PeopleSoft®

PeopleSoft Enterprise eSettlements 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. 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. 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. Select Always to run the request every time the batch process runs. 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 eSettlements Preface

This preface discusses:

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

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

PeopleSoft Products

This PeopleBook refers to these products:

- PeopleSoft Enterprise eProcurement.
- PeopleSoft Enterprise Payables.
- PeopleSoft Enterprise Purchasing.

PeopleSoft Application Fundamentals

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

The following companion PeopleBooks apply specifically to eSettlements.

- *PeopleSoft Enterprise Application Fundamentals PeopleBook*
- *PeopleSoft Enterprise Bank Setup and Processing PeopleBook*
- *PeopleSoft Enterprise Order to Cash Common Information PeopleBook*
- *PeopleSoft Enterprise Managing Items PeopleBook*
- *PeopleSoft Enterprise Purchasing PeopleBook*
- *PeopleSoft Enterprise Setting Up Global Options and Reports PeopleBook*
- *PeopleSoft Enterprise Source to Settle Common Information PeopleBook*
- *PeopleSoft Enterprise Working With Third-Party Applications PeopleBook*

Pages With Deferred Processing

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

See Also

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:

Once: Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run.*

Always: Executes the request every time the batch process runs.

Don't Run: Ignores the request when the batch process runs.

Report ID The report identifier.

Report Manager This button takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Payment Count For each voucher you can have multiple payments. For example, let's say you have one voucher for 1000.00 JPY and you split the payments into 600.00 JPY and 400.00 JPY. The 600.00 JPY would have a payment count of *1* and the 400.00 JPY would have a payment count of *2*. Also, if the payment is cancelled and reissued, the system assigns a payment count of *3,* and so on.

Process Monitor This button takes you to the Process List page, where you can view the status of submitted process requests.

Run This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.

Run Control ID An identification code that identifies the run parameters for a report or process.

User ID The system identifier for the individual who generates a transaction.

SetID An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.

Short Description Freeflow text up to 15 characters.

Status Indicates whether a row in a table is *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.

Vendor ID The system-assigned, or user-defined identification number given to a vendor when it is created.

Voucher ID The system-assigned, or user-defined identification number given to a voucher when it is created.

See Also

About These PeopleBooks

CHAPTER 1

Getting Started with PeopleSoft Enterprise eSettlements

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

- eSettlements business processes.
- eSettlements integrations.
- eSettlements implementation tasks.

eSettlements Overview

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

eSettlements enables you to:

- Create invoices, and integrate purchase order and receipt information with invoices.
- Perform invoice dispute and resolution activities at the invoice and invoice line level.
- Create payments using automatic and manual processes, and create urgent payments.
- Maintain and run inquiries on invoice and payment information.
- Leverage existing information and functionality of Payables, Purchasing, and Financial Gateway applications to create and process settlements.
- Establish an implementation model based on your business needs.

Understanding eSettlements Implementation Models

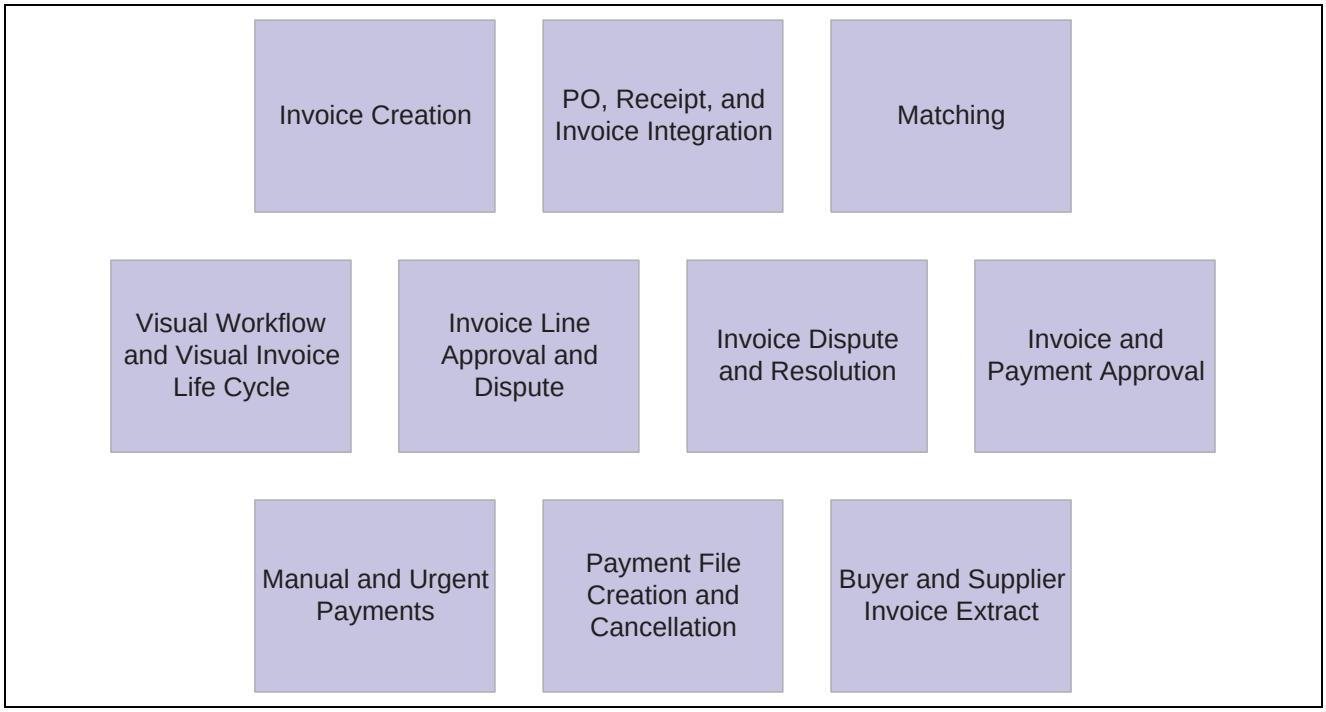
You implement eSettlements based on one of two models:

Buyer Direct Model	In this implementation you are the buyer and eSettlements provides an interface with your suppliers. It functions as a front-end module for the Payables application.
Business Service Provider Model	In this implementation, you act as a consolidator. You provide and administer an interface between multiple buyers and suppliers.

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

eSettlements Business Processes

eSettlements provides the following business processes:



eSettlements business processes

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

eSettlements Integrations

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

- PeopleSoft Enterprise eProcurement.
- PeopleSoft Enterprise Payables.
- PeopleSoft Enterprise Purchasing.

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

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

eProcurement

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

Payables and Purchasing

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

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

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

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

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

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

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Understanding Payables Implementation".

eSettlements Implementation

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 enter data into the component tables—and links to the corresponding PeopleBook documentation.

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

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

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

See Chapter 6, “Registering Buyers,” Creating Buyers, page 38.

See Chapter 7, “Registering Suppliers,” Creating Suppliers, page 56.

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

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Understanding Payables Implementation”

PeopleSoft Enterprise PeopleBook: About These PeopleBooks

PeopleSoft Setup Manager for Financials, Enterprise Service Automation, and Supply Chain Management PeopleBook

PeopleTools PeopleBook: PeopleSoft Component Interfaces

PeopleSoft Enterprise Components for Financials, Enterprise Service Automation and Supply Chain Management PeopleBook, "Working with Navigation Pages," Describing Navigation Pages

PeopleSoft Enterprise Components for Financials, Enterprise Service Automation and Supply Chain Management PeopleBook, "Using Navigation Collections"

CHAPTER 2

Navigating in eSettlements

This chapter discusses how to navigate in eSettlements.

Navigating in eSettlements

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

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

See Also

Using PeopleSoft Applications PeopleBook

Pages Used to Navigate in eSettlements

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

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

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

CHAPTER 3

Understanding eSettlements

This chapter provides an overview of eSettlements and discusses:

- Setup and processing in the Buyer Direct model.
- Setup and processing in the Business Service Provider model.
- Role-based implementation.

eSettlements Overview

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

Buyer Direct Model

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

Business Service Provider Model

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

Setup and Processing in the Buyer Direct Model

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

This section discusses:

- Setting up the Buyer Direct model.
- Processing in the Buyer Direct model.

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

For a Buyer Direct implementation:

1. Specify the Buyer Direct model.
2. Create and name your own roles and permission lists.
3. Create at least one user in a Payables administrator role type.
4. Create a buyer template.
5. Enable Payables business units as eSettlements buyers.

   If you enable Payables business units for use as eSettlements buyers, ensure that the business unit is set up for automatic voucher numbering. Autonumbering is used for self-service and XML invoices.
6. Enable Payables vendors as eSettlements suppliers.
7. Create a local supplier administrator, who then completes supplier registration by adding information specific to the selling entity. The supplier administrator can then create new user profiles for additional individuals within the organization.

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

   ---
8. Create an agreement.

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

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

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

1. Enter vouchers into the system.
2. Enter self-service and XML invoices in eSettlements, and enter vouchers in Payables.
3. Review invoices in self-service pages.
4. Run the Payables Voucher Build Application Engine process (AP_VCHRBLD) to create vouchers.
5. Run the Matching Application Engine process (AP_MATCH).
6. Approve invoices and invoice lines, if required.

7. Run pay cycle to select payments.
8. Approve and create payments.

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

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Using Additional Payment Processing Options," Setting Autonumbering for Manual Payments

Setup and Processing in the Business Service Provider Model

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

This section discusses:

- Setting up the Business Service Provider model.
- Processing in the Business Service Provider model.

For a Business Service Provider implementation:

1. Create a buyer bank account and a buyer template.
2. Create buyers (buying organizations) and assign their security and processing parameters.

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

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

   The buyer administrator then completes the implementation process, updating and finalizing the registration for the buying entity by specifying matching preferences and creating additional users within the organization.
5. Create buyer pay cycles and assign associated security.
6. Create a selling entity (supplier) by defining subscription and system access, and then create a local supplier administrator for this new supplier.
7. Specify security by defining which suppliers the supplier administrator can access, and establish processing preferences for the supplier administrator role.
8. Register suppliers.

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

9. Create agreements.

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

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

1. Create purchase orders, invoices, and receipts.
2. Review invoices in self-service pages.
3. Run the Payables Voucher Build process to create vouchers.
4. Run the Matching process.
5. Approve invoices and invoice lines, if required.
6. Run pay cycle to select payments.
7. Approve and create payments.

Role-Based Implementation

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

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

Role Types and Role Names

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

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

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

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

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

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

Buyer Role Type	Buyer Role Name
Buyer Administrator	EM_BUYER_ADM
Buyer Accountant	EM_BUYER_ACCT
Buyer User	EM_BUYER_TREAS
	EM_APPROVER_1
	EM_APPROVER_2
	EM_APPROVER_3
	EM_BUYER_MTCH_MGR
	EM_BUYER_RECV
	EM_BUYER_SUPV

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

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

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

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

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

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

CHAPTER 4

Configuring Security

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

Understanding Security

This section discusses:

- Security administration.
- Security concepts.

Security Administration

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

- A main system administrator.
- Local administrators (for both buyers and sellers).

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

Security Concepts

The following concepts are fundamental to security:

Permission lists

Permission lists group authorizations. You assign permission lists to roles. Permission lists store authorized sign-in times (when users may access the system), page access, PeopleTools access, and buyer and supplier data permissions.

Role names

Role names are intermediate objects that link user profiles to permission lists, and that are mapped to eSettlements role types. You can assign multiple role names to a user profile, and you can assign multiple permission lists to a role name.

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

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

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

User profiles A profile describes a particular user. Profiles include low-level PeopleTools data (such as language code) and application-specific data (such as the setIDs that users are authorized to access within PeopleSoft Financials applications). Permission lists, role names, and role types are all part of a user's profile. Some user profile attributes (such as a password) are security-related, while others are descriptive (for example, an email address) or preferential (for example, if multi-language capabilities are enabled).

Buyer data permissions Buyer permissions are first assigned to the buyer administrator by the system administrator during buyer registration. The system administrator controls the data access that the buyer administrator can subsequently assign to users locally through buyer security.

Supplier data permissions Supplier permissions are first assigned to the supplier administrator by the system administrator during supplier registration. The system administrator controls the data access that the supplier administrator can subsequently assign to users locally through supplier security.

See Also

PeopleTools PeopleBook: PeopleTools Security

Understanding Permission Lists and Role Types

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

This section discusses:

- Permission lists.
- Role types.

Permission Lists

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

- WEBLIB_EBPP
- WEBLIB_MENU
- WEBLIB_PT_NAV
- WEBLIB_PORTAL

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

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

Role Types

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

- Buyer accountant
- Buyer administrator
- Buyer user
- Operational approver
- Supplier administrator
- Supplier user
- System administrator

See Also

PeopleTools PeopleBook: PeopleTools Security

Administering Self-Service Security and Creating New Users

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

- Maintain Role Types (EM_ROLE_CONFIG)
- Buyer Inquiry (EM_BUYERSEC_INQRY)
- Buyer User Details (EM_BUYER_SECURITY)
- Supplier Inquiry (EM_SELLERSEC_INQRY)
- Supplier User Details (EM_SELLER_SECURITY)

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

- Map roles to role types.
- Create new buyer users.
- (Optional) Define invoice line approval rules.
- Create new supplier users.

See Also

Chapter 7, “Registering Suppliers,” Creating Supplier Administrators, page 64

Understanding Self-Service Security Administration

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

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

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

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

See Also

Chapter 6, “Registering Buyers,” Creating Buyers, page 38

Chapter 6, “Registering Buyers,” Creating Buyer Administrators, page 51

Chapter 7, “Registering Suppliers,” Creating Supplier Administrators, page 64

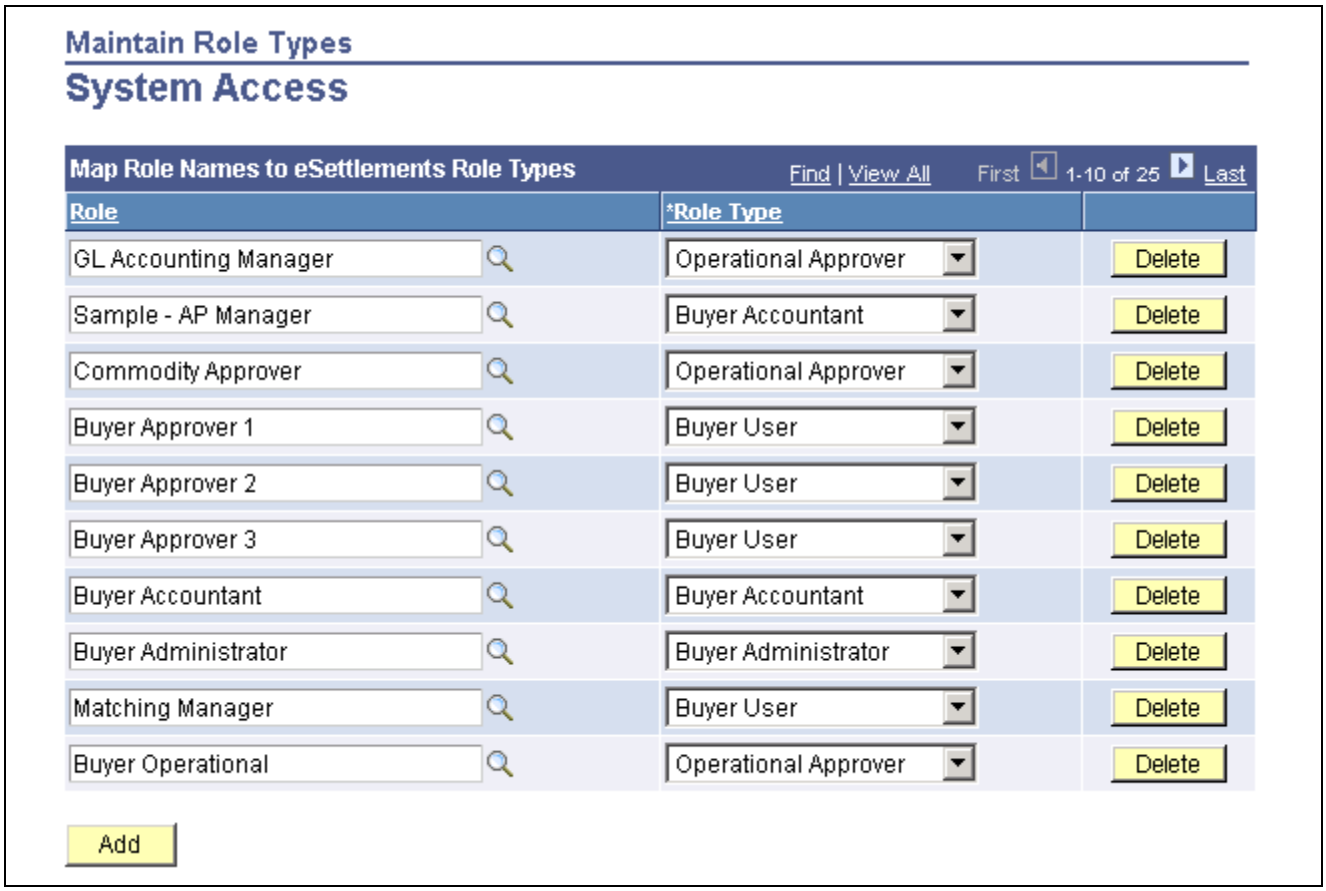
Chapter 6, “Registering Buyers,” Creating Buyer Administrators, page 51

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

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

Mapping Roles to Role Types

Access the Maintain Role Types - System Access page.



Maintain Role Types - System Access page

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

Role Type Select a type to map to the adjacent role.

Creating New Buyer Users

Access the Review User Profiles - Buyer User Details page.

Review User Profiles

Buyer User Details

User Profile

*User ID: BUYAPPR1

*Name: Buyer Approver 1 (Examples: Fred Smith, AP Department or Buyer)

Lock Account (Click here to disable the access to the system for this user)

*Password: **********

*Confirm Password: **********

Email Address: srinivas.kumaraswamy@oracle.com Email User

*Language: English

*Currency Code: USD US Dollar

*Rate Type: Current Rate

Instant Messaging IDs Find | View All First 1 of 1 Last

Instant Messaging Domain	Instant Messenger ID	
YAHOO	srinivas_deepa@yahoo.com	Delete

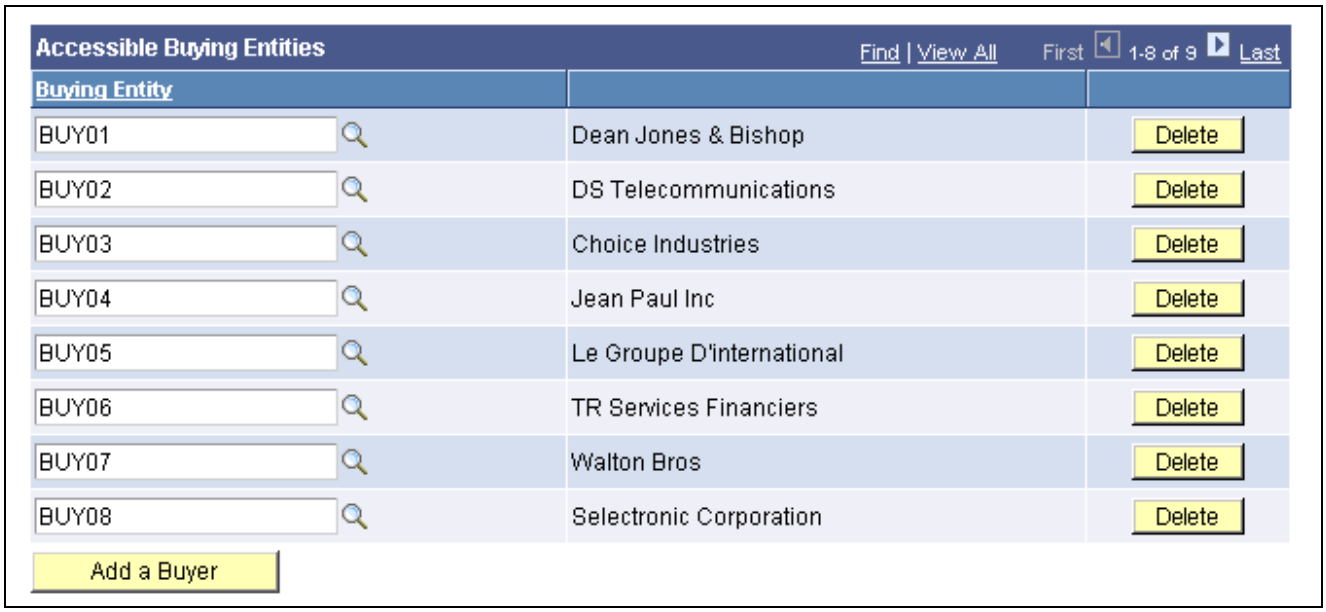
Add New ID

Buyer User Roles Find | View All First 1-2 of 2 Last

Role Name	
Sample - AP Manager	Delete
Buyer Approver 1	Delete

Add a User Role

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



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

User Profile

User ID and **Name** — Enter the user ID and name.

Lock Account — Select to prevent the user from accessing the system.

Email Address — Enter the full email address to which email notifications subscribed to by the buyer are sent for this user.

Important! If you leave the @ symbol or the domain name out of the address, the email feature does not work.

Email User — Select to specify whether the user receives email notifications.

Note. If the primary user must be away from the system for an extended period, you can access the General Profile Information page by selecting My System Profile and then clear the Email User check box in the Workflow Attributes group box. Doing so also clears the Email User check box on the Review User Profiles - Buyer User Details page and enables you to nominate an alternate user to receive email notification.

Language — Enter a code for the email language.

Currency Code — Enter a currency code, which controls the default values for the invoice inquiry pages for the user.

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

Instant Messaging IDs

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

Instant Messaging Domain — Select a provider: *AOL* (America Online), *SAMETIME,* or *YAHOO.*

Instant Messenger ID Enter an ID for instant messaging.

Important! Do not enter the @ sign followed by the domain name; just enter the instant messaging ID of the user.

Buyer User Roles

Role Name Select one or more roles for the user. Click Add a User Role to add roles. Only roles that are mapped to these role types are available: buyer accountant, buyer user, and operational approver.

Note. If the user needs to create urgent payments and approve payments, attach permission list EPMP8000 to the user ID.

Accessible Buying Entities

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

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

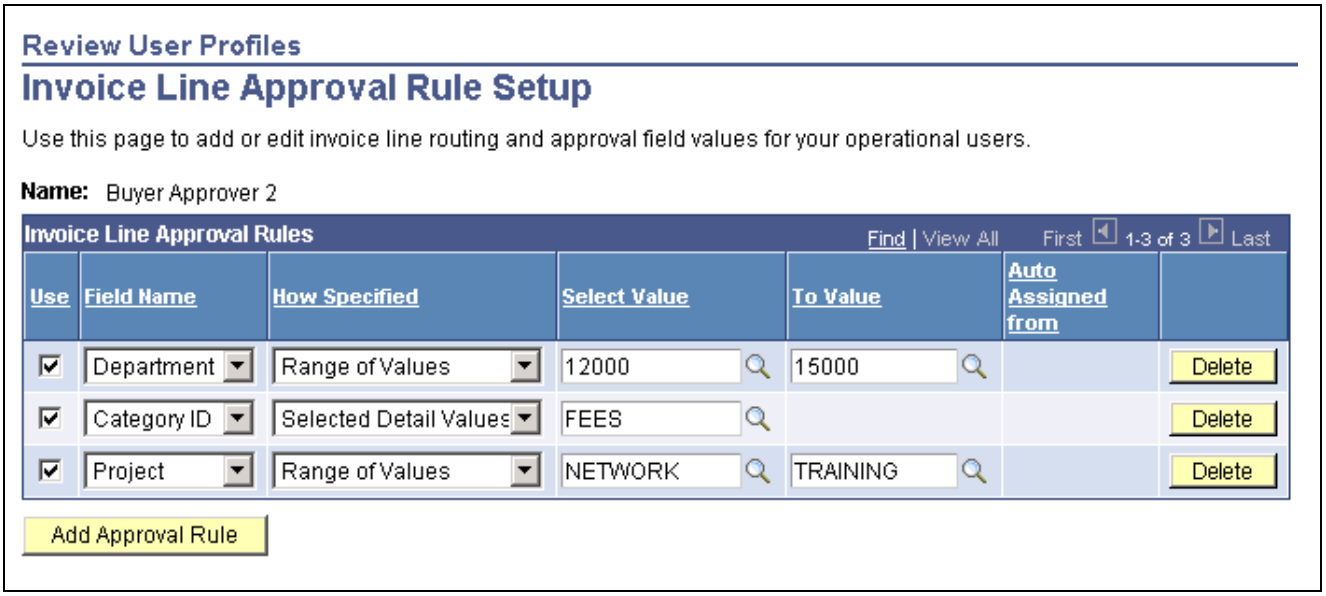
See Also

PeopleTools PeopleBook: PeopleTools Security

Chapter 6, "Registering Buyers," Creating Buyer Administrators, page 51

Defining Invoice Line Approval Rules

Access the Review User Profiles - Invoice Line Approval Rule Setup page.



Review User Profiles - Invoice Line Approval Rule Setup page

Use Select to have the rule apply to the user name. In the example screen shot, the user receives all invoices that have a department value of *12000* to *15000.*

Field Name Enter the fields to govern invoice line routing.

How Specified Enter *Range of Values* or *Selected Detail Values.*

Select Value and **To Value** Enter values to further define the field. Enter a select value if you entered *Selected Detail Values* in the How Specified field. Enter values in both fields if you selected *Range of Values.*

Defining these fields enables you to, for example, prevent a user from receiving invoice lines that contain only certain account values.

Creating New Supplier Users

Access the Review User Profiles - Supplier User Details page.

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

Accessible Suppliers

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

See Also

Chapter 4, “Configuring Security,” Creating New Buyer Users, page 18

Chapter 6, “Registering Buyers,” Creating Buyers, page 38

CHAPTER 5

Enabling Payables for the eSettlements Buyer Direct Model

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

- Specify the Buyer Direct model.
- Set up security.
- Establish a buyer template.
- Enable Payables business units and vendors as eSettlements buyers and suppliers.

Understanding Enabling the Buyer Direct Model

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

Buyer Template

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

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

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

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

1. Creates eSettlements buyers by populating the Buyer Registration table (EM_BUY_REG_TBL) with all active Payables business units that are not already registered as eSettlements buyers.
2. Populates four levels of buyer approval amounts in the Buyer Approval Amounts table (EM_BUYER_APPR) for each Payables business unit.

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

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

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

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

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

For suppliers, the process works as follows:

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

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

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

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

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Securing Your System," Specifying System Security Options

Specifying the Buyer Direct Model

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

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

This section discusses how to specify the implementation model.

Page Used to Specify the Implementation Model

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

Specifying the Implementation Model

Access the Installation Options - eSettlements page.

In the Implementation Model group box, select Buyer Direct.

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

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options

Setting Up Security

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

See Also

Chapter 4, "Configuring Security," Understanding Permission Lists and Role Types, page 14

Establishing a Buyer Template

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

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

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

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

Buyer Direct Model

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

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

Business Service Provider Model

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

See Also

Chapter 6, “Registering Buyers,” Understanding Buyer Registration, page 35

Page Used to Establish a Buyer Template

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

Establishing a Buyer Template

Access the Maintain Buyer Template - Information page.

Maintain Buyer Template

Information

SetID: SHARE
Template ID: MKTPAYVAT
*Holiday List ID: Standard Business Calendar

VATand Business ID Information

VAT
VAT Entity: FRA01V
Physical Nature: Goods
Where Service Performed:
Prorate VAT NR: NRVAT

Accounting Information

*Account: 9999999999
*Accounting Template: STANDARD
*Ledger: LOCAL
*Ledger Group: RECORDING
*Calendar ID: 01

Journal Template

*Accruals: ACCRUAL
*Payments: PAYMENT
*Closes: CLOSURE
*Cash Clearings: CASH_CLRG
*Revaluations: AP_REVALUE
*Cancels: CANCEL

Misc. Journal Information

*Combo Template: VCHREDIT
*Sales Tax Charge: SALES TAX
*Use Tax Charge: USETAXNP
*Freight Charge: FRGTNP
*Misc. Charge: MISCNP
*Build Criteria: STANDARD
*Document Association: STANDARD

Maintain Buyer Template – Information page (1 of 2)

Payment Information

Bank SetID: SHARE
*Payment Terms ID: 00
*Prepay Terms: 00
*Payment Handling: RE
*Payment Rate Type: CRRNT

Miscellaneous Information

*Origin: MPY
*Ship Via Code: COMMON
*Freight Terms Code: ORIGIN
Tax Exempt Flag
Tax Exempt ID:

eSettlements Information

Agreement SetID:
Notification SetID: SHARE

* Required Field

Save Template

Maintain Buyer Template – Information page (2 of 2)

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

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

SetID Enter a setID for this template.

Template ID Enter an ID to define this template.

Holiday List ID Enter an ID to list the holidays for each buyer.

VAT and Business ID Information

VAT Select if the buyer operates in a VAT environment.

VAT Entity Enter a value-added tax (VAT) reporting entity if you selected the VAT check box.

Physical Nature Select *Goods* or *Services* to establish a default value that describes, for the majority of transactions, whether an object purchased is a physical good or a service.

Where Service Performed Select *Buyer's Location, Ship From Location, Ship To Location,* or *Supplier's Location* to indicate the location at which a service is most often performed.

Prorate VAT NR Enter a default miscellaneous charge code for the non-recoverable Input VAT, to determine how the system calculated, how non-recoverable VAT is accounted for, and whether it is treated as landed cost.

Selection of a prorate charge code enables the non-recoverable VAT to be posted to the same set of ChartFields as specified for the associated expense, and enables the non-recoverable VAT to be treated as a landed cost.

Selection of a non-prorate charge code allows the non-recoverable VAT to be posted to the ChartFields specified on the VAT accounting template for the associated VAT code.

Accounting Information

Account Enter a default account for processing.

Note. For self-service invoices, the system overwrites this value if you establish values at lower levels of the eSettlements default ChartField hierarchy.

See Chapter 10, "Processing Invoices," Understanding Self-Service Invoice Entry and Management, page 120.

Accounting Template Enter a template ID for voucher processing within eSettlements.

Ledger Enter a ledger to store the posted net activity for a set of ChartField values by accounting period and fiscal year.

Ledger Group and **Calendar ID** Enter one of each because these are required for enterprise management.

Journal Template

A Journal Template is required for processing within eSettlements.

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

Misc. Journal Information (miscellaneous journal information)

Combo Template Select the delivered *VCHREDIT* record template for creation of a business unit.

Sales Tax Charge, Use Tax Charge, Freight Charge, and **Misc. Charge** (miscellaneous charge) Enter the appropriate values. The system uses each of these portions of the total landed cost for non-merchandise charges, on purchase orders, receipts, and invoices.

Build Criteria Enter a selection to enable editing both interfaced and online invoices/vouchers.

Document Association Enter a value to determine how the system groups together receipts associated with a voucher line during the Matching Application Engine process (AP_MATCH).

Payment Information

Bank SetID Enter a setID to store the banks for this buyer.

Payment Terms ID, Prepay Terms, Payment Handling and **Payment Rate Type** Enter a terms ID, and values to further define the payment details. These are required for all transactions.

Miscellaneous Information

Origin Enter an origin to identify eSettlements transactions in the system. This is used by both the invoice and purchase order interfaces.

Note. You must create an origin of *MPY.* You can also create additional origins.

Ship Via Code Enter a code to specify how a shipment from the supplier should be made. This defaults to incoming purchase orders.

Freight Terms Code Select to specify at what point the title passes for shipment. This defaults to incoming purchase orders.

Tax Exempt Flag Select if incoming purchase orders are tax exempt.

Tax Exempt ID Enter an ID if you select the Tax Exempt Flag check box.

eSettlements Information

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

Notification SetID Enter an ID to enable sharing of notification setup between buyers.

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

Template Values and Navigation

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

Attribute	Navigation Path
Holiday List ID	Banking, Bank Accounts, External Accounts, Account Information
VAT Entity	Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Entity
Prorate VAT NR	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn
Journal Templates	Set Up Financials/Supply Chain, Common Definitions, Journals, Entry Template
Origin	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin
Ship Via Code	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Ship Via Codes
Freight Terms Code	Set Up Financials/Supply Chain, Common Definitions, Shipping and Receiving, Freight Terms
Tax Exempt Flag	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition
Tax Exempt ID	Set Up Financials/Supply Chain, Business Unit Related, Purchasing, Purchasing Definition
Account	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Configure, ChartField Definition
Accounting Template	Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Templates
Ledger	General Ledger, Ledgers, Detail Ledgers
Ledger Group	General Ledger, Ledgers, Ledger Groups
Calendar ID	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Calendar Builder

Attribute	Navigation Path
Combo Template	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Combination Editing, ChartField Editing Template
Sales Tax Charge	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn
Use Tax Charge	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn
Freight Charge	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn
Misc. Charge	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn
Agreement SetID	PeopleTools, Utilities, Administration, TableSet IDs
Build Criteria	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Build Criteria
Document Association	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Document Association Rules
Bank SetID	PeopleTools, Utilities, Administration, TableSet IDs
Payment Terms ID	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments Access the necessary Payment Terms pages.
Prepay Terms	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments Access the necessary Payment Terms pages.
Payment Handling	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Handling Codes
Payment Rate Type	Set Up Financials/Supply Chain, Common Definitions, Market Rates, Market Rate Type

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Processing Value Added Tax (VAT) in Payables”

Enabling Payables Business Units and Vendors as eSettlements Buyers and Suppliers

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

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

- EM_BUY_REG_CFS
- PS_EM_BUY_REG_TBL
- PS_EM_BUYER_APPR
- PS_EM_SEC_BU_BANK
- PS_SEC_BU_OPR
- PS_EM_VENDOR_REG
- PS_VENDOR_USER
- PS_EM_USR_CUR_PREF

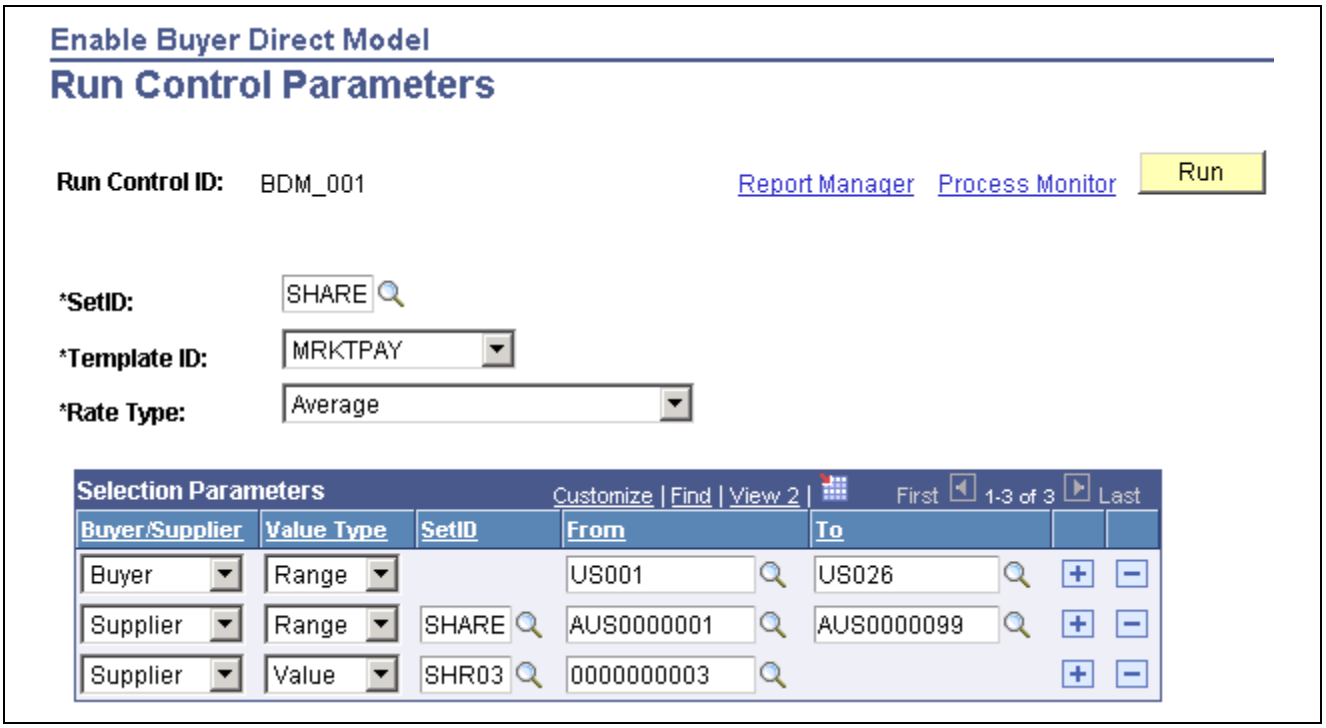
This section discusses how to run the enable buyer direct model process.

Page Used to Enable Payables Business Units and Vendors for eSettlements Buyers and Suppliers

Page Name	Object Name	Navigation	Usage
Enable Buyer Direct Model - Run Control Parameters	EM_ENABLE_AP_RUN	eSettlements, Batch Processes, Enable Buyer Direct Model, Enable Buyer Direct Model - Run Control Parameters	Specify run parameters for the Enable AP BUs & Vendors for BD (enable payables business units and vendors for buyer direct model) Application Engine process (EM_ENABLE_BU) and run the process. It creates an eSettlements buyer for each Payables business unit, and an eSettlements supplier for each Payables vendor. You can specify which particular business units and vendors to convert to buyers and suppliers.

Running the Enable Buyer Direct Model Process

Access the Enable Buyer Direct Model - Run Control Parameters page.



Enable Buyer Direct Model – Run Control Parameters page

SetID Enter a setID; this must be the same setID value as established for the buyer template. The value entered here determines the values available to buyers in the Selection Parameters region.

Template ID Select either *MKTPAYVAT* (market pay VAT template) or *MRKTPAY* (market pay template).

Rate Type Select a currency rate type value. You set up rate types using the Market Rate Type page. This becomes the default rate type for all users associated with an eSettlements role for business unit. You can override this default on the Review User Profiles - Buyer User Details page for buyer users, and on the Review User Profiles - Supplier User Details page for supplier users.

Buyer/Supplier Select *Buyer* to enable Payables business units, or *Supplier* to enable vendors.

Value Type Establish parameters to define if the system processes all, a few, or just one Payables business units or vendors. Select from the following:

- *All:* Select to enable all Payables entities (of the specified field name value) to eSettlements entities. For example, if you specify the Buyer value, the process enables all Payables business units as eSettlement business units.
- *Range:* Select to enable a range of business units or vendors, and complete the From and To fields.
- *Value:* Select to enable one business unit or vendor, and complete the From field.

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

After you specify the fields, click the Run button.

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

Click the OK button to run the processes.

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

See Also

Chapter 6, “Registering Buyers,” Understanding Buyer Creation, page 38

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Processing Multiple Currencies,” Defining Market Rates

CHAPTER 6

Registering Buyers

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

- Create buyer bank accounts in the Business Service Provider model.
- Create buyers.
- Create buyer administrators.

Understanding Buyer Registration

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

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

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

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

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

Buyer Direct Model

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

- Enable all of your Payables business units as eSettlements buyers in batch. We discuss this method in a previous chapter.

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

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

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

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

Business Service Provider Model

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

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

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

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

Business Unit Options in Both Models

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

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

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

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

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

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, "Defining Procurement Options," Specifying Voucher Build Criteria

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Payables Business Units," Selecting ERS Options

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Payables Business Units," Defining Payables Business Unit Options by SetID

Chapter 5, " Enabling Payables for the eSettlements Buyer Direct Model," page 23

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Payables Business Units," Understanding Payables Business Units

Chapter 5, " Enabling Payables for the eSettlements Buyer Direct Model," Establishing a Buyer Template, page 25

Understanding Buyer Bank Accounts

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

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

Creating Buyer Bank Accounts in the Business Service Provider Model

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

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

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

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

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

Defining External Bank Accounts

Access the External Accounts page.

Define external bank accounts for this buyer.

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

See Also

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

Creating Buyers

To create buyers, use the following components:

- Review Buyer Details (EM_BUY_REG_TBL)
- Review Buyer Details Inquiry (EM_BUYER_INQUIRY)
- Define Buyer Notifications (EM_B_NOTIFY_SETID)
- Secure Buyer Banks (EM_SEC_BU_BANK)

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

- Select the buyer creation method.
- Enter buyer information.
- Enter address information.
- Enter bank information.
- Enter approval and matching rules.
- Define invoice line approval rules.
- Enable ChartFields.
- Specify buyer notifications.
- Assign banks to buyers.

Understanding Buyer Creation

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

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

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

See *PeopleSoft Enterprise Product Configurator 8.9 PeopleBook*, "Understanding Configuration Models," Configuration Variable Types.

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

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

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

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

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

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

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options

Chapter 13, "Disputing Invoices," Resolving Disputes Using Instant Messaging, page 156

Chapter 6, "Registering Buyers," Entering Buyer Information, page 41

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Purchasing Item Information," Updating Standard Prices and Business Unit Standard Prices

Pages Used to Create Buyers

Page Name	Object Name	Navigation	Usage
Create New Buyer	EM_BUYER_ADD	eSettlements, Buyer Information, Review Buyer Details, Create New Buyer	Select the buyer registration option.
Existing Buyers	EM_BUYER_INQRY	eSettlements, Buyer Information, Review Buyer Details, Existing Buyers	View a list of existing buyers.
Review Buyer Details - Registration	EM_BUY_REG	• Select the Create a New Buyer radio button on the Create New Buyer page. Click Continue. Enter a buyer ID and click Add. • Select the Enable an AP Business Unit as an eSettlements Buyer radio button on the Create New Buyer page. Click Continue. Click a Business Unit column link.	Create or complete the buying entity and define processing preferences.
Review Buyer Details - Address	EM_BUY_REG_ADDR	Select the Address tab from the Review Buyer Details - Registration page.	Enter address information.
Review Buyer Details - Bank Information	EM_BUY_REG_BNK	Select the Bank Information tab from the Review Buyer Details - Registration page.	Enter bank information for new buyers, and view bank information for existing Payables business units you're enabling as buyers.
Review Buyer Details - Notifications and Approvals	EM_BUY_APPR_RULES	Select the Notifications and Approvals tab from the Review Buyer Details - Registration page.	Specify matching and approval rules requirements. Inbound transactions reference the agreement information to determine approval processing. **Note.** When enabling a Payables business unit, this page is not available, because matching controls were established at the Purchasing business unit level.

Page Name	Object Name	Navigation	Usage
Buyer Information - Invoice Line Approval Rules	EM_BUY_LINE_APPR	Click the Invoice Line Approval Rules link on the Review Buyer Details - Notifications and Approvals page.	Define invoice line approval rules by selecting fields to route invoice lines for approval, and the corresponding responsible operational role.
Review Buyer Details - ChartField Configuration	EM_BUY_REG_CFS	Select the ChartField Configuration tab from the Review Buyer Details - Registration page.	Specify supplier access to ChartFields on self-service invoices.
Define Buyer Notifications - Define Notification Types	EM_B_NOTIFY	Click the Define Buyer Notifications link on the Review Buyer Details - Notifications and Approvals page.	Set up buyer notifications. **Note.** This link is enabled only after a new buyer has been saved.
Secure Buyer Banks - Assign Banks to Buyers	EM_SEC_BU_BANK	eSettlements, Administration, Secure Buyer Banks. Secure Buyer Banks - Assign Banks to Buyers	Specify buyer bank account access for the Business Service Provider model.

Selecting a Buyer Creation Method

Access the Create New Buyer page.

To create a new buyer in a Buyer Direct model:

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

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

To enable an existing Payables business unit:

1. Under Buyer Registration Options, select Enable an AP Business Unit as an eSettlements Buyer, and click Continue.
2. Click a link in the Business Unit column.

Entering Buyer Information

Access the Review Buyer Details - Registration page.

Registration | Address | Bank Information | Notifications and Approvals | ChartField Configuration

Subscription Registration

Buyer:	BUY11	**Default SetID:**	SHARE
***Buyer Name:**	Global Business Inc	***Short Name:**	GBI
***Template ID:**	MKTPAYVAT	***As of Date:**	01/01/1900
***Currency:**	GBP	***Rate Type:**	Current Rate

Business ID Numbers

ID Type	ID Number	
		Delete

Add New ID Number

Bank Information

***Bank:**	UNITED KINGDOM BANK
***Bank Account:**	UKBNK CHECKING ACCT
***Payment Method:**	Electronic Funds Transfer

Buyer System Access

- [x] Invoice Processing
- [x] Reporting Access
- [x] Instant Messenger Access
- [x] Access to Review Invoices
- [ ] No Banner Management
- [x] Payments By eSettlements

Invoice and Payment Extract

- [ ] ERP Integration File

Report Type:	XML File
Extract Frequency:	Weekly
Invoice Extract Status:	Any Status Change

Review Buyer Details - Registration page (1 of 2)

Pay Cycle Options

- [x] Pay Cycle Approval Required

Buyer Creation / Modification initiates several background processes and can take a minute or so to run. Please be patient.

Create a New Buyer

Review Buyer Details - Registration page (2 of 2)

Subscription Registration

Default SetID

Displays the default from the administrator's preferences. The setID determines tableset processing for the buyer. During buyer creation, the system establishes the required tableset sharing parameters for each buyer, and you can refine these further.

Buyer Name and **Short Name**

Enter a name for the system to use on all pages where buyer ID appears, and enter a shorter name to use on pages where space is limited.

Note. These fields populate automatically if you are enabling an existing Payables business unit.

Template ID

Enter the ID for the buyer template associated with the buyer and from which default and control values for buyer registration and transactions originate.

As of Date

Enter the date that you register the buyer in the system.

Note. This value appears by default from the as of date of the General Ledger business unit if you are enabling an existing Payables business unit.

Currency

Enter the primary currency for this buyer's transactions.

Note. eSettlements records transactions in both transaction currency and base currency, though each buying entity (buyer) can have only one base currency.

Rate Type

Enter a type to use for currency conversion between the transaction and base currencies, and to use as the default on all transactions for the buyer.

Business ID Numbers

Information in this group box is optional.

ID Type

Select a business ID type, such as *Company Identification Number, DUNS Number, Fiscal ID - Company - Italy, SIREN Number - France,* or *Tax Identification Number.*

ID Number

Enter the actual business ID number.

Add New ID Number

Click this button to add additional ID numbers.

Bank Information

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

Bank and **Bank Account**

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

Payment Method

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

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

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

Buyer System Access

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

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

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

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

See *PeopleTools PeopleBook: PeopleSoft MultiChannel Framework*

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

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

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

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

Invoice and Payment Extract

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

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

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

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

Pay Cycle Options

Pay Cycle Approval Required	Select to require approval by an authorized payment approver in order to approve payments.
Self-Service Pay Cycle	For the Business Service Provider model, select to enable the buyer to review vouchers for payment, and reject and approve vouchers for payment before payment creation. If this is selected but Pay Cycle Approval Required is cleared, the buyer is responsible for establishing, maintaining, and processing pay cycles. In such cases, the host administrator must enable access to the pay cycle pages.
Automated Pay Cycle	For the Business Service Provider model, select to process payments without buyer intervention such that payments are all, in effect, preapproved. If you select this option, you must also specify the pay cycle frequency to define how often the buyer has payments created. The host administrator references this information when creating pay cycles for the buying entity.
Pay Cycle Frequency	For the Business Service Provider model, select the interval at which pay cycles are run and payments created: *Bi Weekly, Daily, Monthly,* or *Weekly.*
Modify Buyer	Click this button to modify information for an existing buyer.
Create a New Buyer	Click this button to register the buyer once you complete the subscription, bank, and system access options. This button appears when a new buyer ID is added to the system. Clicking this button or the Modify Buyer button also creates and modifies a corresponding invoice extract run control record based on the data extract selections.

See Also

PeopleTools PeopleBook: PeopleSoft MultiChannel Framework

PeopleTools PeopleBook: PeopleTools Security

Entering Address Information

Access the Review Buyer Details - Address page.

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

Entering Bank Information

Access the Review Buyer Details - Bank Information page.

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

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

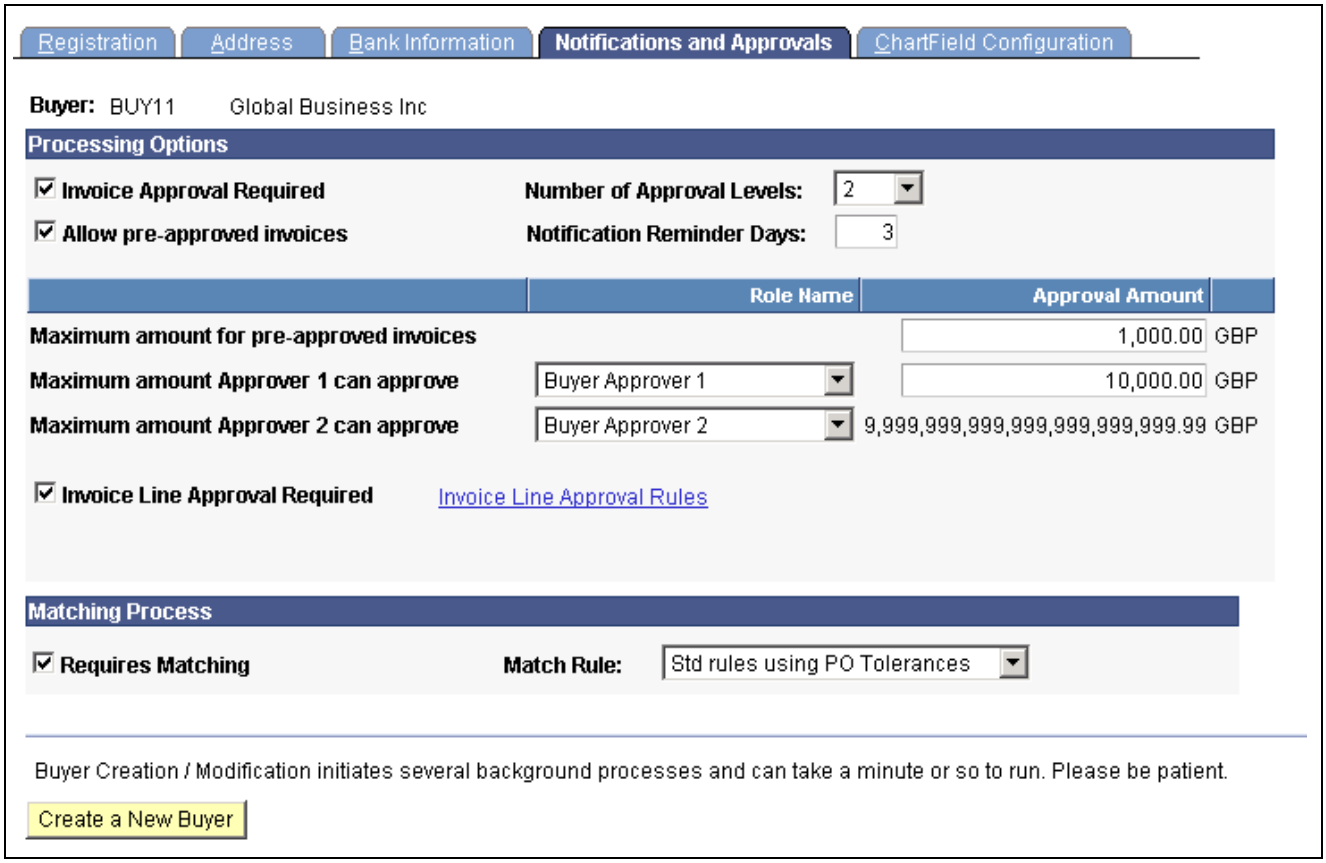
In the Business Service Provider model, you can update these fields, but you can only enter information on this page after establishing buyer bank security. The system uses the bank information as the default for new agreements. To update the information after an agreement is created, you must update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

See Also

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up Banks," Defining Bank Information

Entering Approval and Matching Rules

Access the Review Buyer Details - Notifications and Approvals page.



Review Buyer Details - Notifications and Approvals page

Processing Options

Invoice Approval Required Select to require approval for invoices. If selected, you must also define approval limits and approver roles at each level.

Number of Approval Levels Select *1, 2,* or *3* to define your approval hierarchy. Leave blank if no invoice approval is required.

Allow pre-approved invoices Select to permit invoices less than a maximum monetary amount to bypass the approval step.

If selected, add a value in the Maximum amount for pre-approved invoices field.

Notification Reminder Days

Enter the number of days to elapse before approval email notification reminders are sent.

Define Buyer Notifications

Click this link to establish or modify email notifications for the buyer. This link is enabled after a new buyer is created.

Maximum amount for pre-approved invoices

Enter the highest amount an invoice can be before it requires approval in the Approval Amount column field.

Maximum amount Approver 1 can approve

Select an accounting-oriented approver role, for header approvals in the Role Name column field. In the Approval Amount column field, enter the maximum amount that the first approver can approve.

Additional levels appear corresponding to your Number of Approval Levels selection. Saving the page automatically sets the maximum approval amount at the last approval level.

Note. Only roles assigned to the buyer accountant and buyer user role types are available for selection.

Invoice Line Approval Required

Select to require line-level approval for invoices.

See Chapter 14, "Approving and Disputing Invoice Lines," Understanding Line-Level Approval and Dispute, page 159.

Invoice Line Approval Rules

Click this link to define fields and role names that govern invoice line approval and notifications.

Matching Process

Requires Matching and **Match Rule**

Select and specify these values for the Buyer Direct model, only when creating a new buyer, because at that time you're also creating a new Purchasing business unit. (You cannot select and specify these values when enabling a Payables business unit as a buyer.) During processing, the match rule control is determined from either the Purchasing business unit or from the vendor.

Select the check box for the Business Service Provider model, and specify a match rule control if a buyer requires that invoices be matched to purchase orders and receipts. This specification provides default values on the agreements.

You can use a delivered match rule control or set up your own.

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

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

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

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Setting Up Payables Business Units," Establishing Matching Options.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running the Matching Process," Delivered Match Rule Controls

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options

Defining Invoice Line Approval Rules

Access the Buyer Information - Invoice Line Approval Rules page.

Invoice Line Approval Rules

Field Select a field to define which invoices the system routes for line-level approval. The system routes invoices that have values in these fields to the appropriate line-level approvers.

Role Name Select an operational role to receive invoices that contain values in the corresponding Field that you selected.

See Also

Chapter 14, "Approving and Disputing Invoice Lines," Setting Up Line-Level Approval Rules, page 160

Enabling ChartFields

Access the Review Buyer Details - ChartField Configuration page.

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

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options.

ChartField Name and **Supplier Access**

For the available ChartFields, specify supplier access: *Display Only, Editable,* or *No Access.* This defines which ChartFields appear on supplier self-service invoices.

Because you determine supplier access at the agreement level, this selection specifies only whether suppliers can view and edit particular ChartFields.

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

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

- Activity ID
- Analysis Type
- Category
- PC Business Unit (project costing business unit)
- SubCategory
- Source Type

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

See Also

Chapter 10, "Processing Invoices," Understanding Self-Service Invoice Entry and Management, page 120

Specifying Buyer Notifications

Access the Define Buyer Notifications - Define Notification Types page.

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

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

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

Eleven notification types appear on this page.

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

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

- Agreement
- Invoice Load - Errors
- Invoice Load - No Errors
- Invoice Extract - Buyer
- Invoice Verification

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

- Match Exception - Buyer
- Match Exception - Supplier
- Dispute - Invoice Lines
- Dispute - Payment Schedules
- Payments Awaiting Approval
- Payment Create and Cancel

These notifications contain four common fields.

To/cc (to or carbon copy)	Specify whether the notification is sent to the recipient (user ID or role) that you define, or whether the specified recipient receives a copy of the email.
Type	Specify the recipient type to which to route the notification: *Role* or *User ID.*
	Note. If the user selected does not have access to the business unit, the user will not receive the email notifications. You enable business unit access on the user profile.
Recipient	Enter the recipient of the respective email notification. The available selections are dependent upon your Type selection.
Recipient Name	Displays the recipient selection name.

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

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

- Dispute - Invoice Lines

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

- Invoice Load - Errors

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

- Invoice Verification
- Match Exception - Buyer
- Match Exception - Supplier
- Payments Awaiting Approval

Assigning Banks to Buyers

Access the Secure Buyer Banks - Assign Banks to Buyers page.

Select the Bank and Account for the business unit.

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

Creating Buyer Administrators

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

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

- Assign data access.
- Define processing options.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining User Preferences”

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Securing Your System,” Defining Row-Level Security

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining User Preferences,” Pages Used to Define Cross-Application User Preferences

Understanding Buyer Administrator Creation

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

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

Here is an overview of how each processing option affects user abilities in the two models:

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

See Also

Chapter 4, "Configuring Security," Understanding Permission Lists and Role Types, page 14

Pages Used to Create Buyer Administrators

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

Assigning Data Access

Access the Define User Preferences: Overall Preferences page.

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

Defining Processing Options

Access the Procurement - Payables Online Vouchering page.

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

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

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

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

Record Payment Select to enable user to record payments.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining User Preferences,” Defining Payables User Preferences

Chapter 12, “Approving Invoices,” Initiating Invoice Approval Workflow, page 148

Chapter 15, “Processing Payments,” Understanding Payment Processing, page 169

CHAPTER 7

Registering Suppliers

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

- Create suppliers.
- Create supplier administrators.
- Define data and processing access.

Understanding Supplier Registration

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

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

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

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

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

The steps necessary to register suppliers depend on the model you're implementing.

Buyer Direct Model

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

- Enable a batch of Payables vendors as eSettlements suppliers.

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

- Enable an existing Payables vendor by specifying registration information, such as email notifications and supplier logos.
- Create a new supplier by defining all information, including address and bank information.

Business Service Provider Model

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

See Also

Chapter 13, “Disputing Invoices,” Resolving Disputes Using Instant Messaging, page 156

Chapter 5, “ Enabling Payables for the eSettlements Buyer Direct Model,” Enabling Payables Business Units and Vendors as eSettlements Buyers and Suppliers, page 32

Chapter 4, “Configuring Security,” Administering Self-Service Security and Creating New Users, page 15

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining eSettlements Installation Options

Creating Suppliers

To create a supplier, use the following components:

- Review Supplier Details - Inquiry (EM_SELLER_INQUIRY)
- Review Supplier Details - Registration (EM_SELLER_REGISTER)
- Define Supplier Notifications (EM_S_NOTIFY_SETID)

This section provides an overview of supplier notifications, lists prerequisites, and discusses how to:

- Register suppliers.
- Enter address information.
- (Optional) Enter contact information.
- Enter location information.
- Enter bank information.
- Specify supplier location notifications.

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

Understanding Supplier Notifications

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

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

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

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

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

Prerequisites

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

See Also

PeopleSoft Enterprise eProcurement 8.9 PeopleBook, “Determining eProcurement Functional Implementation Options,” Pages Used to Maintain Vendors

Pages Used to Create Suppliers

Page Name	Object Name	Navigation	Usage
Create a New Supplier	EM_SELLER_ADD	eSettlements, Supplier Information, Review Supplier Details, Create a New Supplier	Begin creating a new supplier.
Review Supplier Details - Registration	EM_SELLER_REG_PG1	Enter a SetID and Supplier ID and click Add on the Create a New Supplier page.	Enter supplier subscription, system access, payment extract, value-added tax (VAT) and business ID, and logo information.
Review Supplier Details - Addresses	EM_SELLER_ADDR_LST	Select the Addresses tab on the Review Supplier Details - Registration page.	View established addresses.
Maintain Addresses - Address Information	EM_SELLER_ADDR	Click the Add a New Address button on the Review Supplier Details - Addresses page.	Enter supplier address information.
Review Supplier Details - Contacts	EM_SELLER_CNT_LST	Select the Contacts tab on the Review Supplier Details - Registration page.	View established contacts.
Maintain Contacts - Contact Information	EM_SELLER_CNTCTS	Click the Add a New Contact button on the Review Supplier Details - Contacts page.	Enter supplier contact information.
Review Supplier Details - Locations	EM_SELLER_LOC_LST	Select the Locations tab on the Review Supplier Details - Registration page.	View established locations.
Maintain Locations - Location Information	EM_SELLER_OPRTG_RL	Click the Add a New Location button on the Locations page.	Enter supplier location information.
Supplier Bank Information - Maintain Banks	EM_SELLER_BANK	Click the Update Bank Information link on the Maintain Locations - Location Information page.	Define the bank accounts into which the supplier wants to have electronic payments deposited.
Define Supplier Notifications - Define Notification Types	EM_S_NOTIFY	eSettlements, Administration, Define Supplier Notifications, Define Supplier Notifications - Define Notification Types	Set up supplier email notifications.
Review Supplier Details - Define Notification Types	EM_LOCATION_NOTIFY	Click the Notifications button on the Locations page.	Set up supplier location email notifications.

See Also

Chapter 4, “Configuring Security,” Administering Self-Service Security and Creating New Users, page 15

Registering Suppliers

Access the Review Supplier Details - Registration page.

Registration | Addresses | Contacts | Locations

Supplier Subscription

Supplier: FROMAGE

*Supplier Name: Fromage Importers *Short Name: FROMAGE

Supplier System Access

☑ Voucher Processing ☑ Reporting Access Allowed

☐ Instant Messenger Access ☐ No Banner Management

Invoice and Payment Extract

☑ ERP Integration File

Report Type: Fixed Format

Extract Frequency: Weekly

Invoice Extract Status: Paid

VAT and Business ID Information

☑ VAT Registration

VAT Registration Details

*Country	VAT Registration ID	
France	13004328092	Delete

Add Additional VAT Information

Review Supplier Details - Registration page (1 of 2)

Business ID Number

ID Type	ID Number	
SIREN Number - France	313123127	Delete

Add New ID Number

Supplier Logo

Add Logo Delete Logo

Review Supplier Details - Registration page (2 of 2)

Supplier Subscription

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

Supplier System Access

Voucher Processing Select to enable the supplier's invoices to be loaded into the system.

Reporting Access Allowed Select to subscribe to report processing. There is no PeopleSoft processing logic currently applied to this.

This function is used for the Business Service Provider model, enabling the host to charge for subscription.

Instant Messenger Access Select to enable this supplier to use instant messaging to discuss payment installment dispute resolution with buyers.

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

No Banner Management Select to prevent host-defined banners from appearing on each web page.

Invoice and Payment Extract

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

See Chapter 6, "Registering Buyers," Creating Buyers, page 38.

VAT and Business ID Information

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

VAT Registration Details

Country and **VAT Registration ID** Select a country and enter a VAT ID number.

Add Additional VAT Information Click this button to enter another country and ID number.

Business ID Number

The information in this group box is optional.

ID Type and **ID Number** Associate the supplier with a reporting entity from the ID types available. If you do so, also enter the ID Number provided by the reporting entity.

Add New ID Number Click this button to add additional numbers.

Supplier Logo

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

Note. Supplier logo images must be in JPEG format.

Entering Address Information

Access the Maintain Addresses - Address Information page.

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

Phone Information

You may add phone information, but it's not required.

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

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

(Optional) Entering Contact Information

Access the Maintain Contacts - Contact Information page.

Contact Information

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

Entering Location Information

Access the Maintain Locations - Location Information page.

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

Location and Location Details

Supplier Location and **Description**

Enter a location, such as *HEADQTRS* (headquarters) or *EAST,* and description of the location for this supplier.

Note. Because eSettlements displays the description you enter here throughout the system, ensure that you uniquely name it.

Default Location

Select this check box to define the current location as the supplier default.

Currency Code

Enter a currency code to use as the default currency on self-service invoices.

Invoicing Address and **Remitting Address**

Select an address for this supplier, such as *Primary.*

Note. If the address established in the previous steps is the only address established for this supplier, it appears by default in the Invoicing Address and Remitting Address fields.

Payment Terms and Remitting Options

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

Payment Terms

Select terms to govern transactions with this supplier, such as *10N, EOM,* or *Split.*

Update Bank Information

Select this link to access the Supplier Bank Information - Maintain Supplier Banks page and enter bank details for this supplier location.

Remit to Location

Select this radio button to have payments made to the location that appear in the Remitting Address line.

Note. This radio button text for this option reads Remit to This Location if you're setting up a brand new supplier and have not yet saved it.

Remit to this Supplier but a different Location

Select to have payments sent to an alternate location for this supplier.

Remit to Location and **Remitting Address**

Select a remit to location if you selected the Remit to this Supplier but a different Location radio button. The available choices are those that you previously established for this supplier. The associated remitting address appears.

Remit to a different Supplier

Select this radio button to have payments made to a different supplier.

Remit Supplier

Select the supplier to receive payments.

Remit to Location and **Remitting Address**	Select the location of the different supplier. The associated address appears.
Update this Location	Select this link to modify *existing* location details.
Add a Future Location	Select this link to specify a location that will take effect on a date that you designate. **Note.** If you select this link to set up a future location, you must specify a date in the Location effective as of field.

Entering Bank Information

Access the Supplier Bank Information - Maintain Banks page.

Accessible Bank Accounts

Default	Select to set the current information as the default bank for this supplier.
Bank Name and **Branch Name**	The values that you enter here appear in the payment file notification and on the HTML invoice.
Country and **Bank ID Qualifier**	Enter one of each to identify the Bank ID and Bank Account Number field format. **Note.** You must enter this information in the system before you can transfer money to the account.
IBAN Digit (international bank account number digit)	Enter your check digit if your organization has an IBAN. **Note.** If transacting with the United Kingdom and the Netherlands, you must enter *Swift ID* in the DFI Qualifier field to validate the IBAN entry.

See Also

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook, “Maintaining Vendor Information,” Defining Vendor Bank Accounts

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, “Setting Up Banks”

PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, “Setting Up Counterparties”

Specifying Supplier Location Notifications

Access the Define Supplier Location Notifications - Define Notification Types page or the Review Supplier Details - Define Notification Types page.

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

Five possible notification types appear on this page:

- Invoice Load - Errors

- Invoice Load - No Errors
- Payment Create and Cancel
- (Business Service Provider model) Cash Collections
- Invoice Extract - Supplier

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

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

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

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

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

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

See Also

Chapter 8, "Creating Agreements," Specifying Buyer Notifications, page 75

Chapter 17, "Managing Cash Collections," Specifying Cash Collection Notification Parameters, page 200

Chapter 4, "Configuring Security," Understanding Self-Service Security Administration, page 16

Creating Supplier Administrators

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

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

Understanding the Supplier Administrator Role Type

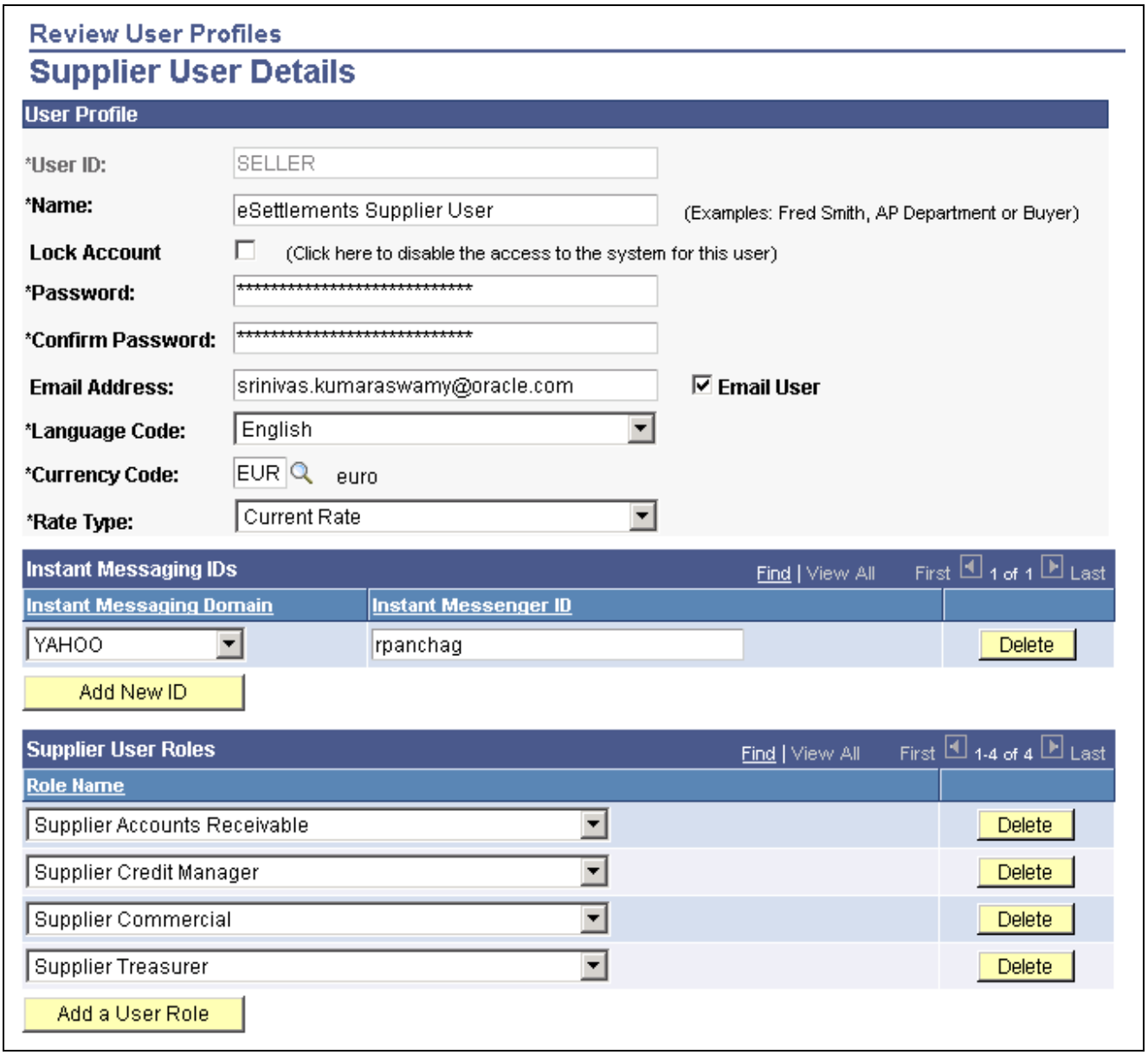
The system administrator sets up user profiles and assigns suppliers to the local supplier administrator. Because user profiles define individual PeopleSoft users, profiles are linked to one or more role types.

Page Used to Create Supplier Administrators

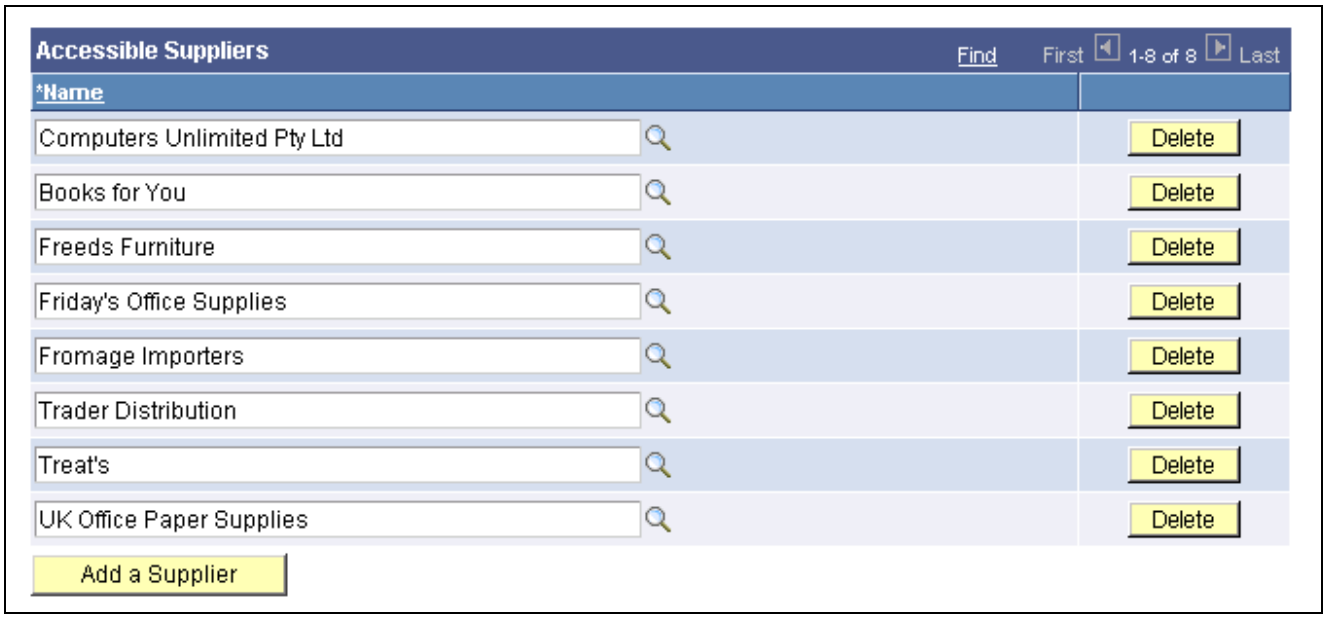
Page Name	Object Name	Navigation	Usage
Review User Profiles - Supplier User Details	EM_SELLER_SECURITY	eSettlements, Supplier Information, Review User Profiles, Review User Profiles - Supplier User Details	The system administrator creates the supplier administrator profile.

Creating Supplier Administrators

Access the Review User Profiles - Supplier User Details page.



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



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

User Profile

Email Address Enter an email address for the supplier administrator notifications.

Email User Select this check box so that the supplier administrator will receive emails.

Language Code and **Currency Code** Enter a language and currency code for the supplier administrator.

Instant Messaging IDs

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

Supplier User Roles

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

Accessible Suppliers

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

See Also

Chapter 4, “Configuring Security,” Understanding Permission Lists and Role Types, page 14

Chapter 6, “Registering Buyers,” Creating Buyer Administrators, page 51

Chapter 4, “Configuring Security,” Creating New Buyer Users, page 18

Chapter 4, “Configuring Security,” Administering Self-Service Security and Creating New Users, page 15

Defining Data and Processing Access

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

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

This section discusses how to:

- Define supplier administrator processing preferences.
- (Optional) Define processing authority.

Pages Used to Define Data and Processing Access

Page Name	Object Name	Navigation	Usage
User Preferences - Overall Preferences	OPR_DEF_TABLE_FS1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, User Preferences Click Overall Preference.	Specify the supplier administrator's default setID, as of date, and localization country.
Payables Online Vouchering	OPR_DEF_TABLE_AP1	Click the Procurement link on the User Preferences page. Click the Payables Online Vouchering link on the User Preferences - Procurement page.	Enter an origin code to be used when creating online vouchers.
Payables Online Vouchering - Voucher Styles	VCHR_AUTHORITY_SEC	Click the Security for Voucher Styles link on the Payables Online Vouchering page.	Ensure that the Allow Regular Voucher check box is selected for the local supplier administrator user.
Vendor Processing Authority	OPR_DEF_TABLE_VND1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences Click the Procurement link on the User Preferences page. Click the Vendor Processing Authority link on the User Preferences - Procurement page.	Specify additional vendor processing authority. Because a supplier may want payments sent to an alternate remit to vendor, the local supplier administrator can use this page to create these locations. The host administrator can use this page to enable authorities.

See Also

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

Defining Supplier Administrator Processing Preferences

Access the User Preferences - Overall Preferences page.

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

(Optional) Defining Processing Authority

Access the Vendor Processing Authority page.

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

CHAPTER 8

Creating Agreements

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

- Initiate agreements.
- Update agreements.
- Share agreements among buyers.

Understanding Agreements

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

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

The following sections discuss:

- Agreements in the Buyer Direct Model.
- Agreements in the Business Service Provider Model.

Agreements in the Buyer Direct Model

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

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

  Otherwise the matching terms are obtained from the Purchasing business unit for the purchase order.
- The system uses the payment terms that are specified on the agreement for electronic invoices and self-service invoices.

  Online vouchers that are created in Payables use the payment terms on the vendor profile (maintained in Payables or Purchasing). If there are no payment terms for the vendor, the system obtains the terms according to the Payables default hierarchy.
- Cash collection details are not appropriate for the Buyer Direct model and are unavailable for entry.

- Users with system administrator role types can update payment terms. In such cases the buyer does not receive email notification of the change in terms.
- You must establish a user with a supplier administrator role type before you can register an agreement.
- Users with system administrator role types can access both buyer and supplier agreement details.

Agreements in the Business Service Provider Model

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

- Matching terms for purchase orders are obtained from the agreement.
- You must establish a user having a supplier administrator role type before you can register an agreement.

See Also

Chapter 10, “Processing Invoices,” page 105

Chapter 11, “Running Matching,” page 135

Chapter 10, “Processing Invoices,” Understanding Self-Service Invoice Entry and Management, page 120

Initiating Agreements

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

This section discusses how to:

- Enter buyer processing preferences
- Define default ChartFields.
- Specify buyer notifications

Understanding Agreement Initiation

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

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

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

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

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

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

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

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

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

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

See Chapter 10, “Processing Invoices,” Understanding Self-Service Invoice Entry and Management, page 120.

Pages Used to Initiate Agreements

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

Entering Buyer Processing Preferences

Access the Review Agreement Details - Buyer page.

Buyer | Buyer Notifications | Supplier

Agreement Reference

Buyer: BUY08 Selectronic Corporation

Supplier: AUSCOMP Computers Unlimited Pty Ltd **Location:** Main Office

Buyer Processing Options

☑ **Standard Vouchers Allowed** **Supplier Ref ID:** 09434671-1

Comments

Comments:

Bank Information

***Bank Code:** AUSTRALIAN BANK

***Bank Account:** CHECKING ACCT

***Payment Method:** System Check

Self-Service Invoice Options

***Invoice Verification Option:** No Invoices ☑ **Expose ChartFields to Supplier**

Define Default Chartfields

Save Cancel Agreement

Review Agreement Details - Buyer page

Buyer Processing Options

Requires Matching and **Match Rule**

Select the check box to require that invoices from this supplier go through the Matching Application Engine process (AP_MATCH) and specify the match rule control to be used.

Note. These two page elements only appear in the Business Service Provider model. In the Buyer Direct model the matching information is defined with either the Purchasing business unit or the vendor.

Standard Vouchers Allowed

Select to enable the supplier to send an invoice without a purchase order, resulting in invoices that do not go through the Matching process. Selecting this check box enables suppliers to submit invoices with or without purchase orders. If you do not select this check box, every invoice must be associated with a purchase order.

Supplier Ref ID (supplier reference ID)

Add any reference for this supplier.

Note. For OAG XML invoices, the supplier provides this value in the PartyID tag. We discuss this correspondence in the Processing Invoices chapter.

Comments

Add any comments regarding this supplier.

Bank Information

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

Bank Code and **Bank Account**

Select a different pay-from bank and bank account. A newly chosen bank overrides the default bank that is established during buyer registration and thus becomes the bank that is used during invoice creation for this supplier.

Note. In order to provide international and domestic EFT payment layouts for the same bank account, you must establish an external bank account for *each* layout.

Payment Method

Select a method to use when transacting with this supplier. Only the methods that you previously associated with this bank account are available.

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

Self-Service Invoice Options

Invoice Verification Option

Select which invoices are routed to the requester (or other role that you specify) within the buying organization, for verification of invoice accuracy and completeness:

- *All Invoices:* Select to require invoice verification for all invoices, whether or not they are associated with a purchase order.
- *No Invoices:* Select to have no verification occur.
- *non-PO Invoices:* Select to specify that invoices having at least one invoice line that does *not* reference a purchase order be subject to invoice verification.

Note. If a given invoice has no requester ID (if none is provided), the system takes the value from the buyer email notification setup. You define the default requester (or other role) during the notifications setup at the buyer setID level, and this definition can be overridden at the agreement level. When the requester is selected, a default requester must be nominated. This requester ID is the one that is notified to verify self-service and XML invoices that are created *without* a requester ID.

Expose ChartFields to Supplier

Select this check box to enable the supplier to access ChartFields during self-service invoice creation. The accessible ChartFields are defined at the buyer details level.

This check box appears only if you enable the option at the installation level.

Define Default Chartfields

Click to access the Default Agreement Chartfields page, where you can establish default ChartField information for self-service invoices.

See Chapter 8, "Creating Agreements," Defining Default ChartFields, page 75.

Notify Supplier to Review Click this button to send email notification to the supplier that the agreement is ready for review.

Only after the agreement is updated and accepted by the supplier does the buyer administrator—after receiving email notification —again access the agreement to review the information that the supplier adds.

Note. After the agreement is finalized, this button no longer appears.

Accept Agreement Click this button to accept the supplier's terms and finalize the agreement, and enable processing to commence.

The Accept Agreement button appears here only *after* the supplier reviews the agreement and clicks the Accept Agreement button on the Review Agreement Details - Supplier page.

After the agreement is finalized, this button no longer appears.

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

See Also

Chapter 6, "Registering Buyers," Enabling ChartFields, page 48

Chapter 6, "Registering Buyers," Specifying Buyer Notifications, page 49

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining eSettlements Installation Options

Defining Default ChartFields

Access the Default Agreement Chartfields page.

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

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

See Also

Chapter 10, "Processing Invoices," Understanding Self-Service Invoice Entry and Management, page 120

Specifying Buyer Notifications

Access the Review Agreement Details - Buyer Notifications page.

Agreement Reference

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

Specify Overrides Click this button to make changes to the notification types and routings.

Warning! If other buyers share this agreement, any notification selections you override impact those buyers as well.

Restore Defaults Click this button to revert to the default routings.

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

Notification Types

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

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

See Also

Chapter 6, "Registering Buyers," Specifying Buyer Notifications, page 49

Updating Agreements

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

This section discusses how to:

- Enter supplier processing preferences
- Specify supplier notifications

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

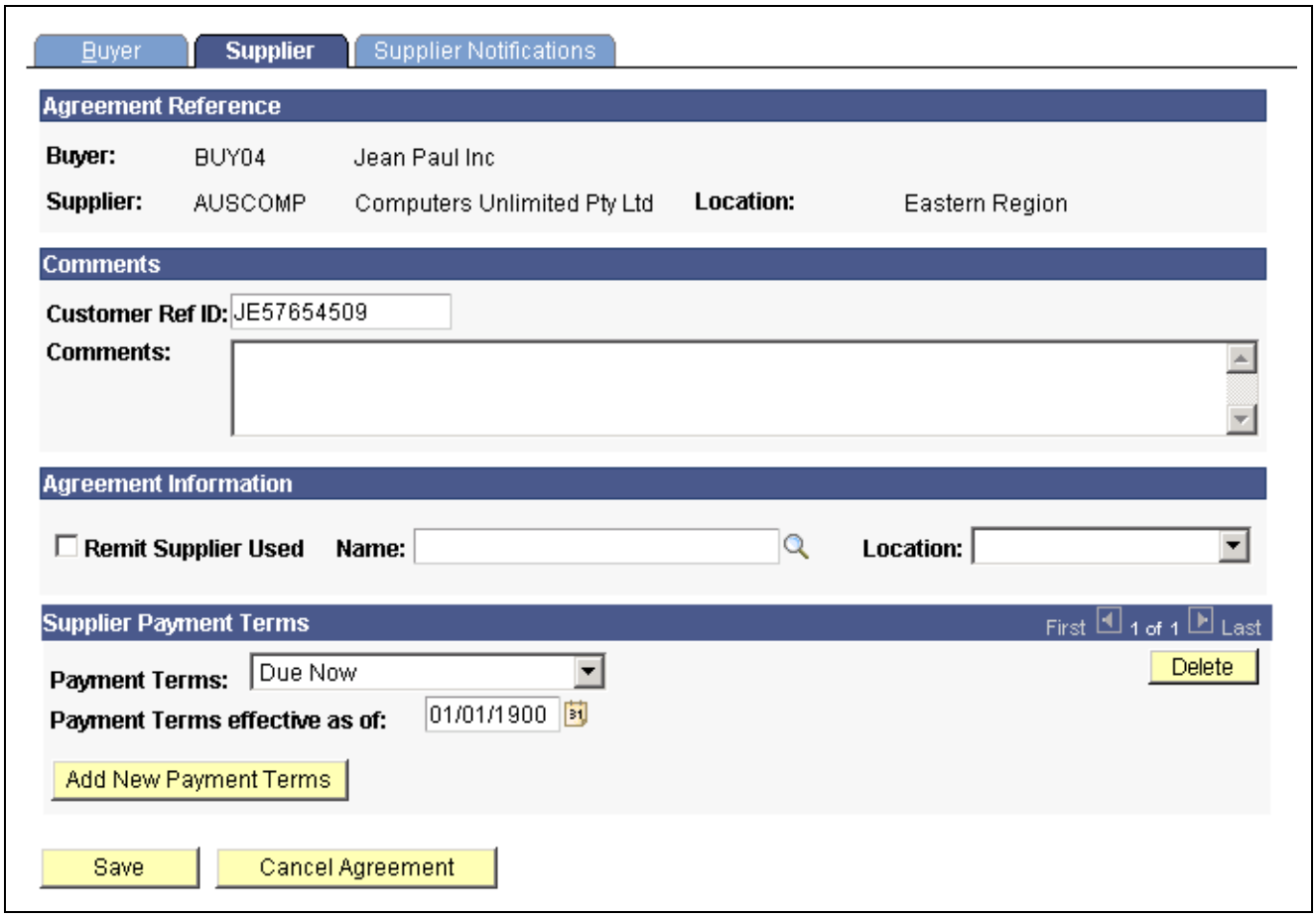
Note. In the Buyer Direct model, only a user who is assigned the role type of system administrator can specify payment terms; suppliers cannot.

Pages Used to Update Agreements

Page Name	Object Name	Navigation	Usage
Review Agreement Details - Inquiry	EM_AGREE_INQRY_BUY	eSettlements, Supplier Information, Review Agreement Details, Review Agreement Details - Inquiry	View existing agreements.
Review Agreement Details - Supplier	EM_AGREEMENT_SELLE	eSettlements, Supplier Information, Review Agreement Details, Review Agreement Details - Inquiry Click a Buyer link on the Review Agreement Details - Inquiry page.	Review buyer terms and accept agreement.
Review Agreement Details - Supplier Notifications	EM_AGR_SUPP_NOTIFY	Select the Supplier Notifications tab from the Review Agreement Details - Supplier page.	Specify supplier email notifications and routings.
Review Agreement Details - Buyer	EM_AGREEMENT_BUYER	Select the Buyer tab from the Review Agreement Details - Supplier page.	Review buyer data.

Entering Supplier Processing Preferences

Access the Review Agreement Details - Supplier page.



Review Agreement Details - Supplier page

Comments

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

Agreement Information

Remit Supplier Used — Select this check box to use an alternate remit to supplier, to which the system transmits invoices for this supplier.

Name and **Location** — Enter the remit to supplier name and location.

Supplier Payment Terms

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

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

Payment Terms — Select terms, such as *Due Now, Net 30,* or *EOM.*

Payment Terms effective as of Enter a date on which the terms become effective.

Add New Payment Terms Click this button to specify new payment terms and a new date.

Note. Payment terms can only be changed by the supplier in the Business Service Provider model, which initiates another agreement cycle requiring the agreement to be reaccepted by both the buyer and supplier.

However, in the Buyer Direct model, another agreement cycle is not initiated with a change in payment terms.

Accept Agreement Click this button to accept the buyer's terms and trigger email notification to the buyer administrator, enabling the buyer to finalize the agreement.

This button appears here only *after* the buyer clicks the Accept Agreement button on the Review Agreement Details - Buyer page.

Note. When the supplier clicks this button, the system sends email notification only to the buyer users who initiated the agreement.

Cancel Agreement Click this button to cancel the agreement and prevent further invoice creation or processing to occur once an agreement is finalized. Clicking this button does not effect invoices that are already in the system, but prevents the creation of new invoices.

Specifying Supplier Notifications

Access the Review Agreement Details - Supplier Notifications page.

Agreement Reference

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

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

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

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

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

Restore Defaults Click this button to revert to the default routings.

Notification Types

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

See Also

Chapter 6, “Registering Buyers,” Specifying Buyer Notifications, page 49

Sharing Agreements Among Buyers

You can use agreement sharing in both the Buyer Direct and the Business Service Provider model. If you create a new buyer in either model, agreement sharing and tableset control assignment occur automatically when you create the buyer, through the use of the buyer template where the agreement setID is specified.

When the agreement setID is populated on the buyer template, the system uses that setID for record group EM_01 during buyer registration, and when creating agreement sharing. When the agreement setID on the buyer template is not specified, the system populates record group EM_01 with a value that is equal to the buyer that is being created. You can also create sharing among buyers after buyer registration by modifying the EM_01 setID for the buyers.

To access record groups, select PeopleTools, Utilities, Administration, TableSet Control.

If you enable an existing Payables business unit in the Buyer Direct model, you can share agreements among multiple buyers by using tableset sharing.

To share an agreement among multiple buyers after enabling an existing Payables business unit:

1. Create an agreement with a supplier for one of the buyers.
2. Access the TableSet Control component (SET_CNTRL_TABLE1) for each of the other buyers (enter the buyer business unit in the Set Control Value field on the search page).
3. On the TableSet Control - Record Group page, scroll to record group *EM_01* and enter the buyer ID for which you create the agreement in the SetID field.
4. Save and repeat for each buyer sharing the agreement.

See Also

PeopleTools PeopleBook: PeopleSoft Application Designer

Chapter 5, “ Enabling Payables for the eSettlements Buyer Direct Model,” Establishing a Buyer Template, page 25

CHAPTER 9

Processing Purchase Orders and Receipts in eSettlements

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

- Define buyer item categories.
- Process third-party purchase orders.
- Verify externally received purchase order and receipt data.
- Prepare for receipt integration.
- Process third-party receipts.
- Verify externally received transaction data.
- Load receipts into Purchasing records.
- Create receipts.

Understanding Purchase Order and Receipt Integration

This section discusses:

- General implementation information.
- Purchasing default hierarchy.

General Implementation Information

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

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

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

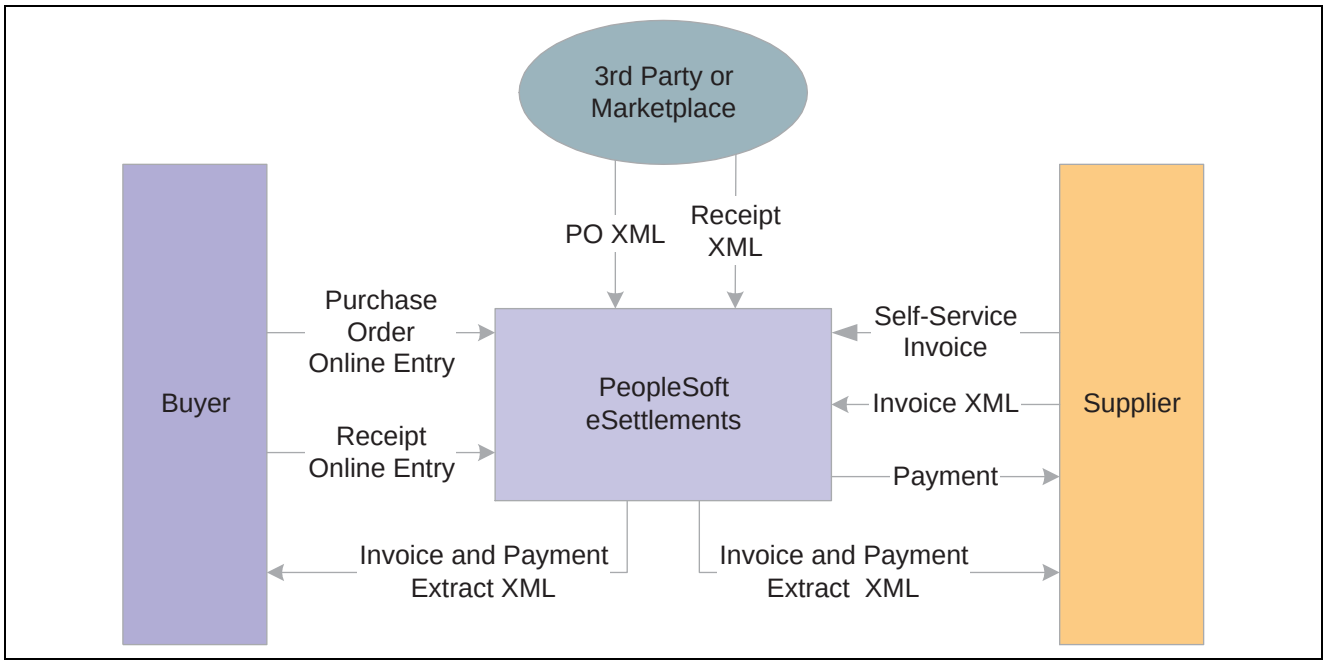
eSettlements integrates fully with eProcurement and can also be implemented with a variety of third-party procurement applications, such as Commerce One or Ariba. In cases where eSettlements is not implemented with eProcurement, you can configure eSettlements to receive purchase orders from an external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

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

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

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

Note. The specifics of this diagram also apply to the Buyer Direct model.



eSettlements data flow

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Understanding Purchase Orders”

Purchasing Default Hierarchy

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

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

See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, “Using Default Hierarchies”.

Purchase Order Header Defaults

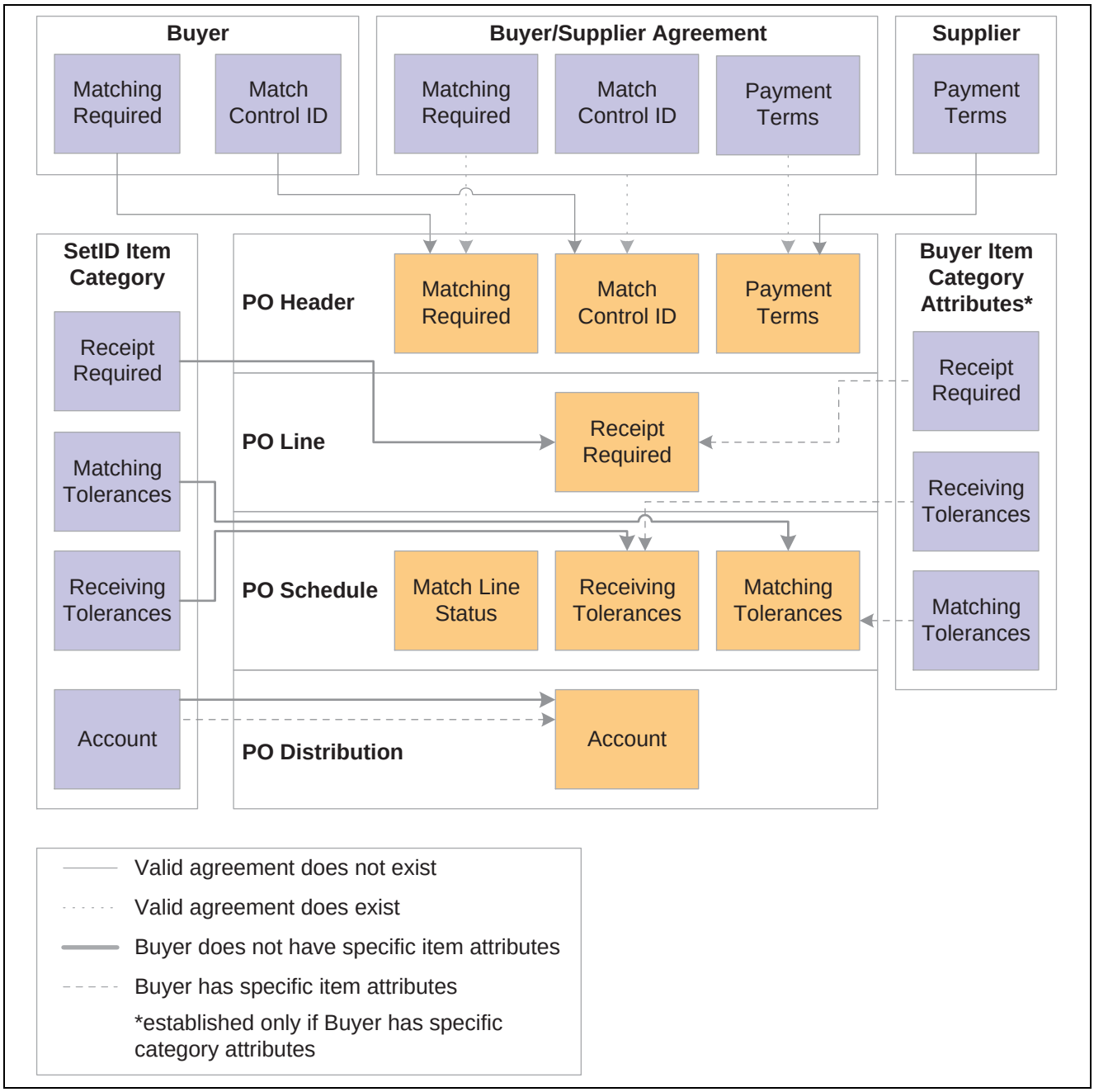
The Business Service Provider model uses the buyer and supplier agreements for match control and payment term defaults for PO header data. If no valid agreement exists, the system uses the buyer and supplier registrations.

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

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

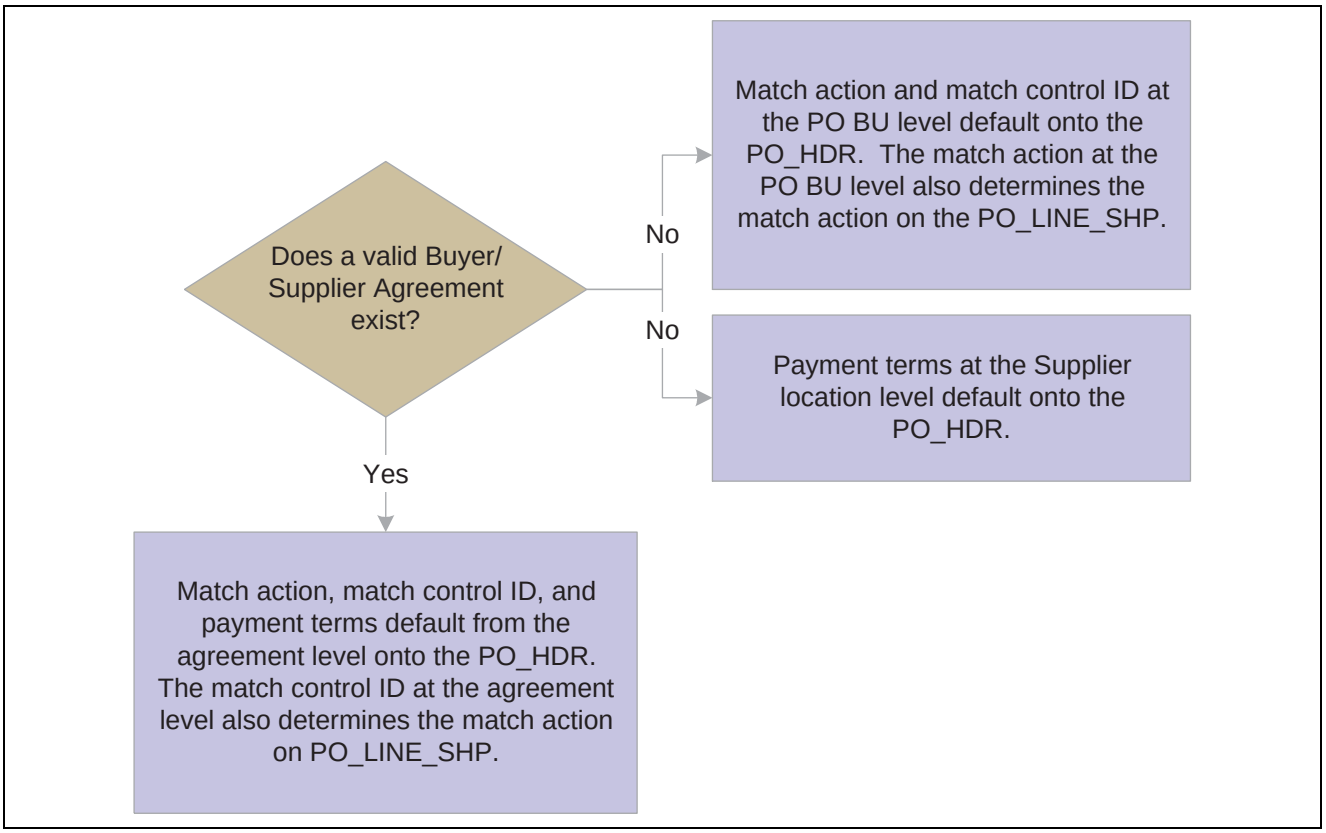
When purchase orders are created prior to the existence of a valid agreement, default matching information appears from buyer registration settings, and default payment terms information appears by from supplier location registration settings.

This diagram illustrates the purchase order default hierarchy:



Purchase order default hierarchy

The following diagram illustrates how the existence of an agreement affects subsequent default values:



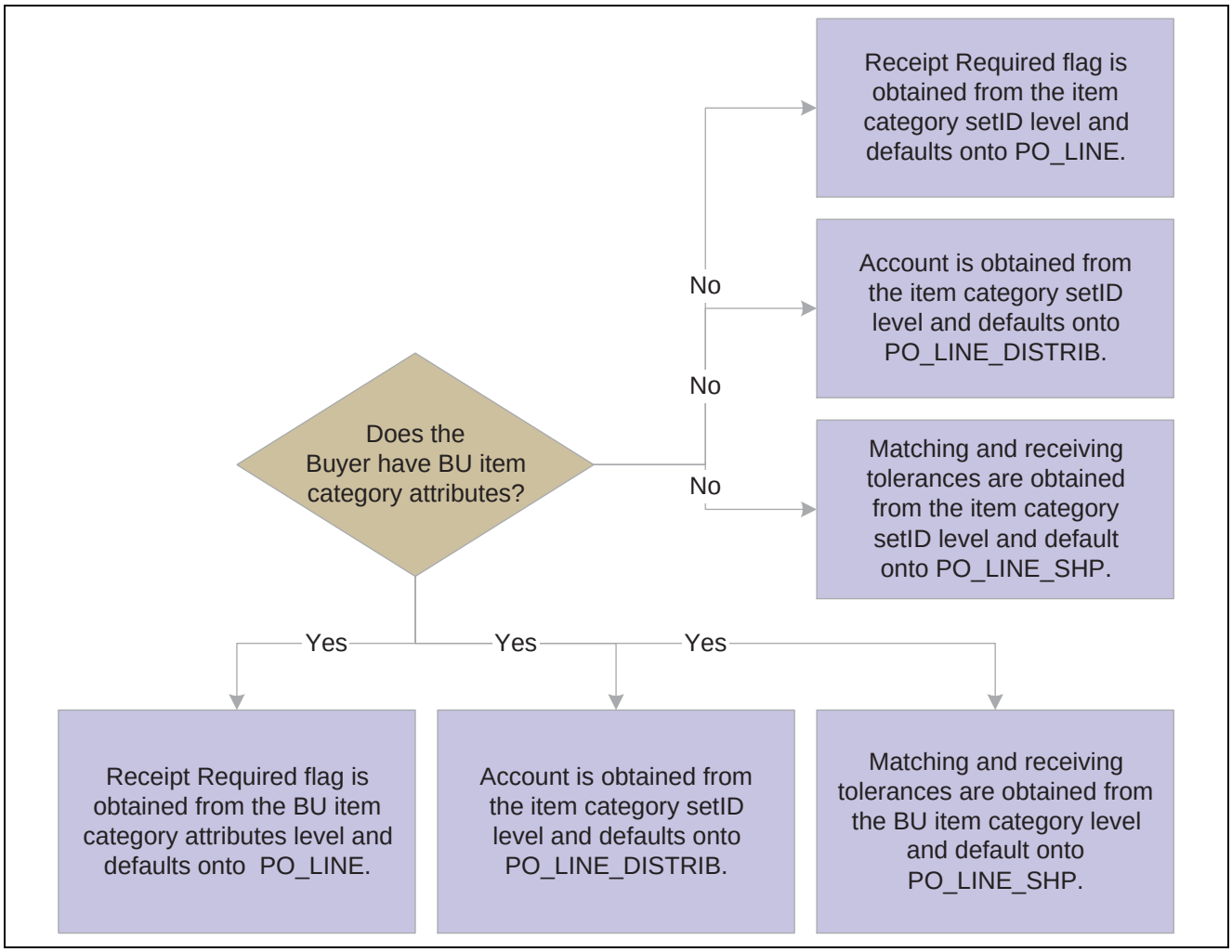
Matching control and payment terms defaults

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

Purchase Order Line Defaults

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

The following diagram illustrates the processing logic used to obtain correct item category attribute information:



Matching and receiving tolerance defaults

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

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

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

  This value appears automatically appears on the purchase order line (PS_PO_LINE).
- Obtains the account from the item category setID level, because the account field does not appear at the business unit level of the item category.
- Obtains matching and receiving tolerances from the buyer item category level.

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

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

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

  This value is used as the default on the purchase order line.
- Obtains the account from the item category setID level.
- Obtains matching and receiving tolerances from the item category setID level.

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

See Also

Chapter 8, “Creating Agreements,” page 69

Defining Buyer Item Categories

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

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

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

- Define and maintain item categories.
- Define document association criteria.
- View, define, and maintain item category matching and receiving controls.
- (Optional) Define matching and receiving tolerances.

Understanding Item Category Processing for Business Units

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

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

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

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

Pages Used to Define Buyer Item Categories

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

Defining and Maintaining Item Categories

Access the Item Categories - Category Definition page.

Category Definition | Category Definition 2 | Category Definition 3

SetID: SHARE Category ID: 00019 Code: MONITORS

Header — Find | View All — First 1 of 1 Last

Effective Date: 01/01/1900 Status: Active

*Description: Computer Monitors *Short Desc: Computer M

*Account: 631000 Alt Acct:

Primary Buyer: Susan Putney

Asset Profile ID: 2112

Lead Time Days: 3 *Currency: JPY Yen

Comments:

Buyer Specific Attributes Hierarchy

Item Categories - Category Definition page

Enter an Effective Date, Status, Description, Short Desc (short description), and Account for this category.

Defining Document Association Criteria

Access the Document Association Rules page.

Document Association Rules

SetID: SHARE

Document Association: RECEIPT Description: Receipt Association Rules

Document Association — Customize | Find | View All | First 1-3 of 3 Last

			Rule	Voucher	Receiver	Amount Only	User Criteria		
1			Equal	Quantity	Qty Accept	☐	User Criteria	+	−
2			Equal Sum	Quantity	Qty Accept	☐	User Criteria	+	−
3			Equal	Quantity	Qty Accept	☐	User Criteria	+	−

Document Association Rules page

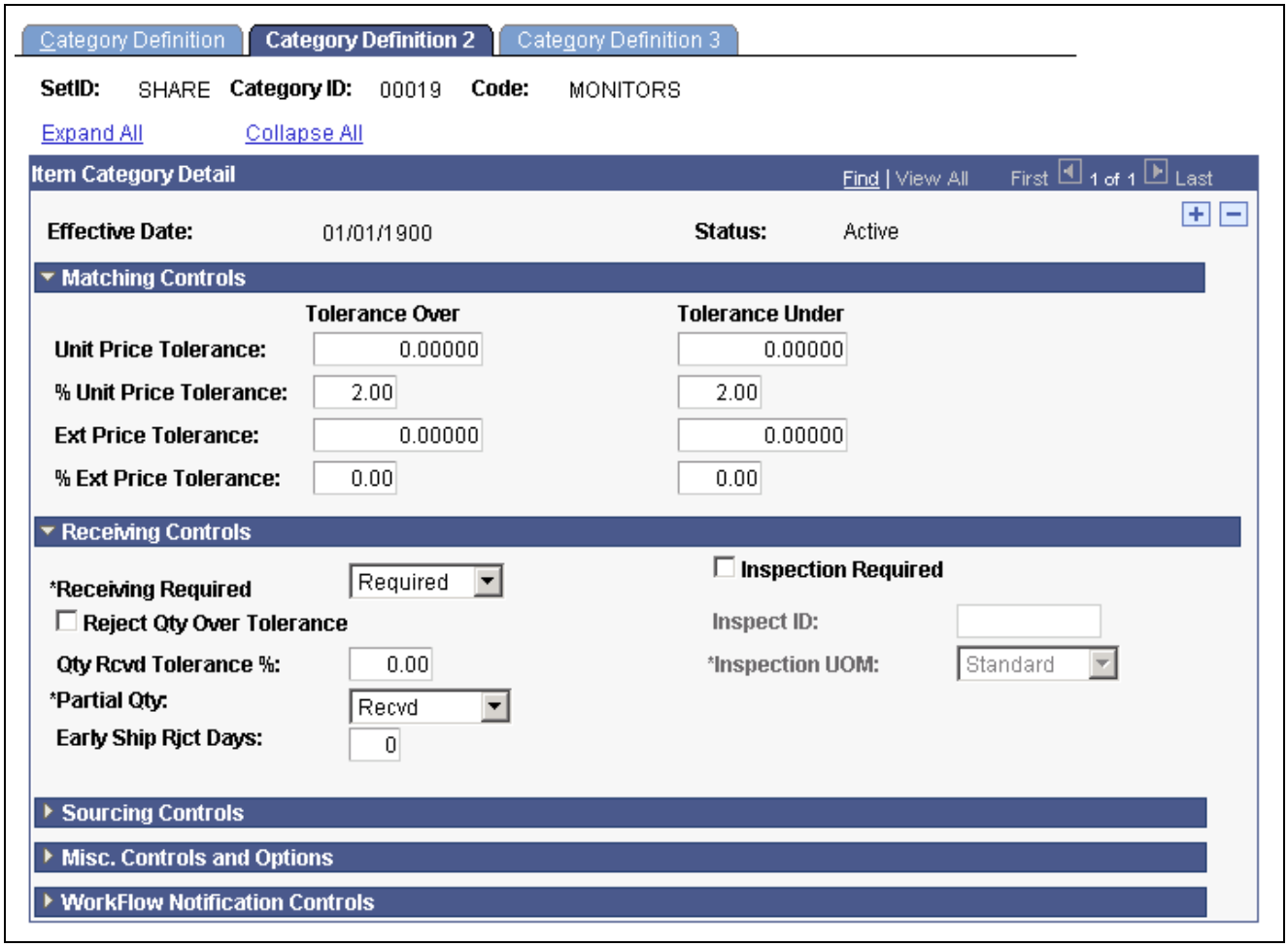
To enable receipt summarization on orders that have only an item category and a description, use the delivered *Receipt* document association rules. Use this configuration if you are ordering by description and are not using items on the purchase orders.

See Also

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

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

Access the Item Categories - Category Definition 2 page.



Item Categories - Category Definition 2 page

Matching Controls

Tolerance Over and **Tolerance Under**

Specify default price tolerances for the fields in these two columns. When an item category is specified for a purchase order line, these are the default tolerance values used in the Matching process.

Note. If you leave a tolerance field blank or set to *0* (zero), the system interprets it to mean zero tolerance.

Receiving Controls

Receiving Required Select to require receipts for purchase order lines. Selecting this option results in the Matching process performing three-way matching (voucher, purchase order, and receipt).

Inspection Required Select to require inspections on receipts. Selecting this option results in the Matching process performing four-way matching (voucher, purchase order, receipt, and inspection).

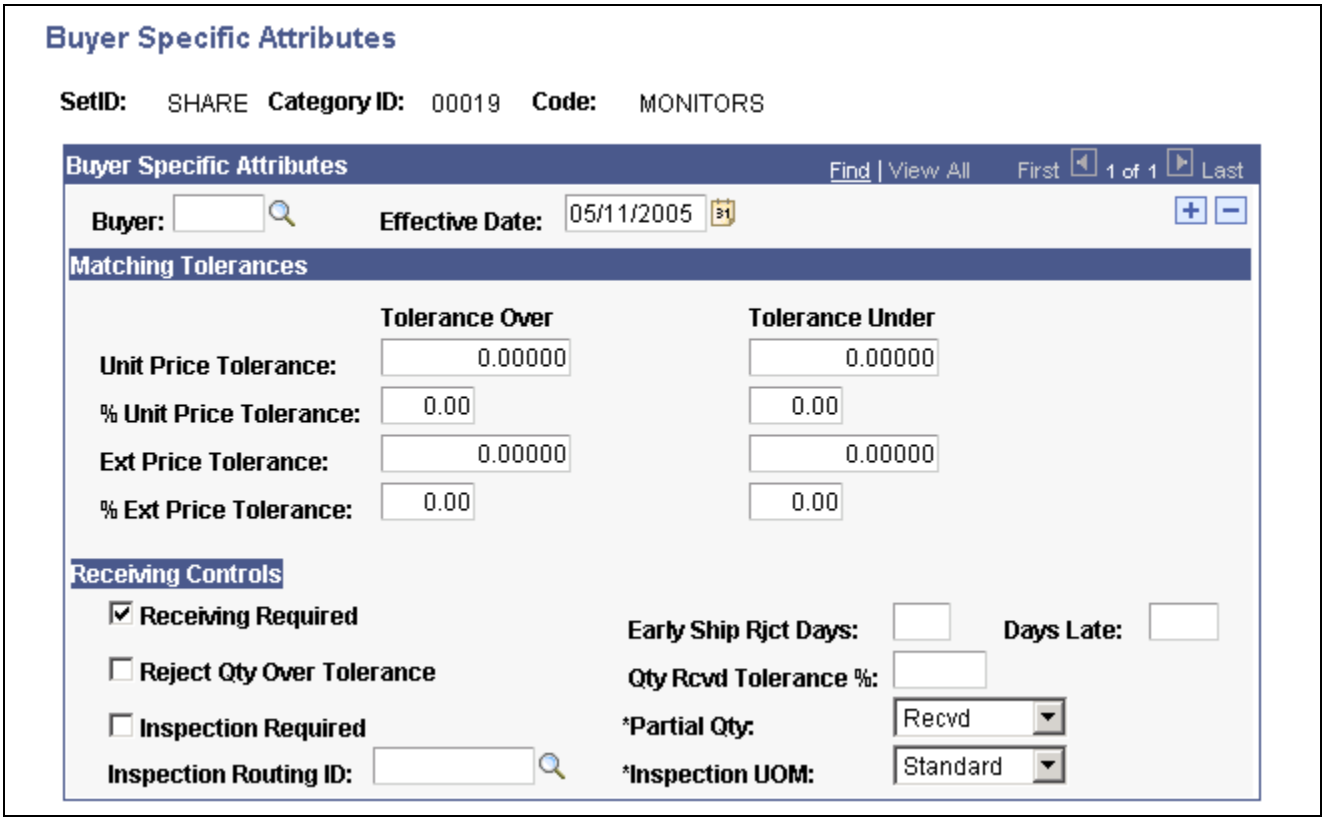
Reject Qty Over Tolerance (reject quantity over tolerance) Select this option to reject a quantity that surpasses the tolerance limits that you set in the Qty Rcvd Tolerance % (quantity received tolerance percent) field.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Purchasing Item Information"

Defining Matching and Receiving Tolerances

Access the Buyer Specific Attributes page.



Buyer Specific Attributes page

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

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

See Also

Chapter 9, "Processing Purchase Orders and Receipts in eSettlements," Viewing, Defining, and Maintaining Item Category Matching and Receiving Controls, page 90

Processing Third-Party Purchase Orders

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

This section discusses how to:

- Populate required fields.
- Format incoming XML files.
- Load purchase orders.

Populating Required Fields

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

- BUSINESS_UNIT
- BUYER_ID
- VENDOR_ID
- CURRENCY_CD
- CATEGORY_CD
- ACCOUNT
- UNIT_OF_MEASURE
- SHIPTO_ID
- LOCATION

Formatting Incoming XML Files

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

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

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

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Loading Purchase Orders

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

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

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

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

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

- All key purchase order fields must be populated.

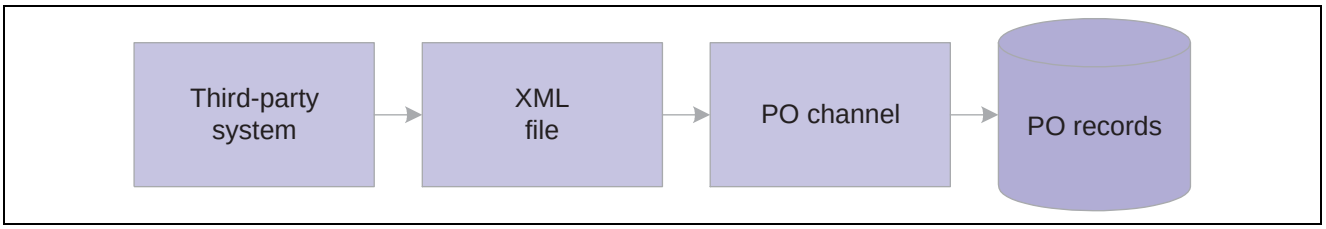
  If a purchase order is submitted with a missing or invalid key field, the message appears with an error status.

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

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

- PO_HDR
- PO_LINE
- PO_LINE_SHIP
- PO_LINE_DISTRIB

Purchase order data flows along four levels:



Purchase order data flow

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

Record	Field
EM_PO_HDR_REC	BUSINESS_UNIT
	PO_ID
	TO_STATUS
	PO_DT
	VENDOR_ID
	BUYER_ID
	CURRENCY_CD
EM_PO_LINE_REC	BUSINESS_UNIT
	PO_ID
	LINE_NBR
	CATEGORY_CD
	UNIT_OF_MEASURE
	DESCR254_MIXED

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

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

- EM_PO_HDR_VW

- EM_PO_LINE_VW
- EM_PO_SHIP_VW
- EM_PO_DIST_VW

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

Verifying Externally Received Purchase Order and Receipt Data

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

This section discusses how to:

- Inquire about purchase orders.
- Review purchase order details.
- Inquire about receipts.
- Review receipt details.
- Review voucher information for purchase orders or receipts.

Pages Used to Verify Externally Received Purchase Order and Receipt Data

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

Inquiring About Purchase Orders

Access the Review Purchase Orders - Purchase Order Inquiry page.

You can specify a particular Buyer and Purchase Order to limit your search results. Use the fields in the Advanced Search group box to further narrow your inquiry.

Reviewing Purchase Order Details

Access the Review Purchase Orders - Purchase Order Detail page.

Review Purchase Orders

Purchase Order Detail

PO:	POMP-113	**PO Date:** 01/14/2002	**PO Net Amount:**	10,200.00	USD
Buyer:	BUY04	Jean Paul Inc	**Sales / Use Tax:**	0.00	USD
Supplier:	FREEDS	Freeds Furniture	**VAT Amount:**	0.00	USD
Status:	Dispatched		**Freight/Misc:**	1,180.00	USD
Match Rule:	STANDARD		**PO Gross Amount:**	11,380.00	USD

PO Lines Find | View All First 1 of 2 Last

Line Number:	1	**Sched Num:** 1	**Unit of Measure:**	EA	☑ **Receiving Required**
Due Date:	01/18/2002		**Category:**	ALLITEMS	All Items
Match Status:	Partially Matched		**Item:**		
PO Qty:	10.0000		**VAT Amount:**	0.00 USD	
Unit Price:	600.00000		**Sales / Use Tax:**	0.00 USD	
PO Amount:	6,000.00 USD		**Freight/Misc:**	900.00 USD	

PO Invoice Lines Customize | Find | View All | First 1 of 1 Last

Invoice	Voucher	Line	Match Status	Quantity	UOM	Unit Price	Amount	Curr	VAT	S / U Tax	Freight/Misc
1420001-045	00000035	1	Matched	1.0000	EA	680.00000	680.00	USD	0.00	0.00	300.00

PO Receiver Lines Customize | Find | View All | First 1 of 1 Last

Receipt No	Line	Match Status	Received Qty	Accept Qty	Reject Qty	UOM	Amount	Curr
REMP-1131	1	Matched	1.0000	1.0000	0.0000	EA	600.00	USD

Review Purchase Orders - Purchase Order Detail page

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

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

See Also

Chapter 18, “Managing Invoices for Buyers,” Reviewing Invoices, page 208

Inquiring About Receipts

Access the Review Receipts - Receipt Inquiry page.

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

Reviewing Receipt Details

Access the Review Receipts - Receipt Detail page.

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

Review Voucher Information for Purchase Orders or Receipts

Access the Review Purchase Orders - Invoice Details page or the Review Receipts - Invoice Details page.

These pages display voucher information for purchase orders and receipts.

Preparing for Receipt Integration

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

See Also

Chapter 9, "Processing Purchase Orders and Receipts in eSettlements," Understanding Purchase Order and Receipt Integration, page 81

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Receiving Shipments," Understanding the Receiving Business Process

Processing Third-Party Receipts

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

This section discusses how to:

- Format incoming receipt files.
- Use transaction codes.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Receiving Shipments," Receiving Items Using EDC

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Receiving Shipments," Understanding the Receiving Business Process

Formatting Incoming Receipt Files

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

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

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

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

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

Using Transaction Codes

The system uses the following transaction codes:

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

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

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

Verifying Externally Received Transaction Data

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

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

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

Pages Used to Verify Externally Received Transaction Data

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

See Also

PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook, “Managing PeopleSoft Supply Chain Management Integration Points,” Understanding Inbound Application Message Transactions

PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook, “Processing Integration Points,” Using Transaction Maintenance

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Receiving Shipments,” Receiving Items Using EDC

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Receiving Shipments,” Loading Receipts Received Using EIPs and EDC

Loading Receipts into Purchasing Records

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

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Receiving Shipments,” Loading Receipts Received Using EIPs and EDC

Pages Used to Load Receipts into Purchasing Records

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

Creating Receipts

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

Pages Used to Create Receipts

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

Entering Receipts

Access the Select Purchase Order page.

To create receipts:

1. Enter the relevant search information.
2. Click Search.
3. Select the Sel check box of any purchase order.
4. Click the OK button.

   The system automatically creates the receipt and displays the Maintain Receipts - Receiving page.
5. Use the Maintain Receipts - Receiving page to define receipt details, view associated information, and cancel receipt information.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Receiving Shipments,” Selecting Purchase Orders

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Receiving Shipments,” Receiving Purchase Order Items

CHAPTER 10

Processing Invoices

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

- Prepare for invoice XML integration.
- Define code sets.
- Process third-party transactions.
- Enter and manage self-service invoices.
- Run the eSettlements Notification Application Engine process (EM_NOTIFY_WF).
- Run the Voucher Build Application Engine process (AP_VCHRBLD).
- Verify externally received data and delete vouchers.

Understanding Electronic Invoice Creation and Integration

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

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

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

See Also

Chapter 9, "Processing Purchase Orders and Receipts in eSettlements," Understanding Purchase Order and Receipt Integration, page 81

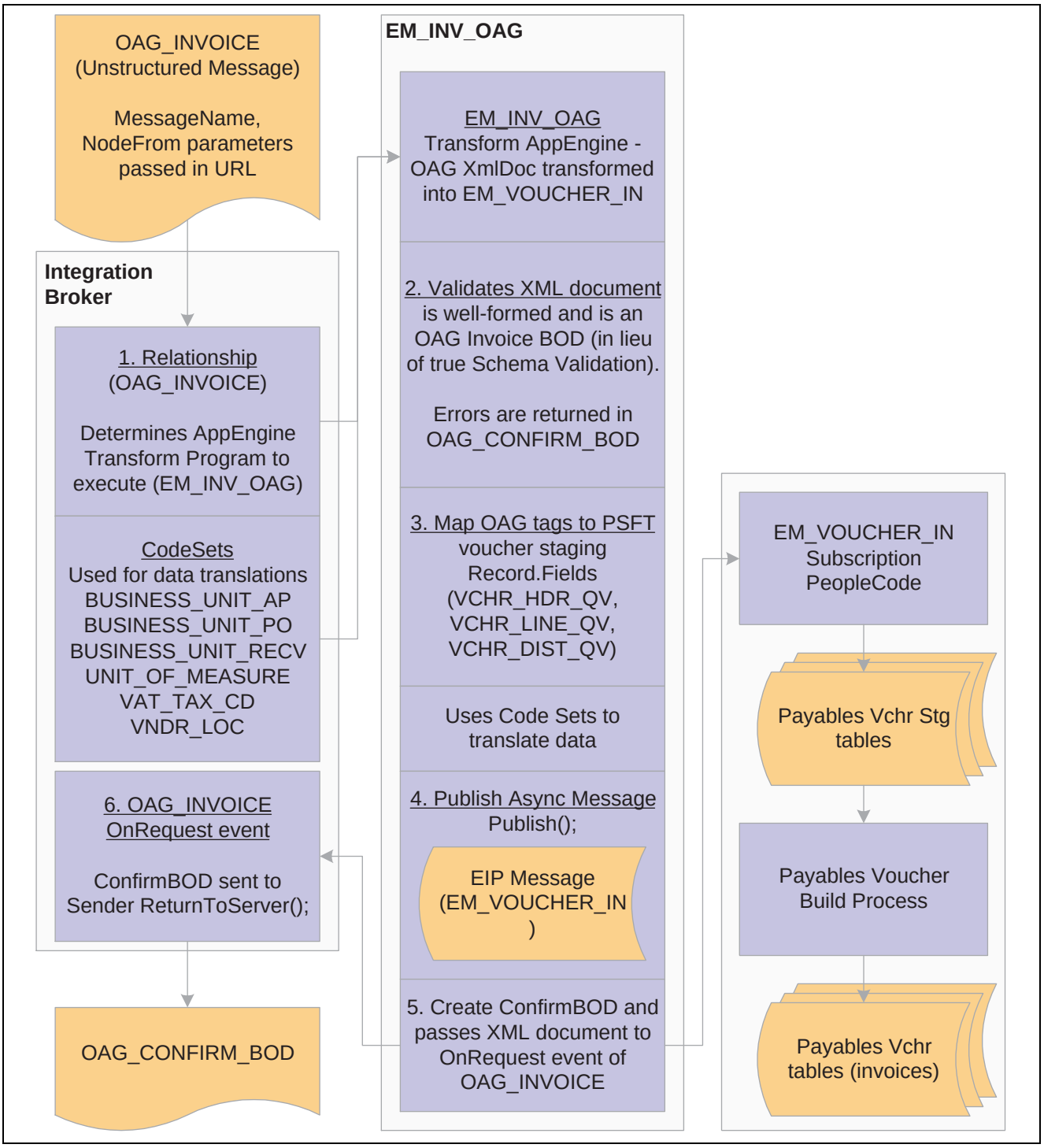
PeopleSoft Enterprise Payables 8.9 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry Information"

Understanding the OAG Format

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

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

This diagram illustrates the XML data flow:



XML invoice data flow

Preparing for Invoice XML Integration

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

This section discusses how to:

1. Register buyers.
2. Register suppliers.
3. Create agreements.
4. Define voucher defaults.

Registering Buyers

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

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

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

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

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

See Also

Chapter 6, "Registering Buyers," Creating Buyers, page 38

Registering Suppliers

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

See Also

Chapter 7, “Registering Suppliers,” Creating Suppliers, page 56

Defining Agreements

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

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

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

See Also

Chapter 8, “Creating Agreements,” Understanding Agreements, page 69

Defining Voucher Defaults

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

Defining Code Sets

To define code sets, use the following components:

- Code Set Groups (IB_CODESETGROUP).
- Code Sets (IB_CODESET).
- Code Set Values (IB_CODESETVAL).

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

- Enter match names and values and associate them with buyers.
- Enter match names and values into code sets.
- Associate match names and values with PeopleSoft field values.

Understanding Code Sets

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

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

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

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

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

eSettlements supports the OAG Version 8 SyncInvoice BOD format, as well as the PeopleSoft XML voucher format (message EM_VOUCHER_IN).

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

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Pages Used to Define Code Sets

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

Entering Match Names and Values and Associating Them with Buyers

Access the Code Set Groups page.

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

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

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

Note. Use the delivered EM_SUPPLIER code set group.

Entering Match Names and Values into Code Sets

Access the Code Sets page.

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

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

Match Value Enter the value of the field that the translation program must match to initiate a translation in response to the value.

Associating Match Names and Values with PeopleSoft Field Values

Access the Code Set Values page.

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

From Group Displays the code set group to which the source or sending node belongs. Enter *EM_SUPPLIER* for eSettlements.

Ensure that the code set group name is on the third-party supplier's (sending) node (the From Group field value).

Code Set Name Displays the code set name that you selected on the search page. It contains the match name and match value permutations that you want to match.

To Group Displays the code set group to which the target or receiving node belongs. Enter *PSFT_FINANCIALS* for eSettlements. You do not have to enter any match values for it.

Description Enter a description to define these code set values.

Match Name Displays *BUYER.* for eSettlements. Select the Select check box that corresponds to the match name, match value, and return value that you enter.

Match Value Displays the incoming value.

Return Name Enter a return name to which the match name-match value pair should be translated.

Return Value Enter the return value.

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

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

See Also

PeopleTools PeopleBook: PeopleSoft Integration Broker

Processing Third-Party Transactions

This section discusses how to:

- Load invoices.
- Populate invoice records.

Loading Invoices

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

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

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

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

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

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

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

- PS_VOUCHER
- PS_VOUCHER_LINE
- PS_DISTRIB_LINE
- PS_PYMNT_VCHR_XREF

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

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

Note. The system sends email notifications when invoices are successfully loaded, as well as when invoice transmission errors occur (whether recycled, pre-edit, or subscription PeopleCode XML). Email notifications are sent for both error and for success, and as with all email notifications, there is a hierarchy. The email routings for invoices with errors, either from subscription PeopleCode, pre-edit, or edits from the Voucher Build process, are determined from the routings set up for invoice load errors notification established at either the agreement level or at the buyer and supplier location level.

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

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Batch Vouchers," Understanding Voucher Build Processing

Chapter 11, "Running Matching," Understanding Matching, page 135

Populating Invoice Records

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

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

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

Record	Field	OAG Tag	Comments
VCHR_HDR_QV	BUSINESS_UNIT*	Header/Parties/BillToParty/PartyID/ID	If integrators pass a valid Payables business unit in the OAG tag, the system can process it. Otherwise, the code set functionality is required to translate this data. Suppliers must enter the value they will be passing as a BUSINESS_UNIT_AP code set value, and then enter the translation value.

Record	Field	OAG Tag	Comments
VCHR_HDR_QV	VOUCHER_ID*		The system programmatically determines this field, provided that the Payables business unit is set up for invoice autonumbering.
VCHR_HDR_QV	INVOICE_ID*	Header/DocumentIDs/DocumentID/ID	
VCHR_HDR_QV	INVOICE_DT*	Header/DocumentDateTime	
VCHR_HDR_QV	VENDOR_ID*	Header/Parties/SupplierParty/PartyID /ID	
VCHR_HDR_QV	VNDR_LOC*	Header/Parties/SupplierParty /Addresses/PrimaryAddress /AddressID	If integrators pass a valid vendor location in the OAG tag, the system can process it. Otherwise, code set functionality is required to translate this data. Suppliers must enter the value they will pass as a LOCATION code set value, and then enter the translation value. If this field is not populated, the system assumes the Voucher Build process will assign the default location for the vendor.
VCHR_HDR_QV	GROSS_AMT	Header/TotalAmount	
VCHR_HDR_QV	TXN_CURRENCY_ CD	Currency Node attribute of Header/TotalAmount tag	
VCHR_HDR_QV	VAT_ENTRD_AMT	Header/Tax/TaxAmount	This field is only required if the supplier operates in a country requiring VAT.
VCHR_HDR_QV	DSCNT_AMT	Header/PaymentTerms /DiscountAmount	

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

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

Record	Field	OAG Tag	Comments
VCHR_LINE_QV	RECV_SHIP_SEQ_ NBR	Line/DocumentReferences /ReceiptDocumentReference /ScheduleLineNumber	
VCHR_LINE_QV	REQUESTOR_ID	Line/Parties/SoldToParty/Contacts /DeliverToContact/Person/PersonCode	
VCHR_LINE_QV	DESCR254_MIXED	Line/Note	
VCHR_DISTRIB_ QV	BUSINESS_UNIT*		Gets value from VCHR_HDR_QV.
VCHR_DISTRIB_ QV	VOUCHER_ID*		Gets value from VCHR_HDR_QV.
VCHR_DISTRIB_ QV	VOUCHER_LINE_ NUM*		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_ QV	DISTRIB_LINE_ NUM*		Gets value from each number and occurrence of the Distribution tag.
VCHR_DISTRIB_ QV	QTY_VCHR		Gets value from the VCHR_LINE_QV field.
VCHR_DISTRIB_ QV	MERCHANDISE_ AMT	Line/Distribution/Amount/Actual	
VCHR_DISTRIB_ QV	TXN_CURRENCY_ CD		Gets value from the Currency Node attribute of the Line/Distribution /Amount/Actual tag.
VCHR_DISTRIB_ QV	BUSINESS_UNIT_ GL	Line/Distribution/GLEntity	
VCHR_DISTRIB_ QV	BUSINESS_UNIT_ PO		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_ QV	PO_ID		Gets value from VCHR_LINE_QV.

Record	Field	OAG Tag	Comments
VCHR_DISTRIB_QV	LINE_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	SCHED_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	BUSINESS_UNIT_RECV		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	RECEIVER_ID		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	RECV_LN_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	RECV_SHIP_SEQ_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	ACCOUNT	Tag1 contains the ACCOUNT ChartField value: Line/Distribution /Project/GLElement/Description. Tag2 contains the ACCOUNT ChartField value: Line/Distribution /Project/GLElement/NameValue.	
VCHR_DISTRIB_QV	DEPTID	Line/Distribution/CostCenter	
VCHR_DISTRIB_QV	ACTIVITY_ID	Line/Distribution/Project/Activity/Id	
VCHR_DISTRIB_QV	OPERATING_UNIT	Line/Distribution/Business /RelatedUnit/Unit/Id	
VCHR_DISTRIB_QV	PROJECT_ID	Line/Distribution/Project/Id	

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Setting Up Payables Business Units,” Setting Up Numbering

Entering and Managing Self-Service Invoices

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

- Enter supplier invoice details.
- Edit invoice accounting line information.
- Copy purchase order information.
- Copy packing slip information.
- Complete online invoice entry.
- View and modify invoices.
- View and delete invoices.
- View and print invoices.
- Review invoices.
- Release and deny invoices.
- Correct invoice errors.

Understanding Self-Service Invoice Entry and Management

This section discusses:

- Invoice entry.
- Invoice processing.
- Invoice routing and verification.
- ChartField defaulting logic.

Invoice Entry

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

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

- Sales tax
- Use tax
- Value-added tax (VAT)
- Freight
- Miscellaneous charges

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

Invoice Processing

Online invoices go through processes similar to those described in the previous Loading Invoices section. Online transactions are picked up by the Voucher Build process, in the same way as the XML invoice messages are picked up from external systems.

See Chapter 10, "Processing Invoices," Loading Invoices, page 113.

If email notifications have been established for invoice load errors, then the supplier receives an email if errors exist and are available for review. The supplier then notifies the system administrator of corrections that need to be made and can also request that a voucher be deleted so that it can be re-entered. The system administrator verifies voucher transactions after each process, to ensure that each transaction is error-free.

Just as with invoices submitted electronically, you must ensure that the Payables business unit is set up for invoice autonumbering.

You can review invoices before they pass through the Voucher Build process and become vouchers in the system. You can also make changes to the accounting associated with an invoice.

Invoice Routing and Verification

The system marks invoices designated for ChartField completion and review with a Voucher Build status of *N* (none). This status prevents the invoice from being selected by the Voucher Build process. Invoices with a status of *N* require verification of buyer-specified details by the requester or other buyer user for ChartField accuracy and completeness before being processed by the Voucher Build process. You set up invoice verification routing at the agreement level, and it is dependent upon the type of invoice (such as purchase order or non-purchase order), and the buyer-supplier location combination. During this invoice verification, the buyer adds ChartField values, if necessary, then releases the invoice for processing by clicking the Release for Processing button. This changes the invoice Voucher Build status to *B* (to build) and enables the Voucher Build process to pick it up.

When creating invoices, suppliers can save their work and then later review, correct, change, or add invoice details. At this point the Voucher Build status is *I* (initiated). Once the supplier is satisfied with the invoice, the Voucher Build status is *N* marking it for invoice verification, or *B,* enabling it to be picked up by the Voucher Build process.

Note. When the system routes notifications by role, all users associated with a given role receive the invoice verification notification. Similar to invoice header approval, when the first user in the correct role verifies the invoice and releases it for processing, the system sets the invoice voucher build status to *B* for selection by the Voucher Build process.

When the system routes notifications by multiple user IDs, roles, and requesters, the first of these users to access and release an invoice for processing sets the Voucher Build status to *B*.

If an invoice has the requester ID populated, then that user (the requester), if set up for it, receives the email notification. If an invoice does not have the requester ID populated then the system obtains the default requester (or role) from the email setup (agreement or buyer setID level). These users or roles receive notification and can perform the invoice verification.

ChartField Defaulting Logic

This section discusses how the system populates ChartField values on an invoice, depending on the invoice type.

For self-service, XML, and OAG invoices, the system uses the following logic (outlined in the table) to retrieve ChartField values. This table is ordered from the highest level (Level 1, the buyer template) to the lowest level (Level 4, the item ID value).

Level	ChartFields Specified	Processing Logic
1. Buyer template	ACCOUNT, which is the only required ChartField for an invoice.	Any ACCOUNT ChartField values specified at the lower three levels override this level's value.
2. Agreement	All ChartFields	Any values specified at this level are automatically populated onto the invoice.
3. Requester	All ChartFields	Values specified at Level 3 do not override values specified at Level 2. This means that any values specified at this level are automatically populated onto the invoice, *unless* the value is already defined on Level 2.
4. Item ID	• ACCOUNT • ALT_ACCOUNT • PRODUCT	ACCOUNT, ALT_ACCOUNT, or PRODUCT values specified at this level override any value specified at a higher level.

If an invoice is copied from a PO or receipt, the ChartFields are obtained from the PO or receipt. When an invoice is not created by copying a PO or receipt, and when ChartFields provide default values for self-service and XML invoices where a PO is not associated with the invoice line, the ChartFields are obtained as stated in the above table. The general ledger business unit is derived from the requester if populated; otherwise from the Payables Business Unit table (BUS_UNIT_TBL_AP).

If suppliers are able to enter ChartFields based on the agreement setup, then they can enter one distribution line per invoice line only. However, during the invoice review step, the buyer can add additional distribution lines.

The account definition is obtained from the Line/Distribution/Project/GLElement/NameValue field. However, for OAG invoices you must specify ACCOUNT as the node name for the NameValue field.

You specify the ability to view or edit ChartFields at the installation level, then at the buyer registration level, and further at the agreement level. Buyers specify whether a supplier can see the ChartFields, regardless of what the buyer has set up on buyer registration. When entering self-service invoices, suppliers can only view ChartFields, if access to them has been enabled by a given buyer.

See Also

Chapter 6, "Registering Buyers," Enabling ChartFields, page 48

Pages Used to Enter and Manage Self-Service Invoices

Page Name	Object Name	Navigation	Usage
Self-Service Invoice - Invoice Actions	EM_QV_HOME	eSettlements, Self-Service Invoice, Self-Service Invoice - Invoice Actions	Access pages to create and manage self-service invoices.
Create Invoice - Invoice Entry	EM_QV_ENTRY	• Click the Create Invoice link on the Self-Service Invoice - Invoice Actions page. • Click the Invoice ID link on the Self-Service Invoice - View Invoice page.	Enter supplier invoice details, create self-service invoices, review and modify invoices already created, and correct invoices containing pre-edit and edit errors. **Note.** Pre-edit errors can be corrected by the supplier administrator. Edit errors can only be corrected by the system administrator.
Create Invoice - Invoice Entry	EM_VCHR_LINE_CMNTS	Select the Additional Information tab on the Create Invoice - Invoice Entry page (EM_QV_ENTRY). Click an Invoice Line Comments button on an invoice line.	Enter additional comments regarding the invoice line.
Create Invoice - Invoice Entry	EM_QV_LINE_DIST	Select the Additional Information tab on the Create Invoice - Invoice Entry page (EM_QV_ENTRY). Click an Accounting button on an invoice line.	View and modify accounting ChartFields for the invoice lines.
Self-Service Invoice - View Invoice	EM_QV_SRCH	Click the View Invoice link on the Self-Service Invoice - Invoice Actions page.	Enter search parameters to view invoices that have not yet become vouchers in the system.
Self-Service Invoice - Delete Invoice	EM_QV_SRCH	Click the Delete Invoice link on the Self-Service Invoice - Invoice Actions page.	Enter search parameters to view invoices that have been entered into the system, but have not yet become vouchers in the system.
Self-Service Invoice - Print Invoice	EM_QV_SRCH	Click the Print Invoice link on the Self-Service Invoice - Invoice Actions page.	Enter search parameters to view invoices to print.
Print Invoice - Pro Forma Invoice	EM_QV_DISPLAY	Click an Invoice ID link on the Self-Service Invoice - Print Invoice page.	View and print a pro forma version of an invoice.

Page Name	Object Name	Navigation	Usage
Self-Service Invoice - Review Invoice	EM_QV_SRCH	Click the Review Invoice link on the Self-Service Invoice - Invoice Actions page.	Search for, view a list of, and access invoices that have not yet become vouchers in the system. Only host and buyer roles can access this page.
Review Invoices - Invoice	EM_QV_ENTRY	Click an Invoice ID link on the Self-Service Invoice - Review Invoice page.	Review invoice details and release for processing or deny invoices.
Review Invoices - Deny Invoice	EM_QV_DENY	Click the Deny Invoice button on the Review Invoices - Invoice page.	Enter comments or reasons for denying the invoice, to be included in the text of the subsequent email notification.
Self-Service Invoice - Correct Invoice Errors	EM_QV_SRCH	Click the Correct Invoice link on the Self-Service Invoice - Invoice Actions page.	Search for invoices with errors. Pre-edit errors can be corrected by the supplier administrator. Edit errors can be corrected by the system administrator only.
Voucher Build Error Detail	VCHR_BATCHERR_PG	Click the Invoice ID link on the Self-Service Invoice - Correct Invoice Errors page.	Displays the errors created during the Voucher Build Application Engine process (AP_VCHRBLD)
Invoice Information	VCHR_EXPRESS1	Click the Correct Errors link on the Voucher Build Error Detail page.	Correct invoices containing pre-edit and edit errors. The Correct Errors link for edit errors is only available to the system administrator role type. It is available to both the system administrator and the supplier administrator for pre-edit errors.
Create Invoice - Look Up a Purchase Order	EM_VCHR_LK_QV	Click the Copy from a Purchase Order button on the Create Invoice - Invoice entry page.	Select a purchase order from the search results to copy to an invoice.
Create Invoice - Look Up a Packing Slip	EM_VCHR_PS_QV	Click the Copy from a Packing Slip button on the Create Invoice - Invoice entry page.	Select a receipt from the search results to copy to an invoice.

Entering Supplier Invoice Details

Access the Create Invoice - Invoice Entry page.

Create Invoice

Invoice Entry

Invoice Header Information

*Supplier: Books for You
Location: US Headquarters
588 Owens Drive
Pleasanton, CA 94560 USA
*Invoice ID: 1021000-201
*Invoice Date: 05/25/2005
Voucher ID: 00000051
*Buyer: Dean Jones & Bishop
760 Hacienda Drive
Pleasanton, CA 94560 USA
Currency: USD US Dollar
Requester: eSettlements Buyer User

Add a New Invoice Line | Copy from a Purchase Order | Copy from a Packing Slip

Invoice Details — Customize | Find | View All | First 1-2 of 2 Last

Invoice Lines | Additional Information | PO Details | Receiver Details

Item ID	Description	Quantity	UOM	Unit Price	*Amount	Curr
1004	Misc Books	100.0000	BO	26.00000	2,600.00	USD
	Stationary Items	1.0000	CS	650.00000	650.00	USD

Settlement Information

Payment Terms: Due Immediately
Payment Method: Electronic Funds Transfer
Total Amount: 3,250.00 USD
Sales Tax Amount: 89.50 USD
Shipping Amount: 0.00 USD
Misc. Charge Amount: 0.00 USD
Gross Amount: 3,339.50 USD

Save and Submit | Save for Later

Create Invoice - Invoice Entry page

Invoice Header Information

Currency and **Invoice Date**

Displays the values for currency and invoice date (these appear by default).

Requester

Enter the user name of the person requesting the invoice. The system uses this field for routing to the user who must perform invoice verification of the invoice.

Note. The system automatically defaults ChartField values established for the requester onto the invoice. However, these values do not overwrite any ChartField values established at the agreement level, or account, alternate account, or product ChartField values established at the item level.

See Chapter 10, "Processing Invoices," Understanding Self-Service Invoice Entry and Management, page 120.

Copy from a Purchase Order

Click to look up purchase order information, which you can then copy to the invoice that you're creating.

Copy from a Packing Slip Click to look up packing slip or receipt information, which you can then copy to the invoice that you're creating.

Invoice Details

Item ID, Description, UOM (unit of measure), **Unit Price,** and **Amount** Enter information in these fields, and view the information copied from purchase orders or packing slips.

Note. If an item vendor relationship has not been established, suppliers cannot select items from the item master.

Quantity Enter a quantity for the item.

Note. Only one distribution line is permitted when a supplier creates a self-service invoice, but if a purchase order containing multiple distribution lines is copied onto the self-service invoice, the system copies and will display all lines of the purchase order on the invoice. However, since the supplier can change the quantity and the price on the invoice line before the invoice is subject to invoice verification, if the invoice is routed for invoice verification and there are distribution and line discrepancies, the buyer must correct any line quantity and amount and distribution quantity and amount discrepancy before the invoice can be saved. If the invoice is not routed for invoice verification, it will stay in *Recycled* status until a buyer user corrects any discrepancy.

Additional Information Tab

Select the Additional Information tab.

Tax? Select this check box if the line item is tax applicable.

Note. If sales tax is not applicable for the buyer, this check box does not appear.

VAT Code, Tax Percent, and **VAT Amount** Select the VAT code value. The system calculates the VAT amount based on the amount of the line.

The VAT code prompts contain the percentage for the VAT code.

Note. These fields only appear if the buyer operates in a VAT country.

Click the Invoice Line Comments button to enter comments about the line.

Click the Accounting button to view and modify ChartFields for the invoice line.

Note. If an XML-sourced invoice line is associated with a purchase order or a receiver, this button is inactive and you cannot edit the accounting distribution information.

PO Details Tab

Select the PO Details (purchase order details) tab.

View the PO unit, PO number, line, and schedule number information.

Receiver Details Tab

Select the Receiver Details tab.

View the receipt unit, receipt number, line, and schedule information.

Settlement Information

View the payment terms and method, and the various amounts for the invoice.

You can also enter a sales tax amount, shipping amount, and miscellaneous charge amount.

Click the Refresh button to update the amounts.

Save and Submit Click this button once you have completed your data entry, to submit the invoice to the buying organization. After you click this button, you can view the invoice but cannot edit or delete it.

Save For Later Click this button to set the Voucher Build status to *I* (initiate), to save the work you've done on this invoice, and enable you to return to it afterward. Clicking this button does not submit the invoice to the buying organization.

Editing Invoice Accounting Line Information

Access the Create Invoice - Invoice Entry page.

Click the Accounting button on the Additional Information tab on the Create Invoice - Invoice Entry page to access this page. Modify the ChartField values for each invoice line.

Note. Any ChartField values you define here for Account, Alternate Account, or Product fields overwrite any values established at the agreement or requester level.

See Chapter 10, "Processing Invoices," Understanding Self-Service Invoice Entry and Management, page 120.

Copying Purchase Order Information

Access the Create Invoice - Look Up a Purchase Order page.

Search Criteria

Search Results Display Select Header or Detail, and then click the Search button to return results by invoice header or by line detail, respectively.

You can enter additional search criteria, such as purchase order unit, purchase order number, purchase order date, item ID, and description, if necessary, but the buyer and supplier values appear by default.

Search Results

Select

- Select the purchase order's corresponding check box if you selected to view header results, then click the Select button at the bottom of the page to copy the associated information to the invoice.

  You can also select any Purchase Order column link to display the line detail for the purchase order before copying it to the invoice.

- Select the line's corresponding check box if you selected to view line detail results, then click the Select button to copy the associated information to the invoice.

Copying Packing Slip Information

Access the Create Invoice - Look Up a Packing Slip page.

Search Criteria

Search Results Display Select the Header or the Detail radio button, then click the Search button to return results by invoice header or by line detail, respectively.

You can enter additional search criteria, such as receipt unit, packing slip, receipt number, receipt date, item ID, and description, if necessary, but the supplier value appears by default.

Search Results

Select

- Select the packing slip's corresponding check box if you selected to view header results, then click the Select button at the bottom of the page to copy the associated information to the invoice.

  You can also select any Receipt Number column link to display the line detail for the respective packing slip before copying all or part of it over to the invoice.
- Select the line's corresponding check box if you selected to view line detail results, then click the Select button to copy the associated information to the invoice.

Note. Clicking the Select button actually copies a receipt or packing slip. You can select one or many packing slips to copy, and one or many lines from one or many packing slips. You can also copy information from packing slips not associated with a purchase order.

Completing Online Invoice Entry

Access the Create Invoice - Invoice Entry page.

Note. Transfer to this page occurs when you click the Select button on either the Create Invoice - Look Up a Purchase Order or the Create Invoice - Look Up a Packing Slip page.

Complete the invoice by entering a location (if different from the default location), an invoice ID, and a requester (if applicable).

The Payment Terms and Payment Method field values appear by default according to the supplier entered.

You can also change the invoice date and the currency. You can enter a sales tax amount, shipping amount, and a miscellaneous charge amount.

Note. The currency is the type designated at the supplier location level. Otherwise, in the Buyer Direct model, the Payables default hierarchy determines the currency type. The payment terms appear by default from the agreement level.

If value-added tax (VAT) is applicable, then sales tax does not appear, and you can enter the VAT amount.

Viewing and Modifying Invoices

Access the Self-Service Invoice - View Invoice page.

Invoices

Invoice ID Select a link in this column access the Create Invoice - Invoice Entry page where you can view and modify the invoice.

Note. You can edit only those invoices which have not been released for processing—invoices with a Voucher Build status of *I* (initiated).

Viewing and Deleting Invoices

Access the Self-Service Invoice - Delete Invoice page.

Invoices

Select Select the corresponding check box and click the Delete button to delete an invoice or invoices.

Note. The Voucher Build process deletes the invoices from the system.

You can delete only those invoices which have not been released for processing—invoices with a Voucher Build status of *I* (initiated).

Viewing and Printing Invoices

Access the Self-Service Invoice - Print Invoice page.

Invoices

Invoice ID Click the associated Invoice ID link to access the Print Invoice - Pro Forma Invoice page where you can then print the displaying invoice.

Reviewing Invoices

Access the Self-Service Invoice - Review Invoice page.

You can enter search criteria.

Invoices to Verify Select *All* or *My Pending*.

Invoice ID Click the associated Invoice ID link to review all invoice information.

This transfers you to the Review Invoices - Invoice page, where you can click the Release for Processing button to enable the invoice to pass to the next step.

You can modify the accounting information for any invoice lines that are subject to invoice verification.

Releasing and Denying Invoices

Access the Review Invoices - Invoice page.

Review invoice header and detail information.

Release for Processing Click this button to release the invoice and enable it to be picked up by the Voucher Build process.

Deny Invoice Click this button to prevent the invoice from being picked up by the Voucher Build process, and to access the Review Invoices - Deny Invoice page to enter required comments regarding the denial.

The system sends email notification to the user who created the invoice, if it is a self-service invoice, or an XML invoice with the user ID populated. If neither of the former is true, the system sends email to the roles and users set up for error notification. If no users are set up for error notification, the system warns the user who denies the invoice.

See Also

Chapter 10, "Processing Invoices," Entering Supplier Invoice Details, page 124

Correcting Invoice Errors

Access the Self-Service Invoice - Correct Invoice Errors page.

Invoices

Invoice ID Click the associated Invoice ID link to access the Voucher Build Error Detail page where you can view details regarding the errors that the invoice contains.

Note. You can only view and correct invoice errors after the Voucher Build process has run.

Depending on the nature of the errors, when you click the Correct Errors link on the Voucher Build Error Detail page, the system transfers you to either the Invoice Information page in Payables (for edit errors), or the Create Invoice - Invoice Entry page in eSettlements (for pre-edit errors).

Only the system administrator users—not suppliers—can correct edit errors. Suppliers can, however, correct pre-edit errors. All errors must be corrected before the invoice can be resubmitted.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers

Running the eSettlements Notifications Process

This section provides an overview of the eSettlements notification process and discusses how to run the eSettlements Notifications process.

Understanding the eSettlements Notifications Process

When buyers log in to the application and access the Buyer Dashboard page, the Invoices to Verify link provides a transfer to the Self-Service Invoice - Review Invoice page where the user can view the invoices awaiting his or her verification. Run the eSettlements Notifications process to generate the email notifications for invoice verifications, as well as to determine which invoices users need to verify.

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

There is a hierarchy for invoice verification routing:

1. If an invoice has a value in the Requester field, then that user receives the email notification.
2. If an invoice does not have a Requester value, the default requester—or role—is the one defined at the agreement or buyer setID level.

These users or roles receive notification and can perform the invoice verification.

You can run this process for certain buyers by selecting *Specify Buyers* in the Invoice Processing drop-down list box, or for all buyers by selecting *All Buyers.*

See Also

PeopleTools PeopleBook: PeopleTools Security

Page Used to Run the eSettlements Notifications Process

Page Name	Object Name	Navigation	Usage
Process Notifications - Run Control Parameters	EM_RUN_CNTL_WF	eSettlements, Batch Processes, Process Notifications, Process Notifications - Run Control Parameters	Define parameters for and run the eSettlements Notifications Application Engine process (EM_NOTIFY_WF).

Running the Voucher Build Process

This section provides an overview of and discusses how to run the Voucher Build process.

The Voucher Build process performs the first series of edits on the vouchers entered through the self-service invoice pages or received electronically into the Voucher Header (VCHR_HDR_QV), Voucher Line (VCHR_LINE_QV), and Voucher Distribution (VCHR_DIST_QV) tables. The system then moves these transactions to the edit tables.

When invoices are created from the Voucher Build process (self-service invoices), or loaded from other sources such as XML, the system obtains the origin for the voucher from the user ID of the user creating the invoice. In cases where no voucher origin can be obtained this way, the system obtains the voucher origin from the origin ID associated with the user running the Voucher Build process.

In the case of duplicate invoice entry, the Voucher Build process puts duplicate invoices into the status *Recycled.*

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Payables Business Units," Defining Payables Business Units

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences," Defining Cross-Application User Preferences

Page Used to Run the Voucher Build Process

Page Name	Object Name	Navigation	Usage
Voucher Build	VCHR_BATCH_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Build, Voucher Build	Run the Voucher Build Application Engine process (AP_VCHRBLD).

Running the Voucher Build Process

Access the Voucher Build page.

Interfaces

Voucher Build Interfaces Select an interface of either *Self Service Invoices* or *XML Invoice (eSettlements)* to process eSettlements invoices.

Verifying Externally Received Data and Deleting Vouchers

The system reformats and integrates externally received third-party application data, including self-service and XML invoice data. Several pages enable you to view this data to correct errors or delete vouchers containing errors. Voucher deletion is applicable to both self-service and XML invoices.

This section lists the pages to verify externally received data and delete vouchers.

Pages Used to View Externally Received Data and Delete Vouchers

Page Name	Object Name	Navigation	Usage
Monitor Message - Overview	AMM_OVERVIEW	PeopleTools, Integration Broker, Monitor Integrations, Monitor Message, Overview	For vouchers with missing or invalid key fields, the XML message has an *Error* status. The system administrator must then correct the data and resubmit the message until its status is *Done.* In cases where a key field lacks a value, the system administrator enters the value at the highest level from which it is missing, and this field is automatically corrected throughout the voucher.
Delete Voucher	VCHR_DELETE1	Accounts Payable, Vouchers, Maintain, Delete Voucher, Delete Voucher	After the Voucher Build process has completed, enter a valid business unit to access vouchers containing errors. The user with the supplier administrator role type can then request that the user with the system administrator role type correct the errors online or delete the entire voucher so the supplier can resubmit the invoice.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Managing Vouchers,” Modifying, Unposting, Deleting, and Closing Multiple Vouchers

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Processing Batch Vouchers”

CHAPTER 11

Running Matching

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

- Run the matching and notification processes.
- Manage matches and match exceptions.

Understanding Matching

eSettlements uses the Payables Matching Application Engine process (AP_MATCH) to compare invoices with purchase orders and receipts to ensure that you are paying for what you ordered and received.

If buyers subscribe to notification for match exceptions, email notifications notify users that there are invoice exceptions. Depending upon the email subscription specified, suppliers may also receive email notifications indicating that invoices have match exceptions. These exceptions can either be partially or entirely overridden, the invoice can be placed on hold, or the exceptions can be left unchanged for future resolution. If the exceptions are overridden, the buyer is effectively agreeing to the discrepancies and the invoice then passes on to approval. If the invoice is placed on hold, the supplier receives email notification that an invoice is on hold and requires attention. If the exceptions are left unchanged, no notifications are sent and the invoice does not pass on to approval.

Note. Only users with match exception override capabilities on their user profiles can override exceptions.

Buyer Direct Model

In the Buyer Direct model you specify the match rule control to be used in the Matching process—and create purchase orders—in Purchasing. Then, when setting up agreements, the system does *not* retrieve purchase order matching terms from the agreement level. Rather, if a match rule control ID exists for the particular supplier (vendor), the system obtains purchase order matching terms from the supplier. If no match rule control ID exists for the particular supplier, the system obtains the matching terms from the Purchasing business unit for the purchase order.

If you select the Standard Vouchers Allowed check box on the Review Agreement Details - Buyer page, invoices are not required to be associated with a purchase order. Use the standard voucher flag to control whether a purchase order is associated with an invoice or not. Whether matching is required depends on the values specified on the purchase order.

Business Service Provider Model

In the Business Service Provider model the system interfaces buyer purchase orders and receipts electronically, comparing them to invoices from suppliers. Receipts can also be entered online. Suppliers also submit invoices electronically or enter the information online.

Purchase orders, receipts, and invoices are compared according to the specifications on the agreement, tolerances defined at the item category level, and the match rules. Match exceptions are routed to those users and roles set up to receive match exception notification, either at the buyer registration level, or at the agreement level if the exceptions have been overridden at this level.

You specify the match rule control ID at the buyer registration level *and* at the agreement level. When a purchase order is used, the system looks to the match rule control ID at the agreement level. The match rule control ID at the buyer registration level populates by default on the agreement, and you can also change it there.

If you select the Standard Vouchers Allowed check box on the Review Agreement Details - Buyer page, invoices are not required to be associated with a purchase order. If you select the Requires Matching check box and an associated Match Rule on the Review Buyer Details - Notifications and Approvals page, invoices go through the Matching process if they are associated with a purchase order.

Here's how matching applies in the Business Service Provider model at the agreement level, depending on your selections on the Review Buyer Details - Notifications and Approvals page, and the Review Agreement Details - Buyer page:

- If Requires Matching is selected and Standard Vouchers Allowed is not selected, then during self-service invoice creation and XML invoice integration, invoices must be associated with a purchase order. If no purchase orders exists, a message is generated indicating no purchase order exists on the VOUCHER_LINE table. Where a purchase order does exist, the voucher goes through the Matching process.
- If Requires Matching is not selected and Standard Vouchers Allowed is selected, then during self-service invoice creation and XML invoice integration, invoices do *not* have to be associated with a purchase order, and in such cases the Match Action flag on the voucher is set to *No Match.*

  Where a purchase order does exist, the voucher goes through the Matching process.
- If Requires Matching and Standard Vouchers Allowed are both selected then during self-service invoice creation and XML invoice integration, then invoices associated with a purchase order go through the Matching process.

  Where a purchase order does not exist, the invoice will also be created in the system, but doesn't go through the Matching process.

  You define processing options for the buyer administrator when you select the Manually Schedule Payments, Authority to Override Match, and Record Payment check boxes on the Procurement - Payables page during buyer registration.

See Also

Chapter 4, "Configuring Security," Administering Self-Service Security and Creating New Users, page 15

Chapter 6, "Registering Buyers," Defining Processing Options, page 53

Chapter 6, "Registering Buyers," Creating Buyers, page 38

Chapter 8, "Creating Agreements," Initiating Agreements, page 70

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running the Matching Process," Understanding the Matching Process

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running the Matching Process," Prerequisites

Running the Matching and Notification Processes

Once the Voucher Build Application Engine process (AP_VCHRBLD) has successfully completed and vouchers exist, the next step is to run the Matching process.

During implementation, at the installation level, if you select the eSettlements Matching Process check box on the eSettlements page, the invoices must be matched and approved separately, and only invoices with a match status of *Matched* or *Not Applicable* pass on to approval.

If you do *not* select this check box, the Matching process automatically approves invoices that are matched, eliminating the need to approve invoices separately.

The users and role types that receive email notifications are those set up at the agreement level. If you specify using the notification defaults at the agreement level, the system uses the users and role types from the buyer setID level.

Once you have successfully loaded purchase orders, receipts, and invoices into the appropriate tables, and have run the Voucher Build process followed by the Voucher Creation Notification Application Engine process (EM_VCHR_CRT), run the following processes to move the vouchers through the remaining steps:

1. Matching Application Engine process (AP_MATCH).
2. Voucher Match Error Notification Application Engine process (EM_VOMTCH_AE).

This section discusses how to generate match exception email notifications.

See Also

Chapter 8, “Creating Agreements,” Specifying Buyer Notifications, page 75

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Running the Matching Process,” Initiating the Matching Application Engine Process

Pages Used to Run the Matching and Notification Processes

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). See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Running the Matching Process,” Running the Matching Process in Batch.
Process Workflow - Run Control Parameters	EM_VCHR_CREATE_AE	eSettlements, Batch Processes, Process Workflow, Process Workflow - Run Control Parameters	Select the appropriate run control ID and the Voucher Match Error Notification Application Engine process (EM_VOMTCH_AE) to trigger email notifications for match exceptions.

Generating Match Exception Email Notifications

Access the Process Workflow - Run Control Parameters page.

Specify a run control ID and click the Run button.

Process List

Match Exception Notification	Select this check box and click OK to generate email notification to the buyer or the supplier, or to both.

Managing Matches and Match Exceptions

The Voucher Match Error Notification process generates a list of invoices containing match errors for buyers and suppliers. If an invoice is not successfully matched, exceptions are presented to buyers who have access to the invoice, who can then override, place on hold, or leave the invoice unchanged. Only users who have been set up to override match exceptions at the user preferences level can override exceptions; all other approvers can review only. Invoice lines that contain match exceptions are presented to the respective line approvers for review as well. Users can override match exceptions if they are set up to do so on their user preferences.

In addition to match exception notifications, you can access matches and match exceptions from the following pages:

- Review Match Exceptions - Inquiry page from the Buyer Dashboard.
- Review Invoices - Invoice Inquiry page.
- Review Invoice Lines - Invoice Lines and Distributions page.
- Review Payment Installments - Inquiry page.

This section lists the pages used to manage matches and match exceptions.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Running the Matching Process,” Managing Matches and Match Exceptions

Pages Used to Manage Matches and Match Exceptions

Note. Security controls access to inquiry pages.

Page Name	Object Name	Navigation	Usage
Review Match Exceptions - Inquiry	EM_VCHR_MATCH_INQ	eSettlements, Buyer Dashboard Click the Review Exceptions link on the Buyer Dashboard page.	View a list of invoices that have match exceptions. Pages accessible from this page enable you to override exceptions and view dispute details. See Chapter 13, "Disputing Invoices," Managing Disputes During Matching, page 155.
Review Invoices - Invoice Inquiry	EM_VOUCHER_INQUIRY	eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry	View invoice activity details. You access various inquiry pages depending on the View that you select. See Chapter 18, "Managing Invoices for Buyers," Reviewing Invoice Activity, page 211.
Matched Vouchers	AP_MTCH_WB_SUCCESS	Click the Matched button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page. If the match type is *Auto - Matched* the Matched button takes you to the Matched Vouchers page.	View match information for associated vouchers, purchase orders, and receipts. **Note.** Field labels may be different for eSettlements than for Payables. Examples include a Payables business unit is an eSettlements buyer and a Payables vendor is an eSettlements supplier. See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running the Matching Process," Reviewing Matches.

Page Name	Object Name	Navigation	Usage
Match Exception Workbench Details	AP_MTCH_WB_EXCPTN	• Click the Invoice ID link on the Review Match Exceptions - Inquiry page. • Click the Exceptions Exist button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page.	View match information for associated vouchers, purchase orders, and receipts. You can override exceptions, correct errors, put vouchers on a match hold, and initiate the Matching process. **Note.** Field labels may be different for eSettlements than for Payables. Examples include a Payables business unit is an eSettlements buyer and a Payables vendor is an eSettlements supplier. See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running the Matching Process," Reviewing Match Exceptions.

Page Name	Object Name	Navigation	Usage
Match Overridden Workbench Details	AP_MTCH_WB_OVRD	Click the Overridden button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page.	View match override information for associated vouchers, purchase orders, and receipts. You can indicate an override reason and initiate the Matching process. **Note.** The voucher displayed on the Match Overridden Workbench Details page (AP_MTCH_WB_OVRD) has not gone through the Matching process. In the Buyer Direct model you can use the Review Match Exceptions component in eSettlements to override exceptions. To undo a matched voucher you must use the Match Workbench. In the Business Service Provider model you can use the Review Match Exceptions component in eSettlements to override an exception. However, to undo a matched voucher you must use the Match Workbench in Payables. **Note.** Field labels may be different for eSettlements than for Payables. Examples include a Payables business unit is an eSettlements buyer and a Payables vendor is an eSettlements supplier. See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running the Matching Process," Reviewing Overridden Match Exceptions.

Page Name	Object Name	Navigation	Usage
Match Overridden Workbench Details	AP_MTCH_WB_MOVRD	Click the Matched button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page. If the match type is *Matched With Override, Matched with Debit Memo,* or *Matched with Credit Note,* the Matched button takes you to the Match Overridden Workbench Details page.	View information for vouchers matched with overrides, debit memos, or credit notes. **Note.** The voucher displayed on the Match Overridden Workbench Details page (AP_MTCH_WB_MOVRD) has gone through the Matching process. See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running the Matching Process," Reviewing Overridden Match Exceptions.
Review Invoices - Review Invoice Disputes	EM_VOUCHER_DISPUTE	Click the Dispute button on the Review Invoices - Invoice Inquiry page.	Review, place an invoice on hold, take an invoice off hold, and enter comments. See Chapter 18, "Managing Invoices for Buyers," Reviewing, Initiating, and Resolving Invoice Disputes, page 220.
Review Match Exceptions - Review Invoice Disputes	EM_VOUCHER_DISPUTE	Click the Invoice ID link on the Review Match Exceptions - Inquiry page. Click the Set Hold Payment Actions link on the Match Exception Workbench Details page.	Review and resolve disputes on invoices. See Chapter 18, "Managing Invoices for Buyers," Reviewing, Initiating, and Resolving Invoice Disputes, page 220.
Header Match Rules	AP_WB_HDRRULE_SEC	Click the Header Match Rules link on the Matched Vouchers page.	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule. **Note.** Field labels may be different for eSettlements than for Payables. Examples include a Payables business unit is an eSettlements buyer and a Payables vendor is an eSettlements supplier.
Header Match Rules	AP_WB_HEADER_EXPTN	Click the Header Match Rules link on the Match Exception Workbench Details page.	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule.

Page Name	Object Name	Navigation	Usage
Header Match Rules	AP_WB_HDR_OVRD_SEC	Click the Header Match Rules link on the Match Overridden Workbench Details page.	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule.
Header Match Rules	AP_WB_HD_MOVRD_SEC	Click the Header Match Rules link on the Match Overridden Workbench Details page.	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule.
Match Exception Workbench Summary	AP_WB_EXCPTN_SUM	Click the Match Exception Summary link on the Match Exception Workbench Details page.	View all invoice line errors. **Note.** Field labels may be different for eSettlements than for Payables. Examples include a Payables business unit is an eSettlements buyer and a Payables vendor is an eSettlements supplier.
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. To use this page, you must have overridden match exceptions on the Match Exception Workbench Details page. **Note.** Field labels may be different for eSettlements than for Payables. Examples include a Payables business unit is an eSettlements buyer and a Payables vendor is an eSettlements supplier.
Match Rule Details	AP_WB_RULE_SEC	Click the Details button on the Matched Vouchers page, the Match Exception Workbench Details page, or the Match Overridden Workbench Details page.	Displays the full description of the match rule.

Page Name	Object Name	Navigation	Usage
Associated Document Information	AP_WB_VCHRLNPO_SEC	Click the Document Details link on the Matched Vouchers page, the Match Exceptions Workbench Details page, or the Match Overridden Workbench Details page.	View voucher, purchase order, and receiver attributes for all lines. **Note.** Field labels may be different for eSettlements than for Payables. Examples include a Payables business unit is an eSettlements buyer and a Payables vendor is an eSettlements supplier.
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. **Note.** Field labels may be different for eSettlements than for Payables. Examples include a Payables business unit is an eSettlements buyer and a Payables vendor is an eSettlements supplier.

CHAPTER 12

Approving Invoices

This chapter provides an overview of the invoice approval process and discusses how to:

- Define invoice approval levels.
- Process invoice approvals.
- Initiate invoice approval workflow.

Understanding Invoice Approval

The Voucher Approval Creation Application Engine process (EM_VO_APR_AE) triggers approval workflow, notifying the appropriate buyer approvers and adding the respective invoices to their summary worklist. Buyers then view their summary worklist from their dashboard page and approve invoices.

According to the security established, buyer approvers are presented only with those invoices for their associated business units and the monetary amounts specified during buyer registration.

You also approve individual invoice lines. You can set up the system to route any invoice line to one or more approvers in your organization with whom the line is associated, and these approvers can also dispute invoice lines. We cover line-level approval and dispute in the *Approving and Disputing Invoice Lines* chapter.

There is a slight timing difference involving invoice status changing to pre-approved after the Voucher Build Application Engine process (AP_VCHRBLD) is run. If a buyer not requiring invoice header approval shares the tableset control for Payables business unit options (AP_01) with a buyer that *does* require invoice header approval, invoices for the buyer not requiring header approval remain as pending until the Voucher Approval Creation process is run. If a buyer does not require approvals and has its own Payables business unit options, invoices are considered pre-approved after the Voucher Build process runs.

Approving Invoices in the Buyer Direct Model

Information in this chapter applies to both models (Buyer Direct and Business Service Provider), but there are a few issues to bear in mind when approving invoices in the Buyer Direct model:

- You must run the Voucher Approval Creation process in eSettlements to record the approval history.
- If an approver approves or partially approves an invoice in eSettlements—according to the buyer's monetary level approval requirements—and then changes are made to any of the following fields using the voucher entry pages in Payables, the invoice will require reapproval.

  When changes are made to any of these fields in Payables for a particular voucher, a temporary table (EM_VOAPRDAT_TAO) is populated with the voucher information. This table is then used to indicate which vouchers require reapproval.

  - Invoice ID

- Invoice Date
- Vendor ID
- Voucher Gross Amount
- Sales Tax Amount
- VAT Amount
- Freight Amount
- Miscellaneous Charges Amount
- Transaction Currency
- Payment Terms

Email notifications alert approvers that voucher reapproval is pending. During the Voucher Approval Creation process, the system compares any vouchers that are in the temporary table with the vouchers that need to undergo approval. If a match is found, the system sends a reapproval email notification to the approver (as opposed to an initial approval email notification) because at that point it is actually the second time the approver must approve the voucher.

See Also

PeopleTools PeopleBook: PeopleSoft Workflow

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Managing Vouchers," Understanding Voucher Management

PeopleSoft Enterprise Payables 8.9 PeopleBook

Defining Invoice Approval Levels

During buyer registration the buyer administrator establishes invoice approval information and creates user profiles with approval roles corresponding to the buyer's specified approval level requirements. The buyer administrator also attaches monetary limits to the approval levels.

The user profile defines the specific role for the approver, and lists the business units (buying entity IDs) each approver is responsible for approving. Only those roles assigned to one of the buyer role types of buyer user are eligible to be selected as approval roles. You use the Review Buyer Details - Notifications and Approvals page to select role for approval routing, and optionally define a specified number of reminder days.

eSettlements uses reminder days functionality so that if an invoice remains in any approver's worklist beyond the specified number of reminder days without the approver taking any action on the invoice, the approver receives another email notification to remind that the invoice still needs to be approved.

Note. Buyers can set up their own roles and can use the delivered demonstration data as a basis for this.

See Also

Chapter 6, "Registering Buyers," Understanding Buyer Registration, page 35

PeopleTools PeopleBook: PeopleSoft Workflow

Chapter 4, "Configuring Security," Creating New Buyer Users, page 18

Processing Invoice Approvals

Buyer approvers have easy access to invoices needing review and approval. With invoice and line detail information links, invoice approval can be by invoice, or by invoice line. Each approver accesses their summary worklist on the Buyer Dashboard page.

If you have invoices in the approval process, and want to change header approval amount levels or turn off header approval, you should first complete the approval of those invoices that are already in process.

Note. We discuss line-level invoice approval in a subsequent chapter.

The approval workflow process must actually be run *before* the first approver accesses their invoices to approve, and it must also be run subsequently so that the next approvers receive email indicating that there are invoices that await their approval.

Here's how you process invoices for approval:

1. Review invoices.
2. Review invoice header details.
3. (Optional) Review invoice lines.
4. Place invoices on hold.
5. Approve invoices, initiating the invoice approval workflow.

This section discusses how to process invoice approvals.

See Also

Chapter 14, "Approving and Disputing Invoice Lines," Reviewing, Approving, and Disputing Invoice Lines, page 161

Page Used to Process Invoice Approvals

Page Name	Object Name	Navigation	Usage
Review Invoices - Invoice Inquiry	EM_VOUCHER_INQUIRY	• eSettlements, Buyer Dashboard Click the Invoices to Approve link on the Buyer Dashboard page. • eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry	Review and approve invoices.

Processing Invoice Approvals

Access the Review Invoices - Invoice Inquiry page.

Click the Select All link to select all the Invoice ID check boxes in the Sel (select) column, or select individual check boxes for invoices to approve, then click the Approve button to preview a summary of the invoices you are about to approve.

Note. Before selecting all invoices to approve, select an Invoice Status of *My Pending,* then click search. The *My Pending* invoice status filters data such that only those invoices requiring approval by the user accessing the page display in the search results.

Click the Clear All link to clear all selected check boxes.

Important! When you click the Select All link you are selecting *all* invoices for approval—even those that appear on the next page or pages. To ensure that you first view all the invoices subject to action, click the appropriate links in the Invoice Summary group box header *before* deciding to click the Select All link.

We discuss the additional functionality of this page in the Managing Invoices for Buyers chapter.

See Also

Chapter 18, "Managing Invoices for Buyers," Reviewing Invoices, page 208

Initiating Invoice Approval Workflow

Once the system processes invoices, the system administrator runs the Voucher Approval Creation process to populate the invoice approval pages and trigger email notifications so appropriate buyer approvers can review and approve their invoices.

The Voucher Approval Creation process also triggers the voucher reapproval routine for vouchers that are modified in Payables after being approved in eSettlements. Only when certain voucher fields are modified in Payables does this result in reapproval notification.

When the system routes email notifications by role, all users associated with the role and having access to the buyer will receive the notification.

This section discusses how to initiate approval workflow.

Note. We listed these fields previously in this chapter.

See Also

Chapter 12, "Approving Invoices," Approving Invoices in the Buyer Direct Model, page 145

Pages Used to Initiate Approval Workflow

Page Name	Object Name	Navigation	Usage
Process Workflow - Run Control Parameters	EM_VCHR_CREATE_AE	eSettlements, Batch Processes, Process Workflow, Process Workflow - Run Control Parameters	Define a run control ID to initiate invoice approval workflow.
Process Scheduler Request	PRCSRQSTDLG	Click the Run button on the Process Workflow - Run Control Parameters page.	Run the Voucher Approval Creation Application Engine process (EM_VO_APR_AE) to process eligible invoices and send email notifications.

Initiating Approval Workflow

Access the Process Scheduler Request page.

Select Voucher Approval Creation and click OK to start the process. The system processes error-free invoices that are in a postable status and are not subject to matching, or are postable and matched. The system then generates email notification to all buyer users associated with the approval roles defined on the Review Buyer Details pages during registration of their organization.

When a user in a particular approver role approves an invoice, they are in fact approving that invoice for all other users within that role. View the invoice life cycle to see at what stage an invoice is within the process, to see which users have and have not approved a given invoice, and—if you are in the approval path—to approve an invoice as well.

See Also

Chapter 12, “Approving Invoices,” Processing Invoice Approvals, page 147

CHAPTER 13

Disputing Invoices

This chapter provides an overview of invoice disputes and discusses how to:

- Review, initiate, and resolve disputes.
- Resolve disputes using instant messaging.

Understanding Invoice Disputes

In eSettlements, an invoice cannot be paid until a related dispute is resolved. The system prevents the invoice schedule from being selected for payment. An invoice can consist of multiple payment schedules. Therefore, when you place an invoice on hold, it's actually the payment schedule that is on hold, and the invoice can be partially paid.

If an invoice has multiple payment installments or schedules, you may place one or all of the schedules on hold. But to place the entire invoice in dispute—preventing any payment of it—you must put in dispute all payment schedules associated with that invoice. If you place a hold on only one installment of a multiple installment invoice, all other installments remain eligible to pay.

Invoice payment schedules can be placed on hold at any point in the business process until the actual time of payment. Dispute initiation by the buyer triggers email notification to the recipients specified in the buyer notification setup for the Dispute - Payment Schedules notification type. The supplier can then view the disputed invoice and enter comments for the buyer. Both invoice schedule *and* line disputes must be resolved before an invoice schedule can be selected for payment.

Saving a new dispute automatically triggers email notification to the supplier. After the dispute is resolved, the system sends the resolution email message to the appropriate roles and user IDs (which are specified during email notification setup) when the buyer clicks Save with the Hold Payment check box cleared and new comments entered.

Buyers can override registration-level notification setup at the agreement level. That way, a different role or user ID can receive the email notifications according to the particular buyer-supplier location combination. The system first checks the agreement level to identify the roles and user IDs that are recipients of dispute notifications. If at the agreement level the user accepted the default email notification definitions, then the default originates at the setID level for each buyer.

Ensure that the Instant Messenger Access check boxes are selected on the Review Buyer Details - Registration page and the Review Supplier Details - Registration page to enable the parties to use the instant messaging feature. You must also enter instant messaging IDs on the Review User Profiles - Buyer User Details and the Review User Profiles - Supplier User Details pages.

If an invoice should not be approved right away, a buyer can place it on hold and initiate dialog about it with the supplier. Specific comments from the buyer about the invoice accompany the email notification sent to the supplier.

You can place an invoice in dispute at any time after it has been created—even before the approval process has been run.

If the invoice has multiple schedules, then once approved, all non-disputed schedules are eligible for payment as long as the invoice has all lines approved and no lines in dispute.

Note. The Voucher Approval Creation Workflow Application Engine process (EM_VO_APR_AE) needs to finish running in order for the voucher approval information to be useful.

You can dispute individual invoice lines as well. That process is discussed later in this PeopleBook.

Note. In the eSettlements Buyer Direct model, the system does not trigger email notification if you initiate or remove a hold in Payables. Because this can affect the history of a dispute in eSettlements, you should dispute invoices only within eSettlements.

See Also

PeopleTools PeopleBook: PeopleSoft Workflow

Chapter 12, “Approving Invoices,” Processing Invoice Approvals, page 147

Reviewing, Initiating, and Resolving Disputes

This section lists prerequisites and discusses how to:

- Review invoice disputes.
- Review payment installments.
- Review disputes in the invoice cycle.
- Initiate invoice disputes.
- Resolve invoice disputes.
- Manage disputes during matching.
- Resolve disputes included in a pay cycle.

Both buyer and supplier aging balances, and the invoice inquiry pages all reference disputed invoices.

Prerequisites

The buying organization must set up the Dispute Payment Schedule notification type in order for the supplier to receive these notifications.

See Also

Chapter 8, “Creating Agreements,” Initiating Agreements, page 70

Chapter 6, “Registering Buyers,” Specifying Buyer Notifications, page 49

Chapter 8, “Creating Agreements,” Specifying Supplier Notifications, page 79

Pages Used to Review, Initiate, and Resolve Disputes

Page Name	Object Name	Navigation	Usage
Review Invoices - Invoice Inquiry	EM_VOUCHER_INQUIRY	eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry	If you are a buyer, view invoice activity details and access a page to place invoices on hold.
Manage Bills - Invoice Inquiry	EM_SP_VCHR_INQUIRY	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry	If you are a supplier, view invoice activity details.
Review Payment Installments - Inquiry	EM_BUY_PYMNT_INSTL	eSettlements, Payments, Review Payment Installments, Review Payment Installments - Inquiry	If you are a buyer, review invoices with multiple payment schedules.
Review Invoices - Invoice Cycle	EM_VCHR_DISP_SUMM	eSettlements, Invoices, Review Invoices Click the Invoice column link for a line displaying a Dispute button on the Review Invoices - Invoice Inquiry page.	If you are a buyer, view the invoice dispute summary and access a page to release a payment schedule from hold.
Review Invoices - Review Invoice Disputes	EM_VOUCHER_DISPUTE	• eSettlements, Invoices, Review Invoices Click the Invoice column link for a line displaying a Dispute button on the Review Invoices - Invoice Inquiry page. Click the Review Disputes link on the Review Invoices - Invoice Cycle page. • eSettlements, Invoices, Review Invoices Click the Hold link for the invoice you want to dispute on the Review Invoices - Invoice Inquiry page.	If you are a buyer, place invoice payment schedules on hold, release holds, and trigger notification of discrepancies to suppliers.
Manage Bills - Review Invoice Disputes	EM_VOUCHER_DISPUTE	eSettlements, Invoices, Manage Bills Click a Dispute Information button on the Manage Bills - Invoice Inquiry page.	If you are a supplier, review invoices on hold and add comments.

Page Name	Object Name	Navigation	Usage
Review Match Exceptions - Inquiry	EM_VCHR_MATCH_INQ	eSettlements, Buyer Dashboard Click the Review Exceptions link on the Buyer Dashboard page.	If you are a buyer, view a list of invoices containing match exceptions.
Approve Payments - Approve Pay Cycle	EM_PYCYCL_SUM	eSettlements, Payments, Approve Payments Click a Details link on the Approve Payments - Pay Cycle Summary page.	View pay cycle details.
Approve Payments - Invoices to be Paid	EM_PAY_PAGE	Click a Details link on the Approve Payments - Approve Pay Cycle page.	Review invoices in the pay cycle and include or exclude them before payment creation, and access a page to release from dispute any invoices that are on hold. If a dispute button is available, it indicates that the installment has been placed in dispute after being selected for payment. **Note.** The Pay Cycle Summary page can be used to resolve disputes but not to initiate them.

Reviewing Invoice Disputes

Access the Review Invoices - Invoice Inquiry page or the Manage Bills - Invoice Inquiry page.

Select an invoice status of *Dispute Schedule* or *Dispute,* respectively.

Here, buyers and suppliers can view all invoice activity and can access pages to review, initiate, and resolve disputes.

The Review Invoices - Invoice Inquiry page is discussed elsewhere in this PeopleBook.

See Also

Chapter 18, “Managing Invoices for Buyers,” Reviewing Invoices, page 208

Reviewing Payment Installments

Access the Review Payment Installments - Inquiry page.

To access the page where you place a payment schedule on hold, click the payment schedule’s Hold link.

Reviewing Disputes in the Invoice Cycle

Access the Review Invoices - Invoice Cycle page.

To access the page to release a payment schedule from hold, click the Review Disputes link at the bottom of the page.

Note. This link is available only to users who are set up to manually schedule payments.

See Also

Chapter 18, “Managing Invoices for Buyers,” Viewing the Invoice Life Cycle, page 214

Initiating Invoice Disputes

Access the Review Invoices - Review Invoice Disputes page.

Select the Hold Payment check box, enter a reason for the dispute. Then enter specific new comments for the supplier.

See Also

Chapter 18, “Managing Invoices for Buyers,” Reviewing, Initiating, and Resolving Invoice Disputes, page 220

Resolving Invoice Disputes

Access the Review Invoices - Review Invoice Disputes page or the Manage Bills - Review Invoice Disputes page.

Here, buyers and suppliers can view and add comments to disputes. Buyer users can resolve disputes on the Review Invoices - Invoice Dispute page.

Note. Only buyer users who are set up to manually schedule payments can place schedules in dispute. Otherwise, users can only view the disputes.

Clear the Hold Payment check box and enter specific new comments for the supplier.

You can also enter a reason associated with the resolve, but that is not necessary.

Managing Disputes During Matching

Access the Review Match Exceptions - Inquiry page.

	Click to review details of the dispute. If this button is available, it indicates that the invoice is on hold because a payment installment is in dispute.
Invoice Number	Click a link in this column to view match exception details and, if necessary, override the exceptions.

See Also

Chapter 11, “Running Matching,” Managing Matches and Match Exceptions, page 138

Chapter 12, “Approving Invoices,” Processing Invoice Approvals, page 147

Chapter 13, “Disputing Invoices,” Reviewing, Initiating, and Resolving Disputes, page 152

Chapter 18, “Managing Invoices for Buyers,” Reviewing Invoices, page 208

Resolving Disputes Included in a Pay Cycle

Access the Approve Payments - Approve Pay Cycle page.

The Approve Payments component enables review and resolution of any disputed invoices included in a pay cycle.

If a button appears in the Dispute column, it indicates that the summarized payment contains an invoice dispute. Click the adjacent Details link to review installments that are on hold.

To resolve a dispute initiated after an invoice has already been selected by the pay cycle, click the Dispute button on the Review Invoices - Invoice Inquiry page.

See Also

Chapter 15, “Processing Payments,” Creating Prepayments, page 187

Chapter 15, “Processing Payments,” Reviewing and Creating Payments, page 176

Resolving Disputes Using Instant Messaging

eSettlements supports instant messaging from Yahoo, Sametime Connect, and America Online. To take advantage of this functionality, you must set up both the buyer and supplier for instant messaging capability on their respective registration pages.

During buyer registration, the buyer sets up the roles and user IDs (in both the buying and selling organizations) that receive dispute schedule email notifications.

This section discusses how to use instant messaging to resolve invoice disputes.

See Also

Chapter 7, “Registering Suppliers,” Creating Suppliers, page 56

Chapter 6, “Registering Buyers,” Creating Buyers, page 38

Page Used to Resolve Disputes with Instant Messaging

Page Name	Object Name	Navigation	Usage
Instant Messenger	EM_IM_SEC	• eSettlements, Buyer Dashboard Click the Review Exceptions link on the Buyer Dashboard page. Click a link in the Invoice ID column on the Review Match Exceptions - Inquiry page. Click the Set Hold Payment Actions link on the Match Exception Workbench Details page. Click the Discuss with IM link on the Review Match Exceptions - Review Invoice Disputes page. • eSettlements, Invoices, Review Invoices Click a Dispute button for the corresponding invoice line on the Review Invoices - Invoice Inquiry page. Click the Discuss with IM link on the Review Invoices - Review Invoice Disputes page.	If you are a buyer, initiate a dialog with a supplier about a disputed invoice.

Using Instant Messaging to Resolve Invoice Disputes

Access the Instant Messenger page.

View the Instant Messenger Contacts, and then click a button in the Online Now column to open a messaging window in the instant messaging domain of the corresponding user name.

Warning! You must copy and paste the instant messaging dialog into the New Comments field on the Review Invoices - Review Invoice Disputes page or the Review Match Exceptions - Review Invoice Disputes page in order for the system to save the dialog.

CHAPTER 14

Approving and Disputing Invoice Lines

This chapter provides an overview of the line-level approval and dispute process and describes how to:

- Navigate line-level approval.
- Set up line-level approval rules.
- Review, approve, and dispute invoice lines.

Understanding Line-Level Approval and Dispute

Depending on the structure of your organization and the degree of control over expenditures you require, line-level approval can expedite the payment process, and thus enhance your relationships with your suppliers. Since many organizations contend with processing consolidated invoices that encompass purchases made across multiple departments within the organization, line-level approvals enable your approvers to easily manage the invoice lines directly related to their purchases.

You can designate particular users in your organization and enable them to approve and dispute individual invoice lines. A single line can be routed to one or more approvers depending upon the rules you establish for your buying organization.

Line-level routing occurs in parallel with header approval—if both are enabled—such that one level does not have to complete before the other commences.

Whether lines are routed for approval or not, if at least one non-operational role is assigned to a user, that user can see all the lines and their ChartFields. If the line is not routed for approval, the line approval button does not display. Just as for operational users, line approval status identifies which users are pending and which users have already approved the line. All lines of given invoice must be approved before the invoice can be paid.

Those users assigned a buyer accountant role type have override capabilities, and can approve lines and resolve disputes for invoice lines to expedite payments.

Navigating Line-Level Approval

The My Invoice Lines page enables operational users to navigate quickly to their tasks at hand.

If the user logging in has *only* operational role types assigned, upon login the system transfers he or she directly to the My Invoice Lines page and neither the Invoices component nor the Payments component is available.

Note. An operational user is a user assigned to a role that is an operational approver role type. Operational users can alternately select eSettlements, Invoices, Review Invoices to review invoice lines.

This section discusses how to navigate with the My Invoice Lines Page

Page Used to Navigate Line-Level Approval

Page Name	Object Name	Navigation	Usage
My Invoice Lines	EM_LINEAPPR_HOME	eSettlements, My Invoice Lines, My Invoice Lines	Operational users access pages to manage their tasks.

Navigating with the My Invoice Lines Page

Access the My Invoice Lines page.

Click a link to access your invoice lines awaiting dispute resolution, having match exceptions, or requiring your approval.

Setting Up Line-Level Approval Rules

At the buyer registration level you identify which fields will trigger line-level approval and then associate a role to each field. The role you associate is responsible for approving the lines. Next, on the buyer user profile you must assign those users responsible for approving lines the same role as at the buyer registration level, and assign the specific field values for which they are responsible (such as item ID 10000). In the case where a user is defined as the department manager in the Department table (DEPT_TBL) or the project manager for a project (PROJECT_MGR), then the department or project values where the user has been defined as a manager will automatically populate for the user.

In these cases the user does not need to belong to the role defined at buyer registration, (if one was set up), for the department or project.

In order for the auto-population to occur the buyer user must have been defined as the department manager or project manager before defining the Department or Project field at the buyer registration. As with all the line-level approval fields defined on the buyer user profile (those appearing by default and those manually entered), you can disable a particular line approval rule by clearing the appropriate Use check box on the Review User Profiles - Invoice Line Approval Rule Setup page.

Line-level approval setup is a two-step process the buyer administrator performs:

1. At the buyer level (for example BUY01), you specify which fields are to be routed for approval, such as account or department. You can specify any active distribution ChartField, item ID, or item category.
2. At the user level, you specify which value the operational users (for example OPUSER) can approve (for example, account 650000 or department 14000). You can define values for any field specified in step 1.

See Also

Chapter 4, “Configuring Security,” Administering Self-Service Security and Creating New Users, page 15

Chapter 6, “Registering Buyers,” Defining Invoice Line Approval Rules, page 48

Reviewing, Approving, and Disputing Invoice Lines

Once your setup is complete, operational approvers can review, approve, and dispute individual invoice lines. These users cannot view invoice lines for which they are not responsible.

Most operational users do not have authority to override exceptions, however it's useful for them to see the reasons why invoice lines have a match exception status. Operational users that do have override authority can view *and* override exceptions.

Warning! Ensure that work in progress invoice lines are approved before turning off line-level approval routing. Similarly, if you need to change header approval amount levels or turn off header approval, ensure that you complete the approval of work in progress invoices before doing so.

See Also

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

Pages Used to Review, Approve, and Dispute Invoice Lines

Page Name	Object Name	Navigation	Usage
Review Invoice Lines - Invoice Lines and Distributions	EM_INVOICE_LINES	• eSettlements, My Invoice Lines Select the Review Disputes, Review Exceptions, or Review Pending Approvals link on the My Invoice Lines page. • eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry Select *Lines* as the View.	Approve or dispute invoice lines, view line status, and resolve invoice line disputes.
Review Invoice Lines - Approve	EM_INVLN_ACT_APPRV	Select the Sel (select) check box for any invoice line you want to approve on the Review Invoice Lines - Invoice Lines and Distributions page. Click the Approval-Preview button.	Preview a summary of the lines you are about to approve.
Review Invoice Lines - Dispute	EM_INVLN_ACT_DISP	Select the Sel (select) check box for any invoice line you want to dispute on the Review Invoice Lines - Invoice Lines and Distributions page. Click the Dispute-Preview button.	Preview a summary of the lines you are about to place in dispute.

Page Name	Object Name	Navigation	Usage
Match Exception Workbench Details	AP_MTCH_WB_EXCPTN	Click a button in the Match column on the Review Invoice Lines - Invoice Lines and Distributions page.	View match information for associated vouchers, purchase orders, and receipts. You can override exceptions, correct errors, and put vouchers on a match hold.
Review Invoice Lines - Resolve Invoice Line Dispute	EM_INVLN_ACT_DISP	Click a Dispute button on the Review Invoice Lines - Invoice Lines and Distributions page.	Enter comments and resolve the disputed invoice line. This page enables operational users to resolve an invoice line dispute. **Note.** Upon clicking the Dispute button, only the user who initiated the dispute is transferred to the Review Invoice Lines - Resolve Invoice Line Dispute page; otherwise, the system transfers the user to the Review Invoice Lines - Resolution History page.
Review Invoice Lines - Resolution History	EM_DISPUTE_LN_HIST	Click a Resolution History button on the Review Invoice Lines - Invoice Lines and Distributions page.	View all dispute resolution comments for a given invoice line.
Review Invoices - Invoice Cycle	EM_INV_APR_STATUS	Click a link in the Invoice column on the Review Invoice Lines - Invoice Lines and Distributions page.	View the status of the invoice within the life cycle. **Note.** This version of this page appears when the invoice is in the Invoice Approval stage of the invoice cycle. Other versions of this page appear depending on the stage of the cycle the invoice is in.
Review Invoice Line - Invoice Line Approval Status	EM_INVLN_APPR_STAT	Click a button in the Appr (approval) column on the Review Invoice Lines - Invoice Lines and Distributions page.	Review line approval status and approvers assigned to the line.

Reviewing Invoice Lines

Access the Review Invoice Lines - Invoice Lines and Distributions page.

Review Invoice Lines

Invoice Lines and Distributions

Invoice: Buyer: Supplier: Invoice Status: My Pending Lines Payment Status: Unpaid View: Lines Search Clear

1st Sort: Invoice By: Descending 2nd Sort: Invoice By: Ascending Sort Display See Legend

Advanced Search

Date Type: Invoice Date From Date: 10/04/2003 To Date: 11/03/2003 Invoice Type Regular Prepayment

Amount Reference: Amount: Currency:

Supplier Location: Voucher ID:

Summary of Invoices or Lines Customize | Find | View All | First 1-2 of 2 Last

Invoice Lines and Distributions | Routing Fields and ChartFields | GL Chart

Sel	Invoice	Line	Dist	Amount	Curr	Description	Inv Date	Buyer	Supplier	Appr	Match	Dispute
☐	2012100-118	1	1	1,370.00	USD	Cables	10/21/2003	BUY08	Computers Unlimited Pty Ltd			
☐	2131000-201	3	1	19,000.00	AUD	Desktop Computers	11/03/2003	BUY08	Computers Unlimited Pty Ltd			

Select All Clear All

Approval-Preview Dispute-Preview

Review Invoice Lines - Invoice Lines and Distributions page

Invoice, Buyer, and **Supplier**

Enter a selection to narrow your search, but none are required. If you enter a value in the Buyer or Supplier field, searches return results faster.

Invoice Status

Populates according to the link you click on the My Invoice Lines page and defines the invoices that display. For example, if you click the Review Disputes link to access this page, the Invoice Status is set to *Disputed Invoice Line.* You can change the status:

- *Disputed Invoice Line*
- *Invoice Line Exceptions*
- *My Pending Lines*
- *No Disputes*
- *Pending Approval*

Payment Status

Displays *Unpaid* invoices only.

Invoice Lines and Distributions

Sel (select)

Select the check box of the lines you want to approve or dispute, then click the Approval-Preview or Dispute-Preview button to see a summary of the lines before you approve or dispute them.

Invoice

Click a link in this column to view the invoice life cycle.

Line

Displays the line number of the invoice.

Dist (distribution)

Displays the distribution number of the invoice line.

Supplier Click a link in this column to view the supplier's information.

Click a button in the Appr (approval status) column to review the approval status information for the line.

If you have at least one accounting or non-operational role assigned to your user ID, the presence of the approval button indicates the line has been routed through the line-level approval process; if the button is not present, then line-level routing did not take place for the invoice line.

The approval button shows the status of the entire line, but because a single line can require approval by more than one person you should also select the *My Pending Lines* invoice status to see lines you personally still have pending. Click the approval button to view other users in the particular approval loop and their statuses.

Note. Click the See Legend link to view approval status symbols and their definitions.

Click a button in the Match column to review matching exceptions for this line. The presence of this button indicates that a particular invoice line has one or more match exceptions. If there are no buttons for a given line in this column, the line has no match exceptions.

Note. Click the See Legend link to view other match status symbols and their definitions.

Click this button in the Dispute column to view line resolution history. Presence of this button indicates there has been a dispute on the line.

Click this button in the Dispute column to enter details and resolve the invoice line dispute. Presence of this button indicates there is an outstanding dispute on the line.

Routing Fields and ChartFields

This tab displays information associated with the given invoice line.

Item and **Category** Displays the item and category associated with this invoice line.

GL Chart

This tab displays ChartFields associated with the given invoice line.

Account Displays the account with which the line is associated.

Note. The system displays only populated ChartFields. If there are no values for a ChartField, that column is not visible.

Click a button in the Comments column to view invoice line comments entered by the supplier. The button with dots indicates that the supplier has entered comments regarding the line. Comments entered by the supplier can be seen by the buyer, but comments entered by the buyer *cannot* be seen by the supplier.

Supplier Cd (supplier code) Click a link in this column to view the supplier's information.

Approval-Preview Select the Approval-Preview button to preview a summary of the lines you are about to approve after selecting at least one invoice line.

Dispute-Preview Select the Dispute-Preview button to preview a summary of the lines you are about to dispute, and enter comments regarding the dispute that apply to all selected lines.

Previewing and Approving Invoice Lines

Access the Review Invoice Lines - Approve page.

Note. You must select *My Pending Lines* as the Invoice Status before you can approve your lines

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Review and ensure the lines selected are those you want to approve, then click the Approve button to approve the lines. If you decide that you do not want to approve one or more of the displaying lines, clear those Select check boxes before continuing.

When you click Approve from this page and then the OK button after the confirmation, the selected lines are approved and the system returns you to the Review Invoice Lines - Invoice Lines and Distributions page.

Previewing and Disputing Invoice Lines

Access the Review Invoice Lines - Dispute page.

Review and ensure the lines selected are those you want to dispute, then click the Save and Notify Now button to put the lines on hold, and notify users set up to receive Invoice Line Dispute notifications.

Click the Save and Notify Later button to dispute the lines and have email notifications sent to the supplier users when the system administrator runs the Notifications-Disputed Lines Application Engine process (EM_NOTIFLATR).

See Also

Chapter 14, “Approving and Disputing Invoice Lines,” Resolving Invoice Line Disputes, page 166

Viewing and Overriding Match Exceptions

Access the Match Exception Workbench Details page.

Unless the user is set up to override match exceptions, the fields on this page will be unavailable. Some objects on this page are hidden if an operational user does not have override authority.

In order for approval to occur these exceptions must first be resolved by a user that has override authority.

See Also

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, “Defining User Preferences,” Defining Payables User Preferences

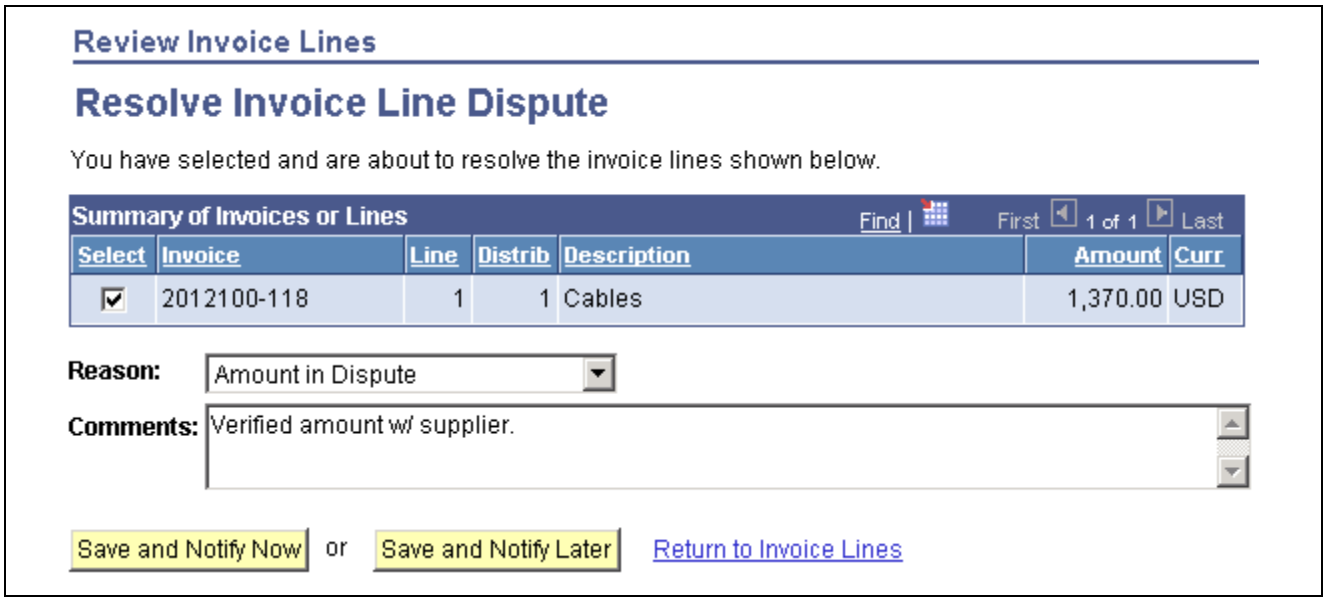
PeopleSoft Enterprise Payables 8.9 PeopleBook, “Running the Matching Process,” Reviewing Match Exceptions

Chapter 4, “Configuring Security,” Administering Self-Service Security and Creating New Users, page 15

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Running the Matching Process,” Managing Matches and Match Exceptions

Resolving Invoice Line Disputes

Access the Review Invoice Lines - Resolve Invoice Line Dispute page.



Review Invoice Lines - Resolve Invoice Line Dispute page

Reason and **Comments**

Select a reason for the resolution: *Accounting in Dispute, Amount in Dispute, CCR Expired, Contract Retention, Goods in Dispute, Inbound IPAC Required, Other, Quantity in Dispute,* or *Withholding Hold.*

You must also enter comments.

Save and Notify Now

Click this button to resolve the line in dispute and immediately send email notification to the supplier users.

Save and Notify Later

Click this button to resolve the line in dispute and send email notification to the supplier when the system administrator runs the Notifications-Disputed Lines process. This process does the following:

- Ensures that notifications for disputed invoices are grouped together by supplier in a single notification referencing multiple lines, rather than the same supplier receiving numerous, individual line notifications.
- Ensures that if several lines are disputed at the same time, the comments and reason code entered will apply to all selected lines.
- Ensures that if multiple users dispute the same line on the same day, the system attaches a date/time stamp to each dispute to ensure correct processing.

Note. You can dispute lines all together, but must resolve them one at a time.

Viewing Dispute History

Access the Review Invoice Lines - Resolution History page.

This page displays all dispute and comment information associated with the invoice line.

Viewing Invoice Status

Access the Review Invoices - Invoice Cycle page.

View the status of the invoice within the life cycle.

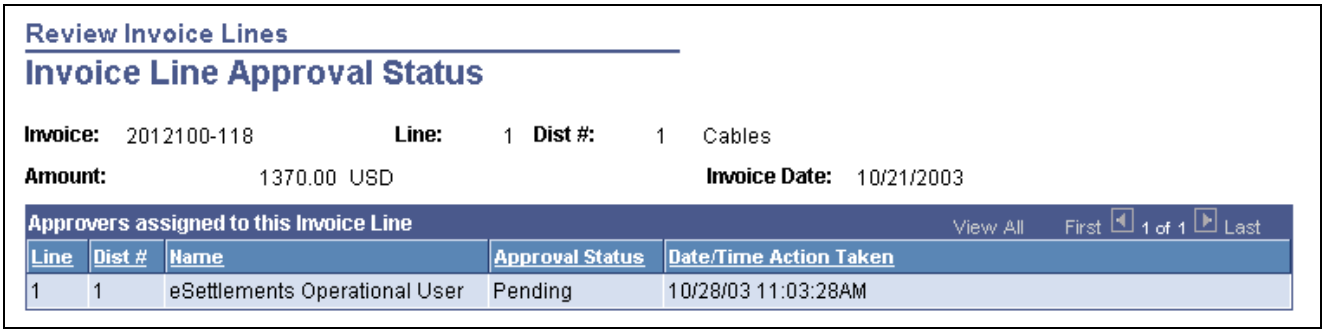
Note. An additional button for invoice line approval displays on this page only for invoices subject to line-level approval. If the button is not present, the invoice had no lines routed.

See Also

Chapter 13, "Disputing Invoices," Reviewing Disputes in the Invoice Cycle, page 154

Reviewing Line Approval Status

Access the Review Invoice Lines - Invoice Line Approval Status page.



Review Invoice Lines - Invoice Line Approval Status page

All approvers must approve a given invoice line before it can be paid. Once an approver has approved an invoice line, the pending status row no longer displays on the page, but is still stored in the database.

Users with the buyer accountant role type can override operational approvers and approve their lines. When this occurs, a line for the buyer accountant user displays on this page and all operational user lines that were pending become approved.

Name Displays the name of the approvers responsible for approving the invoice line.

Approval Status Displays the approval status for the respective approver:

- *Pending:* The user has not yet approved the line.
- *Approved:* The user has approved the line.

Date/Time Action Taken Displays the date and time the line approval occurred, or the line was initially routed.

CHAPTER 15

Processing Payments

This chapter provides an overview of payment processing, lists prerequisites, and discusses how to:

- Set up pay cycles.
- Approve payments.
- Schedule, review, and modify payment installments.
- Make immediate payments.
- Create prepayments.
- Inquire about payments.
- Cancel payments.
- Manage payments outside eSettlements.

Understanding Payment Processing

During buyer registration you can specify to approve payments in eSettlements. If you choose this option, in either the Business Service Provider or the Buyer Direct Model, you must run the payment selection process from the pay cycle manager, and approving payments automatically initiates the payment creation process.

In the Business Service Provider model, payments are processed according to the subscriptions established during buyer registration. The Business Service Provider model supports only EFT payments.

The Buyer Direct model supports all Payables payment methods—except draft.

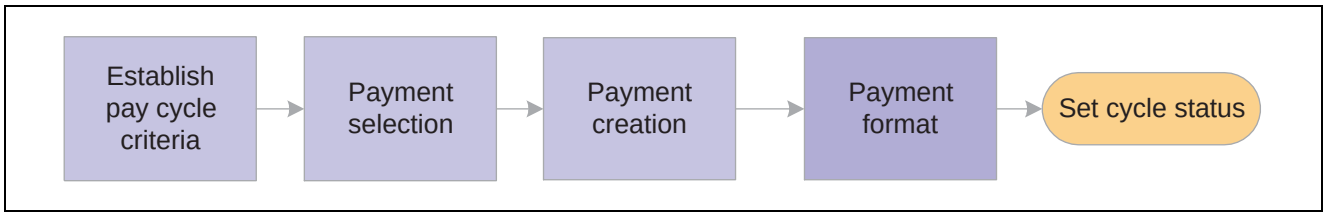
Users who have authority to create urgent payments or to approve payments must have the primary permission list and process profile EPMP8000 attached to their user ID. To attach this profile, select PeopleTools, Security, User Profiles, User Profiles.

Note. None of the following processing options are available in the Buyer Direct model. In the Buyer Direct model, you set up pay cycles in Payables. You can enable eSettlements payment approval which you can use in conjunction with the Payables pay cycle approval.

Buyers can choose from the following payment processing options:

Processing Method	Details	Setup
Fully Automated	Requires no payment approval. Scheduled by the host administrator, with the buyer administering payments.	To specify this method, on the Registration page select the Automated Paycycle radio button but *do not* select the Paycycle Approval Required check box.
Semi-controlled	Selected payments are presented to the buyer for approval and confirmation before the payment file is created. The host administrator enters the pay cycle criteria and runs the payment selection process on a predetermined schedule. Buyers review payments based on voucher selection.	To specify this method, on the Registration page select the Self Service Paycycle radio button and select the Paycycle Approval Required check box.
Full Control	The host administrator grants the buyer access to the Pay Cycle Processing and Pay Cycle Approvals components. These Payables pages must be secured to ensure the users have only limited access to the data.	To specify this method, on the Registration page select the Self Service Paycycle radio button. You can optionally select the Paycycle Approval Required check box for this level of control.

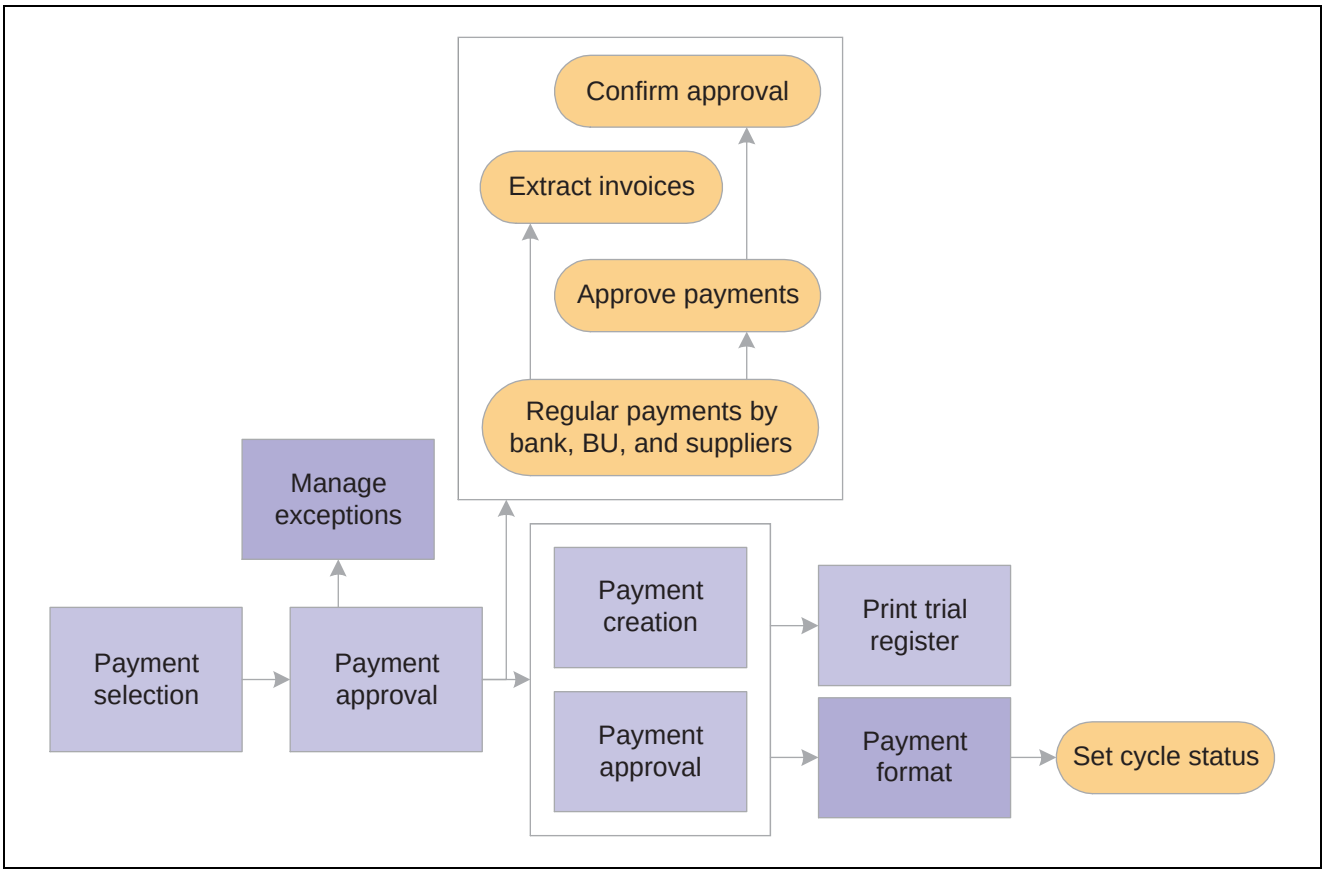
The following diagram illustrates fully automated payment processing:



Fully automated payment processing

Subscription during buyer registration indicates payments are preapproved. No further approvals are required as part of the pay cycle. Pay cycles are created and run by the host administrator. Buyers receive email notification when the payment file is generated. The host administrator uses the Create Pay Cycle and Manage Pay Cycle components in eSettlements to process the pay cycle.

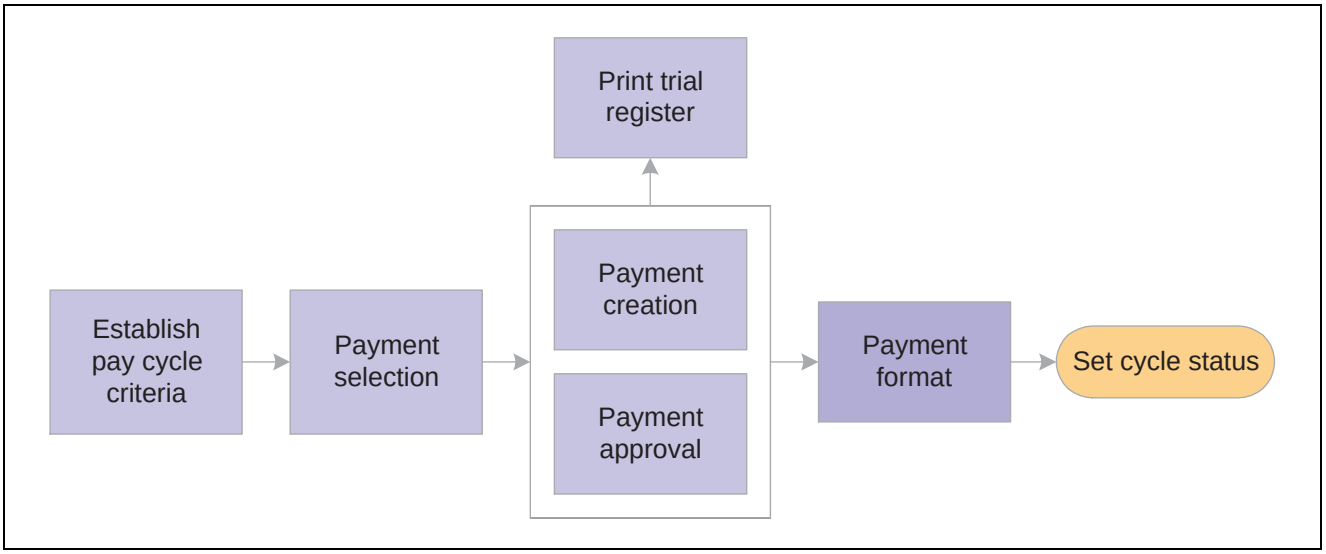
The following diagram illustrates semi-controlled payment processing:



Semi-controlled payment processing

The payments can be approved and created using either the eSettlements Approve Payments component or the Payables Approve Pay Cycle component—both are on the portal navigation for eSettlements. The buyer should use the eSettlements pages to approve the payments.

The following diagram illustrates full control payment processing:



Full control payment processing

The system administrator or buyer user creates a pay cycle using the Create Pay Cycle component. The buyer runs the Payment Selection process on demand—from the Manage Pay Cycle component—on one or many business units at once. Because this requires greater knowledge of underlying Payables system functionality, additional training is required for buyers exercising this option.

The buyer approves the payments using either the eSettlements Approve Payments component or the Payables Approve Pay Cycle component. Normally, the buyer should use the eSettlements pages to approve the payments.

eSettlements Payments and Financial Gateway

eSettlements leverages the integration between Banks, Payables and Financial Gateway to process electronic payments. eSettlements can process ACH, EFT, and wire payment methods. To process payments through the Financial Gateway processing, you must first define the appropriate EFT layout and settle through method in the Banks External Account component.

eSettlements settles payments through Financial Gateway at two events:

- Saving urgent payment requests.
- Approving and creating payments in the Pay Cycle Selection process.

Performing either of these actions triggers the PS Job program, eSettlement Payment Job (EM_PAY). This job works in tandem with multiple Payables programs to create payment messages, which are submitted to the Financial Gateway for processing. eSettlements sends payment messages of *New* or *Cancel.* During payment processing with Financial Gateway , eSettlements receives messages indicating the payment's processing status, such as *Loaded, Hold, Error,* and *Paid.* The system displays this payment status information in Pay Cycle Manager and the following eSettlements inquiry pages:

- Review Payment – Buyer (EM_BUY_PYMT_INQ)
- Review Payment – Seller (EM_SEL_PYMT_INQ)
- Review Payment – Payment Reference (EM_PYMNT_INQ)

If the payment cannot be successfully processed through Financial Gateway, it generates an error message. You must correct the errors by cancelling the payment to reprocess the payments.

You can cancel a payment processed through eSettlements and Financial Gateway. The cancellation logic for eSettlements and Payables payments processed through the Financial Gateway is very similar. If you cancel a payment that the system has not yet sent to the bank, the system marks the payment as cancelled in Financial Gateway and prevents it from being transmitted to the bank. If you cancel a payment that has already been sent to the bank, the Financial Gateway functionality marks the payment as cancelled but does not send a cancelled payment message to the bank. Instead, you must cancel the Payables payment cancellation functionality, and then resubmit it.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Payment Formats and Payment Forms"

Chapter 16, "Extracting Invoices," Understanding Invoice Extracts, page 195

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Pay Cycles," Pay Cycle Processing using the Financial Gateway

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Using Additional Payment Processing Options," Payment Cancellation

Prerequisites

Before processing payments, the system administrator must do the following:

1. Create a buyer template.
2. Create a bank account.
3. Create a buying entity (buyer).
4. Establish buyer payment processing preferences.

See Also

Chapter 6, “Registering Buyers,” Understanding Buyer Registration, page 35

Setting Up Pay Cycles

After completing the prerequisites, the system administrator must set up the pay cycles.

Important! In the Buyer Direct model, you must assign the appropriate pay cycles to each user that is responsible for reviewing approving pay cycles from eSettlements. In the Business Service Provider model, each buyer administrator must notify the exchange host which users from the buying entity will be responsible for reviewing and approving pay cycles.

To set up pay cycles, use the Secure Pay Cycles component (EM_SEC_PYCYCL_OPR).

This section describes how to:

- Assign pay cycle access.
- Process pay cycles.

Page Used to Set Up Pay Cycles

Page Name	Object Name	Navigation	Usage
Pay Cycle by User ID	SEC_PYCYCL_OPR	eSettlements, Administration, Secure Pay Cycles, Pay Cycle by User ID	Assign access for one or many pay cycles to the user responsible for reviewing and approving pay cycles.

Assigning Pay Cycle Access

Access the Pay Cycle by User ID page.

Pay Cycle Assign the accessible pay cycles to the user ID that you selected to access the page.

Processing Pay Cycles

After you complete all relevant configuration, you run the pay cycle. The system administrator or buyer user accesses the Create Pay Cycle and Manage Pay Cycle components to create a pay cycle and select the payments.

The system administrator can specify that pay cycle approval is required either on the buyer Registration page in eSettlements, or in the Payment Selection Criteria component in Payables.

A pay cycle containing any buying organizations that specified their payment approvals be performed in eSettlements, will be eligible for the Payment Selection process only, and will not be eligible to have both the Payment Selection and Payment Creation processes run together.

System administrators or buyers can select any payment method other than *draft* payment methods when they create a pay cycle.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Establishing Pay Cycles," Creating, Updating, and Reusing Pay Cycles

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Pay Cycles"

Approving Payments

After the payments are selected for each pay cycle, the pay cycles await approval by the buyer user having pay cycle access before that user can generate the related payments.

That buyer then:

1. Approves or rejects payments.
2. Reviews and optionally excludes invoice schedules included in payments.
3. Includes discount-eligible invoices that would be lost if not included in the current pay cycle.
4. Resolves disputes on invoices included in any pay cycle before processing payments.

This section describes how to:

- Review pay cycles awaiting approval.
- Review and create payments.
- Include payments eligible for discount.
- Select invoices for payment.
- Confirm payment creation.
- Reject payments.
- Exclude and resolve disputed invoices.
- Define payment processing workflow notifications.

Note. If payment approval is required in eSettlements, you must run the payment selection process from the Pay Cycle Manager. Once the payment is approved in eSettlements, the payment creation process is automatically initiated.

See Also

Chapter 18, “Managing Invoices for Buyers,” Understanding Buyer Invoice Management, page 203

Pages Used to Review and Approve Payments

Page Name	Object Name	Navigation	Usage
Approve Payments - Pay Cycle Summary	EM_PYCYCL_STAT	eSettlements, Payments, Approve Payments, Approve Payments - Pay Cycle Summary	Review the pay cycles waiting for approval.
Approve Payments - Approve Pay Cycle	EM_PYCYCL_SUM	Click a Details link on the Approve Payments - Pay Cycle Summary page.	Review payments included in the pay cycle summarized by different criteria, and view the sum debited on each bank account.
Approve Payments - Lost Discount Alert	EM_PYCY_DSCNT_ALRT	Click the Invoices Eligible for Discount link on the Approve Payments - Approve Pay Cycle page.	Include payments eligible for a discount in the pay cycle.
Approve Payments - Payment Confirmation	EM_PYCY_CONF_CREAT	Click the Create Payment button on the Approve Payments - Approve Pay Cycle page.	Confirm payment creation. Bank account and amount debited information appears.
Approve Payments - Payment Selection Rejection	EM_PYCY_CONF_REJEC	Click the Reject Payment button on the Approve Payments - Approve Pay Cycle page.	Reject the pay cycle. Payment is not created and all invoices included in the pay cycle remain outstanding and are selected in the next pay cycle. Rejection confirmation resets the pay cycle.
Approve Payments - Invoices to be Paid	EM_PAY_PAGE	Click a Details link on the Approve Payments - Approve Pay Cycle page.	Review invoices selected and different suppliers to be credited in the pay cycle, and exclude any invoices from the pay cycle. Excluded invoices are not paid and are selected in the next pay cycle Any schedules which have been disputed can also be resolved.

Reviewing Pay Cycles Awaiting Approval

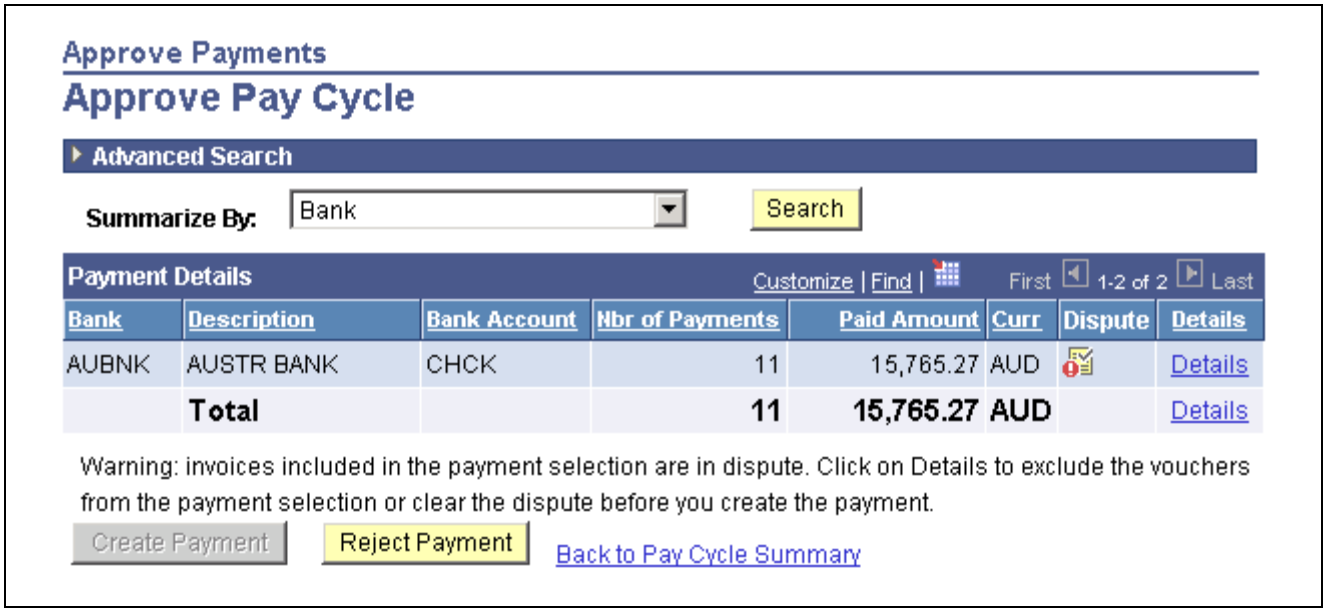
Access the Approve Payments - Pay Cycle Summary page.

Details Click a link in this column to the Approve Payments - Approve Pay Cycle page to create or reject payments.

Note. The combination of the Pay Cycle ID and the Seq (sequence number) identifies the remittance.

Reviewing and Creating Payments

Access the Approve Payments - Approve Pay Cycle page.



Approve Payments - Approve Pay Cycle page

Summarize By

Select a parameter to summarize your search:

- *Bank:* The bank account debited.
- *Bank and Supplier:* The bank account debited and the remit to supplier credited.
- *Buyer:* The business unit originating the payment.
- *Supplier:* The remit to supplier credited.

Note. Depending on the Summarize By selection, the information that appears on the page varies.

Invoices Eligible for Discount

Click this link to access the Approve Payments - Lost Discount Alert page where you can include potential discount-bearing invoices in the current pay cycle.

Note. This link is available only when invoices with discount potential have been identified in the pay cycle. The buyer uses this page to view and potentially include scheduled payments that are currently *not* included in this pay cycle, but which will forfeit an earned discount if not paid before the next payment date. This enables quick analysis of upcoming payments to determine whether an advance payment would capture a discount that might otherwise be lost.

Payment Details

The information that displays can include:

Bank and **Description**

Displays the bank originating the payment and the bank name.

Nbr of Payments (number of payments) — Displays the number of payment schedules making up the payment.

— If an invoice is on hold, this button displays in the Dispute column. Click its adjacent Details link to view associated payment details.

Details — Click this link to view and act on the invoices included in the payment.

Create Payment — Click this button to access the Approve Payments - Payment Confirmation page where you can create the payment.

Note. If there are invoices in dispute this button will be inactive. You must resolve the disputed invoices or exclude them from the pay cycle before creating the payment.

Reject Payment — Click this button to access the Approve Payments - Payment Selection Rejection page where you can reject all listed invoices for this pay cycle.

Including Payments Eligible for Discount

Access the Approve Payments - Lost Discount Alert page.

Include — Click this button to include the invoice in the pay cycle, then click Save.

Note. To view all potential invoices, be sure to select View All in the Voucher Information group box header.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Processing Pay Cycles,” Handling Potential Lost Discounts

Selecting Invoices for Payment

Access the Approve Payments - Invoices to be Paid page.

Approve Payments

Invoices to be Paid

Advanced Search

Exclude All Included Invoices: 11 out of: 11 Sum of Included Amount: 15,765.27 AUD Refresh

Invoices to be Paid Customize | Find | First 1-11 of 11 Last

Include	Dispute	Buyer	Supplier Name	Voucher ID	Pymnt Nbr	Scheduled		Gross Amt	Curr	Rate	Paid Amount	Curr	Invoice	Terms
☑		BUY08	AUSCOMP-001	00000001	1	05/15/2002		-2,300.00	AUD		-2,300.00	AUD	2020000-001	Net 30
☑		BUY08	AUSCOMP-001	00000003	1	02/20/2002		4,572.70	AUD		4,572.70	AUD	1410000-046	Net 30
☑		BUY08	AUSCOMP-001	00000005	1	02/27/2002		4,594.70	AUD		4,594.70	AUD	1411100-049	Net 30
☑		BUY08	AUSCOMP-001	00000010	1	02/13/2002		2,436.50	AUD		2,436.50	AUD	1411011-053	Net 30
☑		BUY08	AUSCOMP-001	00000009	1	02/02/2002		2,086.70	AUD		2,086.70	AUD	1410010-052	Net 30
☑		BUY08	FREEDS-001	00000008	1	02/08/2002		344.00	USD	Rate	463.47	AUD	1410100-051	40-30-30%
☑		BUY08	FREEDS-001	00000008	2	03/10/2002		258.00	USD	Rate	347.60	AUD	1410100-051	40-30-30%
☑		BUY08	FREEDS-001	00000008	3	04/09/2002		258.00	USD	Rate	347.60	AUD	1410100-051	40-30-30%
☑		BUY08	FREEDS-001	00000011	1	02/06/2002		954.80	USD	Rate	1,286.40	AUD	1410001-054	40-30-30%
☑		BUY08	FREEDS-001	00000011	2	03/08/2002		716.10	USD	Rate	964.80	AUD	1410001-054	40-30-30%
☑		BUY08	FREEDS-001	00000011	3	04/07/2002		716.10	USD	Rate	964.80	AUD	1410001-054	40-30-30%

Approve Payments - Invoices to be Paid page

Advanced Search

Show More Information and **And**
Select additional invoice detail categories to appear in the last two columns of the Invoices to be Paid grid, then click the Search button.

Display
Specify which invoices appear. Values include: *All Invoices, Excluded Invoices,* and *Included Invoices.*

Exclude All
Click this link to remove all invoices from the pay cycle, effectively canceling the pay run.

Included Invoices
Displays the number of invoices included in the pay cycle.

Sum of Included Amount
Displays the total amount of included invoices.

Refresh
Click this button to recalculate the Sum of Included Amount after you include and exclude payments.

Invoices to be Paid

The column headings that appear vary depending on your Show More Information and And drop-down list box selections.

Include
Select the respective check box to include the invoice in the pay cycle.

Click to view dispute information and resolve disputes.

Scheduled
Displays the invoice due date.

Click to view the HTML invoice.

Gross Amt (gross amount)
Displays the gross amount of the invoice.

Rate Click a link to view the current exchange rate detail, depending on the currency selected.

Discount Due and **Bank Code** Displays additional invoice detail categories. The last two column headings vary depending on your Show More Information and And drop-down list box selections. Possible heading names are Discount Due and Bank Code.

Confirming Payment Creation

Access the Approve Payments - Payment Confirmation page.

Confirm Payment Creation Click to create the payment and generate the EFT or check file.

Rejecting Payments

Access the Approve Payments - Payment Selection Rejection page.

Reject Payment Selection Click this button to reject the payment and reset the pay cycle, clearing all the included invoices.

Excluding and Resolving Disputed Invoices

Access the Approve Payments - Invoices to be Paid page.

Note. Buyers can generate payments only when disputed invoices are either resolved or excluded from the pay cycle.

Click the Dispute Information button to resolve the invoice dispute, or clear the Include check box for any invoice to exclude it from the pay cycle.

Note. The buyer can put invoices on hold even after the invoices have been selected for a pay cycle, by using the Review Invoices or Invoice Life Cycle pages.

See Also

Chapter 18, “Managing Invoices for Buyers,” Understanding Buyer Invoice Management, page 203

Defining Payment Processing Workflow Notifications

Three types of workflow notifications are available depending on the subscription options chosen by the buyer and supplier. The following table lists the email notification types and describes the conditions that trigger each:

Notification Type	Trigger
Payment Approval	Payment approval notifications are sent to buyers when payments are awaiting approval and if payment approval notifications have been set up at the buyer setID or the agreement level.

Notification Type	Trigger
Buyer Payment Creation	At the end of the pay cycle, when the payment is created, the buyer receives notification that payments debiting the appropriate bank account have been created. This only occurs if notification has been set up at the buyer setID or agreement level.
Supplier Payment Creation	At the end of the pay cycle, when the payment is created, and if notification has been set up at the supplier setID level (or if the organization so subscribed during supplier registration or during agreement creation), the supplier receives notification that payments have been created crediting the supplier's bank account.

See Also

Chapter 7, "Registering Suppliers," Creating Suppliers, page 56

Chapter 6, "Registering Buyers," Creating Buyers, page 38

Scheduling, Reviewing, and Modifying Payment Installments

Buyers can schedule partial payments against an invoice, thereby creating more than one payment installment. When you schedule payments, the system automatically populates the remaining gross amount as the next payment amount.

Buyers can also create manual or urgent payments for an installment, as well as place an installment or partial payment in dispute. They can also create late payment and reminder notifications for each payment schedule.

You must select the Manually Schedule Payments check box for each user responsible for scheduling payments and placing payments on hold, on the User Preferences - Procurement: Payables page.

This section discusses how to schedule, review, and modify payment installments.

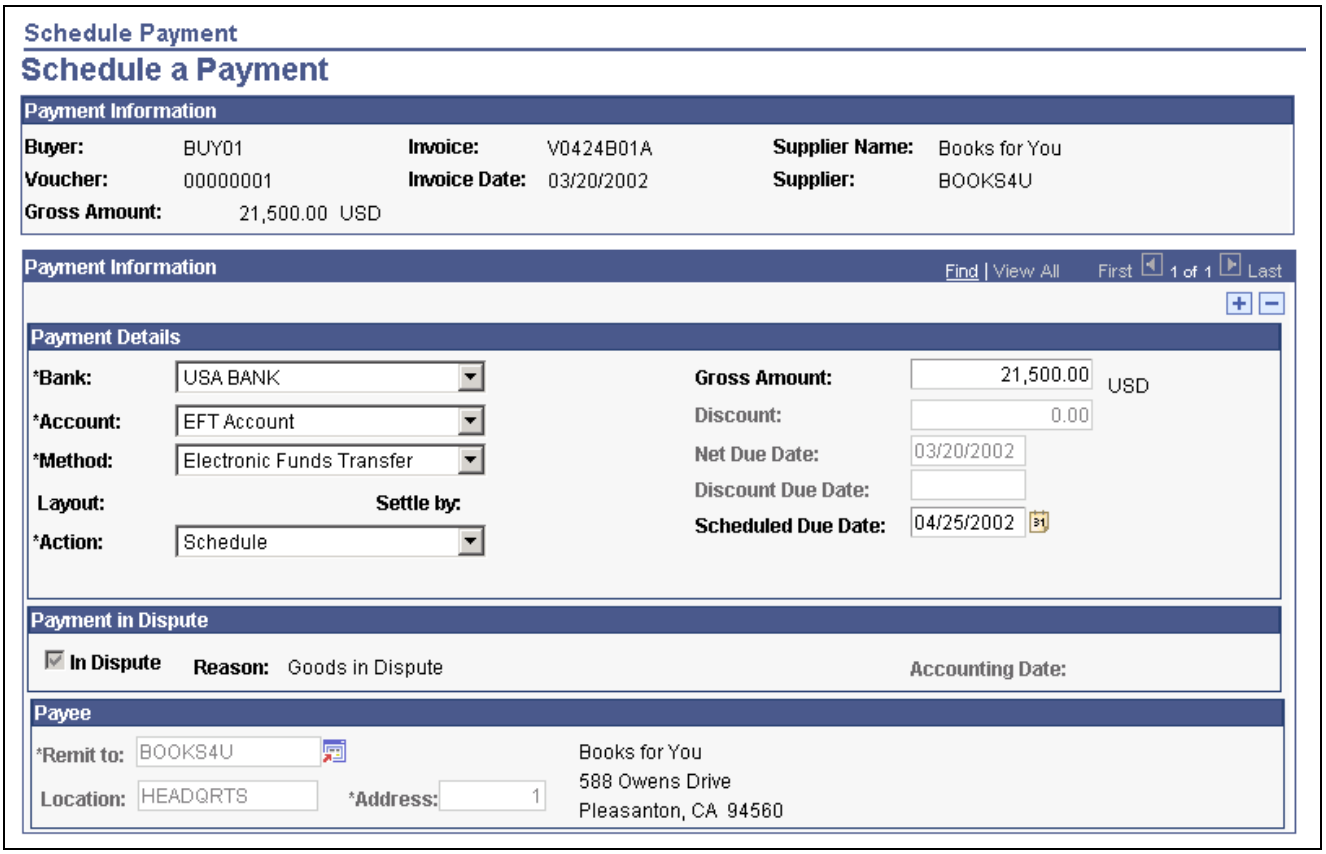
Note. The system generates payment schedules automatically according to the payment terms, and you can also schedule them manually.

Pages Used to Schedule, Review, and Modify Payment Installments

Page Name	Object Name	Navigation	Usage
Review Payment Installments - Inquiry	EM_BUY_PYMNT_INSTL	eSettlements, Payments, Review Payment Installments, Review Payment Installments - Inquiry	Review a list of invoices that need to be paid.
Schedule Payment - Schedule a Payment	EM_VCHR_PAYMENT	Click a Schedule link on the Review Payment Installments - Inquiry page.	Schedule, review, and modify payment installments.

Scheduling, Reviewing, and Modifying Payment Installments

Access the Schedule Payment - Schedule a Payment page.



Schedule Payment - Schedule a Payment page

Payment Information

If more than one payment exists for this invoice, a reminder message displays just beneath this group box header.

When you access the page, the full amount displays on a single line. You can change the amount to be the first payment installment amount. Once you click the Add button, the system calculates the remaining amount as the next payment installment. You can continue this process up to the number of installments you want, editing each line for due date.

Click the add button before saving the page to add an installment after you enter your first amount. Add a row for each desired installment, entering an amount on each line. Each time you add an installment the system recalculates the remaining gross amount on the newly added line.

Bank

Select a bank ID. The only bank IDs available are those associated with the buyer during buyer bank security setup.

Note. Buyer bank security is only used in the Business Service Provider model. In the Buyer Direct model, users have access to all banks that are available through TableSet sharing.

Account

Select the account from which the funds originate.

Method

Select a different payment method if needed.

Note. No *Draft* methods are available.

Layout

Displays the defined layout for the specified bank account and payment method.

Settle by

Displays if the payment has been processed through *Financial Gateway* or *Pay Cycle.*

Action

Select *Schedule.*

Scheduled Due Date

Enter the date the installment will be selected for payment.

Payee

Remit to, Location, and **Address**

The supplier to which the payment is made, supplier location, and address for the location. You define locations for the supplier on the Review Supplier Details - Locations page.

See Also

Chapter 7, “Registering Suppliers,” Entering Location Information, page 61

Making Immediate Payments

This section provides an overview of immediate payment processing and discusses how to:

- Record manual payments.
- Create urgent payments.

Note. Users who have authority to create urgent payments or to approve payments must have permission list EPMP8000 attached to their user ID. This list is automatically assigned to buyer users created from the Review User Profiles - Buyer User Details page in eSettlements. To manually attach this profile select PeopleTools, Security, User Profiles, User Profiles.

See Also

PeopleTools PeopleBook: PeopleTools Security

Understanding Immediate Payment Processing

Buyers have three options to satisfy suppliers when immediate payment becomes necessary:

1. Pay the invoices through the system and create the payment file remitted to the bank.
2. Issue a check for an invoice manually—outside the system—and assign a payment reference number to record the payment in the system.

   In the Buyer Direct model, the buyer creates manual payments using the Payables pages, accessed directly from eSettlements. Buyers first add the payment, then select the invoices to be paid. The payment method can be *Direct Debit, Giro - Manual, Manual Check,* or *Wire Report* in Payables.

   Only those users who have been set up to record payments at the user preference level can record manual payments.

   In the Business Services Provider model, the buyer creates manual payments using the Create Manual Payment - Schedule payment page in eSettlements. Buyers first select the invoices, then create the manual payment.

   To create a manual payment:

   - The invoice must be approved in the system.
   - The bank account setup must support manual payments.
   - The installment must not be in dispute.
3. Create an urgent payment to pay a supplier instantly.

   Invoices must be entered into the system and be approved for payment before you can use this method.

   All payment methods are available for urgent payment creation—except for any of the *Draft* payment methods. This is true for both models.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Setting Up Payment Formats and Payment Forms,” Understanding Payables Payment Formats

Pages Used to Make Immediate Payments

Page Name	Object Name	Navigation	Usage
Record Manual Payments - Schedule a Payment	EM_VCHR_PAYMENT	eSettlements, Payments, Create Manual Payment, Record Manual Payments - Schedule a Payment	In the Business Service Provider model, record payments made outside the system. The buyer can record a reference number for each payment, and close invoices that were paid outside eSettlements.
Manual Payment Selection	AP_MAN_SEL	eSettlements, Payments, Create Manual Payment, Manual Payment Selection	In the Buyer Direct model, enter criteria to build the manual payment worksheet in Payables. This page is only available to those users who have been set up to record payments at the user preference level.
Man Pay Worksheet (manual pay worksheet)	AP_MAN_ENTRY	Click the Build Worksheet button on the Manual Payment Selection page.	Enter manual payment information.
Create Urgent Payment - Create Payment	EM_PYMNT_EXPRESS	• eSettlements, Payments, Create Urgent Payment, Create Urgent Payment - Create Payment • eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry Click a Pay link on the Review Invoices - Invoice Inquiry page. This link will only be accessible to those users who have access to the Create Urgent Payment component in their permission list.	Create an instant payment for invoices for a specific supplier.
Create Urgent Payment - Confirmation of Payments	EM_EXPRESS_CONFIRM	Click the Create Payment button on the Create Urgent Payment - Create Payment page.	View details and confirm urgent payment creation.

Recording Manual Payments

Access the Record Manual Payments - Schedule a Payment page.

Payment Information

If more than one payment exists for this invoice, a reminder message displays just beneath this group box header. You cannot add payment installments when creating a manual payment; you must pay the entire amount.

Note. If multiple installments exist for a given invoice, the system populates this page with all of them when you access it. All installments have a default Action of *None.* You change this value to *Record* only on installments for which you are recording a manual payment. To ensure that you pay the correct installment, be sure to note the number of payments in the Payment Information group box header and set the Action to *Record Manual Payment* for the appropriate payment installment.

Payment Details

Bank, Account, and **Method** — Displays the default values from the information specified on the agreement. Override the method if needed.

Layout — Displays the defined layout for the specified bank account and payment method.

Settle by — Displays if the payment has been processed through *Financial Gateway* or *Pay Cycle.*

Action — Select the appropriate payment action:

- *Record Manual Payment:* Select to make a manual payment and record it in eSettlements.
- *None:* Select for invoices to be picked up by the pay cycle and to ensure that the installment is not manually recorded.

Pay — Select what type of amount to pay. Effective only if you select *Record Manual Payment* in the Action field. Options are:

- *Full Amount:* Select to pay the entire installment amount.
- *Discounted Amount:* Select to pay the discounted amount if the installment has a discount.

Payment in Dispute

In Dispute — Displays if the payment is on hold by the check box being selected.

Note. You cannot clear this check box from this page.

Reason — Displays the reason for the payment installment hold.

Record Payment Information

Reference — Enter a payment reference number for this manually paid installment.

Payment Date — Enter the date the payment was made.

Note. Setting the Action to *Record Manual Payment,* and entering a Reference and Payment Date creates a manual record.

Payee

Remit To, Location, and **Address** — The supplier to which the payment is made and, optionally, a supplier location and address for the location. You define locations for the supplier on the Review Supplier Details - Locations page.

Click the Alternate Names button to use an alternate name for the supplier on the payment.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Using Additional Payment Processing Options," Manual Payments

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Using Additional Payment Processing Options," Recording Manual Payments

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Using Additional Payment Processing Options," Using the Manual Payment Creation Process

Creating Urgent Payments

Access the Create Urgent Payment - Create Payment page.

Note. If you've accessed this page by clicking a Pay link on an inquiry page, the system populates voucher and installment details.

Payment Information

Buyer Name Enter the buyer (business unit) ID against which the payment is to be drawn.

Bank and **Bank Account** Enter the ID and account number for the bank account from which the payment is made.

Remit Supplier Enter the supplier to which you are making the payment.

Remit to Location Enter the supplier location that will receive the payment.

Select Voucher

Voucher Enter the voucher number that you are paying.

Payments Select or add the payment schedule numbers associated with the payment schedule you want to pay.

Invoice Dt (invoice date) Displays the invoice date associated with the voucher you select.

Apply Discount Select this check box to apply any available discount to the payment.

Gross Amount Displays the gross amount for the selected payment schedule.

Discount Enter the amount of discount that you are taking on the payment.

Paid Amount Displays the payment amount for the selected payment schedule. This amount differs from the gross when a Discount is available.

Payment

Payor Bank Account Detail Displays the name of the payee and associated bank based on the vouchers selected.

Add All Vouchers	Click this button to include all outstanding payments for the supplier in the payment.
Create Payment	Click this button to create the payment file and confirm the payment.

Note. If a prepayment is available for a voucher paid by an urgent payment, the prepayment amount is not applied. We discuss prepayments in the next section.

Creating Prepayments

This section provides an overview of prepayment processing and discusses how to:

- View and add prepayment invoices.
- Enter details for new prepayment invoices.

Understanding Prepayment Processing

Down payments and prepayments are common practice worldwide. Most organizations, at one time or another, need to pay for goods or services before an invoice is received. For example, when a company sets up a new customer account with a vendor, the vendor may require prepayment on the first one or two orders before extending credit to the buyer.

In the Buyer Direct model, use the Payables pages to create and process prepayments.

In the Business Services Provider model, use the eSettlements pages to create prepayment invoices. The prepayment feature does the following:

- Allows a payment to be made to a vendor without an invoice.
- Applies VAT to the prepayment.
- Facilitates the application of the prepayment to the final voucher.

In the Business Services Provider model, these are the steps for prepayment processing:

1. Buyer creates the prepayment invoice.
2. Buyer or system administrator processes the payment as they would any other payment.
3. The system administrator runs the Voucher Post Application Engine process (AP_PSTVCHR) in Payables to associate the prepayment voucher with the regular voucher after the invoice is received from the supplier.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Processing Prepayments”

Pages Used to Create Prepayments

Page Name	Object Name	Navigation	Usage
Create Payment Invoice - Inquiry	EM_PPY_INQUIRY	eSettlements, Payments, Create Prepayment Invoice, Create Payment Invoice - Inquiry	View existing prepayment vouchers and add new prepayment invoices.
Create Prepayment Invoice - Invoice Details	EM_VCHR_PPY	• Click the Add a New Prepayment button on the Create Prepayment Invoice - Inquiry page. • Click an Invoice ID link on the Create Prepayment Invoice - Inquiry page.	Enter or view details for a prepayment invoice.

Viewing and Adding Prepayment Invoices

Access the Create Prepayment Invoice - Inquiry page.

Enter search criteria to view a list of existing prepayment vouchers.

Note. If a given buyer has not yet established any agreements with suppliers, the system will not return any search values.

Add a New Prepayment Click this button, then add invoice details and create the invoice.

Invoice ID Click a link in this column to view the details of the existing prepayment.

Entering Details for New Prepayment Invoices

Access the Create Prepayment Invoice - Invoice Details page.

Supplier and **Supplier Location** Select the supplier and location to which you are making the prepayment.

Invoice and **Invoice Date** Enter the date and number of the invoice which the supplier created, but you have not received.

Gross Amount Enter the amount that you must pay the supplier.

VAT Enter the actual VAT amount for the invoice, if applicable.

Merchandise Amount Displays the amount of the invoice less any VAT amount.

Inquiring About Payments

This section discusses how to:

- View payment details summary and status.
- View payment details and invoices.

Pages Used to Inquire About Payments

Page Name	Object Name	Navigation	Usage
Review Payments - Payment History	EM_BUY_PYMT_INQ	eSettlements, Payments, Review Payments, Review Payments - Payment History	View payment details summary and status.
Review Payments - Payment Reference	EM_PYMNT_INQ	Click a Reference link on the Review Payments - Payment History page.	View payment details and the invoices included in each payment.
Review Invoices - Payment Inquiry	EM_VCHR_PYMNT_INQ	eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry Click the Invoice link of a paid invoice on the Review Invoices - Invoice Inquiry page. Click the Payment Details link on the Review Invoices - Invoice Cycle page.	View processed, scheduled, canceled, and outstanding payment details.

Viewing Payment Details Summary and Status

Access the Review Payments - Payment History page.

Payment Details

Seq (sequence) Displays the payment advice sequence.

Reference Click a link in this column to view details about the invoices included in the payment.

Financial Gateway

Reference Click a reference ID link to access the Review Payments – Payment Reference page, and view payment detail and advice information.

Settle by Displays if the payment has been processed through *Financial Gateway* or *Pay Cycle.*

Viewing Payment Details and Invoices

Access the Review Payments - Payment Reference page.

Payment Detail

Created Displays the date the payment was created.

Days Outstanding Displays the number of days the payment is outstanding.

Cleared On Displays the date the payment was cleared. If this field is blank, the payment has not yet cleared.

Cancel Action Displays the cancellation status of the payment. Values include:

- *No Cancel Action:* Displays if the payment hasn't been canceled.
- *Re-Open Voucher(s)/Re-Issue:* Enables you to reselect the scheduled payments and reissue them in the next pay cycle.
- *Re-Open Voucher(s)/Put On Hold:* Enables you to reopen the scheduled payments, but places them on hold for your review. You can perform additional investigation or revise voucher information before proceeding with a payment. The pay cycle process does not select the scheduled payments until the hold is removed.

Note. Search for payments with a Payment Status of *Void* to view the last two cancel actions statuses.

Canceling Payments

This section provides and overview of payment cancellation and discusses how to:

- Review payments to be cancelled.
- Confirm payment cancellations.

Understanding Payment Cancellation

Buyers can cancel (void or stop) payments either through eSettlements or through Payables. They can then reissue the payment, reissue the payment with a hold, or close the liability. In eSettlements, a cancelled payment triggers an email notification to the supplier user if this notification type has been set up and if payment was made electronically. Payables provides no email notification. Whether you use eSettlements or Payables depends on your business requirements.

Note. If a buyer cancels a payment in eSettlements and then further modifies the payment in Payables (such as uncanceling or changing a void to a stop), the supplier will *not* receive email notification of the modification.

For payments submitted through the Financial Gateway, the payment cancellation processing logic in eSettlements is similar to the Payables cancellation logic. Payments loaded but not yet processed through the bank can be canceled. However, for payments that are undergoing processing, you must wait for the system to finish processing and display a *Complete*status. You can then cancel the payment and resubmit the payment.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Pay Cycles," Pay Cycle Processing using the Financial Gateway

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Using Additional Payment Processing Options," Canceling Payments

Pages Used to Cancel Payments

Page Name	Object Name	Navigation	Usage
Cancel Payments - Inquiry	EM_PYMNT_CANCEL	eSettlements, Payments, Cancel Payment, Cancel Payments - Inquiry	Search for and identify payments to be cancelled.
Cancel Payments - Confirm Payment Cancellation	EM_PYMT_CNCL_CNFRM	Click a link in the Payment Amount column on the Cancel Payments - Inquiry page.	Specify whether you are voiding or stopping a payment and the action to take for the cancelled payment.
Payment Cancellation - Document Sequence	DOC_SEQ_CANCEL_SEC	Click the Document Sequencing link on the Cancel Payments - Confirm Payment Cancellation page.	Override the default document type and enter a document sequence number, if applicable.

Reviewing Payments to be Cancelled

Access the Cancel Payments - Inquiry page.

Expand the Advanced Search group box to enter additional search criteria.

Payment Amount Click a link in the Payment Amount column for a payment, and then specify whether you are voiding or stopping a payment and whether to reissue the payment.

Click the Payment Information button to view details about the invoices included in this payment.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Using Additional Payment Processing Options,” Payment Cancellation

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Using Additional Payment Processing Options,” Canceling Payments

Confirming Payment Cancellations

Access the Cancel Payments - Confirm Payment Cancellation page.

Document Sequencing Click this link to access the Document Sequence page, where you override the default document type and enter a document sequence number, if applicable.

Payment Status Select an option for cancelling the payment: Void or Stop.

Cancel Action Select the action to take on the cancelled payment:

- Re-Open Vouchers(s)/Re-Issue: Select to reissue the related invoices in the next pay cycle.
- Re-Open Vouchers(s)/Put on Hold: Select to reissue the related invoices, but to place them on hold.

- Do Not Reissue/Close Liability: Select to eliminate the payment and to create accounting entries to remove the liability from the books.

Explanation Enter a reason why you cancelled or stopped the payment.

Confirm Cancellation Click this button to cancel the payment. Once you confirm the payment cancellation, email notification is sent to the supplier.

Note. You must run the Payables Payment Posting Application Engine process (AP_PSTPYMNT) to reissue the invoices. Once you do so, the system cancels the original payment schedule and creates another one. Running this process creates another payment installment against the voucher and, depending on the option you select, places the installment on hold.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Pay Cycles," Running and Managing Pay Cycles

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Basic Voucher and Payment Processing"

Managing Payments Outside eSettlements

In the Business Service Provider model, depending on the needs of a given organization, a buyer may use only the approval and matching features of eSettlements without subscribing to the eSettlements payment feature. Sometimes payments are created using the buyer's own ERP system and bank. In such cases, at the point the invoice is approved, the host administrator runs a process that marks the invoice as externally paid and closes it.

When this option is preferred, the system administrator indicates it during buyer registration by *not* selecting the Payments By eSettlements check box. If the supplier has subscribed to receive payment notifications, when the process is run for the externally paid invoices the supplier receives email notification advising which invoices have been externally paid.

The External Payments Application Engine process (EM_PAY_XTRNL) sets the Payment Selection Status (PYMNT_SELCT_STATUS) on the PS_PYMNT_VCHR_XREF table for the voucher to *E* (externally paid). The system administrator may schedule this job to run on a daily basis. It is important to ensure that buyers set up for external payments have not been included in any pay cycle selection criteria.

After you run the External Payments process, you can review those invoices the process marked as externally paid from the Review Invoices - Invoice Inquiry page by specifying *Externally Paid* as the Payment Status filter option.

Important! The host administrator must run the Payables Voucher Posting Application Engine process (AP_PSTVCHR) before running the External Pay process.

This section lists the page used to run the external pay process.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running Voucher and Payment Posting"

Page Used to Run the External Pay Process

Page Name	Object Name	Navigation	Usage
Process External Payments - Run Control Parameters	EM_PAY_XTRN_RUN	eSettlements, Batch Processes, Process External Payments, Process External Payments - Run Control Parameters	Run the External Payments Application Engine process (EM_PAY_XTRNL) to generate email notification.

CHAPTER 16

Extracting Invoices

This chapter provides an overview of invoice extracts and discusses how to:

- Define and run the invoice extract processes.
- Review invoice extract results.

Understanding Invoice Extracts

The invoice extract feature is used mainly in the Business Service Provider model to reflect PeopleSoft eSettlements transactions in the buyer and supplier systems. However, we do not prevent you from using this feature in the Buyer Direct model.

After invoices are created and processed, payments and invoices can be extracted, stored, and validated. Invoice and payment information can be extracted in either of two formats to corresponding extract file layouts:

- XML file

  Corresponding extract file layouts:

  - Buyer data: EM_VOUCHER_EXT_XML
  - Seller data: EM_SELLER _EXT_XML
- Fixed file

  Corresponding extract file layouts:

  - Buyer data: EM_VOUCHER_EXT_FIX
  - Seller data: EM_SELLER_EXT_FIX

The files are based on criteria defined during registration. Invoice extract status criteria can be based on pay, match, or approval statuses at runtime.

The resulting file can be used to update the buyer and supplier systems. Because invoice and payment data is synchronously extracted, the buyer, supplier, and eSettlements system all reflect current transaction statuses.

When the extract process completes, an email notification is automatically sent to the recipients defined at the buyer notification level. The process is automated, and the host administrator can also run the process on demand for specified dates.

See Also

Chapter 6, “Registering Buyers,” Entering Buyer Information, page 41

Defining and Running the Invoice Extract Processes

This section provides an overview of the invoice extract run controls, discusses common elements of the run control pages, and discusses how to extract invoices.

Understanding Invoice Extract Run Controls

During the buyer and supplier registration processes, the host administrator can define the criteria for extracting invoice and payment data. This automatically creates a run control for the buyer or supplier with their specified parameters. The host administrator can schedule this process to run automatically, and the system forwards the dates specified on the run control for the next periodic run, which is specified during registration as the process frequency. The host administrator can also manually create on-demand run controls for which they can specify all extract criteria.

eSettlements provides two invoice extract processes:

- The Buyer Invoice Extract Application Engine process (EM_VCHR_EXT) creates a file with invoice and payment data for the buyer.
- The Supplier Invoice Extract Application Engine process (EM_EXT_SELL) creates a file with invoice and payment data for the supplier.

For automatically created run controls—those defined during buyer or supplier registration—the run control ID and extract criteria populate by default and you cannot update them. If more than one buyer elects the same extract frequency, the information for those buyers also appears in the Buyer Extract Criteria group box.

See Also

Chapter 6, “Registering Buyers,” Creating Buyer Administrators, page 51

Chapter 7, “Registering Suppliers,” Creating Supplier Administrators, page 64

Common Elements Used in This Section

User ID Displays the role accessing the page.

Description Enter a description for the run control. *System Generated* appears on the automatically created pages; on manually created (ad hoc) pages, you can enter any value.

Last Extract Date Displays the last date the process was executed for the buyer. This date is also used as the beginning date range value for the next execution of the extract process.

Extract Through Enter the maximum date value for the extract range. Invoices with a status change recorded between the specified date range will be extracted.

Report Type Select *Fixed Format* or *XML File* to specify how the invoice and payment information is to be extracted.

Invoice Extract Status

- *Any Status Change:* Selects any invoices that have had a change to their matching, header approval, or payment status—or were recently loaded into the system—since the last extract.
- *Approved:* Selects any invoices that have had their header approved since the last extract.

- *Matched and Approved:* Selects any invoices that have been matched and approved at the header since the last extract.
- *Matched and Pending Approval:* Selects any invoices that have been matched but are still awaiting header approval since the last extract.
- *Paid:* Selects any invoices that have had installments paid (either within eSettlements or externally) since the last extract.
- *Pending Approval:* Selects any invoices that have been created and are awaiting approval since the last extract.

Pages Used to Run the Invoice Extract Processes

Page Name	Object Name	Navigation	Usage
Extract Buyer Invoices - Run Control Parameters	EM_VCHR_EXTRACT	eSettlements, Batch Processes, Extract Buyer Invoices, Extract Buyer Invoices - Run Control Parameters	Define run control parameter for the Buyer Invoice Extract Application Engine process (EM_VCHR_EXT) and run the process. You automatically create run controls when you register buyers, or you can manually create a run control from this page.
Extract Supplier Invoices - Run Control Parameters	EM_VCHR_EXT_VEN	eSettlements, Batch Processes, Extract Supplier Invoices, Extract Supplier Invoices - Run Control Parameters	Define run control parameter for the Supplier Invoice Extract Application Engine process (EM_EXT_SELL) and run the process. You automatically create run controls when you register suppliers, or you can manually create a run control from this page.

Extracting Invoices

Access the Extract Supplier Invoices - Run Control Parameters page.

Note. The Extract Buyer Invoices - Run Control Parameters page is similar to this page.

Supplier SetID and **Supplier** — Enter the setID and code of the supplier for which you are creating the extract file.

Supplier Location — Select a location of the supplier for which to extract invoices. Leave this field blank to extract *all* invoices for a particular supplier.

Note. When you first register a supplier, the system generates the same run control for each of that supplier's locations.

Reviewing Invoice Extract Results

Buyers and suppliers can review the results of their respective extracts. The roles and user IDs specified in the respective extract notification setup as part of buyer and supplier registration receive email notification that an extract has occurred. These notifications contain a link to the inquiry pages. As with other types of notifications, you can specify at several levels the roles and user IDs that are notified. This section discusses how to review extract results.

See Also

Chapter 6, "Registering Buyers," Specifying Buyer Notifications, page 49

Pages Used to Review Extract Results

Page Name	Object Name	Navigation	Usage
Review Invoices - Invoice Extract Inquiry	EM_B_EXTRACT_INQ	eSettlements, Invoices, Review Buyer Extract, Review Invoices - Invoice Extract Inquiry	Buyer administrators review invoice extract results.
Review Invoices - Invoice Extract Inquiry	EM_S_EXTRACT_INQ	eSettlements, Invoices, Review Supplier Extract, Review Invoices - Invoice Extract Inquiry	Supplier administrators review invoice extract results.

Reviewing Extract Results

Access either of the Review Invoices - Invoice Extract Inquiry pages.

Review the results of an invoice extract.

We further discuss verification of the extract results in the troubleshooting section on PeopleSoft's Customer Connection website.

See Also

Troubleshooting documentation on the PeopleSoft Customer Connection Website.

CHAPTER 17

Managing Cash Collections

This chapter provides an overview of the cash collections feature available in the Business Service Provider model and discusses how to:

- Set up cash collections.
- Process cash collections.

Note. The cash collections feature is not available in the Buyer Direct model.

Understanding Cash Collections

The cash collections feature enables suppliers to send late payment emails and follow-up reminders to buyers that have past due invoices. To use this feature, you must set up a cash collection notification for the supplier and define the number of days that can elapse before the system sends the first dunning letter and the reminder dunning letter to the buying organization.

If an invoice line status is *Disputed Invoice Line,* the system sends dunning letters until the issue is resolved. If one invoice line is disputed on the same day by multiple users, the system attaches internal date/time stamps to each dispute to ensure correct processing when you use the Notify Later Application Engine process (EM_NOTIFLATR).

If the system administrator did not enable cash collections at the supplier location level, cash collections will not be available at the agreement level.

Setting Up Cash Collections

The system administrator sets up cash collections at the supplier setID level. These can be overridden by the supplier administrator at the location and at the agreement level.

To set up cash collections, use the following components:

- Define Supplier Notifications (EM_S_NOTIFY_SETID).
- Review Agreement Details (EM_AGREEMENT).
- Notifications (EM_LOCATION_NOTIFY).

This section discusses how to:

- Define cash collection notifications.
- Specify cash collection notification parameters.
- Define supplier location notification parameters.

Pages Used to Set Up Cash Collections

Page Name	Object Name	Navigation	Usage
Define Supplier Notifications - Define Notification Types	EM_S_NOTIFY	eSettlements, Administration, Define Supplier Notifications, Define Supplier Notifications - Define Notification Types	The supplier administrator views and overrides the email notifications set up by the system administrator at the setID level.
Review Agreement Details - Supplier Notifications	EM_AGR_SUPP_NOTIFY	eSettlements, Supplier Information, Review Agreement Details, Review Agreement Details - Inquiry Click a link in the Buyer column on the Review Agreement Details - Inquiry page.	The supplier administrator overrides parameters for cash collections notifications.
Review Supplier Details - Define Notification Types	EM_LOCATION_NOTIFY	eSettlements, Supplier Information, Review Supplier Details, Review Supplier Details - Existing Suppliers Click a link in the Supplier column on the Review Supplier Details - Existing Suppliers page. Click the Notifications button on the Review Supplier Details - Locations page.	The supplier administrator overrides parameters of cash collections notifications for existing suppliers.

Defining Cash Collection Notifications

Access the Define Supplier Notifications - Define Notification Types page.

The supplier administrator accepts the roles that display here and that were previously defined for the supplier organization by the system administrator—at the setID level or the supplier location level—or can override them by specifying the To/cc and Recipient column selections.

On some of the notification types you can also specify the available Late Payment Days and Days Before Sending Reminder values.

See Also

Chapter 7, “Registering Suppliers,” Specifying Supplier Location Notifications, page 63

Specifying Cash Collection Notification Parameters

Access the Review Agreement Details - Supplier Notifications page.

In the cash collections Enter Routings grid, enter the information for all the buyers to which you want to send notifications. You can also copy supplier users on the dunning letters.

Specify Overrides Click this button to override notification parameters. You can override the values specified by the system administrator at the setID level.

Cash Collections Select to enable cash collections. Only the system administrator can enable cash collections during supplier notification setup. The supplier administrator can then override the late days, reminder days, and roles and user IDs that the system administrator specified.

To/cc (to or carbon copy) Select one to specify whether the recipient is the primary or secondary audience for the notifications.

Type Select *Role* or *User ID* to define routing.

Recipient Enter a role name or user ID to receive the notification.

Late Payment Days Enter the number of days after the due date the supplier wishes to send a payment reminder email.

Days Before Sending Reminder Enter the number of days after the first reminder that a second email is sent.

Defining Supplier Location Notification Parameters

Access the Review Supplier Details - Define Notification Types page.

Specify Overrides Click this button to alter the parameters of the various notifications for the supplier location.

Restore Defaults Click this button to restore the default parameters of the various notifications.

Note. Only the system administrator can select this button at the supplier location level; the supplier administrator cannot.

However, at the agreement level the supplier administrator can specify overrides and restore defaults.

Processing Cash Collections

This section provides an overview of cash collections processing and lists the page used to run the cash collection process.

Understanding Cash Collections Processing

The Cash Collections Notification Application Engine process (EM_CCEMAILAE) can be run on demand or scheduled to run regularly. This process selects all invoices that have not been paid and have exceeded their payment due date by the number of late payment days, and selects any invoices that still remain outstanding beyond the late payment days and the reminder days. It selects all past due invoices for suppliers that specified cash collections notifications be sent, and generates an email to each buyer role and user ID whose account is delinquent. The system references those roles and user IDs defined in the notification setup. The system also tracks these emails to ensure the same notice is not sent twice.

The system administrator runs or schedules the process to generate payment reminder emails. Notifications are sent to the buyer and supplier roles and user IDs specified on the notification setup.

The process uses specific criteria to select invoices requiring dunning emails. All of the following criteria must be true for each notification, respectively:

Email Notification Type	Criteria
Late Payment	• Invoice has not been paid. • Invoice is not in error. • Invoice match status is *M* (matched) or *N* (not applicable). • No holds exist against invoice payments. • The payment due date is earlier than—or the same as—the current date less the value of the Late Payment Days specified for the cash collections notification type on the Define Supplier Notifications - Define Notification Types page. • Payment is not *External* type.
Reminder	• Late payment email was sent. • Invoice has not been paid. • Invoice is not in error. • Invoice match status is *M*(matched) or *N* (not applicable). • No holds exist against invoice payments. • The payment due date is earlier than—or the same as—the current date less the Days Before Sending Reminder value defined for the cash collections notification type on the Define Supplier Notifications - Define Notification Types page. • No payment has been made. • Payment is not *External* type.

Page Used to Run the Cash Collections Process

Page Name	Object Name	Navigation	Usage
Process Workflow - Run Control Parameters	EM_VCHR_CREATE_AE	eSettlements, Batch Processes, Process Workflow, Process Workflow - Run Control Parameters	Run the Cash Collections Notification Application Engine process (EM_CCEMAILAE) to generate and send payment reminder emails to buyers.

CHAPTER 18

Managing Invoices for Buyers

This chapter provides an overview of buyer invoice management and discusses how to:

- Assess invoice activity.
- Review payables aging balances.
- Review invoices.
- Review supplier balance information.

Understanding Buyer Invoice Management

Invoice review pages enable you to easily and intuitively monitor payables information. Buyers can drill quickly from aggregate information to detailed information, track and participate in dispute resolution, and pay invoices.

Buyers can also analyze scalable information on receivables recorded in the system. This analysis might include supplier balance, aging balance, invoice inquiry, and payment inquiry. Buyers can quickly analyze the invoice portfolio and take appropriate action, such as initiating or resolving disputes, overriding match exceptions, or forecasting cash outflows.

Assessing Invoice Activity

When buyers log in, they can access a page containing summary worklist with a count of invoices requiring action, the total amount due, and a chart presenting the information.

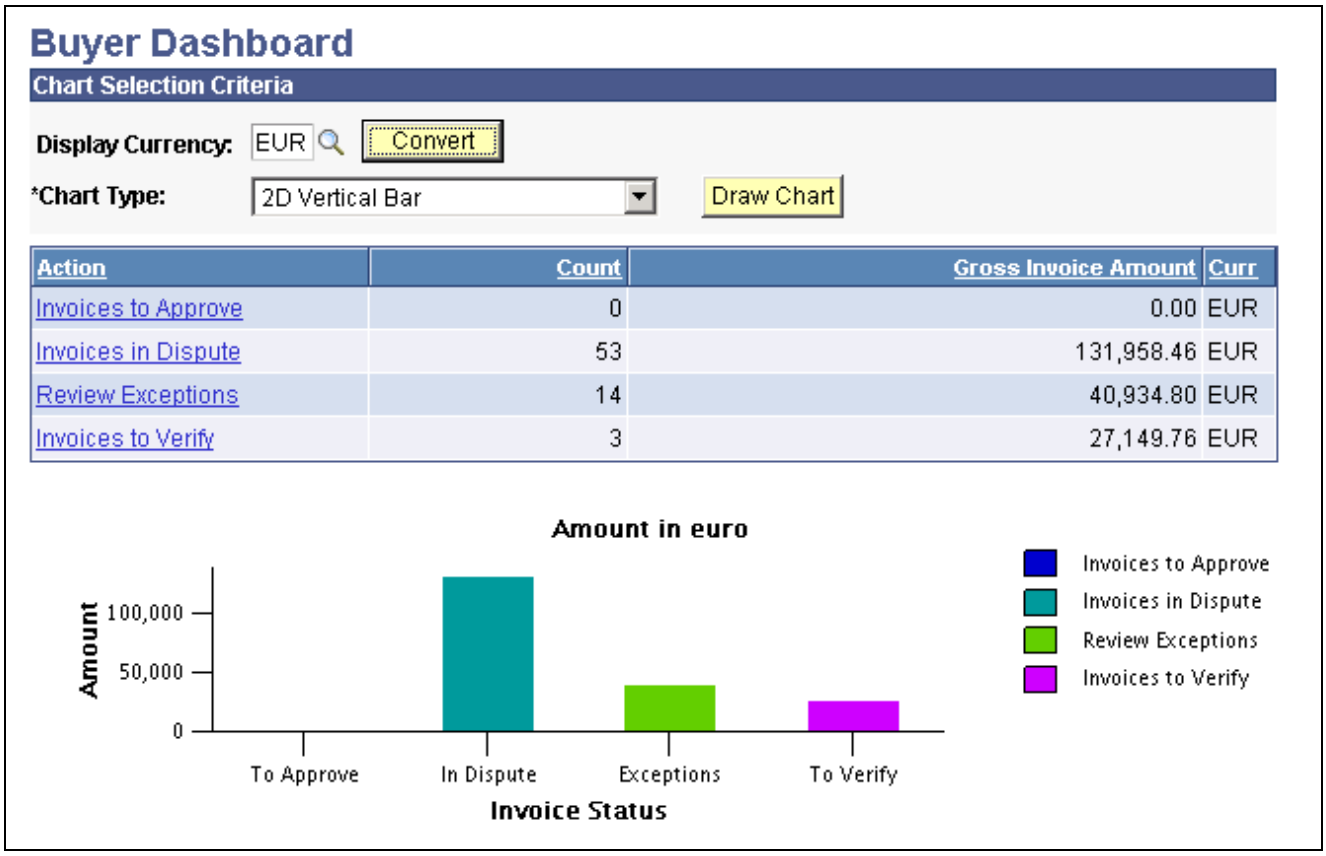
This section discusses how to assess invoice activity.

Page Used to Assess Invoice Activity

Page Name	Object Name	Navigation	Usage
Buyer Dashboard	EM_BUYER_HOMEPAGE	eSettlements, Buyer Dashboard, Buyer Dashboard	Assess invoice activity by viewing a high-level summary of the activity pending approval or review, and evaluate outstanding actions to be taken.

Assessing Invoice Activity

Access the Buyer Dashboard page.



Buyer Dashboard page

Display Currency Displays the currency governing the values displayed. The default is the user's preferred currency, as specified in the user profile. Select a new code and click Convert to view the amounts in a different currency.

Chart Type Select *2D Stacked Bar, 2D Vertical Bar, 3D Stacked Bar,* or *3D Vertical Bar.*

Draw Chart Click to re-create the chart after you change the value in the Chart Type field.

Invoices to Approve Click this link to view the list of invoices that are awaiting approval. Only those invoices assigned to the particular user are accessible. The corresponding value in the Count column is the number of invoices that are awaiting approval and their sum value.

Note. When you click the Invoices to Approve link, the Review Invoices - Invoice Inquiry page opens, where the system displays regular invoices. To approve prepayment type invoices as well, select the Advanced Search collapsible section and then select Prepayment in the Invoice Type group box before clicking Search.

The invoice count on the Review Invoices - Invoice Inquiry page and the count on the Buyer Dashboard page may differ because the prepayment type invoices are not part of the total invoice count on the Review Invoices - Invoice Inquiry page.

Invoices in Dispute Click this link to access the Review Invoices - Invoice Inquiry page to view the list of invoices in dispute. The corresponding value in the Count column is the number of invoices in dispute and their sum value.

Review Exceptions Click this link to access the Review Match Exceptions - Inquiry page to view the list of invoices with match exceptions. The corresponding value in the Count column is the number of invoices containing match exception errors and their sum value.

Payments to Approve Click this link to access the Approve Payments - Pay Cycle Summary page to view pay cycles awaiting approval. Only those users set up for pay cycle security can access payment approval. The corresponding value in the Count column is the number of payments (pay cycles) awaiting approval and their sum value.

Invoices to Verify Click this link to access the Self-Service Invoice - Review Invoice page to view the list of invoices that are awaiting verification. Only invoices for which the user has been assigned business unit security will display. The corresponding value in the Count column is the number of invoices that are awaiting verification and their sum value.

You can also click any of the five bars in the Invoice Status graph to view the respective information.

See Also

Chapter 12, “Approving Invoices,” Understanding Invoice Approval, page 145

Chapter 11, “Running Matching,” Understanding Matching, page 135

Chapter 13, “Disputing Invoices,” Understanding Invoice Disputes, page 151

Chapter 12, “Approving Invoices,” Processing Invoice Approvals, page 147

Chapter 15, “Processing Payments,” Approving Payments, page 174

Reviewing Payables Aging Balances

The payables aging balance feature computes in real time the open invoices, credit notes, and prepayments based on the invoice due date. This page automatically displays the aging for all buyers to which the user has access. Buyers can review aggregate payables or drill down to view, for example, a buyer’s aging balance. The system displays amounts in various date range categories to enable in-depth analysis of outstanding balances.

Note. The delivered aging categories are fixed to quickly provide consistent, clear aging information.

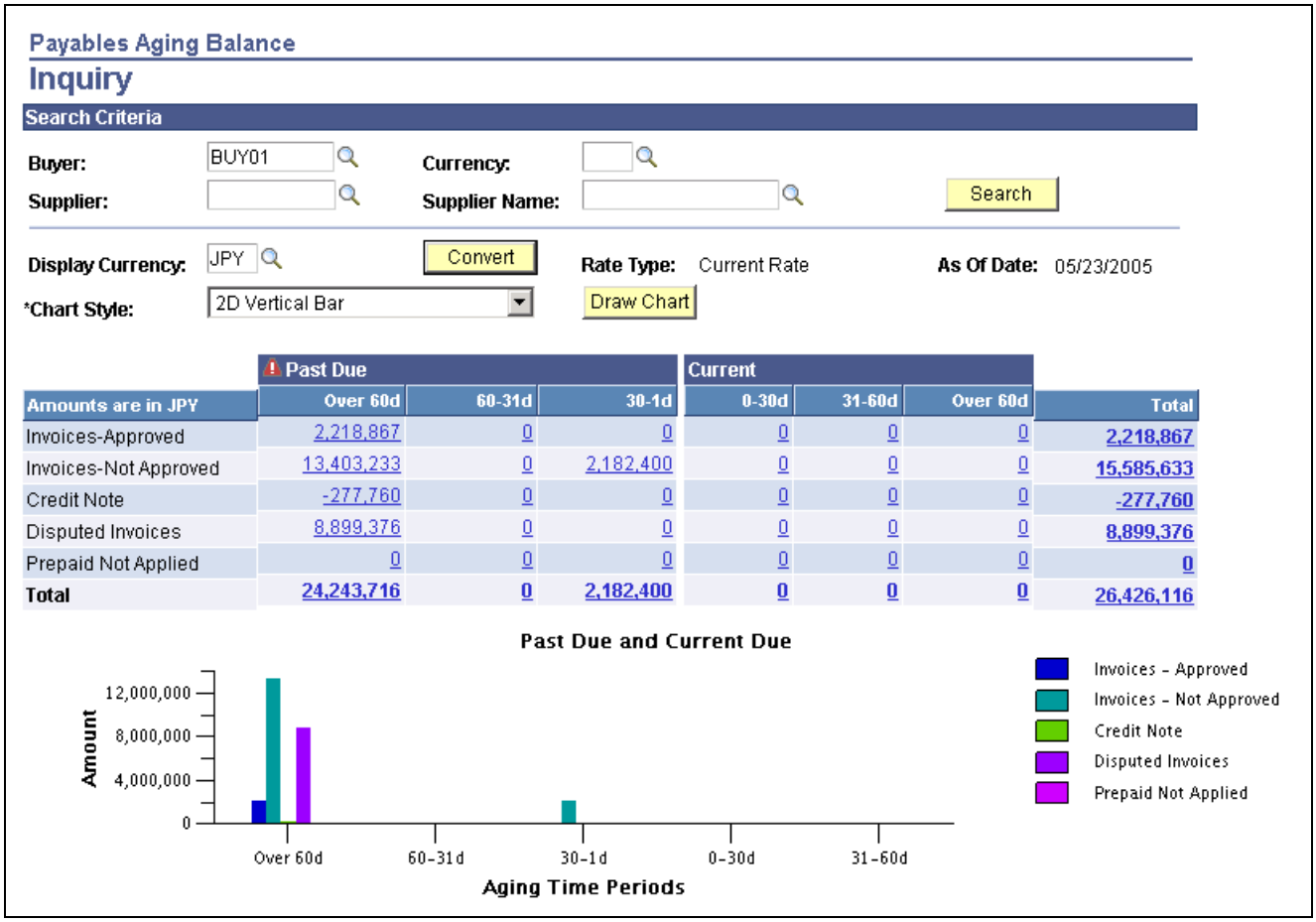
This section discusses how to review payables aging balances.

Page Used to Review Payables Aging Balances

Page Name	Object Name	Navigation	Usage
Payables Aging Balance - Inquiry	EM_BUY_AGING_BAL	eSettlements, Invoices, Payables Aging Balance, Payables Aging Balance - Inquiry	Review the payables aging balance.

Reviewing Payables Aging Balances

Access the Payables Aging Balance - Inquiry page.



Payables Aging Balance - Inquiry page

Search Criteria

Buyer and **Supplier** — Select the buyer and supplier codes. You can populate these fields with partial search information. For example, suppose that the following buyers (business units) exist: BUY01, BUY02, and BUY03. You can search for *BUY* to view the aging balance for all of the business units that begin with those letters.

Display Currency — Displays the default currency type. The amounts initially appear in the user's preferred currency, which is specified in the user's profile. If you select a new currency, click Convert to display the amounts in that type.

Rate Type Displays the type of exchange rate used to convert currencies. This is tied to the buyer user's profile and can be changed by the buyer administrator.

As Of Date Displays the date used to sort the open invoices into aging categories. The system compares the net due date on the invoice against this date.

Chart Style Specify the chart style. If you select a new style, click Draw Chart to view the chart in that style.

Past Due and Current

Click any amount to view the related payment installments. Open invoices appear in past due and current categories.

Invoices-Approved Displays the converted amounts of approved invoices by aging date. Attributes of approved invoices are:

- Approval status *A* (approved).
- Positive regular invoices.
- Not paid.
- No payment hold enabled.
- Valid (passed Voucher Build Application Engine process (AP_VCHRBLD) and is in postable status).
- Not canceled or closed.

Invoices-Not Approved Displays the converted amounts of unapproved invoices by aging date. Attributes of unapproved invoices are:

- Approval status *P* (pending).
- Positive regular invoices.
- Not paid.
- No payment hold enabled.
- Valid (passed Voucher Build process and is in postable status).
- Not canceled or closed.

Credit Note Displays the converted amounts of credit notes by aging date. Attributes of credit notes are:

- Negative amount regular invoices.
- Not paid (applied to another invoice in pay cycle).
- No payment hold enabled.
- Valid (passed Voucher Build and is in postable status).
- Not canceled or closed.

Disputed Invoices Displays the converted amounts of disputed invoices by aging date. Attributes of disputed invoices are:

- Regular invoice.
- Not paid.

- No payment hold enabled.
- Valid (passed Voucher Build process and is in postable status).
- Not canceled or closed.

Prepaid Not Applied

Displays the converted amounts of prepayments that have been paid but not yet applied to the final invoice, by aging date. Prepayments are applied when the Voucher Post Application Engine process (AP_PSTVCHR) is run. Attributes of unapplied prepayments are:

- Prepayment style invoices.
- Valid (is in postable status).
- Paid.
- Posted.
- Not applied against invoices.
- Not canceled or closed.

Note. Prepayment vouchers are applied to invoices when vouchers are posted in Payables.

Total

Displays the buyer's total outstanding payables, net of credit notes, and prepayments. Click a link in this column to view installment details.

See Also

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Processing Multiple Currencies"

Reviewing Invoices

This section discusses how to:

- Review invoice activity.
- View the invoice life cycle.
- Review payments.
- View electronic invoices.
- Review invoice details.
- View cash collections history.
- View paid invoice information.
- Review, initiate, and resolve invoice disputes.
- Review scheduled payment installments.
- Manage match exception errors.

Pages Used to Review Invoices

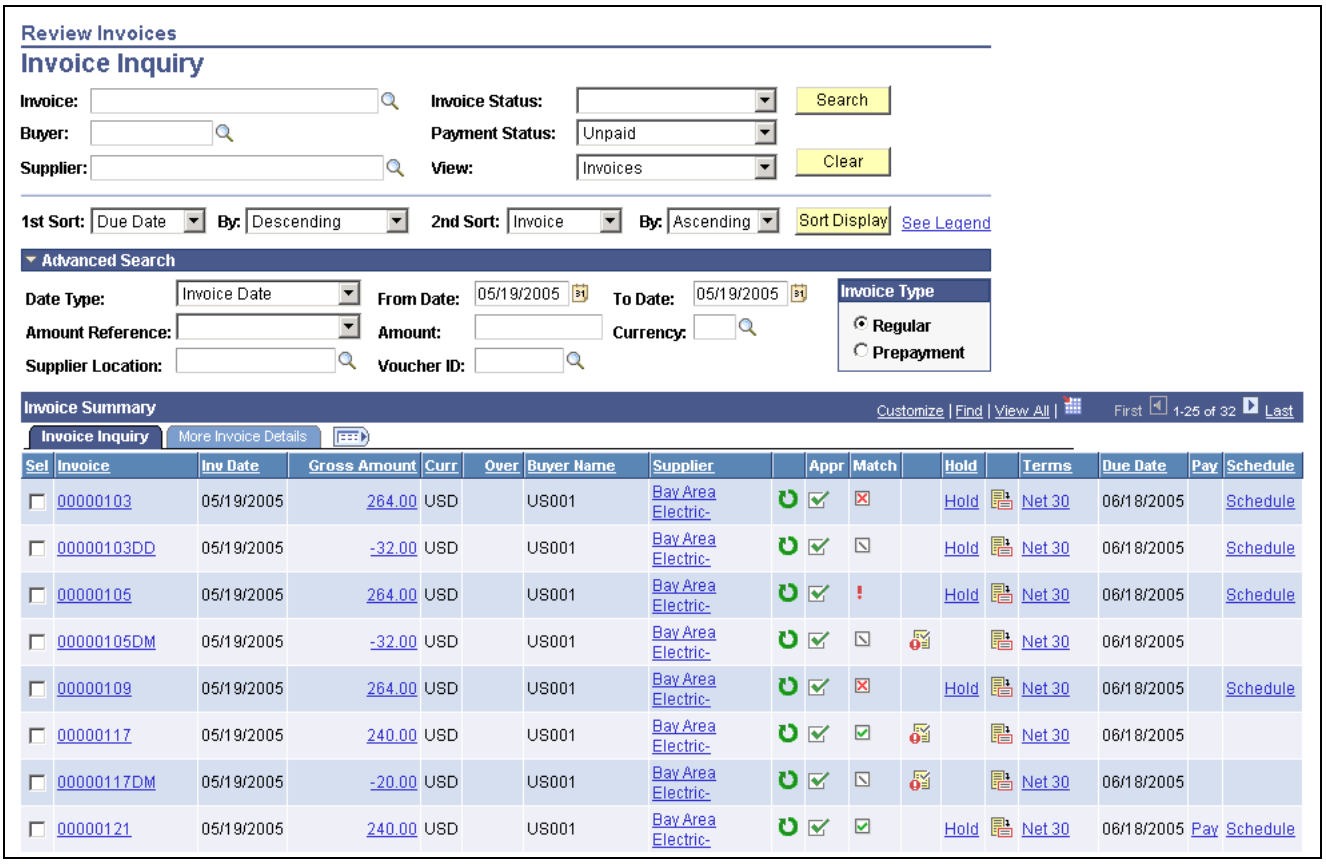
Page Name	Object Name	Navigation	Usage
Review Invoices - Invoice Inquiry	EM_VOUCHER_INQUIRY	• eSettlements, Buyer Dashboard Click the Invoices to Approve link on the Buyer Dashboard. • eSettlements, Invoices, Review Invoices, Review Invoices - Invoice Inquiry	Review invoice activity and invoice portfolios.
Review Invoices - Invoice Cycle	EM_SSINVC_SUMM, EM_VCHR_EXCPT_SUMM, EM_VCHR_MTCH_SUMM, EM_INV_APR_STATUS, EM_INVLN_APPR_STAT, EM_VCHR_DISP_SUMM, EM_PYMNT_APPR_SUMM, EM_VCHR_PYMNT_SUMM	Click an Invoice Cycle button on the Review Invoices - Invoice Inquiry page.	View the invoice life cycle. **Note.** The page object name and appearance vary according to the current, active step in the invoice cycle. The top half of the page remains constant, and the bottom half displays information for the selected invoice cycle step.
Review Invoices - Payment Inquiry	EM_VCHR_PYMNT_INQ	Select *Paid* in the Payment Status field and *Invoices* in the View field and click Search on the Review Invoices - Invoice Inquiry page. Click a link in the Invoice column on the Review Invoices - Invoice Inquiry page. Click the Payment Details link on the Review Invoices - Invoice Cycle page.	Review details of payments made, canceled, or still outstanding.
Electronic Invoice	EM_VOUCHER_DISP	Click an HTML Invoice button on the Review Invoices - Invoice Cycle page.	View an electronic image of the invoice sent by the supplier.
Review Invoices - Invoice Details	EM_SSINVC_DETAILS	Click a link in the Invoice column on the Review Invoices - Invoice Inquiry page. Click the Invoice Creation button within the life cycle on the Review Invoices - Invoice Cycle page. Click the Invoice Details link on the Review Invoices - Invoice Cycle page.	Review invoice details and related purchase order and receipt documentation.

Page Name	Object Name	Navigation	Usage
Review Invoices - Dunning Mail	EM_CC_MAIL_VW	Click a link in the Over column on the Review Invoices - Invoice Inquiry page.	View dunning notification history details. **Note.** Because cash collections are valid only in the Business Service Provider model, notification history is available only in that model; it is not available in the Buyer Direct model.
Review Invoices - Payment Reference	EM_PYMNT_INQ	Click a link in the Paid column on the Review Invoices - Invoice Inquiry page.	Review paid invoice information.
Review Invoices - Review Invoice Disputes	EM_VOUCHER_DISPUTE	Click a Dispute button on the Review Invoices - Invoice Inquiry page.	Review and resolve holds on invoice payments.
Review Payment Installments - Inquiry	EM_BUY_PYMNT_INSTL	• Click a Scheduled Payments button on the Review Invoices - Invoice Inquiry page. • Click a link in the Terms column on the Review Invoices - Invoice Inquiry page. • eSettlements, Payments, Review Payment Installments, Review Payment Installments - Inquiry • eSettlements, Invoices, Payables Aging Balance, Payables Aging Balance - Inquiry Click any amount on the Payables Aging Balance - Inquiry page.	Review scheduled payment installments.
Matched Vouchers	AP_MTCH_WB_SUCCESS	Click a Matched button in the Match column on the Review Invoices - Invoice Inquiry page.	View match information for associated vouchers, purchase orders, and receipts.

Page Name	Object Name	Navigation	Usage
Match Exception Workbench Details	AP_MTCH_WB_EXCPTN	Click an Exceptions Exist button in the Match column on the Review Invoices - Invoice Inquiry page.	View match information for associated vouchers, purchase orders, and receipts. You can override exceptions, correct errors, put vouchers on a match hold, initiate the Matching Application Engine process (AP_MATCH), and undo matched vouchers.
Match Overridden Workbench Details	AP_MTCH_WB_OVRD	Click an Overridden button in the Match column on the Review Invoices - Invoice Inquiry page.	View match override information for associated vouchers, purchase orders, and receipts. You can indicate an override reason and initiate the Matching Application Engine process (AP_MATCH).

Reviewing Invoice Activity

Access the Review Invoices - Invoice Inquiry page.



Review Invoices - Invoice Inquiry page

Click the Approve button to preview a summary of the invoices that you plan to approve. Although this button is not shown in the example screen shot, it appears at the bottom of the page.

Invoice, Buyer and **Supplier** Enter values to narrow your search. These fields are optional.

Invoice Status Select a status:

- *Approved:* Select to view approved invoices, regardless of the identity of the user accessing the page.
- *Dispute Schedule:* Select to view invoices currently in dispute.
- *My Pending:* Select to determine which invoices require your approval. This is especially useful if you belong to an invoice approval path but you can also view *all* invoices for a particular buyer.

  If you access this page from the Buyer Dashboard page, the system automatically sets this status.
- *No Disputes:* Select to view invoices that are not in dispute.
- *Pending Approval:* Select to determine the invoices that you still need to approve. Note that an invoice may require several levels of approval, and therefore it may still have a *Pending Approval* status after you approve it.

Payment Status Select *Externally Paid, Paid,* or *Unpaid.*

Note. The *Externally Paid* value is used only in the Business Service Provider model.

View Select one of the following options:

Invoices: The search results display summary invoice information using the Review Invoices - Invoice Inquiry page.

Lines: The search results display detail invoice information using the Review Invoice Lines - Invoice Lines and Distributions page.

Payments: The search results display payment information using the Review Payment Installments - Inquiry page.

See Legend Click this link to view descriptions of the buttons that can appear on this page.

Advanced Search

Expand this collapsible section and complete the fields, such as Date Type and Amount Reference, to refine your search.

You can also specify the invoice type as regular or prepayment.

Note. To search by supplier location, you must first enter a supplier in the basic search area.

Invoice Summary

The system displays summary invoice information when you select *Invoices* as the view. If you select *Lines* as the view, the system displays detail information using the Review Invoice Lines - Invoice Lines and Distributions page. If you select *Payments* as the view, the system displays payment information using the Review Payment Installments - Inquiry page.

See Chapter 14, “Approving and Disputing Invoice Lines,” Reviewing Invoice Lines, page 162.

See Chapter 18, “Managing Invoices for Buyers,” Reviewing Scheduled Payment Installments, page 221.

Invoice Click any link in this column to display detailed invoice life cycle information.

Gross Amount Click a link in this column to review the invoice at the invoice lines level. Select *Invoices* in the View drop-down list box to return to the main invoices page.

Over Displays the number of days that the invoice is past due. Click a link in this column to view the last time dunning information was sent for the invoice.

Note. These values do not appear as links in the Buyer Direct model because dunning notifications are not sent in the Buyer Direct model.

Supplier Click a link in this column to view the supplier’s registration information.

Click to view the invoice life cycle.

Appr (approval) Displays approval status. Click the See Legend link near the top of the page to view descriptions for the buttons in this and other columns.

Match Click a match status button in this column to view match exception details.

Note. Of all the buttons that can appear in this column (as described in the legend), only those for matched, exceptions exist, and overridden are enabled. For invoices that don’t have to be matched or have yet to be matched, the buttons are not active.

Click a Dispute button to review dispute information.

Hold Click a link in this column to place an invoice on hold and enter comments.

Note. Users can access these links only if the Manually Schedule Payments check box is selected for them on the Procurement - Payables page.

Click an HTML Invoice button to view an HTML version of the invoice.

Terms Click a link in this column, such as Description, Net 30, or Due Now to view payment installment information.

Due Date Displays the date the invoice is due.

Pay Click a link in this column to create an urgent payment to pay the invoice immediately.

Note. The Pay links are available only to users who have been granted permission to create urgent payments. The links only appear when the Invoice Status selection is *Approved* or is left blank.

Schedule Click a link in this column to schedule installments for this invoice.

Note. The links are available only to users for whom the Manually Schedule Payments check box is selected on the Procurement - Payables page.

Click a Scheduled Payments button to view scheduled payments for the respective invoice.

Discount Displays any discount applicable to the invoice according to the payment terms.

Supplier Code Click a link in this column to view the respective supplier's registration information.

Supplier Location Displays the supplier location designated for invoice processing.

Click a Comments button to enter comments and additional information about an invoice. This column is not visible in the example screen shot.

Note. These comments can only be viewed internally within the buyer's organization; they cannot be viewed by the supplier.

Click the Select All link to select all the Invoice check boxes in the Sel (select) column. Alternatively, select individual check boxes for invoices to approve, and then click the Approve button to preview a summary of the invoices that you plan to approve.

Note. Before clicking the Approve button, buyer users should select an invoice status of *My Pending,* and then click Search. Then users can review the results and click the Select All link if appropriate.

Click the Clear All link to clear all selected check boxes.

Important! When you click the Select All link, you select all invoices for approval—even those that appear on subsequent pages. Ensure that you first view all the invoices subject to action. To do so, click the appropriate links in the Invoice Summary group box header before clicking the Select All link.

See Also

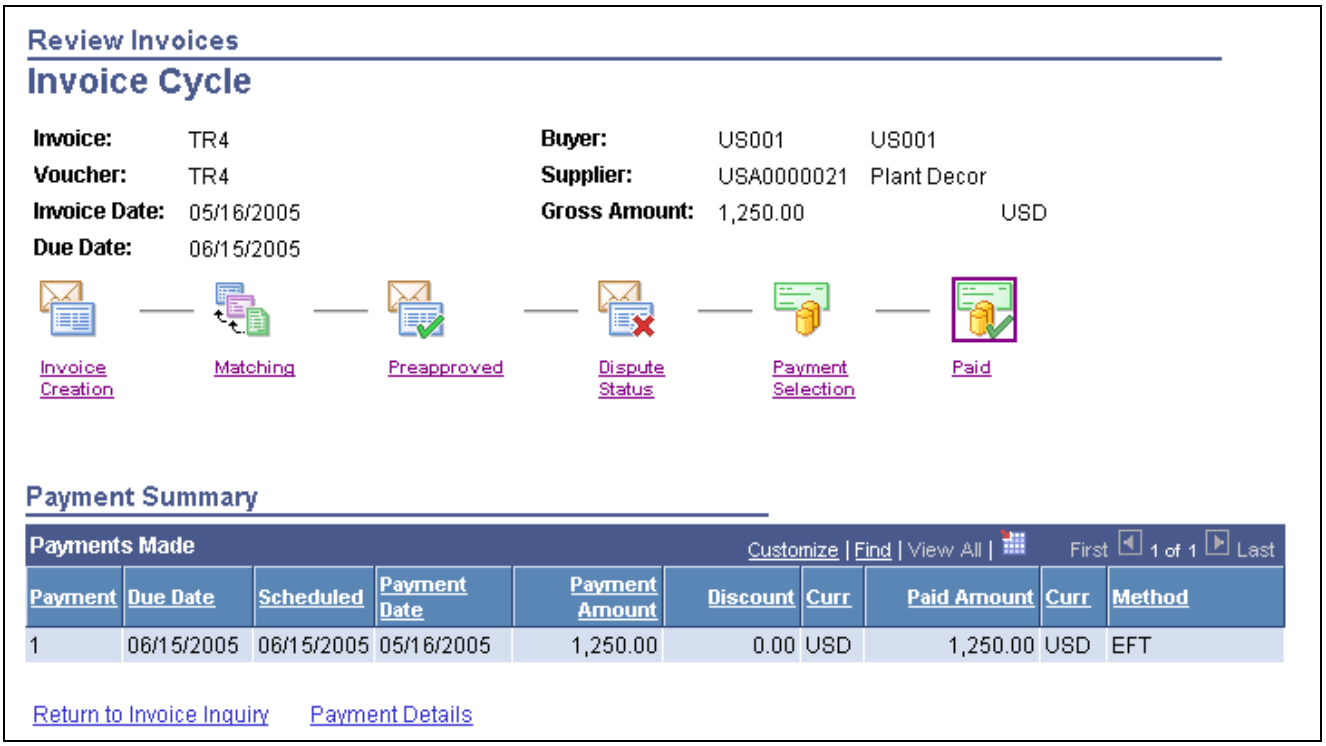
Chapter 18, "Managing Invoices for Buyers," Viewing the Invoice Life Cycle, page 214

Chapter 12, "Approving Invoices," Processing Invoice Approvals, page 147

Chapter 7, "Registering Suppliers," Creating Suppliers, page 56

Viewing the Invoice Life Cycle

Access the Review Invoices - Invoice Cycle page.



Review Invoices - Invoice Cycle page

Note. Access to each button's destination page depends on the role types and security associated with the user.

As an invoice passes through each phase of its life cycle, the corresponding button on this page is enabled. When you click a button, a summary of the corresponding phase appears on the lower half of the page. The current step has a square border and prior steps are enabled; however, future steps are disabled until the invoice reaches those stages of the life cycle.

The lower portion of this page displays the specific details of an invoice's position in the life cycle as discusses in the following button descriptions. In the example screen shot here, the invoice has been paid.

There can also be an invoice line approval stage and corresponding button.

Click this button to view the invoice creation summary and invoice details. Then click the Invoice Details link to view additional invoice information and review line, purchase order, receipt, payment, payment release, and payment schedule information associated with the invoice.

Click this button to view match summary information. When matching is required and the user has been granted permission to override match exceptions, then additional links are available to review match exceptions. All users have permission to view the match override history.

Click this button to view invoice approval status. If the user has been granted authority, a link to the Approval Details page to view, place on hold, or approve the invoice appears. If multiple users are assigned to the same role, *Several* appears in the Approver row. When the user is an eligible approver, the approver can begin to approve the invoice by clicking the Approve link. After the transaction is approved, the individual approver name appears along with the date and time that the approval occurred. The *Preapproved*

indicator appears beneath this button when the invoice amount falls within the buyer-specified preapproval limit.

Note. Because multiple approvers can exist in a role when an invoice is pending, the email address appears only after approval of each step. The address indicates which person approved the invoice. If only one approver exists in the role, the system displays the email address when the invoice is pending.

Click this button to view invoice line approval status, including the approval status of each line requiring approval, the responsible approver names, the status of each line, and the date and time that the approval of the line occurred. This button appears only if the buyer has activated the Invoice Line Approval feature and the invoice is routed to an operational line approver.

Note. This button is identical to the Invoice Approval button, and it appears next to that button when the invoice is associated with line-level approval.

Click this button to view the invoice dispute summary, where you can then click the Review Disputes link to either place the invoice in dispute or resolve an existing dispute.

Note. This link is available only to users who have permission to manually schedule payments.

Click this button to view payment selection and approval summary. The payment schedule and status of each schedule is summarized here. If payments are awaiting approval, anApprove Payments link is displayed. It can be used to approve outstanding payments if the user has been granted pay cycle security and has been assigned the pay cycle awaiting approval.

Click this button to view a summary of payments made and associated details. The example button has a border because it is the active step of the invoice. Review details of payments made, canceled, or still outstanding by clicking the Payment Details link at the bottom of the page. From that point, you can create urgent payments for outstanding payment installments.

Note. If payments are made outside eSettlements (and therefore have a status of *External*), the amounts appearing in the Paid Amount column are 0 because the system was not responsible for generating the external payment.

See Also

PeopleTools PeopleBook: PeopleSoft Application Designer

Reviewing Payments

Access the Review Invoices - Payment Inquiry page.

Review Invoices

Payment Inquiry

Invoice ID:	1011011-011	**Supplier:**	FREEDS
Gross Amount:	3,600.00 USD	**Invoice Date:**	01/21/2002
Total Payments Made:	6,120.00	**Due Date:**	04/21/2002
Total Scheduled:	0.00		
Total Cancelled:	4,680.00		
Total Outstanding:	1,080.00		

Payments Created Customize | Find | First 1-5 of 5 Last

Payment	Reference	Scheduled	Payment Date	Paid Amount	Discount	Curr	Payment ID	Bank Code	Bank Account	Type
1	000021	02/20/2002	04/30/2002	1,440.00		USD	0000000025	USBNK	EFT	Regular
2	000021	03/22/2002	04/30/2002	1,080.00		USD	0000000025	USBNK	EFT	Regular
3	000021	04/21/2002	04/30/2002	1,080.00		USD	0000000025	USBNK	EFT	Regular
4	005399	02/20/2002	01/21/2002	1,440.00		USD	0000000026	USBNK	EFT	Regular
5	000022	03/22/2002	04/30/2002	1,080.00		USD	0000000027	USBNK	EFT	Regular

Scheduled Payments Customize | Find | First 1 of 1 Last

Payment ID	Scheduled	Amount	Discount	Curr	Method

No Scheduled Payments.

Review Invoices - Payment Inquiry page (1 of 2)

Review details of payments created and scheduled.

Cancelled Payments Customize | Find | First 1-4 of 4 Last

Payment	Payment ID	Reference	Date	Amount	Curr	Method	Date Cancelled	Cancel Status	Bank	Account Num
1	0000000025	000021	04/30/2002	1440.00	USD	EFT	04/30/2002	Open/Issue	USBNK	0741-250786
2	0000000025	000021	04/30/2002	1080.00	USD	EFT	04/30/2002	Open/Issue	USBNK	0741-250786
3	0000000025	000021	04/30/2002	1080.00	USD	EFT	04/30/2002	Open/Issue	USBNK	0741-250786
5	0000000027	000022	04/30/2002	1080.00	USD	EFT	01/21/2002	Open/Issue	USBNK	0741-250786

Outstanding Payments Customize | Find | First 1 of 1 Last

Payment	Scheduled	Payment Amount	Curr	Discount	Method	Bank	Account	Overdue	Pay
6	04/21/2002	1080.00	USD		EFT	USBNK	EFT	366	Pay

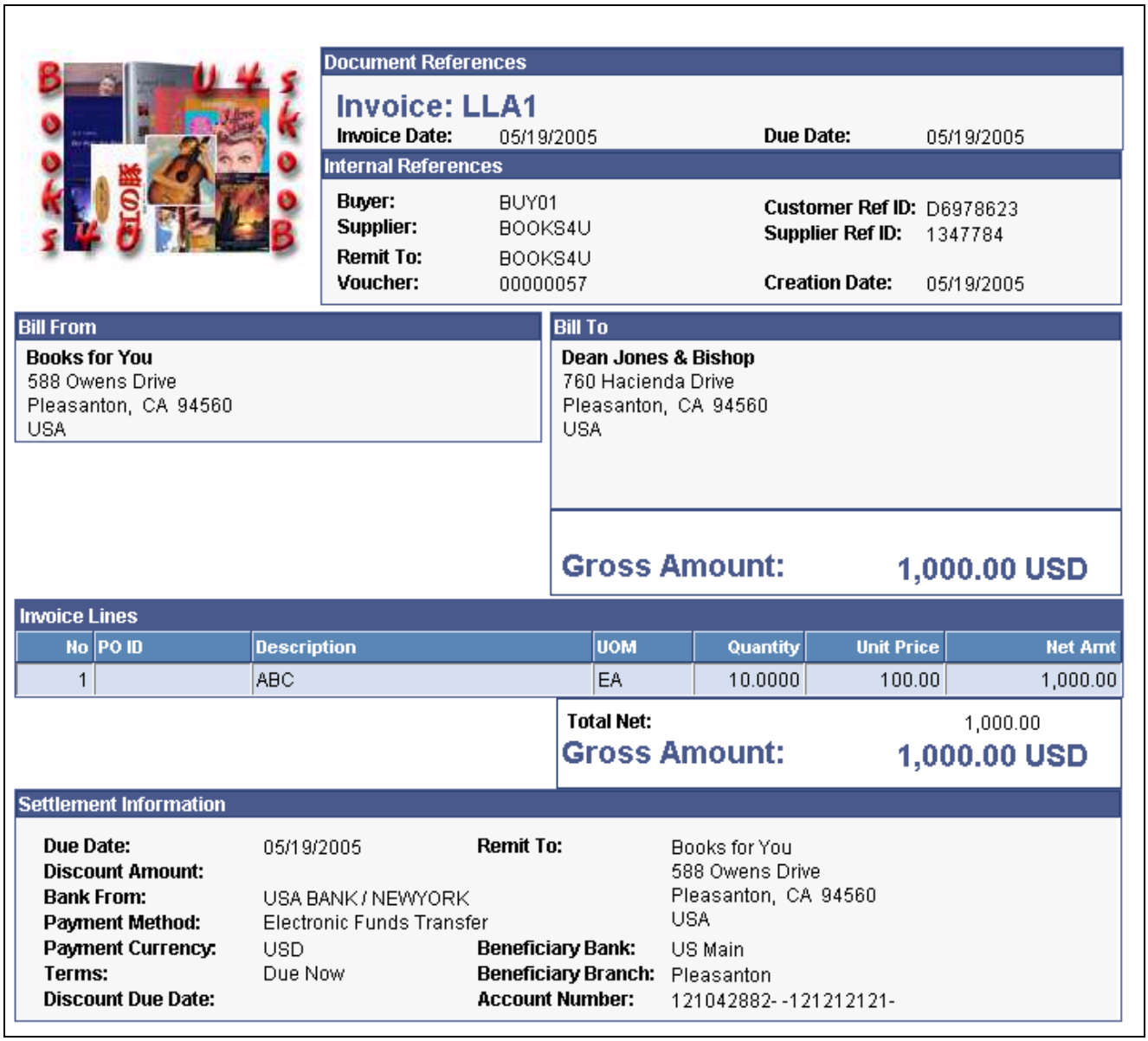
Review Invoices - Payment Inquiry page (2 of 2)

Review details of payments canceled and outstanding.

Pay Click a link in this column to access the Express Payment page to create an urgent payment.

Viewing Electronic Invoices

Access the Electronic Invoice page.



Document References

Invoice: LLA1

Invoice Date: 05/19/2005 Due Date: 05/19/2005

Internal References

Buyer: BUY01 Customer Ref ID: D6978623
Supplier: BOOKS4U Supplier Ref ID: 1347784
Remit To: BOOKS4U
Voucher: 00000057 Creation Date: 05/19/2005

Bill From

Books for You
588 Owens Drive
Pleasanton, CA 94560
USA

Bill To

Dean Jones & Bishop
760 Hacienda Drive
Pleasanton, CA 94560
USA

Gross Amount: 1,000.00 USD

Invoice Lines

No	PO ID	Description	UOM	Quantity	Unit Price	Net Amt
1		ABC	EA	10.0000	100.00	1,000.00

Total Net: 1,000.00
Gross Amount: 1,000.00 USD

Settlement Information

Due Date: 05/19/2005
Discount Amount:
Bank From: USA BANK / NEWYORK
Payment Method: Electronic Funds Transfer
Payment Currency: USD
Terms: Due Now
Discount Due Date:

Remit To: Books for You, 588 Owens Drive, Pleasanton, CA 94560, USA
Beneficiary Bank: US Main
Beneficiary Branch: Pleasanton
Account Number: 121042882- -121212121-

Electronic Invoice page

The system builds online invoices directly from the voucher tables and displays all relevant invoice details. Even in a paperless invoice system, a well-formatted, printable invoice can be useful. This page provides such an invoice.

Settlement Information

Account Number Displays the account number format which is the concatenation of the following fields: BNK_ID_NBR, BRANCH_ID, BANK_ACCOUNT_NUM, and CHECK_DIGIT.

Note. If you experience any problems printing an electronic invoice, change the print margin settings to 0.50 inches (1.27 centimeters).

Reviewing Invoice Details

Access the Review Invoices - Invoice Details page.

Review Invoices

Invoice Details

View HTML Invoice Return to Invoice Cycle

Invoice Number:	00000135		
Invoice Date:	05/20/2005		
Due Date:	06/19/2005	**Net Amount:**	240.00 USD
Discount End Date:		**Discount Amount:**	0.00 USD
Approval Status:	Approved	**Invoiced Tax:**	0.00 USD
Payment Terms:	Net 30	**Freight Amount:**	0.00 USD
Source:		**Misc Charge Amount:**	0.00 USD
Created By:		**Gross Amount:**	240.00 USD
Entered on:			
Released By:		**Date and Time Released:**	
Payment Status:	To be Paid		

Invoice Line Details

Description	Quantity	UOM	Unit Price	Amount	Curr	PO
Long Sleeve T-Shirt, Mens	10.0000	EA	12.00000	120.00	USD	0000000114
Long Sleeve T-Shirt, Mens	10.0000	EA	12.00000	120.00	USD	0000000115

Payment Schedule

Scheduled	Payment ID	Gross Amt	Curr	Method	Status	On Hold	Wthd Hold
06/19/2005		240.00	USD	System Check	Unselected	N	N

Payments Made

Reference	Name	Method	Date	Amount	Curr
				0.000	

No Payments Made

Review Invoices - Invoice Details page

Net Amount Displays the gross amount minus taxes, freight, and any miscellaneous charges.

Invoiced Tax Displays the value-added tax (VAT) or sales tax from the invoice header.

Gross Amount Displays the invoice gross amount including all taxes, freight, and miscellaneous charges.

Misc Charge Amount (miscellaneous charge amount) Displays any applicable miscellaneous charges.

Invoice Line Details

UOM (unit of measurement)	Displays the unit of measurement for this line item.
PO (purchase order)	Click a link in this column to view purchase order information if a purchase order is associated with the invoice line.

Payment Schedule

Scheduled	Displays the date that the invoice is to be paid.
Status	Displays the status of the payment: *Unselected, Selected, Paid, Cancelled,* or *Hold.*
On Hold	Displays *Y* (yes) or *N* (no), indicating whether or not the invoice is in dispute.
Wthd Hold (withholding hold)	Displays *Y* (yes) or *N* (no) indicating whether or not a withholding hold exists for the invoice. Currently, no processing logic is associated with this field

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers

Viewing Cash Collections History

Access the Review Invoices - Dunning Mail page.

Note. Cash collections are only available in the Business Service Provider model.

Last Notification Date / Time	Displays the date and time that the late payment notification email massage was sent.

Viewing Paid Invoice Information

Access the Review Invoices - Payment Reference page.

This page displays the invoice schedules associated with a given payment.

Payment Advice

Advice Seq (advice sequence)	Displays a unique identity for the payment advice created for an invoice.
Source	Displays the invoice source.

See Also

Chapter 15, "Processing Payments," Inquiring About Payments, page 188

Reviewing, Initiating, and Resolving Invoice Disputes

Access the Review Invoices - Review Invoice Disputes page.

Scheduled	Displays the date that the payment is to be created.

Note. This field does not appear in the supplier's view of this page.

Hold Payment Select this check box to put the invoice on hold, or clear it to release a hold.

Reason Select a reason, such as *Amount in Dispute, Contract Retention, Goods in Dispute,* or *Withholding Hold.*

New Comments Enter any reference for the hold or resolution. The system retains old comments.

Note. Comments that the buyer enters cannot be viewed by the supplier, but comments that the supplier enters can be viewed by the buyer.

Discuss with IM Click this link to access the page where you can initiate dialog with the supplier using instant messaging.

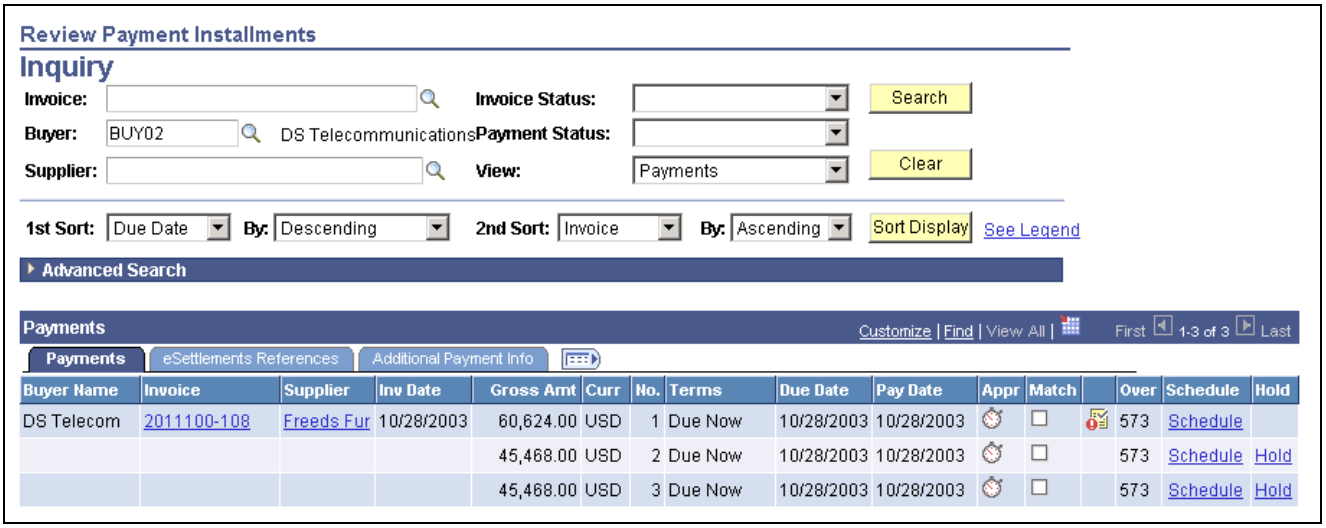
See Also

Chapter 13, "Disputing Invoices," Reviewing, Initiating, and Resolving Disputes, page 152

Chapter 13, "Disputing Invoices," Resolving Disputes Using Instant Messaging, page 156

Reviewing Scheduled Payment Installments

Access the Review Payment Installments - Inquiry page.



Review Payment Installments - Inquiry page

Payments

Invoice Click a link in this column to review the life cycle of the invoice with which the installment is associated.

Supplier Click a link in this column to view supplier information.

Paid Click a link in this column to review payment installment details. For a multi-installment invoice, this link only appears on the inquiry page for installments that have been paid.

No. (number)	Displays the payment installment number.
Pay Date	Displays the date for which the payment is scheduled.
	Note. This field does not appear on the supplier's version of this page.
	Click a Dispute Information button to review or resolve a current invoice dispute.
Over	Displays the number of days that the payment is late (that is, beyond the payment date). Click a link in this column to view dunning information.
Schedule	Click a link to establish an additional payment schedule and review the payment schedule for the invoice.
Hold	Click a link in this column to place an invoice payment installment on hold and initiate a dispute.
Pay	Click a link in this column to create an urgent payment.

eSettlements References and Additional Payment Info

Select these tabs to view additional supplier location, payment, and bank information.

See Also

Chapter 15, "Processing Payments," Scheduling, Reviewing, and Modifying Payment Installments, page 180

Managing Match Exception Errors

Management of match exception errors is discussed elsewhere in this PeopleBook.

See Also

Chapter 11, "Running Matching," Running the Matching and Notification Processes, page 137

Chapter 11, "Running Matching," Managing Matches and Match Exceptions, page 138

Reviewing Supplier Balance Information

Buyers can also review supplier balances. The balances appear in the preferred currency established on the buyer's profile, but the buyers can convert supplier balances to various currencies.

This section discusses how to view supplier balance information.

Page Used to View Supplier Balance Information

Page Name	Object Name	Navigation	Usage
Review Supplier Balances - Inquiry	EM_BUY_OUTBAL	eSettlements, Invoices, Review Supplier Balances, Review Supplier Balances - Inquiry	Review supplier balance summary information. Each row represents a payable from a buyer (business unit) to a supplier in the currency of the invoice.

Viewing Supplier Balance Information

Access the Review Supplier Balances - Inquiry page.

You can populate the From Supplier field and the To Supplier field with partial information.

To view this page in a different currency, select a display currency, and click the Convert button.

Supplier Balances

Supplier Name Click a link in this column to view detailed invoice information regarding the selected buyer-supplier combination. The detailed information displays all invoices for the business unit and supplier selected.

Gross Amount Displays the gross amount in the invoice transaction currency.

Click an amount in this column to view detailed invoice information. The detailed information displays all invoices for the business unit and supplier selected in the selected transaction currency.

PPay Unapplied (prepayment unapplied) Displays the amount of any prepayment that has not been applied to the net. This function is enabled only for prepayment invoices.

Net Balance Displays the difference between the gross amount and the prepayment amount.

Conv. Gross Amt (converted gross amount) Displays the gross amount in the currency selected.

Conv. Prpay Amt (converted prepayment amount) Displays the prepayment amount converted to the currency selected.

Conv Net Bal (converted net balance) Displays the converted difference between the gross amount and the prepayment amount.

CHAPTER 19

Managing Bills for Suppliers

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

- Manage invoice activity and aging balances.
- Inquire about invoices and resolve disputes.
- View payment information.
- Calculate days sales outstanding (DSO).

Understanding Supplier Bill Management

Supplier invoice pages enable quick invoice portfolio analysis and action, including tracking disputes and monitoring overdue invoices. In the Business Service Provider model, suppliers can manage dunning email notifications, as well.

Supplier bill management uses much of the same information as buyer invoice management, sharing a database but providing suppliers a unique view of the data. That way, confidential buyer information is not revealed to the suppliers.

Managing Invoice Activity and Aging Balances

The PeopleSoft system provides several pages—including the Supplier Dashboard page—that enable you to effectively manage invoices by first viewing aggregate and detailed invoice information.

This section discusses how to:

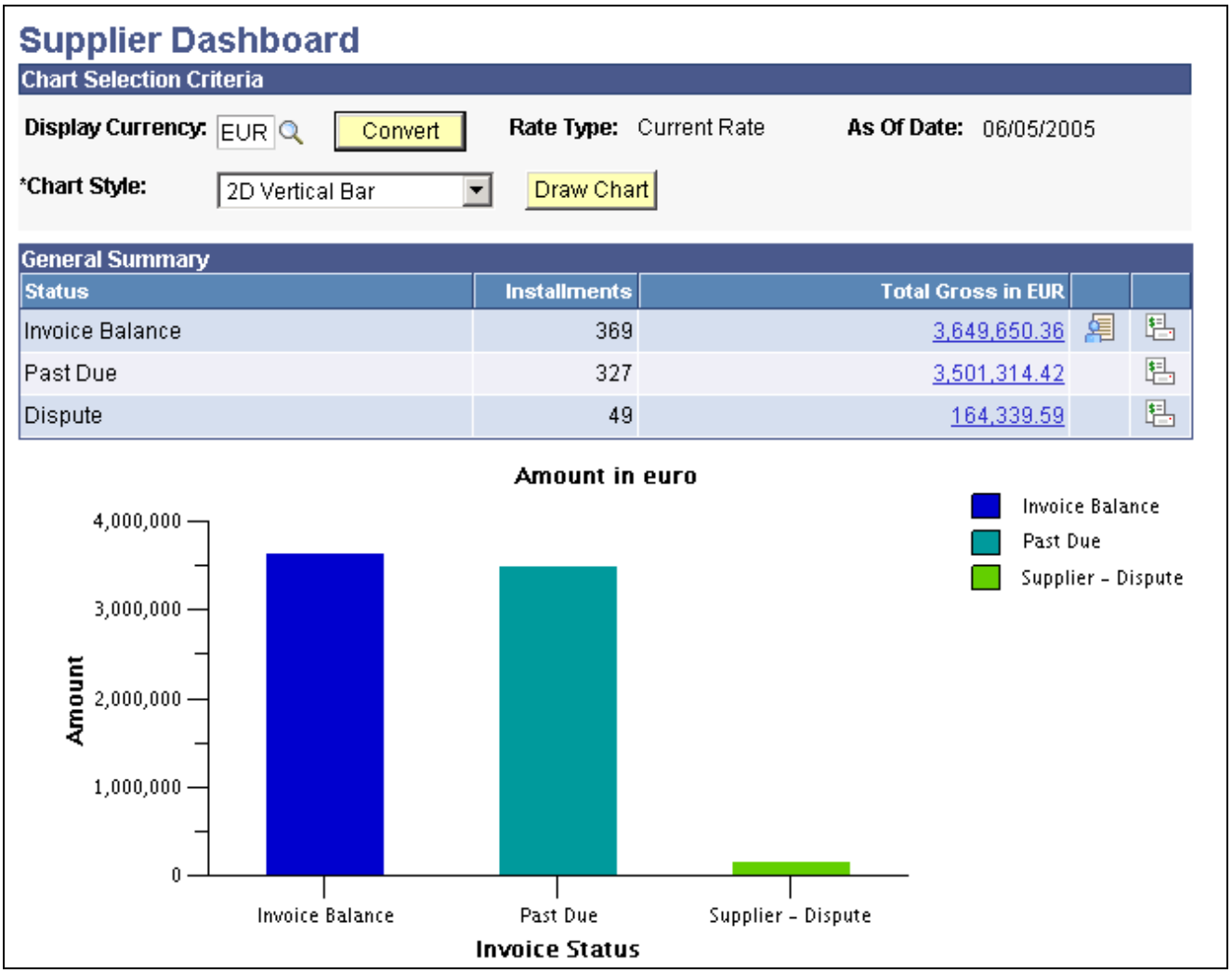
- View invoice activity summary.
- Review invoice activity.
- View aging balances.
- View customer balances.

Pages Used to Manage Invoice Activity and Aging Balances

Page Name	Object Name	Navigation	Usage
Supplier Dashboard	EM_SP_GENERAL	eSettlements, Supplier Dashboard, Supplier Dashboard	View general summary and graphed information regarding invoices, and view a summary of the last 10 payments.
Manage Bills - Invoice Inquiry	EM_SP_VCHR_INQUIRY	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry	Search for and review summary and detail invoice information. The invoices that appear are limited to invoices for suppliers whose information the user has permission to access.
Receivables Aging Balance - Inquiry	EM_SP_AGING_BAL	eSettlements, Invoices, Receivables Aging Balance, Receivables Aging Balance - Inquiry	For suppliers, view aging information based on the open receivables recorded in the system. Suppliers can also create various bar charts from this information.
Review Customer Balances - Inquiry	EM_SP_OUTBAL	eSettlements, Invoices, Review Customer Balances, Review Customer Balances - Inquiry	For suppliers, view customer balance information based on the open receivables recorded in the system.

Viewing Invoice Activity Summary

Access the Supplier Dashboard page.



Status	Installments	Total Gross in EUR
Invoice Balance	369	3,649,650.36
Past Due	327	3,501,314.42
Dispute	49	164,339.59

Supplier Dashboard page (1 of 2)

Last 10 Payments

Payment Date	Reference	Beneficiary Bank	Bank ID	Account #	Payment Amount	Curr	Status
06/03/2005	QQ3	BOA - BRANCH 1	012345672	012345672	100.00	USD	
06/02/2005	009019	BANK OF LA	012345672	012345672	500.00	USD	
06/02/2005	009017	BOA - BRANCH 1	012345672	012345672	20,070.00	USD	
06/02/2005	009018	BOA - BRANCH 1	012345672	012345672	10.00	USD	
06/02/2005	009024	BOA - BRANCH 1	012345672	012345672	10.00	USD	
06/02/2005	A1	BOA - BRANCH 1	012345672	012345672	100.00	USD	Cancelled
05/27/2005	000002	BOA - BRANCH 1	012345672	012345672	999,999.99	USD	
05/27/2005	000002	BOA - BRANCH 1	012345672	012345672	100,000.00	USD	
05/27/2005	TRDM04	BOA - BRANCH 1	012345672	012345672	14,300.00	USD	
05/27/2005	TRDM05	BOA - BRANCH 1	012345672	012345672	10,725.00	USD	

Supplier Dashboard page (2 of 2)

General Summary

This section provides a current invoice activity summary.

Status	Displays the description of the status. Options include: • Invoice Balance: All open documents— invoices, credit notes, and unapplied prepayments—with a vendor ID (supplier code) associated at the user security level. • Past Due: All past due open invoices included in the invoice balance amount. • Dispute: All open invoices included in the invoice balance amount that are on hold.
Installments	Displays the total number of invoice payment schedules for regular invoices, unapplied prepayments, and credit notes for each status line.
Total Gross in EUR (total gross in the selected display currency)	Displays the sum of the gross amount of the documents in each status. Click any amount to view detailed invoice information. **Note.** This column heading varies according to the display currency that you select.
	Click the View By Customer button to view current customer balance information by buyer (business unit).
	Click the View By Invoice button to view invoice details by status.

Note. A negative sign (–) precedes all credit note and unapplied prepayment amounts.

You can also view the information in any of five two-dimensional (2D) or three-dimensional (3D) chart styles. Select a Chart Style,then click the Convert button to redisplay the chart. When you pass the mouse-pointer over a chart status category in the actual chart, the installments value for that segment appears.

Last 10 Payments

Displays the last 10 payments created using the pay cycle process. Manual payments—such as a manual check—and external payments do not appear on this list.

Beneficiary Bank	Displays the payment recipient.

Note. After a buyer has cancelled a payment using the Cancel Payment feature, *Cancelled* displays in the last column adjacent to the payment.

See Also

Chapter 15, “Processing Payments,” Canceling Payments, page 190

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Processing Multiple Currencies,” Establishing Market Rates

Reviewing Invoice Activity

Access the Manage Bills - Invoice Inquiry page.

The buttons on this page are only available for invoices with one installment. If an invoice has multiple installments, select eSettlements, Invoices, Review Payment Installments, or click a Payment Installments button to view that information.

We discuss information on this and associated pages in the buyer Reviewing Invoices section.

See Also

Chapter 18, “Managing Invoices for Buyers,” Reviewing Invoice Details, page 219

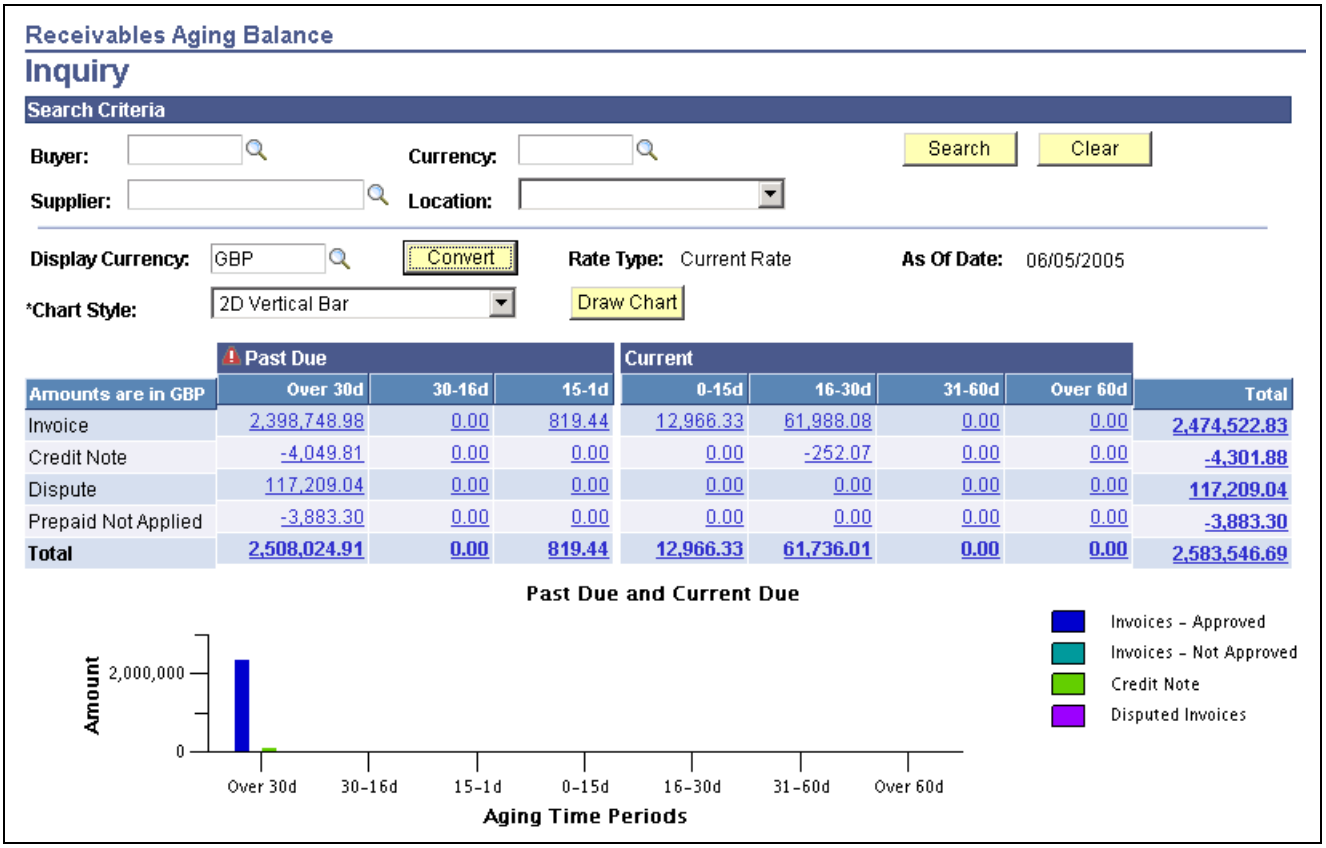
Chapter 18, “Managing Invoices for Buyers,” Viewing Electronic Invoices, page 217

Chapter 18, “Managing Invoices for Buyers,” Reviewing Invoices, page 208

Chapter 7, “Registering Suppliers,” Creating Suppliers, page 56

Viewing Aging Balances

Access the Receivables Aging Balance - Inquiry page.



Receivables Aging Balance - Inquiry page

The Receivables Aging Balance feature computes in real time the open invoices, credit notes, and prepayments paid. Only valid documents—invoices, credit notes, and prepayments—appear in the aging balances.

Note. When you first access this page, only the aging balances for the buyers to which you have access appear. You can specify search criteria to view the aging balance of a particular buyer or for a particular supplier and supplier location.

The delivered aging categories are fixed to quickly provide consistent, clear aging information.

Past Due and Current

The Past Due and Current grids show converted amounts for the different types of invoices, by aging date. Click any amount to view details about the invoices that comprise the amount.

Amount Type	Attributes
Invoice	• Positive regular invoices. • Not paid. • No hold payment enabled. • Valid (passed the Voucher Build process and in postable status). • Not cancelled or closed.
Credit Note	Negative amount invoices.
Dispute	Invoices with a disputed payment schedule.
Prepaid Not Applied	Prepayments that have been paid but not yet applied to the final invoice, by aging date. **Note.** Prepayment vouchers must be posted in Payables before they can be applied to an invoice.

Note. The graph incorporates only positive amounts from the Past Due and Current grids. Negative amounts are not included in the chart.

See Also

Chapter 18, "Managing Invoices for Buyers," Reviewing Payables Aging Balances, page 205

Viewing Customer Balances

Access the Review Customer Balances - Inquiry page.

Filter Options

You can narrow your search results or change the type of currency in which the amounts appear.

From Buyer and **To Buyer** Enter buyer IDs to select a range of buyers. Enter a buyer ID in the *From Buyer* field to select an individual buyer. If you leave these fields blank, the system selects all buyers.

Dispute Status Select *In Dispute* or *Not In Dispute.*

Display Currency Enter a currency type and click Convert to update the information.

Review Customer Balances

Amounts are shown in the display currency that you select.

Buyer Click a link in this column to view detailed invoice information for all invoices (regular and credit notes), regardless of the transaction currency for that buyer (business unit).

Gross Amount Displays the gross amount of transactions using the displaying currency for the corresponding buyer. Click a link in this column to view all vouchers for the amount's transaction currency and buyer (business unit).

Note. Prepayment vouchers must be posted in Payables before they can be applied to an invoice.

See Also

Chapter 18, "Managing Invoices for Buyers," Reviewing Supplier Balance Information, page 222

Inquiring About Invoices and Resolving Disputes

eSettlements provides several inquiry pages that enable you to examine the details associated with invoices. Much of the information on these pages is discussed elsewhere in this PeopleBook.

This section lists the pages used to inquire about invoices and resolve disputes.

Pages Used to Inquire About Invoices and Resolve Disputes

Page Name	Object Name	Navigation	Usage
Manage Bills - Invoice Details	EM_SSINVC_DETAILS	• eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a link in the Invoice column on the Manage Bills - Invoice Inquiry page. • eSettlements, Invoices, Review Customer Balances, Review Customer Balances - Inquiry Click a link in the Buyer column on the Review Customer Balances - Inquiry page. Click a link in the Invoice column on the Manage Bills - Invoice Inquiry page.	View comprehensive information for an invoice, including invoice line detail information.

Page Name	Object Name	Navigation	Usage
Review Purchase Orders - Purchase Order Detail	EM_PO_INQ	• Click a link in the PO (purchase orders) column on the Manage Bills - Invoice Details page. • eSettlements, Procurement Information, Review Purchase Orders, Review Purchase Orders - Purchase Order Inquiry Click a link in the PO (purchase order) column on the Review Purchase Orders - Purchase Order Inquiry page.	Review the associated purchase order information for an invoice line item.
Review Receipts - Receipt Detail	EM_RECV_INQ	• Click a link in the Receipt No (receipt number) column on the Review Purchase Orders - Purchase Orders Detail page. • eSettlements, Procurement Information, Review Receipts, Review Receipts - Receipt Inquiry Click a link in the Receipt Number column on the Review Receipts - Receipt Inquiry page.	Review the associated receipt detail information for a purchase order receiver line item.
Electronic Invoice	EM_VOUCHER_DISP	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a Bill Presentment button on the Manage Bills - Invoice Inquiry page.	View an electronic image of an invoice that the buyer is processing.
Cash Collection - Dunning Mail	EM_CC_MAIL_VW	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a link in the Over column on the Manage Bills - Invoice Inquiry page.	Review dunning email details. **Note.** This page is available for the Business Service Provider model only.
Manage Bills - Review Invoice Disputes	EM_VOUCHER_DISPUTE	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a Dispute Information button on the Manage Bills - Invoice Inquiry page.	Review and add comments to invoice disputes.

Page Name	Object Name	Navigation	Usage
Review Payment Installments - Inquiry	EM_SEL_PYMNT_INSTL	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a Payment Installment button on the Manage Bills - Invoice Inquiry page.	Review payment installment details.
Instant Messenger	EM_IM_SEC	Click the Discuss with IM link on either the Manage Bills - Review Invoice Disputes page or the Review Invoices - Review Invoice Disputes page.	Initiate discussion and discuss invoices with buyers.

See Also

Chapter 18, “Managing Invoices for Buyers,” Reviewing Invoices, page 208

Chapter 13, “Disputing Invoices,” Reviewing, Initiating, and Resolving Disputes, page 152

Chapter 9, “Processing Purchase Orders and Receipts in eSettlements,” Verifying Externally Received Purchase Order and Receipt Data, page 96

Chapter 18, “Managing Invoices for Buyers,” Viewing Electronic Invoices, page 217

Chapter 13, “Disputing Invoices,” Resolving Disputes Using Instant Messaging, page 156

Viewing Payment Information

Use the following inquiry pages to examine the detail associated with payments.

This section lists the pages used to view payment information.

Pages Used to View Payment Information

Page Name	Object Name	Navigation	Usage
Review Payments - Payment History	EM_BUY_PYMT_INQ	eSettlements, Payments, Review Payments, Review Payments - Payment History	Review payments received by the supplier.
Review Payments - Payment Reference	EM_PYMNT_INQ	Click a Reference column link on the Review Payments - Payment History page.	Review payment detail and advice information for a specific payment reference.
Invoices/Bills - Payment Reference	EM_PYMNT_INQ	eSettlements, Invoices, Manage Bills, Manage Bills - Invoice Inquiry Click a Payment Information button on the Manage Bills - Invoice Inquiry page.	Review payment detail and advice information for a specific payment reference.

See Also

Chapter 15, “Processing Payments,” Inquiring About Payments, page 188

Chapter 13, “Disputing Invoices,” Managing Disputes During Matching, page 155

Chapter 18, “Managing Invoices for Buyers,” Reviewing Invoices, page 208

Chapter 18, “Managing Invoices for Buyers,” Reviewing Scheduled Payment Installments, page 221

Calculating Days Sales Outstanding (DSO)

This section provides an overview of days sales outstanding (DSO) and discusses how to calculate DSO.

Understanding DSO

The DSO financial indicator shows both the age in days of an organization’s accounts receivables, and the average time it takes to turn those receivables into cash. The balance is expressed in terms of recent sales, and it is compared to industry and organization averages and standard selling terms.

Several methods exist for calculating DSO. The method discussed here follows the Dun and Bradstreet Receivables Management guidelines.

Regular DSO measures the time it takes to collect receivables. It reflects the organization’s internal collection efficiencies, and it requires three pieces of information for calculation:

- Total receivables for the period analyzed.
- Total credit sales for the period analyzed.
- The number of days in the period analyzed.

Here is the formula for the standard (regular) DSO calculation:

(Total Receivables / Total Credit Sales) × Number of Days = Regular DSO

Here is an example scenario:

- Total Receivables = 4,600,000 JPY
- Total Credit Sales = 9,000,000 JPY
- Number of days in period = 90

Here is the calculation:

(4,600,000 / 9,000,000) × 90 = 45 days

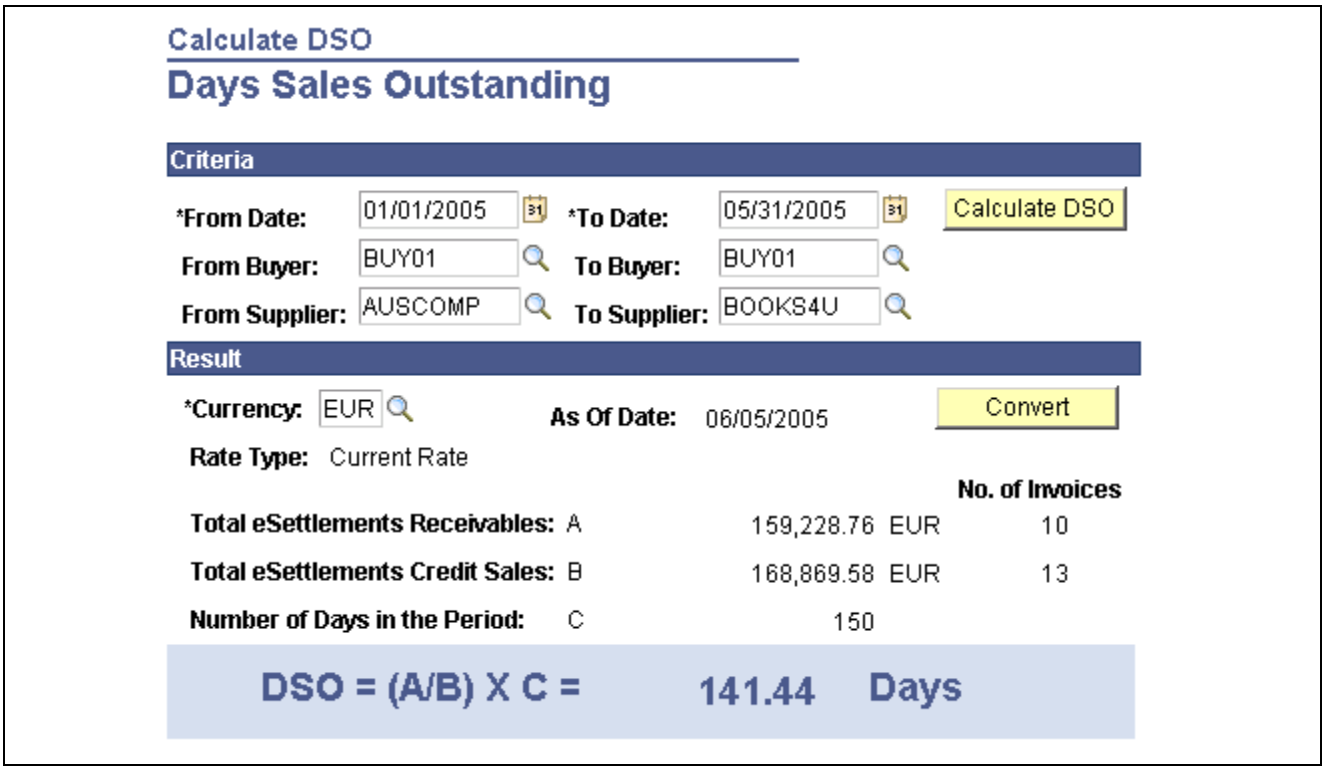
In this example, it takes 45 days (on the average) to collect the receivables.

Page Used to Calculate DSO

Page Name	Object Name	Navigation	Usage
Calculate DSO - Days Sales Outstanding	EM_DSO	eSettlements, Payments, Calculate DSO, Calculate DSO - Days Sales Outstanding	Specify criteria to calculate a DSO value.

Calculating DSO

Access the Calculate DSO - Days Sales Outstanding page.



Calculate DSO - Days Sales Outstanding page

Specify the criteria to have the system calculate the DSO. From and To dates are required.

Result

Total eSettlements Receivables	Displays the total of the unpaid invoices.
Total eSettlements Credit Sales	Displays the total of paid and unpaid invoices.
Number of Days in the Period	Displays the number of days between the from date and the to date selections (invoice date range).

CHAPTER 20

Managing Banners

This chapter provides an overview of banner management and discusses how to:

- Set up and add banners.
- Manage banners.

Understanding Banner Management

Banner management enables comprehensive management of advertising banner presentation and click stream tracking. Banners can be stored on your server, the exchange host server, or on a remote server using the URL of the GIF banner image file.

Banner management includes functionality to control display start and end dates, banner rotation, and user role-based presentation. Should a buying or selling entity not wish for its users to be presented banners, this feature can be deactivated on the buyer or supplier registration pages. In such cases only the default banner displays—a non-animated GIF file or simply a background color.

Setting Up and Adding Banners

To enable advertising banners to display on buyer and supplier pages, you must change the portal template for your organization's database.

We deliver a standard portal template that enables banner advertising.

This section discusses how to define banner templates.

Page Used to Set Up and Add Banners

Page Name	Object Name	Navigation	Usage
General Settings	PORTAL_REG_ADM	PeopleTools, Portal, General Settings, General Settings	Define template settings.

Defining Banner Templates

Access the General Settings page.

Default Template Name Select *EP_EM_MARKETPAY_TEMPLATE.* in the drop-down list box.

Object Owner ID Select *FMP* (eSettlements).

Node Name Select *ERP* (enterprise resource planning).

Default Template Name Select *Portal default template.*

Warning! You set up only the *ERP* node. Do not modify the other nodes in the grid.

Save the page, log out, and restart your web and application servers to make banners available for display.

Managing Banners

You can add or delete banners at any time, and the system records the information. Each time a user clicks a banner the system records the selection information as well. Click stream tracking information is a combination of the user and the banner that the user clicks. The system records users' banner clicks by inserting a row into the Banner Usage table (PS_BANNER_CLICK).

To manage banners, use the Maintain Banners component (EM_BANNER_ADMIN).

This section discusses how to:

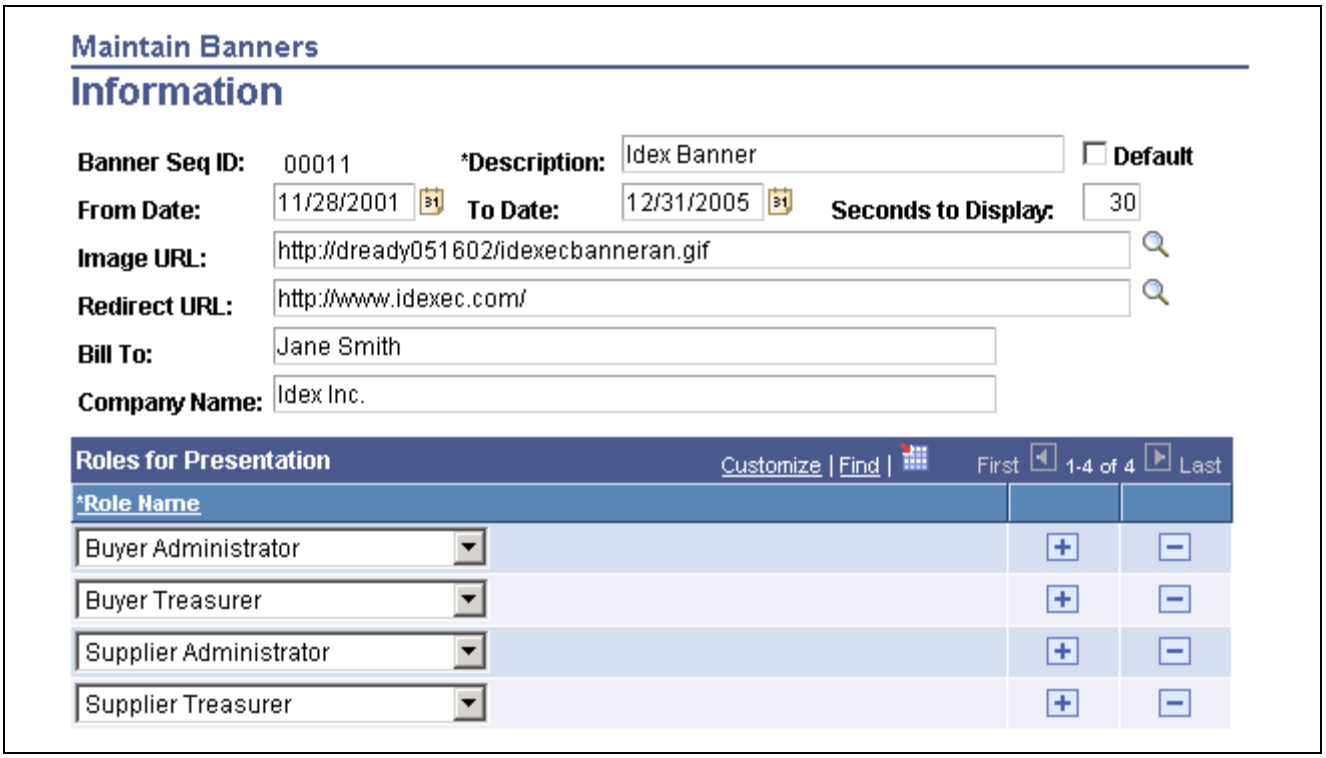
- Manage banners.
- Review banner activity.

Pages Used to Manage Banners

Page Name	Object Name	Navigation	Usage
Maintain Banners - Information	EM_BANNER_ADMIN	eSettlements, Administration, Maintain Banners, Maintain Banners - Information	Add or update banners.
Review Banner Usage - Click Stream Tracking	EM_BANNER_CLICK	eSettlements, Administration, Review Banner Usage, Review Banner Usage - Click Stream Tracking	View the click count of a particular banner.

Managing Banners

Access the Maintain Banners - Information page.



Maintain Banners - Information page

Banner Seq ID (banner sequence ID)	Displays the banner ID, numbered automatically if no selection is made when accessing the page.
Description	Enter the banner description.
Default	Select for the displaying banner to be the default banner. This is the default banner when the user is not in any other banners' target audience. The system automatically manages the sole default banner, and you must set up one default banner. To change the default, enter another banner ID and select its Default check box.
From Date	Enter the date the banner first becomes available to display.
To Date	Enter the last day the banner is available. If you don't enter a date, the banner doesn't expire.
Seconds to Display	Enter the amount of time elapsing before the displaying banner is replaced by the next. Banners display according to the banner sequence ID, and the system administrator can modify the display order.
Image URL	Enter the storage location for the banner URL.
Redirect URL	Enter the represented organization's web address as specified by the host administrator.
Bill To	Enter the organization represented by a given banner and thus billed for its management.
Company Name	Enter the organization represented by the banner.

Roles for Presentation

Add and select each Role Name to which banners are presented.

Reviewing Banner Activity

Access the Review Banner Usage - Click Stream Tracking page.

Review the banner view history, including the specific Date/Time Click.

For each banner this page displays the user, the date, and the time the user clicked a particular banner.

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.

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.

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.

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

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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