

Oracle PeopleSoft Payables

Oracle's PeopleSoft Payables provides automated invoice and payment processing to ensure timely and accurate payment for goods and services. Best-practice business processes match purchase orders, receipts, and invoices, and provide online approvals to identify exceptions and increase control over your disbursements. PeopleSoft Payables delivers built-in controls to help you meet regulatory requirements, enforce compliance, reduce risk, and implement due-diligence best practices, which reducing cycle times and errors.

Streamlined Invoice and Voucher Processing

The Payables module supports various channels for receiving invoices from Suppliers. Organizations can improve productivity by automatically creating payment vouchers, and setting up matching and approval rules. In addition to the normal methods of voucher receipt and entry, a self-service component for Suppliers allows them to easily create invoices from purchase orders using the eSettlements module on the Supplier Portal.

In addition, you can:

- Receive invoices electronically from many interfaces, such as XML, EDI, procurement cards, and Evaluated Receipt Settlement. You can also load vouchers from spreadsheets using Excel Spreadsheet Upload.
- Attach supporting documents at the voucher level.
- Choose from a variety of manual voucher entry formats such as adjustment vouchers, journal vouchers, third-party vouchers, prepaid vouchers, and voucher templates.
- Easily create an ad-hoc payment request for payments not tied to a purchase order, invoice, or voucher.
- Enter credit adjustment vouchers that reference purchase orders.
- Create a reversal voucher rather than not posting, closing, and not matching a voucher.
- Create recurring purchase order vouchers for recurring purchases and Supplier contracts.
- Use search criteria to include contract information such as contract ID, contract line number, and so on, to enhance the user experience and reduce the back and forth navigation between Payables and procurement applications.

Key Features

- Payables operations with sophisticated matching rules to support any business
- Check requisitions and purchase orders against available budget by using Commitment Control.
- Simplify Supplier relationship management
- Gain efficiencies with automated invoice processing
- Strengthen financial control and accuracy
- Reduce costs and improve the balance sheet with discount evaluation
- Measure performance and make better decisions with robust inquiry and graphical tools
- Account for realized gains and losses on payment of vouchers.
- Revalue your payables periodically for financial reporting.
- Make mass changes to vouchers, including voucher close, un-post, delete, and field replacement
- Expand global financial operations with flexible features to meet global requirements
- Calculate and prorate sales or use tax and freight automatically.
- Calculate and track VAT and GST amounts.
- Make a prepayment to a Supplier without an invoice and record manual payments.

- Reduce keystrokes and data entry time with quick invoice templates that leverage session defaults. A “copy from” feature enables you to find and copy data from a source document.
- Access a sales/use tax summary page to view tax details at a glance.
- Copy ChartField values from another distribution when entering multiple distribution lines.
- Quickly access voucher document status using the voucher summary page.
- Access all documents that are related to a voucher such as purchase orders, receipts, payments, and any related vouchers.
- Use links when viewing the voucher document status and payment document status for visibility to related vouchers and canceled payments.
- Post vouchers in real-time using on-demand processing to initiate match, voucher post, ledger post, and asset update directly from the voucher entry page.
- Schedule lights-out processing for groups of vouchers. You can kick off jobs immediately or schedule them for later.
- Comply with Financial Systems Integration Office (FSIO) requirements for financial transaction processing for the U.S. Federal Government.
- Track cash requirements in real time, and define cash requirements time horizons.
- Use discount evaluation to compare early payment discounts against potential interest earnings.
- Process payments for Suppliers, procurement cards, employees, treasury payments, and receivable refunds.
- Support check, wire transfer, electronic funds transfer, ACH, ACH pre-notes, Supplier and customer drafts, GIRO, and letters of credit.
- Use Express Payments to create a payment on demand outside regular pay cycles.
- Offset Supplier credits against Supplier charges even for unequal amounts.
- Calculate due dates and payment amounts automatically.
- Reschedule a payment by splitting it into installments.
- Create installment payments by using multiple payment terms.
- Handle escheatment's, stop payments, or cancel payments.
- Increase visibility over accounting and controls with check requisition, global tolerances and offset accounting
- Meet complex and diverse statutory requirements

Automated Matching and Approval Process

Payables match is an integral part of the Procure-to-Pay business process that protects your organization from over charging and payment duplication. PeopleSoft provides tools to easily identify match exceptions allowing a centralized collaboration tool to begin remediation by reaching out to multiple departments for resolution before payment approval.

When using automated matching and the approval process, you can:

- Match vouchers, purchase orders, receipts, and inspection status for improved control and accuracy (support two-three-four ways matching). Perform summary level matching, where appropriate, for increased efficiency.
- Create user-defined matching rules and define global matching tolerances. Use exact document matching, or set up flexible rules to handle inexact matching or amount only purchase order scenarios.

- Gain efficiencies in your Payables operation with sophisticated matching rules to support any business requirements.
- Use matching rules to automatically create debit memos that charge over-billed invoice amounts back to your Suppliers. Notify Suppliers that adjustments were made to their invoices by dispatching debit memo information via print, phone, fax, email, or electronic data exchange.
- Automate the voucher approval process using PeopleSoft Workflow.
- Use the Approval Framework to process vouchers and Supplier approval, supporting configurable rules, delegation, and parallel approval streams.
- The Match Exception Collaboration Center enables Financial and Supply Chain Management stakeholders to resolve invoice exceptions from a single location.
- You can define an action plan to resolve each exception, anywhere in the Procure-to-Pay business process.

The Match Exceptions Collaboration Center

PeopleSoft Payables owns the invoice and any issues and exceptions identified on the various business documents. Other stakeholders are provided with the exception information and can provide their own comments and attachments in the collaboration center, which results in a full segregation of duties. Match Exception Collaboration Center administrators can view all exceptions from a supplier invoice that is related to receiving or purchasing. After running the Match Exceptions process, the system provides a report of possible issues.

- A Match Exceptions tile shows administrators the number of match exceptions that need attention. Select the tile to access the Match Exception Collaboration Summary page.

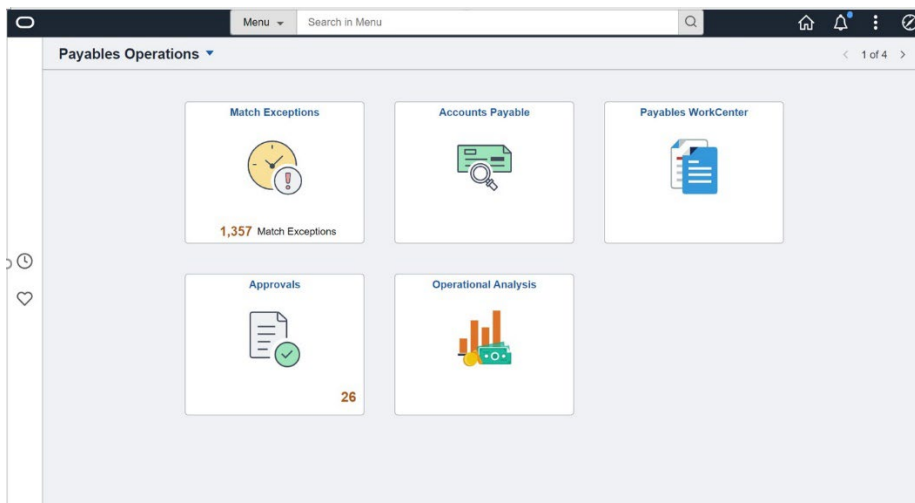


Figure 1: Administrator's Homepage with the Match Exceptions Collaboration Center Tile.

Match Rule	Description	Assigned To	Supplier ID	Name	Created	Aging (Days)	Discount Applicable	Status
RULE_R500	No receipts found		SCM0000004	BERNIE'S BIKE SHOP	10/25/2021 9:52AM	0		Open
RULE_R500	No receipts found		SCM0000004	BERNIE'S BIKE SHOP	10/25/2021 9:52AM	0		Open
RULE_R500	No receipts found		SCM0000004	BERNIE'S BIKE SHOP	10/25/2021 9:52AM	0		Open
RULE_R900	Total voucher received quantity > Accepted Qty		SCM0000003	TRAILBLAZERS	10/25/2021 9:52AM	0		Open
RULE_R900	Total voucher received quantity > Accepted Qty		SCM0000003	TRAILBLAZERS	10/25/2021 9:52AM	0		Open
RULE_R900	Total voucher received quantity > Accepted Qty		SCM0000003	TRAILBLAZERS	10/25/2021 9:52AM	0		Open
RULE_V300	Life to Date Voucher Amount > PO Amount	TIRVING	SCM0000003	TRAILBLAZERS	10/25/2021 9:52AM	0		Assigned
RULE_V300	Life to Date Voucher Amount > PO Amount	TIRVING	SCM0000003	TRAILBLAZERS	10/25/2021 9:52AM	0		Assigned

Figure 2: Match Exceptions Detail Page

Integrated Business Processes

PeopleSoft Payables is integrated with other PeopleSoft applications to streamline transaction processing, analysis, and reporting. You can:

- Manage electronic payment processing via integration with PeopleSoft Cash Management's Financial Gateway feature.
- Distribute transactions at a detailed or summarized level from PeopleSoft Payables to PeopleSoft General Ledger in real time or batch.
- Select the source of account field values on system-generated accounting entries for account field inheritance.
- Create inter-unit (intercompany) transactions.
- Record intra-unit transactions, balancing on account fields other than PeopleSoft General Ledger business units. Achieve intra-unit balancing through inheritance or due-to/from balancing.
- Provide rapid drill down from accounting entries in PeopleSoft Payables to PeopleSoft General Ledger journals.
- Enable netting of payable and receivable transactions.
- Identify procurement charges associated with asset acquisition, maintenance, and retirement.
- Capture project costing data.
- Integrate with PeopleSoft Payroll for payment of payroll taxes and garnishments.
- Send purchase price and exchange rate variance to PeopleSoft Cost Management for analysis.
- Process Supplier rebate claims using PeopleSoft Payables integration with PeopleSoft Purchasing and PeopleSoft Receivables.
- Improve business collaboration, supplier response capabilities, and buyer productivity using PeopleSoft eSupplier Connection.

Key Benefits

PeopleSoft Payables helps you to:

- Maximize Productivity with Automated Invoice Processing
- Lower Costs in Transaction Processing and Reporting
- Grow Globally

- Send landed cost data from vouchers, purchase orders, and receipts to PeopleSoft Cost Management.
- Integrate with PeopleSoft Student Administration to generate tuition refund checks.
- Send discounts earned or lost information to PeopleSoft Asset Management.
- Support procurement card functionality in PeopleSoft Purchasing and PeopleSoft Payables.

Simplify Supplier Maintenance

Maintain good Supplier relations and control over your cash flow with visibility into Supplier activity. You can:

- Track Suppliers easily with streamlined and collapsible pages.
- Create true one-time payments to a Supplier such as, refunds, without cluttering your Supplier table.
- Check for duplicate Suppliers automatically at the time of entry, or using advanced search capabilities to identify similar fields such as Tax ID or bank account number.
- Maintain multiple Supplier locations, each with their own set of processing options.
- Maintain withholding Suppliers and create withholding reports.
- Identify VAT- and GST-applicable Suppliers to help manage transaction tax reporting requirements.
- Review Supplier status and audit trail information, such as when it was last modified.
- Automatically inactivate and archive Suppliers that have had no activity in the prior fiscal year.
- Collect and analyze Supplier statistics.
- Track changes made to the Supplier Short Name and the Supplier Name such as the time and date the changes were made, and the individual who made the changes to the Supplier record through Supplier history. Record future date and name changes of the Supplier, reducing the intensive work required to create suppliers, recording Supplier history, and reducing erroneous payments.
- Send a remittance advice to the suppliers via email, which streamlines the reconciliation process and reduces its cost through automation.
- Check independently for duplicate Suppliers at the field option value level for active and inactive Suppliers, which reduces the creation of duplicate suppliers and the risk associated with it.

Maximize Performance with Flexible Inquiries and Reports

Related Products

- PeopleSoft eSettlements
- PeopleSoft Receivables
- PeopleSoft Expenses
- PeopleSoft General Ledger
- PeopleSoft Cash Management
- PeopleSoft Deal Management
- PeopleSoft Billing

Related Services

The following services support Oracle Support Services:

- Update Subscription Services
- Product Support Services
- Online DBA

Measure performance and make better decisions with advanced reporting tools. For example:

- Analyze payables performance with robust inquiry and graphical analysis tools.
- Choose from extensive accounting, control, and balancing reports.
- Choose among several standard inquiry panels or develop your own.
- Track interest, miscellaneous, and government payments by using 1099-INT, 1099-MISC, and 1099-G reports, respectively.
- Use PeopleSoft Insights Dashboards to provide your management with a view into your accounts payable operation.

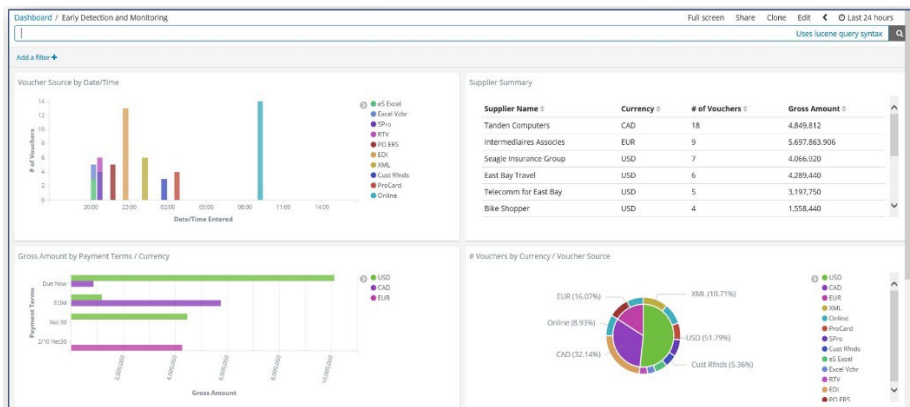


Figure 3: Accounts Payable Early Detection and Monitoring Dashboard

Oracle's PeopleSoft Financial Management Solutions

Oracle's PeopleSoft Payables is part of an integrated family of financial accounting and analytic applications. These solutions provide flexible, best practice business processes and greater insight into performance – helping organizations worldwide to transform finance into a strategic advantage.

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