ORACLE
PeopleSoft

PeopleSoft FSCM 9.2: PeopleSoft eSettlements

July 2023

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Contents

Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed Help

If you're setting up an on-premise PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. See Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	*Description*
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.
. . . (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.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific 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 region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- 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 the PeopleSoft Online Help:

- USF (U.S. Federal)

- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.

- Managing hosted Online Help.

- Managing locally installed PeopleSoft Online Help.

PeopleSoft FSCM Related Links

Oracle Help Center

Hosted Online Help

PeopleSoft Information Portal

My Oracle Support

Financial and Supply Chain Management information for Search Framework search engine can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the "Understanding Keyword Search within Components " (Application Fundamentals) topic.

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

PeopleSoft Spotlight Series

Contact Us

Send your suggestions to psoft-infodev_us@oracle.com.

Please include the applications update image or PeopleTools release that you're using.

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Chapter 1

Getting Started With PeopleSoft eSettlements

PeopleSoft eSettlements Overview

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

PeopleSoft eSettlements enables you to:

- Create invoices, and integrate purchase order and receipt information with invoices.

- Perform invoice dispute and resolution activities at the invoice and invoice line level.

- Create payments using automatic and manual processes, and create urgent payments.

- Maintain and run inquiries on invoice and payment information.

- Leverage existing information and functionality of PeopleSoft Payables, Purchasing, and Financial Gateway applications to create and process settlements.

- Establish an implementation model based on your business needs.

Understanding PeopleSoft eSettlements Implementation Models

You implement PeopleSoft eSettlements based on one of two models:

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

PeopleSoft eSettlements Business Processes

PeopleSoft eSettlements provides the following business processes.
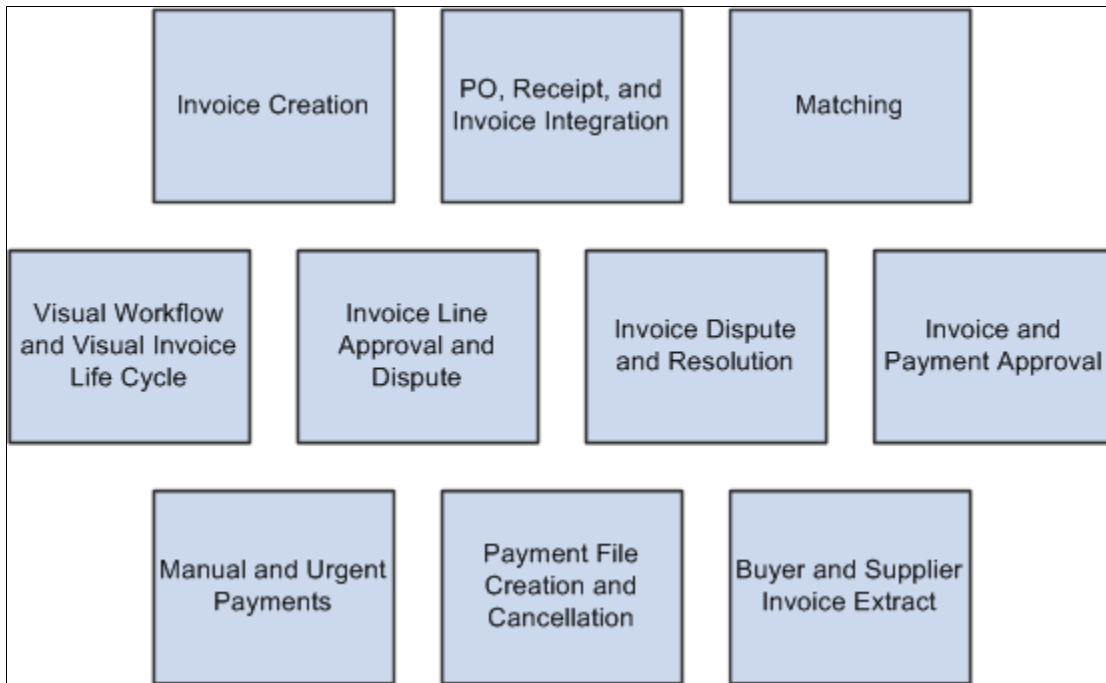
Business process topics in this documentation discuss these business processes.

PeopleSoft eSettlements Integration Touchpoints

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

• PeopleSoft eProcurement.

• PeopleSoft Payables.

• PeopleSoft Purchasing.

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

The implementation topics cover integration considerations. Supplemental information about third-party application integrations is located on the My Oracle Support website.

PeopleSoft eProcurement

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

PeopleSoft Payables and PeopleSoft Purchasing

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

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

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

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

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

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

PeopleSoft eSettlements Implementation Tasks

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 enter data into the component tables—and links to the corresponding documentation. These setup tasks are discussed in detail in the corresponding section in the *PeopleSoft Payables*.

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

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

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

See <u>Creating Buyers</u>.

See <u>Creating Suppliers</u>.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information.

See the product documentation for *PeopleTools: Component Interfaces*

Chapter 2

Navigating in PeopleSoft eSettlements

Navigating in PeopleSoft eSettlements

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

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

See the product documentation for *PeopleTools: Applications User's Guide*

Pages Used to Navigate in PeopleSoft eSettlements

This table lists the Custom Navigation pages that are used to navigate in PeopleSoft eSettlements, available in eSettlements Center (eSettlements, eSettlements Center).

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

Page Name	*Usage*
Accounts Payable Center	Set up, maintain, or review all information related to accounts payable.
Self-Service Invoice	Enter or correct invoices.
Buyer Dashboard	Access the buyer dashboard.
My Invoice Lines	Review, approve, or dispute invoice lines.
Supplier Dashboard	Access the supplier dashboard.

Chapter 3

Understanding PeopleSoft eSettlements

PeopleSoft eSettlements Overview

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

Term	*Definition*
Buyer Direct Model	In this implementation, a single buying organization (buyer) controls the application. This model is based on a one-to-many relationship: one buyer provides an interface for many suppliers. A buyer deploys this model by requesting—or requiring—that its suppliers post invoices to the system. The PeopleSoft eSettlements application functions as an invoice settlement solution in which electronic invoices—including supplier self-service invoices—combine with online dispute and resolution, workflow, email notifications, and electronic payments to enable real-time collaboration with suppliers. Suppliers can directly access invoice status and payment information using the internet—minimizing disruptive inquiries and lowering support costs—and the buyer can effectively manage all aspects of invoices, disputes, and payments. Advantages of this model include visibility of business processes, decentralization of approvals, extended payables visibility to selected suppliers for self-service electronic invoices, and collaboration in reconciliation and issue resolution. The entire payables process is streamlined, reducing administrative costs, minimizing disputes, and enabling faster settlement.
Business Service Provider Model	In this implementation, a consolidator controls the application. This model is based on a many-to-many relationship: a consolidator hosts the system and provides an interface between multiple suppliers and buyers. The consolidator acts as a trusted intermediary, collecting or aggregating invoices from multiple suppliers for multiple buyers. This structure eliminates the need for a point-to-point connection. The consolidator setup varies from market to market, depending on the needs of the buyers and suppliers in each industry the consolidator serves.

Setup and Processing in the Buyer Direct Model

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

This section discusses:

- Setting up the Buyer Direct model.

- Processing in the Buyer Direct model.

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

For a Buyer Direct implementation:

1. Specify the Buyer Direct model.

2. Create and name your own roles and permission lists.

3. Create at least one user in a PeopleSoft Payables administrator role type.

4. Create a buyer template.

5. Enable PeopleSoft Payables business units as PeopleSoft eSettlements buyers.

   If you enable PeopleSoft Payables business units for use as PeopleSoft eSettlements buyers, ensure that the business unit is set up for automatic voucher numbering. Auto-numbering is used for self-service and XML invoices.

6. Enable PeopleSoft Payables suppliers as PeopleSoft eSettlements suppliers.

   If financial sanctions validation is enabled, and you are enabling a PeopleSoft Payables supplier with a financial sanctions status of *Blocked* or *Review,* the system displays a warning message that the supplier selected is currently under financial sanctions review. You can decide to proceed with creating the supplier. However, the system does not allow payments to a supplier with a financial sanctions status of *Blocked* or *Review.*

   Note: How the system validates your suppliers is dependant upon how you set up financial sanctions validation options. Financial sanctions validation is discussed in detail in these topics and in *PeopleSoft Source-To-Settle Common Information.*

   See Understanding Supplier Registration.

7. Create a local supplier administrator, who then completes supplier registration by adding information specific to the selling entity. The supplier administrator can then create new user profiles for additional individuals within the organization.

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

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8. Create an agreement.

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

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

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

1. Enter vouchers into the system.

2. Enter self-service and XML invoices in PeopleSoft eSettlements, and enter vouchers in PeopleSoft Payables.

3. Review invoices in self-service pages.

4. Run the PeopleSoft Payables Voucher Build Application Engine process (AP_VCHRBLD) to create vouchers.

5. Run the Matching Application Engine process (AP_MATCH).

6. Approve invoices and invoice lines, if required.

7. Run pay cycle to select payments.

8. Approve and create payments.

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

Note: If financial sanctions validation is enabled, and you are using PeopleSoft Payables functionality, the system performs validations similar to those performed during the PeopleSoft Payables process.

Setup and Processing in the Business Service Provider Model

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

This section discusses:

• Setting up the Business Service Provider model.

• Processing in the Business Service Provider model.

For a Business Service Provider implementation:

1. Create a buyer bank account and a buyer template.

2. Create buyers (buying organizations) and assign their security and processing parameters.

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

3. Create local buyer administrators.

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

4. Create local buyer users (this is done by each buying organization's buyer administrator).

   The buyer administrator then completes the implementation process, updating and finalizing the registration for the buying entity by specifying matching preferences and creating additional users within the organization.

5. Create buyer pay cycles and assign associated security.

6. Create a selling entity (supplier) by defining subscription and system access, and then create a local supplier administrator for this new supplier.

   If financial sanctions validation is enabled at the installation level, and you create a new supplier, the system validates the supplier against the financial sanctions lists either when you attempt to save the supplier or on an ad hoc basis, depending on how you set up financial sanctions validation. If there is a possible match, the system updates the supplier's financial sanctions status on the Supplier Information component (VNDR_ID) to *Review* and displays a warning message that the supplier is currently under financial sanctions review. You can decide to proceed with creating the supplier. However, the system does not allow payments to a supplier with a financial sanctions status of *Blocked* or *Review.*

   Note: How the system validates your suppliers is dependant upon how you set up financial sanctions validation options. Financial sanctions validation is discussed in detail in these topics and in *PeopleSoft Source-To-Settle Common Information.*

   See Understanding Supplier Registration.

7. Specify security by defining which suppliers the supplier administrator can access, and establish processing preferences for the supplier administrator role.

8. Register suppliers.

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

9. Create agreements.

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

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

1. Create purchase orders, invoices, and receipts.

2. Review invoices in self-service pages.

3. Run the PeopleSoft Payables Voucher Build process to create vouchers.

4. Run the Matching process.

5. Approve invoices and invoice lines, if required.

6. Run pay cycle to select payments.

7. Approve and create payments.

Note: If financial sanctions validation is enabled, and you are using PeopleSoft Payables functionality, the system performs validations similar to those performed during the PeopleSoft Payables process.

Role-Based Implementation

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

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

Role Types and Role Names

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

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

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

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

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

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

Buyer Role Type	*Buyer Role Name*
Buyer Administrator	EM_BUYER_ADM
Buyer Accountant	EM_BUYER_ACCT
Buyer User	EM_BUYER_TREAS

Buyer Role Type	Buyer Role Name
EM_APPROVER_1	
EM_APPROVER_2	
EM_APPROVER_3	
EM_BUYER_MTCH_MGR	
EM_BUYER_RECV	
EM_BUYER_SUPV	

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

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

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

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

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

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

Integrating with the Oracle Supplier Network

This section provides an overview of the integration with the Oracle Supplier Network and discusses how to receive Invoices from the Oracle Supplier Network.

Pages Used to Receive Invoices From the Oracle Supplier Network

Page Name	Definition Name	Usage
Voucher Build Page	VCHR_BATCH_RQST	Run this process to create voucher record sets from many sources including XML invoices. See Processing Batch Vouchers.
"Voucher Inquiry Page" (PeopleSoft Payables)	AP_VOUCHER_INQUIRY	Search for and review vouchers and any payment information. See Reviewing Voucher Information.

Understanding the Integration Between PeopleSoft eSettlements and the Oracle Supplier Network

The Oracle Supplier Network (OSN) is an hosted service offering in which buyers and sellers use a common hub for exchanging and monitoring transactions. The integration between OSN and PeopleSoft enables you to pass the following transactions:

- Purchase orders and change orders from PeopleSoft to the OSN supplier (outbound transactions). The purchase order is passed to suppliers through OSN. Suppliers can decide their delivery method, and monitor transactions on OSN.

- Purchase order acknowledgement (POA) or a POA with changes from the OSN supplier to PeopleSoft (inbound transactions). The supplier's POA is sent through OSN to PeopleSoft.

- Advanced Shipping Notification (ASN) from the OSN supplier to PeopleSoft (inbound transaction). The supplier's ASN is sent through OSN and loaded into PeopleSoft as an advanced shipment receipt (ASR) where you can create a receipt in PeopleSoft.

- Invoices from the OSN supplier to PeopleSoft (inbound transaction). The supplier's invoice is sent through OSN and loaded into PeopleSoft where you can create a voucher in PeopleSoft eSettlements.

The following diagram illustrates the communication protocols between PeopleSoft, the Oracle Supplier Network, and the OSN suppliers. PeopleSoft should use OAG (Open Applications Group) XML for the outbound transaction since OSN supports incoming OAG messages over HTTP. The OSN suppliers can send and receive messages using cXML or OAG.
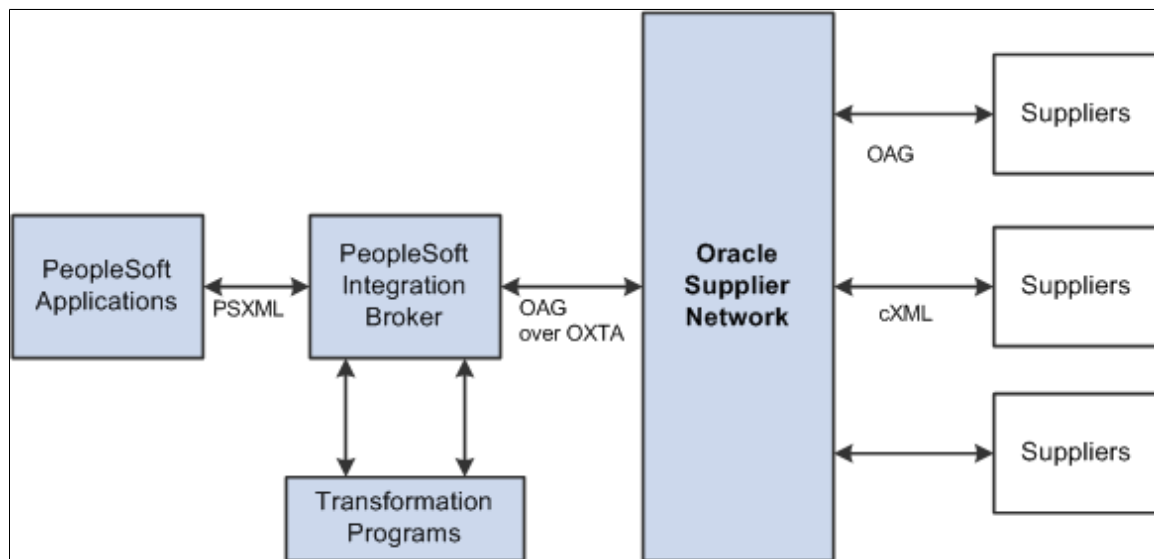
For outbound transactions from the PeopleSoft eProcurement or Purchasing applications, the PeopleSoft Integration Broker (Integration Gateway) uses application engine transformation programs and the fscm_epo_OSNListeningConnector IB connector to convert XML messages that use the PeopleSoft format (PSXML) into OAG XML files. For inbound transactions from the Oracle Supplier Network to PeopleSoft eSettlements, OAG XML messages are sent to the PeopleSoft Integration Gateway where transformation programs and the fscm_epo_OSNListeningConnector IB connector convert the incoming files into the PSXML format.

Prerequisites

To set up the connection between eProcurement, eSettlements and the Oracle Supplier Network (OSN), you must register with OSN and invite your suppliers to register with OSN.

See Oracle Supplier Network User Guide

Receiving Invoices from the Oracle Supplier Network

Invoices can be transmitted from OSN suppliers to PeopleSoft where they are received as vouchers in PeopleSoft Payables through eSettlements: The following steps are used:

1. The Oracle Supplier Network transmits the invoice from the OSN supplier.

2. The PeopleSoft connector, fscm_epo_OSNListeningConnector, catches the inbound message which is routed to the EM_VOUCHER_IN service operation.

3. The routing on the service operation contains the transformation program SAC_OAG72INV that converts the invoices in OAG XML to vouchers in PSXML.

4. The handler EmVoucherIn, that is defined on the service operation, is executed to update the voucher staging tables in PeopleSoft.

5. The Voucher Build process is then executed to create a voucher.

6. The Voucher Inquiry page can be used to review vouchers.

Note: In order to receive invoices from OSN suppliers, PeopleSoft Payables and PeopleSoft eSettlements must be installed. A link to the PeopleSoft eSettlements application and to the PeopleSoft eSupplier Connection application is provided within the Oracle Supplier Network on the Trading Partners section.

The PeopleSoft system is delivered with the following setup for receiving invoices from OSN, this data may need to be altered for your environment:

• Service operation: EM_VOUCHER_IN

• Message: EM_VOUCHER_IN version

• Application Engine transformation program: SAC_OAG72INV

• Routing: ORACLE_SN_VOUCHER_IN

• Node: PSFT_ORACLE_SUPPLIER_NETWORK

• Queue: EM_VOUCHER_IN

• Handler: EmVoucherIn

• Connector: fscm_epo_OSNListeningConnector

PeopleSoft Service Operation	*OSN Transaction Name*	*cXML Equivalent*
EM_VOUCHER_IN	OAG Process Invoice 002	PeopleSoft eSettlements will receive XML invoices (cXML) Invoice Detail

Understanding the eSettlement Fluid Homepage

PeopleSoft Fluid User Interface technology allows External Supplier users to access Self Service functions in eSettlements via handheld devices, tablets, and traditional browsers. From the Supplier Secure Homepage, Supplier users have access to various pages which they can use to create invoices, view invoices, delete invoices, correct invoices, inquire invoices, perform dispute resolution, and execute many other tasks such as upload invoice data, review and respond to messages from the buyer, and review agreement details. For more details on the Supplier Secure Homepage, see "Understanding The Comprehensive Supplier Portal" (PeopleSoft Source to Settle Common Information)

Note: The tiles on the Supplier Secure Homepage are designed using PeopleSoft Fluid User Interface technology. They can be accessed from a mobile device. See "Understanding PeopleSoft Fluid User Interface" (Application Fundamentals) and *PeopleTools: Fluid User Interface Developer's Guide* for more information.

Navigation:

Supplier Secure Homepage. Select the **Invoices and Payments** tile.

This example illustrates the fields and controls on the Invoices and Payments page as displayed on a Desktop.

Note: This example illustrates the fluid page rendering on the large form factor such as Desktops or Laptop. The Invoices and Payments page can also be rendered on small form factor devices such as a smartphone; the fluid pages display tiles optimized for small form factors.
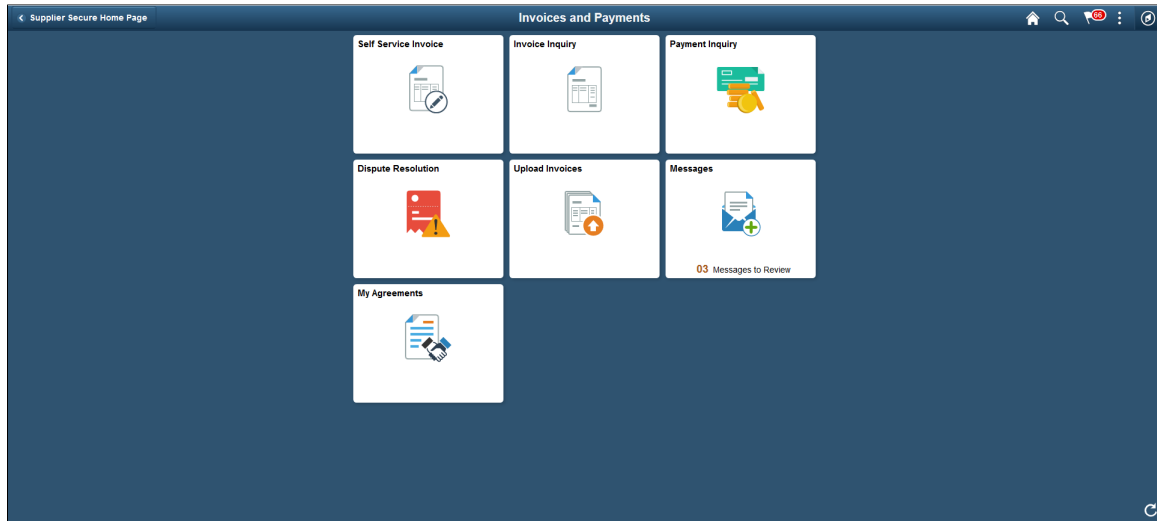
This example illustrates the fields and controls on the Invoices and Payments page as displayed on a smartphone.
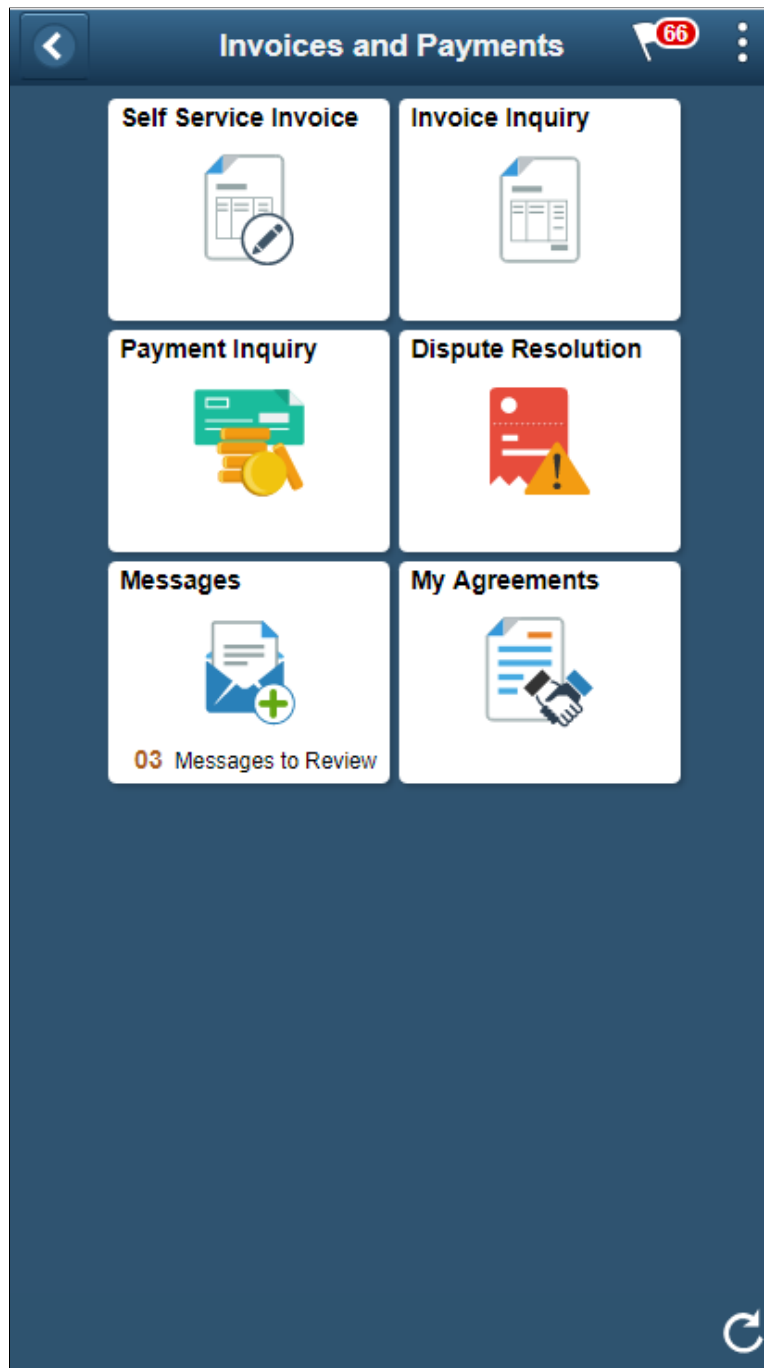
From the Invoices and Payments page, Supplier users can review these areas:

• **Self Service Invoice**

 Provides the external Supplier user the capability to create, view, delete, and correct invoices for their organization. They can also print invoice information in the large form factor. See Entering and Managing Self-Service Invoices Using PeopleSoft Fluid

• **Invoice Inquiry**

Directs the supplier user to a list of invoices for their supplier matching any predefined filter parameters. From this list of invoices, the supplier can select an invoice to inquire upon. See Inquiring on Invoices Using PeopleSoft Fluid

- **Payment Inquiry**

   Directs the supplier user to a list of payments for their supplier matching any predefined filter parameters. From this list of payments the supplier can select a payment to inquire upon. See Inquiring on Payments Using PeopleSoft Fluid

   Upload Invoices

   Directs the supplier user to a page where they can attach their invoice data. A Supplier user will also be able to view success and/or error messages once the data has been processed by the internal buying organization. See Uploading Invoices in PeopleSoft Fluid

- **Dispute Resolution**

   Displays the invoices that are in dispute so that a supplier user can view and respond to the dispute at the earliest. See Resolving Disputing Invoices in PeopleSoft Fluid

- **Messages**

   Enables the supplier users to review messages posted by the buying organization (buyers) and respond to the messages for specific invoices. See Posting Messages on Invoices Using PeopleSoft Fluid

- **My Agreements**

   Allows an external supplier users to review details of agreements, accept agreement at a mass or individual level, update agreements or cancel agreements. A Master Agreement is used to create many agreements at a time, and also perform mass updates of all agreements. See Viewing Agreements in PeopleSoft Fluid, Creating Master Agreements

Related Links

"Adding Homepages and Tiles" (Application Fundamentals)

Chapter 4

Configuring Security

Understanding Security

This section discusses:

- Security administration.

- Security concepts.

Security Administration

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

- A main system administrator.

- Local administrators (for both buyers and sellers).

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

Note: In the Buyer Direct model, you do not have to create separate buyer and supplier administrators. The system administrator can manage all user security. However, you are required to create separate buyer and supplier administrators in the Business Service Provider model.

Security Concepts

The following concepts are fundamental to security:

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

Term	Definition
Role names	Role names are intermediate objects that link user profiles to permission lists, and that are mapped to PeopleSoft eSettlements role types. You can assign multiple role names to a user profile, and you can assign multiple permission lists to a role name. **Note:** You must map roles to PeopleSoft eSettlements role types for use within PeopleSoft eSettlements.
Role types	Role types are intermediate objects that enable you to control access and notifications. You can map PeopleSoft role names to role types. You define access and the activities that a particular role name can perform, as well as the events for which that role name receives email notification. You can map many role names to a particular role type, but only one role type can be mapped to a single PeopleSoft eSettlements role name. The next section discusses these role types in detail.
User profiles	A profile describes a particular user. Profiles include low-level PeopleTools data (such as language code) and application-specific data (such as the SetIDs that users are authorized to access within Oracle's PeopleSoft Financials applications). Permission lists, role names, and role types are all part of a user's profile. Some user profile attributes (such as a password) are security-related, while others are descriptive (for example, an email address) or preferential (for example, if multi-language capabilities are enabled).
Buyer data permissions	Buyer permissions are first assigned to the buyer administrator by the system administrator during buyer registration. The system administrator controls the data access that the buyer administrator can subsequently assign to users locally through buyer security.
Supplier data permissions	Supplier permissions are first assigned to the supplier administrator by the system administrator during supplier registration. The system administrator controls the data access that the supplier administrator can subsequently assign to users locally through supplier security.

See the product documentation for *PeopleTools: Security Administration*

Understanding Permission Lists and Role Types

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

This section discusses:

- Permission lists.

- Role types.

Permission Lists

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

- WEBLIB_EBPP

- WEBLIB_MENU

- WEBLIB_PT_NAV

- WEBLIB_PORTAL

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

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

Role Types

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

- Buyer accountant

- Buyer administrator

- Buyer user

- Operational approver

- Supplier administrator

- Supplier user

- System administrator

See the product documentation for *PeopleTools: Security Administration*

Administering Self-Service Security and Creating New Users

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

- Maintain Role Types (EM_ROLE_CONFIG)

- Buyer Inquiry (EM_BUYERSEC_INQRY)

- Buyer User Details (EM_BUYER_SECURITY)

- Supplier Inquiry (EM_SELLERSEC_INQRY)

- Supplier User Details (EM_SELLER_SECURITY)

This section provides an overview of self-service security administration and discusses how to map roles to role types, create new buyer users, define invoice line approval rules(optional), and create new supplier users.

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

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

Related Links
Creating Supplier Administrators

Understanding Self-Service Security Administration

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

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

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

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

Related Links
Creating Buyers
Creating Buyer Administrators
Creating Supplier Administrators

Maintain Role Types - System Access Page

Use the Maintain Role Types - System Access page (EM_ROLE_CONFIG) to map user-defined roles to PeopleSoft eSettlements role types.

Navigation:

eSettlements > **Administration** > **Maintain Role Types** > **Maintain Role Types - System Access**

This example illustrates the fields and controls on the Maintain Role Types - System Access page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Role	Select a role to map to a role type. Click the **Add** button to add a role.
Role Type	Select a type to map to the adjacent role.

Review User Profiles - Buyer User Details Page

Use the Review User Profiles - Buyer User Details page (EM_BUYER_SECURITY) to add or edit buyer users and security permissions for individuals needing to access the system.

Navigation:

eSettlements > **Buyer Information** > **Review Buyer User Profiles** > **Review User Profiles - Buyer User Details**

Click the **Add** button or click a **User ID** link on the Review User Profiles - Inquiry page.

This example illustrates the fields and controls on the Review User Profiles - Buyer User Details page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Review User Profiles - Buyer User Details page (2 of 2). You can find definitions for the fields and controls later on this page.

User Profile

Field or Control	Description
User ID and **Name**	Enter the user ID and name.
Lock Account	Select to prevent the user from accessing the system.
Email Address	Enter the full email address to which email notifications subscribed to by the buyer are sent for this user. _____ **Important!** If you leave the @ symbol or the domain name out of the address, the email feature does not work.
Email User	Select to specify whether the user receives email notifications. _____ **Note:** If the primary user must be away from the system for an extended period, you can access the General Profile Information page by selecting **My System Profile** and then deselect the **Email User** check box in the **Workflow Attributes** group box. Doing so also deselects the **Email User** check box on the Review User Profiles - Buyer User Details page and enables you to define an alternate user to receive email notification.
Language	Enter a code for the email language.

Field or Control	Description
Currency Code	Enter a currency code, which controls the default values for the invoice inquiry pages for the user.
Rate Type	Enter the rate type for currency conversions on inquiry pages. The value that you enter is specific to the user.

Instant Messaging IDs

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

Field or Control	Description
Instant Messaging Domain	Select a provider: *AOL* (America Online), *SAMETIME,* or *YAHOO.*
Instant Messenger ID	Enter an ID for instant messaging. **Important!** Do not enter the @ sign followed by the domain name; just enter the instant messaging ID of the user.

Buyer User Roles

Field or Control	Description
Role Name	Select one or more roles for the user. Click **Add a User Role** to add roles. Only roles that are mapped to these role types are available: buyer accountant, buyer user, and operational approver. **Note:** If the user needs to create urgent payments and approve payments, attach permission list EPMP8000 to the user ID.

Accessible Buying Entities

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

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

Note: At the time of creating a new buyer user, the buyer administrator must associate one or more buyers (Payables business units) with the newly created buyer user on the **Business Unit Security By User ID Page** in order to enable the buyer user to access data pertaining to those buyers in eSettlements.
To an existing PeopleSoft user, assign appropriate eSettlements roles that can be assigned as eSettlements buyer users. In addition to this, assign an appropriate Rate Type to the existing buyer user on the **Review User Profiles - Buyer User Details** page and save changes.

Review User Profiles - Buyer User Details Page

See the product documentation for *PeopleTools: Security Administration*

Review User Profiles - Invoice Line Approval Rule Setup Page

Use the Review User Profiles - Invoice Line Approval Rule Setup page (EM_USR_LN_APPR) to add or edit invoice line routing and approval field values for operational users.

Navigation:

Click the **User Approval Rules** link on the Review User Profiles - Buyer User Details page.

This example illustrates the fields and controls on the Review User Profiles - Invoice Line Approval Rule Setup page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Use	Select to have the rule apply to the user name. In the example screen shot, the user receives all invoices that have a department value of *12000* to *15000.*
Field Name	Enter the fields to govern invoice line routing.
How Specified	Enter *Range of Values* or *Selected Detail Values.*

Field or Control	Description
Select Value and **To Value**	Enter values to further define the field. Enter a select value if you entered *Selected Detail Values* in the **How Specified** field. Enter values in both fields if you selected *Range of Values*. Defining these fields enables you to, for example, prevent a user from receiving invoice lines that contain only certain account values.

Review User Profiles - Supplier User Details Page

Use the Review User Profiles - Supplier User Details page (EM_SELLER_SECURITY) to add or edit supplier users and security permissions for individuals needing to access the system.

Navigation:

eSettlements > **Supplier Information** > **Review Supplier User Profiles** > **Review User Profiles - Supplier User Details**

Click the **Add** button or click a **User ID** link on the Review User Profiles - Inquiry page.

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

Accessible Suppliers

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

Related Links

Review User Profiles - Buyer User Details Page
Creating Buyers

Chapter 5

Enabling PeopleSoft Payables for the PeopleSoft eSettlements Buyer Direct Model

Understanding Enabling the Buyer Direct Model

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

Buyer Template

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

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

Enable PeopleSoft Payables Business Units and Suppliers for Buyer Direct Application Engine Process

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

1. Creates PeopleSoft eSettlements buyers by populating the Buyer Registration table (EM_BUY_REG_TBL) with all active PeopleSoft Payables business units that are not already registered as PeopleSoft eSettlements buyers.

2. Populates four levels of buyer approval amounts in the Buyer Approval Amounts table (EM_BUYER_APPR) for each PeopleSoft Payables business unit.

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

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

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

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

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

For suppliers, the process works as follows:

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

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

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

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

Note: If financial sanctions validation is enabled at the installation level or at the bank level, the Enable AP BUs & Suppliers for BD process validates the supplier against any financial lists (for example, the Specially Designated Nationals (SDN) list), and lists the suppliers whose financial sanctions status is *Review* or *Blocked* on the Message Log page of the Process Monitor. The system still creates suppliers from these suppliers, however, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked*.
Financial sanctions validation is discussed in detail in these topics and in *PeopleSoft Source-To-Settle Common Information.*

Specifying the Buyer Direct Model

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

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

This section discusses how to specify the implementation model.

Page Used to Specify the Buyer Direct Model

Page Name	Definition Name	Usage
Installation Options - eSettlements Page	INSTALLATION_EM	Specify PeopleSoft eSettlements installation options, including implementation model.

Installation Options - eSettlements Page

Use the Installation Options - eSettlements page (INSTALLATION_EM) to specify PeopleSoft eSettlements installation options, including implementation model.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options**

Click the **eSettlements** link on the Installation Options page.

In the **Implementation Model** group box, select **Buyer Direct.**

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

Related Links

"Setting Up Application-Specific Installation Options" (Application Fundamentals)

Setting Up Security

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

Related Links

Understanding Permission Lists and Role Types

Establishing a Buyer Template

A buyer template provides defaults and control values for buyer registration and transactions. The buyer template provides a means to create buyers and the underlying PeopleSoft Payables, Purchasing, and General Ledger business units and processing options. You must establish a buyer template before you

can run the Enable AP BUs & Suppliers for BD process—and also before you can enable or create buyers online.

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

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

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

Buyer Direct Model

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

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

Business Service Provider Model

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

Page Used to Establish a Buyer Template

Page Name	Definition Name	Usage
Maintain Buyer Template - Information Page	EM_BUYER_TEMPLATE	Establish all buyer creation defaults.

Related Links
Understanding Buyer Registration

Maintain Buyer Template - Information Page

Use the Maintain Buyer Template - Information page (EM_BUYER_TEMPLATE) to establish all buyer creation defaults.

Navigation:

eSettlements > **Administration** > **Maintain Buyer Template** > **Maintain Buyer Template - Information**

This example illustrates the fields and controls on the Maintain Buyer Template – Information page . You can find definitions for the fields and controls later on this page.

Note: For the following fields, the system default is to *not* prorate the charges: **Sales Tax Charge, Use Tax Charge, Freight Charge,** and **Misc. Charge** (miscellaneous charge).
To prorate these, select **Set Up Financials/Supply Chain** > **Business Unit Related** > **Procurement** > **Procurement Control** then select the appropriate check boxes for the buyer.

Field or Control	Description
SetID	Enter a SetID for this template.
Template ID	Enter an ID to define this template.
Holiday List ID	Select an ID to list the holidays for each buyer.

VAT and Business ID Information

Field or Control	*Description*
VAT	Select if the buyer operates in a VAT environment.
VAT Entity	Enter a value-added tax (VAT) reporting entity if you selected the **VAT** check box.
Physical Nature	Select *Goods* or *Services* to establish a default value that describes, for the majority of transactions, whether an object purchased is a physical good or a service.
Where Service Performed	Select *Buyer's Location, Ship From Location, Ship To Location,* or *Supplier's Location* to indicate the location at which a service is most often performed.
Prorate VAT NR	Enter a default miscellaneous charge code for the non-recoverable Input VAT, to determine how the system calculated, how non-recoverable VAT is accounted for, and whether it is treated as landed cost.
	Selection of a prorate charge code enables the non-recoverable VAT to be posted to the same set of ChartFields as specified for the associated expense, and enables the non-recoverable VAT to be treated as a landed cost.
	Selection of a non-prorate charge code allows the non-recoverable VAT to be posted to the ChartFields specified on the VAT accounting template for the associated VAT code.

Accounting Information

Field or Control	*Description*
Account	Enter a default account for processing.
	Note: For self-service invoices, the system overwrites this value if you establish values at lower levels of the PeopleSoft eSettlements default ChartField hierarchy.
	See Understanding Self-Service Invoice Entry and Management.
Accounting Template	Enter a template ID for voucher processing within PeopleSoft eSettlements.

Field or Control	Description
Ledger	Enter a ledger to store the posted net activity for a set of ChartField values by accounting period and fiscal year.
Ledger Group and Calendar ID	Enter one of each because these are required for invoice entry and invoice management.

Journal Template

A Journal Template is required for processing within PeopleSoft eSettlements.

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

Misc. Journal Information (miscellaneous journal information)

Field or Control	Description
Combo Template	Select the delivered *VCHREDIT* record template for creation of a business unit.
Sales Tax Charge, Use Tax Charge, Freight Charge, and **Misc. Charge** (miscellaneous charge)	Enter the appropriate values. The system uses each of these portions of the total landed cost for non-merchandise charges, on purchase orders, receipts, and invoices.
Build Criteria	Enter a selection to enable editing both interfaced and online invoices/vouchers.
Document Association	Enter a value to determine how the system groups together receipts associated with a voucher line during the Matching Application Engine process (AP_MATCH).

Payment Information

Field or Control	Description
Bank SetID	Enter a SetID to store the banks for this buyer.

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

Miscellaneous Information

Field or Control	Description
Origin	Enter an origin to identify PeopleSoft eSettlements transactions in the system. This is used by both the invoice and purchase order interfaces. **Note:** The eSettlements Excel Upload and XML/cXML interfaces will populate the Voucher Origin as MPY if it is not specified in the Source transaction. This will require a valid Voucher Origin value of MPY to be defined in the system.
Ship Via Code	Enter a code to specify how a shipment from the supplier should be made. This defaults to incoming purchase orders.
Freight Terms Code	Select to specify at what point the title passes for shipment. This defaults to incoming purchase orders.
Tax Exempt Flag	Select if incoming purchase orders are tax exempt.
Tax Exempt ID	Enter an ID if you select the **Tax Exempt Flag** check box.

eSettlements Information

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

Field or Control	Description
Notification SetID	Enter an ID to enable sharing of notification setup between buyers. The value you enter here populates the EM_03 record group. If you leave this field blank, the notification setup is not shared and the system populates the EM_03 record group with the newly created buyer ID.

Template Values and Navigation

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

Attribute	Navigation Path
Holiday List ID	**Banking** > **Bank Accounts** > **External Accounts** > **Account Information**
VAT Entity	**Set Up Financials/Supply Chain** > **Common Definitions** > **VAT and Intrastat** > **Value Added Tax** > **VAT Entity**
Prorate VAT NR	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Charges/Costs** > **Misc and Landed Cost Defn**
Journal Templates	**Set Up Financials/Supply Chain** > **Common Definitions** > **Journals** > **Define Journal Entry Template**
Origin	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Vouchers** > **Voucher Origin**
Ship Via Code	**Set Up Financials/Supply Chain** > **Common Definitions** > **Shipping and Receiving** > **Ship Via Codes**
Freight Terms Code	**Set Up Financials/Supply Chain** > **Common Definitions** > **Shipping and Receiving** > **Procurement Freight Terms**
Tax Exempt Flag	**Set Up Financials/Supply Chain** > **Business Unit Related** > **Purchasing** > **Purchasing Definition**

Attribute	Navigation Path
Tax Exempt ID	**Set Up Financials/Supply Chain** > **Business Unit Related** > **Purchasing** > **Purchasing Definition**
Account	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Configure** > **Define CF Records and Pages**
Accounting Template	**Set Up Financials/Supply Chain** > **Common Definitions** > **Accounting Entry Templates** > **Templates**
Ledger	**General Ledger** > **Ledgers** > **Define Detail Ledger**
Ledger Group	**General Ledger** > **Ledgers** > **Define Ledger Group**
Calendar ID	**Set Up Financials/Supply Chain** > **Common Definitions** > **Calendars/Schedules** > **Calendar Builder**
Combo Template	**Set Up Financials/Supply Chain** > **Common Definitions** > **Design ChartFields** > **Combination Editing** > **Define CF Editing Template**
Sales Tax Charge	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Charges/Costs** > **Misc and Landed Cost Defn**
Use Tax Charge	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Charges/Costs** > **Misc and Landed Cost Defn**
Freight Charge	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Charges/Costs** > **Misc and Landed Cost Defn**
Misc. Charge	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Charges/Costs** > **Misc and Landed Cost Defn**
Agreement SetID	**PeopleTools** > **Utilities** > **Administration** > **TableSet IDs**

Attribute	Navigation Path
Build Criteria	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Vouchers** > **Voucher Build Criteria**
Document Association	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Vouchers** > **Document Association Rules**
Bank SetID	**PeopleTools** > **Utilities** > **Administration** > **TableSet IDs**
Payment Terms ID	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Payments** Access the necessary Payment Terms pages.
Prepay Terms	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Payments** Access the necessary Payment Terms pages.
Payment Handling	**Set Up Financials/Supply Chain** > **Product Related** > **Procurement Options** > **Payments** > **Payment Handling Codes**
Payment Rate Type	**Set Up Financials/Supply Chain** > **Common Definitions** > **Market Rates** > **Market Rate Type**

Enabling PeopleSoft Payables Business Units and Payables Suppliers as PeopleSoft eSettlements Buyers and eSettlements Suppliers

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

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

- EM_BUY_REG_CFS

- PS_EM_BUY_REG_TBL

- PS_EM_BUYER_APPR

- PS_EM_SEC_BU_BANK

- PS_SEC_BU_OPR

- PS_EM_VENDOR_REG

- PS_VENDOR_USER

- PS_EM_USR_CUR_PREF

This section discusses how to run the enable buyer direct model process and view message log for financial sanctions warnings.

Pages Used to Enable PeopleSoft Payables Business Units and Payables Suppliers as PeopleSoft eSettlements Buyers and eSettlements Suppliers

Page Name	Definition Name	Usage
Enable Buyer Direct Model - Run Control Parameters Page	EM_ENABLE_AP_RUN	Specify run parameters for the Enable AP BUs & Suppliers for BD (enable payables business units and suppliers for buyer direct model) Application Engine process (EM_ENABLE_ BU) and run the process. It creates a PeopleSoft eSettlements buyer for each PeopleSoft Payables business unit, and a PeopleSoft eSettlements supplier for each PeopleSoft Payables supplier. You can specify which particular Payables business units and suppliers to convert to eSettlements buyers and suppliers.
Message Log Page	PMN_BAT_MSGLOG	Review the suppliers created with a financial sanctions status of *Review* or *Blocked.* Use the Supplier Information component (VNDR_ID) to update the financial sanctions status, if appropriate.

Enable Buyer Direct Model - Run Control Parameters Page

Use the Enable Buyer Direct Model - Run Control Parameters page (EM_ENABLE_AP_RUN) to specify run parameters for the Enable AP BUs & Suppliers for BD (enable payables business units and suppliers for buyer direct model) Application Engine process (EM_ENABLE_BU) and run the process.

It creates a PeopleSoft eSettlements buyer for each PeopleSoft Payables business unit, and a PeopleSoft eSettlements supplier for each PeopleSoft Payables supplier. You can specify which particular Payables business units and suppliers to convert to eSettlements buyers and suppliers.

Navigation:

eSettlements > **Batch Processes** > **Enable Buyer Direct Model** > **Enable Buyer Direct Model - Run Control Parameters**

This example illustrates the fields and controls on the Enable Buyer Direct Model – Run Control Parameters page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
SetID	Enter a SetID; this must be the same SetID value as established for the buyer template. The value entered here determines the values available to buyers in the Selection Parameters region.
Template ID	Select either *MKTPAYVAT* (market pay VAT template) or *MRKTPAY* (market pay template).
Rate Type	Select a currency rate type value. You set up rate types using the Market Rate Type page. This becomes the default rate type for all users associated with a PeopleSoft eSettlements role for business unit. You can override this default on the Review User Profiles - Buyer User Details page for buyer users, and on the Review User Profiles - Supplier User Details page for supplier users.
Buyer/Supplier	Select *Buyer* to enable PeopleSoft Payables business units, or *Supplier* to enable suppliers.
Value Type	Establish parameters to define if the system processes all, a few, or just one PeopleSoft Payables business units or suppliers. Select from the following: *All:* Select to enable all PeopleSoft Payables entities (of the specified field name value) to PeopleSoft eSettlements entities. For example, if you specify the Buyer value, the process enables all PeopleSoft Payables business units as eSettlement business units. *Range:* Select to enable a range of business units or suppliers, and complete the **From** and **To** fields. *Value:* Select to enable one business unit or supplier, and complete the **From** field.

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

After you specify the fields, click the **Run** button.

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

Click the **OK** button to run the processes.

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

Related Links
Understanding Buyer Creation

Message Log Page

Use the Message Log page (PMN_BAT_MSGLOG) to review the suppliers created with a financial sanctions status of Review or Blocked.

Use the Supplier Information component (VNDR_ID) to update the financial sanctions status, if appropriate.

Navigation:

Click the **Process Monitor** link on the Enable Buyer Direct Model - Run Control Parameters page.

Click the **Details** link on the Process List page.

Click the **Message Log** link on the Process Detail page.

If financial sanctions validation is enabled at the installation level or at the bank level, the Enable AP BUs & Suppliers for BD process validates the supplier against any financial lists (for example, the SDN list), and lists the suppliers whose financial sanctions status is *Review* or *Blocked* on the Message Log page of the Process Monitor. The system still creates suppliers from these suppliers, but it is providing you with a warning of the suppliers being created who are potential matches to a financial sanctions list. The system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

Also, if financial sanctions validation is enabled, and you are using PeopleSoft Payables functionality, the system performs validations similar to those performed during the PeopleSoft Payables process.

Note: You should review the Message Log page after enabling any PeopleSoft Payables supplier to determine the financial sanctions status of the suppliers being created. Use the Supplier Information component (VNDR_ID) to update the financial sanctions status, if appropriate.

Financial sanctions validation is discussed in detail in these topics and in *PeopleSoft Source-To-Settle Common Information.*

See <u>Understanding Financial Sanctions Validation</u>.

Chapter 6

Registering Buyers

Understanding Buyer Registration

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

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

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

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

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

Buyer Direct Model

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

- Enable all of your PeopleSoft Payables business units as PeopleSoft eSettlements buyers in batch. A different topic discussed this method.

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

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

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

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

Business Service Provider Model

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

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

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

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

Business Unit Options in Both Models

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

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

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

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

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

Related Links

"Specifying Voucher Build Criteria" (PeopleSoft Source to Settle Common Information)

"Procurement Control - ERS Options Page" (PeopleSoft Payables)

"Defining PeopleSoft Payables Business Unit Options by SetID" (PeopleSoft Payables)

"Understanding PeopleSoft Payables Business Units" (PeopleSoft Payables)

Establishing a Buyer Template

Understanding Buyer Bank Accounts

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

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

Creating Buyer Bank Accounts in the Business Service Provider Model

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

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

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

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

Page Name	Definition Name	Usage
External Accounts Page	BANK_PNL2	Set up external bank accounts.

External Accounts Page

Use the External Accounts page (BANK_PNL2) to set up external bank accounts.

Navigation:

Banking > **Bank Accounts** > **External Accounts** > **External Accounts**

Define external bank accounts for this buyer.

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

Related Links

"External Accounts Page" (PeopleSoft Banks Setup and Processing)

Creating Buyers

To create buyers, use the following components:

• Review Buyer Details (EM_BUY_REG_TBL)

• Review Buyer Details Inquiry (EM_BUYER_INQUIRY)

• Define Buyer Notifications (EM_B_NOTIFY_SETID)

• Secure Buyer Banks (EM_SEC_BU_BANK)

This section provides an overview of buyer creation and discusses how to select a buyer creation method, enter buyer information, enter address information, enter bank information, enter approval and matching rules, define invoice line approval rules, enable ChartFields, specify buyer notifications, and finally assign banks to buyers.

Pages Used to Create Buyers

Page Name	Definition Name	Usage
Create New Buyer Page	EM_BUYER_ADD	Select the buyer registration option.
Existing Buyers	EM_BUYER_INQRY	View a list of existing buyers.
Review Buyer Details - Registration Page	EM_BUY_REG	Create or complete the buying entity and define processing preferences.
Review Buyer Details - Address Page	EM_BUY_REG_ADDR	Enter address information.
Review Buyer Details - Bank Information Page	EM_BUY_REG_BNK	Enter bank information for new buyers, and view bank information for existing PeopleSoft Payables business units you are enabling as buyers.

Page Name	Definition Name	Usage
Review Buyer Details - Notifications and Approvals Page	EM_BUY_APPR_RULES	Specify matching and approval rules requirements. Inbound transactions reference the agreement information to determine approval processing. When enabling a PeopleSoft Payables business unit, this page is not available because matching controls were established at the PeopleSoft Purchasing business unit level.
Buyer Information - Invoice Line Approval Rules Page	EM_BUY_LINE_APPR	Define invoice line approval rules by selecting fields to route invoice lines for approval and corresponding responsible operational roles.
Review Buyer Details - ChartField Configuration Page	EM_BUY_REG_CFS	Specify supplier access to ChartFields on self-service invoices.
Define Buyer Notifications - Define Notification Types Page	EM_B_NOTIFY	Set up buyer notifications. This link is enabled only after a new buyer is saved.
Secure Buyer Banks - Assign Banks to Buyers Page	EM_SEC_BU_BANK	Specify buyer bank account access for the Business Service Provider model.

Understanding Buyer Creation

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

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

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

In the Business Service Provider model, the buyer registration process is initiated by the host administrator and completed by the buyer administrator. In both the Business Service Provider model and Buyer Direct model, the process of creating a new buyer populates several underlying PeopleSoft tables, creating PeopleSoft Payables, Purchasing, and General Ledger business units for each buyer along

with procurement processing options. The process also establishes tableset sharing for each buyer. You can modify the tableset sharing parameters for each buyer by selecting **PeopleTools** > **Utilities** > **Administration** > **TableSet Control.** The system establishes sales tax defaults of *Exempt* for the buyer. If this buyer is not exempted from sales tax, then you must establish appropriate sales tax codes for the buyer ship to location (which has the same ID as the buyer ID). To do so, select **Set Up Financials/ Supply Chain** > **Product Related** > **Procurement Options** > **Purchasing** > **Ship To Locations** and click the **Sales/Use Tax** link.

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

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

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

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

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

Related Links

"Installation Options - eSettlements Page" (Application Fundamentals)
Resolving Disputes Using Instant Messaging
Review Buyer Details - Registration Page
"Updating Standard Prices and Business Unit Standard Prices" (PeopleSoft Purchasing)

Create New Buyer Page

Use the Create New Buyer page (EM_BUYER_ADD) to select the buyer registration option.

Navigation:

eSettlements > **Buyer Information** > **Review Buyer Details** > **Create New Buyer**

To create a new buyer in a Buyer Direct model:

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

2. Enter a buyer ID in the **Buyer** field.

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

3. Click **Add.**

To enable an existing PeopleSoft Payables business unit:

1. Under **Buyer Registration Options,** select **Enable an AP Business Unit as an eSettlements Buyer,** and click **Continue.**

2. Click a link in the **Business Unit** column.

Review Buyer Details - Registration Page

Use the Review Buyer Details - Registration page (EM_BUY_REG) to create or complete the buying entity and define processing preferences.

Navigation:

- Select the **Create a New Buyer** option on the Create New Buyer page.

  Click **Continue.**

  Enter a buyer ID and click **Add.**

- Select the **Enable an AP Business Unit as an eSettlements Buyer** option on the Create New Buyer page.

  Click **Continue.**

  Click a **Business Unit** column link.

This example illustrates the fields and controls on the Review Buyer Details - Registration page (1 of 2). You can find definitions for the fields and controls later on this page.

Registration	Address	Bank Information	Notifications and Approvals	ChartField Configuration

Subscription Registration

Buyer	BUY01	Default SetID	SHARE
Buyer Name	Dean Jones & Bishop	Short Name	Dean Jones
Template ID	MRKTPAY	As of Date	01/01/1900
Currency	USD	Rate Type	Current Rate

Business ID Numbers

Details   Personalize |

ID Type	ID Number	
⌄		−

[Add ID]

Buyer System Access

☑ Invoice Processing   ☑ Reporting Access   ☐ Instant Messenger Access
☑ Access to Review Invoices ☐ No Banner Management
☑ Payments By eSettlements

Invoice and Payment Extract

☑ ERP Integration File

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

This example illustrates the fields and controls on the Review Buyer Details - Registration page (2 of 2). You can find definitions for the fields and controls later on this page.

Pay Cycle Options

☑ Pay Cycle Approval Required

Proposal Options

Expiration Days [ ]

Proposal Number Last Used

Payment Terms   Personalize |

	*Payment Terms ID	Payment Terms		
⦿	[ ] 🔍		+	−

Invoice Options

Invoice Backdate Days [ ]   ⦿ Warning   ○ Error

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

Transaction Age

Transaction Count [Default ⌄]
☐ Activate Transaction Limits

[Modify Buyer]   [Un-Register]

Subscription Registration

Field or Control	Description
Default SetID	Displays the default from the administrator's preferences. The SetID determines tableset processing for the buyer. During buyer creation, the system establishes the required tableset sharing parameters for each buyer, and you can refine these further.
Buyer Name and **Short Name**	Enter a name for the system to use on all pages where buyer ID appears, and enter a shorter name to use on pages where space is limited. **Note:** These fields populate automatically if you are enabling an existing PeopleSoft Payables business unit.
Template ID	Enter the ID for the buyer template associated with the buyer and from which default and control values for buyer registration and transactions originate.
As of Date	Enter the date that you register the buyer in the system. **Note:** This value appears by default from the as of date of the PeopleSoft General Ledger business unit if you are enabling an existing PeopleSoft Payables business unit.
Currency	Enter the primary currency for this buyer's transactions. **Note:** PeopleSoft eSettlements records transactions in both transaction currency and base currency, though each buying entity (buyer) can have only one base currency.
Rate Type	Enter a type to use for currency conversion between the transaction and base currencies, and to use as the default on all transactions for the buyer.

Business ID Numbers

Information in this group box is optional.

Field or Control	Description
ID Type	Select a business ID type, such as *Company Identification Number, DUNS Number, Fiscal ID - Company - Italy, SIREN Number - France,* or *Tax Identification Number.*
ID Number	Enter the actual business ID number.
Add ID	Click this button to add additional ID numbers.

Bank Information

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

Field or Control	Description
Bank and **Bank Account**	Enter one of each. You must set up these values prior to associating the bank codes with the buyer. Only in the Business Service Provider model must you establish buyer bank security to provide each buyer access to bank account information.
Payment Method	Select a method for this account. The methods available are those already established for the selected account.

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

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

Buyer System Access

Field or Control	Description
Invoice Processing	For the Business Service Provider model, select to load invoices into PeopleSoft eSettlements.
Reporting Access	For the Business Service Provider model, select to subscribe to PeopleSoft eSettlements system report processing.

Field or Control	Description
Instant Messenger Access	Select to enable users to participate in instant messenger chats, which are useful in dispute resolution.
	Note: Selecting this check box enables access to all the instant messaging suppliers; there is no security for a given provider at the buyer level. However, users with an instant messaging ID from a given provider only have access to that provider's network. For example, if a user only has an ID set up with Sametime Connect, that user cannot view users that have only a Yahoo! Messenger ID.
	See *PeopleTools: PeopleSoft MultiChannel Framework.*
Access to Review Invoices	For the Business Service Provider model, select to enable buyers to review invoices in various summarized formats.
No Banner Management	Select to prevent banners from appearing on each web page. Otherwise, the buyer is presented with advertising banners as defined by the administrator during banner management setup. Banners are available in both models.
Payments By eSettlements	For the Business Service Provider model, select to enable payments to be generated through PeopleSoft eSettlements. If not selected, it is implied that payments are made outside PeopleSoft eSettlements, and the External Payments Application Engine process (EM_PAY_XTRNL) thus processes related invoices. This process only closes undisputed invoices that are both *Approved* and *Matched.*
	If this check box is not selected, this buyer is not included in any pay cycles. The External Payments process must be run to indicate payments have been made. This process only closes undisputed invoices that are both *Approved* and *Matched.*

Invoice and Payment Extract

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

Field or Control	Description
Report Type	Specify the file output format of the extract reports by selecting *Fixed Format* or *XML File.*
Extract Frequency	Select *Bi weekly, Daily, Monthly, Weekly,* or *Yearly* to define the interval at which invoices are extracted.
Invoice Extract Status	Select *Any Status Change, Approved, Matched and Approved, Matched and Pending Approval, Paid,* or *Pending Approval* to define the status of the invoices that the system extracts.

Pay Cycle Options

Field or Control	Description
Pay Cycle Approval Required	Select to require approval by an authorized payment approver in order to approve payments.
Self-Service Pay Cycle	For the Business Service Provider model, select to enable the buyer to review vouchers for payment, and reject and approve vouchers for payment before payment creation. If this is selected but **Pay Cycle Approval Required** is deselected, the buyer is responsible for establishing, maintaining, and processing pay cycles. In such cases, the host administrator must enable access to the pay cycle pages.
Automated Pay Cycle	For the Business Service Provider model, select to process payments without buyer intervention such that payments are all, in effect, preapproved. If you select this option, you must also specify the pay cycle frequency to define how often the buyer has payments created. The host administrator references this information when creating pay cycles for the buying entity.
Pay Cycle Frequency	For the Business Service Provider model, select the interval at which pay cycles are run and payments created: *Bi Weekly, Daily, Monthly,* or *Weekly.*
Modify Buyer	Click this button to modify information for an existing buyer.

Proposal Options

If you are using Dynamic Discounting, complete these fields.

Field or Control	Description
Expiration Days	Enter the number of days beyond the creation date of the proposal or offer for the expiration date of the proposal or offer. For example: a proposal is created on August 13, 2009 and the Expiration Days parameter is set to 7 days, 7 days will be added to the creation date and the proposal expiration date will be set to August 20, 2009. These dates can later be overridden by the supplier or buyer if required.
Proposal Number Last Used	Displays the last proposal number used.
Payment Terms ID	Select the payment terms to default into a new proposal or offer. You can add as many payment terms as needed to the grid, but you can only select one to default to the proposal.
Create a New Buyer	Click this button to register the buyer once you complete the subscription, bank, and system access options. This button appears when a new buyer ID is added to the system. Clicking this button or the **Modify Buyer** button also creates and modifies a corresponding invoice extract run control record based on the data extract selections.
Unregister Buyer	Click this button to unregister this buyer. This button is unavailable if an invoice has already been created for the buyer.

Invoice Options

Field or Control	Description
Invoice Backdate Days	Enter the number of invoice backdate days. The buyer can establish the number of days an invoice date can be back dated. **Note:** In Review Invoice search page, if the datetime stamp the invoice is entered minus the invoice date of the invoice is greater than the Invoice Backdate Days, the invoice row in the search list will be shown with an icon to the right of the Invoice Date. The icon indicates that at the time the invoice was entered, the invoice date exceeds the Invoice Backdate Days field and hence the invoice date needs to be reviewed. Click on the icon to open a secondary page that displays the current Invoice Date, the Date the invoice was entered and the Backdate date.

Field or Control	Description
Warning	Select this option to trigger a warning message at self service invoice entry to the Supplier. If the result of the (current system date minus entered invoice date) calculation exceeds the number of days entered in Invoice Backdate Days field, then a message will be displayed indicating that the invoice date entered exceeds the acceptable date range. The invoice can be still saved.
Error	Select this option to trigger an error message at self service invoice entry to the Supplier. If the result of the (current system date minus entered invoice date) calculation exceeds the number of days entered in Invoice Backdate Days field, an error message will be displayed and the user will be prevented from saving the self service invoice. The supplier will need to modify the invoice date entered.

Transaction Age

Field or Control	Description
Transaction Count	User can select the default count or specify a new transaction count.
Activate Transaction Limits	Select the check box to activate transaction limits.
Transaction Age	Enter the age of the transactions to be selected in Years, Months and Days.

See the product documentation for *PeopleTools: MultiChannel Framework* and *PeopleTools: Security Administration*

Review Buyer Details - Address Page

Use the Review Buyer Details - Address page (EM_BUY_REG_ADDR) to enter address information.

Navigation:

Select the Address tab from the Review Buyer Details - Registration page.

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

Review Buyer Details - Bank Information Page

Use the Review Buyer Details - Bank Information page (EM_BUY_REG_BNK) to enter bank information for new buyers, and view bank information for existing PeopleSoft Payables business units you are enabling as buyers.

Navigation:

Select the Bank Information tab from the Review Buyer Details - Registration page.

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

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

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

Related Links

"Bank Information Page" (PeopleSoft Banks Setup and Processing)

Review Buyer Details - Notifications and Approvals Page

Use the Review Buyer Details - Notifications and Approvals page (EM_BUY_APPR_RULES) to specify matching and approval rules requirements.

Inbound transactions reference the agreement information to determine approval processing.

Navigation:

Select the Notifications and Approvals tab from the Review Buyer Details - Registration page.

This example illustrates the fields and controls on the Review Buyer Details - Notifications and Approvals page. You can find definitions for the fields and controls later on this page.

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

Buyer BUY01   Dean Jones & Bishop

Processing Options

☐ Use Payables for Approval   Voucher Approval [Approval Framework ▼]
☑ Invoice Approval Required   Requestor Option [Originator ▼]
☑ Allow pre-approved invoices   Notification Reminder Days [1]
Approval Levels [3 ▼]
Define Buyer Notifications

Role Based Approval Details.   Personalize | ⧉

Description	Role Name	Approval Amount	Currency
Maximum amount for pre-approved invoices		500.00	USD
Maximum amount Approver 1 can approve	[Buyer Approver 1 ▼]	1,000.00	USD
Maximum amount Approver 2 can approve	[Buyer Approver 2 ▼]	10,000.00	USD
Maximum amount Approver 3 can approve	[Buyer Approver 3 ▼]	9,999,999,999,999,999,999,999.99	USD

☑ Invoice Line Approval Required   Invoice Line Approval Rules

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

[Modify Buyer]

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

Processing Options

Field or Control	Description
Use Payables for Approval	Select to follow the Payables Approval process for header level approval. All the configuration options and parameters related to the eSettlements approval will be hidden. See Approving Invoices Using Mobile Approvals.
Invoice Approval Required	Select to require approval for invoices. If selected, you must also define approval limits and approver roles at each level.
Number of Approval Levels	Select *1, 2,* or *3* to define your approval hierarchy. Leave blank if no invoice approval is required.
Allow pre-approved invoices	Select to permit invoices less than a maximum monetary amount to bypass the approval step. If selected, add a value in the **Maximum amount for pre-approved invoices** field.

Field or Control	Description
Notification Reminder Days	Enter the number of days to elapse before approval email notification reminders are sent.
Define Buyer Notifications	Click this link to establish or modify email notifications for the buyer. This link is enabled after a new buyer is created.
Maximum amount for pre-approved invoices	Enter the highest amount an invoice can be before it requires approval in the **Approval Amount** column field.
Maximum amount Approver 1 can approve	Select an accounting-oriented approver role, for header approvals in the **Role Name** column field. In the **Approval Amount** column field, enter the maximum amount that the first approver can approve. Additional levels appear corresponding to your **Number of Approval Levels** selection. Saving the page automatically sets the maximum approval amount at the last approval level. **Note:** Only roles assigned to the buyer accountant and buyer user role types are available for selection.
Invoice Line Approval Required	Select to require line-level approval for invoices. **Note:** The Invoice Approval Required check box must be selected to utilize invoice line approvals. See Understanding Line-Level Approval and Dispute.
Invoice Line Approval Rules	Click this link to define fields and role names that govern invoice line approval and notifications.

Matching Process

Field or Control	Description
Requires Matching and **Match Rule**	Select and specify these values for the Buyer Direct model, only when creating a new buyer, because at that time you are also creating a new PeopleSoft Purchasing business unit. (You cannot select and specify these values when enabling a PeopleSoft Payables business unit as a buyer.) During processing, the match rule control is determined from either the PeopleSoft Purchasing business unit or from the supplier.
	Select the check box for the Business Service Provider model, and specify a match rule control if a buyer requires that invoices be matched to purchase orders and receipts. This specification provides default values on the agreements.
	You can use a delivered match rule control or set up your own.
	Note: When you register a new buyer, the **eSettlements Matching Process** check box at the installation level controls whether separate invoice matching and approval is required, or if a matched invoice is automatically considered approved. Selecting this installation-level check box means that separate matching and approval are required. When creating a new buyer, the process automatically selects the Payables **Matching for Voucher Approval** check box, enabling you to define the condition using the eSettlements check box. When enabling an existing PeopleSoft Payables business unit, ensure that the **Matching for Voucher Approval** check box (in PeopleSoft Payables) is selected so that you can then use the eSettlements check box to control whether or not PeopleSoft eSettlements invoices require separate matching and approval. To access the page in PeopleSoft Payables where the **Matching for Voucher Approval** check box is located, select **Set Up Financials/Supply Chain** > **Business Unit Related** > **Payables** > **Payables Definition** > **Matching.**
	See "Payables Definition - Matching Page" (PeopleSoft Payables).

Related Links

"Delivered Match Rule Controls" (PeopleSoft Payables)
"Installation Options - eSettlements Page" (Application Fundamentals)

Buyer Information - Invoice Line Approval Rules Page

Use the Buyer Information - Invoice Line Approval Rules page (EM_BUY_LINE_APPR) to define invoice line approval rules by selecting fields to route invoice lines for approval and corresponding responsible operational roles.

Navigation:

Click the **Invoice Line Approval Rules** link on the Review Buyer Details - Notifications and Approvals page.

Invoice Line Approval Rules

Field or Control	*Description*
Field	Select a field to define which invoices the system routes for line-level approval. The system routes invoices that have values in these fields to the appropriate line-level approvers.
Role Name	Select an operational role to receive invoices that contain values in the corresponding **Field** that you selected.

Related Links
Setting Up Line-Level Approval Rules

Review Buyer Details - ChartField Configuration Page

Use the Review Buyer Details - ChartField Configuration page (EM_BUY_REG_CFS) to specify supplier access to ChartFields on self-service invoices.

Navigation:

Select the ChartField Configuration tab from the Review Buyer Details - Registration page.

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

See "Installation Options - eSettlements Page" (Application Fundamentals).

Field or Control	Description
ChartField Name and **Supplier Access**	For the available ChartFields, specify supplier access: *Display Only, Editable,* or *No Access.* This value defines which ChartFields appear on supplier self-service invoices. Because you determine supplier access at the agreement level, this selection specifies only whether suppliers can view and edit particular ChartFields.

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

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

• **Activity ID**

• **Analysis Type**

• **Category**

• **PC Business Unit** (project costing business unit)

• **SubCategory**

• **Source Type**

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

Related Links

Understanding Self-Service Invoice Entry and Management

Define Buyer Notifications - Define Notification Types Page

Use the Define Buyer Notifications - Define Notification Types page (EM_B_NOTIFY) to set up buyer notifications.

Navigation:

Click the **Define Buyer Notifications** link on the Review Buyer Details - Notifications and Approvals page.

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

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

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

Eleven notification types appear on this page.

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

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

• **Agreement**

• **Invoice Load - Errors**

• **Invoice Load - No Errors**

• **Invoice Extract - Buyer**

• **Invoice Verification**

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

• **Match Exception - Buyer**

• **Match Exception - Supplier**

• **Dispute - Invoice Lines**

• **Dispute - Payment Schedules**

• **Payments Awaiting Approval**

• **Payment Create and Cancel**

These notifications contain four common fields.

Field or Control	Description
To/cc (to or carbon copy)	Specify whether the notification is sent to the recipient (user ID or role) that you define, or whether the specified recipient receives a copy of the email.
Type	Specify the recipient type to which to route the notification: *Role* or *User ID.* **Note:** If the user selected does not have access to the business unit, the user does not receive the email notifications. You enable business unit access on the user profile.

Field or Control	Description
Recipient	Enter the recipient of the respective email notification. The available selections are dependent upon your **Type** selection.
Recipient Name	Displays the recipient selection name.

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

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

- **Invoice Load - Errors**

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

- **Invoice Verification**

- **Match Exception - Buyer**

- **Match Exception - Supplier**

- **Dispute - Invoice Lines**

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

- **Payments Awaiting Approval**

Secure Buyer Banks - Assign Banks to Buyers Page

Use the Secure Buyer Banks - Assign Banks to Buyers page (EM_SEC_BU_BANK) to specify buyer bank account access for the Business Service Provider model.

Navigation:

eSettlements > **Administration** > **Secure Buyer Banks. Secure Buyer Banks - Assign Banks to Buyers**

Select the **Bank** and **Account** for the business unit.

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

Creating Buyer Administrators

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

This section provides an overview of buyer administrator creation and discusses how to assign data access and define processing options.

Pages Used to Create Buyer Administrators

Page Name	Definition Name	Usage
Define User Preferences - Overall Preferences Page	OPR_DEF_TABLE_FS1	Establish general processing options for a buyer administrator.
Procurement - Payables Online Vouchering Page	OPR_DEF_TABLE_AP1	Establish PeopleSoft Payables processing options for a buyer administrator, or specify or change a user's match override and payment creation permissions.

Related Links
"Defining Row-Level Security" (Application Fundamentals)

Understanding Buyer Administrator Creation

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

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

This table provides an overview of how each processing option affects user abilities in the two models:

Processing Option	Function and Implications for Each Model
Manually Schedule Payments	For both models, if you select this option users see the **Schedule** and **Hold** links on the Review Invoices - Invoice Inquiry and Schedule Payment Installments pages. In addition, users can click the **Dispute** button on either of these pages to resolve payment installment disputes. If you do not select this option, users can still see the **Dispute** button, enabling them to view any existing disputes, but not resolve them. **Note:** When you create a buyer user using the eSettlements Review User Profiles component (EM_BUYER_SECURITY), this option is automatically enabled.
Authority to Override Match	For the Buyer Direct model, if you select this option users can override and undo a matched voucher using PeopleSoft Payables pages. If you do not select this option, users cannot override exceptions and cannot undo a matched voucher. For the Business Service Provider model, if you select this option users can override exceptions. If you do not select this option, users cannot override exceptions. **Note:** When you create a buyer user using the eSettlements Review User Profiles component, this option is automatically enabled.
Record Payment	For the Buyer Direct model, if you select this option users can create manual payments by selecting **eSettlements** > **Payments** > **Create Manual Payment** and accessing the Manual Pay Selection page in PeopleSoft Payables. For the Business Service Provider model, users can create a manual payment on the eSettlements Record Manual Payments - Schedule a Payment page. If you do not select this option, users can access the page, but can only view the vouchers eligible for a manual payment. **Note:** When you create a buyer user using the eSettlements Review User Profiles component, this option is automatically enabled.
Allow Regular Voucher	When you create a buyer user using the eSettlements Review User Profiles component, this option is automatically enabled.
Allow Prepay Voucher	When you create a buyer user using the eSettlements Review User Profiles component, this option is automatically enabled.

Processing Option	Function and Implications for Each Model
Urgent Payments	The ability to create urgent payments is not controlled through user preferences, but is based on the permission lists associated with the roles that are attached to users. Users who make urgent payments or approve PeopleSoft eSettlements payments must have the EPMP8000 Process Profile attached to their user ID.

Related Links
Understanding Permission Lists and Role Types

Define User Preferences - Overall Preferences Page

Use the Define User Preferences - Overall Preferences page (OPR_DEF_TABLE_FS1) to establish general processing options for a buyer administrator.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences**

On the User Preferences search page, select the ID of a user whose role has a buyer administrator role type associated with it and click the search button.

Click the **Overall Preference** link on the User Preferences page.

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

Procurement - Payables Online Vouchering Page

Use the Procurement - Payables Online Vouchering page (OPR_DEF_TABLE_AP1) to establish PeopleSoft Payables processing options for a buyer administrator, or specify or change a user's match override and payment creation permissions.

Navigation:

Select *LBA* (local buyer administrator) as the user ID on the User Preferences search page.

Click Procurement on the User Preferences page.

Click Payables Online Vouchering on the Define User Preferences - Procurement page.

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

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

Field or Control	Description
Authority to Override Match	Select to enable user to override match exceptions. Only users who have this option selected can override match exceptions. All other users can view match exceptions, but they cannot override them.
Record Payment	Select to enable a user to record payments.
Security for Voucher Styles	Click to access the Voucher Styles page, where you can select the voucher styles that are allowed for the buyer administrator.

Related Links

"User Preferences – Payables Online Vouchering Page" (Application Fundamentals)

Understanding Payment Processing

Chapter 7

Registering Suppliers

Understanding Supplier Registration

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

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

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

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

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

The steps necessary to register suppliers depend on the model that you are implementing.

Buyer Direct Model

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

- Enable a batch of PeopleSoft Payables suppliers as PeopleSoft eSettlements suppliers.

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

- Enable an existing PeopleSoft Payables supplier by specifying registration information, such as email notifications and supplier logos.

- Create a new supplier by defining all information, including address and bank information.

Note: If financial sanctions validation is required and the PeopleSoft Payables supplier you are enabling has a financial sanctions status of *Review* or *Blocked,* the system displays a warning message that the supplier selected is currently under financial sanctions review. You can proceed with creating the supplier. However, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

See Understanding Financial Sanctions Validation.

Business Service Provider Model

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

Related Links

Resolving Disputes Using Instant Messaging
Administering Self-Service Security and Creating New Users
"Installation Options - eSettlements Page" (Application Fundamentals)

Creating Suppliers

To create a supplier, use the following components:

*   Review Supplier Details - Inquiry (EM_SELLER_INQUIRY)

*   Review Supplier Details - Registration (EM_SELLER_REGISTER)

*   Define Supplier Notifications (EM_S_NOTIFY_SETID)

This section provides overviews of financial sanctions validation and supplier notifications, lists prerequisites, and discusses how to create new suppliers, register suppliers, enter address information, enter contact information (Optional), enter location information, enter bank information, and specify supplier location notifications.

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

Pages Used to Create Suppliers

Page Name	Definition Name	Usage
Create a New Supplier Page	EM_SELLER_ADD	Begin creating a new supplier.
Review Supplier Details - Registration Page	EM_SELLER_REG_PG1	Enter supplier subscription, system access, payment extract, value-added tax (VAT) and business ID, and logo information.

Page Name	Definition Name	Usage
Review Supplier Details - Addresses Page	EM_SELLER_ADDR_LST	View established addresses. See Review Supplier Details - Registration Page
Maintain Addresses - Address Information Page	EM_SELLER_ADDR	Enter supplier address information.
Review Supplier Details - Contacts Page	EM_SELLER_CNT_LST	View established contacts. See Review Supplier Details - Registration Page
Maintain Contacts - Contact Information Page	EM_SELLER_CNTCTS	Enter supplier contact information.
Review Supplier Details - Locations Page	EM_SELLER_LOC_LST	View established locations. See Review Supplier Details - Registration Page
Maintain Locations - Location Information Page	EM_SELLER_OPRTG_RL	Enter supplier location information.
Supplier Bank Information - Maintain Banks Page	EM_SELLER_BANK	Define the bank accounts into which the supplier wants to have electronic payments deposited.
Define Supplier Location Notifications - Define Notification Types Page	EM_S_NOTIFY	Set up supplier email notifications.
Review Supplier Details - Define Notification Types Page	EM_LOCATION_NOTIFY	Set up supplier location email notifications. See Maintain Locations - Location Information Page

Understanding Financial Sanctions Validation

PeopleSoft eSettlements provides validation of your suppliers against financial sanctions lists (for example, the Specially Designated Nationals (SDN) list). The system validates suppliers against financial sanctions lists:

• When you attempt to save the supplier.

  This capability exists if you enable financial sanctions at the installation level, and select the **SDN Validation at save** check box on the Supplier Set Control page.

• On a dynamic basis on the Review Supplier Details - Registration page.

This capability exists if you enable financial sanctions at the installation level, and do not select the **SDN Validation at save** check box on the Supplier Set Control page.

• By running the Financial Sanctions Validation Application Engine process (AP_SDN_VAL).

You can schedule the Financial Sanctions Validation process to run on a predefined schedule using the Process Scheduler, or you can run it on an ad hoc basis.

Note: If you enable financial sanctions at the bank level, you need to run the Financial Sanctions Validation process to validate at the supplier level.

How the system validates your suppliers is dependant upon how you set up financial sanctions validation options. The system updates the supplier's financial sanctions status on the Supplier Information component (VNDR_ID). Access the Supplier Information component to change the financial sanctions status, if appropriate.

When you create a new supplier when financial sanctions validation is enabled, the system allows you to save the supplier if it has a financial sanctions status of *Review* or *Blocked.* However, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

Note: If financial sanctions validation is enabled, and you are using PeopleSoft Payables functionality, the system performs validations similar to those performed during the PeopleSoft Payables process.

Financial sanctions validation is discussed in detail in *PeopleSoft Source to Settle Common Information.*

Related Links

"Understanding Financial Sanctions Validation" (PeopleSoft Source to Settle Common Information)
Create a New Supplier Page
Understanding Payment Processing

Understanding Supplier Notifications

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

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

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

Type	*Internal or External*
Payment Create and Cancel	Internal
Invoice Extract – Supplier	Internal

Type	Internal or External
Cash Collections	External – Business Service Provider model only
Invoice Load – No Errors	Internal
Invoice Load – Errors	Internal

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

Prerequisites

You must set up supplier SetID controls before you can use a SetID.

Create a New Supplier Page

Use the Create a New Supplier page (EM_SELLER_ADD) to begin creating a new supplier.

Navigation:

eSettlements > **Supplier Information** > **Review Supplier Details** > **Create a New Supplier**

This example illustrates the fields and controls on the Create a New Supplier page. You can find definitions for the fields and controls later on this page.

You can create a new supplier or use an existing supplier to create a new user.

Field or Control	Description
Create a New Supplier	Select this option to establish a new supplier. Click the **Continue** button, enter the **SetID** and a unique **Supplier** ID, and click the **Add** button to access the Review Supplier Details - Registration page.

Field or Control	Description
Register an existing supplier as an eSettlements Supplier	Select this option to establish a new supplier using an existing supplier. Click the **Continue** button and enter the **Supplier** ID or click the **Search** button to view a list of available suppliers. Click the **Supplier** link to access the Review Supplier Details - Registration page. **Note:** If financial sanctions validation is enabled and the PeopleSoft Payables supplier has a financial sanctions status of *Review* or *Blocked,* the system displays a warning message that the supplier selected is currently under financial sanctions review. You can proceed with creating the supplier. However, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.* See Understanding Financial Sanctions Validation.

Review Supplier Details - Registration Page

Use the Review Supplier Details - Registration page (EM_SELLER_REG_PG1) to enter supplier subscription, system access, payment extract, value-added tax (VAT) and business ID, and logo information.

Navigation:

- Select a supplier registration option and enter a **SetID** and **Supplier** ID or **Supplier** ID and click **Add** on the Create a New Supplier page.

- Click a **Supplier** link on the Existing Suppliers page.

This example illustrates the fields and controls on the Review Supplier Details - Registration page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Review Supplier Details - Registration page (2 of 2). You can find definitions for the fields and controls later on this page.

If you enable financial sanctions at the installation level, the system validates the supplier upon saving the supplier or on a dynamic basis by clicking the **Financial Sanctions edit** button. If you enable financial sanctions at the bank level, no validation occurs at the supplier level unless you run the Financial Sanctions Validation process.

When you create a new supplier when financial sanctions validation is enabled, the system allows you to save the supplier if it has a financial sanctions status of *Review* or *Blocked*. However, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked*.

See Understanding Financial Sanctions Validation.

Supplier Subscription

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

Field or Control	Description
Financial Sanctions edit	Click to validate the supplier against financial sanctions lists (for example, the SDN list). This button only appears if financial sanctions is enabled at the installation level, and the **SDN Validation at save** check box is not selected on the Supplier Set Control page. Also, this button only appears for suppliers with a financial sanctions status of *Cleared* or *Valid*.
Attachments (0)	Click this link to access the Attachments page and to attach documents to this supplier.

Supplier System Access

Field or Control	Description
Voucher Processing	Select to enable the supplier's invoices to be loaded into the system.
Reporting Access Allowed	Select to subscribe to report processing. There is no PeopleSoft processing logic currently applied to this.
	This function is used for the Business Service Provider model, enabling the host to charge for subscription.

Field or Control	Description
Instant Messenger Access	Select to enable this supplier to use instant messaging to discuss payment installment dispute resolution with buyers. **Note:** Selecting this check box enables access to all the instant messaging suppliers; there is no specific security for a given provider at the supplier level. However, there is access at the PeopleTools level, and users with an instant messaging ID from a given provider will have access only to that provider's network. For example, if a user has only an ID set up with Sametime, that user cannot view users that have only a Yahoo! ID.
No Banner Management	Select to prevent host-defined banners from appearing on each web page.
Withholding	Select this check box to enable withholding for this supplier. This check box is only visible if you select the Withholding check box on the eSettlements Installation Options page.

Invoice and Payment Extract

These functions are described in the section in which how to define buyer processing preferences is detailed.

See <u>Creating Buyers</u>.

VAT and Business ID Information

Field or Control	Description
VAT Registration	Select this check box if the supplier operates in a VAT country.

VAT Registration Details

Field or Control	Description
Country and **VAT Registration ID**	Select a country and enter a VAT ID number.
Add Additional VAT Information	Click this button to enter another country and ID number. This link appears for existing addresses.

Business ID Number

The information in this group box is optional.

Field or Control	Description
ID Type and **ID Number**	Associate the supplier with a reporting entity from the ID types available. If you do so, also enter the **ID Number** provided by the reporting entity.
Add ID	Click this button to add additional numbers.

Proposal Options

Field or Control	Description
Expiration Days	Enter the number of days beyond the creation date of the proposal or offer for the expiration date of the proposal or offer. For example: a proposal is created on August 13, 2009 and the Expiration Days parameter is set to 7 days, 7 days will be added to the creation date and the proposal expiration date will be set to August 20, 2009. These dates can later be overridden by the supplier or buyer if required.
Payment Terms ID	Select the payment terms to default into a new proposal or offer. You can add as many payment terms as needed to the grid, but you can only select one to default to the proposal.

Transaction Age

Field or Control	Description
Transaction Count	User can select the default count or specify a new transaction count.
Activate Transaction Limits	Select the check box to activate transaction limits.
Transaction Age	Enter the age of the transactions to be selected in Years, Months and Days.

Supplier Logo

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

Note: Supplier logo images must be in JPEG format.

Field or Control	Description
Un-Register Supplier	Click this button to unregister this supplier. This button will not be available if any invoices have been created for this supplier.

To access the Review Supplier Details - Addresses Page, select the Addresses tab on the Review Supplier Details - Registration page.

To access the Review Supplier Details - Contacts Page, select the Contacts tab on the Review Supplier Details - Registration page.

To access the Review Supplier Details - Locations Page, select the Locations tab on the Review Supplier Details - Registration page.

Maintain Addresses - Address Information Page

Use the Maintain Addresses - Address Information page (EM_SELLER_ADDR) to enter supplier address information.

Navigation:

Click the **Add a New Address** button on the Review Supplier Details - Addresses page.

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

Phone Information

You may add phone information, but it is not required.

Field or Control	Description
Type	Select the type of number, such as: *Business, Campus, Cellular, FAX, Pager 1,* or *Telex.*

Field or Control	Description
Add a New Phone Number	Click this button to add additional supplier phone numbers.

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

Maintain Contacts - Contact Information Page

Use the Maintain Contacts - Contact Information page (EM_SELLER_CNTCTS) to enter supplier contact information.

Navigation:

Click the **Add a New Contact** button on the Review Supplier Details - Contacts page.

Contact Information

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

Maintain Locations - Location Information Page

Use the Maintain Locations - Location Information page (EM_SELLER_OPRTG_RL) to enter supplier location information.

Navigation:

Click the **Add a New Location** button on the Locations page.

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

Location and Location Details

Field or Control	Description
Supplier Location and **Description**	Enter a location, such as *HEADQTRS* (headquarters) or *EAST,* and a description of the location for this supplier. **Note:** Because PeopleSoft eSettlements displays the description you enter here throughout the system, ensure that the name is unique.
Default Location	Select this check box to define the current location as the supplier default.
Currency Code	Enter a currency code to use as the default currency on self-service invoices.
Invoicing Address and **Remitting Address**	Select an address for this supplier, such as *Primary*. **Note:** If the address established in the previous steps is the only address established for this supplier, it appears by default in the **Invoicing Address** and **Remitting Address** fields.

Payment Terms and Remitting Options

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

Field or Control	Description
Payment Terms	Select terms to govern transactions with this supplier, such as *10N, EOM,* or *Split*.
Update Bank Information	Click to access the Supplier Bank Information - Maintain Supplier Banks page and enter bank details for this supplier location.

Field or Control	Description
Remit to Location	Select this option to have payments made to the location that appear in the Remitting Address line. **Note:** The option text for this option reads *Remit to This Location* if you are setting up a new supplier and have not yet saved it.
Remit to this Supplier but a different Location	Select to have payments sent to an alternate location for this supplier.
Remit to Location and Remitting Address	Select a remit to location if you selected the **Remit to this Supplier but a different Location** option. The available choices are those that you previously established for this supplier. The associated remitting address appears.
Remit to a different Supplier	Select this option to have payments made to a different supplier.
Remit Supplier	Select the supplier to receive payments.
Remit to Location and Remitting Address	Select the location of the different supplier. The associated address appears.
Global/1099 Withholding	Click this link to access the Withholding Supplier page and define withholding information for this supplier.
Attachments (0)	Click this link to access the Attachments page and to attach documents to this location.
Add Invoices	Click this link to access the Attachments page and to attach invoices to this supplier. Upload a file of type CXML that can contain multiple invoices and click Save. Run the Load Attachment Invoices process to load the CXML invoices and then run the Voucher Build process from the Voucher Build page by selecting the *XML Invoice (eSettlements)* as the Voucher Build Interface. See Voucher Build Page
Update this Location	Select this link to modify *existing* location details.

Field or Control	Description
Add a Future Location	Select this link to specify a location that will take effect on a date that you designate. This link appears for existing locations. **Note:** If you select this link to set up a future location, you must specify a date in the **Location effective as of** field.

To access the Review Supplier Details - Define Notification Types Page, click the **Notifications** button on the Locations page.

Supplier Bank Information - Maintain Banks Page

Use the Supplier Bank Information - Maintain Banks page (EM_SELLER_BANK) to define the bank accounts into which the supplier wants to have electronic payments deposited.

Navigation:

Click the **Update Bank Information** link on the Maintain Locations - Location Information page.

Accessible Bank Accounts

Field or Control	Description
Default	Select to set the current information as the default bank for this supplier.
Bank Name and **Branch Name**	The values that you enter here appear in the payment file notification and on the HTML invoice.
Country and **Bank ID Qualifier**	Select the destination country code, which also determines the selection of available **Bank ID Qualifier** values. Then, specify a qualifier that determines which edit algorithm the system uses to check the bank ID number sequence. Enter one of each to identify the **Bank ID** and **Bank Account Number** field format. **Note:** You must enter this information in the system before you can transfer money to the account.

Field or Control	Description
IBAN Digit (international bank account number digit)	Enter the two-numeral check digit code for the country and click **View IBAN.** If the DFI qualifier for the specified country is IBAN enabled and the system successfully validates the check digit, then the IBAN for this account appears. This field and the **View IBAN** button appear only if the **IBAN Enterable** field is not selected on the IBAN Formats page. **Note:** If transacting with the United Kingdom and the Netherlands, you must enter *Swift ID* in the **DFI Qualifier** field to validate the IBAN entry. See "Understanding IBAN" (PeopleSoft Banks Setup and Processing). See "IBAN Formats Page" (PeopleSoft Banks Setup and Processing).
BIC (bank identifier code)	Enter a BIC code for this supplier bank. This code is based on the ISO standard (9362), which is the universal method used to identify the financial institutions that enable automated processing of payments. A BIC code is used to route cross-border and some domestic payments to a bank branch or payments center. SEPA requires the use of BIC and IBAN codes to uniquely identify the creditor's and debtor's banks and bank accounts in all Euro cross-border payments. It is imperative that the IBAN and BIC codes are correct to avoid repair fees that the bank charges due to processing errors, and to avoid delays in processing payments and collections due to the time-consuming correction of these errors. Once you enter a BIC code, the system validates the length and layout of the characters, and then validates the BIC country code against the country code set up for the bank branch.

Related Links

"Defining Supplier Locations" (PeopleSoft Source to Settle Common Information)

Define Supplier Location Notifications - Define Notification Types Page

Use the Define Supplier Notifications - Define Notification Types page (EM_S_NOTIFY) to set up supplier email notifications.

Navigation:

eSettlements > **Administration** > **Define Supplier Notifications** > **Define Supplier Notifications - Define Notification Types**

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

Five possible notification types appear on this page:

*   **Invoice Load - Errors**

*   **Invoice Load - No Errors**

*   **Payment Create and Cancel**

*   (Business Service Provider model) **Cash Collections**

*   **Invoice Extract - Supplier**

*   **Proposal Accepted**

*   **Proposal Denied**

*   **1099 Report**

    Note: There is also supplier notification override at the agreement level, however since a supplier can have multiple agreements with different buyers and this 1099 report only applies to the supplier, no override will be allowed at the agreement level.

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

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

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

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

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

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

Related Links

Review Agreement Details - Buyer Notifications Page
Review Agreement Details - Supplier Notifications Page

<u>Understanding Self-Service Security Administration</u>

Creating Supplier Administrators

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

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

Page Used to Create Supplier Administrators

Page Name	Definition Name	Usage
<u>Review User Profiles - Supplier User Details Page</u>	EM_SELLER_SECURITY	The system administrator creates the supplier administrator profile.

Understanding the Supplier Administrator Role Type

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

Review User Profiles - Supplier User Details Page

Use the Review User Profiles - Supplier User Details page (EM_SELLER_SECURITY) to the system administrator creates the supplier administrator profile.

Navigation:

eSettlements > **Supplier Information** > **Review Supplier User Profiles** > **Review User Profiles - Supplier User Details**

This example illustrates the fields and controls on the Review User Profiles - Supplier User Details page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Review User Profiles - Supplier User Details page (2 of 2). You can find definitions for the fields and controls later on this page.

User Profile

Field or Control	Description
Email Address	Enter an email address for the supplier administrator notifications.
Email User	Select this check box so that the supplier administrator will receive emails.
Language Code and Currency Code	Enter a language and currency code for the supplier administrator.

Instant Messaging IDs

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

Supplier User Roles

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

Accessible Suppliers

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

Related Links

Understanding Permission Lists and Role Types
Creating Buyer Administrators
Review User Profiles - Buyer User Details Page
Administering Self-Service Security and Creating New Users

Defining Data and Processing Access

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

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

This section discusses how to define supplier administrator processing preferences and define processing authority(Optional).

Pages Used to Define Data and Processing Access

Page Name	Definition Name	Usage
User Preferences - Overall Preferences Page	OPR_DEF_TABLE_FS1	Specify the supplier administrator's default SetID, as of date, and localization country.
Payables Online Vouchering Page	OPR_DEF_TABLE_AP1	Enter an origin code to be used when creating online vouchers. See User Preferences - Overall Preferences Page
Payables Online Vouchering - Voucher Styles Page	VCHR_AUTHORITY_SEC	Ensure that the **Allow Regular Voucher** check box is selected for the local supplier administrator user. See User Preferences - Overall Preferences Page
Supplier Processing Authority Page	OPR_DEF_TABLE_VND1	Specify additional supplier processing authority. Because a supplier may want payments sent to an alternate remit to supplier, the local supplier administrator can use this page to create these locations. The host administrator can use this page to enable authorities.

User Preferences - Overall Preferences Page

Use the User Preferences - Overall Preferences page (OPR_DEF_TABLE_FS1) to specify the supplier administrator's default SetID, as of date, and localization country.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **User Preferences** > **Define User Preferences** > **User Preferences**

Click **Overall Preference.**

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

To access the Payables Online Vouchering Page, click the **Procurement** link on the User Preferences page.

Click the **Payables Online Vouchering** link on the User Preferences - Procurement page.

To access the Payables Online Vouchering - Voucher Styles Page, click the **Security for Voucher Styles** link on the Payables Online Vouchering page.

Supplier Processing Authority Page

Use the Supplier Processing Authority page (OPR_DEF_TABLE_VND1) to specify additional supplier processing authority.

Because a supplier may want payments sent to an alternate remit to supplier, the local supplier administrator can use this page to create these locations. The host administrator can use this page to enable authorities.

Navigation:

Click the **Procurement** link on the User Preferences page.

Click the **Supplier Processing Authority** link on the User Preferences - Procurement page.

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

Chapter 8

Creating Agreements

Understanding Agreements

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

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

The following sections discuss:

- Agreements in the Buyer Direct Model.

- Agreements in the Business Service Provider Model.

Agreements in the Buyer Direct Model

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

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

  Otherwise the matching terms are obtained from the PeopleSoft Purchasing business unit for the purchase order.

- The system uses the payment terms that are specified on the agreement for electronic invoices and self-service invoices.

  Online vouchers that are created in PeopleSoft Payables use the payment terms on the supplier profile (maintained in PeopleSoft Payables or Purchasing). If there are no payment terms for the supplier, the system obtains the terms according to the PeopleSoft Payables default hierarchy.

- Cash collection details are not appropriate for the Buyer Direct model and are unavailable for entry.

- Users with system administrator role types can update payment terms. In such cases the buyer does not receive email notification of the change in terms.

- You must establish a user with a supplier administrator role type before you can register an agreement.

- Users with system administrator role types can access both buyer and supplier agreement details.

Agreements in the Business Service Provider Model

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

- Matching terms for purchase orders are obtained from the agreement.

- You must establish a user having a supplier administrator role type before you can register an agreement.

Related Links

Understanding Electronic Invoice Creation and Integration
Understanding Matching
Understanding Self-Service Invoice Entry and Management

Initiating Agreements

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

This section provides an overview of agreement initiation and discusses how to enter buyer processing preferences, define default ChartFields, and specify buyer notifications.

Pages Used to Initiate Agreements

Page Name	Definition Name	Usage
Add an Agreement PageReview Agreement Details - Buyer Page	EM_AGREE_INQRY_ADD	Enter identifying buyer and supplier information to begin agreement creation.
Review Agreement Details - Buyer Page	EM_AGREE_INQRY_SEL	View and access existing agreements in various statuses.
Review Agreement Details - Buyer Page	EM_AGREEMENT_BUYER	Enter basic processing preferences that are to be applied to invoices from the selected supplier and initiate review by the supplier, or view established agreement information.
Default Agreement Chartfields Page	EM_AGRE_CF_SEC	Define default ChartField information the system uses to automatically populate self-service invoices. The system uses this information in cases where purchase order or receiver information is not defined for a voucher.

Page Name	Definition Name	Usage
Review Agreement Details - Buyer Notifications Page	EM_AGR_BUY_NOTIFY	Specify buyer email notifications and routings.
Review Agreement Details - Supplier Page	EM_AGREEMENT_SELLE	Review supplier data. See Review Agreement Details - Buyer Page

Understanding Agreement Initiation

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

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

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

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

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

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

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

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

1. Buyer template.

2. Agreement.

3. Requester.

4. Item.

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

See Understanding Self-Service Invoice Entry and Management.

Review Agreement Details - Buyer Page

Use the Review Agreement Details - Buyer page (EM_AGREEMENT_BUYER) to enter basic processing preferences that are to be applied to invoices from the selected supplier and initiate review by the supplier, or view established agreement information.

Navigation:

- **eSettlements** > **Buyer Information** > **Rvw Buyer Agreement Details** > **Add an Agreement**

  Enter buyer and supplier information and click **Add.**

- **eSettlements** > **Buyer Information** > **Rvw Buyer Agreement Details** > **Existing Agreements**

  Click a link in the **Supplier** column.

To access the Review Agreement Details - Supplier Page, select the Supplier tab from the Review Agreement Details - Buyer page.

This example illustrates the fields and controls on the Review Agreement Details - Buyer page. You can find definitions for the fields and controls later on this page.

Enter or view processing preferences that are to be applied to invoices from the selected supplier.

Hover your cursor over the supplier name to view a pop up containing address information for the supplier.

Note: If financial sanctions validation is enabled, the system does not consider the financial sanctions status of the supplier, nor does it validate the supplier against any financial sanctions lists (for example, the Specially Designated Nationals (SDN) list). Therefore, you can create agreements for any supplier with a financial sanctions status of *Review* or *Blocked.* However, the Pay Cycle Application Engine process (AP_APY2015) does not select invoices for a supplier that has a financial sanctions status of *Review* or *Blocked.* You cannot pay these invoices until the financial sanctions status of the supplier is set to *Cleared* or *Valid.*

See Understanding Financial Sanctions Validation.

Master Agreement ID

Field or Control	Description
Master Agreement ID	Select to reassign the agreement to a different Master Agreement. Any comments entered for the Master Agreement is displayed in the Comments box. You can also create Master Agreements from the Review Agreement Details — Add an Agreement page. **Note:** This field is available only if Master Agreement has been implemented.

Buyer Processing Options

Field or Control	Description
Requires Matching and **Match Rule**	Select the check box to require that invoices from this supplier go through the Matching Application Engine process (AP_ MATCH) and specify the match rule control to be used. **Note:** These two page elements only appear in the Business Service Provider model. In the Buyer Direct model the matching information is defined with either the PeopleSoft Purchasing business unit or the supplier.
Standard Vouchers Allowed	Select to enable the supplier to send an invoice without a purchase order, resulting in invoices that do not go through the Matching process. Selecting this check box enables suppliers to submit invoices with or without purchase orders. If you do not select this check box, every invoice must be associated with a purchase order.
Supplier Ref ID (supplier reference ID)	Add any reference for this supplier. **Note:** For OAG XML invoices, the supplier provides this value in the PartyID tag. The Processing Invoices topics discuss this correspondence.

Comments

Add any comments regarding this supplier.

Bank Information

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

Field or Control	Description
Bank Code and **Bank Account**	Select a different pay-from bank and bank account. A newly chosen bank overrides the default bank that is established during buyer registration and thus becomes the bank that is used during invoice creation for this supplier. **Note:** In order to provide international and domestic EFT payment layouts for the same bank account, you must establish an external bank account for *each* layout.
Payment Method	Select a method to use when transacting with this supplier. Only the methods that you previously associated with this bank account are available.

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

Self-Service Invoice Options

Field or Control	Description
Invoice Verification Option	Select which invoices are routed to the requester (or other role that you specify) within the buying organization, for verification of invoice accuracy and completeness: *All Invoices:* Select to require invoice verification for all invoices, whether or not they are associated with a purchase order. *No Invoices:* Select to have no verification occur. *non-PO Invoices:* Select to specify that invoices having at least one invoice line that does *not* reference a purchase order be subject to invoice verification. **Note:** If a given invoice has no requester ID (if none is provided), the system takes the value from the buyer email notification setup. You define the default requester (or other role) during the notifications setup at the buyer SetID level, and this definition can be overridden at the agreement level. When the requester is selected, a default requester must be defined. This requester ID is the one that is notified to verify self-service and XML invoices that are created *without* a requester ID.
SpeedChart/Accounting Tag	Enter a SpeedChart/Accounting Tag value. This field is available only if **Expose ChartFields to Supplier on Installation** is enabled on the Installation Options page in the *ChartField Access Option* group box. The SpeedChart/Accounting Tag value entered will be stored after the buyer or supplier accepts the agreement. If the **Expose ChartFields to Supplier on Installation** is enabled on the Installation Options page and if you enable the **Expose ChartFields to Supplier** on this page, SpeedChart/Accounting Tag field will be available on the Self-Service Invoice component at both header and line level. See Create Invoice - Invoice Entry Page **Note:** The option of using SpeedCharts or Accounting Tags is determined by the configuration set up in the Tag Registration by Products component, applicable to PeopleSoft Classic. See "Setting Up Accounting Tags" (Application Fundamentals)

Field or Control	Description
Expose ChartFields to Supplier	Select this check box to enable the supplier to access ChartFields during self-service invoice creation. The accessible ChartFields are defined at the buyer details level. This check box appears only if you enable the option at the installation level.
Define Default Chartfields	Click to access the Default Agreement Chartfields page, where you can establish default ChartField information for self-service invoices. See Default Agreement Chartfields Page.
Notify Supplier to Review	Click this button to send email notification to the supplier that the agreement is ready for review. Only after the agreement is updated and accepted by the supplier does the buyer administrator—after receiving email notification—again access the agreement to review the information that the supplier adds. After the agreement is finalized, this button no longer appears.
Accept Agreement	Click this button to accept the supplier's terms and finalize the agreement, and enable processing to commence. The **Accept Agreement** button appears here only *after* the supplier reviews the agreement and clicks the **Accept Agreement** button on the Review Agreement Details - Supplier page. After the agreement is finalized, this button no longer appears.
Cancel Agreement	Click this button to terminate the agreement. Either party can terminate the agreement. This button appears only after the agreement is accepted by both parties.

Related Links

Review Buyer Details - ChartField Configuration Page
Define Buyer Notifications - Define Notification Types Page
"Installation Options - eSettlements Page" (Application Fundamentals)

Default Agreement Chartfields Page

Use the Default Agreement Chartfields page (EM_AGRE_CF_SEC) to define default ChartField information the system uses to automatically populate self-service invoices.

The system uses this information in cases where purchase order or receiver information is not defined for a voucher.

Navigation:

Click the **Define Default Chartfields** link on the Review Agreement Details - Buyer page.

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

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

Related Links
Understanding Self-Service Invoice Entry and Management

Review Agreement Details - Buyer Notifications Page

Use the Review Agreement Details - Buyer Notifications page (EM_AGR_BUY_NOTIFY) to specify buyer email notifications and routings.

Navigation:

Select the Buyer Notification tab from the Review Agreement Details - Buyer page.

Agreement Reference

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

Field or Control	Description
Specify Overrides	Click this button to make changes to the notification types and routings. *Warning!* If other buyers share this agreement, any notification selections you override impact those buyers as well.
Restore Defaults	Click this button to revert to the default routings.

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

Notification Types

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

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

Related Links

Define Buyer Notifications - Define Notification Types Page

Updating Agreements

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

This section discusses how to enter supplier processing preferences and specify supplier notifications.

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

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

Pages Used to Update Agreements

Page Name	Definition Name	Usage
Review Agreement Details - Buyer Page	EM_AGREE_INQRY_BUY	View existing agreements.
Review Agreement Details - Supplier Page	EM_AGREEMENT_SELLE	Review buyer terms and accept agreement.
Review Agreement Details - Supplier Notifications Page	EM_AGR_SUPP_NOTIFY	Specify supplier email notifications and routings.
Review Agreement Details - Buyer Page	EM_AGREEMENT_BUYER	Review buyer data. See Review Agreement Details - Supplier Page
Copy Agreements Page	EM_AGREE_CP_PG	Copy existing agreements across different set of Buyers.

Review Agreement Details - Supplier Page

Use the Review Agreement Details - Supplier page (EM_AGREEMENT_SELLE) to review buyer terms and accept agreement.

Navigation:

Click a **Buyer** link on the Review Agreement Details - Inquiry page.

Select the Supplier tab from the Review Agreement Details - Buyer page.

This example illustrates the fields and controls on the Review Agreement Details - Supplier page. You can find definitions for the fields and controls later on this page.

Comments

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

Agreement Information

Field or Control	Description
Remit Supplier Used	Select this check box to use an alternate remit to supplier, to which the system transmits invoices for this supplier.
Supplier Name and **Location**	Enter the remit to supplier name and location.
Copy from one PO Only	If the check box is selected, the system will check if the supplier has selected more than one PO to be copied. If there are more than one POs selected, an error message is displayed to indicate that the user is allowed to copy from one PO only.

Payment Terms Options

Field or Control	Description
Use Payment Terms From	Select the option to define which payment terms are used as the default on the invoice.

The available options are:

• *Agreement:* Select this option to use the payment term that is on the Buyer/Supplier agreement.

• *Default from higher level:* Select this option to use the payment term from the higher level.

• *Purchase Order:* Select this option to use the payment terms value from the copied PO. |
| **Allow Supplier Terms Override** | The check box will be selected as default. If selected, the Supplier can modify the payment terms on the Agreement sent from the Buyer. If the option is not selected (Supplier cannot override the payment terms on the Buyer/Supplier agreement), then the Payment Terms is displayed to the supplier with no drop down. |

Supplier Payment Terms

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

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

Field or Control	Description
Payment Terms	Select terms, such as *Due Now, Net 30,* or *EOM.*
Payment Terms effective as of	Enter a date on which the terms become effective.
Add New Payment Terms	Click this button to specify new payment terms and a new date. --- **Note:** Payment terms can only be changed by the supplier in the Business Service Provider model, which initiates another agreement cycle requiring the agreement to be reaccepted by both the buyer and supplier. However, in the Buyer Direct model, another agreement cycle is not initiated with a change in payment terms. ---
Accept Agreement	Click this button to accept the buyer's terms and trigger email notification to the buyer administrator, enabling the buyer to finalize the agreement. This button appears here only *after* the buyer clicks the **Accept Agreement** button on the Review Agreement Details - Buyer page. --- **Note:** When the supplier clicks this button, the system sends email notification only to the buyer users who initiated the agreement. ---
Cancel Agreement	Click this button to cancel the agreement and prevent further invoice creation or processing to occur once an agreement is finalized. Clicking this button does not effect invoices that are already in the system, but prevents the creation of new invoices.

Review Agreement Details - Supplier Notifications Page

Use the Review Agreement Details - Supplier Notifications page (EM_AGR_SUPP_NOTIFY) to specify supplier email notifications and routings.

Navigation:

Select the Supplier Notifications tab from the Review Agreement Details - Supplier page.

Agreement Reference

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

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

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

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

Field or Control	Description
Specify Overrides	Click this button to make changes to the notification types and routings (which populate by default from the supplier location information).
Restore Defaults	Click this button to revert to the default routings.

Notification Types

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

Related Links
Define Buyer Notifications - Define Notification Types Page

Copy Agreements Page

Use the Copy agreements page (EM_AGREE_CP_PG) to copy existing agreements across different set of Buyers.

Navigation:

eSettlements > **Buyer Information** > **Copy Agreement**

This example illustrates the fields and controls on the Copy agreements page. You can find definitions for the fields and controls later on this page.

Search Criteria

Field or Control	Description
Search	Select from the options supplier SetID, supplier, supplier location, buying entity, and from the following agreement statuses: • Accepted by Buyer and Supplier • Accepted by Supplier • Created by Buyer • Ready for Review by Supplier Click the Search button to return results of agreements based on the selected search criteria. You can leave all the fields blank to list all agreements.

Options

Field or Control	Description
Copy to All Buying Entities	Select to copy the selected agreement to all buying entities.
Notify Supplier	Select to send an email notification to the selected supplier for every agreement created.

Accessible Buying Entities

Field or Control	Description
Buying Entity	Select a buyer.
Master Agreement ID	Select a Master Agreement from a list of Master Agreements for a Buying Entity. **Note:** This field is available only if a user has implemented Master Agreements.

Field or Control	Description
Copy Agreement	Click to copy the agreement to all buying entities.

Viewing Agreements in PeopleSoft Fluid

eSettlements My Agreements pages in PeopleSoft Fluid allow external Supplier users to review details of agreements, accept agreement at a mass or individual level, update agreements or cancel agreements. In addition, PeopleSoft Fluid allows Supplier users to configure the pre-delivered notifications processes.

Pages Used to View Agreements in PeopleSoft Fluid

Page Name	Definition Name	Usage
My Agreements Page	EM_AGREE_SUM_FL	Accept or maintain Agreements.
My Agreements Details Page	EM_AGREE_DATA_FL	Review an individual agreement, accept, update, or cancel an agreement.
Notifications Page	EM_AGREE_NOTFY_SCF	Modify pre-delivered notifications.

My Agreements Page

Use the My Agreements page (EM_AGREE_SUM_FL) to accept or maintain Agreements.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **My Agreements**

This example illustrates the fields and controls on the My Agreements page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Buying Organization	Displays the name of the Buying Organization.
Agreement Status	Displays the agreement status. The status indicates a Buyer has created or modified the agreement, and notified the Supplier that their acceptance on the agreement is required.
Supplier Name	Displays the name of the Supplier.
Location	Displays location of the Supplier.
Payment Terms	Displays the Supplier payment that exist on the agreement.
Accept	Select to accept one or more agreements. **Note:** You must select one ore more rows before you select the **Accept** button.

Select a row to review an individual agreement, accept, update, or cancel an agreement.

Use Filters to filter for agreements based on Buying Organization, Agreement Status, Supplier, and Supplier Location.

My Agreements Details Page

Use the My Agreements Details page (EM_AGREE_SUM_FL) to review an individual agreements, accept, update, or cancel an agreement.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **My Agreements**. Select an Agreement row.

This example illustrates the fields and controls on the My Agreements Details page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Accept Agreement	Select to accept the Supplier's terms and finalize the agreement, and enable processing to commence. **Note:** When the Agreement status is Ready for Review for the Supplier, only the **Accept Agreement** button will be displayed.
Cancel Agreement	Select to cancel an Agreement. This button is displayed only if an agreement has already been accepted and the Supplier user wants to cancel the agreement.
Customer Reference ID	Enter a reference ID for the agreement.
Remit Supplier Used	Select this check box to use an alternate remit to Supplier.
Supplier Name	Enter the name of the Supplier. This field is available only if the **Remit Supplier Used** check box is selected.
Remit to Location	Enter the name of the Supplier location. This field is available only if the **Remit Supplier Used** check box is selected.
Supplier Comments	Enter any comments relevant to the agreement.
Payment Terms	Select the Effective Date and a Payment Terms ID. The Payment Terms fields are available only if the Buyer has selected the option to allow Supplier Terms Override on the Master Agreement.
Buyer Agreement Details	The Buyer Agreement Details provide additional details about the agreement. This information is display-only.

Field or Control	Description
Save	Select to save any changes made to the agreement.
Notifications	Select to access the Notifications page view and modify the pre-delivered notifications. For more information, See Notifications Page

Notifications Page

Use the Notifications page (EM_AGREE_NOTFY_SCF) to modify pre-delivered notifications.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **My Agreements**. Select an Agreement row, and then select the Notifications link.

This example illustrates the fields and controls on the Notifications page. You can find definitions for the fields and controls later on this page.

Suppliers can modify the pre-delivered notifications allowing them to configure what processes generate a notification as well as how they wish the routing of those notifications to be sent.

Field or Control	*Description*
Notification Type	Displays a list of nine different pre-delivered notifications. Select or deselect the check boxes to turn on and turn off the notifications.
Routings for <Notification Type>	Displays the details of the notification for the corresponding Notification Type selected.
Specify Overrides	Select to override the notification parameters.
Days Before Sending Reminder	Enter the number of days to send a second reminder email after a first reminder. This field is applicable for Invoice Load — Errors and Cash Collection Notification Types only.
Late Payment Days	Enter the number of days after the due date the Supplier wishes to send a payment reminder email. This field is applicable for Cash Collection Notification Type only.

Chapter 9

Creating Master Agreements

Creating Master Agreements

In eSettlements, a Master Agreement is used to create many agreements at a time, and also perform mass updates of all agreements. This Master Agreement feature is available only to internal buyer users.

Using a Master Agreement is optional. An Internal buyer user can choose not use the Master Agreement and continue to use individual agreements.

Note: Before creating one or more Master Agreements, at least one buying organization and one supplier must be registered in eSettlements.

Pages Used to Create Master Agreements

Page Name	Definition Name	Usage
Master Agreements — Analysis Page	EM_MG_HOMEPAGE2	Analyze current buying organization and supplier's structures related to existing agreements and identify conditions to implement Master Agreements.
Master Agreements Page	EM_MG_HOMEPAGE	View a list of Master Agreements.
Master Agreements Detail — Buying Organization Options Page	EM_MG_DTL	View and edit buyer-specific agreement options.
Master Agreements Detail — Buyer Notifications Page	EM_MG_BUY_NOTIFY	Specify buyer email notifications and routings.
Master Agreements Detail — Eligible Suppliers Page	EM_MG_DTL_ELIG	Create new Supplier Agreements for a Master Agreement.
Master Agreements Detail — Existing Agreements Page	EM_MG_DTL_EXST	Re-assign existing Supplier Agreements to a different Master Agreement for a Buying Organization, or update default chartfields.
Master Agreements Detail — Agreements Not Accepted Page	EM_MG_DTL_NACP	Accept existing Supplier Agreements previously not accepted by either Buyer or Supplier.

Page Name	Definition Name	Usage
Master Agreements Detail — Process Selections Page	EM_MG_DTL_PROC	Process all the selected options associated to a Master Agreement.

Master Agreements — Analysis Page

Use the Master Agreements — Analysis page (EM_MG_HOMEPAGE2) to analyze current buying organization and supplier's structures related to existing agreements and identify conditions to implement Master Agreements.

After the analysis, you may choose to implement the Master Agreement.

Navigation:

eSettlements > **Buyer Information** > **Master Agreements**.

This example illustrates the fields and controls on the Master Agreements — Analysis page . You can find definitions for the fields and controls later on this page.
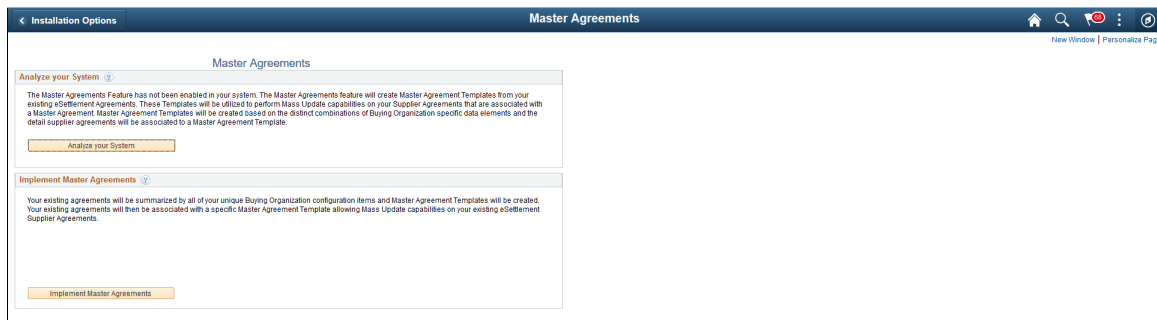
Note: This page is displayed before you implement the Master Agreement.

Field or Control	Description
Analyze your System	Select to analyze and identify: • How many unique combinations of Master Agreements can created based on current registrations for Buyer and Suppliers in eSettlements. • How many detailed agreements can be created and linked to Master Agreements. **Note:** This button changes to **Reanalyze your System** for subsequent analysis. Select the **Reanalyze your System** button to check for any changes to buying organizations and supplier's since the last time analysis was executed and to display the latest results.

Field or Control	Description
Implement Master Agreements	Select to create a unique combination of Master Agreements identified in the analysis phase, and create or link individual agreements to the appropriate Master Agreements. A message is displayed to confirm data conversion and utilization of Master Agreements. **Note:** If the Master Agreement has been implemented in eSettlements, the "Installation Options - eSettlements Page" (Application Fundamentals) displays the **Use Master Agreements** check box, and this check box is selected by default.

Master Agreements Page

Use the Master Agreements page (EM_MG_HOMEPAGE) to view a list of Master Agreements.

Navigation:

eSettlements > **Buyer Information** > **Master Agreements**.

This example illustrates the fields and controls on the Master Agreements Page. You can find definitions for the fields and controls later on this page.

Note: This page is displayed after you have implemented the Master Agreement.

Field or Control	Description
Create a New Master Agreement	Select to create a new Master Agreement. **Note:** The Master Agreement you are create must be unique. If a new Master Agreement has the same attributes, the new Master Agreement that you are creating cannot be saved.
Master Agreement ID	Select to access the Master Agreement Detail page to view a Master Agreement.

Master Agreements Detail — Buying Organization Options Page

Use the Master Agreements Detail — Buying Organization Options page (EM_MG_DTL) to view and edit buyer-specific agreement options.

This page contains the default values for a Master Agreement along with individual agreements and details.

Navigation:

eSettlements > **Buyer Information** > **Master Agreements**. Select a Master Agreement Id.

This example illustrates the fields and controls on the Master Agreements Detail - Buying Organization Options Page. You can find definitions for the fields and controls later on this page.

A new Master Agreement allows for mass updating of all supplier agreements defined for the Master Agreement. For example, if the Bank Account or Payment Method needs to be changed on a Master Agreement, the changes will be effected on all supplier agreements linked to the master agreement. When changes are made in the Buying Organization Options tab, all defined supplier agreements are updated real-time. Only the field values that are changed will be updated.

Field or Control	Description
Define Default Chartfields To Be Used for Agreement Creation	Select to access the Default Agreement Chartfields page to define the chartfields. If any chartfields are entered, these values will be used when creating new supplier agreements.
	Note: The chartfield values that you enter here will not override any existing supplier agreements defined to this Master Agreement. If chartfields are already setup for individual supplier agreements, that setup will persist.
	To override supplier agreements chartfields with Master Agreement chartfields, select the Processing Option **Update Default Charfields** in Master Agreements Detail — Existing Agreements Page page.

Field or Control	Description
Master Agreement Comments	Enter any comments that pertains to a supplier. These comments will be display-only at the Supplier Agreement level and applicable to all supplier agreements defined for this Master Agreement.
Edit Master Agreement	Select to edit the values in the Buying Organization Options tab and the Buyer Notifications tab. Note: When you select the **Edit Master Agreement** button, the Eligible Suppliers tab, Existing Agreements tab, and the Agreements not Accepted tab and all its contents are rendered as display-only.
Maintain Supplier Agreements	Select to edit the values in the Eligible Suppliers tab, Existing Agreements tab, and the Agreements not Accepted tab. Note: When you select the **Maintain Supplier Agreements** button, the Buying Organization Options tab and the Buyer Notifications tab, and all its contents are rendered as display-only.
Discard Changes	Select to discard any changes made to the Master Agreement.
Save	Select to save any changes made to the Master Agreement on the Buying Organization Options and Buyer Notifications tabs.

Master Agreements Detail — Buyer Notifications Page

Use the Master Agreements Detail — Buyer Notifications page (EM_MG_BUY_NOTIFY) to specify buyer email notifications and routings.

Navigation:

eSettlements > **Buyer Information** > **Master Agreements**. Select a Master Agreement Id and then select the Buyer Notifications tab.

For more information, see Review Agreement Details - Buyer Notifications Page

Master Agreements Detail — Eligible Suppliers Page

Use the Master Agreements Detail — Eligible Suppliers page (EM_MG_DTL_ELIG) to create new supplier agreements for a Master Agreement.

This page allows for mass selection and creation of many agreements for many suppliers and supplier locations at a time.

Navigation:

eSettlements > **Buyer Information** > **Master Agreements**. Select a Master Agreement Id and then select the Eligible Suppliers tab.

This example illustrates the fields and controls on the Master Agreements Detail - Eligible Suppliers page. You can find definitions for the fields and controls later on this page.

The Master Agreements Detail - Eligible Suppliers page displays the total count of Supplier Locations without an agreement for a Buying Organization or those Supplier Locations that are pending creation for a Master Agreement.

Field or Control	Description
Process all Eligible Suppliers	Select this check box to create supplier agreements for all registered Suppliers without an existing agreement for a Buying Organization.
Create Agreements as Accepted	Select this check box to automatically create Supplier Agreements as "Accepted" by both Buying Organization and the Supplier.
	If this check box is not selected, any Supplier agreement(s) created will require review and acceptance by both Buying Organization and the Supplier. Supplier's will be notified that an agreement exists that requires their attention.
Pending Agreement Creation	Select this link to view those Supplier(s) that are pending agreement creation.
Supplier ID	Select the **Supplier ID** to search or select a single Supplier. The search result returns those suppliers without an existing agreement for a buying organization or those that are pending agreement creation.

Field or Control	Description
Suppliers without Agreement	Displays a list of all eligible Suppliers and Supplier Locations without an existing agreement for a buying organization. Select one or more Suppliers to move them to the **Selected to Create Agreement** list. Once the Supplier(s) are moved to **Selected to Create Agreement** list they will be placed in a pending state.
Process Pending Updates	Select to access the Process Selections page where the process to update the supplier agreements can be initiated.

Master Agreements Detail — Existing Agreements Page

Use the Master Agreements Detail — Existing Agreements page (EM_MG_DTL_EXST) to reassign existing supplier agreements to a different Master Agreement for a Buying Organization, or to update default chartfields.

Navigation:

eSettlements > **Buyer Information** > **Master Agreements**. Select a Master Agreement Id and then select the Existing Agreements tab.

This example illustrates the fields and controls on the Master Agreements Detail - Existing Agreements Page. You can find definitions for the fields and controls later on this page.

The Master Agreements Detail - Existing Agreements page displays the total count of Suppliers with agreements for a Buying Organization.

Field or Control	Description
Process all Eligible Suppliers	If this check box is selected, all the Suppliers in the **Suppliers with existing Agreement** list are updated based on the Processing Options. The Processing Options: • **Reassign Master Agreement**: Reassign all the suppliers to a new Master Agreement ID. • **Update Default Charfields**: Update all supplier agreements chartfield values with the values setup in the Buying Organization Options tab of a master agreement. If individual supplier agreements were modified with specific chartfield values, this option will override anything previously setup. If this check box is not selected, based on these Processing Options: • **Reassign Master Agreement**: A new master agreement ID entry will be required. At least one supplier from the **Suppliers with existing Agreements** list must be selected and moved to the **Selected to Update Agreements** list. • **Update Default Charfields**: At least one supplier from the **Suppliers with existing Agreements** list must be selected and moved to the **Selected to Update Agreements** list. The values entered for Chartfields in the Buying Organization Options tab will be used to override any existing value(s) that might already exist.
New Master Agreement ID	Select a Master Agreement ID. Any Supplier selected will be re-assigned to the selected Master Agreement ID.
Supplier ID	Select the **Supplier ID** to search or select a single Supplier. The search result returns those suppliers that have an existing agreement for a buying organization or those that are pending agreement creation.
Suppliers with existing Agreements	Displays a list of all Suppliers and Supplier Locations having an existing agreement for a buying organization. Select one or more Suppliers to move them to the **Selected to Update Agreements** list. Once the Supplier(s) are moved to **Selected to Update Agreements** list they will be placed in a pending state.
Process Pending Updates	Select to access the Process Selections page where the process to update the supplier agreements can be initiated.

Master Agreements Detail — Agreements Not Accepted Page

Use the Master Agreements Detail — Agreements Not Accepted page (EM_MG_DTL_NACP) to accept existing supplier agreements previously not accepted by either Buyer or Supplier.

Navigation:

eSettlements > **Buyer Information** > **Master Agreements**. Select a Master Agreement Id and then select the Agreements Not Accepted tab.

This example illustrates the fields and controls on the Master Agreements Detail - Agreements Not Accepted Page. You can find definitions for the fields and controls later on this page.

The Master Agreements Detail - Agreements not Accepted page displays the total count of Supplier agreements that have not yet been accepted by either Buyer or Supplier.

Field or Control	Description
Process all Eligible Suppliers	Select this check box to update all Suppliers in the **Suppliers with Unaccepted Agreements** list are updated to Accepted for both Buyer and Supplier.
Supplier ID	Select the **Supplier ID** to search or select a single Supplier. The search result returns those suppliers that have an agreement for a buying organization in which the agreement has not yet been accepted.
Suppliers with Unaccepted Agreements	Displays a list of all Suppliers and Supplier Locations having an existing agreement for a buying organization that have not yet been accepted by either Buyer or Supplier. Select one or more Suppliers to move them to the **Accepted Agreements** list. Once the Supplier(s) are moved to **Accepted Agreements** list they will be placed in a pending state.
Process Pending Updates	Select to access the Process Selections page where the process to update the supplier agreements can be initiated.

Master Agreements Detail — Process Selections Page

Use the Master Agreements Detail — Process Selections page (EM_MG_DTL_PROC) to process all the selected options associated to a Master Agreement.

The page displays all of the selections made in the Eligible Suppliers, Existing Agreements, and Agreements not Accepted pages.

Navigation:

eSettlements > **Buyer Information** > **Master Agreements**. Select a Master Agreement Id and then select the Process Selections tab.

This example illustrates the fields and controls on the Master Agreements Detail - Process Selections Page. You can find definitions for the fields and controls later on this page.

The Master Agreements Detail - Process Selections page provides details about:

- How many new detail agreements will be created if the process is executed for a Master Agreement

- How many agreements will be reassigned to another agreement id from a Master Agreement

- The number of agreements that will be updated to Accepted by the Buyer and Supplier for a Master Agreement.

Field or Control	Description
Process all Eligible Suppliers	Select this check box to update all Suppliers in the **Suppliers with Unaccepted Agreements** list are updated to Accepted for both Buyer and Supplier.
Supplier ID	Select the **Supplier ID** to search or select a single Supplier. The search result returns those suppliers that have an agreement for a buying organization in which the agreement has not yet been accepted.
Suppliers with Unaccepted Agreements	Displays a list of all Suppliers and Supplier Locations having an existing agreement for a buying organization that have not yet been accepted by either Buyer or Supplier. Select one or more Suppliers to move them to the **Accepted Agreements** list. Once the Supplier(s) are moved to **Accepted Agreements** list they will be placed in a pending state.
Process Pending Updates	Select to run the application engine to perform updates to the associated Master Agreements.

Chapter 10

Processing Purchase Orders and Receipts in PeopleSoft eSettlements

Understanding Purchase Order and Receipt Integration

This section discusses:

- General implementation information.

- PeopleSoft Purchasing default hierarchy.

General Implementation Information

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

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

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

Note: Oracle delivers integration points as application messages and as web services. Enabling messaging is discussed in the *PeopleTools: Integration Broker.*

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

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

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

This diagram illustrates purchase order, receipt, and payment data flow into and out of the PeopleSoft eSettlements system.
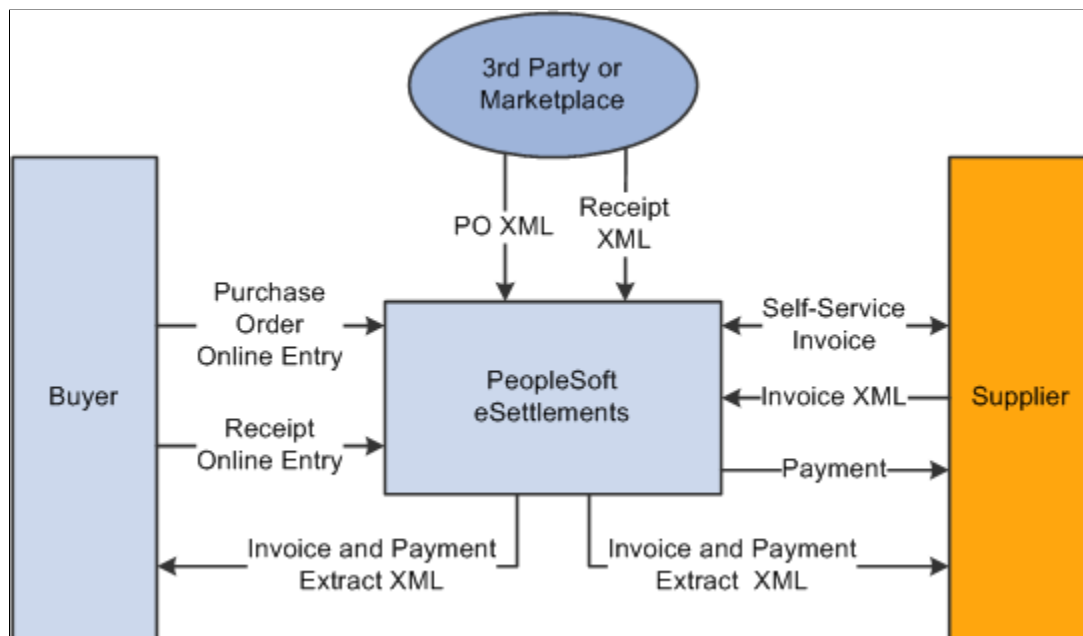
Note: The specifics of this diagram also apply to the Buyer Direct model.

Related Links
"Understanding the Purchase Order Business Process" (PeopleSoft Purchasing)

PeopleSoft Purchasing Default Hierarchy

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

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

Purchase Order Header Defaults

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

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

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

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

This diagram illustrates the purchase order default hierarchy when an agreement does and does not exist.
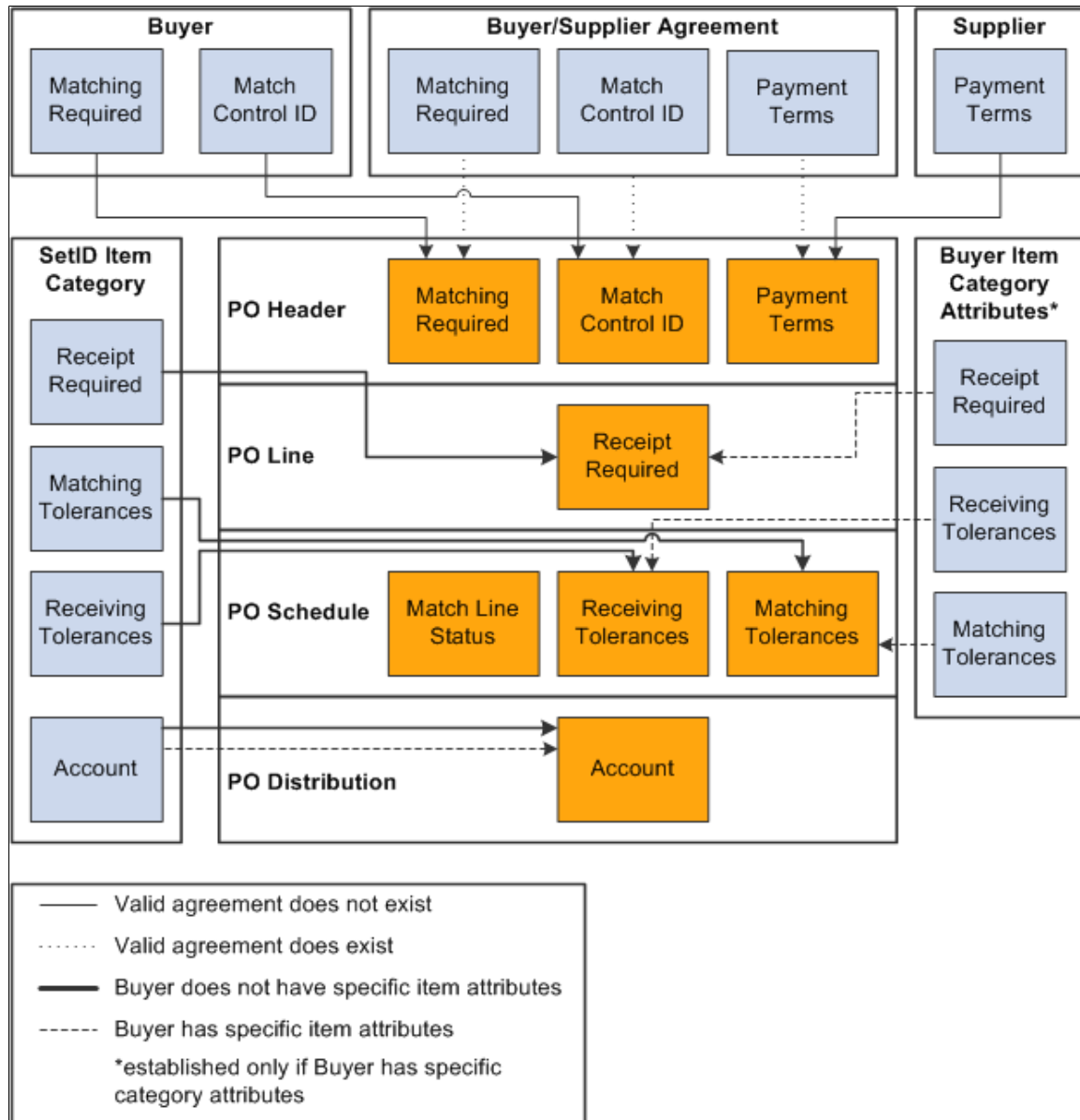
The following diagram illustrates how the existence of an agreement affects subsequent default values.
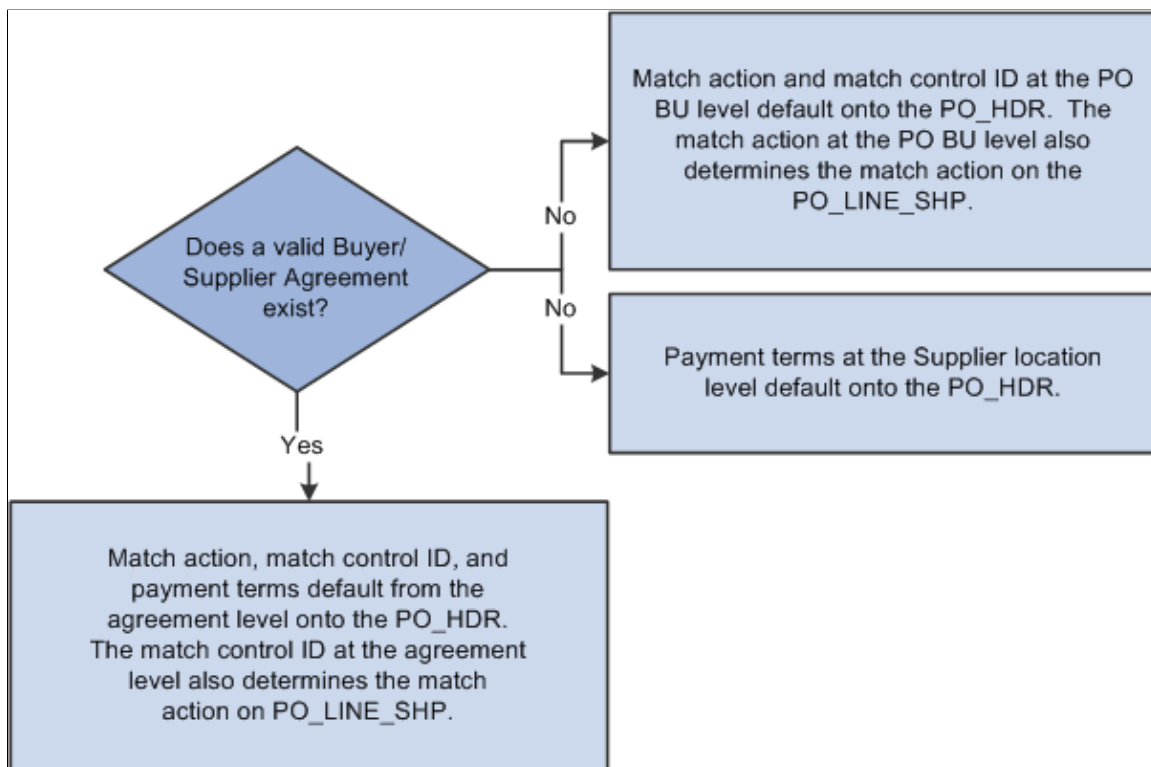
Note: These diagrams are valid only for the Business Service Provider model.

Purchase Order Line Defaults

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

The following diagram illustrates the processing logic used to obtain correct item category attribute information.
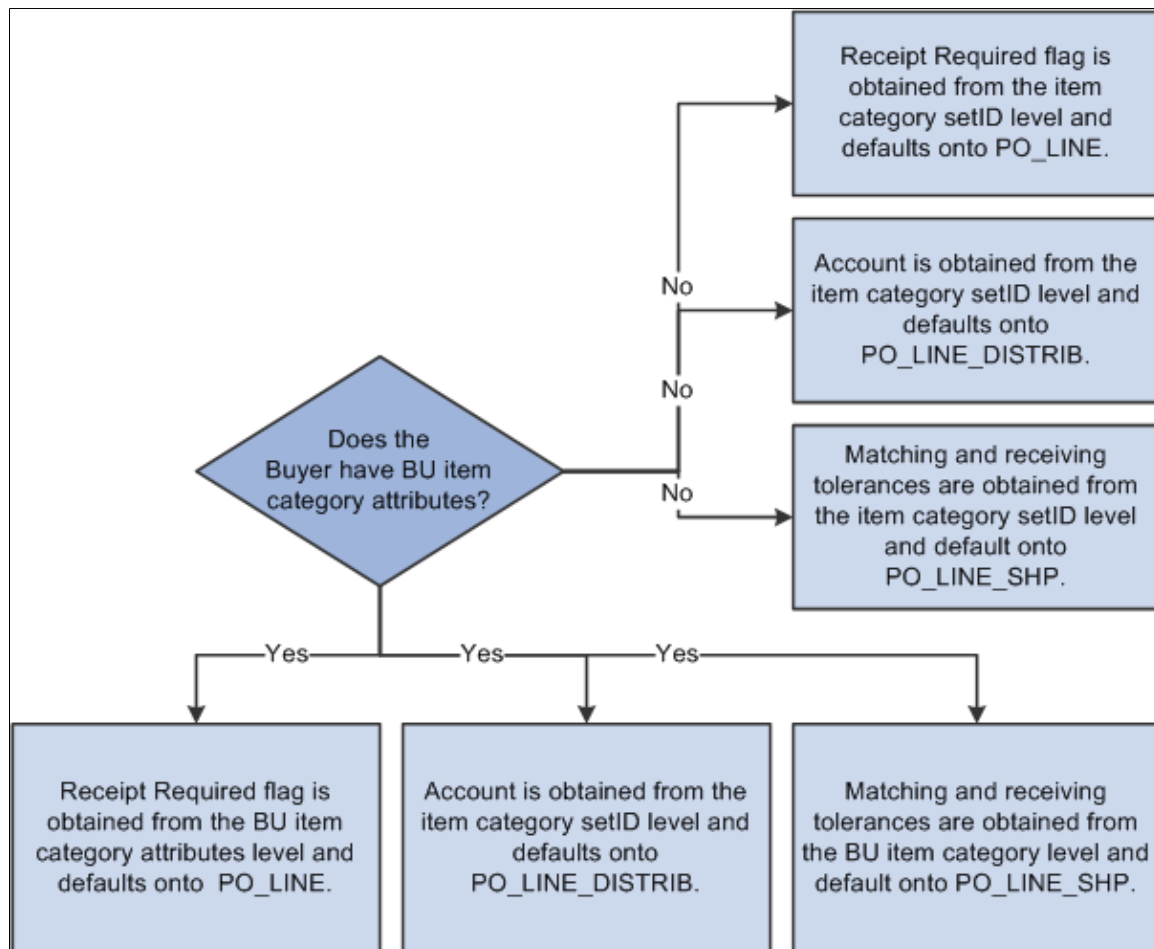
Note: This diagram is valid only for the Business Service Provider model.

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

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

  This value appears automatically on the purchase order line (PS_PO_LINE).

- Obtains the account from the item category SetID level, because the account field does not appear at the business unit level of the item category.

- Obtains matching and receiving tolerances from the buyer item category level.

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

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

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

  This value is used as the default on the purchase order line.

- Obtains the account from the item category SetID level.

• Obtains matching and receiving tolerances from the item category SetID level.

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

Related Links
Understanding Agreements

Defining Buyer Item Categories

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

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

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

Pages Used to Define Buyer Item Categories

Page Name	*Definition Name*	*Usage*
Item Categories - Category Definition Page	EM_CATEGORY_TBL	Define and maintain item categories.
Document Association Rules Page	AP_ASSOCIATION	Define how the Matching Application Engine process (AP_MATCH) associates vouchers with purchase orders and receivers.
Item Categories - Category Definition 2 Page	CATEGORY_TBL2	View, define, and maintain item category matching tolerances and receiving controls used in the Matching Application Engine process (AP_MATCH). You can define matching tolerances and receiving controls for each item category at the SetID level, providing all buyers with access to the same set of values, or at the individual buyer level.
Buyer Specific Attributes Page	EM_ITM_CAT_BU	Define matching tolerances and receiving controls for item categories at the business unit level. If buyers have different tolerances and controls from those defined at the SetID level, enter values on this page.

Understanding Item Category Processing for Business Units

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

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

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

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

Item Categories - Category Definition Page

Use the Item Categories - Category Definition page (EM_CATEGORY_TBL) to define and maintain item categories.

Navigation:

eSettlements > Administration > Maintain Item Categories > Category Definition

This example illustrates the fields and controls on the Item Categories - Category Definition page.

Enter an effective date, status, description, short description, and account for this category.

Related Links

"Document Association Rules Page" (PeopleSoft Source to Settle Common Information)

Document Association Rules Page

Use the Document Association Rules page (AP_ASSOCIATION) to define how the Matching Application Engine process (AP_MATCH) associates vouchers with purchase orders and receivers.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Procurement Options** > **Vouchers** > **Document Association Rules** > **Document Association Rules**

This example illustrates the fields and controls on the Document Association Rules page.

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

Related Links

"Document Association Rules Page" (PeopleSoft Source to Settle Common Information)

Item Categories - Category Definition 2 Page

Use the Item Categories - Category Definition 2 page (CATEGORY_TBL2) to view, define, and maintain item category matching tolerances and receiving controls used in the Matching Application Engine process (AP_MATCH).

You can define matching tolerances and receiving controls for each item category at the SetID level, providing all buyers with access to the same set of values, or at the individual buyer level.

Navigation:

eSettlements > **Administration** > **Maintain Item Categories** > **Category Definition 2**

This example illustrates the fields and controls on the Item Categories - Category Definition 2 page. You can find definitions for the fields and controls later on this page.

Matching Controls

Field or Control	Description
Tolerance Over and **Tolerance Under**	Specify default price tolerances for the fields in these two columns. When an item category is specified for a purchase order line, these are the default tolerance values used in the Matching process. **Note:** If you leave a tolerance field blank or set to *0* (zero), the system interprets it to mean zero tolerance.

Receiving Controls

Field or Control	Description
Receiving Required	Select to require receipts for purchase order lines. Selecting this option results in the Matching process performing three-way matching (voucher, purchase order, and receipt).
Inspection Required	Select to require inspections on receipts. Selecting this option results in the Matching process performing four-way matching (voucher, purchase order, receipt, and inspection).
Reject Qty Over Tolerance (reject quantity over tolerance)	Select to reject a quantity that surpasses the tolerance limits that you set in the **Qty Rcvd Tolerance %** (quantity received tolerance percent) field.

Buyer Specific Attributes Page

Use the Buyer Specific Attributes page (EM_ITM_CAT_BU) to define matching tolerances and receiving controls for item categories at the business unit level.

If buyers have different tolerances and controls from those defined at the SetID level, enter values on this page.

Navigation:

eSettlements > **Administration** > **Maintain Item Categories** > **Category Definition**

Click the **Buyer Specific Attributes** link on the Item Categories - Category Definition page.

This example illustrates the fields and controls on the Buyer Specific Attributes page. You can find definitions for the fields and controls later on this page.

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

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

Processing Third-Party Purchase Orders

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

This section discusses how to:

- Populate required fields.

- Format incoming XML files.

- Load purchase orders.

Populating Required Fields

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

*   **BUSINESS_UNIT**

*   **BUYER_ID**

*   **VENDOR_ID**

*   **CURRENCY_CD**

*   **CATEGORY_CD**

*   **ACCOUNT**

*   **UNIT_OF_MEASURE**

*   **SHIPTO_ID**

*   **LOCATION**

Formatting Incoming XML Files

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

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

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

See the product documentation for *PeopleTools: Integration Broker*

Loading Purchase Orders

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

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

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

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

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

• All key purchase order fields must be populated.

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

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

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

• PO_HDR

• PO_LINE

• PO_LINE_SHIP

• PO_LINE_DISTRIB

The following diagram illustrates the purchase order data flows along four levels.
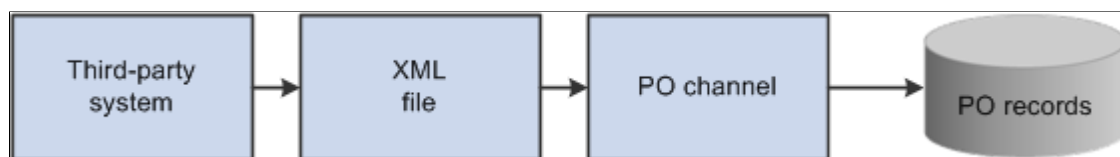
The XML message requires that the following key record and field combinations are populated with valid data for each purchase order:

Record	*Field*
EM_PO_HDR_REC	BUSINESS_UNIT
PO_ID	

Record	Field
TO_STATUS	
PO_DT	
VENDOR_ID	
BUYER_ID	
CURRENCY_CD	
EM_PO_LINE_REC	BUSINESS_UNIT
PO_ID	
LINE_NBR	
CATEGORY_CD	
UNIT_OF_MEASURE	
DESCR254_MIXED	
EM_PO_SHIP_REC	BUSINESS_UNIT
PO_ID	
LINE_NBR	
SCHED_NBR	
PRICE_PO	
DUE_DT	
SHIPTO_ID	
QTY_PO	
MERCHANDISE_AMT	

Record	Field
EM_PO_DIST_REC	BUSINESS_UNIT
PO_ID	
LINE_NBR	
SCHED_NBR	
DST_ACCT_TYPE	
DISTRIB_LINE_NUM	
QTY_PO	
MERCHANDISE_AMT	
LOCATION	

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

- EM_PO_HDR_VW

- EM_PO_LINE_VW

- EM_PO_SHIP_VW

- EM_PO_DIST_VW

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

Verifying Externally Received Purchase Order and Receipt Data

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

Pages Used to Verify Externally Received Purchase Order and Receipt Data

Page Name	Definition Name	Usage
Review Purchase Orders - Purchase Order Inquiry Page	EM_PO_INQ_SRCH	View purchase orders in the system.
Review Purchase Orders - Purchase Order Detail Page	EM_PO_INQ	View purchase order line and associated receipt and invoice details.
Review Purchase Orders - Invoice Details Page	EM_SSINVC_DETAILS	Review associated invoice line and payment information for a purchase order. See Review Purchase Orders - Purchase Order Detail Page
Review Receipts - Receipt Inquiry Page	EM_RECV_INQ_SRCH	View receipts.
Review Receipts - Receipt Detail Page	EM_RECV_INQ	View receipt line and associated PO and invoice details.
Review Receipts - Invoice Details Page	EM_SSINVC_DETAILS	Review associated invoice line and payment information for a receipt.

Review Purchase Orders - Purchase Order Inquiry Page

Use the Review Purchase Orders - Purchase Order Inquiry page (EM_PO_INQ_SRCH) to view purchase orders in the system.

Navigation:

eSettlements > **Procurement Information** > **Review Purchase Orders** > **Review Purchase Orders - Purchase Order Inquiry**

You can specify a particular buyer and purchase order to limit your search results. Use the fields in the **Advanced Search** group box to further narrow your inquiry.

Review Purchase Orders - Purchase Order Detail Page

Use the Review Purchase Orders - Purchase Order Detail page (EM_PO_INQ) to view purchase order line and associated receipt and invoice details.

Navigation:

- Click a link in the **PO** column on the Review Purchase Orders - Purchase Order Inquiry page.

- Click a link in the **PO** column on the Review Receipts - Receipt Detail page.

To access the Review Purchase Orders - Invoice Details page, click a link in the **Voucher** column on the Review Purchase Orders - Purchase Order Detail page.

This example illustrates the fields and controls on the Review Purchase Orders - Purchase Order Detail page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Voucher	Click a link in this column to view invoice and payment details.
Receipt No (receipt number)	Click to view receipt line details.

Related Links

Reviewing Invoices

Review Receipts - Receipt Inquiry Page

Use the Review Receipts - Receipt Inquiry page (EM_RECV_INQ_SRCH) to view receipts.

Navigation:

eSettlements > **Procurement Information** > **Review Receipts** > **Review Receipts - Receipt Inquiry**

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

Review Receipts - Receipt Detail Page

Use the Review Receipts - Receipt Detail page (EM_RECV_INQ) to view receipt line and associated PO and invoice details.

Navigation:

- Click a link in the **Receipt Number** column on the Review Receipts - Receipt Inquiry page.

- Click a link in the **Receipt No** column on the Review Purchase Orders - Purchase Order Detail page.

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

Review Receipts - Invoice Details Page

Use the Review Receipts - Invoice Details page (EM_SSINVC_DETAILS) to review associated invoice line and payment information for a receipt.

Navigation:

Click a link in the **Voucher** column on the Review Receipts - Receipt Detail page.

These pages display voucher information for purchase orders and receipts.

Preparing for Receipt Integration

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

Related Links
Understanding Purchase Order and Receipt Integration
"Understanding the Receiving Business Process" (PeopleSoft Purchasing)

Processing Third-Party Receipts

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

This section discusses how to:

- Format incoming receipt files.

- Use transaction codes.

Related Links

"Receiving Items Using EDC" (PeopleSoft Purchasing)
"Understanding the Receiving Business Process" (PeopleSoft Purchasing)

Formatting Incoming Receipt Files

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

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

Note: In addition to delivering the PO Receipt EIP as an application message (PURCHASE_ORDER_RECEIPT), Oracle also delivers it as a web service. Enabling web services is discussed in the *PeopleTools: Integration Broker*.

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

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

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

Using Transaction Codes

The system uses the following transaction codes:

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

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

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

Viewing Purchase Orders in PeopleSoft Fluid

eSettlements Fluid Purchase Order pages allow external Supplier users of eSettlements to view Purchase Order information and create an invoice directly from a Purchase Order.

The **PO Flip** option on the Fluid Purchase Order page allows purchase order data to be copied onto an invoice triggering the Self Service Invoice creation activity guide. The Supplier user can then review the invoice data where they can view, modify, and then submit the invoice created from a purchase order.

Pages Used to View Purchase Orders in PeopleSoft Fluid

Page Name	Definition Name	Usage
Purchase Orders Page	SCP_SEC_PO_PG_FL	View purchase orders and create invoices directly from a purchase order.

Purchase Orders Page

Use the Purchase Orders page (SCP_SEC_PO_PG_FL) to view purchase orders and create invoices directly from a purchase order.

Navigation:

Supplier Secure Homepage > **Quotes and POs** > **Purchase Order**.

This example illustrates the fields and controls on the Purchase Orders page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Business Unit / Purchase Order	Displays the name of the Business Unit and the Purchase Order number.
Supplier Location	Displays location for this Supplier.
PO Date	Displays the date when the purchase order was created.
PO Status	Displays the current status of the purchase order.
Last Dispatched Date/Time	Displays the timestamp when the purchase order was dispatched.
Buyer	Displays the name of the buyer on the purchase order.
PO Total Amount / Currency	Display the total amount and currency on the purchase order.
Payment Terms	Displays the Supplier payment that exist on the purchase order.
Acknowledgement Status	Indicates the current purchase order acknowledgement status. Each time a PO or change order for a PO is dispatched, the system changes its default status to New.

Field or Control	Description
Actions	The **Actions** button displays a list of actions that you can execute on a purchase order. • **Acknowledge POA**: Select to access the PO Acknowledgment page and acknowledge the purchase order. • **Create ASN**:Select to access the Create ASN page to choose lines to create an advanced shipping notification. The system transfers the PO ID you selected to the ASN. • **View PO Dispatch Document**: Select to access the View PO Dispatch Document page to generate a printable version of the purchase order. • **PO Flip**:Select to launch the Fluid Activity Guide to create a new invoice. All the purchase order data will be copied to the invoice. The Supplier user can review the invoice data before submitting the invoice. For more information on creating an invoice in PeopleSoft Fluid, see Self Service Invoice — Create Invoice Page The PO Flip option within the Actions button is available only if: • A valid eSettlement Agreement exists between the Supplier and buying organization. • The Purchase Order has not already been partially and fully sourced to another invoice. **Note:** The PO Flip option is available until partial or full PO quantity has been copied to the voucher, and the voucher has been saved.
PO Details	Select to access the Review Purchase Orders page to review line item details and access invoices that are related to a selected purchase order.
Download PO Information	Displays the PO information in a grid that you can then use to download to an excel spreadsheet.

A external Supplier user must be mapped to a role of "COSP Fluid Secure" and have necessary access to view their Purchase Order data. By adding the "COSP Fluid Secure" role to the eSettlements Supplier User id setup, a Supplier user will have access to the Supplier Secure Homepage. For information on how to map roles to role types, see Maintain Role Types - System Access Page

For more information on how to access the Supplier Secure Homepage in eSettlements, see Understanding the eSettlement Fluid HomepageUnderstanding the eSettlement Fluid Homepage.

To to add or edit Supplier users and establish login credentials for external Supplier users in eSettlements, see Review User Profiles - Supplier User Details Page

Verifying Externally Received Transaction Data

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

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

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

This section lists the pages used to verify externally received transaction data.

Pages Used to Verify Externally Received Transaction Data

Page Name	Definition Name	Usage
Transaction Maintenance Page	BCT_CTL_UPD	Enter a unit (buyer) to view receipt transactions. The system displays only those buyers that are configured as PeopleSoft Purchasing business units.
Purchasing Receiving Page	BCT_PO_RCV_UPD	View details of the transaction and make corrections.
Line Details Page	BCT_PO_RCV_ERR_SEC	View details about the fields in error.

Loading Receipts into PeopleSoft Purchasing Records

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

This section lists the pages used to load receipts into purchasing records.

Pages Used to Load Receipts into PeopleSoft Purchasing Records

Page Name	Definition Name	Usage
"Receiver Load Page" (PeopleSoft Purchasing)	RUN_RECVLOAD	Run the Receipt Load Application Engine process (PO_RECVLOAD).
Review Purchase Orders - Purchase Order Detail Page	EM_PO_INQ	View purchase order information after completion of the Receipt Load process.
Review Receipts - Receipt Detail Page	EM_RECV_INQ	View receipt information after completion of the Receipt Load process.

Related Links

"Loading Receipts Received Using EIPs and EDC" (PeopleSoft Purchasing)

Creating Receipts

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

This section discusses how to enter receipts.

Pages Used to Create Receipts

Page Name	Definition Name	Usage
Select Purchase Order Page	PO_PICK_ORDERS	Search for and retrieve PO schedules. Create receipts against selected PO schedules.
Item Description Page	PO_PICK_IT_DESCR	View transaction and preferred language information for a purchase order. See Select Purchase Order Page
Maintain Receipts - Receiving Page	RECV_WPO	Define, view, and cancel purchase order receipt information. SeeSelect Purchase Order Page

Select Purchase Order Page

Use the Select Purchase Order page (PO_PICK_ORDERS) to search for and retrieve PO schedules.

Create receipts against selected PO schedules.

Navigation:

eSettlements > **Procurement Information** > **Create Receipt**

Click **Add** on the Select Purchase Order page.

To create receipts:

1. Enter the relevant search information.

2. Click **Search.**

3. Select the **Sel** (select) check box of any purchase order.

4. Click the **OK** button.

    The system automatically creates the receipt and displays the Maintain Receipts - Receiving page.

5. Use the Maintain Receipts - Receiving page to define receipt details, view associated information, and cancel receipt information.

Click a **Description** link in the **Retrieved Rows** group box of the Select Purchase Order page to access the Item Description Page.

To access the Maintain Receipts - Receiving Page:

•   **eSettlements** > **Procurement Information** > **Create Receipt**

    Select an existing receipt in the search results of the Create Receipt page.

•   The system automatically displays this page after you select purchase orders on the Select Purchase Order page.

Related Links

"Select Purchase Order Page" (PeopleSoft Purchasing)
"Receiving Purchase Order Items" (PeopleSoft Purchasing)

Chapter 11

Processing Invoices

Understanding Electronic Invoice Creation and Integration

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

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

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

Note: In addition to delivering the voucher enterprise integration points (EIPs) as application messages, PeopleSoft also delivers them as web services. Enabling web services is discussed in the *PeopleTools: Integration Broker*.

Related Links
Understanding Purchase Order and Receipt Integration
"Understanding Voucher Processing and the Voucher Life Cycle" (PeopleSoft Payables)

Understanding the cXML Format

cXML is a protocol, created by Ariba, intended for the communication of business documents between procurement applications, e-commerce hubs and suppliers. cXML is based on XML and provides formal XML schemas for standard business transactions, allowing programs to modify and validate documents without prior knowledge of their form.

The protocol does not include the full breadth of interactions some parties may want to communicate. However, it can be expanded through the use of extrinsic elements and newly-defined domains for various identifiers. This expansion is the limit of point-to-point configurations necessary for communication.

The current protocol includes documents for setup (company details and transaction profiles), catalogue content, application integration (including the PunchOut feature), original, change and delete purchase orders and responses to all of these requests, order confirmation and ship notice documents (cXML analogues of EDI 855 and 856 transactions), and new invoice documents.

PunchOut is a protocol for interactive sessions managed across the Internet, a communication from one application to another, achieved through a dialog of real-time, synchronous cXML messages, which support user interaction at a remote site. This protocol is most commonly used today in the form of Procurement PunchOut, which specifically supports interactions between a procurement application and a supplier's eCommerce web site and possibly includes an intermediary for authentication and version matching.

Understanding the OAG Format

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

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

This diagram illustrates the XML data flow from the OAG invoice to the Payables voucher staging tables.
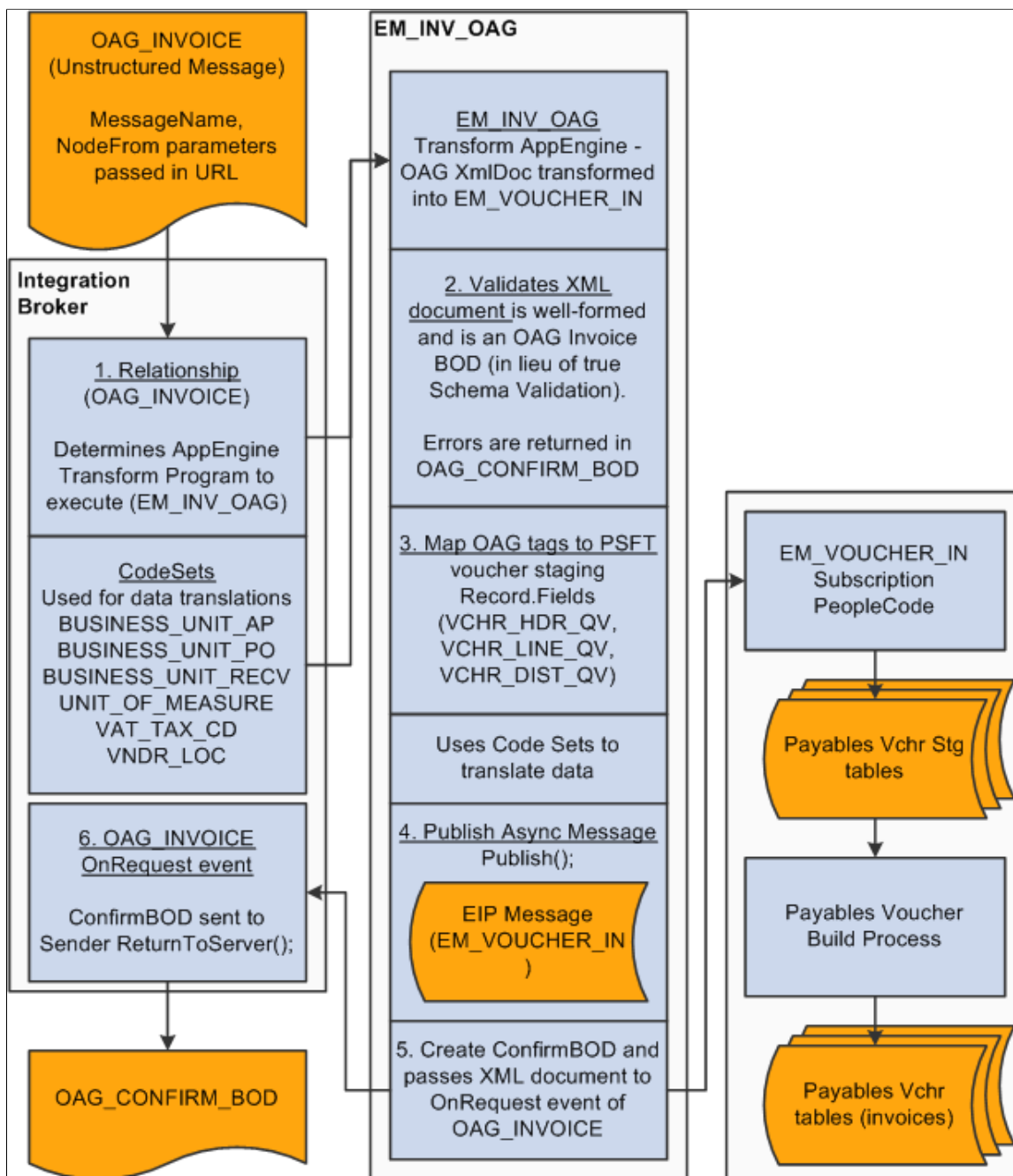
Note: In addition to delivering the voucher EIPs as application messages (OAG_INVOICE, OAG_CONFIRM_BOD, and EM_VOUCHER_IN), PeopleSoft also delivers them as web services (OAGInvoice and SelfServiceInvoice). Enabling web services is discussed in the *PeopleTools: Integration Broker.*

See the product documentation for *PeopleTools: Integration Broker*

Preparing for Invoice XML Integration

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

This section discusses how to:

1. Register buyers.

2. Register suppliers.

3. Define agreements.

4. Define voucher defaults.

Registering Buyers

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

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

If, for example, suppliers cannot embed this identifier in their files, the system administrator must define the identifier in their systems for this buyer. They must map this identifier to the buyer ID using code sets, so that each XML file provides a return value (translated value). This value uses the code set functionality for data translations in the Application Engine Transform program (EM_INV_OAG and CXML2PSFT).

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

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

Related Links
Creating Buyers

Registering Suppliers

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

Related Links
Creating Suppliers

Defining Agreements

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

Note: If a transacting buyer-supplier pair is using OAG XML invoices, the buyer must enter *EM_SUPPLIER_REF* in the **Supplier Reference ID** field on the agreement.
The OAG tag can be populated with either the *EM_SUPPLIER_REF* value that corresponds to the unique value entered on the agreement, or with a supplier ID. If the system cannot determine the supplier ID using the value in the **Supplier Reference ID** field, the system assumes that the value submitted is a valid supplier ID.

Related Links
Understanding Agreements

Defining Voucher Defaults

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

Defining Code Sets

To define code sets, use the following components:

- Code Set Groups (IB_CODESETGROUP).

- Code Sets (IB_CODESET).

- Code Set Values (IB_CODESETVAL).

This section provides an overview of code sets and discusses how to enter match names and values and associate them with buyers, and enter match names and values into code sets. It also discusses how to associate match names and values with PeopleSoft field values.

Pages Used to Define Code Sets

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

Understanding Code Sets

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

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

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

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

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

PeopleSoft eSettlements supports the OAG 8 schema for SyncInvoice and ProcessInvoice BOD formats, as well as the PeopleSoft XML voucher format. The EM_VOUCHER_IN application message is used for the PeopleSoft XML format, and the SelfServiceInvoice can be used if you invoke it as a web service. For the OAG format, you can use the OAG_Invoice application message or the SelfServiceInvoiceOAG web service.

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

See the product documentation for *PeopleTools: Integration Broker*

Code Set Groups Page

Use the Code Set Groups page (IB_CODESETGRPVAL) to enter match names and match values and associate them with buyers.

Navigation:

PeopleTools > **Integration Broker** > **Integration Setup** > **Codesets** > **Codeset Groups** > **Code Set Groups**

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

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

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

Note: Use the delivered EM_SUPPLIER code set group.

Code Sets Page

Use the Code Sets page (IB_CODESET) to enter the match name and match value that you entered previously into each of the six code sets.

Navigation:

PeopleTools > **Integration Broker** > **Integration Setup** > **Codesets** > **Codesets** > **Code Sets**

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

Field or Control	Description
Match Name	Select the name of the field containing a value that you need to match for this code set. Values are: *BUYER, LOCATION, PURCHASER, RECEIVING ENTITY, SUPPLIER UOM,* or *VAT CODE.*
Match Value	Enter the value of the field that the translation program must match to initiate a translation in response to the value.

Code Set Values Page

Use the Code Set Values page (IB_CODESETVAL) to enter a PeopleSoft return name and value and associate them with a match name and value.

Navigation:

PeopleTools > **Integration Broker** > **Integration Setup** > **Codesets** > **Codeset Values** > **Code Set Values**

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

Field or Control	Description
From Group	Displays the code set group to which the source or sending node belongs. Enter *EM_SUPPLIER* for PeopleSoft eSettlements. Ensure that the code set group name is on the third-party supplier's (sending) node (the **From Group** field value).
Code Set Name	Displays the code set name that you selected on the search page. It contains the match name and match value permutations that you want to match.
To Group	Displays the code set group to which the target or receiving node belongs. Enter *PSFT_FINANCIALS* for PeopleSoft eSettlements. You do not have to enter any match values for it.
Description	Enter a description to define these code set values.
Match Name	Displays *BUYER.* for PeopleSoft eSettlements. Select the **Select** check box that corresponds to the match name, match value, and return value that you enter.

Field or Control	Description
Match Value	Displays the incoming value.
Return Name	Enter a return name to which the match name-match value pair should be translated.
Return Value	Enter the return value.

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

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

Processing Third-Party Transactions

This section discusses how to:

- Load invoices.

- Pre-validate Invoices.

- Populate invoice records.

Loading Invoices

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

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

In addition to copying data from XML to the voucher QV tables, the subscription PeopleCode in the EM_VOUCHER_IN message definition adds default values that would not normally be handled by the

Voucher Build process. If an invoice is loaded and any of its required fields are invalid, an error message appears on the Service Operations Monitor.

When loading invoices using XML messages, if the invoice load errors notification type has been set up, then a notification is sent for any errors encountered during processing of the subscription PeopleCode for the EM_VOUCHER_IN message.

Note: Subscription PeopleCode errors generate only an initial email notification; reminder days notifications are not sent for PeopleCode errors.

The system administrator must modify, save, and resubmit the invoice until the message status is *Done*. Once the system receives an invoice that is free of errors, the buyer can review it. The email notification routings for invoices that cause errors, in either subscription PeopleCode or in pre-edit or edits in the Voucher Build process, are determined from the routings defined for invoice load errors notification at either the agreement level or the buyer and supplier location level.

All other invoices are available for selection by the Voucher Build process, which performs further edits according to the voucher processing rules, and populates these records:

* PS_VOUCHER

* PS_VOUCHER_LINE

* PS_DISTRIB_LINE

* PS_PYMNT_VCHR_XREF

When you run the Voucher Creation Notification Application Engine process (EM_VCHR_CRT) and a voucher fails any of these edits or rules, the system sends an email notification (if you set up this notification type), and the voucher is reported on the Correct Invoice Errors page. Reminder days notifications are also generated.

When suppliers submit the XML invoice (using PeopleTools SendMaster or any other XML posting utility), the system returns a confirmation BOD or acknowledgment response. If the OAG invoice is valid XML and is also a valid OAG BOD, the system sends a confirmation BOD containing a NounSuccess tag. If there are errors, the system sends a confirmation BOD containing a NounFailure tag that includes an explanation of the error.

Note: The system sends email notifications when invoices are successfully loaded, as well as when invoice transmission errors occur (whether recycled, pre-edit, or subscription PeopleCode XML). Email notifications are sent for both error and for success, and as with all email notifications, there is a hierarchy. The email routings for invoices with errors, either from subscription PeopleCode, pre-edit, or edits from the Voucher Build process, are determined from the routings set up for invoice load errors notification established at either the agreement level or at the buyer and supplier location level. cXML invoices do not generate email notifications.

Once the vouchers populate PeopleSoft Payables tables, the system administrator must run the Matching Application Engine process (AP_MATCH) to perform match edits between vouchers, purchase orders, and receipts.

Note: In addition to delivering voucher EIPs as application messages (EM_VOUCHER_IN and OAG_INVOICE), PeopleSoft also delivers them as web services (SelfServiceInvoice and SelfServiceInvoiceOAG, respectively). Enabling web services is discussed in the *PeopleTools: Integration Broker.*

Related Links

"Understanding Voucher Build Processing" (PeopleSoft Payables)
Understanding Matching

Pre-validating Invoices

Once invoices are uploaded into the PeopleSoft eSettlements system, a data validation framework validates the data in the invoice data file (cXML file) and sends any error messages to the supplier users that uploaded the invoice data. After fixing the errors Supplier users upload the modified data file, which is then processed by Voucher Build before staging the data into Accounts Payable tables.

Note: Pre-validation of invoices is an optional setup for validating data in the invoice data files. If Pre-validation is not set up, the existing validation framework is utilized as explained in the section Loading Invoices

In addition to delivered pre-validation rules, you can customize your own validation rules and assign them to specific suppliers. The system processes each invoice data file and in the event of an error, sends an email notification to the supplier with details of why the file was rejected along with suggested action steps to resolve the errors.

Pre-validation Rules and Pre-validation Templates

PeopleSoft delivers a set of pre-validation rules organized within a pre-validation template as part of the data validation framework. These delivered rules are the same rules performed by the EM_VOUCHER_IN application message. In addition, you can define and validate your own set of validation rules and include them into a new pre-validation template to be assigned for specific suppliers. You can create your own pre-validation template to be assigned to specific suppliers and customize it by including new rules along with the existing system-defined rules. You can also choose to remove some of the delivered rules from the new user-defined template.

The new rules that you include are written with SQL statements, classes, or AE programs and the template is processed at runtime according to the matching between its assignment types and the batch information.

Note: Template assignment to suppliers is a necessary part of the Pre-validation framework, whether the template is system-defined or user-defined. If a supplier is not defined to a pre-validation template the system will continue to utilize EM_VOUCHER_IN to validate invoice data.
A pre-validation template can be associated to multiple suppliers but a supplier can have only one template association.

Invoice Upload Messages

Invoice messages, as a result of Pre-validation are generated by the PeopleSoft system in addition to the email notifications sent to supplier users. These messages can be reviewed based on upload status, process date, batch number, invoice ID/date, buyer name, and voucher ID.

You can access this page from the Load and Review Invoices component by clicking the Messages link for a Supplier, or by navigating to the Review Upload Messages page. See Review Upload Messages page.

Upload messages are purged based on the number of days determined by the value set up on the "Installation Options - eSettlements Page" (Application Fundamentals)

Pages Used to Pre-validate Invoices

Page Name	*Definition Name*	*Usage*
Pre-validation Rule Page	EM_PV_RULE	Review the system-delivered pre-validation rules and to create a new pre-validation rule.
Pre-validation Template Page	EM_PV_TMPL	View and update the pre-validation template with rules.
Assignment Page	EM_PV_TMPL_ASSIGN	Assign the pre-validation template and its associated rules to one or more suppliers.
Review Upload Messages Page	EM_PV_QUERY	Review invoice upload messages from the pre-validation process.

Pre-validation Rule Page

Use the Pre-validation Rule page (EM_PV_RULE) to review the system-delivered pre-validation rules and to create a new pre-validation rule.

Navigation:

eSettlements > **Administration** > **Pre-validation Rule**

This example illustrates the fields and controls on the Pre-validation Rule page. You can find definitions for the fields and controls later on this page.

```
Pre-validation Rule

         Rule ID  EM_SQL0001
    Description  Invoice ID greater than 30 characters

                 217 characters remaining
Rule Properties
                        ☑ System
          *Validate By  SQL                        ▼
       Program Name  [          ]    Section  [          ]

             Class  [                                                    ]

    SQL Statement  SELECT %Bind ( BATCH_SEQ_NUM ) , VH_SEQ_NUM , 0 , 0 , %Bind ( PV_RULE_ID ) , 1 , 18052 ,
                   948 , VENDOR_ID , VNDR_LOC , ' ' , 'INVOICE_ID' , CUSTOM_C100_A1 , BUSINESS_UNIT ,
                   INVOICE_ID , 0 , 0 FROM %Table ( EM_PV_VH_T ) HDR WHERE %Bind ( PROCESS_INSTANCE ) =
                   HDR.PROCESS_INSTANCE AND %Bind ( BATCH_SEQ_NUM ) = HDR.BATCH_SEQ_NUM AND
                   LENGTH ( HDR.CUSTOM_C100_A1 ) > 30
```

Field or Control	Description
Rule ID	Displays the rule ID.
Description	Displays a description of what the rule does.

Rule Properties

Field or Control	Description
System	If checked, indicates that the rule is system-defined and you cannot edit any field for the rule. If unchecked, the rule is user-defined and you can make changes to specific fields based on the *Valid By* field option selected.

Field or Control	Description
Validate By	Displays the way in which the invoices are validated: • *By AE Section*: Only the Program name and Section fields are available for edit. • *By Class*: Only the Class field is available for edit. • *By SQL*: Only the SQL Statement field is available for edit.

Pre-validation Template Page

Use the Pre-validation Template page (EM_PV_TMPL) to view and update the pre-validation template with rules for Supplier assignment.

Navigation:

eSettlements > **Administration** > **Pre-validation Template**

This example illustrates the fields and controls on the Pre-validation Template page. You can find definitions for the fields and controls later on this page.

When you are creating a pre-validation template, the system populates all the system-defined rules. You can choose to select and remove the rules not required and include new ones.

Note: The system automatically includes the system-defined rule EM_CLS0001 (ExecuteEdits) whenever a Pre-validation template is executed. This rule acts as a prerequisite to the rest of the rules being executed.

Field or Control	Description
Rule ID	Displays the rule ID associated with this template. You can select from a list of rules which include system-defined as well as user-defined ones.
Template ID	Displays the template ID.
System	If checked, means that all rules listed in the template are system-defined and you can only view and not edit them. If unchecked, you can edit the rule rows by selecting desired rule IDs.

Assignment Page

Use the Assignment page (EM_PV_TMPL_ASSIGN) to assign the pre-validation template and its associated rules to one or more Suppliers or Buying Organizations.

Navigation:

Click the Assignment link on the Pre-validation Template page.

This example illustrates the fields and controls on the Assignment page. You can find definitions for the fields and controls later on this page.

Pre-validation process applies the rules associated with the template that is assigned to a Buying Organization, a Supplier, or a combination of both. The fields on the Assignment page are available to enter values based on the Assignment Type you select while making assignments with the pre-validation template.

For the example shown in the above page, in the first row the Pre-validation template is assigned to the Buying Organization BUY01 for Supplier BOOKS4U at the Location HEADQRTS, and in the next row the template is assigned to only the Buying Organization BUY03 .

Field or Control	Description
Assignment Type	Select the type of assignment for the pre-validation template: • Buying Org-Supplier-Loc: Assigns the template to the buying organization and the supplier from a particular location, for the SetID you select. • Buying Organization-Only: Assigns the template to the buying organization you select. • Buying Organization-Supplier: Assigns the template to the buying organization and the supplier for the SetID you select. • Supplier-Location: Assigns the template to the supplier from a particular location, for the SetID you select. • Supplier-Only: Assigns the template to the supplier, for the SetID you select. **Note:** Only one template can be assigned to a Buying Organization or a Supplier for a given combination of fields associated to the Assignment Type selected.

Example

The following two tables illustrate how Pre-validation framework applies rules to Suppliers and Buying Organizations through template assignments.

Scenario 1

Introduce Template	Assignment Type	Assign to Buying Organization	Assign to Supplier	Location	How rules apply
T1	Buying Organization only	Buying Organization: BUY01	-	-	Rules defined in T1 apply to all the cxml files uploaded by any Supplier for the Buying Organization BUY01.

Introduce Template	Assignment Type	Assign to Buying Organization	Assign to Supplier	Location	How rules apply
T2	Supplier Only	-	Supplier: BOOKS4U	-	Rules defined in T2 apply to cxml files uploaded by the Supplier BOOKS4U for the Buying Organization BUY01. All other Suppliers use T1.
T3	Supplier-Location	-	Supplier: BOOKS4U	Location: L1	Rules defined in T3 apply to cxml files uploaded by the supplier BOOKS4U from the location L1 for buying organization BUY01. All other suppliers use T1.

Scenario 2:

Introduce Template	Assignment Type	Assign to Buying Organization	Assign to Supplier	Location	How rules apply
T4	Supplier Only	-	Supplier: FRIDAY	-	Rules defined in T4 apply to cxml files uploaded by the Supplier FRIDAY for all Buying Organizations.
T5	Supplier-Location	-	Supplier: FRIDAY	Location: L1	Rules defined in T5 apply to cxml files uploaded by the Supplier FRIDAY from the Location L1 for all Buying Organizations.

Introduce Template	Assignment Type	Assign to Buying Organization	Assign to Supplier	Location	How rules apply
T6	Buying Organization-Supplier	Buying Organization: BUY02	Supplier: FRIDAY	-	Rules defined in T6 apply to cxml files uploaded by the supplier FRIDAY for the Buying Organization BUY02 alone. All other Buying Organizations use T5.
T7	Buying Org-Supplier-Loc	Buying Organization: BUY02	Supplier: FRIDAY	Location: L1	Rules defined in T7 apply to cxml files uploaded by the supplier FRIDAY from Location L1 for the Buying Organization BUY02 alone. All other Buying Organizations use T5.

Suppose that the Supplier FROMAGE uploads a cxml file for the Buying Organization BUY03. Since neither of them have associations with any pre-validation template, the Pre-validation feature is not applied; the system uses EM_VOUCHER_IN to validate invoice data.

Review Upload Messages Page

Use the Review Upload Message page (EM_PV_QUERY) to review the upload messages resulting from the Pre-validation process.

Navigation:

eSettlements > **Invoices** > **Review Upload Messages**

eSettlements > **Supplier Information** > **Load and Review Invoices.** Click the Message link for a Supplier.

This example illustrates the fields and controls on the Review Upload Message page. You can find definitions for the fields and controls later on this page.

Search the upload messages by batch, process date, upload status, or by invoice dates. To view all messages leave all fields blank and click Search.

Field or Control	Description
Upload Status	Displays whether the status of the invoice upload is success or in error.
Messages	Displays the number of error messages with a link. Click the link to open the error message in a new page and review the details of the error – rule ID, line, distribution, field, value, and an error message about resolving the error.

Populating Invoice Records

For invoices associated with a purchase order or receipt, the distribution records do not have to be populated, because the Voucher Build process will create the distribution records by copying the distribution details from the purchase order or receipt document.

The following table lists record-field combinations that must be populated with valid data for each invoice. The OAG Tag column lists the XML tags that exist in the OAG SyncInvoice BOD that are applicable to a field on a PeopleSoft voucher record.

Note: An asterisk in the Field column indicates that the field is required.

Record	Field	OAG Tag	Comments
VCHR_HDR_QV	BUSINESS_UNIT*	Header/Parties/BillToParty/PartyID/ID	If integrators pass a valid PeopleSoft Payables business unit in the OAG tag, the system can process it. Otherwise, the code set functionality is required to translate this data. Suppliers must enter the value they will be passing as a BUSINESS _UNIT_AP code set value, and then enter the translation value.
VCHR_HDR_QV	VOUCHER_ID*		The system programmatically determines this field, provided that the PeopleSoft Payables business unit is set up for invoice auto-numbering.
VCHR_HDR_QV	INVOICE_ID*	Header/DocumentIDs/DocumentID/ID	
VCHR_HDR_QV	INVOICE_DT*	Header/DocumentDateTime	
VCHR_HDR_QV	VENDOR_ID*	Header/Parties/SupplierParty/PartyID/ID	
VCHR_HDR_QV	VNDR_LOC*	Header/Parties/SupplierParty/Addresses/PrimaryAddress/AddressID	If integrators pass a valid supplier location in the OAG tag, the system can process it. Otherwise, code set functionality is required to translate this data. Suppliers must enter the value they will pass as a LOCATION code set value, and then enter the translation value. If this field is not populated, the system assumes the Voucher Build process will assign the default location for the supplier.
VCHR_HDR_QV	GROSS_AMT	Header/TotalAmount	
VCHR_HDR_QV	TXN_CURRENCY_CD	Currency Node attribute of Header/TotalAmount tag	
VCHR_HDR_QV	VAT_ENTRD_AMT	Header/Tax/TaxAmount	This field is only required if the supplier operates in a country requiring VAT and the supplier is not exempt.

Record	Field	OAG Tag	Comments
VCHR_HDR_QV	DSCNT_AMT	Header/PaymentTerms/ DiscountAmount	
VCHR_HDR_QV	TAX_EXEMPT	Header/ TaxWithholdingExempt	
VCHR_HDR_QV	SALETX_AMT	Header/TotalTax	
VCHR_HDR_QV	FREIGHT_AMT	Header/Charges/ BasicFreightCharge/Total	
VCHR_HDR_QV	MISC_CHRG_AMT	Header/Charges/ MiscellaneousCharge/Total	
VCHR_HDR_QV	DESCR254_MIXED	Header/Note	
VCHR_LINE_QV	BUSINESS_UNIT*		
VCHR_LINE_QV	VOUCHER_ID*		
VCHR_LINE_QV	VOUCHER_LINE_NUM*	Line/LineNumber	
VCHR_LINE_QV	BUSINESS_UNIT_PO	Line/Parties/SoldToParty/ PartyID/ID	Accepts a valid PeopleSoft Purchasing business unit. Integrators can also use the BUSINESS_UNIT_PO code set. Integrators must enter the value that they intend to pass into the code set values.
VCHR_LINE_QV	PO_ID	Line/DocumentReferences/ PurchaseOrder DocumentReference/ DocumentIds/DocumentId/Id	
VCHR_LINE_QV	LINE_NBR	Line/DocumentReferences/ PurchaseOrder DocumentReference/ LineNumber	

Record	Field	OAG Tag	Comments
VCHR_LINE_QV	SCHED_NBR	Line/DocumentReferences/ PurchaseOrder DocumentReference/ ScheduleLineNumber	
VCHR_LINE_QV	DESCR	Line/OrderItem/Description	
VCHR_LINE_QV	MERCHANDISE_AMT	Line/ExtendedPrice	
VCHR_LINE_QV	TXN_CURRENCY_CD	Currency Node attribute of Line/ExtendedPrice tag	
VCHR_LINE_QV	INV_ITEM_ID	Line/OrderItem/ItemIDs/ ItemID/ID	
VCHR_LINE_QV	QTY_VCHR	Line/OrderQuantity	
VCHR_LINE_QV	UNIT_OF_MEASURE	UOM Node attribute of Line/ OrderQuantity tag	Uses the UNIT_OF_ MEASURE code set. Integrators must enter the value that they intend to pass into the code set values. ─── **Note:** Unit of measure (UOM) values must be provided as a node attribute of the OrderQuantity tag. ───
VCHR_LINE_QV	UNIT_PRICE	Line/UnitPrice/Amount	
VCHR_LINE_QV	TAX_CD_VAT	Line/Tax/TaxCode	Uses the VAT_TAX_CD code set name.
VCHR_LINE_QV	BUSINESS_UNIT_RECV	Line/Parties/ShipToParty/ PartyID/ID	Accepts a valid PeopleSoft Purchasing business unit. Integrators can also use the BUSINESS_UNIT_RECV code set. Integrators must enter the value that they intend to pass into the code set values.
VCHR_LINE_QV	RECEIVER_ID	Line/DocumentReferences/ ReceiptDocumentReference/ DocumentIDs/DocumentID/ ID	

Record	Field	OAG Tag	Comments
VCHR_LINE_QV	RECV_LN_NBR	Line/DocumentReferences/ ReceiptDocumentReference/ LineNumber	
VCHR_LINE_QV	RECV_SHIP_SEQ_NBR	Line/DocumentReferences/ ReceiptDocumentReference/ ScheduleLineNumber	
VCHR_LINE_QV	REQUESTOR_ID	Line/Parties/SoldToParty/ Contacts/DeliverToContact/ Person/PersonCode	
VCHR_LINE_QV	DESCR254_MIXED	Line/Note	
VCHR_DISTRIB_QV	BUSINESS_UNIT*		Gets value from VCHR_HDR _QV.
VCHR_DISTRIB_QV	VOUCHER_ID*		Gets value from VCHR_HDR _QV.
VCHR_DISTRIB_QV	VOUCHER_LINE_NUM*		Gets value from VCHR_LINE _QV.
VCHR_DISTRIB_QV	DISTRIB_LINE_NUM*		Gets value from each number and occurrence of the Distribution tag.
VCHR_DISTRIB_QV	QTY_VCHR		Gets value from the VCHR_ LINE_QV field.
VCHR_DISTRIB_QV	MERCHANDISE_AMT	Line/Distribution/Amount/ Actual	
VCHR_DISTRIB_QV	TXN_CURRENCY_CD		Gets value from the Currency Node attribute of the Line/ Distribution/Amount/Actual tag.
VCHR_DISTRIB_QV	BUSINESS_UNIT_GL	Line/Distribution/GLEntity	
VCHR_DISTRIB_QV	BUSINESS_UNIT_PO		Gets value from VCHR_LINE _QV.
VCHR_DISTRIB_QV	PO_ID		Gets value from VCHR_LINE _QV.

Record	Field	OAG Tag	Comments
VCHR_DISTRIB_QV	LINE_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	SCHED_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	BUSINESS_UNIT_RECV		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	RECEIVER_ID		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	RECV_LN_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	RECV_SHIP_SEQ_NBR		Gets value from VCHR_LINE_QV.
VCHR_DISTRIB_QV	ACCOUNT	Tag1 contains the ACCOUNT ChartField value: Line/Distribution/Project/GLElement/Description. Tag2 contains the ACCOUNT ChartField value: Line/Distribution/Project/GLElement/NameValue.	
VCHR_DISTRIB_QV	DEPTID	Line/Distribution/CostCenter	
VCHR_DISTRIB_QV	ACTIVITY_ID	Line/Distribution/Project/Activity/Id	
VCHR_DISTRIB_QV	OPERATING_UNIT	Line/Distribution/Business/RelatedUnit/Unit/Id	
VCHR_DISTRIB_QV	PROJECT_ID	Line/Distribution/Project/Id	

Related Links

"Payables Definition - Numbering Page" (PeopleSoft Payables)

Entering and Managing Self-Service Invoices

Pages Used to Enter and Manage Self-Service Invoices

Page Name	Definition Name	Usage
Create Invoice - Invoice Entry Page	EM_QV_HOME	Access pages to create and manage self-service invoices.
Create Invoice - Invoice Entry Page	EM_QV_ENTRY	Enter supplier invoice details, create self-service invoices, review and modify invoices already created, and correct invoices containing pre-edit and edit errors. Pre-edit errors can be corrected by the supplier administrator. Edit errors can only be corrected by the system administrator.
Create Invoice - Invoice Entry Page	EM_VCHR_LINE_CMNTS	Enter additional comments regarding the invoice line. See Create Invoice - Invoice Entry Page
Create Invoice - Invoice Entry Page	EM_QV_LINE_DIST	View and modify accounting ChartFields for the invoice lines. See Create Invoice - Invoice Entry Page
Miscellaneous Charges Page	VCHR_MISC_QV	Allocate the miscellaneous charges for the invoice at a more detailed level.
Self Service Invoice Attachment Page	VCHRHDR_ATT_SEC	Add attachments to the invoice. See Create Invoice - Invoice Entry Page
Self-Service Invoice - View Invoice Page	EM_QV_SRCH	Enter search parameters to view invoices that have not yet become vouchers in the system.
Self-Service Invoice - Delete Invoice Page	EM_QV_SRCH	Enter search parameters to view invoices that have been entered into the system, but have not yet become vouchers in the system.
Self-Service Invoice - Print Invoice Page	EM_QV_SRCH	Enter search parameters to view invoices to print.

Page Name	*Definition Name*	*Usage*
Print Invoice - Pro Forma Invoice Page	EM_QV_DISPLAY	View and print a pro forma version of an invoice. See Self-Service Invoice - Print Invoice Page
Self-Service Invoice - Review Invoice Page	EM_QV_SRCH	Search for, view a list of, and access invoices that have not yet become vouchers in the system. Only host and buyer roles can access this page.
Review Invoices - Invoice Page	EM_QV_ENTRY	Review invoice details and release for processing or deny invoices.
Review Invoices - Deny Invoice Page	EM_QV_DENY	Enter comments or reasons for denying the invoice, to be included in the text of the subsequent email notification. See Review Invoices - Invoice Page
Self-Service Invoice - Correct Invoice Errors Page	EM_QV_SRCH	Search for invoices with errors. Pre-edit errors can be corrected by the supplier administrator. Edit errors can be corrected by the system administrator only.
Voucher Build Error Detail Page	VCHR_BATCHERR_PG	Displays the errors created during the Voucher Build Application Engine process (AP_VCHRBLD) See Self-Service Invoice - Correct Invoice Errors Page
Invoice Information Page	VCHR_EXPRESS1	Correct invoices containing pre-edit and edit errors. The **Correct Errors** link for edit errors is only available to the system administrator role type. It is available to both the system administrator and the supplier administrator for pre-edit errors. See Self-Service Invoice - Correct Invoice Errors Page
Create Invoice - Look Up a Purchase Order Page	EM_VCHR_LK_QV	Select a purchase order from the search results to copy to an invoice.
Create Invoice - Look Up a Packing Slip Page	EM_VCHR_PS_QV	Select a receipt from the search results to copy to an invoice.

Understanding Self-Service Invoice Entry and Management

This section discusses:

- Invoice entry.

- Invoice processing.

- Invoice routing and verification.

- ChartField defaulting logic.

Note: If financial sanctions validation is enabled, the system does not consider the financial sanctions status of the supplier, nor does it validate the supplier against any financial sanctions lists (for example, the Specially Designated Nationals (SDN) list) during self-service invoice entry. Therefore, you can create self-service invoices for any supplier with a financial sanctions status of *Review* or *Blocked.* However, the Pay Cycle Application Engine process (AP_APY2015) does not select invoices for a supplier that has a financial sanctions status of *Review* or *Blocked.* You cannot pay these invoices until the financial sanctions status of the supplier is set to *Cleared* or *Valid.*

See Understanding Financial Sanctions Validation.

Invoice Entry

You can create an invoice by copying purchase orders, purchase order lines, or information from a packing slip, receipt, or receipt lines. However, only users assigned system administrator and supplier administrator role types can create invoices by copying invoice information from a purchase order or packing slip, or by adding invoice lines.

Because some amounts are only estimates at the time a purchase order is created, the system does not copy these specific amounts onto the self-service invoice. This means that users must enter the actual amounts when they become known (for example, when the goods are shipped) for the following amounts:

- Sales tax

- Use tax

- Value-added tax (VAT)

- Freight

- Miscellaneous charges

If an item-supplier relationship and pricing have been established for the supplier, then the supplier can select items from the item master, set up in PeopleSoft Purchasing. This restricts suppliers to access items associated with their organization only. If ChartFields have been set up for an item, then they appear by default on the distribution line, along with unit pricing and unit of measure (UOM) information. Users can change this information. If an item-supplier relationship has not been established, then suppliers are not able to select items from the item master, but can still complete description, quantity, UOM, and unit price information.

Invoice Processing

Online invoices go through processes similar to those described in the previous Loading Invoices section. Online transactions are picked up by the Voucher Build process, in the same way as the XML invoice messages are picked up from external systems.

See Loading Invoices.

If email notifications have been established for invoice load errors, then the supplier receives an email if errors exist and are available for review. The supplier then notifies the system administrator of corrections that need to be made and can also request that a voucher be deleted so that it can be re-entered. The system administrator verifies voucher transactions after each process, to ensure that each transaction is error-free.

Just as with invoices submitted electronically, you must ensure that the PeopleSoft Payables business unit is set up for invoice auto-numbering.

You can review invoices before they pass through the Voucher Build process and become vouchers in the system. Duplicate invoice checking will be done when a self service invoice is saved. This prevents duplicate invoices before the voucher build process. You can also make changes to the accounting associated with an invoice.

Invoice Routing and Verification

The system marks invoices designated for ChartField completion and review with a Voucher Build status of N (none). This status prevents the invoice from being selected by the Voucher Build process. Invoices with a status of N require verification of buyer-specified details by the requester or other buyer user for ChartField accuracy and completeness before being processed by the Voucher Build process. You set up invoice verification routing at the agreement level, and it is dependent upon the type of invoice (such as purchase order or non-purchase order), and the buyer-supplier location combination. During this invoice verification, the buyer adds ChartField values, if necessary, then releases the invoice for processing by clicking the **Release for Processing** button. This changes the invoice Voucher Build status to B (to build) and enables the Voucher Build process to pick it up.

When creating invoices, suppliers can save their work and then later review, correct, change, or add invoice details. At this point the Voucher Build status is I (initiated). Once the supplier is satisfied with the invoice, the Voucher Build status is N marking it for invoice verification, or $B,$ enabling it to be picked up by the Voucher Build process.

Note: When the system routes notifications by role, all users associated with a given role receive the invoice verification notification. Similar to invoice header approval, when the first user in the correct role verifies the invoice and releases it for processing, the system sets the invoice Voucher Build status to B for selection by the Voucher Build process.
When the system routes notifications by multiple user IDs, roles, and requesters, the first of these users to access and release an invoice for processing sets the Voucher Build status to B.
If an invoice has the requester ID populated, then that user (the requester), if set up for it, receives the email notification. If an invoice does not have the requester ID populated then the system obtains the default requester (or role) from the email setup (agreement or buyer SetID level). These users or roles receive notification and can perform the invoice verification.

ChartField Defaulting Logic

This section discusses how the system populates ChartField values on an invoice, depending on the invoice type.

For self-service, XML, and OAG invoices, the system uses the following logic (outlined in the table) to retrieve ChartField values. This table is ordered from the highest level (Level 1, the buyer template) to the lowest level (Level 4, the item ID value).

Level	ChartFields Specified	Processing Logic
1. Buyer template	ACCOUNT, which is the only required ChartField for an invoice.	Any ACCOUNT ChartField values specified at the lower three levels override this level's value.
2. Agreement	All ChartFields	Any values specified at this level are automatically populated onto the invoice.
3. Requester	All ChartFields	Values specified at Level 3 do not override values specified at Level 2. This means that any values specified at this level are automatically populated onto the invoice, *unless* the value is already defined on Level 2.
4. Item ID	• ACCOUNT • ALT_ACCOUNT • PRODUCT	ACCOUNT, ALT_ACCOUNT, or PRODUCT values specified at this level override any value specified at a higher level.

If an invoice is copied from a PO or receipt, the ChartFields are obtained from the PO or receipt. When an invoice is not created by copying a PO or receipt, and when ChartFields provide default values for self-service and XML invoices where a PO is not associated with the invoice line, the ChartFields are obtained as stated in the above table. The general ledger business unit is derived from the requester if populated; otherwise from the PeopleSoft Payables Business Unit table (BUS_UNIT_TBL_AP).

If suppliers are able to enter ChartFields based on the agreement setup, then they can enter one distribution line per invoice line only. However, during the invoice review step, the buyer can add additional distribution lines.

The account definition is obtained from the Line/Distribution/Project/GLElement/NameValue field. However, for OAG invoices you must specify ACCOUNT as the node name for the NameValue field.

You specify the ability to view or edit ChartFields at the installation level, then at the buyer registration level, and further at the agreement level. Buyers specify whether a supplier can see the ChartFields, regardless of what the buyer has set up on buyer registration. When entering self-service invoices, suppliers can only view ChartFields, if access to them has been enabled by a given buyer.

Related Links

Review Buyer Details - ChartField Configuration Page

Create Invoice - Invoice Entry Page

Use the Create Invoice - Invoice Entry page (EM_QV_ENTRY) to enter supplier invoice details, create self-service invoices, review and modify invoices already created, and correct invoices containing pre-edit and edit errors.

Navigation:

- Click the **Create Invoice** link on the Self-Service Invoice - Invoice Actions page.

- Click the **Invoice ID** link on the Self-Service Invoice - View Invoice page.

To access Invoice Line comments, select the **Additional Information** tab on the Create Invoice - Invoice Entry page (EM_QV_ENTRY).

Click an **Invoice Line Comments** button on an invoice line.

To access the Accounting Details, select the **Additional Information** tab on the Create Invoice - Invoice Entry page (EM_QV_ENTRY).

Click an **Accounting** button on an invoice line.

To access the Self Service Invoice Attachment Page, click the **Attachments** button on the Create Invoice - Invoice Entry page.

This example illustrates the fields and controls on the Create Invoice - Invoice Entry page. You can find definitions for the fields and controls later on this page.

Note: If financial sanctions validation is enabled, the system does not consider the financial sanctions status of the supplier, nor does it validate the supplier against any financial sanctions lists (for example, the Specially Designated Nationals (SDN) list). Therefore, you can create self-service invoices for any supplier with a financial sanctions status of *Review* or *Blocked.* However, the Pay Cycle Application Engine process (AP_APY2015) does not select invoices for a supplier that has a financial sanctions status of *Review* or *Blocked.* You cannot pay these invoices until the financial sanctions status of the supplier is set to *Cleared* or *Valid.*

See Understanding Financial Sanctions Validation.

Invoice Header Information

Field or Control	Description
Currency and **Invoice Date**	Displays the values for currency and invoice date (these appear by default).
Requester	Enter the user name of the person requesting the invoice. The system uses this field for routing to the user who must perform invoice verification of the invoice. **Note:** The system automatically defaults ChartField values established for the requester onto the invoice. However, these values do not overwrite any ChartField values established at the agreement level, or account, alternate account, or product ChartField values established at the item level. See Understanding Self-Service Invoice Entry and Management.

Field or Control	Description
SpeedChart Key/ Accounting Tag	Displays the speedchart/Accounting Tag code based on the user roles and permissions. The SpeedChart Key/Accounting Tag is also displayed on the invoice line level. If any Speedchart Value/Accounting Tag is populated at the Header Level, then subsequent addition of Invoice Lines will also have the same value of Speedchar/Accounting Tag. You can override this speedchart/Accounting Tag value at the invoice line level. The Speedchart Key/Accounting Tag field is displayed on the Invoice Entry page only if the **Expose ChartFields to Supplier** check box is selected on the Review Agreement Details page (eSettlements, Buyer Information, Review Agreement Details). If a SpeedChart/Accounting Tag value is entered on the Review Agreement Details page, then that speedchart/Accounting Tag value is populated by default on the Invoice Entry page. See "Setting Up Accounting Tags" (Application Fundamentals)
Copy from a Purchase Order	Click to look up purchase order information, which you can then copy to the invoice that you are creating.
Copy from a Packing Slip	Click to look up packing slip or receipt information, which you can then copy to the invoice that you are creating.

Invoice Details

Field or Control	Description
Item ID, Description, UOM (unit of measure),**Unit Price,** and **Amount**	Enter information in these fields, and view the information copied from purchase orders or packing slips. **Note:** If an item supplier relationship has not been established, suppliers cannot select items from the item master.

Field or Control	Description
Quantity	Enter a quantity for the item.
	Note: Only one distribution line is permitted when a supplier creates a self-service invoice, but if a purchase order containing multiple distribution lines is copied onto the self-service invoice, the system copies and will display all lines of the purchase order on the invoice. However, since the supplier can change the quantity and the price on the invoice line before the invoice is subject to invoice verification, if the invoice is routed for invoice verification and there are distribution and line discrepancies, the buyer must correct any line quantity and amount and distribution quantity and amount discrepancy before the invoice can be saved. If the invoice is not routed for invoice verification, it will stay in *Recycled* status until a buyer user corrects any discrepancy.
Tax	Select this check box if the line item is tax applicable.
	Note: If sales tax is not applicable for the buyer, this check box does not appear.

Field or Control	Description
UPN	Select to access the Invoice Line UPN Information page to view the UPN details of the item. The UPN link displays when you create an invoice by copying from a purchase order or a packing slip. UPN details are also available when you view or review an invoice. The UPN details are rendered as display-only in the UPN Details page based on Item ID and UOM entered in Source document. The UPN details are updated if you make any changes to the Item ID. **Note:** When the Inventory Item ID, or any other fields are cleared, the UPN details are also cleared. After the Voucher Build process is run, the UPN fields reverts to the default information from the Source document. When there are any changes to the Item or to the UOM, the UPN details reverts to the default information based on the Item ID and UOM entered. The UPN Link is available in the Invoice Line if: • A Self-service Invoice is created by copying from a PO or a PO-Receipt, or a Non-PO Receipt, and the voucher source is Self-service Invoice. • A Self-service Invoice is created by copying Description Only PO/PO-Receipt/Non-PO receipt. The UPN Link is not available in the Invoice Line if: A Self-service Invoice has a voucher source as XML. A Self-service Invoice has source as XLS. A Self-service Invoice created online as Ad hoc without PO or Packing slip information.

Additional Information

Select the Additional Information tab.

Field or Control	Description
VAT Code, Tax Percent, and **VAT Amount**	Select the VAT code value. The system calculates the VAT amount based on the amount of the line. The VAT code prompts contain the percentage for the VAT code. **Note:** These fields only appear if the buyer operates in a VAT country.
	Click the **Invoice Line Comments** button to enter comments about the line.
Accounting Tag	Displays by default the value entered on the Review Agreement Details - Buyer page. **Note:** When you are creating a Self-Service Invoice, the Accounting Tag values appear both in the header level as well as in the invoice level. However, if you are reviewing a Self-Service Invoice, both the header line and the invoice line level Accounting Tag fields are blank. This is because the Accounting Tag is designed as a work record field. See "Setting Up Accounting Tags" (Application Fundamentals)
	Click the **Accounting** button to view and modify ChartFields for the invoice line. **Note:** If an XML-sourced invoice line is associated with a purchase order or a receiver, this button is inactive and you cannot edit the accounting distribution information.

PO Details

Select the PO Details (purchase order details) tab.

View the PO unit, PO number, line, and schedule number information.

Receiver Details

Select the Receiver Details tab.

View the receipt unit, receipt number, line, and schedule information.

Settlement Information

View the payment terms and method, and the various amounts for the invoice.

You can also enter a sales tax amount, shipping amount, and miscellaneous charge amount.

Field or Control	Description
🔄	Click the **Refresh** button to update the amounts.
🔲	Click the **Transfer to Misc Chrg Detail** button to access the Miscellaneous Charges page.
Save and Submit	Click this button once you have completed your data entry, to submit the invoice to the buying organization. After you click this button, you can view the invoice but cannot edit or delete it.
Save For Later	Click this button to set the Voucher Build status to *I* (initiate), to save the work you've done on this invoice, and enable you to return to it afterward. Clicking this button does not submit the invoice to the buying organization.
Attachments	Click this button to add attachments to the invoice. Attachments are for information only. No processing is done on these attachments.

Invoice Entry (Accounting) Page

Use the Create Invoice - Invoice Entry page (EM_VCHR_LINE_CMNTS) to enter additional comments regarding the invoice line.

Navigation:

Select the **Additional Information** tab on the Create Invoice - Invoice Entry page (EM_QV_ENTRY).

Click an **Invoice Line Comments** button on an invoice line.

Click the **Accounting** button on the Additional Information tab on the Create Invoice - Invoice Entry page to access this page. Modify the ChartField values for each invoice line.

Note: Any ChartField values you define here for **Account, Alternate Account,** or **Product** fields overwrite any values established at the agreement or requester level.

See <u>Understanding Self-Service Invoice Entry and Management</u>.

Create Invoice - Look Up a Purchase Order Page

Use the Create Invoice - Look Up a Purchase Order page (EM_VCHR_LK_QV) to select a purchase order from the search results to copy to an invoice.

Navigation:

Click the **Copy from a Purchase Order** button on the Create Invoice - Invoice Entry page (EM_QV_ENTRY).

Search Criteria

Field or Control	Description
Search Results Display	Select **Header** or **Detail,** and then click the **Search** button to return results by invoice header or by line detail, respectively.

You can enter additional search criteria, such as purchase order unit, purchase order number, purchase order date, item ID, UPN ID, and description, if necessary, but the buyer and supplier values appear by default.

Search Results

Field or Control	Description
Select	• Select the purchase order's corresponding check box if you selected to view header results, then click the **Copy To Invoice** button at the bottom of the page to copy the associated information to the invoice. You can also select any **Purchase Order** link to display the line detail for the purchase order before copying it to the invoice. • Select the line's corresponding check box if you selected to view line detail results, then click the **Copy To Invoice** button to copy the associated information to the invoice.

Create Invoice - Look Up a Packing Slip Page

Use the Create Invoice - Look Up a Packing Slip page (EM_VCHR_PS_QV) to select a receipt from the search results to copy to an invoice.

Navigation:

Click the **Copy from a Packing Slip** button on the Create Invoice - Invoice Entry page (EM_QV_ENTRY).

Search Criteria

Field or Control	Description
Search Results Display	Select the **Header** or the **Detail** search option, and then click the **Search** button to return results by invoice header or by line detail, respectively.

You can enter additional search criteria, such as receipt unit, packing slip, receipt number, receipt date, item ID, UPN ID, and description, if necessary, but the supplier value appears by default.

Search Results

Field or Control	Description
Select	• Select the packing slip's corresponding check box if you selected to view header results, then click the **Copy To Invoice** button at the bottom of the page to copy the associated information to the invoice. You can also select any **Receipt Number** column link to display the line detail for the respective packing slip before copying all or part of it over to the invoice. • Select the line's corresponding check box if you selected to view line detail results, then click the **Copy To Invoice** button to copy the associated information to the invoice.

Note: Clicking the **Copy To Invoice** button actually copies a receipt or packing slip. You can select one or many packing slips to copy, and one or many lines from one or many packing slips. You can also copy information from packing slips not associated with a purchase order.

Miscellaneous Charges Page

Use the Miscellaneous Charges page (VCHR_MISC_QV) to allocate the miscellaneous charges for the invoice at a more detailed level.

Navigation:

Click the **Transfer to Misc Chrgs Detail** button on the Create Invoice - Invoice Entry page.

This example illustrates the fields and controls on the Miscellaneous Charges page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Miscellaneous Charge	Enter a miscellaneous charge code for this invoice. If the **Miscellaneous Charge Code** field is blank on the business unit, you must enter a value here.
Misc Charge Amount	Enter the amount to be applied to this miscellaneous charge code.

Completing Online Invoice Entry

Use the Create Invoice - Invoice Entry page (EM_QV_ENTRY) to enter supplier invoice details, create self-service invoices, review and modify invoices already created, and correct invoices containing pre-edit and edit errors.

Navigation:

- Click the **Create Invoice** link on the Self-Service Invoice - Invoice Actions page

- Click the **Invoice ID** link on the Self-Service Invoice - View Invoice page.

Note: Transfer to this page occurs when you click the **Select** button on either the Create Invoice - Look Up a Purchase Order or the Create Invoice - Look Up a Packing Slip page.

Complete the invoice by entering a location (if different from the default location), an invoice ID, and a requester (if applicable).

The **Payment Terms** and **Payment Method** field values appear by default according to the supplier entered.

You can also change the invoice date and the currency. You can enter a sales tax amount, shipping amount, and a miscellaneous charge amount.

Note: The currency is the type designated at the supplier location level. Otherwise, in the Buyer Direct model, the PeopleSoft Payables default hierarchy determines the currency type. The payment terms appear by default from the agreement level.
If value-added tax (VAT) is applicable, then sales tax does not appear, and you can enter the VAT amount.

Self-Service Invoice - View Invoice Page

Use the Self-Service Invoice - View Invoice page (EM_QV_SRCH) to enter search parameters to view invoices that have not yet become vouchers in the system.

Navigation:

Click the **View Invoice** link on the Self-Service Invoice - Invoice Actions page.

Invoices

Field or Control	Description
Invoice ID	Select a link in this column access the Create Invoice - Invoice Entry page where you can view and modify the invoice.

Note: You can edit only those invoices which have not been released for processing—invoices with a Voucher Build status of *I* (initiated).

Self-Service Invoice - Delete Invoice Page

Use the Self-Service Invoice - Delete Invoice page (EM_QV_SRCH) to enter search parameters to view invoices that have been entered into the system, but have not yet become vouchers in the system.

Navigation:

Click the **Delete Invoice** link on the Self-Service Invoice - Invoice Actions page.

Invoices

Field or Control	Description
Select	Select the corresponding check box and click the **Delete** button to delete an invoice or invoices.
	Note: The Voucher Build process deletes the invoices from the system. You can delete only those invoices which have not been released for processing—invoices with a Voucher Build status of *I* (initiated).

Self-Service Invoice - Print Invoice Page

Use the Self-Service Invoice - Print Invoice page (EM_QV_SRCH) to enter search parameters to view invoices to print.

Navigation:

Click the **Print Invoice** link on the Self-Service Invoice - Invoice Actions page.

To access the Print Invoice - Pro Forma Invoice Page, click an **Invoice ID** link on the Self-Service Invoice - Print Invoice page.

Invoices

Field or Control	Description
Invoice ID	Click the associated **Invoice ID** link to access the Print Invoice - Pro Forma Invoice page where you can then print the displaying invoice.
Print	Click the *Print* button to print all selected invoices. An administrator can set up the XMLP format by removing the fields which they do not require. This will be a one time task for the administrator.

User has the option to choose the output format and the option can be specified when defining the report definition. |

Self-Service Invoice - Review Invoice Page

Use the Self-Service Invoice - Review Invoice page (EM_QV_SRCH) to search for, view a list of, and access invoices that have not yet become vouchers in the system.

Only host and buyer roles can access this page.

Navigation:

Click the **Review Invoice** link on the Self-Service Invoice - Invoice Actions page.

You can enter search criteria.

Field or Control	Description
Invoices to Verify	Select *All* or *My Pending*.
Invoice ID	Click the associated **Invoice ID** link to review all invoice information.

This transfers you to the Review Invoices - Invoice page, where you can click the **Release for Processing** button to enable the invoice to pass to the next step. |
| ![icon] | Click this icon to post a message to the supplier for an invoice. This icon will be rendered blank when there are no comments on the invoice. |

You can modify the accounting information for any invoice lines that are subject to invoice verification.

Messages Page

Use the Message page (EM_CONVER_PG) to post messages to the supplier for an invoice.

Navigation:

Click the **View Messages** icon on the Self-Service Invoice - Review Invoice page.

This example illustrates the fields and controls on the Messages page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Create New Message Topic	Click this button to start a new message topic.
Message Topic	Displays the current message topic.
Close Message Thread	Click this check box to close the message thread. This check box is visible only for the internal buyer. This check box can be deselected if the buyer user needs to re-open the topic. When a message thread is closed, the Message topic is rendered as Display-only.

Field or Control	Description
Your Response	Use this box to enter your messages to the supplier.

Review Invoices - Invoice Page

Use the Review Invoices - Invoice page (EM_QV_ENTRY) to review invoice details and release for processing or deny invoices.

Navigation:

Click an **Invoice ID** link on the Self-Service Invoice - Review Invoice page.

Click the **Deny Invoice** button on the Review Invoices - Invoice page.

Review invoice header and detail information.

Field or Control	Description
Release for Processing	Click this button to release the invoice and enable it to be picked up by the Voucher Build process.
Deny Invoice	Click this button to prevent the invoice from being picked up by the Voucher Build process, and to access the Review Invoices - Deny Invoice page to enter required comments regarding the denial. The system sends email notification to the user who created the invoice, if it is a self-service invoice, or an XML invoice with the user ID populated. If neither of the former is true, the system sends email to the roles and users set up for error notification. If no users are set up for error notification, the system warns the user who denies the invoice.
Attachments	Click this button to upload an attachment for the invoice. The counter for the Attachments will be updated with the number of files uploaded.
Messages	Click this button to post a message to the supplier for an invoice. The counter for the Messages will be updated with the number of messages posted to the supplier.

Related Links
Create Invoice - Invoice Entry Page

Self-Service Invoice - Correct Invoice Errors Page

Use the Self-Service Invoice - Correct Invoice Errors page (EM_QV_SRCH) to search for invoices with errors.

Pre-edit errors can be corrected by the supplier administrator. Edit errors can be corrected by the system administrator only.

Navigation:

Click the **Correct Invoice** link on the Self-Service Invoice - Invoice Actions page.

To access the Voucher Build Error Detail Page, click the **Invoice ID** link on the Self-Service Invoice - Correct Invoice Errors page.

To access the Invoice Information Page, click the **Correct Errors** link on the Voucher Build Error Detail page.

Invoices

Field or Control	Description
Invoice ID	Click the associated **Invoice ID** link to access the Voucher Build Error Detail page where you can view details regarding the errors that the invoice contains.

Note: You can only view and correct invoice errors after the Voucher Build process has run.

Depending on the nature of the errors, when you click the **Correct Errors** link on the Voucher Build Error Detail page, the system transfers you to either the Invoice Information page in PeopleSoft Payables (for edit errors), or the Create Invoice - Invoice Entry page in PeopleSoft eSettlements (for pre-edit errors).

Only the system administrator users—not suppliers—can correct edit errors. Suppliers can, however, correct pre-edit errors. All errors must be corrected before the invoice can be resubmitted.

Related Links
"Entering Invoice Information for Online Vouchers" (PeopleSoft Payables)

Entering and Managing Self-Service Invoices Using PeopleSoft Fluid

eSettlements Fluid Self Service Invoice pages allow external Supplier users of eSettlements the capability to create, view, delete, print, and correct invoices using Fluid pages.

Pages Used to Enter and Manage Self-Service Invoices Using PeopleSoft Fluid

Page Name	Definition Name	Usage
My Invoices Page	MY_INV_FL	View the invoices list.

Page Name	Definition Name	Usage
Self Service Invoice — Create Invoice Page	EM_SSI_SUMMARY_FL	Create a new invoice.
Self Service Invoice — View Invoice Page	EMSSI_VIEWINV_FL	View an invoice entered in the system.
Self Service Invoice — Delete Invoice Page	EMSSI_VIEWINV_FL	Delete an invoice entered in the system.
Self Service Invoice — Print Invoice Page	EMSSI_PRNTINV_SCF	View and print an invoice.
Self Service Invoice — Correct Invoice Page	EMSSI_CORRINV_FL	View and correct an invoice with errors.

My Invoices Page

Use the My Invoices page (MY_INV_FL) to view the invoices list.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Self Service Invoice**.

This example illustrates the fields and controls on the My Invoices page. You can find definitions for the fields and controls later on this page.

Note: The Invoices page can also be rendered on small form factor devices such as a smartphone; the columns that are displayed are optimized on small form factors.

Field or Control	Description
➕	Select to launch the Fluid Activity Guide to create a new invoice.
🔽 (filter)	Select to access the My Invoices Filter page and search for invoices based on invoice date or other criteria

The filter options for **By Invoice Date** are:

• Invoice Date Range: Specify a date range for the invoices you want to view.

• Select Invoice: Select an option to view the invoices by their status. The Invoice page displays the invoices based on the date range and the status you selected.

Note: If there are no Transaction limits set up, then you can view the invoices for up to 90 days. To set up Transaction limits, see the section Transaction Age in Review Buyer Details - Registration Page

The filter option **By Additional Filter** contains additional search parameters to help you return the desired list of invoices. |
| 💬 2 | Select to access the Recent Messages page to review the messages on the invoices. For more information see, Recent Messages Page

The counter on the Messages icon indicate the number of active messages awaiting Supplier review. The message will be active until:

• A Supplier responds to the message.

• The invoice is fully paid.

• A Buyer chooses to close the message topic.

Note: A comment icon displays on the Invoices list if one or more message(s) have been entered on an invoice. This icon redirects you to the Review Messages Page. |

Self Service Invoice — Create Invoice Page

Use the Self Service Invoice — Create Invoice page (EM_SSI_SUMMARY_FL) to create a new invoice.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Self Service Invoice**

Select the + icon to launch the Fluid Activity Guide to create a new invoice.

This example illustrates the fields and controls on the Self Service Invoice - Create Invoice page. You can find definitions for the fields and controls later on this page.

Note: The Self Service Invoice — Create Invoice page can also be rendered on small form factor devices such as a smartphone; the fluid pages that will be displayed are optimized for small form factors.

The Self Service Invoice — Create Invoice page activity guide provides a step by step approach to guide the Supplier user through the creation of a new invoice.
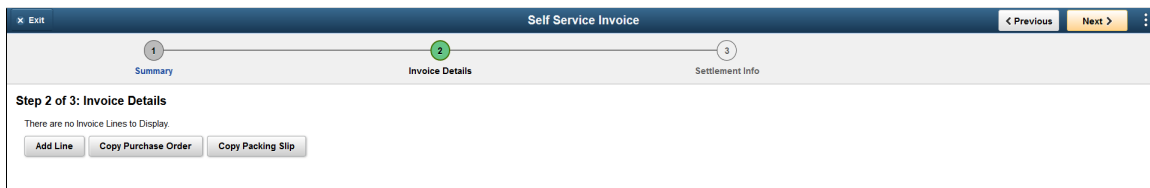
A summary of the invoice information is displayed in Step 1. The fields **Buyer**, **Supplier**, **Location**, **Invoice Date**, and **Currency** fields are populated based on the default settings set up in the Supplier User Details page. For more information see, Review User Profiles - Supplier User Details Page. The default Supplier can be setup using the "Supplier User Page" (PeopleSoft Source to Settle Common Information). A default Buyer can be set up using the Review Agreement Details - Buyer Page.

Field or Control	Description
Invoice ID	Specify the Invoice ID.
Invoice Date	Displays the current date as the invoice date.
Requester	Enter the user name of the person requesting the invoice. The system uses this field for routing to the user who must perform invoice verification of the invoice.
Supplier VAT Country	Displays the country configured for Supplier VAT. To set up VAT for a Supplier, see Review Supplier Details - Registration Page
Exit	Select the **Exit** button at any time to exit out of the Create Invoice activity guide. The data that you have entered will not be saved in the system.
Next	Select **Next** button to move to the next step in the activity guide.

Field or Control	Description
⋮	Select **Save for Later** to save your entries and complete the invoice creation activity at a later time. Select **Home** to return to the Homepage.
Accounting tag	Displays the default values as entered on the <u>Review Agreement Details - Buyer Page</u>.
Attachments	Select the **Attachments** button to upload any additional information to the invoice from your device.

Step 2 within the activity guide helps you create one ore more invoice lines.

This example illustrates the fields and controls on the Self Service Invoice - Create Invoice page. You can find definitions for the fields and controls later on this page.

Invoice lines can be created as ad hoc, copied from a purchase order, or copied from a packing slip (receipt).

Field or Control	Description
Add Line	Select to add new invoice lines.
Copy Purchase Order	Select to search for POs or PO Lines to copy back to the invoice to create new invoice lines. Use the search criteria such as purchase order business unit, purchase order number, purchase order date, item ID, description, and UPN ID to search for POs or PO Lines. The Search Results display the POs and PO Lines. Select a PO to view line detail results. The PO line displays essential information such as Item ID , Price, Quantity, Manufacturer ID, Manufacturer Item ID, UPN Type, and UPN ID. Select the PO line's corresponding check box, and then select **Done** button to copy the information to the invoice.

Field or Control	Description
Copy Packing Slip	Select to search and select Receipts or receipt lines to copy back to the invoice to create new invoice lines. Use the search criteria such as receipt unit, packing slip, receipt number, receipt date, item ID, description, and UPN ID to search for Receipts or Receipt lines. The Search Results display the Receipts or Receipt lines. Select a Receipt to view line detail results. The Receipt line displays essential information such as Item ID , Price, Quantity, Manufacturer ID, Manufacturer Item ID, UPN Type, and UPN ID. Select the Receipt line's corresponding check box, and then select **Done** button to copy the information to the invoice.

When creating new invoice lines, you also have the option of entering Accounting Details (distributions) and comments.

After an invoice line has been created, either from ad hoc entry or by copying from a PO and/or Receipt, you can view the invoice line details by selecting a line from the list of invoices. You can make changes to the line details depending on the status of the invoice. If the invoice line was copied from a PO, select the **PO Details** button to view PO line details. The **Receipt Details** button helps you view Receipt line details if copied from a Receipt.

The **UPN Details** button helps you view the UPN information. The UPN details are rendered as display-only in the Invoice Line UPN Details page based on Item ID and UOM entered in Source document. The UPN details are updated if you make any changes to the Item ID or UOM.

Step 3, the final step in the activity guide, is the Settlement Information. In this page the total of the invoice has been accumulated as a Total Amount. You can also add any sales tax, shipping charges, and/or miscellaneous charges that might apply.

The **Submit** button saves the invoice, and then submits the invoice for review by the internal buying organization.

This example illustrates the fields and controls on the Self Service Invoice - Create Invoice page. You can find definitions for the fields and controls later on this page.

Self Service Invoice — View Invoice Page

Use the Self Service Invoice — View Invoice page (EMSSI_VIEWINV_FL) to view an invoice entered in the system.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Self Service Invoice**. Select an invoice from the Invoices list.

This example illustrates the fields and controls on the Self Service Invoice — View Invoice page.

Note: The Self Service Invoice — View Invoice page can also be rendered on small form factor devices such as a smartphone; the fluid pages that will be displayed are optimized for small form factors.

Once an invoice has been entered and submitted in the system, you can only view the details of that invoice, and no edits can be made. However, if an invoice has been Saved for Later, you can edit the invoice.

Use the **Update** button to edit the invoice. Editing an invoice routes you to the activity guide of the Self Service — Create Invoice page.

Note: You can only update or delete an invoice if the status is set to **Save for Later**. All other statuses prevents you from updating and deleting an invoice.
If you are viewing the invoice on a Laptop or a Desktop, the **Print** button displays to print the invoice.

To view the line details in an invoice, select a line.

Invoice Line Details Page

Use the Invoice Line Details page (EMSSI_VWINV_LN_SCF) to view additional invoice line details, comments, Accounting details, PO details, and Receipts details.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Self Service Invoice**. Select an invoice from the Invoices list, and then select a line under Invoice Line Details.

This example illustrates the fields and controls on the Invoice Line Details page.

Note: The Invoice Line Details page can also be rendered on small form factor devices such as a smartphone; the fluid pages that will be displayed are optimized for small form factors.

Invoice Line Details		×
Line	1	
Item ID	10004	
Description	Long Sleeve T-Shirt, Womens	
Quantity	111.0000	
UOM	EA	
Unit Price	23.00000	
Line Amount	2,553.00 AUD	
Accounting Tag		
VAT Applicability	Taxable	
VAT Treatment	DGP	
VAT Transaction Type	AACP	
VAT Use Type	CEXM	
VAT Code	AU1	
Tax Percent	10.0000	
Comments		
	Accounting Details	

Self Service Invoice — Delete Invoice Page

Use the Self Service Invoice — View Invoice page (EMSSI_VIEWINV_FL) to delete an invoice entered in the system.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Self Service Invoice**. Select an invoice from the Invoices list.

This example illustrates the fields and controls on the Self Service Invoice — Delete Invoice page. You can find definitions for the fields and controls later on this page.

Note: The Self Service Invoice — Delete Invoice page can also be rendered on small form factor devices such as a smartphone; the fluid pages that will be displayed are optimized for small form factors.

‹ My Invoices	View Invoice					⌂ ⚲ ⚑ ⋮ ⊘
Attachments (0)					Update	Print	Delete

▼ Invoice Summary Information

Invoice ID	TEST_26079753_1	Total Amount	33,250.00 USD
Buying Organization	Dean Jones & Bishop	Sales Tax	0.00 USD
Invoice Date	03/27/2018	Shipping Amount	0.00 USD
Supplier	Books4U and Me	Miscellaneous Charges	0.00 USD
Location	HEADQRTS	Gross Amount	33,250.00 USD

▼ Invoice Line Details

2 rows

Line ⇕	Item ⇕	Description ⇕	Quantity ⇕ Unit ⇕	Unit Price ⇕	Amount ⇕ Currency ⇕	
1	10004	Long Sleeve T-Shirt, Womens	111.0000 BOX	250.00000	27,750.00 USD	›
2	10004	Long Sleeve T-Shirt, Womens	22.0000 BOX	250.00000	5,500.00 USD	›

You can delete only those invoices which have been Saved for Later. Use the **Delete** button to delete the invoice.

Self Service Invoice — Print Invoice Page

Use the Self Service Invoice — Print Invoice page (EMSSI_PRNTINV_SCF) to view and print an invoice.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Self Service Invoice**. Select an invoice from the Invoices list.

This example illustrates the fields and controls on the Self Service Invoice — Print Invoice page.

From the Self Service Invoice — View Invoice page, select the **Print** button to print an invoice.

Note: The **Print** button displays only on devices such as a Desktop or a Laptop.

Self Service Invoice — Correct Invoice Page

Use the Self Service Invoice — Correct Invoice page (EMSSI_CORRINV_FL) to view and correct an invoice with errors.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Self Service Invoice**. Select the invoice that you want to correct from the My Invoices list.

This example illustrates the fields and controls on the Correct Invoice page. You can find definitions for the fields and controls later on this page.
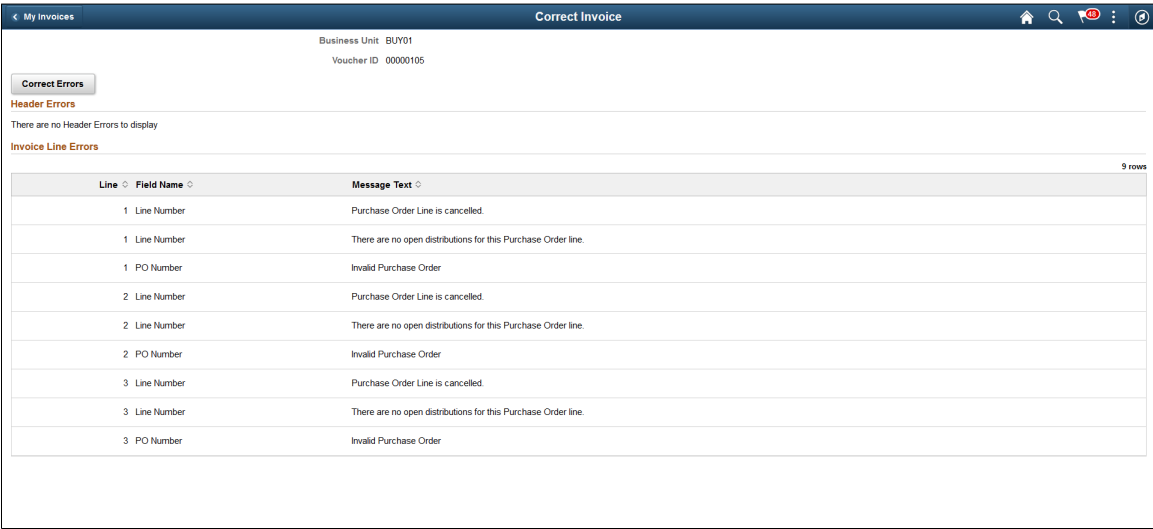
The Self Service Invoice — Correct Invoice page displays pre-edit errors that exist for an invoice. Errors may be reported at the Header level, line level, or both.

Note: The **Correct Errors** button displays only for Supplier users who are Administrators. The **Correct Errors** button when selected redirects the Administrator to the activity guide in the Self Service — Create Invoice page where they can view the invoice and then correct the errors on the invoice.

Uploading Invoices in PeopleSoft Fluid

eSettlements Fluid Upload Invoices pages allow external Supplier users ability to upload their invoice data in PeopleSoft Fluid.

Pages Used to Upload Invoices in PeopleSoft Fluid

Page Name	Definition Name	Usage
Upload Invoices Page	EM_SEL_CXML_ADD_FL	Upload files with invoice data.

Upload Invoices Page

Use the Upload Invoices page (EM_SEL_CXML_ADD_FL) to upload files with invoice data.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Upload Invoices**.

This example illustrates the fields and controls on the Upload Invoices page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
	Select to access the Filters page and search for Suppliers.
	Select to sort the columns in the ascending or descending order. By default, the invoices are sorted alphabetically by the Supplier name.
Upload File	Select to attach a xml/cxml file.
Review Status	Displays the link to view the status of the file.

Select the **View Status** link on the Upload Invoices page.

This example illustrates the fields and controls on the View Results page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
File Status	Displays the status of the file upload. A **Success** indicates that all invoice(s) were successfully loaded without any errors. An **Error** indicates that one or more invoices in the file upload have error(s).
Review Results	Displays the link to view the details of the uploaded invoice.

Select the **Details** link on the View Results page. The Review Upload Invoice Details page displays the invoice details.

This example illustrates the fields and controls on the Review Upload Invoice Details page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Messages	Displays a link if there are errors in the file upload process. Select the link to view the error details on the Error Message page.

Error Messages Page

Use the Error Messages page (EM_PVQRY_ERR_SCF) to view error details. This page is display-only.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Upload Invoices**.

Click the link **View Status** > **Details** > **Error(s)**.

This example illustrates the fields and controls on the Error Messages Page. You can find definitions for the fields and controls later on this page.

The Error Messages page displays the associated error(s) for a specific invoice.

Uploading Invoices using Microsoft Excel

External Supplier users can upload invoices using Microsoft Excel. Select the eSExcelInvoiceUpload.xls file delivered with PeopleSoft eSettlements to enter the invoice data in Microsoft Excel. A Visual Basic (VB) macro built in the file converts the invoice data into an XML and posts the file to an URL defined in the Microsoft Excel Template worksheet.

Note: Currently, eSExcelInvoiceUpload.xls spreadsheet upload is not supported on macOS.

The excel upload functionality is delivered to the External Supplier users as a web service. Enabling web services is discussed in the documentation PeopleTools Integration Broker. See the product documentation for *PeopleTools: Integration Broker*

Note: Suppliers must also ensure that they import their customers SSL Digital Certificates on their computers before utilizing the eSettlements Excel Invoice Upload Functionality. In addition, the XML can be Saved from the Excel Workbook and attached to the Upload Invoice Page as an alternative to using the Web Service.

Posting Messages on Invoices Using PeopleSoft Fluid

PeopleSoft eSettlements Messaging pages allow communication between the Buyer and Supplier. The Messaging feature in PeopleSoft Fluid enables the external Supplier users to review messages posted by the buying organization (Buyers) and respond to the messages for specific invoices.

Note: Only the internal buying organization user can initiate a message to a Supplier. An external Supplier user cannot initiate a message; they can only review and respond to the messages back to the internal buying organization user. See the Messages Page section under <u>Self-Service Invoice - Review Invoice Page</u> for more information on how a Buyer can send messages to the Suppliers.

Pages Used to Post Messages on Invoices Using PeopleSoft Fluid

Page Name	Definition Name	Usage
<u>Recent Messages Page</u>	EM_CONVER_SUMM_FL	View a list of invoices with messages from the Buyers.
<u>Review Messages Page</u>	EM_CONVER_DATA_SCF	Review message(s) posted by the Buyers

Recent Messages Page

Use the Recent Messages page (EM_CONVER_SUMM_FL) to view a list of messages awaiting Supplier review.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Messages**.

Note: The Messages tile displays the count of messages that are waiting Supplier review.

This example illustrates the fields and controls on the Recent Messages page. You can find definitions for the fields and controls later on this page.

Note: The Recent Messages page can also be rendered on small form factor devices such as a smartphone; the columns that are displayed are optimized on small form factors.

Field or Control	Description
Invoice Number	Displays the invoice number of the invoice containing the message.
Message Topic	Displays the message topic that was entered on the invoice. **Note:** If there are multiple message topics on the same invoice awaiting Supplier review, the same invoices will be displayed as multiple rows in the grid.
Initiated By	Displays the name of internal Buyer user who initiated the message.
Initial Datetime	Displays the timestamp when the message was initiated by the internal Buyer user.
Last Updated Datetime	Displays the timestamp when the message was last updated by the Buyer or Supplier user.

Review Messages Page

Use the Review Messages page (EM_CONVER_DATA_SCF) to review message(s) posted by the Buyers.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Messages**. Select a message from the Message list.

Note: The Review Messages page can also be rendered on small form factor devices such as a smartphone; the columns that are displayed are optimized on small form factors.

This example illustrates the fields and controls on the Review Messages page. You can find definitions for the fields and controls later on this page.

Review Messages   ×

Supplier ID BOOKS4U   Supplier Name Books4U and Me

Supplier Location HEADQRTS   Location US Headquarters
                                              Description

Invoice Number F2000207ES003-003   Invoice Date 04/02/2018

Gross Amount 242.00 USD

▸ **Message Topic**

▾ **Message Details**

Datetime 04/23/18 3:15AM

Message Topic Item on Invoice line - Require confirmation

Assigned To Kenneth Schumacher

Recent Messages (04/23/2018 03:15 AM) eSettlements Host : Invoice line is with Item 10000. Please confirm if this item is valid
(04/23/2018 03:16 AM) Kenneth Schumacher : Item on invoice line is valid. Please proceed with invoice processing
(04/23/2018 03:20 AM) eSettlements Host : Thank you for confirmation. Closing message topic
(04/23/2018 03:21 AM) Kenneth Schumacher : Thank you
(04/23/2018 03:22 AM) eSettlements Host : Message topic closed, after confirmation from Supplier Admin

Your Response [   ]

                     [Post]   [Attachments (1)]

Field or Control	Description
Your Response	Use this box to enter messages to the Buyer.
Post	Select to post a message after entering a message.
Attachments	Select to upload any attachments. The counter for the Attachments indicate that one or more attachments are uploaded.

The Message topic section can be expanded to display the message topics. Select a message topic to view the message details.

Note: For small form factors, a **Dispute** button displays if a dispute exists for a scheduled payment row.

Running the eSettlements Notifications Process

This section provides an overview of the eSettlements Notifications process and lists the page used to run the eSettlements Notifications process.

Page Used to Run the eSettlements Notifications Process

Page Name	Definition Name	Usage
Process Notifications - Run Control Parameters Page	EM_RUN_CNTL_WF	Define parameters for and run the eSettlements Notifications Application Engine process (EM_NOTIFY_WF).

Understanding the eSettlements Notifications Process

When buyers log in to the application and access the Buyer Dashboard page, the **Invoices to Verify** link provides a transfer to the Self-Service Invoice - Review Invoice page where the user can view the invoices awaiting his or her verification. Run the eSettlements Notifications process to generate the email notifications for invoice verifications, as well as to determine which invoices users need to verify.

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

There is a hierarchy for invoice verification routing:

1. If an invoice has a value in the **Requester** field, then that user receives the email notification.

2. If an invoice does not have a **Requester** value, the default requester—or role—is the one defined at the agreement or buyer SetID level.

These users or roles receive notification and can perform the invoice verification.

You can run this process for certain buyers by selecting *Specify Buyers* in the **Invoice Processing** drop-down list box, or for all buyers by selecting *All Buyers*.

See *PeopleTools: Security Administration*

Running the Voucher Build Process

This section provides an overview of and discusses how to run the Voucher Build process.

The Voucher Build process performs the first series of edits on the vouchers entered through the self-service invoice pages or received electronically into the Voucher Header (VCHR_HDR_QV), Voucher Line (VCHR_LINE_QV), and Voucher Distribution (VCHR_DIST_QV) tables. The system then moves these transactions to the edit tables.

When invoices are created from the Voucher Build process (self-service invoices), or loaded from other sources such as XML, the system obtains the origin for the voucher from the user ID of the user creating the invoice. In cases where no voucher origin can be obtained this way, the system obtains the voucher origin from the origin ID associated with the user running the Voucher Build process.

In the case of duplicate invoice entry, the Voucher Build process puts duplicate invoices into the status *Recycled*.

Page Used to Run the Voucher Build Process

Page Name	Definition Name	Usage
Voucher Build Page	VCHR_BATCH_RQST	Run the Voucher Build Application Engine process (AP_VCHRBLD).

Related Links

"Defining PeopleSoft Payables Business Units" (PeopleSoft Payables)
"Defining Cross-Application User Preferences" (Application Fundamentals)

Voucher Build Page

Use the Voucher Build page (VCHR_BATCH_RQST) to run the Voucher Build Application Engine process (AP_VCHRBLD).

Navigation:

Accounts Payable > **Batch Processes** > **Vouchers** > **Voucher Build** > **Voucher Build**

Interfaces

Field or Control	Description
Voucher Build Interfaces	Select an interface of either *Self Service Invoices* or *XML Invoice (eSettlements)* to process PeopleSoft eSettlements invoices.

UPN Information and Voucher Build

When the Inventory Item ID, or any other fields are cleared, the UPN fields are also cleared. After the Voucher Build process is run, the UPN fields reverts to the default information from the Source document.

The following table discuss how UPN information is handled during Voucher Build for different sources:

Source	Voucher Build Process
Return to Vendor	When a Voucher Build is run for a Return To Vendor transaction, and the transaction references a purchase order or a receipt which has UPN information, the Voucher Build process creates a voucher with UPN details. No validation is done as the Return To Vendor transaction references a source document which already contains UPN.
Evaluated Receipts Settlements/ Self Billed Invoices	The Voucher Build process ensures that if an Evaluated Receipts Settlements (ERS) is created for a receipt containing UPN information, then the Voucher Build process creates a Self-billed invoice containing the UPN details.
Summary Invoice	When a Voucher Build is run for a summary invoice and the transaction references a purchase order or a receipt which has UPN information, the Voucher Build process creates a voucher with UPN details.
Procurement Contracts	The Voucher Build process ensures that if a voucher is created from any of following sources, and it references an item containing UPN details, the voucher thereby created will have the UPN details. • Prepaid voucher • Prepaid voucher with advance po • Recurring PO voucher • Recurring vouchers
Debit Memos created from Matching	When the Matching process creates a Debit Memo invoking the Voucher Build, and the source document contains UPN information, the Debit Memo thereby created contain the UPN information.
Quick Invoice	When a Quick Invoice is created containing UPN details, and when a Voucher Build process is run, a voucher must be created successfully.
Excel Upload Template	The Voucher Build process ensures that if an Excel Upload Template is created referencing a purchase order or a receipt which has UPN information, a voucher is created containing the UPN details defaulted from the source document.

Source	Voucher Build Process
Electronic Data Interchange (EDI)	The Voucher Build process ensures that if data is loaded for a purchase order or a receipt which has UPN information, a voucher is created containing the UPN details.
Self Service invoices	The Voucher Build process ensures that Self Service invoices with UPN information is processed correctly and voucher is created with UPN details.
CXML	The Voucher Build process ensures that if data is loaded for a purchase order or a receipt which has UPN information, a voucher is created containing the UPN details.
Excel upload template for eSettlements	The Voucher Build process ensures that if data is loaded for a purchase order or a receipt which has UPN information, a voucher is created containing the UPN details.
Procurement Card	The Voucher Build process ensures that if a purchase order is created using Procurement Cards containing UPN information, a voucher is created containing the UPN details.

Verifying Externally Received Data and Deleting Vouchers

The system reformats and integrates externally received third-party application data, including self-service and XML invoice data. Several pages enable you to view this data to correct errors or delete vouchers containing errors. Voucher deletion is applicable to both self-service and XML invoices.

This section lists the pages to view externally received data and delete vouchers.

Pages Used to View Externally Received Data and Delete Vouchers

Page Name	Definition Name	Usage
Asynchronous Services Page	IB_MONITOR_OVRVIEW	For vouchers with missing or invalid key fields, the XML message has an *Error* status. The system administrator must then correct the data and resubmit the message until its status is *Done.* In cases where a key field lacks a value, the system administrator enters the value at the highest level from which it is missing, and this field is automatically corrected throughout the voucher. See *PeopleTools: Integration Broker*

Page Name	Definition Name	Usage
"Delete Voucher Page" (PeopleSoft Payables)	VCHR_DELETE1	After the Voucher Build process has completed, enter a valid business unit to access vouchers containing errors. The user with the supplier administrator role type can then request that the user with the system administrator role type correct the errors online or delete the entire voucher so the supplier can resubmit the invoice.

Chapter 12

Managing Proposals

Understanding Proposals

Dynamic discounting supports the following high-level features:

*   Supplier driven discounting. This feature provides suppliers with the ability to create proposals for a group of invoices with discount terms that the buyer can accept or deny. Suppliers can gain control over their invoicing policy, better manage receivable-based working capital, reduce days sales outstanding (DSO), and ensure on-time payment by giving buyers an incentive to pay invoices early.

*   Buyer driven discounting. This feature allows buyers to select one or more invoices in a proposal and propose new terms and due dates to the supplier. Organizations can make better use of their working capital by accepting proposals or by making offers for better discounts. They can define the discounts they want to receive and ultimately improve working capital.

*   Discount analysis. This feature allows suppliers and buyers to analyze invoices based on existing discounts, accepted proposals, and new discounts or due dates and then determine which conditions are most advantageous for improving their working capital.

*   Status emails. This feature enables suppliers and buyers to send emails to indicate the status of proposals and offers.

All payment timing and payment terms must be set up in the system before they can be used in a proposal. Accepted proposals ultimately update the invoices in the proposal with the new negotiated terms.

Only approved vouchers will show up in the search and only regular vouchers with a gross amount greater than zero.

Creating Proposals

This section discusses how to search for invoices and create proposals.:

Pages Used to Create Proposals

Page Name	Definition Name	Usage
Create Proposals Page	EM_PRO_CREATE_LIST	Search for invoices to create proposals for buyers or suppliers.
Manage Proposals Page	EM_PROPOSAL_CREATE	Propose new terms, expiration date, and settlement date (due date) and perform calculations using old and new terms.

Create Proposals Page

Use the Create Proposals page (EM_PRO_CREATE_LIST) to search for invoices to create proposals for buyers or suppliers.

Navigation:

eSettlements > **Invoices** > **Create Proposal**

Invoices already included in a proposal or offer are not available for selection. The system does not allow invoices to be included in more then one proposal or offer in a *pending, accepted,* or *denied* status. The system allows invoices associated with canceled proposals to be selected for new proposals.

To create a new proposal, users search for applicable invoices, select the invoices they want to include in a new proposal, and then click the **Create Proposal** button.

Field or Control	Description
Buyer, Supplier, and **Supplier Location**	These fields are required for searching for invoices to include in proposals.
Create Proposal	Click this button to access the Manage Proposals page, where the user can create a new proposal and ensure that one or more invoice row is selected. Otherwise, the user can issue an error message stating that at least one invoice must be selected. Proposals are created for one buyer.

Manage Proposals Page

Use the Manage Proposals page (EM_PROPOSAL_CREATE) to propose new terms, expiration date, and settlement date (due date) and perform calculations using old and new terms.

Navigation:

Select the required invoices and click the **Create Proposal** button on the Create Proposals page.

This example illustrates the fields and controls on the Manage Proposals page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Basis Date	The date that will be used to calculate the new discount. For example, if the new discount is due in 10 days, then the new discount due date will be 10 days from this date.
Display Currency	Select a currency to display for the calculations. This field displays monetary amounts only. The invoice currencies are not changed.
Expiration Date	The proposal expiration date populates based on the proposal creation date (today's date) plus the number of expiration days established in the buyer details. A supplier can modify this field to propose a longer or shorter expiration date.
Interest Rate	Enter the interest rate saving the money will earn.
Payment Terms	Select a payment term to use as the new basis for this proposal. You must predefine payment terms in the system.
New Total Discount Amount	Displays the total discount amount, which is calculated as follows: Net amount * New discount rate * Number of days payment deferred / 360 days

Field or Control	*Description*
New Total Settlement Amount	Displays the gross amount minus the discount amount.
Total Discount Gain or Loss	Displays the new discount amount minus the current discount amount.
Total Interest	Displays the amount of interest the money would earn if it were kept in an interest account.
Discount Evaluation	The total discount gain or loss minus total interest.
Calculate New Discount	Click to calculate the new discounts based on proposed terms and the due date entered.
Save	Click to save the proposal without submitting the proposal to the buyer. The proposal status is set to *Pending*.
Submit Proposal	Click to confirm the proposal parameters and send an email notification to the applicable buyer.
Cancel Proposal	Click to cancel the proposal. The proposal status is set to *Cancel* and allows invoices to be selected on other proposals.

The add and delete buttons are active when the proposal is in *Pending* status.

Approving Proposals

This section discusses how to approve proposals.

Page Used to Approve Proposals

Page Name	*Definition Name*	*Usage*
Approve Proposals Page	EM_PROPOSAL_APPROV	Approve or deny proposals.

Approve Proposals Page

Use the Approve Proposals page (EM_PROPOSAL_APPROV) to approve or deny proposals.

Navigation:

eSettlements > **Invoices** > **Approve Proposals**

Field or Control	Description
Calculate New Discount	Click to calculate the new discount based on the parameters entered.
Accept Proposal	Click to accept the proposal. The system directly updates applicable invoices that are contained within the proposal with the new terms and due dates. The system sets the proposal status to *Accepted,* which means it can no longer be modified, and sends an email notification back to the buyer that the offer was accepted.
Deny Proposal	Click to deny the proposal. If you deny the proposal, you must enter comments. The comments are included in the email notification to the buyer with a reason for the denial. If denied, the system updates the offer status to *Denied.* The supplier can modify the terms, due date, expiration date, or a combination of these fields and resubmit the proposal to the buyer. The system sets the proposal status to *pending* if the supplier modifies the proposal and resubmits it to the buyer.

Cleaning Up Proposals

This section discusses how to clean up proposals.

Page Used to Cleanup Proposals

Page Name	Definition Name	Usage
Cleanup Proposals Page	EM_PRO_CLEANUP	Delete expired proposals.

Cleanup Proposals Page

Use the Cleanup Proposals page (EM_PRO_CLEANUP) to delete expired proposals.

Navigation:

eSettlements, Batch Processes, Cleanup Proposals

This example illustrates the fields and controls on the Cleanup Proposals page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Expired Date	Enter the expired date for the proposals. The system deletes all expired or cancelled proposals with dates after this date.
Proposal Processing	Select the proposals you want to clean up. Select *All Expired Proposals* to delete all proposals with expired dates after the date entered or *Cancelled Only* to delete proposals with a cancellation date after the date entered.
Buyer Processing	Select *All Buyers* to clean up proposals for all buyers or select *Specific Buyer* to clean up proposals for specific buyers.

Managing Dynamic Discounts

This section discusses how to manage working capital.

Page Used to Manage Working Capital

Page Name	Definition Name	Usage
Dynamic Discounting Management Page	EM_PRO_DISC_ANALYS	Assist suppliers in searching for scheduled payments, accepted proposals, and offers that offer the least discount for the amount of capital required by a given date.

Dynamic Discounting Management Page

Use the Dynamic Discounting Management page (EM_PRO_DISC_ANALYS) to assist suppliers in searching for scheduled payments, accepted proposals, and offers that offer the least discount for the amount of capital required by a given date.

Navigation:

eSettlements > Invoices > Dynamic Discounting Management

This example illustrates the fields and controls on the Dynamic Discounting Manager. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Settlement Date	Enter the settlement date to meet your working capital goal. The system looks at all invoices that are scheduled to be paid (not in an offer or proposal) before this date.
Buyer	Enter a buyer to narrow the search results.
Supplier	Enter a supplier to narrow the search results.
Supplier Location	Enter a location for the supplier to further narrow the search results.
Documents to Display	Select the documents to be included in the analysis. Select *Invoices and Proposals, Invoices Only,* or *Proposals Only.*
Display Currency	Enter a currency for use in displaying monetary amounts.

Field or Control	Description
Proposal Amount Created	Displays a running gross total of proposals created.
Accepted Proposals	Displays the discount amount for accepted proposals.
Gross Amount	Displays the gross amount of all proposals for this buyer and supplier combination.
Total of Proposals	This is the returned total of all invoice gross amounts.
Invoices Before Settlement	This is the total invoice amount that is due before the settlement date entered.
Liability To Pay	This is the total of proposal settlement amount and total invoice amount.
Due After Settlement Date	Displays the total amount due after the settlement date entered in the search criteria.
Requested Settlement Not Met	This is the amount of the requested working capital not met by the invoices and proposals returned.
Create Proposals	Click to access the Create Proposals page and create new proposals using the selected invoices or invoices selected on the Create Proposals page.
Invoices	This grid displays the invoices eligible to be selected for a proposal. Grids are sorted by due date. For invoices beyond the anticipated settlement date, an exclamation mark icon appears next to the Invoice ID.

Chapter 13

Running Matching

Understanding Matching

PeopleSoft eSettlements uses the PeopleSoft Payables Matching Application Engine process (AP_MATCH) to compare invoices with purchase orders and receipts to ensure that you are paying for what you ordered and received.

If buyers subscribe to notification for match exceptions, email notifications notify users that invoice exceptions exist. Depending upon the email subscription specified, suppliers may also receive email notifications indicating that invoices have match exceptions. These exceptions can be either partially or entirely overridden, the invoice can be placed on hold, or the exceptions can be left unchanged for future resolution. If the exceptions are overridden, the buyer is effectively agreeing to the discrepancies and the invoice then passes on to approval. If the invoice is placed on hold, the supplier receives email notification that an invoice is on hold and requires attention. If the exceptions are left unchanged, no notifications are sent and the invoice does not pass on to approval.

Note: Only users with match exception override capabilities on their user profiles can override exceptions.

Buyer Direct Model

In the Buyer Direct model, you specify the match rule control to be used in the Matching process—and create purchase orders—in PeopleSoft Purchasing. Then, when you set up agreements, the system does *not* retrieve purchase order matching terms from the agreement level. Rather, if a match rule control ID exists for the particular supplier, the system obtains purchase order matching terms from the supplier. If no match rule control ID exists for the particular supplier, the system obtains the matching terms from the PeopleSoft Purchasing business unit for the purchase order.

If you select the **Standard Vouchers Allowed** check box on the Review Agreement Details - Buyer page, invoices are not required to be associated with a purchase order. Use the standard voucher flag to control whether a purchase order is associated with an invoice. Whether matching is required depends on the values specified on the purchase order.

Business Service Provider Model

In the Business Service Provider model, the system interfaces buyer purchase orders and receipts electronically, comparing them to invoices from suppliers. Receipts can also be entered online. Suppliers also submit invoices electronically or enter the information online.

Purchase orders, receipts, and invoices are compared according to the specifications on the agreement, tolerances defined at the item category level, and the match rules. Match exceptions are routed to those users and roles that are set up to receive match exception notification, either at the buyer registration level, or at the agreement level if the exceptions have been overridden at this level.

You specify the match rule control ID at the buyer registration level *and* at the agreement level. When a purchase order is used, the system looks to the match rule control ID at the agreement level. The match rule control ID at the buyer registration level appears by default on the agreement, and you can also change it there.

If you select the **Standard Vouchers Allowed** check box on the Review Agreement Details - Buyer page, invoices are not required to be associated with a purchase order. If you select the **Requires Matching** check box and an associated **Match Rule** check box on the Review Buyer Details - Notifications and Approvals page, invoices go through the Matching process if they are associated with a purchase order.

Here's how matching applies in the Business Service Provider model at the agreement level, depending on your selections on the Review Buyer Details - Notifications and Approvals page and the Review Agreement Details - Buyer page:

- If **Requires Matching** is selected and **Standard Vouchers Allowed** is not selected, then during self-service invoice creation and XML invoice integration, invoices must be associated with a purchase order. If no purchase order exists, a message is generated indicating that no purchase order exists on the VOUCHER_LINE table. If a purchase order does exist, the voucher goes through the Matching process.

- If **Requires Matching** is not selected and **Standard Vouchers Allowed** is selected, then during self-service invoice creation and XML invoice integration, invoices do *not* have to be associated with a purchase order, and in such cases the Match Action flag on the voucher is set to *No Match.*

    If a purchase order does exist, the voucher goes through the Matching process.

- If **Requires Matching** and **Standard Vouchers Allowed** are both selected, then during self-service invoice creation and XML invoice integration invoices associated with a purchase order go through the Matching process.

    If a purchase order does not exist, the invoice is created in the system, but doesn't go through the Matching process.

    You define processing options for the buyer administrator when you select the **Manually Schedule Payments, Authority to Override Match,** and **Record Payment** check boxes on the Procurement - Payables Online Vouchering page during buyer registration.

Related Links

Administering Self-Service Security and Creating New Users
Procurement - Payables Online Vouchering Page
Creating Buyers
Initiating Agreements
"Understanding the Matching Process" (PeopleSoft Payables)
"Prerequisites" (PeopleSoft Payables)

Running the Matching and Notification Processes

Once the Voucher Build Application Engine process (AP_VCHRBLD) has successfully finished and vouchers exist, the next step is to run the Matching process.

During implementation, at the installation level, if you select the **eSettlements Matching Process** check box on the eSettlements page, the invoices must be matched and approved separately, and only invoices with a match status of *Matched* or *Not Applicable* pass on to approval.

If you do *not* select this check box, the Matching process automatically approves invoices that are matched, eliminating the need to approve invoices separately.

The users and role types that receive email notifications are those set up at the agreement level. If you specify to use the notification defaults at the agreement level, the system uses the users and role types from the buyer SetID level.

Once you have successfully loaded purchase orders, receipts, and invoices into the appropriate tables, and have run the Voucher Build process followed by the Voucher Creation Notification Application Engine process (EM_VCHR_CRT), run the following processes to move the vouchers through the remaining steps:

1. Matching Application Engine process (AP_MATCH).

2. Voucher Match Error Notification Application Engine process (EM_VOMTCH_AE).

This section discusses how to generate match exception email notifications.

Pages Used to Run the Matching and Notification Processes

Page Name	Definition Name	Usage
Match Request	MTCH_RUN_CNTRL	Define the run control for the Matching Application Engine process (AP_MATCH).
Process Workflow - Run Control Parameters Page	EM_VCHR_CREATE_AE	Select the appropriate run control ID and the Voucher Match Error Notification Application Engine process (EM_VOMTCH_AE) to trigger email notifications for match exceptions.

Related Links

Review Agreement Details - Buyer Notifications Page
"Initiating the Matching Application Engine Process" (PeopleSoft Payables)

Process Workflow - Run Control Parameters Page

Use the Process Workflow - Run Control Parameters page (EM_VCHR_CREATE_AE) to select the appropriate run control ID and the Voucher Match Error Notification Application Engine process (EM_VOMTCH_AE) to trigger email notifications for match exceptions.

Navigation:

eSettlements > **Batch Processes** > **Process Workflow** > **Process Workflow - Run Control Parameters**

Specify a run control ID and click the **Run** button.

Process List

Field or Control	Description
Match Exception Notification	Select this check box and click **OK** to generate an email notification to the buyer, the supplier, or both.

Managing Matches and Match Exceptions

The Voucher Match Error Notification process generates a list of invoices containing match errors for buyers and suppliers. If an invoice is not successfully matched, exceptions are presented to buyers who can access the invoice, who can then override, place on hold, or leave the invoice unchanged. Only users who have been set up to override match exceptions at the user preferences level can override exceptions; all other approvers can review only. Invoice lines that contain match exceptions are presented to the respective line approvers for review as well. Users can override match exceptions if they are set up to do so on their user preferences.

In addition to match exception notifications, you can access matches and match exceptions from the following pages:

*   Review Match Exceptions - Inquiry page from the Buyer Dashboard.

*   Review Invoices - Invoice Inquiry page.

*   Review Invoice Lines - Invoice Lines and Distributions page.

*   Review Payment Installments - Inquiry page.

This section lists the pages used to manage matches and match exceptions.

Pages Used to Manage Matches and Match Exceptions

Page Name	Definition Name	Usage
Review Match Exceptions - Inquiry Page	EM_VCHR_MATCH_INQ	View a list of invoices that have match exceptions. Pages accessible from this page enable you to override exceptions and view dispute details.
Review Invoices - Invoice Inquiry Page	EM_VOUCHER_INQUIRY	View invoice activity details. You access various inquiry pages depending on the **View** that you select.

Page Name	*Definition Name*	*Usage*
Matched Vouchers Page	AP_MTCH_WB_SUCCESS	View match information for associated vouchers, purchase orders, and receipts. Field labels for PeopleSoft eSettlements may be different from field labels for PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables supplier is a PeopleSoft eSettlements supplier. See Review Invoices - Invoice Inquiry Page
Match Exception Workbench Details Page	AP_MTCH_WB_EXCPTN	View match information for associated vouchers, purchase orders, and receipts. You can override exceptions, correct errors, put vouchers on a match hold, and initiate the Matching process. Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables supplier is a PeopleSoft eSettlements supplier.

Page Name	*Definition Name*	*Usage*
Match Overridden Workbench Details Page	AP_MTCH_WB_OVRD	View match override information for associated vouchers, purchase orders, and receipts. You can indicate an override reason and initiate the Matching process. The voucher displayed on the Match Overridden Workbench Details page (AP_MTCH_WB_OVRD) has not gone through the Matching process. In the Buyer Direct model, you can use the Review Match Exceptions component in PeopleSoft eSettlements to override exceptions. To undo a matched voucher, you must use the Match Workbench. In the Business Service Provider model, you can use the Review Match Exceptions component in PeopleSoft eSettlements to override an exception. However, to undo a matched voucher, you must use the Match Workbench in PeopleSoft Payables. Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables supplier is a PeopleSoft eSettlements supplier. See Review Invoices - Invoice Inquiry Page
Match Overridden Workbench Details Page	AP_MTCH_WB_MOVRD	View information for vouchers matched with overrides, debit memos, or credit notes. The voucher displayed on the Match Overridden Workbench Details page (AP_MTCH_WB_MOVRD) has gone through the Matching process. See Review Invoices - Invoice Inquiry Page
Reviewing Invoice Disputes	EM_VOUCHER_DISPUTE	Review invoices, place an invoice on hold, take an invoice off hold, and enter comments.
Review Invoices - Review Invoice Disputes Page	EM_VOUCHER_DISPUTE	Review and resolve disputes on invoices.

Page Name	*Definition Name*	*Usage*
Header Match Rules Page	AP_WB_HDRRULE_SEC	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule. Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables supplier is a PeopleSoft eSettlements supplier. See Review Invoices - Invoice Inquiry Page
Header Match Rules Page	AP_WB_HEADER_EXPTN	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule. See Review Invoices - Invoice Inquiry Page
Header Match Rules Page	AP_WB_HDR_OVRD_SEC	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule. See Review Invoices - Invoice Inquiry Page
Header Match Rules Page	AP_WB_HD_MOVRD_SEC	View all the header match rules applied to the voucher. Also view voucher, purchase order, and receiver information associated with each header match rule. See Review Invoices - Invoice Inquiry Page
Match Exception Workbench Summary Page	AP_WB_EXCPTN_SUM	View all invoice line errors. Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables supplier is a PeopleSoft eSettlements supplier. See Match Exception Workbench Details Page

Page Name	Definition Name	Usage
Match Override Workbench Summary Page	AP_WB_EXCPTN_OVRD	View voucher information for match exceptions that are overridden. Also view the match rule ID, match rule, and override reason associated with the match exception. To use this page, you must have overridden match exceptions on the Match Exception Workbench Details page. Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables supplier is a PeopleSoft eSettlements supplier. See Review Invoices - Invoice Inquiry Page
Match Rule Details Page	AP_WB_RULE_SEC	Displays the full description of the match rule. SeeReview Invoices - Invoice Inquiry Page
Associated Document Information Page	AP_WB_VCHRLNPO_SEC	View voucher, purchase order, and receiver attributes for all lines. Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables supplier is a PeopleSoft eSettlements supplier. See Match Exception Workbench Details Page
Associated Document Information Page	AP_WB_ASSTNLN_SEC	View voucher, purchase order, and receiver attributes for a specific line. Field labels may be different for PeopleSoft eSettlements and PeopleSoft Payables. For example, a PeopleSoft Payables business unit is a PeopleSoft eSettlements buyer and a PeopleSoft Payables supplier is a PeopleSoft eSettlements supplier. See Match Exception Workbench Details Page

Related Links

"Managing Matches and Match Exceptions" (PeopleSoft Payables)

Chapter 14

Approving Invoices

Understanding Invoice Approval

The Voucher Build process (AP_VCHRBLD) and the Voucher Approval Creation Application Engine process (EM_VO_APR_AE) triggers approval workflow, notifying the appropriate buyer approvers and adding the respective invoices to their summary worklist. Buyers then view their summary worklist from their dashboard page and approve invoices.

According to the security established, buyer approvers are presented only with those invoices for their associated business units and the monetary amounts specified during buyer registration.

You also approve individual invoice lines. You can set up the system to route any invoice line to one or more approvers in your organization with whom the line is associated, and these approvers can also dispute invoice lines.

Approving Invoices in the Buyer Direct Model

Information in this topic applies to both models (Buyer Direct and Business Service Provider), but there are a few issues to bear in mind when approving invoices in the Buyer Direct model:

- You must run the Voucher Approval Creation process in PeopleSoft eSettlements to record the approval history when using **Virtual Approver** or when using Approval Framework and the voucher was not eligible when processed by the Voucher Build process (AP_VCHRBLD).

- If an approver approves or partially approves an invoice in PeopleSoft eSettlements—according to the buyer's monetary level approval requirements—and then changes are made to any of the following fields using the voucher entry pages in PeopleSoft Payables, the invoice will require reapproval.

  When changes are made to any of these fields in PeopleSoft Payables for a particular voucher and using Virtual Approver, a temporary table (EM_VOAPRDAT_TAO) is populated with the voucher information. This table is then used to indicate which vouchers require reapproval.

  - Invoice ID.

  - Invoice Date.

  - Supplier ID.

  - Voucher Gross Amount.

  - Sales Tax Amount.

  - VAT Amount.

  - Freight Amount.

  - Miscellaneous Charges Amount.

- Transaction Currency.

- Payment Terms.

Email notifications alert approvers that voucher reapproval is pending. During the Voucher Approval Creation process, the system compares any vouchers that are in the temporary table with the vouchers that need to undergo approval. If a match is found, the system sends a reapproval email notification to the approver (as opposed to an initial approval email notification) because at that point it is actually the second time the approver must approve the voucher.

Related Links
"Understanding Voucher Management" (PeopleSoft Payables)

Defining Invoice Approval Levels

During buyer registration the buyer administrator establishes invoice approval information and creates user profiles with approval roles corresponding to the buyer's specified approval level requirements. The buyer administrator also attaches monetary limits to the approval levels.

The user profile defines the specific role for the approver, and lists the business units (buying entity IDs) each approver is responsible for approving. Only those roles assigned to one of the buyer role types of buyer user are eligible to be selected as approval roles. You use the Review Buyer Details - Notifications and Approvals page to select role for approval routing, and optionally define a specified number of reminder days.

PeopleSoft eSettlements uses reminder days functionality so that if an invoice remains in any approver's worklist beyond the specified number of reminder days without the approver taking any action on the invoice, the approver receives another email notification to remind that the invoice still needs to be approved.

Note: Buyers can set up their own roles and can use the delivered demonstration data as a basis for this.

Related Links
Understanding Buyer Registration
Review User Profiles - Buyer User Details Page

Processing Invoice Approvals

Buyer approvers have easy access to invoices needing review and approval. With invoice and line detail information links, invoice approval can be by invoice, or by invoice line. Each approver accesses their summary worklist on the Buyer Dashboard page.

If you have invoices in the approval process, and want to change header approval amount levels or turn off header approval, you should first complete the approval of those invoices that are already in process.

Note: A different topic discusses line-level invoice approval.

The approval workflow process must actually be run *before* the first approver accesses their invoices to approve, and it must also be run subsequently so that the next approvers receive email indicating that there are invoices that await their approval.

Here's how you process invoices for approval:

1. Review invoices.

2. Review invoice header details.

3. (Optional) Review invoice lines.

4. Place invoices on hold, if necessary.

5. Approve invoices, initiating the invoice approval workflow.

Approvers or managers can use the Delegation Framework to delegate invoice approval authority to other users. For more information about setting up and using Delegation Framework, see "Understanding Delegation" (Enterprise Components)

Page Used to Process Invoice Approvals

Page Name	Definition Name	Usage
Review Invoices - Invoice Inquiry Page	EM_VOUCHER_INQUIRY	Review and approve invoices.
Invoice Approval Page	EM_VCHR_APPRVH_AF	Approve invoices

Related Links
Reviewing, Approving, and Disputing Invoice Lines

Review Invoices - Invoice Inquiry Page

Use the Review Invoices - Invoice Inquiry page (EM_VOUCHER_INQUIRY) to review and approve invoices.

Navigation:

- **eSettlements** > **Buyer Dashboard**

  Click the **Invoices to Approve** link on the Buyer Dashboard page.

- **eSettlements** > **Invoices** > **Review Invoices** > **Review Invoices - Invoice Inquiry**

Click the **Select All** link to select all the **Invoice ID** check boxes in the **Sel** (select) column, or select individual check boxes for invoices to approve, then click the **Approve** button to preview a summary of the invoices you are about to approve.

> **Note:** Before selecting all invoices to approve, select an **Invoice Status** of *My Pending,* then click search. The *My Pending* invoice status filters data such that only those invoices requiring approval by the user accessing the page display in the search results.

Click the **Clear All** link to deselect all selected check boxes.

> **Important!** When you click the **Select All** link you are selecting *all* invoices for approval—even those that appear on the next page or pages. To ensure that you first view all the invoices subject to action, click the appropriate links in the **Invoice Summary** group box header *before* deciding to click the **Select All** link.

The Managing Invoices for Buyers topic discusses the additional functionality of this page.

Related Links
Reviewing Invoices

Invoice Approval Page

Use the Invoice Approval page (EM_VCHR_APPRVH_AF) to approve invoices.

Navigation:

eSettlements > **Invoices** > **Invoice Approval**

This example illustrates the fields and controls on the Invoice Approval page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Attachments	Click the *Attachments* link to view the Voucher Header Attachment page.
View Invoice Image	Click the link to open the scanned invoice image, which was used to create a voucher using a third party imaging solution. See "Understanding Third Party Imaging Solution Integration with PeopleSoft Accounts Payable and eSettlements" (PeopleSoft Payables) **Note:** This link is available only if Document Content Management Interface is enabled on the Installation Options – Payables page. The link is enabled on this page only after the Voucher Build process runs successfully and creates a voucher.
Remit Supplier	Displays the supplier to which you are making the payment.
Submit	Click the *Submit* button to submit the invoice for approval.

Initiating Invoice Approval Workflow

Once the system processes invoices, the system administrator runs the Voucher Approval Creation process to populate the invoice approval pages and trigger email notifications so appropriate buyer approvers can review and approve their invoices.

The Voucher Approval Creation process also triggers the voucher reapproval routine for vouchers that are modified in PeopleSoft Payables after being approved in PeopleSoft eSettlements. Only when certain voucher fields are modified in PeopleSoft Payables does this result in reapproval notification.

When the system routes email notifications by role, all users associated with the role and having access to the buyer will receive the notification.

This section discusses how to initiate approval workflow.

Pages Used to Initiate Approval Workflow

Page Name	Definition Name	Usage
Process Workflow - Run Control Parameters Page	EM_VCHR_CREATE_AE	Define a run control ID to initiate invoice approval workflow.
Process Scheduler Request Page	PRCSRQSTDLG	Run the Voucher Approval Creation Application Engine process (EM_VO_ APR_AE) to process eligible invoices and send email notifications.

Related Links
Approving Invoices in the Buyer Direct Model

Process Workflow - Run Control Parameters Page

Use the Process Scheduler Request page (PRCSRQSTDLG) to Run the Voucher Approval Creation Application Engine process (EM_VO_APR_AE) to process eligible invoices and send email notifications.

Navigation:

Click the **Run** button on the Process Workflow - Run Control Parameters page.

Select **Voucher Approval Creation** and click **OK** to start the process. The system processes error-free invoices that are in a postable status and are not subject to matching, or are postable and matched. The system then generates email notification to all buyer users associated with the approval roles defined on the Review Buyer Details pages during registration of their organization.

When a user in a particular approver role approves an invoice, they are in fact approving that invoice for all other users within that role. View the invoice life cycle to see at what stage an invoice is within the process, to see which users have and have not approved a given invoice, and—if you are in the approval path—to approve an invoice as well.

To access the Process Scheduler Request Page, click the **Run** button on the Process Workflow - Run Control Parameters page.

Related Links

Processing Invoice Approvals

Setting Up and Using Mobile Approval Framework

PeopleSoft Mobile Approval Framework allows approvers the flexibility to approve transactions on the go. For example, you can log into the PeopleSoft system from a mobile device, such as a tablet or smart phone, and approve or deny invoices that are pending your approval. You are able to preview a graphical representation of the transaction approval flow, view other approvals, and see comments that previous approvers have entered.

To use PeopleSoft Mobile Approvals for approving vouchers, you must first implement Approval Framework for eSettlements.

For system-wide setup of Mobile Approval Framework, see "Configuring Mobile Approvals" (Application Fundamentals)

Accessing and Approving Pending Invoices Using Mobile Devices

Once you have configured eSettlements for Approval Framework as well as system-wide Mobile Approval Framework Options, you can access your pending invoices from your mobile device.

When you launch mobile approvals, the display depends on whether you are accessing the application from a mobile tablet or mobile phone. For more information, see "Using Mobile Approvals" (Application Fundamentals)

Access to Mobile Approvals is granted by user. You can set up your own approver user list definition to accommodate your organizational needs. Also, verify that the proper approval roles are assigned to the approvers using the User ID – Roles page (PeopleTools, Security, User Profiles, User Profiles, Roles).

For more information on setting up approvers and approval flow, see "Understanding Configurable Workflow" (PeopleSoft General Ledger)

Approving Invoices Using Mobile Approvals

This section discusses approving Self Service Invoice Vouchers using Mobile Approvals.

Pages Used to Approve Invoices using Mobile Approvals

Page Name	Definition Name	Usage
Approvals Tile	HMAP_APPR_TILE_FL	Access the Pending Approvals page.

Page Name	Definition Name	Usage
Pending Approvals Page	EOAWMA_MAIN_FL	View a list of all transactions that apply to the selected transaction category and access the transactions that are pending your approval.
Filters Page	EOAWMA_FLTR_SCF	Refine the results displayed in the Pending Approvals page.
Invoice Page	EOAWMA_TXNHDTL_FL	View transaction information and perform approval tasks.
Approval Chain Page	EOAWMA_APPC_SCF	View and add to the approval chain.
Approve Page	EOAWMA_HDRACT_SCF	Submit or cancel your Approval for the transaction.
Approvals History Page	EOAWMA_MAIN_FL	View transactions that you have previously approved.

Approvals Tile

Use the Approvals tile (HMAP_APPR_TILE_FL) to access the Pending Approvals page.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page.

This example illustrates the fields and controls on the Approvals Tile.
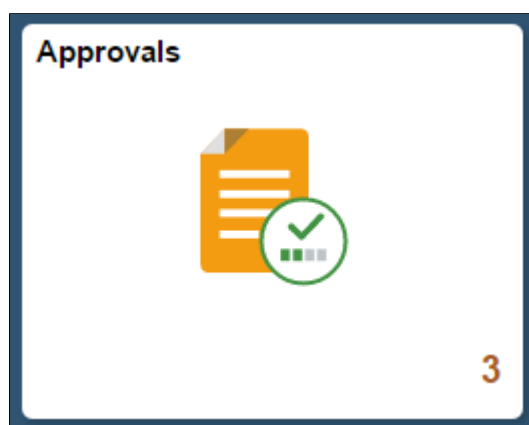
For information about how to add a tile to a PeopleSoft Fluid Home page, see "Adding Homepages and Tiles" (Application Fundamentals)

The tile can show the total number of pending approvals. If no pending approvals are available, the tile does not display a number count.

Pending Approvals Page

Use the Pending Approvals page (EOAWMA_MAIN_FL) to view a list of all transactions that apply to the selected transaction category and access the respective transactions that are pending your approval. Invoice Header transactions or Invoice Line transactions are listed based on the user logged in.

Navigation:

Employee Self Service > **Approvals**.

This example illustrates the fields and controls on the Pending Approvals page. You can find definitions for the fields and controls later on this page.

Note: Approval transactions listed for each user depends on the permission level established for the user logged in.

Notifications

You can select the Notification flag icon at the top of either the PeopleSoft Fluid or Classic pages to view alerts in a notification window.

Action Menu

You can access one of these approval views (by selecting the Action Menu drop-down icon) to access either of these pages:

- **Pending Approvals**: An approver can view transactions pending their approval under one interface, thus eliminating the need to go to several different components to look for pending approvals.

- **Approvals History**: An approver can view approval transactions that they already worked on. This functionality enables the user to view the status of the approval request in the approval chain and view comments by individuals within the chain. Your administrator defines how far, in the past, historical approvals can be viewed.

Pending Approvals

The Pending Approvals page can display a mixture of HCM and FSCM approvals, based on the permissions of the current user. The initial list is displayed by transaction type and the corresponding number of pending approvals.

On the left side of the page, vertical tabs group approval transaction types into categories that are defined by the View By type value selected. The *All* category type appears at the top of the list for all view types when there are pending transactions. Transaction categories within a View By type display a badge identifying the number of pending approvals for that transaction category. If you do not have pending approvals for a transaction category, the tab does not appear in the list.

Note: If you are using the approvals pages in portrait mode on your mobile device, the page displays an arrow on the left side of the page. Select this arrow to reveal or hide the category tabs.

Select a transaction category tab to display the pending approvals that apply to that category. When you select a transaction category, the page displays pending approvals sorted by the date on which the approval request was received, with the oldest pending approval displaying first.

The system displays View By options on the left side of the page. The system displays a summarized list of the selected View by option on the right side of the page. In the example above, a summary of all pending approvals are displayed. The right side displays header information for the selected View By option (left side).

Field or Control	Description
View By	Select a type to view a list of transactions to be approved. Options are: *Date*, *Routed*, *Last*, *Operator*, *Priority*, *Requester*, and *Type*. Depending on the option selected, the options below this field change. For example, if you select Priority, the selection options below this field are High Priority, Medium Priority, Low Priority, or a combination of each depending on applicable transactions. A bubble count displays the number of transactions within each view by category.
⧩	Select the Filter icon to access the Filter page. The Filter icon appears green when filters have been applied to your search.

The right side of the page displays transactions that belong to the selected option on the left. Select a transaction row to access the Invoice Page.

If a transaction type category is not set up to allow mass approvals, then the page lists the approval request transactions but the action buttons do not appear. For these types of transactions, you must select the desired row to access the Invoice Page, and approve the Header/Line transaction from there. Mass approvals is determined on the "Mobile Approval Options - Transactions Page" (Enterprise Components).

Filters Page

Use the Filters page (EOAWMA_FLTR_SCF) to refine the results displayed in the Pending Approvals page.

Navigation:

From the Pending Approvals page, select the Filter icon.

This example illustrates the fields and controls on the Pending Approvals page. You can find definitions for the fields and controls later on this page.

Cancel	**Filters**	Filter
Type	Invoice ▾	
Requester	▾	
From	▾	
Date Period	▾	
Priority	▾	
	Reset	

Each filter field provides the same options that display below the View By field on the Pending Approvals page. The list is made up of the transactions you need to approve and the View By option selected.

Field or Control	Description
Cancel	Select to return to the Pending Approvals or Approvals History page.
Done	Select to apply the filters and refine the approval request results on the Pending Approvals or Approvals History page. The Filter icon on the Pending Approvals or Approvals History page changes to green, indicating that there are filters in place.
Reset	Select to reset the filter fields to the default value. This button is only available when you have entered filter values.

Invoice Page

Use the Invoice page (EOAWMA_TXNHDTL_FL) to view transaction information and perform approval tasks.

Navigation:

From the Pending Approval page, select a transaction on the right.

This example illustrates the fields and controls on the Invoice page. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Invoice Line page. You can find definitions for the fields and controls later on this page.

When viewing transaction details on a phone, you must scroll down to view each section; Summary, Lines, Requester Comments, Approver Comments, and approval chain.

The buttons that are available on the page are determined by the "Pending Approvals Page" (Enterprise Components).:

- Approve

- Deny

- Hold

Field or Control	Description
Approve, Deny, Hold	Select an option for the transaction. When you select one of these buttons, the system allows you to confirm or cancel your action.
View Attachments	Select to open the View Attachments page and view any attachments included at the time of creating the voucher.

Summary Section

The Summary section displays high-level information about the transaction. Most of this information is also displayed on the Pending Approvals page.

Payment Details for Invoice Headers

The Payment Details section displays the payment details on the transaction.

Distribution Details for Invoice Lines

The Distribution Details section displays a summarized list of all lines on the transaction.

Invoice lines are available to view and approve based on the permissions of the current user.

Approval Chain

In some cases the Approval Chain is displayed on the page. In other cases, you access the Approval Chain page by selecting Approval Chain.

Approval Chain Page

Use the Approval Chain page (EOAWMA_APPC_SCF) to view and add to the approval chain.

Navigation:

Select the Approval Chain section on the Invoice page.

This example illustrates the fields and controls on the Approval Chain page. You can find definitions for the fields and controls later on this page.

The Approval Chain section displays the status of the approval chain for the transaction. You can expand and collapse subsections displayed. See application-specific documentation for how this section or page operates.

Approve Page

Use the Approve page (EOAWMA_HDRACT_SCF) to submit or cancel your action selected for the transaction.

Navigation:

From the Pending Approvals (by Transaction) Page or the Transaction Approval page, select one or more transactions and select an action (Approve, Deny, Hold).

This example illustrates the fields and controls on the Approve page.

Optionally enter a comment and then select the Submit button to send your approval of the transaction to the system. The system removes the transaction from your Pending Approvals queue and adds it to your Approvals History page.

Approvals History Page

Use the Approvals History page (EOAWMA_MAIN_FL) to view transactions that you have previously approved.

Navigation:

Select the Approvals tile on the Employee Self Service home page, and then select the Approvals History option from the Action List (located in the banner) from the Pending Approvals page.

This example illustrates the fields and controls on the Approvals History page.

The Approvals History page shows approval transactions you have addressed in the past. How far back you can view historical approval transactions is defined by the administrator on the "Mobile Approval Options - General Settings Page" (Enterprise Components) setup page. This page displays a message below the category tabs indicating the time period for which history is displayed.

When you select a category, the page displays historical approvals sorted by the date on which the last person updated or took action on the request, with the most recently updated approvals displaying first.

Select a transaction row to view details of the transaction.

Chapter 15

Disputing Invoices

Understanding Invoice Disputes

In eSettlements, an invoice cannot be paid until a related dispute is resolved. The system prevents the invoice schedule from being selected for payment. An invoice can consist of multiple payment schedules. Therefore, when you place an invoice on hold, the payment schedule is actually on hold, and the invoice can be partially paid.

If an invoice has multiple payment installments or schedules, you may place one or all of the schedules on hold. To place an entire invoice in dispute—preventing any payment of it—you must put in dispute all payment schedules associated with that invoice. If you place a hold on only one installment of a multiple installment invoice, then all other installments remain eligible to pay.

Invoice payment schedules can be placed on hold at any point in the business process until the actual time of payment. Dispute initiation by the buyer triggers email notification to the recipients specified in the buyer notification setup for the Dispute - Payment Schedules notification type. The supplier can then view the disputed invoice and enter comments for the buyer. Both invoice schedule *and* line disputes must be resolved before an invoice schedule can be selected for payment.

Saving a new dispute automatically triggers email notification to the supplier. After the dispute is resolved, the system sends the resolution email message to the appropriate roles and user IDs (which are specified during email notification setup) when the buyer clicks Save with the **Hold Payment** check box deselected and new comments entered.

Buyers can override registration-level notification setup at the agreement level. That way, a different role or user ID can receive the email notifications according to the particular buyer-supplier location combination. The system first checks the agreement level to identify the roles and user IDs that are recipients of dispute notifications. If at the agreement level the user accepted the default email notification definitions, then the default originates at the SetID level for each buyer.

Ensure that the **Instant Messenger Access** check boxes are selected on the Review Buyer Details - Registration page and the Review Supplier Details - Registration page to enable the parties to use the instant messaging feature. You must also enter instant messaging IDs on the Review User Profiles - Buyer User Details and the Review User Profiles - Supplier User Details pages.

If an invoice should not be approved immediately, a buyer can place it on hold and initiate dialog about it with the supplier. Specific comments from the buyer about the invoice accompany the email notification sent to the supplier.

You can place an invoice in dispute at any time after it has been created—even before the approval process runs.

If the invoice has multiple schedules, then once approved, all nondisputed schedules are eligible for payment as long as all lines of the invoice are approved and no lines are in dispute.

Note: The Voucher Approval Creation Workflow Application Engine process (EM_VO_APR_AE) must finish running for the voucher approval information to be useful.

You can dispute individual invoice lines as well.

Note: In the eSettlements Buyer Direct model, the system does not trigger email notification if you initiate or remove a hold in PeopleSoft Payables. Because this can affect the history of a dispute in PeopleSoft eSettlements, you should dispute invoices only within PeopleSoft eSettlements.

See the product documentation for *PeopleTools: Workflow Technology*

Related Links
Processing Invoice Approvals

Reviewing, Initiating, and Resolving Disputes

This section lists prerequisites and discusses how to:

- Review invoice disputes.

- Review payment installments.

- Review disputes in the invoice cycle.

- Initiate invoice disputes.

- Resolve invoice disputes.

- Manage disputes during matching.

- Resolve disputes included in a pay cycle.

Both buyer and supplier aging balances, as well as the invoice inquiry pages, reference disputed invoices.

Pages Used to Review, Initiate, and Resolve Disputes

Page Name	Definition Name	Usage
Review Invoices - Invoice Inquiry Page	EM_VOUCHER_INQUIRY	If you are a buyer, view invoice activity details and access a page to place invoices on hold.
Manage Bills - Invoice Inquiry Page	EM_SP_VCHR_INQUIRY	If you are a supplier, view invoice activity details.
Review Payment Installments - Inquiry Page	EM_BUY_PYMNT_INSTL	If you are a buyer, review invoices with multiple payment schedules.

Page Name	Definition Name	Usage
Review Invoices - Invoice Cycle Page	EM_VCHR_DISP_SUMM	If you are a buyer, view the invoice dispute summary and access a page to release a payment schedule from hold.
Review Invoices - Review Invoice Disputes Page	EM_VOUCHER_DISPUTE	If you are a buyer, place invoice payment schedules on hold, release holds, and trigger notification of discrepancies to suppliers.
Manage Bills - Review Invoice Disputes Page	EM_VOUCHER_DISPUTE	If you are a supplier, review invoices on hold and add comments. See Review Invoices - Review Invoice Disputes Page
Review Match Exceptions - Inquiry Page	EM_VCHR_MATCH_INQ	If you are a buyer, view a list of invoices containing match exceptions.
Approve Payments - Approve Pay Cycle Page	EM_PYCYCL_SUM	View pay cycle details.
Approve Payments - Invoices to be Paid Page	EM_PAY_PAGE	Review invoices in the pay cycle and include or exclude them before payment creation, and access a page to release from dispute any invoices that are on hold. If a dispute button is available, it indicates that the installment was placed in dispute after being selected for payment. The Pay Cycle Summary page can be used to resolve disputes but not to initiate them. See Approve Payments - Approve Pay Cycle Page

Prerequisites

The buying organization must set up the Dispute Payment Schedule notification type for the supplier to receive notifications.

Related Links

Initiating Agreements
Define Buyer Notifications - Define Notification Types Page
Review Agreement Details - Supplier Notifications Page

Reviewing Invoice Disputes

Use the Review Invoices - Invoice Inquiry page (EM_VOUCHER_INQUIRY) to if you are a buyer, view invoice activity details and access a page to place invoices on hold.

Navigation:

eSettlements > **Invoices** > **Review Invoices** > **Review Invoices - Invoice Inquiry**

Select an invoice status of *Dispute Schedule* or *Dispute,* respectively.

Here, buyers and suppliers can view all invoice activity and can access pages to review, initiate, and resolve disputes.

Related Links
Reviewing Invoices

Review Payment Installments - Inquiry Page

Use the Review Payment Installments - Inquiry page (EM_BUY_PYMNT_INSTL) to if you are a buyer, review invoices with multiple payment schedules.

Navigation:

eSettlements > **Payments** > **Review Payment Installments** > **Review Payment Installments - Inquiry**

To access the page where you place a payment schedule on hold, click the **Hold** link on the payment schedule.

Review Invoices - Invoice Cycle Page

Use the Review Invoices - Invoice Cycle page (EM_VCHR_DISP_SUMM) to if you are a buyer, view the invoice dispute summary and access a page to release a payment schedule from hold.

Navigation:

Click the **Invoice** column link for a line displaying a **Dispute** button on the Review Invoices - Invoice Inquiry page.

To access the page to release a payment schedule from hold, click the **Review Disputes** link at the bottom of the page.

Note: This link is available only to users who are set up to manually schedule payments.

Related Links
Review Invoices - Invoice Cycle Page

Review Invoices - Review Invoice Disputes Page

Use the Review Invoices - Review Invoice Disputes page (EM_VOUCHER_DISPUTE) to if you are a buyer, place invoice payment schedules on hold, release holds, and trigger notification of discrepancies to suppliers.

Navigation:

- Click the **Invoice** column link for a line displaying a **Dispute** button on the Review Invoices - Invoice Inquiry page.

  Click the **Review Disputes** link on the Review Invoices - Invoice Cycle page.

- Click the **Hold** link for the invoice you want to dispute on the Review Invoices - Invoice Inquiry page.

Select the **Hold Payment** check box and enter a reason for the dispute. Then, enter specific new comments for the supplier.

Related Links
Review Invoices - Review Invoice Disputes Page

Resolving Invoice Disputes

Use the Manage Bills - Review Invoice Disputes page (EM_VOUCHER_DISPUTE) to if you are a supplier, review invoices on hold and add comments.

Navigation:

eSettlements > **Invoices** > **Manage Bills**

Click a **Dispute Information** button on the Manage Bills - Invoice Inquiry page.

Here, buyers and suppliers can view and add comments to disputes. Buyer users can resolve disputes on the Review Invoices - Invoice Dispute page.

Note: Only buyer users who are set up to manually schedule payments can place schedules in dispute. Otherwise, users can only view the disputes.

Deselect the **Hold Payment** check box and enter specific new comments for the supplier.

You can also enter a reason associated with the resolve, but a reason is not necessary.

Review Match Exceptions - Inquiry Page

Use the Review Match Exceptions - Inquiry page (EM_VCHR_MATCH_INQ) to if you are a buyer, view a list of invoices containing match exceptions.

Navigation:

eSettlements > **Buyer Dashboard**

Click the **Review Exceptions** link on the Buyer Dashboard page.

Field or Control	Description
	Click to review details of the dispute. If this button is available, it indicates that the invoice is on hold because a payment installment is in dispute.
Invoice Number	Click a link in this column to view match exception details and, if necessary, override the exceptions.

Related Links

Managing Matches and Match Exceptions
Processing Invoice Approvals
Reviewing Invoices

Approve Payments - Approve Pay Cycle Page

Use the Approve Payments - Approve Pay Cycle page (EM_PYCYCL_SUM) to view pay cycle details.

Navigation:

eSettlements > **Payments** > **Approve Payments**

Click a **Details** link on the Approve Payments - Pay Cycle Summary page.

To access the Approve Payments - Invoices to be Paid page, click a **Details** link on the Approve Payments - Approve Pay Cycle page.

The Approve Payments component enables review and resolution of any disputed invoices included in a pay cycle.

If a button appears in the Dispute column, it indicates that the summarized payment contains an invoice dispute. Click the adjacent **Details** link to review installments that are on hold.

To resolve a dispute initiated after an invoice has already been selected by the pay cycle, click the **Dispute** button on the Review Invoices - Invoice Inquiry page.

Related Links

Approve Payments - Approve Pay Cycle Page

Resolving Disputes Using Instant Messaging

PeopleSoft eSettlements supports instant messaging from Yahoo, Sametime Connect, and America Online. To take advantage of this functionality, you must set up both the buyer and supplier for instant messaging capability on their respective registration pages.

During buyer registration, the buyer sets up the roles and user IDs (in both the buying and selling organizations) that receive dispute schedule email notifications.

This section discusses how to use instant messaging to resolve invoice disputes.

Page Used to Resolve Disputes with Instant Messaging

Page Name	Definition Name	Usage
Instant Messenger Page	EM_IM_SEC	If you are a buyer, initiate a dialog with a supplier about a disputed invoice.

Related Links
Creating Suppliers
Creating Buyers

Instant Messenger Page

Use the Instant Messenger page (EM_IM_SEC) to if you are a buyer, initiate a dialog with a supplier about a disputed invoice.

Navigation:

- **eSettlements** > **Buyer Dashboard**

  Click the **Review Exceptions** link on the Buyer Dashboard page.

  Click a link in the Invoice ID column on the Review Match Exceptions - Inquiry page.

  Click the **Set Hold Payment Actions** link on the Match Exception Workbench Details page.

  Click the **Discuss with IM** link on the Review Match Exceptions - Review Invoice Disputes page.

- **eSettlements** > **Invoices** > **Review Invoices**

  Click a **Dispute** button for the corresponding invoice line on the Review Invoices - Invoice Inquiry page.

  Click the **Discuss with IM** link on the Review Invoices - Review Invoice Disputes page.

View the Instant Messenger Contacts, and then click a button in the Online Now column to open a messaging window in the instant messaging domain of the corresponding user name.

Warning! You must copy and paste the instant messaging dialog into the **New Comments** field on the Review Invoices - Review Invoice Disputes page or the Review Match Exceptions - Review Invoice Disputes page for the system to save the dialog.

Resolving Disputing Invoices in PeopleSoft Fluid

eSettlements Fluid Dispute Resolution inquiry pages allow external Supplier users to access invoices that are in payment hold due to a dispute.

Pages Used to Resolve Disputing Invoices in PeopleSoft Fluid

Page Name	Definition Name	Usage
Invoices in Dispute Page	EM_SP_DISP_RES_FL	View the list of invoices in dispute.
Invoice Details Page	EM_INV_DET_FL	View invoice details.

Invoices in Dispute Page

Use the Invoices in Dispute page (EM_SP_DISP_RES_FL) to view the list of invoices in dispute.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Dispute Resolution**.

Note: The Dispute Resolution tile displays the count of invoices that are in dispute.

This example illustrates the fields and controls on the Invoices in Dispute page. You can find definitions for the fields and controls later on this page.

Note: The Invoices in Dispute page can also be rendered on small form factor devices such as a smartphone; the columns that are displayed are optimized on small form factors.

The Invoices in Dispute page displays the list of invoices in dispute that match the filter criteria. From this list of Invoices, a Supplier user can select an invoice to inquire.

Note: Only one row per invoice will be displayed in the Invoices in Dispute page even if there are multiple payment rows in dispute within an invoice.

Field or Control	Description
▼ (filter icon)	Select to access the Filters page and search for invoices in dispute. The default date range for the disputing invoices is derived from the transaction limit setup. For more information on Transaction limits set up, see Review Buyer Details - Registration Page If no transaction limits are set up, the default date range is 90 days. You can refine your search based on Invoice ID, Buying Organization, Supplier, or Supplier Location. Amount Reference indicates a measure for an amount. If Amount reference is selected, an amount must be entered in the Amount field.
◇ (sort icon)	Select to sort the columns in the ascending or descending order. By default, the invoices are sorted by the Invoice date in the descending order.

Invoice Details Page

Use the Invoice Details page (EM_INV_DET_FL) to view invoice details. This is a display-only page.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Dispute Resolution**. Select an invoice from the invoices list.

This example illustrates the fields and controls on the Invoice Details page. You can find definitions for the fields and controls later on this page.

Note: The Invoice Details page can also be rendered on small form factor devices such as a smartphone. The columns that are displayed are optimized on small form factors.

If the **In Dispute** column displays a **Yes**, it implies that a dispute exists for that scheduled payment row. Select the scheduled payment row to view the reason for the dispute.

Note: A schedule payment row cannot be selected if the **In Dispute** column displays a **No**.

Note: For small form factors, a **Dispute** button displays if a dispute exists for a scheduled payment row.

This example illustrates the fields and controls on the Dispute Resolution page.

Field or Control	*Description*
Hold Reason	Displays the reason for the payment hold.
Old Comments	Displays the comments entered by the internal buying organization user or the supplier user.
New Comment	Enter any comments for the buying organization.
Save	Select to save the any comments entered.

Chapter 16

Approving and Disputing Invoice Lines

Understanding Line-Level Approval and Dispute

Depending on the structure of your organization and the degree of control over expenditures you require, line-level approval can expedite the payment process and thus enhance your relationships with your suppliers. Since many organizations contend with processing consolidated invoices that encompass purchases made across multiple departments within the organization, line-level approvals enable your approvers to easily manage the invoice lines directly related to their purchases.

You can designate particular users in your organization and enable them to approve and dispute individual invoice lines. A single line can be routed to one or more approvers, depending upon the rules you establish for your buying organization.

Line-level routing occurs in parallel with header approval—if both are enabled—such that one level does not have to complete before the other commences.

Whether lines are routed for approval or not, if at least one non-operational role is assigned to a user, that user can see all the lines and their ChartFields. If the line is not routed for approval, the line approval button does not appear. Just as for operational users, line approval status identifies which users are pending and which users have already approved the line. All lines of a given invoice must be approved before the invoice can be paid.

Those users assigned a buyer accountant role type have override capabilities. They can approve lines and resolve disputes for invoice lines to expedite payments.

Navigating Line-Level Approval

The My Invoice Lines page enables operational users to navigate quickly to their tasks.

If the user logging in has *only* operational role types assigned, upon login the system transfers this user directly to the My Invoice Lines page, and neither the Invoices component nor the Payments component is available.

Note: An operational user is a user assigned to a role that is an operational approver role type. Operational users can alternately select **eSettlements** > **Invoices** > **Review Invoices** to review invoice lines.

This section discusses how to navigate with the My Invoice Lines page.

Page Used to Navigate Line-Level Approval

Page Name	Definition Name	Usage
My Invoice Lines Page	EM_LINEAPPR_HOME	Operational users access pages to manage their tasks.

My Invoice Lines Page

Use the My Invoice Lines page (EM_LINEAPPR_HOME) to operational users access pages to manage their tasks.

Navigation:

eSettlements > **My Invoice Lines** > **My Invoice Lines**

Click a link to access your invoice lines awaiting dispute resolution, having match exceptions, or requiring your approval.

Setting Up Line-Level Approval Rules

At the buyer registration level you identify which fields will trigger line-level approval and then associate a role to each field. The role you associate is responsible for approving the lines. Next, on the buyer user profile you must assign those users responsible for approving lines the same role as at the buyer registration level, and assign the specific field values for which they are responsible (such as item ID 10000). In the case where a user is defined as the department manager in the Department table (DEPT_TBL) or the project manager for a project (PROJECT_MGR), then the department or project values where the user has been defined as a manager will automatically populate for the user.

In these cases, the user does not need to belong to the role defined at buyer registration (if one was set up) for the department or project.

For the auto-population to occur, the buyer user must have been defined as the department manager or project manager before the **Department** or **Project** field was defined at the buyer registration. As with all the line-level approval fields defined on the buyer user profile (those appearing by default and those entered manually), you can disable a particular line approval rule by deselecting the appropriate **Use** check box on the Review User Profiles - Invoice Line Approval Rule Setup page.

Line-level approval setup is a two-step process the buyer administrator performs:

1. At the buyer level (for example, BUY01), you specify which fields are to be routed for approval, such as account or department.

    You can specify any active distribution ChartField, item ID, or item category.

2. At the user level, you specify which value the operational users (for example, OPUSER) can approve (for example, account 650000 or department 14000).

    You can define values for any field specified in step 1.

Related Links

Administering Self-Service Security and Creating New Users

Buyer Information - Invoice Line Approval Rules Page

Reviewing, Approving, and Disputing Invoice Lines

Once your setup is complete, operational approvers can review, approve, and dispute individual invoice lines. These users cannot view invoice lines for which they are not responsible.

Most operational users do not have authority to override exceptions, however it's useful for them to see the reasons why invoice lines have a match exception status. Operational users that do have override authority can view *and* override exceptions.

Warning! Ensure that work in progress invoice lines are approved before turning off line-level approval routing. Similarly, if you need to change header approval amount levels or turn off header approval, ensure that you complete the approval of work in progress invoices before doing so.

Pages Used to Review, Approve, and Dispute Invoice Lines

Page Name	Definition Name	Usage
Review Invoice Lines - Invoice Lines and Distributions Page	EM_INVOICE_LINES	Approve or dispute invoice lines, view line status, and resolve invoice line disputes.
Review Invoice Lines - Approve Page	EM_INVLN_ACT_APPRV	Preview a summary of the lines you are about to approve.
Invoice Line Approval Page	EM_VCHR_APPRVL_AF	Approve invoice lines.
Review Invoice Lines - Dispute Page	EM_INVLN_ACT_DISP	Preview a summary of the lines you are about to place in dispute.
Match Exception Workbench Details Page	AP_MTCH_WB_EXCPTN	View match information for associated vouchers, purchase orders, and receipts. You can override exceptions, correct errors, and put vouchers on a match hold.

Page Name	Definition Name	Usage
Review Invoice Lines - Resolve Invoice Line Dispute Page	EM_INVLN_ACT_DISP	Enter comments and resolve the disputed invoice line. This page enables operational users to resolve an invoice line dispute. Upon clicking the **Dispute** button, only the user who initiated the dispute is transferred to the Review Invoice Lines - Resolve Invoice Line Dispute page; otherwise, the system transfers the user to the Review Invoice Lines - Resolution History page.
Review Invoice Lines - Resolution History Page	EM_DISPUTE_LN_HIST	View all dispute resolution comments for a given invoice line.
Review Invoices - Invoice Cycle Page	EM_INV_APR_STATUS	View the status of the invoice within the life cycle. This version of this page appears when the invoice is in the **Invoice Approval** stage of the invoice cycle. Other versions of this page appear depending on the stage of the cycle the invoice is in.
Review Invoice Lines - Invoice Line Approval Status Page	EM_INVLN_APPR_STAT	Review line approval status and approvers assigned to the line.

Related Links

"User Preferences – Payables Online Vouchering Page" (Application Fundamentals)

Review Invoice Lines - Invoice Lines and Distributions Page

Use the Review Invoice Lines - Invoice Lines and Distributions page (EM_INVOICE_LINES) to approve or dispute invoice lines, view line status, and resolve invoice line disputes.

Navigation:

- **eSettlements** > **My Invoice Lines**

  Click the **Review Disputes, Review Exceptions,** or **Review Pending Approvals** link on the My Invoice Lines page.

- **eSettlements** > **Invoices** > **Review Invoices** > **Review Invoices - Invoice Inquiry**

  Select *Lines* as the **View** on the Review Invoices - Invoice Inquiry page.

This example illustrates the fields and controls on the Review Invoice Lines - Invoice Lines and Distributions page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Invoice, Buyer, and **Supplier**	Enter a selection to narrow your search, but none are required. If you enter a value in the **Buyer** or **Supplier** field, searches return results faster.
Invoice Status	Populates according to the link you click on the My Invoice Lines page and defines the invoices that display. For example, if you click the **Review Disputes** link to access this page, the **Invoice Status** is set to *Disputed Invoice Line.* You can change the status: • *Disputed Invoice Line.* • *Invoice Line Exceptions.* • *My Pending Lines.* • *No Disputes.* • *Pending Approval.*
Payment Status	Displays *Unpaid* invoices only.

Invoice Lines and Distributions

Field or Control	Description
Sel (select)	Select the check box of the lines you want to approve or dispute, and then click the **Approval-Preview** or **Dispute-Preview** button to see a summary of the lines before you approve or dispute them.
Invoice	Click a link in this column to view the invoice life cycle.
Line	Displays the line number of the invoice.
Dist (distribution)	Displays the distribution number of the invoice line.
Supplier	Click a link in this column to view the supplier's information.
	Click a button in the Appr (approval status) column to review the approval status information for the line. If you have at least one accounting or non-operational role assigned to your user ID, the presence of the approval button indicates the line has been routed through the line-level approval process; if the button is not present, then line-level routing did not take place for the invoice line. The approval button shows the status of the entire line, but because a single line can require approval by more than one person you should also select the *My Pending Lines* invoice status to see lines you personally still have pending. Click the approval button to view other users in the particular approval loop and their statuses. **Note:** Click the **See Legend** link to view approval status symbols and their definitions.
	Click this button in the Match column to access the Match Exception Workbench Details page to review matching exceptions for this line. The presence of this button indicates that a particular invoice line has one or more match exceptions. **Note:** Click the **See Legend** link to view other match status symbols and their definitions. The page you access depends on the match status.

Field or Control	Description
	Click this button in the Dispute column to view line resolution history. The presence of this button indicates that the line has been in dispute.
	Click this button in the Dispute column to enter details and resolve the invoice line dispute. The presence of this button indicates that an outstanding dispute exists on the line.

Routing Fields and ChartFields

This tab displays information associated with the given invoice line.

Field or Control	Description
Item and **Category**	Displays the item and category associated with this invoice line.

GL Chart

This tab displays ChartFields associated with the given invoice line.

Field or Control	Description
Account	Displays the account with which the line is associated. **Note:** The system displays only populated ChartFields. If a ChartField has no values, that column is not visible.
	Click a button in the Comments column to view invoice line comments entered by the supplier. The button with dots indicates that the supplier has entered comments about the line. Comments entered by the supplier can be seen by the buyer, but comments entered by the buyer *cannot* be seen by the supplier.
Supplier Cd (supplier code)	Click a link in this column to view the supplier's information.
Approval-Preview	Select the **Approval-Preview** button to preview a summary of the lines you are about to approve after selecting at least one invoice line.

Field or Control	Description
Dispute-Preview	Select the **Dispute-Preview** button to preview a summary of the lines you are about to dispute, and enter comments about the dispute that apply to all selected lines.

Review Invoice Lines - Approve Page

Use the Review Invoice Lines - Approve page (EM_INVLN_ACT_APPRV) to preview a summary of the lines you are about to approve.

Navigation:

Select the **Sel** (select) check box for any invoice line you want to approve on the Review Invoice Lines - Invoice Lines and Distributions page.

Click the **Approval-Preview** button.

Note: You must select *My Pending Lines* as the **Invoice Status** before you can approve your lines.

Review and ensure that the lines selected are those you want to approve, and then click the **Approve** button to approve the lines. If you decide that you do not want to approve one or more of the lines, deselect the **Select** check boxes for those lines before continuing.

When you click **Approve** from this page and then the **OK** button after the confirmation, the selected lines are approved and the system returns you to the Review Invoice Lines - Invoice Lines and Distributions page.

Invoice Line Approval Page

Use the Invoice Line Approval page (EM_VCHR_APPRVL_AF) to approve invoice lines.

Navigation:

eSettlements > **Invoices** > **Invoice Line Approval**

Field or Control	Description
Attachments	Click the *Attachments* link to view the Voucher Header Attachment page.
Invoice Lines and Distributions	Select the invoice lines to be submitted for approval.
View Detail	Click the *View Detail* link to view the approval details for the invoices that are already approved.
Show Summary	Click the *Show Summary* button to display all invoice comments summarized in header process.

Review Invoice Lines - Dispute Page

Use the Review Invoice Lines - Dispute page (EM_INVLN_ACT_DISP) to preview a summary of the lines you are about to place in dispute.

Navigation:

Select the **Sel** (select) check box for any invoice line you want to dispute on the Review Invoice Lines - Invoice Lines and Distributions page.

Click the **Dispute-Preview** button.

Review and ensure that the lines selected are those you want to dispute, and then click the **Save and Notify Now** button to put the lines on hold and notify users set up to receive Invoice Line Dispute notifications.

Click the **Save and Notify Later** button to dispute the lines and have email notifications sent to the supplier users when the system administrator runs the Notifications-Disputed Lines Application Engine process (EM_NOTIFLATR).

Related Links

Review Invoice Lines - Resolve Invoice Line Dispute Page

Match Exception Workbench Details Page

Use the Match Exception Workbench Details page (AP_MTCH_WB_EXCPTN) to view match information for associated vouchers, purchase orders, and receipts.

You can override exceptions, correct errors, and put vouchers on a match hold.

Navigation:

Click a button in the Match column on the Review Invoice Lines - Invoice Lines and Distributions page.

Unless the user is set up to override match exceptions, the fields on this page will be unavailable. Some objects on this page are hidden if an operational user does not have override authority.

For approval to occur, these exceptions must first be resolved by a user who has override authority.

Related Links

"User Preferences – Payables Online Vouchering Page" (Application Fundamentals)
"Match Exception Workbench Details Page" (PeopleSoft Payables)
Administering Self-Service Security and Creating New Users

Review Invoice Lines - Resolve Invoice Line Dispute Page

Use the Review Invoice Lines - Resolve Invoice Line Dispute page (EM_INVLN_ACT_DISP) to enter comments and resolve the disputed invoice line.

This page enables operational users to resolve an invoice line dispute.

Navigation:

Click a **Dispute** button on the Review Invoice Lines - Invoice Lines and Distributions page.

Field or Control	Description
Reason and **Comments**	Select a reason for the resolution: *Accounting in Dispute, Amount in Dispute, Contract Retention, Goods in Dispute, Inbound IPAC Required, Other, Quantity in Dispute,* or *Withholding Hold.* You must also enter comments.
Save and Notify Now	Click this button to resolve the line in dispute and immediately send email notification to the supplier users.
Save and Notify Later	Click this button to resolve the line in dispute and send email notification to the supplier when the system administrator runs the Notifications-Disputed Lines process. This process does the following: • Ensures that notifications for disputed invoices are grouped together by supplier in a single notification referencing multiple lines, rather than the same supplier receiving numerous, individual line notifications. • Ensures that if several lines are disputed at the same time, the comments and reason code entered will apply to all selected lines. • Ensures that if multiple users dispute the same line on the same day, the system attaches a date/time stamp to each dispute to ensure correct processing.

Note: You can dispute lines all together, but must resolve them one at a time.

Review Invoice Lines - Resolution History Page

Use the Review Invoice Lines - Resolution History page (EM_DISPUTE_LN_HIST) to view all dispute resolution comments for a given invoice line.

Navigation:

Click a **Resolution History** button on the Review Invoice Lines - Invoice Lines and Distributions page.

This page displays all dispute and comment information associated with the invoice line.

Review Invoices - Invoice Cycle Page

Use the Review Invoices - Invoice Cycle page (EM_INV_APR_STATUS) to view the status of the invoice within the life cycle.

Navigation:

Click a link in the Invoice column on the Review Invoice Lines - Invoice Lines and Distributions page.

View the status of the invoice within the life cycle.

Note: An additional button for invoice line approval appears on this page only for invoices subject to line-level approval. If the button is not present, the invoice had no lines routed.

Related Links

<u>Review Invoices - Invoice Cycle Page</u>

Review Invoice Lines - Invoice Line Approval Status Page

Use the Review Invoice Lines - Invoice Line Approval Status page (EM_INVLN_APPR_STAT) to review line approval status and approvers assigned to the line.

Navigation:

Click a button in the Appr (approval) column on the Review Invoice Lines - Invoice Lines and Distributions page.

This example illustrates the fields and controls on the Review Invoice Lines - Invoice Line Approval Status page. You can find definitions for the fields and controls later on this page.

All approvers must approve a given invoice line before it can be paid. Once an approver has approved an invoice line, the pending status row no longer appears on the page, but it is still stored in the database.

Users with the buyer accountant role type can override operational approvers and approve their lines. When this occurs, a line for the buyer accountant user appears on this page and all operational user lines that were pending become approved.

Field or Control	*Description*
Name	Displays the name of the approvers responsible for approving the invoice line.

Field or Control	Description
Approval Status	Displays the approval status for the respective approver: *Pending:* The user has not yet approved the line. *Approved:* The user has approved the line.
Date/Time Action Taken	Displays the date and time the line approval occurred, or the line was initially routed.

Chapter 17

Using the Supplier Digital Assistant in eSettlements

Using the eSettlements Skill

The eSettlements skill is part of the Supplier Digital Assistant. A Skill is a program that simulates interaction with a user.

The eSettlements skill allows users to quickly search for their information such as invoice inquiry, payment inquiry, and inquiry related to disputes.

The eSettlements skill uses Oracle Digital Assistant (ODA) to interact with users to perform certain tasks. For more information about ODA, see Using Oracle Digital Assistant.

PeopleSoft Enterprise Components documentation discusses the Chatbot Integration Framework. See "Understanding Skills" (Enterprise Components).

Note: The eSettlements skill requires PeopleTools 8.59.

The eSettlements skill uses these services:

*   *esfetchdispinvoice*: To get the list of disputed invoices.

*   *esfetchinvoiceinquiry*: To get the list of invoices based on the statement entered by the user.

*   *esfetchpaymentinquiry*: To get the list of invoices based on the Payment Inquiry entered by the user.

*   *esgetname*:To get the name of the logged in user.

*   *esinvpyminqlink*: To get the link of the Invoice Inquiry page.

*   *esinvoicestatus*: To get the status of the invoice selected by the user.

*   *espymntdiff*: To get the details about the Rejected/Returned receipt and fetch the relevant information.

*   *espaymentstatus*: To get the status of the payment for the invoice selected by the user.

PeopleSoft PICASO Button

PeopleSoft Intelligent Chat ASsistant from Oracle (PICASO, or PeopleSoft PICASO) refers to the complete chatbot solution that is delivered by PeopleSoft.

Use the PeopleSoft PICASO button to access the eSettlements skill page.

Navigation

From the secure Supplier home page, select the **PeopleSoft PICASO** button at the bottom right corner.

This example illustrates the PeopleSoft PICASO button.

Inquiring Invoices Using the Invoices and Payments Assistant

Use the Invoices and Payments Assistant to inquire on invoices, payments and disputes.

Navigation

On the secure Supplier Home Page, click the **PeopleSoft PICASO** button.

This example illustrates the fields and controls on the eSettlements Skill page.
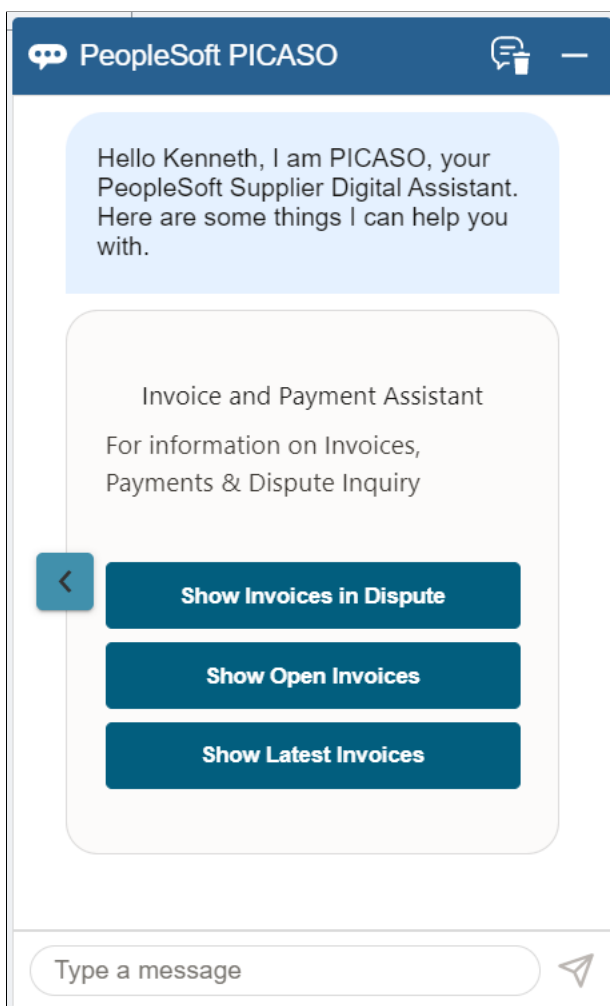
You can begin the interaction with the skill by choosing an option (*Show Invoices in Dispute*, *Show Open Invoices*, and *Show Latest Invoices*) displayed, or by entering your query.

For example, select the *Show Invoices in Dispute* option to view the invoices in dispute status. You can view up to 20 recent disputed invoices.

This example illustrates the fields and controls on the Invoices and Payment Assistant page.

Note: While responding to the skill, if you enter an incorrect value, the skill displays a message indicating that it does not understand your response. To proceed, you can rephrase your query or enter *help* in the message box.

Similarly, you can select the *Show Open Invoices* and *Show Latest Invoices* options and view the available results. Click *Show Latest Invoices* to view 20 recent invoices. To view 20 recent invoices that are in Open status, click *Show Open Invoices*.

Field or Control	Description
Dispute Inquiry	Click to access the Invoices in Dispute page. For more information, see <u>Resolving Disputing Invoices in PeopleSoft Fluid</u>
Invoice Inquiry	Click to access the Invoice Inquiry page. For more information, see <u>Inquiring on Invoices Using PeopleSoft Fluid</u>
	Click this icon to scroll through the results.
More Details	Select to navigate to the related page, where you can see additional details of the invoice and perform the required actions.

Chapter 18

Processing Payments

Understanding Payment Processing

During buyer registration you can specify to approve payments in PeopleSoft eSettlements. If you choose this option, in either the Business Service Provider or the Buyer Direct Model, you must run the payment selection process from the Pay Cycle Manager, and approving payments automatically initiates the payment creation process.

In the Business Service Provider model, payments are processed according to the subscriptions established during buyer registration. The Business Service Provider model supports only electronic funds transfer (EFT) payments.

The Buyer Direct model supports all PeopleSoft Payables payment methods—except draft.

Note: If you have enabled financial sanctions at either the installation or bank level, the system does not create payments for a supplier with a financial sanctions status of *Blocked* or *Review.* However, if financial sanctions validation is enabled at the bank level and you no longer validate for a particular supplier's bank, the system may select a supplier with a financial sanctions status of *Review* for payment.

See "Understanding Pay Cycle Alerts" (PeopleSoft Payables).

Users who have authority to create urgent payments or to approve payments must have the primary permission list and process profile EPMP8000 attached to their user ID. To attach this profile, select **PeopleTools** > **Security** > **User Profiles** > **User Profiles.**

Note: None of the following processing options are available in the Buyer Direct model. In the Buyer Direct model, you set up pay cycles in PeopleSoft Payables. You can enable PeopleSoft eSettlements payment approval which you can use in conjunction with the PeopleSoft Payables pay cycle approval.

Buyers can choose from the following payment processing options:

Processing Method	*Details*	*Setup*
Fully Automated	Requires no payment approval. Scheduled by the host administrator, with the buyer administering payments.	To specify this method, on the Registration page select the **Automated Paycycle** radio button but *do not* select the **Paycycle Approval Required** check box.

Processing Method	Details	Setup
Semi-controlled	Selected payments are presented to the buyer for approval and confirmation before the payment file is created. The host administrator enters the pay cycle criteria and runs the payment selection process on a predetermined schedule. Buyers review payments based on voucher selection.	To specify this method, on the Registration page select the **Self Service Paycycle** radio button and select the **Paycycle Approval Required** check box.
Full Control	The host administrator grants the buyer access to the Pay Cycle Processing and Pay Cycle Approvals components. These PeopleSoft Payables pages must be secured to ensure the users have only limited access to the data.	To specify this method, on the Registration page select the **Self Service Paycycle** radio button. You can optionally select the **Paycycle Approval Required** check box for this level of control.

The following diagram illustrates fully automated payment processing.
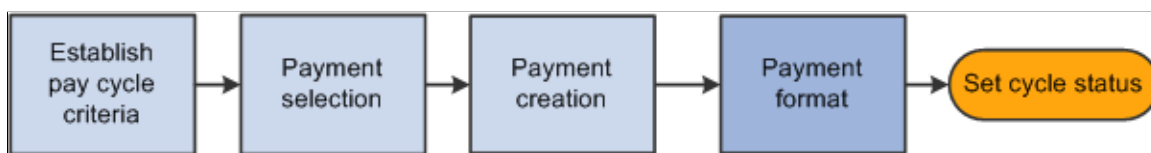
Subscription during buyer registration indicates payments are preapproved. No further approvals are required as part of the pay cycle. Pay cycles are created and run by the host administrator. Buyers receive email notification when the payment file is generated. The host administrator uses the Create Pay Cycle component (PYCYCL_DEFN) and the Pay Cycle Manager page in PeopleSoft eSettlements to process the pay cycle.

The following diagram illustrates semi-controlled payment processing.
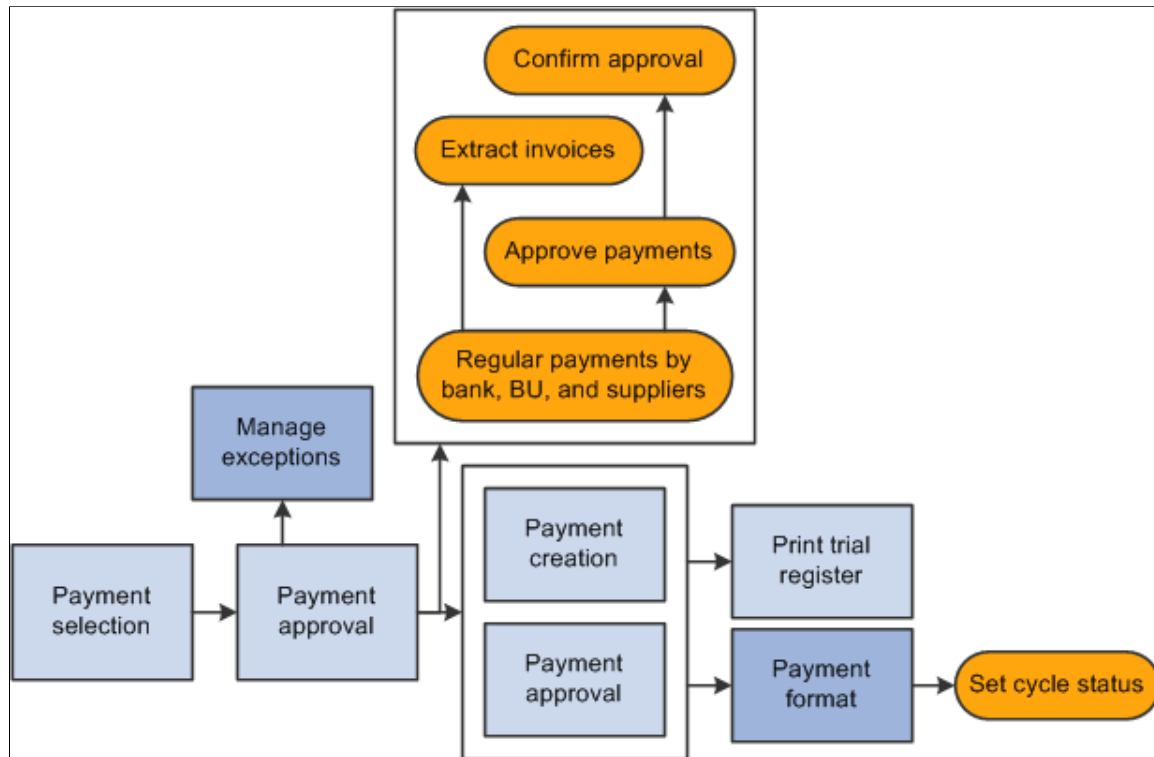
The payments can be approved and created using either the PeopleSoft eSettlements Approve Payments component (EM_PYCYCL_APPROVE) or the PeopleSoft Payables Pay Cycle Approval page—both are on the portal navigation for PeopleSoft eSettlements. The buyer should use the PeopleSoft eSettlements pages to approve the payments.

The following diagram illustrates full control payment processing.
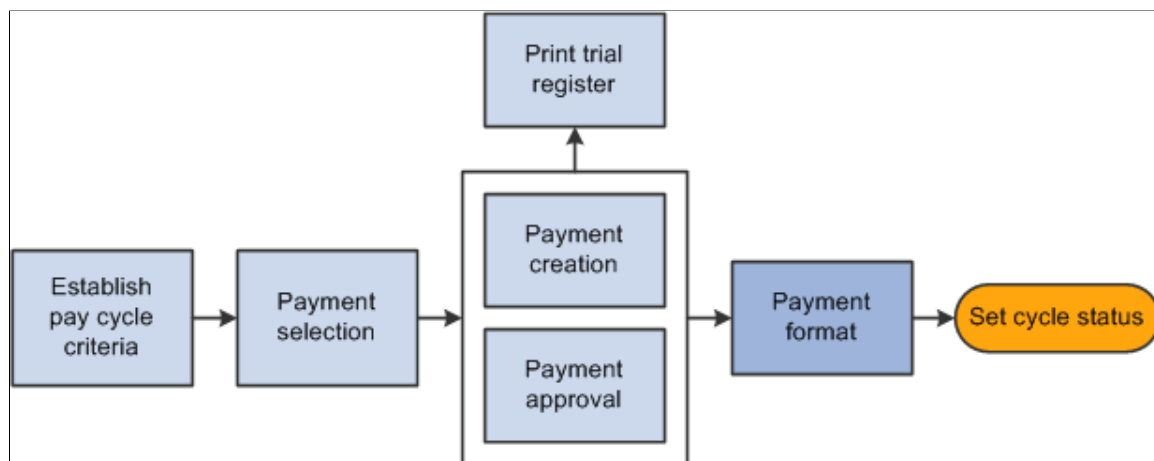
The system administrator or buyer user creates a pay cycle using the Create Pay Cycle component. The buyer runs the payment selection process on demand—from Pay Cycle Manager—on one or many business units at once. Because this requires greater knowledge of underlying PeopleSoft Payables system functionality, additional training is required for buyers exercising this option.

The buyer approves the payments using either the PeopleSoft eSettlements Approve Payments component or the PeopleSoft Payables Pay Cycle Approval page. Normally, the buyer should use the PeopleSoft eSettlements pages to approve the payments.

PeopleSoft eSettlements Payments and PeopleSoft Financial Gateway

PeopleSoft eSettlements leverages the integration between PeopleSoft Banks, Payables and Financial Gateway to process electronic payments. PeopleSoft eSettlements can process automated clearing house (ACH), EFT, and wire payment methods. To process payments through the PeopleSoft Financial Gateway processing, you must first define the appropriate EFT layout and settle through method in the Banks External Account component (BANK_EXTERNAL).

PeopleSoft eSettlements settles payments through PeopleSoft Financial Gateway at two events:

• Saving urgent payment requests.

• Approving and creating payments in the Pay Cycle Selection process.

Performing either of these actions triggers the PS Job program, eSettlement Payment Job (EM_PAY). This job works in tandem with multiple PeopleSoft Payables programs to create payment messages, which are submitted to the PeopleSoft Financial Gateway for processing. PeopleSoft eSettlements sends payment messages of *New* or *Cancel.* During payment processing with PeopleSoft Financial Gateway, PeopleSoft eSettlements receives messages indicating the payment's processing status, such as *Loaded, Hold, Error,* and *Paid.* The system displays this payment status information in Pay Cycle Manager and the following PeopleSoft eSettlements inquiry pages:

• Review Payment – Buyer (EM_BUY_PYMT_INQ).

• Review Payment – Seller (EM_SEL_PYMT_INQ).

• Review Payment – Payment Reference (EM_PYMNT_INQ).

If the payment cannot be successfully processed through PeopleSoft Financial Gateway, it generates an error message. You must correct the errors by cancelling the payment to reprocess the payments.

You can cancel a payment processed through PeopleSoft eSettlements and PeopleSoft Financial Gateway. The cancellation logic for PeopleSoft eSettlements and Payables payments processed through the PeopleSoft Financial Gateway is very similar. If you cancel a payment that the system has not yet sent to the bank, the system marks the payment as cancelled in PeopleSoft Financial Gateway and prevents it from being transmitted to the bank. If you cancel a payment that has already been sent to the bank, the PeopleSoft Financial Gateway functionality marks the payment as cancelled but does not send a cancelled payment message to the bank. Instead, you must cancel the PeopleSoft Payables payment cancellation functionality, and then resubmit it.

Related Links

"Understanding PeopleSoft Payables Payment Formats" (PeopleSoft Payables)
Understanding Invoice Extracts
"Pay Cycle Processing Using the PeopleSoft Financial Gateway" (PeopleSoft Payables)
"Payment Cancellation" (PeopleSoft Payables)

Prerequisites

Before processing payments, the system administrator must do the following:

1. Create a buyer template.

2. Create a bank account.

3. Create a buying entity (buyer).

4. Establish buyer payment processing preferences.

Related Links
Understanding Buyer Registration

Setting Up Pay Cycles

After completing the prerequisites, the system administrator must set up the pay cycles.

Important! In the Buyer Direct model, you must assign the appropriate pay cycles to each user that is responsible for reviewing approving pay cycles from PeopleSoft eSettlements. In the Business Service Provider model, each buyer administrator must notify the exchange host which users from the buying entity will be responsible for reviewing and approving pay cycles.

To set up pay cycles, use the Secure Pay Cycles component (EM_SEC_PYCYCL_OPR).

This section describes how to assign pay cycle access and process pay cycles.

Page Used to Set Up Pay Cycles

Page Name	Definition Name	Usage
Pay Cycle by User ID Page	SEC_PYCYCL_OPR	Assign access for one or many pay cycles to the user responsible for reviewing and approving pay cycles.

Pay Cycle by User ID Page

Use the Pay Cycle by User ID page (SEC_PYCYCL_OPR) to assign access for one or many pay cycles to the user responsible for reviewing and approving pay cycles.

Navigation:

eSettlements > **Administration** > **Secure Pay Cycles** > **Pay Cycle by User ID**

Field or Control	Description
Pay Cycle	Assign the accessible pay cycles to the user ID that you selected to access the page.

Processing Pay Cycles

After you complete all relevant configuration, you run the pay cycle. The system administrator or buyer user accesses the Create Pay Cycle component and Pay Cycle Manager to create a pay cycle and select the payments.

Note: If you have enabled financial sanctions at either the installation or bank level, the system does not select payments for a supplier with a financial sanctions status of *Blocked* or *Review.* However, if financial sanctions validation is enabled at the bank level and you no longer validate for a particular supplier's bank, the system may select a supplier with a financial sanctions status of *Review* for payment.

See "Understanding Pay Cycle Alerts" (PeopleSoft Payables).

The system administrator can specify that pay cycle approval is required either on the buyer Registration page in PeopleSoft eSettlements, or in the Payment Selection Criteria component (PYCYCL_DEFN) in PeopleSoft Payables.

A pay cycle containing any buying organizations that specified their payment approvals be performed in PeopleSoft eSettlements, will be eligible for the payment selection process only, and will not be eligible to have both the payment selection and payment creation processes run together.

System administrators or buyers can select any payment method other than *draft* payment methods when they create a pay cycle.

Related Links
"Creating, Updating, and Reusing Pay Cycles" (PeopleSoft Payables)
"Understanding Pay Cycle Manager" (PeopleSoft Payables)

Approving Payments

After the payments are selected for each pay cycle, the pay cycles await approval by the buyer user having pay cycle access before that user can generate the related payments.

That buyer then:

1. Approves or rejects payments.

2. Reviews and optionally excludes invoice schedules included in payments.

3. Includes discount-eligible invoices that would be lost if not included in the current pay cycle.

4. Resolves disputes on invoices included in any pay cycle before processing payments.

Note: If payment approval is required in PeopleSoft eSettlements, you must run the payment selection process from the Pay Cycle Manager. Once the payment is approved in PeopleSoft eSettlements, the payment creation process is automatically initiated.

Pages Used to Approve Payments

Page Name	Definition Name	Usage
Approve Payments - Pay Cycle Summary Page	EM_PYCYCL_STAT	Review the pay cycles waiting for approval.
Approve Payments - Approve Pay Cycle Page	EM_PYCYCL_SUM	Review payments included in the pay cycle summarized by different criteria, and view the sum debited on each bank account.
Approve Payments - Lost Discount Alert Page	EM_PYCY_DSCNT_ALRT	Include payments eligible for a discount in the pay cycle.
Approve Payments - Payment Confirmation Page	EM_PYCY_CONF_CREAT	Confirm payment creation. Bank account and amount debited information appears.
Approve Payments - Payment Selection Rejection Page	EM_PYCY_CONF_REJEC	Reject the pay cycle. Payment is not created and all invoices included in the pay cycle remain outstanding and are selected in the next pay cycle. Rejection confirmation resets the pay cycle.
Approve Payments - Invoices to be Paid Page	EM_PAY_PAGE	Review invoices selected and different suppliers to be credited in the pay cycle, and exclude any invoices from the pay cycle. Excluded invoices are not paid and are selected in the next pay cycle Any schedules which have been disputed can also be resolved. See Approve Payments - Approve Pay Cycle Page

Related Links
Understanding Buyer Invoice Management

Approve Payments - Pay Cycle Summary Page

Use the Approve Payments - Pay Cycle Summary page (EM_PYCYCL_STAT) to review the pay cycles waiting for approval.

Navigation:

eSettlements > **Payments** > **Approve Payments** > **Approve Payments - Pay Cycle Summary**

Field or Control	Description
Details	Click a link in this column to the Approve Payments - Approve Pay Cycle page to create or reject payments.

Note: The combination of the **Pay Cycle** ID and the **Seq** (sequence number) identifies the remittance.

Approve Payments - Approve Pay Cycle Page

Use the Approve Payments - Approve Pay Cycle page (EM_PYCYCL_SUM) to review payments included in the pay cycle summarized by different criteria, and view the sum debited on each bank account.

Navigation:

Click a **Details** link on the Approve Payments - Pay Cycle Summary page.

Field or Control	Description
Summarize By	Select a parameter to summarize your search: *Bank:* The bank account debited. *Bank and Supplier:* The bank account debited and the remit to supplier credited. *Buyer:* The business unit originating the payment. *Supplier:* The remit to supplier credited. **Note:** Depending on the **Summarize By** selection, the information that appears on the page varies.
Invoices Eligible for Discount	Click this link to access the Approve Payments - Lost Discount Alert page where you can include potential discount-bearing invoices in the current pay cycle. **Note:** This link is available only when invoices with discount potential have been identified in the pay cycle. The buyer uses this page to view and potentially include scheduled payments that are currently *not* included in this pay cycle, but which will forfeit an earned discount if not paid before the next payment date. This enables quick analysis of upcoming payments to determine whether an advance payment would capture a discount that might otherwise be lost.

Payment Details

The information that displays can include:

Field or Control	Description
Bank and **Description**	Displays the bank originating the payment and the bank name.
Nbr of Payments (number of payments)	Displays the number of payment schedules making up the payment.
	If an invoice is on hold, this button displays in the **Dispute** column. Click its adjacent **Details** link to view associated payment details.
Details	Click this link to view and act on the invoices included in the payment.
Create Payment	Click this button to access the Approve Payments - Payment Confirmation page where you can create the payment. **Note:** If there are invoices in dispute this button will be inactive. You must resolve the disputed invoices or exclude them from the pay cycle before creating the payment.
Reject Payment	Click this button to access the Approve Payments - Payment Selection Rejection page where you can reject all listed invoices for this pay cycle.

Click a **Details** link on the Approve Payments - Approve Pay Cycle page to access the Approve Payments - Invoices to be Paid page.

Approve Payments - Lost Discount Alert Page

Use the Approve Payments - Lost Discount Alert page (EM_PYCY_DSCNT_ALRT) to include payments eligible for a discount in the pay cycle.

Navigation:

Click the **Invoices Eligible for Discount** link on the Approve Payments - Approve Pay Cycle page.

Field or Control	Description
Include	Click this button to include the invoice in the pay cycle, then click **Save.** **Note:** To view all potential invoices, be sure to select **View All** in the **Voucher Information** group box header.

Related Links

"Lost Discount Alert Page" (PeopleSoft Payables)

Approve Payments - Invoices to be Paid Page

Use the Approve Payments - Invoices to be Paid page (EM_PAY_PAGE) to review invoices selected and different suppliers to be credited in the pay cycle, and exclude any invoices from the pay cycle.

Excluded invoices are not paid and are selected in the next pay cycle Any schedules which have been disputed can also be resolved.

Navigation:

Click a **Details** link on the Approve Payments - Approve Pay Cycle page.

Advanced Search

Field or Control	Description
Show More Information and **And**	Select additional invoice detail categories to appear in the last two columns of the **Invoices to be Paid** grid, then click the **Search** button.
Display	Specify which invoices appear. Values include: *All Invoices, Excluded Invoices,* and *Included Invoices.*
Exclude All	Click this link to remove all invoices from the pay cycle, effectively canceling the pay run.
Included Invoices	Displays the number of invoices included in the pay cycle.
Sum of Included Amount	Displays the total amount of included invoices.
Refresh	Click this button to recalculate the **Sum of Included Amount** after you include and exclude payments.

Invoices to be Paid

The column headings that appear vary depending on your **Show More Information** and **And** drop-down list box selections.

Field or Control	Description
Include	Select the respective check box to include the invoice in the pay cycle.

Field or Control	Description
🗒️	Click to view dispute information and resolve disputes.
Scheduled	Displays the invoice due date.
📋	Click to view the HTML invoice.
Gross Amt (gross amount)	Displays the gross amount of the invoice.
Rate	Click a link to view the current exchange rate detail, depending on the currency selected.
Discount Due and **Bank Code**	Displays additional invoice detail categories. The last two column headings vary depending on your **Show More Information** and **And** drop-down list box selections. Possible heading names are **Discount Due** and **Bank Code.**

Approve Payments - Payment Confirmation Page

Use the Approve Payments - Payment Confirmation page (EM_PYCY_CONF_CREAT) to confirm payment creation.

Bank account and amount debited information appears.

Navigation:

Click the **Create Payment** button on the Approve Payments - Approve Pay Cycle page.

Field or Control	Description
Confirm Payment Creation	Click to create the payment and generate the EFT or check file.

Approve Payments - Payment Selection Rejection Page

Use the Approve Payments - Payment Selection Rejection page (EM_PYCY_CONF_REJEC) to reject the pay cycle.

Payment is not created and all invoices included in the pay cycle remain outstanding and are selected in the next pay cycle. Rejection confirmation resets the pay cycle.

Navigation:

Click the **Reject Payment** button on the Approve Payments - Approve Pay Cycle page.

Field or Control	Description
Reject Payment Selection	Click this button to reject the payment and reset the pay cycle, clearing all the included invoices.

Defining Payment Processing Workflow Notifications

Three types of workflow notifications are available depending on the subscription options chosen by the buyer and supplier. The following table lists the email notification types and describes the conditions that trigger each:

Notification Type	Trigger
Payment Approval	Payment approval notifications are sent to buyers when payments are awaiting approval and if payment approval notifications have been set up at the buyer SetID or the agreement level.
Buyer Payment Creation	At the end of the pay cycle, when the payment is created, the buyer receives notification that payments debiting the appropriate bank account have been created. This only occurs if notification has been set up at the buyer SetID or agreement level.
Supplier Payment Creation	At the end of the pay cycle, when the payment is created, and if notification has been set up at the supplier SetID level (or if the organization so subscribed during supplier registration or during agreement creation), the supplier receives notification that payments have been created crediting the supplier's bank account.

Related Links
Creating Suppliers
Creating Buyers

Scheduling, Reviewing, and Modifying Payment Installments

Buyers can schedule partial payments against an invoice, thereby creating more than one payment installment. When you schedule payments, the system automatically populates the remaining gross amount as the next payment amount.

Buyers can also create manual or urgent payments for an installment, as well as place an installment or partial payment in dispute. They can also create late payment and reminder notifications for each payment schedule.

You must select the **Manually Schedule Payments** check box for each user responsible for scheduling payments and placing payments on hold, on the User Preferences - Procurement: Payables page.

This section discusses how to schedule, review, and modify payment installments.

Note: The system generates payment schedules automatically according to the payment terms, and you can also schedule them manually.

Pages Used to Schedule, Review, and Modify Payment Installments

Page Name	Definition Name	Usage
Review Payment Installments - Inquiry Page	EM_BUY_PYMNT_INSTL	Review a list of invoices that need to be paid.
Schedule Payment - Schedule a Payment Page	EM_VCHR_PAYMENT	Schedule, review, and modify payment installments.

Schedule Payment - Schedule a Payment Page

Use the Schedule Payment - Schedule a Payment page (EM_VCHR_PAYMENT) to schedule, review, and modify payment installments.

Navigation:

Click a **Schedule** link on the Review Payment Installments - Inquiry page.

This example illustrates the fields and controls on the Schedule Payment - Schedule a Payment page. You can find definitions for the fields and controls later on this page.

Payment Information

If more than one payment exists for this invoice, a reminder message displays just beneath this group box header.

When you access the page, the full amount displays on a single line. You can change the amount to be the first payment installment amount. Once you click the **Add** button, the system calculates the remaining amount as the next payment installment. You can continue this process up to the number of installments you want, editing each line for due date.

Field or Control	Description
⊞	Click the add button before saving the page to add an installment after you enter your first amount. Add a row for each desired installment, entering an amount on each line. Each time you add an installment the system recalculates the remaining gross amount on the newly added line.
Bank	Select a bank ID. The only bank IDs available are those associated with the buyer during buyer bank security setup. **Note:** Buyer bank security is only used in the Business Service Provider model. In the Buyer Direct model, users have access to all banks that are available through TableSet sharing.
Account	Select the account from which the funds originate.
Method	Select a different payment method if needed. **Note:** No *Draft* methods are available.
Layout	Displays the defined layout for the specified bank account and payment method.
Settle by	Displays if the payment has been processed through *Financial Gateway* or *Pay Cycle*.
Action	Select *Schedule*.
Scheduled Due Date	Enter the date the installment will be selected for payment.

Payee

Field or Control	Description
Remit to, Location, and **Address**	Displays the supplier to which the payment is made, supplier location, and address for the location. You define locations for the supplier on the Review Supplier Details - Locations page.

Related Links

Maintain Locations - Location Information Page

Making Immediate Payments

This section provides an overview of immediate payment processing and discusses how to record manual payments and create urgent payments.

Note: Users who have authority to create urgent payments or to approve payments must have permission list EPMP8000 attached to their user ID. This list is automatically assigned to buyer users created from the Review User Profiles - Buyer User Details page in PeopleSoft eSettlements. To manually attach this profile select **PeopleTools** > **Security** > **User Profiles** > **User Profiles.**

Pages Used to Make Immediate Payments

Page Name	Definition Name	Usage
Record Manual Payments - Schedule a Payment Page	EM_VCHR_PAYMENT	In the Business Service Provider model, record payments made outside the system. The buyer can record a reference number for each payment, and close invoices that were paid outside PeopleSoft eSettlements.
Manual Pay Selection Page	AP_MAN_SEL	In the Buyer Direct model, enter criteria to build the manual payment worksheet in PeopleSoft Payables. This page is only available to those users who have been set up to record payments at the user preference level. See Record Manual Payments - Schedule a Payment Page
Man Pay Worksheet (manual pay worksheet) Page	AP_MAN_ENTRY	Enter manual payment information. See Record Manual Payments - Schedule a Payment Page

Page Name	Definition Name	Usage
Create Urgent Payment - Create Payment Page	EM_PYMNT_EXPRESS	Create an instant payment for invoices for a specific supplier.
Create Urgent Payment - Create Payment Page	EM_EXPRESS_CONFIRM	View details and confirm urgent payment creation.

See the product documentation for *PeopleTools: Security Administration*

Understanding Immediate Payment Processing

Buyers have three options to satisfy suppliers when immediate payment becomes necessary:

1. Pay the invoices through the system and create the payment file remitted to the bank.

2. Issue a check for an invoice manually—outside the system—and assign a payment reference number to record the payment in the system.

   In the Buyer Direct model, the buyer creates manual payments using the PeopleSoft Payables pages, accessed directly from PeopleSoft eSettlements. Buyers first add the payment, then select the invoices to be paid. The payment method can be *Direct Debit, Giro - Manual, Manual Check,* or *Wire Report* in PeopleSoft Payables.

   Only those users who have been set up to record payments at the user preference level can record manual payments.

   If financial sanctions validation is enabled at the installation level or the bank level, you cannot create a manual payment worksheet from the Manual Pay Selection page if the supplier has a financial sanctions status of *Review* or *Blocked.* The system validates the supplier against the financial sanctions lists (for example, the Specially Designated Nationals (SDN) list) when you attempt to build a manual payment. If financial sanctions validation is enabled at the bank level, the system only validates the supplier if the remit supplier's bank requires financial sanctions validation.

   See "Manual Payments" (PeopleSoft Payables).

   In the Business Services Provider model, the buyer creates manual payments using the Create Manual Payment - Schedule payment page in PeopleSoft eSettlements. Buyers first select the invoices, then create the manual payment.

   To create a manual payment:

   • The invoice must be approved in the system.

   • The bank account setup must support manual payments.

   • The installment must not be in dispute.

3. Create an urgent payment to pay a supplier instantly.

   Invoices must be entered into the system and be approved for payment before you can use this method.

All payment methods are available for urgent payment creation—except for any of the *Draft* payment methods. This is true for both models.

If financial sanctions validation is enabled at the installation level or the bank level, you cannot create an urgent payment if the supplier has a financial sanctions status of *Review* or *Blocked.* However, if financial sanctions validation is enabled at the bank level and you no longer validate for a particular supplier's bank, the system may allow you to create an urgent payment for a supplier with a financial sanctions status of *Review.* The system validates the supplier against financial sanctions lists (for example, the SDN list) when you attempt to create an urgent payment.

See Understanding Financial Sanctions Validation.

Related Links

"Understanding PeopleSoft Payables Payment Formats" (PeopleSoft Payables)

Record Manual Payments - Schedule a Payment Page

Use the Record Manual Payments - Schedule a Payment page (EM_VCHR_PAYMENT) to in the Business Service Provider model, record payments made outside the system.

The buyer can record a reference number for each payment, and close invoices that were paid outside PeopleSoft eSettlements.

Navigation:

eSettlements > **Payments** > **Create Manual Payment** > **Record Manual Payments - Schedule a Payment**

Payment Information

If more than one payment exists for this invoice, a reminder message displays just beneath this group box header. You cannot add payment installments when creating a manual payment; you must pay the entire amount.

Note: If multiple installments exist for a given invoice, the system populates this page with all of them when you access it. All installments have a default **Action** of *None.* You change this value to *Record* only on installments for which you are recording a manual payment. To ensure that you pay the correct installment, be sure to note the number of payments in the **Payment Information** group box header and set the Action to *Record Manual Payment* for the appropriate payment installment.

Payment Details

Field or Control	Description
Bank, Account, and **Method**	Displays the default values from the information specified on the agreement. Override the method if needed.

Field or Control	Description
Layout	Displays the defined layout for the specified bank account and payment method.
Settle by	Displays if the payment has been processed through *Financial Gateway* or *Pay Cycle.*
Action	Select the appropriate payment action: *Record Manual Payment:* Select to make a manual payment and record it in PeopleSoft eSettlements. *None:* Select for invoices to be picked up by the pay cycle and to ensure that the installment is not manually recorded.
Pay	Select what type of amount to pay. Effective only if you select *Record Manual Payment* in the **Action** field. Options are: *Full Amount:* Select to pay the entire installment amount. *Discounted Amount:* Select to pay the discounted amount if the installment has a discount.

Payment in Dispute

Field or Control	Description
In Dispute	Displays if the payment is on hold by the check box being selected. **Note:** You cannot deselect this check box from this page.
Reason	Displays the reason for the payment installment hold.

Record Payment Information

Field or Control	Description
Reference	Enter a payment reference number for this manually paid installment.

Field or Control	Description
Payment Date	Enter the date the payment was made. Note: Setting the **Action** to *Record Manual Payment,* and entering a **Reference** and **Payment Date** creates a manual record.

Payee

Field or Control	Description
Remit To, Location, and Address	The supplier to which the payment is made and, optionally, a supplier location and address for the location. You define locations for the supplier on the Review Supplier Details - Locations page.
	Click the **Alternate Names** button to use an alternate name for the supplier on the payment.

Related Links
"Scheduling and Creating Voucher Payments for Online Vouchers" (PeopleSoft Payables)
"Manual Payments" (PeopleSoft Payables)
"Recording Manual Payments" (PeopleSoft Payables)
"Creating Manual Payments" (PeopleSoft Payables)

Create Urgent Payment - Create Payment Page

Use the Create Urgent Payment - Create Payment page (EM_PYMNT_EXPRESS) to create an instant payment for invoices for a specific supplier.

Navigation:

• **eSettlements** > **Payments** > **Create Urgent Payment** > **Create Urgent Payment - Create Payment**

• **eSettlements** > **Invoices** > **Review Invoices** > **Review Invoices - Invoice Inquiry**

    Click a **Pay** link on the Review Invoices - Invoice Inquiry page. This link will only be accessible to those users who have access to the Create Urgent Payment component in their permission list.

Note: If you've accessed this page by clicking a **Pay** link on an inquiry page, the system populates voucher and installment details.

Payment Information

Field or Control	Description
Buyer Name	Enter the buyer (business unit) ID against which the payment is to be drawn.
Bank and Bank Account	Enter the ID and account number for the bank account from which the payment is made.
Remit Supplier	Enter the supplier to which you are making the payment.
Remit to Location	Enter the supplier location that will receive the payment.

Select Voucher

Field or Control	Description
Voucher	Enter the voucher number that you are paying.
Payments	Select or add the payment schedule numbers associated with the payment schedule you want to pay.
Invoice Dt (invoice date)	Displays the invoice date associated with the voucher you select.
Apply Discount	Select this check box to apply any available discount to the payment.
Gross Amount	Displays the gross amount for the selected payment schedule.
Discount	Enter the amount of discount that you are taking on the payment.
Paid Amount	Displays the payment amount for the selected payment schedule. This amount differs from the gross when a **Discount** is available.

Payment

Field or Control	Description
Payor Bank Account Detail	Displays the name of the payee and associated bank based on the vouchers selected.
Printer Output Format	Select the printer output format for printing checks from the options: • PCL • PDF • PS **Note:** The printer output format is PDF by default. You may select the PCL or the PS option and recreate the check with new reference number or reprint using same reference number.
Add All Vouchers	Click this button to include all outstanding payments for the supplier in the payment.
Create Payment	Click this button to create the payment file and confirm the payment. **Note:** If financial sanctions validation is enabled, the system validates the supplier against financial sanctions lists (for example, the SDN list) upon clicking the **Create Payment** button. The system does not allow you to create a payment for a supplier with a financial sanctions status of *Review* or *Blocked.* However, if financial sanctions validation is enabled at the bank level and you no longer validate for a particular supplier's bank, the system may allow you to create an urgent payment for a supplier with a financial sanctions status of *Review.* See Understanding Financial Sanctions Validation.

Note: If a prepayment is available for a voucher paid by an urgent payment, the prepayment amount is not applied. The next section discusses prepayments.

Creating Prepayments

This section provides an overview of prepayment processing and discusses how to view and add prepayment invoices, and enter details for new prepayment invoices.

Pages Used to Create Prepayments

Page Name	Definition Name	Usage
Create Prepayment Invoice - Inquiry Page	EM_PPY_INQUIRY	View existing prepayment vouchers and add new prepayment invoices.
Create Prepayment Invoice - Invoice Details Page	EM_VCHR_PPY	Enter or view details for a prepayment invoice.

Understanding Prepayment Processing

Down payments and prepayments are common practice worldwide. Most organizations, at one time or another, need to pay for goods or services before an invoice is received. For example, when a company sets up a new customer account with a supplier, the supplier may require prepayment on the first one or two orders before extending credit to the buyer.

In the Buyer Direct model, use the PeopleSoft Payables pages to create and process prepayments.

In the Business Services Provider model, use the PeopleSoft eSettlements pages to create prepayment invoices. The prepayment feature does the following:

*   Allows a payment to be made to a supplier without an invoice.

*   Applies VAT to the prepayment.

*   Facilitates the application of the prepayment to the final voucher.

In the Business Services Provider model, these are the steps for prepayment processing:

1. Buyer creates the prepayment invoice.

2. Buyer or system administrator processes the payment as they would any other payment.

3. The system administrator runs the Voucher Post Application Engine process (AP_PSTVCHR) in PeopleSoft Payables to associate the prepayment voucher with the regular voucher after the invoice is received from the supplier.

Related Links

"Understanding Prepayment Processing" (PeopleSoft Payables)

Create Prepayment Invoice - Inquiry Page

Use the Create Prepayment Invoice - Inquiry page (EM_PPY_INQUIRY) to view existing prepayment vouchers and add new prepayment invoices.

Navigation:

eSettlements > **Payments** > **Create Prepayment Invoice** > **Create Prepayment Invoice - Inquiry**

Enter search criteria to view a list of existing prepayment vouchers.

Note: If a given buyer has not yet established any agreements with suppliers, the system will not return any search values.

Field or Control	Description
Add a New Prepayment	Click this button, then add invoice details and create the invoice.
Invoice ID	Click a link in this column to view the details of the existing prepayment.

Create Prepayment Invoice - Invoice Details Page

Use the Create Prepayment Invoice - Invoice Details page (EM_VCHR_PPY) to enter or view details for a prepayment invoice.

Navigation:

- Click the **Add a New Prepayment** button on the Create Prepayment Invoice - Inquiry page.

- Click an **Invoice ID** link on the Create Prepayment Invoice - Inquiry page.

Field or Control	Description
Supplier and Supplier Location	Select the supplier and location to which you are making the prepayment.
Invoice and **Invoice Date**	Enter the date and number of the invoice which the supplier created, but you have not received.
Gross Amount	Enter the amount that you must pay the supplier.
VAT	Enter the actual VAT amount for the invoice, if applicable.
Merchandise Amount	Displays the amount of the invoice less any VAT amount.

Inquiring About Payments

This section discusses how to view payment details summary and status, and view payment details and invoices.

Pages Used to Inquire About Payments

Page Name	Definition Name	Usage
Review Payments - Payment History Page	EM_BUY_PYMT_INQ	View payment details summary and status.
Review Payments - Payment Reference Page	EM_PYMNT_INQ	View payment details and the invoices included in each payment.
Review Invoices - Payment Inquiry Page	EM_VCHR_PYMNT_INQ	View processed, scheduled, canceled, and outstanding payment details.

Review Payments - Payment History Page

Use the Review Payments - Payment History page (EM_BUY_PYMT_INQ) to view payment details summary and status.

Navigation:

eSettlements > Payments > Review Payments > Review Payments - Payment History

Payment Details

Field or Control	Description
Sequence	Displays the payment advice sequence.
Reference	Click the payment reference number link to open the Review Payments - Payment Reference page and view the payment detail and payment advice.

Financial Gateway

Field or Control	Description
Reference	Click a reference ID link to access the Review Payments – Payment Reference page, and view payment detail and advice information.
Settle by	Displays if the payment has been processed through *Financial Gateway* or *Pay Cycle.*

Review Payments - Payment Reference Page

Use the Review Payments - Payment Reference page (EM_PYMNT_INQ) to view payment details and the invoices included in each payment.

Navigation:

Click a **Reference** link on the Review Payments - Payment History page.

Payment Detail

Field or Control	*Description*
Created	Displays the date the payment was created.
Days Outstanding	Displays the number of days the payment is outstanding.
Cleared On	Displays the date the payment was cleared. If this field is blank, the payment has not yet cleared.
Cancel Action	Displays the cancellation status of the payment. Values include: *No Cancel Action:* Displays if the payment hasn't been canceled. *Re-Open Voucher(s)/Re-Issue:* Enables you to reselect the scheduled payments and reissue them in the next pay cycle. *Re-Open Voucher(s)/Put On Hold:* Enables you to reopen the scheduled payments, but places them on hold for your review. You can perform additional investigation or revise voucher information before proceeding with a payment. The pay cycle process does not select the scheduled payments until the hold is removed. **Note:** Search for payments with a **Payment Status** of *Void* to view the last two cancel actions statuses.
Voucher ID	Click the voucher ID links to view detailed voucher information.

Inquiring on Payments Using PeopleSoft Fluid

eSettlements Fluid Payment Inquiry pages allow external Supplier users the ability to view and inquire payment details using Fluid pages.

Pages Used to Inquire About Payments Using PeopleSoft Fluid

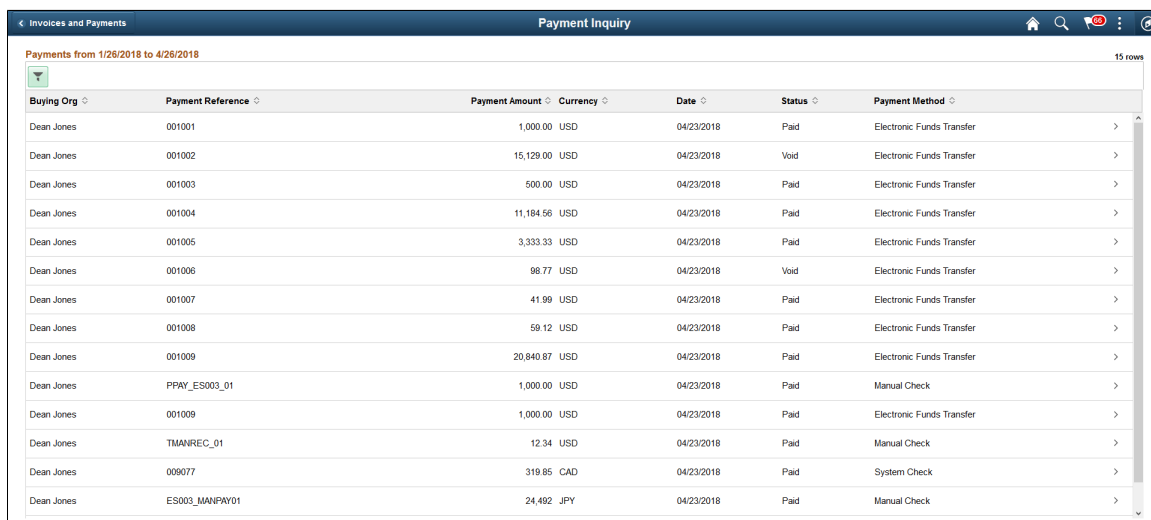| Page Name	Definition Name	Usage
Payment Inquiry Page	EM_SEL_PYMT_INQ_FL	View and inquire a payment.
Payment Details Page	EM_PYMNT_INQ_FL	View payment details.

Payment Inquiry Page

Use the Payment Inquiry page (EM_SEL_PYMT_INQ_FL) to view and inquire a payment.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Payment Inquiry**.

This example illustrates the fields and controls on the Payment Inquiry page. You can find definitions for the fields and controls later on this page.

Note: The Payment Inquiry page can also be rendered on small form factor devices such as a smartphone; the columns that are displayed are optimized on small form factors.

The Payment Inquiry page displays a list of payments that match the filter criteria. From this list of payments, a Supplier user can select a payment to inquire.

Field or Control	Description
	Select to access the Filters page and search for payments based on payment date or other criteria. The From/To Dates indicate the default date range for the Payments is derived from the transaction limit setup. For more information on Transaction limits set up, see Review Buyer Details - Registration Page. If no transaction limits are set up, the default date range is 90 days. You can refine your search based on Payment Status, Remit Supplier, or Remit Location. Payment Reference is used to search for payments using a specific payment reference number. Amount Reference indicates a range for an amount. If Amount reference is selected, an amount must be entered in the Amount field.
	Select to sort the columns in the ascending or descending order. By default, the payments are sorted by the Payment date in the descending order.

Payment Details Page

Use the Payment Details page (EM_PYMNT_INQ_FL) to view payment details. This is a display-only page.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Payment Inquiry**. Select a payment from the payments list.

This example illustrates the fields and controls on the Payment Details page. You can find definitions for the fields and controls later on this page.

Note: The Payment Details page can also be rendered on small form factor devices such as a smartphone. The columns that are displayed are optimized on small form factors.

The Invoice column displays a hyperlink that redirects you to the Invoice Details page to view more details about an invoice that was paid within this payment. A payment can include more than one invoice.

Canceling Payments

This section provides and overview of payment cancellation and discusses how to review payments to be cancelled and confirm payment cancellations.

Pages Used to Cancel Payments

Page Name	Definition Name	Usage
Cancel Payments - Inquiry Page	EM_PYMNT_CANCEL	Search for and identify payments to be cancelled.
Cancel Payments - Confirm Payment Cancellation Page	EM_PYMT_CNCL_CNFRM	Specify whether you are voiding or stopping a payment and the action to take for the cancelled payment.
Payment Cancellation - Document Sequence Page	DOC_SEQ_CANCEL_SEC	Override the default document type and enter a document sequence number, if applicable. See Cancel Payments - Confirm Payment Cancellation Page

Understanding Payment Cancellation

Buyers can cancel (void or stop) payments either through PeopleSoft eSettlements or through PeopleSoft Payables. They can then reissue the payment, reissue the payment with a hold, or close the liability. In PeopleSoft eSettlements, a cancelled payment triggers an email notification to the supplier user if this notification type has been set up and if payment was made electronically. PeopleSoft Payables provides no email notification. Whether you use PeopleSoft eSettlements or PeopleSoft Payables depends on your business requirements.

Note: If a buyer cancels a payment in PeopleSoft eSettlements and then further modifies the payment in PeopleSoft Payables (such as uncanceling or changing a void to a stop), the supplier will *not* receive email notification of the modification.

For payments submitted through the PeopleSoft Financial Gateway, the payment cancellation processing logic in PeopleSoft eSettlements is similar to the PeopleSoft Payables cancellation logic. Payments loaded but not yet processed through the bank can be canceled. However, for payments that are undergoing processing, you must wait for the system to finish processing and display a *Complete* status. You can then cancel the payment and resubmit the payment.

Related Links

"Pay Cycle Processing Using the PeopleSoft Financial Gateway" (PeopleSoft Payables)
"Canceling Individual Payments" (PeopleSoft Payables)

Cancel Payments - Inquiry Page

Use the Cancel Payments - Inquiry page (EM_PYMNT_CANCEL) to search for and identify payments to be cancelled.

Navigation:

eSettlements > **Payments** > **Cancel Payment** > **Cancel Payments - Inquiry**

Expand the **Advanced Search** group box to enter additional search criteria.

Field or Control	Description
Payment Amount	Click a link in the Payment Amount column for a payment, and then specify whether you are voiding or stopping a payment and whether to reissue the payment.
	Click the **Payment Information** button to view details about the invoices included in this payment.

Related Links
"Payment Cancellation" (PeopleSoft Payables)
"Canceling Individual Payments" (PeopleSoft Payables)

Cancel Payments - Confirm Payment Cancellation Page

Use the Cancel Payments - Confirm Payment Cancellation page (EM_PYMT_CNCL_CNFRM) to specify whether you are voiding or stopping a payment and the action to take for the cancelled payment.

Navigation:

Click a link in the **Payment Amount** column on the Cancel Payments - Inquiry page.

Field or Control	Description
Document Sequencing	Click this link to access the Document Sequence page, where you override the default document type and enter a document sequence number, if applicable.
Payment Status	Select an option for cancelling the payment: **Void** or **Stop.**

Field or Control	Description
Cancel Action	Select the action to take on the cancelled payment: **Re-Open Vouchers(s)/Re-Issue:** Select to reissue the related invoices in the next pay cycle. **Re-Open Vouchers(s)/Put on Hold:** Select to reissue the related invoices, but to place them on hold. **Do Not Reissue/Close Liability:** Select to eliminate the payment and to create accounting entries to remove the liability from the books.
Explanation	Enter a reason why you cancelled or stopped the payment.
Confirm Cancellation	Click this button to cancel the payment. Once you confirm the payment cancellation, email notification is sent to the supplier.

Click the **Document Sequencing** link on the Cancel Payments - Confirm Payment Cancellation page to access the Payment Cancellation - Document Sequence page.

Note: You must run the PeopleSoft Payables Payment Posting Application Engine process (AP_PSTPYMNT) to reissue the invoices. Once you do so, the system cancels the original payment schedule and creates another one. Running this process creates another payment installment against the voucher and, depending on the option you select, places the installment on hold.

Related Links
"Running and Managing Pay Cycles" (PeopleSoft Payables)

Managing Payments Outside PeopleSoft eSettlements

In the Business Service Provider model, depending on the needs of a given organization, a buyer may use only the approval and matching features of PeopleSoft eSettlements without subscribing to the PeopleSoft eSettlements payment feature. Sometimes payments are created using the buyer's own ERP system and bank. In such cases, at the point the invoice is approved, the host administrator runs a process that marks the invoice as externally paid and closes it.

When this option is preferred, the system administrator indicates it during buyer registration by *not* selecting the **Payments By eSettlements** check box. If the supplier has subscribed to receive payment notifications, when the process is run for the externally paid invoices the supplier receives email notification advising which invoices have been externally paid.

The External Payments Application Engine process (EM_PAY_XTRNL) sets the Payment Selection Status (PYMNT_SELCT_STATUS) on the PS_PYMNT_VCHR_XREF table for the voucher to *E* (externally paid). The system administrator may schedule this job to run on a daily basis. It is important to ensure that buyers set up for external payments have not been included in any pay cycle selection criteria.

After you run the External Payments process, you can review those invoices the process marked as externally paid from the Review Invoices - Invoice Inquiry page by specifying *Externally Paid* as the **Payment Status** filter option.

Important! The host administrator must run the PeopleSoft Payables Voucher Posting Application Engine process (AP_PSTVCHR) before running the External Pay process.

This section lists the page used to run the external pay process.

Page Used to Manage Payments Outside PeopleSoft eSettlements

Page Name	Definition Name	Usage
Process External Payments - Run Control Parameters Page	EM_PAY_XTRN_RUN	Run the External Payments Application Engine process (EM_PAY_XTRNL) to generate email notification.

Related Links

"Understanding the Voucher Posting and Payment Posting Processes" (PeopleSoft Payables)

Chapter 19

Extracting Invoices

Understanding Invoice Extracts

The invoice extract feature is used mainly in the Business Service Provider model to reflect PeopleSoft eSettlements transactions in the buyer and supplier systems. However, you are not prevented from using this feature in the Buyer Direct model.

After invoices are created and processed, payments and invoices can be extracted, stored, and validated. Invoice and payment information can be extracted in either of two formats to corresponding extract file layouts:

- XML file

  Corresponding extract file layouts:

  - Buyer data: EM_VOUCHER_EXT_XML

  - Seller data: EM_SELLER _EXT_XML

- Fixed file

  Corresponding extract file layouts:

  - Buyer data: EM_VOUCHER_EXT_FIX

  - Seller data: EM_SELLER_EXT_FIX

The files are based on criteria defined during registration. Invoice extract status criteria can be based on pay, match, or approval statuses at runtime.

The resulting file can be used to update the buyer and supplier systems. Because invoice and payment data is synchronously extracted, the buyer, supplier, and PeopleSoft eSettlements system all reflect current transaction statuses.

When the extract process completes, an email notification is automatically sent to the recipients defined at the buyer notification level. The process is automated, and the host administrator can also run the process on demand for specified dates.

Related Links
Review Buyer Details - Registration Page

Defining and Running the Invoice Extract Processes

This section provides an overview of the invoice extract run controls, discusses common elements of the run control pages, and discusses how to extract invoices.

Pages Used to Run the Invoice Extract Processes

Page Name	Definition Name	Usage
Extract Buyer Invoices - Run Control Parameters Page	EM_VCHR_EXTRACT	Define run control parameter for the Buyer Invoice Extract Application Engine process (EM_VCHR_EXT) and run the process. You automatically create run controls when you register buyers, or you can manually create a run control from this page.
Extract Supplier Invoices - Run Control Parameters Page	EM_VCHR_EXT_VEN	Define run control parameter for the Supplier Invoice Extract Application Engine process (EM_EXT_SELL) and run the process. You automatically create run controls when you register suppliers, or you can manually create a run control from this page.

Understanding Invoice Extract Run Controls

During the buyer and supplier registration processes, the host administrator can define the criteria for extracting invoice and payment data. This automatically creates a run control for the buyer or supplier with their specified parameters. The host administrator can schedule this process to run automatically, and the system forwards the dates specified on the run control for the next periodic run, which is specified during registration as the process frequency. The host administrator can also manually create on-demand run controls for which they can specify all extract criteria.

PeopleSoft eSettlements provides two invoice extract processes:

*   The Buyer Invoice Extract Application Engine process (EM_VCHR_EXT) creates a file with invoice and payment data for the buyer.

*   The Supplier Invoice Extract Application Engine process (EM_EXT_SELL) creates a file with invoice and payment data for the supplier.

For automatically created run controls—those defined during buyer or supplier registration—the run control ID and extract criteria populate by default and you cannot update them. If more than one buyer elects the same extract frequency, the information for those buyers also appears in the **Buyer Extract Criteria** group box.

Related Links
Creating Buyer Administrators
Creating Supplier Administrators

Common Elements Used in This Section

Field or Control	Description
User ID	Displays the role accessing the page.
Description	Enter a description for the run control. *System Generated* appears on the automatically created pages; on manually created (ad hoc) pages, you can enter any value.
Last Extract Date	Displays the last date the process was executed for the buyer. This date is also used as the beginning date range value for the next execution of the extract process.
Extract Through	Enter the maximum date value for the extract range. Invoices with a status change recorded between the specified date range will be extracted.
Report Type	Select *Fixed Format* or *XML File* to specify how the invoice and payment information is to be extracted.
Invoice Extract Status	Select an invoice status to extract. Options include: *Any Status Change:* Selects any invoices that have had a change to their matching, header approval, or payment status—or were recently loaded into the system—since the last extract. *Approved:* Selects any invoices that have had their header approved since the last extract. *Matched and Approved:* Selects any invoices that have been matched and approved at the header since the last extract. *Matched and Pending Approval:* Selects any invoices that have been matched but are still awaiting header approval since the last extract. *Paid:* Selects any invoices that have had installments paid (either within PeopleSoft eSettlements or externally) since the last extract. *Pending Approval:* Selects any invoices that have been created and are awaiting approval since the last extract.

Extract Supplier Invoices - Run Control Parameters Page

Use the Extract Supplier Invoices - Run Control Parameters page (EM_VCHR_EXT_VEN) to define run control parameter for the Supplier Invoice Extract Application Engine process (EM_EXT_SELL) and run the process.

You automatically create run controls when you register suppliers, or you can manually create a run control from this page.

Navigation:

eSettlements > **Batch Processes** > **Extract Supplier Invoices** > **Extract Supplier Invoices - Run Control Parameters**

Note: The Extract Buyer Invoices - Run Control Parameters page is similar to this page.

Field or Control	*Description*
Supplier SetID and **Supplier**	Enter the SetID and code of the supplier for which you are creating the extract file.
Supplier Location	Select a location of the supplier for which to extract invoices. Leave this field blank to extract *all* invoices for a particular supplier.

Note: When you first register a supplier, the system generates the same run control for each of that supplier's locations.

Reviewing Invoice Extract Results

Buyers and suppliers can review the results of their respective extracts. The roles and user IDs specified in the respective extract notification setup as part of buyer and supplier registration receive email notification that an extract has occurred. These notifications contain a link to the inquiry pages. As with other types of notifications, you can specify at several levels the roles and user IDs that are notified. This section discusses how to review extract results.

Pages Used to Review Invoice Extract Results

Page Name	*Definition Name*	*Usage*
Review Invoices - Invoice Extract Inquiry Page	EM_B_EXTRACT_INQ	Buyer administrators review invoice extract results.
Review Invoices - Invoice Extract Inquiry Page	EM_S_EXTRACT_INQ	Supplier administrators review invoice extract results.

Related Links
Define Buyer Notifications - Define Notification Types Page

Review Invoices - Invoice Extract Inquiry Page

Use the Review Invoices - Invoice Extract Inquiry page (EM_B_EXTRACT_INQ) to buyer administrators review invoice extract results.

Navigation:

eSettlements > **Invoices** > **Review Buyer Extract** > **Review Invoices - Invoice Extract Inquiry**

Review the results of an invoice extract.

In the troubleshooting section, Oracle's My Oracle Support website further discusses verification of the extract results.

Chapter 20

Managing Cash Collections

Understanding Cash Collections

The cash collections feature enables suppliers to send late payment emails and follow-up reminders to buyers that have past due invoices. To use this feature, you must set up a cash collection notification for the supplier and define the number of days that can elapse before the system sends the first dunning letter and the reminder dunning letter to the buying organization.

If an invoice line status is *Disputed Invoice Line,* the system sends dunning letters until the issue is resolved. If one invoice line is disputed on the same day by multiple users, the system attaches internal date/time stamps to each dispute to ensure correct processing when you use the Notify Later Application Engine process (EM_NOTIFLATR).

If the system administrator did not enable cash collections at the supplier location level, cash collections is not be available at the agreement level.

Setting Up Cash Collections

The system administrator sets up cash collections at the supplier SetID level. These can be overridden by the supplier administrator at the location and at the agreement level.

To set up cash collections, use the following components:

• Define Supplier Notifications (EM_S_NOTIFY_SETID).

• Review Agreement Details (EM_AGREEMENT).

• Notifications (EM_LOCATION_NOTIFY).

This section discusses how to define cash collection notifications, specify cash collection notification parameters, and define supplier location notification parameters.

Pages Used to Set Up Cash Collections

Page Name	Definition Name	Usage
Define Supplier Notifications - Define Notification Types Page	EM_S_NOTIFY	The supplier administrator views and overrides the email notifications set up by the system administrator at the SetID level.

Page Name	Definition Name	Usage
Review Agreement Details - Supplier Notifications Page	EM_AGR_SUPP_NOTIFY	The supplier administrator overrides parameters for cash collections notifications.
Review Supplier Details - Define Notification Types Page	EM_LOCATION_NOTIFY	The supplier administrator overrides parameters of cash collections notifications for existing suppliers.

Define Supplier Notifications - Define Notification Types Page

Use the Define Supplier Notifications - Define Notification Types page (EM_S_NOTIFY) to the supplier administrator views and overrides the email notifications set up by the system administrator at the SetID level.

Navigation:

eSettlements > **Administration** > **Define Supplier Notifications** > **Define Supplier Notifications - Define Notification Types**

The supplier administrator accepts the roles that display here and that were previously defined for the supplier organization by the system administrator—at the SetID level or the supplier location level—or can override them by specifying the **To/cc** and **Recipient** column selections.

On some of the notification types you can also specify the available **Late Payment Days** and **Days Before Sending Reminder** values.

Related Links

Define Supplier Location Notifications - Define Notification Types Page

Review Agreement Details - Supplier Notifications Page

Use the Review Agreement Details - Supplier Notifications page (EM_AGR_SUPP_NOTIFY) to the supplier administrator overrides parameters for cash collections notifications.

Navigation:

eSettlements > **Supplier Information** > **Rvw Supplier Agreement Details** > **Review Agreement Details - Inquiry**

Click a link in the **Buyer** column on the Review Agreement Details - Inquiry page.

In the cash collections **Enter Routings** grid, enter the information for all the buyers to which you want to send notifications. You can also copy supplier users on the dunning letters.

Field or Control	Description
Specify Overrides	Click this button to override notification parameters. You can override the values specified by the system administrator at the SetID level.
Cash Collections	Select to enable cash collections. Only the system administrator can enable cash collections during supplier notification setup. The supplier administrator can then override the late days, reminder days, and roles and user IDs that the system administrator specified.
To/cc (to or carbon copy)	Select one to specify whether the recipient is the primary or secondary audience for the notifications.
Type	Select *Role* or *User ID* to define routing.
Recipient	Enter a role name or user ID to receive the notification.
Late Payment Days	Enter the number of days after the due date the supplier wishes to send a payment reminder email.
Days Before Sending Reminder	Enter the number of days after the first reminder that a second email is sent.

Review Supplier Details - Define Notification Types Page

Use the Review Supplier Details - Define Notification Types page (EM_LOCATION_NOTIFY) to the supplier administrator overrides parameters of cash collections notifications for existing suppliers.

Navigation:

eSettlements > **Supplier Information** > **Review Supplier Details** > **Review Supplier Details - Existing Suppliers**

Click a link in the **Supplier** column on the Review Supplier Details - Existing Suppliers page.

Click the **Notifications** button on the Review Supplier Details - Locations page.

Field or Control	Description
Specify Overrides	Click this button to alter the parameters of the various notifications for the supplier location.

Field or Control	Description
Restore Defaults	Click this button to restore the default parameters of the various notifications. **Note:** Only the system administrator can select this button at the supplier location level; the supplier administrator cannot. However, at the agreement level the supplier administrator can specify overrides and restore defaults.

Processing Cash Collections

This section provides an overview of cash collections processing and lists the page used to run the cash collections process.

Page Used to Run the Cash Collections Process

Page Name	Definition Name	Usage
Process Workflow - Run Control Parameters Page	EM_VCHR_CREATE_AE	Run the Cash Collections Notification Application Engine process (EM_CCEMAILAE) to generate and send payment reminder emails to buyers.

Understanding Cash Collections Processing

The Cash Collections Notification Application Engine process (EM_CCEMAILAE) can be run on demand or scheduled to run regularly. This process selects all invoices that have not been paid and have exceeded their payment due date by the number of late payment days, and selects any invoices that still remain outstanding beyond the late payment days and the reminder days. It selects all past due invoices for suppliers that specified cash collections notifications be sent, and generates an email to each buyer role and user ID whose account is delinquent. The system references those roles and user IDs defined in the notification setup. The system also tracks these emails to ensure the same notice is not sent twice.

The system administrator runs or schedules the process to generate payment reminder emails. Notifications are sent to the buyer and supplier roles and user IDs specified on the notification setup.

The process uses specific criteria to select invoices requiring dunning emails. All of the following criteria must be true for each notification, respectively:

Email Notification Type	Criteria
Late Payment	• Invoice has not been paid. • Invoice is not in error. • Invoice match status is *M* (matched) or *N* (not applicable). • No holds exist against invoice payments. • The payment due date is earlier than—or the same as—the current date less the value of the **Late Payment Days** specified for the cash collections notification type on the Define Supplier Notifications - Define Notification Types page. • Payment is not *External* type.
Reminder	• Late payment email was sent. • Invoice has not been paid. • Invoice is not in error. • Invoice match status is *M* (matched) or *N* (not applicable). • No holds exist against invoice payments. • The payment due date is earlier than—or the same as—the current date less the **Days Before Sending Reminder** value defined for the cash collections notification type on the Define Supplier Notifications - Define Notification Types page. • No payment has been made. • Payment is not *External* type.

Chapter 21

Managing Invoices for Buyers

Understanding Buyer Invoice Management

Invoice review pages enable you to easily and intuitively monitor payables information. Buyers can drill quickly from aggregate information to detailed information, track and participate in dispute resolution, and pay invoices.

Buyers can also analyze scalable information on receivables recorded in the system. This analysis might include supplier balance, aging balance, invoice inquiry, and payment inquiry. Buyers can quickly analyze the invoice portfolio and take appropriate action, such as initiating or resolving disputes, overriding match exceptions, or forecasting cash outflows.

Assessing Invoice Activity

When buyers log in, they can access a page containing summary worklist with a count of invoices requiring action, the total amount due, and a chart presenting the information.

This section discusses how to assess invoice activity.

Page Used to Assess Invoice Activity

Page Name	Definition Name	Usage
Buyer Dashboard Page	EM_BUYER_HOMEPAGE	Assess invoice activity by viewing a high-level summary of the activity pending approval or review, and evaluate outstanding actions to be taken.

Buyer Dashboard Page

Use the Buyer Dashboard page (EM_BUYER_HOMEPAGE) to assess invoice activity by viewing a high-level summary of the activity pending approval or review, and evaluate outstanding actions to be taken.

Navigation:

eSettlements > **Buyer Dashboard** > **Buyer Dashboard**

This example illustrates the fields and controls on the Buyer Dashboard page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Display Currency	Displays the currency governing the values displayed. The default is the user's preferred currency, as specified in the user profile. Select a new code and click **Convert** to view the amounts in a different currency.
Chart Type	Select *2D Stacked Bar, 2D Vertical Bar, 3D Stacked Bar,* or *3D Vertical Bar.*
Draw Chart	Click to recreate the chart after you change the value in the **Chart Type** field.

Field or Control	Description
Invoices to Approve	Click this link to view the list of invoices that are awaiting approval. Only those invoices assigned to the particular user are accessible. The corresponding value in the Count column is the number of invoices that are awaiting approval and their sum value. **Note:** When you click the **Invoices to Approve** link, the Review Invoices - Invoice Inquiry page opens, where the system displays regular invoices. To approve prepayment type invoices as well, select the **Advanced Search** collapsible section and then select **Prepayment** in the **Invoice Type** group box before clicking **Search.** The invoice count on the Review Invoices - Invoice Inquiry page and the count on the Buyer Dashboard page may differ because the prepayment type invoices are not part of the total invoice count on the Review Invoices - Invoice Inquiry page.
Invoices in Dispute	Click this link to access the Review Invoices - Invoice Inquiry page to view the list of invoices in dispute. The corresponding value in the Count column is the number of invoices in dispute and their sum value.
Review Exceptions	Click this link to access the Review Match Exceptions - Inquiry page to view the list of invoices with match exceptions. The corresponding value in the Count column is the number of invoices containing match exception errors and their sum value.
Payments to Approve	Click this link to access the Approve Payments - Pay Cycle Summary page to view pay cycles awaiting approval. Only those users set up for pay cycle security can access payment approval. The corresponding value in the Count column is the number of payments (pay cycles) awaiting approval and their sum value.
Invoices to Verify	Click this link to access the Self-Service Invoice - Review Invoice page to view the list of invoices that are awaiting verification. Only invoices for which the user has been assigned business unit security will display. The corresponding value in the Count column is the number of invoices that are awaiting verification and their sum value.
Pending Messages	Click this link to access the Recent Messages page to review the messages to which a supplier has responded. A buyer user can review these messages and respond as necessary. The counter will be updated for only those messages to which a supplier has responded.
Discount Proposals	All proposals are included in this amount. Click this link to access the Proposal Inquiry page.

Field or Control	Description
Discount Offers	All offers are included in this amount. Click this link to access the Offer Inquiry page.

You can also click any of the five bars in the **Invoice Status** graph to view the respective information.

Related Links

Understanding Invoice Approval
Understanding Matching
Understanding Invoice Disputes
Processing Invoice Approvals
Approving Payments

Reviewing Payables Aging Balances

The payables aging balance feature computes in real time the open invoices, credit notes, and prepayments based on the invoice due date. This page automatically displays the aging for all buyers to which the user has access. Buyers can review aggregate payables or drill down to view, for example, a buyer's aging balance. The system displays amounts in various date range categories to enable in-depth analysis of outstanding balances.

Note: The delivered aging categories are fixed to quickly provide consistent, clear aging information.

This section discusses how to review payables aging balances.

Page Used to Review Payables Aging Balances

Page Name	Definition Name	Usage
Payables Aging Balance - Inquiry Page	EM_BUY_AGING_BAL	Review the payables aging balance.

Payables Aging Balance - Inquiry Page

Use the Payables Aging Balance - Inquiry page (EM_BUY_AGING_BAL) to review the payables aging balance.

Navigation:

eSettlements > **Invoices** > **Payables Aging Balance** > **Payables Aging Balance - Inquiry**

This example illustrates the fields and controls on the Payables Aging Balance - Inquiry page. You can find definitions for the fields and controls later on this page.

Search Criteria

Field or Control	Description
Buyer and **Supplier**	Select the buyer and supplier codes. You can populate these fields with partial search information. For example, suppose that the following buyers (business units) exist: BUY01, BUY02, and BUY03. You can search for *BUY* to view the aging balance for all of the business units that begin with those letters.
Display Currency	Displays the default currency type. The amounts initially appear in the user's preferred currency, which is specified in the user's profile. If you select a new currency, click **Convert** to display the amounts in that type.
Rate Type	Displays the type of exchange rate used to convert currencies. This is tied to the buyer user's profile and can be changed by the buyer administrator.

Field or Control	Description
As Of Date	Displays the date used to sort the open invoices into aging categories. The system compares the net due date on the invoice against this date.
Chart Style	Specify the chart style. If you select a new style, click **Draw Chart** to view the chart in that style.

Past Due and Current

Click any amount to view the related payment installments. Open invoices appear in past due and current categories.

Field or Control	Description
Invoices-Approved	Displays the converted amounts of approved invoices by aging date. Attributes of approved invoices are: • Approval status *A* (approved). • Positive regular invoices. • Not paid. • No payment hold enabled. • Valid (passed Voucher Build Application Engine process (AP_VCHRBLD) and is in postable status). • Not canceled or closed.
Invoices-Not Approved	Displays the converted amounts of unapproved invoices by aging date. Attributes of unapproved invoices are: • Approval status *P* (pending). • Positive regular invoices. • Not paid. • No payment hold enabled. • Valid (passed Voucher Build process and is in postable status). • Not canceled or closed.

Field or Control	Description
Credit Note	Displays the converted amounts of credit notes by aging date. Attributes of credit notes are: • Negative amount regular invoices. • Not paid (applied to another invoice in pay cycle). • No payment hold enabled. • Valid (passed Voucher Build and is in postable status). • Not canceled or closed.
Disputed Invoices	Displays the converted amounts of disputed invoices by aging date. Attributes of disputed invoices are: • Regular invoice. • Not paid. • No payment hold enabled. • Valid (passed Voucher Build process and is in postable status). • Not canceled or closed.
Prepaid Not Applied	Displays the converted amounts of prepayments that have been paid but not yet applied to the final invoice, by aging date. Prepayments are applied when the Voucher Posting Application Engine process (AP_PSTVCHR) is run. Attributes of unapplied prepayments are: • Prepayment style invoices. • Valid (is in postable status). • Paid. • Posted. • Not applied against invoices. • Not canceled or closed. **Note:** Prepayment vouchers are applied to invoices when vouchers are posted in PeopleSoft Payables.

Field or Control	Description
Total	Displays the buyer's total outstanding payables, net of credit notes, and prepayments. Click a link in this column to view installment details.

Reviewing Invoices

Pages Used to Review Invoices

Page Name	Definition Name	Usage
Review Invoices - Invoice Inquiry Page	EM_VOUCHER_INQUIRY	Review invoice activity and invoice portfolios.
Review Invoices - Invoice Cycle Page	EM_SSINVC_SUMM EM_VCHR_EXCPT_SUMM EM_VCHR_MTCH_SUMM EM_INV_APR_STATUS EM_INVLN_APPR_STAT EM_VCHR_DISP_SUMM EM_PYMNT_APPR_SUMM EM_VCHR_PYMNT_SUMM	View the invoice life cycle. The page object name and appearance vary according to the current, active step in the invoice cycle. The top half of the page remains constant, and the bottom half displays information for the selected invoice cycle step.
Review Invoices - Payment Inquiry Page	EM_VCHR_PYMNT_INQ	Review details of payments made, canceled, or still outstanding.
Electronic Invoice Page	EM_VOUCHER_DISP	View an electronic image of the invoice sent by the supplier.
Review Invoices - Invoice Details Page	EM_SSINVC_DETAILS	Review invoice details and related purchase order and receipt documentation.
Review Invoices - Dunning Mail Page	EM_CC_MAIL_VW	View dunning notification history details. Because cash collections are valid only in the Business Service Provider model, notification history is available only in that model; it is not available in the Buyer Direct model.

Page Name	Definition Name	Usage
Review Invoices - Payment Reference Page	EM_PYMNT_INQ	Review paid invoice information.
Review Invoices - Review Invoice Disputes Page	EM_VOUCHER_DISPUTE	Review and resolve holds on invoice payments.
Review Payment Installments - Inquiry Page	EM_BUY_PYMNT_INSTL	Review scheduled payment installments.
Matched Vouchers Page	AP_MTCH_WB_SUCCESS	View match information for associated vouchers, purchase orders, and receipts. See Review Invoices - Invoice Inquiry Page
Match Exception Workbench Details Page	AP_MTCH_WB_EXCPTN	View match information for associated vouchers, purchase orders, and receipts. You can override exceptions, correct errors, put vouchers on a match hold, initiate the Matching Application Engine process (AP_MATCH), and undo matched vouchers.
Match Overridden Workbench Details Page	AP_MTCH_WB_OVRD	View match override information for associated vouchers, purchase orders, and receipts. You can indicate an override reason and initiate the Matching Application Engine process (AP_MATCH). See Review Invoices - Invoice Inquiry Page

Review Invoices - Invoice Inquiry Page

Use the Review Invoices - Invoice Inquiry page (EM_VOUCHER_INQUIRY) to review invoice activity and invoice portfolios.

Navigation:

- **eSettlements** > **Buyer Dashboard**

    Click the **Invoices to Approve** link on the Buyer Dashboard.

- **eSettlements** > **Invoices** > **Review Invoices** > **Review Invoices - Invoice Inquiry**

To access the Matched Vouchers Page , click the **Matched** button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page. If the match type is *Auto - Matched,* the **Matched** button takes you to the Matched Vouchers page.

To access the Match Overridden Workbench Details Page, click the **Overridden** button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page.

Click the **Matched** button on the Review Invoices - Invoice Inquiry page, the Review Invoices - Invoice Lines and Distributions page, or the Review Payment Installments - Inquiry page.

If the match type is *Matched With Override, Matched with Debit Memo,* or *Matched with Credit Note,* the **Matched** button takes you to the Match Overridden Workbench Details page.

This example illustrates the fields and controls on the Review Invoices - Invoice Inquiry page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
![Approve]	Click the **Approve** button to preview a summary of the invoices that you plan to approve. Although this button is not shown in the example screen shot, it appears at the bottom of the page.

Field or Control	Description
Invoice, Buyer and **Supplier**	Enter values to narrow your search.

Field or Control	Description
Invoice Status	Select a status: *Approved:* Select to view approved invoices, regardless of the identity of the user accessing the page. *Dispute Schedule:* Select to view invoices currently in dispute. *My Pending:* Select to determine which invoices require your approval. This is especially useful if you belong to an invoice approval path but you can also view *all* invoices for a particular buyer. If you access this page from the Buyer Dashboard page, the system automatically sets this status. *No Disputes:* Select to view invoices that are not in dispute. *Pending Approval:* Select to determine the invoices that you still need to approve. Note that an invoice may require several levels of approval, and therefore it may still have a *Pending Approval* status after you approve it.
Payment Status	Select *Externally Paid, Paid,* or *Unpaid.* **Note:** The *Externally Paid* value is used only in the Business Service Provider model.
View	Select one of the following options: *Invoices:* The search results display summary invoice information using the Review Invoices - Invoice Inquiry page. *Lines:* The search results display detail invoice information using the Review Invoice Lines - Invoice Lines and Distributions page. *Payments:* The search results display payment information using the Review Payment Installments - Inquiry page.
See Legend	Click this link to view descriptions of the buttons that can appear on this page.

Advanced Search

Expand this collapsible section and complete the fields, such as **Date Type** and **Amount Reference,** to refine your search.

You can also specify the invoice type as regular or prepayment.

Note: To search by supplier location, you must first enter a supplier in the basic search area.

Invoice Summary

The system displays summary invoice information when you select *Invoices* as the view. If you select *Lines* as the view, the system displays detail information using the Review Invoice Lines - Invoice Lines and Distributions page. If you select *Payments* as the view, the system displays payment information using the Review Payment Installments - Inquiry page.

See Review Invoice Lines - Invoice Lines and Distributions Page.

See Review Payment Installments - Inquiry Page.

Field or Control	Description
Invoice	Click any link in this column to display detailed invoice life cycle information.
Gross Amount	Click a link in this column to review the invoice at the invoice lines level. Select *Invoices* in the **View** drop-down list box to return to the main invoices page.
Past Due	Displays the number of days that the invoice is past due. Click a link in this column to view the last time dunning information was sent for the invoice. <hr> **Note:** These values do not appear as links in the Buyer Direct model because dunning notifications are not sent in the Buyer Direct model.
Supplier	Click a link in this column to view the supplier's registration information.
	Click to view the invoice life cycle.
Appr (approval)	Displays approval status. Click the **See Legend** link near the top of the page to view descriptions for the buttons in this and other columns.
Match	Click a match status button in this column to view match exception details. <hr> **Note:** Of all the buttons that can appear in this column (as described in the legend), only those for matched, exceptions exist, and overridden are enabled. For invoices that don't have to be matched or have yet to be matched, the buttons are not active.

Field or Control	Description
	Click a **Dispute** button to review dispute information.
Messages	Click this icon to view messages related to payment holds. A buyer can also use this icon to send a message to the supplier. For more information, see the Messages Page section under <u>Self-Service Invoice - Review Invoice Page</u>
Hold	Click a link in this column to place an invoice on hold and enter comments. <hr> **Note:** Users can access these links only if the **Manually Schedule Payments** check box is selected for them on the Procurement - Payables Online Vouchering page.
View Invoice Image	Click the link to open the scanned invoice image, which was used to create a voucher using a third party imaging solution. See "Understanding Third Party Imaging Solution Integration with PeopleSoft Accounts Payable and eSettlements" (PeopleSoft Payables) This link is available only if Document Content Management Interface is enabled on the Installation Options – Payables page. The link is enabled on this page only after the Voucher Build process runs successfully and creates a voucher.
	Click an **HTML Invoice** button to view an HTML version of the invoice.
Terms	Click a link in this column, such as **Description, Net 30,** or **Due Now** to view payment installment information.
Due Date	Displays the date the invoice is due.
Pay	Click a link in this column to create an urgent payment to pay the invoice immediately. <hr> **Note:** The Pay links are available only to users who have been granted permission to create urgent payments. The links only appear when the **Invoice Status** selection is *Approved* or is left blank.

Field or Control	Description
Schedule	Click a link in this column to schedule installments for this invoice. **Note:** The links are available only to users for whom the **Manually Schedule Payments** check box is selected on the Procurement - Payables Online Vouchering page.
[calendar icon]	Click a **Scheduled Payments** button to view scheduled payments for the respective invoice.
Discount	Displays any discount applicable to the invoice according to the payment terms.
Supplier Code	Click a link in this column to view the respective supplier's registration information.
Supplier Location	Displays the supplier location designated for invoice processing.
[comment icon]	Click a **Comments** button to enter comments and additional information about an invoice. This column is not visible in the example screen shot. **Note:** These comments can only be viewed internally within the buyer's organization; they cannot be viewed by the supplier.

Click the **Select All** link to select all the **Invoice** check boxes in the **Sel** (select) column. Alternatively, select individual check boxes for invoices to approve, and then click the **Approve** button to preview a summary of the invoices that you plan to approve.

Note: Before clicking the **Approve** button, buyer users should select an invoice status of *My Pending,* and then click Search. Then users can review the results and click the **Select All** link if appropriate.

Click the **Clear All** link to deselect all selected check boxes.

Important! When you click the **Select All** link, you select all invoices for approval—even those that appear on subsequent pages. Ensure that you first view all the invoices subject to action. To do so, click the appropriate links in the **Invoice Summary** group box header before clicking the **Select All** link.

Related Links

Review Invoices - Invoice Cycle Page
Processing Invoice Approvals

Creating Suppliers

Review Invoices - Invoice Cycle Page

Use the Review Invoices - Invoice Cycle page (EM_SSINVC_SUMM) to view the invoice life cycle.

Navigation:

Click an **Invoice Cycle** button on the Review Invoices - Invoice Inquiry page.

This example illustrates the fields and controls on the Review Invoices - Invoice Cycle page. You can find definitions for the fields and controls later on this page.

Note: Access to each button's destination page depends on the role types and security associated with the user.

As an invoice passes through each phase of its life cycle, the corresponding button on this page is enabled. When you click a button, a summary of the corresponding phase appears on the lower half of the page. The current step has a square border and prior steps are enabled; however, future steps are disabled until the invoice reaches those stages of the life cycle.

The lower portion of this page displays the specific details of an invoice's position in the life cycle as discusses in the following button descriptions. In the example screen shot here, the invoice has been paid.

There can also be an invoice line approval stage and corresponding button.

Field or Control	*Description*
	Click this button to view the invoice creation summary and invoice details. Then click the **Invoice Details** link to view additional invoice information and review line, purchase order, receipt, payment, payment release, and payment schedule information associated with the invoice.
	Click this button to view match summary information. When matching is required and the user has been granted permission to override match exceptions, then additional links are available to review match exceptions. All users have permission to view the match override history.
	Click this button to view invoice approval status. If the user has been granted authority, a link to the Approval Details page to view, place on hold, or approve the invoice appears. If multiple users are assigned to the same role, *Several* appears in the **Approver** row. When the user is an eligible approver, the approver can begin to approve the invoice by clicking the **Approve** link. After the transaction is approved, the individual approver name appears along with the date and time that the approval occurred. The *Preapproved* indicator appears beneath this button when the invoice amount falls within the buyer-specified preapproval limit. **Note:** Because multiple approvers can exist in a role when an invoice is pending, the email address appears only after approval of each step. The address indicates which person approved the invoice. If only one approver exists in the role, the system displays the email address when the invoice is pending.
	Click this button to view invoice line approval status, including the approval status of each line requiring approval, the responsible approver names, the status of each line, and the date and time that the approval of the line occurred. This button appears only if the buyer has activated the Invoice Line Approval feature and the invoice is routed to an operational line approver. **Note:** This button is identical to the **Invoice Approval** button, and it appears next to that button when the invoice is associated with line-level approval.
	Click this button to view the invoice dispute summary, where you can then click the **Review Disputes** link to either place the invoice in dispute or resolve an existing dispute. **Note:** This link is available only to users who have permission to manually schedule payments.

Field or Control	Description
	Click this button to view payment selection and approval summary. The payment schedule and status of each schedule is summarized here. If payments are awaiting approval, an **Approve Payments** link is displayed. It can be used to approve outstanding payments if the user has been granted pay cycle security and has been assigned the pay cycle awaiting approval.
	Click this button to view a summary of payments made and associated details. The example button has a border because it is the active step of the invoice. Review details of payments made, canceled, or still outstanding by clicking the **Payment Details** link at the bottom of the page. From that point, you can create urgent payments for outstanding payment installments. **Note:** If payments are made outside PeopleSoft eSettlements (and therefore have a status of *External*), the amounts appearing in the **Paid Amount** column are 0 because the system was not responsible for generating the external payment.
Approve Invoice	Click the link to open the Invoice Approval Page and approve the invoice. This link appears only if the voucher is pending approval for the user logged in.

See the product documentation for *PeopleTools: Applications User's Guide*

Review Invoices - Payment Inquiry Page

Use the Review Invoices - Payment Inquiry page (EM_VCHR_PYMNT_INQ) to review details of payments made, canceled, or still outstanding.

Navigation:

Select *Paid* in the **Payment Status** field and *Invoices* in the **View** field and click **Search** on the Review Invoices - Invoice Inquiry page.

Click a link in the **Invoice** column on the Review Invoices - Invoice Inquiry page.

Click the **Payment Details** link on the Review Invoices - Invoice Cycle page.

This example illustrates the fields and controls on the Review Invoices - Payment Inquiry page. You can find definitions for the fields and controls later on this page.

Review details of payments created and scheduled.

Review details of payments canceled and outstanding.

Field or Control	Description
Pay	Click a link in this column to access the Express Payment page to create an urgent payment.

Electronic Invoice Page

Use the Electronic Invoice page (EM_VOUCHER_DISP) to view an electronic image of the invoice sent by the supplier.

Navigation:

Click an **HTML Invoice** button on the Review Invoices - Invoice Details page.

This example illustrates the fields and controls on the Electronic Invoice page. You can find definitions for the fields and controls later on this page.

The system builds online invoices directly from the voucher tables and displays all relevant invoice details. Even in a paperless invoice system, a well-formatted, printable invoice can be useful. This page provides such an invoice.

Settlement Information

Field or Control	Description
Account Number	Displays the account number format which is the concatenation of the following fields: **BNK_ID_NBR, BRANCH_ID, BANK_ACCOUNT_NUM,** and **CHECK_ DIGIT.**

Note: If you experience any problems printing an electronic invoice, change the print margin settings to 0.50 inches (1.27 centimeters).

Review Invoices - Invoice Details Page

Use the Review Invoices - Invoice Details page (EM_SSINVC_DETAILS) to review invoice details and related purchase order and receipt documentation.

Navigation:

Click a link in the **Invoice** column on the Review Invoices - Invoice Inquiry page.

Click the **Invoice Creation** button within the life cycle on the Review Invoices - Invoice Cycle page.

Click the **Invoice Details** link on the Review Invoices - Invoice Cycle page.

This example illustrates the fields and controls on the Review Invoices - Invoice Details page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Net Amount	Displays the gross amount minus taxes, freight, and any miscellaneous charges.
Invoiced Tax	Displays the value-added tax (VAT) or sales tax from the invoice header.
Gross Amount	Displays the invoice gross amount including all taxes, freight, and miscellaneous charges.
Misc Charge Amount (miscellaneous charge amount)	Displays any applicable miscellaneous charges.

Invoice Line Details

Field or Control	Description
UOM (unit of measure)	Displays the unit of measure for this line item.
PO (purchase order)	Click a link in this column to view purchase order information if a purchase order is associated with the invoice line.

Payment Schedule

Field or Control	Description
Scheduled	Displays the date that the invoice is to be paid.
Status	Displays the status of the payment: *Unselected, Selected, Paid, Cancelled,* or *Hold.*
On Hold	Displays *Y* (yes) or *N* (no), indicating whether or not the invoice is in dispute.
Wthd Hold (withholding hold)	Displays *Y* (yes) or *N* (no) indicating whether or not a withholding hold exists for the invoice. Currently, no processing logic is associated with this field

Related Links
"Entering Invoice Information for Online Vouchers" (PeopleSoft Payables)

Review Invoices - Dunning Mail Page

Use the Review Invoices - Dunning Mail page (EM_CC_MAIL_VW) to view dunning notification history details.

Navigation:

Click a link in the **Over** column on the Review Invoices - Invoice Inquiry page.

Note: Cash collections are only available in the Business Service Provider model.

Field or Control	*Description*
Last Notification Date / Time	Displays the date and time that the late payment notification email massage was sent.

Review Invoices - Payment Reference Page

Use the Review Invoices - Payment Reference page (EM_PYMNT_INQ) to review paid invoice information.

Navigation:

Click a link in the **Paid** column on the Review Invoices - Invoice Inquiry page.

This page displays the invoice schedules associated with a given payment.

Payment Advice

Field or Control	*Description*
Advice Sequence	Displays a unique identity for the payment advice created for an invoice.
Source	Displays the invoice source.

Related Links
Inquiring About Payments

Review Invoices - Review Invoice Disputes Page

Use the Review Invoices - Review Invoice Disputes page (EM_VOUCHER_DISPUTE) to review and resolve holds on invoice payments.

Navigation:

Click a **Dispute** button on the Review Invoices - Invoice Inquiry page.

Field or Control	Description
Scheduled	Displays the date that the payment is to be created. **Note:** This field does not appear in the supplier's view of this page.
Hold Payment	Select this check box to put the invoice on hold, or deselect it to release a hold.
Reason	Select a reason, such as *Amount in Dispute, Contract Retention, Goods in Dispute,* or *Withholding Hold.*
New Comments	Enter any reference for the hold or resolution. The system retains old comments. **Note:** Comments that the buyer enters cannot be viewed by the supplier, but comments that the supplier enters can be viewed by the buyer.
Discuss with IM	Click this link to access the page where you can initiate dialog with the supplier using instant messaging.

Related Links

Reviewing, Initiating, and Resolving Disputes
Resolving Disputes Using Instant Messaging

Review Payment Installments - Inquiry Page

Use the Review Payment Installments - Inquiry page (EM_BUY_PYMNT_INSTL) to review scheduled payment installments.

Navigation:

- Click a **Scheduled Payments** button on the Review Invoices - Invoice Inquiry page.

- Click a link in the **Terms** column on the Review Invoices - Invoice Inquiry page.

- **eSettlements** > **Payments** > **Review Payment Installments** > **Review Payment Installments - Inquiry**

- **eSettlements** > **Invoices** > **Payables Aging Balance** > **Payables Aging Balance - Inquiry**

  Click any amount on the Payables Aging Balance - Inquiry page.

- Click the View More Invoices link on the Recent Invoices pagelet on the Supplier Dashboard.

This example illustrates the fields and controls on the Review Payment Installments - Inquiry page. You can find definitions for the fields and controls later on this page.

The buyer field is not mandatory when you access the Review Payment Installments page from the Supplier dashboard. The search is done with the Supplier value for which the dashboard is open. The buyer field is mandatory when you access the Review Payment Installments page from the Invoice details page. In this case, Supplier field is not mandatory unless a Supplier has been marked as default in the Supplier User setup.

Invoice Inquiry

Field or Control	Description
Invoice	Click a link in this column to review the life cycle of the invoice with which the installment is associated.
Supplier	Click a link in this column to view supplier information. **Note:** This field does not appear on the supplier's version of this page.
	Click to open the Review Invoices – Invoice Cycle page and view details of the payment selection and approval summary.
Paid	Click a link in this column to review payment installment details. For a multi-installment invoice, this link only appears on the inquiry page for installments that have been paid.
Payment Number	Displays the payment installment number.

Field or Control	Description
Pay Date	Displays the date for which the payment is scheduled.
	Note: This field does not appear on the supplier's version of this page.
	Click to open the Review Invoices – Invoice Disputes page to view the details of the payment and the dispute.
Past Due	Displays the number of days that the payment is late (that is, beyond the payment date). Click a link in this column to view dunning information.
Schedule	Click a link to establish an additional payment schedule and review the payment schedule for the invoice.
Hold	Click a link in this column to place an invoice payment installment on hold and initiate a dispute.
Pay	Click a link in this column to create an urgent payment.

eSettlements References and Additional Payment Info

Select these tabs to view additional supplier location, payment, and bank information.

Related Links

Scheduling, Reviewing, and Modifying Payment Installments

Managing Match Exception Errors

Management of match exception errors is discussed in the following topics.

Related Links

Running the Matching and Notification Processes
Managing Matches and Match Exceptions

Reviewing Supplier Balance Information

Buyers can also review supplier balances. The balances appear in the preferred currency established on the buyer's profile, but the buyers can convert supplier balances to various currencies.

This section discusses how to view supplier balance information.

Page Used to View Supplier Balance Information

Page Name	Definition Name	Usage
Review Supplier Balances - Inquiry Page	EM_BUY_OUTBAL	Review supplier balance summary information. Each row represents a payable from a buyer (business unit) to a supplier in the currency of the invoice.

Review Supplier Balances - Inquiry Page

Use the Review Supplier Balances - Inquiry page (EM_BUY_OUTBAL) to review supplier balance summary information.

Each row represents a payable from a buyer (business unit) to a supplier in the currency of the invoice.

Navigation:

eSettlements > **Invoices** > **Review Supplier Balances** > **Review Supplier Balances - Inquiry**

You can populate the **From Supplier** field and the **To Supplier** field with partial information.

To view this page in a different currency, select a display currency, and click the **Convert** button.

Supplier Balances

Field or Control	Description
Supplier Name	Click a link in this column to view detailed invoice information regarding the selected buyer-supplier combination. The detailed information displays all invoices for the business unit and supplier selected.
Gross Amount	Displays the gross amount in the invoice transaction currency. Click an amount in this column to view detailed invoice information. The detailed information displays all invoices for the business unit and supplier selected in the selected transaction currency.
PPay Unapplied (prepayment unapplied)	Displays the amount of any prepayment that has not been applied to the net. This function is enabled only for prepayment invoices.
Net Balance	Displays the difference between the gross amount and the prepayment amount.

Field or Control	Description
Conv. Gross Amt (converted gross amount)	Displays the gross amount in the currency selected.
Conv. Prpay Amt (converted prepayment amount)	Displays the prepayment amount converted to the currency selected.
Conv Net Bal (converted net balance)	Displays the converted difference between the gross amount and the prepayment amount.

Chapter 22

Managing Bills for Suppliers

Understanding Supplier Bill Management

Supplier invoice pages enable quick invoice portfolio analysis and action, including tracking disputes and monitoring overdue invoices. In the Business Service Provider model, suppliers can manage dunning email notifications, as well.

Supplier bill management uses much of the same information as buyer invoice management, sharing a database but providing suppliers a unique view of the data. That way, confidential buyer information is not revealed to the suppliers.

Managing Invoice Activity and Aging Balances

The PeopleSoft system provides several pages—including the Supplier Dashboard page—that enable you to effectively manage invoices by first viewing aggregate and detailed invoice information.

This section discusses how to view invoice activity summary, review invoice activity, view aging balances, and view customer balances.:

Pages Used to Manage Invoice Activity and Aging Balances

| Page Name	Definition Name	Usage
Supplier Dashboard Page	EM_SP_GENERAL	View general summary and graphed information regarding invoices, and view a summary of the last 10 payments.
Manage Bills - Invoice Inquiry Page	EM_SP_VCHR_INQUIRY	Search for and review summary and detail invoice information. The invoices that appear are limited to invoices for suppliers whose information the user has permission to access.
Receivables Aging Balance - Inquiry Page	EM_SP_AGING_BAL	For suppliers, view aging information based on the open receivables recorded in the system. Suppliers can also create various bar charts from this information.
Review Customer Balances - Inquiry Page	EM_SP_OUTBAL	For suppliers, view customer balance information based on the open receivables recorded in the system.

Supplier Dashboard Page

Use the Supplier Dashboard page (EM_SP_GENERAL) to view general summary and graphed information regarding invoices, and view a summary of the last 10 payments.

Navigation:

eSettlements > **Supplier Dashboard** > **Supplier Dashboard**

This example illustrates the fields and controls on the Supplier Dashboard page (1 of 2). You can find definitions for the fields and controls later on this page.
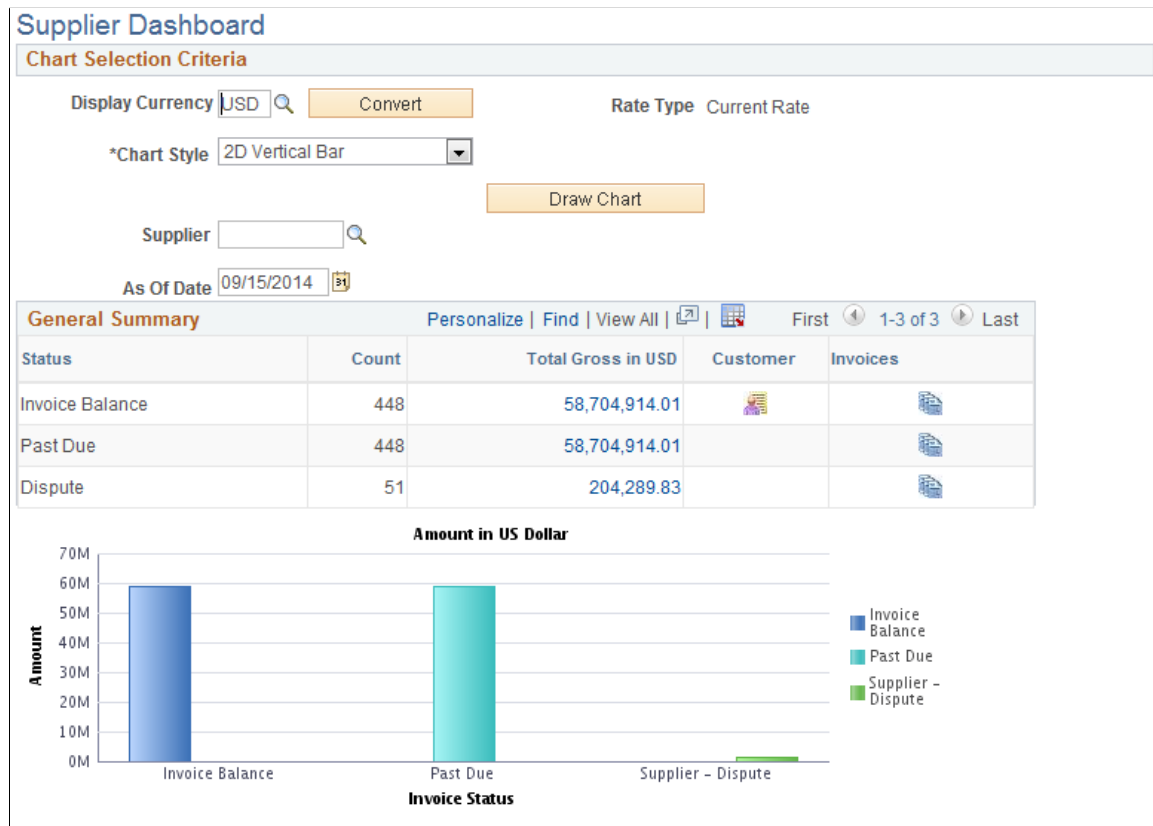
This example illustrates the fields and controls on the Supplier Dashboard page (2 of 2). You can find definitions for the fields and controls later on this page.

Last 10 Payments	Personalize | Find | View All |			First ◀ 1-10 of 85 ▶ Last			
Payment Date	Reference	Beneficiary Bank	Bank ID	Account #	Payment Amount	Curr	Status
08/06/2012	009017	BOA - BRANCH 1	012345672	012345672	1,470.00	USD	
08/06/2012	009018	BOA - BRANCH 1	012345672	012345672	1,800.00	USD	
07/10/2009	009016	BANK OF LA	012345672	012345672	100,000.00	USD	
01/13/2006	T30001	BOA - BRANCH 1	012345672	012345672	2,000.00	USD	
01/13/2006	T31001	BOA - BRANCH 1	012345672	012345672	2,000.00	USD	
01/06/2006	T23P1	BANK OF LA	012345672	012345672	600.00	USD	
01/06/2006	T23P3	BANK OF LA	012345672	012345672	500.00	USD	
01/06/2006	T21AD1	BOA - BRANCH 1	012345672	012345672	800.00	USD	
01/06/2006	T22R1	BOA - BRANCH 1	012345672	012345672	600.00	USD	
05/27/2005	000002	BOA - BRANCH 1	012345672	012345672	999,999.99	USD	

General Summary

This section provides a current invoice activity summary.

Field or Control	Description
Status	Displays the description of the status. Options include: **Invoice Balance:** All open documents—invoices, credit notes, and unapplied prepayments—with a supplier ID (supplier code) associated at the user security level. **Past Due:** All past due open invoices included in the invoice balance amount. **Dispute:** All open invoices included in the invoice balance amount that are on hold. **Proposals:** All proposals are included in this amount. Click this link to access the Manage Proposals page. **Offers:** All offers are included in this amount. Click this link to access the Manage Proposals page.
Count	Displays the total number of invoice payment schedules for regular invoices, unapplied prepayments, and credit notes for each status line.
Total Gross in EUR (total gross in the selected display currency)	Displays the sum of the gross amount of the documents in each status. Click any amount to view detailed invoice information. --- **Note:** This column heading varies according to the display currency that you select.
	Click the **View By Customer** button to view current customer balance information by buyer (business unit).
	Click the **View By Invoice** button to view invoice details by status.

Note: A negative sign *(–)* precedes all credit note and unapplied prepayment amounts.

You can also view the information in any of five two-dimensional (2D) or three-dimensional (3D) chart styles. Select a **Chart Style,**then click the **Convert** button to redisplay the chart. When you pass the mouse-pointer over a chart status category in the actual chart, the installments value for that segment appears.

Last 10 Payments

Displays the last 10 payments created using the pay cycle process. Manual payments—such as a manual check—and external payments do not appear on this list.

Field or Control	Description
Beneficiary Bank	Displays the payment recipient.

Note: After a buyer has cancelled a payment using the Cancel Payment feature, *Cancelled* displays in the **Status** column.

Related Links
Canceling Payments

Manage Bills - Invoice Inquiry Page

Use the Manage Bills - Invoice Inquiry page (EM_SP_VCHR_INQUIRY) to search for and review summary and detail invoice information.

The invoices that appear are limited to invoices for suppliers whose information the user has permission to access.

Navigation:

eSettlements > **Invoices** > **Manage Bills** > **Manage Bills - Invoice Inquiry**

The buttons on this page are only available for invoices with one installment. If an invoice has multiple installments, select **eSettlements** > **Invoices** > **Review Payment Installments** or click a **Payment Installments** button to view that information.

The buyer Reviewing Invoices section discusses information on this and associated pages.

Related Links
Review Invoices - Invoice Details Page
Electronic Invoice Page
Reviewing Invoices
Creating Suppliers
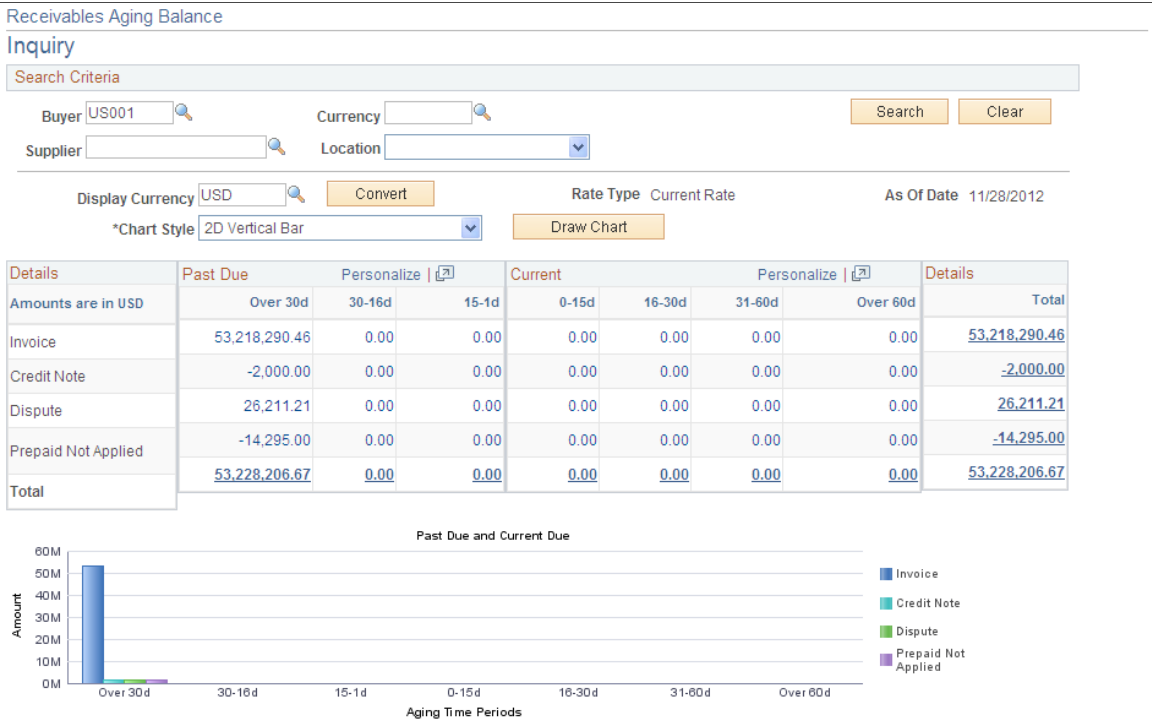
Receivables Aging Balance - Inquiry Page

Use the Receivables Aging Balance - Inquiry page (EM_SP_AGING_BAL) to for suppliers, view aging information based on the open receivables recorded in the system.

Suppliers can also create various bar charts from this information.

Navigation:

eSettlements > **Invoices** > **Receivables Aging Balance** > **Receivables Aging Balance - Inquiry**

This example illustrates the fields and controls on the Receivables Aging Balance - Inquiry page.

The Receivables Aging Balance feature computes in real time the open invoices, credit notes, and prepayments paid. Only valid documents—invoices, credit notes, and prepayments—appear in the aging balances.

Note: When you first access this page, only the aging balances for the buyers to which you have access appear. You can specify search criteria to view the aging balance of a particular buyer or for a particular supplier and supplier location.

The delivered aging categories are fixed to quickly provide consistent, clear aging information.

Past Due and Current

The **Past Due** and **Current** grids show converted amounts for the different types of invoices, by aging date. Click any amount to view details about the invoices that comprise the amount.

Amount Type	Attributes
Invoice	• Positive regular invoices. • Not paid. • No hold payment enabled. • Valid (passed the Voucher Build Application Engine process (AP_VCHRBLD) and in postable status). • Not cancelled or closed.

Amount Type	Attributes
Credit Note	Negative amount invoices.
Dispute	Invoices with a disputed payment schedule.
Prepaid Not Applied	Prepayments that have been paid but not yet applied to the final invoice, by aging date. **Note:** Prepayment vouchers must be posted in PeopleSoft Payables before they can be applied to an invoice.

Note: The graph incorporates only positive amounts from the **Past Due** and **Current** grids. Negative amounts are not included in the chart.

Related Links

Reviewing Payables Aging Balances

Review Customer Balances - Inquiry Page

Use the Review Customer Balances - Inquiry page (EM_SP_OUTBAL) to for suppliers, view customer balance information based on the open receivables recorded in the system.

Navigation:

eSettlements > **Invoices** > **Review Customer Balances** > **Review Customer Balances - Inquiry**

Search Criteria

You can narrow your search results or change the type of currency in which the amounts appear.

Field or Control	Description
From Buyer and **To Buyer**	Enter buyer IDs to select a range of buyers. Enter a buyer ID in the *From Buyer* field to select an individual buyer. If you leave these fields blank, the system selects all buyers.
Dispute Status	Select *In Dispute* or *Not In Dispute.*
Display Currency	Enter a currency type and click **Convert** to update the information.

Review Customer Balances

Amounts are shown in the display currency that you select.

Field or Control	Description
Buyer	Click a link in this column to view detailed invoice information for all invoices (regular and credit notes), regardless of the transaction currency for that buyer (business unit).
Gross Amount	Displays the gross amount of transactions using the displaying currency for the corresponding buyer. Click a link in this column to view all vouchers for the amount's transaction currency and buyer (business unit). **Note:** Prepayment vouchers must be posted in PeopleSoft Payables before they can be applied to an invoice.

Related Links
Reviewing Supplier Balance Information

Inquiring About Invoices and Resolving Disputes

PeopleSoft eSettlements provides several inquiry pages that enable you to examine the details associated with invoices.

This section lists the pages used to inquire about invoices and resolve disputes.

Pages Used to Inquire About Invoices and Resolve Disputes

Page Name	Definition Name	Usage
Review Invoices - Invoice Details Page	EM_SSINVC_DETAILS	View comprehensive information for an invoice, including invoice line detail information.
Review Purchase Orders - Purchase Order Detail Page	EM_PO_INQ	Review the associated purchase order information for an invoice line item.
Review Receipts - Receipt Detail Page	EM_RECV_INQ	Review the associated receipt detail information for a purchase order receiver line item.

Page Name	Definition Name	Usage
Review Invoices - Dunning Mail Page	EM_CC_MAIL_VW	Review dunning email details. This page is available for the Business Service Provider model only.
Review Invoices - Review Invoice Disputes Page	EM_VOUCHER_DISPUTE	Review and add comments to invoice disputes.
Review Payment Installments - Inquiry Page	EM_SEL_PYMNT_INSTL	Review payment installment details.
Instant Messenger Page	EM_IM_SEC	Initiate discussion and discuss invoices with buyers.

Inquiring on Invoices Using PeopleSoft Fluid

eSettlements Fluid Invoice Inquiry pages allow external Supplier users the ability to view and inquire an invoice using Fluid pages.

Pages Used to Inquire About Invoices Using PeopleSoft Fluid

Page Name	Definition Name	Usage
Invoice Inquiry Page	EM_INV_INQ_FL	View and inquire an invoice.
Invoice Details Page	EM_INV_DET_FL	View invoice details.

Invoice Inquiry Page

Use the Invoice Inquiry page (EM_INV_INQ_FL) to view and inquire an invoice.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Invoice Inquiry**.

This example illustrates the fields and controls on the Invoice Inquiry page. You can find definitions for the fields and controls later on this page.

Note: The Invoice Inquiry page can also be rendered on small form factor devices such as a smartphone; the columns that are displayed are optimized on small form factors.

The Invoice Inquiry page displays a list of invoices that match the filter criteria. From this list of invoices, a supplier user can select an invoice to inquire.

Field or Control	Description
	Select to access the Filters page and search for invoices based on invoice date or other criteria. The From/To Dates indicate the default date range for the Invoices is derived from the transaction limit setup. For more information on Transaction limits set up, see Review Buyer Details - Registration Page. If no transaction limits are set up, the default date range is 90 days. You can refine your search based on Invoice Status, Invoice ID, Payment Status, Buying Organization, Supplier, or Supplier Location. Amount Reference indicates a measure for an amount. If Amount reference is selected, an amount must be entered in the Amount field.
	Select to sort the columns in the ascending or descending order. By default, the invoices are sorted by the Invoice date in the descending order.
Invoice Status	Displays the status of the invoices.

Field or Control	Description
Payment Status	Displays the payment status. If all the scheduled payment rows have been paid, the status displays Paid. If no schedules have been paid, the payment status is Unpaid. If one payment schedule is paid and the other payment schedule unpaid, the status displays Partial Payment.

Invoice Details Page

Use the Invoice Details page (EM_INV_DET_FL) to view invoice details. This is a display-only page.

Navigation:

Supplier Secure Homepage > **Invoices and Payments** > **Invoice Inquiry**. Select an invoice from the invoices list.

This example illustrates the fields and controls on the Invoice Details page. You can find definitions for the fields and controls later on this page.

Note: The Invoice Details page can also be rendered on small form factor devices such as a smartphone. The columns that are displayed are optimized on small form factors.

If the **In Dispute** column displays **Yes**, it implies that a dispute exists for that scheduled payment row. Select the scheduled payment row for further review.

Note: On small form factors, a **Dispute** button displays if a dispute exists for a scheduled payment row.

Viewing Payment Information

Use the following inquiry pages to examine the detail associated with payments.

This section lists the pages used to view payment information.

Pages Used to View Payment Information

Page Name	Definition Name	Usage
Review Payments - Payment History Page	EM_BUY_PYMT_INQ	Review payments received by the supplier.
Review Payments - Payment Reference Page	EM_PYMNT_INQ	Review payment detail and advice information for a specific payment reference.
Invoices/Bills - Payment Reference Review Payments - Payment Reference Page	EM_PYMNT_INQ	Review payment detail and advice information for a specific payment reference.

Calculating Days Sales Outstanding (DSO)

This section provides an overview of days sales outstanding (DSO) and discusses how to calculate DSO.

Page Used to Calculate DSO

Page Name	Definition Name	Usage
Calculate DSO - Days Sales Outstanding Page	EM_DSO	Specify criteria to calculate a DSO value.

Understanding DSO

The DSO financial indicator shows both the age in days of an organization's accounts receivables, and the average time it takes to turn those receivables into cash. The balance is expressed in terms of recent sales, and it is compared to industry and organization averages and standard selling terms.

Several methods exist for calculating DSO. The method discussed here follows the Dun and Bradstreet Receivables Management guidelines.

Regular DSO measures the time it takes to collect receivables. It reflects the organization's internal collection efficiencies, and it requires three pieces of information for calculation:

• Total receivables for the period analyzed.

• Total credit sales for the period analyzed.

• The number of days in the period analyzed.

Here is the formula for the standard (regular) DSO calculation:

(Total Receivables / Total Credit Sales) × Number of Days = Regular DSO

Here is an example scenario:

- Total Receivables = 4,600,000 JPY.

- Total Credit Sales = 9,000,000 JPY.

- Number of days in period = 90.

Here is the calculation:

(4,600,000 / 9,000,000) × 90 = 45 days

In this example, it takes 45 days (on the average) to collect the receivables.

Calculate DSO - Days Sales Outstanding Page

Use the Calculate DSO - Days Sales Outstanding page (EM_DSO) to specify criteria to calculate a DSO value.

Navigation:

eSettlements > Payments > Calculate DSO > Calculate DSO - Days Sales Outstanding

This example illustrates the fields and controls on the Calculate DSO - Days Sales Outstanding page. You can find definitions for the fields and controls later on this page.

Specify the criteria to have the system calculate the DSO. From and To dates are required.

Result

Field or Control	Description
Total eSettlements Receivables	Displays the total of the unpaid invoices.
Total eSettlements Credit Sales	Displays the total of paid and unpaid invoices.
Number of Days in the Period	Displays the number of days between the from date and the to date selections (invoice date range).

Chapter 23

Managing Banners

Understanding Banner Management

Banner management enables comprehensive management of advertising banner presentation and click stream tracking. Banners can be stored on your server, the exchange host server, or a remote server through the uniform resource locator (URL) of the graphics interchange format (GIF) banner image file.

Banner management includes functionality to control display start and end dates, banner rotation, and user role-based presentation. Should a buying or selling entity not want its users to be presented banners, this feature can be deactivated on the buyer or supplier registration pages. In such cases, only the default banner appears, a nonanimated GIF file or a simple background color.

Setting Up and Adding Banners

To enable advertising banners to appears on buyer and supplier pages, you must change the portal template for your organization's database.

Oracle delivers a standard portal template that enables banner advertising.

This section discusses how to define banner templates.

Page Used to Set Up and Add Banners

Page Name	*Definition Name*	*Usage*
General Settings Page	PORTAL_REG_ADM	Define banner templates.

General Settings Page

Use the General Settings page (PORTAL_REG_ADM) to define banner templates.

Navigation:

PeopleTools > **Portal** > **General Settings** > **General Settings**

Field or Control	*Description*
Default Template Name	Select *EP_EM_MARKETPAY_TEMPLATE* in the drop-down list box.

Field or Control	Description
Object Owner ID	Select *FMP* (eSettlements).
Default Template Name	Select *eSettlements Template* for both the *ERP* and *EPM* nodes.

Warning! You set up only the *ERP* and *EPM* nodes. Do not modify the other nodes in the grid.

Save the page, sign out, and restart your web and application servers to make banners available for display.

Managing Banners

You can add or delete banners at any time, and the system records the information. Each time a user clicks a banner, the system records the selection information as well. Click stream tracking information is a combination of the user and the banner that the user clicks. The system records users' banner clicks by inserting a row into the Banner Usage table (PS_BANNER_CLICK).

To manage banners, use the Maintain Banners component (EM_BANNER_ADMIN).

This section discusses how to manage banners and review banner activity.

Pages Used to Manage Banners

Page Name	Definition Name	Usage
Maintain Banners - Information Page	EM_BANNER_ADMIN	Add or update banners.
Review Banner Usage Page	EM_BANNER_CLICK	View the click count of a particular banner.

Maintain Banners - Information Page

Use the Maintain Banners - Information page (EM_BANNER_ADMIN) to add or update banners.

Navigation:

eSettlements > **Administration** > **Maintain Banners** > **Maintain Banners - Information**

This example illustrates the fields and controls on the Maintain Banners - Information page. You can find definitions for the fields and controls later on this page.

Maintain Banners
Information

Banner Seq ID	00011	*Description	Idex Banner		☐ Default
From Date	11/28/2001	To Date		Seconds to Display	30
Image URL	http://dready051602/idexecbanneran.gif				
Redirect URL	http://www.idexec.com/				
Bill To					
Company Name					

Roles for Presentation   Personalize | Find | 🔲 | 🔳   First ◀ 1-4 of 4 ▶ Last

*Role Name
- Buyer Administrator   ➕ ➖
- Buyer Treasurer   ➕ ➖
- Supplier Administrator   ➕ ➖
- Supplier Treasurer   ➕ ➖

Field or Control	Description
Banner Seq ID (banner sequence ID)	Displays the banner ID, numbered automatically if you do not make a selection when accessing the page.
Description	Enter the banner description.
Default	Select for the displayed banner to be the default banner. This is the default banner when the user is not in any other banners' target audience. The system automatically manages the sole default banner, and you must set up one default banner. To change the default, enter another banner ID and select its **Default** check box.
From Date	Enter the date that the banner first becomes available to display.
To Date	Enter the last day that the banner is available. If you don't enter a date, the banner doesn't expire.
Seconds to Display	Enter the amount of time elapsing before the displayed banner is replaced by the next. Banners appear according to the banner sequence ID, and the system administrator can modify the display order.
Image URL (uniform resource locator)	Enter the storage location for the banner URL.
Redirect URL	Enter the represented organization's web address as specified by the host administrator.

Field or Control	Description
Bill To	Enter the organization represented by a given banner and thus billed for its management.
Company Name	Enter the organization represented by the banner.

Roles for Presentation

Add and select each role name to which banners are presented.

Review Banner Usage Page

Use the Review Banner Usage - Click Stream Tracking page (EM_BANNER_CLICK) to view the click count of a particular banner.

Navigation:

eSettlements > **Administration** > **Review Banner Usage** > **Review Banner Usage - Click Stream Tracking**

Review the banner view history, including the specific date/time click.

For each banner, this page displays the user, the date, and the time that the user clicked a particular banner.

Chapter 24

Using PeopleSoft eSettlements Pagelets

Understanding PeopleSoft eSettlements Pagelets

PeopleSoft eSettlements provides portal pagelets for your corporate intranet or extranet home pages. These pagelets provide access to key data and transactions within PeopleSoft eSettlements for use in supplier portal registries.

Standards PeopleSoft role-based security ensures that users can access only the pagelets appropriate to their roles.

You can also design your own pagelets when your installation includes PeopleSoft Applications Portal.

See the product documentation for *PeopleTools: Portal Technology*

The Comprehensive Supplier Portal

PeopleSoft provides Suppliers with the Comprehensive Supplier Portal - a centralized location with multiple pagelets to assist them with their daily jobs.

See "Using The Comprehensive Supplier Portal Homepages" (PeopleSoft Source to Settle Common Information)

You can add the following pagelets to the Supplier Dashboard page:

- Recent Invoices

- Recent Payments

- Proposals Offered

- Invoice Disputes

- Discounts Lost/Taken

The information that is displayed on each page or pagelet is for suppliers. When a supplier logs into the system, the first page displayed will be their home page with their selected pagelets. The information displayed on each pagelet will be pertaining only to the transactions made by the supplier.

Portal pagelets reduce the number of clicks that it takes a user to complete major tasks. These pagelets are user-friendly and enable users to gain quick access to relevant data from the transaction or analysis system.

Viewing eSettlements Pagelets

Viewing The Supplier Dashboard Pagelets

Pagelet Name	Usage	View by
Recent Invoices Pagelet	Displays the recent invoices.	Supplier
Recent Payments Pagelet	Displays the recent invoices for which payments are made.	Supplier
Proposals Offered Pagelet	Displays the list of proposals.	Supplier
Invoice Disputes Pagelet	Displays the invoices in disputes notified by the buyers.	Supplier
Discounts Lost/Taken Pagelet	Displays all the discounts lost and taken for a particular period and Supplier ID.	Supplier

Recent Invoices Pagelet

Access the Recent Invoices Pagelet

This example illustrates the fields and controls on the Recent Invoices Pagelet. You can find definitions for the fields and controls later on this page.

This pagelet displays a list of recently created invoices for a global date range of 90 days, which can be changed. The details of the invoice with invoice number, date created, due date, with payment status and approval status are available.

Field or Control	Description
Invoice Number	Click the link to open the Review Invoices – Invoice Cycle page to view the details of payment.
View More Invoices	Click the link to open the Review Payment Installments – Inquiry page in a new window and view more details of invoices. **Note:** If you are accessing the Recent Invoices pagelet from Supplier 360 View, the View More Invoices link will open the Review Invoices – Inquiry page

See Review Payment Installments - Inquiry Page

See Inquiring About Invoices and Resolving Disputes

Recent Payments Pagelet

Access the Recent Payments Pagelet

This example illustrates the fields and controls on the Recent Payments Pagelet. You can find definitions for the fields and controls later on this page.

This pagelet displays a list of invoices for which payments have been made, along with the payment date and amount.

Field or Control	Description
Payment Reference	Click the link to open the Payment Information – Payment Reference page to get the complete detail of the payment along with the payment advice.

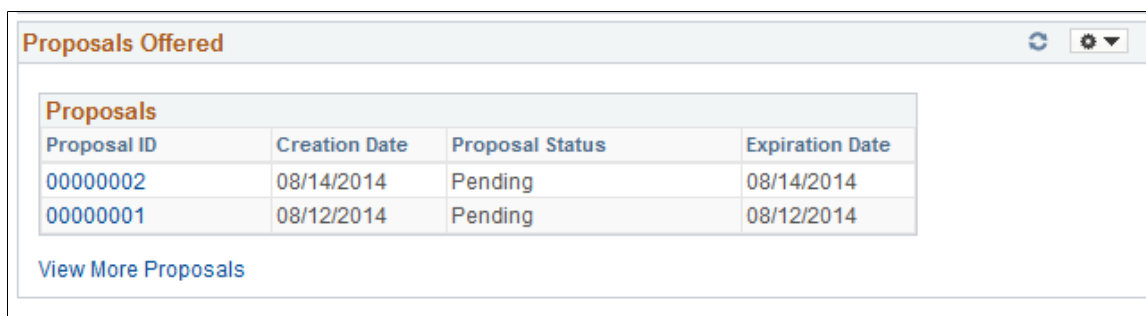| Field or Control	Description
View More Payments	Click the link to open the Review Payments – Payment History Search page in a new window to view the details of payments.

See Review Payments - Payment History Page

See Understanding Payment Processing

Proposals Offered Pagelet

Access the Proposals Offered Pagelet

This example illustrates the fields and controls on the Proposals Offered Pagelet. You can find definitions for the fields and controls later on this page.

This pagelet displays a list of proposals offered with their status and dates of creation and expiration.

Field or Control	Description
Proposal ID	Click the link to open the Manage Proposals page to view the proposal details and details of the invoices associated.
View More Proposals	Click the link to open the Manage Proposals Search page in a new window to view the details of proposals.

See Creating Proposals

Invoice Disputes Pagelet

Access the Invoice Disputes Pagelet

This example illustrates the fields and controls on the Invoice Disputes Pagelet. You can find definitions for the fields and controls later on this page.

Invoice Disputes			
Invoices			
Invoice Number	Invoice Date	Invoice Total	Currency
V0424B01A	03/20/2002	21,500.00	USD
1011010-008	01/21/2002	690.00	USD
1021100-016	01/21/2002	17,000.00	USD
1021010-017	01/07/2002	390.00	USD
1401000-035	01/02/2002	8,312.00	USD
1402000-036	01/02/2002	1,756.40	USD
View More Invoices			

This pagelet displays a list of invoices which are in dispute. The details of invoice total and the date are available.

Field or Control	Description
Invoice Number	Click the link to open the Review Invoice Disputes page in a new window to view the payment details along with the reason for hold.
View More Invoices	Click the link to open the Review Payment Installments – Inquiry page in a new window to list and view the details of the invoices in dispute.

See Review Payment Installments - Inquiry Page

Discounts Lost/Taken Pagelet

Access the Discounts Lost/Taken Pagelet

This example illustrates the fields and controls on the Discounts Lost/Taken Pagelet. You can find definitions for the fields and controls later on this page.
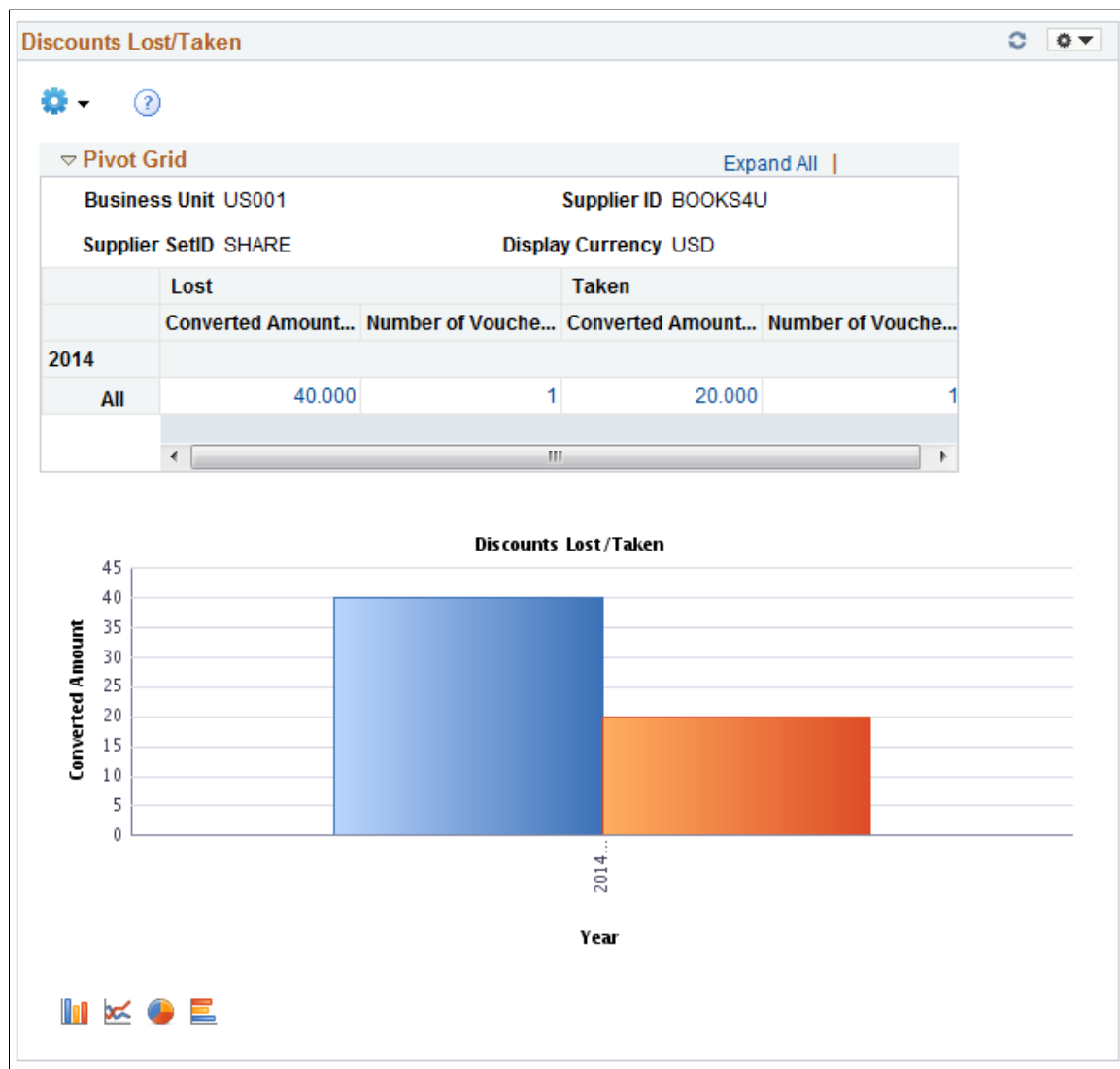
The Discounts Lost/Taken Pagelet displays a pivot grid. This pivot grid is based on a query that displays all the discounts lost and taken for a particular period and supplier ID.

You can click on one of the values, or click on a bar on the graph and click on the Detailed View to access the Pivot Grid Drilldown page. Use the Pivot Grid Drilldown page to list and view the details of the discounts lost or taken by a supplier.

For additional information about pivot grids, see: *PeopleSoft Application Fundamentals*, Using the WorkCenter for Financial and Supply Chain Applications.

See the product documentation for *PeopleTools: Pivot Grid*