PeopleSoft®

PeopleSoft Enterprise Source to Settle Common Information 8.9 PeopleBook

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PeopleSoft Enterprise Source to Settle Common Information 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 Source-To-Settle Preface

This preface discusses:

- Common elements in this PeopleBook.
- Pages with deferred processing.
- Accessing information about tables accessed and updated by PeopleSoft procurement batch processes.

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.

Pages With Deferred Processing

Several pages used to set up PeopleSoft procurement options 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

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Application Designer

Common Elements Used in This PeopleBook

Description — Free-flow 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.

Language or **Language Code** — The language in which you want the field labels and report headings of the reports to print. The field values appear as you enter them.

Language also refers to the language spoken by an employee, applicant, or non-employee.

Process Frequency (group box) — Designates the appropriate frequency in the Process Frequency group box:

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

Always executes the request every time the batch process runs.

	Don't Run ignores the request when the batch process runs
Process Monitor	This link takes you to the Process List page, where you can view the status of submitted process requests.
Report ID	The report identifier.
Report Manager	This link 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).
Recipient's	Select to have a report print in the language defined for the recipient of the report.
Request ID	A request identification that represents a set of selection criteria for a report or process.
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	Each run control you create receives a unique run control ID. When you select a process from a menu, a search dialog box appears, asking for a run control ID. If you're in Add mode, enter a new ID for the run control you're about to define. If you're in Update/Display mode, enter an existing run control ID or press Enter and select from the list of available run control IDs.
Short Description	Free-flow text up to 15 characters.
Specified	Select to have a report print in the language that you specify in the Language field.
Status	Options include *Active* or *Inactive.* By linking status and effective date, you can retain historical information and plan future implementation. For auditing purposes, PeopleSoft encourages inactivating data that is no longer in use instead of deleting it.
User ID	The system identifier for the individual who generates a transaction.

CHAPTER 1

Getting Started with PeopleSoft Source to Settle Common Information

This chapter provides an overview of PeopleSoft Source to Settle Common Information and discusses:

- PeopleSoft Source to Settle integrations.
- PeopleSoft Source to Settle implementation.

PeopleSoft Source to Settle Integrations

This book includes information common to the following PeopleSoft applications:

- PeopleSoft Purchasing
- PeopleSoft Payables
- PeopleSoft eProcurement
- PeopleSoft Strategic Sourcing
- PeopleSoft Services Procurement

PeopleSoft Purchasing

Vouchers can be built from various sources in PeopleSoft Purchasing, including purchase order and receiver lines, evaluated receipt settlement (ERS) vouchers, return to vendor (RTV) transactions, and procurement card system vouchers. You can perform matching among vouchers, purchase orders, receivers, and inspection status to improve control and accuracy. You view related documents across the entire procure-to-pay process.

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

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Processing Batch Vouchers".

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running the Matching Process".

PeopleSoft Payables

The interaction of PeopleSoft Purchasing and PeopleSoft Payables data and processing enables you to match vouchers with all purchase order and receiver details, and to generate payments without waiting for invoices, using the Evaluated Receipt Settlement matching process. In addition, the PeopleSoft Payables voucher build process automatically generates invoices from Return to Vendor transactions and Procurement Card statements created in PeopleSoft Purchasing to streamline and centralize voucher creation. With instant access to all related current and historical procurement data, the procurement analysis tools enable you to view trends or track one item across all of procurement.

PeopleSoft Purchasing purchase order contracts and PeopleSoft Payables vouchers components are combined in one place within the system, providing full contract functionality through a single user interface.

Source to Settle Vendor Information

All applications in the Source to Settle business process use the Vendor component to create and maintain vendor information.

Implementing PeopleSoft Source to Settle Common Information

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

You can use also provides a component interface to help you load data from your existing system into PeopleSoft vendor tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

Component	Component Interface	Reference
VNDR_ID1	CUSTOMER_CI	See *PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook*, “Maintaining General Customer Information”.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the*PeopleSoft Enterprise Applications Fundamentals 8.9 PeopleBook*, with information about where to find the most current version of each.

See Also

“PeopleSoft Enterprise Source-To-Settle Preface,” page xxv

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Setup Manager

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Defining Procurement Options

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

- Define miscellaneous charges and landed costs.
- Define miscellaneous charges and landed cost templates.
- Define SpeedCharts.
- Define payment terms.
- Establish additional payment processing options.
- Define late interest charges.
- Define credit card issuers.
- Define vendor freight groups.
- Define ship to locations.
- Define origin codes.
- Prepare to dispatch by fax and email.
- Define inspection procedures.
- Define manufacturer IDs.
- Establish model relationships to manufacturers.
- Set up standard comments.
- Define account receivables integration options for vendor rebates.
- Create requisition change order templates.
- Create purchase order change order templates.
- Define change map templates.
- Define buyers.
- Define requesters.
- Use Requisition Loader defaults and overrides.
- Use purchase order Loader defaults and overrides.
- Define contract control parameters.
- Set up tax vendor product codes cross reference.
- Define vendor control parameters.
- Define vendor pay group codes.
- Define vendor conversation keywords.

- (USA) Enter vendor government certifications.
- Establish matching and document association options.
- Specify voucher build criteria.
- Define document tolerances.

Understanding Procurement Options

To define bank replacement rules, use the Bank Replacement Rules component (BANK_RPL_RULE_DEFN).

In addition to the tables that all PeopleSoft applications share, there are tables specific to PeopleSoft Payables and PeopleSoft Purchasing that form the foundation of the procurement system. Before you begin entering requisitions, purchase orders, or vouchers, you need to configure these tables to define the accounts payable and purchasing environments. Use the pages described in this chapter to configure these tables. Most of these pages can be found in the Set Up Financials/Supply Chain, Product Related, Procurement Options menu.

This chapter does not discuss all of the components found in that menu, however. The following table lists the procurement option components and pages that we discuss in the PeopleSoft Payables PeopleBook:

Component	Page Names	Chapter
Stamp Tax (APD_STAMP_TAX_COM)	• Stamp Tax • Stamp Tax Rule	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Processing Drafts”.
Define Aging Categories (AP_AGING_CYCLE)	AP Aging Cycle	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Reporting and Reconciling Open Liabilities”.
Bank Replacement Rules (BANK_RPL_RULE_DEFN)	Bank Replacement Rule	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Establishing Pay Cycles”.
Sight Codes (APD_SIGHT_CODE_COM)	Draft Sight Codes	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Processing Drafts”.
Reschedule Payments Conditions (SMT_SPLIT_CDTN_COM)	Reschedule Payments	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Using Additional Payment Processing Options”.
Voucher Origin (ORIGIN1)	• Accounting and Pay Options • Vouchering Options 1 • Vouchering Options 2 • Tax Options	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Organizing Vouchers with Origins and Control Groups”.
All within the Withholding menu.	All pages	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Organizing Vouchers with Origins and Control Groups”.

Component	Page Names	Chapter
All within the Reports menu.	All pages	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Payables Reports".
(USF) Regional Financial Code (RFC_CODE)	Regional Financial Code	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "(USF) Processing Payables for U.S. Federal Agencies".
(USF) Payment Schedule (SCHD_PYMNT_MTHD)	Payment Schedule Restrictions	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "(USF) Processing Payables for U.S. Federal Agencies".
(USF) Spending Region Installation (SPNDNG_REG_INST) (USF) Spending Region Definition (SPNDNG_REG_DFN)	Spending Region Install Option Spending Region Definition	See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "(USF) Processing Payables for U.S. Federal Agencies".

Defining Miscellaneous Charges and Landed Costs

To define miscellaneous charges and landed costs, use the Misc Charge/Landed Cost Defn component (miscellaneous charge and landed cost definition component) (CM_LC_COMPONENT).

This section discusses how to define miscellaneous charges and landed costs.

See Also

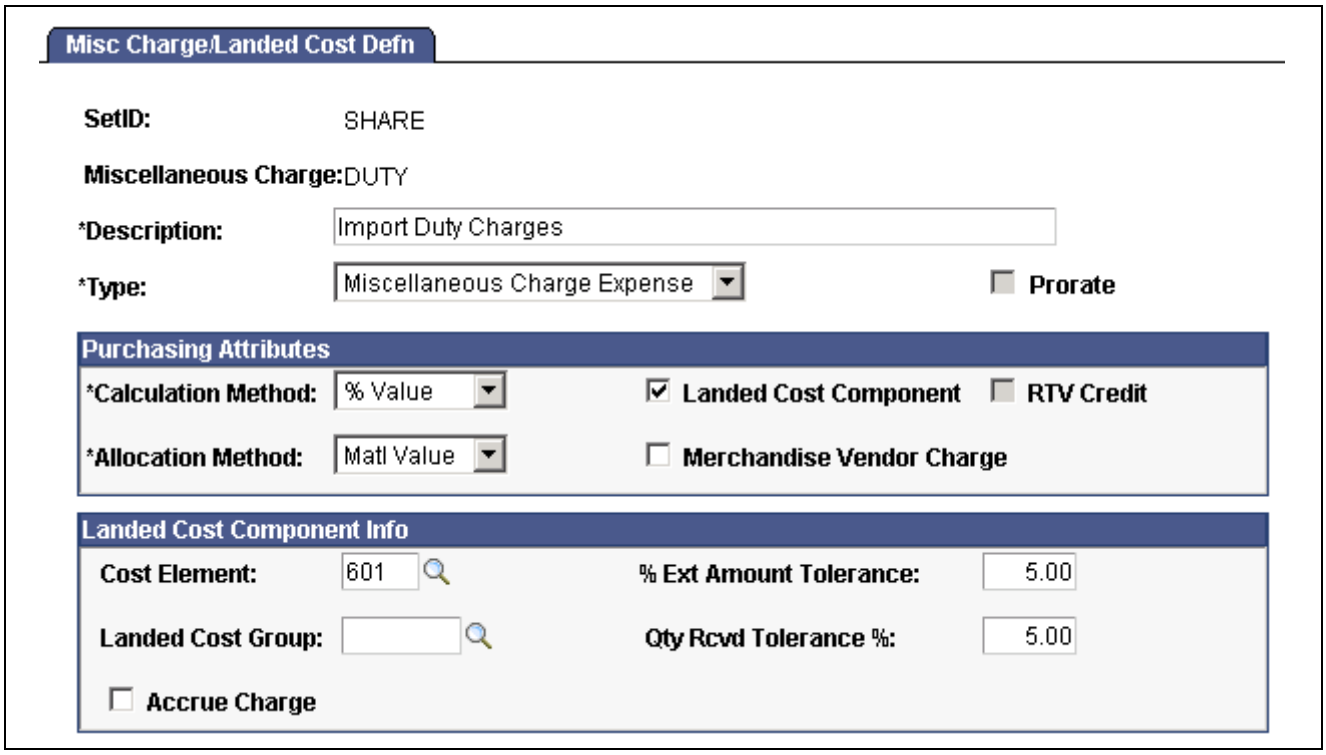
PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Miscellaneous Charges and Landed Costs"

Page Used to Define Miscellaneous Charges and Landed Costs

Page Name	Object Name	Navigation	Usage
Misc Charge/Landed Cost Defn (miscellaneous charge and landed cost definition)	CM_LC_COMPONENT	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Charge/Landed Cost Defn, Misc Charge/Landed Cost Defn	Set up miscellaneous charges, along with their purchasing attributes and landed cost component information.

Setting Up Miscellaneous Charges and Landed Costs

Access the Misc Charge/Landed Cost Defn page.



Misc Charge/Landed Cost Defn page (miscellaneous charge and landed cost definition page)

Type

Select a charge type for the miscellaneous charge. Values are:

Freight Expense: Freight charges calculated by the PeopleSoft Structure Freight/Transport menu.

Miscellaneous Charge Expense: Miscellaneous charges set up for PeopleSoft Purchasing item and category vendor relationships.

Sales Tax Expense: System-calculated sales tax that needs to be accounted for as a landed cost.

Use Tax Expense: System-calculated use tax that needs to be accounted for as a landed cost.

VAT Input Non-Recoverable (value-added tax input nonrecoverable): System-calculated VAT that needs to be accounted for as a landed cost.

Prorate

Select to prorate this miscellaneous charge among invoice lines according to the distribution proportions established on the purchase order schedule.

If you choose not to prorate the charge, and then subsequently choose to use the landed cost component, the system selects this option and renders the check box unavailable for entry. Non-prorated charges are written to a general ledger account as per the accounting entry template and are therefore not included as part of the landed cost component.

Purchasing Attributes

Calculation Method

Select a calculation method for the system to use to derive the charge when the charge is defined for an item or category. The calculation method determines the expected charge for the landed cost component. Values are:

% Value (percent of value): Miscellaneous charges are a percentage of the total value of the items.

Flat Amt (flat amount): Vendor charges a flat amount.

Free: No miscellaneous charges.

Freight: Vendor charges for freight costs.

Sales Tax: Default value when the charge type is set to *Sales Tax Expense.*

Unit Amt (unit amount): Miscellaneous charges are calculated by unit of measurement.

Use Tax: Vendor charges a system-calculated use tax. This is the default value when the charge type is set to *Use Tax Expense.*

VAT (value-added tax): The nonrecoverable portion of VAT is included in the inventory value. This is the default value when the charge type is set to *VAT Input Non-Recoverable.*

Volume: Miscellaneous charges are calculated by volume.

Weight: Miscellaneous charges are calculated by weight.

Allocation Method Select an allocation method for this miscellaneous charge. The system uses the allocation method to create line and schedule estimates when the landed cost component is attached to a purchase order header. Values are:

Matl Value (material value): Allocation estimates are based on the material value of the items.

Quantity: Allocation estimates are based on the quantity of items.

Volume: Allocation estimates are based on the volume of items.

Weight: Allocation estimates are based on the weight of items.

Landed Cost Component Select if the miscellaneous charges have a landed cost component. If you select this option, the system selects the Prorate and the Accrue Charge check boxes by default. The Prorate check box is then unavailable for selection because you cannot use the landed cost component without prorating the cost. The Accrue Charge check box remains active unless you also select the Merchandise Vendor Charge check box, in which case it is unavailable for selection. Also, when you select this check box, the fields in the Landed Cost Component Info group box become active.

RTV Credit (return to vendor credit) Select if you will receive credit from the vendor for these miscellaneous charges if you return any of the items. This check box is active only if the Merchandise Vendor Charge option is selected.

Merchandise Vendor Charge Select if the miscellaneous charges are typically charges by the merchandise vendor. If this check box is selected, the charge appears on the purchase order when it is dispatched to the vendor. Do not select this check box if the charge is typically billed by a third-party vendor. When you select this check box, the RTV Credit check box becomes active.

If you have selected the Landed Cost Component check box and subsequently select the Merchandise Vendor Charge check box, the system selects the Accrue Charge check box by default and makes it unavailable for selection. You cannot use the landed cost component and merchandise vendor charges without accruing the charges to an expense account.

Landed Cost Component Info

Cost Element Select a cost element for the miscellaneous charge. A cost element is a type of cost such as freight or handling costs.

Landed Cost Group Select the landed cost group to which this miscellaneous charge belongs. Landed cost groups are defined on the Misc Chg/Landed Cost Template page.

% Ext Amount Tolerance (percent extended amount tolerance) Select a total amount tolerance percentage. The tolerance amount is used to automatically close purchase orders and receipts for landed costs if the invoice amount is within tolerance of the purchase order amount.

Qty Rcvd Tolerance % (quantity received tolerance percent) Select a percent tolerance for received quantities. The tolerance is used to automatically close purchase orders and receipts for landed costs if the invoice quantity is within tolerance of the purchase order.

Accrue Charge Select if the miscellaneous charge is to be included in inventory value at putaway. If this check box is cleared, the charge is expensed upon invoicing.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Miscellaneous Charges and Landed Costs"

Defining Miscellaneous Charge and Landed Cost Templates

To define miscellaneous charge and landed cost templates, use the Misc Chg/Landed Cost Template component (miscellaneous charge and landed cost template component) (CM_LC_TEMPLATE).

This section discusses how to define miscellaneous charge and landed cost templates.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Miscellaneous Charges and Landed Costs"

Page Used to Define Miscellaneous Charge and Landed Cost Templates

Page Name	Object Name	Navigation	Usage
Misc Chrg/Landed Cost Template (miscellaneous charge and landed cost template)	CM_LC_TEMPLATE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Charges/Costs, Misc Chrg/Landed Cost Template, Misc Chg/Landed Cost Template	Group miscellaneous charge types in a single template. Use landed cost templates to conveniently apply groups of charges to a vendor item definition. Charges that are available for selection are defined on the Misc Charge/Landed Cost Defn page.

Defining SpeedCharts

To define SpeedCharts, use the SpeedChart component (SPEEDCHART).

This section provides an overview of SpeedCharts and discusses how to:

- Define SpeedCharts.
- Use multiple SpeedCharts with requisitions.
- Enter multiple SpeedCharts on requisitions.
- Use multiple SpeedCharts with purchase orders.
- Enter multiple SpeedCharts on purchase orders.

Understanding SpeedCharts

SpeedCharts greatly increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations. SpeedChart codes can be defined with multiple accounting distributions and are used by entering the SpeedChart code during data entry instead of the individual ChartField combinations.

The system automatically prorates accounting line amounts according to the proration percentages defined on the SpeedChart. You can define a skeleton SpeedChart where the total percentage is zero if you need to enter requisitions, purchase orders, or vouchers where the ChartField values are constant but the accounting line amounts vary.

For example, suppose that all departments in the organization use express mailing services, but the actual charge for any one department varies from month-to-month. In this case, a specific percentage does not apply to each distribution accounting line. When you use this type of SpeedChart, during data entry you supply the accounting line amounts. When needed, you can define SpeedCharts based on an item's unit of measurement weight rather than by percentage.

As another example, suppose that you set up a SpeedChart to define a distribution for equipment upgrade expenses so that each department is billed a percentage of the total amount. The system automatically prorates distribution line amounts according to the proration percentages defined on the SpeedChart. The distribution line with the largest amount receives any remainder caused by rounding the distributions. Once you set up the SpeedCharts, you can generate a report that displays information about the SpeedCharts.

It is important to understand the difference between PeopleSoft *SpeedCharts* and PeopleSoft *SpeedTypes*. PeopleSoft SpeedCharts enable you to group together and name an unlimited number of ChartField combinations, while PeopleSoft SpeedTypes enable you to assign a code to a single ChartField combination.

Vouchers, purchase orders, and requisitions use accounting information from the control hierarchy. This information is ignored when you use SpeedCharts.

See Also

Appendix A, "PeopleSoft Source to Settle Common Information Reports," page 361

Understanding Multiple SpeedCharts

Multiple SpeedChart functionality provides you with the ability to choose whether you want to override or append multiple SpeedCharts to existing ChartField values; existing single SpeedChart functionality always overwrites existing ChartField values. Use Multiple SpeedChart to automatically calculate distribution quantities, amounts, and percentages regardless of the selected distribution method; existing single SpeedChart functionality does not automatically calculate these values when distributing by quantity.

Page Used to Use SpeedCharts

Page Name	Object Name	Navigation	Usage
SpeedChart	SPEEDCHART	Set Up Financials/Supply Chain, Product Related, Procurement Options, Management, SpeedChart, SpeedChart	Define SpeedChart codes for frequently used ChartField combinations to increase data input efficiency by reducing the number of keystrokes.
Maintain Requisitions - Schedule	REQ_SCHEDULE	Purchasing, Requisitions, Add/Update Requisitions, Schedule	Specify multiple shipping schedules for each requisition line and define multiple distributions for each schedule.
Distribution Information	REQ_DISTRIB_DETAIL	Click the Distribution link on the Maintain Requisitions - Schedule page.	Enter distribution details for each requisition schedule. Define accounting distributions for each schedule. Assign internal delivery location, asset, project, and inventory information to distributions.
Maintain Purchase Orders - Schedule	PO_SCHEDULE	Purchasing, Purchase Orders, Add/Update Purchase Orders, Schedule	Specify ship to locations, quantities, due dates, comments, sales and use tax amount, miscellaneous charges, price adjustments, and multiple distributions to purchase order schedules.
Distributions	PO_SCHED_DISTRIB	Click the *Distributions* link from the Maintain Purchase Orders - Schedule page.	Define multiple distributions for a purchase order schedule.
Multiple SpeedCharts	RUN_POSPCHARTS_OL	Click the *Multi-SpeedCharts* link on the Distributions page.	Assign multiple SpeedCharts to a single purchase order schedule to create applicable distribution lines.

Defining SpeedCharts

Access the SpeedChart page.

Total Percent Indicates the total of the proration percentages that you selected for the SpeedChart lines.

Security Option

Universal (All Users) Select to make a SpeedChart available to all users.

One User Select to make a SpeedChart available to one user. When you select this option, enter a value in the adjacent field.

Permission Select a permission level that users need to have to access the designated SpeedChart. When you select this option, enter a value in the adjacent field.

Note. You must enter at least two ChartField distributions unless you use the Universal user, in which case you can enter a single ChartField distribution.

Definition

Enter Percentages Select to distribute cost by a percentage of the total amount. When you select this option, enter a proration percent value for each SpeedChart line.

Enter Weights Select to distribute cost by item unit of measurement weight. When you select this option, enter a proration weight value for each SpeedChart line.

UOM (unit of measurement) Select a unit of measurement for distributing cost by weight.

Using Multiple SpeedCharts with Requisitions

Access the Distribution Information page.

Open Qty (open quantity) If the Distribute by option is set to Qty, displays the quantity on the schedule available to be sourced to a purchase order.

Open Amt (open amount) If the Distribute by option is set to Amt, displays the amount on the schedule available to be sourced to a purchase order.

Multi-SpeedCharts Click to access the Multiple SpeedCharts page, where you can assign multiple SpeedCharts to a single requisition schedule.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Requisitions Online," Entering Distribution Information

Entering Multiple SpeedCharts on Requisitions

Access the Multiple SpeedCharts page.

Note. The field labels and values on this page adjust depending on the field value in the Distribute by field. If the field value is set to Quantity, fields reflect quantity-based values. If the field value is set to Amount, fields reflect amount-based values.

Distribute by Displays according to the Distribute by option selected on the Distribution Information page.

Values are:

Quantity: If the requisition distribution is distributed by quantity and the distribution is associated with an inventory item with applicable rounding rules, the distributed quantity is rounded to whole numbers. The quantity in the last distribution line generated for the SpeedChart may be a decimal or a whole number. If the distribution is not associated with an inventory item with applicable rounding rules, the quantity may be distributed as decimals or whole numbers.

Amount: If the requisition distribution is distributed by amount, the amount may be distributed as decimals or whole numbers.

Req Qty (requisition quantity) — If the Distribute by option is set to Quantity, displays the requisition schedule quantity.

Amount — If the Distribute by option is set to Amount, displays the requisition schedule amount.

Remaining Amount — If the Distribute by option is set to Amount, displays the requisition schedule amount remaining to be distributed. This is the Amount value less the sum of distributed amounts on the Distribution Information page and Multiple SpeedCharts page.

SpeedChart — Enter a SpeedChart value. You cannot enter duplicate SpeedChart values on this page.

Quantity to Distribute — If the Distribute by option is set to Quantity, enter the quantity you want to distribute using the selected SpeedChart.

Amount to Distribute — If the Distribute by option is set to Amount, enter the amount you want to distribute using the selected SpeedChart.

You can have the system automatically calculate SpeedChart distribution quantities and amounts, manually enter values, or use a combination of these options.

If you do not specify an associated quantity or amount in the Quantity to Distribute or Amount to Distribute field, the system populates distributions with ChartField values based on the selected SpeedChart and sets the distribution quantities, amounts, and percentages on the Distribution Information page to zero. This enables you to manually enter the data.

If you enter an associated quantity or amount, the system populates distributions with ChartFields values based on the selected SpeedChart and automatically calculates and populates the distribution quantities, amounts, and percentages on the Distribution Information page.

When you enter a SpeedChart and an associated quantity or amount for distribution, the system validates the quantity or amount entered. You cannot select the Append process option and enter a quantity or amount that is greater than the original remaining quantity or amount for the schedule. You cannot select the Overwrite process option and enter a quantity or amount that is greater than the quantity or amount for the schedule.

SpeedChart Process Options

Append Select to have the SpeedChart selections added to existing distributions. If selected, you can enter a total Quantity to Distribute or Amount to Distribute value up to the original remaining quantity or amount.

Overwrite Select to have the SpeedChart selections overwrite existing distributions. If selected, you can enter a total Quantity to Distribute or Amount to Distribute value up to the requisition schedule quantity or amount.

Using Multiple SpeedCharts with Purchase Orders

Access the Distribution page.

Multi-SpeedCharts Click to access the Multiple SpeedCharts page, where you can assign multiple SpeedCharts to a single purchase order schedule.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online," Creating Purchase Order Distributions

Entering Multiple SpeedCharts on Purchase Orders

Access the Multiple SpeedCharts page.

Note. The field labels and values on this page adjust depending on the field value in the Distribute by field. If the field value is set to Quantity, fields reflect quantity-based values. If the field value is set to Amount, fields reflect amount-based values.

Defining Payment Terms

To define payment terms, use the following components:

- Payment Terms Timing Codes (PYMT_TERMS_TIMING).
- Payment Terms - Single Payment (PYMT_TERMS_SINGLE)
- Payment Terms - Multi Payment (PYMT_TERMS_MULTI)

This section provides on overview of payment terms and discusses how to:

- Define payment terms timing codes.
- View payment terms by timing code.
- Calculate example payment due dates.
- Define single payment terms.
- View multipayment terms that use a single payment term.
- Define multipayment terms.
- Calculate example payment data for a payment term.
- View installment details for a multipayment installment.

Understanding Payment Terms

Payment terms are used to calculate net due date, discount due date, and discount amount calculations. You need to define the payment terms and timing methods that the system uses for vendor payments. The system supports percentage and fixed amount discount calculations. Payables uses these payment terms and timing methods to schedule payments for invoices and to calculate amounts remitted to vendors.

You can establish separate payment terms for single and multiple payments. Before you can establish the actual payment terms, however, you must define a payment terms timing for each time frame that you reference in the payments. You do this on the Payment Terms Timing Codes page. Once you have established timing codes, you can set up payment terms for single payments. Timing codes are directly referenced in single payment terms and must be defined as a prerequisite to defining single payment terms. Single payment terms are directly referenced in multiple payment terms, and likewise must be defined first.

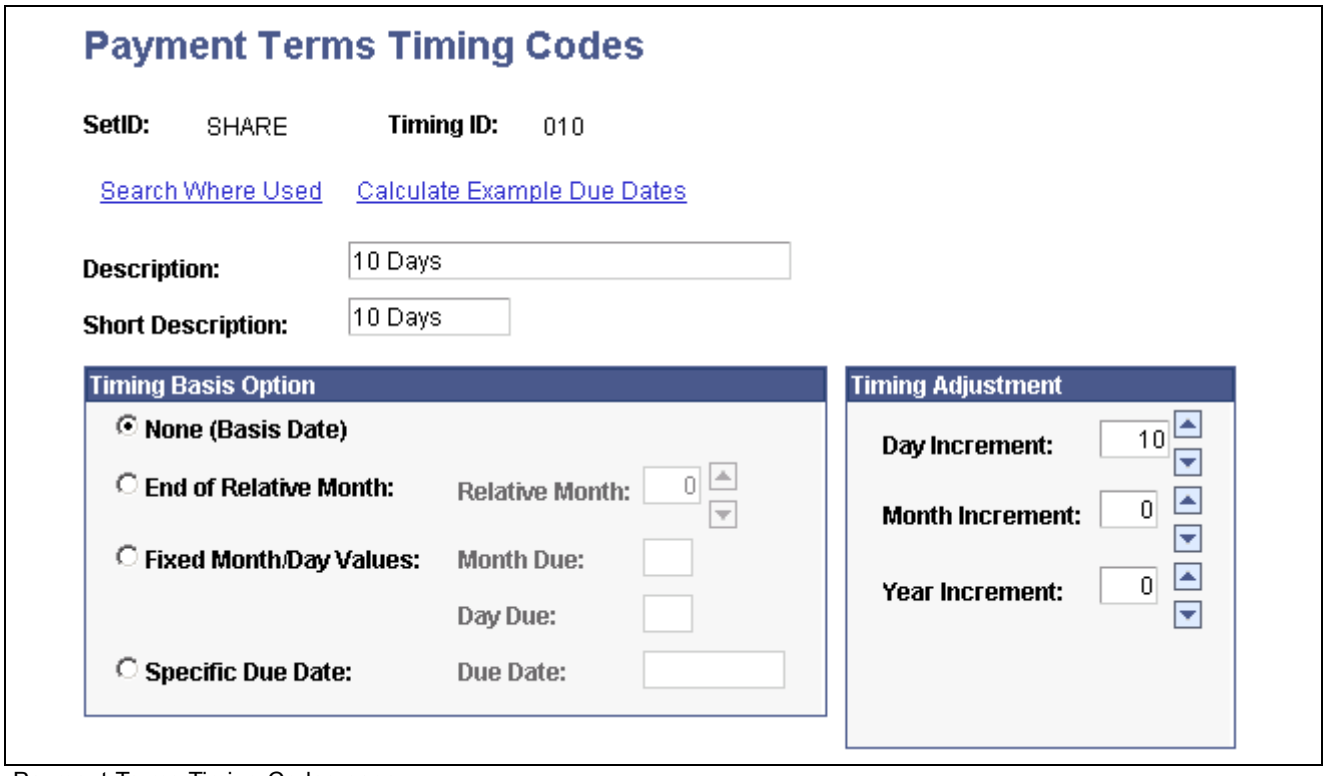
Pages Used to Define Payment Terms

Page Name	Object Name	Navigation	Usage
Payment Terms Timing Codes	PYMT_TERMS_TIMING	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Terms Timing Codes, Payment Terms Timing Codes	Define payment terms timing codes for each time frame that you reference in the payments. These codes define the number of days or months that must be added to the basis date to calculate the scheduled pay date.
Payment Terms Timing Codes - Search Where Used	TIMING_WHERE_USED	Click the Search Where Used link on the Payment Terms Timing Codes page.	View payment terms that use the timing ID.
Payment Terms Timing Codes - Calculate Example Due Dates	TIMING_CLC_DUE_DTS	Click the Calculate Example Due Dates link on the Payment Terms Timing Codes page.	Calculate the payment due date for the timing ID, based on the basis date that you enter.
Payment Terms - Single Payment	PYMT_TERMS_SINGLE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Terms - Single Payment, Payment Terms - Single Payment	Define valid payment terms for single payments. You enter payment terms using payment terms timing codes. You must have already defined at least one payment terms timing ID on the Payment Terms Timing Codes page.
Payment Terms - Single Payment - Search Where Used	SNGL_TRMS_WHR_USED	Click the Search Where Used link on the Payment Terms - Single Payment page.	View the multipayment terms IDs that uses the selected single payment terms ID.

Page Name	Object Name	Navigation	Usage
Payment Terms - Multi Payment	PYMT_TERMS_MULTI	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Terms - Multi Payment, Payment Terms - Multi Payment	Define multipayment terms by grouping single payment terms for payments split into multiple payments or installments. You enter multiple payment terms using two or more single payment terms. You must have already defined payment terms timing codes and single-payment terms.
Calculate Example Payment Data	MLT_TR_CLC_PAY_DTA, SNG_TR_CLC_PAY_DTA,	Click the Calculate Example Payment Data link on the Payment Terms - Single Payment page or the Payment Terms - Multi Payment page.	Calculate example payment data for the Payment Terms ID based on currency, gross amount or basis amount, and basis date. This enables you to perform a *what-if* examination of the effect of various parameter settings on the calculated result, before you save a particular term's definition.
Examine Installment Detail	EXMN_INST_DETAIL	Click the Examine Installment Detail button on the Calculate Example Payment Data page that you access from the Payment Terms - Multi Payment page.	View single payment data for scheduled multipayment installments based on gross amount, discount, and basis date parameters.

Defining Payment Terms Timing Codes

Access the Payment Terms Timing Codes page.



Payment Terms Timing Codes page

Use the Timing Basis Option and Timing Adjustment group boxes to specify timing options. The Timing Basis Option group box enables you to select a basic calculation approach. The Timing Adjustment group box enables you to fine tune this approach by adding or subtracting a fixed number of days, months, or years.

PeopleSoft supports these timing methods:

- Add days to the basis date.

  Select the timing basis option of None (Basis Date) and set the day increment counter to the number of days that you want to add. A variety of user-determined basis dates, such as the invoice date, are supported. You define these basis dates when you set up the Payables control hierarchy, and can override them on the voucher. In the example above, the timing code is defined as 10 days after the basis date.

  See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Setting Up Payables Business Units," Defining Payment Options.

- Add days and number of months to the basis date.

  Select the timing basis option of None (Basis Date) and set the day increment and month increment counters to the number of days and months that you want to add.

- Due on a specific day relative to the month.

  Select the timing basis option of End of Relative Month. Leave the counter at zero if the payment is to be made at the end of the month. Entering a value in the End of Relative Month field changes the month that is used. Entering a value in the Day Increment field adds days. For example, if you set the End of Relative Month counter to *-1* (designating the end of prior month) and enter *10* in the Day Increment field, a basis date of 7/26/00 gives you a due date of 7/10/00. The field values tell the application to calculate the due date by returning to the end of the previous month and adding 10 days.

- Due on a specific day.

Select Fixed Month/Day Values and select the month due and day due. The Day Due option enables you to specify, for example, end-of-quarter dates such as 03/31, without fixing the particular year value.

- Due on a specific date.

  Select Specific Due Date and enter the date.

Example of Using Timing IDs to Define Payment Terms

Suppose that you want to create timing IDs for the standard payment terms of 2 percent, 10 days, and net 30 days. First, establish a timing ID of 10 days, with a day increment of 10 days, and a timing ID of 30 days with a day increment of 30 days. Then, use these two timing IDs when defining the actual payment terms.

Or, suppose that you want to create a timing ID for payments due on the 15th day of the month. For this timing ID, select End of Relative Month as the timing basis option and set the counter to *-1* to indicate the last day of the prior month as the *start day* to which the relative day value of 15 is added. This ensures that the resulting date falls within the current month. Then, enter *15* in the Day Increment field.

Viewing Payment Terms by Timing Code

Access the Payment Terms Timing Codes - Search Where Used page.

Net Terms Occurrences Displays the number of times that the timing ID is used within the net calculation of the payment terms ID. This value is greater than one if the terms are split and a timing ID is used more than once. This is more likely to occur in the discount calculation than in the net.

Discount Terms Occurrences Displays the number of times that the timing ID is used within the discount calculation of the payment terms ID.

Calculating Example Payment Due Dates

Access the Payment Terms Timing Codes - Calculate Example Due Dates page.

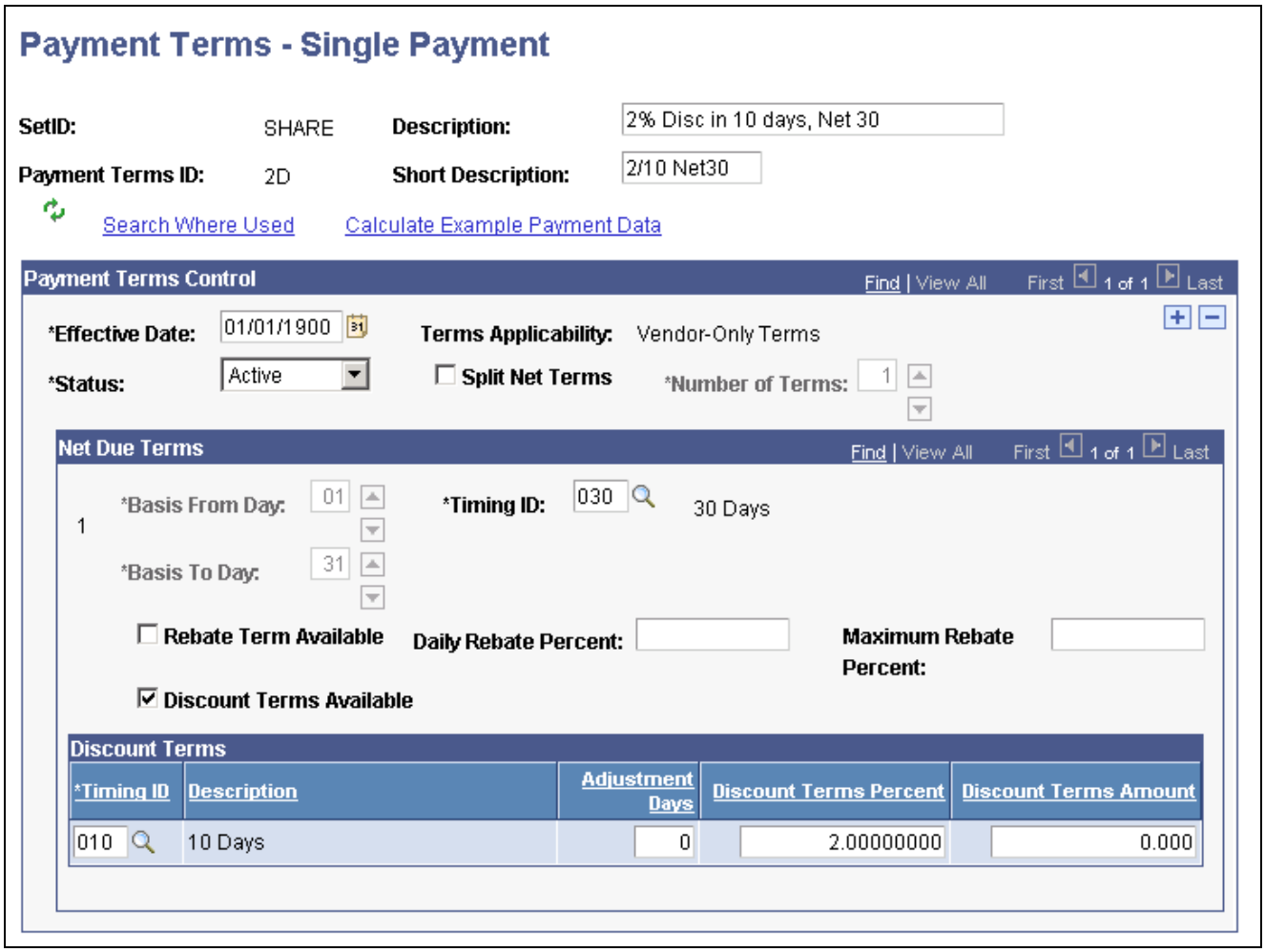
Basis Date Select the timing calculation basis date. The default value is the current date.

 Click the Calculate Due Date button to calculate the due date. The system calculates the due date and populates the Due Date field.

Due Date Displays the due date calculated based on the timing ID specified on the Payment Terms Timing Codes page and the basis date value.

Defining Single Payment Terms

Access the Payment Terms - Single Payment page.



Payment Terms - Single Payment page

Payment Terms Control

Terms Applicability Describes the customers or vendors to which these payment terms apply.

Split Net Terms Select to define payment terms that contain multiple net terms and any associated discounts. This allows for a variable due date depending on the invoice date.

For example, select this option to use one timing ID if the basis date is between the 1st and 15th, and another timing ID if the basis date is between the 16th and end of the month.

Split terms definitions enable you to set up variable net due date terms. There are terms that, depending on the basis date, result in more than one possible set of net or discount due dates.

Note. The split payment terms functionality cannot calculate staggered discount payments, which are graduated discounts that are based on a certain number of days past the invoice date (for example, a 2% discount when paid within seven days, then a 1% discount when paid within fourteen days, then zero discount when paid within thirty days).

Number of Terms Indicates the number of terms that apply to this single payment term. This field is available when you select the Split Net Terms check box.

Net Due Terms

Basis From Day Indicates the beginning day of the basis day range. The basis date's day value must be equal to or greater than this day, or the terms definition does not apply. This field is available when you select the Split Net Terms option.

Basis To Day Indicates the ending day of the basis day range. The basis date's day value must be equal to or less than this day, or the terms definition does not apply. This field is available when you select the Split Net Terms option.

Note. All available days, 1 to 31, must be accounted for in the basis from day and basis to day range.

Timing ID Displays the timing ID used to calculate the net payment due date for this day range within the single payment term.

Rebate Term Available Select if the terms you are defining include rebate terms. Rebate terms are calculated as:

Days payment precedes due date * Daily rebate percentage, not to exceed a maximum percentage of the amount due.

There are special edits performed when you enter vouchers with rebate terms.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments.

Daily Rebate Percent Enter the daily rebate percentage to be applied to the days the payment precedes the due date.

Maximum Rebate Percent Enter the maximum percentage of the amount due that is available as a rebate.

Discount Terms Available Select if the terms that you are defining include discount terms.

Discount Terms

Timing ID Displays the timing ID used for the discount portion of this single payment term.

Adjustment Days Displays the number of days used to adjust the discount due date for this single payment term. Use this field to define flexible discount terms by specifying either "basis date relative" or "due date relative" discount due dates. This is useful if the discount terms are often calculated as, for example, 2 percent for the first 10 days following the start-of-terms (basis) date, or 2 percent up to 10 days before the payment due date.

Discount Terms Percent Displays the discount percent that is applied to the invoice gross amount to calculate the discount amount.

Note. The discount is less nonmerchandise charges, freight, miscellaneous charges, and sales tax. In a value-added tax (VAT) environment, you may configure the system to include VAT in the amount upon which the discount is calculated.

Discount Terms Amount Displays the flat amount discount that is applied to the invoice. Entering a value in this field causes a constant amount to be used for the discount regardless of the invoice amount.

The discount terms amount value is applied using the transaction currency units defined for the voucher. The particular currency to use is not defined here, but is determined by context.

Viewing Multipayment Terms That Use a Single Payment Term

Access the Payment Terms - Single Payment page - Search Where Used page.

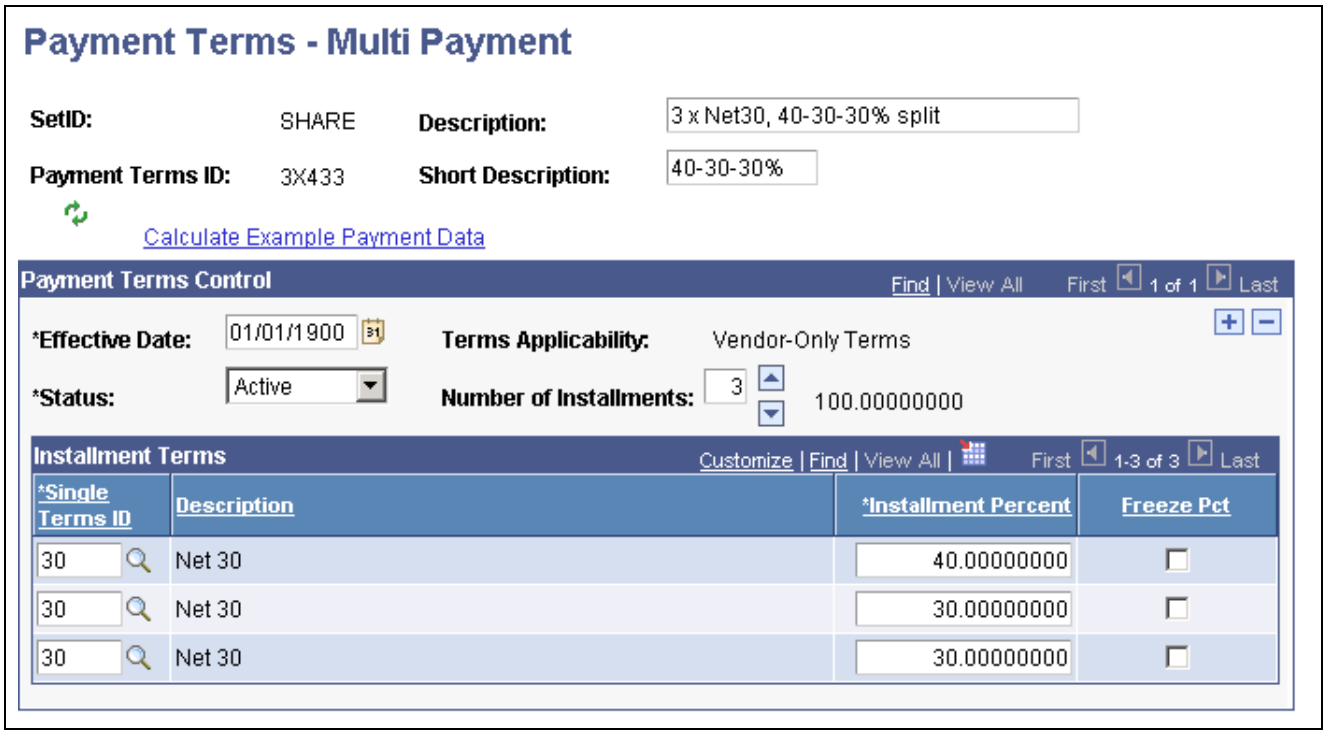
Multi-Payment Terms ID Displays the multipayment terms IDs that include the single payment terms you are searching on.

Number of Terms Displays the number of installments contained within the multipayment terms ID.

Number of Occurrences Displays the number of times that this payment terms ID is used within the multipayment terms.

Defining Multipayment Terms

Access the Payment Terms - Multi Payment page.



Payment Terms - Multi Payment page

Payment Terms Control

Terms Applicability Describes the entities to which these payment terms apply. For example, the value in this field can tell you if the terms apply to the vendor, the customer, or both.

Number of Installments Displays the number of installments for the multipayment terms.

Installment Terms

Use the Installment Terms grid to determine the installment terms. The calculated due date for each installment becomes the basis date for the next sequential installment.

Single Terms ID (single payment terms ID) Specify the single payment terms ID for each installment.

Installment Percent Change the installment percentage.

The system initially calculates the installment percentage based on the number of installments that you specify. For example, if you set the number of installments to 2, the system inserts two rows in the installment terms grid and sets the installment percent for each row to 50.000. You may change this value.

Freeze Pct (freeze percent) Select to freeze or set the installment percentage at the entered amount. Freezing the percentage prevents the system from trying to recalculate it.

The freeze percent settings are session-temporary only. They are not saved as part of the terms definition, but are only used during initial setup to help allocate the wanted percentage to each installment. For example, suppose that the display is initialized to two installments of 50 percent each.

To set up terms with three installments with a 40 percent/30 percent/30 percent split, entering 40 percent for the first installment automatically sets the Freeze Pct check box for it and results in 60 percent being allocated to the unfrozen second installment. From this point, you can increment the number of installments from two to three, and the *unfrozen* percentage is now split between the second and third installments.

Calculating Example Payment Data for a Payment Term

Access the Calculate Example Payment Data page.

Calculation Parameters

Currency Select the transaction currency. The currency selected affects the rounding decimal units for the calculated discount amount.

Gross Invoice Amount Displays the total payment amount to be scheduled for the voucher—for example, the gross amount owed to the vendor.

Terms Basis Amount Enter the terms basis amount. If the payment terms include a provision for discounts, you can use this field to simulate a mix of discount-applicable and nondiscount voucher lines by entering the total applicable amount here. The default field value is equal to the gross invoice amount value, meaning that the default is 100 percent discount-applicable. Select the Use Basis Amount check box to make this field available for entry, and enter a different value.

Use Basis Amount Select to make the Terms Basis Amount field available for entry, thus enabling you to override the default value.

Basis Date Select the basis date. The system populates this field with the current date by default.



Click the Calculate Example Payment Data button to calculate the payment data based on the values entered on the page.

Calculation Results

When accessed from the Payment Terms - Single Payment page, this grid is labeled Calculation Results - Single Payment Alternatives. When accessed from the Payment Terms - Multi Payment page, this grid is labeled Calculation Results - Scheduled Installments. The grids display payment and due date information based on the values entered in the Calculation Parameters group box calculated against values entered on the originating Payment Terms page.

Net Due Date Displays the net due date based on the basis date value and the terms defined on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page. The calculated due date for each installment becomes the basis date for the next sequential installment.

Net Amount Displays the net amount due based on the gross amount value calculated against any applicable discount terms entered on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page.

Discount Due Date Displays the due date for qualifying for a discount on the net amount based on the basis date and terms defined on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page.

Discount Amount Displays the amount of the discount based on the basis amount calculated against any applicable discount terms entered on the originating Payment Terms - Single Payment page or Payment Terms - Multi Payment page.



Click the Examine Installment Detail button to access the Examine Installment Detail page.

Viewing Installment Details for a Multipayment Installment

Access the Examine Installment Detail page.

Calculation Parameters

This group box displays the parameters you defined on the Calculate Example Payment Data page.

Calculation Results - Single Payment Alternatives

The Calculation Results - Single Payment Alternatives group box displays payment and due date information based on the values in the Calculation Parameters group box calculated against values entered on the originating Payment Terms - Multi Payment page.

Net Due Date Displays the net due date based on the basis date value and the terms defined on the originating Payment Terms - Multi Payment page.

Net Amount Displays the net amount due based on the gross amount value calculated against any applicable discount terms entered on the originating Payment Terms - Multi Payment page.

Discount Due Date Displays the due date for qualifying for a discount on the net amount based on the basis date and terms defined on the originating Payment Terms - Multi Payment page.

Discount Amount Displays the amount of the discount based on the basis amount calculated against any applicable discount terms entered on the originating Payment Terms - Multi Payment page.

Installment Number Displays the installment sequence assigned to this single payment.

Establishing Additional Payment Processing Options

To establish additional payment processing options, use the following components:

- Payment Handling Codes (PYMNT_HNDL_CD_PNL)
- Payment Messages (PYMNT_MSG)

This section discusses how to:

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

Pages Used to Establish Additional Payment Processing Options

Page Name	Object Name	Navigation	Usage
Payment Handling Codes	PYMNT_HNDL_CD_PNL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Handling Codes, Payment Handling Codes	Enter codes that indicate how to handle individual payments. Payment handling codes help determine the order in which payments are generated—typically they are used to determine the order in which checks are printed. You must enter at least one code for the system to process payments.
Payment Messages	PYMNT_MSG	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Messages, Payment Message	Enter standard payment messages for printing on payment advices.

Defining Payment Handling Codes

Access the Payment Handling Codes page.

Payment handling codes work with sequence numbers to determine the order in which payments get generated (that is, typically, the order in which checks get printed) within a pay cycle. Payments with the same handling code get generated together. A higher handling code sequence number causes a payment to be generated last; for checks this means that payments with handling codes of a higher sequence number are printed last and end up on the top of the pile.

Payment Handling Enter a payment handling code to indicate how you want to handle individual payments. PeopleSoft delivers the following codes, but you can add your own:

- *HD* (high dollar payment): This code identifies high-amount payments that typically require special approval or signatures; by assigning them a high sequence number—the delivered sequence number is *99*—high-amount checks will print last and therefore be on the top of the pile, where they can easily be extracted for approval and special signatures.

  Note. This code can apply to any currency, despite its name.

- *IN* (internal distribution): This code identifies payments to be distributed within the organization by interoffice mail.
- *PO* (route to purchasing): This code identifies payments to be routed to purchasing before being transmitted to vendors.
- *RE* (regular payments):

The payment handling code defaults onto the payment from the voucher origin associated with the user or the vendor, but it can be overridden on the voucher. When you set up bank accounts, you can define a high dollar amount that, when reached, causes the payment handling code on a voucher automatically to switch to*HD* (high dollar payment).

Sequence Number Determines the sort sequence of the payments generated.

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

Note. Typically, multiple scheduled payments to one vendor in a pay cycle are bundled into one payment. This is not the case when the scheduled payments have different payment handling codes. In the last instance, the system produces one payment for each handling code.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Processing Pay Cycles,” Payment Sorting

Establishing Standard Payment Messages

Access the Payment Messages page.

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

Description Enter a description for the payment message.

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

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Entering Payment Information for Vouchers

Defining Late Interest Charges

To define late interest charges, use the following components:

- Late Interest Charges (LATE_CHRG_TBL).
- Late Chrg Chartfield Override (late charge ChartField override) (LATE_CHRG_CF).
- Payment Reason Codes (PYMNT_REASON_CD).

This section provides an overview of late interest charges and discusses how to:

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

Understanding Late Interest Charges

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

Late interest charge calculation is primarily a U.S. federal feature.

Note. Late charges are calculated during pay cycle processing. They are calculated on the voucher gross amount and, once calculated, converted from the invoice currency to the payment currency, if necessary.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "(USF) Processing Payables for U.S. Federal Agencies," Calculating Late Interest Charges

Pages Used to Define Late Interest Charges

Page Name	Object Name	Navigation	Usage
Late Interest Charges	LATE_CHRG_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Late Interest Charges, Late Interest Charges	Define late charge interest rates.
Late Charge ChartField Override	LATE_CHRG_CF	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Late Interest Chrg Chartfields, Late Charge ChartField Override	For a particular Fund Code, replace particular ChartField values for the late interest charge distributions defined on the Accounting Entry Template and by inheritance.
Payment Reason Codes	PYMNT_REASON_CD	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Payment Reason Codes, Payment Reason Codes	Assign reason codes to late payments to explain why the payments are late.
Late Charge Information	LATE_CHRG_SBP	Click the Late Charge link on the Payments page in the voucher component.	Override late interest charge information for a voucher.

Defining Late Interest Charges

Access the Late Interest Charges page.

Interest and Minimum Amount

Interest Rate Enter the interest rate used to calculate late charges.

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

Penalty Check to indicate that this is a late charge assessed directly by the vendor. Such charges are reported in Section E (Other Penalties) of the Prompt Payment Report (APS2001).

Interest Calculation Days

Days in Year Enter the days in the year based on the business needs. Some organizations choose *365* but, for others, *360* is a better choice.

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

Max Pay Days (maximum pay days) Enter the maximum number of days the system computes interest.

Overriding Late Charge ChartFields

Access the Late Charge ChartField Override page.

Late charges are charged to late charge accounting entries generated by the late charge distribution defined on the Accounting Entry Template and by inheritance. You can override these distributions with other ChartField values for a particular Fund Code.

For example, if the budget has expired, you could override late charge ChartFields to hit an active budget. In this case, if you override the ChartFields, you must enter a budget start date, budget end date, and account. The additional ChartFields are optional for override.

Defining Payment Reason Codes

Access the Payment Reason Codes page.

Definition Option

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

System Applied Select to automatically inserts reason codes at the business unit definition level.

Reason Code Type

Early and **Late** Indicate whether this reason code applies to a payment that is early or one that is late.

Defining Credit Card Issuers

To define credit card vendors, use the ProCard Card Issuers component (CC_CARD_TBL).

This section discusses how to enter card issuer information.

Page Used to Define Credit Card Issuers

Page Name	Object Name	Navigation	Usage
Card Issuer	CC_CARD_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, ProCard Card Issuers, Card Issuer	Enter details about procurement/corporate card vendors and link the details to a vendor ID. The vendor ID controls the bank account and other important vendor attributes for that card provider. You must have already set up the vendor ID for the card provider in the Vendor Information component.
VAT Defaults Setup	VAT_DEFAULTS_DTL	Click the VAT Default link on the Card Issuer page.	Define VAT defaults for the card provider.
Card Issuer - Setup Prepayment ChartFields	CC_CARD_TBL_CF	Click the Setup Prepayment ChartFields link on the Card Issuer page.	Define prepayment ChartFields.

Entering Card Issuer Information

Access the Card Issuer page.

Credit Card Provider Record

AP Business Unit (accounts payable business unit) Select the PeopleSoft Payables business unit which the system will use to settle charges for this card provider.

Vendor ID Select the vendor associated with this corporate card provider. This is the vendor that is used for payment and posting purposes.

Vendor Location Select the vendor location for this card provider.

Corporate Number Enter a corporate number if the business uses corporate numbers to reference credit card vendors. The system uses this optional field for reporting and informational purposes.

Load Level 3 Data Select this check box to enable loading detailed transaction information from the card provider.

Bill Includes Tax (if applied) Select if the transaction amount on the bank statement includes a tax amount (tax inclusive). Based on this setting, the system can accurately calculate the merchandise amount and the tax amount, if the proper tax code or tax percentage is provided (either by the bank statement or by the employee performing the statement reconciliation).

If a bank captures the transaction amount and tax amount separately, or supports, captures, and provides level two (item information, tax information) and level three information (account information, charge code), then clear the Bill Includes Tax (if applied) check box.

Corporate card providers can support multiple levels of data capturing. Some credit card providers can single out taxes on the statement, and others simply include the tax in the total amount.

Bill Includes VAT (if applied) Select this check box if the transaction amount on the bank statement includes VAT.

VAT Default Click this link to access the VAT Defaults Setup page. Use this page to define VAT defaults for the card provider.

Notify Pending Reconciliation Enter the number of days after a billing cycle that users have to review and reconcile their statements before the system processes the Voucher Build Application Engine process (AP_VCHRBLD).

Expiration Grace Days Enter a grace period which you want to prevent card usage before the cards stated expiration date.

Prepayment Voucher Default

Create Prepayment Voucher Select this check box if you want to automatically stage a prepayment voucher when loading statements from this procurement card provider.

Prepayment Voucher Options Select the prepayment voucher option. Values are:

- *Auto Apply:* Select this option if we want to use the ChartFields from the accounting entry template for accounting for the prepayment asset, and you want all charges to this credit card vendor to draw down the prepayment balance.
- *Specify:* Select this option if the prepayment will use the ChartFields entered on the Card Issuer - Setup Prepayment ChartFields page. The prepayment will be assigned a unique identifier that will enable only the transactions from the same statement to draw it down.

Payment Terms ID Select the payment terms. The system will use this field to determine when based on the statement date the prepayment will be scheduled to pay.

Setup Prepayment ChartFields Click this link to access the Card Issuer - Setup Prepayment ChartFields page. Use this page to define prepayment ChartFields. This link is only available if you select the prepayment voucher option of *Specify*.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Managing Procurement Cards"

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

Defining Vendor Freight Groups

To define vendor freight groups, use the Vendor Freight Group component (PO_VNDR_FRT_GRP).

This section discusses how to create vendor freight groups.

Page Used to Define Vendor Freight Groups

Page Name	Object Name	Navigation	Usage
Vendor Freight Group	PO_VND_FRT_GRP	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, PO Vendor Freight Group, Vendor Freight Group	Create vendor freight groups by grouping vendor locations under a single freight group code.

Creating Vendor Freight Groups

Access the Vendor Freight Group page.

Vendor Freight Info

TRFT Rule Code (transportation and freight rule code) — Displays the TRFT rule code, which determines how the system calculates transportation lead times and freight charges.

Global — Select to apply the TRFT rule code to all the vendors. If you select this option, you don't need to fill in the Vendor Freight Group scroll area fields. All of the vendors are subject to the TRFT rule code that you select.

Defining Ship To Locations

To define ship to codes, use the Ship To Codes component (SHIP_TO_CODES).

This section discusses how to:

- Create ship to locations.
- Specify ship to location sales and use tax defaults and exceptions.
- Specify ship to location vendor order locations.

When you define the general options for the PeopleSoft system, you set up location definitions to store address information for the various locations of the organization. You can identify these locations as *ship to locations,* which are places where you receive goods from vendors.

You can assign ship to locations to PeopleSoft Purchasing requesters and buyers to create default shipping information for requisition and purchase order schedules. This default information passes through the system when you create transaction documents. For example, the system passes the requisition ship to location to the purchase order schedules when the requisition is sourced.

You can also update the PeopleSoft Purchasing user preferences to create default shipping information for requisitions and purchase orders.

In the PeopleSoft Purchasing system, the ship to location carries the sales and use tax (SUT) information, specifying how sales and use taxes are handled for items shipped to that location. Normally, the SUT is based on the ship to location or the ultimate use of the items. However, different geographic locations have different SUT regulations. For this reason, different locations and different items can be taxed at varying rates. PeopleSoft Purchasing enables you to indicate tax exception information for each ship to location. You can also specify various combinations of ultimate use, vendor location, item category, and item ID data that are either taxable or nontaxable. When you create a purchase order or voucher, the system uses the SUT default information to determine the appropriate tax rate. The system uses the data that most closely matches the purchase order schedule line or voucher line.

The ship to location also carries vendor order location information so that you can associate specific vendor locations with each ship to location. This enables you to order goods from the closest or preferred vendor location. For example, suppose that most of the offices are located on the East Coast of the U.S. You normally order from the vendor's New York location, but you also have one office on the West Coast. For this office, you might want to place the orders with the vendor's San Francisco location. To do this, specify a vendor order location for the San Francisco office.

Note. When you need purchased goods drop-shipped to a *one-time use* site that is not one of the existing locations, define a one-time ship to address on either the requisition or purchase order by using the One Time Address Default page (header-level) and the One Time Address page (schedule-level). Because you use this address only once, there is no need to create a new location or ship to location.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online," Entering Purchase Order Schedule One-time Address Information

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Requisitions Online," Creating One-Time Requisition Default Addresses

Pages Used to Define Ship To Locations

Page Name	Object Name	Navigation	Usage
Ship To Locations	SHIPTO_HDR	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Ship To Locations	Create ship to location IDs that designate existing location IDs as places where you receive goods from vendors. You must specify an existing location ID as the ship to ID.
ShipTo Sales/Use Tax Default	SUT_DFLT_TBL	Click the Sales/Use Tax link on the Ship To Locations page.	Specify default sales and use tax information for each ship to location. The sales and use tax rates are normally based on the final destination of the shipment (the ship to location). Indicate exceptions to the normal tax rate for each ship to location, and indicate whether the tax exception status is *Active* or *Inactive.*
ShipTo Vendor Order Location	SHIPTO_VNDR_LOC	Click the Vendor Order Location link on the Ship To Locations page.	Specify a vendor order location for a ship to location, and indicate the applicable sales and use tax for the vendor order location.

Creating Ship To Locations

Access the Ship To Locations page.

Ship To Details

Status Specify a status for this ship to location. The status takes effect on the effective date. Values are: *Active* and *Inactive.*

Distribution Network SetID Displays the distribution network setID for the ship to location. The distribution network setID identifies the entire distribution network.

Distribution Network Code Displays the distribution network code for this ship to location. The distribution network code identifies a subset of the entire distribution network.

Inventory Unit Displays the inventory business unit for this ship to location. The inventory business unit is where items shipped to the ship to location are actually stocked.

Receiving Business Unit Displays the default receiving business unit for use by the Receive Load process (PO_RECVLOAD).

Region SetID and **Region** Displays the region setID and region for this shipto location.

Send Expected Receipt Select to send purchase orders that you expect to receive at the ship to location to the location by using XML.

Copy to Transactions Select to copy delivery instructions text for this ship to location to the purchase order.

Send to Vendor Select to send delivery instructions text for this ship to location to the vendor.

Specifying Ship To Location Sales and Use Tax Defaults and Exceptions

Access the ShipTo Sales/Use Tax Default page.

Tax Exception

Exception Type Select an exception type. This field designates whether the ship to location is a tax exception. Options are:

Direct Pay: For this location, tax is paid directly to the tax agency rather than to the vendor.

Exempt: This location is not subject to sales or use tax.

None: This location does not have a tax exception.

Excptn End Date (exception end date) Displays the exception end date. Required if the exception type is *Direct Pay.*

Sales/Use Tax Exception Certif (sales and use tax exception certificate) Required if the exception type is *Direct Pay.* Applies to PeopleSoft, Taxware, and Vertex calculations.

Calculation Parameters

Calculation parameters are applicable only to Taxware and Vertex, providing these third-party tax applications with tax calculation rules for the ship to location. These applications use the GeoCode for the ship to location to apply these rules to the appropriate tax calculation algorithms. They may also use the GeoCode for the order acceptance location, ship from location, and (Taxware only), the place of order origin.

Include VAT Indicates that the VAT amount must be taxed and added to the net-extended amount before calculating SUT. This field is information-only. Tax applicability of VAT amounts is determined as part of VAT setup.

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

Include Freight Indicates that the freight amount must be taxed and added to the net-extended amount before calculating SUT. This option is used for Taxware only.

Include Discount Indicates that PeopleSoft calculates any applicable discount and passes the discount amount to Taxware or Vertex.

Include Misc Charges (include miscellaneous charges) Indicates that any other charges must be taxed and added to the net-extended amount before calculating SUT.

Sales/Use Tax Info

Use these fields to specify further tax information for the ship to location. The value in the Sales/Use Tax Applicability field must match the value in the Exception Type field as follows:

- If the exception type is *Direct Pay,* then SUT applicability must be *Direct Pay.*
- If the exception type is *Exempt,* then SUT applicability must be *Exempt.*
- If the exception type is *None,* then SUT applicability must be *Taxable.*

These rules apply to PeopleSoft, Taxware, and Vertex calculations. All values are copied to the payables voucher.

See Also

PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook, "Integrating with Sales and Use Tax Applications"

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)"

Specifying Ship To Location Vendor Order Locations

Access the ShipTo Vendor Order Location page.

Vendor Order Location

Vendor SetID — Displays the vendor setID. This field value determines the values available for the vendor ID.

Apply to All Vendors — Select to indicate that the SUT Flag option applies to all vendors.

Vendor ID — Displays the vendor ID. Only values for the selected vendor setID are available. This field determines the values available for the order vendor location.

Order Vendor Loc (order vendor location) — Displays the vendor order location that you want to associate with the ship to location. The vendor location that you select here is the primary attribute used for calculating item pricing.

SUT Flag (sales and use tax flag) — Designate the SUT applicability for the ship to vendor order location. Values are: *None, Sales,* and *Use.*

Defining Origin Codes

To define origin codes, use the Origin Codes component (PO_ORIGIN_CODES).

This section discusses how to define origin codes.

Origin codes identify places in the system from which transactions originate. For example, you can define origin codes to indicate online entry, fax, or email. You can also use these codes to identify departments or groups within the organization. Origin codes enable you to group the transactions, and they provide an additional level from which information can appear by default in transactions.

PeopleSoft Purchasing and PeopleSoft Payables share the same procurement origin code table. This enables the Payables Voucher Build process to build vouchers from PeopleSoft Purchasing receipts, non-purchase order receipts, purchase orders, and contracts, regardless of the origin code default values. Because these two applications share origin codes, PeopleSoft Payables is able to recognize default origin codes regardless of where they are set.

Page Used to Define Origin Codes

Page Name	Object Name	Navigation	Usage
Origin Codes	ORIGIN_PO	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, PO Origin Codes, Origin Codes	Create a code that identifies the originator of a transaction in the system.

Preparing to Dispatch by Fax and Email

To define fax cover letter, fax location, file location options, and purchasing dispatch configurations, use the Fax Cover (FAX_COVER), Fax Location (FAX_LOCATION), File Location (FILE_LOC), and Purchasing Dispatch Configuration (PO_DISP_CON) components.

The PeopleSoft Purchasing dispatch mechanism and setup procedures are universal to purchase orders, contracts, requests for quotations (RFQs), and RTVs. Dispatching these transactions by fax and email requires the additional setup steps discussed here. Dispatching by print, phone, and electronic data exchanges (EDX) does not require additional setup.

To set up the system to dispatch transactions by fax or email:

1. Access the File Locations page to set up valid file extensions and directory locations.
2. Access the Fax Location page to define the file extension to be used to create the fax control file.
3. Access the Dispatch Configuration page to specify the file extensions and, consequently, the output directories to be used for fax and email dispatch processes.
4. Access the Purchase Order Images page to set up the system to print a logo or signature on the purchase orders.
5. Access the Fax Cover Letters page to select the fax cover letters in the system to use when dispatching by fax.

Tips for Dispatching and Printing Transactions

The following may be setup issues:

- The entry in the SQRDIR set in the PSSQR.INI (Microsoft Windows environment) or PSSQR.UNX (UNIX environment) file must be correctly defined and pointed to the correct BINW where the Structured Query Report (SQR) executables are installed.

  PeopleSoft delivers an undefined (dummy) SQRDIR to enable you to install the SQRs in a location that best suits the configuration. If the SQRDIR is not pointing to the correct BINW directory, certain features will not work as designed. For example, comma-separated values files, enhanced HTM files, and Postscript files will not be produced correctly.

- If the output format is Postscript and the document is printing beyond the left margin, you may solve this problem by modifying the POSTSCRI.STR file located in the BINW.

  Modify POSTSCRI.STR as follows, to increase the left margin setting:

```
/lmarg LM 720 mul def   % Left margin
```

- The email dispatch method is designed to work with a Simple Mail Transfer Protocol (SMTP) gateway. The settings for the SMTP gateway have to be entered when you set up a Process Scheduler Server.

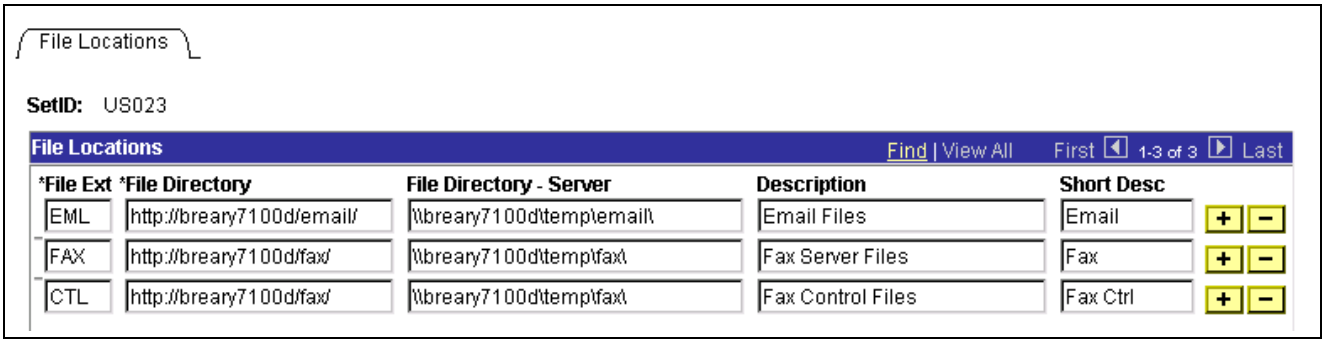
Pages Used to Prepare to Dispatch by Fax and Email

Page Name	Object Name	Navigation	Usage
File Locations	FILE_DIR_FS	Set Up Financials/Supply Chain, Common Definitions, File Locations and Images, File Locations	Define file locations by specifying the file extensions that you want the system to recognize. As part of defining file extensions, you can specify the file directory locations that the system searches to find attachments for the purchase orders, contracts, and so on. You can also specify file extensions that designate the email output, fax output, and fax control files. As part of defining these file extensions, you can define the file server directories where various dispatch processes create output files. Depending on the context of use, these file extensions are not necessarily conventional file extensions such as .DOC and .BMP, but can be any 3-character code that you use to recognize a file type.
Fax Location	FAX_LOCATION	Set Up Financials/Supply Chain, Common Definitions, Location, Fax Location	Set up fax locations by defining business-unit-level information that enables dispatch processes to construct appropriate dispatch fax numbers. The information defined on this page also enables dispatch processes to assign proper extensions to the fax control files that they produce.
Dispatch Configuration	PO_DISP_DEST	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Dispatch PO Configuration, Dispatch Configuration	Define dispatch configurations by entering information that enables the system to identify how to handle output files when you dispatch by either email or fax.

Page Name	Object Name	Navigation	Usage
Purchase Order Images	BUS_UNIT_PM_IMAGE	Click the Define Images link on the Purchasing Definition - Business Unit Definition page.	Define a file directory location for an image that you want to print on the purchase orders.
Fax Cover Letters	PO_FAX_COVER_LTRS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Fax Cover Letters	Define fax cover letters by selecting the fax cover letters in the system to use when dispatching by fax.

Defining File Locations

Access the File Locations page.



File Locations page

Throughout PeopleSoft applications, you can append various documents and other items—such as Microsoft Excel spreadsheets, ASCII files, or blueprints—as attachments. You can also route output from certain background processes, such as dispatching purchase orders, to a vendor using email, fax, or EDX. Please note that an external file—for example, a Microsoft Word document—that is attached to a purchase order is not included in the output file when that purchase order is dispatched or printed.

To use attachments, you must define the default locations, or file directories, for the documents that you use within the PeopleSoft system. You must also specify a server's location to route process output to the correct server.

You must set up a file location for each type of file that resides on a particular server. By categorizing file types and storing them in the same file directory, the system can easily locate the different types of files used as multimedia attachments or for server processing.

The file extensions that you define here are used for retrieving file directory information for the defined file types. This information is not used by PeopleSoft Purchasing dispatch processes to determine the file extensions of the output files that they create.

The actual extensions of the output files created by the dispatch processes are based on the output format that you specify for the dispatch on the Process Scheduler Request page. For example, if you select an output format of *HP, LP, PS,* or *OTHER,* the system creates the output file with a .LIS file extension.

File Ext (file extension) Specify the file extension for each type of attachment. Depending on the context of use, these file extensions are not necessarily conventional file extensions such as .DOC and .BMP, but can be any 3-character code that you use to recognize a file type. For example, enter *DOC* for Microsoft Word document files and *BMP* to designate bitmap files. You can also enter *FAX* to

designate fax output files or *CTL* to designate fax control files. This value serves as the primary key.

The actual file extensions for output files for faxes and emails are ultimately determined by the format that you select for the dispatch on the Process Scheduler Request page.

File Directory

Enter the location path to be used by PeopleSoft Purchasing online page PeopleCode to determine where to retrieve file attachments. This is the directory where the file attachments for purchase orders, contracts, and so on are stored.

Use this syntax to define the file directories: http://host_name/folder_name/. Be sure to include the last slash (/). The actual file directory that http://host_name is translated into is determined by the web server that you install along with its configuration.

For example, for a Microsoft IIS web server, http://host_name is translated into *C:\Inetpub\wwwroot* by default.

For an Apache web server, the translation of http://host_name is determined by the content of the httpd.conf file. If there is no Alias directive specified in this file, then the entry for DocumentRoot is used, which is normally C:\Program Files\Apache Group\Apache\htdocs\. If there is an Alias directive specified, then the translation is based on the entry for the corresponding Alias entry. For example, with Alias /image/ftp/pub/image, a request for http://host_name/image/pslogo.gif causes the server to return the file /ftp/pub/image/pslogo.gif.

The folders specified as file locations need to be designated as shared folders in order for them to be accessible to users over a browser.

For network (LAN) file directories, directory formats include:

- file:\\psh-storwks-01\SRMsupport\customers\
- file:\\\psh-storwks-01\SRMsupport\customers\
- file://c:/user/attachments
- file:///c:/user/attachments

File Directory - Server

Enter a location path to a file server directory where you want dispatch processes to save the output files that they create. This is the file server directory where the POPO005.SQR (PO Dispatch), POCNT100.SQR (Contract Dispatch), PORFQ01.SQR (RFQ Dispatch), and PORT001.SQR (RTV Dispatch) SQR dispatch programs create output files. The value in this field is used primarily by PeopleSoft Purchasing dispatch processes.

Use this syntax to define these file server directories for the Microsoft Windows environment: \\server_name\folder_name\. Be sure to include the last slash (\).

If the PeopleSoft Process Scheduler server and output directory are on the same computer, use this syntax to define the file server directories: c:\folder_name\. Be sure to include the last slash (\).

The folders specified as file locations need to be designated as shared folders in order for them to be accessible to users by browser.

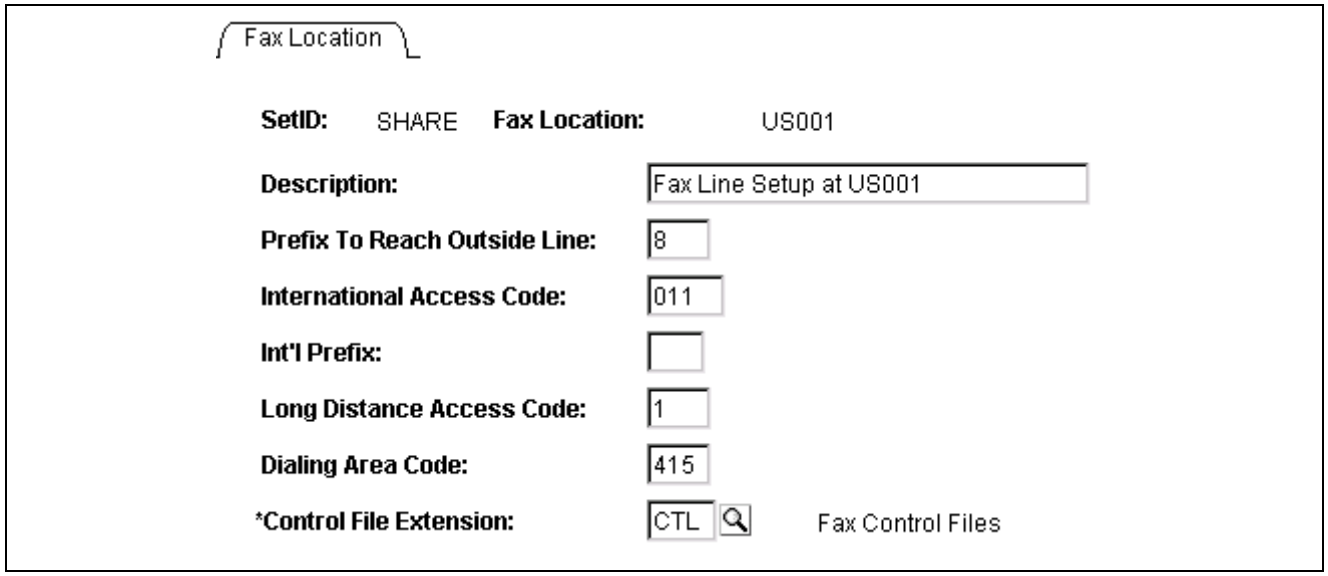
The fax control file is always written to the same file location as the fax output file. Although you can specify a different file location for the fax control file, it will be ignored. You can specify the file extension for the fax control file on the Fax Location page.

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler

Setting Up Fax Locations

Access the Fax Location page.



Fax Location page

You can fax documents directly from within PeopleSoft applications. You can also route output from certain background processes, such as dispatching purchase orders, to a vendor by way of fax.

To fax documents, you must define the business-unit-level information that enables dispatch processes to construct appropriate dispatch fax numbers, and assign proper extensions to the fax control files that they produce.

When you send a fax to a vendor, the system compares the location information with the vendor's telephone information, to determine which parts of the fax number to ignore and which additional numbers to dial. You enter vendor fax information on the Phone Information page in the Vendor Information component.

Control File Extension Designate the file extension to be used for the fax control files. The directory for the fax control file is based on the directory defined for the fax output file. The fax control file is always created in the same file directory in which the fax output file is created. The output directory for the fax file is defined on the Dispatch Configuration page.

A fax control file contains the information necessary to send a fax, such as which files to send, dialing instructions, and telephone numbers to dial. The file extension that you enter must have first been defined on the File Locations page.

Defining Dispatch Configurations

Access the Dispatch Configuration page.

With PeopleSoft Purchasing, you can phone in the purchase orders or other transactions, you can print and mail them to the vendors, or you can use email or fax to dispatch them. If you are dispatching by email or fax, you need to set up one dispatch configuration for each of the setIDs.

This dispatch configuration specifies the file extensions to be used to derive the file directory locations to use for the creation of email and fax output files. The system matches the output file extensions that you define on this page with the File Directory - Server field values that you defined on the File Locations page, to determine which file directory to use.

For faxing, you also need to designate the fax server and extension that identifies the fax cover letter.

Email File Extension Select the 3-character code that identifies the email output files. This code is used to derive the file directory location to be used when creating the email output file. These file directory locations are defined on the File Locations page.

When processing for email, the dispatch programs use the value entered here (combined with the selected setID) to search the PS_FILE_DIR_FS table for the FILE_DIR_SERVER field to determine the directory in which to create the output file.

The actual file extension of the output file is determined by the output format selected on the Process Scheduler Request page. For example, if the selected output format is *PDF,* then the file extension assigned is .PDF. If the selected output format is *HP,* then the file extension assigned is .LIS.

FAX Server Setup

Use the FAX Server Setup group box to define the setup information for dispatching by using a fax server.

Fax Sender Enter the fax server name. This value appears in the From field in the fax control file.

File Extension Select the 3-character code that identifies the fax output files. This code is used to derive the file directory location to be used when creating the fax output file. These file directory locations are defined on the File Locations page.

When processing for fax, the dispatch programs use the value entered here (combined with the selected setID) to search the PS_FILE_DIR_FS table for the FILE_DIR_SERVER field, to determine the directory in which to create the output file.

The actual file extension of the output file is determined by the output format selected on the Process Scheduler Request page. For example, if the selected output format is *PDF,* then the file extension assigned is .PDF. If the selected output format is *HP,* then the file extension assigned is .LIS.

Cover Letter File Extension Enter the extension that identifies the fax cover letter files. The dispatch programs join the cover letter file name that you specify on the applicable run control page with the selected cover letter file extension. The dispatch program then writes the combined information to the fax control file. Determining the value to enter in this field, as well as which cover letter file name to use, is mainly determined by the fax software that you use.

For example, with some fax software packages, you cannot use just any document as a cover letter, but rather the software provides you with tools to create a set serialized cover letter managed by that software. In this case, you can use the serial number as the cover letter file name and leave the cover letter file extension blank.

Fax Location Enter the business unit where the fax server is set up. Fax locations are defined on the Fax Location page.

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler

Defining Fax Cover Letters

Access the Fax Cover Letters page.

If you create fax cover letters in the system, you can identify them with file names and descriptions. When you dispatch purchasing transactions by fax, you can specify the fax cover letter that you want to use by selecting one of the short descriptions defined on this page.

List of Fax Cover Letters

Use the List of Fax Cover Letters group box to identify the fax cover letters in the system that users can select from when dispatching purchasing transactions by fax.

Short Desc (short description) and **Description** Enter short and long descriptions of the fax cover letter. Users can search by the short description and use the long description to verify that they have located the cover letter that they want to use.

File Name Enter a distinct file name for the fax cover letter files that the business uses. Do not include the file extension in the file name. You can create as many cover letter files as you want.

The dispatch programs join the cover letter file name that you specify on the applicable run control page with the selected cover letter file extension. The dispatch program then writes the combined information to the fax control file. The value to enter in this field, as well as what cover letter file extension to use, is mainly determined by the fax software that you use.

For example, with some fax software packages, you are unable to use just any document as a cover letter, but rather the software provides you with tools to create a set serialized cover letter managed by that software. In this case, you can use the serial number as the cover letter file name and leave the cover letter file extension blank.

Defining Inspection Procedures

To define inspection routings, use the Inspection Routing component (ROUTINGS).

Inspection routings are sets of inspection instructions for receiving users. You can assign inspection routings to specific items in the Item table. Receiving users see the inspection instructions when they receive those items. For example, if you often purchase an item made to precise specifications, inspection routings enable you to define procedures for verifying the acceptability of received quantities of that item.

You identify each routing with an inspection ID and define any number of instructions for it. For each instruction, you can also create any number of effective-dated inspection instructions.

Page Used to Define Inspection Procedures

Page Name	Object Name	Navigation	Usage
Inspection Routing	ROUTING	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Inspection Routings, Inspection Routing	Specify procedures for receiving users to inspect items in the item table for acceptability.

Specifying Inspection Procedures

Access the Inspection Routing page.

Batch Sequence

Batch Sequence Designate the order in which inspection instructions should be performed. The system automatically increments the sequence numbers in the order that they are entered. You can override this sequence by entering a new number for any instruction and saving the changes. The system reorders the inspection instructions in sequential order the next time that you access the page.

Inspection Status

Run Time Indicate the estimated time required for the inspection operation.

Operation Time Type Specify the inspection quantity on which the runtime value is based. Values are:

Per Unit: Indicates that the inspection operation runtime is based on inspection of a single item.

Per Batch: Indicates that the inspection operation runtime is based on inspection of a batch of items, such as a representative sample from an entire shipment.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Inspecting Received Items"

Defining Manufacturer IDs

To define manufacturers, use the Manufacturer component (MANUFACTURER).

This section discusses how to create manufacturer IDs.

PeopleSoft Purchasing can link items to multiple manufacturers by using the manufacturer ID and the manufacturer's item ID.

This optional feature is useful for items that you purchase that are produced by more than one manufacturer. If you choose to establish manufacturer IDs, you can assign them to items so that they appear as default values on purchasing transactions. Alternatively, you have to manually specify the manufacturer on the purchasing transaction.

Page Used to Define Manufacturer IDs

Page Name	Object Name	Navigation	Usage
Manufacturer	MANUFACTURER	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Manufacturer	Create manufacturer IDs for the manufacturers of items that you purchase.

Creating Manufacturer IDs

Access the Manufacturer page.

Default UPN Type Code Assign a default UPN type code. A manufacturer may use more than one type of UPN. Typical practice is for a manufacturer to use one type of UPN most of the time.

See Also

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Working with Items," Using Universal Item Identifiers

Establishing Model Relationships to Manufacturers

This section lists the page used to establish model relationships to manufacturers.

See Also

Chapter 2, "Defining Procurement Options," Defining Manufacturer IDs, page 42

Page Used to Establish Model Relationships to Manufacturers

Page Name	Object Name	Navigation	Usage
Manufacturer Model Relation	MFG_MODEL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Manufacturer Model Relation	Establish the relationship of models to manufacturers.

Setting Up Standard Comments

To set up standard comments and standard comment types, use the Standard Comments (STANDARD_COMMENTS) and Standard Comment Type (STD_COMMENT_TYPE) components.

This section discusses how to set up the standard comments.

You can record frequently made comments as *standard comments,* which you can conveniently add to purchasing transactions. To set up standard comments:

1. Define comment type codes to identify the types of comments.
2. Define standard comments for each comment type.

For example, you can define a standard comment type of *SHP* for specific shipping instructions, and then enter each of the standard shipping comments under that comment type. On the Purchase Order Comments page, you only need to enter *SHP* in the Std Comment Type (standard comment type) field, and then select the appropriate comment ID from the list of standard shipping comments.

You can use this feature to set up the organization's terms and conditions as a standard comment, so that they are available for selection on the Purchasing Definition - Business Unit Definition page. This terms and conditions comment can be printed upon dispatching the purchase order, when you select the Print BU Comments check box on the Dispatch Purchase Orders page.

Pages Used to Set Up Standard Comments

Page Name	Object Name	Navigation	Usage
Std Comm Type (standard comment type)	STD_COMM_TYPE_PO	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Standard Comment Type, Std Comm Type	Define standard comment types to use for organizing and searching for the standard comments that you attach to purchasing transactions.
Standard Comments	STD_COMMENTS_PO	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Standard Comments	Define frequently used comments. You must have already defined standard comment types on the Std Comm Type page.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Requisitions Online," Using Standard Comments

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online," Entering Purchase Order Header Comments

Defining Account Receivables Integration Options for Vendor Rebates

To define account receivables integration options for vendor rebates, use the Receivables Integration component (VRBT_AR_BU_OPTIONS).

This section discusses how to define account receivables integration options for vendor rebates.

Page Used to Define Account Receivables Integration Options for Vendor Rebates

Page Name	Object Name	Navigation	Usage
AR Integration (account receivables integration)	VRBT_AR_BU_OPTIONS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Receivables Integration, AR Integration	Define PeopleSoft Receivables integration options for the PeopleSoft Purchasing vendor rebate functionality. PeopleSoft Purchasing vendor rebate claims management functionality creates pending items for expected payment for a vendor rebate claim and sends those pending items to PeopleSoft Receivables. In addition, PeopleSoft Receivables sends payments received against those vendor rebate claims back to PeopleSoft Purchasing. These options assist in that integration processing.

Defining Account Receivables Integration Options for Vendor Rebates

Access the AR Integration page.

Before you access this page you must specify the claim type you are defining account receivables integration options for. You will want to select a Claim Type of *Vendor Rebate* if you are defining options for use with PeopleSoft Purchasing vendor rebates and *Claimbacks* if you are defining options for use with PeopleSoft Order Management claimbacks.

Group Type Select the receivables group type. This group is a postable entity, a collection of pending items that are ready to post in PeopleSoft Receivables.

Origin ID Select the receivables origin ID. The system uses the origin IDs to classify groups of pending items based on how they are created or brought into the system.

Credit Entry Type Select the receivables credit entry type for check, direct debit, draft or EFT settlement method. An entry type categorizes the pending items and the system uses them to create or update items.

Debit Entry Type Select the receivables debit entry type.

Credit Memo CR Entry Type (credit memo credit entry type) Select the credit entry type for the credit memo settlement method.

Credit Memo Base Amt Reason (credit memo base amount reason) Select the credit memo base amount entry reason code used by the system to identify the base amount for the credit memo settlement method.

Cash Base Amount Reason Select the cash base amount reason code used by the system to identify the base amount for the check, direct debit, draft or EFT settlement method.

Credit Memo Vat Amount Reason (credit memo value added tax amount reason) Select the credit memo VAT amount entry reason code used by the system to identify the VAT amount for the credit memo settlement method.

Cash VAT Amount Reason (cash value added tax amount reason) Select the cash VAT amount reason code used by the system to identify the VAT amount for the check, direct debit, draft, or EFT settlement method.

VAT Transaction Type (value added tax transaction type) Select the VAT Transaction Type used by the system when creating pending items if the PeopleSoft Receivables business unit is VAT enabled. The VAT Transaction Type should corresponds to a VAT Out of Scope value.

Note. VAT will be accounted for in PeopleSoft Payables. VAT fields are displayed if VAT is applicable for the business unit.

See Also

PeopleSoft Enterprise Receivables 8.9 PeopleBook, "Defining Receivables Processing Options," Setting Up Group Types and Group Origins

PeopleSoft Enterprise Receivables 8.9 PeopleBook, "Defining Receivables Processing Options," Setting Up Entry Types and Reasons

Creating Requisition Change Order Templates

To define the requisition change order template, use the Requisition Change Order Template component (CHNG_ORD_TMPLT_REQ).

You use the Requisition Change Order template to define which fields trigger a change order through the online requisition pages. The Change Order template is a system-delivered template.

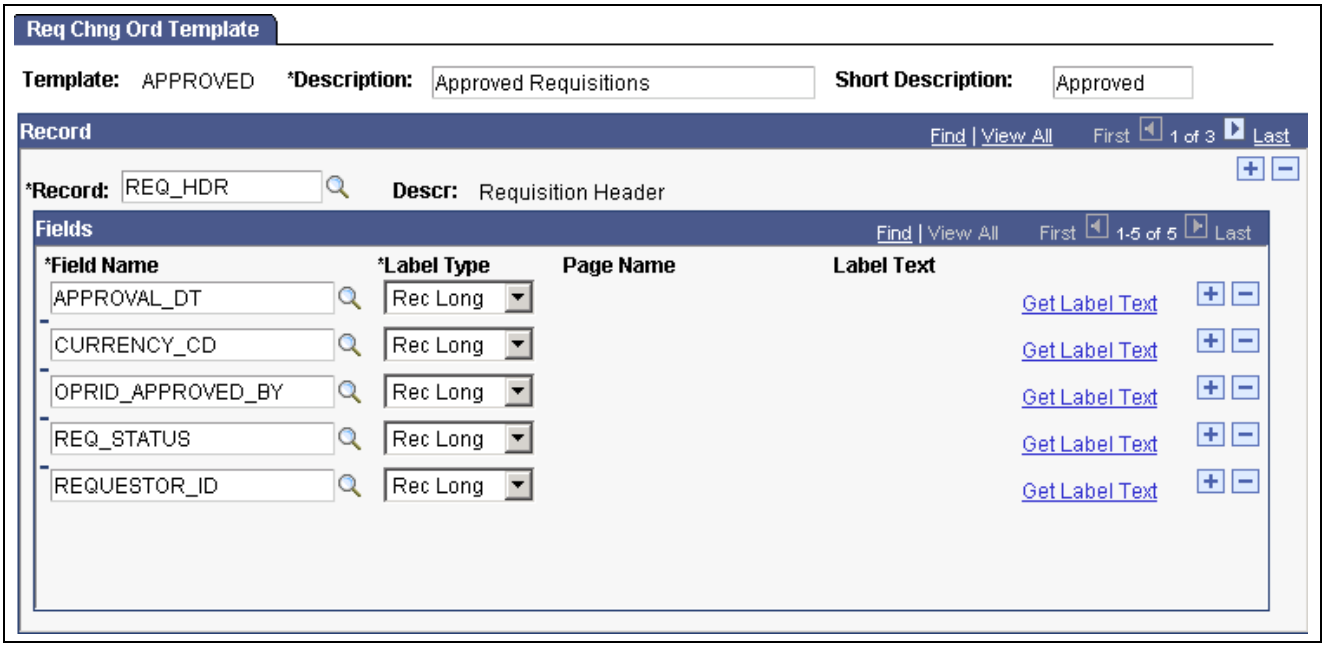
Manage the Change Order template by defining which fields you allow to be changed for each record. The requisition uses all fields on the Change Order template to trigger a change order.

Page Used to Create Requisition Change Order Templates

Page Name	Object Name	Navigation	Usage
Req Chng Ord Template (requisition change order template)	CHNG_ORD_TMPLT_REQ	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Req Change Order Template, Req Chng Ord Template	Define requisition change order templates by adding or deleting fields on the requisition change order template.

Defining Requisition Change Order Templates

Access the Req Chng Ord Template page.



Req Chng Ord Template (requisition change order template) page

Record

Use the Record group box to define the change order template. The fields are part of the record.

Fields Select a record name, and then use the group box to define or update the fields for the record. The record corresponds to the area of the requisition that, if changed, generates a change order. Options include:

REQ_HDR (requisition header): Select to work with the fields on the requisition header record.

REQ_LINE (requisition line item): Select to work with the fields on the requisition line item record.

REQ_LINE_SHIP (requisition line shipping schedule): Select to work with the fields on the requisition line shipping schedule.

Fields

Use the Fields group box to define the specific fields on the change order template. If any of these fields are changed on a requisition, the system generates a change order.

Field Name Enter or update a field name, which indicates the field on the designated record that, if changed, prompts the system to generate a change order.

Label Type Enter a field label type, which the system uses to determine how to display this field on the Change Ord Rqsts page.

To include a field on the change order template that appears only on a view, you must add that field to the page and render it visible, for it to be a selectable field on the template.

The text that appears when you view Get Label Text is what you see as the field name in the change history inquiry.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Requisitions Online"

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online"

Creating Purchase Order Change Order Templates

To define purchase order change order templates, use the Purchase Order Change Order Template component (CHNG_ORD_TEMPLATE).

This section discusses how to define purchase order change order templates.

If you change a purchase order after you have dispatched it to a vendor, you need to send the vendor a change order. Because you don't send every field on a purchase order to the vendor, the only fields that are part of the change order are the ones that are on the dispatched purchase order. For example, if you change a quantity on a purchase order line, the vendor needs to be notified because the quantity is part of the dispatched purchase order. On the other hand, if you change a distribution account code, you do not need to notify the vendor because account codes are never dispatched to the vendor.

Use these change order templates to specify definitions of a change order. Specify which changed fields cause the system to generate and transmit a change order to the vendors.

PeopleSoft ships a predefined change order template with the system. You can use this template, modify it, or create your own.

You must have corresponding change order records for each type of purchase order record that you want to transmit. For example, there must be a header change record if you want to change the purchase order header, and there must be a line change record if you want to change the purchase order lines. PeopleSoft Purchasing provides change order records for headers, lines, and shipping records. These change order records correspond to the different records used by the purchase order dispatch process.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Dispatching and Printing Purchase Orders"

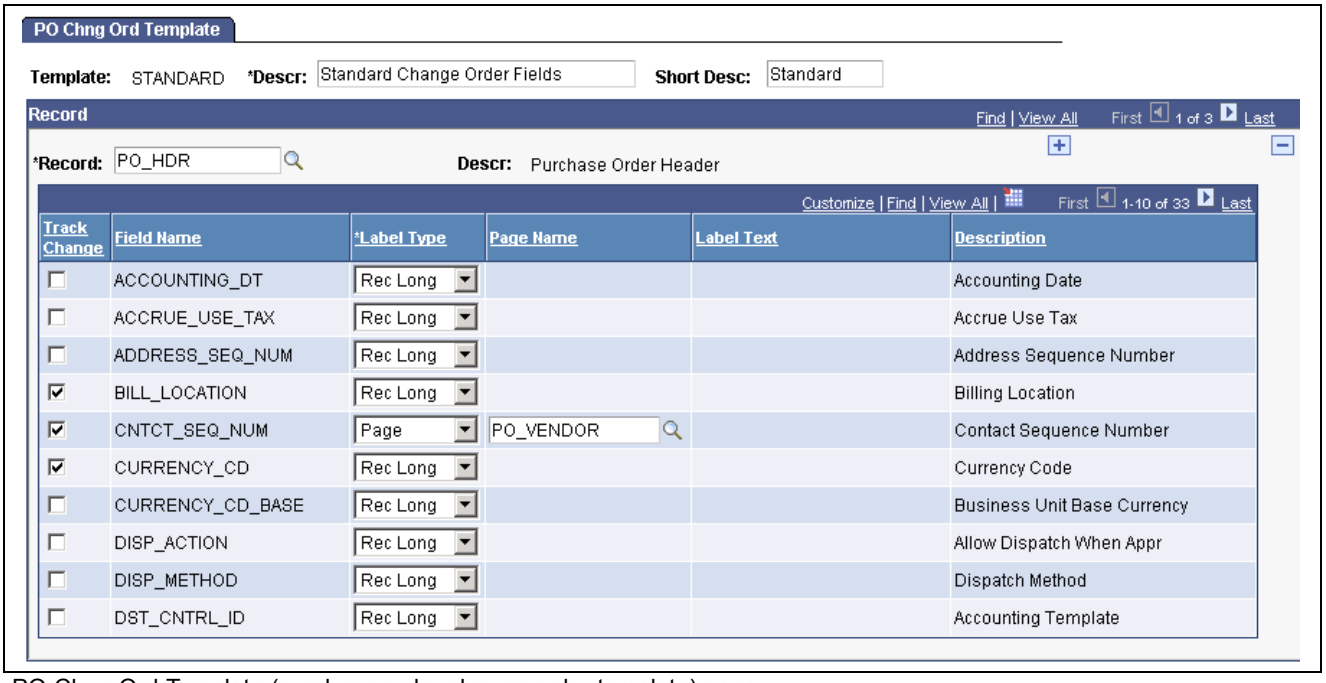
PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online"

Page Used to Create Purchase Order Change Order Templates

Page Name	Object Name	Navigation	Usage
PO Chng Ord Template (purchase order change order template)	CHNG_ORD_TEMPLATE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, PO Change Order Template, PO Chng Ord Template	Create and define templates that specify which purchase order fields, when changed after dispatch, cause the system to generate a change order.

Defining Purchase Order Change Order Templates

Access the PO Chng Ord Template page.



PO Chng Ord Template (purchase order change order template) page

Record

Record

Select a record type, and then use the Fields group box to define the change order fields in the record type. The record type corresponds to the area of the purchase order that, if changed, generates a change order. Values are:

PO_HDR (purchase order header): Select to work with the fields on the purchase order header record.

PO_LINE (purchase order line item): Select to work with the fields on the purchase order line item record.

PO_LINE_SHIP (purchase order line shipping schedule): Select to work with the fields on the purchase order schedule.

Fields

Field Name Indicates the field on the designated record that, if changed through online entry or a batch process, prompts the system to generate a change order.

Label Type Select a label type. The system uses the label type to determine how this field appears on the Change Ord Rqsts page. Values include:

Custom: Indicates a field label that you specify. When you select *Custom,* an edit box appears. Enter the custom label for the field. This label appears on the Change Order Requests page.

Page: Indicates a field label taken from another page. When you select *Page,* the Page Name field becomes available for entry. Enter the page object name from which you want to take the field label. The label for the field name, as it is defined on the page that you entered, appears on the Change Order Requests page.

For example, if you select the BILL_LOCATION field and then select the Page Name value *PO_HDR,* the label that appears on the Change Order Request page is the BILL_LOCATION label from the purchase order header page.

Rec Long (record long): Indicates a field label taken from the long version of record field text defined for the field. This label appears on the Change Order Requests page.

Rec Short (record short): Indicates a field label taken from the short version of the record field text that is defined for the field. This label appears on the Change Order Requests page.

Get Label Text Click to view field name labels for *Page, Rec Long,* and *Rec Short* label types.

Creating Change Map Templates

To define change map templates, use the Change Map Template component (CHNG_MAP_TEMPLATE).

This section discusses how to create change map templates.

When you dispatch a purchase order to a vendor, the vendor acknowledges receipt of that purchase order. Sometimes the acknowledgement includes information that requires you to change the purchase order; for example, the vendor may not have the wanted quantity of an item or may not be able to deliver the items at the purchase order price. If you are using EDX with the vendors, these acknowledgements may arrive electronically directly into the PeopleSoft Purchasing system.

When vendor acknowledgements arrive in the system by using EDX, you can run a multiprocess job (XML Inbound process) that enables you to extract purchase order data from vendor acknowledgements and stages it into the following temporary tables for different parts of purchase order transactions:

- PO_HDR_EC
- PO_LINE_EC
- PO_LINE_SHIP_EC

The Change Load process loads data from the previous EC tables. Based on the change map template, the process compares staged source record fields and field values (PO_HDR_EC, PO_LINE_EC, PO_LINE_SHIP_EC) with target system record fields and field values (PO_HDR, PO_LINE, PO_LINE_SHIP). If a difference exists, the Change Load process creates change requests (CHNG_RSQT, CHNG_RQST_DTL).

Based on the Change Order template, the Change Purchase Order process (PO_POCHNG) creates the necessary change orders from these change requests. The Change Purchase Order process takes the change order information and creates change history records (PO_CHNG_HDR, PO_CHNG_LINE, PO_CHNG_SHIP), and then updates target system records with the changes.

Page Used to Define Change Map Templates

Page Name	Object Name	Navigation	Usage
Change Map Template	CHNG_MAP_TEMPLATE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Change Request Mapping, Change Map Template	Create templates that are used to compare staged purchase order acknowledgement record fields and field values with target purchase order system record fields and field values. If a difference exists, change request records are created by the Change Load process.

Creating Change Map Templates

Access the Change Map Template page.

Source Identifies the change request source for the template.

Record

Target Recname (target record group name) Displays the target record group name. The target record is the system record that is updated with data from the source record. Individual target system record fields are updated with data from individual source record fields.

Fields

Source Recname (source record table name) Enter the source record name. Values include:

PO_HDR_EC: EDX record for purchase order header data.

PO_LINE_EC: EDX record for purchase order line data.

PO_LINE_SHIP_EC: EDX record for purchase order schedule data.

Source Transaction Fieldname Displays the source field name. This is an individual field in the source record that contains data to be transferred to a target system record.

Target Fieldname Displays the target system field name. This is an individual field in the target system record to which the source data is transferred.

Defining Buyers

To define buyers, use the Buyer Setup component (BUYER_TBL).

This section discusses how to establish buyers and defaults.

The values that you enter for the buyer on this page appear by default on the purchasing transactions created by this buyer. If you do not define values for fields on this page, you need to manually enter this information when you create purchasing transactions.

Page Used to Define Buyers

Page Name	Object Name	Navigation	Usage
Buyer Setup	BUYER_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Setup	Establish users as buyers and define sets of purchase order defaults for each buyer.
Dashboard	PO_SPEND_BUYER	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Buyer Setup, Dashboard	Define what time frame the buyer wishes to view for the spend analysis graphs on the SRM Dashboard. See *PeopleSoft Enterprise Purchasing 8.9 PeopleBook*, "Using the Supplier Relationship Management (SRM) Dashboard".

Establishing Buyers and Defaults

Access the Buyer Setup page.

Buyer Displays the user description that you entered on the User Profiles - ID page when you created the buyer's user ID. You can set up only established users as buyers.

Status Select the status of the buyer. Values include *Active* and *Inactive.* If you select *Inactive,* the Substitute Buyer field becomes available for entry.

The Department SetID, ShipTo SetID, Location SetID, and PO Origin SetID fields work together when you establish department, ship to, location, and origin default information for buyers. After you select a setID for each of the defaults, the system enables you to select only the defaults associated with that setID.

Department Select the default department for the buyer. The system uses this value as the department on all purchasing transaction distribution lines created by the buyer.

Ship To Select the default ship to location for the buyer. The system uses this value as the ship to on all purchase order schedule lines created by the buyer.

Location Select the default location for the buyer. The system uses this value as the location on all purchase order distribution lines created by the buyer. This is the internal final destination of the item once the vendor has delivered it to the organization.

Origin Select the default origin for the buyer. The system uses this value as the origin on all purchase order headers created by a specified buyer.

Substitute Buyer Displays the substitute buyer. This field becomes available for entry when the Status field is set to *Inactive.* For example, use this field when a buyer leaves the organization and you want to remove the buyer's name from the system, but don't want to manually change the buyer name in each of the control tables.

Supplying the substitute buyer name automatically changes references to the inactive buyer name to the new substitute buyer name. Before you save, the system prompts you to be sure that you want to change the buyer in these tables: PS_ITM_CAT_TBL, PS_ITM_CAT_BU, PS_PURCH_ITEM_ATTR, PS_PURCH_ITEM_BU, and PS_VENDOR_LOC.

Default PO Status

Open Indicates that purchase orders that the buyer creates are initially set to *Open* status and must be approved by an authorized user. Approval rules set at the business unit level determine whether the status of the purchase order changes to *Approved* or *Pending Approval.*

Pending Approval/Approved Indicates that purchaser orders that the buyer creates are set to *Pending Approval* or *Approved* status, depending on the approval rules set at the business unit level.

Override Procurement Card

This group only appears if the buyer can use a procurement card. Otherwise, this group box will be hidden.

Card Number The procurement card number appears that you selected as the buyer default on either the Assign Proxies page under the Security menu or the Assign Proxies page under the Cardholder Profile - Card Data page. You can change the procurement card number to another procurement card number. Only the procurement cards that are valid for this buyer are available for selection.

Card Type Displays the card type associated with the procurement card.

Expiration Date Displays the expiration date for this procurement card.

Use Procurement Card as default payment method on Purchase Orders Select this check box if you want to use the procurement card you select on this page as the default payment method when creating a purchase order.

Reporting Entity Select the reporting entity to which this buyer will be assigned. The reporting entity determines which Purchasing Business Unit's purchase orders will be included in the spend analysis graphs. Additionally, the reporting entity specifies a calendar so that delivery schedules can be bucketed into the appropriate periods.

Prior Periods Specify the number of periods prior to the current period that should appear on the spend analysis graphs

Future Periods Specify the number of periods after the current period that should appear on the spend analysis graphs

See Also

Enterprise PeopleTools 8.46 PeopleBook: Security Administration

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Managing Procurement Cards," Establishing Procurement Card Security

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Managing Procurement Cards," Defining Cardholder Profile

Defining Requesters

To define requesters, use the Requester Setup component (REQUESTOR_TBL). Use the REQUESTOR_TBL_CI component interface load data into the tables for these components.

This section discusses how to establish requesters and defaults.

You can define default information for requesters and assign any number of item catalogs, including a default catalog, to each requester. This streamlines requisition data entry for each requester, because default information appears on requisitions automatically. You can then authorize established purchasing users to enter and process requisitions for all or specific requesters.

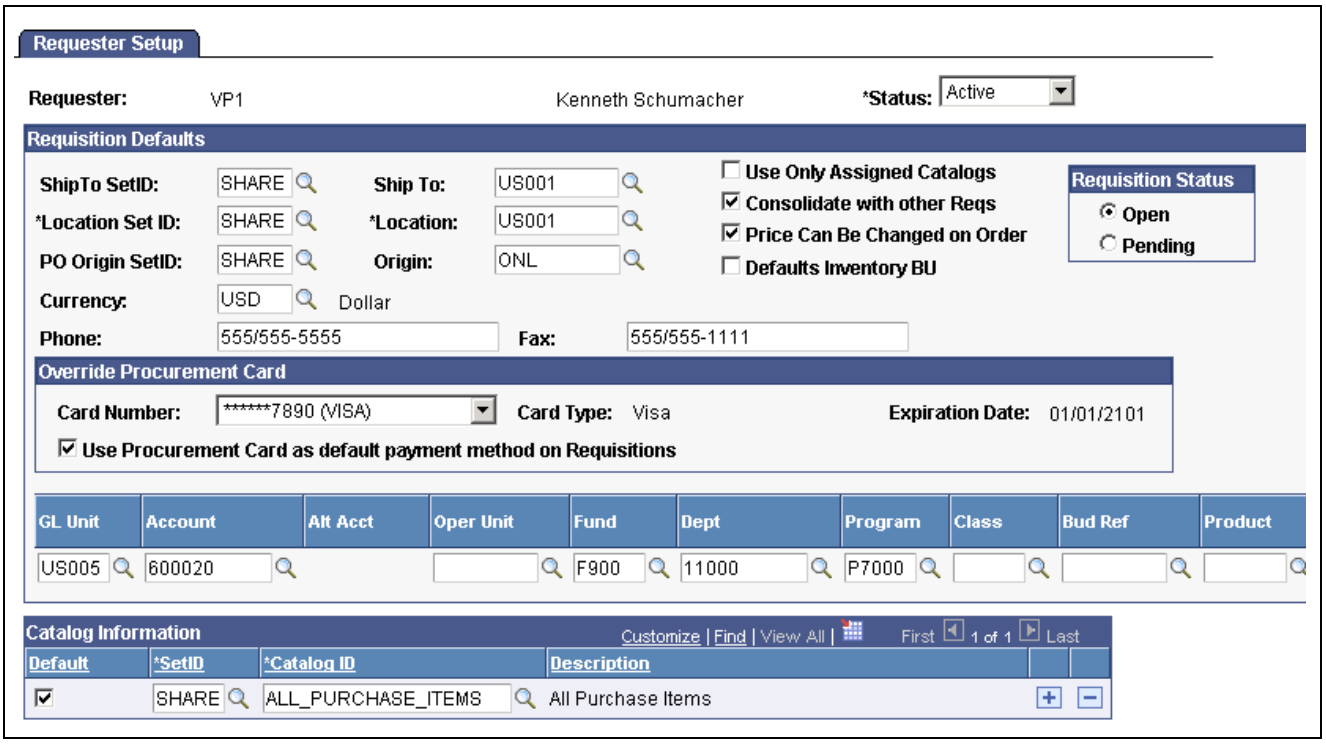
When you stage requisition data from any third-party application, you must set up requesters in the PeopleSoft system and in the third-party application for the enterprise integration point (EIP) to work as designed.

Pages Used to Define Requesters

Page Name	Object Name	Navigation	Usage
Requester Setup	REQUESTOR_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Requester Setup	Establish default information for requesters.

Establishing Requesters and Defaults

Access the Requester Setup page.



Requester Setup page

Requester Displays the name of the requester as well as the user description that you entered on the User Profile - ID page when you created the requester's user ID. Only established users can be set up as requesters.

Requisition Default Values

The ShipTo SetID, Location SetID, and PO Origin SetID, fields work together when you establish ship to, location, and origin default information for requesters. After you select a setID for each of the defaults, the system enables you to select only the defaults associated with that setID.

Ship To Select the default ship to location for the requester. The system uses this value as the ship to location on all requisition schedule lines created by the requester.

Location Select the default location for the requester. The system uses this value as the location on all requisition distribution lines created by the requester. This is the internal final destination of the item once the vendor has delivered it to the organization.

Origin Select the default origin for the requester. The system uses this value as the origin on all requisition header lines created by the requester.

Currency Displays the default currency associated with the requester.

Use Only Assigned Catalogs Select to enable requesters to access only the catalogs relevant to their needs. Use the Catalog Information scroll area to define which catalogs are available to the requester.

Keep these guidelines in mind if the requesters are restricted to using certain catalogs:

- On the Maintain Requisitions - Form page, only those item IDs and categories associated with the requester's assigned catalogs are valid.
- On the Order By Catalog page, Category Search page, and Catalog Hierarchy page, only those catalogs assigned to the requester are available.
- On the Item Search Criteria page, only those item IDs and categories associated with the requester's assigned catalogs are valid.

  In addition, the Search button retrieves only those items associated with the requester's assigned catalogs.

Consolidate with other Reqs (consolidate with other requisitions) — Select if you want requisitions created by the requester to be consolidated during the PO Calculations process (PO_POCALC). The process uses this setting to determine whether the schedule can be consolidated with items from other requisitions.

Price Can Be Changed on Order — Select to enable a buyer to change item prices requested by the requester. If you do not select this check box, you cannot alter item prices on purchase orders.

Defaults Inventory BU (defaults inventory business unit) — Select to specify the default inventory business unit to be associated with the item in the requisition distribution. If you do not select this check box, the inventory business unit does not appear by default in the requisition distribution.

Department — Select the default department for the requester. The system uses this value as the department on all requisition distribution lines created by the requester.

Requisition Status

Open — Select to indicate that a requisition created by the requester remains in open status when saved. A requisition is not eligible to enter the approval process until an authorized user changes its status to *Pending Approval.*

Pending — Select to indicate that a requisition created by the requester is assigned a pending approval status and is eligible to enter the approval process when saved.

Override Procurement Card

This group only appears if the requester can use a procurement card. Otherwise, this group box will be hidden.

Card Number — The procurement card number appears that you selected as the requester default on either the Assign Proxies page under the Security menu or the Assign Proxies page under the Cardholder Profile - Card Data page. You can change the procurement card number to another procurement card number. Only the procurement cards that are valid for this requester are available for selection.

Card Type — Displays the card type associated with the procurement card.

Expiration Date — Displays the expiration date for this procurement card.

Use Procurement Card as default payment method on Requisitions — Select this check box if you want to use the procurement card you select on this page as the default payment method when creating a requisition.

Catalog Information

Default Select to designate a default catalog for a requester. Optionally, you can assign any number of catalogs and designate one of them as the requester's default catalog.

When you select this option, the default catalog automatically populates the catalog on the Order by Catalog, Category Search, and View Hierarchy pages.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Requisitions Online," Viewing Catalog Category Hierarchies

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Requisitions Online," Entering Requisition Header Information

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Requisitions Online," Ordering Items by Catalog

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Requisitions Online," Searching for Item Categories

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Managing Procurement Cards," Establishing Procurement Card Security

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Managing Procurement Cards," Defining Cardholder Profile

Using Requisition Loader Defaults and Overrides

To define requisition loader default options, use the Requisition Loader Default component (REQ_LOADER_DFL).

This section discusses how to:

- Define Requisition Loader defaults.
- Define Requisition Loader overrides and options.

The Purchasing Requisition Loader Application Engine process (PO_REQLOAD) loads requisitions from various sources, such as other PeopleSoft applications or external sources in PeopleSoft Purchasing. Use the Requisition Loader Defaults - Req Loader Defaults page and Requisition Loader Defaults - Overrides and Options page to define default and overriding values for requisitions that the Purchasing Requisition Loader process loads from these sources.

When these requisitions arrive in PeopleSoft Purchasing, especially in the case of non-PeopleSoft sources, some of the requisition information might be missing. Entering values on the Requisition Loader Defaults - Req Loader Defaults page enables you to set default values that populate the appropriate fields on loaded requisitions. The values that you enter on the Requisition Loader Defaults - Req Loader Default page are used as defaults when the values are not already provided in the system.

In addition, some requisitions might enter PeopleSoft Purchasing with values that you want to change. Entering values on the Requisition Loader Defaults - Overrides and Options page enables you to override or replace existing values on loaded requisitions with values that you specify. You can also select options that affect the statuses of the requisitions and how the PeopleSoft Purchasing Requisition Loader process builds them.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using the Requisition Loader"

Pages Used to Use Requisition Loader Defaults and Overrides

Page Name	Object Name	Navigation	Usage
Requisition Loader Defaults - Req Loader Defaults (requisition loader defaults - requisition loader defaults)	REQ_LOADER_DFL2	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Requisition Loader Defaults, Req Loader Defaults	Define default values for the Purchasing Requisition Loader process. When the process runs, the default values populate appropriate requisition fields for which there are no existing values in the system.
Asset Information	REQ_DFL_ASSET	Click the Asset Information link on the Requisition Loader Defaults - Req Loader Defaults page.	Enter asset information to appear by default in appropriate loaded transactions. **Note.** The Asset Information link is not available for a PeopleSoft Maintenance Management (WM) system source.
Requisition Loader Defaults - Overrides and Options	REQ_LOADER_DFL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Requisition Loader Defaults, Overrides and Options	Define override options for the Purchasing Requisition Loader process. When the process runs, the override values replace the appropriate existing requisition values.

Defining Requisition Loader Defaults

Access the Requisition Loader Defaults - Req Loader Defaults page.

Requisition Loader Defaults

System Source and **Requesting Loader Bus Unit** (requesting loader business unit)
The system source and requesting loader business unit you entered to access the page display.

Business Unit
Select the default PeopleSoft Purchasing business unit that will appear on the requisitions. If you want to use multiple business units for the same system source, you must set up a separate Requesting Loader Bus Unit (requesting loader business unit) for each business unit you want to use.

The GL Unit field that displays on this page is the one that is associated with the PeopleSoft Purchasing business unit that you select. The GL Unit field is not available for modification.

Requestor
Select the name of the requester that will appear on the requisitions.

Origin Select the origin default value that will appear on the requisitions.

Ship To Select the default ship to business unit that will appear on the requisitions. The system will populate this field with the default value assigned to the requester if it isn't specified.

Price Can Be Changed on Order Select this check box to enable the prices for items to be changed on the purchase orders.

GL Unit(PeopleSoft General Ledger business unit) The PeopleSoft General Ledger business unit appears by default from the PeopleSoft Purchasing business unit that you selected in the Business Unit field. This PeopleSoft General Ledger business unit will appear on the distribution information for the requisitions.

ChartFields Select the different ChartFields that will appear as defaults on the requisitions.

Asset Information Click this link to access the Asset Information page where you can enter asset information for the item.

Note. This link is not available for a PeopleSoft Maintenance Management (WM) system source.

Defining Requisition Loader Overrides and Options

Access the Requisition Loader Defaults - Overrides and Options page.

Requisition Loader Overrides

Use the Requisition Loader Overrides group box to set values that override the existing values on requisitions built by the Purchasing Requisition Loader process.

Entry Event Select a value to override any default entry event codes entered at the business unit level or on the Requisition Loader page. Entry events codes are used to generate supplemental accounting entries.

Requisition Loader Options

Consolidate with other Reqs Select this check box to consolidate the loaded requisitions during the PO Calculations process (PO_POCALC). The process uses this setting to determine if the schedule can be consolidated with items from other requisitions.

Auto Load Indicator Select this check box to indicate that you want requests from the selected loader business unit to be eligible for processing by the Purchasing Requisition Loader process.

This check box setting defines which business units and requests are available for processing in conjunction with the *All Business Units* and *Range of Business Units* run types on the Requisition Loader page.

If you do not select this check box, requests from this requesting loader business unit are not loaded.

Inventory Source Flag Select this check box to indicate that you want any eligible requisition items sourced from PeopleSoft Inventory. Ineligible items include ad hoc items, non-inventory items, and open description items. This check box

is unavailable for the requisition system sources for PeopleSoft Order Management (direct shipments).

ChartField Status

ChartField Status Select the status to be used on requisitions. Values are:

- *By Combo Edits* (by combination edits): When you run the Purchasing Requisition Loader process, these requisitions will be checked for valid ChartField combinations. If a requisition line has invalid ChartField combinations, the system will log an error message in the error log records defined in the POREQBATCH ChartField combination editing template.

  The system uses the POREQBATCH ChartField combination editing template when it performs the combination edits. This option appears only if Combo Editing is enabled for the business unit.
- *Recycled:* Select to give all requisition ChartFields a status of *Recycled.* When you save the requisition or run the PO Calculations process (PO_POCALC), these requisitions will be checked for valid ChartField combinations. If a requisition line has invalid ChartField combinations, the system will generate an exception.
- *Valid:* Select to give all requisition ChartFields a status of *Valid.* When you save the requisition or run the PO Calculations process (PO_POCALC), these ChartFields will pass through the system as valid. No combination edit errors will occur.

Requisition Status

Use the Requisition Status group box to transfer a status to the corresponding fields on the requisition.

Open Select this option to give all requisitions a status of *Open* when they are loaded.

Pending Select this option to give all requisitions a status of *Pending* when they are loaded.

Approved Select this option to give all requisitions a status of *Approved* when they are loaded.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Using Entry Events”

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Defining PeopleSoft Purchasing Business Units and Processing Options,” Establishing Purchasing Options

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

Using Purchase Order Loader Defaults and Overrides

To define Purchase Order Loader default options, use the Purchase Order Loader Defaults component (PO_LOADER_DFL).

This section discusses how to:

- Define Purchase Order Loader overrides and options.
- Enter default asset information.

The PO Stage Load process (PO_POSTAGE) loads staging tables with entries from PeopleSoft Supply Planning and PeopleSoft Manufacturing for later purchase order creation. PeopleSoft Supply Planning and PeopleSoft Manufacturing do not have all the information required to create a purchase order. The PO Stage Load process also loads staging tables with entries from purchase order change order requests. Use this component to identify new lines and schedule defaults.

The PO Loader Defaults page enables you to set default values to populate fields on purchase orders loaded by the PO Stage Load process. If information is missing, the default values populate the appropriate ChartFields.

Some purchase orders might enter the purchasing application with values that you want to change. The PO Loader Defaults - Overrides and Options page enables you to override values on loaded purchase orders with the values that you specify. No matter what the ChartField value from the source is, the override value replaces it. You can also select options on this page that affect the status of the purchase orders and how the PO Calculations process (PO_POCALC) builds them.

PeopleSoft Maintenance Management can directly create purchase order staging data for the PO Calculations process to pick up and process. Use the system source Maintenance Management (WM), to define the business unit relationships. PO Loader defaults provide the mapping of a PeopleSoft Maintenance Management Business Unit to a PeopleSoft Purchasing Business Unit. PeopleSoft Maintenance Management does not use the overrides and defaults when creating the purchase order staging data.

PeopleSoft Order Management can directly create a purchase order from the Create/Update Order component. Use the system source OM Online Entry Panel (POM), to define the business unit relationships. PeopleSoft Order Management does not use the overrides and defaults when creating the purchase order.

Note. If you are loading staging tables from change requests, select PPO as the system source when you first enter the PO Loader Defaults component.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Using Purchase Order Sourcing”

Pages Used to Use Purchase Order Loader Defaults and Overrides

Page Name	Object Name	Navigation	Usage
PO Loader Defaults (purchase order loader defaults)	PO_LOADER_DFL2	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, PO Loader Defaults	Set default values for the PO Stage Load process. Default values populate empty purchase order fields when the process runs.
Asset Information	PO_DFL_ASSET	Click the Asset Information link on the PO Loader Defaults page.	Enter asset information to appear by default in appropriate loaded transactions. **Note.** The Asset Information link is not available for a Maintenance Management (WM) system source.
PO Loader Defaults - Overrides and Options	PO_LOADER_DFL1	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, PO Loader Defaults, Overrides and Options	Define override options for the PO Stage Load process. These values replace existing purchase order field values when the process runs.

Defining Purchase Order Loader Overrides and Options

Access the PO Loader Defaults - Overrides and Options page.

PO Loader Overrides

Use the PO Loader Overrides group box to set values that override the existing values provided by PeopleSoft Supply Planning, PeopleSoft Manufacturing, as well as values that are introduced to the system using purchase order change order process. These values are later staged by the PO Stage Load process (PO_POSTAGE).

Note. PeopleSoft Maintenance Management does use these overrides and options when creating purchase order staging data.

Buyer Select a buyer who overrides the buyer associated with an item. When the purchase order is created, the override buyer appears in the corresponding field, instead of the buyer associated with the item.

Entering Default Asset Information

Access the Asset Information page.

Note. This page is not available for a Maintenance Management (WM) system source.

When you consider the item on a distribution line to be an asset and plan to pass it on to the PeopleSoft Asset Management system through receiving, you must populate both the Business Unit (PeopleSoft Asset Management business unit) and Profile ID fields. When both fields contain values, the receiving business process treats the item as an asset and writes data to the PeopleSoft Asset Management staging tables. All fields entered here are passed to the PeopleSoft Asset Management system.

Business Unit Select a PeopleSoft Asset Management business unit.

Cost Type Select the cost type that is incurred with the purchase of the item. Values are: *C* (cost), *G* (grant reimbursements), *M* (margin), *R* (revaluation), *P* (scrap on asset), and *S* (sales of assets).

Capitalize Select this check box if the cost of this item is capitalized. You must enter an asset management business unit to select this check box.

Defining Contract Control Parameters

To define contract controls, use the Contract Control component (CNTRCT_CONTROL)

This section discusses how to set contract controls.

Page Used to Define Contract Controls

Page Name	Object Name	Navigation	Usage
Set Controls - Contracts	CNTRCT_CONTROL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Set Controls-Contracts, Set Controls - Contracts	Set up the system to automatically assign ID numbers to each new contract and to define contract currency defaults.

Setting Contract Controls

Access the Set Controls - Contracts page.

Contract

Use Autonumbering Select to have the system automatically assign sequential contract ID numbers. If you do not set up autonumbering, you are required to manually specify a unique ID whenever you create a new contract.

Last Contract ID Displays the last contract number issued by the system.

Default Currency

Currency Code Select the default currency code for contracts. The currency that you select is the default base currency for all contracts.

Rate Type Enter a conversion rate type, which determines how the base currency is converted to other currencies.

Master Contract

Use Autonumbering Select to have the system automatically assign sequential master contract ID numbers. If you do not set up autonumbering, you are required to manually specify a unique ID whenever you create a new master contract.

Last Master Contract ID Displays the last master contract number issued by the system.

Vendor Rebates

Last Rebate ID Displays the last rebate agreement number issued by the system.

Last Claim ID Displays the last vendor rebate claim number issued by the system.

Amount Tolerance Over and **Amount Tolerance Under** Enter the rebate agreement settlement tolerance amounts. These values will appear as defaults when defining a rebate agreement using the Rebate Agreement - Rebate Options page.

Percentage Tolerance Over and **Percentage Tolerance Under** Enter the rebate agreement settlement tolerance percentages. These values will appear as defaults when defining a rebate agreement using the Rebate Agreement - Rebate Options page.

Setting Up Tax Vendor Product Codes Cross Reference

To set up the tax vendor product codes cross reference, use the SUT Tax Vendor Product Xref component (SUT_PRODUCT_XREF).

This section discusses the page used to set up tax vendor product codes cross reference.

Page Used to Set Up Tax Vendor Product Codes Cross Reference

Page Name	Object Name	Navigation	Usage
Tax Vendor Product Codes Cross Reference	SUT_PRODUCT_XREF	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Tax Vendor Product Code Xref, Tax Vendor Product Codes Cross Reference	Establish the tax vendor product codes cross reference for Taxware and Vertex third-party tax applications.

Defining Vendor Control Parameters

To set vendor control parameters, use the Set Controls - Vendor component (VENDOR_CONTROL).

This section discusses how to set vendor control parameters.

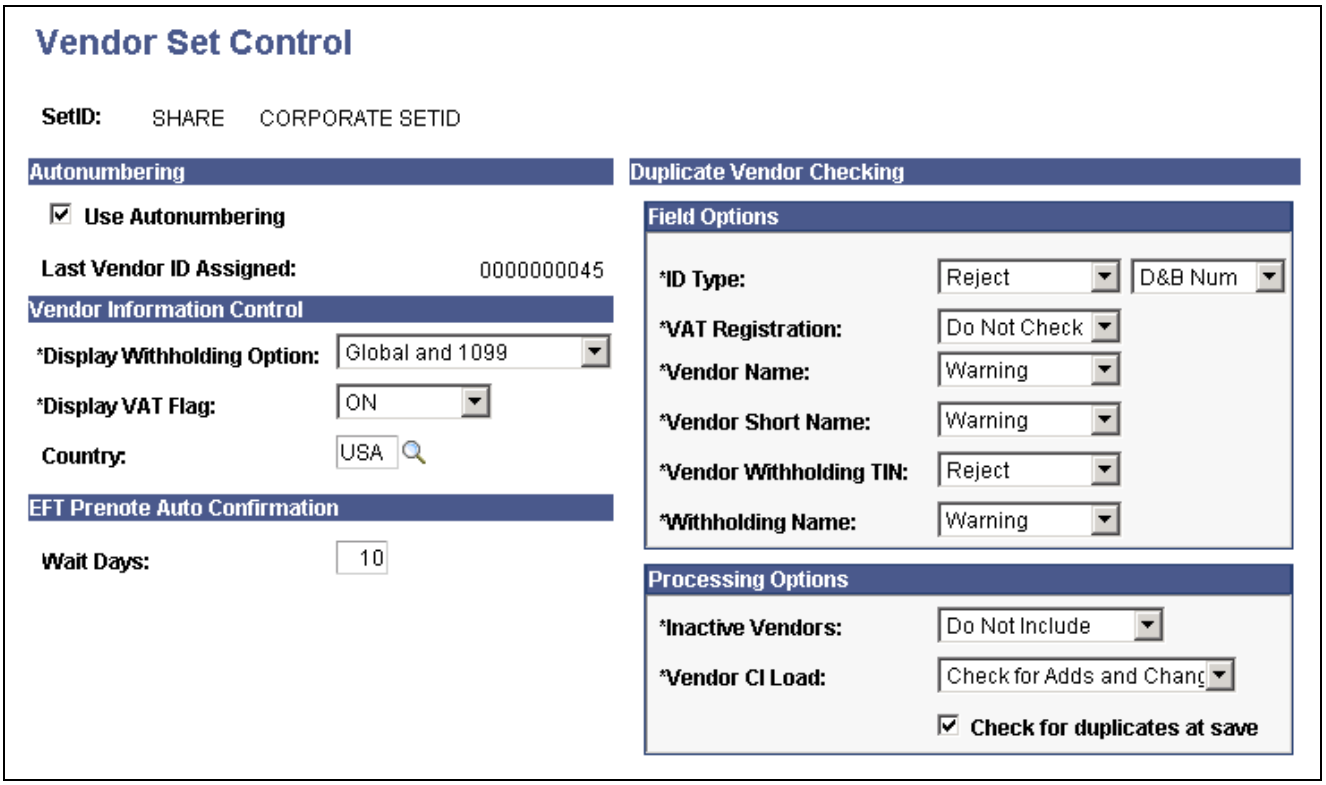
Each set of vendors that you define can be used for one or more PeopleSoft Payables business units, depending on the TableSet sharing setup. The parameters that you set at this level travel through the control hierarchy onto vouchers for any vendor belonging to this setID.

Page Used to Define Vendor Control Parameters

Page Name	Object Name	Navigation	Usage
Vendor Set Control	VNDR_CNTRL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vendors, Set Controls-Vendor	Set vendor control parameters, including autonumbering, withholding, duplicate vendor checking, and VAT applicability, for vendors belonging to the selected setID.

Setting Vendor Control Parameters

Access the Vendor Set Control page.



Vendor Set Control page

Autonumbering

Use Autonumbering Select to autonumber vendor IDs when you enter vendors for the selected setID. When you save a new vendor, the system automatically assigns the next vendor ID based on the last vendor ID assigned in either the PeopleSoft Payables or PeopleSoft Purchasing system. When you use autonumbering, the system enters *Next* in the search record Vendor ID field when you add a new vendor.

Vendor Information Control

Display Withholding Option Select *Global, 1099,* or *Global and 1099.* This determines how the withholding link on the Vendor Information - Location page is labelled.

Display VAT Flag (display value-added tax flag) Designate whether to enable VAT for vendors in this setID.

Country Select a default country for the vendors in this setID.

EFT Prenote Auto Confirmation

Wait Days Enter the number of days that the system waits to confirm a vendor prenote transaction after you send one to the bank for approval. A prenote transaction is a test transaction that enables a bank to verify that the routing information (transit number and bank account number) for an electronic funds transfer payment is valid. Typically, the bank notifies you within a certain number of days only if something is wrong with the prenote transaction. Set the number of wait days to be close to this time span.

Duplicate Vendor Checking - Field Options

PeopleSoft Payables enables you to check for duplicate vendors in realtime, when users are entering new vendors in the Vendor Information component (VNDR_ID). Duplicate vendor checking options are set up by setID with the criteria specified here.

For each field option, select *Do Not Check, Reject,* or *Warning.* Duplicate vendor checking follows the following logic:

- The vendor address fields are checked only against current effective-dated address records.
- The Vendor Withholding TIN and Vendor Withholding Name fields are validated against all rows regardless of the effective date.
- Reject criteria are validated first, and checking stops if a duplicate vendor is encountered.
- Both rejects and warnings are checked only for vendors in the same setID.

ID Type To check for a duplicate identifier, select the identifier type, such as *D&B Num* (Dun & Bradstreet number).

VAT Registration (value-added tax registration) Select to check for duplicate VAT registration IDs.

Vendor Name Select to check for duplicate vendor names. Vendor names must match exactly to come up as duplicates.

Vendor Short Name Select to check for duplicate vendor short names. Short names must match exactly to come up as duplicates.

(USA) Vendor Withholding TIN Select to check for duplicate withholding tax identification numbers.

Withholding Name Select to check for duplicate withholding names. Withholding names must match exactly to come up as duplicates.

Processing Options

Inactive Vendors Select one of these values:

Do Not Include to exclude all inactive vendors when checking for an existing entry.

Include/Reject to include inactive vendors and then reject the entry.

Include/Warning to include inactive vendors and then warn that there is a duplicate vendor.

Vendor CI Load(Vendor component interface load) Select one of these values:

Do Not Check to exclude vendors loaded through the Vendor EIP.

Check for Adds to check for new vendors loaded through the Vendor EIP.

Check for Adds and Changes to check for adds and changes loaded through the Vendor EIP.

Check for Changes to check for changes loaded through the Vendor EIP.

Check for Duplicates at Save Select to check for duplicate vendors automatically when you save a vendor in the Vendor Information component. If you do not select this option, you can still check for duplicates by using the Check for Duplicates button on the Identifying Information page in the Vendor Information component.

See Also

Chapter 3, “Maintaining Vendor Information,” Entering EFT Options, page 132

Chapter 3, “Maintaining Vendor Information,” Duplicate Vendor Checking, page 97

Chapter 3, “Maintaining Vendor Information,” Inactivating Vendors, page 171

Chapter 4, “Importing Vendor Information,” Importing Vendors Using the Vendor EIP, page 251

Defining Vendor Pay Group Codes

To define vendor pay group codes, use the Vendor Pay Group Codes component (PAY_GROUP_CD).

In this section, we discuss how to create vendor pay group codes.

You can assign each vendor in the system to a vendor pay group. Pay groups are optional selection criteria for pay cycles. When you set up the pay cycle selection criteria, you can elect to use vendor pay groups. You can then select payment group codes to include in the pay cycle, and the system creates payments to all vendors assigned to those groups.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Establishing Pay Cycles,” Specifying Pay Group and Netting Criteria

Page Used to Define Vendor Pay Group Codes

Page Name	Object Name	Navigation	Usage
Vendor Pay Group	VNDR_PAY_GROUP_CD	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vendors, Vendor Pay Group Codes	Set up pay groups for vendors.

Defining Vendor Conversation Keywords

To define vendor conversation keywords, use the Conversation Keywords component (KEYWORD_PNL).

In this section, we discuss how to define conversation keywords.

You can define keywords to categorize conversations that you have with vendors. Keywords might include price disputes, lead time inquiries, and so on. Conversation keywords enable you to record and track conversations that you have with the vendors.

The system uses the keywords to search the vendor conversation records when you try to resolve a particular problem. For example, on the Conversations page, you can record the key elements of a conversation regarding a price dispute. You could select the keywords Price and Dispute to use as search data. Later, you can search for all instances of those keywords to recall the record of the specific conversation.

See Also

Chapter 3, “Maintaining Vendor Information,” Tracking Vendor Conversations, page 169

Page Used to Define Vendor Conversation Keywords

Page Name	Object Name	Navigation	Usage
Conversation Keywords	KEYWORD_VNDR	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vendors, Conversation Keywords	Define keywords to categorize conversations that you have with vendors. This page is optional.

(USA) Entering Vendor Government Certifications

To enter vendor government certifications, use the Government Certifications component (GOV_CERTIFICATION).

In the U.S., various government sources provide vendors with classification certifications. For example, a vendor might be classified as Small Business - Hispanic Woman Owned.

Organizations must report information about the classification of vendors with whom they do business, and are sometimes also required to report similar information to their customers.

For example, ABC Organization reports vendor classification information to the Departments of Labor and Commerce and also reports similar information to the Edsel Motor Company, one of its major customers. It is necessary for ABC Organization to generate appropriate reporting to remain compliant with government customers. In addition, the automotive industry expects ABC Organization to have a reporting system that identifies various spending activities by different ethnic group categories.

To enter government certifications, you define the sources of government certifications and then define the government certification classifications. Once you define the sources and classifications, apply this information to the vendors in the Vendor Information component.

See Also

Chapter 3, "Maintaining Vendor Information," Entering Identifying Information, page 101

Pages Used to Enter Vendor Government Certifications

Page Name	Object Name	Navigation	Usage
Government Certifications - Sources	GOV_CERTSRC_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vendors, Government Certifications, Sources	Define U.S. government sources from which you receive classifications of certification of vendors.
Government Certifications - Classifications	GOV_CLASS_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vendors, Government Certifications, Classifications	Define types of classifications of certification from U.S. government sources.

Establishing Matching and Document Association Options

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

To set up matching, use the following components:

- Match Rule Type (AP_MTCH_RULETYPE).
- Match Rules (AP_MTCH_RULES1).
- Match Rule Control (AP_MTCH_RULE_CNTRL).
- Document Association Group (AP_ASSTN_GRP).
- Document Association Rule (AP_ASSOCIATION).

This section discusses how to:

1. View and update match rule types.
2. View and update match rule definitions.
3. View and update match rule workbench properties.

4. View and update match rule workflow parameters.
5. View and update match rule controls.
6. View and update the document association group.
7. View and update document association rules.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running the Matching Process," Managing Matches and Match Exceptions

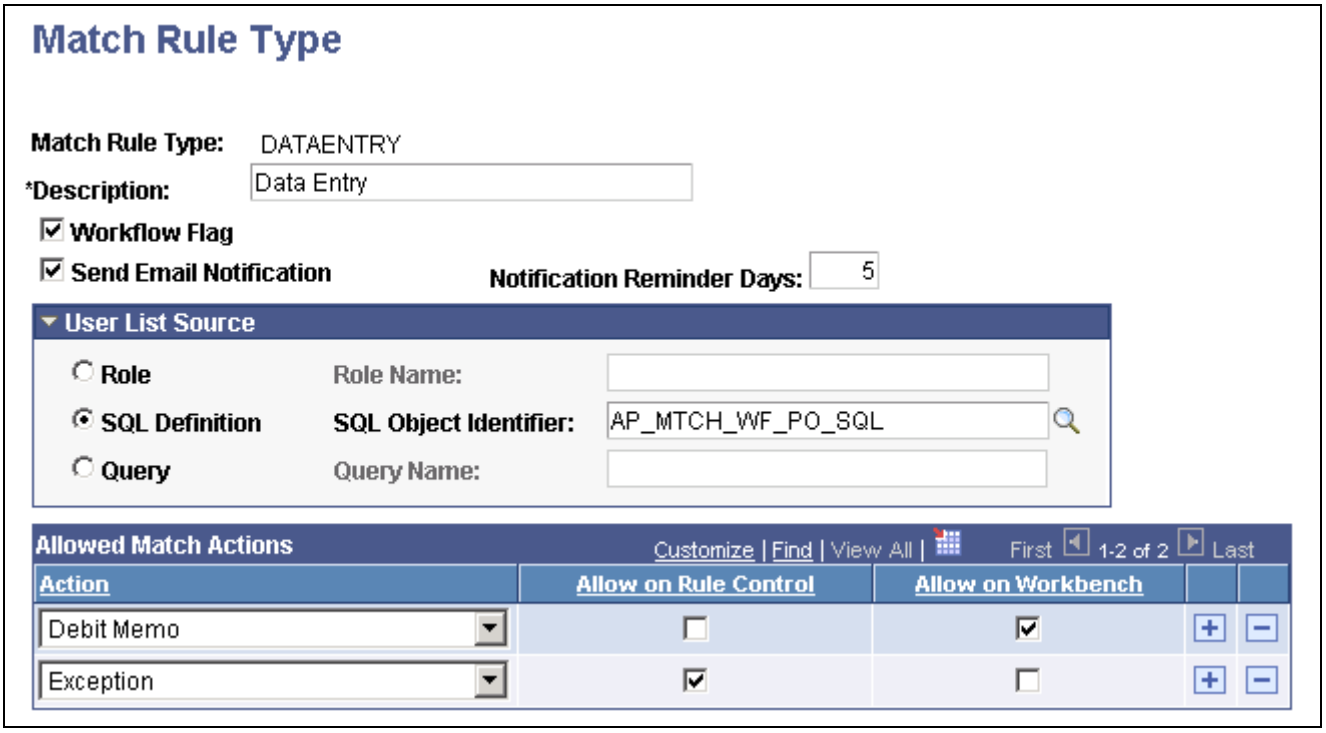
Pages Used to Establish Matching and Document Association Options

Page Name	Object Name	Navigation	Usage
Match Rule Type	AP_MTCH_RULE_TYPE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rule Type, Match Rule Type	View and create match rule types. Match rule types are matching categories, such as data entry, informational, merchandise quantity, merchandise unit price, merchandise amount, and system. All match rules are associated with a match rule type.
Rule Definition	AP_MTCH_RULES1	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rules, Rule Definition	View, clone, create and update match rules. Match rules control the way that the Matching Application Engine process (AP_MATCH) compares the voucher, purchase order, receiver, and inspection information.
Match Rules - Workbench	AP_MTCH_RULES2	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rules, Workbench	Select the label and fields to display on the Match Workbench.
Match Rules - Workflow	AP_MTCH_RULES3	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rules, Workflow	Override the worklist and email notification parameters and user lists defined at the match rule type level.
Match Rule Control	AP_MTCH_CNTRL_HDR	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Match Rule Control, Match Rule Control	View and update the match rule controls. Match rule controls are sets of match rules applied against vouchers, purchase orders, and receivers during matching.

Page Name	Object Name	Navigation	Usage
Document Association Group	AP_ASSTN_GRP	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Document Association Group, Document Association Group	View the documents used in document association processing. You can include or exclude the delivered document associations.
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) automatically associates receivers to vouchers and purchase orders.
Document Association Criteria	AP_ASCALG_CRIT_SEC	Click the User Criteria link on the Document Association Rules page.	Select the voucher fields, the condition operands, and the receiver fields for the criteria you are adding.

Viewing and Updating Match Rule Types

Access the Match Rule Type page.



Match Rule Type page

Match rule types are matching categories. Every match rule is associated with a match rule type. The match rule type controls the actions allowed after the application of the rule in the Matching process. They also provide default values for the workflow parameters defined on the rules. PeopleSoft delivers match rule types that include *Data Entry, Merchandise - Amount, Merchandise - Quantity, Merchandise - Unit Price, Summary/Global Match Only,* and *System.* To define additional match rule types, you must understand the complete matching process and the Matching Application Engine process (AP_MATCH).

Header

Workflow Flag Select to apply workflow to the rules that are associated to this match rule type. If you select the workflow flag, the Matching process generates worklist items for match exceptions. If you do not select the workflow flag, the system does not generate worklist items and the Send Email Notification field is not available.

Send Email Notification Select to enable email notification. The Matching process notifies the defined users by email that there are match exceptions. This field is available if you select the Workflow Flag field.

Notification Reminder Days Enter the number of days that the system waits before it sends another email notification for the match exceptions that have not been worked. This field is available if you select the Send Email Notification field.

User List Source

This group box is available if you select the Workflow Flag field.

Note. You need to set up users to receive worklist items or email notifications or both on the User Profiles - Workflow page before you can route match exceptions to them.

Role Select to indicate that the list of users are based on roles. Enter the name in the Role Name field. All users with the specified role receives either a worklist item or an email notification or both, for match exceptions.

SQL Definition (structure query language definition) Select to indicate that the list of users are based on a SQL definition. Enter the definition in the SQL Object Identifier field. The Matching process executes the SQL object to determine the user list.

Note. PeopleSoft delivers four SQL objects for Buyer, Purchase Order, Receiver, and Voucher (AP_MTCH_WF_BUYER_SQL, AP_MTCH_WF_PO_SQL, AP_MTCH_WF_RECEIVER_SQL, and AP_MTCH_WF_VOUCHER_SQL, respectively). If you add new SQL definitions, you should use the two bind parameters, BUSINESS_UNIT and VOUCHER_ID.

Query Select to indicate that the list of users are based on a query. Enter the name in the Query Name field. The Matching process executes the query to determine the user list.

Note. To use a query, create a public query which selects the first column with a value equivalent to an operator ID (OPRID). If you want prompt values, use the fields available in the AP_VCHR_MTCH_VW.

Note. You can override match rule type workflow parameters at the match rule level.

Allowed Match Action

Action Select a match action or actions to be taken after the rules associated with this type are applied. Valid action options for match rule controls include *Debit*

Memo, Exception, and *Match.* Valid action options for the Match Workbench include *Debit Memo* and *Override.*

Note. If you select *Debit Memo,* you must select a debit memo category on the Rule Definition page for each match rule associated with this match rule type.

Note. The action or actions selected controls the actions allowed for the match rules associated with this match rule type.

Allow on Rule Control Select to allow the match action on the Match Rule Control page for this match type. The Matching process automatically takes this action if the action is assigned to the rule.

Allow on Workbench Select to allow the match action on the Match Exception Workbench Details page for the match rule that is associated to this match type.

See Also

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

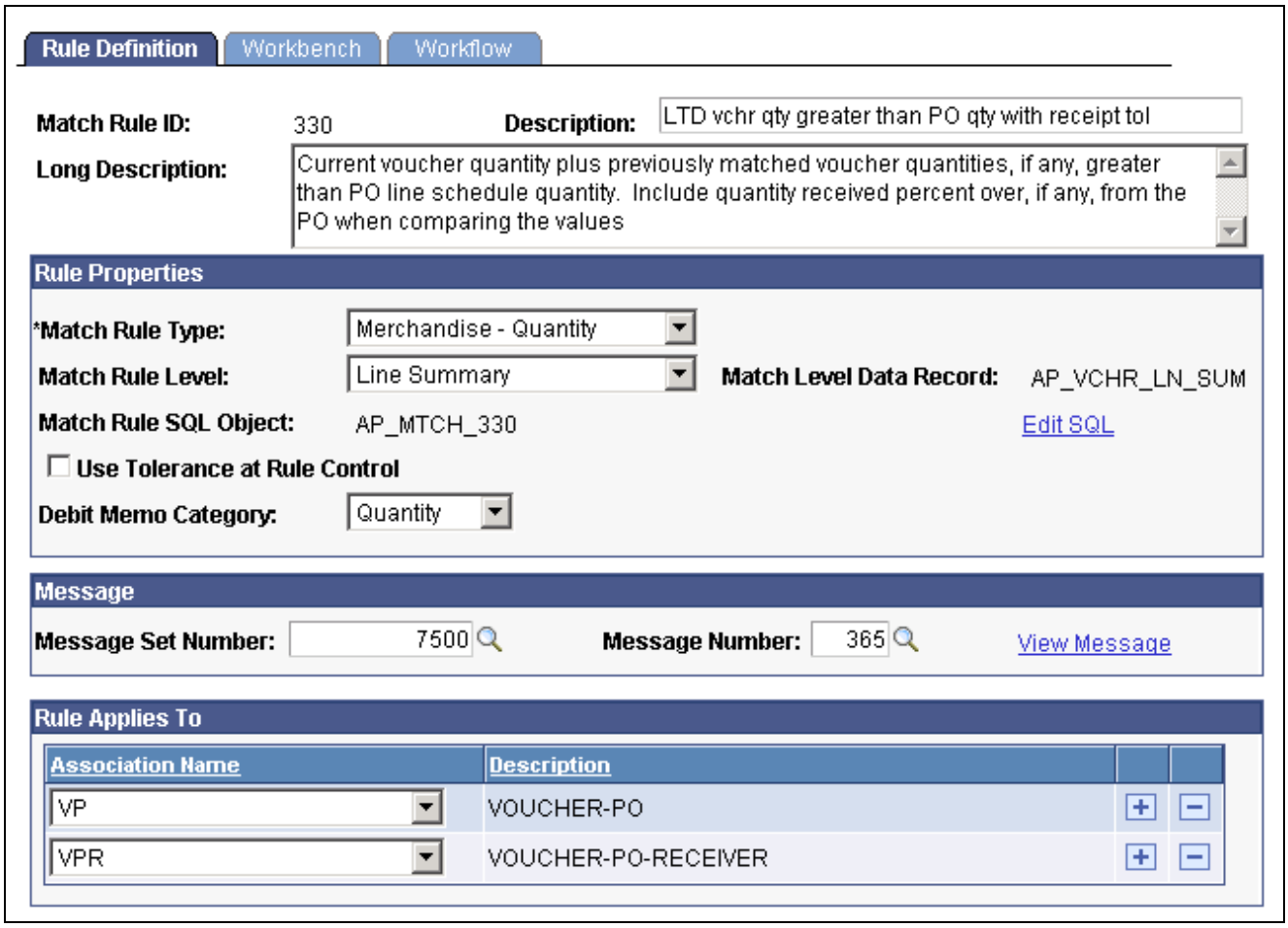
PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running the Matching Process," Understanding the Matching Engine

Chapter 2, "Defining Procurement Options," Viewing and Updating Match Rule Controls, page 77

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running the Matching Process," Managing Matches and Match Exceptions

Viewing and Updating Match Rule Definitions

Access the Rule Definition page.



Rule Definition page

Match rules define how documents— vouchers, purchase orders, and receivers—are compared. PeopleSoft delivers the match rules that most organizations need. To define the additional valid match rules, you must understand the Matching process and its use of Model Record tables. It is also necessary to have an understanding of SQL.

Create Your Own Rule

The Create Your Own Rule group box only appears if you are adding a new match rule.

Copy From Match Rule Id and **Copy** — Click the Copy button to copy an existing match rule SQL statement specified in the Copy From Match Rule Id field.

Rule Properties

Match Rule Type — Select the match rule type for the match rule. The match rule type determines which actions are allowed when the rule is used and the workflow defaults. Options include *Data Entry, Merchandise - Amount, Merchandise - Quantity, Merchandise - Unit Price, Summary/Global Match Only,* and *System.*

Match Rule Level — Select the level that the rule is applicable. Options are:

Header Summary: The match rule is applied at the header level. The header summary record contains the voucher gross merchandise amount, total of

purchase order schedule amounts, and total of receipt amounts that are associated to the specific purchase order schedule.

Line Summary: The match rule is applied at the line summary level. The line summary record contains the voucher line merchandise amount, purchase order schedule merchandise amount, and total of receipt amounts that are associated to the specific purchase order schedule.

Match Level Data Record Displays the data record associated with this match rule level. There is a data record for every match rule level. These records contain the values used in the rules SQL definition.

Note. Use the values in the data record to create a custom match rule. You should first understand the values in the fields before creating the SQL *where* condition to ensure a valid match rule.

Match Rule SQL Object (match rule structure query language object) Displays the SQL object associated with the match rule. The SQL object uses the fields contained in the match level data record. All delivered match rules are associated with a SQL object.

Edit SQL Existing match rules only.

Click the link to view the SQL statement that the system executes for this match rule on the Match Rule SQL Criteria page.

Warning! Validate any changes made to the SQL statement to ensure proper syntax. This does not validate that the rule is going to perform as desired. Therefore, thoroughly test all match rules that you modify.

Create SQL New match rules only.

Click to add the SQL statement that the system executes for this match rule on the Match Rule SQL Criteria page. SQL statements must begin with *and* to be properly executed. The system automatically creates a SQL object associated with this rule when you update the new SQL statement.

Warning! Validate any new SQL statements to ensure proper syntax. This does not validate that the rule is going to perform as desired. Therefore, thoroughly test all match rules that you create.

Use Tolerance at Rule Control Select to include tolerance fields from the match rule control. Once you select this option, select either *Amount* or *Percent* to be used as a basis for the tolerance calculation. If you do not select this option, the Matching process will not use match rule control tolerances.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Running the Matching Process,” Matching Tolerances.

Debit Memo Category This option is available if the *Debit Memo* action is chosen at the match rule type level.

Select either *Quantity* or *Unit Price*. The system creates debit memo adjustment vouchers for merchandise - quantity and merchandise - unit price match rule types.

Note. The system requires a debit memo category if you allow *Debit Memo* as an action at the match rule control level or on the Match Workbench on the Match Rule Type page.

Message

Message Set Number and **Message Number** — Select a valid set and message number for the exception message that appears if this rule is not met during matching. Match exception messages are stored in the message catalog by set and message number.

View — Click the link to view the message that appears in the exception log in the event that this match rule is not met during matching.

Rule Applies To

The Rule Applies To group box only appears if the match rule level is *Line Summary.*

Association Name — Select the document association name that is applicable to this match rule. During the Matching process, the system applies this match rule only to those document association names you defined.

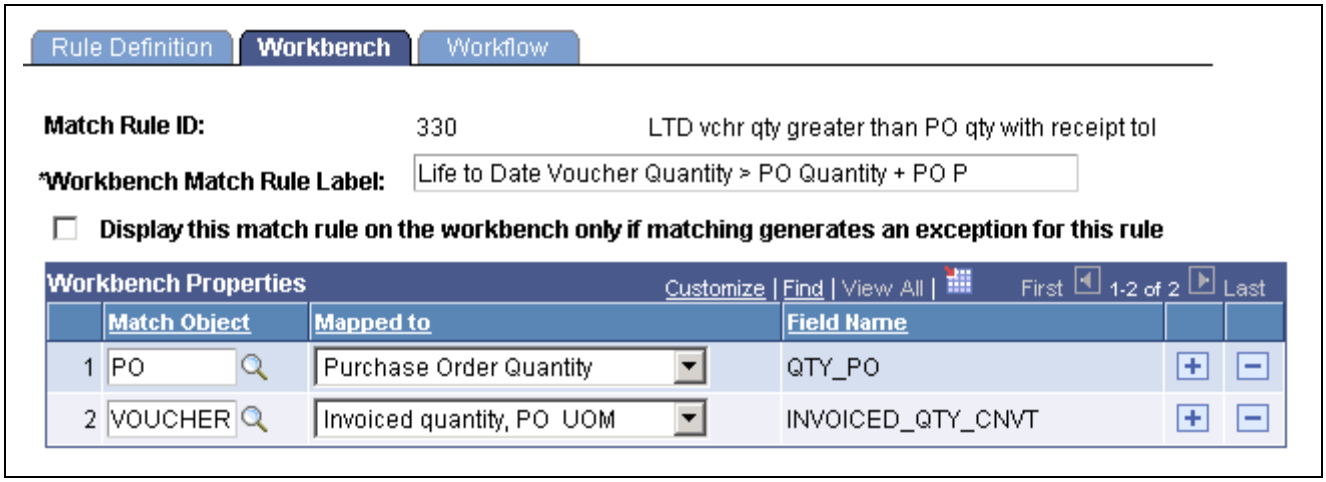
Options include *VP* (voucher and purchase order matching), *VR* (voucher and receiver matching), and *VPR* (voucher, purchase order, and receiver matching).

See Also

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

Viewing and Updating Match Rule Workbench Properties

Access the Match Rules - Workbench page.



Match Rules - Workbench page

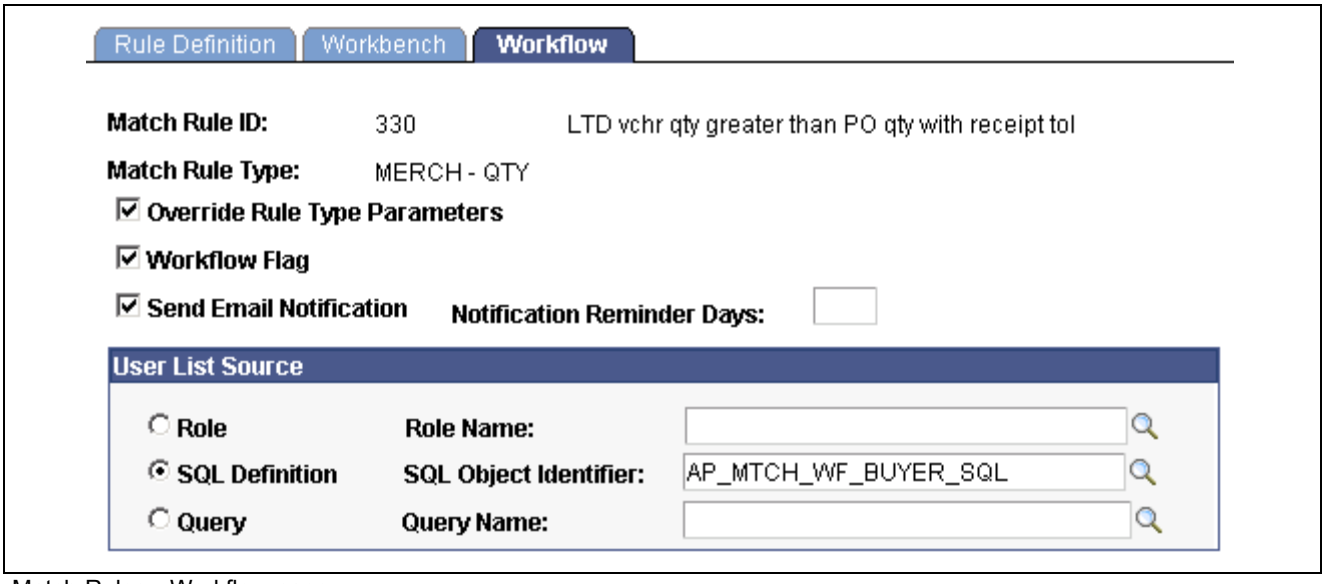
Workbench Match Rule Label — Displays the description of the rule that appears on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page. You can modify this field.

Display this match rule on the workbench only if matching generates an exception for this rule	Select to display the rule on the Match Exception Workbench Details page only if it is included in the exception record (AP_MTCH_EXCPTN). The system automatically selects this field for system match rules.
Match Object	Select the match objects associated with this match rule that appears as columns on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page. Match object options include *PO, Receiver,* and *Voucher*.
Mapped To	Select the field from the header summary record (AP_VCHR_HDR_SUM) or the line summary record (AP_VCHR_LN_SUM).
Field Name	Displays the field name based on the Match Object field and the Mapped To field values.

Warning! The system uses the selected match objects and field names to display matching information on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page. If the mapping is incorrect, the matching information will not be accurate.

Viewing and Updating Match Rule Workflow Parameters

Access the Match Rules - Workflow page.



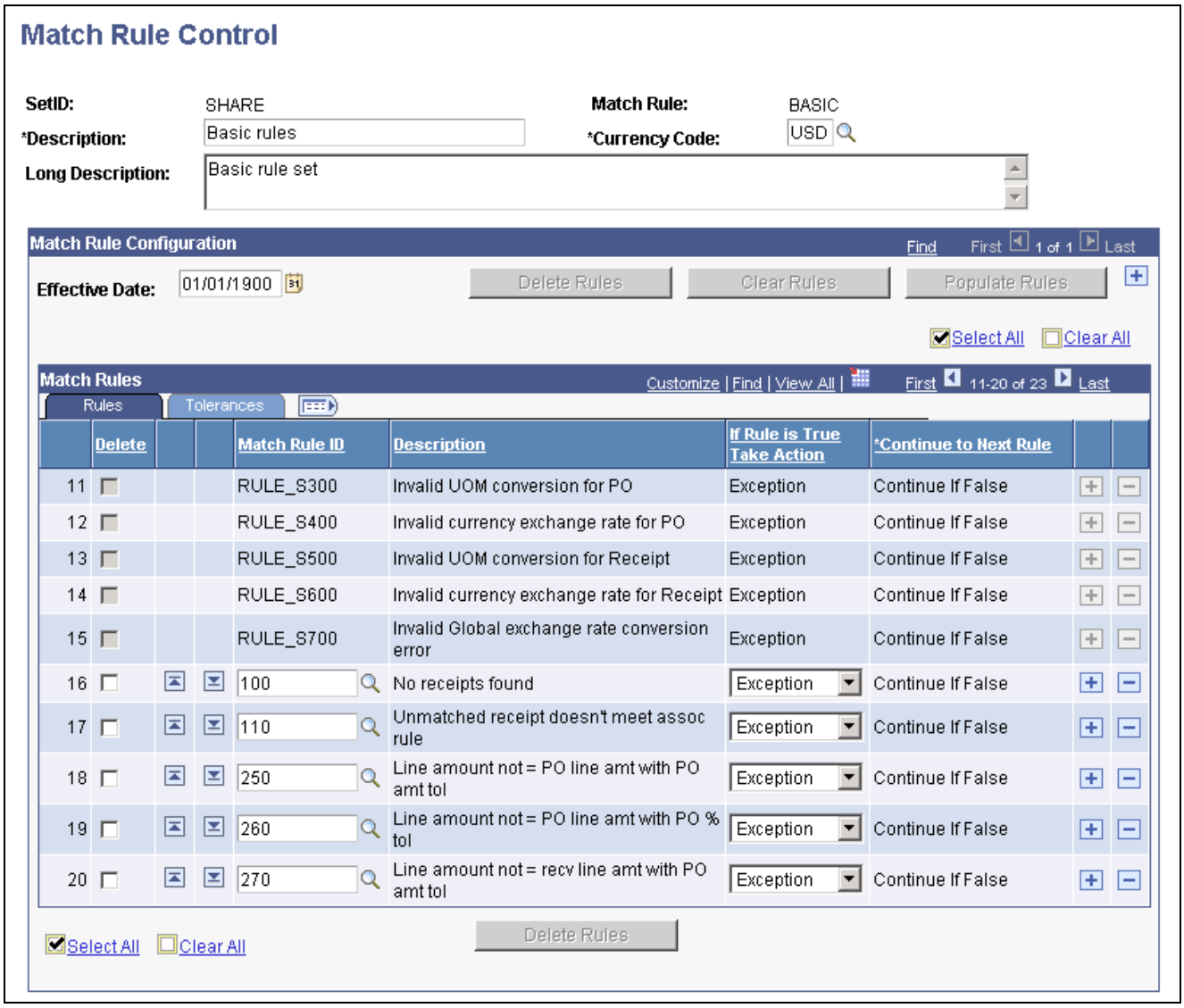
Match Rules - Workflow page

You can override email notification parameters and user lists defined at the match rule type level. The workflow fields on this page are similar to the workflow fields on the Match Rule Type page.

See Chapter 2, "Defining Procurement Options," Viewing and Updating Match Rule Types, page 71.

Viewing and Updating Match Rule Controls

Access the Match Rule Control page.



Match Rule Control page

When you copy individual source documents to a voucher, the voucher inherits the source document header, line, and distribution information. When you copy multiple purchase orders or multiple receipts to a voucher, the voucher inherits the first instance of the source document's header information. As an example, if you copy multiple lines from different purchase orders to a voucher, the first purchase order's header information will be copied to the voucher.

Note. The accounting template from the purchase order is copied to the voucher similar to other header fields.

Structure match rules to meet the business needs through match rule controls. Match rule controls are sets of rules that the system applies against vouchers, purchase orders, and receivers. You can define a single control ID with all of the applicable match rules or multiple match rule controls, each with a subset of applicable match rules. Match rule controls are defined by SetID. The Matching process uses the match control defined on the purchase order header to determine which match rules to apply.

Define amount or percent tolerances to override exceptions generated by the match rules. If a match exception exists, and the voucher is within the tolerances, the Matching process automatically overrides the exception.

PeopleSoft delivers match rule controls that include *Standard Match rules Using Rules Tolerances, Standard Match Rules Using PO Tolerances, Standard,Debit Memo,* and *Basic.*. To define additional match rule controls, you must understand the Matching process.

Header

Description Enter a short description for the match rule control. Use the long description box below the field to enter an expanded description of the match rule control.

Currency Code Specify the currency code that is used to calculate the tolerance levels.

Match Rule Configuration

Effective Date Enter the date that the match rules are valid. The Matching process applies these match rules to vouchers with a match due date of this date or later.

Delete Rules Click to delete only the rules selected to be deleted on the Match Rules grid.

Clear Rules Click to delete all match rules from the Match Rules grid.

Populate Rules Click to populate the Match Rules grid with all the available match rules. This is required if you are adding a new match rule control so system match rules are automatically populated in the match rules table. You cannot delete or edit the system match rules.

Match Rules - Rules Tab

Delete Select to mark the match rule for deletion. The match rule is deleted when you click the Delete button.



Click to move the current row up or down by one row. This action changes the matching processing logic sequence. It also changes the display order of the match rules on the Matched Vouchers page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page.

Note. The buttons are not available for system match rules. System match rules always appear first in the sequence.

Match Rule ID (match rule identification) Displays the match rule associated with this match rule control. You can delete or add new match rules to the match rule control.

If Rule is True Take Action Select the action to take during the Matching process when voucher lines are returned from executing the match rule SQL. The list of actions available for the match rule depends on its association to the match rule type and the match actions allowed. System match rules are display only. Possible actions include:

Match: When this action is selected voucher lines returned are matched.

Note. The system determines if there are any exceptions for the other voucher lines. If there is even a single exception for another voucher line, the system applies exception as the match action for the entire voucher.

Debit Memo: When this action is selected voucher lines returned are marked as debit memo applicable. The system allows this option if there is a mismatch in quantity or unit price. The system waits until all match rules are executed

and no exceptions exist before it creates the debit memo adjustment voucher. If you override the exceptions, the system creates the debit memo during the next Matching process if no other exceptions exist.

Note. For the system to create debit memo adjustment vouchers for a vendor, you must first specify the debit memo options for vendor locations on the Debit Memo Options collapsible region on the Vendor Information - Payables Options page.

Exception: When this action is selected voucher lines returned are marked as exceptions. Generally, this action is specified for match rules that check for inequality between the voucher and the purchase order and receiver.

Continue to Next Rule Select the action to determine how the Matching process continues. System match rules are display only. Actions include:

Always Continue: The Matching process applies the next match rule.

Continue if False: The Matching process applies the next match rule for voucher lines not returned by executing the match rule SQL.

Continue if True: The Matching process applies the next match rule for voucher lines if returned by executing the match rule SQL.

Match Rules - Tolerances Tab

Under Amount Specify the tolerance amount to be used in the under tolerance calculation. This field is available if the Use Tolerance at Rule Control and Amount fields are selected on the Rule Definition page.

Over Amount Specify the tolerance amount to be used in the over tolerance calculation. This field is available if the Use Tolerance at Rule Control and Amount fields are selected on the Rule Definition page.

% Over Amount Specify the tolerance percent for the amount to be used in the over tolerance calculation. This field is available if the Use Tolerance at Rule Control and Percent fields are selected on the Rule Definition page.

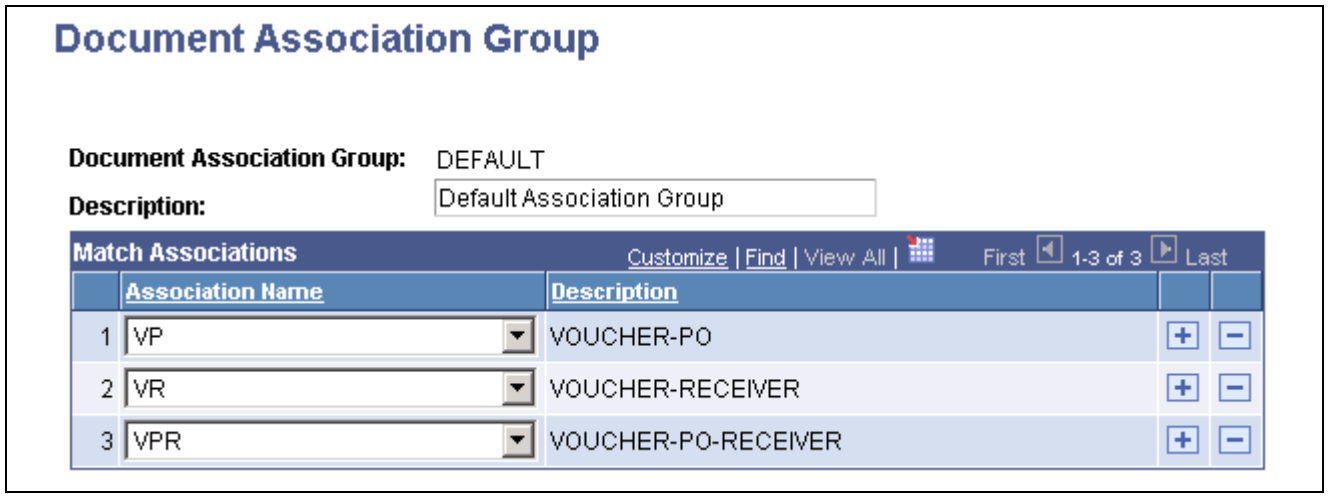
% Under Amount Specify the tolerance percent for the amount to be used in the under tolerance calculation. This field is available if the Use Tolerance at Rule Control and Percent fields are selected on the Rule Definition page.

See Also

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

Viewing and Updating the Document Association Group

Access the Document Association Group page.



Document Association Group page

PeopleSoft delivers three document associations that include *VP* (voucher and purchase order matching), *VR* (voucher and receiver matching), and *VPR* (voucher, purchase order, and receiver matching). When the Matching process performs the match association, it assigns the voucher to one of the three match association records based on the match association SQL selection criteria. For example, the system assigns a voucher that has an associated PO ID with receipt required to VPR.

Specify the document association group to use in the Matching process on the Installation Options - Payables page.

Association Name Displays the document association group and the sequence for processing. Options include:

VP: The system associates vouchers and purchase orders that do not require receipts.

VR: The system associates vouchers and receivers (non purchase order receipts).

VPR: The system associates vouchers, purchase orders, and receivers.

You can include or exclude the delivered document associations that are not part of the business process.

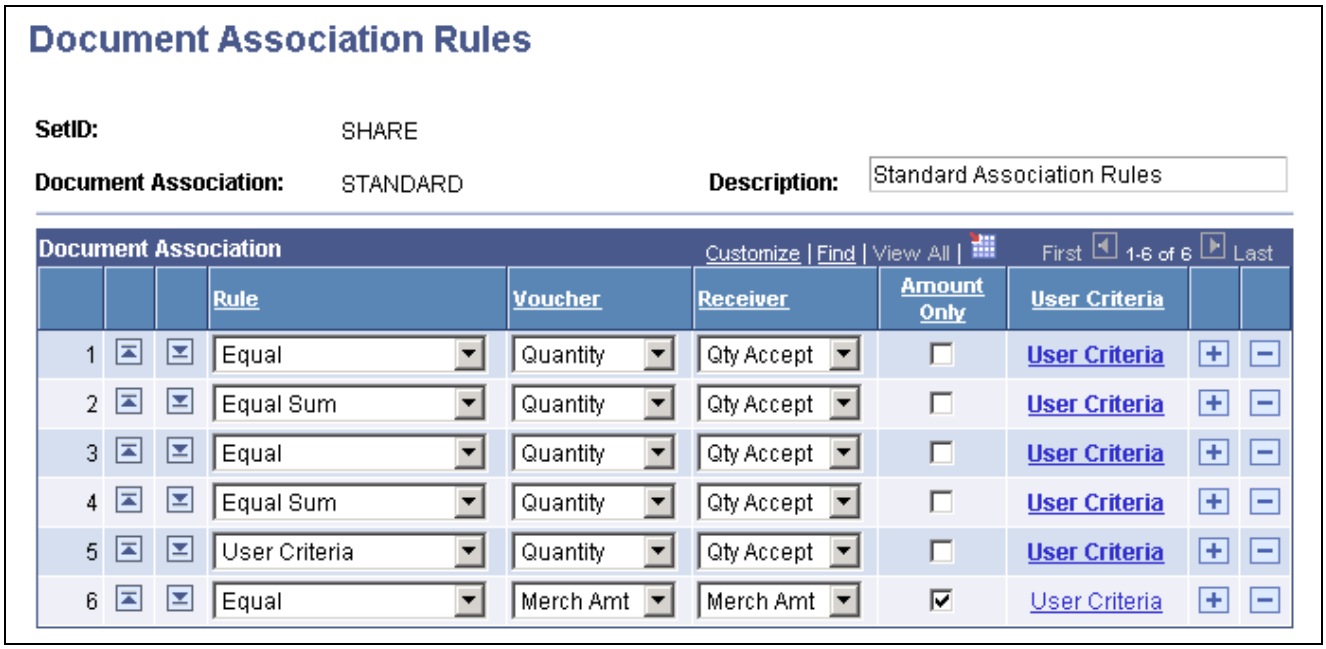
See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running the Matching Process," Understanding the Matching Engine

PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Setting Installation Options for PeopleSoft Applications," Setting Up Payables Installation Options

Viewing and Updating Document Association Rules

Access the Document Association Rules page.



Document Association Rules page

As part of the Matching process, the document association process associates the appropriate purchase orders and receivers to the selected vouchers. The system associates the documents using the criteria specified on line 1. If no successful associations are found, the rules defined on line 2 apply, and so forth, until documents are associated.

Click to move the current row up or down by one row. This action changes the processing logic sequence for associating the documents.

Rule

Select a rule to apply when associating documents. Options include:

Equal: The system selects the lines if the specified field on the source document (voucher) line matches exactly with the specified field on the association document (receiver). Only one association document line can be associated with the source document line.

Equal Sum: The system selects the lines if the specified field on the source document line equals the sum of the specified field values on the associated document line or lines. One or more association document lines can be associated with the source document line.

Select All: If any association document lines exist, the system selects the lines without comparing any rule fields.

Select If One: If only one association document line exists, the system selects the line without comparing any rule fields.

Sum Up To: If any association document lines exist, the system creates a running total of the specified field values and selects as many association document lines as necessary to equal the source document line field. The system concatenates the receiver BU, receiver ID, receiver line number, and the receiver ship sequence number and determines the minimum value and associates that receiver line to the voucher line. This process continues until the voucher line is completely associated or there are no more receipts. This may also result in a partial match of an associated document line.

User Criteria: The system selects the lines based on the user criteria defined on the Document Association Criteria page.

Voucher Select the voucher field to be used in document association processing. Options include *Merch Amt* (merchandise amount) and *Quantity*. You should only use *Merch Amt* for amount only purchase orders.

Receiver Select the receiver field to be used in document association processing. Options include *Merch Amt* (merchandise amount), *Qty Accept* (quantity accepted), and *Qty Recv* (quantity received). You should only use *Merch Amt* for amount only purchase orders.

Amount Only Select to apply the document association rule to amount only purchase orders, not regular purchase orders. Select *Merch Amt* (merchandise amount) for the Voucher and Receiver fields.

User Criteria Click to access the Document Association Criteria page where you can enter a user-defined condition statement for the row. The Matching process uses the voucher and receiver values you define to select the receipts.

This link is in bold if user criteria exists.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running the Matching Process," Understanding the Matching Engine

Specifying Voucher Build Criteria

To specify voucher build criteria, use the Voucher Build Criteria component (VCHR_BLD_DEFN).

This section provides an overview of how the Voucher Build Application Engine process (AP_VCHRBLD) uses voucher build criteria to build voucher records from purchase orders and receivers, and discusses how to define voucher build criteria.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Batch Vouchers"

Understanding Voucher Build Criteria

When the Voucher Build process builds voucher records from purchase orders and receivers, it uses default processing logic to associate the voucher line information it has received with purchase orders and receivers. The process uses this association to help build the voucher from the receiver or purchase order data.

When you use the Quick Invoice Entry component (VCHR_QUICK_PNL) to enter basic voucher information for the Voucher Build process to build into voucher records, you can accept this default processing logic or specify a voucher build code that identifies special processing logic that you want the Voucher Build process to follow. These voucher build codes specify how the Voucher Build process finds matches between voucher line information and receivers or purchase orders. You define voucher build codes using the Voucher Build Criteria component.

See Also

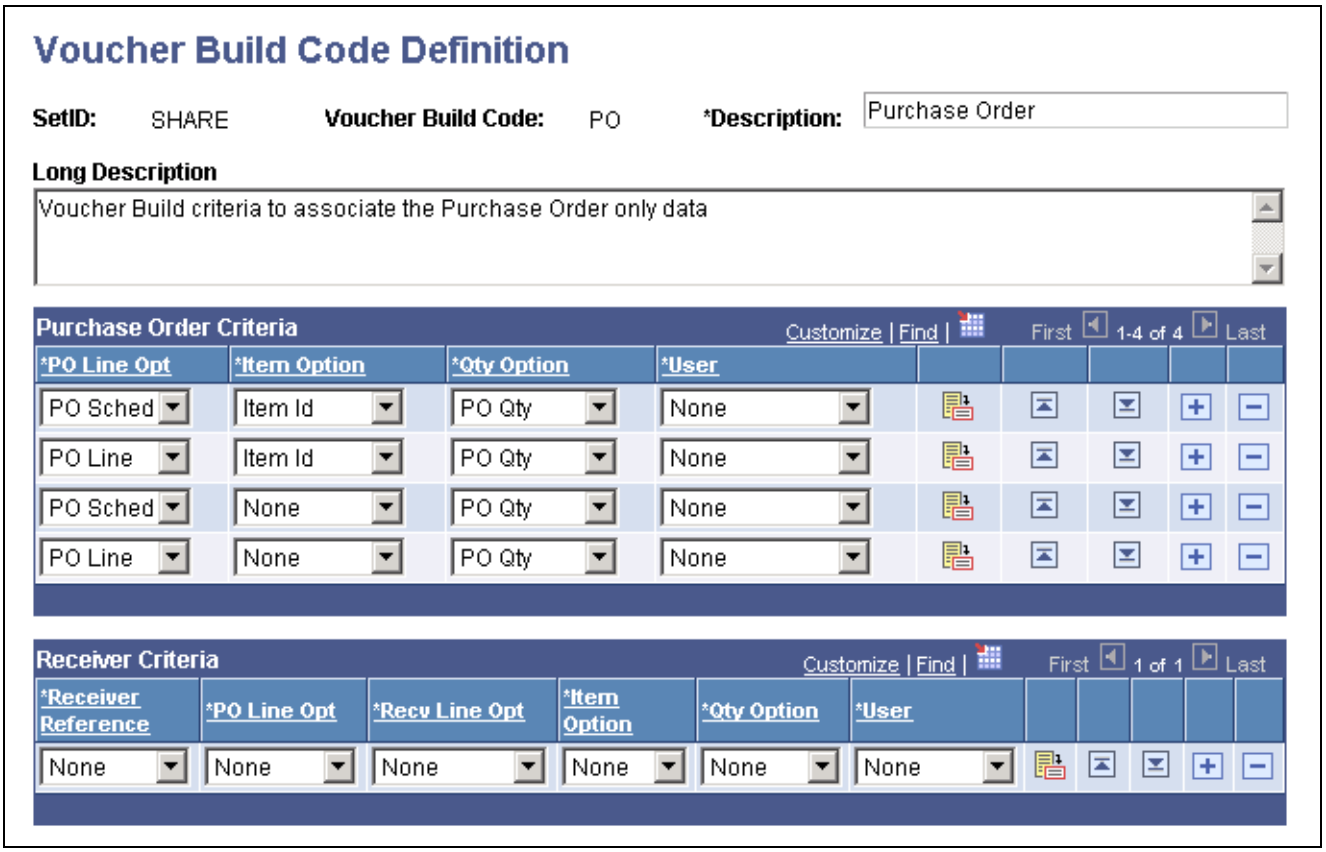
PeopleSoft Enterprise Payables 8.9 PeopleBook, "Using Quick Invoices," Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines

Pages Used to Specify Voucher Build Criteria

Page Name	Object Name	Navigation	Usage
Voucher Build Code Definition	VCHR_BLD_DEFN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Build Criteria, Voucher Build Code Definition	Define criteria that determine how the Voucher Build process creates voucher records from purchase orders and receivers.
Voucher PO User	VCHR_PO_USER	Select the *User* or *View Only* option in the User field for a purchase order criteria row on the Voucher Build Code Definition page, then click the User Criteria link in that row.	Enter SQL statements for the user criteria you are adding.
Override Session Default (purchase order)	VCHR_PO_CLAUSE	Click the Build Clause button in the purchase order criteria row on the Voucher Build Code Definition page.	View the complete SQL statement for a purchase order criteria row on the Voucher Build Code Definition page.
Voucher Receiver User	VCHR_RECV_USER	Select the *User* or *View Only* option in the User field for a receiver criteria row on the Voucher Build Code Definition page, then click the User Criteria link in that row.	Enter SQL statements for the user criteria you are adding.
Override Session Default (receiver)	VCHR_RECV_CLAUSE	Click the Build Clause button in the receiver criteria row on the Voucher Build Code Definition page.	View the complete SQL statement for a receiver criteria row on the Voucher Build Code Definition page.

Defining Voucher Build Criteria

Access the Voucher Build Code Definition page.



Voucher Build Code Definition page

Note. The Voucher Build process first attempts to build the voucher using the receiver criteria you define. If the process does not find an association based upon the receiver information, then the logic proceeds to the purchase order criteria.

Note. The more specific the criteria you define, the better the system performs. If the voucher build criteria return multiple matches per voucher line, the Voucher Build process may select and build a voucher line record from the incorrect receiver or purchase order.

Purchase Order Criteria

The Voucher Build process uses the criteria that you define in this grid to find purchase orders for building voucher records. You can define multiple rows. The system looks for purchase orders using the criteria specified on the first line. If no purchase orders are found, the system uses the criteria defined on the second line, and so forth. You can use the up and down arrows in each row to change the line order.

A purchase order schedule can be associated with only one voucher line during a single Voucher Build process instance.

PO Line Opt (purchase order line option) Define the criteria the system uses for finding purchase orders. The available options are:

- *None:*The system skips this field.
- *PO BU:* The system uses the purchase order business unit specified on the voucher line.

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

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

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

None: The system skips this field.

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

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

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

User To define a SQL statement for finding purchase orders, select *User* or *View Only.* The User Criteria link appears. Click this link to access the Voucher PO User page, where you can enter the SQL clause for the condition you are adding.

Select *None* if you do not want to add a user-defined SQL clause.

 Click this button for any row to access the Override Session Default page, where you can view the complete SQL statement for that row, including any that you might have added.

Receiver Criteria

The Voucher Build process uses the criteria that you define in this grid to find receivers for building voucher records. You can define multiple rows. The system looks for receivers using the criteria specified on the first line. If no receivers are found, the system uses the criteria defined on the second line, and so forth. You can use the up and down arrows in each row to change the line order.

Receiver Reference Define the criteria the system uses for finding receivers. The available options are:

BOL (voucher bill of lading): The bill of lading on the receiver header equals the bill of lading on voucher header.

Carrier ID: The carrier ID on the voucher header equals the carrier ID on receiver header.

Invoice: The Voucher invoice number equals the receiver line Packing Slip ID.

PackSlip: The voucher packing slip field equals the receiver line Packing Slip ID.

None: The system defaults to receiver line option.

PO Line Opt (purchase order line option) Define the criteria the system uses for finding purchase orders. The available options are:

PO BU: The purchasing business unit on the voucher line equals the purchasing business unit on the receiver line.

PO ID: The purchasing business unit and the PO ID on the voucher line equals the purchasing business unit and PO ID on the receiver line.

PO Line: The purchasing business unit, PO ID, and the purchase order line number on the voucher line equals the purchasing business unit, PO ID, and the purchase order line number on the receiver line.

PO Sched: The purchasing business unit, PO ID, purchase order line number, and the purchase order schedule on the voucher line equals the purchasing business unit, PO ID, purchase order line number and the purchase order schedule number on the receiver line.

*None:*The system skips this field.

Recv Line Opt (receiver line option)

Define the criteria the system uses as a basis for finding receivers:

- *None:* The system skips this field.
- *Recv BU:* The system uses the receiver business unit on the voucher line.
- *Recv ID:* The system uses the receiver business unit and the receiver ID on the voucher line.
- *Recv Sched:* The system uses the receiver business unit, receiver ID and the receiver line number.

Item Option

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

Item ID: The Item setID and the Item ID on the voucher line are used as a basis for finding receivers.

None: The system skips the Item ID field.

Qty Option (quantity option)

Define how the system finds receivers based upon quantities. The available options are:

Accepted: The accepted quantity on the receiver in the vendor's unit of measure.

None: The system skips this field.

Receipt: The quantity on the receiver in the vendor's unit of measure.

User

To define a SQL statement for finding receivers, select *User* or *View Only.* The User Criteria link appears. Click this link to access the Voucher Receiver User page, where you can enter the SQL clause for the condition you are adding.

Select *None* if you do not want to add a user-defined SQL clause.



Click the Build Criteria button for any row to access the Invoice Details page, where you can view the complete SQL statement for that row, including any that you might have added.

Defining Document Tolerances

To define document tolerances, use the Document Tolerance Definition component (DOC_TOL_DEFN).

This section provides an overview of document tolerance checking setup and discusses how to define document tolerances.

Understanding Document Tolerance Checking Setup

The Document Tolerance Checking Application Engine process (FS_DOC_TOL) enables you to edit tolerances between predecessor documents and successor documents—that is, between requisitions and purchase orders in PeopleSoft Purchasing and between purchase orders and vouchers in PeopleSoft Payables—before you run the PeopleSoft Commitment Control Budget Processor Application Engine process (FS_BP). The Document Tolerance Checking process validates that each distribution line amount on a document differs by no more than a predefined percentage (or fixed amount, depending on the setup) from the associated distribution line amount on its predecessor document.

To set up document tolerance checking:

1. Enable document tolerance checking by selecting the Enable Document Tolerance option on the Installation Options - Overall page and entering the ChartField whose values you use for setting up document tolerances.

   The default ChartField is *Fund Code.*

2. (Optional) Require documents be approved before running the Document Tolerance Checking process on them by selecting the Document Approval Required option on the Installation Options - Overall page.
3. (Optional) Set up document tolerance exception override authorization for users on the Define User Preferences - Procurement - Document Tolerance Exceptions Override Authorizations page.
4. Define document tolerances by setID and ChartField value on the Document Tolerance Definition page.
5. Enable document tolerance checking for the general ledger business unit shared by the purchasing and accounts payables business units by selecting the Enable Document Tolerance option on the Procurement Controls - General Controls page.

See Also

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

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

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Running Document Tolerances”

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Running Document Tolerances”

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Setting Up Payables Business Units,” Selecting General Controls

Page Used to Define Document Tolerances

Page Name	Object Name	Navigation	Usage
Document Tolerance Definition	DOC_TOL_DEFN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Document Tolerance Definition, Document Tolerance Definition	Define document tolerances.

Defining Document Tolerances

Access the Document Tolerance Definition page.

Select a setID, ChartField, and ChartField value, and click the Get Tolerance Definition button to display the Tolerance Definition group box.

The tolerances to apply are:

When Encumbrance Exceeds Pre-encumbrance	Enter the percentage and amount that the Document Tolerance Checking process uses to determine if a purchase order that exceeds a requisition fails document tolerance checking.
When Expenditure Exceeds Encumbrance	Enter the percentage and amount that the Document Tolerance Checking process uses to determine if a voucher that exceeds a purchase order fails document tolerance checking.

Note. The system uses the lower value (either the percentage or amount) to calculate the tolerance. If you enter *0.00* in the Percent or Amount fields, the system calculates a *zero tolerance,* and the successor document must equal the predecessor document to pass document tolerance checking.

CHAPTER 3

Maintaining Vendor Information

This chapter provides an overview of vendor maintenance and discusses how to:

- Enter vendor identifying information.
- Enter vendor addresses.
- Enter vendor contact information.
- Define vendor locations.
- Define user definable vendor fields.
- (USF) Enter vendor information for U.S. federal agencies.
- View summary vendor information.
- Enter single payment vendors.
- Track vendor conversations.
- Approve vendors.
- Inactivate vendors.
- Search for, review, and report on vendor information.
- (USA) Report vendors to the California Employment Development Department (EDD).

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "(USF) Setting Up Payables for U.S. Federal Agencies," Setting Up Central Contractor Registry Processing

Understanding Vendor Maintenance

PeopleSoft procurement applications capture and track vendor information to ensure that you can satisfy vendors by having the answers to their questions at your fingertips. You can easily enter straightforward or complex vendor definitions that capture your true relationship with a vendor. You can also enter information from conversations with vendors to manage your contacts more effectively. Even if you have not spoken to a vendor contact for months, your vendor profile enables you to recall details as though you had your last conversation yesterday.

This section discusses:

- Vendor profiles.
- Vendors in the control hierarchy.
- Vendor locations.

- Vendor definition.
- PeopleSoft eSupplier Connection.
- Vendor relationship management.
- Vendor approval.
- Vendor archiving.
- Single payment vendors.
- Duplicate vendor checking.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Special Withholding Requirements," Setting Up Withholding Entities for CIS

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Payables Withholding," Defining Vendor Information for the Entity

Vendor Profiles

Within PeopleSoft applications, all payees are considered *vendors.* This includes suppliers, employees, attorneys, and so on. You create vendor profiles to store all the information that you need to know about vendors to manage their interests and *yours* proactively. The information that you provide is up to you. It can be as simple as a vendor name and address or, more likely, a wealth of information about payment terms and methods as well as voucher processing defaults.

Vendor information is principally shared by PeopleSoft Payables and PeopleSoft Purchasing, so that one or both departments can enter vendor information. You may want to set up your system so that purchasing users can enter vendor information, but only accounts payable users can approve vendors for payment, or vice versa; it's up to you.

To create or update vendor profiles for all types of vendors in either product, you use the pages in the Vendor Information component. PeopleSoft has organized the system to help you easily enter, update, and inquire in these primary areas:

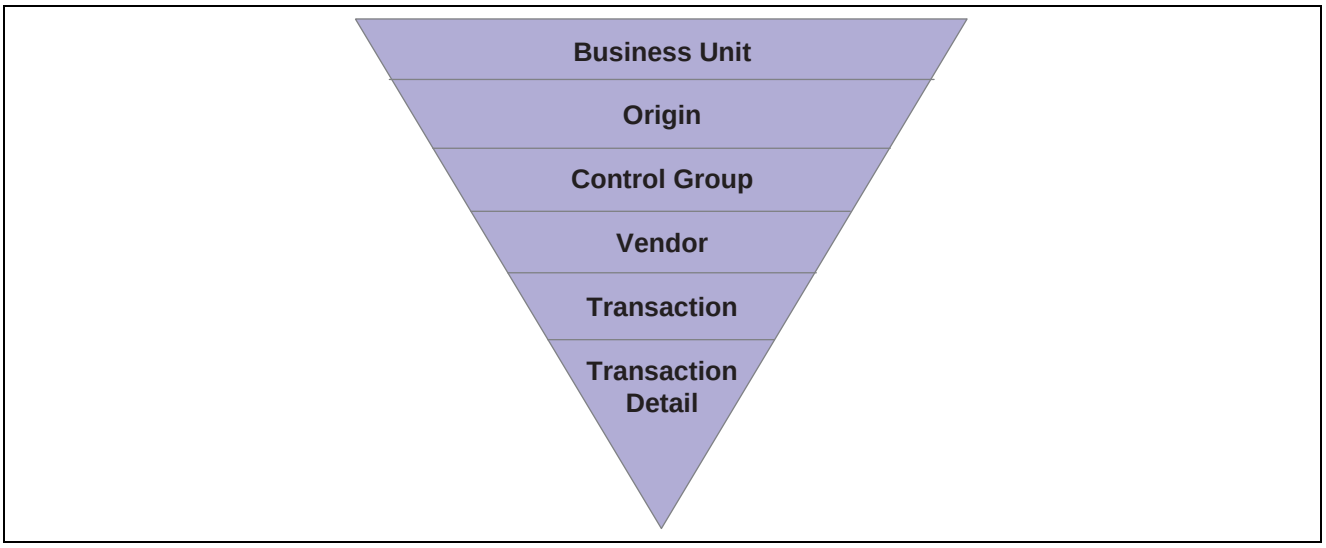
- Vendor identification.
- Vendor approval.
- Vendor conversations.
- Vendor bank accounts.
- Vendor withholding information.

All vendor information for regular vendors, one-time vendors, and permanent vendors is stored in the same set of vendor tables. So if you decide that the contractor that you used last week on a trial basis is the ideal company to use for a long term remodeling project, you merely update the Persistence field on the Identifying Information page, without rekeying information or storing redundant data.

As you enter vendor profiles into the system, you can define a set of vendors for each business unit, or you can share vendors across multiple business units. You can even define multiple locations for a vendor.

Vendors in the Control Hierarchy

The following diagram shows how vendor information is positioned in the PeopleSoft procurement control hierarchy. As you define vendors, you can specify various types of control information, such as duplicate invoice checking and voucher approval processing, that either appears by default from the hierarchy or can be overridden and changed for a specific vendor:



PeopleSoft procurement control hierarchy

Vendor Locations

A vendor location is not a physical address. It is a default set of rules, or attributes, that define how you conduct business with a particular vendor. A vendor location comprises information such as procurement options (including payment terms, currency information, and shipping method), VAT options, payment options, withholding options, pay to bank accounts, and so on. And although a location is not an address, it does reference addresses.

Your vendor may need only one location. If the vendor uses the same set of rules across its business, you can enter one location for your vendor, and you're ready to go. If, however, your vendor uses different sets of procurement rules for different portions of its business (different branches, sites, or offices, for example), PeopleSoft procurement products enable you to set up the vendor with multiple locations, each with its own unique set of business rules.

If, for example, company ABC has offices in New York, Vancouver, and London, each office may require different currency information, payment terms, pay to bank accounts, VAT or sales and use tax (SUT) requirements, and so on. In this case, you could set up the vendor with three locations (that is, three sets of rules)—one for each office.

Vendors may also have unique requirements for pricing and remitting. For this reason, from each vendor location, you can also point to other vendor locations for remitting and pricing. (The vendor's invoice information and payment terms reside at the vendor location level, so it makes sense to determine the remitting and pricing rules here.)

If your vendor has only one address from which it conducts all its procurement functions (ordering, invoicing, remitting, and returning), enter the one address on the Vendor Information - Address page; the system uses this address as the default for all of the functions on the Vendor Information - Location page. Some vendors have different addresses for different procurement functions. For this reason, the system enables you to enter several different addresses for each vendor location.

Returning to the previous example, company ABC's offices may each have multiple addresses for ordering, invoicing, remitting, and returning. Because they have different procurement rules, each office has its own location; because each location may have different addresses for different business transactions, each location can have multiple addresses.

In summary, a vendor can have many physical addresses. A location can also have many addresses. Equally, addresses can be shared between locations. Some vendors may not be this complicated; they may only require one location and one address. Other vendors may have several locations and addresses. The PeopleSoft system accommodates both types of vendors.

See Also

Chapter 3, "Maintaining Vendor Information," Defining Vendor Locations, page 117

Vendor Definition

When you're preparing to enter a new vendor into the system, you first gather all the information that you need to track for the company with which you're doing business, such as:

- Identifying information, including status, class, and other basic business information that tells you what kind of vendor you're entering.
- Physical addresses for the vendor.
- Location information, including remit to and pricing locations.
- Procurement defaults that define your relationship with your vendor and tell the system how to handle purchasing and accounts payable transaction errors and approvals.
- Payment options that establish defaults for payment processing.
- Information used to process withholding.
- Information used to process VAT.
- SUT information.
- Vendor contacts.
- Vendor bank accounts used for EFT processing.

PeopleSoft eSupplier Connection

You can also use PeopleSoft self-service applications to enhance your vendor relationships. PeopleSoft eSupplier Connection is a baseline supply side self-service web application designed to provide vendors with convenient, flexible, and easy access to information. Vendors access PeopleSoft eSupplier Connection to view and modify their own business information—company address, phone, and contact data. They can also review schedule, invoice, payment, order, and receipt activity, as well as view their account balances and the invoices related to those balances. In addition, with PeopleSoft eSupplier Connection you can direct your suppliers to transact on Request for Quotes (RFQs), purchase order acknowledgements (POAs), and Advanced Shipment Notifications (ASNs) for dispatched purchase orders. When dispatching using email, you can automatically include a link for the supplier which takes them into the appropriate PeopleSoft eSupplier Connection page for RFQs and Purchase Orders. To enable a supplier to access PeopleSoft eSupplier Connection, you define a supplier side user using the Define Vendor User component.

Note. Pages used to define Vendor User information are specifically used for external vendor access and are not used for internal access to PeopleSoft Purchasing or PeopleSoft Payables.

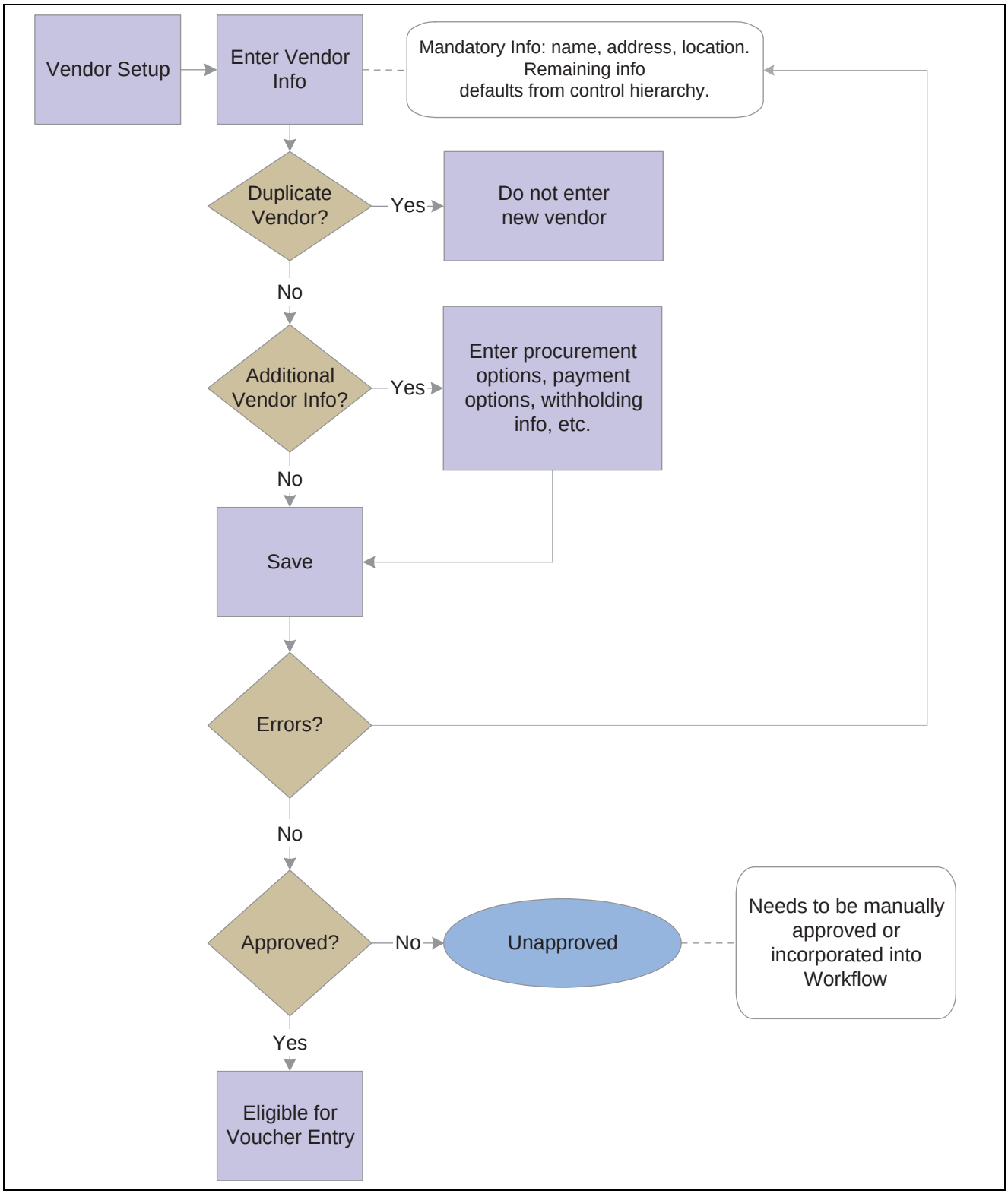
See Also

PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook, “Maintaining Vendor Information”

PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook

Vendor Relationship Management

Here is a visual representation of the steps that you take to manage your vendor relationships:



Managing vendor relationships

Vendor Approval

You cannot enter vouchers for a vendor until the vendor has been approved. Likewise, a vendor must be approved *and* open for ordering before you can enter purchase orders (POs) for the vendor. You set up vendor approvers on the User Preferences - Procurement page. Approvers can view vendors for approval and approve them using the Vendor Approval component (APPROVE_VENDOR). A vendor is automatically set to approved status if the user who entered it is set up as an approver.

See Also

Chapter 3, "Maintaining Vendor Information," Approving Vendors, page 170

Vendor Archiving

Before you can archive a vendor, you must first archive the payments and then the related vouchers for that vendor. You can archive inactive vendors from your system by using the Vendor Archive Request Process page.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Archiving Transactions"

Single Payment Vendors

PeopleSoft Payables enables you to enter a voucher for a one-time vendor without adding rows to vendor tables. You must set up at least one single payment vendor, which is used as the master vendor for single payment vouchers. The master vendor can include such general information as tax, payment method, payment terms, and bank account defaults. You enter any information that is particular to a vendor—such as the vendor's name and address—directly on the single payment voucher. PeopleSoft recommends that you define a single payment vendor for each tax environment you work in, in situations where vendor tax information is used to calculate tax on transactions.

See Also

Chapter 3, "Maintaining Vendor Information," Entering Single Payment Vendors, page 165

Duplicate Vendor Checking

PeopleSoft enables you to check for duplicate vendors in realtime when you enter new vendors in the Vendor Information component. You can also run a report to find duplicate vendors.

See Also

Chapter 3, "Maintaining Vendor Information," Adding New Vendors, page 100

Chapter 3, "Maintaining Vendor Information," Reporting on Duplicate Vendors, page 178

Prerequisites

Before you enter vendors in the system, you must:

- Establish the vendor set controls by setID on the Vendor Set Control page, where you define whether to use autonumbering, whether to display withholding or value-added tax (VAT) information, and whether

electronic funds transfer (EFT) prenotes should be generated for vendors who request that payment method. You can also specify the number of wait days for EFT prenote autoconfirmation and a default country for the set of vendors.

- Define vendor approvers using the User Preferences component.
- Define ship-to-locations.
- (Optional) Define pay group codes.
- (Optional) Set up withholding (for withholding-applicable vendors only)
- (Optional) Set up tax information.
- (Optional) Set up bank accounts (for vendors who can be paid by electronic funds transfer).
- (Optional) Define government certifications.
- (Optional) Set up matching options.
- (Optional) Set up the accounting entry template.

See Also

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

Chapter 2, "Defining Procurement Options," Defining Ship To Locations, page 30

Chapter 2, "Defining Procurement Options," Defining Vendor Pay Group Codes, page 67

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Withholding in Payables"

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)"

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

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

Chapter 2, "Defining Procurement Options," (USA) Entering Vendor Government Certifications, page 68

Chapter 2, "Defining Procurement Options," Establishing Matching and Document Association Options, page 69

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

Common Elements Used in This Chapter

SetID Displays the setID that you selected for a vendor.

Vendor Displays the vendor ID for a vendor.

Location Displays the location for a vendor.

A vendor location is not a physical address. It is a default set of rules, or attributes, that define how you conduct business with a particular vendor.

Entering Vendor Identifying Information

To enter vendor identifying information, use the Vendor Information component (VNDR_ID) and the Vendor User component (VENDOR_USER).

Use the VNDR_ID_EXCEL component interface to load data into the tables for this component.

Note. There is another Vendor Information component interface (VNDR_ID) used by the Vendor Enterprise Integration Point (EIP) for loading vendors into the PeopleSoft Payables and Purchasing vendor tables. You can use the Vendor EIP to import vendor information from PeopleSoft Payroll, PeopleSoft Student Administration, and external systems using XML messaging and to publish vendor information to these PeopleSoft and external systems. You can also use the VNDR_IMPORT application engine process to import vendors from a flat file into the PeopleSoft Payables and Purchasing vendor tables. These import processes are described in another chapter.

This section discusses how to:

- Add new vendors.
- Enter identifying information.
- Specify VAT registration details.

See Also

Chapter 4, “Importing Vendor Information,” page 187

Pages Used to Enter Vendor Identifying Information

Page Name	Object Name	Navigation	Usage
Identifying Information	VNDR_ID1	Vendors, Vendor Information, Add/Update, Vendor, Identifying Information	Enter identifying information for a vendor, including the vendor name and short name, classification, status, persistence, withholding and VAT eligibility, relationships with other vendors, duplicate invoice checking settings, and additional identifying elements required for reporting to government agencies.
VAT Registration Details (value-added tax registration details)	VNDR_VAT_RGSTRN	Click the Registration link on the Identifying Information page.	Specify VAT registration information for all the countries with which the vendor is registered to do business.
VAT Defaults Setup (value-added tax defaults setup)	VAT_DEFAULTS_DTL	Click the VAT Default link on the Identifying Information page.	Specify and review VAT default settings at the vendor level.
Service VAT Treatment Default Setup (service value-added tax treatment drivers setup)	VAT_DEFAULTS_DTL	Click the VAT Service Treatment Setup link on the Identifying Information page.	Specify and review VAT default settings for VAT on services at the vendor level.
General Information - General Info	CUST_GENERAL1	Click the Bill To Customer Details link on the Identifying Information page.	Define bill to customer information. **Note.** The Bill to Customer Details link is only available if you have the option to automatically create bill to customers from the Vendor component.
Vendor User	VENDOR_USER	Vendors, Vendor Information, Add/Update, Vendor User	Identify users who are authorized to access vendor information.

Adding New Vendors

When you add a new vendor, the system prompts you to enter a vendor ID, which is the primary key to the vendor tables; the vendor ID is a unique identifier that you can use to locate specific vendor information. Depending on how you set up your autonumbering defaults on the Vendor Set Control page, you enter either your own unique vendor ID or let the system assign one for you. Each vendor belonging to a setID must have a unique number for its vendor ID. If you have enabled autonumbering, the vendor ID appears as *NEXT* on the search page. The system assigns a sequential ID number after you enter the vendor information and save the page.

When you are adding a new vendor to PeopleSoft Payables, you must specify information for these fields:

SetID Select a setID, or click the drill-down button to look up a setID.

Vendor ID If you have elected to have the system assign vendor IDs, *Next* appears by default in this field; otherwise, enter a vendor ID in this field.

Persistence Select a persistence level for this vendor. Values are: *One Time, Permanent, Regular,* and *Single Payment Vendor.*

Note. If you specify a persistence level of *Single Payment Vendor* when you add a new vendor, the first page in the Vendor Information component that you enter is the Single Payment Vendor page.

If you are creating a one-time, permanent, or regular vendor, you first access the Identifying Information page.

See Chapter 3, "Maintaining Vendor Information," Entering Single Payment Vendors, page 165.

Check for Duplicate When adding a vendor, click to check for duplicate vendors.

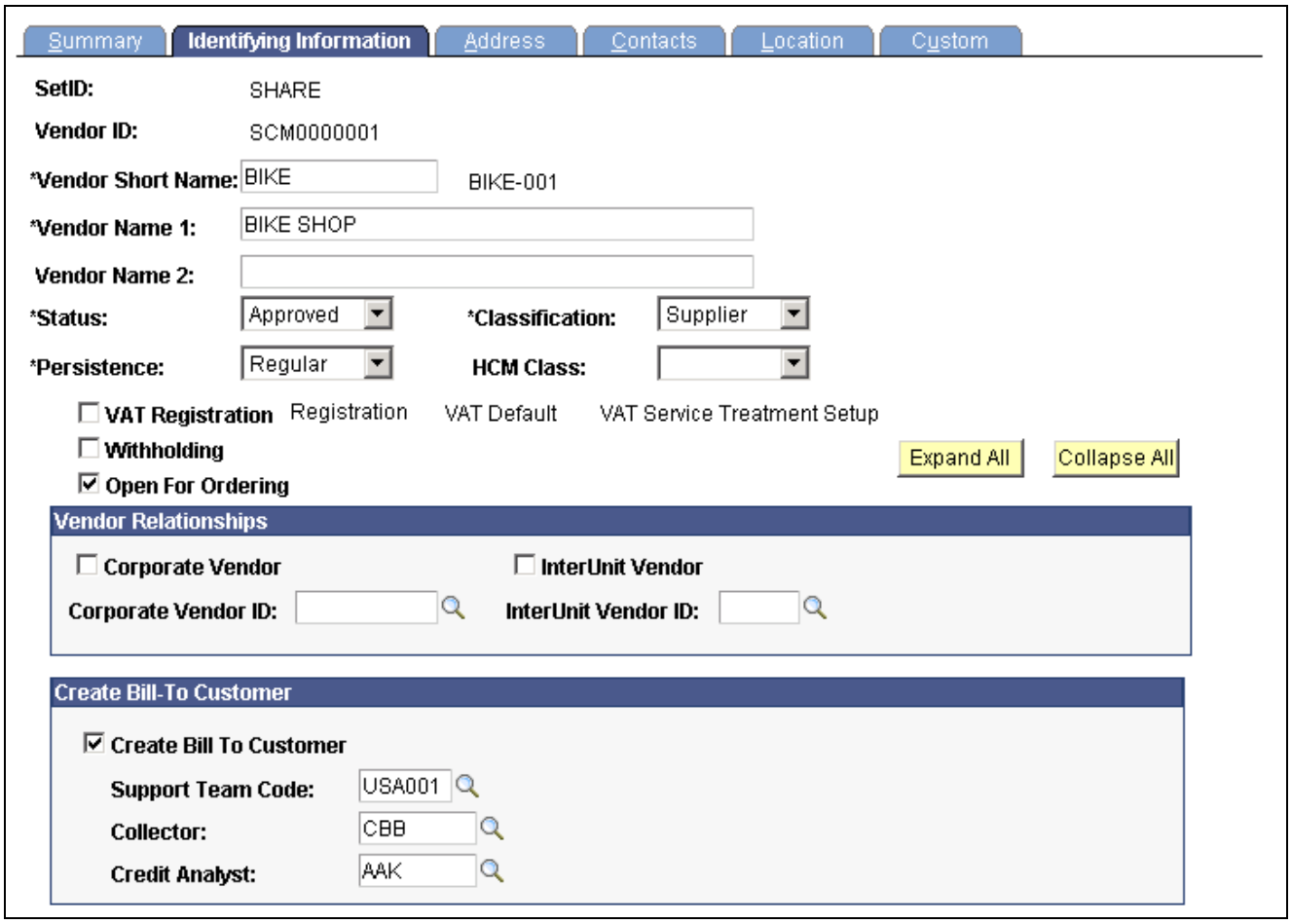
Note. You must enter duplicate vendor checking options on the Vendor Set Control page to enable duplicate vendor checking. If you also select the Check for duplicates at save option on the Vendor Set Control page, then the system automatically checks for duplicates when you save the vendor. Use the Check for Duplicates button when you want to check for duplicates before you save the vendor.

See Also

Chapter 2, "Defining Procurement Options," Defining Vendor Control Parameters, page 64

Entering Identifying Information

Access the Identifying Information page.



Identifying Information page with collapsible regions collapsed

Vendor Short Name

Provides an alternate search key to access vendor data. The system enables you to assign the same vendor short name to multiple vendors, and it makes the short name unique by adding a numeric value to the end. For example, if you enter the vendor short name *SMITH,* when you save, the system makes the short name *SMITH-001*. If you ever have another vendor for whom you want to use *SMITH* as the short name, the system enters *SMITH-002,* and so on.

Vendor Name 1 and **Vendor Name 2**

Enter the vendor's name. There are two lines for the vendor name (vendor name 1 and vendor name 2), in case you're dealing with divisions, subsidiaries, or other complex organization entities that require detailed identification.

If you enabled alternate characters in your user preferences and want to enter alternate characters for the vendor, click the Alternate Name button next to either of the vendor name fields to enter or display alternate characters on the page that appears.

Note. This button appears on the page only if you have enabled the option on the User Preferences - Overall Preferences page.

Status

Displays the vendor's status. Values are:

Approved: If you have authority to approve vendors as defined in your procurement user preferences, the system automatically assigns a status of

Approved to the vendor. The system does not recognize a vendor as approved unless an authorized payables or purchasing user enters or approves it.

Inactive: You cannot enter new vouchers for this vendor.

To Archive: You cannot enter new vouchers for this vendor; the vendor is purged from the system.

Unapproved: If you do not have the authority to approve vendors as defined in your procurement user preferences, another user needs to approve the vendor before users can enter vouchers into the system for this vendor.

Classification Select the vendor's classification. Values are:

Attorney: Indicates that the vendor is an attorney.

Employee: Assign this classification to vendors only if they are company personnel.

HRMS (human resources management system): Indicates that the vendor is a third-party vendor from the PeopleSoft Human Capital Management (HCM) system, such as an insurance carrier or taxing authority.

Selecting this value activates the HCM Class field.

Supplier: Most vendors are suppliers.

HCM Class Select a human resources class. This field is available for entry only if you select *HCM* in the Classification field.

If you use PeopleSoft Human Capital Management (PeopleSoft HCM) in conjunction with PeopleSoft Payables, select one of the following values to define HCM vendors. Most of these classifications define third-party vendors who need to be paid the amounts that were deducted from employee paychecks in the HCM software (benefits and payroll). Deduction amounts from these systems, consisting of both employee and employer contributions for third parties, are paid through accounts payable as standard vendor vouchers.

Garn Pay (garnishment payee): Indicates that the vendor is a garnishment payee—that is, the recipient of garnishments such as child support or alimony payments.

Gen Deduct (general deductions): Indicates that the vendor receives general deductions such as union dues, health club dues, stock purchase contributions, credit union deposits, and so on.

Gen Prov (general provider): Indicates that the vendor is a general provider.

Ins Prov (insurance provider): Indicates that the vendor is an industrial insurance board provider.

Nat'l Prov (national provider): Indicates that the vendor is a national health service provider.

Part Prov (partner provider): Indicates that the vendor is an implementation partner provider.

Tax Col (tax collector): Indicates that the vendor is a tax collector.

Persistence Select the vendor's persistence. Values are:

One-Time: Select for vendors you know you will use only once. You can enter only one voucher for this vendor, after which the vendor status changes to *Inactive* automatically.

Note. A one-time vendor is different from a single payment vendor in that a one-time vendor adds rows to the vendor tables. A single payment vendor does not affect vendor tables and is used as the default master vendor for single payment vouchers.

Permanent: Select for vendors you know your organization will always use, even if not on a frequent basis. You can create an unlimited number of vouchers for this vendor. The vendor is not purged from the system unless you specifically request that they be archived in a vendor archive request.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Archiving Transactions," Archiving Data.

Regular: Select for a vendor only if you don't mind that it is removed from the system once activity for the vendor stops for a designated period. You can create an unlimited number of vouchers for this vendor. However, if there is no activity for the vendor by the as of date in a vendor archive request, the vendor is purged from the system.

Note. If you select *Single Payment Vendor* as the persistence when adding a vendor, the system opens the Single Payment Vendor page, on which you can set up the vendor options that you want to appear by default on single payment vouchers.

See Chapter 3, "Maintaining Vendor Information," Entering Single Payment Vendors, page 165.

VAT Registration Select when entering VAT-applicable vendors, to activate the Registration, VAT Default, and VAT Service Treatment Setup links.

This check box appears only if you selected the Display VAT Flag check box on the Vendor Set Control page.

Registration For VAT-applicable vendors, click to open the VAT Registration Details page, on which you can enter VAT registration information for the vendor.

VAT Default For VAT-applicable vendors, click to open the VAT Defaults Setup component to review and, as applicable, enter VAT settings for the vendor.

Note. You must save the vendor before you can access the VAT Defaults Setup component for the vendor.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Processing Value Added Tax (VAT) in Payables".

See *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*, "Working with VAT," Establishing VAT Defaults.

VAT Service Treatment Setup If you are using services VAT treatment, click to open the Services VAT Treatment Drivers Setup component, to review and, as applicable, enter services VAT treatment settings for the vendor.

Note. You must save the vendor before you can access the Services VAT Treatment Drivers Setup component for the vendor.

Withholding When entering withholding or 1099 vendors, select to enable withholding for the vendor. You specify withholding options on the Withholding Vendor Information page.

Note. While the Withholding option and the Withholding Vendor Information page are available to you to make updates after you have defined your vendors, the most efficient way to handle withholding vendors is to make sure that you mark them as withholding when you first enter them. If you do, all vouchers that you enter for withholding vendors are automatically flagged for withholding reporting as you enter them into the system.

Open For Ordering Select to certify the vendor for purchasing goods and services. If this check box is clear, you cannot enter purchase orders (POs) for this vendor in PeopleSoft Purchasing.

Vendor Relationships

Corporate Vendor and **Corporate Vendor ID** Select to associate the vendor that you are creating with a corporate vendor. Select a corporate vendor ID.

InterUnit Vendor and **InterUnit Vendor ID** Select to identify this vendor as an interunit vendor. Specify the business unit that represents this vendor and select an interunit vendor ID.

See *PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance".

Create Bill-To Customer

Create Bill To Customer Select this check box if you want the system to automatically create a bill to customer upon saving the vendor. The bill to customer is created with default information.

To view the bill to customer that was created use the Additional ID Numbers section of this page.

The default value is defined on the Installation Options - Purchasing page.

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

Support Team Code Select a support team for this bill to customer.

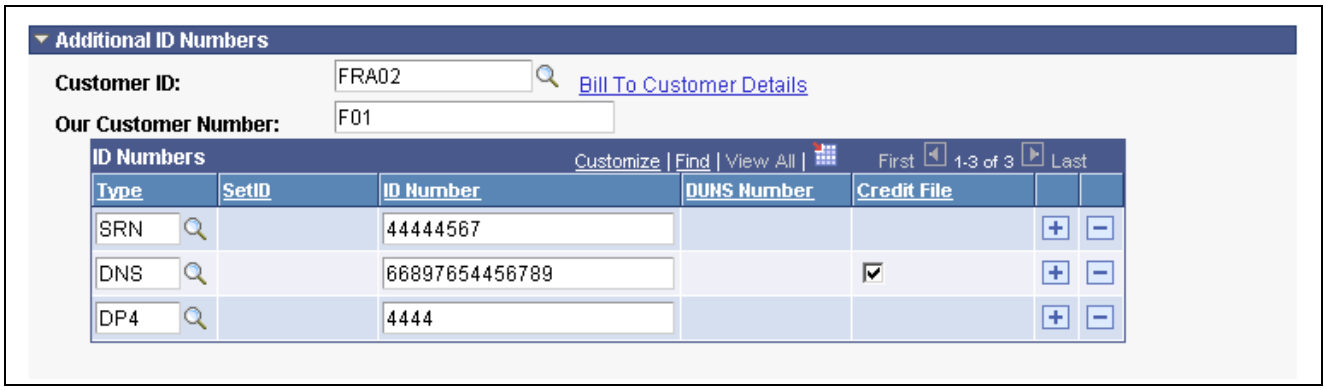
Collector Select a collector for this bill to customer.

Credit Analyst Select a credit analyst for this bill to customer.

Note. After the bill to customer is successfully created the Create Bill-To Customer group box will no longer appear on the page. To modify the bill to customer, use the Bill To Customer Details link under the Additional ID Numbers section of this page.

Additional ID Numbers

Enter information-only additional identifiers for the vendor in the Additional ID Numbers collapsible region. The data here is not used for processing, but may be required for reporting purposes.



Additional ID Numbers collapsible region on the Identifying Information page

Customer ID If this vendor is also a customer, enter the valid receivables ID.

If you automatically create a bill to customer from this page, this field displays the bill to customer that the system automatically created.

Bill To Customer Details Click this link to access the General Information component for this bill to customer. Use this component to complete the definition of the bill to customer.

Our Customer Number Enter the number by which your vendor identifies you as the customer.

Type Associate the vendor with a reporting entity by selecting the type of number that you are adding.

PeopleSoft delivers some ID numbers with the system, but you can also add your own. Examples of the types of ID numbers that you might want to add for the vendors include:

ACN: company number - Australia.

CCM: municipal registration number - Brazil.

CGC: company tax registration number - Brazil.

CPF: Ind tax registration number - Brazil.

DB: DUNS Number (With Edit)

DNS: DUNS number (No Edit).

DP4: DUNS + 4 Suffix.

FIC: fiscal ID - company - Italy

FII: fiscal ID - indiv - Italy

GLN: global location number.

IE: state registration number - Brazil.

NIC: NIC number - France.

NIF: fiscal ID number - Spain.

SRN: SIREN number - France.

SRT: SIRET number - France.

TIN: tax identification number.

W2: W2 identification number.

Note. PeopleSoft recommends you inactivate the type fields that you are not using. This will assist in preventing the wrong selections from being made.

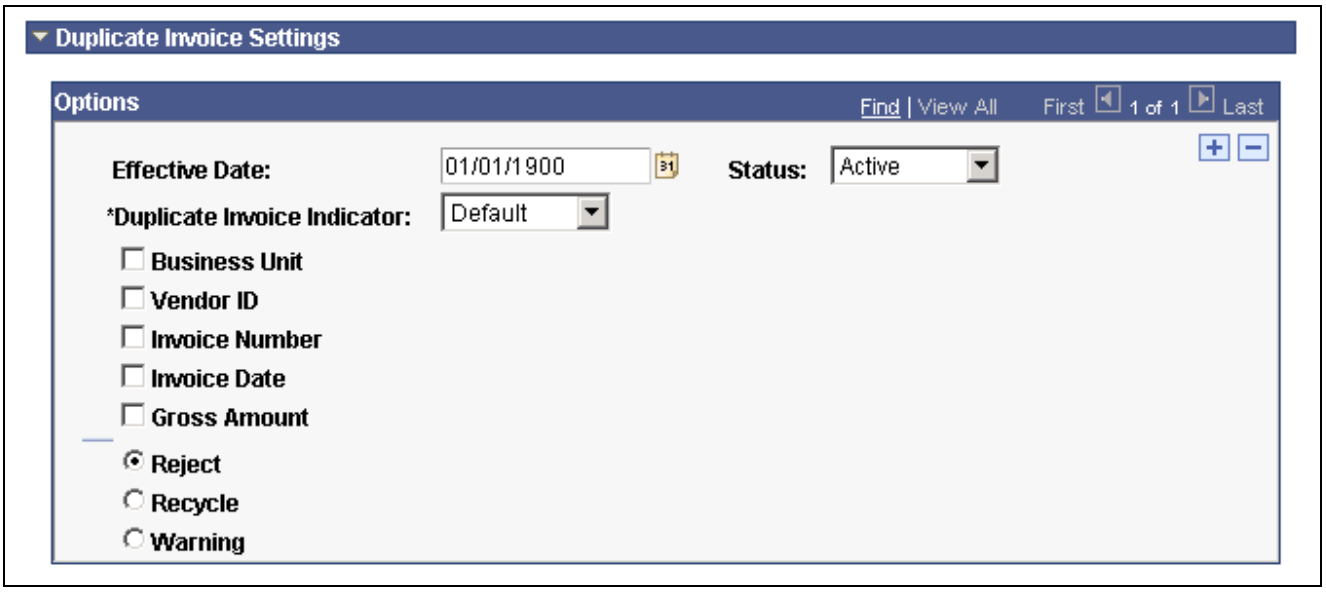
ID Number Enter the ID number provided by the reporting entity for the vendor.

Depending on the type of number that you select, different fields are available for entry. If you select a DUNS Number (With Edit) number, for example, you activate the SetID and DUNS Number fields. If you select DUNS Number (No Edit) number you activate the ID Number field and the Credit File check box. If you select DUNS + 4 Suffix number you activate the ID Number field only. In the ID Number field enter the 4 digit suffix. If you enter another type of number, you activate the ID Number field.

Credit File Select this check box if a D & B credit file exists. This check box is only available if you select a type of *DNS* (DUNS number (No Edit).

Duplicate Invoice Settings

Enter duplicate invoice checking parameters in the Duplicate Invoice Settings collapsible region.



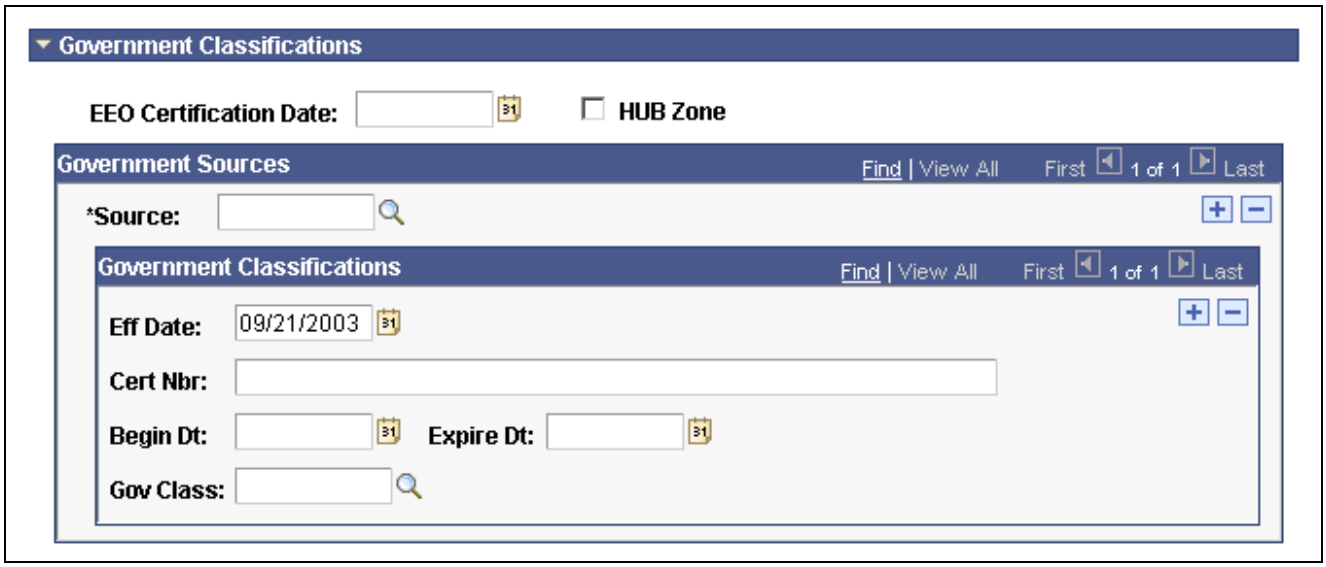
Duplicate Invoice Settings collapsible region on the Identifying Information page

The options in the Duplicate Invoice Settings region are the same as those defined in the Payables Options component (BU_CTLB). In the Payables Options component, you define these options for the business units sharing a setID; here, you define them for the vendor.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Setting Up Payables Business Units," Defining Voucher Error-Handling Options.

(USA) Specifying Government Classifications

Enter government classifications required for reporting by some U.S. organizations in the Government Classifications collapsible region.



Government Classifications collapsible region on the Identifying Information page

In the U.S., companies report information about the classification of vendors with whom they do business to the government; they are also sometimes required to report similar information to their customers. Vendors receive certain classifications of certification—for example, Small Business - Hispanic Woman Owned—from various government sources.

Note. You must define government sources and classifications on the Government Certifications - Sources page and the Government Certifications - Classifications page before you can select them at the vendor level.

EEO Certification Date (equal employment opportunity certification date)
Enter the vendor's EEO certification date.

HUB Zone (historically underutilized business zone)
Select if the vendor qualifies for this classification.

The HUBzone Empowerment Contracting program provides federal contracting opportunities for qualified small businesses located in distressed areas. Fostering the growth of these federal contractors as viable businesses, for the long term, helps to empower communities, create jobs, and attract private investment.

HUB Zone qualifications can give vendors preferential treatment when procurement contracts are awarded. Governmental agencies have a goal of awarding contracts to HUB-Zone-qualified vendors based on certain percentages. Customers might use this field for reporting compliance in awarding business to HUB Zone businesses.

Source
Enter the vendor's certification source.

Each vendor can have multiple sources, and each source can have more than one effective-dated record that captures the certification number, begin date, expiration date, and government classification of the vendor's government certifications.

Cert Nbr (certificate number)
Enter the number of the certificate that your vendor received from this source, verifying that the vendor is qualified for this government classification.

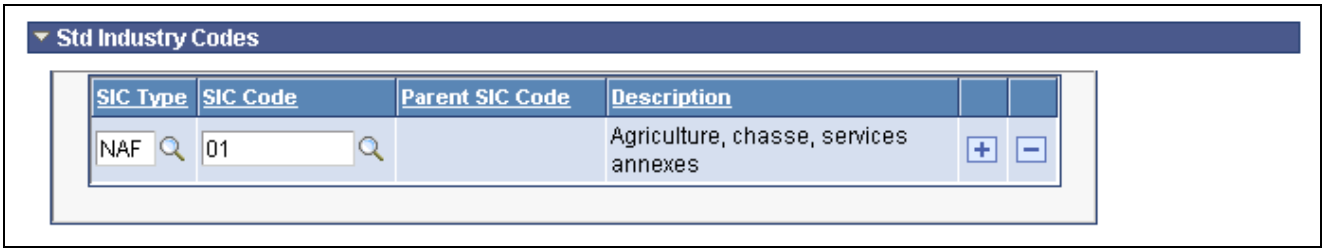
Begin Dt (begin date) and **Expire Dt** (expiration date) — Enter the start date and expiration date for the certificate.

Gov Class (government classification) — Enter the type of government classification for which your vendor qualifies.

See Chapter 2, "Defining Procurement Options," (USA) Entering Vendor Government Certifications, page 68.

Std Industry Codes (Standard Industry Codes)

Enter standard industry classification (SIC) codes required for reporting by some governments in the Std Industry Codes collapsible region.



Std Industry Codes collapsible region on the Identifying Information page

Depending on your organization's reporting requirements, you can apply SIC codes here for the vendor or on the Vendor Information - Location page for a vendor location. The information that you enter for the vendor location is informational only. The data is not used elsewhere in the system. The information that you enter for the vendor, however, is used for U.S. government compliance reporting. If you are not doing government reporting, you may choose to define these numbers at the vendor location only.

You can supply multiple types of industry codes for the same vendor. For example, a standard USA SIC code and a North American Industrial Classification System (NAICS) code can be defined for the same vendor. You can also supply multiple SIC codes for the same SIC type.

Note. The fields in the Std Industry Codes collapsible region support the U.S. Government reporting requirements.

SIC Type (standard industrial classification type) — Select the appropriate type for the vendor. PeopleSoft provides you with the standard hierarchy of these codes from Australia, Canada, Germany, France, the U.K., and the U.S., and you can also add your own. Examples of SIC types that you might select include:

AUS: Australia - New Zealand SIC code.

CAN: Canadian NAICS codes.

GER: German SIC codes.

NAF: French SIC codes.

SIC: U.S. SIC codes.

UK: U.K. 92 SIC codes.

USA: U.S. - NAICS codes.

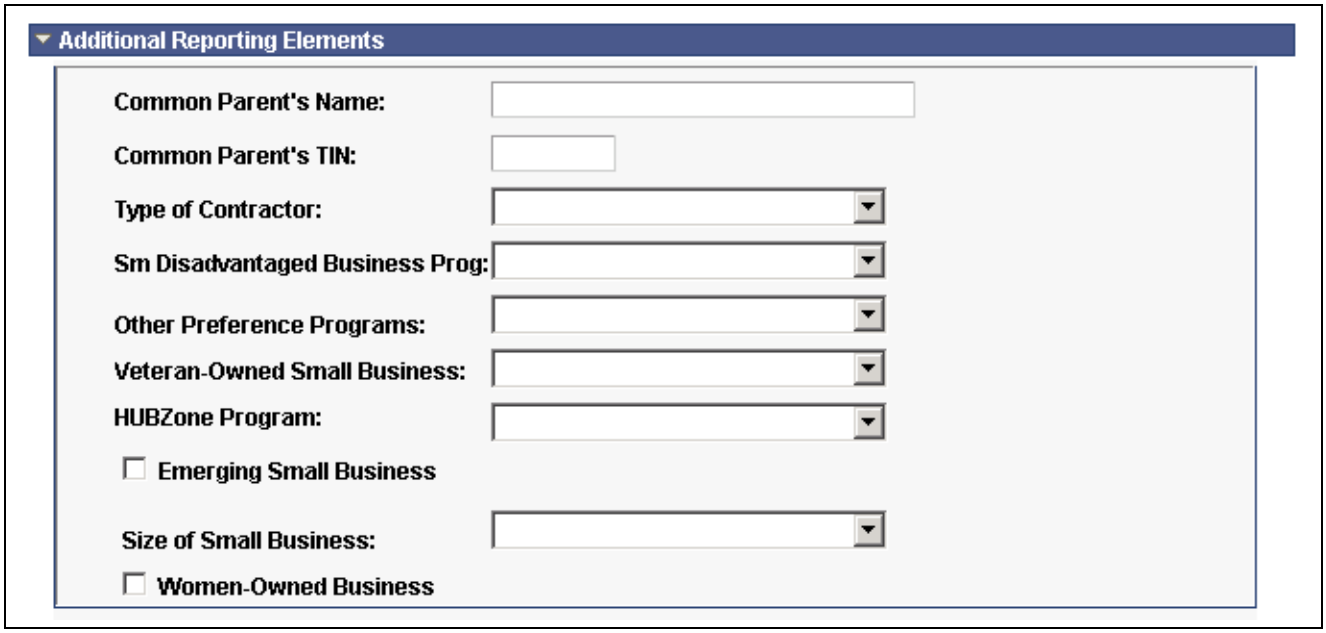
SIC Code — In accordance with the SIC type that you select, the system provides an appropriate list of SIC codes. Select a code for the vendor.

Based on the SIC information that you select, the system populates the Parent SIC Code field and the Description field.

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

(USA) Additional Reporting Elements

Enter vendor information required for Federal Procurement Data Systems reporting in the Additional Reporting Elements collapsible region.



Additional Reporting Elements collapsible region on the Identifying Information page

Sm Disadvantaged Business Prog (small disadvantaged business program)

Select a small disadvantaged business program.

A Small Disadvantage Business (SDB) program provides business development and federal contracting opportunities for small disadvantaged businesses that would not otherwise qualify for such programs. An SDB enables small businesses to compete in the federal contracting arena and helps expose them to a wider range of subcontracting opportunities that are typically available for large firms only. Programs of this nature are intended to help federal agencies achieve the government-wide goal of 5 percent SDB participation in prime contracting.

Veteran-Owned Small Business

Select a veteran-owned small business program.

The veteran-owned small business program provides veteran-owned small businesses maximum practical opportunity to participate in the performance of contracts and subcontracts awarded by any federal agency.

HUBZone Program (historically underutilized business zone program)

Select a HUB Zone program.

The HUBZone Empowerment Contracting program provides federal contracting opportunities for qualified small businesses located in distressed areas.

Emerging Small Business

Select if the vendor qualifies as an emerging small business.

Size of Small Business

If you selected the Emerging Small Business check box, select the applicable business size for this small business from the available options.

Women-Owned Business Select if this vendor qualifies as a women-owned business.

Specifying VAT Registration Details

Access the VAT Registration Details page.

Country Select the country, or countries, with which this vendor is registered to do business. The country or countries must be defined on the VAT Country Definition page as part of VAT setup before you can select them on the VAT Registration Details page.

VAT Registration ID Enter the vendor's VAT registration ID for the country. It is not necessary to enter a VAT registration ID, but if you do, the system validates it against the algorithm for the country and issues a warning message if the number that you enter is not in the valid format for this country.

Note. To ensure that no duplicate VAT registration IDs are entered into the system, the system checks for duplicate VAT registration IDs. An invalid VAT registration ID warning message appears if you enter a duplicate ID for the same country.

Home Select to designate a country as the home country. This field is for your information only. Vendors may also be registered to collect VAT in countries other than their home country. If this is the case, you must insert a row and enter the country code for each of these countries.

See Also

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

Entering Vendor Addresses

This section discusses how to:

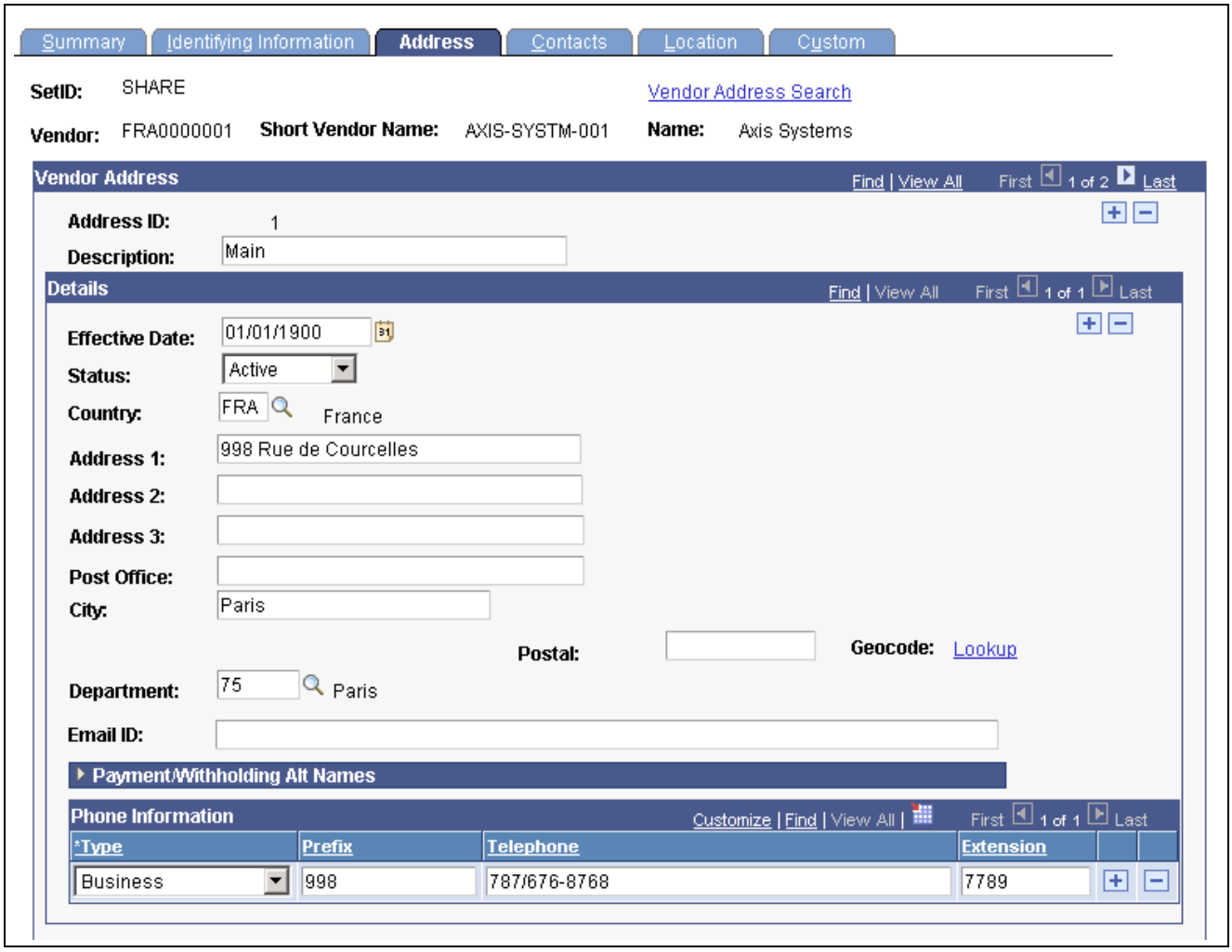
- Specify vendor addresses.
- Search for vendor addresses.

Pages Used to Enter Vendor Addresses

Page Name	Object Name	Navigation	Usage
Vendor Information - Address	VNDR_ADDRESS	Vendors, Vendor Information, Add/Update, Vendor, Address	Specify one or more addresses for the vendor. You can enter multiple addresses for the different sites that a vendor might have.
Vendor Address Search	VNDR_ADDRSRCH_SBP	Click the Vendor Address Search link on the Vendor Information - Address page.	Search for a specific vendor address to update.

Specifying Vendor Addresses

Access the Vendor Information - Address page.



Vendor Information - Address page

Vendor Address Search Click this link to access the Vendor Address Search page. Use this page to search for vendor addresses for this vendor. When you select an address on the Vendor Address Search page and click the OK button the address selected

will appear in the Vendor Address group box on this page. This functionality enables you to quickly retrieve a particular vendor address without having to scroll through all of the vendor addresses.

Vendor Address

Address ID Displays the system identifier for this address.

Details

Country Select the vendor's country. Once you select a country, the appropriate address form appears. Depending on the country that you select, the form of the address field varies. Enter all fields that are necessary for the country that you select.

Email ID Enter the vendor's email address. This is the address that the Email application engine process (PO_PO_EMAIL) uses when you select the dispatch method of email in PeopleSoft Purchasing.

Multiple email addresses can be entered in the Email ID field, but they must be separated by semicolons.

GeoCode Select a geocode. This value is used by third-party tax applications to link a vendor address to tax calculation algorithms. If no geocode has been selected, this field displays a lookup link. Click the geocode value or lookup link to access the Tax GeoCode Selection page, where you select a geocode value for the vendor address.

This field appears only if you have installed and enabled a third-party tax application for use with the PeopleSoft procurement applications.

You *must* select a geocode for each vendor address, to integrate properly with your third-party tax application.

If you select the wrong geocode for the vendor address, an error message is issued by the third-party application. Troubleshoot the error using the documentation provided by the third-party tax application provider.

See *PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook*, "Integrating with Sales and Use Tax Applications".

Note. If you are adding more than one current address for this vendor (for example, the vendor has multiple sites), click the add button (+) in the Vendor Address group box to add a new row. To *update* address information for the vendor, click the add button (+) in the Details group box to add a new row. Because vendor information is effective-dated, you can insert new rows to reflect changes in address before the change goes into effect, so that you don't forget to update this information later. To correct an erroneous address, enter the correct address in place of the incorrect one, and save your changes.

Payment/Withholding Alt Names

Use the Payment/Withholding Alt Names (payment and withholding alternate names) section to specify alternate names for the vendor that can be used for payment and withholding purposes. When the system generates payments for the location that uses this address, it uses the alternate name information on the payment forms. Likewise, if you specify an alternate withholding name, the system uses this name on withholding reports instead of the name that you specified on the Identifying Information page.

This function is useful if a vendor wants to conduct business under another name. For example, Alvarez Consulting may be the vendor, but may want to receive payments or report withholdings under the name of Jose Alvarez.

Payment Alternate name Enter any alternate names for the vendor to be used on payment forms.

Withholding Alternate name Enter any alternate names for the vendor to be used on withholding reports.

Phone Information

Use this group box to enter phone information for the vendor.

Type Select the type of phone number that you are adding (cellular, business, fax, home, pager, and so on).

Prefix, Telephone, and **Extension** Enter the prefix, number, and any extension for the phone number that you are adding.

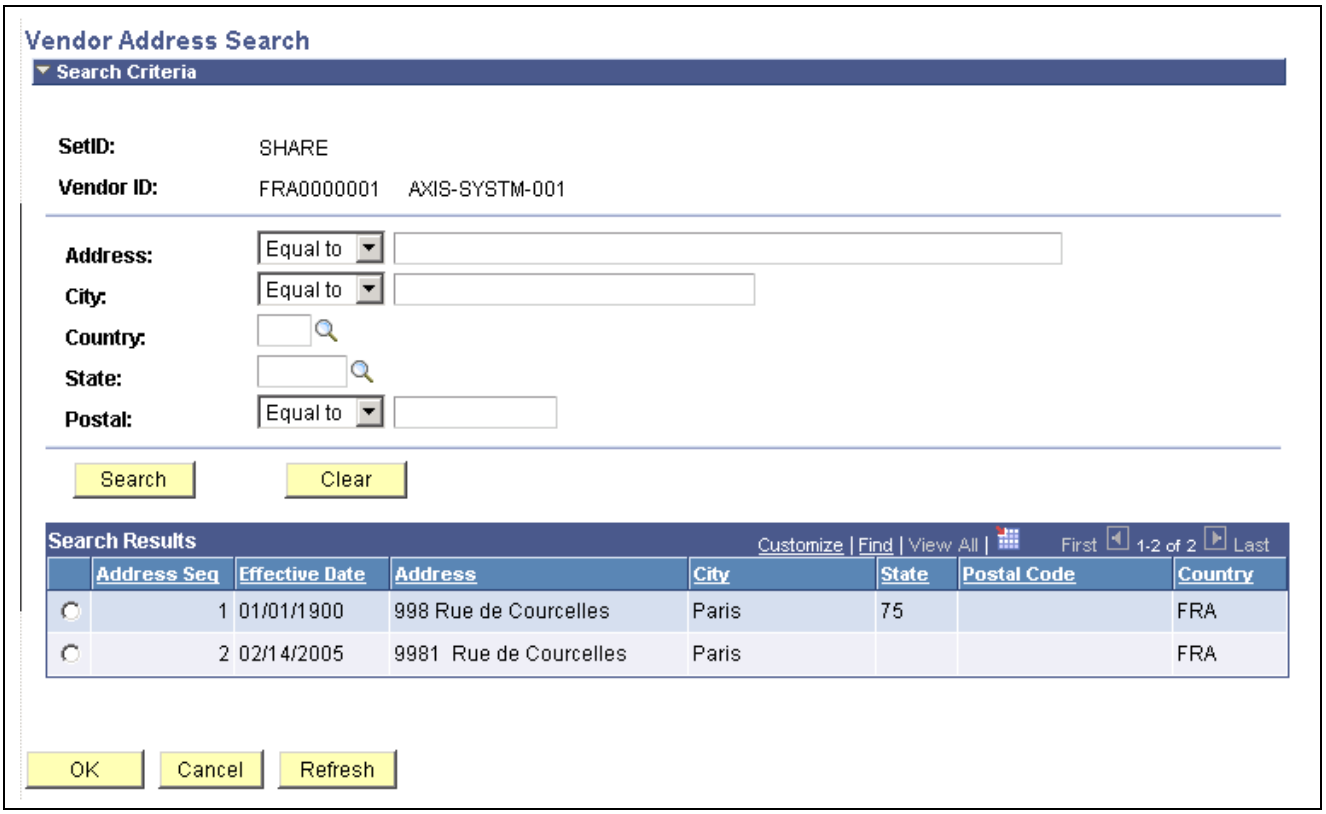
Note. You must enter a phone number in the following format: nnn/nnn-nnnn.

For example, your phone number might look like this: 222/563- 8475.

If you fail to enter a phone number in the correct format, you may experience difficulties dispatching POs by fax.

Searching for Vendor Addresses

Access the Vendor Address Search page.



Vendor Address Search page

Address, City, and **Postal** Select an operand for these fields and the actual partial or full value. You can search for a partial address value. Operands are:

- *Contains*
- *Equal to*
- *Not equal to*

Country Select a country for the vendor address search.

State Select a state for the vendor address search.

Note. Country must be selected first before you select the state.

Search When you click this button the system displays in the Search Results group box all of the addresses that match the search criteria. Select the address you want to work with and click the OK button. When you click the OK button the address you select will appear on the Vendor Information - Address page.

Note. To view all available addresses just click the Search button without specifying any search criteria.

Entering Vendor Contact Information

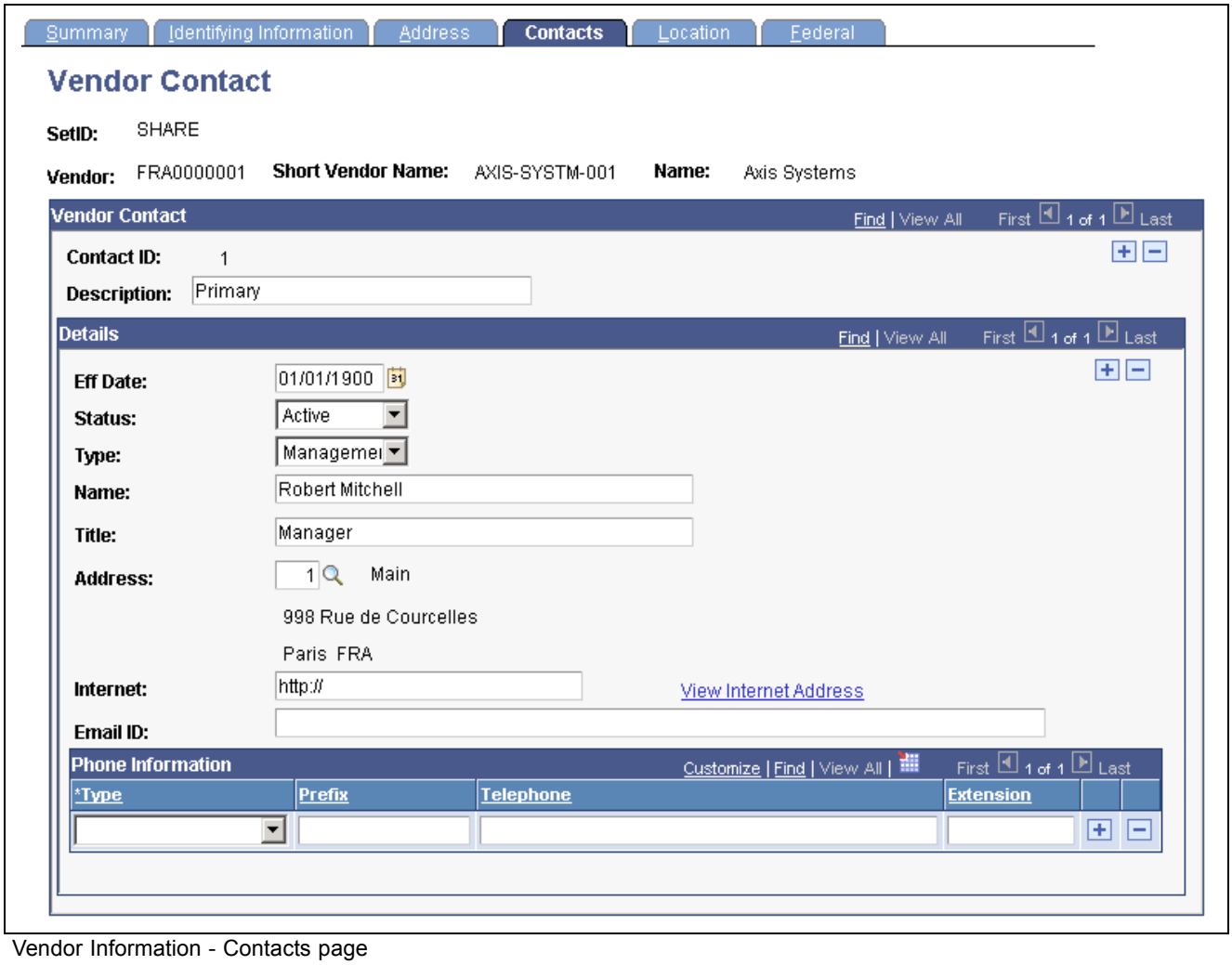
This section discusses how to enter vendor contact information.

Page Used to Enter Vendor Contact Information

Page Name	Object Name	Navigation	Usage
Vendor Information - Contacts, Vendor Contact	VNDR_CNTCT	• Vendors, Vendor Information, Add/Update, Vendor, Contacts • Accounts Payable, Review Accounts Payables Info, Vendor, Contact, Vendor Contact	Enter information about the people whom you contact on a regular basis, so that you can easily determine whom to contact if you have questions and can discern why a contact might want to talk to you, before you return the contact's call.

Entering Contact Information

Access the Vendor Information - Contacts page.



Vendor Information - Contacts page

Vendor Contact

Contact ID Displays the contact ID number. When you add a new vendor contact, the system automatically increments the vendor contact's number in this field.

Details

Type Select a type (such as *Management* or *Sales*) to define the contact's role.

Address Select an address for the contact from one of the addresses that you entered on the Vendor Information - Address page. This enables you to associate different addresses with each contact.

After you select an address for the contact, the system displays the associated phone numbers for that address in the Phone Information group box. The system will copy over all of the address phone numbers when there is no existing phone number defined for the contact. If there are existing phone numbers for the contact, the system will prompt you to confirm if you want to override the existing entries and copy the new address phone numbers into this contact phone list.

Internet Enter a URL for the contact's website. Click the View Internet Address link to open a new browser window showing the website.

Email ID Enter the contact's email address. Multiple email addresses can be entered in this field, but they must be separated by semicolons.

Defining Vendor Locations

This section discusses how to:

- Enter high-level information for vendor locations.
- Enter high-level payables options.
- Specify additional payables options.
- Define matching and approval options.
- Enter electronic funds transfer (EFT) options.
- Define self-billed invoice (SBI) options.
- Define vendor bank accounts.
- Specify vendor type settings.
- (USA) Define HIPAA information.
- Specify debit memo options.
- Define intermediary bank routings.
- Specify high-level procurement processing options.
- Specify additional procurement options.
- Specify dispatch methods.
- Define purchase order acknowledgement (POA) settings.
- Establish return to vendor options.
- Define procurement card information.
- Define sales and use tax options.

- Define withholding options.

Note. A vendor location is not a physical address. It is a default set of rules, or attributes, that define how you conduct business with a particular vendor.

See Also

Chapter 3, "Maintaining Vendor Information," Vendor Locations, page 93

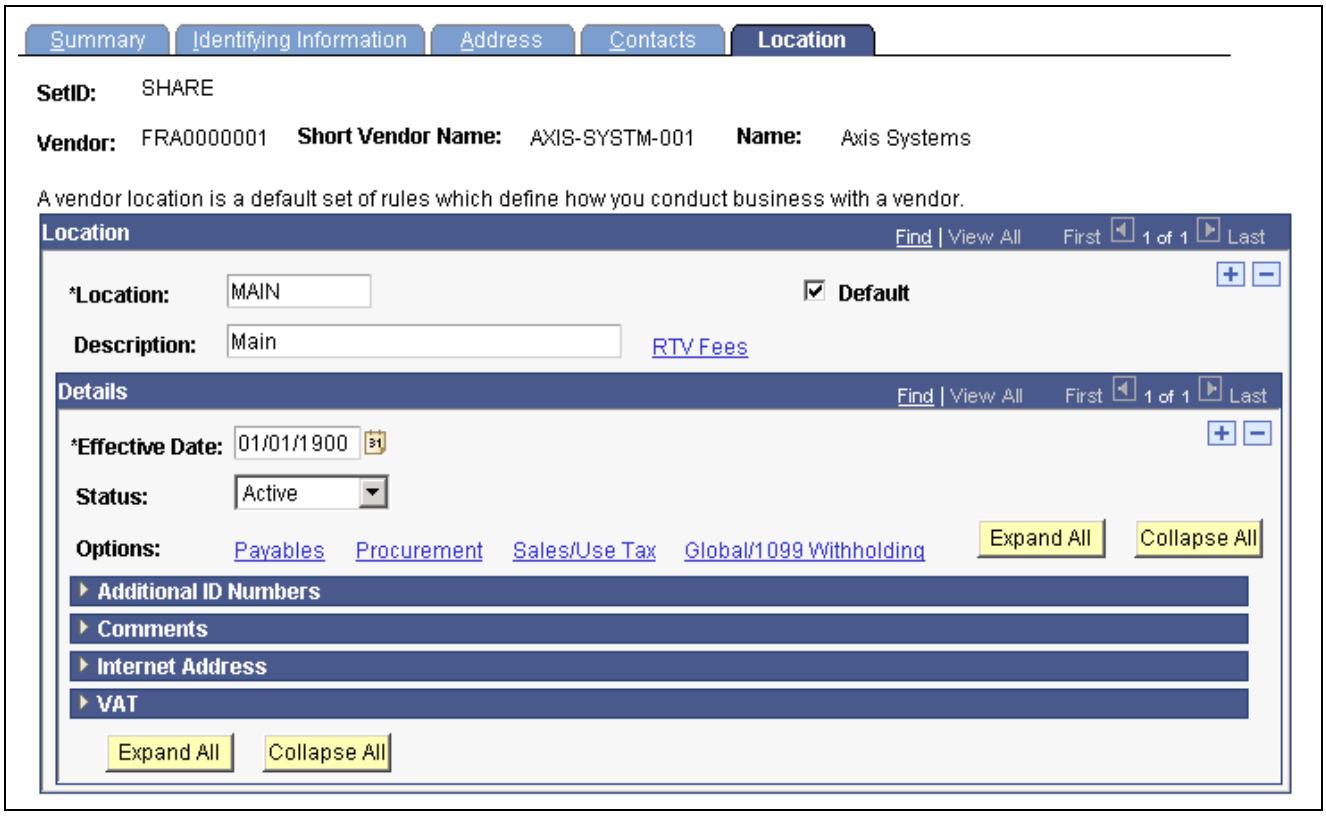
Pages Used to Define Vendor Locations

Page Name	Object Name	Navigation	Usage
Vendor Information - Location	VNDR_LOC	Vendors, Vendor Information, Add/Update, Vendor, Location	Enter one or more locations for the vendor. Each vendor must have one default location, but can also have multiple locations, including an invoicing from, remit to, and return to location. Enter identifying information and VAT information for each vendor location. Link to the other pages in this table.
Vendor's RTV Fees	VNDR_RTV_FEE	Click the RTV Fees link on the Vendor Information - Location page.	Enter RTV fee options for the vendor location.
Vendor Information - Payables Options	VNDR_PAY_OPT_SEC	Click the Payables link on the Vendor Information - Location page.	Define payables options for the vendor location, including bank accounts, EFT options, SBI options, matching and approval options, vendor types, HIPAA information, and debit memo options.
Vendor Address Search	VNDR_ADDRSRCH_SBP	• Click the Search link on the Vendor Information - Payables Options and Vendor Information - Procurement Options pages. •  Click the Search button on the Vendor Information - Withholding Vendor Information (global) and Vendor Information - Withholding Vendor Information (1099) pages.	Search for a vendor address to associate to the location.
Bank Address	BANK_ACCT_ADDR_SEC	 Click the Go to Address button in the Vendor Bank Account Options region on the Vendor Information - Payables Options page.	Record the bank's address information.

Page Name	Object Name	Navigation	Usage
Phone Information	BANK_ACCT_PHON_SEC	Click the Phone button in the Vendor Bank Account Options region on the Vendor Information - Payables Options page.	Record phone information for the bank.
Intermediary Bank Routings	VNDR_BANK_I_ACCT	Click the Routings button in the Vendor Bank Account Options region on the Vendor Information - Payables Options page.	Define intermediary bank routings, or complex routings, for electronic payments if you're defining an EFT or Automated Clearing House (ACH) payment that must pass through one or many banks before reaching the final bank.
Vendor Information - Procurement Options	VNDR_PROC_OPT_SEC	Click the Procurement link on the Vendor Information - Location page.	Specify options for how a particular vendor location processes invoices and purchase orders.
Vendor Information - Tax Options	VNDR_TAX_OPT_SEC	Click the Sales/Use Tax link on the Vendor Information - Location page.	Define sales and use tax information for the vendor location.
Vendor Information - Withholding Vendor Information (global)	VNDR_GBL_OPT_SEC	Click the Global/1099 Withholding link or the Global Withholding link on the Vendor Information - Location page. The link label—and the version of the page that opens—depends on your selection in the Display Withholding Option field on the Vendor Set Control page.	Define withholding information and record withholding reporting information for the vendor location.
Vendor Information - Withholding Vendor Information (1099)	VNDR_1099_OPT_SEC	Click the 1099 link on the Vendor Information - Location page. The link label—and the version of the page that opens—depends on your selection in the Display Withholding Option field on the Vendor Set Control page.	(USA) Define 1099 information and record 1099 reporting information for the vendor location.

Entering High-Level Information for Vendor Locations

Access the Vendor Information - Location page.



Vendor Information - Location page with all regions collapsed

If you have more than one location, add additional locations by selecting the add button (+) in the Location scroll area.

Because location information is effective-dated, you can also update information for each location at any time by selecting the add button (+) in the Details scroll area.

Location

Location Enter an identifier for this location. This field enables you to differentiate vendor locations, if you have more than one.

Default Select this check box for the default location. Only one location can be the default location. Information for the default location appears by default on all the vouchers for the vendor, but you can change the location on the voucher when necessary.

RTV Fees Click to access the Vendor's RTV Fees page, where you can enter RTV fee information for this vendor.

See Chapter 3, "Maintaining Vendor Information," Establishing Return to Vendor Options, page 152.

Details

Payables Click to access the Payables Options page, where you can define invoicing and remitting addresses, payment options, matching and approval options, EFT options, self-billed invoice options, vendor bank account information, vendor type options, and (USA only) HIPAA information.

Procurement Click to access the Procurement Options page, where you can define purchasing process information and return to vendor options.

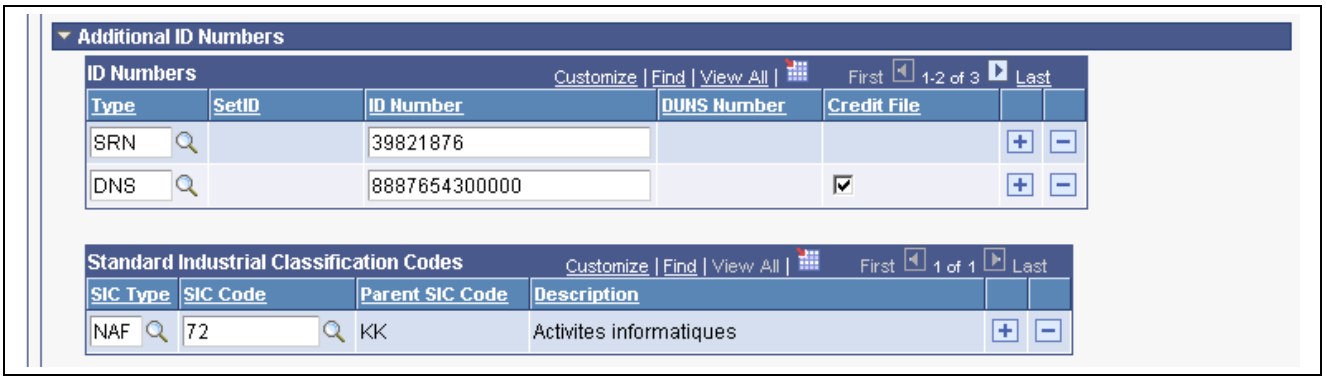
Sales/Use Tax Click to access the Tax Options page, where you can define SUT options for the vendor location.

Global/1099 Withholding, 1099, or **Global Withholding** Click to access the Withholding Vendor Information page, where you can specify withholding options for the vendor location.

Note. The label on this link depends on your selection in the Display Withholding Option field on the Vendor Set Control page.

Additional ID Numbers

Enter additional identifiers for the vendor location in the Additional ID Numbers collapsible region.



Additional ID Numbers collapsible region on the Vendor Information - Location page

These fields are the same as those found on the Identifying Information page. Enter ID numbers here to override those entered for on the Identifying Information page for the vendor header.

See Chapter 3, "Maintaining Vendor Information," Entering Vendor Identifying Information, page 99.

Comments

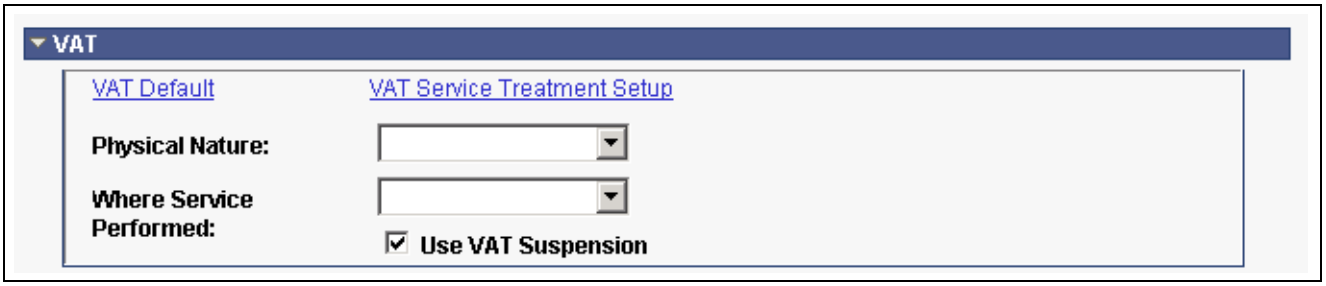
Enter any comments you have about the vendor in the Comments collapsible region.

Internet Address

Enter URLs and descriptions for the vendor's websites. Click the Open URL link to open a URL in your browser.

VAT

Enter VAT options for VAT-applicable vendor locations in the VAT collapsible region.



VAT collapsible region on the Vendor Information - Location page

VAT options for the vendor location override those for the vendor.

VAT Default Click to open the VAT Defaults Setup page, to review and, as applicable, enter VAT settings for the vendor location.

VAT Service Treatment Setup If you are using services VAT treatment, click to open the Services VAT Treatment Defaults Setup page, to review and, as applicable, enter services VAT treatment settings for the vendor location.

Physical Nature If applicable, you can select the default physical nature for VAT transactions with this vendor location. Options are: *Intangible/Services* or *Physical Goods.*

Where Service Performed For services, you can specify for this vendor location the default location for where a service is most often performed—that is, the place at which the VAT liability is incurred. Options are: *Buyer's Location, Ship From Location, Ship To Location,* or *Supplier's Location.*

Use VAT Suspension Select to indicate whether the vendor has been selected as a vendor who suspends VAT on the purchase. You establish VAT suspension on the VAT Country page, but you can override the default value here at the vendor location level.

VAT suspension is a limited form of VAT exemption that is applicable in only a few countries, such as France and Italy.

The VAT Suspension check box may be selected regardless of whether the country associated with the vendor location is a VAT country, or whether that country is flagged as using VAT suspension.

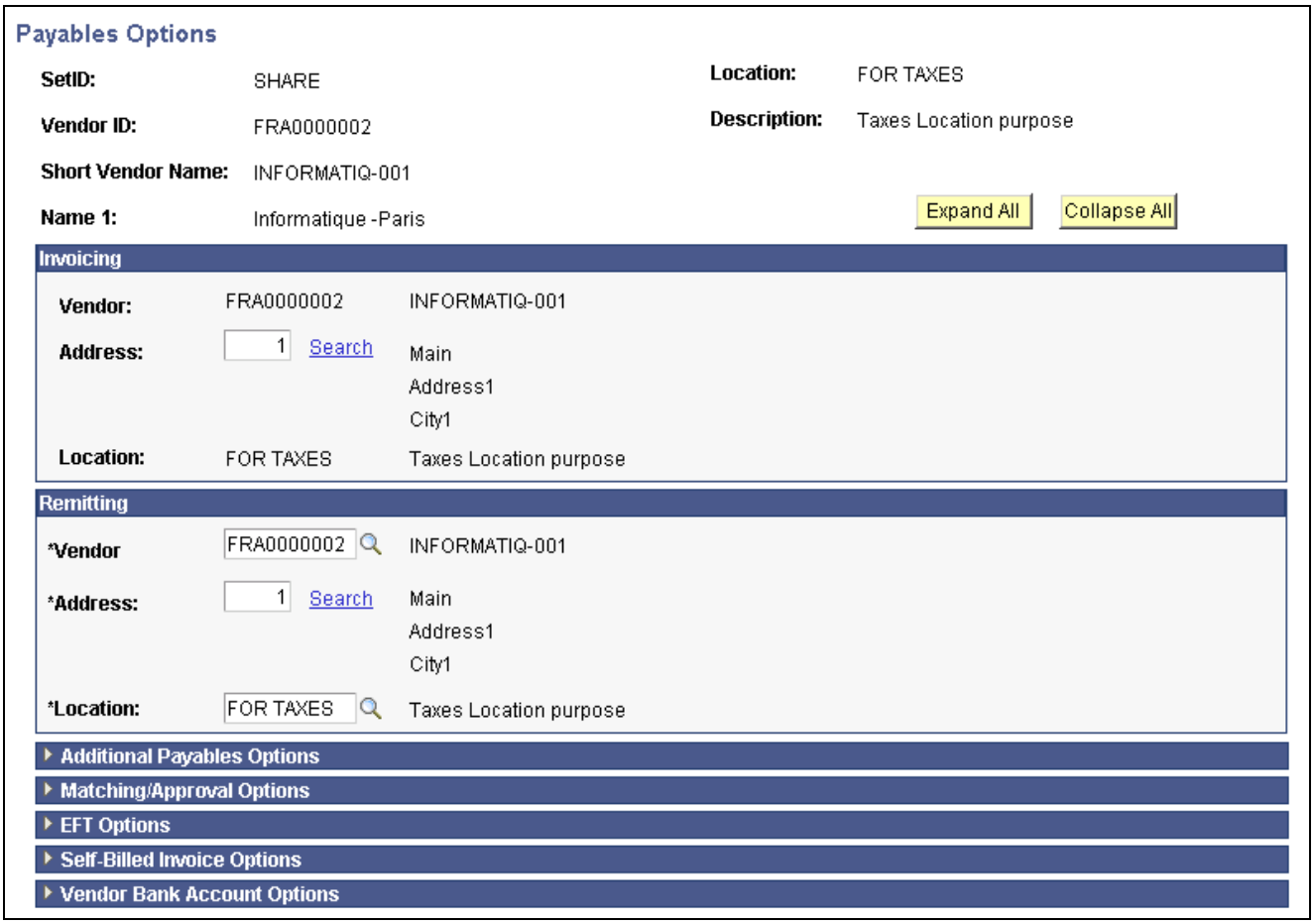
See Also

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

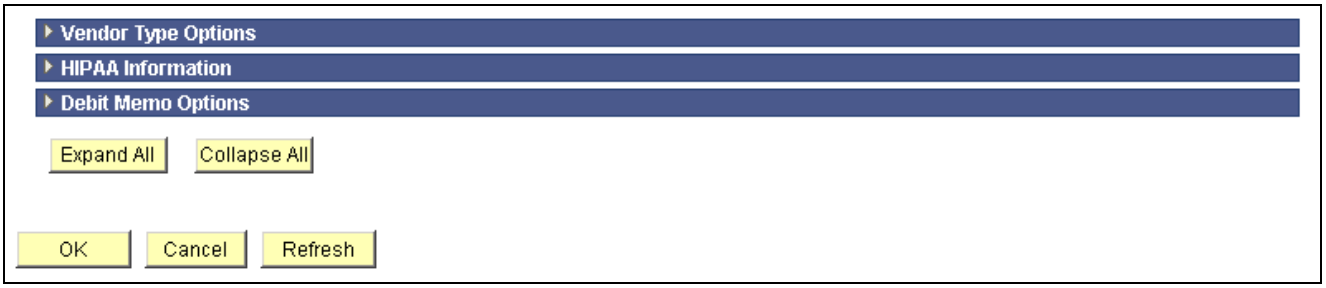
PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Working with VAT"

Entering High-Level Payables Options

Access the Vendor Information - Payables Options page.



Vendor Information - Payables Options page with regions collapsed (1 of 2)



Vendor Information - Payables Options page with regions collapsed (2 of 2)

Note. Only fields visible when the collapsible regions are collapsed are documented in this section. Each collapsible region on this page is documented in a separate section of this chapter.

Note on Addresses and Effective Dating

The effective date of an address entered on the Vendor Information - Address page can have an impact on its availability for input on the Vendor Information - Payables Options page. Here are the factors that determine the availability or validity of an address:

- The currently active row for a vendor location must have a currently active address.

  The effective date of the address row need not be prior to the effective date of the vendor location, but it must be prior or equal to the system date.

- If the vendor location row is future-dated, the address must be effective-dated such that it is active as of the effective date of the vendor location row.
- If the vendor location row is a history (past-dated) row, the address must be effective-dated such that it is active at the effective date of the vendor location row.
- The addressees in the address field prompt list on this page are not necessarily valid for the location, nor are they necessarily the only addresses valid for the location.

  The prompt lists only currently active addresses. Therefore, if you are selecting addresses for history (past-dated) or future-dated rows, the valid address may not appear in the prompt and invalid addresses may appear. You can still enter the valid address even if it does not appear in the prompt.

  Also, if you enter an address on the Vendor Information - Address page and do not save the Vendor Information component before proceeding to the Payables Options page, that address does not appear in the address prompt. If that address meets the criteria listed above, however, you can still enter it on the Payables Options page and successfully save the vendor.

You will see an error message if you do enter an invalid address for a vendor location for current and future-dated rows. History rows with an invalid address will generate a warning, but you will be able to save the vendor

Invoicing

Address Designate the address from which the vendor location sends invoices.

Search Click this link to access the Vendor Address Search page. Using this page you can search for available vendor invoice addresses.

Remitting

Vendor Select the vendor to whom you remit payment.

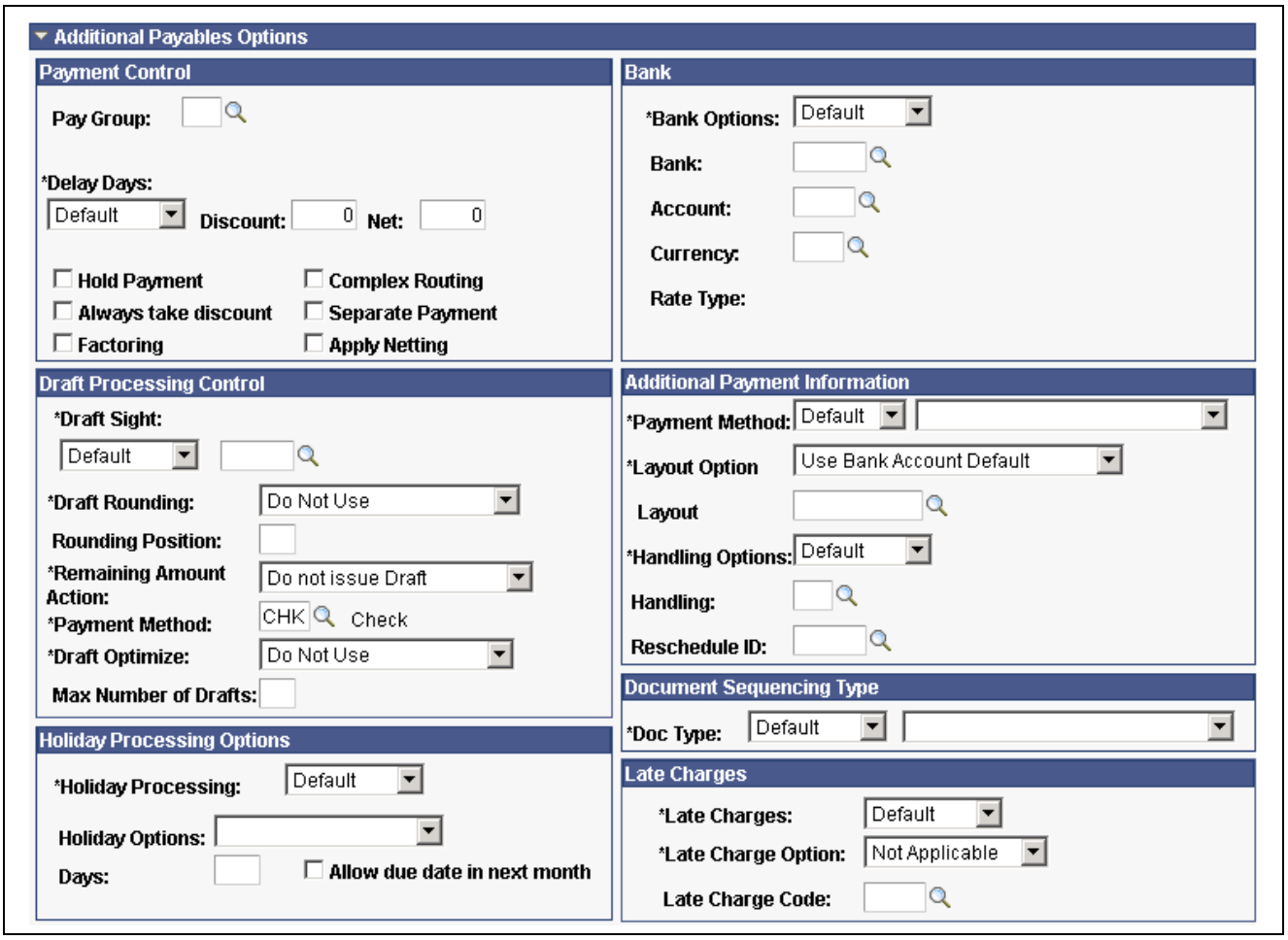
You may select the original vendor, but this field gives you the flexibility to remit the payment to another vendor when necessary.

Address and **Location** Select a location and address for remitting payments.

Search Click this link to access the Vendor Address Search page. Using this page you can search for available remit to vendor addresses.

Specifying Additional Payables Options

Use the Additional Payables Options collapsible region on the Vendor Information - Payables Options page to define payment and draft control options for the vendor location.



Additional Payables Options collapsible region on the Vendor Information - Payables Options page

Payment Control

Pay Group

Specify a pay group for the vendor location. This enables you to assign vendors to a group and pay them all at once. You can set up different pay cycles for different groups of vendors.

See Chapter 2, "Defining Procurement Options," Defining Vendor Pay Group Codes, page 67.

Delay Days

To define delay days at the vendor location level, select *Specify* and then enter the number of delay days in the Discount or Net fields.

If you enter delay days in the Discount field, the system adds delay days to the discount due date for the scheduled payment during pay cycle processing and uses the resulting date to evaluate whether or not to take the discount.

If you enter delay days in the Net field, the system adds those days to the scheduled payment day.

If you select *Default,* the delay days on the voucher will default from the Payables control hierarchy instead of the vendor location.

Select *Do Not Use* to indicate that no delay days should apply to payments made to this vendor location.

Hold Payment Select to have the system automatically place payments on hold. The system does not process the payments until they are taken off hold.

Clear the check box to remove a hold on a vendor's payment.

Complex Routing This option is for EFT payments only. Select the check box to tell the system to use the complex routing that you already set up on the Intermediary Bank Routings page. Clear the check box to tell the system *not* to use the complex routing, but the complex routing information that you specified (if any) is not affected by the selection that you make here.

See Chapter 3, "Maintaining Vendor Information," Defining Intermediary Bank Routings, page 144.

Always take discount Select to have the system take discounts even if the voucher is paid after the discount due date.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Processing Pay Cycles," Handling Pay Cycle Exceptions and Alerts.

Separate Payment Select to create separate payments for each of the vouchers for the vendor, even if the system processes the payments in the same pay cycle.

Factoring Select to make the Remit To field in the Voucher component (VCHR_EXPRESS) not available for entry. The Remit To field in the Voucher component contains the remitting vendor defined previously on the Vendor Information - Location page, and you will not be able to change it if you select this option. For example, you might use this option if payments are to be routed automatically to a bank to which the vendor owes money.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments.

Apply Netting Select to utilize the PeopleSoft netting capabilities.

When this check box is selected, scheduled payments have a *Hold* status, and the payments are available for the Netting Selection process that is run from PeopleSoft Treasury.

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

Bank

To define bank and account information at the vendor location level, select *Specify* in the Bank Options field and then populate the fields in this group box. If you select *Default,* the bank and account information on the voucher will default from the Payables control hierarchy instead of the vendor location.

Bank Select the code for the bank from which you want to make payments for this vendor location.

Account Select the account from which you want to make payments for this vendor location.

Currency Select the code for the currency in which you want to pay the vendor when this location is used.

You can specify more than one currency for each bank account. There is one primary currency, but you can select which one you want to use on the payment.

Rate Type Displays the default exchange rate type for the currency that you selected.

Draft Processing Control

Draft Sight To define a draft sight code for the draft at the vendor location level, select *Specify,* and then populate the draft sight code field.

Draft Rounding Select from these options:

Use Pay Cycle Default: Draft rounding options for a draft are populated from the pay cycle selection criteria.

Do Not Use: Indicates that rounding should not be used for this vendor location.

Specify: Select values for the vendor location for the fields in this group box.

Rounding Position Indicate the position at which you want to round the draft amount down. For example, if you only want to create drafts that are even thousand dollar amounts, enter *4* to round at the fourth position (2, 000).

Remaining Amount Action Specify how you want to handle the remaining amount (that is, the amount that is not paid on the draft when you use rounding). Options are:

Do Not Issue Draft: The draft is issued, but the remainder is not paid.

Alternate Pay Mthd (alternate pay method): Activates the Payment Method field, where you can indicate the format that you want to use to pay the remainder.

Payment Method The system issues the remaining amount on the voucher by using the method that you enter here. Options are:

- *Automatic Clearing House.*
- *Draft - Customer EFT* (draft - customer electronic funds transfer).
- *Draft - Customer Initiated.*
- *System Check.*
- *Direct Debit.*
- *Draft - Vendor Initiated.*
- *Electronic Funds Transfer (EFT).*
- *Giro - EFT* (giro - electronic funds transfer).
- *Giro - Manual.*
- *Wire Report.*

Draft Optimize This field is used for Japanese stamp tax.

Select from these options:

Use Pay Cycle Default: Draft optimization options for a draft are populated from the pay cycle section criteria.

Do Not Use: Indicates that draft optimization should not be used for this vendor location.

Specify: Select values for the vendor location for the fields in this group box.

Max Number of Drafts (maximum number of drafts) Indicates the maximum number of drafts that you allow the pay cycle to process.

Note. In Japan, you can split the payment into several different drafts to save taxes.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Processing Drafts".

Additional Payment Information

Payment Method To define payment methods at the vendor location level, select *Specify,* and then select a payment method.

The system formats the payment output according to the method that you select.

PeopleSoft delivers some payment methods with the system, but you can also add your own. Some delivered methods are:

- *Automatic Clearing House.*
- *Direct Debit.*
- *Draft - Customer EFT.*
- *Draft - Customer Initiated.*
- *Draft - Vendor Initiated.*
- *Electronic Funds Transfer (EFT).*
- *Giro - EFT.*
- *Giro - Manual.*
- *Letter of Credit.*
- *Manual Check.*
- *System Check.*
- *Treasury Wire Flat File.*
- *Wire Transfer.*

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Setting Up Payment Formats and Payment Forms".

Layout Option Options include:

- Select *Specify*to specify a layout code when using payment method of *Automatic Clearing House,Draft - Customer EFT,Electronic Funds Transfer (EFT), Giro - EFT,*or *Wire Transfer.*
- Select *Use Bank Account Default* to use the default layout defined at the bank account level.

Layout Select an applicable layout code. Layout codes indicate whether the system settles them through either the Pay Cycle Manager or Financial Gateway functionality. The system displays codes depending on the bank code, bank account, and payment method defined on the Payments page. When you click Save, the system validates layout codes against those defined at the bank account level.

When you select non electronic payment methods (for example, *Check*), the system disables this field.

Note. For federal payments and single payment vouchers, you must select layouts that the system settles through Pay Cycle Manager. These payments cannot be settled through the Financial Gateway functionality.

Handling Options To define payment handling at the vendor location level, select *Specify,* and then populate the handling field.

Select a payment handling code (such as *high dollar payment* or *internal distribution*) by selecting from the options that are stored in the Payment Handling Codes table.

You can associate payment handling codes with a sort sequence for check printing.

See Chapter 2, "Defining Procurement Options," Defining Payment Handling Codes, page 23.

Reschedule ID Enter the reschedule ID that you apply to this vendor location. Entering an ID enables the vendor location to be processed by split multiple payment terms, which processes vouchers of only those vendor locations with an ID in this field.

Note. If you select the Withholding option, split multiple payment terms do not process vouchers of the vendor, even if split condition options are enabled.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Using Additional Payment Processing Options," Processing Reschedule Payments.

Document Sequencing Type

Doc Type (document type) Select *Specify* to override the document sequencing options that default through the control hierarchy and select new ones at the vendor location level.

The document type that you select appears by default on any vouchers for this vendor location.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Processing Document Sequencing in Payables".

Holiday Processing Options

Holiday Processing To establish holiday processing options at the vendor location level, select *Specify,* and then populate the fields in this group box.

Holiday Options In accordance with the arrangements that you have with this vendor location, indicate whether payments made around the time of a holiday are due after or before the holiday, or whether these options are not applicable.

Days If payment is due either before or after the holiday, indicate the number of days before or after in this field.

Allow due date in next month If the payment is due after the holiday, select the check box to identify whether it is acceptable to pay in the next month.

If you select *Due After Holiday,* but you do not allow the due date to be in the next month, the system calculates a due date before the holiday, when necessary—for example, if the original due date is December 31 and you don't want the payment to be made in the next calendar year.

Late Charges

Late Charges To establish late charges at the vendor location level, select *Specify,* and then populate the fields in this group box.

Late Charge Option Select *Compute Charges,* to have the system calculate late charges, or select *Not Applicable.*

Late Charge Code To compute late charges at this level, set the late charge code default on this page.

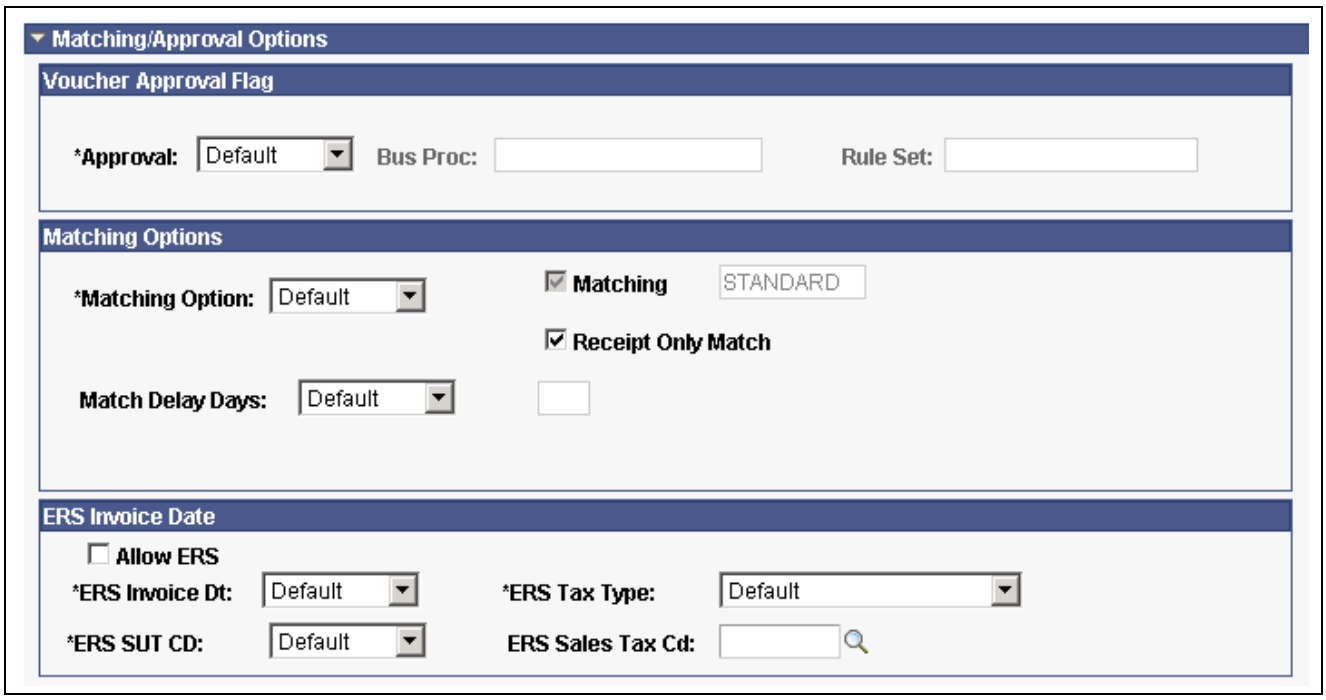
See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "(USF) Processing Payables for U.S. Federal Agencies," Calculating Late Interest Charges.

See Also

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

Defining Matching and Approval Options

Access the Matching/Approval Options collapsible region on the Vendor Information - Payables Options page.



Matching/Approval Options collapsible region on the Vendor Information - Payables Options page

Voucher Approval Flag

Approval Select one of these options:

Default: The system applies the voucher approval rule from the control hierarchy.

Pre-Appr (pre-approved): Vouchers are automatically approved for this vendor as they are entered into the system.

Specify: Activates the Bus Proc (business process) and Rule Set fields so that you can specify voucher approval rules for this vendor location.

Bus Proc (business process) and **Rule Set** Specify the business process and the rule set that control the routing of vouchers for approval to roles in your organization.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Managing Vouchers".

Matching Options

Matching specifies whether vouchers for a vendor need to be matched with purchase orders or receivers for approval, and to be paid.

Matching Option Select *Default* to accept the default matching option already established in the control hierarchy, or select *Specified* to override these options and select new ones at the vendor location level.

Matching Specify the match control that you want the system to use during the Matching Application Engine process (AP_MATCH). This field is available for entry only if you select *Specified* in the Matching Option field.

You can override the match control on the purchase order or voucher levels.

Receipt Only Match Select to enable a receipt to be entered for a vendor without a PO. Receipt-only matching approves vouchers for payment by comparing vouchers to receipts.

This option is available only if you have selected the Matching option.

Match Delay Days Select *Default* to accept the default number of match delays days already established in the control hierarchy, or select *Specified* to override these days and enter new ones at the vendor location level.

Note. Match delay days are only applicable to EDI and XML invoices. The system adds the match delay days to the entry date to determine the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date.

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running the Matching Process".

ERS Invoice Date

Allow ERS (allow Evaluated Receipt Settlement) Select to activate ERS for this vendor location. You must select the Matching check box to activate the Allow ERS check box.

Note. ERS is processed through the Voucher Build Application Engine process (AP_VCHRBLD) and Voucher component, not during the Matching process.

ERS Invoice Dt (Evaluated Receipt Settlement invoice date)

Select an option to determines how the invoice date is generated for an ERS voucher. Options include:

Default: This value appears by default from the control hierarchy.

Frt Trms (freight terms): The system uses freight terms entered on a receipt, or those appearing by default from a PO, to determine the ERS invoice date.

Note. If the freight terms on the receipt are *FOB ORIGIN,* the system uses the ship date as the invoice date. Otherwise the system uses the receipt date.

Rcpt Dt (receipt date): The system uses the receipt date as the ERS invoice date.

ERS Tax Type (Evaluated Receipt Settlement tax type)

Select an option to indicate how tax is calculated for ERS vouchers. Options include:

Default: This value appears by default from the control hierarchy.

No Taxes: No tax is calculated.

Sales Tax: The tax for ERS vouchers is accrued as sales tax.

Use Tax: The tax for ERS vouchers is accrued as use tax.

Value Added Tax: The tax for ERS vouchers is accrued as VAT.

ERS SUT CD (Evaluated Receipt Settlement sales and use tax code)

Select one of these options:

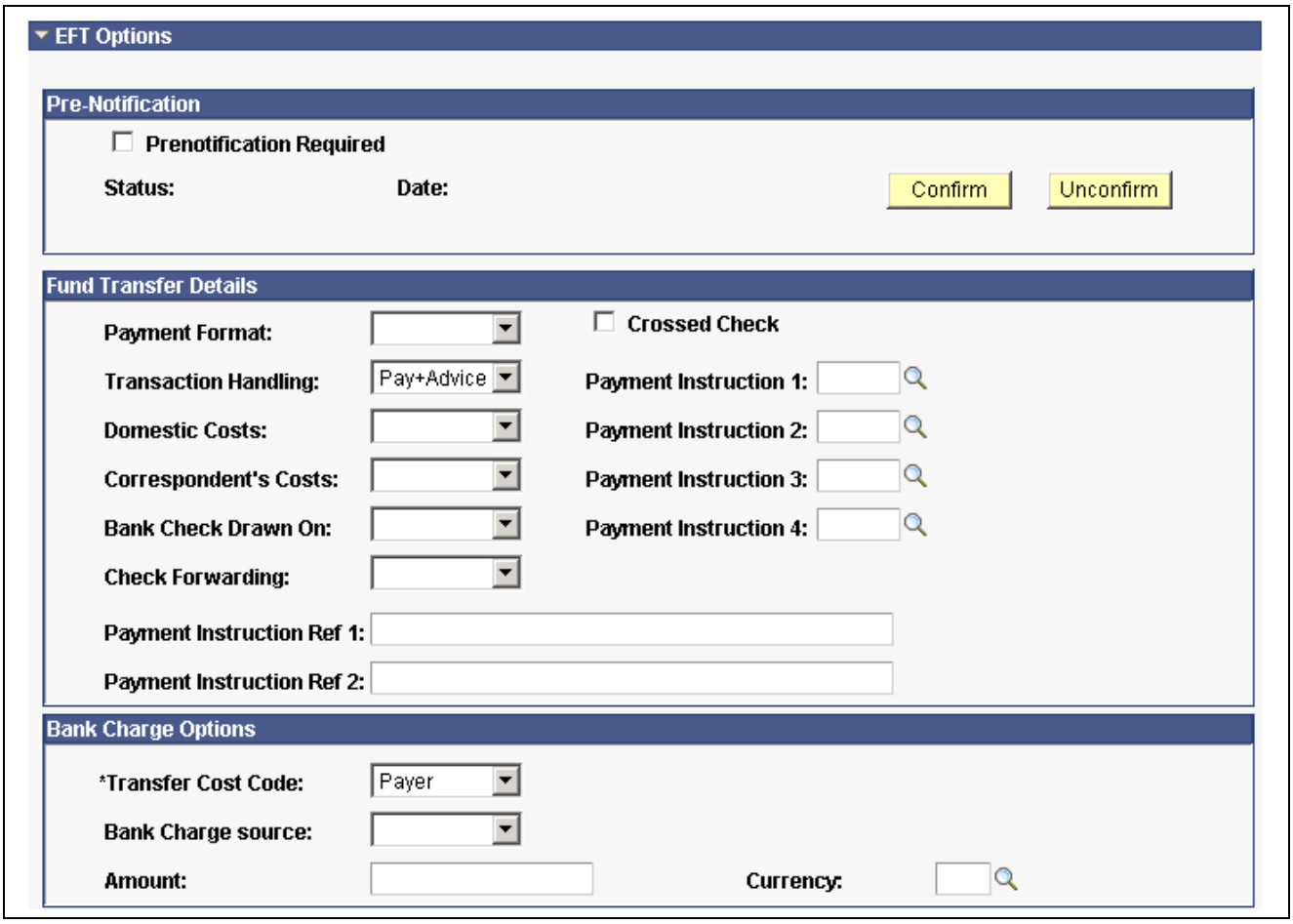
Default: This value appears by default from the control hierarchy.

Specify: Activates the ERS Sales Tax Cd (sales tax code Evaluated Receipt Settlement) field, where you can specify which ERS sales tax code you want to use for this location.

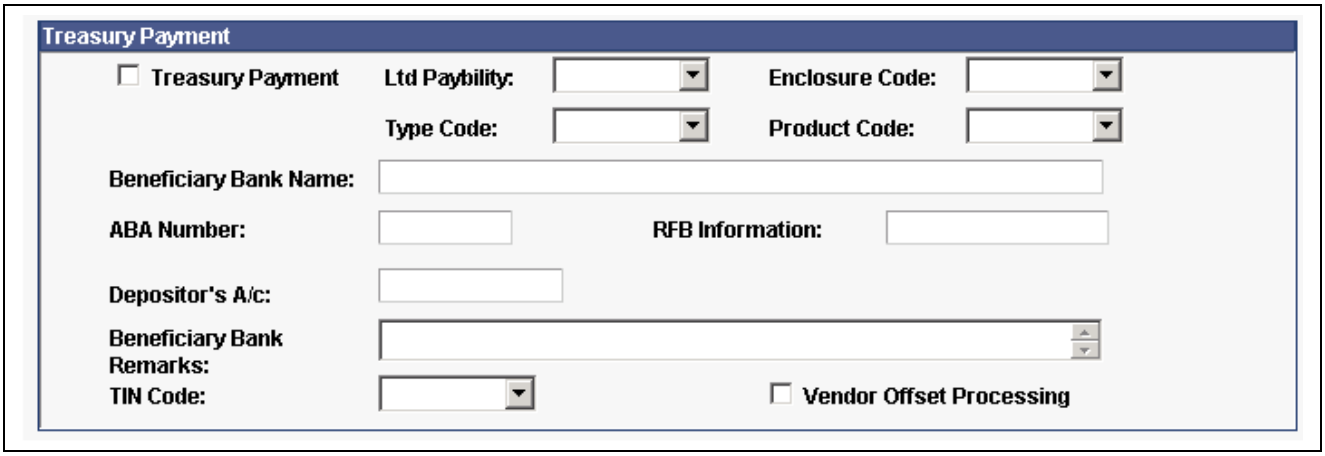
See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, “Processing Batch Vouchers,” ERS Vouchers.

Entering EFT Options

Use the EFT Options collapsible region on the Vendor Information - Payables Options page to specify the EFT setup for this vendor location.



EFT Options collapsible region on the Vendor Information - Payables Options page (1 of 2)



EFT Options collapsible region on the Vendor Information - Payables Options page (2 of 2)

Pre-Notification

Prenotification Required Select to send a test transaction to the bank for this vendor. The system includes a prenote for this vendor location in the next pay cycle that includes an EFT payment for this vendor location's default bank account.

With the prenotification option selected, you cannot generate an actual EFT payment for this vendor location until it is marked as *Confirmed*.

Confirm Click to manually confirm a vendor location for EFT payment and override any autoconfirmation established in the control hierarchy.

Unconfirm If you receive a problem report from your bank saying that the prenote failed, click the Unconfirm button, correct the problem, and then generate another prenote.

To confirm the vendor location:

1. Confirm a vendor for EFT payment by using autoconfirmation.

   In the EFT Pre-Note Auto Confirmation group box on the Vendor Set Control page, you can specify a number of days to wait (wait days) before the vendor becomes eligible for an EFT payment. When that number of days passes, the system automatically confirms a vendor for EFT payment.

2. Confirm a vendor for EFT payment manually:
   a. Select the Prenotification Required check box. This sets the Status field to *New,* and activates the Confirm and Unconfirm buttons.
   b. Click the Confirm button to override the autoconfirmation waiting period.
   c. Click the Unconfirm button for the vendor location to change the prenote status to *New* and clear the prenote date.

      Typically, you create a prenote for a vendor location only once. Subsequent pay cycle runs won't create another prenote for the vendor unless you click the Unconfirm button.
   d. Once the prenote is created, during the next pay cycle that includes EFT payments for the vendor's bank, the system changes the prenote status to *Pending,* and populates the prenote Date field with the date on which the prenote was created.

See Chapter 2, "Defining Procurement Options," Defining Vendor Control Parameters, page 64.

Fund Transfer Details

Payment Format PeopleSoft delivers some payment formats with the system, but you can also add your own. Examples of payment formats that you might select for vendors are:

- *Check Std*
- *Chk w/rcpt*
- *Pay_Dep*
- *Postal Ord*
- *Wire*

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Setting Up Payment Formats and Payment Forms," Understanding Payables Payment Formats.

Crossed Check Select to ensure that the check cannot be endorsed over to another party.

Transaction Handling Tells the bank what information to include in the EFT file. Select one of these options:

Pay+Advice: Both the actual payment and the advice are transmitted.

Prenote: This is a test run to verify that all EFT information is correct before the system sends out an actual payment and advice.

Pymt Only: Only the payment is sent.

Domestic Costs Depending on the country in which an EFT takes place, there may be costs involved in carrying out such transactions. Indicate who pays the processing costs of the EFT transfer. Select from these options:

Payee Acct: The vendor's account is assessed for the charges.

Payr/Payee: Costs are shared equally between the payer and the vendor. This selection applies only to domestic costs.

Pyr D Acct: Costs are assessed to the payer's domestic account.

Payr F Acct: Costs are assessed to the payer's foreign account.

Correspondent's Costs If you are using an intermediary bank for the transfer, indicate who is handling these processing costs. Select from these options:

Payee Acct: The vendor's account is assessed for the charges.

Pyr D Acct: Costs are assessed to the payer's domestic account.

Payr F Acct: Costs are assessed to the payer's foreign account.

Bank Check Drawn On If it is necessary to generate a check for the EFT transaction, indicate which bank actually writes the check. Select from these options:

Payee Bank: The vendor's bank writes the check.

Payer Bank: Your bank writes the check.

Check Forwarding If there is a need to forward checks, indicate to whom the check should go. Select from these options:

Payee: The check should go to the vendor.

Payee Bank: The check should go to the vendor's bank.

Payer: The check should go to you.

Pyr Bank: The check should go to your bank.

Payment Instruction Select standard EFT instructions for the transfer. PeopleSoft delivers these instructions with the system. For example, you can select the *PHONEBEN* instruction if you want the bank to phone the beneficiary.

Note. PeopleSoft provides standard EFT instructions as translate values. If you need to add instructions, your system administrator needs to add the translate values.

Payment Instruction Ref Add additional EFT handling instructions for the bank.

Note. Once you have entered the necessary information, you can have the system process a test transaction to ensure that the information is accurate.

Bank Charge Options

The bank transfer charge process calculates the charge amount based on the setup information entered here. Use these fields to define the person to whom the bank transfer charge amount is charged.

Transfer Cost Code Select from these options:

Payer: The bank transfer charge process is not activated. The bank transfer charge is not considered during payment processing, and no accounting entry for the bank transfer charge is generated.

Payee: Determine whether the bank transfer charges are calculated by using the Classified Charge Amount table, or a user-specified amount by selecting *Table* or *User* in the Bank Charge Source field.

Bank Charge source Select from these options:

Table: The system looks for the amount of charge defined in the table based on the payment condition, and deducts that amount from the payment. The system also creates an accounting entry for this charge at the time of payment posting.

User: The system deducts the amount entered in the Amount field.

Warning! When the bank charge source is *User,* the bank transfer charge setting is not mandatory because the payment process does not look at the Bank Transfer Charge table. It does, however, use the table to output the difference between the assumable charge calculated from the table and the actual deducted amount at the payment. Thus, for reporting purposes, the Bank Transfer Charge table must exist even though the bank charge source is *User;* otherwise, the assumable charge amount appears as *0.*

(USF) Treasury Payment

Use the fields in this group box to record the necessary data for U.S. Department of Treasury payments made using the Electronic Certification System (ECS). This group box applies only if you are a U.S. federal agency.

Treasury Payment Select to enable the other fields in the group box.

Enclosure Code Identifies the enclosure code associated with a voucher payment for ECS check payment file creation.

Ltd Paybility (limited payability) Displays an agency-defined payment type value for limited payability.

The following fields are required for ECS same-day file creation:

Type Code Identifies the payment type code (for instance, *Domestic* or *Foreign*).

Product Code Identifies the product code (for instance *Foreign Central* or *Standard Domestic*).

ABA Number (American Bankers Association number) Displays the beneficiary bank's ABA number.

Depositor's A/c Displays the depositor's account number (when Product Code CTR/ is selected).

RFB Information Displays additional reference information for a payment deposit.

Beneficiary Bank Remarks Displays relevant information associated with the beneficiary bank deposits.

TIN Code Identifies the payment indicator value for the vendor used in 1166 Payment File generation.

Vendor Offset Processing Select to indicate that the vendor is eligible for Treasury offset processing.

See Also

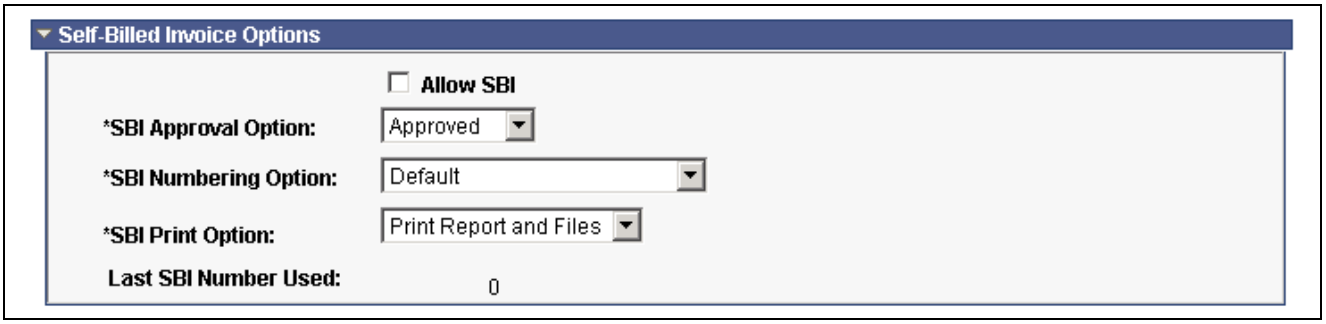
PeopleSoft Enterprise Banks Setup and Processing 8.9 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

PeopleSoft Enterprise Payables 8.9 PeopleBook, "(USF) Processing Payables for U.S. Federal Agencies"

Defining Self-Billed Invoice Options

Self-Billed Invoices (SBIs) are required in Europe for vendors who utilize ERS. The requirements dictate that you must inform your vendors of the VAT amount associated with the items that you buy from them. SBIs can contain VAT and SUT.

Use the Self-Billed Invoice Options collapsible region on the Vendor Information - Payables Options page to specify the SBI setup for the vendor location.



Self-Billed Invoice Options collapsible region on the Vendor Information - Payables Options page

Allow SBI Click to enable SBI processing for this vendor location.

SBI Approval Option Determine the approval status for SBIs generated for this vendor. Select from these options:

Approved: The SBI process automatically sets the SBIs generated for this vendor to approved status.

Unapproved: SBIs generated for this vendor are set to unapproved status and require manual approval before they can be printed.

SBI Numbering Option Determine whether multiple vouchers can be grouped under one SBI for the vendor, or if there should only be one voucher for each SBI. Select from these options:

Default: This value appears by default from the control hierarchy established at either the Payables business unit or General Ledger business unit levels.

Group Vouchers (Auto-Num): Allows the grouping of vouchers that satisfy a set of criteria onto a single SBI.

Individual Vchr ? Invoice Number: Keeps the vouchers separate. There is only one voucher on each SBI, but the invoice number is used as the SBI number.

Individual Voucher (Auto-Num): Keeps the vouchers separate. There is only one voucher on each SBI, and the SBI number is generated by the system.

SBI Print Option Select one of these options:

Print Report Only: The system prints only the hard copy SBI.

Print Report and Files: The system prints the hard copy of the SBI and also creates an electronic file that you can transmit to the vendor.

Print SBI File Only: The system creates only the electronic file.

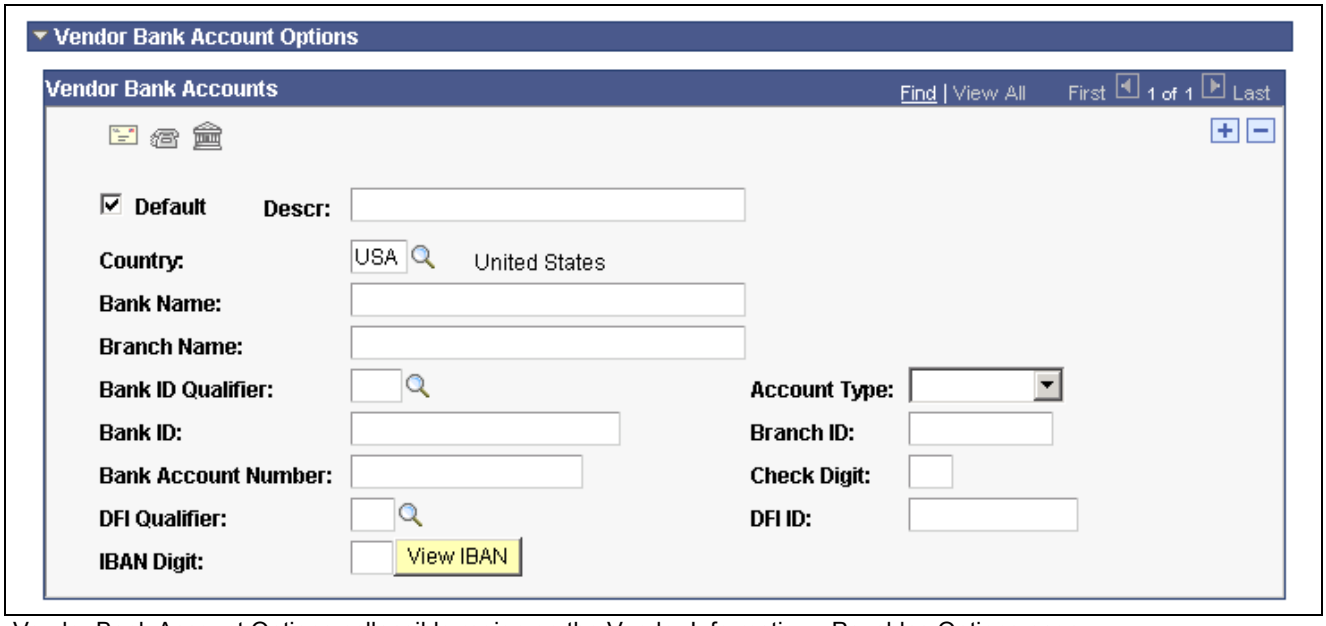
Last SBI Number Used Displays the last SBI number that was used for the vendor at this location. This field is incremented and maintained by the system.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "(USF) Processing Payables for U.S. Federal Agencies"

Defining Vendor Bank Accounts

User the Vendor Bank Account Options collapsible region on the Vendor Information - Payables Options page to enter vendor account information.



Vendor Bank Account Options collapsible region on the Vendor Information - Payables Options page

You must enter vendor account information before you can transfer money to the account. You can specify multiple accounts for each location.

Click the Go To Address button to access the Bank Address page, where you can record and update address information for this vendor's bank.

Click the Phone button to access the Phone Information page, where you can record and update telephone information for this vendor's bank.

Click the Routings button to access the Intermediate Bank Routings page, where you can define a sequence of intermediary bank routings.

See Chapter 3, "Maintaining Vendor Information," Defining Intermediary Bank Routings, page 144.

Default Select to make a particular account the default bank account for a location. The default bank account is copied to each payment schedule for this vendor.

Bank ID Qualifier Select a bank ID qualifier.

	The bank ID qualifier contains the country-specific numeric value by which the bank or counterparty is identified. This value controls how the bank or counterparty pages edit and display bank information.
Account Type	Select an account type for the bank account. Examples might include: • *Bus Acct* (business account). • *Check Acct* (checking account). • *Ret Acct* (retirement account).
Bank ID	Enter a bank ID.
Branch ID	If appropriate, enter a branch ID for the bank. This field may not be available, depending on the country that you selected.
Bank Account Number	Enter an account number for the bank.
DFI Qualifier	Enter a DFI qualifier if you are making ACH, wire, or EFT payments to this vendor location.
DFI ID	If you select a DFI qualifier, you must also supply the bank's DFI ID.
IBAN Digit (international bank account number digit)	Displays the IBAN check digit.
View IBAN	The IBAN is one single number identifying every single account in the world. It consists of several PeopleSoft fields concatenated, such as bank code, bank account number, branch, and so on. Click the View IBAN button to start a function that calculates and validates the IBAN check digit entry by using processes and functions that conform to ISO 13616, 3166, and 7064. If the check digit is validated, the system concatenates the IBAN check digit and the existing basic bank account number, to create the IBAN.

Understanding DFI Qualifiers

The Depository Financial Institution (DFI) qualifier indicates what format (numbers only or a combination of characters and numbers) is used in the bank's DFI ID:

DFI Qualifier	DFI ID
transit number	Contains exactly nine numerics, plus check-digit calculation.
swift ID	Contains 8 or 11 characters. Position 5 and 6 must be a valid 2-character country code.
CHIPS ID	Contains three or four numerics.

DFI Qualifier	DFI ID
Canadian bank branch or institute	No validation.
mutually defined	No validation.

See Also

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

Specifying Vendor Type Settings

Use the Vendor Type Options collapsible region on the Vendor Information - Payables Options page to specify options for the vendor location, including the preferred language.



Vendor Type Options collapsible region on the Vendor Information - Payables Options page

Preferred Language Select the language to use for printing payment advices.

Primary Select to identify the primary vendor type.

Type Select the vendor type. PeopleSoft delivers some vendor types with the system, but you can also add your own using PeopleSoft Application Designer.

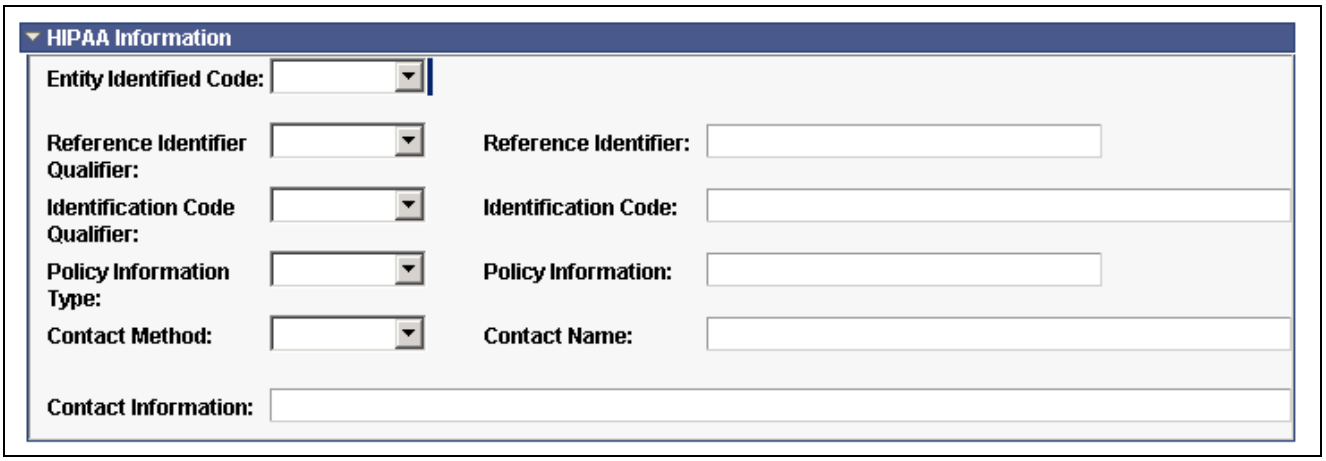
Examples might include:

- *Advertising, Contractor*
- *Consultant*
- *Government Agency*

Service Type This code is used for EFT payments for this vendor location. It appears in the government reporting section of certain EFT files.

(USA) Defining HIPAA Information

Use the HIPAA Information collapsible region on the Vendor Information - Payables Options page to enter information required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).



HIPAA Information collapsible region on the Vendor Information - Payables Options page

Note. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a set of regulations from the United States Department of Health and Human Services. One of HIPAA's primary concerns is to restrict the use of individually identifiable health information to protect the privacy of healthcare consumers. In addition to the privacy rules, HIPAA includes regulations that establish national standards for the format and structure of electronic communications between covered entities.

The system generates HIPAA payments for only two transaction handling codes: Payment Only, and Payment + Advice.

HIPAA entails communication protocol and standards for several business documents. PeopleSoft Payables supports EDI Format 820 (OUTBOUND), specifically designed for HIPAA required fields and values. In order to fully employ HIPAA functionality, you must use a third-party vendor to process the PeopleSoft generated file and transform it to the HIPAA 820 EDI format.

The HIPAA information you define at the vendor location level appears by default on vouchers for the vendor location. You can override this information for a voucher on the HIPAA page in the Voucher component. The system performs validation during online voucher entry and as part of the Voucher Build process which checks for HIPAA payment designation and marks such vouchers as *Payment Separate.*

Entity Identified Code — Enter a code to identify the organizational entity, physical location, property, or individual: *3rd Party* or *Payer.*

Reference Identifier Qualifier and **Reference Identifier** — Enter a qualifier to indicate against which the payment is to be applied:*Invoice, Master,* or*Plan,* and a corresponding identifier number from the agency authorizing the payment.

Identification Code Qualifier and **Identification Code** — Enter a qualifier to indicate the code structure method of the Identification Code: *D&B* (Dun and Bradstreet), *D&B + Sfx* (Dun and Bradstreet pls 4-character suffix), *Insurance, Plan ID,* or*Tax ID,* and enter the corresponding code.

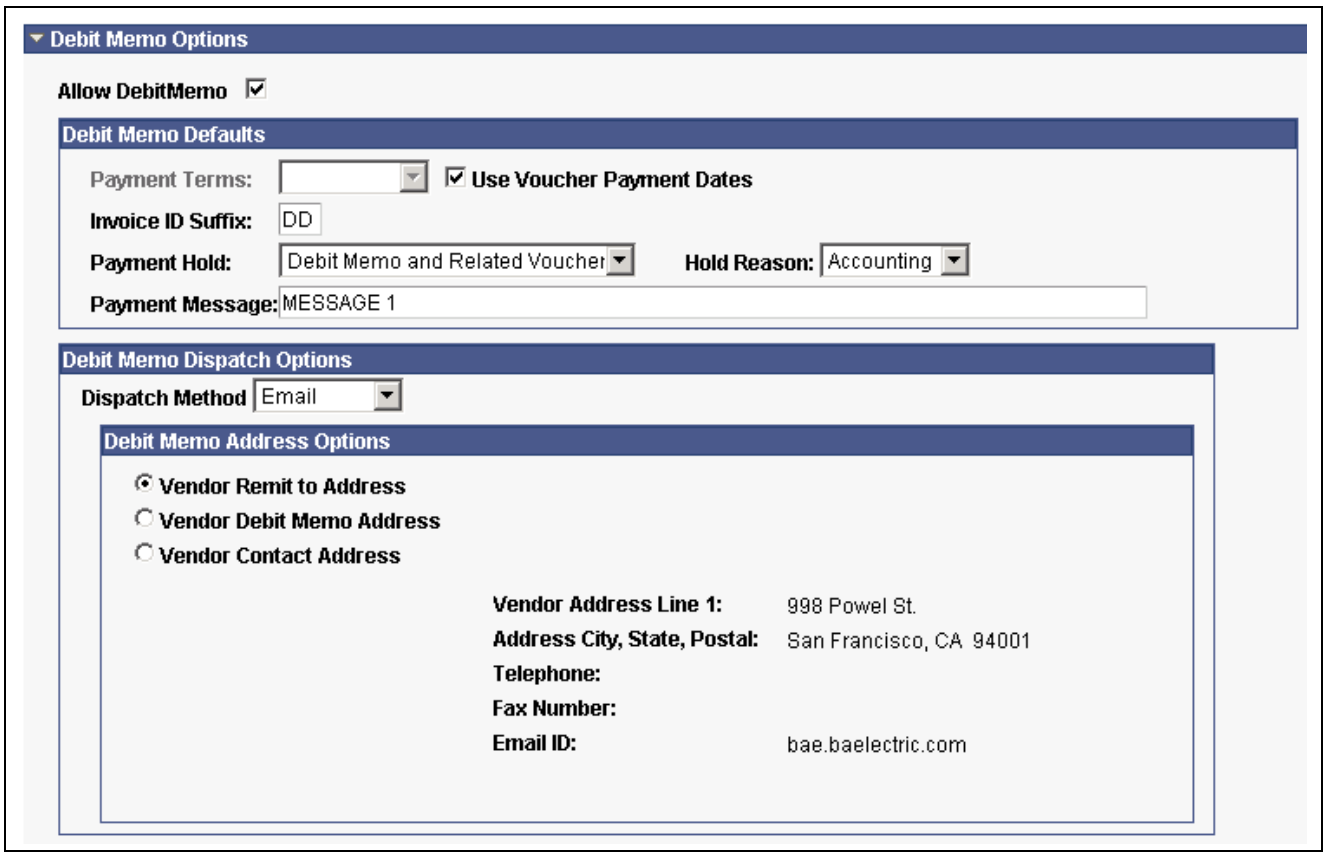
Policy Information Type and **Policy Information** — Enter *Account, Contract, Invoice,* or *Policy*to define the policy type, and additional information, such as the policy number.

Contact Method and**Contact Name** — Enter the preferred contact method:*Email, Fax,* or *Telephone,* and the contact person's name.

Contact Information — Enter specific contact information, such as email address.

Specifying Debit Memo Options

Access the Debit Memo Options collapsible region on the Vendor Information - Payables Options page.



Debit Memo Options collapsible region on the Vendor Information - Payables Options page

Allow DebitMemo Select check box to allow the creation of a debit memo. The Matching process automatically creates debit memos to resolve matching exceptions between the voucher and the purchase orders and receivers.

A match exception is created instead of a debit memo if the vendor does not have Allow Debit Memo selected

Debit Memo Defaults

Payment Terms Enter the payment terms option to use in creating debit memos for this vendor location. You must enter a payment terms option if you do not select the Use Voucher Payments Dates check box.

Note. Payment terms options do not include multipayment terms or payment terms with discount terms.

Use Voucher Payments Dates Select check box to use the terms populated from the Payables default hierarchy. You must select this check box if you do not enter payment terms.

Invoice ID Suffix Enter an invoice ID suffix to differentiate the debit memo adjustment voucher and original voucher invoice IDs. This field is mandatory if the Allow Debit Memo box is selected.

Payment Hold Select one of these options:

- *Blank*: The debit memo or related voucher is not placed on hold.
- *Debit Memo*: Only the debit memo is placed on hold.
- *Debit Memo and Related Voucher*: The debit memo and the related voucher is placed on hold.

Release the hold status using the Voucher component when the debit memo is ready for payment.

Hold Reason Select a code to explain the payment hold reason. Codes include: *Blank, Accounting, Amount, CCR Expire, Cntrct Ret, Goods, IPAC, Other, Quantity,* and *Wthd hold.* The reason codes are stored in a translate table. You can add more codes to the translate table using PeopleTools.

Payment Message Specify a message that appears on the remittance advice when the debit memo is included on a payment. The message provides an additional explanation for the payment adjustment.

Debit Memo Dispatch Options

Your vendors may require you to notify them if credit adjustments are made to their invoice. You can dispatch debit memo information to your vendors using print, fax, EDI/XML, email or phone.

Dispatch Method Select a dispatch method. This field is mandatory if the Allow Debit Memo box is selected. Dispatch methods options include:

- *Blank*: No notification is provided to the vendor.
- *EDI/XML*: Debit memo information is electronically published to the vendor using the AP_VCHR_MESSAGE_OUT EIP (enterprise integration point).
- *Email*: Debit memo information is delivered to the specified vendor's email address.
- *Fax*: Debit memo information is delivered to the specified vendor's fax number.
- *Phone*: The Dispatch Memo report is created. You can call the vendor providing details of the debit memo.
- *Print*: The Dispatch Memo report is created. You can send the report to the vendor.

Note. The dispatch method can be overridden on the debit memo adjustment voucher using the Voucher component.

Vendor Remit To Address Select to use the vendor remit to address for this vendor location as the debit memo notification address. This is the default selection. The Address Sequence Number or the Contact Sequence Number field is not available for entry if this option is selected.

Vendor Debit Memo Address Select to use a specific vendor address as the notification address for debit memos. The Address Sequence Number is available for entry.

Address Sequence Number	Enter the address sequence number to use as the debit memo notification address. Addresses are defined on the Vendor Information - Address page. This field appears only if Vendor Debit Memo Address is selected.
Vendor Contact Address	Select to use a specific contact address as the notification address for debit memos. The Contact Sequence Number is available for entry.
Contact Sequence Number	Enter the contact sequence number to use as the debit memo notification address. Contacts are defined on the Vendor Information - Contacts page. This field appears only if Contact Address is selected.
Vendor Address Line 1, **Address City, State, Postal**, **Telephone**, **Fax Number**, and **Email ID**	Displays the address information selected.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Running the Matching Process," Processing Debit Memo Adjustment Vouchers

Chapter 3, "Maintaining Vendor Information," Entering Vendor Addresses, page 111

Chapter 3, "Maintaining Vendor Information," Entering Vendor Contact Information, page 115

Defining Intermediary Bank Routings

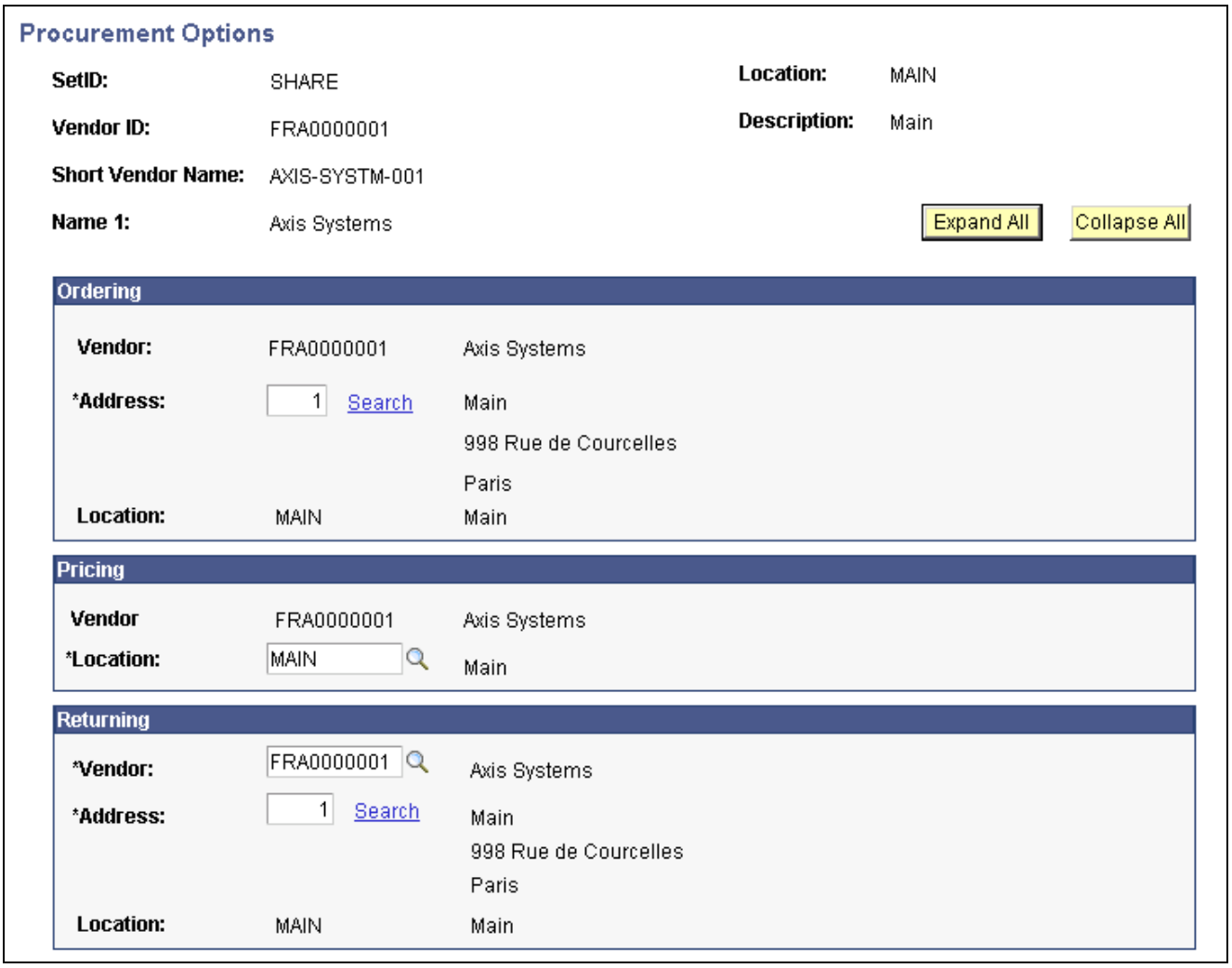
Access the Intermediary Bank Routings page.

Note. Some payables departments use intermediary bank routing, or complex routing, to establish specific coded instructions with their banks to send payments to other banks to be processed. For example, you may want vendors in a particular country to be paid by a banking center that has special expertise or connections with banks in that country. In this case, the code instructs the bank that receives your EFT file to send payment instructions to the other bank, which then makes the actual funds transfer.

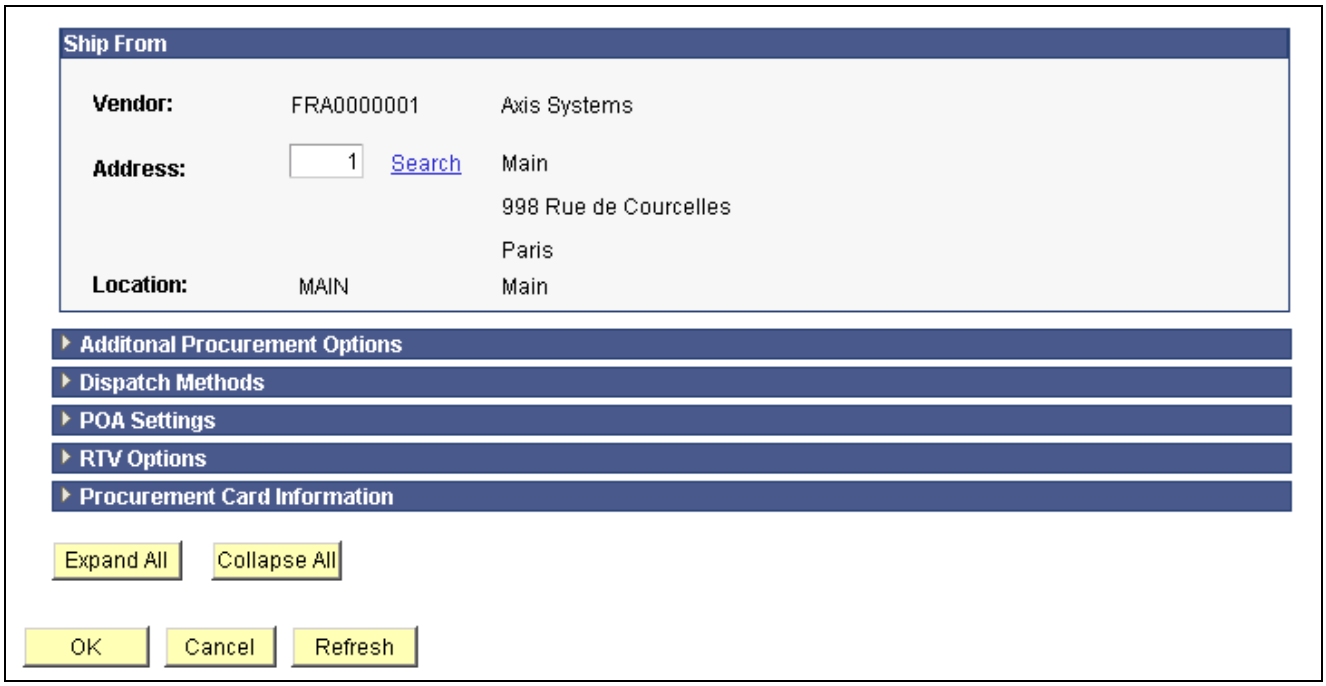
Seq (sequence)	Specify the routing's sequence. The sequence numbers indicate the relative order in which the funds are routed through the intermediary banks.
Routing	Select whether the routing is through the bank or the DFI ID. The option that you select here determines which subsequent fields require data. If you select *Bank,* you must enter a bank and account. If you select *DFI ID,* you must supply the DFI ID.
Bank	Select a bank.
Account	Select an account.
DFI ID	Enter the bank's DFI ID. For external corporate bank accounts, the DFI ID field should be used to enter the data center code.
Payment Message	You can enter a payment message that appears in the EFT output file. This message can be up to 30 characters in length.

Specifying High-Level Procurement Processing Options

Access the Vendor Information - Procurement Options page.



Vendor Information - Procurement Options page with regions collapsed (1 of 2)



Vendor Information - Procurement Options page with regions collapsed (2 of 2)

Note. Only fields visible when the collapsible regions are collapsed are documented in this section. Each collapsible region on this page is documented in a separate section of this chapter.

Note. The system presents and uses the information on this page differently, depending on whether or not you have PeopleSoft Payables installed with PeopleSoft Purchasing.

Ordering, Pricing, Returning, and Ship From Locations

The data that appears by default in these group boxes is passed from the Vendor Information - Address and Vendor Information - Location pages. You can select a different address in the Ordering, Returning, and Ship From group boxes or a different vendor location in the Pricing group box.

If you implement a third-party tax application such as Taxware or Vertex, the ordering and ship from addresses are linked to the third-party application by the geocode selected on the Vendor Information - Address page. These locations are used by tax applications as follows:

- Ordering address: used by PeopleSoft, Taxware, and Vertex.
- Ship from address: used by Taxware and Vertex only.
- Ship to address: used by PeopleSoft, Taxware, and Vertex.

Taxware uses these addresses plus the point of order origin address (set up on the Payables Definition - Tax Options page) to determine tax applicability. Vertex uses only the three addresses above to determine tax applicability.

Ordering Select the address that PeopleSoft Purchasing uses when you order from a particular vendor location.

Search Click this link to access the Vendor Address Search page. Using this page you can search for available vendor addresses for ordering, returning, and ship from.

Pricing Select a location for pricing. PeopleSoft Purchasing uses the shipping method associated with this pricing location.

Returning Select the vendor to whom you return goods, along with the address to which you return goods.

You may select the original vendor, but this field gives you the flexibility to return the goods to another vendor when necessary.

Ship From Select the address from which the vendor ships.

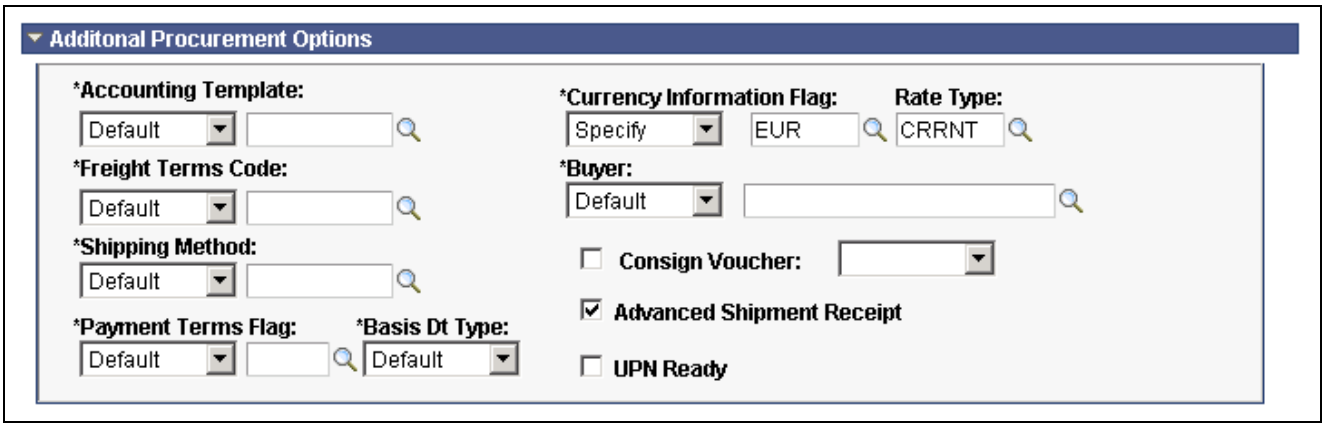
See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)"

PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook, "Integrating with Sales and Use Tax Applications"

Specifying Additional Procurement Options

Use the Additional Procurement Options collapsible region on the Vendor Information - Procurement Options page to specify accounting, freight and payment terms, shipping method, and other procurement options.



Additional Procurement Options collapsible region on the Vendor Information - Procurement Options page

If you want the procurement options on purchase orders and vouchers to default from higher in the procurement control hierarchy, leave the settings on *Default.* If you want the transaction to inherit procurement options from the vendor location, select *Specify* and enter the relevant information.

Accounting Template The system uses the accounting templates to identify the offset accounts it needs to create balanced accounting entries during voucher posting. You define the accounting templates on the Accounting Entry Template page.

You can either select *Default* to let the accounting entry template appear by default from the template established in the control hierarchy, or you can select *Specify* to establish new rules. You may want to select a different accounting template if accounting needs to vary for this vendor location.

If you select *Specify,* you must also select an accounting entry template.

Freight Terms Code In PeopleSoft Purchasing, the freight terms determine the point at which liability for a shipment shifts from the seller to the buyer. They also define the terms of payment for freight, such as when it is payable and by whom.

To define freight terms at the vendor location, select *Specify,* and then select freight terms. These values are not delivered with the system; you must enter your own freight terms on the appropriate pages.

Shipping Method

To determine the preferred shipping method at the vendor location level, select *Specify,* and then select a shipping method. These values are not delivered with the system; you must enter your own shipping methods on the appropriate pages.

Note. The shipping method that you select appears on the PO, which can affect pricing.

Payment Terms Flag

To define payment terms at the vendor location, select *Specify,* and then select a payment terms code such as *Net 30.*

Basis Dt Type (basis date type)

Define which date the system uses as the terms basis date for scheduling payments and determining early payment discounts. The various date fields in this list are on the voucher header, so that if the selected field has a value, then that value is used to source the basis date used in the due date calculations of subsequent payment terms. Basis date types include:

- *Acct Date* (accounting date).
- *Doc Date* (constructive document date—the date the document is entered).
- *Inv Date* (invoice date).
- *Recpt Date* (receipt date).
- *Ship Date.*
- *User Date.*

Currency Information Flag

To define currency information at the vendor location, select *Specify,* and then select a currency and a conversion rate type.

Buyer

If you want a particular buyer to create POs for this vendor location, select *Specify,* and then select a buyer. The buyer that you select here appears by default on the PO. You can override this default when you create POs for this vendor location.

Consign Voucher

Select to identify the vendor location as a supplier of at least one consigned item. Select the type of voucher consignment from one of these options:

Auto: Select to create vouchers automatically when consigned items are consumed.

Manual: Select to have the user create vouchers manually when consigned items are consumed.

Stage: Select this option to stage vouchers as pending transactions when consigned items are consumed.

Advanced Shipment Receipt

You may have arranged that some vendors send you advanced shipment receipts through electronic data exchange (EDI) before you receive the goods. This speeds up invoice processing. If this is such a vendor, select the Advanced Shipment Receipt check box. When this check box is selected, the Receive Load process (PO_RECVLOAD) creates a receipt with a status of *Received.* If the ASR check box is clear, the receiver is created with a status of *Open.*

UPN Ready Select to indicate that a vendor uses UPNs. When selected, UPNs replace vendor item IDs or item descriptions on dispatched documents. UPNs appear in addition to, or instead of, vendor item IDs throughout the procurement process.

See Also

Chapter 2, "Defining Procurement Options," Defining Payment Terms, page 13

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

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

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

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, "Processing Multiple Currencies"

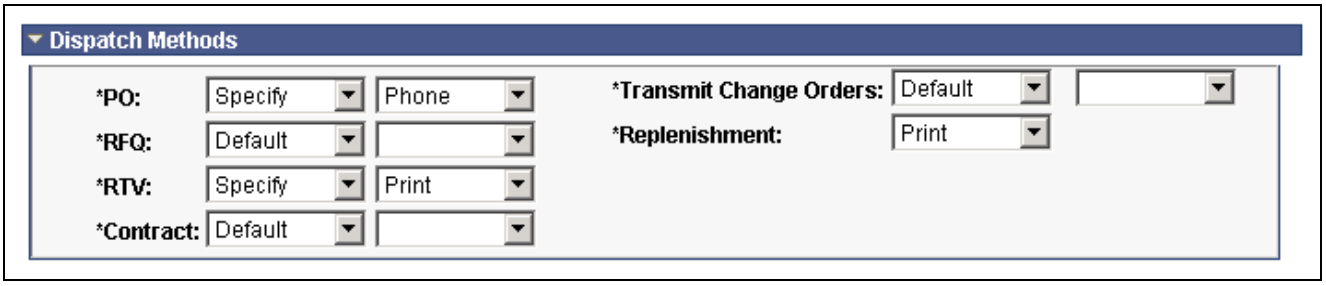
PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Managing Vendor Returns"

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Receiving Shipments"

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Working with Items," Using Universal Item Identifiers

Specifying Dispatch Methods

Use the Dispatch Methods collapsible region on the Vendor Information - Procurement Options page to specify dispatch methods for the vendor location.



Dispatch Methods collapsible region on the Vendor Information - Procurement Options page

If you want the dispatch methods on purchase orders and vouchers to default from higher in the procurement control hierarchy, leave the settings on *Default.* If you want the transaction to inherit dispatch method options from the vendor location, select *Specify* and enter the dispatch method. Values include: *E-Mail, EDX, Fax, Phone,* and *Print.*

PO Indicates the method of communication that you use to send POs to the vendor for this location.

RFQ (request for quotation) Indicates the method of communication that you use to send RFQs to the vendor for this location.

RTV (return to vendor) Indicates the method of communication that you use to send RTV adjustments to the vendor for this location.

Contract Indicates the method of communication that you use to send contracts to the vendor for this location.

Transmit Change Orders Indicate whether to have change orders transmitted to the selected vendor location.

Default: Select to accept the default setting for the Transmit Change Orders option defined at the Purchasing business unit level on the Dispatch Method page.

Specify: Select to override the default setting and define whether to transmit change orders to this vendor location. In the adjacent field, specify an override value of *Yes* or *No*.

If you select *Yes* in combination with the *EDX, Fax,* or *Email* dispatch methods, the PO Dispatch/Print process (POPO005) automatically transmits the EDX, fax, or email output file created by the dispatch process.

If you select *No,* no output file is created by the process.

Whether you select *Yes* or *No* in combination with one of these dispatch methods, after the PO Dispatch/Print process runs successfully, the status of the changed PO is set to *D* (dispatched).

Note. The Transmit Change Orders option applies only to change orders. Initial dispatches of POs are unaffected by the setting of this option.

Replenishment Indicates the method of communication that you use to send replenishment requests to the vendor (kanban POs). To define this communication at the vendor location level, select *Specify,* and then select a method for dispatching from the list of values.

If you are using PeopleSoft Flow Production, you must define the replenishment dispatch method. When you create Kanban IDs and select a vendor for vendor replenishment, the vendor replenishment dispatch method is associated with the Kanban ID. When you run the Replenishment Dispatch process, the system determines the dispatch method by using the value stored with the Kanban ID record. Dispatching is required for replenishment requests with backflush-controlled or manual replenishment modes. You don't dispatch Kanban cards by using the dispatch process.

See Also

Chapter 5, "Using Voucher and Order Contracts," page 259

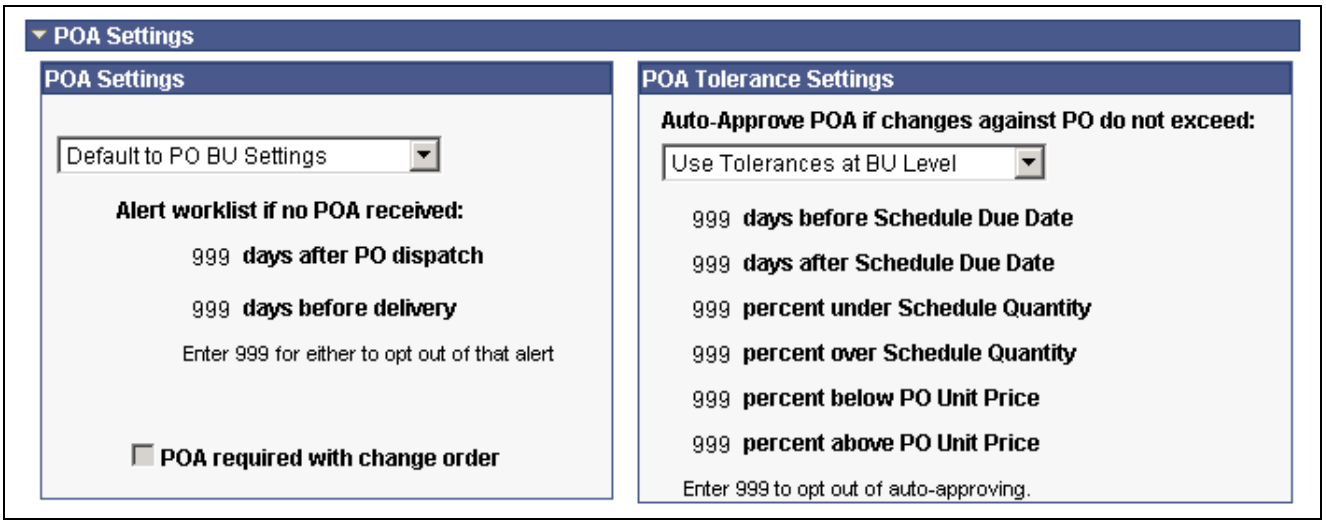
PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Managing Requests for Quotes"

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Dispatching and Printing Purchase Orders"

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options"

Defining POA Settings

Use the POA Settings collapsible region on the Vendor Information - Procurement Options page to define POA settings for the vendor location.



POA Settings collapsible region on the Vendor Information - Procurement Options page

POA Settings

If you want the POA settings for purchase orders to default from the PeopleSoft Purchasing business unit POA settings, leave the *Default to PO BU Settings* (default to purchasing business unit settings) value for the field. If you want to override the purchasing business unit POA settings for this vendor and location, then select either *POA NOT Required* or *POA Required* values.

If you select *POA Required,* then you can define the alert worklist settings to use for this vendor. Enter the number of days after purchase order dispatch or before purchase order delivery to send a notification to the buyers worklist if a POA is not received from the supplier.. In addition, once you select that POA's are required, the POA required with change order check box is available. Select this check box if a POA is required for change orders, in addition to just the initial dispatch

POA Tolerance Settings

If you want the POA tolerance settings for purchase orders to default from the PeopleSoft Purchasing business unit POA settings, leave the *Use Tolerance at BU Level* (use tolerance at business unit level) value for the field. If you want to override the purchasing business unit settings for this vendor and location, then select *Tolerances Specified here* value.

If you select *Tolerance Specified here,* then enter the tolerance settings for the system to be able to automatically approve a POA for the buyer. Any changes made by the supplier that are within these tolerances will be automatically set to approved and ready for the change order load processes to pick up the changes and update the purchase orders as necessary. Leaving any of the values as 999 will tell the system that any change to that value requires approval by the buyer before it can be picked up by the change order load processes.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options," Defining POA Settings

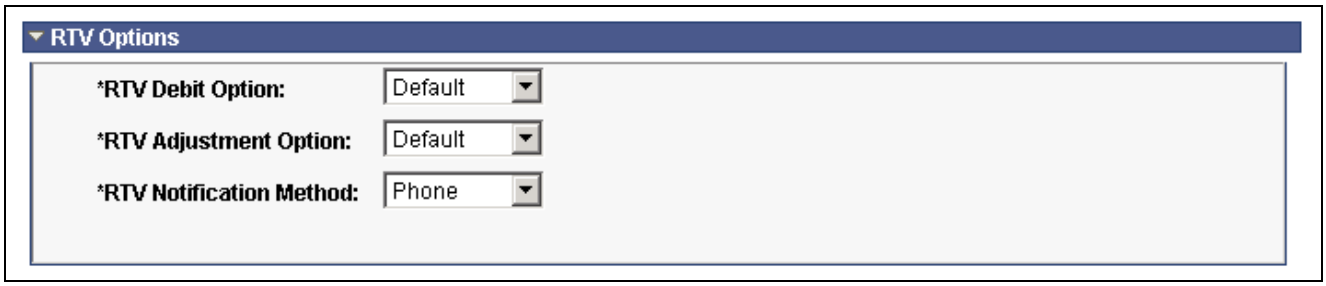
PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online," Using Purchase Order Acknowledgements

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online," Creating Purchase Order Headers

PeopleSoft Enterprise eSupplier Connection 8.9 PeopleBook, "Acknowledging Purchase Orders Online"

Establishing Return to Vendor Options

Use the RTV Options collapsible region on the Vendor Information - Procurement Options page to establish RTV options for the vendor location.



RTV Options collapsible region on the Vendor Information - Procurement Options page

If you want the RTV options on purchase orders and vouchers to default from higher in the procurement control hierarchy, leave the settings on *Default.* If you want the transaction to inherit RTV options from the vendor location, select *Specify* and enter the RTV option.

RTV Debit Option Used in conjunction with the RTV Adjustment field to control the Voucher Build process. Select *Dflt* (default) or *Yes.*

RTV Adjustment Option Determines whether RTV debit memos are to be generated automatically by the Voucher Build process. Select one of these values:

Automatic: Voucher Build process automatically generates a debit voucher from the RTV transactions.

Dflt (default): This value appears by default from the control hierarchy.

None: RTV vouchers are not created automatically for this vendor. RTV vouchers must be created manually using the adjustment voucher style.

Stage: Voucher Build process stages the RTV voucher in the Quick Invoice Entry tables. You can use the Quick Invoice Entry page to match the transaction to a credit memo that comes in.

RTV Notification Method Select *Email* or *Phone* to indicate how the vendor wants to be notified of an RTV.

RTV Fees

Use the RTV Options link at the head of the Vendor Information - Location page to access the Vendor's RTV Fees page, where you can enter the following RTV fee information:

Misc Chg (miscellaneous charge) Select a miscellaneous charge code for vendor return fees. PeopleSoft delivers some values with the system, but you can also add your own on the Misc Charge/Landed Cost Defn page.

Action Select one of these values as it pertains to the miscellaneous charge:

Credit: You charge the vendor for the miscellaneous charge—for example, freight that you originally paid.

Debit: The vendor charges you for the miscellaneous charge—for example, a restocking fee.

Percent Enter the percentage of the merchandise amount that should be debited or credited. The restocking fee in the previous example might be *3 %,* for example.

Reason Code Select the reason to which this miscellaneous charge applies, by selecting a code. You define these codes on the Return Reasons page.

You can enter various miscellaneous charges and various reason codes. You might have multiple reason codes so that items returned because they fail inspection are calculated one way, but returns due to damage are treated a different way. The default information is entered here, and then when the RTV transaction is entered, the system looks up the appropriate fees based on the reason.

See Also

Chapter 2, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs, page 5

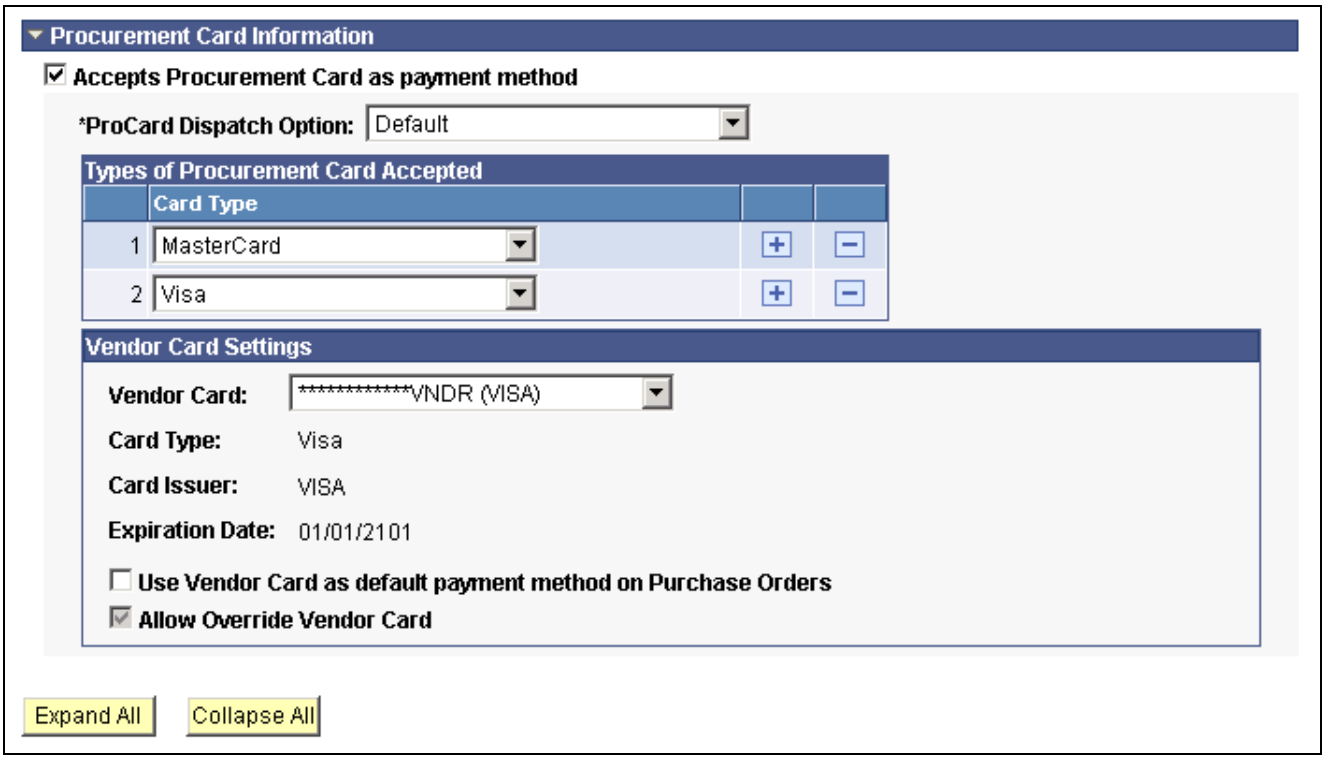
PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Managing Vendor Returns"

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Batch Vouchers," RTV Adjustments

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Sending Information to Asset Management," Return to Vendor Transaction Processing

Defining Procurement Card Information

Use the Procurement Card Information collapsible region on the Vendor Information - Procurement Options page to define procurement card options for the vendor location.



Procurement Card Information collapsible region on the Vendor Information - Procurement Options page

Accepts Procurement Card as payment method Select this check box if this vendor location can use a procurement card as a payment method when creating a purchase order for that vendor location.

After you select this check box all the other fields in this region become available.

ProCard Dispatch Option (procurement card dispatch option)

Select the dispatch option for the procurement card information. *Default* appears by default on this page. Options are:

- *Charge to Card on File:* Select this option to have "Charge to credit card" print in the header portion of the PO Dispatch/Print SQR report (POPO005).
- *Contact Buyer:* Select this option to have the buyer's name and phone number print in the header portion of the PO Dispatch/Print report. For example, "*Please contact John Smith 925-694-3863 for payment information."
- *Contact Cardholder:* Select this option to have the card holder's name and phone number print in the header portion of the PO Dispatch/Print report. For example, "*Please contact John Smith 925-694-3863 for payment information."
- *Default:* Select this option to use the dispatch option on the purchase order.
- *Include Masked Card Info* (include masked card information): Select this option to have the masked card number, card type, and expiration date appear in the header portion of the PO Dispatch/Print report.
- *No Reference:* Select this option to have no procurement card information print on the PO Dispatch/Print report.

Types of Procurement Card Accepted

Card Type Select the type of cards accepted by this vendor location.

Vendor Card Settings

Once you define the vendor card information in this section, the system will automatically update this information in the Cardholder Profile component in PeopleSoft Purchasing. Plus, if the vendor card information was already defined in the Cardholder Profile component that information will appear on this page.

Vendor Card Select the vendor card you would like to use as the payment method for this vendor location.

Note. Only vendor cards are available to be associated with a vendor location. Other procurement cards cannot be associated with vendor locations.

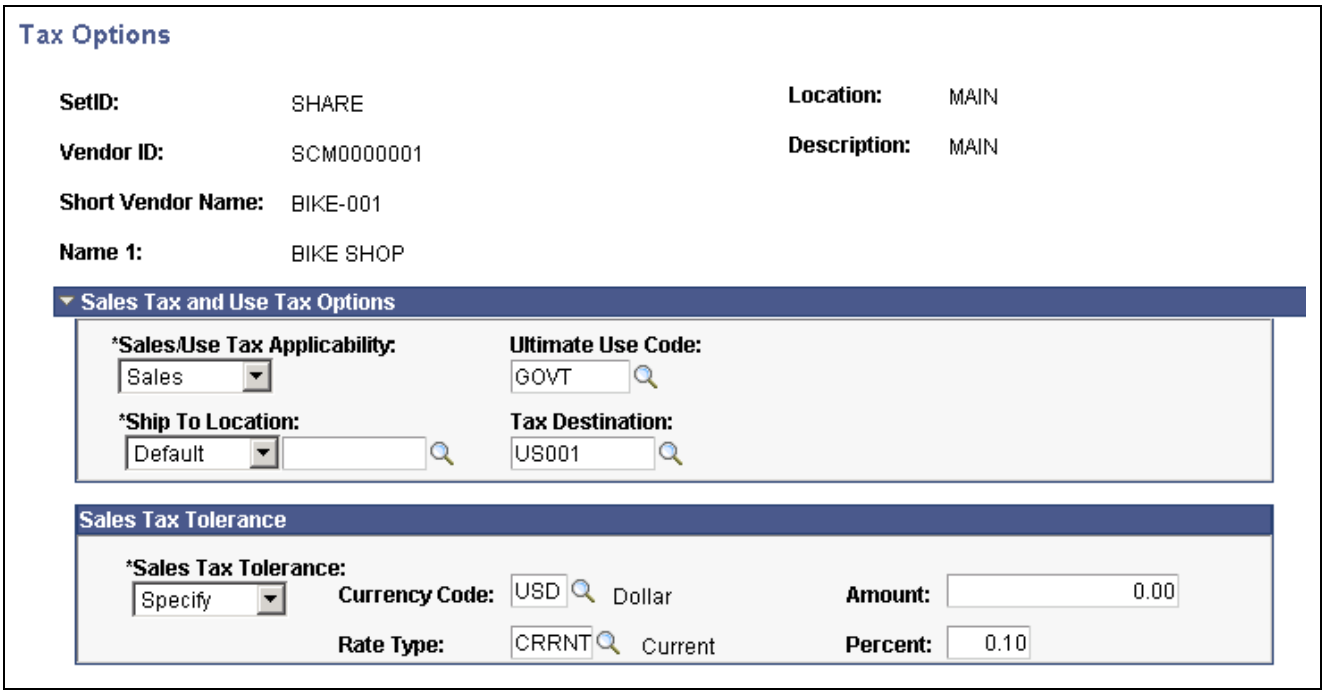
Card Type, Card Issuer, and **Expiration Date** These fields display the information related to the vendor card that you selected.

Use Vendor Card as default payment method on Purchase Orders Select this check box if you want to use the vendor card selected as the default payment method when creating a purchase order for that vendor location.

Allow Override Vendor Card Select this check box if you want to be able to override the vendor card that appears on the purchase order for this vendor location.

Defining Sales and Use Tax Options

Access the Vendor Information - Tax Options page.



Vendor Information - Tax Options page

Sales Tax and Use Tax Options

Sales/Use Tax Applicability Select from these options:

None: There are no tax defaults for this vendor location.

Sales: Sales tax is the default tax type for this vendor location for all vouchers entered.

Use: Use tax is the default tax type for this vendor location for all vouchers entered.

Note. Sales and use tax applicability defaults from the vendor location are used only for PeopleSoft Purchasing transactions. Sales and use tax applicability for vouchers defaults from the ship to location. You will, however, see a warning message if a voucher's ship to location and vendor default tax applicability are in conflict.

Ship To Location If you want this field's value to be passed from a higher level in the control hierarchy, select the *Default* option. If you want the transaction to inherit these options from the vendor location, select *Specify,* and enter a ship to location.

Each ship to location has an associated sales tax code and rate. You set up ship to locations on the Ship To Locations page.

Ultimate Use Code Enter an ultimate use code for the vendor location. The ultimate use code defines a special tax rate that applies when a taxable item is used in a particular way.

You define ultimate use codes on the Ultimate Use Codes page.

Tax Destination The tax destination is the code that actually affects voucher processing, because it is used for the default tax code lookup. When you select a specific ship to location, the Tax Destination field is automatically populated with

the same value. You can override the value by selecting a different ship to location as your tax destination.

Each ship to location has an associated sales tax code and rate. Selecting a different tax destination enables you to process the tax on goods that you receive in one location but ship to another location.

Note. The ultimate use code is not used with the tax destination code.

Sales Tax Tolerance

These fields enable you to designate tolerances for the difference between the sales tax that is entered on a voucher header and that which is calculated by the system. To define the tolerance at the vendor location level, enter values in this group box.

You can describe the tolerance as a fixed amount or as a percentage of gross. You must specify a currency for the tolerance amount and a rate type, so that the tolerance amount can be converted to the voucher transaction currency.

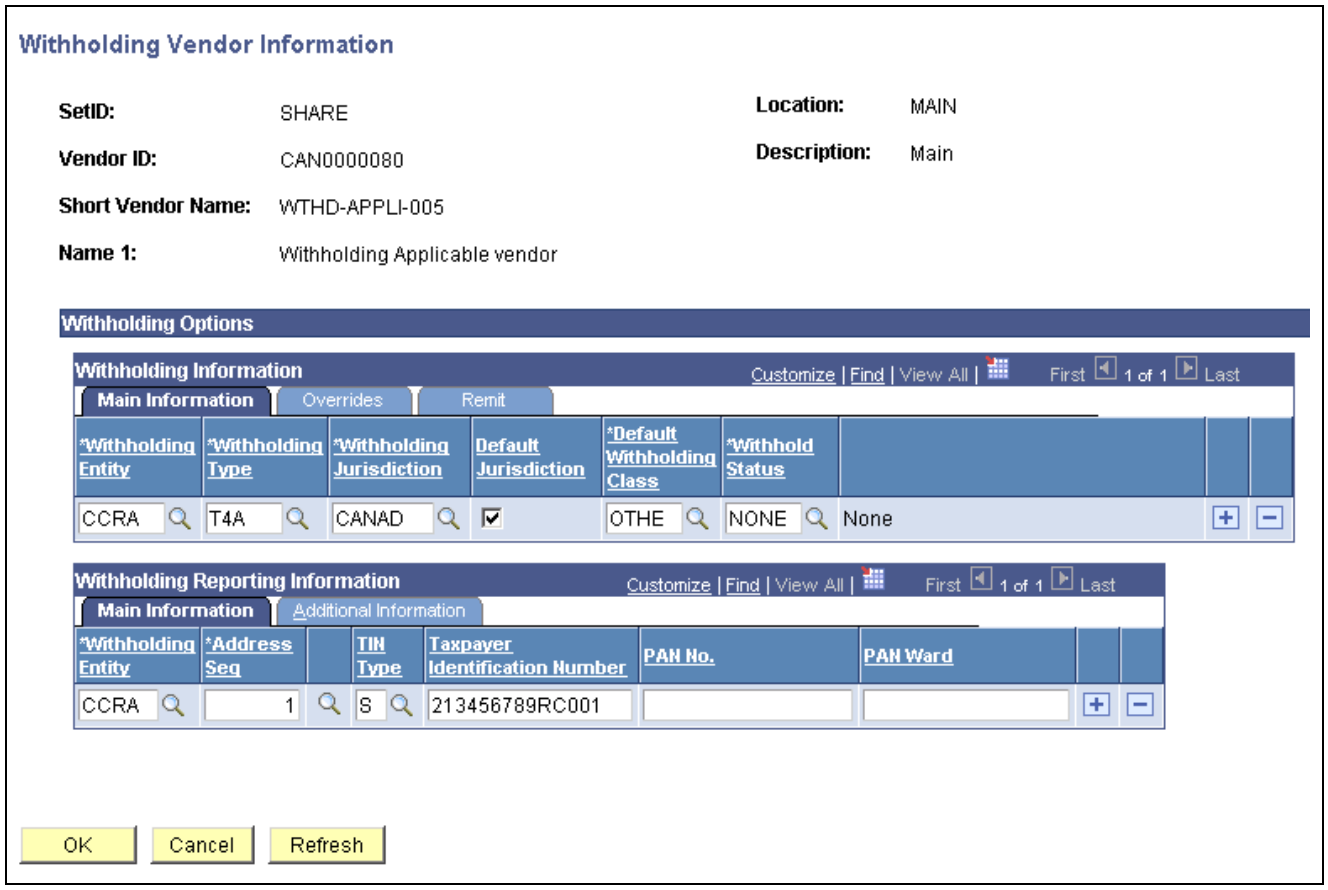
See Also

PeopleSoft Enterprise Supply Chain Management Integration 8.9 PeopleBook, "Integrating with Sales and Use Tax Applications"

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Setting Up Sales and Use Taxes and Value-Added Taxes (VAT)"

Defining Withholding Options

Access the Withholding Vendor Information page.



Withholding Vendor Information page (as it appears when linked to from Global Withholding or Global/1099 Withholding link on the Vendor Information - Payables Options page)

Note. This page has different grid labels when accessed from the 1099 link on the Vendor Information - Payables Options page. Some of the fields listed here do not appear on the 1099-only version of this page.

To enable withholding for this vendor, you must select the Withholding check box on the Vendor Information - Identifying Information page.

Withholding Information

This grid is labeled ”1099 Information” if you access the page from the 1099 link on the Vendor Information - Payables Options page.

Withholding Entity Select the entity to which the withholding amounts are reported. The withholding entity is the tax authority. You can define more than one entity for a vendor location.

Withholding Type Select the type of withholding. For each withholding type, there may be classes and categories associated with the type.

WithholdingJurisdiction Select the withholding jurisdiction for this type of withholding. Some countries determine withholding percentages based on where the vendor is located or where the transaction occurred as well as on the classification of a particular transaction. The Jurisdiction field enables you to define where the vendor is located or where the transaction took place.

Default Jurisdiction Indicate which jurisdiction is the default by selecting the check box in that jurisdiction's row. You can select more than one row as the default jurisdiction.

Note. You *must* select this option for one of the rows, or the withholding defaults are not copied to the invoice.

Default WithholdingClass Select the withholding class for this type of withholding.

Withhold Status Select the withhold status for this withholding class combination and vendor location.

Hold Pay Indicator Accept the default from the control hierarchy, or select *Specify* to override the default and activate the Hold Payment field.

Hold Payment Select from these options:

Hold Both: Hold both the payment and the withholding amount for this vendor.

No Hold: Do not hold payments for this vendor.

Wthd Only (withhold only): Hold only the withholding amount.

Withhold Rule Indicator Accept the default from the control hierarchy, or select *Specify* to override the default and activate the Rule field.

Withholding Rule Select a withholding rule. The withholding rule describes the actions to be taken during withholding.

Withholding Condition Specify the withholding condition for this withholding class combination and vendor location. Some vendors enjoy special withholding privileges. This privilege is termed exoneration and enables the vendor to be withheld less than other vendors. For instance, a vendor may have a condition that stipulates that only half of the regular amount be withheld during the first six months of the year. These three fields provide a way to specify an exoneration percentage and expiration date for the exoneration at the vendor level:

Exempt: The vendor is completely exempt from withholding. The Percent field displays *100.00.* Enter the date until which this vendor is exempt, in the Valid Until field.

Exonerate: The vendor is withheld less than other vendors. Enter the exoneration percentage in the Percent field. Enter the date until which this vendor is exonerated, in the Valid Until field.

None: The vendor is neither exempt nor exonerated from withholding. The Percent and Valid Until fields are not available for entry.

Condition Percent For a location with a withholding condition of *Exonerate,* enter the percentage of withholding from which the vendor is exonerated.

Condition Valid Until For a location with a withholding condition of *Exempt* or *Exonerate,* enter the date until which the vendor is exonerated or exempt.

Withhold if missing Select to activate withholding for this withholding class combination for this vendor location.

Remit Withhold to Flag Select withholding *Entity* or *Vendor* to indicate to whom you remit withholding payments for this vendor location.

Remit Vendor For a remit to of *Vendor,* select the vendor to whom you want to remit withholding information.

Remit to Location Select the remit to vendor's location.

Remitting Address Select the vendor's remitting address.

Withholding Reporting Information

This grid is labeled "1099 Reporting Information" if you access the page from the 1099 link on the Vendor Information - Payables Options page.

Withholding Entity Select the entity to which the withholding information is reported. The withholding entity is the body to which withholding is reported. You can define more than one entity for a vendor location.

Address Seq (address sequence) Select the vendor's address from the addresses defined on the Vendor Information - Address page. The entity needs the vendor's address.

(USA) TIN Type Select the Taxpayer Identification Number (TIN) type for the vendor from these options:

- *F:* Federal Employer ID Number.
- *S:* Social Security Number.

(USA) Taxpayer Identification Number Enter the vendor's valid TIN for the withholding entity.

(IND) PAN Number (Permanent Account Number) For India, enter the number assigned by the income tax authority to identify the vendor's tax returns. This number must be a 20-digit alphanumeric value.

(IND) PAN Ward (Permanent Account Number ward) For India, enter the location of the income tax offices to which the vendor submits taxes. Tax authorities assign these values.

Date of Birth Enter the vendor's date of birth. Use the calendar button to select a date, or type one directly into the field.

Birth Location Select the state in which the vendor was born.

Number of Children Enter the number of children that the vendor has.

Company Select to indicate whether this vendor is a company.

Tax District Reference Enter a tax district reference for the vendor.

Certificate Type Enter a certificate type for the vendor, as applicable.

Certificate Number Enter a certificate number for the vendor.

Certificate Expiration Enter the date of expiration for the certificate. Use the calendar button to select a date, or type one directly into the field.

(USA) Direct Sales of $5000 or More Select if you had more than 5,000.00 USD worth of direct sales with this vendor. This field is specific to 1099 withholding in the U.S.

(USA) IRS Notified Twice of Invalid (Internal Revenue Service notified twice of invalid) — Select if the IRS has informed you twice that the TIN number that your vendor gave you is not valid. This field is specific to 1099 withholding in the U.S.

(USA) State Income Tax Withheld — Enter the amount of state income tax withheld for this vendor.

Withholding Control Name — Enter a withholding control name for the vendor.

Profession — Enter the vendor's profession.

(USA) Trade or Business Income Ind (trade or business income indicator) — Select to indicate whether the withholding involves trade or business income for IRS 1099–G (Government Payments) reporting.

(USA) Foreign Tax Paid — Enter the amount of foreign tax paid for IRS 1099–INT (Interest Income) reporting.

(USA) Country Paid — Enter the country to which the foreign tax was paid for IRS 1099–INT (Interest Income) reporting.

Gender — Select a gender for the vendor from these options:

- *M:* Male
- *F:* Female
- *U:* Unknown

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Withholding in Payables"

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Special Withholding Requirements"

PeopleSoft Enterprise Payables 8.9 PeopleBook, "(IND) Setting Up and Processing Tax Deducted at Source for India"

Defining User Definable Vendor Fields

This section discusses how to define user definable vendor fields.

Page Used to Define User Definable Vendor Fields

Page Name	Object Name	Navigation	Usage
Vendor Information - Custom	VNDR_CUSTOM	Vendors, Vendor Information, Add/Update, Vendor, Custom	Create user definable vendor fields that can be used in custom reports and queries. There are 10 predefined 30 character alphanumeric customizable fields.

Defining User Definable Vendor Fields

Access the Vendor Information - Custom page.

Vendor Field C30 A - J You may elect to use any or all of these fields to categorize vendors for custom reports and inquiries. When you use a field, enter an appropriate value for that vendor category.

(USF) Entering Vendor Information for U.S. Federal Agencies

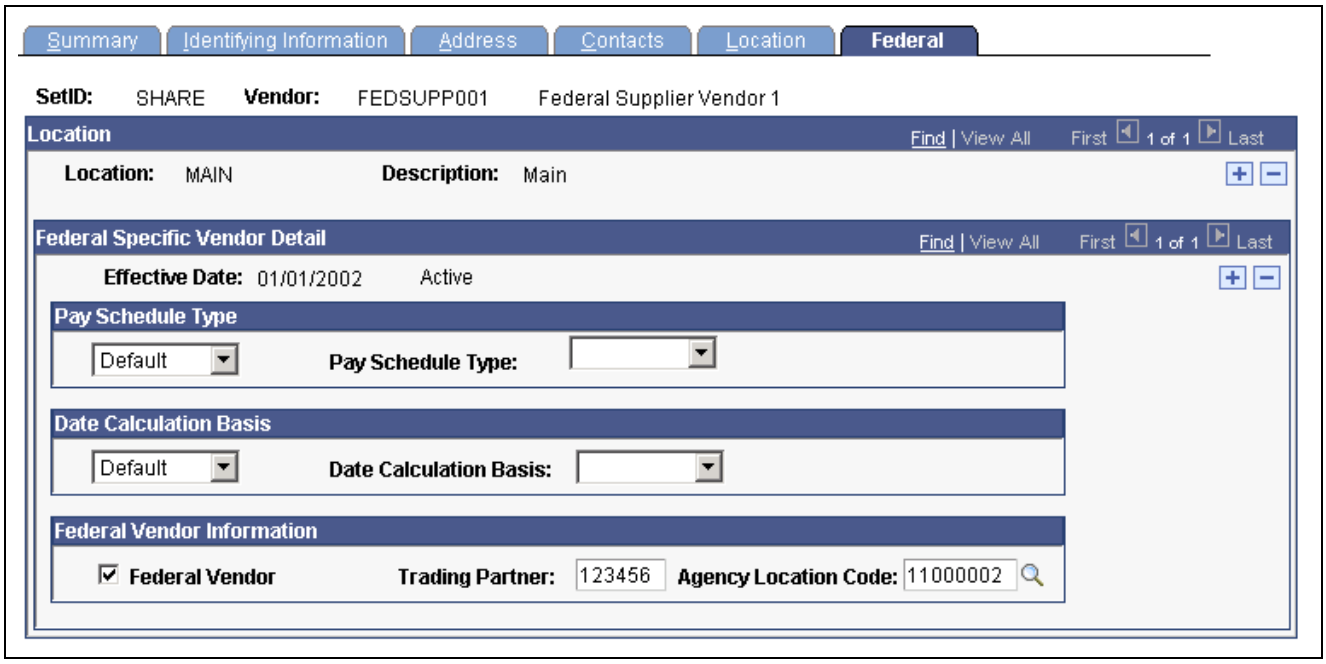
This section discusses how to specify U.S. federal-only vendor information.

Page Used to Enter Vendor Information for U.S. Federal Agencies

Page Name	Object Name	Navigation	Usage
Vendor Information - Federal	VNDR_FEDERAL	Vendors, Vendor Information, Add/Update, Vendor, Federal	(USF) Specify the default payment schedule type and date basis calculation type for the vendor. For vendors that are U.S. federal agencies, specify the vendor's Agency Location Code (ALC) and trading partner code. This page appears only if you have selected Enable Federal Payment on the Installation Options - Payables page.

Specifying U.S. Federal-Only Vendor Information

Access the Vendor Information - Federal page.



Vendor Information - Federal page

Pay Schedule Type

From the available options, select *Default* to accept the default payment schedule type that populates vouchers from the PeopleSoft Payables default hierarchy.

Select *Specify* to specify the payment schedule type that should populate vouchers for this vendor. Select either *Manual, Transport,* or *Other* in the Pay Schedule Type field.

Date Calculation Basis

From the available options, select *Default* to accept the default date calculation basis that populates vouchers from the PeopleSoft Payables default hierarchy.

Select *Specify* to specify the date calculation basis that should populate vouchers for this vendor. In the Date Calculation Basis field, select from these values:

- *Agriculture.*
- *Dairy.*
- *Meat.*
- *Poultry.*
- *Prompt Pay 7 day*
- *Prompt Pay 14 day*

Federal Vendor

Select to indicate that the vendor is a U.S. federal agency. If you select this option, you must enter a trading partner code.

This field is not required for any PeopleSoft Payables processing, but may be useful for addressing your particular reporting needs.

Trading Partner

Enter the 6-digit trading partner code for this U.S. federal agency vendor.

This field is not required for any PeopleSoft Payables processing, but may be useful for addressing your particular reporting needs.

ALC (Agency Location Code) Enter the ALC for this U.S. federal agency vendor. You set up agency location codes on the Agency Location Code page. This code is required if you use IPAC processing with this vendor.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "(USF) Processing Payables for U.S. Federal Agencies"

Viewing Summary Vendor Information

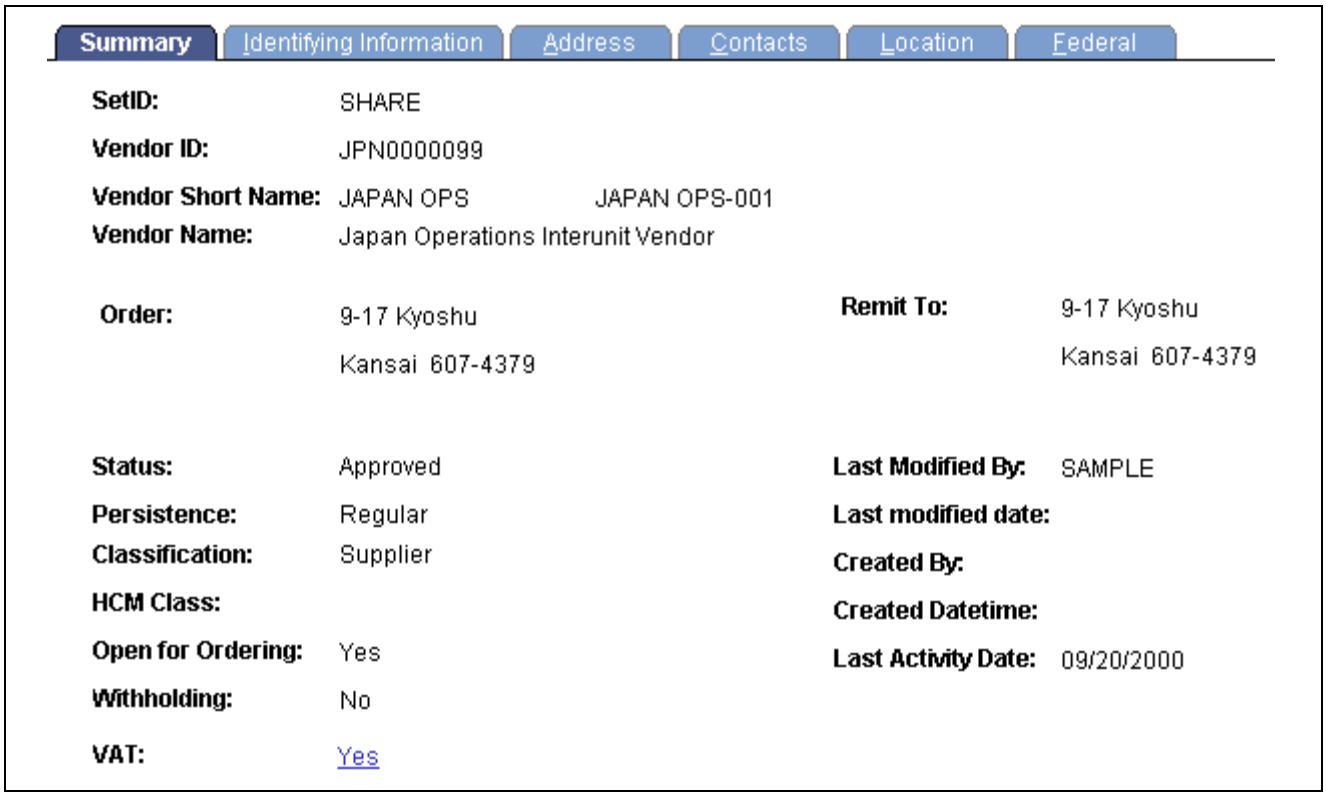
This section describes how to view summary information for a vendor.

Page Used to View Summary Information for a Vendor

Page Name	Object Name	Navigation	Usage
Vendor Information - Summary	VNDR_ID1_SUM	Vendors, Vendor Information, Add/Update, Vendor, Summary	View summary information about a vendor, including who created the vendor, when the record was last modified and by whom. **Note.** This page appears only after you have saved a vendor.

Viewing Summary Information for a Vendor

Access the Vendor Information - Summary page.



Vendor Information - Summary page

Many of these fields are also found on the Identifying Information page and are documented more fully where that page is documented.

See Chapter 3, "Maintaining Vendor Information," Entering Vendor Identifying Information, page 99.

Order Displays the address of the ordering location.

Remit to Displays the address of the remit to location.

Status Displays the voucher approval status:*Approved, Inactive, To Archive,* or *Unapproved.*

Persistence Displays the vendor's persistence: *One Time, Permanent, Regular,* or *Single Payment.*

Classification Displays the vendor's classification: *Attorney, Employee, HRMS* (Human Resources Management System), or *Supplier.*

HCM Class Displays the vendor's PeopleSoft Human Capital Management class. This is identical to the HR Class field on the Identifying Information page. A value appears for this field only if the vendor has a classification of *HRMS.*

Open for Ordering Indicates whether the vendor is open for ordering. If the value is *Yes,* you can enter purchase orders for this vendor in PeopleSoft Purchasing. If it is *No,* you cannot.

Withholding Indicates whether or not the vendor is withholding-applicable. If it is, the value *Yes* functions as a link that takes you to the Vendor Information - Location page, where you can link in turn to the Withholding Vendor Information page to view withholding details for each vendor location.

VAT	Indicates whether or not the vendor is VAT-applicable. If it is, the value *Yes* functions as a link that takes you to the Vendor Information - Location page, where you can view VAT details for each vendor location and link in turn to the VAT defaults pages to view withholding details for each vendor location.
Last Modified By and **Last modified date:**	Displays the user ID of the last user to modify the vendor and the date of modification.
Created By and **Created Datetime:**	Displays the user ID of the user who first entered the vendor and the date of entry.
Last Activity Date	Date of last activity for the vendor (modifying vendor information, creating a purchase order, archiving, and so forth).

Entering Single Payment Vendors

This section provides an overview of single payment vendors and discusses how to:

- Create single payment vendors.
- Specify VAT registration details and VAT defaults for single payment vendors.
- Specify EFT options for single payment vendors.
- Specify draft options for single payment vendors.
- Specify tax options for single payment vendors.

Understanding Single Payment Vendors

PeopleSoft Payables enables you to enter a voucher for a one-time vendor without adding rows to vendor tables. This is useful for vendors whom you are unlikely to deal with again, such as customers whom you are paying rebates or refunds. You must set up at least one single payment vendor, which is used as the default master vendor record for single payment vouchers. The single payment vendor can include such general information as tax options, payment method, payment terms, and bank account defaults. You add the remaining vendor-identifying information, such as vendor name and address, directly on the voucher. You can also override the single payment vendor defaults on the voucher.

Important! PeopleSoft recommends that you define a single payment vendor for each tax environment you work in, in situations where vendor tax information is used to calculate tax on transactions.

To access the Single Payment Vendor page, select a persistence of *Single Payment Vendor* when you add a vendor.

Note. You cannot change the persistence of a single payment vendor.

See Also

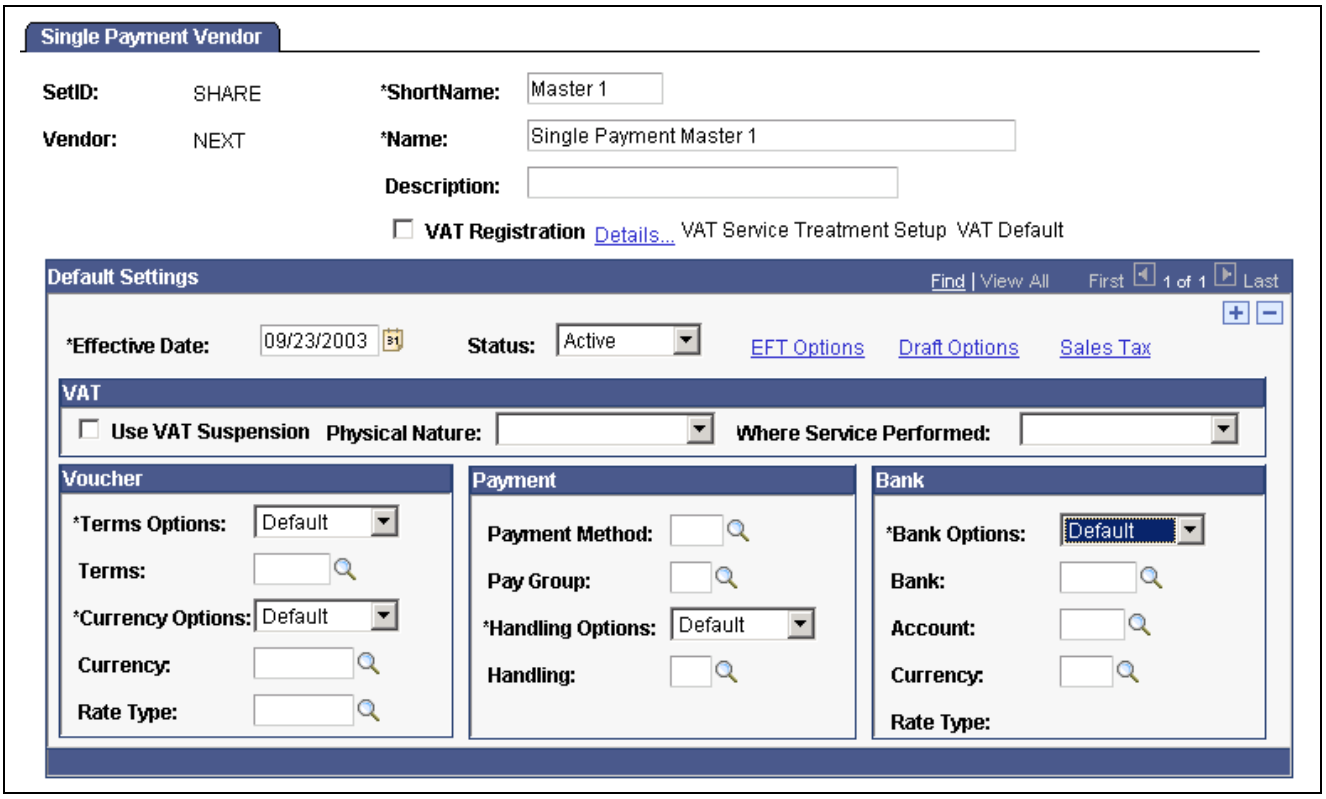
PeopleSoft Enterprise Payables 8.9 PeopleBook, “Entering and Processing Vouchers Online: Specific Voucher Styles,” Entering Single Payment Vouchers

Pages Used to Enter Information for Single Payment Vendors

Page Name	Object Name	Navigation	Usage
Single Payment Vendor	VNDR_DEFL_MASTER	Vendors, Vendor Information, Add/Update, Vendor, Single Payment Vendor Select *Single Payment Vendor* as the Persistence Level on the Add/Search page.	Create a single payment vendor master to be used as the default vendor for creating single payment vouchers.
EFT Payment Options	VNDR_DEFL_EFT_OPT	Click the EFT Options link on the Vendor Information - Single Payment Vendor page.	Specify EFT options and instruction defaults for single payment vendors.
Draft Options	VNDR_DEFL_DFT_OPT	Click the Draft Options link on the Vendor Information - Single Payment Vendor page.	Specify draft option defaults for single payment vendors.
Single Payment Vendor - Tax Options	VNDR_TAX_OPT_SEC	Click the Tax Options link on the Vendor Information - Single Payment Vendor page.	Specify tax option defaults for single payment vendors.
VAT Registration Details	VNDR_VAT_RGSTRN	Click the Details link on the Vendor Information - Single Payment Vendor page.	Enter VAT registration information for all the countries with which a vendor is registered to do business.
VAT Defaults Setup	VAT_DEFAULTS_DTL	Click the VAT Default link on the Vendor Information - Single Payment Vendor page.	Specify VAT default settings at the vendor level.
Service VAT Treatment Drivers Setup	VAT_DEFAULTS_DTL	Click the VAT Service Treatment Setup link on the Vendor Information - Single Payment Vendor page.	Specify VAT default settings for VAT on services at the vendor level.

Creating Single Payment Vendors

Access the Single Payment Vendor page.



Single Payment Vendor page

Enter a short name, name, and description.

VAT Registration Select if the vendor master should be enabled for VAT.

Details Click to open the VAT Registration Details page, where you can enter the VAT registration information for the vendor.

VAT Service Treatment Setup If you are using services VAT treatment, click to open the Services VAT Treatment Drivers Setup component, to review and, as applicable, enter services VAT treatment settings for the vendor.

Note. You must save the vendor before you can access the Services VAT Treatment Drivers Setup component for the vendor.

VAT Default Click to open the VAT Defaults Setup component, to review and, as applicable, enter VAT settings for the vendor.

Note. You must save the vendor before you can access the VAT Defaults Setup component for the vendor.

EFT Options Click to open the EFT Payment Options page, where you can define the EFT information for the single payment vendor.

Draft Options Click to open the Draft Options page, where you can define the draft processing information for the single payment vendor.

Sales Tax Click to open the Tax Options page, where you can define the sales and use tax options for the single payment vendor.

Voucher

Terms Options and **Terms** — Select *Default* if you want the payment terms on vouchers to default from higher in the payables control hierarchy. Select *Specify* if you want the voucher to inherit the payment terms you enter here in the Terms field.

Currency Options, Currency, and **Rate Type** — Select *Default* if you want the currency code and rate type on vouchers to default from higher in the payables control hierarchy. Select *Specify* if you want the voucher to inherit the currency code and rate type you enter here in the Currency and Rate Typefields.

Payment

Payment Method — Specify a payment method:

- *Automatic Clearing House.*
- *Direct Debit.*
- *Draft - Customer EFT.*
- *Draft - Customer Initiated.*
- *Draft - Vendor Initiated.*
- *Electronic Funds Transfer (EFT).*
- *Giro - EFT.*
- *Giro - Manual.*
- *Letter of Credit.*
- *Manual Check.*
- *System Check.*
- *Treasury Wire Flat File.*
- *Wire Report.*

Pay Group — Specify a vendor pay group.

Handling Options — Select *Default* if you want the payment handling code on vouchers to default from higher in the payables control hierarchy. Select *Specify* if you want the voucher to inherit the payment handling code that you enter here in the Handling field.

Bank

Bank Options — Select *Default* if you want the bank account information on vouchers to default from higher in the payables control hierarchy. Select *Specify* if you want the voucher to inherit the bank account information you enter here. This is the bank account from which you want to make payments when using this single payment vendor master ID.

Currency — Select the code for the currency in which you want to pay the vendor when this single payment vendor is used.

Since you can specify more than one currency for each bank account, you can select which one you want to use on the payment.

Rate Type Displays the default exchange rate type defined for the currency and bank account that you selected.

See Also

Chapter 3, “Maintaining Vendor Information,” Entering Vendor Identifying Information, page 99

Chapter 3, “Maintaining Vendor Information,” Defining Vendor Locations, page 117

Specifying VAT Registration Details and VAT Defaults

The VAT Registration Details, VAT Defaults Setup, and Services VAT Treatment Drivers Setup pages for single payment vendors are identical to the VAT pages that you access from the Identifying Information page.

See Also

Chapter 3, “Maintaining Vendor Information,” Specifying VAT Registration Details, page 111

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

PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook, “Working with VAT,” Establishing VAT Defaults

Specifying EFT Options for Single Payment Vendors

Access the EFT Payment Options page.

The fields on this page are identical to those in the Fund Transfer Details group box in the EFT Options collapsible region on the Vendor Information - Payables Options page.

See Chapter 3, “Maintaining Vendor Information,” Entering EFT Options, page 132.

Specifying Draft Options for Single Payment Vendors

Access the Draft Options page.

The fields on this page are identical to those in the Draft Processing Control group box in the Additional Payables Options collapsible region on the Vendor Information - Payables Options page

See Chapter 3, “Maintaining Vendor Information,” Specifying Additional Payables Options, page 124.

Specifying Tax Options for Single Payment Vendors

Access the Single Payment Vendor - Tax Options page.

This page is identical to the Vendor Information - Tax Options page.

See Chapter 3, “Maintaining Vendor Information,” Defining Sales and Use Tax Options, page 154.

Tracking Vendor Conversations

This section discusses how to track vendor conversations.

Page Used to Track Vendor Conversations

Page Name	Object Name	Navigation	Usage
Vendor Conversation	VNDR_CNVRSTN	Vendors, Vendor Information, Maintain, Conversations, Vendor Conversation	Track ongoing discussions and conversations with vendor contacts. You can log details about invoice and payment issues that you're trying to resolve as well as other vendor inquiries.

Tracking Vendor Conversations

Access the Vendor Conversation page.

Conversation

Date Displays today's date by default.

Contact Select a contact. The list of valid contacts is generated from the contacts that you entered for the vendor on the Vendor Information - Contacts page.

Conversation Sequence Number Displays the system-generated number for this conversation.

Topic Displays the subject of your conversation.

Descr (description) Enter comments about your discussion. These comments might include issues raised, and any resolutions or planned courses of action.

Keywords

Use the Keywords group box to select key words from your conversation that clearly identify the relevant topic to help you search for or report on categories of conversations.

Review

Use the Review group box to enter the review date and the number of review days until the next review is scheduled. These fields are for your information only. You might create a report or inquiry page to assist you in identifying reviews scheduled for a particular day or week.

See Also

Chapter 2, "Defining Procurement Options," Defining Vendor Conversation Keywords, page 68

Approving Vendors

This section discusses how to approve vendors.

You must determine whether users who are authorized to enter vendors have approval privileges as well. You specify whether a particular user has the authority to approve vendors on the User Preferences - Procurement - Vendor Processing Authority page. This enables you to have decentralized vendor entry without compromising security and control.

The system automatically approves vendors that are entered by users who are authorized both to enter and to approve vendors. However, a supervising user must approve vendors that are entered by users who are not authorized to approve vendors.

Users with voucher approval authority can review and approve unapproved vendors in correction mode on the Vendor Approval - Identifying Information page. The search record for this page retrieves only those vendors that have not yet been approved, so the procurement supervisor can review and approve each vendor record. To approve a vendor, enter *Approved* in the Status field and save the page.

The fields on the pages in the Vendor Approval component are the same as the fields in the Vendor Information component.

Note. Vouchers cannot be entered for unapproved vendors.

See Also

Chapter 3, "Maintaining Vendor Information," Entering Identifying Information, page 101

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

Pages Used to Approve Vendors

Page Name	Object Name	Navigation	Usage
Vendor Processing Authority	OPR_DEF_TABLE_VND1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, User Preferences Click Procurement on the User Preferences page, then click Vendor Processing Authority on the User Preferences - Procurement page.	Give vendor approval authority to a user.
Vendor Approval - Identifying Information	VNDR_ID1	Vendors, Vendor Information, Approve Vendor, Identifying Information	View and approve vendors entered by users without approval authority. Approving a vendor makes it available for transactions.

Inactivating Vendors

This section provides an overview of vendor inactivation and discusses how to run the Inactivate Vendors application engine process (AP_VNDSTATUS).

Understanding Vendor Inactivation

If you cease to use a vendor—whether for poor service, bad goods, better options, or inactivity, for example—you may want to inactivate the vendor to ensure that your users do not enter new vouchers for it. Even after you inactivate a vendor, PeopleSoft Payables still posts any outstanding vouchers for the vendor. However, the system does not pay the vendor. Pay cycle does not pick up the payment and you cannot create an express check for the payment.

Note. In the PeopleSoft Purchasing system, if a vendor is rendered inactive before POs for that vendor are approved, the system does not process those unapproved POs.

There are three ways to deactivate a vendor:

- On the Identifying Information page in the Vendor Information component, set the vendor status to *Inactive.*

  Only user IDs with authorization can deactivate vendors on the Identifying Information page. Enable authority to deactivate vendors on the User Preferences - Procurement - Vendor Processing Authority page.

- When you add a vendor, set the vendor's persistence to *One-time.*

  After you enter one voucher for the vendor, the status of the vendor automatically changes to inactive.

- Run the Inactivate Vendors process.

  The Inactivate Vendors process inactivates any vendors that have had no activity since a date you specify. The process does not inactivate vendors that have vouchers remaining in the system with a payment status of *Not Scheduled.*

See Also

Chapter 3, "Maintaining Vendor Information," Adding New Vendors, page 100

Chapter 3, "Maintaining Vendor Information," Entering Identifying Information, page 101

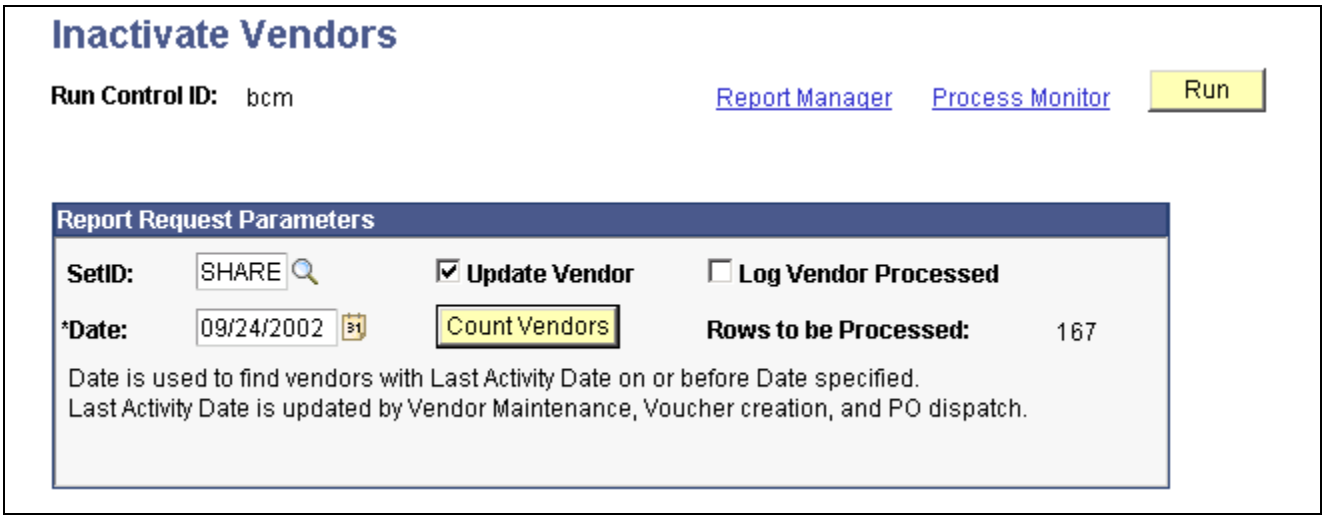
PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining User Preferences," Defining Application-Specific User Preferences

Page Used to Inactivate Vendors

Page Name	Object Name	Navigation	Usage
Inactivate Vendors	VNDR_STATUS_UPDATE	Vendors, Vendor Information, Maintain, Inactivate Vendors	Request a run of the Inactivate Vendors process, which inactivates all vendors that have had no activity since a date you specify.

Running the Inactivate Vendors Process

Access the Inactivate Vendors page.



Inactivate Vendors page

Date Enter the date since which the vendors you want to inactivate have had no activity. The process compares the last activity date for the vendor to this date and selects vendors whose last activity date is less than or equal to this date. The last activity date for a vendor is updated every time the vendor is modified or a PO or voucher is entered or modified for the vendor.

Update Vendor Select to have the selected vendors inactivated. Do not select when you want to generate a log of vendors that will be inactivated. This enables you to confirm the vendors before you actually run the inactivation process.

Count Vendors and **Rows to be Processed** Click to generate a count of all vendors whose last activity occurred before the date you entered. This number appears in the Rows to be Processed field.

Log Vendor Processed Select to generate a log of all the vendors to be inactivated. If you select this along with the Update Vendor option, the system generates a log of the vendors inactivated when the inactivation process is complete.

Searching for, Reviewing, and Reporting on Vendor Information

This section provides an overview of vendor inquiries and discusses how to:

- Use vendor search pages from PeopleSoft Payables and Purchasing transaction components.
- View detailed vendor search results.
- Search for and review vendors using the Review Vendors page.
- Review duplicate vendors.

Understanding Vendor Inquiries

PeopleSoft provides a number of pages that enable you to search for and view details about vendors, along with reports that do the same. These inquiries and reports can be divided into three categories:

1. Those that provide information about the vendors themselves.

   Examples include the Review Vendors page, which provides a wide variety of search fields for locating vendors and enables you to view everything from a vendor's remitting address to an audit trail of who last modified the vendor information in the database and when.

2. Those that provide withholding-related information about vendors.

3. Those that provide information about payments or vouchers for vendors.

   Examples include the Vendor Aging inquiry page, where you can review payments due to a vendor by aging bucket, and the Schedule Payment Inquiry page, where you can view scheduled payments for a vendor or group of vendors.

The first category is documented in this chapter. The second and third are documented in the *PeopleSoft Payables PeopleBook.*

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Running Voucher and Payment Posting".

See *PeopleSoft Enterprise Payables 8.9 PeopleBook*, "Processing Withholding in Payables".

There is also another category of vendor inquiry page: the vendor search pages available from several transaction entry pages in PeopleSoft Payables and PeopleSoft Purchasing. Whenever you need to reference a vendor on a voucher, contract, requisition, PO, or receiver, you can access these pages and use their advanced vendor search capabilities to quickly find the vendor that you need. A convenient transfer link takes you from the transaction page to the vendor search page, so that you can find the vendor that you are looking for and then return to the origination page with the information automatically copied.

These vendor search pages provide search capabilities based on partial long and short name recognition, city, state, country, postal, type, and vendor class. After the system returns a list of vendors that match your specifications, you can either copy the details back to the original page or access a detail page to view specifics on each vendor retrieved by your search.

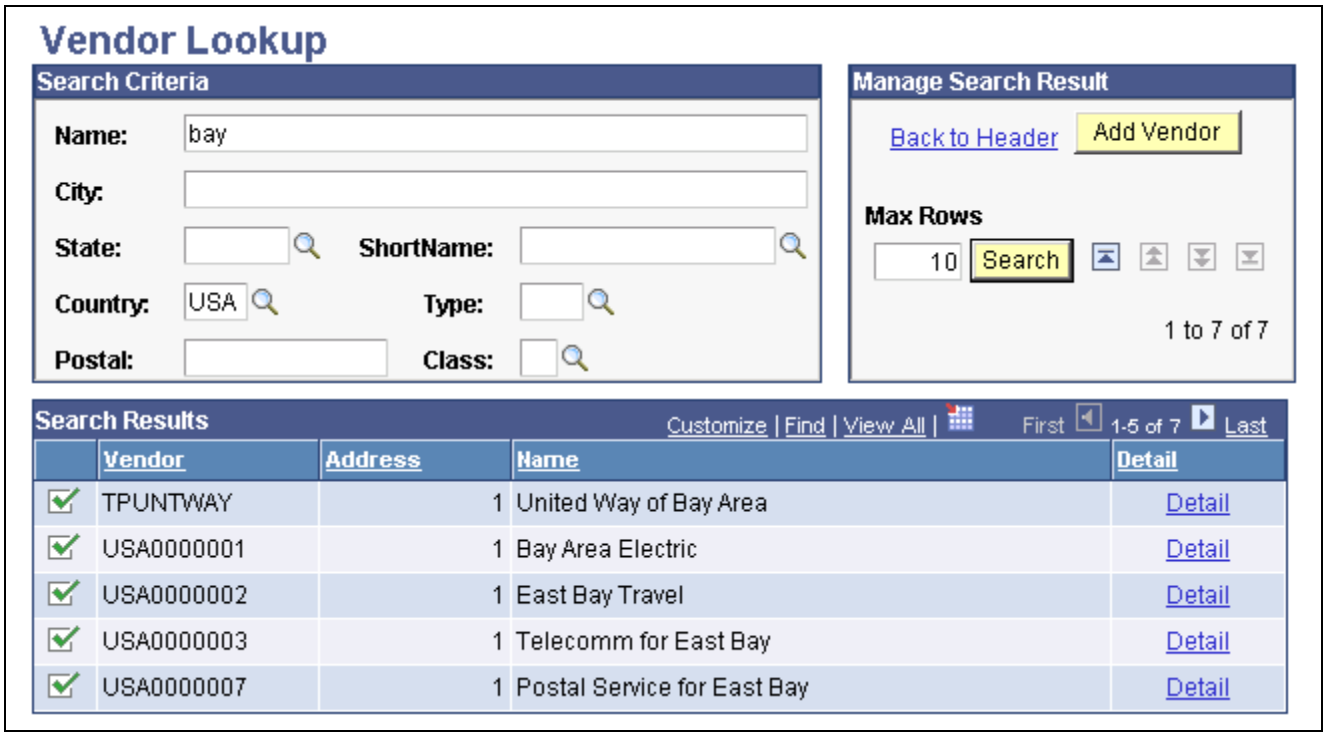
Pages Used to Review and Report on Vendor Information

Page Name	Object Name	Navigation	Usage
Vendor Lookup	VNDR_LOOKUP_WRK	Click the Advanced Vendor Search link on the Invoice Information page.	Use vendor search capabilities. Search for a list of vendors that match specific search criteria and copy them to the originating transaction entry page. Transfer to the Vendor Information component to add a vendor.
Vendor Search	VENDOR_LOOKUP_SEC	Click the Vendor Lookup link or Vendor Search link on a vendor-related purchasing transaction page, such as the Purchase Order page.	The fields on this page are identical to those on the Vendor Lookup page.
Vendor Search Detail	VENDOR_LOOKUP_DTL	• Click the Vendor Detail link on the Vendor Search page. • Click the Detail link on the Vendor Lookup page.	View details about the vendors that you retrieved on the Vendor Search or Vendor Lookup page.

Page Name	Object Name	Navigation	Usage
Review Vendors	VENDOR_LOOKUP	Vendors, Vendor Information, Add/Update, Review Vendors	Perform a search for vendors using multiple advanced search criteria.
Vendor Conversation	VNDR_CNVRSTN	• Vendors, Vendor Information, Maintain, Conversations, Vendor Conversation • Accounts Payable, Review Accounts Payable Data, Vendor, Conversation, Vendor Conversation	Review conversations for a particular vendor. When accessed from the Accounts Payables menu, this page is display-only.
Vendor Contact	VNDR_CNTCT	Accounts Payable, Review Accounts Payable Data, Vendor, Contact, Vendor Contact	Review information on the contacts for the selected vendor. The elements on this page are the same as those on the Contacts page, but they are display-only.
Vendor Detail Listing	RUN_APY3000	Accounts Payable, Reports, Vendor, Vendor Detail, Vendor Detail Listing	Define run parameters for the Vendor Detail Listing report (APY3000). Use this report to review vendors by status along with their associated detail data.
Vendor Summary Listing	RUN_APY3001	Accounts Payable, Reports, Vendor, Vendor Summary, Vendor Summary Listing	Define run parameters for the Vendor Summary Listing report (APY3001). Use this report to review vendors by status along with basic summary information.
Duplicate Vendor Request	DUP_RPT_POST	Vendors, Vendor Information, Maintain, Duplicate Vendor Report	Displays vendors having duplicate TINs, withholding names, withholding addresses, vendor names, vendor short names, or vendor addresses.

Using Vendor Search Pages from PeopleSoft Payables and Purchasing Transaction Components

Access the Vendor Lookup or Vendor Search page.



Vendor Lookup page

Note. The search illustrated in this example is conducted from the Invoice Information page. You can conduct a vendor search from any of the vendor-related pages that contain a link to the Vendor Lookup or Vendor Search pages.

Enter the search criteria that you want to use. To start a search for a particular vendor, enter what you know about it. The more you fields you enter, the narrower your search results. Enter a partial value, such as a partial name, and the system retrieves all vendors with that partial value for the field. For example, enter *bay* in the name field and the system retrieves all vendors whose name contains the word bay, anywhere in the name.

Note. When you use Vendor Search on an Informix database, your searches are case-sensitive. For example, when you search for a vendor with the name *MacIntosh,* you must enter an uppercase *M* and *I* when you enter the name.

Add Vendor — If this vendor does not yet exist in the database, click this button to add the new vendor.

Max Rows (maximum number of rows) — Specify the number of vendor matches that you want displayed in the scroll. If the search finds more vendors than the number that you specified here, the other retrieve buttons are activated.

 — Click these buttons to retrieve the first, previous, next, and last rows, respectively.

Search Results

The system displays the vendors in the Search Results group box.

Select Vendor — Click the button to select the vendor that you want to use. The system copies the vendor information onto the page from which you originally transferred.

Detail Click to access the Vendor Search Detail page, where you can view vendor details, such as vendor address and status information.

See Also

Chapter 3, "Maintaining Vendor Information," Entering Vendor Identifying Information, page 99

Viewing Detailed Vendor Search Results

Access the Vendor Search Detail page.

Select Vendors Click the button to copy the vendor information shown on the detail page back to the page from which you elected to perform a vendor search.

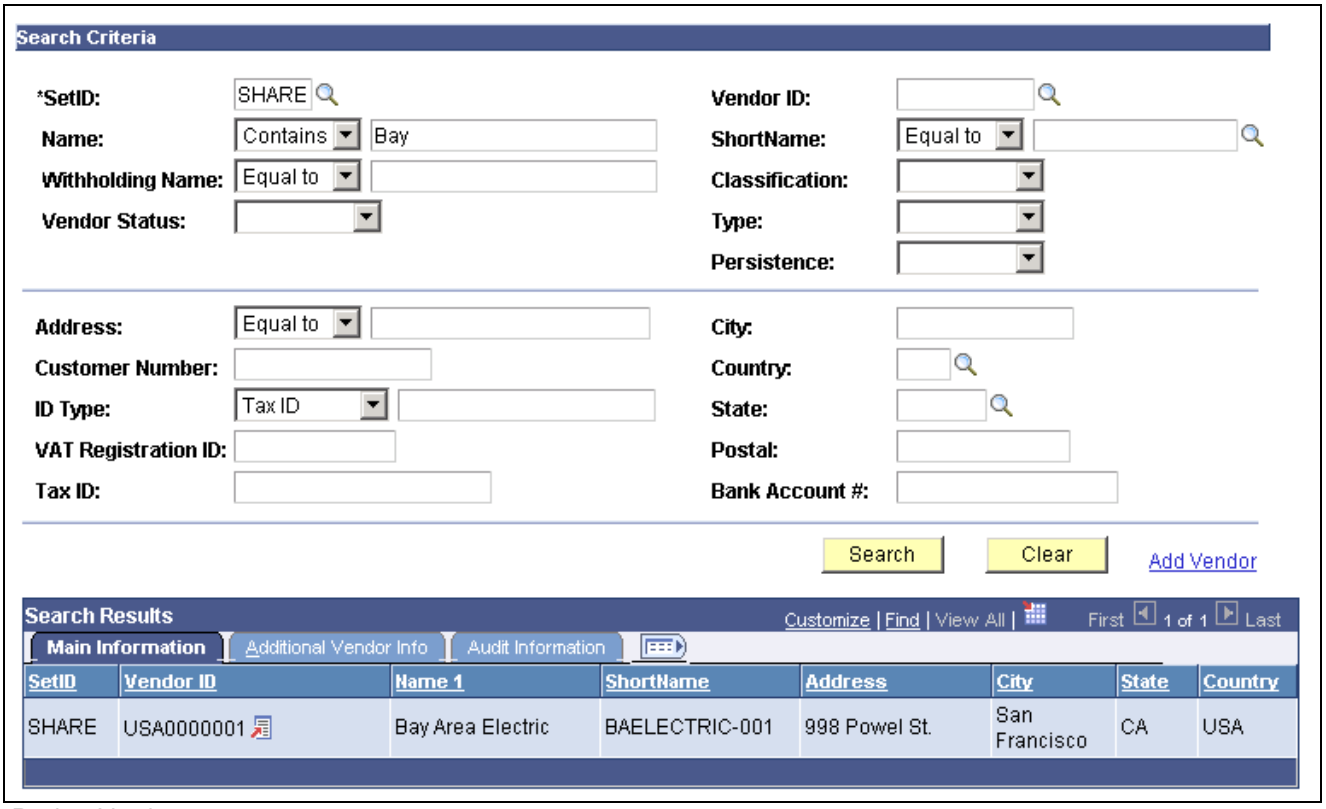
Search Click to transfer back to the Vendor Search page.

Back to Header Click to transfer to the page from which you originally requested the search *without* copying any vendor information.

Address Click the button to view the full address for the vendor associated with the address sequence number.

Searching for and Reviewing Vendors Using the Review Vendors Page

Access the Review Vendors page.



Review Vendors page

Many search fields on this page enable you to select whether to search for a value that is *Equal to* the value you enter, *Contains* the value you enter, or is *Not Equal to* the value you enter.

Important! If you use the *Contains* command when entering a value for searching, you must add a wildcard symbol, *%,* in front of the value you are using to search to retrieve all vendors that contain that value somewhere in that field. For example, if you want to retrieve all vendors whose name includes the word *bay,* select *Contains* and enter *%bay* in the Name field. Without the wildcard prefix, only vendor names beginning with *bay* will be retrieved.

The fields on this page can also be found on in the Vendor Information component and are fully described in the documentation of that component.

Add Vendor Click to access the Vendor Information component, where you can add a new vendor.

Search Results

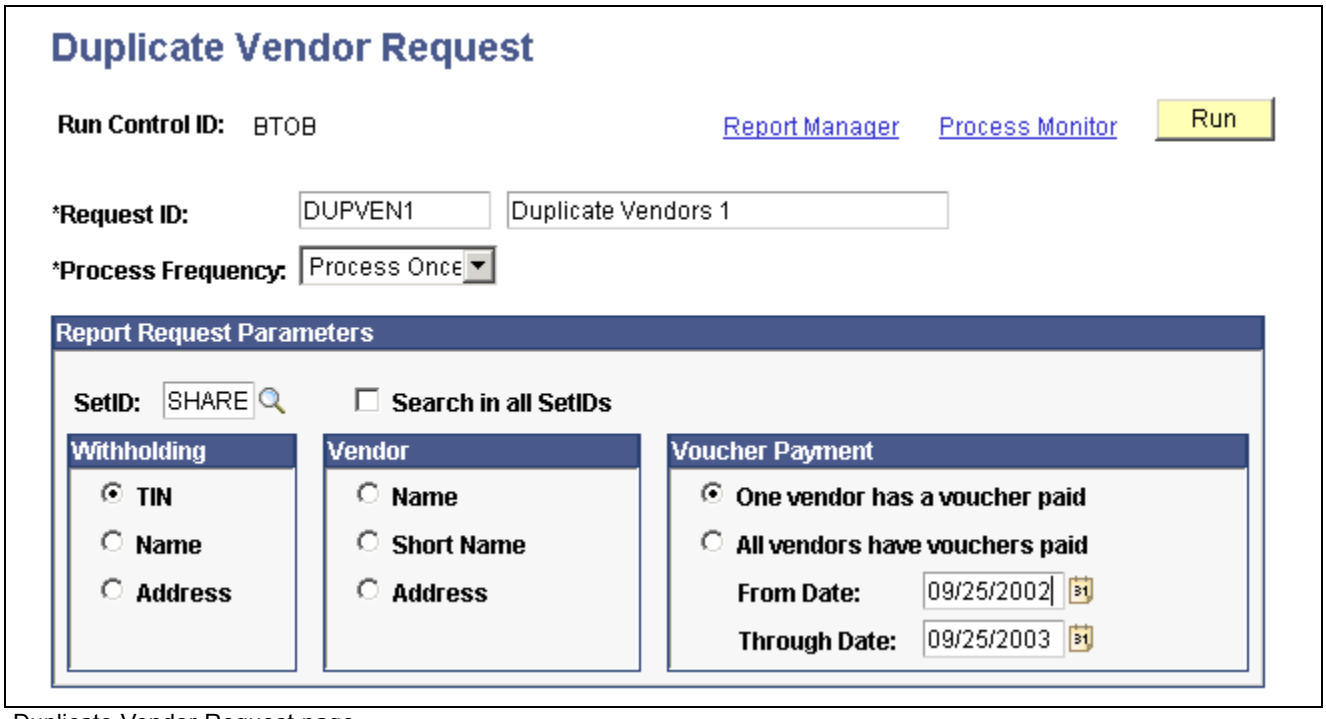
The system displays the vendors matching your search criteria in the Search Results grid and provides identifying details about the vendor, its classification, any associated customer number (AR Number), approval status, persistence, withholding status, ordering status, VAT status, and an audit trail of who created the vendor and when, who last modified the vendor and when, and when the last activity for the vendor occurred.



Click the View Related Links button to view a secondary page where you can select to transfer to the Vendor Information component, the Vendor Conversations page, or the Vendor Information - Contacts page.

Reporting on Duplicate Vendors

Access the Duplicate Vendor Request page.



Duplicate Vendor Request page

Report Request Parameters

SetID Select a value to limit the search for duplicate vendor information to a particular setID.

Search in all SetIDs Select to search for duplicate vendor information in every setID in the database.

Note. Because the Duplicate Vendor report is a comprehensive report that cross-references vendor IDs and setIDs for the entire system, it is time-intensive. To reduce the time spent running this report, clear the Search in all SetIDs option (unless you need to search through all setIDs), and specify one setID (even if your environment only has one setID).

Withholding

You may select an option in this group box only if you have not selected an option in the Vendor group box.

TIN (Taxpayer Identification Number) Select to search for vendors with duplicate TINs.

Name Select to search for vendors with duplicate withholding names. You enter the vendor's withholding name on the Payment/Withholding Alternate Names page.

Address Select to search for vendors with duplicate withholding addresses. The withholding address is determined by the address sequence number that you select on the Withholding Reporting Information page.

Vendor

You may select an option in this group box only if you have not selected an option in the Withholding group box.

Name Select to search for vendors with duplicate names. You enter the vendor name on the Identifying Information page.

Short Name Select to search for vendors with duplicate short names. You enter the vendor short name on the Identifying Information page.

Address Select to search for vendors with duplicate addresses. You enter the vendor address on the Vendor Information - Address page.

Voucher Payment

For the process to run successfully, you must select a date range for the search within which one or all of the duplicate vendors had a voucher paid.

One Vendor has a voucher paid Select to build the search so that at least one of the duplicate vendors had a voucher paid within the specified date range.

Note. This option broadens your search, as it produces results for all vendors with duplicate information, as long as *one* of the vendors had a voucher paid within the specified date range.

All vendors have vouchers paid Select to build the search so that all of the duplicate vendors had a voucher paid within the specified date range.

Note. This option limits your search, as it produces results only for vendors that had vouchers paid within the specified date range.

From Date Enter the start date for the range of time within which a voucher has been paid for the vendors.

Thru Date Enter the end date for the range of time within which a voucher has been paid for the vendors.

The default value for this field is the current system date.

In the example, the user is searching for vendors in the *SHARE* setID that have the same TIN. In addition, the user has built the search so that at least one of the vendors with the same TIN in the *SHARE* setID has a voucher that was paid on or after September 25, 2002, but no later than September 25, 2003.

See Also

Chapter 3, "Maintaining Vendor Information," Duplicate Vendor Checking, page 97

(USA) Reporting Vendors to the California EDD

This section provides an overview of California EDD reporting, lists prerequisites, and discusses how to:

- Enter California EDD control information.
- Enter information for California EDD vendors.
- Run the California EDD report.

Understanding California EDD Reporting

Companies that do business in the state of California in the U.S. must file every 20 days with the California EDD for any contract of more than 600.00 USD that they enter into with an independent contractor. This filing is required only once per contractor per year. For example, if you enter into an 800.00 USD contract with a vendor in January, and you report it within 20 days, then you can enter into as many contracts for as much as you want with that vendor, without filing again during that year.

There are two forms that you must use to report:

- Transmittal for Independent Contractor (IC) Reporting.
- Report of Independent Contractor(s).

Transmittal Form

The transmittal form requires information about the transmitter company and any of its subcompanies (including itself) for which it is reporting. The companies for which a transmitting company is reporting are referred to as both *reporting companies* and *subcompanies*. One company can be made up of any number of subcompanies for which it can report. The transmitting company and all subcompanies must have valid Federal Employer Identification numbers (FEINs).

Note. In some instances (if there are no subcompanies), the transmitting company may be the only subcompany, or reporting company. If there are multiple subcompanies, then the Transmitter check box must be selected for the address that is to be used on the transmittal form. The Transmitter check box must be selected for only one subcompany.

Report of Independent Contractor(s)

The California EDD also requires you to report information about the independent contractors themselves.

Associated with each subcompany are the independent contractors (vendors) with which the company has contracted to do more than 600.00 USD worth of business. Each vendor must be a 1099 vendor and must have a valid Tax Identification Number (TIN). A vendor can be reported by more than one subcompany. If you set up the vendor under more than one reporting company, the vendor is included in the transmittal for each company.

PeopleSoft Payables tracks when the file reporting this vendor was generated. When the vendor information is sent for that reporting company, the vendor record is marked as processed.

Submitting the Reports

Every 20 days, you must generate a file to send to the California EDD. This file contains a record for each subcompany, a record for each vendor being reported by that subcompany, and a total record for that subcompany. You must transfer this file to some form of magnetic media (for example, diskette) and send it, along with a transmittal form, to the California EDD.

PeopleSoft Payables enables you to track the file names and dates of the files that you create for the California EDD.

To create files for the California EDD for independent contractors:

- Enter the transmitting companies and their associated reporting companies (subcompanies) on the CAEDD Control page.
- Enter the vendors that are associated with one of the reporting companies on the CAEDD IC Vendor page.
- Generate the transmission file, using the Run CAEDD IC Rptg page.

Note. Before you can create these reports, be sure that the transmitting company and each subcompany has a valid FEIN and that each vendor that you are going to report as an independent contractor is set up as a 1099 vendor with a valid TIN.

See Also

Chapter 3, “Maintaining Vendor Information,” Defining Withholding Options, page 156

PeopleSoft Enterprise Payables 8.9 PeopleBook, “Processing Special Withholding Requirements,” Processing U.S. Withholding

Pages Used to Report Vendors to the California EDD

Page Name	Object Name	Navigation	Usage
CAEDD Control	CAEDD_CNTRL	Vendors, California EDD, Control Information, CAEDD Control	Enter the transmitting company and any reporting companies that are associated with that transmitting company. The system uses the information provided on this page to create the file that you send to the EDD and to complete the form that accompanies the transmittal. You must enter a FEIN for the transmitting company to access this page.
CAEDD Vendor	CAEDD_VENDOR	Vendors, California EDD, Vendor Information, CAEDD Vendor	Enter information for vendors that are associated with one of the reporting companies. Each vendor you enter must be associated with a reporting business unit, must be set up as a 1099 vendor with a valid TIN.
CAEDD Vendor Inquiry	CAEDD_VNDR_INQUIRY	Accounts Payable, Review Accounts Payables Info, Vendor, CAEDD Vendor Information	Review information about vendors that are associated with one of the reporting companies. This page is similar to the CAEDD Vendor page, but is display-only.
Run CAEDD IC Reptg (Run California EDD Independent Contractor Reporting)	RUN_CAEDD_PRCS	Vendors, California EDD, Transmittal/File	To run the California EDD report, define run parameters for the SQR that generates the transmission file and the information that you need to complete the transmittal form that accompanies the file.

Entering California EDD Control Information

Access the CAEDD Control page.

Federal EIN (federal employer identification number) Displays the transmitter company's FEIN.

Date Last Processed Displays the most recent date that SQR APY2000 found data to report for this transmitter company.

Total IC's reported (total independent contractors reported) Displays the number of independent contractor (vendor) records processed by SQR APY2000 for the transmitter company.

File Ext (file extension) Displays the file extension of the file produced by SQR APY2000 for the transmitter company.

Contact Name 1 Enter a contact name for the transmitter company.

The information in the lower half of this page pertains to the reporting companies. Enter the required information.

Reporting Federal EIN If the transmitting company and the reporting company are the same, then this field should contain the same value as the Federal EIN field, and the Transmitter check box should be selected.

EDD Acct (employment development department account) Enter the reporting company's California Employer Account Number.

SSN Enter the reporting company's SSN, if applicable.

Name 1 Enter the reporting company's name.

Address Line 1 Enter the reporting company's address.

City Enter the reporting company's city.

State Enter the reporting company's state.

ZIP Code Enter the reporting company's zip code.

Phone Number and **Ext** (extension) Enter the reporting company's phone number and extension.

Transmitter Select to indicate which address is to be used on the Transmittal for Independent Contractor Reporting form.

Note. You must select this check box for only one reporting company.

Date Last Processed Displays the most recent date for which SQR APY2000 found data to report for this reporting company.

Total IC's reported Displays the number of independent contractor (vendor) records processed by SQR APY2000 for the reporting company.

File Ext (file extension) Displays the file extension of the file produced by SQR APY2000 for the reporting company.

To associate more than one reporting company with the transmitting company, insert more records by clicking the Insert Row button. This generates additional records in the CAEDD_CONTROL_BUS table.

Entering Information for California EDD Vendors

Access the CAEDD IC Vendor page.

Federal EIN The FEIN of the transmitting company with which you want to associate this independent contractor.

Reporting Federal EIN The reporting FEIN of the reporting company with which you want to associate this independent contractor.

EDD Acct The EDD account of the reporting company with which you want to associate this independent contractor.

Vendor ID Enter a vendor ID for the independent contractor about whom you are reporting. You must select both a vendor setID and a vendor ID. The vendor's name and SSN appear in the Name 1 and Tax ID fields.

SSN The vendor's SSN. If the TIN_TYPE is not equal to *S,* then the SSN field is clear and you are required to enter the vendor's SSN.

Name 1 The vendor's name.

First Name The state requires that you provide the vendor's first name, middle initial, and last name.

Calendar Year Enter the reporting year.

Contract Beginning Date Enter the contract beginning date by reporting year.

Contract Amount Enter the contract amount by reporting year.

Expire Date You can enter an expiration date for the contract or indicate that it is an ongoing contract. An expiration date is required if the Ongoing Contract check box is cleared.

Long Description PeopleSoft recommends that you use this field to reference the document that generated the need to file with the EDD. This could be a PO number, a contract, a voucher, or something external to the system.

Date Last Processed The most recent date for which SQR APY2000 found data to report for this vendor.

File Ext The file extension of the file produced by SQR APY2000 for this vendor.

Note. Once a record has been processed, the Contract Beginning Date, Contract Amount, Expire Date, Ongoing Contract, and Long Description fields are unavailable for entry. To enter data for another year, place the cursor in the Calendar Year field and click the Insert Row button.

Running the California EDD Report

Access the Run CAEDD IC Rptg page.

Reporting Request Parameters

Calendar Year Enter the reporting year.

Federal EIN Enter the FEIN of the transmitter company.

Media Type Select the method of data production from these options:

Cart 3480 (cartridge 3480).

Cart 3490.

Diskette.

Mag Tape (magnetic tape).

Internal Label If you use a tape or cartridge to transmit your data to the state, you must tell the state whether your tape or cartridge has an internal label, so that the state can process the tape or cartridge.

Diskette Size Select a diskette size. These values change, based on the value selected in the Media Type field.

CHAPTER 4

Importing Vendor Information

This chapter provides an overview of the vendor import processes and discusses how to:

- Import vendor data using the VNDR_IMPORT process.
- Run the VNDR_IMPORT process.
- Test the results of the import process.
- Import vendors using the vendor enterprise integration point (EIP).

Understanding the Vendor Import Processes

The PeopleSoft system provides three tools for importing vendor information from other applications and systems into the PeopleSoft Payables and Purchasing vendor tables:

1. VNDR_IMPORT Application Engine process.
2. Vendor component interface (VNDR_ID_EXCEL).
3. Vendor EIP.

Each method has particular advantages.

Use the VNDR_IMPORT Application Engine process when you want to load vendor data into PeopleSoft Payables from a flat file. The system performs record-level edits against the vendor records that are being imported, but does not perform component logic against these records. For this reason, the VNDR_IMPORT process offers the best processing performance, and is capable of bringing in all of the records associated with the vendor. We recommend using this process for the mass import of large amounts of vendor data.

Use the Vendor component interface (VNDR_ID_EXCEL) to import vendors using a Microsoft Excel spreadsheet. This integration point is recommended for importing low volumes of vendors that do not have complex vendor data, such as those without multiple locations, addresses, and so forth. The advantage of this component interface is that it performs the component-level edits associated with regular vendor entry using the Vendor Information component (VNDR_ID).

Use the Vendor EIP as a direct interface between PeopleSoft Student Administration, PeopleSoft Payroll, or third-party applications and the PeopleSoft Payables vendor tables. This integration point uses application messaging to receive the external vendor message as XML data and uses the record structure contained in the VNDR_ID component interface (a relative of the VNDR_ID_EXCEL component interface) to convert the XML into PeopleSoft vendor records. Like the Vendor component interface, the Vendor EIP provides component-level validation of vendor records. In addition, it can provide two-way messaging, not only subscribing to vendor data from PeopleSoft Student Administration, PeopleSoft Payroll, and third-party applications, but also publishing PeopleSoft Payables vendor data to update the other applications' vendor records. The Vendor EIP process does not support the full set of vendor records supported by the VNDR_IMPORT process.

See Also

Chapter 3, “Maintaining Vendor Information,” page 91

Importing Vendor Data Using the VNDR_IMPORT Process

This section provides an overview of the VNDR_IMPORT application engine process, lists prerequisites, and discusses how to:

- Map vendor data to the PeopleSoft vendor tables.
- Review the vendor data dictionary.

Understanding the VNDR_IMPORT Application Engine Process

The VNDR_IMPORT process loads vendor data from a flat file to the PeopleSoft vendor tables and performs record-level edits on that data. For the process to succeed, you must first map your vendor data to the PeopleSoft vendor table structure. The flat file must be the same structure as that defined in the vendor data dictionary, and each table in the data dictionary should have a flat file.

Field mappings are one of three categories:

- Field values (such as the *Vendor Name* field) that map directly from a legacy system to the PeopleSoft system.
- Field values that must be translated from a legacy value to a valid PeopleSoft value.
- PeopleSoft fields that do not appear in the legacy system.

  You must assign a value to these fields during conversion.

Use the data dictionary provided in this chapter to translate or assign field values and to prepare data for the VNDR_IMPORT process.

Prerequisites

Before you import vendor data using the VNDR_IMPORT process, prepare the PeopleSoft system by performing these tasks:

1. Set up core control tables.

   The PeopleSoft system provides a number of control tables that affect vendor processing. You should set up these core tables before converting vendors. When you convert data, the values that you use for fields should match the values in these tables. These tables include the Currency Codes table, the Currency Rate Types table, the Sales/Use Tax Codes table, and, if you use value-added tax (VAT), the VAT control tables.
2. Establish vendor set controls.

   Vendor set controls establish rules that apply to every vendor in a setID. You can modify these rules on the Vendor Set Controls page.
3. (Optional) Set up Dun & Bradstreet numbers.

   If you plan to import Dun & Bradstreet numbers into the VENDOR_ID_NBRS or VNDR_LOC_ID_NBR tables, you must set up the Dun & Bradstreet numbers beforehand.
4. (Optional) Define VAT information.

If you import VAT registration data into the VNDR_VAT_RGSTRN table, you must also set up the vendor VAT countries beforehand.

5. Review vendor source information.

   Before converting the vendor information:

   a. Clean up vendor data.

      Some of the data that you attempt to convert may not be clean. This can happen because of code changes in the legacy system or bugs that enable bad data to enter the system. If you convert this data without first cleaning it up, you can introduce bad data into PeopleSoft applications.

   b. Remove duplicate vendors.

      Sometimes vendors are entered into a system more than once. Search for duplicates and remove them.

   c. Do not convert vendors that are no longer active.

      In many purchasing and payables systems, you accumulate information for vendors that are no longer active. Conversion to a new system enables you to clean up vendor information and include only active vendors.

See Also

Chapter 2, "Defining Procurement Options," Defining Vendor Control Parameters, page 64

PeopleSoft Enterprise Order to Cash Common Information 8.9 PeopleBook, "Maintaining Additional Customer Information," Obtaining Dun and Bradstreet Reports for Customers

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

Mapping Vendor Data to the PeopleSoft Vendor Tables

This table provides information about the tables that store vendor control information:

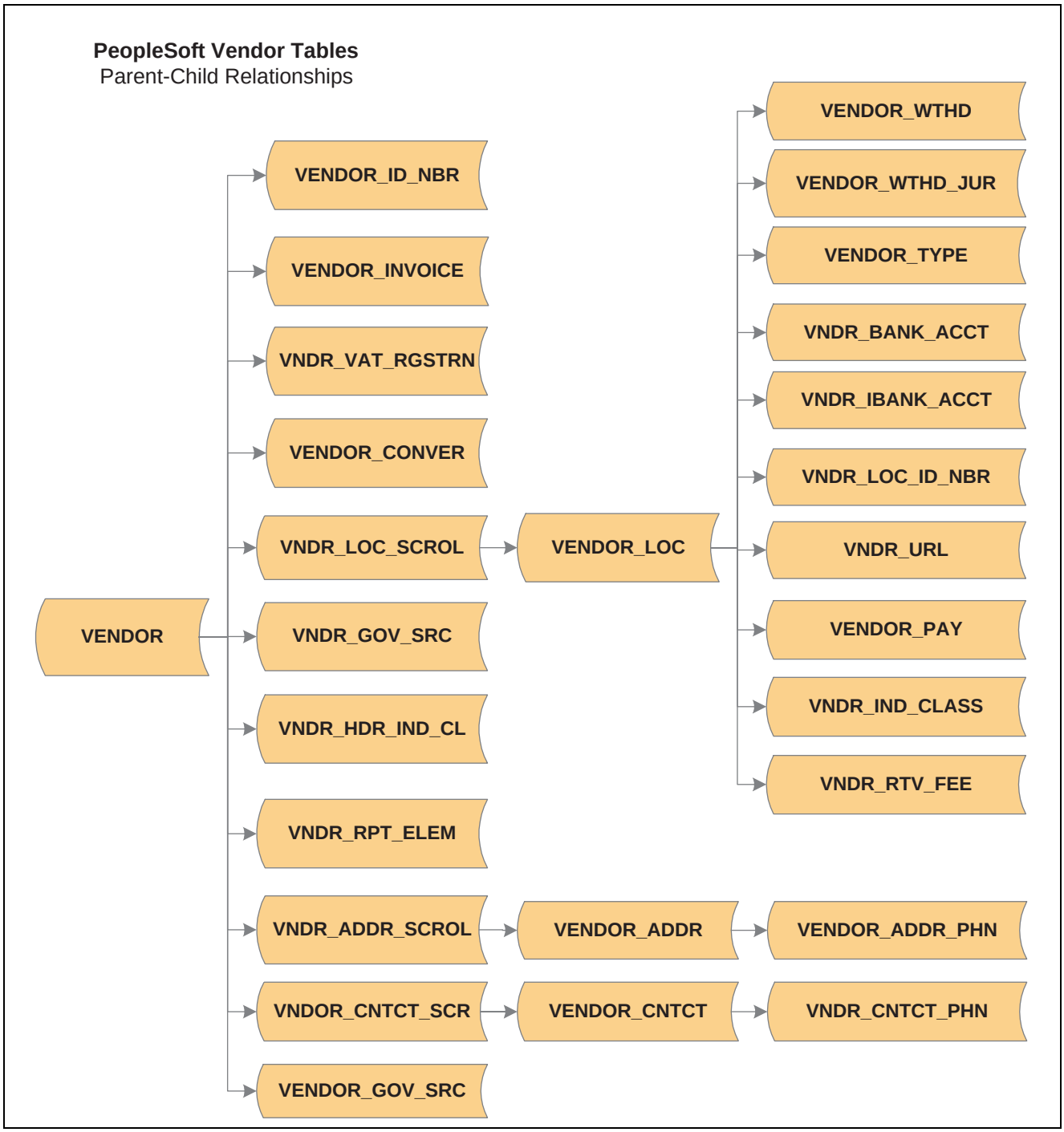
Note. Depending on the PeopleSoft products that you have licensed, that is, PeopleSoft Payables, PeopleSoft Purchasing, or PeopleSoft Asset Management, and the functionality that you require, you may not need to populate all of these records.

Table	Description	Required for PeopleSoft Payables	Required for PeopleSoft Purchasing	Required for PeopleSoft Asset Management
VENDOR	Base.	Yes	Yes	Yes
VENDOR_ADDR	Address.	Yes	Yes	Yes
VENDOR_LOC	Locations.	Yes	Yes	Yes
VENDOR_PAY	Payment processing specifications.	Yes	No	No
VNDR_ADDR_SCROL	Index to address table.	Yes	Yes	Yes

Table	Description	Required for PeopleSoft Payables	Required for PeopleSoft Purchasing	Required for PeopleSoft Asset Management
VNDR_CNTCT_SCR	Index to contact table.	Yes	Yes	Yes
VNDR_LOC_SCROL	Index to location table.	Yes	Yes	Yes
VENDOR_ID_NBRS	Additional ID numbers (Dun & Bradstreet numbers).	No	Yes	Yes
VENDOR_ADDR_PHN	Phone numbers.	No	Yes	Yes
VENDOR_CNTCT	Contacts.	No Required if you have contact information specific to accounts payable.	Yes	Yes
VENDOR_CONVER	Conversations.	No	Yes	Yes
VENDOR_INVOICE	Invoice processing specifications.	Yes	Yes	No
VENDOR_TYPE	Type codes.	No	Yes	Yes
VNDR_BANK_ACCT	Electronic payment information.	No	No	No
VNDR_CNTCT_PHN	Contact phone numbers.	No	Yes	Yes
VNDR_IND_CLASS	Standard industrial classification (SIC) codes.	No	Yes	Yes
VNDR_LOC_ID_NBR	Additional ID numbers associated with location.	No	Yes	Yes

Table	Description	Required for PeopleSoft Payables	Required for PeopleSoft Purchasing	Required for PeopleSoft Asset Management
VNDR_URL	Internet address.	No	Yes	Yes
VNDR_VAT_ RGSTRN	VAT information.	No	Yes	No
VENDOR_WTHD	Withholding data.	Yes for withholding-applicable vendors only	No	No
VENDOR_ WTHD_JUR	Withholding type.	Yes for withholding-applicablevendors only	No	No

This diagram shows the organization of vendor tables in parent-child relationships:



PeopleSoft vendor table structure

Reviewing the Vendor Data Dictionary

The data dictionary lists the fields that are relevant to the conversion of vendor data. The fields are listed by control table. You can use the data dictionary, along with the record definitions viewable in PeopleSoft Application Designer, to determine field attributes such as:

- Data type.
- Length.

- Required or not.
- List of translate value.
- Validation tables.

PeopleSoft Table Name: VENDOR

This table list the fields in the Vendor table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	SETID_TBL	The value must be the same for all records for a vendor.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	The value must be the same for all records for a vendor, and it must be unique within a setID.
VENDOR_ NAME_ SHORT	Char 14	Yes	Yes	Short Vendor Name.	n/a	The value must be unique within a setID.
VNDR_ NAME_ SHRT_USR	Char 10	n/a	Yes	Short Vendor Name.	n/a	The value must be the same as the first 10 positions of the Short Vendor Name field.
VNDR_ NAME_ SEQ_NUM	Nbr 3	n/a	n/a	Sequence Number.	n/a	The value must be derived from the sequence number portion of the Short Vendor Name field.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
NAME1	Char 40	n/a	Yes	Name 1.	n/a	n/a
NAME2	Char 40	n/a		Name 2.	n/a	n/a
VENDOR_ STATUS	Char 1	n/a	Yes	Vendor Status.	n/a	n/a
VENDOR_ CLASS	Char 1	n/a	Yes	Classification.	n/a	n/a
VENDOR_ PERSISTENCE	Char 1	n/a	Yes	Persistence.	n/a	Determines how often the vendor will be used.
REMIT_ ADDR_ SEQ_NUM	Nbr 3	n/a	n/a	Remittance Location.	n/a	The value must be one of the addresses in the VNDR_ ADDR_ SCROL table.
PRIM_ ADDR_ SEQ_NUM	Nbr 3	n/a	n/a	Invoicing Location.	n/a	The value must be one of the addresses in the VNDR_ ADDR_ SCROL table.
ADDR_ SEQ_NUM_ ORDR	Nbr 3	n/a	n/a	Ordering Location.	n/a	The value must be one of the addresses in the VNDR_ ADDR_ SCROL table
REMIT_ SETID	Char 5	n/a	n/a	Remit SetID.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
REMIT_ VENDOR	Char 10	n/a	n/a	Remit Vendor.	n/a	The value must be the same as VENDOR.SETID.
CORPORATE_ SETID	Char 5	n/a	n/a	SetID.	n/a	n/a
CORPORATE_ VENDOR	Char 10	n/a	n/a	Corporate Vendor.	n/a	If the vendor has no corporate vendor, this value should be the same as VENDOR. VEND OR_ID□
CUST_ SETID	Char 5	n/a	n/a	Customer SetID.	SETID_TBL	If the vendor is also entered as a customer in PeopleSoft Receivables, you can enter the customer setID here.
CUST_ID	Char 15	n/a	n/a	Customer ID.	CUSTOMER_ FS	If the vendor is also entered as a customer in PeopleSoft Receivables, you can enter the customer ID here.
ENTERED_ BY	Char 8	n/a	n/a	Entered By.	n/a	The user must be added as a valid user ID in the PeopleSoft system, without any system access.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
AR_NUM	Char 15	n/a	n/a	Our Customer Number.	n/a	This is the customer ID that the vendor uses to identify you.
OLD_ VENDOR_ ID	Char 15	n/a	n/a	Old Vendor ID.	n/a	If you renumber vendors, you can use this field to store old vendor IDs as a reference.
WTHD_SW	Char 1	n/a	Yes	Withholding Applicable.	n/a	Yes or no value depends on withholding requirements.
VAT_SW	Char 1	n/a	Yes	Display VAT Flag.	n/a	n/a
VNDR_ STATUS_ PO	Char 1	n/a	n/a	Open For Ordering.	n/a	Set to *Y* if the vendor is open for ordering.
REMIT_ LOC	Char 10	n/a	n/a	Remit to Location.	n/a	The value must be one of the locations in the VENDOR_ LOC table.
DEFAULT_ LOC	Char 10	n/a	n/a	Default Location.	n/a	The value must be one of the locations in the VENDOR_ LOC table.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
NAME1_AC	Char 40	n/a	n/a	Name 1 Alternate Char Set (name 1 alternate character set).	n/a	n/a
NAME2_AC	Char 40	n/a	n/a	Name 2 Alternate Char Set (name 2 alternate character set).	n/a	n/a
PRIMARY_ VENDOR	Char 10	n/a	n/a	Invoice Vendor.	n/a	n/a
LAST_ ACTIVITY_ DT	Date	n/a	n/a	Last Activity Date.	n/a	n/a
WITHHOLD_ LOC	Char 10	n/a	n/a	Withholding Location.	n/a	n/a
IN_ PROCESS_ FLG	Char 1	n/a	n/a	In Process.	n/a	n/a
PROCESS_ INSTANCE	Nbr	n/a	n/a	Process Instance.	n/a	n/a
HUB_ZONE	Char 1	n/a	n/a	HUB Zone.	n/a	n/a
EEO_ CERTIF_DT	Date 10	n/a	n/a	EEO Certification Date.	n/a	n/a
HRMS_ CLASS	Char 1	n/a	n/a	Human Resources Classification	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
INTERUNIT_ VNDR_FLG	Char 1	n/a	n/a	Interunit Vendor	n/a	n/a
VNDR_ AFFILLIATE	Char 5	n/a	n/a	Vendor Affiliate	SP_BU_GL_ NONVW	n/a
BUSINESS_ UNIT	Char 5	n/a	n/a	Business Unit	n/a	n/a
VNDR_TIN	Char 1	n/a	n/a	Vendor Tax ID Number	n/a	n/a
ARCHIVED_ BY	Char 30	n/a	n/a	Archived By	n/a	n/a
CREATE_ DTTM	DtTm 26	n/a	n/a	Created Datetime	n/a	n/a
CREATED_ BY_USER	Char 30	n/a	n/a	Created By	n/a	n/a
LAST_ MODIFIED_ DATE	DtTm 26	n/a	n/a	Last modified date	n/a	n/a

PeopleSoft Table Name: VENDOR_ADDR

This table lists the fields in the VENDOR_ADDR table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	The value must be the same as in the VENDOR table.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	The value must be the same as in the VENDOR table.
ADDRESS_ SEQ_NUM	Nbr 3	Yes	Yes	Address Sequence Number.	n/a	The value must be one of the addresses in the VNDR_ ADDR_ SCROL table.
EFFDT	Date 10	Yes	n/a	Effective Date.	n/a	Effective dates must tie across parent and child records. The standard for vendor conversion effective dates is 1900-01-01.
EFF_ STATUS	Char 1	n/a	n/a	Status as of Effective Date.	n/a	n/a
NAME1	Char 40	n/a	n/a	Name 1.	n/a	This name field can be an alternate to the one in the VENDOR table. Payment processing uses this name if available.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
NAME2	Char 40	n/a	n/a	Name 2.	n/a	This name field can be an alternate to the one in the VENDOR table. Payment processing uses this name if available.
EMAIL_ID	Char 70	n/a	n/a	Email ID.	n/a	n/a
COUNTRY	Char 3	n/a	n/a	Country.	COUNTRY_TBL	n/a
ADDRESS1	Char 35	n/a	Yes	Address Line 1.	n/a	The Address Line 1 field is always required. The other address fields are optional.
ADDRESS2	Char 35	n/a	n/a	Address Line 2.	n/a	n/a
ADDRESS3	Char 35	n/a	n/a	Address Line 3.	n/a	n/a
ADDRESS4	Char 35	n/a	n/a	Address Line 4.	n/a	n/a
CITY	Char 30	n/a	Yes	City.	n/a	n/a
NUM1	Char 6	n/a	n/a	Number 1.	n/a	n/a
NUM2	Char 4	n/a	n/a	Number 2.	n/a	n/a
HOUSE_TYPE	Char 2	n/a	n/a	House Type.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
ADDRESS_ FIELD1	Char 2	n/a	n/a	Address Field 1.	n/a	n/a
ADDRESS_ FIELD2	Char 4	n/a	n/a	Address Field 2.	n/a	n/a
ADDRESS_ FIELD3	Char 4	n/a	n/a	Address Field 3.	n/a	n/a
COUNTY	Char30	n/a	n/a	County.	n/a	n/a
STATE	Char 6	n/a	Yes	State.	STATE_TBL	n/a
POSTAL	Char 12	n/a	Yes	Postal Code.		Include a dash in nine-digit ZIP codes.
GEO_CODE	Char 11	n/a	n/a	Tax Vendor Geographical Code.	n/a	n/a
IN_CITY_ LIMIT	Char 1	n/a	n/a	In City Limit.	n/a	n/a
NAME1_ WTHD	Char 40	n/a	n/a	Name 1	n/a	n/a
NAME2_ WTHD	Char 40	n/a	n/a	Name 2	n/a	n/a

PeopleSoft Table Name: VENDOR_LOC

This table lists the fields in the VENDOR_LOC table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	SETID_TBL	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
VNDR_LOC	Char 10	Yes	Yes	Vendor Location.	n/a	n/a
EFFDT	Date 10	Yes	Yes	Effective Date.	n/a	This value must be the same as in the VENDOR table.
EFF_ STATUS	Char 1	n/a	n/a	Status as of Effective Date.	n/a	n/a
CURRENCY_ CD	Char 3	n/a	n/a	Currency Code.	CURRENCY_ CD_TBL	This is the default ordering and invoicing currency. If you leave the field blank, the system takes a default value from a higher level during transaction processing.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
CUR_RT_TYPE	Char 5	n/a	n/a	Exchange Rate Type.	RT_TYPE_TBL	This is the default ordering and invoicing currency. If you leave the field blank, the system takes a default value from a higher level during transaction processing. If a value is entered for the VENDOR_INVOICE.CURRENCY_CD field, a valued must also be entered for this field. If the VENDOR_INVOICE.CURRENCY_CD field is blank, this field must also be blank.
FREIGHT_TERMS	Char 10	n/a	n/a	Freight Terms Code.	FREIGHT_TERMS	n/a
SHIP_TYPE_ID	Char 10	n/a	n/a	Ship Via Code.	SHIP_METHOD	If this field is blank, the system takes a default value from a higher level during transaction processing.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
DISP_ METHOD	Char 3	n/a	n/a	Dispatch Method.	n/a	If this field is blank, the system takes a default value from a higher level during transaction processing.
PYMNT_ TERMS_CD	Char 5	n/a	n/a	Payment Terms ID.	PAY_ TRMS_AP_ VW	If this field is blank, the system takes a default value from a higher level during transaction processing.
MATCH_ OPT_FLG	Char 1	n/a	Y	Matching Option Flag	n/a	n/a
MATCH_ CNTRL_ID	Char 10	n/a	n/a	Match Rules.	MTCH_ CNTRL_ VW1	If the MTCH_OPT field is set to *Y*, this field must have a value.
MATCH_ OPT	Char 1	n/a	Yes	Requires Matching.	n/a	The value must be set to *N* if PeopleSoft Purchasing is not installed.
ERS_ ACTION	Char 1	n/a	n/a	ERS Action (evaluated receipt settlement action).	n/a	n/a
ERS_FLAG	Char 1	n/a	n/a	enable Evaluated Receipt Settlement.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
VCHR_ APPRVL_ FLG	Char 1	n/a	Yes	Voucher Approval Flag.	n/a	n/a
BUSPROCNAME	Char 30	n/a	n/a	Business Process Name.	BUSPROCNAME_ VW	n/a
APPR_ RULE_SET	Char 30	n/a	n/a	Approval Rule Set.	APPR_ RULE_HDR	n/a
BUYER_ID	Char 30	n/a	n/a	Buyer Name.	BUYER_ TBL_FS	n/a
REMIT_ SETID	Char 5	n/a	Yes	Remit SetID.	SETID_TBL	This value must be the same as VENDOR. SETID.
REMIT_ VENDOR	Char 10	n/a	Yes	Remit Location.	VNDR_ RETURN_ VW	If the vendor has no other remit vendor, make this value the same as VENDOR. VEND OR_ID.
REMIT_ LOC	Char 10	n/a	Yes	Remit To Location.	VNDR_ REM_LOC_ VW	n/a
REMIT_ ADDR_ SEQ_NUM	Nbr	n/a	Yes	Remitting Location.	VNDR_ REMADDR_ VW	This value must be one of the addresses in the VNDR_ ADDR_ SCROL table.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
ADDR_ SEQ_NUM_ ORDR	Nbr	n/a	Yes	Ordering Location.	VNDR_ ORDADDR_ VW	This value must be one of the addresses in the VNDR_ ADDR_ SCROL table.
PRICE_ SETID	Char 5	n/a	n/a	Price from Vendor SetID.	n/a	This value must be the same as VENDOR. SETID.
PRICE_ VENDOR	Char 10	n/a	n/a	Price Vendor ID.	n/a	n/a
PRICE_LOC	Char 10	n/a	Yes	Price from Location.	VNDR_ LOC_VW	This value must be one of the addresses in the VNDR_ ADDR_ SCROL table.
RETURN_ VENDOR	Char 10	n/a	Yes	Return to Vendor.	VNDR_ RETURN_ VW	n/a
RET_ ADDR_ SEQ_NUM	Nbr	n/a	Yes	Return to Address.	VNDR_ RETADDR_ VW	This value must be one of the addresses in the VNDR_ ADDR_ SCROL table.
DST_ CNTRL_ID	Char 10	n/a	n/a	Accounting Template	DST_ CNTRL_ TBL	n/a
PREFERRED_ LANGUAGE	Char 3	n/a	n/a	Preferred Language.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
RFQ_DISP_MTHD	Char 3	n/a	n/a	RFQ Dispatch Method (request for quote dispatch method).	n/a	n/a
CNTRCT_DISP_MTHD	Char 3	n/a	n/a	Contract Dispatch Method.	n/a	n/a
PRIMARY_VENDOR	Char 10	n/a	n/a	Invoice Vendor.	VNDR_RETURN_VW	n/a
PRIM_ADDR_SEQ_NUM	Nbr	n/a	n/a	Invoicing Location.	VNDR_INVADDR_VW	This value must be one of the addresses in the VNDR_ADDR_SCROL table.
SHIPTO_ID	Char 10	n/a	n/a	Ship to Location.	SHIPTO_TBL	n/a
SUT_BASE_ID	Char 10	n/a	n/a	Sales /Use Tax Destination.	SHIPTO_TBL	n/a
SALETX_TOL_AMT	Nbr	n/a	n/a	Sales Tax Tolerance Amount.	n/a	n/a
SALETX_TOL_CUR_CD	Char 3	n/a	n/a	Sales Tax Tolerance Currency Code.	CURRENCY_CD_TBL	n/a
SALETX_TOL_PCT	Nbr	n/a	n/a	Sales Tax Tolerance Percent.		n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SALETX_ TOL_RT_ TYPE	Char 5	n/a	n/a	Sales Tax Tolerance Rate Type.	RT_TYPE_ TBL	n/a
SALETX_ CD_ERS	Char 3	n/a	n/a	Sales Tax Code ERS (sales tax code evaluated receipt settlement).	TAX_USE_ VW	n/a
SALES_ USE_TX_ FLG	Char 1	n/a	Yes	Sales/Use Tax Code.	n/a	n/a
AUTO_ ASN_FLG	Char 1	n/a	n/a	Advanced Shipment Notification.	n/a	n/a
SALETX_ TOL_FLG	Char 1	n/a	Yes	Sales Tax Tolerance Flag.	n/a	n/a
SHIP_LOC_ FLG	Char 1	n/a	Yes	Ship To/End Location Flag.	n/a	n/a
WTHD_CD	Char 5	n/a	n/a	Withholding Code.	WTHD_ CD_HDR	n/a
DOC_TYPE	Char 8	n/a	n/a	Document Type.	DOC_ TYPE_TBL	n/a
DOC_ TYPE_FLG	Char 1	n/a	Yes	Document Type Flag.	n/a	Values are *D* (default) and *S* (specific).
RTV_ DISPATCH_ METH	Char 3	n/a	n/a	RTV Dispatch Method (return to vendor dispatch method).	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
RTV_ NOTIFY_ METH	Char 3	n/a	n/a	RTV Notification Method (return to vendor notification method).	n/a	n/a
RTV_ DEBIT_OPT	Char 1	n/a	n/a	RTV Debit Option (return to vendor debit option).	n/a	n/a
VNDR_ SBI_FLG	Char 1	n/a	n/a	enable SBI (enable self-billed invoice).	n/a	n/a
SBI_ APPROVAL_ FLG	Char 1	n/a	n/a	SBI Approval Option (self-billed invoice approval option).	n/a	n/a
ACCOUNT	Char 10	n/a	n/a	Account.	n/a	n/a
ALTACCT	Char 10	n/a	n/a	Alternate Account.	n/a	n/a
DEPTID	Char 10	n/a	n/a	Department.	n/a	n/a
OPERATING_ UNIT	Char 8	n/a	n/a	Operating Unit.	n/a	n/a
PRODUCT	Char 6	n/a	n/a	Product.	n/a	n/a
FUND_ CODE	Char 5	n/a	n/a	Fund code.	n/a	n/a
CLASS_ FLD	Char 5	n/a	n/a	Class Field.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
PROGRAM_ CODE	Char 5	n/a	n/a	Program Code.	n/a	n/a
BUDGET_ REF	Char 8	n/a	n/a	Budget Reference.	n/a	n/a
PROJECT_ ID	Char 15	n/a	n/a	Project ID.	n/a	n/a
AFFILIATE	Char 5	n/a	n/a	Affiliate.	n/a	n/a
AFFILIATE_ INTRA1	Char 10	n/a	n/a	Fund Affiliate.	n/a	n/a
AFFILIATE_ INTRA2	Char 10	n/a	n/a	Operating Unit Affiliate.	n/a	n/a
CHARTFIELD1	Char 10	n/a	n/a	ChartField 1.	n/a	n/a
CHARTFIELD2	Char 10	n/a	n/a	ChartField 2.	n/a	n/a
CHARTFIELD3	Char 10	n/a	n/a	ChartField 3.	n/a	n/a
CONSIGNED_ FLAG	Char 1	n/a	n/a	Consigned Flag.	n/a	n/a
VCHR_ CONSIGN_ OPT	Char 1	n/a	n/a	Consigned Voucher Option.	n/a	n/a
BANK_ ACCT_ SEQ_NBR	Nbr 3	n/a	n/a	Bank Account Seq Number (bank account sequence number).	n/a	n/a
ACCT_ TEMPL_ FLG	Char 1	n/a	n/a	Accounting Template.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
PAY_TRM_ BSE_DT_ DFT	Char 1	n/a	n/a	Payment Terms Basis Date.	n/a	n/a
RECV_ ONLY_ MTCH_FLG	Char 1	n/a	n/a	Receipt Only Match.	n/a	n/a
VCHR_ MTCH_ ADJ_DFLT	Char 1	n/a	n/a	Match Adjustments.	n/a	n/a
ERS_INV_ DT_OPT	Char 1	n/a	n/a	ERS Invoice Date Option (evaluated receipt settlement invoice date option).	n/a	n/a
ERS_INV_ DT_DFLT	Char 1	n/a	n/a	ERS Invoice Date (evaluated receipt settlement invoice date).	n/a	n/a
ERS_TA X_TYPE_ DFLT	Char 1	n/a	n/a	ERS Tax Type (evaluated receipt settlement tax type).	n/a	n/a
ERS_TAX_ CD_OPT	Char 1	n/a	n/a	ERS Sales Tax Code Override (evaluated receipt settlement sales tax code override).	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
LAST_SBI_NUM	Char 1	n/a	n/a	Last SBI Number Used (last self-billed invoice number used).	n/a	n/a
SBI_DOC_DFLT	Char 1	n/a	n/a	SBI Document Option (self-billed invoice document option).	n/a	n/a
SBI_PRINT_OPT	Char 1	n/a	n/a	SBI Print Option (self-billed invoice print option).	n/a	n/a
VCHR_TAX_ADJ_DFT	Char 1	n/a	n/a	Sales and Use Tax Adjustments.	n/a	n/a
RTV_VCHR_ADJ_DFLT	Char 1	n/a	n/a	RTV Adjustment Options (return to vendor adjustment options).	n/a	n/a
VAT_SUSPENSION_FLG	Char 1	n/a	n/a	Use VAT Suspension.	n/a	n/a
VAT_ROUND_RULE	Char 1	n/a	n/a	VAT Rounding Rule.	n/a	n/a
REPL_DISP_METHOD	Char 3	n/a	n/a	Replenishment Dispatch Method.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
COMMENTS_2000	Char -	n/a	n/a	Comment Text.	n/a	n/a
DISP_CO_FLAG	Char 1	n/a	n/a	Dispatch Change Orders	n/a	n/a
DATE_CALC_BASIS	Char 1	n/a	n/a	Date Calculation Basis	n/a	n/a
PAY_SCHEDULE_TYPE	Char 3	n/a	n/a	Pay Schedule Type	n/a	n/a
FEDERAL_INDICATOR	Char 1	n/a	n/a	Federal Vendor Information	n/a	n/a
TRADING_PARTNER	Char 6	n/a	n/a	Trading Partner Code	n/a	n/a
ALC	Char 8	n/a	n/a	Agency Location Code	AGENCY_LOC_CD	n/a
WORKFLOW_OPT	Char 1	n/a	n/a	Specify /Restore Notifications	n/a	n/a
PHYSICAL_NATURE	Char 1	n/a	n/a	Physical Nature	n/a	n/a
VAT_SVC_PERFRM_FLG	Char 1	n/a	n/a	Where Service Performed	n/a	n/a
ULTIMATE_USE_CD	Char 8	n/a	n/a	Ultimate Use Code	SUT_USE_CD	n/a
ADDR_SEQ_NUM_SHFR	Nbr	n/a	n/a	Ship From Address	n/a	n/a

PeopleSoft Table Name: VENDOR_PAY

This table lists the fields in the VENDOR_PAY table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	SETID_TBL	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
VNDR_LOC	Char 10	Yes	n/a	Location.	n/a	This value must be the same as in the VENDOR_ LOC table.
EFFDT	Date 10	Yes	n/a	Effective Date.	n/a	This value must be the same as in the VENDOR table.
SEQ_NUM	Nbr	Yes	n/a	Sequence Number.	n/a	This value must be the same as in the VENDOR table.
EFF_ STATUS	Char 1	n/a	n/a	Status as of Effective Date.	n/a	n/a
CURRENCY_ CD	Char 3	n/a	n/a	Currency Code.	CURRENCY_ CD_TBL	This value is the default payment currency.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
CUR_RT_TYPE	Char 5	n/a	n/a	Exchange Rate Type.	RT_TYPE_TBL	This is the default payment currency rate type. If this field is blank, the system takes a default value from a higher level during transaction processing. If a valued is entered in the VENDOR_PAY.CURRENCY_CD field, a value must also be entered in this field. If the VENDOR_PAY.CURRENCY_CD field is blank, this field must also be blank.
PYMNT_METHOD	Char 3	n/a	n/a	Payment Method.	n/a	n/a
PYMNT_HOLD	Char 1	n/a	Yes	Hold Payments.	n/a	n/a
PYMNT_GROUP_CD	Char 2	n/a	n/a	Pay Group Code.	VNDR_PAYGRP_TBL	n/a
PYMNT_SEPARATE	Char 1	n/a	n/a	Separate Payment.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
PYMNT_ HANDLING_ CD	Char 2	n/a	n/a	Payment Handling.	PYMNT_ HNDL_TBL	If this field is blank, the system takes a default value from a higher level during transaction processing.
DSCNT_ ALWAYS_ FLG	Char 1	n/a	Yes	Always Take Discount.	n/a	n/a
DELAY_ DAYS_FLG	Char 1	n/a	Yes	Delay Days Flag.	n/a	n/a
DSCNT_ DELAY_ DAYS	Sign 4	n/a	n/a	Discount Delay Days.	n/a	If the DELAY_ DAYS_FLG field is set to *N* or *D*, then this field should be set to *0*.
PYMNT_ DELAY_ DAYS	Sign 4	n/a	n/a	Payment Delay Days	n/a	If the DELAY_ DAYS_FLG field is set to *N* or *D*, then this field should be set to *0*.
BANK_CD	Char 5	n/a	n/a	Bank Code.	BNK_CD_ CORP_VW	If this field is blank, the system takes a default value from a higher level during transaction processing.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
BANK_ ACCT_KEY	Char 4	n/a	n/a	Bank Account.	BNK_ACT_ CORP_VW	If the VENDOR_ PAY.BANK_ CD field has a value, then this field must also have a value. If this field is blank, the system takes a default value from a higher level during transaction processing.
CURRENCY_ PYMNT	Char 3	n/a	n/a	Payment Currency.	n/a	n/a
CUR_RT_ TYPE_ PYMNT	Char 5	n/a	n/a	Payment Currency Rate Type.	n/a	n/a
EFT_ PYMNT_ FMT_CD	Char 3	n/a	n/a	Payment Format.	n/a	n/a
EFT_ RTNG_FLG	Char 1	n/a	n/a	Complex Routing.	n/a	n/a
EFT_ RTNG_ STATUS	Char 1	n/a	n/a	Routing Status.	n/a	n/a
EFT_ TRANS_ HANDLING	Char 1	n/a	n/a	Transaction Handling.	n/a	n/a
PRENOTE_ DATE	Date 10	n/a	n/a	Prenotification Date.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
PRENOTE_REQD	Char 1	n/a	n/a	Prenotification Required.	n/a	If this field is set to *Y* and the VENDOR_PAY.PRENOTE_STATUS field is set to *N*, prenotification processing occurs for this vendor.
PRENOTE_STATUS	Char 1	n/a	n/a	Prenotification Status.	n/a	n/a
EFT_DOM_COSTS_CD	Char 1	n/a	n/a	Domestic Costs.	n/a	n/a
EFT_CORR_COSTS_CD	Char 1	n/a	n/a	Correspondent's Costs.	n/a	n/a
EFT_CROSSED_CHECK	Char 1	n/a	n/a	Crossed Check.	n/a	n/a
EFT_CHECK_FWRD_CD	Char 1	n/a	n/a	Check Forwarding.	n/a	n/a
EFT_CHECK_DRAW_CD	Char 1	n/a	n/a	Bank Check Drawn On.	n/a	n/a
EFT_PAY_INST_CD1	Char 3	n/a	n/a	Pay Instruction 1.	EFT_PAY_INST_VW	n/a
EFT_PAY_INST_CD2	Char 3	n/a	n/a	Pay Instruction 2.	EFT_PAY_INST_VW	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
EFT_PAY_INST_CD3	Char 3	n/a	n/a	Pay Instruction 3.	EFT_PAY_INST_VW	n/a
EFT_PAY_INST_CD4	Char 3	n/a	n/a	Pay Instruction 4.	EFT_PAY_INST_VW	n/a
EFT_PAY_INST_REF1	Char 40	n/a	n/a	Pay Instruction Reference 1.	n/a	n/a
EFT_PAY_INST_REF2	Char 40	n/a	n/a	Pay Instruction Reference 2.	n/a	n/a
FACTORING_FLG	Char 1	n/a	n/a	Factoring.	n/a	n/a
HOL_PROC_OPT	Char 1	n/a	n/a	Holiday Processing Options.	n/a	n/a
HOL_PROC_DAYS	Nbr 3	n/a	n/a	Days before/after Holiday.	n/a	n/a
HOL_PROC_OVERFL	Char 1	n/a	Yes	enable due date in next month.	n/a	n/a
DFT_VNDR_PARAMS	Char 1	n/a	Yes	Draft vendor parameters.	n/a	n/a
DFT_OPT_FLG	Char 1	n/a	Yes	Draft optimization.	n/a	n/a
DFT_MAX_NUM	Nbr 2	n/a	n/a	Maximum Number of Drafts.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
DFT_ ROUND_ FLG	Char 1	n/a	Yes	Draft Rounding.	n/a	n/a
DFT_AMT_ POS	Nbr 2	n/a	Yes	Num of Rounding Positions.	n/a	n/a
DFT_ REMAIN_ OPT	Char 1	n/a	Yes	Remainder Options.	n/a	n/a
PYMNT_ METHOD_ ALT	Char 3	n/a	Yes	Payment Method.	PYMNT_ MTHD_ VW3	n/a
GRP_ PYMNT_DT	Char 1	n/a	Yes	Group by Payment Date.	n/a	n/a
APPLY_ NETTING	Char 1	n/a	Yes	Apply Netting.	n/a	n/a
DFT_ SIGHT_CD	Char 5	n/a	n/a	Draft Sight Code.	APD_ SIGHTCD_ TBL	n/a
BCH_ TRNCOST_ CD	Char 1	n/a	Yes	Transfer Cost Code	n/a	n/a
BCH_ CALC_SRC	Char 1	n/a	n/a	Bank charge source.	n/a	n/a
BCH_ CURRENCY_ CD	Char 3	n/a	n/a	Currency CD	CURRENCY_ CD_TBL	n/a
AMOUNT	Sign 23.3	n/a	n/a	Amount	n/a	n/a
SMT_ SPLIT_ID	Char 5	n/a	n/a	Reschedule ID	SMT_ SPLIT_HT_ VW	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SMT_ SPLIT_FLG	Char 1	n/a	Yes	Payment Split	n/a	n/a
VNDR_ PYMNT_ HLD_FLG	Char 1	n/a	n/a	Vendor Payment Hold	n/a	n/a
PAYMENT_ HOLD_OPT	Char 4	n/a	Yes	Payment Hold Option	n/a	n/a
PYMNT_ HLD_DT_ OPT	Char 1	n/a	Yes	Payment Hold Date Option	n/a	n/a
PYMNT_ HOLD_CD	Char 5	n/a	n/a	Payment Hold Code	n/a	n/a
PYMN_ HOLD_ FRM_DT	Date 10	n/a	n/a	Hold Payment From Date	n/a	n/a
PYMN_ HOLD_TO_ DT	Date 10	n/a	n/a	Hold Payment To Date	n/a	n/a
PYMNT_ HOLD_PCT	Nbr 5.3	n/a	n/a	Payment Hold Percent	n/a	n/a
PYMNT_ HOLD_ COMMENT	Char 254	n/a	n/a	Payment Hold Comment	n/a	n/a
PYMNT_ HOLD_ AMT	Sign 13.2	n/a	n/a	Payment Hold Amount	n/a	n/a
HOLD_ INV_MAX_ AMT	Sign 13.2	n/a	n/a	Max Invoice Amount Hold	n/a	n/a
LATE_ CHRG_FLG	Char 1	n/a	Yes	Late Charges	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
LATE_ CHRG_OPT	Char 1	n/a	Yes	Late Charge Options	n/a	n/a
LATE_ CHRG_CD	Char 4	n/a	n/a	Late Charge Code	LATE_ CHRG_VW	n/a
APPL_ CREDIT_ DFLT	Char 1	n/a	n/a	Credit application	n/a	n/a
GFAP_ EFTDEPACCTNUM	Char 13	n/a	n/a	Depositor Account Number	n/a	n/a
GFAP_EFT_ TIN_CODE	Char 1	n/a	n/a	TIN Code	n/a	n/a
GFAP_EFT_ TREASURY	Char 1	n/a	n/a	Treasury Payment	n/a	n/a
GFAP_ EFT_BBK_ NAME	Char 51	n/a	n/a	Beneficiary Bank Name	n/a	n/a
GFAP_EFT_ BBK_REM	Char 76	n/a	n/a	Benificiary Bank Remarks	n/a	n/a
GFAP_EFT_ BBKABANUM	Char 9	n/a	n/a	Beneficiary Bank's ABA Number	n/a	n/a
GFAP_EFT_ BNF_CODE	Char 47	n/a	n/a	BNF Code	n/a	n/a
GFAP_EFT_ ENCL_ CODE	Char 1	n/a	n/a	Enclosure Code	n/a	n/a
GFAP_EFT_ LTD_PAY	Char 1	n/a	n/a	Limited Payability Type	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
GFAP_EFT_PROD_CODE	Char 4	n/a	n/a	Product Code	n/a	n/a
GFAP_EFT_RFB_INFO	Char 16	n/a	n/a	RFB Information	n/a	n/a
GFAP_EFT_TYPE_CODE	Char 2	n/a	n/a	Type Code	n/a	n/a
GFAP_EFTTOP_ELGBL	Char 1	n/a	n/a	Vendor Offset Processing	n/a	n/a
ENTITY_ID_CODE	Char 3	n/a	n/a	Entity Identified Code	n/a	HIPAA information.
REF_ID_QUAL	Char 3	n/a	n/a	Reference Identifier Qualifier	n/a	HIPAA information.
REF_ID	Char 30	n/a	n/a	Reference Identifier	n/a	HIPAA information.
RECV_ID_QUAL	Char 2	n/a	n/a	Identification Code Qualifier	n/a	HIPAA information.
RECV_ID	Char 80	n/a	n/a	Identification Code	n/a	HIPAA information.
CONTACT_NAME	Char 50	n/a	n/a	Contact Name	n/a	HIPAA information.
COMM_QUAL	Char 2	n/a	n/a	Contact Method	n/a	HIPAA information.
COMM_NUM	Char 80	n/a	n/a	Contact Information	n/a	HIPAA information.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
POLICY_ TYPE	Char 3	n/a	n/a	Policy Information Type	n/a	HIPAA information.
POLICY_ NUM	Char 30	n/a	n/a	Policy Number	n/a	HIPAA information.

PeopleSoft Table Name: VNDR_ADDR_SCROL

This table lists the fields in the VNDR_ADDR_SCROL table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
ADDRESS_ SEQ_NUM	Nbr 3	Yes	Yes	Address Sequence Number.	n/a	This value must be the same as in the VENDOR_ ADDR table.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
DESCR	Char 30	n/a	n/a	Description.	n/a	
VNDR_ ADDRESS_ TYPE	Char 4	n/a	Yes	Address Type.	n/a	Values are *BUSN* (business), *CLMS* (claims), *CSRV* (customer service), *MAIL* (mailing), *OTHR* (other), *PREM* (premium payments), and *RMIT* (remittance).

PeopleSoft Table Name: VNDR_CNTCT_SCR

This table lists the fields in the VNDR_CNTCT_SCR table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
CNTCT_ SEQ_NUM	Nbr 3	Yes	Yes	Contact Sequence Number.	n/a	This value must be the same as in the VENDOR_ CNTCT table.
DESCR	Char 30	n/a	n/a	Description.	n/a	n/a

PeopleSoft Table Name: VNDR_LOC_SCROL

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
VNDR_LOC	Char 10	Yes	Yes	Vendor Location.	n/a	This value must be the same as in the VENDOR_ LOC table.
DESCR	Char 30	n/a	n/a	Description.	n/a	n/a

PeopleSoft Table Name: VENDOR_ID_NBRS

This table lists the fields in the VENDOR_ID_NBRS table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
STD_ID_ NUM_ QUAL	Char 3	Yes	Yes	Standard ID Qualifier.	n/a	This field stores Dun & Bradstreet numbers.
STD_ID_ NUM	Char 20	n/a	n/a	ID Number.	n/a	This is the ID number.
STD_ID_ SETID	Char 5	n/a	n/a	SetID.	SP_SETID_ NONVW	n/a

PeopleSoft Table Name: VNDR_LOC_ID_NBR

This table lists the fields in the VNDR_LOC_ID_NBR table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
VNDR_LOC	Char 10	Yes	Yes	Vendor Location.	n/a	This value must be the same as in the VENDOR_ LOC table.
EFFDT	Date 10	Yes	Yes	Effective Date.	n/a	This value must be the same as in the VENDOR_ LOC table.
STD_ID_ NUM_ QUAL	Char 3	Yes	Yes	Standard ID Qualifier.	n/a	This field stores Dun & Bradstreet numbers.
STD_ID_ NUM	Char 20	n/a	n/a	ID Number.	n/a	This is the ID number.
STD_ID_ SETID	Char 5	n/a	n/a	SetID.	n/a	n/a

PeopleSoft Table Name: VENDOR_ADDR_PHN

This table lists the fields in the VENDOR_ADDR_PHN table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
ADDRESS_SEQ_NUM	Nbr 3	Yes	Yes	Address Sequence Number.	n/a	This value must be the same as in the VENDOR_ADDR table.
EFFDT	Date 10	Yes	Yes	Effective Date.	n/a	This value must be the same as in the VENDOR_ADDR table.
PHONE_TYPE	Char 4	Yes	Yes	Phone Type.	Translate Table	Values are *BUSN* (business), *CAMP* (campus), *CELL* (cellular), *DORM* (dormitory), *FAX* (fax), *HOME* (home), *PGR1* (pager 1), *PGR2* (pager 2), and *TELX* (telex).
COUNTRY_CODE	Char 3	n/a	n/a	Int'l Prefix (international prefix).	n/a	The is the country phone prefix.
PHONE	Char 24	n/a	n/a	Telephone.	n/a	No edit is possible on the format.
EXTENSION	Char 6	n/a	n/a	Phone Extension.	n/a	n/a

PeopleSoft Table Name: VNDR_CNTCT_PHN

This table lists the fields in the VNDR_CNTCT_PHN table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
CNTCT_ SEQ_NUM	Nbr 3	Yes	Yes	Contact Sequence Number.	n/a	This value must be the same as in the VENDOR_ CNTCT table.
EFFDT	Date 10	Yes	Yes	Effective Date.	n/a	This value must be the same as in the VENDOR_ CNTCT table.
PHONE_ TYPE	Char 4	Yes	Yes	Phone Type.	n/a	n/a
COUNTRY_ CODE	Char 3	n/a	n/a	Int'l Prefix.	n/a	This is the country phone prefix.
PHONE	Char 24	n/a	n/a	Telephone.	n/a	No edit is possible on the format.
EXTENSION	Char 6	n/a	n/a	Phone Extension.	n/a	n/a

PeopleSoft Table Name: VENDOR_CNTCT

This table lists the fields in the VENDOR_CNTCT table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR_ ADDR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR_ ADDR table.
CNTCT_ SEQ_NUM	Nbr 3	Yes	Yes	Contact Sequence Number.	n/a	This value must be the same as in the VNDR_ CNTCT_ SCROL table.
EFFDT	Date 10	Yes	Yes	Effective Date.	n/a	This value must be the same as in the VENDOR_ ADDR table.
ADDRESS_ SEQ_NUM	Nbr 3	n/a	Yes	Address Sequence Number.	VENDOR_ ADDR_VW	This value must be the same as in the VENDOR_ ADDR table.
EFF_ STATUS	Char 1	n/a	n/a	Status as of Effective Date.	n/a	n/a
CONTACT_ NAME	Char 50	n/a	n/a	Contact Name.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
CONTACT_TYPE	Char 1	n/a	n/a	Contact Type.	n/a	n/a
CONTACT_TITLE	Char 35	n/a	n/a	Contact Title.	n/a	n/a
PREFERRED_LANGUAGE	Char 3	n/a	n/a	Preferred Language.	n/a	n/a
URL	Char 50	n/a	n/a	Internet Address.	n/a	n/a
DESCR	Char 30	n/a	n/a	Description.	n/a	n/a
EMAILID	Char 70	n/a	n/a	Email ID.	n/a	n/a

PeopleSoft Table Name: VENDOR_CONVER

This table lists the fields in the VENDOR_CONVER table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR table.
VENDOR_ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
CONVER_DT	Date 10	Yes	Yes	Conversation Date.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
CONVER_ SEQ_NUM	Nbr 4	Yes	Yes	Conversation Sequence Number.	n/a	This is the sequence number, starting at *1* for each conversation
CNTCT_ SEQ_NUM	Nbr 3	n/a	n/a	Contact Sequence Number.	VENDOR_ CNTCT	This value must be the same as in the VENDOR_ CNTCT table.
CONVER_ TOPIC	Char 30	n/a	n/a	Conversation Topic.	n/a	n/a
OPRID	Char 8	n/a	n/a	User ID.	n/a	This is the valid user ID.
REVIEW_ DAYS	Nbr 3	n/a	n/a	Review Days.	n/a	n/a
REVIEW_ DATE	Date 10	n/a	n/a	Review Date.	n/a	n/a
REVIEW_ NEXT_ DATE	Date 10	n/a	n/a	Next Review Date.	n/a	n/a
KEYWORD1	Char 10	n/a	n/a	Keyword.	KEYWORD_ AP	n/a
KEYWORD2	Char 10	n/a	n/a	Keyword.	KEYWORD_ AP	n/a
KEYWORD3	Char 10	n/a	n/a	Keyword.	KEYWORD_ AP	n/a
DESCRLONG	Long 0	n/a	n/a	Description.	n/a	n/a

PeopleSoft Table Name: VENDOR_WTHD

This table lists the fields in the VENDOR_WTHD table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR_LOC table.
VENDOR_ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR_LOC table.
VNDR_LOC	Char 10	Yes	Yes	Location.	n/a	This value must be the same as in the VENDOR_LOC table.
EFFDT	Date 10	Yes	Yes	Effective Date.	n/a	The standard for vendor conversion effective dates is 1900-01-01.
WTHD_ENTITY	Char 5	Yes	Yes	Withholding Entity.	WTHD_ENTITY_DFN	n/a
ADDRESS_SEQ_NUM	Nbr 3	n/a	n/a	Address Sequence.	VENDOR_ADDR_VW	The rest of these fields are required, based on the WTHD_ENTITY field.
SEX	Char 1	n/a	n/a	Gender.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
BIRTHDATE	Date	n/a	n/a	Date of Birth.	n/a	n/a
BIRTHPLACE	Char 30	n/a	n/a	Birth Location.	STATE_TBL	n/a
NUM_ CHILDREN	Nbr	n/a	n/a	Number of Children.	n/a	n/a
COMPANY_ FLG	Char 1	n/a	n/a	Company.	n/a	n/a
TAX_DIST_ REF	Char 13	n/a	n/a	Tax District Reference.	n/a	n/a
CERTIFICATE_ TYPE	Char 1	n/a	n/a	Certification Type.	n/a	n/a
CERTIFICATE_ NUM	Char 15	n/a	n/a	Certification Number.	n/a	n/a
CERTIFICATE_ EXP_DT	Date	n/a	n/a	Certification Expiration.	n/a	n/a
DIRECT_ SALES	Char 1	n/a	Yes	Direct Sales of $5000 or More.	n/a	n/a
SECOND_ TIN	Char 1	n/a	Yes	IRS Notified Twice of Invalid (Internal Revenue Service notified twice or invalid).	n/a	n/a
STATE_TAX _WH	Nbr 13.2	n/a	Yes	State Income Tax Withheld.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
TIN_TYPE	Char 1	n/a	Yes	Tax ID Type.	n/a	Values are *S* (social security number) and *F* (federal tax ID).
TIN	Char 9	n/a	Yes	Tax ID Nbr (tax ID number).	n/a	This is the tax ID.
WTHD_ CONTROL_ NAME	Char 4	n/a	n/a	Withholding Control Name.	n/a	n/a
PROFESSION	Char 30	n/a	n/a	Profession.	n/a	n/a
WTHD_ PAN_NUM	Char 15	n/a	n/a	PAN no.	n/a	India-only
WTHD_ PAN_WARD	Char 30	n/a	n/a	PAN Ward	n/a	India-only
TRADE_ BUS_INC	Char 1	n/a	n/a	Trade or Business Income Ind	n/a	India-only
COUNTRY_ PAID	Char 40	n/a	n/a	Country Paid	n/a	India-only
FOREIGN_ TAX_PAID	Nbr 13	n/a	n/a	Foreign Tax Paid	n/a	India-only

PeopleSoft Table Name: VENDOR_WTHD_JUR

This table, which only applies if the vendor is a withholding-applicable vendor, lists the fields in the VENDOR_WTHD_JUR table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR_ LOC table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR_ LOC table.
VNDR_LOC	Char 10	Yes	Yes	Location.	n/a	This value must be the same as in the VENDOR_ LOC table.
EFFDT	Date 10	Yes	Yes	Effective Date.	n/a	n/a
WTHD_ ENTITY	Char 5	Yes	Yes	Withholding Entity.	WTHD_ ENTITY_ DFN	n/a
WTHD_ TYPE	Char 5	Yes	Yes	Withholding Type.	WTHD_ TYPE_TBL	n/a
WTHD_ JUR_CD	Char 5	Yes	Yes	Withholding Jurisdiction.	WTHD_ JUR_TBL	n/a
WTHD_IND	Char 1	n/a	Yes	Withhold Rule Indicator.	n/a	n/a
WTHD_ RULE	Char 5	n/a	n/a	Withholding Rule.	WTHD_ RULE_HDR	n/a
HOLD_ PAY_IND	Char 1	n/a	Yes	Hold Pay Indicator.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
HOLD_ PAY_FLG	Char 1	n/a	Yes	Hold Payment.	n/a	n/a
WTHD_ FLG	Char 1	n/a	n/a	Withhold if missing.	n/a	n/a
DEFAULT_ JUR_FLG	Char 1	n/a	n/a	Default Jurisdiction.	n/a	n/a
DEFAULT_ CLASS	Char 5	n/a	Yes	Default Withholding Class.	WTHD_ CLASS_ TBL	n/a
VENDOR_ CATEGORY	Char 5	n/a	Yes	Vendor Category.	WTHD_ VNDR_CAT	n/a
WTHD_ CONDITION	Char 1	n/a	Yes	Withholding Condition.	n/a	n/a
CONDITION_ PCT	Sign 3.2	n/a	n/a	Condition % (condition percentage).	n/a	n/a
CONDITION_ UNTIL	Date 10	n/a	n/a	Condition Valid Until.	n/a	n/a
REMIT_ WTHD_TO_ FLG	Char 1	n/a	Yes		n/a	This value must be one of the addresses in the VNDR_ ADDR_ SCROL table.
REMIT_ VENDOR	Char 10	n/a	n/a	VNDR_ RETURN_ VW.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
REMIT_ LOC	Char 10	n/a	n/a	VNDR_ REM_LOC_ VW.	n/a	n/a
REMIT_ ADDR_ SEQ_NUM	Nbr 3	n/a	n/a	VNDR_ REMADDR_ VW.	n/a	n/a

PeopleSoft Table Name: VENDOR_INVOICE

This table lists the fields in the VENDOR_INVOICE table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	SETID_TBL	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
EFFDT	Date 10	Yes	Yes	Effective Date.	n/a	n/a
EFF_ STATUS	Char 1	n/a	n/a	Status as of Effective Date.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
DUP_ INVOICE_ IND	Char 1	n/a	Yes	Duplicate Invoice Indicator.	n/a	The duplicate invoice rules are established at the business unit level. The entry here overrides the option at the vendor level. The value *D* takes the default from business unit level.
DUP_ INVOICE_ ACTION	Char 1	n/a	Yes	Duplicate Invoice Severity.	n/a	The value *K* causes the system to reject duplicates that are identified.
DUP_INV_ NUM_FLG	Char 1	n/a	Yes	Invoice Number.	n/a	Values are *Y* (yes) and *N* (no) for checking the item.
DUP_INV_ VENDOR_ NUM	Char 1	n/a	Yes	Vendor ID.	n/a	Values are *Y* (yes) and *N* (no) for checking the item.
DUP_INV_ GROSS_ AMT	Char 1	n/a	Yes	Gross Amount	n/a	Values are *Y* (yes) and *N* (no) for checking the item.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
DUP_INV_DT	Char 1	n/a	Yes	Invoice Date.	n/a	Values are *Y* (yes) and *N* (no) for checking the item.
DUP_INV_BUS_UNIT	Char 1	n/a	Yes	Business Unit.	n/a	Values are *Y* (yes) and *N* (no) for checking the item.
DUP_INV_COMB_CODE	Nbr 3	n/a	n/a	Dupl Invoice Combination Code (duplicate invoice combination code).	n/a	Values are *Y* (yes) and *N* (no) for checking the item.

PeopleSoft Table Name: VENDOR_TYPE

This table lists the fields in the VENDOR_TYPE table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR table.
VENDOR_ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
VNDR_LOC	Char 10	Yes	Yes	Vendor Location.	n/a	This value must be the same as in the VENDOR_ LOC table.
EFFDT	Date	Yes	Yes	Effective Date.	n/a	This value must be the same as in the VENDOR_ LOC table.
VENDOR_ TYPE	Char 3	Yes	Yes	Vendor Type.	n/a	n/a
DESCRSHORT	Char 10	n/a	n/a	Short Description.	n/a	n/a
VNDR_ SERVICE_ TYPE	Char 3	n/a	n/a	Service Type.	n/a	n/a
PRIMARY_ SW	Char 1	n/a	n/a	Primary.	n/a	n/a

PeopleSoft Table Name: VNDR_BANK_ACCT

This table lists the fields in the VNDR_BANK_ACCT table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	n/a	This value must be the same as in the VENDOR table.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
VENDOR_ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
VNDR_LOC	Char 10	Yes	Yes	Vendor Location.	n/a	This value must be the same as in the VENDOR_LOC table.
EFFDT	Date	Yes	Yes	Effective Date.	n/a	This value must be the same as in the VENDOR_LOC table.
BANK_ACCT_SEQ_NBR	Nbr 3	Yes	Yes	Bank Account Seq Number.	n/a	n/a
DESCR	Char 30	n/a	n/a	Description.	n/a	n/a
DEFAULT_IND	Char 1	n/a	n/a	Default Election.	n/a	n/a
BANK_ID_QUAL	Char 3	n/a	n/a	Bank ID Qual (bank ID qualifier).	BANK_ID_QUAL_VW	n/a
BNK_ID_NBR	Char 20	n/a	n/a	External Bank ID.	n/a	n/a
BRANCH_ID	Char 10	n/a	n/a	Branch ID.	n/a	n/a
BANK_ACCT_TYPE	Char 2	n/a	n/a	Bank Account Type.	n/a	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
BANK_ ACCOUNT_ NUM	Char 17	n/a	n/a	Bank Account # (bank account number).	n/a	n/a
CH\ECK_ DIGIT	Char 12	n/a	n/a	Check Digit.	n/a	n/a
DFI_ID_ QUAL	Char 2	n/a	n/a	DFI Qualifier (depository financial institution qualifier).	n/a	n/a
DFI_ID_ NUM	Char 12	n/a	n/a	DFI ID (depository financial institution ID).	n/a	n/a
BENEFICIARY_ BANK	Char 30	n/a	n/a	Beneficiary Bank.	n/a	n/a
BENEFICIARY_ BNK_AC	Char 30	n/a	n/a	Beneficiary Bank Alt Char (beneficiary bank alternat character).	n/a	n/a
BENEF_ BRANCH	Char 30	n/a	n/a	Beneficiary Branch.	n/a	n/a
BENEF_ BRANCH_ AC	Char 30	n/a	n/a	Branch Alternate Char (branch alternate character).	n/a	n/a
COUNTRY	Char 3	n/a	n/a	Country.	COUNTRY_ TBL	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
ADDRESS1	Char 35	n/a	Yes	Address Line 1.	n/a	Address Line 1 is always required. The other address fields are optional.
ADDRESS2	Char 35	n/a	n/a	Address Line 2.	n/a	n/a
ADDRESS3	Char 35	n/a	n/a	Address Line 3.	n/a	n/a
ADDRESS4	Char 35	n/a	n/a	Address Line 4.	n/a	n/a
CITY	Char 30	n/a	Yes	City.	n/a	n/a
NUM1	Char 6	n/a	n/a	Number 1.	n/a	n/a
NUM2	Char 4	n/a	n/a	Number 2.	n/a	n/a
HOUSE_ TYPE	Char 2	n/a	n/a	House Type.	n/a	n/a
ADDRESS_ FIELD1	Char 2	n/a	n/a	Address Field 1.	n/a	n/a
ADDRESS_ FIELD2	Char 4	n/a	n/a	Address Field 2.	n/a	n/a
ADDRESS_ FIELD3	Char 4	n/a	n/a	Address Field 3.	n/a	n/a
COUNTY	Char30	n/a	n/a	County.	n/a	n/a
STATE	Char 6	n/a	Yes	State.	STATE_TBL	n/a

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
POSTAL	Char 12	n/a	Yes	Postal Code.	n/a	Include a dash for nine-digit ZIP codes.
GEO_CODE	Char 11	n/a	n/a	Tax Vendor Geographical Code.	n/a	n/a
IN_CITY_ LIMIT	Char 1	n/a	n/a	In City Limit.	n/a	n/a
COUNTRY_ CODE	Char 3	n/a	n/a	International Prefix.	n/a	n/a
PHONE	Char 24	n/a	n/a	Telephone.	n/a	n/a
EXTENSION	Char 6	n/a	n/a	Phone Extension.	n/a	n/a
FAX	Char 24	n/a	n/a	Fax Number.	n/a	n/a
IBAN_ CHECK_ DIGIT	Char 2	n/a	n/a	IBAN Check Digit	n/a	n/a

PeopleSoft Table Name: VNDR_IND_CLASS

This table lists the fields in the VNDR_IND_CLASS table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	SETID_TBL	This value must be the same as in the VENDOR table.

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
VNDR_LOC	Char 10	Yes	Yes	Vendor Location.	n/a	This value must be the same as in the VENDOR_ LOC table.
EFFDT	Date	Yes	Yes	Effective Date.	n/a	This value must be the same as in the VENDOR_ LOC table.
SIC_CD_ QUAL	Char 3	Yes	Yes	SIC Code Type (standard industrial classification code type).	n/a	Other values are used outside the U.S.
SIC_CODE	Char 10	Yes	Yes	SIC Industry Code (standard industrial classification code type).	SIC_CODE_ VW1	n/a

PeopleSoft Table Name: VNDR_URL

This table lists the fields in the VNDR_URL table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	SETID_TBL	This value must be the same as in the VENDOR table.
VENDOR_ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR table.
VNDR_LOC	Char 10	Yes	Yes	Vendor Location.	n/a	This value must be the same as in the VENDOR_LOC table.
EFFDT	Date	Yes	Yes	Effective Date.	n/a	This value must be the same as in the VENDOR_LOC table.
LINE_NBR	Nbr 5	Yes	Yes	Line Number.	n/a	n/a
URL	Char 50	Yes	Yes	Internet Address.	n/a	n/a
DESCR	Char 30	n/a	n/a	Description.	n/a	n/a

PeopleSoft Table Name: VNDR_VAT_RGSTRN

This table lists the fields in the VNDR_VAT_RGSTRN table:

PeopleSoft Field Name	Type and Length	Key Field	Required	Field Name	Table Edit	Considerations
SETID	Char 5	Yes	Yes	SetID.	SETID_TBL	This value must be the same as in the VENDOR table.
VENDOR_ ID	Char 10	Yes	Yes	Vendor ID.	n/a	This value must be the same as in the VENDOR_ LOC table.
COUNTRY	Char 3	Yes	Yes	Country.	COUNTRY_ VAT_VW	n/a
COUNTRY_ 2CHAR	Char 2	n/a	n/a	2-Char Country Code (two-character country code).	CNTRY_ VAT_2C_ VW	If you are not using VAT and GST, you do not have to use this field.
VAT_ RGSTRN_ ID	Char 12	n/a	n/a	VAT Registration ID.	n/a	If you are not using VAT and GST, you do not have to use this field.
HOME_ COUNTRY_ FLG	Char 1	n/a	n/a	Home Country.	n/a	n/a

Running the VNDR_IMPORT Process

You run the VNDR_IMPORT process to move vendor information into the PeopleSoft system. The process reads records from the existing system and inserts data into the appropriate PeopleSoft vendor tables. The process searches the C:\Temp folder for a set of text files with file names that correspond to the record name plus the file extension .txt. For example, the text file for the PS_VENDOR record is called VENDOR.txt. It is located in C:\Temp\VENDOR.txt. There are 26 vendor records, and each record has a corresponding text file.

Once the process finds a text file, it reads each line and maps the data into the corresponding file layout (that is, the file layout with the same name). Then the process copies the data into an instance of the table's record definition. If it is not successful, the process aborts. If it is successful, record system edits are run on the data. If it runs the edits successfully, the process copies the row of vendor data into the table and reads the next row. Once it completes a file, it moves to the next file in the C:\Temp folder.

You can run the process from the command line or from a batch file. Use the following syntax for the command line:

```
%toolbin%\psae -CT <database type> -CD <database name> -CO <user id> -CP <user password>
 -R <run control id> -AI VNDR_IMPORT
```

Here is an example:

```
C:\PT840\bin\client\winx86\psae -CT MICROSFT -CD FIN840 -CO VP1 -CP VP1 -R IMPORT1
-AI VNDR_IMPORT -I 0 -TRACE 4
```

Note. You can also use this Application Engine process to export data back to the text files. To do this, you must modify the Main Step01 PeopleCode. If the value for Import is *True,* the process imports data; if the value is *False,* the process exports data.

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Integration Testing Utilities and Tools

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Application Engine

Testing the Results of the Import Process

After you have converted vendor information, test the converted information by:

- Printing the vendor listings.

  View the imported vendor information using the vendor listings reports and inspect the information for accuracy. Run either the Vendor Detail Listing report (APY3000) or the Vendor Summary Listing report (APY3001).

- Using the Vendor Information component to check the vendor data.

Note. For testing, you should manipulate the converted vendor data (for example, add a new effective-dated row) because hidden fields are not always populated correctly, and you only discover them when you save the vendor information. You should also run processes in the test or conversion environments using the converted data. This step can also reveal incorrect data conversion. For example, you can create a purchase order and then a voucher, and then pay the vendor. This can prevent situations in which the vendor information appears to be correct on the page, but hidden fields cause problems during processing.

See Also

Appendix A, "PeopleSoft Sour e to Settle Common Information Reports," page 361

Chapter 3, "Maintaining Vendor Information," page 91

Importing Vendors Using the Vendor EIP

This section provides an overview of the Vendor EIP (VENDOR) and discusses how to:

- View the message definition.
- Use the Incremental Subscribe process (VENDOR_SYNC).
- Use the Incremental Publish process (VENDOR_SYNC).
- Use the Full Data Subscribe process (VENDOR_FULLSYNC).
- Use the Full Data Publish process (VENDOR_FULLSYNC).
- Use the Full Data Publish of Currently Effective Data process (VENDOR_FULLSYNC_EFF).
- Map effective-dated records for the Full Data Publish of Currently Effective Data process.
- Use the Incremental Data Publish of Currently Effective Data process (VENDOR_SYNC_EFF).
- Correct vendor records in error.

See Also

Enterprise PeopleTools 8.46 PeopleBook: Integration Broker

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Batch Vouchers," Voucher EIP

Understanding the Vendor EIP

The Vendor EIP uses application messaging to publish vendor information from the PeopleSoft Payables and Purchasing vendor tables to PeopleSoft Payroll, PeopleSoft Student Administration, and other external systems, as well as to subscribe to vendor information published by Payroll, Student Administration, and external systems. You can also supply XML files directly to the EIP to create or modify vendors.

The Vendor EIP uses four application messages to subscribe to and publish data in the vendor tables. This table describes the four messages and their functions:

Message Name	Function
VENDOR_SYNC	Incremental publish and subscribe.
VENDOR_FULLSYNC	Full-table publish and subscribe.
VENDOR_SYNC_EFF	Incremental publish of current effective-dated data.
VENDOR_FULLSYNC_EFF	Full-table publish of current effective-dated data.

The incremental messages process individual records, whereas the full-table messages process entire tables. To update tables with new vendor records as they are published, select the incremental subscribe process. To load the entire vendor table, select the full-table subscribe process. To publish records as they are created, use the incremental publish process. To publish the entire vendor table, use the full-table publish process.

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

Note. If you change the value in the Classification field on the Vendor Information Identifying Information page to *HRMS,* you must initiate the Full Table publish process for the VENDOR_FULLSYNC application message to update the vendor tables in PeopleSoft Payroll.

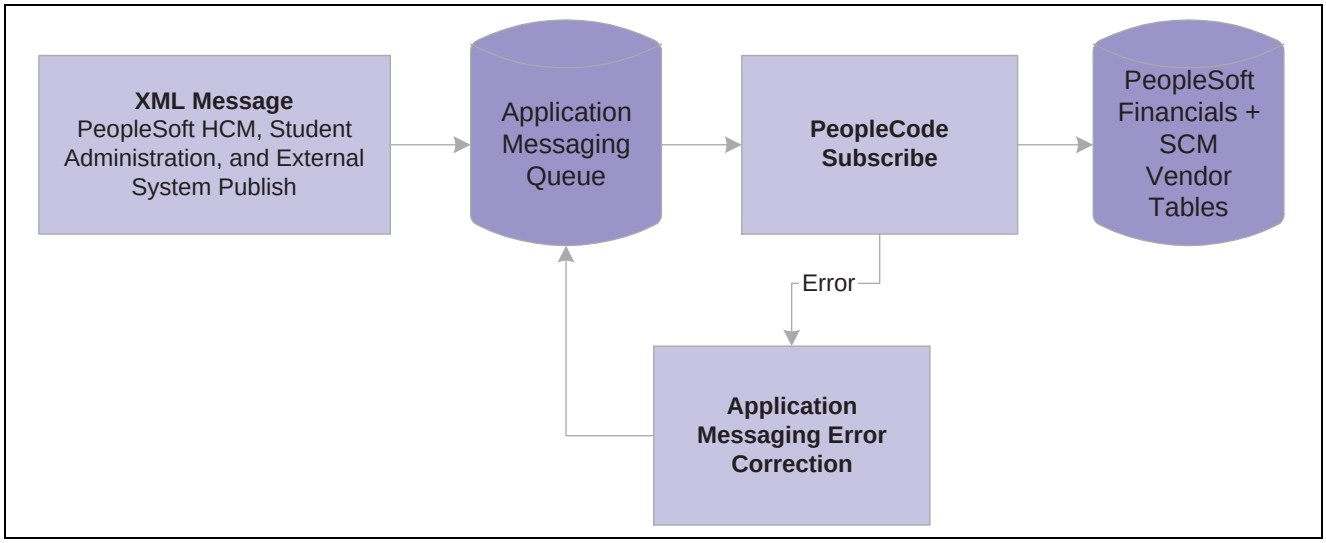
Using the Incremental Subscribe Process (VENDOR_SYNC)

The Incremental Subscribe process enables you to subscribe to vendor data incrementally as it is published by PeopleSoft Payroll or by external applications.

This table describes the VENDOR_SYNC Incremental Subscribe EIP:

Design Pattern	Message Name	Subscription Name
PeopleCode Subscribe	VENDOR_SYNC	VendorSync

This diagram illustrates the Incremental Subscribe process:



Process flow for incremental subscribe

Incremental Subscription Process for the VENDOR_SYNC Message

The vendor subscription code uses a component interface that encapsulates the vendor online component to handle default values and edits of the vendor data received in the subscribed message:

```
Declare Function vendor_intfc PeopleCode FUNCLIB_APEIP.VENDOR_ID FieldFormula;
Local Message _amp_ MSG;
_amp_ MSG = GetMessage();
vendor_intfc(_amp_ MSG);
```

The same default values and validation that occur online occur through the VNDR_ID component interface.

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

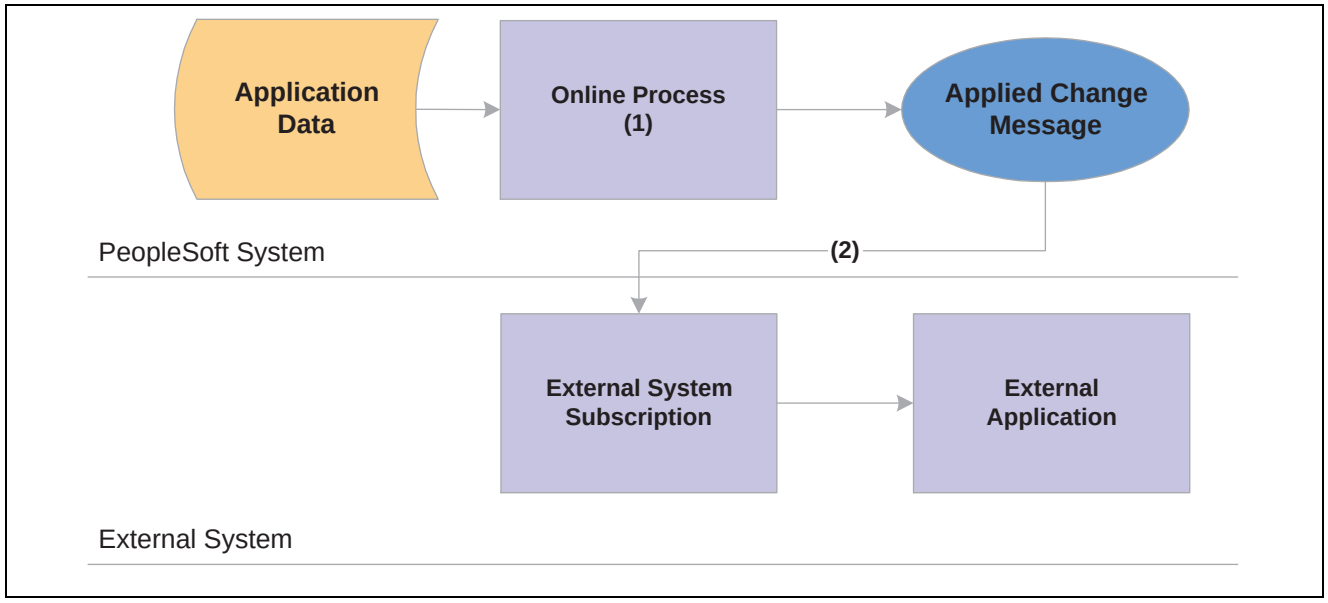
Using the Incremental Publish Process (VENDOR_SYNC)

The Incremental Publish process enables you to publish vendor data incrementally to external systems.

This table describes the VENDOR_SYNC Incremental Publish EIP:

Design Pattern	Message Name
Page Group Publish	Vendor_sync

This diagram illustrates the Incremental Publish process:



Process flow for incremental publish

Incremental Publication Process for the VENDOR_SYNC Message

The following code calls the message publication code:

```
VNDR_ID(page group).SavePostChange
Local Message &msg;
Local Rowset &rs0;
&msg = CreateMessage(Message.VENDOR_SYNC);
If (&msg.IsActive) Then
&rs0 = GetLevel0();
  &msg.CopyRowset(&rs0);
  &msg.Publish();
End-If;
```

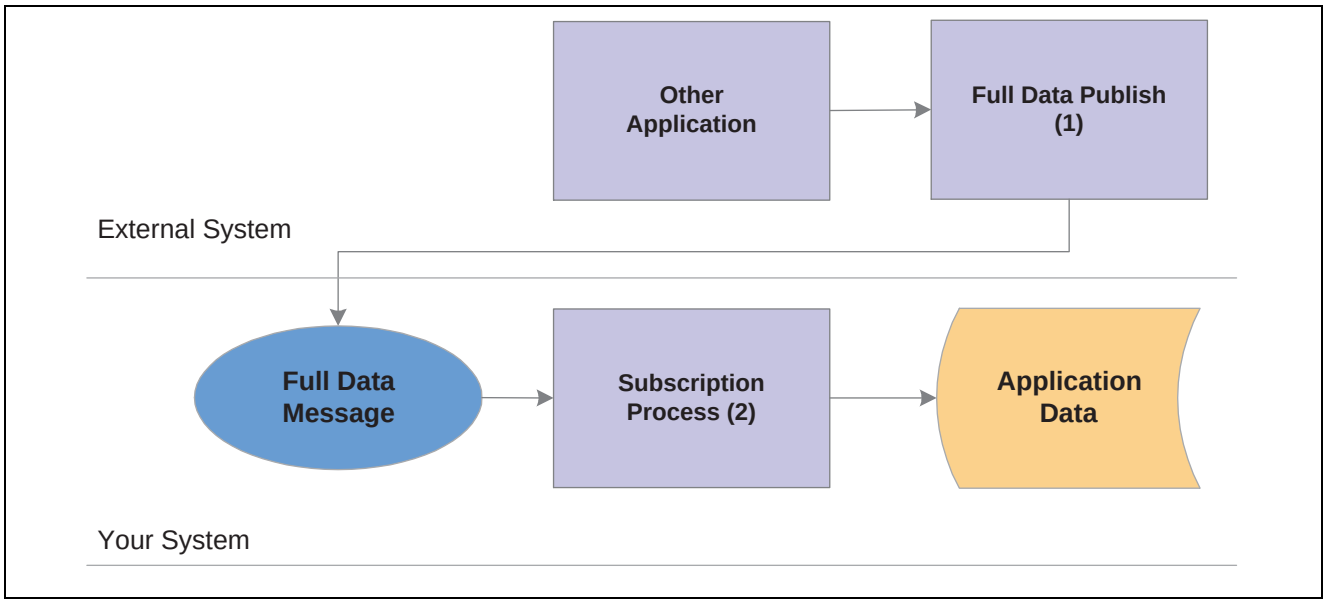
Using the Full Data Subscribe Process (VENDOR_FULLSYNC)

The Full Data Subscribe process enables you to subscribe to vendor data.

This table describes the VENDOR_FULLSYNC Full Data Subscribe EIP:

Design Pattern	Message Name	Subscription Name
Full Data Replication	VENDOR_FULLSYNC	VendorFullSync

This diagram illustrates the Full Data Subscribe process:



Process flow for full-data subscription

Code for Full Subscription Process

The following code calls the full subscription process:

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

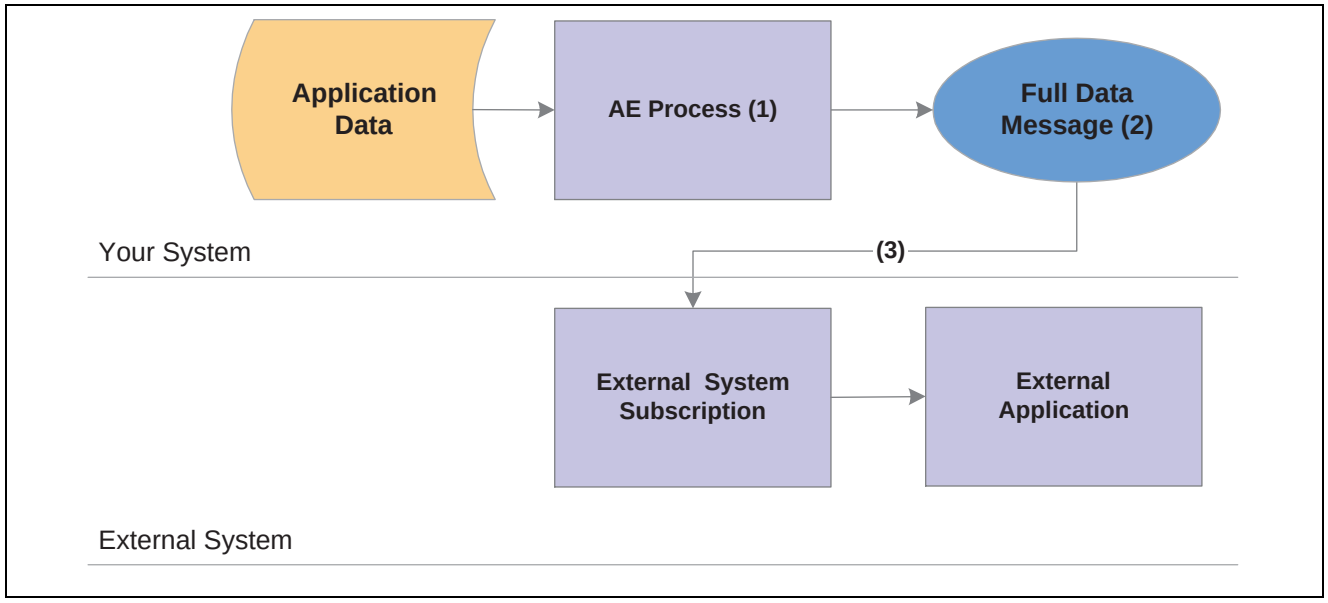
Using the Full Data Publish Process (VENDOR_FULLSYNC)

The Full Table Publish process enables you to publish vendor data to external systems.

This table describes the VENDOR_FULLSYNC Full Data Publish EIP:

Design Pattern	Message Name
Full Data Replication	VENDOR_FULLSYNC

This diagram illustrates the Full Table Publish process:



Process flow for full-data publish

Running the Full Data Publish Process

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

Once you have defined the rules for a full-data publish, you must use the Full Data Publish page to run a PeopleSoft Application Engine process to generate a full-data message that is published to the external systems.

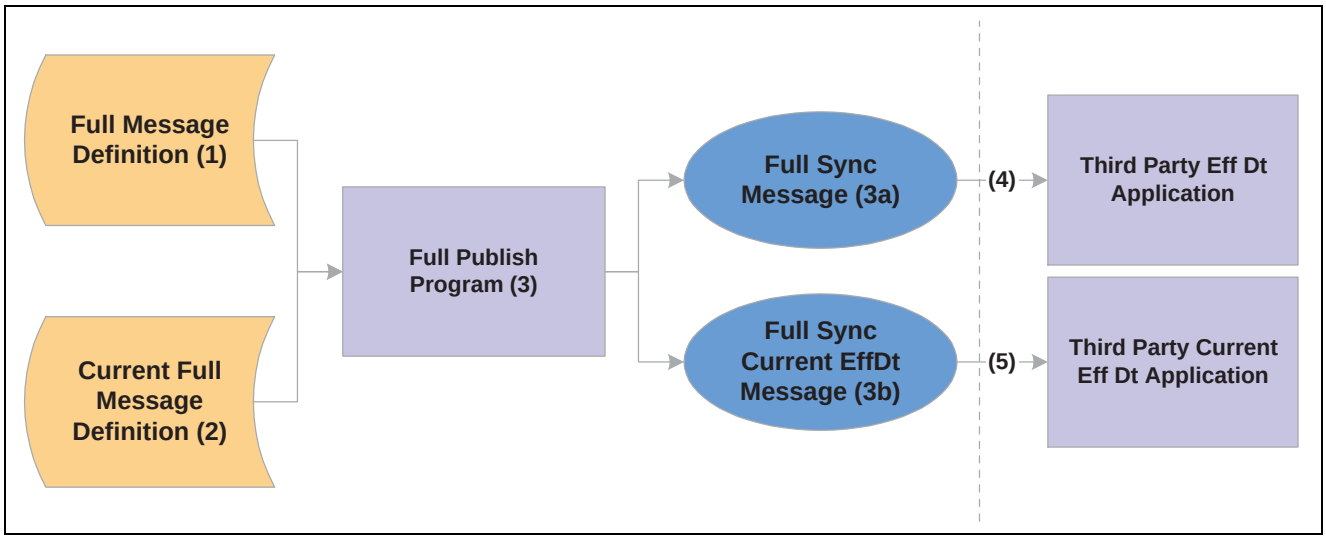
Using the Full Data Publish of Currently Effective Data Process (VENDOR_FULLSYNC_EFF)

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

This table describes the VENDOR_FULLSYNC_EFF Full Data Publish EIP:

Design Pattern	Message Name
Full Data Replication	VENDOR_FULLSYNC_EFF

This diagram illustrates the Full Table Publish of Currently Effective Data process:



Process flow for full-data publish of currently effective data

Use this message only when you publish data to systems that do not support effective dating. This message publishes only the most current vendor record. It does not publish any history or future rows.

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

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

Mapping Effective-Dated Records for the Full Data Publish of Currently Effective Data Process

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

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

This table lists the records that need to be mapped:

Number	Record Name	Source View Record
1	VENDOR_ADDR	VNDR_ADDR_EFFVW
2	VENDOR_ADDR_PHN	VNDR_APHN_EFFVW
3	VENDOR_CNTCT	VNDR_CNTCT_EFVW
4	VENDOR_LOC	VNDR_LOC_EFFVW
5	VENDOR_PAY	VNDR_PAY_EFFVW

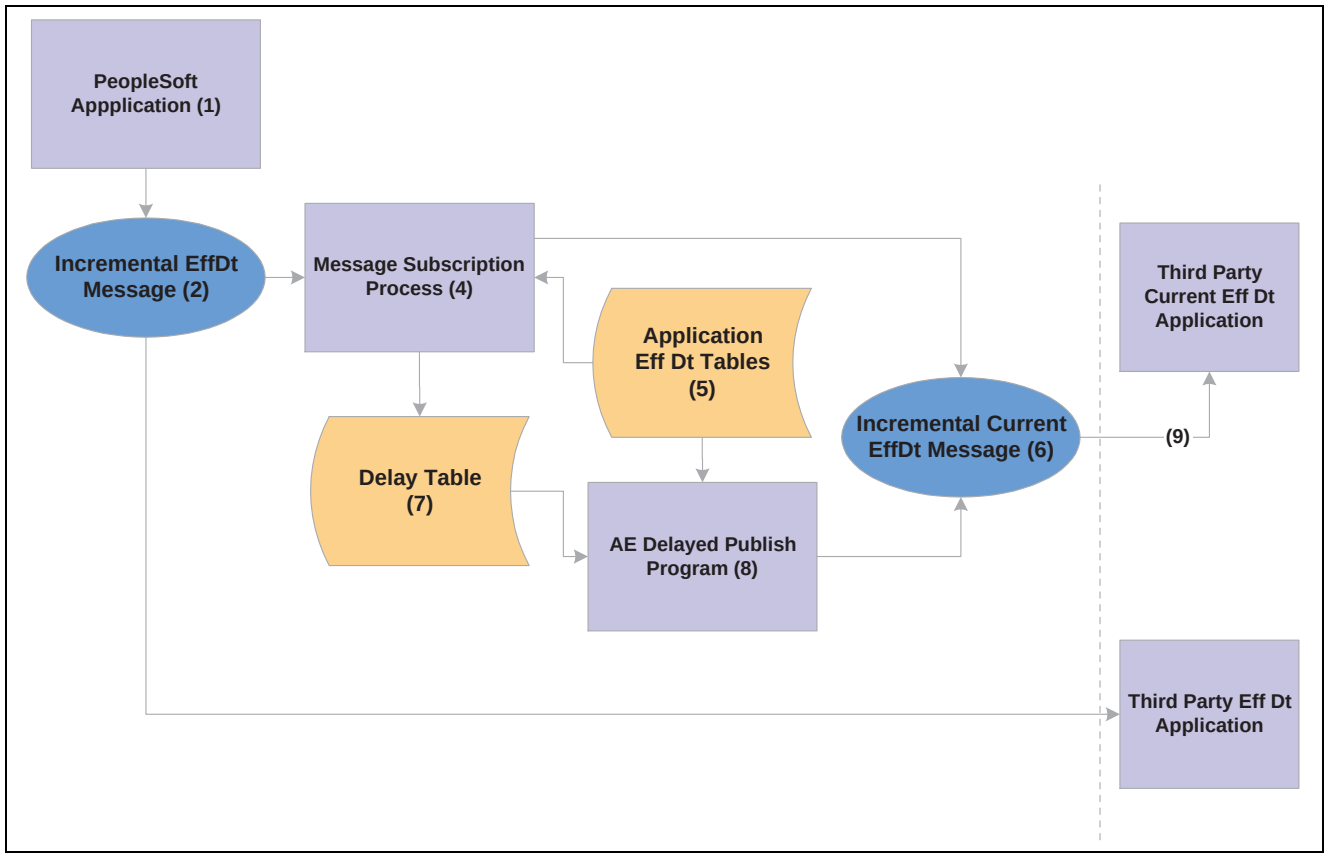
Number	Record Name	Source View Record
6	VNDR_BANK_ACCT	VNDR_BANK_EFFVW
7	VNDR_CNTCT_PHN	VNDR_CPHN_EFFVW

Using the Incremental Data Publish of Currently Effective Data Process (VENDOR_SYNC_EFF)

This table shows the two messages involved in the publish process for currently effective data:

Design Pattern	Message Name	Subscription Name
PeopleCode subscribe	VENDOR_SYNC	VendorSyncEff
Full data replication	VENDOR_SYNC_EFF	None

This flowchart illustrates how the Incremental Publish of Currently Effective Data process enables you to publish vendor data incrementally to external systems:



Process flow for incremental message publish of currently effective data

Code for Incremental Publish Process for Currently Effective Data

The following code calls the subscription process:

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

As with the Incremental Publish process, during the save time of this process, the Vendor Information component publishes a VENDOR_SYNC message that contains effective-dated information.

For third parties that can handle effective-dated data, messages are received and processed using the VendorSync subscription method. For third parties that cannot handle effective-dated data, a subscription process called VendorSyncEff can be invoked for local publications. It has been set up on the message-generating side, and it makes a call to a shared function.

The common function determines if the data is related to the current effective-dated row and, if so, it copies the data to the VENDOR_SYNC_EFF message and publishes it.

If the data has future effective dates, then the information is written to the Delay table (EO_EFFDELAY). A PeopleSoft Application Engine process publishes the data that resides in delay tables as they become current.

Note. Third parties that cannot handle effective-dated data can subscribe only to the VENDOR_SYNC_EFF message.

Perform the following steps to run the Effective Date Publish Application Engine process:

1. Define the publish rule for the message on the Full Table Publish Rules page.
2. Create the run control for the Effective Date Publish process on the Effective Date Publish Process page.

Correcting Vendor Records in Error

See *Enterprise PeopleTools 8.46 PeopleBook: Integration Broker*

CHAPTER 5

Using Voucher and Order Contracts

This chapter provides an overview of voucher and order contracts and discusses how to:

- Prepare to establish contracts.
- Set up master contracts.
- Create contract headers.
- Create contract line information.
- Generate contract releases.
- Use blanket orders.
- Use recurring purchase order vouchers.
- Dispatch vendor contracts.
- Build voucher contracts.
- Stage purchase order contracts.
- View contract-related purchase order line information.
- View purchase order contract events.
- View voucher contract events.
- View requisition contract events.

See Also

Chapter 6, "Using Group Purchasing Organizations," page 343

Understanding Voucher and Order Contracts

PeopleSoft voucher and order contracts enable you to manage recurring voucher payments and purchase order releases over any time period. PeopleSoft voucher and order contracts support both product and service contracts and enable you to share contracts across business units. You can define a master contract to group contracts that are similar in nature and that are agreements with one supplier.

Contract releases (recurring voucher payments or purchasing releases) enable you to set up standard purchase orders or vouchers that are the by-product of the agreement that is identified in a contract. They also enable you to generate releases. You then process the staged vouchers using the PeopleSoft Payables Voucher Build process (AP_VCHRBLD), and you process the staged orders using the PeopleSoft Purchasing Purchase Order Contracts process (PO_POCNTRCT), PO Calculations process (PO_POCALC), and Create Purchase Orders process (PO_POCREATE).

Milestones

Voucher and order contracts support milestones, also known as *progress payments.* Milestones are generally based on a percentage of work done or an amount of items received. Using milestones enables you to divide a contract line into multiple schedules and release the schedules when you reach a target date or percentage of job completion.

Fixed and Open Item Contract Relationships

Two types of contract relationships can be established: fixed item and open item. Fixed item contracts are valid only for purchases and payments that specifically reference the items that are identified on the contract. You can also establish multiple contracts for the same item-vendor combination, as long as the beginning dates of the contracts do not overlap. The system uses the most current date to determine which contract to use to fulfill an order.

Open item contracts are agreements that apply to any item that is purchased from the supplier while the contract is in effect. Open item contracts are typically used to set up a percentage-off list price that applies to any item that is purchased from the supplier. Fixed item and open item agreements can be established on the same contract. Open item contracts apply only to purchase order contracts.

Understanding Contract Process Options

Contract process options enable you to determine a specific contract process that you'll use throughout your entire contract life cycle. Select a contract process option upon first entering the Contract Entry component. Contract process options include Recurring Voucher, Prepaid Voucher, Prepaid Voucher with Advance PO, Recurring PO Voucher, Purchase Order, Release to Single PO Only, and General Contract contracts. Fixed and Open Item contracts apply to Purchase Order and General Contract contracts only. Use a specific contract process option to drive the functionality for the entire contract. Only fields that are relative to the contract process option that you choose appear on the page.

Recurring Voucher Contracts

Using recurring voucher contracts, you can establish and schedule amounts for recurring payments, such as rent and lease payments, utilities, and regular supply deliveries, and you can generate the resulting vouchers. As each voucher comes due according to the payment terms of the vendor and business unit, the voucher is approved and paid. You can adjust the amount of individual vouchers during the life of the contract.

Retention is also supported for recurring voucher contracts and their recurring payment releases. A retention amount or percentage can be applied to all voucher contract releases, only the first release, or only the last release. A separate schedule is created on the voucher for the retained amount and placed on hold.

You can release a recurring voucher contract across multiple business units. This reduces the overhead of maintaining several contracts covering the same items that differ primarily by business unit.

You can also enter miscellaneous charges at the header level of recurring voucher contracts and carry the charges to the voucher.

Prepaid Voucher Contracts

Use the Prepaid Voucher contract process option to indicate that the contract is a prepaid voucher contract (without advance purchase order). Select to enter a prepaid reference on the Contract page.

Note. Miscellaneous charges are not available for Prepaid Voucher or Prepaid Voucher with Advance PO contracts.

Prepaid Voucher with Advance PO Contracts

Use the Prepaid Voucher with Advance PO contract process option to indicate that the contract is a Prepaid Voucher with Advance PO contract. Select to enter a prepaid reference, a PO business unit, and a PO ID on the contract header. If the voucher is not yet staged, you can change to any other contract process option. After the voucher is staged, you cannot change this contract process option.

Note. The contract maximum amount cannot exceed the total purchase order amount.

A purchase order can be referenced on only one prepaid voucher with advance PO contract.

Recurring PO Voucher Contracts

Recurring PO vouchers enable you to encumber an entire contract amount for a voucher contract by associating the contract with a specific purchase order. As you generate voucher releases over time, the system liquidates the purchase order amount when you run budget checking against the vouchers.

You can use one or many vouchers that are associated with the encumbered purchase order. You create the purchase order from the Contract page. Then you build it and run budget checking on the new purchase order. This creates an encumbrance for the amount of the contract or purchase order. You define release dates and generate staged voucher releases. You build the vouchers and run budget checking against them, and the system liquidates the associated purchase order for the voucher amount.

Note. If you create a purchase order to use with a recurring PO voucher contract and the PO status is *Initialized,* then releases don't exist on the purchase order and the purchase order header and schedule are display-only. You cannot insert rows manually at the line and schedule level either.

Purchase Order Contracts

You can create purchase order contracts that establish pricing terms and conditions that may offset or supplement regular pricing agreement with suppliers. From these purchase order contracts, you generate order contract releases that use the contract for their terms and conditions. These contracts may have been established by the awarding of a request for quote (RFQ) response or Strategic Sourcing Event to a contract. In turn, this RFQ or Strategic Sourcing event may have been created from a requisition. When a contract originates from a requisition, the purchasing releases carry the requisition keys to the purchase order. When budget checking is run against this purchase order, the requisition amounts or quantities are liquidated.

You can also create, retrieve, and receive purchase orders by referencing the contract and appropriate release number. The combination of the contract ID, contract line number, and contract release number provides the chronological audit trail that the business community generally associates with blanket orders.

If a contract originates from a requisition that is distributed by amount, for the first release of the contract (and later if the contract no longer exists on an active purchase order), the generated releases include the entire requisition amount and quantity with the same distribution percentages, amounts, and quantities—regardless of changes in the contract. However, all other generated releases reflect the contract's specifications.

If a contract originates from a requisition that is distributed by quantity, for the first release of the contract, the requisition keys are assigned to the purchase order staging tables when a requisition distribution contains an open quantity. For example, if the contract releases for a quantity of 5 out of the possible quantity of 10 from the requisition, the remaining quantity on the requisition is 5. If the next contract release quantity is for 10 form the same requisition, the Stage Contract PO process releases 5 from the requisition, which leaves no remaining quantity on the requisition.

Release to Single PO Only Contracts

Use the Release to Single PO Only contract process option to indicate that the contract is a Release to Single PO Only contract. Select to use one purchase order for the life of the contract. You define the purchase order on the Contract page. When the contract is saved, a purchase order is reserved for this contract and this contract process option cannot be cleared.

In the PeopleSoft system, the functionality of purchase order contracts provides support for blanket orders by enabling you to associate a contract with a purchase order by assigning one purchase order to be used for the life of the contract. All transactions that reference this contract add lines or schedules to the assigned purchase order. Requisitions and PeopleSoft Supply Planning orders can also use this functionality.

General Contracts

Use the General Contract contract process option to indicate that the contract is a general contract.

Outlining Contract Defaults

The fields in the Contract Entry component have defaults that in some cases differ from the PeopleSoft Purchasing default hierarchy. The following tables summarize the default hierarchy for those pages.

Defaults for the Contract Entry - Contract Page

The defaults for the Contract Entry - Contract page are:

Field	Default
Currency	The value appears by default from the Contract and Vendor Rebate Controls page. If the vendor currency is different from the currency on the Contract and Vendor Rebate Controls page, the currency appears by default from the vendor Procurement Options page.
Rate Type	The value appears by default from the Contract and Vendor Rebate Controls page. If the vendor rate type is different from the rate type on the Contract and Vendor Rebate Controls page, the rate type appears by default from the vendor Procurement Options page.
Accounting Template	The value appears by default from the default vendor location that is set on the Vendor Information - Location page. (Voucher contracts only.)
Terms	The value appears by default from the default vendor location that is set on the Vendor Information - Location page. (Voucher contracts only.)
Basis Date Type	The value appears by default from the default vendor location that is set on the Vendor Information - Location page. (Voucher contracts only.)

Field	Default
Dispatch Method	The default value is *Print.* When you select the vendor, this value appears by default from the default vendor location that is set on the Vendor Information - Location page. If the release originates from an RFQ, the value appears by default from the vendor location of the RFQ. (Order contracts only.)
Withholding Code	The value appears by default from the Withholding Vendor Information page.

Note. If you specify a payment term for the vendor in the Vendor Information component, the Basis Date Type field displays the default value. Payment terms can also be specified at the business unit level, but they do not appear as default values on the contract header because the contract is defined at the setID level, not the business unit level.

Defaults for the Voucher Line Tax Info Page

The defaults for the Voucher Line Tax Info (voucher line tax information) page are:

Field	Default
Ship To	The value appears by default from the vendor or the PeopleSoft Payables (voucher) business unit.

Defaults for the Contract Entry - Create Releases Page

The defaults for the Contract Entry - Create Releases page are:

Field	Default
Vendor Loc (vendor location)	The value appears by default from the PO Defaults page if the release business unit and the Contract Defaults business unit match. If the do not match, this field appears by default from the default vendor location for voucher and order releases.
Currency and Rate Type	The value appears by default from the PO Defaults page when the release business unit and the Contract Defaults business unit match and the Allow Multicurrency PO check box is selected on the Contract page. If the Allow Multicurrency PO check box is not selected at the business unit level, this field appears by default from the business unit.

Defaults for the Review Staged Releases Page for Orders

The following table lists the defaults for the Review Staged Releases page for orders:

Field	Default
Tax Exempt	The value appears by default from the PO Contract Defaults page and the Purchasing Definition - Business Unit Definition page. **Note.** Priority setting of defaults depends on the default option that you select on the Create Releases page.
Tax Exempt ID	If the Tax Exempt check box is selected, the value appears by default from the Purchasing Definition - Business Unit Definition page or the PO Contract Defaults page. **Note.** Priority setting of defaults depends on the default option that you select on the Create Releases page.

Defaults for the Review Staged Releases Page for Vouchers

The defaults for the Review Staged Releases page for vouchers are:

Field	Default
Pay terms	The value appears by default from the Contract page. If no value appears on the Contract page, the system uses the default value for the vendor location on the Procurement Options page.
Basis Date Type	The value appears by default from the Contract page. If no value appears on the Contract page, the system uses the default value for the vendor location on the Procurement Options page.
Accounting Template	The value appears by default from the Contract page. If no value is found on the Contract page, the value appears by default from the vendor location on the Procurement Options page.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Defaults for Purchase Order Contracts, page 279

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Header Information, page 271

Chapter 2, "Defining Procurement Options," Defining Contract Control Parameters, page 63

Chapter 3, "Maintaining Vendor Information," Entering High-Level Information for Vendor Locations, page 119

Chapter 3, "Maintaining Vendor Information," Defining Withholding Options, page 156

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining PeopleSoft Purchasing Business Units and Processing Options," Establishing PeopleSoft Purchasing Business Units

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using Default Hierarchies"

Common Elements Used in This Chapter

AM Unit (Asset Management business unit)	Select the appropriate PeopleSoft Asset Management business unit. If this field is populated by the system, the value appears by default from the PeopleSoft Purchasing business unit.
CAP # (capital acquisition plan number)	Enter the CAP number that is defined for the item in PeopleSoft Asset Management. This is required only if the item is capitalized.
Capitalize	Select to designate a capitalized item. A PeopleSoft Asset Management business unit must be specified for this option to be selected. If the item is capitalized, it can be depreciated before being paid.
Cost Type	Enter the default cost type that is associated with the item purchase, if applicable. Cost types represent components of the cost of an asset, such as materials, labor, and overhead. For example, you can differentiate between the cost of building an asset and its market value by allocating production cost to one cost type and the profit margin to another. Cost type, in combination with asset category and transaction code, determines the accounts into which the costs are entered in the general ledger.
Profile ID	If assets are involved, displays the default asset profile ID that is associated with the items.
Qty Rcvd (quantity received)	Displays the total quantity that is received for all the lines.
Quantity	Displays the total quantity for all the lines.
Rem Rcpt Qty (remaining receipt quantity)	Displays the total remaining quantity remaining to be received for all the lines.
Sequence	Enter the sequence number for the capital acquisition plan.
Vndr Accept Qty (vendor accept quantity)	Enter the quantity that is accepted for the receipt line.

Preparing to Establish Contracts

This section discusses how to define contract intervals.

It also discusses how to:

- Establish vendors.

  To define contracts, you must first establish vendors for the contracts.
- Set up contract controls, such as autonumbering and default currency information.
- Define items and item-vendor relationships.

  For a fixed item contract, you must first set up the items for the contract and establish item-vendor relationships. The item setup is not required when you are defining voucher or order contracts for ad hoc items (description only).

Pages Used to Prepare to Establish Contracts

Page Name	Object Name	Navigation	Usage
Vendor Information - Identifying Information	VNDR_ID1	Vendors, Vendor Information, Add/Update, Vendor, Identifying Information	Define vendors. See Chapter 3, "Maintaining Vendor Information," page 91.
Contract and Vendor Rebate Controls	CNTRCT_CONTROL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Set Controls-Contracts, Contract and Vendor Rebate Controls	Set up the system to automatically assign ID numbers to each new contract and define contract currency defaults. See Chapter 2, "Defining Procurement Options," Defining Contract Control Parameters, page 63.
Item Definition - General: Common	INV_ITEMS_DEFIN1	Items, Define Items and Attributes, Define Item, General	Define an inventory item at the setID level.
Purchasing Attributes - Item Vendor	ITM_VENDOR	Items, Define Items and Attributes, Purchasing Attributes, Item Vendor	Establish and update prioritized item-supplier combinations.
Contract Intervals	CNTRCT_INTERVALS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Define Contract Intervals, Contract Intervals	Define interval and detail counters for contract releases.

Defining Contract Intervals

Access the Contract Intervals page.

The PeopleSoft system comes with preset contract intervals that you can use to set release schedules. You can, however, add intervals or remove intervals that you do not need.

Schedule Interval Type Options are:

Daily: Select to modify daily intervals. For example, you can insert a new row and enter *40* in the Every field to create a daily interval of every 40th day. Enter a description of the interval.

Weekly: Select to modify weekly intervals. For example, you can enter *14* in the Every field to create a weekly interval of every 14th week. Enter a description of the interval. You can also modify the days that are available in the weekly interval. For example, you can delete the Sunday option.

Monthly: Select to modify monthly intervals. For example, you can enter *14* in the Every field to create a monthly interval of every 14th month. Enter a description of the interval. You can also modify the days that are available in the monthly interval. For example, you can delete the 31st day option.

Annually: Select to modify annual intervals. For example, you can enter *14* in the Every field to create an annual interval of every 14th year. Enter a description of the interval.

See Also

Chapter 3, "Maintaining Vendor Information," Entering Contact Information, page 116

Setting Up Master Contracts

To define master contracts, use the Master Contracts component (CNTRCT_MSTR).

This section provides an overview of master contracts and lists the pages that are used to set up master contract IDs.

Understanding Master Contracts

Use master contracts to group several contracts for the same supplier and then track them using one master contract ID. You associate the individual contracts with the master contract ID by designating the master contract ID on the Contract Header - Entry page.

The master contract ID can be used as the number for referencing the agreement with a supplier. Each contract ID that is associated with the master contract can serve as an internal identification number for use in an organization. Using the PeopleSoft PSQuery tool, you can report across all of the individual contracts that you have associated with this master contract.

Master contracts also provide a method for grouping sets of voucher contracts for a vendor for reporting purposes. For example, a vendor may lease several buildings to you. You can establish a master contract that covers all the leases for each building. You establish voucher contracts for each building and mark them with the master contract ID on the contract header to report on all lease payments to the same property management organization. You can then generate queries and reports based on vouchers for product lines using the master contract ID as criteria.

Before setting up master contracts, you must decide whether you want to have the PeopleSoft system assign numbers to contracts automatically or whether you want to manually assign the unique contract IDs.

Pages Used to Set Up Master Contracts

Page Name	Object Name	Navigation	Usage
Master Contract	CNTRCT_MSTR	Purchasing, Procurement Contracts, Manage Master Contracts, Master Contract	Define a master contract for several purchase order or voucher contracts.
Vendor Lookup	VNDR_LOOKUP_WRK	Click the Vendor Lookup link on the Master Contract page.	Search for vendors. If the vendor does not exist in the system, you can also use this page to access a page where you can add a vendor. For you to enter a vendor into the system, the user ID must have the proper authorizations selected on the User Preferences - Procurement: Vendor Processing Authority page.

Creating Contract Headers

To define contracts, use the Contract Entry component (CNTRCT_ENTRY).

This section discusses how to:

- Use an existing contract as a template.
- Enter contract header information.
- Search for vendors.
- Define contract thresholds.
- Define voucher contract retention payments.
- Enter defaults for purchase order contracts.
- Enter order contract release comments.
- Enter contract miscellaneous charge and landed cost information.
- Define open item contract price adjustments.
- Enter comments.
- Use standard comments.
- Access item specifications.
- Enter order contract dispatch options.
- View contract vendor contact information.

Pages Used to Create Contract Headers

Page Name	Object Name	Navigation	Usage
Contract	CNTRCT_HDR	Purchasing, Procurement Contracts, Add/Update Contracts, Contract	Enter order and voucher contract-header information.
Copy Contract	CNTRCT_COPY_SEC	Click the Copy From Contract link on the Contract page.	Copy from an established or expired contract. This page is available only in Add mode.
Vendor Search	VENDOR_LOOKUP_SEC	Click the Vendor Search link on the Contract page.	Search for vendors. If the vendor does not exist in the system, you can use this page to access a page where you can add a vendor. To enter vendor information into the system, the user ID must have the proper authorizations selected on the User Preferences - Procurement: Vendor Processing Authority page.
Vendor Detail	VENDOR_LOOKUP_DTL	Click the Vendor Detail link on the Vendor Search page.	View details about a vendor. The information on this page appears by default from the Vendor - Identifying Information page.
Address	VNDR_LOOK_ADDR_SEC	Click the Address link on the Vendor Search page.	View vendor address details. The information on this page appears by default from the Location - Location Definition page or the Vendor - Address page.
Header Comments	CNTRCT_CMNTS_SEC	Click the Add Comments link on the Contract page.	Enter comments for a transaction. You can enter a unique comment, or you can select from predefined standard comments.
Activity Log	PO_MAINT_POP	Click the Activity Log link on the Contract page.	View basic transaction activity information.
Activities	CNTRCT_ACTVTY_SEC	Click the Contract Activities link on the Contract page.	Create a notation for a particular activity. The information on this page can be used as a tickler file. You can organize activity comments by logging the due date and selecting the Done check box.

Page Name	Object Name	Navigation	Usage
Contract Doc Status (contract document status)	PRCR_DOCSTAT_INQ	Click the Document Status link on the Contract page.	Access and review information about procurement documents that are associated with a contract.
Vendor Contact Information	CNTRCT_CNTCTPHNSEC	Click the Primary Contact Info link on the Contract page.	View contact information for the vendor on this contract. This page is available only if you have set up contact information in the Vendor Information component and you have selected the contact on the contract.
Contract Threshold	CNTRCT_NOTIFY_SEC	Click the Contract Thresholds link on the Contract page.	Set the number of days before expiration to notify the buyer. Send notification that the contract maximum is exceeded and specify which buyer to notify. The information that is entered here is used as a business process that is set up with PeopleTools Workflow to route notifications to buyers when the contract limits have been met. This page is not used by voucher contracts.
PO Defaults	CNTRCT_DFLT1_SEC	Click the PO Defaults link on the Contract page.	Set default information for order contracts for each business unit. If no other defaults appear in the default hierarchy, the information that you set up on this page appears by default in each release schedule that you define for the specified combination of order contract and business unit. This page applies to order contract releases only.
Copy Defaults from Business Unit	CNTRCT_COPY_BU_SEC	Click the Copy from BU Defaults link on the PO Defaults page.	Copy the purchasing business-unit default values from one business unit to another.
Contract ShipTo Address	CNTRCT_ADDRESS	Click the Ship To Address link on the PO Defaults page.	View contract ship-to address details.
Release Comments	CNTRCT_DFL_COM_SEC	Click the Add Comments link on the PO Defaults page.	View and enter release comments for the order contract.

Page Name	Object Name	Navigation	Usage
PO Open Item Pricing	CNTRCT_PRC_ADJ_SEC	Click the PO Open Item Pricing link on the Contract page.	Enter price adjustments that apply to items that reference the contract as an open item contract. The PO Open Item Pricing link becomes available only if the Allow Open Item Reference check box is selected on the Contract page. Open item references are applicable to Purchase Order and General contracts with purchase order releases only.
Voucher Misc. Charges (voucher miscellaneous charges)	CNTRCT_HDRMISC_SEC	Click the Miscellaneous Charges link on the Contract page.	Enter miscellaneous charge and landed cost information for the contract.
Voucher Retention	CNTRCT_HDR_RET_SEC	Click the Retention link on the Contract page.	Define retention payments for all lines on a contract. You can set up rules to have the system place a portion of a payment on hold until a certain condition is met.
Dispatch Options	DISPATCH_OPTIONS	Click the Dispatch button on the Contract page.	Enter dispatch options for the contract and to dispatch a contract to the vendor. For this page to be available, the contract must be saved, it must have the status *Approved,* and it must be an order contract. Dispatching applies only to order contracts.

Using an Existing Contract as a Template

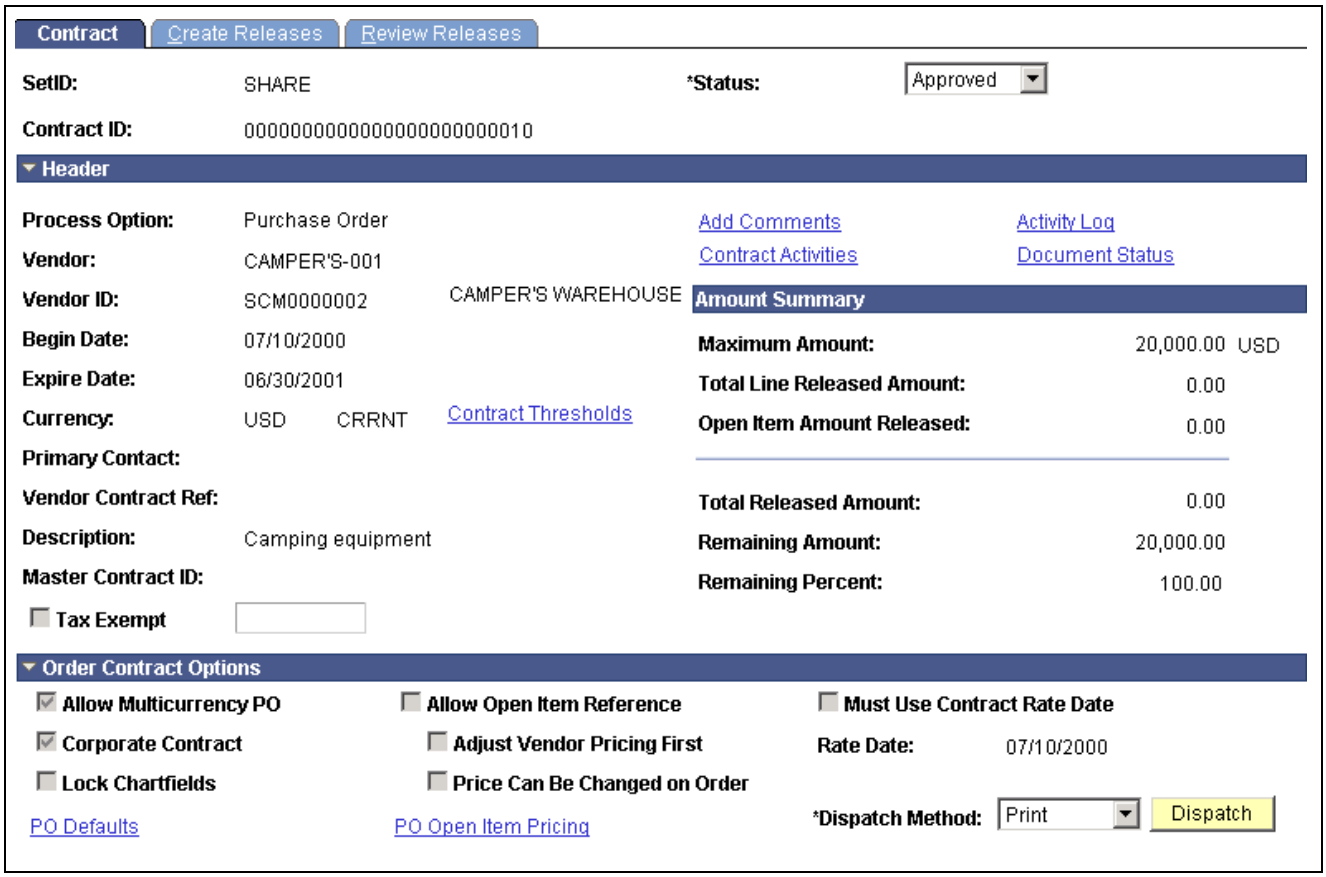
Access the Copy Contract page.

The default status of the copied contract is *Open.* All contract information including defaults, line items, comments, and price adjustments is copied to the new contract. Staged releases are not part of the actual contract and are not copied over.

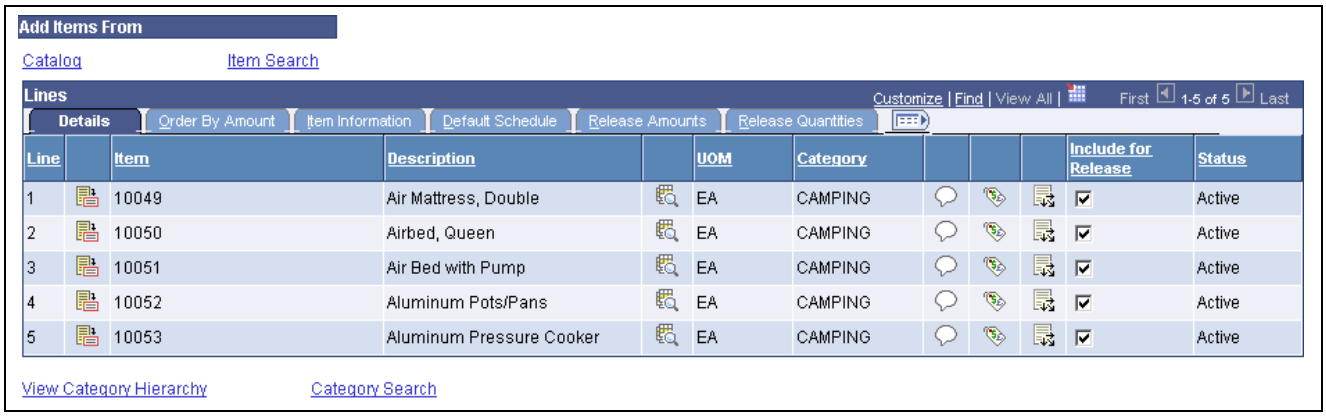
Contract ID Select the contract to use as a template.

Entering Contract Header Information

Access the Contract page.



Contract page (1 of 2)



Contract page (2 of 2)

Note. The group boxes and field values that appear are determined by the contract process option that you select on the Contract Entry search page.

To adjust value-added tax (VAT) on the voucher header after it has been created from the contract, use the VAT Header page on the voucher.

Status Select the status of the contract. Values are *Approved, Canceled, Closed, On-Hold,* and *Open.*

When you create a contract, the status appears by default as either *Open* or *Approved* based on the settings for the user on the User Preferences - Contracts

page. Only contracts with an *Approved* status are eligible to have releases created against them, or to be referenced by other transactions. Only contracts in Add mode or in *Open* status can be modified.

You cannot set the status to *Closed* or *Canceled* if there are open lines or staged releases against the contract. If a contract's status is returned to *Open,* purchase orders that reference the contract are not available for modification until the contract is approved again. This is necessary to maintain data integrity.

When vouchers exist for a contract and the contract is closed, all vouchers that are eligible for closure are also closed. Eligible vouchers include those that have not been posted, paid, matched, or budget checked. If the contract is later reopened, releases can be created for these vouchers again, and a new voucher ID will be assigned.

If the contract originated from an RFQ and the contract is canceled, you can return quantities to the RFQ.

Header

Process Option The process option displays that you selected before you entered the Contract page.

Vendor Select the vendor for this contract. After you enter lines, create releases, or reference this contract on a requisition or purchase order, the vendor cannot be changed. This is a required field.

Vendor ID Select the vendor ID for the contract.

Begin Date Select the start date for use of the contract. By default, the value is the current system date. If you create staged releases and the user changes either the beginning date or the expiration date of the contract, the system checks the dates to ensure that they are within the range of the purchase order or invoice dates.

If you change the purchase order date on a purchase order that references a contract, the system checks the date against the beginning and expiration dates.

When you select a contract on a purchase order or when the PO Calculations process validates a contract that is specified on a line, the system checks the date against these beginning and expiration dates.

You can have multiple contracts for the same item-vendor relationship, and you can have multiple open item reference contracts as long as they have different beginning dates.

Expire Date Select the end date of the terms and conditions of the contract.

Currency Select the currency and exchange rate type that apply to the contract. The currency changes after the vendor is selected if the vendor currency is different.

The currency that is identified here is the currency that the system uses to maintain the amount limits and the released amounts of the contract. This currency does not prohibit prices in other currencies on this contract for order releases.

After you enter lines, create releases, or reference this contract on a requisition or purchase order, the currency cannot be changed.

The currency that you select here is the currency that must be used for voucher releases and for the purchase order that is associated with a recurring purchase order voucher.

Primary Contact Select the vendor contact for the contract. To use this field, you must have already set up vendor contact information in the Vendor Information component. The system uses the contact to determine the address that appears on the dispatched contract. If a contact is specified and an address is associated with this contact, that address appears on the dispatched contract. Otherwise, the system uses the address from the default vendor location.

Description Enter a contract description.

Master Contract ID Select a master contract ID, if applicable.

Tax Exempt Select if the contract is tax exempt. This field applies to both voucher contracts and order contracts. If you select this option for an order contract, enter the tax exempt ID in the text box for this option. The tax exempt ID is not used for voucher contracts.

Amount Summary

Maximum Amount Enter a value to specify a total amount that this contract should not exceed. The total released amount of all lines plus the amount released for open items must not exceed this amount. This value is expressed in the contract header currency.

Total Line Released Amount Displays the total released amount of the contract. This is the open item plus the total of the line amounts. This amount is updated during the PO Calculations process, online purchase order creation, and the PeopleSoft Payables Batch Voucher process when the contract is referenced. This amount is expressed in the contract header currency.

Open Item Amount Released Displays the amount that is released for open items in an open item contract. This information appears only if the contract is referenced on a purchase order using open item referencing. You do not need to reference an open item contract. The system can do it for you during the PO Calculations process. This amount is updated during the PO Calculations process or online purchase order creation. This amount is expressed in the contract header currency.

Order Contract Options

The field values in this group box apply to General, Purchase Order, Recurring PO Voucher, and Release to Single PO Only contracts only.

Allow Multicurrency PO Select this check box if the purchase order that you create to satisfy the contract can be in a currency other than the one that is specified on this vendor contract. If so, the currencies from the contract are converted to the currency of the purchase order.

Corporate Contract Select this check box if you want this contract to apply to all business units within the specified setID. If you do not select this option, you must enter a list of valid business units for this contract on the PO Defaults page. At the time of release, the release business unit must be defined on the Contract Defaults page. This option is selected by default for order contracts. This option does not apply to voucher contracts.

The business unit of the purchase order that is associated with the contract populates this field and cannot be changed. You cannot insert additional business-unit default rows.

Lock Chartfields

Select this check box to prevent changes to purchase order ChartFields at the purchase order distribution level that are released from this contract. When this check box is selected, you cannot manually reference this contract on requisitions and purchase order lines. Purchase orders that reference contracts with the Lock Chartfields check box selected must be created as releases from the contract or created by copying the contract

The following rules also apply to this option:

- Transactions undergoing the PO Calculation process do not pick this contract.
- When the Lock Chartfields check box is selected, you cannot add a schedule or a distribution to the purchase order for a line that was directly released from a contract.

Note. This option is enabled only when the Commitment Control feature is used.

Allow Open Item Reference

Select this check box to enable items that are not specified on the contract to be purchased against it. Whether you're defining an open or fixed item contract, this check box enables you to reference the contract for any requisition and purchase order item that is ordered from this vendor within the terms and limits of this contract. This check box also enables you to add open-item price adjustments to the contract. This check box is available only for PO and General contract process options with purchase order releases.

If you do not select the Allow Open Item Reference check box, you must enter at least one contract line before you can save the contract.

Requisitions, the PO Calculations process, and online purchase orders can use the Allow Open Item Reference check box.

If a contract is set up for open item reference, you can select a contract ID on a requisition without specifying a contract line number, regardless of whether the requisition line contains an item ID or an ad hoc item (description-only). This functionality is also available for online purchase orders.

Adjust Vendor Pricing First

If you're defining price adjustments for open items and vendor adjustments also apply, you can specify which adjustments the system applies first. To apply vendor adjustments before the contract adjustments, select this check box. If you do not select this check box, only the contract adjustments are applied.

Price Can Be Changed on Order

Select this check box, if you want to be able to change the system calculated prices on purchase orders for this contract. This field setting applies only to open items that are referenced on a purchase order. If you do not select this check box, the price fields on the purchase order are unavailable for entry.

Must Use Contract Rate Date

Select this check box to have any purchase orders that are created against this contract use the rate date on this contract for currency conversions. This check box becomes available for selection if you select the Allow Multicurrency PO check box.

Rate Date If you select the Must Use Contract Rate Date check box, enter the rate date that you want to use. The rate date is the date that the system uses to determine the correct currency conversion rate to use on the purchase orders that are created to satisfy the contract. The default value for this field is the current system date.

Dispatch Method Select the dispatch method for this contract. Values are *Email, Fax, Phone,* and *Print.* This value appears by default from the default vendor location.

PO Defaults Click this link to access the PO Defaults page, where you can set default information for order contracts for each business unit.

PO Open Item Pricing Click to access the PO Open Item Pricing page, where you can enter price adjustments that apply to items that reference the contract as an open item contract.

Voucher Contract Options

The field values in the Voucher Contract Options group box apply to General, Prepaid Voucher, Prepaid Vouchers with Advance PO, Recurring, and Recurring PO Voucher contracts only.

Invoice Number (Optional) Enter an invoice number that is associated with every voucher in the contract. The invoice number must be no longer than 12 characters. For voucher contracts, the system adds an ID extension consisting of a hyphen and one to three digits to uniquely identify the exploded vouchers. For example, for a contract with four release vouchers, an invoice number of 500 may be calculated as 500-001, 500-002, 500-003, and 500-004.

Accounting Template Select the accounting template for offsetting entries of transactions for this contract. Accounting templates are set up on the Accounting Entry Template page.

Payment Terms ID Select the payment terms that are expected for the vouchers corresponding to any purchase orders or vouchers that are generated from this contract. Payment terms are defined on the Payment Terms pages. This value appears by default from the default vendor location.

Basis Dt Type (basis date type) Select to determine the date ised to calculate the voucher due date and discount due date, if applicable. This is a voucher-related field that is used in combination with payment terms.

Note. If you have specified a specific payment term for the vendor in the Vendor Information component, the Basis Dt Type field displays the default value. Payment terms can also be specified at the business unit level, but they do not appear as default values here because the contract is defined at the setID level, not the business unit level.

Gross Amount Enter the gross amount for the contract. This is required for voucher contracts and isapplicable only to voucher and general contracts. The sum of all contract line amounts, plus miscellaneous charges and voucher contract charges (freight, sales tax, and VAT amount) must equal the gross amount.

If you enter the gross amount before you enter a value in the Merch Amt (merchant amount) field, the field is updated with the gross amount.

If you change the merchandise amount and insert a new line, the merchandise amount on the new line appears automatically so that the total is equal to the gross amount.

For example, if you enter a gross amount of 100.00 USD, this value becomes the default merchandise amount. If you then add 10.00 USD of freight, the merchandise amount is updated to 90.00 USD. If you then change the merchandise amount to 40.00 USD and add a new line, the merchandise amount on the second line appears automatically as 50.00 USD.

The freight, sales tax, and VAT amounts are allocated on the voucher based on the defaults that are set on the Procurement Acctg Control - General Controls page for the PeopleSoft Payables business unit.

Freight Amount Enter the freight amount to be included on the voucher.

Sales Tax Amount Enter the sales tax amount to be included on the voucher.

VAT Amount Enter the VAT amount to be included on the voucher.

Misc. Amount (miscellaneous amount) Displays the miscellaneous charges that are applied to a voucher contract. You define miscellaneous charges on the Voucher Misc. Charges page.

Remain Amt (remaining amount) Displays the amount remaining on this contract (maximum amount - open item amount released - line amount released = remaining amount). This amount is expressed in the contract header currency. This amount appears only if the maximum amount is greater than zero.

Prepayment Reference (Optional) Enter a prepayment reference for the contract.

Note. This field is available only if the Prepaid Voucher or the Prepaid Voucher with Advance PO Contract contract process option is selected.

Advanced PO Information

The following fields are available only if the Prepaid Voucher with Advance PO contract process option is selected.

PO Business Unit (PeopleSoft Purchasing business unit) Enter the purchasing business unit that is associated with this contract. A purchasing business unit is required before you can save this page.

PO ID Enter the PO ID that is associated with this contract.

Note. This option is available only if the Prepaid Voucher with Advance PO process option is selected and a vendor ID is entered. When this option is selected, the system checks to ensure that this purchase order is not referenced on any other prepaid voucher with advance PO contract. A PO ID is required before you can save this page.

Purchase Order Information

This fields in this section are available for Release to Single PO and Recurring PO Vouchers contract process options only.

Buyer Select the buyer for the purchase order. For these contract process options, you can create a contract without populating the Buyer field. You'll eventually

need to populate the Buyer field so that the system can continue to process the purchase order.

See Also

Chapter 5, "Using Voucher and Order Contracts," Outlining Contract Defaults, page 262

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Release Information, page 307

Searching for Vendors

Access the Vendor Search page.

Search Criteria

Class Select the class of vendors. Options are: *A* (attorney), *E* (employee), *H* (HCM), and *R* (outside party).

Type Select the type of vendor. Options are: *ADV* (advertising), *CNS* (consultant), *CNT* (contractor), *ENT* (entertainment), *FRG* (foreign supplier), *GVT* (government agency), *MNR* (minority vendor), *PR* (public relations), *TRD* (tradesman), *TRN* (transportation), and *TRV* (travel related services).

Max Rows (maximum rows) Enter the maximum number of rows that you want the system to retrieve.

Search Click this button to retrieve the vendors that meet the search criteria.

Defining Contract Thresholds

Access the Contract Thresholds page.

Notify on Expired/Exceeds Max (notify on expired/exceeds maximum) Select this check box to notify the identified buyer when a contract expires or reaches the maximum amount on the contract.

Expiration Date Notification

Expire Date This field appears by default from the Contract page, or you can enter the expire date on this page and the system will update the expire date on the Contract page.

Notify Days Before Expire Enter the number of days in which you want the system to notify the buyer before a contract expires.

Notification Date The system determines and displays the expiration notification date. When a contract reaches this notification date, the system notifies the identified buyer that the contract is about to expire. The buyer receives a workflow email notification.

Maximum Amount Notification

Amount Less than Maximumor **Percent Less than Maximum** Enter the amount or percent below the contract maximum amount for which you want the system to notify the buyer that the contract is about to reach its maximum amount.

Notification Amount The system determines and displays the notification amount. When a contract reaches this notification amount, the system notifies the identified buyer that the contract is about to exceed the maximum limit amount. The buyer receives a workflow email notification.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using Workflow," Issuing Contract Expiration and Exceeding Maximum Workflow Notifications

Defining Voucher Contract Retention Payments

Access the Voucher Retention page.

When a voucher is created from a contract with retention rules defined, the payment amount is split on the voucher. The retained amount is placed on hold, while the remainder is scheduled for payment by the PeopleSoft Payables Batch Voucher process. The retained amount must be released through the voucher Payments page. The scheduled date is the same for both payments based upon the payment terms.

Retention Select the type of retention for the contract. The system calculates retention based on the total released amount. For example, if line 1 is for 30.00 USD, line 2 is for 50.00 USD, and line 3 is for 10.00 USD, the retention is based on 90.00 USD. If the retention is 10 percent, the retention amount is 9.00 USD. Options are:

No Retention: No amount or percentage is retained for the contract.

Retain on Each Payment: An amount or percentage is retained for every payment.

Retain on First Payment: An amount or percentage is retained for the first payment only.

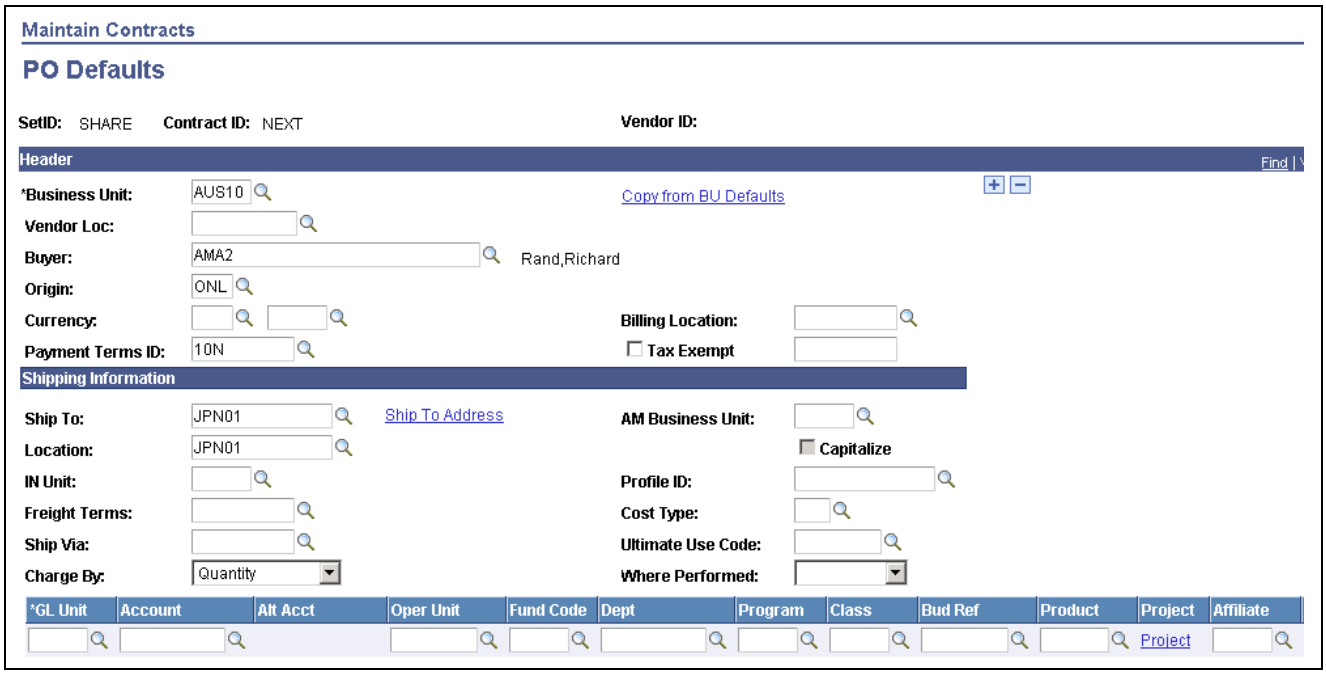
Retain on Last Payment: An amount or percentage is retained for the last payment only.

When you are applying retention to milestone releases, the retention applies to each milestone. For example, if you select *Retain on First Payment* and you have specified four milestones for the line, retention is applied to only the first milestone line.

Retention Amount and **Retention Percentage** Select to retain by either amount or percentage, and enter an amount or percentage value.

Entering Defaults for Purchase Order Contracts

Access the PO Defaults page.



PO Defaults page

If the Corporate Contract option is selected on the Contracts page, this page is optional. If the option is not selected, setting up business units on this page is required, and you can create order releases only for these business units.

If a contract originates from an RFQ, this information appears by default when the contract is created from the RFQ.

If the contract originates from a requisition, you cannot delete the business unit row or change the business unit.

Note. Specification of default values on this page for related purchase order contracts affect only contracts with a contract processing option of general, purchase order, recurring PO vouchers, and release to a single PO.

Although default values appear from the purchasing default hierarchy, you can override those values on the Contract Entry component.

Header

Business Unit — Select the business unit to which the defaults apply.

Vendor Loc (vendor location) — Select the vendor location for the address that appears on the purchase order for the vendor.

Buyer — Select the buyer to be assigned to the purchase order releases against the contract.

Currency — Select the currency and exchange rate type. These values appear by default from the selected business unit.

Payment Terms ID — Select the payment terms that are expected for the vouchers corresponding to any purchase orders or vouchers that are generated from this contract.

Shipping Information

Ship To Select the shipping location that you're defining for the item. Ship-to location codes are established on the Ship To Locations page.

IN Unit (PeopleSoft Inventory business unit) Select a default PeopleSoft Inventory business unit for which you are purchasing the items.

Freight Terms Select the freight terms code for the setID. Values are defined on the Freight Terms page.

IN Unit (inventory unit) Select a default PeopleSoft Inventory business unit for which you are purchasing the items.

Charge By Select to charge by amount or quantity. You can charge only by amount for amount only contract lines.

Ultimate Use Code Enter an ultimate use code to override the default tax rate for a location. In most cases, sales tax is computed as a use tax based on the tax code that is applicable to the ship to or usage destination. However, the way that merchandise is ultimately used can also affect the tax rate within the same ship to or usage destination.

Note. Specification of default values on this page for related purchase order contracts affects only contracts with a processing option of general, purchase order, recurring PO vouchers, and release to a single PO.

Although default values appear from the purchasing default hierarchy, you can override those values on the contracts component.

Where Performed Select the default location where a service is physically performed most often. Options are: *Buyer's Location, Ship From Location, Ship To Location,* or *Supplier's Location.*

See Also

Chapter 5, "Using Voucher and Order Contracts," Outlining Contract Defaults, page 262

Chapter 5, "Using Voucher and Order Contracts," Creating Contract Headers, page 268

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

Entering Order Contract Release Comments

Access the Release Comments page.

Enter free-form text information about this release. These comments are used as release reminders and remain with the contract. They do not carry over to the purchase order. You can review and modify these comments on the Review Staged Releases page.

See Also

Chapter 5, "Using Voucher and Order Contracts," Reviewing Staged Releases, page 314

Entering Contract Miscellaneous Charge and Landed Cost Information

Access the Voucher Misc. Charges page.

Details

Prorate — Indicates that the miscellaneous charge is prorated. This information appears by default from the Misc Charge/Landed Cost Defn page and cannot be changed here.

Misc Chg (miscellaneous charge) — Select a miscellaneous charge code that is defined on the Misc Charge/Landed Cost Defn page.

Charge Amount — Enter the amount of the miscellaneous charge.

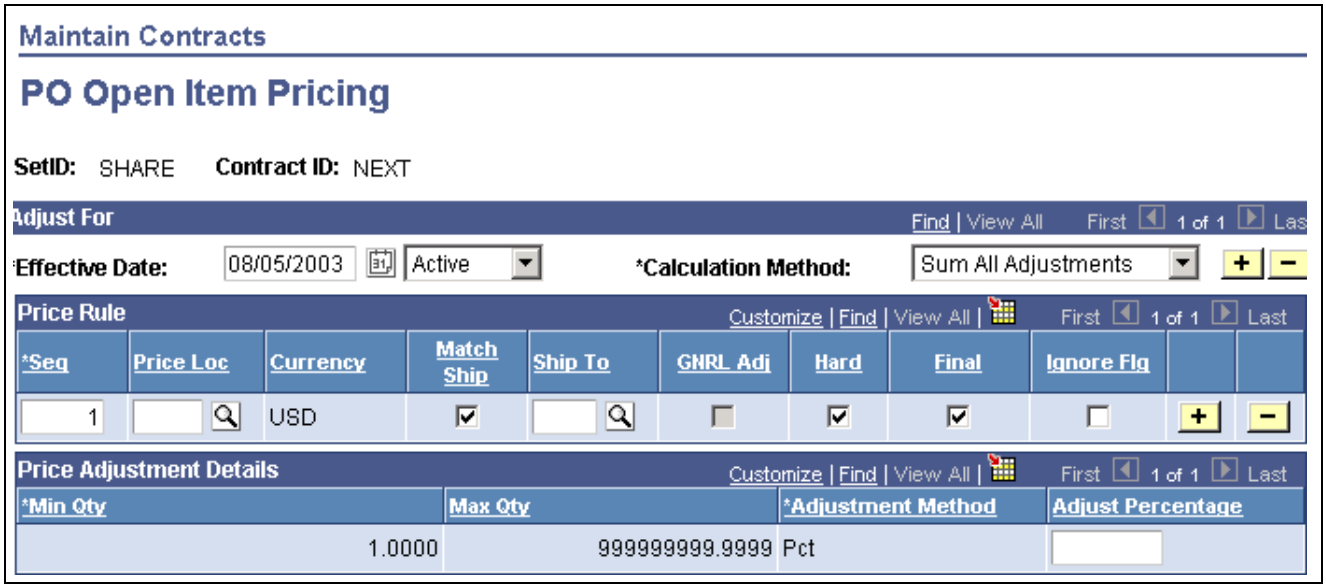
See Also

Chapter 2, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs, page 5

Chapter 2, "Defining Procurement Options," Defining Miscellaneous Charge and Landed Cost Templates, page 8

Defining Open Item Contract Price Adjustments

Access the PO Open Item Pricing page.



PO Open Item Pricing page

Adjust For

Calculation Method — Select the method that the system uses to calculate adjustments. Options are:

Increment Adjustments: Each valid adjustment is made against the current (base or adjusted) price. For example, if you have a base price of 100 USD and two percentage adjustments (price rules) of 10 percent each, then the first adjustment is deducted from the base price of 100 USD, for a current adjusted

price of 90 USD. The second adjustment of 10 percent is deducted from 90 USD for a final adjustment price of 81 USD.

Sum All Adjustments: Adjustments are summed and made against the original base price. For example, if you have a base price of 100 USD and two percentage adjustments of 10 percent each, the system takes the total adjustment of 20 percent and deducts it from the base price of 100 USD for a final adjusted price of 80 USD.

Price Rule

Seq (sequence) Enter the sequence number for the ascending sequence that the system follows when applying price adjustments.

Price Loc (price location) Displays the vendor price location to use for pricing on this contract line. This field is required for adjustments.

Currency Displays the vendor currency that appears by default from the Contract page.

Note. The purchase order release currency must match the currency that is defined for the system to use the price adjustment.

Match Ship Select if this adjustment is based on the ship to ID. For example, if the vendor gives you an additional 5 percent discount if you purchase items within your own state, you could define a price adjustment for each ship to location within your state.

Ship To Select a ship to ID for which the adjustment should be applied. This field becomes available for entry if you select the Match Ship check box.

For the ship to adjustment to be applied by the system, the ship to ID that you enter here and the ship to ID on the purchase order must match. All ship to IDs are available.

GNRL Adj (general adjustment) Select if this is a general or normal adjustment that applies to all transactions regardless of ship to. This is the most commonly used type of price adjustment.

Hard Select to have the system apply the price resulting from an adjustment regardless of any other adjustments it finds.

Final Select to have the adjustment that you defined set a final price. If the check box is selected, the system does not calculate any further adjustments.

Ignore Flg (ignore flag) Select if you do not want the system to process the adjustment if a previous adjustment has been taken for the item.

Price Adjustment Details

Only one detail row can exist for open item price adjustments.

Min Qty (minimum quantity) Displays the minimum quantity for the price adjustment. By default, this value is *1* and cannot be changed on the first row.

Max Qty (maximum quantity) Enter the maximum quantity for the price adjustment.

Adjustment Method Open items can be adjusted by percentage only. Percentages can be either positive or negative. A negative adjustment means that the price or schedule value is reduced by the adjustment, that is, a discount is applied. A positive adjustment means that the price or schedule value is increased by the adjustment, that is, a surcharge is applied.

Adjust Percentage (adjustment percentage) Enter the percentage of the adjustment.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Header Information, page 271

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Line Information, page 290

Entering Comments

Access the Header Comments page or the Line Comments page.

Retrieve Active Comments Only Select to retrieve only active comments.

After you inactivate a line using the Inactivate button, save and then reenter the transaction. The line cannot be accessed when this check box is selected. Clear this check box to retrieve the inactive comment line in addition to active comment lines.

Sort Method Select the method that you want to use to sort the retrieved comments. Options are:

Comment Time Stamp: Select to sort the comments by the time stamp that the system assigns when comments are created.

Vendor Flag: Select to sort by comments that are flagged for sending to the vendor.

Sort Click to sort the comments according to the selections that you make in the Sort Method and Sort Sequence fields.

Load Comments Click to load existing comments into the comments text box. This button appears only if existing comments are available.

Inactivate Click to inactivate the current comment. The comment is not actually deleted, but is set to inactive status.

You must clear the Retrieve Active Comments Only check box to be able to access inactive comments.

If you inactivate a comment, you must click the Retrieve button to reselect the comments.

Send to Vendor Select if you want comments to appear on purchase orders that are dispatched to vendors. If the comments are for internal use only, leave the check box clear. The Send to Vendor check box applies to comments in the comment text box only, not to the documents that you attach using the Associated Document fields.

Shown at Receipt Select if you want comments to appear on receipt documents.

Shown at Voucher Select if you want comments to appear on vouchers.

Copy to Purchase Order Select if you want comments to copy over to the purchase order. This check box is available only on contract comments pages.

Associated Document

Use the fields in this group box to attach files to a transaction. You can attach any type of file. The documents that you attach are not transmitted to the vendor with the purchase order.

Attachment Displays the attachment ID. This field is unavailable for entry because the attachment is automatically assigned.

Attach Click to attach a document to the comments. When you click this button, you will be prompted to select a file for uploading. Select the file and then click the Upload button.

View Click to display an attachment that has already been linked to the comments.

Email Select if you want to send an email of the attachment with the dispatched documents. Attachments are sent only as part of the purchase order email if the Email check box is selected and the dispatch method is *email.* The attachment email process requires the system to download the attachment to a temporary directory. The temporary directory is c:\temp by default, but you can modify it using the File Locations page.

Go To Source If the transaction's comments originated with another transaction, you can click this link to view the originating source transaction. This link is available only if a source is available.

For example, if the purchase order is sourced from a requisition containing these comments, you can click this link to view the originating requisition.

Using Standard Comments

Access the Standard Comments page.

Action Select the action that you want to perform on the standard comments. Options are:

Copy Comment: Select to make standard comments available on the Comments page. You can use the standard comments as they are or modify them. Modifications to the standard comments on the Comments page do not affect the original standard comments. If you select this option, you must also select the standard comment type and comment IDs for the standard comments that you want to use. The text of the selected standard comment appears in the text box at the bottom of the page.

Link to Comment: Select to copy a selected standard comment to the Comments page. You cannot modify or add to the text of the comment if you select this option. You can use this option multiple times to include more than one standard comment. If you select this option, you must also select the standard comment type and comment ID for the standard comment that you want to use. The text of the selected standard comment appears in the text box at the bottom of the page.

Create New Comment: Select to enter a standard comment for an existing or new comment ID within an existing standard comment type. The comment

that you enter becomes a new standard comment available in the standard comment table, and it is carried over to the transaction.

Comment Type Select a standard comment type code. Standard comment types are defined on the Std Comm Type (standard comment type) page.

Comment ID Enter a standard comment ID. Different IDs are available depending on the selected standard comment type. These comment IDs are defined on the Standard Comments page.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Comments, page 284

Chapter 2, "Defining Procurement Options," Setting Up Standard Comments, page 44

Accessing Item Specifications

Access the Include Item Specifications page.

Note. This page is available only from the Line Comments page.

Action Select the action that you want to perform on the standard item specification. Options are:

Copy Comment: Select this value and the Sel (select) check box to make selected item specifications available on the Line Comments page. On the Line Comments page, you can use the item specifications as they appear, or you can modify them. Modifications to the item specifications on the Line Comments page do not affect the original item specifications.

Link to Comment: Select this value and the Sel check box to copy the selected item specifications to the Line Comments page. If you select this option, you cannot modify or add to the specifications text on the Line Comments page.

Select Select to include the associated item specifications on the Line Comments page.

Send to Vendor This setting appears by default from the Item Specification page. If this check box is selected, when you move the item specifications to the Line Comments page, the Send to Vendor check box on the Line Comments page is automatically selected and the item specifications can be sent to the vendor.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Comments, page 284

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

Entering Order Contract Dispatch Options

Access the Dispatch Options page.

Fax Cover Page This field is unavailable for entry for contracts.

Server Name	Select the name of the server on which you want the print request to be processed.
Output Destination Type	Select the destination to which you want the transaction document dispatched. Options are *PRINTER, WEB,* or *FILE.*
Output Destination Format	Select the appropriate format for the dispatched file based on how you plan to send the file to the vendor.
Test Dispatch	Select to perform a test dispatch without actually dispatching the document to the vendor. The word *Unauthorized* is printed at the bottom of the transaction document.
Print Duplicate on PO	Select if you want to print *Duplicate* on the transaction document.
Print Copy	Select to print a copy of the dispatched document.

Viewing Contract Vendor Contact Information

Access the Vendor Contact Information page.

If a contact is specified and an address is associated with the contact, this page displays the contact address information.

If no contact is specified or no address is associated with the contact, the address appears automatically from the default vendor location.

See Also

Chapter 3, “Maintaining Vendor Information,” Entering Vendor Contact Information, page 115

Creating Contract Line Information

This section discusses how to:

- Enter contract line information.
- Enter contract line details.
- Access item descriptions.
- Enter voucher line tax information.
- Define contract milestones.
- Enter contract voucher distributions.
- Enter contract purchase order distributions.
- Enter contract purchase order line price adjustments.
- View catalog category hierarchies.
- Search for item categories.
- Order items by catalog.
- View item details.

- View qualifying item vendors.
- Define item aliases.
- Search for items.

Pages Used to Create Contract Line Information

Page Name	Object Name	Navigation	Usage
Contract	CNTRCT_HDR	Purchasing, Procurement Contracts, Add/Update Contracts, Contract	Enter line and item information for the contract. **Note.** If you have PeopleSoft Services Procurement installed, the contract line can also be a services procurement role type.
Item Description	CNTRCT_ITEM_DESCR	Click the Description button or item name link on the Contract page. The item name link consists of the first 30 characters of the items base language description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
Order By Catalog	ORD_BY_ITEM_CAT	Click the Catalog link on the Contract page.	Search for and select items to order from a catalog.
Item Details	ITM_CAT_DETAIL	Click the Item Details link on the Order By Catalog page.	View catalog item details.
Item Vendor Priority	ITM_CAT_VNDR	Click the Item Vendor link on the Order By Catalog page.	View qualifying vendors that are preapproved to provide selected items.
Set Item Alias	ITM_ALIAS	Click the Alias link on the Order By Catalog page.	Set up an alias for the selected item so that you don't need the vendor's ID or description each time you order the part. These aliases are stored according to user ID so that each user can have a different alias for the same item.
Item Search Criteria	ITEM_SEARCH_SP	• Click the Item Search link that is located in the line area of the Contract page. •  Click the Items button that is located in the line area of the Contract page.	Search for items.

Page Name	Object Name	Navigation	Usage
Item Vendor Priority	ITM_VNDR_PRTY_HC	Click the Item Vendor Priority link on the Item Search Criteria page.	View qualifying vendors that are preapproved to provide selected items.
Details for a Line	CNTRCT_PRC_UOM_SEC	 Click the Line Details button that is located in the line area of the Contract page.	View details for the contract line.
Comments for Line	CNTRCT_CMNTS_SEC	 Click the Line Comments button that is located in the line area of the Contract page.	View and enter line comments for the contract.
Include Item Specifications	PO_ITEM_SPEX	Click the Copy Item Specs (copy item specifications) link on the Comments for Line page.	Include standard item specifications as they appear, or modify them to meet the requirements of the transaction comment. The item for which you are viewing comments must be associated with item specifications on the Item Specifications page.
PO Price Adjustments for Line	CNTRCT_PRC_ADJ_SEC	 Click the Price Adjustments button that is located in the line area of the Contract page.	Enter price adjustments for fixed items that apply only to the specific line item. You can use this page for order releases only.
PO Distributions for a Line	CNTRCT_DSTRBPO_SEC	 Click the PO Distribution Details button that is located in the line area of the Contract page	Enter contract line level distribution defaults. This enables you to maintain unique sets of purchase order distribution defaults for each business unit. You can use the distribution entries as default values during the contract release process, based on the affected purchasing business unit.
Voucher Tax Info for Line	CNTRCT_LN_VAT_SEC	 Click the Voucher Tax Info button that is located in the line area of the Contract page.	Set sales and use tax options for a contract line.
Voucher Distribution Information for Line	CNTRCT_DSTRB_SEC	 Click the Voucher Distrib button that is located in the line area of the Contract page.	Set up one or more distribution lines for each contract line. When a contract line is released to a voucher, the distribution lines are copied to the voucher line. You can use this page for voucher releases only.

Page Name	Object Name	Navigation	Usage
Milestones for Line	CNTRCT_MILESTN_SEC	Click the Milestones button that is located in the line area of the Contract page. This button is located on the Order by Amount tab.	Divide a voucher or order contract line into milestones and set up rules for the milestones. This page is available for lines that are defined as *Amount Only.* In addition, you must have entered a merchandise amount for the selected line.
Milestone Line Description	CNTRCT_DESCR_MLSTN	Click the Description button on the Milestones page.	Enter and view descriptions of milestone lines.
View Catalog Hierarchy	CAT_PARENTAGE_SEC	Click the View Category Hierarchy link on the Contract page.	View information about where a category resides in the entire catalog tree hierarchy.
Category Search	CAT_SEARCH_SEC	Click the Category Search link on the Contract page.	Search for and select an appropriate category ID for the item when entering an ad hoc item. You search for the category ID using a category hierarchy tree.

Entering Contract Line Information

Access the Contract page.

To adjust VAT on the voucher line after it has been created from the contract, use the Voucher Line VAT Information page on the voucher.

Details Tab

Item Select the ID for the item that is being purchased on the contract line. Only items that have an item-vendor relationship established are available for selection.

Entering an item ID is not required for voucher contracts and ad hoc item (description-only) purchase order contracts.

Description Base language item description for the line item. You may enter an ad hoc item description, or override the current description. This is required for voucher and order contracts.

UOM (unit of measure) Select the UOM for the item on this line. This is required for order contracts. If you enter an item ID, the UOM appears automatically from the default item vendor UOM and cannot be changed. This UOM is used as a base for determining quantities such as minimum and maximum quantities and line quantities released.

Category Select the category of the item. This is a required field for order contracts and recurring purchase order voucher contracts.

Cancel Click to cancel a contract line. When you cancel a contract line, you cannot perform any further processing against the contract line.

Merchandise Amt(merchandise amount) Enter the merchandise amount on the line expressed in the contract header currency. This required for voucher and amount-only contract lines.

Note. You can use negative contract amounts for the "Voucher" contract processing option only.

Include for Release Select to release the line. If you want to release this line as a milestone, select the Release as Milestone check box. You can create a milestone line without selecting the Include for Release check box. However, to release the line as a milestone line, the Include for Release and Release as Milestone check boxes must both be selected.

If the Release as Milestonecheck box is not selected, but the Amt Only check box is selected, the line is released as an amount-only line for the full amount. When you release lines, milestone lines cannot be released with nonmilestone lines. Each milestone can have only one release. For example, a 20 percent completion milestone on a construction project is paid using one milestone release when 20 percent of the project is complete. The remaining 80 percent of the project will need to be paid by other milestones, each with one release payment.

For recurring purchase order vouchers, this check box is applicable only for the voucher releases and is available only after the contract line exists on the purchase order. The purchase order releases are generated behind the scenes whenever a contract line has not yet been released to a purchase order. Therefore, the Include for Release check box is not accessible for purchase order releases of recurring purchase order vouchers.

Order By Amount Tab

Select the Order by Amount tab.

Amt Only (amount only) Select this check box if the contract line is to be received by amount. This check box must be selected for you to enable the milestone functionality. Amount-only functionality is not available when you select the Release to Single PO Only contract process option on the Contract page. This check box is selected and unavailable for entry for recurring PO voucher contracts.

If this check box is selected:

- The quantity field is unavailable for entry and is set to *1* on the release.
- The PeopleSoft Inventory business unit field becomes unavailable for entry on the release distribution for order contracts.
- The Merchandise Amt field on the contract line becomes a required field.

Release as Milestone Select this check box to designate a milestone line. Milestones are not applicable when you select the Release to Single PO Only contract process option on the Contract page. The Amount Only check box must be selected for you to use milestone functionality.

If the Release as Milestone check box is not selected, but the Amt Only check box is selected, the line is released as an amount-only line for the full amount.

When you release lines, milestone lines cannot be released with nonmilestone lines.

Each milestone can have only one release. For example, a 20 percent completion milestone on a construction project is paid using one milestone release when 20 percent of the project is complete. The remaining 80 percent of the project must be paid based on other milestones, each with one release payment.

Release Amounts Tab

Select the Release Amounts tab.

Total Line Released Amount Displays the total amount released to date for the line that is expressed in the contract header currency. This value is updated by the PO Calculations process, online purchase order entry, or the PeopleSoft Payables Batch Voucher process.

Release Quantities Tab

Select the Release Quantities tab.

Total Line Released Quantity Displays the total quantity released to date for the line expressed in the contract line unit of measure. This value is updated by the PO Calculations process or online purchase order entry.

See Also

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

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

Entering Contract Line Details

Access the Details for Line page.

Line Details

Physical Nature Indicates whether the object is a physical good or service. Values are *Goods* and *Services.*

Release Amounts/Quantities

Minimum Line Amount Enter a minimum amount that must be met when you are defining a release for this line. This is the minimum line amount per contract line per release. For example, if the vendor requires a minimum dollar value when creating a purchase order, you would specify that here. This value is expressed in the header currency.

Maximum Line Amount Enter the maximum amount that is allowed for this particular line of the contract for all releases against this contract line. The total amount for all the releases cannot exceed the amount that you define here. This value is expressed in the header currency. This value is used for the purchase order line amount for recurring purchase order voucher contracts.

Minimum Line Quantity If you specify a minimum line quantity, the system does not enable you to create a release that is below the minimum quantity. For example, the vendor does not process orders unless you order at least five bicycles at one time. This

appears by default from the Vendor's UOM & Pricing Info page, but it can be overridden here. This value is expressed in the default line unit of measure.

This value may appear automatically from RFQ award quantity, and it can be changed.

Maximum Line Quantity Enter the maximum line quantity that the vendor enables you to order for this particular line for all releases against this contract line. For example, the vendor might agree to sell you 10 bikes at a special price, but when you have purchased the 10 bikes, the vendor does not enable you to order additional bikes at this special price. This information appears by default from the Vendor's UOM & Pricing Info page, but it can be overridden here. This value is expressed in the default line unit of measure.

When creating a blanket order, use this field to enter a maximum line quantity.

This value may appear automatically from RFQ award quantity, and it can be changed.

Pricing Information

Use Contract Base Price Select to use the base price on the contract rather than the price on the Vendor's UOM & Pricing Info (vendor's unit of measure and pricing information) page as the base price when calculating the purchase order price for the item. The Base Price field becomes available for entry when you select this check box. For ad hoc items, this check box is selected and unavailable for entry because a base price value is required for ad hoc items.

Price Can Be Changed on Order Select to be able to change the calculated price on purchase orders. If you select a specific contract line, the system will check the setting at the line level. The value is applicable whether you are creating releases from the contract or whether the contract is manually selected on the purchase order or whether sourcing finds it. If you do not select this check box, the system-calculated price for the item is a protected field on the purchase order.

Price Date Select the date that the system uses to calculate purchase order prices for the item. Options are *PO Date* and *Due Date.*

Price Qty (price quantity) Select either the line quantity or the schedule quantity as the quantity that the system uses to calculate purchase order prices for the item.

Qty Type (quantity type) Select the quantity type. Options are *Quantity to Date* and *Current Order Quantity.* If you select quantity to date, the cost per item is based on a cumulative quantity ordered. If you select current order quantity, each order stands on its own.

Use Vndr Price UOM Adjustments (use vendor price unit of measure adjustments) Select to use the UOM-based vendor price adjustments, if any, when pricing the item.

Use Vndr Price Shipto Adjust (use vendor price shipto adjustments) Select to use the ship-to-information-based vendor price adjustments, if any, when pricing the item.

Adjust Select whether the system calculates vendor price adjustments before or after the contract price adjustments. Options are:

After Cntrct Price Adjustments: Select to have vendor price adjustments calculated after the contract price adjustments.

Before Contract Adjustment: Select to have vendor price adjustments calculated before the contract price adjustments.

Example Illustrating the Difference Between Selecting Quantity to Date and Current Order Quantity

Here is an example to illustrate the difference between selecting quantity to date and current order quantity.

Suppose that you have a contract to purchase 100 desks. One desk is delivered every day for 100 days. The base price per desk is 200.00 USD. Assume that you have set up price breaks for the desks like this:

Quantity	Base Price
Qty 1–2	200.00 USD each
Qty 3–4	175.00 USD each
Qty 5–100	130.00 USD each

If you select the *Quantity to Date* quantity type, the quantity on each release of the contract (each purchase order) is cumulative. The first two deliveries are charged at 200.00 USD each. The third through fourth deliveries are charged at 175.00 USD each, and the fifth through hundredth deliveries are charged at 130.00 USD each.

If you select the *Current Order Quantity* quantity type, each order stands on its own. No price break is available under this structure and each delivery of one desk is charged at 200.00 USD.

Schedule Defaults - UOM/Pricing

The valid combinations of price location, UOM, and currency are defined as the item-vendor combinations in the Purchasing Attributes component. These are the only combinations that are available for non-ad hoc (not description-only) orders, but you can change the price as needed.

Release Default Select to determine the default price, UOM, vendor location, and currency on the releases for this contract line. One default UOM row is required for generating releases. You must specify a default UOM price in the Base Price field.

Note. The row that is selected as the default row is used to create releases from the contract.

Price Loc (price location) Select the vendor price location to use for pricing on this contract line. This field is required for order contracts.

UOM Select the unit of measure to be used on the purchase order. The system generates the default unit of measure from the Vendor's UOM & Pricing Info page. When you order by description, all UOMs are available. When you order by item ID, only valid UOMs are available.

Base Price Displays the base price to be used as the system-calculated purchase order price for the contract item. This base price appears by default from the Vendor's UOM & Pricing Info page, and it can be changed if you select the Use Contract Base Price check box. If you enter an adjustment on the PO Price Adjustments for Line page using the Match Ship or GNRL Adj check box, the base price on the line is the price upon which the adjustment is performed. This field is required for order contracts and must be entered manually for order-by-description items.

Curr (currency) Select the currency that is used for this contract line item. This currency can be different from the currency that is specified at the overall contract level. The currency on the release must be the same as the currency on the UOM line that is selected as the default. Only currencies that are defined on the Vendor's UOM & Pricing Info page are available for selection in this field. However, when you order by description, all currencies are available. This field is required for order contracts. If the Allow Multicurrency PO check box is not selected at the contract header, this value appears automatically from the contract header and cannot be changed here.

See Also

Chapter 5, "Using Voucher and Order Contracts," Generating Contract Releases, page 305

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Purchase Order Line Price Adjustments, page 301

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Purchasing Item Information," Defining Purchasing Item Vendor UOM and Pricing Information

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Purchasing Item Information," Defining Purchasing Item Vendor Relationship Attributes and Priorities

Accessing Item Descriptions

Access the Item Description page.

The item description appears in the base language in the Transaction Item Description text box. The item description appears in the preferred language in the display-only Preferred Language Item Descr (preferred language item description) text box. The preferred language is the language preference that you specify when you sign in to the system.

The item descriptions in the preferred language are defined in the Purchasing Attributes component. This component is capable of storing certain field values in the base language, as well as in preferred languages.

For example, if the base language for the system is French, but you sign in with a preferred language of Dutch, certain fields, including item descriptions, in the Purchasing Attributes component are available for entry in the preferred language of Dutch. If you enter an item description in the preferred language of Dutch, when you log in to the system with the preferred language of Dutch and access the Item Description page, the Preferred Language Item Desc text box displays the item description that you entered in the preferred language. The Transaction Item Description text box retains the item description that is entered in the base language.

If an item description in the preferred language does not exist, or if the base and preferred languages are the same, the base-language item description appears in the Preferred Language Item Descr text box.

You can modify the item description in the Transaction Item Description text box on the transaction line for RFQs, contracts, and purchase orders. This item description cannot be modified for requisition and receipt items that are defined on the Purchasing Attributes page. For all other scenarios, the Transaction Item Description group box is not available for entry.

Use the Description text box on the transaction line to enter ad hoc items on RFQs, requisitions, contracts, and purchase orders. The description that you enter becomes available on the Item Description page. The preferred language option is not applicable in this scenario.

See Also

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

Entering Voucher Line Tax Information

Access the Voucher Tax Info for Line page.

AP Business Unit (PeopleSoft Payables business unit)
Displays the PeopleSoft Payables business unit that is defined as the default on the Voucher Distribution Information for Line page. The values that are defined on this page appear by default on the release only if this business unit matches the release business unit. Otherwise, the Voucher Build process (APVCHRBLD) and the Voucher Edit process provide the default values.

Ship To
Select the ship to destination. The ship to information appears by default from the value in the AP Business Unit field, or else the system determines it during the Batch Voucher process, if it is not specified here. The ship-to default value is determined according to the PeopleSoft Payables control hierarchy: vendor, origin, group, and business unit.

Withholding

Withholding Applicable
Select to designate a withholding that is applicable to the vendor. This field is used on voucher contracts but not on order contracts.

Withholding Code
If withholding is applicable on this line, enter the withholding code. This field is used on voucher contracts but not on order contracts.

Sales/Use Tax Line Information

Tax Destination
Select the location code on which the sales and use tax (SUT) calculation for the voucher should be based. The system uses this as the tax basis.

SUT Excptn Cert (sales and use tax exception certification)
Select to indicate that the line is an SUT exception. Values are:

- *Direct Pay:* Identifies the Ship To field's value as a direct pay location so that all direct pay transactions can be tracked as such. Voucher lines that are designated as direct pay require a use tax code on the voucher line. The system treats a direct pay line as a use tax line, except that it uses a different value for tax applicability.
- *Exempt/Exonerated:* Identifies the Ship To field's value as exempt. Enter an associated tax exempt ID in the adjacent field.
- *None.*

Tax Code SUT (tax code sales and use tax) Select the tax code for the line. A tax code consists of a group of tax authorities. For example, if a certain locality has a city tax, trade use tax, county tax, and state tax, you can create four tax authorities and group them into a single tax code.

SUT Apply (sales and use tax apply) Select the SUT applicability rule for the line. Options are:

- *Item is Exempt:* Select if the item on the line is exempt from sales and use tax.
- *Purchaser Is Exonerated:* Select if you, as the purchaser, do not have to pay sales or use tax. Tax is not calculated for the line and accounts payable does not pay taxes.
- *Sales Tax Appl*: Select to calculate and apply sales tax to the line.
- *Direct Pay:* Select if you do not want sales tax calculated. The invoice is not created with sales tax, but a line is written to the general ledger for the amount that you will directly pay to the state.
- *Use Tax Appl:* Select to calculate and apply use tax to the line.

Ultimate Use Code Select an ultimate use code to override the default tax rate for a location. In most cases, the sales tax is computed as a use tax based on the tax code that is applicable to the ship to or use destination. However, how merchandise is ultimately used may also result in a different tax rate within the same ship to or use destination.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Voucher Distributions, page 298

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Basic Voucher and Payment Processing"

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Taxes and Withholding"

Defining Contract Milestones

Access the Milestones for Line page.

Control Total Displays the total amount that is controlled by milestones. This is the merchandise amount from the contract line.

Milestone Criteria

Include for Release Select to release the milestone line.

If the contract is for a recurring purchase order voucher, you can select this check box only after the contract line exists on the associated purchase order.

Status Displays the milestone status. Options are:

- *Ready:* Indicates that the milestone is ready. Only milestones that have *Ready* status are available for selection when you are creating releases against the contract. The status of the milestone changes to *Ready* when you select the Release as Milestone check box on the Contract page on the Order by Amount tab, unless the milestone line was previously released.

- *Complete:* Indicates that the milestone has been released and the milestone line is unavailable for entry.
- *Pending:* Indicates that the milestone has not been released and the Release as Milestone check box on the contract line is not selected.

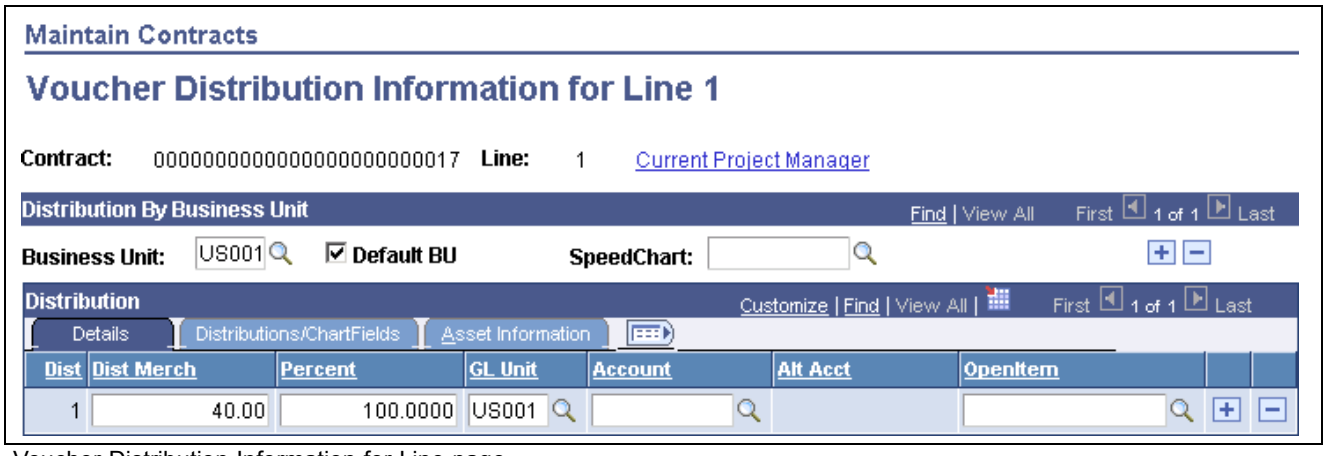
% Complete (percent complete) Enter the completion percentage that is necessary for the milestone line to take effect. The total of the milestone line percentages must equal 100. This value is used to calculate the released amount.

Amount Enter the amount to be paid on the milestone line. The total of the milestone line amounts must equal the value in the Control Total field.

Target Date Enter the target completion date for the milestone line. This is for your reference only.

Entering Contract Voucher Distributions

Access the Voucher Distribution Information for Line page.



Voucher Distribution Information for Line page

Business Unit Select the business unit to which the defined distribution is applied.

The business unit on the first business unit row appears by default from the Contract page, or the User Preferences - Overall Preferences page.

This business unit becomes the default voucher release business unit.

If more than one business unit row is entered per contract line, you can select a different default business unit by selecting the Default BU check box for the business unit row.

The default business unit that you select on the Voucher Distribution Information for Line page is used on the Voucher Tax Info for Line page and applies to all contract lines. Therefore, if you change the default business unit for one line, it becomes the default business unit for all lines.

Only voucher business units that are set up on this page are eligible for release. For example, if you define the business unit for line 1 but not line 2 of a release on the Create Releases page, only line 1 can be released.

For every business unit row on the Voucher Distribution Information for Line page, the total in the Dist Merch (distribution merchandise) field must equal the line amount, and every distribution line must have an account entered.

Suppose that on one line you set up business units US001 and FRA01. When you insert a second line, these same business units are inserted into the business distribution rows for this second line. If you then delete one of the business unit rows from one of the lines, the business unit row on the other line is not deleted.

For every business unit row, the total distribution amount must equal the line amount, and every distribution line must have an account entered.

SpeedChart Select a SpeedChart code to assign preset distributions to the line.

Details

Percent Enter the distribution percentage. This percentage is calculated based on the amount on the voucher distribution. The total percentage must equal 100.

Asset Information Tab

Select the Asset Information tab.

Note. The fields on this page do not appear by default from the item definition for an asset item. If you are associating an asset item with the contract, you need to enter the fields on this page.

Business Unit and **Profile ID** If you consider an item to be an asset and plan to pass it on to the PeopleSoft Asset Management application through the PeopleSoft Receiving business process, you must populate both the Business Unit (PeopleSoft Asset Management business unit) field and the Profile ID field.

If both fields contain values, the system writes data to the PeopleSoft Asset Management staging tables. Both fields must be populated for the system to treat the item as an asset. If only one of the fields is populated, the system does not treat the item as an asset. All of the information that you enter on this page is passed to PeopleSoft Asset Management.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Release Information, page 307

Chapter 5, "Using Voucher and Order Contracts," Entering Order Contract Release Schedule Details, page 316

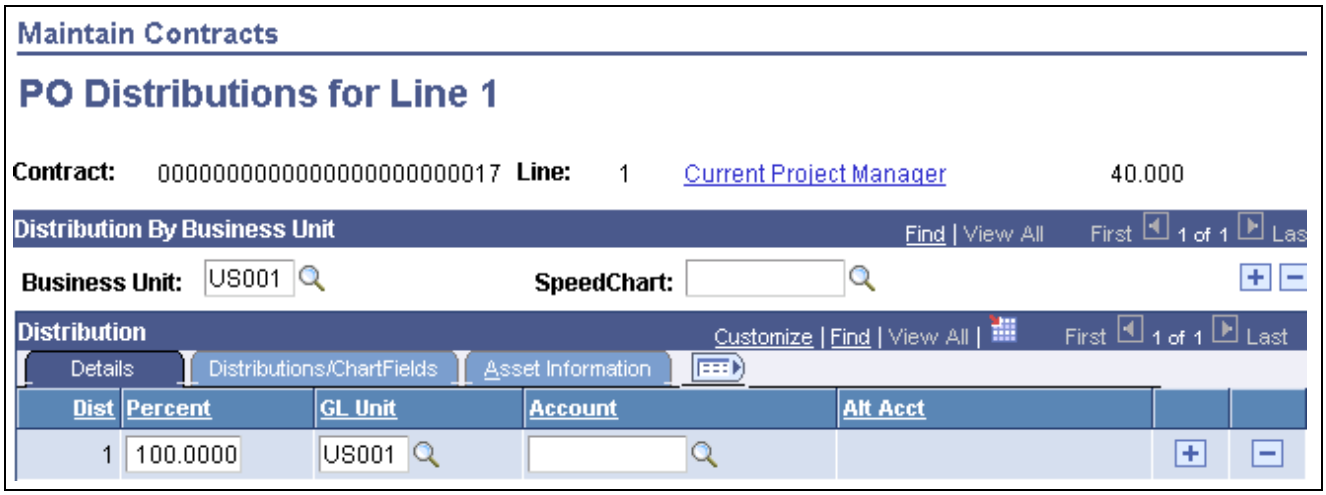
PeopleSoft Enterprise Application Fundamentals 8.9 PeopleBook, "Defining and Using ChartFields," Understanding PeopleSoft ChartFields

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

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Receiving Shipments"

Entering Contract Purchase Order Distributions

Access the PO Distributions for Line page.



PO Distributions for Line page

Business Unit Select the business unit to which the defined distribution is applied.

If created from an RFQ or Strategic Sourcing Event, all distribution fields are populated by the RFQ or Strategic Sourcing Event distribution. If the RFQ or SS Event originates from a requisition, you cannot delete distribution rows for the requisition or RFQ or SS Event business unit.

Suppose that on one line you set up business units US001 and FRA01. When you insert a second line, these same business units are inserted into the business distribution rows for this second line. If you then delete one of the business unit rows from one of the lines, the business unit row on the other line is not deleted.

SpeedChart Select a SpeedChart code to assign preset distributions to the line.

Details

Percent Enter the distribution percent. This percentage is calculated based on the amount on the purchase order distribution. The total percentage must equal 100.

Asset Information Tab

Select the Asset Information tab.

Note. The fields on this page do not appear by default from the item definition for an asset item. If you are associating an asset item with the contract, you need to enter the fields on this page.

Business Unit and **Profile ID** If you consider an item to be an asset and plan to pass it on to the PeopleSoft Asset Management application through the PeopleSoft Receiving business process, you must populate both the Business Unit (PeopleSoft Asset Management business unit) field and the Profile ID field.

If both fields contain values, the system writes data to the PeopleSoft Asset Management staging tables. Both fields must be populated for the system to treat the item as an asset. If only one of the fields is populated, the system does not treat the item as an asset. All of the information that you enter on this page is passed to PeopleSoft Asset Management.

See Also

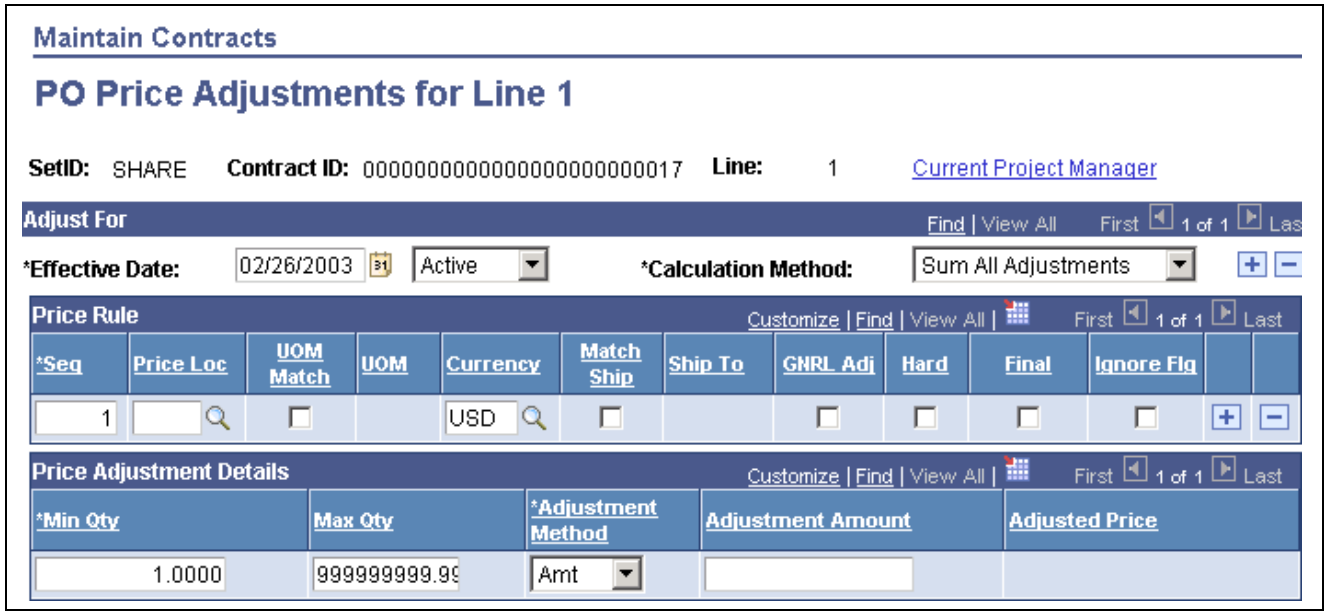
Chapter 2, "Defining Procurement Options," Defining SpeedCharts, page 9

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

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Receiving Shipments"

Entering Contract Purchase Order Line Price Adjustments

Access the PO Price Adjustments for Line page.



PO Price Adjustments for Line page

Adjust For

Calculation Method Select the method by which adjustments are calculated. Options are:

Increment Adjustments: Each valid adjustment is made against the current (base or adjusted) price. For example, if you have a base price of 100 USD and two percentage adjustments (price rules) of 10 percent each, then the first adjustment is deducted from the base price of 100 USD, for a current adjusted price of 90 USD. The second adjustment of 10 percent is deducted from 90 USD for a final adjustment price of 81 USD.

Sum All Adjustments: Adjustments are summed and made against the original base price. For example, if you have a base price of 100 USD and two percentage adjustments of 10 percent each, the system takes the total adjustment of 20 percent and deducts it from the base price of 100 USD for a final adjusted price of 80 USD.

Price Rule

Seq (sequence) Enter a sequence number for the ascending sequence that the system follows when applying price adjustments.

Price Loc (price location) Select the vendor price location to use for pricing on the contract line. This field is required for adjustments.

UOM Match Select if this adjustment is to be based on the UOM. If you select this check box, you can add rows to the Price Adjustment Details grid and select either *Pct* (percentage) or *Amt* (amount) as the adjustment method in the grid.

UOM This field becomes available for entry if you select the UOM Match check box. Select the UOM for which the adjustment should be applied. For the UOM adjustment to be applied by the system, the UOM that you enter here must match the UOM on the purchase order. The available UOMs are those that are set up for the item vendor relationship. If you are ordering by description, all UOMs are available.

Currency Displays the vendor currency, which appears by default from the Contract page. This is also referred to as the *transaction currency.* When contract releases are created, this is the currency that the system uses. The only available currencies for the line adjustment page when you are using an item ID are those currencies that are defined on the Vendor's UOM & Pricing Info page. This field is required for adjustments when you are using the UOM Match check box.

Match Ship Select if this adjustment is based on the ship to ID. For example, if the vendor gives you an additional 5 percent discount if you purchase items within your own state, you could define a price adjustment for each ship to location within your state. When you select this check box without also selecting UOM Match, no rows can be added in the Price Adjustment Details grid, and the adjustment method is automatically set to *Pct* (percentage) and cannot be overridden.

Ship To This field becomes available for entry if you select the Match Ship check box. Enter the ship to ID for which the adjustment should be applied. For the ship to adjustment to be applied by the system, the ship to ID that you enter here must match the ship to ID on the purchase order. For ad hoc or open items, all ship to IDs are available. For inventory items, only ship to locations that are set up as item ship to locations are available.

GNRL Adj (general adjustment) Select this check box if this is a general or normal adjustment that does not fall into the classification of a UOM or ship to adjustment. When you select general adjustment, the UOM Match and Match Ship check boxes become unavailable for entry. If you select this check box, no rows can be added to the Price Adjustments Details grid, and the adjustment method is automatically set to *Pct* (percentage) and cannot be overridden.

Hard Select to have the system apply the price resulting from an adjustment regardless of any other adjustments it finds.

Final Select if you want the adjustment that you defined to set a final price. If the check box is selected, the system does not calculate any further adjustments.

Ignore Flg (ignore flag) Select if you do not want the system to process the adjustment if a previous adjustment has been taken for the item.

Price Adjustments Details

You can enter multiple quantity price breaks when the UOM Match check box is selected.

Min Qty (minimum quantity) Enter the minimum quantity for the price adjustment.

Max Qty (maximum quantity) Enter the maximum quantity for the price adjustment. The maximum quantity of one line cannot be greater than the minimum quantity of the next line. For example, if the maximum quantity of a line is 5, the minimum quantity of the next line must be greater than 5.

Adjustment Method You can select to adjust the price by amount or percentage. Options are:

Amt (amount): If you adjust by amount, the Adjustment Amount field appears. This value applies only if the UOM Match check box is selected.

Pct (percent): If you adjust by a percentage, the Adjustment Percentage field appears.

Amounts and percentages can be either positive or negative. A negative adjustment (discount) means that the price or schedule value is reduced by the adjustment. A positive adjustment (surcharge) means that the price or schedule value is increased by the adjustment.

Adjusted Price Displays the price after the adjustment is applied. This is calculated from the base price and applies only to line item adjustments. For ship to and general adjustments, the adjusted price is calculated based on the default base price.

See Also

Chapter 5, "Using Voucher and Order Contracts," Creating Contract Headers, page 268

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Purchase Order Line Price Adjustments, page 301

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Purchasing Item Information," Defining Purchasing Item Vendor UOM and Pricing Information

Viewing Catalog Category Hierarchies

Access the View Catalog Hierarchy page.

Catalog ID Select a catalog ID to display the catalog's hierarchy. Click the folder buttons to display item categories and subcategories that are contained in the selected catalog.

Searching for Item Categories

Access the Category Search page.

Catalog ID Select the catalog ID that the system uses to locate the catalog in which you want to search for item categories.

All Items Click to display all categories that are associated with the selected catalog. Select a category to populate the Category field for the transaction.

Ordering Items by Catalog

Access the Order By Catalog page.

Order Click to add items to the transaction document. To add an item, select the check box for the item, enter a quantity, and click the Order button.

Line Page Click to return to the page from which you accessed the Order By Catalog page.

Viewing Item Details

Access the Item Details page.

The fields on this page are automatically populated from the Item Definition - General: Common page and the Purchasing Attributes page. The manufacturer's description information appears by default from the Manufacturer page.

UPN ID (universal product number) Displays the universal product number (field name UPN_ID) that is assigned to a unique combination of item ID, manufacturer ID, UOM, and vendor. The system uses the vendor location on Create Releases page.

Device Track Indicates whether the item is device-tracked. By default, this check box is selected and unavailable for device-tracked items unless they are description-only (no item ID). Select to device-track items that are description-only.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Release Information, page 307

Chapter 2, "Defining Procurement Options," Defining Manufacturer IDs, page 42

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Defining Items by SetID," Defining General Item Information

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

Viewing Qualifying Item Vendors

Access the Item Vendor Priority page.

Status Select the status of the item's availability. Options are:

- *A* (active): Item has a current effective date.
- *D* (discontinued): Item has been discontinued by the manufacturer, or the vendor has decided to no longer supply the item.
- *H* (hold): Item is temporarily unavailable from the vendor.
- *I* (inactive): Item has an expired effective date.
- *X* (to be deleted): Item is unavailable and will be or has been deleted from the system. You can use this status to write SQL scripts to remove obsolete items from the active tables.

Priority Enter the numeric rating that is assigned to each of the selected item's approved vendors. It designates the priority that the organization places on ordering the selected item from that vendor. The field value appears by default from the Purchasing Attributes - Item Vendor Priority page.

Price Enter the vendor's standard price for the selected item. This information appears by default from the Vendor's UOM & Pricing Info page.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Purchasing Item Information," Defining Purchasing Item Vendor UOM and Pricing Information

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Purchasing Item Information," Defining Purchasing Item Vendor Relationship Attributes and Priorities

Defining Item Aliases

Access the Set Item Alias page.

Item Alias Enter an item alias. The alias is available after you save the transaction document. If you don't save the originating transaction document, the alias is not saved. The item alias is associated with a user ID and is available only to that user.

Searching for Items

Access the Item Search Criteria page.

The fields that are available for entry on this page make up the item search criteria. The system finds all items that match the search criteria that is entered. You can perform narrow or wide searches, but you must enter at least one search parameter. The values on this page are defined in the Item Definition component.

Select an item check box to select the associated item and populate the selected transaction line on the original page from which you access the Item Search Criteria page. Selecting an item check box causes the selected item to overwrite any existing item on the selected line on the original page.

See Also

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Defining Items by SetID"

Generating Contract Releases

This section discusses how to:

- Enter contract release information.
- Review releases.
- Review staged releases.
- Access voucher release distribution information.
- Enter voucher release line tax information.
- Enter order contract release schedule details.
- Enter order contract release distribution information.

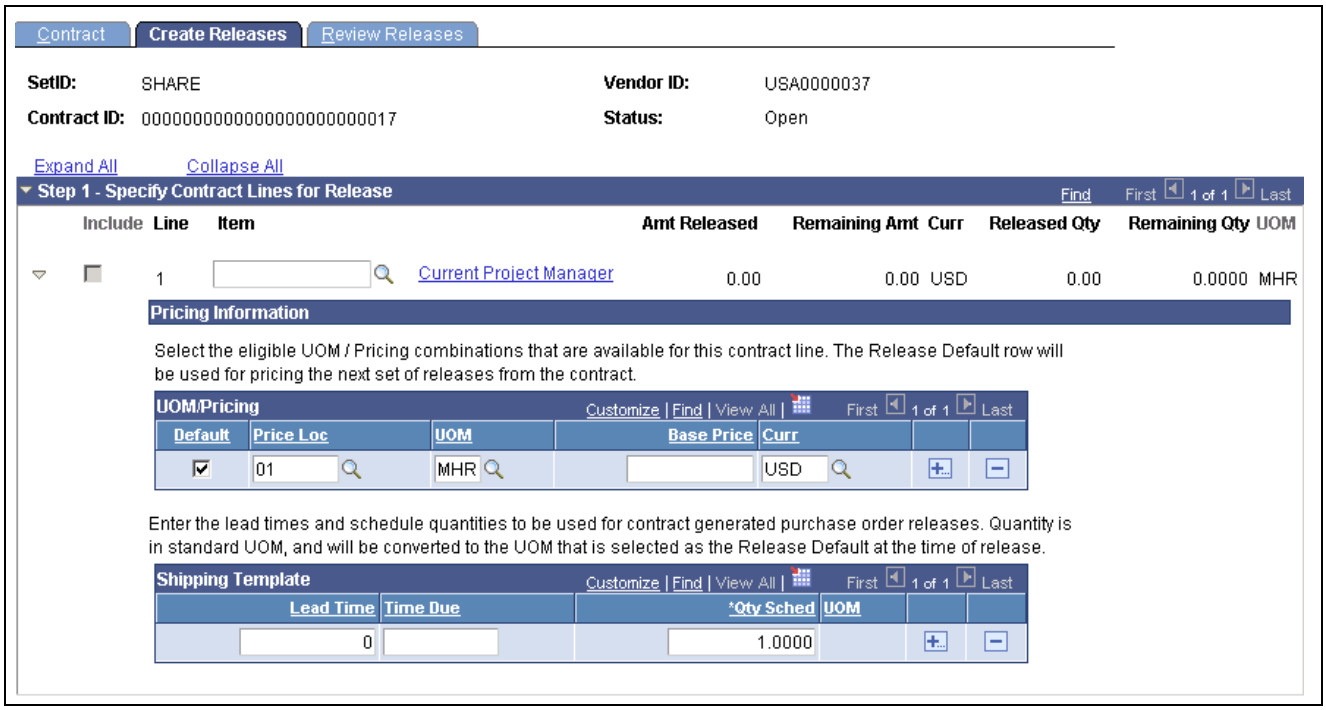
Pages Used to Create Contract Releases

Page Name	Object Name	Navigation	Usage
Create Releases	CNTRCT_SCHEDULE	Purchasing, Procurement Contracts, Add/Update Contracts, Create Releases	Specify the interval between purchase orders or vouchers, generate a schedule for the series of purchase orders or vouchers, and create the releases of the purchase orders or vouchers. The releases and available options are based on the specified business unit.
Review Staged Releases	CNTRCT_RLS_LINE	• Click the Transaction Date link on the Create Releases page. • Click the Review Staged Releases link on the Create Releases page.	View the staged purchase order and voucher releases for this contract. You can also make modifications to the purchase order and voucher releases.
Item Details	CNTRCT_RLS_ITM_SEC	 Click the Item Details button on the Review Staged Releases page.	View the vendor item ID and vendor catalog number for an item.
Item Description	CNTRCT_ITEM_DESCR	Click the Item Description link on the Review Staged Releases page. The item description link consists of the first 30 characters of the item's base language description in the Transaction Item Description text box on the Item Description page.	Enter and view descriptions for a specific item.
Order Release Schedules for Line	CNTRCT_RLS_SCH_SEC	 Click the Schedule Details button on the Review Staged Releases page.	View and change the schedule information for order contracts. This page is accessible if you are working with an order release on the Review Staged Releases page.

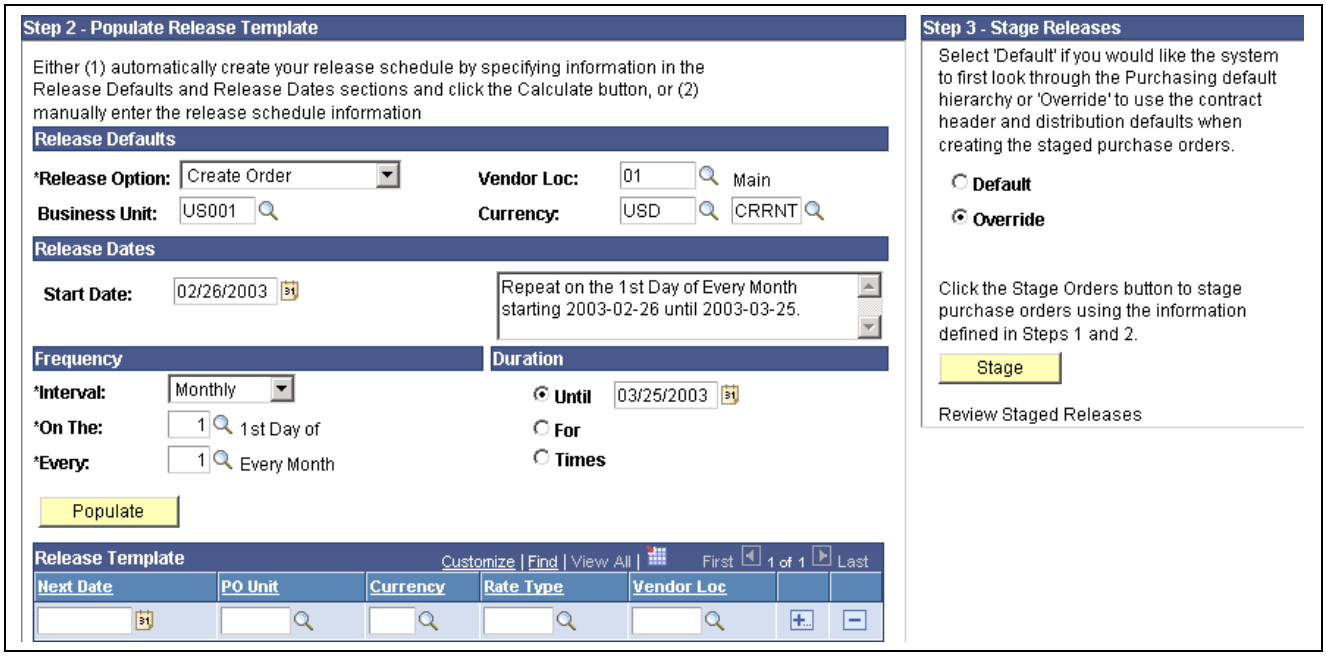
Page Name	Object Name	Navigation	Usage
Order Release Distributions for Schedule	CNTRCT_RLS_DST_SEC	Click the Distribution link on the Order Release Schedules for Line page.	Set up one or more distribution lines for each voucher release. This page is accessible if you are working with a voucher release on the Review Staged Releases page. When a contract line is released to a voucher, the distribution lines are copied to the voucher line. For recurring purchase order vouchers, the distribution is copied from the purchase order distribution.
Release Comments	CNTRCT_RLS_COM_SEC	Click the Add Release Comments link on the Review Staged Releases page.	View and enter release comments for the order contract.
Voucher Line Tax Info (voucher line tax information)	CNTRCT_RLS_VLN_SEC	Click the Voucher Line Tax Info button on the Review Staged Releases page.	Enter information that overrides the defaults for the contract. This information applies only to the specific release. This page is accessible if you are working with a voucher release on the Review Staged Releases page.

Entering Contract Release Information

Access the Create Releases page.



Create Releases page (1 of 2)



Create Releases page (2 of 2)

Step 1 - Specify Contract Lines for Release

To select a line, milestone, or release-UOM-and-currency item to be copied to the purchase order or voucher when the contract is released, select the Include check box for that item.

Either a milestone or a release-UOM-and-currency line can be selected, but not both at the same time. If the Release as Milestone check box for the line is selected on the Contract page, you cannot select a release-UOM-and-currency line on this page.

UOM-and-currency and default shipment releases do not apply to voucher contracts.

If you are working with a recurring purchase order voucher contract, the Line and Milestones release check boxes become available when the line exists on a purchase order.

Lead Time Enter the number of shipping days. This field is supplied by default from the lead time days that are defined for the item on the Purchasing Attributes - Item Vendor page. If the lead time is not defined on the Item Vendor page, the standard lead time is used. If this is an ad hoc item, the lead time is supplied by default from the category. You must define at least one row. This is used to determine a default due date for the purchase order schedule that is used in the creation of a release for this item. If this field is blank, the system interprets this as a lead time of zero days.

Note. If the shipment is going to a PeopleSoft Inventory business unit that requires closure calendar validation and processing for receiving activities, the system validates that the calculated arrival date (release scheduled date that is defined on the Maintain Contracts - Release page plus number of days defined here) is a valid date. If the PeopleSoft Inventory business unit is not open for receiving on that date, the system prompts you to reschedule. The following conditions must exist for this calendar validation to take place: it must be a contract release (not a voucher contract release), the line contains a PeopleSoft Inventory business unit, and the Amount Only option is not selected. The validation is performed when you create the release.

Time Due Enter the time due for receiving. This is optional.

Qty Sched (quantity scheduled) Enter the quantity for this shipment schedule line. The release line quantity is determined by the schedule quantities. This field is required for order contracts. This quantity is supplied by default from the initial minimum line quantity, or if the contract was created from an RFQ or Strategic Sourcing event, it is supplied by default from the RFQ award or Strategic Sourcing award quantity. This value is expressed in the standard UOM. If Amount Only is selected, the quantity is set to 1, and only one schedule is created on the release regardless of what is entered here.

Step 2 - Populate Release Template: Release Defaults

Release Option Select to have the system create an order or a voucher. This field is accessible only if you have authority to create vouchers or orders. Set the authority to create contract vouchers and orders on the User Preferences - Procurement: Contract Process page.

The release option, purchase order, or voucher that is related to the contract process option appears. If contract process option is General, you can select either purchase order or voucher. The ability to create purchase order or voucher releases is based upon the authority that is defined on the User Preferences - Procurement: Contract Process page.

Business Unit If you select *Create Voucher* as a release option, then select the PeopleSoft Payables voucher contract business unit for the vouchers. Only lines with distributions defined on the Voucher Distribution Information for Line page that match this business unit can be released. The default vendor location, currency, and rate type appear automatically after you select the business unit.

If you select *Create Order* as a release option, then select the PeopleSoft Purchasing order contract business unit for the purchase orders. The default

vendor location, currency, and rate type appear automatically after you select the business unit.

Note. You cannot define PeopleSoft Payables and Purchasing releases at the same time. You can use the General Contract contracts for both release types, but you must release them individually.

Vendor Loc (vendor location) Select the vendor location for the purchase orders or vouchers. For purchase order releases, this value appears by default from or overrides the vendor location that is defined on the PO Defaults page.

Currency Select the currency for the purchase orders or vouchers. This field is not available for entry for voucher contracts because it appears automatically from the Contract page.

Step 3- Populate Release Template: Release Dates

Start Date Select the date on which the purchase order or voucher releases should initially be calculated (based on the frequency and duration).

Step 4- Populate Release Template: Frequency and Duration

Interval Select the interval at which a purchase order or voucher should be created for this contract. Values are *Annually, Daily, Monthly,* and *Weekly.*

On The If you select weekly or monthly intervals, select the day of the month or week on which the purchase order or voucher should be created.

Every Select to specify whether the purchase order or voucher should be created every interval, every two intervals, every three intervals, and so on.

Until Select to enter an end date for the release schedule.

For Select to set a number of days, weeks, months, or years that the release schedule should last. If you select this option for a milestone release, the value is set to *1* and cannot be changed.

Times Select to set a number of releases. If you want a contract to be released 12 times, select this option and enter *12*. If you select this option for a milestone release, the value is set to *1* and cannot be changed.

Calculate Dates Click to set up the release dates based on the release schedule options that you set on this page. You cannot create two releases for a contract on the same day for voucher contracts. If you are releasing milestones, only one release date is set up. Alternatively, you can enter release dates manually.

Stage Select the button to stage qualifying purchase orders or vouchers. A release can be staged for approved contracts only.

When you click this button, the system populates the release tables from which the Purchase Order Contracts process and the Voucher Build process retrieve data for processing.

If the contract originates from a requisition that is distributed by amount, and this is the first release, the Override field is selected by default and the first release date references the requisition schedule tied to the contract for the full amount and quantity. (You can create many releases at the same time.)

Similarly, if you cancel the purchase order that is created from the contract release that references the requisition schedule, the next contract release references the requisition schedule and the Override field is selected by default.

If the source requisition schedule is distributed by amount, only one active purchase order must be associated with the contract for the entire requisition schedule amount and quantity.

You can review and modify staged releases on the Review Staged Releases page.

Step 5- Populate Release Template: Release Template

When you click the Populate button, the fields in the Release Template group box are populated from the release defaults that you specify. You can also enter the information in these fields manually or override existing information.

Note. This validation occurs when you generate the release.

If the shipment is sent to a PeopleSoft Inventory business unit that requires closure calendar validation and processing for receiving activities, the system verifies that the calculated arrival date is a valid date. The calculated arrival date is the scheduled release date that is defined on this page.

If the shipment is sent to a PeopleSoft Inventory business unit that requires closure calendar validation and processing for receiving activities, the system verifies that the calculated arrival date is a valid date. The calculated arrival date is the scheduled release date that is defined on this page.

If the PeopleSoft Inventory business unit is not open for receiving on that date, the system prompts you to reschedule. The following conditions must exist for this calendar validation to take place: It must be a contract release (not a recurring voucher release), the line must contain a PeopleSoft Inventory business unit, and the Amount Only check box must not be selected.

Next Date Select the next contract purchase order or voucher date. A contract can have only one release per date per business unit for voucher releases. If milestones are being released, only one date row is allowed.

PO Unit This field becomes available if you select the *Create Order* release option. Enter the PeopleSoft Purchasing order contract business unit for the release. You can enter different business units for different dates. If this is not a corporate contract, you can select only business units that have been defined on the PO Defaults page.

AP Unit This field becomes available if you select the *Create Vouchers* release option. Enter the PeopleSoft Payables order contract business unit for the release. You can enter different business units for different dates.

Currency Select the currency for the purchase orders. For voucher releases, the currency appears by default from the header and cannot be changed.

Rate Type Select the currency exchange rate type. For voucher releases, the rate type appears by default from the header and cannot be changed.

Vendor Loc (vendor location) Select the vendor location for the purchase orders or vouchers. This overrides the vendor location that is defined in the contract defaults. You can enter different vendor locations for different dates.

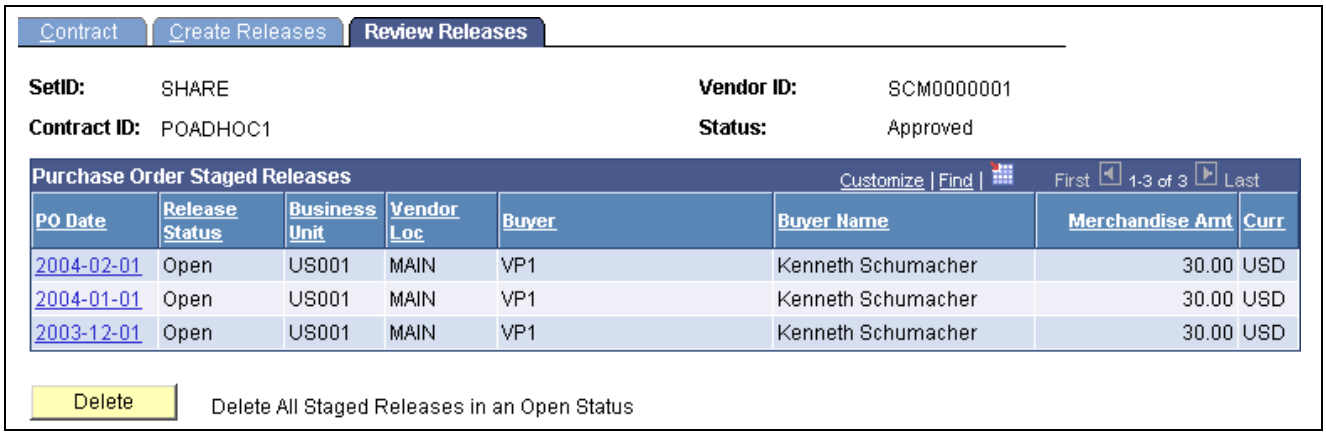
Step 6- Stage Releases

Default Select when creating order releases to use the PeopleSoft Purchasing default hierarchy, instead of using values that are entered on the PO Distributions page and the PO Defaults page.

Override Select when creating order releases to use the defaults that are set on the PO Distributions page. If values are not selected for the business unit on the PO Distributions page, they appear by default from the PO Defaults page. For example, if you generate a release for business unit US001 and an entry exists in the PO Distribution defaults, the system copies all of the distributions exactly as they are defined on the PO Distribution page.

Reviewing Releases

Access the Review Releases page.



Review Releases page

Release Status Displays the status of the staged release. The initial status of releases is *Open.* When the Purchase Order Contracts process or the Voucher Build process picks up the release, the status changes to *In Process.* When the contract receives the proper approval, the status changes to *Approved.* When a purchase order or voucher is created for the release, the status is *Complete.* If the Voucher Build process finds errors, the status is *Error.*

If the Voucher Build process sets the status to *Error,* this field becomes available for entry. You can change the status back to *Open* so that the Voucher Build process can process it again, or you can delete the release.

You can delete only staged releases that have the status *Open.* If you delete a milestone release, the milestone line status is changed from *Complete* to *Pending* so that another release can be created for that milestone.

Purchase Order Staged Releases

Business Unit Displays the release business unit that is specified on the Create Releases page.

PO Displays the purchase order that is associated with the contract if you are processing a recurring purchase order voucher or a blanket order.

Gross Amt (gross amount) Displays the gross amount for the voucher contract. A value appears for voucher releases only.

Curr (currency) Displays the currency of the voucher or purchase order that is defined on the Create Releases page.

Invoice Enter the invoice number for a voucher release. This is optional. The invoice that you specify on the Contract page appears by default in this field with an extension of 1, 2, 3, and so on. The extension is incremented for every voucher release for this contract. A value appears for voucher releases only.

Inv Date (invoice date) Enter the invoice date. This field appears for voucher releases only.

Acctg Date (accounting date) Enter the accounting date that the system uses to determine the accounting period for which a general journal entry needs to be created. This field appears for voucher releases only.

Voucher Release Charges

This group box and its fields are available only for voucher releases.

Misc Amt (miscellaneous charge amount) Displays miscellaneous charges that are applied to this voucher contract.

Freight Amount Displays the freight amount to be included on the voucher. When the voucher is created, the freight is allocated based on the defaults that are set on the Procurement Accounting Control page for the PeopleSoft Payables business unit.

Sales Tax Amount Displays the sales tax amount to be included on the voucher. When the voucher is created, the sales tax is allocated based on the defaults that are set on the Procurement Accounting Control page for the PeopleSoft Payables business unit.

VAT Amount (value-added tax amount) Displays the VAT amount to be included on the voucher. When the voucher is created, the VAT is allocated based on the defaults that are set on the Procurement Accounting Control page for the PeopleSoft General Ledger business unit that is associated with the PeopleSoft Payables business unit.

Release Line Details

Category Displays the category of the line item. This field appears for order releases only.

Quantity Displays the item quantity for the line. This field appears for order releases only.

UOM (unit of measure) Displays the UOM for the line. This field appears for order releases only.

Amount Displays the amount and currency for the line.

The following fields display information for the entire voucher or order release.

Amount Displays the amount for this staged release. For order releases, this is the contract base price, and for voucher releases, this is the merchandise amount on the line.

Adj Amt (adjustment amount)	Displays the adjustment amount for the staged release. For order releases, this is the total of the line item adjustments, and for voucher releases this is the VAT, sales tax, freight, and miscellaneous charges.
Total Amt (total amount)	Displays the total amount for the staged release. This is calculated from the values in the Amount and Adj Amt fields.
Reten Amt (retention amount)	Displays the amount that is being retained for the line. This field appears for voucher releases only.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Release Information, page 307

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Header Information, page 271

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Miscellaneous Charge and Landed Cost Information, page 282

Chapter 5, "Using Voucher and Order Contracts," Staging Purchase Order Contracts, page 332

Chapter 2, "Defining Procurement Options," Defining Origin Codes, page 34

Chapter 2, "Defining Procurement Options," Defining Payment Terms, page 13

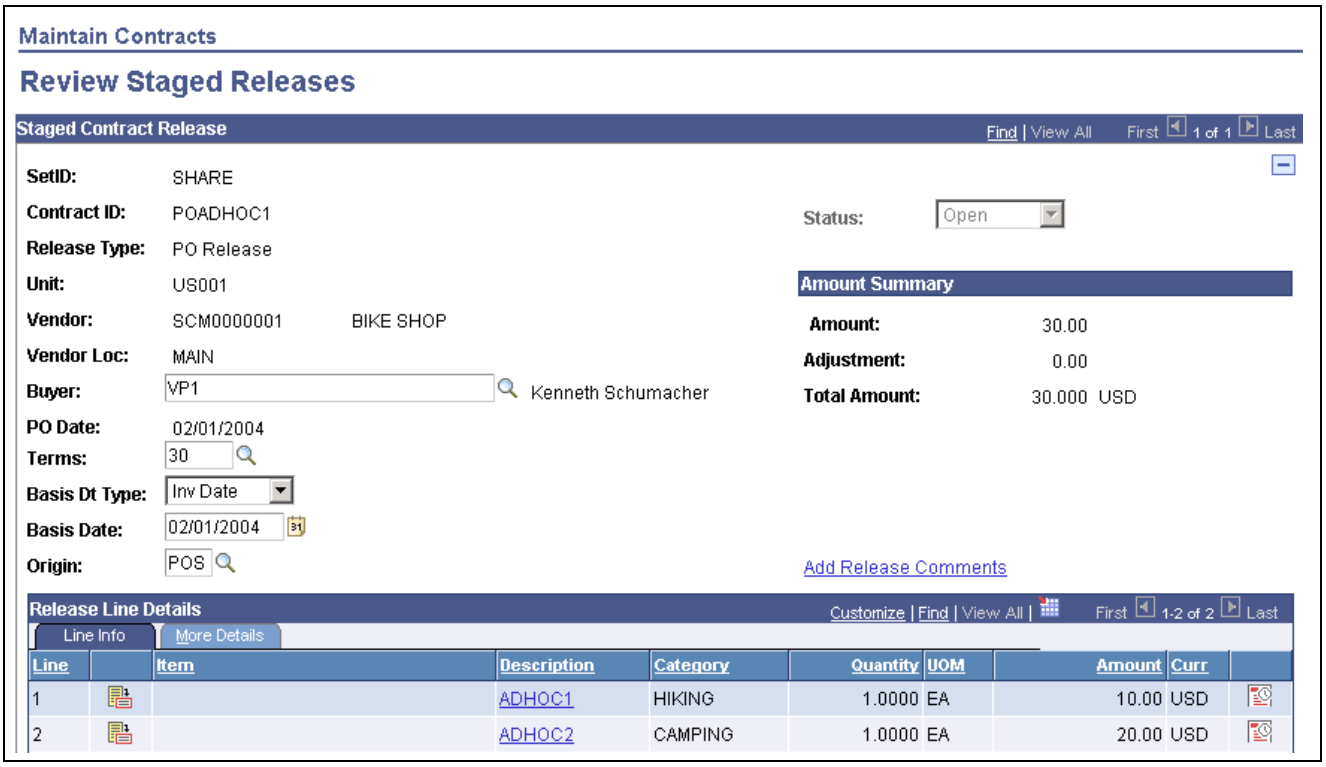
PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using Purchase Order Sourcing," Running the PO Calculations Process

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using Purchase Order Sourcing," Creating Purchase Orders Using the Create Purchase Orders Process

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using Purchase Order Sourcing," Using the Sourcing Workbench

Reviewing Staged Releases

Access the Review Staged Releases page.



Review Staged Releases page

Buyer Select the buyer for the order release. This is a required field and appears for order releases only. The buyer appears by default from the vendor or from the purchase order defaults for the business unit.

Terms Select the payment terms that are expected for the vouchers corresponding to any purchase orders or vouchers that are generated from this contract.

Basis Dt Type (basis date type) Select a basis date type, which determines the date to use to calculate the voucher payment due date and discount due date. Options are: *Acct Date, Doc Date, Inv Date, Recpt Date, Ship Date,* and *User Date.*

Basis Date Select a basis date, which is used in conjunction with payment terms to calculate the voucher net due date and discount due date for this voucher. For orders, this date is carried over to the purchase order and then to the voucher.

Origin Select an origin code, which is used on the evaluated receipt settlement (ERS) invoice so that you can process ERS matching by origin in PeopleSoft Payables. This field also enables the purchase order to identify the origin of the transaction.

Amount Summary

Amount Displays the amount for this staged release. For order releases, this is the contract base price, and for voucher releases, this is the merchandise amount on the line.

Adjustment Displays the adjustment amount for the staged release. For order releases, this is the total of the line item adjustments, and for voucher releases, this is the VAT, sales tax, freight, and miscellaneous charges.

Total Amount Displays the total amount for the staged release. This is calculated from the values in the Amount and Adjustment fields.

Reten Amt (retention amount) Displays the amount being retained for the line. This field appears for voucher releases only.

Release Line Details

Category Displays the category of the line item. This field appears for order releases only.

Quantity Displays the item quantity for the line. This field appears for order releases only.

UOM (unit of measure) Displays the UOM for the line. This field appears for order releases only.

Amount Displays the amount and currency for the line.

Accessing Voucher Release Distribution Information

Access the Release Distribution Information page (voucher-related).

If the staged release has the status *Open,* you can insert multiple distributions and change the distribution quantities on this page.

Trans Date (transaction date) Displays the transaction date, which is the invoice date from the Review Staged Releases page.

Distribution

The information for the fields on the distribution appears by default from the Voucher Distribution Information page. For recurring purchase order vouchers, this information appears automatically from the purchase order.

Amount Enter the amount for the line. The total of the amounts for all distribution lines must equal the contract release line amount.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Order Contract Release Schedule Details, page 316

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Voucher Distributions, page 298

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

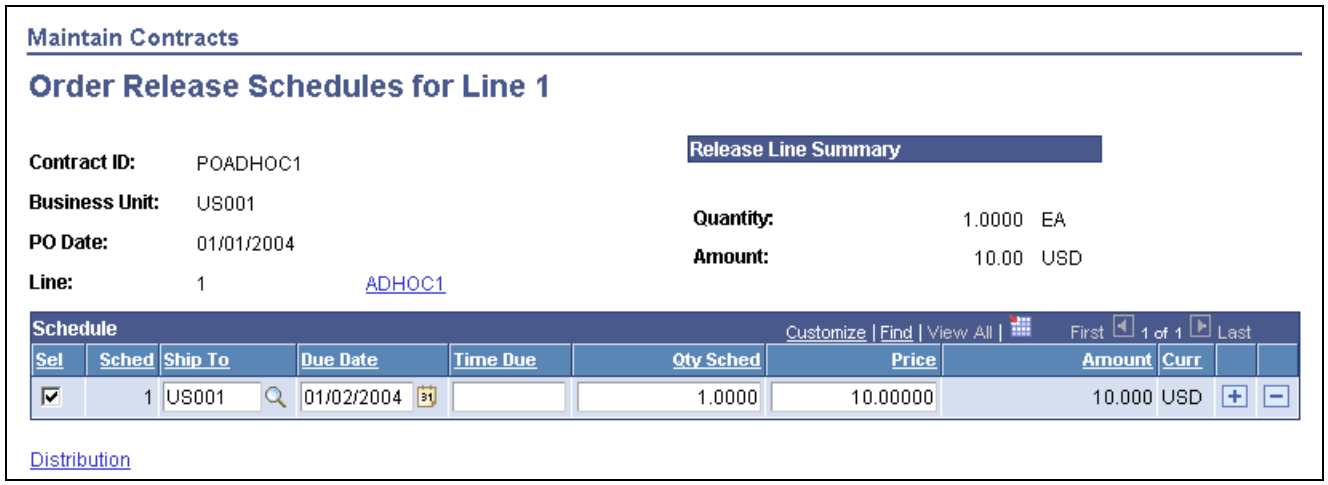
Entering Voucher Release Line Tax Information

Access the Voucher Release Line Tax Info page.

Enter information that overrides the defaults for the contract. This information applies only to the release.

Entering Order Contract Release Schedule Details

Access the Order Release Schedules for Line page.



Order Release Schedules for Line page

If the staged release has the status *Open* and the contract release is not associated with a requisition schedule that is distributed by amount, you can insert multiple schedules and change the schedule quantities on this page.

PO Date Displays the purchase order transaction date, which is the purchase order date on the Review Staged Releases page.

Release Line Summary

Quantity Displays the total quantity for all schedules on the release line.

Amount Displays the total amount for all schedules on the release line.

Schedule

Ship To Select the ship to location, which can be overridden. This is a required field.

Due Date Select the due date for the items on the order. This date can be overridden, and it is closure-calendar checked. This is a required field.

Qty Sched (quantity scheduled) Enter the quantity on the schedule. If this is not an amount-only line or a line that is associated with a requisition that is distributed by amount, you can change the quantity. This is a required field.

Price Enter the price of the item on the schedule line.

Amount Displays the amount of the schedule line.

Distribution Click to access the Order Release Distributions for Schedule page.

See Also

Chapter 5, "Using Voucher and Order Contracts," Reviewing Staged Releases, page 314

Entering Order Contract Release Distribution Information

Access the Order Release Distributions for Schedule page.

If the staged release has the status *Open* and the contract release is not associated with a requisition schedule that is distributed by amount, you can insert multiple distributions and change the distribution quantities on this page.

PO Date Displays the purchase order transaction date, which is the purchase order date from the Review Staged Releases page.

Distribute by Select the method for allocating or charging the expense account distribution. Amount-only lines are always distributed by amount. Options are:

- *Amount:* If this value is selected, the sum of all the distribution amounts must equal the schedule amount (merchandise amount). If a contract release is associated with a requisition schedule that is distributed by amount, this value is set to *Amount* and cannot be changed.
- *Quantity:* If this value is selected, the sum of all distribution quantities must equal the schedule quantity.

Distribution Tab

Qty Sched (quantity schedule) Enter the quantity for the distribution line. The quantity must sum to the schedule line amount.

Percent You can use the Percent option regardless of whether you select to distribute by amount or quantity. The total percentage of the distributions must equal 100 percent. If you change the amount or the quantity on a line, the percentage is automatically adjusted. If you change the percentage on a line, the amount or the quantity is automatically adjusted. The total must always be equal to 100 percent.

If the contract release is associated with a requisition schedule that is distributed by amount, you cannot change this value.

Amount Enter the amount for the distribution line. The amount must sum to the schedule line amount.

If the contract release is associated with a requisition schedule that is distributed by amount, you cannot change this value.

IN Unit (PeopleSoft Inventory business unit) Enter the PeopleSoft Inventory business unit for the distribution. If the item is an inventory item and a PeopleSoft Inventory business unit is entered on the first distribution line of the schedule, the due date on the Order Release Schedules for Line page is validated against the PeopleSoft Inventory business unit's calendar. This ensures that the inventory business unit is open to receive merchandise on that day.

On the Create Releases page, when you click the Stage button, if the PeopleSoft Inventory business unit is not open for receiving on the specified date, the date automatically changes to the next date that the inventory business unit is open for receiving. If you change the date on the page, you receive a warning before the date automatically changes.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Order Contract Release Schedule Details, page 316

Chapter 5, "Using Voucher and Order Contracts," Reviewing Staged Releases, page 314

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

Using Blanket Orders

This section provides an overview of blanket orders and discusses how to:

- Enter blanket order information.
- Enter first release blanket order information.
- Generate first releases to a blanket order.

Understanding Blanket Orders

The two variations of blanket purchase orders are (1) Purchase Order contract process option (new purchase orders created each time), and (2) Release to Single PO Only contract process option (all releases ultimately are on one purchase order).

In PeopleSoft Purchasing, you can use one purchase order to track the life of a contract. When you create the contract, you assign a purchase order to it and use the single purchase order to track the contract's activity. This is often referred to as a blanket purchase order contract, which buyers, accounts payable departments, and suppliers can use to track activities such as the amount ordered, amount invoiced, and balance remaining on the purchase order.

You can use PeopleSoft Purchasing Release to Single PO Only contracts with transactions that use the PO Calculations process, including:

- Requisitions.
- Contracts.
- Requests that are created by par location replenishment.
- Requested purchase orders from PeopleSoft Supply Planning.

When one of these transactions is assigned to a Release to Single PO Only contract by the PO Calculations process, the Create Purchase Orders process adds the necessary lines and schedules to the existing purchase order.

If the line item does not exist on the purchase order, the Create Purchase Orders process inserts a line with the same line number as the contract.

If the line already exists, the Create Purchase Orders process inserts an additional schedule into the existing purchase order.

If the purchase order was dispatched before the line or schedule was added, the Create Purchase Orders process creates a change order.

Note. Release to Single PO Only contracts cannot be corporate contracts, because they are assigned to only one purchase order, and a purchase order can be associated with one business unit only.

Criteria for Assignment of a Blanket Purchase Order to a Transaction

When the Price Calculation process runs, a blanket purchase order contract is assigned to the transaction on the staging table if the following conditions are met:

- The transaction business unit, vendor, vendor location, currency, and UOM must match the blanket purchase order.
- The user does not select the Define PO check box on the Requisition Selection - Staging page (specific to Release to Single PO Only).
- Other existing rules for selecting a contract are met.

Blanket Purchase Order Process Flow Using a Contract to Update a Purchase Order

The following steps outline the blanket order process flow when a purchase order is updated through the contract:

1. A contract is entered.

   The user populates the contract header, line, and UOM tables. If the user selects Release to Single PO Only, the user specifies purchase order information on the Contract page, and the system populates the contract-purchase order cross-reference table CNTRCT_BPO_XREF.

2. (Optional) The contract is dispatched.
3. Use the Automatic Purchasing Sourcing process to create the purchase order. Alternatively, you can run Purchase Order Contracts, PO Calculations, and Create Purchase Orders processes individually.
4. The PO Calculations process performs the following tasks if the contract is Release to Single PO Only:
   a. It obtains the appropriate purchase order identifier from the PO_ITM_STG table and assigns it on the staging table PO_ITM_STG_UD.
   b. The staging tables are updated with the assigned PO ID.
   c. The PO status is set to *In Process,* and an error message appears if the purchase order is already in process with a different process instance.
5. (Optional) The transaction and the purchase order to which it is assigned can be viewed in the Sourcing Workbench at this point in the process.
6. The Create Purchase Orders process performs the following task if the contract is Release to Single PO Only:
   a. It assigns the purchase order line number on the PO_ITM_STG_UD table to match the contract line number.
   b. It increments the purchase order schedule number on the PO_ITM_STG_UD table based on the last schedule number on the purchase order.
   c. It inserts line items onto the purchase order if they do not already exist.
   d. It inserts schedules into the purchase order.
   e. If the purchase order is eligible for change order tracking (the PO status is *Dispatched* or the change order number is greater than 0), the process performs the following steps:

      If a new line is inserted into the purchase order, the row is inserted into the PO_CHNG_LINE table. A row is inserted into the PO_CHNG_SHIP table. The process changes the PO status if it is *Dispatched.*
7. For Release to Single PO Only contracts, you can modify the purchase order with the following limitations:

a. Lines must be added to the contract, not the purchase order, to keep the two synchronized.

b. Additional schedules can be added to the purchase order and the contract can be manually updated with the added schedules.

c. You can change VAT information and ship to address or make other modifications.

8. Use the Automatic Purchasing Sourcing process to create additional contract releases.

Blanket Purchase Order Process Flow Using a Request to Update a Purchase Order

The blanket purchase order feature enables users to assign contracts to requisitions. In addition, transactions in the purchase order staging tables including requisitions, requests from PeopleSoft Supply Planning, and requests from par location replenishment can be assigned to blanket purchase orders if they meet the proper criteria. Here are the steps:

1. A contract is entered.

   The user populates the contract header, line, and UOM tables. If the user selects the Release to Single PO Only option, the system populates the contract-purchase order cross-reference table CNTRCT_BPO_XREF.

2. (Optional) The contract is dispatched.

3. Transactions can be assigned to blanket purchase orders in two ways:

   a. Users can assign blanket purchase orders by assigning the appropriate contract ID to requisitions at the time of creation.

   b. Transaction data from requisitions, PeopleSoft Supply Planning requests, or par location replenishment requests can populate the purchasing staging tables and the data can be assigned to a blanket purchase order if the proper criteria are met.

4. The PO Calculations process performs the following tasks if you are releasing to a single PO only:

   a. Assigns the appropriate purchase order identifier on the staging table PO_ITM_STG_UD.

   b. If a blanket purchase order is assigned to a line, the staging tables are updated with the assign PO ID.

      The PO status is set to *In Process* and an error message appears if the purchase order is already in process with a different process instance.

5. (Optional) The transaction and the purchase order to which it is assigned can be viewed in the Sourcing Workbench at this point in the process.

6. The Create Purchase Orders process performs the following tasks for Release to Single PO Only:

   a. It assigns the PO line number on the PO_ITM STG_UD table to match the contract line number.

   b. It increments the PO schedule number on the PO_ITM_STG_UD table based on the last schedule number on the purchase order.

   c. It inserts line items onto the purchase order if they do not already exist.

   d. It inserts schedules into the purchase order.

   e. If the purchase order is eligible for change order tracking (the PO status is *Dispatched* or the change order number is greater than 0), the process performs the following steps:

      If a new line is being inserted into the purchase order, the row is inserted into the PO_CHNG_LINE table. A row is inserted into the PO_CHNG_SHIP table. The process changes the PO status if it is *Dispatched.*

7. The purchase order can be altered with the following limitations (Release to Single PO Only):

   a. Lines must be added to the contract, not the purchase order, to keep the two synchronized.

   b. Additional schedules can be added to the purchase order and the contract can be updated manually with the added schedules.

   c. You can change VAT information and ship to address or make other modifications.

Modifying a Blanket Order by Modifying the Contract

Use the Contract page to make changes to the purchase order quantity or to add more lines to be released, then process a purchase order. For Release to Single PO Only, if a line is added or changed to a dispatched purchase order, a change request is generated and the purchase order header status is *Approved* or *Pending Approval,* depending on whether approval is required. The stage status changes to *In Process.*

Modifying a Blanket Order by Modifying the Purchase Order

Use the Maintain Purchase Order - Purchase Order page and Maintain Purchase Order - Schedules page to access and change VAT information and ship to address or to make more modifications. You can also insert additional schedules. When you add a schedule to the purchase order, it updates the contract. If you want to add lines or change item information, you can do that through the contract. For the purchase order contract process option, you can manually add additional lines onto the purchase order. This will update the contract released amounts and quantities.

Modifying a Blanket Order by Using a Requisition

When you create a requisition, you can assign a blanket purchase order to an item on the Details for Line page (or on the line itself). The Create Purchase Orders process adds the necessary lines and schedules to the existing purchase order for Release to Single PO Only, or to the new purchase order for the purchase order contract process option. The following relates to Release to Single PO Only: If the line item does not exist on the purchase order, the Create Purchase Orders process inserts a line with the same line number as the contract. If the line already exists, the Create Purchase Orders process inserts an additional schedule into the existing purchase order. If the purchase order was ever dispatched before the line or schedule was added, the Create Purchase Orders process creates a change order.

Modifying a Blanket Order by Using the PO Calculations Process

If no contract is specified on the transaction and the transaction source is a requisition, a PeopleSoft Supply Planning request, or a par location replenishment request, the PO Calculations process searches for the most recent effective contract for the determined vendor. The process can assign a blanket purchase order if the proper criteria are met.

When the PO Calculations process assigns one of these transactions to a blanket purchase order, the Create Purchase Orders process adds the necessary lines and schedules to the existing purchase order for Release to Single PO Only, or to the new purchase order for the purchase order contract process option. Regarding Release to Single PO Only, if the line item does not exist on the purchase order, the Create Purchase Orders process inserts a line with the same line number as the contract. If the line already exists, the Create Purchase Orders process inserts an additional schedule into the existing purchase order. If the purchase order was ever dispatched before the line or schedule was added, the Create Purchase Orders process creates a change order.

Receiving, Matching, and Paying Blanket Orders

You receive, match, and pay blanket orders using the same processes that are used for other purchase orders that are generated in PeopleSoft Purchasing.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Line Information, page 290

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online," Creating Purchase Order Headers

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online," Creating Purchase Order Schedules

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Order Change Orders"

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using Purchase Order Sourcing"

Pages Used to Use Blanket Orders

Page Name	Object Name	Navigation	Usage
Contract	CNTRCT_HDR	Purchasing, Procurement Contracts, Add/Update Contracts, Contract	Create a blanket order. You can select *Purchase Order* or *General Contract* or *Release to Single PO Only* from the contract process options when accessing this page.
Dispatch Vendor Contract	RUN_DISP_POCNT100	Purchasing, Procurement Contracts, Dispatch Contracts, Dispatch Vendor Contracts	Run the Vendor Contract Dispatch/Print SQR Report process (POCNT100) to dispatch contracts, to run the Email Application Engine process (PO_CON_EMAIL), or to run the Contract Dispatch & Email multiprocess job (CONDISP), which runs both processes for order contracts. These processes do not apply to voucher contracts.
Create Releases	CNTRCT_SCHEDULE	Purchasing, Procurement Contracts, Add/Update Contracts, Create Releases	Add releases to the blanket order.
Review Staged Releases	CNTRCT_RLS_LINE	Click the Review Staged Releases link on the Create Releases page.	View the staged purchase order releases for this contract and make changes to them. This functionality is available only when staged releases exist.
Release Parameter	RUN_PO_POCNTRCT	Purchasing, Procurement Contracts, Stage Contract POs, Release Parameter	Run the Purchase Order Contracts process for order contracts.

Page Name	Object Name	Navigation	Usage
PO Calculations - Run Controls	RUN_PO_POCALC1	• Purchasing, Purchase Orders, Stage/Source Requests, PO Calculations, Run Controls • Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing	Enter the run control criteria for the PO Calculations Application Engine process (PO_POCALC) and to run the process.
Create PO	RUN_PO_POCREATE	• Purchasing, Purchase Orders, Stage/Source Requests, PO Creation, Create PO • Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing	Enter the selection criteria for the Create Purchase Orders Application Engine process (PO_POCREATE) and run the process.
PO Autosourcing - Objectives	RUN_PO_AUTOSRC1	Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing, Objectives	Select all of the sources from where you would like the purchase orders created.
PO Autosourcing - Options	RUN_PO_AUTOSRC2	Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing, Options	Define autosource options.
PO Autosourcing - Results	RUN_PO_AUTOSRC_LOG	Purchasing, Purchase Orders, Stage/Source Requests, PO Auto Sourcing, Results	Review results of the sourcing process and drill into the sourcing workbench.
Dispatch Purchase Orders	RUN_DISP_POPO005	Purchasing, Purchase Orders, Dispatch POs, Dispatch Purchase Orders	Run the PO Dispatch/Print SQR Report process (POPO005) and dispatch purchase orders to run the Email Application Engine process (PO_PO_EMAIL) or to run the PO Dispatch & Email multiprocess job (PODISP), which runs both processes.

Entering Blanket Order Information

To enter blanket order information:

1. Access the Contract page.
2. Access the PO Line Pricing Info page.

   Default values appear on this page.
3. (Optional) Enter maximum line quantity and amount values.

Note. For Release to Single PO Only, enter the purchase order information that is in the Purchase Order Information group box.

4. Save the contract.

   PO ID link becomes available in the Purchase Order Information group box

5. (Optional) Run the Vendor Contract Dispatch/Print process to dispatch the contract.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Header Information, page 271

Entering First Release Blanket Order Information

To enter first release blanket order information:

1. Access the Contract page.
2. Select the item for which you want to create a release.
3. Access the Contract Releases page and enter the following information:
   - Lead time for the item.
   - (Optional) Due time for the item.
   - Quantity to release.
4. Enter the following information in the Blanket Purchase Order group box.

   This information is required for initial releases, unless otherwise stated. Fields in this group box appear only after you save.

   PO Business Unit — Select the PeopleSoft Purchasing order contract business unit for the release. This field appears only after you save the contract.

   PO ID (purchase order ID) — Displays the unique identifier for the purchase order.

   Currency — Select the currency for the blanket order. The default for this field is based on the value that is defined for the purchasing business unit.

   Rate Type — Select the currency rate type.

   Vendor Location — Select the vendor location for the purchase order. This overrides the vendor location that is defined in the contract defaults.

   PO Reference(purchase order reference) — (Optional) Enter reference information.

   Origin — Select the origin for the purchase order. This field is optional.

5. Enter the information in the Release Schedule group box.
6. Repeat steps 1–5 for each additional line on the contract.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Header Information, page 271

Chapter 5, "Using Voucher and Order Contracts," Entering Contract Purchase Order Line Price Adjustments, page 301

Generating First Releases to a Blanket Order

To generate first releases to a blanket order:

1. Perform the procedure for entering first-release blanket-order information.
2. On the Create Releases page, click the Calculate Dates button to populate the schedule release date information based on the information that you enter in the Release Schedule group box.
3. Click the Stage button to stage the releases to the contract.
4. Access the Review Staged Releases page to view or change the staged releases to the contract.
5. Save the release information to the contract.
6. Run the following processes in the order listed:
    a. Purchase Order Contracts process.
    b. PO Calculations process.

       After the PO Calculations process runs, you can view the assigned PO ID in the Sourcing Workbench if you want.
    c. Create Purchase Orders process.

Note. When you release to a single purchase order and you delete a line from the purchase order, you can rerelease the contract line. However, if you cancel the line on the purchase order or if the purchase order line is closed, the line cannot be rereleased from the contract.

Warning! If you cancel the purchase order that is associated with the Release to Single PO Only contract, the system cancels the contract. This applies only if you have selected the Release to Single PO Only process option on the Contract page.

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    d. (Optional) Automatic Purchasing Sourcing process.

       This process enables you to run the Purchase Order Contracts, PO Calculations, and Create Purchase Orders processes from the same run control page in the appropriate order.
    e. PO Dispatch/Print process.

       The report includes the header, release number, total amount, open amount, and remaining (open) quantities on the contract.

See Also

Chapter 5, "Using Voucher and Order Contracts," Entering First Release Blanket Order Information, page 325

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using Purchase Order Sourcing"

Using Recurring Purchase Order Vouchers

This section discusses how to create recurring purchase order vouchers.

Pages Used to Use Recurring Purchase Order Vouchers

Page Name	Object Name	Navigation	Usage
Contract	CNTRCT_HDR	Purchasing, Procurement Contracts, Add/Update Contracts, Contract	Enter order and voucher contract header information.
Create Releases	CNTRCT_SCHEDULE	Purchasing, Procurement Contracts, Add/Update Contracts, Create Releases	Specify the interval between vouchers and the duration of the contract to generate a schedule for the series of vouchers and to create the releases of the vouchers. The releases that you create and available options are based on the specified business unit.
Review Staged Releases	CNTRCT_RLS_LINE	Click the Review Staged Releases link on the Create Releases page.	View the staged purchase order and voucher releases for this contract and make changes to them. This functionality is available only when staged releases exist.
Release Parameter	RUN_PO_POCNTRCT	Purchasing, Procurement Contracts, Stage Contract POs, Release Parameter	Run the Purchase Order Contracts process for order contracts.
PO Calculations - Run Controls	RUN_PO_POCALC1	Purchasing, Purchase Orders, Stage/Source Requests, PO Calculations, Run Controls	Enter the run control criteria for the PO Calculations process and run the process.
Create PO	RUN_PO_POCREATE	Purchasing, Purchase Orders, Stage/Source Requests, PO Creation, Create PO	Enter the selection criteria for the Create Purchase Orders process and run the process.
Voucher Build	VCHR_BATCH_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Build	Create a run control for the Voucher Build Application Engine process (AP_VCHR_BLD) and run the process.

Creating Recurring Purchase Order Vouchers

To create a recurring purchase order voucher:

1. Create a contract using the Recurring PO Voucher contract process option
2. Access the Contract page.

The system selects the Amt Only check box on the Order by Amount tab and disables it for all lines. You enter the line item information for all lines for which you want to create recurring purchase order vouchers, and enter the maximum line amount for the total amount to release for each contract line. This amount carries over to the purchase order and becomes the total amount that can be released to recurring vouchers. The gross and merchandise amounts carry over to the voucher. The Include for Release check box is cleared and unavailable for entry.

3. Upon saving the contract, the system prompts you whether to create a purchase order.

   If you select yes, the system:

   a. Creates the new purchase order and updates the contract staging table with the PO ID.

   b. Uses the Maximum Line Amount field on the contract line for the purchase order amount.

   c. Disables the maximum line quantity for the contract line.

4. Run the Purchase Order Contracts process, PO Calculations process, and Create Purchase Orders process.

Note. For recurring purchase order vouchers, the Create Purchase Orders process does not update the amount and quantity line released fields. These fields are used only for the amounts that are released to recurring vouchers.

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5. When the processes are finished, you can update the purchase order and run budget checking for the purchase order.

   When the purchase order passes budget checking and the following statuses are in place, you can generate recurring vouchers:

   - Header budget check status is *Valid.*
   - Header nonprorated budget check status is *Valid.*
   - In Process flag is set to *No.*
   - Distribution line status is *Open.*
   - Invoice Line flag is set to *No.*
   - Commitment Control Close flag is set to *No.*

   The purchase order is picked up by the PO Dispatch process and communicated to the supplier using the designated dispatch method.

   However, the PO status is never set to *Dispatched.* For this reason, when you create the recurring purchase order voucher contract and the purchase order, ensure that matching, receiving, and inspection are *not* required for the purchase order. If any of these actions are required for the purchase order, you cannot close the purchase order because a prerequisite for these actions is the PO status *Dispatched.*

6. On the Create Releases page, you define the release dates, and click the Stage button to generate staged voucher releases.

   The system performs the following actions:

   a. Confirms that the following statuses are in place for the purchase order that is associated with this recurring purchase order voucher: header budget check status of *Valid;*header nonprorated budget check status of *Valid;* PO status of *Active;* In Process flag set to *No;* distribution line status of *Open;* Invoice Line flag set to *No;* and Commitment Control Close flag set to *No.*

   b. Verifies that the voucher line that is selected for release exists on the purchase order.

      The current line amount to release to a voucher plus the line-released amount must not exceed the maximum line amount for the contract line.

      You can click the Purchase Order link on the Contract page to view the purchase order after it is created.

c. Copies the distribution from the purchase order.

d. Updates the contract staging table with the associated PO ID.

7. Run the Voucher Edit/Voucher Build processes.

   When you run budget checking against the voucher, the system liquidates the associated purchase order.

   Also, you should be able to finalize a purchase order line from the voucher.

8. If you add new lines to the contract after recurring vouchers have already been released, a new release with the new contract line information is generated when you save.

9. You then run the Purchase Order Contracts process, PO Calculations process, and Create Purchase Orders process.

   The purchase order now contains all lines that are on the contract. When you have checked the budget for the purchase order, the budget status is valid, and you dispatch it. All of the other statuses on the purchase order are correct, and you can create recurring purchase order vouchers using this new line.

   If you cancel the purchase order, the contract will be placed on hold.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using Purchase Order Sourcing," Running the PO Calculations Process

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using Purchase Order Sourcing," Creating Purchase Orders Using the Create Purchase Orders Process

Dispatching Vendor Contracts

This section provides an overview of dispatching vendor order contracts and discusses how to run the Vendor Contract Dispatch/Print process.

Understanding Dispatching Vendor Order Contracts

The Vendor Contract Dispatch/Print process dispatches order contracts to the vendor based on the selection criteria that you enter on the Dispatch Vendor Contract page and using the dispatch method that you set on the Dispatch Options page.

The Vendor Contract Dispatch/Print process is optional and is available only for order contracts. This process also dispatches blanket contracts.

When you run this process from the Dispatch Vendor Contracts page, you have three choices on the Process Scheduler Request page:

Contract Dispatch & Email multiprocess job (CONDISP)	Select to run the Vendor Contract Dispatch/Print SQR Report process and then the Email Application Engine process.
Vendor Contract Dispatch/Print process SQR Report (POCNT100)	Select to run only the Vendor Contract Dispatch/Print process.

Email Application Engine process (PO_CON_EMAIL) Select to run only the Email process.

When you use the email dispatch method, the Vendor Contract Dispatch/Print process creates an output file in the location that you specify on the File Locations page. The Email process picks up the output file from the specified location and sends an email message with the contract as an attachment. When the dispatch method is fax, the dispatch process creates a contract file and a fax control file in the locations that you specify on the File Locations page.

Dispatching contracts by email requires that you run two processes: the Vendor Contract Dispatch/Print process and the Email process.

To dispatch by email, you first need to run the Vendor Contract Dispatch/Print process to update the Contract Email queue table (CNTRCT_EMAIL_QU). You then run the Email process.

The Email process is an Application Engine process that picks up the email output file that is created by the Vendor Contract Dispatch/Print process in the location that is specified on the File Locations page. It then generates an email message through the SMTP gateway. If you specify a vendor contact on the Contract page, the Email process sends the email to the address that you specify in the Email ID field on the Vendor Information - Contacts page. If you do not specify a vendor contact on the contract, the Email process sends the email to the address that you specify in the Email ID field on the Vendor Information - Address page.

To simplify dispatching by email, you can use the Contract Dispatch & Email multiprocess job on the Process Scheduler Request page that you access from the Dispatch Vendor Contract page. The Contract Dispatch & Email multiprocess job automatically runs the Vendor Contract Dispatch/Print process and then the Email process.

See Also

Chapter 5, “Using Voucher and Order Contracts,” Entering Order Contract Dispatch Options, page 286

Chapter 5, “Using Voucher and Order Contracts,” Entering Contract Header Information, page 271

Chapter 3, “Maintaining Vendor Information,” Entering Vendor Contact Information, page 115

Chapter 3, “Maintaining Vendor Information,” Entering Vendor Addresses, page 111

Page Used to Dispatch Vendor Contracts

Page Name	Object Name	Navigation	Usage
Dispatch Vendor Contracts	RUN_DISP_POCNT100	Purchasing, Procurement Contracts, Dispatch Contracts, Dispatch Vendor Contracts	Run the Vendor Contract Dispatch/Print process and dispatch contracts, run the Email process, or run the Contract Dispatch & Email job, which runs both processes for order contracts. These processes do not apply to voucher contracts.

Running the Vendor Contract Dispatch/Print Process

Access the Dispatch Vendor Contracts page.

Process Request Parameters

SetID Select the setID for the contract to dispatch. This field is required for dispatching specific contracts.

Business Unit Select the business unit that you want to appear as a reference on the dispatch report. If selected, the business unit and address appear in the report header. The business unit is not used as part of the selection criteria.

Contract ID Select a contract ID to dispatch a specific contract. All approved order contracts are eligible.

Vendor ID Select a vendor to dispatch contracts for a specific vendor.

Fax Cover Page If applicable, select a fax cover page. Identify the fax cover letters on the Fax Cover Letters page.

Dispatch Methods to Include

Select the dispatch methods that you want to include in the run of the process. Options are *Print, FAX, Email,* and *Phone.*

If a specific contract is not selected on the page, the Vendor Contract Dispatch/Print process dispatches all contracts that have the specified dispatch methods set on the Contract page.

If you specify a contract on this page, then only that contract is dispatched and the selections in the contract Dispatch Methods To Include group box are ignored.

Miscellaneous Options

Test Dispatch Select to run the process without setting the status of the processed contracts to *Dispatched.* The printed contracts have the word *Unauthorized* printed at the bottom. This enables you to test the fax server setup without actually updating the system.

Print Duplicate Select to print the word *Duplicate* on each copy of the contract.

Print Copy Select to produce a printed copy of each contract that is processed. If any of the contracts processed are by phone, email, or fax, a hard-copy is printed for review.

See Also

Chapter 2, “Defining Procurement Options,” Setting Up Fax Locations, page 39

Building Voucher Contracts

This section provides an overview of the PeopleSoft Payables Batch Voucher process and lists the pages that are used to build voucher contracts.

Understanding PeopleSoft Payables Batch Voucher Process

The PeopleSoft Payables Batch Voucher process stages and builds voucher contracts. The Voucher Build process picks up the voucher release information from the CNTRCT_RLS_HDR, CNTRCT_RLS_LN, and CNTRCT_RLS_DTL tables. The Batch Voucher process controls the release of the vouchers into the PeopleSoft Payables system based on the contract release date for each PeopleSoft Payables business unit.

See Also

PeopleSoft Enterprise Payables 8.9 PeopleBook, "Processing Batch Vouchers"

Page Used to Build Voucher Contracts

Page Name	Object Name	Navigation	Usage
Voucher Build	VCHR_BATCH_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Build	Create a run control for the Voucher Build process and run the process.

Staging Purchase Order Contracts

This section provides an overview of the Purchase Order Contracts process and discusses how to run the Purchase Order Contracts process.

Understanding the Purchase Order Contracts Process

The Purchase Order Contracts process stages contract purchase order releases from contracts and adds defaults so that they can become purchase orders when you run the PO Calculations process and the Create Purchase Orders process. The Purchase Order Contracts process is not used for voucher contracts.

The Purchase Order Contracts process takes the information from the CNTRCT_RLS_HDR, CNTRCT_RLS_LN, and CNTRCT_RLS_DTL tables and places it on the purchasing stage tables. The PO Calculations process then takes the purchase order information from the stage tables for further processing, and then the purchase order releases are built by the Create Purchase Orders process.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Using Purchase Order Sourcing"

Page Used to Stage Purchase Order Contracts

Page Name	Object Name	Navigation	Usage
Release Parameter	RUN_PO_POCNTRCT	Purchasing, Procurement Contracts, Stage Contract POs, Release Parameter	Run the Purchase Order Contracts process for order contracts.

Running the Purchase Order Contracts Process

Access the Release Parameter page.

Contract Selection Criteria

Select the parameters that the Purchase Order Contracts process uses to select which purchase order releases to stage.

First drop-down list box Options are:

All Business Units: Select to stage purchase order contract releases from all PeopleSoft Purchasing business units.

Specific Business Unit: Select to stage purchase order contract releases from a specific business unit. If this value is selected, select a business unit in the Unit field.

Second drop-down list box Options are:

All Contracts: Select to stage purchase order contract releases from all contracts.

Specific Contract: Select to stage purchase order contract releases from a specific contract. If this value is selected, select values in the SetID and Contract ID fields.

Third drop-down list box Options are:

All PO Dates: Select to stage purchase order releases for all dates.

PO Date By: Select to stage only purchase order releases whose date is equal to the system date when you run the Purchase Order Contracts process. To stage only the releases for the current system date, set the Days From the Scheduled Run field to *0.* To include releases within a number of days of the current system date, enter that number in the Days From the Scheduled Run field.

PO Date Range: Select to enter a range of dates for the purchase order release in the PO Date and Through Date fields.

Viewing Contract-Related purchase order Line Information

This section discusses how to view contract-related information for purchase order lines.

Pages Used to View Contract-Related purchase order Line Information

Page Name	Object Name	Navigation	Usage
PO Contract Line	PO_CNTRCT_LINE	Purchasing, Procurement Contracts, Review Contract Information, Review Contracts by PO, PO Contract Line	View contract-related purchase order line information.
Purchase Order Inquiry - Purchase Order	PO_LINE_INQ	Click the Inquire link on the PO Contract Line page.	View the purchase order.
Maintain Purchase Order - Purchase Order	PO_LINE	Click the Update link on the PO Contract Line page.	Modify purchase order information online.
Activity Summary	ACTIVITY_SUMMARY	Click the Activity Summary link on the PO Contract Line page.	Review the receiving, invoicing, and matching activities that have been performed on the selected purchase orders to date.

Viewing Contract-Related Information for Purchase Order Lines

Access the PO Contract Line inquiry page.

Item ID Select an item on the selected contract.

PO with Contract Select to view purchase orders that reference the selected contract. If you have also selected an item ID, the search retrieves purchase orders that reference the selected contract and item.

PO without Contract Select to view purchase orders that do not have contracts associated with them but that contain this item. This check box enables you to view information about purchase orders for items that are on a contract but that are purchased using purchase orders that are not contract-related.

Search Click to retrieve purchase orders that meet the selection criteria. This button becomes available after you select the PO with Contract check box or the PO without Contract check box.

List of Purchase Orders

Up To Dt Qty (up to date quantity) Displays the quantity to date on the purchase order.

Up To Dt Amt (up to date amount) Displays the amount to date on the purchase order.

Viewing Purchase Order Contract Events

This section discusses how to:

- View contract events.
- View purchase order contract lines.
- View purchase order contract voucher details.
- View purchase order contract matching details.

Pages Used to View Purchase Order Contract Events

Page Name	Object Name	Navigation	Usage
Events Inquiry	CNTRCT_EVT_INQUIRY	Purchasing, Procurement Contracts, Review Contract Information, Events, Events Inquiry	View contract events.
Contract Lines (inquiry) (purchase order-related)	CNTRCT_EVT_LNS_SEC	Click the View Contract ID Line link on the Events Inquiry page.	View details about a purchase order release. You must have selected a purchase order release line on the Events Inquiry page.
Item Description	CNTRCT_ITEM_DESCR	Click the Item Description link on the Contract Lines inquiry page (purchase order-related). The item description link consists of the first 30 characters of the item's base-language description in the Transaction Item Description text box on the Item Description page.	View descriptions for a specific item.
Receipt Details (inquiry) (purchase order-related)	CNTRCT_EVT_LNR_SEC	Click the Receipt link on the Contract Lines inquiry page (purchase order-related).	View information about the receipt for the selected purchase order line.
Receiving (inquiry)	RECV_INQ	Click the Receipt link on the Contract Lines inquiry page (purchase order-related).	View detailed receipt information.
Voucher Details (inquiry)	CNTRCT_EVT_LNI_SEC	Click the Invoice link on the Contract Lines inquiry page (purchase order-related).	View information about the voucher for the selected purchase order line.
Voucher Inquiry	AP_VOUCHER_INQUIRY	Click the Go To Voucher Inquiry link on the Voucher Details inquiry page and Matching Details inquiry page (purchase order-related).	Search for and review information about vouchers.
Matching Details (inquiry) (purchase order-related)	CNTRCT_EVT_LNM_SEC	Click the Matching link on the Contract Lines inquiry page (purchase order-related).	View information about matching for the selected purchase order line.

Viewing Contract Events

Access the Events Inquiry page.

Type Displays whether the contract event is for a voucher, purchase order release, or a requisition.

Status Displays the status of the purchase order, voucher, or requisition transaction.

Reference Displays the text from the PO Ref (purchase order reference) field on the PO Header Details page. This field appears for purchase order event types only.

Release Displays the release number for the release. A *release* is the transaction for the contract. For example, a one-year lease contract with monthly payments would have 12 releases. This field appears for purchase order event types only.

Amount Displays the amount on the purchase order or voucher contract release or requisition.

Maximum Amount Displays the maximum amount for the contract. Additional releases are not generated after the maximum amount is reached.

Released Displays the amount on the contract that has been released to date.

Remaining Displays the amount remaining on this contract. This field appears only if the maximum amount for the contract is greater than 0.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online," Entering Purchase Order Header Details

Viewing Purchase Order Contract Lines

Access the Contract Lines inquiry page (purchase order related).

PO Release Events - Contract Info

Line References the contract line.

Amt Only (amount only) Identifies an amount-only contract line.

Milestone Number If applicable, identifies the milestone number that is associated with the release line.

Release Line Identifies the release line that is associated with the referenced contract line.

Description Displays the description that is defined for the item ID on the release line. When an item ID is not specified, the description is the ad hoc text that is entered to describe the goods purchased.

PO Release Information

Rem Rcpt Qty (remaining receipt quantity) Displays the quantity remaining to be received against the release line.

Viewing Purchase Order Contract Voucher Details

Access the Voucher Details inquiry page.

Voucher Info

Sched (schedule) Displays the voucher line schedule number.

Date Displays the invoice date.

Viewing Purchase Order Contract Matching Details

Access the Matching Details inquiry page (purchase order-related).

PO Matching Info

Sched (schedule) Displays the voucher line schedule number.

Viewing Voucher Contract Events

This section discusses how to:

- View voucher contract lines.
- View voucher contract payment details.

Pages Used to View Voucher Contract Events

Page Name	Object Name	Navigation	Usage
Events Inquiry	CNTRCT_EVT_INQUIRY	Purchasing, Procurement Contracts, Review Contract Information, Events, Events Inquiry	View contract events.
Contract Lines (inquiry) (voucher-related)	CNTRCT_EVT_LNV_SEC	Click the View Contract ID Line link on the Events Inquiry page.	View details about a voucher release. You must have selected a voucher release line on the Events Inquiry page.
Receipt Details (inquiry) (voucher-related)	CNTRCT_EVT_LNX_SEC	Click the Receipt link on the Contract Lines page (voucher-related).	View information about the receipt for the selected voucher line.
Receiving (inquiry)	RECV_INQ	Click the Receipt Inquiry link on the Receipt Details inquiry page.	View detailed receipt information.
Matching Details (inquiry) (voucher-related)	CNTRCT_EVT_LNW_SEC	Click the Matching link on the Contract Lines page (voucher-related).	View information about matching for the selected voucher line.
Purchase Order - Form (inquiry)	PO_LINE_INQ	Click the Purchase Order Inquiry link on the Matching Details inquiry page (voucher-related).	Review purchase order information such as the item, pricing, account code, vendor name, and comments.
Purchase Order - Form (inquiry)	CNTRCT_EVT_PAY_SEC	Click the Show Payments link on the Events Inquiry page.	View details about a voucher release. You must have selected a voucher release line on the Events Inquiry page.

Viewing Voucher Contract Lines

Access the Contract Lines page (voucher-related).

Voucher Events - Contract Info

Amt Only (amount only) Identifies an amount-only contract line.

Description Displays the description that is defined for the item ID on the contract line. When an item ID is not specified, the description is the ad hoc text that is entered to describe the goods purchased.

Voucher Info

Rem Rcpt Qty (remaining receipt quantity) Displays the quantity remaining to be received against the contract line.

Payable Displays the total amount remaining to be paid on the invoice.

Viewing Voucher Contract Payment Details

Access the Payment Details inquiry page.

Bank Info

Bank SetID Displays the bank setID for the vendor's bank account.

Bank Code Displays the bank code for the vendor's bank account.

Bank Account Displays the vendor's bank that will receive payment.

Payment Reference Displays the payment reference ID.

Payment Info

Payment Amount Displays the amount of the payment.

Paid Amount Displays the amount paid.

Payment Status Displays the current status for the pay cycle's bank account or payment method.

Total Payment Amount Displays the total amount of the payments for all lines.

Total Paid Amount Displays the total amount paid for all lines.

Viewing Requisition Contract Events

This section discusses how to:

- View requisition contract lines.
- View requisition contract release details.

Pages Used to View Requisition Contract Events

Page Name	Object Name	Navigation	Usage
Events Inquiry	CNTRCT_EVT_INQUIRY	Purchasing, Procurement Contracts, Review Contract Information, Events, Events Inquiry	View contract events.
Contract Lines (inquiry) (requisition-related)	CNTRCT_EVT_LNQ_SEC	Click the View Contract ID Line link on the Events Inquiry page.	View details about a requisition-related release. You must have selected a requisition-related release line on the Events Inquiry page.
Release Details (inquiry)	CNTRCT_EVT_LNP_SEC	Click the Release Information link on the Contract Lines inquiry page (requisition-related).	View details about the requisition release.
Purchase Order Inquiry - Purchase Order	PO_LINE_INQ	Click the Purchase Order Inquiry link on the Release Details inquiry page.	Review purchase order information such as the item, pricing, account code, vendor name, and comments.

Viewing Requisition Contract Lines

Access the Contract Lines inquiry page (requisition-related).

Contract Info

Amt Only (amount only) Identifies an amount-only contract line.

Description Displays the description that is defined for the item ID on the line. When an item ID is not specified, the description is the ad hoc text that is entered to describe the goods purchased.

Requisition Info Tab

Rem Rcpt Qty (remaining receipt quantity) Displays the quantity-remaining-to-be-received quantity for the line.

Viewing Requisition Contract Release Details

Access the Release Details inquiry page.

PO Release Information

Due Date Displays the due date of the purchase order goods.

Price Displays the unit price of the goods on the purchase order.

Rem Rcpt Qty (remaining receipt quantity) Displays the quantity remaining to be received for all the lines.

CHAPTER 6

Using Group Purchasing Organizations

This section provides an overview of group purchasing organization (GPO) contracts and discusses how to:

- Define GPO contracts.
- Load GPO contracts.
- Calculate distributor prices.

Understanding GPO Contracts

The GPO feature enables you to record and use contract pricing negotiated by group purchasing organizations on behalf of an organization. You can record the GPO contract within the PeopleSoft system by loading the contract and then accepting only the contract items used by the organization. You can use PeopleSoft GPOs to:

- Load contract price and item data from XML or flat files.

  The source of the data could be the manufacturer, distributor, or the group purchasing organization.
- Select the information from the GPO contract to be used by the organization.

  As GPO contract information is loaded, you control the addition of new items, price changes, and new units of measure (UOMs).
- Automatically calculate the distributor price used on the purchase order.

  The distributor prices are stored in the item tables and can be recalculated at any time. The distributor price is based on the manufacturer's price plus the distributor markup.
- Run PeopleSoft reports to review items purchased by GPO, GPO contract, manufacturer, or distributor.
- Track contract commitments including multiple levels of pricing tiers based on amount or percentage.
- Review rebates received per GPO contract.

See Also

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "PeopleSoft Purchasing Reports"

Common Elements Used in This Chapter

GPO ID	Enter a unique alphanumeric code assigned to each group purchasing organization.
GPO Contract and **GPO Contract Number**	Enter a unique alphanumeric code assigned to each contract from a group purchasing organization.
Manufacturer's Price	Enter the price per unit for an item on the Item Manufacturer GPO page.

Distributor's Price This price appears by default from the Vendor's UOM & Pricing Info (vendors unit of measure and pricing information) page. This is the distributors price for an item used on the purchase order.

Defining GPO Contracts

To define manufacturers, GPO manufacturers, rebates, definitions, and distributors, use the Manufacturer (MANUFACTURER), GPO Manufacturer (MFG_GPO), GPO Rebates (MFG_GPO_REBATE), GPO Definition (GPO_NAME), and GPO Distributor (MFG_GPO_VENDOR) components.

This section provides an overview of the GPO contract definition process and discusses how to:

- Define GPO manufacturers contracts.
- Define GPO distributors.

Understanding the GPO Contracts Definition Process

The steps for defining GPO contracts are:

1. On the Manufacturer page, define a manufacturer ID for each manufacturer of contract items.
2. Using the Vendor Information component, define each distributor as a PeopleSoft vendor.

   If you can buy directly from the manufacturer of the item, the manufacturer should also be defined as a vendor.
3. On the Define GPO page, define a GPO ID for each group purchasing organization.
4. On the Define GPO Manufacturer page, define each GPO contract with a GPO contract ID and contract details.
5. (Optional) On the Tier Requirements page, identify any tier requirements contained in the GPO contract.
6. On the GPO Distributor page, enter the GPO contract distributors (vendors) and their markup percentages.
7. (Optional) On the Define GPO Rebates page, enter any GPO contract rebates received.

In PeopleSoft Purchasing there are a couple of ways to manage vendor rebates for GPO Contracts. The two methods are:

- Manually record the vendor rebates received from the manufacturer using the GPO Rebates page.

  This is only for reporting purposes.
- Use the vendor rebate functionality to automatically manage and process vendor rebates for GPO contracts.

If you decide to use the vendor rebate functionality, using the GPO Rebates page to enter vendor rebates is not necessary. The vendor rebates for the GPO contract are managed and processed within the vendor rebate functionality.

Note. The vendor rebates functionality won't populate the vendor rebates back to the GPO Rebates page since the rebates are already managed within the vendor rebates functionality. If you still want to use the GPO Rebates page in addition to the vendor rebate functionality, you can, but you will have to manually update the GPO Rebates page.

See Also

Chapter 6, “Using Group Purchasing Organizations,” Calculating Distributor Prices, page 356

Chapter 6, “Using Group Purchasing Organizations,” Defining GPO Distributors, page 348

Chapter 6, “Using Group Purchasing Organizations,” Defining GPO Manufacturers Contracts, page 347

Chapter 6, “Using Group Purchasing Organizations,” Loading GPO Contracts, page 348

Chapter 3, “Maintaining Vendor Information,” page 91

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, “Understanding Vendor Rebates”

Pages Used to Define GPO Contracts

Page Name	Object Name	Navigation	Usage
Manufacturer	MANUFACTURER	Set Up Financials/Supply Chain, Product Related, Procurement Options, Purchasing, Manufacturer	Define each manufacturer of items.
General Information - Identification or Vendor - Identifying Information	VNDR_ID1	• Grants, Subrecipients, General Information, Identification • Vendors, Vendor Information, Add/Update, Vendor, Identifying Information	Define each distributor of GPO contract items as a vendor.
Define GPO	GPO_NAME	Purchasing, Procurement Contracts, Create GPO Contracts, Name, Define GPO	Define group purchasing organizations.
Define GPO Manufacturer	MFG_GPO	Purchasing, Procurement Contracts, Create GPO Contracts, GPO Manufacturer, Define GPO Manufacturer	Define GPO contracts.
Tier Requirements	MFG_GPO_REQ	Enter a value in the Contract Tier Level field. Click the More link on the Define GPO Manufacturer page.	Enter details concerning the GPO contract's tier requirements.
GPO Distributor	MFG_GPO_VENDOR	• Purchasing, Procurement Contracts, Create GPO Contracts, Distributor, GPO Distributor • Click the Distributors link on the Define GPO Manufacturer page.	Enter the GPO contract distributors (vendors) and their markup percentages.
GPO Rebates	MFG_GPO_REBATE	• Purchasing, Procurement Contracts, Create GPO Contracts, Rebates, GPO Rebates • Click the Rebates Received link on the Define GPO Manufacturer page.	Enter any rebates received for this GPO contract. Update this page whenever a rebate is received against this contract.

See Also

Chapter 2, "Defining Procurement Options," Defining Manufacturer IDs, page 42

Chapter 3, "Maintaining Vendor Information," page 91

Defining GPO Manufacturers Contracts

Access the Define GPO Manufacturer page.

Buy from this Manufacturer Select this check box if you can buy items directly from the manufacturer. The system creates a record on the GPO distributor table for the manufacturer, with default markup of 0.

Vendor ID Enter the manufacturer's vendor ID if you can buy directly from the manufacturer. If you are using vendor rebate functionality, the system will use this vendor associated with this manufacturer to assign the vendor rebate agreement to a purchase order.

Note. You must select the Buy from this Manufacturer check box and select a vendor ID for the vendor rebate functionality to be handled correctly for this manufacturer. If you do not specify the manufacturer's vendor ID, you can still optionally manage vendor rebates with the distributor's vendor ID (the vendor on the purchase order).

Committed Contract Select this check box if you are committed by this contract to purchase a minimum level calculated by amount, by percentage, or both.

Commitment % (commitment percentage) Enter a percentage if the contract commitment is based on the percentage of overall spending for the organization.

Commit Level Amount Enter the amount that must be purchased based on the contract commitment.

Contract Tier Level If the contract's commitments have multiple purchase levels, then enter the contract tier designation (for example; tier 1, tier 2, and so on). Enter the tier pricing that applies to the organization.

Tier Requirements If the contract commitments have multiple purchase levels, then enter the organization's requirements (for example, amount per year) for the contract tier levels.

More Click this link to access the Tier Requirements page. Use that page to document the contract tier levels and their requirements.

Price Expiration Date Enter the expiration date for the contract pricing.

Maximum % Increase (maximum percentage increase) Enter a percentage to indicate contractual price change limits. Price increases can be approved on the GPO Item Selection page.

Increase Type Select the base for the calculation of the price increase percentage. Options are:

- *% of CPI:* Percentage of consumer price index.
- *% of MPI:* Percentage of medical price index.
- *Straight %:* Percentage of existing manufacturer price.

Rebate Frequency If rebates are received per this contract, enter the time period for rebate calculation. Options are:

- *Annual:* Rebates are calculated once per year.
- *Quarterly:* Rebates are calculated four times per year.

- *Sem Annual:* Rebates are calculated twice per year.

See Also

Chapter 6, "Using Group Purchasing Organizations," Approving GPO Items for Loading, page 354

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Understanding Vendor Rebates"

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Understanding Purchase Orders," Vendor Rebate Processing on the Purchase Order

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Creating Purchase Orders Online," Creating Purchase Order Lines

Defining GPO Distributors

Access the GPO Distributor page.

This page defines the distributors (vendors) associated with the GPO contract.

Vendor Information

Priority Enter the vendors priority number to identify primary, secondary, and tertiary distributors. Use the insert-row feature to add as many distributors as needed.

Price/Contract Info

Select the Price/Contract Info tab.

Markup % (markup percentage) Enter the markup percentage that the system applies to the manufacturer's price to create the distributor purchase price.

Contract ID Select any standard contract opened for this vendor. Purchases can be reported against both a GPO contract and a standard contract.

Loading GPO Contracts

This section provides an overview of the load GPO contracts process and discusses how to:

- Load GPO data using messaging.
- Correct GPO item load errors.
- Approve GPO items for loading.
- Run the GPO Manufacturer Price Load process.
- Run the GPO Distributor Price Load process.
- Correct item manufacturer GPO errors.
- View item manufacturer GPO prices.

Understanding the Load GPO Contracts Process

You can automatically load GPO contract prices into the PeopleSoft system. The data can be in the form of an XML file or a flat file. The GPO contract can be received directly from the GPO, the manufacturer, or the distributor.

When contract prices are loaded:

- The manufacturer's price is inserted into the price per unit field on the Item Manufacturer GPO page.
- (Optional) The item's standard price on the Purchasing Attributes page is updated with the manufacturer's price.
- New items are added that do not currently exist in the item master tables.

  These new items must be approved using the GPO Item Selection page.

Units of measure and conversion rates appear on the GPO Item Selection page for approval. If the unit of measure is not defined in the PeopleSoft system, you must add it manually using the Units of Measure page.

The steps for loading GPO contracts are:

1. Confirm that the GPO contract has been defined.

   See Chapter 6, "Using Group Purchasing Organizations," Defining GPO Contracts, page 344.
2. Verify that the file contains the required data fields (Set ID, Manufacturer ID, Manufacturer Item ID, GPO Contract Number, UOM, Price, and Price Effective Date).

   This information could be in an XML document or a flat file.
3. Run the message for GPO contracts.

   The data is now stored in the GPO Staging table (GPO_ITM_EC).
4. Once this process is finished, check for errors by reviewing the Data Definition Maintenance page.

   If errors exist, click the Details buttons to access the GPO Item Load Error Page where you can correct the data.

   See Chapter 6, "Using Group Purchasing Organizations," Correcting GPO Item Load Errors, page 354.
5. Use the GPO Item Selection page to approve items and prices to load, to approve new items, and to approve new units of measure.

   Only items marked as approved create item loader staging records. To approve, select the row and save the page. For items that currently do not exist in the PeopleSoft system, enter an item category in the category code field. This enables the system to find necessary default data for the new item. Add any new units of measure using the Units of Measure page.

   See Chapter 6, "Using Group Purchasing Organizations," Approving GPO Items for Loading, page 354.
6. Run the GPO Manufacturer Price Load Application Engine process (PO_GPOMFG_PR) to load the manufacturer prices from the GPO Staging table into the Item Loader staging tables.

   See Chapter 6, "Using Group Purchasing Organizations," Running the GPO Manufacturer Price Load Process, page 355.
7. (Optional) Run the GPO Distributor Price Load Application Engine (PO_GPO_VND_PR) process to load distributor prices into the Item Loader staging tables.

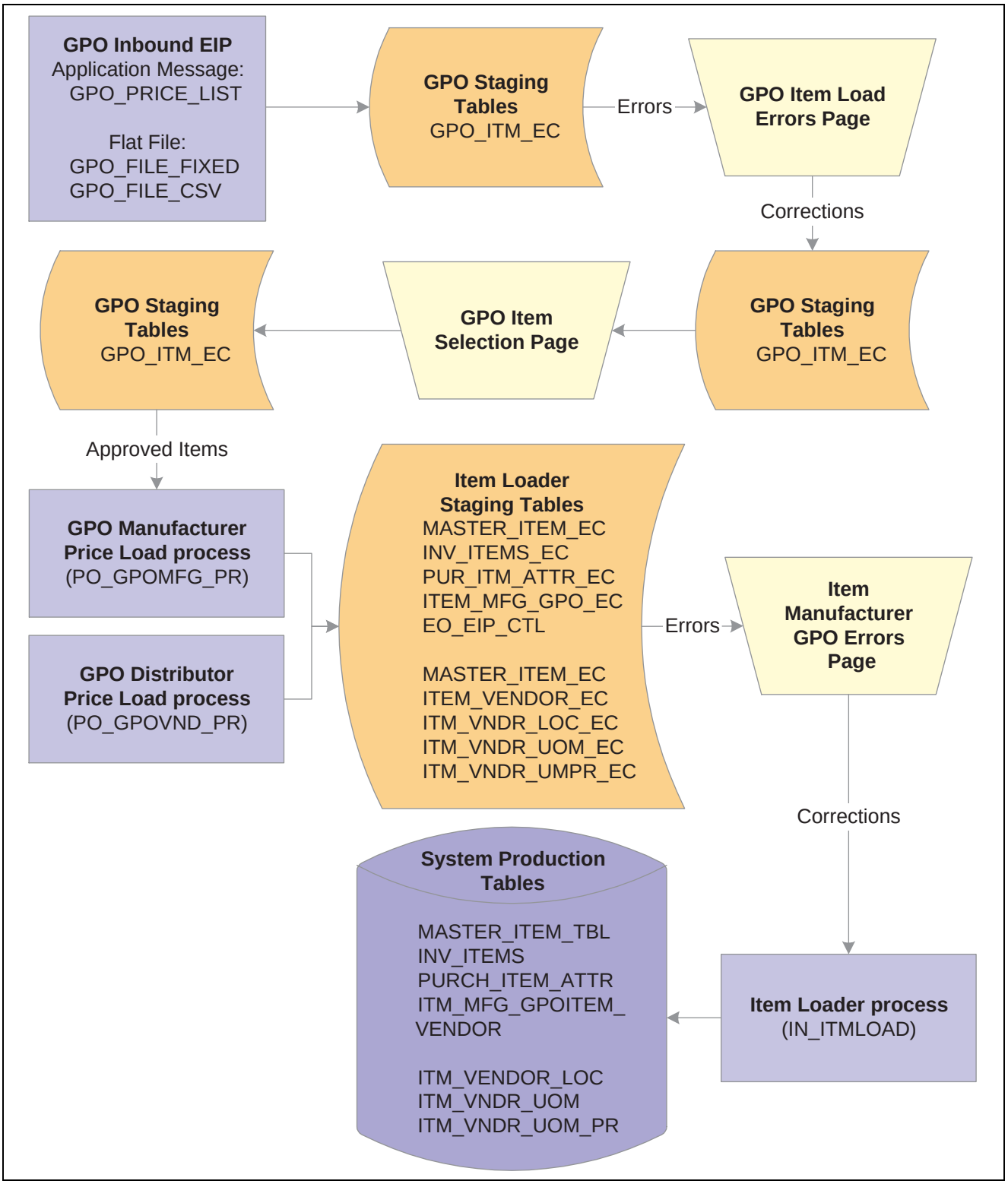
   See Chapter 6, "Using Group Purchasing Organizations," Calculating Distributor Prices, page 356.
8. Run the Item Loader process to put the data in the PeopleSoft production tables.

On the Item Loader process page, select the Item Mfg GPO (item manufacturing group purchasing organization) option for the item load type.

9. When the Item Loader process is complete, you can view the manufacturer prices on the Item Manufacturer GPO page.

   See Chapter 6, "Using Group Purchasing Organizations," Viewing Item Manufacturer GPO Prices, page 356.

This diagram illustrates the data flow for loading GPO contract data:



GPO contract load data flow

Pages Used to Load GPO Contracts

Page Name	Object Name	Navigation	Usage
Data Def Maint	EO_EIP_CTL_MAINT	SCM Integrations, Transaction Error Handling, Maintain Data Definitions, Data Def Maint Select *MFG GPO Item Price List* in the Transaction Type field and click the Search button. Select *ITEM* in the Transaction Type field and click the Search button.	Review the enterprise integration point results for the GPO Load Manufacturer Price and Item Loader processes.
GPO Load Maintenance	GPO_LOAD_MAINT	 Click the Show Detail Entry button on the Data Def Maint page.	View a detail entry of the transaction enterprise integration point.
GPO Item Load Errors	GPO_ITM_EC	 Click the GPO Details button on the GPO Load Maintenance page.	Correct any errors in the load process.
GPO Item Selection	GPO_ITM_SELECT	• SCM Integrations, Create Transactions, GPO Item Selection • Click the GPO Item Selection link on the GPO Load Maintenance page.	Review and update any price changes, new items, or new units of measure. Approval is required to load this data.
Units of Measure	UNITS_OF_MEASURE	Set Up Financials/Supply Chain, Common Definitions, Units of Measure, Units of Measure	Enter any new units of measure loaded with the GPO contract.
GPO Load Manufacturer Price	RUN_GPO_MFG_PRICE	SCM Integrations, Process Transactions, Items, GPO Load Manufacturer Price	Run the GPO Manufacturer Price Load process to load the manufacturer prices from the GPO Staging table into the item loader staging tables.
GPO Load Distributor Price	RUN_GPO_VNDR_PRICE	SCM Integrations, Process Transactions, Items, GPO Load Distributor Price	Run the GPO Distributor Price Load process to load distributor prices to the item loader staging tables. This process calculates the distributor price by increasing the manufacturers price by the markup percentage from the GPO Distributor page.
Item Loader Data Maintenance	IN_EIP__ITEM_MAINT	Click the Show Detail Entry button on the Data Def Maint page.	Access the Item Manufacturer GPO Errors page.

Page Name	Object Name	Navigation	Usage
Item Mfg GPO Errors	IN_EIPITM_MFG_GPO	Click the Item Mfg GPO link on the Item Loader Data Maintenance page	Correct any errors in the item loader staging tables before running the Item Loader process.
Item Loader	RUN_IN_ITMLOAD	SCM Integrations, Process Transactions, Items, Item Loader	Run the Item Loader process which loads the PeopleSoft application tables with the data in the item loader staging tables.
Item Manufacturer GPO	ITM_MFG_GPO	Items, Define Items and Attributes, Define Item, Define Item - General Click the Manufacturers link on the Define Item - General page. Click the GPO Pricing link on the Manufacturer's Item page.	View the manufacturer's price for the item. The price is stored by a combination of setID, item ID, UOM, manufacturer ID, GPO ID, GPO contract number, and currency.

See Also

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Loading Items," Understanding Item Loader Data Flow

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Defining Items by SetID"

Loading GPO Data Using Messaging

Use the message GPO_PRICE_LIST to load the GPO contract data into the GPO Staging table (GPO_ITM_EC). This subscription message performs the basic validation and assigns the default values.

Message Channel GPO_PRICE_LIST

Message Definition ITEM_MFG_GPO_LOAD

Message Node PSFT_EP

The message contains these fields:

SET ID	Required
MANUFACTURER ID	Required
MANUFACTURER ITEM ID	Required
GPO CONTRACT NUMBER	Required

GPO ID	Optional
ITEM DESCRIPTION	Optional
MFR ITEM CATEGORY	Optional
UOM	Required
CONVERSION RATE	Optional
BASE UNIT OF MEASURE	Optional
PRICE	Required
CURRENCY	Optional
PRICE EFFECTIVE DATE	Required
PRICE EXPIRATION DATE	Optional

Note. To load a flat file, use the PeopleSoft data integration utilities for mapping. For loading flat files into the message, use the Inbound File Publish Application Engine process (EOP_PUBLISHF).

Correcting GPO Item Load Errors

Access the GPO Item Load Errors page.

Once the message process is finished, check for errors by reviewing the Data Definition Maintenance page. If errors exist, access the GPO Item Load Error page, where you can correct the data.

Common errors include missing data and data that could not be validated in the PeopleSoft system such as, an incorrect manufacturer ID. The data displayed is located in the GPO Staging table (GPO_ITM_EC). Use this page to correct data or add missing information.

Approving GPO Items for Loading

Access the GPO Item Selection page.

Use the GPO Item Selection page to approve the items for loading into the PeopleSoft system. This page displays the items in the GPO staging table that do not have an error status. When you approve a line, the approval flag is set to *Yes*. Only lines that you approve on this page are available for further processing. There are a number of reasons for this approval step. The approval step enables you to:

- Select items for the organization.

  Group purchasing organizations may send pricing information for many items that are not purchased by the organization. Use this page to approve the items to load into the PeopleSoft tables.

- Add new items in PeopleSoft.

  Occasionally, an item appears that does not currently exist in the PeopleSoft item tables. To add this item to the PeopleSoft system, enter an item category code and approve the item.

- Review pricing for the items displayed.

  Prices displayed on this page are loaded into the PeopleSoft system only if the line is approved.

- Review new units of measure.

  Units of measure that do not currently exist in the PeopleSoft system must be manually added to the Units of Measure page, then approved on this page.

- Verify or change the conversion rate.

To review and approve an item:

1. Enter values in the SetID, Manufacturer ID, GPO ID, and GPO Contract fields.

   These are required entries before initiating a search.

2. (Optional) Select a manufacturer (item) category.

   If you are loading a large GPO contract, selecting a manufacturer (item) category can reduce the display to a reasonable size.

3. (Optional) Use the Item Selection field to narrow the search to lines with or without PeopleSoft item IDs.

   Users can select items without a PeopleSoft item ID. This feature enables users to identify and update items that need additional information to pass through the Item Loader process without error.

4. Click the Search button.

   The system displays the data that matches the search criteria in the Item Details group box.

5. To approve an item, select the Approved check box and save the page.

   The Select All button enables you to quickly approve all items displayed.

Running the GPO Manufacturer Price Load Process

Access the GPO Manufacturer Price Load page.

This process populates the Item Loader staging tables required for populating the manufacturer price. The tables populated are:

- EO_EIP_CTL
- MASTER_ITEM_EC
- INV_ITEMS_EC
- PUR_ITM_ATTR_EC

The process also loads the item loader staging record, ITEM_MFG_GPO_EC.

Update Standard Purchase Price Select this check box to insert the manufacturer's price (from the external file) as the standard price in the Purchasing Attributes table (PUR_ITM_ATTR_EC).

Running the GPO Distributor Price Load Process

Access the GPO Load Distributor Price page.

Use the controls on this page to determine parameters for the distributor (vendor) prices you want to load.

See Chapter 6, "Using Group Purchasing Organizations," Calculating Distributor Prices, page 356.

Correcting Item Manufacturer GPO Errors

Access the Item Mfg GPO Errors page.

Use this page to correct errors after prices have been loaded for Manufacturers and Distributors. Corrections entered here will be entered into the Item Loader Staging tables.

See Chapter 6, "Using Group Purchasing Organizations," Running the GPO Manufacturer Price Load Process, page 355.

See Chapter 6, "Using Group Purchasing Organizations," Running the GPO Distributor Price Load Process, page 355.

Viewing Item Manufacturer GPO Prices

Access the Item Manufacturer GPO page.

Price Per Unit Displays the manufacturer's price. This price can be loaded from an external file or manually updated. The manufacturer's price is increased by the distributors markup percentage to obtain the purchase price.

Calculating Distributor Prices

This section gives you an overview of calculating distributor prices and discusses how to run the GPO Distributor Price Load Application Engine process (PO_GPOVND_PR).

Understanding Calculating Distributor Prices

The distributor price is critical since it is used to price the items on the purchase order. These prices are stored in the price field of the Vendor's UOM & Pricing Info page. The distributor price is the manufacturer's price plus the distributor markup from the GPO Distributor Page.

See Chapter 6, "Using Group Purchasing Organizations," Defining GPO Distributors, page 348.

Multiple distributor prices can be derived from one manufacturer's price. The Vendor's UOM & Pricing Info page is also updated with the current units of measure and conversion rates. The manufacturer appears by default as the primary manufacturer for the item.

The distributor price should be recalculated whenever:

- GPO contracts are loaded.
- Distributor markups are changed.
- GPO contracts are manually entered or changed.

The steps involved in calculating the distributor prices are:

1. Add or change the pricing data by loading a GPO contract or manually entering data on the Item Manufacturer GPO Page and the GPO Distributor page.

See Chapter 6, "Using Group Purchasing Organizations," Viewing Item Manufacturer GPO Prices, page 356.

See Chapter 6, "Using Group Purchasing Organizations," Defining GPO Distributors, page 348.

2. Run the GPO Distributor Price Load process to calculate the distributor prices.

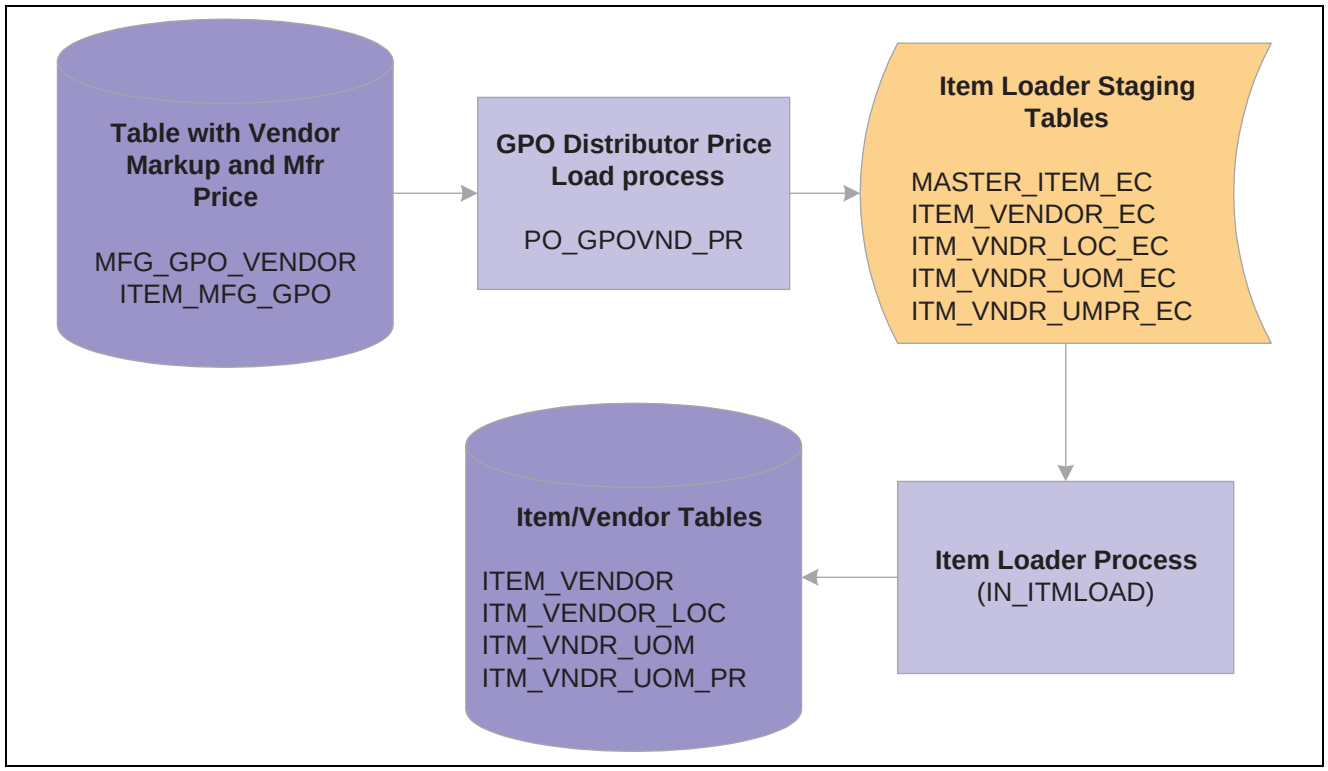
   This process populates the Item Loader Staging tables.

   See Chapter 6, "Using Group Purchasing Organizations," Running the GPO Distributor Price Load Process, page 355.

3. Run the Item Loader process to put the distributor price data in the PeopleSoft production tables.

   On the Item Loader process page, select the Item Mfg GPO option for the item load type. When the process is complete, you can view the distributor prices on the Vendor's UOM & Pricing Info page.

This diagram illustrates the data flow for calculating GPO distributor prices:



Distributor prices calculation process flow

Pages Used to Load GPO Contracts

Page Name	Object Name	Navigation	Usage
GPO Distributor	MFG_GPO_VENDOR	Purchasing, Procurement Contracts, Create GPO Contracts, Distributor, GPO Distributor	Enter or change the GPO contract distributors (vendors) and their markup percentages.
Item Manufacturer GPO	ITM_MFG_GPO	Items, Define Items and Attributes, Define Item - General page. Click the Manufacturers link on the Define Item - General page. Click the GPO Pricing link on the Manufacturer's Item page.	Store the manufacturer's price for the item.
GPO Load Distributor Price	RUN_GPO_VNDR_PRICE	SCM Integrations, Process Transactions, Items, GPO Load Distributor Price	Run the GPO Distributor Price Load process, which calculates distributor prices and loads them into the item loader staging records to update vendor prices for distributors associated with a GPO contract.
Item Loader	RUN_IN_ITMLOAD	SCM Integrations, Process Transactions, Items, Item Loader	Run the Item Loader process to load the PeopleSoft application tables with the data in the Item Loader staging tables.
Vendor's UOM & Pricing Info	ITM_VENDOR	Items, Define Items and Attributes, Purchasing Attributes, Item Vendor Click the Item Vendor UOM link on the Item Vendor page.	Store the distributors price for the item. This is the price used on the purchase order.

See Also

Chapter 6, "Using Group Purchasing Organizations," Defining GPO Distributors, page 348

Chapter 6, "Using Group Purchasing Organizations," Viewing Item Manufacturer GPO Prices, page 356

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Loading Items," Loading Staged Item Data Using the Item Master EIP

PeopleSoft Enterprise Purchasing 8.9 PeopleBook, "Defining Purchasing Item Information," Defining Purchasing Item Vendor UOM and Pricing Information

PeopleSoft Enterprise Managing Items 8.9 PeopleBook, "Defining Items by SetID"

Running the GPO Distributor Price Load Application Engine Process (PO_GPOVND_PR)

Access the GPO Load Distributor Price page.

This process calculates the distributor price by increasing the manufacturer's price by the markup percentage from the GPO Distributor page.

See Chapter 6, "Using Group Purchasing Organizations," Defining GPO Distributors, page 348.

The process stores data in these item staging tables:

- MASTER_ITEM_EC
- ITEM_VENDOR_EC
- ITM_VNDR_LOC_EC
- ITM_VNDR_UOM_EC
- ITM_VNDR_UMPR_EC

The Item Loader process then moves the distributor prices into the item production tables.

Vendor Set ID, Short Vendor Name, and **Vendor ID**	(Optional) Select these fields to limit the processing to a particular vendor.
Override With Date	By default, the system creates prices with the effective date equal to the current date. To make prices effective on another date, select the Override With Date option and specify the effective date.

APPENDIX A

PeopleSoft Source to Settle Common Information Reports

This appendix provides:

- A summary table with general descriptions of PeopleSoft Source to Settle Common Information standard reports.
- Report details.

Note. For samples of these reports, see the PDF files published on CD-ROM with the documentation (for online users) or *PeopleSoft Procurement Reports* (for hardcopy users).

In addition to the standard reports, we also provide reporting tools that you can use to create new reports.

See Also

Enterprise PeopleTools 8.46 PeopleBook: PeopleSoft Process Scheduler

PeopleSoft Procurement Reports: General Description

This table lists the PeopleSoft Procurement reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
APY0005 SpeedCharts	Lists detailed SpeedChart information by setID. (Crystal)	Set Up Financials/Supply Chain, Product Related, Procurement Options, Reports, SpeedCharts	RUN_APY0005
APY1230 Balance by Account/Vendor	Displays the beginning balance, ending balance, and credit and debit totals for selected vendors by payables account or alternate account.	Statutory Reports, Accounts Payable, Balance by Account/Vendor, Balance Account Vendor	RUN_APY1230
APY3000 Vendor Detail Listing	Lists vendors by status along with their associated detail data including address information and payment options.	Accounts Payable, Reports, Vendor, Vendor Detail Listing, Parameters	RUN_APY3000
APY3001 Vendor Summary Listing	Lists all the vendors by status along with basic summary information.	Accounts Payable, Reports, Vendor, Vendor Summary Listing, Parameters	RUN_APY3001

Report ID and Report Name	Description	Navigation	Run Control Page
APY3020 Vendor Balance (Outstanding Balance by Vendor)	Lists the gross amount of all the outstanding vouchers for the specified vendor.	Accounts Payable, Reports, Vendor, Vendor Balance, Outstanding Balance by Vendor	RUN_APY3020
APY3200 Transaction Detail by Vendor	Displays journal entries by vendor, account and accounting period.	Statutory Reports, Accounts Payable, Transaction Detail by Vendor	RUN_APY3200
APY3210 Balance by Vendor/Account	Displays vendor beginning and ending balances and total debits and credits.	Statutory Reports, Accounts Payable, Balance by Vendor/Account, Balance Vendor/Account	RUN_APY3210
APY3215 Duplicate Vendors	Shows vendors that erroneously have duplicate TINs, withholding names, withholding addresses, vendor names, vendor short names, or vendor addresses. (Crystal Report)	Vendors, Vendor Setup/Maintenance, Duplicate Vendor Report, Duplicate Vendors	DUP_RPT_POST
APY6002 Vendor Archive Selection	Lists the vendors that have been selected for archiving.	Accounts Payable, Administration, Archive Vendors, Vendor Archive Selection	VNDR_ARCH_REPT
POCNT100 POCNT100 Vendor Contracts	Lists all the vendor contracts based on selection criteria you enter on the Vendor Contracts Report page. (SQR)	Purchasing, Procurement Contracts, Reports, Order Contracts, Vendor Contracts	RUN_POCNT100
POCNT200 Internal Contract	Lists all internal contracts based on selection criteria you enter on the Internal Contract Report page. You can view item usage by category, by vendor, and by contract. (SQR)	Purchasing, Procurement Contracts, Reports, Internal Order Contracts, Internal Contract	RUN_POCNT200
POCNT300 Non-Contracted Items	Lists use and monetary value of items not under contract. Additionally, you can identify items being used that should be substituted for items currently under contract. (SQR)	Purchasing, Procurement Contracts, Reports, Non-Contracted Items	RUN_POCNT300

Report ID and Report Name	Description	Navigation	Run Control Page
POCNT400 Contract Expiration	Lists, by vendor/category or category/vendor, contracts that are scheduled to expire within a selected date range. This enables you to be proactive in contract renewals or to generate entirely new contracts with existing or new vendors. This report also enables you to synchronize multiple contracts with a vendor; you can enter into negotiations with that vendor for multiple contracts all at once. (SQR)	Purchasing, Procurement Contracts, Reports, Contract Expiration	RUN_POCNT400
POCNT500 GPO Price Comparison (group purchase order price comparison)	Displays manufacturer prices, distributor prices, expected distributor markups, and actual item markups for all items on a GPO contract. All prices are displayed in the GPO manufacturer currency. (SQR)	Purchasing, Procurement Contracts, Reports, GPO Price Comparison	RUN_POCNT500
POCNT505 GPO Price Exception	Lists all items for which the distributor markup on the actual price does not equal that on the GPO contract. (SQR)	Purchasing, Procurement Contracts, Reports, GPO Price Exception	RUN_POCNT505
POCNT510 GPO Manufacturer Commitment	Lists the amount spent, by GPO manufacturer contract. The amounts in this report do not include distributor markup. The report is sorted by distributor (vendor) or item category. (SQR)	Purchasing, Procurement Contracts, Reports, GPO Manufacturer Commitment	RUN_POCNT510
POCNT515 GPO Distributor Commitment	Displays the total amount spent with a GPO distributor for items supplied by a particular manufacturer. Compare this report to the contract commitments made to the distributor (amount purchased per quarter, for example). (SQR)	Purchasing, Procurement Contracts, Reports, GPO Distributor Commitment	RUN_POCNT515

Report ID and Report Name	Description	Navigation	Run Control Page
POCNT520 GPO Purchases	Displays the amount spent with a single group purchasing organization (GPO), including all current contracts. Amounts include distributor markups. The report is sorted by distributor (vendor) or item category code. (SQR)	Purchasing, Procurement Contracts, Reports, GPO Purchases	RUN_POCNT520
POY1050 POY1050 Master Contracts	Lists all the master voucher contracts for a specified setID. (Crystal)	Purchasing, Procurement Contracts, Reports, Master Contracts	RUN_POY1050
POY1051 Recurring Voucher Contracts	Lists all the voucher contracts for a specified setID with contract header and distribution information. (Crystal)	Purchasing, Procurement Contracts, Reports, Recurring Vouchers, Recurring Voucher Contracts	RUN_POY1051
POY1052 Recurring Voucher Contract Detail	Lists recurring voucher contract details by setID and contract ID. (Crystal)	Purchasing, Procurement Contracts, Reports, Recurring Voucher Details, Recurring Voucher Detail	RUN_POY1052

PeopleSoft Procurement Reports: A to Z

This section provides detailed information on individual reports including important fields. The reports are listed alphanumerically by report ID.

APY0005 - SpeedCharts

As of Data Enter a date to generate a report with information about all SpeedCharts in the system as of this date.

SpeedType Type of security set up for the SpeedChart, along with a short description.

Operator ID The user ID of the single user who can use the designated SpeedChart when the speed type is O (one user).

Operator Class The class of users from the primary permission list that has access to the designated SpeedChart when the speed type is C (class).

Percentage Percentage by which the cost of the total amount is distributed for the SpeedChart line.

APY3000 — Vendor Detail Listing

Set ID Select the SetID on which you want to report by selecting it from the available options.

As of Date	Select the date as of which you want to report data for the vendors. Use the calendar button to select a date, or type one directly into the field.
Vendor Status	Select from the following options: Approved, Inactive, To Archive, or Unapproved.
Class	References the vendor's classification as defined on the Vendor Information - Identifying Information page.
Persistence	References the vendor's persistence as defined on the Vendor Information - Identifying Information page.
WTHD	Indicates whether the vendor is defined as a withholding vendor on the Vendor Information - Identifying Information page.
Location	References the location(s) defined for the vendor on the Vendor Information — Location page.
Approve Flag	At the vendor location level, voucher approval processing can default from the control hierarchy, be specified as pre-approved, or be controlled by workflow processes using the Virtual Approver model. You can define the approval processing for the vendor location on the Matching Options page in the Vendor component.
Bus Proc Name (business process name)	If you are using the Virtual Approver model, this references the business process name that controls the routing of vouchers to roles in the organization. This field is defined on the Matching Options page in the Vendor component.
Apprvl Rule Set (approval rule set)	If you are using the Virtual Approver model, this references the Approval Rule Set that controls the routing of vouchers to roles in the organization. This field is defined on the Matching Options page in the Vendor component.
Terms Code	References the Payment Terms Code defined on the Procurement Options page in the Vendor component.
Handling	References the Payment Handling Code specified for this vendor location on the Payment Options page in the Vendor component. Each payment handling code has a sort sequence related to it that determines the order in which it will print. Checks will be printed according to the sort sequence in ascending order: the lower the sort sequence number, the higher the sort priority. You must always have a payment handling code on a scheduled payment. You define payment handling codes on the Structure Procurement Options menu.
Pay Group	References the pay group defined on the Payment Options page in the Vendor component. This feature enables you to assign vendors to a group and pay them all at once.
Invoice Address	References the invoicing address for the vendor as defined on the Vendor Information — Location page.
Remit Address	References the remit to address for the vendor as defined on the Vendor Information — Location page.
Other Address	References the ordering address for the vendor as defined on the Vendor Information — Location page.

Return Address References the return address for the vendor as defined on the Vendor Information — Location page.

APY3001- Vendor Summary Listing

ID The vendor ID of all of the vendors for this SetID as defined on the Vendor Information - Identifying Information page.

Name The vendor name defined on the Identifying Information page in the Vendor component.

Corporate The corporate ID of the vendors for the selected SetID, as defined on Vendor Information — Identifying Information Page

AR Customer # The Accounts Receivable Customer Number of vendors for the selected SetID, as defined on the Additional ID Numbers page. This number indicates that this vendor is also a customer.

APY3020 - Vendor Balance (Outstanding Balance by Vendor)

Total for Voucher ID Totals the Discount Amount and Gross Amount for the voucher.

Total for Business Unit Totals the Discount Amount and Gross Amount for the business unit.

APY6002 - Vendor Archive Selection

Archive ID The archive ID defined on the Vendor Archive Request page.

Archive Date The archive date defined on the Vendor Archive Request page. The Archive Date indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.

Wthd Sw (Withholding Switch) The Withholding Switch for the vendors selected for archiving. If this field is Y then the vendor is a withholding vendor.

VAT Sw (VAT Switch) The VAT Switch for the vendors selected for archiving. If this field is Y then the vendor is a VAT vendor.

Last Activ Dt (Last Activity Date) The system-maintained date that is assigned to the vendor, which records when that vendor’s most recent transaction occurred.

POCNT100 - Vendor Contracts

Allow Multicurrency PO Whether you allow the purchase order to have multiple currencies. This is set on the Maintain Contracts — Header Page.

See Also

Chapter 5, “Using Voucher and Order Contracts,” Creating Contract Headers, page 268

Chapter 5, “Using Voucher and Order Contracts,” Creating Contract Line Information, page 287

POCNT200 - Internal Contract

Rate - Type The currency rate type for the contract.

Rate - Date The date on which the currency rate is based.

MC PO Whether this is a multicurrency purchase order.

Open Item Ref (open item reference) Whether open items against the contract are included.

POCNT400 - Contract Expiration

Select an Option for the From/To date:

C (current date) Report expiring contracts beginning/ending with the current date.

M (current date minus days) Report expiring contracts beginning/ending with the date that is a specified number of days before the current date. Specify that number in the Nbr Days field.

N (no selection by date) Date criteria not used to report expiring contracts.

P (current date plus days) Report expiring contracts beginning/ending with the date that a specified number of days after the current date. Specify the number in the Nbr Days field.

S (specified date) Report expiring contracts beginning/ending with the dates you select in the Date field.

POY1050 - Master Contracts

Gross Amount The gross amount you defined for the contract. This field is used by PeopleSoft Payables voucher contracts, and not by PeopleSoft Purchasing order contracts.

See Also

Chapter 5, "Using Voucher and Order Contracts," Setting Up Master Contracts, page 267

POY1051 - Recurring Voucher Contracts

Product The product number of the item. The product is generally used to capture additional information useful for profitability and cash flow analysis, for example.

POY1052 - Recurring Voucher Contract Detail

Post Status The status of the posting of the voucher.

Entry Status The contract voucher status. Available options are Recycled, Open, Postable, and Complete.

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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