AP/GL Journal Reconciliation report. |
| AP/GL Journal Reconciliation | Generates the AP/GL Journal Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded. |

# CHAPTER 26

# Reviewing Voucher, Payment, and Vendor Information

This section provides an overview of voucher, payment, and vendor information and discusses how to:

- Review voucher information.
- Review payment information.
- Locate related procurement documents.
- Review vendor information.

## Understanding Voucher, Payment, and Vendor Inquiries

Payables provides numerous inquiry pages and reports that enable you to access your voucher, payment, and vendor 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 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 Payment Detail page to access detail on the payment itself (such as bank, payment date, payment amount, currency, and payment status).
4. Drill down to the Voucher Detail Lines Display page to view invoice and distribution line level detail for the vouchers (such as General Ledger business unit, ChartFields, and line amounts).

You can continue to drill down from the inquiry pages to more detailed information.

### 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 Vouchers For a Payment page to view payment details (such as vendor address, reconciliation date, voucher ID, paid amount, and currency).

You can continue to drill down from the inquiry pages to more detailed 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.

# Common Element for This Chapter

**Amount Rule** Enter an amount rule and a value in the Amount field. To search on a particular voucher amount, specify how you are comparing your search to that amount. Options include: *Any, Equal to, Greater than, Greater than or equal to, Less than, Less than or equal to.*

# Reviewing Voucher Information

You can review vouchers using several inquiry pages and reports.

This section describes how to:

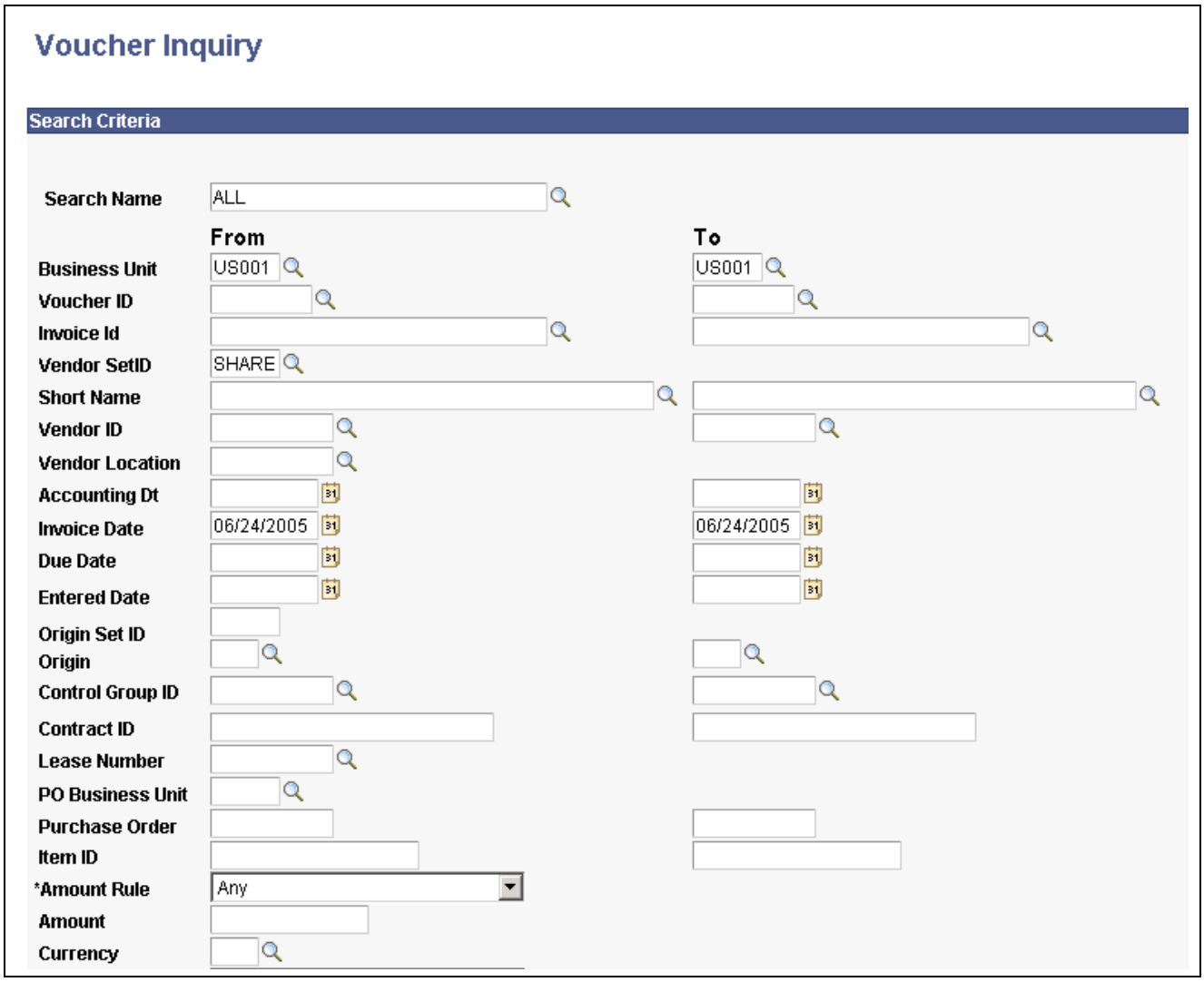
- Review voucher details.
- Review voucher payment details.
- Review scheduled payment information.

## Pages Used to Review Vouchers

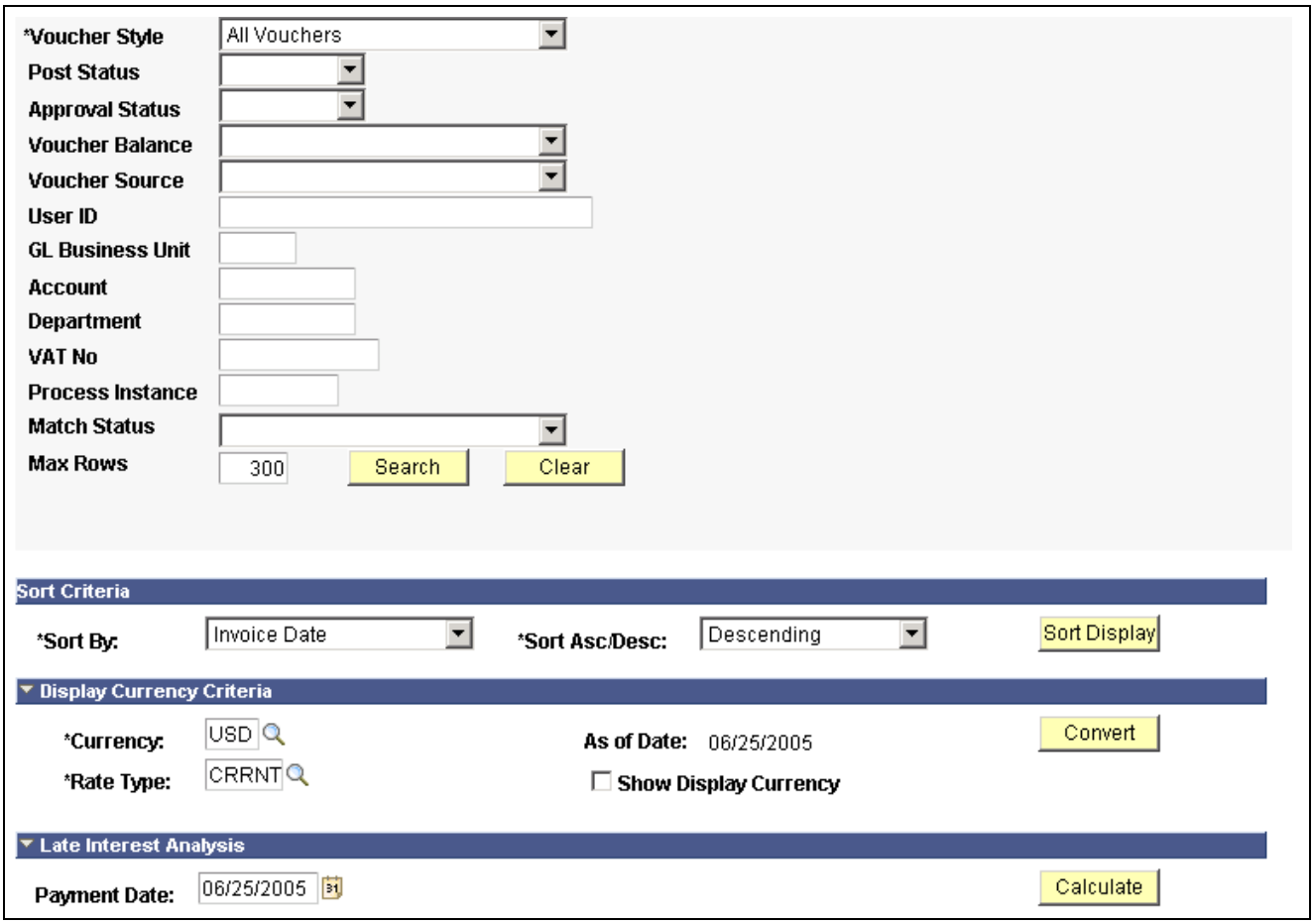
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Inquiry | AP_VOUCHER_INQUIRY | Accounts Payable, Review Accounts Payable Info, Vouchers, Voucher, Voucher Inquiry | Search for and review status of a voucher and any payment information. |
| Voucher Detail Lines Display | AP_VCHR_LN_DET_DSP | Click a Voucher Detail Lines button on the More Details tab of the Voucher Inquiry Results grid on the Voucher Inquiry page. | View voucher line and distribution line detail. |
| Voucher Payment Detail | VCHR_PYMNT_INQ | Click the Payment Information button on the Voucher Details tab of the Voucher Inquiry Results grid on the Voucher Inquiry page. | View information about the payments that make up a voucher. |
| Scheduled Payment Inquiry | AP_SCHD_PYMNT_INQ | • Click the Scheduled Payments Information button on the More Details tab of the Voucher Inquiry Results grid on the Voucher Inquiry page.<br>• Accounts Payable, Review Accounts Payable Info, Vendor, Scheduled Payment, Scheduled Payment Inquiry | View the scheduled payments details. |
| Rejected Vouchers | VNDR_PAYINQ_RJCT | Accounts Payable, Review Accounts Payable Info, Vendor, Rejected Vouchers | View vouchers that have a status of *Rejected.* |

## Reviewing Voucher Details

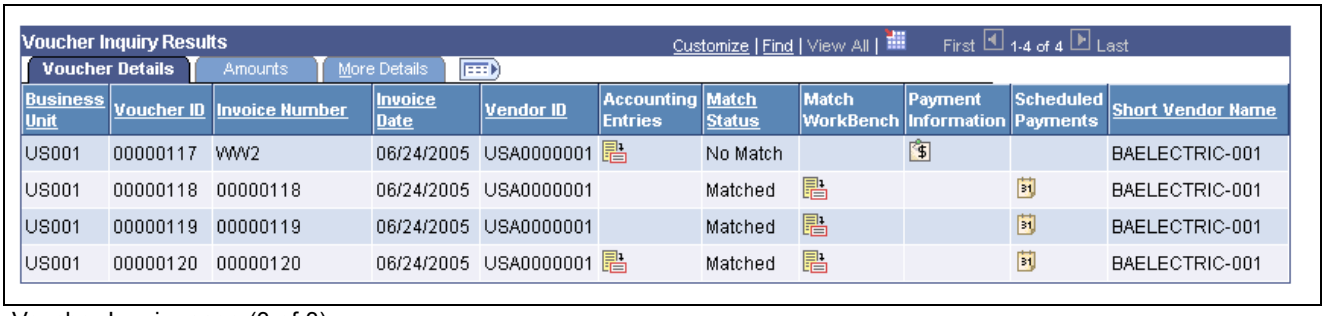
Access the Voucher Inquiry page.




Voucher Inquiry page (1 of 3)




Voucher Inquiry page (2 of 3)



Voucher Inquiry Results

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

Voucher Details | Amounts | More Details

| Business Unit | Voucher ID | Invoice Number | Invoice Date | Vendor ID | Accounting Entries | Match Status | Match WorkBench | Payment Information | Scheduled Payments | Short Vendor Name |
|---|---|---|---|---|---|---|---|---|---|---|
| US001 | 00000117 | WW2 | 06/24/2005 | USA0000001 | | No Match | | | | BAELECTRIC-001 |
| US001 | 00000118 | 00000118 | 06/24/2005 | USA0000001 | | Matched | | | | BAELECTRIC-001 |
| US001 | 00000119 | 00000119 | 06/24/2005 | USA0000001 | | Matched | | | | BAELECTRIC-001 |
| US001 | 00000120 | 00000120 | 06/24/2005 | USA0000001 | | Matched | | | | BAELECTRIC-001 |

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.

**Note.** The screenshot displays all the fields that can display. Actual search criteria fields that appear are dependent on fields specified on the Named Search Criteria List page.

See Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," Setting Up Inquiry Search Criteria, page 191.

**From Business Unit** and **To Business Unit**

Enter a business unit or a range of business units to be used in your search. A business unit is required.

If you search on a range of business units, you cannot search on either a Voucher ID or an Invoice number.

**From Short Name** and **To Short Name**

Enter a vendor short name or range of vendor short names to be used in your search. Once a name is entered in the From Vendor Short Name field, the To Vendor Short Name field is populated and available for entry.

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** and **To Vendor ID**

Enter a vendor ID or range of vendor IDs to be used in your search. 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 Vendor ID field and leave the To Vendor ID field blank.

Once you enter a vendor ID 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.

**Lease Number**

Enter the lease number for a lease payment voucher. This field displays only when you have also installed the Real Estate Management module.

**Voucher Style**

Enter a voucher style. Options include specific voucher styles, all vouchers, and all vouchers except prepaid and single pay vouchers.

**Post Status**

Enter a payment post status. Options include: *NotApplied, Posted,* or *Unposted.*

**Approval Status**

Enter an approval status. Options include: *Approved, Denied,* or *Unapproved.*

**Voucher Balance**

Enter a voucher balance option. Options include: *Balance Remains,* or *No Balance Remains.*

**Voucher Source**

Select the original data source for the voucher or leave blank to select all sources.

**Max Rows** (maximum rows)

Enter the maximum rows to be retrieved in the main search for each component. Maximum rows that can be retrieved are 300.

## Sort Criteria

**Sort By**

Enter the field you want to sort by and select a sort order of *Ascending* or *Descending.*

Double click on any column header and you can also resort the search results.

## Display Currency Criteria

**Currency**

Enter 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** | Enter to convert the amounts that use the exchange rate for the type of currency you selected. |
| **Show Display 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

| | |
|---|---|
| **Accounting Entries** | Click the button to access the Voucher Accounting Entries page in a separate window, where you can view detailed information about a voucher’s associated accounting entries while still reviewing the voucher inquiry search results. |
| **Match Workbench** | Click the button to access the Matched Vouchers page in a separate window, where you can view detailed information about matched documents for the selected voucher while still reviewing the voucher inquiry search results. |
| **Payment Information** | Click the button to access the Payment Details page, where you can view more detailed information about a voucher payment. |
| **Scheduled Payments** | Click the button to access the Schedule Payment Inquiry page, where you can retrieve scheduled payment information for a vendor or a group of vendors. |

### Amounts Tab

Lists the various amounts and charges of the voucher.

| | |
|---|---|
| **Gross Invoice Amount** | Displays the total invoice amount, including any non-merchandise amounts. |
| **Voucher Unpaid Balance** | Displays the unpaid balance amount remaining on the voucher. |
| **Unapplied Prepayments** | Displays the total unapplied prepayments for the voucher. |
| **Total Non-Merch** (total non-merchandise) | Displays total amount of gross invoice amount allocated to sales tax, use tax, freight tax, and miscellaneous tax. |
| **Entered VAT** | Displays the VAT amount entered on the voucher header. |
| **Gross Amount Paid** | Displays the actual amount paid on this voucher. |
| **Net Amount Paid** | Displays the gross amount paid on this voucher, less any discount. |

### More Details Tab

Lists the various statuses of the voucher and the dates associated with the voucher.

**Detail Lines** Click the button to access the Voucher Details page, where you can view line and distribution line detail for the voucher.

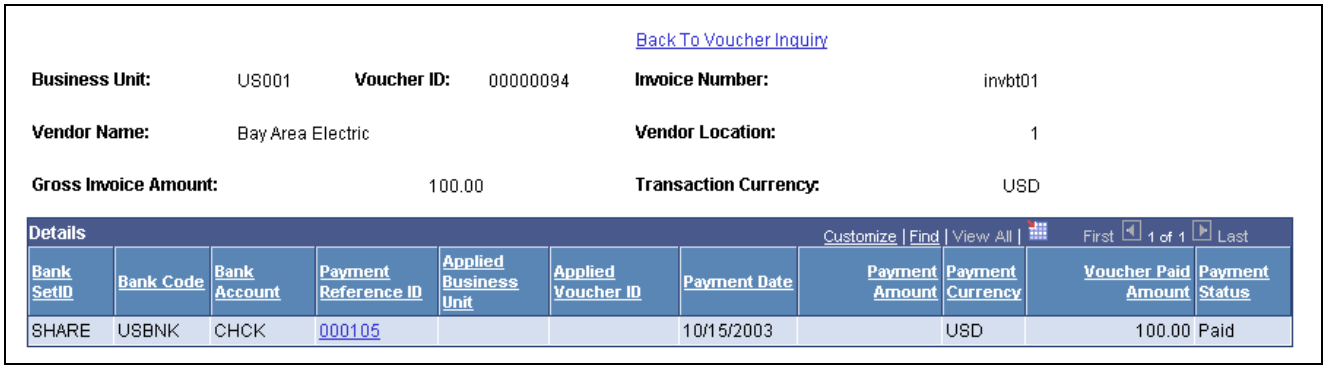
### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Late Interest Charges

## Reviewing Voucher Payment Details

Access the Voucher Payment Detail page.



Back To Voucher Inquiry

**Business Unit:** US001 **Voucher ID:** 00000094 **Invoice Number:** invbt01

**Vendor Name:** Bay Area Electric **Vendor Location:** 1

**Gross Invoice Amount:** 100.00 **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 | USBNK | CHCK | 000105 | | | 10/15/2003 | | USD | 100.00 | Paid |

Voucher Payment Detail page

Access the Voucher Payment Detail page from the Voucher Inquiry page.

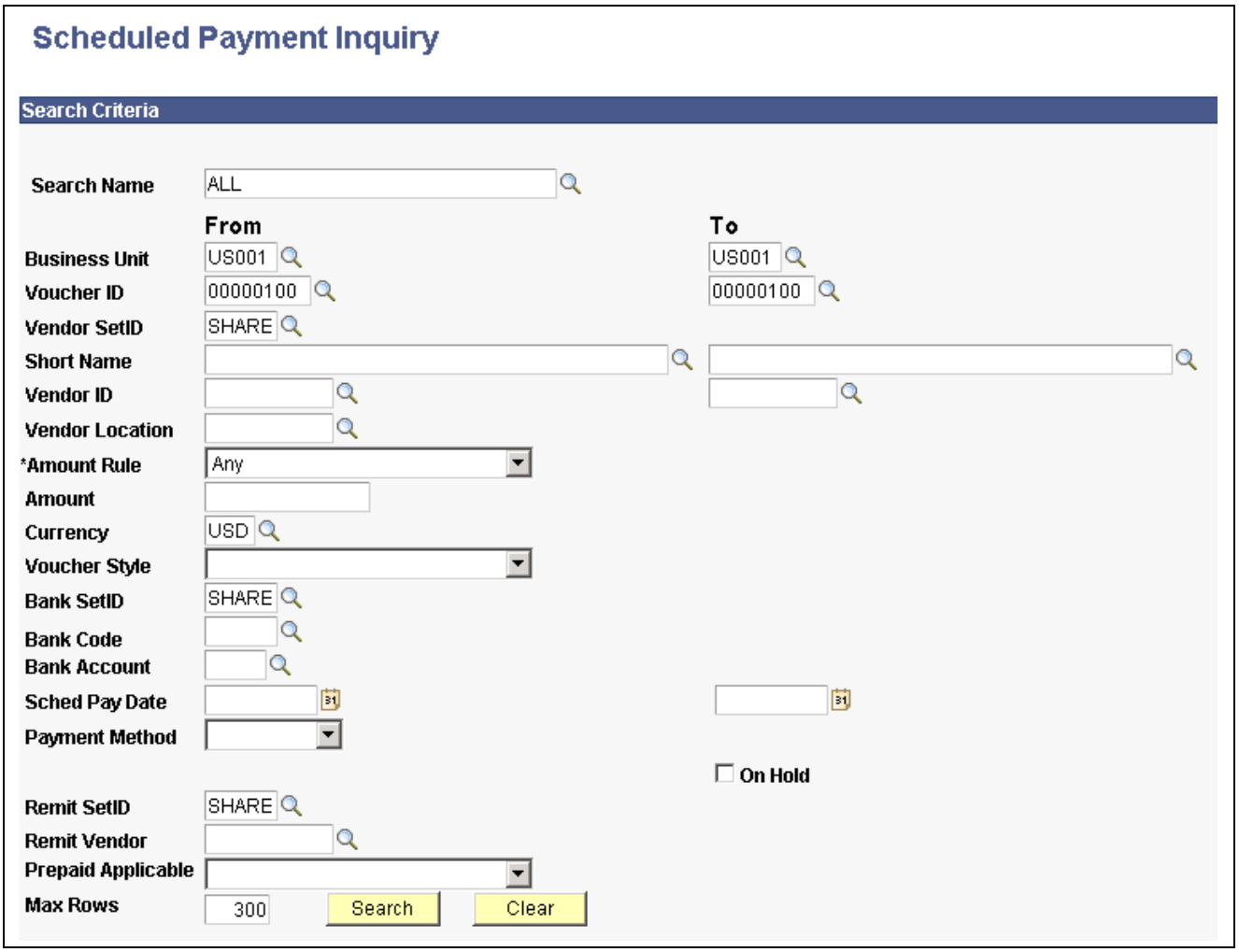
Click the Payment Reference ID link to go to the Payment Inquiry Page.

Applied Business Unit and Applied Voucher IDonly 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.

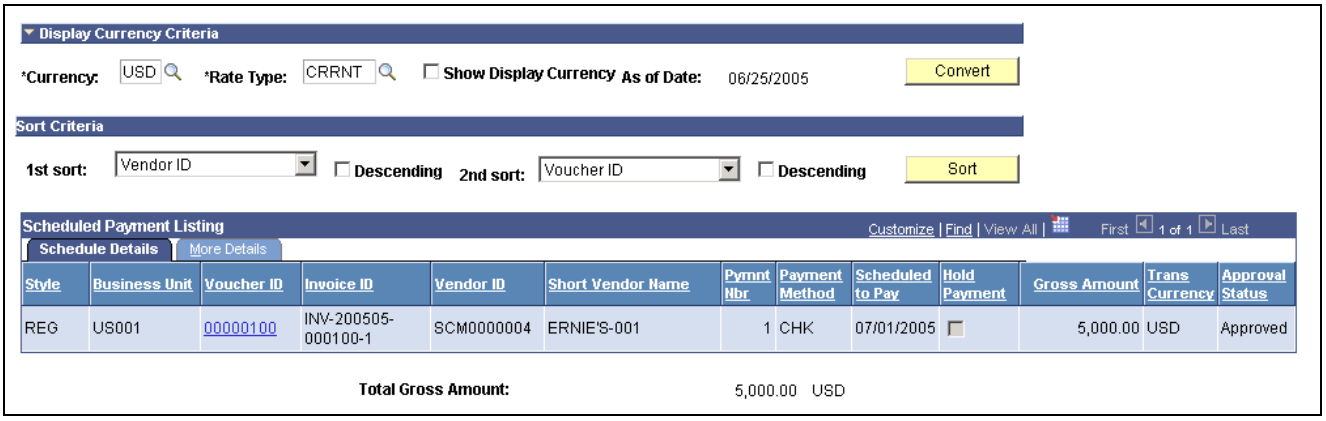
Click the Back To Voucher Inquiry link to return to the Voucher Inquiry page.

## Reviewing Scheduled Payment Information

Access the Scheduled Payment Inquiry page.




Scheduled Payment Inquiry page (1 of 2)




Scheduled Payment Inquiry page (2 of 2)

## Search Criteria

Enter the search criteria for your inquiry. There are some dependencies among search fields:

- You cannot search by both vendor ID and vendor short name.
- You must enter a vendor setID to search by vendor.

- You must enter a remit vendor setID to search by remit vendor.
- You must enter a bank setID to search by bank and bank account.

All other fields can be used to search in any combination. Many fields enable you to search by single value or range of values.

Most fields in this region are similar to those discussed for the Voucher Inquiry page.

See Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Voucher Details, page 681.

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**Note.** The screenshot displays all the fields that can display. Actual search criteria fields that appear are dependent on fields specified on the Named Search Criteria List page.

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See Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," Setting Up Inquiry Search Criteria, page 191.

### Display Currency Criteria

You can convert the currency that appears in the results region to one common currency. You can enter your display currency criteria either before or after you click the Search button. Enter the currency code of the type of currency that you want your data to be displayed in. This field is automatically populated from the operator preferences, but you can edit it. The system converts all of the payments shown to this currency.

Select Rate Type to convert the amounts by using the exchange rate for the type of currency that you selected. Select the Show Display Currency check box to view additional information about the converted amounts. Today's date appears by default in the As of Date field. If you have already generated your search, click the Convert button to convert the display of your results.

---

**Note.** The Convert button *displays* the converted currencies; it does not convert them.

---

### Sort Criteria

To sort your results, select the field that you want to sort by, and select whether you want your inquiry sorted in descending order. Click the Sort button to generate the sort.

### Schedule Payment Listing

Results appear in the Schedule Payment Listing grid.

| | |
|---|---|
| **Style** | Displays the voucher style for this scheduled payment. |
| **Voucher ID** | Click the Voucher ID link to access the Voucher Inquiry page, where you can view more detailed information about the payments that make up this voucher. |
| **Pymnt Nbr** (payment number) | The payment number for this scheduled payment. This is a system-generated number, not the payment reference number (that is, not a check number or its equivalent). |
| **Scheduled to Pay** | The payment date scheduled for this payment. |
| **Hold Payment** | Indicates that there is a hold on the payment for this voucher. |
| **(USF) IPAC Payment** | Indicates that this payment is a payment to be processed through the U.S. Department of Treasury's IPAC system. This appears only if you are a U.S. federal agency. |

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865.

| | |
|---|---|
| **Trans Currency** (transaction currency) | The type of currency that the transaction itself is in. |
| **Display Gross Amount** | The gross amount, which appears in the converted currency. This field appears only if you select the Show Display Currency check box. |
| **Display Currency** | The common currency in which the gross amount is calculated. This field appears only if you select the Show Display Currency check box. |
| **Approval Status** | The approval status of the scheduled payment. Values are: *Approved, Pending,* and *Denied.* |
| **Draft Sight Code** | The draft sight code that is associated with this scheduled payment. |
| **Draft Scheduled Maturity Date** | The date on which the draft that is associated with this scheduled payment matures, if applicable. |
| **Letter of Credit ID** | The letter of credit ID that is associated with this scheduled payment, if applicable. |
| **Netting Reference ID** | The netting reference ID number that is associated with this scheduled payment, if applicable. |
| **Total Display Gross Amount** | The gross amount, which appears in the converted currency. This field appears only if you select the Show Display Currency check box. |

### See Also

Chapter 8, "Establishing Pay Cycles," page 129

Chapter 30, "Processing Drafts," page 759

Chapter 6, "Setting Up Payment Formats and Payment Forms," Letters of Credit, page 106

*PeopleSoft Enterprise Cash Management 8.9 PeopleBook*, "Managing Bilateral Netting"

# Reviewing Payment Information

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:

- Review payment information.
- Review payment voucher details.
- Review replaced payments.
- Review scheduled payments on hold.
- Review overdue scheduled payments.

## Common Element for this Section

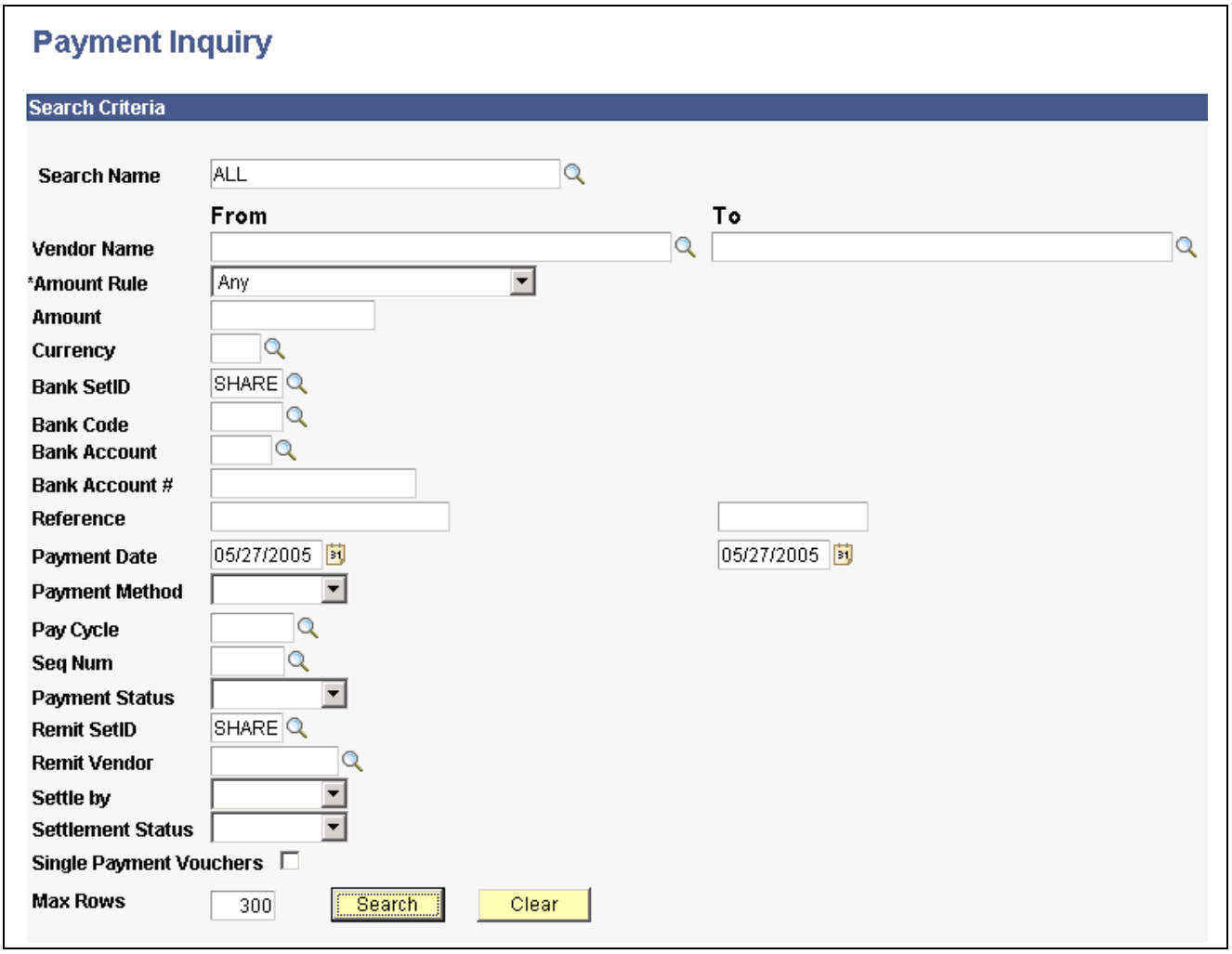
**Payment Reference ID** Click a payment reference ID to access the Vouchers for a Payment page and review voucher detail.

## Pages Used to Review Payment Information

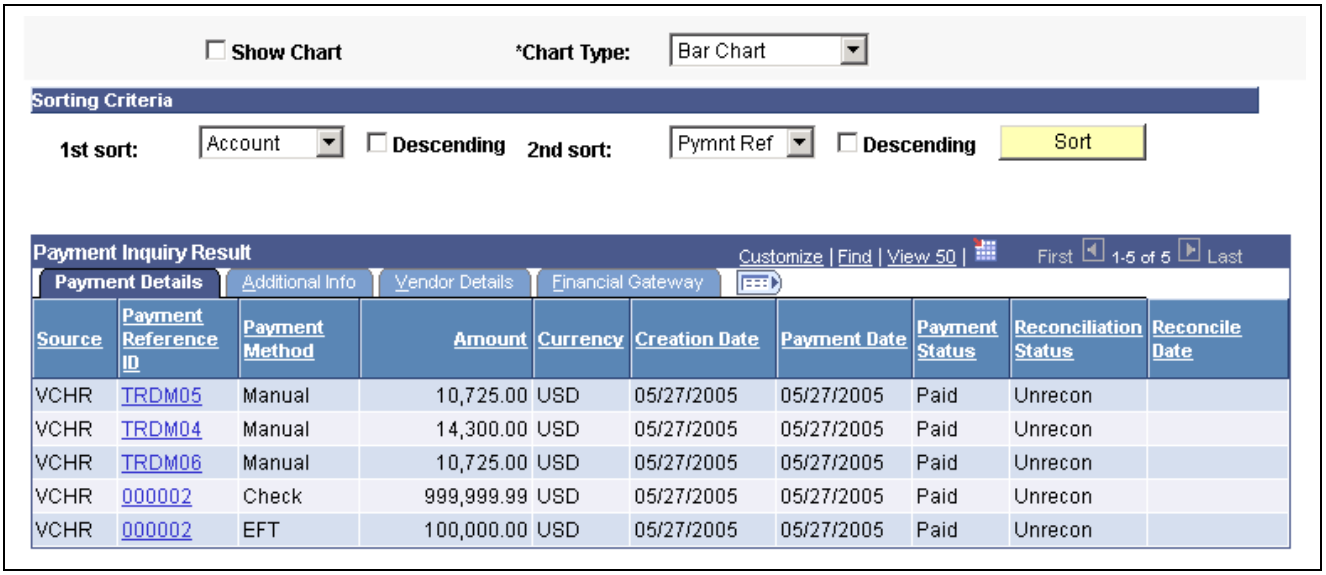
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Inquiry | PYMNT_INQ_SRCH | Accounts Payable, Review Accounts Payable Info, Payments, Payment, Payment Inquiry | Search on payments using specific search criteria to create a list of detailed payment information or display a chart of payments by date. |
| Vouchers For a Payment | PYMNT_VCHR_DET_SEC | 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 Accounts Payable Info, Payments, Replaced Payments | View those payments for which you have replaced the payment reference number. Payment reference numbers are replaced when you recreate checks in a pay cycle. |
| Scheduled Payments on Hold | VNDR_PAYINQ_HLD | Accounts Payable, Review Accounts Payable Info, Vendor, Scheduled Payments on Hold | View vouchers that are scheduled for payment, yet are on hold. |
| Overdue Scheduled Payments | VNDR_PAYINQ_OVRDUE | Accounts Payable, Review, Vendor, Overdue Scheduled Payments | View vouchers that are overdue for a vendor. |

## Reviewing Payment Information

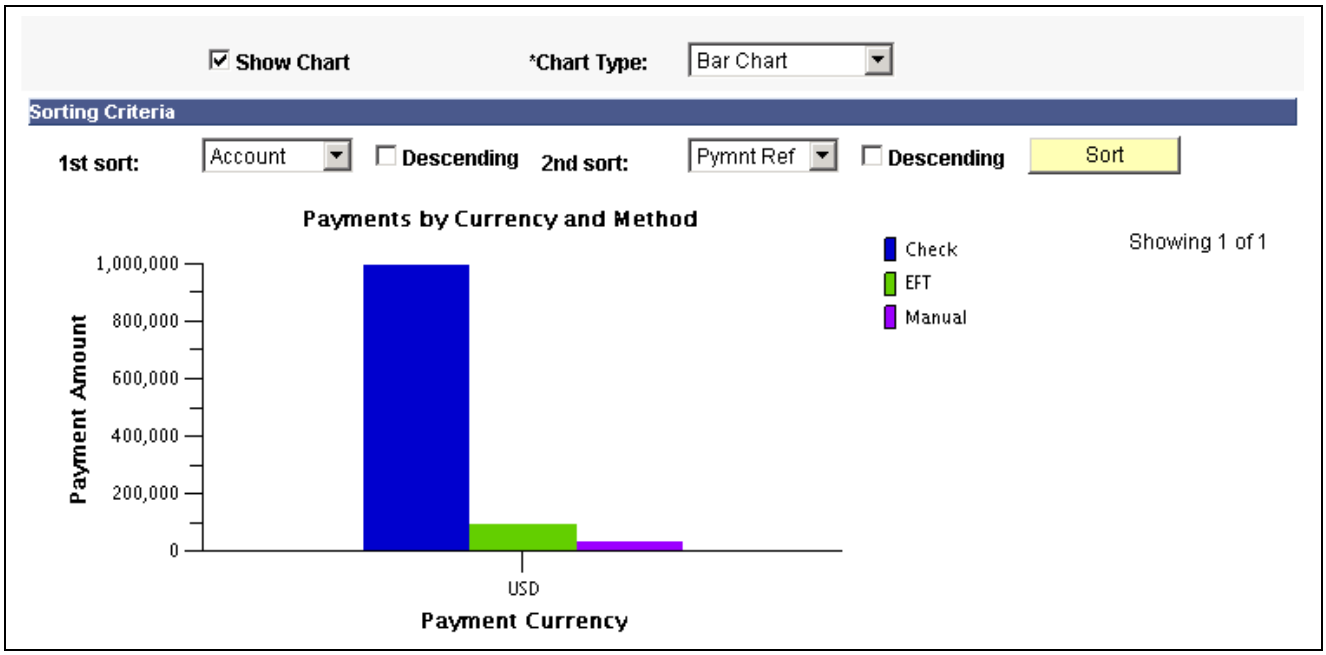
Access the Payment Inquiry page.




Payment Inquiry page (1 of 3)




Payment Inquiry page (2 of 3)




Payment Inquiry page, showing graphing functionality (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

**From Date** and **To Date** — Enter to search for a payment that was issued on a particular date or in a range of dates. When you select the Show Chart option, these are required fields.

**Amount Rule** — Enter an amount rule to search by comparing to a particular amount. Options include: *Any*, *Equal to*, *Greater than*, *Greater than or equal to*, *Less than*, *Less than or equal to*.

Search criteria in the Amount Rule field is compared to a value that you enter in the Amount field.

**Payment Status** — Enter payment status options are as follows: *Alignment, Deleted, Escheated, Overflow, Paid, Pre-Note, Replaced, Same Ref* (same reference), *Stale, Stop, Undo, Void.*

**Settle by** — Select a settlement method of *Gateway* or *Pay Cycle.*

**Settlement Status** — Select a settlement status. Options are: *Canceled, Error, Hold, Loaded, None, Paid, Received,* or *Send.*

**Schedule ID** — Enter a schedule ID number to review payments in a payment schedule. This field only displays if you enable federal payment schedules.

**Single Payment Vouchers** — Select to limit returned results to only single payment vouchers.

**Max Rows** (maximum rows) — Enter the maximum rows to be retrieved in the main search for each component. Maximum rows that can be retrieved are 300.

**Show Chart** — Select this option to display a summary of payments by amount and currency chart. The paid amount can only be displayed in one currency, which is the

payment currency. Clicking a bar on the chart displays the list of payments that are represented on the chart.

This option requires you to specify a date range in the From Date and To Date fields.

The dates cannot span more than 31 days.

**Chart Type** Select what kind of chart you want to display. The options are: *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar,* and *Stacked Bar*. After the chart is displayed, you can change this option and click the Search button to display the new chart type.

### Sort Criteria

**1st sort** Specify how your inquiry results will be sorted. The options are *Account, Amount, Currency, Date, Paycycle, Pymnt Ref* (payment reference), *Remit Vndr* (remit vendor), and *Vendor*.

Select whether the data is to be sorted in Descending order.

**2nd sort** Select a field to sort by in the 2nd sort field for a more detailed sort within your first sort. Available choices are the same as for the first sort. Again, indicate whether the data is to be sorted in descending order.

### Payment Details Tab

**Payment Reference ID** Click the payment reference ID number to access the Vouchers For a Payment page, where you can view the vouchers that make up this payment.

**Reconciliation Status** Displays whether the payment has been reconciled.

**Reconcile Date** Displays the reconciliation date if the payment has been reconciled.

### Additional Info Tab

Lists the post status, cancel status, pay cycle, and bank information associated with the payment.

### Vendor Details Tab

Lists the vendor name and address associated with the payment.

### Financial Gateway Tab

Lists summary information for payments settled through the Financial Gateway.

**Payment Details** Click to access the Review Payment Details page and review settlement detail information.

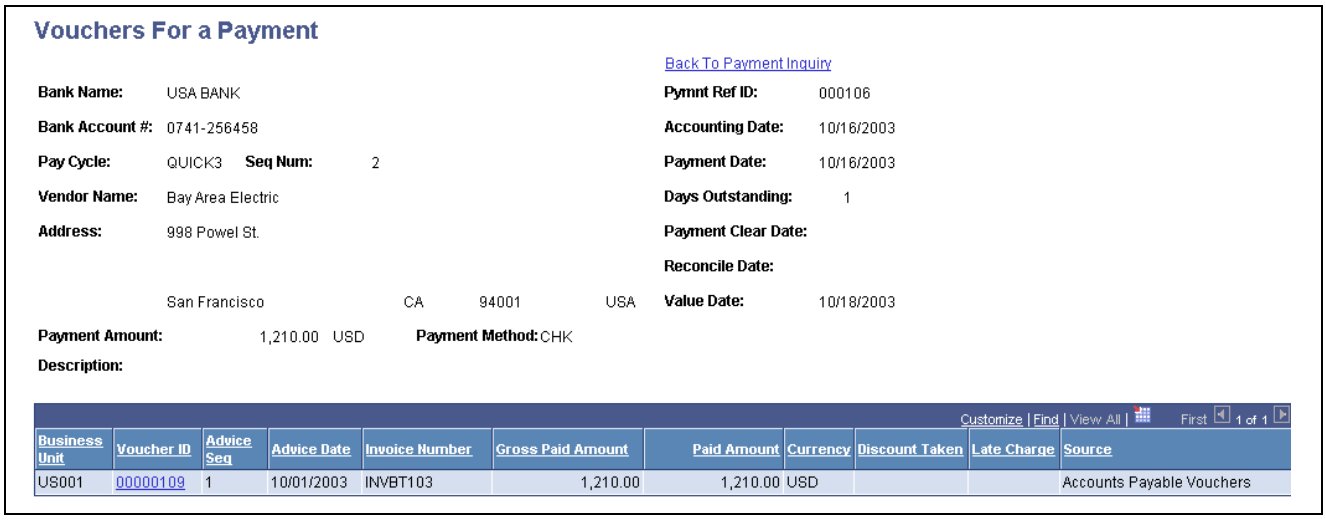
### See Also

Chapter 35, “Processing Document Sequencing in Payables,” page 851

Chapter 22, “Using Additional Payment Processing Options,” Canceling Payments, page 610

# Reviewing Payment Voucher Details

Access the Vouchers For a Payment page.




Vouchers For a Payment page

**Days Outstanding** Displays the number of days difference between the payment date and the due date for unreconciled payments. For reconciled payments, this is the number of days difference between the payment date and the payment clear date.

**Value Date** Displays when the funds actually clear the bank.

**Approved By** Displays the person who approves the pay cycle. This is for Federal only and is set at the Pay Cycle Certification page.

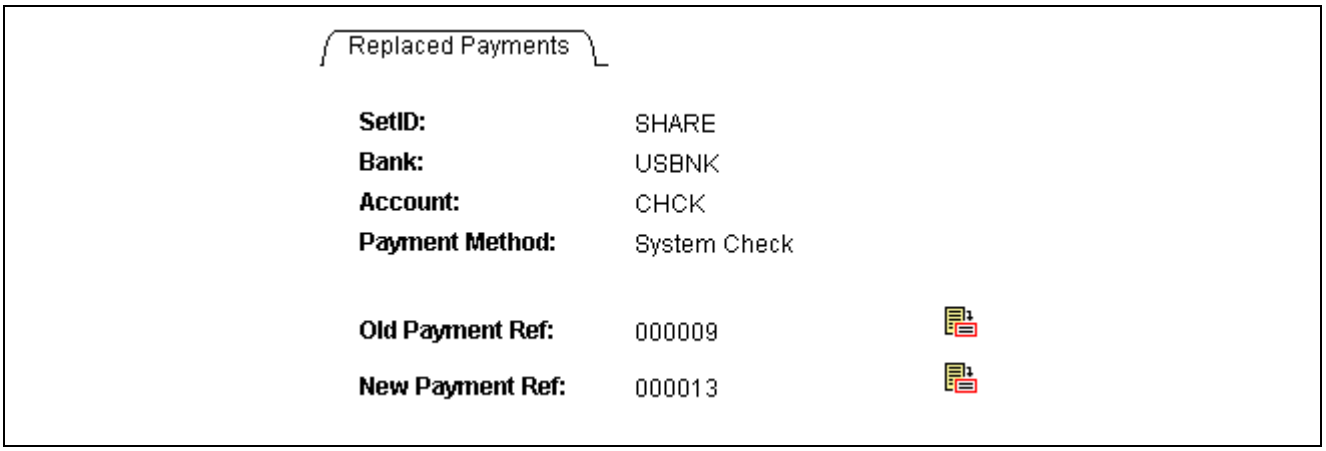
**Approval Date** Displays the date the pay cycle was approved. This field only displays when you enable the Federal Payments feature.

**Treasury Chk #** Displays 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.

**Voucher ID** Click to access the Voucher Inquiry page, where you can view details for this voucher.

# Reviewing Replaced Payments

Access the Replaced Payments page.




Replaced Payments page

You must recreate checks in a pay cycle before using this page.

**Old Payment Ref** Displays the payment reference number that was changed.

**New Payment Ref** Displays the current payment reference number.

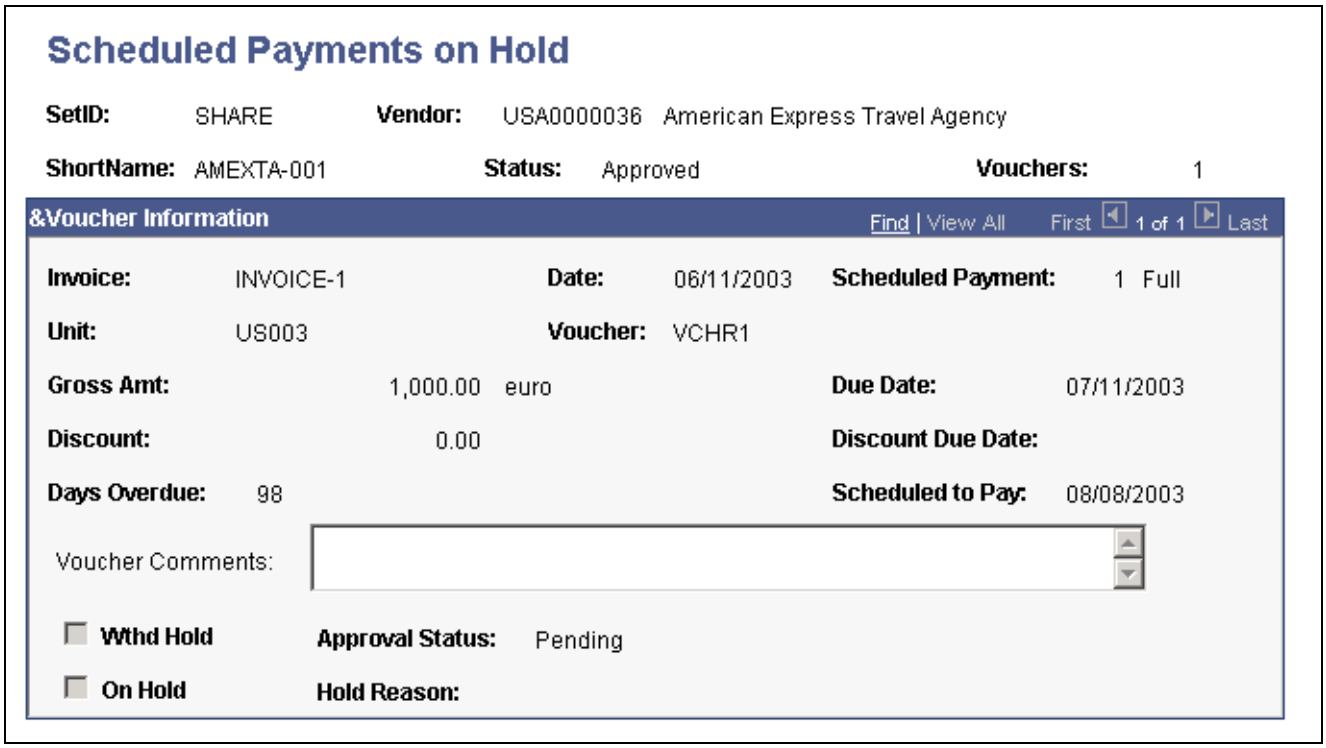
Click to access the Payment Inquiry page. Clicking this button next to the Old Payment Reference number transfers you to the Payment Inquiry page for that Reference number. Clicking this button next to the New Payment Reference number transfers you to the Payment Inquiry page for the current reference number.

### See Also

Chapter 21, “Processing Pay Cycles,” Restarting Pay Cycles and Recreating Checks, page 582

## Reviewing Scheduled Payments on Hold

Access the Scheduled Payments on Hold page.




Scheduled Payments on Hold page

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**Note.** This page displays vouchers that are on hold, on hold for withholding, pending approval, or denied approval.

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**Vouchers** Displays the number of vouchers on hold for this vendor.

**Scheduled Payment** Displays the ID of the payment that is on hold and whether full or partial payment will be made.

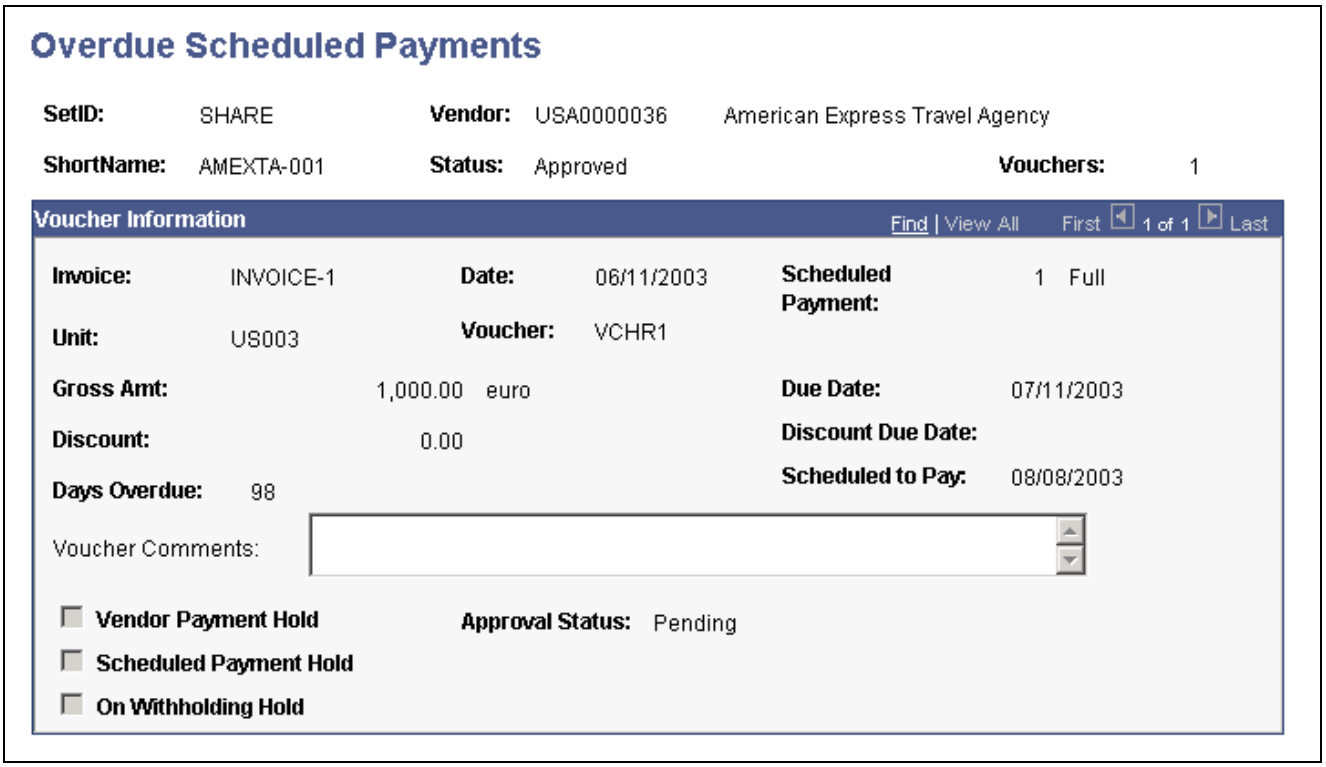
**Scheduled to Pay** Displays the date that the payment is scheduled to be paid. This could be the Due Date, the Discount Due Date, or a more current date, if the voucher was entered after both of these dates.

### See Also

Chapter 41, "Processing Withholding in Payables," page 955

## Reviewing Overdue Scheduled Payments

Access the Overdue Scheduled Payments inquiry page.




Overdue Scheduled Payments page

Overdue scheduled payments must exist before you can access this page.

The fields on this page are similar to those on the Scheduled Payments on Hold page.

**Vendor Payment Hold** Displays as selected if the vendor was placed on hold in the Vendor component (VNDR_ID).

**Scheduled Payment Hold** Displays as selected if the scheduled payment was placed on hold in the Voucher component (VCHR_EXPRESS).

**On Withholding Hold** Displays as selected if a withholding exception is generated during the Pay Cycle Application Engine process (AP_APY2015).

### See Also

Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Scheduled Payments on Hold, page 695

# 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.

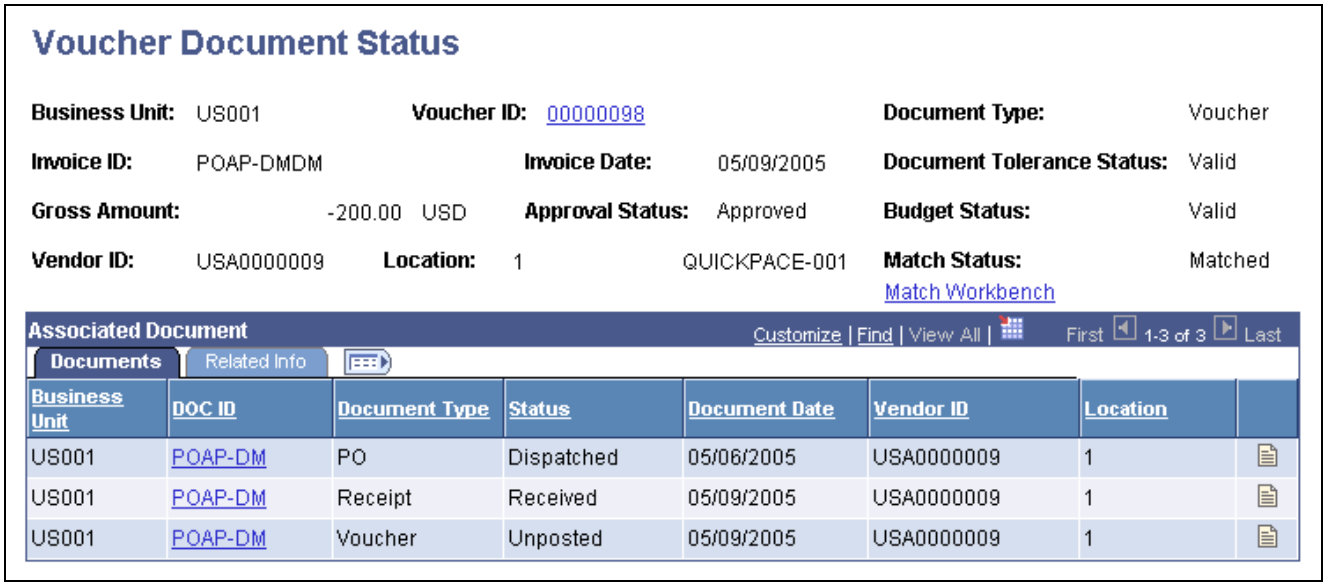
- Locate documents from a payment ID.

## Pages Used to Locate Related Procurement Documents

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Document Status | PRCR_DOCSTAT_VCHR | Accounts Payable, Review Accounts Payable Info, Vouchers, Document Status | Locate related documents starting from a voucher number. |
| Purchase Order Inquiry | PO_LINE_INQ | Click the DOC ID (document ID) link for a Document Type of *PO* on the Voucher Document Status page. | View purchase order information associated with the voucher. |
| Payment Document Status Inquiry | PRCR_DOCSTAT_PYMT | Accounts Payable, Review Accounts Payable Info, Payments, Document Status, Payment Document Status Inquiry | Locate related documents starting from a payment number. |

## Locating Documents from a Voucher ID

Access the Voucher Document Status page.




Voucher Document Status page

**Voucher ID** Click to go to the Voucher Inquiry page in a separate browser.

**Match Workbench** Click to go to the Match Workbench page in a separate browser. This link is only active for vouchers that require matching.

### Documents Tab

**DOC ID** (document ID) Click to go to the inquiry page for that document in a separate browser. You access an inquiry page related to the document type you select. For

example, for a PO, you access the PO Inquiry page, but for a receipt, you access the Receiver Inquiry page.



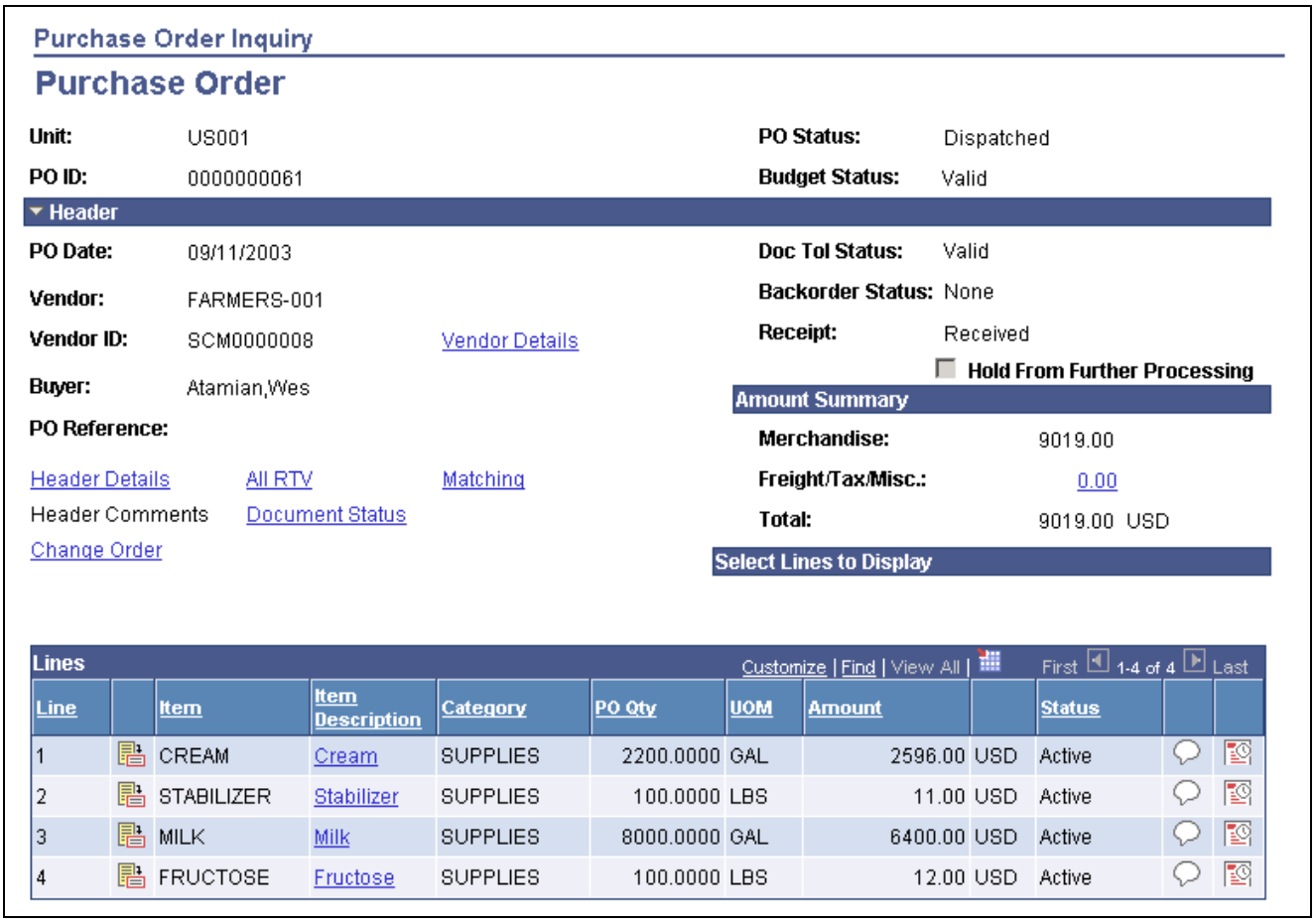
Click to go to the Document Status Inquiry page for that document in a separate browser. For a PO, for example, it takes you to PO Document Status, which has links to related documents.

### 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. This tab appears only if the transaction was posted.

## Reviewing Purchase Order Information

Access the Purchase Order Inquiry page.




Purchase Order Inquiry page

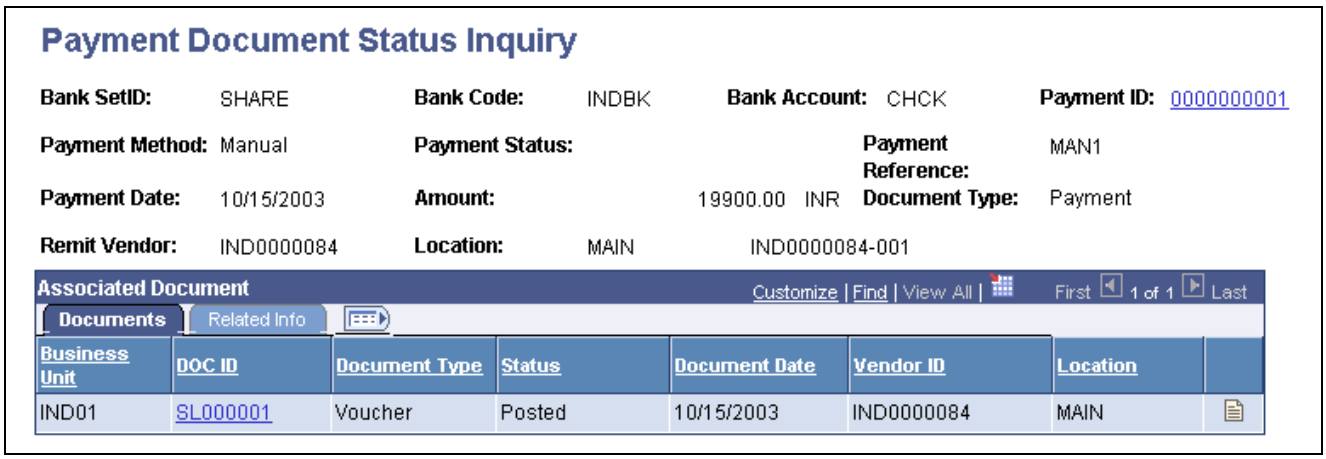
Access the Purchase Order Inquiry page by clicking the DOC ID link for the Document Type of *PO* (purchase order).

## See Also

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Analyzing Procurement History," Viewing Purchase Order Data

## Locating Documents from a Payment ID

Access the Payment Document Status page.




Payment Document Status Inquiry page

**Payment ID** Click to access the Payment Inquiry page in a separate browser instance.

### Documents Tab

**DOC ID** (document ID) Click to go to the inquiry page for that document in a separate browser. For example, for a voucher, the system takes you to the Voucher Inquiry page.

Click to go to the Document Status Inquiry page for that document in a separate browser. For example, for a voucher, the system takes you to Voucher Document Status page.

### Related Info Tab

**Match Workbench** Click to go to the Match Workbench page in a separate browser. This link is only active for related vouchers that require matching.

**Accounting Entries** Click to go to the Accounting Entries Inquiry page in a separate browser.

# Reviewing Vendor Information

This section discusses how to:

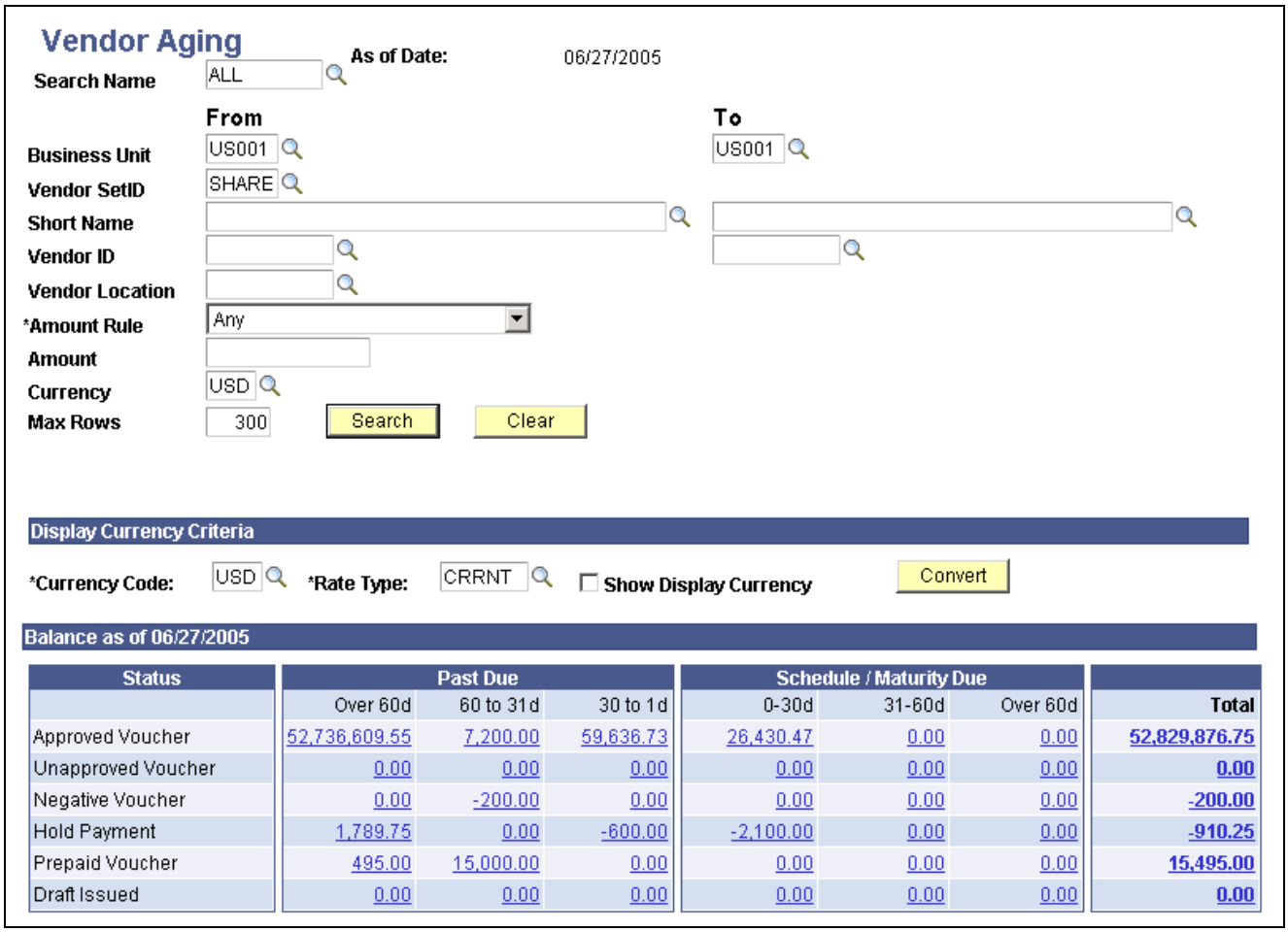
- Review vendor aging.
- Review past due aging.
- Review scheduled due aging.
- Review current vendor balances.

## Pages Used to Review Vendor Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor Aging | AP_VNDR_AGING | Accounts Payable, Review Accounts Payable Info, Vendor, Aging, Vendor Aging | Review the aging of different payments for a vendor or group of vendors. |
| Past Due Aging | MTRC_AP_PAST_AGING | Accounts Payable, Review Accounts Payable Info, Vendor, Past Due Aging Metric, Past Due Aging | Display and review past due payments by voucher status in the form of a list or chart. |
| Scheduled Due Aging | MTRC_AP_SCHD_AGING | Accounts Payable, Review Accounts Payable Info, Vendor, Scheduled Due Aging Metric, Scheduled Due Aging | Display and review scheduled due payments by voucher status in the form of a list or chart. |
| Vendor Current Balances | AP_VNDR_BAL | Accounts Payable, Review Accounts Payable Info, Vendor, Current Balance, Vendor Current Balances | Review the current payables balance for a vendor or group of vendors. |

## Reviewing Vendor Aging

Access the Vendor Aging page.




Vendor Aging page

## Search Criteria

Enter the search criteria for your inquiry. You can use any combination of the Set ID, Business Unit, Trans Currency (transaction currency), and vendor ID number or vendor name fields. You can search by single vendor ID, single vendor name, or a range of these values. Today's date appears by default in the As of Date field.

## Display Currency Criteria

You can convert the currency that appears in the results region to one common currency. You can enter your display currency criteria either before or after you click the Search button. Enter the currency code of the type of currency in which you want your data to appear. This field is automatically populated from the operator preferences, but you can edit it. The system converts all of the payments shown to this currency. Select Rate Type to convert the amounts that use the exchange rate for the type of currency that you selected. Select the Show Display Currency check box to view additional information about the converted amounts. If you have already generated your search, click the Convert button to convert the display of your results.

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**Note.** The Convert button *displays* the converted currencies; it does not convert them.

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## Balance as of XX/XX/XXXX

Your inquiry results are broken down into these status categories: Approved Voucher, Unapproved Voucher, Negative Voucher, Hold Payment, Prepaid Voucher, and Draft Issued.

**Note.** The Prepaid Voucher row displays unapplied amounts of *paid* prepayment vouchers.

If your search retrieves no data for a status category, the results region of the page displays *0.00* in each amount field.

For payments that fall into more than one category, such as an unapproved negative voucher, the following hierarchy applies:

1. Hold payments.
2. Negative vouchers.
3. Unapproved or approved vouchers.

In this hierarchy, *1* is the highest priority. For example, a negative voucher has a higher priority than an unapproved voucher, so a negative, unapproved voucher appears in the Negative Voucher column.

The columns in the following table refer to the scheduled date or maturity date of a voucher, payment, or draft

These fields display in the Past Due column.

**Past Due: Over 60d** Totals in this column refer to items that are more than 60 days past their scheduled date or maturity date.

**Past Due: 60 to 31d** Totals in this column refer to items that are 31 days or more (up to 60 days) past their scheduled date or maturity date.

**Past Due: 30 to 1d** Totals in this column refer to items that are 1 to 30 days past their scheduled date or maturity date.

These fields display in the Schedule / Maturity Due column.

**Schedule / Maturity Date: 0-30d** Totals in this column refer to items that are at their scheduled or maturity date or that have up to 30 days until their scheduled date or maturity date.

**Schedule / Maturity Date: 31-60d** Totals in this column refer to items with 31 to 60 days before their scheduled date or maturity date.

**Schedule / Maturity Date: Over 60d** Totals in this column refer to items with more than 60 days before their scheduled date or maturity date.

These fields display in the Total column.

**Total** Total of all columns for each line.

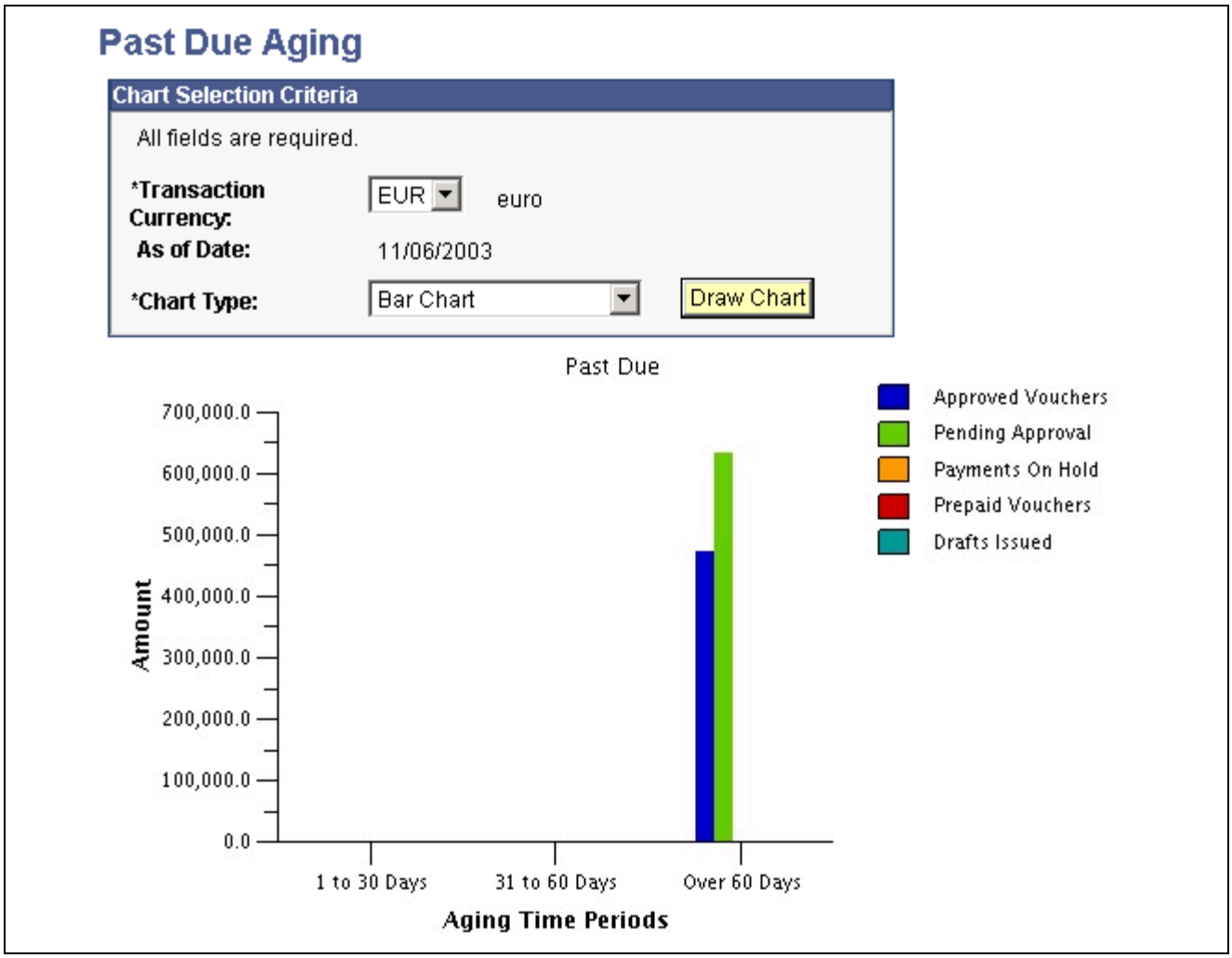
Click the link in any cell containing your results to access the Vendor Schedule Payment Inquiry page, to view details for that value.

### See Also

Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Scheduled Payment Information, page 686

## Reviewing Past Due Aging

Access the Past Due Aging page.




Past Due Aging page

This chart displays a summary of payments that are past due. Amounts that are to be paid are grouped by aging categories: 1 to 30 Days, 31 to 60 Days, and Over 60 Days. Click a bar on the graph to display the list of vouchers that are represented by that bar on the chart.

**Transaction Currency** Select the currency code in which you want to display past due amounts on the chart. Amounts can only be displayed in the transaction currency. Only payments in the currency you select are shown in the chart.

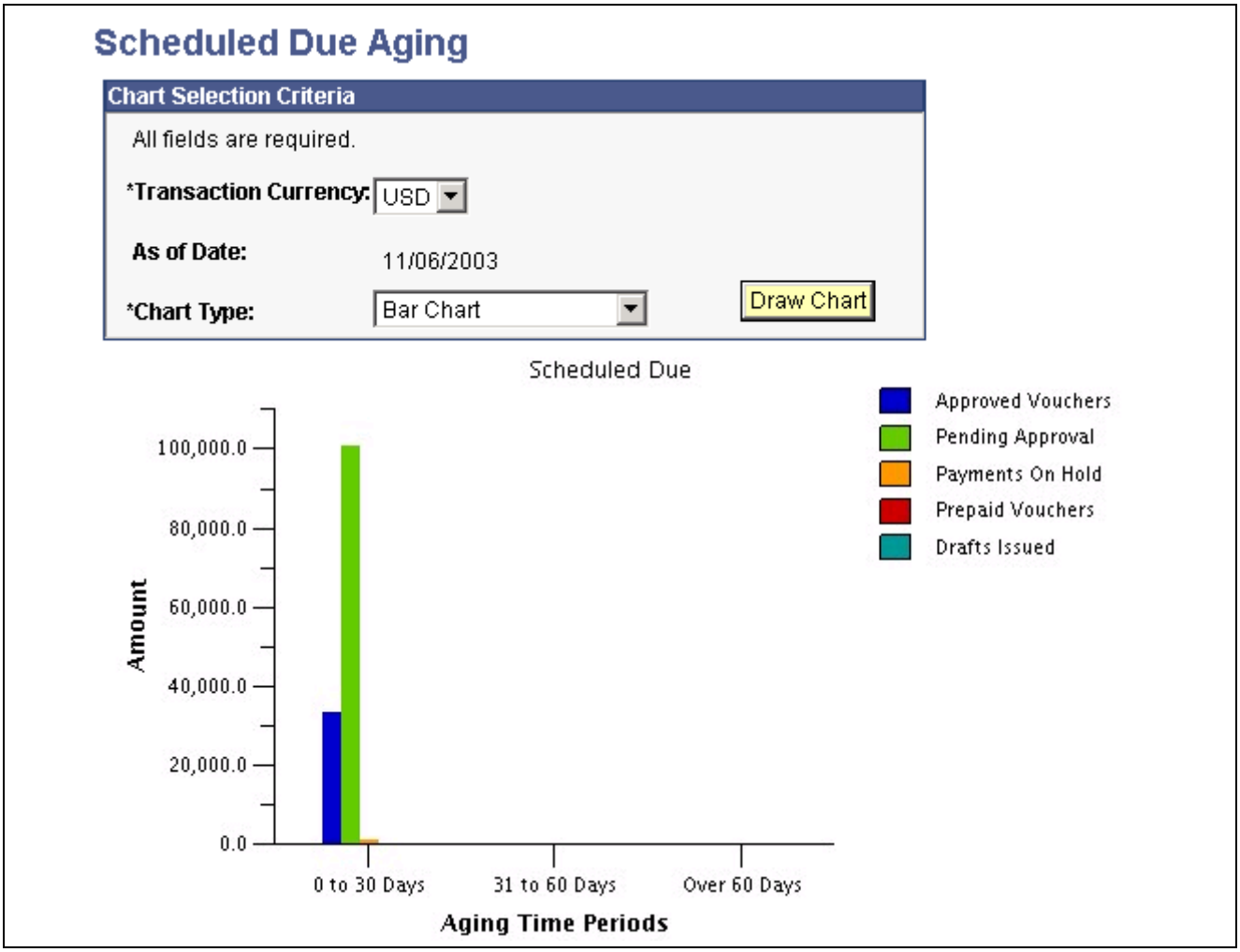
**Chart Type** Select the kind of chart you want to display. Options are: *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar,* and *Stacked Bar.* After the chart appears, you can change this option and click the Draw Chart button to display the new chart type.

Past due payments are categorized by the status of the vouchers from which they derive their amounts. The following categories have particular characteristics:

- Prepaid vouchers reflect the available amount remaining to be applied.
- Drafts issued reflect amounts in drafts that have been created, but the draft maturity date has passed and the draft's status is still *Created* or *Approved.*

# Reviewing Scheduled Due Aging

Access the Scheduled Due Aging page.




Scheduled Due Aging page

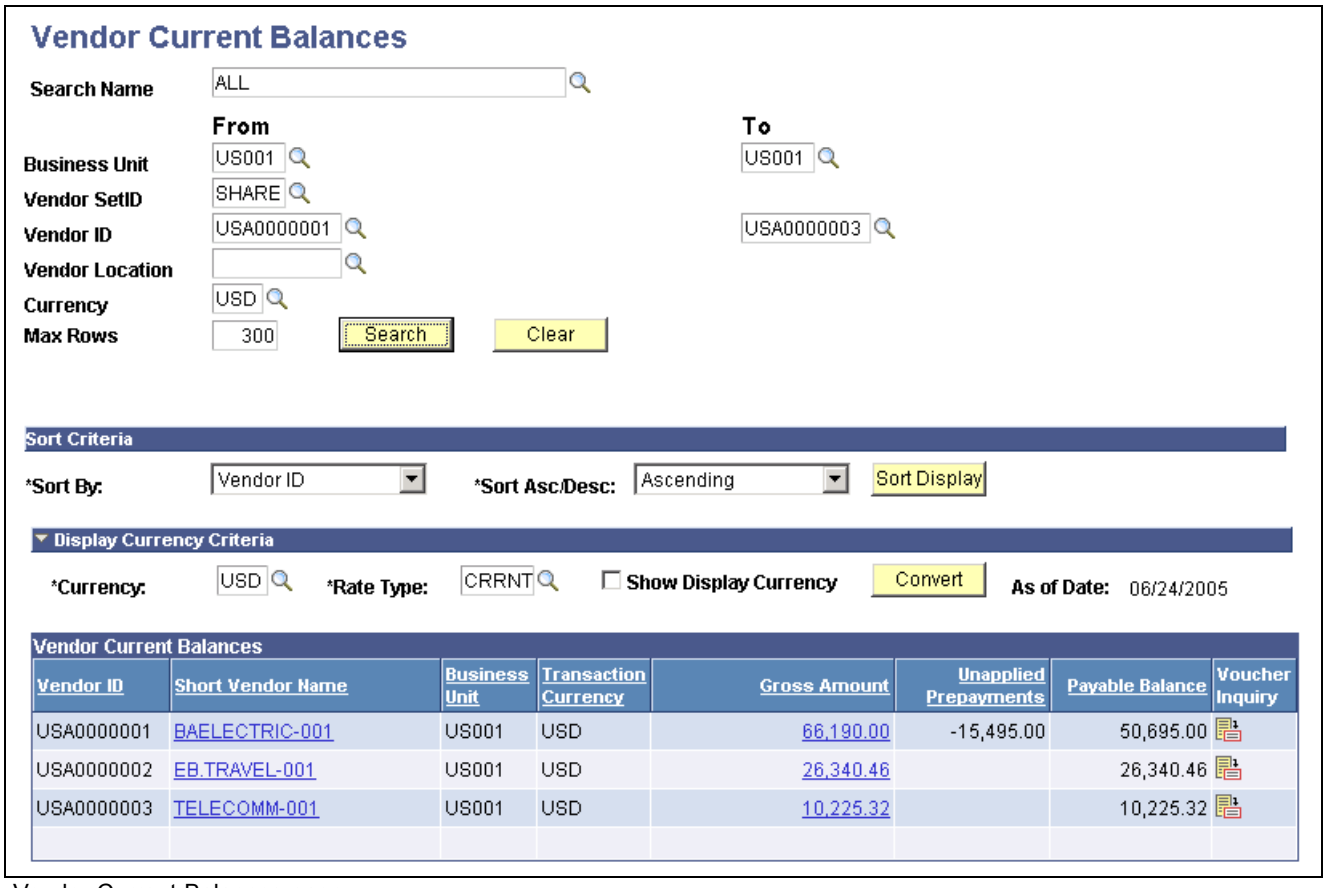
This chart displays a summary of scheduled payments. Amounts that are to be paid are grouped by aging categories: 1 to 30 Days, 31 to 60 Days, and Over 60 Days. Click a bar on the graph to display the list of vouchers that are represented by that bar on the chart.

**Transaction Currency** Select the currency code in which you want to display scheduled payment amounts on the chart. Amounts can only be displayed in the transaction currency. Only payments in the currency you select are shown in the chart.

**Chart Type** Select what kind of chart you want to display. Options are: *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar,* and *Stacked Bar.* After the chart appears, you can change this option and click the Draw Chart button to display the new chart type.

# Reviewing Current Vendor Balances

Access the Vendor Current Balances page.



Vendor Current Balances page

## Search Criteria

Enter the search criteria for your inquiry. You can use any combination of the Set ID, Business Unit, Trans Currency (transaction currency), and vendor ID or vendor short name fields. You cannot search by both vendor ID and vendor short name. If you do not search by business unit, you must search by vendor ID or vendor short name. You can search by single vendor ID, single vendor name, or a range of these values. Today's date appears by default in the As of Date field.

## Sort Criteria

To sort your results, select the field that you want to sort by, and select whether you want your inquiry sorted in ascending or descending order. Click the Sort button to generate the sort.

## Display Currency Criteria

You can convert the currency that appears in the results region to one common currency. You can enter your display currency criteria either before or after you click the Search button. Enter the currency code of the type of currency in which you want your data to be displayed. This field is automatically populated from the operator preferences, but you can edit it. The system converts all of the payments shown to this currency. Select Rate Type to convert the amounts by using the exchange rate for the type of currency that you selected. Select the Show Display Currency check box to view additional information about the converted amounts. If you have already generated your search, click the Convert button to convert the display of your results.

---

**Note.** The Convert button *displays* the converted currencies; it does not convert them.

---

## Vendor Current Balances

Once you complete your inquiry, your results appear in this grid.

**Short Vendor Name** Click the Short Vendor Name link to open the Vendor Schedule Payment Inquiry page, for a breakdown of details for this vendor that is independent of the selected business unit and transaction currency.

**Gross Amount** Click the Gross Amount link to open the Scheduled Payment Inquiry page, for a breakdown of details for this vendor by business unit and transaction currency.

**Unapplied Prepayments** The available balance of any paid, unapplied prepayments.

**Note.** Prepaid vouchers must be *paid* to appear here.

See Chapter 29, "Processing Prepayments," page 733.

**Payable Balance** Total balance of payments for each vendor.

**Voucher Inquiry** Click the Voucher Inquiry button to access the Voucher Inquiry page, where you can view details about the vouchers payable to this vendor.

If the Show Display Currency check box is selected, the following additional columns appear:

**Display Currency** The type of currency that you requested that the balance amounts be shown in.

**Display Gross Amount** The gross amount, which is displayed in the converted currency.

The total of this column also appears at the bottom of the page.

**Display Unapplied Prepayments** The amount of unapplied prepayments, which are displayed in the converted currency.

**Display Payable Balance** The total payable balance for each vendor, which is displayed in the converted currency.

## See Also

Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Scheduled Payment Information, page 686

# PART 3

# Additional Processing Options

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**Budget-Checking Payables Transactions Using Commitment Control**

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# CHAPTER 27

# Budget-Checking Payables Transactions Using Commitment Control

This chapter provides an overview of the Commitment Control feature in Payables and discusses how to:

- Set up Payables for Commitment Control accounting.
- Budget-check during online voucher entry.
- Budget-check in batch mode.
- Perform partial and final liquidations.
- Handle budget-checking exceptions.
- Post vouchers after budget checking.
- Modify, delete, and close vouchers after budget checking.
- Make payments after budget checking.

## Understanding the Commitment Control Feature in Payables

The Commitment Control feature is an optional feature of the PeopleSoft Financials, Enterprise Service Automation, 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 General Ledger that you can activate for specific products and business units.

With the Commitment Control feature, 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 when using the Commitment Control feature:

1. When you generate a requisition, a pre-encumbrance is created in the budget records by the budget-checking process.
2. When a requisition becomes a purchase order, the Commitment Control feature relieves the pre-encumbrance and creates an encumbrance.
3. When the purchased goods or services are delivered and the purchase order becomes a voucher, the Commitment Control feature relieves the encumbrance and creates an expenditure.

The Commitment Control feature 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.

The Commitment Control feature enables you to receive advance warning about all activities that might send controlled budgets over their approved amounts, and it enables you to stop any transactions that might go over budget. When transactions exceed budget amounts, the Commitment Control feature issues exceptions, which trigger workflow so that responsible parties can take corrective action. You can specify the degree of control and corrective action that you want to allow individual users to exercise over exceptions.

In 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 the Commitment Control feature 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 Enterprise Commitment Control 8.9 PeopleBook*, "Understanding PeopleSoft Commitment Control"

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Processing Source Transactions Against Control Budgets"

## Payables Transactions Subject to Budget Checking

Payables uses four Commitment Control source transaction types:

**Vouchers (AP_VOUCHER)** The budget-checking process checks the distribution line's merchandise amount plus any prorated nonmerchandise amounts. The currency value is the general ledger business unit's base currency.

**Non-prorated (AP_VCHR_NP)** The budget-checking process checks the nonprorated, nonmerchandise amounts, or sales and 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.

**Discount Earned (AP_ACCTDSE)** The budget-checking process checks the discounts earned against the accounts that are posted to the general ledger.

**Note.** You must budget-check this transaction type using the batch Budget Processor Application Engine process (FS_BP). Note that, because making payments may create voucher accounting lines, you should budget-check any such accounting lines after making payments.

**Voucher Accounting (AP_ACCT_LN)** The budget-checking process checks entries from the accounting line table for realized gains or losses, late charges, discounts lost, and closed vouchers. The amounts are checked against the original distribution line. The realized gains or losses, late charges, and discounts lost are checked against the accounts that are posted to the general ledger.

**Note.** You must budget-check this transaction type using the batch Budget Processor Application Engine process (FS_BP). Note that, because making payments may create voucher accounting lines, you should budget-check any such accounting lines after making payments.

See Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Closing Vouchers After Budget Checking, page 725.

See Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Making Payments After Budget Checking, page 726.

### See Also

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Commitment Control Source Transaction Types"

## Budget-Checking Vouchers

The Budget Processor process checks vouchers and voucher accounting lines against all control budgets that 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 and the batch version of the Budget Processor process (FS_BP) perform exactly the same tasks. Batch mode is recommended for efficiency, and it is required if you budget-check voucher accounting lines.

### See Also

Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Budget-Checking During Online Voucher Entry, page 716

Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Budget-Checking in Batch Mode, page 717

## 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 Application Engine process (FS_DOC_TOL) 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 the Commitment Control feature and document tolerance checking are enabled for the business unit, you must run both the Document Tolerance process and the Budget Processor process. You can initiate these processes by selecting the appropriate actions on the Invoice Information page and clicking the Run button.

If you run the Budget Processor process as a batch process using the Budget Check page, you must run the Document Tolerance process independently.

### See Also

Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Budget-Checking in Batch Mode, page 717

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up On-Demand Processing"

## 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 the control budget. Errors are not allowed to continue through the system. This type of control is strict. 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 the 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 that passed 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 might receive a warning if the budget and accounting dates differ. This type of control is loose. Warnings are allowed through the system because the transactions merely require some type of audit trail. You don't want to prevent them—you simply want to analyze them. If the control option for the control budget definition is *Track without Budget,* you receive only warning exceptions. If the control option for the control budget definition is *Track with Budget,* you receive only warning exceptions, unless there is no budget for a transaction. In that case, you receive an error exception.

You are notified of exceptions in two ways: online and through workflow notification.

With online notification, you receive a message regarding a transaction's status when the budget-checking process finishes. The message indicates the type of exception that the transaction created and enables you to directly access the appropriate transaction exception header page, where you can either view the warnings generated or view and override the errors.

With batch budget-checking, 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. Users 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 system navigation or through the worklist. This provides two ways to access exceptions and override them. As a user, you can choose a particular budget from a worklist and access the Budget Exception page to view a list of all transactions that have failed for a budget. Alternatively, you can select a particular transaction in a worklist and access the appropriate transaction exception header page to view a list of all budgets that have caused exceptions for the transaction. The worklist contains a complete list of exceptions, and it indicates the exact cause of the error or warning. These two pages enable you to inquire about exceptions and override them.

## Correcting Errors

You can correct errors for transactions by:

- Changing the amount on the transaction lines to conform to budget limits and then budget-checking again.
- Changing the budget amounts to allow the transactions to pass budget checking.
- Overriding the budget for a particular transaction.
- Overriding the entire transaction for all affected budgets.

In each case, you must have appropriate security clearance.

In Payables, you must pay a voucher even if it is over budget. Because you can't adjust the voucher unless the voucher is itself in error, you must usually make adjustments to the budget or perform an override.

## Security for Budget Adjustments and Overrides

The security profile of a user determines which budgets that user can adjust and which budgets and transactions the user can override. You set up this authority when you set up the Commitment Control feature. Only superusers have budget and transaction override authority. A user ID and date-time stamp appear on the inquiry pages when a budget or transaction has been overridden.

### Budget Overrides

Overriding a budget involves selecting a check box on the appropriate page. A superuser can access 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

Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Handling Budget-Checking Exceptions, page 719

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Managing Budget Exceptions"

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Commitment Control Security"

## Prerequisites

To use the Commitment Control feature in Payables, you follow the usual Commitment Control setup procedure, including the following Payables-specific steps:

1. Enable the Commitment Control feature for Payables on the Installation Options - Installed Products page.

   **Note.** If you set the Installation option for the Default Budget Date field to *Prior Document Budget Date,* the system assigns the budget date on the purchase order to the purchase order voucher. If you set the Default Budget Date field to *Document Accounting Date,* the system assigns the accounting date to the purchase order voucher.

   See *PeopleSoft Enterprise Application Fundamentals 8.9 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 (KK_SOURCE_TRAN1) on the Definition page, the Selection Criteria page , the Referenced Record Keys page , and the Options page.

   There are four Commitment Control source transaction types that Payables uses: vouchers (AP_VOUCHER), nonprorated amounts (AP_VCHR_NP), earned discount (AP_ACCTDSE), and voucher accounting lines (AP_ACCT_LN).

   **Note.** You rarely need to change the default definitions for these source transaction types; only programmers with extensive experience working with PeopleSoft application code should make such changes.

   See Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Payables Transactions Subject to Budget Checking, page 712.

   See *PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Setting Up Commitment Control Source Transaction Types".

3. If you use balanced entries for budget checking, set up an offset account for each Payables source transaction type for each control budget definition that you set up on in the Budget Definitions component (KK_BUDG5).

   See *PeopleSoft Enterprise Commitment Control 8.9 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 Budget Processor process on the Invoice Information page.

To budget-check vouchers during online voucher entry:

1. Access the Voucher component (VCHR_EXPRESS1), create a voucher, and save it.
2. Use the Voucher Summary page to check that the following conditions have been met:
   - The voucher has been saved and edited with the approval status *Approved* and the entry status *Postable.*
   - The budget header status and nonprorated budget status are *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 nonprorated nonmerchandise amounts.

   The budget-checking status of the voucher is *Not Chk'd* if the voucher has not already been budget-checked or if fields on the voucher that affect budget-checking have been changed. The status is *Valid Budget Check* if the voucher has already been budget-checked successfully and *Error* if the voucher has been budget-checked and failed. You must run budget-checking again whenever you change a budget-checked voucher.

   The Non-Prorated Budget Status is *Valid* if there are no nonmerchandise charges. Also, the Non-Prorated Budget Status is *Valid* if the voucher header General Ledger business unit is not set up for the Commitment Control feature, and the nonmerchandise charges are not allocated. If the voucher header General Ledger business unit is not set up for the Commitment Control feature, and nonmerchandise charges exist, but there is no interunit entry, the Non-Prorated Budget Status is marked *Valid*. The voucher will not be budget-checked if there is an interunit entry and the nonmerchandise charges are allocated.

   **Note.** When you enter interunit vouchers on the Invoice Information page, the Budget Header Status field on the Voucher Summary page changes from *Valid Budget Check* to *Not Chck'd.* You must run the Budget Processor to reset the status to *Valid Budget Check* to make the voucher eligible for voucher posting.

3. On the Invoice Information page, in the Action field select any appropriate on-demand process group that includes budget checking, and click the Run button to run the Budget Processor process on the voucher.

   The budget-checking on-demand process is not available if the Budget Processor process has already run on the voucher.

4. On the Voucher Summary page, review the budget header status and nonprorated budget status.

   The Budget Processor process returns the status *Valid Budget Check* if the voucher passes the budget check. If the distribution line fails budget checking, the Budget Processor process returns the budget header status *Error.* If the nonprorated charges fail budget checking, the Budget Processor returns the budget nonprorate status *Error.*

   Access the budget-checking exceptions pages to view vouchers with budget-checking errors.

### See Also

Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Handling Budget-Checking Exceptions, page 719

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up On-Demand Processing"

*PeopleSoft Enterprise Commitment Control 8.9 PeopleBook*, "Processing Source Transactions Against Control Budgets," Using the Commitment Control Page

# Budget-Checking in Batch Mode

This section describes how to run the Budget Processor process in batch mode.

## Understanding Batch Mode Budget-Checking

Batch mode budget checking is the most efficient way to budget-check Payables transactions, and the process is required if you want to budget-check voucher accounting lines.

Running budget checking in batch mode is a two-step process. Both the voucher and the nonprorated, nonmerchandise charges should be checked together. If you perform budget checking on the voucher only, and nonprorated charges exist, then the voucher is not postable, because only half of the voucher are checked. You don't need to run budget checking on nonprorated, nonmerchandise charges if you prorate all charges.

**Important!** The Budget Check batch mode process does not check vouchers of closed accounting entry periods. The processor calls a validation program to verify that the vouchers are of an open accounting period; if not, the system displays an error message.

## Page Used to Budget-Check in Batch Mode

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Budget Check | AP_KK_CHECK_REQ | Accounts Payable, Batch Processes, Vouchers, Budget Check | Request a run of the Budget Processor process 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 process. Options are:

*AP ACCT LN:* Budget-check voucher lines and closed vouchers with realized gain or loss, late charge, and discount lost.

*AP ACCTDSE:* Budget-check voucher lines with discount earned.

*AP VCHR NP:* Budget-check nonprorated items on a voucher.

*AP VOUCHER:* Budget-check the expense distributions as well as prorated charges for a voucher.

**Process All Business Units** Select to have the Budget Processor process review all business units. If you do not select this option, you must select *Business Unit* in the Field Name field and specify a business unit or range of business units to be processed.

**Field Name** Specify the criteria for selecting vouchers on which to run the Budget Processor process. The list of available fields depends on the transaction type selected and whether you process all business units. Values include:

*Blank:* The Budget Processor process reviews all vouchers. This selection is available for any transaction type and if you select Process All Business Units.

*Accounting Date:* The Budget Processor process reviews vouchers using the accounting dates entered in the From and To fields. This field is available for any transaction type, regardless of whether you select Process All Business Units.

*Business Unit:* The Budget Processor process reviews vouchers using the business units entered in the From and To fields. This field is available for any transaction type and if you do not select Process All Business Units.

*Close Status Indicator:* The Budget Processor process reviews vouchers using the close status indicator. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select Process All Business Units.

*Invoice Number:* The Budget Processor process reviews vouchers using the invoice numbers entered in the From and To fields. Prompt table validation does not occur on values entered in the From and To fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types and if you do not select Process All Business Units.

*Vendor ID:* The Budget Processor process reviews vouchers using the vendor ID entered in the From and To fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select Process All Business Units.

*Vendor Set ID:* The Budget Processor process reviews vouchers using the vendor set ID entered in the From and To fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select Process All Business Units.

*Voucher ID:* The Budget Processor process reviews vouchers using the voucher IDs entered in the From and To fields. This field is available for any transaction type and if you do not select Process All Business Units.

**Value Type** Options are:

*Range:* The Budget Processor process reviews a range of values entered using the From and To fields

*Value:* The Budget Processor process reviews an individual value entered using the From and To field.

# Performing Partial and Final Liquidations

If you use the Commitment Control feature and have both Purchasing and 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 and requisitions reconciliation processes to determine that you can close a PO or requisition. Consequently, you have more control over the budget because you quickly free up funds. 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 distribution 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 distribution 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 Enterprise Purchasing 8.9 PeopleBook*, "Using Commitment Control," Using Partial and Final Liquidation

# Handling Budget-Checking Exceptions

This section discusses how to view and override budget-checking exceptions for Payables transactions.

**Note.** Many pages in this section are similar. Most fields are documented in the common elements section.

See Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Common Elements Used in This Section, page 720.

### See Also

Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Exception Handling, page 713

## 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** Displays the 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** Select 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 *Error* or *Warning* exception.

**Foreign Amount** Displays the amount of the line in the entry currency.

**Ledger Group** Displays the Commitment Control ledger group for the transaction header exception or transaction line exception.

**Line From/Line Thru** Enter the voucher line numbers in these fields to view a range of lines. The prompt list shows only voucher lines with exceptions.

**Line Status** Select the budget-checking status of the transaction line.

On some pages, you use this field to limit the selected rows to lines with either *Error* or *Warning* exceptions.

**Maximum Rows** Select the maximum number of rows to display in the scroll area.

**Monetary Amount** Displays the amount in the base currency of the primary ledger.

**More Budgets Exist** Indicates whether or not the transaction has more exceptions than the number that you entered in the Maximum Rows field. If selected, more exceptions exist.

**More Lines Exist** Indicates whether or not the transaction has more transaction line exceptions than the number that you entered in the Maximum Rows field. If selected, more exceptions exist.

**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 *Not Checked.* If the budget header status displays the status *Not Checked* but the transaction has failed budget checking, the then you must have changed the source transaction after the Budget Processor process issued the error exceptions, and you did 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 it populates the *Override Date* field with the date and time that the budget was overridden.

After you override a budget with exceptions, change the budget available amount, or change the transaction amount, the transaction passes 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 before budget checking or after you run the Budget Processor process and it returns errors.

**Transfer** 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 run inquiries on the budget to open the page.

 Click the Budget Override Available Info (budget override available information) button to determine why you can't override a particular 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 Document button to run the Budget Processor process again, after you override the transaction or a budget. You also run the process again if you change 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.

**Search** Click Search on a header exceptions page (such as the Voucher Exceptions page) to refresh the Budgets with Exceptions scroll area.

**Fetch Select** Click Fetch 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.

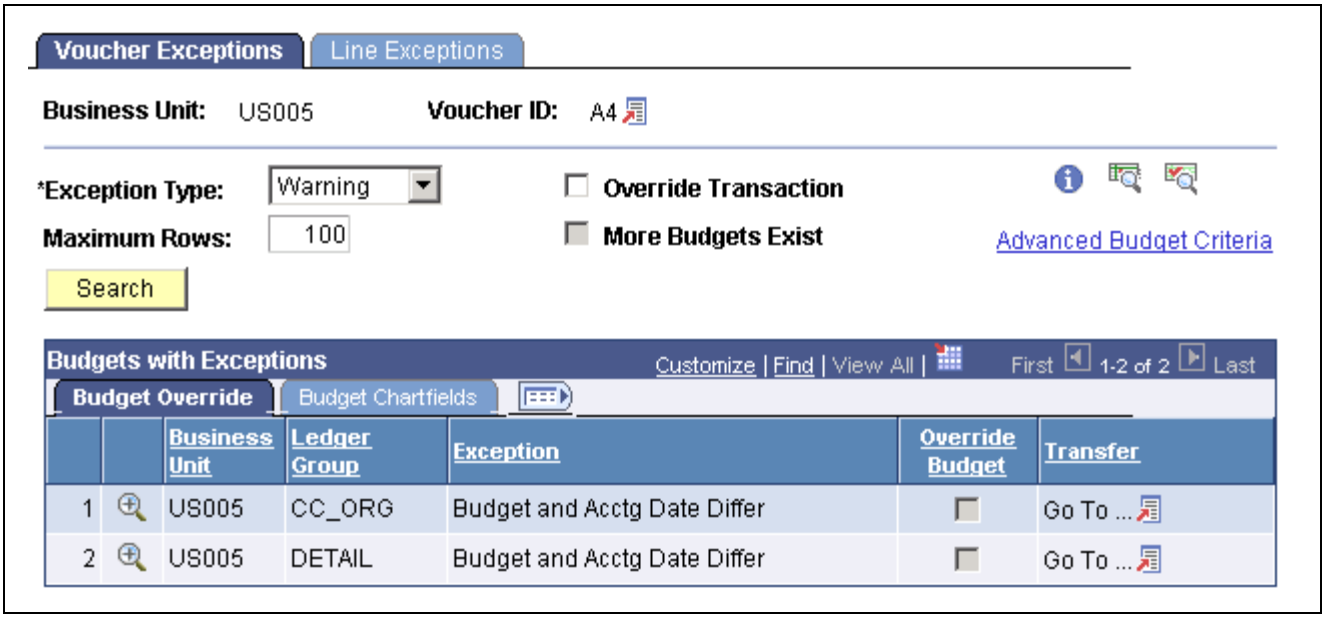
# Pages Used to Handle Budget-Checking Exceptions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Exceptions | KK_XCP_HDR_AP1 | Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher, Voucher Exceptions | View budget-checking errors or warning messages for vouchers. View budgets for the transaction lines with exceptions. If you are authorized, you can override the budget exceptions on this page. |
| Payables Voucher Line Drill Down | KK_DRL_AP1_SEC |  Click the View Exception Details button for a voucher line on the Voucher Exceptions page. | View additional details relating to the voucher transaction line budget exceptions. |
| Voucher - Line Exceptions | KK_XCP_LN_AP1 | Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher, Line Exceptions | View individual voucher lines with budget-checking errors or warning messages. |
| Voucher Line - Exception Details | KK_XCP_TRAN_SEC3 |  Click the View Exception Details button for a voucher line on the Voucher - Line Exceptions page. | View details for voucher lines with budget exceptions. |
| Voucher (NP) Exceptions (voucher nonprorated exceptions) | KK_XCP_HDR_AP1N | Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher Non-prorated, Voucher (NP) Exceptions | View budget-checking errors or warning messages for vouchers with nonprorated, nonmerchandise amounts or sales and use tax. You can view budgets for the transaction lines with exceptions. If you are authorized, you can override the budget exceptions on this page. |
| Payables Non-Prorated Voucher Line Drill Down | KK_DRL_AP1N_SEC |  Click the View Exception Details button for a voucher line on the Voucher (NP) Exceptions page. | View additional details relating to the voucher nonprorated transaction line budget exceptions. |
| Voucher Non-prorated Amount - Line Exceptions | KK_XCP_LN_AP1N | Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher Non-prorated, Line Exceptions | View individual voucher lines in a voucher with nonprorated transaction lines and budget-checking errors or warning messages. |
| Voucher Non-prorated Line - Exception Details | KK_XCP_TRAN_SEC3 |  Click the View Exception Details button for a voucher line on the Voucher Non-prorated - Line Exceptions page. | View details for nonprorated voucher lines with budget exceptions. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher (Gain/Loss) Exceptions | KK_XCP_HDR_AP2 | Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher Accounting Line, Voucher (Gain/Loss) Exceptions | View individual accounting lines for vouchers with realized gains or losses. View budgets for the transaction lines with exceptions. If you are authorized, you can override the budget exceptions on this page. |
| Payables Accounting Line Voucher Line Drill Down | KK_DRL_AP2_SEC | Click the View Exception Details button for a voucher line on the Voucher (Gain/Loss) Exceptions page. | View additional details relating to the voucher accounting line budget exceptions. |
| Voucher Accounting Line - Line Exceptions | KK_XCP_LN_AP2 | Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher Accounting Line, Line Exceptions | View individual accounting lines for vouchers with realized gains or losses with budget-checking errors or warning messages. |
| Voucher Accounting Line - Line Exception Details | KK_XCP_TRAN_SEC3 | Click the View Exception Details button for a voucher line on the Voucher Accounting Line - Line Exceptions page. | View individual accounting lines for vouchers with realized gains or losses with budget-checking exceptions. |

## Handling Voucher Header Exceptions

Access the Voucher Exceptions page.




Voucher Exceptions page



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

Select the Budget Override tab.



Click the View Exception Details button to access the Payables Voucher Line Drill Down page, where you can view transaction line details and drill down to the voucher.

### Budget ChartFields

Select the 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 nonprorated) 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 entries. You need to run the Commitment Control module in batch mode to process voucher (AP_VOUCHER, AP_VCHR_NP) and discount earned (AP_ACCTDSE) 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 repeat the budget check of 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 process deletes any exception rows from the first budget check. This includes the deletion of override marks for any budgets listed on the altered transactions. A message appears 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 process to treat the transaction as if it were new when budget checking is performed again.

To make changes to budget-checked transactions, do the following:

1. Open the voucher and make changes to the particular transactions.
2. Save the changes.
3. Run the Budget Processor process again to check the budget.

   The Budget Processor process 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, the amounts in the Commitment Control ledger data table is reversed to accommodate the changes.

The budget statuses and the voucher entry status appear on the Delete Voucher page. You can access the Voucher Details page to view the details for the voucher. Once you delete the voucher, the Budget Processor process runs automatically to adjust the budget so that the budget accounts for the deleted voucher amount.

---

**Note.** The voucher entry status remains *Postable* until budget-checking is run successfully. If the process does not complete successfully, access the Delete Voucher page and click the Delete button to rerun the Budget Processor process. The Budget Processor process cannot be run through the batch process for deleted vouchers.

---

### See Also

Chapter 19, “Managing Vouchers,” Deleting Vouchers, page 436

## Closing Vouchers After Budget Checking

When you close vouchers, the system marks the voucher for closure. Posting the closed voucher creates accounting lines for the portion of the voucher that is closed. The system processes closed vouchers from the voucher source transactions, AP_ACCT_LN.

All vouchers, including a voucher that references a purchase order, can be closed from the close voucher component.

### See Also

Chapter 27, “Budget-Checking Payables Transactions Using Commitment Control,” Budget-Checking in Batch Mode, page 717

Chapter 19, “Managing Vouchers,” Closing Vouchers, page 434

Chapter 15, “Entering and Processing Vouchers Online: Specific Voucher Styles,” Entering Reversal Vouchers, page 344

# Making Payments After Budget Checking

If the Commitment Control feature is enabled for Payables, the Pay Cycle Application Engine process (AP_APY2015) selects for payment only those vouchers that have passed budget checking. During payment selection, it doesn't matter if the Budget Control feature is set to *On* or *Off,* because the flags are set correctly in both cases.

Payment posting may create late interest, realized gains or losses, and earned or lost discounts accounting entries. Run the Budget Processor process on payments after you have posted them and created accounting entries. Set up the budget check run control to process the AP_ACCT_LN and AP_ACCTDSE transaction types, so that the process adjusts the budget for the payment realized gains or losses and earned or lost discount amounts.

### See Also

Chapter 27, "Budget-Checking Payables Transactions Using Commitment Control," Budget-Checking in Batch Mode, page 717

Chapter 23, "Running Voucher and Payment Posting," Running the Payment Posting Application Engine Process (AP_PSTPYMNT), page 632

# CHAPTER 28

# Running Document Tolerances

This chapter provides an overview of document tolerances and discusses 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 and between encumbrances and expenses. If the allowable percentage or amount is exceeded, the system creates a document tolerance exception. For example, consider this scenario:

- The encumbrance for a purchase order is 100.00 USD.
- The expenditure for a voucher is 150.00 USD.
- The document tolerance percentage is 10.

When the voucher is document tolerance-checked, it fails tolerance checking.

You cannot post a voucher if its document tolerance status is not valid. In addition, you cannot create system payments for a voucher if its document tolerance status is not valid. (You can still create manual payments 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 Checking Application Engine process (FS_DOC_TOL) either with or without using the Commitment Control feature.

**Note.** If you enable the Commitment Control feature and you want to use the voucher document tolerance status as a prerequisite for running the Budget Processor Application Engine process (FSPKBDP3), you must modify the Selection Criteria page in the Commitment Control Source Transactions component (KK_SOURCE_TRAN) 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 setup for document tolerances is the same for both Payables and Purchasing.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Document Tolerances.

# Running Document Tolerances with Budget Checking

This section discusses how to:

- Run the Document Tolerance Checking process from the Invoice Information page.
- Verify the voucher's document tolerance status on the Summary page.

## Understanding Including Multiple Processes With the Document Tolerances Checking Process

If the Commitment Control feature is enabled and document tolerance is enabled for the business unit, you can run document tolerances by initiating a process group that includes the Matching Application Engine process (AP_MATCH), the Document Tolerance Checking process, and the Budget Processor process. You do this by using the Action field on the Invoice Information page. The system runs the Matching process, the Document Tolerance Checking process, and then runs the Budget Processor process. These processes can also be run separately.

## Pages Used to Run Document Tolerances with Budget Checking

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information | Run Document Tolerances with Budget Checking.<br>You must run the Document Tolerance process independently as a batch process if you run the Budget Processor process as a batch process. |
| Voucher - Summary | VCHR_SUMMARY_PG | Accounts Payable, Vouchers, Add/Update, Regular Entry, Summary | Check the document tolerance status of the voucher. This page appears only after you have saved a new voucher. |

## Running the Document Tolerance Process from the Invoice Information Page

Access the Invoice Information page.

**Action** Select an on-demand process group in the Action field and click Run to initiate budget checking and document tolerance checking.

While the voucher is being processed, the fields in the Voucher component (VCHR_EXPRESS) are unavailable for entry. Click the Refresh icon to view the processing status of the voucher on the Voucher Summary page.

The process groups that are available depend on your user ID and whether the voucher requires the processing.

**Note.** You normally run the Budget Processor process as a batch process using the Budget Checking Request page.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up On-Demand Processing"

## Verifying the Document Tolerance Status on the Summary Page

Access the Summary page.

### Status

**Document Tolerance Status** If document tolerance checking is enabled, the system displays the document tolerance status. Values are:

*Valid:* The voucher passed document tolerance checking.

*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*.

*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

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Viewing Voucher Summary Information, page 325

# Running Document Tolerances Without Budget Checking

If the Commitment Control feature is not enabled and document tolerance is enabled, you initiate document tolerance checking using the Document Tolerance page.

## Page Used to Run Document Tolerances Without Budget Checking

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Document Tolerance | DOC_TOL_RUN_CNTRL | Accounts Payable, Batch Processes, Vouchers, Document Tolerance | Run the Document Tolerance Checking Application Engine process (FS_DOC_TOL).<br>Have the system check the transaction for document tolerance exceptions. |

# Reviewing Document Tolerance Exceptions and Overrides

This section discusses how to:

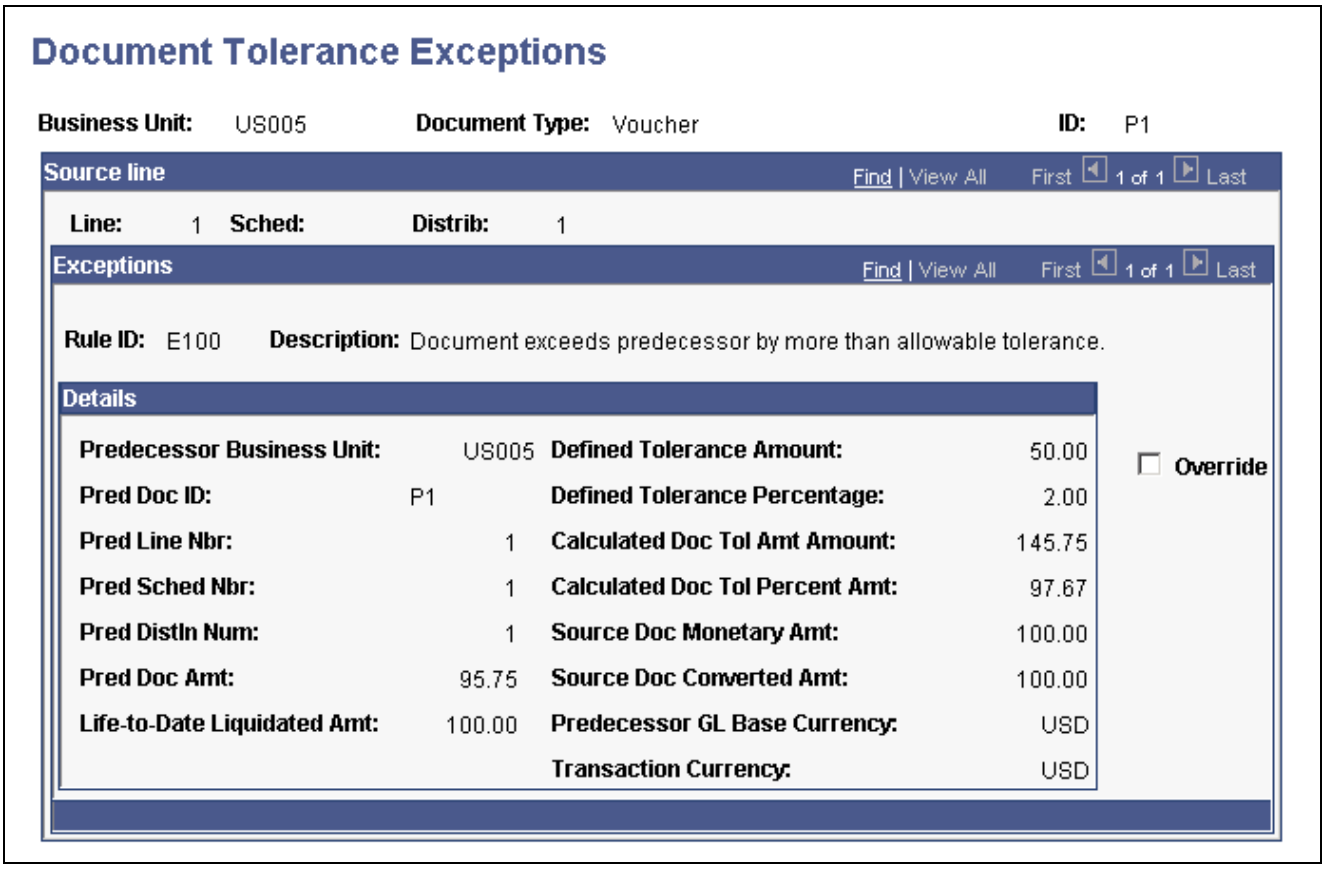
- View and override document tolerance exceptions.
- View document tolerance override history.

## Pages Used to Review Document Tolerance Exceptions and Overrides

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Document Tolerance Exceptions | DOC_TOL_EXCPT | Accounts Payable, Vouchers, Maintain, Document Tolerance Exceptions | View and override document tolerance exceptions. |
| Document Tolerance Override History | DOC_TOL_OVR_LOG | Accounts Payable, Review Accounts Payable Info, Vouchers, Document Tolerance Override | View the override history of document tolerance exceptions. |

## Viewing and Overriding Document Tolerance Exceptions

Access the Document Tolerance Exceptions page.



Document Tolerance Exceptions page

## Exceptions

**Rule ID** Displays the rule ID and description of the document tolerance rule that produced the exception.

## Details

**Pred Doc Amt** (predecessor document amount) Displays the amount of the predecessor document (purchase order).

**Life-to-Date Liquidated Amt** (life-to-date liquidated amount) Displays 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 Checking 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 does not pass document tolerance checking.

**Defined Tolerance Amount** Displays the tolerance amount that is defined on the Document Tolerance page.

**Defined Tolerance Percentage** Displays the tolerance percentage that is 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) Displays the amount of the source document (purchase order), plus any defined tolerance amount.

**Calculated Doc Tol Percent Amt** (calculated document tolerance percent amount) Displays the amount of the source document (purchase order), plus any defined tolerance percentage amount.

**Source Doc Monetary Amt** (source document monetary amount) Displays the amount of the source document (voucher).

**Source Doc Converted Amt** (source document converted amount) Displays 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** (predecessor general ledger base currency) Displays the predecessor document's General Ledger business unit base currency.

**Transaction Currency** Displays the currency of the source document (voucher).

**Override** Select to override the exception and make the transaction available for further processing.

## Viewing Document Tolerance Override History

Access the Document Tolerance Override History page.

The fields on this page are the same as the fields on the Document Tolerance Exceptions page, with the exception of the User ID field and the DateTime field. These two additional fields provide an audit trail of exceptions that have been overridden.

**User ID** Displays the ID of the user who overrode the exception on the Document Tolerance Exceptions page.

**DateTime** Displays the date and time when the user overrode the exception on the Document Tolerance Exceptions page.

# CHAPTER 29

# Processing Prepayments

This section provides an overview of prepayment processing and discusses how to:

- Enter prepaid vouchers online.
- Apply final invoices to prepayments.
- Generate final payments.
- Review prepayments.

## Understanding Prepayment Processing

This section discusses:

- Prepayment overview.
- Prepayment application and payment.
- Prepayment posting.
- Prepaid and regular voucher cross-reference record.
- Discounts and prepayment application.
- Prepayment cancellation.
- Prepaid and applied voucher closure.
- Manual prepayment application example.
- Accounting entry example 1: prepayment without value-added tax (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, nonrecoverable VAT.
- Accounting entry example 5: prepayment with withholding.
- Recurring prepayment vouchers.

### Prepayment Overview

Down payments and prepayments are common practice worldwide. Most organizations, at one time or another, must 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. The prepayment functionality in Payables:

- 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 final voucher to the prepayment.

Use prepayments to create payments for vendors before receiving an invoice:

1. Enter and pay a prepaid voucher immediately.
2. Enter it as a regular voucher when the invoice is received.
3. Apply or link the regular voucher and prepaid voucher prior to payment of the 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.
4. Post both the prepayment voucher and the prepayment to create the appropriate accounting entries once the prepayment has been made.

   The voucher and payment posting processes 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 performed in batch processing (part of voucher posting) or manually using the Apply Vouchers to Prepayment page. You can apply multiple vouchers to one prepayment, as well as one voucher to multiple prepayments.

The order in which you process prepayment application is flexible. You can enter and post a regular voucher before you enter the prepaid voucher. When you run voucher posting, the two transactions are 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 Application Engine process (AP_PSTVCHR) to be applied. If both vouchers are already posted, voucher posting does not process them, and no application occurs. In this scenario, you can manually apply the regular voucher to the prepaid voucher using the Apply Vouchers to Prepayment page. Voucher posting creates the apply accounting entries the next time it is run for that business unit.

---

### See Also

Chapter 29, "Processing Prepayments," Applying Final Invoices and Prepayments, page 751

## Prepayment Application and Payment

Complete the following steps to apply and pay regular and prepaid vouchers:

1. Create the prepaid voucher.
2. Pay the prepaid voucher.

   ---

   **Note.** Prepaid vouchers must be paid before a regular voucher can be applied to them. They do not need to be payment-posted.

   ---

   The accounting entries that are created for prepaid voucher during voucher posting include

   - 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 the regular voucher to the prepaid voucher.
5. Run the Voucher Posting process for the regular voucher.

   The Voucher Posting process calls the AP Prepayment Application Application Engine process (AP_PPAY_APPL), which applies regular vouchers to prepayments.
6. Run the Pay Cycle Application Engine process (AP_APY2015) to pay the regular voucher payment.

   The Pay Cycle process 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 regular vouchers that are applied to prepayments.

**Note.** If you run the Pay Cycle process before running the Voucher Posting process for the regular voucher, the regular voucher is paid in full, because the AP Prepayment Application process will not have been run. Use the manual application process to run the Pay Cycle process before the Voucher Posting process.

## Prepayment Posting

When you run the Voucher Posting process for the regular voucher:

1. The Voucher Posting process calls the AP Prepayment Application process, which processes the vouchers in the following order:
   a. Auto-apply prepayments with matching references.
   b. Auto-apply prepayments with the Auto-Apply check box selected.
2. The AP Prepayment Application 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 or applied.

   It searches 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 AP Prepayment Application 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 the AP Prepayment Application process.

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 tracks 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.

**Note.** The prepaid voucher must be posted before the regular voucher for the Voucher Posting process to create the prepaid reversal entries.

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 prepayment application is reversed. The system updates PS_VCHR_PPAY_XREF to show that no vouchers are applied.

There are no additional restrictions on voucher unpost for prepayments.

## Prepaid and Regular Voucher Cross-Reference Record

The PS_VCHR_PPAY_XREF record stores the linkage between prepaid vouchers and regular vouchers which have been applied to one another. This is how information is processed:

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 a regular voucher is applied to the prepaid 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 keeps 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.

# Discounts and Prepayment Application

Prepayment application evaluates regular vouchers that are fully applied by prepayments to determine whether 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 system processes PS_PYMNT_VCHR_XREF prepaid application rows, as well as the regular payment schedule rows.

## Canceling and Reissuing

The original payment schedule is identified as canceled (PYMNT_SELCT_STATUS = *X*) and a new payment schedule is inserted. The prepaid application rows (PREPAID_STATUS = *A*) are also canceled. New application rows are inserted into PS_PYMNT_VCHR_XREF, and are identical to the canceled 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 canceled 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 canceled one.

## Canceling and Closing

If you cancel a payment for a regular voucher that has prepaid vouchers applied to it, and you decide 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 canceled. The prepaid voucher must be unapplied before its associated payment can be canceled. 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 1000.00 USD is posted and paid.
- A regular voucher for 5000.00 USD 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 4000.00 USD.

In this example, you *can* close the regular voucher, but only 4000.00 USD is closed. However, if you unapply the vouchers and then close the regular voucher, the entire 5000.00 USD 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 | 2000.00 USD |
| REG-A | 1000.00 USD |
| REG-B | 3000.00 USD |

If you apply 300.00 USD of REG-A to PP-1, the remaining balance of PP-1 is 1700.00 USD. You could then apply 1700.00 USD of REG-B to PP-1, and PP-1 is fully applied. The resulting final payments would be 700.00 USD for voucher REG-A and 1300.00 USD for voucher REG-B.

## Accounting Entry Example 1: Prepayment Without VAT or Withholding

This scenario assumes:

- Prepayment: 1000.00 USD.
- Regular voucher: 5000.00 USD.

### Prepaid Voucher

Accrual (voucher posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Prepaid Expense | 122000 | 1000.00 USD | |
| Accounts Payable | 200000 | | 1000.00 USD |

Payment (payment posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Accounts Payable | 200000 | 1000.00 USD | |
| Cash | 100001 | | 1000.00 USD |

### Applied Regular Voucher

Accrual (voucher posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Expense | 631000 | 5000.00 USD | |
| Accounts Payable | 200000 | | 5000.00 USD |
| Prepaid Expense | 122000 | | 1000.00 USD |
| Accounts Payable | 200000 | 1000.00 USD | |

Payment (payment posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Accounts Payable | 200000 | 4000.00 USD | |
| Cash | 100001 | | 4000.00 USD |

## Accounting Entry Example 2: Prepayment with 100% VAT on Regular Voucher

This scenario assumes:

- Prepayment for 1196.00 EUR.

- Applied regular voucher for 3588.00 EUR.
- VAT declaration point is invoice.

### Prepaid Voucher

Accrual (voucher posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Prepaid Expense | 122000 | 1000.00 EUR | |
| VAT Input Recoverable | 206103 | 196.00 EUR | |
| Accounts Payable | 200000 | | 1196.00 EUR |

Payment (payment posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Accounts Payable | 200000 | 1196.00 EUR | |
| Cash Distribution | 100001 | | 1196.00 EUR |

### Applied Regular Voucher

Accrual (voucher posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Expense Account | 631000 | 3000.00 EUR | |
| VAT Input Recoverable | 206103 | 588.00 EUR | |
| Accounts Payable | 200000 | | 3588.00 EUR |
| Prepaid Expense | 122000 | | 1000.00 EUR |
| VAT Input Recoverable | 206103 | | 196.00 EUR |
| Accounts Payable | 200000 | 1196.00 EUR | |

Payment to vendor for 2392.00 EUR.

Payment (payment posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Accounts Payable | 200000 | 2392.00 EUR | |
| Cash Distribution | 100001 | | 2392.00 EUR |

# Accounting Entry Example 3: Prepayment with 100% VAT on Payment

This scenario assumes:

- Prepayment for 1000.00 EUR.
- Applied regular voucher for 11960.00 EUR.
- VAT declaration point is payment.

## Prepaid Voucher

Accrual (voucher posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Prepaid Expense | 122000 | 1000.00 EUR | |
| VAT Intermediate Recoverable | 206300 | 196.00 EUR | |
| Accounts Payable | 200000 | | 1196.00 EUR |

Payment (payment posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| VAT Intermediate Recoverable | 206300 | | 196.00 EUR |
| VAT Input Recoverable | 206103 | 196.00 EUR | |
| Accounts Payable | 200000 | 1196.00 EUR | |
| Cash Distribution | 100001 | | 1196.00 EUR |

## Applied Regular Voucher

Accrual (voucher posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Expense Account | 631000 | 10000.00 EUR | |
| VAT Intermediate Recoverable | 206300 | 1960.00 EUR | |
| Accounts Payable | 200000 | | 11960.00 EUR |
| Prepaid Expense | 122000 | | 1000.00 EUR |
| VAT Intermediate Recoverable | 206300 | | 196.00 EUR |
| Accounts Payable | 200000 | 1196.00 EUR | |

Payment to vendor for 10764.00 EUR.

Payment (payment posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| VAT Intermediate Recoverable | 206300 | | 1764.00 EUR |
| VAT Input Recoverable | 206103 | 1764.00 EUR | |
| Accounts Payable | 200000 | 10764.00 EUR | |
| Cash Distribution | 100001 | | 10764.00 EUR |

# Accounting Entry Example 4: Prepayment with Five Percent Prorated, Nonrecoverable VAT

This scenario assumes:

- Prepayment for 1000.00 EUR.
- Applied regular voucher for 11960.00 EUR.
- VAT declaration point is payment.
- VAT Type: Prorate nonrecoverable.

## Prepaid Voucher

Accrual (voucher posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Prepaid Expense | 122000 | 1186.20 EUR | |
| VAT Intermediate Recoverable | 206300 | 9.80 EUR | |
| Accounts Payable | 200000 | | 1196.00 EUR |

Payment (payment posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| VAT Intermediate Recoverable | 206300 | | 9.80 EUR |
| VAT Input Recoverable | 206103 | 9.80 EUR | |
| Accounts Payable | 200000 | 1196.00 EUR | |
| Cash Distribution | 100001 | | 1196.00 EUR |

## Applied Regular Voucher

Accrual (voucher posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Expense Account | 631000 | 11862.00 EUR | |
| VAT Input Recoverable | 206103 | 98.00 EUR | |
| Accounts Payable | 200000 | | 11960.00 EUR |
| Prepaid Expense | 122000 | | 1186.20 EUR |
| VAT Input Recoverable | 206103 | | 9.80 EUR |
| Accounts Payable | 200000 | 1196.00 EUR | |

Payment to vendor for 10764.00 EUR.

Payment (payment posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| VAT Intermediate Recoverable | 206300 | | 88.20 EUR |
| VAT Input Recoverable | 206103 | 88.20 EUR | |
| Accounts Payable | 200000 | 10764.00 EUR | |
| Cash Distribution | 100001 | | 10764.00 EUR |

# Accounting Entry Example 5: Prepayment with Withholding

This scenario assumes the following:

- Vendor is subject to 31 percent withholding.
- Prepayment for 1000.00 USD gross.
  - Withholding is not postponed.
  - Payment to vendor is 690.00 USD.
  - Withholding payment is scheduled for 310.00 USD.
- Regular voucher for 5000.00 USD.
  - 1000.00 USD of prepaid voucher is applied.
  - Payment to vendor is 2760.00 USD.
  - Withholding payment is scheduled for 1240.00 USD.

## Prepaid Voucher

Accrual (voucher posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Prepaid Expense | 122000 | 1000.00 USD | |
| Accounts Payable | 200000 | | 1000.00 USD |

Payment (payment posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Accounts Payable | 200000 | 310.00 USD | |
| Withholding Liability | 203000 | | 310.00 USD |

| Description | Account | Debit | Credit |
|---|---|---|---|
| Accounts Payable | 200000 | 690.00 USD | |
| Cash | 100001 | | 690.00 USD |

### Applied Regular Voucher

Accrual (voucher posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Expense | 631000 | 5000.00 USD | |
| Accounts Payable | 200000 | | 5000.00 USD |
| Prepaid Expense | 122000 | | 1000.00 USD |
| Accounts Payable | 200000 | 1000.00 USD | |

Payment (payment posting):

| Description | Account | Debit | Credit |
|---|---|---|---|
| Accounts Payable | 200000 | 1240.00 USD | |
| Withholding Liability | 203000 | | 1240.00 USD |
| Accounts Payable | 200000 | 2760.00 USD | |
| Cash | 100001 | | 2760.00 USD |

## Recurring Prepayment Vouchers

This section discusses voucher contracts.

### Voucher Contracts

PeopleSoft voucher and order contracts enable you to manage recurring voucher payments and PO releases over any time period. PeopleSoft voucher and order contracts support both product and service contracts and enable you to share contracts across business units. Use voucher contracts to establish and schedule amounts for recurring payments such as rent and lease payments, utilities, and regular supply deliveries, and you can generate the resulting vouchers. As each voucher comes due according to the payment terms of the vendor and business unit, the voucher is approved and paid. You can adjust the amount of individual vouchers during the life of the contract.

Select the Prepaid Voucher option or the Prepaid Voucher with Advance PO Contract process option in the Voucher Contracts Options group box on the Maintain Contract - Header page to associate a prepayment reference for the contract. When a recurring voucher is generated, it is applied to the prepaid voucher using either the batch or manual application processes.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Using Voucher and Order Contracts"

# Prerequisites

To process prepayments, 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 that you enter here automatically changes to the Account field on the distribution line for prepaid vouchers.

**Note.** Because 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 Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Payables User Preferences

# Entering Prepaid Vouchers Online

This section discusses how to:

- Create prepaid vouchers.
- Set batch prepayment processing options.
- Specify VAT and withholding on prepayments.
- Schedule and record prepayments.

**Note.** You can also enter and apply prepayments using the Quick Invoice Entry component (VCHR_QUICK_PNL).

See Chapter 17, "Using Quick Invoices," page 381.

## Pages Used to Enter Prepaid Vouchers Online

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information<br>Select the *Prepaid Voucher* voucher style on the Add a New Value page before accessing the Invoice Information page. | Create a prepaid voucher. |
| Voucher Attributes | VCHR_STATUS_IA | Accounts Payable, Vouchers, Add/Update, Regular Entry, Voucher Attributes | Set batch processing options for prepayments and withholding. |
| Voucher - Payments | VCHR_PAYMENT_PNL | Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments | Schedule and record prepayments. |

## Creating Prepaid Vouchers

Access the Invoice Information page.

When you select a voucher style of *Prepaid Voucher,* the Invoice Information page looks different than it does when you select *Regular Voucher.* The fields that differ are:

**Pay Terms**

Override the payment terms, but only single payment terms with no discount are allowed. The payment terms code appears by default from the Payables business unit. The payment term is validated when you click Refresh or Save.

**Misc. Amount** (miscellaneous amount), **Freight Amount,** and **Sales Tax**

For prepaid vouchers, the non-merchandise charges (freight, miscellaneous charges, and taxes) do not appear.

**(USF) Advance Payment Option**

Select Use Advance Payment in the Advance Payment Option group box. If you are creating a prepayment voucher and you are a U.S. federal agency with Enable Federal Payments field selected on the Installation Options - Payables page, the Advance Payment Option group box appears.

**Note.** The Voucher component (VCHR_EXPRESS) does not copy lines from the associated purchase order when you enter the purchase order number here. Purchase order business unit and purchase order ID are used as a verification step only when creating an advance payment.

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865.

**Account**

Override the account with any valid account. For prepaid vouchers, the account in the distribution line appears by default from the Prepaid Expense field on the Accounting Entry Template page.

**Note.** Prepaid vouchers can contain only 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

Chapter 4, "Setting Up Payables Business Units," Defining Payment Options, page 56

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265

*PeopleSoft Enterprise Application Fundamentals 8.9 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 AP Prepayment Application process on the Prepayment portion of the Voucher Attributes Page. The two options are:

**Prepayment Reference** Enter the reference number on both the prepaid voucher and the unapplied voucher so the system can match them. This is a free-form (10-character) field used to match up prepaid vouchers with unapplied vouchers.

**Automatically Apply Prepayment** Select this check box to enable the system to apply unapplied vouchers to prepayments automatically during the Voucher Posting process.

These fields work together to determine whether the prepayment is to be applied to a specific voucher and whether it can be applied automatically to any other open voucher for that vendor.

**Note.** 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 Logic

The AP Prepayment Application process applies prepaid vouchers and regular vouchers to each other using the Prepayment Reference field first, and then using the auto-apply (automatically apply prepayment) feature. The Prepayment Reference field and the Automatically Apply Prepayment check box can be used for both prepaid vouchers and regular vouchers. How they function depends on the voucher type.

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 Automatically 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. If you do not use the Prepayment Reference field to match prepayments and regular vouchers, the system uses the auto-apply feature.

For regular vouchers, the Automatically Apply Prepayment check box is selected by default and is available for entry. You can enter a prepayment reference and select the Automatically Apply Prepayment check box or clear 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 the auto-apply feature, in which case, no prepaid vouchers are applied to it.

Prepaid and regular vouchers can have one of these possible combinations of settings for these fields. The following table lists these combinations from most to least restrictive and shows how the system applies regular vouchers and prepayments for each one:

| Prepayment Reference | Auto Apply Prepayments Check Box | Prepayment Rule Applied |
|---|---|---|
| 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. |
| 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, if there is a remaining prepayment to be applied, or if there are remaining unapplied voucher amounts, the system applies prepayments automatically. |
| Blank | Selected | The system applies prepayments to unapplied vouchers automatically. |
| Blank | Blank | This option can only be used for regular vouchers. The system does not apply the regular voucher to any prepayments. |

### See Also

Chapter 29, "Processing Prepayments," Applying Final Invoices and Prepayments, page 751

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 320

## 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 in the Prepayment group box on the Voucher Attributes page.

**Postpone Withholding** Select to 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

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 320

Chapter 42, "Resolving Complex Withholding Scenarios," Calculating Withholding on Prepayments, page 993

## Scheduling and Recording Prepayments

Access the Voucher - Payments page.

Payables treats prepaid vouchers like regular vouchers with some slight modifications with respect to payments. 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. Use the record payment feature to record checks that were processed outside Payables.

To schedule the payment for a prepayment:

1. Enter a prepaid voucher for 1000.00 USD using a unique prepayment reference number in the Prepayment Reference field.
2. Run the Pay Cycle process and the system produces a check that you can mail to the vendor.
3. Receive a final voucher for 2001.00 USD.
4. Enter a regular voucher using the same prepayment reference number that you used on the prepaid voucher.
5. When you run the Voucher Posting process, it automatically calls the AP Prepayment Application process which applies the two vouchers to one another.

   Run the Pay Cycle process to create a second check for 1001.00 USD.

   **Note.** You can also manually apply the vouchers, and the Pay Cycle process 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 1000.00 USD immediately).
2. Enter a prepaid voucher.

   On the Payments page, change the value in 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, the AP Prepayment Application process applies the two vouchers to each other during the Voucher Posting process.
4. The system issues a check to the vendor for the remainder amount when you run the Pay Cycle process.

### Fields that Differ on the Payments Page

**Prepayment** Click this link to access the Apply Vouchers to Prepayment page. You can search for and apply eligible regular vouchers to a prepaid voucher. The link is enabled after the voucher is posted.

**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

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 307

# Applying Final Invoices and Prepayments

This section describes how to:

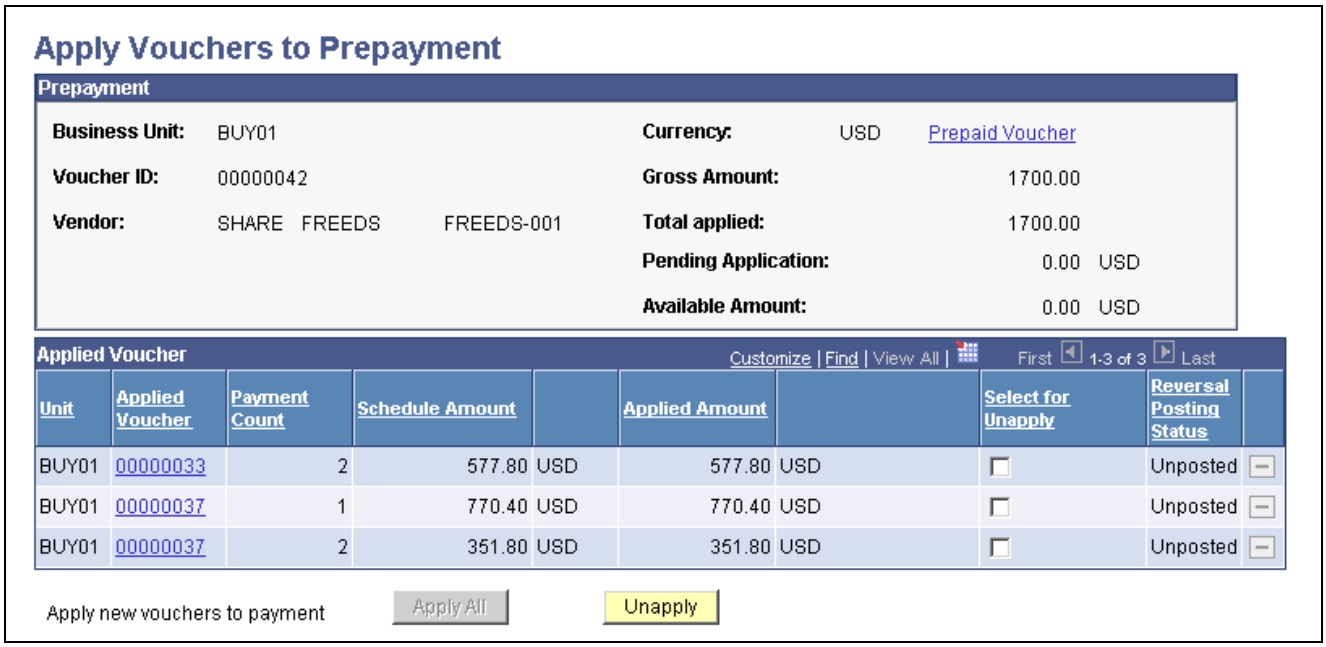
- Apply prepaid vouchers manually.
- Search for eligible vouchers.

## Pages Used to Apply Final Invoices and Prepayments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Apply Vouchers to Prepayment | PPAY_MANUAL_APPLY | Accounts Payable, Payments, Manual Payment and Prepayment, Apply Vouchers to Prepayment | Apply and unapply vouchers manually to prepaid vouchers. |
| Voucher Prepayment Search | VCHR_PPAY_SRCH | Click the Apply new vouchers to payment link on the Apply Vouchers to Prepayment page. | Search for regular vouchers that are eligible for application to a prepaid voucher. |

## Applying Prepaid Vouchers Manually

Access the Apply Vouchers to Prepayment page.




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 the Voucher Posting process.

## Prepayment

Contains details for the prepaid voucher.

**Prepaid Voucher** Click to access the Invoice Information page where you can view the prepaid voucher.

**Total applied** Displays the total amount of the regular vouchers that you have applied to the prepaid voucher.

**Pending Application** Displays the amount of the regular vouchers that you have copied from the Voucher Prepayment Search page but which you have not yet applied to the prepaid voucher.

**Available Amt** (available amount) Displays the amount of the prepaid voucher that is still available for application to a regular voucher.

## Applied Voucher

Contains details for the regular applied voucher.

**Applied Voucher** Displays the voucher ID for the regular voucher. Click to access the Summary page where you can view the regular voucher.

**Payment Count** Displays the payment count of the scheduled payment for this regular voucher.

**Schedule Amount** Displays the amount and currency of the scheduled payment for this regular voucher.

**Applied Amount** Enter the amount of the regular voucher that you want to apply to the prepaid voucher. When you copy the voucher from the Voucher Prepayment Search page, this field is available for entry. 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** Displays the status of the reversal accounting entries for the applied voucher. Values are:

*Not Applied* (payment not applied): The regular voucher has not been applied to the prepaid voucher.

*Unposted:* The regular voucher has been applied, but no reversal accounting entries have been created for it.

*Posted:* 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.

 Click to delete the row. You can only delete rows that have *not* been applied to a prepaid voucher.

**Apply new vouchers to payment** Click to access 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 amount is 0.00.

**Apply All** Click to apply all of the vouchers pending application.

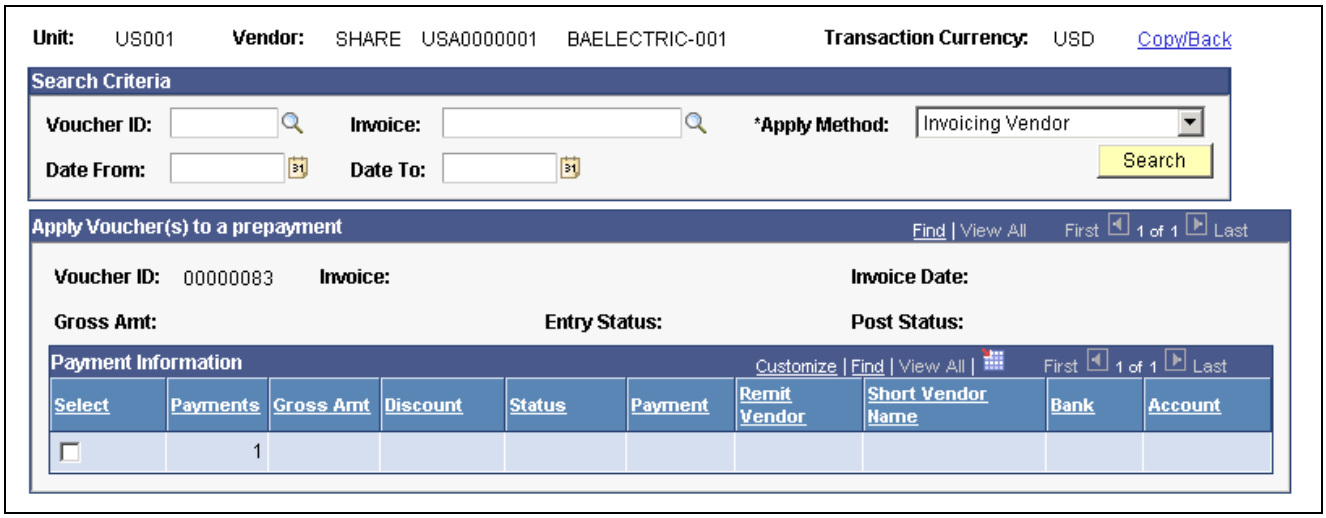
**Note.** The sum of the vouchers selected for application cannot exceed the available amount of the prepaid voucher.

**Unapply** Click to unapply the vouchers that you have selected for unapply.

**Note.** When you click the Apply All or Unapply buttons, the system saves the page and applies or 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.




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

To be eligible, regular vouchers must have the following characteristics:

- Approved.
- Entry status of *Postable.*
- Valid budget status.
- Voucher style of *Regular.*

## Additional Eligibility Criteria for Regular Voucher's Payment

To be eligible, regular vouchers payments must have the following characteristics:

- 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 appear at the top of this page.

**Copy/Back** Click this link to copy selected regular vouchers to the Apply Vouchers to Prepayment page.

## Search Criteria

**Voucher ID** 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. Values are:

*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.** You must select the invoicing vendor or remit vendor prior to entering either the voucher ID or the invoice ID.

**Date From** and **Date To** Use to search for eligible vouchers whose invoice date falls within a specified range of time.

### Apply Vouchers to a Prepayment

Displays details about the regular vouchers that your search produced.

### Payment Information

Displays details about the scheduled payments for the regular vouchers 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 Final Payments

After you apply the prepaid vouchers to the regular vouchers, run the Pay Cycle process 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 or the Payment Creation feature to record manual payments.

Applied prepaid vouchers appear on the payment advice for the applied regular voucher.

### See Also

Chapter 21, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 555

Chapter 22, “Using Additional Payment Processing Options,” Recording Manual Payments, page 601

Chapter 22, “Using Additional Payment Processing Options,” Using the Manual Payment Creation Process, page 603

## Pages Used to Generate the Final Payment

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pay Cycle Manager | PYCYCL_MGR | Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager | Run and manage the Pay Cycle Application Engine process (AP_APY2015), from Payment Selection through output processing (printing checks and advices, producing EFT files, and so forth). Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results. |
| Voucher - Payments | VCHR_PAYMENT_PNL | Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments | Record a manually issued payment by changing the value of the Action field to *Record.* |
| Manual Pay Selection | AP_MAN_SEL | Accounts Payable, Payments, Manual Payment and Prepayment, Create Manual Payment, Manual Pay Selection | Enter criteria to build the manual payment worksheet. |
| Man Pay Worksheet | AP_MAN_ENTRY | Accounts Payable, Payments, Manual Payment and Prepayment, Update Payment Worksheet, Man Pay Worksheet<br>Click the Refresh button on the Manual Pay Selection page. | Enter manual payment information. |
| Apply Voucher | AP_MAN_APPLY | Accounts Payable, Payments, Manual Payment and Prepayment, Update Payment Worksheet, Apply Voucher<br>Click the Refresh button on the Manual Pay Selection page. | Apply scheduled vouchers to the manual payment. |

# Reviewing Prepayments

You can review prepayments using several inquiry pages and reports.

This section discusses how to:

- Inquire on prepayments.
- Report on prepayment settlements.

## Pages Used to Review Prepayments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Prepayment Inquiry | PREPAYMENT_INQ2 | Accounts Payable, Review Accounts Payable Info, Payments, Prepayments, 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 Prepayment Inquiry page.

### Prepaid Voucher

Displays information associated with the prepayment voucher.

**Business Unit** Displays the business unit that is used when the prepayment voucher was entered.

**Bank SetID** Displays the bank setID that is associated with the bank code and account that was used for this prepayment.

**Voucher ID** Displays the voucher ID that is associated with the prepayment voucher.

**Bank Code** Displays the bank code for the account on which the prepayment was drawn.

**Gross Amount** Displays the amount of the prepayment that was created for this voucher.

**Bank Account** Displays the account on which the prepayment was drawn.

**Payment Date** Displays the date that the prepayment was processed.

**Reference** Displays the check number of the prepayment.

**Balance** Displays the balance remaining on the prepayment. (That is, the prepayment amount less the applied amounts).

### Applied Voucher

Displays information related to the regular applied vouchers.

| | |
|---|---|
| **Applied Business Unit** | Displays the business unit in which the applied voucher was entered. |
| **Applied Voucher** | Displays the voucher ID for the applied vouchers. |
| **Gross Invoice Amount** | Displays the gross amount of the applied voucher. |
| **Applied Amount** | Displays 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

| | |
|---|---|
| **From Vendor ID** and **To Vendor ID** | Enter the from and to vendor IDs to restrict the report to single vendor or a range of vendors. |

### Date Range

| | |
|---|---|
| **From Date** and **Through Date** | Enter the from and through dates to restrict the report to a single date or a range of dates. |

# CHAPTER 30

# Processing Drafts

This chapter provides an overview of draft processing, lists common elements, and discusses how to:

- Create drafts manually.
- Manage drafts.
- Reconcile and approve drafts.
- Review drafts.

## Understanding Draft Processing

This section discusses:

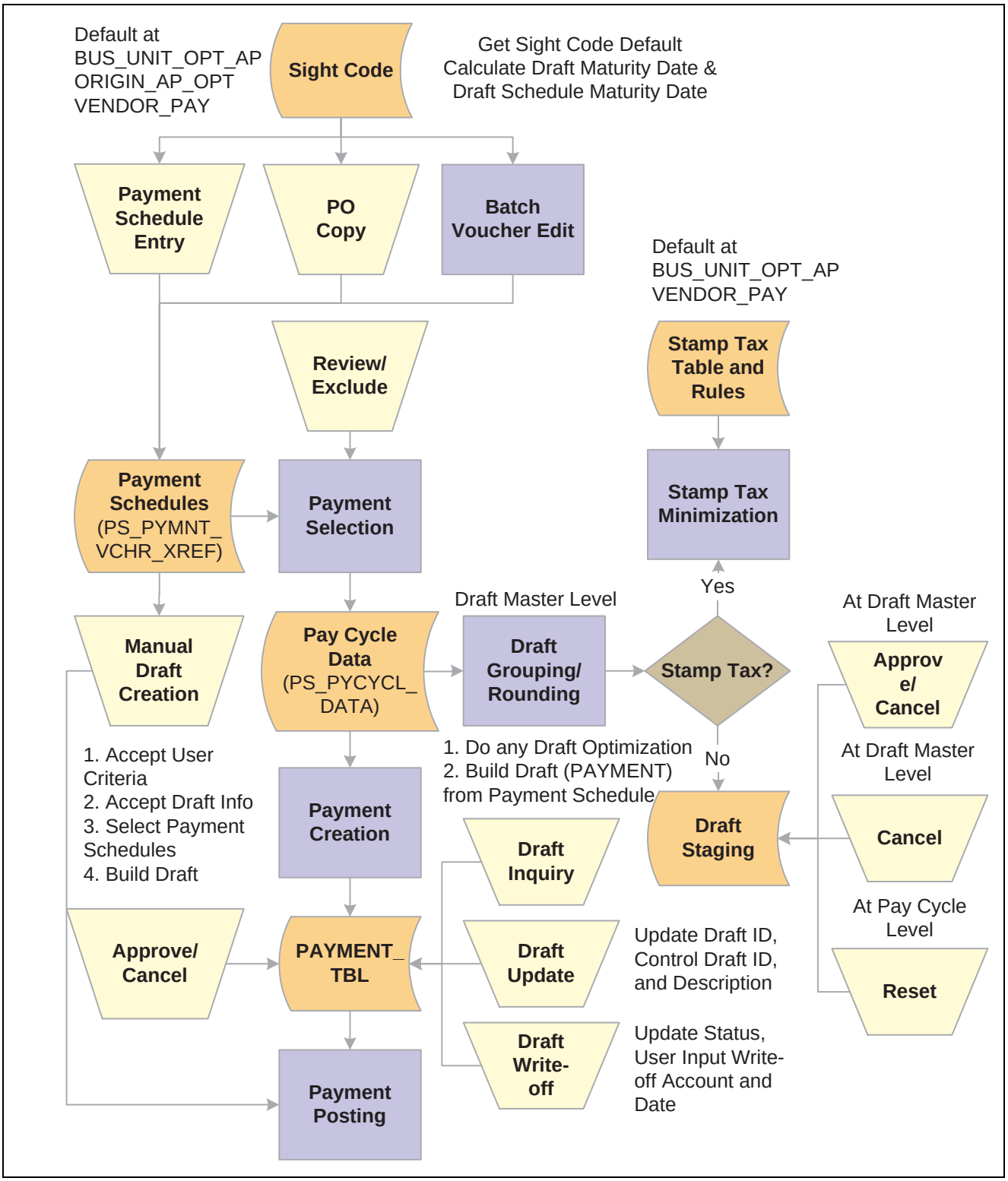
- Draft payment process flow.
- Sight codes.
- Vendor-initiated draft process.
- Customer-initiated draft process.
- Customer-initiated electronic fund transfer (EFT) draft process.
- Draft numbering.
- Draft maturity date calculation and processing.
- Draft staging process.
- Draft rounding calculation.
- Draft optimization (stamp tax minimization).
- Stamp tax calculation.
- Draft approval.
- Draft bank reconciliation and approval.
- Draft EFT bank files and EFT answer files.
- Draft statuses.
- Draft accounting entries.
- Draft accounting entries for value-added taxes (VAT).
- Draft write-offs.
- Draft processing limitations.

# Draft Payment Process Flow

Drafts are used throughout the world in commercial transactions involving a customer or vendor that agrees to pay a specified amount on a certain day. Drafts are payments that are dated for some time in the future—usually in 30, 60, 90, or 120 days. Payables currently supports customer-initiated electronic funds transfer (EFT) and vendor-initiated drafts, and enables you to manage and process these draft payments efficiently.

Before the draft due date, the system produces a draft that includes the draft identification number, the draft amount, and the draft maturity date. You send this draft to your vendor. About 10 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. Once your bank verifies the funds, it pays the draft. Payables checks for drafts that have matured at payment posting and changes the draft status of those matured drafts from *Approved* to *Due.*

This flowchart illustrates the draft payment process in Payables:




Draft Payment process

## See Also

Chapter 21, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 555

Chapter 6, “Setting Up Payment Formats and Payment Forms,” Available Payables Payment Formats, page 95

# Sight Codes

The sight code references the agreed upon payment terms between you and your vendor. Sight codes are similar to accounts payable and accounts receivable payment terms, such as NET30, except that sight codes do 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, Payables 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. The system builds a worksheet that identifies scheduled payments that can be included on the draft. You select the scheduled payment to include for the draft.

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**Note.** The Pay Cycle Application Engine process (AP_APY2015) does not process vendor-initiated drafts.

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Vendor-initiated drafts differ from the check payment method because the 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 (at 90 days), you can assume that the whole amount of the draft has been withdrawn from your account.

There are two types of vendor-initiated drafts: unapproved and preapproved. 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 nonnegotiable draft as information.

A draft is not always sent with the invoice that it pays. In fact, a draft might be issued for several hundred individual invoices. The invoices might have been entered before the draft is ever received. In this case, upon receiving the draft, you must associate the draft payment with 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, the vendor might not send a voucher, because a draft notice can suffice for a voucher. If you receive a voucher, you enter it and select *Vendor Draft* as the payment method. The system computes the scheduled due date, the maturity date, or the scheduled maturity date based on the usual terms and the sight code (if used). The date 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 the Draft Reconciliation and Approval process (PYMNT_APPR_RECON). Depending on whether the Draft Issue Approval Required check box is selected in the Payables options, however, you may need to run the Draft Reconciliation and Approval process to promote the draft status from *C* (created) to *A* (approved) before you can run the Payment Posting Application Engine process (AP_PSTPYMNT).

---

### See Also

Chapter 30, "Processing Drafts," Creating Drafts Manually, page 777

Chapter 6, "Setting Up Payment Formats and Payment Forms," Drafts, page 100

Chapter 21, "Processing Pay Cycles," Reviewing Draft Payments, page 574

# Customer-Initiated Draft Process

Bills of Order (BOO), or customer-initiated draft payments, are usually created by the Pay Cycle process, which you schedule to run according to your needs. The Pay Cycle process sequentially evaluates the vouchers in the PS_PYMNT_VCHR_XREF table, selects the payment schedules to be processed using the criteria that you establish, and then creates draft payments. If stamp tax minimization is applicable, Payables splits the draft master and assigns sibling system draft identification numbers.

Customer-initiated drafts are most often processed by the Pay Cycle process and go through the approval process at that time. Drafts must be either in the *Approved* or *Created* status before they can be paid and accounting entries can be generated. If you don't require draft approval, you can select *Preapprove* on the Draft Options page of the Payment Selection Criteria component (PYCYCL_DEFN) before you start the Pay Cycle process. Preapproved drafts are created in the *Approved* status when the Pay Cycle process runs.

You can also create customer-initiated drafts manually on the Create Manual Draft page. You create manual customer-initiated drafts in the same way that you create vendor-initiated drafts.

### See Also

Chapter 30, "Processing Drafts," Creating Drafts Manually, page 777

Chapter 21, "Processing Pay Cycles," Running and Managing Pay Cycles, page 555

Chapter 21, "Processing Pay Cycles," Reviewing Draft Payments, page 574

# Customer-Initiated EFT Draft Process

Customer-initiated EFT drafts are processed in 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 the Draft Reconciliation and Approval process; however, you do need to run the Draft Reconciliation and Approval process to promote the draft status from *C* (created) to *A* (approved).

---

### See Also

Chapter 30, "Processing Drafts," Draft Approval, page 770

# Draft Numbering

Payables assigns a reference identification number—similar to a check number—to each draft. This reference number varies by draft type and business unit. Payables prints this number on drafts, and you use it in your communication with your vendor as a means of identifying 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 on the External Accounts - Payment Methods page when you set up bank information.

### 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 autonumbering to search for a DTFP (or master draft ID). You set up your draft numbering scheme using the Auto Numbering (automatic numbering) page.

### 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 (draft information update) page.

### See Also

Chapter 35, "Processing Document Sequencing in Payables," page 851

Chapter 21, "Processing Pay Cycles," Understanding Pay Cycle Manager, page 543

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Automatic Numbering

## Draft Maturity Date Calculation and Processing

When you save a voucher, Payables automatically calculates the draft maturity date and the draft scheduled maturity date using the scheduled due date, sight code, and holiday values.

For example, suppose that your vendor's sight code is two 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 calculates the maturity date, 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 by the Payment Posting process to create settlement accounting entries, to debit draft clearing accounts, and to credit cash accounts.

Now suppose that you have two vouchers from the same vendor with the following information:

| Description | Field Name | Date |
|---|---|---|
| Scheduled pay date | SCHEDULED_PAY_DT | September 2, 2005 |
| Draft maturity date | DFT_MAT_DT | October 2, 2005 |
| Draft scheduled maturity date | DFT_SCHED_MAT_DT | October 3, 2005 (assuming the maturity date October 2 is a Sunday) |

If you create a payment for these two vouchers in the Pay Cycle process, the payment will have the following dates:

| Description | Field Name | Date |
|---|---|---|
| Draft issue date | CREATION_DT | September 2, 2005 |

| Description | Field Name | Date |
|---|---|---|
| Draft maturity date | DFT_MAT_DT | October 2, 2005 |
| Payment date | PYMNT_DT | October 3, 2005 |

**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

Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," Creating Draft Sight Codes, page 176

Chapter 23, "Running Voucher and Payment Posting," Running the Payment Posting Application Engine Process (AP_PSTPYMNT), page 632

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Accounting Calendars," Defining Business Calendars

## Draft Staging Process

When the Pay Cycle process runs, the Draft Staging Application Engine process (AP_DFT_PROC) can occur between payment selection and payment creation. The Draft Staging process groups 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 follow it with the Draft Staging process. If you start the Pay Cycle process with payment selection and payment creation, the Draft Staging process runs automatically. Depending on whether you have selected the Preapprove check box on the Draft Options page of the Payment Selection Criteria component, draft payment can ultimately be created with a *C* (created) or *A* (approved) status. After the Draft Staging process runs, you can 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 the Draft Staging process 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 the Payment Creation process creates a physical payment record, entering drafts with a status of *C* (created) or *A* (approved), based upon the approval option you selected on the Draft Options page in the Payment Selection Criteria component. For rejected draft payments, the status is returned to *Unselect* and the draft payment can be picked up during the next pay cycle.

### See Also

Chapter 21, "Processing Pay Cycles," Running and Managing Pay Cycles, page 555

Chapter 21, "Processing Pay Cycles," Reviewing Draft Payments, page 574

## Draft Rounding Calculation

Draft rounding enables you to control at what point a draft is issued for payment, as well as the alternate payment method that is used for payments that do not meet your specifications. Draft rounding is specified for a vendor location on the Vendor Information - Payables Options page in the Draft Processing Control group box of the Additional Payables Options section and on the Draft Options page in the Payment Selection Criteria component.

To apply the draft rounding rules that you specify in the Payment Selection Criteria component, you must already have selected *Use Pay Cycle Default* for the vendor in the Draft Rounding field on the Vendor Information - Payables Options page. If you select *Do Not Use,* draft rounding does not occur for the vendor. If you select *Specify* and enter a rounding position, the Pay Cycle process uses that value. When the Pay Cycle process runs, draft rounding rounds down to the whole value that you specify in the Rounding Position field for the vendor or in the Payment Selection Criteria component, depending on the preceding criteria.

If you select draft rounding, the system totals the amount of scheduled payments, rounding to the number of positions that you specify. Any remaining amount is either not paid during the pay cycle or is scheduled for payment by an alternate payment method. You specify how you want to handle the remaining amount in the Remaining Amount Action field on the Vendor Information - Payables Options page and the Draft Options page. The default relationship between the vendor and the payment selection criteria is the same as for the draft rounding position.

Here is an example of how draft rounding calculation works. Suppose 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 method.
- Payment method: check.

When the Pay Cycle process runs, the system finds the following scheduled payments 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 |

Draft rounding calculation 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 this 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) |

- Because 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.
- Because Vendor B's rounding position is set at *4,* drafts are issued for the scheduled payments, because they are greater than the rounding position.

  Because the scheduled payment amount of 1,500 has exactly four positions, it is paid by check because the alternate payment method option is selected.

### See Also

Chapter 21, "Processing Pay Cycles," Running and Managing Pay Cycles, page 555

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Vendor Locations

## Draft Optimization (Stamp Tax Minimization)

Draft optimization, or stamp tax minimization, is primarily applied to Japanese domestic drafts and is performed during the Draft Staging process. Stamp tax minimization reduces tax liability by splitting draft payments and determining the optimum number and denominations of drafts. Currently, stamp tax minimization uses the Japanese yen as the payment currency, and it uses the current Stamp Tax table which is updated 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, Payables summarizes the payment schedule information, based on the criteria that you specify in the 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 that you specify. The Draft Staging process runs draft rounding, if applicable, and then runs stamp tax minimization. Drafts are then put into the staging table.

---

**Note.** Specify the Group Code on the Draft Maturity Date page to group payment schedules manually into one draft. Select the Separate Payment check box on the Additional Payables Options collapsible region on the Vendor Information - Payables Options page to create one draft for one payment schedule. You can preview, approve, or reject split draft payments on the Draft Staging Approval page.

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### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Draft Settings for Draft Payments, page 318

Chapter 21, "Processing Pay Cycles," Running and Managing Pay Cycles, page 555

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Vendor Locations

## Stamp Tax Calculation

Stamp tax calculation is based on the rules that you specify on the Stamp Tax Rule page in the Stamp Tax component (APD_STAMP_TAX_COM), and the Stamp Tax table associated with those rules on the Stamp Tax page. Here is an example with sample Stamp Tax table values:

| Draft Amount From | Draft Amount To | Stamp Tax Amount |
|---|---|---|
| 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 |

Suppose that these are the stamp tax rules for the Stamp Tax table:

| Draft Amount From | Draft Amount To | Draft Split? | Draft Split Amount |
|---|---|---|---|
| 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 |

Here are two stamp tax scenarios:

## Scenario A

The scheduled payment is for 8,400,000 JPY with a maximum number of drafts set to *4*. When draft optimization runs for the scheduled payment, the following drafts are created:

| Number of Drafts | Draft Amount | Stamp Tax Amount |
|---|---|---|
| 1 | 5,000,000 | 1,000 |
| 2 | 3,000,000 | 600 |
| 3 | 400,000 | 200 |
| Total | 8,400,000 | 1,800 |

Draft optimization performs the following actions:

1. Reviews the total value of the scheduled payment, and then finds the stamp tax rule that applies to the total amount.

   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.

2. Checks the Stamp Tax table in the PeopleSoft system and determines that drafts for 5,000,000 are subject to stamp tax minimization in the amount of 1,000.

   This leaves a sum of 3,400,000.

3. Evaluates 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.

4. Checks the Stamp Tax table and determines that this amount is subject to stamp tax minimization in the amount of 600.

   This leaves a sum of 400,000.

5. Checks the Stamp Tax table and determines that this amount is subject to stamp tax minimization in the amount of 200.

## Scenario B

The scheduled payment is for 8,400,000 JPY 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 |

Draft optimization performs the following actions:

1. Reviews the total value of the scheduled payment, then finds the stamp tax rule that applies to the total amount.

   The total amount falls between the 5,000,000 to 9,099,999 range.

   Drafts in this range are split at 5,000,000, so the system creates one 5,000,000 draft.

2. Checks the Stamp Tax table and determines that drafts for 5,000,000 are subject to stamp tax minimization in the amount of 1,000.

   This leaves a sum of 3,400,000.

3. Evaluates 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, so the system creates another draft of 3,000,000.

4. Checks the Stamp Tax table and determines that this amount is subject to stamp tax minimization in the amount of 600.

   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 Inquiry - Draft Detail page, or on the Draft Create Detail - Stamp Tax Summary report (APY2054), Drafts Create Detail report (APY2053), and Drafts Create Summary report (APY2056).

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**Note.** 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 a single split payment created as a result of draft optimization. You must delete the entire payment by draft master number. Therefore, in the preceding example with two drafts created after draft optimization, you could not delete only the second draft. You would need to delete the entire draft payment.

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### See Also

Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," Setting Up Draft Processing, page 175

## Draft Approval

Draft approval is performed for vendor-initiated drafts, customer-initiated drafts, and 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 - Draft Options 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

During pay cycle, select the *Payment Selection* value on the Pay Cycle Manager page.

After payment selection, run the Draft Staging process to group drafts and to perform draft optimization and rounding.

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 the Pay Cycle process or create drafts manually, use the Draft Approval page to manually update the draft status from *Created* to *Approved.*

   Depending on the option that 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 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 matches.
3. Accept, reject, or partially pay payments.

   The approval process updates the status for all accepted drafts with the *Approved* status so that the Payment Posting process can generate accounting entries.

4. Use the Prepare Bank Answer File page to create a bank answer file for those draft payments with exceptions, and send the bank answer file to your bank.
5. Run the Payment Posting process to create accounting entries.

### See Also

Chapter 30, “Processing Drafts,” Reconciling and Approving Drafts, page 790

Chapter 4, “Setting Up Payables Business Units,” Defining Payment Options, page 56

Chapter 21, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 555

Chapter 23, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT), page 632

## Draft Bank Reconciliation and Approval

When you receive your bank statements, reconciling draft payments is no different from reconciling any other payment type within Payables. During bank reconciliation, you reconcile the payment information with the actual bank remittance.

If you have arranged with your bank to receive an electronic bank file containing the details relating to draft payments, you can use the Draft Recon and Approval (draft reconciliation and approval) component (PYMNT_APPR_RECON) to review and approve those draft payments that are coming due. If your bank does not send you a bank file containing draft details, approve your drafts manually. When the draft is due, 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 occurs when your bank transmits an electronic bank file to you that contains the draft detail. You import the bank file by selecting PeopleTools, EDI Manager, Monitor EDI Processing, Schedule Inbound EC Agent. The Draft Reconciliation and Approval process performs matching against the bank file by selecting each draft payment. It then updates the status for all accepted drafts with the *Approved* status so that the Payment Posting process can generate accounting entries. The Draft Reconciliation and Approval process automatically matches drafts with the following equivalent parameters:

- The draft number on the payment in Payables must exactly match the draft number in the bank file.
- The due date in Payables can be less than or equal to the due date in the bank file.
- The amount of the payment in Payables must exactly match the draft amount in the bank file.

The Matching Application Engine process (AP_MATCH) populates the Draft Reconciliation page with draft data, and it selects the 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.** The system requires a reject code for drafts that are not matched or that are rejected.

### See Also

Chapter 30, "Processing Drafts," Reconciling and Approving Drafts, page 790

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Reconciling Statements"

*PeopleSoft PeopleTools PeopleBook: Support Integration Technologies*

## Draft EFT Bank Files and EFT Answer Files

If you have arranged 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. Select PeopleTools, EDI Manager, Monitor EDI Processing Schedule, Inbound EC Agent to load the EFT file from the bank into Payables. The Draft Reconciliation and Approval process matches drafts in Payables against drafts in the bank file.

Review exceptions on the Draft Recon and Approval - Draft Exceptions (draft reconciliation 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 Payables, rejecting the remaining balance.

After you review draft exceptions, use the Prepare Bank Answer File page to create a bank answer file. Select PeopleTools, EDI Manager, Monitor EDI Processing, Schedule Outbound EC Agent to respond to your bank by the deadline. If you don't send the bank answer file to your bank, the bank assumes that you agree that the draft information is correct and pays your vendor.

**Note.** If the draft maturity date is earlier than or the same as the date specified in the bank file, the draft maturity date criteria are met.

### See Also

Chapter 30, "Processing Drafts," Reconciling and Approving Drafts, page 790

## Draft Statuses

This table describes the draft statuses:

| Draft Status | Description |
|---|---|
| Create | The draft master is created and waiting to mature or be printed. During the payment posting process, the AP (accounts payable) liability account is debited, and the draft payable account is credited. |
| Approve | The draft has been manually or automatically approved during pay cycle. |

| Draft Status | Description |
|---|---|
| Due | The draft has reached maturity. During the payment posting process, the draft payable account is debited, and the cash account is credited. |
| Reconcile | Bank reconciliation has been performed, 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 Payables have their own type of accounting entry 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.

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

Chapter 23, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT), page 632

Chapter 23, “Running Voucher and Payment Posting,” Understanding the Voucher Posting and Payment Posting Processes, page 627

## Draft Accounting Entries

You run the Payment Posting process on the draft issue date to generate accounting entries for drafts with the *Approved* or *Created* status. If the draft issue date is earlier than or the same as the current date, then the Payment Posting process debits the AP liability account and credits the draft payable account. If the draft payment date (maturity date) is earlier than or the same as the current date, then the Payment Posting process debits the draft payable account and credits the cash account.

This table describes the accounting entries that are created as each accounting event occurs:

| Draft Status | Accounting Entries |
|---|---|
| *Approved* or *Created* | DR AP Liability (APA)<br>CR Draft Payable (DFC) |
| *Cancellation entries* | DR Draft Payable (DFC)<br>CR AP Liability (APA) |
| *Approved/Due* | With cash clearing:<br>DR Draft Payable (DFC)<br>CR Cash Clearing (CAC) |
| | No cash clearing:<br>DR Draft Payable (DFC)<br>CR Cash (CAS) |
| *Cancellation entries* | With cash clearing:<br>DR Cash Clearing (CAC)<br>CR AP Liability (APA) |
| | No cash clearing:<br>DR Cash (CAS)<br>CR AP Liability (APA) |
| *Due/Reconciled* | DR Cash Clearing (CAC)<br>CR Cash (CAS) |

### See Also

Chapter 24, "Reviewing Payables Accounting Entries Examples," Accounting Entries for Draft Payments, page 647

## Draft Accounting Entries for VAT

Value added tax (VAT) 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.

This table shows the accounting entries that are generated when payments include VAT:

| VAT Recovery Percentage | Accounting Entries |
|---|---|
| The VAT recovery is 100 percent. | DR VAT Input Recoverable (VIR)<br>CR VAT Intermediate Recoverable (VIIR) |
| The VAT recovery is less than 100 percent. | DR VAT Input Recoverable (VAT Amount * (100 − Recoverable %)) (VIR)<br>DR VAT Input Non-Recoverable (VAT Amount * (100 − Recoverable %)) (VIN)<br>CR VAT Intermediate (VIIR)<br>CR VAT Intermediate Non-Recoverable (VIIN) |
| The VAT recovery percentage is equal to 0. | DR VAT Input Non-Recoverable (VIN)<br>CR VAT Intermediate Non-Recoverable (VIIN) |
| The VAT Recalculate at Payment option is set. | DR Discount Taken (VIDA)<br>CR VAT Input Recoverable (VIDR)<br>and/or<br>CR VAT Input Non-Recoverable (VIDN) |

### See Also

Chapter 24, “Reviewing Payables Accounting Entries Examples,” Accounting Entries for Draft Payments, page 647

Chapter 40, “Processing Value Added Tax (VAT) in Payables,” page 929

## 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. Payables does not delete drafts that are written off from the Payables system. When you run the Payment Posting process, it automatically creates accounting entries.

### See Also

Chapter 30, “Processing Drafts,” Writing Off Draft Payments, page 789

Chapter 23, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT), page 632

## Draft Processing Limitations

Draft functionality has the following limitations:

- Draft processing functionality does not support the use of multiple bank layouts. During processing, if the system needs to split a scheduled payment, the system can only use the default layout code of the defined bank account payment method for the newly created scheduled payment.
- Drafts cannot be processed through the Financial Gateway.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

## Common Elements Used in This Chapter

**Bank SetID** Displays the bank setID for a bank account.

**Bank Code** Displays the bank code for a bank account.

**Bank ID** Displays a bank's identification number.

**Payment ID** Displays the number of the draft. *NEXT* indicates that the system generates the number, incrementing the payment ID based on the last number used for a draft.

**Remit Setid** Displays the remit setID for the vendor.

**Remit Vendor** Displays the name of the remit vendor.

**Draft Ref** (draft reference) Displays the reference number for the draft payment. The system assigns the draft reference number when the Pay Cycle process runs or during manual draft creation. You can manually override the draft reference number on the Draft Info Update page.

*NEXT* indicates that the system generates the number based on the value in the Last Ref Number (last reference number) field on the Payment Method page in the External Bank component (BANK_EXTERNAL).

**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:

*Approved:* Searches for only those drafts with an *Approved* status that meet other search criteria.

*Created:* Searches for only those drafts with a *Created* status that meet other search criteria.

*Both:* Searches for drafts with a status of either *Approved* or *Created* that meet other search criteria.

**Payment Method** Select the payment method for the draft:

*Cust Draft* (customer draft): Customer-initiated draft payments.

*EFT Draft* (electronic funds transfer draft): EFT customer-initiated draft payments.

*Vndr Draft* (vendor draft): Vendor-initiated draft payments.

**Settlement Date** Displays the draft payment settlement date.

**Queue Inst** (queue instance) Displays the queue instance number that is generated by the system when you run the EDI Manager Inbound EC Agent process.

**Draft Maturity Date** Displays the date the draft matures.

**Reject Code** Displays the current reason that the draft payment is rejected. You can change the reason by entering a different reject code from the list of values:

*13:* Draft ID not clear enough.

*19:* Remitted to another bank.

*39:* Do not pay non-appv (nonapprove) draft.

*70:* Litigation.

*71:* Already paid.

*72:* Wrong acceptance code.

*73:* Amount disputed.

*74:* Disagreement on due date.

*75:* Extended due date request.

*76:* Late claim.

*90:* Partial payment of the drawee.

**Bank Report Num** (bank report number) Displays the bank report number from the bank file.

**Branch ID** Displays the vendor's bank branch identification number.

**Last Date to Respond** Displays 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.

# Creating Drafts Manually

This section provides an overview of manual draft creation and discusses how to.

- Manually create draft payments.
- Review manually created drafts.
- Apply vouchers to manual drafts.

## Understanding Manual Draft Creation

When you receive the draft (or draft notice for preapproved drafts), 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 draft payment method. The vouchers are then marked as paid. With this process, you can apply multiple vouchers to a single draft.

## Withholding on Manual Drafts

In Payables, you can calculate withholding at payment time or at voucher posting time by specifying a setting for the withholding entity. This withholding calculation setting appears by default on the voucher. If withholding for a voucher is set for calculation at payment time, users with the appropriate authority can override this setting to have withholding calculated at voucher posting time.

In the case of manual drafts, the system invokes the withholding calculation routine for any drafts applied to withholding-applicable vouchers. The withholding reporting tables are updated accordingly.

On the Manual Draft Creation page, you have the option of only applying manual drafts to vouchers that have already had withholding calculated at voucher posting time. If the Withholding Calculated field is selected (the default setting), the system allows you to apply manual drafts only to vouchers that are set to withhold at voucher post and that have been posted.

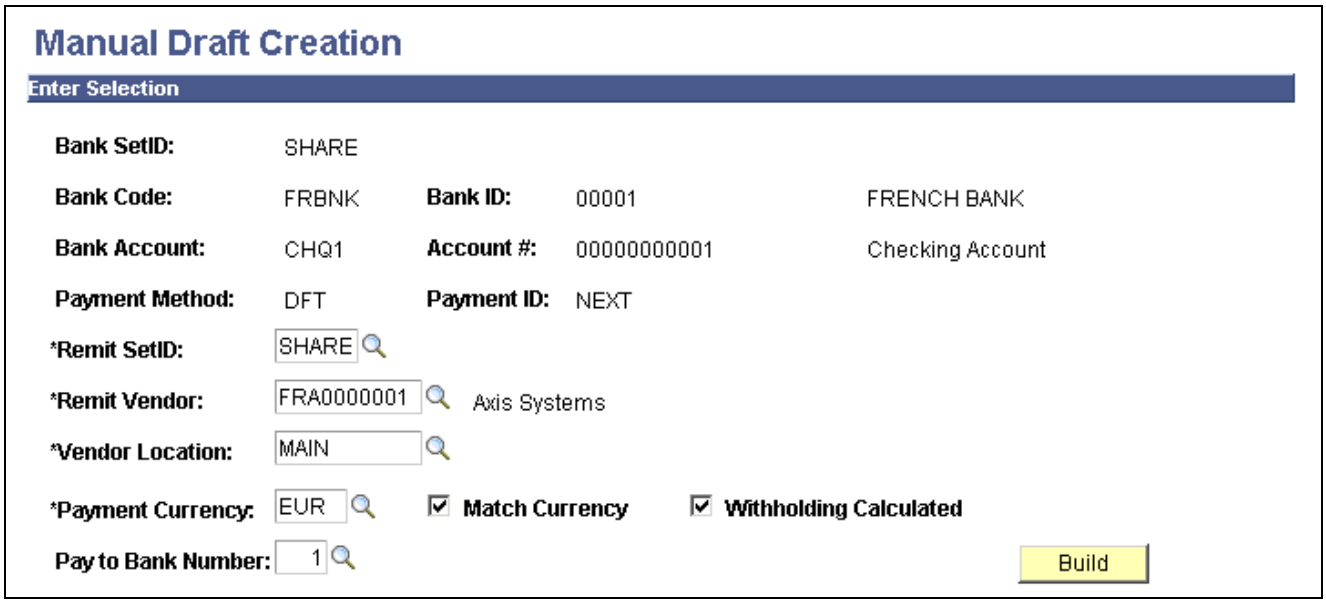
You can clear this check box, in which case the system allows you to apply manual drafts to all withholding applicable vouchers for the remit vendor, regardless of whether withholding has been calculated. The only exceptions are vouchers requiring withholding calculation at voucher post that have not been posted as yet. In this case, the system does not physically withhold, but it does update the withholding reporting table with the applicable withholding transaction amount for reporting purposes.

## Pages Used to Create Drafts Manually

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Manual Draft Creation | APD_MANDFT_SEL | Accounts Payable, Payments, Drafts, Create Manual Draft, Manual Draft Creation | Manually create customer-initiated or vendor-initiated drafts. |
| Manual Draft Entry | APD_MANDFT_ENTRY | • Accounts Payable, Payments, Drafts, Update Manual Draft Worksheet, Manual Draft Entry<br>• Click the Build button on the Manual Draft Creation page. | Review drafts you created on the Manual Draft Creation page.<br>**Note.** You must have previously created a manual draft payment to access this page.<br>If you click the Build button on the Manual Draft Creation page and save 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 the draft payment, you cannot edit any of the draft payment information. In this circumstance, this page is for information only. |
| Manual Draft Apply | APD_MANDFT_APPLY | Accounts Payable, Payments, Drafts, Update Manual Draft Worksheet, Manual Draft Apply | Apply vouchers to manual drafts. |

## Manually Creating Draft Payments

Access the Manual Draft Creation page.




Manual Draft Creation page

Enter the bank code and account information.

**Remit SetID, Remit Vendor,** and **Vendor Location**

Enter the setID, remit vendor ID, and vendor 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**

Displays the payment currency for the draft payment.

**Match Currency**

Select this option to return scheduled payments with the same payment currency. If you do not select this option, the system returns all eligible scheduled payments for the remit vendor, regardless of their payment currency, and converts them to the selected vendor's currency.

**Withholding Calculated**

Select this option to return only those vouchers for the remit vendor that have had withholding calculated—that is, those vouchers for which withholding has been calculated at voucher posting time and that have been posted.

If this check box is cleared, all vouchers for the remit vendor are available on the manual draft worksheet, excluding vouchers that are set to have withholding calculated at voucher posting and that have not yet been posted. The Withholding tab of the Manual Draft Entry - Manual Draft Apply page displays two flags indicating whether the voucher is withholding-applicable and whether withholding has been calculated.

**Pay to Bank Number**

Specify the bank to which the draft payment is made. The pay-to bank number is used as one of the matching criteria for the scheduled payments that you apply to the draft payment. Only those scheduled payments that have the specified pay-to bank number appear when you click the Build button.

The value in the Pay to Bank Number field is a system-created value that is associated with each vendor bank account that you define on the Pay to Bank Accounts page.

**Build**

Click to create a temporary worksheet for the manual draft payment, based on the remit vendor, vendor location, and payment currency that you specify. Assign a draft worksheet ID search for scheduled payments that match the

specified criteria. The system displays 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 varies depending on the values that you selected on the Payables Options - Payment Options page:

- If you selected the Draft Issue Approval Required check box, the status of the manual draft is *Approved.*
- If you did not select the Draft Issue Approval Required check box, the status of the manual draft is *Created.*

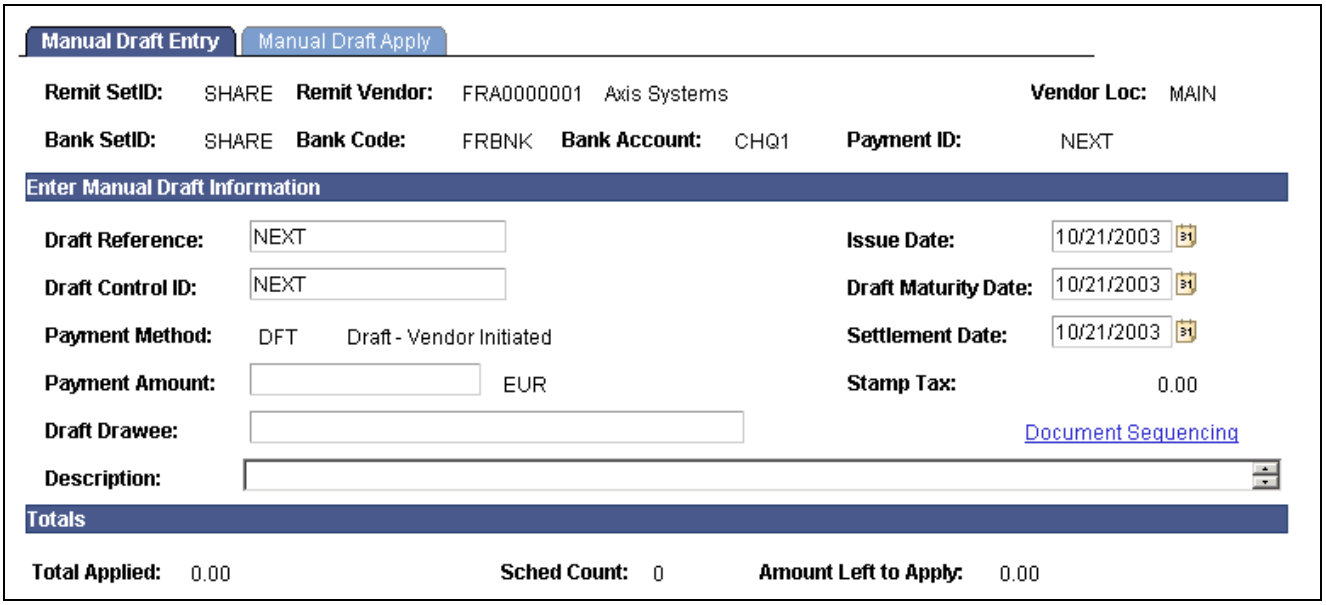
**Note.** After the system builds a draft worksheet, if you decide that you don't want to create the manual draft, you can remove the draft worksheet by using the Delete Worksheets page. You cannot delete a draft worksheet if you have applied scheduled payments to the manual draft and saved the draft worksheet. After you have applied scheduled payments to the manual draft, you can cancel the manual draft payment by using the Cancel Manual Draft page.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Vendor Bank Accounts

## Reviewing Manually Created Drafts

Access the Manual Draft Entry page.




Manual Draft Entry page

Enter the manual draft information.

**Issue Date** Specify the draft issue date. The draft issue date is the same as the draft creation date.

**Payment Amount** Enter the amount of the draft payment. The system displays the currency in which the draft payment is paid. This value derives from the vendor's bank account. You can specify a different currency on the Create Manual Draft page.

**Stamp Tax** Displays the amount of any applicable stamp tax for the draft.

**Draft Drawee** Enter the name of the entity to whom the draft payment is made.

### Totals

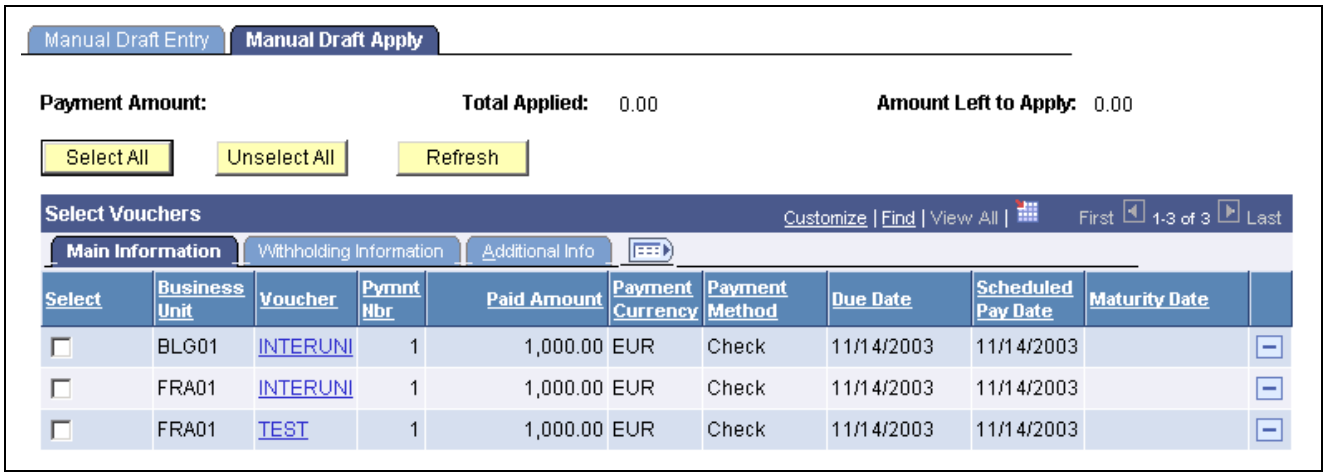
**Totals Applied** Displays the amount of the payment applied to the draft.

**Sched Count** (scheduled count) Displays the number of scheduled payments that apply to the payment.

**Amount Left to Apply** Displays 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 Apply page

**Payment Amount** Displays the payment amount currently entered on the Manual Draft Entry worksheet page.

**Total Applied** Displays the total amount of the scheduled payments currently applied to this manual draft.

**Amount Left to Apply** Displays the difference between the manual draft payment amount and the total amount of the applied scheduled payments.

**Refresh** Click to apply the selected scheduled payments to the manual draft and recalculate the total applied amount and the amount left to apply.

**Note.** Multiple views of this page are available by clicking the tabs in the scroll area.

### Main Information

Select the Main Information tab.

**Select** Click the 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** Displays the business unit for the scheduled payment.

**Voucher** Displays the voucher ID of the selected payments. Click any of the voucher IDs listed to access the Voucher Inquiry page for that voucher.

**Pymnt Nbr** (payment number) Displays the number of vouchers included in the scheduled payment.

**Paid Amount** Displays the amount of the payment.

**Payment Currency** Displays the currency of the payment.

**Payment Method** Displays the payment method for the voucher.

**Due Date** Displays the voucher payment due date.

**Scheduled Pay Date** Displays the payment scheduled due date.

**Maturity Date** Displays the payment's maturity date.

## Withholding Information

Select the Withholding Information tab.

**Withholding Applicable** Displays whether a voucher is withholding-applicable.

**Withholding Calculated** Displays whether a voucher has had withholding calculated—for example, at voucher post. If you select a voucher that is withholding-applicable but has not had withholding calculated, the system does not physically withhold for the voucher. Instead it creates withhold transactions based on the amount paid or amount subject to withholding for reporting purposes only. The voucher is treated as 0 percent withholdable.

This ensures that the paid amount is reported for withholding.

**Note.** For vendors that require physical withholding, a withholding amount is not withheld.

## Additional Info

Select the Additional Info (additional information) tab.

**Bank** and **Account** Displays the bank and type of bank account from which the scheduled payment is created.

**Gross Payment Amount** and **Transaction Currency** Displays the gross amount and transaction currency of the scheduled payment.

**Pay to Bank Nbr** (pay to bank number) Displays a system-created value that is associated with each vendor bank account that you define on the Pay to Bank Accounts page.

**Bank Account #** Displays the bank account number.

**Do Not Mix BU** (do not mix business units) Indicates the option selected on the Payables Definition - Payments page. If this check box is selected, you can only select vouchers with the same Payables business unit as the payment that you are creating.

**Separate Payment** Indicates the option selected on the Payments page in the Voucher component. You can select a scheduled payment that has this check box selected. However,

you cannot select any other scheduled payments. If you do, the system displays an error message.

# Managing Drafts

This section discusses 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.

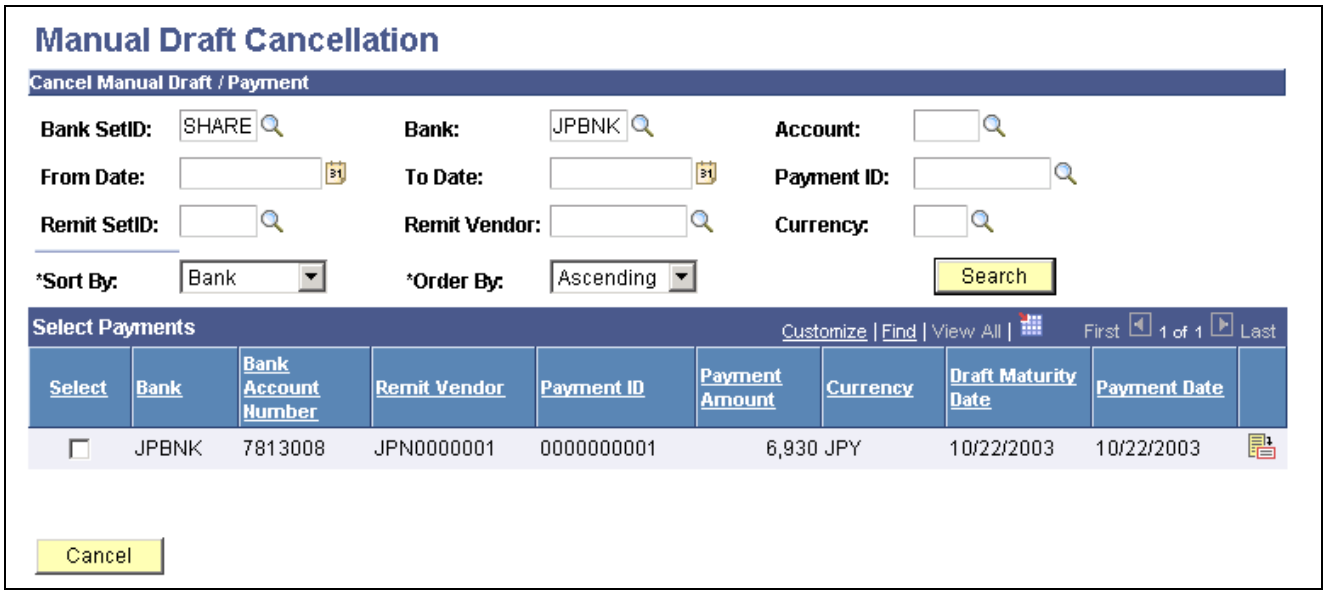
## Pages Used to Manage Drafts

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Manual Draft Cancellation | APD_MANDFT_CANCEL | Accounts Payable, Payments, Drafts, Cancel Manual Draft, Manual Draft Cancellation | Cancel a manual draft after it has been created. A manual draft must be created and fully applied before you can access this page. |
| Manual Draft Cancellation Detail | APD_XREF_SEC |  Click the Show Details 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) (delete worksheet [after posting]) | APD_MANDFT_DELETE | Accounts Payable, Payments, Drafts, Delete Draft Worksheet, Delete WS (After Posting) | Delete manual draft worksheets and work tables after you have posted the manual draft using the payment posting process. A manual draft must be posted by the Payment Posting process before you can access this page. |
| Delete WS (Before Posting) (delete worksheet [before posting]) | APD_DELETE_WS | Accounts Payable, Payments, Drafts, Delete Draft Worksheet, Delete WS (Before Posting) | 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 manual draft cancellation. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Draft Approval | PYMNT_MAN_APPR | • Accounts Payable, Payments, Drafts, Draft Approval, Draft Approval<br>• Click the Draft Staging Approval link on the Pay Cycle Manager page. | Manually approve unposted draft payments. |
| Draft Info Update (draft information update) | APD_DRAFT_UPD | Accounts Payable, Payments, Drafts, Draft Information Update, Draft Info Update | Update the draft reference number, the draft control number, and the payment message. You must have already have created a draft to access this page. |
| Draft Update | APD_DRAFT_UPD_SEC |  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 on the last number the system used for a draft payment. |
| Draft Write Off | APD_DRAFT_WO | Accounts Payable, Payments, Drafts, Draft Write-Off, 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_SEC |  Click the Details button on the Draft Write Off page. | Enter the write-off account and write-off date. |

## Canceling Manual Drafts

Access the Manual Draft Cancellation page.



Manual Draft Cancellation page

### Cancel Manual Draft/Payment

**Account** Specify the bank account.

**From Date** and **To Date** Enter the first and last dates of the range in these fields to search by payment date.

**Sort By** Select the value by which you want to sort the 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.

### Select Payments

**Select** Select this check box for a draft payment to mark it for cancellation.

**Bank Account Number** Displays the bank account that receives the payment.

**Payment Date** Displays the date the payment is to be paid or settled.

Click to view a list of the vouchers that are applied to the draft.

**Cancel** Click to cancel the selected draft payments after selecting check boxes next to the draft payments.

## Deleting Posted Manual Draft Worksheets

Access the Delete WS (After Posting) page.

The search functionality of this page is similar to that of the Cancel Manual Draft page.

See Chapter 30, “Processing Drafts,” Canceling Manual Drafts, page 785.

### Select Payments

**Select** Select the check box for a draft payment to mark it for deletion.

**Bank Account Number** Displays the bank account that issues the payment.

**Payment Date** Displays the date that the payment is scheduled to be paid or settled.

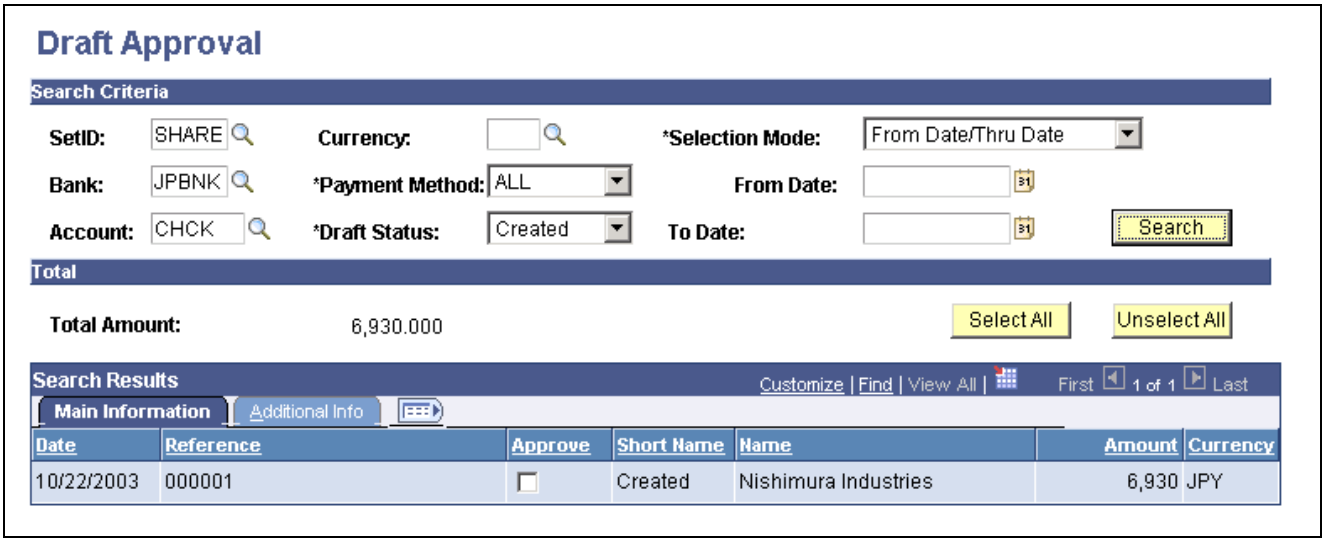
**Delete** Click to remove the selected draft worksheets.

## 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 the Pay Cycle process runs without the *Preapprove* option selected on the Draft Options 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 page

**SetID** Search by bank setID.

**Selection Mode** Search by either:

*From Date/Thru Date:* Searches by payment date range.

*From Ref/To Ref* (from reference/to reference): Searches by a reference number range for drafts.

**From Date** Enter the beginning date or reference number.

**To Date** Enter the ending date or reference number.

**Bank** Search by bank.

**Payment Method** Search by payment method for the voucher. Select from *ALL, Cust Draft* (customer draft), *EFT Draft* (electronic funds transfer draft), or *Vndr Draft* (vendor draft).

**Account** Search by bank account.

**Draft Status** Search by current draft status. Drafts with the *Approved* or *Created* draft status can be posted when the Payment Posting process runs.

### Total

**Total Amount** The total amount for the draft payments that meet the search criteria.

### Main Information

Select the Main Information tab in the Search Results scroll area.

**Date** Displays the draft payment date.

**Reference** Displays the draft reference number.

**Approve** Select the payment for approval. When you click the Save button, the system changes the draft payments status to *Approved.*

**Amount** Displays the amount and currency of the draft payment.

### Additional Info

Select the Additional Info tab in the Search Results scroll area.

**Pay Status** Displays the payment status of the draft:

*Alignment:* The payment is used for alignment purposes.

*Paid:* The payment was made.

*Pre-Note:* The data is a bank pre-note. Pre-notes are typically used when setting up electronic banking.

*Overflow*: 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

Chapter 22, “Using Additional Payment Processing Options,” Canceling Payments, page 610

## Updating Draft Information

Access the Draft Info Update page.

### Enter Selection

Enter the draft reference or the draft control ID.

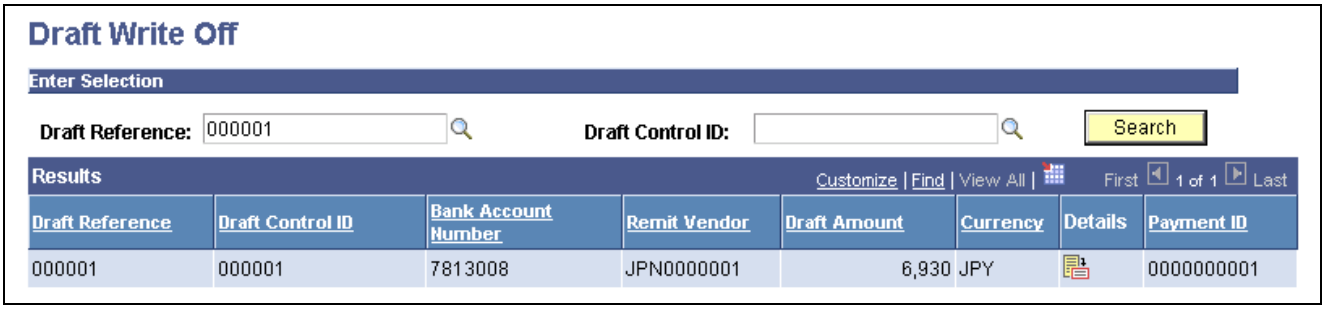
### Results

**Draft Amount** Displays the total amount of the draft payment.

Click to update the draft reference number and the draft control identification number on the Draft Update page.

## Writing Off Draft Payments

Access the Draft Write Off page.




Draft Write Off page

### Prerequisites

Available drafts have a status of *Approved* or *Posted,* but they have not yet reached the maturity date.

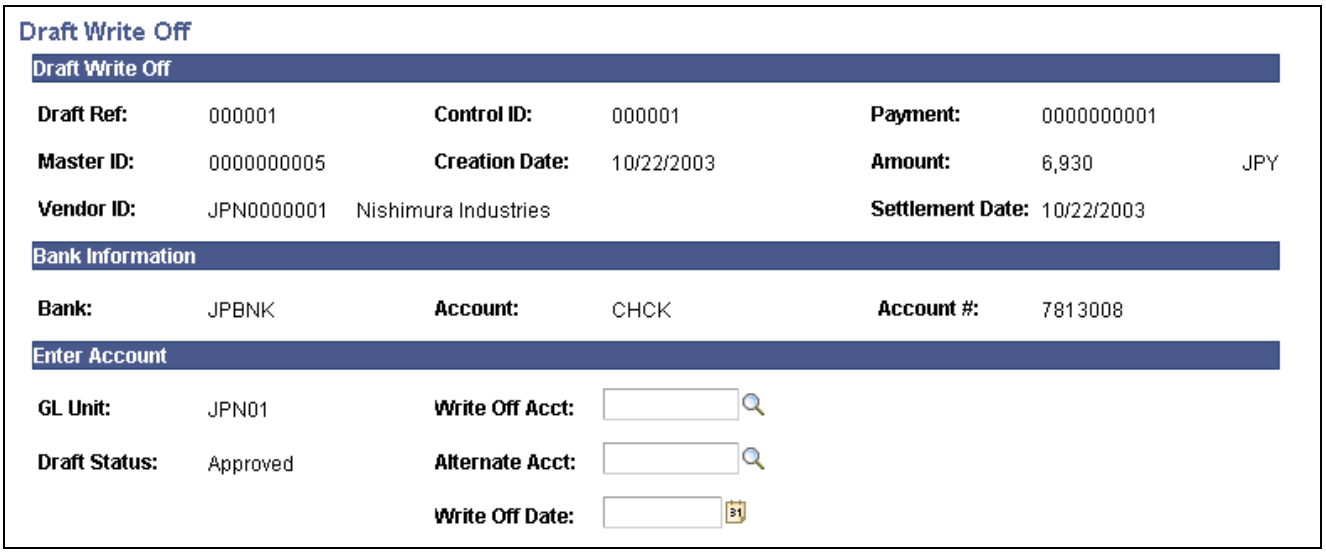
### Results

**Draft Amount** Displays the total amount of the draft payment.

Click to access the Draft Write Off Details page, and enter the write-off account and write-off date.

## Entering Draft Write Off Details

Access the Draft Write Off Details page.




Draft Write Off Details page

| | |
|---|---|
| **Master ID** | Displays the draft master identification number. |
| **Creation Date** | Displays the payment creation date. |
| **Amount** | Displays the amount and currency of the draft payment. |
| **Account** | Displays the bank account. |
| **Account #** (account number) | Displays the bank account number. |
| **GL Unit** (general ledger unit) | Displays the General Ledger business unit for the draft payment. |
| **Write Off Acct** | Select the account from which the draft payment is written off. |
| **Alternate Acct** (alternate account) | (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, reconcile the payment information with the actual bank remittance using 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 (APD_MANDFT_SEL) or by running the Pay Cycle process. To import the bank file, select PeopleTools, EDI Manager, Monitor EDI Processing, Schedule 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 the Draft Reconciliation and Approval process; however, you do need to run the Draft Reconciliation and Approval process to promote the draft status from *C* (created) to *A* (approved).

This section discusses 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.

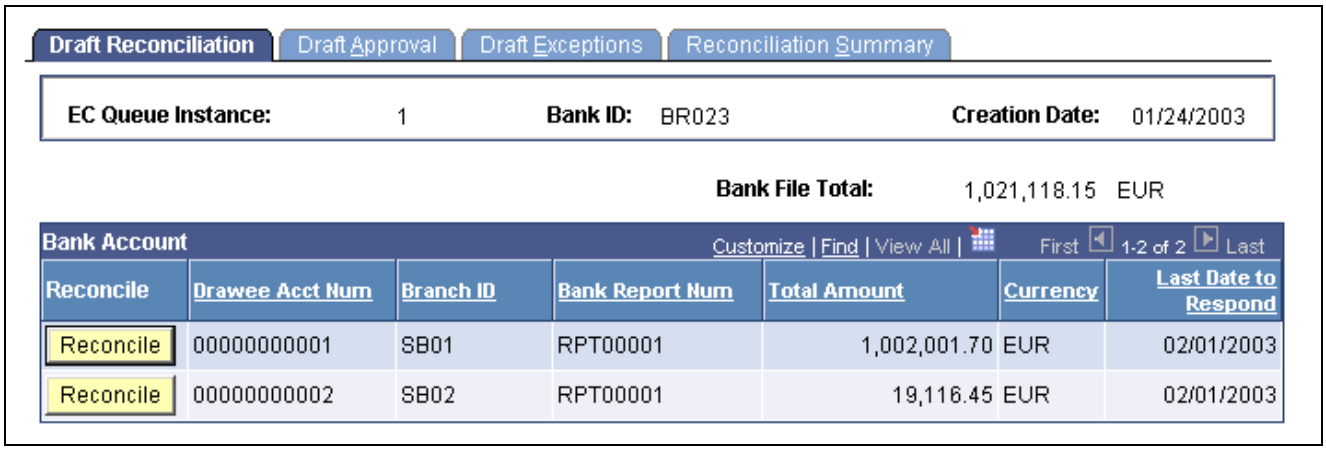
# Pages Used to Reconcile and Approve Drafts

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Draft Reconciliation | PYMNT_AUTO_REC | Accounts Payable, Payments, Drafts, Draft Recon and Approval, Draft Reconciliation | Perform automatic draft reconciliation and approval when your bank transmits an electronic bank file to you that contains the draft detail. The Draft Reconciliation and Approval process does matching against the bank file by marking 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 matches. You can accept, reject, or partially pay payments. The approval process updates the status for all accepted drafts with the status *Approved* so that the Payment Posting process can generate accounting entries. |
| Payment/Bank Details | PYMNT_APPR_DTL | Click the Display Detail button on the Draft Approval page in the Draft Recon and Approval component. This button is available only if you select 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 codes that indicate why payments are marked as not payable. |
| Reconciliation Summary | PYMNT_AUTO_SUMM | 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_OUTP | Accounts Payable, Payments, Drafts, Prepare Bank Answer File, Prepare Bank Answer File | Prepare a bank answer file before sending the file by selecting PeopleTools, EDI Manager, Monitor EDI Processing, Schedule Outbound EC Agent. You must complete draft reconciliation and approval before you can access this page. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 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 Payables. At least one bank file must be imported into the system before you can access this page. |

# Reconciling Drafts

Access the Draft Reconciliation page.




Draft Reconciliation page

**Creation Date** Displays the draft payment creation date.

**Bank File Total** Displays the total amount of all payments listed in the transmitted bank file.

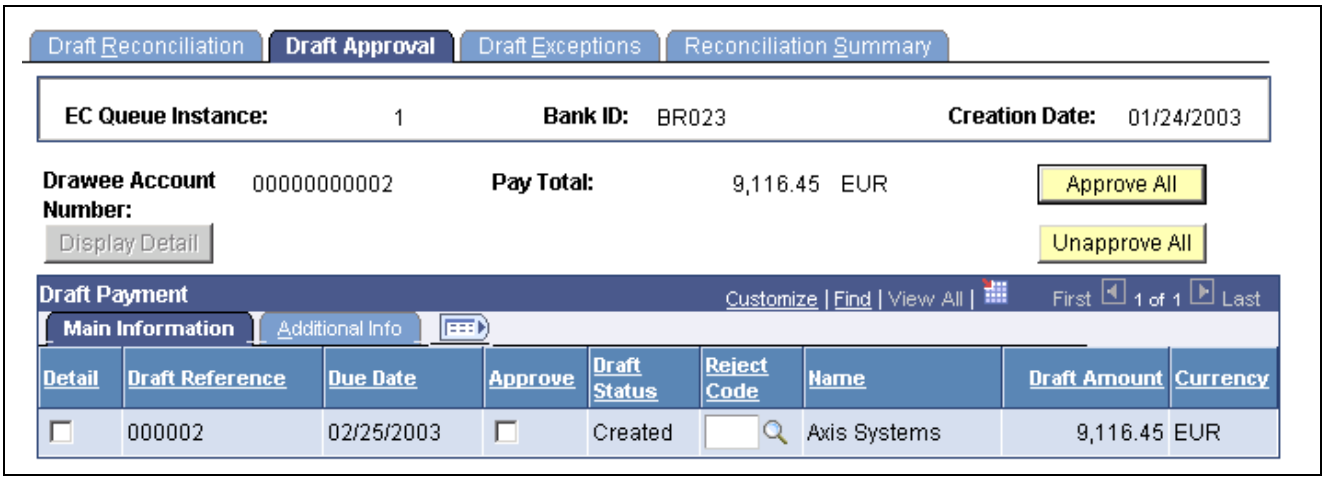
**Reconcile** Click to match the bank file by selecting each draft payment and updating the status for all accepted drafts. The system displays the Draft Reconciliation and Approval - Draft Approval page, where you can review the matched draft payments.

**Drawee Acct Num** (drawee account number) Displays the vendor's bank account number.

**Total Amount** Displays the total amount of the payment for the row.

# Approving Drafts During Bank Reconciliation

Access the Draft Approval page.




Draft Approval page

**Creation Date** Displays the draft payment creation date from the bank file.

**Drawee Account Number** Displays the bank account number.

**Pay Total** Displays 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 available only if you select the Detail check box.

**Note.** Multiple views of this page are available by clicking the tabs in the scroll area.

### Main Information

Select the Main Information tab in the Draft Payment scroll area.

**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 *Created* to *Approved.*

**Name** Displays the vendor's name.

**Draft Amount** Displays the draft amount and currency of the draft payment.

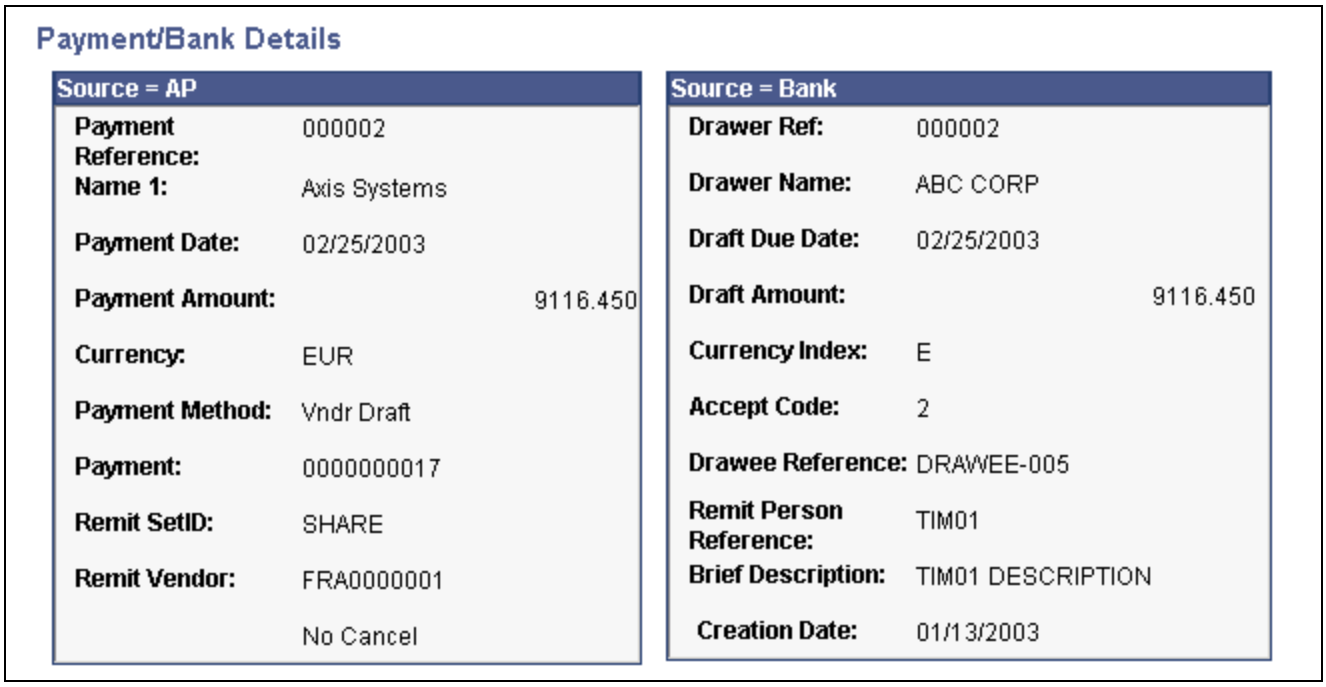
### Additional Info

Select the Additional Info tab in the Draft Payment scroll area.

The scroll area displays payment method and cancellation information.

## Reviewing Payment and Bank Details

Access the Payment/Bank Details page.




Payment/Bank Details page

### Source = AP

**Payment Reference** Displays the draft reference number.

**Name 1** Displays the vendor's name.

**Payment Date** Displays the payment due date.

**Payment** Displays the draft payment ID.

**Remit Vendor** Displays the name of the remit vendor, the cancellation status, and the effective date.

### Source = Bank

**Drawer Ref** (drawer reference) Displays the reference ID that a drawer uses to identify the draft.

**Currency Index** Displays the currency index listed in the bank file.

**Accept Code** Displays the accept code from the bank file.

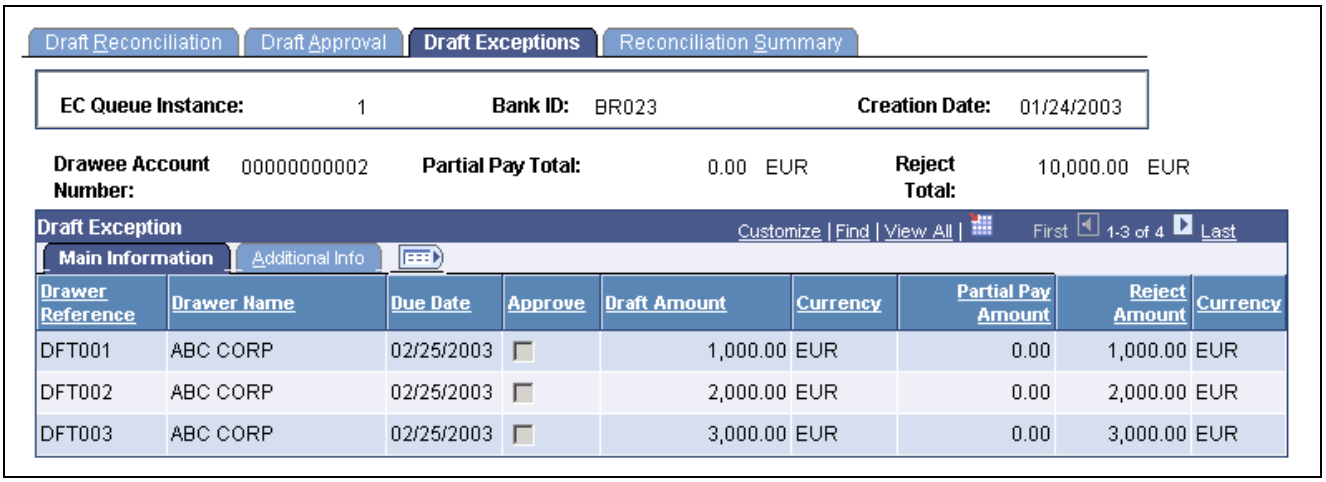
**Drawee Reference** Displays the payment number.

**Remit Person Reference** Displays the reference number for the remit person listed in the bank file.

**Creation Date** Displays the draft creation date.

## Reviewing Draft Payment Exceptions

Access the Draft Exceptions page.




Draft Exceptions page

**Note.** Multiple views of this page are available by clicking the tabs in the scroll area.

### Main Information

Select the Main Information tab in the Draft Exceptions scroll area.

**Drawer Reference** Displays the vendor's draft payment reference number.

**Drawer Name** Displays the entity to whom the draft payment is made out.

**Due Date** Displays 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 nonbusiness day, the due date is different from the maturity date. For example, if the maturity date falls on a Saturday, the due date might be set to the following Monday, depending on the holiday rules.

**Approve** Select for partial payment and to reject the balance. This option is available only if the bank file payment amount is greater than the payment amount in the Payables system.

### Additional Info

Select the Additional Info tab in the Draft Exceptions scroll area.

The scroll area displays the reject code, a description, and comments.

## Reviewing Draft Payment Totals

Access the Reconciliation Summary page.




Reconciliation Summary page

**Pay Total** Displays the matched payment total.

**Partial Pay Total** Displays the partial payment total.

**Reject Total** Displays the rejected payment total.

**Total Amount** Displays the total payment amount.

# Preparing Bank Answer Files

Access the Prepare Bank Answer File page.

**Creation Date** Displays the draft payment creation date from the bank file.

**Process** Click to begin preparing the data for the bank answer file for the output instances you selected.

**Note.** Multiple views of this page are available by clicking the tabs in the scroll area.

## Main Information

Select the Main Information tab in the Bank Account scroll area.

**Select** Click to select the output instance that you want to process.

**Output Inst** (output instance) Displays the output instance that appears after you run the EDI Manager Outbound EC Agent process.

**Output File Status** Displays 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** Displays the file name that the EDI Manager Outbound EC Agent process created.

**SIREN Number** Displays the SIREN number.

### Additional Info

Select the Additional Info tab in the Bank Account scroll area.

**Drawee Account Number** Displays the vendor's bank account number.

**Total Amount** Displays the total amount to be paid into the vendor's bank account.

## Deleting Imported Bank Data

Access the Delete Imported Bank Data page.

**Delete this Queue Instance** Select this check box to mark this queue instance for deletion.

**Process** Click to delete all bank file data associated with the selected queue instance.

# Reviewing Drafts

Payables includes several inquiry pages and reports that enable you to view and manage draft payments. You can define draft payment selection criteria that enable you to run inquiries on draft payments at various stages of the draft life cycle. By specifying a payment date range, you can also view draft payments details (by vendor or bank account) over a period of time.

The Draft Payment Inquiry component (PYMNT_DFT_INQ) 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 lists common elements and discusses how 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 Draft Payment Inquiry component.

## Common Elements Used in This Section

 Click to access the Payment Inquiry page, where you can view the voucher.

**Remit Vendor** Displays the vendor ID of the remit vendor.

**Name** Displays the name of the remit vendor.

**Currency** Displays the draft payment currency.

**Amount** Displays the amount of the draft payment.

**Payment Method** Displays the draft payment method. The methods are *ALL, Cust Draft* (customer draft), *EFT Draft,* and *Vndr Draft* (vendor draft).

**Bank Account** Displays the remit vendor's bank account number.

**Master ID** Use this field if you specify draft optimization on the Payment Selection Criteria - Draft Options page.

**Control ID** Displays the control ID, which is assigned by the Pay Cycle process to group a list of scheduled payments.

## Pages Used to Review Draft Payment Information

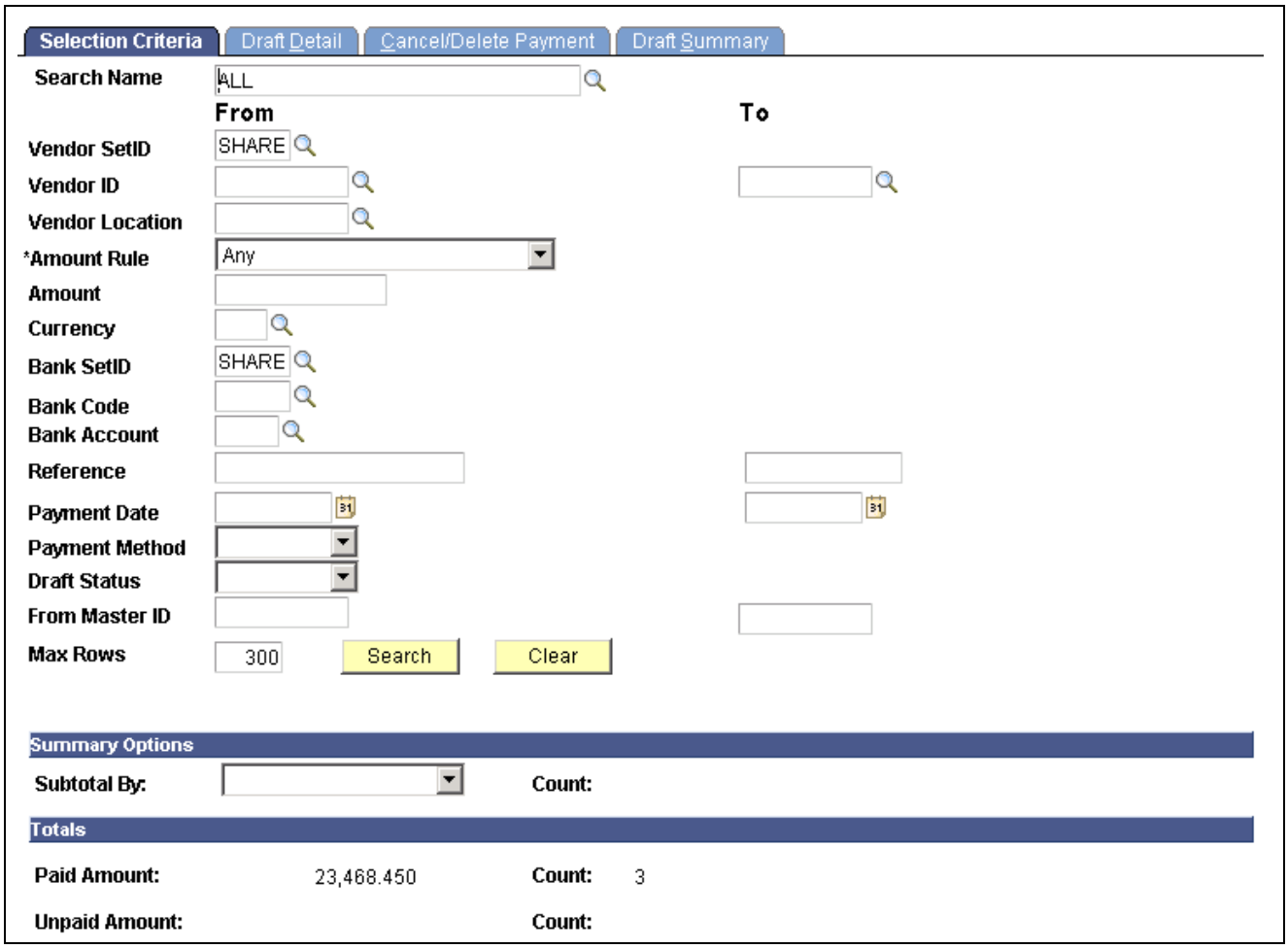
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Drafts - Selection Criteria | PYMNT_DFT_INQ1 | Accounts Payable, Review Accounts Payable Info, Payments, Drafts, Selection Criteria | Create a draft payment inquiry. Enter the parameters for your inquiry on the Selection Criteria page and search for draft payments that match the specifications. You can view details relating to the draft payment on the other pages of the component. |
| Drafts - Draft Detail | PYMNT_DFT_INQ2 | Accounts Payable, Review Accounts Payable Info, Payments, Drafts, Draft Detail | View detail information for draft payments, based on the specified criteria on the Selection Criteria page. |
| Drafts - Cancel/Delete Payment | PYMNT_DFT_INQ3 | Accounts Payable, Review Accounts Payable Info, Payments, Drafts, Cancel/Delete Payment | View details about any canceled or deleted draft payments. |
| Drafts - Draft Summary | PYMNT_DFT_INQ4 | Accounts Payable, Review Accounts Payable Info, Payments, Drafts, Draft Summary | View a summary of the draft payments in the search results. |
| Payment Hist by Pymnt Method (payment history by payment method) | RUN_APY2050 | Accounts Payable, Reports, Payments, Payment History by Pay Method, Payment Hist by Pymnt Method | Define run parameters for the Payment History by Payment Method - Detail or Summary 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 |
|---|---|---|---|
| Payment Aging by Bank | RUN_APY2051 | Accounts Payable, Reports, Payments, Payment Aging by Bank, Payment Aging by Bank | Define run parameters for the Payment Aging Summary (Detail) Report by Bank (APY2051). Use this report to review a summary aging of drafts still payable analyzed by bank account and sorted by date. The report details are:<br>• Balance as of the end of the previous month.<br>• Aggregate amount that increased in the current month.<br>• Aggregate amount that decreased in the current month. |
| Payment Aging by Vendor | RUN_APY2052 | Accounts Payable, Reports, Vendor, Payment Aging by Vendor, Payment Aging by Vendor | Define run parameters for the Payment Aging Summary (Detail) Report by Vendor (APY2052). This report provides a summary aging of drafts still payable to each vendor by the period range you specify. The report details are:<br>• Balance as of the end of the previous month.<br>• Aggregate amount that increased in the current month.<br>• Aggregate amount that decreased in the current month. |
| Draft Create Detail | RUN_APY2053 | Accounts Payable, Reports, Payments, Drafts Create Detail, Draft Create Detail | Define run parameters for the Drafts Create Detail List (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, Drafts Create Summary, Draft Create Summary | Define run parameters for the Drafts Create Summary report (APY2056). Use this report to review a summary by bank for draft payments. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Draft Stamp Tax Summary | RUN_APY2054 | Accounts Payable, Reports, Payments, Drafts Stamp Tax Summary, Draft Stamp Tax Summary | Define run parameters for the Drafts Create Detail - 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 Drafts - Selection Criteria page.




Drafts - Selection Criteria page

**Vendor ID** Specify the from and to vendor IDs if an inquiry covers a range of vendors.

**Bank SetID** Specify the bank setID.

**Reference** Specify the from and to payment reference numbers if an inquiry covers a range of payment reference numbers.

**Payment Date** Specify the from and to payments dates if an inquiry covers a range of dates.

**Draft Status** Specify the draft payment statuses to include in the inquiry. Options are:

*ALL:* Includes all draft payments, regardless of their status, as long as they meet the selection criteria.

*Approved:* Includes only those draft payments with a status of *Approved* that meet the selection criteria.

*Created:* Includes only those draft payments with a status of *Created* that meet the selection criteria.

*Due:* Includes only those draft payments with a status of *Due* that meet the selection criteria.

*Reconciled:* Includes only those draft payments with a status of *Reconciled* that meet the selection criteria.

**Amount Rule** Specify the amount rule and enter an amount for the draft payments included in the inquiry. Options are:

*Any:* Includes draft payments that meet the selection criteria in any amount.

*Equal to:* Includes draft payments equal to the specified amount that meets the selection criteria.

*Greater than:* Includes draft payments greater than the specified amount that meet the selection criteria.

*Greater than or equal to:* Includes draft payments greater than or equal to the specified amount that meet the selection criteria.

*Less than:* Includes draft payments less than the specified amount that meet the selection criteria.

*Less than or equal to:* Includes draft payments less than or equal to the specified amount that meet the selection criteria.

### Summary Options

**Subtotal By** Select to determine how the system sorts the results of the inquiry. Options are *Bank Account Number, Due Date,* and *Remit Vendor*.

**Count** Displays the number of draft payments included in the payment subtotal.

### Totals

**Paid Amount** Displays the total amount of the draft payment.

**Count** Displays the number of drafts included in the payment total.

**Unpaid Amount** Displays any payment amount that is not included in the draft payment.

## Viewing Detail Information for Draft Payments

Access the Drafts - Draft Detail page.

**Amount** Displays the total amount of the draft payment.

**Count** Displays the number of drafts included in the payment total.

### Main Information

Select the Main Information tab.

**Payment Date** Displays the draft issue date.

### Additional Info

Select the Additional Info tab.

**Stamp Tax** Displays the amount of stamp tax, if applicable. Stamp tax is applicable if you use stamp tax minimization.

### See Also

Chapter 9, "Setting Up Draft, Payment, and Voucher Processing," Setting Up Draft Processing, page 175

## Viewing Details for Canceled or Deleted Drafts Payments

Access the Drafts - Cancel/Delete Payment page.

**Unpaid** Displays the total amount of the unpaid draft payments.

**Count** Displays the number of unpaid drafts that are not included in the payment total.

### Main Information

Select the Main Information tab.

**Payment Date** Displays the date that the unpaid amount is due.

### Additional Info

Select the Additional Info tab.

**Date Cancelled** Indicates the date the unpaid amount was canceled.

## Viewing a Summary of Draft Payments

Access the Drafts - Draft Summary page.

**Payment Date** Displays the draft due or settlement date.

**Count** Displays the number of drafts included in the payment total.

# CHAPTER 31

# Sending Information to Asset Management

This chapter provides an overview of the asset-loading process and discusses how to:

- Create asset-applicable vouchers.
- Send voucher information to Asset Management.

## Understanding the Asset-Loading Process

This section discusses the following:

- Eligibility criteria for distribution to PeopleSoft Asset Management.
- Interface types.
- Discounts earned or lost.
- Technical details of the Payables to Assets Interface process.
- Return to Vendor transaction processing.

Payables can be integrated with Asset Management and Purchasing. The interface between the applications eliminates the need for dual maintenance of receipts and vouchers and their corresponding asset data, and it provides the following benefits:

- Payables and Purchasing applications send all asset additions, adjustments, and retirements to Asset Management.
- Asset Management receives information from both systems in a consistent manner.
- Purchasing can simultaneously send receipts to Asset Management as either capitalized or noncapitalized assets.

  If noncapitalized assets are created in Purchasing, these assets can be capitalized when the voucher information comes from Payables.

Another advantage of this interface is flexibility. You can:

- Establish the point in the purchase process when you send information to Asset Management.

  You can share data when the merchandise is received, or you can communicate the data at the time of payment.
- Unitize or consolidate assets from subsystems.

  You can unitize one load line into many, or you can consolidate many load lines into one in the Interface Asset Information component in Asset Management.

Payables and Purchasing pass asset acquisition information to 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, Payables creates new voucher accounting lines when a voucher for an asset is posted or unposted and subsequently distributes the accounting information to Asset Management. Posting the voucher creates voucher accounting lines, and unposting the voucher creates reversal entries. The Payables to Assets Interface Application Engine process (INTFAPAM) distributes the information to Asset Management from Payables through the Load Assets Request page.

New accounting entries are also made during payment posting for discounts that are earned or lost. If the original accounting entries were asset-applicable, then the new entries are distributed to Asset Management as well.

### See Also

*PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 8.9 PeopleBook*, "Integrating Asset Management with Other Products"

## Eligibility Criteria for Distribution to Asset Management

Vouchers must meet the following conditions before you can send voucher information to Asset Management:

- Vouchers must have at least one asset applicable distribution line to be selected for processing by the Payables to Assets Interface process.

  The asset-applicable voucher distribution lines and any discounts earned or lost for those vouchers are sent to Asset Management.

- 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 Payables to Assets Interface process.

  The associated receiver (if applicable) must also have fully matched status.

- All vouchers must be posted in Payables before running the Payables to Assets Interface process.

  This is because the information distributed to Asset Management is obtained from the voucher accounting entries.

- Voucher accounting lines are flagged for distribution to Asset Management whenever an asset-applicable voucher is posted and whenever one is reposted after being unposted:

  1. If a voucher has previously been distributed to Asset Management and it is then unposted, the unposting process creates reversal entries for the voucher accounting lines. The voucher accounting lines are sent to Asset Management with the interface type *RET* (retirement).
  2. If a voucher is posted and subsequently unposted without being distributed to Asset Management, the unposting process still creates reversal entries for the voucher accounting lines. However, no asset is created because the two transactions cancel out each other. The voucher is not distributed to Asset Management until it has been reposted.

- Voucher accounting lines are flagged for distribution to the Asset Management system when discounts are earned or lost, when there are late charges, or when vouchers are closed.

***Warning!*** If the profile ID, Asset Management business unit, or ChartFields are changed after a voucher has already been distributed to Asset Management, the system does not automatically handle the asset transfer. You must make this change manually in the Asset Management system.

# Interface Types

This table describes the interface types for which Payables sends voucher accounting entries to Asset Management:

| Interface Type | Criteria | Description |
|---|---|---|
| RET | AM_DISTRIB_STATUS = 'M' | Retirement. This interface type occurs when a voucher is unposted. |
| CLS | AM_DISTRIB_STATUS = 'N' and CLOSE_STATUS = 'C' | Closed. This interface type occurs when a voucher is posted that is marked for closure. |
| ADJ | AM_DISTRIB_STATUS = 'N' and CLOSE_STATUS <> 'C' and DST_ACCT_TYPE IN ('DSE', 'DSL', 'DSEM', 'DSLM', 'LAT') | Discount Lost/Earned. This interface type occurs when a voucher is posted with a discount earned or lost or with late charges. |

# Discounts Earned or Lost

Payables sends information about discounts earned or lost to Asset Management so that Asset Management can add or subtract the amount from the asset cost. The following examples illustrate this process.

In these scenarios, assume the following facts:

- The voucher gross amount is 2000.00 USD.
- The potential discount (if paid within discount period) is two percent.
- The possible discount earned or lost (or not taken) is 40.00 USD.

You run the Payables to Assets Interface process 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 do not depend on whether the voucher is paid before or after voucher posting.

## Example of Accounting at Net

This example shows accounting at net:

- 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 |

- Discount taken at payment posting.

If the voucher is paid within the discount period, or if discount was taken manually, the Payables to Asset Interface process does not process this voucher as the system has already accounted for the discount.

| INTFC_TYPE | COST | MERCHANDISE_AMT | DSCNT_AMT |
|---|---|---|---|
| Null - No Entry | N/A | N/A | N/A |

- Discount lost at payment posting.

  If the voucher is either not paid within the discount period, or if the discount is not taken, the Payables to Assets Interface process sends a cost of 40.00 USD to Asset Management to adjust for the discount lost:

| INTFC_TYPE | COST | MERCHANDISE_AMT | DSCNT_AMT |
|---|---|---|---|
| ADJ | 40.00 | 2000.00 | 0.00 |

## Example of Accounting at Gross

This example shows accounting at gross:

- 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 |

- 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 the Payables to Assets Interface process sends a cost of -40.00 USD to Asset Management to adjust for the discount taken:

| INTFC_TYPE | COST | MERCHANDISE_AMT | DSCNT_AMT |
|---|---|---|---|
| ADJ | -40.00 | 2000.00 | 0.00 |

- Discount lost at payment posting.

  If the voucher is either not paid within the discount period, or if the discount is not taken, the Payables to Assets Interface process 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 | N/A | N/A | N/A |

**Note.** The system does not track rebates lost or taken, and these are not sent to Asset Management.

# Technical Details of the Payables to Assets Interface Process

The Payables to Assets Interface process selects all voucher accounting lines with these values:

| Field | Description | Value | Definition |
|---|---|---|---|
| VCHR_ACCTG_ LINE.ASSET_FLG | Asset. | *Y* | Yes.<br>**Note.** The value must be *Y* for each accounting entry to be distributed to Asset Management. |
| VCHR_ACCTG_ LINE.AM_DISTRIB_ STATUS | Asset Management distribution status. | *N* or *M* | *N* (not yet distributed to asset management): The Voucher Posting process creates voucher accounting lines with this status, which indicates that the accounting lines have been posted.<br>*M* (modified): The Voucher Unposting process creates reversal entries with this status, which indicates that the accounting lines have been unposted. |
| VCHR_ACCTG_LINE. POST_STATUS_AP | Account Payable Posting Status | *P* | Posted. |
| VCHR_ACCTG_ LINE.PRIMARY_ LEDGER | Primary ledger. | *Y* | Yes.<br>**Note.** The value must be *Y* for each accounting entry to be distributed to Asset Management. |

**Note.** For vouchers with receiving required, only vouchers with fully matched receivers are sent to Asset Management.

The Payables to Assets Interface process copies the following information from the voucher distribution level in Payables to the preinterface table (INTFC_PRE_AM) in Asset Management:

| Description | Field Name |
|---|---|
| Transaction date. | VOUCHER.INVOICE_DT |
| Accounting date. | VCHR_ACCTG_LINE.ACCOUNTING_DT |

| Description | Field Name |
|---|---|
| Purchase order (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 |
| 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 |
| Payables 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 |
| Asset Management business unit. | VCHR_ACCTG_LINE.BUSINESS_UNIT_AM |
| Asset ID. | VCHR_ACCTG_LINE.ASSET_ID |
| Profile ID. | VCHR_ACCTG_LINE.PROFILE_ID |

| Description | Field Name |
|---|---|
| Cost type. | VCHR_ACCTG_LINE.COST_TYPE |
| ChartFields.<br><br>**Note.** Available ChartFields include ACCOUNT, ALTACCT, BOOK_CODE, ADJUST_TYPE, CATEGORY, ACTIVITY, SCENARIO, STATISTICS_TBL, OPERATING_UNIT, DEPTID, PRODUCT, PROJECT_ID, FUND_CODE, CLASS_FLD, PROGRAM_CD, BUDGET_REF, AFFILIATE, AFFILIATE_INTRA1, AFFILIATE_INTRA2, CHARTFIELD1, CHARTFIELD2, CHARTFIELD3. | VCHR_ACCTG_LINE.“ChartField”<br><br>**Note.** Because ChartFields are configurable, they are mapped to their respective ChartField name. For example, department ID is mapped to VCHR_ACCTG_LINE.DEPTID. |
| Description. | VCHR_ACCTG_LINE.DESCR |
| Vendor ID. | VOUCHER.VENDOR_ID |
| Voucher quantity. | VCHR_ACCTG_LINE.QTY_VCHR |
| Cost in General Ledger business unit’s base currency. | MONETARY_AMOUNT + FREIGHT_AMT_NP_BSE + MISC_AMT_NP_BSE + SALETX_AMT_NP_BSE + USETAX_AMT_NP_BSE + DSCNT_AMT_BSE.<br><br>If VOUCHER.VAT_NRCVR_PRO_FLG = ’N’, then MONETARY_AMOUNT + FREIGHT_AMT_NP_BSE + MISC_AMT_NP_BSE + SALETX_AMT_NP_BSE + USETAX_AMT_NP_BSE + DSCNT_AMT_BSE + (A.VAT_INV_AMT_BSE + A.VAT_NONINV_AMT_BSE - A.VAT_RCVRY_AMT_BSE - A.VAT_REBATE_AMT_BSE). Note that all fields are from VCHR_ACCTG_LINE.<br><br>**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 + Nonrecoverable Prorated VAT − Discount (if accounting at net). |
| Transaction cost in transaction currency. | FOREIGN_AMOUNT + FREIGHT_AMT_NP + MISC_AMT_NP + SALETX_AMT_NP + USETAX_AMT_NP + DSCNT_AMT.<br><br>If VOUCHER.VAT_NRCVR_PRO_FLG = ’N’ then TXN_COST = FOREIGN_AMOUNT + FREIGHT_AMT_NP + MISC_AMT_NP + SALET X_AMT_NP + USETAX_AMT_NP + DSCNT_AMT + (VAT_INV_AMT + VAT_NONINV_AMT − VAT_RCVRY_AMT - VAT_REBATE_AMT). Note that all fields are from VCHR_ACCTG_LINE. |

| Description | Field Name |
|---|---|
| Sales tax amount in General Ledger business unit's base currency. | SALETX_AMT_BSE + SALETX_AMT_NP_BSE |
| Sales tax code. | VOUCHER.SALETX_CD |
| Use tax amount in General Ledger business unit's base currency. | USETAX_AMT_BSE + USETAX_AMT_NP_BSE |
| Use tax code. | VOUCHER.USETAX_CD |
| Freight amount in General Ledger business unit's base currency. | FREIGHT_AMT_BSE + FREIGHT_AMT_NP_BSE<br>**Note.** If VOUCHER.FRGHT_PRORATE_FLG is 'N', FREIGHT_AMT_NP_BSE is not 0 while FREIGHT_AMT_BSE is 0. |
| Discount amount. | VCHR_ACCTG_LINE.DSCNT_AMT |
| Invoice ID. | VOUCHER.INVOICE_ID |
| General Ledger business unit's base currency code. | VCHR_ACCTG_LINE.CURRENCY_CD |
| Transaction currency code. | VCHR_ACCTG_LINE.FOREIGN_CURRENCY |
| Project Costing 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_CATEGORY |
| 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 |

| Description | Field Name |
|---|---|
| VAT recovery amount. | VCHR_ACCTG_LINE.VAT_RCVRY_AMT_BSE |
| VAT nonrecoverable amount. | VAT_INV_AMT_BSE + VAT_NONINV_ AMT_BSE -.VAT_RCVRY_AMT_BSE − VAT_REBATE_AMT_BSE. Note that all fields are from VCHR_ACCTG_LINE. |

**Note.** After the system copies the voucher information to the Pre-interface table, the Payables to Assets Interface process sets the AM_DISTRIB_STATUS field on the voucher accounting line for all the selected vouchers to *D* (distributed).

Once the voucher has been preloaded into the Pre-interface table using the Payables to Assets Interface process, you can view the information on the Load Preview - Pre-AM - Pre-AM 1 page.

Next, you complete the asset-loading process by running the Payables/Purchasing Interface Application Engine process (AMPS1000), which automatically calls the Transaction Loader Application Engine process (AMIF1000). 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 on the Asset Cost Adjust/Transfer page.

### See Also

*PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 8.9 PeopleBook*, "Integrating Asset Management with Other Products"

*PeopleSoft Enterprise Asset Management 8.9 PeopleBook*, "Adjusting, Transferring, and Evaluating Assets"

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining User Preferences," Defining Cross-Application User Preferences

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 270

## Return to Vendor Transaction Processing

Defined RTV adjustment options determine whether the Payables or Purchasing applications generate asset retirement transactions that are sent to Asset Management for processing (INTFC_PRE_AM). You can specify these adjustment options as defaults at the Payables business unit level (using the Payables Definition - Voucher Build page), which you can override at the Purchasing RTV voucher defaults level (using the RTV Defaults page).

**Note.** Purchasing's RTV Reconciliation Application Engine process (PO_RTVRECON) processes RTV information for use in Asset Management only when a Payables adjustment voucher will not be created.

### See Also

Chapter 4, "Setting Up Payables Business Units," Setting Voucher Build Options, page 53

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Managing Vendor Returns," Setting Up RTV Processing Options

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Managing Vendor Returns," Entering RTV Defaults

# Creating Asset-Applicable Vouchers

This section discusses how to:

- Use the Assets tab to create asset-applicable vouchers.
- Copy asset-applicable vouchers from purchase orders and receivers.

## Understanding Asset-Applicable Vouchers

You create asset-applicable vouchers 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 to make the voucher asset-applicable.

You can also create asset-applicable vouchers by entering data on the Quick Invoice page.

**Note.** When a voucher is created by copying from another voucher or template voucher, the asset information is also copied from the source voucher.

**Note.** The Assets 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.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 270

Chapter 17, "Using Quick Invoices," page 381

## Pages Used to Create Asset-Applicable Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information | Enter asset information on an invoice and create asset-applicable vouchers. |
| Quick Invoice | VCHR_HEADER_QV | Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry, Quick Invoice<br>Select the Assets tab for the distribution line. | Enter asset information on a quick invoice and create asset-applicable vouchers. |

## Using the Assets Tab to Create Asset-Applicable Vouchers

Access the Assets tab on the Distribution Lines grid on the Invoice Information page or the Quick Invoice page. Some of the fields described below are available only on the Invoice Information page.

**Use One Asset ID** Select to assign a single asset ID to multiple distribution lines. This field does not appear for quick invoices.

**Quantity** Enter a quantity on the ChartFields tab and on the parent voucher line for each asset-applicable distribution line. The total of all quantities on the distribution lines must equal the quantity entered on the parent voucher line.

**Asset** Select to make the distribution line asset applicable. This field does not appear for quick invoices.

**Business Unit** Enter the Asset Management business unit to which the asset is distributed. This field is required.

**Profile ID** Enter the profile ID category to which the asset is assigned. This field is required.

**Asset ID** Enter either an asset ID or leave the value as *NEXT* so that the system generates the asset ID after you send the asset information to Asset Management. The default field value is *NEXT*.

If you enter an existing asset ID, the costs for the subsequent voucher are added to the asset ID entered on the page.

**Sequence Number** Enter a sequence number to indicate an asset grouping of voucher distribution lines, if you have accepted the default asset ID value of *NEXT*. Leave this field blank if you entered a known asset ID. If the asset ID is *NEXT* and the Sequence Number field is blank, the system generates a unique number. This field does not appear for quick invoices.

**Cost Type** Enter the cost type for the asset. Options are:

*A:* Allowance for ADV Depr (advanced depreciation).

*C:* Cost type.

*G:* Grant reimbursements.

*M:* Margin.

*P:* Scrap on asset.

*R:* Revaluation.

*S:* Sale of assets.

*V:* Reserve for ADV Depr (advanced depreciation).

**Note.** If you copy the voucher information from the purchase order or receiver, these fields might 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 Asset Management relates to previous assets that are created in Purchasing, the voucher *must* be matched to the purchase order and receiver. When you create vouchers for asset-related items, copy the voucher information from the receiver. The Payables to Assets Interface process will only send receiver information to Asset Management if the receiver information exists on the voucher.

**Note.** The Receiver Interface Push Application Engine process (PO_RECVPUSH) must be run to send receiver information related to a purchase order to Asset Management. Both the Receiver Interface Push process and the Payables to Assets Interface process must be run when the voucher is created from a PO.

If asset information has been specified on a purchase order or receiver, you can:

- Copy purchase order and receiver information to the voucher using the worksheet copy option on the Invoice Information page or the Quick Invoice page.
- Copy the entire purchase order or receiver, or use the PO Lookup Criteria page or the Receiver Lookup Criteria page to select specific information to copy onto the voucher.
- Process the data through the Voucher Build Application Engine process (AP_VCHRBLD) and the Matching Application Engine process (AP_MATCH).

The Matching process 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. Multiple receipts that sum to the voucher total can be associated by the Matching process. Partial receipts must be associated manually. If there are multiple receivers for the purchase order, the Payables to Assets Interface process obtains the receiver information from the PO_LINE_MATCHED table, which is populated by the Matching process.

### See Also

*PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 8.9 PeopleBook*, "Integrating Asset Management with Other Products," Processing Asset Management, Purchasing, and Payables Transactions

*PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Receiving Shipments," Using the Receiver Interface Push Application Engine Process (PO_RECVPUSH)

# Sending Voucher Information to Asset Management

This section discusses how to run the Payables to Assets Interface process.

# Pages Used to Send Voucher Information to Asset Management

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Load Assets Request | INTFC_APAM_RQST | Accounts Payables, Batch Processes, Extracts and Loads, Load Assets Request | Request a run of the Payables to Assets Interface process, which copies the voucher information from the selected vouchers, populates the Pre-interface table in Asset Management, and updates the Asset Management distribution status on the distribution lines for the selected vouchers to be distributed. |

# Running the Payables to Assets Interface Process

Access the Load Assets Request page.

**Interface Asset Information** Select to preview the data on the Pre-Interface Table (Pre-AM01) page.

**Process Option** Select the process option. Options are:

*Process All Business Units*

*Process Business Unit*

*Process Control Group*

*Process Origin*

*Process Vendor*

*Process Voucher*

Depending on the process option that you select, different fields in the group box become available for entry. If you select the process option *Process All Business Units,* no additional information is required. However, each of the other options requires additional parameters such as a business unit, voucher ID, group, vendor ID, origin, or buying agreement ID.

If you specify a vendor ID or origin, you also need to enter the associated setID.

## See Also

*PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 8.9 PeopleBook*, “Integrating Asset Management with Other Products,” Previewing Data in the Loader Tables

# CHAPTER 32

# Processing Self-Billed Invoices

This chapter provides an overview of self-billed invoices (SBIs), and discusses how to:

- Perform SBI processing.
- Review SBIs.

## Understanding SBI Processing

Payables supports SBIs. SBIs are invoices that are 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 value-added tax (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.

To create SBIs:

1. Create a receiver on the Receiving page.
2. Run the Voucher Build Application Engine process (AP_VCHRBLD) with the *Evaluated Receipts (ERS)* option selected as the voucher build interface on the Voucher Build page.
3. Review the voucher on the Voucher Summary page.
4. (Optional) Change SBI options on the Voucher Attributes page.
5. Run the Matching Application Engine process (AP_MATCH) from the Match Request page.
6. Run the Voucher Posting Application Engine process (AP_PSTVCHR) from the Voucher Posting Request page. (The voucher must be posted before running the SBI Application Engine process (APSBIPRC).
7. Run the SBI process 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.

This section discusses:

- SBI numbering options.

- ERS vouchers for SBI vendors.
- SBI voucher status summary.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 320

Chapter 16, "Processing Batch Vouchers," Running the Voucher Build Process and Reviewing Messages, page 373

Chapter 20, "Running the Matching Process," Initiating the Matching Application Engine Process, page 511

Chapter 23, "Running Voucher and Payment Posting," Running the Voucher Posting Application Engine Process (AP_PSTVCHR), page 630

*PeopleSoft Enterprise Purchasing 8.9 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 that generates 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. This tables lists the formulas used to create these options:

| Value | Description | Definition | Numbering Formula |
|---|---|---|---|
| *D* | Default | Changes automatically to the value that you selected at the next highest level in the control hierarchy.<br>This option is not available at the General Ledger business unit level, because it is the highest level in the control hierarchy. | N/A |
| *G* | Group Vouchers (Auto-Num) | Enables you to group vouchers that satisfy a set of criteria onto a single SBI.<br>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* | Individual Voucher (Auto-Num) | Allows only one voucher for each SBI.<br>If the SBI numbering option is *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 |
| *P* | Individual Voucher - Invoice Number | Allows only one voucher for each SBI.<br>If the SBI numbering option is set to *P,* 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 Payables generates ERS vouchers for SBI vendors using the Voucher Build process, the following actions occur:

1. The SBI flag on the appropriate voucher records is set to *Y.*

   The SBI process processes all posted and matched vouchers that are identified 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 that is 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 Summary 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 Num Option (SBI number 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 appears 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

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 320

# 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 the Voucher Build process 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 Payables Options page in the Self-Billed Invoice Options group box.

- Specify SBI options.

  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

Chapter 4, “Setting Up Payables Business Units,” Selecting ERS Options, page 40

Chapter 4, “Setting Up Payables Business Units,” Setting Voucher Build Options, page 53

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Completing Voucher Attributes, page 320

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information,” Defining Self-Billed Invoice Options

## Performing SBI Processing

This section discusses how to:

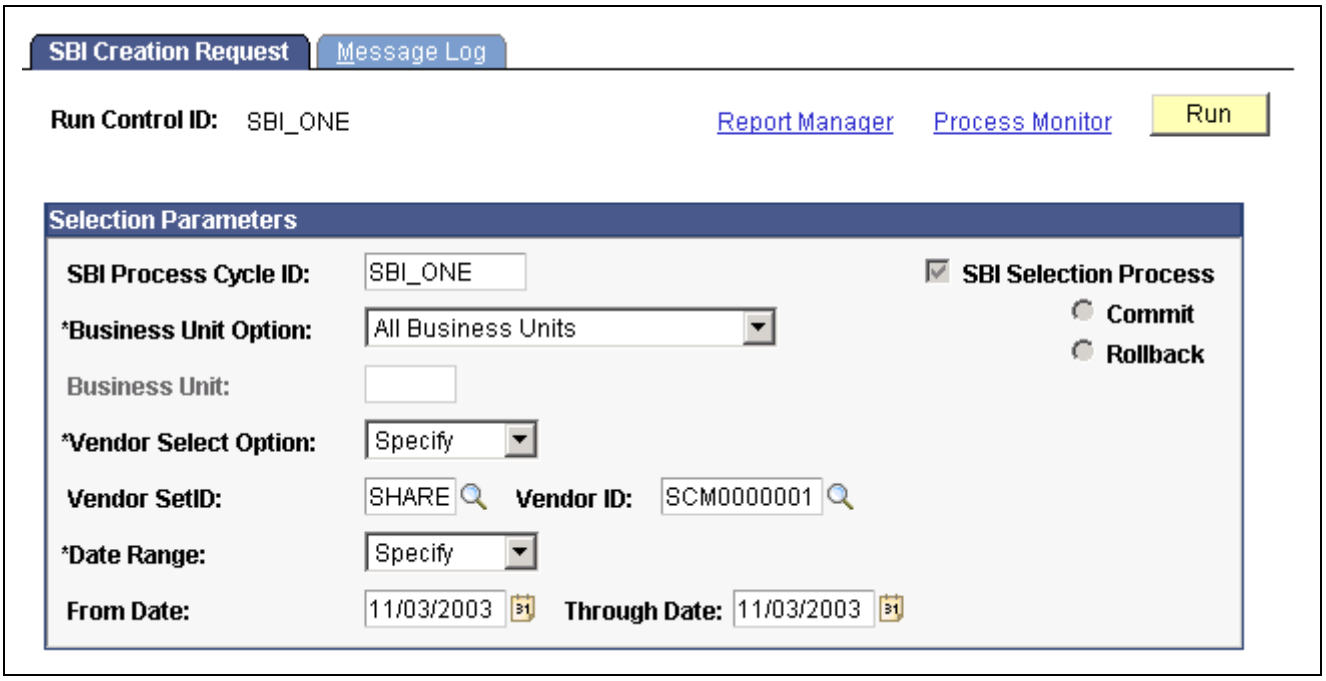
- Run SBI process in Selection mode.
- Review selected SBI data.
- Roll back SBI data.
- Run SBI process in Commit mode.
- Print self-billed invoices.

# Pages Used to Perform SBI Processing

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| SBI Creation Request | SBI_CREATE_REQUEST | Accounts Payable, Batch Processes, Vouchers, Self-Billed Invoices, SBI Creation Request | Specify the SBI selection parameters. |
| SBI Creation Request - Message Log | AP_MESSAGE_LOG | Click on the Message Log tab from the SBI Creation Request page. | Review the process message log for information on the records that were selected or rejected. This page lists the messages for the process that you just finished running. |
| SBI Voucher Review | VCHR_SBI_REVIEW | Accounts Payable, Review Accounts Payable Info, Vouchers, Self-Billed Invoice Creation, SBI Voucher Review | Review the SBIs that were selected by the SBI process.<br>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, SBI Review Request | 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, Print Self-Billed Invoices, SBI Print | Define run parameters for SBI Print report (APY1060). View all SBI process cycles which have SBIs pending print, and print the SBIs.<br>The SBI Print report lists all of the documents that comprise an SBI. |

# Running SBI Process 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 process.

**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 PeopleSoft Application Engine process runs is always controlled through PeopleCode.

**SBI Selection Process** Select to run the SBI process in Selection mode rather than Commit or Rollback mode. When you enter a new run control ID, the system automatically selects the Selection process for you, and you cannot change the field.

**Commit** Select to run 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 automatically changes to the Commit mode for you.

**Rollback** Select to run 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** Enter to restrict the vouchers selected for the SBI process using the invoice date. Values are:

*Select All:* Selects all the vouchers regardless of date range.

*Specify:* Enter a date range in the From Date and Through Date fields.

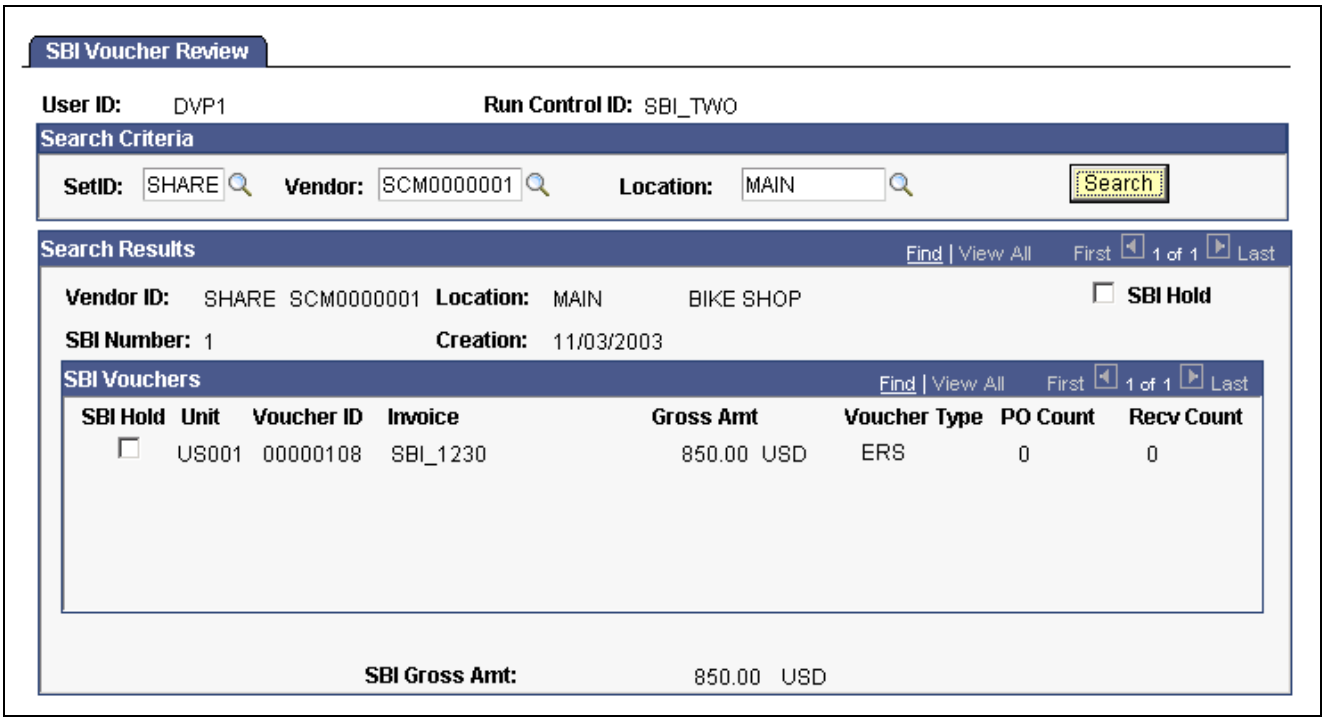
During the SBI Selection process, the system:

1. Identifies candidate vouchers.
   - SBI_Flag = *Y*
   - SBI_In_Process_Flag = *N*
   - Voucher_Type = *E*
   - Post_Status_AP = *P*
   - SBI_Num = *0* or *blank*
   - SBI_Doc_Opt = *G/I/P*
   - Invoice_Date between From_Date and Through_Date from request page and also satisfying business unit 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 or 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 or 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 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

**SetID** and **Vendor** — Search for a vendor by entering a vendor setID and vendor ID and then clicking the Search button.

**Location** — Search for a vendor by entering a vendor and location and then clicking the Search button. You must enter a value for the Vendor ID field to 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.

## SBI Vouchers

**SBI Hold** — Select this check box to hold any of the individual vouchers that comprise the SBI.

**Invoice** — Displays invoice numbers of the SBI vouchers that your search produced.



Click PO List Push 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.



Click Receipt List to view the details for the receipts that are associated with the voucher. Review receipt information before you make a final decision to hold, commit, or roll back these SBI vouchers.

### See Also

Chapter 20, "Running the Matching Process," Managing Matches and Match Exceptions, page 516

## Rolling Back SBI Data

After you review the SBI vouchers and determine that you need to rerun the SBI process, access the SBI Creation Request page and select the Rollback mode.

Once the SBI Selection process is complete, all of the fields on the SBI Creation Request page are unavailable except for Commit and Rollback. Once you roll back the selection, you can modify run parameters for the process cycle for the next run or 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 the that Rollback process is complete.

### See Also

Chapter 32, "Processing Self-Billed Invoices," Running SBI Process in Selection Mode, page 822

## Running SBI Process in Commit Mode

After you review the SBI vouchers and determine them to be accurate, 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 and 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 example, 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 you to print 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

Chapter 32, "Processing Self-Billed Invoices," Running SBI Process in Selection Mode, page 822

## 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). The SBI Print process has two types of output: report only or report and files. You define the output at the vendor-location level on the Payables Options page in the Self-Billed Invoice Options section.

When you run the SBI 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 Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Self-Billed Invoice Options

# Reviewing SBIs

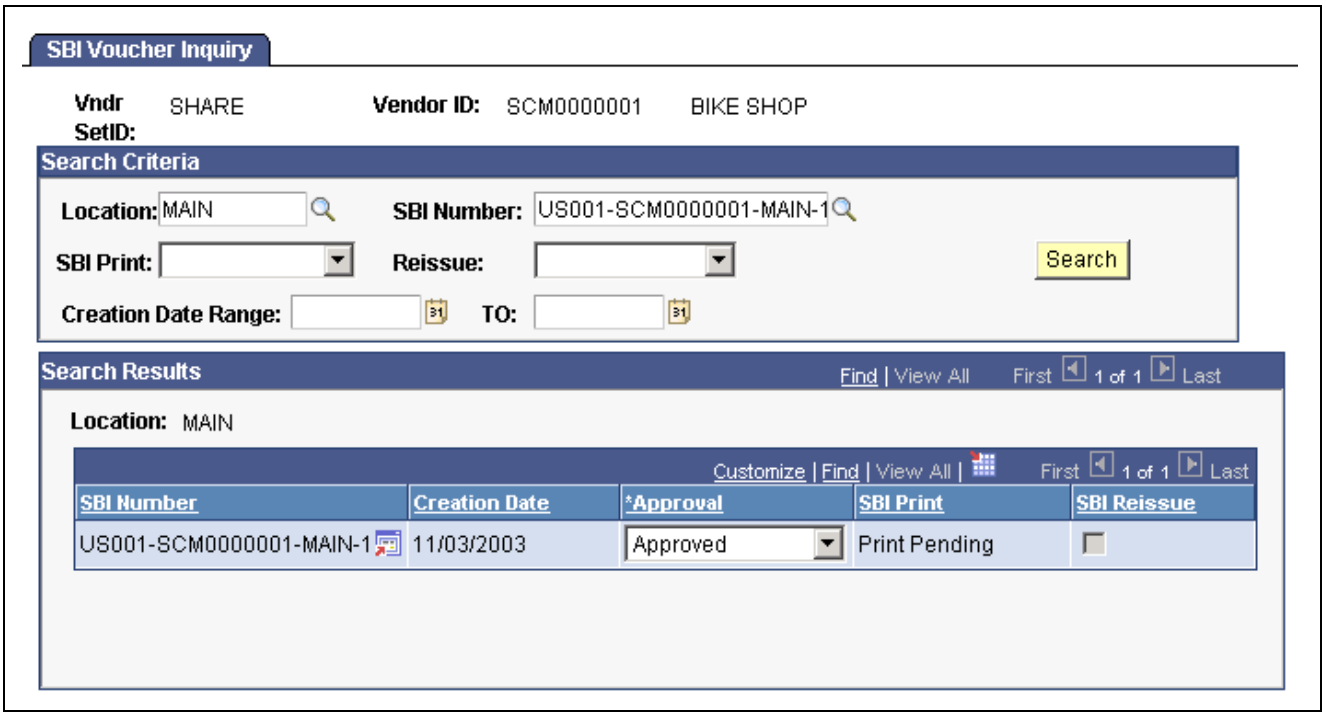
This section discusses how to review SBIs.

## Pages Used to Review SBIs

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| SBI Voucher Inquiry | VCHR_SBI_INQUIRE | Accounts Payable, Review Accounts Payable Info, Vouchers, Self-Billed Invoice, SBI Voucher Inquiry | Search for SBIs by vendor location, SBI number, SBI creation date, SBI print status and reissue status for the selected vendor.<br>Approve unapproved SBIs and generate reissue requests on certain SBIs. Drill down to view SBI details. |
| Self-Billed Invoice | VCHR_SBI_DATA_SEC |  Click the button located 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. |
| SBI Vendor Listing | RUN_APY1070 | Accounts Payable, Reports, Vendor, SBI 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. |

## Reviewing SBIs

Access the SBI Voucher Inquiry page.




SBI Voucher 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. Values are *Print Pending* or *Print Completed.*

**Reissue** Search for SBIs by reissue status. Values are *No* or *Yes.*

## Search Results

Click to view all the vouchers that make up an SBI.

**Approval** Change the status of an SBI from *Approved* to *Unapproved* while the SBI print status is pending, but you cannot change the status 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** Select this check box to reissue printed SBIs. You can only change 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 *REISSUE* and system maintained as *Y.*

# CHAPTER 33

# Processing Landed Cost Transactions

This chapter provides an overview of the Landed Cost Extraction Application Engine process (LC_EXTRACT) and discusses how to:

- Enter landed cost transactions online.
- Run the Landed Cost extraction process.
- Review landed cost exceptions.

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**Note.** To run the Landed Cost Extraction process, you must have Enterprise Payables, Purchasing, Inventory, and Cost Management installed on the same database. To update subcontracted services to actual costs, you must also have Enterprise Manufacturing installed.

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## 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, subcontracted services, freight, insurance, duty, taxes, and handling charges. Payables features a landed cost extraction module that extracts landed cost data from vouchers, purchase orders, and receivers and passes the data to Cost Management.

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**Note.** In Payables, landed cost charges can be attached to vouchers as nonmerchandise charges. Nonmerchandise charges include freight, sales and use tax, value-added tax (VAT), and miscellaneous charges.

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Nonmerchandise 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. If the nonmerchandise charges have a landed cost component, you must prorate the cost. The landed cost code is also associated with an inventory item and indicates whether the charge is to be accrued to an inventory account or expensed at invoice. If the nonmerchandise charges have a landed cost component and are typically charges by the merchandise vendor versus a third-party vendor, you must accrue the cost.

Nonmerchandise 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, nonmerchandise 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 Matching Application Engine process (AP_MATCH). Nonmerchandise charges, whether vouchered from merchandise vendors or from third-parties, are matched to the receivers by the Landed Cost Extraction process. The Landed Cost Extraction process passes the costs to Cost Management using the CM_MATCHED_COST and CM_RMATCH_COST records. The Transaction Costing Application Engine process (CM_COSTING) in Cost Management calculates the purchase price variance (the difference between the vouchered costs and PO costs) and the exchange rate variance (any change in the currency exchange rates between the voucher and the PO).

**Note.** Nonmerchandise charges that exist on purchase orders but not vouchers are picked up by the Landed Cost Extraction process after the nonmerchandise charges are manually closed.

The Landed Cost Extraction process is a way to pass all receipt-matched information and matched miscellaneous charges to Inventory.

Landed Cost Extraction processes inventory items in these ways:

- Flags eligible vouchers (matched and posted).

  Voucher styles include regular vouchers, adjustment vouchers, reversal vouchers, and third-party vouchers. The system includes both previously extracted vouchers and selected vouchers in landed cost processing to calculate the life to date voucher amount for a receiver line ship.

- Finds the corresponding receivers (putaway into Inventory and fully matched).

  The Landed Cost Extraction process also includes fully extracted receivers because they can still be adjusted by adjustment or reversal vouchers.

  **Note.** The Landed Cost Extraction process looks at the receipt line instead of the header to extract landed cost data from vouchers. Receipt lines are not processed through landed cost until they are fully matched. The system processes fully matched receiver lines regardless of the match status on the receiver header.

- Sums the vouchers with the same receiver line information (BUSINESS_UNIT, RECEIVER_ID, RECV_LN_NBR, RECV_SHP_SEQ_NBR).
- Prorates the miscellaneous charges to the receiver lines based on the receiver accepted quantity.

  The voucher line miscellaneous charge will be prorated based on QTY_RECV_APPLIED / sum of QTY_RECV_APPLIED for the voucher line.

- Calculates the material unit costs.

  **Note.** Life to date voucher amounts includes previously extracted vouchers, in addition to the vouchers selected in the current Landed Cost Extract run control. This helps to ensure accurate calculations of voucher costs by including associated vouchers. For example, a regular voucher and its associated adjustment voucher is included in the voucher unit cost calculation.

  - CM_UNIT_COST_VO = Life to date RECV_VCHR_MTCH.MERCH_AMT_VCHR (converted to Inventory business unit base currency) / RECV_LN_SHIP.QTY_SH_ACCPT_SUOM
  - CM_UNIT_COST_POVO = Life to date RECV_VCHR_MTCH.MERCH_AMT_VCHR (converted to Inventory business unit base currency using exchange rate on purchase order) / RECV_LN_SHIP.QTY_SH_ACCPT_SUOM
  - CM_UNIT_COST_PO = RECV_LN_DISTRIB.MERCH_AMT_BSE / RECV_LN_DISTRIB.QTY_DS_ACCPT_SUOM

- Calculates the miscellaneous charge unit costs.
  - CM_UNIT_COST_VO = Life to date VCHRLN_MISC_CHG_MISC_AMT (prorated to voucher receiver line and converted to Inventory business unit base currency) / RECV_LN_SHIP.QTY_SH_ACCPT_SUOM
  - CM_UNIT_COST_POVO = Life to date VCHRLN_MISC_CHG_MISC_AMT (prorated to voucher receiver line and converted to Inventory business unit base currency using exchange rate on purchase order) / RECV_LN_SHIP.QTY_SH_ACCPT_SUOM
  - CM_UNIT_COST_PO = RECV_LN_DIST_LC.UNIT_COST

- Populates CM_MATCHED_COST record for material unit costs and miscellaneous charge unit costs (CM_UNIT_COST_VO, CM_UNIT_COST_POVO, and CM_UNIT_COST_PO).

  Creates one row for each cost element for each receiver distribution line.

- Populates CM_MATCHED_COST record for the subcontracted services that are included in a production ID (Manufacturing).

- Populates CM_MATCHED_COST record for the excise taxes, custom duties, and sales taxes for India.

  The process matches the non-recoverable portion of these charges from third-party vouchers (Payables) to the non-recoverable portion from the POs and receipts (Purchasing).

- Populates CM_RMATCH_COST record for return to vendor (RTV) adjustment vouchers.

- Populates receiving shipment (RECV_LN_SHIP_VC) and distribution (RECV_LN_DIST_VC) tables with the actual vouchered miscellaneous charges so that you can report and inquire on this data.

- Adds a line to the CM_MATCHED_COST record and the RECV_LN_DIST_LC record with a zero amount if a charge is vouchered which was not on the purchase order 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, suppose that the purchase order indicated that there would be a UPS charge for delivering 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 uses UPS and the voucher reflects this, the RECV_LN_SHIP_VC and RECV_LN_DISTRB_VC are populated with the same information, and the _VC tables match the _LC tables. Analysts would have nothing to worry about. If, however, the vendor uses Fed Ex instead of UPS, the _VC tables are 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 populates the _LC tables with a row for the FedEx charge with a zero amount).

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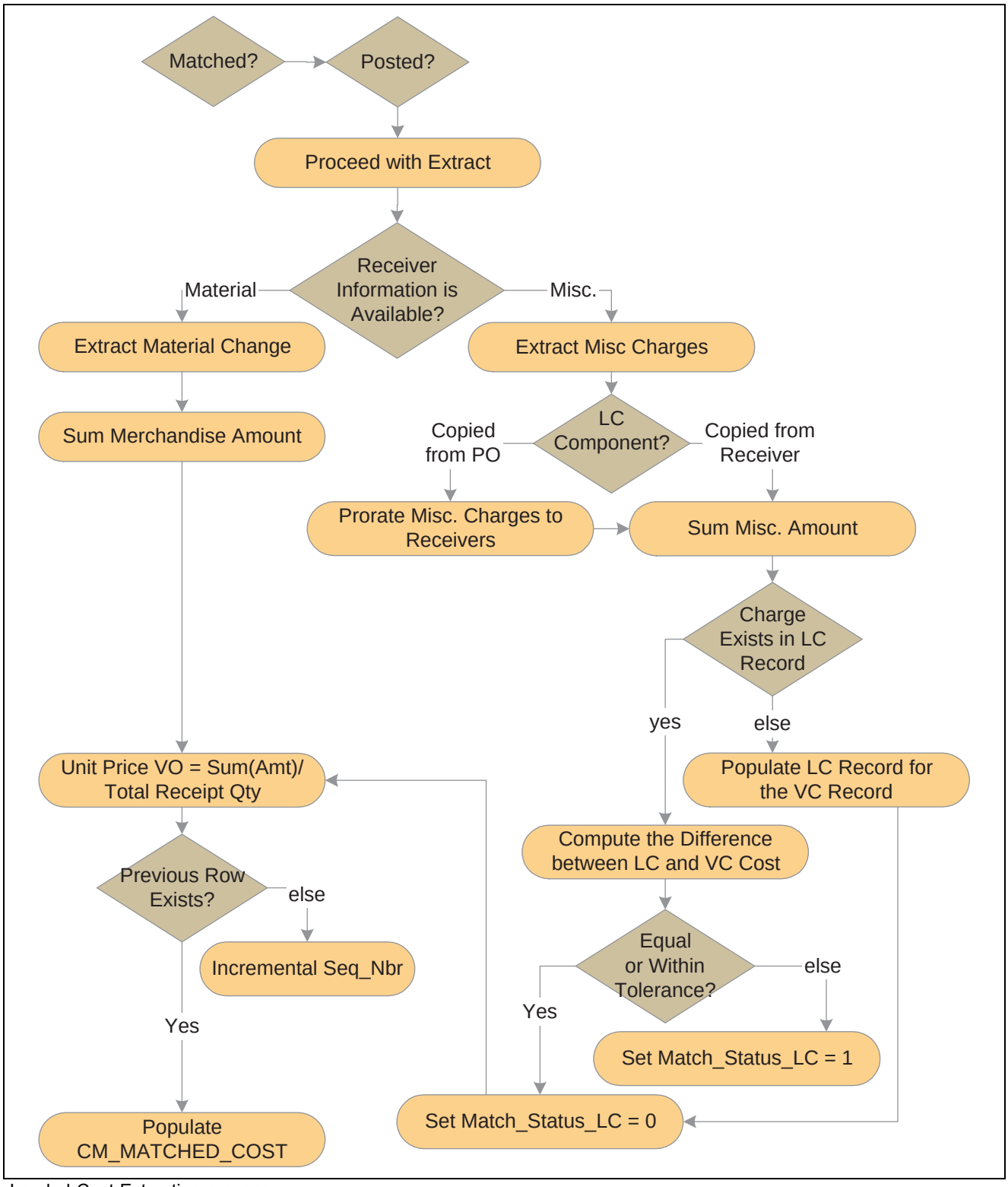
- Updates the voucher and receiver tables by flagging the processed vouchers and receivers with the landed cost extracted flag.

---

**Note.** Landed cost supports multicurrency, sales tax, and nonrecoverable VAT. You can also have multiple vouchers for each receiver line.

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This diagram illustrates how the Landed Cost Extraction process works:




Landed Cost Extraction process

### See Also

*PeopleSoft Enterprise Cost Management 8.9 PeopleBook*, "Structuring Landed Costs," Running the Landed Cost Extract Process

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Non-Merchandise Charge Details, page 289

## Prerequisites

The Landed Cost Extraction process is not set up in Payables. You set the parameters in Purchasing and Cost Management.

Define the landed cost component parameters on the Misc Charge/Landed Cost Defn (miscellaneous charge/landed cost definition) page. These include:

- Cost elements (choose a cost category of material or landed).

  The material category tracks material costs and subcontracted services. The landed category tracks all other landed costs.
- Prorate charges.
- Extended amount tolerances.
- Quantity received tolerances.
- Landed cost groups.
- Accrue charges.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

## Entering Landed Cost Transactions Online

Unlike other processes in 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 that you use these miscellaneous charge codes on a regular voucher, adjustment voucher, reversal voucher, or a third-party voucher and then run the Landed Cost Extraction process, the system recognizes these charges as landed cost. It extracts them and sends them to Cost Management where users can analyze and report on them.

**Note.** All nonmerchandise charges, such as freight, sales and use tax, VAT, and miscellaneous charges, are set up on the Misc Charge/Landed Cost Defn page.

### See Also

Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Third-Party Vouchers, page 350

# Running the Landed Cost Extraction Process

This section discusses how to run the Landed Cost Extraction process.

The Landed Cost Extraction process extracts landed cost data from matched and posted regular vouchers, adjustment vouchers, reversal vouchers, 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 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, Extracts and Loads, Extract Landed Cost, Landed Cost Extract | Runs the Landed Cost Extraction Application Engine process (LC_EXTRACT), which can be run for all business units, specific business units, or specific vouchers. |
| Landed Cost Extract - Messages | AP_MESSAGE_LOG | Accounts Payable, Batch Processes, Extracts and Loads, Extract Landed Cost, Landed Cost Extract, Messages | View error messages associated with previous landed cost extraction requests. |

## Running the Landed Cost Extraction Process

Access the Landed Cost Extract page.

**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.*

If you select *Specific business units* or *Specific vouchers* a message displays indicating that vouchers may be processed in addition to the ones selected by the run control. Additional vouchers are processed by the Landed Cost Extraction process if they are associated with the same receiver line ships. If you select *All business units* all vouchers in the system will be processed.

The number of vouchers selected by the run control and the total number of vouchers processed by the Landed Cost Extraction process displays in the Landed Cost Extraction application engine log.

**Note.** Additional vouchers are included to help ensure accurate unit cost calculations. These additional vouchers may be vouchers that have been fully extracted by previous Landed Cost Extraction processes or vouchers that are not selected by the current Landed Cost Extraction process run control. Vouchers that are not selected by the current run control, but are included in the unit cost calculations, will be locked and their extract status will be updated.

# Reviewing Landed Cost Exceptions

This section discusses how to review landed cost extract exceptions.

## Page Used to Review Landed Cost Exceptions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Landed Cost Extract Exceptions | VCHR_LC_LOG | Accounts Payable, Review Accounts Payable Info, Interfaces, Landed Cost Extract Exceptions, Landed Cost Extract Exceptions | Use to view exceptions generated during the Landed Cost Extraction Application Engine process (LC_EXTRACT). |

## Reviewing Landed Cost Extract Exceptions

Access the Landed Cost Extract Exceptions page.

The Landed Cost Extraction process generates two types of exceptions:

- Currency conversion.

  An exception is generated if the exchange rate is not found when converting the PO and voucher amount to the inventory business unit base currency.

- Miscellaneous charge tolerance.

  An exception is generated if the actual life to date voucher miscellaneous charge exceeds the miscellaneous charge on the receiver line ship by more than the defined tolerance established on the Misc Charge/Landed Cost Defn page.

### See Also

*PeopleSoft Enterprise Cost Management 8.9 PeopleBook*, “Structuring Landed Costs,” Reviewing and Correcting the Results of the Landed Cost Extract

# CHAPTER 34

# Processing Multiple Currencies in Payables

This chapter provides an overview of how to use multiple currencies in Payables and discusses how to perform the PS/AP Revaluation Application Engine process (AP_REVALUE).

## Understanding Multiple Currencies in 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, you can 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 discusses:

- 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 that you encounter when you use PeopleSoft Enterprise Financials multicurrency applications. We've made an effort to use these terms consistently to coincide with generally accepted accounting terms and Financial Accounting Standards Board (FASB) 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 that 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 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. Payables refers to a foreign currency as a *transaction currency* when describing the currency of the invoice, and as a *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 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 that 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 that you would pay in your base currency if your outstanding foreign currency accounts liability balance were paid now and the amount that 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 Enterprise General Ledger 8.9 PeopleBook*, "Defining Your Operational Structure," Defining General Ledger Business Units

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Processing Multiple Currencies"

## 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 appears by default 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, enter the exchange rate yourself. If you select *Tables* 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. During voucher save, 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. You can override the currency rate or rate type on the Holiday/Currency Options page selected from the Voucher - Payments 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.

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**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.

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### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 320

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 307

# Payment Processing in a Multicurrency Environment

Multicurrency also affects payment processing at many levels.

## Payment Selection

From a multicurrency perspective, 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 payment creation, the system converts the voucher transaction currency to the payment transaction currency for the payment. It converts the payment transaction currency to the voucher base currency and the bank base general ledger currency for posting. The amounts form the basis of realized gain and loss accounting entries created in payment posting.

Payables supports checks, ACH, direct debits, wire transfers, electronic funds transfers, drafts, GIRO, letters of credit, and bank transfers. The Pay Cycle Application Engine process (AP_APY2015) consists of payment selection and payment creation. Output processes print checks and create files.

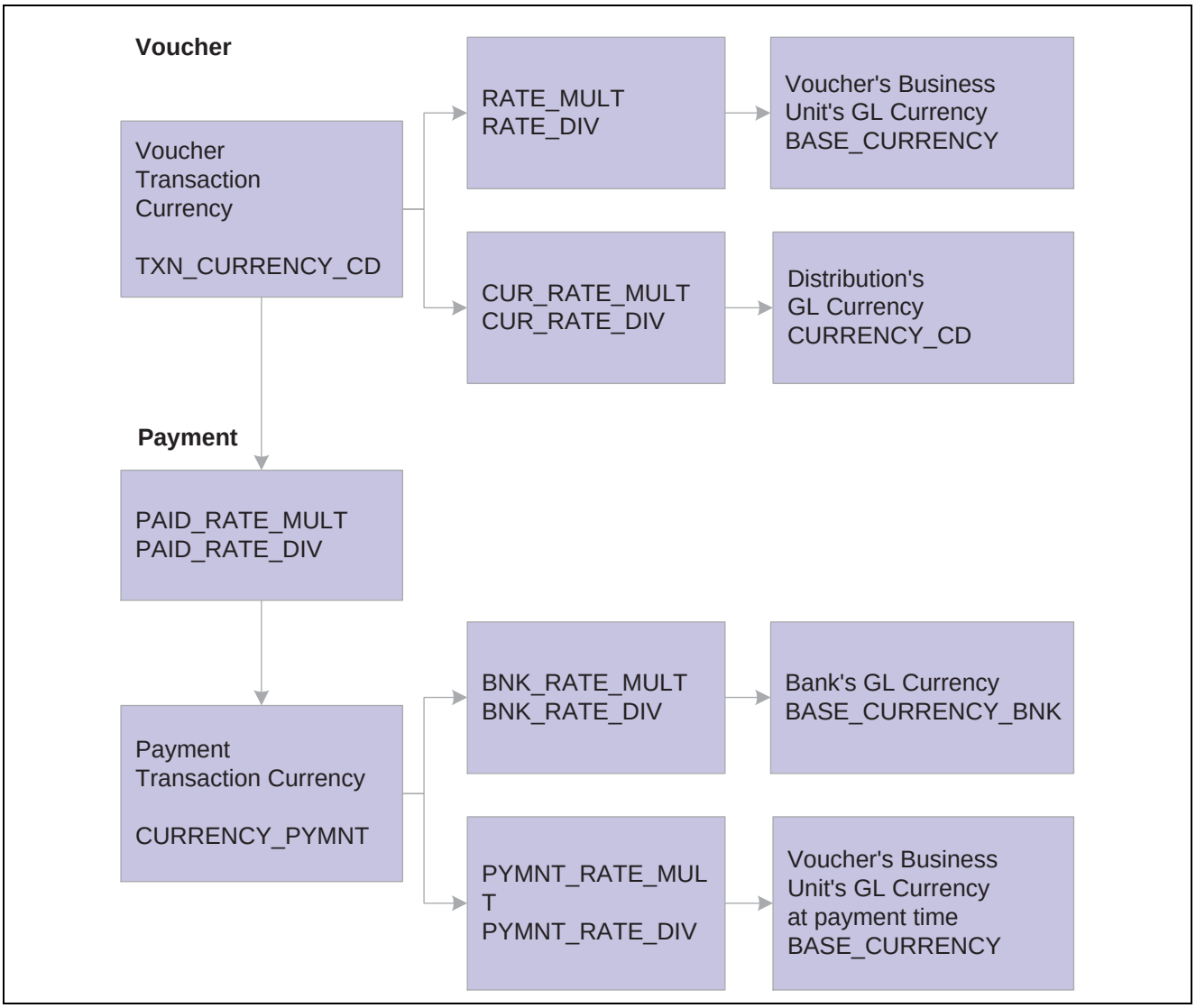
The payment creation process populates the payment amount and bank base amount of the payment. The payment table also holds the corresponding currency codes and rates. The check print process accesses the currency code table to access symbols and descriptive information to print on the check and remittance advice.

The Trial Payment Register, the Payment Register, and the Payment Forecast reports all reflect multicurrency payments.

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**Note.** During payment creation, the system calculates the payment transaction currency from the voucher *transaction* currency.

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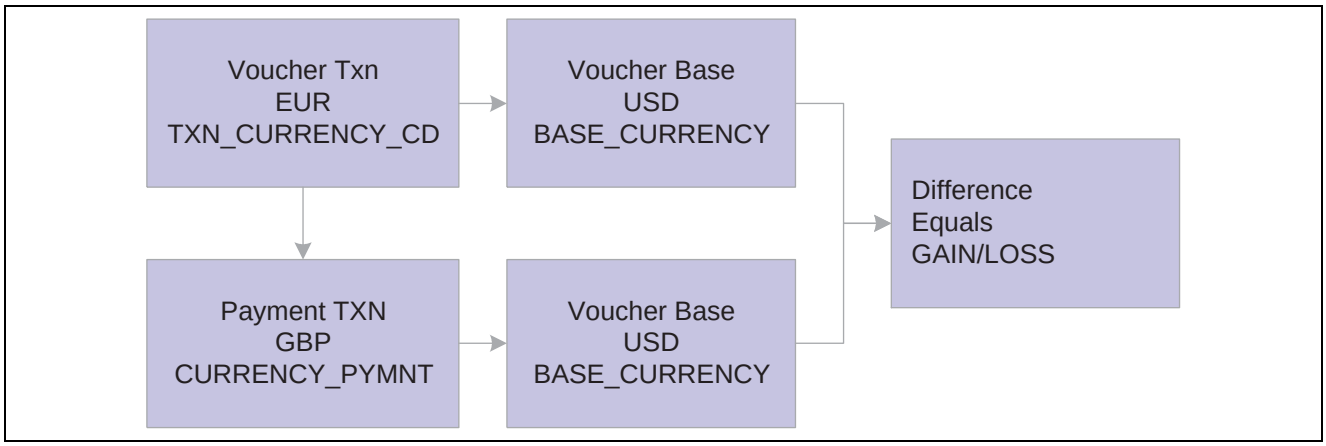



Reviewing Currency Conversion

**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 Application Engine process (AP_PSTPYMNT) creates accounting entries that relieve liabilities and record payments, as well as discounts taken or lost, VAT, withholding and realized gains and losses. The Payment Posting process also creates accounting entries resulting from canceled payments (void and stop checks). The system calculates the exchange rate gain or loss by subtracting the BASE_CURRENCY at payment time from the BASE_CURRENCY at voucher entry time. However, if the voucher's transaction currency is different from the payment's transaction currency, the gain or loss is an overall gain or loss (refer to following graphic).




Reviewing Exchange Rate Gain or 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 or loss. In this situation, the payment accounting entry foreign currency is the currency of the payment.

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

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Defining Holiday Processing and Currency Options, page 317

Chapter 21, "Processing Pay Cycles," Running and Managing Pay Cycles, page 555

## Payables Revaluation Processing

Revaluation adjusts 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 or loss accounts. In Payables, the PS/AP Revaluation process determines the revaluation adjustment required for the balance sheet account and creates a journal entry for this adjustment and its offsetting gain or loss amounts.

You might need to revalue your open payables for financial reporting purposes. Payables enables you to create summarized revaluation accounting entries and input these entries into the Journal Generator. You can run the revaluation for one or many Payables business units.

You revalue transactions as follows:

1. Run the PS/AP Revaluation process.

   The PS/AP Revaluation process creates the unrealized gains and loss entries for selected Payables business units for a given period. The PS/AP 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 Application Engine process (FS_JGEN).

The Journal Generator process 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 specifying the creation of a reversing journal 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 that you use here, you do not want to run the General Ledger revaluation against the same account balances in General Ledger, because you would be double counting.

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**Note.** Vouchers must be posted before you can run revaluation.

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### See Also

Chapter 4, "Setting Up Payables Business Units," Linking Payables Business Units with General Ledger Business Units, page 46

Chapter 34, "Processing Multiple Currencies in Payables," Performing the PS/AP Revaluation Process, page 846

## Multibook in Payables

The Multibook feature 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 the Multibook feature, 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, drill-down support and cross-currency comparisons at both the summary and transaction levels.

Enable the Multibook feature on the Installation Options - Overall 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 Payables posting processes and revaluation process create the accounting entries for those ledgers. However, if this checkbox is not selected, the Payables posting processes and revaluation process create only the primary ledger entries. The General Ledger Journal Generator Application Engine process (FS_JGEN) creates the secondary and translate ledger entries.

Set up ledger groups on the Ledger Groups - 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.

Use the Multibook feature to maintain the real-time balance of certain accounts in the ledger. You can track gain and loss for secondary ledgers more accurately (when they are non-translation ledgers).

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Options for Installed PeopleSoft Applications

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up Ledgers," Setting Up and Using Multibook Ledgers

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Up Ledgers," Defining a Ledger Group

*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Using Entry Events in General Ledger," Multibook Ledgers Using Entry Events

# Performing the PS/AP Revaluation Process

This section discusses how to:

- Mark vouchers for revaluation.
- Run the Revaluation process.
- Review the revaluation process.

## Pages Used to Perform the PS/AP Revaluation Process

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher - Voucher Attributes | VCHR_STATUS_IA | Accounts Payable, Vouchers, Add/Update, Regular Entry, Voucher Attributes | Mark vouchers for revaluation. |
| Revalue Payables | RVL_RUN_CNTL_AP | Accounts Payable, Batch Processes, Vouchers, Payables Revaluation, Revalue Payables | Run the PS/AP Revaluation Application Engine process (AP_REVALUE). |
| Review Payables Revaluation | RVL_AP_ACCTG_ENTS | Account Payable, Review Accounts Payable Info, Vouchers, Review Payables Revaluation, Review Payables Revaluation | Review the results of the PS/AP Revaluation process. |

## Marking Vouchers for Revaluation

Access the Voucher Attributes page.

Select the Revalue Voucher check box to mark vouchers for revaluation.

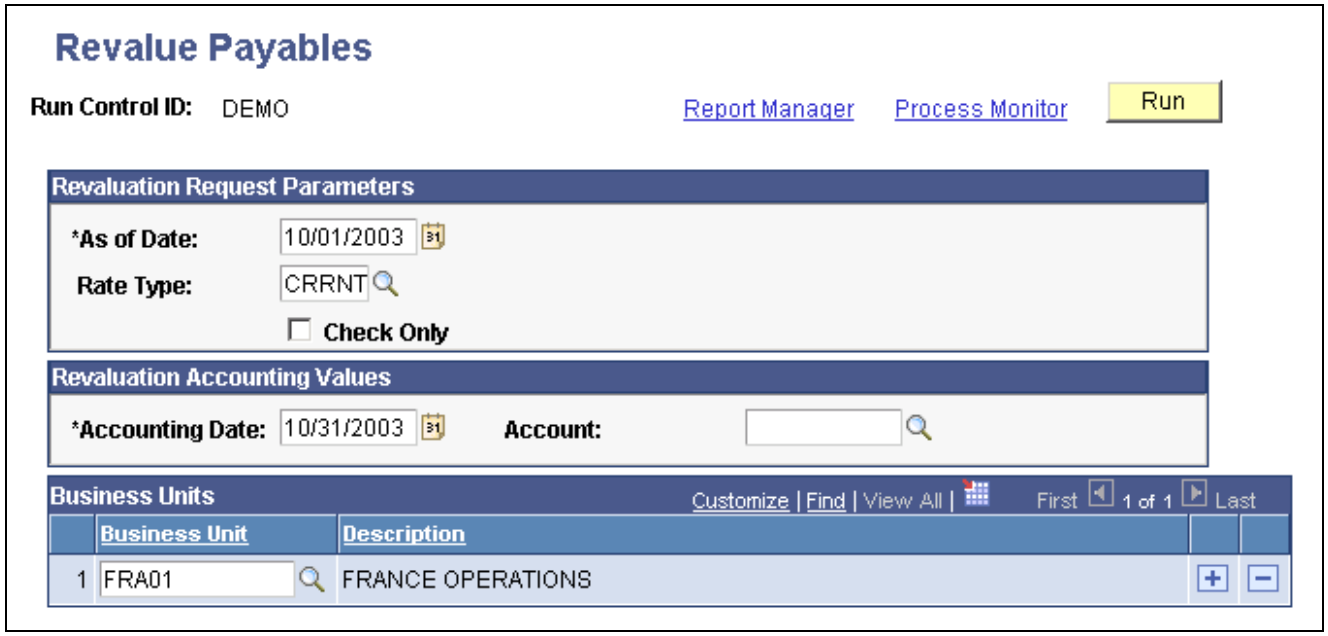
The system automatically selects all vouchers for revaluation, but you can select transactions of your choice for revaluation at the voucher level. The PS/AP Revaluation process recognizes transactions that are identified for revaluation and ignores the transactions that have not been identified.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 320

## Running the Revaluation Process

Access the Revalue Payables page.




Revalue Payables page

### Prerequisites

Vouchers must be posted before you can run revaluation, and they must be marked for revaluation to be selected by the PS/AP Revaluation process.

### Revaluation Request Parameters

**As of Date** Enter the as of date. Generally this date is the same as your period start date.

**Rate Type** Enter a currency rate type to determine the exchange rate to be used in revaluation. The value you enter 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.

**Check Only** Select to run the PS/AP 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;* therefore, they are not available for distribution to 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 that you run the process, it deletes any entries identified with the value *Ignore* (from the previous run) and creates new entries.

**Note.** The system does not generate document sequencing when running revaluation in check only mode.

### Revaluation Accounting Values

**Accounting Date** Enter the accounting date that is used as the date for each generated revaluation entry. The system stores the accounting date with the revalued amount of each item.

**Account** Use to override the default accounts payable account for the revaluation adjustment. The accounts payable account is defined on the Accounting Entry template. The unrealized gain and loss accounts defined on the Accounting Entry template are used to offset this adjustment.

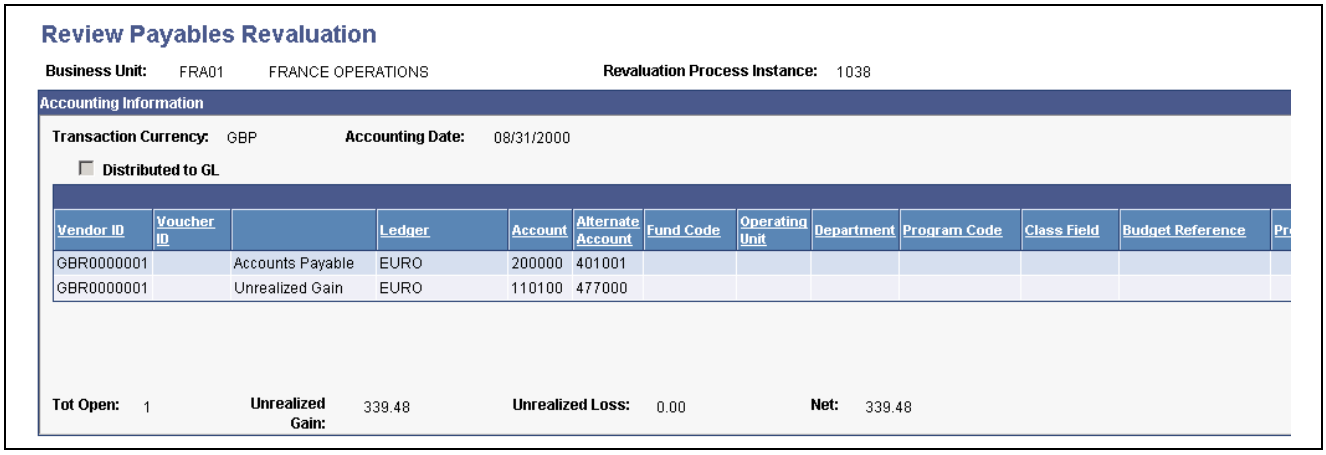
**Note.** Only the account is overridden; all other ChartFields remain. If you are using alternate accounting, the alternate account is blank.

### Business Units

**Business Unit** Select the business units that you want to process for this revaluation period.

## Reviewing the Revaluation Process

Access the Review Payables Revaluation page.




Review Payables Revaluation page

### Accounting Information

**Transaction Currency** Displays the transaction currency of the vouchers. Transaction currencies are not combined.

**Accounting Date** Displays the accounting date for the PS/AP Revaluation process.

**Distributed to GL** Displays as checked if the revaluation accounting entries were distributed to General Ledger.

**Vendor ID** Displays the vendor ID for the accounting entry.

The PS/AP Revaluation process groups the business unit by vendor ID.

| | |
|---|---|
| **Voucher ID** | Displays the voucher ID for the accounting entry. |
| **Ledger** | Displays the General Ledger business unit ledger to which this accounting entry has been charged. |
| **Account** | Displays the account and other ChartFields to which this accounting entry has been charged. |
| **Affiliate** | Displays the affiliate account to which this accounting entry has been charged. Create an affiliate account by overriding the default General Ledger business unit for the Payables business unit in the GL Unit (general ledger) field on the Voucher - 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 credit associated with the GL unit of the accounting entry. |
| **Monetary Amount** (monetary amount debits and credits) | If you do not 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) | Displays the total number of open entries for the page. |
| **Unrealized Gain** | Displays the unrealized gain for the accounting entry. |
| **Unrealized Loss** | Displays the unrealized loss for the accounting entry. |
| **Net** | Displays the net gain or loss (unrealized gain plus unrealized loss) for the page. |

## See Also

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 257

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, “Defining User Preferences,” Defining Overall User Preferences

# CHAPTER 35

# Processing Document Sequencing in Payables

This chapter provides an overview of document sequencing in Payables and discusses how to:

- Define and assign document types.
- 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 the Document Sequencing feature, 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.

### Document Sequencing Setup Considerations

Document sequencing *must* be established for business units at implementation, before transactions exist for the business units. Activating document sequencing functionality when a business unit has existing transactions will result in payment cancellation and voucher closure issues. Consequently, once a business unit has transactions, its document sequencing setting should not be changed.

If you have erroneously activated document sequencing, you must correct the resulting voucher issues as follows:

- Use credit vouchers to close vouchers.
- Use journal entries to correct the accounting entries of canceled payments.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Defining Document Sequencing"

# Document Sequence Header Table (VCHR_DOCSEQ_HDR)

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 when you save the page. The Voucher Posting Application Engine process (AP_PSTVCHR) 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. Payables processes (payment posting, revaluation, and cash clearing) call a routine (FTDOCAE) that 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.

When the certain events occur, the system combines four data elements to generate a document sequence number and inserts this combination into the Document Sequence Header table, (VCHR_DOCSEQ_HDR). The document sequence number consists of the following:

- The General Ledger business unit.
- The default ledger group of the business unit.
- The appropriate journal code/document type (this is dependent on the defined sequence by option).
- The sequence date range value.

This table lists the various events in 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<br>Batch | Voucher component<br>Voucher Build (AP_VCHRBLD) |
| Voucher closure | Online<br>Batch | Close Voucher component<br>Voucher Posting (AP_PSTVCHR) |
| Voucher unpost | Online | Unpost Voucher component |
| Voucher delete | Online | Delete Voucher component |
| New payment | Online or Batch | Express Payment page<br>Voucher component (Payments page)<br>Manual Pay component<br>Pay Cycle (AP_APY2015) |

| Event | Type of Processing | Pages / Processes |
|---|---|---|
| Pay cycle reset | Online | Pay Cycle Manager page |
| Cancel payment | Online | Cancel Payment page |
| Cancel payment voucher close | Batch | Payment Posting (AP_PSTPYMNT) |
| Manual draft | Online | Manual Draft Creation page |
| Draft write-off | Online | Draft Write Off page |
| Cash clearing | Batch | Cash Clearing (AP_APCSHCLR) |
| Payables revaluation | Batch | PS/AP Revaluation (AP_REVALUE) |

# Prerequisites

Before you can begin using the Document Sequencing feature in Payables, you must:

- Enable document sequencing at the system level.
- Enable document sequencing at the General Ledger business unit level.
- Specify a document sequence range.
- Define the journal types and journal codes.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Defining Document Sequencing," Setting Up a System for Document Sequencing

# Defining and Assigning Document Types

To set up your document types and assigning document types, use the following components:

- Document Type (DOC_TYPE).
- Journal Generator Template (JRNLGEN_APPL_ID).
- Procurement Control (BUS_UNIT_INTFC2).
- External Accounts (BANK_EXTERNAL).

This section discusses how to:

- Define Payables document sequencing.
- Assign document types to journals.
- Assign document types to accounting entry types.
- Assign default document types for payment methods.

## Pages Used to Assign Document Types

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Document Type | DOC_TYPE | Set Up Financials/Supply Chain, Common Definitions, Document Sequencing, Document Type | Define your Payables document types using this page. |
| Journal Generator Template - Defaults | JRNL_GEN_DEFAULTS | General Ledger, Journals, Subsystem Journals, Journal Generator Template, Defaults | Assign a document type to the accounting entries that Payables generates. The Journal Generator Application Engine process (FS_JGEN) uses this information to assign a document sequence number when you create journals through the Journal Generator process. |
| Journal Generator Template - Summarization | JRNL_GEN_SUM | General Ledger, Journals, Subsystem Journals, Journal Generator Template, Summarization | Select *Retain Detail* in the How Specified Option group box to retain and pass the document sequence numbers to General Ledger. |
| Procurement Control - Document Types | BUS_UNIT_INTFC4 | Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Document Types | Assign document types to each accounting entry type in Payables. The Document Types page only appears if you have document sequencing enabled at the installation level. |
| External Accounts - Document Sequence | PYMNT_BANK_DOC_SEC | Banking, Bank Accounts, External Accounts, Payment Methods<br>Click the Document Sequencing link on the External Accounts - Payment Methods page. This link is active 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. |

## Defining Payables Document Sequencing

Access the Document Type page.

Once you set up your system for document sequencing, you can define your payables document types using the Document Type page.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Defining Document Sequencing," Defining Document Types

## Assigning Document Types to Journals

Access the Journal Generator Template - Defaults page and the Summarization page.

Use the Journal Generator Template - Defaults page to assign a document type to the accounting entries. Use the Journal Generator Template - Summarization page to select *Retain Detail* to retain and pass the document sequence number to General Ledger.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Defining Document Sequencing," Defining Sequencing Options for Accounting Entries

## Assigning Document Types to Accounting Entry Types

Access the Document Types page.

You assign document types for each accounting entry type in Payables at the General Ledger business unit level.

### See Also

Chapter 4, "Setting Up Payables Business Units," Defining Procurement Controls for General Ledger Business Units, page 28

## Assigning Default Document Types for Payment Methods

Access the Document Sequence page.

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 the Document Sequencing feature has been enabled.

### See Also

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

# Using Document Sequencing with Various Transactions

This section describes how document sequencing affects various transactions and activities in Payables processing.

Here's how you create accounting transactions and document sequencing:

- Enter vouchers with document sequencing.
- Close vouchers with document sequencing.
- Unpost and repost vouchers with document sequencing.
- Delete vouchers with document sequencing.
- Create payments with document sequencing.
- Create manual payments 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 Document Sequencing with Various Transactions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Information - Document Sequence | DOC_SEQ_AP_SEC | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information<br>Click the Document Sequencing link on the Invoice Information page. | Override the default document type and enter a document sequence number, if applicable. |
| Close Voucher - Document Sequence | DOC_SEQ_CLOSE_SEC | Accounts Payable, Vouchers, Maintain, Close Voucher<br>Click the Document Sequencing link on the Close Voucher page. | Override the default document type and enter a document sequence number, if applicable. |
| UnPost Voucher - Document Sequence | DOC_SEQ_UNPST_SEC | Accounts Payable, Vouchers, Maintain, UnPost Voucher<br>Click the Unpost Document Sequencing link on the UnPost Voucher page. | Override the default document type and enter a document sequence number, if applicable. |
| UnPost Voucher - Document Sequence | DOC_SEQ_REPST_SEC | Accounts Payable, Vouchers, Maintain, UnPost Voucher<br>Click the Repost Document Sequencing link on the Voucher UnPost page. | Override the default document type and enter a document sequence number, if applicable. |
| Delete Voucher - Delete Document | SEQ_NBR_DEL_TBL | Accounts Payable, Vouchers, Maintain, Delete Voucher<br>A prompt appears when you click the Delete button in the Delete Voucher component. | After you click the Delete button, enter a deletion reason. The deletion reason is required if you are using the Document Sequencing feature. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pay Cycle Manager | PYCYCL_MGR | Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager | Run and manage the Pay Cycle process, from payment selection through output processing (printing checks and advices, producing electronic file transfer (EFT) files, and so forth). Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View the status and results of the Pay Cycle process. |
| Express Payment | PYMNT_EXPRESS | Accounts Payable, Payments, Express Payments, Create Express Payment<br>Click the Express Payment link on the Voucher - Payments page. | Create a payment for one or multiple vouchers for one specific vendor. |
| Voucher - Payments | VCHR_PAYMENT_PNL | Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments | Record a manually issued payment by changing the Action field value to *Record*.<br>Click the Doc Seq (document sequence) link to override the default document type and enter a document sequence number, if applicable. |
| Manual Pay Selection | AP_MAN_SEL | Accounts Payable, Payments, Manual Payment and Prepayment, Create Manual Payment, Manual Pay Selection | Enter criteria to build the manual payment worksheet.<br>On the Man Pay Worksheet (manual payment worksheet) page, enter the manual payment information.<br>On the Apply Voucher page, apply scheduled vouchers to the manual payment. |
| Cancel Payment - Document Sequence | DOC_SEQ_CANCEL_SEC | Accounts Payable, Payments, Cancel/Void Payments, Payment Cancellation, Cancel Payment<br>Click the Document Sequencing link on the Cancel Payment page. | Override the default document type and enter a document sequence number, if applicable. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Manual Draft Creation - Document Sequence | DOC_SEQ_PY_REC_SEC | Accounts Payable, Payments, Drafts, Create Manual Draft, Manual Draft Creation<br>Click the Document Sequencing link on the Manual Draft Creation page. | Override the default document type and enter a document sequence number, if applicable. |
| Draft Write Off - Document Sequence | DOC_SEQ_PY_REC_SEC | Accounts Payable, Payments, Drafts, Draft Write-Off<br>Click the Document Sequencing link on the Draft Write Off page. | Override the default document type and enter a document sequence number, if applicable. |

# Entering Vouchers with Document Sequencing

Access the Invoice Information - Document Sequence page.

When you enter a voucher online that is associated with a business unit setup for document sequencing, a document sequencing link appears 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.

**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 *NEXT* 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, 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.

**Note.** The Voucher Build Application Engine process (AP_VCHRBLD) assigns the document type, document sequence number, and document sequence date as part of its process.

### See Also

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Entering Invoice Information for Online Vouchers, page 265

# Closing Vouchers with Document Sequencing

Access the Close Voucher - Document Sequence page.

Voucher closure creates a new document sequence number and document sequence date for the closure accounting entries that are created by the Voucher Posting Application Engine process (AP_PSTVCHR). If you are using the online Close Voucher component, you can access a document sequence page, where you can override the default document type and enter a manual document sequence number.

When you save the Close Voucher 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 the Voucher Posting process processes the closed voucher, it copies this new document sequence information to the closure accounting entries.

Regardless of the voucher type and closure method you use—either closing individual vouchers using Close Voucher page, or closing multiple vouchers using the Mass Maintenance component—the system writes to VCHR_DOC_SEQ_HDR table. When you use the Mass Maintenance component, you can enter comments that the system applies to all the vouchers included in a single closure event.

**Note.** The Close Voucher page is used to mark the voucher for closure. The voucher is closed when you run the Voucher Posting process.

**Note.** If you are using document sequencing and have saved the voucher on the Close Voucher page with the Close check box selected, you cannot access the voucher again to reopen it.

### See Also

Chapter 19, "Managing Vouchers," Closing Vouchers, page 434

## Unposting and Reposting Vouchers with Document Sequencing

Access the Unpost Voucher - Document Sequence page.

When you unpost a voucher, the Voucher Posting process:

- Creates reversal accounting entries for any vouchers with document sequence numbers, regardless of whether the vouchers have been distributed to General Ledger.
- Creates a new document sequence number and document sequence date for the reversing accounting entries that it generates.
- Creates a new accrual document sequence number for the unposted voucher.

  If the unposted voucher is reposted, the Voucher Posting process creates new accounting entries with the new accrual document sequence number and date, based on the setup specified on the Procurement Control - Document Types page.

In the UnPost Voucher component, you can access two document sequence pages for processing document sequencing as part of unpost and repost.

| | |
|---|---|
| **Unpost Document Sequencing** | Click this link to override the default document type and number for unposting. When you click the Unpost button on the UnPost Voucher page and click OK, reversing accounting entries with a new document sequence number will be created. |
| **Repost Document Sequencing** | Click this link to override the default document type and number for reposting. When you run the Voucher Posting process to repost this voucher, new accounting entries with a new document sequence number will be created. |

### See Also

Chapter 19, “Managing Vouchers,” Unposting Vouchers, page 427

## Deleting Vouchers with Document Sequencing

Access the Delete Voucher - Delete Document page.

Enter a document delete reason in the Long Description field. This page appears and a document delete reason is required when document sequencing is enabled for the General Ledger business unit.

### See Also

Chapter 19, “Managing Vouchers,” Deleting Vouchers, page 436

## Creating Payments with Document Sequencing

You can create payments in a batch process or online.

For batch processing, access the Pay Cycle Manager page to run the Payment Creation process to create payments. This process generates document sequence numbers for these payments. The Payment Posting Application Engine process (AP_PSTPYMNT) then copies the document sequence numbers generated during the Payment Creation process to the payment accounting entries.

For on-line payment processing, you can record a manual payment in voucher component, create a manual payment or access the Express Payment page to create a payment for one or multiple vouchers for one specific vendor. These online processes create payments and generate document sequence numbers. The Payment Posting process then copies the document sequence numbers generated during on-line payment processing to the payment accounting entries.

### See Also

Chapter 21, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 555

Chapter 22, “Using Additional Payment Processing Options,” Using Express Payments, page 596

## Creating Manual Payments with Document Sequencing

You can create manual payments using on-line voucher entry or through the Manual Payment feature.

Record a manual payment in the online voucher entry component by selecting *Record* as the payment action on the Payments page. Payment posting, reissuing, closing, and voiding work the same as they do for payments created with the Pay Cycle process.

Use the Manual Payment Creation feature to create manual payments. You create a payment, but you apply it to existing vouchers rather than creating a voucher specifically for the payment. Payment posting, reissuing, closing, and voiding work the same as they do for payments created with the Pay Cycle process. However, for payments canceled with the option to close the liability, the Payment Posting process will generate new document sequence numbers instead of copying them from another table.

### See Also

Chapter 22, “Using Additional Payment Processing Options,” Recording Manual Payments, page 601

Chapter 22, “Using Additional Payment Processing Options,” Using the Manual Payment Creation Process, page 603

## Canceling Payments with Document Sequencing

Access the Payment Cancellation - Document Sequence page.

You can override the document type for the cancellation accounting entries and enter a document sequence number, if applicable.

Payment cancellation creates a new document sequence number and date for the cancellation accounting entries that are created by the Payment Posting process. Payment posting also generates new closure document sequence numbers for all the vouchers that are associated with the canceled payment with the option to close the liability.

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 requires deletion of document sequence number Proceed? (7015,209) Undo Cancel requires deletion of document sequence number. Proceed?

If you click OK, the Delete Document - Document Deletion Reason dialog box appears.

**Note.** This is possible only if you have not run the Payment Posting process on the payment.

### See Also

Chapter 22, “Using Additional Payment Processing Options,” Canceling Payments, page 610

## Creating Manual Drafts with Document Sequencing

Access the Manual Draft Entry - Document Sequence page.

You can override the document type for the draft accounting entries and enter a document sequence number, if applicable.

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.

### See Also

Chapter 30, “Processing Drafts,” Creating Drafts Manually, page 777

## Writing Off Drafts with Document Sequencing

Access the Draft Write Off - Document Sequence page

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.

You can override the document type for the draft write off accounting entries and enter a document sequence number, if applicable.

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 that you are writing off a document sequence type, document sequence number, and date.

### See Also

Chapter 30, “Processing Drafts,” Managing Drafts, page 784

# Using Document Sequencing with Interunit Transactions

This section discusses how to:

- Process cash-clearing entries with document sequencing.
- Using document sequencing with revaluation entries.

### Interunit Vouchers

There are cases when the charged-to distribution ( General Ledger) business unit for a voucher is different from the General Ledger business unit related to the vouchering ( Payables) business unit. The accounting entries created for this type of voucher by the Voucher Posting process 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 related to a General Ledger business unit enabled for document sequencing, the Voucher Posting process assigns the voucher accounting entries for that General Ledger business unit, the document sequence type, and number.

The Voucher Posting process sequences the interunit accounting entries for any applicable General Ledger business units separately. The Voucher Posting process takes the document type from the default accrual interunit document type specified on the Procurement Control - Document Types page for those General Ledger business units.

---

**Note.** This document type must be set to autonumbering, because the interunit accounting entries are created during the Voucher Posting 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 the Payment Posting process creates accounting entries for an interunit payment, it:

- Assigns to 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 default payment interunit document type specified on the Procurement Control - Document Types page.

---

**Note.** This document type must be set for autonumbering, because the interunit accounting entries are created during the Payment Posting process without any user interaction.

---

# Processing Cash Clearing Entries with Document Sequencing

For accounting entries created by cash clearing, the Cash Clearing Application Engine process (AP_CSHCLR) creates a new document sequence number and updates the cash clearing accounting entries with the new document sequence data. The cash clearing document type appears by default from the setup specified on the Procurement Control - Document Types page.

### See Also

Chapter 23, "Running Voucher and Payment Posting," Running the Cash Clearing Application Engine Process (AP_APCSHCLR), page 633

# Using Document Sequencing with Revaluation Entries

For accounting entries that are created by revaluation, the PS/AP Revaluation Application Engine process (AP_REVALUE) creates a new document sequence number for the revaluation accounting entries on the revaluation accounting line (RVL_ACCTG_LN_AP). The revaluation document type appears by default from the setup specified on the Procurement Control - Document Types page.

---

**Note.** If you run revaluation in Payables, rather than in General Ledger, the process happens at a specified level of detail. If you do run the process in Payables for the accounts that you use here, you do not want to run the General Ledger revaluation against the same account balances in General Ledger, because you would be double counting.

---

## See Also

Chapter 34, "Processing Multiple Currencies in Payables," Performing the PS/AP Revaluation Process, page 846

# CHAPTER 36

# (USF) Processing Payables for U.S. Federal Agencies

This chapter provides an overview of processing federal payments and discusses how to:

- Apply prompt payment protocols.
- Enforce valid reimbursable periods for project-related vouchers.
- Certify federal payment schedules.
- Create Electronic Certification System (ECS) bulk payment summary certification files.
- Cancel federal payment schedules.
- Inquire and report on federal payment schedules.
- Process outbound Intra-governmental Payment and Collection System (IPAC) transactions.
- Process inbound IPAC transactions.
- Handle advances for federal agencies.
- Process Central Contractor Registry (CCR) inbound files.
- Create CCR vendors using staged data.
- Create CCR payment holds.

## Understanding Federal Payment Processing

This section discusses:

- Overview of federal payment schedule processing.
- Federal payment schedule processing.
- Other options for federal payment schedule processing.
- CCR voucher and vendor processing.

### Overview of Federal Payment Schedule Processing

U.S. federal agencies use payment schedules (also called Treasury schedules) 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 shared characteristics when sending them for processing by the Department of the Treasury.

In Payables, the Pay Cycle Application Engine process (AP_APY2105) selects payments during a pay cycle run and assigns them to the appropriate payment schedule. The Pay Cycle process then produces a transaction file of the payment schedule for you to deliver to the Department of the Treasury. A voucher is known as a *warehoused payment* until it is selected for a schedule, generated as a transaction file, and transmitted to a Treasury Disbursing Office (TDO).

The Pay Cycle process groups payments for submission to the TDO when they share the following characteristics:

| Field | Description |
|---|---|
| Agency Location Code (ALC) | A numeric symbol used to identify accounting reports and documents prepared by or for agency accounting stations and disbursing offices (for example, eight-digit agency location station code, four-digit checking account symbol, and three-digit Treasury office number). |
| Payment schedule type | The field that 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 Account Symbol | A 14-byte alphanumeric field representing the fund that the payment is drawn from. You set this up as a ChartField attribute of a Fund Code. |

You can also set up payment schedule processing so that it generates a new schedule after the current schedule reaches a defined number of payments and appropriations. You perform this setup for each payment method and EFT layout combination used for payment schedules, using the Payment Schedule Restrictions page.

## Federal Payment Schedule Processing

To process federal payment schedules:

1. Enter payment schedule vouchers just as you would any other voucher, using either the Voucher component, the Quick Invoice Entry component, or a source that is processed through the Voucher Build Application Engine process (AP_VCHRBLD).
2. Run the Voucher Posting Application Engine process (AP_PSTVCHR) and any other processes that are part of the voucher business practice, such as budget checking and matching.
3. Run the Pay Cycle process to generate payment schedules.

   The Pay Cycle process:

   - Selects vouchers that meet the criteria for federal payment schedules and groups them by schedule, creating new schedules according to the schedule restriction criteria that you specified on the Payment Schedule Restriction page.
   - Updates the payment schedule ID in the Schedule ID field on the Voucher - Payments page.
   - Kicks off workflow to notify certifiers of payment schedules needing certification (optional).
   - Creates a file for transmission to the U.S. Treasury for disbursement.

4. Certify the payment schedule.

   This step occurs during Pay Cycle processing, after payment selection and before payment creation.

   See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Certifying Federal Payment Schedules, page 876.

5. Run the Payment Posting Application Engine process (AP_PSTPYMNT).
6. (Optional) Review the payment schedule using the Payment Inquiry page.

   See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Inquiring and Reporting on Federal Payment Schedules, page 883.

7. Transmit the payment schedule file to the Department of Treasury.
8. For bulk payment schedule files (Type B SF1166 forms) only: after sending the bulk payment schedule file to the Department of Treasury and receiving summary certification data back from them, enter the summary certification data into the PeopleSoft database and generate an SF1166 Summary Certification file for uploading to the ECS system for certification.

   Use the ECS Summary and ECS Summary Totals page.

   See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Creating Electronic Certification System Bulk Payment Summary Certification Files, page 879.

9. After receiving notice that the payment schedule was disbursed, reconcile the payment schedule using the Schedule Reconciliation page.

   See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Reconciling Statements," Managing Federal Schedule ID Reconciliations.

10. Run the Cash Clearing Application Engine process (AP_APCSHCLR).

### See Also

Chapter 21, "Processing Pay Cycles," page 543

Chapter 23, "Running Voucher and Payment Posting," page 627

## Other Options for Federal Payment Schedule Processing

There are many federal features in Payables beyond those listed in the setup and processing steps discussed in this overview section. These options are also covered in this chapter:

- Enforcing prompt payment protocols.
- Enforcing valid reimbursable periods.
- Processing IPAC transactions.
- Handling pay advances for federal agencies.

## CCR Voucher and Vendor Processing

The U.S. Federal Government maintains the Central Contractor Registry, a database of federal vendors. To do business with the U.S. Federal Government, vendors must be registered and hold a valid status in this database. Vendors can be assigned one of four status values, which determines if they can submit CCR vouchers. Status can be assigned manually by a user, or automatically by the system during batch updates.

As status is an important prerequisite for voucher processing, you must keep your PeopleSoft system and the CCR database synchronized. Synchronize the systems by downloading CCR files using the Payables CCR Load (AP_CCR_LOAD) Application Engine process. (You can configure this to run automatically as a final process.) This batch program performs the following tasks:

- Imports inbound data, loading it to staging records.
- Updates existing vendors with new information, using effective dated logic found in the vendor records.
- Optionally disables vendors' Open for Ordering functionality when their CCR status changes from *Active* to *Expired.*

  This action prevents the creation of purchase orders and vouchers for expired vendors.
- Optionally takes vouchers off hold when a vendor's status changes from Expired to Active, if you choose to process held vouchers.

As the CCR database contains the official information for the contractor, you cannot edit certain relevant CCR data fields for a CCR vendor. These uneditable fields are:

- Vendor Name
- DUNS Number
- Organization Type
- Business Type
- Address
- Banking Information
- Contact Information
- CCR Registration Indicator
- CCR Registration Status

CCR data files contain information that is rated *public* (general information), *proprietary* (Social Security numbers, annual revenue amounts), or *sensitive* (banking information).

The following table lists the supported file types you can download from the CCR website:

| File Code | Description |
|---|---|
| CR | Complete Refresh: this contains FR, PR, SR, and MR. |
| FR | Public Refresh. |
| PR | Proprietary Refresh. |
| SR | Sensitive Refresh. |
| MR | MPIN (Marketing Partner Identification Number) Refresh. |
| CD | Complete Daily: this contains FD, PD, SD, and MD. |
| FD | Public Daily. |
| PD | Proprietary Daily. |

| File Code | Description |
|---|---|
| SD | Sensitive Daily. |
| MD | MPIN Daily. |

You can also create vendors using staged CCR contractor information. When you add vendor data to the staged data and run the Vendor Build process, the system automatically creates CCR vendors.

After you establish your organization's CCR vendor, you can create vouchers for the CCR vendors using the Payables regular voucher or Quick Invoice functions. The system can only process vouchers for CCR vendors that have an *Active* or *Exempt* status. If you create a voucher using an expired CCR vendor, the system displays a warning message at the voucher save. You have the option of putting the voucher on hold from payment processing. The system holds the voucher from processing until the vendor's status changes to a valid processing status, or until you opt to process held vouchers using the Payables CCR Load process.

# Prerequisites

To set up the system to process federal payment schedules:

1. Enable Federal Payments on the Installation Options - Payables page.

   You must select the Enable Federal Payments option and enter payment schedule ID ranges for each of three types of payment schedules: *Transportation, Manual,* and *Other.*

   You can also select the Enable Date Calc Basis (enable date calculation basis) option to enable the enforcement of federal prompt pay protocols.

   See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Payables Installation Options.

2. Specify default payment schedule types for each SetID on the Payables Options - Payment Options page.

   Select manual, transport, or other payments. You can override these settings at the voucher origin, vendor location, or voucher.

   See Chapter 4, "Setting Up Payables Business Units," Selecting Payment Options, page 66.

3. Specify the federal payment indicator (employee, non-employee, or both) for each federal EFT and Automated Clearing House (ACH) layout on the EFT File Layouts and ACH File Layout pages.

   See Chapter 11, "(USF) Setting Up Payables for U.S. Federal Agencies," Setting Up EFT and ACH Payment Formats, page 211.

4. Define Agency Location Codes (ALCs) for TDOs and federal agencies with whom you share IPAC transactions.

   You define ALCs on the Agency Location Code page.

   See Chapter 11, "(USF) Setting Up Payables for U.S. Federal Agencies," Defining Agency Location Codes, page 213.

5. Define vendors.

   Specify the vendor EFT options on the Vendor Information - Payables Options page.

   Specify vendor Treasury options for ECS check output and ECS Same Day Payment file generation.

Assign ALCs to federal vendors with whom you share IPAC transactions.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering EFT Options.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," (USF) Entering Vendor Information for U.S. Federal Agencies.

6. Define federal spending region codes.

   You define federal spending region codes on the Spending Region Install Option page, the appropriate ChartField Value page, and the Spending Region Definition page.

   See Chapter 11, "(USF) Setting Up Payables for U.S. Federal Agencies," Defining Federal Spending Regions, page 214.

7. On the Regional Finance Centers page, define your Regional Finance Centers.

   See Chapter 11, "(USF) Setting Up Payables for U.S. Federal Agencies," Define Regional Financial Codes, page 216.

8. On the Bank Information page, assign each Agency Location Code to a bank.

   See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Banks," Defining Bank Information.

9. On the External Accounts page, specify Regional Finance Centers by bank account.

   See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information.

10. On the External Accounts - Payment Methods page, specify the payment methods for federal payment generation, by bank account, and select the Payment Schedule option.

    See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods.

11. On the Payment Schedule Restrictions page, restrict the number of payments and appropriations per schedule for each payment method and EFT layout combination that uses payment schedules.

    See Chapter 11, "(USF) Setting Up Payables for U.S. Federal Agencies," Specifying Restrictions for Federal Payment Schedules, page 217.

12. Specify the Treasury Account Symbol (TAS) ChartField attribute and assign TAS values to Fund ChartField values.

    To assign TAS values to Fund ChartField values:

    a. On the Payables Definition - Numbering page, specify the Treasury account symbol attribute for the business unit.

       For example, you could set up the business unit US001 with*TSYMBOL* as the fund attribute for TAS values.

    b. On the ChartField Attribute page, attach the Treasury Symbol Attribute to the Fund Code ChartField.

       To continue the example, you would enter *TSYMBOL* as the attribute associated with the Fund Code ChartField.

    c. On the ChartField Attribute Values page (which you access when you define ChartField values), assign specific TAS values to specific Fund Code ChartField values.

       For example, you can link a particular fund, such as 0100DA - Fiscal Year 2001 Single Year, to the appropriate TAS value 06010100, which represents the fund.

Now, when payments are processed for business unit US001 and fund 0100DA, the system uses the proper TAS 06010100 when processing the payment.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Defining and Using Account Types and Attributes.

13. Specify an Approval option of *Certifier* on the Payment Selection Criteria - Preferences page for the pay cycles you use for federal payment schedules, and designate a certifier.

    (Optional) Enable workflow for payment schedule certification on the Payment Selection Criteria - Preferences page for the pay cycles you use for federal payment schedules. This enables Workflow to update the worklist of the user who is defined as the certifier for the pay cycle, notifying the certifier that a federal payment schedule is ready for certification.

    See Chapter 8, "Establishing Pay Cycles," Setting Pay Cycle Preferences, page 153.

# Applying Prompt Payment Protocols

This section provides an overview of prompt payment protocols in Payables and discusses how to:

- Apply prompt payment calculation rules for vouchers.
- Calculate late interest charges.

## Understanding Prompt Payment Protocols

If you are using federal payment schedules, you have two options to help you meet Prompt Payment Act obligations:

- Prompt payment due date calculation, also known as Date Calculation Basis.
- Late interest charge calculation.

### Prompt Payment Due Date Calculation

Prompt payment due date calculation helps you determine the best dates to pay vouchers. The system weighs early payment discounts against interest you could earn by leaving the 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 the Prompt Payment Act obligation to pay bills promptly and at the time of greatest savings.

When you elect to apply prompt payment due date calculation, you can establish rules for determining a voucher's federal payment basis date based on the invoice date, goods receipt date, services receipt date, and acceptance date. You specify these rules for a voucher on the Date Calculation page (an auxiliary page accessed from the Invoice Information page). The system uses these rules to derive the basis date and, in turn, uses the basis date, payment terms, and holiday processing options to determine the payment due date.

You can view the discounts taken and discounts lost for scheduled voucher payments that were subject to prompt payment date calculation on the Prompt Payment Inquiry page and on the Prompt Pay Report (APS2001).

### Late Interest Charge Calculation

Payables can also calculate interest charges for late payments to vendors automatically. Payables follows 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 of less than 1.00 USD is not paid.

You maintain the U.S. Treasury interest rate on the Late Interest Charges page. This page is effective-dated so that 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 charges.
- Payments outstanding for more than one year are subject to a maximum of 360 days calculated interest.

The Pay Cycle process calculates late interest based on the Late Charge Code for vouchers subject to late interest charges that have passed the payment due date. The Pay Cycle process 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 process generates interest lines using either the original distribution or a specified set of distributions, depending on the setup.

You can view the late interest charges applied to scheduled voucher payments on the Prompt Payment Inquiry page.

You can also calculate late interest for individual vouchers using various potential payment dates in the Late Interest Analysis section of the Voucher Inquiry page.

### See Also

Chapter 21, “Processing Pay Cycles,” Understanding Alerts, page 567

## Prerequisites

To set up prompt payment due date calculation:

1. Access the Installation Options - Payables page and select Enable Date Calc Basis and Evaluate Discount Rate.
2. (Optional) To specify date calculation basis defaults for a vendor, access the Vendor Information - Federal page and enter your defaults in the Date Calculation Basis group box.
3. (Optional) To specify date calculation basis defaults for a setID, access the Payables Options - Payment Options page and enter your defaults in the Date Calculation Basis group box.
4. (Optional) To specify date calculation basis defaults for a voucher origin, access the Voucher Origin - Accounting and Pay Options page and enter your defaults in the Basis Date group box.

The date calculation basis rules you set up at these levels in the hierarchy default through the hierarchy to the voucher, where you can override them on the Date Calculation page.

To set up late interest charge calculation:

1. Access the Installation Options - Payables page and select Enable Late Charge.
2. Access the Accounting Entry Template page and enter default ChartField values for late interest charges.
3. Access the Late Interest Charges page to define interest rates.
4. (Optional) Access the Late Chrg Chartfield Override page to override the ChartFields that the late charge accounting entries will be generated against.

If you don't override the late charge ChartFields, the accounting entries will be generated based on the late charge ChartFields defined on the Accounting Entry Template and inheritance. If you do override it, ChartFields will be determined by override as well. For example, if your budget has expired, you could override the late charge ChartFields and replace them with those for an active budget.

5. Access the Payment Reason Codes page to define reason codes for late payments.
6. Access the Procurement Control - General Controls page to specify your Late Payment Allocation Policy.
7. To specify late charge defaults for a vendor, access the Vendor Information - Payables Options page and enter your defaults in the Late Charges group box.
8. To specify late charge defaults for a business unit, access the Payables Definition - Payments page and enter your defaults in the Late Interest Charges group box.
9. To specify late charge defaults for a voucher origin, access the Voucher Origin - Accounting and Pay Options page and enter your defaults in the Late Charges group box.
10. To specify late charge information for a voucher, access the Late Charge Information page from the Voucher - Payments page in the Voucher component and enter your late charge specifications.

## See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Payables Installation Options

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," (USF) Entering Vendor Information for U.S. Federal Agencies

Chapter 4, "Setting Up Payables Business Units," Selecting Payment Options, page 66

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Specifying Accounting and Payment Options, page 76

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Defining Procurement Options"

Chapter 4, "Setting Up Payables Business Units," Selecting General Controls, page 33

Chapter 4, "Setting Up Payables Business Units," Defining Payment Options, page 56

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Overriding Late Charge Information, page 318

Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Voucher Details, page 681

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Inquiring and Reporting on Federal Payment Schedules, page 883

# Pages Used to Apply Prompt Payment Protocols

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Date Calculation | VCHR_DT_CALC_SBP | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information<br>Click the Basis Date Calculation link on the Invoice Information page. | (USF) Define the date calculation basis for U.S. federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers. |
| Prompt Payment Inquiry | AP_PRMPT_PYMNT_INQ | Accounts Payable, Review Accounts Payable Info, Payments, Prompt Payments | View discounts taken, discounts lost, and late interest charges for scheduled payments subject to U.S. federal prompt payment date calculation or late interest charge calculation. |
| Pay Cycle Manager | PYCYCL_MGR | Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager | Run and manage the Pay Cycle process, from Payment Selection through output processing (printing checks and advices, producing EFT files, and so forth). Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results. |
| Voucher Inquiry | AP_VOUCHER_INQUIRY | Accounts Payable, Review Accounts Payable Info, Vouchers, Voucher, Voucher Inquiry | Search for and review status of a voucher and any payment information. |

# Applying Prompt Payment Calculation Rules for Vouchers

Access the Date Calculation page.

1. Accept or override the default date calculation basis.

   This value determines the date calculation rules that apply to a transaction under the U.S. Prompt Pay Act. Select one of the following:

   - *(none)*
   - *Agricultural Commodities*
   - *Dairy*
   - *Meat*
   - *Poultry*
   - *Prompt Pay Basis 7 days*

- *Prompt Pay Basis 14 days*

2. Enter the dates that the system will use to calculate the payment basis date.

   You can enter an invoice date, goods receipt date, services receipt date, and acceptance date. The system uses these dates to calculate the federal payment basis date, depending on the date calculation basis.

3. Click Calculate to populate the Fed Pymnt Basis Date (federal payment basis date), which the system uses as the basis date for calculating the payment due date for the scheduled payment (based on the payment terms).

### See Also

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Enforcing Valid Reimbursable Periods for Project-Related Vouchers, page 875

## Calculating Late Interest Charges

Access the Pay Cycle Manager page, or the Voucher Inquiry page.

- Run the Pay Cycle process; the late charge will automatically be added to the payment according to your setup.

  **Note.** Late charges are calculated on the voucher gross amount (in the invoice currency) and, once calculated, converted from the invoice currency to the payment currency, if necessary.

- Use the Voucher Inquiry page to calculate potential late fees.

  Enter the Payment Date on which you anticipate making your payments, click the Calculate button, and the system displays late interest details for all vouchers that would be overdue if you paid them at that time.

To view discounts taken, discounts lost, and late charges on scheduled payments, use the Prompt Payment Inquiry page.

# Enforcing Valid Reimbursable Periods for Project-Related Vouchers

This section discusses how to enforce valid reimbursable periods for federal project-related vouchers.

**Note.** You must select the Enable Date Calc Basis option on the Installation Options - Payables page to access this functionality.

### See Also

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Applying Prompt Payment Protocols, page 871

## Page Used to Enforce Valid Reimbursable Periods for Project-Related Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Date Calculation | VCHR_DT_CALC_SBP | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information<br>Click the Basis Date Calculation link on the Invoice Information page. | (USF) Define the date calculation basis for U.S. federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers. |

## Enforcing Valid Reimbursable Periods

Access the Date Calculation page.

**Project Service Dates** Select Edit Project Services Dates to enforce valid reimbursable periods for a project-related voucher (a voucher that includes Project as a ChartField in its distribution lines). Enter the valid reimbursable period in the Performance Start Date and Performance End Date fields. If this date range falls outside of the range of the project start and end dates for any voucher distribution line, the voucher fails and generates an error message.

# Certifying Federal Payment Schedules

This section provides an overview of federal payment schedule certification and discusses how to certify federal payment schedules.

## Understanding Federal Payment Schedule Certification

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. Once the pay cycle is certified, the payment creation section of the Pay Cycle process proceeds and creates the certified payment schedules. The certifier's name is permanently attached to each payment schedule, along with the date of certification.

**Note.** You must designate a payment schedule certifier for the pay cycle on the Pay Cycle Selection - Preferences page. You can also optionally choose to have workflow notify the certifier by worklist that payment schedules are ready for certification.

**Note.** The certifier cannot certify payments for vouchers that he or she created. Therefore, the Pay Cycle process will not select vouchers created by the certifier. These vouchers must be processed in another pay cycle with a different certifier.

### See Also

Appendix B, "Delivered Workflows for Payables," page 1065

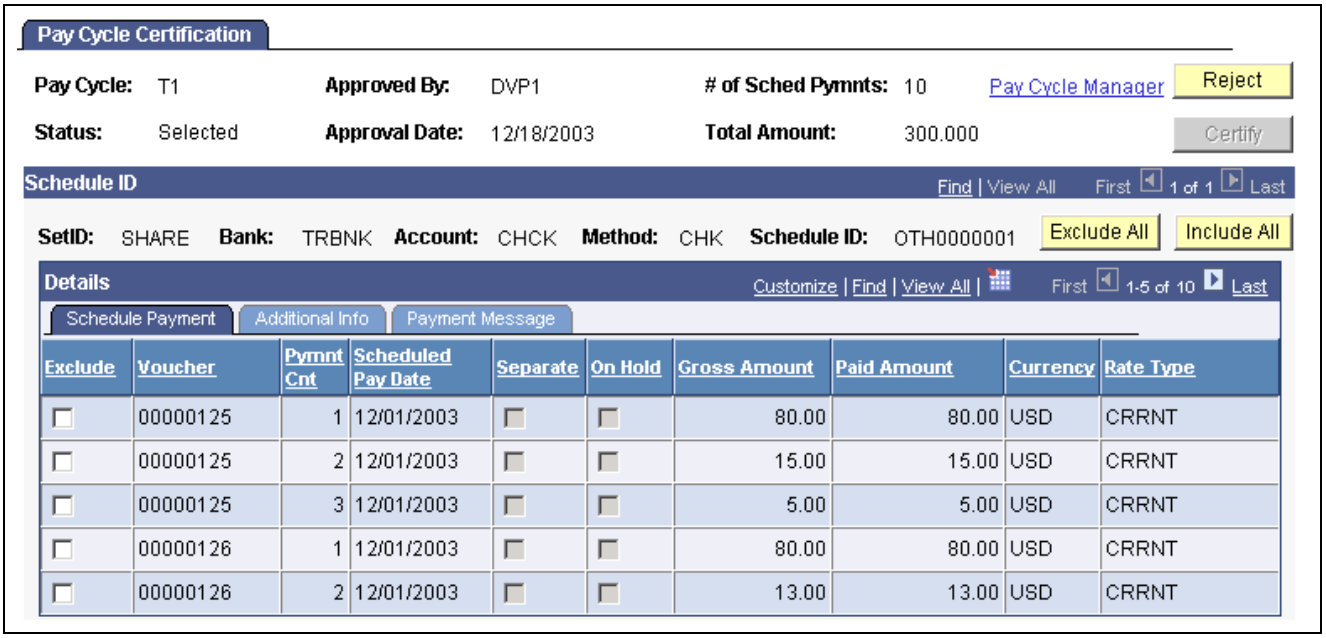
Chapter 8, "Establishing Pay Cycles," Setting Pay Cycle Preferences, page 153

## Page Used to Certify Federal Payment Schedules

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pay Cycle Certification | GFAP_CERT_PYCYCL | • Accounts Payable, Payments, Pay Cycle Approvals, Certification<br>• Click the Payment Certification link on the Pay Cycle Manager page.<br>• Click the appropriate link on the Worklist page if you have enabled workflow for payment certification and you are the certifier. | Determine which vouchers are included in a payment schedule and certify the schedule. |

## Certifying Payment Schedules

Access the Pay Cycle Certification page.




| Exclude | Voucher | Pymnt Cnt | Scheduled Pay Date | Separate | On Hold | Gross Amount | Paid Amount | Currency | Rate Type |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | 00000125 | 1 | 12/01/2003 | ☐ | ☐ | 80.00 | 80.00 | USD | CRRNT |
| ☐ | 00000125 | 2 | 12/01/2003 | ☐ | ☐ | 15.00 | 15.00 | USD | CRRNT |
| ☐ | 00000125 | 3 | 12/01/2003 | ☐ | ☐ | 5.00 | 5.00 | USD | CRRNT |
| ☐ | 00000126 | 1 | 12/01/2003 | ☐ | ☐ | 80.00 | 80.00 | USD | CRRNT |
| ☐ | 00000126 | 2 | 12/01/2003 | ☐ | ☐ | 13.00 | 13.00 | USD | CRRNT |

Pay Cycle Certification page

**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: *Certifying, Rejected,* or *Selected.*

**Total Amount** 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.

**Schedule ID** The schedule ID is composed of a three-character indicator of the schedule type—transportation (TRN), manual (MAN), and other (OTH)—followed by the numeric schedule range that is set up on the Installation Options - Payables page.

**Method** Indicates the payment method.

**Exclude All** Click to exclude all listed vouchers in a payment schedule.

**Include All** Click to include all listed vouchers in a payment schedule.

## Schedule Payment 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, Currency, and Rate Type of the scheduled payment; this can be either the gross or discount amount.

### 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

**Payment Message** Displays any message you entered on the Payment Message page in the Voucher component.

# Creating Electronic Certification System Bulk Payment Summary Certification Files

This section provides an overview of Electronic Certification System (ECS) summary file creation and discusses how to enter ECS summary information for ECS summary file creation.

## Understanding ECS Summary File Creation

If you send SF1166 bulk payment schedule data (Type B SF1166 format) through ECS, you must enter ECS summary data into the database after you receive that data from the Department of Treasury. You then use that data to generate an SF1166 Summary Certification file to upload to ECS and certify the payment schedules. The bulk payment formats for which this summary certification file is required are defined in the system as the following EFT file layouts:

- SF1166SCHK
- SF1166VNDR
- SF1166TRVL

**Note.** You do not need to submit an SF1166 Summary Certification file for payments made with the EFT file layouts ECSCHK, ECSVNDR, or ECSTRVL. These file layouts include both payment data and certification data.

The process for submitting bulk ECS payment schedule files and SF1166 Summary Certification files is as follows:

1. Submit the bulk ECS payment to the Department of Treasury via magnetic tape or file transfer.
2. The Department of Treasury loads the payment data into their system and provides summary data back to a certifying officer at your agency.
3. Your certifying officer enters this summary data into the PeopleSoft system using the ECS Summary page.

4. You run the APS8003 SQR process to generate the SF1166 Summary Certification file from the data you entered from the ECS Summary Totals page.
5. Your certifying officer uploads the SF1166 Summary Certification file to the ECS system to certify the payment schedules.

### See Also

Chapter 11, "(USF) Setting Up Payables for U.S. Federal Agencies," Setting Up EFT and ACH Payment Formats, page 211

## Pages Used to Create ECS Summary Files

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| ECS Summary | GFAP_ECS_SUMMARY | Accounts Payable, Payments, Pay Cycle Processing, ECS Summary Data | Enter payment information for the summary file. |
| ECS Summary Totals | GFAP_RUN_ECS | Accounts Payable, Payments, Pay Cycle Processing, Generate ECS Summary File | Generate the file that is uploaded to the ECS system. |

## Entering ECS Summary Information

Access the ECS Summary page.

After you receive data from the Department of Treasury, use the ECS Summary page to enter the payment information that you will use to create the SF1166 Summary Certification 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** Enter the Regional Financial Center code 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

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Understanding Federal Payment Processing, page 865

# Canceling Federal Payment Schedules

This section provides an overview of federal payment schedule cancellation and discusses how to cancel federal payment schedules.

## Understanding Payment Schedule Cancellation

Payment schedule cancellation functions much as regular payment cancellation—except that you can cancel even those payment schedules that have been reconciled.

**Note.** If the payment schedule to be canceled has been reconciled, the Payment Posting process reverses the payment accounting entries but not the cash clearing entries.

**Note.** You can also cancel a specific payment within a payment schedule using the Payment Cancellation page without canceling or altering the payment schedule.

### See Also

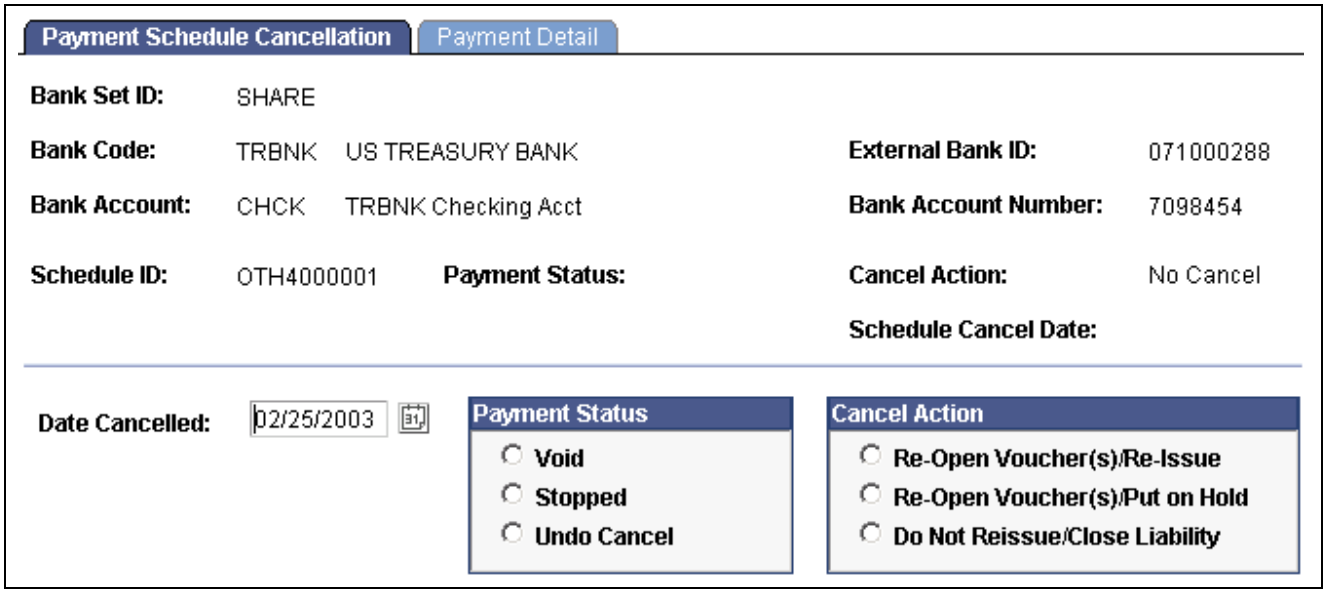
Chapter 22, "Using Additional Payment Processing Options," Canceling Payments, page 610

# Pages Used to Cancel Federal Payment Schedules

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Schedule Cancellation | GFPYM_SCH_CANC | Accounts Payable, Payments, Cancel/Void Payments, Payment Schedule Cancellation, Payment Schedule Cancellation | Cancel federal payment schedules. |
| Payment Schedule Cancellation - Payment Detail | GFPYM_SCH_CANC_DTL | Accounts Payable, Payments, Cancel/Void Payments, Payment Schedule Cancellation, Payment Detail | View payment details for a canceled payment schedule. |

# Canceling Payment Schedules

Access the Payment Schedule Cancellation page.




Payment Schedule Cancellation page

**Cancel Action** The most recent cancellation action. See the description of the Cancel Action group box below for possible values.

**Schedule Cancel Date** The date the schedule was canceled. This appears only after a cancellation action has been entered and saved on this page.

**Date Cancelled** Specify the date you want to cancel the payment.

## Payment Status

**Void** Select to cancel a payment schedule for payments that you have not sent out. The system automatically reconciles a voided payment.

**Stop** Select to cancel a payment schedule for payments that you have sent out and are asking the bank to stop payment on.

**Undo Cancel** You can undo any cancellation until you post the canceled payment.

**Important!** You cannot undo a cancellation after running Payment Posting on the canceled payment.

### Cancel Action

**Re-Open Voucher(s)/Re-Issue** Enables you to reselect the payment schedule and reissue it 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 reopen the payment schedule, but places the reopened payment schedule 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. The Pay Cycle process does not 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 schedule 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 Payment Posting process marks the voucher for closure, and the amount of the outstanding liability is reversed the next time the Voucher Posting process runs.

**Important!** Use the Do Not Reissue/Close Liability option only if you do not intend to reissue the voucher.

**Document Sequencing** Click 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 schedule is not posted.

# Inquiring and Reporting on Federal Payment Schedules

This section provides an overview of federal payment schedule inquiries and reports and discusses how to:

- Inquire on federal payment schedules.
- Inquire on federal payment schedule processing and transmittal data.

## Understanding Federal Payment Schedule Inquiries and Reports

Payables provides the ability to search for payments by payment schedule ID on the Payment Inquiry page and also provides:

- The Federal Payment Schedule Inquiry page for viewing payment schedule processing and transmittal data, such as the date transmitted to the Treasury Department, disbursement date, and cancellation date and status.
- The Prompt Payment inquiry page for viewing discounts taken, discounts lost, and late interest charges for scheduled payments subject to U.S. federal prompt payment date calculation or late interest charge calculation.

- The Federal Payment Schedule Report (APY9024), listing payment schedules paid as of a specific date.
- The Schedule and Appropriation Symbol report (APC8053), listing voucher distribution lines by payment schedule and treasury account symbol.

### See Also

Appendix C, "Payables Reports," page 1067

## Pages Used to Inquire on Federal Payment Schedules

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Inquiry | PYMNT_INQ_SRCH | Accounts Payable, Review Accounts Payable Info, Payments, Payment, Payment Inquiry | Search payments using specific search criteria to view detailed payment information or to display a chart of payments by date. |
| Federal Payment Schedule Inquiry | PYMNT_SCHED_INQ | Accounts Payable, Review Accounts Payable Info, Payments, Payment, Federal Payment Schedule | Search for federal payment schedules using various search criteria and view processing and transmittal details for federal payment schedules, including bank information, pay cycle information, sent date, payment date, and disbursement dates. |
| Prompt Payment Inquiry | AP_PRMPT_PYMNT_INQ | Accounts Payable, Review Accounts Payable Info, Payments, Prompt Payments | View discounts taken, discounts lost, and late interest charges for scheduled payments subject to U.S. federal prompt payment date calculation or late interest charge calculation. |

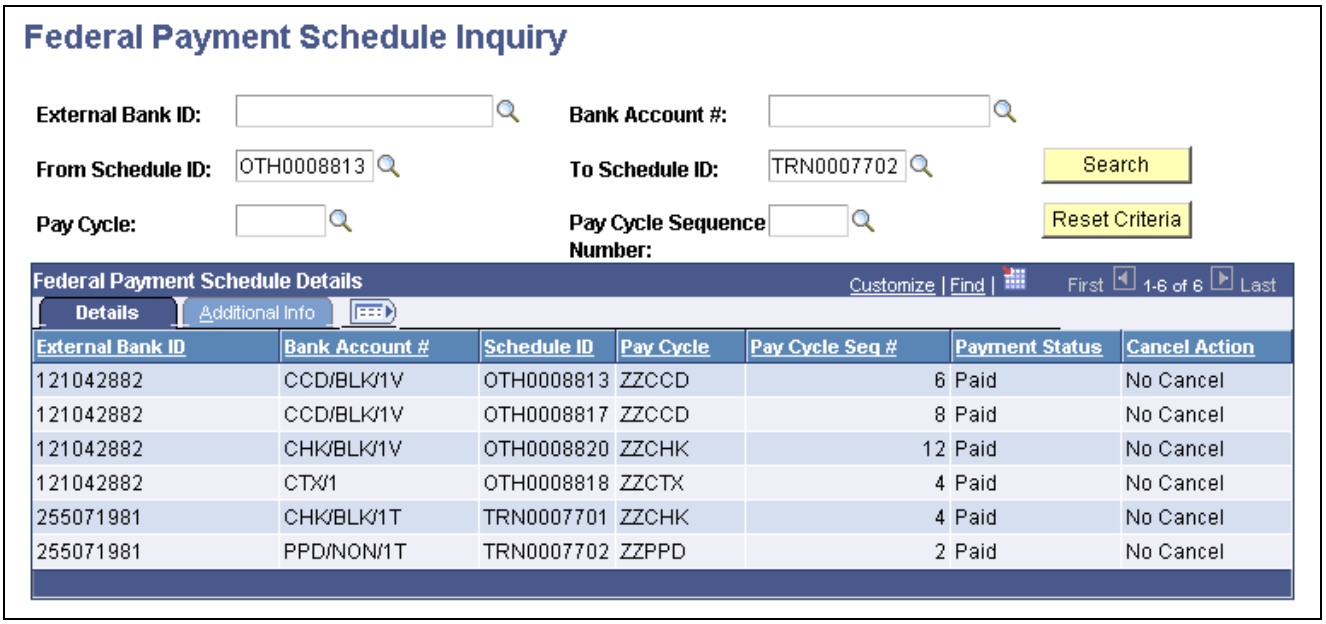
## Inquiring on Federal Payment Schedules

Access the Payment Inquiry page and search by Schedule ID.

See Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Payment Information, page 690.

## Inquiring on Federal Payment Schedule Processing and Transmittal Data

Access the Federal Payment Schedule Inquiry page.




| External Bank ID | Bank Account # | Schedule ID | Pay Cycle | Pay Cycle Seq # | Payment Status | Cancel Action |
|---|---|---|---|---|---|---|
| 121042882 | CCD/BLK/1V | OTH0008813 | ZZCCD | 6 | Paid | No Cancel |
| 121042882 | CCD/BLK/1V | OTH0008817 | ZZCCD | 8 | Paid | No Cancel |
| 121042882 | CHK/BLK/1V | OTH0008820 | ZZCHK | 12 | Paid | No Cancel |
| 121042882 | CTX/1 | OTH0008818 | ZZCTX | 4 | Paid | No Cancel |
| 255071981 | CHK/BLK/1T | TRN0007701 | ZZCHK | 4 | Paid | No Cancel |
| 255071981 | PPD/NON/1T | TRN0007702 | ZZPPD | 2 | Paid | No Cancel |

Federal Payment Schedule Inquiry page

Enter the search criteria in the header. You must enter at least a Schedule ID or an External Bank ID. Click Search to display details for each payment that meets the criteria in the Federal Payment Schedule Details grid.

## Details Tab

**Payment Status** Values include *Void, Stop,* and *Undo Cancel.*

**Cancel Action** Most recent cancellation action. Values include:

- *Re-Open Voucher(s)/Re-Issue*
- *Re-Open Voucher(s)/Put on Hold*
- *Do Not Reissue/Close Liability*
- *No Cancel*

> **Note.** If you have used the Cancel Payment page to cancel a payment within a payment schedule, the cancellation action will not be reflected on this inquiry page. The Cancel Action field only applies to the cancellation status of payment schedules.

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Canceling Payment Schedules, page 882.

## Additional Info Tab

**Sent Date** The date the payment schedule flat file was transmitted to the Treasury Disbursement Office. This field is updated when you perform the Schedule Reconciliation process.

**Payment Date** The date the payment schedule was paid in the Pay Cycle process.

**Date Cancelled** The date the payment schedule was cancelled. This field is updated when you cancel a payment using the Payment Schedule Cancellation page.

**Disbursed Date** The date the Treasury Disbursement Office issued the payment. This field is updated when you perform the Schedule Reconciliation process.

See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Reconciling Statements," Managing Federal Schedule ID Reconciliations.

# Processing Outbound Intra-Governmental Payment and Collection System Transactions in Payables

This section provides an overview of outbound IPAC processing and setup in Payables, lists prerequisites, and discusses how to:

1. Create outbound IPAC vouchers.
2. Enter outbound IPAC information.
3. Enter additional IPAC information.
4. Run the Pay Cycle process for outbound IPAC payments.
5. Perform schedule reconciliation for IPAC payments.
6. Cancel IPAC Payments.
7. Inquire on IPAC payments.

## Understanding Outbound IPAC Processing in Payables

IPAC is an inter-agency funds transfer mechanism for U.S. federal agencies. There are four types of IPAC transactions: payment, collection, adjustment, and zero-dollar. Payables supports IPAC payments and zero-dollar (supporting-information only) transactions. Receivables supports collection transactions, adjustments, and zero-dollar transactions.

Payables enables users both to create IPAC transactions for uploading to the IPAC system (outbound" IPAC transactions) and to receive information about payments initiated by other agencies through the IPAC system for entry into Payables ("inbound" IPAC transactions).

For outbound IPAC processing, Payables provides an IPAC EFT file layout, which can be used for both payments and zero-dollar transactions. Users enter vouchers for these IPAC transactions just as they would for any payment, but they enter additional IPAC-related information on the IPAC Information page in the Voucher component. Vouchers must be copied from purchase orders.

The Pay Cycle process processes IPAC vouchers like any other voucher: the EFT File Creation step (FIN2025.sqr) creates the payment flat files that you transmit to the federal IPAC system.

**Note.** If an IPAC voucher enters the system through the Voucher Build process, you must then create the IPAC data within the IPAC information page. If you do not create IPAC data before running the Pay Cycle process, the payment will be rejected. If the Pay Cycle process rejects the voucher, you can enter the required information on the IPAC Information page and resubmit the pay cycle.

### Zero-dollar IPAC Transactions

Zero-dollar IPAC transactions are information-only adjustments to IPAC vouchers that have already been paid. You cannot change any monetary amounts. You can create zero-dollar transactions only after the original IPAC payment has been processed by the Pay Cycle process.

When you enter a zero-dollar IPAC transaction on the IPAC page, a payment record with an amount of 0.00 USD is automatically entered on the Voucher - Payments page. The due date and other payment values are automatically populated. When you run the Pay Cycle process for a zero-dollar IPAC transaction, the Pay Cycle process treats the payment as a zero-dollar payment and creates the IPAC flat file for the payment. Zero-dollar IPAC transactions are always flagged as separate payments.

You can create unlimited numbers of zero-dollar IPAC transactions associated with an IPAC voucher that has been paid, but you must enter them serially, when the previous one has been fully processed by the Pay Cycle process.

### See Also

Chapter 21, “Processing Pay Cycles,” page 543

Chapter 16, “Processing Batch Vouchers,” page 353

## Prerequisites

To set your system up for outbound IPAC processing, perform the following steps:

1. Enable Federal Payments on the Installation Options - Payables page.
2. View the IPAC EFT file layout on the EFT File Layouts page.

   *IPAC* is a delivered file layout. You may want to indicate that the payment format applies to both employee payments and non-employee payments, although the system performs no edits for employee versus non-employee payments for the *IPAC* file layout.
3. Enter the Agency Location Code for the Treasury Disbursement Office and for the agencies that receive your IPAC payments on the Bank Information page.
4. Enter the Sender Disbursement Office (DO) symbol for the disbursing bank account on the External Accounts page.
5. Specify the payment method as EFT and the EFT layout as IPAC on the Payment Methods page for the disbursing bank account.
6. Specify Treasury Symbol Attribute and assign treasury symbols to Fund ChartField values on the Payables Definition - Numbering page and the Chartfield Attribute Values page.
7. Set up the payment receiving agency as a vendor using the Vendor Information component.

   Enter vendor information specific to federal agencies on the Federal page. The vendor ALC is required. All other federal-specific vendor detail is recommended.

## See Also

Chapter 11, "(USF) Setting Up Payables for U.S. Federal Agencies," page 211

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up Payables Installation Options

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up Banks," Defining Bank Information

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

*PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

Chapter 4, "Setting Up Payables Business Units," Setting Up Numbering, page 58

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining and Using ChartFields," Defining and Using Account Types and Attributes

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information"

# Pages Used to Process Outbound IPAC Transactions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| IPAC | AP_IPAC_SEC | • Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments<br>• Click the IPAC link on the Voucher - Payments page.<br>The IPAC link is activated only after you save a voucher with a payment method of EFT and file layout of IPAC. | Enter information required for outbound IPAC processing for a voucher. Use this page for payment, Post SGL, and Zero-dollar IPAC types. |
| IPAC Description | IPAC_DESCR_SEC | • Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments<br>• Click the Description link on the IPAC page. | Enter a free-form description of the IPAC transaction. |
| IPAC Miscellaneous Description | IPAC_MISC_SEC | • Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments<br>• Click the Misc Info link on the IPAC page. | Enter free-form text related to the IPAC transaction. |
| Pay Cycle Manager | PYCYCL_MGR | Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager | Run and manage the Pay Cycle process, from Payment Selection through output processing. Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results. |
| Schedule Reconciliation | BNK_RCN_MAN_TRE | Banking, Reconcile Statements, Schedule ID Reconciliation | Reconcile federal payment schedules. |
| Scheduled Payment Inquiry | AP_SCHD_PYMNT_INQ | Accounts Payable, Review Accounts Payable Info, Vouchers, Voucher, Voucher Inquiry<br>Click the Scheduled Payments button for the voucher on the Voucher Inquiry page. | View scheduled IPAC payments. |

## See Also

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 257

# Creating Outbound IPAC Vouchers

Access the Voucher - Invoice Information page.

1. Select *Regular Voucher* on the Add page.

   **Note.** IPAC vouchers must have a voucher style of *Regular.*

2. Copy a purchase order.

   **Note.** IPAC vouchers must be preceded by a purchase order.

3. Complete the voucher by entering all required fields on the Invoice Information, Payments, and Voucher Attributes pages.

   Enter a payment Method of *EFT* and a Bank Account for which the EFT layout is IPAC.

   **Note.** Multiple payment schedules are not allowed for IPAC vouchers.

   Distribution method must be *Quantity.*

   Payment terms with discount or rebate are not allowed for IPAC vouchers.

   You cannot include non-merchandise charges on IPAC vouchers.

4. Save the voucher.

   Since the EFT file layout for the bank account on the voucher has a file layout of IPAC, you will receive a message prompting you to click the IPAC link on the Voucher - Payments page. The IPAC link is activated only after you save the voucher.

5. Click the IPAC link on the Voucher - Payments page to access the IPAC page.

6. Select the transaction type for the IPAC transmission.

   Values are *Payment, Post SGL,* and *Zero.*

7. Click the Create button to populate the required fields in the IPAC Details scroll area.

   See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Entering Outbound IPAC Information, page 890.

8. Enter data in the fields not populated when you clicked the Create button.

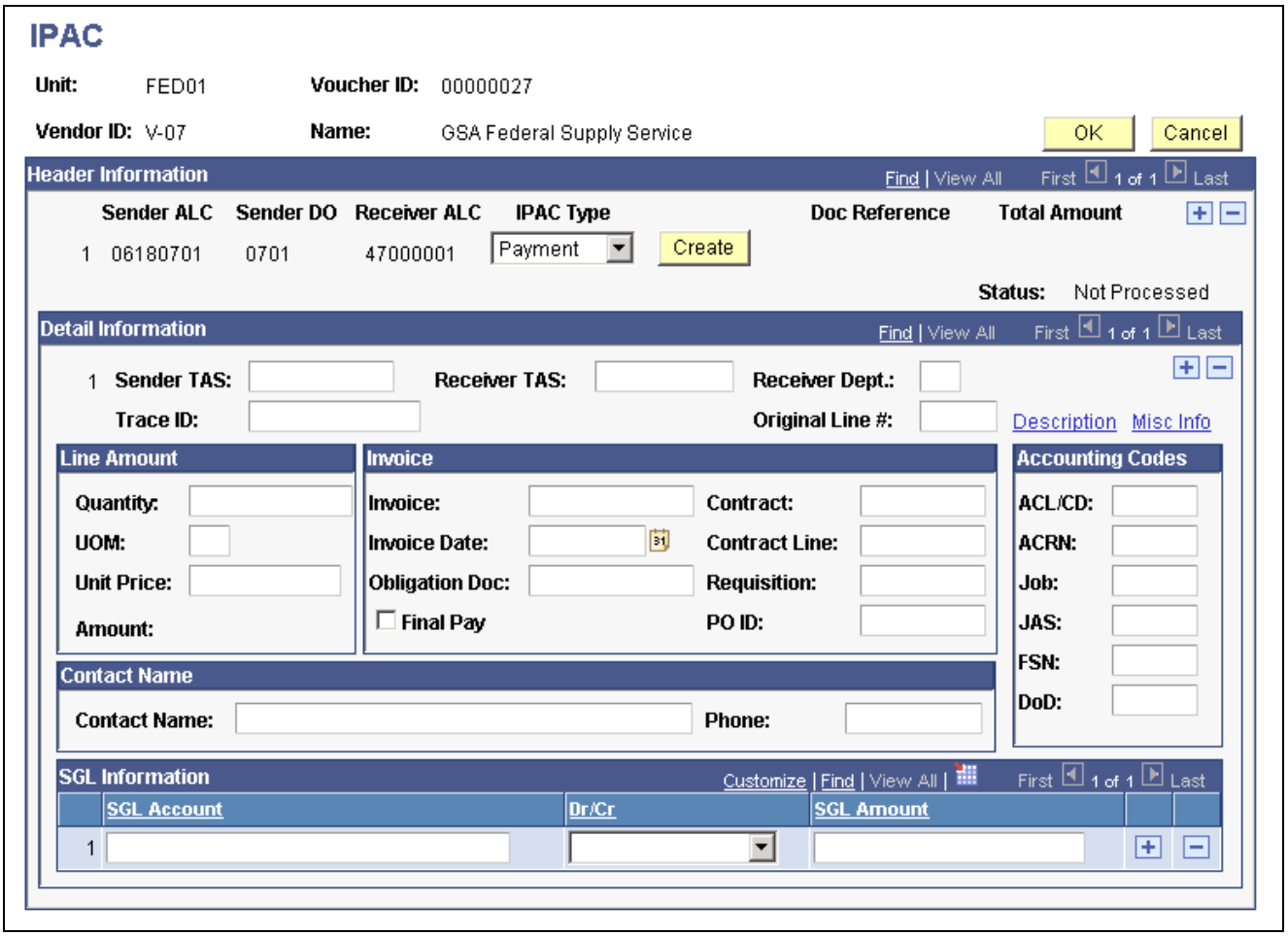
   The fields that require entry on the page vary based on the transaction type. These are not required by Payables, but may be required by your organization.

9. Click OK to save the voucher.

**Note.** Any changes to the invoice ID, invoice date, or gross amount on the voucher after save require you to update the same data on the IPAC page.

# Entering Outbound IPAC Information

Access the IPAC page.




IPAC page

When you enter the page, most of the Header Information fields are populated. To populate the IPAC Details fields, select an IPAC Type value and click the Create button, which populates the required IPAC Details fields with data from the voucher. Then complete any required fields; this varies based on the selected IPAC transaction type.

## Creating Post SGL and Zero-dollar IPAC Transactions

To create post SGL IPAC transactions:

1. Access the Voucher component for the IPAC voucher you want to adjust.
2. On the Voucher - Payments page, click the IPAC link to access the IPAC page.
3. Add a new IPAC header row in the Header Information scroll area and select an IPAC Type of *Post SGL*.
4. Click the Create button.

   The system automatically populates fields in the SGL Information scroll area.
5. Enter an Orig Doc Ref (original document reference) and an Original DO (original disbursement office) in the Header Information scroll area.
6. Enter an Original Line # (original line number) in the Detail Information scroll area.
7. Click OK to save the voucher and make the Post SGL transaction available to the PayCycle process for processing.

To create Zero-dollar IPAC transactions:

1. Access the Voucher component for the IPAC voucher you want to adjust.
2. On the Voucher - Payments page, click the IPAC link to access the IPAC page.
3. Add a new IPAC header row in the Header Information scroll area and select an IPAC Type of *Zero.*
4. Click the Create button.

   The system automatically populates specific fields in the Detail Information, Line Amount, and Invoice regions.
5. Enter an Orig Doc Ref (original document reference) in the Header Information scroll area.
6. Click OK to save the voucher and make the Zero-dollar transaction available to the PayCycle process for processing.

## Header Information

None of the fields in the IPAC Header Information scroll area are editable after you click the Create button.

**Sender ALC** (Sender Agency Location Code)
The bank information entered on the voucher provides the ALC default values. You assign ALCs to banks on the Bank Information page.

See Chapter 11, "(USF) Setting Up Payables for U.S. Federal Agencies," Defining Agency Location Codes, page 213.

**Sender DO** (Sender Disbursement Office)
The disbursing bank account entered on the voucher provides the sender DO default value. You assign sender DO codes to bank accounts on the External Accounts page.

See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information.

**Receiver ALC**
The receiver's (vendor's) ALC is provided by default from the vendor. You assign the ALC to the vendor on the Vendor Information - Federal page.

**IPAC Type**
Select from:

- *Payment* for new transactions that you are sending to the IPAC system.
- *Post SGL* to add or change the SGL account information for previous transactions that you sent for collection.
- *Zero-dollar* for zero-dollar, information-only IPAC transactions. This value is available only if the original IPAC payment to which it refers has a status of *Processed*, which indicates that the payment has been processed by the PayCycle process and the Outbound IPAC file has been sent to the IPAC system.

**Doc Reference**
Updated when you perform schedule reconciliation. This is the value you receive from GOALS-RFCAL and enter as the payment confirmation number on the Schedule Reconciliation page.

**Status**
Indicates the status of the IPAC voucher:

- *Processed:* IPAC vouchers have gone through the Payment Selection part of the Pay Cycle process and cannot be modified.

- *Not Processed:* IPAC vouchers have not gone through the Payment Selection part of the Pay Cycle process and can be modified.

## Detail Information

Each row in the Detail Information scroll area displays one invoice line—distribution line combination. Most of the Detail Information fields required for IPAC payment are populated when you click the Create button in the IPAC Header Information scroll area. With the exception of Final Pay, the rest are optional. Fields required for zero-dollar transactions are noted below.

| | |
|---|---|
| **Sender TAS** (Sender Treasury Account Symbol) | Represents the fund and appropriation from which the payment is drawn. You associate Treasury Account Symbols with fund codes on the ChartField Attribute page and the ChartField Attribute Values page. Required for original payment. |
| **Receiver TAS** (Receiver Treasury Account Symbol) | Represents the fund and appropriation that receives the payment. |
| **Receiver Dept.** | Two-digit code assigned by the U.S. Department of Treasury to the agency receiving the transaction. Required for original payment. |
| **Trace ID** | The business unit code followed by the voucher ID. This auto-populated value enables back-end systems to match transactions. |
| **Cross Reference Document** | For zero-dollar transactions, the document reference number of the original IPAC payment. |
| **Original Line #** | For zero-dollar and adjustment transactions only, the original line number of the original invoice line being adjusted. |
| **Description** | Click to access the IPAC Description page, where you can enter a free-form description of the IPAC transaction. |
| **Misc Info** | Click to access the IPAC Miscellaneous Description page, where you can enter related free-form text. |
| **Obligation Doc** | Purchase order identifier. The default is the same as the value that appears in the PO ID field. |
| **Final Pay** | Select to indicate that payment is final. Clear to indicate a partial payment. Required for original payment. |
| **Contract** and **Contract Line** | The contract ID and contract line item number copied from the voucher, if present. |
| **Requisition** | Enter the ID of the request for goods or services. This value is not copied from the voucher. |
| **ACL/CD** (Accounting Classification Code), **ACRN** (Account Classification Reference Number), **Job** (Job Order Number), and **JAS** | Identification codes.<br>The JAS code consists of a combination of Job Order Number, Accounting Classification Reference Number, and Site ID. |
| **FSN** (Fiscal Station Number) | Enter the eight-digit number identifying the subdivision of the sender ALC. |
| **DoD** | Enter the DoD Activity Address Code. |

**Contact Name** and **Phone** Enter the name and phone number of a contact person at your agency.

### SGL Information

(Optional) Enter Standard General Ledger information. Bear the following in mind:

- If you enter data in any SGL Information field, you must enter data in all of the fields.
- SGL amounts must balance with the IPAC line amount, and you must have offsetting debit and credit entries.

You must enter SGL account information for Post SGL transaction types, and—optionally—you can enter SGL account information for collection. The SGL information fields are not available for zero-dollar transaction types.

**Sender/Receiver Flag** Select a value to indicate whether the SGL account information for the line is for the Sender (your agency) or the Receiver (the customer's agency).

**Federal Flag** Select a value to indicate whether the SGL account information for the line is Federal or Non-Fed (non-federal).

**SGL Action** Select a value that indicates the action for the line. Values are:

- *Add:* Indicates this is a new line.
- *Edit:* Indicates this is a changed line.

For Post SGL transaction types, the action is *Edit* for existing lines and *Add* for new lines.

## Entering Additional IPAC Information

Access the IPAC Miscellaneous Description page.

**Fiscal Year Obligation ID** Select a value to indicate the fiscal year of the obligation. Values are: *Not Applicable, Current Fiscal Year,* and *Prior Fiscal Year.*

**Sender BETC** (sender business event type code) and **Recvr BETC** (receiver business event type code) Enter the code used in the Government-wide Accounting and Reporting Modernization (GWA) Project system to indicate the type of activity being reported, such as payments, collections, and so on. This code must accompany the TAS and the dollar amounts to classify the transaction against the fund balance with the Treasury.

**Sender DUNS** (sender Dun and Bradstreet number) and **Recvr DUNS** (receiver Dun and Bradstreet number) Enter the Dun and Bradstreet number used to identify the sender (your agency) or the receiver (the customer's agency).

**Sender DUNS4** and **Recvr DUNS4** (receiver DUNS4) Enter the four-character identifier that, along with the DUNS number, identifies individual business locations for federal vendors and federal customers.

The fields that are available on this page vary based on the IPAC transaction type. This table shows the fields that are available based on the IPAC type:

| IPAC Transaction Type | Available Fields |
|---|---|
| Payment | All fields available. |

| IPAC Transaction Type | Available Fields |
|---|---|
| Zero Dollar | Only the text box. |
| Post SGL | Only the text box. |

## Running the Pay Cycle Process for Outbound IPAC Payments

Access the Pay Cycle Manager page and process the appropriate pay cycle.

The following processing is specific to outbound IPAC payments:

- The Pay Cycle process marks all included IPAC vouchers as *Processed* on the IPAC page.
- The Pay Cycle process will reject and create an error for any vouchers whose payment method is EFT and EFT layout is IPAC and for which no data is entered on the IPAC page.

  View pay cycle errors on the Pay Cycle Error page. The Pay Cycle process will not process the payment until you enter the proper IPAC data.
- The Pay Cycle process processes zero-dollar IPAC transactions (for non-monetary adjustments to original IPAC payment transactions).

  It will not, however, support zero-dollar transactions of any other kind.

### See Also

Chapter 21, "Processing Pay Cycles," page 543

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Processing Outbound Intra-Governmental Payment and Collection System Transactions in Payables, page 886

## Performing Schedule Reconciliation for IPAC Payments

See *PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook*, "Reconciling Statements," Managing Federal Schedule ID Reconciliations.

## Canceling IPAC Payments

Since IPAC payments are made by the Department of Treasury's IPAC system once they receive the EFT file created by the Pay Cycle process, you should not cancel IPAC payments that have been processed by the Pay Cycle process. If you try to cancel an IPAC payment on the Payment Schedule Cancellation page, you will receive a warning message.

### See Also

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Canceling Payment Schedules, page 882

## Inquiring on IPAC Transactions

Access the Scheduled Payment Inquiry page.

Select IPAC Payment in the Search Criteria and click the Search button to view IPAC payments.

### See Also

Chapter 26, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Scheduled Payment Information, page 686

# Processing Inbound IPAC Transactions

This section provides an overview of inbound IPAC processing and setup in Payables, lists prerequisites, and discusses how to:

1. Load inbound IPAC files to Payables staging tables.
2. Review staged inbound IPAC files.
3. Create vouchers and record payments for inbound IPAC transactions.
4. Inquire on inbound IPAC payments.

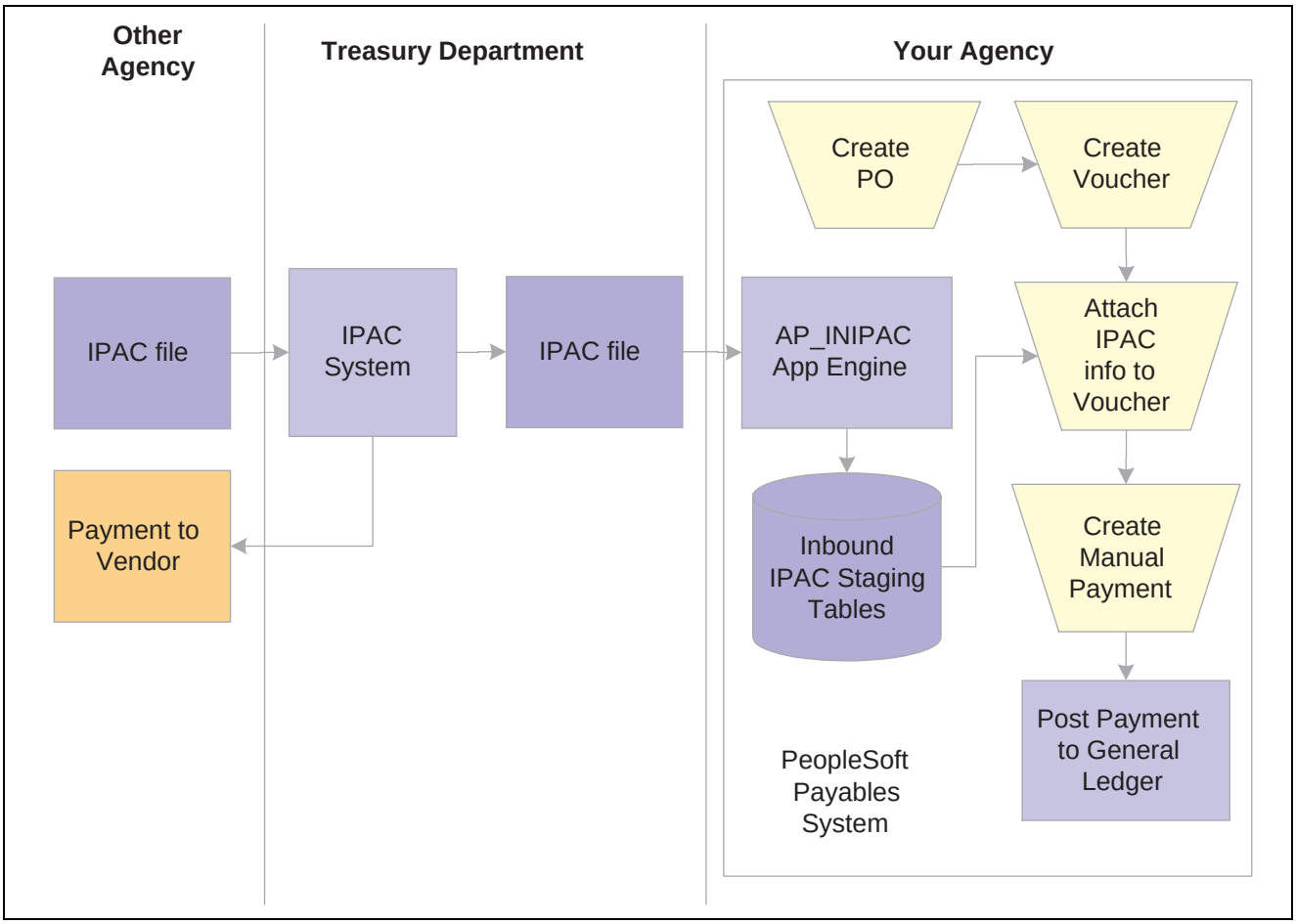
### See Also

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Processing Outbound Intra-Governmental Payment and Collection System Transactions in Payables, page 886

## Understanding Inbound IPAC Processing and Setup

Payables can receive and load information from the IPAC system that other agencies have sent to the IPAC system for payment processing. Payables uses this information to create manual payment records for those payments. This is known as inbound IPAC processing.

This flowchart illustrates the inbound IPAC process in Payables:




Inbound IPAC processing in Payables

To process inbound IPAC files in Purchasing and Payables:

1. Create a purchase order and a voucher for the payment, selecting the Inbound IPAC option on the Voucher - Payments page to indicate that the voucher should be placed on hold until staged IPAC data is associated with the voucher.
2. Receive the inbound IPAC flat file from the IPAC system.

   The flat file contains the IPAC information for the payment.
3. Load the IPAC flat file into the IPAC staging tables using the Load Inbound IPAC Application Engine process (AP_INIPAC).
4. (Optional) View the information loaded from the flat file into the IPAC staging tables using the Inbound IPAC Data page.
5. Update the voucher with the staged IPAC information:
   a. Open the voucher in the Voucher component and click the Select IPAC link on the Voucher - Payments page to access the Inbound IPAC Stage Selection page.
   b. Select the staged inbound IPAC data that goes with the voucher.

      The system performs edits to ensure that the sender ALC in the staged data matches the vendor ALC on the voucher, the receiving ALC (customer ALC) matches the ALC you have set up for your bank, the IPAC header amount equals the voucher gross amount, and the PO ID in the staged data matches the PO ID on the voucher.
   c. Click OK.

The staged IPAC data you selected is copied to the Payables IPAC records, and you are returned to the Voucher - Payments page.

6. Manually record the payment on the Voucher - Payments page by selecting a payment action of *Record* and entering a payment reference number.

   The payment is manual because the IPAC system has already transferred the funds.

7. Post the payment.

## Prerequisites

Set up the system for inbound IPAC processing:

- Perform the same setup as for outbound IPAC processing, except that you are not concerned with the IPAC EFT layout or with assigning it to bank accounts.
- Configure the environmental variables of all affected workstations to enable IPAC inbound processing.

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Prerequisites, page 887.

See Chapter 11, "(USF) Setting Up Payables for U.S. Federal Agencies," Configuring Workstations for IPAC Inbound Processing, page 218.

## Pages Used to Process Inbound IPAC Transactions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Load Inbound IPAC | INTFC_IPAC_RQST | Accounts Payable, Batch Processes, Load Inbound IPAC, Load Inbound IPAC | Request a run of the Load inbound IPAC File into the inbound IPAC staging tables for processing in Payables. |
| Inbound IPAC Data | AP_IPAC_INBND_INQ | Accounts Payable, Review Accounts Payable Info, Interfaces, Inbound IPAC, Inbound IPAC Data | View inbound IPAC data from files that have been loaded to the inbound IPAC staging tables. |
| Inbound IPAC Stage Selection | AP_IPAC_INBND_SRCH | Click the Select IPAC link on the Voucher - Payments page. | Search for staged inbound IPAC transactions and associate them with a regular voucher. |

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257

## Loading Inbound IPAC Files

Access the Load Inbound IPAC page.

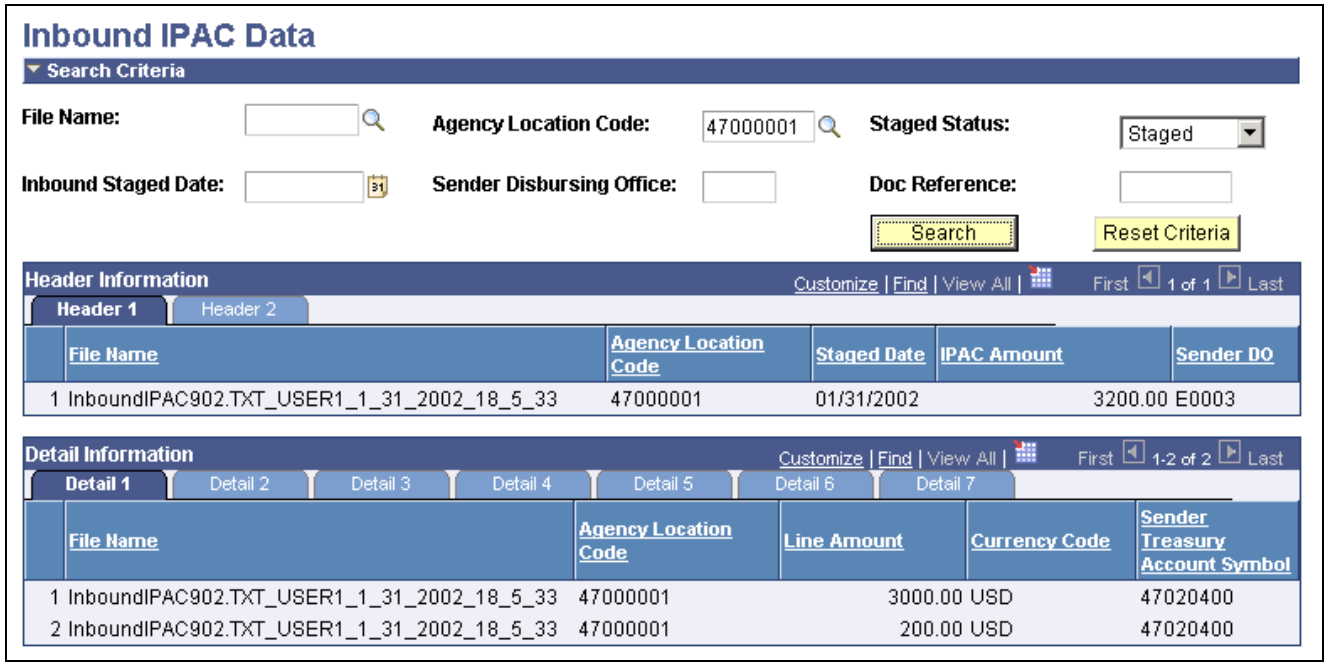
1. Enter the path and filename of the IPAC file for loading.

   Use the buttons to browse for files, delete files, and view them.

2. Save the page.
3. Run the process and view the results.

# Reviewing Staged Inbound IPAC Files

Access the Inbound IPAC Data page.




Inbound IPAC Data page

**Note.** On this page, the *sending agency* is the vendor's agency, which is receiving the payment, and the *receiving agency* is the customer's agency—that is, your agency—which is making the payment.

## Search Criteria

**File Name** — Displays the concatenation of the file name + User ID of the user who loaded the file + date/time that the file was loaded.

**Agency Location Code** — The ALC of the sending agency, which is the agency receiving the payment.

**Inbound Staged Date** — The date the inbound IPAC file was loaded into the inbound IPAC staging tables using the Load Inbound IPAC process.

**Staged Status** — Select from:

- *Error*
- *Selected*
- *Staged*

**Doc Reference** (document reference) — Enter the payment confirmation number.

## Header Information

**Agency Location Code** — Displays the sender's ALC.

**IPAC Amount** — Displays the total amount of the IPAC payment.

**Sender DO** (Sender Disbursement Office) Displays the sender's disbursement office code.

**Tran Set ID** (Transaction set identifier) Displays the transaction set ID. Payables only processes inbound IPAC transactions whose transaction set ID is *810,* collection.

**Customer ALC** Displays your ALC.

### Detail Information

Each row in the Detail Information grid represents one voucher line-distribution line combination.

**Agency Location Code** Displays the sender's ALC.

**Line Amount** The amount for the voucher line-distribution line combination.

**Sender Treasury Account Symbol** Represents the fund and appropriation to which the payment was made.

**Contact Name** Displays a sender contact name.

**IPAC Accounting Classification** Displays the accounting classification code that identifies a project. It was supplied by you, the customer, to the vendor when the goods or services were originally requested. This is identical to the ACL/CD field on the IPAC page.

**Receiver Department** Displays the two-digit code assigned by the Department of Treasury to the agency receiving the transaction (for inbound IPAC, your agency).

**Description** Displays a description of the invoice line item.

**Cross Reference Document** For zero-dollar transactions, this displays the document reference number of the original IPAC payment.

**Obligation Document Number** Displays the PO ID.

**IPAC Pay Flag** Indicates whether a payment is *F,* final or *P,* partial.

**IPAC Purchase Order** Displays the PO ID.

**IPAC Quantity** Displays the item quantity.

**Receiver Treasury Account Symb** (receiver treasury account symbol) Represents the fund and appropriation upon which the payment is drawn.

## Creating the Inbound IPAC Voucher and Recording the Payment

Access the Invoice Information page in the Voucher component.

1. Select *Regular Voucher* on the Add page.

   **Note.** IPAC vouchers must have a voucher style of *Regular.*

2. Copy a purchase order.

   **Note.** IPAC vouchers must be preceded by a purchase order.

3. Complete the voucher by entering all required fields on the Invoice Information, Payments, and Voucher Attributes pages.
4. On the Payments page, select the Inbound IPAC option.

   This places the voucher payment on hold with a Hold Reason of *IPC,* IPAC hold, until the inbound IPAC data has been staged and is ready for you to associate with the voucher.

   If the inbound IPAC data has already been staged, click the Select IPAC link and proceed to step 8.
5. Save the voucher.

   Run the normal approval processing for the voucher—budget checking, document tolerance checking, matching, voucher approval—and post the voucher.
6. Load the inbound IPAC file to the staging tables using the Load Inbound IPAC page and (optionally) confirm that the IPAC data was staged on the Inbound IPAC Data Inquiry page.
7. Access the voucher using the Voucher component and click the Select IPAC link on the Voucher - Payments page to access the Inbound IPAC Stage Selection page.
8. On the Inbound IPAC Stage Selection page, enter your Inbound Lookup Criteria to search for the staged IPAC transaction you want to associate with the voucher, and click Search.

   The Agency Location Code in the Inbound Lookup Criteria group box is the sender's ALC.

   The Inbound IPAC Stage Selection page is identical to the outbound IPAC page, with the exception of the Inbound Lookup Criteria group box and the Select, File Name, and Staged Date fields in the Header Information scroll area. Note that, on the Inbound IPAC Stage Selection page, the meaning of receiver and sender are the reverse of their meaning on the outbound IPAC page. In other words, on the Inbound IPAC Stage Selection page, the receiver is the paying agency (your agency) and the sender is the agency that was paid.

   See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Entering Outbound IPAC Information, page 890.
9. Scroll through the search results in the Header Information scroll area and select the transaction you want to associate with the voucher.

   You cannot save the voucher if:

   - The voucher gross amount does not equal the staged IPAC transaction's total amount.
   - The ALC for the vendor on the voucher does not equal the Sender ALC on the staged transaction.
   - The ALC for the voucher's bank does not equal the Receiver ALC on the staged transaction.
10. Click Copy to Voucher to copy the staged IPAC transaction data to the voucher and the AP IPAC tables.
11. Click the Back to Invoice link and access the Voucher - Payments page.
12. On the Voucher - Payments page, select a payment Action of *Record* and enter a payment Reference number.
13. Save the voucher.

    When you save:

    - The system deletes the staged IPAC data that you selected from the inbound IPAC staging tables.
    - Payments are marked as reconciled.
    - The IPAC hyperlink becomes available.

      You can click it to view all IPAC data associated with the voucher on the IPAC page.
14. Run the Payment Posting process and the Cash Clearing process to update accounting lines and cash balances.

### See Also

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Processing Outbound Intra-Governmental Payment and Collection System Transactions in Payables, page 886

Chapter 22, "Using Additional Payment Processing Options," Using the Manual Payment Creation Process, page 603

Chapter 23, "Running Voucher and Payment Posting," page 627

## Inquiring on Inbound IPAC Payments

See Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," Inquiring on IPAC Transactions, page 895.

# Handling Advances for Federal Agencies

Payables uses prepayment functionality to handle payment advances to employees. U.S. federal agencies have one specific advance handling requirement which is not otherwise required for prepayments, which is that advances must be tied to existing purchase orders. To that end, when Enable Federal Payments is selected on the Installation Options - Payables page, the Advance Payment Option group box appears on the Invoice Information page for the prepayment voucher style. When you select Use Advance Payment in that group box, the system verifies that there is a purchase order associated with the prepayment.

To pay and record expenses against an advance:

1. Create a purchase order for the advance.
2. Create a prepayment voucher.
    a. Enter a voucher style of *Prepaid Voucher* on the add/search page when accessing the Voucher component.
    b. Select the Use Advance Payment option on the Invoice Information page, and enter the associated purchase order.
    c. Complete the voucher.

    See Chapter 29, "Processing Prepayments," Entering Prepaid Vouchers Online, page 746.
3. Pay the voucher, either through the Pay Cycle process or manually.
4. Record expenses against the advance by creating a regular voucher in the Voucher component and applying it to the prepayment.

    See Chapter 29, "Processing Prepayments," Applying Final Invoices and Prepayments, page 751.
    a. If the expense is more than the advance, the Voucher Posting process automatically schedules a payment for the difference.

    For example, if the advance is for 1000 USD and you enter an expense voucher against the advance for 1300 USD, the Voucher Posting process schedules a payment of 300 USD to the employee.
    b. If the expense is less than the advance, then enter two distribution lines on the expense voucher, one for the expense, the other a credit to cash.

    For example, if the advance is for 1000 USD and the expense voucher is for 800 USD, enter an expense distribution of 800 USD and a credit to cash distribution of 200 USD.

    Enter and collect the receivable using your receivables processes.

### See Also

Chapter 29, “Processing Prepayments,” page 733

# Processing CCR Inbound Files

This section provides an overview of processing CCR inbound files and discusses how to:

- Load registry files.
- Review file load status.

## Understanding CCR Inbound Files Processing

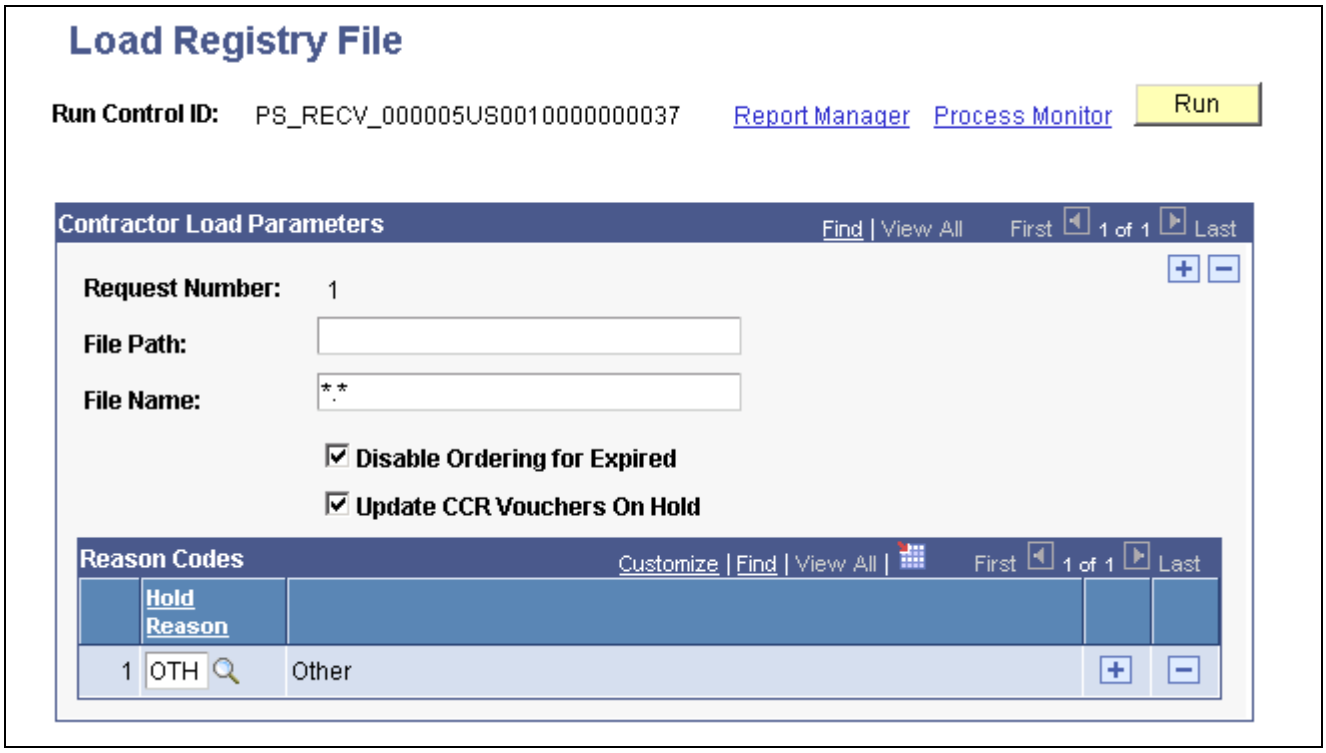
As part of standard CCR Inbound File processing, the system automatically sets any vendors that are expired in CCR to a payment hold status 30 days after the expiration date. The vendor is still active, but cannot process payments any time 30 days after the expiration date. Until the vendor is in a payment hold status, it is still open for ordering and payment. For example, if a vendor is considered expired with CCR on September 1, the PeopleSoft system will mark the vendor with a payment hold status beginning October 1. From September 1 through September 30, the vendor can still be paid in the PeopleSoft system.

## Pages Used to Process CCR Inbound Files

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Load Registry File | RUN_CCR_LOAD | Vendors, Central Contractor Registry, Load Registry File | Run the Payables CCR Load (AP_CCR_LOAD) Application Engine process, and import CCR vendor information to the PeopleSoft staging tables. |
| Inquire CCR File Information | AP_CCR_FILE_INQ | Vendors, Central Contractor Registry, Inquire CCR File Load Status | Review the load status of imported file information. This page displays line item information of load activity, such as updates and errors. |

## Loading Registry Files

Access the Load Registry File page.




Load Registry File page

**Request Number** Enter a processing request number.

**File Path** and **File Name** Enter a file path and, optionally, a specific file name for processing. If you enter the wild card character (*.*) in the file name field, the system processes all files in the directory.

**Disable Ordering for Expired** Select to prevent the system from creating purchase orders and vouchers for expired vendors.

**Update CCR Vouchers on Hold** and **Hold Reason** Select to enable held CCR vouchers to be processed and to define the held voucher types that the system will update.

**Note.** This is an override to the normal system functionality.

## Reviewing File Load Status

Access the Inquire CCR File Information page.

This page displays several system status messages, such as errors or identifying pieces of information. This information includes:

- Previously processed: Identifies whether the file has already processed.
- Updated vendors: Which vendors have been automatically updated with new or edited information.
- Updated vendor errors: What errors the system encountered during the update vendors process.

  You may need to manually update the vendor for any necessary changes.
- Updated held vouchers: Which vouchers the system has automatically taken off hold due to contractor registration renewal in the CCR database.
- Vendor name change: Which vendors have had a legal name or Doing Business As name change.

# Creating CCR Vendors Using Staged Data

This section discusses how to:

- Review contractor information.
- Run the Vendor Build process.

## Pages Used to Create CCR Vendors from Staged Data

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Contractor Inquiry | AP_CCR_VNDR | Vendors, Central Contractor Registry, Add Vendors from CCR, Contractor Inquiry | Review information for U.S. federal government contractors and, optionally, create CCR vendors. |
| Vendor Build | AP_CCR_VNDR_BUILD | • Vendors, Central Contractor Registry, Add Vendors from CCR, Contractor Inquiry<br>• Click the Create Vendor button on the Contractor Inquiry page. | Create new CCR vendors with staged contractor information and additional vendor data. |

## Reviewing Contractor Information

Access the Contractor Inquiry page.

**Vendor** Click a vendor link to access the vendor component and to view summary information about a vendor.

**Create Vendor** Click to access the Vendor Build page and create a CCR vendor from staged contractor data.

## Running the Vendor Build Process

Access the Vendor Build page.

**Vendor subject to withholding** Clear this check box if the vendor is not subject to withholding. If vendors are subject to withholding, the system prompts you to enter the required information after it completes the vendor creation process.

**Vendor ID** Enter an ID number. If you leave this field blank, the system automatically assigns a vendor ID number.

**Vendor Location** Displays the default value of *MAIN*.

**SetID** Select a setID with which to build the vendor. You can add set IDs.

**Create Vendor Now** Click to create a vendor using the entered vendor and staged contractor information. The system will display a confirmation message; click Yes to continue creating a CCR vendor.

# Creating CCR Payment Holds

This section provides an overview of CCR payment holds and discusses how to create CCR payment holds.

## Understanding CCR Payment Holds

When a CCR vendor is in an expired status, any payments to the vendor must be evaluated by an end user and put on hold when required. . For regular vouchers and Quick Invoice vouchers, the system displays a warning message when you enter payments for expired CCR vendors. The warning message provides the user with an option to set the payment on hold and provide a reason code for putting the payment on hold. During the CCR Inbound File process, the system automatically takes payments off hold if the CCR vendor has re-registered and is no longer considered expired. The system displays payments taken off hold on the Inquire File Load Status page.

## Pages Used to Create CCR Payment Holds

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payments | VCHR_PAYMENT_PNL | Accounts Payable, Vouchers, Add/Update, Regular Entry, Payment | Create voucher payments, including voucher payment holds. |
| Payment Details | VCHR_PYMNT_QV_SEC | • Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry.<br>• Click the Payments link on the Quick Invoice page to access the Payment Details page. | Create voucher payments, including voucher payment holds. |
| Inquire File Load Status | AP_CCR_FILE_INQ | Vendors, Central Contractor Registry, Inquire CCR File Load Status | Review file status load information. |

## Creating CCR Payment Holds

Whether you create a CCR voucher using the Regular Voucher entry page or the Quick Invoice, the hold payment process is the same.

Access the Payment or Payment Details page.

1. Select the Hold check box.
2. Enter CCR in the Hold Reason field.
3. Complete entering voucher information, and click Save.

# CHAPTER 37

# Using Entry Events in Payables

This chapter provides an overview of entry events in Payables and discusses how to generate accounts payable entry events.

## Understanding Entry Events in Payables

Entry events are the short-hand codes used to post pro-forma accounting entries to the general ledger 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 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. The FS_EVENTGEN Application Engine process—also called the Entry Event Generator—generates additional standard accounting entries based on the entry event code that users entered.

After enabling entry events, users may assign entry event codes to distribution lines for accounts payable transactions. Entry event processes and entry event process steps are predefined and delivered with the system. You define appropriate entry events to specify the debits and credits necessary for each business scenario.

You can run the FS_EVENTGEN process in conjunction with the Voucher Posting Application Engine process (AP_PSTVCHR), the Payment Posting Application Engine process (AP_PSTPYMNT), and the Cash Clearing Application Engine process (AP_APCSHCLR) by selecting the Initiate Entry Event Generator check box on the run control pages for these processes. You can also use the Voucher Entry Event request page, the Payment Entry Event request page, and the Cash Clearing Entry Event request page to run the Entry Event Generator process separately.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Entry Events"

## Upward and Downward Adjustment Entry Event Entries for Payables Transactions Subject to Commitment Control

Payables uses entry events to generate separate budgetary debit and credit entries for upward and downward adjustments to purchase orders and vouchers that are processed after funding has expired.

**Note.** To generate upward and downward adjustment entries for vouchers that have been posted and then finalized or partialized, you must run the FS_EVENTGEN process separately from the Voucher Posting process—that is, you must run it from the Voucher Entry Event request page.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Entry Events," Using Entry Event Codes for Upward and Downward Adjustments.

# Generating Accounts Payable Entry Events

This section discusses how to:

- Generate voucher entry events.
- Generate payment entry events.
- Generate cash clearing entry events.

## Pages Used to Generate Accounts Payable Entry Events

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Voucher Entry Event , Payment Entry Event , Cash Clearing Entry Event | PST_EE_RUN_REQUEST | • Accounts Payable, Batch Processes, Vouchers, Voucher Entry Event<br>• Accounts Payable, Batch Processes, Payment, Payment Entry Event<br>• Accounts Payable, Batch Processes, Payment, Cash Clearing Entry Event | Request a run of the FS_EVENTGEN process to generate entry event accounting entries for vouchers, payments, and cash clearing, respectively. |
| Voucher Posting Request | PST_VCHR_RQST | Accounts Payable, Batch Processes, Vouchers, Voucher Posting | Request a run of the Voucher Posting process (AP_PSTVCHR). You can generate entry events by selecting the Initiate Entry Event Generator option. |
| Payment Posting Request | PST_PYMNT_RQST | Accounts Payable, Batch Processes, Payment, Payment Posting | Request a run of the Payment Posting process. You can generate entry events by selecting the Initiate Entry Event Generator option. |
| Cash Clearing Request | CASH_CLRG_REQUEST | Accounts Payable, Batch Processes, Payment, Cash Clearing | Request a run of the Cash Clearing process. You can generate entry events by selecting the Initiate Entry Event Generator option. |

## Generating Voucher Entry Events

Access the Voucher Entry Event page.

**Entry Event Process** Select *Voucher Accrual* to process voucher entries.

**Process Option** Select one of the following:

*All Units:* process all voucher entries for all business units.

*Document:* process the voucher entries for a specific voucher. The Business Unit and Document fields in the Selection Criteria group box becomes available for entry.

*Unit:* process the vouchers in a specific business unit. The Business Unit field in the Selection Criteria group box becomes available for entry.

### Selection Criteria

The fields available in this group box depend on the process option you select.

**Business Unit** Enter a business unit whose vouchers you want to generate entry events for. This field is available if you selected a process option of *Unit* or *Document.*

**Document** Enter a voucher ID for a voucher you want to generate entry events for. This field is available if you selected a process option of *Document.* You must also enter a business unit.

## Generating Payment Entry Events

Access the Payment Entry Event page.

**Entry Event Process** Select *Payments* to process payment entries.

**Process Option** Select one of the following:

- *All Banks:* process all entries for all banks.
- *Bank Acct* (bank account): process entries for one bank account. The bank account fields in the Selection Criteria group box become available for entry.
- *Payment:* process entries for a particular payment. The bank account fields and the Payment Reference field in the Selection Criteria group box become available for entry.

### Selection Criteria

The fields available in this group box depend upon the process option you select.

**SetID, Bank Code,** and **Bank Account** Enter a bank SetID, bank code, and bank account. These fields are available if you selected a process option of *Bank Account* or *Payment.*

**Payment Reference** Enter a payment reference (such as a check number). This field is available if you selected a process option of *Payment.*You must also enter the bank account fields.

## Generating Cash Clearing Entry Events

Access the Cash Clearing Entry Event page.

**Entry Event Process** Select *Cash Clearing* to process cash clearing entries.

**Process Option** Select *Reconciled* to process all reconciled payments.

There are no selection criteria available for generating cash clearing entry events.

# Drilling Down to Entry Event Journal Lines

This section provides an overview of how to drill down to source transactions for payables entry event journals and discusses how to link drilldown pages with accounting entry definitions.

## Understanding How to Drill Down from Journal Lines

You can view source transactions for Payables accounting entries from journal lines in General Ledger for both standard and entry event journals. You search for journals in the Journal Inquiry component (JOURNAL_INQUIRY) and drill down to source transactions for individual journal lines. The page that you access is based upon the selections that you made on the Accounting Entry Definition page.

You can also review source transactions for entry event journals directly from the menu in Payables.

Before you can view source transactions for a journal entry in General Ledger, you must specify the exact type of information that you want to drill down to from the Journal Inquiry component. To do so, you link a drilldown page with each accounting entry definition for which you generate journals.

### See Also

Chapter 23, "Running Voucher and Payment Posting," Reviewing Journal Detail for a General Ledger Journal, page 639

*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Reviewing Financial Information," Viewing Journal Information

## Pages Used to Review Payables Accounting Entries from General Ledger

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Accounting Entry Definition | JRNL_GEN_ACCTG_DEF | General Ledger, Journals, Subsystem Journals, Accounting Entry Definition | Identify the drilldown pages for each accounting entry definition that the Journal Generator process (FS_JGEN) uses to general journal for Payables. |
| Journal Inquiry | INQ_JRNL_CRITERIA | General Ledger, Review Financial Information, Journals, Journal Inquiry Criteria | Enter search criteria to retrieve a list of journals. |
| Journal Inquiry Details | INQ_JRNL_HDR_DTL | Click a journal ID on the Journal Inquiry page. | View journal lines for a journal and drill down to the source transactions in Payables. |
| Journal Drill Down | EE_VCH_DRILL | Accounts Payable, Review Accounts Payable Info, Vouchers, EE Journal Entry Drill Down | Review the accounting entries for payables items for entry event journals. |

# Linking the Payables Entry Event Drilldown Page with Accounting Entry Definitions

To link the Payables entry even Journal Drill Down page with the accounting entry definition:

1. Access the Accounting Entry Definition page.
2. Select *EGAPDEFN* as the accounting definition name.
3. In the Page Name field, select *EE_VCH_DRILL* for the payables entry event Journal Drill Down page.
4. Select the Cross-Product Drill Down check box.

## See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Journal Generator," Defining Accounting Entries

# CHAPTER 38

# Archiving Transactions

This chapter provides an overview of the data types available for archiving and an overview of archive objects definitions, PSQuery objects, and template objects and discusses how to:

- Archive data.
- Restore archived data.

### See Also

*Enterprise PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager"*

## Understanding Data Types Available for Archiving

This section discusses:

- Archiving general overview.
- Archiving business process.
- Archiving business rules.

### Archiving General Overview

In Payables, you use the PeopleTools Data Archive Manager to archive payments, vouchers, and vendors. This process removes them from the production transaction tables, yet keeps 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 generate archived reports that provide the necessary tracking information for your regulatory agencies. Remember that the data stays available if you need to reload it for an audit.

To archive data in 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, completely processed vouchers or 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 use third-party database utilities to 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, voucher archive, and vendor archive.

When you archive your transactions, you'll need to select a batch ID. Batch IDs provide a method of identifying a group of transactions during the archiving process, and are automatically assigned by the system. The combination of batch ID and archive date specified during archive selection is then used as the key when you run the selection report, rollback, and deletion processes, and when you perform audits.

# Archiving Business Process

The following procedures provide an overview of the archiving procedure in Payables.

Archive transactions as follows:

1. Run the payment, voucher, or vendor archive selection process.

   Based on the template and query you select, this process flags selected transactions for archival.

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 the payment, voucher, or vendor archive rollback process.

   If the report reveals that you have selected the wrong set of data, you can run a rollback process. This clears the records, enabling you to rerun the archive selection process with different parameters.

4. Run the payment, voucher, or vendor archive delete process.

   This removes the records from the transaction tables.

# Archiving Business Rules

This section discusses the following Payables archiving business rules:

- Payment archival business rules.
- Voucher archival business rules.
- Vendor archival business rules.

## Payment Archival Business Rules

To be archived, payment data must pass the following business rules:

The Payment Post status must be *Posted* and the Reconciliation Status must be *Reconciled* when any of these three scenarios are met:

- The Reconciliation Method is set to none (*N*), the Cash Cleared Flag is active (*Y*), the Cash Cleared Date is not null, and the Cash Cleared Date value is less than Archive As of Date value.
- The Cancel Action value is set to *Close* or *Processed,* the Cancel Date is not null, and the Cancel Date value is less than Archive As of Date value.
- The Cash Cleared Flag is not active (*N*), the Bank Account does not use the Cash Clearing process, and the Payment Date value is less than the Archive As of date value.

### Voucher Archival Business Rules

To be archived, voucher data must pass the following business rules:

- Voucher Post Status is *Posted* and Invoice Date value is less than the Archive As Of Date value, or Voucher Entry Status is *Deleted* and Invoice Date value is less than the Archive As of Date value.
- Associated payments no longer exist on the payment table. Payments must have been previously archived.
- No related vouchers exist that are not currently archived.
- Voucher does not have accounting lines which have not been distributed to the general ledger.
- Voucher does not have accounting lines with a Journal Date value greater than an Archive As of Date value.
- Voucher does not have scheduled payments with a status other than *Closed, Paid,* or *Canceled.*
- Voucher does not have scheduled payments with unposted withholding transactions.
- Voucher does not have accounting lines with unposted VAT information.
- Voucher should be matched or overridden if matching is required.
- Voucher does not have voucher lines referencing a purchase order that does not have a status of *Complete, Canceled,* or *Pending Cancel.*
- Voucher does not have accounting lines which have asset information that has not been distributed to Asset Management.
- Voucher does not have accounting lines which have Projects related information that has not been distributed to Projects.
- Voucher has been budget checked if applicable.

### Vendor Archival Business Rules

To be archived, vendor data must pass the following business rules:

- Last Activity Date value is less than Archive As of Date value, or the Last Activity Date value is null and the Vendor Status value is equal to the To Be Archived value.
- Vendor cannot have any payments on the Payment table. Payments must be archived prior to running the Vendor Archive process.
- Vendor cannot have any voucher on the Voucher table. Vouchers must be archived prior to running the Vendor Archive process.
- Vendor may not have existing purchase orders that do not have a status of *Complete, Canceled,* or *Pending Cancel.*
- Vendor may not also be linked to an active Receivables customer.

## Understanding Archive Objects Definitions, Query Definitions, and Template Definitions

Payables delivers archive object definitions, query definitions, and template definitions to archive:

- Payment data
- Voucher data

- Vendor data

You can modify them if needed using the Data Archive Manager. You can also use the Data Archive Manager to create your own archive object definitions, query definitions, and template definitions to archive other types of data.

## Archive Object Definitions

An archive object definition identifies the tables that contain the data to be archived and the history tables that will be updated for each table. Payables delivers these archive objects:

| Data Type | Archive Object |
|---|---|
| Payment data | PAYABLES_PAYMENTS |
| Reconciled payment data | PAYMENT_RECON_TBL |
| Payment advice table | PYMNT_ADVICE |
| Voucher – vendor bank data | VCHR_VNDR_BANK |
| Voucher – vendor information data | VCHR_VNDR_INFO |
| Voucher data | VOUCHER |
| Voucher HIPAA data | VOUCHER_HIPAA |
| Vendor data | VENDOR |
| Vendor – reporting element data | VENDOR_RPT_ELEMENTS |

## Archive Query Definitions

Each archive query definition defines the selection criteria to archive data from transaction tables. Payables delivers these archive queries:

| Data Type | Archive Query |
|---|---|
| Archive all payment data | AP_ARCHIVE_PYMNT_ALL |
| Archive bank account data | AP_ARCHIVE_PYMNT_BANK_ACCT |
| Archive voucher, all business units | AP_ARCHIVE_VOUCHER_ALL |
| Archive voucher, business unit | AP_ARCHIVE_VOUCHER_BU |
| Archive all vendors data | AP_VENDOR_ARCH_ALL |
| Archive vendors by class data | AP_VENDOR_ARCH_CLASS |
| Archive vendors by persistence data | AP_VENDOR_ARCH_PERS |
| Archive vendors by setID data | AP_VENDOR_ARCH_SETID |
| Archive vendors by status data | AP_VENDOR_ARCH_STATUS |

Review these queries to determine whether you want to add additional selection criteria for the transactions to be archived. Refer to the PeopleTools Query PeopleBook documentation if you want to create your own archive queries.

See *Enterprise PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager," Defining Archive Queries*

See *Enterprise PeopleTools PeopleBook: PeopleSoft Query*

### Archive Template Definitions

When you archive data, you select an archive template definition. Each archive template definition includes one or more archive object definitions and the archive query definitions used to select the data. Payables delivers these archive templates:

| Data Type | Archive Template |
|---|---|
| Payment data | Payables Payment Archive (AP_PYMNT) |
| Voucher data | Voucher Archive (AP_VCHR) |
| Vendor data | Vendor Archive (AP_VNDR) |

# Archiving Data

This section provides an overview of the archive process flow, an overview of history tables, and lists the pages used to archive data.

## Understanding the Archive Process Flow

Archive transaction data as follows:

1. Archive transaction data to the history tables by selecting the archive template and query for the data type that you want to archive on the Archive Data to History page.

   Also, enter the archive date used to select the transactions by clicking Reset Query Find Variables on the Define Query Bind Variables page.

   This table shows what the system compares the archive date to for the different data types:

| Data Type | Archive Date |
|---|---|
| Payment | • As of Date<br>• As of Date, Bank SetID, Bank Code, and Bank Account Key. |

| Data Type | Archive Date |
|---|---|
| Voucher | • As of Date<br>• As of Date and Business Unit. |
| Vendor | • As of Date<br>• As of Date and SetID<br>• As of Date, SetID, and Vendor Classification.<br>• As of Date, SetID, and Vendor Persistence.<br>• As of Date, SetID, and Vendor Status. |

**Note.** You can run the process multiple times to create various "what-if" scenarios based on the archive date.

2. (Optional) Review the number of rows that were selected for archiving for each table on the Audit Archiving page.

   This page lists the number of rows that were selected for archiving for each archive ID (template), archive batch number, and table combination.

   **Note.** This page displays data only if you selected the Audit Row Count check box on the Archive Data to History page.

3. Delete the data from the transaction tables for a specific archive ID (template) and batch number on the Archive Data to History page.
4. (Optional) Rollback the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page if you deleted the transaction data in error.
5. Remove the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page.

## Understanding History Tables

Payables updates these history tables when you run the selection process:

| Data to Archive | *FROM* History Table | *TO* History Table |
|---|---|---|
| Payment data | PAYMENT_TBL | AP_ARC_PYM_TB_H |
| | PAYMENT_RCN_TBL | AP_ARC_PYM_RC_H |
| | PYMNT_ADVICE | AP_ARC_PYM_AD_H |
| Voucher data | BCH_XREF_EXT | AP_ARC_BCH_XR_H |
| | DISTRIB_LINE | AP_ARC_DIST_L_H |

| Data to Archive | *FROM* History Table | *TO* History Table |
|---|---|---|
| | DISTRIB_LINE_NP | AP_ARC_DIST_N_H |
| | PYMNT_VCHR_MSG | AP_ARC_PY_MSG_H |
| | PYMNT_VCHR_WTHD | AP_ARC_PYM_WT_H |
| | PYMNT_VCHR_XREF | AP_ARC_PYM_XR_H |
| | VCHR_ACCTG_LINE | AP_ARC_VCH_AC_H |
| | VCHR_DOCSEQ_HDR | AP_ARC_VCH_DO_H |
| | VCHR_FRGH_CHRG | AP_ARC_VCH_FR_H |
| | VCHR_LINE_TXGEO | AP_ARC_VCH_TG_H |
| | VCHR_LINE_WTHD | AP_ARC_VCH_WT_H |
| | VCHR_LN_EXS_DTL | AP_ARC_VCHL_E_H |
| | VCHR_LN_TX_DTL | AP_ARC_VCH_TX_H |
| | VCHR_MISC_CHRG | AP_ARC_VCH_MS_H |
| | VCHR_RECV_MTCH | AP_ARC_VCH_RM_H |
| | VCHR_SALETX_CHG | AP_ARC_VCH_ST_H |
| | VCHR_USETAX_CHG | AP_ARC_VCH_UT_H |
| | VCHR_VNDR_IBANK | AP_ARC_VCH_VI_H |
| | VCHRLN_MISC_CHG O | AP_ARC_VCHL_M_H |
| | VOUCHER_LINE | AP_ARC_VCH_LN_H |
| | VOUCHER | AP_ARC_VOUCH_H |

| Data to Archive | *FROM* History Table | *TO* History Table |
|---|---|---|
| | VOUCHER_HIPAA | AP_ARC_VCH_HP_H |
| | VCHR_VNDR_BANK | AP_ARC_VCH_VB_H |
| | VCHR_VNDR_INF | AP_ARC_VCH_VN_H |
| Vendor data | VENDOR | AP_ARC_VENDOR_H |
| | VENDOR_ADDR | AP_ARC_VND_AD_H |
| | VENDOR_ADDR_PHN | AP_ARC_VND_PH_H |
| | VENDOR_CNTCT | AP_ARC_VND_CN_H |
| | VENDOR_ID_NBRS | AP_ARC_VND_ID_H |
| | VENDOR_INVOICE | AP_ARC_VND_IN_H |
| | VENDOR_LOC | AP_ARC_VND_LC_H |
| | VENDOR_PAY | AP_ARC_VND_PY_H |
| | VENDOR_TYPE | AP_ARC_VND_TP_H |
| | VENDOR_WTHD | AP_ARC_VND_WT_H |
| | VENDOR_WTHD_JUR | AP_ARC_VND_WJ_H |
| | VNDR_ADDR_SCROL | AP_ARC_VND_AS_H |
| | VNDR_BANK_ACCT | AP_ARC_VND_BK_H |
| | VNDR_CNTCT_PHN | AP_ARC_VND_CP_H |
| | VNDR_CNTCT_SCR | AP_ARC_VND_CS_H |
| | VNDR_GOV_CERT | AP_ARC_VND_GC_H |

| Data to Archive | *FROM* History Table | *TO* History Table |
|---|---|---|
| | VNDR_GOV_SRC | AP_ARC_VND_GS_H |
| | VNDR_HDR_IND_CL | AP_ARC_VND_HN_H |
| | VNDR_IBANK_ACCT | AP_ARC_VND_IB_H |
| | VNDR_IND_CLASS | AP_ARC_VND_IC_H |
| | VNDR_LOC_NBR | AP_ARC_VND_LI_H |
| | VNDR_LOC_SCROL | AP_ARC_VND_LS_H |
| | VNDR_RTV_FEE | AP_ARC_VND_RT_H |
| | VNDR_URL | AP_ARC_VND_UR_H |
| | VNDR_VAT_RGSTRN | AP_ARC_VND_VT_H |
| | VNDR_RPT_ELEM | AP_ARC_VND_RP_H |

The data in these tables is keyed by the archive ID (template) and batch number for each archive run. If you want to see all transactions that are selected to archive you can run a query on the history tables or you can run one of the Payables archive reports.

You may not want to delete data from the history tables each time that you select and delete data from the transaction tables. This way the data will be available for a period of time to enable you to restore the data into the transaction tables. We recommend that create a schedule for deleting data from the history tables. Before you delete data from the history tables, you should use a third-party database utility to copy the contents to a flat file.

**Important!** If you decide to run the archive selection process again because you didn't select the correct data, you must first use the Data Archive Manager option to remove the data from the history tables.

## Pages Used to Archive Data

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Archive Data to History | PSARCHRUNCNTL | PeopleTools, Data Archive Manager, Archive Data to History | Select an archive template and query and select the action you want to take in the archiving process. |
| Define Query Bind Variables | PSARCHRUNQRYBND | Click Define Binds on the Archive Data to History page. | Enter the date used to select the transactions to archive by clicking the Reset Query Bind Variables button. |
| Audit Archiving | PSARCHIVEAUDIT | PeopleTools, Data Archive Manager, Audit Archiving | View the number of rows selected to be archived for each table for a specific archive run. |

# Restoring Archived Data

This section provides an overview of data restoration and lists the page used to restore data.

## Understanding Data Restoration

The Selection option on the Archive Data to History page places a copy of the data in the transaction tables in the history tables and the Delete option removes the transaction data from the transaction tables. If you delete the data from transaction tables in error, you can restore the data from the history tables by using the Rollback option on the Archive Data to History page. The process restores all data for a specific archive ID (template) and process run. You cannot restore selected data. For example, you cannot specify that you want to restore data for a specific payment, voucher, or vendor.

**Important!** After you delete data from the history tables, you cannot restore it to the transaction tables unless you first manually restore it to the history tables from a flat file.

### See Also

*Enterprise PeopleTools PeopleBook: Using PeopleSoft Data Archive Manager, Archiving Data to History*

## Page Used to Restore Archived Data

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Archive Data to History | PSARCHRUNCNTL | PeopleTools, Data Archive Manager, Archive Data to History | Select an archive ID (template) and the batch number for the process run of the data that you want to restore. |

# PART 4

# Taxes and Withholding

**Chapter 39**
**Managing Voucher Line Tax Information with Taxware and Vertex**

**Chapter 40**
**Processing Value Added Tax (VAT) in Payables**

**Chapter 41**
**Processing Withholding in Payables**

**Chapter 42**
**Resolving Complex Withholding Scenarios**

**Chapter 43**
**Processing Special Withholding Requirements**

**Chapter 44**
**(IND) Processing Excise Duty, Sales Tax, and Customs Duty for India in Payables**

**Chapter 45**
**(IND) Setting Up and Processing Tax Deducted at Source for India**

# CHAPTER 39

# Managing Voucher Line Tax Information with Taxware and Vertex

This chapter discusses how to review and modify voucher line tax information with Taxware and Vertex.

## Managing Voucher Line Tax Information with Taxware and Vertex

This section discusses how to:

- Review and modify voucher line tax information.
- Override a tax location on the voucher.

### Understanding Voucher Unposting When Using Taxware and Vertex

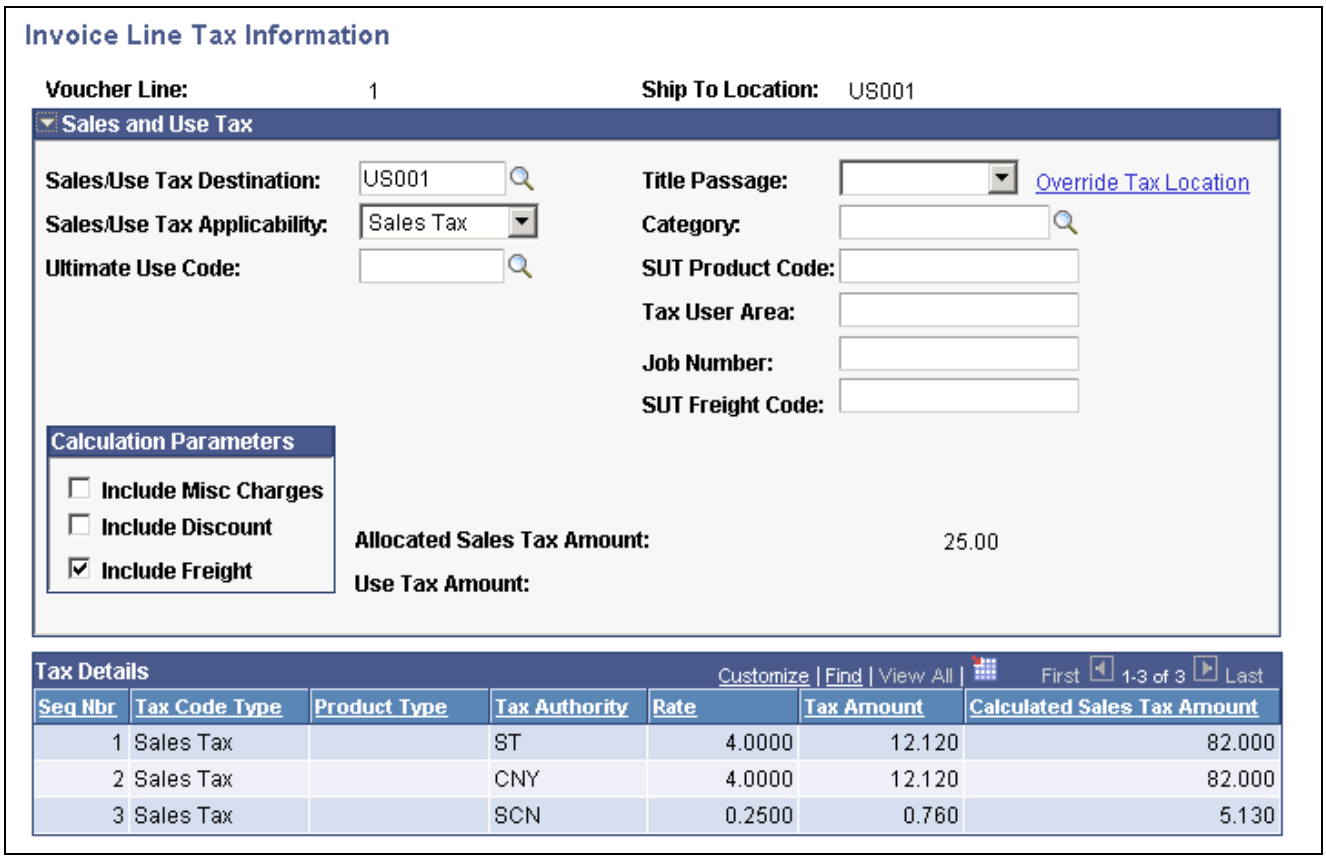
The Unposting process does not activate Taxware and Vertex to recalculate any edited amounts. This means if you are using Taxware or Vertex and need to change the tax parameters on the Invoice Line Tax Information page when unposting vouchers, first enter a reversal voucher to reverse all the accounting entries, then enter a new voucher with the changed tax parameters. This applies if you are reversing single vouchers, or multiple vouchers using the Mass Maintenance component.

### Pages Used to Manage Voucher Line Tax Information with Taxware and Vertex

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Line Tax Information | VCHR_LINE_TAX | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information<br>Click the Sales/Use Tax link in the Invoice Lines group box on the Invoice Information page. | Review and, if applicable, override tax settings for the voucher line. |
| GeoCodes and Addresses | VCHR_LINE_TXGEO | Click the Override Tax Location link on the Invoice Line Tax Information page | Define a new tax location for vouchers (Taxware or Vertex users only). |

# Reviewing and Modifying Voucher Line Tax Information

Access the Invoice Line Tax Information page.




Invoice Line Tax Information page

The fields on this page display values that are passed to the voucher line through the Payables default hierarchy. If the voucher was created by copying a purchase order, purchase order values override the Payables default hierarchy, so the voucher inherits sales and uses tax data from the purchase order. However, the third-party tax application provides the tax rates used in the calculation. When you create a new voucher, all of the fields on this page can be overridden for the voucher line.

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**Note.** Only fields specific to Taxware and Vertex are discussed in this section. Other voucher fields are discussed in detail in "Entering and Processing Vouchers Online: General Voucher Entry Information."

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## Fields Appearing For Third-Party Tax Applications Only

Additional fields appear on this page if you have installed and enabled a third-party tax application, like Taxware or Vertex.

### Sales and Use Tax

**Title Passage** Select *Buyer Dest* (buyer destination), *Consignee,* or *Sell Origin* (seller origin). These applications use this information to apply the appropriate tax calculation algorithms.

**Category** Select a category that applies to the voucher line. This system populates this field by default from the purchase order.

**SUT Product Code, Job Number, Tax User Area,** and **SUT Freight Code**

These fields are information-only and appear on the third-party tax application register. If the voucher is created by copying a purchase order, these fields can display information that is copied from the purchase order.

**Override Tax Location**

Click to access the GeoCodes and Addresses page, where you can define a new Taxware or Vertex tax location. You can enter an address for any one or all four addresses to determine the applicable tax; Point of Order, Order Acceptance (Taxware only), Ship To, and Ship From addresses.

**Note.** If you enter a one-time address in Purchasing, that address populates this field.

### Tax Details

These are display-only fields. After you return to the Invoice Information page and save the voucher, access the Voucher Line Tax Information page again. These fields will now display the amounts that are due to each tax agency for the voucher line.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265

## Overriding a Tax Location on the Voucher

Access the GeoCodes and Addresses page.

This page is used only by Taxware or Vertex, and the fields vary depending on which application you selected on the Installation Options - Overall page.

**Location Type**

For Taxware, the options are *Order Acpt* (order accepted), *POO* (point of order origin), *Ship From,* or *Ship To.*

For Vertex, the options are *Order Acpt* (order accepted), *Ship From,* or *Ship To.*

The system populates the *Ship From* geocode by default from the vendor. The system populates the *Order Acpt* and *POO* fields from the *Ship From* field unless you entered a one-time address on the PO or the voucher specifically for order accept or point of order origin.

**GeoCode**

This value is used by third-part tax applications to link a location to the tax calculation algorithms. If you did not select a geocode, this field displays a Lookup link. Clicking the geocode value or Lookup link accesses the Tax GeoCode Selection page, where you select a geocode value for the location.

# CHAPTER 40

# Processing Value Added Tax (VAT) in Payables

This chapter provides an overview of processing value added tax (VAT) in Payables and discusses how to:

- Understand accounts payable VAT calculations and accounting entries.
- Enter online vouchers with VAT.
- Enter third-party, VAT-only vouchers.
- Enter vouchers with VAT and sales tax.
- Enter vouchers with VAT and withholding.

## Understanding VAT Processing in Payables

Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.

The system calculates VAT based on the information you enter during setup (for example, VAT codes which determine the VAT rates that the system uses).

The system loads the VAT information on all your Payables transactions and documents into the VAT transaction table and then into the VAT reporting tables, which you can use to create VAT returns and other VAT reports.

You set up VAT for Payables and any other of your PeopleSoft applications that process VAT transactions using the VAT and Intrastat components and pages. VAT setup and the associated system pages are described in detail in the *PeopleSoft Enterprise Global Options and Reports PeopleBook.*

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT"

## Common Elements for This Chapter

**VAT Entity** Displays the code identifying the VAT reporting entity.

# Understanding Accounts Payable VAT Calculations and Accounting Entries

This section discusses:

- VAT calculations in Payables.
- VAT accounting entries in Payables.

## VAT Calculations in Payables

This section discusses VAT calculations in Payables.

### Exclusive VAT Calculation for 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 distribution line. The system compares the calculated 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 Payables control hierarchy. If the difference is within tolerance, the voucher is accepted and the difference is allocated to the distribution line with the highest VAT basis amount upon running the Voucher Posting process. If the difference is out of tolerance, and you have set up VAT tolerance checking to issue a warning, the system alerts you with a warning message to check for input errors (you also have the option of having the system issue an error or not check for tolerances at all.) 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 Calculation for 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 merchandise amount for each voucher line. 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 a VAT Exemption

When your organization is VAT exempt, the VAT Exception Type is *Exoneration.* In this case, the transactions are treated as taxable at a zero-rate. This means that the transaction line would have a taxable type VAT Applicability *(X)* and a VAT code with a zero rate should be specified on the line. There is nothing that prevents you from entering a VAT amount on the header in this case—even if all of the lines are zero-rated. However, the VAT tolerance check occurs (unless you have opted not to use it), since the calculated VAT amount would be zero.

When the good or service is VAT exempt, the voucher line is flagged with a VAT Applicability of *Exempt,* and there is no VAT code on the line. In this case, you are not allowed to enter a VAT amount on the header if all lines are flagged as exempt. However, it is possible for a voucher to contain a mixture of taxable and exempt lines, in which case you can enter a VAT amount on the header.

Another type of VAT exemption occurs when you have been granted a temporary suspension from paying VAT. In this case the transaction line has a taxable-type VAT Applicability *(S),* and a VAT code with a zero-rate should be specified on the line.

Finally, when a transaction line is outside the scope of VAT, VAT calculation simply ignores the transaction (except in some exceptional circumstances). Like exempt goods or services, these lines have a VAT Applicability of *O,* no VAT Code on the line, and you would be unable to enter a VAT amount on the header if all lines are thus flagged.

### Postponed or Self-Assessed 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, reverse charge transactions in Europe and self-assessed GST in Canada. This may also be referred to as *postponed VAT* or *self-imposed VAT.* When VAT is self-assessed, the Record Output VAT flag is set to *Y.* If all of the voucher lines are self-assessed, then you enter no VAT amount; the system calculates the VAT amount for each line and stores the total on the voucher header.

If you have both self-assessed and non self-assessed voucher lines, any VAT amount entered on the voucher header applies only to the non self-assessed lines.

## VAT Accounting Entries

VAT accounting entries are created by voucher posting and payment posting, when applicable, for each combination of general ledger business unit, 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 or delivery 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 non-recoverable VAT. If you are prorating non-recoverable VAT, the non-recoverable VAT is applied to the expense accounts specified for each VAT-applicable line. If you are not prorating non-recoverable VAT, the non-recoverable VAT is applied to the non-recoverable VAT account specified for each VAT code and VAT transaction type. If the Allocate Non-Recoverable option is selected on the transaction, then the system looks to the ChartField inheritance options for each ChartField to determine whether the value is inherited from the associated expense distribution line, from the defaults defined for the business unit, or from the VAT accounting template. If the Allocate Non-Recoverable option is cleared, then the rest of the ChartFields default from the VAT accounting template.
- VAT can be recorded in the general ledger using the general ledger business unit associated with the accounts payable business unit on the voucher header or the general ledger business unit on the voucher distribution line, depending on the VAT interunit settings.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT"

# Entering Online Vouchers With VAT

VAT information for vouchers defaults through the Payables control hierarchy. When you enter VAT-applicable vouchers online, you can review and override VAT defaults at the voucher header, voucher line, and voucher distribution line levels. You may specify that VAT defaults on lower levels be reset based on any overrides made at the higher levels. You can also enter a VAT amount for the voucher header and review VAT calculations before you save the voucher.

This section discusses how to:

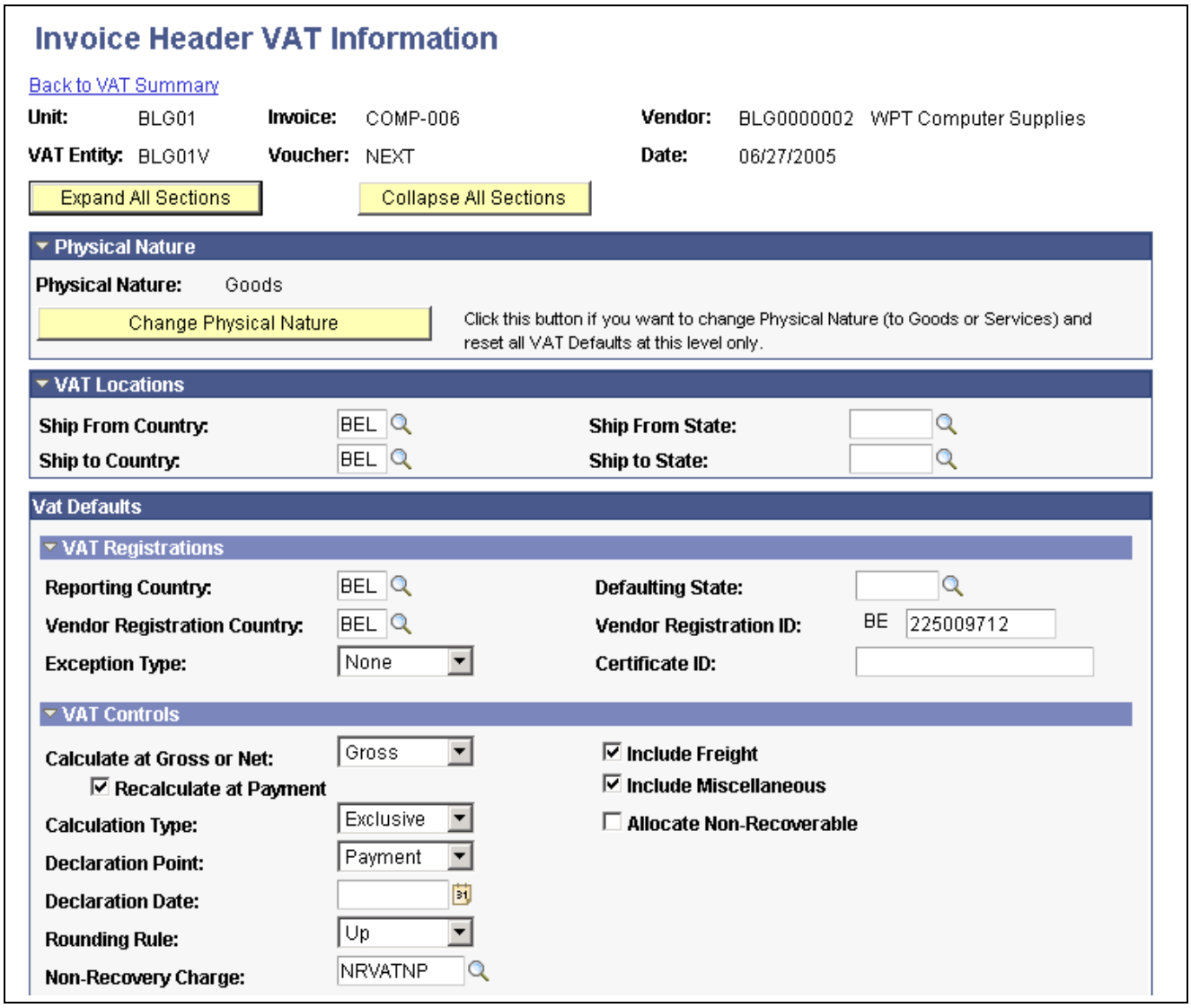
- Review and override voucher header VAT defaults.
- Review and override voucher line VAT defaults.
- Review and override voucher distribution line VAT defaults.
- Review VAT summary information for a voucher.
- Enter vouchers with VAT and sales tax.
- Enter vouchers with VAT and withholding.

## Pages Used to Review and Override VAT Defaults for a Voucher

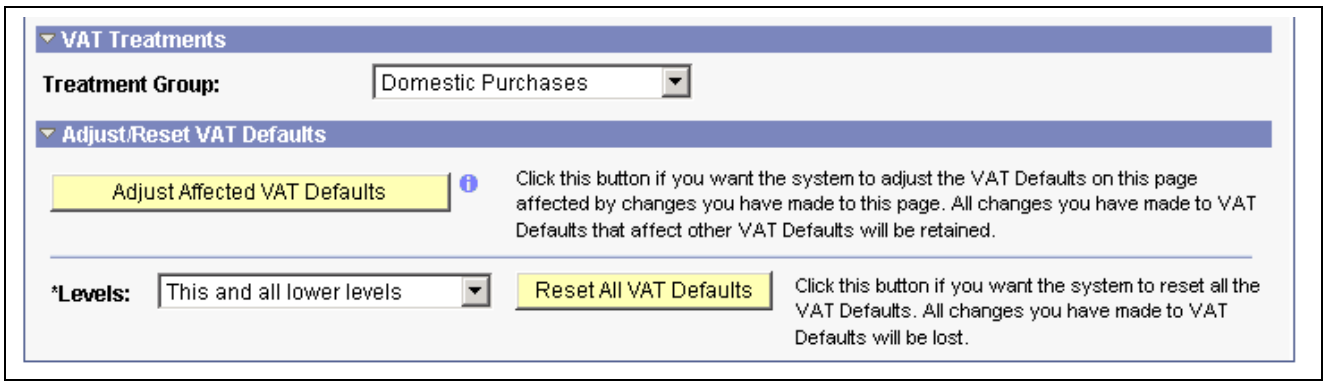
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Header VAT Information | VCHR_VAT_HD_EXP | Click the VAT Summary link on the Invoice Information page, then click the Transfer to VAT Header link on the Invoice VAT Summary Information page. | Review and, if applicable, override the voucher's VAT settings. |
| Invoice Line VAT Information | VCHR_LINE_VAT_SEC1 | Click the Invoice Line VAT link in the Invoice Lines scroll area on the Invoice Information page. This link appears as the VAT/Intrastat link for adjustment voucher lines. | Review, and if applicable, override VAT defaults for the voucher line. Enter Intrastat information for Intrastat-applicable vouchers. |
| Voucher Distribution Line VAT Information | DISTRIB_LN_VAT_SEC | Click the VAT link on the VAT tab in the Distribution Lines scroll area on the Invoice Information page, then click the VAT link for the distribution line row. | Review, and if applicable, override VAT defaults for the distribution line. |
| Invoice VAT Summary Information | VCHR_VAT_SM_EXP | Click the VAT Summary link 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. You can also link from this page to the VAT header, line, and distribution line defaults pages. |
| Voucher VAT Details | VCHR_VAT_INFO | Accounts Payable, Review Accounts Payables Info, Vouchers, VAT Details, Voucher VAT Details | Search for vouchers and view VAT details for a voucher, including all calculated and entered VAT amounts, VAT code, transaction type, and use type. |

## Reviewing and Overriding Voucher Header VAT Defaults

Access the Invoice Header VAT Information page.




Invoice Header VAT Information page (1 of 2)




Invoice Header VAT Information page (2 of 2)

**Note.** Because complex algorithms are used to obtain the VAT voucher header defaults, avoid overriding these values whenever possible. If you do change any values on this page, be aware that values that appear lower down on the page can be dependent on values that appear higher up on the page. For example, if you override the VAT reporting country, all other VAT default fields that appear lower down on the page will have to be changed to the default values defined for the new VAT reporting country. You should therefore work from top to bottom and click the Adjust Affected VAT Defaults button in the Adjust/Reset VAT Defaults collapsible region each time you change a value. This automatically updates any dependent values that appear on the page, and avoids updating values that you have already overridden.

## Physical Nature

**Physical Nature** Indicates whether an object is a good or a service. For many countries there is a requirement to report the sale and/or purchase of goods separately from services. The system defaults this value from the vendor or Payables business unit, depending on the transaction.

**Change Physical Nature** Click to override the default physical nature value for this invoice. The system resets all of the VAT defaulting for this level only.

## VAT Locations

The following terms appear only when the transaction is for a service: Location Country, Location State, Vendor Location Country, Vendor Location State, Service Performed Country, and Service Performed State.

**Location Country** Shows the Payables business unit country.

**Location State** Shows the Payables business unit state.

This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.

**Vendor Location Country** Shows the vendor location country.

**Vendor Location State** Shows the vendor location state.

**Service Performed Country** Depending on the services performed flag setting in the VAT defaulting hierarchy (for example at the vendor or business unit level), the system sets the value for this field as follows:

- If it is the ship from location, it sets it to the vendor location country.
- If it is the ship to location, it sets it to the Payables business unit country.
- If it is the buyer's location, it sets it to the Payables business unit country.
- If it is the supplier's location, it sets it to the vendor location country.

**Service Performed State** Depending on the services performed flag setting in the VAT defaulting hierarchy (for example the vendor or business unit level), the system sets the value for this field as follows:

- If it is the ship from location, it sets it to the vendor location state.
- If it is the ship to location, it sets it to the Payables business unit state.
- If it is the buyer's location, it sets it to the Payables business unit state.
- If it is the supplier's location, it sets it to the vendor location state.

This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.

**Ship From Country** Shows the country from which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

**Ship From State** Shows the state from which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.

**Ship To Country** Shows the country to which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

**Note.** This value must be identical to the country of the Ship To ID on the voucher line.

**Ship To State** Shows the state to which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.

## VAT Service Specific Defaults

This region displays only when the transaction is for a service.

**Service Type** Displays the VAT service type of *Freight* or *Other*. The value in this field determines whether or not the special rules for freight transport within the European Union apply. The value comes from the VAT default hierarchy.

**Place of Supply Driver** Displays the usual place of supply (meaning,. the place where VAT is usually liable) for the service. This value is used to help determine the place of supply country and the VAT treatment. Options are: *Buyer's Countries, Supplier's Countries,* or *Where Physically Performed.* The system derives the value from the VAT default hierarchy.

## VAT Registrations

**Reporting Country** Shows the country for which this VAT will be reported. This is the VAT Entity or VAT registration country and determines many of the VAT defaults.

**Defaulting State** If the reporting country requires that VAT be tracked by state or province, this field displays the state within the reporting country that is used to retrieve values from the VAT Defaults table.

**Vendor Registration Country** and **Vendor Registration ID** Registration country and ID of the vendor taken from the vendor information.

**Exception Type** Where applicable, exception granted for the VAT entity. Options are: *None, Exonerated* or *Suspended.* This value is obtained from the VAT entity registration for the VAT reporting country.

**Certificate ID** If applicable, displays the ID of the VAT exception certificate that may have been issued to the VAT entity.

## VAT Controls

**Calculate at Gross or Net** Shows how VAT is calculated. The default value comes from the VAT entity driver. Options are:

*Gross:* The system calculates VAT before it applies any early payment discounts.

*Net:* The system calculates VAT after it deducts early payment discounts. If there are two percentage discounts, the system uses the larger of the two when it calculates VAT. The system will not use discount amounts, only discount percentages.

**Recalculate at Payment** If you are calculating VAT at gross, select this check box to enable VAT recalculation at payment time to allow for any early payment discounts. This causes the system to adjust the VAT amount at the time of payment if the discount has been taken. This value is set on the VAT entity driver and defaults from the VAT hierarchy.

**Calculation Type** Indicates the type of VAT calculation. Options are:

*Exclusive:* The VAT amount is stated separately from the merchandise amount on the invoice, and is added to the total merchandise amount to obtain the voucher gross amount. The total VAT amount is entered on the voucher header.

*Inclusive:* The VAT is included in the merchandise amount specified for each line and is not stated separately. No separate VAT amount is entered on the voucher header.

This value is set on the AP Options driver and defaults through the VAT hierarchy (voucher origin, control group, vendor, and vendor location.)

**Declaration Point** For a good or a service, shows when you want VAT transaction information to be recognized for reporting purposes. Options are:

*Invoice:* VAT is recognized at time of invoice.

*Payment:* VAT is recognized at time of payment.

*Delivery:* VAT is recognized on delivery.

This value is set on the VAT entity registration driver and defaults through the VAT hierarchy (Payables business unit options, voucher origin, control group, vendor, and vendor location.)

**Declaration Date** Shows the date on which the VAT is recognized. It defaults from the invoice date when the Declaration Point is Invoice or from the shipment date, receipt date, or invoice date, in that order, when the Declaration Point is Delivery. You may override this date when VAT is declared at invoice or delivery.

**VAT Rounding Rule** Shows the VAT rounding rule. The value comes from the VAT country driver and defaults through the VAT hierarchy. Options are:

*Natural Round:* Amounts are rounded normally (up or down) to the precision specified for the currency code. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46.

*Round Down:* Amounts are rounded down. For example, for a currency defined with two decimal places, 157.4699 would round down to 157.46.

*Round Up:* Rounds up and limits rounding precision to one additional decimal place. For example, for a currency defined with 2 decimal places, 157.4659 would round up to 157.47, but 157.4609 would be rounded down to 157.46.

**VAT Non-Recovery Charge** Shows the charge code for the non-recoverable VAT. The values default from the Procurement Control - Non-Merch Charges page.

**Calc on Advance Payments** (calculate on advance payments) Select for the system to calculate VAT on advance payments for vouchers of the *Prepaid Voucher* voucher style. The value is derived from the VAT entity registration driver.

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**Important!** You must specify the correct declaration point option when defining VAT defaults for the system to automatically and correctly perform this calculation.

On the VAT Defaults Setup page for the VAT driver type *Entity Registration,* select the VAT for Advance Payment check box.

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**Include Freight** If selected, 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. The value comes from the VAT entity registration driver.

**Include Miscellaneous** If selected, 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. The value comes from the VAT entity registration driver.

**In Reporting Currency** Select to enter the VAT amount in the VAT reporting currency. You enter the VAT amount by clicking the Enter Reporting Amounts link to open the VAT Reporting Currency Amounts page, where you can enter the total VAT amount and the total VAT applicable amount in the reporting currency, and the applicable exchange rate. The system automatically calculates the VAT based on this exchange rate on saving the page. The In Reporting Currency value comes from the VAT entity registration driver.

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**Note.** This option is only available if the Amounts in Reporting Currency option for the VAT entity registration driver in the VAT Defaults table is set to *Y.* Additionally, the VAT Treatment Group for the voucher must be *Domestic Purchases* and the transaction currency for the voucher must be different from the VAT reporting currency

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**Enter Reporting Amounts** Click to open the VAT Reporting Currency Amounts page on which you can enter the total VAT applicable amount and the total VAT amount in the VAT reporting currency. The system automatically calculates the exchange rate.

**Allocate Non-Recoverable** This check box is applicable only when non-recoverable VAT is not being prorated. When non-recoverable VAT is not being prorated, the system obtains

the account and alternate account for the non-recoverable VAT accounting entry from the VAT accounting template associated with the VAT code.

If this check box is selected, the other, non-account ChartFields will be obtained based on the ChartField inheritance options that have been defined for non-recoverable VAT. For each ChartField, these options allow you to specify whether the ChartField value is inherited from the expense distribution line, whether the value comes from the business unit defaults, or whether the value comes from the VAT accounting template.

If this check box is not selected, the other, non-account ChartFields are all obtained from the VAT accounting entry template.

The value of this check box comes from the Procurement Control component.

## VAT Treatments

**Place of Supply Country** Displays the country in which the VAT is liable. This field appears only when the transaction is for services.

**Treatment Group** Displays the appropriate VAT treatment group. Options are: *Domestic Purchases, European Union Purchases, Imports, No VAT Processing,* and *Out of Scope.*

Within PeopleSoft, detail VAT treatment values on the transaction lines, which come from complex algorithms, are used for applying the precise defaults applicable to the transaction lines. Each of these detail VAT treatment values are associated with a VAT treatment group. The system tracks the VAT treatment group on the header enabling individual transaction lines to be grouped together into invoices during batch processes and to validate the detail line VAT treatment values on the transaction lines.

## Adjust/Reset VAT Defaults

Any changes you make to fields on this page may affect VAT defaults on this page. For accuracy and consistency, use the following fields and buttons to adjust affected VAT defaults or to reset all VAT defaults. Adjusting or resetting VAT defaults will only affect fields within the VAT Defaults group box.

**Adjust Affected VAT Defaults** Click this button to have the system adjust the VAT defaults that are affected by your changes, after you have selected the affected levels. All changes you have made to VAT Defaults on this page that affect other VAT Defaults on this page will be retained.

We recommend that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page. As values that appear lower down on the page can be dependent on values that appear higher up on the page, you should work from top to bottom and click the Adjust Affected VAT Defaults button in the Adjust/Reset VAT Defaults collapsible region as needed. This avoids updating values that you have already overridden.

 Click the List of fields to be selected icon to view a list of all of the fields whose values will be adjusted if you click the Adjust Affected VAT Defaults button.

**Levels** Before you click the Reset All VAT Defaults button, select the levels to which you want the action to apply:

*All lower levels:* reset the VAT defaults for the voucher line and the voucher distribution line.

*This and all lower levels:* reset the defaults for the voucher header, the voucher line, and the voucher distribution line.

*This level only:* reset the defaults for the voucher header only.

**Reset All VAT Defaults** Click to reset any fields that you may have overridden on this page (including those that you changed by clicking the Adjust Affected VAT Defaults button) back to the original defaults before you save the page. Depending on your selection in the Level field, the VAT default values will be reset for the voucher header, the voucher line, the distribution line, or all three.

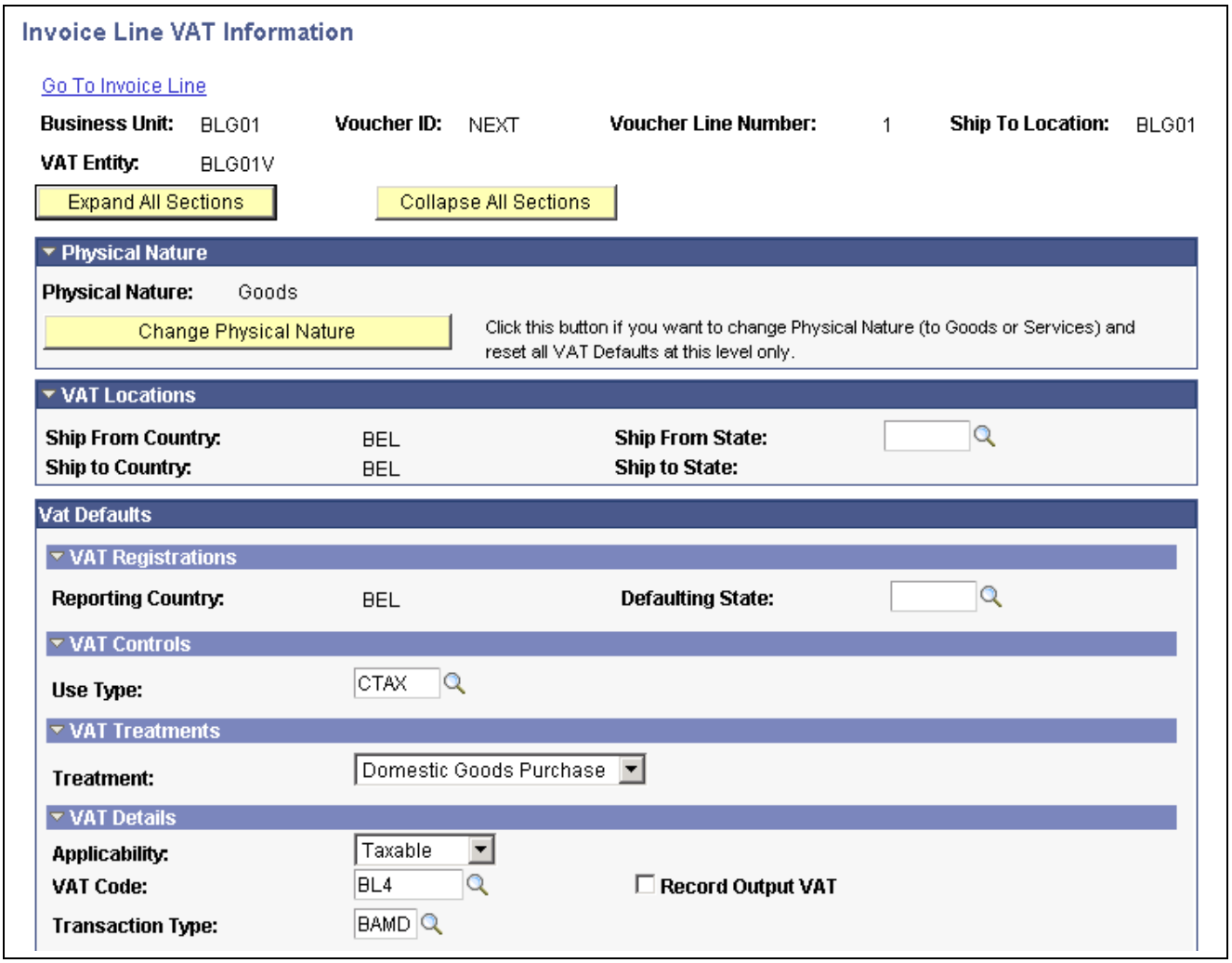
**Note.** Reset completely redetermines the VAT defaults. If you have changed a VAT driver field, resetting VAT defaults does not necessarily return the original default values. Rather, it resets all of the default values based on the new driver value.

### See Also

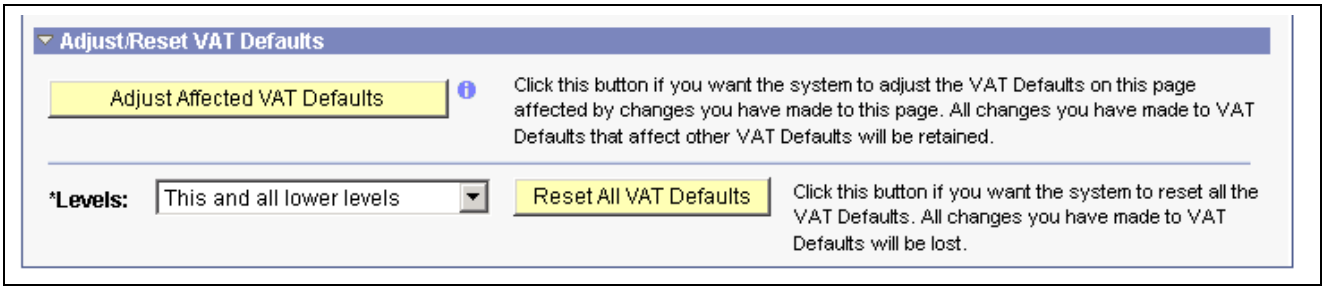
*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults

## Reviewing and Overriding Voucher Line VAT Defaults

Access the Invoice Line VAT Information page.




Invoice Line VAT Information page (1 of 2)




Invoice Line VAT Information page (2 of 2)

**Note.** Because complex algorithms are used to obtain the VAT defaults, avoid overriding these values whenever possible. If you do change any values on this page, be aware that values that appear lower down on the page can be dependent on values that appear higher up on the page. For example, if you override VAT applicability, the VAT code and transaction type will also have to be changed. You should therefore work from top to bottom and click the Adjust Affected VAT Defaults button in the Adjust/Reset VAT Defaults collapsible region as needed. This automatically updates any dependent values that appear on the page, and avoids updating values that you have already overridden.

### Physical Nature

The fields displayed are the same as those described for the Invoice Header VAT Information page.

### VAT Locations

The fields displayed are the same as those described for the Invoice Header VAT Information page.

### VAT Service Specific Defaults

**Service Type** If the transaction is for a service, displays the VAT service type of *Freight* or *Other*. The value in this field determines whether or not the special rules for freight transport within the European Union apply. The value comes from the VAT default hierarchy.

**Place of Supply Driver** If the transaction is for a service, displays the usual place of supply (meaning,. the place where VAT is usually liable) for the service. This value is used to help determine the place of supply country and the VAT treatment. Options are: *Buyer's Countries, Supplier's Countries,* or *Where Physically Performed.* The value comes from the VAT default hierarchy.

### VAT Registrations

Many of these fields are the same as those described for the Invoice Header VAT Information page. Others include:

**Reporting Country** Shows the country for which this VAT will be reported. This is the VAT Entity VAT registration country and determines many of the VAT defaults.

**Defaulting State** If the reporting country requires that VAT be tracked by state or province, this field displays the state within the reporting country for which an associated value is retrieved from the VAT defaults table.

### VAT Controls

**Use Type** 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.

The value comes from the VAT default hierarchy—specifically, Payables Options, voucher origin, control group, vendor location, and item.

### VAT Treatments

**Place of Supply Country** Displays the country in which the VAT is liable. The value comes from complex algorithms. This field appears only when the transaction is for services.

**Treatment** The value comes from complex algorithms. Select the appropriate VAT treatment, but only if the algorithms did not return the correct value. Options are:

*Domestic Goods Purchases:* This refers to the purchase of goods where the supplier and customer are located in the same country.

*Domestic Services Purchases:* This refers to the purchase of services where the supplier and customer are located in the same country.

*EU Goods Purchase:* This refers to goods purchased within the European Union (EU).

*EU Service Purchase:* This refers to services purchased within the European Union (EU).

*No VAT Processing:* No VAT is processed for this voucher line.

*Outside of Scope:* This is outside the scope of VAT.

*Self-Assess Goods Import:* This refers to imported goods for which the customer is self-assessing the VAT. The vendor is not registered to collect VAT but the customer is liable to pay VAT to the VAT authority.

*Self-Assess Service Import:* This refers to imported services for which the customer is self-assessing the VAT. The vendor is not registered to collect VAT but the customer is liable to pay VAT to the VAT authority.

*Zero-rated Goods Import:* This refers to imported goods subject to zero-rate VAT.

Within PeopleSoft detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines.

## VAT Details

**Applicability** Shows the VAT status. Options are: *Taxable, Exempt* (not subject to VAT), and *Outside of Scope of VAT.* The value comes from an algorithm that uses the VAT Applicable default, the treatment, and the exception type.

**VAT Code** Shows the VAT code that defines the rate at which VAT is calculated for this line. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable VAT Code default from the VAT default hierarchy.

**Transaction Type** Shows the code that categorizes and classifies this transaction for VAT reporting and accounting. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable Transaction Type from the VAT default hierarchy.

**Record Output VAT** Select this check box to enable voucher entry when VAT is not included on the invoice but is payable to your VAT authority rather than the vendor. In this case, you will be accounting for both input and output VAT for the purchase. This will be the case for an Intra-EU Acquisition or when you must account for output VAT on a service supplied by a foreign supplier. This is also referred to as self-assessing for VAT. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable value from the PeopleSoft delivered VAT system setup data.

## Adjust/Reset VAT Defaults

The fields displayed are the same as those described for the Invoice Header VAT Information page. If you select a Level value of *This and all lower levels,* the reset action will apply to the voucher line and the voucher distribution line. If you select a Level value of *All lower levels,* the reset action will apply only to the voucher distribution line.

### Intrastat

This group box appears only for adjustment vouchers in a VAT environment. You use this information to record financial adjustments to transactions involving the movement of goods within the European Union.

**Nature of Transaction 1** and **Nature of Transaction 2** — Enter the Nature of Transaction 1 and Nature of Transaction 2 codes applicable to the financial adjustment.

**Fiscal Regime** — For countries that require Fiscal Regime on the Intrastat return, enter the Fiscal Regime applicable to the financial adjustment

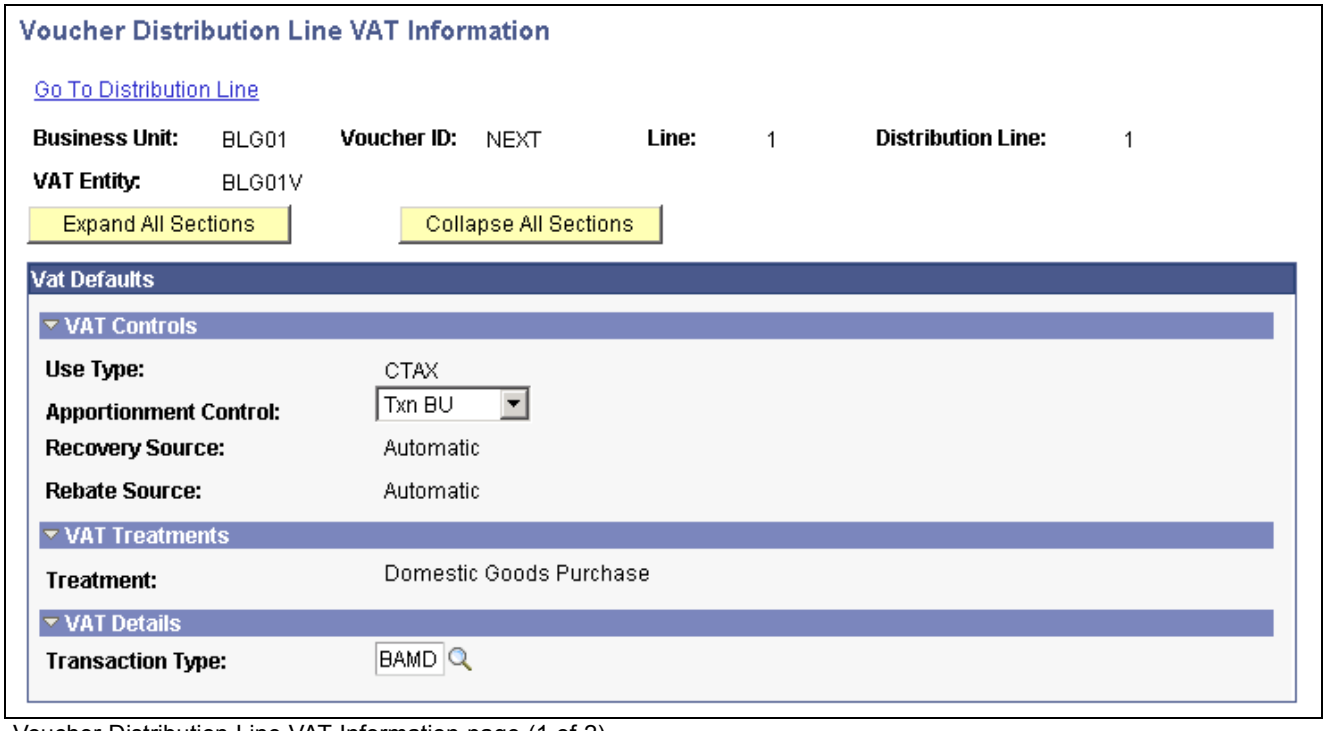
### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults

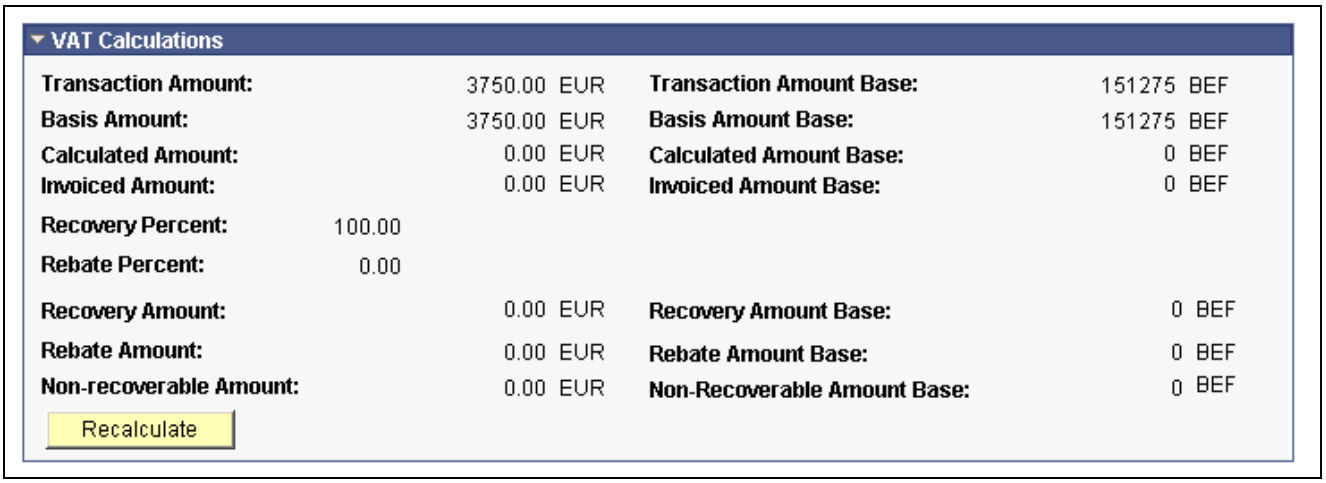
*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Setting Up and Running Intrastat Reports"

## Reviewing and Overriding Voucher Distribution Line VAT Defaults

Access the Voucher Distribution Line VAT Information page.




Voucher Distribution Line VAT Information page (1 of 2)




Voucher Distribution Line VAT Information page (2 of 2)

## VAT Defaults

**Use Type**

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.

The value comes from the VAT default hierarchy — specifically, Payables Options, voucher origin, control group, vendor location, and item.

**Apportionment Control**

The default value comes from the Payables Business Unit driver. Select the option to be used when searching for VAT apportionment information:

*Dist GL BU* (Distribution GL Business Unit): If you select this value, the system uses the general ledger business unit on the distribution line to search for the taxable and exempt percentages.

*Txn BU* (Transaction Business Unit): If you select this value, the system uses the Payables business unit for the voucher to search for the taxable and exempt percentages

*Txn GL BU* (Transaction GL Business Unit): If you select this value, the system uses the general ledger business unit to which the Payables business unit is mapped to search for the taxable and exempt percentages.

**Recovery Source**

Select one of the following values:

*Automatic:* The system determines which percentages to use based on the VAT use type on the voucher line. Use the Recalculate button to calculate the VAT recovery percent.

*Manual:* Select if you want to override the percentage that defaults from the VAT use type. You can enter the percentage of VAT entered that is recoverable.

For both options, the system-calculated percentage is based on the VAT use type and VAT apportionment for the ChartFields on the distribution line.

The availability of this field is dependent on the Allow Override Recovery/Rebate option specified on the AP Options VAT driver in the VAT Defaults table.

**(CAN) Rebate Source** Select one of the following values:

*Automatic:* The system determines which percentages to use based on the VAT use type that has an associated Public Service Body code. Use the Recalculate button to calculate the VAT rebate percent.

*Manual:* Select if you want to override the percentage that defaults from the VAT use type. When you do, you can enter the percentage that is used to calculate the rebate.

For both options, the system-calculated percentage is based on the VAT use type and VAT apportionment for the ChartFields on the distribution line.

The availability of this field is dependent on the Allow Override Recovery/Rebate option specified on the AP Options VAT driver in the VAT Defaults table.

**Treatment** Displays the VAT treatment. This defaults from the invoice line.

**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 default onto the distribution line through the VAT defaulting hierarchy.

**Recovery Percent** If you set the recovery source to *Manual,* enter the percentage in this field.

**(CAN) Rebate Percent** If you set the rebate source to *Manual,* enter the percentage in this field.

## VAT Calculations

**Transaction Amount** Enter the amount of the transaction in the transaction currency. If the control total amount has been entered on the pending item, the system automatically populates this field with a value from the pending item for the first VAT line.

**Transaction Amount Base** Displays the amount of the transaction in the base currency.

**Basis Amount** Displays the amount on which the VAT is calculated in the transaction currency. If VAT is being calculated at Net, this amount is net of any discounts.

**Basis Amount Base** Displays the amount on which the VAT is calculated in the base currency. If VAT is being calculated at net, this amount is net of any discounts.

**Calculated Amount** Displays the system calculated VAT amount in the transaction currency.

**Calculated Amount Base** Displays the system calculated VAT amount in the base currency.

**Invoiced Amount** Displays the system calculated VAT amount recorded to the invoice.

**Invoiced Amount Base** Displays the system calculated VAT amount recorded to the invoice, in the base currency.

**Recovery Percent** Displays the system calculated VAT recovery percentage.

If you set the recovery source to *Manual*, enter the percentage in this field.

**(CAN) Rebate Percent** Displays the system calculated VAT rebate percentage.

If you set the rebate source to *Manual*, enter the percentage in this field.

**Recovery Amount** Displays the system calculated VAT recovery amount.

| | |
|---|---|
| **Recovery Amount Base** | Displays the system calculated VAT recovery amount in the base currency. |
| **Rebate Amount** | Displays the system calculated VAT rebate amount. |
| **Rebate Amount Base** | Displays the system calculated VAT rebate amount in the base currency. |
| **Non-recoverable Amount** | Displays the non-recoverable system calculated VAT amount. |
| **Non-Recoverable Amount Base** | Displays the non-recoverable system calculated VAT amount in the base currency. |
| **Recalculate** | Click to recalculate the VAT for the line. |

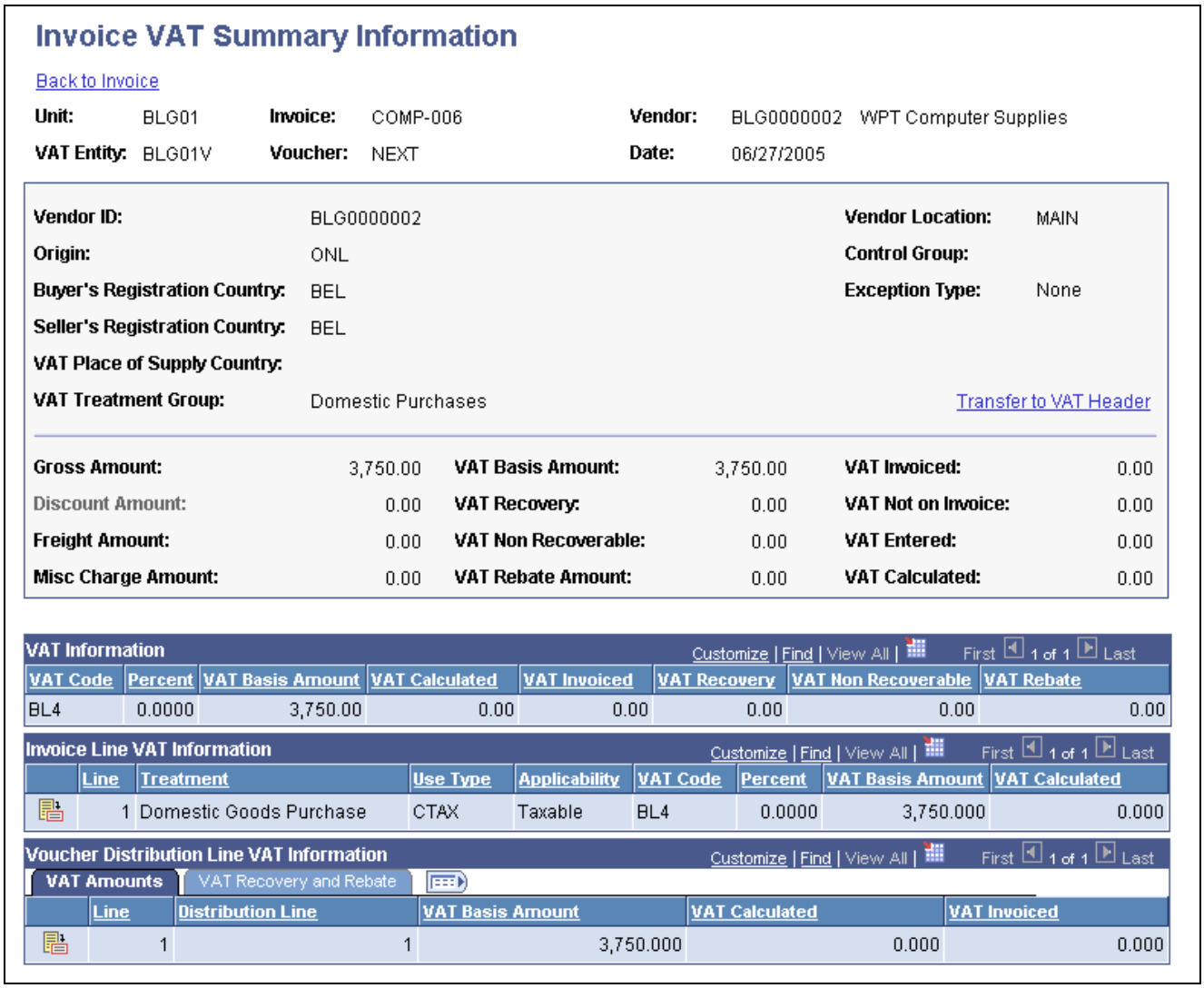
### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Setting Up and Running Intrastat Reports"

## Reviewing VAT Summary Information for a Voucher

Access the Invoice VAT Summary Information page.




Invoice VAT Summary Information page

The best approach for applying VAT to your vouchers is to wait until you have completed entering all other voucher information, and then either let the system apply the VAT defaults at save time or navigate to any of the VAT pages to allow the VAT defaults to be applied. However, at any point during voucher entry, you can use the VAT Summary page to review the VAT settings for the invoice. The top of the page displays the VAT header default settings and below that you can view the VAT settings by VAT code, VAT line, and VAT distribution line. You may navigate to the VAT Header, VAT Line and VAT Distribution Line pages from here as well.

If you edit VAT information on the VAT Header, VAT Line and VAT Distribution Line pages the system automatically recalculates the VAT amounts that display on the Invoice VAT Summary Information page.

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**Note.** Many of the fields on this page are the same as those on the voucher VAT defaults pages. Only fields that do not appear on those pages or that behave in ways particular to this page are discussed here.

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**Transfer to VAT Header** Click to open the Invoice Header VAT Information page on which you can review and, if applicable, override VAT header default values.

## VAT Information

The calculated fields that appear in this grid are the subtotals for each VAT Code on the voucher.

| | |
|---|---|
| **Percent** | Displays the tax percentage applied to the transaction. The VAT percent defaults from the VAT code. |
| **VAT Basis Amount** | Shows the amount upon which VAT is calculated. |
| **VAT Calculated** | Shows the system calculated VAT amount. The system calculates the VAT amount based on your VAT transaction amount and the VAT percentage. |
| **VAT Invoiced** | Shows the amount of VAT on the invoice. |
| **VAT Recovery** | Shows the amount of VAT that is recoverable. |
| **VAT Non Recoverable** | Shows the amount of VAT that is non-recoverable. |
| **(CAN) VAT Rebate Amount** | Shows the VAT rebate amount. This is only for Canadian public service bodies. |

## Invoice Line VAT Information

This grid displays the VAT treatment, use type, applicability, code, and rate (percent), along with the VAT basis and calculated amounts for each voucher line. These fields are all defined either in the VAT Information section immediately above, or in the discussion of the Invoice Line VAT Information page.



Click the Transfer to Invoice Line VAT icon to access the Invoice Line VAT Information page, where you can review, and if applicable, override default voucher line VAT settings.

If a driver higher up in the default hierarchy, such as Ship to ID or Item, changes after the invoice line defaults have been applied, a red triangle icon appears instead.

## Voucher Distribution Line VAT Information

This grid displays the VAT basis, calculated and invoiced VAT amounts for each distribution line, along with the recovery percentage, recovery amount, rebate percentage, and rebate amount. These fields are all defined either in the VAT Information section, above, or in the discussion of the Invoice Distribution Line VAT Information page.

Each distribution line number functions as a link to the Invoice Distribution Line VAT Information page for the distribution line. On this page you can review, and if applicable, override default distribution line VAT settings.



Click the Transfer to Distrib Line VAT icon to access the Voucher Distribution Line VAT Information page, where you can review, and if applicable, override default voucher distribution line VAT settings.

If a driver higher up in the default hierarchy, such as Ship to ID or Item, changes after the distribution line defaults have been applied, a red triangle icon appears instead.

## See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Working with VAT,” Establishing VAT Defaults

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, “Setting Up and Running Intrastat Reports”

# Entering Third-Party, VAT-Only Invoices

This section provides an overview of how to handle third-party, VAT-only invoices.

### See Also

Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Third-Party Vouchers, page 350

## Understanding Third-Party, VAT-Only Invoices

Generally, a third-party, VAT-only invoice is received following a purchase imported from outside your country, or if you are located within the European Union, from outside of the European Union. A VAT-only invoice (perhaps with freight and miscellaneous charges as well) arrives after the purchase, usually from a customs agent of the country that received the goods.

This means that when you receive a VAT-only invoice from a third party, there is usually also an invoice from the original merchandise vendor to which the third-party invoice is related. Most often that original voucher will have been recorded as in Import transaction for VAT purposes, and you enter the third-party voucher to record the customs VAT payable on that purchase. You generally record the third-party VAT-only voucher as a Domestic transaction. The result is that you have two vouchers in the system with much of the same transaction information. As such, be careful not to report the purchase amount on the VAT return twice.

If the voucher lines are flagged as exempt, outside of scope, exonerated, or suspended, the VAT Transaction Loader selects them only from the original purchase voucher. No special handling is required for these. If you must include these voucher lines on your VAT return, create your VAT report definition so that you are selecting these transactions based on the information specified on the original purchase invoice.

However, if the voucher lines are flagged as taxable, the VAT Transaction Loader selects them from both the original purchase voucher and the third-party voucher and loads both into the VAT Transaction table. This can result in purchase amounts being reported twice. The way to handle taxable transactions for reporting purposes depends on the VAT reporting requirements in your country:

- If your country requires that you report each transaction separately, you must report the taxable purchase amount from the voucher that records the import transaction and report the customs VAT applicable to that purchase from the third-party voucher. These may or may not appear on the same VAT return.
- If your country requires that you report the taxable purchase amount from the customs invoice, rather than the original purchase invoice, you must report both the taxable purchase amount and the customs VAT amount from the third-party voucher.

In either situation, you can avoid reporting the taxable purchase amounts on these transactions twice by making the VAT transaction types for the third-party voucher lines different from the original voucher lines:

- Define a default transaction type for import purchases at a level in the payables VAT default hierarchy that is appropriate for your organization.
- Define a different default transaction type for domestic transactions that indicates customs VAT at a level in the payables VAT default hierarchy that is appropriate for your organization—usually the vendor.

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**Note.** If you have also defined a default transaction type for domestic transactions at the item level, this value will override any value you define for the vendor. In this case, you must enter the customs VAT transaction type directly on the third-party voucher line, using the Invoice Line VAT Defaults page.

---

Then, when you create your VAT report definitions, indicate the transaction type that should be included on the report's line for total purchases:

- If your country requires that you report the taxable purchase amount from the original purchase invoice, specify the VAT transaction type you set up for imports.
- If your country requires that you report the taxable purchase amount from the customs invoice, specify the VAT transaction type for domestic purchases that you set up for customs VAT.

## Example

Let's say an organization located in Canada purchases goods for 750.00 USD from the United States. The voucher for the original purchase invoice is recorded with a VAT Treatment Group of Import, and has two lines, one marked Import (*IMP*) and the second marked Exempt (*EXMPT*). The purchase amount is recorded as 990.00 CAD . The goods pass through Canadian customs and the customs authorities estimate that the goods are worth 1000 CAD. A customs invoice for 35.00 CAD is received and recorded as a third-party VAT-only voucher with a VAT Treatment Group of Domestic Purchase.

The original purchase voucher distribution lines are:

| VAT Applicability | VAT Transaction Amount | VAT Basis Amount | VAT Amount | VAT Transaction Type | VAT Distribution Status |
|---|---|---|---|---|---|
| Taxable | 495.00 | 495.00 | 0.00 | IMP | Not yet |
| Exempt | 495.00 | 495.00 | 0.00 | EXMPT | Not yet |

The third-party voucher distribution lines are:

| VAT Applicability | VAT Transaction Amount | VAT Basis Amount | VAT Amount | VAT Transaction Type | VAT Distribution Status |
|---|---|---|---|---|---|
| VAT only | 500.00 | 500.00 | 35.00 | CSTMS | Not yet |
| Exempt | 500.00 | 500.00 | 0.00 | EXMPT | Ignore |

In the VAT transaction table, the lines are recorded as:

| VAT Document ID | VAT Transaction Amount | VAT Basis Amount | VAT Amount | VAT Transaction Type |
|---|---|---|---|---|
| 1 | 495.00 | 495.00 | 0.00 | IMP |
| 1 | 495.00 | 495.00 | 0.00 | EXMPT |
| 2 | 500.00 | 500.00 | 35.00 | CSTMS |

To report the taxable purchase amount based on the customs invoice, define the VAT report with the following values:

| VAT Report Line | VAT Transaction Types to be Included on Report Line | Amount Reported on VAT Return |
|---|---|---|
| Total purchases | CSTMS | 500.00 |
| Total recoverable input VAT on purchases | CSTMS | 35.00 |

## Currency Conversion for VAT-Only Third-Party Vouchers

Generally a VAT-only invoice is received following a purchase of goods from a foreign country, and this invoice is often in your local currency. Customs agencies generally use their own exchange rate to translate from a foreign currency to the local currency, therefore making it impossible for the PeopleSoft system to translate the line and distribution line amounts to the local currency accurately when copying those amounts from the original voucher to the third-party voucher. Therefore, the system does not copy an amount to the line when the source document and the third-party vendor's currency differ.

In this case, the system copies all line information, but copies the amount on both the line and the distribution line as *0.00*. The system issues a warning message indicating that 0.00 will be copied to the lines, because the currency of the source document does not equal that of the third-party vendor.

If the currency on the original voucher and the VAT invoice are different, you must manually translate the amount that is copied into the distribution from the original voucher to ensure that the VAT basis amount is correct.

---

**Note.** We recommend that you set VAT tolerance checking very high for a customs agent, and any other vendor that is typically third-party, to take into consideration the currency conversion differences between the import vendor and the customs agent

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## Unlinkable VAT-Only Vouchers

If you receive a VAT-only voucher that does not provide enough information to enable you to link it to the original purchase voucher, enter the following information on the third-party voucher:

**Currency** Defaults in from the vendor.

**Account** If you need to prorate non-recoverable VAT, miscellaneous, or freight, you must enter the appropriate expense account number. If you are not prorating, you do *not* need to changed the default account number.

**Amount** To save the voucher and calculate a VAT basis amount, you must enter the distribution amount manually.

Here is what happens on the various VAT pages in the Voucher component:

- The values on the Invoice Header VAT Information page default based on the defaulting hierarchy.
- Once you have entered the freight, VAT and distribution line amounts, you can calculate the VAT on the Invoice Summary VAT Information page.
- The VAT use type on the Invoice 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

Chapter 15, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Third-Party Vouchers, page 350

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Defining VAT Transaction Types

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Generating VAT Reports

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Processing Multiple Currencies"

## (CAN) Entering Vouchers with VAT and Sales Tax

To accommodate a situation where you have invoices with both sales tax and VAT, you must configure the sales tax calculation parameters to include VAT when you enter your voucher. You can do this by selecting the Include VAT check box in the Calculation Parameters group box on the Tax Code page when you set up your sales tax codes. You can also select the Include VAT option for an individual voucher in the Calculation Parameters group box on the Invoice Line Tax Information page.

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Tax Codes

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Voucher Line Tax Information, page 293

## Entering 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) link 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 1000.00 EUR and the VAT is 70.00 EUR. If the withholding should be on 1070.00 EUR, you select this check box to achieve the correct calculation.

### See Also

Chapter 13, "Setting Up Payables Withholding," Defining Withholding Options, page 249

# CHAPTER 41

# Processing Withholding in Payables

This chapter provides an overview of the withholding process and describes how to:

- Review and enter withholding information for vouchers.
- Review withholding calculations.
- Create withholding accounting entries.
- Post withholding transactions.
- Run the Withholding Mismatch report.
- Adjust withholding manually.
- Process withholding updates.
- Generate withholding reports.
- Review withholding information.

### See Also

Chapter 42, "Resolving Complex Withholding Scenarios," page 987

Chapter 43, "Processing Special Withholding Requirements," page 1005

Chapter 45, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 1047

## Understanding the Withholding Process

This section discusses:

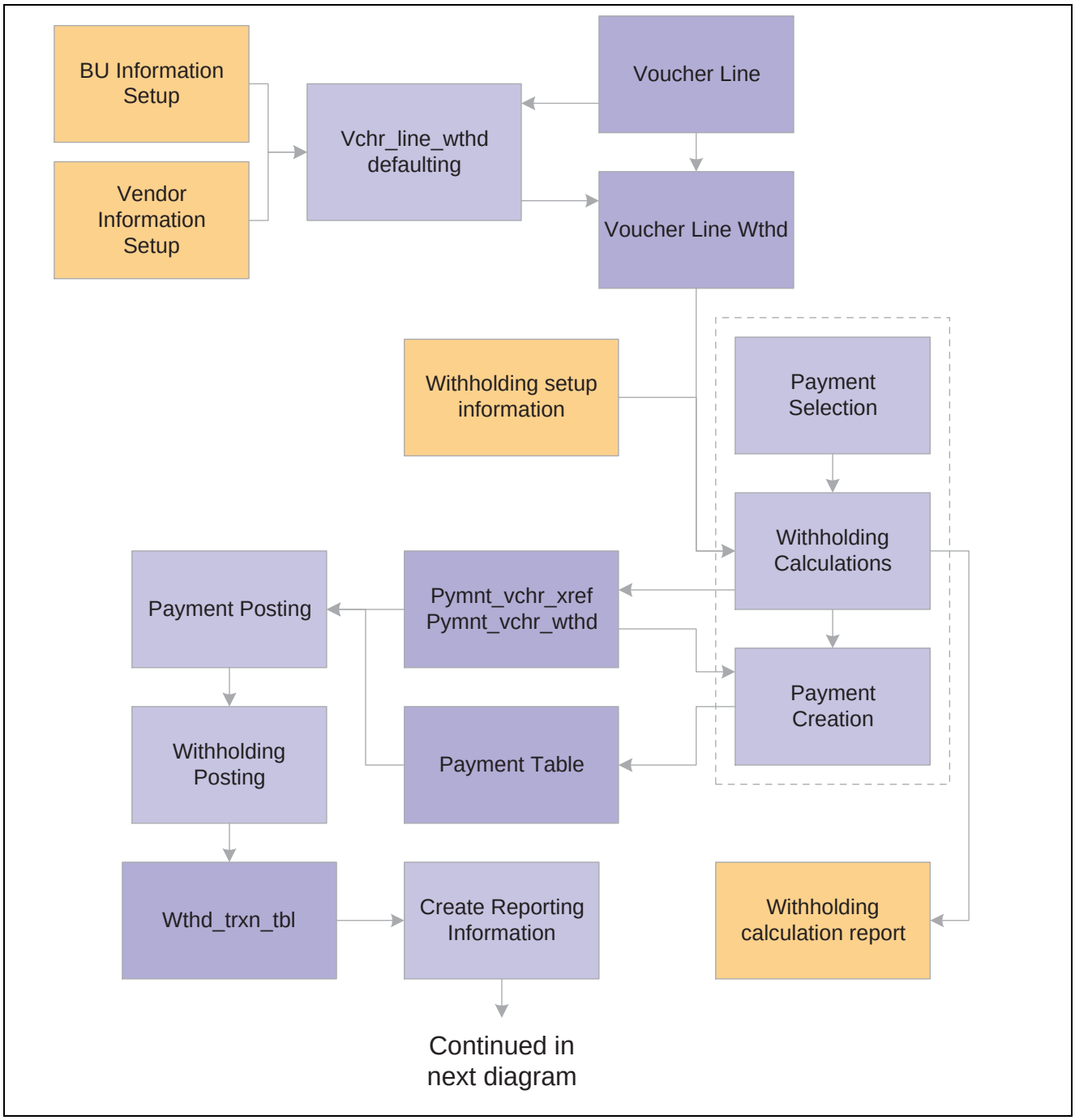
- Withholding general processing overview.
- Payables and Real Estate Management withholding behavior.

### Withholding General Processing Overview

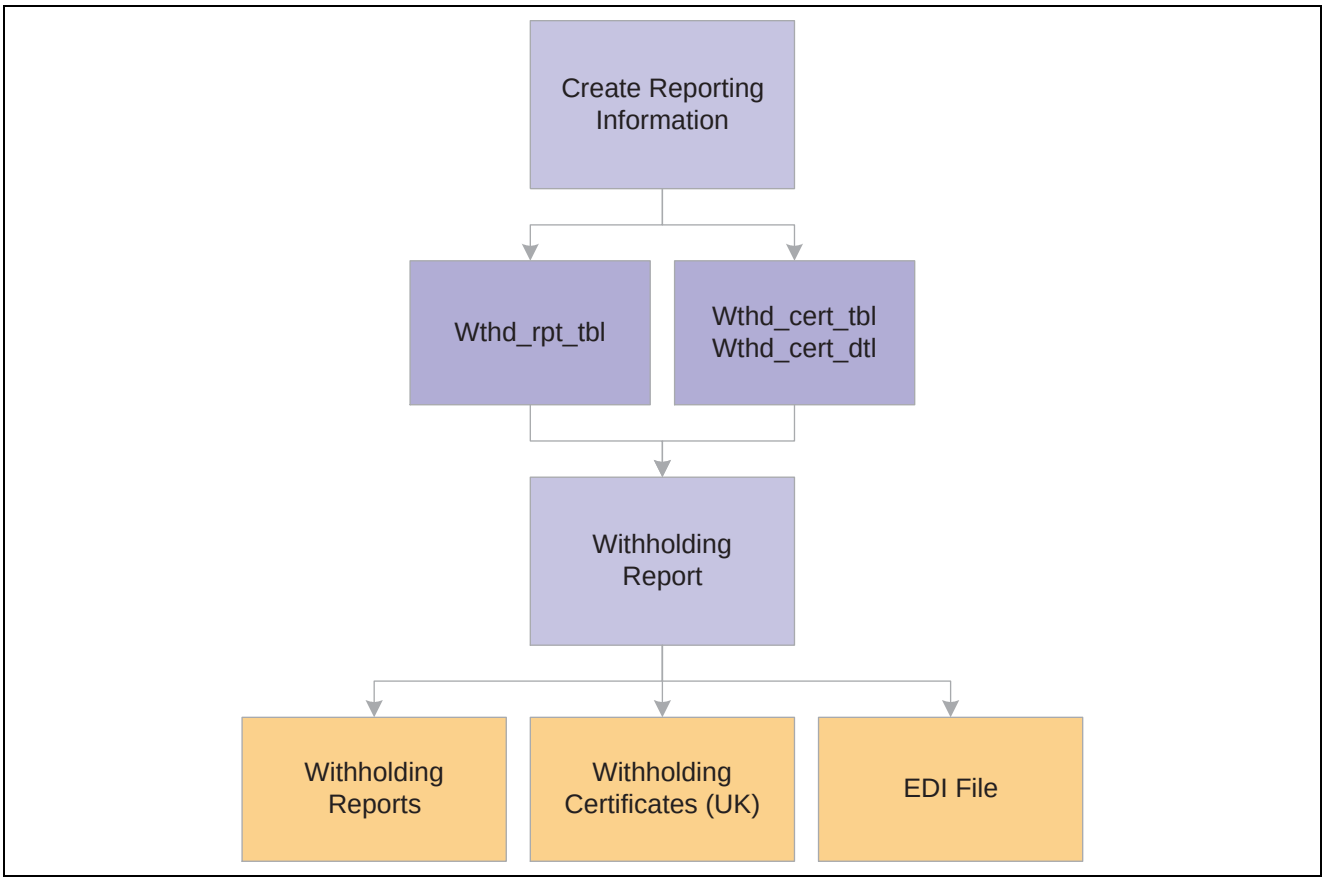
Our withholding architecture enables you to meet the varying withholding requirements of different countries. To use withholding in Payables, you must set up your withholding environment, complete your business unit withholding setup, and set up your withholding vendors. The setup information you provide defaults onto the applicable voucher lines.

The system calculates the actual withholding amounts as part of payment processing or the voucher posting process (depending on your withholding entity setup or withholding override options at the voucher). To generate withholding reports, you need to post your payments (either using Voucher Posting or Payment Posting) 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.

The following diagrams illustrate the general process flow for withholding in PeopleSoft (the withholding process for your location may differ slightly):




Withholding process flow (part 1)




Withholding process flow (part 2)

You complete the withholding process as follows:

1. Set up your withholding environment.

   Set up the appropriate withholding rules, classes, types, jurisdictions, and entities. Under the withholding entity, assign the combination of withholding types, jurisdictions, classes, and rules that apply and define the type of control information required from the vendor to process the withholding. You will apply combinations of withholding entities, types, jurisdictions, classes, and rules to your withholding vendors when you define them. You can assign more than one combination to a vendor. For example, a U.S. vendor may be subject to both 1099–G and 1099–MISC withholding.

   You can also define withholding codes, which you can use to override the withholding information that defaults onto the voucher from the vendor; these, too, are combinations of withholding entities, types, jurisdictions, and classes.

   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 from the Vendor Information — Location page, on which you select the appropriate withholding entities and enter the associated withholding control information.

   See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Maintaining Vendor Information,” Defining Withholding Options.

3. Enter withholding vouchers.

The type of withholding that you define for the vendor defaults to each voucher line. Therefore 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 Information 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.

## Payables and Real Estate Management Withholding Behavior

If you implement withholding functionality between Payables and Real Estate Management, the system does or does not default the withholding code onto the voucher, depending on the particular scenario. This table illustrates the scenarios:

| Withholding Established in Payables | Withholding Applicable in Real Estate Management | Withholding Code | Voucher Results |
|---|---|---|---|
| Yes | Yes | Same code defined for the Payables vendor and Real Estate Management. | The system determines the withholding codes are the same, and defaults the Real Estate Management withholding code onto the voucher. |
| Yes | Yes | Different codes defined for the Payables vendor and Real Estate Management. | The system defaults the Real Estate Management withholding code onto the voucher. |
| No | Yes | | The system creates the voucher without a withholding code. |
| Yes | No | | The system creates the voucher without a withholding code. |

**Important!** Note that you must establish withholding in *both* Payables and Real Estate Management for the system to default a withholding code. If not, the system creates the invoice without a withholding code.

### See Also

*PeopleSoft Enterprise Real Estate Management 8.9 PeopleBook*, "Structuring Leases," Defining Transaction Routing Codes

# 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. |
| **Withholding Class Combination** | For the sake of brevity, we sometimes refer to the combination of withholding entity, type, jurisdiction, and class as a *withholding class combination.* |

# Reviewing and Entering Withholding Information for Vouchers

This section provides prerequisites and explains how to view and override withholding information when you enter withholding vouchers.

## Prerequisites

Before entering and processing withholding vouchers you must.

- Set up withholding entities, types, classes, jurisdictions, rules, and codes.
- Set up withholding for applicable 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 the Vendor Information - Location page you can transfer to the Withholding Vendor Information page, on which you select the withholding entity and enter the required control information.
- Set up withholding at the general ledger business unit (Procurement Control component).

### See Also

Chapter 13, "Setting Up Payables Withholding," Setting Up the Payables Withholding Environment, page 239

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information"

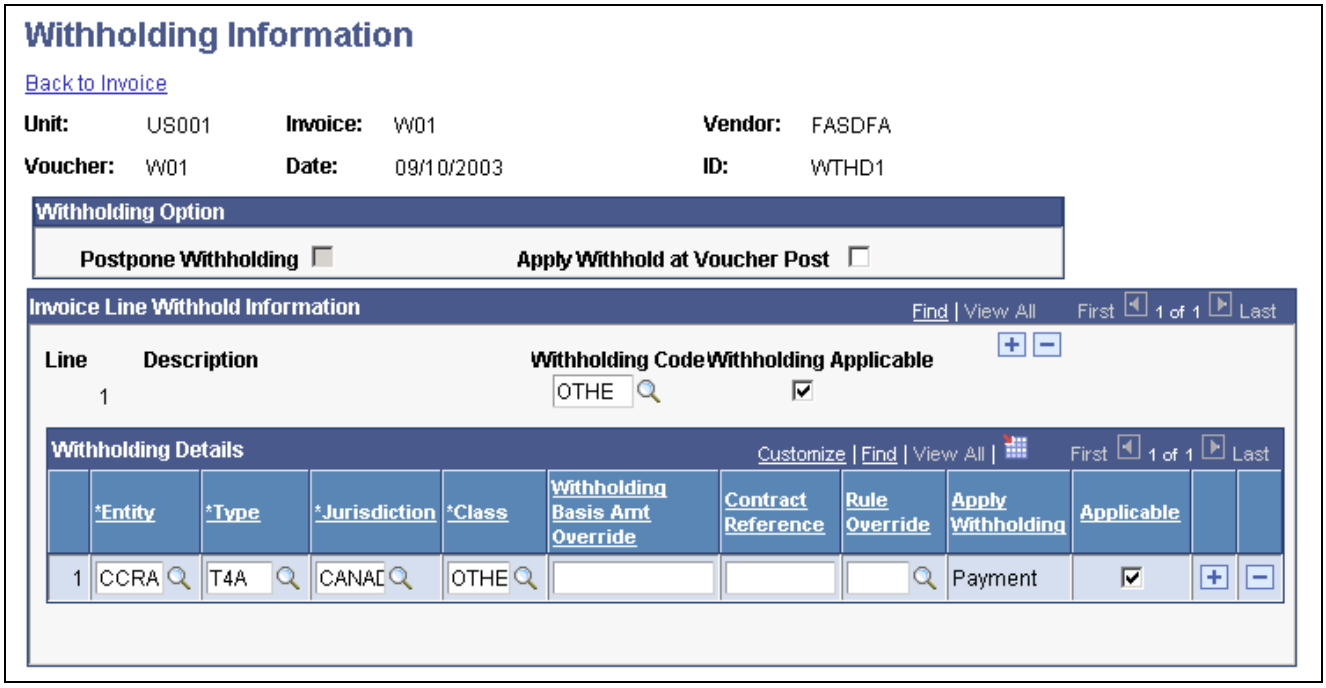
Chapter 4, "Setting Up Payables Business Units," Selecting Withholding Options, page 41

# Page Used to Review and Override Withholding on Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withholding Information | VCHR_WTHD_EXP | Accounts Payable, Voucher, Add/Update, Regular Entry, Invoice Information<br>Click the Withholding link on the Invoice Information page for a withholding-applicable voucher. During voucher entry, Payables marks any vouchers for a withholding vendor as withholding-applicable. | Review or override the withholding for individual voucher lines for a withholding-applicable voucher. |

# Reviewing and Overriding Withholding Information on a Voucher

Access the Withholding Information page.




Withholding Information 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.

**Apply Withholding at Voucher Post** Select to apply withholding during the voucher posting process. If the withholding has not yet been calculated, users with the appropriate security can select this option to override the entity setting and have withholding for unposted vouchers calculated at voucher posting. The Apply Withholding field in the Withholding Details grid updates to display *Vchr Post* as the withholding calculation setting.

**Note.** You provide users with the authority to override withhold calculation using the User Preferences component.

**Line** Displays the voucher line number whose withholding information you are viewing.

**Withholding Code** If you are using withholding codes to define a set of withholding class combinations that you want to apply at the same time, you can select a withholding code for this voucher line.

Instead of withholding codes, you can utilize the options in the grid to create the withholding class combinations you need.

**Withholding Applicable** Clear this check box to disable withholding for the individual voucher line.

**Entity, Type, Jurisdiction** and **Class** Displays the withholding entity, type, jurisdiction, and class specified for the vendor at the vendor location level. You can override the defaults by selecting new values.

**Withholding Basis Amt Override** (withholding basis amount 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.

**Contract Reference** Enter a contract reference number.

**Rule Override** Select a withholding rule to override the rule that defaults automatically from the withholding entity.

**Note.** Users typically leave this field blank.

**Apply Withholding Applicable** See the definition for Apply Withholding at Voucher Post.

Use this check box to control withholding applicability for the specific withholding class combination for a voucher line. If multiple withholding class combinations are listed you can choose to clear this check box for one or more of them so that withholding does not occur for that withholding class combination on this voucher line.

**Note.** For the withholding to default properly, you must set up vendor and business unit information accordingly on the Procurement Control − Withholding Page. Also, if there are no values here withholding does not occur.

**Note.** If you try to save a voucher with a withholding vendor that wasn't set up completely, the system issues a warning.

## See Also

Chapter 4, "Setting Up Payables Business Units," Selecting Withholding Options, page 41

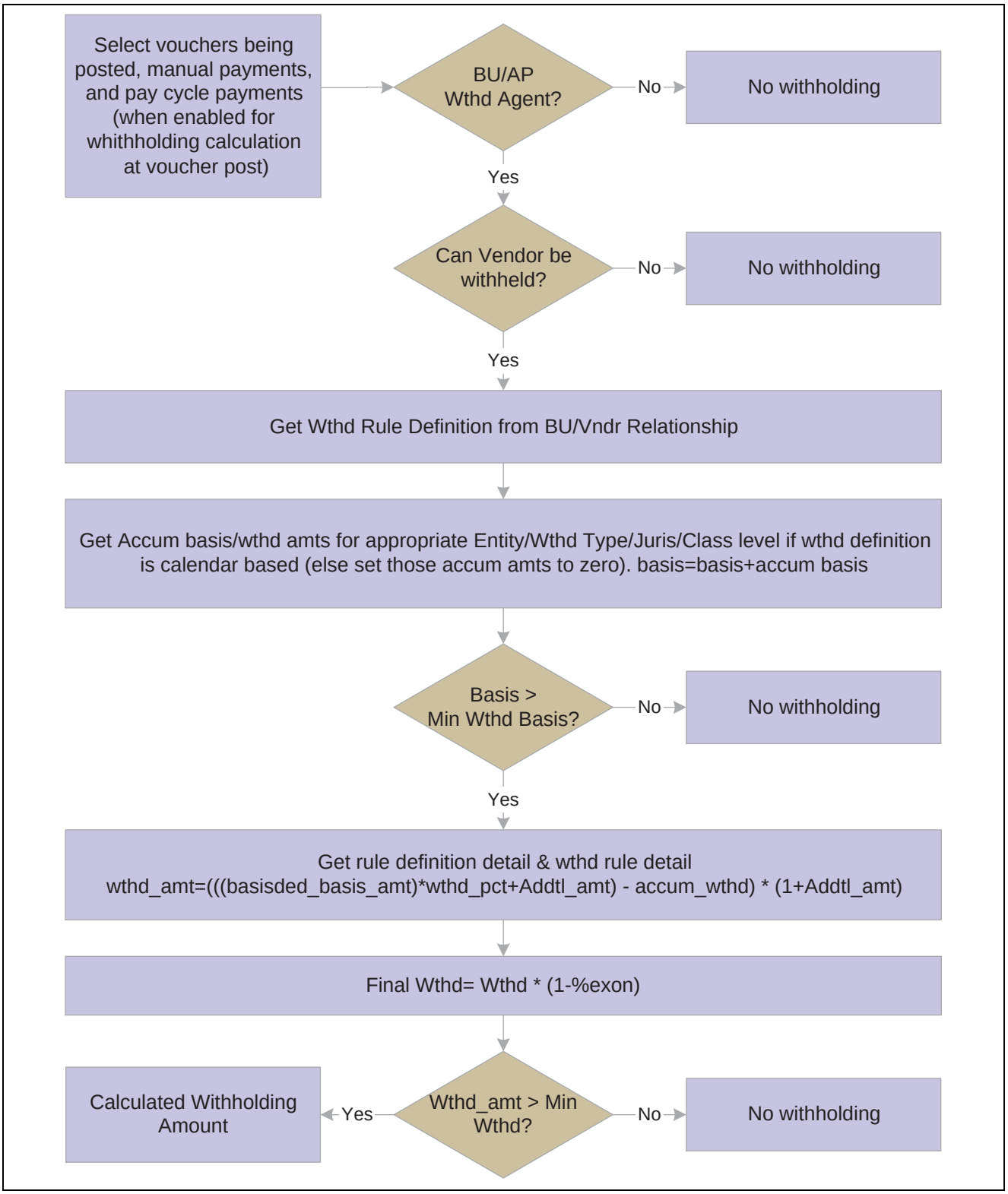
# Reviewing Withholding Calculations

This section illustrates how the withholding calculation module works and discusses how to review withholding calculations made.

## Understanding Withholding Calculation

The Payables calculation module calculates withholdings at voucher posting or at payment processing, depending on the withholding calculation setting on the withholding entity and the voucher.

The following diagram illustrates how the calculation model works (note that calculation for India is slightly different):




Withholding calculation process flow

## See Also

Chapter 45, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 1047

## Page Used to Review Withholding Calculations by Pay Cycle

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withholding Calculation Report | RUN_APY7050 | Accounts Payable, Reports, Payments, Withhold Calculation | Specify the pay cycle for which you want to review the withholding calculations and click run to run the Withholding Calculations Crystal report (APY7050). This report produces a listing of the calculations made during the specified pay cycle. |

# Creating Withholding Accounting Entries

Depending on your withholding setup, Payables either generates a separate withholding payment when the voucher is paid, or tracks the withholding for reporting purposes. During payment posting or voucher posting (depending on whether you selected to have withholding calculated at voucher posting or at payment time), 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.

### Withholding Calculated at Payment: Posting Example

The following example shows the accounting for a 100 USD voucher subject to 1099 withholding. The withholding portion is 33 USD and the non-withholding portion 67 USD.

The following are the accounting entries created:

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 |

## Withholding Calculated at Voucher Posting: Voucher and Payment Posting Example

The following example shows the accounting for a 100 USD voucher subject to 1099 withholding, but in this case the withholding is calculated at voucher posting. The withholding portion is 33 USD and the non-withholding portion 67 USD.

The following are the accounting entries created:

1. Post the voucher.

| Account | Debit | Credit |
|---|---|---|
| Expense Account | 100.00 | |
| AP Liability | | 67.00 |
| Withholding Liability | | 33.00 |

2. Pay and post the non-withholding portion.

| Account | Debit | Credit |
|---|---|---|
| AP Liability | 67.00 | |
| Cash | | 67.00 |

3. Pay and post the withholding.

| Account | Debit | Credit |
|---|---|---|
| Withholding Liability | 33.00 | |
| Cash | | 33.00 |

# Posting Withholding Transactions

You must post the withholding transactions using the Withholding Posting Application Engine process (AP_WTHD) before you can create withholding reports. Posting withholding combines the voucher and payment information in withholding transaction tables. The system uses these tables to generate the withholding reports.

You must post payments before running withholding posting.

This section explains how to run the withholding posting process.

## Pages Used to Post Withholding Transactions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withholding Transaction Post | WTHD_TRXN_POST | Vendors, 1099/Global Withholding, Maintain, Post Withholdings | Define the parameters for running the Withholding Posting Application Engine process (AP_WTHD). You can post all transactions available for withholding post through a specified date, or specify by business unit. The through date is the withholding declaration date. |

# Running the Withholding Mismatch Report

This section describes how to run the Withhold Mismatch Crystal report (APY9010). This report enables to you identify voucher lines on which the withholding applicable flag does not match the withholding flag on the vendor. You can update transactions using the Withholding Update process, and then rerun this report to recheck the voucher line withholding.

**Note.** If you manually adjust mismatches reported on this report by using the Withhold Adjustment page, the mismatches will continue to appear on this report even after you make the adjustments, although the adjusted transactions have been written to the withholding transaction table.

## Page Used to Run the Withhold Mismatch Report

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withhold Mismatch Request | WTHD_MISMTCH_RQST | Vendors, 1099/Global Withholding, General Reports, Wthd Voucher/Vendor Mismatch, Withhold Mismatch Request | Define run parameters for the Mismatch Crystal 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 class combination on the vendor to the withholding class combination on the voucher lines. It only checks the withholding flag. |

## Entering the Withhold Mismatch Report Parameters

Access the Withhold Mismatch Request page.

**Business Unit** Run the report for a particular business unit by selecting the business unit for which you want to run the report.

**Vendor SetID** and **Vendor ID** Run the report for a particular vendor by selecting the vendor setID and vendor ID.

**Start Date** and **End Date** You must specify the date range for which you want to run the report.

# Adjusting Withholding Manually

Once you have posted the withholding data, you may need to make adjustments to the withholding transactions. You can either run the Withholding Update Application Engine process (AP_WTHD_UPDT) to make adjustments automatically, or you can enter adjustments manually using the Withhold Adjustments page.

This section discusses how to adjust withholding manually.

### See Also

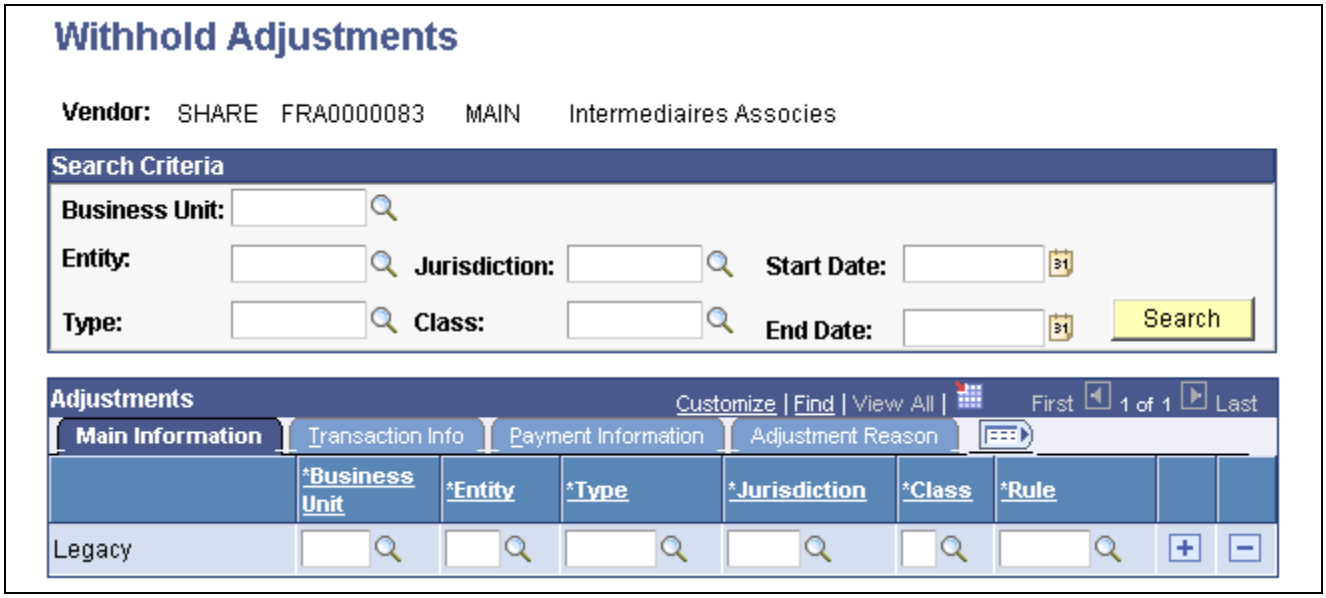
Chapter 41, “Processing Withholding in Payables,” Processing Withholding Updates, page 969

# Pages Used to Adjust Withholding Manually

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withhold Adjustments | WTHD_ADJUSTMENT | Vendors, 1099/Global Withholding, Maintain, Adjust Withholding, Withhold Adjustments | Manually adjust posted withholding transactions by vendor or add withholding entries from a legacy or third-party system. |

# Manually Adjusting Posted Withholding Transactions

Access the Withhold Adjustments page.




Withhold Adjustments page

You can either modify existing posted withholding entries or add withholding entries from a legacy or third-party system.

To modify an existing withholding entry:

1. Enter your search criteria in the Search Criteria group box and click the Search button.

   The Adjustments grid displays all posted withholding transactions that meet your criteria.
2. Modify data for each withholding transaction in the Adjustments grid that requires it.

   You can also add and delete transaction rows as needed.
3. Save.

   Saving the page updates the withholding transaction table, but *does not update the underlying voucher tables.* To have the system update the underlying voucher tables, use the Withholding Update process.

To add legacy or third-party data:

1. Add a withholding transaction row in the Adjustments grid.
2. Enter the following information, at minimum: business unit, entity, type, jurisdiction, class, rule, basis amount, liability amount, paid amount, payment date, declaration date, and adjustment reason.

3. Save.

   Each transaction row you enter is added to the withholding transaction table, and is added to or subtracted from the totals already in the withholding transaction table.

### Adjustments Grid

This grid shows business unit and withholding class combination data on the Main Information tab, withholding transaction details on the Transaction Info tab, and bank account and payment information on the Payment Information tab. The Adjustment Reason tab displays the creation date and the user ID of the user who created the transaction adjustment row, along with a field for entering adjustment reasons.

**Basis Amt** (basis amount) — Displays the amount on which the withholding is calculated. This is the basis amount that is reported to the withholding entity for this payment. It includes the liability amount and is typically the gross amount of the voucher.

**Liability Amt** (liability amount) — Displays the amount of back up withholding that is retained to remit to the withholding entity. This amount may also be remitted to the original vendor depending on your business processes.

**Paid Amount** — Displays the amount of the withholding liability amount has been paid to the withholding entity or original vendor. This value appears after you pay the liability to the entity or original vendor and post the payment.

An amount of 0.00 means that no withholding has been paid.

**Payment Date** — Displays the date on which the payment was made.

Some entities, including the IRS in the United States, require that you report withholding based on payment date. In this case the payment date needs to be in the year that you are reporting in. For example, let's say that you need to do an adjustment for a vendor for 2004 but the current year is 2005. When you add a row, the payment date defaults to today's date, which you must override with a 2004 date.

**Declaration Date** — Displays the date on which the withholding is declared. Declaration date is used for withholding entities who use a date other than payment date—accounting date, for example—to report withholding transactions.

**Posted Date** — The payment posting date.

**Adjustment Reason** — Use the Adjustment Reason tab to enter an adjustment reason for the listed transaction.

# Processing Withholding Updates

This section provides an overview of the Withholding Update process and discusses how to:

- Update individual voucher lines.
- Update all voucher lines for a vendor.
- Run the Withholding Update process.

# Understanding the Withholding Update Process

Occasionally, you may discover that a vendor's withholding setup was incorrect during the year and that you must correct it before generating your final withholding reports. You can do this by:

- Updating individual voucher lines.

  You may find, for example, that originally a vendor was not set up 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 Withholding Invoice 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 Withholding Invoice Line Update 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 Withholding Update process. During that process, the system makes the changes to the voucher lines and transaction tables.

- Updating all voucher lines for a vendor.

  You can easily update individual lines using the Withholding Invoice Line Update page, but what if you need to update all vouchers lines for a vendor? Perhaps you discover that a vendor whom you did not set up for withholding, is, in fact, withholding-applicable. In this case, update all voucher lines for the vendor using the Withholding Vendor Update page.

  Use this 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 Withholding Invoice Line Update page on which you can select voucher lines and update them individually.

---

**Important!** 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 Withholding Update process.

---

## Special Cases and How the Withholding Update Process Handles Them

The following situations may require some manual processing in addition to or instead of using the Withholding Update process:

- The Withholding Update process does not consider the basis amount options you specify on the Withholding Options page when you set up withholding entities (that is, whether sales tax, freight, miscellaneous charges, discounts, freight, or VAT amounts are included in the withholding basis amount).

  For example, if you use the Withholding Update process to change from withholding class 01, which includes freight and sales tax in the basis amount, to withholding class 02, which includes only freight, the Withholding Update process will not recalculate the basis amount to include only freight; the basis amount will still include freight and sales tax.

- The Withholding Update process always uses the invoicing vendor when creating new withholding transaction data, regardless of the Apply Withholding Balance To option *(Remit to vendor* or *Invoicing Vendor)* selected on the Withholding Options page.

- You cannot use the Withholding Invoice Line Update page to update partially paid vouchers. You must either make adjustments manually, using the Withhold Adjustments page, or fully pay the vouchers in question before running the Withholding Update process.

  You *can,* however, update partially paid vouchers using the Withholding Vendor Update page.

- You cannot use the Withholding Invoice Line Update page to update fully paid vouchers whose payment schedules are extended into the next tax reporting year or period. You must make adjustments in those cases manually, using the Withhold Adjustments page

You *can* update vouchers whose payment schedules are extended into the next tax reporting year or period using the Withholding Vendor Update page, but only if you run the same vendor update for *both the current tax reporting period and the next one.*

- Updated withholding data is for reporting purposes only and will not take into account any rule tier definition, contract reference, threshold, cumulative flag, surcharges, or similar local withholding setup.

  Take the way the Withholding Update process handles a withholding class combination with a threshold of 100,000 INR, for example. If all existing vouchers for a vendor total 90,000 INR, and you update the withholding for them all by running Withholding Update, the new withholding transactions will be available for reporting, but when you create new vouchers for the vendor, the withholding accumulated basis amount reverts to zero even though there are 90,000 INR worth of vouchers for this vendor.

- The Withholding Update process is designed such that withholding is reported as one "bucket" per withholding class combination.

---

***Warning!*** Pay close attention to the exclusions listed above before attempting to use the Withholding Update process.

---

### See Also

Chapter 41, "Processing Withholding in Payables," Adjusting Withholding Manually, page 967

Chapter 13, "Setting Up Payables Withholding," Defining Withholding Options, page 249

## Common Elements Used in This Section

**Action** Select an option and click Run to perform the following processes online:

- *Withhold Post:* Select to run the Withholding Posting Application Engine process (AP_WTHD).
- *Withhold Update:* Select to run the Withholding Update Application Engine process (AP_WTHD_UPDT).

### See Also

Chapter 41, "Processing Withholding in Payables," Posting Withholding Transactions, page 966

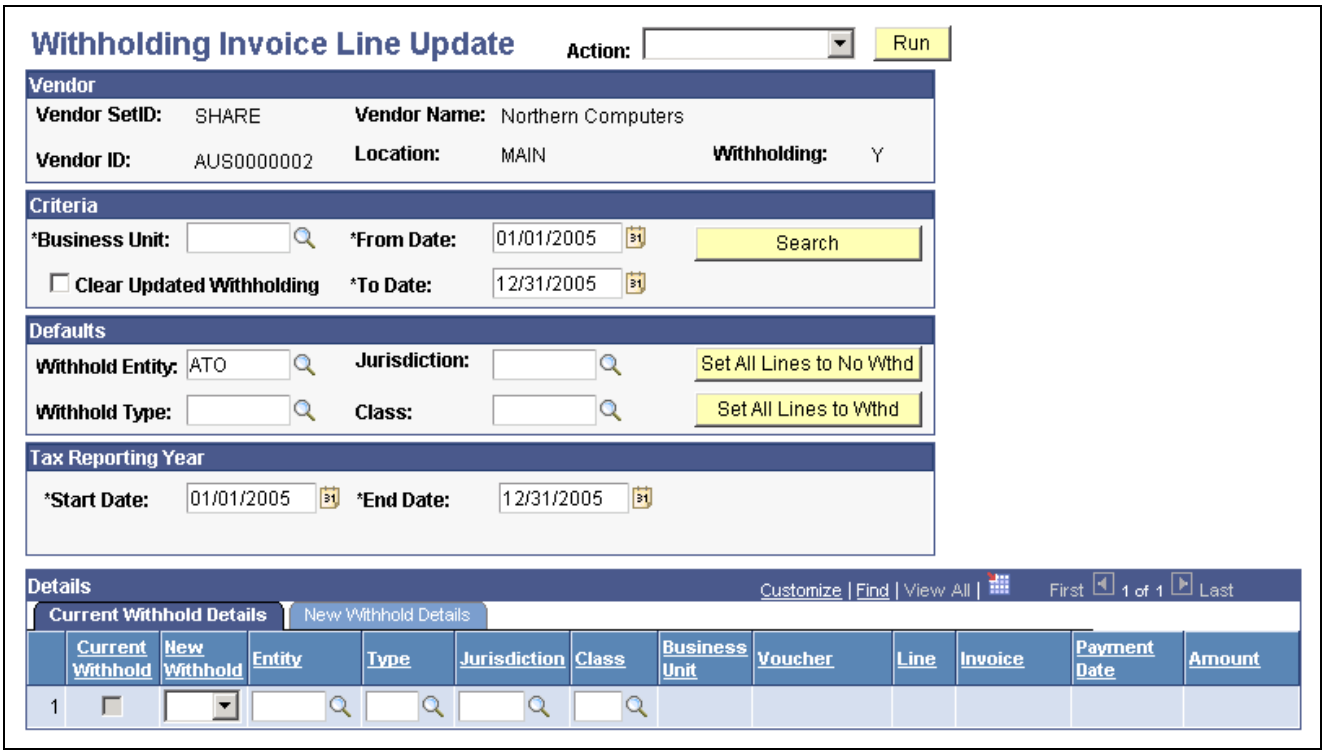
Chapter 41, "Processing Withholding in Payables," Adjusting Withholding Manually, page 967

## Pages Used to Process Withholding Updates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withholding Invoice Line Update | WTHD_LINE_UPDT | Vendors, 1099/Global Withholding, Maintain, Update Voucher Line Withholding, Withholding Invoice Line Update | Enter and store the updated voucher line withholding information which will be used to update the withholding transaction table and underlying voucher tables when you run the Withholding Update process. |
| Withholding Vendor Update | WTHD_VNDR_UPDT | Vendors, 1099/Global Withholding, Maintain, Update Vendor Withholdings, Withholding Vendor Update | Enter and store updated withholding information for vendors. This information will be used to update the withholding transaction table and voucher tables with withholding information for all of the vendor's vouchers when you run the Withholding Update process. |
| Withhold Update Request | UPDT_WTHD_RQST | Vendors, 1099/Global Withholding, Maintain, Update Withholdings, Withhold Update Request | Request a run of the Withholding Update process to update the withholding transaction table and voucher tables with the updated withholding information you've entered on the Withholding Vendor Update and Withholding Invoice Line Update pages. |

## Updating Individual Voucher Lines

Access the Withholding Invoice Line Update page.



Withholding Invoice Line Update page

Use the Criteria and Tax Reporting Year group boxes to enter the selection criteria for the vouchers you want to update. Click Search when you have entered all of your search criteria in these group boxes.

Use the Defaults group box to enter the withholding class combination you want to apply to your updated voucher lines.

Use the Details grid to view the voucher lines retrieved by your search and select voucher lines for updating.

## Criteria

Enter a business unit and date range for the vouchers you want to update. These fields are required.

**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.

## Defaults

Specify any withholding entity, type, jurisdiction, and class you want to apply to all of your updated voucher lines. You can also override these for individual lines on the Details grid after you've applied them to all of the lines.

**Set All Lines to Wthd** (set all lines to withhold) Click to apply the withholding combination you enter here to all of the voucher lines in the Details grid.

**Set All Lines to No Wthd** (set all lines to no withholding) Click to set all voucher lines in the Details grid to withholding not applicable.

### Tax Reporting Year

Enter the start and end dates of the tax year for which you are reporting withholding.

### Details

The Details grid lists the voucher lines returned by your search. The Current Withhold Details tab displays the original withholding information for the selected voucher lines. You can update these by entering new values on each row. If you want to update all the voucher lines to the same new withholding combination, enter the withholding combination in the Defaults group box and click the Set All Lines to Wthd button.

The New Withhold Details tab shows the updated withholding details after you have saved the page.

The following are fields that appear on the Current Withhold Details tab:

**Current Withhold** If selected, indicates that the voucher line is currently withholdable.

**New Withhold** Change the withholding on a voucher line. Select *Y* for withholding applicable or *N* for no withholding, and complete the remaining line information (Entity, Type, Jurisdiction, and Class fields).

**Note.** You must complete the remaining line information regardless of whether selecting *Y* or *N*. This ensures the system correctly processes the withholding data.

**Payment Date** Displays the voucher payment date. Vouchers must be paid before you can update voucher lines.

The following field appears on the New Withhold Details tab:

**Status** Displays the update status:

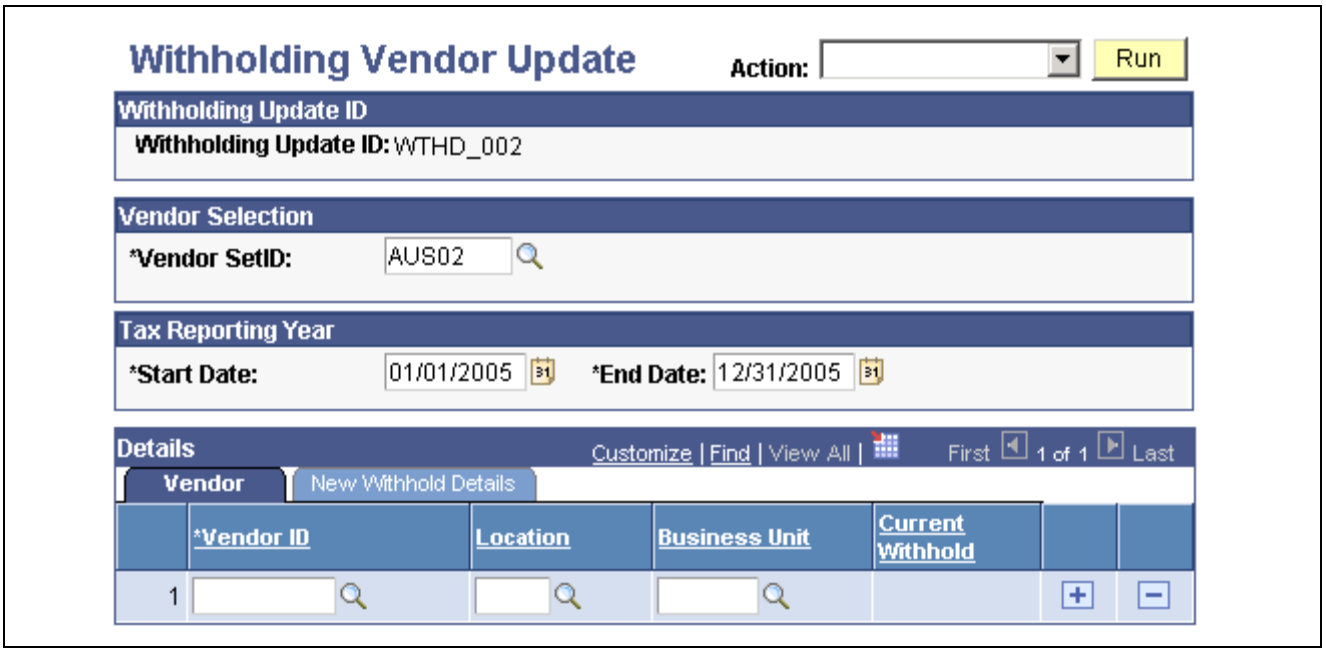
*P* (pending) means that an update occurs the next time you run the Withholding Update process.

*U* (updated) means that the Withholding Update process has run and the transaction tables are updated.

If this field is blank, the line is not selected for update.

## Updating all Voucher Lines for a Vendor

Access the Withholding Vendor Update page.




Withholding Vendor Update page

Enter a vendor setID and tax reporting year before you enter information in the Details grid.

***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.

## Details

You must select a vendor ID, vendor location, and business unit. The following fields also appear on the Vendor tab:

**Current Withhold** Displays the current withholding applicability of the vendor location:

*Y* if the vendor location is currently withholding applicable; *N* if not withholding applicable.

The following fields appear on the New Withhold Details tab:

**New Withhold** (new withholding) Select the new withholding applicability status for the vendor location:

Select *Y* if the new vendor location is withholding applicable; *N* for withholding not applicable.

If you select *Y,* the withholding combination fields appear.

If the new withholding applicability is *Y,* then you must enter a withholding entity in the Entity field. Fields for new withholding type, new jurisdiction (New Jur CD), and new class also appear. Enter as needed.

**Criteria** Displays the update status:

*P* (pending) means that an update occurs the next time you run the Withholding Update process.

*U* means the Withholding Update process has run and the transaction tables are updated.

## Running the Withholding Update Process

Access the Withhold Update Request page.

For the run control, enter the request ID and a description.

**Process Option** Select among *Process All Updates, Process Only Vendor Updates,* or *Process Only Voucher Lines.*

***Warning!*** The Withholding Update process is not advised if there are multiple withholding classes per voucher line or there are multiple entity-withholding type combinations for a given voucher or for a vendor's vouchers (the latter when updating by vendor).

Note also that the Withholding Update process does not adjust entries in the WTHD_PERIOD_LOG or WTHD_CALC_RPT tables.

### See Also

Chapter 41, "Processing Withholding in Payables," Understanding the Withholding Update Process, page 970

# Generating Withholding Reports

To set up your withholding reports, use the following components:

- 1099 Piggyback States (WTHD_STATE_TABLE).
- Report Control Information (WTHD_CONTROL).

Payables provides withholding reporting capabilities. Throughout the year, Payables tracks all withholding vendor information. When it is time to send your withholding reports, 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.

This section discusses how to:

- Enter transmitter and payor data.
- Select vendors and business units.
- (USA) Enter states for the combined federal and state filing program.
- Run the Withholding Reporting Application Engine process (AP_WTHDRPT).
- Review Withholding Reporting process results.
- Run withholding reports.

Some reports specific to particular tax authorities are discussed in the chapter, "Processing Special Withholding Requirements."

### See Also

Chapter 43, "Processing Special Withholding Requirements," page 1005

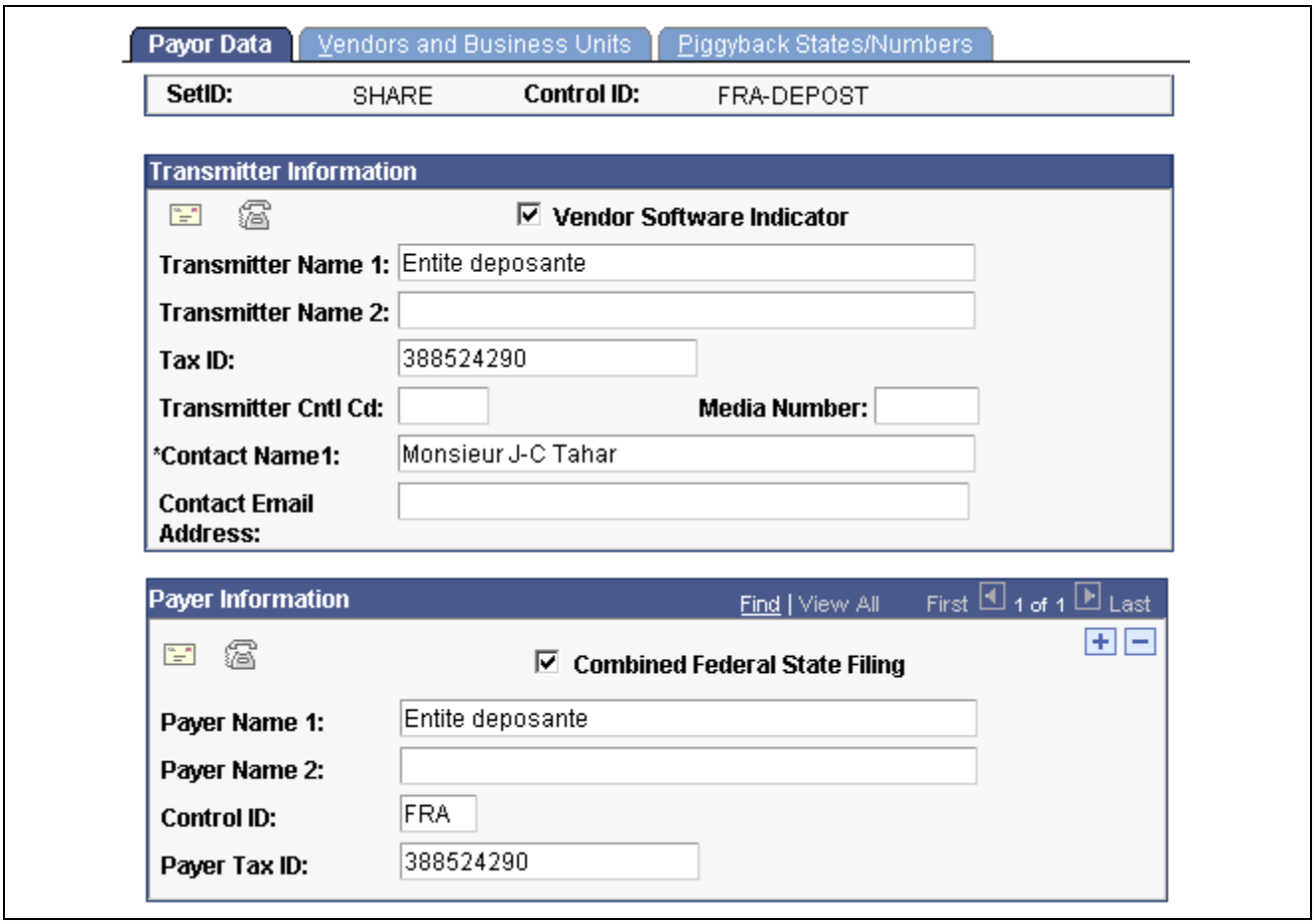
# Pages Used to Generate Withholding Reports

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Report Control Information - Payor Data | WTHD_CONTROL | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Control Information, Payor Data | Identify payor information. |
| Transmitter Address | WTHD_CNTL_ADDR_SEC |  Click the Go To Address button in the Transmitter Information group box on the Payor Data page. | Enter transmitter's address data, formatted as required by your tax authority. |
| Transmitter Phone | WTHD_CNTL_PHN_SEC |  Click the Telephone... button in the Transmitter Information group box on the Payor Data Page. | Enter transmitter phone information. |
| Payer Address | PAYER_ADDRESS_SEC |  Click the Go To Address button in the Payer Information group box on the Payor Data page. | Enter the payer's address data, formatted as required by your tax authority. |
| Payer Phone | PAYER_PHONE_SEC |  Click the Telephone... button in the Payer Information group box on the Payor Data Page. | Enter the payer's phone information. |
| Report Control Information - Vendors and Business Units | WTHD_CNTL_VNDR_BU | Set Up Financials/Supply Chain, Product Related, Procurement Options, 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. |
| 1099 Piggyback States | WTHD_STATE_TABLE | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, 1099 Piggyback States, 1099 Piggyback States | (USA) Define states that participate in the U.S. Combine Federal/State Filing Program. Specify a minimum reporting amount. |
| Report Control Information - Piggyback States/Numbers | WTHD_CNTL_STATE | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Control Information, Piggyback States/Numbers | (USA) Enter the information the IRS requires to have the IRS forward copies of your 1099 report tapes to the state governments (defined on the 1099 Piggyback States page) who have an interest in your vendors' 1099 earnings. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withholding Control Report | RUN_APY3012 | Vendors, 1099/Global Withholding, General Reports, Withhold Control Report, Withholding 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. |
| Withhold Report Post | WTHD_RPT_POST | Vendors, 1099/Global Withholding, Global Withholding Reports, Create Reporting Information, Withhold Report Post | Run the Withholding Reporting Application Engine process (AP_WTHDRPT) to populate the withholding report table with data from the withholding transaction table based on your report setup. |
| Withholding Report Info | WTHD_RPT_PNL | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Report Information, Withholding Report Info | Review the information you generated during the Withholding Reporting Application Engine process (AP_WTHDRPT). |
| Withhold Report | WTHD_RPT_RUN | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report | Define run parameters to run your withholding reports. |

## Entering Transmitter and Payor Data

Access the Report Control Information - Payor Data page.




Report Control Information - Payor Data page

**Note.** 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.

## Transmitter Information

| | |
|---|---|
|  | Click to access the Transmitter Address page, where you can enter the transmitter's address data, formatted as required by your tax authority. |
|  | Click to access the Transmitter Phone page, where you can enter the transmitter's telephone, fax information, and contact information. |
| **Vendor Software Indicator** | Selected by default indicating that the electronic file was generated via outside vendor software. Clear this checkbox if you have customized this process. |
| **Transmitter Name 1** and **Transmitter Name 2** | Use to enter the transmitter's name. |
| **Tax ID** | Enter your tax ID for this transmitter. |
| **Transmitter Cntl Code** (transmitter control code) | If applicable, enter your transmitter control code. |
| **Media Number** | If applicable, enter your media number. |

**Contact Name 1** and **Contact Email Address** — Enter the name of a contact person for this transmitter and email address, as applicable

### Payer Information

 — Click to access the Payer Address page on which you can enter the payer address data, formatted as required by your tax authority.

 — Click to access the Payer Phone page on which you can enter the payer's telephone and fax information.

**Combined Federal State Filing Participant** — (USA) Select this flag if the payer is participating in the Combined Federal State Filing program.

**Control ID** — Enter a control ID. This could be a business unit.

**Payer Name 1** and **Payer Name 2** — Enter the payer's name.

**Payer Tax ID** — Enter your tax ID for this payer.

## Selecting Vendors and Business Units

Access the Report Control Information - 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 this check box. A Vendors group box displays in which you can enter the individual vendor IDs.

---

**Note.** (USA) Select this option for 1099 reporting. If you do not, your correction files will be incorrect.

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**Include Direct Sales Vendors** — Select to have the reporting process list all direct sales vendors who have no vouchers for the reporting year. Only select this for one payer, not for all. Otherwise, the system reports vendors several times.

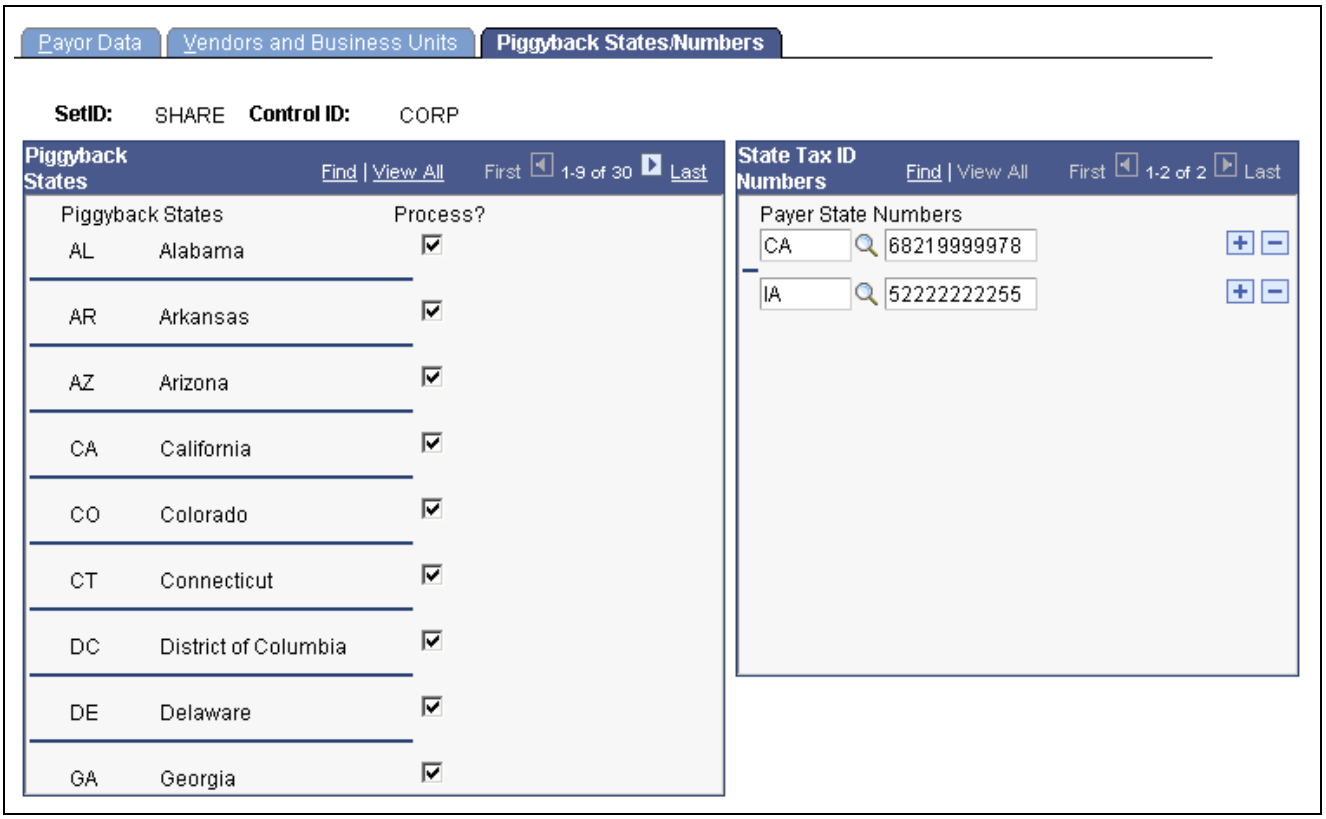
**Vendors** — If you do not select the All Vendors option, use this group box to select the withholding vendors (that are associated with the business units you specify) on which you want to report.

**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 will 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.

## (USA) Entering States for the Combined Federal and State Filing Program

Access the Piggyback States/Numbers page.




Piggyback States/Numbers

**Note.** This page applies only to 1099 reporting in the U.S.

**Piggyback States** Displays the states participating in the combined federal and state 1099 filing process. Only states that you have defined on the 1099 Piggyback States page appear here.

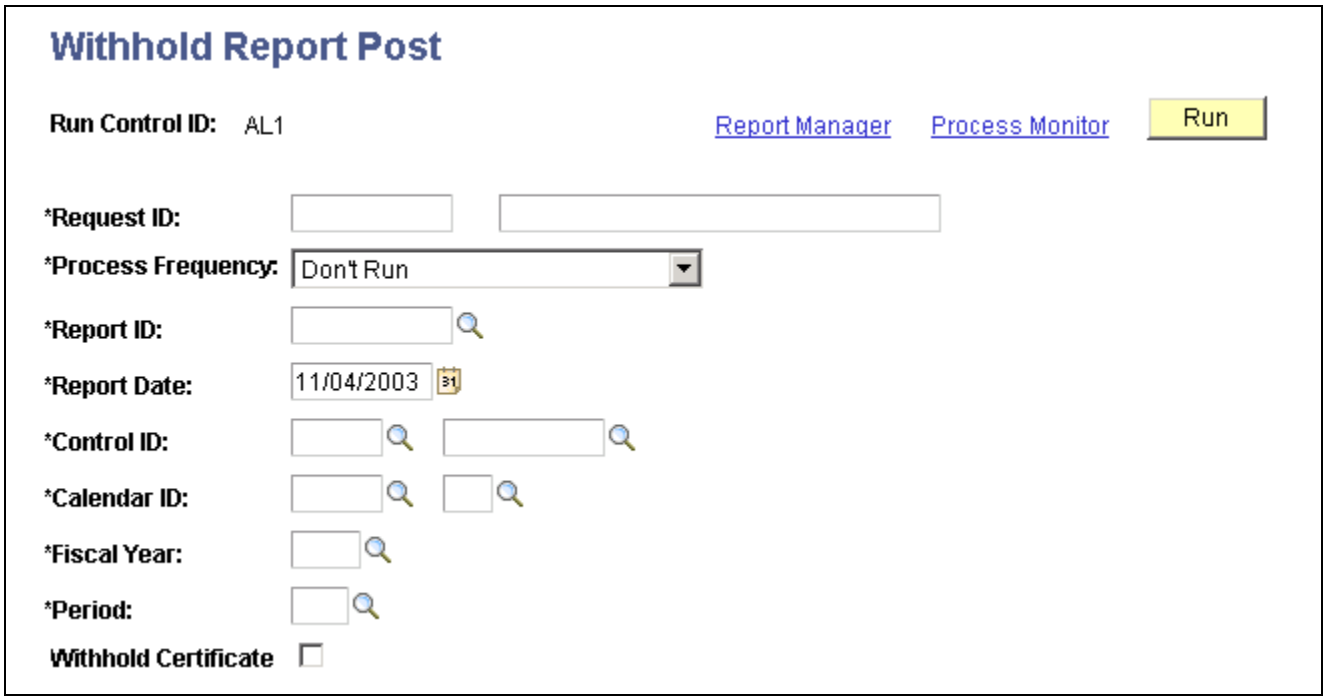
**Process?** Select the Process check box for each relevant state name to tell the IRS which states need copies.

**Payer State** Enter the standard two-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 Withholding Reporting Application Engine Process (AP_WTHDRPT)

Access the Withhold Report Post page




Withhold Report Post page

**Important!** For 1099 reports, you use a separate report posting process, described in another chapter.

See Chapter 43, "Processing Special Withholding Requirements," page 1005.

**Report ID** Select the withholding report ID for which you want to create the report information.

**Report Date** Select the date of the report.

**Control ID** Select the report control ID.

**Calendar ID** Select the appropriate calendar ID.

**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.

**Withhold Certificate** Select if you require the system to create a withholding certificate.

**Note.** Before you can run the Withholding Reporting process, you must define the withholding control information on the pages in the Report Control Information component.

## Reviewing Withholding Report Information

Access the Withholding Report Info page.

**Tax ID** and **Description** Tax ID of the vendor from whom the withholding in this report was withheld, and the description of the Tax ID.

**Basis Amt** (basis amount) Basis amount on which the withholdings were calculated.

**Liability Amt** (liability amount) The amount of the withholding.

**Paid Amount** How much of the withholding has been paid to the tax authority.

**Report Date** Date on which you created your reporting information.

## Running Withholding Reports

Access the Withhold Report page.

---

**Note.** Do not use this page for 1099 reporting. Use the Withhold 1099 Report page instead.

You must run the Withholding Reporting process before you can generate withholding reports.

---

**Withholding Report ID** Select the ID of the withholding report you want to run. The Report Process group box displays the name of the process for this report and a description.

The following table lists some of the sample global withholding reports we provide with Payables.

| Report ID | Report Type | Country | Description |
|---|---|---|---|
| APY8025 | Crystal | Japan | PPS Remittance Advice |
| APY8030 | Crystal | Spain | 190 IRPF sample form |
| APY8032 | Crystal | United Kingdom | UK CIS File Creation |
| APY8035 | Crystal | France | DAS-2 sample form |
| APY8045 | Crystal | Australia | PPS Remittance Advice |
| 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

Chapter 43, “Processing Special Withholding Requirements,” page 1005

Appendix C, “Payables Reports,” page 1067

# Reviewing Withholding Information

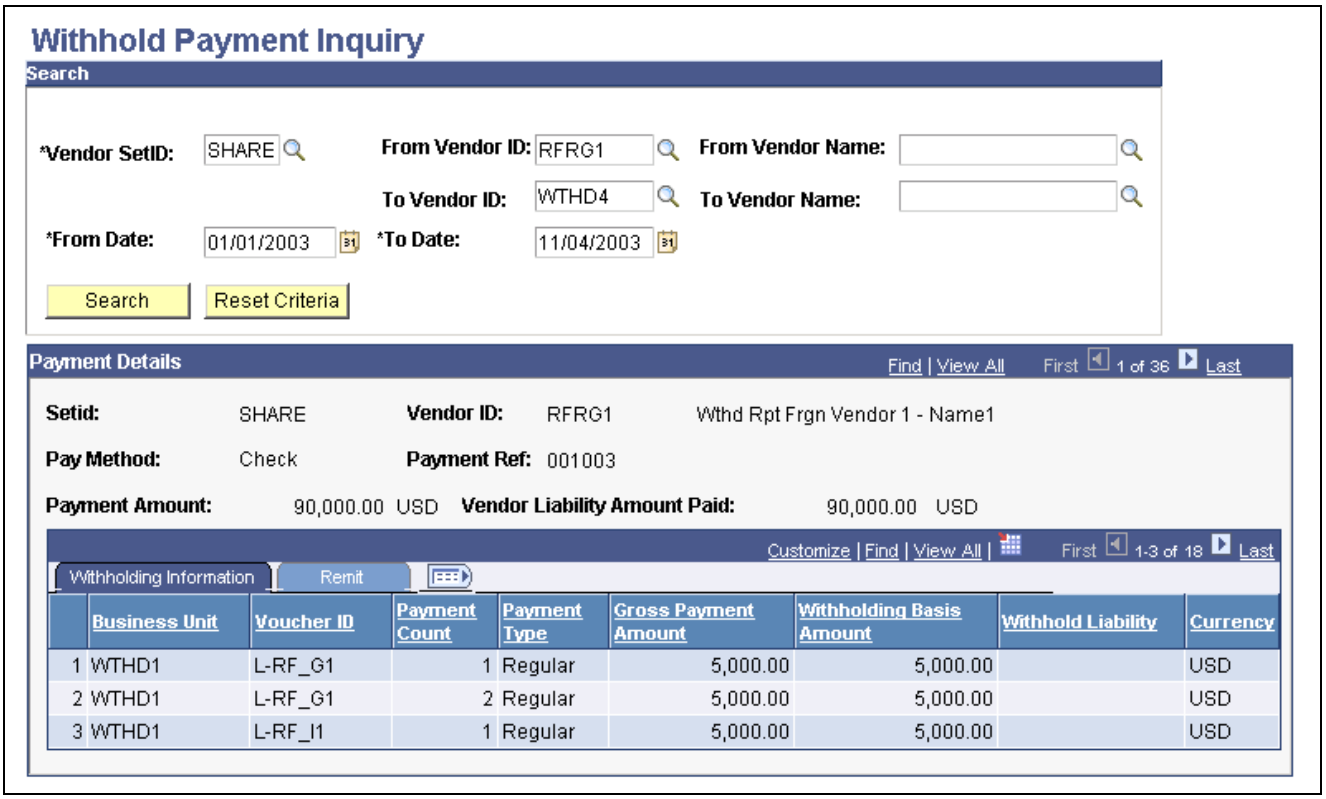
You can review withholding information using several inquiry pages.

## Pages Used to Review Withholding Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Vendor Balance | WTHD_BAL_VNDR | Vendors, 1099/Global Withholding, Review, Vendor Balance 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, 1099/Global Withholding, Review, Vouchers by Vendor, Vouchers by Vendor | View a vendor’s withholding transactions. |
| Withhold Payment Inquiry | WTHD_PYMNT_SRCH | Vendors, 1099/Global Withholding, Review, Withhold Payment, Withhold Payment Inquiry | Inquire on the payment amount, schedule number, and payment date for vendors subject to withholding. This page shows all withholding payments made to the withholding entities by vendor. |

## Reviewing Payments to Withholding Vouchers

Access the Withhold Payment Inquiry page.



Withhold Payment Inquiry page

## Entering Search Criteria

**Vendor SetID** — Select the setID of the vendors for which you want to run the report.

**Vendor ID** and **To Vendor ID** — Select the vendor ID. You can also include a range of vendors using the Vendor ID and To Vendor ID fields.

**From Date** and **To Date** — Enter the date range you want to inquire on.

**Search** — Click to retrieve withholding payments based on your search criteria. The payments display in the Payment Details group box.

**Reset Criteria** — Click to reset the vendor ID and date range.

## Viewing Payment Details

The Payment Details group box shows details on the withholding payment information for each withholding payment. If you are using the federal payment option, the payment details display by payment schedule.

**Pay Method** and **Payment Ref** (payment reference) — Displays the method of payment and payment reference number.

**(USF) Schedule ID** — Shows the payment schedule ID. This field only displays if you are a U.S. federal agency and have selected the federal payment option on the Installation options page.

**Payment Amount** — Displays the payment amount in the payment currency for the remit vendor.

**Vendor Liability Amount Paid** — Displays the portion of the payment amount that has been paid to the specified vendor in the transaction currency.

For each payment or payment schedule listed the following displays:

| | |
|---|---|
| **Business Unit** and **Voucher ID** | Vouchering business unit and ID of the voucher. |
| **Payment Count** and **Payment Type** | Payment schedule number and type of payment. |
| **Gross Payment Amount** | Amount of payment paid to the remit vendor to cover the invoicing vendor's liability. |
| **Withholding Basis Amount** | Displays the basis amount of the withholding for the payment or payment schedule. |
| **Withhold Liability** | Displays the amount to be withheld and paid to the withholding entity for the payment or payment schedule. |
| **Currency** | Displays the currency of the payment. |
| **Remit SetID** and **Remit Vendor Name** | Displays the setID and name of the remit vendor for the payment or payment schedule. |

# CHAPTER 42

# 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.
- Calculate withholding on prepayments.
- Apply withholding to the first payment only.
- Calculate withholding on payment cancellations.
- Group withholding accounting entries for payment posting.

**Note.** This chapter covers complex or unusual withholding scenarios. The main discussion of withholding setup and processing in Payables can be found in the other withholding chapters in this PeopleBook.

### See Also

Chapter 41, "Processing Withholding in Payables," page 955

Chapter 43, "Processing Special Withholding Requirements," page 1005

Chapter 45, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 1047

## Exonerating Vendors

Payables 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 paid 55,000 EUR from an exonerated vendor. Let's also assume that the withholding amount calculated prior to any exoneration is 3600 EUR (see the example below in Using Tiered-Based Withholding). If this vendor had an effective exoneration of 25%, you would withhold 2700 EUR instead of 3600 EUR.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Withholding Options

## Using Tiered-Based Withholding

To support tiered-based withholding, you set up your withholding rule such that the withholding percentage depends on the basis amount. Just as in a bracketed income tax system, the bigger the amount, the higher the withholding percentage becomes. Here is an example:

| From Amount (EUR) | To Amount (EUR) | Percentage | Additional Amount (EUR) |
|---|---|---|---|
| 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 55,000 EUR you would calculate your withholding in the following manner. Since 55,000 EUR 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. 55,000 EUR - 50,000 EUR (from amount of bracket) = 5000 EUR
2. 5000 EUR × 8% = 400 EUR
3. 400 EUR + 3200 EUR = 3600 EUR

In this case, the withholding on this 55,000 EUR transaction would be 3600 EUR.

### See Also

Chapter 13, "Setting Up Payables Withholding," Defining Withholding Rules, page 244

## 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 set up period-based withholding calculations, you set up a calendar that determines a period for your withholding rule, using the Calendar Builder page. You join that calendar to the withholding rule (which you set up using the Withhold Rule page) using the Withholding Entity page.

For example, let's say you withhold at 10% if the total accumulated monthly basis amount is less than 10,000 EUR, and you withhold at 12% if the total monthly basis amount is equal to or over 10,000 EUR:

1. Set up a withholding rule with a line for each percentage withholding and basis amount range:

| From Basis Amount | To Basis Amount | Percent Withheld | Additional Amount |
|---|---|---|---|
| 0 | 9,999.99 | 10% | 0 |
| 10,000 | 99999999999.99 | 12% | 1000 |

2. Define a calendar with monthly periods.
3. Define withholding categories on the Withholding Entity page that join the withholding rule with the monthly calendar.

Now when you pay less than 10,000 EUR in a month to a vendor, you withhold at 10% and when you pay more, you withhold at 12%.

---

**Note.** You can also set up your withholding categories on the Withholding Entity page to set a minimum basis or withholding amount below which no withholding occurs; if the withholding category is associated with a calendar, this minimum amount will be applied by calendar period (that is, by month for a monthly calendar).

---

### See Also

Chapter 13, "Setting Up Payables Withholding," Defining Withholding Rules, page 244

Chapter 13, "Setting Up Payables Withholding," Defining Withholding Entities, page 246

## 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 continue with the example from the section, Using Tiered-Based Withholding. You've paid a 55,000 EUR to a vendor this month and withheld 3,600 EUR. Now you receive a second transaction in the amount of 50,000 EUR. Here is how the withholding on the second payment would be calculated:

1. 50,000 EUR + 55,000 EUR (balance from first transaction) = 105,000 EUR
2. 105,000 EUR - 100,000 EUR (from basis amount) = 5000 EUR
3. 5000 EUR × 9% = 450 EUR
4. 450 EUR + 7200 (additional amount at the 9% bracket) = 7,650 EUR

5. 7650 EUR - 3,600 EUR (amount already withheld) = 4,050 EUR

In this case, the withholding on the second transaction of 50,000 EUR would amount to 4,050 EUR. The same methodology would then apply to all subsequent payments to this vendor.

# 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 200.00 EUR to the vendor and the withholding is 20.00 EUR.

### 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 90.00 EUR to the vendor and the withholding is 10.00 EUR.

### 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 175.00 EUR to the vendor and the withholding is 25.00 EUR.

# 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.

### See Also

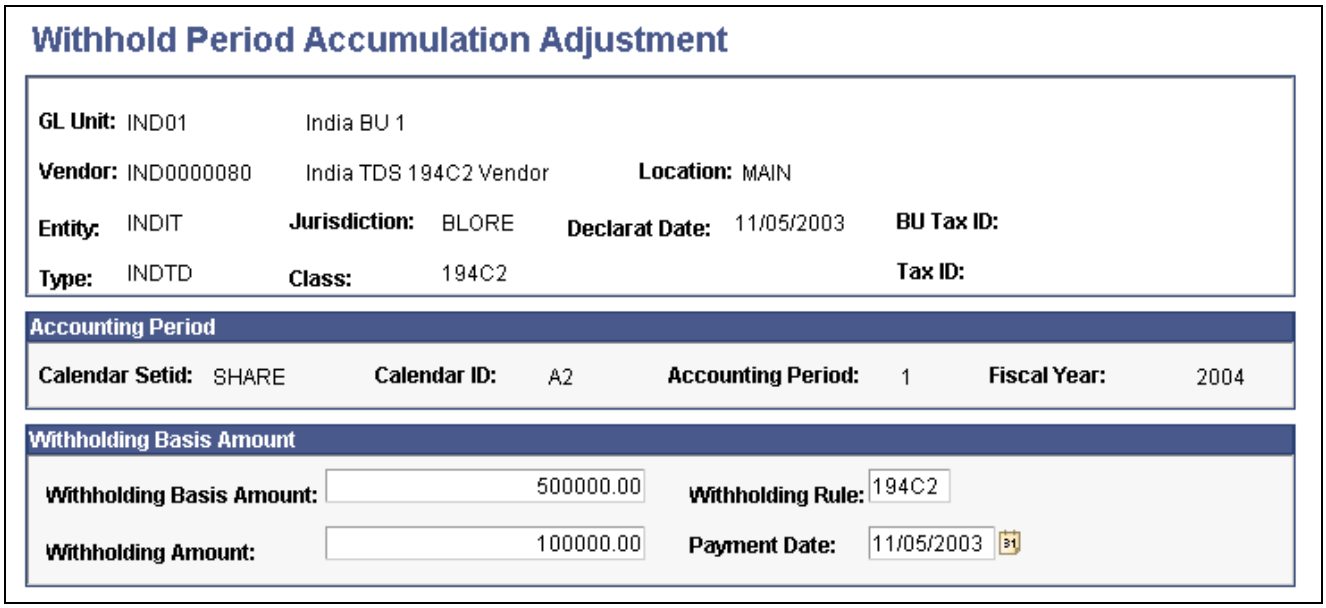
Chapter 42, "Resolving Complex Withholding Scenarios," Using Period-Based Withholding, page 988

## Pages Used to Manage Period-Based Withholding

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withhold Period Accumulation Adjustment | WTHD_PERIOD_PNL | Vendors, 1099/Global Withholding, Maintain, Adjust Period Accumulation, Withhold Period Accumulation Adjustment | Update the current withholding totals when you issue a manual check while using period-based withholding. |
| Withhold Period Accumulation Log | WTHD_PER_TOT_INQ | Vendors, Review, Period Accumulation Log, Withhold Period Accumulation Log | Review transaction logs used in period-based withholding. |

## Updating Period-Based Withholding

Access the Withhold Period Accumulation Adjustment page.




Withhold Period Accumulation Adjustment page

**Tax ID** Displays the vendor's tax ID.

**Declaration Date** (declaration date) Displays the date on which your withholdings are going to be declared for reporting purposes.

### Accounting Period

**Calendar SetID** Displays the SetID and ID of the calendar you are using to calculate period-based withholding for this withholding setup.

**Accounting Period** Displays the 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.

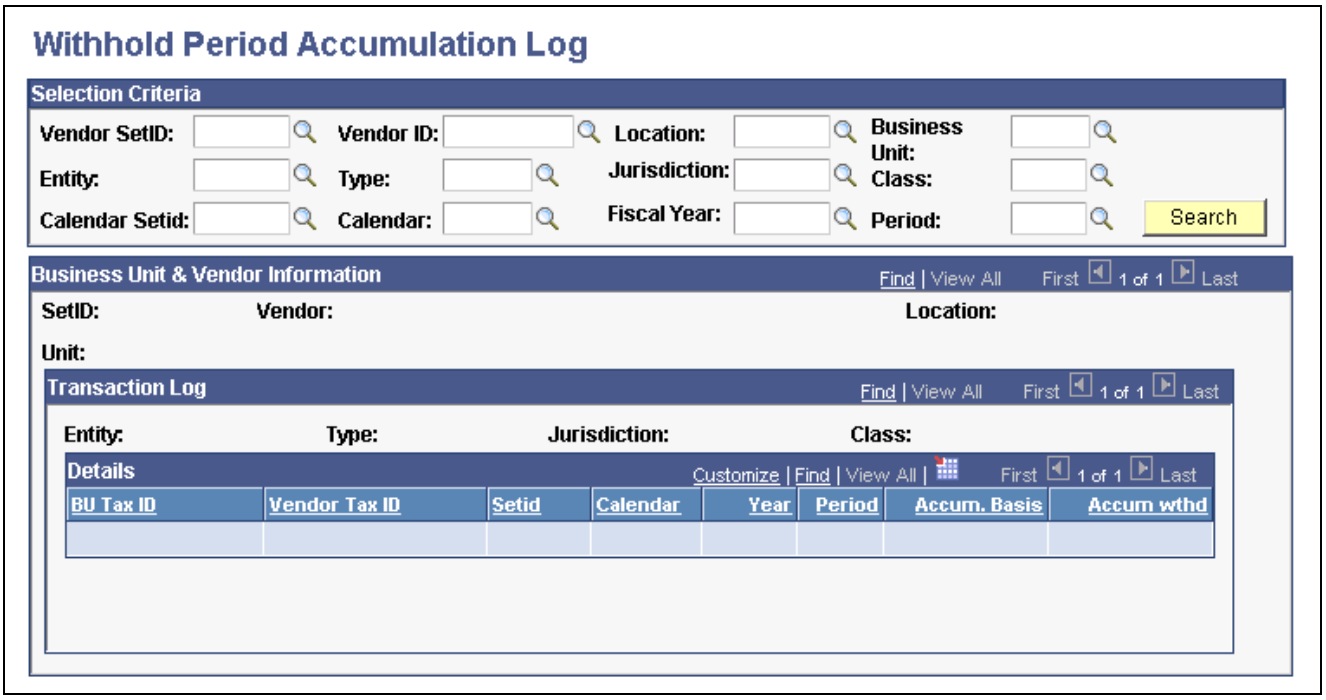
**Withholding Rule** Displays the withholding rule; correct if necessary.

**Withholding Amount** Enter the withholding amount from the manual payment or other transaction.

**Payment Date** Displays the payment date; correct if necessary.

## Reviewing Period-Based Withholding

Access the Withhold Period Accumulation Log page.




Withhold Period Accumulation Log page

### Selection Criteria

Enter search criteria for the withholding period transactions and click theSearch button.

### Business Unit and Vendor Information

View the results of your search in the Business Unit & Vendor Information scroll area. This scroll area shows your results by business unit and vendor; within a business unit and vendor, you can view transactions by entity, type, jurisdiction, and class combination in the Transaction Log scroll area. Within each withholding class combination, you can view accumulated total basis amount and withholding amount by period in the Details grid.

**Accum. Basis** (accumulated basis) Displays the accumulated basis amount by business unit, vendor, withholding class combination, and period.

**Accum wthd** (accumulated withholding) Displays the accumulated withholding amount by business unit, vendor, withholding class combination, and period.

# 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 system applies the regular voucher to the prepaid voucher during the Voucher Posting process.

You can postpone withholding for prepayments by selecting the Postpone Withholding check box on either the Withholding Information page or on the Voucher − Voucher Attributes page.

**Note.** You cannot postpone withholding on prepayments when withholding is calculated at voucher post.

Here are some examples of withholding on prepayments. If your supplier asked you for a pre-payment of 1000.00 EUR on merchandise worth 10,000.00 EUR you would have the following two options given a 5% withholding:

**Note.** In all of these examples, the prepaid voucher is voucher ID 00000001 and the applied regular voucher is voucher ID 00000002.

## 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:

| Voucher ID | Payment Type | Payment Gross Amt | Prepaid Status | Prepaid Applied BU | Prepaid Applied Voucher | Prepaid Applied Payment | Reason |
|---|---|---|---|---|---|---|---|
| 00000001 | Regular | 950.00 EUR | P | | | 0 | |
| 00000001 | Withholding | 50.00 EUR | P | | | 0 | |

When the prepayment is applied to the regular voucher, the following rows get written to the PYMNT_VCHR_XREF table.

| Voucher ID | Payment Type | Payment Gross Amt | Prepaid Status | Prepaid Applied BU | Prepaid Applied Voucher | Prepaid Applied Payment | Reason |
|---|---|---|---|---|---|---|---|
| 00000001 | Regular | 950.00 EUR | P | | | 0 | Nothing changes |
| 00000001 | Withholding | 50.00 EUR | P | | | 0 | Nothing changes |
| 00000002 | Regular | 9000.00 EUR | U | | | 0 | Adjusted original entry after prepaid applied. |
| 00000002 | Regular | 1000.00 EUR | 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):

| Voucher ID | Payment Type | Payment Gross Amt | Prepaid Status | Prepaid Applied BU | Prepaid Applied Voucher | Prepaid Applied Payment | Reason |
|---|---|---|---|---|---|---|---|
| 00000001 | Regular | 950.00 EUR | P | | | 0 | Nothing changes from original entries. |
| 00000001 | Withholding | 50.00 EUR | P | | | 0 | Nothing changes from original entries. |
| 00000002 | Regular | 8550.00 EUR | U | | | 0 | Modified row from withholding calculations. |
| 00000002 | Withholding | 450.00 EUR | | | | | Newly created row from withholding calculations 5% of EUR 9,000.00 |
| 00000002 | Regular | 1000.00 EUR | 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 EUR 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:

| Voucher ID | Payment Type | Payment Gross Amt | Prepaid Status | Prepaid Applied BU | Prepaid Applied Voucher | Prepaid Applied Payment | Reason |
|---|---|---|---|---|---|---|---|
| 00000001 | Regular | 1000.00 EUR | P | | | | |

This is what PYMNT_VCHR_XREF looks like after the prepayment has been applied:

| Voucher ID | Payment Type | Payment Gross Amt | Prepaid Status | Prepaid Applied BU | Prepaid Applied Vchr | Prepaid Applied Pymnt | Reason |
|---|---|---|---|---|---|---|---|
| 00000001 | Regular | 1000.00 EUR | P | | | 0 | This does not change. |
| 00000002 | Regular | 9000.00 EUR | U | | | 0 | Original from voucher save re-adjusted by prepayment application. |
| 00000002 | Regular | 1000.00 EUR | A | US001 | 00000001 | 1 | Prepaid adjustment. |

This is what PYMNT_VCHR_XREF looks like after the regular voucher has been paid:

| Voucher ID | Payment Type | Payment Gross Amt | Prepaid Status | Prepaid Applied BU | Prepaid Applied Vchr | Prepaid Applied Pymnt | Reason |
|---|---|---|---|---|---|---|---|
| 00000001 | Regular | 1000.00 EUR | P | | | 0 | This does not change. |
| 00000002 | Withholding | 500.00 EUR | U | | | 0 | Newly create row from withholding calculations 5% of EUR 10,000.00. |

| Voucher ID | Payment Type | Payment Gross Amt | Prepaid Status | Prepaid Applied BU | Prepaid Applied Vchr | Prepaid Applied Pymnt | Reason |
|---|---|---|---|---|---|---|---|
| 00000002 | Regular | 1000.00 EUR | A | US001 | 00000001 | 1 | Does not change from above. |
| 00000002 | Regular | 8500.00 EUR | U | | | 0 | Adjusted regular payment – withholding (withholding actually generates this row not prepayment) |

### See Also

Chapter 29, “Processing Prepayments,” Specifying VAT and Withholding on Prepayments, page 749

## 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 Entity page by selecting the Appl. 1st Pmnt option. This information is stored on the WTHD_CATEGORY table.

### See Also

Chapter 13, “Setting Up Payables Withholding,” Defining Withholding Entities, page 246

## Calculating Withholding on Payment Cancellations

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 PYMNT_VCHR_XREF table 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.

# Payment Cancellation Example

Some of the associated withholdings are not in Not Selected status (one is in Paid status).

**Note.** There are two withholding classes associated with the voucher in this example.

## After Payment and Withholding Posting:

PYMNT_VCHR_XREF (after payment and withholding calculations):

| Payment Count | Payment Type | Payment Gross Amt | Payment Select Status | Payment ID | Original Payment Count | Withhold Payment Count | Withhold Post Status |
|---|---|---|---|---|---|---|---|
| 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:

| Payment Count | Withhold Payment Count | Withhold Entity | Withhold Type | Withhold Juris Code | Withhold Class | Withhold Amt |
|---|---|---|---|---|---|---|
| 1 | 1 | IRS | 1099 | FED | 01 | 75.00 |
| 1 | 2 | IRS | 1099 | FED | 02 | 25.00 |

WTHD_TRXN_TBL:

| Payment ID | Withhold Entity | Withhold Type | Withhold Juris Code | Withhold Class | Withhold Basis Amt | Withhold 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 |

## After Payment Cancellation, Payment Posting, and Wthd Posting

PYMNT_VCHR_XREF:

| Payment Count | Payment Type | Payment Gross Amt | Payment Select Status | Payment ID | Original Payment Count | Withhold Payment Count | Withhold Post Status |
|---|---|---|---|---|---|---|---|
| 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:

| Payment Count | Withhold Payment Count | Withhold Entity | Withhold Type | Withhold Juris Code | Withhold Class | Withhold Amt |
|---|---|---|---|---|---|---|
| 1 | 1 | IRS | 1099 | FED | 01 | 75.00 |
| 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:

| Payment ID | Withhold Entity | Withhold Type | Withhold Juris Code | Withhold Class | Withhold Basis Amt | Withhold 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 |

## Further Considerations When Canceling Payments with Withholding

Consider the following when canceling payments with withholding.

### Canceling Withholding Schedules

If withholding has been paid and the withholding payment 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.

### Canceling a Payment, Changing Withholding Details, and Reissuing the Payment

If you cancel a payment and want to change the withholding details for the voucher and reissue the payment with withholding recalculated, you must do the following:

1. Cancel the payment.
2. Delete the withholding schedule on the voucher.
3. Add the withholding schedule amount back to the regular payment schedule—that is, consolidate the withholding schedule with the regular payment schedule.
4. Change the withholding details.
5. Save the voucher.
6. Run the Pay Cycle process on the voucher or make a manual payment to reissue the payment with withholding recalculated.

Note that you:

- Cannot delete or update a withholding schedule on a voucher if there is a related payment schedule that has been paid or if the withholding has been posted.
- Cannot delete or update a regular payment schedule if there is a related withholding schedule or if withholding has been posted.
- Must cancel the related payment before you can delete withholding schedules.

### See Also

Chapter 22, “Using Additional Payment Processing Options,” Canceling Payments, page 610

Chapter 14, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Scheduling and Creating Voucher Payments, page 307

# Grouping Withholding for Payment Posting

In Payables, accounting entries are written for withholding during voucher posting (if withholding at voucher posting option is selected) and 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:

| Payment Count | Paid Type | Payment Gross Amt | Original Payment Count | Withhold Payment Count |
|---|---|---|---|---|
| 1 | R | 745.00 | 0 | 0 |
| 2 | W | 155.00 | 1 | 1 |
| 3 | W | 100.00 | 1 | 2 |

PYMNT_VCHR_WTHD:

| Payment Count | Withhold Payment Count | Entity | Type | Juris | Class | Rule | Withhold Basis Amt | Withhold Amt |
|---|---|---|---|---|---|---|---|---|
| 1 | 1 | CA | 1099 | North | 04 | RULE4 | 500.00 | 155.00 |
| 1 | 2 | IRS | 1099 | South | 02 | RULE2 | 500.00 | 100.00 |

VCHR_ACCTG_LINE (assuming summary control posting method):

| Posting Process | Payment Count | Type | Account | Foreign Amt |
|---|---|---|---|---|
| PYMN | 1 | APA | 200000 | 1000.00 (dr) |
| PYMN | 1 | CAS | 100001 | 745.00 (cr) |
| PYMN | 1 | WTH | 100011 | 155.00 (cr) |
| PYMN | 1 | WTH | 100012 | 100.00 (cr) |

### Example #2: Two-Line Voucher with Split Payments

Total 1000: Line 1: 700 Line 2: 300. Payment split 600/400.

PYMNT_VCHR_XREF:

| Payment Count | Paid Type | Payment Gross Amt | Original Payment Count | Withhold Payment Count |
|---|---|---|---|---|
| 1 | R | 433.80 | 0 | 0 |
| 2 | R | 289.20 | 0 | 0 |
| 3 | W | 130.20 | 1 | 1 |
| 4 | W | 36.00 | 1 | 2 |
| 5 | W | 86.80 | 2 | 1 |
| 6 | W | 24.00 | 2 | 2 |

PYMNT_VCHR_WTHD:

| Payment Count | Withhold Payment Count | Entity | Type | Juris | Class | Rule | Withhold Basis Amt | Withhold Amt |
|---|---|---|---|---|---|---|---|---|
| 1 | 1 | CA | 1099 | NORTH | 04 | RULE4 | 420.00 | 130.20 |
| 1 | 2 | IRS | 1099 | SOUTH | 02 | RULE2 | 180.00 | 36.00 |

| Payment Count | Withhold Payment Count | Entity | Type | Juris | Class | Rule | Withhold Basis Amt | Withhold Amt |
|---|---|---|---|---|---|---|---|---|
| 2 | 1 | CA | 1099 | NORTH | 04 | RULE4 | 280.00 | 86.80 |
| 2 | 2 | IRS | 1099 | SOUTH | 02 | RULE2 | 120.00 | 20.00 |

VCHR_ACCTG_LINE (assuming summary control posting method):

| Posting Process | Payment Count | Type | Account | Foreign Amt |
|---|---|---|---|---|
| PYMN | 1 | APA | 200000 | 600.00 (dr) |
| PYMN | 1 | CAS | 100001 | 433.88 (cr) |
| WTHA | 1 | WTH | 100011 | 130.20 (cr) |
| WTHA | 1 | WTH | 100012 | 36.00 (cr) |
| PYMN | 2 | APA | 200000 | 400.00 (dr) |
| PYMN | 2 | CAS | 100001 | 289.20 (cr) |
| WTHA | 2 | WTH | 100011 | 86.80 (cr) |
| WTHA | 2 | WTH | 100012 | 24.00 (cr) |

# CHAPTER 43

# Processing Special Withholding Requirements

This chapter provides a list of common elements and discusses how to:

- Process U.S. withholding.
- Process U.K. withholding.
- Process Japanese withholding.
- Process Australian Taxation Office (ATO) withholding.

## Common Elements Used in This Chapter

| | |
|---|---|
| **Entity** | Tax authority. |
| **Type** | Definition of a withholding at the highest level in Payables. For example, in the U.S. 1099 is a withholding type. |
| **Jurisdiction** | An additional level of classification between the withholding type and the class. |
| **Class** | A subdivision of each withholding type, such as Rent or Royalties. |
| **Withholding Class Combination** | The combination of withholding entity, type, jurisdiction, and class. |

## Processing U.S. Withholding

This section provides an overview of the 1099 withholding process, lists prerequisites and common elements, and discusses how to:

- 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.
- Review payments to withholding vouchers.

# Understanding 1099 Withholding

In the United States, accounts payable departments create 1099 forms and electronic files each calendar year to report various tax liabilities for vendors. 1099 income encompasses multiple categories, although the primary category for Payables is likely to be non-employee compensation.

PeopleSoft enables you to provide the U.S. Internal Revenue Service (IRS) with withholding information based on the transactions that occurred during the reporting year.

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**Note.** Refer to IRS Publication 1220 as the definitive resource for 1099 rules and regulations.

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This section discusses:

- Supported 1099 reports.
- Adjustment process.
- 1099 reporting process flow.
- Filing requirements.
- Taxpayer Identification Number (TIN).

## Supported 1099 Reports

Payables supports the following 1099 reports:

- 1099–MISC
- 1099– I (interest income)
- 1099–G (government payments)

## Adjustment Process

You can make adjustments to your withholding using the:

- Withholding Adjustments page.
- Withholding Update process.

See Chapter 41, “Processing Withholding in Payables,” Adjusting Withholding Manually, page 967.

See Chapter 41, “Processing Withholding in Payables,” Processing Withholding Updates, page 969.

## 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. (Optional) Run 1099 Withholding Voucher/Vendor Mismatch report.

   This report shows all mismatched voucher lines for the selected vendor location.
2. (Optional) Manually update incorrect withholding on the voucher lines using the Withholding Update process described in the chapter “Processing Withholding in Payables.”
3. (Optional) Rerun the Withholding Voucher/Vendor Mismatch report.
4. (Optional) Run the Duplicate Vendor report and make adjustments, if necessary, to combine withholding totals for vendors with duplicate Taxpayer Identification Numbers (TINs).
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.

See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Reporting on Duplicate Vendors.

### Filing Requirements

Since IRS filing requirements are subject to change, please refer to IRS publication 1220 for the current requirements.

The IRS enables you to file using magnetic or electronic media. Payables automatically formats the files according to the latest IRS requirements.

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.

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 Payables.

### Taxpayer Identification Number (TIN)

Every vendor in the United States 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

Before you begin, you must:

- Define a withholding calendar and the withholding controls.
- Complete all withholding setup, including the applicable 1099 piggyback states.
- Set up withholding vendors.
- Enter, post, and pay vouchers; run the Payment Posting Application Engine process (AP_PSTPYMNT) and the Withholding Posting Application Engine process (AP_WTHD).
- (Optional) Run the Vendor/Voucher Mismatch report and update withholding manually using the Withhold Adjustments page or via the Withhold Update pages and process.
- (Optional) Run the Duplicate Vendors report to review any TINs, names, addresses, and so forth, that are shared with more than one vendor for a specified entity over a specified period.

### See Also

Chapter 41, "Processing Withholding in Payables," page 955

Chapter 21, "Processing Pay Cycles," page 543

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information"

## Common Elements Used in This Section

**Vendor ID** Enter to specify a particular vendor.

**Start Date** and **End Date** Limit a search to information between the start and end date.

**Control SetID** and **Control ID** Generate a different IRS file with each control ID. You must enter a setID before you select the control ID.

**Report ID** Defaults as *US_REPORT.*

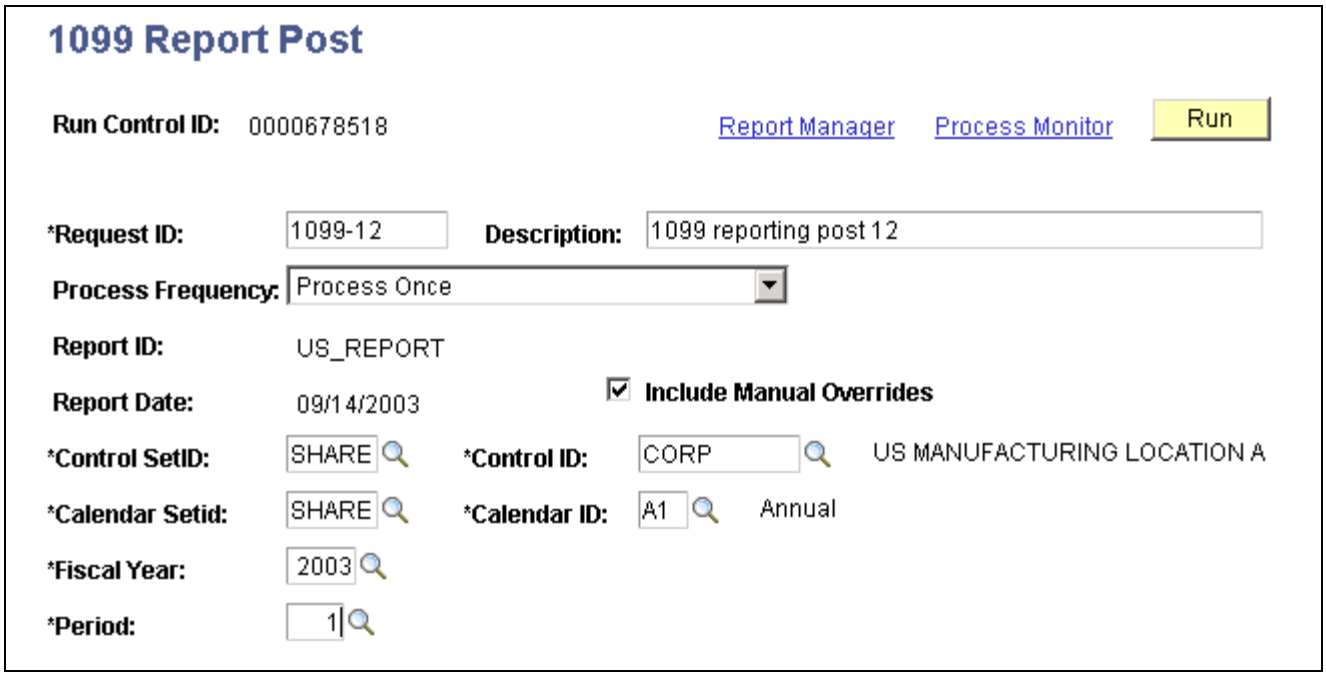
## Pages Used to Meet U.S. 1099 Reporting Requirements

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 1099 Report Post | 1099_RPT_POST | Vendors, 1099/Global Withholding, 1099 Reports, Withhold 1099 Report Post, 1099 Report Post | Request a run of the 1099_RPT_PST Application Engine process to populate 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 vendors and to process corrections. |
| Withhold 1099 Report | WTHD_1099_RUN | Vendors, 1099/Global Withholding, 1099 Reports, Withhold 1099 Report | Request a run of the Withhold 1099 Report Application Engine process (AP_APY1099) to create a flat file for the IRS and 1099 forms for vendors.<br><br>The Withholding Report 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. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 1099 to Send Report | TO_SEND_RPT | Vendors, 1099/Global Withholding, 1099 Reports, 1099 to Send Detail, 1099 to Send Report | 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_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. |
| Run 1099 CopyB Report | RUN_1099_COPYB_RPT | Vendors, 1099/Global Withholding, 1099 Reports, Print 1099 Copy B, Run 1099 CopyB Report | Request a process to print 1099 Copy B for sending to vendors. You can select to run the AP_COPYB_RPT Application Engine process followed by the appropriate 1099 Crystal reports (APY1099–, APY1099G, APY1099I) as separate jobs. Or you can select the APCOPYB PeopleSoft job, which runs the Application Engine and then the 1099 Crystal reports in the correct order. |
| Withhold Sent | WTHD_SENT | Vendors, 1099/Global Withholding, 1099 Reports, Withholding Sent File, Withhold Sent | Request a run of the Withholding Sent File Application Engine process (WTHD_SENT). 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. The system uses this information when creating correction or replacement files. |

## Running the 1099 Report Post Process

Access the 1099 Report Post page.




1099 Report Post page

**Report Date** The system provides today's date by default.

**Include Manual Overrides** Select to include manually adjusted or updated withholding transactions. This is usually selected for 1099 reporting.

**Calendar Setid** and **Calendar ID** Select the calendar you want to use. You must create an annual calendar with one period for the entire year to use for 1099 reporting.

**Fiscal Year** and **Period** Enter the fiscal year and period for the calendar you specified. The system uses this information to determine which transactions to include in the posting. It selects all transactions with a payment date in the specified period. For 1099 reporting, the period is defined as a calendar year.

---

**Note.** The payor data for the specified 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 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.

---

When you run the 1099 report post, the system extracts the withholding transaction data and populates the Withholding 1099 Report table.

### See Also

Chapter 41, "Processing Withholding in Payables," Entering Transmitter and Payor Data, page 978

## Generating 1099 Reports

Access the Withhold 1099 Report page.

**Type of File/Return** Select:

*O* for original and correction; that is, you have not yet sent a file to the IRS or you are sending a correction file after sending an incorrect one.

*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. Enter the character in this field.

When you run the withholding report process, the 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 Filing Information Returns Electronically (FIRE) system. The file is named irstax.001.

The process automatically produces an electronic file and moves data to a reporting table to produce Copy B reports.

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**Note.** The Withhold 1099 Report page is for U.S. 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 the company.

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### See Also

Chapter 43, "Processing Special Withholding Requirements," Generating the 1099 Copy B, page 1011

## Running the 1099 To Send Report

Access the 1099 to Send Report page.

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**Note.** This report will be blank if you do not run the Withholding Report process 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 includes vendors that have been updated from withholding applicable to non-withholding applicable.

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**Fiscal Year** Enter the applicable fiscal year.

## Generating the 1099 Copy B

Access the Run 1099 CopyB Report page.

**Withholding Report ID** The system provides the value *US_REPORT* by default.

**Withhold Type** Select the type of 1099 report you want to generate from:

*All* for all supported 1099 reports.

*1099G* for 1099-G (government payments) report.

*1099I* for 1099-I (interest income) report.

*1099M* for 1099-MISC report.

**SetID** Enter the setID for the vendors you want to run the report on.

**Vendor Select** Select from these options:

*Select All:* The report will run for all vendors in the setID.

*Specify:* Specify the vendors to include in the Vendor ID grid at the bottom of the page.

**Sort Option** You can sort the report by *Name, TIN,* or *Vendor ID.*

You can select to run the AP_COPYB_RPT Application Engine process followed by the appropriate 1099 Crystal reports (for the 1099-MISC Copy B, 1099-INT Copy B, or 1099-G Copy B) separately. Or you can select the APCOPYB PeopleSoft job, which runs the Application Engine together with the 1099 Crystal reports in the correct order.

## Running the Withholding Sent File Process

Access the Withhold Sent page.

**Note.** You do not need to run this process if you are sending 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, you need to create 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 using the Withholding Voucher Line Update page and running the Withhold Update process.
- Enter an adjustment on the Withholding Adjustments page.
- Enter a new voucher.

To complete the correction process:

1. Run Withhold 1099 Report Post.
2. Generate the 1099 report.

   This will show only corrections.
3. Generate the 1099 Copy Bs.
4. Run the 1099 To Send report.
5. Run the Withholding Sent File process.

## Processing Replacement Files

Once you send a file to the IRS and run the Withholding Sent File process, you are finished with the 1099 reporting process unless the IRS rejects the file because of formatting errors. In that case, the IRS may tell you what is invalid in the file either through contact information you provide or on their internet page, where the file is stored. Make the necessary changes and resubmit the file.

To do this, access the Withhold 1099 Report page, select *R* (replacement) in the Type of Return/File field, and enter the replacement character provided to you by the IRS in the Replacement Character field.

Run the report. The system generates a new replacement file that you can send to the IRS. You must run the Withhold Sent File process after creating the replacement file.

**Note.** You can create a replacement file only if one and only one original file was sent to the IRS.

# Processing U.K. Withholding

To set up U.K. withholding, use the Withholding Codes component (WTHD_CODE).

This section provides an overview of the U.K. Construction Industry Scheme (CIS) and discusses how to:

- Set up withholding entities.
- Define CIS withholding requirements for the entity.
- 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.

## Understanding the U.K. CIS

This section describes how to implement the CIS using the Global Withholding features in Payables.

In the U.K., payments to suppliers for construction operations fall within the scope of the 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 based on 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 this web address: http://www.inlandrevenue.gov.uk.

### CIS Sample Data

The withholding setup for the U.K. is delivered with the sample data shown in this table:

| Type | Value |
|---|---|
| Withhold Entity | *IR* |
| Withholding Rule | *GBR01* |
| Withholding Rule | *GBR02* |

| Type | Value |
|---|---|
| Withholding Rule | *GBR03* |
| Withholding Type | *CIS* |
| Withholding Class | *CIS4* |
| Withholding Class | *CIS4M* |
| Withholding Class | *CIS5* |
| Withholding Class | *CIS6* |
| Withholding Jurisdiction | *UKWTA* |
| Withholding Code | *CIS4* |
| Withholding Code | *CIS4M* |
| Withholding Code | *CIS5* |
| Withholding Code | *CIS6* |

**Note.** Jurisdiction is not needed for CIS processing, but it is a required object in the data structure. We 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:

**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. Recently, the issuance of this certificate has 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, 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 made to CIS6 subcontractors is provided to enable the tracking 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 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.

## 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:

**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 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 1000.00 GBP (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.

## 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 All.* When the supplier shows a new card with a new *Expires End* date, you set the Hold Payment option back to *No Hold.* You must also clear the Hold option on the voucher.

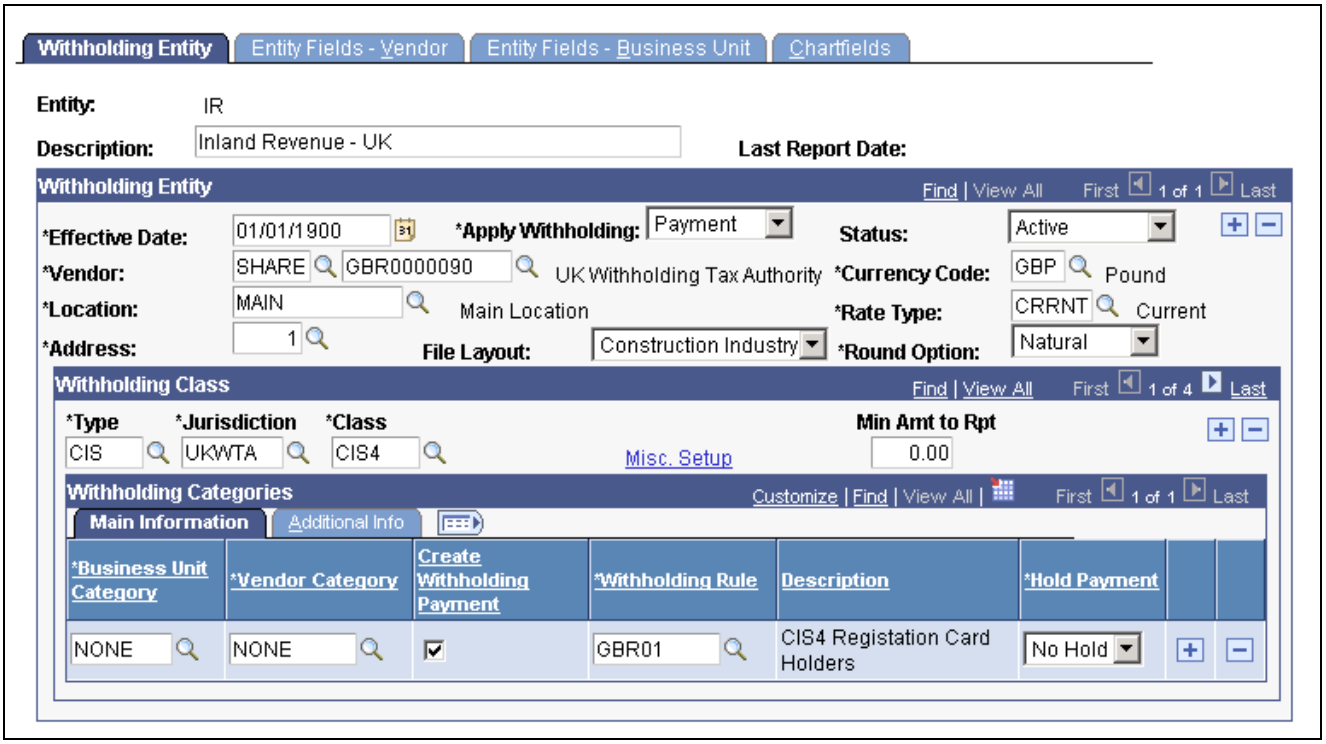
# Pages Used to Meet U.K. Withholding Requirements

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withholding Entity | WTHD_ENTITY | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Withholding Entity | Define the withholding entities (tax authorities). |
| Entity Fields - Vendor | WTHD_ENTITY_FIELDS | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Entity Fields - Vendor | Indicate which information the tax authority (entity) requires for your vendors. |
| Procurement Control - Withholding | BU_WTHD_JUR | Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Withholding | Specify General Ledger business unit withholding setup. |
| Withholding Codes | WTHD_CODE | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Codes, Withhold Code | Define withholding codes. |
| Withhold Rule | WTHD_RULE | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Rules, Withhold Rule | Establish rules that determine the actions to be taken during withholding. |
| Withholding Vendor Information | VNDR_GBL_OPT_SEC | Vendors, Vendor Information, Add/Update, Vendor, Location<br>Click the Global/1099 Withholding link on the Vendor Location page. | Define withholding control information and reporting information for the vendor location. |
| Vendor Information - Address | VNDR_ADDRESS | Vendors, Vendor Information, Add/Update, Vendor, Address | Enter an alternate name to be used on withholding transactions. |
| Report Control Information - Payor Data | WTHD_CONTROL | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Control Information, Payor Data | Enter payor data as defined by your tax authorities. |
| Calendar Builder | CALENDAR_BUILDER | Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Calendar Builder | Create and maintain tax calendars. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withhold Report Post | WTHD_RPT_POST | Vendors, Global Withholding Reports, Create Reporting Information, Withhold Report Post | Define parameters for running the Withholding Reporting Application Engine process (AP_WTHDRPT) to populate the withholding report table with data from the withholding transaction table based on your report setup. |

## Setting Up Withholding Entities for CIS

Access the Withholding Entity page.




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 after the end of the tax month. You must 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 Withholding 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 Payment field to *Wthd Only* (withhold only) or *No Hold.*

### See Also

Chapter 43, “Processing Special Withholding Requirements,” Generating Payments to Inland Revenue, page 1023

Chapter 13, “Setting Up Payables Withholding,” Defining Vendor Information for the Entity, page 250

## Defining CIS Withholding Requirements for the Entity

Access the Entity Fields - Vendor page.

Mark the Certificate Number, Certificate Expiration, Certificate type, and Taxpayer Identification Number fields as optional.

### See Also

Chapter 13, “Setting Up Payables Withholding,” Defining Vendor Information for the Entity, page 250

## Defining Business Units as Collection Agents for CIS

Access the Procurement Control - Withholding page.

To ensure that the vendor withholding defaults are passed to the voucher, select the Collection Agent Flag option for the withholding entities that apply to your business unit.

### See Also

Chapter 4, “Setting Up Payables Business Units,” Selecting Withholding Options, page 41

## Defining Withholding Codes for CIS

Access the Withholding Codes page.

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

Chapter 13, “Setting Up Payables Withholding,” Defining Withholding Codes, page 252

## Setting Up Withholding Rules for CIS

Access the Withholding Rule page.

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.

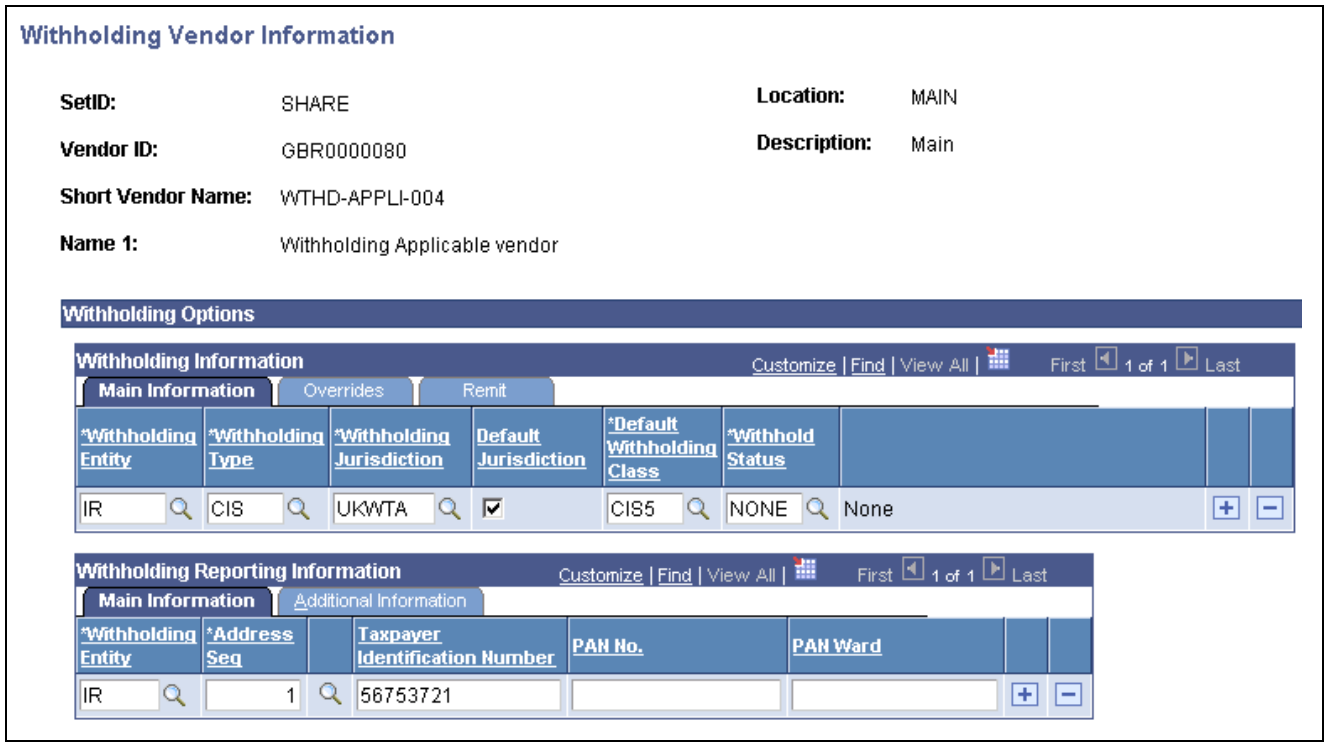
***GBR03*** Associated with withholding code CIS4M. Similar to GBR02, it withholds 0 percent and ensures that payments are paid gross.

### See Also

Chapter 13, "Setting Up Payables Withholding," Defining Withholding Rules, page 244

## Setting Up Withholding Vendors for CIS

Access the Withholding Vendor Information page.




Setting up certificate withholding on the Withholding Vendor Information page

### Withholding Information

The following fields in this grid have specific requirements for certificate withholding:

**Default Jurisdiction** Select to ensure that the withholding defaults are copied to the invoice.

**Default Withholding 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.

**Withhold** Select when setting up certificate information or registration card information for the vendor.

### Entering Subcontractor Tax Certificate Details in the Withholding Reporting Information Grid

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 in the Withholding Reporting Information Grid

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 Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Withholding Options

## Entering Address Information for CIS Vendors

Access the Vendor Information - Address page.

Make sure that you include the county. The program that extracts withholding data requires that the county field to be filled in.

Complete the Withholding Alternate name field with the name that appears on the withholding document.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Entering Vendor Addresses

## Setting Up Contractor Details for CIS

Access the Report Control Information - Payor Data page.

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 Transmitter Cntl Cd field.

It is also important that you enter your business address on the address page. Access this page by clicking the Envelope button.

**Note.** You must also make sure that you have listed the applicable business units and vendors (or chose the All Vendors option) on the Report Control Information - Vendors and Business Units.

### See Also

Chapter 41, "Processing Withholding in Payables," Entering Transmitter and Payor Data, page 978

## Setting Up Tax Calendars for CIS

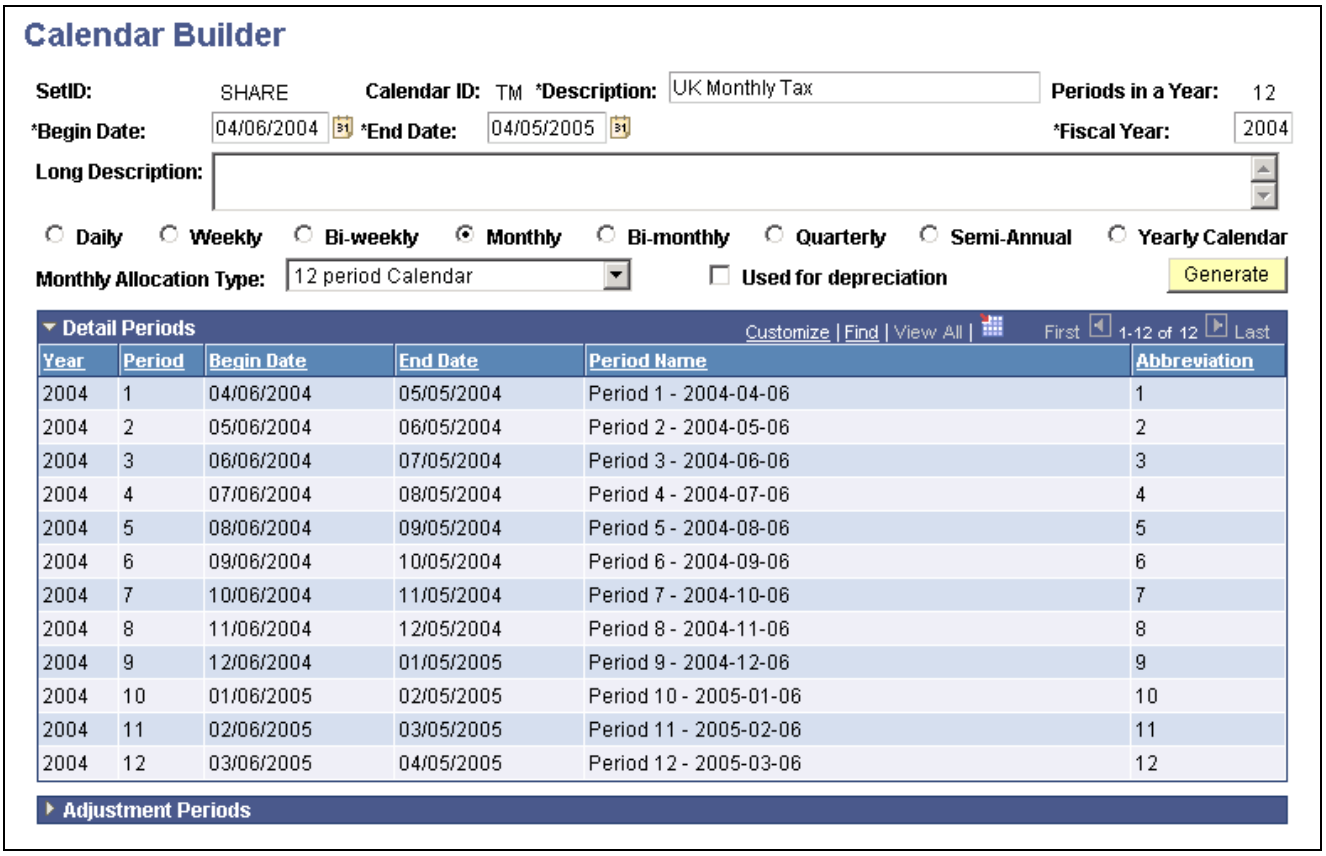
U.K. reporting consists of monthly and annual returns. You are obliged to report all payments that are made to CIS4 and CIS5 subcontractors within 14 days of the end of the tax month.

In the U.K., 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 U.K. tax year.

To produce the annual return, create an annual calendar.

### Monthly Calendar

This is the monthly calendar:



Calendar Builder

SetID: SHARE Calendar ID: TM *Description: UK Monthly Tax Periods in a Year: 12

*Begin Date: 04/06/2004 *End Date: 04/05/2005 *Fiscal Year: 2004

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

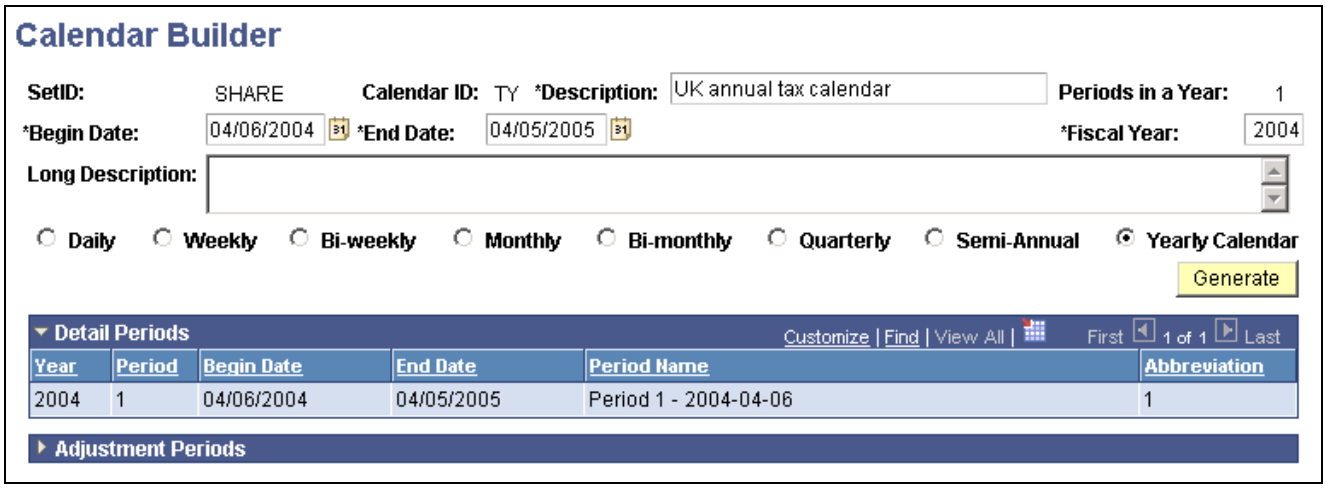
| Year | Period | Begin Date | End Date | Period Name | Abbreviation |
|---|---|---|---|---|---|
| 2004 | 1 | 04/06/2004 | 05/05/2004 | Period 1 - 2004-04-06 | 1 |
| 2004 | 2 | 05/06/2004 | 06/05/2004 | Period 2 - 2004-05-06 | 2 |
| 2004 | 3 | 06/06/2004 | 07/05/2004 | Period 3 - 2004-06-06 | 3 |
| 2004 | 4 | 07/06/2004 | 08/05/2004 | Period 4 - 2004-07-06 | 4 |
| 2004 | 5 | 08/06/2004 | 09/05/2004 | Period 5 - 2004-08-06 | 5 |
| 2004 | 6 | 09/06/2004 | 10/05/2004 | Period 6 - 2004-09-06 | 6 |
| 2004 | 7 | 10/06/2004 | 11/05/2004 | Period 7 - 2004-10-06 | 7 |
| 2004 | 8 | 11/06/2004 | 12/05/2004 | Period 8 - 2004-11-06 | 8 |
| 2004 | 9 | 12/06/2004 | 01/05/2005 | Period 9 - 2004-12-06 | 9 |
| 2004 | 10 | 01/06/2005 | 02/05/2005 | Period 10 - 2005-01-06 | 10 |
| 2004 | 11 | 02/06/2005 | 03/05/2005 | Period 11 - 2005-02-06 | 11 |
| 2004 | 12 | 03/06/2005 | 04/05/2005 | Period 12 - 2005-03-06 | 12 |

Adjustment Periods

Setting up the monthly calendar for CIS reporting on the Calendar Builder page

### Annual Calendar

This is the annual calendar:




Setting up the annual calendar for CIS reporting on the Calendar Builder page

### See Also

*PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Defining Accounting Calendars," Setting Up Calendar Builder

## Generating Reports for CIS

You generate two kinds of reports for CIS: monthly and annual.

### 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. The PeopleSoft system provides the EDI solution. The system generates a flat file that conforms to the file that is specified in the Inland Revenue Message Implementation Guide. The U.K. CIS File Creation SQR report (APY8032), which you run from the Withhold Report request page, produces both the flat file and the report output. The PeopleSoft system produces two files:

**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 using the Withholding Posting Application Engine process (AP_WTHD), from the Withholding Transaction Post page. You then need to extract the data from the transaction table into the reporting tables, using the Withhold Report Post page to run the Withholding Reporting Application Engine process (AP_WTHDRPT). On the Withhold Post page, you enter your report ID and control ID for CIS reports (the delivered Report ID for monthly reports is *CIS,* UK Construction Industry Scheme; the delivered Control ID is *GBR-REPORT,* UK Withholding Report). For the monthly returns, you must select the U.K. 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 using the Withhold Report request page.

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 U.K. 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

Chapter 41, “Processing Withholding in Payables,” Posting Withholding Transactions, page 966

Chapter 41, “Processing Withholding in Payables,” Generating Withholding Reports, page 976

## Generating Payments to Inland Revenue

There are several 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. 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 *Wthd 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 before 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 pay cycle completes. 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 regular payments and another pay group 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 the 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 other voucher payments.

## Method 3- Using Withholding Class Payment Terms

When defining your Withholding Entities, you can indicate for every combination of Withholding Class and Withholding Categories the payment terms you want to apply to the withheld payment. For example, knowing that you need to pay within 14 days after the end of the tax month, which ends on the 5th of the calendar month, you would create a payment term (Single Payment) that contains two split terms. The first term would say that for any payment falling between the 1st and the 5th of the calendar month, the payment ID would be *Same month, on the 15th.* The second term would indicate that between the 6th and the end of the calendar month, the scheduled date should be *Next month, on the 15th.* That way, all withheld amounts that need to be paid to the Inland Revenue will be scheduled to be paid on the 15th, allowing you to run your pay cycle before the due date of the 19th of the calendar month.

## See Also

Chapter 13, “Setting Up Payables Withholding,” Defining Withholding Entities, page 246

Chapter 13, “Setting Up Payables Withholding,” Defining Vendor Information for the Entity, page 250

Chapter 8, “Establishing Pay Cycles,” Defining Pay Cycle Date Criteria, page 150

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, “Defining Procurement Options”

# Processing Japanese Withholding

This section provides an overview of Japanese withholding, lists prerequisites, and discusses how to generate the Withholding Summary Sheet.

## Understanding Japanese Withholding Processing

To meet one of the Japanese income tax reporting requirements, Payables 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 summary 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.

## Prerequisites

Because this report is a summary sheet attached to the Withholding report, every step that must be completed for the Withholding report also is a prerequisite for the summary sheet. All transaction information used in the summary sheet is based on the detailed information used in 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. Set up your withholding environment.

   Note that the withholding report definitions you make on the Report Definition 1 page are a prerequisite for generating the Withholding Summary Sheet.
2. Register withholding (create voucher).
3. Create Payments.
4. Post Payments.
5. Post Withholdings.
6. Run the Withholding Reporting process.
7. Produce the Withholding report (not required).
8. Create the summary sheet.

You must run the Withholding Reporting process before you can produce the Withholding report. Because the summary sheet is calculated based on the information shown on the Withholding report, the Withholding Reporting process is also required to create the summary sheet. Consequently, the summary sheet 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

Chapter 41, "Processing Withholding in Payables," Running the Withholding Reporting Application Engine Process (AP_WTHDRPT), page 981

## Page Used to Generate the Withholding Summary Sheet

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withholding Report by Class | WTP2_RUN_WTP2_001 | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report by Class, Withholding Report by Class | Generate the summary sheet for the withholding report by class. |

## Generating the Withholding Summary Sheet

Access the Withholding Report by Class page.

**Withholding Report ID** Select the Withholding Report ID created in the Report Definition component.

**Withholding Entity** Select 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.

All payment and withholding amounts are converted into the currency defined in the withholding entity, using the exchange rate type defined during the Withholding Posting 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 do not appear on this report.

# Processing ATO Withholding

This section provides an overview of ATO withholding and discusses how to:

- Post withholding data to the withholding report table.
- Run the PAYG Voluntary Agreement, Labour Hire, and No ABN Quoted reports.
- Run the PAYG Payment Summary Statement and No ABN Quoted Summary Statement reports.
- Adjust or enter payment summary data manually.

### See Also

Chapter 41, “Processing Withholding in Payables,” page 955

Appendix C, “Payables Reports,” page 1067

## Understanding ATO Withholding

This section discusses:

- PAYG overview.
- ATO withholding setup.
- How information is displayed on ATO forms.
- Posting withholding report data.
- Running the PAYG Vendor reports.
- Printing the reports.
- Printing the PAYG payment summary reports.
- Adjusting or entering payment summary data manually.

### PAYG Overview

To meet PAYG (Pay As You Go) legislative requirements for Australia withholding, the PeopleSoft system provides several withholding report formats and the functionality to handle PAYG withholding as defined by the ATO.

Specifically, the PeopleSoft system supports these reports using impact printers:

- Payment Summary - Voluntary Agreement
- Payment Summary - Labour Hire and Other Specified Payments
- Payment Summary - Withholding where ABN not Quoted
- PAYG Payment Summary Statement
- PAYG Withholding where ABN not quoted - Annual Report

### ATO Withholding Setup

This table provides the steps you should follow to set up ATO withholding:

| Step | Purpose | Navigation |
| --- | --- | --- |
| We recommend that you set up these withholding rules:<br>• VOLAG<br>Voluntary Agreement<br>• LABHR<br>Labor Hire and Other Specified Payments<br>• NOABN<br>Withholding where ABN not Quoted. | Tells the system what rules to use and what actions to take during withholding.<br>**Note.** You can only set up withholding percentages on the Withholding Rule page. | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding Rules, Withholding Rule<br>See Chapter 13, "Setting Up Payables Withholding," Defining Withholding Rules, page 244. |
| Use the Withholding Type page to specify the classes that belong to the PAYG withholding type. | Defines withholding at the highest level in Payables. For each withholding type, you can define classes, such as Voluntary Agreement, Labor, and No ABN (Australian Business Number). | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding Types and Classes, Withholding Type<br>See Chapter 13, "Setting Up Payables Withholding," Defining Withholding Types and Classes, page 244. |
| Set up the ATO as a vendor. | Tells the system to whom to send the withholdings.<br>**Note.** You must define the vendor information for the withholding entity before you can complete the Withholding Entity page. Entities are treated the same as vendors, just like every other payee in your system. If you pay the ATO vendor via EFT, provide your EFT code in the Payment Instruction Ref field in the EFT Options section on the Payables Options page. | Vendors, Vendor Information, Add/Update, Vendor<br>See *PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information". |
| Define the ATO withholding entity (tax authority). | Tells the system which withholding type/class combinations are associated with the withholding rule. | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding Entities, Withholding Entity<br>See Chapter 13, "Setting Up Payables Withholding," Defining Withholding Entities, page 246. |

| Step | Purpose | Navigation |
|---|---|---|
| On the Entity Fields - Vendor page, select the Optional check box for the Tax District Reference field. | Provides the delivered SQRs with the setup it needs for the Tax District Reference field and the ATO withholding entity.<br><br>**Note.** Due to the way the Taxpayer Identification Number field is used , you should always leave it blank in the vendor withholding data. All other check boxes for fields should be cleared. | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding Entities, Entity Fields - Vendor<br><br>See Chapter 13, "Setting Up Payables Withholding," Defining Vendor Information for the Entity, page 250. |
| Associate the following withholding codes with the PAYG withholding code:<br>• VOLAG<br>• LABHR<br>• NOABN | Tells the system which withholding codes you want it to process at the same time. | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding Codes, Withhold, Code<br><br>See Chapter 13, "Setting Up Payables Withholding," Defining Withholding Codes, page 252. |
| On the Report Definition 1 page, do the following:<br>• Create a Report Line row for each class you defined under the PAYG withholding type.<br>• Select the type/jurisdiction/class combination in the Report Line Definition group box. | Tells the system the selection criteria for withholding reports. Also tells the system the layout of the withholding reports based on the tax authority's reporting and filing requirements.<br><br>**Note.** Due to the need for additional parameters, the PAYG reports do not use the usual mechanism to launch withholding reports. Therefore, there is no need to set up report associations on the Report Definition 2 page. | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Definition, Report Definition 1<br><br>See Chapter 13, "Setting Up Payables Withholding," Setting Up Payables Withholding Reports, page 253. |
| Set up the ATO withholding entity on the Withholding page in the Procurement Control component. | Tells the system which withholding entities and types are associated with the business unit. | Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Withholding<br><br>See Chapter 4, "Setting Up Payables Business Units," Selecting Withholding Options, page 41. |

## How Information is Displayed on ATO Forms

This table shows how information entered in PeopleSoft Financials is displayed on all three ATO forms:

| Labels on ATO Form | Fields on Pages | Page and Navigation |
|---|---|---|
| Your ABN | Tax ID | Payor Data page<br><br>Select Set Up Financials Supply Chain, Product Related, Procurement Options, Withholding, Report Control Information, Payor Data. |
| Branch Number | Transmitter Cntl Cd | Payor Data page |

| Labels on ATO Form | Fields on Pages | Page and Navigation |
|---|---|---|
| Payer's Name (line 1 and line 2) | Transmitter Name 1 and Transmitter Name 2 | Payor Data page |
| Payee's Address (line 1 and line 2) Suburb/Town, Country, State, Postcode | Address 1 and 2, City, Country, State, Postal | Address page<br>Select Vendors, Vendor Setup/Maintenance, Vendor Information, Address. |

This table shows how information entered in PeopleSoft Financials is displayed for Voluntary Agreement vendors:

| Label on ATO Form | Field on Page | Page and Navigation |
|---|---|---|
| Payee ABN | VAT Registration ID | VAT Registration Details<br>Select Vendors, Vendor Setup/Maintenance, Vendor Information, Identifying Information, Registration, VAT Registration Details. |

This table shows how information entered in PeopleSoft Financials is displayed for Labor Hire vendors:

| Label on ATO Form | Field on PeopleSoft Page | Page and Navigation |
|---|---|---|
| Payee Tax File Number | Tax District Reference<br>**Note.** Make sure you leave the Taxpayer Identification Number blank. | Withholding Vendor Information<br>Select Vendors, Vendor Setup/Maintenance, Vendor Information, Location, Global/1099 Withholding, Withholding Vendor Information, Additional Information Tab. |

This table shows how information entered in PeopleSoft Financials is displayed for No ABN vendors:

| Labels on ATO Form | Fields on PeopleSoft Page | Page and Navigation |
|---|---|---|
| Payee Trading Name (line 1 and 2) | Name 1 and Name 2 | Address<br>Select Vendors, Vendor Setup /Maintenance, Vendor Information, Address, Payment/Withholding Alt Names . |
| Payee Phone Contact | Prefix and Telephone | Address<br>Select Vendors, Vendor Setup/Maintenance, Vendor Information, Address, Phone Information . |

## Posting Withholding Report Data

The reports require aggregated data to be present in the Withholding Report Table. Data is aggregated into the Withholding Report Table through the Withholding Report Post process, which you can run from the Withhold Report Post page or from the Create PAYG Report Information page.

Whether you launch the Withholding Report Post process from the Withhold Report Post page or from the Create PAYG Report Information page depends on what dates you need to use to summarize withholding.

If your dates fall on the start and end of a period in a calendar, which would be the case when aggregating for year-end reporting, use the Withhold Report Post page. The from and through dates, which are hidden, are based on the start and end dates of the specified calendar period.

If you need to aggregate payments between arbitrary dates, which can be the case if you get a request for a payment summary from one of your vendors during the fiscal year, then you can use the Create PAYG Report Information to specify arbitrary from and through dates.

Remember that the ATO wants summary reports to exclude payments that have already been reported on previous summaries; therefore, you have to enter appropriate dates. Except for the handling of from and through dates, both methods give the same results as they pass the same parameters to the same process.

## Running the PAYG Vendor Reports

PAYG reports for all three classes of PAYG vendors are run by selecting Vendor, Withholdings, PAYG Withholding by Vendor.

At the minimum you need to specify the Report ID, the Vendor SetID and the Vendor ID on this page.

If the information you have provided uniquely identifies the data you want processed in the Withholding Report Table, the system defaults the rest of the fields automatically. This would typically happen with vendors for whom you have only set up one location and which you are only paying from one business unit.

In this case, it saves you from having to enter the Vendor Location, Business Unit and Location.

If the Draft Flag check box is cleared, the report is set to print directly into the boxes on the standard ATO form. If you select the Draft Flag, the report prints explanatory labels above each field, so that you can read the results more easily on plain paper. The system displays the from and through dates to remind you what dates the payments were summarized on.

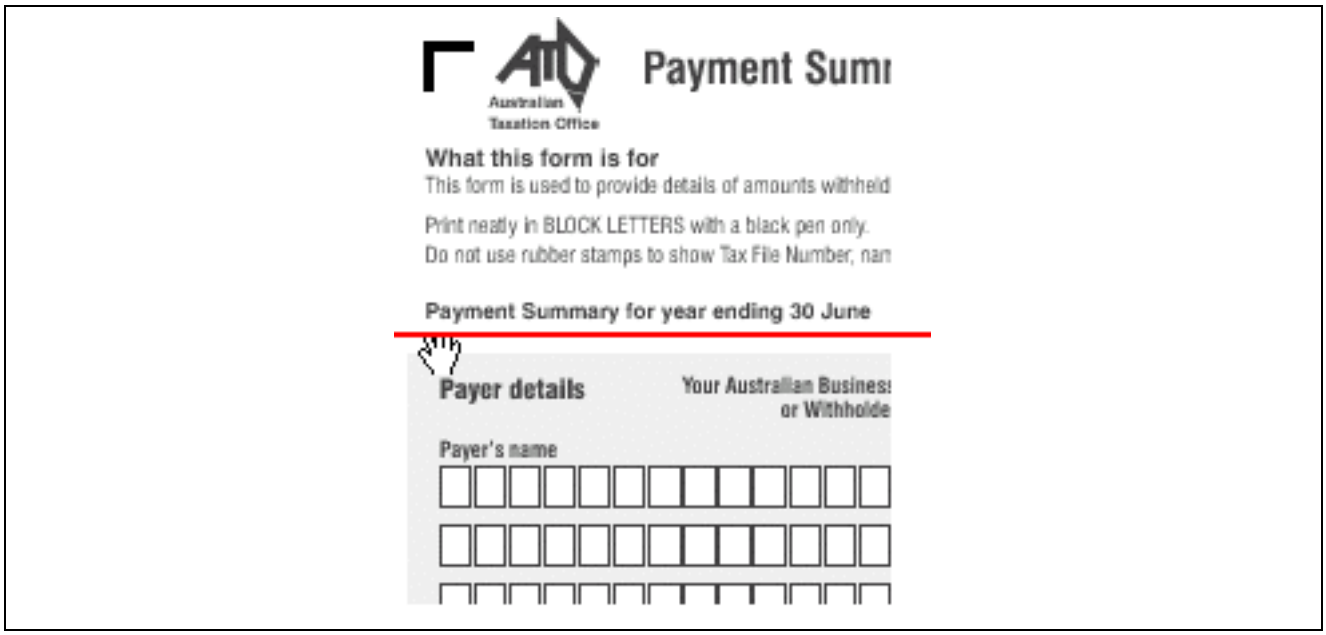
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**Note.** The No ABN summary report, APY8043.SQR, actually prints one page per payment, rather than one report that sums up the amounts paid during the specified time. That means that you may print several pages or forms from APY8043.SQR if you have made several payments to the specified vendor during that time.

---

## Printing the Reports

Direct printing on ATO forms requires an impact printer as the forms use carbon copies. There are no feeding sprockets to guide the paper, so you will need to position the paper precisely, which depends on the printer model. On test printers, we lined up the printer 1/8 inch above the yellow shaded boxes and immediately below the Payment Summary for year ending 30 June (see the red line in the following illustration):




ATO Payment Summary Form

To minimize compatibility issues with older printers, the reports print a pure ASCII file, rather than the usual PCL commands found in our regular SQRs. Some of the test printers had problems printing the report date because it was so close to the end of the forms that the printer thought that it was out of paper.

To avoid requesting a page feed when printing on an ATO form, we have added a hardcoded switch in APY804.SQC to allow you to skip printing of the report date.

Set this variable to *0* if you have problems with printing the report date. In this case, you will have to fill in the report date by hand.

Let #print_report_date = 0

Let #print_report_date = 1

This switch has no effect when in Draft mode because printing starts at the top of the page.

## Printing the PAYG Payment Summary Reports

Under the PAYG Withholding System, payers are required to submit the PAYG Payment Summary Statement form by August 14 to the ATO each year together with the ATO originals of all payment summaries listed on the form. The PAYG Withholding where ABN not Quoted - Annual Report is submitted separately from this form as per the ATO guidelines.

The PAYG Payment Summary Statement form is a reconciliation report. It comprises the total number of payment summaries issued during the financial year, which must equate to the total amount of gross and tax withheld reported on the form.

After generating all Payment Summaries for Voluntary Agreement and Labor Hire through the APY8041 and APY8042 processes respectively, the system writes the payment information required for the Payment Summary Statement to the Withholding Report Log. This is irrespective of whether the Issued check box on the Withholding by Vendor page is selected or cleared. Selecting the Issued check box flags the payment to be included in the Payment Summary Statement process. Clearing the Issued check box represents a duplicate print to be excluded from the above process.

The Withholding Report Log page displays the relevant information for each of the respective types of payment summaries issued during the financial year. Payments summaries which you have issued to your Payees, and which should be included in the Payment Summary Statement, must have the Issued check box selected. For all payment summary printouts that are duplicated, clear the Issued check box to exclude them from the Payment Summary Statement.

After you choose all the withholding report history on the Withholding Report Log page by selecting or clearing the Issued check boxes, you can execute the PAYG Payment Summary Statement process (APY8044) from the Withholding Summary page. For form printing using impact printers, clear the Draft Flag check box. For draft print mode, select the Draft Flag check box. To freeze the fiscal year so that no one can modify the data once you have reported it to the ATO, select the Close Fiscal Year check box.

## Adjusting or Entering Payment Summary Data Manually

If you issued Payment Summaries by filling in the Voluntary Agreement/Labour Hire forms manually, you can enter that information directly in the Withholding Report Log page. This allows you to meet your reporting requirements for the PAYG Payment Summary Statement.

To add a vendor or payee, click the Add a new row button. Enter the information for the vendor in the Vendor Information group box. You can also enter any required Payment Summary data manually in the Withholding Information group box.

If you enter data manually, do the following:

- Make sure that the Issued check box and amounts agree with the Payment Summaries you have issued to your vendors.
- Make sure the withholding type is correct for the vendor type. It should be either VOLAG, LABHR, or NOABN in capital letters. The system expects all vendors to be of the same withholding type. The APY8044 process only selects the VOLAG and LABHR withholding types.
- The entry in the Fiscal Year field determines whether it appears on the PAYG Payment Summary Statement for a given year. It is your responsibility to ensure that the fiscal year matches the from and through dates that you indicate and also the contents of your Payment Summaries. The system does not validate according to the Australian fiscal year calendar.

Alternatively, instead of filling in this page manually, you could run the APY8041, APY8042, or APY8043 (for No ABN Payment Summaries) reports for the same vendors and reporting periods as you had previously filled in manually on the forms.

The system allows manual adjustments where necessary, as mentioned previously. The Payment Summary reporting processes would then update the historical data automatically and you could update the page as required.

*PAYG Payment Summary Statement Form*:

The horizontal alignment recommended for impact printers is $2\ ^{1/16}$ inches from the top of the form. As a result, it will print the fiscal year at the top of the boxes. The data should fit into its respective boxes. Initially, you may need to make several adjustments before getting all the data to print in the correct boxes.

When you finalize the payment reports for the financial year and ensure that all payment summaries have been reconciled to the payment statement, it is recommended that you close the financial year by selecting the Close Fiscal Year check box and then running the APY8044 process. This process locks the data for that fiscal year and prevents payment transactions from being reported for the fiscal year for which you have already provided summary reports to the ATO.

Furthermore, the payment information for closed periods will not be available on the Withholding Report Log page. You can view all historical payments against closed fiscal years through the Vendor/Withholdings/Inquire Withholding Report; however, you cannot make further modifications to historical data.

## Common Elements Used in This Section

**Business Unit** Select the business unit for which you want the reports to be created.

**Draft Flag** Select this check box to print onto a sheet of regular A4 paper. In this case, the report also prints labels for the data. Clear this check box if you want the reports to print directly into the boxes of the ATO forms. Direct printing on ATO forms requires an impact printer as the forms use carbon copies.

**Location** Select the location of the withholding entity for which you want the reports to be created.

**Report Date** Select the date on which you created your reporting information.

**Report ID** Select the Report ID of the report for which you want to generate data.

**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 repeatedly. The Process Scheduler Request ID is the unique number.

**Vendor SetID** Select a vendor setID for the vendors for which you want to run the reports.

**Vendor Location** Select the vendor location for which you want the reports to be created.

**Vendor ID** Select the ID of the vendor for which you want the reports to be created.

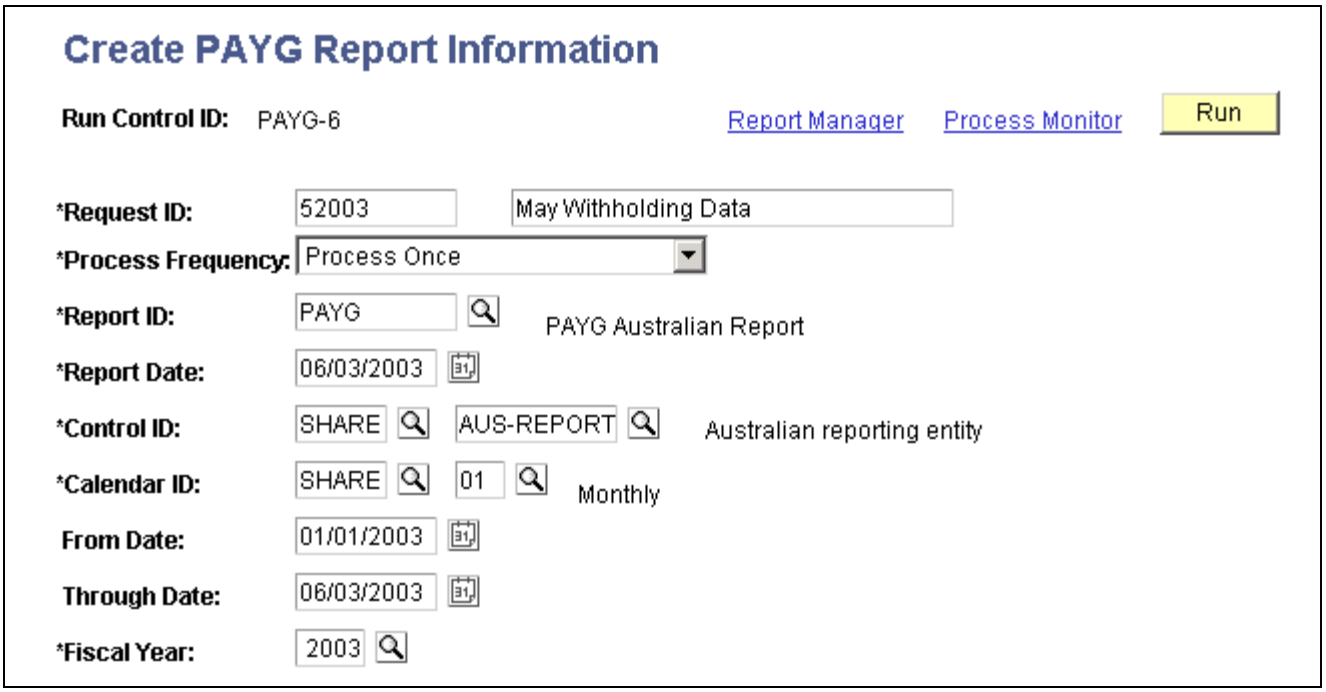
**Withholding Entity** Select the withholding entity or taxing authority for which you want the reports to be created.

## Pages Used to Process ATO Withholding

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Create PAYG Report Information | WTHD_POST_BY_DATE | Vendors, 1099/Global Withholding, Global Withholding Reports, Create PAYG Report Information | Post withholding data to the Withholding Report table. |
| Withholding by Vendor | WTHD_RPT_RUN2 | Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding by Vendor | Run the PAYG Voluntary Agreement, PAYG Labour Hire, and PAYG No ABN Quoted reports. |
| Withholding Summary | WTHD_RPT_RUN3 | Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding Summary | Run the PAYG Payment Summary Statement and PAYG No ABN Quoted Summary Statement reports. |
| Withholding Report Log | WTHD_RPT_LOG_LC | Vendors, 1099/Global Withholding, Global Withholding Reports, Update PAYG Withholding Report | Adjust or enter payment summary data manually. |

# Posting Withholding Data to the Withholding Report Table

Access the Create PAYG Report Information page.




Create PAYG Report Information page

**Control ID** Select a business unit in the first field then select the control ID. These fields determine which business units and vendors to include.

**Calendar ID** In the first field, select the setID of the calendar you want to use. In the second field, select the ID of the calendar you want to use.

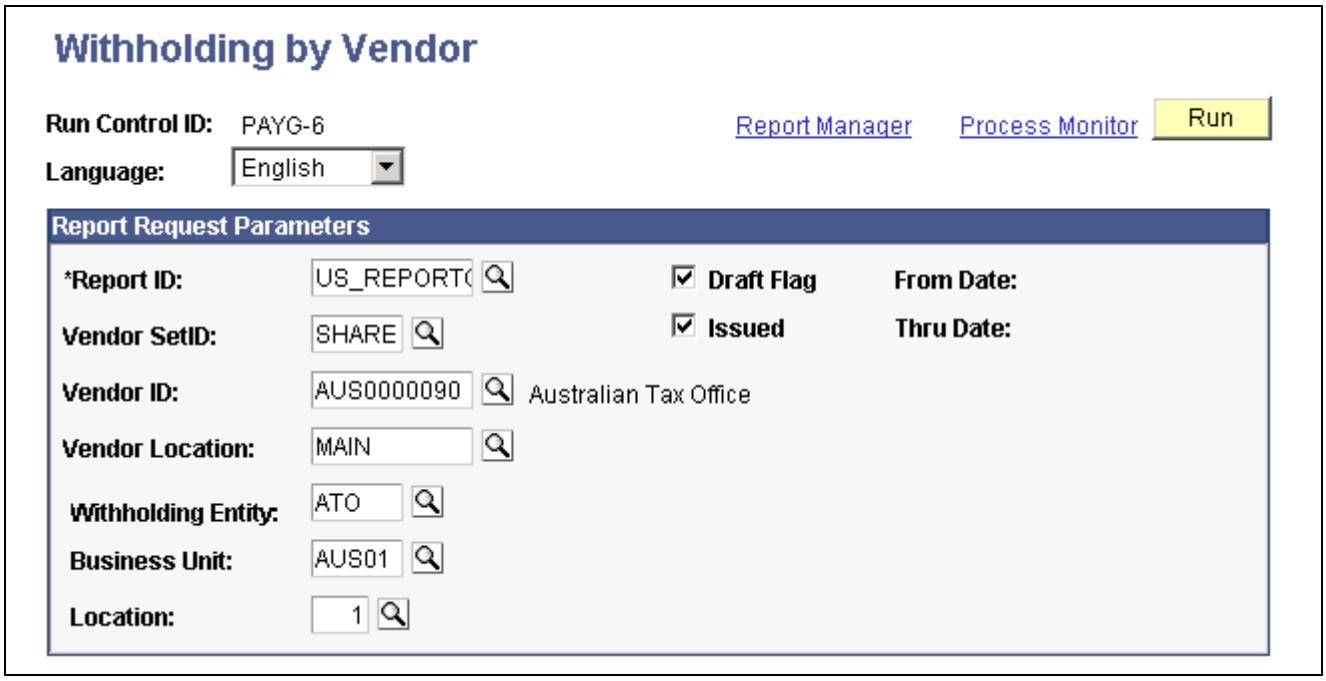
**From Date** Select the first date from which you want to generate data.

**Through Date** Select the last date from which you want to generate data.

**Fiscal Year** Select the fiscal year for which you want to generate data.

# Running the PAYG Voluntary Agreement, Labour Hire, and No ABN Quoted reports

Access the Withholding by Vendor page.

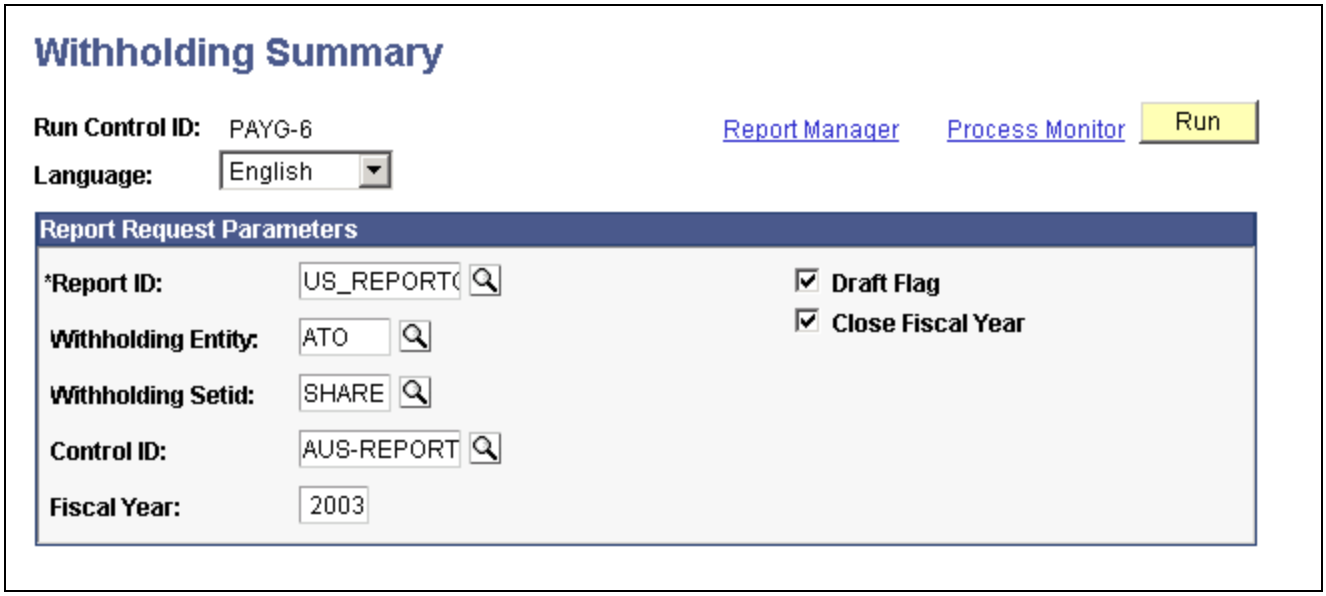



Withholding by Vendor page

**Issued** Selecting this check box flags the payment to be included in the Payment Summary Statement process. Clearing the Issued check box represents a duplicate print to be excluded from the process.

## Running the PAYG Payment Summary Statement and No ABN Quoted Summary Statement Reports

Access the Withholding Summary page.




Withholding Summary page

**Withholding SetID** Select the setID associated with the withholding entity for which you want to run the summary reports,

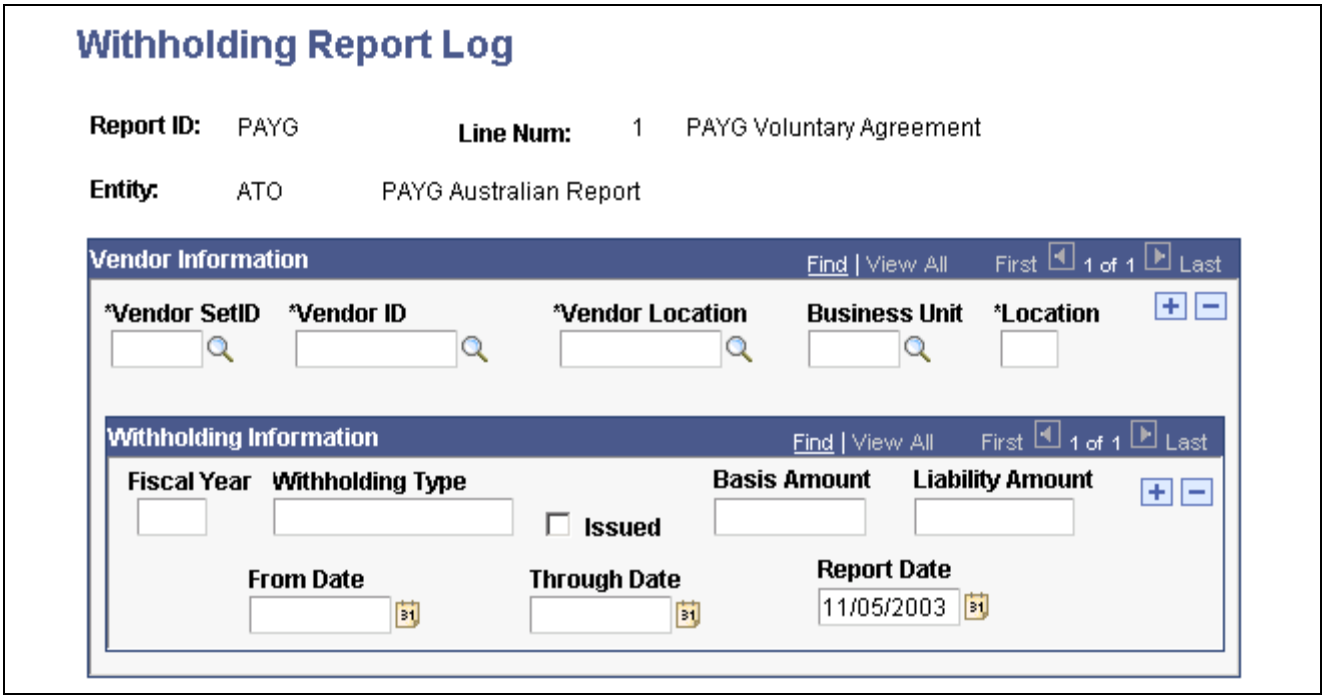
**Control ID** Select the control ID. This field determines which business units and vendors to include.

**Fiscal Year** Enter the fiscal year that you want to display on the report.

**Close Fiscal Year** Select this check box to freeze the fiscal year so that no one can modify the data once you have reported it to the ATO.

## Adjusting or Entering Payment Summary Data Manually

Access the Withholding Report Log page.




Withholding Report Log page

**Fiscal Year** Enter the fiscal year for which you are making entries or adjustments. The entry in this field determines whether it appears on the PAYG Payment Summary Statement for a given year. It is your responsibility to ensure that the fiscal year matches the from and through dates that you indicate and also the contents of your Payment Summaries. The system does not validate according to the Australian fiscal year calendar.

**Withholding Type** Enter the type of withholding for which you are making an entry or an adjustment. Make sure the withholding type is correct for the vendor type. It should be either VOLAG, LABHR, or NOABN in capital letters. The system expects all vendors to be of the same withholding type. The APY8044 process only selects the VOLAG and LABHR withholding types.

**Issued** Select this check box to indicate that you have issued a payment summaries to the vendor.

**Basis Amount** Enter the amount upon which the withholding was calculated. Make sure the amounts you enter on this page agree with the payment summaries you issued.

**Liability Amount** Enter the amount of the withholding liability.

# CHAPTER 44

# (IND) Processing Excise Duty, Sales Tax, and Customs Duty for India in Payables

This chapter discusses how to:

- Create third-party vouchers with customs duty.
- Process Payables vouchers with excise duties and sales tax.

## Creating Third-Party Vouchers with Customs Duty

This section provides an overview of customs duty processing for India and third-party vouchers and discusses how to:

- Create the voucher.
- Copy from a purchase order.
- Add or modify the customs duty amount.
- View recoverable and nonrecoverable amounts.

### Understanding Customs Duty Processing for India

Basic customs duty is calculated based on the assessable value of the item. Because the assessable value plus the calculated duty equal the base amount, the duty along with additional and special duty must be calculated in a specific order. The customs duty is calculated in the following order:

1. The customs authority holds and assesses the goods being imported.

   The duty payable must be paid to the customs authority before the goods are released.
2. The customs authority issues a bill of entry (BOE) assessing the duty payable.
3. Send the BOE to Purchasing for processing.
4. Pass the BOE to accounts payable where the third-party voucher is used to enter and pay the customs authority.
5. Copy the purchase order (PO) into the third-party voucher to ensure that the items or distribution are reflected on the third-party voucher.
6. Override the amounts copied into the third-party voucher from the PO and enter new custom duty codes (the amounts as shown on the PO are generally different from what is actually payable to customs authorities) using the Invoice Line Custom Duty Tax Detail page.

When a new customs duty is added to the voucher line, the amount should roll up to the header. Also, at the time of creation of third-party voucher for payment to custom authorities, receiving is not complete; therefore, the third-party voucher cannot be created on the basis of receipts.

7. Pay the customs authority.
8. After the payment is made, the goods are released and a receiver is entered.

   Associate the receiver to the third-party voucher.
9. Run the Landed Cost Extraction process.

   The Landed Cost Extraction process captures any variances between the PO calculated amount and the amount entered on the third-party voucher and correctly cost the inventory.

---

**Note.** The customs duty assessable value should not be confused with the excise assessable value defined on the Item Tax Applicability page.

---

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India".

## Understanding Third-Party Vouchers

You must create vouchers for customs duty by copying from the PO. This ensures that the percentage of recoverable and nonrecoverable custom duty populates to VCHR_LN_EXS_DTL. If the actual amounts differ from those on the BOE, override them on the voucher. After you send payment to the government and create the receiver, reopen the voucher and associate the receiver. Otherwise, the Landed Cost process does not allocate the customs duty.

---

**Note.** Customs Duty charges are nonprorated.

---

To create third-party vouchers for customs duty:

1. Create a third-party voucher by selecting *Third Party Voucher* in the Voucher Style field in the Voucher component (VCHR_EXPRESS).
2. Click the Copy PO button link in the Copy from a Source Document group box on the Invoice Information page to copy from the PO to create the third-party voucher.

   This copies the customs duty charges from the PO. The duty amounts appear by default on the Invoice Line Custom Duty Detail page. If you change amounts in the Tax Amount field and tab out, the system recalculates the amounts in the custom duty Recovery Amount and custom duty Non-Recovery Amount fields.

   ---

   **Note.** Amount fields are not populated from the PO if the transaction currency of the PO is different than the third-party voucher currency.

   For example, if the PO transaction currency is USD (for import purchase orders vendor is normally outside of India) and the third-party voucher transaction currency is INR (for the Indian customs authority), the PO copy function will not populate required fields. In order to copy required fields from the PO, change the transaction currency of the third-party voucher to be in sync with the transaction currency of the PO (USD). After changing the transaction currency on the voucher header, copy from the PO to create the third-party voucher. Specify the correct payment currency at the time of payment (INR).

   ---
3. Issue the payment and send it along with the BOE to the appropriate government agency.

4. When the government receives your payment and releases your goods, create the receiver and manually associate the receiver to the third-party voucher.

   Manually associating the receiver enables the Landed Cost process to properly allocate the nonmerchandise costs.

   **Note.** The Associate Receiver(s) link on the third-party voucher is only available to custom duty vouchers. This link is not available until the PO copy function is performed. You can then associate receivers to the third-party voucher. The Associate Receiver(s) link is available if the third-party voucher is not posted or posted.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257

## Pages Used to Create Third-Party Vouchers

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information | Enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information. |
| Invoice Line Custom Duty Tax Detail | VCHR_LINE_CSD | Click the Custom Duty link in the Invoice Lines group box on the Invoice Information page.<br>This link appears if customs duty applicability is defined in the setup hierarchy. | Review and modify the customs duty charges for the voucher at a more detailed level. |
| Voucher Custom Duty Summary | VCHR_CSD_SEC |  Click the Custom Duty Summary icon on the Invoice Information page<br>This link appears if customs duty applicability is defined in the setup hierarchy. | Displays the custom duty amounts. |

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India," Tax Calculation Code Default Hierarchy

## Creating the Voucher

Access the Invoice Information page.

**Custom Duty** Displays the custom duty amount for the voucher.

### Copy from a Source Document

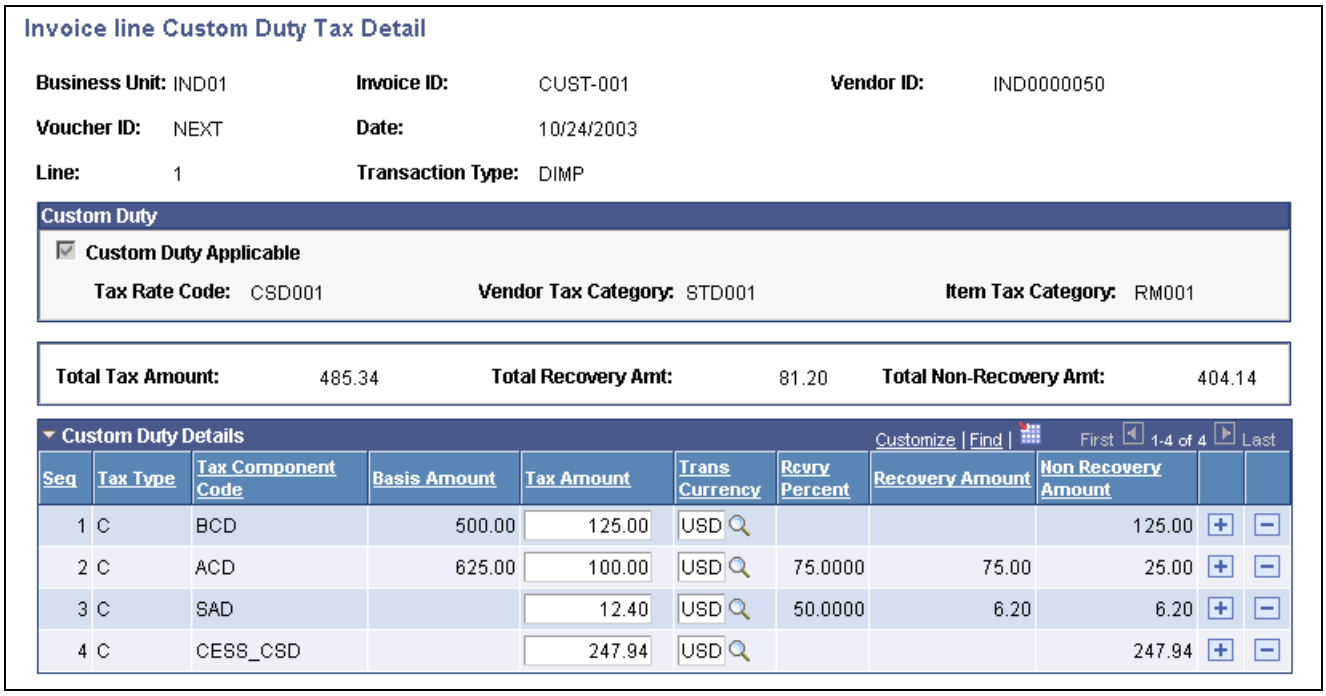
**PO Unit** Select the PO business unit.

**Purchase Order** Select the appropriate PO.

**Copy PO** Click this button to copy the document to voucher and transfer back to the Invoice Information page.

## Adding or Modifying the Customs Duty Amount

Access the Invoice Line Custom Duty Tax Detail page.




Invoice Line Custom Duty Tax Detail page

**Custom Duty Applicable** This is selected if the vendor is defined as custom duty applicable in the Vendor Location Tax Applicability page.

### Custom Duty Details

**Tax Type** Displays *C* for customs duty tax type.

**Tax Component Code** Displays the customs duty tax elements. The total of these elements would be the amount remitted to the customs authorities. Values are:

*BCD* (basic customs duty)

*ACD* (additional customs duty)

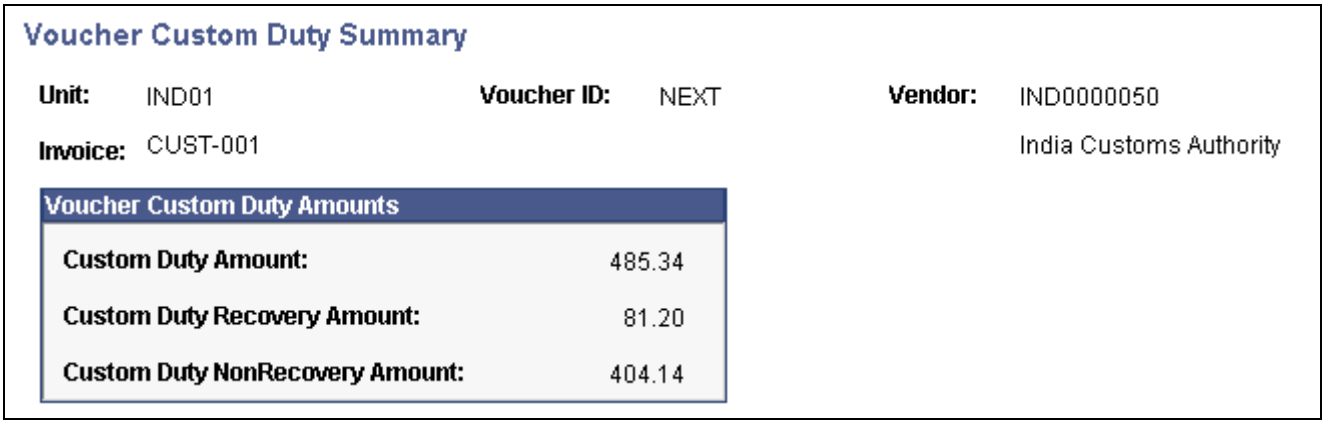
*SAD* (special customs duty)

**Note.** Additional customs duty tax elements include ADD (anti dumping duty), SGD (safeguard duty), and CVD (countervailing duty).

| | |
|---|---|
| **Basis Amount** | Enter the assessed value of the item if different from what was copied from the PO. The BCD is calculated based on the assessed value of the item. The other elements are compounded, meaning that the assessed value plus the duty amount calculation form the basis for the other amounts. Because assessed value plus the calculated duty are the basis amount, ACD and SAD must be calculated in that order, respectively. |
| **Tax Amount** | Basis amount multiplied by the tax rate percentage. |
| **Rcvry Percent** (recovery percent) | Displays the recoverable tax percentage defined on the Tax Calculation Code page. |
| **Recovery Amount** | Displays the amount which can be reclaimed. Tax amount multiplied by the recovery percentage. |
| **Non Recovery Amount** | Displays the amount which cannot be reclaimed and is generally included in the total cost of the item. The difference between the tax amount and the recovery amount. |

## Viewing Recoverable and Nonrecoverable Amounts

Access the Voucher Custom Duty Summary page.




Voucher Custom Duty Summary page

You can view the customs duty recovery and nonrecovery amounts at the voucher level.

# Processing Payables with Excise Duties and Sales Tax

This section discusses the Payables functionality specific to India excise duty and sales tax processing, which includes minor changes to data entry and to processing. The following sections describe voucher processing with excise duties and sales taxes and discuss how to:

- Create vouchers with excise duty and sales tax.
- Enter voucher excise duty and sales tax details.
- Copy PO and receiver information into vouchers.
- Post vouchers.

# Pages Used to Process Payables with Excise Duties and Sales Tax

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information | Enter or view invoice information, including invoice header information, nonmerchandise charges, excise duties and sales tax, and voucher line and distribution information. Run the Copy PO process by clicking the Copy PO button. |
| Invoice Line Excise Duty/Sales Tax Detail | VCHR_LINE_EXS | Click the Excise/Sales Tax link on the Invoice Information page.<br>This link appears if sales tax and excise duty applicability is defined in the setup hierarchy. | Enter or override sales tax information. |

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India," Tax Calculation Code Default Hierarchy

# Creating Vouchers with Excise Duty and Sales Tax

Access the Invoice Information page.

You can create vouchers with excise duty and sales tax by using the following voucher styles: regular voucher, reversal voucher, register voucher, or adjustments . When you create vouchers, either online using the Voucher component or in batch using the Voucher Build process, do not enter the gross amount in the header. Rather, enter only the individual voucher line information. At save time, the system calculates excise and sales taxes and the gross amount.

---

**Note.** When you create vouchers online using the Voucher component the system generates an error message if it calculates a gross amount value that is different from the one that you have entered manually. Change the gross amount to the system-calculated value or modify the tax parameters.

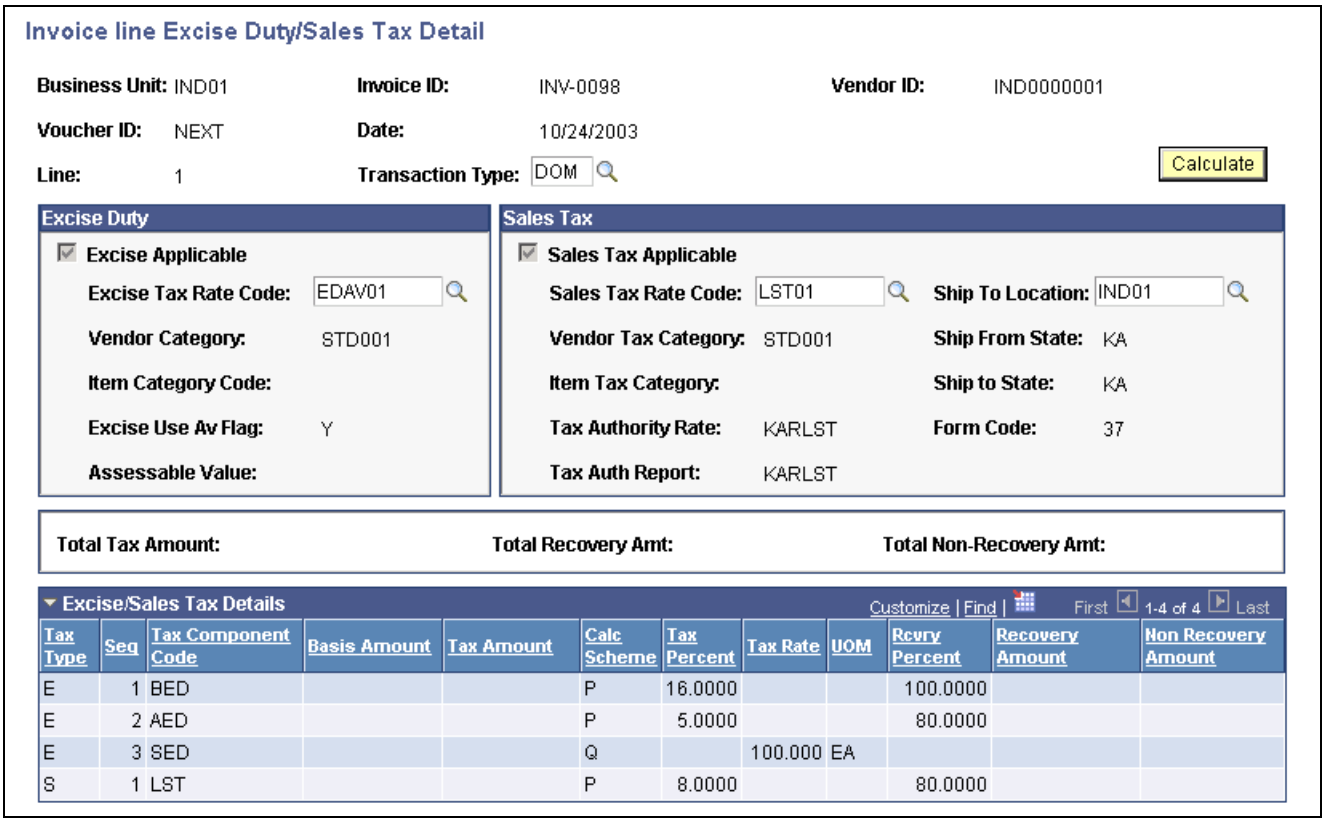
When you create vouchers using the Voucher Build process the system will overwrite the header gross amount entered by the user with the amount calculated by the AP India Tax Calculation Application Engine process (APVEDTPREX).

---

**Excise/Use Tax** Click this link to access the Voucher Line Excise Duty/Sales Tax Detail page. This link appears when you create an excise or sales tax applicable voucher.

# Entering Voucher Excise and Sales Tax Details

Access the Invoice Line Excise Duty/Sales Tax Detail page.




Invoice Line Excise Duty/Sales Tax Detail page

You can enter or override sales tax information for the following fields:

- Transaction Type
- Excise Tax Rate Code
- Sales Tax Rate Code
- Ship To Location

Click Calculate to recalculate and display new tax amounts.

Excise and sales tax calculations are performed by the global common routine that is called during voucher online creation and the Voucher Build process. The excise and sales tax calculations are based on the defaults defined if no changes are made to this page.

# Copying PO/Receiver Information into Vouchers

You can copy PO or receiver information in two ways. You can copy:

- An entire PO or receiver.
- Individual lines from one or more POs or receivers from the worksheet.

Because tax rate structures are subject to change, Payables copies only static information such as tax transaction type and tax category. The Tax Determination process determines the tax rate and codes at the time of voucher save. To determine and calculate tax, Payables copies:

- Tax transaction type.
- Item tax category for excise duty and sales tax.

- Vendor tax category for excise duty and sales tax.

**Note.** Detail tax codes from EXS_PO_SHIP_TAX are not copied from Purchasing. They are determined in Payables.

### See Also

Chapter 16, "Processing Batch Vouchers," Invoices from Quick Invoice Entry, page 366

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 257

## Posting Vouchers

Sometimes, you can recover a portion of sales tax. At voucher post, the system creates accounting entries to track and accrue sales tax, both recoverable and nonrecoverable, and excise tax.

This table lists the accounting entries that the system creates during voucher posting for sales tax and excise tax:

| Distributed Account Type | Account | Other ChartFields | Debit | Credit |
|---|---|---|---|---|
| APA | APLIAB | | | 134.00 |
| DST | EXPENSE | CF10 | 110.00 | |
| CNCA | CENVAT1 | CF1 | 15.00 | |
| STSO | SETOFF1 | CF1 | 5.00 | |
| STSO | SETOFF2 | CF2 | 4.00 | |

This table lists the accounting entries that the system creates during voucher posting for customs duty tax:

| Distributed Account Type | Account | Other ChartFields | Debit | Credit |
|---|---|---|---|---|
| APA | APLIAB | | | 3287.13 |
| DST | EXPENSE | CF10 | 418.71 | |
| CNCI | CUSTOM | CF1 | 2868.42 | |

# CHAPTER 45

# (IND) Setting Up and Processing Tax Deducted at Source for India

This chapter provides an overview for setting up and processing tax deducted at source (TDS) transactions, and discusses how to:

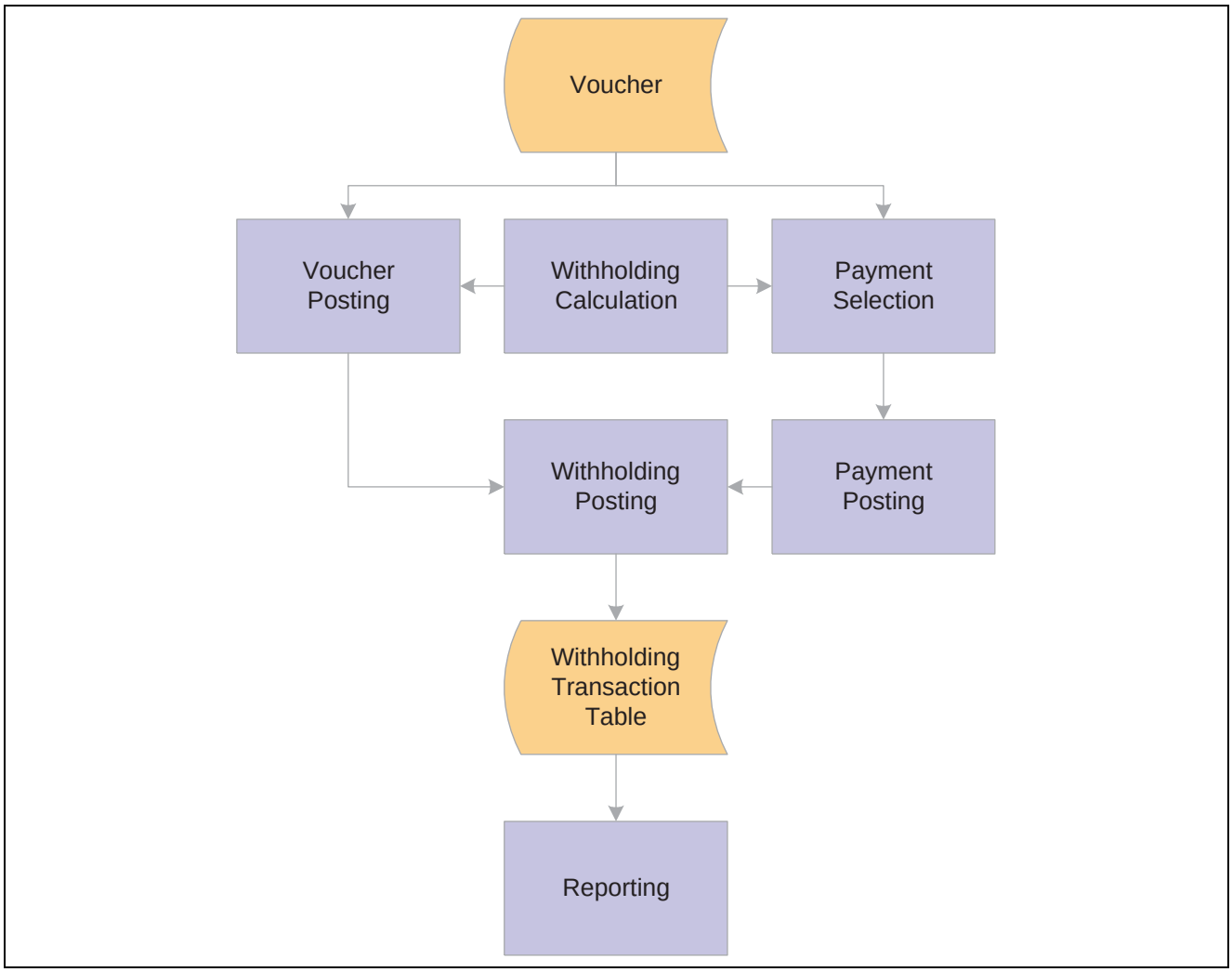
- Set up TDS organizational details.
- Set up TDS processing.
- Process TDS transactions.
- Report TDS transactions.

## Understanding Tax Deducted at Source

TDS is a form of withholding with complex rules and regulations. Different rules apply to different types of payments. TDS requires that you calculate withholding when you book the liability (meaning, when you post the voucher) or when you make the payment, whichever is earlier. Some types of withholding are calculated only after you reach or exceed a set minimum basis amount. When the minimum basis amount is exceeded, the system calculates withholding for prior amounts and future transactions. TDS also has a surcharge in addition to the calculated withholding.

Payables provides a withholding architecture that enables you to meet the withholding requirements for India. You can easily calculate surcharge and tax amounts and report accurate TDS information when required. Payables has modified several pages to enable TDS processing.

This diagram illustrates the process flow of TDS in Payables:




TDS process flow

**Note.** The voucher must be paid and the payment posted prior to the withholding posting.

# Setting Up TDS Organizational Details

To set up your TDS organizational details, use the following components:

- Organization Details (ORG_RGSTN_DTL).
- Tax Location (ORG_TAX_LOC).
- Certificate Numbering (WTHD_CRTFICATE_NUM).

This section discusses how to:

- Define income tax registration details.
- Define tax location details.
- Set up automatic TDS certificate numbering.

**Note.** Setting up TDS organizational details is similar to setting up your organizational structure for excise duty, sales tax, and customs duty for India.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India"

## Pages Used to Set Up TDS Organizational Details

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Organization Details | ORG_RGSTN_DTL | Set Up Financials/Supply Chain, Common Definitions, Excise and Sales Tax, Organization details, Organization Details | Specify a permanent account number (PAN), PAN ward, and PAN circle for TDS processing. |
| Tax Location - Tax Location Definition | ORG_TAX_LOC | Set Up Financials/Supply Chain, Common Definitions, Excise and Sales Tax, Tax Location, Tax Location Definition | Specify a TAN number, TAN ward, and TAN circle for TDS processing. |
| Certificate Numbering | WTHD_CRTFICATE_NUM | Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Certificate Numbering, Certificate Numbering | Define the certificate numbering for each Payables business unit and withholding entity. |

## Defining Income Tax Registration Details

Access the Organization Details page.

**PAN Number** (permanent account number) — Enter the number assigned by the income tax authority to identify your organization's tax returns. This number must be a 20-digit alphanumeric value.

**PAN Ward** and **PAN Circle** — Enter the location of the income tax offices to which your organization submits its taxes. Tax authorities assign these values. Wards and circles can change at the discretion of the income tax authority.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India," Defining Organization Details

## Defining Tax Location Details

Access the Tax Location - Tax Location Definition page.

**TAN Number** — Enter the code assigned to you by the tax authorities that represents the location of the income tax office where your taxes are paid.

**TAN-Ward** and **TAN-Circle** Enter the ward and circle associated with your TAN. Tax authorities assign these values. Wards and circles can change at the discretion of the income tax authority.

### See Also

*PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India," Defining Tax Locations

## Setting Up Automatic TDS Certificate Numbering

Access the Certificate Numbering page.

**Pre Fix 1** Specify, for example, a company name or a Payables business unit short name.

**Pre Fix 2** Specify, for example, the financial year.

**Start From Number** Specify a number from which the system begins assigning a ten-digit serial number for each Payables business unit.

**Note.** Statutory returns must be filed separately for each TAN number.

# Setting Up TDS Processing

To set up your TDS processing, use the following components:

- Withhold Rule (WTHD_RULE).
- Withhold Type (WTHD_TYPE).
- Withhold Jurisdiction (WTHD_JURISDICTION).
- Vendor Categories (WTHD_VNDR_CAT).
- Withholding Entity (WTHD_ENTITY).

This section discusses how to:

- Define TDS surcharges.
- Define types and classes.
- Define jurisdiction.
- Define vendor categories.
- Define TDS withholding entities.
- Define the PAN and ward numbers.
- Define the PAN and ward numbers for vendors.

**Note.** Setting up TDS processing is similar to setting up your global withholding environment.

### See Also

Chapter 41, "Processing Withholding in Payables," page 955

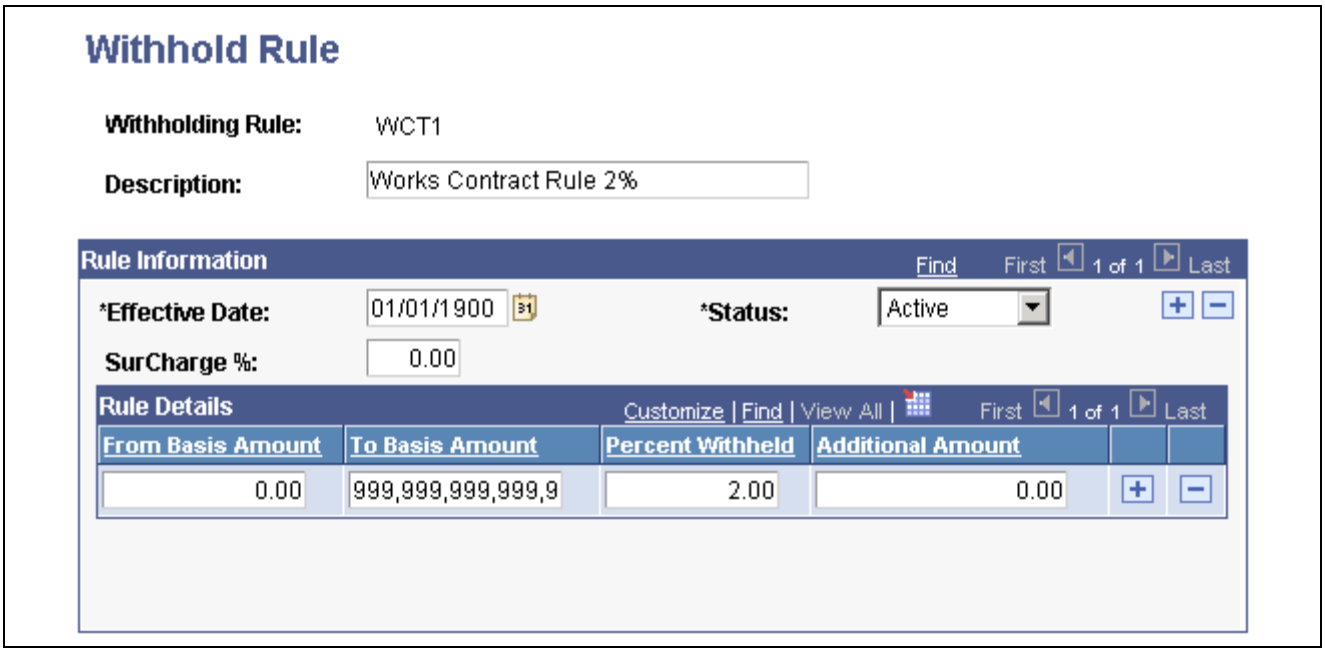
# Pages Used to Set Up TDS Processing

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withhold Rule | WTHD_RULE | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Rules, Withhold Rule | Establish the 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. |
| Withhold Type | WTHD_TYPE | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Types and Classes, Withhold Type | Specify a class and description for various withholding types. Select Contract Reference if the withhold class requires a contract reference on the voucher. |
| Withhold Jurisdiction | WTHD_JURISDICTION | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Jurisdictions, Withhold Jurisdiction | Define withholding jurisdictions for the withholding type. |
| Vendor Categories | WTHD_VNDR_CAT | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Vendor Categories, 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 | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Withholding Entity | Define your withholding entities (tax authorities). The withholding entity component ties the withholding information together. |
| Withholding Entity - Entity Fields - Vendor | WTHD_ENTITY_FIELDS | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Withholding Entity - Entity Fields - Vendor | Indicate which information the tax authority (entity) needs for your vendors. |
| Withholding Entity - Entity Fields - Business Unit | BU_WTHD_ENT_FLDS | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, , Withholding Entities, Withholding Entity - Entity Fields - Business Unit | Indicate which information the tax authority (entity) needs for your business unit. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withholding Entity - Chartfields | WTHD_ CF | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Withholding Entity - Chartfields | Define the accounting entries to record the TDS amounts. |
| Vendor Information - Location | VNDR_LOC | Vendors, Vendor Information, Add/Update, Vendor, Location | Enter one or more locations for the vendor. Vendor location is a default set of rules, or attributes, which define how you conduct business with a particular vendor. |
| Withholding Vendor Information | VNDR_GBL_OPT_SEC | Click the Global/1099 Withholding link on the Vendor Information - Location page. | Define withholding information and reporting information for the vendor location. |
| Invoice Information | VCHR_EXPRESS1 | Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information | Enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information. |
| Withholding Information | VCHR_WTHD_EXP | Click the Withholding link on the Invoice Information page. | Override the withholding for the individual voucher lines, and specify a contract reference number if applicable. |

## Defining TDS Surcharges

Access the Withhold Rule page.




Withhold Rule page

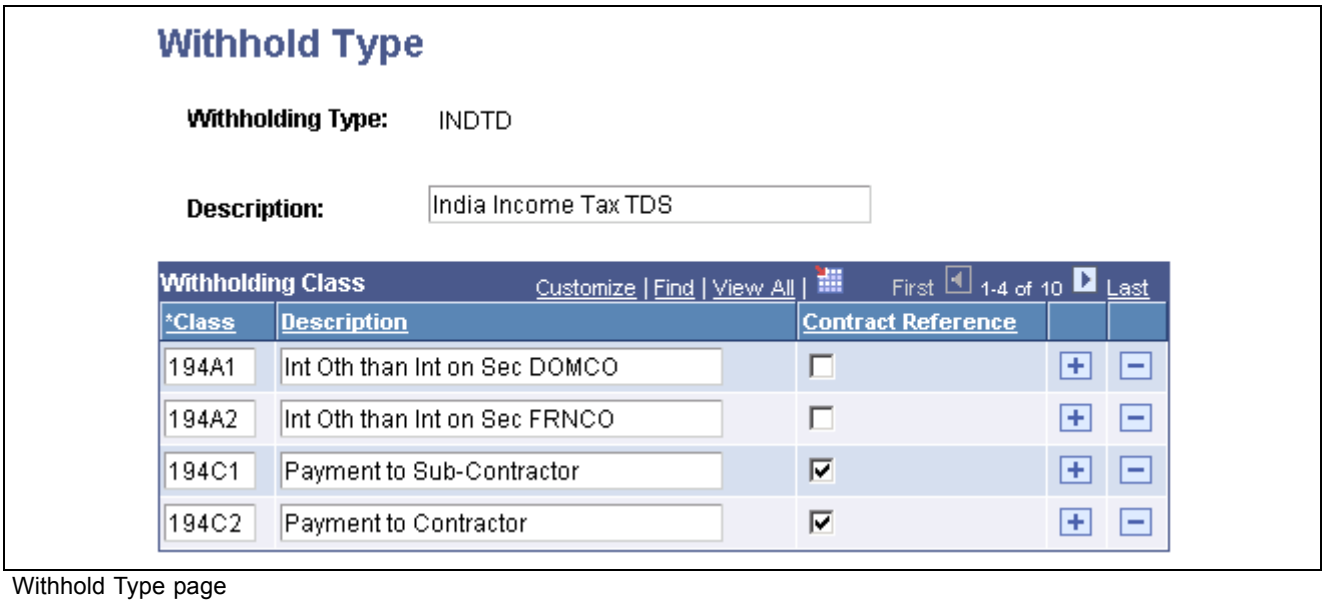
**SurCharge %** (surcharge percent) Enter a surcharge that is to be calculated on top of the tax amount, if required.

### See Also

Chapter 13, "Setting Up Payables Withholding," Defining Withholding Rules, page 244

## Defining Types and Classes

Access the Withhold Type page.




Withhold Type page

**Contract Reference** Select whether the withhold class requires a contract reference on the voucher.

**Note.** The Contract Reference field is mandatory on the Voucher Withholding Information page, if you select Contract Reference.

# Defining Jurisdiction

Access the Withhold Jurisdiction page.

Jurisdictions introduce an additional level of classification between the withholding type and withholding 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.

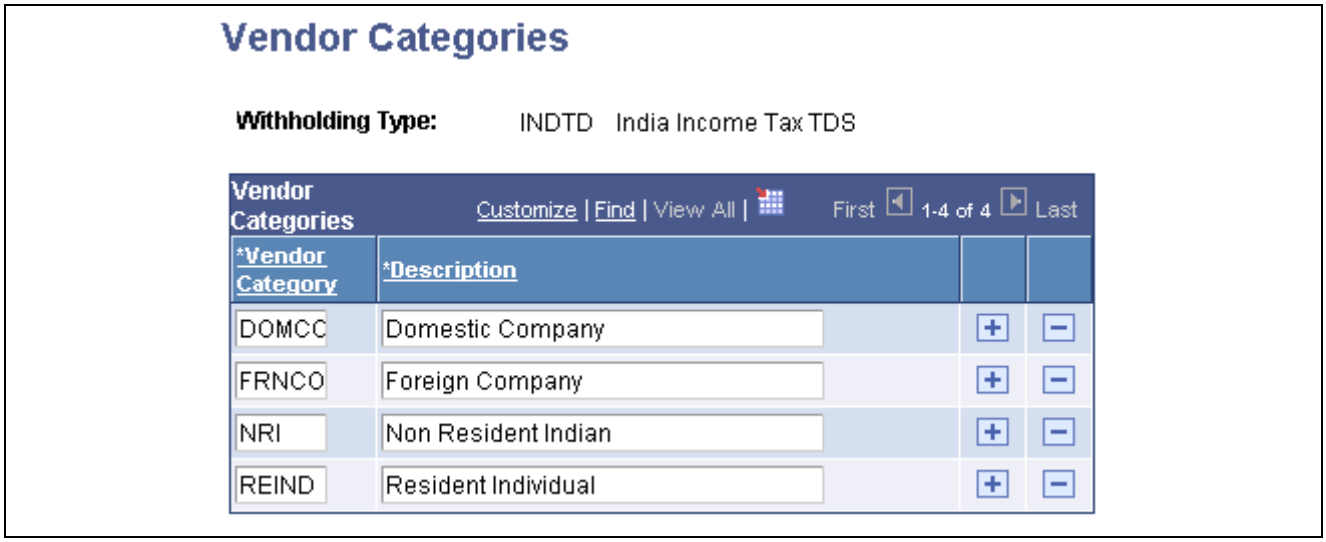
**Withholding Jurisdiction** Specify any jurisdictions that belong to this withholding type.

### See Also

Chapter 13, "Setting Up Payables Withholding," Defining Withholding Jurisdictions, page 245

# Defining Vendor Categories

Access the Vendor Categories page.




Vendor Categories page

**Vendor Category** Enter any category that belongs to this withholding type.

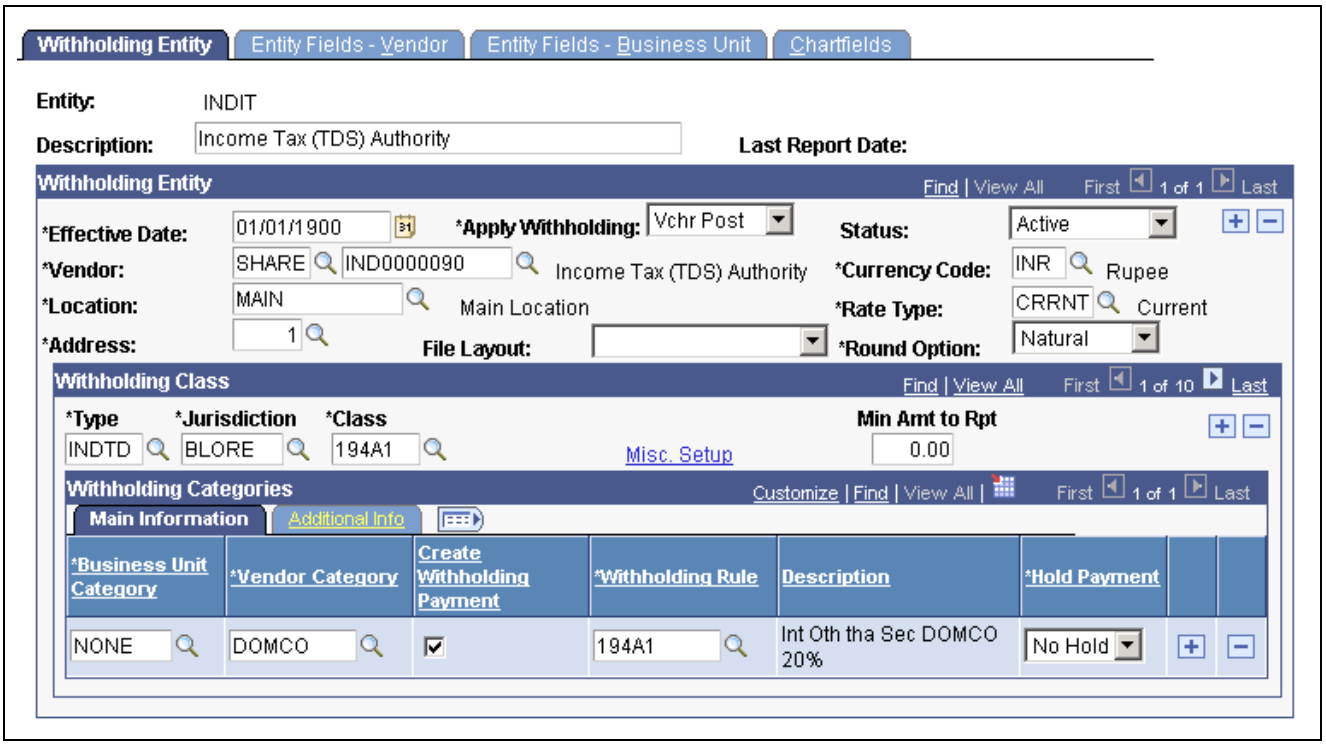
### See Also

Chapter 13, "Setting Up Payables Withholding," Defining Vendor Categories, page 245

# Defining TDS Withholding Entities

Access the Withholding Entity page.

Define the withholding entity on three pages. Enter the vendor information for the entity, define the file layout, currency code and rate, and applicable withholding rules and types. You can also use the Withholding Entities page to determine whether to create a separate withholding payment, to set up accounting ChartField parameters and basis for withholding, as well as to tie business unit and vendor categories.




Withholding Entity page

## Withholding Entity

**Apply Withholding** Select either *Payment* or *Vchr Post* (voucher post) to determine when withholding occurs. The default value is *Payment.*

**Round Option** Select to indicate how the system should round to whole monetary amounts. Options are:

- *Down:* Select this value to round amounts down to the next whole number, regardless of actual decimal amount.
- *Natural:* Selecting this value rounds decimal amounts of less than 0.5 down to the next whole number, and rounds amounts of more than 0.5 up to the next whole number. Note that this option uses a function to determine the decimal precision to which to round the amount, depending on the installed currency configuration.
- *TDS:* Selecting this value rounds decimal amounts to the appropriate zero decimal, regardless of the installed currency configuration.
- *Up:* Select this value to round amounts up to the next whole number, regardless of actual decimal amount.

## Main Information Tab

Select the Main Information tab.

**Create Withholding Payment** Select if you want to create separate payments for the withholding.

Otherwise, withholding is not calculated, although basis amounts are reported.

**Note.** Creating a zero percent withholding rule accomplishes the same result.

**Withholding Rule** Select the withholding rule to which these categories apply.

**Hold Payment** Select to hold these payments. The available options are:

*Hold All:* Hold both the payment and the withholding amount.

*No Hold:* Do not hold the payment or withholding amount.

*Wthd Only:* Hold the withholding amount only.

You can override the option you select here at the vendor level on the Withholding Vendor Information page.

**Note.** If you wish to hold the vendor's payment, you can set the rule at zero percent and set the hold option to *Hold All.*

### Additional Information Tab

Select the Additional Information tab.

**Min Basis** (minimum basis) and **Min Withhold** (minimum withhold) These fields are not used for TDS processing. Leave these fields blank.

**Note.** The actual threshold amount is checked against the withholding rule.

**Payment Terms ID** Enter a term to indicate when the withholding portion of the voucher will be paid to the withholding entity.

**Cumulative** Select to indicate that the system should monitor voucher totals until it reaches the threshold amount that you specified on the withholding rules. Once it reaches that amount, the system calculates withholding on previous vouchers and on future vouchers as they are entered.

**Note.** When the cumulative flag is not selected, the system calculates withholding on vouchers once the threshold limit is crossed but does not include previous vouchers.

### See Also

Chapter 13, "Setting Up Payables Withholding," Defining Withholding Entities, page 246

## Defining the PAN and Ward Numbers

Access the Withholding Entity - Entity Fields - Vendor page.

The Income Tax Department provides the permanent account number, which identifies you to the Income Tax Office.

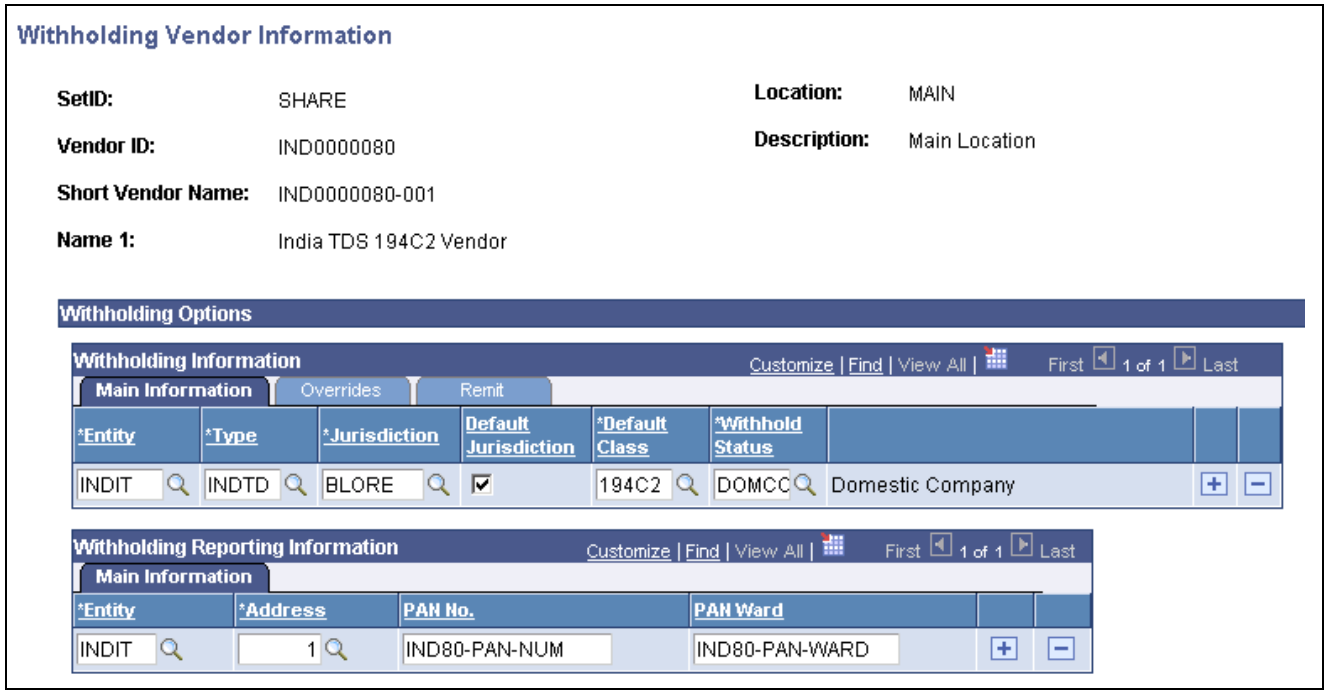
**PAN No.** (permanent account number) and **PAN Ward** Select Required to make it mandatory that users enter the permanent account number and the permanent account number ward when they enter withholding information and to make the fields available on the Withholding Vendor Information page.

### See Also

Chapter 13, "Setting Up Payables Withholding," Defining Vendor Information for the Entity, page 250

## Defining the PAN and Ward Numbers for Vendors

Access the Withholding Vendor Information page.




Withholding Vendor Information page

**Note.** Column order for grids may vary by implementation. All columns may not be visible.

**PAN No.** Enter a permanent account number for this vendor.

**PAN Ward** Enter a permanent account number ward.

### See Also

*PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook*, "Maintaining Vendor Information," Defining Withholding Options

# Processing TDS Transactions

This section discusses how to:

- Review and enter withholding information for vouchers.
- Post vouchers.
- Process payments.
- Post payments.

- Calculate withholding.

**Note.** Processing TDS transactions is similar to processing withholding transactions. We've documented the additional steps required for TDS processing in this section.

### See Also

Chapter 41, "Processing Withholding in Payables," page 955

## Pages Used to Process TDS Transactions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withholding Information | VCHR_WTHD_EXP | Click the Withholding link on the Invoice Information page. | Override the withholding for the individual voucher lines, and specify a contract reference number, if applicable. |
| Voucher Posting Request | PST_VCHR_RQST | Accounts Payable, Batch Processes, Vouchers, Voucher Posting, Voucher Posting Request | Initiate the Voucher Posting Application Engine process (AP_PSTVCHR). |

## Reviewing and Entering Withholding Information for Vouchers

Access the Withholding Information page.

Specify a contract reference number, if applicable. Override withholding information for the individual voucher lines.

**Note.** The functionality for regular and prepaid vouchers for TDS processing is similar to processing general withholding transactions. While applying the prepayment against a voucher, the computation of TDS is the difference between the voucher TDS amount less the prepayment TDS amount.

During final voucher processing, Payables verifies that both the type of payment (type and class) under the voucher and prepayment are the same.

### See Also

Chapter 14, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 265

Chapter 41, "Processing Withholding in Payables," page 955

## Posting Vouchers

Access the Voucher Posting Request page.

The Voucher Posting Application Engine process (AP_PSTVCHR) performs the withholding calculations. The Voucher Posting process calls the Withhold Calculation Application Engine process (AP_WTHDCALC) to determine whether withholding vouchers exist.

**Note.** After you pay a voucher, you cannot unpost it.

### See Also

Chapter 23, “Running Voucher and Payment Posting,” Running the Voucher Posting Application Engine Process (AP_PSTVCHR), page 630

## Processing Payments

Payment processing for TDS involves the following modifications:

### Payment Selection and Creation

You must first post vouchers so withholding can be calculated; otherwise, the system excludes them from the pay cycle.

### Withholding Calculation

A surcharge field computes the surcharge based on the tax amount calculated based on the withholding rule that you defined during TDS setup.

### See Also

Chapter 21, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 555

## Posting Payments

Accounting Entries are created during payment posting.

### Vendor Payment

This table lists the accounting entries that are to be created for a vendor payment:

| Account | Debit | Credit |
|---|---|---|
| AP Liability | 8980 | |
| Bank | | 8980 |

### TDS Payment

This table lists the accounting entries that are to be created for a TDS payment:

| Account | Debit | Credit |
|---|---|---|
| Withholding Liability | 1020 | |
| Bank | | 1020 |

### See Also

Chapter 23, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT), page 632

## Calculating Withholding

The Withhold Calculation process monitors the withholding basis amount. Select the Cumulative option on the Withholding Entity page to indicate that the system should monitor voucher totals until it reaches the threshold amount that you specify.

### Cumulative Option Selected

When a vendor's vouchers sum exceeds the threshold amount for a contract or for a period, the system calculates withholding for that vendor based on the total accumulated amount including the vouchers entered previously. After that vendor reaches the threshold amount, the system calculates withholding on every subsequent voucher based on the gross payment amount or transaction amount.

For example, the threshold amount is 10,000 INR for a given withholding rule and the cumulative checkbox is selected. You create 3 vouchers: V1 for 8000 INR, V2 for 7000 INR, and V3 for 5000 INR for withholding period 1. When V1 is voucher posted, no withholding will be calculated since the voucher total amount has not reached the threshold of 10,000 INR for period 1. When V2 is posted, the withholding will be calculated based on 15,000 (8000 INR from V1 + 7000 INR from V2) since the voucher total has exceeded the threshold. When V3 is posted, the withholding will be calculated for the voucher amount (5000 INR).

### Cumulative Option Not Selected

However, if you do not select the Cumulative option, the system bases the withholding calculation on the withholding basis amount and the period withholding tier rule defined in the system.

### Scheduled Pay Date

The system determines the scheduled pay date based on the accounting date if withholding is called at the time of voucher posting . The system stores withholding basis and withholding amounts to monitor the total amounts.

---

**Note.** The Payables calculation module calculates withholdings at voucher posting or at payment processing, depending on the withholding calculation setting on the withholding entity and the voucher. Calculation for TDS transactions are performed at voucher posting. For those withholding transactions calculated at payment posting, the system determines the scheduled pay date based on the payment date.

---

### See Also

Chapter 41, "Processing Withholding in Payables," Reviewing Withholding Calculations, page 962

# Reporting TDS Transactions

This section lists the pages used to report on TDS transactions.

# Pages Used to Report TDS Transactions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Withhold Report Post | WTHD_RPT_POST | Vendors, 1099/Global Withholding, Global Withholding Reports, Create Reporting Information, Withhold Report Post | Run the Withholding Reporting Application Engine process (AP_WTHDRPT) to populate the Withholding Report table with data from the Withholding Transaction table based on your report setup. Select the Withhold Certificate check box to generate the necessary information for TDS certificates |
| TDS Reports | RUN_APY8070 | Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Reports, TDS Reports | The TDS Register (APY8070) contains information that is similar to the TDS Challan Information report (APY8085). Use the TDS Register to view detailed information for each withholding class and vendor on TDS applicable vouchers and related payments issued to the withholding entity. It also includes total amounts of applicable invoice on which tax has not been deducted. Use the TDS Challan Information report to provide information for the TDS Challan. Generate the TDS Challan Information report every month when you pay the government TDS for that month.<br><br>**Note.** Run the Withholding Reporting Application Engine process (AP_WTHDRPT) prior to running the TDS Register. |

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| TDS Certificates | RUN_APY8080 | Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Certificates, TDS Certificates | The TDS Certificate (APY8080) is issued by the payer for deduction of tax. Use the TDS Certificate for proof of deduction of income tax by the payer to the payee.<br><br>The Work Contract Certificate (APY8090) is issued by the payer for works contract. Use the Work Contract Certificate to issue to the payee for proof of deduction of tax on Work Contract. |

## See Also

Appendix C, “Payables Reports,” page 1067

# APPENDIX A

# Configuring Batch Processes

This appendix discusses how to configure temporary tables for batch processing.

## Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

**Note.** When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in Payables:

- Voucher Build (AP_VCHRBLD).
- Matching (AP_MATCH).
- Pay Cycle (AP_APY2015).
- Voucher Posting (AP_PSTVCHR).
- Payment Posting (AP_PSTPYMNT).
- Document Tolerance (FS_DOC_TOL).
- Payables to Assets Interface (INTFAPAM).

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the General Ledger COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft Enterprise General Ledger PeopleBook* discusses how to do this in detail.

## See Also

*PeopleTools PeopleBook: PeopleSoft Application Engine*

*PeopleSoft Enterprise General Ledger 8.9 PeopleBook*, "Optimizing General Ledger Performance"

# APPENDIX B

# Delivered Workflows for Payables

This appendix discusses delivered workflows for Payables.

### See Also

*PeopleTools PeopleBook: PeopleSoft Workflow*

*PeopleTools PeopleBook: Using PeopleSoft Applications*

Chapter 19, "Managing Vouchers," Voucher Approval, page 419

Chapter 20, "Running the Matching Process," Understanding the Matching Engine, page 511

Chapter 36, "(USF) Processing Payables for U.S. Federal Agencies," page 865

## Delivered Workflows for Payables

This section discusses Payables workflows. The workflows are listed alphabetically by workflow name.

### Approve Vouchers

This section discusses the Approve Vouchers workflow.

#### Description

| | |
|---|---|
| **Event Description** | A voucher is created that requires approval. |
| **Action Description** | The system places a link to the Voucher Approval page on the workflow user's worklist. |
| **Notification Method** | Worklist |

#### Workflow Objects

| | |
|---|---|
| **Approval Rule Set** | Payment Approval Rule Set 1 |
| **Business Process** | PROCESS_VOUCHERS |
| **Activity** | APPROVE_VOUCHERS |
| **Role** | If using the delivered Payment Approval Rule Set 1, the roles are ANALYST, SUPERVISOR, and MANAGER |

# Matching Exceptions

This section discusses the Matching Exceptions workflow.

## Description

| | |
|---|---|
| **Event Description** | A voucher that does not pass the Matching Application Engine process (AP_MATCH) is flagged as an exception. Workflow worklist items are generated by the Process Match Exceptions Application Engine process (MTCH_ERR_WF) and email notifications are generated by the Matching Workflow Application Engine process (AP_MTH_NOTFY). The Matching process executes both of these processes.<br><br>Workflow and email notification is selected at the match rule type or match rule level. |
| **Action Description** | The system places a link to the Matching Workflow page on the workflow user's worklist. The system sends an email notification to the action owner that contains a link to the Matching Workflow page. |
| **Notification Method** | Worklist and Email |

## Workflow Objects

| | |
|---|---|
| **Approval Rule Set** | None |
| **Business Process** | MATCHING_ERRORS |
| **Activity** | ANALYZE MATCHING ERRORS |
| **Role** | There are three different sources for the user list, role, SQL definition, and query. |

# (USF) Pay Cycle Certification

This section discusses the Pay Cycle Certification workflow.

## Description

| | |
|---|---|
| **Event Description** | A pay cycle is processed for federal payments that requires a certification approval. Pay Cycle Certification workflow is available if a certifier has been entered and the pay cycle has been setup to be certified. |
| **Action Description** | The system places a link to the Paycycle Certification page on the certifier's worklist. |
| **Notification Method** | Worklist |

## Workflow Objects

| | |
|---|---|
| **Approval Rule Set** | None |
| **Business Process** | Ent AP Process Pay Cycles |
| **Activity** | PAYCYCLE_CERTIFICATION |
| **Role** | None |

# APPENDIX C

# Payables Reports

This appendix lists, and provides general information about, all the reports provided with Payables.

**Note.** For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

### See Also

*PeopleSoft PeopleTools PeopleBook: Process Scheduler*

## Payables Reports: A to Z

This table provides general information about delivered Payables reports, sorted alphanumerically by report ID.

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APC8053<br>Payables Report by Schedule and Appropriation Symbol | (USF) 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. (Crystal Report) | Accounts Payable, Reports, Payments, Schedule and Approp Symbol, Payables Report by Schedule and Appropriation Symbol | RUN_APC8053 |
| APS2001<br>Prompt Pay Report | (USF) Summarizes how efficiently a government agency made vendor payments for a year. (SQR Report) | Accounts Payable, Reports, Payments, Prompt Pay, Prompt Payment Inquiry | RUN_APS2001 |
| APS8001J<br>Federal Voucher Activity | (USF) Lists voucher activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code. (Crystal Report) | Accounts Payable, Reports, Vouchers, Voucher Activity, Voucher Activity Report | RUN_APS8001 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APS8002J<br>Federal Disbursement Activity | (USF) Lists disbursement activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code. (Crystal Report) | Accounts Payable, Reports, Payments, Disbursement, Payment Disbursement Report | RUN_APS8002 |
| APS8003<br>ECS Summary Interface File | (USF) Provides summary ECS data for uploading to the U.S. Department of Treasury's ECS system for certification. (SQR) | Accounts Payable, Payments, Pay Cycle Processing, Generate ECS Summary File, ECS Summary Totals | GFAP_RUN_ECS |
| APY0000<br>List of Voucher Origins | Lists the voucher origin options by SetID. (Crystal Report) | Set Up Financials/Supply Chain, Product Related, Procurement Options, Reports, Voucher Origins, Voucher Origins | RUN_APY0000 |
| APY0010<br>Business Unit List | Lists all the Payables business units and their operating parameters. (Crystal Report) | Set Up Financials/Supply Chain, Business Unit Related, Reports, Payables Units, Business Unit | RUN_APY0010 |
| APY0011<br>Business Unit Options | Lists the Payables business unit options by SetID. (Crystal Report) | Set Up Financials/Supply Chain, Business Unit Related, Reports, Payables Options, Business Unit Options | RUN_APY0011 |
| APY1010<br>Voucher Register | Lists vouchers by business unit, date entered, and Voucher ID. (Crystal Report) | Accounts Payable, Reports, Vouchers, Voucher Register, Voucher Register | RUN_APY1010 |
| APY1011<br>Control Group Register | 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, Control Group Register | RUN_APY1011 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY1020<br>Posted Voucher Listing | 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, Posted Voucher Listing | RUN_APY1020 |
| APY1060J<br>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. (Crystal Report) | Accounts Payable, Reports, Vouchers, Print Self-Billed Invoices, SBI Print | VCHR_SBI_PRINT |
| APY1065<br>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, Self-Billed Invoices Review | RUN_APY1065 |
| APY1070<br>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, SBI Vendor Listing | RUN_APY1070 |
| APY1080<br>Unapproved SBIs by Vendor | 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, Unapproved SBI by Vendor | RUN_APY1080 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY1090<br>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, Match Exceptions | RUN_APY1090 |
| APY1099<br>1099-MISC Copy B | (USA) IRS Form 1099-MISC for your vendors. (Crystal Report) | Vendors, 1099/Global Withholding, 1099 Reports, Print 1099 Copy B, Run 1099 CopyB Report | RUN_1099_COPYB_RPT |
| APY1099G<br>1099-G Copy B | (USA) IRS Form 1099-G for your vendors. (Crystal Report) | Vendors, 1099/Global Withholding, 1099 Reports, Print 1099 Copy B, Run 1099 CopyB Report | RUN_1099_COPYB_RPT |
| APY1099I<br>1099-INT Copy B | (USA) IRS Form 1099-INT for your vendors. (Crystal Report) | Vendors, 1099/Global Withholding, 1099 Reports, Print 1099 Copy B, Run 1099 CopyB Report | RUN_1099_COPYB_RPT |
| APY1100<br>Debit Memo | Provides detail debit memo adjustment voucher information for your vendors. (Crystal Report) | Accounts Payable, Batch Processes, Vouchers, Dispatch Debit Memos, Dispatch Debit Memos | RUN_APY1100 |
| APY1101<br>List of Unpaid Debit Memos | Lists unpaid debit memo adjustment vouchers by vendor. (Crystal Report) | Accounts Payable, Reports, Debit Memos, Unpaid Debit Memos, List of Unpaid Debit Memos | RUN_APY1101 |
| APY1102<br>List of Debit Memos on Payment Hold | Lists debit memo adjustment vouchers on payment hold by vendor. (Crystal Report) | Accounts Payable, Reports, Debit Memos, Debit Memos on Payment Hold, Debit Memos on Payment Hold | RUN_APY1102 |
| APY1103<br>List of Vendors with Debit Memo Agreements | Lists vendors with debit memo agreements and their debit memo options. (Crystal Report) | Accounts Payable, Reports, Debit Memos, Vendors with DM Agreements, Vendors with Debit Memo Agreements | RUN_APY1103 |
| APY1104<br>Voucher/Adjustment Voucher Cross Reference | Lists vouchers and their associated debit memo adjustment vouchers. (Crystal Report) | Accounts Payable, Reports, Debit Memos, Voucher/Debit Memo Cross Ref, Voucher/Debit Memo Cross Reference | RUN_APY1104 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY1400<br>Summary AP/GL Open Liability Account Reconciliation Report | Compares the AP Open Liability balance to the GL Open Liability balance. (Crystal Report) | Accounts Payable, Reports, Voucher Reconciliation, Open Liability Reconciliation, Payables Open Liability Reconciliation | RUN_APY1405 |
| APY1405<br>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)<br>See APY1400. | Accounts Payable, Reports, Voucher Reconciliation, Open Liability Reconciliation, Payables Open Liability Reconciliation | RUN_APY1405 |
| APY1406<br>Payables Open Liability Report | Lists all open liabilities by business unit. (Crystal Report) | Accounts Payable, Reports, Voucher Reconciliation, Payables Open Liability, Payables Open Liability | RUN_APY1406 |
| APY1408<br>Vendor Liability Aging Data & Report | 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 *Recycled* status and categorized scheduled payments on hold or on hold for withholding. (Crystal Report). | Accounts Payable, Reports, Voucher Reconciliation, Vendor Liability Aging. | RUN_APY1406 |
| APY1410<br>AP/GL Journal Reconciliation Report | Lists totals by journal line and journal ID. (Crystal Report). | Accounts Payable, Reports, Voucher Reconciliation, AP/GL Journal Recon Request, AP/GL Journal Reconciliation | APGL_RECN_REQ1 |
| APY1420<br>AP/GL Account Reconciliation Report | Lists account totals by Journal ID and Account. (Crystal Report). | Accounts Payable, Reports, Voucher Reconciliation, AP/GL Account Recon Request, AP/GL Account Reconciliation | APGL_RECN_REQ2 |
| APY2000<br>Detailed (Summary) Payment History by Vendor | Provides a register of payments for a vendor.<br>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, Payment History by Vendor | RUN_APY2000 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY2001<br>Detailed (Summary) Check Register | Provides a register of payments by Pay Cycle, run date, and payment method.<br>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)<br>The title is based on the payment method. For example, Detailed Check Register, Detailed EFT Register, etc. | Accounts Payable, Reports, Payments, Payment History by Payment, Payment History by Payment | RUN_APY2001 |
| APY2004<br>Detail (Summary) Payment History by Bank | Provides a register of the payments for a bank.<br>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, Payments, Payment History by Bank, Payment History by Bank | RUN_APY2004 |
| APY2021<br>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, Pay Cycle Processing, Pay Cycle Manager, Pay Cycle Manager | N/A |
| APY2027<br>EFT/Giro/Wire Advice | Produced only from the Pay Cycle Manager, creates checks, letters of credit, and payment advice when you run the pay cycle. (Crystal Check)<br>**Note.** If you install the bank transfer charge option, fields for information related to bank transfer charges are added to this report.<br>(USF) If you have federal payments enabled on the Installation Options - Payables page, the purchase order ID and contract ID are included in the report, if these elements exist on the voucher. | Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager, Pay Cycle Manager | N/A |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY2030<br>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, Register | RUN_APY2030 |
| APY2031<br>SF1166 Schedule Register | (USF) Provides a listing of all vouchers that were paid by a schedule ID. (Crystal Report) | Accounts Payable, Reports, Payments, Schedule Register, Register | RUN_APY2031 |
| APY2040<br>Payment Forecast | List of your payment forecasts. (Crystal Report) | Accounts Payable, Reports, Forecast, Forecast Report Request, Forecast Report Request | PYFRCST_RQST |
| APY2050<br>Payment History by Payment Method - Detail or Summary | Provides a history of payments by payment method. (Crystal Report) | Accounts Payable, Reports, Payments, Payment History by Pay Method, Payment Hist by Pymnt Method | RUN_APY2050 |
| APY2051<br>Payment Aging Summary (Detail) Report by Bank | Provides a listing of payments aging by bank. (Crystal Report) | Accounts Payable, Reports, Payments, Payment Aging by Bank, Payment Aging by Bank | RUN_APY2051 |
| APY2052<br>Payment Aging Summary (Detail) Report by Vendor | Provides a report listing payments aging by vendor. (Crystal Report) | Accounts Payable, Reports, Vendor, Payment Aging by Vendor, Payment Aging by Vendor | RUN_APY2052 |
| APY2053<br>Drafts Create Detail List | Provides a detailed report for created draft payments. (Crystal Report) | Accounts Payable, Reports, Payments, Drafts Create Detail, Draft Create Detail | RUN_APY2053 |
| APY2054<br>Drafts Create Detail - Stamp Tax Summary | Provides a summary of the draft stamp tax associated with draft payments. (Crystal Report) | Accounts Payable, Reports, Payments, Drafts Stamp Tax Summary, Draft Stamp Tax Summary | RUN_APY2054 |
| APY2056<br>Drafts Create Summary | Provides a summary report for created draft payments. (Crystal Report) | Accounts Payable, Reports, Payments, Drafts Create Summary, Draft Create Summary | RUN_APY2056 |
| APY2060<br>Agency Location Codes | (USF) Lists the ALC's defined in the Agency Location Code setup table for federal customers. (Crystal Report) | Accounts Payable, Reports, Payments, Agency Location Code, Agency Location Code | RUN_APY2060 |
| APY2100<br>Open Prepayments | Lists unapplied prepaid vouchers. (Crystal Report) | Accounts Payable, Reports, Prepayments, Open Prepayments, Open Prepayments Report | RUN_APY2100 |
| APY2101<br>Prepayment Settlements | Lists regular voucher payment schedules that have been fully applied. (Crystal Report) | Accounts Payable, Reports, Prepayments, Prepayment Settlements, Prepayment Settlements Report | RUN_APY2101 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY3012<br>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) | Vendors, 1099/Global Withholding, General Reports, Withhold Control Report | RUN_APY3012 |
| APY3020<br>Outstanding Balance by Vendor | Lists the gross amount of all the outstanding vouchers for the specified vendor. (Crystal Report) | Accounts Payable, Reports, Vendor, Vendor Balance, Outstanding Balance by Vendor | RUN_APY3020 |
| APY3215<br>Duplicate Vendors | Shows potential duplicate vendors. These vendors may share duplicate TINs, withholding names, withholding addresses, vendor names, vendor short names, or vendor addresses, depending on your search criteria. (Crystal Report) | Vendors, Vendor Information, Maintain, Duplicate Vendor Report, Duplicate Vendor Request | DUP_RPT_POST |
| APY6000<br>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, Reports, Archiving, Payment Archive Report | PYMNT_ARCH_REPT |
| APY6001<br>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, Reports, Archiving, Voucher Archive Report | VCHR_ARCH_REPT |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY6002<br>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, Reports, Archiving, , Vendor Archive Report | VNDR_ARCH_REPT |
| APY7010<br>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) | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Rules Report, Withhold Rule | RUN_APY7010 |
| APY7020<br>Withholding Types | Shows the information from the Withholding Type page. For each Withholding Type, the report lists Class and Description. (Crystal Report) | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Types Report, Withhold Type | RUN_APY7020 |
| APY7030<br>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) | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Entities Report, Withhold Entity | RUN_APY7030 |
| APY7040<br>Withholding Codes | Shows information entered on the Withholding Code page. For each code, the report lists entity, type, jurisdiction, and class. (Crystal Report) | Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Codes Report, Withhold Code | RUN_APY7040 |
| APY7050<br>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, Payments, Withhold Calculation, Withholding Calculation Report | RUN_APY7050 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY8025<br>Japan Withholding Report | (JPN) Provides details of amounts withheld from payments for goods and services. (Crystal Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report<br>Select *WTH* as the Withholding Report ID. | WTHD_RPT_RUN |
| APY8030<br>Spain IRPF Model 190 | (ESP) Provides details of amounts withheld from payments for goods and services. (Crystal Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report<br>Select *IRPF* as the Withholding Report ID. | WTHD_RPT_RUN |
| APY8031<br>Spain IRPF Model 190 File | (ESP) Provides a file of detailed amounts withheld from payments for goods and services. (Crystal Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report<br>Select *IRPF_FILE* as the Withholding Report ID. | WTHD_RPT_RUN |
| APY8032<br>CIS (construction industry scheme) File | (UK) Provides a file of detailed amounts withheld from payments for goods and services. (SQR). | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report<br>Select *CIS* as the Withholding Report ID. | WTHD_RPT_RUN |
| APY8035<br>DAS-2 ’Declaration d’honoraires’/Fees return | (FRA) Provides details of payments subject to DAS2. (Crystal Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report<br>Select *DAS2* as the Withholding Report ID. | WTHD_RPT_RUN |
| APY8041<br>PAYG Voluntary Agreement | (AUS) Provides a payment summary for vendors working under voluntary agreements that enable businesses to withhold amounts from their payments and send them to the ATO (SQR Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding by Vendor, Withholding by Vendor | WTHD_RPT_RUN2 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY8042<br>PAYG Labour Hire | (AUS) Provides a payment summary for vendors working under labour hire agreements that enable businesses to withhold amounts from their payments and send them to the ATO (SQR Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding by Vendor, Withholding by Vendor | WTHD_RPT_RUN2 |
| APY8043<br>PAYG No ABN Quoted | (AUS) Provides a payment summary for vendors with no Australian Business Number (ABN) (SQR Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding by Vendor, Withholding by Vendor | WTHD_RPT_RUN2 |
| APY8044<br>PAYG Payment Summary Statement | (AUS) Provides details of amounts withheld from payments for goods and services to vendors having an Australian Business Number (ABN) (SQR Report).<br><br>**Note.** You must select the Issued option on the Withholding by Vendor page to retrieve the proper data for this report, since it provides information about the payments issued to payees during the fiscal year. | Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding Summary, Withholding Summary | WTHD_RPT_RUN3 |
| APY8045<br>PAYG No ABN Quoted Summary Statement | (AUS) Provides details of amounts withheld from payments for goods and services where a vendor (payee) has not quoted an Australian Business Number (ABN) (SQR Report).<br><br>**Note.** You must select the Issued option on the Withholding by Vendor page to retrieve the proper data for this report, since it provides information about the payments issued to payees during the fiscal year. | Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding Summary, Withholding Summary | WTHD_RPT_RUN3 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY8045<br>PPS Remittance Advice to ATO | (AUS) Provides details of amounts withheld from payments for goods and services. (Crystal Report).<br>**Note.** You must select the Issued option on the Withholding by Vendor page to retrieve the proper data for this report, since it provides information about the payments issued to payees during the fiscal year. | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report<br>Select *PPS1* as the Withholding Report ID. | WTHD_RPT_RUN |
| APY8048<br>PPS Annual Reconciliation Statement to ATO | (AUS) Provides details of amounts withheld from payments for goods and services. (Crystal Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report<br>Select *PPS2* as the Withholding Report ID. | WTHD_RPT_RUN |
| APY8049<br>PPS Payment Summary to ATO | (AUS) Provides summary information of amounts withheld from payments for goods and services, by Tax Rate. (Crystal Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report<br>Select *PPS3* as the Withholding Report ID. | WTHD_RPT_RUN |
| APY8050<br>T4A - Statement of Pension, Retirement, Annuity, and other Income | (CAN) Produces tax form T4A that reports pension, retirement, annuity, and other income, including the amount of tax withheld. (Crystal Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report<br>Select *T4A* as the Withholding Report ID. | WTHD_RPT_RUN |
| APY8055<br>Withholding Report 770 | (ITA) Provides details of amounts withheld from payments for goods and services. (Crystal Report). | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report<br>Select *IT770* as the Withholding Report ID. | WTHD_RPT_RUN |
| APY8056<br>1099 Withholding to Send Detail 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. (Crystal Report) | Vendors, 1099/Global Withholding, 1099 Reports, 1099 to Send Detail, 1099 to Send Report | TO_SEND_RPT |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| APY8070<br>TDS Register | (IND) Contains detailed information for each withholding class and vendor on TDS applicable vouchers and related payments issued to the withholding entity. It also includes total amounts of applicable invoice on which tax has not been deducted . (SQR Report) | Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Reports, TDS Reports | RUN_APY8070 |
| APY8080<br>TDS Certificate | (IND) Certificate issued by the payer to the payee for proof of deduction of income tax. (Crystal Report) | Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Certificates, TDS Certificates | RUN_APY8080 |
| APY8085<br>TDS Challan Information | (IND) Report generated every month, when the payment of tax deduction for that month is paid to the government to provide information for the TDS Challan. (Crystal Report) | Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Reports, TDS Reports | RUN_APY8070 |
| APY8090<br>Work Cont. Certificate | (IND) Certificate issued by the payer to the payee for proof of deduction of tax on Work Contract. (Crystal Report) | Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Certificates, TDS Certificates | RUN_APY8080 |
| APY9010<br>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. (Crystal Report) | Vendors, 1099/Global Withholding, General Reports, Wthd Voucher/Vendor Mismatch, Withhold Mismatch Request | WTHD_MISMTCH_RQST |
| APY9024<br>Federal Schedule Report | (USF) Lists federal payment schedules paid as of a specific date. (Crystal Report) | Accounts Payable, Reports, Payments, Federal Schedule, Federal Schedule Report | RUN_APY9024 |
| APYVR_LC<br>Registered Voucher Listing | 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, Registered Voucher Listing | RUN_APYVR_LC |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| BCH1000<br>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, Process Bank Charges | BCH_RUN_1000 |
| FIN2025<br>EFT File Cover Sheet | Provides cover sheet for your EFT payments. (Crystal Report) | Accounts Payable, Reports, Payments, EFT File Cover Sheet, Create EFT File Cover Sheet | RUN_FIN2025 |
| FIN2026<br>DTAUS Cover Sheet | (GER) Provides cover sheet for your EFT payments. (Crystal Report) | Accounts Payable, Reports, Payments, EFT File Cover Sheet, Create EFT File Cover Sheet | RUN_FIN2025 |
| FIN2027<br>EFT Bank Advice Letter | Provides advice for your EFT payments. (Crystal Report) | Accounts Payable, Reports, Payments, EFT Remittance Advice Letter, EFT Remittance Advice Letter | RUN_FIN2027 |
| FIN2028<br>EFT Remittance Advice Letter | Provides advice for your EFT payments. (Crystal Report) | Accounts Payable, Reports, Payments, EFT Remittance Advice Letter, EFT Remittance Advice Letter | RUN_FIN2027 |
| WTP2_001<br>Withholding Record | 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) | Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report by Class, Withholding Report by Class | WTP2_RUN_WTP2_001 |

# Glossary of PeopleSoft Terms

**absence entitlement** This element defines 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** This element defines the conditions that must be met before a payee is entitled to take paid time off.

**academic career** In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

**academic institution** In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

**academic organization** In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

**academic plan** In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

**academic program** In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

**accounting class** In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

**accounting date** The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date 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.

**accounting split** The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

**accumulator** You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. 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 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 pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

**action template** In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

**activity** In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

**address usage** In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

**adjustment calendar** In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

**administrative function** In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

**admit type** In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

**agreement** In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

**allocation rule** In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

**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.

**analysis database** In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

**Application Messaging** PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

**AR specialist** Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

**arbitration plan** In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

**assessment rule** In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

**asset class** An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

**attribute/value pair** In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

**audience** In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

**authentication server** A server that is set up to verify users of the system.

**base time period** In PeopleSoft Business Planning, the lowest level time period in a calendar.

**benchmark job** In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

**billing career** In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

**bio bit or bio brief** In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

**book** In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

**branch** A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

**budgetary account only** An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

**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 control** In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate 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 period** 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.

**business activity** The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

**business event** In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

**business process** A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

**business task** The name of the specific function depicted in one of the business processes.

**business unit** A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

**buyer** In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

**campus** In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

**catalog item** In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

**catalog map** In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.

**catalog partner** In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

**categorization** Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

**category** In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

**channel** In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

**ChartField** A field that stores 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** You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

**ChartField combination 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.

**checkbook** In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

**checklist code** In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

**class** In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

**Class ChartField** A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

**clearance** In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

**clone** In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

**cohort** In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

**collection** To make a set of documents available for searching in Verity, you must first create at least one collection. 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 that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

**collection rule** In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

**comm key** See *communication key.*

**communication key** In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

**compensation object** In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

**compensation structure** In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

**component interface** A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

**condition** In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

**configuration parameter catalog** Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

**configuration plan** In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

**constituents** In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

**content reference** Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

**context** In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

**control table** Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

**cost-plus contract line** A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.

**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 row** A cost transaction and amount for a set of ChartFields.

**course** In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

**course share set** In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

**current learning** In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

**data acquisition** In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

**data cube** In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

**data elements** Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

**dataset** A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

**delivery method** In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

**delivery method type** In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

**detailed business process** A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

**dimension** In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

**directory information tree** In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

**division** In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

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| | See also *population* and *cohort*. |
| **document sequencing** | A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity. |
| **dynamic detail tree** | A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user. |
| **edit table** | A table in 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. |
| **effective date** | A method of dating information in PeopleSoft applications. 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. By using effective dates, you don't delete values; you enter a new value with a current effective date. |
| **EIM ledger** | Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result. |
| **elimination set** | In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations. |
| **entry event** | In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries. |
| **equitization** | In PeopleSoft General Ledger, a business 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. |
| **equity item limit** | In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally. |
| **event** | A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.<br><br>In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility. |
| **event propagation process** | In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit. |
| **exception** | In PeopleSoft Receivables, an item that either is a deduction or is in dispute. |
| **exclusive pricing** | In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions. |
| **fact** | In PeopleSoft applications, 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.

**financial aid term** In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

**forecast item** A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

**fund** In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

**gap** In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

**generic process type** In PeopleSoft 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 and SQR report.

**gift table** In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

**GL business unit** Abbreviation for *general ledger business unit*. A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

**GL entry template** Abbreviation for *general ledger entry template*. In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

**GL Interface process** Abbreviation for *General Ledger Interface process*. In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

**group** In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

**incentive object** In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation

process and results, such as plan templates, plans, results data, user interaction objects, and so on.

**incentive rule** In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

**incur** In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

**initiative** In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

**inquiry access** In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access*.

**institution** In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

**integration** A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

**integration point** An interface that a system uses to communicate with another PeopleSoft application or an external application.

**integration set** A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

**item** In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is 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 (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

**item shuffle** In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

**joint communication** In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

**keyword** In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations.

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| | You can use keywords as search criteria that enable you to locate specific records in a search dialog box. |
| **KPI** | An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined. |
| **LDIF file** | Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data. |
| **learner group** | In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office. |
| **learning components** | In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity. |
| **learning environment** | In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them. |
| **learning history** | In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs. |
| **ledger mapping** | You use ledger mapping to relate expense data from 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 PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table. |
| **library section** | In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it. |
| **linked section** | In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section. |
| **linked variable** | In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable. |
| **LMS** | Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments. |
| **load** | In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment. |

**local functionality** In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

**location** Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

**logistical task** In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

**market template** In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

**mass change** In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

**match group** In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

**MCF server** Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

**merchandising activity** In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

**meta-SQL** Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

**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.

**multibook** In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

**multicurrency** The ability to process transactions in a currency other than the business unit's base currency.

**national allowance** In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

**need** In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

**node-oriented tree** A tree that is based on a detail structure, but the detail values are not used.

**pagelet** Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.

**participant** In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

**participant object** Each participant object may be related to one or more compensation objects.

See also *compensation object.*

**partner** A company that supplies products or services that are resold or purchased by the enterprise.

**pay cycle** In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

**payment shuffle** In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

**pending item** In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

**PeopleCode** PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

**PeopleCode event** See *event.*

**PeopleSoft Pure Internet Architecture** The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

**performance measurement** In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

**period context** In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

**person of interest** A person about whom the organization maintains information but who is not part of the workforce.

**personal portfolio** In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

**plan** In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

**plan context** In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

**plan template** In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

**planned learning** In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

**planning instance** In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

**population** In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

**portal registry** In PeopleSoft applications, 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.

**price list** In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

**price rule** In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

**price rule condition** In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

**price rule key** In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

**primacy number** In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

**primary name type** In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

**process category** In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

**process group** In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

**process definition** Process definitions define each run request.

**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** You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

**process request** A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

**process run control** A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these 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.

**product** A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

**product category** In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

**product family** A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

**product line** The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

**programs** In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

**progress log** In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

**project transaction** In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

**promotion** In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

**prospects** In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

**publishing** In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

**rating components** In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

**record group** A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

**record input VAT flag** Abbreviation for *record input value-added tax 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 tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

**record output VAT flag** Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

**recname** The name of a record that is used to determine the associated field to match a value or set of values.

**recognition** In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

**reference data** In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

**reference object** In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

**reference transaction** In 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.

**regional sourcing** In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing

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| | model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location. |
| **relationship object** | In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects. |
| **remote data source data** | Data that is extracted from a separate database and migrated into the local database. |
| **REN server** | Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework. |
| **requester** | In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders. |
| **reversal indicator** | In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds. |
| **role** | Describes how people fit into PeopleSoft 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. |
| **role user** | A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs. |
| **roll up** | In a tree, to roll up is to total sums based on the information hierarchy. |
| **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 a program that manipulates data. |
| **run control ID** | A unique ID to associate each user with his or her own run control table entries. |
| **run-level context** | In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context. |
| **SCP SCBM XML message** | Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports. |
| **search query** | You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents. |
| **search/match** | In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database. |
| **seasonal address** | In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted. |
| **section** | In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections. |
| **security event** | In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries. |

**serial genealogy** In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

**serial in production** In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

**service impact** In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

**service indicator** In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

**session** In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

**session template** In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

**setup relationship** In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

**share driver expression** In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

**single signon** With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

**source key process** In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

**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.

**speed key** See *communication key.*

**SpeedChart** A user-defined shorthand key that designates 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.

**staging** A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

**standard letter code** In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

**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** In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

**storage level** In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

**subcustomer qualifier** A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

**Summary ChartField** You use summary ChartFields to create 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 ledger** An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase 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 time period** In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

**summary tree** A tree used to roll up accounts for each type of report in summary ledgers. 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.

**syndicate** To distribute a production version of the enterprise catalog to partners.

**system function** In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

**system source** The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft system.

| | |
|---|---|
| | For example, processes that import data from Microsoft Project into PeopleSoft applications create transaction rows with a source code of MSP (Microsoft Project). |
| **TableSet** | A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same. |
| **TableSet sharing** | Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier. |
| **target currency** | The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes. |
| **tax authority** | In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact. |
| **template** | A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template. |
| **territory** | In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants. |
| **third party** | A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications. |
| **3C engine** | Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes. |
| **3C group** | Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate. |
| **TimeSpan** | A relative period, 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. |
| **trace usage** | In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record. |
| **transaction allocation** | In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables. |
| **transaction state** | In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing. |

**Translate table** A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

**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.

**tuition lock** In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

**unclaimed transaction** In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

**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.

**update access** In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

**user interaction object** In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

**variable** In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

**VAT exception** Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

**VAT exempt** Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

**VAT exoneration** Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

**VAT suspension** Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

**warehouse** A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

**work order** In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

**worker** A person who is part of the workforce; an employee or a contingent worker.

**workset** A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

**worksheet** A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

**worklist** The automated to-do list that PeopleSoft 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.

**XML link** The XML Linking language enables you to insert elements into XML documents to create a links between resources.

**XML schema** An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

**XPI** Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

**yield by operation** In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

**zero-rated VAT** Abbreviation for *zero-rated value-added tax.* 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. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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